



Meeting Agenda
Thursday, September 17, 2026

6:00 PM

Regular & Budget Hearing

Cocoa Beach City Hall
2 S Orlando Avenue
Cocoa Beach, FL 32931

WELCOME

Meeting re-broadcasts on: Spectrum - Channel 499 and
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Rules of Order: Robert's Rules of Order and the Florida Sunshine Law govern the conduct of our meetings.

Speaking Courtesy Rules:

- The Commission accepts relevant comments.
- A time limit of three minutes is imposed on each speaker. If speaking for a group, the Commission may grant an additional three minutes.
- Please direct comments and questions through the Mayor
- Complete speaker cards are required for each of the items you wish to address. Submit the card to the City Clerk prior to the introduction of the item. Speaker Cards are available in the entrance of the Commission Room and in the City Clerk's office prior to the meeting. The purpose of the card is to obtain the spelling of your name, contact information if follow-up is needed, and provide for efficient meeting administration.
- Upon being recognized by the Mayor, please approach the dais, state your name and address, and speak into the microphone.

Approval Of Order Of Business:

Note: Members of the public, Commission and Staff may remove items from the Consent Agendas, if they wish to discuss them. Requests for removal need to be made known to the City Commission under the Approval of the Order of Business, at the beginning of the meeting.

Appealing a Decision:

Any person desiring to appeal any decision made by the City Commission, with respect to any matter considered at such a meeting or hearing, will need a record of the proceedings and for such purposes must ensure that a verbatim record and transcript of the proceeding is made in a form acceptable for official court proceedings, which record includes the testimony and evidence upon which the appeal is to be based. It shall be the responsibility of the person desiring to appeal any decision to prepare a verbatim record and transcript at his/her own expense as the City does not provide one

American with Disabilities Act:

ATTN: PERSONS WITH DISABILITIES. In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing special accommodations to participate in this proceeding shall, at least forty-eight (48) hours prior to the meeting, contact the Office of the City Clerk at (321) 868-3286; Florida Relay Service (800) 955-8771 (TDD); or (800) 955-8770 (Voice) or 711.

THANK YOU for participating in your Cocoa Beach City Government.

A. MEETING CALLED TO ORDER

1. Pledge of Allegiance
2. Invocation by Mark Wodka, Reverend, Canaveal Port Ministry
3. Roll Call

B. APPROVAL OF THE AGENDA

(Note: Members of the public, Commission and Staff may remove items from the Consent Agendas if they wish to discuss them. Requests for removal need to be made known to the City Commission under the Approval of the Order of Business, at the beginning of the meeting.)

C. BUDGET HEARING

1. Approve the Final Millage rate of 5.9988 mills for Fiscal Year 2027. The taxing authority is the City of Cocoa Beach. The rolled-back rate is 5.9988 mills. The Final Millage rate is 5.9988 mills, which represents 0.00% increase over the rolled-back rate. Final Adoption of the Millage rate by Resolution No. 2026-06 is scheduled for September 17, 2026.
Staff Representative: Hana Juman, Finance Director, Wes Mullins, City Manager
Recommendation: Approve
2. Adopt Resolution No. 2026-07 - A Resolution of the City Commission of the City of Cocoa Beach, Brevard County, Florida, adopting the final budget for the Fiscal Year 2027 of the City of Cocoa Beach, Florida; providing for an effective date. Resolution No. 2026-07 adopts the budget for FY 2027.
Staff Representative: Hana Juman, Finance Director, Wes Mullins, City

Manager

Recommendation: Adopt

3. Adopt Resolution No. 2026-08 - A Resolution of the City Commission of the City of Cocoa Beach, Florida, adopting a Five-Year Capital Improvements Program, to include Fiscal Year 2027 Capital Improvements Budget and adopting a Proposed Capital Improvements Program for the next four Fiscal Years 2028-2031 which may be revised and extended each year with regard to capital improvements.

Staff Representative: Hana Juman, Finance Director, Wes Mullins, City Manager

Recommendation: Adopt

D. SPECIAL PRESENTATIONS

1. Senator Mayfield check presentation on the Cocoa Beach Fire Station appropriation.

Accepting: Justin Grimes, Fire Chief

E. PUBLIC COMMENTS

Comments will be heard on items that do not appear on the agenda of this meeting. Citizens will limit their comments to three (3) minutes. Per Commission Procedures, the City Commission will not take any action or discuss items brought up under the "Public Comment" section of the agenda. The City Commission may schedule such items as regular agenda items and act upon them in the future.

F. STAFF REPORTS AND ANNOUNCEMENTS

G. CITY ATTORNEY REPORTS AND ANNOUNCEMENTS

H. CITY COMMISSION REPORTS AND ANNOUNCEMENTS

I. CONSENT AGENDA

1. Approve the September 3rd, Commission Meeting Minutes

Staff Representative: City Clerk Department

Recommendation: Approve

2. Adopt Resolution No. 2026-09, A Resolution of the City of Cocoa Beach, Brevard County, Florida amending Resolution 2025-19, affirming updated financial policies and practices; providing for an effective date; and providing for adoption. Resolution No. 2026-09 adopts amending financial policies and practices.

Staff Representative: Hana Juman, Finance Director

Recommendation: Adopt

3. Adopt Resolution No. 2026-10, A Resolution of the City Commission of the City of Cocoa Beach, Florida, adopting the 2027-2031 Strategic Plan prepared by executive staff, which provides an executable managerial tool to succinctly tie the creation and execution of the annual budget.

Staff Representative: Hana Juman, Finance Director
Recommendation: Adopt

4. Approve Fiscal Year 2027 Liquid Sodium Hypochlorite bulk supply piggyback agreement utilizing Bay County Contract 26-37 for Odyssey Manufacturing Co. to supply the wastewater treatment plant at a price of \$1.75 per gallon. This is a budgeted operating expense for FY27.

Staff Representative: Brad Kalsow, Water Reclamation Director
Recommendation: Approve

J. ITEMS REMOVED FROM THE CONSENT AGENDA

K. NEW BUSINESS

1. **ITEM PULLED 9/14/2026** ~~Adopt Ordinance 1719 on First Reading — An ordinance of the City of Cocoa Beach, Florida, amending the city's regulations governing the Parking and Storage of Vehicles, Boats, Utility Trailers, Recreational Vehicles, Special Purpose Vehicles, and Semi-Trucks and Tractor Trailers; establishing standards for parking and storage on vacant parcels, public sidewalks, right-of-way, and private property; providing separate parking and storage requirements for residential and commercial districts; providing for vehicle size, number, location, screening, registration, maintenance, and temporary parking requirements; amending related provisions of the city code; providing for severability, conflicts, codification, and an effective date.~~

~~Staff Representative: David Dickey, Director Development Services
Recommendation: Adopt on First Reading~~

2. Adopt Ordinance 1724 on First Reading — An ordinance of the City of Cocoa Beach, Florida, Amending Chapter 14, "Special Events" of the Code of Ordinances by creating section 14-29.6, "Solicitation, Petition-Signature Activity and Active Distribution at Public Special Events"; establishing content-neutral designated activity locations; distinguishing protected expressive activity from commercial vending; preserving oral advocacy and other protected expression; amending section 14-21 regarding event site plants and pedestrian traffic access; amending section 14-29.5 regarding penalties; providing for administration and enforcement; providing for conflicts, severability, codification and an effective date.

Staff Representative: Andi Segarra, Leisure Services Director
Recommendation: Adopt on First Reading

L. GENERAL PUBLIC COMMENT

(Only if not accommodated in the 30-minute Public Comment period earlier)

M. ADJOURNMENT

RESOLUTION NO. 2026 - 06

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF COCOA BEACH OF BREVARD COUNTY, FLORIDA, ADOPTING THE FINAL LEVYING OF AD VALOREM TAXES FOR THE APPROPRIATIONS TO BE PAID OUT OF THE GENERAL FUND DURING THE FISCAL YEAR 2027 OF THE CITY OF COCOA BEACH, FLORIDA; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Cocoa Beach of Brevard County, Florida, on September 17, 2026 adopted Fiscal Year 2027 Final Millage Rates following a public hearing as required by Florida statute 200.065.

WHEREAS, the City of Cocoa Beach of Brevard County, Florida, held a public hearing as required by Florida statute 200.065 and,

WHEREAS, the gross taxable value for operating purposes not exempt from taxation within the City of Cocoa Beach, Brevard County has been certified by the Brevard County Property Appraiser to the City of Cocoa Beach as \$ 3,378,777,492.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF COCOA BEACH, FLORIDA, that:

1. The FY 2027 operating millage rate is 5.9988 mills, which is equal to the rolled-back rate of 5.9988 mills, resulting in a 0.00% increase.
2. This Resolution will take effect immediately upon its adoption.

DULY ADOPTED at a public hearing this 17th day of September 2026.

Upon Motion by Commissioner _____ and Seconded by Commissioner _____ this Resolution was duly adopted at a Meeting of the City Commission of the City of Cocoa Beach, Florida, held on the 17th day of September 2026.

ATTEST:

Karin Grooms
City Clerk

Keith Capizzi
Mayor-Commissioner

Ayes: _____
Nays: _____
Absent or Abstaining: _____

RESOLUTION NO. 2026 - 07

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF COCOA BEACH, BREVARD COUNTY FLORIDA, ADOPTING THE FINAL BUDGET FOR THE FISCAL YEAR 2027 OF THE CITY OF COCOA BEACH, FLORIDA; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City Commission of the City of Cocoa Beach, Florida has held the first of two public hearings on Thursday, September 3, 2026 as required by Florida Statutes 200.065 to discuss the proposed operating budgets of the City of Cocoa Beach for the Fiscal Year 2027 beginning October 1, 2026 and ending September 30, 2027; and,

WHEREAS, the first public hearing was duly noticed and advertised; and,

WHEREAS, at the first public hearing the City Commission of the City of Cocoa Beach, Florida set forth the proposed expenditure appropriations and revenue estimates for the Fiscal Year 2027 operating budgets for all funds totaling \$124,012,653; and,

WHEREAS, the second public hearing was duly noticed, advertised and held on Thursday, September 17, 2026; and,

WHEREAS, the City of Cocoa Beach, Brevard County, Florida set forth the appropriations and revenue estimates for the Budgets for Fiscal Year 2027 in the amount of \$124,012,653 as shown in Exhibit A (attached)

NOW, THEREFORE, BE IT RESOLVED by the City of Cocoa Beach, Brevard County, Florida, that:

1. The Fiscal Year 2027 Final Budget be adopted.
2. This resolution will take effect immediately upon its adoption.

Upon Motion by Commissioner _____ and Seconded by Commissioner _____ this Resolution was duly adopted at a Meeting of the City Commission of the City of Cocoa Beach, Florida, held on the 17th day of September, 2026, at ____ P.M.

ATTEST:

Karin Grooms
City Clerk

Keith Capizzi
Mayor-Commissioner

Ayes: _____
Nays: _____
Absent or Abstaining: _____

**FISCAL YEAR 2027
BUDGET
SOURCES & USES OF FUNDS BY DEPARTMENT & CATEGORY
(EXHIBIT A)**

GENERAL FUND	Sources	USES BY CATEGORY					TOTAL
		Personnel Services	Operating	Capital Outlay	Debt Service	Other/ Transfers	
Funds Forward	12,925,256	—	—	—	—	—	12,925,256
REVENUE							
Ad Valorem Taxes	18,460,742	—	—	—	—	—	18,460,742
Local Option & Utility Taxes	3,335,000	—	—	—	—	—	3,335,000
Business Taxes & Permits	2,916,250	—	—	—	—	—	2,916,250
Intergovernmental	5,554,124	—	—	—	—	—	5,554,124
Charges For Services	11,978,416	—	—	—	—	—	11,978,416
Fines & Forfeitures	95,035	—	—	—	—	—	95,035
Miscellaneous	1,406,668	—	—	—	—	—	1,406,668
Other Receipts	1,689,984	—	—	—	—	—	1,689,984
Total Revenue	45,436,219	—	—	—	—	—	45,436,219
Total Sources	58,361,475	—	—	—	—	—	58,361,475
EXPENDITURES							
Commission	—	32,360	66,200	—	—	30,000	128,560
City Attorney	—	—	333,855	—	—	—	333,855
City Manager	—	492,970	20,040	—	—	4,950	517,960
Human Resources	—	489,417	72,423	—	—	—	561,840
City Clerk	—	246,067	77,836	5,500	—	—	329,403
Finance	—	807,447	177,030	—	—	—	984,477
Finance/Metered Parking	—	92,837	640,000	—	—	—	732,837
Information Technology	—	680,841	1,400,146	58,000	—	10,000	2,148,987
Police	—	6,390,798	394,882	33,374	—	—	6,819,054
Beach Rangers	—	128,530	3,020	—	—	—	131,550
Parking Enforcement	—	183,735	1,200	—	—	—	184,935
Communications	—	—	348,480	52,050	—	—	400,530
Fire	—	6,206,458	659,788	7,000	—	—	6,873,246
Emergency Medical Service	—	—	115,150	—	—	—	115,150
Community Paramedic Program	—	—	1,600	—	—	—	1,600
Public Works	—	2,487,965	5,688,687	5,148,000	—	—	13,324,652
Fleet	—	602,455	566,857	1,104,383	—	—	2,273,695
Development Services - Zoning	—	219,650	49,020	—	—	—	268,670
Code Enforcement Officers	—	234,364	12,400	—	—	—	246,764
Leisure Services	—	3,114,327	1,995,883	92,500	—	—	5,202,710
General Appropriations	—	20,000	1,843,202	—	1,610,332	100,000	3,573,534
Total Expenditures	—	22,430,221	14,467,699	6,500,807	1,610,332	144,950	45,154,009
Total Reserves	13,207,466	—	—	—	—	—	13,207,466
Total Uses	—	22,430,221	14,467,699	6,500,807	1,610,332	144,950	58,361,475

**FISCAL YEAR 2027
BUDGET
SOURCES & USES OF FUNDS BY DEPARTMENT & CATEGORY
(EXHIBIT A)**

COMMUNITY REDEVELOPMENT AGENCY	Sources	USES BY CATEGORY					TOTAL
		Personnel Services	Operating	Capital Outlay	Debt Service	Other/ Transfers	
Funds Forward	2,657,364	—	—	—	—	—	2,657,364
REVENUE							
Intergovernmental	1,997,498	—	—	—	—	—	1,997,498
Charges for Services	652,500	—	—	—	—	—	652,500
Miscellaneous	70,040	—	—	—	—	—	70,040
Total Revenues	2,720,038	—	—	—	—	—	2,720,038
Total Sources	5,377,402	—	—	—	—	—	5,377,402
EXPENDITURES							
		79,338	714,683	969,600	397,250	175,000	2,335,871
RESERVES	3,041,531	—	—	—	—	—	3,041,531
Total Uses	—	79,338	714,683	969,600	397,250	175,000	5,377,402

