

MAYOR
Hal J. Rose

DEPUTY MAYOR
John Dittmore

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



CITY HALL
2240 Minton Road
West Melbourne, FL 32904
Phone: (321) 837-7774
Fax: (321) 768-2390
www.westmelbourne.org

CITY COUNCIL WORKSHOP

MINUTES

April 21, 2020

1. CALL TO ORDER

Mayor Rose called the meeting to order at 5:30 p.m.

2. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENT MEDITATION

Mayor Rose led the Pledge of Allegiance followed by a moment of silence.

3. ROLL CALL

Attending in person: Mayor Hal Rose, Council Member Andrea Young and Council Member Adam Gaffney.

Attending remotely: Deputy Mayor John Dittmore, Council Members Pat Bentley, Barbara Smith and Daniel Batcheldor.

Also present in person: City Manager Scott Morgan, City Attorney Morris Richardson, Information Technology Director Tom Bradford, City Clerk Cynthia Hanscom, and members of the public.

Also attending remotely: Deputy City Manager Keith Mills, Police Chief Rick Wiley, Deputy Chief Rich Cordeau, Planning Director Christy Fischer, Finance Director Margi Starkey, Public Works Director Mark Piccirillo, Jacobs Project Manager Brian Mascher, and Human Resources Director Kimberly Gale.

Mayor Rose read a statement on the Governor's Executive Order No. 20-69, suspending all Florida Statutes that require a quorum to be present in person at local government public meetings or require a local government body to meet at a specific public place, and allowing the City to conduct meetings utilizing communications media technology. He noted that consistent with Centers for Disease Control social distancing guidelines, attendance in the City Council Chambers will be limited to ten (10) people. Up to ten (10) additional people will be accommodated in an adjacent overflow room in which the meeting will be broadcast live.

Mayor Rose asked that, pursuant to Section 12.1 of the City Council's Meeting Rules and Order, a motion be made to temporarily suspend our local meeting rules requiring that a quorum be physically present and governing remote participation.

Council Member Bentley moved to temporarily suspend our local meeting rules requiring that a quorum be physically present and governing remote participating. Council Member Young seconded the motion, which passed unanimously.

4. BUDGET WORKSHOP – DISCUSSION OF STRATEGIC CITY COUNCIL PRIORITIES

City Manager Morgan reviewed the budget planning calendar and presented the status of current priorities. Mayor Rose stated that some items from the current year would be carried into the next year's budget. City Manager Morgan agreed.

City Manager Morgan presented the following priorities for consideration for the 2020-2021 budget:

1. Continue work towards the development of a new City of West Melbourne water plant, including securing a St. Johns River Water Management District Consumptive Use Permit for an allocation of raw water supply and the development of the first test-production well. Each year over the next five years, construct water distribution system improvements that ready the City for delivery of potable water from the new water plant. In accordance with the May 16, 2013 agreement with the City of Melbourne, West Melbourne must give formal notice to Melbourne that West Melbourne has elected to develop its own water production plant not later than December 31, 2021, and start operation of West Melbourne's new independent water system not later than December 31, 2026.

Mayor Rose asked the next step in this process. Deputy City Manager Mills explained work should begin in the next few months to develop test wells in locations around the public works compound.

2. Reduce flood risk for some of the City's older neighborhoods lacking modern drainage. Determine how the local share of the project to construct a new retention basin on the Wastewater Treatment Plant property will be funded. In 2020-2021, bid and construct both stormwater risk reduction projects where external funding has been secured.

Mayor Rose noted that future stormwater projects would require borrowing and asked when the fund would have a positive balance. City Manager Morgan predicted that future borrowing for the retention basin project could be paid back into the fund through stormwater fees by 2022.

3. Complete the largely grant-funded Sylvan Drive septic to sewer conversion project by December 31, 2020. Select a proposed new project and, by November 30, 2020, make applications for external funding for converting an additional

neighborhood off of Sheridan Road from septic to sewer. By December 31, 2020, design and start construction of a largely grant-funded major wastewater treatment plant process improvement that improves the quality of water distributed in the City's reuse distribution system.

