City of Cocoa

65 Stone Street
Cocoa, FL 32922

Meeting Agenda - Final

Tuesday, September 13, 2016

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 16-363 Approve the Agenda for the Regular meeting of September 13, 2016, as presented or with amendments.

Attachments: 09-13-16.pdf

MINUTES:

II.2(a) 16-364 Approve the Minutes for the Budget Workshop held on Thursday, August 4, 2016, as written or with amendments.

Attachments: 08-04-16 Minutes.pdf

EXHIBIT A: FY 2017 BUDGET WORKSHOP.pdf

II.2(b) 16-365 Approve the Minutes for the Fire Station #2 Community Meeting, as written or with amendments.

Attachments: 08-09-16 Minutes.pdf

EXHIBIT A-Fire Station Community Presentation (JAT 20160816) FINAL.pdf

II.2(c) 16-397 Approve the Minutes of the District 2 Town Hall Meeting of August 16, 2016, as written or with amendments.

Attachments: Minutes 8-16-2016 District 2 Town Hall Meeting.pdf

Exhibit A-District 2 Town Hall Meeting 001.pdf

III. AWARDS AND PRESENTATIONS:

III.1 16-373 Presentation of a Key to the City to Rachad Wilson, Brevard Public Schools 2016 Principal of the Year. (Councilman Blake)

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. CONSENT AGENDA:

V.1 16-343 To approve an expenditure of $55,651 for Armed Security Guard Services utilizing Florida State Contract #DMS92121500-14-01, Security Officer Services, from Contract Services account number 001-1510-536.34-00, pending approval of the FY2017 budget. (Finance Director)

Attachments: Security Officer Services 92121500-14-1

G4S Secure Solutions (USA), Inc. Pricing

Sec. Off. Svcs Region Map and List

V.2 16-370 Approve a one year policy renewal for the General Insurance Program with Florida League of Cities, Inc., for the period October 1, 2016 through September 30, 2017 with an estimated premium of $723,707, pending approval of the FY2017 budget. (Administrative Services Director)

Attachments: 2016 - 2017 FMIT Renewal Quote.pdf

V.3 16-385 To Award Bid #B-16-19-COC, Water & Wastewater Treatment Chemicals, to Allied Universal Corp., Miami, Florida; Cheney Lime & Cement Co., Jacksonville, Florida; Harcros Chemicals, Inc., Tampa, Florida; Kemira Water Solutions, Inc., Lawrence, Kansas; Tanner Industries, Inc., Southhampton, Pennsylvania; and Airgas, Lawrenceville, Georgia, for the Purchase of Various Chemicals for the Dyal Water Treatment Plant and the Sellers Water Reclamation Facility; To Approve the Second and Final Amendment to Purchase Agreement with Tropichem Enterprises, Palm Beach Gardens, Florida; To Approve the First Amendment to Purchase Agreement with Brenntag Mid-South, Inc., Orlando, Florida, and Tronox Alkali Wyoming Corporation, Philadelphia, Pennsylvania; Subject to FY2017 budget approval. (Utilities Director)

Attachments: Bid B-16-19-COC Cover Memo and Bid Tab

Brenntag Mid-South - 1st Amendment to Purch Agmt

Tronox Alkali - 1st Amendment to Purch Agmt

Tropichem - 2nd and Final Amendment to Purch Agmt

ChemTables FY2017

V.4 16-389 Approve a Resolution Amending the FY16 Budget; To Approve Change Order #1 to P.O. 67349 with Manpower, Inc. for Temporary Labor at the Dyal WTP. (Utilities Director)

Attachments: Budget Resolution - Manpower

BAF-UT- Manpower Inc. (9-13-16)- Agenda 16-389.pdf

V.5 16-392 To Approve a Resolution to Amend FY16 Budget to Transfer Funds for Emergency Generator Rental from Ring Power Corporation, Orlando, Florida, for the Dyal Water Treatment Plant. (Utilities Director)

Attachments: Budget Resolution - Emergency Generators - FY2016

BAF-UT-Dyal 4020 Emergency Generator Rental (5-13-16).pdf

Budget Adjustment Info

VI. PUBLIC HEARINGS:

VII. COUNCIL BUSINESS:

VII.1 16-359 Consider the reappointment of Mr. Elliott Zimmerman to the Board of Trustees for the Firefighters' Retirement Plan through October 1, 2018. (Administrative Services Director)

Attachments: 08_15_16 Zimmerman Reappointment confirmation packet.pdf

08_25_16 Zimmerman Consideration letter.pdf

Fire Pension Board Roster.pdf

VII.2 16-360 Consider the reappointment of Mr. Milton Norris Park to the Board of Trustees for the Fire Pension through October 1, 2018. (Administrative Services Director)

Attachments: 08_11_16 Park Reappointment confirmation packet (3).pdf

08_25_16 Park_Consideration letter.pdf

Fire Pension Board Roster.pdf

VII.3 16-361 Consider the reappointment of Mr. Paul Kamus as a member of the Police Pension Board through October 1, 2018. (Administrative Services Director)

Attachments: 08_05_16 Kamus Reappointment confirmaiton packet.pdf

08_25_16 Kamus Consideration letter.pdf

Police Pension Board Roster.pdf

VII.4 16-362 Consider the reappointment of Mr. Michael Kirn as a member of the Police Pension Board through October 1, 2018. (Administrative Services Director)

Attachments: 08_11_16 Kirn Reappointment confirmation packet.pdf
08_25_16 Kirn Consideration Letter.pdf
Police Pension Board Roster.pdf

VII.5 16-377 Consider the Reappointment of Mrs. Missie McCarthy to the Board of Trustees for the General Employees' Retirement Plan through October, 2019. (Administrative Services Director)

Attachments: 08_24_16 McCarthy Reappointment Confirmation Packet.pdf
08_25_16 McCarthy Consideration letter.pdf
General Employees Pension Board Roster.pdf

VII.6 16-384 Ratify the appointment of Mr. John A. Casey to the Board of Trustees for the Police Officers' Retirement Plan as the 5th member through September 30, 2018. (Administrative Services Director)

Attachments: Memo to City Clerk - fifth member -8-26-14.pdf
09_09_14 Ratification agenda item.pdf
Police Pension Board Roster.pdf

VII.7 16-380 Consider the Code Enforcement Lien reduction for the property located at 1104 Azalea Lane, CE 13-211, owner Sai Property Investments, Inc. (Community Services Director)

Attachments: 1104 Azalea application.pdf

VII.8 16-381 Consider the Code Enforcement Lien reduction for the property located at 105 Polaris Street, CE 15-638, owner Greenflower 3 Land Trust. (Community Services Director)

Attachments: 105 Polaris Application.pdf

VII.9 16-382 Consider the Code Enforcement Lien reduction for the property located at Tax ID 242526-Vacant Lot on St. John Street, CE 15-641, owner Jeffery & Linda Dellenberger. (Community Services Director)

Attachments: St Johns Street Application.pdf
Dellenberger Letter to Council re_ CE-15-641.pdf

VII.10 16-383 Consider the Code Enforcement Lien reduction for the property located at 409 Delannoy Avenue, CE 15-723, owner Park & Stephan Properties, Inc. (Community Services Director)

Attachments: 409 delannoy application.pdf

VII.11 16-402 Take whatever action the City Council deems legally necessary to fill the Seat (District) 4 vacancy on the City Council pursuant to Article III, Section 10 (a) of the City Charter. (City Manager)

Attachments: 2016-94 (Recognizing and Declaring a Vacancy in Seat 4 of the City Council).pc

VIII. CITY BUSINESS:

VIII.1 16-366 Ordinance No.15-2016/1st Reading: Modifying the cost certification and lien recordation procedures related to the abatement of unsafe or dangerous buildings and abatement of nuisances under the City's Property Maintenance Code; and providing for related minor typographical and grammar changes regarding the affected city code sections. (Community Services Director)

Attachments: 15-2016 Streamline Recording of Code Enforcement Liens

VIII.2 16-371 Approve a resolution to adjust the FY2016 budget to increase the Capital Machinery and Equipment account by $11,635 to reflect two Confiscated Vehicles being added to Fleet. (Chief of Police)

Attachments: FSS 932.7055

Budget Resolution FY 2016.docx

BAF-PD-Confiscated Vehicles (09-13-16)- Agenda 16-371.pdf

VIII.3 16-388 Ordinance No. 16-2016/1st Reading: Amending Chapter 12, Local Business Taxes, to prohibit real property owners within the jurisdictional limits of the City from allowing other persons to operate, upon the owner's real property, a business, occupation or profession without obtaining a Local Business Tax Receipt from the City when a Local Business Tax Receipt is required by law. (Community Services Director)

Attachments: 16-2016 Ordinance amending Chapter 12 local business tax receipt

VIII.4 16-393 Approve a Resolution Amending the FY 2016 Budget to Add Utilities Contingency Funds to Cover Remaining Unencumbered Expenses in Water Field Operations (421-4025-536.46-00). (Utilities Director)

Attachments: Budget Resolution - Contingency Transfer

BAF-UT- Ace Flow Control (9-13-16) ~Agenda 16-393.pdf

VIII.5 16-395 Approve an Interlocal Agreement (ILA) and Short Form Lease Agreement between Brevard County and the City of Cocoa for the Lease of existing Fire Station 2. (City Manager)

Attachments: City of Cocoa Lease FS2 08232016

General Legal Description of Fire Station 2 Property (20160830)

Fire Station (JAT 20160816) FINAL

MULTI-YEAR CONTRACTS:

IX. INFORMATIONAL AGENDA:

IX.1 16-355 Review The Employee Health Center usage report provided by CareATC. (Administrative Services Director)

Attachments: Cocoa July 2016 Dashboard

IX.2 16-394 Cocoa Police Department District Event statistics for the month of July, 2016. (Chief of Police)

Attachments: July 2016 Council Report by District .pdf

IX.3 16-396 New local business tax receipts. (Community Services Director)

Attachments: 9-13-16 New local business tax receipts.pdf

X. REPORTS:

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.

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Legislation Details (With Text)

File #:	16-363	**Version:**	1	**Name:**	
Type:	Agenda			**Status:**	Agenda Ready
File created:	8/16/2016			**In control:**	City Council
On agenda:	9/13/2016			**Final action:**	
Title:	Approve the Agenda for the Regular meeting of September 13, 2016, as presented or with amendments.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	09-13-16.pdf				

Date	Ver.	Action By	Action	Result

CITY COUNCIL AGENDA ITEM

Memo Date: August 17, 2016
Agenda Date: September 13, 2016
Prepared By: Carie Shealy, City Clerk
Through:
Requested Action:
Approve the Agenda for the Regular meeting of September 13, 2016, as presented or with amendments.

BACKGROUND:

The City Council approves the agenda for all of its regular meetings at the beginning of such meetings.

STRATEGIC PLAN CONNECTION:

NA

BUDGETARY IMPACT:

NA

PREVIOUS ACTION:

The City Council has approved its agenda for all regular meetings at the beginning of such meetings.

RECOMMENDED MOTION:

Approve the Agenda for the Regular meeting of September 13, 2016, as presented or with amendments.

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AGENDA

CITY OF COCOA
REGULAR MEETING OF THE CITY COUNCIL

DATE: September 13, 2016	**LOCATION:** City Council Chambers
TIME: 6:00 p.m.	65 Stone Street, Cocoa

I. OPENING MATTERS:

Call to Order
Invocation
Pledge of Allegiance
Roll Call

II. APPROVAL OF AGENDA AND MINUTES:

1. Agenda: Regular Meeting of September 13, 2016 (16-363)
2. Minutes: (a) Budget/CIP Workshop of August 4, 2016 (16-364)
   (b) Fire Station #2 Community Meeting of August 9, 2016 (16-365)
   (c) District 2 Town Hall Meeting of August 16, 2016 (16-397)

III. AWARDS AND PRESENTATIONS:

1. Presentation of a Key to the City to Rachad Wilson, Brevard Public Schools 2016 Principal of the Year. (16-373). (Councilman Blake)

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), water and sewer customers (on matters related to the City's water and/or sewer system), and any person on any item on the agenda (except *Emergency items, Ministerial items, Quasi-judicial items, and Public Hearing items),* may address the City Council under Delegations by filling out a speaker card.

Speaker cards are located in the Council Chamber lobby 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. CONSENT AGENDA:

1. To approve an expenditure of $55,651 for Armed Security Guard Services utilizing Florida State Contract #DMS92121500-14-01, Security Officer Services, from Contract Services account number 001-1510-536.34-00, pending approval of the FY2017 budget. (16-343). (Finance Director)

2. Approve a one year policy renewal for the General Insurance Program with Florida League of Cities, Inc., for the period October 1, 2016 through September 30, 2017 with an estimated premium of $723,707, pending approval of the FY2017 budget. (16-370). (Administrative Services Director)

3. To Award Bid #B-16-19-COC, Water & Wastewater Treatment Chemicals, to Allied Universal Corp., Miami, Florida; Cheney Lime & Cement Co., Jacksonville, Florida; Harcros Chemicals, Inc., Tampa, Florida; Kemira Water Solutions, Inc., Lawrence, Kansas; Tanner Industries, Inc., Southhampton, Pennsylvania; and Airgas, Lawrenceville, Georgia, for the Purchase of Various Chemicals for the Dyal Water Treatment Plant and the Sellers Water Reclamation Facility; To Approve the Second and Final Amendment to Purchase Agreement with Tropichem Enterprises, Palm Beach Gardens, Florida; To Approve the First Amendment to Purchase Agreement with Brenntag Mid-South, Inc., Orlando, Florida, and Tronox Alkali Wyoming Corporation, Philadelphia, Pennsylvania; Subject to FY2017 budget approval. (16-385). (Utilities Director)

4. Approve a Resolution Amending the FY16 Budget; To Approve Change Order #1 to P.O. 67349 with Manpower, Inc. for Temporary Labor at the Dyal WTP. (16-389). (Utilities Director)

5. Approve a Resolution to Amend FY16 Budget to Transfer Funds for Emergency Generator Rental from Ring Power Corporation, Orlando, Florida, for the Dyal Water Treatment Plant. (16-392). (Utilities Director)

VI. PUBLIC HEARINGS:

None.

VII. COUNCIL BUSINESS:

1. Consider the reappointment of Mr. Elliott Zimmerman to the Board of Trustees for the Firefighters' Retirement Plan through October 1, 2018. (16-359). (Administrative Services Director)

2. Consider the reappointment of Mr. Milton Norris Park to the Board of Trustees for the Fire Pension through October 1, 2018. (16-360). (Administrative Services Director)

3. Consider the reappointment of Mr. Paul Kamus as a member of the Police Pension Board through October 1, 2018. (16-361). (Administrative Services Director)

4. Consider the reappointment of Mr. Michael Kirn as a member of the Police Pension Board through October 1, 2018. (16-362). (Administrative Services Director)

5. Consider the Reappointment of Mrs. Missie McCarthy to the Board of Trustees for the General Employees' Retirement Plan through October 1, 2019. (16-377). (Administrative Services Director)

6. Ratify the appointment of Mr. John A. Casey to the Board of Trustees for the Police Officers' Retirement Plan as the 5th member through September 30, 2018. (16-384). (Administrative Services Director)

7. Consider the Code Enforcement Lien reduction for the property located at 1104 Azalea Lane, CE 13-211, owner Sai Property Investments, Inc. (16-380). (Community Services Director)

8. Consider the Code Enforcement Lien reduction for the property located at 105 Polaris Street, CE 15-638, owner Greenflower 3 Land Trust. (16-381). (Community Services Director)

9. Consider the Code Enforcement Lien reduction for the property located at Tax ID 242526-Vacant Lot on St. John Street, CE 15-641, owner Jeffery & Linda Dellenberger. (16-382). (Community Services Director)

10. Consider the Code Enforcement Lien reduction for the property located at 409 Delannoy Avenue, CE 15-723, owner Park & Stephan Properties, Inc. (16-383). (Community Services Director)

11. Take whatever action the City Council deems legally necessary to fill the Seat (District) 4 vacancy on the City Council pursuant to Article III, Section 10 (a) of the City Charter. (16-402). (City Manager)

VIII. CITY BUSINESS:

1. Ordinance No. 15-2016: Modifying the cost certification and lien recordation procedures related to the abatement of unsafe or dangerous buildings and

abatement of nuisances under the City's Property Maintenance Code; and providing for related minor typographical and grammar changes regarding the affected city code sections. (16-366). (Community Services Director)

2. Approve a resolution to adjust the FY2016 budget to increase the Capital Machinery and Equipment account by $11,635 to reflect two Confiscated Vehicles being added to Fleet. (16-371). (Chief of Police)

3. Ordinance No. 16-2016: Amending Chapter 12, Local Business Taxes, to prohibit real property owners within the jurisdictional limits of the City from allowing other persons to operate, upon the owner's real property, a business, occupation or profession without obtaining a Local Business Tax Receipt from the City when a Local Business Tax Receipt is required by law. (16-388). (Community Services Director)

4. Approve a Resolution Amending the FY 2016 Budget to Add Utilities Contingency Funds to Cover Remaining Unencumbered Expenses in Water Field Operations (421-4025-536.46-00). (16-393). (Utilities Director)

5. Approve an Interlocal Agreement (ILA) and Short Form Lease Agreement between Brevard County and the City of Cocoa for the Lease of existing Fire Station #2. (16-395). (City Manager)

MULTI-YEAR CONTRACTS:

None.

IX. INFORMATIONAL AGENDA:

1. Review of the Employee Health Center usage report provided by CareATC. (16-355). (Administrative Services Director).

2. Cocoa Police Department District Event statistics for the month of July, 2016. (16-394). (Chief of Police)

3. New local business tax receipts. (16-396). (Community Services Director)

X. REPORTS:

Advisory Boards and Committees

City Administration
City Attorney
City Manager
City Council

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.

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Legislation Details (With Text)

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Type:	Minutes			**Status:**	Minutes
File created:	8/17/2016			**In control:**	City Council
On agenda:	9/13/2016			**Final action:**	
Title:	Approve the Minutes for the Budget Workshop held on Thursday, August 4, 2016, as written or with amendments.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	08-04-16 Minutes.pdf EXHIBIT A: FY 2017 BUDGET WORKSHOP.pdf				

Date	Ver.	Action By	Action	Result

CITY COUNCIL AGENDA ITEM

Memo Date: August 17, 2016
Agenda Date: September 13, 2016
Prepared By: Carie Shealy, City Clerk
Through:
Requested Action:
Approve the Minutes for the Budget Workshop held on Thursday, August 4, 2016, as written or with amendments.

BACKGROUND:

NA

STRATEGIC PLAN CONNECTION:

NA

BUDGETARY IMPACT:

There is no budgetary impact.

PREVIOUS ACTION:

The City Council approves the minutes of all its meetings following transcription.

RECOMMENDED MOTION:

Approve the Minutes for the Budget Workshop held on Thursday, August 4, 2016, as written or with amendments..

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MINUTES

CITY OF COCOA
SPECIAL MEETING OF THE CITY COUNCIL
(Budget/CIP Workshop)

August 4, 2016

A Special Meeting of the City Council was held on Tuesday, August 4, 2016, in City Council Chambers, located in Cocoa City Hall, 65 Stone Street, in Cocoa, FL as publicly noticed.

I. CALL TO ORDER:

Mayor Parrish called the meeting to order at 5:37 p.m.

The City Clerk took the roll.

PRESENT:	Henry U. Parrish III	Mayor
	Don Boisvert	Deputy Mayor
	Michael C. Blake	Councilman
	Brenda Warner	Councilwoman (attended via phone)
	Anthony Garganese	City Attorney
	John Titkanich	City Manager
	Matthew Fuhrer	Assistant City Manager
	Carie Shealy	City Clerk
ABSENT:	Tyler Furbish	Councilman

STAFF MEMBERS PRESENT:

Tammy Gemmati, Administrative Services Director; Jack Walsh, Utilities Director; Steve Belden, Community Services Director; Gene Prince, Fire Chief; Mike Cantaloupe, Chief of Police; Ed Wegerif, Public Works Director; Lora Howell, Deputy Finance Director; Randolph Bevard, Helpdesk Support Technician; Jason McCuen, Helpdesk Support Technician; Samia Singleton, Economic Development Specialist; and Anne Quesada, Accounting Manager (arrived at 6:09 p.m. and left at 6:11 p.m.)

City Manager Titkanich announced that Councilwoman Warner was attending via the telephone and that she could view and listen to the meeting at the same time.

II. COUNCIL BUSINESS:

1. Proposed FY17 Capital Improvement Program.

City Manager Titkanich noted that this was the most important presentation[1] of the year. He mentioned he would move quickly, but that there was a lot to cover and he would leave time at the end for questions. The workshop would be posted so that members of the public could view via the link on the website.

City Manager Titkanich reviewed the presentation agenda, advising that he would provide information on both the General Fund and Water/Sewer backgrounds, the budget development philosophy and focus, FY 2016 Budget to Actuals, an overview of fund budgets including both revenues and expenses, an overview of capital projects, and items for Council's consideration.

He discussed the General Fund in detail and noted that staff collaborated with Burton and Associates in order to develop a fiscal sustainability model for Cocoa's General Fund.

The General Fund's baseline scenario was shown and City Manager Titkanich explained the importance of each piece of data shown.

The operating fund balance (reserves) and valuation changes from the prior years' analysis were looked at.

Deputy Mayor Boisvert questioned the valuation for the current year. In response, City Manager Titkanich advised that while the valuation increased for the upcoming year it is still 7.27% less than FY2008.

The fiscal sustainability model for FY 2017 was shown and City Manager Titkanich pointed out that this included the Walmart project and reflected the 3% increase to the fire assessment. He explained that if the City was in a situation where the economy went down, there was a cushion to where the city could sustain itself. He mentioned that there was $10 million in budget stabilization.

The recommendations for the General Fund were:

- No millage rate increase, maintain the current rate at 5.9790
- Adopt a 3% annual adjustment to the Fire Assessment
- Continue to plan for Catalytic Capital Projects
- Continue to pursue large growth Catalytic Projects (such as the Walmart and Port Property)
- Consider the adoption of a Water Utility Public Service Tax (NOT in FY 2017, but evaluate in FY 2018)

He noted that a public service tax was a tax that most jurisdictions had and it would give the city a more diversified revenue base.

[1] EXHIBIT A: FY 2017 Budget Workshop

The Water/Sewer Fund was discussed and he reminded all that in FY 2016 a 3% annual increase was adopted; however, in FY 2015 the rate increase was suspended.

The basis for the utility rate analysis was talked about in detail and he noted the significant changes in the Utilities department including twenty new full time employees in FY 2017.

A graph was provided showing the 10 Utility Rate Financial Plan Projections and City Manager Titkanich mentioned that the debt coverage was strong but borrowing would be required for capital improvements. He explained borrowing in detail and how it could be managed.

Additionally, he noted that the City was maintaining a reserve balance target and it was a sustainable financial plan.

The FY 2017 Budget Development Philosophy was talked about and he noted that public safety was number one for municipalities. The City paid a lot of attention to public safety, in addition to continuing to be proactive in Utilities with asset management and renewal of replacement programs.

Current levels of service would also be maintained and enhanced, while maintaining and controlling expenditure levels, and enhance and diversify the revenue base. Furthermore, the City wants to maintain employee benefits at reasonable levels, and fulfill the commitment to the unions (IAFF, LIUNA & PBA).

The FY 2016 budget was reviewed with a snapshot through June 20, 2016 shown. Estimates for the end of the year balances were discussed.

Revenues were discussed and trends lines of all funds were shown so that comparisons could be seen between all of the funds. He pointed out that the final number shown was about 3% higher than last year, and much of this was related to the fire stations.

FY 2017 Proposed Budget

The Proposed FY 2017 budget was reviewed by fund. City Manager Titkanich reiterated that there was $10 million committed for budget stabilization.

City Manager Titkanich discussed each fund and compared each with the FY 2017 proposed budget with the FY 2016 amended budget.

After questions were posed regarding department organization, City Manager Titkanich advised that after the new fiscal year, the Office of

Economic Development will be moved under the purview of the City Manager's office.

Councilman Blake asked if the attorney's fees were under Operating. City Manager Titkanich noted they were under General Operations.

In regards to the City Attorney, the City Manager announced that he monitored a monthly report and this year, in regards to the retainer versus hours billed, there have been about four months where they have benefited by having a single city attorney.

General operations were reviewed including retiree and workers comp benefits. He explained both legal and professional fees and where they were located in the budget and who was paid through this line item. It included the city attorney labor attorney, pension, bond council's financial advisors, and financial analyst. It further includes auditors and state lobbyists.

Administrative Services, Police, and Fire budgets were looked at. He explained increases such as training software in Administrative Services, and the new fire stations in the Fire department's budget. He explained the decrease shown in Police capital and this was due to the large purchase of vehicles this fiscal year.

Assistant City Manager Fuhrer pointed out that upcoming retirements also have to be included in budgets.

Community Services budget was discussed and it was mentioned that $1 million was related to the anticipated economic development incentive for the Walmart center. If their ship date was accelerated then the budget can be amended.

Deputy Mayor Boisvert asked when ground would be broke for the center. In response, City Manager Titkanich explained where they were at in the process.

In the Public Works department budget it was pointed out that there was a 5.5% variance in capital in regards to the Amended FY 2016 budget to the Proposed FY 2017 budget. The department has accomplished a lot.

A graph was shown explaining the water/sewer fund, including information for each division.

The stormwater fund was shown in detail, along with the SCADA system and infrastructure in the utility system.

Mr. Walsh noted that scheduled maintenance for the SCADA system was approaching and explained the importance of the system.

Catalytic projects in CRA's, such as Riverfront Park, were discussed and City Manager Titkanich hoped that the Florida Avenue Project would spur growth in the downtown area. Additionally, over the next year design engineering would be coordinated with Utilities for future planning of Harrison and Stone Streets.

Streetscaping was mentioned, including the budget for S.R. 520. For now, projects would be done in the interim such as from U.S. 1 to the bridge. Traffic circles were brought up, and Deputy Mayor Boisvert stated he had received positive feedback on them.

It was noted that Diamond Square RDA had $60,000 in their budget to finish their part of the design for Stone Street. The Harry T. Moore Center, Porcher House renovations, Cocoa Community Room, gateway features at 6 Forrest Avenue, possible gateway feature at the old Key Lime Pie building, and the Joe Lee Smith Center renovations were mentioned.

City Manager Titkanich advised that the Joe Lee Smith Center for Justice would be added back to the legislative agenda this year.

The S.R. 524 Corridor was discussed in detail and what could be done to create an identity for that area. Mayor Parrish believed it was what was needed.

City Manager Titkanich spoke on other items including the Cocoa Riverfront Boat slip construction, t-dock, fishing pier, the board walk connector, Walmart project, and the importance of the fleet expansion.

Deputy Mayor Boisvert questioned police related items that were budgeted. In response, Chief Cantaloupe advised that about 40-48 helmets could be bought for the budgeted amount.

City Manager Titkanich assured Council that the officers will have what they need. In addition, he pointed out that the prisoner transport van needed to be replaced. Further discussion was held on body cameras and drones, and the new legislation regarding them.

Other projects discussed were the fire stations, summer youth employment program, and education/tuition assistance for employees.

Items for City Council's consideration:

City Manager Titkanich advised that the following items were for Council consideration and that staff was looking for a consensus on them.

Councilman Blake asked how many needed to be voted on. In response, City Manager Titkanich asked for a consensus so that it could be brought

back to the public hearing. Councilman Blake asked how many were doable, and in response, City Manager Titkanich advised they would have not been included if they were not doable.

City Manager Titkanich explained that all projects totaled about $5.5 million, but were estimating all of the projects to come in around $5.4 million. He felt they could come in at that number with them all.

Items were discussed in the order that they were presented:

- Public Bus Shelters/Benches/ Receptacles: YES
- Community Project Fund: YES
- Dog Park (Bracco Pond Park/Fiske Blvd.): YES
- Enterprise Resource Program Study: YES
- Oaks Mobile home Site Prep/Master Plan: YES
- Comm. Property Enhancement Program/SBAP: YES
- Endeavor Elementary Community School Partnership (After School Coordinator/Parent & Community Center): YES
- Municipal Services Agreement with Diamond Square RDA: YES

City Manager Titkanich explained that the following items do not have numbers yet, but that they would bring them back when determined:

- Traffic Signal/Electric Art Project: YES
- Cocoa Housing Improvement Program: YES
- North US 1 City of Cocoa Gateway Feature: YES
- SR 524 (Northside) Landscaping: YES
- Cocoa Village Parking Garage Feasibility Study for Public-Private Partnership: YES

IT WAS A CONSENSUS AMONG COUNCIL TO APPROVE ALL OF THE ITEMS ON THE LIST FOR COUNCIL'S CONSIDERATION.

City Manager Titkanich advised that on August 23, 2016, at 6 p.m., the First Public Hearing on the Fire Assessment Rate would be heard, along with the Public Hearing on Water/Sewer Rates.

The First Public Hearing for the Budget will be held on Tuesday, September 6, 2016 at 6:00 p.m. At this meeting they will vote for the tentative millage rate, the Proposed FY 2016 Budget, and it will be the Final Public hearing on the Fire Assessment Rate.

The Second Public Hearing on the Budget will be held on Wednesday, September 14, 2016, at 6:00 p.m. At this time, they will adopt a final millage rate and adopt the FY 2017 budget.
All members of Council felt that staff did a great job and there was a lot of investment happening.

City Manager Titkanich thanked all for coming and staff for helping in the preparation of the workshop.

III. ADJOURNMENT.

*** MOTION by Deputy Mayor Boisvert; Seconded by Councilman Blake, to adjourn the Budget/CIP Workshop of August 4, 2016.**

AYES: Parrish, Boisvert, Blake, Warner

THE MOTION CARRIED UNANIMOUSLY (4-0)

The meeting adjourned at 7:51 p.m.

_____
Henry U. Parrish III, Mayor

ATTEST:

_____
Carie Shealy, City Clerk



FY 2017
Budget Workshop

Special City Council Meeting

August 4, 2016

Agenda

- General Fund Background
  - Review of Fiscal Sustainability Model and Recommendations
- Water/Sewer Background
  - Review of Rate Model and Recommendations
- Budget Development Philosophy/Focus
- FY2016 Budget to Actuals (YTD and Projected)
- Overview of Fund Budgets
  - Revenues and Expenses
- Overview of Capital Projects, Programs and Equipment
- Items for City Council Considerations
- Next steps...

COCOA
FLORIDA



General Fund

Background

- In FY 2015 Burton & Associates worked collaboratively with City staff to develop a Fiscal Sustainability Model for Cocoa's General Fund
- The City utilized the modeling process to identify options for the fund's sustainability over a 10-year projection period
- The City contracted with Burton & Associates to update the model with current data to aid in the FY 2017 Budget Process
  - Validate prior assumptions
  - Evaluate current fiscal conditions
  - Evaluate FY17 Millage & Fire Assessment Rates



General Fund Baseline Scenario Screenshot

(May 19, 2015 Budget Workshop)

BURTON & ASSOCIATES

No Changes in Millage Assumed

Modest Property Value Growth Assumptions

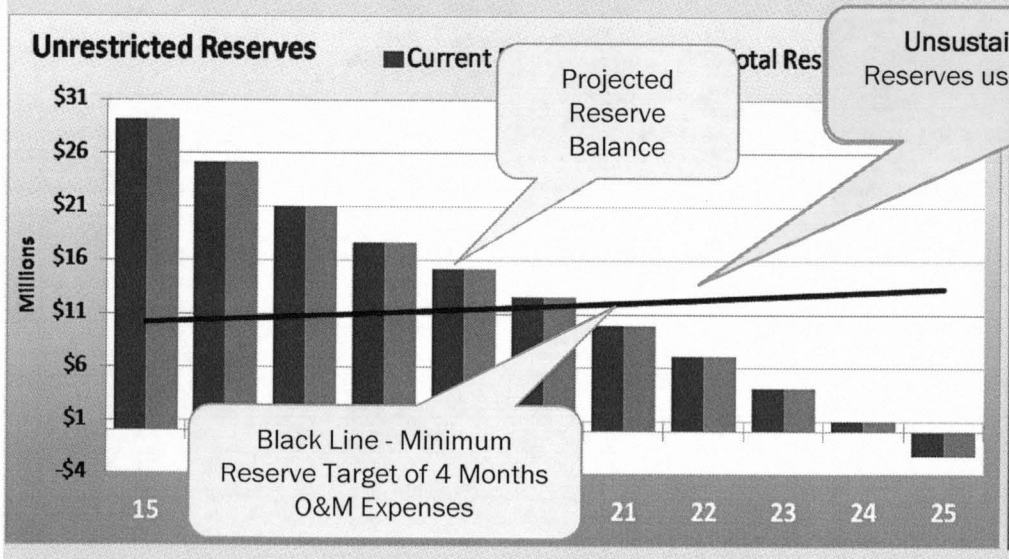
GENERAL FUND FINANCIAL ANALYSIS AND MANAGEMENT SYSTEM (FAMS - GF) SUMMARY

SAVE CALC

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 20[illegible]	FY 2025
Millage Rate	5.9790	5.9790	5.9790	5.9790	5.9790	5.9790	5.9790	5.9790	5.979[illegible]	[illegible].9790	5.9790
Millage Rate Adjustment											
Existing Property Value Adjustment	N/A	0.00%	0.50%	1.00%	1.25%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%
New Construction	N/A	0.81%	0.91%	1.01%	1.10%	1.08%	1.26%	1.23%	1.20%	1.16%	1.13%
Total Property Value Adjust.	N/A	0.81%	1.41%	2.01%	2.35%	2.58%	2.76%	2.73%	2.70%	2.66%	2.63%
Millage Rate - Last Plan	5.9790	5.9790	5.9790	5.9790	5.9790	5.9790	5.9790	5.9790	5.9790	5.9790	5.9790
Property Value Adj. - Last Plan	N/A	0.81%	1.41%	2.01%	2.35%	2.58%	2.76%	2.73%	2.70%	2.66%	2.63%
Cash Flow Surplus/(Deficit) $M	$0.7	($4.0)	($4.2)	($3.3)	($2.5)	($2.6)	($2.7)	($2.8)	($3.0)	($3.1)	($3.2)
End of Year Fund Balance $M	$29.1	$25.2	$21.0	$17.7	$15.2	$12.6	$9.9	$7.1	$4.1	$1.0	($2.3)
Reserve Target Surplus/(Deficit) $M	$19.0	$14.7	$10.2	$6.6	$3.8	$0.9	($2.1)	($5.3)	($8.6)	($12.1)	($15.7)

Port Project?

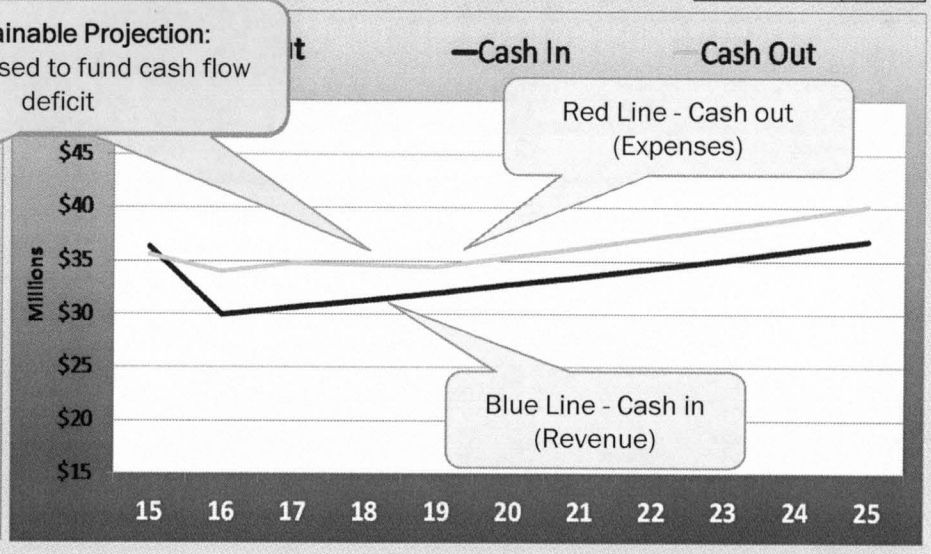
PST Year?



Projected Reserve Balance

Unsustainable Projection: Reserves used to fund cash flow deficit

Black Line - Minimum Reserve Target of 4 Months O&M Expenses



Red Line - Cash out (Expenses)

Blue Line - Cash in (Revenue)

Basis for FY2017 GF Budget Analysis

- FY 2016 Budget and Estimates
- FY 2017 Preliminary Budget
  - Basis of projected expenses for future fiscal years through FY 2025
- Capital Improvements Program – 5 years
- Operating Fund Balance (Reserves) equal to 4 Months of O&M Expenses
- Validation/Changes from Prior Year's Analysis
  - Property Values continue to rise, projection adjusted
  - Walmart DC Project & Port Property timing and impacts adjusted
  - Fire Assessment - Evaluation
    - Prior Year Recommendation: 5% annual adjustments



General Fund Fiscal Sustainability Model

Updated for FY2017

BURTON & ASSOCIATES

Millage Rate unchanged over Projection period

Projection includes Walmart & Port Properties phased in over the projection period

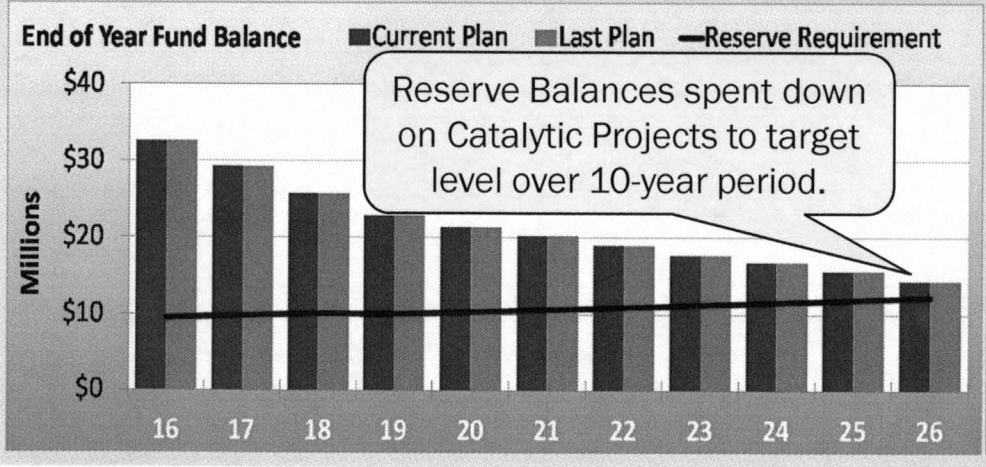
TY OF COCOA, FL - GENERAL FUND FINANCIAL ANALYSIS AND MANAGEMENT SYSTEM

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY	
Millage Rate	5.9790	5.9790	5.9790	5.9790	5.9790	5.9790	5.9790		5.979	
Existing Property Value Adjust.	*N/A*	*N/A*	*3.5%*	*3.5%*	*3.5%*		*3.5%*	*3.5%*	*3.5%*	*3.5%*	*3.5%*
New Construction	*N/A*	*N/A*	*1.0%*	*5.1%*	*1.8%*	*1.0%*	*2.4%*	*2.4%*	*6.0%*	*1.0%*	*1.0%*
Total Property Value Adjustment	4.8%	4.5%	4.5%	8.6%	5.3%	4.5%	5.9%	5.9%	9.5%	4.5%	4.5%
	($2.5)	($3.3)	($3.6)	($2.9)	($1.5)	($1.1)	($1.2)	($1.3)	($1.0)	($1.1)	($1.3)
	23.2	$19.6	$15.8	$12.9	$11.1	$9.7	$8.2	$6.6	$5.3	$3.8	$2.1
	32.6	$29.4	$25.8	$22.9	$21.4	$20.3	$19.1	$17.8	$16.8	$15.7	$14.4
	0	4	0	0	0	0	0				
Total Capital Outlay $M	$6.2	$5.4	$4.5	$5.0	$3.5	$3.0	$3				
Fire Assessment Revenue $M	$2.1	$2.2	$2.2	$2.3	$2.4	$2.4	$2.5	$2.6	$2.7	$2.7	$2.8
Residential Assessment (per DU)	$187.93	$193.57	$199.38	$205.36	$211.52	$217.87	$224.41	$231.14	$238.07	$245.21	$252.57
Fire Asmt Rev - Last Plan $M	$2.1	$2.2	$2.2	$2.3	$2.4	$2.4	$2.5	$2.6	$2.7	$2.7	$2.8
Residential Asmt - Last Plan	$187.93	$193.57	$199.38	$205.36	$211.52	$217.87	$224.41	$231.14	$238.07	$245.21	$252.57

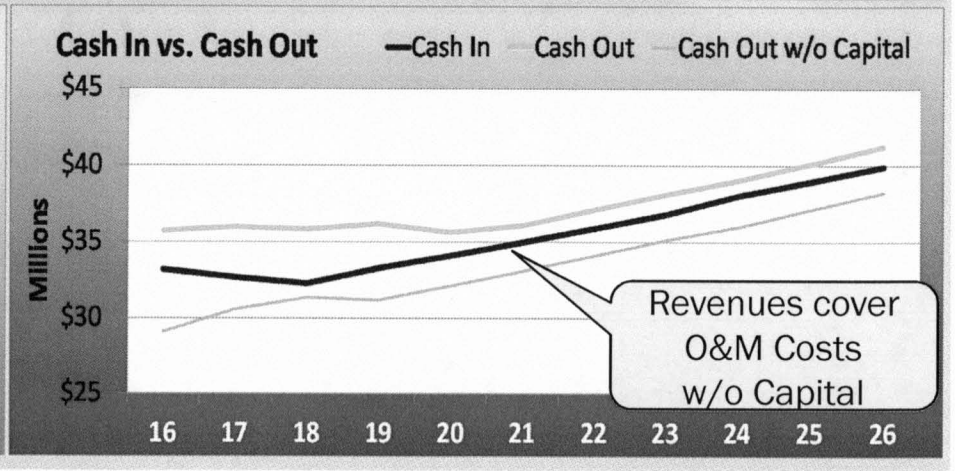
Port Proj?	Y
PST Year?	
Per FTE:	$80,000
Escalator	3.0%
Debt Svc?	$425,000

Capital Spending on Catalytic and One-Time Non-Recurring Capital Expenses

3% increases to Fire Assessment, annually



Reserve Balances spent down on Catalytic Projects to target level over 10-year period.



Revenues cover O&M Costs w/o Capital

GF Recommendations

- No millage rate increase, maintain at 5.9790
- Adopt 3% annual adjustment to Fire Assessment rates (versus originally projected 5%)
- Continue to plan for Catalytic Capital Projects to enhance overall City values and growth
  - Utilize Fund Balance available to fund projects
  - Preserve Fund Balance at minimum reserve requirement
- Continue to pursue large growth catalytic projects such as Walmart DC and Port Property
- Consider adoption of Water Utility Public Service Tax
  - **Not** in FY2017, evaluate in FY2018
  - Potential offsetting millage reduction

COCOA FLORIDA



Water/Sewer Fund Utility Rates

Background and Scope – Utility Rates

Background

- In FY2010 Burton & Associates conducted a comprehensive Water, Sewer and Reclaimed Water Rate Study
- The City adopted the recommended rate adjustments for FY 2011 with 5% annual rate increases effective each October 1 thereafter subject to prior approval by Council
- The City contracted with Burton & Associates to verify and adjust as necessary the annual plan of rate adjustments for FY 2012 and beyond.
- FY2016 Study identified 3% annual increases, adopted by the City
- FY2015 suspended rate increase

Scope

- Update the ten (10) year financial plan originally developed in the above referenced study
- Verify, or adjust, the annual plan of rate increases as required

COCOA FLORIDA

Basis for UT Rate Analysis

- FY 2016 Budget and Estimates
- FY 2017 Preliminary Budget
  - Basis of projected expenses for future fiscal years through FY 2025
- FY 2016 – FY 2021 Capital Improvements Program
- Operating reserve equal to 5 Months of O&M Expenses
- Minimum debt service coverage of 1.50x debt service
  - Both levels based upon industry practices & rating agency criteria
- Significant Changes
  - New FTEs beginning in FY 2017
  - Continued trend of reduced flows per account



10 Utility Rate Financial Plan Projections

BURTON & ASSOCIATES

5% Annual Rate Adjustments

SAVE CAL ANCIAL ANALYSIS AND MANAGEMENT SYSTEM (FAMS) SUMMARY

City of Cocoa

	[illegible]6	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Cumulative Change FY 2021	Cumulative Change FY 2026
Override ▶		5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%		
Water Rate Increases	0.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	27.53%	62.78%
Last Plan	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	0.00%	15.93%	32.52%
Override ▶		5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%			
Sewer Rate Increases	0.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	0.00%		
Last Plan	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	0.00%		
Override ▶		5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%			
[illegible]ases	0.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	0.00%		
[illegible] Plan	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	0.00%		
	2.90	2.41	2.52	2.22	2.34	2.18	2.31	2.28	2.81	3.06	3.08		
[illegible] Plan	3.80	3.84	3.16	3.10	2.99	3.07	2.99	3.07	3.93	3.81	0.00		
Subordinate Debt Coverage	4.20	3.93	4.50	4.54	5.26	5.48	6.80	8.02	10.78	16.16	26.82		
Last Plan	6.56	6.86	6.52	6.72	6.90	7.32	8.05	9.23	11.55	15.62	0.00		
CIP $ Redistribution ▶	$0.00	-$22.00	$8.00	$7.00	$7.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
CIP Execution % ▶	100%	100%	75%	75%	75%	75%	75%	75%	75%	75%	75%		
Operating Reserve Mo ▶	5	5	5	5	5	5	5	5	5	5	5		
Average Bill (5,000 gals.)	$72.36	$75.95	$79.76	$83.79	$87.94	$92.32	$96.93	$101.78	$106.87	$112.20	$114.36		
Last Plan	$72.36	$74.57	$[illegible]	[illegible]8	$83.94	$86.47	$89.03	$91.72	$93.94	$0.00			

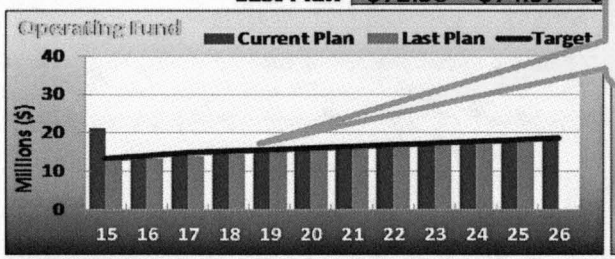
	FY 2016
PS Exec %	100.0%
OMV Exec %	100.0%
OMF Exec %	85.0%
CO Exec %	100.0%
Usage Change	-0.5%
Check	-

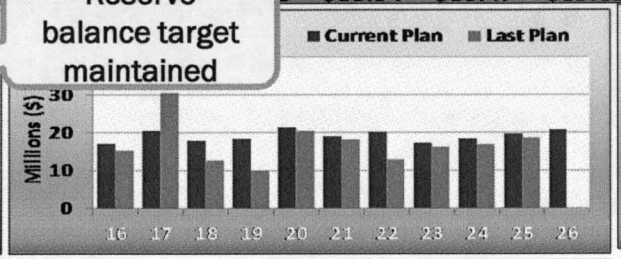
Debt Service Coverage is strong

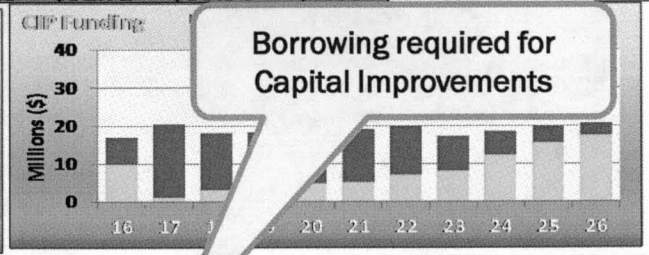
Reserve balance target maintained

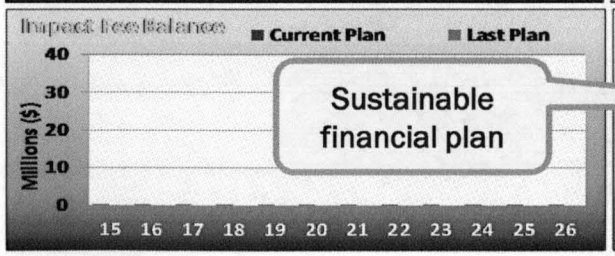
Borrowing required for Capital Improvements

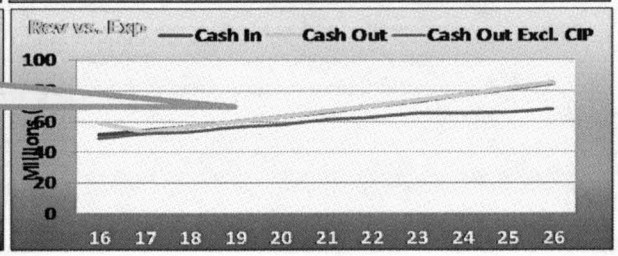
Sustainable financial plan

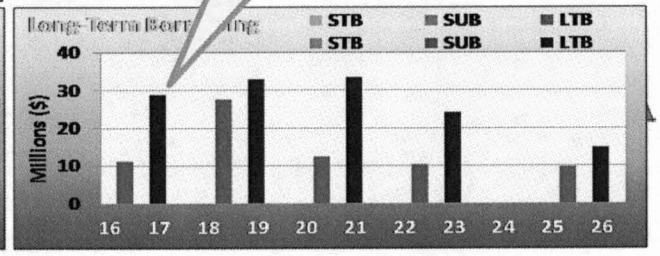














FY17 Budget Development Philosophy

FY2017 Budget Development Philosophy

- FOCUS: Community Improvements & Infrastructure
  - FY15 and FY16 Focus – Public Safety
  - Utilities continue proactive asset management and Renewal and Replacement Program
- Maintain/enhance current Levels of Service being provided to citizens and businesses
- Maintain/Control Expenditure Levels
- Enhance and Diversify Revenue Base
- Maintain employee benefits at reasonable levels
  - Insurance Claims Experience Increased due to catastrophic claims in FY2016, thus a higher than anticipated insurance rate increase
- Fulfill City's commitment of Collective Bargaining Contracts with IAFF, LIUNA & PBA

City remain on fiscally sustainable path!

COCOA FLORIDA



FY2016 Overview

FY 2016
BUDGET to ACTUAL SNAPSHOT
through June 30, 2016



	FY16 Amended Budget	YTD Encumbrances	FY16 Actual Transactions	Remaining Balance	% of Budget	Estimated End of Year
General Fund						
Revenues	$40,264,383		$24,445,380	$15,819,003	61%	$31,808,738
Expenses	$40,264,383	$2,663,624	$24,233,281	$13,367,478	67%	$33,036,542
Net			$212,099			($1,227,804)*
Water/Sewer Fund						
Revenues	$87,978,293		$41,616,253	$46,362,040	47%	$53,893,388
Expenses	$87,978,293	$23,067,462	$34,483,515	$30,427,316	65%	$46,341,385
Net			$7,132,738			$7,552,003**
Storm Water Fund						
Revenues	$2,797,435		$1,050,303	$1,747,132	38%	$1,382,300
Expenses	$2,797,435	$382,782	$881,086	$1,533,567	45%	$853,280
Net			$169,217			$529,020**

* End of Year Expenses are estimated and if the General Fund shows an actual negative difference between the revenue and expenses at the end of the year the difference will be funded by unassigned fund balance (reserves).

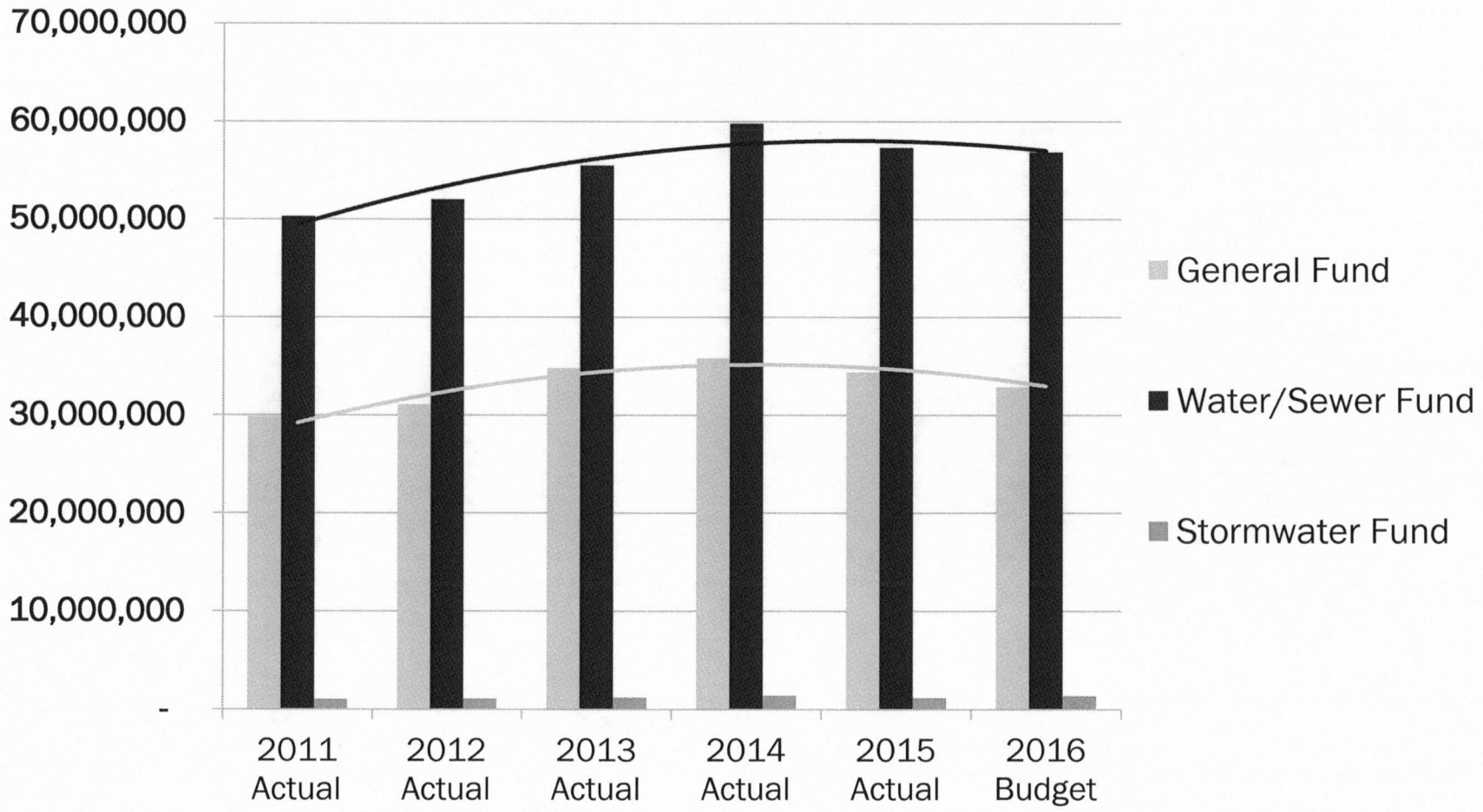
** End of Year Expenses are estimated and if the Water/Sewer Fund shows an actual negative difference between the revenue and expenses at the end of the year the difference will be funded by undesignated reserves.

REVENUES

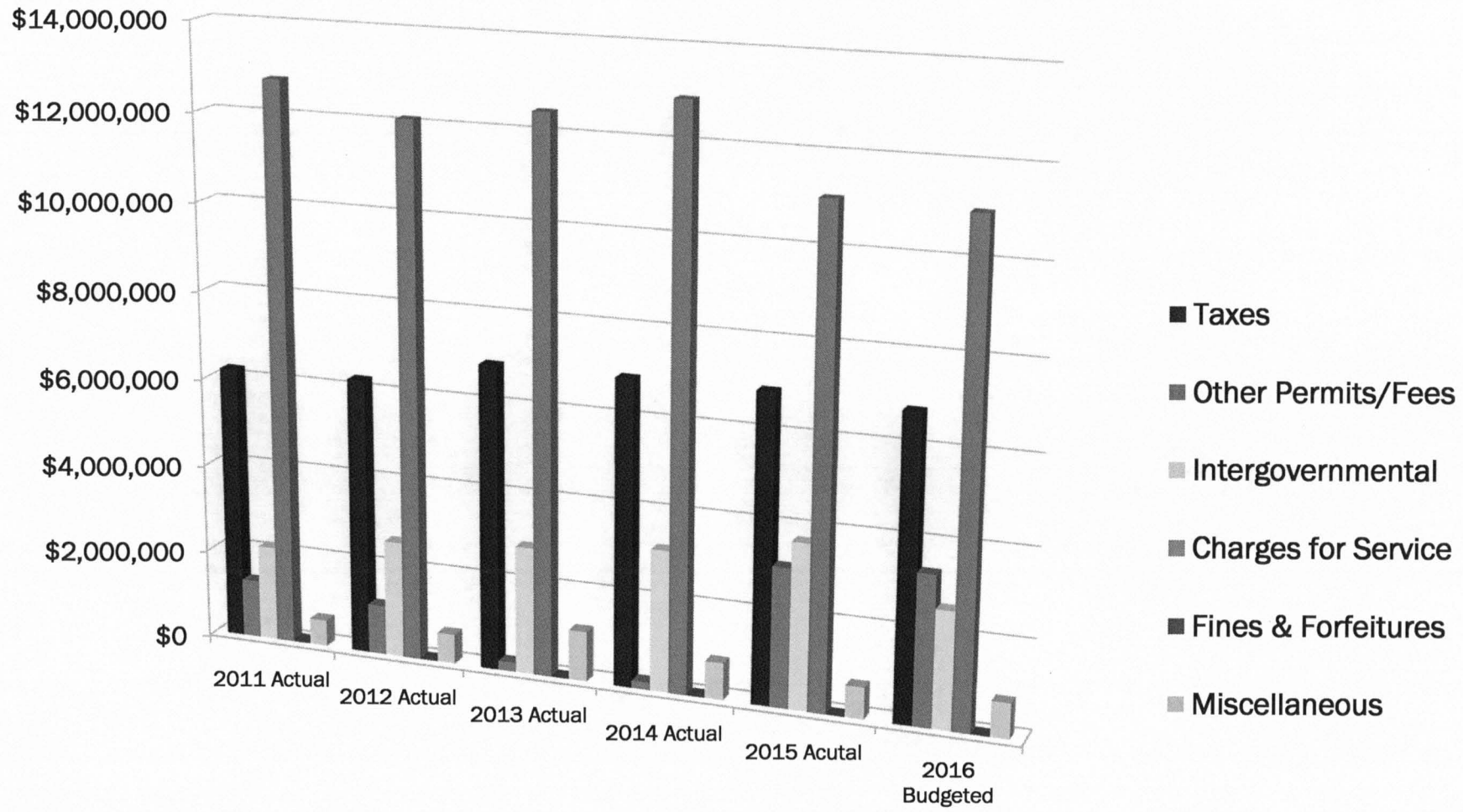
COCOA
FLORIDA



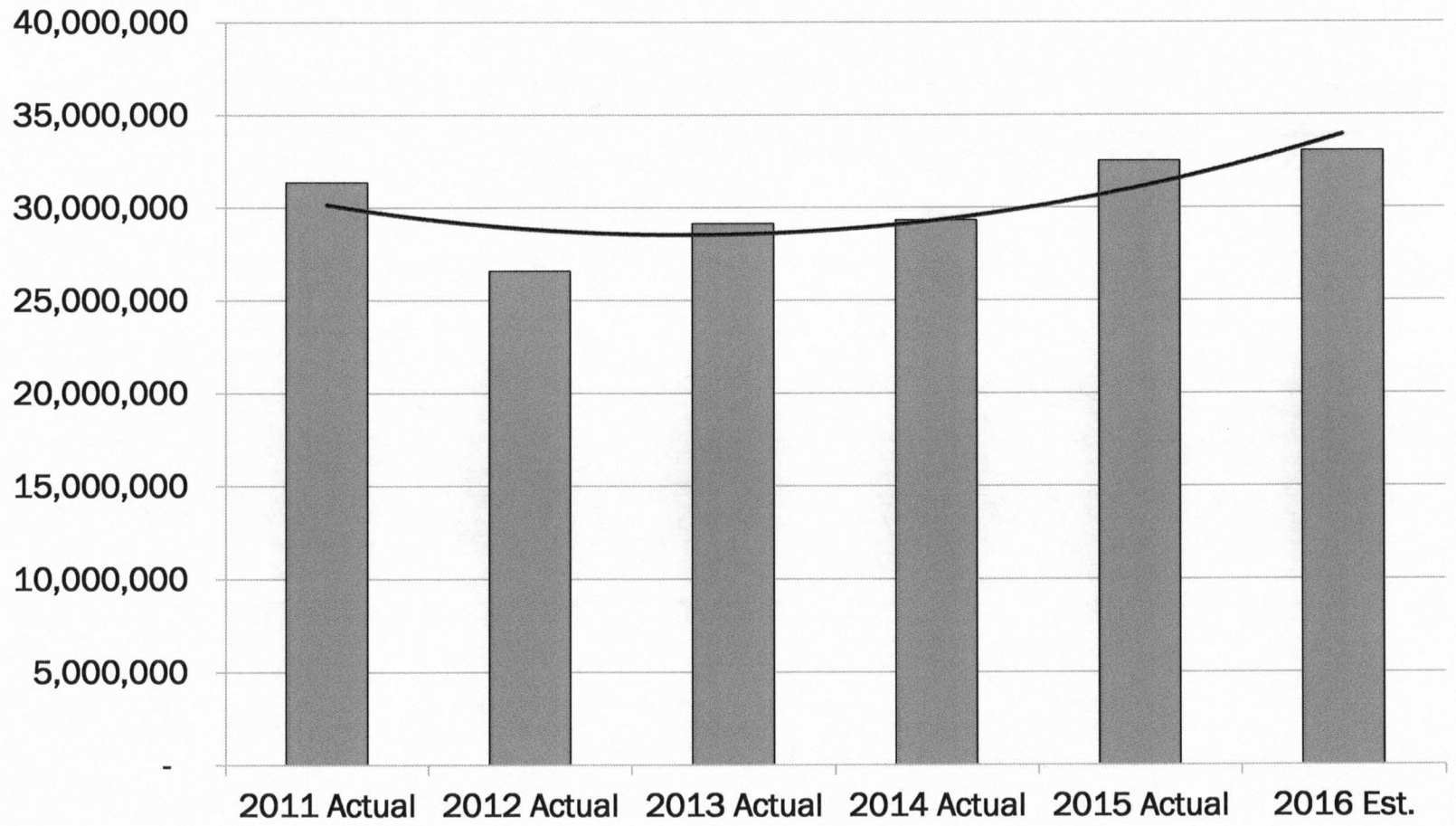
Revenue Trends All Funds



General Fund Revenue Trends



General Fund Expenditure Trends





FY2017 Proposed Budget Overview

FY 2017 General Fund Revenue by Funding Source



Funding Source	Amount	Percentage of Total Revenue
Taxes (Ad Valorem, UST, CST)	$7,052,116	19.2%
Other Permits & Fees (Building Permits, Franchise Fees, Fire Assessment, and Planning & Zoning Fees)	$3,412,358	9.3%
Intergovernmental (Local, State & Federal Grants, Housing Authority Payments in Lieu of Taxes, and State Shared Revenues)	$3,228,830	8.8%
Charges for Service (Water Billing Services, Garbage Collection Services, Allocation for Services and Culture/Recreation Fees)	$11,170,075	30.3%
Fines & Forfeitures	$24,000	0.1%
Miscellaneous (Interest Earned, Rent and Royalties, Disposition of Fixed Assets, Contributions, Police & Fire State Pension Revenues, Insurance Proceeds, etc.)	$803,618	2.2%
Other Sources (Inter-fund transfers, Water/Sewer contribution and 6% PILOFF, Debt Proceeds, Revenues from Unassigned FB (Reserves)	$11,059,099	30.1%
TOTAL FY 2017	**$36,750,096**	**100%**

FY 2017 Water/Sewer Fund Revenue by Funding Source

Funding Source	Amount	Percentage of Total Revenue
Charges for Service (Water, Sewer and Reuse Services)	$52,128,130	68.0%
Impact Fees	$1,668,443	2.2%
Miscellaneous (BABS subsidy, Interest Earned, Rent and Royalties, Disposition of Fixed Assets, Contributions, Insurance Proceeds, etc.)	$307,595	0.4%
Other Sources (Contributions, Bond proceeds and use of Reserves)	$22,505,433	29.4%
TOTAL FY 2017	**$76,609,601**	**100%**

FY 2017 Stormwater Fund
Revenue by Funding Source



Funding Source	Amount	Percentage of Total Revenue
Charges for Service	$1,372,033	47.9%
Miscellaneous (Interest Income)	$2,000	0.1%
Other Sources (Revenues from Reserves)	$1,492,049	52.0%
TOTAL FY 2017	**$2,866,082**	**100%**

EXPENSES

COCOA
FLORIDA



FY 2017 Proposed Budget vs. FY 2016 Amended Budget by Fund

FUND	FY 2017 PROPOSED	FY 2016 AMENDED	% VARIANCE
General Fund	$36,750,096	$40,264,383	
G.F. Debt Service Fund	$1.400,028	$1,399,403	0.04%
G.F. Capital Projects Fund	$8,041,932	$8,125,000	
Special Revenue Funds	$2,927,352	$2,761,485	6%
Water/Sewer Fund	$76,609,601	$87,978,293	
Water/Sewer Debt Service Fund	$8,999,761	$8,995,897	0.04%
Self Insurance	$6,004,545	$6,820,368	
Storm Water Fund	$2,866,082	$2,797,435	2.5%
TOTAL	**$143,599,397**	**$159,142,264**	

FY 2017 Proposed Budget vs. FY 2016 Amended Budget by Department

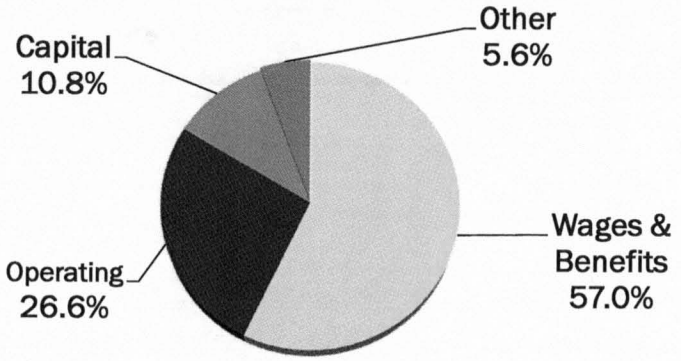


GENERAL FUND DEPT.	FY 2017 PROPOSED	FY 2016 AMENDED	% VARIANCE	% BUDGET
City Council	$105,808	$102,913	2.8%	0.3%
City Manager Office	$2,620,357	$2,461,044	6.5%	7.1%
Finance	$2,731,601	$2,866,627	(4.7%)	7.4%
General Operations	$3,109,530	$6,724,188	(53.8%)	8.5%
Administrative Services	$721,342	$693,992	3.9%	2.0%
Police	$8,826,575	$10,031,267	(12.0%)	24.0%
Fire	$5,875,200	$5,866,137	0.2%	16.0%
Community Services	$3,417,288	$2,663,010	28.3%	9.3%
Public Works	$9,342,395	$8,855,195	5.5%	25.4%
TOTAL	**$36,750,096**	**$40,264,383**	(8.7%)	**100%**

FY 2017 Proposed Budget vs. FY 2016 Amended Budget by GENERAL FUND Category

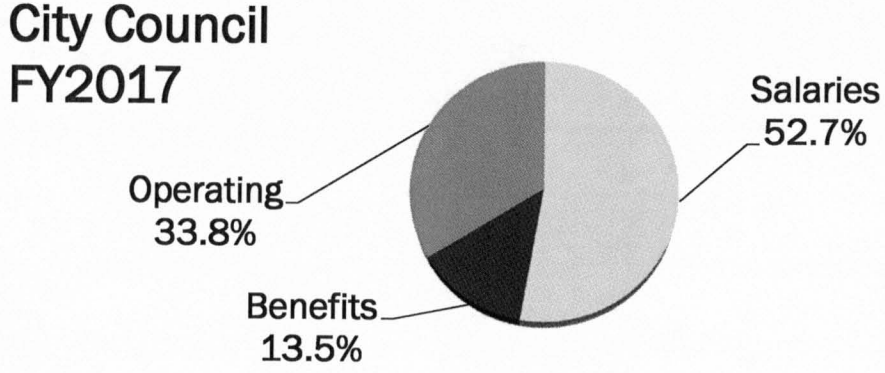
CATEGORY	FY 2017 PROPOSED	FY 2016 AMENDED	VARIANCE	% VARIANCE
Salaries & Benefits	$20,951,878	$20,914,169	$37,709	0.2%
Operating	$9,799,999	$10,010,630	($210,631)	(2.1%)
Capital	$3,971,616	$6,190,775	($2,219,159)	(35.8%)
Other	$2,026,603	$3,148,809	($1,122,206)	(35.6%)
TOTALS	**$36,750,096**	**$40 ,264,383**		

General Fund FY2017



FY 2017 Proposed Budget
City Council by Category

Category	FY 2017 Proposed	FY 2016 Amended	% Variance	% of FY 2017 Budget
Salaries & Benefits	$70,048	$69,166	1.3%	66.2%
Operating	$35,760	$33,757	5.9%	33.8%
Capital	$0	$0	0.0%	0.0%
Other	$0	$0	0.0%	0.0%
Totals	$105,808	$102,923	2.8%	100%

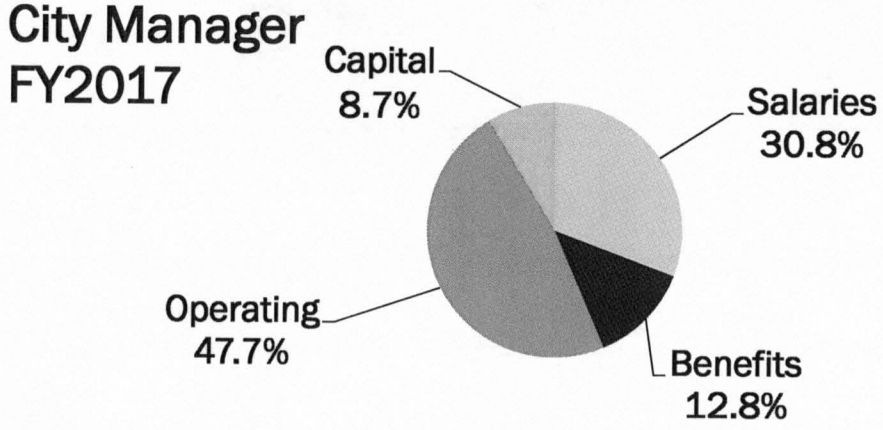


Functions:

Legislative and Policy Making Body of the City.

FY 2017 Proposed Budget
City Manager Office by Category

Category	FY 2017 Proposed	FY 2016 Amended	% Variance	% of FY 2017 Budget
Salaries & Benefits	$1,143,415	$1,010,835	20.7%	43.6%
Operating	$1,250,942	$1,099,021	13.8%	47.7%
Capital	$226,000	$351,188	[illegible]	8.7%
Other	$0	$0	0.0%	0.0%
Totals	$2,620,357	$2,461,044	6.5%	100%



Functions:

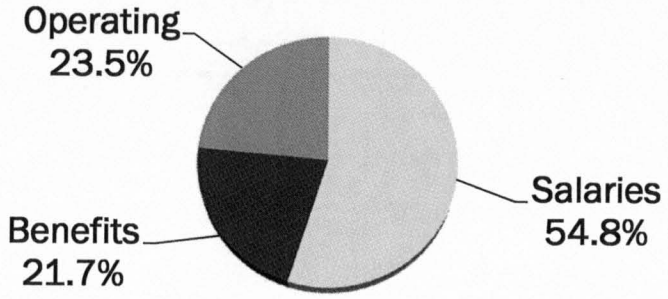
Administers and oversees daily operation of the City, government relations, legislative, public affairs.

The City Managers Office also includes Information Technology.

FY 2017 Proposed Budget
Finance Department by Category

Category	FY 2017 Proposed	FY 2016 Amended	% Variance	% of FY 2017 Budget
Salaries & Benefits	$2,089,546	$2,108,672	(3%)	76.5%
Operating	$642,055	$757,955	(15.3%)	23.5%
Capital	$0	$0	0.0%	0.0%
Other	$0	$0	0.0%	0.0%
Totals	$2,731,601	$2,866,627	(4.7%)	100%

Finance FY2017



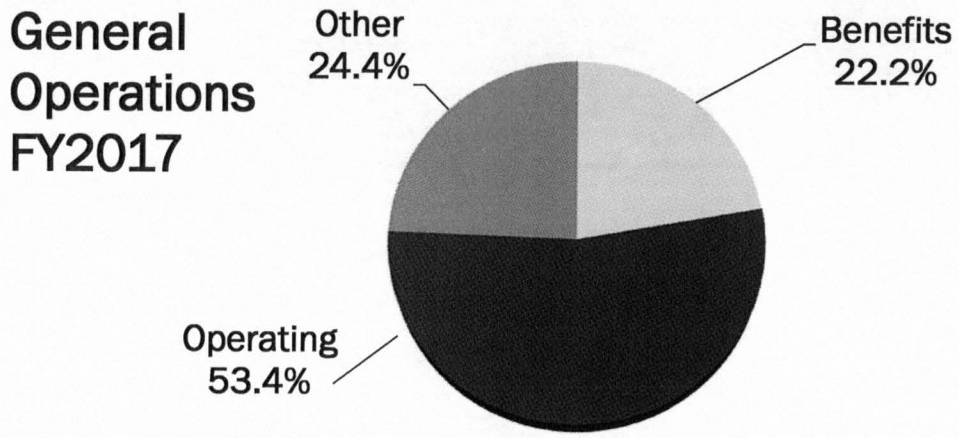
Functions:

Responsible for all financial aspects of the City.

General Accounting, Finance Administration, Utility Accounting, Customer Service, Field Services, and Purchasing.

FY 2017 Proposed Budget
General Operations by Category

Category	FY 2017 Proposed	FY 2016 Amended	% Variance	% of FY 2017 Budget
Benefits	$690,900	$913,468	(24.4%)	22.2%
Operating	$1,660,027	$1,581,911	4.9%	53.4%
Capital	$0	$1,080,000	(100.0%)	0.0%
Other	$758,603	$3,148,809	(75.9%)	24.4%
Totals	$3,109,530	$6,724,188	(53.8%)	100%



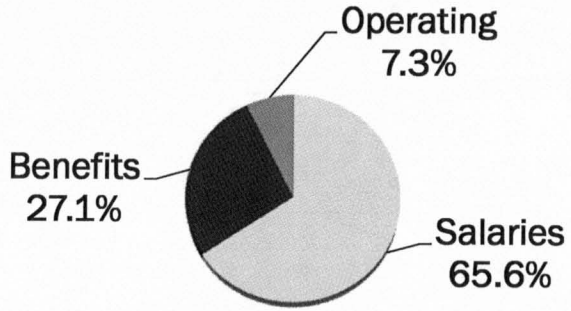
Functions:

Primary Cost Center accounts for miscellaneous expenditures that are not allocated among other operating departments.

FY 2017 Proposed Budget
Administrative Services Department by Category

Category	FY 2017 Proposed	FY 2016 Amended	% Variance	% of FY 2017 Budget
Salaries & Benefits	$668,967	$647,267	5.9%	92.7%
Operating	$52,375	$46,725	12.1.%	7.3%
Capital	$0	$0	0.0%	0.0%
Other	$0	$0	0.0%	0.0%
Totals	$721,342	$693,992	3.9%	100%

Administrative Services FY2017



Functions:

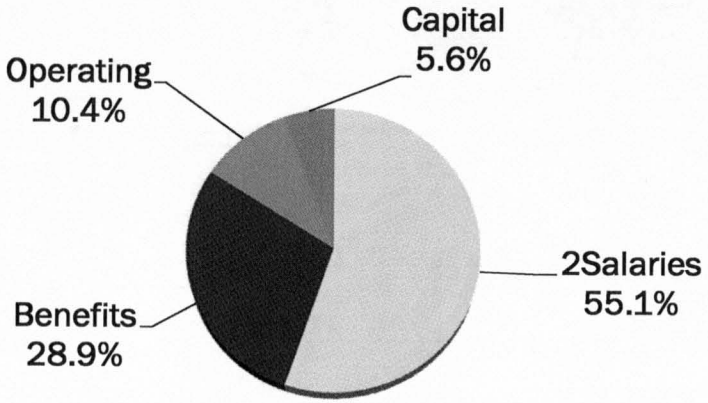
Responsible for coordinating the overall activities of various internal operations and providing support to operating departments.

City Clerk Office and Human Resources Division

FY 2017 Proposed Budget
Police Department by Category

Category	FY 2017 Proposed	FY 2016 Amended	% Variance	% of FY 2017 Budget
Salaries & Benefits	$7,419,465	$7,518,082	(1.3%)	84.0%
Operating	$913,917	$946,424	(3.4%)	10.4%
Capital	$493,193	$1,566,761	(68.5%)	5.6%
Other	$0	$0	0.0%	0.0%
Totals	$8,826,575	$10,031,267	(12.0%)	100%

Police FY2017



Functions:

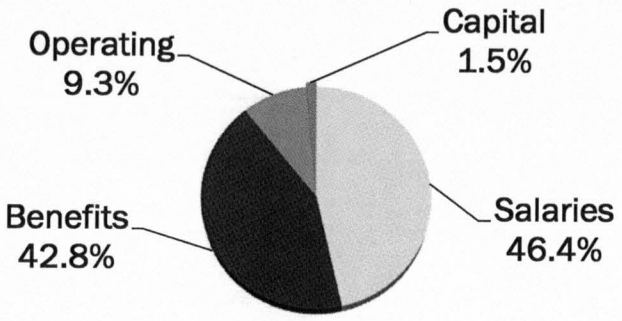
Responsible for the enforcement of local, state and federal laws within the City.

