

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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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: November 8, 2019

Subject: Friday Memo

Introduction

This Friday Memo is for the week of November 4 through November 8. 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.

Brevard Complete Count Committee

On Monday morning, I represented West Melbourne in the initial meeting of the Brevard County Complete Count Committee, a coalition of citizen, business, not for profit and local government leaders who will be working with U.S. Census Bureau employees to seek the maximum achievable amount of people within Brevard County reporting back to the Census either electronically or by mail prior to Census enumerators needing to knock on doors to get a count at locations where there was no self-reporting. The first Census 2020 post card mailer to each address is scheduled to be sent out on March 12, 2020. Getting a complete count is critically important to local governments, as a good percentage of our intergovernmental revenues are based upon the official population within each local jurisdiction. Our West Melbourne goal for 2020 is for 85% of our population to self-report, which would be an increase over the percentage self-reporting in West Melbourne in 2010.

Planning Application Approvals for St. Johns River Water Management District

On Tuesday evening, the City Council approved the planning applications of the St. Johns River Water Management District that support their project that will send some non-storm M-1 Canal flows otherwise going to the Indian River Lagoon to a wet retention pond and wetland area for cleansing prior to going to the St. Johns River. City staff will continue working the possibility of partnering with St. Johns in the construction of the two agencies directional drills under I-95 – theirs for their stormwater diversion and ours for a sewer force main to serve future development west of I-95 and north of U.S. 192.

Police Pension Board

On Wednesday morning, the West Melbourne Police Officers Pension Board of Trustees held their quarterly meeting in the second floor conference room of City Hall. The fund earned 3.41% net of fees during the 2018-2019 fiscal year that started October 1, 2018, and ended September 30, 2019.

The market value of plan assets held in trust for pension plan members at September 30, 2019, was \$15.7 million. The quarterly meetings in 2020 will be held on January 29, April 29, July 29, and October 28. At the January 29 meeting, the Board of Trustees will receive the annual actuarial report from the plan actuary based upon October 1, 2019 data. This actuarial report will set the minimum contribution rate for the City for the 2020-2021 fiscal year. Much good police pension plan information may be found on the City's web site.

Public Works Construction Bids

On Thursday, the City sent out a solicitation for sealed construction bids for our Columbia Lane-Brandywine Water Main Project. Construction bids for this project are due December 10.

This afternoon, sealed construction bids were opened for our Greenboro Sewer Force Main Replacement Project. Three construction contractors submitted bids. The award of bid for this important sewer force main replacement work is scheduled for the City Council meeting of November 19.

2019-2020 Citizen Leadership Academy Starts Tuesday

Next Tuesday at 5:30 p.m. is the first class session for West Melbourne's 2019-2020 citizen leadership academy. The leadership academy consists of seven class sessions, each detailing the work of various City departments, and is designed to stimulate the interest of West Melbourne citizens to consider possibly serving on one of our citizen advisory boards. After Tuesday's first session, the class will meet at 5:30 p.m. on Wednesday evenings except for the day before Thanksgiving, Christmas, and New Years Day. The final class is scheduled for January 15, 2020. As of this writing, there were two final openings available for the 2019-2020 class, and the one page application may be found on the City's web site.



