

MAYOR
Hal J. Rose

DEPUTY MAYOR
John Dittmore

COUNCIL MEMBERS
Daniel Batchelder
Pat Bentley
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: December 20, 2019

Subject: Friday Memo

Introduction

This penultimate Friday Memo for 2019 is for the week of December 16 through December 20. 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.

Imagine Way School Zone Study

This week, staff worked on completing our review of a draft of the traffic engineer's recommended concept for making an area in front of Imagine School a school zone. After the report is finalized, we will start working on implementing the recommendations to establish a new school zone.

ISS Monthly Project Engineering Progress Meeting

On Tuesday morning, Deputy City Manager Keith Mills and I met with our project engineers from Infrastructure Solution Services to review the status of the capital improvement projects they are designing for us and to plan follow-up actions for moving each project towards its next set of milestones.

Buena Vida Cottages Land Use Approval

The second reading of the comprehensive plan map amendment and zone change ordinances for a proposed 24-unit senior citizens housing development behind the Cheddars restaurant on US 192 was approved by the City Council during the Council meeting Tuesday evening.

Columbia Lane-Brandywine Water Main Awarded

On Tuesday evening, the City Council awarded the construction bid for construction of a new water main in Columbia Lane, under US 192, in Brandywine, then under I-95 that will serve as the backbone for future West Melbourne water service west of I-95.

Five Year Capital Improvement Plan Update

On Tuesday evening, the City Council approved the second reading of the ordinance that is the annual update of our five year capital improvement plan. The first year of the plan consists of approved and fully budgeted projects, and years two through five are planned and programmed, but not yet budgeted. Including some additional reasonably-achievable grant opportunities, the entire \$48.8 million project list is considered 'cost feasible'.

Melbourne Estates Drainage Grant Application

On Wednesday afternoon, staff and our grant consultant Scott Modesitt met with two representatives from Florida Department of Economic Opportunity headquarters in Tallahassee. The representatives were assessing our capacity to administer the grant and to conduct an on site visit as part of their consideration of our grant application we submitted last August to seek funding to construct drainage improvements for the Melbourne Estates neighborhood that flooded so severely during Hurricane Irma. We would describe the meeting as promising, and expect to hear if we will be awarded grant funds or not in February.

Citizens Leadership Academy

The fifth class session for West Melbourne's 2019-2020 citizen leadership academy was held on Wednesday. The session was on police services. The class will skip Wednesday December 25 and Wednesday January 1 and will meet again on Wednesday January 8. That session will be on planning, building and code enforcement.



City Employee Holiday Luncheon and Awards Program

This afternoon, we held our annual Christmas luncheon and awards program for city employees. I am thankful for all the good work our team has accomplished in 2019, and look forward to even greater accomplishments in 2020 for the benefit of the citizens and businesses of West Melbourne that we are so fortunate to be able to serve.

sm

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

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 4:30 60th Anniversary Dinner 6:30 Annual Tree Lighting	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 - cancelled	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				

January 2020

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

Six Month City Council Agenda Planning Calendar

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
7-Jan	No Council Meeting	
21-Jan Regular Meeting 6:30 p.m.	<p>Introduction of New Employees - Lead Mechanic Robert Simcox (Mark), Customer Service Rep Kayla Penders (Margi), Maintenance Workers Raymond Parker and Timothy Laskovich, and Recreation Worker David Campbell(Rich)</p> <p>Presentation - ABC Volunteer of the Year (Mayor Rose)</p> <p>Presentation - 2019 Year in Review (Mayor Rose)</p> <p>Public Hearing - Second Reading Extraterritorial Transportation Facility Impact Ordinance (Morris)</p>	<p>2019 Annual Police Department Report (Rick) (mgmt reports)</p> <p>First Quarter 2019-2020 Budget Status Report (Margi) (consent)</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>Extension of Interlocal Agreement with Brevard County for Installation and Maintenance of SCAT Bus Shelters (Scott) (consent)</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>Accept the Dedication and Bill of Sale for Sawgrass Lakes (Morris) (consent)</p>
4-Feb Regular Meeting 6:30 p.m.		<p>Resolution Allocating Transportation Impact Fees for Roadway Improvement Projects and Amending 2019-2020 Capital Improvement Project Budgets (Scott) (action)</p> <p>Award of Bid - Veterans Memorial Complex Irrigation and Landscaping Project (Keith) (action)</p>
18-Feb Regular Meeting 6:30 p.m.	Proclamation - March as Irish-American Heritage Month (Cynthia)	<p>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)</p> <p>Award of Construction Bid - M-1 Canal Water Main (Keith) (action)</p> <p>Fiscal Year 2018-2019 Comprehensive Annual Financial Report (Margi) (action)</p>
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)	<p>Council Receipt of Annual CRA Report (Christy) (consent)</p> <p>Selection of Banking Institution for Servicing City Accounts (Margi) (action)</p>
17-Mar	No Council Meeting - Presidential Preference Primary Election	

