

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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www.westmelbourne.org

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

From: Scott Morgan, City Manager *Scott Morgan*

Date: February 28, 2020

Subject: Friday Memo

Introduction

This Friday Memo is for the week of February 24 through February 28. 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.

Promise Café Soft Opening Celebrated

On Tuesday afternoon, the Promise Café and Bakery in West Melbourne Community Park had a lovely VIP reception to mark their soft opening. The event was well attended and all in attendance very much enjoyed themselves. Congratulations to all in the Promise organization for this significant achievement and to all the Café's major donors for making this great community asset possible.

Annual Financial Audit

The City's annual external financial audit, conducted by Carr, Riggs and Ingram (CRI), reached its apex on Thursday with CRI's issuance of their opinion letter and other required communications. The City's fiscal year 2018-2019 comprehensive annual financial report, containing all the financial statements, information required by the Governmental Accounting Standards Board, and other financial information, have been completed and will be presented to the City Council on Tuesday evening. CRI's manager of the City of West Melbourne audit, Yvonne Clayborne, will be presenting the results of their audit to the City Council. Our fiscal year 2018-2019 financial results were favorable, and we received a clean audit opinion that our financial statements fairly represent the results of our fiscal year 2018-2019 operations and our financial position at September 30, 2019.

Tru by Hilton Hotel Site Plan Approved

On Thursday evening, the City's Board of Adjustment approved the site plan for the proposed hotel at W. New Haven Avenue and Circle Drive. Tru by Hilton is an exciting product for our market, and will be developed at a good West Melbourne location close to our U.S. 192 and I-95 interchange.

Emergency Operations Center Briefing on Coronavirus Scheduled

On Tuesday, I will be attending a briefing at the Brevard County Emergency Operations Center in Rockledge on local preparations for the anticipated spread of the Coronavirus in the United States.

Community Development Block Grant Citizens Advisory Task Force

On Tuesday afternoon, our grant consultant Scott Modesitt and I will be attending the noticed public meeting of our CDBG Citizens Advisory Task Force. The group advises the City staff and City Council on a grant application the City might consider for competing for a federal Housing and Community Development Block Grant that West Melbourne may seek through the State of Florida Department of Economic Opportunity.

West Melbourne-Brevard County Joint Community Redevelopment Agency

On Tuesday evening, the CRA Board will receive the agency's 2018-2019 annual report. The agency had a September 30, 2019, year end fund balance of \$26,706. The CRA annual report may be viewed on our web site.

2020 Census

I will be attending the next Brevard Complete Count Committee meeting next Thursday in Rockledge. The goal of this local coalition is to support the work of the U.S. Census Bureau seeking to achieve a full and complete count of all Brevard County residents.

The United States Census Bureau will be sending out information to households next month seeking everyone's participation in filling out the census questionnaire. This will be the first census where households may fill out their census questionnaire on line. West Melbourne residents are encouraged to fill out the questionnaire on line as soon as they receive the information on how to do so from the Census Bureau via an official U.S. Post Office mailing to each household. Other choices for performing your responsibility to fill out the census are by phone, and later by paper copy through the mail.

The following are key Census 2020 dates:



- **March 12-20:** Initial invitations to respond online and by phone will be delivered by the U.S. Postal Service.
- **March 16-24:** Reminder letters will be delivered.
- **March 26-April 3:** Reminder postcards will be delivered to households that have not responded.
- **April 8-16:** Reminder letters and paper questionnaires will be delivered to remaining households that have not responded.
- **April 20-27:** Final reminder postcards will be delivered to households that have not yet responded before census takers follow up in person.
- **May 13-July 31:** If a household does not respond to any of the invitations, a census taker will follow up in person.

A complete count of residents living in the City of West Melbourne will help our City receive its fair share of future state and federal funds that help support local government services and improvements. All West Melbourne households are encouraged do your part to help our community and respond in a timely manner to the census questionnaire.

