MINUTES
City of Cocoa
Regular Meeting of The City Council

April 22, 2020

A Regular City Council Meeting was held on Wednesday, April 22, 2020, in Cocoa City Hall, in City Council Chambers, located at 65 Stone Street, in Cocoa, Florida, 32922, as publicly noticed.

I. Opening Matters:

Mayor Williams called the meeting to order at 10:03 a.m.

Councilmember Koss provided the invocation and Deputy Mayor Goins led the assembly in the Pledge of Allegiance to the Flag of the United States of America.

The City Clerk took the roll.

PRESENT:	Jake Williams, Jr.	Mayor
	James Goins	Deputy Mayor
	Don Boisvert	Councilmember (via phone)
	Lorraine Koss	Councilmember
	Brenda Warner	Councilmember
	Anthony Garganese	City Attorney (via phone)
	Matt Fuhrer	Interim City Manager
	Carie Shealy	City Clerk

OTHER STAFF MEMBERS PRESENT:

Tammy Gemmati, Administrative Services Director; Jack Walsh, Utilities Director; Michael Cantaloupe, Chief of Police; Jonathan Lamm, Fire Chief; Samantha Senger, Public Relations Specialist/Assistant to the City Manager; Bryant Smith, Public Works Director; Rebecca Bowman, Finance Director; Nancy Bunt, Community Services Director; and LeShawn Hinton, Helpdesk Support Tech.

II. Approval of Agenda and Minutes:

1. **Agenda:** Regular Meeting of April 22, 2020 (20-216)

2. **Minutes:** (a) Special Meeting of March 17, 2020 (20-211)
(b) Regular Meeting of March 25, 2020 (20-223)

It was requested that two additional items be added to the agenda. One is a budget amendment within the Utilities fund and the other is regarding cancellations of upcoming meetings and events.

Mayor Williams requested that Item VIII.3 relating to the City Manager be brought back to the second meeting in May. He would like to give the Interim City Manager an opportunity to work for a little while longer.

The Motion was Seconded by Councilmember Warner for discussion.

Councilmember Koss noted that Interim City Manager Fuhrer could still apply for the position even if the city hired the search firm. Mayor Williams understood that but would like to see how he functions and works during this time.

Councilmember Warner understood where the Mayor was coming from and believes in May they might have more information. Her main concerns were that this was happening in the middle of a pandemic which put staff in the middle of an intense situation. Secondly, without having open meetings, it might halt someone who is very busy and would like to apply by cannot due to the timing. She felt we would lose transparency and it would not be the same without letting the public provide their comments at meetings. She was not comfortable looking for a new city manager at this time.

She supported the Mayor's decision to table the item. She would also like to see how the Interim City Manager handles the budget. She pointed out that this was one of the most important things they do. Additionally, she would like to see how he deals with the union reps.

Mayor Williams has spoken with a lot of constituents who would like for them to go out and move forward. He reiterated the fact that he would like to give him the opportunity to function on his own at least for one more month. He felt this was a quick decision and this would give them more insight.

Councilmember Koss has also spoke with constituents. She believes they were increasing instability by lengthening the process. She mentioned that the Interim City Manager was definitely in the running but this was probably the most important decision of her tenure. Employees also need stability.

Deputy Mayor Goins pointed out that either way, if they wait or move on this decision today, they will still get to see the Interim City Manager work.

Councilmember Boisvert agreed with Mayor Williams and Councilmember Warner to table the item.

* **MOTION by Councilmember Koss; Seconded by Councilmember Warner, to approve the agenda for the regular meeting of April 22, 2020 as amended. The two items would be Council Business VIII.5 (Budget Amendment) and VIII.6 (Upcoming meeting and event cancellations).**

AYES: Williams, Goins, Boisvert, Koss, Warner

THE MOTION CARRIED UNANIMOUSLY (5-0)

* **MOTION by Councilmember Warner; Seconded by Deputy Mayor Goins, to approve the Minutes for the Special meeting of March 17, 2020 as written and the Regular meeting of March 25, 2020 with amendments.**

Councilmember Koss noted on the March 25, 2020 minutes on page 6 paragraph 5, it should read the email was received "by" Councilmember Koss.

