

City of Cocoa

*65 Stone Street
Cocoa, FL 32922*



Meeting Agenda - Final

Wednesday, February 26, 2020

6:00 PM

Cocoa City Council Chambers

City Council

I. OPENING MATTERS:

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

II. APPROVAL OF AGENDA AND MINUTES:

AGENDA:

- II.1** [20-78](#) Approve the Agenda for the Regular Meeting of February 26, 2020, as presented or with amendments.

Attachments: [02-26-2020 Short Agenda ADA.pdf](#)

MINUTES:

- II.2** [20-133](#) Approve the Minutes for the Regular meeting of December 11, 2020, as written or with amendments.

Attachments: [12-11-19 Minutes ADA.pdf](#)
 [EXHIBIT A- Annexation Ord. 24-2019.pdf](#)
 [EXHIBIT B-Zoning Text Amendment CWOD presentation.pdf](#)
 [EXHIBIT C-City Council Dec 2019 Sharing Space.pdf](#)

III. AWARDS AND PRESENTATIONS:

- III.1** [20-73](#) Proclamation: "Black History Month". (Mayor Williams)

Attachments: [Black History Month Proclamation 001.pdf](#)

- III.2** [20-74](#) Proclamation: "2020 Census". (Mayor Williams)

Attachments: [US Census.pdf](#)

- III.3** [20-75](#) Historic Cocoa Village Main Street Presentation--Short Year in Review. (Emma Kirkpatrick, HCVMS)

- III.4** [20-76](#) Recognition of Mr. Robert Boyd, with Time Out Sports Bar and Grill in Cocoa Village. (Mayor Williams)

Attachments: [Boyd Letter.pdf](#)

- III.5** [20-77](#) Recognition of Mr. Rick Wynn for his participation in the Holiday Parade and presentation of "Santa" plaque from Brevard County Parks and Rec. (Mayor Williams)

Attachments: [Wynn Letter 001.pdf](#)

IV. DELEGATIONS:

In accordance with the City Council's rules and procedures, residents or tax-payers of the City (upon any subject of general or public interest), City employees (regarding his/her employment), and water and sewer customers (on matters related to the City's water and/or sewer system), may address the City Council under Delegations on items not on the printed agenda by filling out a speaker card.

Speaker cards are located outside the Council meeting room and should be provided to the City Clerk. Please observe the time limit of five (5) minutes while speaking under Delegations. Delegations shall be limited to thirty (30) minutes unless extended by Council.

V. REPORTS:

VI. CONSENT AGENDA:

- VI.1** [20-103](#) Approve a Resolution Amending the FY2020 Budget, BAF#20-026-T, for the Purchase of a 2020 Ford F350 Cab & Chassis utilizing the Sourcewell (Formerly NJPA) Contract #2020-120716. (Public Works Director)

Attachments: [2020 NJPA SOURCEWELL FLORIDA AWARD v2.pdf](#)
[2020 NJPA SOURCEWELL FLORIDA CERTIFICATE v2.pdf](#)
[2020 NJPA SOURCEWELL FLORIDA COVER PAGE v2.pdf](#)
[2020 NJPA SOURCEWELL FLORIDA FORD v2.pdf](#)
[NJPA-COCOA, CITY OF-F3G_24469-1_Quote.pdf](#)
[Budget Resolution FY 2020 AGENDA 20-103.docx](#)
[BAF 20-045-PW-Streets Concrete Crew Truck \(02-26-20\) Agenda 20-103.pdf](#)

- VI.2** [20-106](#) Approve Budget Adjustment 20-038-A, Amending the FY2020 Budget for the Capital Project Fund Riverfront Park/Lee Wenner. (Finance Director)

Attachments: [Budget Resolution FY 2020.docx](#)
[BAF 20-038-A -FN-Riverfront Park Reversal \(2-26-20\) Agenda 20-106.pdf](#)

- VI.3** [20-114](#) Accept the Brevard County Lucas Chest Compression Grant Revenues and Approve a Resolution Amending the FY2020 Budget, BAF#20-041-A. (Fire Chief)

Attachments: [Brevard County EMS Grant Award FY20.pdf](#)
[Budget Resolution FY 2020.docx](#)
[BAF 20-041-A -FD-Lucas Device Grant \(2-26-20\) Agenda 20-114.pdf](#)