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

March 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 4:00 CDBG CATF 6:00 CRA meeting 6:30 City Council	4 11:15 Greater Palm Bay Chamber of Commerce	5 7:00 am Melbourne Regional Chamber Business Breakfast	6 6:30 pm Concert in the Park – Jersey Mike	7
8 Daylight Savings Time Begins 	9 7:00 Space Coast League of Cities Dinner	10 6:30 Planning & Zoning Bd	11 11:30 West Melbourne Business Assoc 6:00 Parks & Rec Advisory Bd	12 6:30 Charter Review Committee	13 6:30 pm Concert in the Park - KelMarie	14
15	16	17 Presidential Preference Primary Election Day St. Patrick's Day 	18	19 5:30 Code Enf Bd	20 6:30 pm Concert in the Park – Johnny Danger	21
22	23	24	25	26 7:00 Bd of Adjustment	27 6:30 pm Concert in the Park – FIT and Florida Tech Band	28
29	30	31				

April 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 11:15 Greater Palm Bay Chamber of Commerce	2 7:00 am Melbourne Regional Chamber Business Breakfast	3 6:30 pm Concert in the Park – Mackenzie Carey	4
5	6	7 5:30 Council Workshop 6:30 City Council	8 11:30 West Melbourne Business Assoc	9 6:30 Charter Review Committee	10	11
12 Easter 	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 6:30 City Council	22	23 7:00 Bd of Adjustment	24 5:00 Food Truck Friday	25
26	27 6:30 Business Adv Bd	28	29 9:00 Police Officers Retirement Bd	30		

Six Month City Council Agenda Planning Calendar

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
3-Mar CRA Meeting 6:00 p.m.		CRA Annual Report (Christy) (CRA)
3-Mar Regular Meeting 6:30 p.m.	<p>Proclamation - March as Irish-American Heritage Month (Cynthia)</p> <p>Proclamation - April as Water Conservation Month (Cynthia)</p> <p>Presentation of IEMO IV Certificate to Mayor Hal Rose (Cynthia)</p> <p>Introduction of New Employee - Public Works Maintenance Worker Andrew Preman (Mark)</p> <p>Presentation - Brevard Tobacco Initiative (Cynthia)</p> <p>Presentation - Fair Housing Training (Scott)</p> <p>Public Hearing - First of Two Community Development Block Grant Small Cities FFY 2019 Grant Public Hearings (Scott)</p>	<p>Council Receipt of Annual CRA Report (Christy) (consent)</p> <p>Fiscal Year 2018-2019 Comprehensive Annual Financial Report (Margi) (action)</p> <p>Police Building Sign Options (Scott) (action)</p> <p>Resolution Reducing Building Permit Fees (Scott) (action)</p>
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.	<p>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)</p> <p>Public Hearing - First Reading of Food Truck Ordinance (Christy)</p>	<p>Extension of Interlocal Agreement with Brevard County for Installation and Maintenance of SCAT Bus Shelters (Scott) (consent)</p> <p>Selection of Banking Institution for Servicing City Accounts (Margi) (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>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>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>Approval of Engineering Task Order with DRMP for Design of Additional Eastbound Lane on Norfolk Parkway Approaching Minton Road (Keith) (action)</p>
21-Apr Regular Meeting 6:30 p.m.		<p>Quarterly Statistical Report for Police Department (Rick) (mgmt reports)</p> <p>Award of Construction Bid - Extension of Heritage Oaks and Doherty (Keith) (action)</p> <p>Award of Construction Bid - M-1 Canal Water Main (Keith) (action)</p> <p>Award of Bid - Veterans Memorial Complex Irrigation and Landscaping Project (Keith) (action)</p> <p>Second Quarter 2019-2020 Budget Status Report (Margi) (consent)</p>

