

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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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 25, 2019

Subject: Friday Memo

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### Introduction

This Friday Memo is for the week of October 21 through October 25. 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.

### Brevard Schools Capital Outlay Advisory Committee

On Monday afternoon, I represented the City at the semi-annual local government advisory committee that advises the School Board on large scale, long-term school capital projects.

### 2020 Census

On Tuesday afternoon, I participated in a US Census Bureau webinar on the 2020 Census. Nationally, the Census Bureau will be hiring hundreds of thousands of part-time employees as they continue to gear up for the 2020 Census, and we have assisted their recruitment locally by posting their recruitment information on our City's web site.

### Brevard Achievement Center Awards

On Wednesday morning, Finance Director Margi Starkey and Utility Billing Specialist Lita Prothiva represented the City during the Brevard Achievement Center's annual awards program. The Brevard Achievement Center provides employment for persons with disabilities. For many years, West Melbourne has utilized the Brevard Achievement Center for our utility billing insertions and mailings, and more recently participated with Center clients with job training opportunities in our Parks & Recreation Department.

### Board of Adjustment Approves Tru by Hilton Hotel and RaceTrac Projects

On Thursday evening, the Board of Adjustment approved the use permits and site plans for the proposed Tru Hotel project at the southeast corner of Circle Drive and U.S. 192 and the proposed RaceTrac project at the southeast corner of Wickham Road and NASA Boulevard.

Swearing in Ceremony for Police Officer Gibbons.

This afternoon, I attended the official swearing in ceremony for newly hired West Melbourne Police Officer Logan Gibbons.

Parks and Recreation Events This Weekend at West Melbourne Community Park

This evening is the Halloween Dance Night and Trunk or Treat, and tomorrow morning is Monster Madness Skate Jam and Pumpkin Carving Contest.

No Reuse Delivery on Halloween Evening

To keep trick or treaters dry, the City will suspend the afternoon/evening reuse delivery otherwise scheduled for the South Westbrooke/Coventry neighborhood next Thursday October 31.

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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	13 11:30 West Melbourne Business Assoc 6:00 Parks & Rec Advisory Bd 6:30 Planning & Zoning Bd	14 7:00 Bd of Adjustment cancelled	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
5-Nov Regular Meeting 6:30 p.m.	Public Hearing - Second Reading - SJRWMD M-1 Canal Rediversion Project - Comp Plan and Rezoning (Christy)	Authority to Make Property Purchase Offer - Property Needed for Future Extension of Fell Road East to Dairy Road (Scott) (action)  Interlocal Agreement with Melbourne for Traffic Enforcement (Morris) (action)  First Reading of Ordinance on Road Connectivity (Morris) (action)  Council Appointments to Various Boards and Committees (Cynthia) (action)
19-Nov Regular Meeting 6:30 p.m.	Public Hearing - Second Reading - Annexation of Acquest Property (Christy)  Public Hearing - Second Reading of Ordinance on Road Connectivity (Morris)  Public Hearing - Second Reading - Comp Plan Amendment and Rezoning to Gateway Interchange for Acquest Property (Christy)  Public Hearing - First Reading - Comp Plan Amendment, Rezoning, and Development Agreement for Buena Vida's Woodland Cottages (Christy)  Public Hearing - Space Coast Gateway Center Preliminary Plat (Christy)	Selection of Deputy Mayor for One Year Term (Council) (action)  Appointments to Board of Adjustment (Cynthia) (action)  Appointments to Business Advisory Board (Cynthia) (action)  Appointments to Code Enforcement Board (Cynthia) (action)  Appointments to Parks & Recreation Advisory Board (Cynthia) (action)  Appointments to Planning & Zoning Board (Cynthia) (action)  Award of Construction Bid - Greenboro Force Main Replacement Project (Keith) (action)  Approve Gated Community for Buena Vida Cottages (Christy) (action)  Award a bid for the Rehabilitation of RBWRF Headworks Structure Chamber Floor and Walls (Mark) (action)
3-Dec Regular Meeting 6:30 p.m.	Public Hearing - Second Reading - Comp Plan Amendment and Rezoning 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)  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)  Extension of Interlocal Agreement with Brevard County for Installation and Maintenance of SCAT Bus Shelters (Scott) (consent)

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)	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)	Selection of Banking Institution for Servicing City Accounts (Margi) (action)
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)
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)	

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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 25, 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.

### **Board of Adjustment Meeting**

On Thursday night I attended a meeting of the Board of Adjustment. The Board approved a conditional use permit and initial site plan for a Tru by Hilton hotel to be located at the southeast corner of Circle Drive and West New Haven Avenue. The Board also approved a conditional use permit and initial site plan for a RaceTrac gas station and convenience store to be located at the southeast corner of Wickham Road and Nasa Boulevard, on property currently occupied by a stormwater pond. The approvals included conditions designed to minimize impacts and ensure compatibility with the surrounding area.

### **Coordination with State Attorney's Office on Municipal Ordinance Violations**

Last year, the West Melbourne Police Department arrested the operator of a pub for multiple violations of the City's adult entertainment code. The business has since closed, but the misdemeanor charges against the operator remain pending. The operator's defense attorney filed a motion to dismiss the charges, arguing that portions of the City's adult entertainment code are unconstitutional. The State Attorney's Office has requested that I assist in preparing a response to the defendant's motion. I will also be sworn in by the State Attorney's Office so that I can argue the motion on behalf of the State in court.

### **Landscape Maintenance Contract Renewals**

In 2017, the City awarded two-year contracts to Lawn Supreme for mowing, edging, and trimming services on Minton Road and West New Haven Avenue. Those contracts are expiring, but allow for up to three additional one-year extension terms with a fee adjustment based on the year-over-year percentage change in the CPI, which for the year ending September 2019 was 1.3%. Both contracts will be extended for one year.

