

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  
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: September 20, 2019

Subject: Friday Memo

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### Introduction

This Friday Memo is for the week of September 16 through September 20. 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.

### Wastewater Treatment Plant Anaerobic Treatment Process Engineering

On Monday, staff met with our engineers at ISS to provide some additional direction on the engineering work underway that is preparatory to applying for some grants that could allow us to add a treatment process at the sewer treatment plant that would have both environmental and future year ratepayer cost increase avoidance benefits.

### Wastewater Maintenance and Operations

On Tuesday morning, I met with four Jacobs' managers to preview their City Council presentation for Tuesday evening and to discuss initial big picture plans over the next year or so.

### Public Works Capital Projects

On Tuesday morning, Deputy City Manager Keith Mills and I met with Casey Coffey from ISS to review the status of the various municipal public works projects in design and to develop our milestone follow-up list for the next four weeks. Two projects are nearing going out to bid – a sewer force main replacement project serving northwest West Melbourne and a water main installation project serving a large area west of I-95 in the vicinity of U.S. 192. In addition, last Saturday, City Clerk Cynthia Hanscom and I secured the final two temporary construction easements from properties not in probate for the Sylvan Drive Septic to Sewer Project. That largely grant-funded project will start construction in early October.

### Parks and Recreation Operations

On Tuesday afternoon, I met with Parks and Recreation Director Rich Boprey to discuss some near-term and longer term maintenance and operations tasks.

### City Council Adopts 2019-2020 Budget

On Tuesday evening, the City Council adopted West Melbourne's \$36.5 million municipal budget for 2019-2020. Much appreciation to all our departments, especially to our Finance Department led by Finance Director Margi Starkey, for all their good work in the development of our budget for the next fiscal year that addresses the priorities the City Council established during our budget workshops last Spring.

### Police Building

This week, staff, led by Project Manager Keith Mills, met with our architect and construction contractor as we work together in detail towards completion of the remodeling of the old portion of the police station.

### Traffic Signal at Norfolk Parkway and Minton

After the previous week's traffic accident on Norfolk Parkway and the programming failure of the Norfolk Parkway and Minton intersection signal a week ago this morning, on Monday of this week, the County Public Works Department implemented a new signal timing program that reduces some of the previous green time allocated to southbound Minton and to the southbound Minton to eastbound Norfolk Parkway left turn movement in order to provide more green time for the traffic outbound on Norfolk Parkway approaching Minton. Early this week, new timing appears to be optimizing the operation of the signal, as on Monday and Tuesday, 27% more cars were able to get through the intersection from Sawgrass Lakes and the Pineapple Cove Classical Academy Charter School during the half hour peak of 7:30 a.m. to 8:00 a.m. than the previous Thursday. The results were not as good later in the week, as the County's working on optimization adjustments continued.

On Thursday, I met with representatives of D.R. Horton to see what they might be able to do to help address the concern from Sawgrass residents and from parents of the Pineapple Cove Classical Academy Charter School about the weekday school morning half hour peak congestion. They indicated that they would speak with FP&L to see if they might potentially get permission for use of a portion of the FP&L easement south of the Norfolk Parkway right-of-way to potentially look to add a third lane approaching the intersection at some point in the future.

### Water Plant Study

The project engineers' final report and staff recommendations are scheduled for the City Council meeting of October 1.

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

# September 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	 <p>LABOR DAY Offices Closed</p>	<i>Dorian was here</i>	<i>Dorian was here</i>	7:00 a.m. Melbourne Regional Chamber Business Breakfast		
8	6:30 City Council	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		<del>5:30 Code Enf Bd</del> cancelled		
22	6:30 Business Adv Bd			10:00 Blood Drive  7:00 Bd of Adjustment	5:00 Food Truck Friday	
29						