- VI.4** [20-116](#) Approval to apply for a Firehouse Subs Grant, to Purchase Hydraulic Vehicle Extrication Equipment.
- Attachments:** [Firehouse Subs Grant Application.pdf](#)
 [Firehouse Subs Grant Internal Application.pdf](#)
- VI.5** [20-127](#) Approve a Resolution increasing the contingency for the Barbara Jenkins Street relining of various sized pipes from 10% to 15%, for a total project authorization of \$122,749.85 and approve City Manager authority to approved related Change Orders.(Public Works Director)
- Attachments:** [COR - PW - 3570 - Granite Inliner - CO#1.pdf](#)
 [Contingency Resolution Barbara Jenkins Street Relining.docx.doc](#)
- VI.6** [20-63](#) Approve Task Order 2020-01 with Jacobs Engineering Group (Jacobs) fka CH2M Hill Engineers, Inc. for Program Management Services for Operating Revenue (OR) Projects, Project No. WS1221; Task Order 2020-03 for Program Management Services for Bond Funded Projects, Project No. WS19BO; and Task Order 2020-04 for Plan Review Services to include Engineering Land Development Review, Project No. WS1221; To Approve a Resolution Amending the FY2020 Budget, BAF#20-043-T. (Utilities Director)
- Attachments:** [Task Order 2020-01 Prog Mgmt Proposal FY 2020 for OR Projects.pdf](#)
 [T.O. 2020-03 Proposal FY2020 Prog Mgmt Bond Proj.pdf](#)
 [T.O. 2020-04 - Proposal FY20 Plan Review, Permitt Assist, Utility Support.pdf](#)
 [Budget Resolution FY 2020 \(ADA\).docx](#)
 [BAF 20-043-T -UT-T.O. 2020-01 and 2020-04 \(2-26-20\) Agenda 20-063.pdf](#)
 [TO \(2020-03\) Jacobs \\$325016 \(1-21-20\) UT.pdf](#)
 [TO \(2020-01\) Jacobs \\$339431 \(1-21-20\) UT.pdf](#)
 [TO \(2020-04\) Jacobs \\$178052 \(1-21-20\) UT.pdf](#)
- VI.7** [20-81](#) Approve Participation in a Cooperative Purchase Agreement with Insituform Technologies, LLC for Cured in Place Pipe (CIPP) Rehabilitation Services and Sanitary Sewer Mid-Term Cleaning & CCTV Inspections of Main Line Sewers Utilizing the City of Daytona Beach Contract No. 0118-2600 effective February 7, 2019 through September 18, 2020. (Utilities Director)
- Attachments:** [Proposal - City of Cocoa FY2020 Lining Project.pdf](#)
 [Proposal - City of Cocoa FY2020 Cleaning and Televising Only Project.pdf](#)
 [City of Daytona Beach Authorization to Utilize Contract #0118-2600.pdf](#)
 [City of Daytona Beach Insituform Contract Details #0118-2600.pdf](#)
 [City of Daytona Beach Insituform Contract Pricing #0118-2600.pdf](#)
 [City of Daytona Beach Insituform Full Contract No. 0118-2600.pdf](#)

- VI.8** [20-89](#) Approve Task Order 2020-05 with Jacobs to provide services to the City's personnel on Repair and Maintenance (R&M) projects in the form of additional project management assistance, contractor monitoring and documentation of activities, data management, and quality control assistance for R&M Programs; To Approve a Resolution Amending to FY2020 Budget, BAF#20-034-T. (Utilities Director)

Attachments: [Budget Resolution FY 2020 \(Jacobs Task Orders\).docx](#)
[BAF 20-034-T -UT-WFO Support Engineering Svcs \(2-26-20\) Agenda 20-089.p](#)
[TO \(2020-05\) JACOBS \\$160492 \(2-26-20\) UT.pdf](#)
[Jacob Proposal Task Order 2020-05 FY20 WFO Assistance 1 29 20.pdf](#)

- VI.9** [20-90](#) Approve Task Order 2020-02 with Jacobs to Assist with Contractor Oversight, Quality Control, Public Relations, and Data Management for the Cross Connection Control Program, Project No. WS13BC; To Approve a Resolution Amending to FY2020 Budget, BAF#20-033-T. (Utilities Director)

Attachments: [Budget Resolution FY 2020 \(Jacobs Task Orders\).docx](#)
[BAF 20-033-T -UT-CCC Program Engineering Svcs \(2-26-20\) Agenda 20-090.p](#)
[TO \(2020-02\) JACOBS \\$124902 \(2-26-20\) UT.pdf](#)
[Jacobs Proposal Task Order 2020-02 FY20 CCC Program Assistance 1 16 20](#)

- VI.10** [20-91](#) Approve Task Order 2020-11 with Carollo Engineers, Inc. to assist Sewer Field Operations (SFO) in Project and Assessment Information Management Assistance, Quality Control Process Development, Long-Term Strategic Planning, and SCADA Maintenance; To Approve a Resolution Amending the FY2020 Budget, BAF#20-037. (Utilities Director)

