

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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West Melbourne, FL 32904
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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: October 4, 2019

Subject: Friday Memo

Introduction

This Friday Memo is for the week of September 30 through October 4. 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.

Water Plant Study Wraps Up

The project engineers' final report and staff recommendations were approved by the City Council on Tuesday. Work on the first two implementing task orders will start shortly.

Palm Bay Chamber Luncheon

On Wednesday afternoon, I attended the Palm Bay Chamber of Commerce luncheon. The guest speaker was Representative Randy Fine.

Melbourne Chamber Breakfast

On Thursday morning, Mayor Rose, Council Member Dittmore and I attended the Melbourne Regional Chamber of Commerce breakfast meeting. The guest speaker was Pamela Rauch, Vice President of External Affairs & Economic Development for Florida Power & Light. West Melbourne was honored as a "Diamond Member" for having been a member of the Melbourne Chamber of Commerce continuously for twenty years.

Police Promotion Ceremony

On Thursday afternoon, Council Members Gaffney and Smith and I attended the promotion ceremony for newly promoted Sergeant Joe Jones, newly promoted Lieutenant James Parsons, and newly promoted Lieutenant Michelle Page.

Greenboro Sewer Force Main Replacement Project Out to Bid

After securing the last required permit from Brevard County, this week, the City put out a competitive public works construction bid package seeking submittal of construction bids for our Greenboro Sewer Force Main Replacement Project. This project will replace a large reach of older, increasingly unstable, sewer force main serving the northwest West Melbourne area.

The project consists of installing a new 12" HDPE force main by horizontal directional drill, installing a new 12" PVC force main by open cut, rerouting an existing 4" PVC to a nearby manhole, connection of the force main to the existing systems, abandonment, grouting, and/or removal of the existing 4" and 10" PVC force main, significant clearing and installation of slope stabilization (gabion baskets) at force main canal crossings (Base Bid) and along the north side of the Lakeside apartment complex (Additive Alternate #1), minor demolition and restoration, and all other items and work specified in the contract documents. Sealed bids will be accepted in the City Clerk's Office until 2:00 pm on November 8. The award of bid is scheduled to be considered by the City Council during the City Council meeting of November 19. The duration of the contract will be for 150 days from the issuance of the notice to proceed, which should put project completion in late May or early June 2020.

Sylvan Drive Septic to Sewer Construction to Commence Next Week

Today, I mailed notice to the fifty-nine homeowners on Sylvan Drive that our construction contractor, Atlantic Development of Cocoa, plans to start construction sometime next week. The largely grant-funded \$2.3 million project will be completed by the end of 2020.

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

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 		

November 2019

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

Six Month City Council Agenda Planning Calendar

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
15-Oct Regular Meeting 6:30 p.m.	<p>Introduction of New Employee - Police Officer Logan Gibbons (Rick)</p> <p>Public Hearing - First Reading - SJRWMD M-1 Canal Rediversion Project - Comp Plan and Rezoning (Christy)</p> <p>Public Hearing - First Reading - Comp Plan Amendment, Rezoning, and Development Agreement for Buena Vida's Woodland Cottages (although previously advertised for 10-15, continue hearing to 11-19) (Christy)</p>	<p>September Statistical Report for Police Department (Rick) (mgmt reports)</p> <p>First Reading of Ordinance on Road Connectivity (Morris) (action)</p> <p>Award of Bid - Veterans Memorial Complex Irrigation and Landscaping Project (Keith) (action)</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> <p>Council Policy Decision on Accepting Street Lighting in Newer Subdivisions with Public Streets Where Responsibility for Street Light Maintenance Cannot be Determined in Subdivision Approval Documents (Scott) (action)</p>
5-Nov Regular Meeting 6:30 p.m.	<p>Public Hearing - Second Reading - SJRWMD M-1 Canal Rediversion Project - Comp Plan and Rezoning (Christy)</p> <p>Public Hearing - Second Reading of Ordinance on Road Connectivity (Morris)</p>	<p>Award of Construction Bid - M-1 Canal Water Main (Keith) (action)</p> <p>Extension of Interlocal Agreement with Brevard County for Installation and Maintenance of SCAT Bus Shelters (Scott) (consent)</p> <p>Award of Construction Bid - Columbia Lane-Brandywine Water Main (Keith) (action)</p> <p>Award of Construction Bid - Greenboro Force Main Replacement Project (Keith) (action)</p>
19-Nov Regular Meeting 6:30 p.m.	<p>Public Hearing - Second Reading - Annexation of Acquest Property (Christy)</p> <p>Public Hearing - Second Reading - Comp Plan Amendment to Gateway Interchange and Rezoning for Acquest Property (Christy)</p> <p>Public Hearing - First Reading - Comp Plan Amendment, Rezoning, and Development Agreement for Buena Vida's Woodland Cottages (Christy)</p> <p>Public Hearing - Space Coast Gateway Center Preliminary Plat (Christy)</p>	<p>Selection of Deputy Mayor for One Year Term (Council) (action)</p> <p>Selection of Banking Institution for Servicing City Accounts (Margi) (action)</p> <p>October Statistical Report for Police Department (Rick) (mgmt reports)</p>
3-Dec Regular Meeting 6:30 p.m.	<p>Public Hearing - Second Reading - Comp Plan Amendment, Rezoning, and Development Agreement for Buena Vida's Woodland Cottages (Christy)</p>	<p>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)</p> <p>First Reading of Ordinance - Annual Update of Five Year Capital Improvement Plan (Scott) (action)</p>

