

MAYOR
Hal J. Rose

DEPUTY MAYOR
Pat Bentley

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



CITY HALL
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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 11, 2019

Subject: Friday Memo

Introduction

This Friday Memo is for the week of October 7 through October 11. 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.

Transportation Planning Organization Technical Advisory Committee

On Monday morning, I chaired the Space Coast TPO TAC meeting in advance of Thursday's TPO Board meeting.

Florida Department of Transportation District 5 Local Agency Project Policy Development

On Tuesday, I attended a policy development workshop FDOT District 5 put on in Orlando seeking to improve implementation of LAP program delivery.

Buena Vida Cottages

In anticipation of the November public hearings on the proposed Buena Vida Cottages project, Planning and Economic Development Director Christy Fischer, City Attorney Morris Richardson and I reviewed the applicant's first draft of a proposed development agreement that would provide for certain project requirements and limitations.

US 192 Property Owner

This afternoon, I met with a property owner in the unincorporated area along US 192 west of Minton/Wickham about the possibility of connecting to the City's new sewer line where we partnered with Bills Car Wash.

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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 6:30 Charter Review Committee 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 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

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
15-Oct Regular Meeting 6:30 p.m.	<p>Introduction of New Employees - Police Officer Logan Gibbons (Rick) and Maintenance Worker Garrett Hembree (Mark)</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 (previously advertised for 10-15, continue hearing to 11-19) (Christy)</p>	<p>Quarterly Statistical Report for Police Department (Rick) (mgmt reports)</p> <p>Award Contract to Dobbs Equipment for Hydraulic Mini Excavator, John Deere 50G Replacement (Mark) (action)</p> <p>Award Contract to E.H Wachs Water Utility Products for Single Turner Valve Maintenance Trailer (Mark) (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>Extension of Interlocal Agreement with Brevard County for Installation and Maintenance of SCAT Bus Shelters (Scott) (consent)</p> <p>Interlocal Agreement with Melbourne for Traffic Enforcement (Morris) (action)</p> <p>First Reading of Ordinance on Road Connectivity (Morris) (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>Public Hearing - Second Reading of Ordinance on Road Connectivity (Morris)</p>	<p>Selection of Deputy Mayor for One Year Term (Council) (action)</p> <p>Appointments to Board of Adjustment (Cynthia) (action)</p> <p>Appointments to Business Advisory Board (Cynthia) (action)</p> <p>Appointments to Code Enforcement Board (Cynthia) (action)</p> <p>Appointments to Parks & Recreation Advisory Board (Cynthia) (action)</p> <p>Appointments to Planning & Zoning Board (Cynthia) (action)</p> <p>Award of Construction Bid - Greenboro Force Main Replacement Project (Keith) (action)</p>

Six Month City Council Agenda Planning Calendar

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
3-Dec Regular Meeting 6:30 p.m.	Public Hearing - Second Reading - Comp Plan Amendment, Rezoning, and Development Agreement for Buena Vida's Woodland Cottages (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) Selection of Banking Institution for Servicing City Accounts (Margi) (action) First Reading of Ordinance - Annual Update of Five Year Capital Improvement Plan (Scott) (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) Award of Bid - Veterans Memorial Complex Irrigation and Landscaping Project (Keith) (action) Award of Construction Bid - Columbia Lane-Brandywine Water Main (Keith) (action)
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)	Resolution Adopting 2020 City Council Meeting Dates (Cynthia) (consent) Award of Construction Bid - M-1 Canal Water Main (Keith) (action)
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)	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)

Six Month City Council Agenda Planning Calendar

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
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)	
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.		Quarterly Statistical Report for Police Department (Rick) (mgmt reports) Second Quarter 2019-2020 Budget Status Report (Margi) (consent)
5-May Regular Meeting 6:30 p.m.		
19-May Regular Meeting 6:30 p.m.		
2-Jun Regular Meeting 6:30 p.m.		

