

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

A handwritten signature in blue ink that reads "Scott Morgan".

Date: March 27, 2020

Subject: Friday Memo

Introduction

This Friday Memo is for the week of March 23 through March 27. 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.

COVID-19

This week, I began composing a daily COVID-19 update focused on West Melbourne municipal operations. These daily updates may be viewed as a series of 'news flash' items on the City's web site, which we also push out to Facebook. There are also some good links to highly credible state and federal COVID-19 resources located in our 'news flash' series. The County Emergency Operations Center is now providing a daily community situation report that the Police Department is soon set to link to the PD portion of our City web site. This information will also be pushed out via the Police Department's various social media outlets.

As a reminder, the State Health Department COVID-19 hotline number is 866-779-6121. Questions and concerns may also be e-mailed to the State Health Department at COVID-19@flhealth.gov, or simply dial 2-1-1 for local assistance.

2020 Census

The United States Census Bureau is now earnestly seeking the 2020 count of the population all across the nation. The Constitution of the United States requires this count to take place every ten years. It is every household's duty to respond to the Census.

The official Census Bureau letter has been delivered by the U.S. Post Office. In most instances, the letter contains a special code unique to each address, and that identifier is for households who wish to respond to the Census online or by telephone.

West Melbourne residents are encouraged to affirmatively respond to the questionnaire. A complete count of residents living in the City of West Melbourne will help our City receive our fair share of future state and federal funds that help support our local government services and improvements.

West Melbourne Community Park Maintenance Building Renovation Bid Opening

This afternoon, we received six construction bids for our budgeted construction project to expand, renovate, and reroof the park maintenance building in West Melbourne Community Park west of the drive/parking aisle from the west Field of Dreams entrance. (To insure social distancing, we moved the bid opening from our normal location of the second floor conference room of City Hall to the more spacious and vacant City Council Chambers.) The apparent low bid is around \$100,000 less than the architect's estimate. This will be presented to the City Council for award at the next City Council meeting, currently scheduled for April 7, but recommended to slip to April 21.

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Attachments: 1 Current April and May Monthly Calendars, Subject to Change.
2. Six Month City Council Agenda Planning Calendar, Also Subject to Change.
3. Departmental Friday Memos.

April 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 11:15 Greater Palm Bay Chamber of Commerce -cancelled	2 7:00 am Melbourne Regional Chamber Business Breakfast - cancelled	3 6:30 pm Concert in the Park – Mackenzie Carey - cancelled	4
5	6	7 5:30 Council Workshop 6:30 City Council	8 11:30 West Melbourne Business Assoc	9	10	11
12 Easter 	13 7:00 Space Coast League of Cities Dinner cancelled	14 6:30 Planning & Zoning Bd - cancelled	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		

May 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 5:30 Council Workshop 6:30 City Council	6 11:15 Greater Palm Bay Chamber of Commerce	7 7:00 am Melbourne Regional Chamber Business Breakfast	8	9
10	11 7:00 Space Coast League of Cities Dinner	12 6:30 Planning & Zoning Bd	13 11:30 West Melbourne Business Assoc 6:00 Parks & Rec Advisory Bd	14	15	16
17	18	19 6:00 CRA meeting 6:30 City Council	20	21 5:30 Code Enf Bd	22 5:00 Food Truck Friday	23
24	25  Offices Closed	26	27	28 7:00 Bd of Adjustment	29	30
31						

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 Objectives for Fiscal Year 2020-2021 Budget Development (Scott)	
7-Apr Regular Meeting 6:30 p.m.		<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>Public Hearing - First Reading for Code Changes to Chapter 98 - Zoning (Christy)</p> <p>Public Hearing - First Reading for Code Changes to Chapter 86 - Subdivisions (Christy)</p> <p>Public Hearing - First Reading of Food Truck Ordinance (Christy)</p> <p>Public Hearing - Vacate of Espanola Way Right-of-Way West of Carolina Street with Revocable Potable Water Well Easement (Christy)</p>	<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>
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.	<p>Introduction of New Employees - Police Officers Thomas Galonsky, Michael Kaplan, and Tarin Radig (Rick)</p> <p>Proclamation - 95th Anniversary of the Melbourne Regional Chamber (Cynthia)</p> <p>Public Hearing - Second of Two Community Development Block Grant Small Cities FFY 2019 Grant Public Hearings (Scott)</p> <p>Public Hearing - Second Reading for Code Changes to Chapter 98 - Zoning (Christy)</p> <p>Public Hearing - Second Reading for Code Changes to Chapter 86 - Subdivisions (Christy)</p>	Award of Construction Bid - Renovation of Clements Wood Park Restroom (Keith) (action)