Attachments: [Carollo Proposal Task Order 2020-11.pdf](#)
[TO \(2020-11\) CAROLLO \\$175810.66 \(2-26-20\) UT.pdf](#)
[Budget Resolution FY 2020 \(Carollo Task Order\).docx](#)
[BAF 20-033-T -UT-CCC Program Engineering Svcs \(2-26-20\) Agenda 20-090.p](#)

VII. PUBLIC HEARINGS:

- VII.1** [20-61](#) Ordinance No. 03-2020/ 2nd Reading: Approval of a ZONING MAP AMENDMENT consistent with Appendix A, Zoning, Article XXII, to change the Zoning Map designation of one (1) parcel totaling 246.45 acres from Brevard County GU (General Use) to City of Cocoa RU-1-7 (Single Family Residential). (Community Services Director)

Attachments: [Ord. 3-2020 Rezoning Virgin Trains GU to RU-1-7.pdf](#)
[Exhibit A - Location Map and Legal Description.pdf](#)
[Concept Plan \(320 lots\) - Lakes at Canaveral Groves.pdf](#)
[Concept Plan \(350 lots\).pdf](#)
[Legal Ad Proof \(revised\).pdf](#)

- VII.2** [20-84](#) Pass on Second Reading Ordinance 13-2019: Adopting amendments to the City of Cocoa Comprehensive Plan based on the City's Evaluation and Appraisal Report (EAR) of the Comprehensive Plan pursuant to Section 163.3191, Florida Statutes and authorizing transmittal to the Florida Department of Economic Opportunity. (Community Services Director)

Attachments: [Ord. 13-2019 - EAR Amendments.pdf](#)
[Exhibit A - EAR Elements \(strike-thru w-maps\).pdf](#)
[Exhibit A \(cont.\) - CIP FY2018-2022.pdf](#)
[Data & Analysis - Resilient Cocoa 6-14-19.pdf](#)
[Legal Ad Proof - Comp Plan EAR.pdf](#)

- VII.3** [20-97](#) Conduct a Public Hearing to obtain citizen input and comments on housing and community development needs; approve recommendations on FY2020-2021 CDBG and HOME program funding; and provide notice to solicit public comment and notice of final public hearing scheduled for May 13, 2020. (Community Services Director)

Attachments: [Exhibit A Public Hearing AD 2-6-20.pdf](#)
[Rankings by Committee.xlsx](#)

VIII. COUNCIL BUSINESS:

- VIII.1** [20-104](#) Consider the Appointment of Mr. Randal Hiester as the 2nd Alternate Member to the Board of Adjustment. (Administrative Services Director)

Attachments: [Heister, Randal application.pdf](#)
[Hiester Consideration Letter.pdf](#)
[Board of Adjustment Roster.pdf](#)

- VIII.2** [20-62](#) Approve the Code Enforcement Lien for the property located at 315 Belmont Dr. be Reduced to \$2,000.00, as recommended by the Code Enforcement Board. (Chief of Police)
- Attachments:** [Application-Tax Roll.pdf](#)
 [Brevard County Property Appraisers.pdf](#)
 [Lien Reduction Checklist.docx](#)
 [Cost Affidavit Form -315belmont.xlsx](#)
 [Recorded Lien.pdf](#)
- VIII.3** [20-72](#) Request to approve a date change for the street closure for the Annual Village Idiot Pub Fun Run from March 27, 2020 to April 3, 2020. (Assistant to the City Manager/Public Relations Specialist)
- Attachments:** [Staff Report 2020 Street Closures.pdf](#)
- VIII.4** [20-79](#) Consider the Cancellation of the Regular City Council Meeting on December 23, 2020 due to the holidays, and consider the change of November meeting dates due to the holidays and November 3, 2020 election. (Administrative Services Director)
- Attachments:** [2020 City Holiday Schedule.pdf](#)
- VIII.5** [20-99](#) Consider the Appointment of Mr. Todd Anderson as a Regular member of the Planning & Zoning Board and Ms. Aerial Glass as the 2nd Alternate member of the Planning & Zoning Board. (Administrative Services Director)
- Attachments:** [Anderson Application.pdf](#)
 [Anderson Consideration letter.pdf](#)
 [Glass Board application.pdf](#)
 [Glass Consideration letter.pdf](#)
 [Planning and Zoning Roster.pdf](#)