# October 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 6:30 City Council	2 11:15 Greater Palm Bay Chamber of Commerce	3 7:00 a.m. Melbourne Regional Chamber Business Breakfast	4	5
6	7	8	9 11:30 West Melbourne Business Assoc 6:30 Planning & Zoning Bd	10 6:30 Charter Review Committee	11	12
13	14 7:00 Space Coast League of Cities Dinner	15 6:30 City Council	16	17 5:30 Code Enf Bd	18	19
20	21	22	23	24 7:00 Bd of Adjustment	25 5:00 Food Truck Friday	26
27	28	29	30	31 Halloween 		

Six Month City Council Agenda Planning Calendar

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
1-Oct Regular Meeting 6:30 p.m.	Introduction of New Employee - Mechanic Hector Mora (Mark)  Presentation - Hospice of St. Francis for Lights of Love Event (Cynthia)	Award of Piggyback Contract - 2019-2020 Annual Street Resurfacings (Mark) (action)  Water Plant Feasibility Study Final Report and Recommendations (Scott) (action)  City Council Annual Review of Police Chief's Performance (Kimberly) (action)  City Council Annual Review of City Attorney's Performance (Kimberly) (action)  Bill of Sale for Durham Drive (Morris) (consent)  Approval of Business of the Quarter for the 4th Quarter (Cynthia) (consent)
15-Oct Regular Meeting 6:30 p.m.	Introduction of New Employee - Police Officer Logan Gibbons (Rick)  Public Hearing - First Reading - SJRWMD M-1 Canal Rediversion Project - Comp Plan and Rezoning (Christy)	September Statistical Report for Police Department (Rick) (mgmt reports)  Award of Construction Bid - Columbia Lane-Brandywine Water Main (Keith) (action)  First Reading of Ordinance on Road Connectivity (Morris) (action)  Award of Bid - Veterans Memorial Complex Irrigation and Landscaping Project (Keith) (action)  Award of Bid - Greenboro Force Main Replacement Project (Keith) (action)  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)
5-Nov Regular Meeting 6:30 p.m.	Public Hearing - Second Reading - SJRWMD M-1 Canal Rediversion Project - Comp Plan and Rezoning (Christy)  Public Hearing - Second Reading of Ordinance on Road Connectivity (Morris)	Award of Construction Bid - M-1 Canal Water Main (Keith) (action)  Extension of Interlocal Agreement with Brevard County for Installation and Maintenance of SCAT Bus Shelters (Scott) (consent)
19-Nov Regular Meeting 6:30 p.m.	Public Hearing - Second Reading - Annexation of Acquest Property (Christy)  Public Hearing - Second Reading - Comp Plan Amendment to Gateway Interchange and Rezoning for Acquest Property (Christy)  Public Hearing - First Reading - Comp Plan Amendment, Rezoning, and Development Agmt for Buena Vida's Woodland Duplexes (Christy)  Public Hearing - Space Coast Gateway Center Preliminary Plat (Christy)	October Statistical Report for Police Department (Rick) (mgmt reports)  Selection of Banking Institution for Servicing City Accounts (Margi) (action)
3-Dec Regular Meeting 6:30 p.m.	Public Hearing - Second Reading - Comp Plan Amendment, Rezoning, and Development Agmt for Buena Vida's Woodland Duplexes (Christy)	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)

Six Month City Council Agenda Planning Calendar

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
17-Dec Regular Meeting 6:30 p.m.		November Statistical Report for Police Department (Rick) (mgmt reports)  Resolution Adopting 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)  Reappointment of Pat Bentley and/or Scott Morgan or Appointment Otherwise of One or Two City Residents to West Melbourne Police Officers Pension Board of Trustees for Four Year Terms (Cynthia) (action)
3-Mar Regular Meeting 6:30 p.m.		Fiscal Year 2018-2019 Comprehensive Annual Financial Report (Margi) (action)
17-Mar Regular Meeting 6:30 p.m.	Public Hearing - Possible Vacation of Entirety of Espanola Way West of Carolina Street Should Property Not Be Needed for Possible City Well Site or Partial Vacation Reserving Easement for Needed City Well Site (Christy)	February Statistical Report for Police Department (Rick) (mgmt reports)
7-Apr Regular Meeting 6:30 p.m.		
21-Apr Regular Meeting 6:30 p.m.		March Statistical Report for Police Department (Rick) (mgmt reports)