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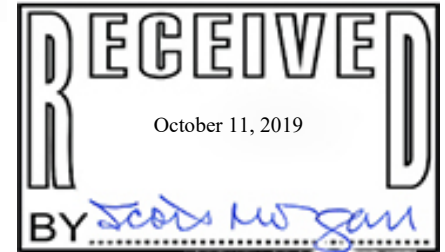
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To: Mayor Rose and Members of the City Council
Through: Scott Morgan, City Manager
From: Morris Richardson, City Attorney ^{MR}
Date: October 11, 2019
Subject: Friday Memo



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 and Zoning Board Meeting

On Wednesday night, I attended the monthly meeting of the City's Planning and Zoning Board. The Board recommended approval of a small scale future land use map amendment from Low Density Residential to Institutional, and a corresponding rezoning from R-3 Multiple-Family Residential to Institutional, for a 1.15-acre property located on the west side of Coastal Lane, north of U.S. 192, just west of where the M-1 canal turns north and just east of an FDOT retention pond. The St. Johns River Water Management District intends to develop a stormwater pump station on this property as part of its Crane Creek/M-1 Canal Flow Restoration Project (sjrwmd.com/facts/crane-creek-project/). This item will come before the City Council for first reading at its October 15 meeting, and for second reading on November 5. The Board also received a presentation from Georganna Gillette, Executive Director of the Space Coast Transportation Planning Organization.

Charter Review Committee Meeting

On Thursday night, I attended the monthly meeting of the Charter Review Committee. Among other things, the CRC considered the City Charter's provisions regarding vacancies on the City Council. The CRC voted in favor of recommending an amendment that would result in the unexpired terms of vacant council seats being filled at the general election whenever possible, rather than being filled by appointment of the remaining City Council members as currently provided.

A Day in the Life of the Indian River Lagoon

On Thursday, I took personal leave to volunteer as a chaperone for Central Middle School students participating in a program called A Day in the Life of the Indian River Lagoon. The students interacted with Florida Tech professors and students in a community-based experiential research program. The students collected scientific data at Ryckman Park by collecting water and invertebrate samples, examining water chemistry parameters, measuring currents, tides, and weather, and assessing oyster mats that are part of the Living Dock program. Later in the day, we participated in a beach clean up at Spessard Holland Beach Park. The day was very successful in developing the students' knowledge of, and appreciation for, the Indian River Lagoon.

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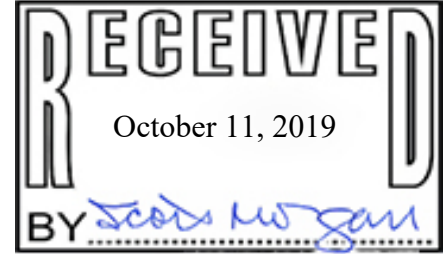
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Tom Forbes, Building Official
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To: Scott Morgan, City Manager
From: Thomas Forbes, Building Official
Date: October 11, 2019
Friday Memo / Building Department



Weekly activity summary for the Building Department

Building:

There were 4 building permit issued for new single family residences and a total of 110 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 Rd. (Field of Dreams), 7,100 square foot new construction.
- West Melbourne Police Station, 2290 Minton Road, 9,489 square foot addition. Addition completed, remodel is in progress)
- Apollo Surgery Center, 375 W. New Haven, 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., 1543 sq. ft. new construction, Central Energy Plant.
- Launch Federal Credit Union, Norfolk Pkwy., 6813 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 Blvd., 15-3 story apartment buildings, clubhouse and ancillary structures
- Buena Vida, 2129 W. New Haven, exterior renovation.
- Housman Aluminum, 7724 Matrix Way, 6000 sq. ft. office/warehouse, new construction.
- The Oasis at West Melbourne Apartments, John Rhodes Pkwy., 10-3 story apartment buildings, clubhouse and ancillary structures.
- Sprengergarten, 2825 Eber Road, new construction of a 5624 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 Ave, interior build-out.

- Dunkin Donuts – Tract E; 4527 W New Haven Ave, interior build-out.
- Beef O’Brady’s, 2400 Dairy Road, interior build-out.
- Folklore Latino (restaurant), 2994 W. New Haven, 1,100 sq. ft. interior renovation.
- Publix, 2261 W. New Haven, interior renovation.

Building Inspections conducted from 10/07/19 to 10/11/19 totaled 256.

New Permit applications received from 10/07/19 to 10/11/19 totaled 61.