IX. CITY BUSINESS:

- IX.1** [20-100](#) Approve Task Order 2020-07, City of Cocoa America's Water Infrastructure Act (AWIA) Section 2013 Compliance Support, with Jacobs Engineering Group (Jacobs) to Provide Assistance to the City of Cocoa to meet the AWIA Requirements including Project Initiation, Risk and Resiliency Assessment, and Emergency Response Plan Update; To Approve a Resolution Amending the FY2020 Budget, BAF# 20-044-T. (Utilities Director)

Attachments: [TO \(2020-07\) Jacobs \\$188914 \(1-30-20\) UT - Copy.pdf](#)
[T.O. 2020-07 AWIA Proposal.pdf](#)
[Budget Resolution FY 2020 \(ADA\).docx](#)
[BAF 20-044-T -UT-Task Order 2020-07 \(2-26-20\) Agenda 20-100.pdf](#)

- IX.2** [20-85](#) Approve the removal of an oak tree in the right-of-way adjacent to 1203 Oxford Drive to be replaced with oak tree(s), equaling the diameter of the tree to be removed, to be planted at Bracco Pond. (Community Services Director)

Attachments: [1203 Oxford Dr tree removal letter.pdf](#)
[1203 Oxford Dr. tree removal.pdf](#)
[1203 Oxford Dr. Pictures.pdf](#)
[Legal Ad Proof.pdf](#)

- IX.3** [20-96](#) Approve a Resolution Amending the FY2020 Budget, reducing the reliance on Fund Balance and reducing the expense budget for project retainage, BAF # 20-029-A1 and A2. (Finance Director)

Attachments: [Budget Resolution FY 2020.docx](#)
[BAF 20-029-A1 -FN-Retainage Adjustment \(2-26-20\) Agenda 20-096.pdf](#)
[BAF 20-029-A2 -FN-Retainage Adjustment \(2-26-20\) Agenda 20-096.pdf](#)
[Retainage Adjustment Analysis.pdf](#)
[EDIT JE 2019-05130 ACCR FY19 RETAINAGE.pdf](#)

- IX.4** [20-98](#) Approve Task Order 2020-06 with the Jacobs Engineering Group (Jacobs) to assist the Dyal Water Treatment Plant with Program Management Services, Instrumentation and Control System Support (SCADA), and Design Management and Construction Project Services for Operating Revenue and Capital Improvement Plan Projects; To Approve a Resolution Amending the FY2020 Budget, BAF#20-040-T. (Utilities Director)

Attachments:

[Task Order 2020-06.pdf](#)
[TO \(2020-06\) JACOBS \\$168322 \(2-11-20\) UT.pdf](#)
[Labor Hour Breakdown.pdf](#)
[Exhibit A Group rate schedule.pdf](#)
[Budget Resolution - Jacobs.docx](#)
[BAF 20-040-T-UT-4020-Eng. Services-Jacobs \(2-26-20\)-Agenda 20-098.pdf](#)

MULTI-YEAR CONTRACTS:

- IX.5** [20-120](#) Approve a multi-year agreement with Policy Confluence, Inc. (DBA National Research Center, Inc.) to conduct a community survey; approve a Resolution approving the vendor as a single-source provider; approve a Resolution amending the FY2020 Budget (BAF#20-042-T) and authorize the City Manager to finalize and execute the Enterprise Services Agreement. (City Manager)

Attachments:

[Single Source Resolution.doc](#)
[Sole Source Statement for The NCS.pdf](#)
[NRC-Polco Proposal to Cocoa FL 2020.pdf](#)
[Polco NRC - Enterprise Services Agreement Cocoa, FL 2020.docx](#)
[The NCS Instrument ABC 2020.pdf](#)
[Budget Resolution FY 2020.docx](#)
[BAF 20-042-T -CM-Community Survey \(2-26-20\) Agenda 1-120.pdf](#)

- IX.6** [20-80](#) Approve the Second and Final Amendment to Purchase Agreement with Anderson Diving d/b/a Logan Diving and Salvage, Inc. effective March 5, 2020 through March 4, 2022, under RFQ-14-19-COC Subaqueous Pipeline Assessment. (Utilities Director)

Attachments:

[2nd AMENDMENT RFQ-14-19-COC Anderson Diving --SUBAQUEOUS INVES](#)

- IX.7** [20-86](#) Approve a Task Order by S&ME to develop a Parks & Open Space Master Plan in the amount of \$59,800 based upon a multi-year Professional Services Agreement between the City of Cocoa and S&ME, Inc. executed on March 13, 2019. (Community Services Director)

Attachments: [Parks and Open Space Master Plan Proposal.pdf](#)
[Agreement for Professional Planning Consultant Services.pdf](#)
[Page 4 City Council Journal \(1\).pdf](#)
[TO-CS-SME-\(Task Order #2020-1\)-2-6-2020-\\$59800.pdf](#)

