

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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To: Mayor Rose, Members of the City Council,
Department Heads and Subscribers

From: Scott Morgan, City Manager *Scott Morgan*

Date: January 17, 2020

Subject: Friday Memo

Introduction

This Friday Memo is for the week of January 13 through January 17. 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.

Sam's LP Gas Proposal

On Monday afternoon, Planning staff received information from a representative of the applicant that the applicant wanted to modify their proposed use to provide for an additional type of service and to modify their proposed site plan accordingly. Planning staff determined that this was a significant enough change to cancel the January 23 Board of Adjustment public hearing and to determine to re-notice the matter after the applicant submits their new proposal. The earliest the hearing could now be held would be the Board of Adjustment meeting of February 27.

Census 2020 Complete Count Committee

On Tuesday afternoon, I attended a meeting of the local Brevard County group working with the Census Bureau to seek to get a good local response to the upcoming Census. We will be providing some information to our residents about the ease and importance of responding to the Census, which our US Constitution requires every ten years.

2019-2020 Citizens Leadership Academy Concludes

The seventh and final citizens leadership academy class session was held on Wednesday evening. The final session was on public works, engineering and capital projects, and included a tour of the sewer plant. On Tuesday at the beginning of the City Council meeting, graduates of the class of 2019-2020 will be presented with certificates recognizing their participation. Next up will be the citizens police academy, which will start on February 5.

EDC Economic Forecast

On Thursday evening, Mayor Rose and I attended the Space Coast EDC economic forecast in Cape Canaveral.

Space Coast City Managers

This afternoon, I attended the monthly luncheon of the local city and county managers group in Titusville.

City Hall Closed Monday

City Hall will be closed this coming Monday January 20 in observance of the Dr. Martin Luther King, Jr. birthday holiday.

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- 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 - cancelled	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 – cancelled	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	12 11:30 West Melbourne Business Assoc 6:30 Planning & Zoning Bd	13 6:30 Charter Review Committee	14	15
16	17 President's Day Offices Closed	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

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
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 - Certificates to 2019-2020 Citizen Leadership Academy Graduates (Mayor Rose)</p> <p>Presentation - Anya Johnson on Composting (Cynthia)</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>Extension of Time on Cash Bond for Heritage Pointe Commercial Parcel Improvements (Christy) (consent)</p> <p>Purchase of Signage for New School Zone Along Imagine Way (Mark) (consent)</p> <p>Authorization to Proceed with Vacation of Easement at Coastal Commerce Center (Morris) (consent)</p> <p>Award Contract for Lift Station Rehabilitations (Mark) (action)</p>
4-Feb Regular Meeting 6:30 p.m.	Presentation - ABC Volunteer of the Year (Mayor Rose)	<p>Resolution Allocating Transportation Impact Fees for Roadway Improvement Projects and Amending 2019-2020 Capital Improvement Project Budgets (Scott) (action)</p> <p>Accept the Dedication and Bill of Sale for Final Phase Sawgrass Lakes Water and Sewer Improvements (Morris) (consent)</p> <p>First Quarter 2019-2020 Budget Status Report (Margi) (consent)</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>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> <p>Award of Bid - Veterans Memorial Complex Irrigation and Landscaping Project (Keith) (action)</p> <p>Award of Construction Bid - Expansion and Remodel of Office and Reroof of Park Maintenance Building at West Melbourne Community Park (Keith) (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>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>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
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 Objectives 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)
	Public Hearing - Second Reading of Food Truck Ordinance (Christy)	Award of Construction Bid - M-1 Canal Water Main (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 Objectives Refinement, Draft 2020-2021 Revenue Budget, Five Year Vehicle Replacement Plan Update, and Five Year Street Maintenance Plan Update (Scott)	Award of Construction Bid - Renovation of Clements Wood Park Restroom (Keith) (action)
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 Workshop 5:30 p.m.	Workshop - Draft 2020-2021 Operating Budget (Scott)	
16-Jun Regular Meeting 6:30 p.m.		

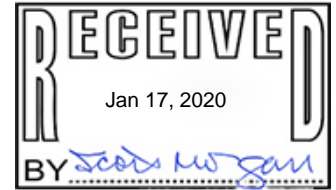
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To: Mayor Rose and Members of the City Council
Through: Scott Morgan, City Manager
From: Morris Richardson, City Attorney **MR**
Date: January 17, 2020
Subject: Friday Memo

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.