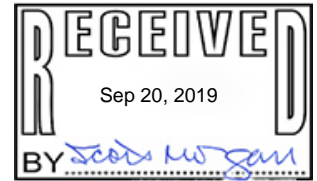
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Legal Department  
Morris Richardson, City Attorney  
City Hall  
2240 Minton Road  
West Melbourne, FL 32904  
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Fax: (321) 768-2390  
www.westmelbourne.org



To: Mayor Rose and Members of the City Council  
Through: Scott Morgan, City Manager  
From: Morris Richardson, City Attorney *MR*  
Date: September 20, 2019  
Subject: Friday Memo

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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.

### **Protect Yourself from Utility Scams**

Earlier this month, a West Melbourne resident posted the following message on Nextdoor.com:

We received a call from ... a robo voice that identified "from FPL". It went on to say that our electric service was about to be turned off. However, if we hit the #1 we would be transferred to the "on-line payment department". We checked with FPL and they verified that our account balance is zero. Please be aware!

Scammers are using sophisticated tactics to target utility customers. A common scam involves a caller who pretends to be a utility provider employee. Your caller ID may even falsely display the utility provider's telephone number. The caller insists that your account is delinquent, and threatens to turn off power, water, cable, or telephone service to your home or business within an hour if payment is not made immediately. The caller then demands payment with a prepaid card or wire transfer and provides a call back number that mimics the utility provider's customer service line. Many people have fallen prey to this scam and made payment, never to receive their money back.

Utility providers such as the City of West Melbourne and Florida Power & Light will never demand immediate payment with a prepaid card or wire transfer to avoid a service disconnection. Utility providers will never call and ask for personal information, such as account numbers or your Social Security number, unless you call the provider directly.

If you receive a call like the one described above, hang up on the suspicious caller. If you receive a suspicious text or email, delete it without opening attachments or reply because it may be a phishing scam designed to access your personal information. To report a scam, contact the West Melbourne Police Department (321-723-9673). Contact the City of West Melbourne utility department to verify water and sewer account and billing information (321-727-7700).

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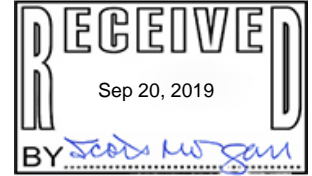
Building Department  
Tom Forbes, Building Official  
City Hall  
2240 Minton Road  
West Melbourne, FL 32904  
Phone: (321) 837-7776  
Fax: (321) 952-9542  
www.westmelbourne.org

To: Scott Morgan, City Manager

From: Thomas Forbes, Building Official

Date: September 20, 2019

Friday Memo / Building Department



Weekly activity summary for the Building Department

**Building:**

There were 7 building permits issued for new single family residences and a total of 97 permits issued this period.

**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.
- 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.
- Folklore Latino (restaurant), 2994 W. New Haven Avenue, 1,100 sq. ft. interior renovation.

Building Inspections conducted from 09/16/19 to 09/20/19 totaled 282

New Permit applications received from 09/16/19 to 09/20/19 totaled 61

- 5 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), 53,857 sq. ft. hotel, new construction, review complete, awaiting revised plans.
- Publix, 2261 W. New Haven Avenue, interior renovation, plans submitted, review complete, permit ready to issue.
- Audi Display Tower, 2260 Coastal Lane, 403 sq. ft., 3 story structure, review complete, awaiting revised plans.
- Olive Garden, 2508 W. New Haven Avenue, interior renovation, review complete, awaiting revised plans.
- IHOP, 855 Palm Bay Road, 4,974 sq. ft. interior build-out of new restaurant, plans submitted.
- Extended Stay America, Coastal Commerce Center, 53,857 sq. ft. 4 story hotel, review complete, awaiting revised plans.

