

MAYOR  
Hal J. Rose

DEPUTY MAYOR  
John Dittmore

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



CITY HALL  
2240 Minton Road  
West Melbourne, FL 32904  
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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: April 3, 2020

Subject: Friday Memo

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### Introduction

This Friday Memo is for the week of March 30 through April 3. Anyone wanting to be added to the distribution list may contact Tammy Neal at 837-7771 or [tneal@westmelbourne.org](mailto: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 continued with 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 government and university COVID-19 resources located within our ‘news flash’ series.

As everyone knows, the most significant action this week was the Governor’s issuance of a “Safer at Home” executive order. This became effective today.

As an organization, the City of West Melbourne provides a great deal of what the order defines as an “essential service”. In addition, we have some support personnel that are so critical in their support of the direct provision of an essential service, that we have determined that these support personnel must continue to work as well. Of our current employee base of 134 employees, 96 or 71.6%, are either directly providing an essential service or are so closely supportive that we are requiring them to continue working. Those employees not so designated have been, under the Governor’s order to stay at home, informed that as of today they are not working. Because the vast majority of these employees would be working but for the Governor’s order, I have placed these employees on paid administrative leave through April 30, which is the current conclusion of the Governor’s order.

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](mailto:COVID-19@flhealth.gov), or simply dial 2-1-1 for local assistance.

2020 Census

Wednesday April 1, 2020 was Census Day. The U.S. Census Bureau is now well underway in their 2020 count of the population in the United States. The Constitution of the United States requires this count to take place. It is every household's duty to respond to the Census.

West Melbourne residents are very much encouraged to respond to the questionnaire. Now more than ever, 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.

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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 6:30 City Council cancelled	8 11:30 West Melbourne Business Assoc - cancelled	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 cancelled	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 	26	27	28 7:00 Bd of Adjustment	29	30
31						

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
21-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)	
21-Apr Regular Meeting 6:30 p.m.	Public Hearing - First Reading for Code Changes to Chapter 98 - Zoning (Christy)	Quarterly Statistical Report for Police Department (Rick) (mgmt reports)
	Public Hearing - First Reading for Code Changes to Chapter 86 - Subdivisions (Christy)	Award of Construction Bid - Expansion and Remodel of Office and Reroof of Park Maintenance Building at West Melbourne Community Park (Keith) (action)
	Public Hearing - First Reading of Food Truck Ordinance (Christy)	Second Quarter 2019-2020 Budget Status Report (Margi) (consent)
	Public Hearing - Vacate of Espanola Way Right-of-Way West of Carolina Street with Revocable Potable Water Well Easement (Christy)	
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, Michael Kaplan, and Tarin Radig (Rick)	Extension of Interlocal Agreement with Brevard County for Installation and Maintenance of SCAT Bus Shelters (Scott) (consent)
	Proclamation - 95th Anniversary of the Melbourne Regional Chamber (Cynthia)	Selection of Banking Institution for Servicing City Accounts (Margi) (action)
	Public Hearing - Second of Two Community Development Block Grant Small Cities FFY 2019 Grant Public Hearings (Scott)	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)
	Public Hearing - Second Reading for Code Changes to Chapter 98 - Zoning (Christy)	Approval of Engineering Task Order with DRMP for Design of Additional Eastbound Lane on Norfolk Parkway Approaching Minton Road (Keith) (action)
	Public Hearing - Second Reading for Code Changes to Chapter 86 - Subdivisions (Christy)	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)
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)
		Award of Construction Bid - Renovation of Clements Wood Park Restroom (Keith) (action)

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
2-Jun Workshop 5:30 p.m.  2-Jun Regular Meeting 6:30 p.m.	Workshop - Proposed Fiscal Year 2020-2021 Capital Improvement Projects (Scott)	Award of Bid - Veterans Memorial Complex Irrigation and Landscaping Project (Keith) (action)  Award of Construction Bid - M-1 Canal Water Main (Keith) (action)
16-Jun Workshop 5:30 p.m.  16-Jun Regular Meeting 6:30 p.m.	Workshop - Draft 2020-2021 Operating Budget (Scott)	Award of Construction Bid - Extension of Heritage Oaks and Doherty (Keith) (action)
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.  11-Aug Regular Meeting 6:30 p.m.		Resolution Adopting 2020-2021 Joint CRA Budget (Scott) (CRA)
10-Sep Regular Meeting 6:30 p.m.	Public Hearing - Tentative Millage Rate and Budget (Scott)	

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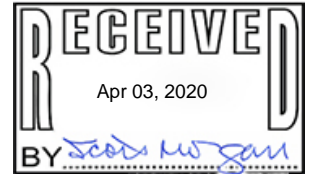
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Attachment 3

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Morris Richardson, City Attorney  
City Hall  
2240 Minton Road  
West Melbourne, FL 32904  
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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: April 3, 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. **Note:** Consistent with the Governor's Safer at Home Order described below, I will be working remotely to the greatest extent possible. I remain available by e-mail during regular business hours, and by mobile phone at any time.