4. As the City's strategic goal for providing for the long-term expansion of the City's park system, seek to acquire additional property immediately west of the City's West Melbourne Community Park properties.

Mayor Rose noted the City should find out what we are doing with the Park House before purchasing additional land. Council Member Smith asked about the use of the Park House and suggested that it be used by the recreation workers while renovations are being completed on the maintenance building.

5. In response to the worldwide recession, consider implementing a hiring freeze similar to the hiring freeze the City had in place from 2009 to 2012.

Council Member Batcheldor questioned the impacts to the City budget on the expected recession. City Manager Morgan stated it was difficult to predict at this time. Economists are trying to forecast how quickly a recovery could get underway.

City Manager Morgan noted that a hiring freeze similar to that implemented in 2009 could allow for critical positions to be filled. He stated there had been a huge drop in revenues over the last six to eight weeks but the question remains on how fast there will be a partial recovery. He stated that the fiscal year will begin in October and the current prediction for revenue losses would be around 10 percent. City Manager Morgan stated he would support a hiring freeze as early as May 1. He stated this could be a management tool should revenues continue to fall.

Council Members discussed the economy in relation to the pandemic and the possible impacts to the City. Not all Council Members were in favor of a hiring freeze if it would restrict the level of service provided to citizens.

6. Update, as may be needed, the City's current Comprehensive Plan based upon landowner applications on the remaining greenfield properties in the City limits representing approximately 20% of the land mass within the City. Within the next four years, update the data set in the Evaluation and Appraisal Report and adopt a new Comprehensive Plan with a horizon year of 2040, which will essentially represent full built-out of the City.

Mayor Rose asked if a consultant would be hired for this project. City Manager Morgan replied affirmatively and indicated that Planning staff did not have the ability to complete this multi-year project without outside assistance.

7. Develop and secure, in 2020-2021, Community Redevelopment Agency Board approval of a strategic direction for the Joint West Melbourne-Brevard County Community Redevelopment Agency.

8. Consistently over each of the next five years, provide adequate budget authority for major maintenance required to keep the City's existing infrastructure in good repair. This includes roadways, the water distribution system, the sewer collection and treatment system, maintenance of the City-owned portion of the three public agency stormwater systems serving West Melbourne, maintenance of the City's parks, and maintenance of the City's buildings, major fixed assets, and vehicles. As part of this effort, continue to adopt annual updates of the five year street maintenance plan, even as the number of streets are reduced given that gas tax revenues are reduced. Given the worldwide recession, to the greatest extent practicable, fund the internal vehicle replacement fund, and purchase, to the greatest extent practicable, a reasonable annual number of replacement vehicles.

Mayor Rose stated the City Hall structure needs to have some maintenance work; he would not want to see the facilities deteriorate.

9. Adopt, by City Council ordinance, proposed Charter Amendments for West Melbourne citizens to vote on during the November 3, 2020, general election.
10. Consistently over each of the next five years, continue to provide adequate budget support to insure the priority operational needs of the Police Department are met.
11. With respect to the City's near and longer term financial health:
 - Commit faithfully over the next five years to continue the City's practice of funding the Police Officers Pension in an amount greater than the annually established actuarial minimum, with a goal of achieving a positive annual cash flow for the Trust Fund for as long as possible.
 - Continue to reduce the City's remaining water/sewer debt such that good credit ratings and maximum access to public and private debt markets for financing the lion's share of the potential construction of a new water plant is achieved.
 - Consider in the summer of 2021 a potential modest sewer rate increase, that, if adopted, would become effective October 1, 2021, and evaluate the potential need for considering further increases biannually in odd numbered years.
 - Continue to seek to achieve positive cash flows in the water fund even as water plant-related expenditures grow, and, in December 2020, consider modification of the City's water rate structure to increase the relative share of the fixed portion of the rate in relation to the variable portion of the rate, as recommended in the Florida Rural Water Association report received by the City Council on February 21, 2017.