AYES: Williams, Goins, Boisvert, Koss, Warner

THE MOTION CARRIED UNANIMOUSLY (5-0)

III. Awards and Presentations:

None.

IV. Delegations:

V. Reports:

Ms. Senger read an E-Comment[1] into the record from Dr. Stacy Hawkins-Smith. She mentioned that they have produced over 1000 facemasks.

Ms. Gemmati advised a joint decision had been made with CareerSource to cancel the Summer Youth Program this year. There are too many issues with schools being closed and the safety of students.

Chief Lamm provided an update on COVID-19 and announced that there are 27,869 confirmed cases in the State. There are 224 in Brevard County. He noted that they are seeing a downward decline in positive cases in Brevard but

[1] EXHIBIT A: E-Comment from Dr. Staci Hawkins-Smith

stressed that we are not in the clear. The City is continuing to follow CDC measures and will do so as staff is brought back in. He and the Public Works Director will be walking around city facilities to look at safety measures that can be taken to further protect employees.

He pointed out that this is the transition phase and further pointed out that June 1st starts hurricane season. There are predictions that there will be sixteen named storms this year.

Mayor Williams announced that McDonalds was providing free breakfast and lunch to first responders.

Councilmember Koss thanked Chief Lamm for his leadership during this time. She spoke in reference to medical institutions and bed availability. In response, Chief Lamm noted that he had been on a conference call with the Governor's office last week and they provided the number of hospital beds ready to go. Florida is far beyond what New York was ready for. All of this information will help in the future regarding lessons learned and what the State was capable of.

Chief Lamm assured all that Florida was in a great position.

Westminster Abby was discussed and it was pointed out that they do not have any cases of the virus. Chief Lamm advised that they were very proactive in the beginning and they implemented great strategies and tactics.

Chief Cantaloupe reminded everyone that Time Out Sports Bar will be providing meals this Sunday. They have provided meals to the public the past two Sundays. He thanked all that have participated as well as the sponsors. Island Pancake House in Merritt Island is providing meals as well.

Councilmember Koss spoke of her appreciation of Chief Cantaloupe and the police department. Chief Cantaloupe announced that staff has been doing well.

Mr. Smith provided an update on the dredging project on Harrison Street and advised that C & D Construction was doing the t-docks and day slips.

Mr. Smith further advised that there was a preconstruction meeting with Virgin Trains and FDOT. They are planning to start construction around next March. There will be hard closures during that time but no plans as of now. He assured Council that he would provide updates as they are received.

Mayor Williams thanked Public Works for all that staff was doing. He has received calls thanking the City.

Councilmember Koss was happy to see the status of Horseshoe Pond. Mr. Smith spoke in regards to the pond, and mentioned that a lot of vegetation has been removed. He was hoping that the work being done it would begin to function properly.

Mr. Smith further spoke about the floating wetlands in a pond near, it was a pilot program.

Deputy Mayor Goins asked about ramps on Washington Street and advised that there was an area in front of a house in Regina Myra that always gets flooded. He asked if that could be looked into and Mr. Smith agreed to do so.

Deputy Mayor Goins requested that storm drains continue to be kept clean with the rainy season coming up.

Ms. Bowman advised that the audit was nearing completion and they hoped to have statements issued by Friday. In the past, an agenda item was done and they would have a brief presentation at a Council meeting, however, individual appointments have been set up with City Council.

Secondly, Council had approved a Section 108 loan regarding the Joe Lee Smith Center and those documents would be signed after this Council meeting. The City Attorney would be virtually present.

Lastly, staff was carefully tracking costs associated with COVID-19, as the City was operating under Category B for FEMA funding. They were also looking into grants and other monies available.

Discussion was held as to why a presentation would not be done for the audit. Ms. Bowman advised that one on one meetings would allow for more in-depth conversation with Council.

Interim City Manager Fuhrer added that typically it is a very brief presentation that just provided highlights of the audit. Staff feels that individual meetings would be more relaxed and would add another layer of depth to the document.