- 2 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 Blvd., 60,000 sq. ft. new construction, permits ready to issue.
- Cloud Nine Smokeshop, 350 S Wickham Rd, interior renovation, review complete, awaiting revised plans.
- Extended Stay America, West Melbourne Interchange Center (Hollywood Blvd. /Palm Bay Rd.), 53,857 sq. ft. hotel, new construction, review complete, revised plans submitted.
- Audi Display Tower, 2260 Coastal Lane, 403 sq. ft, 3 story structure, review complete, awaiting revised plans.
- Olive Garden, 2508 W. New Haven, interior renovation, permits ready to issue.
- IHOP, 855 Palm Bay Rd., 4974 sq. ft. interior build-out of new restaurant, review complete, awaiting revised plans.
- Extended Stay America, Coastal Commerce Center, 53,857 sq. ft. 4 story hotel, revised plans submitted.
- Design of the Times (florist shop), 2394 Minton Rd., 3,959 sq. ft. new construction, plans submitted.
- Hammond’s Kitchen, 7705 Matrix Way, 9,000 sq. ft. new construction, review complete, awaiting revised plans.
- Palm Crossings Plaza, 145 Palm Bay Rd., 2,133 sq. ft. new construction, plans submitted.
- Shannon Plaza, 149 Shannon Ave., 8908 sq. ft. new construction, revised plans submitted.
- FP&L storm shelter, 9001 Ellis Road, 1056 sq. ft. new construction, plans submitted.

Code Enforcement:

The next Code Enforcement Board meeting will be October 17, 2019 at 5:30PM.

There were a total of 35 illegal signs removed from the right of way during the past week.

There was a total of 2 new code enforcement cases opened this week, additionally 5 existing cases were closed this past week in compliance.

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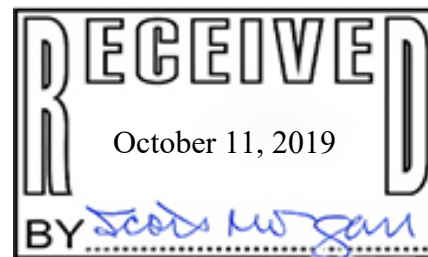
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Director
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To: Mr. Scott Morgan, City Manager
From: Mark Piccirillo, Director of Public Works
Date: October 11, 2019
Subject: This Week in Public Works



The Public Works Department responded Sunday to one of the decorative light poles that was struck and damaged by a motor vehicle. The light pole was broke free from its base, with the pole being held up on the overhead phone cable line. Power Core, (electrical contractor), was contacted to lift the free hanging light pole off the cable line and lay it on the ground for removal. The light pole was the removed from the scene by Public Works.



Public Works Department employee's Donald Gagum, Crew Leader for Public Works, and Jason Higgins, Crew Leader for the Water Department, attended a one-day seminar on Friday. The seminar, "How to Communicate with Tack, Professionalism and Diplomacy" was hosted by National Seminars Training, NTS.

Public Works filled the Maintenance Worker vacancy this week. Our new member, Garrett Hembree, started today in the Streets and Drainage Department.

The Public Works Streets and Drainage Department continued operating the Menzi with canal maintenance by cutting back vegetation in the C-10 canal, which runs north to south, behind Buffalo Street in the Palm Lakes Estates Development.



The entire west side of the C-10 canal has been cleared of years of overgrown vegetation after using the Menzi for two days in the canal. The photo below shows the west side bank cleared, and free from obstructions.



The Public Works Water Department completed 167 work orders this week, continued with the fire hydrant maintenance program by servicing 6 fire hydrants and exercised 8 water service valves. They replaced a curb stop on Stephenson Drive and performed 3 fire flow tests for contractors. Three of the Water Department's utility body trucks were outfitted with new tool racks to help utilize the space in the trucks and organized for the employees. On Monday, they responded to and repaired a water service line leak at Greenwood Village. Crew members Aric Garcia and Cory Litts worked together to repair the leak.



The Sewer and Wastewater Department Jacobs completed 165 work orders and 10 sewer inspections this week. The plants headworks grit collection system was detected with a choke in the system. After investigating, a ball was found stuck in the check valve. The ball was removed and the system is back in service.



Jacobs responded to a broken sewer clean out that was found by the City's Water Department at 1745 West New Haven, the Men's Warehouse. After checking the broken clean out, it was determined that the broken section is on the private side of the system. They have been informed to complete the repairs due to it impacting surrounding businesses. Inspection for this sewer repair will be completed once Jacobs is notified by the repair vendor.

A sewer manhole was exposed at 756 Samuel Chase Drive and raised to be easily located and maintained.



Michael Deberry Maintenance Supervisor, is introducing Jacobs new Regional Maintenance Support Lead, Randy Rosbury, to the operations here on site.



On Tuesday, a three hours open house at the Veteran's Memorial Complex for the City's FOG (Fats Oil and Grease) program training, for locale Food Service Establishments, and grease hauling vendors. The training was to inform both of the new reporting requierment that are needed to comply with the program.