BUILDING PERMITS FUND	Sources	USES BY CATEGORY					TOTAL
		Personnel Services	Operating	Capital Outlay	Debt Service	Other/ Transfers	
Funds Forward	494,032	—	—	—	—	—	494,032
REVENUE							
Charges for Services	1,004,500	—	—	—	—	—	1,004,500
Miscellaneous	30,000	—	—	—	—	—	30,000
Total Revenues	1,034,500	—	—	—	—	—	1,034,500
Total Sources	1,528,532	—	—	—	—	—	1,528,532
EXPENDITURES							
		818,033	316,902	—	—	46,627	1,181,562
RESERVES	346,970	—	—	—	—	—	346,970
Total Uses	—	818,033	316,902	—	—	46,627	1,528,532

IMPACT FEE FUND	Sources	USES BY CATEGORY					TOTAL
		Personnel Services	Operating	Capital Outlay	Debt Service	Other/ Transfers	
Funds Forward	—	—	—	—	—	—	—
REVENUE							
Intergovernmental	—	—	—	—	—	—	—
Miscellaneous	—	—	—	—	—	—	—
Total Revenues	—	—	—	—	—	—	—
Total Sources	—	—	—	—	—	—	—
EXPENDITURES							
	—	—	—	—	—	—	—
RESERVES	—	—	—	—	—	—	—
Total Uses	—	—	—	—	—	—	—

FISCAL YEAR 2027
BUDGET
SOURCES & USES OF FUNDS BY DEPARTMENT & CATEGORY
(EXHIBIT A)

UTILITIES SYSTEM FUND	Sources	USES BY CATEGORY					TOTAL
		Personnel Services	Operating	Capital Outlay	Debt Service	Other/ Transfers	
Funds Forward	7,648,969	—	—	—	—	—	7,648,969
REVENUE							
Intergovernmental	25,887,500	—	—	—	—	—	25,887,500
Charges for Services	10,907,000	—	—	—	—	—	10,907,000
Miscellaneous	482,500	—	—	—	—	—	482,500
Other Receipts	—	—	—	—	—	—	—
Total Revenues	37,277,000	—	—	—	—	—	37,277,000
Total Sources	44,925,969	—	—	—	—	—	44,925,969
EXPENDITURES	—	3,039,347	2,563,078	28,151,092	1,963,468	1,424,700	37,141,685
RESERVES	7,784,284	—	—	—	—	—	7,784,284
Total Uses	—	3,039,347	2,563,078	28,151,092	1,963,468	1,424,700	44,925,969

STORMWATER FUND	Sources	USES BY CATEGORY					TOTAL
		Personnel Services	Operating	Capital Outlay	Debt Service	Other/ Transfers	
Funds Forward	1,915,599	—	—	—	—	—	1,915,599
REVENUE							
Intergovernmental	2,707,726	—	—	—	—	—	2,707,726
Charges for Services	1,907,500	—	—	—	—	—	1,907,500
Miscellaneous	50,000	—	—	—	—	—	50,000
Other Receipts	20,000	—	—	—	—	—	20,000
Total Revenues	4,685,226	—	—	—	—	—	4,685,226
Total Sources	6,600,825	—	—	—	—	—	6,600,825
EXPENDITURES	—	654,788	494,494	3,240,000	65,589	207,530	4,662,401
RESERVES	1,938,424	—	—	—	—	—	1,938,424
Total Uses	—	654,788	494,494	3,240,000	65,589	207,530	6,600,825

FISCAL YEAR 2027
BUDGET
SOURCES & USES OF FUNDS BY DEPARTMENT & CATEGORY
(EXHIBIT A)

HEALTH CARE INTERNAL SERVICE FUND	Sources	USES BY CATEGORY					TOTAL
		Personnel Services	Operating	Capital Outlay	Debt Service	Other/ Transfers	
Funds Forward	2,276,518	—	—	—	—	—	2,276,518
REVENUE							
Charges for Services	4,916,932						4,916,932
Miscellaneous	25,000						25,000
Total Revenues	4,941,932	—	—	—	—	—	4,941,932
Total Sources	7,218,450	—	—	—	—	—	7,218,450
EXPENDITURES	—	—	5,612,234	—	—	—	5,612,234
RESERVES	1,606,216	—	—	—	—	—	1,606,216
Total Uses	—	—	5,612,234	—	—	—	7,218,450

**FISCAL YEAR 2027
BUDGET
SOURCES & USES OF FUNDS BY DEPARTMENT & CATEGORY
(EXHIBIT A)**

ALL FUNDS	Sources	USES BY CATEGORY					TOTAL
		Services	Operating	Outlay	Service	Transfers	
Funds Forward (All Funds)	27,917,738	—	—	—	—	—	—
REVENUE							
General Fund Revenue							
Ad Valorem Taxes	18,460,742	—	—	—	—	—	—
Local Option & Utility Taxes	3,335,000	—	—	—	—	—	—
Business Taxes & Permits	2,916,250	—	—	—	—	—	—
Intergovernmental	5,554,124	—	—	—	—	—	—
Charges for Services	11,978,416	—	—	—	—	—	—
Fines & Forfeitures	95,035	—	—	—	—	—	—
Miscellaneous	1,406,668	—	—	—	—	—	—
Other Receipts	1,689,984	—	—	—	—	—	—
General Fund Expenditures		22,430,221	14,467,699	6,500,807	1,610,332	144,950	45,154,009
Total- Gen Fund Revenue	45,436,219						—
Other Fund Revenue							—
Community Redevelopment	2,720,038	79,338	714,683	969,600	397,250	175,000	—
Building Permits Fund	1,034,500	818,033	316,902	—	—	46,627	—
Impact Fee Fund	—	—	—	—	—	—	—
Utility system	37,277,000	3,039,347	2,563,078	28,151,092	1,963,468	1,424,700	—
Stormwater	4,685,226	654,788	494,494	3,240,000	65,589	207,530	—
Health Care Fund	4,941,932	—	5,612,234	—	—	—	—
Total Other Fund Revenue	50,658,696	—	—	—	—	—	—
Total All Funds Revenue	96,094,915	—	—	—	—	—	—
Total Sources - All Funds	124,012,653	—	—	—	—	—	124,012,653
Total Expenditures		27,021,727	24,169,090	38,861,499	4,036,639	1,998,807	96,087,762
Total Reserves	27,924,891	—	—	—	—	—	27,924,891
TOTAL USES - ALL FUNDS							124,012,653

ADOPTED ANNUAL BUDGET 2026/2027



CITY OF COCOA BEACH, FLORIDA



September 30, 2026



Fiscal Year 2027

Elected Officials

Mayor

Keith Capizzi

Vice Mayor

Skip Williams

Commissioners

Joshua Jackson

Tim Tumulty

Jeremy Hutcherson

Management

City Manager

Wes Mullins

City of Cocoa Beach

2 South Orlando Ave

Cocoa Beach, Florida

32932-2430

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<https://facebook.com/CocoaBeachCityHall/>



Jeremy Hutcherson
Commissioner

Joshua Jackson
Commissioner

Keith Capizzi
Mayor

Tim Tumulty
Commissioner

Skip Williams
Vice Mayor

COCOA BEACH

At a Glance



Cocoa Beach is located on a barrier island of Florida's Space Coast, famous for its beaches, space launches, and the Indian River Lagoon. Just six miles long and less than one-mile wide, Cocoa Beach is truly a unique place! Surrounded by the Atlantic Ocean and Banana River, a visitor can build sandcastles in the morning and kayak in the afternoon with manatees and dolphins. It's the closest beach to Orlando, so you can enjoy Orlando's attractions and get to relax on the east coast of Florida. Cocoa Beach continues to link the continuing exploration of Space with the wonders of nature.

Cocoa Beach is a residential community with a population of 11,361 which rises to 30,000 during the season when it welcomes its "snowbirds" from the north. Cocoa Beach is a family friendly resort community. The City hosts over 2.5 million day visitors a year and is the closest full-service city to Port Canaveral, the second largest cruise port in Florida.

No other small city can boast that they have over 12 city and county parks and playgrounds, a 50 meter public swimming pool, 27 holes of championship golf, 2 public boat ramps, ocean and river dining views, plus one of the top four best restored beaches in America.



Cocoa Beach...It's a lifestyle to experience and enjoy 365 days a year!

City of Cocoa Beach
2 S Orlando Ave
P.O. Box 322430
Cocoa Beach, Florida 32932-2430
(321) 868-3200
www.cityofcocoa-beach.com

<https://www.facebook.com/CocoaBeachCityHall/>



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Management Team

City Manager

Wes Mullins

***Assistant City Manager/ Director of
Development Services***

David Dickey

City Clerk

Karin Grooms

Fire Chief

Justin Grimes

Police Chief

Kris Kuehn

Director of Finance

Hana Juman

Director of Information Technology

Kevin Perez

Director of Leisure Services

Andrea Segarra

Director of Human Resources

Cindy DePina

Director of Public Works

Brooks Webb

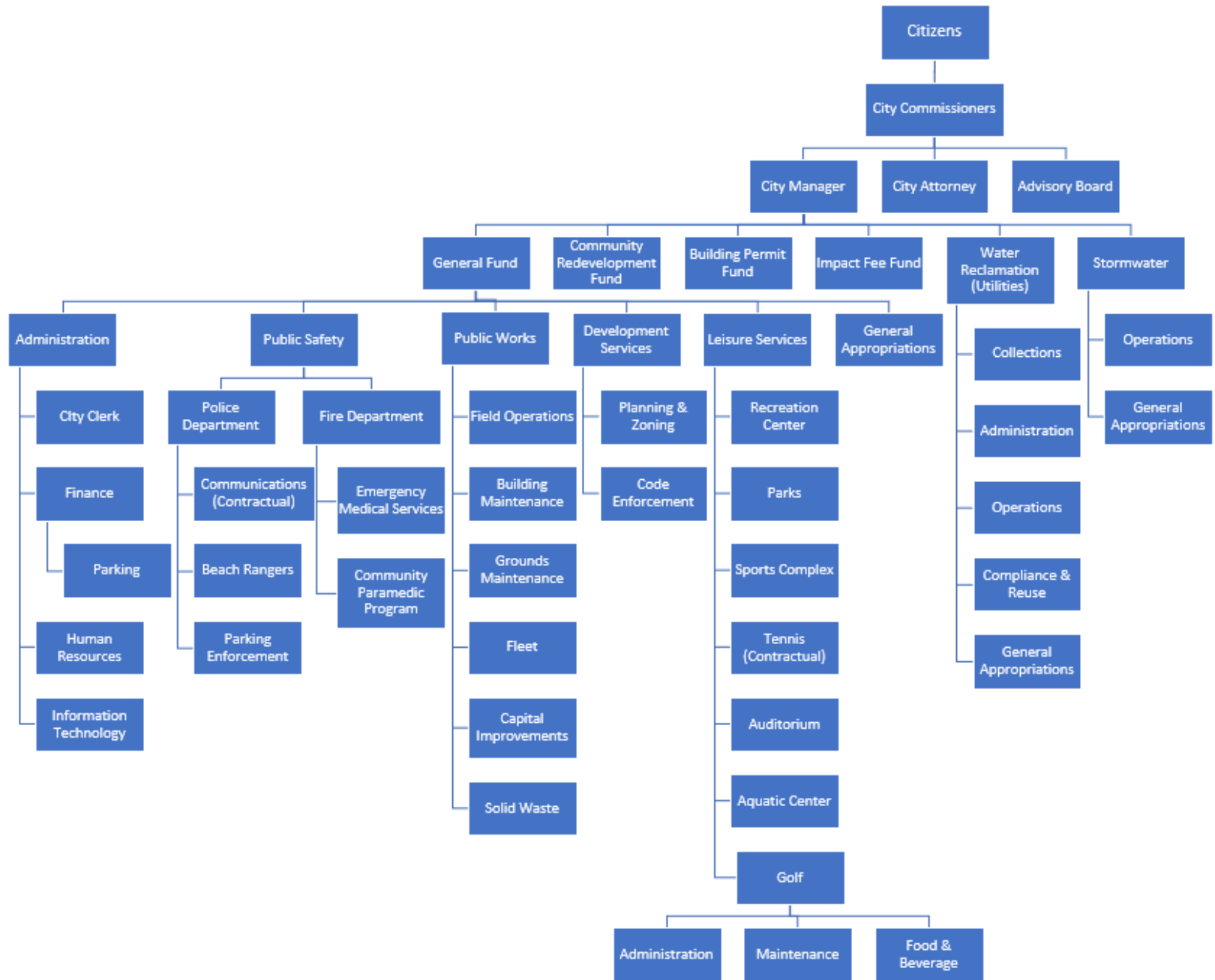
Director of Water Reclamation

Brad Kalsow

Stormwater Utility Management

Morgan Zuhlke

City of Cocoa Beach Organization Chart



Mission and Vision Statements

Mission

Maintain a low-density residential and family-oriented resort community with paramount consideration given to the health, safety, welfare, comfort, and quality of life for all our citizens.

Vision

A safe family friendly resort-oriented community that promotes a high quality of life, low density residential neighborhoods, balanced economic growth, and quality public services.

City of Cocoa Beach

- | | |
|----------------|--|
| Goal 1: | Ensure a Safe City. |
| Goal 2: | Deliver effectively the services that Cocoa Beach Citizens need, want and are willing to support. |
| Goal 3: | Maintain a low-density residential and family friendly resort-oriented community where citizens and visitors can find and afford the values, Services, and lifestyles they seek. |
| Goal 4: | Maintain effective stewardship of Cocoa Beach's significant natural resources. |
| Goal 5: | Build and maintain a healthy business climate. |

Strategic Plan

In FY 2023, the City of Cocoa Beach directors and managerial staff participated in four strategic planning sessions held by Roxstar Consulting. During these four strategic planning sessions, we defined through internal processes what the City of Cocoa Beach's strategic plan is and what our long-term vision is. To develop a strategy that meets our mission, values, core competencies, and vision and also meets the targets and objectives of our City Commission and Citizens. In FY 2026, the strategic plan was updated with Resolution 2026-10.

The four strategic goals of the City of Cocoa Beach are as follows:

- Wastewater Improvements
- Stormwater Improvements
- Hurricane Preparedness
- Public Safety

Wastewater Improvements

Upgrade and repair all sewer lines and sewer plant infrastructure to meet future capacity and growth for residents, tourists and businesses using funding through grants and utility rate increases by 2033, while maintaining environmental compliance standards that are safe for our waterways.

Objectives:

- Rate study and implementation of results.
- Make continuous efforts to get grant funding.
- Repair at least 2 miles of sewer lines every year
 - Grant funds
 - User Rates
- Come up with a method or inspection program to repair defective laterals:
 - Residential Properties
 - Commercial Properties
- Upgrade Lift Stations – 17 Total
- Repair Manholes – 1,100 Total
- No surface water discharge by 2036 to meet state requirements

Components of Goal and Objectives:

Sanitary Sewer Collection System

- The Sanitary Sewer Collection System is comprised of approximately 55 miles of Gravity Sewer Pipe plus another 15 miles of force main. Gravity piping is made up of Vitrified Clay pipe with sizes ranging from 8 inch up to 30 inch. Force main piping is made up of ductile iron pipe and PVC with sizes ranging from 4 inch to 30 inch. Approximately 1,100 manholes are established into the system.
 - Gravity Pipe
 - From 2014-2016 14.2 miles of pipe were rehabilitated accounting for 26% of the system
 - In 2020 2.3 miles of pipe rehabilitated accounting for 4% of the system
 - In 2023-2025 approximately 14.35 miles of pipe will be rehabilitated
 - The City owns and maintains 17 Lift Stations and is under contract with the Canaveral Port Authority to maintain approximately 26 Lift Stations on Port property.