Six Month City Council Agenda Planning Calendar

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
17-Dec CRA Meeting 6:00 p.m.		Approval of CRA Meeting Calendar for 2020 (Christy) (CRA)
17-Dec Regular Meeting 6:30 p.m.	Public Hearing - Second Reading of Ordinance - Annual Update of Five Year Capital Improvement Plan (Scott)	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 - ABC Volunteer of the Year (Mayor Rose) 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.	Proclamation - March as Irish-American Heritage Month (Cynthia)	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 CRA Meeting 6:00 p.m.		CRA Annual Report (Christy) (CRA)
3-Mar Regular Meeting 6:30 p.m.	Proclamation - April as Water Conservation Month (Cynthia)	Fiscal Year 2018-2019 Comprehensive Annual Financial Report (Margi) (action) Council Receipt of Annual CRA Report (Christy) (consent)
17-Mar	No Council Meeting - Presidential Preference Primary Election	
7-Apr Workshop 5:30 p.m.	Workshop - Annual Update of City Council's Near-Term Strategic Priorities for Fiscal Year 2020-2021 Budget Development (Scott)	February Statistical Report for Police Department (Rick) (mgmt reports)
7-Apr 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)	
21-Apr Regular Meeting 6:30 p.m.		March Statistical Report for Police Department (Rick) (mgmt reports) Second Quarter 2019-2020 Budget Status Report (Margi) (consent)

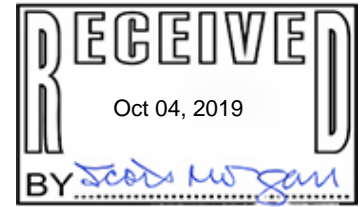
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To: Mayor Rose and Members of the City Council
Through: Scott Morgan, City Manager
From: Morris Richardson, City Attorney **MR**
Date: October 4, 2019
Subject: Friday Memo

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.

Charter Review Committee – City Council Vacancies

The next meeting of the Charter Review Committee (the “CRC”) is on October 10. Among the topics the CRC will consider is the filling of vacancies on City Council. Presently, the City Charter provides that, when a vacancy on the City Council occurs, the remaining council members shall appoint a person to serve the remainder of the unexpired term for the vacant seat. West Melbourne City Charter, Article III, Section 10.

The CRC will consider a potential amendment providing that, when a vacancy occurs 90 or more days before the next regular City Council election, the City Council shall appoint a person to serve only until such election, at which time a person shall be elected by the voters to serve the remainder of the unexpired term, if any.

For example, Ms. Blue is elected to the City Council in November 2020. In July 2021, Ms. Blue resigns because she has moved out of West Melbourne. Under the current Charter provision, the City Council would appoint a replacement to serve until the expiration of Ms. Blue’s term in 2024.

Under the potential amendment, the City Council would appoint a replacement to serve until the next regular City Council election in November 2022. At that time, the voters of West Melbourne will elect a person to fill the remaining two years of Ms. Blue’s term. Three full four-year City Council seats will also be on the 2022 ballot. In an election in which seats for both full and unexpired terms are to be filled, the successful candidate with the lowest number of votes shall fill the shortest unexpired term of office (in this instance, Ms. Blue’s seat).

The Charter Committee will consider the potential amendment, and decide whether to recommend to the City Council that (1) the amendment be placed on the 2020 ballot; (2) a different proposal be placed on the ballot; or (3) the existing Charter provision remain unchanged. I worked with the City Clerk to prepare the language of the potential amendment.

In its prior meetings, the Charter Review Committee has proposed the following potential charter amendments:

- An amendment to Article III, Section 5 clarifying that the City Council shall elect a deputy mayor each year in November (not only in the years following a City Council election); and
- An amendment to Article III, Section 7 removing the word “remuneration,” and increasing the salary for the mayor from \$450 to \$650 per month, and for council members from \$400 to \$600 per month. The proposal would leave benefits other than salary, such as health insurance, to be decided by the City Council.

The Charter Review Committee will develop proposed language and submit its final recommendations to the City Council at a future date.