Patrol Division, Criminal Investigations, Community Relations, Dispatch, Records, Internal Affairs and Specialty Units.

FY 2017 Proposed Budget
Fire Department by Category

Category	FY 2017 Proposed	FY 2016 Amended	% Variance	% of FY 2017 Budget
Salaries & Benefits	$5,241,003	$5,091,722	5.9%	89.2%
Operating	$547,048	$517,735	5.7%	9.3%
Capital	$87,149	$256,680	(66.0%)	1.5%
Other	$0	$0	$0.0	0.0%
Totals	$5,875,200	$5,866,137	2%	100%

Fire FY2017



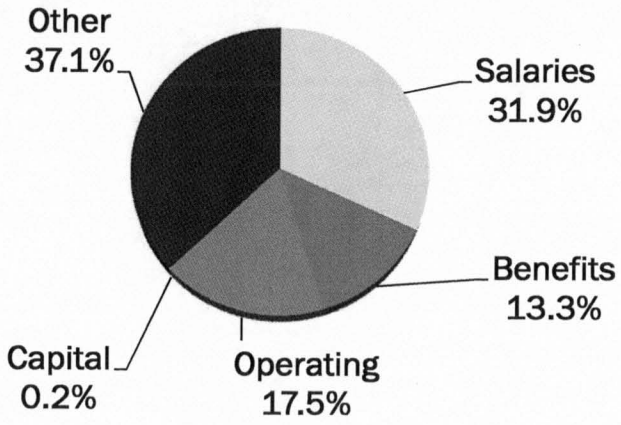
Functions:

Provides fire protection and prevention, firefighting, rescue, Advanced Life Support (ALS) and Hazardous Materials Response.

FY 2017 Proposed Budget
Community Services Department by Category

Category	FY 2017 Proposed	FY 2016 Amended	% Variance	% of FY 2017 Budget
Salaries & Benefits	$1,544,043	$1,506,319	0.2%	45.2%
Operating	$597,795	$1,038,691	(42.4%)	17.5%
Capital	$7,450	$118,000	(93.7%)	0.2%
Other	$1,268,000	$0	0.0%	37.1%
Totals	$3,417,288	$2,663,010	28.3%	100%

Community Services FY2017



Functions:

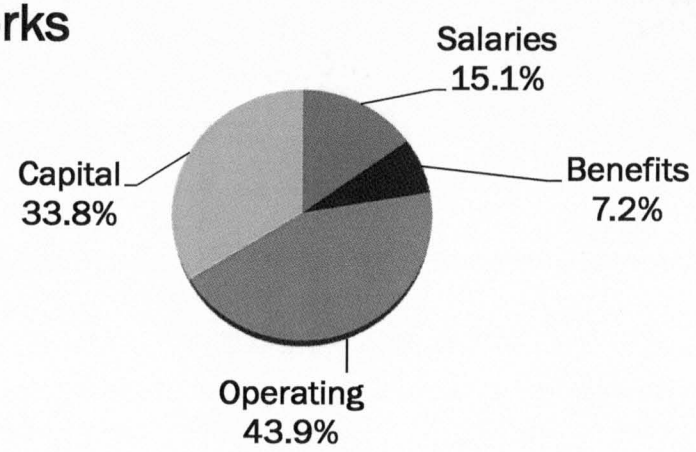
Direct physical growth of City and provide a full range of community services.

Building/Permitting, Code Enforcement, Economic Development (incl. CRA's), Housing and Neighborhood Services, Leisure Services, and Planning/Zoning

FY 2017 Proposed Budget
Public Works Department by Category

Category	FY 2017 Proposed	FY 2016 Amended	% Variance	% of FY 2017 Budget
Salaries & Benefits	$2,084,491	$2,044,808	1.7%	22.3%
Operating	$4,100,080	$3,990,816	2.7%	43.9%
Capital	$3,157,824	$2,819,571	12.0%	33.8%
Other	$0	$0	0.0%	0.0%
Totals	$9,342,395	$8,855,195	5.5%	100%

Public Works FY2017



Functions:

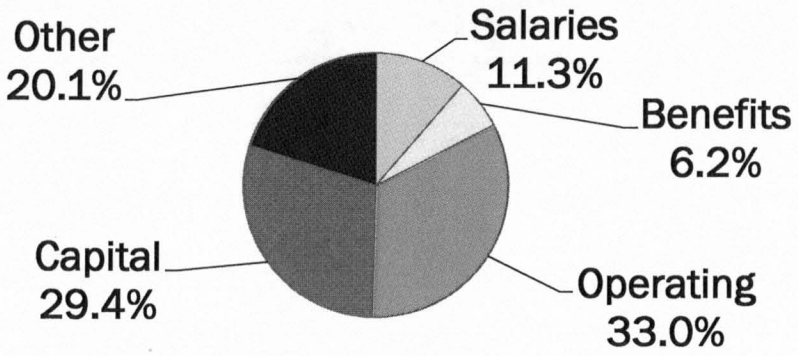
Responsible for managing and maintaining City's facilities/infrastructure.

Capital Projects, Facilities Maintenance, Fleet, Parks & Grounds, Roadway Maintenance, Solid Waste Collection, and Stormwater (SU Fund).

FY 2017 Water/Sewer Fund Proposed Budget vs. FY 2016 Amended Budget by Category

CATEGORY	FY 2017 PROPOSED	FY 2016 AMENDED	VARIANCE	%
Salaries & Benefits	$13,321,700	$12,583,126	$738,574	5.9%
Operating	$25,298,027	$20,927,035	$4,370,992	20.9%
Capital	$22,522,825	$38,100,527	($15,577,702)	(40.9%)
Other	$15,467,049	$16,367,605	($900,556)	(5.5%)
TOTALS	**$76,609,601**	**$87,978,293**	($11,368,692)	(12.9%)

Utilities FY2017



FY 2017 Water/Sewer Fund Proposed Budget vs. FY 2016 Amended Budget by Division

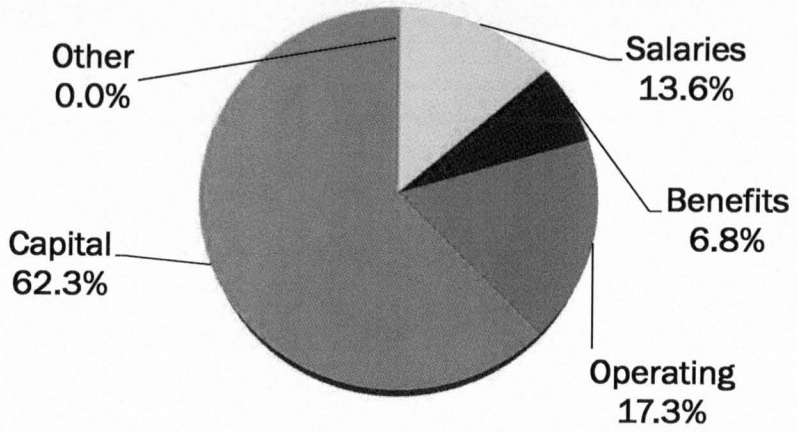


WATER/SEWER FUND BY DIVISION	FY 2017 PROPOSED	FY 2016 AMENDED	% VARIANCE	% W/S BUDGET
Field Services	$1,775,292	$1,743,356	1.8%	2.3%
Water Admin. (Lab)	$26,673,745	$24,840,878	7.4	34.8%
Dyal Plant Operations	$11,397,641	$13,011,749	(12.4%)	14.9%
WFO/Water Collections	$9,354,914	$6,836,534	36.8%	12.2%
Engineering	$19,643,839	$30,106,559	(34.8%)	25.6%
Sellers Plant Operations	$4,860,757	$5,696,276	(14.7%)	6.3%
WFO/ Waste Water Collections	$2,903,413	$3,742,941	(22.4%)	3.9%
TOTAL	**$76,609,601**	**$87,978,293**	(12.9%)	**100%**

FY 2017 Proposed Budget
Stormwater Fund by Category

Category	FY 2017 Proposed	FY 2016 Amended	% Variance	% of FY 2017 Budget
Salaries & Benefits	$583,591	$560,256	11.0%	20.4%
Operating	$496,762	$458,179	8.4%	17.3%
Capital	$1,785,729	$1,760,250	1.4%	62.3%
Other	$0	$18,750	0.0%	0.0%
Totals	$2,866,082	$2,797,435	2.5%	100%

Stormwater FY2017



FY 2017 Proposed
General Fund Capital Budget



	BUILDING	INFRASTRUCTURE	MACHINERY & EQUIPMENT	SOFTWARE	TOTALS
City Manager (Information Technology)		$22,000	$198,000	$6,000	$226,000
Police			$493,193		$493,193
Fire			$87,149		$87,149
Community Services			$7,450		$7,450
Public Works	$28,000	$2,996,746	$133,078		$3,157,824
TOTALS	**$28,000**	**$3,018,746**	**$918,870**	**$6,000**	**$3,971,616**

FY 2017 Proposed
Water/Sewer General Fund Capital Budget



	INFRASTRUCTURE	MACHINERY & EQUIPMENT	SOFTWARE	TOTALS
Field Services		$147,580		$147,580
Dyal Plant		$369,900		$369,900
WFO/Water Collections	$102,514	$432,874	$26,950	$562,338
Engineering	$17,432,098	$27,000	$890,000	$18,349,098
Sellers Plant	$1,304,600	$1,079,201		$2,383,801
WFO/Waste Water Collections	$555,000	$147,408	$7,700	$710,108
TOTALS	**$19,394,212**	**$2,203,963**	**$924,650**	**$22,522,825**

FY 2017 Proposed
Capital Budget Other Funds



	BUILDING	INFRASTRUCTURE	MACHINERY & EQUIPMENT	TOTALS
Cocoa CRA		$1,010,000		$1,010,000
Capital Projects Fund	$6,720,000			$6,720,000
Stormwater Fund		$1,672,179	$113,550	$1,785,729
TOTALS	**$6,720,000**	**$2,682,179**	**$113,550**	**$9,515,729**



Strategic Plan Connection
Capital Project, Programs and Equipment

Capital Projects, Programs and Equipment
STRATEGIC PLAN CONNECTION
Included in Budget



Project / Initiative / Program	Amount	Crime	Public Safety	Image	Comm. Dev.	Econ. Dev.	Employees	Fiscal Sustainability
Annual Street Paving Program*	$450,000			X	X			X
Sidewalk Gap LAP Project	$150,000			X	X			X
SR520 Interim Safety Improvements	$124,255		X	X				
Fiske Boulevard Lighting*	60,000	X	X	X	X			
Fiske Boulevard (SR520-Peachtree Street)*	$100,000		X	X	X	X		
Fiske Boulevard Phase 3 – Design/Engr.*	$210,000				X	X		
Florida Avenue Streetscape (GF)	$1,252,521		X	X	X	X		
Florida Avenue Streetscape (Cocoa CRA)	$210,000		X	X	X	X		
Stone Street – Complete Design/Engr. (Diamond Square CRA)	$60,361			X	X	X		
Harry T. Moore Center Renovation (State Historic Preservation Grant/Match)	$340,256	X		X	X			
Porcher House Centennial Renovation (State Historic Preservation Grant/Match – Roof)	$50,000			X	X			

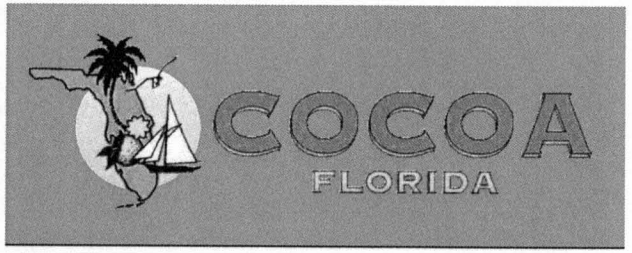
Capital Projects, Programs and Equipment
STRATEGIC PLAN CONNECTION
Included in Budget



Project / Initiative / Program	Amount	Crime	Public Safety	Image	Comm. Dev.	Econ. Dev.	Employees	Fiscal Sustainability
Heart of Cocoa Community Meeting Room	$160,000			X	X			
Cocoa Village Gateway Entry Feature (Cocoa CRA)	$160,000			X	X	X		
Dr. Joe Lee Smith Center (Site Plan and Design/Engineering)**	$185,000	X	X	X	X	X		
SR524 Commercial Corridor ED Catalyst Funding**	$250,000			X		X		X
Cocoa Riverfront Board Connector (Cocoa CRA and FIND Grant)	$375,000		X	X	X			
Riverfront Boat Slip Construction (Cocoa CRA)	$45,000			X	X	X		
ED Catalyst Project – Walmart Dist. Center $2M Commitment: $1M FY17 and $1M FY18	$1,000,000				X	X		X
Fleet – Tire Carousel & LED Lights Retrofit	$44,062		X				X	X
Council Chambers LED Lights Retrofit	$45,000			X				X

Note: Heart of Cocoa Community Meeting Room waiting on 501(c)3 organization to operate/maintain.

Capital Projects, Programs and Equipment
STRATEGIC PLAN CONNECTION
Included in Budget



Project / Initiative / Program	Amount	Crime	Public Safety	Image	Comm. Dev.	Econ. Dev.	Employees	Fiscal Sustainability
P25 Project Digital Radio Upgrades (CPD)	$416,697	X	X					X
Prisoner Transport Van Replacement	$36,374	X	X					
Traffic Homicide Investigation Total Station	$10,241	X	X					
Level III Rifle Shields	$6,103	X	X					
Patrol Shields	$10,080	X	X					
Ballistic Vests	$17,367	X	X					
SWAT Ballistic Vests	$5,163	X	X					
Kevlar Helmets	$6,660	X	X					
Tasers	$10,863	X	X					

Capital Projects, Programs and Equipment
STRATEGIC PLAN CONNECTION
Included in Budget



Project / Initiative / Program	Amount	Crime	Public Safety	Image	Comm. Dev.	Econ. Dev.	Employees	Fiscal Sustainability
P25 Project Digital Radio Upgrades (CFD)	$38,230		X					X
CFD Vehicle F2 (Deputy Fire Chief) Replacement	$34,669		X	X				
Construction/FFE – 3 new Fire Stations	$7,780,000		X	X				X
City Hall EOC Buildout and FFE	$75,000		X		X			X
ANR Contract (Final Year of 3 Year Contract)	$59,965	X			X			
Cocoa Work Summer Youth Employment Program (partnership w/CareerSource Brevard)**	$40,000	X		X	X	X		
Offender Re-Entry Program (Work Crew)	$57,497	X		X				X
Education/Tuition Assistance Program	$20,000						X	X
HR Learning Management System	$25,000						X	X

Items for City Council Consideration
STRATEGIC PLAN CONNECTION



Project	Amount	Crime	Public Safety	Image	Comm. Dev.	Econ. Dev.	Employees	Financial Sustainability
Public Bus Shelters/Benches/Receptacles	$295,000			X	X			
Community Project Fund (5 projects)	$2,500			X	X	X		
Dog Park (Bracco Pond Park/Fiske Blvd.)	$165,000			X	X			
Enterprise Resource Program (ERP) Study	$55,000						X	X
Oaks Mobile Home Site Prep/Master Plan	$75,000			X	X	X		X
Comm. Property Enhancement Program/SBAP	$45,000				X	X		X
Endeavour Elem. Comm. School Partnership:								
After-School Coordinator / Parent & Community Ctr.	$38,750	X	X	X	X			
Municipal Services Agreement with Diamond Square CRA:								
1. Dr. Joe Smith Center Design & Engineering	$185,000	X		X	X	X		
2. Stone Street Streetscape ($175,000 already committed by DS CRA (CM will assign total of $650,000 from FB)	$500,000			X	X			
3. Completion/Construction of 4 Habitat for Humanity Homes	$315,000			X	X			

Items for City Council Consideration
STRATEGIC PLAN CONNECTION



Project	Amount	Crime	Public Safety	Image	Comm. Dev.	Econ. Dev.	Employees	Financial Sustainability
Traffic Signal/Electric Art Project	TBD			X	X			
Cocoa Housing Improvement Program:	TBD	X		X	X	X		X
Program under development to be presented no later than January 2017								
SF New Construction/Rehabilitation focused on Fiske Neighborhood Corridor, Cocoa North (Sherwood Circle) and Magnolia Pointe								
North US1 City of Cocoa Gateway Feature	TBD			X	X			
SR524 (Northside) Landscaping	TBD			X	X			
Cocoa Village Parking Garage Feasibility Study for Public-Private Partnership	TBD			X	X			
CITY COUNCIL Direction Required								

Questions / Discussion



Next steps in Budget Process

- Public Hearing – **August 23, 2016** at 6:00 P.M.
  - First Public Hearing on Fire Assessment Rate
  - Public Hearing on Water/Sewer Rates

- 1ST Public Budget Hearing – **Sept. 6, 2016** at 6:00 pm
  - Vote for Tentative Millage Rate
  - Final Public Hearing on Fire Assessment Rate
  - Vote on Proposed FY2016 Budget

- 2nd Public Budget Hearing – **Sept. 14, 2016** at 6:00 pm
  - Adopt Final Millage Rate
  - Adopt the FY2017 Budget

Legislation Details (With Text)

File #:	16-365	**Version:**	1	**Name:**	
Type:	Minutes			**Status:**	Minutes
File created:	8/17/2016			**In control:**	City Council
On agenda:	9/13/2016			**Final action:**	
Title:	Approve the Minutes for the Fire Station #2 Community Meeting, as written or with amendments.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	08-09-16 Minutes.pdf EXHIBIT A-Fire Station Community Presentation (JAT 20160816) FINAL.pdf				

Date	Ver.	Action By	Action	Result

CITY COUNCIL AGENDA ITEM

Memo Date: August 17, 2016
Agenda Date: September 13, 2016
Prepared By: Carie Shealy, City Clerk
Through:
Requested Action:
Approve the Minutes for the Fire Station #2 Community Meetings, as written or with amendments.

BACKGROUND:

NA

STRATEGIC PLAN CONNECTION:

NA

BUDGETARY IMPACT:

There is no budgetary impact.

PREVIOUS ACTION:

The City Council approve the minutes of all its meetings following transcription.

RECOMMENDED MOTION:

Approve the Minutes for the Fire Station #2 Community Meetings, as written or with amendments.

powered by Legistar™

MINUTES

CITY OF COCOA
Fire Station #2 Community Meeting

August 9, 2016

A Community Meeting regarding Fire Station #2 was held on Tuesday, August 9, 2016, at the Joe Lee Smith Recreation Center, located at 419 Washington Street, in Cocoa, Florida, as publicly noticed.

I. OPENING MATTERS:

City Manager Titkanich thanked those in attendance for coming and called the meeting to order at 6:00 p.m.

PRESENT:	Henry U. Parrish III	Mayor (arrived at 6:15 p.m.)
	John Titkanich	City Manager
	Matthew Fuhrer	Assistant City Manager
	Carie Shealy	City Clerk

STAFF MEMBERS PRESENT:

Gene Prince, Fire Chief; Gary Palmer, Projects Manager; Ed Wegerif, Public Works Director; Teri Butler, Finance Director; and Chris Perry, Desk Top Support Technician.

City Manager Titkanich welcomed all in attendance and pointed out that this meeting was to provide a presentation[1] which included an update and progress report of the upcoming new fire stations.

He discussed the agenda for the evening, noting he would be going over the plan to improve Cocoa's fire service, the renewal and replacement of stations, the station relocation analysis, plans for the new stations, actions that have and will be taken, along with timelines, and a questions and answer period at the end of the meeting.

[1] EXHIBIT A: Fire Station Study Space Needs Assessment and Station Location Analysis Update & Progress Report

City Manager Titkanich provided a brief background on the preliminary station location analysis and spoke in detail about the plans from FY 2013-FY 2017.
He pointed out that the City contracted with a consultant to perform the independent Fire Station Location Analysis, and they also evaluated the spatial needs analysis.

The need of the new fire stations was discussed and City Manager Titkanich advised that the replacement of these stations was mainly due to the growth of the city, stations being aged and obsolete, stations do not meet ADA or OSHA requirements, need for separate facilities for male/female firefighters, and the ensurance that the facilities were effectively positioned in order to optimize response to calls for service or natural/manmade disasters.

City Manager Titkanich further showed a graph of how the city boundaries have changed, along with its population. He pointed out that Station #3 was the newest station, but old, having been built in 1981.

Additionally, he showed a graph pertaining to Fire/EMS calls. He advised that all calls should be responded to in four (4) minutes or less.

Scenarios for different types of service were shown and discussed and City Manager Titkanich explained the goal of achieving maximum coverage and optimal response citywide. Out of all of the scenarios discussed, Scenario 5B was chosen.

The three sites chosen were:

- S.R. 524: Satellite Station, land has been purchased
- Brunson Boulevard: Satellite Station, ability to acquire property from Cocoa CRA
- Dixon Boulevard/Clearlake Road: Headquarters, land has been purchased

City Manager Titkanich provided an overview of the plans for the new stations, in addition to an update for the plans for the existing fire stations.

He advised that plans for the existing Fire Station 2 were to ensure a continued level of service and presence in the Diamond Square area, and to keep the station open through a partnership with Brevard County Fire Rescue. He noted that based on a calls for service analysis, 85 % of the calls were EMS calls.

They are also revising the Auto Aid Agreement with Brevard County and the Mutual Aid Agreement was already in place.

Furthermore, there would be improvements made to the existing Station #2 to the exterior and the addition of hurricane hardened doors and windows.

City Manager Titkanich reviewed the timeline and actions of the project, including when and where the Fire Station Location Presentation had been provided.

An RFP is in the market for Fire Stations 2 and 3, and submittals will be evaluated once they were received.

Construction would commence in October 2016 with the anticipated completion to be September 2017.

Ms. Purvette Bryant felt that taking a station of District 1 was not of the City's best interest and felt an interlocal agreement should be done. She believed the City should reconsider the locations.

In response to her concerns, City Manager Titkanich reviewed the map and explained the four minute response time, noting it did not affect Diamond Square. He reassured her that all of data had been analyzed and it was all based on existing calls for service. Additionally, Station #2 was being kept open and was 2 ½ miles closer.

Ms. Bryant felt that a person's life was more important.

Chief Prince mentioned that all call data shows that the demand for service has changed. He explained the Mutual Aid agreement with Rockledge and assured her that Cocoa would make it within the four minute response time.

Chief Prince further assured her and those in attendance that services were not being taken away or diminished, but that the city had grown and they were now providing services to 14 miles versus 7 miles. These new locations were the best for the City.

Ms. Bryant thought that a fire station was insurance and there should be a truck at the end of Stone Street. The City could get grants. In response, City Manager Titkanich noted they could not, and that it had been looked into.

Chief Prince understood but advised that there was not a need for a fire station at that location.

City Manager Titkanich pointed out that there would be a District 2 Town Hall Meeting in City Council Chambers, at City Hall, on Tuesday, August 16, 2016 at 6 p.m.

II. ADJOURNMENT:

The Fire Station #2 Community Meeting adjourned at 6:32 p.m.

_____

Henry U. Parrish III, Mayor

ATTEST:

_____

Carie Shealy, City Clerk

Legislation Details (With Text)

File #:	16-397	**Version:**	1	**Name:**	
Type:	Minutes			**Status:**	Minutes
File created:	8/31/2016			**In control:**	City Council
On agenda:	9/13/2016			**Final action:**	
Title:	Approve the Minutes of the District 2 Town Hall Meeting of August 16, 2016, as written or with amendments.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Minutes 8-16-2016 District 2 Town Hall Meeting.pdf Exhibit A-District 2 Town Hall Meeting 001.pdf				

Date	Ver.	Action By	Action	Result

CITY COUNCIL AGENDA ITEM

Memo Date: August 31, 2016
Agenda Date: September 13, 2016
Prepared By: Carie Shealy, City Clerk
Through:
Requested Action:
Approve the Minutes of the District 2 Town Hall Meeting of August 16, 2016, as written or with amendments.

BACKGROUND:

NA

STRATEGIC PLAN CONNECTION:

NA

BUDGETARY IMPACT:

NA

PREVIOUS ACTION:

The City Council approves the minutes of all of its meetings following transcription.

RECOMMENDED MOTION:

Approve the Minutes of the District 2 Town Hall Meeting of August 16, 2016, as written or with amendments.

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MINUTES

CITY OF COCOA
DISTRICT 2 TOWN HALL MEETING

August 16, 2016

A District 2 Town Hall Meeting was held on Tuesday, August 16, 2016, at City Hall in Council Chambers, located at 65 Stone Street, Cocoa, Florida, as publicly noticed.

I. OPENING MATTERS:

Councilwoman Warner called the meeting to order at 6:02 p.m.

Present:	Henry Parrish	Mayor
	Don Boisvert	Deputy Mayor
	Brenda Warner	Councilwoman
	Michael Blake	Councilman (arrived at 6:36 pm)
	John Titkanich	City Manager
	Matt Fuhrer	Assistant City Manager
	Angela Ferguson	Assistant City Clerk
Absent:	Tyler Furbish	Councilman
	Anthony Garganese	City Attorney

Councilwoman Warner welcomed everyone and pointed out Ms. Barbara Jenkins who was in attendance and mentioned she was happy to see her at the meeting. She noted that she is the woman for whom Barbara Jenkins Street is named after.

City Council was introduced by Councilwoman Warner and City Manager Titkanich introduced staff to the citizens.

Ed Wegerif, Public Works Director; Lora Howell, Deputy Finance Director, Mike Cantaloupe, Chief of Police, Gene Prince, Fire Chief, Jonathan Lamm, Deputy Fire Chief, Tammy Gemmati, Administrative Services Director; Jack Walsh, Utilities Director; and Steven Belden, Community Services Director.

II. Discussion Topics

1. Fire Station Presentation

Councilwoman Warner informed all that City Manager Titkanich would be providing the Fire Station Update presentation.[1]

City Manager Titkanich explained the City had provided multiple public presentations on the fire station locations since September of last year in order to keep everyone informed.

He provided a short agenda which included how the City will improve and renew the fire service and stations, the plans for those new stations as well as the plans for the existing stations, the relocation analysis, a general timeline, and a questions and answer period.

City Manager Titkanich mentioned that in 2013 Council expressed that it was time to plan to expand the fire stations in the City and a consultant was hired last year to conduct a study to evaluate needs.

City Manager Titkanich shared a multi-year fiscal year time line starting with the enhancement of the ALS services in 2013 and adding more staff in 2014. In FY 2015 consultants were hired to do the station analysis and for station design. A ladder truck, mobile response vehicle, and two new engines were procured. FY 2016 brought a new rescue vehicle that should be complete and delivered by the second week of September. Coming in FY 2017 in October, the fire assessment revenue will be pledged. He indicated that on Thursday, he would be in court to validate the bond so that the builds can start.

He indicated the fire station analysis was a very data driven decision based on data collected for the last five years, as well as a calls for service analysis. He reviewed the various types of calls for service, the properties that are covered, and the mutual aid agreements with both the County and the City of Rockledge.

He stressed this was an independent analysis that was done by the consultant.

City Manager Titkanich expressed the importance of updating and replacing the current fire stations as some are outdated, with the oldest being built in 1958. He indicated modernization was necessary in order to accommodate both genders.

In addition, they must be ADA and OSHA compliant. The growth of the City and an increase in land area from 7 square miles to 14, has resulted in a less effective service. In order to operate effectively, the City also will aim for a 90%

[1] Exhibit A: Fire Station Analysis Update and Progress Report

fulfillment of a NFPA standard of a 4 minute response time to any location. Considering those factors, the City must have ideal locations to make that happen.

A City boundary map from 1994 was compared to the current boundary map and City Manager Titkanich noted those industrial occupancies and sites that pose a greater risk and need service coverage.

A graph of population growth was shown indicating the growth from 3,500 people in 1950, in 1958 there was 12,500, to just over 16,000 people today. Further projections to 2030 indicate a continued climb. It was expected to grow quicker than forecasted.

City Manager Titkanich shared the 2015 density maps which summarize the location of the calls for service for both EMS and fire. 85% of calls are EMS or paramedic transport calls. He stressed every second is important.

The locations of the existing stations 1, 2, and 3 were given as well as the County station 44 and 46 rescue units that alternate calls for service.

City Manager Titkanich wants to ensure that 90% of the calls for service are responded to within the NFPA standard response time of four minutes. Additionally, he added that it was important to have a station east of the railroad tracks to be able to do that as well.

He advised the consultant took the data and evaluated the criteria for every potential location a fire station could go and developed a multitude of scenarios. It was narrowed down to 15 scenarios that were considered the most viable locations. He then scored them, highlighting their characteristics.

Of the top 3 scenarios, scenario 5B stood out the most as it took the current coverage of 65% of the city to 82%. City Manager Titkanich expressed that Council wants all areas covered equally. He reviewed the map coverages which brings in High Point, industrial area, Cocoa North, all of College Green, more of the Lost Lakes community, and other areas that expand north of 524 and west of 95 in scenario 5B. Coverage to the south would not have reduced services.

The top 3 scenarios presented the SR 524 location, which has been secured, the Brunson Boulevard satellite station which can be acquired from the Cocoa RDA, and the Dixon Boulevard/Clearlake Road location which has been purchased. The designs for each were reviewed.

City Manager Titkanich reviewed the plans for the existing stations. Station #1 will be closed for services and repurposed for future development, Station #2 will remain in service with enhanced EMS and transport. The agreement with the County to utilize the station is ready. Station #3 will utilized for storage of equipment and backup apparatus.

City Manager Titkanich mentioned the importance of the continued presence of services in the Diamond Square Area where Fire Station #2 is situated.

Mayor Parrish mentioned the mutual aid services that Rockledge had provided in his neighborhood years ago.

Chief Cantaloupe confirmed that the City of Cocoa is the only one with a ladder truck. In furtherance, City Manager Titkanich stated that if Rockledge had a situation in their industrial area, that they would need the City's support with the ladder truck. He said that the cities need to work together.

City Manager Titkanich reviewed Brevard County's Fire Rescue calls for service 2013, 2014, and 2015 and highlighted the mutual aid calls between the City and the County.

2. Citizen Input

A citizen in attendance asked where the City of Rockledge was on the map and the City Manager clarified its location and advised that a rescue unit would come from Fire Station #2 where the County would be occupying.

City Manager Titkanich advised that an agreement comes before Council on September 13th for Station 2 which would lease the building to the County as well as make some exterior improvements.

Mayor Parrish asked about the Provost Park project.

City Manager Titkanich shared that although the project is not related to the Fire Station realignment, a parking lot will be built which would alleviate flooding and provide more organization and look better aesthetically.

He advised that in mid-September bids were due for the satellite stations and the main station will be under way. The City has eight million dollars to build all three stations which also includes furniture, fixtures, and equipment.

City Manager Titkanich reviewed the project timeline in detail. The study for the relocation was approved in September 2015, and talks were held with the County in regards to Station #2. He pointed out that 9 different public meetings have occurred thus far, this Thursday the bond validation hearing will be attended by

himself, the Assistant City Manager and the City Attorney. Construction for the first station will begin around October 16, 2016.

City Manager Titkanich stressed that he wants people to know that they will still have fire service, referencing the closing of the Michigan station. While he understood the issue is sensitive for some, the data demonstrated over and over that the City can handle the calls most efficiently with the relocation of Fire Station #3 and the realignment of the others.

He mentioned that the anticipated completion of construction of all three stations is September 2017.

City Manager Titkanich concluded the presentation and opened the meeting up for questions.

Ms. Jackie Jenkins, a citizen, asked which station would be started first. In response, City Manager Titkanich responded that all three are planned to run concurrently in terms of construction and all three would be scheduled to be completed in September of 2017 if construction starts this October.

Deputy Mayor Boisvert asked if the same contractor could build all three and in response City Manager Titkanich said that would be ideal but that a lot of it is based on price.

Chief Prince advised that two different bid processes had to do be done per state law; that is why Fire Station #1 was done first and other two are simple bids which can be awarded right away around September 15th.

City Manager Titkanich ensured the public that the plans are in place.

Mr. Ben Cain asked if there was a backup plan if problems arise and the response times are higher. In response, City Manager Titkanich stated that based on roadway conditions not changing, such as addition of speed humps, and population, he sees no major changes happening.

Chief Prince reiterated that the City looked at 15 scenarios and narrowed it down to the best fit based on history. He felt good about the data but will manage it over time. Additionally, over time the City will look at the concentration of population to make sure that they can respond most of the time within the 4 min response time in a metro urban area. He further stated that they can always come back to Council and the City Manager. Utilizing the County and mutual aid agreements are integral.

Mayor Parrish asked if the Fire Department aided Merritt Island often and Chief Prince confirmed they go over on a regular basis.

Mr. Cain asked if there were any minority contracts available to build the fire stations, and in response, City Manager Titkanich advise that the general contractor, WMJ, was from Rockledge but advised it is not a requirement as a whole.

Assistant City Manager Fuhrer shared that 90% of the subcontractors are from Brevard County.

Councilman Blake announced that his cousin Jackie was in attendance and pointed out that she is a former Cocoa firefighter.

Ms. Barbara Jenkins, a citizen, stated she appreciates all of the City and staff. She said Cocoa is her city and has been since she was born here over 88 years ago. She is very happy and knows the city is doing their best. She is proud of everyone.

Councilman Blake announced that Aug 29th is Barbara Jenkins birthday. Councilwoman Warner told her she was glad she came out to tonight's meeting and that she herself moved to Cocoa 41 years ago today.

Ms. Virgie Prude, a citizen, asked about the larger fire truck traveling on Varr Avenue and wanted to know if that was the reason traffic humps haven't been talked about. In response, City Manager Titkanich advised that humps impede emergency vehicles and have the potential to damage them.

Ms. Prude asked about what each staff member in attendance does. In response, City Manager Titkanich pointed out each employee and explained their position. Additionally, she asked how to become a council member and Councilman Blake advised she can go to the Clerk's Office for a packet. She further thanked the City for changing the timing on the red light at Varr Avenue.

Deputy Mayor Boisvert commended City Manager Titkanich on the presentation.

Council thanked everyone for coming.

Councilman Blake advised to keep the current Councilmembers in mind for the upcoming election.

Councilwoman Warner asked for all to keep Councilman Furbish and his wife Nancy in their prayers as he is very ill and missed by everyone.

City Manager Titkanich shared the date of the Mayor's Community Summit, which will be on Thursday, September 8th at 6 pm at the Civic Center. He further provided information on the upcoming budget meetings.

III. ADJOURNMENT:

The meeting was adjourned at 7:09 pm.

_____

Henry U. Parrish III, Mayor

ATTEST:

_____

Carie Shealy, City Clerk
(Transcribed by A. Ferguson, Assistant City Clerk)

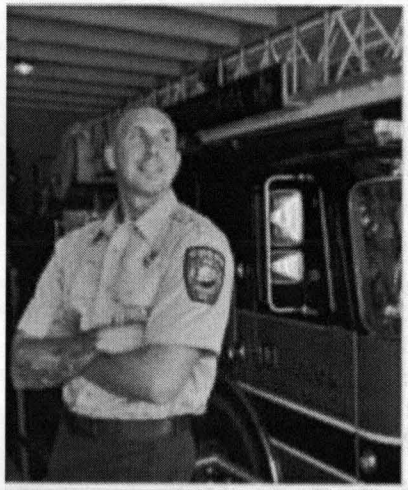
EXHIBIT A: FIRE STATION STUDY UPDATE
AND PROGRESS REPORT

City of Cocoa

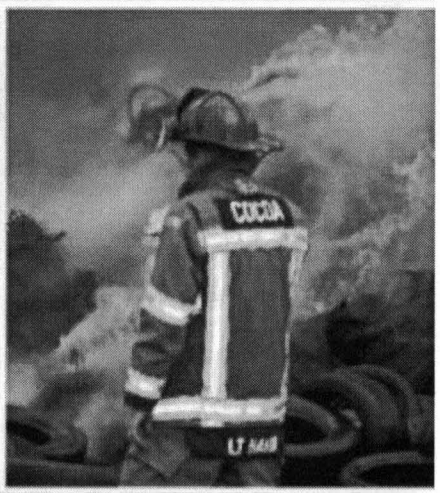
FIRE STATION STUDY

Space Needs Assessment and Station Location Analysis

Update and Progress Report







Architects Design Group
WINTER PARK, FL • DALLAS, TX

City of Cocoa Fire Station Renewal and Relocation

Agenda

- Plan to Improve Cocoa Fire Service
- Renewal and Replacement
- Station Relocation Analysis
- Plans for Existing Fire Stations
- Actions/Timeline
- Questions and Answers

City of Cocoa – Plan to Improve Fire Service

- ✓ FY2013 – Increased the number of Solo-Paramedics to enhance ALS service
- ✓ FY2014 – Increased staffing by 4 FF/FM to ensure a minimum staffing level of 3 FF/FM per station, per shift
- ✓ FY2015 – Purchased fire life-safety equipment, 1 new Ladder Apparatus, 2 new Fire Engines, MERV, and a new District Chief vehicle and Retained Consultant for Station Location Analysis and Architect for Design
- ✓ FY2016 – Purchased new Rescue Vehicle, Fire Admin Vehicle, additional fire fighting protection equipment, and continue design/engineering for stations
- ✓ FY2017 – Commence construction of new stations

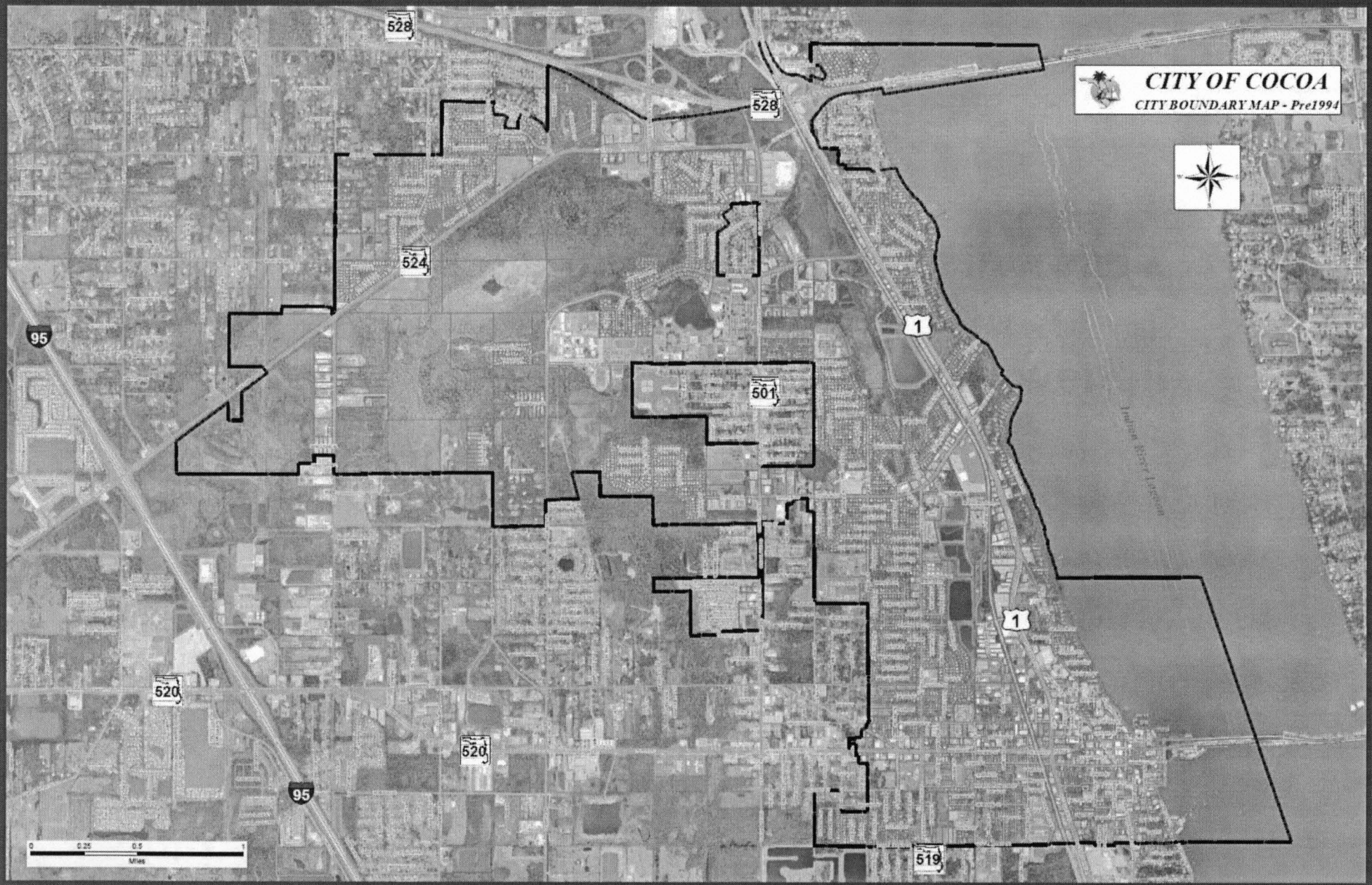
City of Cocoa – Preliminary Station Location Analysis

- Data Driven Evaluation and Decision
  - Evaluated 5 years of City Calls for Service provided by Cocoa Fire Rescue as well as Brevard County Fire Rescue.
  - Based on Calls for Service Analysis (by type and volume) initiated dialogue with Brevard County regarding EMS Calls (85%) as well as Auto Aid Agreement.
- Reviewed Mutual Aid/Auto Aid Agreements with City of Rockledge.
- Contracted with consultant to perform independent Fire Station Location Analysis (as well as evaluated spatial needs analysis)

City of Cocoa – Need for Renewal/Replacement

- Growth of City (land area, population increase and shift) has resulted in inefficient and ineffective provision of fire service to cover all areas and residents of the City
  - Critical when considering NFPA Standard 1710 Response Time – 4 minute response, 90%
- Stations are aged and obsolete
  - Significant maintenance and repair issues
- Stations do not meet ADA or OSHA requirements
- Fire Service has evolved with both male and female FF/FM – need to have separate facilities
- Ensure facilities are effectively positioned/located to optimize response to calls for service and natural or man-made disasters

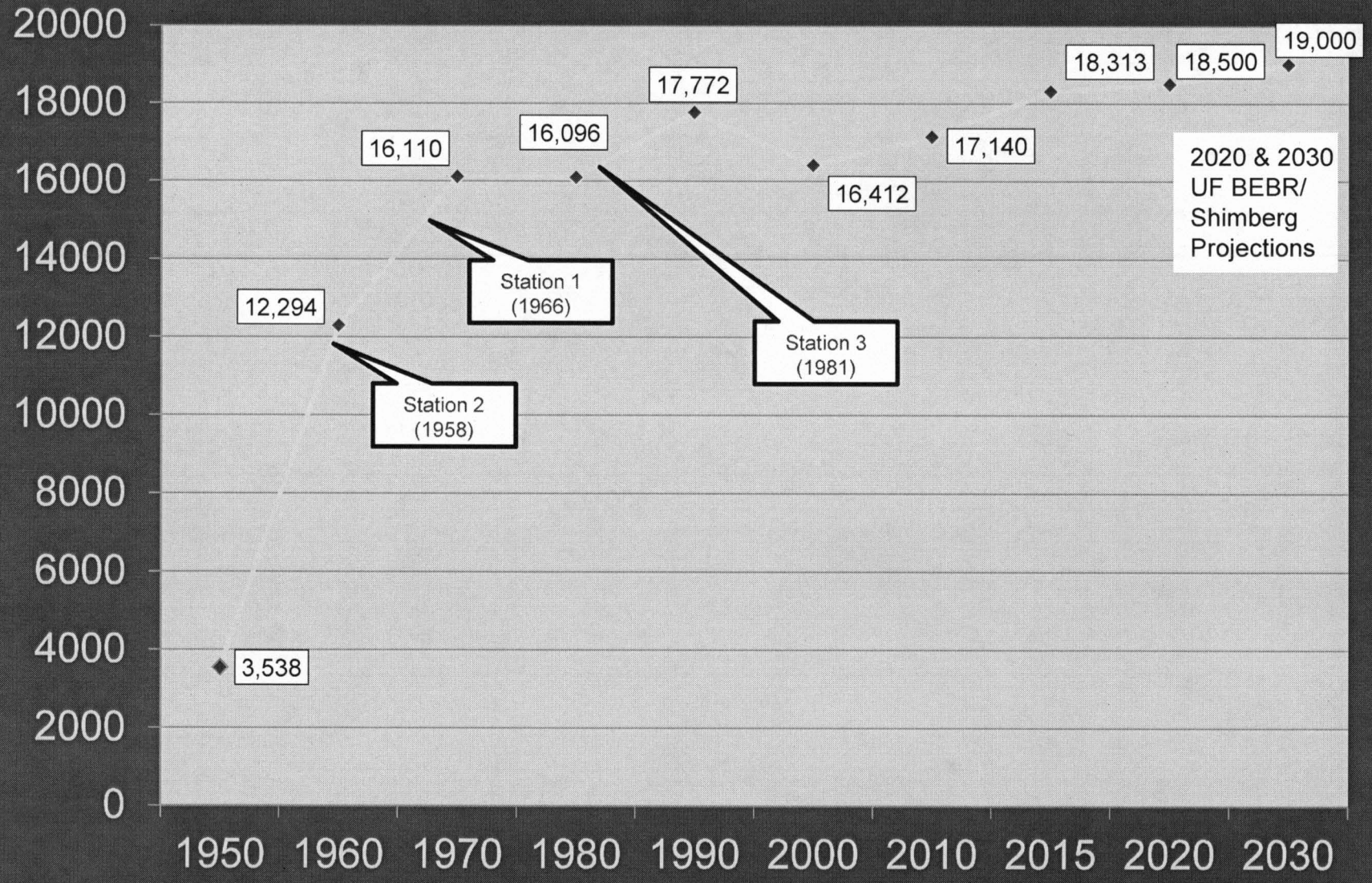
City of Cocoa – City Boundary Map 1994



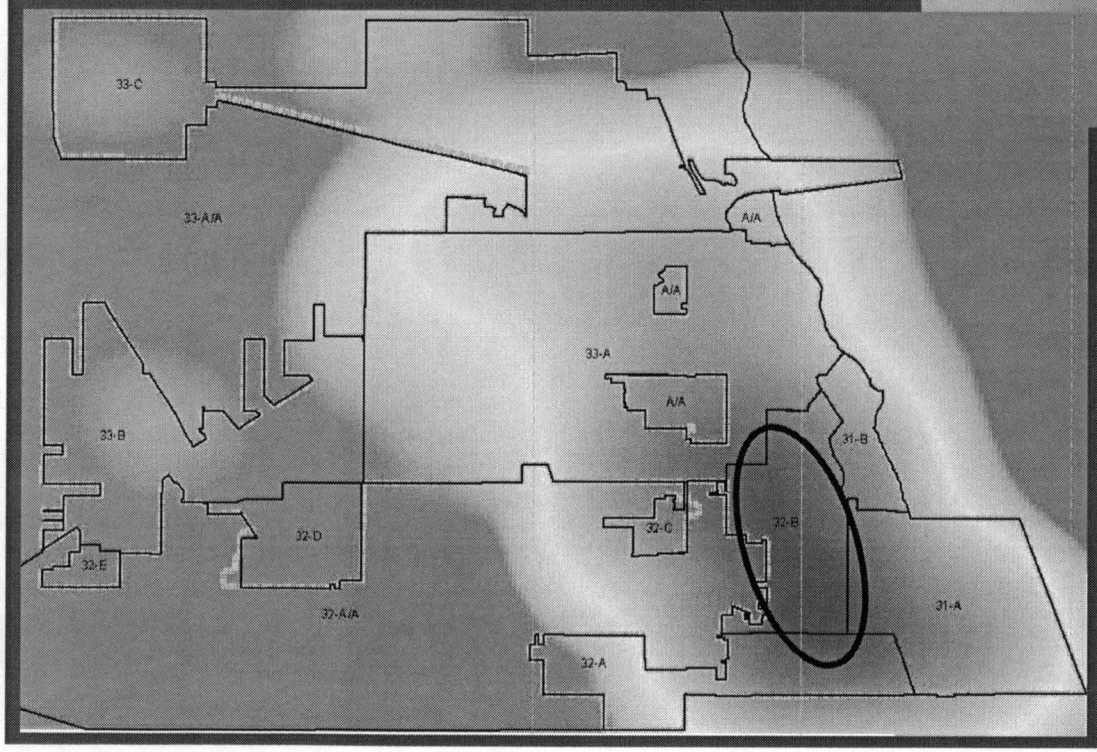
City of Cocoa – City Boundary Map (Current)



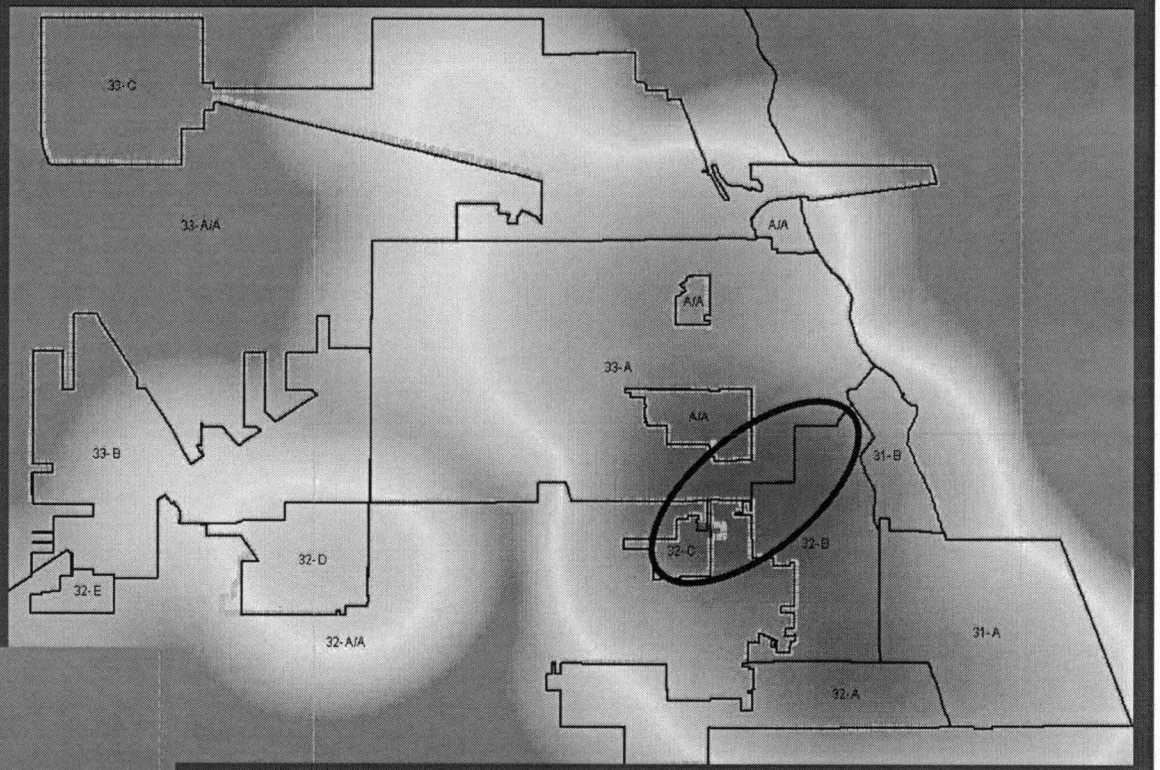
City of Cocoa Fire Station Facilities Study: Population



City of Cocoa Fire/EMS Incidents (2015) Density Maps



EMS CFS



Fire CFS

Fire Station Facilities Study – Existing Stations

Brown shaded areas depict where City cannot respond to a Call For Service in 4 minutes or less



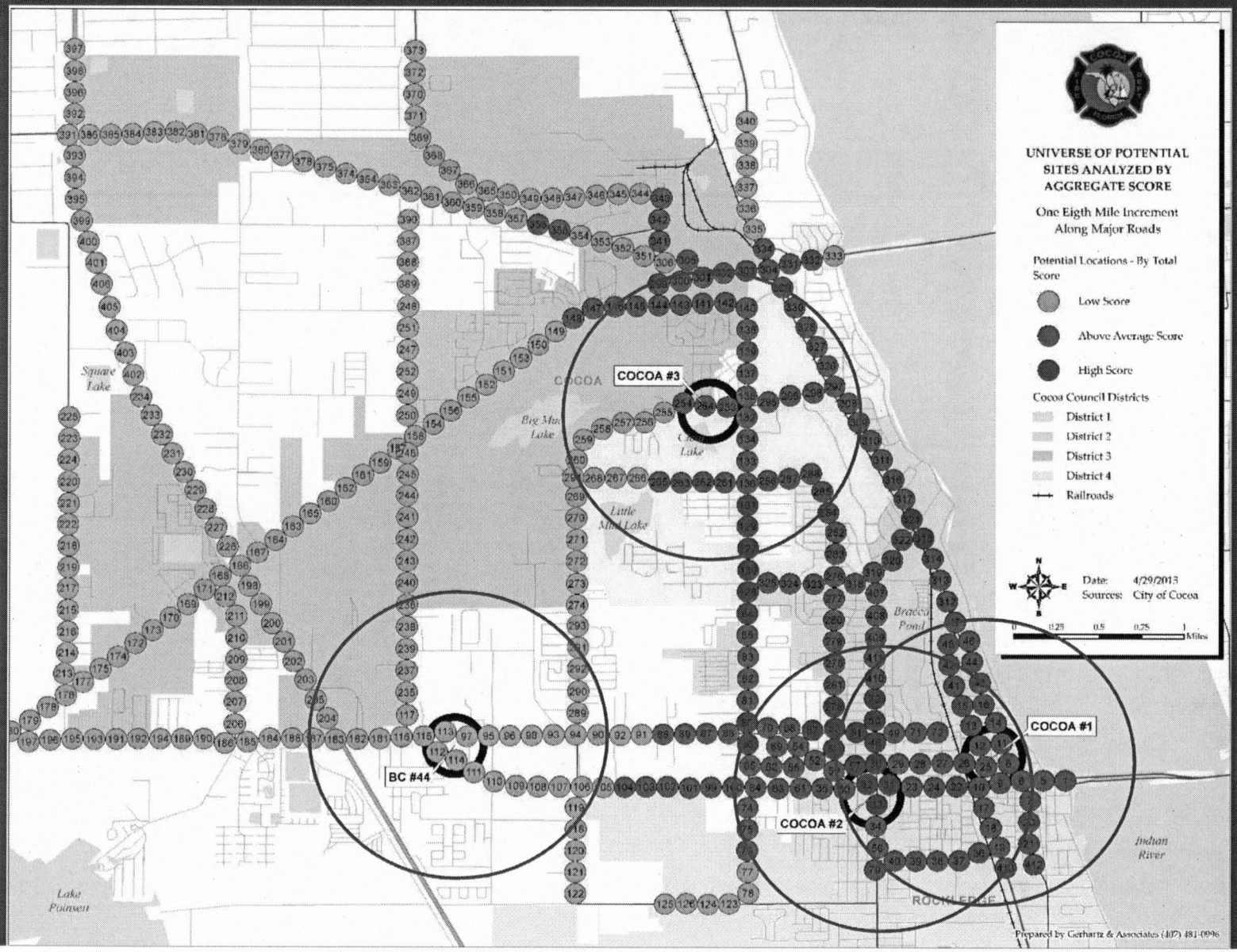
General Alignment Considerations:

- ❑ Aggregate four (4) minute response time.
- ❑ NFPA Standard 1710 – 90% capture all calls.
- ❑ One Station east of railroad.
- ❑ Readily available sites or controlled by the City.
- ❑ Accommodate existing redevelopment areas and future growth areas north of SR524 and west of I-95

Fire Station Facilities Study

Universe of Potential Sites Analyzed (Theoretical)

Readily available sites or controlled by the City.



Fire Station Facilities Study

Response Scenario Summary

Scenario Rankings

Scenario	Total Score	Dependence on BC #44 Adjustment	Ease of Property Acquisition Adjustment	Coverage East of Railroad Adjudtment	Percent of City Area Covered	Area Score	Percent of All City Calls	Calls Score	Percent of Total Square Feet	Building Area Score	Percent of Total Building Value	Building Value Score	Percent of Total Population	Population Score	Percent of Total Housholds	Households Score	Percent of Total Elevated Risk Properties	Elevated Risk Score	Percent of Total Maximum Risk Properties	Maximum Risk Score
Scenario 7B (47, 130, 145, BC44)	32	-2	2	2	81.40%	4	95.66%	4	96.74%	4	94.38%	4	95.60%	4	95.01%	4	97.73%	4	100.00%	4
Scenario 5B (25, 130, 144, BC44)	32	-2	2	2	82.86%	4	94.43%	4	96.84%	4	94.41%	4	95.81%	4	95.19%	4	97.73%	4	100.00%	4
Scenario 4 (80, 144, 313, BC44)	31	-2		2	79.99%	4	93.44%	4	94.97%	4	93.34%	4	95.48%	4	94.86%	3	97.27%	4	94.74%	4
Scenario 2 (53, 144, 166)	22				78.20%	3	92.92%	3	92.75%	3	91.18%	3	91.14%	2	90.44%	2	96.36%	3	94.74%	3
Scenario 6B (25, 130, 161, BC44)	21	0	-2	2	69.92%	3	90.29%	2	90.22%	2	88.69%	3	95.39%	3	95.10%	4	88.41%	2	92.11%	2
Scenario 1 (53, 144, 321, BC44)	20	2		0	76.69%	3	92.59%	3	93.22%	3	91.61%	3	90.05%	1	89.04%	1	96.59%	3	94.74%	3
Scenario 3 (66, 161, 297)	19			2	67.88%	2	90.24%	2	90.33%	3	86.88%	2	91.00%	2	89.72%	2	91.14%	3	94.74%	3
Scenario 7 (47, 130, 145)	18		2	2	69.05%	2	90.64%	3	90.06%	2	84.51%	2	92.48%	3	91.89%	3	88.64%	2	84.21%	1
Scenario 5 (25, 130, 144)	15				68.40%	2	90.61%	2	89.87%	2	84.32%	2	92.48%	2	91.89%	2	88.41%	2	84.21%	1
Scenario 6 (25, 130, 161)	13		2	2	66.40%	1	89.24%	1	87.37%	1	84.11%	1	93.19%	3	93.29%	3	87.27%	1	89.47%	2
Current With BC44	9	-2			65.95%	1	89.90%	1	84.60%	1	78.37%	1	80.03%	1	79.59%	1	88.41%	1	92.11%	2
Current Without BC44	8	-2			51.71%	1	86.13%	1	77.70%	1	68.15%	1	76.70%	1	76.28%	1	78.64%	1	78.95%	1
Scenario 8B (25, 159, 411, BC44)	8	-2	2	2	56.13%	1	75.36%	1	70.78%	1	74.39%	1	76.71%	1	75.34%	1	82.27%	1	76.32%	1
Scenario 8 (25, 159 , 411)	8		2	2	52.01%	1	75.21%	1	67.77%	1	69.50%	1	74.52%	1	73.53%	1	81.14%	1	73.68%	1

Fifteen Scenarios evaluated

Scores determined for each variable.

Fire Station Facilities Study

Characteristics of Top Three Station Siting Scenarios

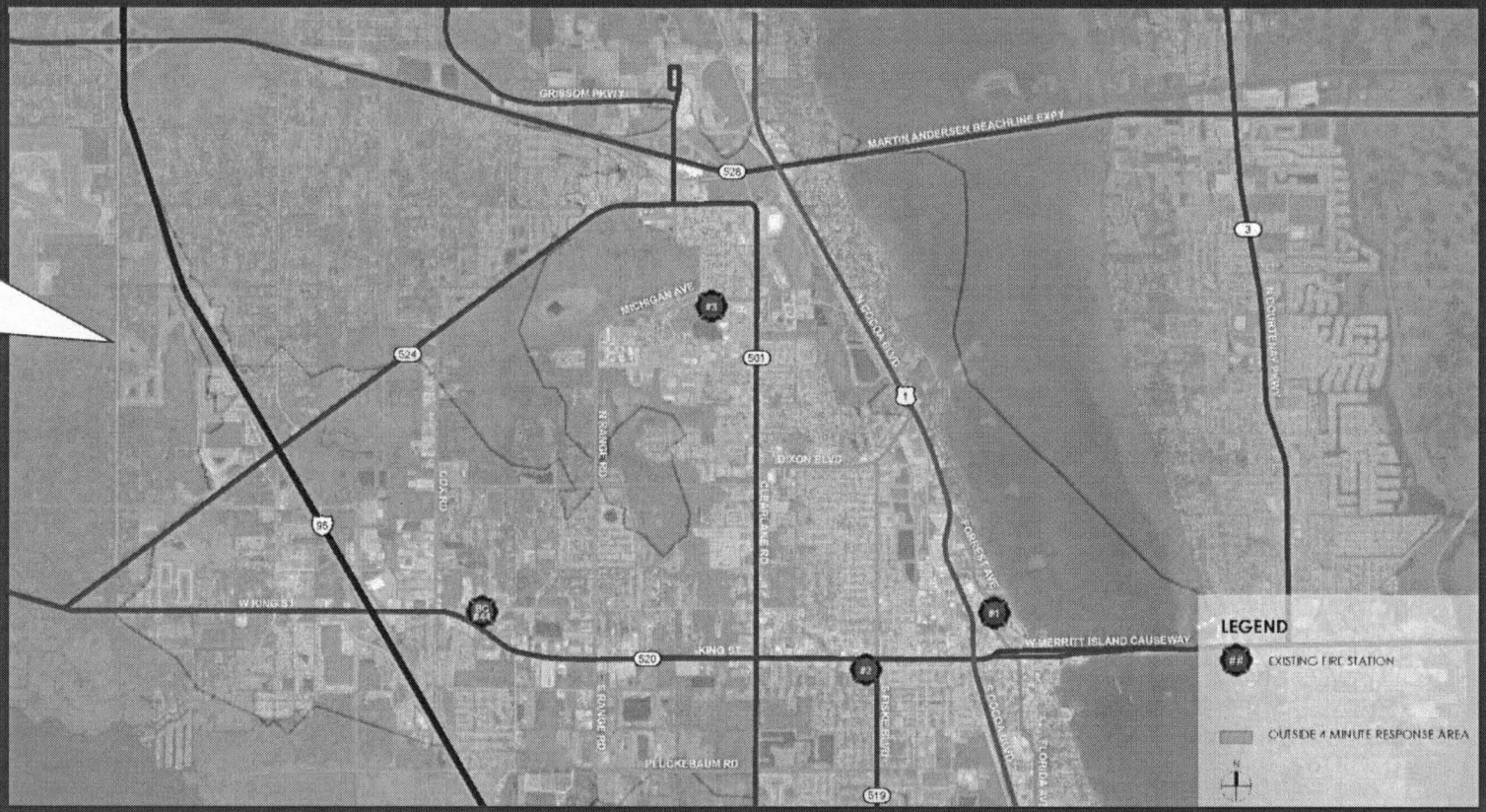
Characteristics of Top Three Station Siting Scenarios

Characteristic	Scenario			
	Status Quo	7B	5B	4
Aggregate Scenario Score	9	32	32	31
Ease of Property Acquisition	N/A	High	High	Unknown
Coverage East of Railroad	Yes	Yes	Yes	Yes
Percent of City Area Covered	65.95%	81.40%	82.86%	79.99%
Percent of All City Calls	89.90%	95.66%	94.43%	93.44%
Percent of Total Square Feet	84.60%	96.74%	96.84%	94.97%
Percent of Total Building Value	78.37%	94.38%	94.41%	93.34%
Percent of Total Population	80.03%	95.60%	95.81%	95.48%
Percent of Total Households	79.59%	95.01%	95.19%	94.86%
Percent of Total Elevated Risk Properties	88.41%	97.73%	97.73%	97.27%
Percent of Total Maximum Risk Properties	92.11%	100.00%	100.00%	94.74%

Scenario 5B achieves maximum coverage and optimal response citywide

Fire Station Facilities Study – Existing Stations

Brown shaded areas depict where City cannot respond to a Call For Service in 4 minutes or less



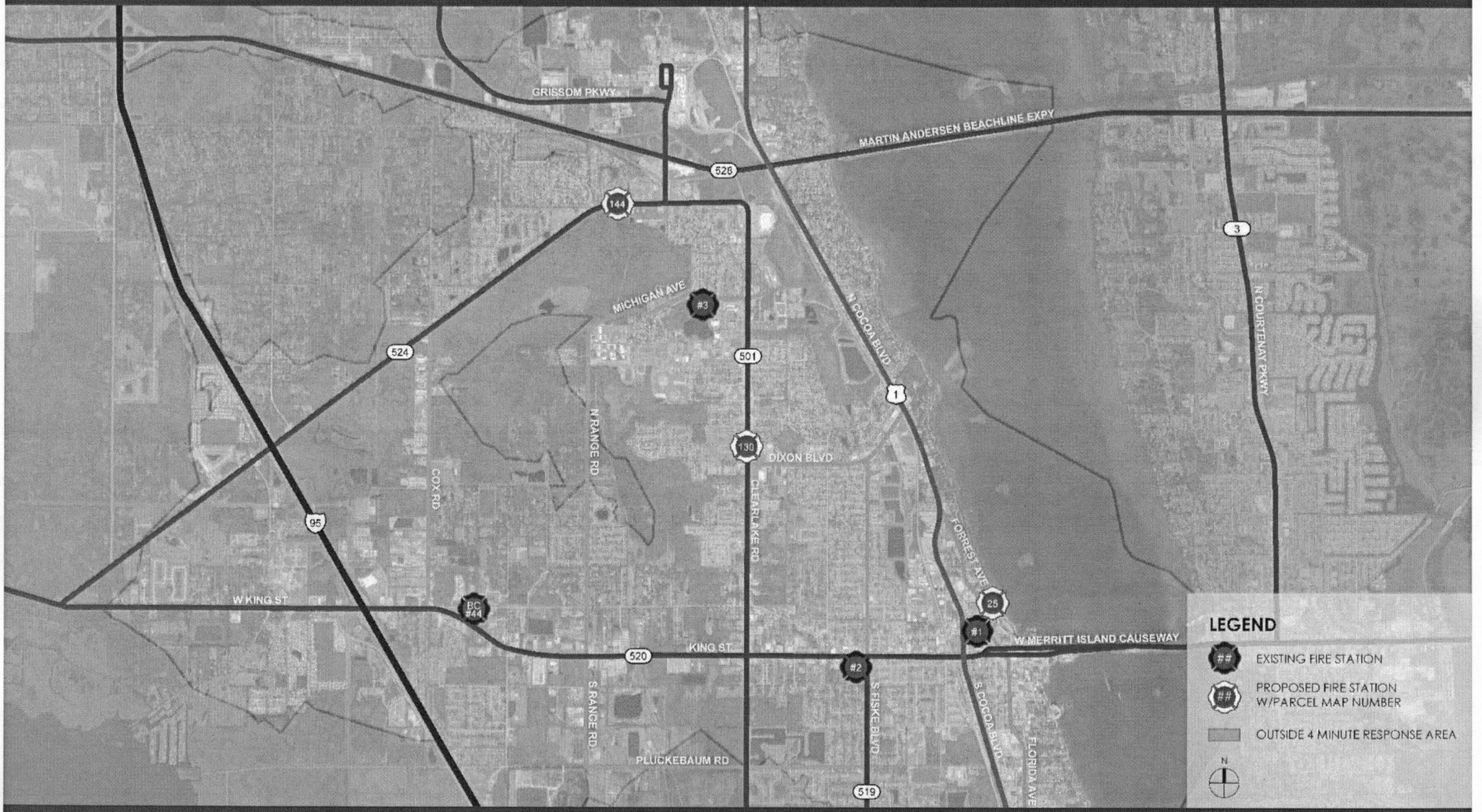
General Alignment Considerations:

- ❑ Aggregate four (4) minute response time.
- ❑ NFPA Standard – 90% capture all calls.
- ❑ One Station east of railroad.
- ❑ Readily available sites or controlled by the City.
- ❑ Accommodate existing redevelopment areas and future growth areas north of SR524 and west of I-95

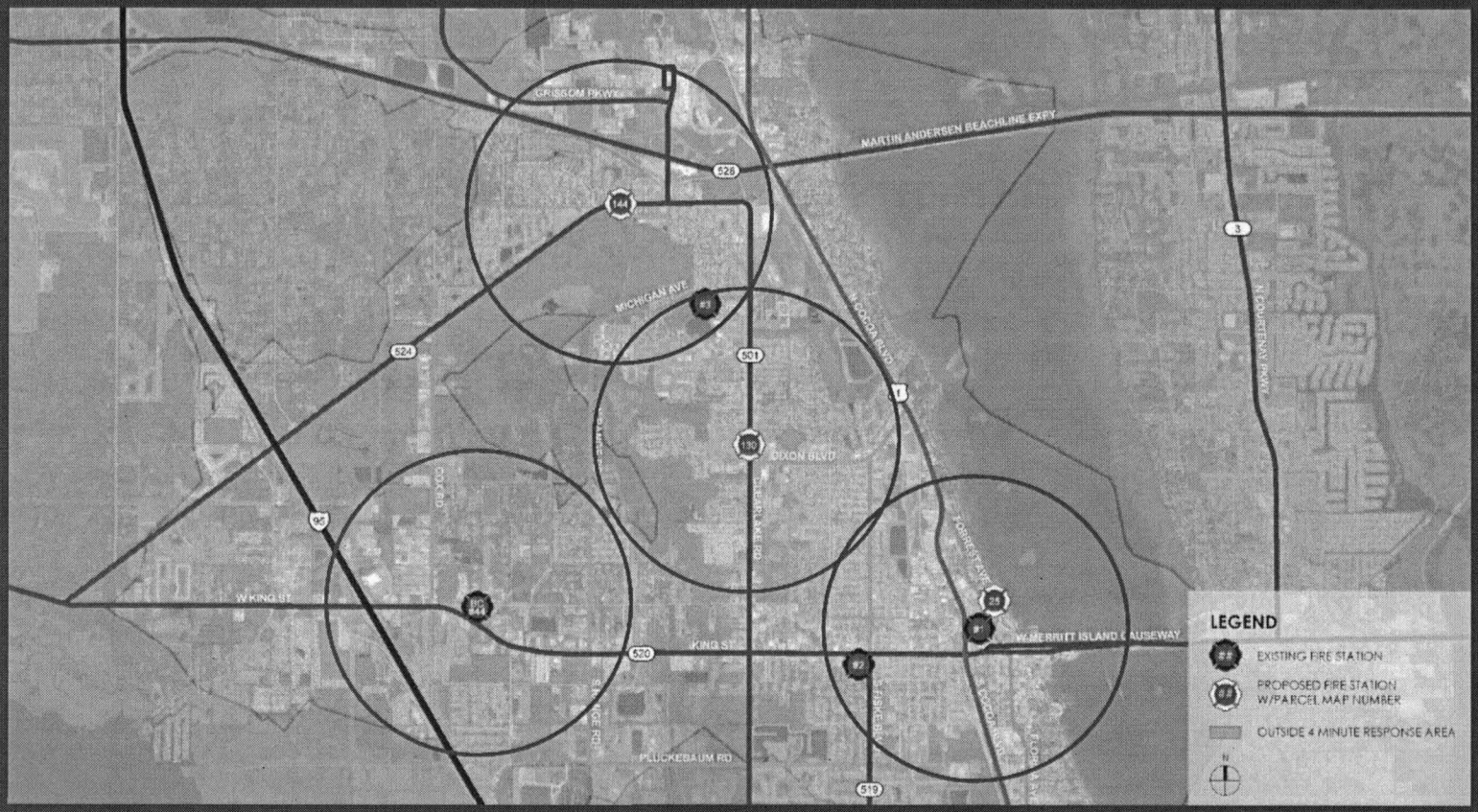
Fire Station Facilities Study – Existing Stations



Fire Station Facilities Study – Scenario 5B (Selected)



Fire Station Facility Study – Realignment Scenario 5B



General Alignment Considerations:

- ✓ Aggregate four (4) minute response time.
- ✓ NFPA Standard – 90% capture all calls.
- ✓ One Station east of railroad.
- ✓ Readily available sites or controlled by the City.
- ✓ Accommodate existing redevelopment areas and future growth areas north of SR524 and west of I-95

City of Cocoa Fire Station Facilities Study

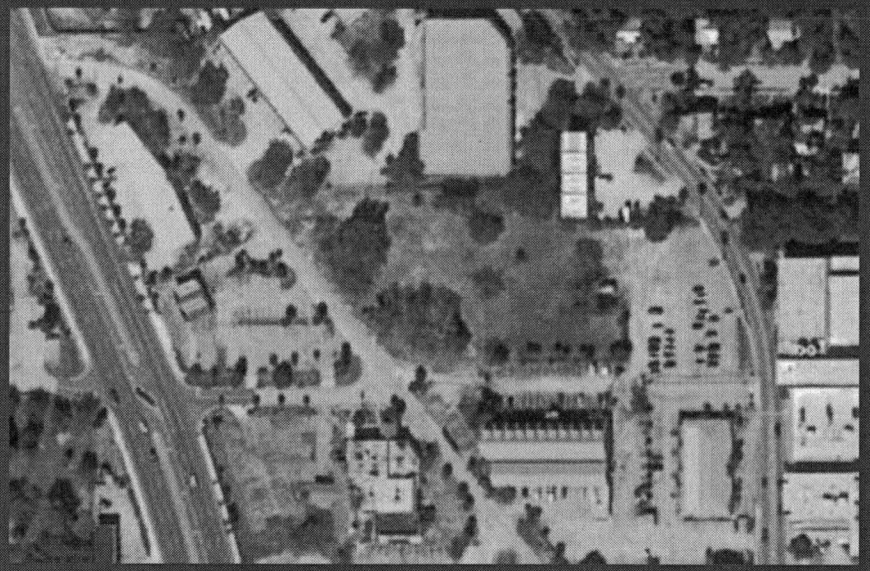
Sites Designated for Station Locations – Optimal Scenario (5B)

S.R. 524



Purchased

Brunson Boulevard



Ability to acquire from Cocoa CRA

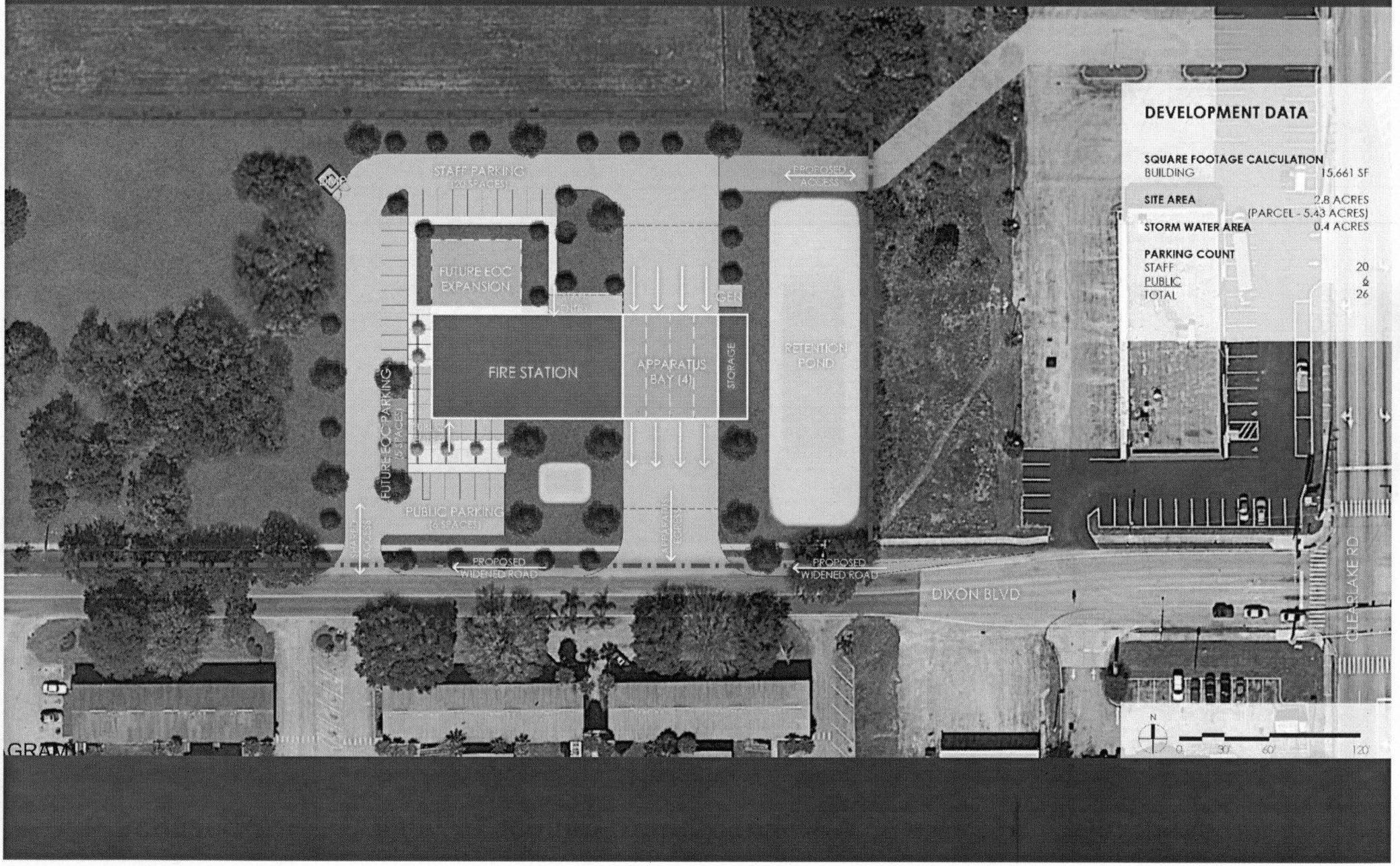
Dixon Blvd. / Clearlake



Purchased

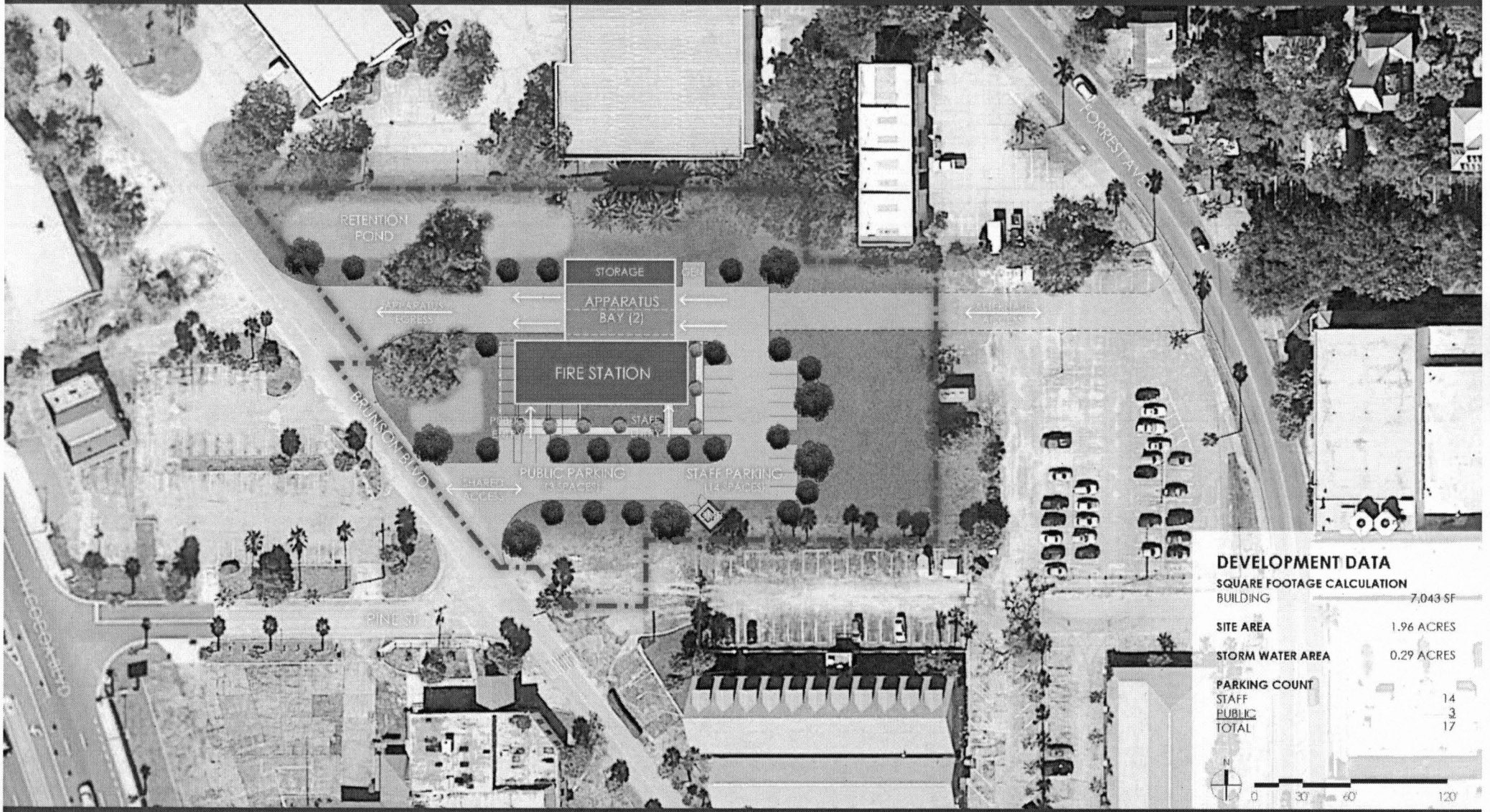
City of Cocoa Fire Station Facilities Study