#### **COVID-19 EXECUTIVE ORDERS**

##### **Safer at Home**

On April 1, 2020, Governor DeSantis issued Executive Order 20-91 (Essential Services and Activities During COVID-19 Emergency) and Executive Order 20-92 (Amending Executive Order 20-91). EO 20-91 provides the following:

- Directs "senior citizens" and individuals with significant underlying medical conditions to stay at home and take all measures to limit the risk of exposure to COVID-19;
- Directs all persons in Florida to limit their movements and personal interactions outside their home to only those necessary to obtain or provide "essential services" or conduct "essential activities";
- Defines "essential services" by reference to attached documentation (U.S. Department of Homeland Security Guidance on Essential Critical Infrastructure Workforce and businesses and activities designated by EO 20-89 and its attachment (Miami-Dade orders)) and other essential services that may be added by state officers. It notes the State Coordinating Officer shall maintain an online list of essential services, along with any approved additions ([www.floridadisaster.org](http://www.floridadisaster.org));
- Encourages individuals to work from home;
- Encourages businesses and organizations to provide delivery, carry-out, or curbside services;

- Recognizes specified activities as essential (attending religious services; specified recreational activities consistent with social distancing guidelines; pet care; caring for loved one or friend) and provides the State Coordinating Officer shall maintain an online list of essential activities;
- States that a social gathering in a “public space” is not an essential activity, and provides “local jurisdictions shall ensure that groups of people greater than ten are not permitted to congregate in any public space”; and
- Provides for an effective date of April 3 at 12:01 AM and an expiration of April 30 unless extended.

Section 4 of EO 20-91 addresses Local Orders in Response to COVID-19. However, this Section was subsequently amended by EO 20-92. As amended, Section 4 now states:

- “This Order shall supersede any conflicting official action or order issued by local officials in response to COVID-19.”

Law enforcement officers may enforce violations of EO 20-91. Individuals violating the order are guilty of a second-degree misdemeanor punishable by a fine of up to \$500 and/or up to 60 days imprisonment.

This morning, the Governor’s General Counsel issued guidance making clear that EO 20-91 and EO 20-92 only preempt local governments from adding to the essential list of services set forth in the Governor’s order. The order does not affect whether a local authority may close a business (or, in other words, decide a business is non-essential); nor does it prevent local authorities from placing more restrictive social distancing or gathering requirements in place.

You may direct any questions regarding these orders, including whether a business provides an “essential service,” to my attention.

### **Reemployment Assistance Program / Mortgage Foreclosure and Eviction Relief**

Yesterday, Governor DeSantis issued two more executive orders, EO 20-93 and EO 20-94, relating to Florida’s Reemployment Assistance Program and mortgage foreclosure and eviction relief, respectively. EO 20-93 directs additional resources to the Reemployment Assistance Program (Florida’s unemployment compensation program) to accommodate the increasing volume of applications and inquiries. EO 20-94 does not relieve any obligation to make mortgage or rent payments. It does, however, provide relief from foreclosures and evictions for non-payment for 45 days.

Copies of these and each of the Governor’s Executive Orders are available here: <https://www.flgov.com/2020-executive-orders>.



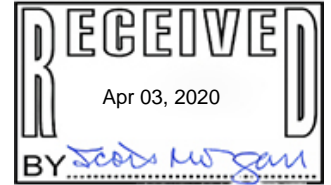
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Tom Forbes, Building Official  
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Phone: (321) 837-7776  
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# Memo

To: Scott Morgan, City Manager  
From: Thomas Forbes, Building Official  
CC:  
Date: 4/3/2020  
Re: March 2020 monthly report

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Attached please find a copy of the March 2020 monthly report. If you have any questions or require additional information, please contact me.

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## Building Department Monthly Report for March 2020

### **Building**

During the month of March 2020, 25 permits for new single family residences and a total of 358 permits were issued in all. The total value of work permitted was \$19,889,298 and permit fees collected for the month were \$135,922.74.

### **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 complete/renovation is underway)
- 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.
- YourLife of West Melbourne, NE corner of Minton Road and Heritage Oaks Boulevard, 60,000 sq. ft. 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.
- Extended Stay America, West Melbourne Interchange Center (Hollywood Boulevard/Palm Bay Road), 53,000 sq. ft. hotel, new construction.
- Kracken Guard Technologies, 7755 Ellis Road, 13,500 sq. ft. interior build-out.
- Apsy Holdings, 99 Sunset Drive, 2,400 sq. ft. warehouse.
- Palm Crossings Plaza, 145 Palm Bay Road, 2,133 sq. ft. new construction.

- Extended Stay America, Coastal Commerce Center, 53,857 sq. ft. four story hotel.