Wastewater Treatment System

- The treatment facility is comprised of six major categories: Screenings, Biological Process, Clarification, Filtration, Disinfection & Residuals.
 - Since 1979, Cocoa Beach has operated a 6 MGD treatment facility that provides secondary wastewater treatment for the city. The last two major upgrades of the wastewater treatment facility were completed in 2012 and 2020. The 2012 upgrade project included an upgrade to advance waste treatment (AWT) using a 4-stage integrated fixed film activated sludge (IFAS) process that reduces effluent nitrogen and phosphorous levels to AWT standards below 3.0 mg/l and 1.0 mg/l, respectively. This project also incorporated the construction of an Aquifer Storage & Recovery Well, later reclassified to a Class V Injection Well. The treated wastewater is surface water discharged to the Banana River Lagoon and reclaimed to the city's golf course, residential community and down the injection well.
 - The 2020 upgrade project focused on system hydraulics, electrical efficiency and biosolids enhancements among others. This project included upgrades and improvements to the WWTP influent handling facilities, biological treatment units, filters, sludge handling facilities and electrical systems. Gravity Bypass Systems were constructed to avoid the potential for plant overflows during power outages and/or storm flow conditions. 6.0 MGD of extra filter capacity was constructed to handle potential storm surge flows up to a peak hydraulic capacity of 18.0 MGD. Replace existing single source emergency power transfer equipment with new emergency power transfer equipment that supports (2) backup generators providing additional redundancy and reliability during power loss. These components will provide the ability to stay within reclaimed water standards for use in the reuse distribution system and allow utilization of the existing injection well for disposal.
 - In 2023 and 2024 we made upgrades to the Residuals Facility.

Reclaimed Distribution System

- The City provides reclaimed water distribution services to approximately 1,900 single-family homes, two golf courses, 13 parks, and two schools in Brevard County. The reclaimed water distribution system was installed in several phases, with the first phase built in the mid-1980s and the last phase built in the mid-1990s. Currently the system is comprised of 200 shut valves, 75 blow off valves, approximately 3,000 total customer connections and approximately 40 miles of force main pipe.
- During 2022 and 2023, a desktop risk assessment and condition assessment were performed on the distribution system to target projected failures and implement repair programs to be incorporated into the departments long term CIP.

Compliance

- In 2023, the City launched a compliance division to incorporate tracking of commercial businesses and food service establishments to aid in the prevention of sanitary sewer blockages, obstructions and overflows due to the contribution and accumulation of fats, oils and grease (FOG) into the city sewer system. The objective is to eliminate FOG related sanitary sewer overflows and sewer line blockages to protect the area waterways, prevent residential and commercial property damage, decrease sewer maintenance costs, and to improve environmental quality.

Stormwater Improvements

Goal:

Reduce annual nutrient loading (nitrogen and phosphorous) to the Banana River Lagoon.

Objectives:

Meet the required Basin Management Action Plan (BMAP) load reductions by 2035.

Initiatives:

- Ramp Road Park Improvements – Project will improve stormwater treatment for the Park and improve parking amenities.
- Pollutant Load Model Development – Development of pollutant load model will allow the City to identify nutrient loading hotspots throughout the City and better quantify areas for BMAP project implementation.
- Street Sweeping – Regular street sweeping of City streets to remove vegetative debris, sediment, and trash to the Lagoon.
- Ocean Beach Blvd Bioretention O&M – Regular maintenance of bioretention areas on Ocean Beach Blvd.
- Maritime Hammock Pond O&M – Regular maintenance and upgraded modifications to Hammock Pond to improve stormwater treatment.
- Public Outreach/Education – Continue to partner with County and other organizations to conduct public outreach and education events to teach citizens how to effectuate habits that can improve Lagoon water quality.

Goal:

Improve/Enhance flood mitigation in flood-prone areas.

Objectives:

Reduce the number of flood events that impact properties and infrastructure throughout the City.

Initiatives:

- Cedar/Woodland/Brevard/2nd St N Stormwater Improvements – Implement a stormwater project to alleviate the chronic nuisance flooding that occurs in this neighborhood.
- Sliplining Existing Infrastructure – Sliplining culvert along St Lucie Lane where settling of the asphalt has shown that culvert joints are failed, allowing sediment to infiltrate the stormwater system and damage the overlying asphalt.
- Basin A Flood Improvements – Area along Ocean Beach Blvd experiences chronic nuisance flooding as a result of stormwater pipe being surcharged.
- Update Land Development Code to incentivize use of Low Impact Development and Green Stormwater Infrastructure to alleviate flooding problems caused by impervious surfaces and improve stormwater treatment through percolation into soil where the rain falls.
- Proactive/Regular Inspection/Cleaning of Existing Infrastructure – Stormwater crew to conduct regular inspections and maintenance of existing infrastructure.
- Implement a GIS-based work order system to better track maintenance activities, flooding concerns, and permit requirements.

Hurricane Preparedness

Goal 1: Ensure continuity and resiliency of critical City services and infrastructure from all natural hazards

Objective 1: Safeguard City data and support Continuity of Government

Initiative 1: Make sure all essential employees can work remotely.

- Those who are responsible for key functions (payroll, for example) and do not have to report to the EOC should be provided a laptop, backup power source and internet. We can achieve this with cellular modems/hotspots and portable generators

Objective 2: Uptime of critical IT services. For example: Mobile data terminals for Public Safety, Financials, communication systems for employees and public, and the EOC.

Initiative 2: All City systems on site should have multiple redundancies in power. This will ensure employees can work and communicate effectively. Will also ensure integrity of data.

Objective 3: IT systems are redundant, updated, warrantied and have support agreements.

Initiative 3: In case of catastrophe, the cutover to the disaster recovery should be automated in such a way that downtime is minimal.

Objective 4: Prioritize assessment, repair, resumption of electrical and water reclamation utility services.

Initiative 4: Emergency standby generators are essential and should be correctly sized to the electrical demand of the respective system, building(s) or lift station requiring emergency power and maintain at least a 72 hour run time.

Initiative 5: Purchase additional emergency equipment such as pumps, vac-con trucks, wells, tanks, etc. in a stand by assignment during fair weather times to avoid discharge during tropical cyclone or other flood emergencies.

Goal 2: Ensure maximum internal and external communication between all City personnel and residents, visitors, stakeholders.

Objective 1: Identify all employees and designees that will serve in a state of emergency operation. List all assigned tasks and expectations during the emergency.

Initiative 1: Create a clear Chain of Command Incident Command directory of any and all employees designated as essential and nonessential. This document will be updated at least annually.

Initiative 2: Update phone/communication lists frequently

Objective 2: Prepare critical messages and statements that reflect geographical location and physical limitations of each family/resident.

Initiative 1: Prepare scalable informational documents that reflect the expected impacts of an approaching tropical cyclone.

Initiative 2: Staff a Public Information Officer and additional designees to monitor all computer, telephone, social media, email, prepare for incoming questions, updates, alerts, watches, warnings etc.

Initiative 3: Activate employee 'hot line' with return to work information or other information as needed.

Objective 3: Provide redundant emergency communication systems for emergency and recovery operations.

Initiative 1: Identify a primary and secondary Emergency Operations Center to store communication equipment and operational support computers, office supplies, climate control and sleeping quarters.

- Emergency standby generator is essential and should be correctly sized to the electrical demand and maintain at least a 72 hour run time

Initiative 2: Utilize multiple providers and technologies for voice and data communications.

- Cellular providers for voice, SMS, and hot spot connections
- 800 Mhz radio simulcast truncating system
- 800 Mhz radio back-up single tower channels
- VHF – 100 Mhz tertiary system with repeater
- HAM radio operators

Initiative 3: Provide frequent, descriptive updates and warnings to residents, business owners, stakeholders, and hurricane operations personnel during reentry operations.

Goal 3: Reoccupation and resumption of emergency services

Objective 1: Identify and inventory all evacuation operational personnel. Identify and inventory all tangible property and equipment that will be evacuated, elevated, or abandoned in place.

Initiative 1: Type all equipment per the FEMA resource guide to facilitate faster response from local, state, and federal government assistance.

Objective 2: Establish communications with County Emergency operations center and provide current status of City government and utilities, damage requiring resources, and critical needs such as diesel fuel, heavy equipment, air assets, additional emergency generators, and food/water rations.

Objective 3: Establish ‘muster points’ at various locations near the City in case of surface flooding, road wash out, or area hazards.

Objective 4: Establish a unified command team at the applicable emergency operations center.

Initiative 1: Prioritize emergency response needs for the first 12 hours of re-entry.

Initiative 2: Coordinate appropriate resources return and field assignment as conditions warrant. Typing of resources is critical (high water vehicle, heavy equipment, fire pumper, etc.)

Initiative 3: Establish law enforcement, fire, rescue, hazardous materials, flood rescue, building collapse, and damage assessment expedition teams as quickly as possible

Goal 4: Improve deficient building codes and surface flooding challenges

Objective 1: Identify target hazards that are more susceptible to tropical cyclones and surface flooding or storm surge

Objective 2: Prioritize mitigation needs for buildings and areas that are at higher risk than others

Initiative 1: Compare conditions and needs to other projects and other communities that have experienced similar challenges and mitigation

Initiative 2: Identify applicable building codes and storm hardening methods to prevent or limit storm damage and/or flooding issues

- Funding sources from federal, state, and local programs, grants and initiatives are key in a successful improvement project

- Building and planning officials can attend various conferences, classes, and programs that specifically address the various challenges found in improving building codes, and zoning.

Objective 3: Revise existing building codes to further strengthen existing buildings and future building projects in the City.

Objective 4: Provide a disaster recovery center (DRC) for residents and business owners at the Cocoa Beach Country Club. This will provide quarters for National Guard, Regional Task Force Teams, contractors, insurance representatives, and City personnel as needed to provide critical food services, recovery operations, and provide oversight of the DRC.

Initiative 1: Identify critical hardening and storm resilience needs and costs.

Initiative 2: Establish a multi-disciplined team of personnel to identify projects, funding sources, and implementation schedules to complete projects approved by the City Commission.

Initiative 3: Determine cost of essential equipment that can be stored at the facility for emergency use. This will limit the expected delays of resources after a tropical cyclone.

Public Safety

Statement: Staying consistent with current and up to date equipment, training methods, and operational practices while maintaining adequate staffing and resources to provide the principal safety needs for the residents and visitors of the City of Cocoa Beach.

Goals:

- Have a coordinated work effort among the various Public Safety departments (PD, FD, Lifeguards, Beach Rangers, Boat Patrol, Code Enforcement)
- Maintain a staffing level in Public Safety that reflects the active population in the city including residents, visitors, day trippers, and special events.
- Educate and interact with our residents and visitors.

Objectives:

- Improve communication among all Public Safety departments and develop protocols that will assist departments with effective communication, reducing time delays and improving accuracy of information.
 - Public safety coordination meetings
 - Joint training
 - Policy development
- Maintain staffing levels for public safety and staff sustainability in order to alleviate burn out. Proper coordination of resources.
 - Determine proper staffing
 - Selective recruiting
 - Retention program
- Educate the public to reduce calls for service. The mitigation of hazardous or emergency situations through the preemptive education of the public.
 - Participation in condo association meetings
 - Education through SRO/Fire safety
 - Signage, public announcements
 - Social media

Initiatives:

- Routine interdepartmental training, education, and meetings.
 - Public Safety Coordination meetings
 - In order to improve communication between the agencies, a committee could be formed to have quarterly meetings and discuss various issues, improvement plans, or other matters to benefit the departments individually and as a whole.
 - Joint training
 - With improved communication and relationships training can take place to make the Public Safety group more prepared to serve its citizens and visitors in times of emergencies.
 - Examples: Active shooter, Hurricanes, Mass casualty, Evacuations, large influx of visitors on beach or special events.
 - Policy development
 - The safety of our citizens and visitors may involve policy, Code development and enforcement. Public Safety policies may outline simple procedures related to streamlined communication between agencies as well as how to handle emergencies.
- Define minimum staffing levels based on seasons, population, hazards, and events.
 - Determine proper staffing
 - Look at using a third-party company to help determine staffing levels.
 - Use current standards set forth by organizations such as the ICMA, NFPA, etc. to set staffing profiles.
 - Measure historical data such as call volume, hotel or transient rental occupancy, and traffic volume to help determine needs.
 - Selective recruiting
 - Use recruiting organizations to assist with developing recruitment strategies that are more proactive in their approach to attractive well-qualified candidates.
 - Work with local schools and academies to try to attract local talent within the City of Cocoa Beach or Brevard County
 - Retention program
 - Study exit interviews to diagnose the reason we are losing employees in Public Safety.
 - Create a retention program with the help of an outside organization.
- Increase public outreach by seminars, signage, social media, in school education.
 - Participation in condo association meetings
 - Increased outreach and meeting coordination
 - Education through SRO/Fire safety
 - Participating with school events
 - School hand outs
 - Signage, public announcements
 - Message boards
 - Public safety signage
 - Social media
 - Utilize and Coordinate with PIO

Conclusion:

Implementing our strategic plan will allow us to have the proper staffing with the proper equipment and knowledge, thereby creating a safer environment for our tourist and citizens on the beaches of Cocoa Beach.

Statistical & Organizational Information

Government

Date Established	June 5, 1925
Date of Incorporation as a City	June 27, 1957
Fiscal Year	October 1st to September 30th
Present Charter Ratified by the Electorate	November 6, 2018
Form of Government	Commission-Manager
Terms of Office	Four year staggered terms

Demographics & Geography

Population	11,361
Approximate Land Area	3.5 square miles
Approximate Water Area	12.8 square miles

Municipal Services & Facilities

Fire Protection	2 stations and 37 firefighters
Police Protection	1 station and 43 sworn police officers
Sewer & Stormwater Service	64 miles of sanitary sewer lines 23 miles of storm pipes
Utility Customers	4,450 Sewer
Average number of monthly billings	3,349 Solid Waste (Garbage) -- in city 3,340 Stormwater -- in city 1,999 Reuse water -- in city
Number of Street Lights	1,072 (owned by Florida Power & Light)
Miles of Streets	35.2 city and 8 state paved center line miles (0 center line miles unpaved)
Recreational Facilities	10 City and 2 County Parks 6 City and 1 County Playgrounds 2 Softball Diamonds (lighted) 2 Baseball Diamonds (lighted) 14 Tennis Courts (8 lighted, 12 Asphalt, 2 Har-Tru) 6 Soccer Fields 50-Meter Swimming Pool 1 "Kiddie" Pool and Spray Park 1 Sports Complex (Skate Park (lighted)) 1 Recreational Center 1 27-hole Golf Course
Downtown Parking Garage	Three-story garage w/241 spaces, electric charging stations, restrooms, elevator and outdoor shower

Reader's Guide

For ease of use, this budget has been provided with divider tabs that separate it into functional areas for review as follows:

Section A Summary of the budget that can be copied and distributed as necessary to persons who wish to review the budget, but who do not need the entire document. It is also designed to present a broad overview of the budget

Individual tabs are provided for the City's major Funds or groups of Funds, as follows:

Section B General Fund:
Administration
Public Safety
Public Works
Development Services
Leisure Services

Section C Special Revenue Fund:
Community Redevelopment Agency (CRA) Fund
Downtown Parking Garage (CRA)
Building Permits
Impact Fees Fund

Section D Utilities Fund

Section E Stormwater Fund

Section F Internal Service Health Care Fund

Section G Capital Improvement Program:
Introduction and Overview by Fund & Five Year Projection
Summary by Fund & Department
Detail by Department

Section H Appendix:
Financial Policies and Practices
Funding of Services
Revenue Forecast Methodology
Expenditures Forecast Methodology
Detail of Outstanding Obligations
Glossary of Terms

Additional information about the City may be found on the City's website at www.cityofcocoabeach.com. Questions regarding the budget or other financial information may be obtained by calling the Finance Department at (321) 868-3245.