Preliminary Design: Fire Headquarters – Dixon Blvd. / Clearlake



City of Cocoa Fire Station Facilities Study

Preliminary Design: Satellite Station – Brunson Boulevard



City of Cocoa Fire Station Facilities Study

Preliminary Design: Satellite Station – S.R. 524



Plans for Existing Fire Stations

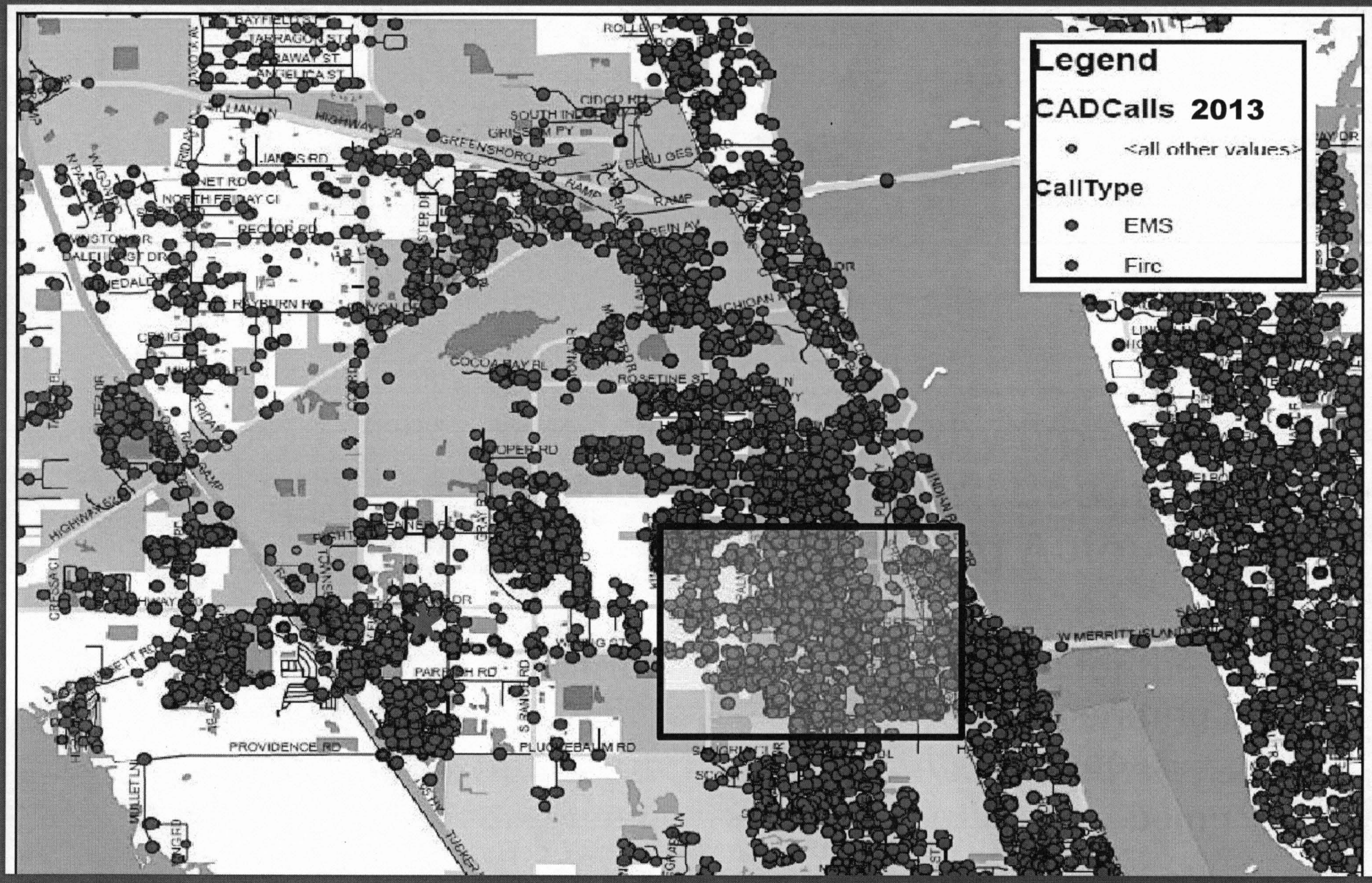
City of Cocoa – Plans For Existing Fire Stations

- Station 1 – Closed for services. Will be repurposed for future redevelopment.
- Station 2 – Remaining in-service and repurposed to provide enhanced EMS/Transport Services
- Station 3 – Closed for services. Retained for storage of equipment and back-up apparatus

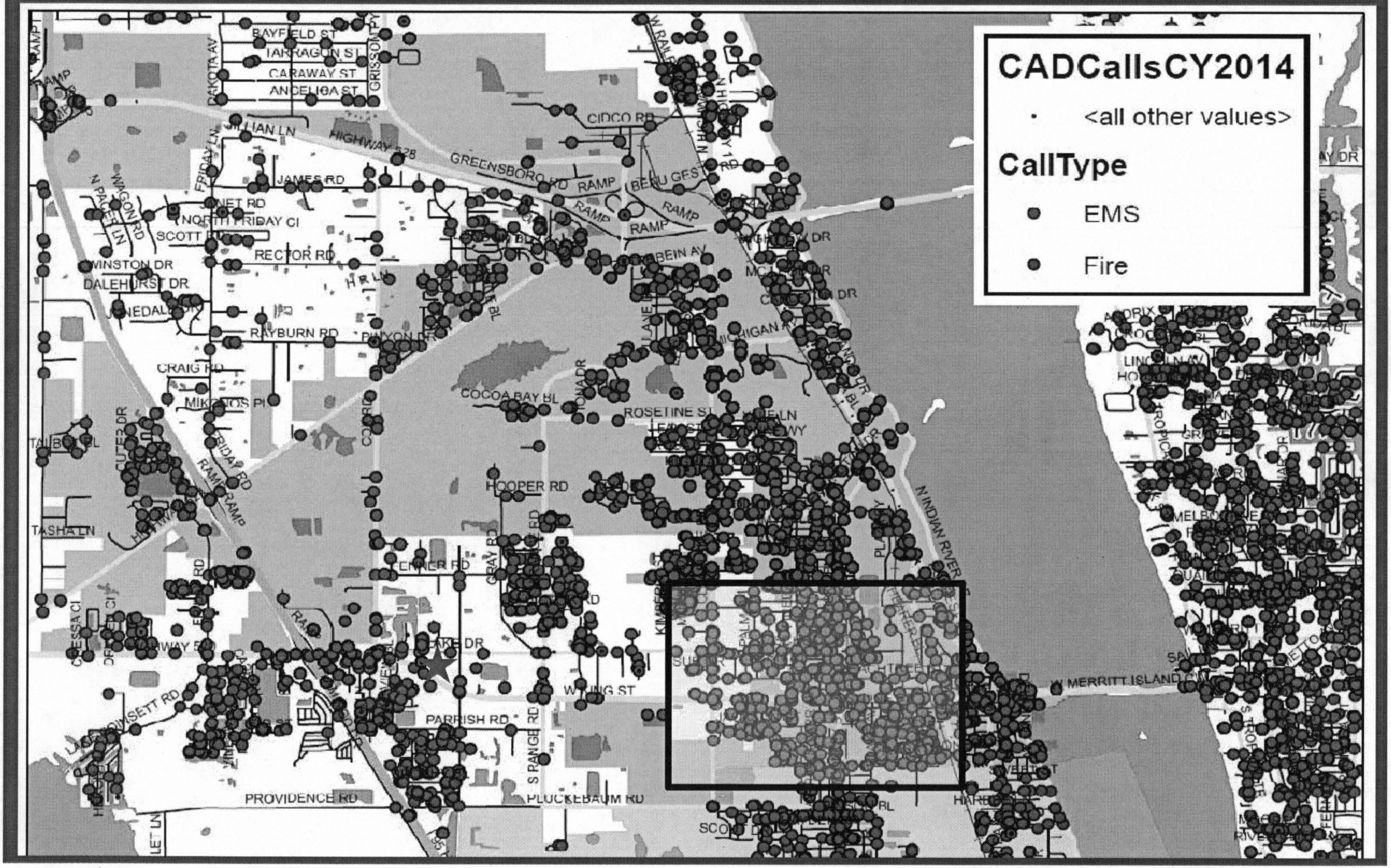
City of Cocoa – Plan For Existing Fire Station 2

- Assure continued Level of Service and presence maintained in Diamond Square
- Keep station open through partnership with Brevard County Fire Rescue
- Based on Calls for Service Analysis (by type and volume) initiated dialogue with Brevard County regarding EMS Calls (85%) and revising Auto Aid Agreement.
  - Agreement with Brevard County being finalized for the relocation of BCFR Rescue Unit 46 (currently operating out of Brevard County Station 44) into the City of Cocoa.
  - Revised Auto Aid Agreement with Brevard County being finalized.
- Reviewed and Initiated Mutual Aid/Auto Aid discussion with City of Rockledge.
  - Mutual Aid Agreement already in place.

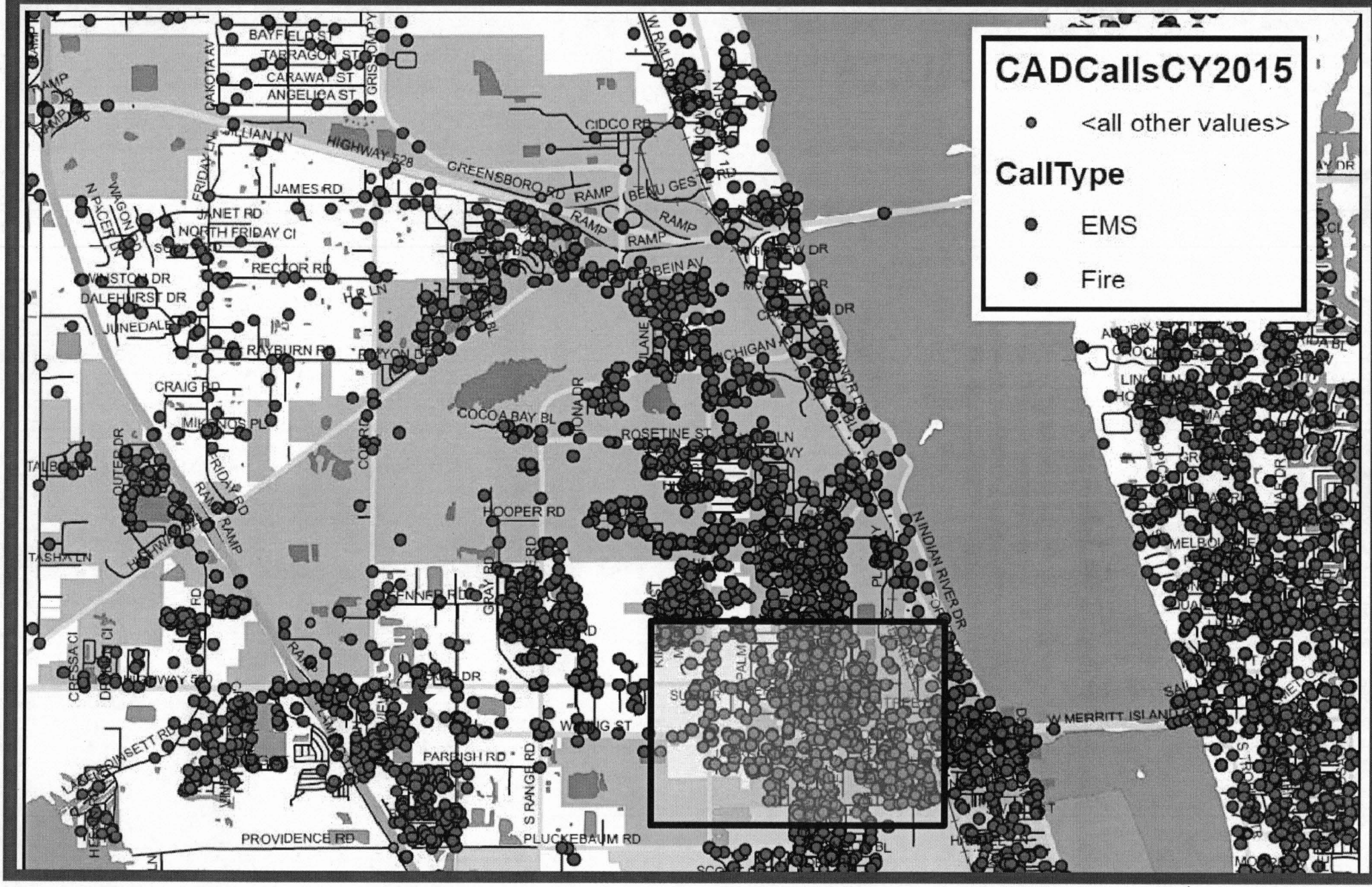
Calls for Service provided by BCFR 2013



Calls for Service provided by BCFR 2014



Calls for Service provided by BCFR 2015



City of Cocoa – Plans For Existing Fire Station 2

- Station 2 conducive and functional to remain in service to run EMS/Rescue Calls with BCFR
  - Size of Station
  - Closer for BCFR to respond to EMS/Rescue calls versus BCFR Station 44 located at Lake Drive/SR520
- Improvements to existing Station 2 in FY2017
  - Exterior
  - Hurricane Hardened Bay Doors/Windows
- BCFR would overlap service and then assume station once station realignment completed and all are operational

City of Cocoa Fire Station Relocation – Actions/Timeline

- **Fire Station Location Analysis Presented to City Council**
  - Fire Station Location Workshop – September 29, 2015
    - Approved Study and Station Relocations
    - Directed staff to work with BCFR on keeping Existing Station 2 in services for emergency medical services/transport
      - ✓ Agreement (ILA, Lease and Auto-Aid) between Brevard County and City – City Council to consider and approve August 23, 2016

- **District 1 Town Hall Meeting – October 20, 2015**
  - Fire Station Relocation Study Results Discussed

- **Fire Station Presentations**
  - Mayor's Town Hall Meeting – February 16, 2016
  - District 4 Town Hall Meeting – April 19, 2016
  - CPD Faith-Based Roundtable Meeting – May 11, 2016
  - District 3 Town Hall Meeting – June 21, 2016
  - Ministerial Alliance Meeting – July 15, 2016
  - Diamond Square CRA Board Meeting – July 18, 2016
  - Diamond Square Community Meeting – August 9, 2016
  - District 2 Town Hall Meeting – August 16, 2016 (Scheduled)

City of Cocoa Fire Station Relocation – Actions/Timeline

- New Fire Station 1/HQ Station
  - RFP Issued and respondents evaluated
  - City Council approved selected firm on July 12, 2016
- Satellite Stations (New Fire Stations 2 and 3)
  - RFP Issued (due August 25, 2016)
  - RFP Submittals will be evaluated once received
- Value Engineering of Stations
- Fire Assessment Bond Validation Hearing
- District 2 Town Hall Meeting – August 16, 2016
- Construction Activities commence October 2016
- Anticipated completion of construction September 2017

City of Cocoa

FIRE STATION STUDY

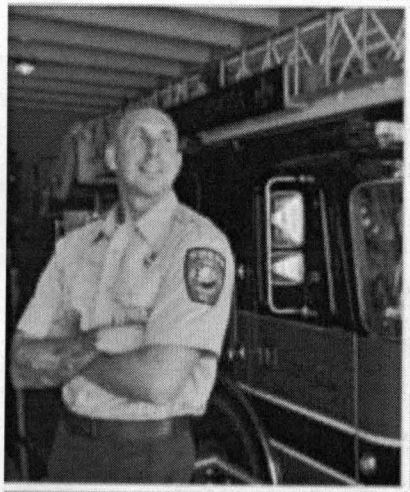
Space Needs Assessment and Station Location Analysis

Discussion and Questions

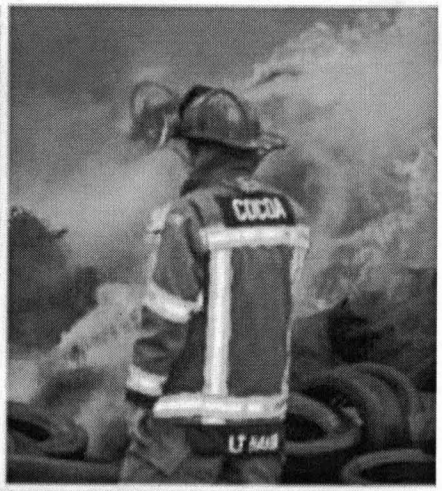
City of Cocoa

FIRE STATION STUDY

Space Needs Assessment and Station Location Analysis







Architects Design Group
WINTER PARK, FL • DALLAS, TX

Legislation Details (With Text)

File #:	16-373	**Version:**	1	**Name:**	
Type:	Awards/Presentations			**Status:**	Agenda Ready
File created:	8/24/2016			**In control:**	City Council
On agenda:	9/13/2016			**Final action:**	
Title:	Presentation of a Key to the City to Rachad Wilson, Brevard Public Schools 2016 Principal of the Year. (Councilman Blake)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:					

Date	Ver.	Action By	Action	Result

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Legislation Details (With Text)

File #:	16-343	**Version:**	1	**Name:**	
Type:	Agenda			**Status:**	Consent Agenda
File created:	8/8/2016			**In control:**	City Council
On agenda:	9/13/2016			**Final action:**	
Title:	To approve an expenditure of $55,651 for Armed Security Guard Services utilizing Florida State Contract #DMS92121500-14-01, Security Officer Services, from Contract Services account number 001-1510-536.34-00, pending approval of the FY2017 budget. (Finance Director)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Security Officer Services 92121500-14-1 G4S Secure Solutions (USA), Inc. Pricing Sec. Off. Svcs Region Map and List				

Date	Ver.	Action By	Action	Result

CITY COUNCIL AGENDA ITEM

Memo Date: August 8, 2016
Agenda Date: September 13, 2016
Prepared By: Jessica Dovale, Utility Customer Service Manager
Through: Teri Butler, CGFO, Finance Director
Requested Action:

To approve an expenditure of $55,651 for Armed Security Guard Services utilizing Florida State Contract #DMS92121500-14-01, Security Officer Services, from Contract Services account number 001-1510-536.34-00, pending approval of the FY2017 budget.

BACKGROUND:

The City of Cocoa provides a Region 6 Level III armed security guard services at City Hall. The services are secured through G4S utilizing Department of Management Services State Term Contract #92121500-14-01 Security Officer Services, expiring on December 15, 2016.

The contract includes provisions to extend a purchase order durations for those issued and received by the Contractor prior to the contract expiration up to 12 months past the contract expiration, as explained in the State of Florida PUR 1000 General Contract Conditions. This would allow the City of Cocoa to secure services from G4S on a single purchase order issued prior to December 15, 2016 for the entire 2017 fiscal year.

The requested amount includes funds that would allow for an armed security guard to be present at FY2017 Council Meetings, if desired.

STRATEGIC PLAN CONNECTION:

N/A

BUDGETARY IMPACT:

Budgeted	Yes
If not budgeted, is amendment/transfer attached?	N/A

Amount Requested	$55,651
Account Number	001-1510-536-34-00
Account Name	Contract Services

RECOMMENDED MOTION:

To approve an expenditure of $55,651 for Armed Security Guard Services utilizing Florida State Contract #DMS92121500-14-01, Security Officer Services, from Contract Services account number 001-1510-536.34-00, pending approval of the FY2017 budget.

FLORIDA DEPARTMENT OF MANAGEMENT SERVICES
state purchasing
We serve those who serve Florida

State Term Contract
No. 92121500-14-01
Security Officer Services, Armed and Unarmed

Between Florida Department of Management Services and Contractor

This Contract is between the State of Florida, Department of Management Services (Department), Division of State Purchasing (Division), with offices at 4050 Esplanade Way, Tallahassee, FL 32399-0950, and *Contractor Name* (Contractor).

The Contractor submitted a Proposal to the Department's Request for Proposals (RFP) 05-92121500-J for Security Officer Services, Armed and Unarmed. After evaluation of proposals, the Department determined that the Contractor's proposal is the most advantageous to the State of Florida and has decided to enter into this Contract.

Accordingly, the Department and Contractor agree as follows:

1 Definitions

In this Contract, terms shall have the meanings stated in Exhibit B, Statement of Work. Defined terms in the singular shall include the plural and vice versa, and the masculine, feminine, or neuter gender shall include all genders.

As used in this document, the term "Contract" (whether or not capitalized) shall, unless the context requires otherwise, be considered to be references to this Contract, including the Statement of Work and other Contract exhibits listed in section 3. Other capitalized terms used in this document and its referenced Exhibits shall have the meanings given in in Exhibit B, Statement of Work. Any other capitalized term(s) used elsewhere in the Contract but not defined in in Exhibit B, Statement of Work, shall have the meaning given it in the Exhibit in which it is used.

2 Initial Contract Term

The Initial Contract Term of this Contract for Security Officer Services, Armed and Unarmed will be two (2) years. The Initial Contract Term will begin on December 15, 2014, or the date of the last signature on this Contract.

3 Contract

This document together with the following attached documents sets forth the entire understanding of the parties and supersedes all prior agreements, whether written or oral, with respect to such subject matter.

All exhibits are incorporated in their entirety into and form part of the Contract. The Contract has the following exhibits:

a) Exhibit A: Contract Conditions, (General Contract Conditions, Form PUR 1000 (10/06) and Special Contract Conditions, Attachment 8 for RFP 05-92121500-J)
b) Exhibit B: Statement of Work, Attachment 1 for RFP 05-92121500-J
c) Exhibit C: Pricing Sheet, Contractor's Cost Proposal submitted in response to for RFP 05-92121500-J

In the event of conflict, the document and the exhibits shall control. In the event of conflict, this document and the exhibits will be interpreted according to the following order of priority:

a) This document
b) Exhibit A: Contract Conditions
c) Exhibit B: Statement of Work
d) Exhibit C: Pricing Sheet

4 Statement of Work

The Services to be timely rendered by the Contractor pursuant to this Contract are defined and described in detail in Exhibit B, Statement of Work

5 Contract Notices

Contract notices may be delivered in accordance with section 38, General Contract Conditions, Form PUR 1000 or by email to the contact person identified in section 6.

6 Contract Administration

The following Department employee will serve as the contract administrator and will be primarily responsible for maintaining the Contract administration file:

Michelle MacVicar
Contract Manager, Division of State Purchasing
Florida Department of Management Services
4050 Esplanade Way, Suite 360, Tallahassee, FL 32399-0950
Phone: (850) 414-6131
Email: Michelle.MacVicar@dms.myflorida.com

The Department may appoint a different contract administrator, which shall not constitute an amendment to the Contract, by sending written notice to Contractor. Any communication to the Department relating to the Contract shall be addressed to the contract administrator.

The following Contractor employee will serve as the contract administrator:

Name
Title
Company
Address
Phone
Email

7 Amendments

No oral modifications to this Contract are acceptable. All modifications to this Contract must be in writing and signed by both parties. Any future amendments to the Contract that alter the definition of the Services will define the Services in the same format as Exhibit B, Statement of Work.

Notwithstanding the order listed in section 4, amendments executed after the Contract is executed may expressly change the provisions of the Contract. If they do so expressly, then the most recent amendment will take precedence over anything else that is part of the Contract.

This Contract is executed upon signature of authorized officers as of the dates signed below:

State of Florida, **Department of Management Services**	**Contractor** *Name*
Kelley Scott, Chief Procurement Officer and Director of State Purchasing	*Name, Title*
Date	Date

EXHIBIT A
Contract Conditions

This Exhibit contains the Special Contract Conditions. The General Contract Conditions, Form PUR 1000, are incorporated by reference and may be downloaded and viewed at: http://www.dms.myflorida.com/content/download/2933/11777/1000.pdf . If a conflict exists between the Special Contract Conditions and the General Contract Conditions, the Special Contract Conditions shall take precedence over the General Contract Conditions unless the conflicting term in the General Contract Conditions is required by Florida law, in which case the General Contract Conditions term will take precedence.

1 Discrimination

In the performance of this Contract, the Contractor agrees not to discriminate against any employee or applicant for employment, with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, and physical or mental disability. The Contractor further agrees that every subcontract entered into for the performance of any contract or purchase order resulting herefrom will contain a provision requiring non-discrimination in employment, as herein specified, binding upon each subcontractor. Any breach of this covenant may be regarded as a material breach of this Contract.

2 Preferred Pricing

The Department will provide the Preferred Pricing Affidavit for completion by an authorized representative of the Contractor attesting that the Contractor is in compliance with section 4(b), General Contract Conditions, Form PUR 1000. The Contractor shall submit to the Department, at least annually, the completed Preferred Pricing Affidavit.

3 Scrutinized Company List

The Contractor certifies that it is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to section 215.473, Florida Statutes. Pursuant to subsection 287.135(3)(b), Florida Statutes, the Department may immediately terminate this contract for cause if the Contractor is found to have submitted a false certification or if Contractor is placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List during the term of the Contract.

4 Employment Verification (E-Verify)

Pursuant to State of Florida Executive Order Number 11-116, Contractor is required to utilize the U.S. Department of Homeland Security's E-Verify system to verify eligibility of all new employees hired by the Contractor to work in the U.S. during the Contract term. Contractor shall include in related subcontracts a requirement that subcontractors performing work or providing

services pursuant to the Contract utilize the E-Verify system to verify the eligibility of all new employees hired by the subcontractor to work in the U.S. during the Contract term.

5 Compliance with Laws

The Contractor shall comply with all laws, rules, codes, ordinances, and licensing requirements that are applicable to the conduct of its business, including those of federal, state, and local agencies having jurisdiction and authority. Chapter 287, Florida Statutes, and Rule 60A, Florida Administrative Code, govern the Contract. The Contractor shall comply with section 274A of the Immigration and Nationality Act, the Americans with Disabilities Act, and all prohibitions against discrimination on the basis of race, religion, sex, creed, national origin, handicap, marital status, or veteran's status. Violation of any applicable laws, roles, codes, ordinances or licensing requirements will be grounds for Contract termination.

6 Conflict of Interest

The Contractor shall have no conflict of interest as described in Chapter 112, Florida Statutes. Further, the Contractor shall disclose the name of any State of Florida employee who also, directly or indirectly, has an interest of five percent (5%) or more in the Contractor's firm or any of its subsidiaries. This shall be an ongoing requirement, and failure to comply will subject the Contract to cancellation or reimbursement of all dollars paid under the Contract.

7 Ethical Business Practices

The Contractor shall work in partnership with the Department to ensure a successful and valuable contract, and shall comply with ethical standards required of State employees, Contractors, and all parties representing the Contractor. All work performed under this contract will be subject to review by the Department's Inspector General, and any findings suggesting unethical business practices may be cause for termination or cancellation of the Contract.

8 Business Review Meetings

The Department reserves the right to schedule business review meetings as frequently as necessary. The Department will provide the format for the Contractor's agenda. Prior to the meeting, the Contractor shall submit the completed agenda to the Department for review and acceptance. The Contractor shall address the agenda items and any of the Department's additional concerns at the meeting. Failure to comply with this section may result in the Contractor being found in default and contract termination.

9 Commitment to Diversity in Government Contracting

The State of Florida is committed to supporting its diverse business industry and population through ensuring participation by minority, women, and service disabled veteran business enterprises in the economic life of the State. The State of Florida Mentor Protégé Program connects minority, women, and service-disabled veteran business enterprises with private corporations for business development mentoring. We strongly encourage firms doing business with the State of Florida to consider this initiative. For more information on the Mentor Protégé

Program, please contact the Office of Supplier Diversity at (850) 487-0915 or osdhelp@dms.myflorida.com.

Upon request, the Contractor shall report to the Department, spend with certified and other minority business enterprises. These reports will include the period covered, the name, minority code and Federal Employer Identification Number of each minority vendor utilized during the period, commodities and services provided by the minority business enterprise, and the amount paid to each minority vendor on behalf of each agency ordering under the terms of this Contract.

10 Price Adjustments

Except as provided in this section, the pricing proposed by the Respondents is for the full term of the contract, including any renewal. Price may be adjusted at the time of each Contract renewal based on the percent change (up or down) of the Employment Cost Index (ECI). Price adjustments correlate with the Non-Seasonally Adjusted, ECI for the Series ID in the table below and as published by the Bureau of Labor Statistics, Department of Labor, Washington, DC 20212. The baseline, in the table below, shall be used for the initial price adjustment compared to the most recently published quarter at the time of renewal. If additional price adjustments are made, the baseline will be adjusted to correspond to the quarter that was used as comparison on the prior price adjustment. These reports are accessible at the following website: http://www.bls.gov/data/.

Series Identifier	Industry	Baseline
CIU2010000300000I (B)	Total compensation for Private industry workers in Service occupations, Index	3rd Qtr., 2014

When requesting a price increase, the Contractor shall submit, 60 days prior to the renewal date, a justification in writing to the Contract Manager detailing the reasons for the price adjustment request and demonstrating the calculable change in ECI over the baseline that supports a price adjustment.

The requested adjustment for a price increase shall be the lesser of the percentage change of the ECI or three percent. The Department reserves the exclusive right to accept or reject any request for price adjustment. Price adjustments shall be effective only upon written approval by the Department and shall not be applied retroactively.

The Department reserves the right to request price decreases at any time during the term of the Contract if found to be in the best interest of the State.

11 Electronic Invoice

The Contractor may supply electronic invoices in lieu of paper-based invoices for those transactions processed through MyFloridaMarketPlace (MFMP). Contractor agrees, upon Department's request, to establish electronic invoicing within 90 days of written request. Electronic invoices shall be submitted to the Customer through the Ariba Network in one of three mechanisms as listed below.

11.1 cXML (commerce eXtensible Markup Language)

This standard establishes the data contents required for invoicing via cXML within the context of an electronic environment. This transaction set can be used for invoicing via the Ariba Network for catalog and non-catalog goods and services. The cXML format is the Ariba preferred method for e-Invoicing.

11.2 EDI (Electronic Data Interchange)

This standard establishes the data contents of the Invoice Transaction Set for use within the context of an Electronic Data Interchange (EDI) environment. This transaction set can be used for invoicing via the Ariba Network for catalog and non-catalog goods and services.

11.3 PO Flip via Ariba Network

The online process allows suppliers to submit invoices via the Ariba Network for catalog and non-catalog goods and services. Contractors have the ability to create an invoice directly from their Inbox in their Ariba Network account by simply “flipping” the PO into an invoice. This option does not require any special software or technical capabilities.

For the purposes of this section, the Contractor warrants and represents that it is authorized and empowered to and hereby grants the State and the third party provider of MFMP, a State Contractor, the right and license to use, reproduce, transmit, distribute, and publicly display within the system the information outlined above. In addition, the Contractor warrants and represents that it is authorized and empowered to and hereby grants the State and the third party provider the right and license to reproduce and display within the system the Contractor’s trademarks, system marks, logos, trade dress, or other branding designation that identifies the products made available by the Contractor under the Contract.

The Contractor will work with the MFMP management team to obtain specific requirements for the Electronic Invoicing upon contract award.

12 Purchasing Card Program

The Contractor must accept universal card format Purchasing Cards (e.g., American Express, MasterCard, and Visa), but this is not the exclusive method of payment (e.g., purchase order). The method of ordering and payment (e.g., purchase order, Purchasing Card) shall be selected by the Eligible User.

The State of Florida has implemented a purchasing card program, using the Visa platform. Contractors may receive payment from state agencies by the purchasing card in the same manner as other Visa purchases. Visa acceptance is mandatory but is not the exclusive method of payment. The State reserves the right to change the platform as necessary. The State will not fill out any Contractor forms or contracts in association with the Contractor accepting a purchasing card payment. Contractors are not allowed to charge a fee for accepting a purchasing card payment. Surcharges or convenience fees are prohibited. Fees shall not be charged for using a purchasing card unless the fees are charged for all methods of payment

(cash, check, debit cards, vouchers, etc.), and must be approved by the Eligible User prior to order acceptance.

On-line billing or payment systems maintained by the Contractor will not store the card holder's account number and expiration date for re-use. Card holders will provide the Contractor with card account information at each transaction.

13 Insurance Requirements

Providing and maintaining adequate insurance coverage is a material obligation of the Contractor. During the Contract term, the Contractor at its sole expense shall provide Commercial General Liability, Automobile Liability, and Workers Compensation Insurance.

The Contract shall not limit the types of insurance Contractor may desire to obtain or be required to obtain by law. The limits of coverage under each policy maintained by the Contractor shall not be interpreted as limiting the Contractor's liability and obligations under the Contract.

13.1 Commercial General Liability

The Contractor shall obtain and maintain Commercial General Liability insurance on an occurrence basis in the minimum amount of $500,000 (defense cost shall be in excess of the limit of liability). This insurance will provide coverage for all claims that may arise from the operations completed under this Contract, whether such operations are by the Contractor, sub-contractors, Contractor's agents, or other employees. Such insurance shall include a Hold Harmless Agreement in favor of the State of Florida, Department of Management Services and must include the State of Florida as an Additional Named Insured for the entire length of the Contract.

13.2 Workers Compensation Insurance

Contractor shall obtain and maintain workers' compensation and employer's liability insurance in accordance with Chapter 440, Florida Statutes, with minimum employers' liability limits of $100,000 per accident, $100,000 per person, and $500,000 policy aggregate. Such policy shall cover all employees engaged in any Contract work.

In the event any class of employees engaged in hazardous work under this Contract at the site of the project is not protected under the Workers' Compensation statute, the Contractor shall provide, and cause each subcontractor to provide, adequate insurance, satisfactory to the Purchaser, for the protection of his employees not otherwise protected. All insurance policies shall be through insurers authorized to write policies in Florida.

13.3 Automobile Liability Insurance

Contractor shall obtain and maintain automobile liability insurance, including coverage for liability contractually assumed, which shall cover all owned, non-owned, and hired autos used in connection with this Contract. The minimum combined limits (inclusive of any amounts provided by an umbrella or excess policy) shall be $500,000 for each occurrence-bodily injury and property damage combined and $5,000 medical payment.

13.4 Self-Insurance

For any insurance coverage required hereby, Contractor may use a self-insurance program, provided such program has received prior written approval of the Department.

Insurance coverage as minimum liability:	
Bodily injury	$500,000 per individual
Bodily injury	$1,000,000 per accident
Property Damage	$1,000,000
Comprehensive	Non Deductible
Collision	Non Deductible

13.5 Certificates of Insurance

Certificates of Insurance shall be in effect within ten (10) calendar days after date of Award through the end of the Contract term. It is the Contractor's responsibility to provide all relevant certificates and endorsements as proof of such insurance or proof of its ability to self-insure, including renewal or replacement evidence of insurance at least thirty (30) days prior to the expiration or termination of any insurance to the Department Contract Manager.

NOTE: Certificates of Insurance shall be provided and the Certificate Holder's Name(s) upon the certificates shall be:

Agencies & Other Eligible Users of the State of Florida
C/O: Department of Management Services
Division of State Purchasing,
4050 Esplanade Way, Suite 360
Tallahassee, FL 32399-0950

14 Public Records

The Contract shall allow public access to all documents, papers, letters, or other material made or received by the Contractor in conjunction with the contract, unless the records are confidential or exempt from section 24(a) of Article I of the State Constitution or subsection 119.07(1), Florida Statutes. The Department may unilaterally terminate the contract if the Contractor refuses to allow public access as required in this section.

If, under this contract, the Contractor is providing services and is acting on behalf of the Department, as provided under subsection 119.011(2), Florida Statutes, the Contractor, subject to the terms of paragraph 287.058(1)(c), Florida Statutes, and any other applicable legal and equitable remedies, shall:

a) Keep and maintain public records that ordinarily and necessarily would be required by the Department in order to perform the service.
b) Provide the public with access to public records on the same terms and conditions that the Department would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

d) Meet all requirements for retaining public records and transfer, at no cost, to the Department all public records in possession of the Contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically shall be provided to the Department in a format that is compatible with the information technology systems of the Department.

If Contractor considers any portion of any documents, data, or records submitted to the Department to be confidential, proprietary, trade secret or otherwise not subject to disclosure pursuant to Chapter 119, Florida Statutes, the Florida Constitution or other authority, Contractor shall simultaneously provide the Department with a separate redacted copy of the information it claims is confidential and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain the Contract name and number, and shall be clearly titled "Confidential". The redacted copy shall only redact those portions of material that the Contractor claims is confidential, proprietary, trade secret or otherwise not subject to disclosure.

In the event of a public records or other disclosure request pursuant to Chapter 119, Florida Statutes, the Florida Constitution or other authority, to which documents that are marked as confidential or exempt are responsive, the Department will provide the Contractor-redacted copies to the requestor. If a requester asserts a right to the confidential or exempt information, the Department will notify the Contractor that such an assertion has been made. It is the Contractor's responsibility to assert that the information in question is confidential or exempt from disclosure under Chapter 119, Florida Statutes or other applicable law. If the Department becomes subject to a demand for discovery or disclosure of the confidential or exempt information of the Contractor under legal process, the Department shall give the Contractor prompt notice of the demand prior to releasing the information labeled "confidential" (unless otherwise prohibited by applicable law. Contractor shall be responsible for defending its determination that the redacted portions of its response are confidential or exempt.

Contractor shall protect, defend, and indemnify the Department for any and all claims arising from or relating to Contractor's determination that the redacted portions of its response are confidential, exempt, proprietary, trade secret, or otherwise not subject to disclosure. If Contractor fails to submit a redacted copy of information it claims is confidential or exempt, the Department is authorized to produce all documents, data, or records submitted to the Department in answer to a public records request for these records.

15 Intellectual Property

The parties do not anticipate that any intellectual property will be developed as a result of this contract. In the event that intellectual property is generated under this contract, it shall belong to and be the sole property of the State of Florida. This provision will survive the termination or expiration of the Contract.

16 Contractor's Information

Contractor's information is located on the Department's website. This information shall include, but not be limited to, the Contractor's Organization Information, the Contractor's Representative Information, the Contractor's Remit-To Information, and a list of Department maintained instructions to assist Eligible Users in establishing services under the Contract.

It is the Contractor's responsibility to notify the Department Contract Manager of any changes to the information contained in the Contractor's information. **The Contractor shall notify the Department Contract Manager of any changes to the Contractor's Information in writing (email is acceptable) within five business days prior to the effective date of the proposed change.** The Department may accept or reject any proposed change within five business days of receipt of requested change. Acceptance of any requested changes shall not be unreasonably withheld. The Department may amend the Contractor's Information as it deems is in the best interest of the State and / or will best assist Eligible Users.

The Contractor shall ensure that all information contained in the changes to the Contractor's Information have been appropriately updated within their MFMP Vendor Registration. https://vendor.myfloridamarketplace.com/

17 Use of Subcontractors

The Contractor shall not delegate any of its duties or responsibilities under this Contract or Service Level Agreements (SLA's) to any subcontractor without prior written consent of the Department, which shall not be reasonably withheld.

18 Contractor Personnel

18.1 Contractor Personnel and Third Parties

Neither the Department nor the Contractor shall be deemed a joint employer of the other's employees, and each party will be responsible for any and all claims by its employees. Neither employees of the Department nor the Contractor shall be deemed "leased" employees of the other for any purpose.

During the term of this Contract, the Contractor shall not knowingly employ, subcontract with, or sub-grant to any person, including any non-governmental entity in which such person has any employment or other material interest as defined by subsection 112.312(15), Florida Statutes, who is employed by the State or who has participated in the performance or procurement of this Contract, except as provided in section 112.3185, Florida Statutes.

The Contractor shall take all actions necessary to ensure that the Contractor's employees, subcontractors, providers and other agents are not employees of the State.

Such actions include, but are not limited to, ensuring that the Contractor's employees, subcontractors, providers, and other agents receive benefits and necessary insurance (health, workers' compensations, and unemployment) from an employer other than the State of Florida.

a) All persons assigned by the Contractor under this Contract shall be fully qualified to perform the work assigned to them, and shall be either:

   i. Employees of the Contractor;
   ii. Employees of its majority-owned (directly or indirectly, at any tier) subsidiaries;
   iii. Employees of an approved subcontractor.

b) Independent contractors engaged by the Contractor solely to augment and fulfill a staff role with the Contractor are considered to be employees of the Contractor.
c) The Contractor shall include a similar provision in any subcontract entered into with a Subcontractor.
d) The Contractor's employees, subcontractors, and any other personnel furnished by the Contractor to perform the Services shall adhere to all terms of this Contract and in particular, the confidentiality and security requirements in Exhibit B, Statement of Work.
e) The Contractor is responsible for all acts and omissions of its employees, as well as the acts and omissions of any other personnel furnished by the Contractor to perform the Services.

18.2 Unsatisfactory Personnel

During the course of the contract, if the Department or Eligible User determines that certain Contractor personnel are unable or fail to perform their duties in a competent and professional manner, the Department or Eligible User shall notify the Contractor in writing of its determination. The Department or Eligible User reserves the right to require removal of personnel deemed to be unsuitable or unsatisfactory for any reason. The Contractor shall assign acceptable replacement personnel within 3 Business Days.

18.3 Personnel Screening & Adverse Incidents

As part of licensure requirements, Security Officers undergo a Level II, background screening. An Eligible User may require additional background or other types of screening. All costs or fees associated with the screening shall be at the sole cost of the Eligible User. In no event shall the Contractor make available to the Eligible User, without prior written consent, any Security Officer who has been convicted of a felony. All Security Officers receiving court ordered restraining orders or law enforcement trespass warnings shall not have access to the Eligible User facility, building or premises. During the term of the contract, the Contractor shall notify the Department and applicable Eligible User, within 3 days of knowledge of any arrests, restraining orders, or trespass warnings issued to the Contractor's Security Officers to the extent permissible under the Contract or law.

19 Contract Start-Up & Close-Out

19.1 Contract Start-Up

Security Services are critical to ensuring the safety of state employees, equipment, and property. At a minimum, the Contractor must perform the following activities as a part of startup under the Contract:

a) The Contractor shall create and maintain a contract start-up plan that describes the Contractor's process for establishing services with Eligible Users. The Contractor shall submit the contract start-up plan to the Department Contract Manager no later than 30 days after Contract award.
b) The Contractor shall submit proof of insurance and any other required documents no later than 30 days after Contract award.
c) The Contractor shall complete SLA's with all Eligible Users who desire to use Security Officer Services no later than 30 days after Contract execution or initial request by an Eligible User.
d) The Contractor shall work with the outgoing contractor, if any, to facilitate a smooth transition of Security Services.
e) The Contractor shall immediately notify the Department's Contract Manager of any problems during start-up.

19.2 Contract Close-Out

When service under this contract ends and service commences under a new contract with a new vendor, the Contractor shall work with the Department, Eligible Users, and the new vendor providing services. The Contractor shall be required to support an orderly transition to the next contractor no later than the expiration or early termination of this Contract and shall support the requirements for transition as specified in a Department-approved Close-Out Plan. The Contractor shall provide consultation to Eligible Users on the time and resources needed to support transition, identifying, at a minimum, a transition manager, the process for adjusting levels of service as required, and data and property transfer.

20 Service Level Agreements

The Contractor shall receive a Purchase Order from each Eligible User which shall include an SLA. Each SLA must describe the specific Security Services required by the Eligible User, as well as any unique requirements for service or management regarding the operation and provision of those Security Services by the Contractor.

Eligible Users may have one or more SLA's depending on how their organization is structured. Eligible User requirements for Security Services may change over the course of the contract. As this occurs, the Eligible User and the Contractor shall update the SLA to reflect any changes. The Contract issued by the Department shall remain the master agreement allowing for each Eligible User to initiate its own SLA. The Contractor shall comply with the Security Service requirements in Eligible User's SLA.

21 Compensation and Pricing

Each Eligible User's Purchase Order must fully detail the compensation for Security Officers, as well as any potential compensation for Ancillary Services requested by the Eligible User in the SLA regarding the operation and provision of those Security Services by the Contractor.

Pricing for Security Services on any resulting SLA will be based on ceiling rates specified in Exhibit C, Pricing Sheet. Eligible Users may negotiate lower rates than those presented in Exhibit C, Pricing Sheet.

22 Detail of Invoices

Contractor shall submit bills for fees or other compensation for services or expenses in detail sufficient for a proper pre-audit and post-audit. The Department and Eligible User reserve the right to request additional documentation.

The Contractor shall establish separate accounts with each Eligible User and shall invoice them directly on a monthly basis or more frequently if requested by the Eligible User. Invoices shall be provided in accordance with the Eligible User's requirements and, at a minimum, include the following details: State Term Contract Number, invoice date, invoice number, an itemization of charges, and additional items as specified by the Eligible User.

23 Disputed Invoices

If the Eligible User reasonably and in good faith disputes that any portion of any amount claimed by Contractor is payable or has been erroneously paid, then the Eligible User will timely pay any undisputed portion of the amount and will provide Contractor with written notice specifying the disputed amount and the basis for the dispute in reasonable detail. Upon resolution of the disputed portion, any amounts owed to Contractor shall be paid in accordance with section 215.422, Florida Statutes.

24 Payment Processing

Section 215.422, Florida Statutes, provides that Agencies have five business days to inspect and approve goods and services, unless specified otherwise in this contract. If payment is not available within forty business days, measured from the latter of the date the invoice is received, or the services are received, inspected and approved, an interest penalty will be due at a rate as established pursuant to subsection 55.03(1), Florida Statutes, on the unpaid balance from the expiration of such forty calendar day period until such time as the warrant is issued to the Contractor. Invoices returned to the Contractor due to preparation errors will result in a payment delay. Invoice payment requirements do not start until a properly completed invoice is provided to the Agency. Processing times for other Eligible Users may vary.

25 Financial Consequences

In accordance with subsection 287.058(1)(h), Florida Statutes, the Eligible Users must apply financial consequences if the Contractor fails to perform in accordance with the Contract and resulting SLA's. Service Level Agreements will include financial consequences for non-performance.

26 Events of Default

26.1 Contractor Events of Default

Any one or more of the following events shall, after the required notice(s) and opportunity to cure, constitute an "Event of Default" on the part of Contractor. The following list is not all-inclusive.

26.2 Payment

The failure of Contractor to pay any sum of money required by the Eligible User or Department within ten business days after receipt of written notice from the Department or Eligible User that the sum is due will constitute a breach of contract and may result in termination of the Contract or the SLA by the Department or the Eligible User.

26.3 Performance

Any non-performance provided by the Contractor, which is not cured within a specified period after receipt of written notice thereof by the State shall constitute a default. At the State's exclusive discretion, the period of time afforded for cure may be extended so long as Contractor institutes satisfactory performance and thereafter diligently and continuously pursues satisfactory performance.

26.4 State Remedies

Upon the occurrence of an "Event of Default" on the part of the Contractor, the State is entitled to remedies as stated in Rule 60A-1.006, without limitation as to the State's pursuit of any other remedies at law or in equity.

26.5 State Event of Default

The State's failure to perform or delay in performing any of the its responsibilities under this Contract will not constitute grounds for termination of the Contract or a SLA by the Contractor except for a failure by the State to timely pay amounts due and owing after a reasonable time to cure.

27 Performance Bond

Contractor shall provide a performance bond if required by the Eligible User as stated in the SLA. The performance bond shall be issued by a bonding company acceptable to the Eligible User for the amount specified in the SLA and shall be payable to the Eligible User.

28 Department Reports

28.1 Transaction Fees and Fee Reporting

The Contractor is required to submit monthly Transaction Fee Reports in electronic format. For information on how to submit Transaction Fee Reports online, please reference the detailed fee reporting instructions and Contractor training presentations available online at the Transaction Fee Reporting and Vendor Training subsections under Vendors on the MyFloridaMarketPlace

website located at http://dms.myflorida.com/mfmp. Assistance is also available with the Transaction Fee Reporting System from the MyFloridaMarketPlace Customer Service Desk at feeprocessing@myfloridamarketplace.com or 866-FLA-EPRO (866-352-3776) between the hours of 8:00 AM to 5:30 PM Eastern Time.

Failure to provide required reports, including no sales, within the specified timeframes may result in the Contractor being considered in default and may constitute termination of the Contract by the Department.

28.2 Quarterly Reports

The Contractor shall submit a Quarterly Report, 30 days after the end of each quarter (quarters end on September 30th, December 31st, March 31st, June 30th) to the Department Contract Manager.

28.2.1 Service Reports

The Quarterly Service Report shall be detailed by each Eligible User and a summary report of the details for the contract as a whole. The format of the report and level of detail shall be mutually agreed upon by the Contractor and the Department Contract Manager and shall include, at a minimum, the following:

a) Contractor's name
b) Reporting period
c) Eligible User's Name
d) Description of services provided for each Eligible User per quarter
e) Total dollar value of services provided per quarter

28.2.2 Minority Business Report

The Contractor shall include with each quarterly report for the term of the contract, the total spend with certified and other minority business enterprises in association with this Contract. Reports must include the period covered, the name, minority code and federal employer identification number of each minority contractor utilized during the period, amount paid to each minority contractor on behalf of each Eligible User ordering under the terms of this contract.

28.3 Annual Service Report

The Contractor shall submit an Annual Report on or before July 31st each year, for the term of the contract, to the Department Contract Manager. Reports shall be detailed by each Eligible User and also include a summary of the details for the State as a whole. The format of the report and level of detail shall be mutually agreed upon by the Contractor and the Department and shall include at a minimum the following:

a) Contractor's name
b) Reporting period
c) Services Provided
d) Total annual dollar value of services

Upon reasonable notice to the Contractor, the Department reserves the right to adjust and revise the fields and information collected in the Annual Service Report at any time during the Contract.

28.4 Additional Reports

The Contractor shall provide additional ad hoc reports as requested by the Department Contract Manager. These reports shall be provided within three business days of written request unless another deadline is agreed to by Contractor and Department Contract Manager.

28.5 Eligible User Reports

The Contractor shall provide reports to Eligible Users as required in their SLA. The reporting frequency and detail shall be determined by the Eligible User, and in a format mutually agreed upon between the Contractor and Eligible User. All documentation supporting the Eligible User report shall be maintained by the Contractor and provided to the Eligible User upon request.

29 Confidentiality

The Contractor may receive information and documents that contain confidential or sensitive information. The Contractor shall ensure the confidentiality and security of client data, files, and records in accordance with section 33, General Contract Conditions, Form PUR 1000, and in compliance with all state and federal laws. The Contractor shall not use or disclose any information concerning a recipient of services by an Eligible User for any purpose prohibited by state or federal law or regulations except with the written consent of a person legally authorized to give that consent or when authorized by law.

EXHIBIT B
Statement of Work

1 Statement of Work Overview

The Contractor shall provide all labor, supervision, material and equipment necessary to perform Security Services. The Contractor shall ensure Security Services are performed in accordance with this Contract and Eligible Users' SLAs (section 3).

Security Officers shall:

a) Be properly licensed and trained in accordance with Chapter 493, Part III, Florida Statutes.
b) Maintain a professional appearance and demeanor.
c) Act in accordance with the rules of the Contractor, the Department, and those of the Eligible Users.

2 Definitions

Definitions contained in section 287.012, Florida Statutes, Rule 60A-1.001, Florida Administrative Code, Form PUR 1000, and Form PUR 1001 are incorporated by reference, and apply to this contract.

2.1 Ancillary Services – Security Services that may be provided to Eligible Users in addition to Security Officers. Ancillary services may include vehicles, K-9's, emergency responses, or video or audio surveillance.

2.2 Business Days - Monday through Friday, 8am to 5pm, not including paid state holidays listed in subsection 110.117(1), Florida Statutes.

2.3 Eligible Users – all governmental agencies, as defined in section 163.3164, Florida Statutes, which have a physical presence within the State of Florida and any independent, nonprofit college or university that is located within the State of Florida and is accredited by the Southern Association of Colleges and Schools (Rule 60A-1.005, Florida Administrative Code).

2.4 Security Officer - a person licensed to provide Security Services in accordance with Chapter 493, Part III, Florida Statutes.

2.5 Security Services – the enforcement of rules, regulations or procedures adopted by Eligible Users to ensure prompt action is taken to prevent or minimize losses, accidents, fires, property damage, safety hazards, or security incidents.

2.6 Service Level Agreement (SLA) - A document executed by an Eligible User and the Contractor that details the work activities, deliverables, expectations, timelines, and financial consequences for non-performance that a Contractor shall provide to the Eligible User.

3 Service Level Agreements

3.1 The Contractor shall discuss with the Eligible User the Security Services requested and perform an on-site assessment, if necessary, in order to determine the most cost effective combination of Security Officers and Ancillary Services.

3.2 The Contractor is required to enter into a SLA with each Eligible User prior to providing any Security Services for the Eligible User.

3.3 Each Eligible User's SLA shall describe the specific Security Services required and the Contractor shall comply with all terms and conditions as stated in the SLA.

3.4 The Contractor shall ensure, prior to executing a SLA, that the following provisions are included:

a) Scope of work
b) Billing and remittance instructions
c) Contact information, including primary and secondary Emergency Call Procedures

3.5 All SLA changes, modifications, deletions, or additions shall be in writing and must be mutually agreed upon by the Contractor and Eligible User prior to any such change, modification, deletion, or addition taking effect.

3.6 Upon termination of any SLA, the Contractor shall cooperate with the Eligible User in transferring all documents, books, records, and other property of the Eligible User in the Contractor's possession or control, as may be reasonably requested by the Eligible User, to the Eligible User or such party as the Eligible User may designate in writing.

4 Customer Service

4.1 The Contractor is to provide Eligible Users with contact information for the Contractor's primary and secondary points of contact. This information shall include:

a) Name
b) Title
c) Email address
d) Office Telephone number(s)
e) Cellular Telephone number(s)

4.2 The Contractor shall maintain a 24/7 call service so that Eligible Users may order Security Services, report any failures, insufficiencies, or other concerns in the delivery of Security Services.

4.3 The Contractor shall respond within one hour to an Eligible User's report of failures, insufficiencies, or other concerns in the delivery of Security Services.

4.4 The Contractor shall promptly resolve all contractual and Eligible User concerns, issues, or complaints to the satisfaction of the Eligible User and the Department.

4.5 The Contractor shall notify the Eligible User immediately if it believes it cannot meet the level of service required in the SLA and shall provide remedies and alternatives.

5 Licensing Requirements

5.1 The Contractor shall ensure that its company and employees are licensed in accordance with Chapter 493, Florida Statutes, to perform Security Services. The Contractor shall provide copies of licenses and certificates to the Department or Eligible User, upon request.

5.2 The Contractor may be subject to termination if unlicensed employees perform services under this Contract to any Eligible User.

6 Key Personnel

The Contractor shall provide to the Department's Contract Manager and Eligible Users a list of key personnel, including a Contract Administrator and a Financial Administrator. The key personnel shall be knowledgeable of Contract requirements and responsible for handling and performing services specified in the Contract and Eligible User's SLA.

The Contractor, with reasonable discretion, may make substitutions of key personnel. Replacements may be made as long as the substituted personnel are equally qualified and skilled to accomplish the tasks and services required. The Contractor shall provide written notice, within five calendar days, of any change in key personnel to the Department's Contract Manager.

6.1 Contract Administrator

The Contract Administrator shall work with the Department's Contract Manager to manage the State account, which includes handling questions and resolving issues. The Contract Administrator is responsible for addressing broad Contract issues and requests brought to it by the Department or an Eligible User. The Contract Administrator must have the authority, knowledge, and ability to address and correct issues related to the implementation and operation of the Contract.

6.2 Financial Administrator

The Financial Administrator shall work with Eligible Users to address billing or accounting issues.

7 Operational Hours

7.1 The Contractor's administrative offices shall be open on Business Days, as defined by section 2.2.

7.2 Security Services may vary based on each Eligible User's service needs. Length of service may vary as well as hours, which may range from one hour up to 24 hours per day. Service length and hours may include, but are not limited to, the following:

a) Long term commitment – One or more years
b) Short term commitment – Less than one year
c) Full time – 35 to 40 man-hours per week
d) Part time – 34 man-hours per week or less
e) Occasional – days, hours, and frequency may vary. This type of service includes regularly scheduled events held monthly, quarterly, or semi-annually, or single events or circumstances.

7.3 Security Officers may not incur overtime unless authorized to do so by an Eligible User in writing prior to the provision of overtime services.

8 Position Descriptions

8.1 Security Officer Level I – An unarmed individual with a Class D license.

8.2 Security Officer Level II – An unarmed individual with a Class D license. A minimum of two years' experience either as a Class D licensed Security Officer or in the military or law enforcement.

8.3 Security Officer Level III – An armed individual with Class D and Class G licenses. A minimum of two years' experience either as Class D licensed Security Officer or in the military or law enforcement.

8.4 Security Officer Level IV – An armed individual with Class D and Class G licenses. A minimum of five years experience as a Class D licensed Security Officer and two years' experience as a Class G licensed Security Officer or five years' in the military or law enforcement.

8.5 Security Officer Level V – An armed or unarmed individual with Class D and Class G licenses. A minimum of five years' experience either as a licensed Class G Security Officer or in the military or law enforcement. The individual shall have the ability to supervise, monitor, and regulate Security Officers with Class D and Class G licenses in their performance of assigned duties. This level of Security Officer may be a site-supervisor when an Eligible User requires multiple Security Officers present at the same time to coordinate Security Service efforts.

8.6 Security Officer Level VI – An armed or unarmed individual with Class D and Class G licenses. A minimum of ten years' experience either as a licensed Class G Security Officer or in the military or law enforcement. The individual shall have the ability to supervise, monitor, and regulate Security Officers with Class D and Class G licenses in their performance of assigned duties. This level of Security Officer may be a project manager when an Eligible User requires multiple site-supervisors for large or complex sites to coordinate Security Service efforts.

9 Minimum Hiring Standards

The Contractor shall ensure that Security Officers meet or exceed minimum hiring standards set forth below before assignment to an Eligible User. The Department or Eligible User reserves

the right to reject any employee that it deems unqualified.

Security Officers shall:

9.1 Possess a valid Florida driver's license or valid state identification card.

9.2 Pass a drug test upon hire.

9.3 Be able to read, write, and understand English. Some Eligible Users may require bi-lingual Security Officers.

9.4 Be physically able to perform job-related tasks including, but not limited to, quickly ascending and descending multiple flights of stairs and lifting a minimum of 25 pounds.

9.5 Maintain a neat, clean, and well-groomed appearance while providing services.

9.6 Have effective report writing skills.

9.7 Pass the Florida Department of Law Enforcement (FDLE) criminal background investigation and fingerprint check, if required by an Eligible User.

10 Uniforms and Equipment

10.1 The Eligible User may furnish, without cost to the Contractor, materials, equipment, and space in connection with the Contractor's performance of Security Services. Such materials, equipment and space shall be detailed in the Eligible User's SLA.

10.2 Uniforms - Security Officers providing services under this Contract to Eligible Users shall report to work in uniforms provided by the Contractor. All Security Officers shall be appropriately uniformed in accordance with section 493.6305, Florida Statutes. The uniform must clearly identify the employee as a Security Officer working for the Contractor and include a picture ID badge prominently placed on the uniform. Badges may not resemble those of local law enforcement agencies.

10.3 If Eligible Users require an un-uniformed Security Officer, the name badge requirement may be waived for those Security Officers.

10.4 Security Officers shall be equipped with redundant (i.e. cell phone and radio) communication equipment to be able to communicate with their supervisor, their home office, 911, the local police, and the Eligible User's representative/contract manager.

10.5 Keys or access cards may be issued to Security Officers by Eligible Users for specific sites. The Contractor is responsible for securing and maintaining the keys or access cards. Eligible Users will replace lost keys or access cards at the Contractor's expense.

10.6 Security vehicles requested by Eligible Users are to be owned or leased, licensed, and insured by the Contractor. Vehicles used by the Contractor shall display the company's name and telephone number and shall be kept clean and well maintained at all times.

10.7 The Contractor assumes full responsibility for all equipment issued by the State for performance of the services specified in the Eligible User's SLA. The Contractor shall reimburse the Eligible User, at current market rates, for all equipment lost, damaged, stolen, or otherwise unavailable due to fault of the Contractor or Contractor's subcontractors, agents, or employees. Upon termination of the Contract or any SLA, all equipment shall be returned to the Eligible User in good operating condition, less reasonable wear and tear.

11 Training

11.1 The Contractor shall ensure that Security Officers receive ongoing training to maintain licensure in accordance with Chapter 493, Part III, Florida Statutes.

11.2 Training to maintain licensure is not the financial responsibility of the Department or Eligible User.

11.3 An Eligible User may require specialized training for Security Officers that is not specified in this contract. Specialized Security Officer training that is required by an Eligible User must be specified in the SLA. Eligible Users shall cover the cost of specialized training and the hourly rate for the Security Officers attending the training.

12 Security Services

12.1 The Contractor shall administer the Eligible User's site security procedures and post orders.

12.2 The Contractor shall provide supervision of Security Officers, as required by the Eligible User's SLA.

12.3 The Contractor shall ensure that current, applicable security licenses, and driver's licenses or state identification cards are kept on the Security Officer's person while he/she is on duty.

12.4 The Contractor shall ensure that Security Officers providing services under this Contract and Eligible Users' SLAs maintain appropriate discipline, appearance, professional demeanor, integrity, and attention to duty.

12.5 The Contractor shall ensure that Security Officers perform all services in accordance with oral or written instructions provided by the Eligible User.

12.6 The Contractor shall ensure that Security Officers contact the Eligible User for guidance if situations arise that Security Officers cannot handle.

13 Ancillary Services

The Contractor may provide Ancillary Services in addition to Security Officers. Ancillary Services must support the Eligible User's Security Services. Such services shall be detailed in the Eligible User's SLA and may include the following:

13.1 Vehicles – Equipment used in conjunction with providing Security Services. The type of vehicles may vary depending on the location where services are provided.

13.2 Emergency Response Security Officers – These are licensed Security Officers who provide services when an Executive Order has been issued by a governmental entity. These Emergency Response Security Officers shall have training in first response. They may be required to work irregular hours, to work more than 8 hours per day, to work extended periods (including weekends and holidays), to work at locations other than their official headquarters, and in adverse conditions. Travel expenses for the Emergency Response Security Officers shall be on a cost reimbursement basis, in accordance with section 112.061, Florida Statutes.

13.3 K-9 Services - specialty trained dog to assist a Security Officer in guarding against, and watching for, unwanted or unexpected people.

13.4 Audio and video surveillance (interactive - remote) – The use of cameras and microphones to assist in protecting people and property from a remote location.

13.5 Bicycle - Equipment used in conjunction with providing Security Services, most commonly in the form of a mountain bicycle. The type of bicycle may vary depending on the location where services are provided.

14 Performance and Inspections

The Contractor shall monitor the quality of Security Services by performing scheduled and unscheduled on-site inspections. The Contractor shall confer with Eligible Users regarding deficiencies in the delivery of services, including review of incident reports, and discussion of improvement of services and safety procedures, and potential cost savings. The Contractor shall remove and replace any unsatisfactory Security Officers.

EXHIBIT C
Pricing Sheet

Contractor specific Pricing Sheets are posted to the contract page under Pricing

FLORIDA DEPARTMENT OF MANAGEMENT SERVICES
state purchasing
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State Term Contract
No. 92121500-14-01
Security Officer Services, Armed and Unarmed

Pricing Sheet

Please refer to Attachment I, Statement of Work, Sections 7 & 8 for a description of Security Officer levels, commitment and hours												
Service Description	**Unit of Service**	**Region 1**	**Region 2**	**Region 3**	**Region 4**	**Region 5**	**Region 6**	**Region 7**	**Region 8**	**Region 9**	**Region 10**	**Region 11**
Security Officer Levels												
Long Term Commitment (One or more years)												
Full Time												
Level I Security Officer	Hour	$17.59	$17.49	$17.49	$17.49	$17.68	$17.77	$17.68	$17.68	$18.36	$18.34	$18.43
Level II Security Officer	Hour	$21.61	$21.51	$21.51	$21.51	$21.74	$21.83	$21.74	$21.74	$21.64	$21.67	$21.73
Level III Security Officer	Hour	$23.61	$23.49	$23.49	$23.49	$23.72	$23.83	$23.72	$23.72	$23.61	$23.64	$23.71
Level IV Security Officer	Hour	$29.18	$29.04	$29.04	$29.04	$29.31	$29.45	$29.31	$29.31	$29.15	$29.20	$29.29
Level V Security Officer (supervisor)	Hour	$32.55	$32.40	$32.40	$32.40	$32.71	$32.86	$32.71	$32.71	$32.50	$32.58	$32.68
Level VI Security Officer (project manager)	Hour	$41.14	$41.09	$41.09	$41.09	$41.05	$41.09	$41.05	$41.05	$41.24	$41.07	$41.07
Part Time												
Level I Security Officer	Hour	$17.59	$17.49	$17.49	$17.49	$17.68	$17.77	$17.68	$17.68	$18.36	$18.34	$18.43
Level II Security Officer	Hour	$21.61	$21.51	$21.51	$21.51	$21.74	$21.83	$21.74	$21.74	$21.64	$21.67	$21.73
Level III Security Officer	Hour	$23.61	$23.49	$23.49	$23.49	$23.72	$23.83	$23.72	$23.72	$23.61	$23.64	$23.71
Level IV Security Officer	Hour	$29.18	$29.04	$29.04	$29.04	$29.31	$29.45	$29.31	$29.31	$29.15	$29.20	$29.29
Level V Security Officer (supervisor)	Hour	$32.55	$32.40	$32.40	$32.40	$32.71	$32.86	$32.71	$32.71	$32.50	$32.58	$32.68

FLORIDA DEPARTMENT OF MANAGEMENT SERVICES
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State Term Contract
No. 92121500-14-01
Security Officer Services, Armed and Unarmed

Service Description	Unit of Service	Region 1	Region 2	Region 3	Region 4	Region 5	Region 6	Region 7	Region 8	Region 9	Region 10	Region 11
Level VI Security Officer (project manager)	Hour	$41.14	$41.09	$41.09	$41.09	$41.05	$41.09	$41.05	$41.05	$41.24	$41.07	$41.07
Occasional												
Level I Security Officer	Hour	$24.63	$24.49	$24.49	$24.49	$24.75	$24.88	$24.75	$24.75	$25.70	$25.68	$25.80
Level II Security Officer	Hour	$30.25	$30.11	$30.11	$30.11	$30.44	$30.56	$30.44	$30.44	$30.30	$30.34	$30.42
Level III Security Officer	Hour	$33.05	$32.89	$32.89	$32.89	$33.21	$33.36	$33.21	$33.21	$33.05	$33.10	$33.19
Level IV Security Officer	Hour	$40.85	$40.66	$40.66	$40.66	$41.03	$41.23	$4.03	$41.03	$40.81	$40.88	$41.01
Level V Security Officer (supervisor)	Hour	$45.57	$45.36	$45.36	$45.36	$45.79	$46.00	$45.79	$45.79	$45.50	$45.61	$45.75
Level VI Security Officer (project manager)	Hour	$41.14	$41.09	$41.09	$41.09	$41.05	$41.09	$41.05	$41.05	$41.24	$41.07	$41.07
Short Term Commitment (Less than one year)												
Full Time												
Level I Security Officer	Hour	$17.59	$17.49	$17.49	$17.49	$17.68	$17.77	$17.68	$17.68	$18.36	$18.34	$18.43
Level II Security Officer	Hour	$21.61	$21.51	$21.51	$21.51	$21.74	$21.83	$21.74	$21.74	$21.64	$21.67	$21.73
Level III Security Officer	Hour	$23.61	$23.49	$23.49	$23.49	$23.72	$23.83	$23.72	$23.72	$23.61	$23.64	$23.71
Level IV Security Officer	Hour	$29.18	$29.04	$29.04	$29.04	$29.31	$29.45	$29.31	$29.31	$29.15	$29.20	$29.29

FLORIDA DEPARTMENT OF MANAGEMENT SERVICES
state purchasing
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State Term Contract
No. 92121500-14-01
Security Officer Services, Armed and Unarmed

Service Description	Unit of Service	Region 1	Region 2	Region 3	Region 4	Region 5	Region 6	Region 7	Region 8	Region 9	Region 10	Region 11
Level V Security Officer (supervisor)	Hour	$32.55	$32.40	$32.40	$32.40	$32.71	$32.86	$32.71	$32.71	$32.50	$32.58	$32.68
Level VI Security Officer (project manager)	Hour	$41.14	$41.09	$41.09	$41.09	$41.05	$41.09	$41.05	$41.05	$41.24	$41.07	$41.07
Part Time												
Level I Security Officer	Hour	$17.59	$17.49	$17.49	$17.49	$17.68	$17.77	$17.68	$17.68	$18.36	$18.34	$18.43
Level II Security Officer	Hour	$21.61	$21.51	$21.51	$21.51	$21.74	$21.83	$21.74	$21.74	$21.64	$21.67	$21.73
Level III Security Officer	Hour	$23.61	$23.49	$23.49	$23.49	$23.72	$23.83	$23.72	$23.72	$23.61	$23.64	$23.71
Level IV Security Officer	Hour	$29.18	$29.04	$29.04	$29.04	$29.31	$29.45	$29.31	$29.31	$29.15	$29.20	$29.29
Level V Security Officer (supervisor)	Hour	$32.55	$32.40	$32.40	$32.40	$32.71	$32.86	$32.71	$32.71	$32.50	$32.58	$32.68
Level VI Security Officer (project manager)	Hour	$41.14	$41.09	$41.09	$41.09	$41.05	$41.09	$41.05	$41.05	$41.24	$41.07	$41.07
Occasional												
Level I Security Officer	Hour	$24.63	$24.49	$24.49	$24.49	$24.75	$24.88	$24.75	$24.75	$25.70	$25.68	$25.80
Level II Security Officer	Hour	$30.25	$30.11	$30.11	$30.11	$30.44	$30.56	$30.44	$30.44	$30.30	$30.34	$30.42
Level III Security Officer	Hour	$33.05	$32.89	$32.89	$32.89	$33.21	$33.36	$33.21	$33.21	$33.05	$33.10	$33.19
Level IV Security Officer	Hour	$40.85	$40.66	$40.66	$40.66	$41.03	$41.23	$41.03	$41.03	$40.81	$40.88	$41.01

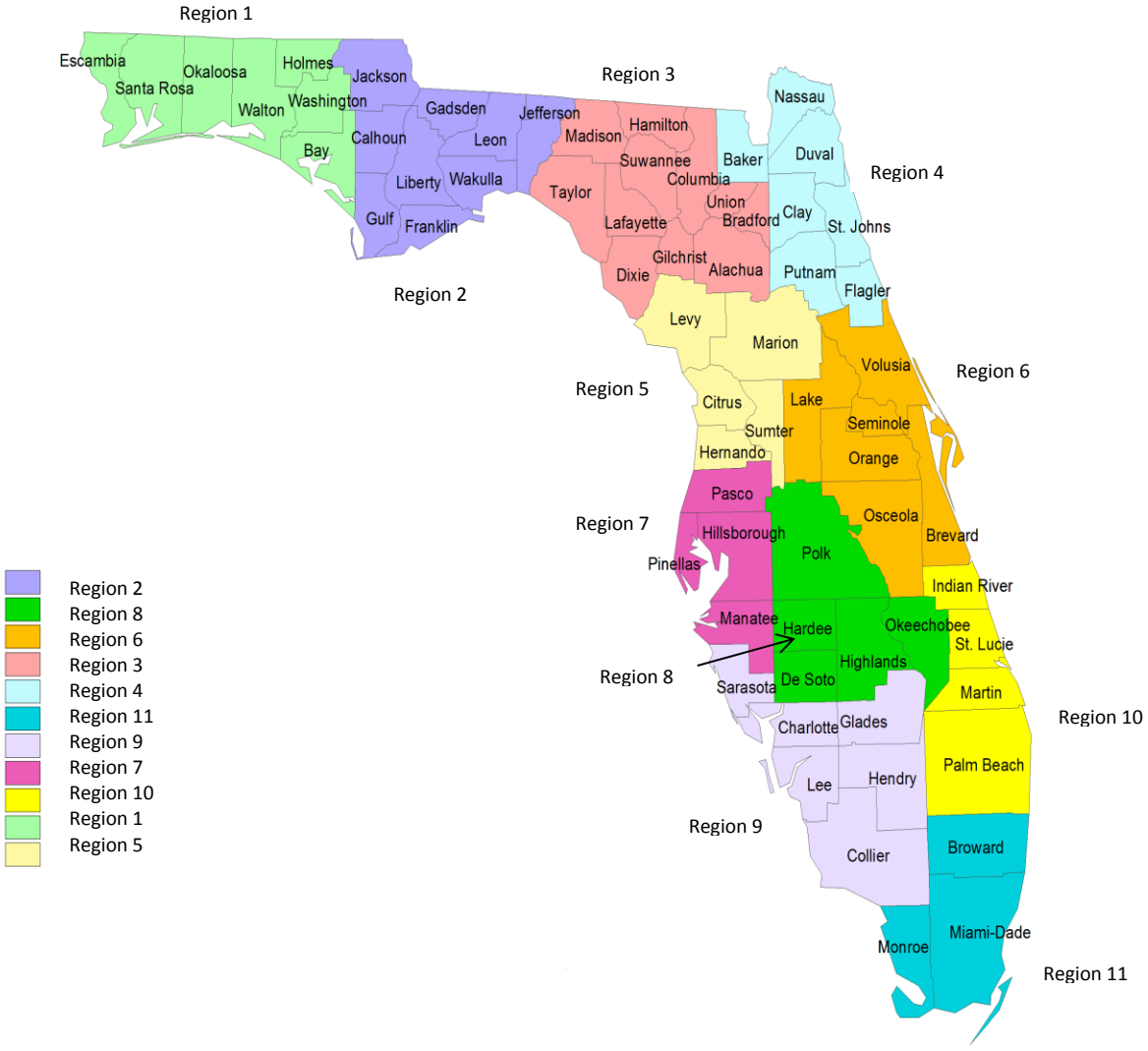
FLORIDA DEPARTMENT OF MANAGEMENT SERVICES
state purchasing
We serve those who serve Florida

State Term Contract
No. 92121500-14-01
Security Officer Services, Armed and Unarmed

Service Description	Unit of Service	Region 1	Region 2	Region 3	Region 4	Region 5	Region 6	Region 7	Region 8	Region 9	Region 10	Region 11
Level V Security Officer (supervisor)	Hour	$45.57	$45.36	$45.36	$45.36	$45.79	$46.00	$45.79	$45.79	$45.50	$45.61	$45.75
Level VI Security Officer (project manager)	Hour	$41.14	$41.09	$41.09	$41.09	$41.05	$41.09	$41.05	$41.05	$41.24	$41.07	$41.07
Ancillary Services												
Audio and video surveillance (interactive - remote)	Daily								$600.00			
Vehicles - SUV	Daily	$74.00		$74.00	$74.00	$74.00	$74.00	$74.00	$74.00	$74.00	$74.00	$74.00
Audio and video surveillance (interactive - remote)	Monthly	$4,000.00	$4,000.00	$4,000.00	$4,000.00	$4,000.00	$4,000.00	$4,000.00		$4,000.00	$4,000.00	$4,000.00
K-9	Monthly	$1,948.89	$1,948.89	$1,948.89	$1,948.89	$1,948.89	$1,948.89	$1,948.89	$1,948.89	$1,948.89	$1,948.89	$1,948.89
Vehicles - golf cart	Monthly	$357.00	$357.00	$357.00	$357.00	$357.00	$357.00	$357.00	$357.00	$357.00	$357.00	$357.00
Vehicles - SUV	Monthly											$1,619.44

FLORIDA DEPARTMENT OF MANAGEMENT SERVICES
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Region Map
State Term Contract 92121500-14-01
Security Officer Services, Armed and Unarmed



Service Regions
State Term Contract 92121500-14-01
Security Officer Services, Armed and Unarmed

Region 1	**Region 2**	**Region 3**	**Region 4**
Bay Escambia Holmes Okaloosa Santa Rosa Walton Washington	Calhoun Franklin Gadsden Gulf Jackson Jefferson Leon Liberty Wakulla	Alachua Bradford Columbia Dixie Gilchrist Hamilton Lafayette Madison Suwannee Taylor Union	Baker Clay Duval Flagler Nassau Putnam St. Johns
Region 5	**Region 6**	**Region 7**	**Region 8**
Citrus Hernando Levy Marion Sumter	Brevard Lake Orange Osceola Seminole Volusia	Hillsborough Manatee Pasco Pinellas	De Soto Hardee Highlands Okeechobee Polk
Region 9	**Region 10**	**Region 11**	
Charlotte Collier Glades Hendry Lee Sarasota	Indian River Martin Palm Beach St. Lucie	Broward Miami-Dade Monroe	

Legislation Details (With Text)

File #:	16-370	**Version:**	1	**Name:**	
Type:	Informational Item			**Status:**	Consent Agenda
File created:	8/23/2016			**In control:**	City Council
On agenda:	9/13/2016			**Final action:**	
Title:	Approve a one year policy renewal for the General Insurance Program with Florida League of Cities, Inc., for the period October 1, 2016 through September 30, 2017 with an estimated premium of $723,707, pending approval of the FY2017 budget. (Administrative Services Director)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	2016 - 2017 FMIT Renewal Quote.pdf				

Date	Ver.	Action By	Action	Result

CITY COUNCIL AGENDA ITEM

Memo Date: August 23, 2016
Agenda Date: September 13, 2016
Prepared By: Deane Mills, Safety / Risk Coordinator
Through: Tammy Gemmati, Administrative Services Director
Requested Action:
Approve a one year policy renewal for the General Insurance Program with Florida League of Cities, Inc., for the period October 1, 2016 through September 30, 2017 with an estimated premium of $723,707, pending approval of the FY2017 budget.