Six Month City Council Agenda Planning Calendar

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
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)	Award of Construction Bid - Extension of Heritage Oaks and Doherty (Keith) (action)
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 Workshop 5:30 p.m.	Workshop - Strategic Priorities Refinement, Draft 2020-2021 Revenue Budget, Five Year Vehicle Replacement Plan Update, and Five Year Street Maintenance Plan Update (Scott)	
5-May Regular Meeting 6:30 p.m.		
19-May CRA Meeting 6:00 p.m.		Preliminary 2020-2021 CRA Budget (Scott) (CRA)
19-May Regular Meeting 6:30 p.m.		
2-Jun Workshop 5:30 p.m.	Workshop - Proposed Fiscal Year 2020-2021 Capital Improvement Projects (Scott)	
2-Jun Regular Meeting 6:30 p.m.		
16-Jun Regular Meeting 6:30 p.m.		

MAYOR
Hal J. Rose

DEPUTY MAYOR
John Dittmore

COUNCIL MEMBERS
Daniel Batchelor
Pat Bentley
Adam Gaffney
Barbara A. Smith
Andrea Young



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: December 20, 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 49 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 square foot 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.
- 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.
- 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.
- 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.
- Shannon Plaza, 149 Shannon Avenue, 8,908 sq. ft. new construction.
- FP&L storm shelter, 9001 Ellis Road, 1,056 sq. ft. new construction.

Building Inspections conducted from 12/16/19 to 12/20/19 totaled 235

New Permit applications received from 12/16/19 to 12/20/19 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.
- 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, revised plans submitted.
- 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 complete, awaiting revised plans.
- Cilantro Express, 725-B S. Wickham Road, 1,250 sq. ft. interior renovation, review complete, awaiting revised plans.
- Crunch Fitness, 1275 W. New Haven Avenue (old Toys-R-Us), 45,000 sq. ft. interior renovation, review complete, awaiting revised plans.
- Tru Hotel by Hilton, W. New Haven Avenue, 45,611 sq. ft. new construction, review underway.
- RaceTrac, 465 S. Wickham Road, 5,411 sq. ft. new construction, plans submitted.
- Kracken Guard Technologies, 7755 Ellis Road, 13,500 sq. ft. interior build-out, plans submitted.

Code Enforcement:

The next Code Enforcement Board meeting will be January 16, 2020 at 5:30 p.m.

There were a total of 33 illegal signs removed from the right of way during the past week.

There was a total of 1 new code enforcement case opened this week; additionally 1 existing case was closed this past week in compliance.

MAYOR
Hal J. Rose

DEPUTY MAYOR
John Dittmore

COUNCIL MEMBERS
Daniel Batchelder
Pat Bentley
Adam Gaffney
Barbara A. Smith
Andrea B. Young



City of West Melbourne
HUMAN RESOURCES
2240 Minton Road
West Melbourne, FL 32904
Phone: (321) 313-0363
Fax: (321) 674-5733
www.westmelbourne.org
kgale@westmelbourne.org

TO: Scott Morgan, City Manager
FROM: Kimberly Gale, Human Resources Director
DATE: December 20, 2019
RE: Friday Memo

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

Parks & Recreation: The candidate selected for the Recreation Worker position began employment today. Two Maintenance Worker candidates are scheduled to begin employment on January 13, 2020.