Six Month City Council Agenda Planning Calendar

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
19-May CRA Meeting 6:00 p.m.		Preliminary 2020-2021 CRA Budget (Scott) (CRA)
19-May Regular Meeting 6:30 p.m.	Public Hearing - Second Reading of Food Truck Ordinance (Christy)	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)	

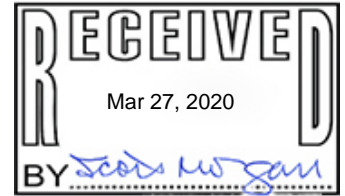
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To: Mayor Rose and Members of the City Council
Through: Scott Morgan, City Manager
From: Morris Richardson, City Attorney *MR*
Date: March 27, 2020
Subject: Friday Memo

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.

RISK PROTECTION ORDER

Yesterday, I filed a Petition for Risk Protection Order at the request of the Police Department. Today, I appeared at the initial hearing to obtain a temporary order. Thanks to videoconferencing technology, Lt. Romano, Field Training Officer Casey, and I were able to appear virtually in Judge Garogozlo’s Viera courtroom from our respective offices (and in Officer Casey’s case, from his patrol vehicle). The hearing was successful.

COVID-19

This week, Legal Assistant Christine Pennington and I have continued to report for duty daily at City Hall while following guidelines on separation distance, handwashing, and otherwise minimizing any risk of COVID-19 transmission. Much of our work this week has been related to the COVID-19 crisis. This includes reviewing the Governor’s executive orders, administrative orders issued by the Florida Supreme Court and the Brevard County Courts, and federal rules and legislation so that I can advise the City Council, City Manager and departments accordingly. For example, the Families First Coronavirus Response Act (“FFCRA”) provides that covered employers must provide to all employees:

- 1. two weeks (up to 80 hours) of paid sick leave at the employee’s regular rate of pay if the employee is unable to work because the employee is subject to a bona fide COVID-19 related quarantine (either by government order or upon advice of a health care provider), or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- 2. two weeks (up to 80 hours) of paid sick leave at two-thirds the employee’s regular rate of pay if the employee is unable to work because of a need to care for an individual subject to a bona fide COVID-19 related quarantine, or care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19, or the employee is experiencing a substantially similar circumstance.

The FFCRA is effective April 1, 2020, and applies to leave taken between April 1 and December 31, 2020. Employers of health care providers or emergency responders may exclude such employees from eligibility for the leave provided under the FFCRA. The City has posted a prescribed form of notice in accordance with FFCRA requirements.

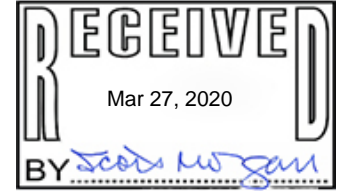
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To: Scott Morgan, City Manager

From: Thomas Forbes, Building Official

Date: March 27, 2020

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 41 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.
- 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.
- 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.
- Apsey Holdings, 99 Sunset Drive, 2,400 sq. ft. warehouse.
- Palm Crossings Plaza, 145 Palm Bay Road, 2,133 sq. ft. new construction.
- Capritta Appliances, 2585 W. New Haven Avenue, tenant build-out.

Building Inspections conducted from 03/23/20 to 03/27/20 totaled 299

New Permit applications received from 03/23/20 to 03/27/20 totaled 41

- 1 new single family residence permit.