- IX.8** [20-87](#) Approve a Sole Source Resolution and Execute a Multi-Year Premier Power Services Contract between the City of Cocoa and Duke Energy Florida, LLC (Duke). (Utilities Director)

Attachments: [City of Cocoa - Premier Power Service Contract - Partially Executed.pdf](#)
[20-87 Single Source Resolution.doc](#)

X. INFORMATIONAL AGENDA:

- X.1** [20-109](#) FY 2020 Budget Adjustment Report. (Finance Director)

Attachments: [January FY 2020 EXPENSE Budget Tracking Worksheet.pdf](#)
[January FY 2020 REVENUE Budget Tracking Worksheet.pdf](#)

- X.2** [20-110](#) In accordance with the Financial Operations Manual (FOM) the City Manager shall submit to City Council in the form of an agenda item any approved change orders to construction contracts that the City Council has authorized the City Manager, by resolution, to approve in excess of the City Manager's spending authority. (Finance Director)

Attachments: [FY2020 Change Orders-CM Authorized to Execute January 2020.pdf](#)

- X.3** [20-111](#) In accordance with City Code, Section 2-74, at the beginning of each month during the fiscal year, the City Manager shall submit to City Council data showing the relation between the estimated and actual income and expenses to date. (Finance Director)

Attachments: [Budget By Classification January 2020.pdf](#)

- X.4** [20-115](#) Fire Incident Summary Report for Service Calls responded to by Cocoa Fire Rescue in January, 2020. (Fire Chief)

Attachments: [January 2020 Total Record Volume by Incident Type Report.pdf](#)

- X.5** [20-122](#) Cocoa Police Department District Event Statistics for the month of December, 2019. (Chief of Police)

Attachments: [Dec 2019 Council Report by District .pdf](#)

- X.6** [20-88](#) Council request to review the cumulative purchase approvals over \$35,000 and under \$50,000 for period 10/01/2019 to 01/31/2020. (Finance Director)

Attachments: [PO Monthly Report to City Council 10.01.19 thru 01.31.20.pdf](#)

XI. ADJOURNMENT

NOTICE TO THE PUBLIC:

Pursuant to Section 286.0105, Florida Statutes, the City hereby advises the public that: if a person decides to appeal any decision made by the City Council with respect to any matter considered at its meeting or hearing, that person will need a record of the proceedings and for such purpose, affected persons may need to assure that a verbatim record of the proceedings is made, and such record shall include the testimony and evidence upon which the appeal is to be based. This notice does not constitute consent by the City for the introduction or admission into evidence of otherwise inadmissible or irrelevant evidence, nor does it authorize challenges or appeals otherwise not allowed by law.

City Code Section 2-54 requires that an affirmative vote of a majority of a quorum present shall be necessary to enact an ordinance or adopt any resolution; except that two-thirds of the membership of the Council is required to enact an emergency ordinance. All ordinances require two readings, entitled first reading and second reading and public hearing, prior to adoption.

Members of the public speaking on public hearing items, though entitled to be heard by the City Council, are not entitled to an immediate response by either administrative staff members or Council once the public hearing is closed; however, Council discussion may or may not include a response. No question by the public should be addressed directly by the Administrative staff.

Public debate by individual speakers from the audience on public hearing items shall be limited to three (3) minutes. Representatives of recognized groups shall be limited to ten (10) minutes; and total debate on a single issue shall be limited to thirty (30) minutes. Only one presentation per person per issue shall be allowed.

A Council member may add an item to the agenda during the meeting only at the time the agenda is approved. If the item requires action by the Council, then it may be added to the agenda by an affirmative vote of the Council, and written documentation must be submitted at the time the item is added to the agenda.

This agenda is posted on the Municipal Bulletin Board and at the Central Brevard Library and Reference Center in Cocoa for public review.

A Council member may add an item to the agenda during the meeting only at the time the agenda is approved. If the item requires action by the Council then it may be added to the agenda by an affirmative vote of the Council and written documentation must be submitted at the time the item is added to the agenda.

This agenda is posted on the Municipal Bulletin Board and at the Central Brevard Library and Reference Center in Cocoa for public review. This is a public meeting. All interested parties may attend. The facility wherein this public meeting will be held is accessible to the physically handicapped. In accordance with the Americans With Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the City Clerk of the City of Cocoa, listed below, at least 48 hours prior to the meeting: Carie Shealy, City Clerk, 65 Stone Street, Cocoa, by telephone at (321) 433-8484 or via email at cshealy@cocoafl.org.