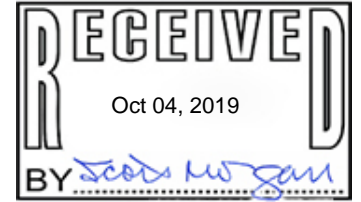
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Memo

To: Scott Morgan, City Manager
From: Thomas Forbes, Building Official
Date: 10/4/2019
Re: September 2019 monthly report

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

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Building Department Monthly Report for September 2019

Building

During the month of September 2019, 19 permits for new single family residences and a total of 286 permits were issued in all. The total value of work permitted was \$8,840,447 and permit fees collected for the month were \$77,919.45.

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 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 Rd., 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.
- 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, NE 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, permit ready to issue.
- 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, review complete, awaiting on revised plans.
- Shannon Plaza, 149 Shannon Avenue, 8,908 sq. ft. new construction, review underway.
- Extended Stay America, Coastal Commerce Center, 53,857 sq. ft. four story hotel, review complete, awaiting revised drawings.
- Design of the Times (florist shop), 2394 Minton Road, 3,959 sq. ft. new construction, plans submitted.
- Palm Crossings Plaza, 145 Palm Bay Road, 2,133 sq. ft. new construction, plans submitted.

Number of Certificates of Occupancy issued:

Residential -20
Commercial -5

Permit Statistics

<u>09/01/19-09/30/19</u>	<u>09/01/18-09/30/18</u>	<u>09/01/17-09/30/17</u>
Issued - 286	Issued - 229	Issued - 314
Valuation - \$8,840,447	Valuation - \$15,592,384	Valuation - \$12,104,003
Permit Fees - \$77,919.45	Permit Fees - \$98,079.02	Permit Fees - \$110,535.88

Code Enforcement:

The next Code Enforcement Board meeting is scheduled for October 17, 2019 at 5:30 p.m.

During the past month, Code Enforcement staff has removed 138 illegal signs from the right of way.

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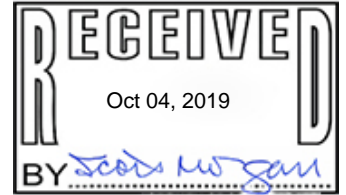
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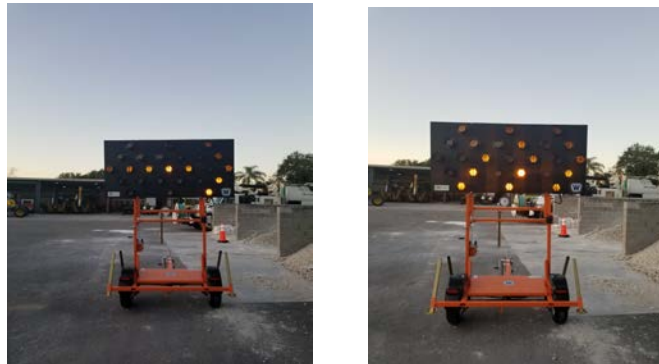


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Director
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To: Scott Morgan, City Manager
From: Mark Piccirillo, Director of Public Works
Date: October 04, 2019
Subject: This Week in Public Works



The Public Works Department received a new arrow board to assist all departments when working on any road way in the City, for the maintenance of traffic. The arrow board will be utilized to notify the motoring public that work is being performed and give direction on how to proceed.



Images of arrow board.

The Public Works Street and Drainage Department conducted interviews this week to fill a vacancy for a Maintenance Worker. Interviews were held on Thursday and Friday; an applicant was selected and the information has been given to Human Resources.

The Public Works Streets and Drainage Department continued with canal maintenance by operating the Menzi to cut back vegetation in the C-9 canal, which runs from Dairy Road to Fell Road.



Images of canal maintenance.

The Public Works Streets and Drainage Department worked with the City's pavement marking company, Atlantic Service Pavement Marking, on Durham Drive. They removed the old shoulder line from the existing section, then installed the new line to match the one installed on the new portion just constructed on Durham Drive.



Images of pavement markings.

The Public Works Water Department completed 118 work orders this week, continued with the fire hydrant tagging program, and responded to and repaired a water service line leak on Dragonfly Drive. They also completed the vehicle switch over to the new Water Department crane truck by fully equipping it with tools and supplies they need on a daily basis.

The Sewer and Wastewater Department Jacobs completed 165 work orders and five sewer inspections this week. Preventative maintenance was performed on the plant drain #1 lift station, along with tree trimming around the Garrett's Run lift station.



Images of tree trimming.

Jacobs was on-site to inspect the new Johns Landing wet well u-lining and force main tie-in to the City's existing sewer collection system.



Images of wet well u-lining.

Brian Mascher, Project Manager for Jacobs, spoke to this year's Senior Class at Heritage High School Academy of Environmental Water & Wastewater Technology's about their future in the industry.



Image of students learning about wastewater technology.