Extraterritorial Transportation Facility Impact Ordinance (Second Reading)

The City has recently been faced with growth and development in other local government jurisdictions abutting West Melbourne. Growth in undeveloped portions of abutting jurisdictions can have a direct and substantial impact on existing infrastructure within West Melbourne.

Last year, the City Council adopted a moratorium on development approvals that would allow extraterritorial roads to be connected to roads within the City. The City Council directed that an ordinance be prepared to address the impacts of such connections when made to serve extraterritorial development.

The City of West Melbourne is charged with establishing responsible policies for the growth and development of the City. Proposed extrajurisdictional road connections plainly implicate a number of those policies set forth within the City’s Comprehensive Plan.

The Intergovernmental Coordination Element of the Comprehensive Plan provides the basis for establishing and executing interlocal planning and public service partnerships which are essential to enable the City to coordinate land development efforts and provide efficient, effective, and fiscally sound public services, including transportation.

The Capital Improvements Element of the Comprehensive Plan provides that the City will deliver a highly valued, well-managed, and fiscally responsible infrastructure system based upon adopted levels of service (LOS) for public facilities. The Capital Improvements Element states that future development will be required to pay a proportionate share of facility improvement and maintenance costs needed to maintain LOS standards, and that the City shall only issue development orders when the City has determined that the adopted LOS standards for public facilities will be maintained.

The Transportation Element of the Comprehensive Plan provides that private developers shall pay for the impacts caused to the City’s transportation infrastructure system.

Ordinance 2019-24 would amend the City’s land development regulations to address the traffic impacts that occur when extraterritorial roads are connected to West Melbourne roads in order to serve extraterritorial development. Ordinance 2019-24 requires

developers to seek the approval of the City Council in the form of a road connection permit prior to connecting an extraterritorial road to a West Melbourne road. The application must contain a traffic study. The proposed connection must be consistent with the transportation element, capital improvements element, land use element, intergovernmental coordination element, and all other applicable elements of the West Melbourne comprehensive plan.

The applicant must demonstrate that the West Melbourne roads impacted by extraterritorial development will meet or exceed the minimum LOS standards provided for in the City's transportation concurrency management program once connected to an extraterritorial road. If not, the applicant must establish that the minimum LOS can be met by adequate planned public transportation facilities already under construction or scheduled for construction, or to be constructed by the applicant or the local government in which the extraterritorial development is proposed.

Where proposed extraterritorial development would adversely impact traffic on a specific West Melbourne road to which the development will be directly connected, mitigation by means other than construction or expansion of city traffic facilities may be required by the City Council. Such mitigation may include the provision of one or more reasonable alternate points of ingress and egress from the extraterritorial development to an arterial or collector road located within the boundaries of the jurisdiction in which the extraterritorial development is located.

On December 11, 2019, the Planning and Zoning Board considered proposed Ordinance 2019-24. The Planning and Zoning Board unanimously recommended approval of the ordinance with two suggested revisions. First, the Board suggested that the ordinance be revised to provide for objective criteria establishing that a development will have minimal or no impact, thus allowing the City Manager to waive certain requirements. Second, the Board suggested that the procedures for considering an extrajurisdictional road connection should include a hearing before the Planning and Zoning Board, rather than going only to the City Council.

On December 17, 2019, the City Council unanimously approved on first reading proposed Ordinance 2019-24, revised to incorporate the recommendations of the Planning and Zoning Board. I have revised the ordinance accordingly, and on Tuesday, it will return to the City Council for a public hearing and adoption on second reading.

Code Enforcement Board Meeting

On Thursday evening, I attended the monthly meeting of the Code Enforcement Board. Cases heard by the board involved fire code violations, a monument sign constructed in City right of way without a permit, and parking of vehicles in inoperable condition.

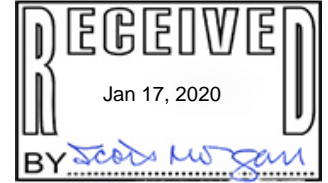
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To: Scott Morgan, City Manager

From: Thomas Forbes, Building Official

Date: January 17, 2020

Friday Memo / Building Department

Weekly activity summary for the Building Department

Building:

There were 4 building permits issued for new single family residences and a total of 79 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.
- 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.

- 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 01/13/20 to 01/17/20 totaled 235

New Permit applications received from 01/13/20 to 01/17/20 totaled 51

- 10 new single family residence permits.