**Code Enforcement:**

The next Code Enforcement Board meeting will be October 17, 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 were a total of 3 new code enforcement cases opened this week; additionally 8 existing cases were closed this past week in compliance.

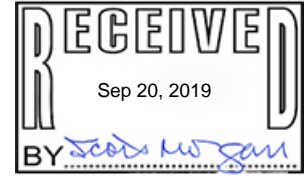
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Public Works Department  
Mark Piccirillo, Public Works  
Director  
Public Works Facility  
1415 Henry Avenue  
West Melbourne, FL 32904  
Phone: (321) 727-3710  
Fax: (321) 952-0924  
www.westmelbourne.org



To: Scott Morgan, City Manager  
From: Mark Piccirillo, Director of Public Works  
Date: September 20, 2019  
Subject: This Week in Public Works

The Public Works Department has taken possession of the last vehicle ordered this fiscal year for the City's fleet, a 2019 Ford F-350 diesel utility body with a crane attachment. The cab and chassis had to be sent out separately for the utility body and crane to be installed. This new arrival will be assigned to the Water Department for lifting and placing fire hydrants, valves, and piping on a work job-site.



Images of new City Ford F-350.

The Public Works Streets and Drainage Department repaired the sidewalk at Opis Indian River Center on Greenboro Drive which was removed to repair a failed 10-inch force main. The concrete sidewalk was repaired, and has been reopened to the public.



Images of sidewalk repair on Greenboro Drive.

The Public Works Streets and Drainage Department is in the process of removing the debris from the demolition of 205 Stephenson Drive. The debris is being loaded into two 30-yard containers, and then hauled off by Waste Management.

The Public Works Department met with the City's paving contractor, Asphalt Paving Systems, this week regarding the new upcoming fiscal year's paving budget. If this is approved by the City Council at the next Council meeting, APS will be in the City within a week to start the crack sealing in preparation for the micro, and cape seals that will follow on 20 City-owned roads.

Public Works contractor Don Luchetti Construction has completed the replacement of 340 feet of an 18-inch failed metal corrugated drainage pipe that runs north to south from Greenboro Drive to the A-1 Canal. Public Works will now remove all the old pipe and debris from this work site, and landscape the affected area.



Images of completed pipe replacement on Greenboro Drive.

The Public Works Water Department completed 232 work orders this week, responded and replaced one water service line leak which needed a new service line replaced under the road, serviced five fire hydrants, and exercised five water valves. They continued with the City's fire hydrant tagging program, which involves each hydrant to get a UID (unique identification) number that is stamped on a tag and secured to the fire hydrant so it is easily tracked and recorded.

The water service line leak was on Jennifer Circle, in Hollywood Estates. Y-Com was contacted to shoot a new service line under the road to replace the old broken service line and a new service line was installed and service restored.



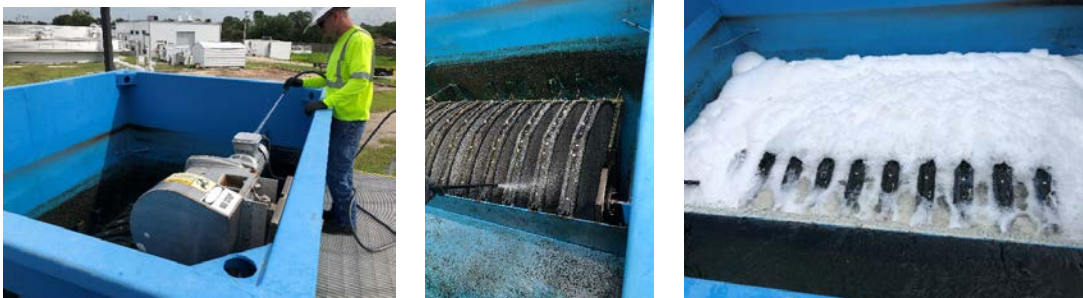
Images of service line installation in Hollywood Estates.