**Commercial projects in for review:**

- RaceTrac, 4535 W. New Haven Avenue, complete remodel of store, permit ready to issue.
- City of West Melbourne Maintenance building addition, permits ready to issue.
- Audi Display Tower, 2260 Coastal Lane, 403 sq. ft., 3 story structure, review complete, permits ready to issue.
- Design of the Times (florist shop), 2394 Minton Road, 3,959 sq. ft. new construction, review complete, awaiting revised plans.
- Tru Hotel by Hilton, W. New Haven Avenue, 45,611 sq. ft. new construction, revised plans submitted.
- RaceTrac, 465 S. Wickham Road, 5,411 sq. ft. new construction, 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.
- McDonalds, 445 S. Wickham Road, front counter remodel, approved.
- Starbucks, 1429 W. New Haven Avenue, 2,500 sq. ft. new construction, permits ready to issue.
- Sprengergarten, 2825 Eber Road, 2,240 sq. ft. interior kitchen remodel, plans submitted.
- 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.
- Interga Space Coast Apartments, Space Coast Town Center (U.S. 192), 917,840 sq. ft. new construction, plans submitted.

**Number of Certificates of Occupancy issued:**

Residential - 23

Commercial - 6

**Permit Statistics**

03/01/20-03/31/20

Issued - 358

Valuation - \$19,889,298

Permit Fees - \$135,922.74

03/01/19-03/31/19

Issued - 329

Valuation - \$6,325,708

Permit Fees - \$54,422.49

03/01/18-03/31/18

Issued - 380

Valuation - \$8,163,171

Permit Fees - \$69,513.86

**Code Enforcement:**

The Code Enforcement Board meeting scheduled for April 16, 2020 has been cancelled.

The next Code Enforcement Board meeting is scheduled for May 21 at 5:30 p.m.

During the past month, Code Enforcement staff has removed 107 illegal signs from the right of way.

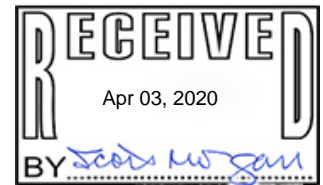
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Fax: (321) 952-0924  
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To: Scott Morgan, City Manager

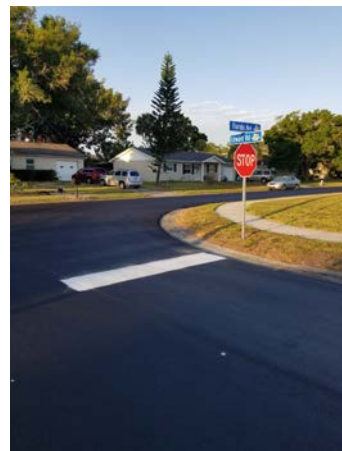
From: Mark Piccirillo, Director of Public Works

Date: April 03, 2020

Subject: This Week in Public Works

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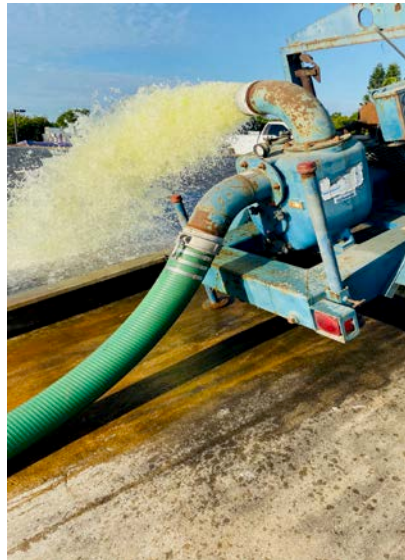
The Public Works Streets and Drainage Department completed the first part of the City's annual resurfacing project. The City's contractor, Asphalt Paving Systems, installed all the pavement markings on the new micro sealed roads that were resurfaced.



The Public Works Streets and Drainage Department is operating normally with our daily assignments by continuing to maintain the City by providing service to the citizens. The Equipment Operators repaired a manhole top that was struck by a vehicle in Canova Park, performed tree trimming along City roads, and continued with mowing the City's right-of-ways.



The Public Works Streets and Drainage Department continued with monthly maintenance of City equipment by making sure everything is tested and working properly. This 6-inch pump was one piece of equipment tested after receiving its annual preventative maintenance service.



The Public Works Water Department completed 107 work orders this week, serviced eight fire hydrants, and serviced ten water valves. The Water Distribution Workers responded to and temporarily repaired a water service line leak on Crystal Oaks Lane. Due to the nature of the leak, Y-Com will be assisting the City by installing a new water service line by shooting it under the road. This repair is scheduled for next Wednesday.



The Sewer Department Jacobs completed 261 work orders and three sewer inspections this week. They inspected the Sylvan Estates Septic to Sewer Project and noted the progress. The Operators performed preventative maintenance on the City's force main air releases valves at Palm Crossings and Tamarind Estates.



Repairs were also made to the Sawgrass Lakes #3 fence that surrounds the City's lift station, and the exterior of the fence was cleaned.