- Restore to a positive fund balance by September 30, 2022, the Stormwater special revenue fund.
- Given the worldwide recession, seek to the greatest extent practicable adherence to the City Council's officially adopted policy of maintaining a minimum general fund reserve of 20% of annual expenditures

Council Member Young asked about the water rate structure in regards to the fixed portion and the variable portion and City Manager Morgan explained that much of the water rate depends on how much the City of Melbourne charges. He noted that they had not had an increase in water rates for four years. Council Member Young expressed concern on how the change would affect the citizens.

Council Member Bentley asked how the City of Melbourne determines the rate structure charged to West Melbourne. City Manager Morgan indicated that the rates are subject to that adopted by the Melbourne City Council. He noted that Melbourne could not charge a different rate than similarly situated customers; therefore, the City may have natural political allies.

Council Member Bentley spoke about changes in funding for the Police Pension as the recession progresses and the impacts on the City's required funding. He noted that the City's portion may be impacted more in future years.

Mayor Rose stated that he favored keeping next year's tax rate the same as the current year.

5. RECESS

Council recessed the workshop at 6:58 p.m. and reconvened to the Regular City Council meeting at approximately 7:05 p.m.

CITY COUNCIL REGULAR MEETING

MINUTES

April 21, 2020

6. CALL TO ORDER

Mayor Rose called the meeting to order at 7:05 p.m.

7. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENT MEDITATION

Mayor Rose led the Pledge of Allegiance followed by a moment of silence.

8. ROLL CALL

Attending in person: Mayor Hal Rose, Council Member Andrea Young and Council Member Adam Gaffney.

Attending remotely: Deputy Mayor John Dittmore, Council Members Pat Bentley, Barbara Smith and Daniel Batcheldor.

Also present: in person: City Manager Scott Morgan, City Attorney Morris Richardson, Information Technology Director Tom Bradford, City Clerk Cynthia Hanscom, and members of the public.

Attending remotely: Deputy City Manager Keith Mills, Police Chief Rick Wiley, Deputy Chief Rich Cordeau, Planning Director Christy Fischer, Finance Director Margi Starkey, Public Works Director Mark Piccirillo, Jacobs Project Manager Brian Mascher, and Human Resources Director Kimberly Gale.

Mayor Rose welcomed and thanked those attending and noted that this was the first meeting of the West Melbourne City Council since Governor DeSantis declared a state of emergency in Florida due to the COVID-19 pandemic. Mayor Rose read a statement on Governor's Executive Order No. 20-69, suspending all Florida Statutes that require a quorum to be present in person at local government public meetings or require a local government body to meet at a specific public place, and allowing the City to conduct meetings utilizing communications media technology. He noted that consistent with Centers for Disease Control social distancing guidelines, attendance in the City Council Chambers will be limited to ten (10) people. Up to ten (10) additional people will be accommodated in an adjacent overflow room in which the meeting will be broadcast live.

Mayor Rose asked that, pursuant to Section 12.1 of the City Council's Meeting Rules and Order, a motion be made to temporarily suspend our local meeting rules requiring that a quorum be physically present and governing remote participation.

Council Member Batcheldor moved to temporarily suspend our local meeting rules requiring that a quorum be physically present and governing remote participating. Council Member Gaffney seconded the motion, which passed unanimously.

9. PUBLIC HEARING

Vacate an Unpaved Portion of Espanola Way on the West Side of Carolina Street. (Continued from City Council Meeting of September 17, 2019). Planning Director Fischer presented a background on the request to vacate an unpaved portion of Espanola Way, which was initiated by the owner of both adjacent properties, Misty Morrison, and had initially come before Council six months ago. The right-of-way is 50' x 134', approximately 6,700 square feet, and is located north of 83 Carolina Street. She noted there is a Florida Power & Light pole which would require a 15' x 15' easement.

For the future, the City identified the right-of-way as a possible location for a City well. Therefore, the City would ask for a 30' x 30' easement, which would include the 15' x 15' Florida Power & Light easement.