Distinguished Budget Presentation Award

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Cocoa Beach, Florida for its annual budget for the fiscal year beginning October 1, 2025.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

**City of Cocoa Beach
Florida**

For the Fiscal Year Beginning

October 01, 2025

Christopher P. Morill
Executive Director

EXECUTIVE SUMMARY

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BUDGET OVERVIEW

TO: Honorable Mayor and City Commissioners
FROM: Wes Mullins, City Manager
Hana Juman, Finance Director
DATE: September 17, 2026
SUBJECT: Budget Message for Fiscal Year 2027



The Annual Budget for the year ending September 30, 2027 is submitted in the following document. The total Annual Budget is \$124,012,653. This total includes all funds anticipated to be available established by policies to cover emergencies or funds being accumulated for major capital outlays planned for future years.

The total budgeted for personnel services, operating expenditures, capital outlay, debt service, and other items has increased by \$3,839,340 from the adopted FY 2026 budget. Cost of Personnel Services have risen by 2.21%, to include a 4% Cost-of-living-adjustment (COLA), increases in health care insurance and union negotiations. Operational costs continue to rise in all funds, with costs rising for maintenance of assets (fleet, streets, infrastructure), increased cost of small tools and equipment (items that have a cost or life span less than a fixed asset), and other supplies required to perform general work functions. Other costs with increases are professional services (engineering, landscaping, and specialized maintenance work).

Budgeted reserve balances for all funds total \$27,924,891 which is an increase of \$12,628,612 compared to the reserves of \$15,296,279 reflected in the adopted FY 2026 Budget. The overall increase in reserves is largely due to capital outlay projects which were budgeted in FY 2026 but not completed. The City calculates the reserve balance as a percentage of total budgeted expenditures less capital outlay. Ordinance 1681 requires the General Fund reserve balance at a minimum of 23%, with 19% committed for use only in case of a state of emergency, and the non-committed reserve balance will be a minimum of 4%. The non-committed reserve balance minimum requirement will increase by 1% per year until 6% in FY 2029.

Format

The information in this document is intended to provide an overview of the budget and should be sufficient for the reader to gain a basic understanding of our financial plans for FY 2027 and beyond. The document has the same format as previous years. We have added some information based on comments from the budget awards program and current year events. Included in this year's budget are account number changes made to follow the State of Florida Uniform Chart of Accounts. The old account numbers are included for historical purposes and contains actuals for the prior years.

Goals and Objectives/Strategic Plan

Our basic operating unit is a department. Departments concentrate activities on various functions, either operating (e.g. Public Works) or support (e.g. Finance). As part of the budget process, each department's primary mission is included. These are an integral part of department presentations and intended to aid the reader to develop an understanding of missions and responsibilities.

Personnel Costs

Contract negotiations are included for personnel expenditures for members of all three unions; Fraternal Order of Police (FOP), International Association of Fire Fighters (IAFF), and Laborers' International Union of North America (LIUNA). A programmed wage increase is budgeted for FY 2027 for all union and non-union employees, as well as some position adjustments.

The FY 2027 budget for pension contributions to all three plans is \$3,455,302 which is 7.69% increase from FY 2026. The cost is allocated to the departments as a percentage of their respective covered payrolls. The General Employee Plan contribution is 14.62%; the Police Plan is 32.54%; and the Firefighters Plan is 39.80% of covered payroll. Required contributions are affected primarily by the equity market losses related to the recession, a change in the State of Florida's amortization method (Slavin rule) to account for those losses, differences between the actual and assumed rates of investment returns, and salary increases mandated by union contracts. Provisions in the Police and Fire collective bargaining agreements allow for distributions received from the State to be used annually to reduce the Unfunded Actuarial Accrued Liability (UAAL) of their respective plans.

Changes in budgeted positions are detailed in the Personnel Recap. There are 216 full time and 130 part time/seasonal positions budgeted in FY 2027.

American Rescue Plan Act (ARPA)

The FY 2027 budget includes appropriations for a portion of the \$5.8M allocated to the City in federal funding from the latest COVID-19 stimulus package - the American Rescue Plan Act (ARPA) of 2021. Federal regulations require the City to fully obligate all ARPA funds prior to December 31, 2024. Within the ARPA, the Coronavirus State and Local Fiscal Recovery Fund (CSLFRF) provides funding for states, municipalities, counties, tribes, and territories, including \$130 billion for local governments split evenly between municipalities and counties. Federal regulations require expenditures to be completed by December 31, 2026.

General Fund

FY 2027 revenues for the General Fund are projected to be \$45,436,219. The largest single component of this revenue is ad valorem (property) taxes which are \$18,460,742, and is 40.7% of the projected General Fund revenues. The "roll back rate" is 5.9988 was used to create this budget. Revenue from property taxes will be used to fund the needs of the General Fund to include increased operating costs, capital replacements, and maintaining reserves.

With the adoption of Ordinance No. 1695 on March 20, 2025, the city expanded the requirement for registration of vacation rentals city-wide rather than just in the RS-1 zoning district. This set into motion a retooling of the city's program to administer vacation rentals, which has resulted in a significant increase in both the number of registered vacation rentals as well as application revenue. The requirement for city-wide registration was followed by approval of an updated fee schedule. The policy changes enacted by the Commission have resulted in a significantly improved vacation rental program, which in turn provides staff with another tool for improving neighborhoods throughout the city.

Gross taxable property values have risen 2.41% over last year's values. Taxable values have increased due to a strong recovery in the real estate market and completion of some redevelopment projects. In FY 2026, ad valorem collections are estimated at \$18,034,123 and \$18,460,742 is projected for FY 2027.

On June 24, 2026, the Governor signed a bill which reduces property tax to residents by increasing homestead exemption to \$150,000 in 2027, \$250,000 in 2028, and adjustments made based on inflation there forward. Amendment 3 will be on the November ballot and must be approved by 60% of voters to be enacted. If passed, this will have a negative impact to existing ad valorem revenues.

Total General Fund proposed expenditures for FY 2027 are \$45,154,009. This figure includes the \$6,500,807 budgeted for capital outlays. Capital items for FY 2027 have been budgeted as outlined in the Capital Program (Section G).

Confiscated Property Fund

The Confiscated Property Fund revenue and disbursements are handled in accordance with State Law. These funds are required to be used to supplement the Police Department with items that are not usually funded during the budget process. This fund is not budgeted and not presented in this document.

Community Redevelopment Agency Fund (CRA)

The CRA was established by voter approval in January 2008. The special revenue fund was established in FY2011 in anticipation of Brevard County formerly accepting the CRA. The CRA is funded with tax increment millage in FY 2027. The CRA requires extensive planning from an administration standpoint because some ad valorem monies normally spent for general purposes are restricted to CRA expenditures only. The Downtown Parking Garage opened in May 2019. The three-story garage has 241 parking spaces, restrooms, beach showers, an elevator, water fountains, a visitor information area, an electric vehicle charging station, and a solar-powered trash compactor. The CRA budget includes a division which appropriates funds for the Downtown Parking Garage.

Building Permits Fund

This Fund purpose is to account for those fees which "shall be used solely for carrying out the local government's responsibilities in enforcing the Florida Building Code" pursuant to Florida Statute 553.80. It provides for an accurate accounting of fees and uses for enforcing the Florida Building Code.

Impact Fee Fund

This Fund was established in March of 2026 to account for Police, Fire, and Public Facility impact fees based on the 2026 municipal impact fees study prepared by Raftelis Financial Consultants. This study analyzed the existing and projected levels of service, capital facility needs, and cost allocations for Police, Fire, and Public Facilities. F.S. 163.31801, known as the Florida Impact Fee Act, establishes uniform standards for the adoption of impact fees.

Utilities System Fund

FY 2027 Utilities System revenue is projected at \$37,277,000. The total expenditures amount budgeted for FY 2027 is \$37,141,685, including \$28,151,092 for capital improvements attributable to the facilities upgrades discussed in the following paragraph. The utility rate structure established through the City's most recent rate study (Resolution 2023-06) provides the financial framework to support ongoing

operations, required debt service (see Section H), and continued investment in the City's water and wastewater infrastructure. The FY 2027 budget includes funding for capital projects identified in the Capital Improvement Program (Section G), which are necessary to maintain regulatory compliance, improve system reliability, and meet future infrastructure needs. Capital projects will be funded through utility revenues, debt financing, grants, and capital appropriations.

Stormwater Fund

The Stormwater Fund is projected to generate \$4,685,226 in revenues during FY 2027. The fund supports the operation, maintenance, repair, and improvement of the City's stormwater infrastructure. The FY 2027 budget includes \$4,662,401 for operating and capital expenditures, including \$3,240,000 for capital improvement projects (Section G). The City continues to evaluate and prioritize long-term stormwater infrastructure improvements and will pursue grants, financing opportunities, and other funding sources to help implement future capital projects while maintaining the financial sustainability of the fund.

Internal Service Fund

The Healthcare Fund is an Internal Service Fund that tracks the City's costs of providing health care services to all current and separated employees, including expenses budgeted for the cost of services to provide Consolidated Omnibus Budget Reconciliation Act-continuation of health insurance coverage, (COBRA) coverage for separated employees.

Acknowledgments

The department directors and other employees cooperated to provide the information needed to compile the budget and we appreciate their teamwork and collaboration. Preparation of this very complex document is no easy task and could not be done without such support. Input to the document continues and it has been a challenge to prepare our recommendations with our limited resources in the time available. As always, our intentions are to provide the highest possible level of services to the public at the lowest possible costs.

Awards

We are very proud that this past year, the FY 2025 Annual Comprehensive Financial Report (ACFR) received the Certificate of Achievement from the Government Finance Officers Association (GFOA) for the 45th year and the FY 2026 budget document received the Distinguished Budget Presentation Award from GFOA for the 25th time. These accolades recognize the high standards, capabilities, and professionalism of the Finance Department.

Conclusion

There are several large re-development projects currently underway. Some challenges which the City is continuing to face in FY2027 are increased materials costs and increased service and utility costs. Price increases can happen rapidly and have presented budgeting challenges. Additionally, the City of Cocoa Beach continues to manage the high cost of approximately 2.5 million tourists and the need for large

public safety departments to maintain safety for citizens and visitors. The budget reflects the City's philosophy to remain fiscally conservative during this uncertain time. The FY2027 budget addresses the improvements to the sewer and stormwater systems; improvements to recreational amenities and wage requirement mandates. Even though the current economic conditions present some challenges, the City continues forward in a positive direction so that the services and features that make Cocoa Beach so nice are preserved for generations to come.



Wes Mullins, City Manager



Hana Juman, Finance Director

Economic Conditions

Economic Conditions

Cocoa Beach is situated on the narrow strip of land between the Banana River and the Atlantic Ocean. The town was established in 1925 and incorporated as a city in 1957. The small beachfront community is characterized by a mixed economy based on tourism and retirement living. It is almost completely "built-out" and only a small amount of undeveloped land remains within the City's corporate limits. Land uses are primarily in the form of residential, commercial, public recreation, schools, and public or institutional uses. Industrial uses are not permitted. The City offers a desirable quality of life for residents and visitors alike.

The financial condition and economic vitality of the area continue to be significantly influenced by the aerospace, defense, and maritime industries. Patrick Space Force Base (PSFB), Kennedy Space Center (KSC), and Port Canaveral serve as major economic engines for the region, supporting thousands of jobs and attracting substantial public and private investment. The continued expansion of commercial space operations, led by companies such as SpaceX alongside NASA and other aerospace partners, has resulted in record launch activity and reinforced Brevard County's position as one of the nation's premier space industry hubs. These industries continue to generate employment opportunities, stimulate business growth, and contribute positively to the regional economy.

Port Canaveral continues to be a major economic driver for Brevard County and the Space Coast. As one of the world's busiest cruise ports, it attracts millions of passengers annually and is home to many of the industry's leading cruise lines. Continued investments in port infrastructure, including expanded cruise terminal capacity and cargo facilities, have strengthened Port Canaveral's position as a premier global port while supporting tourism, job creation, and economic growth throughout the region. The Port's continued success benefits local businesses, generates employment opportunities, and contributes significantly to the area's tax base and overall economic vitality.

Space Coast tourism has continued at a record pace. The City's economy is highly dependent on tourists and retirees, which is a mixed blessing for the City. Tourism benefits local business, but also requires additional public safety resources and adds to more traffic and congestion on the roadways. Likewise, while retirees add stability to residential neighborhoods, they also require more emergency response capabilities and more recreational amenities than younger population groups. In addition, many retirees stay in Cocoa Beach on a seasonal basis using services and facilities, but don't count towards the official population. For all these reasons, the City needs staffing and facilities larger than cities of similar permanent population. Although the City itself generates sales tax and gasoline tax revenue sufficient to meet the needs, the State allocates funds to the City based on permanent population, not on the basis of these revenues generated within the City. Our Tourist Development Organization is directing capital funding for projects within Cocoa Beach that will certainly be quality of life improvements; however, with most of the tourist tax collected in Cocoa Beach and the 2.5 million visitors annually, there is certainly justification to receive funding for public safety impacts if State Statutes can be amended.

The financial position of the City has remained secure, with a strong and stable economic base. Property values remain among the highest in Brevard County and the City enjoys a steady population base. However, the City's land area is almost totally developed and future revenue growth will only occur through redevelopment of existing properties. The City is faced with the challenge of deciding how to manage this future redevelopment and with determining the strategies that are appropriate for the community.

Demographics, Cultural & Planning & Development

Demographics

Cocoa Beach is both a residential community and a tourist destination. The base population is 11,361 but the count increases during the peak tourist season when hotels, motels, timeshares and condominium rentals are full. There are over 5,700 hotel and motel rooms available. The City is also the destination for another 2.4 million day visitors per year.

The top ten taxpayers comprise approximately six (6.93%) percent of the City's total taxable assessed values. Most of the top ten (10) taxpayers are in the tourist hospitality/retail business.