Mr. Walsh noted that Utilities has remained status quo. There have been no changes since those that were discussed in prior meetings. He thanked Cocoa Village Playhouse for the face masks. They are providing 100% of service. He thanked Finance, HR, and IT for their support as there have been many changes over the last month. Operations seem to be moving along smoothly.

He advised that the American Water Infrastructure Act deadline was a few weeks ago and he made that submission. A second part would be due in six months and he would be working with Jacobs to complete that plan.

Ms. Bunt stated that building and permitting were still doing things via facetime, pictures, or any type of virtual inspections that can be done are being done. They are completing about fifteen per day. Additionally, they are looking at starting Planning & Zoning and Board of Adjustment meetings back in June.

Lastly, there will be a Business Resource, Continuity & Resilience Workshop held via Zoom on Wednesday, April 29th beginning at 8:30 a.m. You can register on the City's website.

A question was posed as to whether or not non-profits were being reached out to about the Census. In response, Ms. Senger noted that they were taking various avenues to get the word out. They have tried reaching out to churches, as communications have been sent out, but not a lot of feedback has been received back. The Mayor asked for information that he could provide, as he would be going to several churches and he would be happy to provide informational items to them.

Interim City Manager Fuhrer mentioned that departments will begin to implement changes as the Governor's Safer at Home order changes. They are looking at slowly getting things back to normal operations. Schools are closed for the remainder of the year which will provide challenges to some employees. A lot continues to evolve with this pandemic.

Deputy Mayor Goins advised that he did a walk- through of the Joe Lee Smith center and there were a few things that he felt were not up to par. They were things such as wi-fi, soundproofing, a sound system, and a few other minor things.

Mayor Williams agreed and noted that some of his concerns with the building were brought up in September of last year. Things need to be done correctly.

Councilmember Warner clarified that his issue was with the amenities not the construction and that it was stuff that should have been completed in the initial stages. She pointed out that they use W & J Construction a lot. In response, Deputy Mayor Goins stated that it was just the plans, not the product. Mayor Williams felt that it might have been a little change in the design.

Deputy Mayor Goins believed that with parks closed citizens are starting to gather at stores and other places. He asked that police patrol these areas a little extra.

Councilmember Warner has noticed more pedestrian traffic in the City and everywhere and would like for all to be cautious of that. There are also a lot of gatherings in carports and yards and they need to be reminded to spread out as well.

Councilmember Koss thanked all employees for their endurance during all of these changes. She also thanked Cocoa Village Playhouse for the masks. She asked if the playhouse could possible conduct their practices at the amphitheater in order to practice social distancing.

She pointed out that on May 2nd Dr. Brotemarkle was going to provide a tour for Council of the museum. She asked Council's thoughts on this, if it should be cancelled or if they could continue with the tour as long as they wear masks. Council agreed and felt it was up to Dr. Brotemarkle as to whether or not he felt comfortable doing the tour at that time.

Mayor Williams thanked all employees for their hard work and for taking time out on weekends to serve the community. He thanked Time Out, Stumpy's, Curt Myers, the REAL Church, Pebbles Catering, and noted there were many more. There are many who have stepped up to provide food to the community and want nothing in return.

Cocoa High School was still planning graduation and are looking at the date of June 26th or July 24th. He congratulated all of the seniors and stated they should be proud of themselves.

In closing, Mayor Williams asked how long the City had gone without a contractor to take care of lawn abatements. In response, the Interim City Manager advised that the contract expired last fiscal year and it was temporarily extended through December.

VI. Consent Agenda:

None.

VII. Public Hearings:

None.

VIII. Council Business:

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

   Ms. Bunt pointed out that Resolution No. 2019-032 was approved in May 2019 and she provided a thorough background on the resolution.

   She provided staff recommendations and mentioned that staff was recommending Option #3 which is to: Request staff bring a Resolution amending Resolution 2013-37, which previously established a schedule of building permits fees and eliminate the building permit fee associated with photovoltaic and thermal systems.

   Councilmember Koss advised there were about fifty homes in Cocoa with solar.