Finance: The candidate selected for the Customer Service Representative position is scheduled to begin employment on January 6, 2020.

Public Works: The Equipment Operator position was posted internally to allow for promotional opportunity. Two internal candidates have expressed interest in the position. The Department has not yet made a selection.

Police Department: Recruitment will remain continuous for both the Police Officer and School Resource Officer positions.

Mayors' Fitness Challenge

Please join Mayor Rose and Team West Melbourne in earning the title of "most fit City"! The 8-week challenge begins February 1 and ends March 27. Participation is simple – get moving & log your minutes of physical activity through a weekly system generated email. Assistance in reporting weekly minutes is available through the Human Resources office if needed.

Participants who register before January 1, 2020 will be entered into a raffle to win \$50 gift card. If you wish to receive a team t-shirt, please make sure you register before January 8, 2020! Register at: www.uwbrevard.org

Team West Melbourne will be holding periodic events as well as our annual Walk with the Mayor. Stay tuned for details!

MAYOR
Hal J. Rose

DEPUTY MAYOR
John Dittmore

COUNCIL MEMBERS
Daniel Batchelor
Pat Bentley
Adam Gaffney
Barbara A. Smith



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: December 20, 2019
Subject: This Week in Public Works

On Tuesday, Construction Inspector Nat Davila, Streets and Drainage Supervisor Sean Morrisson, and I participated in a webinar hosted by Florida Pavement Preservation Concepts (FPPC). The training was based on a different application for pavement preservation by keeping roads in good condition and extending the life of the roads for less cost.

The City of West Melbourne and the Public Works Department received delivery of its new 2019 John Deere mini excavator, model 50G. The new excavator replaces the City's old 2007 John Deere 27C mini excavator. The new mini excavator will be utilized by both the Water and Streets and Drainage Departments.



The Public Works Streets and Drainage Department continued this week maintaining the C-1 canal with the Menzi. The C-1 canal is located in Tallwood Park, turning north and ends at Henry Avenue.



The Public Works Water Department completed 260 work orders this week, and serviced and painted five fire hydrants. The 4th quarter flushing program in the City was completed by flushing fire hydrants throughout the City to ensure the quality of the City's potable water. We exercised five water vales in the distribution system, repaired an automatic flush device on Cattail Court. An automatic flush device helps to maintain the water quality in the distribution system. New concrete pads were poured around water valve boxes, one on the A-5 canal and the second on Potenza Drive. Water Distribution Worker Cory Litts finished the final touches around the new concrete pad.



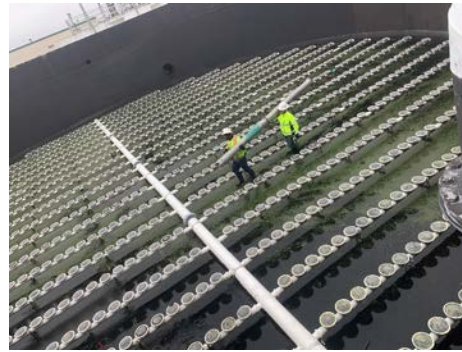
Water Department Crew Leader Jason Higgins was conducting CDL training in the CinemaWorld parking lot for the Public Works Department. We would like to take this time and thank Ralph Williams of CinemaWorld for allowing the City to use a portion of their parking lot for the static training portion of the training. Odie O'Conner will be the next employee preparing for his CDL Class "A" License, which is scheduled for next month.



The Sewer Department Jacobs completed 142 work orders and nine sewer inspections this week. Paralee Company was on-site to install a new waste flow meter that was damaged during a lightning strike that hit the plant on October 26, 2019. The #3 return activated sludge pump bearing was replaced due to a failure. They performed preventive maintenance on the disc filter for routine cleaning.



Jacobs employees finished the cleaning of aeration basin #2 at the plant.



They continued to prepare the headworks structure at the plant for the new odor control scrubber system that is forecasted to be delivered in January 2020. The new odor control scrubber is being constructed by the City's contractor, Evoqua Water Technologies. The old scrubber was dismantled and removed this week by Jacobs's employees from its original platform to make room for the new scrubber. The next step will be to level out the platform with new concrete for the scrubber.