Principal Property Tax Payers

Taxpayer	FY 2025 Taxable Assessed Value	Rank	Percentage of Total City Taxable Assessed Value
Ocean Partners Hospitality 5500 North Group (Days inn/Best Western)	\$ 42,022,980	1	1.33%
Doubletree Hotel (2080 North Atlantic)	\$ 36,475,050	2	1.15%
Hilton Cocoa Beach (1550 North Atlantic)	\$ 35,496,760	3	1.12%
Cocoa Beach Development	\$ 20,002,190	4	0.63%
Westgate Resorts LTD & Pier (Walkula)	\$ 16,242,270	5	0.51%
Cocoa Beach Hospitality LLC (Quality Inn)	\$ 14,832,620	6	0.47%
Ron Jon Surf Shop of Florida Inc.	\$ 11,513,500	7	0.36%
Cocoa Beach Surf Company	\$ 10,802,170	8	0.34%
Northport Inc Et Al (Ocean Landing)	\$ 9,008,570	9	0.28%
Branch Cornerstone Plaza Assoc. LP	\$ 8,955,010	10	0.28%
TOTALS:	\$ 220,323,650		6.93%

Source: FY 2025 Annual Comprehensive Financial Report (ACFR), page 97

Demographics, Cultural & Planning & Development

City of Cocoa Beach Community Profile (2020-2024 ACS 5-Year Estimates)	
Demographics	Value
Population	11,361
Median Age	59.5 years
Persons Age 65 +	36.3 %
Education	
High School Graduate or Higher	96.4 %
Bachelor's Degree or Higher	49.7 %
Labor Force Participation Rate	48.7 %
Income	
Median Household Income	\$87,990
Per Capita Income	\$65,811

Sources: Florida Office of Economic & Demographic Research (Population Estimate) and U.S. Census Bureau, American Community Survey (ACS), 2020-2024 Five- Year Estimates, released January 29, 2026.

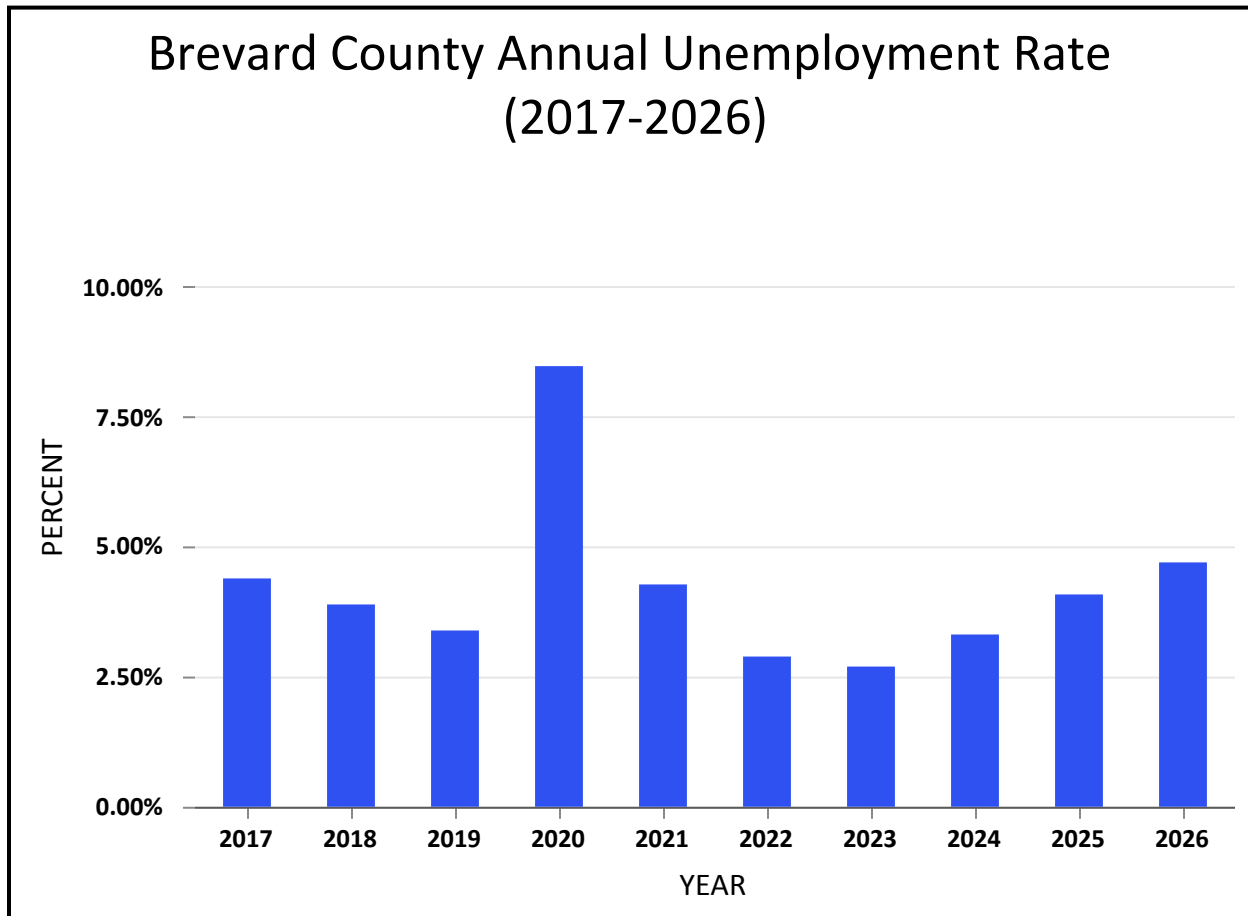
Cocoa Beach is a mature coastal community with a highly educated an, with 51.9%¹ of employed residents working in management, business, science, and arts occupations. While tourism remains an important component of the local economy, many residents commute to employment centers throughout Brevard County in the aerospace, defense, healthcare, education, technology, retail, and public service sectors. The City benefits from its proximity to KSC, Cape Canaveral Space Force Station, PSFB, and numerous high-technology employers that contribute to the economic vitality of Florida's Space Coast.

Most residents work outside the City. The selected major Brevard County employers make up a significant percent of Brevard County employment as shown below. There are no City figures available.

Employer	Employees	Percentage of Total County Employment
School Board of Brevard County	10,000-10,999	4.01%-4.46%
Health First Medical Group	9,000-9,999	3.57%-4.01%
L3Harris Technologies Inc.	7,000-7,999	2.68%-3.12%
Northrop Grumman Corporation	5,000-5,999	1.34%-1.78%
Wal-Mart Associates Inc.	4,000-4,999	.89%-1.34%
Publix Super Market Inc.	4,000-4,999	.89%-1.34%
Blue Origin Florida LLC	3,000-3,999	.89%-1.34%
United States Space Force	2,000-2,999	.89%-1.34%
Brevard County Board of County Commissioners	2,000-2,999	.45%-.89%
Florida Institute of Technology, Inc.	2,000-2,999	.45%-.89%

Source: FY 2025 ACFR page 104

¹ Source: U.S. Census Bureau, American Community Survey (ACS), 2020-2024 Five- Year Estimates, released January 29, 2026.



As shown in the graph above, Brevard County's annual unemployment rate was 4.7%² for 2026. While the rate increased modestly from the historic lows experienced in 2022 and 2023, it remained well below the peak experienced during the COVID-19 pandemic, reflecting the continued strength of the local economy.

The continued expansion of the commercial space industry has strengthened the regional economy. Companies including SpaceX, Blue Origin, L3Harris Technologies, Northrop Grumman, and United Launch Alliance continue to invest in Brevard County, supporting employment opportunities, capital investment, and long-term economic growth throughout Florida's Space Coast.

² Source: Federal Reserve Bank of St. Louis (FRED), Florida Commerce Local Area Unemployment
<https://fred.stlouisfed.org/series/FLBREV3URN>

Demographics, Cultural & Planning & Development

Cultural Notes

Cocoa Beach has many amenities for a city of its size. There are twenty-nine (29) hotels/motels and eight (8) financial institutions within the City limits. The City has a full-service library, a regional hospital and local post office. There are three (3) highly rated public schools, (two (2) elementary and a junior/senior high school). The City also operates a twenty-seven (27) hole golf course and there are twelve (12) City and County parks located within the City limits. The City provides the public with a 50-meter swimming pool, a “kiddie pool” and a spray park; two (2) soft tennis courts; ten (10) hard tennis courts and a sports complex with six (6) soccer fields, two (2) softball diamonds and two (2) baseball diamonds. The City also has a skate park and a dog park. Cocoa Beach is home to the Surfside Playhouse where local actors perform in popular plays on a year-round basis.

There are 12.8 square miles of water area within the City limits. Many residents and visitors enjoy the ocean beaches, boating, kayaking and observation of a large variety of indigenous species of plants and animal wildlife in the area due to its weather conditions and location between the ocean and river.

Planning & Development

The City of Cocoa Beach guides future growth and development through its 2025 Comprehensive Plan, which establishes the long-term vision, goals, and policies for land use, transportation, housing, infrastructure, conservation, recreation, and capital improvements. The Comprehensive Plan serves as the City's primary policy document for managing growth while preserving the community's unique coastal character and quality of life. The Plan is required to be updated every ten years or as land development activities warrant.

The 2025 Comprehensive Plan reflects the City's commitment to responsible growth, resiliency, environmental stewardship, infrastructure planning, and redevelopment that is consistent with community priorities. Together with the Land Development Code, the Comprehensive Plan provides the framework for evaluating future development and capital investment decisions.

The Comprehensive Plan, Land Development Code, Annual Budget, Annual Comprehensive Financial Report (ACFR), and other planning documents are available on the City's website: <http://www.cityofcocoabeach.com>.

Demographics, Cultural & Planning & Development

The Commission first formally adopted the City of Cocoa Beach Strategic Plan by Resolution in Fiscal Year 2015. The City of Cocoa Beach Strategic Plan was been revised and adopted in Fiscal Year 2026. The Plan focuses on five enduring goals:

STRATEGIC PLAN GOALS

Our Strategic Plan has five enduring goals that advance our Mission and Vision:

1. Ensure a Safe City.
2. Deliver effectively the services that Cocoa Beach Citizens need, want, and are willing to support.
3. Maintain a low-density residential and family friendly resort-oriented community where citizens and visitors can find and afford the values, services, and lifestyles they seek.
4. Maintain effective stewardship of Cocoa Beach's significant natural resources.
5. Build and maintain a healthy business climate.

These enduring goals, along with specific objectives supporting them, will move the City toward our vision of the future.

Long Range Financial Planning

The City of Cocoa Beach's long-range planning process evaluates the long-term sustainability and the balance between the potential spending needs and projected revenue. The City is addressing these variables by continuing to follow its Strategic Plan.

Financial Structure

Overview

For accounting purposes, a public unit of local government such as the City of Cocoa Beach is not treated as a single entity as is common with private businesses. The City government is a collection of smaller, separate accounting entities known as “funds.” Each fund has its own set of self-balancing accounts in which to record cash and other financial resources as well as related liabilities and fund balances. Funds are segregated for the purpose of performing specific activities, or for achieving specific objectives. A description of the primary funds of the City follows.

Governmental Funds: The Governmental Funds are used to account for the activities of a government which primarily provide services to citizens and are financed with taxes and intergovernmental revenues. The City’s primary funds in this group include the following:

General Fund is the primary operating fund of the City. All the City’s financial activities are accounted for in the General Fund, except for activities for which a compelling reason exists to establish separate accountability. The General Fund budget is the largest fund and includes many of the primary services provided to citizens such as police and fire protections, recreational activities, parking areas (other than downtown parking garage), public improvements, and administration.

Special Revenue and Internal Service Funds are used to account for certain revenue sources set aside for specific purposes, either because of legal restriction imposed by outside parties or the City’s governing body. The City now has three special revenue funds and one internal service fund:

Confiscated Property Fund accounts for property confiscated in the course of police activities. The funds are restricted to uses that meet state statutory requirements and to items that would not be routinely budgeted. This Fund is not budgeted.

CRA Fund was established in FY 2011 to capture interim CRA costs. The voters approved the CRA in January 2008. Brevard County formally approved the CRA plan in early 2012. The first tax increment millage revenue was received in FY 2014 and continues. With the opening of the Downtown Parking Garage within the CRA in FY 2019, a Downtown Parking Garage division was established within the CRA Fund to account for all financial activity associated with the Garage.

Building Permits Fund was established in FY 2022 to account for those fees which "shall be used solely for carrying out the local government's responsibilities in enforcing the Florida Building Code" pursuant to Florida Statute 553.80. This special revenue fund is established for more accurately accounting of fees and uses for enforcing the Florida Building Code.

Impact Fee Fund was established in March of 2026 to account for Police, Fire, and Public Facility impact fees based on the 2026 municipal impact fees study prepared by Raftelis Financial Consultants. This study analyzed the existing and projected levels of service, capital facility needs, and cost allocations for Police, Fire, and Public Facilities. F.S. 163.31801, known as the Florida Impact Fee Act, establishes uniform standards for the adoption of impact fees.

Financial Structure

Proprietary Funds: Proprietary Funds consist of two (2) categories, Enterprise Funds and Internal Service Funds. The City's funds in this group are described below:

Enterprise Funds are used to account for specific activities for which the City charges fees to external users that are pledged to bond issues or are designed to recover the cost of providing services. The City has two (2) Enterprise Funds:

Utilities System Fund: This fund accounts for the activities of the City's sewer and water reclamation systems.

Stormwater Management Fund: This fund accounts for the activities directly related to reducing stormwater runoff, improving water quality and maintaining the City's canals. City policy is to recover these costs from user fees.

Internal Service Fund: The Healthcare Fund is an internal service fund that was established for the purpose to internally track the City's costs of providing health care services to all current and separated employees. The expenses budgeted in this fund will be the cost of services to provide COBRA coverage for separated employees.

Fiduciary Funds: Fiduciary Funds consist of four (4) categories, pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and agency funds. All are established to manage financial resources in a trust-type capacity.

The City has four (4) pension (and other employee benefit) trust funds:

General Employees' Pension Trust Fund
Police Employees' Pension Trust Fund
Fire Employees' Pension Trust Fund
OPEB ³Trust Fund

Fiduciary funds are not budgeted. The contribution costs associated with the pension plans are reflected in each department's budget. The OPEB contribution is budgeted in the General Fund. The fiduciary funds report their respective activities in the ACFR.

Major Revenue Sources

The recurring major revenue source (about 40.7%) of the General Fund is ad valorem property taxes. As previously mentioned, FY 2027 shows an increase in the value of the property tax roll. Since the City is essentially fully developed, there is little potential for significant additions to the property tax roll and increases will come primarily from redevelopment and re-evaluations of existing properties. Taxable values declined over time due to the weakening of the real estate market during the recession but have started trending back upwards in recent years. There may be a negative impact to future ad valorem property taxes dependent on the passing of the legislatively referred constitutional Amendment 3 on the November 2026 ballot. The amendment increases homestead exemption to \$150,000 in 2027, \$250,000 in 2028, and each year thereafter based on inflation.

Charges for services is also a major source of revenue, with the largest component of those being fees for garbage collection. These fees are established based on contract provisions with the private collector, whereby increases are allowed according to changes in the consumer price index. The third major category is the combination of franchise fees and utility taxes. These revenues can be expected to grow similar to the rate of inflation, as they are based on utility service fees.

³ OPEB means Other Post Employment Benefits. See the FY 2025 ACFR page 63 for a complete explanation.

Rates for the Golf Course were updated and restructured in accordance with recommendations made by the National Golf Foundation and the adoption of Resolution 2015-34 to add for flexibility to meet operational and capital equipment replacement funding needs. Most recently, rates were updated with the adoption of Resolution 2025-14.