* **MOTION by Councilmember Koss; Seconded by Councilmember Warner, to approve the item.**

   AYES: Williams, Goins, Boisvert, Koss, Warner

   THE MOTION CARRIED UNANIMOUSLY (5-0)

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

* **MOTION by Councilmember Warner; Seconded by Deputy Mayor Goins, to approve, for discussion.**

   Deputy Mayor Goins made everyone aware that Mr. Brown is a board member with ANR (Alliance for Neighborhood Restoration). He wanted to ensure that Mr. Brown and the CRA were aware that there could be voting conflicts.

   Councilmember Warner was sure that the CRA attorney would go over that information with him.

   AYES: Williams, Goins, Boisvert, Koss, Warner

   THE MOTION CARRIED UNANIMOUSLY (5-0)

3. City Council consideration of promoting Interim City Manager to City Manager position. If necessary, approval of Agreement between the City of Cocoa and the Mercer Group, Inc. as the executive search firm for the City Manager search. Approval of Budget Resolution Number 2020-139 amending the Fiscal Year 2020

Budget and the attached Budget Adjustment Form #20-062-T transferring budget to the City Manager's operating account from General Fund Contingency. (20-222). (Administrative Services Director)

Ms. Gemmati presented this item and advised that earlier in the meeting there had been discussion on this.

Ms. Senger pointed out that a few e-comments were received on this item and she read them each into the record[2]. They were from Emma Kirkpatrick, HCVMS; Candace Rogers, Cocoa resident; and Janne Etz, business owner.

Deputy Mayor Goins appreciated the comments he has heard from everyone but mentioned that even if a recruiting firm is hired, the Interim City Manager can still prove himself. Nothing will change that. He felt what the consultant would cost was a drop in the bucket and this was an important decision.

Councilmember Warner has no objection on the search firm she was just not sure now is the best time to search. She agreed that this firm was by far the best that they had to choose from. This will give the Interim City Manager an opportunity to work, which she would like to see how he handles the budget.

Her biggest concern was that an applicant could be risking their job to apply and she felt that they should be told that there was a strong internal candidate.

Deputy Mayor Goins asked for clarification on what she meant by the budget process. In response, Councilmember Warner explained that the budget is usually pretty much completed and clear as to what it will be by June or July. She did not expect that Mercer would be back until that time frame with applicants.

Councilmember Koss wanted to give the public an opportunity to provide feedback and to be supportive of Council's ultimate decision. She has studied organizational theory and this will be one of the most important decisions that she will make during her tenure. She would support the executive search firm and feels that this could be done publicly and transparently. Her decision is to move forward with this, support the Interim City Manager, and to see his work in the next few months. She does not want to put this decision off.

Councilmember Boisvert believes that the Interim City Manager should be given a chance. He has a knowledge of the city and he knows employees and believes that he is a good fit.

[2] EXHIBIT B: E-Comments rec'd from E. Kirkpatrick, Candace Rogers, and Janne Etz

Mayor Williams believes that the Interim City Manager is doing a good job, but believes that we should see what is out there. Additionally, he does not want it to be out there that there is a strong candidate, because you never have a strong candidate. Interim City Manager Fuhrer is a front runner in the race. He knows that a lot of things are done internally but its time to see what else it out there.

Councilmember Warner advised that if they wanted strong candidates than Council needed to be united and on the same page. If they appear to be divided they would not receive strong candidates. She felt that they were all currently on the same page but understands Councilmember Boisvert's thought process.

Ms. Gemmati advised that they had just received a comment from Jennifer Riggs, about blacklisting names until the public meeting. Ms. Gemmati explained that the names would not be exempt from records and once we get the records they are public record.

Councilmember Warner confirmed that if they are with the Mercer Group they are not public record until the records get to us. Ms. Gemmati noted that was correct.

* **MOTION by Councilmember Koss; Seconded by Deputy Mayor Goins, to approve the item.**

AYES: Williams, Goins, Koss, Warner

NAYS: Boisvert

THE MOTION CARRIED (4-1)

Ms. Gemmati added that there may be a couple of minor changes to the attached contract.

4. Seek Council direction on an inquiry to assist the small businesses and non-profit agencies renting space (with rental fees in excess of $1) at the Porcher House and Civic Center during the COVID-19 pandemic. (20-229). (Interim City Manager)

Interim City Manager Fuhrer spoke in regards to this item and reminded Council that at the last meeting, an inquiry from a tenant was raised regarding their rent at the Porcher House. All of the information regarding tenants, their rent and contact information was included in this agenda item.