BACKGROUND:

The City has been insured with Florida League of Cities' Florida Municipal Insurance Trust since October 1, 2001. The current policy covering general liability, automobile, and property coverage expires September 30, 2016. The Florida League of Cities has submitted a one year renewal proposal for the same level of coverage, making the total renewal premium $723,707. The City will receive a ***return of premium*** under the property coverage in the amount of $29,740, making our total annual premium $693,967. This proposal represents a $55,371 increase based on the FY2016 premium of $668,336.

General Liability 2016 / 2017 Premium - $395,480
The General Liability (GL) premium is based on two factors. (1) The GL experience modification. This modification is calculated just like the City's Workers' Compensation modification by using the 2012/2013, 2013/2014, and 2014/2015 fund year losses. (2) The GL is rated by using projected payrolls from the City for the 2016/2017 year. Using both of these factors, this proposal represents a $40,100 increase based on the FY2016 premium of $355,380.

Auto Liability & Physical Damage 2016 / 2017 Premium - $110,208
This proposal represents a $23,037 increase based on the FY2016 premium of $87,171.

Property Coverage 2016 / 2017 Premium - $218,019
This coverage includes Real & Personal Property, Windstorm/Hail, Equipment and Inland Marine. This proposal represents a $7766 decrease based on the FY2016 premium of $225,785. The City will receive a ***return of premium*** in the amount of $29,740, which will lower the overall property premium to $188,279. The City will receive the ***return of premium*** in November.

STRATEGIC PLAN CONNECTION:

Renewal of the contract through Florida League of Cities' Florida Municipal Insurance Trust will provide Financial Stability and will allow the City to control expenses of our General Liability, Automobile Liability, and Property Insurance.

BUDGETARY IMPACT:

Budgeted	Yes
If not budgeted, is amendment/transfer attached?	N/A

Amount Requested	See Below - General Liability	
Account Numbers	$150,282.40	001-1600-513.45-00
	$87,005.60	001-2100-521.45-00
	$7,909.60	001-3560-519.45-00
	$3954.80	423-3570-538.45-00
	$146,327.60	421-4010-536.45-00
Account Name	Insurance	

Amount Requested	See Below - Auto Liability	
Account Numbers	$661.77	001-1600-513.45-00
	$34,946.22	001-2100-521.45-00
	$1,091.89	001-2200-522.45-00
	$6,193.80	001-2201-522.45-00
	$1,479.55	001-3200-515.45-00
	$206.62	001-3500-519.45-00
	$2,668.40	001-3510-541.45-00
	$3,695.33	001-3520-572.45-00
	$1,103.47	001-3540-519.45-00
	$2,363.78	001-3560-519.45-00
	$269.08	001-3580-519.45-00
	$9,668.20	421-1515-536.45-00
	$1,434.01	421-4010-536.45-00
	$11,448.74	421-4020-536.45-00
	$17,696.86	421-4025-536.45-00
	$2,603.32	421-4055-536.45-00
	$2,146.32	421-4120-536.45-00
	$6,944.88	421-4125-536.45-00
	$3,585.79	423-3570-538.45-00
Account Name	Insurance	

Amount Requested	See Below - Property
Account Numbers	$63,225.51 001-3560-519.45-00
	$154,793.49 421-4010-536.45-00
Account Name	Insurance

There is no future financial impact beyond FY2017.

PREVIOUS ACTION:

The City Council at its September 8, 2015 meeting, approved a one year renewal policy with the Florida League of Cities, Inc., for the period October 1, 2015 through September 30, 2016.

RECOMMENDED MOTION:

Approve a one year policy renewal for the General Insurance Program with Florida League of Cities, Inc., for the period October 1, 2016 through September 30, 2017 with an estimated premium of $723,707, pending approval of the FY2017 budget.

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Department of Insurance and Financial Services

FLORIDA MUNICIPAL INSURANCE TRUST

RENEWAL QUOTE FOR 2016-2017

City of Cocoa

FMIT 0105

Coverage	Deductible	Limit	Premium
General/Professional Liability StopLoss Amount:	$25,000 $491,651	$2,000,000	$395,480
Automobile Liability StopLoss Amount:	$25,000 $75,000	$1,000,000	$57,293
Automobile Physical Damage	Per Schedule		$52,915
Property	$25,000	$96,535,290	$218,019

GRAND TOTAL PREMIUM	**$723,707**
RETURN OF PREMIUM	**$29,740**
REDUCED GRAND TOTAL PREMIUM	**$693,967**

The FMIT Board of Trustees has approved a $4,500,000 return of premium for members that had property coverage in the 2014-2015 Fund Year. The directive of the Board was to return property premium on the renewing members for 2016-2017 that participated in the Trust's property program in 2014-2015. Based on the property premiums paid in 2014-2015 the City of Cocoa can expect $29,740 in return premium should they elect to renew coverage for the 2016-2017 policy year.

Note: Coverage summaries provided herein are intended as an outline of coverage only and are necessarily brief. In the event of loss, all terms, conditions, and exclusions of actual Agreement and/or Policies will apply.

Legislation Details (With Text)

File #:	16-385	**Version:**	1	**Name:**	
Type:	Contract			**Status:**	Consent Agenda
File created:	8/29/2016			**In control:**	City Council
On agenda:	9/13/2016			**Final action:**	

Title: To Award Bid #B-16-19-COC, Water & Wastewater Treatment Chemicals, to Allied Universal Corp., Miami, Florida; Cheney Lime & Cement Co., Jacksonville, Florida; Harcros Chemicals, Inc., Tampa, Florida; Kemira Water Solutions, Inc., Lawrence, Kansas; Tanner Industries, Inc., Southhampton, Pennsylvania; and Airgas, Lawrenceville, Georgia, for the Purchase of Various Chemicals for the Dyal Water Treatment Plant and the Sellers Water Reclamation Facility; To Approve the Second and Final Amendment to Purchase Agreement with Tropichem Enterprises, Palm Beach Gardens, Florida; To Approve the First Amendment to Purchase Agreement with Brenntag Mid-South, Inc., Orlando, Florida, and Tronox Alkali Wyoming Corporation, Philadelphia, Pennsylvania; Subject to FY2017 budget approval. (Utilities Director)

Sponsors:

Indexes:

Code sections:

Attachments: Bid B-16-19-COC Cover Memo and Bid Tab
Brenntag Mid-South - 1st Amendment to Purch Agmt
Tronox Alkali - 1st Amendment to Purch Agmt
Tropichem - 2nd and Final Amendment to Purch Agmt
ChemTables_FY2017

Date	Ver.	Action By	Action	Result

CITY COUNCIL AGENDA ITEM

Memo Date: August 29, 2016
Agenda Date: September 13, 2016
Prepared By: David Fisher, Dyal WTP Superintendent
Through: John A. Walsh, P.E., Utilities Director
Requested Action:
To Award Bid #B-16-19-COC, Water & Wastewater Treatment Chemicals, to Allied Universal Corp., Miami, Florida; Cheney Lime & Cement Co., Jacksonville, Florida; Harcros Chemicals, Inc., Tampa, Florida; Kemira Water Solutions, Inc., Lawrence, Kansas; Tanner Industries, Inc., Southhampton, Pennsylvania; and Airgas, Lawrenceville, Georgia, for the Purchase of Various Chemicals for the Dyal Water Treatment Plant and the Sellers Water Reclamation Facility; To Approve the Second and Final Amendment to Purchase Agreement with Tropichem Enterprises, Palm Beach Gardens, Florida; To Approve the First Amendment to Purchase Agreement with Brenntag Mid-South, Inc., Orlando, Florida, and Tronox Alkali Wyoming Corporation, Philadelphia, Pennsylvania; Subject to FY2017 budget approval

BACKGROUND:

On August 11, 2016, Purchasing sent out two hundred eight (208) invitations and notifications to bid and received eleven (11) responses from thirty-four (34) plan holders. Staff requests City Council approved of Bid B-16-19-COC to six vendors for the purchase of chemicals for the Dyal Water Treatment Plant and the Sellers Water Reclamation Facility. Attached Table #1, Bid B-16-19-COC, lists all low bidder vendors and respective chemicals.

Table #2, Bid B-14-17-COC, shows the 2nd and final amendment to purchase agreement with Tropichem Enterprises at the same rates, terms, and conditions.

Table #3, Bid B-15-25-COC, shows the 1st amendment to purchase agreement with Brenntag Mid-South, Inc., and Tronox Alkali Wyoming Corp at the same rates, terms and conditions.

STRATEGIC PLAN CONNECTION:

N/A

BUDGETARY IMPACT:

Budgeted	Yes
If not budgeted, is amendment/transfer attached?	N/A
Amount Requested	$2,889,700
Account Number	421-4020-536.52-00 - $2,827,700 421-4120-536.52-00 - $ 62,000
Account Name	Operating Supplies
Source of Funds	Operating Revenue

PREVIOUS ACTION:

On November 10, 2015, City Council approved Bid B-15-25-COC, Water Treatment Chemicals, to Brenntag Mid-South, Orlando, Florida, and Tronox Alkali Wyoming Company, Philadelphia, Pennsylvania, for the Purchase of Liquid Chlorine and Soda Ash.

On September 23, 2014, City Council approved Bid B-14-17-COC to Tropichem Enterprises for Wisprofloc-N-Starch.

On September 22, 2015, City Council approved the 1st amendment to purchase agreement to Tropichem Enterprises.

RECOMMENDED MOTION:

To Award Bid #B-16-19-COC, Water & Wastewater Treatment Chemicals, to Allied Universal Corp., Miami, Florida; Cheney Lime & Cement Co., Jacksonville, Florida; Harcros Chemicals, Inc., Tampa, Florida; Kemira Water Solutions, Inc., Lawrence, Kansas; Tanner Industries, Inc., Southhampton, Pennsylvania; and Airgas, Lawrenceville, Georgia, for the Purchase of Various Chemicals for the Dyal Water Treatment Plant and the Sellers Water Reclamation Facility; To Approve the Second and

Final Amendment to Purchase Agreement with Tropichem Enterprises, Palm Beach Gardens, Florida; To Approve the First Amendment to Purchase Agreement with Brenntag Mid-South, Inc., Orlando, Florida, and Tronox Alkali Wyoming Corporation, Philadelphia, Pennsylvania; Subject to FY2017 budget approval.

Finance Department
Purchasing Division
65 Stone Street I Cocoa, FL 32922
Phone: (321) 433-8833 Fax: (321) 433-8860

To: Troy Howell, Superintendent

From: Sonja Suarez, Purchasing Manager

Date: 8/11/16

Re: **Bid #B-16-19-COC, Water & Wastewater Treatment Chemicals**

Bids for the subject offering were opened on August 11, 2016 at 3:00 p.m. Purchasing sent out two hundred eight (208) invitations and notifications to bid and received eleven (11) responses from thirty-four (34) plan holders.

I have enclosed copies of all bids for your review and recommendation. Any correspondence related to this subject, should be forwarded to my attention for retention in the purchasing files.

After reviewing the enclosed proposals please follow the guide lines shown below to initiate the purchasing process:

- ➔ Review proposals and select recommendation for award.
- ➔ Verify Insurance Requirements can be met.
- ➔ Obtain copies of all necessary licenses.
- ➔ Prepare agenda item and prepare contract if necessary for Council Approval.
- ➔ Prepare requisition and attach the following items:
  - Copy of Approved City Clerk's Journal
  - Bid Tabulation Sheet
  - All specifications for the awarded proposal
  - Copy of General Liability Insurance, with the City of Cocoa named as an additional insured on the policy.

*** Please complete the attached Notice of Award memo and return it to the Purchasing Division.**

CITY OF COCOA

BID TABULATION SHEET

BID OPENING DATE: August 11, 2016

BID NUMBER: B-16-19-COC Water & Wastewater Treatment Chemicals

VENDOR	0019 Bidder's Acknowledgement	00310 Local Vendor Preference	00296 Scrutinized Company Certification	00297 Certificate of Debarment & Suspension	00298 Bidder's Certification	Section	Description	Unit	Quantity	Unit Cost	Extension	00311 Exceptions	00312 References	00320 Bidder's Qualifications	00480 Non-Collusion Affidavit	00485 Drug Free	00490 Conflict of Interest Statement	Receipt of Addendum
Allied Universal Corp.	Y	NA	Y	Y	Y	00310-B	Quick-Lime 3/8" Pebble	TON	7,775	$	$	N	Y	Y	Y	Y	Y	1
3901 NW 115 Ave							Quick-Lime 3/4" Pebble	TON	6,500	$	$							
Miami, FL 33178						00310-C	Soda Ash	TON	2,000	$	$							
						00310-D	Anhydrous Ammonia	TON	80	$	$							
						00310-E	Hydrofluosilicic Acid	TON	140	$	$							
						00310-F	Carbon dioxide	TON	1120	$	$							
						00310-G	Sodium Hypochlorite	GAL	1,708,625	$.459/991	$784,258.88							
							Sodium Hypochlorite(% Available Chlorine/LB.)				%							
						00310-H	Ferric Sulfate	TON	1760	$	$							
Cheney Lime & Cement Co.	Y	NA	Y	Y	Y	00310-B	Quick-Lime 3/8" Pebble	TON	7,775	$183.50	$1,423,042.50	N	Y	Y	Y	Y	Y	Y
							Quick-Lime 3/4" Pebble	TON	6,500	$183.50	$1,192,750.00							
						00310-C	Soda Ash	TON	2,000	$	$							
						00310-D	Anhydrous Ammonia	TON	80	$	$							
P.O. Box 57605						00310-E	Hydrofluosilicic Acid	TON	140	$	$							
Jacksonville, FL 32241						00310-F	Carbon dioxide	TON	1120	$	$							
						00310-G	Sodium Hypochlorite	GAL	1,708,625	$	$							
							Sodium Hypochlorite(% Available Chlorine/LB.)				%							
						00310-H	Ferric Sulfate	TON	1760	$	$							

Hawkins, Inc. 2263 Clark St. Apopka, FL 32703	Y	NA	Y	Y	Y	00310-B	Quick-Lime 3/8" Pebble	TON	7,775	$	$	N	Y	Y	Y	Y	Y	Y
							Quick-Lime 3/4" Pebble	TON	6,500	$	$							
						00310-C	Soda Ash	TON	2,000	$	$							
						00310-D	Anhydrous Ammonia	TON	80	$	$							
						00310-E	Hydrofluosilicic Acid	TON	140	$500.00	$70,000.00							
						00310-F	Carbon dioxide	TON	1120	$	$							
						00310-G	Sodium Hypochlorite	GAL	1,708,625	$	$							
							Sodium Hypochlorite(% Available Chlorine/LB.)				%							
						00310-H	Ferric Sulfate	TON	1760	$	$							
Odyssey Manufacturing Co. 1484 Massaro Blvd Tampa, FL 33619	Y	NA	Y	Y	Y	00310-B	Quick-Lime 3/8" Pebble	TON	7,775	$	$	N	Y	Y	Y	Y	Y	Y
							Quick-Lime 3/4" Pebble	TON	6,500	$	$							
						00310-C	Soda Ash	TON	2,000	$	$							
						00310-D	Anhydrous Ammonia	TON	80	$	$							
						00310-E	Hydrofluosilicic Acid	TON	140	$	$							
						00310-F	Carbon dioxide	TON	1120	$	$							
						00310-G	Sodium Hypochlorite	GAL	1,708,625	$.464/991	$792,802.00							
							Sodium Hypochlorite(% Available Chlorine/LB.)				12.50%							
						00310-H	Ferric Sulfate	TON	1760	$	$							
Thatcher Co. 1905 Fortune Road Salt Lake City, UT 84104	Y	NA	Y	Y	Y	00310-B	Quick-Lime 3/8" Pebble	TON	7,775	$	$	N	Y	Y	Y	Y	Y	Y
							Quick-Lime 3/4" Pebble	TON	6,500	$	$							
						00310-C	Soda Ash	TON	2,000	$	$							
						00310-D	Anhydrous Ammonia	TON	80	$	$							
						00310-E	Hydrofluosilicic Acid	TON	140	$	$							
						00310-F	Carbon dioxide	TON	1120	$	$							
						00310-G	Sodium Hypochlorite	GAL	1,708,625	$	$							
							Sodium Hypochlorite(% Available Chlorine/LB.)				%							
						00310-H	Ferric Sulfate	TON	1760	$185.87 Dry Basis (18% Fe Equivalent)	$327,131.20							

Harcros Chemicals, Inc.	Y	NA	Y	Y	Y	00310-B	Quick-Lime 3/8" Pebble	TON	7,775	$	$	N	Y	Y	Y	Y	Y	Y
5132 Trenton St.							Quick-Lime 3/4" Pebble	TON	6,500	$	$							
Tampa, FL 33619						00310-C	Soda Ash	TON	2,000	$	$							
						00310-D	Anhydrous Ammonia	TON	80	$	$							
						00310-E	Hydrofluosilicic Acid	TON	140	$480.00	$67,200.00							
						00310-F	Carbon dioxide	TON	1120	$	$							
						00310-G	Sodium Hypochlorite	GAL	1,708,625	$	$							
							Sodium Hypochlorite(% Available Chlorine/LB.)				%							
						00310-H	Ferric Sulfate	TON	1760	$	$							
Kemira Water Solutions, Inc.	Y	NA	Y	Y	Y	00310-B	Quick-Lime 3/8" Pebble	TON	7,775	$	$	Y	Y	Y	Y	Y	Y	Y
4321 W. 6th St.							Quick-Lime 3/4" Pebble	TON	6,500	$	$							
Lawrence, KS 66049						00310-C	Soda Ash	TON	2,000	$	$							
						00310-D	Anhydrous Ammonia	TON	80	$	$							
						00310-E	Hydrofluosilicic Acid	TON	140	$	$							
						00310-F	Carbon dioxide	TON	1120	$	$							
						00310-G	Sodium Hypochlorite	GAL	1,708,625	$	$							
							Sodium Hypochlorite(% Available Chlorine/LB.)				%							
						00310-H	Ferric Sulfate	TON	1760	$171.00 per dry ton	$300,960.00							
Tanner Industries, Inc.	Y	NA	Y	Y	Y	00310-B	Quick-Lime 3/8" Pebble	TON	7,775	$	$	Y	Y	Y	Y	Y	Y	1
							Quick-Lime 3/4" Pebble	TON	6,500	$	$							
735 Davisville Road						00310-C	Soda Ash	TON	2,000	$	$							
Southampton, PA 18966						00310-D	Anhydrous Ammonia	TON	80	$1,480.00	$118,400.00							
						00310-E	Hydrofluosilicic Acid	TON	140	$	$							
						00310-F	Carbon dioxide	TON	1120	$	$							
						00310-G	Sodium Hypochlorite	GAL	1,708,625	$	$							
							Sodium Hypochlorite(% Available Chlorine/LB.)				%							
						00310-H	Ferric Sulfate	TON	1760	$	$							
Airgas	Y	NA	Y	N	Y	00310-B	Quick-Lime 3/8" Pebble	TON	7,775	$	$	N	N	Y	Y	Y	Y	N
							Quick-Lime 3/4" Pebble	TON	6,500	$	$							
						00310-C	Soda Ash	TON	2,000	$	$							
						00310-D	Anhydrous Ammonia	TON	80	$	$							
						00310-E	Hydrofluosilicic Acid	TON	140	$	$							
2530 Sever Road, Suite 300						00310-F	Carbon dioxide	TON	1120	$178.25	$199,640.00							
Lawrenceville, GA 30043						00310-G	Sodium Hypochlorite	GAL	1,708,625	$	$							
							Sodium Hypochlorite(% Available Chlorine/LB.)				%							
						00310-H	Ferric Sulfate	TON	1760	$	$							

Brenntag Mid-South 250 Central Florida Parkway Orlando, FL 32824	NO BID	NO BID	NO BID	NO BID	NO BID													
	Y	NA	Y	Y	Y	00310-B	Quick-Lime 3/8" Pebble	TON	7,775	$306.94	$2,380,319.70	N	Y	Y	Y	Y	Y	Y
							Quick-Lime 3/4" Pebble	TON	6,500	$306.94	$1,995,110.00							
						00310-C	Soda Ash	TON	2,000	$	$							
						00310-D	Anhydrous Ammonia	TON	80	$	$							
Lhoist North America						00310-E	Hydrofluosilicic Acid	TON	140	$	$							
1479 Town Center Dr. ste 229						00310-F	Carbon dioxide	TON	1120	$	$							
						00310-G	Sodium Hypochlorite	GAL	1,708,625	$	$							
Lakeland, FL 33803							Sodium Hypochlorite(% Available Chlorine/LB.)				%							
						00310-H	Ferric Sulfate	TON	1760	$	$							

City of Cocoa

AMENDMENT TO PURCHASE AGREEMENT

1st AMENDMENT

BID NO. B-15-25-COC

This amendment to the purchase agreement for **Liquid Chlorine** is made and entered into as of June 8, 2016 by and between the **City of Cocoa** and **Brenntag Mid-South Inc., 250 Central Florida Parkway, Orlando, Florida 32824.**

The agreement entered into on October 1, 2015, is hereby amended to renew for the 1st of 2 renewal options available under the original contract documents for twelve (12) additional months, at the same rate(s), terms, and conditions commencing on October 1, 2016 and terminating on September 30, 2017.

The parties hereto duly execute this amendment to become effective as of the date and year first above written.

BRENNTAG MID-SOUTH INC.

By: Ray Sibbitt
(Name) Printed

District Manager
(Title)

06/16/2016
Signature Date

CITY OF COCOA

By: Henry U. Parrish III
(Name) Printed

Mayor
(Title)

Signature Date

CC: Carie Shealy, City Clerk
David Fisher, Superintendent Dyal Water Treatment Plant
Tammy Eastburn, Procurement Card Coordinator

City of Cocoa

AMENDMENT TO PURCHASE AGREEMENT

1st AMENDMENT

BID NO. B-15-25-COC

This amendment to the purchase agreement for **Soda Ash** is made and entered into as of June 8, 2016 by and between the **City of Cocoa** and **Tronox Alkali Wyoming Corporation, 1735 Market Street, Philadelphia, PA 19103.**

The agreement entered into on October 1, 2015, is hereby amended to renew for the 1st of 2 renewal options available under the original contract documents for twelve (12) additional months, at the same rate(s), terms, and conditions commencing on October 1, 2016 and terminating on September 30, 2017.

The parties hereto duly execute this amendment to become effective as of the date and year first above written.

TRONOX ALKALI WYOMING CORP.

By: SANJAY N. GANDHI
(Name) Printed

VP, Marketing & Sales
(Title)

Signature Date

CITY OF COCOA

By: Henry U. Parrish III
(Name) Printed

Mayor
(Title)

Signature Date

CC: Carie Shealy, City Clerk
David Fisher, Superintendent Dyal Water Treatment Plant
Tammy Eastburn, Procurement Card Coordinator

City of Cocoa

AMENDMENT TO PURCHASE AGREEMENT

2nd AMENDMENT

BID NO. B-14-17-COC

This amendment to the purchase agreement for **Wisprofloc N Starch** is made and entered into as of June 8, 2016 by and between the **City of Cocoa** and **Tropichem Enterprises, 26000 Portofino Circle, Suite 114, Palm Beach Gardens, Florida 33418.**

The agreement entered into on October 1, 2013, is hereby amended to renew for the 2nd and final renewal options available under the original contract documents for twelve (12) additional months, at the same rate(s), terms, and conditions commencing on October 1, 2016 and terminating on September 30, 2017.

The parties hereto duly execute this amendment to become effective as of the date and year first above written.

TROPICHEM ENTERPRISES		**CITY OF COCOA**	
By: Lonnie N. Dearth (Name) Printed		**By:** Henry U. Parrish III (Name) Printed	
Managing Member (Title)		Mayor (Title)	
Signature	6-13-2016 Date	Signature	Date

CC: Carie Shealy, City Clerk
David Fisher, Superintendent Dyal Water Treatment Plant
Tammy Eastburn, Procurement Card Coordinator

TABLE 1 - BID AWARD BID #B-16-19-COC, WATER & WASTEWATER TREATMENT CHEMICALS

VENDOR	CHEMICAL	QTY IN TONS	COST PER TON	EXTENDED COST
Allied Universal Corp	Sodium Hypochlorite	* 200	$ 1,050.00	$ 211,000.00 *
Cheney Lime & Cement Co.	Quick Lime	5500	$ 183.50	$ 946,700.00
Harcros Chemicals, Inc.	Hydrofluosilicic Acid	140	$480.00	$ 69,000.00
Kemira Water Solutions, Inc.	Ferric Sulfate	1,760	$ 171.00	$ 307,000.00
Tanner Industries, Inc.	Anhydrous Ammonia	80	$ 1,480.00	$ 87,000.00
Airgas	Carbon Dioxide	1,120	$ 178.25	$ 151,000.00

TABLE 2 - BID #B-14-17-COC 2ND AND FINAL AMENDMENT TO PURCHASE AGREEMENT

VENDOR	CHEMICAL	QTY IN TONS	COST PER TON	EXTENDED COST
Tropichem Enterprises	Wisprofloc-N-Starch	35	$ 4,890.00	$ 155,000.00

TABLE 3 - BID #B-15-25-COC 1ST AMENDMENT TO PURCHASE AGREEMENT

VENDOR	CHEMICAL	QTY IN TONS	COST PER TON	EXTENDED COST
Brenntag Mid-South, Inc.	Liquid Chlorine	315	$ 435.00	$ 95,000.00
Tronox Alkali Wyoming Corp	Soda Ash	1700	$ 365.00	$ 631,000.00

* 141.9 tons for Dyal WTP
* 59 tons for Sellers Plant

* $149,000 Dyal
* $ 62,000 Sellers

Legislation Details (With Text)

File #:	16-389	**Version:** 1	**Name:**		
Type:	Contract		**Status:**	Consent Agenda	
File created:	8/30/2016		**In control:**	City Council	
On agenda:	9/13/2016		**Final action:**		
Title:	Approve a Resolution Amending the FY16 Budget; To Approve Change Order #1 to P.O. 67349 with Manpower, Inc. for Temporary Labor at the Dyal WTP. (Utilities Director)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Budget Resolution - Manpower BAF-UT- Manpower Inc. (9-13-16)- Agenda 16-389.pdf				

Date	Ver.	Action By	Action	Result

CITY COUNCIL AGENDA ITEM

Memo Date: August 30, 2016
Agenda Date: September 13, 2016
Prepared By: David Fisher, Dyal WTP Superintendent
Through: John A. Walsh, P.E., Utilities Director
Requested Action:
To Approve a Resolution Amending the FY16 Budget; To Approve Change Order #1 to P.O. 67349 with Manpower, Inc. for Temporary Labor at the Dyal WTP

BACKGROUND:

The Dyal Water Treatment Plant has been using Manpower to provide labor at the plant. Manpower currently provides temporary labor to the City for Fiscal Year 2015/16 pursuant to Purchase Order # 67349. Purchase Order #67349 was issued for $50,000 by the City Manager and has a current balance of $3,832.38. Purchase Order #67349 was authorized within the City Manager's spending authority in accordance with the City Charter and Section 2-4 of the City Code and the current City FY 16 Budget. There are at least four outstanding invoices for temporary labor provided by Manpower for Fiscal Year 2015/2016 at the Dyal Water Treatment Plant totaling $8,940.63. These outstanding invoices will inadvertently bring the total cost of temporary labor provided by Manpower for Fiscal Year 16 over the limits of Purchase Order #67349. As a result, City staff is requesting that the City Council approve a change order to Purchase Order #67349 to provide the necessary funds to pay the outstanding invoices for temporary labor provided by Manpower in Fiscal Year 2016. If the change order is approved, Purchase Order #67349 will be increased to a total amount of $59,000. Purchase Order #67349 expires on September 30, 2016.

In order to increase the amount of Purchase Order #67349, Staff is also requesting approval of a budget transfer of $9,000 from Account No. 421-4020-536.12-00, Regular Salaries and Wages, with

an available balance of $700,153, to Account No. 421-4020-536.34-00, Contract Services to cover the outstanding invoices.

STRATEGIC PLAN CONNECTION:

N/A

BUDGETARY IMPACT:

Budgeted	No
If not budgeted, is amendment/transfer attached?	Yes
Amount Requested	$9,000
Account Number	421-4020-536.12-00
Account Name	Regular Salaries and Wages
Source of Funds:	421-4020-536.34-00, Contract Services
Change Order Amount	$9,000
Original Purchase Order	67349
Original P.O. Amount	$50,000
Total number of change orders to date	1 (over CM signing authority)
Total amount in change orders to date	$9,000

PREVIOUS ACTION:

None

RECOMMENDED MOTION:

To Approve a Resolution Amending the FY16 Budget; To Approve Change Order #1 to P.O. 67349 with Manpower, Inc. for Temporary Labor at the Dyal WTP.

RESOLUTION NO. 2016-97

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COCOA, FLORIDA, AMENDING THE CITY OF COCOA BUDGET FOR FISCAL YEAR 2016; PROVIDING FOR THE REPEAL OF PRIOR INCONSISTENT RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Cocoa adopted the final budget for the fiscal year commencing on October 1, 2015, and ending on September 30, 2016, at a regular meeting held on September 22, 2015; and

WHEREAS, in accordance with Article XII, Section 5 of the City of Cocoa Charter, whereby the Council may, at any time by resolution, transfer any unused and unencumbered appropriation or portion thereof from one office or department to another; and

WHEREAS, the City Council deems it to be in the best interest of the City of Cocoa to amend its budget as provided in this resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COCOA, as follows:

SECTION 1. The 2015-2016 fiscal year budget shall be amended as detailed in the attached sheets.

SECTION 2. All prior resolutions or prior resolutions inconsistent with this resolution are hereby repealed to the extent of the conflict.

SECTION 3. This resolution shall become effective immediately upon its adoption by the City Council of the City of Cocoa, Florida.

ADOPTED by the City Council of the City of Cocoa, Florida, in a regular meeting assembled on this 13th day of September, 2016.

_____
Henry U. Parrish III, Mayor

ATTEST:

_____
Carie Shealy, CMC, City Clerk

City of Cocoa Budget Adjustment Form FY 2016

SELECT ADJUSTMENT TYPE: BUDGET TRANSFER | REQUESTING DEPARTMENT #: 4020 | DATE PREPARED: 08/30/16

'FROM' ACCOUNT(S)

ADJUSTMENT AMOUNT	ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	AMENDED BUDGET	ADJUSTED BUDGET	UNENCUMBERED BALANCE
($ 9,000)	421-4020-536.12-00		Regular Salaries & Wages	$ 2,054,483	$ 1,966,870	$ 1,957,870	$ 665,021
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
($ 9,000)	TOTAL						

'TO' ACCOUNT(S)

ADJUSTMENT AMOUNT	ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	AMENDED BUDGET	ADJUSTED BUDGET	UNENCUMBERED BALANCE
$ 9,000	421-4020-536.34-00		Contract Services	$ 352,595	$ 249,795	$ 258,795	$ 32,771
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 9,000	TOTAL						

REASON/JUSTIFICATION FOR ADJUSTMENT:

To transfer funds to cover outstanding invoices to Manpower,Inc. for temporary labor at the Dyal Water Treatment Plant.

Agenda Item 16-389

CITY COUNCIL APPROVAL REQUIRED? *YES* (●) *NO* ( ) *DATE APPROVED:* 09/13/16 *RESOLUTION #:* 2016-97

City Council approval is needed for all transfers greater than $50,000 and transfers between Departments / Funds. Attach copy of agenda item and City Clerk's Journal noting approval.

8/30/16	Norma Hernandez	9/1/16	Lea Taylor Digitally signed by Lea Taylor Date: 2016.09.01 08:27:01 -04'00'		
Date	Requestor's Signature	Date	Finance Approval Signature	Date	Finance Director's Signature
8/30/16	John "Jack" Walsh	9/1/16	Lora Howell Digitally signed by Lora Howell Date: 2016.09.01 08:54:17 -04'00'		
Date	Department Director's Signature	Date	Deputy Fin. Director's Signature	Date	City Manager's Signature

FINANCE USE ONLY:

Date Entered: _____ Entered By: _____ Group #: _____

Legislation Details (With Text)

File #:	16-392	**Version:**	1	**Name:**	
Type:	Informational Item			**Status:**	Consent Agenda
File created:	8/30/2016			**In control:**	City Council
On agenda:	9/13/2016			**Final action:**	
Title:	To Approve a Resolution to Amend FY16 Budget to Transfer Funds for Emergency Generator Rental from Ring Power Corporation, Orlando, Florida, for the Dyal Water Treatment Plant. (Utilities Director)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Budget Resolution - Emergency Generators - FY2016 BAF-UT-Dyal 4020 Emergency Generator Rental (5-13-16).pdf Budget Adjustment Info				

Date	Ver.	Action By	Action	Result

CITY COUNCIL AGENDA ITEM

Memo Date: August 30, 2016
Agenda Date: September 13, 2016
Prepared By: John A. Walsh, P.E., Utilities Director
Through: John A. Walsh, P.E., Utilities Director
Requested Action:
To Approve a Resolution to Amend FY16 Budget to Transfer Funds for Emergency Generator Rental from Ring Power Corporation, Orlando, Florida, for the Dyal Water Treatment Plant

BACKGROUND:

In early May, the Dyal Water Treatment Plant experienced a complete failure of the one of the backup generators. Dyal is equipped with two generators for power redundancy at the plant. The remaining generator had already been slated for repairs due to a main seal leak. Although this generator could produce power, it was in need of repairs and was not considered a reliable backup.

Due to the criticality of having a backup generator available for the plant, along with the likelihood of outages due to the frequency of electrical storm during the summer months, staff requested the City Manager use his emergency purchase authority as outlined in the Financial Operations Manual (FOM) to rent a generator while the repairs are completed.

On May 5, 2016, the City Manager declared an emergency and authorized the generator rental requisition to Ring Power Corporation, Orlando, Florida, up to $100,000.

The agenda is provided to Council as informational since the City Manager approved the budget transfer and requisition under emergency conditions and informed City Council of the matter at a

Regular City Council meeting.

STRATEGIC PLAN CONNECTION:

N/A

BUDGETARY IMPACT:

Budgeted	No
If not budgeted, is amendment/transfer attached?	Yes
Amount Requested	$100,000
Account Number	421-4020-536.34-00
Account Name	Contract Services
Source of Funds	421-4020-536.44-00, Rental & Leases

PREVIOUS ACTION:

None

RECOMMENDED MOTION:

Approve a Resolution to Amend FY16 Budget to Transfer Funds for Emergency Generator Rental from Ring Power Corporation, Orlando, Florida, for the Dyal Water Treatment Plant..

RESOLUTION NO. 2016-98

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COCOA, FLORIDA, AMENDING THE CITY OF COCOA BUDGET FOR FISCAL YEAR 2016; PROVIDING FOR THE REPEAL OF PRIOR INCONSISTENT RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Cocoa adopted the final budget for the fiscal year commencing on October 1, 2015, and ending on September 30, 2016, at a regular meeting held on September 22, 2015; and

WHEREAS, in accordance with Article XII, Section 5 of the City of Cocoa Charter, whereby the Council may, at any time by resolution, transfer any unused and unencumbered appropriation or portion thereof from one office or department to another; and

WHEREAS, the City Council deems it to be in the best interest of the City of Cocoa to amend its budget as provided in this resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COCOA, as follows:

SECTION 1. The 2015-2016 fiscal year budget shall be amended as detailed in the attached sheets.

SECTION 2. All prior resolutions or prior resolutions inconsistent with this resolution are hereby repealed to the extent of the conflict.

SECTION 3. This resolution shall become effective immediately upon its adoption by the City Council of the City of Cocoa, Florida.

ADOPTED by the City Council of the City of Cocoa, Florida, in a regular meeting assembled on this 13th day of September, 2016.

_____
Henry U. Parrish III, Mayor

ATTEST:

_____
Carie Shealy, CMC, City Clerk

City of Cocoa Budget Adjustment Form FY 2016

SELECT ADJUSTMENT TYPE: BUDGET TRANSFER

REQUESTING DEPARTMENT #: UT-Dyal 4020 DATE PREPARED: 05/13/16

'FROM' ACCOUNT(S)

ADJUSTMENT AMOUNT	ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	AMENDED BUDGET	ADJUSTED BUDGET	UNENCUMBERED BALANCE
($ 100,000)	421-4020-536.34-00		CONTRACT SERVICES	$ 352,595	$ 352,595	$ 252,595	$ 70,643
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
($ 100,000)	TOTAL						

'TO' ACCOUNT(S)

ADJUSTMENT AMOUNT	ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	AMENDED BUDGET	ADJUSTED BUDGET	UNENCUMBERED BALANCE
$ 100,000	421-4020-536.44-00		RENTAL & LEASES	$ 21,754	$ 21,754	$ 121,754	$ 111,109
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 100,000	TOTAL						

REASON/JUSTIFICATION FOR ADJUSTMENT:

EMERGENCY GENERATOR LEASE AT THE DYAL WTP. Emergency procurement declared by City Manager

CITY COUNCIL APPROVAL REQUIRED? *YES* ( ) *NO* (●) *DATE APPROVED:* _____ *RESOLUTION #:* 2016-98

City Council approval is needed for all transfers greater than $50,000 and transfers between Departments / Funds. Attach copy of agenda item and City Clerk's Journal noting approval.

5/13/16	Susan Gardner	5/13/16	Lea Taylor	5/13/16	Teri Butler
Date	Requestor's Signature	Date	Finance Approval Signature	Date	Finance Director's Signature
5/13/16	John "Jack" Walsh	5/13/16	Lora Howell	5/13/16	John A. Titkanich
Date	Department Director's Signature	Date	Deputy Fin. Director's Signature	Date	City Manager's Signature

FINANCE USE ONLY:

Date Entered: 5/13/16 Entered By: _____ Group #: 03091

Approved 07/13

Revised eform 11/18/15 - IT

GROUP NUMBER . : 03091 BUDGET TRANSFER
GROUP USER . . : COCOATH Hagan, Anthony T - Techni

TRANS NO	TRANS DATE	DOCUMENT TYPE	ACCOUNT NUMBER	DESCRIPTION 1	PROJECT	BUDGET AMOUNT	ORIG(Y/N)
	DESCRIPTION 2		WORK ORDER	JOB# FACILITIES ID			
0000100	05/13/2016	03091	421-4020-536.34-00	EMERGENCY GENERATOR		100,000.00-	
	LEASE AT DYAL WTP.			000			
0000200	05/13/2016	03091	421-4020-536.44-00	EMERGENCY GENERATOR		100,000.00	
	LEASE AT DYAL WTP.			000			

TOTALS:

	AMOUNT CALCULATED	AMOUNT ENTERED	DIFFERENCE
COUNT:	2	2	
AMOUNT:			

GROUP NUMBER . : 03091 BUDGET TRANSFER
GROUP USER . . : COCOATH Hagan, Anthony T - Techni

TRANS NO	TRANS DATE	DOCUMENT TYPE	ACCOUNT NUMBER	DESCRIPTION 1	PROJECT	BUDGET AMOUNT	ORIG(Y/N)
DESCRIPTION 2			WORK ORDER	JOB# FACILITIES ID			
0000100	05/13/2016	03091	421-4020-536.34-00	EMERGENCY GENERATOR		100,000.00-	
LEASE AT DYAL WTP.				000			
0000200	05/13/2016	03091	421-4020-536.44-00	EMERGENCY GENERATOR		100,000.00	
LEASE AT DYAL WTP.				000			

TOTALS:

	AMOUNT CALCULATED	AMOUNT ENTERED	DIFFERENCE
COUNT:	2	2	
AMOUNT:			

City of Cocoa Budget Adjustment Form FY 2016

SELECT ADJUSTMENT TYPE: BUDGET TRANSFER

REQUESTING DEPARTMENT #: UT-Dyal 4020 DATE PREPARED: 05/13/16

'FROM' ACCOUNT(S)

ADJUSTMENT AMOUNT	ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	AMENDED BUDGET	ADJUSTED BUDGET	UNENCUMBERED BALANCE
($ 100,000)	421-4020-536.34-00		CONTRACT SERVICES	$ 352,595	$ 352,595	$ 252,595	$ 70,643
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
($ 100,000)	TOTAL						

'TO' ACCOUNT(S)

ADJUSTMENT AMOUNT	ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	AMENDED BUDGET	ADJUSTED BUDGET	UNENCUMBERED BALANCE
$ 100,000	421-4020-536.44-00		RENTAL & LEASES	$ 21,754	$ 21,754	$ 121,754	$ 111,109
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 100,000	TOTAL						

REASON/JUSTIFICATION FOR ADJUSTMENT:

EMERGENCY GENERATOR LEASE AT THE DYAL WTP. Emergency procurement declared by City Manager

CITY COUNCIL APPROVAL REQUIRED? *YES* ( ) *NO* (●) *DATE APPROVED:* _____ *RESOLUTION #:* _____

City Council approval is needed for all transfers greater than $50,000 and transfers between Departments / Funds. Attach copy of agenda item and City Clerk's Journal noting approval.

5/13/16	Susan Gardner (Digitally signed by Susan Gardner DN: dc=org, dc=cocoafl, ou=Dyal Water Plant, cn=Susan Gardner, email=sgardner@cocoafl.org Date: 2016.05.13 09:37:53 -04'00')	5/13/16	Lea Taylor (Digitally signed by Lea Taylor DN: dc=org, dc=cocoafl, ou=CH, cn=Lea Taylor, email=ltaylor@cocoafl.org Date: 2016.05.13 11:53:48 -04'00')
Date	Requestor's Signature	Date	Finance Approval Signature
5/13/16	John "Jack" Walsh (Digitally signed by John "Jack" Walsh DN: dc=org, dc=cocoafl, ou=Utilities, cn=John "Jack" Walsh, email=jwalsh@cocoafl.org Date: 2016.05.13 09:49:24 -04'00')	5/13/16	Lora Howell (Digitally signed by Lora Howell DN: dc=org, dc=cocoafl, ou=CH, cn=Lora Howell, email=lhowell@cocoafl.org Date: 2016.05.13 11:59:42 -04'00')
Date	Department Director's Signature	Date	Deputy Fin. Director's Signature

5/13/16	Teri Butler (Digitally signed by Teri Butler Date: 2016.05.13 12:02:05 -04'00')	
Date	Finance Director's Signature	
5/13/16	John A. Titkanich (Digitally signed by John A. Titkanich Date: 2016.05.13 12:05:53 -04'00')	
Date	City Manager's Signature	

FINANCE USE ONLY:

Date Entered: 5/13/16 Entered By: _____ Group #: 03091

Approved 07/13

Revised eform 11/18/15 - IT

Legislation Details (With Text)

File #:	16-359	**Version:**	1	**Name:**	
Type:	Informational Item			**Status:**	Council Busines
File created:	8/16/2016			**In control:**	City Council
On agenda:	9/13/2016			**Final action:**	
Title:	Consider the reappointment of Mr. Elliott Zimmerman to the Board of Trustees for the Firefighters' Retirement Plan through October 1, 2018. (Administrative Services Director)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	08_15_16 Zimmerman Reappointment confirmation packet.pdf 08_25_16 Zimmerman Consideration letter.pdf Fire Pension Board Roster.pdf				

Date	Ver.	Action By	Action	Result

CITY COUNCIL AGENDA ITEM

Memo Date: August 16, 2016
Agenda Date: September 13, 2016
Prepared By: Carie Shealy, City Clerk
Through: Tammy Gemmati, Administrative Services Director
Requested Action:
Consider the reappointment of Mr. Elliott Zimmerman to the Board of Trustees for the Firefighters' Retirement Plan through October 1, 2018.

BACKGROUND:

Mr. Elliott Zimmerman was appointed to the Board of Trustees for the Firefighters' Retirement Plan on September 9, 2014. His current term expires on September 30, 2016 and he has expressed a willingness to serve for another two years.

Mr. Zimmerman meets all of the requirements for serving on the board, and he has prior experience in administering Firefighters' pensions for KSC and CCAFS. He also served as a member of Cocoa's Utilities Advisory Board from January, 2013 until April, 2014.

If reappointed, Mr. Zimmerman will serve through October 1, 2018. His updated application is attached for your review.

STRATEGIC PLAN CONNECTION:

NA

BUDGETARY IMPACT:

NA

PREVIOUS ACTION:

The City Council appointed Mr. Elliott Zimmerman to the Board of Trustees' for the Firefighters' Retirement Plan on September 9, 2014.

RECOMMENDED MOTION:

Consider the reappointment of Mr. Elliott Zimmerman to the Board of Trustees for the Firefighters' Retirement Plan through October 1, 2018.

In response to inquiry by the Office of the City Clerk, I, Elliott Zimmerman

__X__ seek reappointment

_____ do not seek reappointment

as a member of the Fire Pension Board for a two-year term.

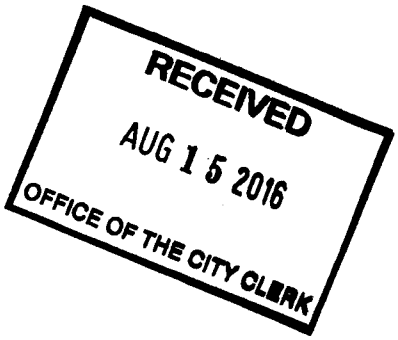
Sincerely,

Elliott Zimmerman

Additional Comments: _____

_____

Return to: Office of the City Clerk
City of Cocoa
65 Stone Street
Cocoa, FL 32922



CITY OF COCOA
APPLICATION FOR BOARD/COMMITTEE MEMBERSHIP

City Code requires prospective and existing board members to fill out an application, consent to a standard criminal background check[1], be duly registered to vote in Brevard County, and be a resident or an owner of real property in the City of Cocoa. City Code also prohibits a person from serving on a City Board or Committee if that person has been convicted of a felony, unless their civil rights have been restored.

(Please Print)

Name: ELLIOTT ZIMMERMAN Application Date: AUGUST 9, 2016

Street Address, Including Zip Code: 3212 WESTCHESTER DR, COCOA, FL 32926

Telephones: Home: (321) 632-8861 Work: _____ Pager: _____ Cell: _____

Place of Business: _____

Title/Position Held: _____

Date of Birth[2] SEPT 4, 1935

Email Address: ezcpa@cfl.rr.com

VARIOUS CITY BOARDS/COMMITTEES AVAILABLE
(Please Check All Those That Interest You)

	Affordable Housing Advisory Committee		Pension Board - General Employees
	Board of Adjustment		Pension Board – Police
	Code Enforcement/Drug Related Public Nuisance Board		Planning & Zoning Board
	Economic Development Executive Committee		Redevelopment Agency (Cocoa)
	Enterprise Zone Development Agency		Redevelopment Agency (Diamond Square)
	Housing Authority		Redevelopment Agency (US 1)
XX	Pension Board - Fire		Utilities Advisory Board

ELIGIBILITY

Have you been a City of Cocoa resident for at least 6 months?	Yes	XX	No	____
Do you own property or a business in Cocoa?	Yes	XX	No	____
Are you registered to vote in Brevard County, Florida?	Yes	XX	No	____
Have you ever been convicted or found guilty, regardless				

[1] An Addendum to the Application is attached and the information being requested is necessary in order to conduct a background check. Information will be used for those purposes only.

of adjudication, of a **felony** in any jurisdiction? Any plea of no contest shall be considered a conviction for purposes of this question. Yes ____ No XX

If yes, have your civil rights been restored? Yes ____ No ____
Do you consent to a standard criminal background check? Yes ____ No ____
(PLEASE SEE ATTACHED ADDENDUM)

MISCELLANEOUS INFORMATION

Do you currently serve on any other City of Cocoa board Yes ____ No XX
Are you related to a City of Cocoa Councilmember by blood, Adoption or marriage? Yes ____ No XX
Potential Conflict of Interest: Have you ever been engaged in the management of any business enterprise that has a financial interest with the City of Cocoa? Please provide details, such as the name of the enterprise, the nature of the business, and the positions you hold or have held. Yes ____ No XX

INTERESTS AND EXPERIENCE
(Additional Information May be Attached)

Briefly state your interest in serving on a City board or committee. Please include information relating to prior service on any governmental board or committee, and any specialized skills or training you feel will help you to qualify for membership on the desired City board or committee.

CURRENTLY MEMBER OF COCOA FIRE PENSION BOARD

PRIOR EXPERIENCE IN ADMINISTERING FIRE PENSION FOR KSC AND CCAFS

STATE REPORTING REQUIREMENTS

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board and committee members. Please check the appropriate boxes:

RACE

____ African-American
____ Asian-American
____ Hispanic-American
____ Native American
XX Caucasian

GENDER

XX Male
____ Female

DISABILITY

____ Physically Disabled

Office of the City Clerk
65 Stone Street I Cocoa, FL 32922
Phone: (321) 433-8480 I Fax: (321) 433-8455

August 25, 2016

Mr. Elliott Zimmerman
3212 Westchester Drive
Cocoa, FL 32926

Re: Reappointment to the Fire Pension Board

Dear Mr. Zimmerman,

The City Council will consider your application for reappointment to the Fire Pension Board at its regular meeting on September 13, 2016.

If you wish to attend, the meeting will commence at 6:00 p.m. in City Council Chambers, in Cocoa City Hall, 65 Stone Street, Cocoa.

If you have any questions or require additional information, please feel free to call my office at (321) 433-8484.

Sincerely,

Carie Shealy

Carie Shealy, CMC
City Clerk

Board of Trustees for the Firefighters' Retirement Plan		**Meets as Needed**		**Expirations on October 1st**
Member	**Address**	**Phone**	**Appointed**	**Expiration**
Brandon Lang (Elected by Employees)	Cocoa Fire Dept. 1175 Dusseldorf Ave NW, Palm Bay FL 32907-9305	693-6627 mailto:blangcfr@yahoo.com	12/14 re-elected 10/12 re-elected 1/22/10 elected (replaced Silverman)	2016
Leland Cox (Fifth Member)	4180 Paddington St. Cocoa, FL 32926-2171	639-8251	12/14-re-elected 10/12 re-elected 02/10 appointment (John Frey's position)	2016
Elliott Zimmerman (Appointed by Council)	3212 Westchester Drive, Cocoa 32926	632-8861	Appt. 9/9/14	2016
Milton Norris Park, Chairman (Appointed by Council)	1111 Burnham Street, 32922-6836	636-6282 (home) 690-3968 (work) 750-1626 (cell) mpark@cfl.rr.com	07/14 Reappointed 09/12 Reapppointed 10/10 Reappointed 09/08 Reappointed 9/06 Reappointed 4/96 Appointed	2016
Lt. Mitchell Weldon (Elected by employees)	Cocoa Fire Dept. 6800 N. US Hwy 1, Apt. 4304, Cocoa FL 32927-5069	 Weldonm@yahoo.com	05/14 Reappointed 4/12 Elected to fill seat vacated by Allan White.	2016
Counsel: Mark Floyd of Mierzwa & Associates	Mierzwa & Assoc. 3900 Woodlake Boulevard, Suite 212 Lake Worth FL 33463-3045			
Administrator: ~~Pete Prior~~	~~Benefits USA~~ ~~3810 Inverrary Blvd.~~ ~~Suite 208~~ ~~Lauderhill FL 33319~~ ***Effective Nov. 2014*** The Resource Centers 4360 Northlake Blvd. Suite 206 Palm Beach Gardens, FL 33410	~~800-452-2454, x203~~ ~~pk911@bellsouth.net~~ 561-624-3277 phone 561-624-3278 fax Baur, J Scott Scott@ResourceCenters.com or Margaret M. Adcock The Resource Centers, LLC 4360 Northlake Blvd., Suite 206 Palm Beach Gardens, FL 33410 Phone: 561-624-3277 Fax: 561-624-3278		

		Email: margie@resourcecenters.com		
RECORDING SECRETARY	Handled by administrator			

Legislation Details (With Text)

File #:	16-360	**Version:**	1	**Name:**	
Type:	Informational Item			**Status:**	Council Busines
File created:	8/16/2016			**In control:**	City Council
On agenda:	9/13/2016			**Final action:**	
Title:	Consider the reappointment of Mr. Milton Norris Park to the Board of Trustees for the Fire Pension through October 1, 2018. (Administrative Services Director)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	08_11_16 Park Reappointment confirmation packet (3).pdf 08_25_16 Park_Consideration letter.pdf Fire Pension Board Roster.pdf				

Date	Ver.	Action By	Action	Result

CITY COUNCIL AGENDA ITEM

Memo Date: August 16, 2016
Agenda Date: September 13, 2016
Prepared By: Carie Shealy, City Clerk
Through: Tammy Gemmati, Administrative Services Director
Requested Action:
Consider the reappointment of Mr. Milton Norris Park to the Board of Trustees for the Fire Pension through October 1, 2018.

BACKGROUND:

Mr. Norris Park has served on the Board of Trustees for the Fire Pension since April of 1996. His current term expires on September 30, 2016, and he has expressed a willingness to serve for an additional two years.

Mr. Park meets all of the qualifications for a city board, and his updated application is attached for your review.

If appointed, Mr. Park's term would be through October 1, 2018.

STRATEGIC PLAN CONNECTION:

NA

BUDGETARY IMPACT:

NA

PREVIOUS ACTION:

The City Council appointed Mr. Park to the Fire Pension Board in April of 1996, and has reappointed him every two years since that time.

RECOMMENDED MOTION:

Consider the reappointment of Mr. Milton Norris Park to the Board of Trustees for the Fire Pension through October 1, 2018.

In response to inquiry by the Office of the City Clerk, I, Norris Park

✓ seek reappointment

____ do not seek reappointment

as a member of the Fire Pension Board for a two-year term.

Sincerely,

M. Norris Park

Norris Park

Additional Comments: Thanks for the paperwork Carie.

Return to: Office of the City Clerk
City of Cocoa
65 Stone Street
Cocoa, FL 32922

RECEIVED
AUG 11 2016
OFFICE OF THE CITY CLERK

CITY OF COCOA
APPLICATION FOR BOARD/COMMITTEE MEMBERSHIP

City Code requires prospective and existing board members to fill out an application, consent to a standard criminal background check[1], be duly registered to vote in Brevard County, and be a resident or an owner of real property in the City of Cocoa. City Code also prohibits a person from serving on a City Board or Committee if that person has been convicted of a felony, unless their civil rights have been restored.

(Please Print)

Name: Milton Norris Park Application Date: August 11, 2016

Street Address, Including Zip Code: 1111 Burnham Street, Cocoa, FL 32922-6836

Telephones: Home: 321 636-6282 Work: N/A Pager: N/A Cell: 321 750-1626

Place of Business: (Retired) City of Rockledge Fire Dept.

Title/Position Held: Battalion Chief/Paramedic

Date of Birth[2] Monday, October 15, 1956

Email Address: mpark@cfl.rr.com

VARIOUS CITY BOARDS/COMMITTEES AVAILABLE
(Please Check All Those That Interest You)

	Affordable Housing Advisory Committee		Pension Board - General Employees
	Board of Adjustment		Pension Board – Police
	Code Enforcement/Drug Related Public Nuisance Board		Planning & Zoning Board
	Economic Development Executive Committee		Redevelopment Agency (Cocoa)
	Enterprise Zone Development Agency		Redevelopment Agency (Diamond Square)
	Housing Authority		Redevelopment Agency (US 1)
✓	Pension Board - Fire		Utilities Advisory Board

ELIGIBILITY

Have you been a City of Cocoa resident for at least 6 months?	Yes	✓	No	
Do you own property or a business in Cocoa?	Yes	✓	No	
Are you registered to vote in Brevard County, Florida?	Yes		No	✓
Have you ever been convicted or found guilty, regardless				

[1] An Addendum to the Application is attached and the information being requested is necessary in order to conduct a background check. Information will be used for those purposes only.

of adjudication, of a **felony** in any jurisdiction? Any plea of no contest shall be considered a conviction for purposes of this question. Yes ____ No ✓

If yes, have your civil rights been restored? Yes ____ No ____
Do you consent to a standard criminal background check? Yes ✓ No ____
(PLEASE SEE ATTACHED ADDENDUM)

MISCELLANEOUS INFORMATION

Do you currently serve on any other City of Cocoa board Yes ____ No ✓
Are you related to a City of Cocoa Councilmember by blood, Adoption or marriage? Yes ____ No ✓
Potential Conflict of Interest: Have you ever been engaged in the management of any business enterprise that has a financial interest with the City of Cocoa? Please provide details, such as the name of the enterprise, the nature of the business, and the positions you hold or have held. Yes ____ No ✓

INTERESTS AND EXPERIENCE
(Additional Information May be Attached)

Briefly state your interest in serving on a City board or committee. Please include information relating to prior service on any governmental board or committee, and any specialized skills or training you feel will help you to qualify for membership on the desired City board or committee.

I have enjoyed serving on the Firefighter Pension for some twenty years plus. The greatest challenge is to keep the current funding positive and reduce the city's financial obligation. We as a Board are always looking to reduce cost and improve the Plan's benefits.

STATE REPORTING REQUIREMENTS

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board and committee members. Please check the appropriate boxes:

RACE

____ African-American
____ Asian-American
____ Hispanic-American
____ Native American
✓ Caucasian

GENDER

✓ Male
____ Female

DISABILITY

____ Physically Disabled

Office of the City Clerk
65 Stone Street I Cocoa, FL 32922
Phone: (321) 433-8480 I Fax: (321) 433-8455

August 25, 2016

Mr. Norris Park
1111 Burnham Street
Cocoa, FL 32922-6836

Re: Reappointment to the Fire Pension Board

Dear Mr. Park,

The City Council will consider your application for reappointment to the Fire Pension Board at its regular meeting on September 13, 2016.

If you wish to attend, the meeting will commence at 6:00 p.m. in City Council Chambers, in Cocoa City Hall, 65 Stone Street, Cocoa.

If you have any questions or require additional information, please feel free to call my office at (321) 433-8484.

Sincerely,

Carie Shealy

Carie Shealy, CMC
City Clerk

Board of Trustees for the Firefighters' Retirement Plan		**Meets as Needed**		**Expirations on October 1st**
Member	**Address**	**Phone**	**Appointed**	**Expiration**
Brandon Lang (Elected by Employees)	Cocoa Fire Dept. 1175 Dusseldorf Ave NW, Palm Bay FL 32907-9305	693-6627 mailto:blangcfr@yahoo.com	12/14 re-elected 10/12 re-elected 1/22/10 elected (replaced Silverman)	2016
Leland Cox (Fifth Member)	4180 Paddington St. Cocoa, FL 32926-2171	639-8251	12/14-re-elected 10/12 re-elected 02/10 appointment (John Frey's position)	2016
Elliott Zimmerman (Appointed by Council)	3212 Westchester Drive, Cocoa 32926	632-8861	Appt. 9/9/14	2016
Milton Norris Park, Chairman (Appointed by Council)	1111 Burnham Street, 32922-6836	636-6282 (home) 690-3968 (work) 750-1626 (cell) mpark@cfl.rr.com	07/14 Reappointed 09/12 Reapppointed 10/10 Reappointed 09/08 Reappointed 9/06 Reappointed 4/96 Appointed	2016
Lt. Mitchell Weldon (Elected by employees)	Cocoa Fire Dept. 6800 N. US Hwy 1, Apt. 4304, Cocoa FL 32927-5069	 Weldonm@yahoo.com	05/14 Reappointed 4/12 Elected to fill seat vacated by Allan White.	2016
Counsel: Mark Floyd of Mierzwa & Associates	Mierzwa & Assoc. 3900 Woodlake Boulevard, Suite 212 Lake Worth FL 33463-3045			
Administrator: ~~Pete Prior~~	~~Benefits USA~~ ~~3810 Inverrary Blvd.~~ ~~Suite 208~~ ~~Lauderhill FL 33319~~ ***Effective Nov. 2014*** The Resource Centers 4360 Northlake Blvd. Suite 206 Palm Beach Gardens, FL 33410	~~800-452-2454, x203~~ ~~pk911@bellsouth.net~~ 561-624-3277 phone 561-624-3278 fax Baur, J Scott Scott@ResourceCenters.com or Margaret M. Adcock The Resource Centers, LLC 4360 Northlake Blvd., Suite 206 Palm Beach Gardens, FL 33410 Phone: 561-624-3277 Fax: 561-624-3278		

		Email: margie@resourcecenters.com		
RECORDING SECRETARY	Handled by administrator			

Legislation Details (With Text)

File #:	16-361	**Version:**	1	**Name:**	
Type:	Informational Item			**Status:**	Council Busines
File created:	8/16/2016			**In control:**	City Council
On agenda:	9/13/2016			**Final action:**	
Title:	Consider the reappointment of Mr. Paul Kamus as a member of the Police Pension Board through October 1, 2018. (Administrative Services Director)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	08_05_16 Kamus Reappointment confirmaiton packet.pdf 08_25_16 Kamus Consideration letter.pdf Police Pension Board Roster.pdf				

Date	Ver.	Action By	Action	Result

CITY COUNCIL AGENDA ITEM

Memo Date: August 16, 2016
Agenda Date: September 13, 2016
Prepared By: Carie Shealy, City Clerk
Through: Tammy Gemmati, Administrative Services Director
Requested Action:
Consider the reappointment of Mr. Paul Kamus as a member of the Police Pension Board through October 1, 2018.

BACKGROUND:

Mr. Paul Kamus has served on the Board of Trustees for the Police Officers' Retirement Plan since April 2009. Previous to this board, Mr. Kamus served on the Fire Pension Board from March 1997 until November 2008. His current term expires September 30, 2016, and he has expressed his willingness to serve for another two years.

Mr. Kamus meets all of the qualifications for serving on a City board.

If reappointed, he will serve through October 1, 2018. His updated application is attached for your review.

STRATEGIC PLAN CONNECTION:

NA

BUDGETARY IMPACT:

NA

PREVIOUS ACTION:

The City Council appointed Mr. Paul Kamus to the Board of Trustees for the Police Officer's Retirement Plan in April, 2009. He has been reappointed since in 2010, 2012, and 2014.

RECOMMENDED MOTION:

Consider the reappointment of Mr. Paul Kamus as a member of the Police Pension Board through October 1, 2018.

CITY OF COCOA
APPLICATION FOR BOARD/COMMITTEE MEMBERSHIP

City Code requires prospective and existing board members to fill out an application, consent to a standard criminal background check, be duly registered to vote in Brevard County, and be a resident or an owner of real property in the City of Cocoa. City Code also prohibits a person from serving on a City Board or Committee if that person has been convicted of a felony, unless their civil rights have been restored.

(Please Print)

Name: Paul Kamus Application Date: August 5, 2016

Street Address, Including Zip Code: 116 Olive Street, Cocoa, FL 32922

Telephones: Home: 639-9425 Work: None Pager: None Cell: 508-4060

Place of Business: None

Title/Position Held: _____

Date of Birth[1] July 6, 1964 Email Address: pkamus@cfl.rr.com

VARIOUS CITY BOARDS/COMMITTEES AVAILABLE
(Please Check All Those That Interest You)

	Affordable Housing Advisory Committee		Pension Board - General Employees
	Board of Adjustment	✓	Pension Board – Police
	Code Enforcement/Drug Related Public Nuisance Board		Planning & Zoning Board
	Economic Development Executive Committee		Redevelopment Agency (Cocoa)
	Enterprise Zone Development Agency		Redevelopment Agency (Diamond Square)
	Housing Authority		Redevelopment Agency (US 1)
	Pension Board - Fire		Utilities Advisory Board

ELIGIBILITY

Have you been a City of Cocoa resident for at least 6 months?	Yes	✓	No	
Do you own property or a business in Cocoa?	Yes	✓	No	
Are you registered to vote in Brevard County, Florida?	Yes	✓	No	
Have you ever been convicted or found guilty, regardless of adjudication, of a **felony** in any jurisdiction? Any plea of no contest shall be considered a conviction for purposes of this question.	Yes		No	✓
If yes, have your civil rights been restored?	Yes		No	
Do you consent to a standard criminal background check?	Yes	✓	No	

RECEIVED
AUG 05 2016
OFFICE OF THE CITY CLERK

[1] This information is necessary in order to conduct background checks.

MISCELLANEOUS INFORMATION

Do you currently serve on any other City of Cocoa board	Yes	____	No	✓
Are you related to a City of Cocoa Councilmember by blood, Adoption or marriage?	Yes	____	No	✓
Potential Conflict of Interest: Have you ever been engaged in the management of any business enterprise that has a financial interest with the City of Cocoa? Please provide details, such as the name of the enterprise, the nature of the business, and the positions you hold or have held.	Yes	____	No	✓

INTERESTS AND EXPERIENCE
(Additional Information May be Attached)

Briefly state your interest in serving on a City board or committee. Please include information relating to prior service on any governmental board or committee, and any specialized skills or training you feel will help you to qualify for membership on the desired City board or committee.

Currently Trustee/Secretary on the Cocoa Police Pension Board. Certified Public Pension Trustee (CPPT) thru the Florida Public Pension Trustee Association (FPPTA)

STATE REPORTING REQUIREMENTS

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board and committee members. Please check the appropriate boxes:

RACE

____	African-American
____	Asian-American
____	Hispanic-American
____	Native American
X	Caucasian

GENDER

✓	Male
____	Female

DISABILITY

____	Physically Disabled

Signature: Paul Ramos Date: August 5, 2016

Please Return this form to:
Office of the City Clerk, 65 Stone Street, Cocoa, FL 32922

COCOA
FLORIDA

Office of the City Clerk
65 Stone Street I Cocoa, FL 32922
Phone: (321) 433-8480 I Fax: (321) 433-8455

August 25, 2016

Mr. Paul Kamus
116 Olive Street
Cocoa, FL 32922

Re: Reappointment to the Police Pension Board

Dear Mr. Kamus,

The City Council will consider your application for reappointment to the Police Pension Board at its regular meeting on September 13, 2016.

If you wish to attend, the meeting will commence at 6:00 p.m. in City Council Chambers, in Cocoa City Hall, 65 Stone Street, Cocoa.

If you have any questions or require additional information, please feel free to call my office at (321) 433-8484.

Sincerely,

Carie Shealy

Carie Shealy, CMC
City Clerk

Board of Trustees for the Police Officers' Retirement Plan		**Meets as Needed**		**Expirations on October 1st**
Member	**Address**	**Phone**	**Appointed**	**Expiration**
Robert Bobay, Chairman (Elected by Members)	Cocoa Police Dept.	639-7620	11/05 Elected 9/07 Reelected 09/09 Reelected 10/11 Reelected 09/13 Reelected 09/15 Reelected	2017
Eric Austin, Vice Chairman (Elected by Members)	Cocoa Police Dept.	639-7620	09/08 Elected 09/09 Reelected 10/11 Reelected 09/13 Reelected 09/15 Reelected	2017
Michael J. Kirn (Appointed by Council)	3841 Stonemont Drive, Cocoa FL 32926-6426	321-514-7671 cell mkirn@cocoapolice.com	09/2014 Reappointed 09/2012 Reappointed 06/14/11 appointed	2016
John Casey, (5th Member)	Cocoa Police Dept. 1965 Holt Dr., Merritt Island FL 32952	637-6325 (work) 459-1028 (home) 863-9474 (cell) jcasey@cocoapolice.com	09/2012 Reappointed 12/10 Appointed	2016
Paul Kamus (Appointed by Council)	116 Olive St. Cocoa, FL 32922-7558	639-9425 508-4060 cell	09/2014 Reappointed 9/2012 Reappointed 9/2010 Reappointed 4/2009 appointed to fill unexpired term of A. Allen	2016
Counsel: Timothy Bradley	1600 Woodland Drive Rockledge FL 32955	504-4455		
Administrator: Sheila Hutcheson	3860 Grantline Rd. Mims, Fl. 32754	321-267-3082 shutch9750@aol.com		
Recording Secretary	Sheila Hutcheson	321-267-3082		

Legislation Details (With Text)

File #:	16-362	**Version:**	1	**Name:**	
Type:	Informational Item			**Status:**	Council Busines
File created:	8/16/2016			**In control:**	City Council
On agenda:	9/13/2016			**Final action:**	
Title:	Consider the reappointment of Mr. Michael Kirn as a member of the Police Pension Board through October 1, 2018. (Administrative Services Director)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	08_11_16 Kirn Reappointment confirmation packet.pdf 08_25_16 Kirn Consideration Letter.pdf Police Pension Board Roster.pdf				

Date	Ver.	Action By	Action	Result

CITY COUNCIL AGENDA ITEM

Memo Date: August 16, 2016
Agenda Date: September 13, 2016
Prepared By: Carie Shealy, City Clerk
Through: Tammy Gemmati, Administrative Services Director
Requested Action:
Consider the reappointment of Mr. Michael Kirn to the Police Pension Board through October 1, 2018.

BACKGROUND:

Mr. Michael Kirn has served on the Board of Trustees for the Police Officers' Retirement Plan since June of 2011. He was reappointed in September, 2012 and September, 2014. His current term expires September 30, 2016 and he has expressed his willingness to serve for another two years.

Mr. Kirn currently meets all of the qualifications to serve on a City board.

If reappointed, he will serve through October 1, 2018. His updated application is attached for your review.

STRATEGIC PLAN CONNECTION:

NA

BUDGETARY IMPACT:

NA

PREVIOUS ACTION:

City Council appointed Mr. Kirn to the Board of Trustees for the Police Officers' Retirement Plan in June, 2011, and September 2012 and 2014.

RECOMMENDED MOTION:

Consider the reappointment of Mr. Michael Kirn to the Police Pension Board through October 1, 2018.

CITY OF COCOA
APPLICATION FOR BOARD/COMMITTEE MEMBERSHIP

City Code requires prospective and existing board members to fill out an application, consent to a standard criminal background check[1], be duly registered to vote in Brevard County, and be a resident or an owner of real property in the City of Cocoa. City Code also prohibits a person from serving on a City Board or Committee if that person has been convicted of a felony, unless their civil rights have been restored.

(Please Print)

Name: Michael Kirn Application Date: 5/5/16

Street Address, Including Zip Code: 3511 Stonemont Dr. Cocoa 32926

Telephones: Home: ——— Work: 321-639-762 Pager: ——— Cell: 321-514-7671

Place of Business: Police Dept.

Title/Position Held: Booking Officer

Date of Birth[2] 3/16/49

Email Address: MJKirn@hotmail.com

VARIOUS CITY BOARDS/COMMITTEES AVAILABLE
(Please Check All Those That Interest You)

	Affordable Housing Advisory Committee		Pension Board - General Employees
	Board of Adjustment	X	Pension Board – Police
	Code Enforcement/Drug Related Public Nuisance Board		Planning & Zoning Board
	Economic Development Executive Committee		Redevelopment Agency (Cocoa)
	Enterprise Zone Development Agency		Redevelopment Agency (Diamond Square)
	Housing Authority		Redevelopment Agency (US 1)
	Pension Board - Fire		Utilities Advisory Board

ELIGIBILITY

Have you been a City of Cocoa resident for at least 6 months?	Yes	X	No	———
Do you own property or a business in Cocoa?	Yes	X	No	———
Are you registered to vote in Brevard County, Florida?	Yes	X	No	[redacted] (UK)
Have you ever been convicted or found guilty, regardless				

[1] An Addendum to the Application is attached and the information being requested is necessary in order to conduct a background check. Information will be used for those purposes only.

of adjudication, of a **felony** in any jurisdiction? Any plea of no contest shall be considered a conviction for purposes of this question. Yes [X] No ____

If yes, have your civil rights been restored? Yes ____ No ____
Do you consent to a standard criminal background check? Yes ____ No ____
(PLEASE SEE ATTACHED ADDENDUM)

MISCELLANEOUS INFORMATION

Do you currently serve on any other City of Cocoa board Yes ____ No [X]
Are you related to a City of Cocoa Councilmember by blood, Adoption or marriage? Yes ____ No [X]
Potential Conflict of Interest: Have you ever been engaged in the management of any business enterprise that has a financial interest with the City of Cocoa? Please provide details, such as the name of the enterprise, the nature of the business, and the positions you hold or have held. Yes ____ No [X]

INTERESTS AND EXPERIENCE
(Additional Information May be Attached)

Briefly state your interest in serving on a City board or committee. Please include information relating to prior service on any governmental board or committee, and any specialized skills or training you feel will help you to qualify for membership on the desired City board or committee.

Continue Serving The Police Dept

STATE REPORTING REQUIREMENTS

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board and committee members. Please check the appropriate boxes:

RACE

____ African-American
____ Asian-American
____ Hispanic-American
____ Native American
[X] Caucasian

GENDER

[X] Male
____ Female

DISABILITY

____ Physically Disabled

of adjudication, of a **felony** in any jurisdiction? Any plea of no contest shall be considered a conviction for purposes of this question. Yes [X] No [ ]

If yes, have your civil rights been restored? Yes [ ] No [ ]
Do you consent to a standard criminal background check? Yes [ ] No [ ]
(PLEASE SEE ATTACHED ADDENDUM)

MISCELLANEOUS INFORMATION

Do you currently serve on any other City of Cocoa board Yes [ ] No [X]
Are you related to a City of Cocoa Councilmember by blood, Adoption or marriage? Yes [ ] No [X]
Potential Conflict of Interest: Have you ever been engaged in the management of any business enterprise that has a financial interest with the City of Cocoa? Please provide details, such as the name of the enterprise, the nature of the business, and the positions you hold or have held. Yes [ ] No [X]

INTERESTS AND EXPERIENCE
(Additional Information May be Attached)

Briefly state your interest in serving on a City board or committee. Please include information relating to prior service on any governmental board or committee, and any specialized skills or training you feel will help you to qualify for membership on the desired City board or committee.

Continue Serving The Police Dept

STATE REPORTING REQUIREMENTS

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board and committee members. Please check the appropriate boxes:

RACE

[ ] African-American
[ ] Asian-American
[ ] Hispanic-American
[ ] Native American
[X] Caucasian

GENDER

[X] Male
[ ] Female

DISABILITY

[ ] Physically Disabled

Office of the City Clerk
65 Stone Street I Cocoa, FL 32922
Phone: (321) 433-8480 I Fax: (321) 433-8455

August 25, 2016

Mr. Michael Kirn
3841 Stonemont Drive
Cocoa, FL 32926

Re: Reappointment to the Police Pension Board

Dear Mr. Kirn,

The City Council will consider your application for reappointment to the Police Pension Board at its regular meeting on September 13, 2016.

If you wish to attend, the meeting will commence at 6:00 p.m. in City Council Chambers, in Cocoa City Hall, 65 Stone Street, Cocoa.

If you have any questions or require additional information, please feel free to call my office at (321) 433-8484.

