

# **City of Cocoa**

*65 Stone Street  
Cocoa, FL 32922*



## **Meeting Agenda - Final**

**Wednesday, April 22, 2020**

**10:00 AM**

**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**     [20-216](#)            Approve the Agenda for the Regular meeting of April 22, 2020, as presented or with amendments.

**Attachments:**     [04-22-2020 Short Agenda ADA-1.pdf](#)

MINUTES:

- II.2(a)** [20-211](#)            Approve the Minutes of the Special City Council meeting of March 17, 2020, as written or with amendments.

**Attachments:**     [03-17-2020 Final Draft.pdf](#)

- II.2(b)** [20-223](#)            Approve the Minutes for the Regular City Council Meeting of March 25, 2020, as written or with amendments.

**Attachments:**     [03-25-2020 Minutes ADA.pdf](#)  
[Exhibit A-Riggs Email-Report to be read tonight for Sustainability Advisory Com](#)  
[Exhibit B-E Comment from C. Rogers.pdf](#)  
[Exhibit C-J. Riggs email re RUSH Marine item.pdf](#)

**III. AWARDS AND PRESENTATIONS:****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:****VII. PUBLIC HEARINGS:****VIII. COUNCIL BUSINESS:**

**VIII.1**    [20-212](#)            Seek Council direction on the temporary waiver of building permit fees related to the installation of solar photovoltaic and thermal systems previously approved by City Council. (Community Services Director)

**VIII.2**    [20-221](#)            Pursuant to the Interlocal Agreement between the City of Cocoa and Brevard County regarding the Diamond Square CRA, recognize and approve Mr. Larry J. Brown as the Board of County Commissioner's designee and authorized representative to serve on the reconstituted Diamond Square CRA. (Administrative Services Director)

**Attachments:**        [04\\_14\\_2020\\_Application.pdf](#)  
[Email FW\\_Diamond Square CRA Agenda for March 16, 2020.pd.pdf](#)  
[Larry Brown - Diamond Square Appointment Sheet.pdf](#)  
[Recorded\\_Diamond Square Interlocal Agreement CRA with Brevard County.pdf](#)

**VIII.3**    [20-222](#)            City Council consideration of promoting Interim City Manager to City Manager position. If necessary, approval of Agreement between the City of Cocoa and the Mercer Group, Inc. as the executive search firm for the City Manager search. Approval of Budget Resolution Number 2020-139 amending the Fiscal Year 2020 Budget and the attached Budget Adjustment Form #20-062-T transferring budget to the City Manager's operating account from General Fund Contingency. (Administrative Services Director)

**Attachments:**        [Mercer Cocoa, FL Proposal March 2020.pdf](#)  
[Budget Resolution FY 2020.docx](#)  
[BAF 20-062-T -AS-City Manager Recruitment \(4-22-20\)~Agenda 20-222.pdf](#)  
[Mercer Group Recruiting Agreement.pdf](#)

**VIII.4**    [20-229](#)            Seek Council direction on an inquiry to assist the small businesses and non-profit agencies renting space (with rental fees in excess of \$1) at the Porcher House and Civic Center during the COVID-19 pandemic. (Assistant to the City Manager/Public Relations Specialist)

**IX. CITY BUSINESS:**

- IX.1**     [20-207](#)     To Approve a Resolution amending and updating the Utility Handbook with a supplement policy for temporary changes in existing policy related to the COVID-19 response. (Finance Director)

**Attachments:**     [1002.0 - Utility Handbook COVID-19 Response.pdf](#)  
                              [Utility Handbook Resolution 2020-141.docx](#)

- IX.2**     [20-230](#)     Approve a Resolution to Commit Funds in the General Fund Balance to Increase the Stabilization Reserve for Fiscal Year 2020. (Finance Director)

**Attachments:**     [Resolution FOM Stabilization Reserve Change April 22 2020.doc](#)

MULTI-YEAR CONTRACTS:

- IX.3**     [20-172](#)     Approve City Staff's recommendation for award of RFP# P-20-09-COC, Insurance Broker Services - Employee Benefits to Gehring Group Inc., for the City of Cocoa. Authorize the City Manager to negotiate and execute an attorney approved multi-year contract commencing on May 1, 2020 to April 30, 2023, with two optional performance based annual renewals. (Administrative Services Director)

**Attachments:**     [Public Ad\\_ Invitation to Bid.pdf](#)  
                              [P-20-09-COC Master Evaluation Worksheet.pdf](#)  
                              [RFP P-20-09-COC Insurance Broker Services Employee Benefits.pdf](#)  
                              [Gehring Group Agreement CLEAN-ADA.pdf](#)

- IX.4**     [20-209](#)     Approve a Resolution Amending the FY2020 Budget, accepting a Multi-Year Grant award from the Florida Department of Agriculture and Consumer Services through the Florida Forest Service, and also provide the funding for the City's Revenue Match, Budget Amendment Form # 20-060-A . (Public Works Director)

**Attachments:**     [Managing Urban Forests Grant Award Package.pdf](#)  
                              [Budget Resolution FY 2020.docx](#)  
                              [BAF 20-060-A -PW-Forestry Grant Amendment \(4-22-20\)~ Agenda 20-209.pdf](#)

**X. INFORMATIONAL AGENDA:**

- X.1**     [20-205](#)     Council request to review the cumulative purchase approvals over \$35,000 and under \$50,000 for period 10/01/2019 to 03/31/2020.

**Attachments:**     [PO Monthly Report to City Council 10.01.19 thru 03.31.20.pdf](#)

- X.2**     [20-213](#)     FY 2020 Budget Adjustment Report. (Finance Director)

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

- X.3**     [20-214](#)     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:**     [March 2020 Contingency Report.pdf](#)

- X.4**     [20-215](#)     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 Classification Report March 2020.pdf](#)

- X.5**     [20-218](#)     Cocoa Police Department District Event Statistics for the months of January and February, 2020. (Chief of Police)

**Attachments:**     [Feb 2020 Council Report by District .pdf](#)  
                              [Jan 2020 Council Report by District .pdf](#)

## **XI. ADJOURNMENT**

### **NOTICE TO THE PUBLIC:**

Due to the COVID-19 Emergency and the closing of City Hall to the public to limit public gatherings in accordance with Federal and State directives, the City of Cocoa will be utilizing Communications Media Technology (CMT) for upcoming City Council meetings pursuant to the Governor's Executive Order Number 20-69 and Florida Statutes, Section 120.54(5)(b)(2), specifically one or more members of the City Council may attend and participate by speakerphone. In-person attendance by the public will not be allowed at this meeting due to the COVID-19 Emergency and the closing of City Hall to the public. However, interested persons are encouraged to view and listen to the meeting by accessing the meeting at the following internet addresses:

(1) <https://tinyurl.com/s5e875r> or

(2) <https://cocoa.legistar.com/DepartmentDetail.aspx?ID=26365&GUID=FF9D3369-D354-4FAB-800A-57D0AEE30153&Mode=MainBody>

In addition, interested persons may submit their written comments or questions regarding the meeting prior to and during the meeting through Email, via the following email address: [meetings@cocoafl.org](mailto:meetings@cocoafl.org). Interested persons who wish to provide public input during the meeting will also be able to do so by calling 321-433-8446. For more information about this CMT meeting or to provide information to be considered at this meeting, contact the City Clerk at the contact information stated above.

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.

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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](mailto:cshealy@cocoafl.org).