Councilmember Warner was fine with approving a deferment for a month or so with the exception of St. Mark's. She pointed out that like all other churches most of their revenue comes from Sunday mornings. They are not using the building at all as their space is used for a classroom. All of the others are utilizing their spaces.

In response, Ms. Senger advised that none of the tenants were utilizing their space at this time.

Councilmember Warner was aware rent was cheap but with the limited ability to utilize their spaces she had no issue with a deferment until this was over.

Councilmember Koss believed that St. Mark's was still functioning as they collect tuition for schooling.

* **MOTION by Councilmember Koss; Seconded by Deputy Mayor Goins, to approve Option #2, which is give tenants an optional rental deferment option for the months of May and/or June. Tenants would be required to pay the deferred rent with the July and August payments. Deferment would be on all or a portion of the rental amount requested by the tenant of their monthly total only and would not include Common Area Maintenance fees or taxes. No late fees or interest will apply to the deferred amount.**

AYES: Williams, Goins, Boisvert, Koss, Warner

THE MOTION CARRIED UNANIMOUSLY (5-0)

5. Reallocate Proceeds from the Water and Sewer System Revenue Bonds, Series 2018B; Approve a Resolution Amending the FY 2020 Budget, BAF #20-063-T. (20-236). (Finance Director)

Ms. Bowman advised that this item would reallocate the budget to use Series 2018 bond proceeds. This amendment will move money from different project and it will all go to the CCRIP. An agenda item will be brought forth at the next Council meeting to present the reallocated list.

* **MOTION by Councilmember Warner; Seconded by Deputy Mayor Goins, to approve the item.**

AYES: Williams, Goins, Boisvert, Koss, Warner

THE MOTION CARRIED UNANIMOUSLY (5-0)

6. To review the current COVID-19 Public Health Emergency Information and Consider the Cancellation of Certain Public Meetings and Public and Private Events. (20-232). (Interim City Manager)

Interim City Manager Fuhrer explained that at the Special City Council meeting held on March 17th all meetings were cancelled with the exception of City Council meetings. The next regular City Council meeting is May 13th.

He noted that with the Safer at Home order expiring this month the City could explore hosting some of our board meetings in a virtual manner or publicly with limited capacity. There are a lot of avenues to be explored but staff would ask Council to extend the closures through at least May 11th.

Councilmember Warner spoke about the Planning & Zoning Board and Board of Adjustment which are both quasi-judicial boards. She asked if there was a way to have those and possibly Code Board, and still observe social distancing. When it comes to public events she does not want to be responsible for inviting a lot of people to the park.

Interim City Manager Fuhrer advised that those boards are cancelled through May already.

Attorney Garganese echoed the Interim City Manager and mentioned that with quasi-judicial matters and exercising a proper hearing under these circumstances was very challenging. This order goes through April 30th. Many cities have cancelled those meetings for the time being and are waiting to see how the Governor's order plays out. He further noted that even though an applicant may be able to attend a meeting others may not.

Mayor Williams was in favor of cancelling May and June events but would like to revisit July events later.

Interim City Manager Fuhrer stated that they had spoken with the fireworks vendor regarding the July 4th event. This event is hosted with the City of Rockledge and at this point they have not heard back from the Brevard Symphony Orchestra to see if they are interested in participating. The vendor needs a commitment by mid-May, as they are also the vendor for surrounding cities. The City of Rockledge has cancelled their community picnic, but they have not received information from the Port or Cocoa Beach.

He noted they could revisit the July 4th event at the first meeting in May and will have hopefully heard from Brevard Symphony Orchestra.

It was determined that all events in May and June would be cancelled. This would include all public and private events. They will reconsider the July 4th event and all other July events at the first Council meeting in May, which is May 13, 2020.

* **MOTION by Councilmember Warner; Seconded by Councilmember Koss, to cancel all public and private events in May and June and revisit July events at the first Regular Council meeting in May (May 13, 2020).**

Deputy Mayor Goins asked about code lien reduction applications.