Mayor Rose opened the public hearing

Misty Morrison, 83 Carolina Street and owner of the property at 121 Carolina Street, stated that she would not be opposed to providing the 30' x 30' easement. She also asked if the easement was never used, could it expire.

There being no further public comments, Mayor Rose closed the public hearing.

City Attorney Richardson explained that there could not be an end date on an easement, but it could be written so that it would not need to go through the process again and could be simple process to release the easement if not used. He stated the City should know within one to two years if the property is needed for a City well.

Council Member Bentley asked what was proposed for the property. Ms. Morrison stated that, before the pandemic, she was hoping to build duplex cottages. Because of the pandemic and the current economic situation, she expected that there would not be anything occurring with the property but planning for at least a year.

Council Member Bentley asked about the size of the easement and that 30' x 30' may not be large enough. City Manager Morgan stated that the 30' x 30' easement would be large enough for a water supply well. Council Member Bentley stated that there are many unknowns about the need for the property and believes the City should wait on vacating the easement. Ms. Morrison stated that she would like to begin planning on something for the property and would not want to wait another year.

Council Member Young moved to approve Resolution No. 2020-06 vacating a 50' x 134' unpaved portion of Espanola Way on the west side of Carolina Street and to retain a 30' x 30' easement for possible future use as a City water well. Council Member Gaffney seconded the motion.

Council Member Smith stated she was reluctant to limit the area for the easement prior to knowing what is needed for the City's water system. She referenced an issue that had occurred in drilling at the corner of Minton Road and Henry Avenue. City Manager Morgan stated this would be a different drilling process than that completed at the corner of Minton Road and Henry Avenue for the sewer system. Therefore, the restriction on a 30' x 30' area would be appropriate.

Council then voted on the motion to approve Resolution No. 2020-06, which passed 7-0 in a roll call vote.

10. PUBLIC FORUM

Daniel McDow, 1034 Bryce Lane, thanked the Mayor and Council for continuing to meet under the current circumstances. As chair of the Parks and Recreation Advisory Board, he supported the renovation project of the parks maintenance building. He commented that he looked forward to the Parks and Recreation Advisory Board meeting to be held in May that would probably also be held remotely.

11. CONSENT AGENDA

Council Member Young moved to approve the consent agenda. Council Member Gaffney seconded the motion, which passed 6-1, with Council Member Bentley opposed.

- Approve the City Council meeting minutes for Tuesday, March 3, 2020.
- Approve and authorize the Mayor to execute FEMA Contract #H03221 providing \$129,615 toward the purchase of two portable lift station generators.
- Approve the Quit Claim Deed for the Durham Drive Improvements.

12. ACTION AGENDA

Parks Maintenance Building Expansion and Renovation. Deputy City Manager Mills presented the bids for the Parks Maintenance Building Expansion Project. Six responses had been received with Doug Wilson Enterprises being the low bid at \$332,275. The budget for the project is \$400,000. Four of the bids were under budget.

Council Member Young moved to award the bid for the Parks Maintenance Building Expansion Project to Doug Wilson Enterprises, Inc., in the amount of \$332,275 and authorize the City Manager to execute a contract. Mayor Rose seconded the motion.

Council Member Smith questioned the quality of the contractor given the bid was low. Deputy City Manager Mills indicated four of the six bids were below the budgeted amount. The references provided Doug Wilson Enterprises with high marks. He stated the project would need to be completed in accordance with the plans. Council Member Smith asked if the proposal included all fixtures and appliances. Deputy City Manager Mills indicated that it was all inclusive. Mayor Rose noted an article in the *Brevard Business News* on Doug Wilson Enterprises and some of the projects that they had completed.

Council then voted on the motion, which passed 7-0 in a roll call vote.