For the enterprise funds, the major revenue sources are user fees. These have historically been increased to handle the increased costs of operations, debt service and capital requirements. However, the City makes every effort to keep such increases to a minimum. The Utility Fund currently is preparing an updated Rate Assessment Study. Current rates were set in accordance with operational, debt and capital funding needs effective October 2024. The FY 2027 budget does not include a rate increase.

The most recent Stormwater System Rate Review was completed in FY 2024. Current rates were set in accordance with operational, debt and capital funding needs in FY 2024. A multi-year project to update the Stormwater Master Plan is on-going and results will determine the required rate adjustment. The FY 2027 budget includes a rate increase. Grants for Stormwater projects are reimbursable cost grants, meaning that eligible costs are incurred “up front” and reimbursements lag these expenditures by several months.

Financial Structure

FUND RELATIONSHIP CHART

All Funds Listed Below Are Considered Major Funds For The City Of Cocoa Beach

General Fund (001)	Special Revenue Funds	Enterprise Funds
•Commissioners •City Attorney •City Manager •Human Resources •City Clerk •Finance •Finance/Metered Parking •Information Technology •Police •Beach Rangers •Parking Enforcement •Communications (Contractual) •Fire •Emergency Medical Services •Community Paramedic Program •Public Works •Development Services - Planning & Zoning •Code Enforcement •Leisure Services •Non-Departmental	•Community Redevelopment Agency (125) •Building Permits Funds (136) •Impact Fee Fund (145)	• Utilities System Fund (431) • Stormwater Fund (441)

Budget Calendar

CITY OF COCOA BEACH TENTATIVE BUDGET CALENDAR Fiscal Year 2026-2027

Activity	Date
Distribute budget preparation information to departments.	January 22, 2026
Refresher/new user training on the Naviline Budget Module	As requested ¹
Deadline for Input/Update: • Requested Budgets (Operating and 5 Year CIP-Naviline) • Operating Statistics	May 1, 2026
Budget Meetings with Departments	May 4, 2026-May 15, 2026
Preliminary Commission Workshop on FY 2027 Budget	June 16, 2026
City Commission Vote on Proposed Millage	July 16, 2026
Commission Workshop on Recommended Budget	August 18, 2026
First Public Hearing and Vote to Approve Tentative Millage & Budget	September 3, 2026
Second Public Hearing and Vote to Approve Final Millage & Budget	September 17, 2026

BREVARD COUNTY SCHOOL BOARD
First Hearing -July 28, 2026 5:30
Final Hearing- September 10, 2026 5:30
Note: July 1 Trim Calendar begins

BREVARD COUNTY BOARD OF COMMISSIONERS
First Hearing -September 8, 2026 5:30
Final Hearing- September 22, 2026 5:30

Budget Overview

The City of Cocoa Beach has a Commission-City Manager form of government. The Mayor and four (4) Commissioners are elected at large and serve for a period of four (4) years. Regular elections are held in even years only. The election for Seats 1 - 3 are in the same year; Seats 4 and 5 are in the next even year. This change was made in a City Charter revision, in part, to reduce costs by eliminating off-year elections.

The Commission is charged with the responsibility of establishing policies that govern the City, and enacting ordinances and resolutions. The City Manager is appointed by the Commission and is charged with the responsibility of administering daily operations and implementing Commission directives. The City provides the full range of services normally associated with a municipality, including public safety (police and fire), advanced life support services, recreational activities, street and park maintenance, public improvements, sanitation, wastewater treatment, stormwater improvements, planning and zoning, and general administration.

Budget Process

The City's budget is adopted by resolution. Two public hearings are required prior to adoption. The millage assessment is also adopted by resolution in conjunction with the budget. In addition, the City adopts a Five-Year Capital Improvement Program each year by resolution.

The annual budget process began in January for the fiscal year 2027 budget. Comprehensive working drafts of the five-year capital improvement budget and the annual operating budget were developed. The Five-Year Capital Improvement Program (CIP) is presented with the operating budget, and public workshops are conducted on the budget recommendations during the months of July and August. The final budget is adopted during September after two public hearings in accordance with Florida Statute 200.065, the Truth-in-Millage (TRIM) law.

Budget Adjustments

The City Manager may approve transfers within a department's accounts and/or authorize adjustments to re-classify items to the proper account codes as long as they do not go over the total appropriated amount of the fund.

In the event of an emergency, the City has formal emergency procedures which authorize the City Manager to make expenditures exceeding budgeted funds for the duration of the emergency. The Commission would correct the budget after the fact under this circumstance.

Budget Overview

Budget Policies and Goals

An annual budget is prepared for the operating funds. Generally, the City desires to live within its means by keeping on-going operating costs below on-going operating revenues. However, it is a recurring challenge to provide sufficient funding for proper maintenance and repair, and to provide a competitive employee compensation and benefits package. The City also hopes to maintain sufficient cash reserves to deal with disasters or unanticipated events. The City's long-term debt is used to finance long-lived assets. The City understands that appropriations required for debt service payments reduce amounts available for operations and maintenance. It is known that while timely capital replacements can reduce costs, additional equipment and facilities will result in increased operation and maintenance expense.

Always of concern is the City's ad valorem tax rate. The largest single source of funding for the General Fund budget is revenue from ad valorem taxes, so growth in that revenue source is essential. It is critical that on-going revenues be high enough and that control of operating and maintenance (O&M) costs be adequate to also provide funds for capital items. It may be more difficult in the future to fund capital items as the margin between revenue and O&M costs narrows. Revenue collected as a result of the increase will be used for expenditures associated with capital replacements and to cover operating costs that are increasing due to the current economic climate.

To maintain service levels outlined in the Strategic Plan, some fees have been increased to adequately cover anticipated expenses in the Enterprise Funds for the "out" years of the five-year capital program. All fees are being evaluated to determine if service levels and capital replacements can be maintained at current rates or if an increase is required.

Budget Overview

Basis for Budgeting

The budgets of governmental funds are prepared on a modified accrual basis. This means that obligations of the City are budgeted as expenditures, but revenues are recognized only when they are both measurable and available. The budgets of the enterprise funds are prepared on the accrual basis. They also recognize expenditures when a commitment is made, but revenues are recognized when they are obligated to the City (for example, sewer user fees are recognized as revenue when service is provided). In all cases, when goods and services are not received by year end, the encumbrances lapse.

The Annual Comprehensive Financial Report (ACFR) shows the status of the City's finances on the basis of "generally accepted accounting principles" (GAAP). In most cases this conforms to the way the City prepares its budget. Exceptions are as follows:

- a. Compensated absences liabilities that are expected to be liquidated with expendable available financial resources are accrued as earned by employees (GAAP), as opposed to being expended when paid (budget).
- b. Principal payments on long-term debt are applied to the outstanding liability on a GAAP basis, as opposed to being expended on a budget basis.
- c. Capital outlay within the Enterprise Funds are recorded as assets on a GAAP basis and expended on a budget basis.
- d. Depreciation expense is recorded on a GAAP basis only.

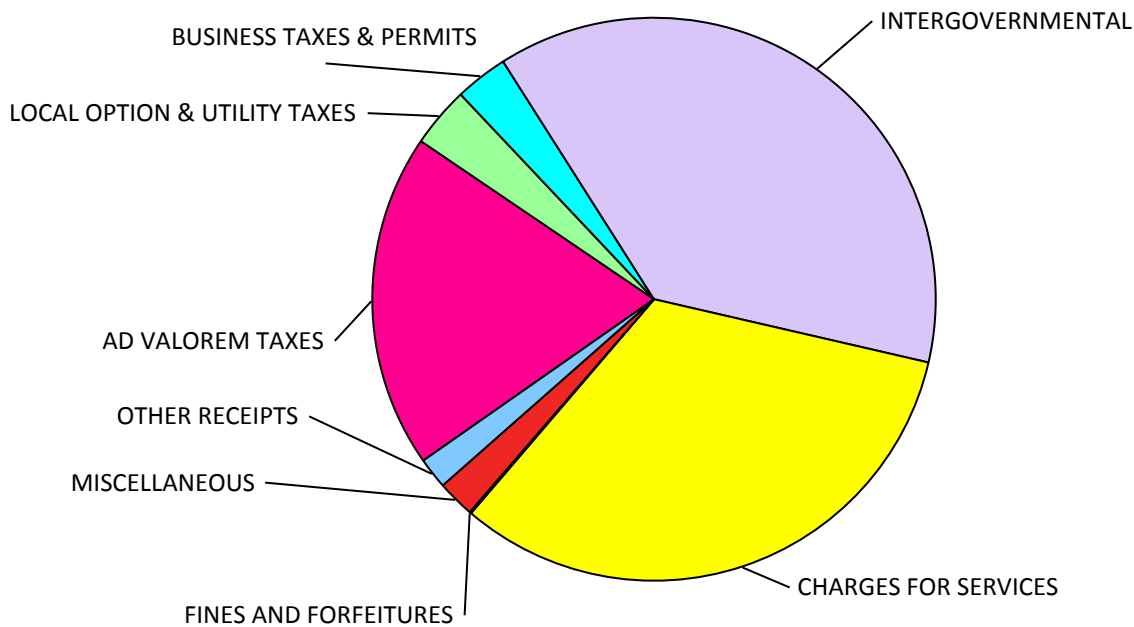
The ACFR shows fund expenditures and revenues on both a GAAP basis and budget basis for comparison purposes.

Budget Overview

Revenue by Source

The graph below shows our current revenue picture by revenue source. The chief revenue sources are charges for services (32%) and property taxes (20%). The remaining (48%) percent consists of sources such as one-time loan proceeds, state shared revenue, grants, and fines.

Revenue by Source - All Funds

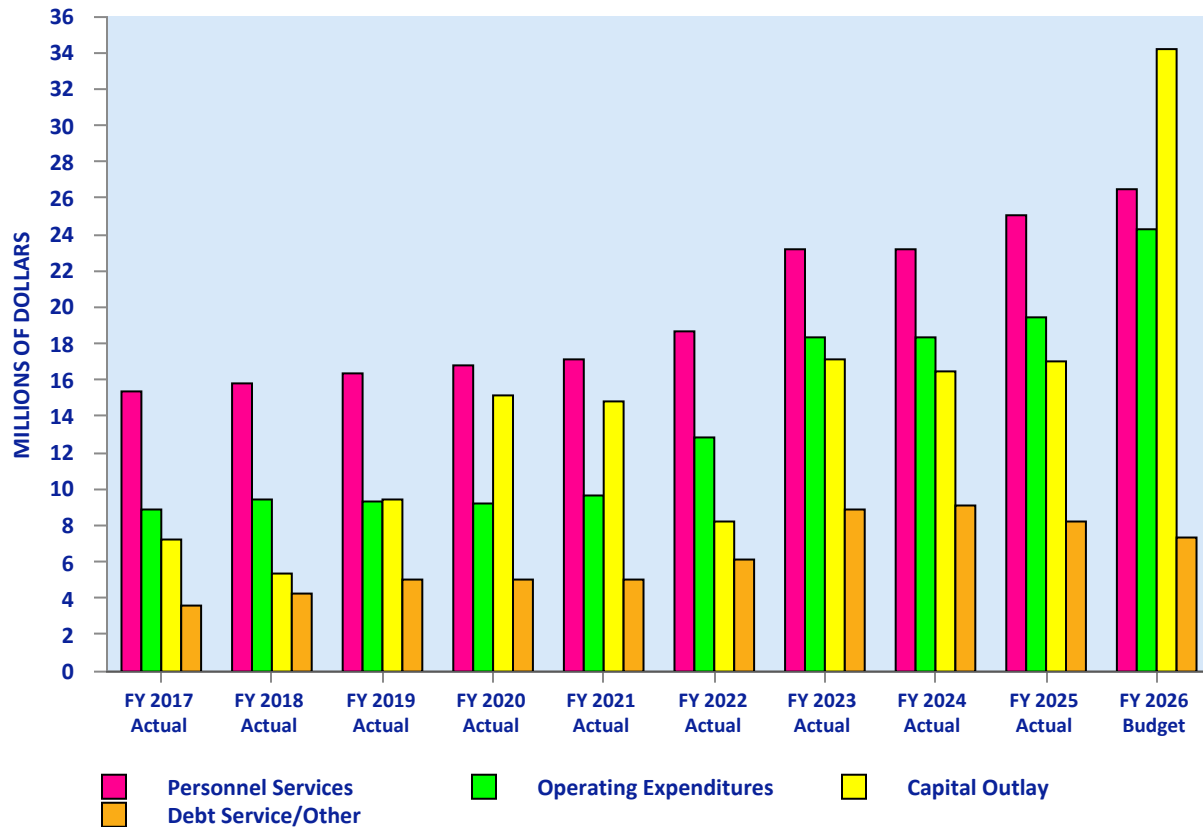


REVENUE BY SOURCE - ALL FUNDS (EXCLUDING FUNDS FORWARD)

AD VALOREM TAXES	18,460,742	19.2 %
LOCAL OPTION & UTILITY TAXES	3,335,000	3.5 %
BUSINESS TAXES & PERMITS	2,916,250	3.0 %
INTERGOVERNMENTAL	36,146,848	37.6 %
CHARGES FOR SERVICES	31,366,848	32.6 %
FINES AND FORFEITURES	95,035	0.1 %
MISCELLANEOUS	2,064,208	2.1 %
OTHER RECEIPTS	1,709,984	1.8 %
TOTAL	96,094,915	100 %

Budget Overview

EXPENDITURES - 10 Year Trend - ALL FUNDS



Major trends are as follows:

Personnel Services

Gradually increasing due to market-driven wage adjustments, employee retention efforts, healthcare costs, and continued investment in maintaining service levels.

Operating Expenditures

Gradually increasing as a result of inflation, contractual services, technology needs, insurance, and general rising costs of goods and services.