Six Month City Council Agenda Planning Calendar

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
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)	
5-May Regular Meeting 6:30 p.m.	Introduction of New Employees - Police Officers Thomas Galonsky, Beth Guinn, Michael Kaplan, and Tarin Radig (Rick) Proclamation - 95th Anniversary of the Melbourne Regional Chamber (Cynthia) Public Hearing - Second of Two Community Development Block Grant Small Cities FFY 2019 Grant Public Hearings (Scott) Public Hearing - Second Reading of Food Truck Ordinance (Christy)	Award of Construction Bid - Renovation of Clements Wood Park Restroom (Keith) (action)
19-May CRA Meeting 6:00 p.m.		Preliminary 2020-2021 CRA Budget (Scott) (CRA)
19-May Regular Meeting 6:30 p.m.		Approval of Employee Benefit Providers for August 1, 2020 through July 31, 2021 Benefit Plan Year (Kimberly) (action)
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.		
7-Jul Regular Meeting 6:30 p.m.		Setting of Advertised Millage Rate and Hearing Date for Tentative Budget (Scott) (action)
21-Jul Regular Meeting 6:30 p.m.		Third Quarter 2019-2020 Budget Status Report (Margi) (consent) Quarterly Statistical Report for Police Department (Rick) (mgmt reports)
11-Aug CRA Meeting 6:00 p.m.		Resolution Adopting 2020-2021 Joint CRA Budget (Scott) (CRA)
11-Aug Regular Meeting 6:30 p.m.		
10-Sep Regular Meeting 6:30 p.m.	Public Hearing - Tentative Millage Rate and Budget (Scott)	

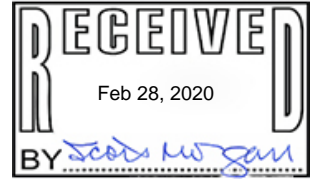
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To: Mayor Rose and Members of the City Council
Through: Scott Morgan, City Manager
From: Morris Richardson, City Attorney
Date: February 28, 2020
Subject: Friday Memo

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.

POLICE LEGAL ADVISOR TRAINING PROGRAM

This week I attended a Police Legal Advisor Training Program designed specifically for police attorneys and those who advise police departments. This extensive 32-hour program was held in Cocoa Beach and included advanced training and updates in:

- Search and Seizure Law
- Electronic Surveillance Law
- Interrogations and Interviews
- Legal Aspects of Use of Force
- Officer Liability and DoJ Guidance
- Employment Law Issues
- Police Legal Advisor Ethics
- Social Media and First Amendment Issues
- Police Officer Legal Training

On Monday, the Police Department requested my assistance in obtaining a risk protection order. I filed a petition on Monday afternoon, conducted witness interviews Monday night, and attended a hearing on Tuesday morning that resulted in the issuance of a temporary risk protection order. A final hearing is scheduled for next week.

On Thursday night, I attended the Board of Adjustment meeting. The board approved an application for a site plan amendment for the new Tru by Hilton hotel to be constructed at the southeast corner of West New Haven Avenue and Circle Drive.

Also this week, I filed a response to a request for additional information in a pending Equal Employment Opportunity Commission (EEOC) matter; worked with a developer on bill of sale, easement, and bond documents and a private utility agreement; addressed questions from City Council and staff members; prepared and reviewed contracts; and worked on other matters.

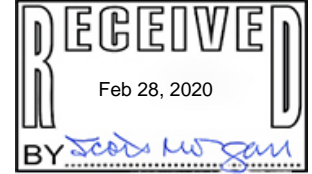
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To: Scott Morgan, City Manager

From: Thomas Forbes, Building Official

Date: February 28, 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 94 permits issued this period.

Commercial Project Update:

The following commercial projects have had permits issued and are in various stages of 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.
- 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.
- 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.
- Crunch Fitness, 1275 W. New Haven Avenue (old Toys-R-Us), 45,000 sq. ft. interior renovation.
- Kracken Guard Technologies, 7755 Ellis Road, 13,500 sq. ft. interior build-out.
- Extended Stay America, Coastal Commerce Center, 53,857 sq. ft. 4 story hotel.
- Apsy Holdings, 99 Sunset Drive, 2,400 sq. ft. warehouse.