### **Barbecue and Cornhole**

In community news, the Space Coast Early Intervention Center will host the 1<sup>st</sup> Annual BBQ & Cornhole Throwdown for the Kids tomorrow, Saturday, October 26, from 10 a.m. to 4 p.m. at the Space Coast Harley-Davidson in Palm Bay. The event brings together two great American pastimes for a day of friendly competition and fundraising. In addition to barbecue and cornhole competitions, the event will feature live music, mower races and a kids' corner. For more information visit [facebook.com/sceic](https://facebook.com/sceic).

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Tom Forbes, Building Official  
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To: Scott Morgan, City Manager

From: Thomas Forbes, Building Official

Date: October 25, 2019

Friday Memo / Building Department

Weekly activity summary for the Building Department

**Building:**

There were 2 building permits issued for new single family residences and a total of 62 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.
- Folklore Latino (restaurant), 2994 W. New Haven Avenue, 1,100 sq. ft. interior renovation.
- Publix, 2261 W. New Haven Avenue, interior renovation.
- Olive Garden, 2508 W. New Haven Avenue, interior renovation.
- YourLife of West Melbourne, NE corner of Minton Road and Heritage Oaks Boulevard, 60,000 sq. ft. new construction.

Building Inspections conducted from 10/21/19 to 10/25/19 totaled 247

New Permit applications received from 10/21/19 to 10/25/19 totaled 60

- 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, 4450 Hollywood Boulevard, 53,857 sq. ft. hotel, new construction, second review complete, awaiting revised plans.
- Audi Display Tower, 2260 Coastal Lane, 403 sq. ft., 3 story structure, permit ready to issue pending approved site plan.
- IHOP, 855 Palm Bay Road, 4,974 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, second review complete, awaiting revised plans.
- Design of the Times (florist shop), 2394 Minton Road, 3,959 sq. ft. new construction, review underway.
- Hammond's Kitchen, 7705 Matrix Way, 9,000 sq. ft. new construction, review complete, awaiting revised plans.
- Palm Crossings Plaza, 145 Palm Bay Road, 2,133 sq. ft. new construction, review underway.
- Shannon Plaza, 149 Shannon Avenue, 8,908 sq. ft. new construction, second review complete, awaiting revised plans.
- FP&L storm shelter, 9001 Ellis Road, 1,056 sq. ft. new construction, review underway.

**Code Enforcement:**

The next Code Enforcement Board meeting will be November 21, 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 4 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:** Kimberly Gale, Human Resources Director  
**DATE:** October 25, 2019  
**RE:** Friday Memo

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The Human Resources Department Friday Memo is intended to provide information and updates on related items that affect the City. If you have any questions regarding this information, please contact me.

### **Recruitment**

Interviews for the Lead Mechanic position will take place at the Public Works facility on Monday.

The following positions are currently posted, with a closing date of 11:59 p.m. on November 1:  
Recreation Worker, Maintenance Worker, School Crossing Guard.

The Police Officer and School Resource Officer positions have a continuous recruitment. To date, we have extended five (5) conditional offers of employment, and have one (1) vacancy remaining.

### **United Way – Campaign Week**

City Clerk Cynthia Hanscom and I will be serving as this year's United Way campaign representatives for the City. Our designated campaign week will be November 11<sup>th</sup> through 15<sup>th</sup> during which time we will host several events at each of the City Department locations. We hope to maintain our status of being a top contributor within Brevard County.

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To: Scott Morgan, City Manager

From: Mark Piccirillo, Director of Public Works

Date: October 25, 2019

Subject: This Week in Public Works

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The Public Works Streets and Drainage Department completed the final clean up and restoration of the City's right-of-way where a new 18-inch ADS drainage pipe was installed at the Lakeside at Greenboro Apartments.



The Public Works Department started preparations for this fiscal year's resurfacing program this week. Asphalt Paving Systems, the City's contractor, requested patching, and the cutting back and cleaning of grass from the edges of some of the roads to be resurfaced.

The Public Works Department will be participating in the Trunk-or-Treat this evening at the Field of Dreams in the West Melbourne Community Park. The Menzi will be utilized for this event.

The Public Works Water Department completed 244 work orders this week, continued with the fire hydrant maintenance program by servicing and painting ten fire hydrants. They also exercised 11 water service valves and changed out four shut off vales in the distribution system. The Water Department participated in a webinar training class on Wednesday regarding water pipe restraints and the effects on the water distribution system.

On Thursday and Friday, Information Technology Director Tom Bradford and Water Distribution Worker Ahmed Taha participated in a two-day 16 hour webinar training course regarding GIS Data Collection and Data Management.

The Public Works Water Department started performing routine water meter maintenance this past Saturday, October 19, and throughout the week. The department started in the Crystal Lakes West subdivision by replacing a total of 90 meters. This process may take a few Saturdays to complete this entire subdivision, before moving on. There are a large number of residential meters to change out, and we apologize for any inconvenience that this action may cause, however, the work is necessary. This is the first location that was scheduled for the meters to be changed out in a City-wide meter maintenance program. Thank you for your understanding and patience as we continue to maintain the West Melbourne's water distribution system.



The Sewer Department Jacobs completed 128 work orders and nine sewer inspections this week. They also responded to and shut off a reuse water line break on Whistler Street which was detected on the customer's side of the meter box. Preventative maintenance was performed on the Palm Crossings force main air release valve and the Tamarind Estates air release valve located on Eber Boulevard. New air release valves were then installed.



Jacobs inspected a sewer cleanout on West New Haven Avenue that has been since repaired by the property owner.