Sincerely,

Carie Shealy

Carie Shealy, CMC
City Clerk

Board of Trustees for the Police Officers' Retirement Plan		**Meets as Needed**		**Expirations on October 1st**
Member	**Address**	**Phone**	**Appointed**	**Expiration**
Robert Bobay, Chairman (Elected by Members)	Cocoa Police Dept.	639-7620	11/05 Elected 9/07 Reelected 09/09 Reelected 10/11 Reelected 09/13 Reelected 09/15 Reelected	2017
Eric Austin, Vice Chairman (Elected by Members)	Cocoa Police Dept.	639-7620	09/08 Elected 09/09 Reelected 10/11 Reelected 09/13 Reelected 09/15 Reelected	2017
Michael J. Kirn (Appointed by Council)	3841 Stonemont Drive, Cocoa FL 32926-6426	321-514-7671 cell mkirn@cocoapolice.com	09/2014 Reappointed 09/2012 Reappointed 06/14/11 appointed	2016
John Casey, (5th Member)	Cocoa Police Dept. 1965 Holt Dr., Merritt Island FL 32952	637-6325 (work) 459-1028 (home) 863-9474 (cell) jcasey@cocoapolice.com	09/2012 Reappointed 12/10 Appointed	2016
Paul Kamus (Appointed by Council)	116 Olive St. Cocoa, FL 32922-7558	639-9425 508-4060 cell	09/2014 Reappointed 9/2012 Reappointed 9/2010 Reappointed 4/2009 appointed to fill unexpired term of A. Allen	2016
Counsel: Timothy Bradley	1600 Woodland Drive Rockledge FL 32955	504-4455		
Administrator: Sheila Hutcheson	3860 Grantline Rd. Mims, Fl. 32754	321-267-3082 shutch9750@aol.com		
Recording Secretary	Sheila Hutcheson	321-267-3082		

Legislation Details (With Text)

File #:	16-377	**Version:**	1	**Name:**	
Type:	Informational Item			**Status:**	Council Busines
File created:	8/25/2016			**In control:**	City Council
On agenda:	9/13/2016			**Final action:**	
Title:	Consider the Reappointment of Mrs. Missie McCarthy to the Board of Trustees for the General Employees' Retirement Plan through October, 2019. (Administrative Services Director)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	08_24_16 McCarthy Reappointment Confirmation Packet.pdf 08_25_16 McCarthy Consideration letter.pdf General Employees Pension Board Roster.pdf				

Date	Ver.	Action By	Action	Result

CITY COUNCIL AGENDA ITEM

Memo Date: August 25, 2016
Agenda Date: September 13, 2016
Prepared By: Carie Shealy, City Clerk
Through: Tammy Gemmati, Administrative Services Director
Requested Action:
Consider the Reappointment of Mrs. Missie McCarthy to the Board of Trustees for the General Employees' Retirement Plan through October, 2019.

BACKGROUND:

Mrs. Melinda McCarthy has served a member of the Board of Trustees for the General Employees' Retirement Plan since September, 2007. She currently meets all of the qualifications to serve on a City board and has indicated a willingness to serve for an additional three years.

If reappointed, her term would be through October, 2019.

An updated Board roster is attached for your review.

STRATEGIC PLAN CONNECTION:

NA

BUDGETARY IMPACT:

NA

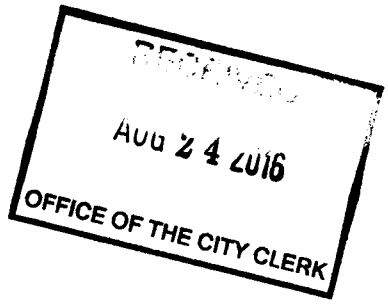
PREVIOUS ACTION:

The City Council appointed Ms. McCarthy in 2007. She has been reappointed since in 2010 and 2013.

RECOMMENDED MOTION:

Consider the Reappointment of Mrs. Missie McCarthy to the Board of Trustees for the General Employees' Retirement Plan through October, 2019.

powered by Legistar™



CITY OF COCOA
APPLICATION FOR BOARD/COMMITTEE MEMBERSHIP

City Code requires prospective and existing board members to fill out an application, consent to a standard criminal background check[1], be duly registered to vote in Brevard County, and be a resident or an owner of real property in the City of Cocoa. City Code also prohibits a person from serving on a City Board or Committee if that person has been convicted of a felony, unless their civil rights have been restored.

(Please Print)

Name: MELISSA L. MCCARTHY Application Date: 8-18-16

Street Address, Including Zip Code: 3461 FOXWOOD DRIVE 32780

Telephones: Home: (321) 268-1902 Work: ____ Pager: ____ Cell: ____

Place of Business: ____

Title/Position Held: ____

Date of Birth[2] 10-18-48

Email Address: MISSIEMCCARTHY@YMAIL.COM

VARIOUS CITY BOARDS/COMMITTEES AVAILABLE
(Please Check All Those That Interest You)

	Affordable Housing Advisory Committee	↘	Pension Board - General Employees
	Board of Adjustment		Pension Board – Police
	Code Enforcement/Drug Related Public Nuisance Board		Planning & Zoning Board
	Economic Development Executive Committee		Redevelopment Agency (Cocoa)
	Enterprise Zone Development Agency		Redevelopment Agency (Diamond Square)
	Housing Authority		Redevelopment Agency (US 1)
	Pension Board - Fire		Utilities Advisory Board

ELIGIBILITY

Have you been a City of Cocoa resident for at least 6 months?	Yes	____	No	↘
Do you own property or a business in Cocoa?	Yes	↘	No	____
Are you registered to vote in Brevard County, Florida?	Yes	↘	No	____
Have you ever been convicted or found guilty, regardless				

NO ← NOT REQUIRED ORD. 07-2016 - EFFECTIVE MAY 16, 2016

[1] An Addendum to the Application is attached and the information being requested is necessary in order to conduct a background check. Information will be used for those purposes only.

of adjudication, of a **felony** in any jurisdiction? Any plea of no contest shall be considered a conviction for purposes of this question. Yes ____ No ↘

If yes, have your civil rights been restored? Yes ____ No ____
Do you consent to a standard criminal background check? Yes ____ No ____
(PLEASE SEE ATTACHED ADDENDUM)

MISCELLANEOUS INFORMATION

Do you currently serve on any other City of Cocoa board Yes ____ No ↘
Are you related to a City of Cocoa Councilmember by blood, Adoption or marriage? Yes ____ No ↘
Potential Conflict of Interest: Have you ever been engaged in the management of any business enterprise that has a financial interest with the City of Cocoa? Please provide details, such as the name of the enterprise, the nature of the business, and the positions you hold or have held. Yes ____ No ↘

INTERESTS AND EXPERIENCE
(Additional Information May be Attached)

Briefly state your interest in serving on a City board or committee. Please include information relating to prior service on any governmental board or committee, and any specialized skills or training you feel will help you to qualify for membership on the desired City board or committee.

PAST AND PRESENT SERVICE ON GEN. EMPLOYEES PENSION BOARD
HOLD STATE OF FLA CERTIFIED PUBLIC PENSION TRUSTEES (C.P.P.T) STATUS
SINCE 2001 AND DESIRE TO CONTINUE SERVING ON
THE BOARD.

STATE REPORTING REQUIREMENTS

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board and committee members. Please check the appropriate boxes:

RACE

____ African-American
____ Asian-American
____ Hispanic-American
____ Native American
↘ Caucasian

GENDER

____ Male
↘ Female

DISABILITY

____ Physically Disabled

In response to inquiry by the Office of the City Clerk, I, Missie McCarthy

_____ seek reappointment

_____ do not seek reappointment

as a member of the General Pension Board for a three-year term.

Sincerely,

Missie McCarthy

Additional Comments: _____

_____

Return to: Office of the City Clerk
City of Cocoa
65 Stone Street
Cocoa, FL 32922

COCOA FLORIDA

Office of the City Clerk
65 Stone Street I Cocoa, FL 32922
Phone: (321) 433-8480 I Fax: (321) 433-8455

August 25, 2016

Ms. Melissa McCarthy
3461 Foxwood Drive
Titusville, FL 32780

Re: Reappointment to the General Employees' Pension Board

Dear Ms. McCarthy,

The City Council will consider your application for reappointment to the General Employees' Pension Board at its regular meeting on September 13, 2016.

If you wish to attend, the meeting will commence at 6:00 p.m. in City Council Chambers, in Cocoa City Hall, 65 Stone Street, Cocoa.

If you have any questions or require additional information, please feel free to call my office at (321) 433-8484.

Sincerely,

Carie Shealy

Carie Shealy, CMC
City Clerk

Board of Trustees for the General Employees' Retirement Plan		**Meets as Needed**		**Expirations on October 1st**
Member	**Address**	**Phone**	**Appointed**	**Expiration**
Walter Moore (Elected by Employees)	1770 Windover Oaks Circle Bldg. Apt. 121 Titusville 32780 - 4535	Work cell 480-1522 Home 264-0249 wmoore@cocoafl.org	10/14 Reelected 10/11 Reelected 10/08 Reappointed 4/05 Elected	2017
Vincent Knowles (Elected by Employees)	City of Cocoa 65 Stone St. Cocoa, Florida 32922	Cell: 321-684-2488 lisapknowles@hotmail.com	09/14 Elected to fulfill term of Timothy Gray	2016
Sherry Woodhouse (Appointed By City Council)	12 Oak Street Cocoa FL 32922-7830	631-7185 (H) 501-4810 (C)	09/15 Reappointed 09/12 reappointed 08/09 reappointed 11/27/07 appointed	2018
Jeff Childers, Vice Chair/Secretary (Fifth member)	7207 Achilles Road Cocoa FL 32927-8082	Home 631-9512 fetchitman@yahoo.com	09/15 Ratified 09/12 Ratified 06/11 Ratified 09/10 Reelected 10/07 Elected	2018
Missie McCarthy, Chair (Retiree member - Appointed by City Council)	3461 Fox Wood Drive, Titusville FL 32780*2525	268-1902 (H) missiemccarthy@ymail.com	9/13 Reappointed 9/10 Reappointed 9/07 Appointed	2016
Counsel: Mr. Scott Christiansen	Christiansen & Dehner, 63 Sarasota Center blvd., Suite 107 Sarasota, Fl. 34240 941-377-2200	Phone 941-377-2200 Fax 941-377-4848		
Administrator: Sheila Hutcheson	3860 Grantline Rd. Mims, Fl. 32754	321-267-3082 shutch9750@aol.com		
RECORDING SEC	Sheila Hutcheson	321-267-3082		

Legislation Details (With Text)

File #:	16-384	**Version:**	1	**Name:**	
Type:	Informational Item			**Status:**	Council Busines
File created:	8/29/2016			**In control:**	City Council
On agenda:	9/13/2016			**Final action:**	
Title:	Ratify the appointment of Mr. John A. Casey to the Board of Trustees for the Police Officers' Retirement Plan as the 5th member through September 30, 2018. (Administrative Services Director)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Memo to City Clerk - fifth member -8-26-14.pdf 09_09_14 Ratification agenda item.pdf Police Pension Board Roster.pdf				

Date	Ver.	Action By	Action	Result

CITY COUNCIL AGENDA ITEM

Memo Date: August 29, 2016
Agenda Date: September 13, 2016
Prepared By: Carie Shealy, City Clerk
Through: Tammy Gemmati, Administrative Services Director
Requested Action:
Ratify the appointment of Mr. John A. Casey to the Board of Trustees for the Police Officers' Retirement Plan as the 5th member through September 30, 2018.

BACKGROUND:

The 5th member position of the Cocoa's Board of Trustees for the Police Officers' Retirement Plan has been held by Mr. John Casey since December, 2010.

At its August 24, 2016 meeting, the Board of Trustees voted to reappoint Mr. Casey as its 5th member. This reappointment must be ratified by the Cocoa City Council. If ratified by Council, Mr. Casey will serve through September 30, 2018.

STRATEGIC PLAN CONNECTION:

NA

BUDGETARY IMPACT:

NA

PREVIOUS ACTION:

The City Council ratified Mr. Casey's appointment in December of 2010, September of 2012, and September of 2014.

RECOMMENDED MOTION:

Ratify the appointment of Mr. John A. Casey to the Board of Trustees for the Police Officers' Retirement Plan as the 5th member through September 30, 2018.

MEMORANDUM

TO:	**Carie Shealy, City Clerk**
FROM:	**Sheila Hutcheson, Pension Plan Administrator**
DATE:	**August 26, 2016**
SUBJECT:	**Appointment of "Fifth" Member - Police Pension Board of Trustees**

In accordance with the provisions of the Police Officers' Pension Plan ordinance and F.S. 185, the Board of Trustees at its August 24, 2016 meeting, voted to appoint John Casey to serve as the "fifth member" of the Board for a term from October 1, 2016 through September 30, 2018. The Pension Board respectfully requests that this appointment be submitted to the City Council at the September 13, 2016 (after the reappointment of Paul Kamus and Mike Kirn) for their approval as a ministerial duty.

Thank you.

Cc: Pension Board

CITY COUNCIL AGENDA ITEM

COCOA FLORIDA

Memo Date:	August 25, 2014
Agenda Date:	September 9, 2014
Prepared By:	Joan Clark, MMC, City Clerk
Through:	Tammy Gemmati, Administrative Services Director
Requested Action:	Ratify the appointment of Mr. John A. Casey to the Board of Trustees for the Police Officers' Retirement Plan as the 5th member through September 30, 2016.

BACKGROUND:

The 5th member position of Cocoa's Board of Trustees for the Police Officers' Retirement Plan has been held by Mr. John Casey since December, 2010.

At its August 20, 2014, meeting, the Board of Trustees voted to reappoint Mr. Casey as its 5th member. This reappointment must be ratified by the Cocoa City Council. If ratified by Council, Mr. Casey will serve through September 30, 2016.

STRATEGIC PLAN CONNECTION:
N/A

BUDGETARY IMPACT:
N/A

PREVIOUS ACTION:

The City Council ratified Mr. Casey's appointment in December of 2010, and ratified his reappointment in September, 2012.

REVIEWED BY:

CITY MANAGER: John A. Titkanich, Jr., City Manager 9/2/14

ASSISTANT CITY MANAGER/FINANCE DIRECTOR: Micki Abdi 9/2/2014

CITY ATTORNEY: Anthony Garganese 9/2/14

CITY CLERK: Joan Clark 8/25/14

ADMINISTRATIVE SERVICES DIRECTOR: Tammy B Gemmati 8/25/14
Tammy Gemmati

RECOMMENDED MOTION:

Ratify the appointment of Mr. John A. Casey to the Board of Trustees for the Police Officers' Retirement Plan as the 5th member through September 30, 2016.

Joan Clark

From: Sheila Hutcheson <shutch9750@aol.com>
Sent: Sunday, August 24, 2014 10:01 AM
To: Joan Clark; Carie Shealy
Cc: Michael Kirn; Robert Bobay; John Casey; pkamus@cfl.rr.com; Eric Austin; shutch9750 @aol.com
Subject: Cocoa Police - Memo requesting Council ministerial ratification of John Casey's appointment
Attachments: Memo to City Clerk - fifth member -8-25-14.doc

Joan, Carie,

Per our recent conversations, attached is our memorandum for the ministerial approval of the Pension Board's appointment of John Casey as its fifth member. This item should be after the reappointment agenda item for Mike Kirn and Paul Kamus, as the Board's appointment of Mr. Casey is contingent upon their reappointment.

Please let me know if you need any additional information and please confirm City Council's action on all three appointments after the first Sept. Council meeting.

Thank you.

Sheila Hutcheson
Pension Plan Administrator
3860 Grantline Road
Mims, FL 32754
321-267-3082
321-267-4728 (facsimile)
shutch9750@aol.com

Click here to report this email as spam.

MEMORANDUM

TO:	**Joan Clark, City Clerk**
FROM:	**Sheila Hutcheson, Pension Plan Administrator**
DATE:	**August 25, 2014**
SUBJECT:	**Appointment of "Fifth" Member - Police Pension Board of Trustees**

In accordance with the provisions of the Police Officers' Pension Plan ordinance and F.S. 185, the Board of Trustees at its August 20, 2014 meeting voted to appoint John Casey to serve as the "fifth member" of the Board for a term from October 1, 2014 through September 30, 2016. The Pension Board respectfully requests that this appointment be submitted to the City Council at the first meeting in September 2014 (after the reappointment of Paul Kamus and Mike Kirn) for their approval as a ministerial duty.

Please confirm that this item will be on the first September Council meeting agenda. Thank you.

Cc: Pension Board

Board of Trustees for the Police Officers' Retirement Plan		**Meets as Needed**		**Expirations on October 1st**
Member	**Address**	**Phone**	**Appointed**	**Expiration**
Robert Bobay, Chairman (Elected by Members)	Cocoa Police Dept.	639-7620	11/05 Elected 9/07 Reelected 09/09 Reelected 10/11 Reelected 09/13 Reelected	2015
Eric Austin, Vice Chairman (Elected by Members)	Cocoa Police Dept.	639-7620	09/08 Elected 09/09 Reelected 10/11 Reelected 09/13 Reelected	2015
Michael J. Kirn (Appointed by Council)	3841 Stonemont Drive, Cocoa FL 32926-6426	321-514-7671 cell mkirn@cocoapolice.com	09/2012 Reappointed 06/14/11 appointed	2014
John Casey, (5th Member)	Cocoa Police Dept. 1965 Holt Dr., Merritt Island FL 32952	637-6325 (work) 459-1028 (home) 863-9474 (cell) jcasey@cocoapolice.com	09/2012 Reappointed 12/10 Appointed	2014
Paul Kamus (Appointed by Council)	116 Olive St. Cocoa, FL 32922-7558	639-9425 508-4060 cell	9/2012 Reappointed 9/2010 Reappointed 4/2009 appointed to fill unexpired term of A. Allen	2014
Counsel: Timothy Bradley	1600 Woodland Drive Rockledge FL 32955	504-4455		
Administrator: Sheila Hutcheson	3860 Grantline Rd. Mims, Fl. 32754	321-267-3082 shutch9750@aol.com		
Recording Secretary	Sheila Hutcheson	321-267-3082		

Board of Trustees for the Police Officers' Retirement Plan		**Meets as Needed**		**Expirations on October 1st**
Member	**Address**	**Phone**	**Appointed**	**Expiration**
Robert Bobay, Chairman (Elected by Members)	Cocoa Police Dept.	639-7620	11/05 Elected 9/07 Reelected 09/09 Reelected 10/11 Reelected 09/13 Reelected 09/15 Reelected	2017
Eric Austin, Vice Chairman (Elected by Members)	Cocoa Police Dept.	639-7620	09/08 Elected 09/09 Reelected 10/11 Reelected 09/13 Reelected 09/15 Reelected	2017
Michael J. Kirn (Appointed by Council)	3841 Stonemont Drive, Cocoa FL 32926-6426	321-514-7671 cell mkirn@cocoapolice.com	09/2014 Reappointed 09/2012 Reappointed 06/14/11 appointed	2016
John Casey, (5th Member)	Cocoa Police Dept. 1965 Holt Dr., Merritt Island FL 32952	637-6325 (work) 459-1028 (home) 863-9474 (cell) jcasey@cocoapolice.com	09/2012 Reappointed 12/10 Appointed	2016
Paul Kamus (Appointed by Council)	116 Olive St. Cocoa, FL 32922-7558	639-9425 508-4060 cell	09/2014 Reappointed 9/2012 Reappointed 9/2010 Reappointed 4/2009 appointed to fill unexpired term of A. Allen	2016
Counsel: Timothy Bradley	1600 Woodland Drive Rockledge FL 32955	504-4455		
Administrator: Sheila Hutcheson	3860 Grantline Rd. Mims, Fl. 32754	321-267-3082 shutch9750@aol.com		
Recording Secretary	Sheila Hutcheson	321-267-3082		

Legislation Details (With Text)

File #:	16-380	**Version:**	1	**Name:**	
Type:	Report			**Status:**	Council Busines
File created:	8/26/2016			**In control:**	City Council
On agenda:	9/13/2016			**Final action:**	
Title:	Consider the Code Enforcement Lien reduction for the property located at 1104 Azalea Lane, CE 13-211, owner Sai Property Investments, Inc. (Community Services Director)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	1104 Azalea application.pdf				

Date	Ver.	Action By	Action	Result

CITY COUNCIL AGENDA ITEM

Memo Date: August 25, 2016
Agenda Date: September 13, 2016
Prepared By: Chris Counsellor, Code Enforcement Supervisor
Through: Steven P. Belden, AICP, Community Services Director
Requested Action:
The owner, Sai Property Investments Inc., is requesting the lien be forgiven for the property located at 1104 Azalea Lane.

BACKGROUND:

The Code Enforcement Board held a public hearing on January 17, 2013, at which time the Board found the owners, Natashe and Timothy Caldwell, in violation of the following:

Section 6-900(b)(4) a-c- Nuisances (Fence)

The Code Enforcement Board provided the owner sufficient time to correct said violation. Therefore, consistent with the Code Enforcement Board's Order, a lien was recorded against the property effective February 1, 2013. The lien ran at $25 per day from February 1, 2013, until compliance was achieved on September 23, 2014. The lien is $14,975 and the current owner, Sai Property Investment Inc., is requesting that the lien be forgiven.

Staff utilized the following factors in making its recommendation to reduce the lien:

- Whether the current owner owned the property at the time the violation(s) Occurred? No, Sai Property Investments Inc. acquired title to the property on February 26, 2015.

- How many (if any) previous code enforcement cases were on the property? One for Nuisance Abatement - Paid

- How many (if any) previous or current code enforcement cases on other property owned by the same owner? CE 15-653 Lien for Abatement in the amount of $160.00 - Paid

- The number of violations related to the subject lien? 1 violation

- The length of time the code enforcement lien ran before the violation was brought into compliance? The lien ran for 598 days and the total amount of the lien is $14,975.00

- The current market value of the subject property? The current market value is $35,560 according the Brevard County Property Appraiser.

Based on the above factors, staff recommends the lien be reduced to $700 for administrative cost coverage.

Per the City Code, if the Council reduces the amount owed, payment of the reduced amount is required within thirty (30) days of the Council's decision or the lien amount reverts back to the original amount owed, and a subsequent lien reduction request cannot be made for a one (1) year period of time.

STRATEGIC PLAN CONNECTION:

None

BUDGETARY IMPACT:

None

PREVIOUS ACTION:

The Code Enforcement Board, at its regular meeting on July 7, 2015, recommended that the lien be reduced to $700.

RECOMMENDED MOTION:

Follow the recommendation of the Code Enforcement Board to reduce the lien to $700.

Application # **CE** - 13 - 211

Serving the Community

LIEN REDUCTION OR FORGIVENESS APPLICATION

Community Development Department.
Code Enforcement Division
65 Stone Street
Cocoa, Florida 32922

Phone: (321) 433-8508
Fax: (321) 433-8543
Web: http://www.cocoafl.org

This application must be completed entirely, and only after it is deemed to be completed in such a manner will it be scheduled for a hearing before the Code Enforcement Board.

This form is divided into steps which will help you prepare your request, provide the necessary information, and prepare for the Code Enforcement Board and City Council hearing.

For Office Use Only - Date Received

RECEIVED
MAY 16 2016
BY:

Stamp Only When Application is Fully Complete

Please TYPE or PRINT this application neatly.

1. **Date:** _____

2. **Applicant Information:** * *NOTE: Applicant is the main contact, who must attend the meeting!*

Company (if applicable): SAI PROPERTY INVESTMENTS INC.

Name: NEIL GANDHI

Mailing Address: 3400 POSEIDON WAY

City: INDIALANTIC State: FL Zip Code: 32903

Phone #: _____ Fax #: (321) 631-3756

Mobile #: (321) 960-6225 E-mail: NILESH_GANDHI@yahoo.com

3. **Property Owner Information:** * *Check here if same as Applicant* → ☒
* *If more than one owner, attach additional sheet with names and addresses.*

Company (if applicable): _____

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____

Mobile #: _____ E-mail: _____

Are there any other properties within the jurisdictional limits of the City of Cocoa owned by the applicant and or owners of the subject property on which code violations have been alleged, of which the case is still active, or a Finding of Facts has been entered by the Code Enforcement Board, if so please provide the address, the nature of violation and the status of such:

No

6. **Please submit the following items in order complete the application:**

   a. ☑ **Notarized application.**

   b. ☑ **Reimbursement to City for recording costs at time of application.** Pursuant to Section 6-707(c), Code of the City of Cocoa, at the time of application, payment to the city in the amount necessary to reimburse the City for its costs associated with recording the order imposing a penalty or fine and the requested satisfaction or release of lien. Please make checks payable to the 'City of Cocoa' and submit payment ONLY to the Community Development Department. Please note that these costs are non-refundable without regard for the final disposition of the application for satisfaction or release of lien.

   c. ☐ **Letter of authorization.** If the applicant is not the property owner, a notarized letter of authorization or agent affidavit is required, unless the applicant is the Attorney of the owner. Each property owner must complete a separate authorization form or other suitable documentation to allow the agent to act upon his/her behalf.

   d. ☑ **Corporate documents.** If the applicant/owner is representing a company, articles of incorporation which show the applicant/owner is authorized to represent the company is required. A data record printout from the Florida Department of State, Division of Corporations website may also be provided (http://www.sunbiz.org/corpweb/inquiry/search.html).

   e. ☐ **Additional information (optional).** Submit any information that may be helpful in understanding the request. This may include photos, sketches, elevations, or letters from adjoining property owners.

7. **Application filing deadline.** The application filing deadline is on the third Friday of each month at 5:00 pm for public hearings that are held in the following month.

8. **Application filing procedure.** This application, together with all required exhibits and attachments, shall be completed and filed with the Code Enforcement Division prior to the established filing deadline for the public hearing before the Code Enforcement Board. Call (321) 433-8508 for an appointment to submit an application in order to perform a sufficiency review.

Public hearing process information – please read this!

9. **Public hearing date and location.** All regularly scheduled hearings are held on the third Thursday of each month at 6:00pm in the Cocoa City Hall Council Chambers located at 65 Stone Street, Cocoa, Florida unless otherwise notified.

10. **Presence required at the public hearings.** The applicant or his/her representative must be present to answer any questions concerning the request. If there are extenuating circumstances why the applicant or his/her representative cannot attend, he or she must notify the City in writing prior to the public hearing.

11. **Preparing for public hearing.** It is the applicant's responsibility to research and know all laws that may be applicable and may affect the outcome of any decision on the applicant's request.

12. **Format of public hearing.** The public hearing before the Code Enforcement Board is quasi-judicial in nature. *State and local law strictly prohibits applicants and/or interested parties from participating in ex-parte communications with Board members in person, by phone, e-mail, or in writing before the application is considered at a public hearing.* Applicants

17. Signatures and Notarization.

STATE OF FL COUNTY OF BREVARD. I, NILESH GANDHI being first duly sworn, depose and say that:

☒ I am the applicant, or if corporation, I am the officer of the corporation authorized to act on this request.

☐ I am the legal representative of the applicant of this application and a notarized Letter of Authorization form or agent affidavit accompanies this application giving written, unless the applicant is the Attorney representing the owner.

I hereby certify that I have read, completed and understand this Code Enforcement Application and understand that if my application and all associated attachments are not complete and accurate in all respects, the application will not be scheduled for a public hearing. I further understand that this application must be complete and accurate prior to the advertising of a public hearing.

(APPLICANT SIGNATURE)

DARLA D. SIMPSON
MY COMMISSION # FF 174153
EXPIRES: November 11, 2018
Bonded Thru Budget Notary Services

(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known ☐ OR Produced Identification ☒

Type of I.D. Produced FL DL

(NOTARY PUBLIC SIGNATURE)

STATE OF FLORIDA, COUNTY OF BREVARD

Sworn and subscribed to before me this 16 day of May, 20 16

FOR OFFICE USE ONLY

Fee of $ _____ in cash ☐ or check ☐ (No. _____) payable to the "City of Cocoa".

Receipt Number: _____

Date: _____

Signature from Code Enforcement Division:

_____

Code Enforcement Public Hearing Date: _____

Code Enforcement Public Hearing Time: 6:00 p.m.

Location for Public Hearing: City of Cocoa City Hall Council Chambers.
65 Stone Street
Cocoa, FL 32922

CITY OF COCOA
*** CUSTOMER RECEIPT ***

Oper: COCDDDS Type: OC Drawer: 1
Date: 5/16/16 01 Receipt no: 468968

	Year	Number		Amount
	2013	211		
CE		CODE ENFORCEMENT		
				$20.00

Tender detail

CK CHECK	1610	$20.00
Total tendered		$20.00
Total payment		$20.00

Trans date: 5/16/16 Time: 10:17:25

*** TOTAL DOES NOT INCLUDE CC FEE ***

PAYMENTS CAN NOW BE MADE ONLINE AT
HTTP://WWW.COCOAFL.ORG OR THROUGH THE
AUTOMATED PHONE SYSTEM (321) 433-8400

Dana Blickley, CFA
Brevard County Property Appraiser



Enter your title or notes here

Identification Data

OWNERS:	Sai Property Investments Inc		
SITE ADDRESS:	1104 Azalea Ln Cocoa 32922		
MAIL ADDRESS:	3400 Poseidon Way Indialantic FL 32903		
PARCEL ID:	24-36-29-01-12-20	TAX ID:	2421775
PROPERTY USE:	0110 - R-Single Family Residence		
EXEMPTION:		MILLAGE CODE:	23D0 - Cocoa

Value Data

VALUE CATEGORY	2015	2014	2013
MARKET VALUE:	$35,560	$33,870	$33,750
AGRICULTURAL VALUE:	$0	$0	$0
ASSESSED NON-SCHOOL:	$35,560	$33,870	$33,750
ASSESSED SCHOOL:	$35,560	$33,870	$33,750
HOMESTEAD EXEMPTION:	$0	$0	$0
ADDITIONAL HOMESTEAD:	$0	$0	$0
OTHER EXEMPTION:	$0	$0	$0
TAXABLE NON-SCHOOL:	$35,560	$33,870	$33,750
TAXABLE SCHOOL:	$35,560	$33,870	$33,750

Sale Data

SALE TYPE:	Improved	SALE DATE:	02/26/2015	SALE PRICE:	$16,000	ORBP:	7312/0309
DEED:	WD - Warranty Deed/Special Warranty Deed						
SALE TYPE:	Improved	SALE DATE:	12/24/2014	SALE PRICE:	$8,800	ORBP:	7281/0006
DEED:	QC - Quit Claim						
SALE TYPE:	Improved	SALE DATE:	03/12/2014	SALE PRICE:	$100	ORBP:	7084/0664
DEED:	CT - Certificate Of Title						
SALE TYPE:	Improved	SALE DATE:	07/31/2009	SALE PRICE:	$126,000	ORBP:	6010/2698
DEED:	WD - Warranty Deed/Special Warranty Deed						
SALE TYPE:	Improved	SALE DATE:	09/30/1994	SALE PRICE:	$48,000	ORBP:	3426/1982
DEED:	WD - Warranty Deed/Special Warranty Deed						
SALE TYPE:	Improved	SALE DATE:	06/30/1992	SALE PRICE:	$39,000	ORBP:	3210/4413
DEED:	WD - Warranty Deed/Special Warranty Deed						
SALE TYPE:	Vacant	SALE DATE:	10/31/1988	SALE PRICE:	$54,000	ORBP:	2955/1574
DEED:	WD - Warranty Deed/Special Warranty Deed						
SALE TYPE:	Vacant	SALE DATE:	02/01/1967	SALE PRICE:	$15,000	ORBP:	0933/0126
DEED:							

Building Data

PROPERTY DATA CARD # 1

BUILDING TYPE: Residential YEAR BUILT: 1957

BUILDING USE: 0110 - Single Family Residence

BUILDING SUB-AREAS

DESCRIPTION	SQUARE-FEET
Base Area Floor 1	1,066
Carport	231
Enclosed Porch	281
Open Porch	45
Utility Room	84

BUILDING EXTRA FEATURES

DESCRIPTION	UNITS
Patio: Concrete	140

Land Data

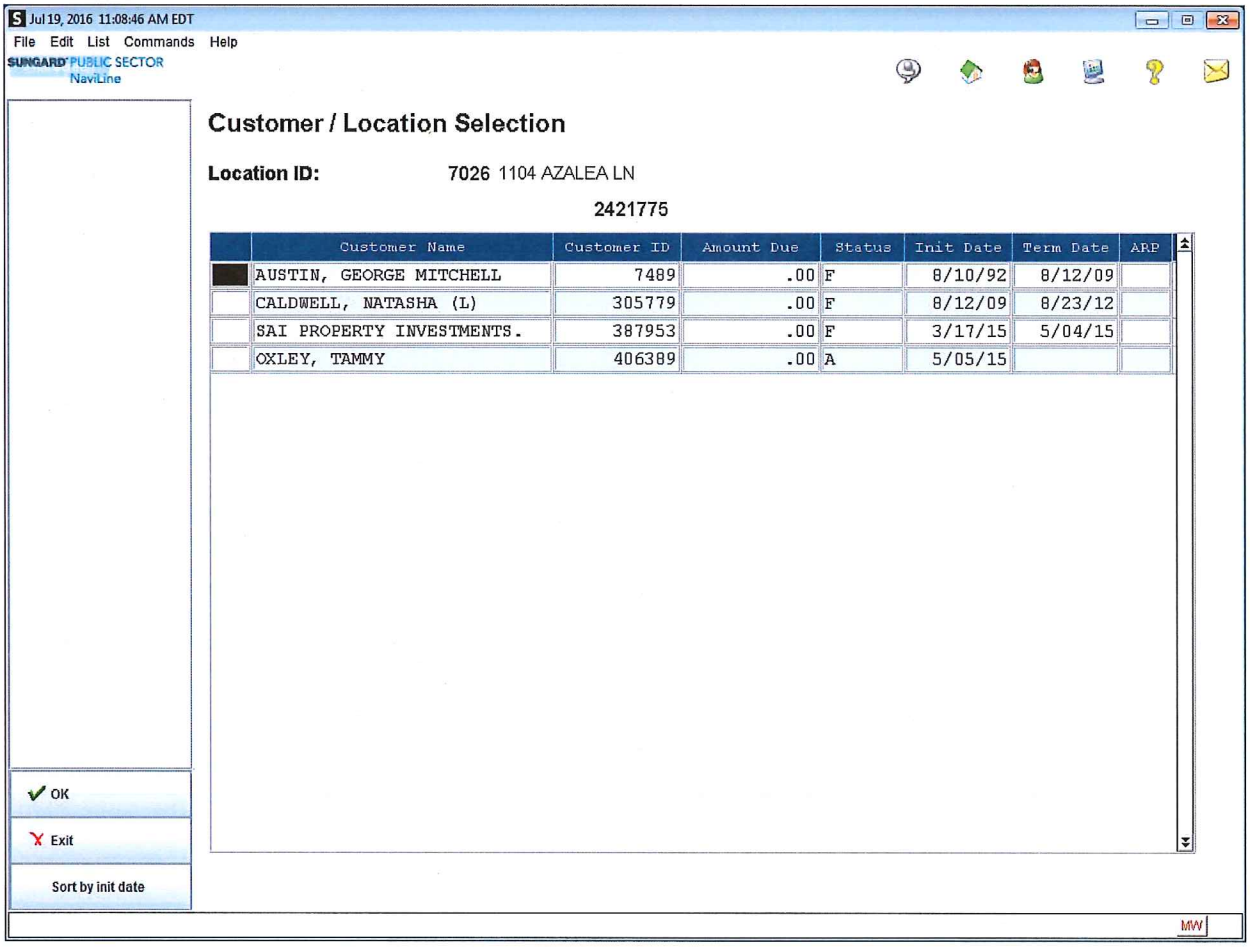
TOTAL ACRES: 0.23 SITE CODE: 0001 - No Other Code Appl.

ABBREVIATED DESCRIPTION

PLAT BOOK/PAGE: 0011/0100

SUBDIVISION: Pineridge Subd

DESCRIPTION: Lot 20 Blk 12


Jul 19, 2016 11:08:46 AM EDT
File Edit List Commands Help
SUNGARD PUBLIC SECTOR
NaviLine
Customer / Location Selection
Location ID: 7026 1104 AZALEA LN
2421775
Customer Name | Customer ID | Amount Due | Status | Init Date | Term Date | ARP
AUSTIN, GEORGE MITCHELL | 7489 | .00 | F | 8/10/92 | 8/12/09 |
CALDWELL, NATASHA (L) | 305779 | .00 | F | 8/12/09 | 8/23/12 |
SAI PROPERTY INVESTMENTS. | 387953 | .00 | F | 3/17/15 | 5/04/15 |
OXLEY, TAMMY | 406389 | .00 | A | 5/05/15 |
OK
Exit
Sort by init date
MW

CITY OF COCOA
CODE ENFORCEMENT
STAFF REPORT
July 7, 2016

LIEN REDUCTION OR FORGIVENESS REQUEST FOR
CASE CE 13-211 – 1104 Azalea

The Code Enforcement Board held a public hearing on January 17, 2013, at which time the Board found the owner, Natashe and Timothy Caldwell, in violation of the following:

Section 6-900(b)(4)a-c- Nuisances (fence)

The Code Enforcement Board provided the owner sufficient time to correct said violation. Therefore, consistent with the Code Enforcement Board's Order a lien was recorded against the property effective February 1, 2013. The lien ran at $25.00 per day from February 1, 2013 until compliance was achieved on September 23, 2014. The lien is $14,975.00 and the current owner, Sai Property Investments Inc., is requesting that the lien be forgiven, due to the fact that the violations were imposed against the previous owner and he was not aware of the liens at the time of purchase.

Staff utilized the following factors in making its recommendation to reduce the lien:

- Whether the current owner owned the property at the time the violation(s) occurred; no, Sai Property Investments Inc. acquired title to the property on by Warranty Deed on February 26, 2015.

- How many (if any) previous code enforcement cases were on the property; 1-Nuisance Abatement-Paid

- How many (if any) previous or current code enforcement cases on other property owned by the same owner;

    1. CE 15-653 Lien for Abatement-$160.00 - Paid

- The number of violations related to the subject lien; one (1) violation.

- The length of time the code enforcement lien ran before the violation was brought into compliance; the lien ran for 598 days and the total amount of the lien is $14,975.00.

- The current market value of the subject property; the current market value is $35,560 according the Brevard County Property Appraiser.

Based on the above factors, staff recommends the lien be reduced to $ 700.00 .

Per the City Code, if the Council reduces the amount owed, payment of the reduced amount is required within thirty (30) days of the Council's decision or the lien amount reverts back to the original amount owed, and a subsequent lien reduction request cannot be made for a one year period of time.

Legislation Details (With Text)

File #:	16-381	**Version:**	1	**Name:**	
Type:	Report			**Status:**	Council Busines
File created:	8/26/2016			**In control:**	City Council
On agenda:	9/13/2016			**Final action:**	
Title:	Consider the Code Enforcement Lien reduction for the property located at 105 Polaris Street, CE 15-638, owner Greenflower 3 Land Trust. (Community Services Director)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	105 Polaris Application.pdf				

Date	Ver.	Action By	Action	Result

CITY COUNCIL AGENDA ITEM

Memo Date: August 25, 2016
Agenda Date: September 13, 2016
Prepared By: Chris Counsellor, Code Enforcement Supervisor
Through: Steven P. Belden, AICP, Community Services Director
Requested Action:
The owner, Greenflower 3 Land Trust, is requesting the lien be forgiven for the property located at 105 Polaris Street

BACKGROUND:

The Code Enforcement Board held a public hearing on November 17, 2015, at which time the Board found the owner, Greenflower 3 Land Trust, in violation of the following:

Section 6-900(b)(1)- Accumulation of Trash & Debris
Section 6-1001(g)- Accessory Structure (fence)
Section 6-1003(b)- Protective Treatment
Section 6-1003(g)- Roofs and Drainage

The Code Enforcement Board provided the owner sufficient time to correct said violations. Therefore, consistent with the Code Enforcement Board's Order a lien was recorded against the property effective November 17, 2015. The lien ran at $100 per day from November 17, 2015 until compliance was achieved on June 27, 2016. The lien is $22,300 and the owner, Greenflower 3 Land Trust, is requesting that the lien be reduced to the cost incurred by the City of Cocoa.

Staff utilized the following factors in making its recommendation to reduce the lien:

- Whether the current owner owned the property at the time the violation(s)

Occurred? Yes

- When did the current owner obtain the property? February 20, 2015
- How Many (if any) Previous or current code enforcement cases on other property owned by the same owner? None
- The number of violations related to the subject lien? 4 violations
- The length of time the Code Enforcement Lien ran before the violations were brought into compliance? The lien ran for 223 days and the total amount of the lien is $23,300.00
- The current market value of the subject property? The current market value is $40,630.00 according to the Brevard County Property Appraiser.

It should be noted that at the time Greenflower 3 Land Trust acquired the property, the occupant refused to vacate the property. An eviction had to be completed before work could start which hindered clean-up and repair on the structure in a timely manner.

Per the City Code, if the Council reduces the amount owed, payment of the reduced amount is required within thirty (30) days of the Council's decision or the lien amount reverts back to the original amount owed, and a subsequent lien reduction request cannot be made for a one (1) year period of time.

Based on the above factors, staff recommended the lien be reduced to $1,500.

STRATEGIC PLAN CONNECTION:

None

BUDGETARY IMPACT:

None

PREVIOUS ACTION:

The Code Enforcement Board, at its regular meeting on August 12, 2016, recommended that the lien be reduced to $1,500.

RECOMMENDED MOTION:

Follow the recommendation of the Code Enforcement Board to reduce the lien to $1,500.

Application # CE - 15 - 638

Serving the Community

LIEN REDUCTION OR FORGIVENESS APPLICATION

Community Development Department.
Code Enforcement Division
65 Stone Street
Cocoa, Florida 32922

Phone: (321) 433-8508
Fax: (321) 433-8543
Web: http://www.cocoafl.org

This application must be completed entirely, and only after it is deemed to be completed in such a manner will it be scheduled for a hearing before the Code Enforcement Board.

This form is divided into steps which will help you prepare your request, provide the necessary information, and prepare for the Code Enforcement Board and City Council hearing.

For Office Use Only - Date Received

Stamp Only When Application is Fully Complete

Please TYPE or PRINT this application neatly.

1. **Date:** July 8, 2015

2. **Applicant Information:** ** NOTE: Applicant is the main contact, who must attend the meeting!*

Company (if applicable): _____

Name: Sue King

Mailing Address: 5340 Shalley Circle

City: Fort Myers State: Fl Zip Code: 33919

Phone #: 239-691-2884 Fax #: _____

Mobile #: 239-691-2884 E-mail: ksuefl@yahoo.com

3. **Property Owner Information:** ** Check here if same as Applicant* → ☐
** If more than one owner, attach additional sheet with names and addresses.*

Company (if applicable): Greenflower 3 Land Trust

Name: Brian Lunsford

Mailing Address: 13506 Summerport Village Parkway #301

City: Windermere State: Fl Zip Code: 34786

Phone #: 407-710-8573 Fax #: 407-710-8573

Mobile #: _____ E-mail: Brian@homeservice.com

4. **Information for property on which violation occurs:**

Street Address and Location: 105 Polaris Street

Parcel ID: * *If more than two Parcel IDs, attach additional sheet with Parcel IDs.*

24-36-32-30-00000.0-0027.00

Tax Account Numbers: * *If more than two Tax Account #s, attach additional sheet with Tax Account #s.*

Existing Use(s) on Property: Residental

Nature of Violation: Trash and debris, Accessory structure (fence), protective treatment, roofs and drainage

Date Fine or Lien Imposed: November 19, 2015 Amount of Fine: $100 per day

Have the violation(s) on the subject property been corrected: (Yes) / No (Circle one.)

Date upon which the subject property was brought into compliance: June 27, 2016

5. **Please provide the following information:**

Code enforcement case number: 15-00000638

Did you receive the Notice of Violation issued by the Code Enforcement Division: Yes / No (Circle one.)

Did you receive the Finding of Facts issued by the Code Enforcement Board: Yes / No (Circle one.)

The factual basis upon which the application for reduction or forgiveness of the lien should be granted:
The property was purchased by tax deed and the occupant refused to vacate. An eviction had to be completed before the work could start.

The reasons, if any, compliance was not obtained prior to the order of penalty or fine being recorded:
Property was not accessible until after the eviction.

Amount you are requesting that the lien be reduced by or forgiven: Costs incurred by the City

Please provide any other information deemed pertinent to this request, including but not limited to the circumstances that exist which would warrant the reduction or forgiveness of the penalty or fine:
Please see attached

Are there any other properties within the jurisdictional limits of the City of Cocoa owned by the applicant and or owners of the subject property on which code violations have been alleged, of which the case is still active, or a Finding of Facts has been entered by the Code Enforcement Board, if so please provide the address, the nature of violation and the status of such:

None Known

6. **Please submit the following items in order complete the application:**

   a. ☑ **Notarized application.**

   b. ☑ **Reimbursement to City for recording costs at time of application.** Pursuant to Section 6-707(c), Code of the City of Cocoa, at the time of application, payment to the city in the amount necessary to reimburse the City for its costs associated with recording the order imposing a penalty or fine and the requested satisfaction or release of lien. Please make checks payable to the 'City of Cocoa' and submit payment ONLY to the Community Development Department. Please note that these costs are non-refundable without regard for the final disposition of the application for satisfaction or release of lien.

   c. ☑ **Letter of authorization.** If the applicant is not the property owner, a notarized letter of authorization or agent affidavit is required, unless the applicant is the Attorney of the owner. Each property owner must complete a separate authorization form or other suitable documentation to allow the agent to act upon his/her behalf.

   d. ☐ **Corporate documents.** If the applicant/owner is representing a company, articles of incorporation which show the applicant/owner is authorized to represent the company is required. A data record printout from the Florida Department of State, Division of Corporations website may also be provided (http://www.sunbiz.org/corpweb/inquiry/search.html).

   e. ☑ **Additional information (optional).** Submit any information that may be helpful in understanding the request. This may include photos, sketches, elevations, or letters from adjoining property owners.

7. **Application filing deadline.** The application filing deadline is on the third Friday of each month at 5:00 pm for public hearings that are held in the following month.

8. **Application filing procedure.** This application, together with all required exhibits and attachments, shall be completed and filed with the Code Enforcement Division prior to the established filing deadline for the public hearing before the Code Enforcement Board. Call (321) 433-8508 for an appointment to submit an application in order to perform a sufficiency review.

Public hearing process information – please read this!

9. **Public hearing date and location.** All regularly scheduled hearings are held on the third Thursday of each month at 6:00pm in the Cocoa City Hall Council Chambers located at 65 Stone Street, Cocoa, Florida unless otherwise notified.

10. **Presence required at the public hearings.** The applicant or his/her representative must be present to answer any questions concerning the request. If there are extenuating circumstances why the applicant or his/her representative cannot attend, he or she must notify the City in writing prior to the public hearing.

11. **Preparing for public hearing.** It is the applicant's responsibility to research and know all laws that may be applicable and may affect the outcome of any decision on the applicant's request.

12. **Format of public hearing.** The public hearing before the Code Enforcement Board is quasi-judicial in nature. *State and local law strictly prohibits applicants and/or interested parties from participating in ex-parte communications with Board members in person, by phone, e-mail, or in writing before the application is considered at a public hearing.* Applicants

are encouraged to review and copy the quasi-judicial rules and procedures used by the Code Enforcement Board before the public hearing date. A copy may be obtained from the City Clerk's Office.

13. **Exhibits at public hearing.** If photographs, documents, maps or other materials are provided to the Board as evidence at the public hearing, the applicant must provide a copy to the Recording Secretary, City Staff, and the Code Enforcement Board for examination. A minimum of three (3) copies of any exhibits and or evidence shall be provided. By law those instruments automatically become part of the public records and cannot be returned to the applicant.

14. **Witnesses at public hearing.** For the purposes of making a decision on the application, the Board shall only consider testimony of qualified witnesses. A witness is determined by the Board and is generally based on:

    a. The witness has personal knowledge of the fact in which the witness will testify; and/or

    b. In the case of testimony consisting of opinions or inferences, the testimony is qualified as the following:

        1. Layman witness: Testimony of a witness other than an expert witness is qualified only if:

            - The witness can readily, and with equal accuracy and adequacy, communicate what he or she perceived to the Board without testifying in the form of opinions or inferences.

            - The opinions and inferences do not require any special knowledge, skill experience or training.

        2. Expert witness. Testimony of an expert witness is qualified only if:

            - The subject matter is proper for expert testimony because scientific, technical, or other specialized skill will help the Board understand the evidence being presented, or helps establish a fact in issue.

            - The witness is adequately qualified to express an opinion on the matter.

15. **Board action.** Following a presentation by staff and testimony offered by the applicant, the Code Enforcement Board will formulate a recommendation to City Council.

16. **City Council action.** Following the Code Enforcement Board making a recommendation to the City Council, staff will schedule the item for the next available City Council regular meeting.

17. Signatures and Notarization.

STATE OF FLORIDA COUNTY OF LEE. I, SUE KING being first duly sworn, depose and say that:

☐ I am the applicant, or if corporation, I am the officer of the corporation authorized to act on this request.

☒ I am the legal representative of the applicant of this application and a notarized Letter of Authorization form or agent affidavit accompanies this application giving written, unless the applicant is the Attorney representing the owner.

I hereby certify that I have read, completed and understand this Code Enforcement Application and understand that if my application and all associated attachments are not complete and accurate in all respects, the application will not be scheduled for a public hearing. I further understand that this application must be [illegible] the advertising of a public hearing.

Sue King
(APPLICANT SIGNATURE)

SUSAN C. LANGSTON
Notary Public - State of Florida
My Comm. Expires Jul 11, 2017
Commission # FF 035374

(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known ☑ OR Produced Identification ☐

Type of I.D. Produced _____

Susan C Langston
(NOTARY PUBLIC SIGNATURE)

STATE OF FLORIDA, COUNTY OF ~~BREVARD~~ LEE

Sworn and subscribed to before me this 11th day of July, 20 16

FOR OFFICE USE ONLY

Fee of $ _____ in cash ☐ or check ☐ (No. _____) payable to the "City of Cocoa".

Receipt Number: _____

Date: _____

Signature from Code Enforcement Division:

_____

Code Enforcement Public Hearing Date: _____

Code Enforcement Public Hearing Time: 6:00 p.m.

Location for Public Hearing: City of Cocoa City Hall Council Chambers.
65 Stone Street
Cocoa, FL 32922

Sue King

Subject: 105 Polaris St, Cocoa, FL 32922

Zillow

Saved Home

This home has been listed **for rent at $825/mo.**



FOR RENT

$825/mo

3 bd, 1.0 ba, 864 sqft

105 Polaris St, Cocoa, FL

View home

See all saved homes

Unsubscribe from this email

© 2006-2016 Zillow, Inc. 1301 Second Avenue, Floor 31, Seattle, WA 98101 Privacy policy

13 July 2016

To Whom It May Concern:

Please accept this written declaration as proof that we have retained the services of Sue King to represent us in negotiating the settlement of any outstanding liens for the property located at 105 Polaris Street, Cocoa and other liens that are cross collateralized by infractions at this property.

If you have any questions or comments, please contact me (Brian Lunsford, Trustee) at 407-920-8155.

Many Thanks For Your Assistance.

Brian J Lunsford

Notarized by

Debra Charlisa Hills

DEBRA CHARLISA HILLS
Commission # FF 964089
My Commission Expires
February 24, 2020

CFN 2015237497, OR BK 7507 Page 60, Recorded 12/07/2015 at 03:43 PM, Scott Ellis, Clerk of Courts, Brevard County

2

CODE ENFORCEMENT BOARD
CITY OF COCOA, FLORIDA
CASE NO. 15-00000638

65 STONEST
COCOA, FL 32922

THE CITY OF COCOA
A Florida Municipal Corporation,

Complainant,

vs.

Greenflower 3 Land Trust
Owners of the Property located at:
105 Polaris St.
Cocoa, FL 32922

Parcel ID 24-36-32-30-00000 0-0027 00

Respondent,

_____/

ORDER IMPOSING PENALTY ON FIRST VIOLATION

THIS CAUSE, having come for consideration, after being duly noticed, before the Code Enforcement Board of the City of Cocoa, Florida, on October 15, 2015 to determine whether any violations of the City of Cocoa Code of Ordinances exist or existed on the property. The Board, having heard the arguments of the parties and the evidence presented and having reviewed the record and being otherwise fully advised, makes the following Findings of Fact and Conclusions of Law incorporated into this Order as set forth herein.

Findings of Fact and Conclusions of Law

Based upon the evidence and testimony presented at this hearing, the Code Enforcement Board finds:

1. That the Respondent was provided a Notice of Violation in accordance with Section 6-804 of the City of Cocoa Code of Ordinances ("City Code") and consistent with Sections 162.06 and 162.12 of the Florida Statutes;

2 That a violation of Section 6-900(b)(1), Accumulation of Trash & Debris; Section 6-1001(g), Accessory Structure (fence); Section 6-1003(b), Protective Treatment; and Section 6-1003(g), Roofs & Drainage, of the City Code, exist or existed upon the Property and Respondent was further provided a reasonable time to correct said violation;

3. That Respondent either failed or refused to correct such violation within the reasonable time period provided in the Notice of Violation; that the Respondent was provided Notice of Hearing before the Code Enforcement Board;

4. The Respondent was not present at a dully noticed Compliance Hearing held by the Code Enforcement Board of the City of Cocoa, Florida on November 19, 2015.

BASED UPON THE FOREGOING FACTS AND CONCLUSIONS, IT IS HEREBY ORDERED:

1. Respondent be given until November 17, 2015 to correct any violation of the City Code on the property; and

2. If Respondent fails to correct the violation within the time period set forth herein, the Code Enforcement Officer shall schedule this Case to appear for a compliance hearing before the Code Enforcement Board at the next regularly scheduled meeting following the compliance date and Respondent is hereby duly noticed and will be given an opportunity to appear and present evidence as to the status of the violation on the property. Upon a finding by the Code Enforcement Board that the property remains in violation, a fine shall be immediately entered in the amount of one hundred dollars ($100.00) per day until the violation is corrected and full compliance is confirmed by the Code Enforcement Officer. Respondent shall be responsible to provide notice of such violation being corrected to the Code Enforcement Officer.

3. If Respondent fails to correct any and all violations on the property within the time period prescribed herein, the Clerk of the Code Enforcement Board shall be directed to record a certified copy of this Order in the public records for Brevard County, Florida, which shall serve as a lien against the property.

4. Any and all future recurrences of any violation(s) addressed herein after same have been corrected shall necessitate further proceedings before the Code Enforcement Board without necessarily providing Respondent and opportunity to correct such violation and that the Code Enforcement Board, upon finding such repeat violation(s) exist shall impose a fine in the amount of two hundred dollars ($200.00) {*not to exceed five hundred dollars ($500.00)*} per day for each repeat violation, beginning on the first day the repeat violation(s) is/are found to exist.

DONE AND ORDERED at Cocoa, Florida, this 19th day of November, 2015.

CODE ENFORCEMENT BOARD OF THE
CITY OF COCOA, FLORIDA

Jim Gifford, Chairman

CERTIFICATION
State of Florida, County of Brevard

I hereby certify that this is an Original Copy of the Order of the Code Enforcement Board that was acknowledged before me this 24 day of November, 2015, by Jim Gifford, Chairman of the City of Cocoa Code Enforcement Board.

NOTARY PUBLIC STATE OF FLORIDA
JOY LOMBARDI
MY COMMISSION # FF 245886
EXPIRES: August 3, 2019
Bonded Thru Budget Notary Services

Notary Public Signature

CFN 2015035550, OR BK 7306 Page 2873, Recorded 02/20/2015 at 03:30 PM, Scott Ellis, Clerk of Courts, Brevard County Doc. D: $161.70

Tax Deed File No. 140484

Formerly Assessed To: CEARNEL A SHAND

TAX DEED

State of Florida
County Of Brevard

The following Tax Sale Certificate Number 201205072 issued on 5/31/12 was filed in the office of the Tax Collector of this County and application made for the issuance of a Tax Deed, the applicant having paid or redeemed all other taxes or tax sale certificates on the land described as required by law to be paid or redeemed, and the costs and expenses of this sale, and due notice of sale having been published as required by law, and no person entitled to do so having appeared to redeem said land; such land was sold on the 19th day of February, 2015, offered for sale as required by law for cash to the highest bidder and was sold to:

Greenflower 3 Land Trust
13506 Summerport Village Pkwy Suite 301
Windermere, FL 34786

being the highest bidder and having paid the sum of his bid as required by the Laws of Florida.

Now this 19th day of February, 2015, in the County of Brevard, State of Florida, in consideration of the sum of ($23,100.00) Twenty-three thousand one hundred dollars only, being the amount paid pursuant to the Laws of Florida does hereby sell the following lands situated in the County and State as described as follows:

TWP-24 RG-36 SC-32 SB-30 BLK- LOT-27
PINE GROVE PARK, REPLAT OF PT BLK 5
LOT 27
PLAT BOOK 0012 PAGE 0150

Witness:

A. GUITTAR

Chris Shaye

SCOTT ELLIS
CLERK OF THE CIRCUIT COURT
BREVARD, FLORIDA

By:

Deputy Clerk KETA ASBURY (Seal)

State of Florida
County Of Brevard

On this 20th DAY OF FEBRUARY 2015, before me , personally appeared KETA ASBURY, DEPUTY CLERK, BREVARD COUNTY in and for the State of this County known to me to be the person described in and who executed the foregoing instrument, and acknowledged the execution of this instrument to be his own free act and deed for the use and purposes therein mentioned.

Witness my hand and official seal date aforesaid.

Deputy Clerk, per F.S. 695.03/92.50 MIKKI OWLER
Scott Ellis, Clerk
Brevard County, Florida

Clerk's Certificate

STATE OF FLORIDA
COUNTY OF BREVARD

TAX DEED FILE NO: 140484

BE IT KNOWN THAT I, SCOTT ELLIS, Clerk of the Circuit Court in and for the COUNTY OF BREVARD, STATE OF FLORIDA, DO HEREBY CERTIFY that I did on 01/08/2015 mail a copy of the statutory warning and the attached notice, addressed to the following as required by law. [FLA Statutes, CH. 197.522(1)]

70133020000214132724	CEARNEL A SHAND, 603 S VARR AVE, COCOA, FL 32922-6163
70133020000214132748	CEARNEL A SHAND AN UNMARRIED MAN, 603 S VARR AVE, COCOA, FL 32922-6163
70133020000214132762	EVERGREEN FUNDING, LTD INC, 200 BREVARD AVE SUITE 104, COCOA, FL 32922-8010
70133020000214132779	MERS, MORTGAGE ELECTRONIC REGISTRATION SYSTEMS INC, PO BOX 2026, FLINT, MI 48501-2026
70133020000214132731	CEARNEL A SHAND, 907 MITCHELL ST, COCOA, FL 32922-7341
70133020000214132717	CEARNEL A SHAND, 424 PROSPECT AVE, COCOA, FL 32922-7345
70133020000214132755	CITY OF COCOA, 65 STONE ST, COCOA, FL 32922

I HEREBY CERTIFY that in addition to the mailing the statutory notices and warnings I did provide the following as required for service by law [FLA Statutes, CH. 197.522(2)].

2 Sheriff of BREVARD County, copies of the notice of statutory warning for personal service and mailing, or posting.

0 Sheriff of County, copies of the notice and statutory warning for personal service and mailing.

WITNESS MY HAND AND SEAL AT TITUSVILLE, IN THE COUNTY AND STATE AFORESAID, ON 1/27/2015.

SCOTT ELLIS
CLERK OF THE CIRCUIT COURT

BY:
KETA ASBURY, DEPUTY CLERK

CFN 2016034142, OR BK 7556 Page 710, Recorded 02/25/2016 at 11:28 AM, Scott Ellis, Clerk of Courts, Brevard County Doc. D: $0.70

Prepared by and return to:

HICKS | KNIGHT, P.A.
400 N. Ashley Drive Suite 1500
Tampa, FL 33602
813-871-9200
File Number:

[Space Above This Line For Recording Data]

Trustee's Deed

This Trustee's Deed made this 23rd day of February, 2016 between BRIAN LUNSFORD, AS TRUSTEE OF THE GREENFLOWER 3 LAND TRUST whose post office address is 15306 Summerport Village Parkway, Suite 301, Windermere, Florida 34786, Grantor, and POR FAV PROPERTY SERVICES, LLC, AS TRUSTEE OF THE 105 POLARIS ST LAND TRUST whose post office address is 15306 Summerport Village Parkway, Suite 301, Windermere, Florida 34786, Grantee:

(Whenever used herein the terms grantor and grantee include all the parties to this instrument and the heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporations, trusts and trustees)

Witnesseth, that said grantor, for and in consideration of the sum TEN AND NO/100 DOLLARS ($10.00) and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said grantee, and grantees heirs and assigns forever, the following described land, situate, lying and being in Brevard County, Florida, to-wit:

Lot 27, a Replat of Part of Block 5, Pine Grove Park, According to the Plat Thereof as Recorded in Plat Book 12, Page 150 of the Public Records of Brevard County, Florida.

Property Address: 105 Polaris St., Cocoa, FL

Parcel Id # 24-36-32-30-00000.0-0027.00

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

To Have and to Hold, the same in fee simple forever.

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons claiming by, through or under grantors.

In Witness Whereof, grantor has hereunto set grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

Witness Name: Rosie Reynolds

Witness Name: Audrey E. Joseph

By: _____
Brian Lunsford, as Trustee of the
Greenflower 3 Land Trust

State of: Florida

County of: Orange

The foregoing instrument was acknowledged before me this 23rd day of February, 2016 by Brian Lunsford, as Trustee of the Greenflower 3 Land Trust. He/she [X] is personally known to me or [ ] has produced a driver's license as identification.

[Notary Seal]

OFFICIAL NOTARY SEAL
Audrey E. Joseph
Commission No. EE859365
My Commission Expires
DECEMBER 18, 2016

Notary Public

Printed Name: Audrey E. Joseph

My Commission Expires: Dec. 18, 2016

DocTime®

Brevard County Property Appraiser
Government Complex • North
400 South Street • Titusville, FL 32796
Phone: (321) 264-6700
https://www.bcpao.us

Property Information **Account #: 2424600**

Owners	105 Polaris St Land Trust
Site Address	105 Polaris St Cocoa Fl 32922
Mailing Address	13506 Summerport Village Pkwy , Unit # 301 Windermere Fl 34786
Parcel ID	24 3632-30- -27
Property Use	0110 - Single Family Residence
Exemptions	None
Taxing District	23D0 - Cocoa
Subdivision	Pine Grove Park, Replat Of Pt Blk 5

Value Summary Information

Value Category	2015	2014	2013
Total Market Value	$40,630	$38,980	$39,670
Agricultural Market Value	$0	$0	$0
Assessed Value Non-School	$40,630	$38,980	$39,670
Assessed Value School	$40,630	$38,980	$39,670
Homestead Exemption	$0	$0	$0
Additional Homestead	$0	$0	$0
Other Exemptions	$0	$0	$0
Taxable Value Non-School	$40,630	$38,980	$39,670
Taxable Value School	$40,630	$38,980	$39,670

Sales History Information

Sale Date	Sale Price	Deed Type	Vacant/Improved	Book/Page
02/23/2016	$100	TD	False	7556/0710
02/20/2015	$23,100	XD	False	7306/2873
07/20/2006	$113,500	WD	False	5677/2105
04/30/1997	$35,000	WD	False	3669/0582

Building Information

Property Data Card #1
Building Use: 0110 - Single Family Residence
Year Built: 1959

Building Materials

EXTERIOR WALL	PAINTED EXTERIOR
FRAME	MASNRYCONC
ROOF	ASPH/ASB SHNGL
ROOF STRUCTURE	HIP/GABLE

Building Sub-areas

BASE AREA (1st)	864
CARPORT	180
ENCLOSED POR	186
OPEN PORCH	72
UTILITY ROOM	150

Extra/Special Features

SCREEN ENCLOSURE: LOW	220

Land Information

Total Acres	0.14
Site Code	0001 - No Other Code Appl.
Plat Book/Page	0012/0150
Description	Pine Grove Park, Replat Of Pt Blk 5 Lot 27

LISA CULLEN, CFC

BREVARD COUNTY TAX COLLECTOR

NOTICE OF AD VALOREM TAXES AND NON-AD VALOREM ASSESSMENTS

2015 PAID REAL ESTATE **Corrected**

TAX ACCOUNT NUMBER	ESCROW CD	MILLAGE CODE
2424600		23D0

Pay your taxes online at www.brevardtc.com

105 POLARIS ST LAND TRUST
13506 SUMMERPORT VILLAGE PKWY # 301
WINDERMERE, FL 34786-7366

24 363230 27
105 POLARIS ST
PINE GROVE PARK, REPLAT OF PT
COCOA
LOT 27

AD VALOREM TAXES

TAXING AUTHORITY	MILLAGE RATE	ASSESSED VALUE	EXEMPTION	TAXABLE VALUE	TAXES LEVIED
COUNTY GENERAL FUND	4.5497	40,630	0	40,630	184.85
BREVARD LIBRARY DISTRICT	0.5555	40,630	0	40,630	22.57
BREVARD MOSQUITO CONTROL	0.1995	40,630	0	40,630	8.11
RECREATION DISTRICT 4 - MAINT	0.6281	40,630	0	40,630	25.52
TI-CO AIRPORT AUTHORITY	0.0000		0	0	0.00
SCHOOL - BY STATE LAW	5.0270	40,630	0	40,630	204.25
SCHOOL - BY LOCAL BOARD	0.7480	40,630	0	40,630	30.39
SCHOOL - CAPITAL OUTLAY	1.5000	40,630	0	40,630	60.95
CITY OF COCOA	5.9790	40,630	0	40,630	242.93
ST JOHNS RIVER WATER MGMT DST	0.3023	40,630	0	40,630	12.28
FLA INLAND NAVIGATION DIST	0.0320	40,630	0	40,630	1.30
ENV END LD/WTR LTD 05-24	0.0543	40,630	0	40,630	2.21
ENV END LD/WTR LTD(DBTP) 05-24	0.1102	40,630	0	40,630	4.48

TOTAL MILLAGE	19.6856	AD VALOREM TAXES	$799.84

NON-AD VALOREM ASSESSMENTS

LEVYING AUTHORITY	RATE	AMOUNT
158 SOLID WASTE DISPOSAL		57.00
167 FIRE SERVICES - COCOA		188.32

PAY ONLY ONE AMOUNT IN BOXES BELOW	NON-AD VALOREM ASSESSMENTS	$245.32

If Paid By	Mar 31, 2016				
Please Pay	$1,045.16				

LISA CULLEN, CFC

BREVARD COUNTY TAX COLLECTOR

NOTICE OF AD VALOREM TAXES AND NON-AD VALOREM ASSESSMENTS

2015 PAID REAL ESTATE **Corrected**

TAX ACCOUNT NUMBER	ESCROW CD	MILLAGE CODE
2424600		23D0

Pay your taxes online at www.brevardtc.com

RETURN WITH PAYMENT

105 POLARIS ST LAND TRUST
13506 SUMMERPORT VILLAGE PKWY # 301
WINDERMERE, FL 34786-7366

24 363230 27
105 POLARIS ST
PINE GROVE PARK, REPLAT OF PT
COCOA
LOT 27

PLEASE PAY IN U.S. FUNDS THROUGH U.S. BANK TO BREVARD COUNTY TAX COLLECTOR, PO BOX 2500, TITUSVILLE, FL 32781-2500

If Paid By	Mar 31, 2016				
Please Pay	$1,045.16				

Paid 03/15/2016 **Receipt # 000-16-00063013** **$1,045.16 Paid By Greenflower Capital**

Brevard County Clerk of Courts

eFACTS

Business Name Search

GREENFLOWER 3 LAND TRUST

Case Number	Case Type	Case Status	Filing Date	Case Title	Party	Date of Birth
05-2015-CC-044910-XXXX-XX	COUNTY EVICTION	ORIGINAL DISP	10/08/2015	GREENFLOWER VS G JOHNSON	PLAINTIFF (1)	
05-2016-CC-010332-XXXX-XX	COUNTY EVICTION	ORIGINAL DISP	01/05/2016	FOX STATION VS KELLY DEVORE	PLAINTIFF (2)	

Brevard County Clerk of Courts

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- Assessment Information
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- Restitution/Judgment
- Civil Traffic Penalty Amounts
- Vehicle Information
- Bond Information
- Arrest/Complaint/NTA
- Case Note Information
- Sentencing Information
- Related Cases
- Warrant/Writ Information
- Judge History
- Driver's License Suspension
- Date Calculator

Case Information

Click Case Number to View Document Images
(If the image is not available by clicking the case number, please check the Register of Actions)

GREENFLOWER VS G JOHNSON

Case Number:	05-2015-CC-044910-XXXX-XX	Case Type:	COUNTY EVICTION
Filing Date:	10/08/2015	Case Judge:	MICHELLE A BAKER
Case Status:	ORIGINAL DISP	Case Status Date:	11/04/2015
Check Out Date:		Charging Agency:	
File Location:	/CLERK/TITUSVILLE/NEW ARCHIVES/CC 2015 ELECTRONIC FILE/	Jurisdiction Area:	NORTH

Case Alerts

None

Party Type	No.	Party Name	Status	Ptcpt Id	D.O.C. Nbr
DEFENDANT	1	JOHNSON GINGER	A	3647501	
PLAINTIFF	1		A	3647498	

GREENFLOWER
3 LAND TRUST

Case Outcome

Brevard County Clerk of Courts

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Civil Complaint Information

05-2015-CC-044910-XXXX-XX
Case Status: 2 - ORIGINAL DISP

Complaint Date	Event	Seq	Cause of Action	Disp Date	Disp Description
10/08/2015	2800	1	EVICTION-POSSESSION ONLY	11/04/2015	DISPOSED BY DEFAULT

Brevard County Clerk of Courts

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Case Information

Click Case Number to View Document Images
(If the image is not available by clicking the case number, please check the Register of Actions)

FOX STATION VS KELLY DEVORE

Case Number:	05-2016-CC-010332-XXXX-XX	Case Type:	COUNTY EVICTION
Filing Date:	01/05/2016	Case Judge:	MICHELLE A BAKER
Case Status:	ORIGINAL DISP	Case Status Date:	02/05/2016
Check Out Date:		Charging Agency:	
File Location:	/CLERK/TITUSVILLE/NEW ARCHIVES/CC 2016 ELECTRONIC FILE/	Jurisdiction Area:	NORTH

Case Alerts

None

Party Type	No.	Party Name	Status	Ptcpt Id	D.O.C. Nbr
DEFENDANT	1	DEVORE KELLY	A	3662333	
DEFENDANT	2		A	3662335	

		DEVORE LONNIE II		
PLAINTIFF	1	FOX STATION PROPERTIES LLC	A	3614414
PLAINTIFF	2	GREENFLOWER PROPERTIES LLC	A	3662331

Case Outcome

Brevard County Clerk of Courts

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- Date Calculator

Civil Complaint Information

05-2016-CC-010332-XXXX-XX
Case Status: 2 - ORIGINAL DISP

Complaint Date	Event Seq	Cause of Action	Disp Date	Disp Description
01/05/2016	2800 1	EVICTION-POSSESSION ONLY	02/05/2016	DISPOSED BY DEFAULT

Rachel Unruh-Wooten

From: Sue King <ksuefl@yahoo.com>
Sent: Thursday, August 18, 2016 12:11 PM
To: Rachel Unruh-Wooten
Subject: Hearing tonight

Rachel,
I was scheduled to appear for a reduction hearing on 105 Polaris this evening.
My mother had a stroke and was taken to Hospice on Saturday. I am with her for her final hours here in Columbus Ohio and unable to attend as scheduled.
Per our conversation the recommended reduction to $1500 would be an acceptable settlement.
I will be available on my cell phone 239-691-2884 for any additional questions that might arise during the hearing.

Thank you for your help and kindness in this difficult time.

Sue King

Click
https://www.mailcontrol.com/sr/bjWj0Zl2zd3GX2PQPOmvUmkxeMeR4!FmuRHpKLtE0sIwS4u!SlSOyj85nE1Ox45ncgp+E8CHd+EYNBM7q0TQEQ== to report this email as spam.

CITY OF COCOA
CODE ENFORCEMENT
STAFF REPORT
August 12, 2016

LIEN REDUCTION OR FORGIVENESS REQUEST FOR
CASE CE 15-638
105 Polaris Street

The Code Enforcement Board held a public hearing on **October 15, 2015**, at which time the Board found the owner, **Greenflower 3 Land Trust**, in violation of the following:

Section 6-900(b)(1)- Accumulation of Trash & Debris
Section 6-1001(g)- Accessory Structure (fence)
Section 6-1003(b)- Protective Treatment
Section 6-1003(g)- Roofs and Drainages

The Code Enforcement Board provided the owner sufficient time to correct said violation. Therefore, consistent with the Code Enforcement Board's Order a lien was recorded against the property effective **November 17, 2015**. The lien ran at **$100.00** per day from **November 17, 2015** until compliance was achieved on **June 27, 2016**. The lien is **$22,300.00** and the current owner, **Greenflower 3 Land Trust**, is requesting that the lien be reduced to the cost incurred by the city. The property was purchased by tax deed and the occupant refused to vacate hindering clean-up and repair for the structure.

Staff utilized the following factors in making its recommendation to reduce the lien:

- Whether the current owner owned the property at the time the violation(s) occurred; **Yes**
- When did the current owner obtain the property? **2/20/2015**
- How was the property obtained? **By Tax Deed**
- How many (if any) previous code enforcement cases were on the property;
  Four, all had Volunteer Complied
- How many (if any) previous or current code enforcement cases on other property owned by the same owner; **0**
- The number of violations related to the subject lien;
  Four
- The length of time the code enforcement lien ran before the violation was brought into compliance; the lien ran for **223 days** and the total amount of the lien is **$22,300.00**
- The current market value of the subject property; the current market value is **$40,630.00** according the Brevard County Property Appraiser.

Based on the above factors, staff recommends the lien be reduced to **$1,500.**

Per the City Code, if the Council reduces the amount owed, payment of the reduced amount is required within thirty (30) days of the Council's decision or the lien amount reverts back to the original amount owed, and a subsequent lien reduction request cannot be made for a one year period of time.

Legislation Details (With Text)

File #:	16-382	**Version:**	1	**Name:**	
Type:	Report			**Status:**	Council Busines
File created:	8/26/2016			**In control:**	City Council
On agenda:	9/13/2016			**Final action:**	
Title:	Consider the Code Enforcement Lien reduction for the property located at Tax ID 242526-Vacant Lot on St. John Street, CE 15-641, owner Jeffery & Linda Dellenberger. (Community Services Director)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	St Johns Street Application.pdf Dellenberger Letter to Council re_ CE-15-641.pdf				

Date	Ver.	Action By	Action	Result

CITY COUNCIL AGENDA ITEM

Memo Date: August 25, 2016
Agenda Date: September 13, 2016
Prepared By: Chris Counsellor, Code Enforcement Supervisor
Through: Steven P. Belden, AICP, Community Services Director
Requested Action:
The owners, Jeffery & Linda Dellenberger, are requesting the lien be forgiven for the property located at Tax ID 242526-Vacant Lot on St. Johns Street.

BACKGROUND:

The Code Enforcement Board held a public hearing on August 20, 2015, at which time the Board found the owner in violation of the following:

Appendix A, Article XIII, Section 30(b)(1)- Temporary Storage Units

The Code Enforcement Board provided the owner sufficient time to correct said violation. Therefore, consistent with the Code Enforcement Board's Order a lien was recorded against the property effective September 11, 2015. The lien ran at $50 per day from September 11, 2015 until compliance was achieved on October 15, 2015. The lien is $1,700 and the owners, Jeffery & Linda Dellenberger, are requesting that the lien be forgiven.

Staff utilized the following factors in making its recommendation to reduce the lien:

- Whether the current owner owned the property at the time the violation(s) Occurred? Yes

- When did the current owner obtain the property? May 22, 2012

- How many (if any) previous or current code enforcement cases on other property owned by the same owner? One for Lawn Abatement-Paid

- The number of violations related to the subject lien? 1 violation

- The length of time the Code Enforcement Lien ran before the violations were brought into compliance? The lien ran for 34 days.

- The current market value of the subject property? The current market value is $14,410.00 according to the Brevard County Property Appraiser.

Additionally, attached is a correspondence dated August 19, 2016, from the property owners, Jeff and Linda Dellenberger, stating that they were unaware of the lien and were not served due process. Staff is contending that the Dellenberger's were properly notified according to the mailing address indicated on the Brevard County Property Appraiser website and that the certified mail green card was signed for by the tenant. Based on the above factors, staff recommended the lien not be reduced.

Per the City Code, if the Council reduces the amount owed, payment of the reduced amount is required within thirty (30) days of the Council's decision or the lien amount reverts back to the original amount owed, and a subsequent lien reduction request cannot be made for a one (1) year period of time.

STRATEGIC PLAN CONNECTION:

None

BUDGETARY IMPACT:

None

PREVIOUS ACTION:

The Code Enforcement Board, at its regular meeting on August 12, 2016, recommended that the lien not be reduced.

RECOMMENDED MOTION:

Follow the recommendation of the Code Enforcement Board to not reduce the lien.

Application # CE - 15 - 641

Serving the Community

LIEN REDUCTION OR FORGIVENESS APPLICATION

Community Development Department.
Code Enforcement Division
65 Stone Street
Cocoa, Florida 32922

Phone: (321) 433-8508
Fax: (321) 433-8543
Web: http://www.cocoafl.org

For Office Use Only - Date Received

Stamp Only When Application is Fully Complete

This application must be completed entirely, and only after it is deemed to be completed in such a manner will it be scheduled for a hearing before the Code Enforcement Board.

This form is divided into steps which will help you prepare your request, provide the necessary information, and prepare for the Code Enforcement Board and City Council hearing.

Please TYPE or PRINT this application neatly.