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.
- Tru Hotel by Hilton, W. New Haven Avenue, 45,611 sq. ft. new construction, 2nd 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, review complete, awaiting revised plans.
- McDonalds, 235 Palm Bay Road, front counter remodel, plans approved, awaiting contractor selection.
- McDonalds, 445 S. Wickham Road, front counter remodel, approved, awaiting contractor selection.
- Starbucks, 1429 W. New Haven Avenue, 2,500 sq. ft. new construction, review complete, permits ready to issue.
- Sprengergarten, 2825 Eber Road, 2,240 sq. ft. interior kitchen remodel, review complete, awaiting revised plans.
- T-Mobile, 1505 W. New Haven Avenue, 3,405 sq. ft., interior renovation, plans approved, permits ready to issue.
- Race Trac, 4534 W. New Haven Avenue, 4,997 sq. ft., interior renovation, plans submitted.

Code Enforcement:

The next Code Enforcement Board meeting will be April 16, 2020 at 5:30 p.m.

There were a total of 52 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 4 existing cases were closed this past week in compliance.

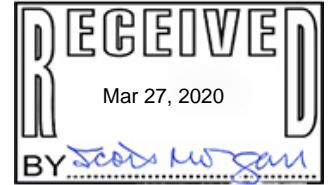
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TO: Scott Morgan, City Manager
FROM: Kimberly Gale, Human Resources Director
DATE: March 27, 2020
RE: Friday Memo

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: A candidate for the Recreation Worker position was selected and is currently completing our pre-employment testing process.

Police Department: The candidate who was selected for the Technician I, Police Records position is currently completing our background process.

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

Three (3) Police Officer candidates are tentatively scheduled to begin their employment with the City on April 24, 2020. One vacancy remains and recruitment efforts will be ongoing.

Mayors' Fitness Challenge (MFC)

Today is the last day of the MFC! Please note that due to COVID-19 the awards ceremony has been cancelled. I would like to personally thank everyone who played a role in making this year's MFC the best one to date!

Families First Coronavirus Response Act (FFCRA)

The City is working to quickly update policy and procedure as it relates to the FFCRA which is due to be implemented no later than April 2, 2020.

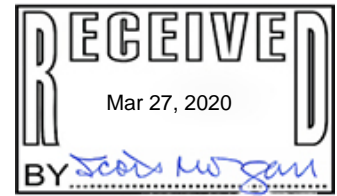
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To: Scott Morgan, City Manager
From: Mark Piccirillo, Director of Public Works
Date: March 27, 2020
Subject: This Week in Public Works

The Public Works Streets and Drainage Department assisted with the City's annual resurfacing project by working with the City's contractor, Asphalt Paving Systems, again this week with this year's CIP. The micro sealed resurfacing of 15 streets was completed this week, with 6 streets remaining to be cape sealed. The projected start date for the cape seal is next Thursday.



The Public Works Water Department completed 65 work orders this week, serviced 11 fire hydrants, and exercised 16 water valves.

I would like to congratulate Water Distribution Worker Stephen Hanson on passing his Commercial Drivers License Test (CDL) on Tuesday at the Truck Driver Institute in Sanford. Stephen was tested on Department of Transportation vehicle inspection, stat course, and road test. He will receive his Class A, CDL from the Florida Department of Motor Vehicles.



The Sewer Department Jacobs completed 181 work orders and 12 sewer inspections this week. The CIP for the plant's Head Works Rehabilitation Project has been completed. The bypass piping has been dismantled, and the collection system flows have been routed back into the head works structure.



Preventative maintenance was performed on the air release valve in the collection system at the I-95 force main located on Henry Avenue and on the air release valve near Popeye's on Doherty Drive.



Preventative maintenance was also performed on the M-1 force main air release valve located in front of Denny's on U.S. 192.



The 2019 annual summary report for the City of West Melbourne's Ray Bullard Water Reclamation Facility injection well, in accordance with Specific Condition Number III.3 of the underground injection control (UIC) permit No. 256311-003-UO/1M, has been submitted to FDEP. The injection system had no operational issues in 2019, and the City is not requesting any changes to the monitoring system at this time.