

MAYOR
Hal J. Rose

DEPUTY MAYOR
John Dittmore

COUNCIL MEMBERS
Daniel Batchelder
Pat Bentley
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 *scott morgan*

Date: December 27, 2019

Subject: Friday Memo

Introduction

This final Friday Memo for 2019 is for the week of December 23 through December 27. 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.

Oath of Office Ceremony for Four New Police Officers

On Monday afternoon, the Police Department held their oath of office ceremony for our four newly hired police officers.

Citizens Leadership Academy

The sixth class session for West Melbourne's 2019-2020 citizen leadership academy will be held on Wednesday January 8. That session will be on planning, building and code enforcement. The final class session will be on Wednesday January 15. That session will be on public works, engineering and capital projects.

City Hall Closed on New Year's Day

Next Wednesday January 1, City Hall will be closed in observance of the New Year's Day holiday. Best wishes to all for a healthy, productive and prosperous 2020.

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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.	<p>Proclamation - April as Water Conservation Month (Cynthia)</p> <p>Public Hearing - First Reading of Food Truck Ordinance (Christy)</p>	<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) Public Hearing - Second Reading of Food Truck Ordinance (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.		

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Attachment 3

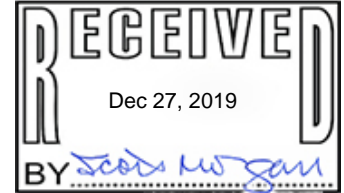
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Tom Forbes, Building
Official
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To: Scott Morgan, City Manager

From: Thomas Forbes, Building Official

Date: December 27, 2019

Friday Memo / Building Department



Weekly activity summary for the Building Department

Building:

There were 3 building permits issued for new single family residences and a total of 24 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.
- 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. (temporary C.O. issued)
- 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.
- IHOP, 855 Palm Bay Road, 4,974 sq. ft. interior build-out of new restaurant.

Building Inspections conducted from 12/23/19 to 12/27/19 totaled 189

New Permit applications received from 12/23/19 to 12/27/19 totaled 34

- 8 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.
- 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 were a total of 2 new code enforcement cases opened this week; additionally 1 existing case was closed this past week in compliance.

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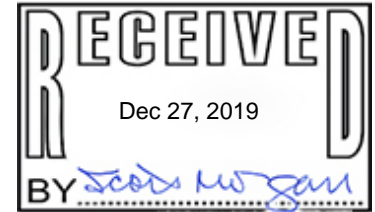
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UPDATE

TO: Scott Morgan, City Manager
PREPARED BY: Christy Fischer, Planning Director
DATE: December 23, 2019
SUBJECT: Planning Department Update

A handwritten signature in black ink that reads "Christy Fischer".

Housman Aluminum – The 11,550 square foot contractor's office and warehouse was recently completed and is in the process of obtaining a certificate of occupancy from the City. This photo shows what the building on Matrix Way (located off Lake Ibis Drive) looks like. The City encourages redevelopment of vacant properties in the Community Redevelopment Area and this is the industrial area that is part of the redevelopment area.



Carlton Apartments – The 382-unit apartment complex is under development along the west side of Hollywood Boulevard, and has installed the new segment of Imagine Way. The apartments are three stories and the City is working with Brevard County to use the \$909,542 in traffic impact fees to install a new signal at Imagine Way and Hollywood Boulevard. This image below is a photo of the clubhouse and their architectural rendering.





Calvary Chapel Chiller update – Calvary Chapel’s new air conditioning chiller building is to be buffered with natural vegetation and the general contractor replace dead or missing trees and bushes. It is anticipated that the vegetation will grow to 20 in height to hide the 23’ tall chiller building. The photo below shows some of the trees and shrubs that will form a vegetative wall as the landscaping matures.



Your Life – The 100-bed memory care convalescent home is under construction at the northeast corner of Heritage Oaks Boulevard and Minton Road. The photo below shows their allowed construction access to Minton Road. The alignment of the Heritage Oaks Boulevard to Boughton Way is being updated and the stormwater pond construction and dewatering of the site have created conditions similar to Heritage Pointe subdivision where there was ponding during construction and is not an additional stormwater besides the one large proposed pond adjacent to the residential neighborhood, Woodfield at Heritage Oaks.

