

MAYOR
Hal J. Rose

DEPUTY MAYOR
John Dittmore

COUNCIL MEMBERS
Daniel Batchelder
Pat Bentley
Daniel McDow
Stephen Phrampus
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 *scott morgan*

Date: July 30, 2021

Subject: Friday Memo

Introduction

This Friday Memo is for the week of July 26 through July 30. As always, if there are any questions or comments on items described in this memo, or on any other City matter, please call.

Stormwater Project Progressing

This week, in response to last week's solicitation, the City received two sealed bids from firms willing to pay for excess fill dirt from our stormwater project at the wastewater treatment plant site. We accepted the highest priced offer to the City from Alfy's Trucking of Palm Bay for purchasing 42,000 cubic yards of fill from the City for the bid sum of \$94,920.

This afternoon, I participated in a construction project conference call with City staff, our project engineers at ISS, Alfy's Trucking, and our project construction contractor Loren Jock to plan for the beginning of the excavation and trucking off site for the end of next week. It is estimated that, once it begins, trucking the excess dirt offsite will take approximately six weeks, weather permitting.

As a reminder, this grant-funded construction of a new stormwater pond at the Wastewater Treatment Plant property near the reuse storage tank will both improve water quality flowing to the Indian River Lagoon and reduce flood risk for older upstream neighborhoods lacking modern drainage. The construction that is underway remains on schedule to be completed in January 2022.

Water Plant

This week, Assistant City Manager Tom Bradford worked with our principal engineering consultant and his subcontractor in preparation for submitting our final Consumptive Use Permit application for an allocation of raw water supply from the St. Johns River Water Management District. We expect to have our CUP in hand by the end of September.

Assistant City Manager

Our recruited Assistant City Manager and his family were in town this week looking for housing, and he was able to schedule his required pre-employment physical. The family has accepted a purchase offer on their home, and are planning their move here after their children are off to college for the fall term. His tentative start date is September 17.

COVID-19

On Thursday, I participated in a conference call with Brevard County Emergency Management providing the participants information on the growing local cases of COVID-19 infections and hospitalizations. We put into effect this morning a renewal of our previous policy that all City employees are required to wear face coverings while inside City buildings except when alone in their private office.

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

August 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 National Night Out - cancelled 6:30 City Council - cancelled	4 11:15 Greater Palm Bay Chamber of Commerce	5 7:00 am Good Morning Space Coast	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	13	14
15	16	17 6:00 CRA meeting 6:30 City Council	18	19 5:30 Code Enf Bd	20	21
22	23 6:30 Business Adv Bd	24	25	26 7:00 Bd of Adjustment	27	28
29	30	31				

September 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 11:15 Greater Palm Bay Chamber of Commerce	2 7:00 am Good Morning Space Coast	3	4
5	6  Offices Closed	7 6:30 City Council	8 11:30 West Melbourne Business Assoc 6:00 Parks & Rec Advisory Bd	9	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	21	22 6:30 City Council	23 7:00 Bd of Adjustment	24	25
26	27	28	29	30		

Six Month City Council Agenda Planning Calendar

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
3-Aug	No City Council Meeting	
17-Aug CRA Meeting 6:00 p.m.		Resolution Adopting 2021-2022 West Melbourne-Brevard County Joint CRA Budget (Scott)
17-Aug Regular Meeting 6:30 p.m.	Introduction of New Employees - Maintenance Worker Joseph Law (Rich)	Acceptance of Portion of Brandywine Lane Right-of-Way from Brevard County for City Sewer Force Main Construction and Maintenance (Scott) (action)
	Business of the First Quarter of 2021 - Wholesale Music Instrument (Cynthia)	Award of Construction Bid - Fell Road West of Minton Water Main Completion (Mark) (action)
	Public Hearing - Second Reading - LSA and Rezoning for Space Coast Business Center Property (Christy)	First Reading of Amended Noise Ordinance (Morris) (action)
	Public Hearing - First Reading - LSA and Rezoning for PMG Property (postponed from May 18, June 15 and July 20 meetings) (Christy)	
7-Sep Regular Meeting 6:30 p.m.	Public Hearing - Tentative Fiscal Year 2021-2022 Millage Rate and Budget (Scott)	Selection of Banking Institution for Servicing City Accounts (Margi) (action)
	Public Hearing - Annual Stormwater Utility Budget and Assessment Roll (Scott)	Award of Construction Bid - Widening of Eastbound Norfolk Parkway Approaching Minton (Scott) (action)
	Public Hearing - Second Reading of Amended Noise Ordinance (Morris)	Award of Construction Bid - Meadowlane Avenue Force Main Replacement (Scott) (action)
Wednesday 22-Sep Regular Meeting 6:30 p.m.	Public Hearing - Adoption of Fiscal Year 2021-2022 Millage Rate and Budget (Scott)	Appointment to the Melbourne-Tillman Water Control District Board of Directors (Cynthia) (action)
	Pubic Hearing - Eden Multifamily Site Plan (Christy)	Award of Construction Bid - Hollywood Boulevard and Imagine Way Traffic Signal (Mark) (action)
		Award of Construction Bid - Extension of Heritage Oaks and Doherty Drive (Scott) (action)
5-Oct Regular Meeting 6:30 p.m.		