1. **Date:** 7/11/16

2. **Applicant Information:** ** NOTE: Applicant is the main contact, who must attend the meeting!*

Company (if applicable): _____

Name: Jeffery W. + Linda Dellenberger

Mailing Address: 190 St. Croix Ave

City: Cocoa Bch State: Fl Zip Code: 32931

Phone #: 321-799-1730 Fax #: N/A

Mobile #: 321-684-1972 E-mail: Dellenberger@bellsouth.net

3. **Property Owner Information:** ** Check here if same as Applicant →* ☑
** If more than one owner, attach additional sheet with names and addresses.*

Company (if applicable): _____

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____

Mobile #: _____ E-mail: _____

4. **Information for property on which violation occurs:**

Street Address and Location: _____

Parcel ID: * *If more than two Parcel IDs, attach additional sheet with Parcel IDs.*

24-36-33-CB-00005.0-0001.00

__-__-__-__-__.__-____.__

Tax Account Numbers: * *If more than two Tax Account #s, attach additional sheet with Tax Account #s.*

2425262 _____

Existing Use(s) on Property: VACANT LOT

Nature of Violation: TEMPORARY STORAGE CONTAINER

Date Fine or Lien Imposed: ~~9-11-15~~ 11-1-15 Amount of Fine: ~~$10~~ $1,700.00 per day

Have the violation(s) on the subject property been corrected: (Yes) No (Circle one.)

Date upon which the subject property was brought into compliance: 10/15/15

5. **Please provide the following information:**

Code enforcement case number: 15-00000641

Did you receive the Notice of Violation issued by the Code Enforcement Division: Yes (No) (Circle one.)

Did you receive the Finding of Facts issued by the Code Enforcement Board: Yes (No) (Circle one.)

The factual basis upon which the application for reduction or forgiveness of the lien should be granted:

AS OWNER OF SAID PROPERTY, & I WAS NEVER NOTIFIED VIA MAIL, TELEPHONE, FAX OR EMAIL. I FOUND OUT ABOUT THIS LIEN FROM MY TITLE COMPANY ON APRIL 19, 2016.

The reasons, if any, compliance was not obtained prior to the order of penalty or fine being recorded:

OWNER NEVER RECEIVED NOTICE OF VIOLATION. (SEE ABOVE)

Amount you are requesting that the lien be reduced by or forgiven: 100 %

Please provide any other information deemed pertinent to this request, including but not limited to the circumstances that exist which would warrant the reduction or forgiveness of the penalty or fine:

(SEE ABOVE)

CITY OF COCOA FAILED TO VERIFY NOTIFICATION AND FOLLOW-UP WITH PROPERTY INSPECTION. (3 MONTHS)

Are there any other properties within the jurisdictional limits of the City of Cocoa owned by the applicant and or owners of the subject property on which code violations have been alleged, of which the case is still active, or a Finding of Facts has been entered by the Code Enforcement Board, if so please provide the address, the nature of violation and the status of such:

NO

6. **Please submit the following items in order complete the application:**

   a. ☐ **Notarized application.**

   b. ☐ **Reimbursement to City for recording costs at time of application.** Pursuant to Section 6-707(c), Code of the City of Cocoa, at the time of application, payment to the city in the amount necessary to reimburse the City for its costs associated with recording the order imposing a penalty or fine and the requested satisfaction or release of lien. Please make checks payable to the 'City of Cocoa' and submit payment ONLY to the Community Development Department. Please note that these costs are non-refundable without regard for the final disposition of the application for satisfaction or release of lien.

   c. ☐ **Letter of authorization.** If the applicant is not the property owner, a notarized letter of authorization or agent affidavit is required, unless the applicant is the Attorney of the owner. Each property owner must complete a separate authorization form or other suitable documentation to allow the agent to act upon his/her behalf.

   d. ☐ **Corporate documents.** If the applicant/owner is representing a company, articles of incorporation which show the applicant/owner is authorized to represent the company is required. A data record printout from the Florida Department of State, Division of Corporations website may also be provided (http://www.sunbiz.org/corpweb/inquiry/search.html).

   e. ☐ **Additional information (optional).** Submit any information that may be helpful in understanding the request. This may include photos, sketches, elevations, or letters from adjoining property owners.

7. **Application filing deadline.** The application filing deadline is on the third Friday of each month at 5:00 pm for public hearings that are held in the following month.

8. **Application filing procedure.** This application, together with all required exhibits and attachments, shall be completed and filed with the Code Enforcement Division prior to the established filing deadline for the public hearing before the Code Enforcement Board. Call (321) 433-8508 for an appointment to submit an application in order to perform a sufficiency review.

Public hearing process information – please read this!

9. **Public hearing date and location.** All regularly scheduled hearings are held on the third Thursday of each month at 6:00pm in the Cocoa City Hall Council Chambers located at 65 Stone Street, Cocoa, Florida unless otherwise notified.

10. **Presence required at the public hearings.** The applicant or his/her representative must be present to answer any questions concerning the request. If there are extenuating circumstances why the applicant or his/her representative cannot attend, he or she must notify the City in writing prior to the public hearing.

11. **Preparing for public hearing.** It is the applicant's responsibility to research and know all laws that may be applicable and may affect the outcome of any decision on the applicant's request.

12. **Format of public hearing.** The public hearing before the Code Enforcement Board is quasi-judicial in nature. *State and local law strictly prohibits applicants and/or interested parties from participating in ex-parte communications with Board members in person, by phone, e-mail, or in writing before the application is considered at a public hearing.* Applicants

are encouraged to review and copy the quasi-judicial rules and procedures used by the Code Enforcement Board before the public hearing date. A copy may be obtained from the City Clerk's Office.

13. **Exhibits at public hearing.** If photographs, documents, maps or other materials are provided to the Board as evidence at the public hearing, the applicant must provide a copy to the Recording Secretary, City Staff, and the Code Enforcement Board for examination. A minimum of three (3) copies of any exhibits and or evidence shall be provided. By law those instruments automatically become part of the public records and cannot be returned to the applicant.

14. **Witnesses at public hearing.** For the purposes of making a decision on the application, the Board shall only consider testimony of qualified witnesses. A witness is determined by the Board and is generally based on:

    a. The witness has personal knowledge of the fact in which the witness will testify; and/or

    b. In the case of testimony consisting of opinions or inferences, the testimony is qualified as the following:

        1. Layman witness: Testimony of a witness other than an expert witness is qualified only if:

            - The witness can readily, and with equal accuracy and adequacy, communicate what he or she perceived to the Board without testifying in the form of opinions or inferences.

            - The opinions and inferences do not require any special knowledge, skill experience or training.

        2. Expert witness. Testimony of an expert witness is qualified only if:

            - The subject matter is proper for expert testimony because scientific, technical, or other specialized skill will help the Board understand the evidence being presented, or helps establish a fact in issue.

            - The witness is adequately qualified to express an opinion on the matter.

15. **Board action.** Following a presentation by staff and testimony offered by the applicant, the Code Enforcement Board will formulate a recommendation to City Council.

16. **City Council action.** Following the Code Enforcement Board making a recommendation to the City Council, staff will schedule the item for the next available City Council regular meeting.

17. Signatures and Notarization.

STATE OF Florida COUNTY OF Brevard. I, Jeffery W. Dellenberger being first duly sworn, depose and say that:

☐ I am the applicant, or if corporation, I am the officer of the corporation authorized to act on this request.

☑ I am the legal representative of the applicant of this application and a notarized Letter of Authorization form or agent affidavit accompanies this application giving written, unless the applicant is the Attorney representing the owner.

I hereby certify that I have read, completed and understand this Code Enforcement Application and understand that if my application and all associated attachments are not complete and accurate in all respects, the application will not be scheduled for a public hearing. I further understand that this application must be complete and accurate prior to the advertising of a public hearing.

(APPLICANT SIGNATURE)

Jeffery W. Dellenberger
(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known ☐ OR Produced Identification ☑

Type of I.D. Produced License (FL)

NOTARY PUBLIC STATE OF FLORIDA
RACHEL M. UNRUH-WOOTEN
MY COMMISSION # GG 002439
EXPIRES: June 14, 2020
Bonded Thru Budget Notary Services

Rachel M Unruh-Wooten
(NOTARY PUBLIC SIGNATURE)

STATE OF FLORIDA, COUNTY OF BREVARD

Sworn and subscribed to before me this 12 day of July, 20 16

FOR OFFICE USE ONLY

Fee of $ _____ in cash ☐ or check ☐ (No. _____) payable to the "City of Cocoa".

Receipt Number: _____

Date: _____

Signature from Code Enforcement Division:

_____

Code Enforcement Public Hearing Date: _____

Code Enforcement Public Hearing Time: 6:00 p.m.

Location for Public Hearing: City of Cocoa City Hall Council Chambers.
65 Stone Street
Cocoa, FL 32922

Dana Blickley, CFA
Property Appraiser
Brevard County, FL

Property Details

General Parcel Information

Parcel ID:	24-36-33-CB-00005.0-0001.00	**Millage Code:**	23D0	**Exemption:**	**Use Code:**	1222
Site Address:					**Tax ID:**	2425262

Site Address is assigned by Brevard County Address Assignment for E-911 purposes and may not reflect the postal community name.

Owner Information

Owner Name:	DELLENBERGER, JEFFERY
Second Name:	DELLENBERGER, LINDA
Mailing Address:	590 KING ST
City, State, Zipcode:	COCOA, FL 32926

Abbreviated Description

Plat Book/Page: 0008/0050	Sub Name: COLLEGE PARK, RE AMENDED MAP OF	LOTS 1,2 BLK 5

Value Summary

Roll Year:	**2013**	**2014**	**2015**
Market Value Total:[1]	$13,900	$14,410	$14,410
Agricultural Market Value:	$0	$0	$0
Assessed Value Non-School:	$13,900	$14,410	$14,410
Assessed Value School:	$13,900	$14,410	$14,410
Homestead Exemption:[2]	$0	$0	$0
Additional Homestead:[2]	$0	$0	$0
Other Exemptions:[2]	$0	$0	$0
Taxable Value Non-School:[3]	$13,900	$14,410	$14,410
Taxable Value School:[3]	$13,900	$14,410	$14,410

Land Information

Acres:	0.33
Site Code:	1

1: Market value is established for ad valorem purposes in accordance with s.193.011(1) and (8), Florida Statutes. This value does not represent anticipated selling price for the property.

2: Exemptions are applicable for the year shown and may or may not be applicable if an owner change has occurred.

3: The Additional Homestead exemption does not apply when calculating taxable value for school districts pursuant to Amendment 1.

Sale Information

Official Records Book/Page	Sale Date	Sale Amount	Deed Type	Vacant/Improved
6607/1467	5/22/2012	$100	QC	I
4107/0630	12/29/1999	$20,000	WD	V
3740/0717	11/1/1997	$100	PT	V
3417/1094	8/1/1994	$100	PT	V
3417/1091	8/1/1994	$100	PT	V
0767/0578	2/15/1965	$8,100	WD	V

Sale screening and sale screening source codes are for assessment purposes only and have no bearing on potential marketability of the property.

Extra Feature Information

Extra Feature Description	Units
WALL	744

Data Last Updated: Thursday, November 19, 2015- Printed On: Tuesday, May 10, 2016.

City of Cocoa
Code Enforcement
Staff Report

Hearing Date	August 20, 2015
Case No.	**CE 15-641**
Code Enforcement Officer	Dail Echevarria, Jr.
Property Owner Address	Jeffery Dellenberger Linda Dellenberger 590 King St Cocoa, FL 32926
Location of Violation	Parcel ID 24-36-32-29-00006.0-0012.00 (District 1)
Violations	App. A Art. XIII Sec.30 (b)(1) Temporary Storage

Property Owner Notice and Contact Information

Date	Notice and Issuing Officer	Method/Type of Notification
July 8, 2015 August 10, 2015	Notice of Violation Notice of Violation / Notice of Hearing	1st Class Mail 1st Class Mail / Reg. Receipt
	Hand Delivery: No. Posted August 10, 2015. Contact with property owner: No.	

Background Information

While on patrol at the above mentioned property, I observed the listed violation of the City Code. I sent out a Notice of Violation on July 8, 2015. On August 10, 2015, I conducted a re-inspection. No progress towards compliance had been made. I sent a Notice of Violation and Notice of Hearing for the August 20, 2015 Code Enforcement Board. Proper notifications have been given. As of today, the violation still remains.

City of Cocoa
Code Enforcement
Staff Report

Hearing Date	September 17, 2015
Case No.	**CE 15-641 Non-Compliance**
Code Enforcement Officer	Dail Echevarria, Jr.
Property Owner Address	Jeffery & Linda Dellenberger 590 King St. Cocoa. FL 32922
Location of Violation	PARCEL ID 24-36-32-29-00006.0-0012.00 (Council Dist.1)
Violations	App. A Art. XIII Sec.30 (b)(1) Temporary Storage

Property Owner Notice and Contact Information

Date	Notice and Issuing Officer	Method/Type of Notification
July 8, 2015	Notice of Violation	1st Class Mail
August 10, 2015	Notice of Violation / Notice of Hearing	1st Class Mail / Reg. Receipt
August 20, 2015	Findings of Fact	1st Class Mail / Reg. Receipt
	Hand Delivery: No. Posted August 10, 2015	

Background Information

While on patrol, I observed the above mentioned violation. I sent a Notice of Violation with a compliance date of August 8, 2015. During my re-inspections of the property, no compliance had been made. Therefore, I sent out a Notice of Violation and Notice of Hearing for the August 20, 2015 Code Enforcement Board. Proper notifications have been given.

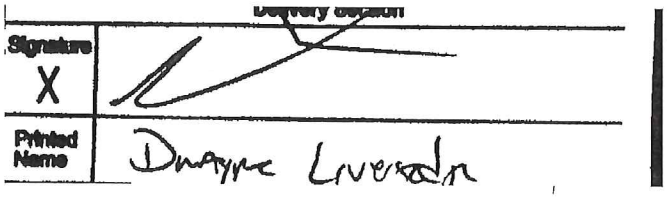
UNITED STATES POSTAL SERVICE

Date: May 12, 2016

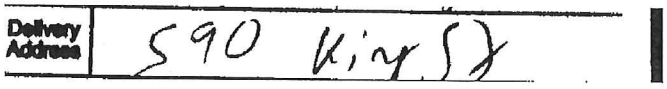
Rachel Unruh:

The following is in response to your May 12, 2016 request for delivery information on your Certified Mail™ item number 9171082133393959619632. The delivery record shows that this item was delivered on August 29, 2015 at 3:16 pm in COCOA, FL 32922. The scanned image of the recipient information is provided below.

Signature of Recipient :



Address of Recipient :



Thank you for selecting the Postal Service for your mailing needs.

If you require additional assistance, please contact your local Post Office or postal representative.

Sincerely,
United States Postal Service

91 7108 2133 3939 5961 9632

CODE ENFORCEMENT BOARD
CITY OF COCOA, FLORIDA
CASE NO. 15-00000641

THE CITY OF COCOA
A Florida Municipal Corporation,

Complainant,

vs.

Jeffery & Linda Dellenberger
Owners of the Property located at:
Vacant Lot (Parcel ID: 24-36-33-CB-00005.0-0001.00)
Cocoa, FL 32922

Respondent,

_____/

ORDER IMPOSING PENALTY ON FIRST VIOLATION

THIS CAUSE, having come for consideration, after being duly noticed, before the Code Enforcement Board of the City of Cocoa, Florida, on August 20, 2015 to determine whether any violations of the City of Cocoa Code of Ordinances exist or existed on the property. The Board, having heard the arguments of the parties and the evidence presented and having reviewed the record and being otherwise fully advised, makes the following Findings of Fact and Conclusions of Law incorporated into this Order as set forth herein.

Findings of Fact and Conclusions of Law

Based upon the evidence and testimony presented at this hearing, the Code Enforcement Board finds:

1. That the Respondent was provided a Notice of Violation in accordance with Section 6-804 of the City of Cocoa Code of Ordinances ("City Code") and consistent with Sections 162.06 and 162.12 of the Florida Statutes;

2. That a violation of Appendix A, Article XIII, Section 30(b)(1), Temporary Storage, of the City Code, exist or existed upon the Property and Respondent was further provided a reasonable time to correct said violation;

3. That Respondent either failed or refused to correct such violation within the reasonable time period provided in the Notice of Violation; that the Respondent was provided Notice of Hearing before the Code Enforcement Board;

CODE ENFORCEMENT BOARD
CITY OF COCOA, FLORIDA
CASE NO: 15-00000641

July 8, 2015

Complainant

THE CITY OF COCOA,
A Florida municipal Corporation

Respondent(s)

Jeffery Dellenberger
590 King St
Cocoa, FL 32926

VS.

NOTICE OF VIOLATION

PURSUANT to Section 162.06, *Florida Statutes*, and Chapter 6, of the City of Cocoa Code of Ordinances, the undersigned Code Enforcement Officer hereby gives notice of violation(s) of the City of Cocoa Code of Ordinances, as more specifically described below. Respondent(s) is/are hereby notified that corrective action(s) to cure the violation(s) described below is/are to be voluntarily performed within thrity(30) days.

In the event that the violation(s) is/are not corrected within the time period set forth above or the violation(s) recur(s) even if the violation(s) is/are corrected at the time of hearing Respondent(s) may be required to attend a hearing before the Code Enforcement Board for the City of Cocoa, and a penalty as provided below may be imposed.

The Code Enforcement Board may enter an order requiring the Respondent(s) to correct the violation(s) and penalties may be assessed up to $250 per day for each first violation or up to $500 per day for each repeat violation described in this notice until the violation(s) has/have been corrected. If the violation(s) is/are corrected within the time period required, the Respondent(s) must immediately notify the Code Enforcement Officer and request an inspection.

1. Property where violation(s) exist(s):

Parcel ID 24-36-33-CB-00005.0-0001.00

2. Name and address of owner(s) of Property where violation(s) exist(s):
Jeffery Dellenberger
590 King St
Cocoa, FL 32926

3. Description of violation(s) at Property:

App. A Art. XIII Sec.30 (b)(1) Temporary Storage

4. Recommendations to correct violation(s) described above :

The temporary storage container cannot be in place on the property over 30 days two times per year.

If you have any questions regarding this Notice of Ordinance/Code Violation or the recommendations contained herein do not hesitate to contact the below signed Code Enforcement Officer at the City of Cocoa..

Dail Echevarria, Jr.
Code Enforcement 321-433-8530

CITY OF COCOA
CODE ENFORCEMENT
STAFF REPORT
August 12, 2016

LIEN REDUCTION OR FORGIVENESS REQUEST FOR
CASE CE 15-641
Tax ID 2425262- St Johns St.

The Code Enforcement Board held a public hearing on **August 20, 2015**, at which time the Board found the owner, **Jeffery & Linda Dellenberger**, in violation of the following:

Appendix A, Article XIII, Section 30(b)(1)- Temporary Storage

The Code Enforcement Board provided the owner sufficient time to correct said violation. Therefore, consistent with the Code Enforcement Board's Order a lien was recorded against the property effective **September 11, 2015**. The lien ran at **$50.00** per day from **September 11, 2015** until compliance was achieved on **October 15, 2015**. The lien is **$1,700.00** and the current owner, **Jeffery & Linda Dellenberger**, is requesting that the lien be forgiven, due to the fact that the violations were caused by the tenant and the owner states he was unaware of any issues on the property.

Staff utilized the following factors in making its recommendation to reduce the lien:

- Whether the current owner owned the property at the time the violation(s) occurred; **Yes**
- When did the current owner obtain the property? **5/22/2012**
- How did the current owner obtain the property? **Quit-Claim**
- How many (if any) previous code enforcement cases were on the property;
  One, an abatement- Which has not been satisfied.
- How many (if any) previous or current code enforcement cases on other property owned by the same owner; **Two- BTC at 590 W King Street**
- The number of violations related to the subject lien;
  One
- The length of time the code enforcement lien ran before the violation was brought into compliance; the lien ran for **34 days** and the total amount of the lien is **$1,700.00**
- The current market value of the subject property; the current market value is **$14,410.00** according the Brevard County Property Appraiser.

Based on the above factors, staff recommends no reduction and the lien amount is **$1700.**

Per the City Code, if the Council reduces the amount owed, payment of the reduced amount is required within thirty (30) days of the Council's decision or the lien amount reverts back to the original amount owed, and a subsequent lien reduction request cannot be made for a one year period of time.

August 19, 2016

Cocoa City Commissioners

Ref: CE-15-641

On 7/11/16 I applied for Forgiveness of a lien placed on my property which was ordered 8/7/15. Apparently there was a code violation for a temporary storage (POD) placed on the vacant lot by our tenant, who leases our previous family business building, Hatley's Electronics and Marine, at 590 King St.

It is my understanding that sometime in July, 2015 a certified letter was sent by the City Code Enforcement to correct the violation and mailed to the address of record with the Property Appraisers office which was 590 King St. (My mailing address for taxes and anything else regarding our 8 properties in Brevard County, go to our personal residence, 190 St. Croix Ave. Cocoa Beach, not 590 King St. Cocoa)

I personally never received said notice or was aware that there was such notice/violation until 4/19/16 when my Title Company advised Linda that the City of Cocoa had put a Lien on one of our properties. I immediately looked into this and found that the Code Enforcement had imposed the penalty during their 9/17/15 Board meeting. Now, 7 months later the Lien amount against my property was $12,150. On 4/20/16, I contacted Code Enforcement and explained that I personally, owner of said property, was never notified of a violation.

I found that the violation (POD) was removed 10/15/15 and I spoke to Ms. Rachel Unruh, from Code Enforcement. She was very helpful and assisted me in pursuing getting the matter resolved. Ms. Unruh advised me in a letter dated 5/13/16 that the lien amount was reduced to $1750.00.

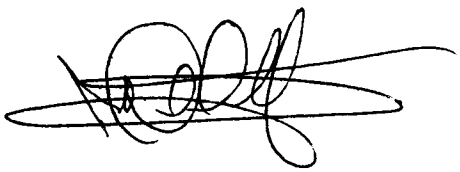
I filed a Lien Forgiveness application on 7/11/16 and was told that I would have to go to a Code Enforcement meeting and was scheduled 8/18/16.

The Code Enforcement Board advised that this Case had to be forwarded to the City Council due to the property lien.

I am hereby appealing the Lien that was attached to my property on 9/17/15 as I was never personally notified via mail, telephone, fax or E Mail. I feel that the Code Enforcement failed to dully verify notification in addition to following up with property inspections for several months after the Order Imposing Penalty during the 09/17/15 date.

I am closing the sale of one of my properties on Sept. 27, 2016 and need to have this Lien removed. Your expeditious assistance in this matter would be greatly appreciated.

Respectfully Submitted;



Jeff and Linda Dellenberger
190 St. Croix Ave
Cocoa Beach, Fla 32931
321-684=1972
Email- dellenberger@bellsouth.net

Application # CE - 15 - 641

LIEN REDUCTION OR FORGIVENESS APPLICATION

Serving the Community

Community Development Department.
Code Enforcement Division
65 Stone Street
Cocoa, Florida 32922

Phone: (321) 433-8508
Fax: (321) 433-8543
Web: http://www.cocoafl.org

For Office Use Only - Date Received

Stamp Only When Application is Fully Complete

This application must be completed entirely, and only after it is deemed to be completed in such a manner will it be scheduled for a hearing before the Code Enforcement Board.

This form is divided into steps which will help you prepare your request, provide the necessary information, and prepare for the Code Enforcement Board and City Council hearing.

Please TYPE or PRINT this application neatly.

1. **Date:** 7/11/16

2. **Applicant Information:** ** NOTE: Applicant is the main contact, who must attend the meeting!*

Company (if applicable): _____

Name: Jeffery W. + Linda Dellenberger

Mailing Address: 190 St. Croix Ave

City: Cocoa Bch State: Fl Zip Code: 32931

Phone #: 321-799-1730 Fax #: N/A

Mobile #: 321-684-1972 E-mail: Dellenbergerl@bellsouth.net

3. **Property Owner Information:** ** Check here if same as Applicant* → ☑
** If more than one owner, attach additional sheet with names and addresses.*

Company (if applicable): _____

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____

Mobile #: _____ E-mail: _____

4. **Information for property on which violation occurs:**

Street Address and Location: _____

Parcel ID: * *If more than two Parcel IDs, attach additional sheet with Parcel IDs.*

24-36-33-CB-00005.0-0001.00

□□-□□-□□-□□-□□□□□.□-□□□□.□□

Tax Account Numbers: * *If more than two Tax Account #s, attach additional sheet with Tax Account #s.*

□□□□□□□ □□□□□□□

Existing Use(s) on Property: VACANT LOT

Nature of Violation: TEMPORARY STORAGE CONTAINER

Date Fine or Lien Imposed: ~~9/21/2015~~ 9/21/15 8/7/2015 Amount of Fine: 310.00 per day

Have the violation(s) on the subject property been corrected: (Yes) No (Circle one.)

Date upon which the subject property was brought into compliance: 11/15/15

5. **Please provide the following information:**

Code enforcement case number: 15-00000641

Did you receive the Notice of Violation issued by the Code Enforcement Division: Yes (No) (Circle one.)

Did you receive the Finding of Facts issued by the Code Enforcement Board: Yes (No) (Circle one.)

The factual basis upon which the application for reduction or forgiveness of the lien should be granted:

AS OWNER OF SAID PROPERTY, & I WAS NEVER NOTIFIED VIA MAIL, TELEPHONE FAX OR EMAIL. I FOUND OUT ABOUT THIS LIEN FROM MY TITLE COMPANY ON APRIL 19, 2016.

The reasons, if any, compliance was not obtained prior to the order of penalty or fine being recorded:

OWNER NEVER RECEIVED NOTICE OF VIOLATION. (SEE ABOVE)

Amount you are requesting that the lien be reduced by or forgiven: 100 %

Please provide any other information deemed pertinent to this request, including but not limited to the circumstances that exist which would warrant the reduction or forgiveness of the penalty or fine:

(SEE ABOVE)

CITY OF COCOA FAILED TO VERIFY NOTIFICATION AND FOLLOW-UP WITH PROPERTY INSPECTION. (3 MONTHS)

Are there any other properties within the jurisdictional limits of the City of Cocoa owned by the applicant and or owners of the subject property on which code violations have been alleged, of which the case is still active, or a Finding of Facts has been entered by the Code Enforcement Board, if so please provide the address, the nature of violation and the status of such:

NO

6. **Please submit the following items in order complete the application:**

   a. ☐ **Notarized application.**

   b. ☐ **Reimbursement to City for recording costs at time of application.** Pursuant to Section 6-707(c), Code of the City of Cocoa, at the time of application, payment to the city in the amount necessary to reimburse the City for its costs associated with recording the order imposing a penalty or fine and the requested satisfaction or release of lien. Please make checks payable to the 'City of Cocoa' and submit payment ONLY to the Community Development Department. Please note that these costs are non-refundable without regard for the final disposition of the application for satisfaction or release of lien.

   c. ☐ **Letter of authorization.** If the applicant is not the property owner, a notarized letter of authorization or agent affidavit is required, unless the applicant is the Attorney of the owner. Each property owner must complete a separate authorization form or other suitable documentation to allow the agent to act upon his/her behalf.

   d. ☐ **Corporate documents.** If the applicant/owner is representing a company, articles of incorporation which show the applicant/owner is authorized to represent the company is required. A data record printout from the Florida Department of State, Division of Corporations website may also be provided (http://www.sunbiz.org/corpweb/inquiry/search.html).

   e. ☐ **Additional information (optional).** Submit any information that may be helpful in understanding the request. This may include photos, sketches, elevations, or letters from adjoining property owners.

7. **Application filing deadline.** The application filing deadline is on the third Friday of each month at 5:00 pm for public hearings that are held in the following month.

8. **Application filing procedure.** This application, together with all required exhibits and attachments, shall be completed and filed with the Code Enforcement Division prior to the established filing deadline for the public hearing before the Code Enforcement Board. Call (321) 433-8508 for an appointment to submit an application in order to perform a sufficiency review.

Public hearing process information – please read this!

9. **Public hearing date and location.** All regularly scheduled hearings are held on the third Thursday of each month at 6:00pm in the Cocoa City Hall Council Chambers located at 65 Stone Street, Cocoa, Florida unless otherwise notified.

10. **Presence required at the public hearings.** The applicant or his/her representative must be present to answer any questions concerning the request. If there are extenuating circumstances why the applicant or his/her representative cannot attend, he or she must notify the City in writing prior to the public hearing.

11. **Preparing for public hearing.** It is the applicant's responsibility to research and know all laws that may be applicable and may affect the outcome of any decision on the applicant's request.

12. **Format of public hearing.** The public hearing before the Code Enforcement Board is quasi-judicial in nature. *State and local law strictly prohibits applicants and/or interested parties from participating in ex-parte communications with Board members in person, by phone, e-mail, or in writing before the application is considered at a public hearing.* Applicants

17. Signatures and Notarization.

STATE OF Florida COUNTY OF Brevard. I, Jeffery W. Dellenberger being first duly sworn, depose and say that:

☐ I am the applicant, or if corporation, I am the officer of the corporation authorized to act on this request.

☑ I am the legal representative of the applicant of this application and a notarized Letter of Authorization form or agent affidavit accompanies this application giving written, unless the applicant is the Attorney representing the owner.

I hereby certify that I have read, completed and understand this Code Enforcement Application and understand that if my application and all associated attachments are not complete and accurate in all respects, the application will not be scheduled for a public hearing. I further understand that this application must be complete and accurate prior to the advertising of a public hearing.

(APPLICANT SIGNATURE)

Jeffery W. Dellenberger
(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known ☐ OR Produced Identification ☑

Type of I.D. Produced License (FL)

NOTARY PUBLIC STATE OF FLORIDA
RACHEL M. UNRUH-WOOTEN
MY COMMISSION # GG 002439
EXPIRES: June 14, 2020
Bonded Thru Budget Notary Services

Rachel M Unruh-Wooten
(NOTARY PUBLIC SIGNATURE)

STATE OF FLORIDA, COUNTY OF BREVARD

Sworn and subscribed to before me this 12 day of July, 20 16

FOR OFFICE USE ONLY

Fee of $ _____ in cash ☐ or check ☐ (No. _____) payable to the "City of Cocoa".

Receipt Number: _____

Date: _____

Signature from Code Enforcement Division:

_____

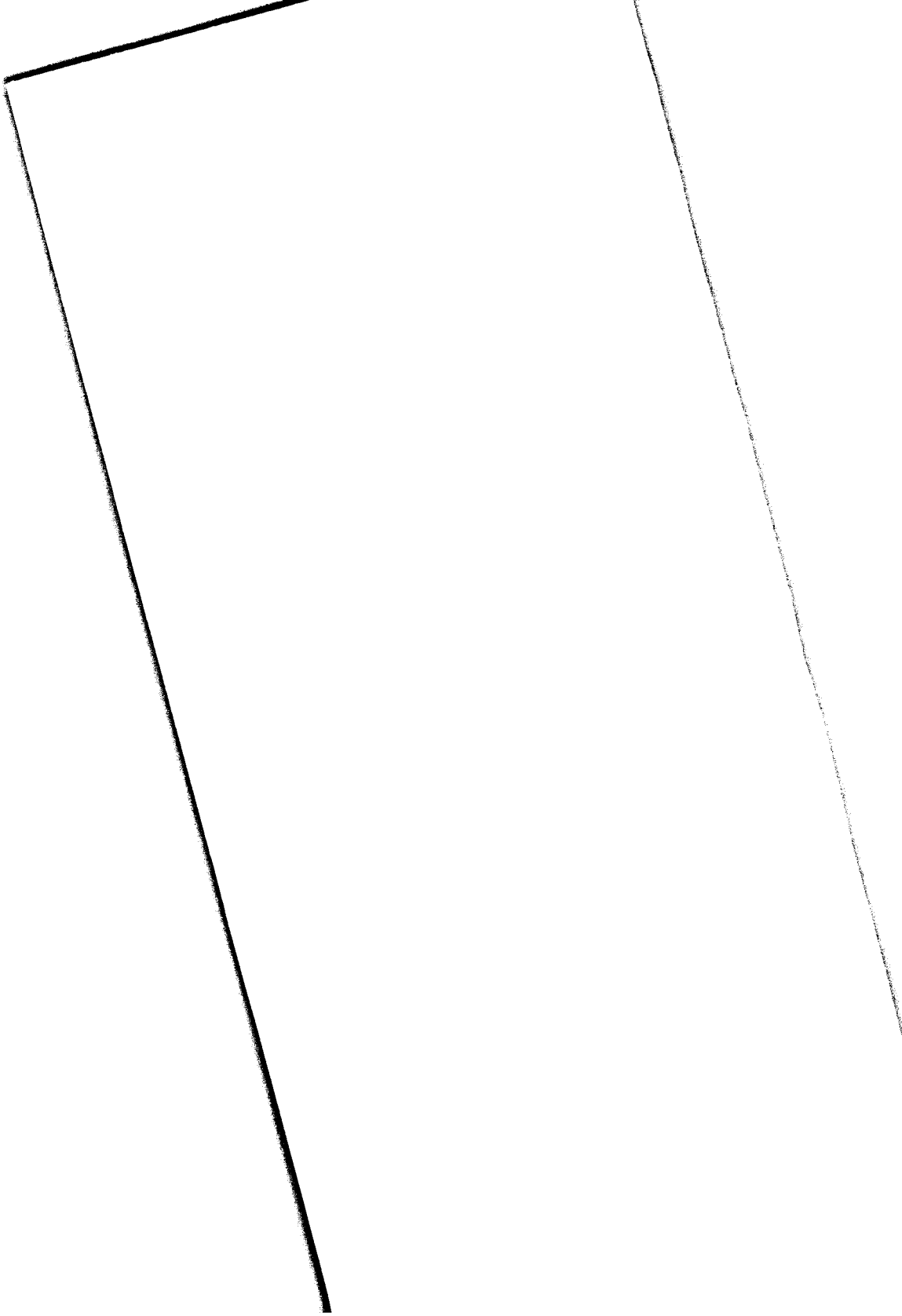
Code Enforcement Public Hearing Date: _____

Code Enforcement Public Hearing Time: 6:00 p.m.

Location for Public Hearing: City of Cocoa City Hall Council Chambers.
65 Stone Street
Cocoa, FL 32922

D ELLENBERGER
190 ST. CROIX AVE
COCOA BCH, FL 32931

COCOA CITY COUNCIL COMMISSIONERS



Legislation Details (With Text)

File #:	16-383	**Version:**	1	**Name:**	
Type:	Report			**Status:**	Council Busines
File created:	8/26/2016			**In control:**	City Council
On agenda:	9/13/2016			**Final action:**	
Title:	Consider the Code Enforcement Lien reduction for the property located at 409 Delannoy Avenue, CE 15-723, owner Park & Stephan Properties, Inc. (Community Services Director)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	409 delannoy application.pdf				

Date	Ver.	Action By	Action	Result

CITY COUNCIL AGENDA ITEM

Memo Date: August 25, 2016
Agenda Date: September 13, 2016
Prepared By: Chris Counsellor, Code Enforcement Supervisor
Through: Steven P. Belden, AICP, Community Services Director
Requested Action:
The owner Park & Stephan Properties Inc., is requesting the lien be forgiven for the property located at 409 Delannoy Ave.

BACKGROUND:

The Code Enforcement Board held a public hearing on September 17, 2015, at which time the Board found the owner in violation of the following:

Section 6-900(b)(4)- Maintenance of a Structure or Grounds
Section 6-1001(a)- Sanitation
Section 6-1006- Rubbish & Garbage

The Code Enforcement Board provided the owner sufficient time to correct said violations. Therefore, consistent with the Code Enforcement Board's Order a lien was recorded against the property effective October 14, 2015. The lien ran at $50.00 per day from October 14, 2015, until compliance was achieved on October 30, 2015. The lien is $800.00 and the owner, Park & Stephan Properties Inc., is requesting that the lien be forgiven.

Staff utilized the following factors in making its recommendation to reduce the lien:

- Whether the current owner owned the property at the time the violation(s) occurred? Yes

- When did the current owner obtain the property? September 2, 2004
- How many (if any) previous or current code enforcement cases on other Property owned by the same owner? None
- The number of violations related to the subject lien? 3 violations
- The length of time the Code Enforcement Lien ran before the violations were brought into compliance? The lien ran for 16 days and the total amount of the lien is $800.00
- The current market value of the subject property; the current market value is $75,490.00 according to the Brevard County Property Appraiser.

Per the City Code, if the Council reduces the amount owed, payment of the reduced amount is required within thirty (30) days of the Council's decision or the lien amount reverts back to the original amount owed, and a subsequent lien reduction request cannot be made for a one (1) year period of time.

Based on the above factors, staff recommended the lien not be reduced.

STRATEGIC PLAN CONNECTION:

None

BUDGETARY IMPACT:

None

PREVIOUS ACTION:

The Code Enforcement Board, at its regular meeting on August 12, 2016, recommended that the lien not be reduced.

RECOMMENDED MOTION:

Follow the recommendation of the Code Enforcement Board to not reduce the lien.

Application # **CE** - 15 - 723

LIEN REDUCTION/FORGIVENESS APPLICATION

Community Services Department.
Code Enforcement Division
65 Stone Street
Cocoa, Florida 32922

Phone: (321) 433-8508
Fax: (321) 433-8543
Web:http://www.cocoafl.org

This application must be completed entirely, and only after it is deemed to be completed in such a manner will it be scheduled for a hearing before the Code Enforcement Board.

This form is divided into steps which will help you prepare your request, provide the necessary information, and prepare for the Code Enforcement Board and City Council hearing.

Please TYPE or PRINT this application neatly.

For Office Use Only - Date Received

Stamp Only When Application is Fully Complete

1. **Date:** 8-3-16

2. **Applicant Information:** ** NOTE: Applicant is the main contact, who must attend the meeting.*

Company (if applicable): STEPHAN PROPERTIES of Fla

Name: _____

Mailing Address: 411 MAGNOLIA AV.

City: MERRITT ISL. State: FL Zip Code: 32952

Phone #: 321-720-4529 Fax #: _____

Mobile #: _____ E-mail: JSTEPHANLAW@AOL.COM

3. **Property Owner Information:** ** Check here if same as Applicant* → ☐
** If more than one owner, attach additional sheet with names and addresses.*

Company (if applicable): _____

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____

Mobile #: _____ E-mail: _____

Amount you are requesting that the lien be reduced to: 0 as area was cleaned up several times.

Please provide any other information deemed pertinent to this request, including but not limited to the circumstances that exist which would warrant the reduction or forgiveness of the penalty or fine. Include documentation of any financial investment made to physically improve the property:

city events & general public would dump debris there. Owners personally would clean up on several occasions until dumpsters was removed after receipt of site plan approval for new restaurant was granted.

Are there any other properties within the jurisdictional limits of the City of Cocoa owned by the applicant and or owners of the subject property on which code violations have been alleged, of which the case is still active, or a Finding of Facts has been entered by the Code Enforcement Board, if so please provide the address, the nature of violation and the status of such:

NO

6. **Please submit the following items in order complete the application:**

   a. ☑ **Notarized application.**

   b. ☑ **Reimbursement to City for recording costs at time of application.** Pursuant to Section 6-707(c), Code of the City of Cocoa, at the time of application, payment to the city in the amount necessary to reimburse the City for its costs associated with recording the order imposing a penalty or fine and the requested satisfaction or release of lien. Please make checks payable to the 'City of Cocoa' and submit payment ONLY to the Community Development Department. Please note that these costs are non-refundable without regard for the final disposition of the application for satisfaction or release of lien.

   c. ☐ **Letter of authorization.** If the applicant is not the property owner, a notarized letter of authorization or agent affidavit is required, unless the applicant is the Attorney of the owner. Each property owner must complete a separate authorization form or other suitable documentation to allow the agent to act upon his/her behalf.

   d. ☑ **Corporate documents.** If the applicant/owner is representing a company, articles of incorporation which show the applicant/owner is authorized to represent the company is required. A data record printout from the Florida Department of State, Division of Corporations website may also be provided (http://www.sunbiz.org/corpweb/inquiry/search.html).

   e. ☑ **Additional information (optional).** Submit any information that may be helpful in understanding the request. This may include photos, sketches, elevations, or letters from adjoining property owners.

7. **Application filing deadline.** The application filing deadline is on the third Friday of each month at 5:00 pm for public hearings that are held in the following month.

8. **Application filing procedure.** This application, together with all required exhibits and attachments, shall be completed and filed with the Code Enforcement Division prior to the established filing deadline for the public hearing before the

17. Signatures and Notarization.

STATE OF Florida COUNTY OF Brevard. I, Troy Stephan being first duly sworn, depose and say that:

☒ I am the applicant, or if corporation, I am the officer of the corporation authorized to act on this request.

☐ I am the legal representative of the applicant of this application and a notarized Letter of Authorization form or agent affidavit accompanies this application giving written, unless the applicant is the Attorney representing the owner.

I hereby certify that I have read, completed and understand this Code Enforcement Application and understand that if my application and all associated attachments are not complete and accurate in all respects, the application will not be scheduled for a public hearing. I further understand that this application must be complete and accurate prior to the advertising of a public hearing.

(APPLICANT SIGNATURE)

(Print, Type, or Stamp Commissioned Name of Notary Public)

LORI STROHLIN
Notary Public - State of Florida
Commission # FF 901715
My Comm. Expires Nov 14, 2019

Personally Known ☐ OR Produced Identification ☒

Type of I.D. Produced Florida drivers license

(NOTARY PUBLIC SIGNATURE)

STATE OF FLORIDA, COUNTY OF BREVARD

Sworn and subscribed to before me this 4 day of August, 2016

FOR OFFICE USE ONLY

Fee of $ _____ in cash ☐ or check ☐ (No. _____) payable to the "City of Cocoa".

Receipt Number: _____

Date: _____

Signature from Code Enforcement Division:

_____

Code Enforcement Public Hearing Date: _____

Code Enforcement Public Hearing Time: 6:00 p.m.

Location of Public Hearing: City of Cocoa City Hall Council Chambers
65 Stone Street
Cocoa, FL 32922

FLORIDA DEPARTMENT OF STATE
DIVISION OF CORPORATIONS

www.Sunbiz.org

Detail by Entity Name

Florida Profit Corporation

STEPHAN PROPERTIES OF FLORIDA INC.

Filing Information

Document Number	P03000060027
FEI/EIN Number	30-0198326
Date Filed	05/23/2003
State	FL
Status	ACTIVE
Last Event	CANCEL ADM DISS/REV
Event Date Filed	03/10/2010
Event Effective Date	NONE

Principal Address

411 MAGNOLIA AVENUE
MERRITT ISLAND, FL 32952

Changed: 09/18/2006

Mailing Address

411 MAGNOLIA AVENUE
MERRITT ISLAND, FL 32952

Changed: 09/18/2006

Registered Agent Name & Address

STEPHAN, TROY W
411 MAGNOLIA AVE
MERRITT ISLAND, FL 32952

Address Changed: 06/28/2006

Officer/Director Detail

Name & Address

Title VPT

STEPHAN, Donald
1785 CARLTON AVE
MERRITT ISLAND, FL 32952

Title Secretary

Stephan, Fiona
411 MAGNOLIA AVENUE
MERRITT ISLAND, FL 32952

Title P

STEPHAN, TROY W
411 MAGNOLIA AVENUE
MERRITT ISLAND, FL 32952

Annual Reports

Report Year	Filed Date
2014	02/09/2014
2015	01/27/2015
2016	01/19/2016

Document Images

01/19/2016 -- ANNUAL REPORT	View image in PDF format
01/27/2015 -- ANNUAL REPORT	View image in PDF format
02/09/2014 -- ANNUAL REPORT	View image in PDF format
01/27/2013 -- ANNUAL REPORT	View image in PDF format
04/11/2012 -- ANNUAL REPORT	View image in PDF format
03/02/2011 -- ANNUAL REPORT	View image in PDF format
03/10/2010 -- REINSTATEMENT	View image in PDF format
10/27/2008 -- REINSTATEMENT	View image in PDF format
12/05/2007 -- Name Change	View image in PDF format
07/06/2007 -- ANNUAL REPORT	View image in PDF format
04/16/2007 -- ANNUAL REPORT	View image in PDF format
06/28/2006 -- ANNUAL REPORT	View image in PDF format
03/22/2005 -- ANNUAL REPORT	View image in PDF format
02/04/2004 -- ANNUAL REPORT	View image in PDF format
05/23/2003 -- Domestic Profit	View image in PDF format

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State of Florida, Department of State

CITY OF COCOA
CODE ENFORCEMENT
STAFF REPORT
August 12, 2016

LIEN REDUCTION OR FORGIVENESS REQUEST FOR
CASE CE 15-723
409 Delannoy Ave

The Code Enforcement Board held a public hearing on **September 17, 2015**, at which time the Board found the owner, **Park & Stephan Properties Inc.**, in violation of the following:

Section 6-900(b)(4)- Maintenance of a Structure or Grounds
Section 6-1001(a)- Sanitation
Section 6-1006- Rubbish & Garbage

The Code Enforcement Board provided the owner sufficient time to correct said violation. Therefore, consistent with the Code Enforcement Board's Order a lien was recorded against the property effective **October 14, 2015**. The lien ran at **$50.00** per day from **October 14, 2015** until compliance was achieved on **October 30, 2015**. The lien is **$800.00** and the current owner, **Park & Stephan Properties Inc**, is requesting that the lien to be forgiven, due to the owner thought the property was in compliance.

Staff utilized the following factors in making its recommendation to reduce the lien:

- Whether the current owner owned the property at the time the violation(s) occurred; **Yes**
- When did the current owner obtain the property? **9/2/2004**
- How did the current owner obtain the property? **Warranty Deed**
- How many (if any) previous code enforcement cases were on the property; **None**
- How many (if any) previous or current code enforcement cases on other property owned by the same owner; **None**
- The number of violations related to the subject lien; **Three**
- The length of time the code enforcement lien ran before the violation was brought into compliance; the lien ran for **16 days** and the total amount of the lien is **$800.00**
- The current market value of the subject property; the current market value is **$75,490.00** according the Brevard County Property Appraiser.

Based on the above factors, staff recommends no reduction and the lien amount is **$800.**

Per the City Code, if the Council reduces the amount owed, payment of the reduced amount is required within thirty (30) days of the Council's decision or the lien amount reverts back to the original amount owed, and a subsequent lien reduction request cannot be made for a one year period of time.

Legislation Details (With Text)

File #:	16-402	**Version:**	1	**Name:**	
Type:	Informational Item			**Status:**	Council Busines
File created:	9/6/2016			**In control:**	City Council
On agenda:	9/13/2016			**Final action:**	
Title:	Take whatever action the City Council deems legally necessary to fill the Seat (District) 4 vacancy on the City Council pursuant to Article III, Section 10 (a) of the City Charter. (City Manager)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	2016-94 (Recognizing and Declaring a Vacancy in Seat 4 of the City Council).pdf				

Date	Ver.	Action By	Action	Result

CITY COUNCIL AGENDA ITEM

Memo Date: September 6, 2016
Agenda Date: September 13, 2016
Prepared By: Carie Shealy, City Clerk
Anthony A. Garganese, City Attorney
Through: John Titkanich, City Manager
Requested Action:
Take whatever action the City Council deems legally necessary to fill the Seat (District) 4 vacancy on the City Council pursuant to Article III, Section 10 (a) of the City Charter.

BACKGROUND:

Councilman Tyler Furbish passed away due to illness on August 20, 2016. At the City Council meeting held on August 23, 2016, Resolution No. 2016-94 was approved which officially recognized and declared a vacancy in Seat 4 of the City Council pursuant to Article III, Section 10 of the City Charter.

City Charter, Article III, Section 10 (a) states that *"A vacancy in a councilmember's office shall occur upon the death, resignation, removal from office as authorized by law, or forfeiture of office of the councilmember. In the event of such a vacancy, it shall be the duty of the remaining members, absent the councilmember that created the vacancy, at either of the next two regular meetings following the creation of such vacancy, to select a duly qualified citizen to fill said vacancy until the next general election; except that no such appointment shall be made during the period between any election and the time the newly elected councilmembers are seated. Appointment of such person shall be by the affirmative vote of three (3) councilmembers."*

As such, the City Council has a "duty" to attempt to fill the vacancy, by majority vote of at least 3 of the remaining City Councilmembers, at this regular Council meeting or the next regularly scheduled

and held City Council meeting. The next regular City Council meeting is scheduled for September 27, 2016.

Given that the vacancy is related to Seat (District) 4, any person appointed to fill the vacancy must meet all of the qualifications for Seat 4 in order to serve on the City. Specifically, pursuant to Article III, Section 1 of the City Charter, that person *"shall have been domiciled within the district … for at least one year prior to the date of qualification for office and shall have the qualifications of a city elector and shall be domiciled within the district during their term as councilmember."*

Any person appointed by the City Council to serve in Seat 4 will serve the remaining balance of the existing four (4) year term which will expire at the general election held in November of 2018.

At this time, the City Council is working under a tight time frame per the City Charter. Generally, the City Council has the following two options for appointing a duly qualified person to fill the vacancy and serve as a Seat 4 City Councilmember:

1. The City Council can take a less structured approach and leave it up to each City Councilmember to nominate one or more duly qualified persons for consideration by the City Council. However, the nominations must occur at this meeting or the next held regular City Council meeting, or

2. The City Council can take a more structured approach and require that a public notice be published in various places advising interested candidates to file an application for serving in the District 4 seat by 12:00 P.M., Monday, September 19, 2016. Candidate application packages that were timely submitted to the Office of the City Clerk will be reviewed to determine whether the person is qualified to serve in Seat 4. Qualified candidate applications will be distributed to the City Council by the end of the day on September 19th and placed on the next regular City Council agenda for consideration.

Regardless of the option chosen, candidates must be qualified. The City Council may also interview candidates including, if necessary, holding one or more special meetings to consider and interview candidates willing to serve on the City Council as a Seat 4 Councilmember. However, any special meeting must occur prior to the next regularly held City Council meeting.

Any appointment of a qualified person made by the City Council to fill the vacancy will be effective immediately upon acceptance by the person and upon the candidate taking the oath of office.

The City Council must appoint a duly qualified person to fill the Seat 4 vacancy by the end of the next held regular City Council meeting, or the City Clerk will be required to commence the process of qualifying candidates and scheduling a special election to fill the vacancy in Seat 4 in accordance with Article III, Section 10 of the City Charter. If a special election is required, the special election would likely not occur until early 2017.

STRATEGIC PLAN CONNECTION:

NA

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BUDGETARY IMPACT:

NA

PREVIOUS ACTION:

NA

RECOMMENDED MOTION:

Take whatever action the City Council deems legally necessary to fill the Seat (District) 4 vacancy on the City Council pursuant to Article III, Section 10 (a) of the City Charter. .

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RESOLUTION NO. 2016-94

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COCOA, FLORIDA, OFFICIALLY RECOGNIZING AND DECLARING A VACANCY IN SEAT 4 OF THE CITY COUNCIL PURSUANT TO ARTICLE III, SECTION 10 OF THE CITY CHARTER; PROVIDING FOR THE REPEAL OF PRIOR INCONSISTENT RESOLUTIONS, SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, pursuant to Article III, Section 11 of the City Charter, the City Council is the sole judge of the election and qualifications of its members; and

WHEREAS, a vacancy on the City Council occurs when a councilmember dies while serving on the City Council upon his or her death; and

WHEREAS, the City Council desires to recognize that Councilmember Tyler Furbish has unfortunately passed away on August 20, 2016 while currently serving on the City Council; and

WHEREAS, in recognition of the death of Councilmember Furbish, the City Council desires to officially declare Seat 4 on the City Council vacant pursuant to Article III, Section 10(a) of the City Charter; and

WHEREAS, due to the creation of the vacancy, the City Council intends to exercise its duty to attempt to appoint, by majority vote of at least three remaining councilmembers, a duly qualified citizen to fill the vacancy during the next two duly held regular City Council meetings, or the City Clerk will schedule a special election; and

WHEREAS, this Resolution is hereby deemed by the City Council to be in the best interest of the City of Cocoa.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COCOA, as follows:

SECTION 1. Vacancy on City Council.

(A). Pursuant to Article III, Section 10(a) of the City Charter, the City Council hereby officially recognizes and declares City Council Seat 4 vacant due to the death of Councilmember Tyler Furbish. Said declaration and vacancy shall be deemed effective on August 23, 2016 pursuant to this Resolution.

(B). Pursuant to Article III, Section 10 of the City Charter, the City Council shall exercise its duty to attempt to appoint, by majority vote of at least three remaining councilmembers, a duly qualified citizen to fill the vacancy. The appointment shall be made at either of the next two (2) duly scheduled and held

regular City Council meetings. If the City Council fails to fill the vacancy by appointment within the time prescribed by the City Charter and this Resolution, the City Clerk shall be required to schedule a special election pursuant to the provisions of Article III, Section 10(b) and Article XVII, Section 5 of the City Charter.

SECTION 2. Repeal of Prior Inconsistent Resolutions.

All prior resolutions or prior resolutions inconsistent with this resolution are hereby repealed to the extent of the conflict.

SECTION 3. Severability.

Should any section or provision of this Resolution, or any portion hereof, any paragraph, sentence, or work be declared by a Court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder hereto as a whole or part thereof to be declared invalid.

SECTION 4. Effective Date.

This Resolution shall become effective immediately upon its adoption by the City Council of the City of Cocoa, Florida.

ADOPTED by the City Council of the City of Cocoa, Florida, in a regular meeting assembled on the 23rd Day of August, 2016.

Henry U. Parrish III, Mayor

ATTEST:

Carie Shealy, City Clerk

Legislation Details (With Text)

File #:	16-366	**Version:**	1	**Name:**	
Type:	Report			**Status:**	City Business
File created:	8/19/2016			**In control:**	City Council
On agenda:	9/13/2016			**Final action:**	
Title:	Ordinance No.15-2016/1st Reading: Modifying the cost certification and lien recordation procedures related to the abatement of unsafe or dangerous buildings and abatement of nuisances under the City's Property Maintenance Code; and providing for related minor typographical and grammar changes regarding the affected city code sections. (Community Services Director)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	15-2016 Streamline Recording of Code Enforcement Liens				

Date	Ver.	Action By	Action	Result

CITY COUNCIL AGENDA ITEM

Memo Date: August 22, 2016
Agenda Date: September 13, 2016
Prepared By: Nancy A. Dresser, Deputy Community Services Director
Through: Steven P. Belden, AICP, Community Services Director
Requested Action:
Approve the first reading of Ordinance 15-2016 modifying the cost certification and lien recordation procedures related to the abatement of unsafe or dangerous buildings and abatement of nuisances under the City's Property Maintenance Code; and providing for related minor typographical and grammar changes regarding the affected city code sections.

BACKGROUND:

The City Code currently provides that the City may impose assessment liens against affected land for costs and charges incurred by the City to abate unsafe or dangerous buildings and other public nuisances under the Property Maintenance Code of the City of Cocoa. Prior to an assessment lien being imposed, the City Code requires that the City's building official or code enforcement officer serve a notice of cost certification upon the property owner by certified mail, return receipt requested, and demand payment from the property owner. The City Code also affords property owners an opportunity to be heard before the City's Code Enforcement Board to contest or object to the cost certification prior to an assessment lien being imposed and recorded against the affected land.

Staff is requesting to clarify the cost certification process, specifically the lien recording procedure, in order to permit the city staff and city clerk to expedite the recordation of liens in cases where the property owner has waived their right to hearing to contest or object to the City's cost certification. If the property owner has not timely filed a request for an appeal hearing and has waived their rights to

a hearing before the Code Enforcement Board in such cases, the cost certification prepared by the building or code enforcement officer shall be deemed final. Additionally, staff is requesting related minor typographical and grammar changes regarding the affected city code sections be made.

STRATEGIC PLAN CONNECTION:

Image-through abatement of unsafe or dangerous buildings and abatement of public nuisances under the City's Property Maintenance Code.

BUDGETARY IMPACT:

N/A

PREVIOUS ACTION:

None

RECOMMENDED MOTION:

Approve the first reading of Ordinance 15-2016 modifying the cost certification and lien recordation procedures related to the abatement of unsafe or dangerous buildings and abatement of nuisances under the City's Property Maintenance Code; and providing for related minor typographical and grammar changes regarding the affected city code sections.

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ORDINANCE NO. 15-2016

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COCOA, BREVARD COUNTY, FLORIDA; MODIFYING THE COST CERTIFICATION AND LIEN RECORDATION PROCEDURES RELATED TO THE ABATEMENT OF UNSAFE OR DANGEROUS BUILDINGS AND ABATEMENT OF PUBLIC NUISANCES UNDER THE CITY'S PROPERTY MAINTENANCE CODE; PROVIDING FOR RELATED MINOR TYPOGRAPHICAL AND GRAMMAR CHANGES REGARDING THE AFFECTED CITY CODE SECTIONS; PROVIDING FOR THE REPEAL OF PRIOR INCONSISTENT ORDINANCES AND RESOLUTIONS, INCORPORATION INTO THE CODE, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, the City is granted the authority, under § 2(b), Art. VIII of the State Constitution, to exercise any power for municipal purposes, except when expressly prohibited by law; and

WHEREAS, the City Code currently provides that the City may impose assessment liens against affected land for costs and charges incurred by the City to abate unsafe or dangerous buildings and other public nuisances under the Property Maintenance Code of the City of Cocoa; and

WHEREAS, prior to an assessment lien being imposed, the City Code requires that the City's building official or code enforcement officer serve a notice of cost certification upon the property owner by certified mail, return receipt requested, and demand payment from the property owner; and

WHEREAS, the City Code also affords property owners an opportunity to be heard before the City's Code Enforcement Board to contest or object to the cost certification prior to an assessment lien being imposed and recorded against the affected land; and

WHEREAS, the City Council has determined that it is in the best interests of the City to clarify the cost certification process, specifically the lien recording procedure, in order to permit the city staff and city clerk to expedite the recordation of liens in cases where the property owner has waived their right to hearing to contest or object to the City's cost certification; and

WHEREAS, the City Council finds that it is not necessary for the Code Enforcement Board to review the cost certification in cases where the property owner has not timely filed a request for an appeal hearing and has waived its rights to hearing before the Code Enforcement Board because in such cases, the cost certification prepared by the building official or code

enforcement officer shall be deemed final; and

WHEREAS, the City Council of the City of Cocoa, Florida, hereby finds this ordinance to be in the best interests of the public health, safety, and welfare of the citizens of Cocoa.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COCOA HEREBY ORDAINS, AS FOLLOWS:

Section 1. **Recitals.** The foregoing recitals are hereby fully incorporated herein by reference as legislative findings of the City Council of Council.

Section 2. **Amendment Section 6-607.** The City of Cocoa Code of Ordinances, Section 6-607, is hereby amended as follows (underlined type indicates additions and ~~strikeout~~ type indicates deletions):

Sec. 6-607. - Recovery of costs and fines.

(a) *Costs and fines assessed to owner.* Whenever a building or structure is repaired or demolished in accordance with the provisions of this code and the cost of such repair or demolition is borne by the city, such cost shall be assessed to the owner of the affected land or premises and shall become a lien against such land or premises as provided in this article. The cost of repair or demolition shall include not only the costs directly attributable to the repair or demolition of the building or structure, but shall also include the cost incurred in searching the public records to determine the record owners and legally interested parties, as well as, any reasonable attorneys' fees and court costs incurred in the administrative enforcement of this division and/or any legal proceeding arising from the city's abatement of the nuisance under this division, whether brought by the city, property owner or any other legally interested party, and where the city is the prevailing party in such actions.

(b) *Building official to certify costs.* The building official shall certify the costs borne by the city, as described above, and shall serve such cost certification upon the property owner by certified mail return receipt requested. This cost certification is a demand for payment from the property owner.

(c) *Right to hearing if cost and charges excessive.* Prior to the expiration of fifteen (15) days from the property owners receipt of the building official's cost certification, the property owner shall have the right to appeal the building official's cost certification and request a hearing before the code enforcement board to show cause, if any, why the costs and charges incurred by the city under this division are excessive or unwarranted or why such costs should not constitute a lien against said land, provided that nothing contained in this division is to be construed to disturb or permit a review of the order by the code enforcement board issued under subsection 6-604(b) above. The code enforcement board shall conduct a hearing and render a final order on the amount of costs and charges, if any, that should be imposed against the land as a lien. If a lien is

assessed, the chairman of the code enforcement board is hereby authorized to execute an order imposing a lien against the affected property pursuant to subsection (d). Said order shall be recorded by the city clerk if the property owner fails to pay the assessed costs and charges within three (3) business days of the code enforcement board's decision to impose the lien.

Failure of the property owner to seek an appeal of the building official's cost certification, as described in this division, shall constitute a waiver ~~by~~ of the property owner's right to an appeal hearing, and shall cause the building official's cost certification to automatically be deemed final. Upon the property owner waiving the right to an appeal hearing, the assessed costs and charges shall be immediately due and paid in full within three (3) business days of the date that said waiver occurred. The city clerk is hereby authorized to record a lien against the affected land pursuant to subsection (d) if full payment is not timely made by the property owner.

(d) *Lien created.* If ~~the owner fails to make payment within fifteen (15) days from the expiration of the appeal period, or from the date of any order entered by the city code enforcement board under subsection (c) above, the amount of the certified costs shall be assessed by the code enforcement board against the affected land and such assessment~~ All costs and charges imposed pursuant to this section by the code enforcement board, or imposed automatically upon the property owner waiving the right to appeal the building official's cost certification, shall create and constitute a lien against such land, payable to the city. Said assessment shall bear interest at the current legal rate of interest per annum as provided by law and shall constitute a lien upon the land from the date of the assessment and shall be collectible in the same manner as liens for taxes and with the same attorney's fee, penalties for default in payment, and under the same provisions as to sale and forfeiture, as apply to other city taxes. Collection of such assessments, with such interest and with a reasonable attorney's fee, may also be made by the city council by proceedings in a court of competent jurisdiction to foreclose the lien of the assessment in the manner in which a lien for mortgages is foreclosed under the laws of the state and it shall be lawful to join in any complaint for foreclosure any one (1) or more lots or parcels of land, by whomever owned, if assessed under the provisions of this division. Property subject to lien may be redeemed at any time prior to sale by its owner by paying the total amount due under the corresponding assessment lien including interest, court costs, advertising costs and reasonable attorney's fees. Liens imposed by this section shall be indexed by the city clerk in the same manner as other liens are indexed.

Section 3. **Amendment to Section 6-903.** The City of Cocoa Code of Ordinances, Section 6-903 is hereby amended as follows (underlined type indicates additions and strikeout type indicates deletions:

Sec. 6-903. - Abatement procedures.

(a) *Notice of violation.*

(1) If any property is kept or maintained in a condition that violates this article, a code enforcement officer shall cause a notice to be served by posting a copy of each notice to abate

nuisance upon the property in a conspicuous place and where possible by hand delivery or where not practical or impossible by certified mail, return receipt requested, to the last record owner or owners and all other legally interested parties as determined by the county property appraiser's records, giving notice of the violation and that said owner(s) shall have ten (10) days from the date of the notice to abate said violation or appeal the decision of the code enforcement officer to the code enforcement board. Further, if not abated in the specified time, the weeds, grass or underbrush, shall be cut or caused to be cut by the city and/or the trash, abandoned property, or inoperable motor vehicle removed and the property owner shall be assessed for the actual cost of service plus and administrative fee in the amount of one hundred dollars ($100.00). Such notice shall be in substantially in the following form:

NOTICE TO ABATE NUISANCE
TO: _____
_____
_____

DATE: _____

YOU ARE HEREBY NOTIFIED, as the apparent owner(s) of record of the real property more particularly described as: _____

Parcel I.D. # _____,

That a Code Enforcement Officer of the City of Cocoa, Florida, on the _____ day of _____ 20_____ determined that a nuisance existed upon such property, caused by:

	Accumulation of trash, debris, refuse, filth or other noxious matter		Accumulation of weeds, grass or underbrush over twelve (12) inches in height.
	Maintenance of attractive nuisance.*		Failing to secure all doorways, windows, or other openings within vacant building.
	Erosion to adjoining property.		Storing of junk, scrap metal, scrap lumber, abandoned motor vehicle.*
	Unfinished structure exiting upon property.		

* Information regarding specific violation to be prepared and attached to this notice.

You are further notified that you must abate the nuisance (s) described above within ten (10) days. If you fail to do so, the code enforcement officer shall be authorized to abate the nuisance or cause the abatement of such nuisance and the cost thereof will be levied as an assessment against such property.

You may appeal the decision of the code enforcement officer that the property contains a nuisance to the code enforcement board within ten (10) days. To appeal, you must notify before the code enforcement of your appeal in writing. The appeal will be scheduled before the code enforcement board as soon as possible.

Code Enforcement Officer of
City of Cocoa, Florida

By: _____

(2) Service by certified mail shall be effective on the date the notices were received as indicated on the return receipt. Proof of service shall be by written declaration indicating the time, date and manner of service. Failure of any person, other than the owner of record, to receive notice shall not invalidate proceedings under this article.

(b) Appeal to code enforcement board.

(1) Within ten (10) days from the notice to abate nuisance, any party identified in the notice or which is a legally interested party in the property described in such notice may appeal the decision of the code enforcement officer by filing in the office of community services ~~development~~ a notice of appeal to the code enforcement board.

(2) The code enforcement officer shall place the appeal on the agenda for hearing at the next regular code enforcement board meeting and notify the owner and all legally interested parties by mail of the date, time and place of such hearing.

(3) At such hearing, the owner may introduce any relevant evidence to show why the determination that a nuisance exists should be reversed or modified. The code enforcement officer shall introduce any relevant evidence the building official may have in support of the determination.

(4) The code enforcement board shall render its decision at the conclusion of the hearing either reversing or modifying the findings of the code enforcement officer or affirming such findings and directing that the nuisance be abated within a specific time, and providing the cost of such abatement, including any applicable administrative fee, may be assessed as a lien against the property in the manner provided by this article.

(c) *Failure of owner; action by city.* If the property owner, agent, custodian, lessee or occupant of any real property has not caused the nuisance, as described in the notice to abate nuisance, to be abated or filed an appeal with the code enforcement board within the ten ~~fourteen~~ (~~14~~10) calendar days, the code enforcement officer is authorized through city employees, agents or contractors to enter upon the property and take such steps as are reasonably required to abate the nuisance.

(d) *Notice of assessment; hearing of objection; confirmation.*

(1) Upon the completion of any work in connection with the abatement of any nuisance under this section, and where the cost of abatement is borne by the city, such costs shall be assessed to the owner of the affected land or premises and shall become a lien against such land or premises as provided in this section. The cost of abatement shall include not only the costs directly attributable to the abatement of the nuisance, but shall also include the administrative fee (provided in subsection 6-903(a)(1) of this article), the cost incurred in searching the public records to determine the record owners and legally interested parties, as well as any reasonable attorneys' fees and court costs incurred in the administrative enforcement of this section and/or any legal proceeding arising from the city's abatement of the nuisance under this section, whether brought by the city, property owner or any other legally interested party, and where the city is the prevailing party in such actions. The code enforcement officer shall certify the costs borne by the city, as described above, and shall serve such cost certification upon the property owner by certified mail return receipt requested. This cost certification is a demand for payment from the property owner.

(2) Prior ~~the~~ to the expiration of fifteen (15) days from the property owner's receipt of the code enforcement officer's cost certification, the property owner shall have the right to request a hearing before the code enforcement board to show cause, if any, why the costs and charges incurred by the city under this section are excessive or unwarranted or why such costs should not constitute a lien against said land, provided that nothing contained in this section is to be construed to disturb or permit a review of the original determination of the existence of a nuisance upon the property. At such hearing, the code enforcement board may alter, change and correct any assessment; provided, however, that no assessment shall be increased without notice to the owner of the property and to all legally interested parties. The code enforcement board shall conduct a hearing and render a final order on the amount of costs and charges, if any, that should be imposed against the land as a lien. If a lien is assessed, the chairman of the code enforcement board is hereby authorized to execute an order imposing a lien against the affected property. Said order shall be recorded by the city clerk if the property owner fails to pay the assessed costs and charges, in full, within three (3) business days of the code enforcement board's decision to impose the lien.

Failure of the property owner to seek an appeal of the code enforcement officer's cost certification shall constitute a waiver ~~by~~ of the property owner's right to an appeal hearing, and shall cause the code enforcement officer's cost certification to automatically be deemed final. Upon the property owner waiving the right to an appeal hearing, the assessed costs and charges shall be immediately due and paid in full within three (3) business days of the date that said waiver occurred. The city clerk is hereby authorized to record a lien against the affected land pursuant to subsection (e) if full payment is not timely made by the property owner.

~~The code enforcement board shall by order of lien approve and endorse all assessments as finally fixed and adjusted, and~~ Ssuch assessments shall, from the date of the assessment amount is deemed

final by the code enforcement board or deemed final automatically by waiver, ~~such confirmation~~, constitute a lien on the respective lots or parcels of land, or other real property upon which they are levied, superior to all other liens except those for state and county taxes to which they are equal. Such assessments shall bear interest at the maximum amount permitted by state law and costs of collection, shall continue to be a lien against such real property until paid.

(e) *Record of liens in circuit court.* An order of lien of unpaid assessments, or portions thereof, as finally confirmed by the code enforcement board, or automatically deemed final by waiver, shall be recorded in the office of the clerk of the circuit court of the county, and the liens evidenced thereby shall be indexed by such clerk in the same manner as other liens are indexed.

(f) *Enforcement of assessments.* Assessments resulting from the procedure set forth in this division, together with interest, costs, and a reasonable attorney's fee, may be enforced by the city in the manner provided in F.S. ch. 173, for the foreclosure of municipal tax and special assessment liens or foreclosed in the same manner in which mortgage liens are foreclosed. Proceedings to foreclose these liens may be initiated at any time within twenty (20) years of levy.

(g) *Authority to expend funds.* Nothing contained herein shall require the city council to appropriate or expend any funds to carry out the purpose of this section. The authority granted herein is permissive and shall not be construed to impose an obligation on the code enforcement officers or the city to abate nuisances upon privately owned real property.

(h) *Emergency powers.* Nothing herein precludes exercise of emergency powers otherwise available in the face of imminent threat to public safety.

(i) *Provisions supplement and in addition to other powers.* The provisions of this division shall not be deemed to repeal or modify any city ordinance or provision of the City Code relating to abatement of nuisances upon real property within the city, but the provisions herein shall be supplemental and in addition to the powers that may be exercised by the city council, its officers and employees and shall be liberally construed to effectuate its purpose.

Section 4. Repeal of Prior Inconsistent Ordinances and Resolutions. All prior inconsistent ordinances and resolutions adopted by the City Council, or parts of prior ordinances and resolutions in conflict herewith, are hereby repealed to the extent of the conflict.

Section 5. Incorporation Into Code. This Ordinance shall be incorporated into the City Code of Cocoa and any section or paragraph, number or letter, and any heading may be changed or modified as necessary to effectuate the foregoing. Grammatical, typographical, and like errors may be corrected and additions, alterations, and omissions, not affecting the construction or meaning of this Ordinance and the City Code may be freely made.

Section 6. Severability. If any section, subsection, sentence, clause, phrase, word or provision of this ordinance is for any reason held invalid or unconstitutional by any court of

competent jurisdiction, whether for substantive, procedural, or any other reason, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions of this ordinance.

Section 7. Effective Date. This Ordinance shall become effective immediately upon adoption by the City Council of the City of Cocoa, Florida.

ADOPTED by the City Commission of the City of Cocoa, Florida, in a regular meeting assembled on the _____ day of _____, 2016.

_____
HENRY U. PARRISH, Mayor

ATTEST:

_____
CARIE SHEALY, CMC
City Clerk

First Reading: September 13, 2016
Legal Ad Published: _____
Effective Date: _____

Legislation Details (With Text)

File #:	16-371	**Version:**	1	**Name:**	
Type:	Agenda			**Status:**	City Business
File created:	8/23/2016			**In control:**	City Council
On agenda:	9/13/2016			**Final action:**	
Title:	Approve a resolution to adjust the FY2016 budget to increase the Capital Machinery and Equipment account by $11,635 to reflect two Confiscated Vehicles being added to Fleet. (Chief of Police)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	FSS 932.7055 Budget Resolution FY 2016.pdf BAF-PD-Confiscated Vehicles (09-13-16)- Agenda 16-371.pdf				

Date	Ver.	Action By	Action	Result

CITY COUNCIL AGENDA ITEM

Memo Date: August 23, 2016
Agenda Date: September 13, 2016
Prepared By: Susan L. Austin, CAP-OM, Administrative Assistant
Through: Michael Cantaloupe, Department Director
Requested Action:
Council approve a resolution to adjust the FY2016 budget to increase the Capital Machinery and Equipment account by $11,635 to reflect two Confiscated Vehicles being added to Fleet.

BACKGROUND:

The Police Department seized two vehicles, and is requesting to amend the FY 2016 budget by $11,635 to include them in the City's fleet.

This action is certified, approved, and consistent within the provisions under Florida State Statute 932.7055(1)(a), Disposition of Liens and Forfeited Property, as personal property retained for agency use.

STRATEGIC PLAN CONNECTION:

N/A

BUDGETARY IMPACT:

Budgeted No

If not budgeted, is amendment/transfer attached? Yes

Amount Requested $11,635
Account Number _141-2100-521.64-00
Account Name _Machinery and Equipment

Source of Funds: __X__ Transfer Acct #:_141-0000-358-20-00 Property Sale - Seized

PREVIOUS ACTION:

None.

RECOMMENDED MOTION:
Council approve a resolution to adjust the FY2016 budget to increase the Capital Machinery and Equipment account by $11,635 to reflect two Confiscated Vehicles being added to Fleet.

Select Year: 2016 Go

The 2016 Florida Statutes

Title XLVII
CRIMINAL PROCEDURE AND CORRECTIONS

Chapter 932
PROVISIONS SUPPLEMENTAL TO CRIMINAL PROCEDURE LAW

View Entire Chapter

932.7055 Disposition of liens and forfeited property.—

(1) When a seizing agency obtains a final judgment granting forfeiture of real property or personal property, it may elect to:

(a) Retain the property for the agency's use;

(b) Sell the property at public auction or by sealed bid to the highest bidder, except for real property which should be sold in a commercially reasonable manner after appraisal by listing on the market; or

(c) Salvage, trade, or transfer the property to any public or nonprofit organization.

(2) Notwithstanding subsection (1), a seizing agency must destroy any image and the medium on which the image is recorded, including, but not limited to, a photograph, video tape, diskette, compact disc, or fixed disk made in violation of s. 810.145 when the image and the medium on which it is recorded is no longer needed for an official purpose. The agency may not sell or retain any image.

(3) If the forfeited property is subject to a lien preserved by the court as provided in s. 932.703(7)(b), the agency shall:

(a) Sell the property with the proceeds being used towards satisfaction of any liens; or

(b) Have the lien satisfied prior to taking any action authorized by subsection (1).

(4) The proceeds from the sale of forfeited property shall be disbursed in the following priority:

(a) Payment of the balance due on any lien preserved by the court in the forfeiture proceedings.

(b) Payment of the cost incurred by the seizing agency in connection with the storage, maintenance, security, and forfeiture of such property.

(c) Payment of court costs incurred in the forfeiture proceeding.

[1](d) Notwithstanding any other provision of this subsection, and for the 2016-2017 fiscal year only, the funds in a special law enforcement trust fund established by the governing body of a municipality may be expended to reimburse the general fund of the municipality for moneys advanced from the general fund to the special law enforcement trust fund before October 1, 2001. This paragraph expires July 1, 2017.

(5)(a) If the seizing agency is a county or municipal agency, the remaining proceeds shall be deposited in a special law enforcement trust fund established by the board of county commissioners or the governing body of the municipality. Such proceeds and interest earned therefrom shall be used for school resource officer, crime prevention, safe neighborhood, drug abuse education and prevention programs, or for other law enforcement purposes, which include defraying the cost of protracted or complex investigations, providing additional equipment or expertise, purchasing automated external defibrillators for use in law enforcement vehicles, and providing matching funds to obtain federal grants. The proceeds and interest may not be used to meet normal operating expenses of the law enforcement agency.

(b) These funds may be expended upon request by the sheriff to the board of county commissioners or by the chief of police to the governing body of the municipality, accompanied by a written certification that the request complies with

the provisions of this subsection, and only upon appropriation to the sheriff's office or police department by the board of county commissioners or the governing body of the municipality.

(c) An agency or organization, other than the seizing agency, that wishes to receive such funds shall apply to the sheriff or chief of police for an appropriation and its application shall be accompanied by a written certification that the moneys will be used for an authorized purpose. Such requests for expenditures shall include a statement describing anticipated recurring costs for the agency for subsequent fiscal years. An agency or organization that receives money pursuant to this subsection shall provide an accounting for such moneys and shall furnish the same reports as an agency of the county or municipality that receives public funds. Such funds may be expended in accordance with the following procedures:

1. Such funds may be used only for school resource officer, crime prevention, safe neighborhood, drug abuse education, or drug prevention programs or such other law enforcement purposes as the board of county commissioners or governing body of the municipality deems appropriate.

2. Such funds shall not be a source of revenue to meet normal operating needs of the law enforcement agency.

3. Any local law enforcement agency that acquires at least $15,000 pursuant to the Florida Contraband Forfeiture Act within a fiscal year must expend or donate no less than 25 percent of such proceeds for the support or operation of any drug treatment, drug abuse education, drug prevention, crime prevention, safe neighborhood, or school resource officer program or programs. The local law enforcement agency has the discretion to determine which program or programs will receive the designated proceeds.

Notwithstanding the drug abuse education, drug treatment, drug prevention, crime prevention, safe neighborhood, or school resource officer minimum expenditures or donations, the sheriff and the board of county commissioners or the chief of police and the governing body of the municipality may agree to expend or donate such funds over a period of years if the expenditure or donation of such minimum amount in any given fiscal year would exceed the needs of the county or municipality for such program or programs. The minimum requirement for expenditure or donation of forfeiture proceeds established in this [2]subparagraph does not preclude expenditures or donations in excess of that amount.

(6) If the seizing agency is a state agency, all remaining proceeds shall be deposited into the General Revenue Fund. However, if the seizing agency is:

(a) The Department of Law Enforcement, the proceeds accrued pursuant to the provisions of the Florida Contraband Forfeiture Act shall be deposited into the Forfeiture and Investigative Support Trust Fund as provided in s. 943.362 or into the department's Federal Law Enforcement Trust Fund as provided in s. 943.365, as applicable.