Attorney Garganese advised that with code lien reductions that go before the Code Board, the Code Board is acting in an advisory capacity, so during this time, those applications could be presented directly to City Council with their usual recommendations. This would keep those moving along and current.

It was further decided that the City Clerk's office could reach out to other boards to see if they were willing to meet via other methods discussed during the month of May.

AYES: Williams, Goins, Boisvert, Koss, Warner

THE MOTION CARRIED UNANIMOUSLY (5-0)

IX. City Business:

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

Ms. Bowman explained the changes that were being approved.

* **MOTION by Councilmember Koss; Seconded by Councilmember Warner, to approve the item.**

AYES: Williams, Goins, Boisvert, Koss, Warner

THE MOTION CARRIED UNANIMOUSLY (5-0)

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

Ms. Bowman advised that this was a standard item that had to be done on a yearly basis.

* **MOTION by Councilmember Warner; Seconded by Councilmember Koss, to approve the item.**

AYES: Williams, Goins, Boisvert, Koss, Warner

THE MOTION CARRIED UNANIMOUSLY (5-0)

Multi-Year Contracts:

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

Ms. Gemmati advised that the City has utilized the Gehring Group since 2012. There have been renewals since then and it was decided last year to renew for an additional term and then to go out to bid. A committee was formed to help review and listen to proposals.

Discussion was held on the Gehring Group, how they are paid, and services that they provide to the City. Ms. Gemmati pointed out that they encourage employees to use the Gehring Group to help with claims and other issues they might encounter.

* **MOTION by Councilmember Koss; Seconded by Deputy Mayor Goins, to approve the item.**

AYES: Williams, Goins, Boisvert, Koss, Warner

THE MOTION CARRIED UNANIMOUSLY (5-0)

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

Mr. Smith presented this item and noted that the City had recently been award this grant and he explained what each year of the grant would entail.

* **MOTION by Councilmember Koss; Seconded by Councilmember Warner, to approve the item.**

AYES: Williams, Goins, Boisvert, Koss, Warner

THE MOTION CARRIED UNANIMOUSLY (5-0)

In closing, Mayor Williams announced that Cocoa Community First and Perrone Properties have been a part of what was happening at Time Out Sports Bar. On Mother's Day, which is Sunday, May 11, 2020, several others have stepped up to help provide meals. He asked if the City would be willing to contribute $1,000 towards the feeding.

In response, Interim City Manager Fuhrer advised that the donation account was currently below that amount but he would look into other funds to see what was available. He would seek out other information as well regarding the event.

Councilmember Warner mentioned that both she and Councilmember Boisvert have money left in their donation funds and she was willing to donate her remaining amount towards this event. Mayor Williams announced that Jacobs donated as well.

Councilmember Boisvert agreed to donate his remaining donation funds.

Councilmember Koss asked the Interim City Manager about information she had requested on DMD consultants. In response, he pointed out that she was referring to Item X.1 regarding purchase order approvals item under the Informational agenda. This was the transaction for $49,984.00 on February 20, 2020. He informed her that he was researching this.

X. Informational Agenda:

1. Cumulative purchase approvals over $35,000 and under $50,000 for period 10/01/2019 to 03/31/2020. (20-205). (Finance Director)

2. FY 2020 Budget Adjustment Report. (20-213). (Finance Director)

3. Approved change orders to construction contracts that the City Council has authorized the City Manager, by resolution, to approve in excess of the City Manager's spending authority. (20-214). (Finance Director)

4. Data showing the relation between the estimated and actual income and expenses to date. (20-215). (Finance Director)

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

XI. Adjournment:

Councilmember Warner advised that she just received word that Rec 225 was doing free lunches as well and it was sponsored by Red Bull.

Ms. Senger further advised that Murdocks was doing this as well.

* **MOTION by Councilmember Boisvert; Seconded by Councilmember Warner, to adjourn the Regular meeting of April 22, 2020.**

AYES: Williams, Goins, Boisvert, Koss, Warner

THE MOTION CARRIED UNANIMOUSLY (5-0)

The meeting adjourned at 12:43 p.m.