The City of West Melbourne recently participated in a G.I.S. (Geographical Information Systems) internship program with Eastern Florida State College. Eric Lorch (pictured on the left) has spent 96 hours working with Water Distribution Worker Ahmed Taha to help build and improve the City's water distribution and wastewater collections G.I.S. system. This week was Eric's last week with us as he has completed the internship requirement. The City would like to take this opportunity to thank Eric for doing such a phenomenal job and we wish him good luck in his future endeavors.



Image of intern working with City employee.

The Sewer Department Jacobs completed 211 work orders and 14 sewer inspections this week. They observed the installation of the second lift station wet well at the Springs of Hibiscus, and performed preventative maintenance at the plant on the disc filter media.



Images of preventative maintenance at sewer plant.

Jacobs conducted an inspection at the Aventine Apartments sanitary sewer tie-in with an outside drop to an existing manhole next to the Havens lift station.



Images of Havens lift station inspection.

The City Hall lift station control panel box was replaced with a new stainless-steel box due to the age.

Jacobs' representatives, Dan Stark and Elliot Wheeler, along with on-site employees Mike DeBerry and Brian Mascher presented the 'Projects Annual Report' to the City Council Members on Tuesday night. The presentation was the year in review on the operations of the wastewater facilities and the CIP projects that have been completed.

On September 16, the City received a letter from FDEP regarding the August 23 force main break on Greenboro Drive stating that the City was in compliance with FDEP's rules and regulations.



**FLORIDA DEPARTMENT OF  
Environmental Protection**

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

Ron DeSantis  
Governor

Jeanette Núñez  
Lt. Governor

Noah Valenstein  
Secretary

September 16, 2019

Brian Mascher, Project Manager  
1415 Henry Ave  
West Melbourne, FL. 32904  
[Brian.Mascher@jacobs.com](mailto:Brian.Mascher@jacobs.com)

Re: West Melbourne/Ray Bullard  
Facility ID # FLA010332  
Brevard County

Dear Mr. Mascher:

Department personnel has conducted a review of the correspondence received on August 23, 2019. Based on the information provided during and following the review, the facility was determined to be in compliance with the Department's rules and regulations.

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 Marcos Ruiz at 407-897-2945 or via e-mail at [Marcos.Ruiz@FloridaDEP.gov](mailto:Marcos.Ruiz@FloridaDEP.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel K. Hall".

Daniel K. Hall, Manager  
Central District  
Florida Department of Environmental Protection

cc: Marcos Ruiz, FDEP

MAYOR  
Hal J. Rose

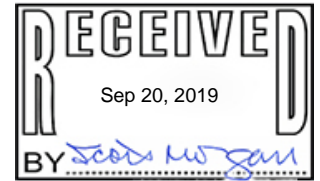
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Rich Boprey  
Parks & Recreation Director  
Veterans Memorial Complex  
2285 Minton Road  
West Melbourne, FL 32904  
Phone: (321) 837-7779  
Fax: (321) 768-2390  
www.westmelbourne.org



To: Scott Morgan, City Manager

From: Rich Boprey, Parks & Recreation Director

Date: September 20, 2019

Re: Friday Memo/Parks & Recreation

The Parks & Recreation Department recently completed a project to upgrade the 'playground friendly' mulch at Clements Wood Park and Westbrooke Park.



Image of new mulch at playground.



Image of new mulch at playground.

The updated registrations as of Week 2 for the Fall Sports Program are 22 children participated: Tuesday, Baseball – 7 children; Wednesday, Golf – 7 children; Thursday, Basketball – 8 children.

The Parks & Recreation Department is currently running a Fall Sports Program. The program commenced on Tuesday, September 10, 2019 and courses are being held at the Field of Dreams in the West Melbourne Community Park. The program will operate for 8 weeks from September 10-October 29: Tuesday – 5:00-6:00 p.m. **Baseball**, Wednesday – 5:00-6:00 p.m. **Golf**, and Thursday – 5:00-6:00 p.m. **Basketball**.