(b) The Division of Alcoholic Beverages and Tobacco, the proceeds accrued pursuant to the Florida Contraband Forfeiture Act shall be deposited into the Alcoholic Beverage and Tobacco Trust Fund or into the department's Federal Law Enforcement Trust Fund as provided in s. 561.027, as applicable.

(c) The Department of Highway Safety and Motor Vehicles, the proceeds accrued pursuant to the Florida Contraband Forfeiture Act shall be deposited into the Department of Highway Safety and Motor Vehicles Law Enforcement Trust Fund as provided in s. 932.705(1)(a) or into the department's Federal Law Enforcement Trust Fund as provided in s. 932.705(1)(b), as applicable.

(d) The Fish and Wildlife Conservation Commission, the proceeds accrued pursuant to the provisions of the Florida Contraband Forfeiture Act shall be deposited into the State Game Trust Fund as provided in ss. 379.338, 379.339, and 379.3395 or into the Marine Resources Conservation Trust Fund as provided in s. 379.337.

(e) A state attorney's office acting within its judicial circuit, the proceeds accrued pursuant to the provisions of the Florida Contraband Forfeiture Act shall be deposited into the State Attorney's Forfeiture and Investigative Support Trust Fund to be used for the investigation of crime and prosecution of criminals within the judicial circuit.

(f) A school board security agency employing law enforcement officers, the proceeds accrued pursuant to the provisions of the Florida Contraband Forfeiture Act shall be deposited into the School Board Law Enforcement Trust Fund.

(g) One of the State University System police departments acting within the jurisdiction of its employing state university, the proceeds accrued pursuant to the provisions of the Florida Contraband Forfeiture Act shall be deposited into that state university's appropriate local account.

(h) The Department of Agriculture and Consumer Services, the proceeds accrued pursuant to the Florida Contraband Forfeiture Act shall be deposited into the General Inspection Trust Fund or into the department's Federal Law Enforcement Trust Fund as provided in s. 570.205, as applicable.

(i) The Department of Military Affairs, the proceeds accrued from federal forfeiture sharing pursuant to 21 U.S.C. ss. 881(e)(1)(A) and (3), 18 U.S.C. s. 981(e)(2), and 19 U.S.C. s. 1616a shall be deposited into the Armory Board Trust Fund and used for purposes authorized by such federal provisions based on the department's budgetary authority or into the department's Federal Law Enforcement Trust Fund as provided in s. 250.175, as applicable.

(j) The Medicaid Fraud Control Unit of the Department of Legal Affairs, the proceeds accrued pursuant to the provisions of the Florida Contraband Forfeiture Act shall be deposited into the Department of Legal Affairs Grants and Donations Trust Fund to be used for investigation and prosecution of Medicaid fraud, abuse, neglect, and other related cases by the Medicaid Fraud Control Unit.

(k) The Division of Investigative and Forensic Services in the Department of Financial Services, the proceeds accrued under the Florida Contraband Forfeiture Act shall be deposited into the Insurance Regulatory Trust Fund to be used for the purposes of arson suppression, arson investigation, and the funding of anti-arson rewards.

(l) The Division of Investigative and Forensic Services of the Department of Financial Services, the proceeds accrued pursuant to the Florida Contraband Forfeiture Act shall be deposited into the Insurance Regulatory Trust Fund as provided in s. 626.9893 or into the Department of Financial Services' Federal Law Enforcement Trust Fund as provided in s. 17.43, as applicable.

(7) If more than one law enforcement agency is acting substantially to effect the forfeiture, the court having jurisdiction over the forfeiture proceedings shall, upon motion, equitably distribute all proceeds and other property among the seizing agencies.

(8) Upon the sale of any motor vehicle, vessel, aircraft, real property, or other property requiring a title, the appropriate agency shall issue a title certificate to the purchaser. Upon the request of any law enforcement agency which elects to retain titled property after forfeiture, the appropriate state agency shall issue a title certificate for such property to said law enforcement agency.

(9) Neither the law enforcement agency nor the entity having budgetary control over the law enforcement agency shall anticipate future forfeitures or proceeds therefrom in the adoption and approval of the budget for the law enforcement agency.

History.—s. 5, ch. 92-54; s. 2, ch. 92-290; s. 21, ch. 94-265; s. 479, ch. 94-356; s. 5, ch. 95-265; s. 72, ch. 96-321; s. 41, ch. 96-418; s. 2, ch. 98-387; s. 3, ch. 98-389; s. 4, ch. 98-390; s. 5, ch. 98-391; s. 2, ch. 98-392; s. 2, ch. 98-393; s. 2, ch. 98-394; s. 61, ch. 99-245; s. 2, ch. 2000-147; ss. 26, 79, ch. 2002-402; s. 1923, ch. 2003-261; s. 37, ch. 2003-399; s. 3, ch. 2004-39; s. 38, ch. 2004-234; s. 16, ch. 2004-344; s. 23, ch. 2005-3; s. 19, ch. 2005-71; s. 2, ch. 2005-109; s. 5, ch. 2005-117; s. 11, ch. 2006-26; s. 20, ch. 2006-176; s. 21, ch. 2006-305; s. 7, ch. 2007-14; s. 10, ch. 2007-73; s. 10, ch. 2008-153; s. 207, ch. 2008-247; s. 7, ch. 2009-82; s. 8, ch. 2010-153; s. 18, ch. 2011-47; s. 31, ch. 2012-88; s. 15, ch. 2012-119; s. 4, ch. 2013-5; s. 12, ch. 2013-41; s. 13, ch. 2014-43; s. 22, ch. 2014-53; s. 2, ch. 2015-7; s. 35, ch. 2015-222; s. 58, ch. 2016-62; s. 45, ch. 2016-165; s. 4, ch. 2016-179.

[1]**Note.**—Section 58, ch. 2016-62, amended paragraph (4)(d) "[i]n order to implement Specific Appropriations 1219 and 1224 of the 2016-2017 General Appropriations Act."

[2]**Note.**—The reference was added in this flush left paragraph by s. 4, ch. 2016-179; the reference may be intended to be to subparagraph 3.

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RESOLUTION NO. 2016-99

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COCOA, FLORIDA, AMENDING THE CITY OF COCOA BUDGET FOR FISCAL YEAR 2016; PROVIDING FOR THE REPEAL OF PRIOR INCONSISTENT RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Cocoa adopted the final budget for the fiscal year commencing on October 1, 2015, and ending on September 30, 2016, at a regular meeting held on September 22, 2015; and

WHEREAS, in accordance with Article XII, Section 5 of the City of Cocoa Charter, whereby the Council may, at any time by resolution, transfer any unused and unencumbered appropriation or portion thereof from one office or department to another; and

WHEREAS, the City Council deems it to be in the best interest of the City of Cocoa to amend its budget as provided in this resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COCOA, as follows:

SECTION 1. The 2015-2016 fiscal year budget shall be amended as detailed in the attached sheets.

SECTION 2. All prior resolutions or prior resolutions inconsistent with this resolution are hereby repealed to the extent of the conflict.

SECTION 3. This resolution shall become effective immediately upon its adoption by the City Council of the City of Cocoa, Florida.

ADOPTED by the City Council of the City of Cocoa, Florida, in a regular meeting assembled on the 13th day of September, 2016.

_____
Henry U. Parrish III, Mayor

ATTEST:

_____
Carie Shealy, City Clerk

City of Cocoa Budget Adjustment Form FY 2016

SELECT ADJUSTMENT TYPE: BUDGET AMENDMENT | REQUESTING DEPARTMENT #: 2100 | DATE PREPARED: 06/24/16

'REVENUE' ACCOUNT(S)

ADJUSTMENT AMOUNT	ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	AMENDED BUDGET	ADJUSTED BUDGET	UNENCUMBERED BALANCE
$ 11,635	141-0000-358.20-00		PROPERTY SALE - SEIZED PD	$ 0	$ 0	$ 11,635	$ 11,635
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 11,635	TOTAL						

'EXPENSE' ACCOUNT(S)

ADJUSTMENT AMOUNT	ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	AMENDED BUDGET	ADJUSTED BUDGET	UNENCUMBERED BALANCE
$ 11,635	141-2100-521.64-00		MACHINERY & EQUIPMENT	$ 0	$ 3,180	$ 14,815	$ 11,635
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 11,635	TOTAL						

REASON/JUSTIFICATION FOR ADJUSTMENT:

Two confiscated vehicles will be added to the fleet for use in police operations. Agenda 16-371

CITY COUNCIL APPROVAL REQUIRED? YES (●) NO ( ) DATE APPROVED: 09/13/16 RESOLUTION #: 2016-99

City Council approval is needed for all transfers greater than $50,000 and transfers between Departments / Funds. Attach copy of agenda item and City Clerk's Journal noting approval.

6/24/16 Anne Quesada Digitally signed by Anne Quesada Date: 2016.06.24 10:43:54 -04'00'	8/26/16 Lea Taylor Digitally signed by Lea Taylor Date: 2016.08.26 10:17:37 -04'00'	
Date Requestor's Signature	Date Finance Approval Signature	Date Finance Director's Signature
6/27/16 Michael Cantaloupe	8/26/16 Lora Howell Digitally signed by Lora Howell Date: 2016.08.26 16:03:21 -04'00'	
Date Department Director's Signature	Date Deputy Fin. Director's Signature	Date City Manager's Signature

FINANCE USE ONLY:

Date Entered: _____ Entered By: _____ Group #: _____

Approved 07/13

Revised eform 11/18/15 - IT

Legislation Details (With Text)

File #:	16-388	**Version:**	1	**Name:**	
Type:	Report			**Status:**	City Business
File created:	8/30/2016			**In control:**	City Council
On agenda:	9/13/2016			**Final action:**	
Title:	Ordinance No. 16-2016/1st Reading: Amending Chapter 12, Local Business Taxes, to prohibit real property owners within the jurisdictional limits of the City from allowing other persons to operate, upon the owner's real property, a business, occupation or profession without obtaining a Local Business Tax Receipt from the City when a Local Business Tax Receipt is required by law. (Community Services Director)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	16-2016 Ordinance amending Chapter 12 local business tax receipt				

Date	Ver.	Action By	Action	Result

CITY COUNCIL AGENDA ITEM

Memo Date: August 30, 2016
Agenda Date: September 13, 2016
Prepared By: Nancy A. Dresser, Deputy Community Services Director
Through: Steven P. Belden, AICP, Community Services Director
Requested Action:
Approve the first reading of Ordinance 16-2016 amending Chapter 12, Local Business Taxes, to prohibit real property owners within the jurisdictional limits of the City from allowing other persons to operate, upon the owner's real property, a business, occupation or profession without obtaining a Local Business Tax Receipt from the City when a Local Business Tax Receipt is required by law.

BACKGROUND:

Section 12-11 of the City Code provides that it is unlawful for any person, as defined in Section 12-1 (e) of City Code to include other legal entities, to engage in any trade, business, profession or occupation within the City without obtaining a local business tax receipt as required by the City Code and law.

The City has encountered situations wherein persons have operated a business, occupation or profession without first obtaining a Local Business Tax Receipt, in violation of the City Code of the City of Cocoa, on real property owned by another person. Property owners may or may not be aware such violations are occurring upon their property. The proposed ordinance provides that prior to the City initiating any code enforcement action against a property owner for violating this section, the City shall provide written notice to the property owner that a person is engaged in or managing a business on the property owner's property without a required local business tax receipt. The ordinance

provides the owner with ten days to come into compliance with the requirement.

A local business tax receipt is levied for the privilege of engaging in or managing any business, profession or occupation within the City limits. Allowing a person or entity to engage in business without obtaining a local business tax receipt creates an inequity and unfairness to those persons or entities lawfully operating their business in the City. The process of obtaining a local business tax receipt ensures the business is permitted to operate at the respective location and the business activity is reviewed to be consistent with the requirements of City Code. Moreover, applying for and obtaining a Local Business Tax Receipt is in the interest of public health, welfare and safety in that it requires an applicant to furnish evidence of all certifications, licenses or other authorizations required by any applicable federal, state and local law, rule or regulation (Section 12-20 of the City Code).

City staff believes that property owners should bear some responsibility for knowingly and willfully allowing other persons to unlawfully engage in a business, occupation or profession on their real property in violation of the local business tax receipt provisions of the City Code.

Staff believes that it is in the best interest of the City to create a separate and independent code infraction to address property owners that knowingly and willfully allow for other persons to operate a business, occupation or profession upon their property without obtaining a required local business tax receipt from the City. This Ordinance is intended to be a legitimate exercise of the City's police powers for purposes of prohibiting businesses, occupations and professions from unlawfully engaging in business within the jurisdictional limits of the City of Cocoa.

STRATEGIC PLAN CONNECTION:

N/A

BUDGETARY IMPACT:

N/A

PREVIOUS ACTION:

None

RECOMMENDED MOTION:

Approve the first reading of an Ordinance 16-2016 amending Chapter 12, Local Business Taxes, to prohibit real property owners within the jurisdictional limits of the City from allowing other persons to operate, upon the owner's real property, a business, occupation or profession without obtaining a Local Business Tax Receipt from the City when a Local Business Tax Receipt is required by law.

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ORDINANCE NO. 16-2016

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COCOA, BREVARD COUNTY, FLORIDA; AMENDING CHAPTER 12, LOCAL BUSINESS TAXES, TO PROHIBIT REAL PROPERTY OWNERS WITHIN THE JURISDICTIONAL LIMITS OF THE CITY FROM ALLOWING OTHER PERSONS TO OPERATE, UPON THE OWNER'S REAL PROPERTY, A BUSINESS, OCCUPATION OR PROFESSION WITHOUT OBTAINING A LOCAL BUSINESS TAX RECEIPT FROM THE CITY WHEN A LOCAL BUSINESS TAX RECEIPT IS REQUIRED BY LAW; PROVIDING FOR THE REPEAL OF PRIOR INCONSISTENT ORDINANCES AND RESOLUTIONS, SEVERABILITY, INCORPORATION INTO THE CODE, AND AN EFFECTIVE DATE.

WHEREAS, the City of Cocoa is granted the authority, under Section 2(b), Article VIII, of the State Constitution, to exercise any power for municipal purposes, except when expressly prohibited by law; and

WHEREAS, Chapter 166, Florida Statutes, the Municipal Home Rule Powers Act, provides for the ability of the City of Cocoa to enact legislation concerning any subject matter upon which the state Legislature may act, subject to limited exceptions as provided for therein; and

WHEREAS, Section 12-11 of the City Code provides that it is unlawful for any person, as defined in Section 12-1(e) of City Code to include other legal entities, to engage in any trade, business, profession or occupation within the City without obtaining a local business tax receipt as required by the City Code and law; and

WHEREAS, the City has encountered situations wherein persons have operated a business, occupation or profession in the City without a local business tax receipt, in violation of the City Code of the City of Cocoa, upon real property owned by another person; and

WHEREAS, it has come to the attention of the City that some property owners are knowingly and willfully allowing such violations to occur upon the property owners' property and thereby facilitating violations of the City's local business tax receipt regulations; and

WHEREAS, the City Council finds that the City of Cocoa relies on the revenues generated from local business tax receipts in order to maintain fiscal sustainability, and that persons failing to pay the required local business tax receipt have a negative financial impact on the City of Cocoa related to the tax due and the extra administrative costs associated with the City's attempts to collect past due taxes; and

WHEREAS, the City Council also finds that property owners should bear some responsibility for knowingly and willfully allowing other persons to unlawfully engage in a business, occupation or profession on their real property in violation of the local business tax receipt provisions of the City Code; and

WHEREAS, the City Council of the City of Cocoa further finds that it is in the best interest of the City to create a separate and independent code infraction to address property owners that knowingly and willfully allow for other persons to operate a business, occupation or profession upon their property without obtaining a required local business tax receipt from the City; and

WHEREAS, the City Council hereby determines that this Ordinance is intended to be a legitimate exercise of the City's police powers for purposes of prohibiting businesses, occupations and professions from unlawfully engaging in business within the jurisdictional limits of the City of Cocoa; and

WHEREAS, the City Council of the City of Cocoa, hereby finds this Ordinance to be in the best interests of the public health, safety, and welfare of the citizens of Cocoa.

NOW, THEREFORE, THE CITY OF COCOA HEREBY ORDAINS AS FOLLOWS:

Section 1. Recitals. The foregoing recitals are hereby fully incorporated herein by this reference as legislative findings and the intent and purpose of the City Council of the City of Cocoa.

Section 2. Amendment to Chapter 12, Local Business Taxes. Chapter 12, Local Business Taxes, of the Code of Ordinances, City of Cocoa, Florida, is hereby amended to add a new Section 12-21 as follows (underlined type indicates additions to the City Code):

Sec. 12-21. – Property owners allowing persons to engage in business upon real property without a required local business tax receipt.

(a) No owner of real property shall knowingly or willfully allow, upon said owner's real property, any other person to engage in or manage any business, occupation or profession for which there is a local business tax receipt required by this chapter or any other ordinance of the city, unless such person engaging in or managing the business, occupation or profession shall first procure a local business tax receipt from the city pursuant to this chapter.

(b) Before the city initiates any code enforcement action against a property owner for violating this section, the city shall provide written notice to the property owner that a person is engaged in or managing a business, occupation or profession upon the property owner's property without a required local business tax receipt. The written notice shall advise the property owner of the person in violation of this chapter and that the property

owner may be declared in violation of this section, and be subject to penalties, if the person does not come into compliance with the requirements of this chapter within ten (10) calendar days of receipt of the notice. The notice shall be sent certified mail, and, at the option of the city, return receipt requested, to the property owner's address listed in the tax collector's office for tax notices or to the address listed in the county property appraiser's database, or by hand delivery by a duly authorized representative of the city. The city may also send a courtesy copy of the notice to the person required to obtain the business tax receipt. After ten (10) calendar days following the property owner's receipt of the city's written notice, it shall be unlawful for the property owner to continue to permit the person identified in the notice to continue to engage in or manage a business, occupation or profession on the subject property if the person does not obtain a local business tax receipt required by this chapter. Proof of the property owner's receipt of the written notice and the person's failure to obtain a local business tax receipt required by this chapter within the ten (10) calendar day time period shall be deemed prima facie evidence that the property owner has violated this section.

(c) Subject to the applicable provisions of chapter 6, Article II, Code Enforcement, the property owner shall be subject to a code enforcement penalty of $250.00 for each business, occupation or profession located upon the property for which a local business tax receipt required by this chapter was not obtained, not to exceed $1,000.00 per property in any local business tax receipt year (October 1 to September 30).

Section 3. Repeal of Prior Inconsistent Ordinances and Resolutions. All prior inconsistent ordinances and resolutions adopted by the City Council, or parts of prior ordinances and resolutions in conflict herewith, are hereby repealed to the extent of the conflict.

Section 4. Incorporation Into Code. This Ordinance shall be incorporated into the Cocoa City Code and any section or paragraph number or letter and any heading may be changed or modified as necessary to effectuate the foregoing. Grammatical, typographical, and like errors may be corrected and additions, alterations, and omissions, not affecting the construction or meaning of this Ordinance and the City Code may be freely made.

Section 5. Severability. If any section, subsection, sentence, clause, phrase, word or provision of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, whether for substantive, procedural, or any other reason, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions of this Ordinance.

Section 6. Effective Date. This Ordinance shall become effective immediately upon adoption by the City Council of the City of Cocoa, Florida.

[Adoption Page Follows]

ADOPTED, by the City Council of the City of Cocoa, Florida, this ____ day of _____, 2016.

_____
Henry U. Parrish, III, Mayor

ATTEST:

_____
Carie Shealy, City Clerk

First Reading: September 13, 2016
Legal Ad Published: _____
Effective Date: _____

Legislation Details (With Text)

File #:	16-393	**Version:**	1	**Name:**	
Type:	Contract			**Status:**	City Business
File created:	8/30/2016			**In control:**	City Council
On agenda:	9/13/2016			**Final action:**	
Title:	Approve a Resolution Amending the FY 2016 Budget to Add Utilities Contingency Funds to Cover Remaining Unencumbered Expenses in Water Field Operations (421-4025-536.46-00). (Utilities Director)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Budget Resolution - Contingency Transfer BAF-UT- Ace Flow Control (9-13-16) ~Agenda 16-393.pdf				

Date	Ver.	Action By	Action	Result

CITY COUNCIL AGENDA ITEM

Memo Date: August 30, 2016
Agenda Date: September 13, 2016
Prepared By: Chris M. Collier, Field Operations Manager
Through: John A. Walsh, P.E., Utilities Director
Requested Action:
To Approve a Resolution Amending the FY 2016 Budget to Add Utilities Contingency Funds to Cover Remaining Unencumbered Expenses in Water Field Operations (421-4025-536.46-00)

BACKGROUND:

In April 2016, $210,707.85 was added to PO 67114 (Ace Flow Control) to facilitate the repair and maintenance of inoperable backflow devices identified through the cross-connection control survey and testing program (WS13BC). At that time, there was an understanding that there may need to be a small transfer at the end of FY16 to cover remaining unencumbered repairs and maintenance expenses in Water Field Operations. Currently, $7,538.42 remains in unencumbered funds. A transfer is required to provide necessary Repairs and Maintenance funding through the end of FY16.

Staff recommends the transfer of $70,000 from the Utilities contingency account (421-4010-536.39-00) to cover unencumbered expenses in the WFO Repairs and Maintenance budget (421-4025-536.46-00).

STRATEGIC PLAN CONNECTION:

N/A

BUDGETARY IMPACT:

Budgeted	No
If not budgeted, is amendment/transfer attached?	Yes
Amount Requested	$70,000
Account Number	421-4025-536.46-00
Account Name	Repairs and Maintenance
Source of Funds:	421-4010-536.39-00, Contingency

PREVIOUS ACTION:

None.

RECOMMENDED MOTION:

To Approve a Resolution Amending the FY 2016 Budget to Add Utilities Contingency Funds to Cover Remaining Unencumbered Expenses in Water Field Operations (421-4025-536.46-00).

RESOLUTION NO. 2016-100

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COCOA, FLORIDA, AMENDING THE CITY OF COCOA BUDGET FOR FISCAL YEAR 2016; PROVIDING FOR THE REPEAL OF PRIOR INCONSISTENT RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Cocoa adopted the final budget for the fiscal year commencing on October 1, 2015, and ending on September 30, 2016, at a regular meeting held on September 22, 2015; and

WHEREAS, in accordance with Article XII, Section 5 of the City of Cocoa Charter, whereby the Council may, at any time by resolution, transfer any unused and unencumbered appropriation or portion thereof from one office or department to another; and

WHEREAS, the City Council deems it to be in the best interest of the City of Cocoa to amend its budget as provided in this resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COCOA, as follows:

SECTION 1. The 2015-2016 fiscal year budget shall be amended as detailed in the attached sheets.

SECTION 2. All prior resolutions or prior resolutions inconsistent with this resolution are hereby repealed to the extent of the conflict.

SECTION 3. This resolution shall become effective immediately upon its adoption by the City Council of the City of Cocoa, Florida.

ADOPTED by the City Council of the City of Cocoa, Florida, in a regular meeting assembled on this 13th day of September, 2016.

_____
Henry U. Parrish III, Mayor

ATTEST:

_____
Carie Shealy, City Clerk

City of Cocoa Budget Adjustment Form FY 2016

SELECT ADJUSTMENT TYPE: BUDGET TRANSFER | REQUESTING DEPARTMENT #: 4025 | DATE PREPARED: 08/24/16

'FROM' ACCOUNT(S)

ADJUSTMENT AMOUNT	ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	AMENDED BUDGET	ADJUSTED BUDGET	UNENCUMBERED BALANCE
($ 70,000)	421-4010-536.39-00		Contingency	$ 1,170,500	$ 96,017	$ 26,017	$ 26,014
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
($ 70,000)	TOTAL						

'TO' ACCOUNT(S)

ADJUSTMENT AMOUNT	ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	AMENDED BUDGET	ADJUSTED BUDGET	UNENCUMBERED BALANCE
$ 70,000	421-4025-536.46-00		Repair & Maintenence	$ 2,294,419	$ 2,297,669	$ 2,367,669	$ 70,661
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 70,000	TOTAL						

REASON/JUSTIFICATION FOR ADJUSTMENT:

In April 2016, $210,707.85 was added to PO 67114 (Ace Flow Control) to begin the repair and replacement phase of the Cross Connection Control program (WS13BC). At that time, there was an understanding that there may need to be a small transfer at the end of FY16 to cover remaining 46-00 expenses. Currently, $7,538.42 remains in unencumbered funds. A transfer is required to provide necessary Repairs & Maintenance funding through the end of FY16.
Agenda File 16-393

CITY COUNCIL APPROVAL REQUIRED? *YES* (●) *NO* ( ) *DATE APPROVED:* 09/13/16 *RESOLUTION #:* 2016-100

City Council approval is needed for all transfers greater than $50,000 and transfers between Departments / Funds. Attach copy of agenda item and City Clerk's Journal noting approval.

8/30/16	Christopher Collier — Digitally signed by Christopher Collier Date: 2016.09.30 14:50:29 -04'00'	9/1/16	Lea Taylor — Digitally signed by Lea Taylor Date: 2016.09.01 08:50:07 -04'00'		
Date	Requestor's Signature	Date	Finance Approval Signature	Date	Finance Director's Signature
8/30/16	John "Jack" Walsh — Digitally signed by John "Jack" Walsh	9/1/16	Lora Howell — Digitally signed by Lora Howell Date: 2016.09.01 09:10:11 -04'00'		
Date	Department Director's Signature	Date	Deputy Fin. Director's Signature	Date	City Manager's Signature

FINANCE USE ONLY:

Date Entered: _____ Entered By: _____ Group #: _____

Legislation Details (With Text)

File #:	16-395	**Version:**	1	**Name:**	
Type:	Contract			**Status:**	City Business
File created:	8/30/2016			**In control:**	City Council
On agenda:	9/13/2016			**Final action:**	
Title:	Approve an Interlocal Agreement (ILA) and Short Form Lease Agreement between Brevard County and the City of Cocoa for the Lease of existing Fire Station 2. (City Manager)				
Sponsors:	Office of the City Manager				
Indexes:					
Code sections:					
Attachments:	City of Cocoa Lease FS2 08232016 General Legal Description of Fire Station 2 Property (20160830) Fire Station (JAT 20160816) FINAL				

Date	Ver.	Action By	Action	Result

CITY COUNCIL AGENDA ITEM

Memo Date: August 30, 2016
Agenda Date: September 13, 2016
Prepared By: John A. Titkanich, Jr., AICP, ICMA-CM
Through: N/A
Requested Action:
Approve an Interlocal Agreement (ILA) and Short Form Lease Agreement between Brevard County and the City of Cocoa for the Lease of existing Fire Station 2.

BACKGROUND:

In FY2013, the City embarked on a plan to enhance and improve its fire protection services. During that fiscal year the City increased the number of Solo-Paramedics to enhance Advanced Life Support services. In FY2014, the City increased staffing by 4 fire-fighter/fire-medics to ensure that each shift, per station, would have a minimum of 3 fire personnel on duty. During FY2015, purchased new fire life-safety equipment, 1 new ladder apparatus, 2 new fire engines, a mobile emergency response vehicle, and a new district chief vehicle. Additionally, the City contracted with Architects Design Group (ADG) located in Winter Park, Florida to conduct a station location analysis, which was performed by an independent sub-contractor coordinated through ADG. Gerhartz Associates performed the station location analysis which included a citywide response time optimization study. The results of the station location analysis was presented and approved by City Council at community workshop on September 29, 2015.

During the community workshop, City Council was informed that City staff had held preliminary conversations with Brevard County on their provision of EMS and transport services. The possibility of enhancing the provision of these services, which would benefit both the County and City, was

discussed, and City Council directed, and expressed the importance, of working to enhance the provision of EMS/ALS Ambulance services. Further, based on the discussions, it was expressed by City Council that these services would ideally be provided, in partnership with Brevard County, out of current Fire Station 2. It is worth noting that 85% ± of calls for service are medical with a concentration of those calls generally being north and south of SR520 and east and west of Fiske Boulevard.

The need to realign and relocate stations stems from the growth of the city both in land area and population as well as the shift of population and locations of calls for service (based on a 5 year analysis). Critical to providing the most effective, efficient and responsive service is adhering to National Fire Protection Association (NFPA) Standard 1710 which provides for a 4 minutes response time, 90% of the time. Additional needs related to the realignment and relocation of the fire stations include: age and obsolescence of the existing stations, ADA and OSHA requirements, and the evolving nature of the fire service profession with both male and female fire personnel needing separate facilities. Moreover, the need to realign the stations to most effectively position (locate) fire stations to optimize response to calls for service and to provide the maximum coverage to all of the City.

In addition to the Fire Station Location Workshop, the City has presented and discussed the plan to realign and relocate the City's three 3 fire stations at 9 different community meetings.

In accordance with the City Council's direction, City staff has continued to collaborate with Brevard County for the partnership to keep current fire station 2 open to provide enhanced EMS and transport services. Currently, Rescue 44 and 46 run calls concurrently out of BCFR Station 44 located on SR520 and Lake Drive. The subject agreement will provide for the relocation of one of those rescue units to operate out of current City fire station 2. This Interlocal Agreement will bring these critically important services into the City, and by being operated out current Fire Station will be approximately 2 ½ miles closer. This will bring these services approximately 2 ½ minutes closer, thus reducing response times for EMS/ALS Ambulance services.

The attached Interlocal Agreement memorializes the agreement with and between Brevard County to relocate and operate its rescue out of current Fire Station 2. Section 3 provides for the City to lease Brevard County to use the station to provide EMS/ALS Ambulance services and fire protections services within the jurisdictional limits of the City of Cocoa and the unincorporated areas of Brevard County. Section 4 provides for a covenant to maintain the station for EMS/ALS services and secondarily for fire protection services. The County is required to maintain adequate levels of property liability insurance. Furthermore, in the event the County determines that the station is no longer required for the provision of these services they shall provide the City at least one year six months notice before discontinuing said services from the station. This would provide the City sufficient time to jointly evaluate the provision of EMS/ALS Ambulance service and the City shall be afforded reasonable time to develop and implement plans to ensure the continuation of these services.

Section 5 provides that that the City shall undertake certain improvements prior to conveyance of the fire station, specifically painting the exterior of the building, repairing existing gutters, conducting minor interior repairs, and replacing the truck door bays. It should be noted theses repairs are included in the proposed FY2017 budget and are estimated to cost $25,000.

Of particular importance, in the modeling and analysis to achieve response time optimization the

current Fire Station 2 was not included. Thus, it stands to reason that the actual response optimization will be greater than considered with the relocated Cocoa Fire Station and including Brevard County Fire Rescue Station 44.

STRATEGIC PLAN CONNECTION:

Public Safety was identified as a Strategic Issue, and more specifically this ILA, along with the revised Auto-Aid Agreement, the relocation and realignment of stations will ensure that public safety resources are strategically allocated to provide the most effective and efficient delivery of public safety service.

BUDGETARY IMPACT:

N/A

PREVIOUS ACTION:

City Council previously approved the Fire Station relocation and realignment, consistent with Station Location Analysis and Response Time Optimization Study, at its workshop on September 29, 2015.

RECOMMENDED MOTION:

Approve an Interlocal Agreement and Short Form Lease Agreement between Brevard County and the City of Cocoa for the Lease of existing Fire Station 2.

INTERLOCAL AGREEMENT
BETWEEN
BREVARD COUNTY AND THE CITY OF COCOA

(Lease of Fire Station #2)

THIS INTERLOCAL AGREEMENT ("Agreement") is entered into this _____ day of _____, 2016, by and between **BREVARD COUNTY**, a political subdivision of the State of Florida, whose address is 2725 Judge Fran Jamieson Way, Viera, Florida 32940, (hereafter referred to as the "County") and the **CITY OF COCOA,** a Florida municipal corporation, whose address is 65 Stone Street, Cocoa, Florida 33922, (hereafter referred to as the "City").

W I T N E S S E T H:

WHEREAS, the County and the City desire to continue to cooperate and coordinate the provision of Emergency Medical Services and Advanced Life Support Services ("EMS/ALS Services") within the jurisdictional limits of the city of Cocoa and in unincorporated areas of Brevard County in an efficient and economical manner; and

WHEREAS, the County and the City have common power to provide EMS/ALS Services for the benefit of the public; and

WHEREAS, the City currently owns and maintains the Fire Station #2 Property located at 113 S. Fiske Blvd., Cocoa, Florida 32922 ("Fire Station #2 Property"); and

WHEREAS, once the new City fire stations have been constructed and occupied by the City, the City desires to lease the Fire Station #2 Property to the County so the County can operate and provide EMS/ALS Services from the Fire Station #2 Property; and

WHEREAS, this Agreement is authorized pursuant to the provisions of Chapters 125, 163, and 166, Florida Statutes and other applicable law; and

WHEREAS, the parties hereto have determined that this Agreement is in furtherance of the community health, safety and welfare and the public interest;

NOW THEREFORE, in consideration of the premises herein, the parties hereby agree as follows:

Section 1. Recitals. The above recitals are deemed true and correct and are hereby incorporated herein by this reference.

Section 2. Purpose. The purpose of this Agreement is for the City to lease to the County the Fire Station #2 Property, which is more particularly and legally described in **"EXHIBIT A."** ("Fire Station #2 Property"). The lease is for the sole and exclusive purpose of allowing the County to provide and operate primarily EMS/ALS Services and secondarily (if necessary) fire protection services from the Fire Station #2 Property.

Section 3. Lease of Fire Station #2 Property. Within thirty (30) days of the City completing the construction of the three new fire stations and vacating the use of the Fire Station #2 Property, the City shall deliver a fully executed lease to the County, in a form substantially similar to the Lease Agreement attached hereto as **EXHIBIT "B,** leasing any and all interests in the Fire Station # 2 Property including any buildings or structures thereon. The County shall be required to execute and deliver to Cocoa the lease within fourteen (14) days with no undue delay upon receipt of the executed lease from Cocoa. The lease of the Fire Station #2 Property to the County shall provide that the use of said property shall be strictly limited to the County providing EMS/ALS Ambulance Services and fire protection services within the jurisdictional limits of the city of Cocoa and unincorporated areas of Brevard County. The lease shall also contain an

automatic termination provision in favor of the City if the County either: (i) discontinues the use of Fire Station #2 Property for EMS/ALS Services pursuant to the provisions of Section 4 of this Agreement, or (ii) attempts to divest itself of the Fire Station #2 Property or otherwise transfer control of the Fire Station #2 Property to a third party without the prior written consent of the City. Upon the full execution of the lease, the lease shall be deemed effective and the County shall have a leasehold interest and plenary authority over and full responsibility for the functional operation and maintenance of the Fire Station #2 Property. All of the City's rights, responsibilities, liabilities, duties and obligations as to the Fire Station #2 Property shall be transferred to and assumed by the County during the term of the lease and said property shall be deemed fully in the possession of the County.

Section 4. Covenant to Maintain For EMS/ALS Services; Property Insurance; Discontinuance of EMS/ALS Services.

(a) Upon the effective date of the lease of the Fire Station # 2 Property to the County, the County agrees to maintain the subject property for EMS/ALS Services and secondarily for fire protection services if necessary.

(b) At all times after the effective date of the lease of the Fire Station # 2 Property to the County, the County shall be responsible for maintaining adequate levels of property liability insurance insuring the full market value of the buildings and structures located on the Fire Station # 2 Property from property damage events.

(c) In the event that the County determines that it no longer desires to use the Fire Station #2 Property for EMS/ALS Services, the County shall provide the City with at least one (1) year six months written notice of such desire before discontinuing the provision of EMS/ALS Ambulance Services from the Fire Station # 2 Property. During

this minimum one year notice period, the County and City agree to jointly reevaluate the provision of EMS/ALS Ambulance Services within the jurisdictional limits of the city of Cocoa, and the City shall be afforded a reasonable amount of time to develop and implement plans to ensure that these services will be provided in a timely, efficient and effective manner at such time the County discontinues the use of the Fire Station #2 Property. At such time as the County discontinues the use and vacates the Fire Station # 2 Property, the lease shall be deemed terminated and the City will assume possession of the Fire Station #2 Property, except to the extent that the County and the City must resolve or settle any obligations, claims or liabilities incurred or occurring prior to the termination of the lease.

Section 5. "As-Is"; City's Improvements Prior to Conveyance. The lease required under Section 3 of this Agreement shall be "as is," with the exception that the City agrees that prior to conveyance, the City shall make the following repairs and improvements to the fire station building located on the Fire Station #2 Property:

(a) Paint the exterior of the building;

(b) Repair the existing gutters;

(c) Minor interior repairs;

(d) Replace the truck bay doors.

The aforesaid improvements are estimated to cost approximately $25,000. No other improvements or repairs will be made by the City prior or after the conveyance of the Fire Station #2 Property. In addition, prior to the effective date of the lease, the County shall be permitted to inspect the Fire Station #2 Property and all buildings and structures thereon in order to assess the condition of the Property and to determine what, if any, repairs, modifications, or work will be performed by the County.

Section 6. Implementation and Other Documents. To the extent that the County Attorney and City Attorney determine that additional documents are required to be prepared and executed in order to effectuate the lease of the Fire Station #2 Property, the County Manager and City Manager are authorized to prepare or have prepared said documents and execute the same. Further, the parties agree to cooperate and execute such other instruments and documents as may be required to effectuate this Agreement.

Section 7. Employee Status. Persons employed by the City in the performance of services and functions pursuant to this Agreement shall not be deemed to be the employees or agents of the County, nor shall they have any claims to pensions, worker's compensation, unemployment compensation, civil service or other employee rights or privileges granted to the County's officers and employees either by operation of law or by the County. Persons employed by the County in the performance of services and functions pursuant to this Agreement shall not be deemed to be the employees or agents of the City, nor shall they have any claims to pensions, worker's compensation, unemployment compensation, civil service or other employee rights or privileges granted to the City's officers and employees either by operation of law or by the City.

Section 8. Indemnification. Neither party to this Agreement, its officers, employees or agents shall be deemed to assume any liability for the acts, omissions or negligence of the other party, its officers, employee or agents, except as provided by this Agreement.

Section 9. Notices.

(a) Whenever either party desires to give notice to the other party, notice shall be sent to:

For the COUNTY:

County Manager
2725 Judge Fran Jamieson Way
Viera, Florida 32740
(321) 633-2001 (Phone)

For the CITY:

City Manager
65 Stone Street
Cocoa, Florida 32922
(321) 433-8660 (Phone)

(b) Either of the parties may change, by written notice as provided herein, the addresses or persons for receipt of notices. Each such notice shall be deemed delivered on the date delivered if by personal delivery or on the date of transmission if by facsimile, or on the date upon which the return receipt is signed or delivery is refused or notice is designated by the postal authorities as not deliverable, as the case may be, if mailed or date of delivery by overnight delivery services as evidenced by a service receipt.

Section 10. Counterparts. This Agreement may be executed in any number of counterparts each of which, when executed and delivered, shall be an original, but all counterparts shall together constitute one and the same instrument.

Section 11. Entire Agreement. This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof, and neither this Agreement nor any portion of it may be altered, modified, waived, deleted or amended except by a written instrument equal in dignity herewith and executed by the parties to

be bound thereby. This Agreement supercedes all oral agreements and negotiations between the parties relating to the subject matter of this Agreement.

Section 12. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the successors in interest, transferees and assigns of the parties.

Section 13. Public Records.

13.1 In the performance of this Agreement, the County and the City shall keep books, records, and accounts of all activities, related to this Agreement, in compliance with generally accepted accounting procedures, as adopted by the Department of Financial Services, as set forth in Rule 69I-61.0012, Florida Administrative Code, as amended or superseded from time to time, or the Auditor General. Books, records, and accounts related to the performance of this Agreement shall be open to inspection during regular business hours by an authorized representative of the office and shall be retained by the County and the City for a period of three (3) years after termination of this Agreement for accounting related records and for other public records, five (5) years after termination of this Agreement, unless otherwise required by law to be held for a longer period of time. All books, records, and accounts related to the performance of this Agreement shall be subject to the applicable provisions of Chapter 19, Florida Statutes and Section 401.30, Florida Statutes.

13.2 No reports, data, programs or other materials produced, in whole or part for the benefit and use of the County or the City pursuant to this Agreement shall be subject to copyright protection in the United States or any other country.

13.3 The County and the City agree to comply promptly with any request for public records or documents made in accordance with Section 119.07, Florida Statutes.

13.4 Upon a request for public records related to this Agreement, the County or the City, as the case may be, will inform promptly the other party of the request and, upon request of the other party, provide electronic copies of the responsive public records provided, at no additional cost to the County or the City, as the case may be.

Section 14. Conflict of Interest. Both parties agree that they will not commit any act in the performance of its obligations pursuant to this Agreement that would create a conflict of interest, as defined by Chapter 112, Florida Statutes.

Section 15. Effective Date. This Agreement shall take effect on the date that it is executed by both parties hereto and recorded in the Official Records of Brevard County, Florida by either the City or County.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the date first written.

[EXECUTION PAGES FOLLOW]

CITY:

ATTEST:

CITY OF COCOA, FLORIDA:

_____
Carie Shealy, City Clerk

By: _____
Henry U. Parrish, III
Mayor

As authorized for execution by the City of Cocoa City Council at its _____ _____, 2016 regular meeting.

COUNTY:

ATTEST:

BOARD OF COUNTY COMMISSIONERS
BREVARD COUNTY, FLORIDA

_____
SCOTT ELLIS
Clerk of the Circuit and County Courts
Brevard County, Florida.

By: _____
Jim Barfield, Chairman
Date:

As authorized for execution by the Board of County Commissioners at its _____ _____, 2016 regular meeting.

Reviewed for Legal Form and Content:

_____
Becky Behl-Hill, Assistant County Attorney

EXHIBIT "A"

[Legal description of Fire Station # 2 Property]

EXHIBIT "B"

SHORT FORM LEASE AGREEMENT
COCOA FIRE STATION #2

This Agreement is made this _____ day of _____, 2016, to be effective for the term stated herein, by and between the **CITY OF COCOA**, the Lessor, a municipal corporation organized and existing under the laws of the State of Florida, hereinafter referred to as "CITY" and **BREVARD COUNTY**, the Lessee, a political subdivision of the State of Florida, hereinafter referred to as "COUNTY".

WITNESSETH

WHEREAS, the CITY and COUNTY have entered into a separate INTERLOCAL AGREEMENT, dated _____, for purposes of allowing the COUNTY to provide and operate primarily EMS/ALS Services and secondarily (if necessary) fire protection services from the Fire Station #2 Property located within the jurisdictional limits of the city of Cocoa and legally described below ("Interlocal Agreement"), and,

WHEREAS, in furtherance of the Interlocal Agreement, the CITY has agreed to lease the CITY owned Fire Station #2 Property to the COUNTY,

NOW, THEREFORE, in consideration of the mutual terms, conditions, promises, covenants and payments hereinafter set forth, the CITY and the COUNTY agree as follows:

1. LEASED PREMISES

Legal Description: [INSERT LEGAL DESCRIPTION AND/OR MAP OF PROPERTY]

Physical Address: 113 South Fiske Blvd., Cocoa, Florida (inclusive of fire station building and rear paved parking area)

(Hereinafter referred to as Fire Station #2 Property)

2. TERM

The Agreement shall run concurrently with the Interlocal Automatic Aid Agreement between the CITY and COUNTY providing for the COUNTY to provide and operate primarily EMS/ALS Services and secondarily (if necessary) fire protection services from the Fire Station #2 Property with the following terms:

The Agreement shall be for five (5) years from the date of execution by the County and filing with the Clerk of the Circuit Court in and for Brevard County, Florida. This Agreement shall automatically renew for additional one (1) year terms unless terminated as described in ***Section 2. Termination/Revision of Agreement*** of the Interlocal Automatic Aid Agreement.

3. **RENTAL**

The COUNTY shall pay the CITY the sum of one dollar and no cents ($1.00) annually.

4. **REPAIRS AND MAINTENANCE**

The COUNTY agrees to maintain, at its expense, during the term of this Agreement the Fire Station #2 Property in a clean condition, free from debris, normal wear and tear excepted. In addition, the COUNTY will provide maintenance services for the grounds and structural portion of the buildings, at its expense, including, but not limited to such items as perimeter roll-up doors, electrical system, underground storage tanks, HVAC, fire alarm/sprinkler system testing and inspection pest control, emergency generator power, roof repairs, doors, windows, walls and plumbing. The COUNTY shall also maintain, at its expense, all other portions of the building including daily cleaning, carpet, appliances, interior wall coverings, exterior doors, all furniture and fixtures and other such building items.

5. **STRUCTURAL CHANGES OR MODIFICATIONS BY COUNTY**

Any proposed changes, modifications, or capital improvements to the Fire Station #2 Property and buildings thereon by the COUNTY shall first be submitted to the CITY for review and approval. All changes, modifications, or capital improvements shall be at the COUNTY'S expense and must be permitted and constructed under all requirements of the CITY'S building codes.

6. **UTILITIES**

The COUNTY agrees to pay all including, but not be limited to, electric, water, cable, sewer, and solid waste removal through the term of this Agreement.

7. **LIABILITY**

The COUNTY assumes all liability for any and all losses and claims for damages as the result of its operations at the Fire Station #2 Property. The COUNTY agrees to defend, indemnify and hold the CITY harmless for all such losses and claims for damages as permitted by Florida Statute 768.28. Further, should the COUNTY purchase commercial insurance to finance such losses, the CITY shall be listed as an additional insured and it shall be understood that any such insurance shall be primary over any existing CITY insurance for losses and claims for damages arising out of the acts and operations of the COUNTY. If the COUNTY relies on Fire Legal Liability afforded by a Comprehensive General Liability insurance policy to provide said coverage, the sub-limit must be increased by endorsement to adequately insure the replacement cost value of the Fire Station #2 leased facility. Nothing herein is intended to waive or limit the COUNTY's or CITY's right to sovereign immunity under Section 768.28, Florida Statutes or any other applicable provision of law.

8. **CONTINUED USE**

The COUNTY agrees it will not close, vacate, relocate or change the use of the Fire Station #2 Property unless permitted by the Interlocal Agreement. If the COUNTY closes, vacates, relocates or changes the use of Fire Station #2 Property without prior written approval of the CITY, then possession of the station so closed, vacated, relocated or changed shall revert to the CITY.

9. NOTICES

All notices required hereunder shall be by first class mail, except that any Notice of Termination shall be mailed return receipt requested. Any notice hereunder shall be addressed to the party intended to receive same at the following addresses:

For the CITY:
City Manager
City of Cocoa
65 Stone Street
Cocoa, Florida 32922
(321) 433-8660

For the COUNTY:
County Manager
Brevard County
2725 Judge Fran Jamieson Way
Viera, Florida 32740
(321) 633-2001

10. INTERLOCAL AGREEMENT

The terms and conditions set forth in the Interlocal Agreement are hereby fully incorporated herein by this reference.

11. MISCELLANEOUS.

This lease shall be governed by Florida law. Venue for any dispute shall be Brevard County, Florida.

IN WITNESS WHEREOF, the parties hereto have caused their respective representatives to execute this instrument on their behalf, at the time set forth below.

BOARD OF COUNTY COMMISSIONERS
BREVARD COUNTY, FLORIDA

Jim Barfield, Chairman

ATTEST:

Scott Ellis, Clerk of the Circuit and County Courts

Approved as to Form and legal sufficiency:

Becky Behl-Hill, Assistant County Attorney

CITY OF COCOA, Florida

Henry U. Parrish, III, Mayor

ATTEST:

Carie Shealy, City Clerk

Approved as to Form and legal sufficiency:

Anthony A. Garganese, City Attorney

Exhibit A

General Legal Description of Fire Station

The north 110 feet of the east 150 feet of the land conveyed to City of Cocoa by deed recorded in Deed Book 371, page 354, Public Records of Brevard County Florida.

City of Cocoa

FIRE STATION STUDY

Space Needs Assessment and Station Location Analysis

Update and Progress Report







Architects Design Group

WINTER PARK, FL • DALLAS, TX

City of Cocoa Fire Station Renewal and Relocation

Agenda

- Plan to Improve Cocoa Fire Service
- Renewal and Replacement
- Station Relocation Analysis
- Plans for Existing Fire Stations
- Actions/Timeline
- Questions and Answers

City of Cocoa – Plan to Improve Fire Service

- ✓ **FY2013 – Increased the number of Solo-Paramedics to enhance ALS service**
- ✓ **FY2014 – Increased staffing by 4 FF/FM to ensure a minimum staffing level of 3 FF/FM per station, per shift**
- ✓ **FY2015 – Purchased fire life-safety equipment, 1 new Ladder Apparatus, 2 new Fire Engines, MERV, and a new District Chief vehicle and Retained Consultant for Station Location Analysis and Architect for Design**
- ✓ **FY2016 – Purchased new Rescue Vehicle, Fire Admin Vehicle, additional fire fighting protection equipment, and continue design/engineering for stations**
- ✓ **FY2017 – Commence construction of new stations**

City of Cocoa – Preliminary Station Location Analysis

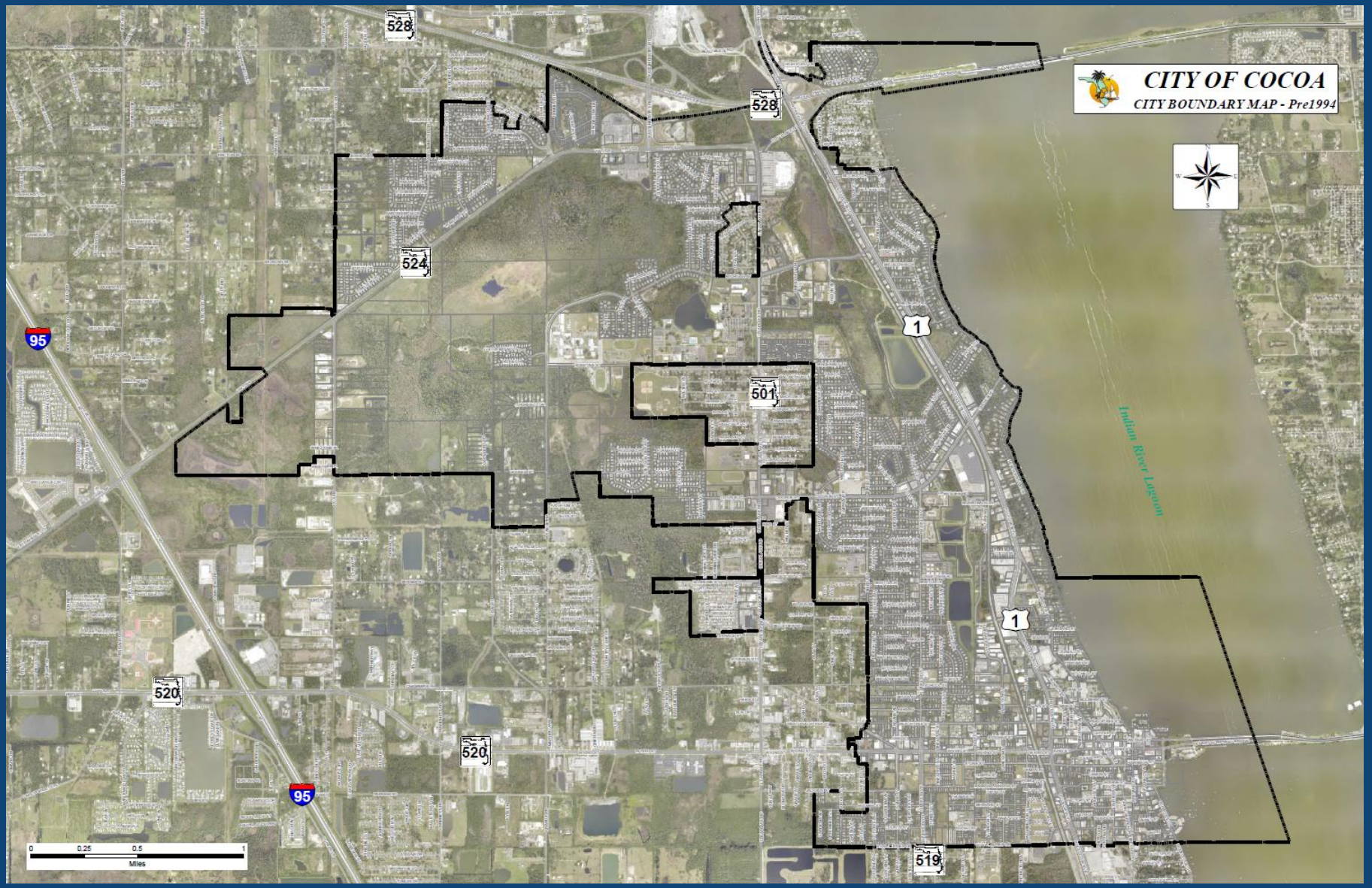
- Evaluated 5 years of City Calls for Service provided by Cocoa Fire Rescue as well as Brevard County Fire Rescue.
- Based on Calls for Service Analysis (by type and volume) initiated dialogue with Brevard County regarding EMS Calls (85%) as well as Auto Aid Agreement.
- Reviewed Mutual Aid/Auto Aid Agreements with City of Rockledge.

- Contracted with consultant to perform independent Fire Station Location Analysis (as well as evaluated spatial needs analysis)

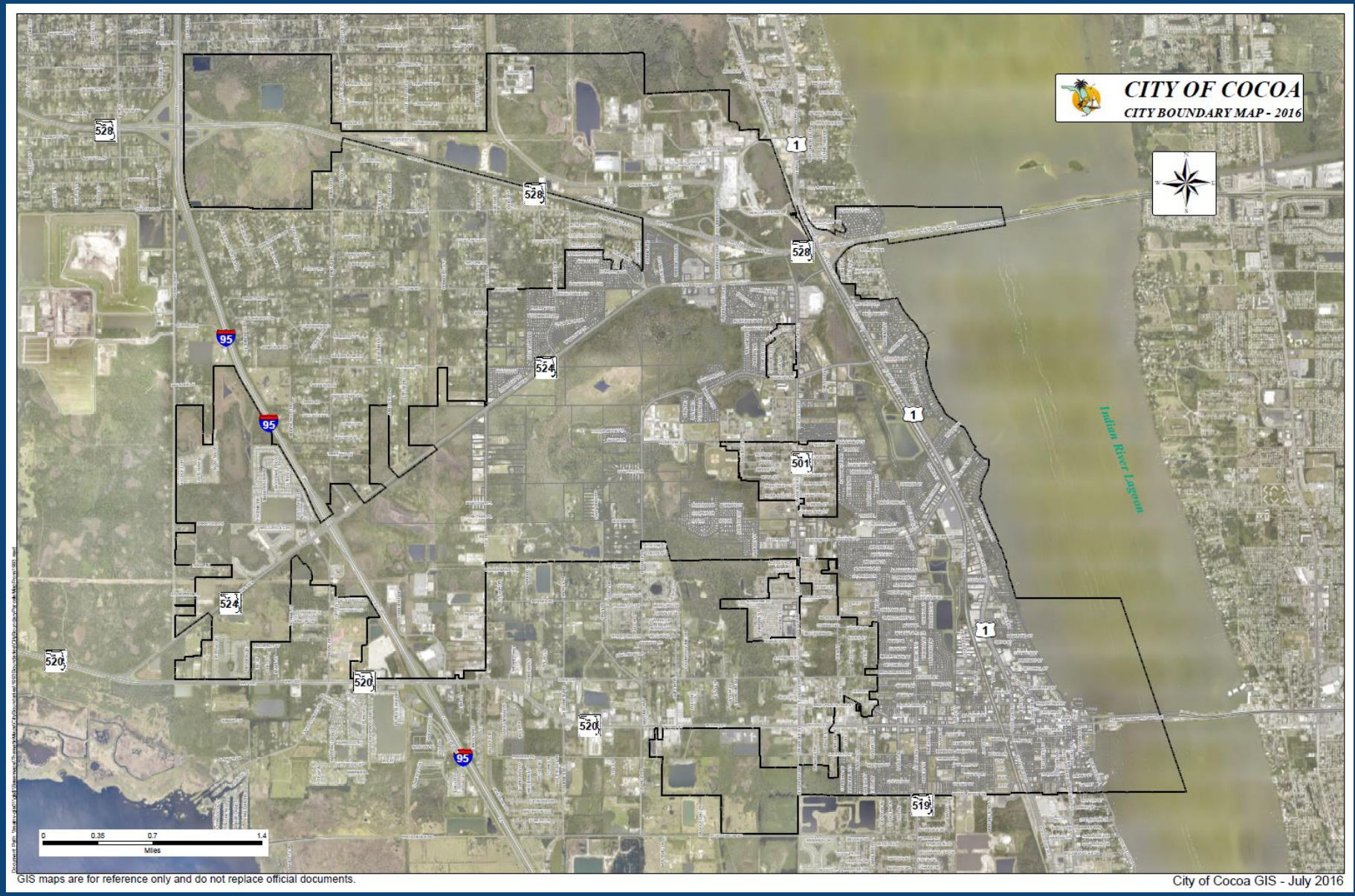
City of Cocoa – Need for Renewal/Replacement

- Growth of City (land area, population increase and shift) has resulted in inefficient and ineffective provision of fire service to cover all areas and residents of the City
  - Critical when considering NFPA Standard 1710 Response Time – 4 minute response, 90%
- Stations are aged and obsolete
  - Significant maintenance and repair issues
- Stations do not meet ADA or OSHA requirements
- Fire Service has evolved with both male and female FF/FM – need to have separate facilities
- Ensure facilities are effectively positioned/located to optimize response to calls for service and natural or man-made disasters

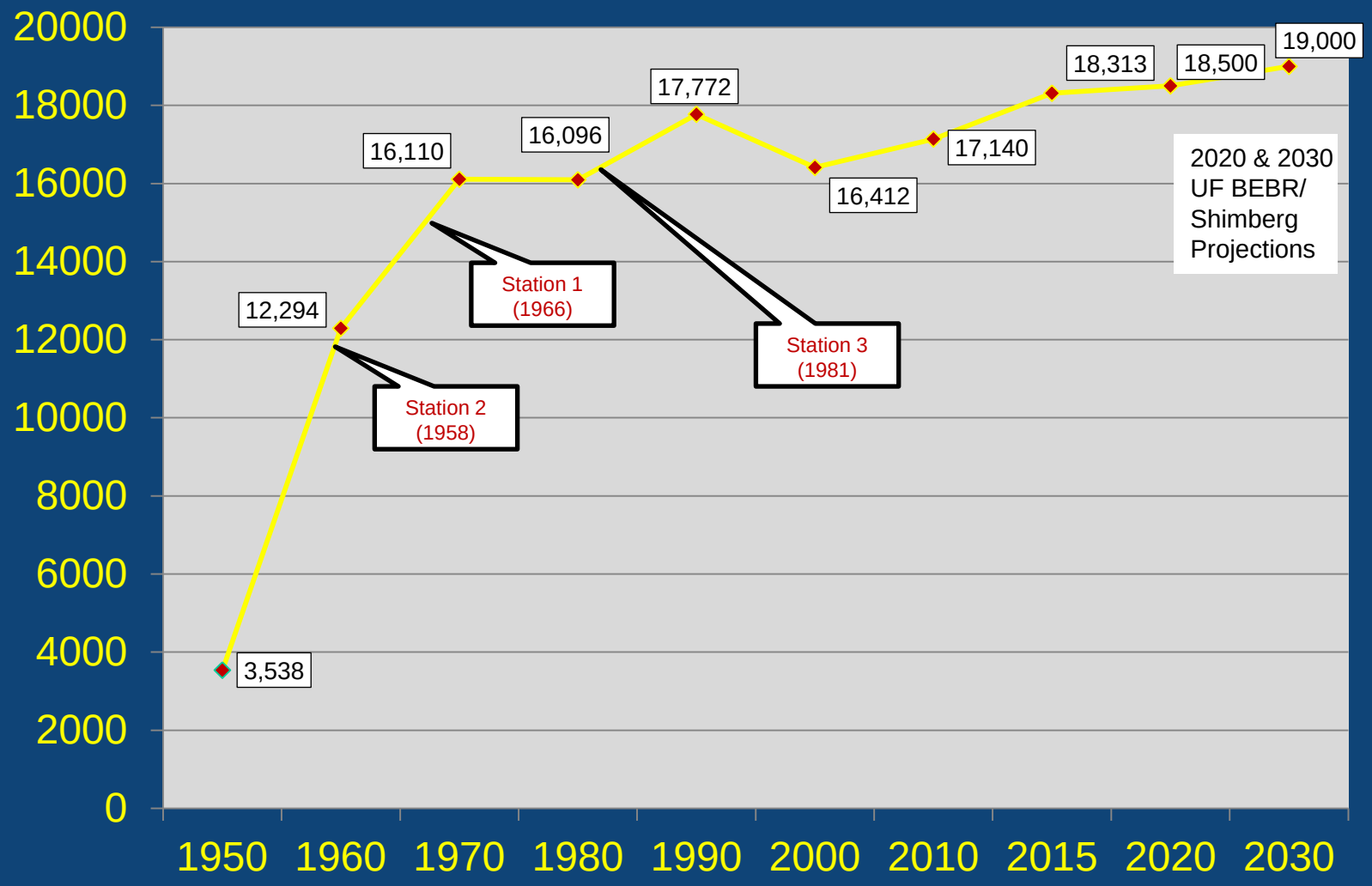
City of Cocoa – City Boundary Map 1994



City of Cocoa – City Boundary Map (Current)

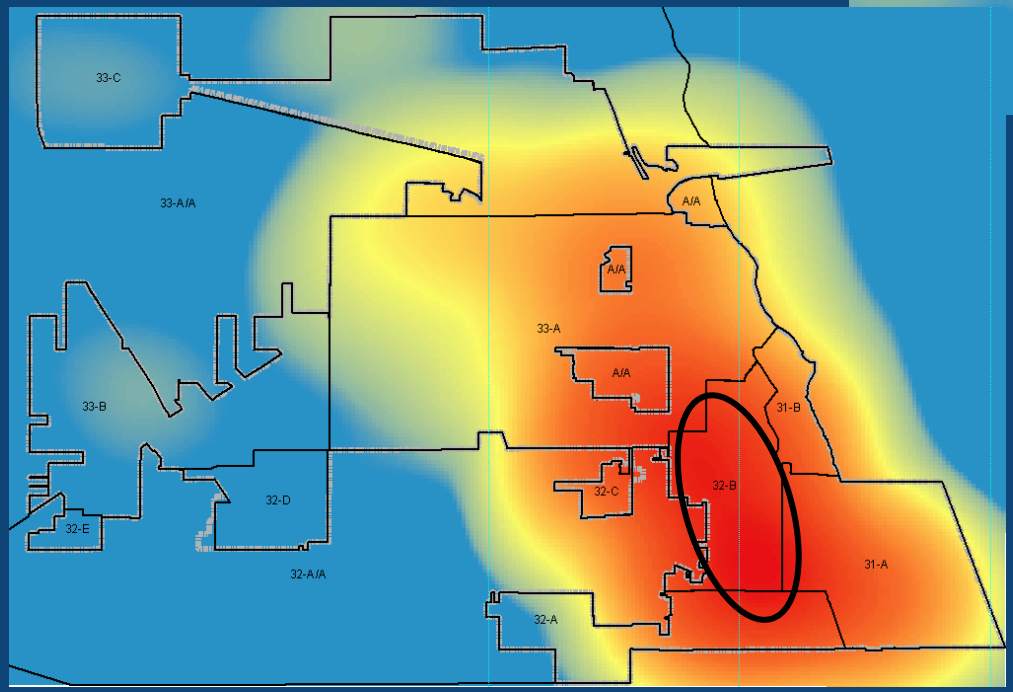


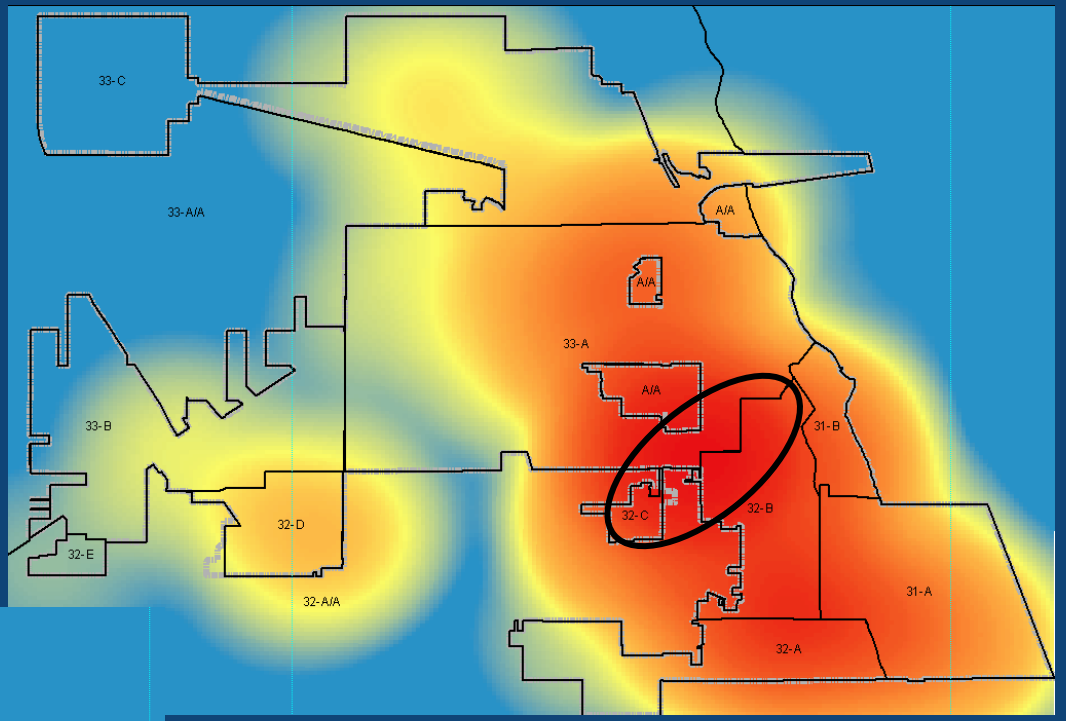
City of Cocoa Fire Station Facilities Study: Population



City of Cocoa Fire/EMS Incidents (2015) Density Maps

EMS CFS

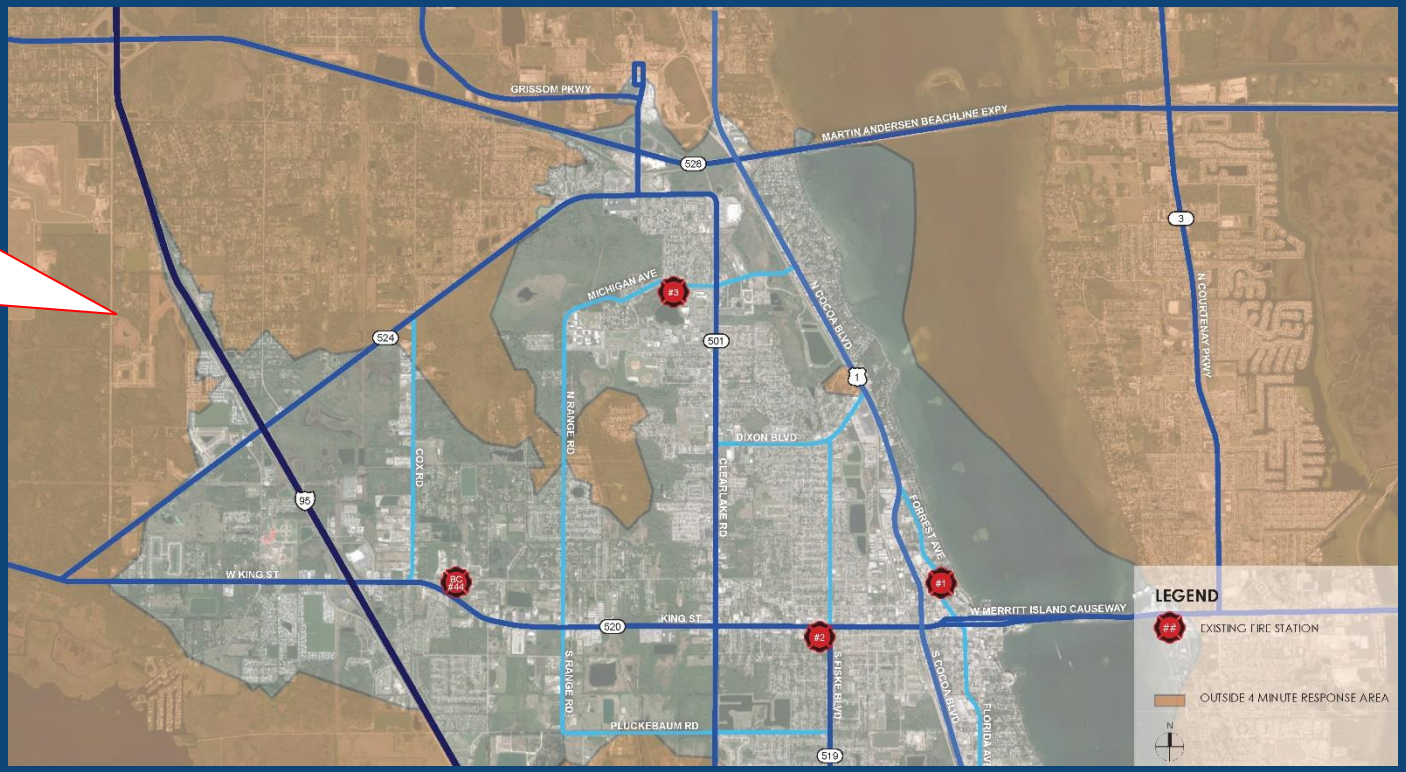




Fire CFS

Fire Station Facilities Study – Existing Stations

Brown shaded areas depict where City cannot respond to a Call For Service in 4 minutes or less



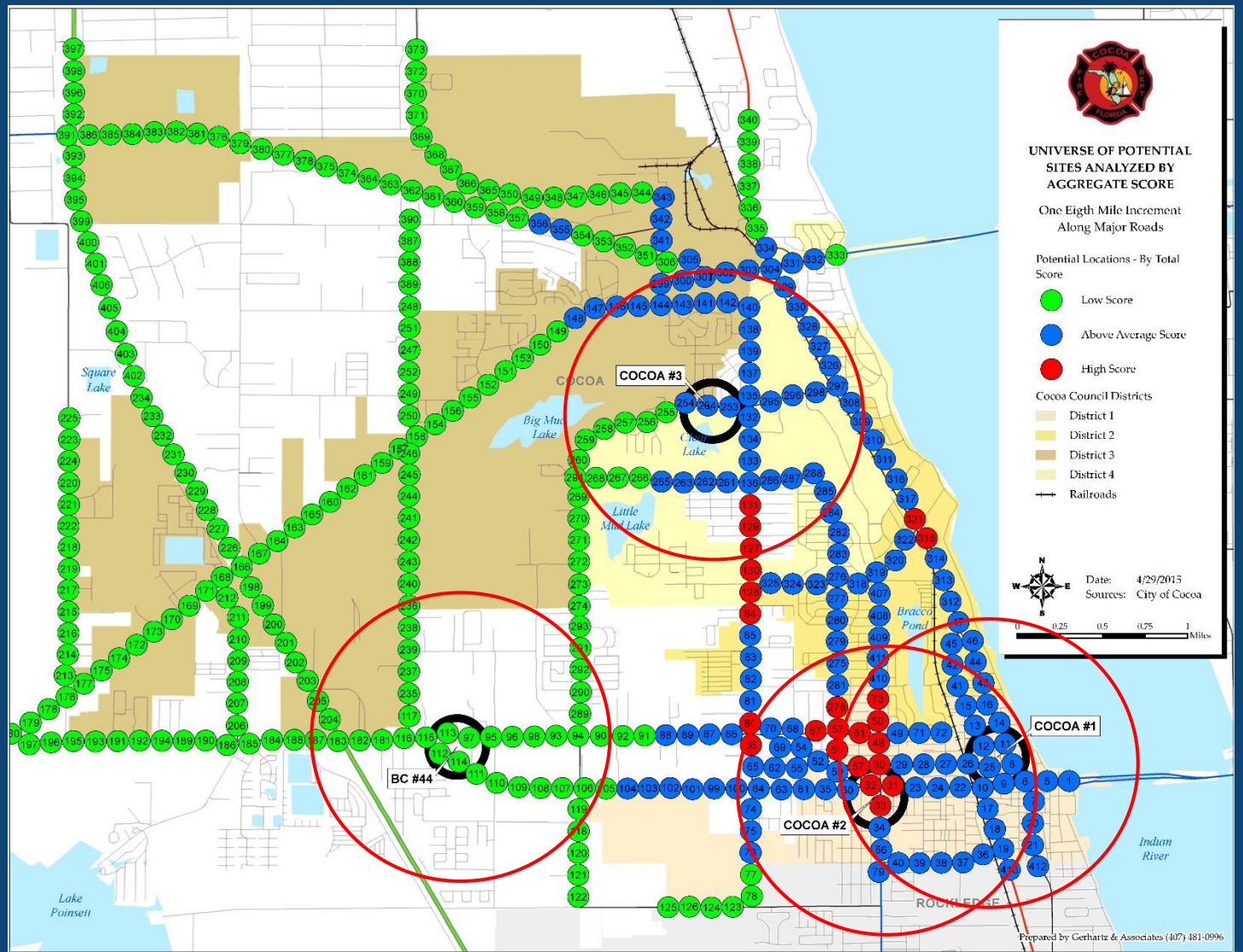
General Alignment Considerations:

- Aggregate four (4) minute response time.
- NFPA Standard 1710 – 90% capture all calls.
- One Station east of railroad.
- Readily available sites or controlled by the City.
- Accommodate existing redevelopment areas and future growth areas north of SR524 and west of I-95

Fire Station Facilities Study

Universe of Potential Sites Analyzed (Theoretical)

Readily available sites or controlled by the City.



Fire Station Facilities Study

Response Scenario Summary

Scenario Rankings

Scenario	Total Score	Dependence on BC #44 Adjustment	Ease of Property Acquisition Adjustment	Coverage East of Railroad Adjudtment	Percent of City Area Covered	Area Score	Percent of All City Calls	Calls Score	Percent of Total Square Feet	Building Area Score	Percent of Total Building Value	Building Value Score	Percent of Total Population	Population Score	Percent of Total Housholds	Households Score	Percent of Total Elevated Risk Properties	Elevated Risk Score	Percent of Total Maximum Risk Properties	Maximum Risk Score
Scenario 7B (47, 130, 145, BC44)	32	-2	2	2	81.40%	4	95.66%	4	96.74%	4	94.38%	4	95.60%	4	95.01%	4	97.73%	4	100.00%	4
Scenario 5B (25, 130, 144, BC44)	32	-2	2	2	82.86%	4	94.43%	4	96.84%	4	94.41%	4	95.81%	4	95.19%	4	97.73%	4	100.00%	4
Scenario 4 (80, 144, 313, BC44)	31	-2		2	79.99%	4	93.44%	4	94.97%	4	93.34%	4	95.48%	4	94.86%	3	97.27%	4	94.74%	4
Scenario 2 (53, 144, 166)	22				78.20%	3	92.92%	3	92.75%	3	91.18%	3	91.14%	2	90.44%	2	96.36%	3	94.74%	3
Scenario 6B (25, 130, 161, BC44)	21	0	-2	2	69.92%	3	90.29%	2	90.22%	2	88.69%	3	95.39%	3	95.10%	4	88.41%	2	92.11%	2
Scenario 1 (53, 144, 321, BC44)	20	2		0	76.69%	3	92.59%	3	93.22%	3	91.61%	3	90.05%	1	89.04%	1	96.59%	3	94.74%	3
Scenario 3 (66, 161, 297)	19			2	67.88%	2	90.24%	2	90.33%	3	86.88%	2	91.00%	2	89.72%	2	91.14%	3	94.74%	3
Scenario 7 (47, 130, 145)	18		2	2	69.05%	2	90.64%	3	90.06%	2	84.51%	2	92.48%	3	91.89%	3	88.64%	2	84.21%	1
Scenario 5 (25, 130, 144)	15				68.40%	2	90.61%	2	89.87%	2	84.32%	2	92.48%	2	91.89%	2	88.41%	2	84.21%	1
Scenario 6 (25, 130, 161)	13		2	2	66.40%	1	89.24%	1	87.37%	1	84.11%	1	93.19%	3	93.29%	3	87.27%	1	89.47%	2
Current With BC44	9	-2			65.95%	1	89.90%	1	84.60%	1	78.37%	1	80.03%	1	79.59%	1	88.41%	1	92.11%	2
Current Without BC44	8	-2			51.71%	1	86.13%	1	77.70%	1	68.15%	1	76.70%	1	76.28%	1	78.64%	1	78.95%	1
Scenario 8B (25, 159, 411, BC44)	8	-2	2	2	56.13%	1	75.36%	1	70.78%	1	74.39%	1	76.71%	1	75.34%	1	82.27%	1	76.32%	1
Scenario 8 (25, 159 , 411)	8		2	2	52.01%	1	75.21%	1	67.77%	1	69.50%	1	74.52%	1	73.53%	1	81.14%	1	73.68%	1

Fifteen Scenarios evaluated

Scores determined for each variable.