Jake Williams, Jr., Mayor

ATTEST:

Carie Shealy, MMC, City Clerk

EXHIBIT A: E-Comment from Staci Hawkins-Smith w/ Cocoa Village Playhouse

Guest User
Location:
Submitted At: 7:20pm 04-21-20
Anastacia Hawkins, 2130 Michigan Avenue, Cocoa, FL 32926
Hello everyone:
I hope you are all doing well. We are all well at the Playhouse.
We are now up to over 1,000 facemasks produced and distributed by our Costume Dept led by Dan Hill.
We are awaiting the time to be able to gather and rehearse to prepare to begin our productions. This is the
challenge because we can not "make" a show without training the performers through rehearsing. As you know,
we have no income from ticket sales right now and we hope to open online ticket sales next week for advance
sales to finish the musical INTO THE WOODS the last weekend of May. Sales will also be open for the musical "9
to 5" to open and run for three weekends beginning June 12th. Of course, if the gathering date continues to
move farther away, our schedule will continue to move farther out. We will follow the governmental guidelines for
returning to business.
Our plan is the same as we reported at the last council meeting. We have no idea if people will purchase advance
tickets during this time but we at least need to try in order to keep our doors open. We still have not received any
funding through the SBA loan program or the PPP although we applied very early in the process.
If you have any questions or need anything from us, please call or text my cellphone. I am available around the
clock. Again, thank you.
Agenda

Guest User
Location:
Submitted At: 5:07pm 04-20-20

Dear Members of Council,

In consideration of these extraordinary times, we recognize the importance of stability and continuity for our best possible recovery.

The Historic Cocoa Village Main Street would like to show its support for maintaining the interim City Manager, Matt Fuhrer, in that position during the upcoming period of important decision making.

This will provide the obvious attributes of continuity in crisis; familiarity with the City and its business and political affiliates; and fully developed relationships with existing staff.

We have had the pleasure of working with Mr. Fuhrer in many capacities through the years and have always found him courteous, thoughtful of ideas and possibilities, responsive and extremely knowledgeable. He has had the opportunity through the years to learn and understand the complex entity that is our City.

From the perspective of our organization, within the framework of our area of operation and mandate, Matt has a genuine interest in and commitment to the success of the Village, its waterfront and its future economic development.

We fully appreciate the very important decisions you will be called to make during this difficult time and believe that Matt Fuhrer has the ability to facilitate the City's recovery.

Sincerely,
Emma Kirkpatrick,
Historic Cocoa Village Main Street President and The Board of Directors

From: Candace Rogers
To: Jake Williams; James Goins; Don Boisvert; Brenda Warner
Cc: Matthew Fuhrer; Edward Green
Subject: City Manager Selection Process
Date: Sunday, April 19, 2020 1:05:50 PM

EXTERNAL MESSAGE - USE CAUTION WITH LINKS AND ATTACHMENTS!

To: Mayor Williams and City Council members
Fr: Cocoa Village Neighborhood Coalition
Managing Director and Co-Director
Candace Rogers and Ed Green

Upon the resignation of Mr. John Titkanich, our former city manager, the city council voted unanimously to appoint Mr. Matt Fuhrer as interim city manager. On April 14th, the city council's agenda was centered on selecting an executive search firm to find a suitable candidate for the city manager position. Before the search firms' presentations began, Mr. Ken Parker with the Florida City and County Management Association was invited by the city to comment on the process. Mr. Parker's advice based on experience pointed out that certain policies needed to be answered before moving forward.

What does Mr. Parker recommend?

If the City Council has an internal candidate, he would strongly recommend that you not begin the search process until after you decide whether to employ the internal candidate or if the internal candidate states clearly that she/he will not be a candidate and will not apply for the position. Mr. Fuhrer was asked this question and he stated according to his contract that he would be offered that opportunity. He stated he would like to be considered. The council agreed to speak with him individually regarding his desire to be the city manager. In the meantime, the council moved forward unanimously to select the executive search firm but withhold signing a contract.

The average time to fill such an important position can take three to four months, but as we are all aware, these are not normal times. We are all experiencing the pandemic, which on its own, complicates matters. Now consider we are heading into hurricane season and our budget season that will be challenging with this economic downturn. These would probably be some of the same reasons a quality city manager would give in *not* wishing to abandon their city.