Status of Commercial projects submitted for review:

- City of West Melbourne Maintenance building addition, permits ready to issue.
- 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, revised plans submitted.
- 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, permits ready to issue.
- Crunch Fitness, 1275 W. New Haven Avenue (old Toys-R-Us), 45,000 sq. ft. interior renovation, ready to issue.
- 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, review underway.
- Kracken Guard Technologies, 7755 Ellis Road, 13,500 sq. ft. interior build-out, plans submitted.
- Apsey Holdings, 99 Sunset Drive, 2,400 sq. ft. warehouse, plans submitted.

Code Enforcement:

The next Code Enforcement Board meeting will be February 20, 2020 at 5:30 p.m.

There were a total of 47 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.

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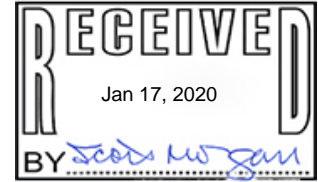
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TO: Scott Morgan, City Manager
FROM: Kimberly Gale, Human Resources Director
DATE: January 16, 2020
RE: Friday Memo



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: The Maintenance Worker position remains posted until January 17, 2020.

Police Department: Resignations have been received for the Records Technician and School Crossing Guard positions. Both positions are currently posted on our website. Conditional offers have been extended to three (3) candidates with start dates to be determined. 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, as two vacancies remain.

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. Stay tuned for a calendar of community events! Register at: 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.

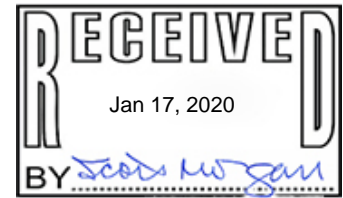
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To: Scott Morgan, City Manager
From: Mark Piccirillo, Director of Public Works
Date: January 17, 2020
Subject: This Week in Public Works

The Public Works Streets and Drainage Department removed a tree that fell across the B-4 canal in Clements Wood Park over the weekend. The tree was removed and disposed of to clear the canal from the obstruction.



The Public Works Streets and Drainage Department trimmed trees this week throughout the City. Trimming branches away from street signs opens up the line of sight and raises the clearance for the motoring public.



On Wednesday, Public Works hosted the last session of the City of West Melbourne's Citizens Leadership Academy. The citizens were given a tour of the Wastewater Treatment Plant by Jacobs. Project Manager Brian Mascher, Maintenance Supervisor Mike DeBerry, and Lead Operator Don Hoover, provided the tour informing the citizens on the daily operations of the plant. The citizens were then brought back to the conference room for more presentations. Deputy City Manager Keith Mills presented the items covering the City's CIP for this fiscal year, the City's Consulting Engineer, Eric Flavell of Bowmen Engineering, discussed the construction standards of the City, and Public Works Director Mark Piccirillo did a presentation on the daily responsibilities of the department.



The Public Works Water Department completed 256 work orders this week, serviced six fire hydrants, and exercised nine valves in the water distribution system. They also located a City 12-inch water main that runs along Canal-63 of the Melbourne-Tillman Canal, which is located north of the Sawgrass Phase V development. They performed two fire flow tests for the CIP of the new 16-inch water main that is being extended south down Columbia Lane, under U.S. 192, and looping into a 20-inch water main on the east side of I-95.



On Sunday, the Water Department responded to a 2-inch water service line break on Technology Drive. The break affected a few businesses in the area and a precautionary boil water notice was issued. The repair was made and service restored, with the precautionary boil water notice being rescinded on Tuesday.



Water Distribution Worker Ahmed Taha started his first semester of a three-semester certification course for GIS mapping, at Eastern Florida State College. Ahmed will be taking a total of six courses, two each semester, and will complete this certification in the spring of 2021.

The Sewer Department Jacobs completed 195 work orders and 10 sewer inspections this week. This year's CIP u-lining of the sewer collection system continued this week along Parkhill Boulevard and Dorchester Avenue. During the painting of the belt filter press, it was discovered that some of the metal beams for the floor support system were compromised by rust corrosion. A welder was on-hand to make the repairs so the painting contractor could continue with their work.

Jacob's regional support staff were onsite this week to perform a Condition Assessment of all the City's lift stations in the collection system. The first lift station to be inspected was the at the Children's Home. Once this assessment is completed, the City will receive a report on the conditions of assets in the collection system.

Jacob's support staff conducted its annual mock confined space entry training this week with the maintenance staff at the plant.



Jacob's staff constructed a temporary shelter at the plant for two City portable generators to protect them from the weather.