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

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

December 2019

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

Six Month City Council Agenda Planning Calendar

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
19-Nov Regular Meeting 6:30 p.m.	<p>Public Hearing - Second Reading - Annexation of Acquest Property (postpone to 12/3) (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>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> <p>Approve Gated Community for Buena Vida Cottages (Christy) (action)</p> <p>Award of Contract for the Rehabilitation of RBWRF Headworks Structure Chamber Floor and Walls (Mark) (action)</p>
3-Dec Regular Meeting 6:30 p.m.	<p>Public Hearing - Second Reading - Comp Plan Amendment and Rezoning for Buena Vida's Woodland Cottages (Christy)</p> <p>Public Hearing - Second Reading - Annexation of Acquest Property (postponed from 11/19) (Christy)</p> <p>Public Hearing - Second Reading - Comp Plan Amendment and Rezoning to Gateway Interchange for Acquest Property (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> <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>Award of Bid - Veterans Memorial Complex Irrigation and Landscaping Project (Keith) (action)</p>
17-Dec CRA Meeting 6:00 p.m.		<p>Approval of CRA Meeting Calendar for 2020 (Christy) (CRA)</p>
17-Dec Regular Meeting 6:30 p.m.	<p>Public Hearing - Second Reading of Ordinance - Annual Update of Five Year Capital Improvement Plan (Scott)</p>	<p>Resolution Adopting 2020 City Council Meeting Dates (Cynthia) (consent)</p> <p>Award of Construction Bid - Columbia Lane-Brandywine Water Main (Keith) (action)</p> <p>First Reading of Ordinance on Road Connectivity (Morris) (action)</p> <p>Extension of Interlocal Agreement with Brevard County for Installation and Maintenance of SCAT Bus Shelters (Scott) (consent)</p>

Six Month City Council Agenda Planning Calendar

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
7-Jan Regular Meeting 6:30 p.m.	Presentation - ABC Volunteer of the Year (Mayor Rose) Presentation - 2019 Year in Review (Mayor Rose) Public Hearing - Second Reading of Ordinance on Road Connectivity (Morris)	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.		Award of Construction Bid - M-1 Canal Water Main (Keith) (action)
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) Fiscal Year 2018-2019 Comprehensive Annual Financial Report (Margi) (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)	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.		

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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: November 8, 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.

“Stomp Out Bullying” School Walk

This morning I joined Mayor Rose, Council Member Gaffney, Police Chief Wiley, WMPD officers and staff, Principal Scheurer and members of his faculty and staff, and more than one hundred students in the annual “Stomp Out Bullying” walk from the police station to Central Middle School. After the event, I walked through the ongoing police station renovation project with Chief Wiley and Mayor Rose.

Charter Review Committee Meeting

On Monday, November 11, the Charter Review Committee will continue its review of the City Charter, picking up with Article VI and proceeding through Article XIII. The most notable topic for discussion will be Article XI. – Police Department. The Committee will consider whether to recommend placing an amendment on the ballot that would have the chief of police report to the City Manager, rather than directly to City Council.

West Melbourne is the only municipality in Brevard County in which the police chief reports directly to a political body. In virtually every municipality in Florida, the police chief is appointed by, and reports to, the municipality’s top administrator rather than to a political body.

The proposal the Charter Review Committee will consider provides for the Chief of Police to be appointed and removed by the City Manager, with the concurring votes of at least four members of City Council. Once appointed, the Chief of Police would report to the City Manager directly in the same manner as other department heads. Police Chief Wiley recommended the proposal to the Committee in a memo, stating:

“It is important that the police chief be seen as an impartial servant of justice. I have had the privilege of serving under an exemplary mayor and council members, and have always enjoyed an outstanding rapport with the City Council. However, it is easy to envision circumstances that would make it difficult for a police chief to answer to seven different elected officials. The impression that the position of police chief, and thus the police department itself, may be politicized is detrimental to the image of the City.”

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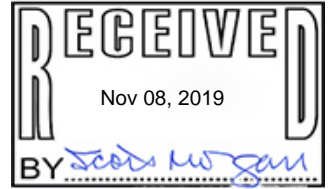
Building Department
Tom Forbes, Building Official
City Hall
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To: Scott Morgan, City Manager

From: Thomas Forbes, Building Official

Date: November 8, 2019

Friday Memo/Building Department



Weekly activity summary for the Building Department

Building:

There were 5 building permits issued for new single family residences and a total of 95 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.
- Launch Federal Credit Union, Norfolk Parkway, 6,813 sq. ft. new construction (temporary C.O. issued).
- 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.
- Extended Stay America, 4450 Hollywood Boulevard, 53,857 sq. ft. hotel, new construction.

Building Inspections conducted from 11/04/19 to 11/08/19 totaled 313

New Permit applications received from 11/04/19 to 11/08/19 totaled 55

- 0 new single family residence permits.

