

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: January 3, 2020

Subject: Friday Memo

---

### Introduction

This first Friday Memo for 2020 is for the week of December 30 through January 3. 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.

### Imagine Way School Zone Study Completed

On Monday, the City's consulting traffic engineer completed their engineering assessment for the establishment of a new school zone in front of the Imagine School of West Melbourne on Imagine Way. The report supports the establishment of the new school zone, and the public works department has begun purchase orders for what is needed to implement the traffic engineer's recommendations. When completed, the police department may lawfully enforce the new school zone.

### Police Station Remodel

DFI worked on New Year's Day and is making good progress towards completion of the remodel portion of the police station expansion and remodel project. The current completion estimate remains the last week in February or the first week in March.

### VMC Message Board Sign Repaired

Today, the City's contract sign company made the ordered repairs on the VMC message board, also converting the interior illumination to brighter and more energy efficient LED.

### WMBA Luncheon

This coming Wednesday January 8, I have been invited to be the guest speaker for the monthly West Melbourne Business Association luncheon at Buena Vida Estates. I will present highlights from last year and a look ahead into City plans for 2020.

Citizens Leadership Academy

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

sm

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

# 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	

February 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 7:00 Space Coast League of Cities Dinner	4 6:30 City Council	5 11:15 Greater Palm Bay Chamber of Commerce	6 7:00 a.m. Melbourne Regional Chamber Business Breakfast	7	8
9	10	11 6:30 Planning & Zoning Bd	12 11:30 West Melbourne Business Assoc	13 6:30 Charter Review Committee	14	15
16	17 <b>President's Day Offices Closed</b>	18 6:30 City Council	19	20 5:30 Code Enf Bd	21 5:00 Food Truck Friday	22
23	24 6:30 Business Adv Bd	25	26	27 7:00 Bd of Adjustment	28	29

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) and Police Officer Rafael Benitez (Rick)</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&amp;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.		

MAYOR  
Hal J. Rose

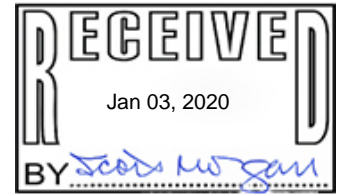
DEPUTY MAYOR  
John Dittmore

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



Attachment 3

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



# Memo

To: Scott Morgan, City Manager  
From: Thomas Forbes, Building Official  
CC:  
Date: 1/3/2020  
Re: December 2019 Monthly Report

---

Attached please find a copy of the December 2019 monthly report. If you have any questions or require additional information, please contact me.

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](http://www.westmelbourne.org)

## Building Department Monthly Report for December 2019

### **Building**

During the month of December 2019, 16 permits for new single family residences and a total of 250 permits were issued in all. The total value of work permitted was \$6,871,093 and permit fees collected for the month were \$60,840.68.

### **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 complete/renovation is underway)
- 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.
- 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.
- Viet-Yumz, 2233 W. New Haven Avenue, interior build-out.
- Publix, 2261 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.
- 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.



**Commercial projects in for review:**

- RaceTrac, 4535 W. New Haven Avenue, complete remodel of store, permit ready to issue.
- City of West Melbourne Maintenance building addition, permits ready to issue.
- Cloud Nine Smokeshop, 350 S. Wickham Road, interior renovation, plans submitted, review underway.
- Extended Stay America, West Melbourne Interchange Center (Hollywood Boulevard/Palm Bay Road), 53,000 sq. ft. hotel, new construction, awaiting revised plans.
- Audi Display Tower, 2260 Coastal Lane, 403 sq. ft., 3 story structure, review complete, awaiting on revised plans.
- Extended Stay America, Coastal Commerce Center, 53,857 sq. ft. four story hotel, review complete, awaiting revised drawings.
- Design of the Times (florist shop), 2394 Minton Road, 3,959 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.

**Number of Certificates of Occupancy issued:**

Residential – 11

Commercial – 1

**Permit Statistics**

12/01/19-12/31/19

Issued – 250

Valuation – \$6,871,093

Permit Fees – \$60,840.68

12/01/18-12/31/18

Issued – 227

Valuation – \$6,543,748

Permit Fees – \$60,506.21

12/01/17-12/31/17

Issued – 198

Valuation – \$5,653,614

Permit Fees – \$51,917.00

**Code Enforcement:**

The next Code Enforcement Board meeting is scheduled for January 16, 2020 at 5:30 p.m.