Capital Outlay

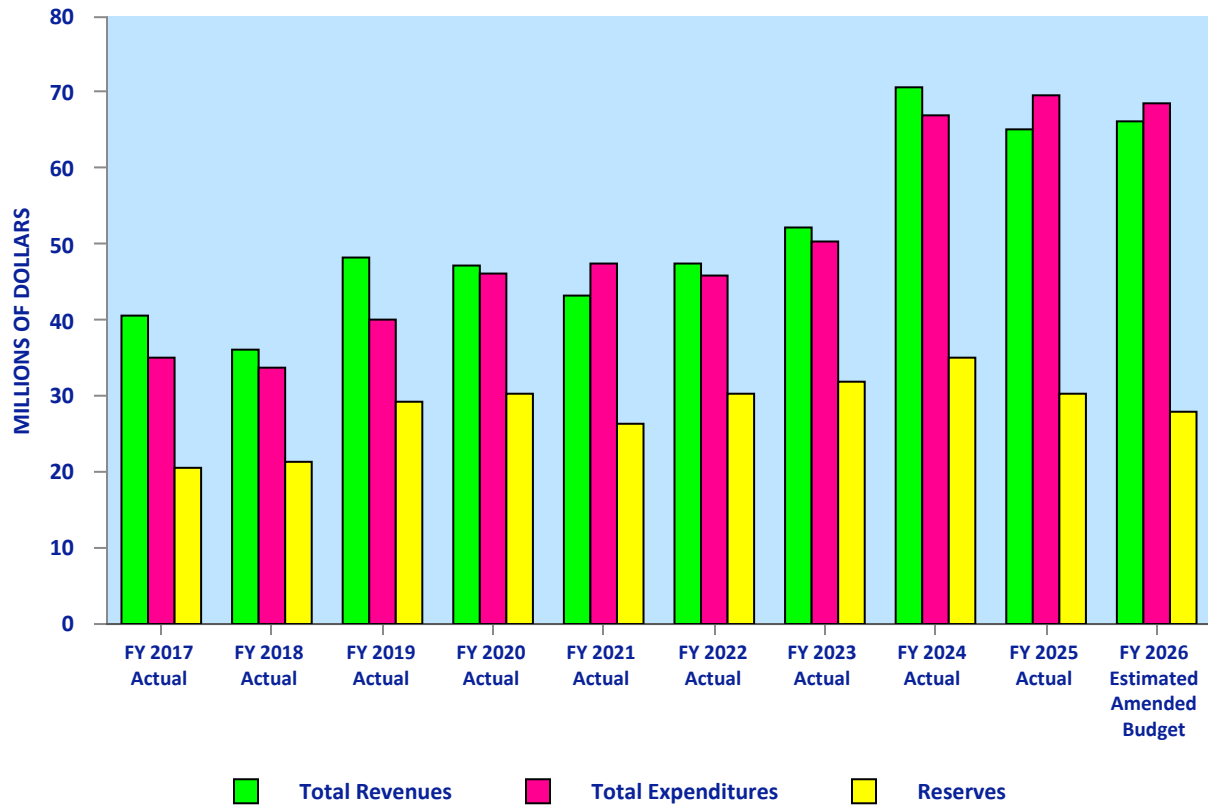
Variable from year to year based on timing of major capital improvement projects, infrastructure replacement, equipment purchases, and available grant funding.

Debt Service/Other

Increasing as planned to support long-term financing of major capital and infrastructure projects. Debt service levels will fluctuate as existing obligations mature and future capital financing needs are addressed.

Budget Overview

SUMMARY REVENUES & EXPENDITURES 10 Year Trend - ALL FUNDS



Major trends are as follows:

Total Revenues	Some operating revenues are trending upward, while others are flat or reduced.
Total Expenditures	Trend is up somewhat due to increased costs for personnel services, maintenance, and capital projects.
Reserves	Reserves decreased in recent fiscal years due to increased operating costs and large capital projects. The FY 2026 year-end estimates show that there are less actual expenditures than what was budgeted. This has significantly altered the revenue projection, increasing the reserve balance for FY 2027.

Source: Consolidated Financial Overview Table - Section A of adopted budgets.

MILLAGE OVERVIEW

MILLAGE RESOLUTION

MILLAGE SUMMARY

RESOLUTION NO. 2025 - 16

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF COCOA BEACH OF BREVARD COUNTY, FLORIDA, ADOPTING THE FINAL LEVYING OF AD VALOREM TAXES FOR THE APPROPRIATIONS TO BE PAID OUT OF THE GENERAL FUND DURING THE FISCAL YEAR 2026 OF THE CITY OF COCOA BEACH, FLORIDA; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Cocoa Beach of Brevard County, Florida, on September 18, 2025 adopted Fiscal Year 2026 Final Millage Rates following a public hearing as required by Florida statute 200.065.

WHEREAS, the City of Cocoa Beach of Brevard County, Florida, held a public hearing as required by Florida statute 200.065 and,

WHEREAS, the gross taxable value for operating purposes not exempt from taxation within the City of Cocoa Beach, Brevard County has been certified by the Brevard County Tax Appraiser to the City of Cocoa Beach as \$ 3,294,653,958.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF COCOA BEACH, FLORIDA, that:

1. The FY 2026 operating millage rate is 6.0000 mills, which is greater than the rolled-back rate of 5.9610 mills by 0.65%.
2. This Resolution will take effect immediately upon its adoption.

DULY ADOPTED at a public hearing this 18th day of September 2025.

Upon Motion by Commissioner Williams and Seconded by Commissioner Timothy this Resolution was duly adopted at a Meeting of the City Commission of the City of Cocoa Beach, Florida, held on the 18th day of September 2025.

ATTEST:

Karin Grooms
Karin Grooms
City Clerk

K.C.
Keith Capizzi
Mayor-Commissioner

Ayes: 4
Nays: 1
Absent or Abstaining: 0

Millage Summary

Definitions

Millage

The rate used in the calculation of property taxes. One mil equals \$1 per \$1,000 of taxable value. A millage of 5.9988 is equal to approximately \$5.99 for each \$1,000 of taxable value on real property.

Rolled-Back Rate

The millage that provides the same ad valorem tax revenue as was levied during the prior year, exclusive of new construction, additions to structures, deletions, and property added due to geographic boundary changes. The rolled back rate is not a tax increase.

Assessed Value

The value the county property appraiser places on real and personal property. For residential properties the value includes the real estate, buildings and improvements. For commercial property, the value also includes relevant personal property.

Taxable Value

The assessed value defined above less allowed exemptions. Exemptions include such items as the basic homestead, widow or widower, and disability categories. The property appraiser has the responsibility to evaluate applications and assign exemptions.

Gross Taxable Value

The total taxable value of all property within City limits. The FY 2027 budget assumes the current year adjusted taxable value of real property in the City of Cocoa Beach will be \$3,378,777,492. The final gross taxable value for the prior (FY 2026) budget year was \$3,299,373,161. This is a 2.6% increase in valuation.

Fiscal Year 2027 Millage Assessment

The millage for Fiscal Year 2027 contains an operating millage, but no restricted millage.

Operating Millage

In Fiscal Year 2027 the City millage rate is 5.9988 which equates to \$ 5.99 per \$1,000 of taxable property value.

Limitation on Increases in Ad Valorem Tax Revenue

The City cannot increase ad valorem tax revenue for operating budgets in excess of the proposed 5.9988 mills in the current year without notification to each taxpayer in the jurisdiction by first class mail at the taxing authority's expense. State law places a cap of ten mills on the tax rate.

Millage Summary

Limitation on Increases to Assessed Value

Assessments on homestead properties cannot increase by more than four (4%) percent over the prior year or the percentage change in the consumer price index, whichever is less. This limit was enacted by amendment to the State Constitution effective January 1, 1995.

Excluding new construction, taxable values increased by 2.41% from the FY 2026 budget to the FY 2027 budget. The median listing home price in the City of Cocoa Beach has decreased by over 3% in 2026*.

Fiscal Year	Taxable Value	Personal	New		Adjusted Taxable Value	Final Taxable Value**	Millage Rate
	Real Property for Operating Purposes	Property for Operating Purposes	Gross Taxable Value	Construction Taxable Value			
2016	1,651,383,595	44,356,979	1,695,740,574	7,726,440	1,688,014,134	1,570,025,655	4.9798
2017	1,790,137,425	45,689,227	1,835,826,652	3,666,242	1,832,160,410	1,689,173,910	5.4798
2018	1,926,013,887	47,699,982	1,973,713,869	2,355,548	1,971,358,321	1,834,321,456	5.7298
2019	2,046,878,881	50,724,415	2,097,603,296	11,191,720	2,086,411,576	2,018,543,186	5.7298
2020	2,141,432,855	55,389,524	2,196,822,379	8,596,439	2,188,225,940	2,107,856,272	5.8294
2021	2,268,681,405	56,692,892	2,325,374,297	3,521,533	2,321,852,764	2,199,480,742	5.9544
2022	2,578,000,669	64,058,126	2,642,058,795	15,102,070	2,626,956,725	2,327,019,290	6.1644
2023	2,829,124,650	71,789,114	2,900,913,764	10,107,337	2,890,806,427	2,641,996,242	6.1644
2024	3,087,249,981	75,810,403	3,163,060,384	10,463,504	3,148,669,984	2,900,316,082	6.1644
2025	3,217,350,672	77,303,286	3,294,653,958	6,210,638	3,288,443,320	3,164,555,820	6.0000

*Source: https://www.realtor.com/realestateandhomes-search/Cocoa-Beach_FL/overview

**Source: FY 2025 Annual Comprehensive Financial Report (ACFR), page 95

Final taxable value determined after Valuation Board rulings.

There may be a negative impact to future ad valorem property tax revenue. This is dependent on the passing of the legislatively referred constitutional Amendment 3 on the November 2026 ballot. The amendment increases homestead exemption to \$150,000 in 2027, \$250,000 in 2028, and each year thereafter based on inflation. Future ad valorem taxable values are indeterminate at this time.

Direct & Overlapping Property Tax Rates

The table below shows that millage rates declined as property value rose. Conversely, millage rates will increase as property values decline. This is due to the recapture provision.

Fiscal Year	City Rate *	Brevard County	Brevard County Schools		Other	Total Millage
			Operating	Capital Outlay		
2016	4.9798	5.3590	5.7700	1.5000	0.4445	18.0583
2017	5.4798	5.1512	5.4160	1.5000	0.4241	17.9711
2018	5.7298	4.9117	5.0680	1.5000	0.3952	17.6047
2019	5.7298	4.6700	4.8000	1.5000	0.3700	17.0698
2020	5.8294	4.5100	4.5900	1.5000	0.3500	16.7794
2021	5.9544	4.3500	4.4400	1.5000	0.3100	16.5100
2022	6.1644	4.2100	5.8500	1.5000	0.3000	18.0300
2023	6.1644	3.8500	4.0000	1.5000	0.2800	15.8000
2024	6.1644	3.5868	3.8830	1.5000	0.2244	15.3586
2025	6.0000	3.4347	3.8110	1.5000	0.2159	15.1260

Source: FY 2025 Annual Comprehensive Financial Report (ACFR), page 96

Notes: *

Fiscal Year rate applies to the prior calendar year tax assessments; One mil equals \$1.00 per \$1,000 of taxable value. The tax rate on real property is based on \$1.00 per \$1,000 of assessed property value.

BUDGET OVERVIEW

BUDGET RESOLUTION

SUMMARIES OF SOURCES AND USES

CONSOLIDATED FINANCIAL OVERVIEW

TOTAL SOURCES AND USES - CHARTS

RESOLUTION NO. 2025 - 17

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF COCOA BEACH, BREVARD COUNTY FLORIDA, ADOPTING THE FINAL BUDGET FOR THE FISCAL YEAR 2026 OF THE CITY OF COCOA BEACH, FLORIDA; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City Commission of the City of Cocoa Beach, Florida has held the first of two public hearings on Thursday, September 4, 2025 as required by Florida Statutes 200.065 to discuss the proposed operating budgets of the City of Cocoa Beach for the Fiscal Year 2026 beginning October 1, 2025 and ending September 30, 2026; and,

WHEREAS, the first public hearing was duly noticed and advertised; and,

WHEREAS, at the first public hearing the City Commission of the City of Cocoa Beach, Florida set forth the proposed expenditure appropriations and revenue estimates for the Fiscal Year 2026 operating budgets for all funds totaling \$104,560,526; and,

WHEREAS, the second public hearing was duly noticed, advertised and held on Thursday, September 18, 2025; and,

WHEREAS, the City of Cocoa Beach, Brevard County, Florida set forth the appropriations and revenue estimates for the Budgets for Fiscal Year 2026 in the amount of \$104,560,526 as shown in Exhibit A (attached)

Upon Motion by Commissioner Williams and Seconded by Commissioner Tumulty this Resolution was duly adopted at a Meeting of the City Commission of the City of Cocoa Beach, Florida, held on the 18th day of September, 2025.

ATTEST:


Karin Grooms
City Clerk


Keith Capizzi
Mayor-Commissioner

Ayes: 4
Nays: 1
Absent or Abstaining:

**FISCAL YEAR 2027
BUDGET
SOURCES & USES OF FUNDS BY DEPARTMENT & CATEGORY
(EXHIBIT A)**

GENERAL FUND	Sources	USES BY CATEGORY					TOTAL
		Personnel Services	Operating	Capital Outlay	Debt Service	Other/ Transfers	
Funds Forward	12,925,256	—	—	—	—	—	12,925,256
REVENUE							
Ad Valorem Taxes	18,460,742	—	—	—	—	—	18,460,742
Local Option & Utility Taxes	3,335,000	—	—	—	—	—	3,335,000
Business Taxes & Permits	2,916,250	—	—	—	—	—	2,916,250
Intergovernmental	5,554,124	—	—	—	—	—	5,554,124
Charges For Services	11,978,416	—	—	—	—	—	11,978,416
Fines & Forfeitures	95,035	—	—	—	—	—	95,035
Miscellaneous	1,406,668	—	—	—	—	—	1,406,668
Other Receipts	1,689,984	—	—	—	—	—	1,689,984
Total Revenue	45,436,219	—	—	—	—	—	45,436,219
Total Sources	58,361,475	—	—	—	—	—	58,361,475
EXPENDITURES							
Commission	—	32,360	66,200	—	—	30,000	128,560
City Attorney	—	—	333,855	—	—	—	333,855
City Manager	—	492,970	20,040	—	—	4,950	517,960
Human Resources	—	489,417	72,423	—	—	—	561,840
City Clerk	—	246,067	77,836	5,500	—	—	329,403
Finance	—	807,447	177,030	—	—	—	984,477
Finance/Metered Parking	—	92,837	640,000	—	—	—	732,837
Information Technology	—	680,841	1,400,146	58,000	—	10,000	2,148,987
Police	—	6,390,798	394,882	33,374	—	—	6,819,054
Beach Rangers	—	128,530	3,020	—	—	—	131,550
Parking Enforcement	—	183,735	1,200	—	—	—	184,935
Communications	—	—	348,480	52,050	—	—	400,530
Fire	—	6,206,458	659,788	7,000	—	—	6,873,246
Emergency Medical Service	—	—	115,150	—	—	—	115,150
Community Paramedic Program	—	—	1,600	—	—	—	1,600
Public Works	—	2,487,965	5,688,687	5,148,000	—	—	13,324,652
Fleet	—	602,455	566,857	1,104,383	—	—	2,273,695
Development Services - Zoning	—	219,650	49,020	—	—	—	268,670
Code Enforcement Officers	—	234,364	12,400	—	—	—	246,764
Leisure Services	—	3,114,327	1,995,883	92,500	—	—	5,202,710
General Appropriations	—	20,000	1,843,202	—	1,610,332	100,000	3,573,534
Total Expenditures	—	22,430,221	14,467,699	6,500,807	1,610,332	144,950	45,154,009
Total Reserves	13,207,466	—	—	—	—	—	13,207,466
Total Uses	—	22,430,221	14,467,699	6,500,807	1,610,332	144,950	58,361,475

**FISCAL YEAR 2027
BUDGET
SOURCES & USES OF FUNDS BY DEPARTMENT & CATEGORY
(EXHIBIT A)**

COMMUNITY REDEVELOPMENT AGENCY	Sources	USES BY CATEGORY					TOTAL
		Personnel Services	Operating	Capital Outlay	Debt Service	Other/ Transfers	
Funds Forward	2,657,364	—	—	—	—	—	2,657,364
REVENUE							
Intergovernmental	1,997,498	—	—	—	—	—	1,997,498
Charges for Services	652,500	—	—	—	—	—	652,500
Miscellaneous	70,040	—	—	—	—	—	70,040
Total Revenues	2,720,038	—	—	—	—	—	2,720,038
Total Sources	5,377,402	—	—	—	—	—	5,377,402
EXPENDITURES							
		79,338	714,683	969,600	397,250	175,000	2,335,871
RESERVES	3,041,531	—	—	—	—	—	3,041,531
Total Uses	—	79,338	714,683	969,600	397,250	175,000	5,377,402