Status of Commercial projects submitted for review:

- City of West Melbourne Maintenance building addition, permits ready to issue.
- Cloud Nine Smokeshop, 350 S. Wickham Road, interior renovation, 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, 2nd review complete, awaiting revised plans.
- Design of the Times (florist shop), 2394 Minton Road, 3,959 sq. ft. new construction, review complete, awaiting revised plans.
- 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, 2nd review complete, permits ready to issue.
- FP&L storm shelter, 9001 Ellis Road, 1,056 sq. ft. new construction, review complete, awaiting revised plans.

Code Enforcement:

The next Code Enforcement Board meeting will be November 21, 2019 at 5:30 p.m.

There were a total of 22 illegal signs removed from the right of way during the past week.

There were a total of 2 new code enforcement cases opened this week; additionally 6 existing cases were closed this past week in compliance.

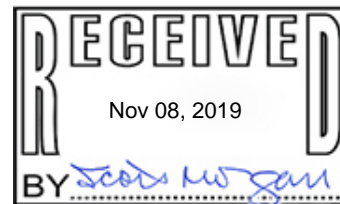
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To: Scott Morgan, City Manager
From: Mark Piccirillo, Director of Public Works
Date: November 08, 2019
Subject: This Week in Public Works

The Public Works Department would like to inform the residents of West Melbourne that starting on Monday, November 11, at 9:00 a.m., Florida Power & Light will be closing Henry Avenue, between Hollywood Boulevard and Dairy Road, to install new utility poles. This is the first of three locations where new poles will be installed that sections of City roads will need to be closed. The contractor's schedule is listed below:

- November 11-15, Henry Avenue will be closed between Hollywood Boulevard and Dairy Road from 9:00 a.m. to 3:00 p.m.
- November 18-20, Henry Avenue will be closed on the west side of Hollywood Boulevard up to Doherty Drive from 9:00 a.m. to 3:00 p.m.
- November 21-22, Hollywood Boulevard will be closed north of Henry Avenue between the hours of 9:00 a.m. to 3:00 p.m.

The Public Works Streets and Drainage Department continued this week in preparation for this year's resurfacing of City roads. The crew is now patching sections of the roads and filling in road edges before the resurfacing starts.



The Public Works Water Department completed 244 work orders this week, continued with the fire hydrant maintenance program by servicing and painting eight fire hydrants and exercised nine water service valves. They changed out curb stop shut off valves on Stephenson Drive and Sugar Pine Drive, replaced a water service line on John Carroll Lane, and replaced backflow assemblies at eight different City-owned lift stations. The Water Department responded to a water main leak on John Hancock Lane, a 1-inch water service line that served two customers, where the leak was under the road. A repair band was temporarily installed on the copper water service line and a new poly service line is scheduled to be installed at this location.



The Public Works Water Department continued performing routine water meter maintenance this week and plans on finishing this work in the Crystal Lakes West subdivision over the weekend. A total of 234 meters have been replaced as of this date. The Department's next location for the meter maintenance program will be the Preserves at Heritage Oaks subdivision. 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 a City-wide meter maintenance program. Thank you for your understanding and patience as we continue to maintain the West Melbourne water distribution system.

The Sewer Department Jacobs completed 165 work orders and 17 sewer inspections this week. Preventative maintenance continued on the City's collection system at the Whispering Winds force main air release valve where it was cleaned and put back in service. Jacobs also inspected the new manholes that were delivered for the septic to sewer project for the Sylvan Estates neighborhood.

They inspected and observed the saddle pressure test and the wet tap for the new construction of the Oasis Apartments located on Coastal Lane. The pressure test and wet tap were then performed on the sanitary force main for this complex.



Additionally, they inspected and observed the installation of two new sanitary manholes, and the sewer connection into the San Paulo lift station. The two new manholes will service the new Springs of Hibiscus Apartment Complex that is being constructed just west of this location.



Jacobs employees also repaired a section of broken concrete sidewalk next to the plant's headworks structure.