During the past month, Code Enforcement staff has removed 148 illegal signs from the right of way.

MAYOR  
Hal J. Rose

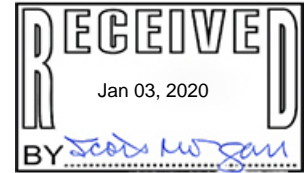
DEPUTY MAYOR  
John Dittmore

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](http://www.westmelbourne.org)  
kgale@westmelbourne.org

**TO:** Scott Morgan, City Manager  
**FROM:** Kimberly Gale, Human Resources Director  
**DATE:** January 3, 2020  
**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**

**Public Works:** An internal candidate has been chosen to fill the Equipment Operator position, which created a Maintenance Worker vacancy. The Maintenance Worker position is posted externally until January 17, 2020.

**Police Department:** A candidate for the Police Officer position is scheduled to begin employment on January 21, 2020. 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 – just get moving and report your minutes of physical activity each week via a system generated email. If you wish to receive a team t-shirt, please make sure you register before January 8, 2020! Register at: [www.uwbrevard.org](http://www.uwbrevard.org)

### **Walk with the Mayor**

Our third annual Walk with the Mayor event is scheduled for 9 am on Saturday, February 15, 2020 at West Melbourne Community Park. This 2.40 mile walk can be completed at your own pace, with refreshments and raffle prizes provided at conclusion.

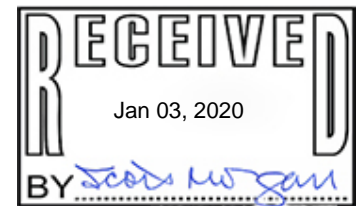
MAYOR  
Hal J. Rose

DEPUTY MAYOR  
John Dittmore

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



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: January 03, 2020  
Subject: This Week in Public Works

---

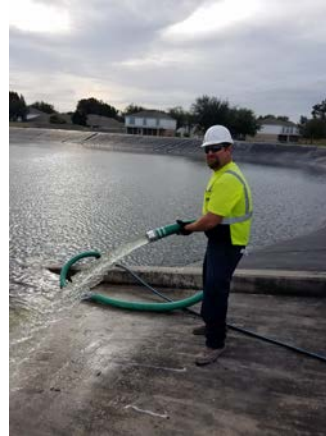
On December 23, the Public Works Department had a new electric gate installed by the Florida Door Company at the main entrance to the facilities. This new commercial gate has a more efficient motor, is lighter weight, has a new control panel, and more safety features. The gate is heavily used on a daily basis and will now be able to keep up with the traffic demand.



The Public Works Water Department completed 124 work orders this week, serviced and painted nine fire hydrants, and exercised five water valves in the distribution system. They responded to and repaired a 2-inch water main break on Piney Branch Way, with the assistance from Jacobs by operating the City's older Vac-truck.



Water Distribution Workers Doug Reichart, Stephen Vukovich, and Aric Garcia were testing the department's new 3-inch hydraulic pump that was purchased along with the new valve exerciser. The 3-inch pump works off the valve exerciser hydraulics, which will be utilized to pump out water while working on line breaks.



The Sewer Department Jacobs completed 166 work orders and nine sewer inspections this week. Preventive maintenance was performed at a number of lift stations also. They installed a p-trap and removed wet well surface material with the City's Vac-truck at the Veterans Memorial Complex lift station and removed floating debris from the Falls of Sheridan lift station wet well. They removed build-up in the pump #1 check valve at the Sawgrass Lakes #3 lift station, and cleaned the heavily worn upper impeller and wear ring in the Laila lift station #1 and #2 pumps.



A new radiator was installed for the Wingate Boulevard lift station stand-by generator due to an unrepairable leak. The emergency generator is back on-line.



Preparation work continued on the headworks structure at the plant for the new odor control scrubber system that is forecast to be delivered this month. The new scrubber system is being constructed by the City's contractor, Evoqua Water Technologies. The last step in the preparation is to level the existing concrete platform with a new concrete surface. The City's contractor, Atlantic Foundation and Concrete Repair, leveled the existing pad by installing a new 6-inch cap.