How can we turn this challenge into a positive one?

This situation actually provides the city with some wonderful opportunities but foremost, we can have stability as we navigate these uncertain times. Allowing Matt to work on his own and exercise his own discretion and vision would be an excellent audition opportunity to see if he would fit as the permanent manager. Matt knows the city, has corporate knowledge and has a good working relationship with elected officials, staff and citizens. There is no learning curve at a time when we can least afford one. In our dealing with him on coalition issues, he has always been knowledgeable, responsive and respectful.

Using this approach will give Matt an opportunity to demonstrate his skills as a leader and a glimpse into his strengths and weaknesses. It should begin with a clearly defined set of criteria from the Council, laying out what attributes and benchmarks will be used to evaluate performance. These should be the same criteria Council would provide to a consultant to guide their search. The city should conduct a review specific to these criteria, perhaps in six months, when either party can opt-in or out. This whole process can be conducted publicly and with transparency.

After this "test drive", you should know whether Matt is a good fit for the long term and, just as importantly, he should know whether the manager's job is right for him. This is an advantage that is lost in an all-out search, where a test drive is not possible. You could potentially select a candidate who looks great on paper or in interviews but just doesn't work out. If a newly selected candidate doesn't live up to expectations or finds that the city does not live up to theirs, we will be thrown into turmoil. We need to look no further than the example of Tim Tebow. He is an outstanding athlete and a good man. By all measures, he looked like he was on a path to a brilliant NFL career, but once he was drafted, it just didn't work out.

Is there a downside to this approach?

It has been suggested that the city needs a culture change, and this is best accomplished by bringing in new blood. There is, however, a growing body of thought among organizational development professionals that some of the most powerful forces for organizational change come from within when properly nurtured. If Matt doesn't work out, we can then proceed to a search at a time of our choosing.

In no way is this opinion advocating any person for city manager, but rather the process and timing in which we maintain stability during these times. This gives the city the opportunity to experience a candidate's leadership and management capabilities in a way that is not possible with a traditional search. We also can imagine that in the midst of the current crisis, and knowing that we are facing a turnover on the Council, a broad search may yield a reduced number of qualified

candidates.

Conventional wisdom says that the only way to find the BEST candidate is to do a broad search. There is also a maxim that states that the perfect is the enemy of the good. The city does not need the perfect manager, or even the best manager if one does indeed exist. We need a good manager who is a good fit...one who can leverage the strengths of the team. We all want what is best for the city and with that in mind let us proceed during these complicated times with stability by allowing Matt to work on his own and exercise his own discretion and vision. *If necessary, going for a broad search at a more advantageous time does not hurt the city but allows for additional options.*

April 19, 2020

 Reply Reply all Forward

From: wiregems
To: CityCouncil
Subject: City Manager situation
Date: Tuesday, April 21, 2020 4:41:39 PM

EXTERNAL MESSAGE - USE CAUTION WITH LINKS AND ATTACHMENTS!

Honorable Mayor and Council--

Speaking only for myself as a long-time business owner in Cocoa, and not on behalf of any organization or agency, I would like to express my desire to see Council retain Matt Fuhrer as interim City Manager for the near future, and NOT spend money to go out for bid for a potential hiring consultant.

These are unprecedented and uncertain times. Not only the coronavirus threat, but the imminent hurricane season and the City's annual budget process are all going to be affecting the citizens and businesses of Cocoa.

When it became necessary to consider a new City Manager, Council promised the public transparency in the hiring process. With conditions the way they are and access to Council meetings restricted, the community has practically no chance to participate, and limited access to information for full understanding of the process.

In addition, I'm sure City revenue is being affected every day. Perhaps it's better to hang onto the money that would be spent on a consultant until circumstances even out a bit.

Let's at least get to the other side of the health crisis and the budget process with an interim Manager who understands our City, its goals, and its challenges. Then go all out with a search if that's what's necessary, or breathe easy because we may have discovered we already have just what we need.

Thank you for your consideration,
Janne Etz

216 Brevard Ave.
Cocoa, FL