Fire Station Facilities Study

Characteristics of Top Three Station Siting Scenarios

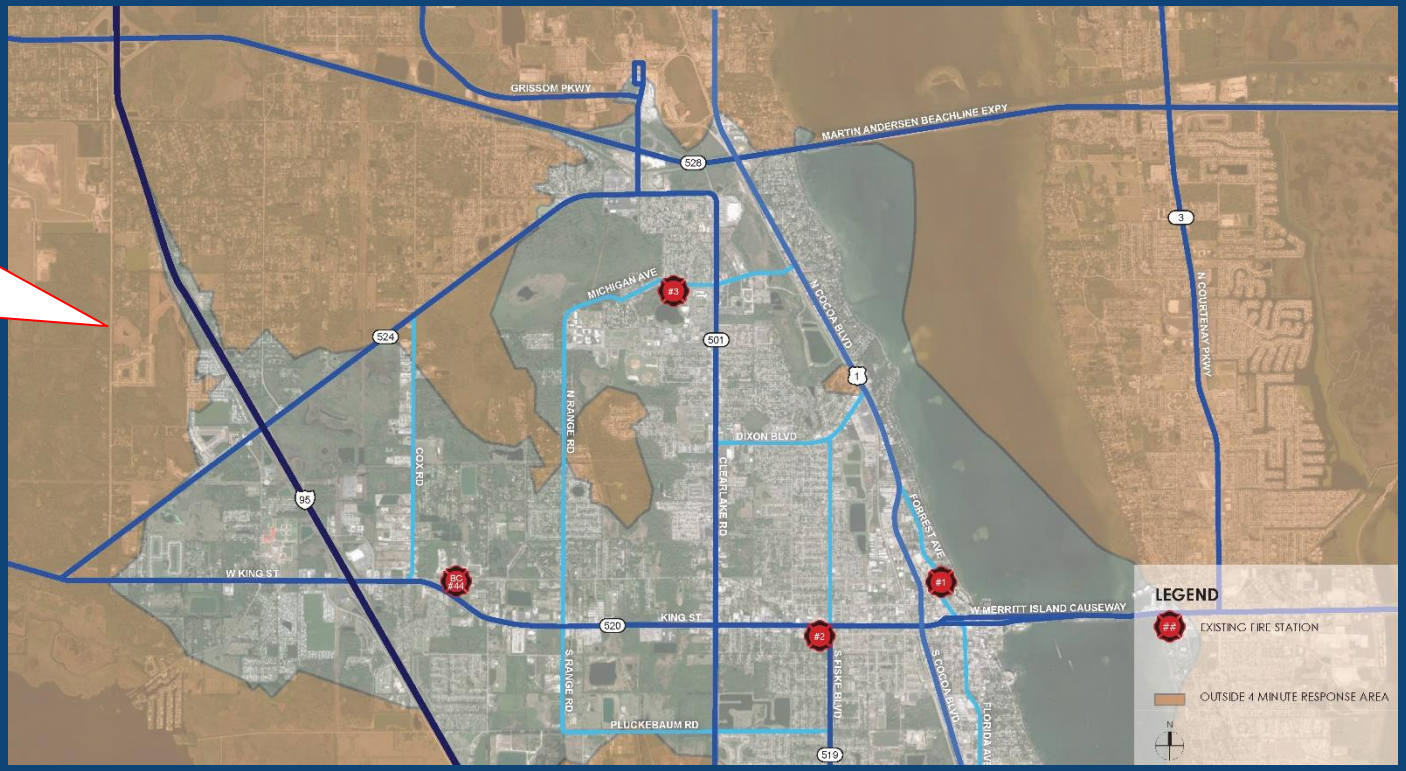
Characteristics of Top Three Station Siting Scenarios

Characteristic	Scenario			
	Status Quo	7B	5B	4
Aggregate Scenario Score	9	32	32	31
Ease of Property Acquisition	N/A	High	High	Unknown
Coverage East of Railroad	Yes	Yes	Yes	Yes
Percent of City Area Covered	65.95%	81.40%	82.86%	79.99%
Percent of All City Calls	89.90%	95.66%	94.43%	93.44%
Percent of Total Square Feet	84.60%	96.74%	96.84%	94.97%
Percent of Total Building Value	78.37%	94.38%	94.41%	93.34%
Percent of Total Population	80.03%	95.60%	95.81%	95.48%
Percent of Total Households	79.59%	95.01%	95.19%	94.86%
Percent of Total Elevated Risk Properties	88.41%	97.73%	97.73%	97.27%
Percent of Total Maximum Risk Properties	92.11%	100.00%	100.00%	94.74%

Scenario 5B achieves maximum coverage and optimal response citywide

Fire Station Facilities Study – Existing Stations

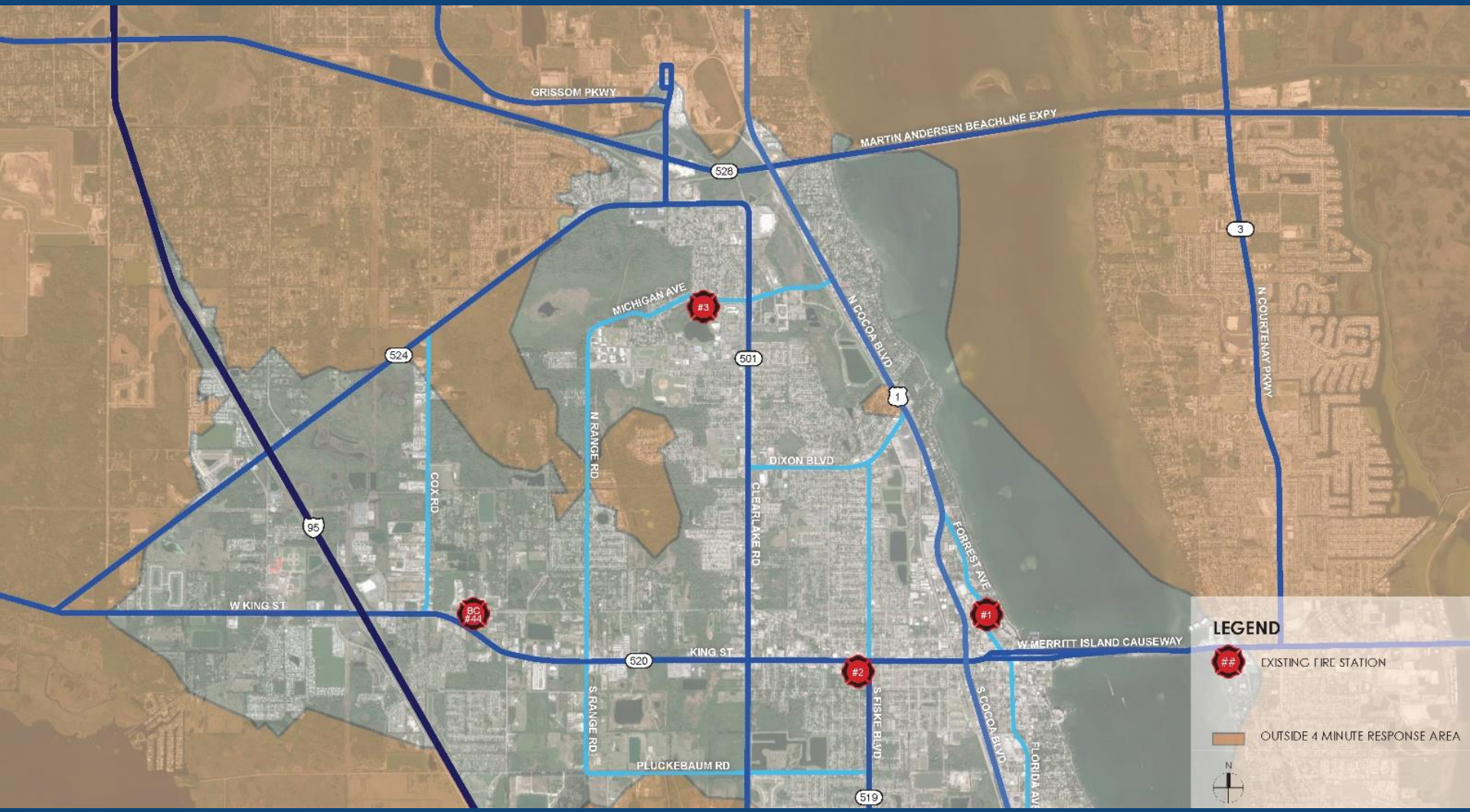
Brown shaded areas depict where City cannot respond to a Call For Service in 4 minutes or less



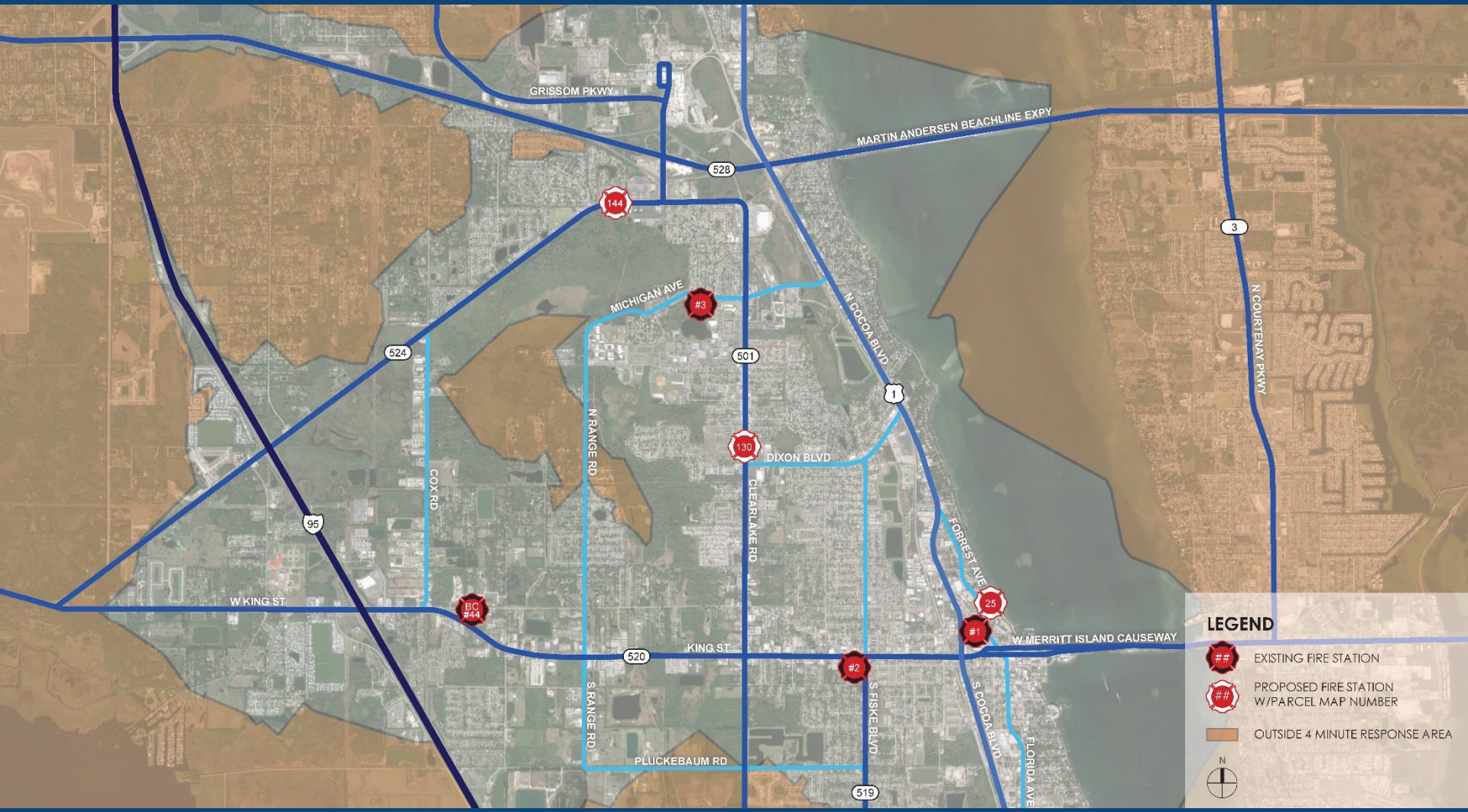
General Alignment Considerations:

- Aggregate four (4) minute response time.
- NFPA Standard – 90% capture all calls.
- One Station east of railroad.
- Readily available sites or controlled by the City.
- Accommodate existing redevelopment areas and future growth areas north of SR524 and west of I-95

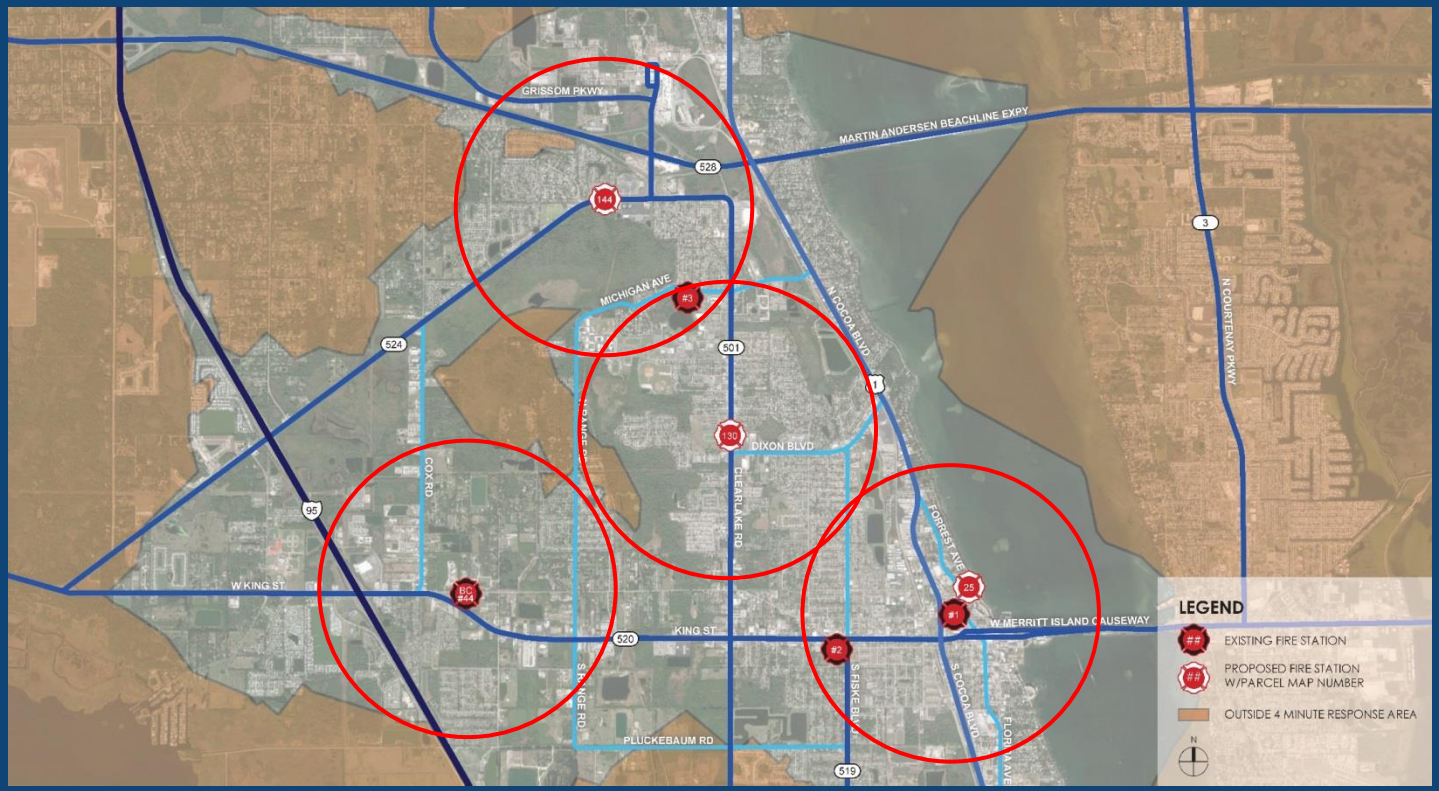
Fire Station Facilities Study – Existing Stations



Fire Station Facilities Study – Scenario 5B (Selected)



Fire Station Facility Study – Realignment Scenario 5B



General Alignment Considerations:

- ✓ Aggregate four (4) minute response time.
- ✓ NFPA Standard – 90% capture all calls.
- ✓ One Station east of railroad.
- ✓ Readily available sites or controlled by the City.
- ✓ Accommodate existing redevelopment areas and future growth areas north of SR524 and west of I-95

City of Cocoa Fire Station Facilities Study

Sites Designated for Station Locations – Optimal Scenario (5B)

S.R. 524



Purchased

Brunson Boulevard



Ability to acquire from Cocoa CRA

Dixon Blvd. / Clearlake



Purchased

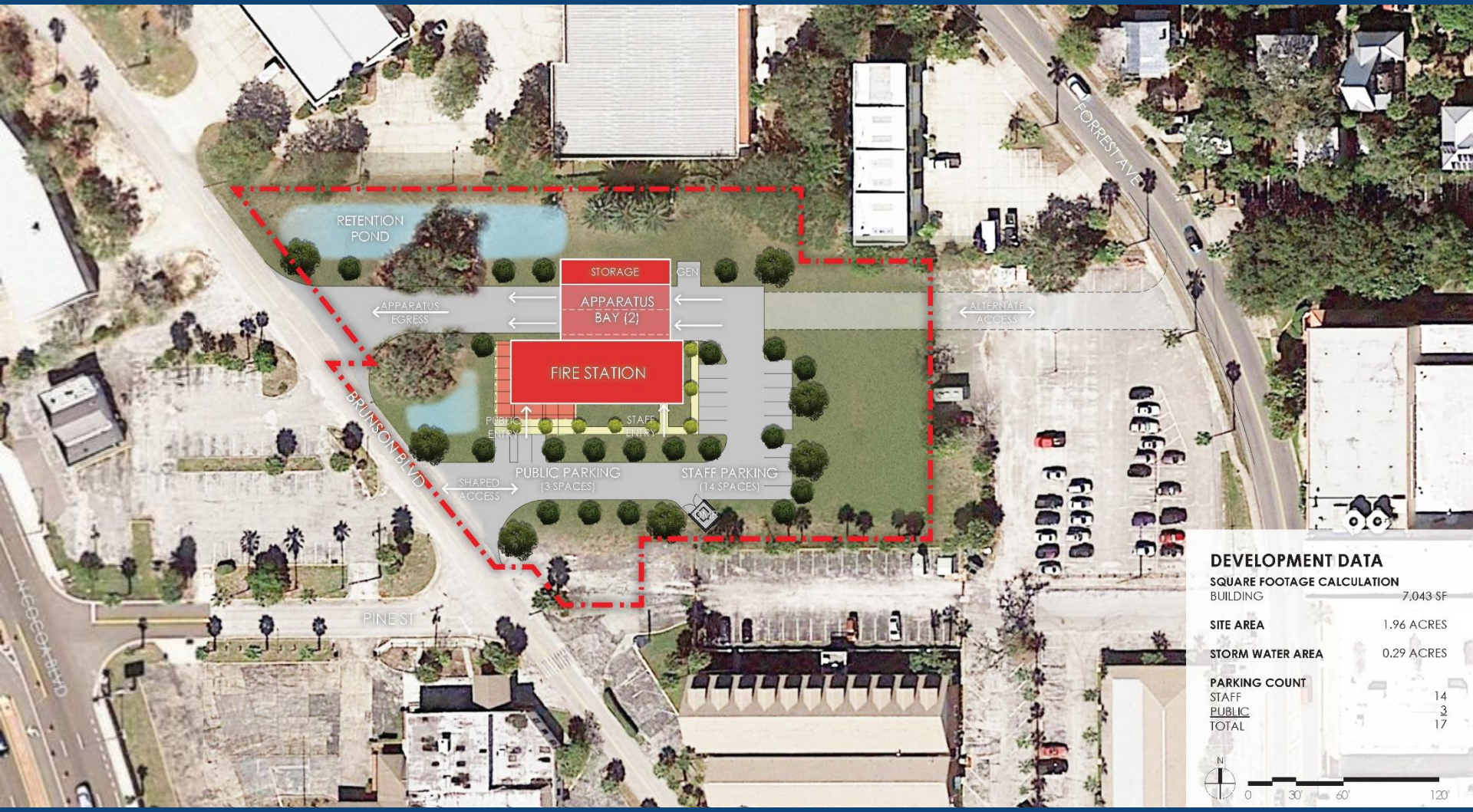
City of Cocoa Fire Station Facilities Study

Preliminary Design: Fire Headquarters – Dixon Blvd. / Clearlake



City of Cocoa Fire Station Facilities Study

Preliminary Design: Satellite Station – Brunson Boulevard



City of Cocoa Fire Station Facilities Study

Preliminary Design: Satellite Station – S.R. 524



Plans for Existing Fire Stations

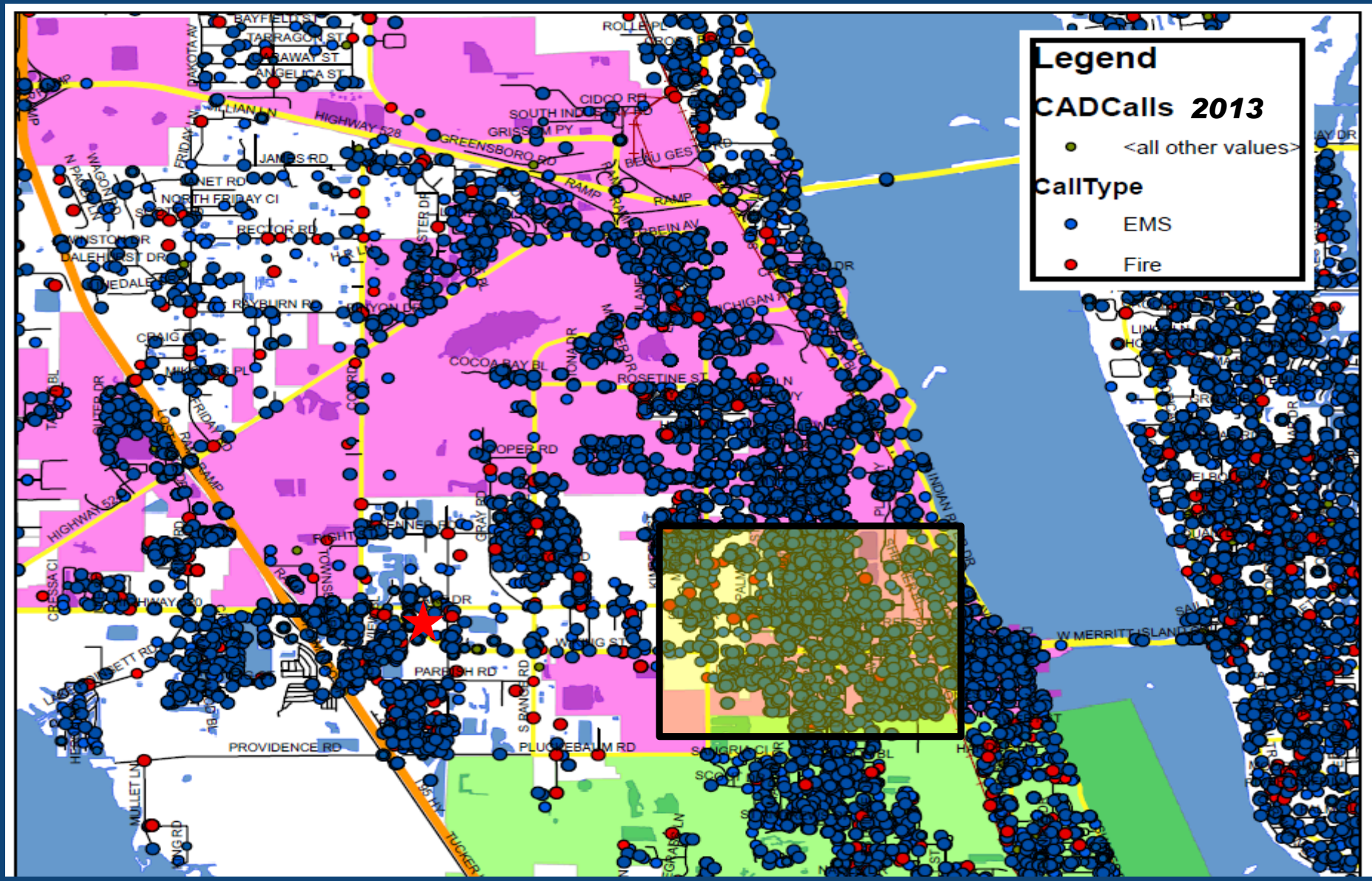
City of Cocoa – Plans For Existing Fire Stations

- **Station 1 – Closed for services. Will be repurposed for future redevelopment.**
- **Station 2 – Remaining in-service and repurposed to provide enhanced EMS/Transport Services**
- **Station 3 – Closed for services. Retained for storage of equipment and back-up apparatus**

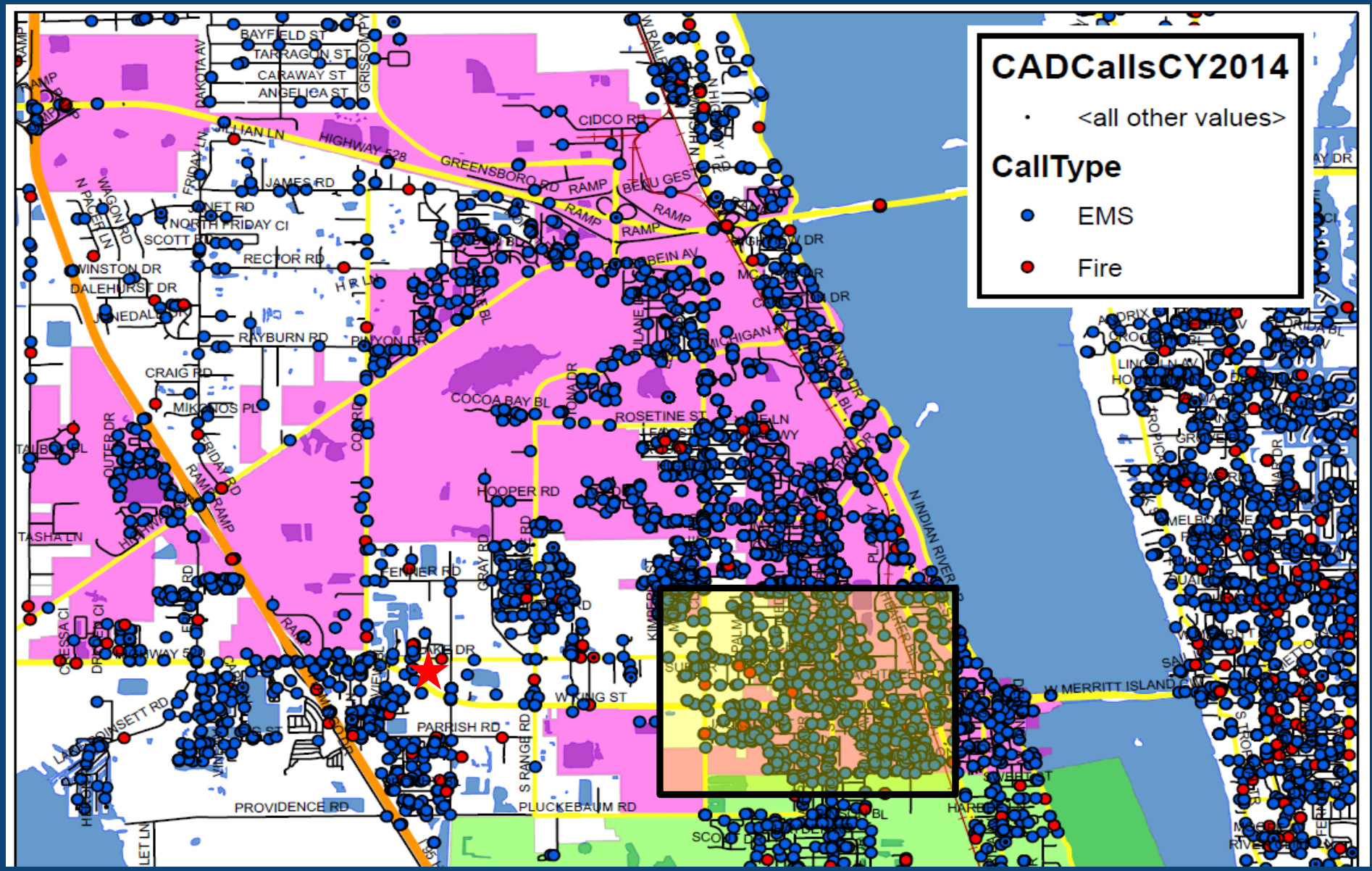
City of Cocoa – Plan For Existing Fire Station 2

- **Assure continued Level of Service and presence maintained in Diamond Square**
- **Keep station open through partnership with Brevard County Fire Rescue**
- **Based on Calls for Service Analysis (by type and volume) initiated dialogue with Brevard County regarding EMS Calls (85%) and revising Auto Aid Agreement.**
  - **Agreement with Brevard County being finalized for the relocation of BCFR Rescue Unit 46 (currently operating out of Brevard County Station 44) into the City of Cocoa.**
  - **Revised Auto Aid Agreement with Brevard County being finalized.**
- **Reviewed and Initiated Mutual Aid/Auto Aid discussion with City of Rockledge.**
  - **Mutual Aid Agreement already in place.**

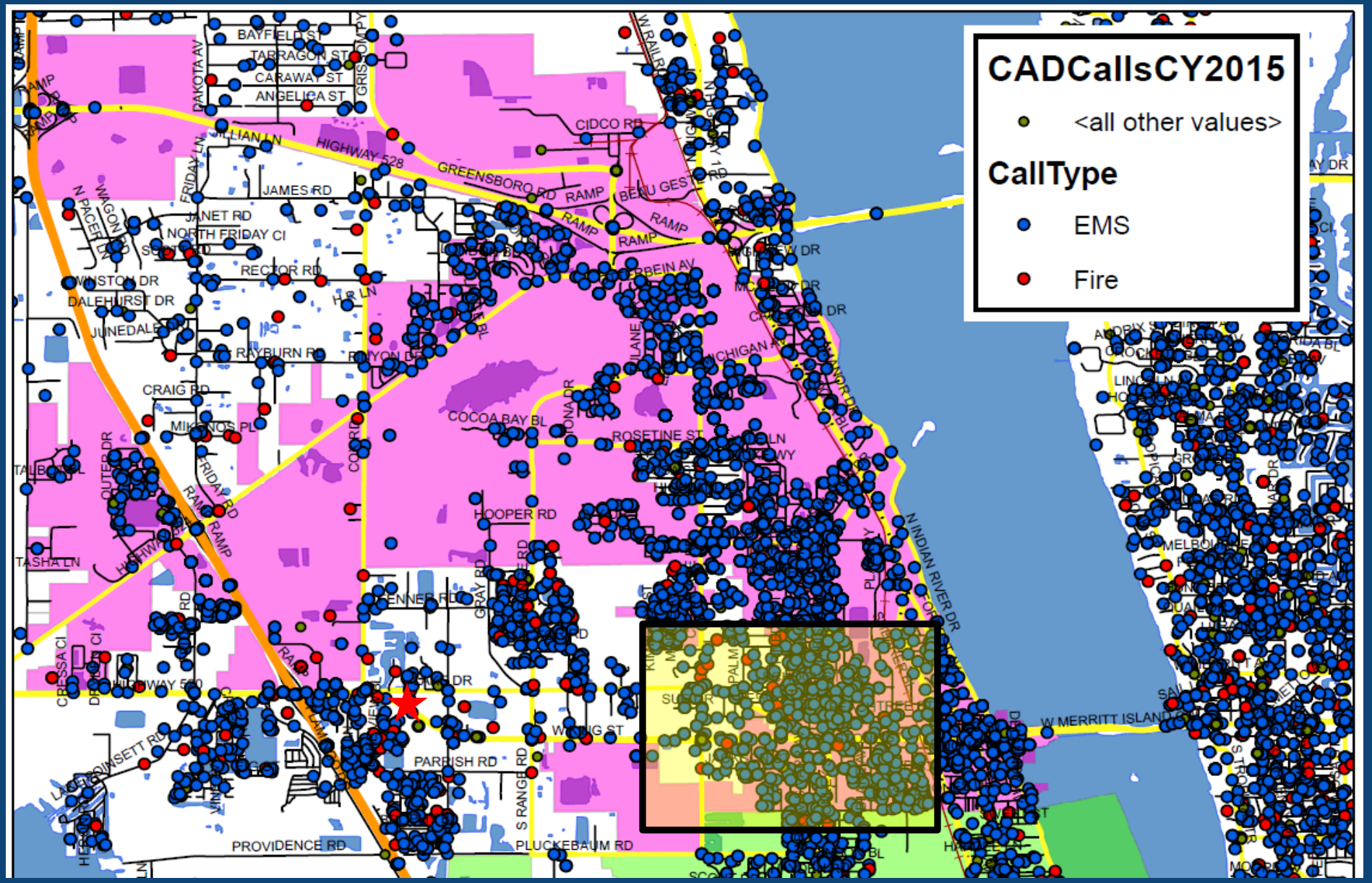
Calls for Service provided by BCFR 2013



Calls for Service provided by BCFR 2014



Calls for Service provided by BCFR 2015



City of Cocoa – Plans For Existing Fire Station 2

- **Station 2 conducive and functional to remain in service to run EMS/Rescue Calls with BCFR**
  - **Size of Station**
  - **Closer for BCFR to respond to EMS/Rescue calls versus BCFR Station 44 located at Lake Drive/SR520**
- **Improvements to existing Station 2 in FY2017**
  - **Exterior**
  - **Hurricane Hardened Bay Doors/Windows**
- **BCFR would overlap service and then assume station once station realignment completed and all are operational**

City of Cocoa Fire Station Relocation – Actions/Timeline

- **Fire Station Location Analysis Presented to City Council**
  - **Fire Station Location Workshop – September 29, 2015**
    - **Approved Study and Station Relocations**
    - **Directed staff to work with BCFR on keeping Existing Station 2 in services for emergency medical services/transport**
      - ✓ **Agreement (ILA, Lease and Auto-Aid) between Brevard County and City – City Council to consider and approve August 23, 2016**

- **District 1 Town Hall Meeting – October 20, 2015**
  - **Fire Station Relocation Study Results Discussed**

- **Fire Station Presentations**
  - **Mayor's Town Hall Meeting – February 16, 2016**
  - **District 4 Town Hall Meeting – April 19, 2016**
  - **CPD Faith-Based Roundtable Meeting – May 11, 2016**
  - **District 3 Town Hall Meeting – June 21, 2016**
  - **Ministerial Alliance Meeting – July 15, 2016**
  - **Diamond Square CRA Board Meeting – July 18, 2016**
  - **Diamond Square Community Meeting – August 9, 2016**
  - **District 2 Town Hall Meeting – August 16, 2016 (Scheduled)**

City of Cocoa Fire Station Relocation – Actions/Timeline

- New Fire Station 1/HQ Station
  - RFP Issued and respondents evaluated
  - City Council approved selected firm on July 12, 2016
- Satellite Stations (New Fire Stations 2 and 3)
  - RFP Issued (due August 25, 2016)
  - RFP Submittals will be evaluated once received
- Value Engineering of Stations
- Fire Assessment Bond Validation Hearing
- District 2 Town Hall Meeting – August 16, 2016
- Construction Activities commence October 2017
- Anticipated completion of construction September 2018



Discussion and Questions

City of Cocoa

FIRE STATION STUDY

Space Needs Assessment and Station Location Analysis







Architects Design Group
WINTER PARK, FL • DALLAS, TX

Legislation Details (With Text)

File #:	16-355	**Version:**	1	**Name:**	
Type:	Informational Item			**Status:**	Agenda Ready
File created:	8/11/2016			**In control:**	City Council
On agenda:	9/13/2016			**Final action:**	
Title:	Review The Employee Health Center usage report provided by CareATC. (Administrative Services Director)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Cocoa July 2016 Dashboard				

Date	Ver.	Action By	Action	Result

CITY COUNCIL AGENDA ITEM

Memo Date: August 11, 2016
Agenda Date: September 13, 2016
Prepared By: Patsy Porter, Human Resources Coordinator
Through: Tammy Gemmati, Administrative Services Director
Requested Action:
Review The Employee Health Center usage report provided by CareATC.

BACKGROUND:

The Employee Health Center is a benefit at no cost to the employee that provides for primary health care, pre-packaged generic prescriptions, and lab services. The model of the center focuses on primary and preventive care with the goal of reducing claims on the City's medical plan. Provided is the utilization report that covers the timeframe during the month of July. This month had the highest utilization since inception, with a total of 463 usage encounters with a total of 369 prescriptions dispensed. Some of the appointments at the Employee Health Center were for the Personal Health Assessments (PHAs), resulting in a total of 43 chronic diseases identified.

STRATEGIC PLAN CONNECTION:

Offering the Employee Health Center as an employee benefit aids in retaining qualified employees and helps contain the City's health care costs which aids in the City's financial sustainability goals.

BUDGETARY IMPACT:

Budgeted N/A
If not budgeted, is amendment/transfer attached? N/A

PREVIOUS ACTION:

N/A

RECOMMENDED MOTION:

Information item only.

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Cocoa Health Center Usage Dashboard Total Since Inception

						Chronic Disease Management										
	Total Encounters	Unique Visitors*	Unique Employees	Unique Dependents	No Shows	Diabetes	Cholesterol	Blood Pressure	Obesity	Tobacco Use		Chronic Visits	Chronic Diagnosis	PHA Reviews	PHAs	RX Dispensed
Total	**6,363**	**563**	**442**	**121**	**356**	**230**	**349**	**567**	**277**	**80**		**1,072**	**1,367**	**492**	**657**	**5,364**

** Unique visit: Number of individual patients that have visited the Health Center since opening (a single unique visitor may have had multiple appointments)*

City of Cocoa
Health Center Usage Dashboard Year 2

						Chronic Disease Management										
	Total Encounters	Unique Visitors*	Unique Employees	Unique Dependents	No Shows	Diabetes	Cholesterol	Blood Pressure	Obesity	Tobacco Use	Unique Chronic	Chronic Visits	Chronic Diagnosis	PHA Reviews	PHAs	RX Dispensed
Year Two Health Fair PHAs July 2015															114	
Sep-15	316	162	143	19	22	11	19	18	31	2	50	63	81	33	21	207
Oct-15	372	156	133	23	25	7	17	25	21	0	45	70	39	39	26	385
Nov-15	284	153	126	27	17	20	14	30	12	0	32	41	76	2	2	179
Dec-15	275	152	120	32	17	8	10	30	7	1	24	32	56	5	3	213
Jan-16	254	144	112	32	9	10	7	9	7	2	26	28	35	3	6	218
Feb-16	319	131	96	35	11	16	8	28	15	0	22	28	67	2	1	259
Mar-16	362	182	141	41	22	10	13	27	11	0	28	34	61	3	7	359
Apr-16	368	177	142	35	15	10	17	56	12	1	37	41	96	2	0	417
May-16	379	167	136	31	18	7	7	49	9	7	35	41	79	3	1	279
Jun-16	431	192	155	37	14	13	15	40	9	0	35	77	33	20	136	266
Jul-16	463	216	186	30	15	17	17	60	8	2	50	104	43	85	35	369
Total	**3,823**				**185**	**129**	**144**	**372**	**142**	**15**		**559**	**666**	**197**	**352**	**3,151**

** Unique visit: Number of individual patients that have visited the Health Center each month (a single unique visitor may have had multiple appointments)*

City of Cocoa
Health Center Usage Dashboard Year 1

						Chronic Disease Management										
	Total Encounters	Unique Visitors*	Unique Employees	Unique Dependents	No Shows	Diabetes	Cholesterol	Blood Pressure	Obesity	Tobacco Use	Unique Chronic	Chronic Visits	Chronic Diagnosis	PHA Reviews	PHAs	RX Dispensed
Year One Health Fair PHAs July 2014															134	
Sep-14	146	100	90	10	6	12	22	20	10	7	32	37	71	33	38	71
Oct-14	248	148	130	18	16	8	30	33	5	9	52	59	85	72	16	186
Nov-14	168	114	92	22	16	5	14	13	10	5	35	36	47	23	16	120
Dec-14	183	92	74	18	15	5	17	17	6	5	34	37	50	20	11	170
Jan-15	219	96	85	11	12	4	22	14	11	6	37	45	57	18	14	119
Feb-15	185	93	80	13	14	7	11	10	12	3	30	33	43	9	9	183
Mar-15	238	96	83	13	10	7	16	10	14	7	34	41	54	4	7	229
Apr-15	238	88	70	18	12	11	13	18	11	1	28	38	54	2	5	264
May-15	239	86	73	13	27	7	8	15	14	6	30	40	50	2	6	194
Jun-15	197	114	93	21	9	7	4	7	6	5	18	23	29	1	3	205
Jul-15 Added 4 hrs	276	119	102	17	22	15	17	17	10	5	40	50	64	41	21	284
Aug-15	203	177	150	27	12	13	31	21	26	6	63	74	97	70	25	188
Total	**2,540**				**171**	**101**	**205**	**195**	**135**	**65**		**513**	**701**	**295**	**305**	**2213**

** Unique visit: Number of individual patients that have visited the Health Center each month (a single unique visitor may have had multiple appointments)*

Legislation Details (With Text)

File #:	16-394	**Version:**	1	**Name:**	
Type:	Informational Item			**Status:**	Agenda Ready
File created:	8/30/2016			**In control:**	City Council
On agenda:	9/13/2016			**Final action:**	
Title:	Cocoa Police Department District Event statistics for the month of July, 2016. (Chief of Police)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	July 2016 Council Report by District .pdf				

Date	Ver.	Action By	Action	Result

CITY COUNCIL AGENDA ITEM

Memo Date: August 30, 2016
Agenda Date: September 13, 2016
Prepared By: Charlene Jenkins, Administrative Secretary
Through: Michael Cantaloupe, Chief of Police
Requested Action:
Cocoa Police Department District Event statistics for Council Information

BACKGROUND:

Council requested a monthly breakdown of event statistics by District. This report illustrates total incidents, reports written, and Patrol checks. It also shows incidents and case reports by shift, hour of the day and the total crimes that are Uniform Crime reportable. Attached is the July 2016 report.

STRATEGIC PLAN CONNECTION:

Crime

BUDGETARY IMPACT:

None

PREVIOUS ACTION:

None

RECOMMENDED MOTION:

Cocoa Police Department District Event statistics for Council Information

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Cocoa Police Department
Council Report

July 2016

Prepared by Dailaity Henson

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Total UCR Offenses by Month - 2016, 2015, & 2014 12

Source: Aegis MSP (Law Enforcement Records), Aegis MSP (CAD)
Originator: Dalaity Henson, Law Enforcement Analyst

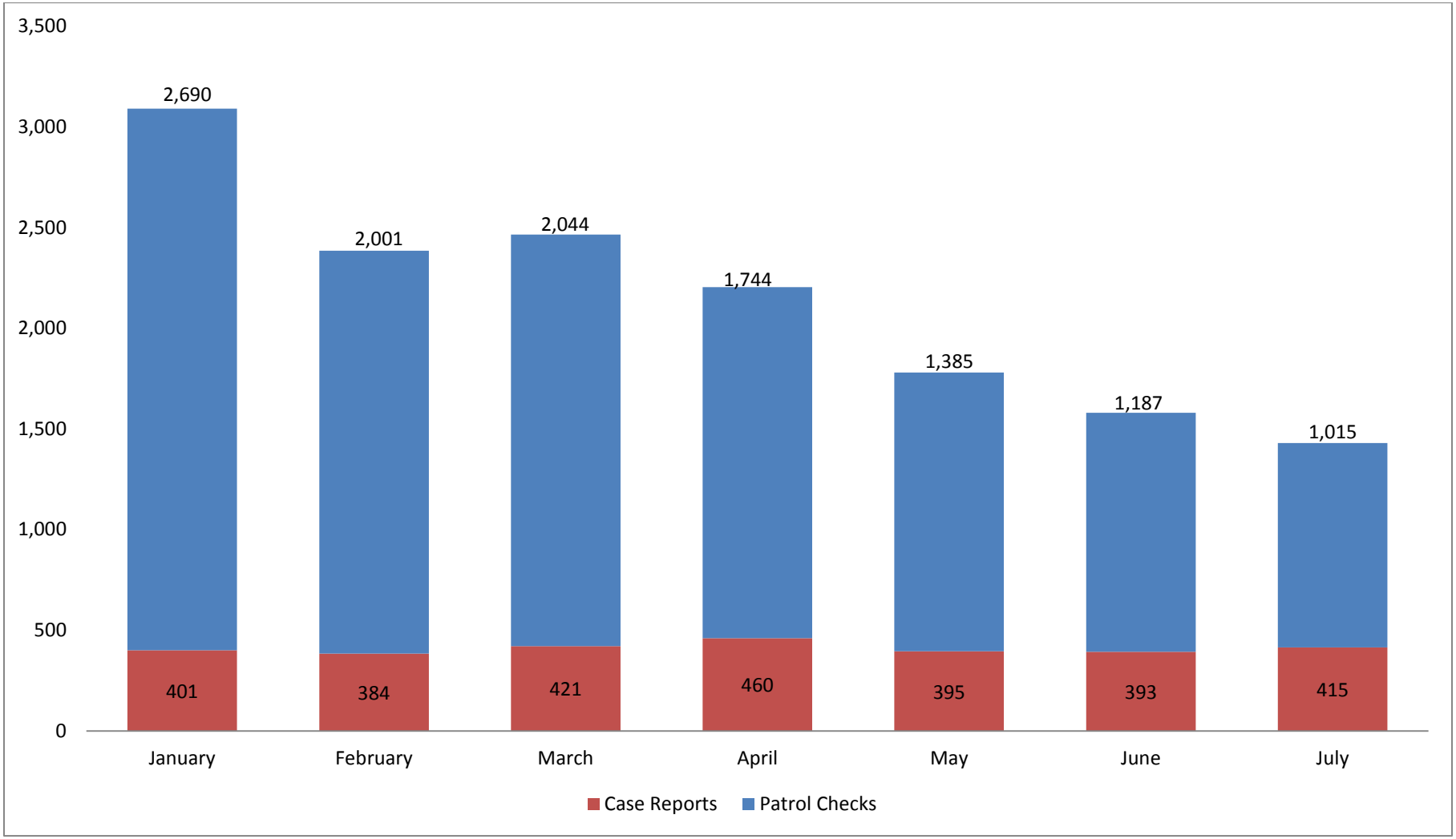
Findings Summary

The purpose of this report is to provide Council with an overview of incidents and case reports for July 2016. This report includes a line graph illustrating the total number of UCR Offenses by month for years 2014, 2015, and 2016.

- 4,393 incidents
- 415 Case Reports (9% of incidents)
  - 239 Criminal Case Reports (58% of all case reports)
  - 176 Non-Criminal Case Reports (42% of case reports)
  - 71 Criminal Case Reports were closed by Arrests/Capias Requests (29% of criminal case reports)
  - 31 Non-Criminal Case Reports were closed by Arrests/Capias Request (18% of non-criminal cases reports)
- 1,552 incidents were initiated by police officers (35%)
- District 1 experienced the most cases with a total of 170
- District 3 experienced the fewest cases with a total of 53
- Larceny have ***increased*** by a 31% from the previous month
- Burglary Offenses have ***decreased*** by a 6% from the previous month
- Overall, UCR offenses have ***increased*** from the previous month by an 25%

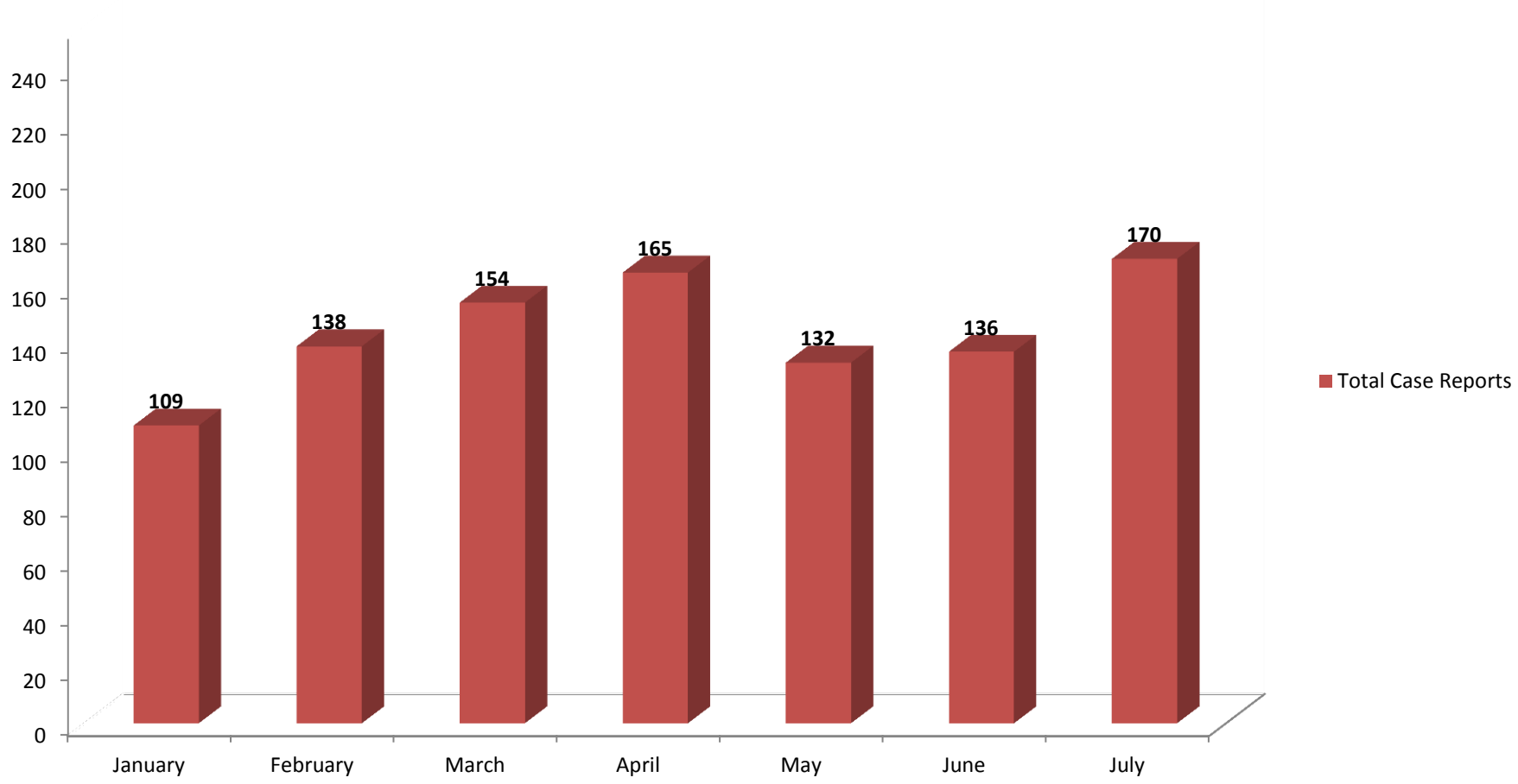
Source: Aegis MSP (Law Enforcement Records), Aegis MSP (CAD)
Originator: Dalaity Henson, Law Enforcement Analyst

Total Patrol Checks and Case Reports for the City of Cocoa



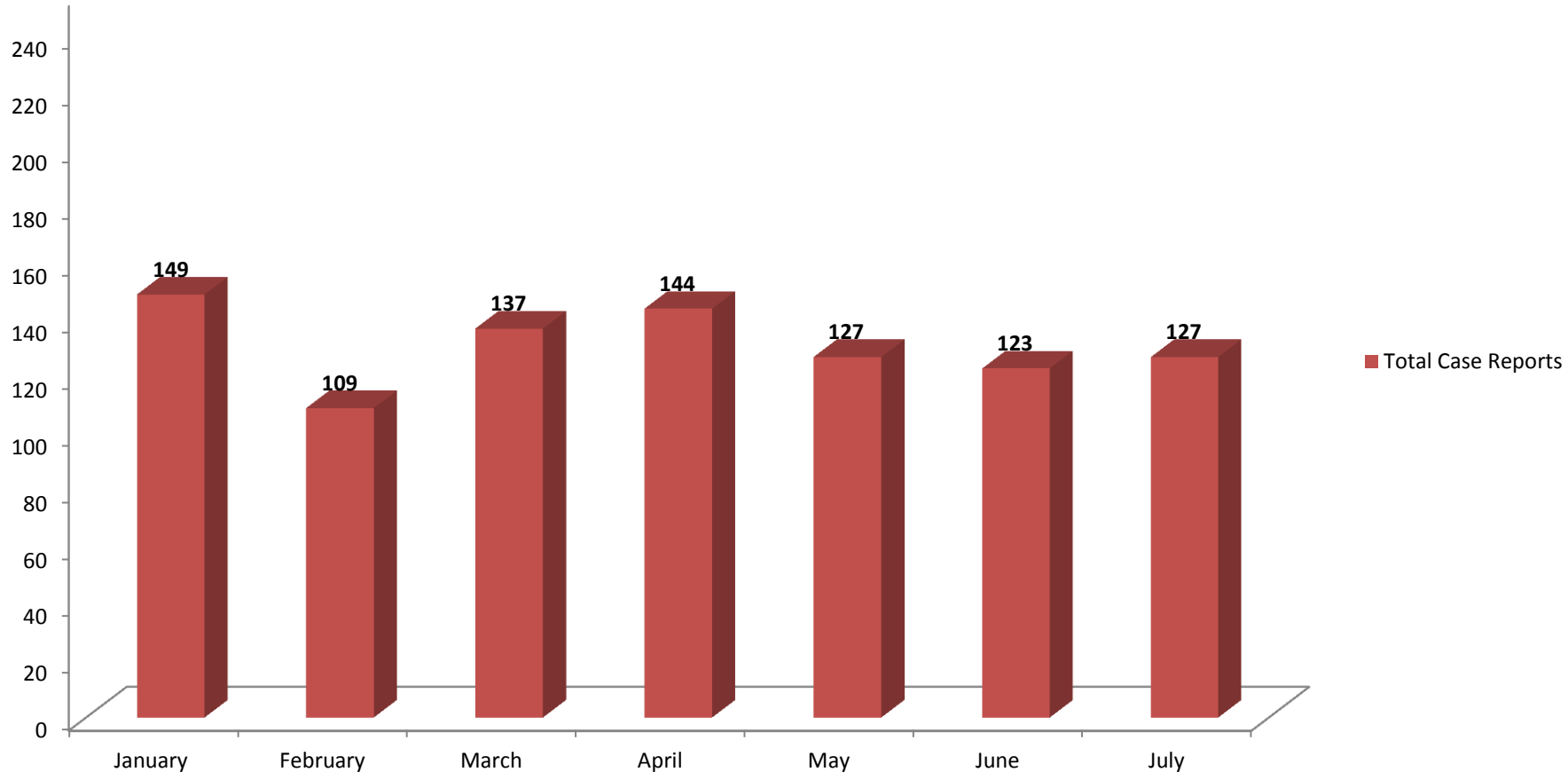
Source: Aegis MSP (Law Enforcement Records), Aegis MSP (CAD)
Originator: Dalaity Henson, Law Enforcement Analyst

District 1 Case Reports



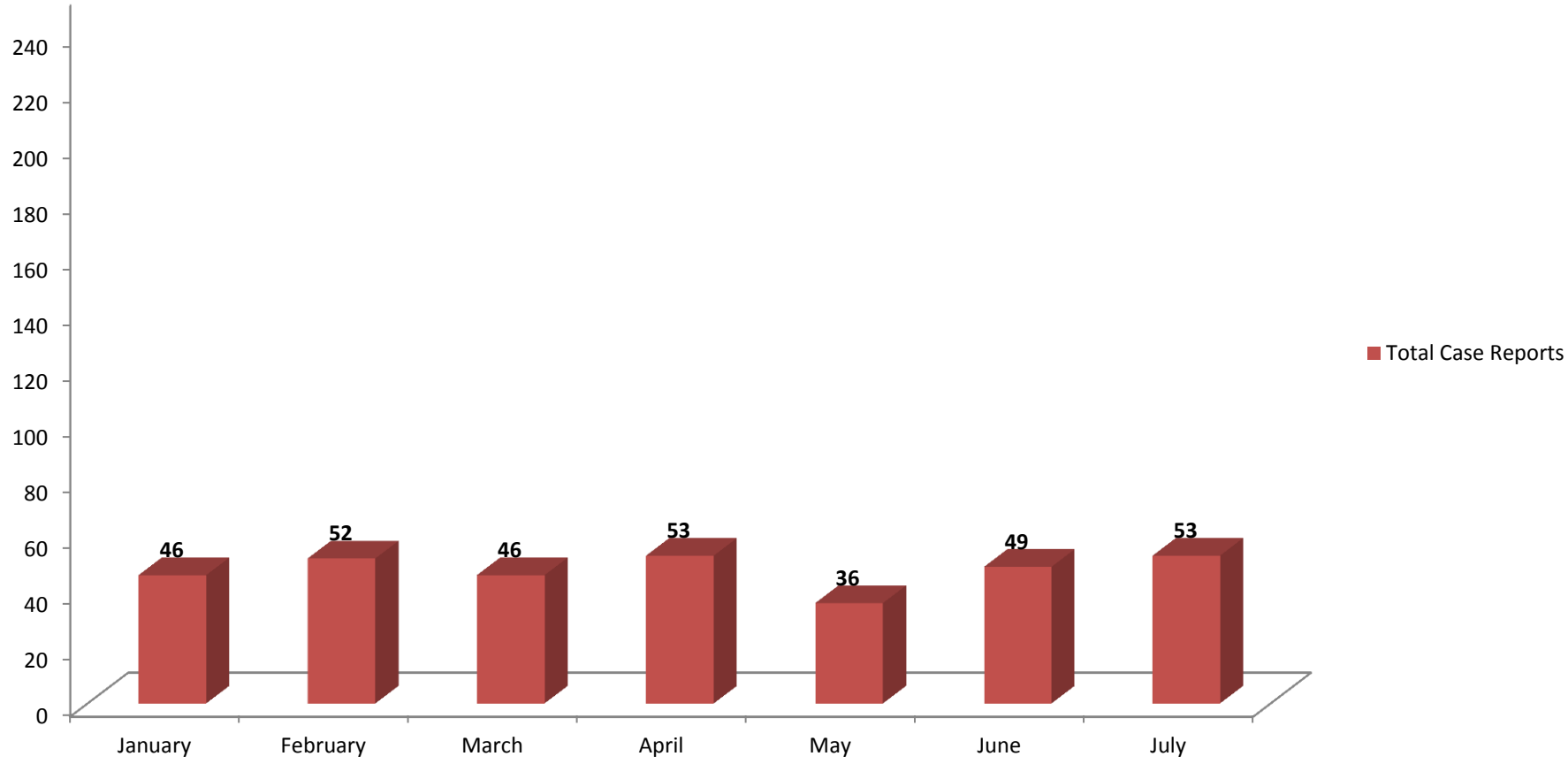
Source: Aegis MSP (Law Enforcement Records), Aegis MSP (CAD)
Originator: Dalaity Henson, Law Enforcement Analyst

District 2 Case Reports



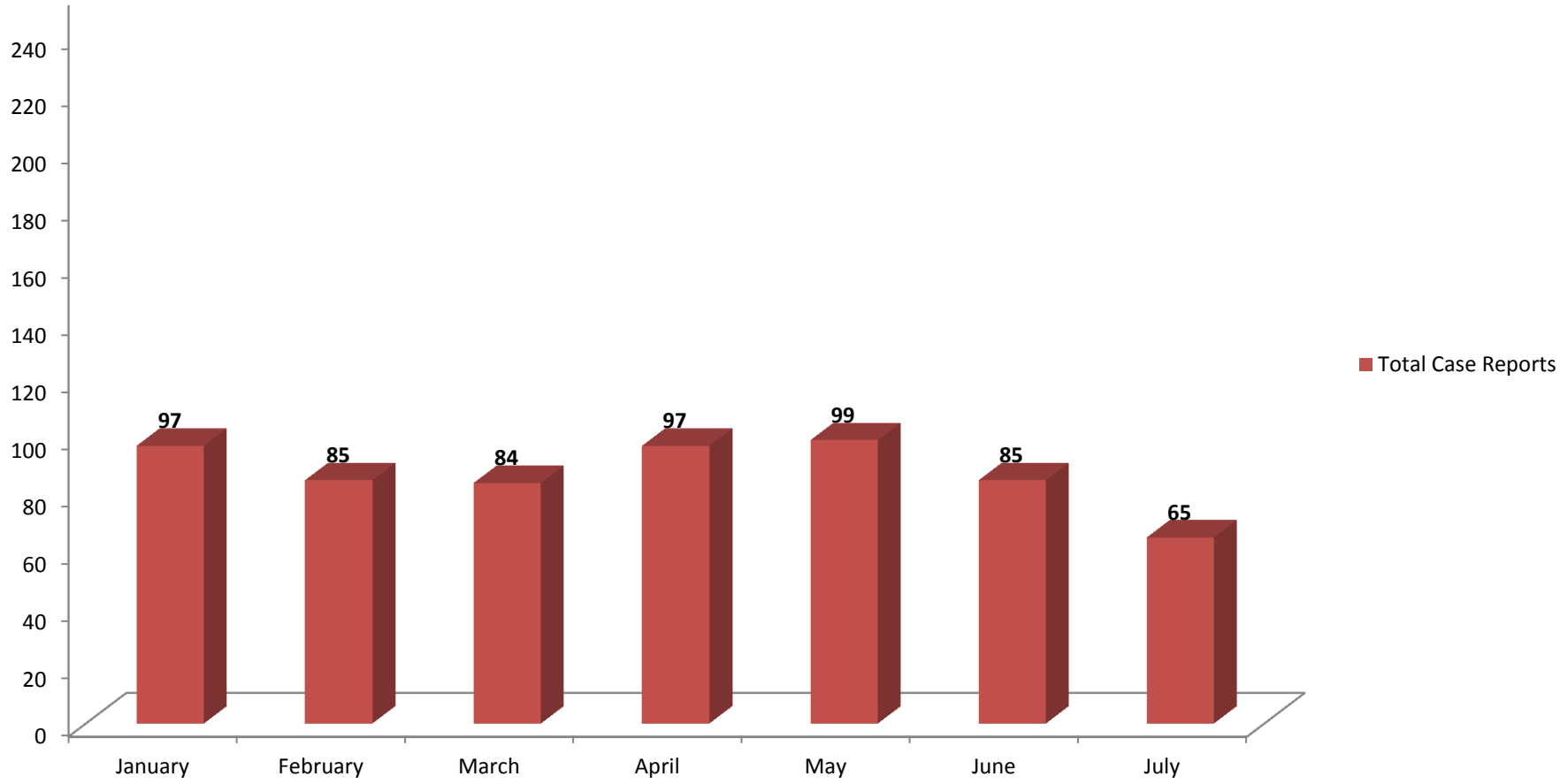
Source: Aegis MSP (Law Enforcement Records), Aegis MSP (CAD)
Originator: Dalaity Henson, Law Enforcement Analyst

District 3 Case Reports



Source: Aegis MSP (Law Enforcement Records), Aegis MSP (CAD)
Originator: Dalaity Henson, Law Enforcement Analyst

District 4 Case Reports



Source: Aegis MSP (Law Enforcement Records), Aegis MSP (CAD)
Originator: Dalaity Henson, Law Enforcement Analyst

Locations of Incidents

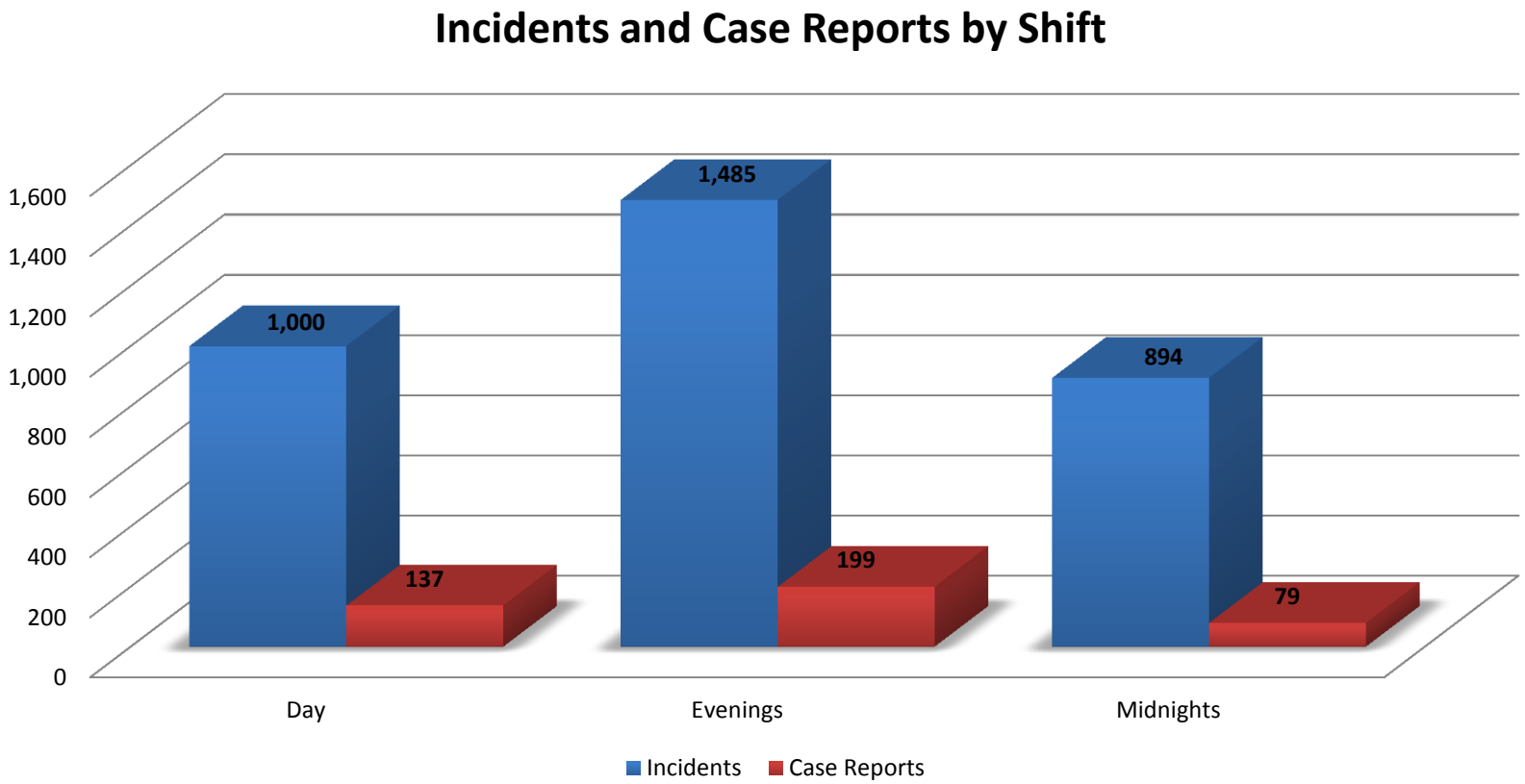
The table below illustrates the total of Incidents and Cases from July 1, 2016 thought July 31, 2016 to the locations listed.

Location	*Incidents* (Excluding Patrol Checks)	*Case Reports*
2700 SR.524	41	5
800 N. Fiske	27	6
1080 N. Fiske	27	8
900 Friday Rd	26	5
1407 Dixon Blvd	20	8
1514 Clearlake Rd	16	5
1010 N. Fiske Blvd	16	3
1524 Clearlake Rd	10	1
TOTAL	**183**	**41**

Source: Aegis MSP (Law Enforcement Records), Aegis MSP (CAD)
Originator: Dalaity Henson, Law Enforcement Analyst

Incidents and Case Reports by Shift

The chart below illustrates incidents and cases reported by shifts. For the purpose of this report, the shifts were broken down into day shift, evening shift and midnight shift. Midnight shift experienced the lowest number of incidents and cases. Evening shift experienced the highest number of incidents and cases.



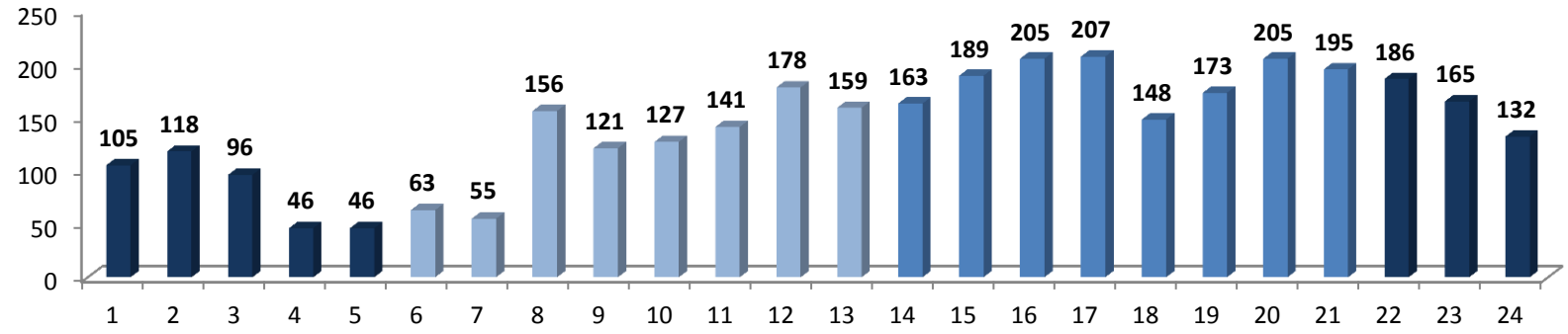
NOTE: The totals in the graph above do not include Patrol Checks.

Source: Aegis MSP (Law Enforcement Records), Aegis MSP (CAD)
Originator: Dalaity Henson, Law Enforcement Analyst

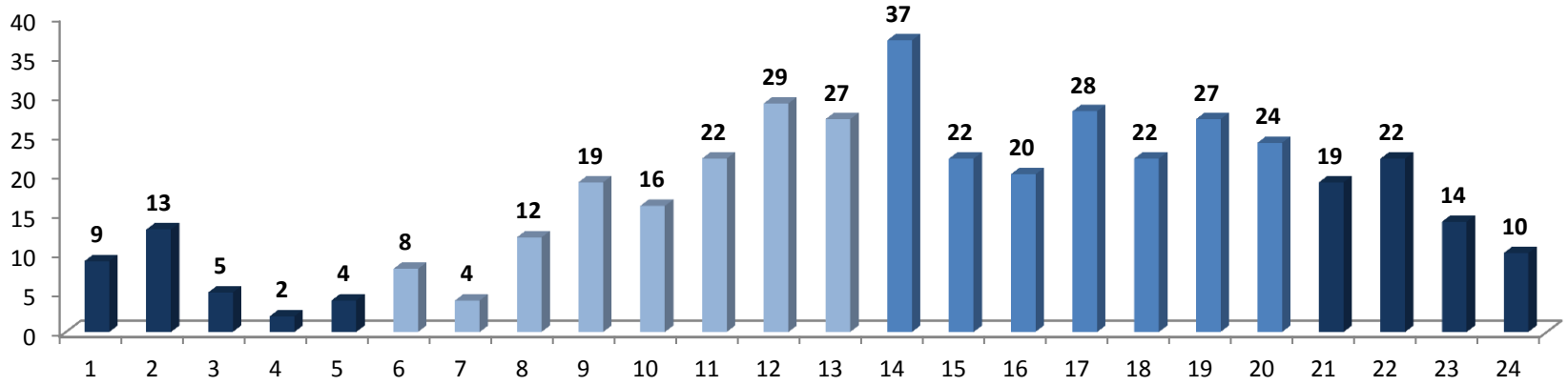
Incidents and Case Reports by Hour

Note: The charts below illustrates incidents broken down by time of day.

Incidents by Hour

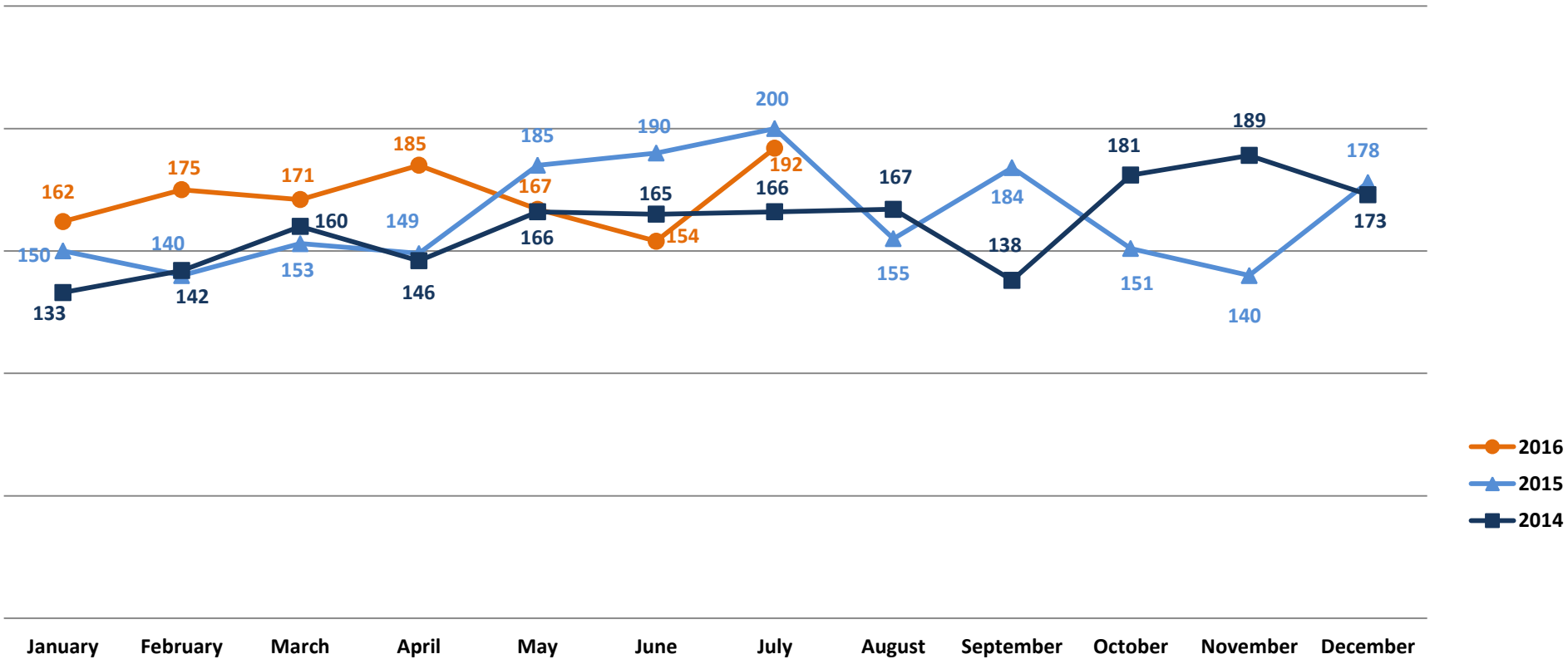


Case Reports by Hour



Source: Aegis MSP (Law Enforcement Records), Aegis MSP (CAD)
Originator: Dalaity Henson, Law Enforcement Analyst

Total UCR Offenses by Month - 2016, 2015, & 2014



Source: Aegis MSP (Law Enforcement Records), Aegis MSP (CAD)
Originator: Dalaity Henson, Law Enforcement Analyst

Legislation Details (With Text)

File #:	16-396	**Version:**	1	**Name:**	
Type:	Informational Item			**Status:**	Agenda Ready
File created:	8/31/2016			**In control:**	City Council
On agenda:	9/13/2016			**Final action:**	
Title:	New local business tax receipts. (Community Services Director)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	9-13-16 New local business tax receipts.pdf				

Date	Ver.	Action By	Action	Result

CITY COUNCIL AGENDA ITEM

Memo Date: August 31, 2016
Agenda Date: September 13, 2016
Prepared By: T. Scott Davis, MCP, Building Official
Through: Steven P. Belden, AICP, Community Services Director
Requested Action:
New local business tax receipts

BACKGROUND:

Attached City Council will find a report identifying recipients of new local business tax receipts (occupational licenses) for August 10, 2016 - August 31, 2016. Please keep in mind that some may represent businesses that let their business tax receipt (occupational license) expire and subsequently applied for a new local business tax receipt.

STRATEGIC PLAN CONNECTION:

None.

BUDGETARY IMPACT:

None.

PREVIOUS ACTION:

None.

RECOMMENDED MOTION:
None, this is an information agenda item.

LIC #	BUSINESS NAME BUSINESS ADDRESS	ISSUED	TYPE	CLASSIFICATION	BUS PHONE #
16-00007474	COLOR GLAM SALON & SPA INC. 638 BREVARD AVE 1 COCOA FL 32922	8/30/16	NEW	Personal and Laundry Services	321-626-5770
16-00007471	ECOATM, INC. 2700 CLEARLAKE RD COCOA FL 32922	8/26/16	NEW	Merchant Wholesalers, Durable Goods	858-766-7250
16-00007472	EXCHANGE CLUB CENTER FOR THE P 226 KING ST COCOA FL 32922	8/26/16	NEW	Miscellaneous Store Retailers	321-723-2927
16-00007467	FLORIDA FACTFINDERS 950 N COCOA BLVD 22 UN COCOA FL 32922-0008	8/19/16	NEW	Administrative and Support Services	386-290-2045
16-00007466	FOUNDATION FOR WELLNESS INC. 660 COX RD UNIT 3 COCOA FL 32926	8/17/16	NEW	Clothing and Clothing Accessories St	321-863-2893
16-00007470	STUDIO THIRTEEN INC. 100 HARRISON ST COCOA FL 32922	8/26/16	NEW	Personal and Laundry Services	321-208-8873
16-00007465	THE BEACH HOUSE BARBER SHOP 2417 N COCOA BLVD COCOA FL 32922	8/16/16	NEW	Personal and Laundry Services	402-984-9671
16-00007462	THE ITM GROUP, LLC 956 N COCOA BLVD COCOA FL 32922	8/11/16	NEW	Ambulatory Health Care Services	352-379-2829
16-00007469	TROPICS APPAREL, INC. 310 BREVARD AVE 8 UN COCOA FL 32922-4603	8/24/16	NEW	Clothing and Clothing Accessories St	321-604-7584
16-00007463	TRUSTED LAWN SERVICE 3710 CROSSBOW DR COCOA FL 32926	8/11/16	NEW	Administrative and Support Services	321-745-8988
16-00007464	UPCYCLED RESTORATION CO, LLC 7 ROSA L JONES DR COCOA FL 32922	8/11/16	NEW	Furniture and Home Furnishings Store	321-877-2189