Building Inspections conducted from 02/24/20 to 02/28/20 totaled 380

New Permit applications received from 02/24/20 to 02/28/20 totaled 57

- 3 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.
- 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.
- Tru Hotel by Hilton, W. New Haven Avenue, 45,611 sq. ft. new construction, review complete, awaiting revised plans.
- RaceTrac, 465 S. Wickham Road, 5,411 sq. ft. new construction, plans submitted, review complete, awaiting revised plans.
- Grace Church, 2820 Minton Road, 15,709 sq. ft. new construction, plans submitted.
- McDonalds, 235 Palm Bay Road, front counter remodel, plans approved; awaiting new application with contractor and sub-contractor information.
- McDonalds, 445 S. Wickham Road, front counter remodel, plans approved; awaiting new application with contractor and sub-contractor information.
- Capritta Appliances, 2585 W. New Haven Avenue, tenant build-out, review complete, awaiting revised plans.
- Starbucks, 1429 W. New Haven Avenue, 2,500 sq. ft. new construction.

Code Enforcement:

The next Code Enforcement Board meeting will be March 19, 2020 at 5:30 p.m.

There were a total of 30 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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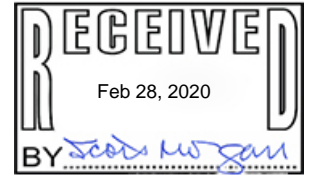
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kgale@westmelbourne.org

TO: Scott Morgan, City Manager
FROM: Kimberly Gale, Human Resources Director
DATE: February 28, 2020
RE: Friday Memo



The Human Resources Department Friday Memo is intended to provide information and updates on HR related items that affect the City. If you have any questions regarding this information, please do not hesitate to contact me.

Recruitment

Building Department: The Deputy Building Official and Inspector III job postings will remain open until filled.

Parks & Recreation Department: The Recreation Worker job posting will remain open until 11:59 pm on March 6, 2020.

Police Department: Several interviews for the Technician I, Police Records position were conducted over the last two days. It is likely a candidate will be selected before the end of next week.

The School Crossing Guard job posting will remain open until filled.

Four (4) Police Officer candidates are tentatively scheduled to begin their employment with the City on April 24, 2020, at which time all authorized sworn positions will be filled.

Mayors' Fitness Challenge (MFC)

Team West Melbourne (TWM) now has a total of 150 participants in the 2020 Mayors' Fitness Challenge!

Free Yoga and Tai Chi classes are being offered at the Veterans Memorial Complex through March 26, 2020. Please see the attached event calendar for class dates and times.

It's not too late to join our team! Registration remains open during the course of the 8 week challenge. Anyone who wishes to join may register at www.uwbrevard.org.

Annual Training

As of today, all City employees have completed the required HR annual training courses related to sexual harassment, diversity and ethics.

March 2020

Team West Melbourne Hosted Events



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Parks & Rec Hosted Walk 12pm	4 WMCP Walk 5:15pm Yoga @ VMC 5:30 pm	5 Yoga @ VMC 9:00 am Power Hour Walk 12pm Tai Chi @ VMC 5:30 pm	6	7 FREE WALKING GROUP 8-9AM \$5.00 LOW-IMPACT FITNESS 9:15AM
8	9	10 Parks & Rec Hosted Walk 12pm	11 WMCP Walk 5:15pm Yoga @ VMC 5:30 pm	12 Yoga @ VMC 9:00 am Power Hour Walk 12pm Tai Chi @ VMC 5:30 pm	13	14 FREE WALKING GROUP 8-9AM \$5.00 LOW-IMPACT FITNESS 9:15AM
15	16	17 Parks & Rec Hosted Walk 12pm	18 WMCP Walk 5:15pm Yoga @ VMC 5:30 pm	19 Yoga @ VMC 9:00 am Power Hour Walk 12pm Tai Chi @ VMC 5:30 pm	20	21 FREE WALKING GROUP 8-9AM \$5.00 LOW-IMPACT FITNESS 9:15AM
22	23	24 Parks & Rec Hosted Walk 12pm	25 WMCP Walk 5:15pm Yoga @ VMC 5:30 pm	26 Yoga @ VMC 9:00 am Power Hour Walk 12pm Tai Chi @ VMC 5:30 pm	27 End of Mayor's Fitness Challenge	28
29	30	31	FINAL WEIGH IN: MARCH 16TH – 27TH WALK/AWARDS CEREMONY APRIL 18TH @ 9AM VIERA			