Six Month City Council Agenda Planning Calendar

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
19-Oct Regular Meeting 6:30 p.m.		
2-Nov Regular Meeting 6:30 p.m.		
16-Nov Regular Meeting 6:30 p.m.		
14-Dec CRA Meeting 6:00 p.m.		Adoption of 2022 West Melbourne-Brevard County Joint CRA Meeting Schedule (Christy)
14-Dec Regular Meeting 6:30 p.m. (only December Council meeting)		Resolution Setting Regular City Council Meeting Dates for 2022 (Cynthia) (consent)
4-Jan Regular Meeting 6:30 p.m.		
18-Jan Regular Meeting 6:30 p.m.		

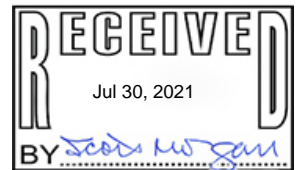
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Building Department
Tom Forbes, Building Official
City Hall
2240 Minton Road
West Melbourne, FL 32904
Phone: (321) 837-7776
Fax: (321) 952-9542
www.westmelbourne.org



To: Scott Morgan, City Manager

From: Thomas Forbes, Building Official

Date: July 30, 2021

Friday Memo / Building Department

Weekly activity summary for the Building Department

Building:

There were no building permits issued for new single family residences and a total of 56 permits issued this period.

Commercial Project Update:

The following commercial projects have had permits issued and are in various stages of construction:

- Palm Crossings Plaza, 145 Palm Bay Road, 2,133 sq. ft. new construction.
- McDonalds, 235 Palm Bay Road, front counter remodel.
- Grace Church, 2820 Minton Road, 15,709 sq. ft. new construction.
- 7705 Technology Drive, 6,000 sq. ft. interior alteration.
- Integra Space Coast Apartments, Space Coast Town Center (U.S. 192), 917,840 sq. ft. new construction.
- Buena Vida pool house, 2129 W. New Haven Avenue, 452 sq. ft. new construction.
- Buena Vida Cottages clubhouse, Woodland Drive, 3,893 sq. ft., new construction.
- Cross Brands Manufacturing LLC, 4401 Fortune Place, 8,304 sq. ft. interior renovation (adding mezzanine).
- Pineapple Cove Classical Academy, 3455 Norfolk Parkway, 39,993 sq. ft. addition.
- Cross Brands Manufacturing LLC, 4401 Fortune Place, 4,462 sq. ft. addition.
- FP&L, 9001 Ellis Road, 21,720 sq. ft. interior alteration.
- Brazil 4 You, 1220 W. New Haven Avenue, 3,260 sq. ft. interior alteration.
- 5 Star Service Center Inc., 7705 Ellis Road, 4,000 sq. ft. warehouse, new construction.
- Zaxby's Restaurant, 4325 W. New Haven Avenue, 3,825 sq. ft. new construction.
- The Learning Center, West Melbourne Interchange, 10,000 sq. ft. new construction.
- Engravers Plus, 7600 Technology Drive, 22,500 sq. ft. interior renovation.

- Makoto's Dressing Inc., 6922 Sonny Dale Drive, 7,000 sq. ft. interior renovation.

Building Inspections conducted from 07/26/21 to 07/30/21 totaled 268

New Permit applications received from 07/26/21 to 07/30/21 totaled 57.

- 0 new single family residence permits.

Status of Commercial projects submitted for review:

- Design of the Times (florist shop), 2394 Minton Road, 3,959 sq. ft. new construction, new plans submitted due to code change.
- Hammond's Kitchen, 7705 Matrix Way, 9,000 sq. ft. new construction, review complete, awaiting revised plans.
- Tru Hotel by Hilton, W. New Haven Avenue, 45,611 sq. ft. new construction, 2nd review complete, awaiting revised plans.
- Ascend at Hammock Landings, 300 unit apartment complex, 286,860 sq. ft. new construction, permits ready to issue, pending subcontractor selection.
- Melbourne Retail, 1795 W. New Haven Avenue, 8,700 sq. ft., new construction (shell building), permits ready to issue, pending contractor selection.
- 7-Eleven, 465 S. Wickham Road, 4,650 sq. ft. new construction, review complete, permits ready to issue, pending contractor selection.
- Brevard Financial Holdings, LLC, 7684 Progress Circle, 9,561 sq. ft. warehouse/office, permits ready to issue, pending contractor selection.
- 4 Wheel Parts, 2045 W. New Haven Avenue, 10,762 sq. ft. interior renovation, permits ready to issue, pending contractor selection.
- TSS Solutions, 7800 Technology Drive, interior renovation, permits ready to issue, pending contractor selection.
- New Image Dental, 2227 W. New Haven Avenue, 2,343 sq. ft. interior alteration, review complete, awaiting revised plans.

Code Enforcement:

The next Code Enforcement Board meeting is scheduled for August 19 at 5:30 p.m.

There were a total of 53 illegal signs removed from the right of way during the past week.

There were a total of 3 new code enforcement cases opened this week and 6 cases were closed in compliance.