Selection of Engineering Firms for Design of City Public Works Projects. Deputy City Manager Mills presented the selection of engineering firms for continuing service contracts with engineering firms. He noted the current contracts were due to expire. A request for qualifications had been issued to select another roster of engineers that can

be used for projects going forward. There was a good response with 11 firms submitting qualifications. The evaluation committee, consisting of City Manager Morgan, Public Works Director Piccirillo, and himself, had met and ranked the firms based on specific criteria.

Council Member Dittmore moved to select the top five ranked firms to act as a resource roster for professional project civil engineering services to include: Infrastructure Solution Services; Hazen and Sawyer; DRMP; Bowman Consulting; and Chen Moore and Associates. Council Member Young seconded the motion, which passed 7-0 in a roll call vote.

Fellwood Estates 8-inch Water Line Extension. Public Works Director Piccirillo presented a proposal for an 8-inch water line extension. He explained the City had been contacted by a resident asking to be connected to the City's water system. Proposal requests were sent to three local contractors and two responses were received. The low bid was \$83,056. Public Works Director Piccirillo stated the homeowner would partially fund the project at \$20,000, with the City's share at \$63,056.

Council Member Bentley moved to award a contract to Young's Communication Co., Inc., in the amount of \$83,056 for the extension of a water line in Fell Road and Fellwood Estates and authorize the City Manager to execute a contract. Council Member Gaffney seconded the motion.

Council Member Bentley noted that the cost for the pipe in one of the bids was double. Public Works Director Piccirillo verified that it was not an error.

Mayor Rose asked if this would provide water to only one house. City Manager Morgan indicated that this would extend the water main to Fellwood and then further east. The City had been waiting for the dedication of the roadway for a clear right-of-way for the water line further east. This would be part of a two-phase project to move further east. The City would be constructing a water line once there was a clear right-of-way dedicated from the County. Mayor Rose asked if was cheaper to put the two projects together. City Manager Morgan explained it was the timing of the projects and that there was a property owner willing to participate to get a portion of the larger project done now.

Council then voted on the motion to award the project to Young's Communication Co., which was approved by 7-0 roll call vote.

13. CITY COUNCIL REPORTS

Council Member Smith had no report.

Council Member Batcheldor stated we are living in extraordinary times. He commended the local leadership of City Manager Morgan. He also noted that the Information Technology Department, and specifically IT Director Tom Bradford, had done an incredible job in supporting the City and arranging for meetings like this. He

complimented all of the City employees for remaining calm and continuing to meet the needs of the community while following Center for Disease Control (CDC) guidelines. He also commended the leadership of Police Department and the officers, as well as all of the first responders, for continuing to provide the essential services for the community. Everyone was doing a wonderful job and the residents were proud to be a part of this community.

Council Member Gaffney stated he would like to echo Council Member Batcheldor's comments and thanked everyone.

Deputy Mayor Dittmore stated the number of individuals infected with the COVID-19 virus in Brevard County was low and citizens have acted responsibly and should be commended. He agreed that City Manager Morgan had done a wonderful job representing the City.

Council Member Bentley thanked Council Member Batcheldor for his comments. He thanked City Manager Morgan for his daily updates and IT Director Bradford for setting up the meeting.

Council Member Young thanked City staff and agreed that City Manager Morgan had been amazing. She also expressed appreciation for staff at the local Publix and Walmart, and her gratitude for the Police Department.

Mayor Rose commented that it was amazing that people had adapted to this new lifestyle. He expressed pride for the City employees noting that many were working from home. He also voiced appreciation for City Manager Morgan who had represented the City well and had made sure that employee needs were being met. He appreciated seeing families in his neighborhood being together. Lastly, he noted that he had been on several conference calls and the biggest concern is on what can be done to help the business community.

Mayor Rose asked for an update from the Police Chief. Chief Wiley stated that there had been a slight increase in property crime and domestic violence. The department continued to respond to calls and work with county and federal officials. He believed the streets were well-patrolled because of the additional officers on staff that had been previously assigned as School Resource Officers. He also reported that the staff had been moving back into the renovated side of the station.

14. ADJOURNMENT

There being no further business, the meeting adjourned at 8:42 p.m.