Starting Point for all "Team West Melbourne" hosted events will be at the West Melbourne Community Park Amphitheatre located at: 3000 Minton Road

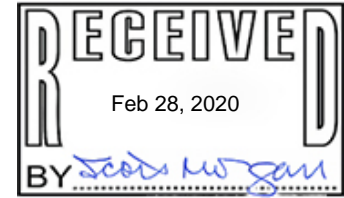
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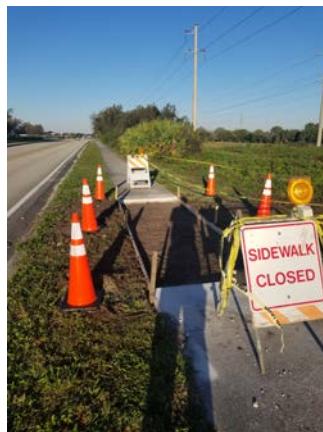


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To: Scott Morgan, City Manager
From: Mark Piccirillo, Director of Public Works
Date: February 28, 2020
Subject: This Week in Public Works

The Public Works Streets and Drainage Department repaired sidewalks this week. They removed sections of damaged and lifted sidewalks on Snicole Avenue along with other areas in the City to remove possible trip hazards.



The Public Works Streets and Drainage Department removed tree limbs observed in the C-9 canal located between the Fairmont and Whispering Winds subdivisions after the windy weather system that passed through the area. The limbs were removed to maintain water flow and keep debris from being an obstruction. All the City's canal systems are inspected after any weather event to clear obstructions found in the canals.

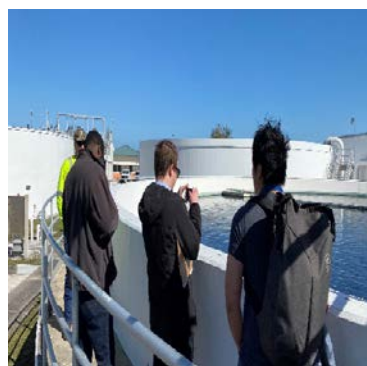


The Public Works Water Department completed 225 work orders this week and painted 21 fire hydrants. They responded to and repaired three water service line leaks at the Metro West Plaza, Industrial Road, and on Alligator Flag Circle. They also replaced a water service line and installed a 2-inch sleeve under the road on Coral Drive.



The Water Department continued with the meter maintenance program by completing the Lynnwood subdivision, and plan to move next into the West Melbourne Landing subdivision. As of year to date, the department has installed 861 new meters with 914 meters remaining to be replaced in the City's distribution system.

The Sewer Department Jacobs completed 154 work orders and 15 sewer inspections this week. On Saturday, ten civil engineering students from Florida Atlantic University were on-site for a plant tour of the facilities. The students were shown the daily operations and the process of how the plant operates.



Jacobs responded to an alarm at the San Paulo lift station due to a pump starter fault. Both of the pumps were pulled and de-ragged, which was found to be the cause of the alarm. The pumps were reinstalled, and the lift station was put back in service.



The Children's Home lift station had the two existing pumps swapped out with two new 15 HP HOMA pumps. The two new pumps were installed as part of the agreement for the new Springs of Hibiscus Apartments connecting to the City's collection system. The pumps were installed by the site contractor for the apartments.