BUILDING PERMITS FUND	Sources	USES BY CATEGORY					TOTAL
		Personnel Services	Operating	Capital Outlay	Debt Service	Other/ Transfers	
Funds Forward	494,032	—	—	—	—	—	494,032
REVENUE							
Charges for Services	1,004,500	—	—	—	—	—	1,004,500
Miscellaneous	30,000	—	—	—	—	—	30,000
Total Revenues	1,034,500	—	—	—	—	—	1,034,500
Total Sources	1,528,532	—	—	—	—	—	1,528,532
EXPENDITURES							
		818,033	316,902	—	—	46,627	1,181,562
RESERVES	346,970	—	—	—	—	—	346,970
Total Uses	—	818,033	316,902	—	—	46,627	1,528,532

IMPACT FEE FUND	Sources	USES BY CATEGORY					TOTAL
		Personnel Services	Operating	Capital Outlay	Debt Service	Other/ Transfers	
Funds Forward	—	—	—	—	—	—	—
REVENUE							
Intergovernmental	—	—	—	—	—	—	—
Miscellaneous	—	—	—	—	—	—	—
Total Revenues	—	—	—	—	—	—	—
Total Sources	—	—	—	—	—	—	—
EXPENDITURES							
	—	—	—	—	—	—	—
RESERVES	—	—	—	—	—	—	—
Total Uses	—	—	—	—	—	—	—

**FISCAL YEAR 2027
BUDGET
SOURCES & USES OF FUNDS BY DEPARTMENT & CATEGORY
(EXHIBIT A)**

UTILITIES SYSTEM FUND	Sources	USES BY CATEGORY					TOTAL
		Personnel Services	Operating	Capital Outlay	Debt Service	Other/ Transfers	
Funds Forward	7,648,969	—	—	—	—	—	7,648,969
REVENUE							
Intergovernmental	25,887,500	—	—	—	—	—	25,887,500
Charges for Services	10,907,000	—	—	—	—	—	10,907,000
Miscellaneous	482,500	—	—	—	—	—	482,500
Other Receipts	—	—	—	—	—	—	—
Total Revenues	37,277,000	—	—	—	—	—	37,277,000
Total Sources	44,925,969	—	—	—	—	—	44,925,969
EXPENDITURES	—	3,039,347	2,563,078	28,151,092	1,963,468	1,424,700	37,141,685
RESERVES	7,784,284	—	—	—	—	—	7,784,284
Total Uses	—	3,039,347	2,563,078	28,151,092	1,963,468	1,424,700	44,925,969

STORMWATER FUND	Sources	USES BY CATEGORY					TOTAL
		Personnel Services	Operating	Capital Outlay	Debt Service	Other/ Transfers	
Funds Forward	1,915,599	—	—	—	—	—	1,915,599
REVENUE							
Intergovernmental	2,707,726	—	—	—	—	—	2,707,726
Charges for Services	1,907,500	—	—	—	—	—	1,907,500
Miscellaneous	50,000	—	—	—	—	—	50,000
Other Receipts	20,000	—	—	—	—	—	20,000
Total Revenues	4,685,226	—	—	—	—	—	4,685,226
Total Sources	6,600,825	—	—	—	—	—	6,600,825
EXPENDITURES	—	654,788	494,494	3,240,000	65,589	207,530	4,662,401
RESERVES	1,938,424	—	—	—	—	—	1,938,424
Total Uses	—	654,788	494,494	3,240,000	65,589	207,530	6,600,825

FISCAL YEAR 2027
BUDGET
SOURCES & USES OF FUNDS BY DEPARTMENT & CATEGORY
(EXHIBIT A)

HEALTH CARE INTERNAL SERVICE FUND	Sources	USES BY CATEGORY					TOTAL
		Personnel Services	Operating	Capital Outlay	Debt Service	Other/ Transfers	
Funds Forward	2,276,518	—	—	—	—	—	2,276,518
REVENUE							
Charges for Services	4,916,932						4,916,932
Miscellaneous	25,000						25,000
Total Revenues	4,941,932	—	—	—	—	—	4,941,932
Total Sources	7,218,450	—	—	—	—	—	7,218,450
EXPENDITURES	—	—	5,612,234	—	—	—	5,612,234
RESERVES	1,606,216	—	—	—	—	—	1,606,216
Total Uses	—	—	5,612,234	—	—	—	7,218,450

**FISCAL YEAR 2027
BUDGET
SOURCES & USES OF FUNDS BY DEPARTMENT & CATEGORY
(EXHIBIT A)**

ALL FUNDS	Sources	USES BY CATEGORY					TOTAL
		Services	Operating	Outlay	Service	Transfers	
Funds Forward (All Funds)	27,917,738	—	—	—	—	—	—
REVENUE							
General Fund Revenue							
Ad Valorem Taxes	18,460,742	—	—	—	—	—	—
Local Option & Utility Taxes	3,335,000	—	—	—	—	—	—
Business Taxes & Permits	2,916,250	—	—	—	—	—	—
Intergovernmental	5,554,124	—	—	—	—	—	—
Charges for Services	11,978,416	—	—	—	—	—	—
Fines & Forfeitures	95,035	—	—	—	—	—	—
Miscellaneous	1,406,668	—	—	—	—	—	—
Other Receipts	1,689,984	—	—	—	—	—	—
General Fund Expenditures		22,430,221	14,467,699	6,500,807	1,610,332	144,950	45,154,009
Total- Gen Fund Revenue	45,436,219						—
Other Fund Revenue							—
Community Redevelopment	2,720,038	79,338	714,683	969,600	397,250	175,000	—
Building Permits Fund	1,034,500	818,033	316,902	—	—	46,627	—
Impact Fee Fund	—	—	—	—	—	—	—
Utility system	37,277,000	3,039,347	2,563,078	28,151,092	1,963,468	1,424,700	—
Stormwater	4,685,226	654,788	494,494	3,240,000	65,589	207,530	—
Health Care Fund	4,941,932	—	5,612,234	—	—	—	—
Total Other Fund Revenue	50,658,696	—	—	—	—	—	—
Total All Funds Revenue	96,094,915	—	—	—	—	—	—
Total Sources - All Funds	124,012,653	—	—	—	—	—	124,012,653
Total Expenditures		27,021,727	24,169,090	38,861,499	4,036,639	1,998,807	96,087,762
Total Reserves	27,924,891	—	—	—	—	—	27,924,891
TOTAL USES - ALL FUNDS							124,012,653

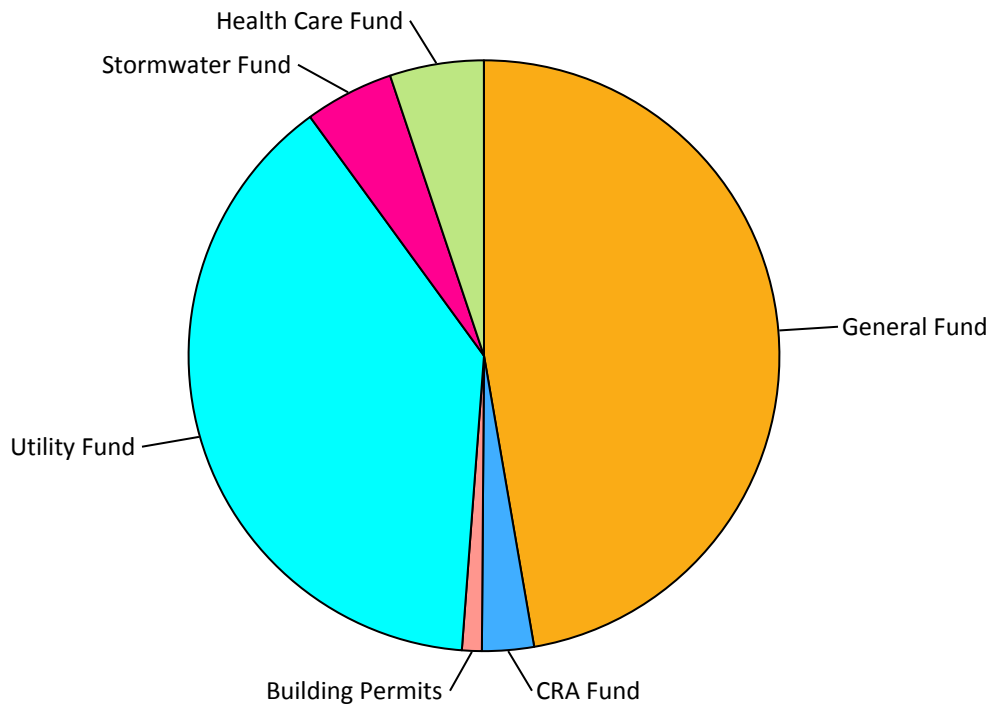
Consolidated Financial Overview

The following table presents a consolidated financial overview of all Funds, showing major revenue and expenditures.

	2024	2025	2026	2027
	Actual	Actual	Estimated	Budget
Funds Forward	31,155,207	34,938,834	30,285,301	27,917,738
REVENUE				
Ad Valorem Taxes	16,408,514	17,853,194	18,034,123	18,460,742
Local Option & Utility Taxes	2,919,302	3,199,548	3,024,507	3,335,000
Business Taxes & Permits	2,036,920	2,639,480	2,727,983	2,916,250
Intergovernmental	9,847,127	5,957,371	7,437,146	36,146,848
Charges for Services	27,540,806	28,119,116	30,304,711	31,366,848
Fines & Forfeitures	77,845	247,094	89,900	95,035
Miscellaneous	6,783,192	3,471,464	1,757,021	2,064,208
Other Receipts	5,112,642	3,537,061	2,867,760	1,709,984
Total Revenues	70,726,348	65,024,328	66,243,151	96,094,915
Total Sources	101,881,555	99,963,162	96,528,452	124,012,653
EXPENDITURES				
Personnel Services	23,141,261	25,087,840	25,370,667	27,021,727
Operating	18,293,236	19,393,911	22,179,499	24,169,090
Capital Outlay	16,443,208	17,009,011	13,968,467	38,861,499
Transfers	5,318,031	3,714,127	2,903,500	1,998,807
Debt Service/Other	3,746,985	4,472,972	4,188,581	4,036,639
Total Expenditures	66,942,721	69,677,861	68,610,714	96,087,762
Reserves	34,938,834	30,285,301	27,917,738	27,924,891
Total Uses	101,881,555	99,963,162	96,528,452	124,012,653

Revenue Sources By Fund

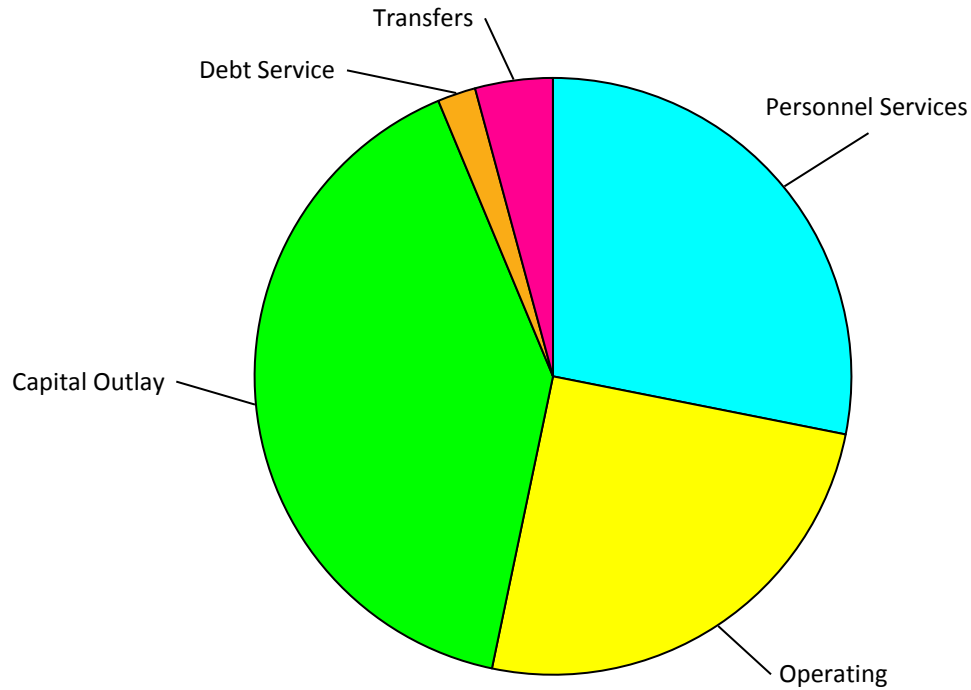
Revenue Sources By Fund - Total of All Funds, Excluding Funds Forward



CATEGORY	AMOUNT	PERCENT
General Fund	45,436,219	47.3 %
CRA Fund	2,720,038	2.8 %
Building Permits	1,034,500	1.1 %
Utility Fund	37,277,000	38.8 %
Stormwater Fund	4,685,226	4.9 %
Health Care Fund	4,941,932	5.1 %
TOTAL	96,094,915	100 %

Expenditures By Category

Expenditures By Category - Total of All Funds, Excluding Reserves



CATEGORY	AMOUNT	PERCENT
PERSONNEL SERVICES	27,021,727	28.1 %
OPERATING	24,169,090	25.2 %
CAPITAL OUTLAY	38,861,499	40.4 %
TRANSFERS/OTHER	1,998,807	2.1 %
DEBT SERVICE	4,036,639	4.2 %
TOTAL	96,087,762	100 %

PERSONNEL OVERVIEW

PERSONNEL RECAP

SALARIES AND BENEFITS SUMMARY

SALARIES AND BENEFITS CHART

PERSONNEL RECAP

	FY2026	to	FY2027
	FY2026	Change	FY2027
FULL-TIME POSITIONS			
General Fund			
City Manager	3	—	3
Human Resources	4	—	4
City Clerk	2	—	2
Finance/Metered Parking	8	—	8
Information Technology/GIS	6	(1)	5
Police	50	—	50
Communications	14	(14)	—
Fire	40	—	40
Public Works	35	—	35
Development Services	4	—	4
Code Enforcement	2	1	3
Leisure Services - Rec, Pool, Parks	4	—	4
Leisure Services - Golf	18	—	18
Subtotal General Fund	190	(14)	176
Other Funds			
Community Redevelopment Agency Fund	1	—	1
Building Permits & Inspection Utilization Fund	7	—	7
Utilities	24	2	26
Stormwater	5	1	6
Subtotal Other Funds	37	3	40
TOTAL FULL-TIME POSITIONS	227	(11)	216
PART-TIME/SEASONAL POSITIONS			
General Fund			
City Commission	5	—	5
Beach Rangers (Police)	8	—	8
Parking Enforcement (Police)	8	—	8
Communications	2	(2)	—
Fire	3	—	3
Public Works	1	2	3
Leisure Services - Rec, Pool, Parks	49	3	52
Leisure Services - Golf	40	11	51
Subtotal General Fund	116	14	130
TOTAL PART-TIME/SEASONAL POSITIONS	116	14	130
TOTAL POSITIONS	343	3	346

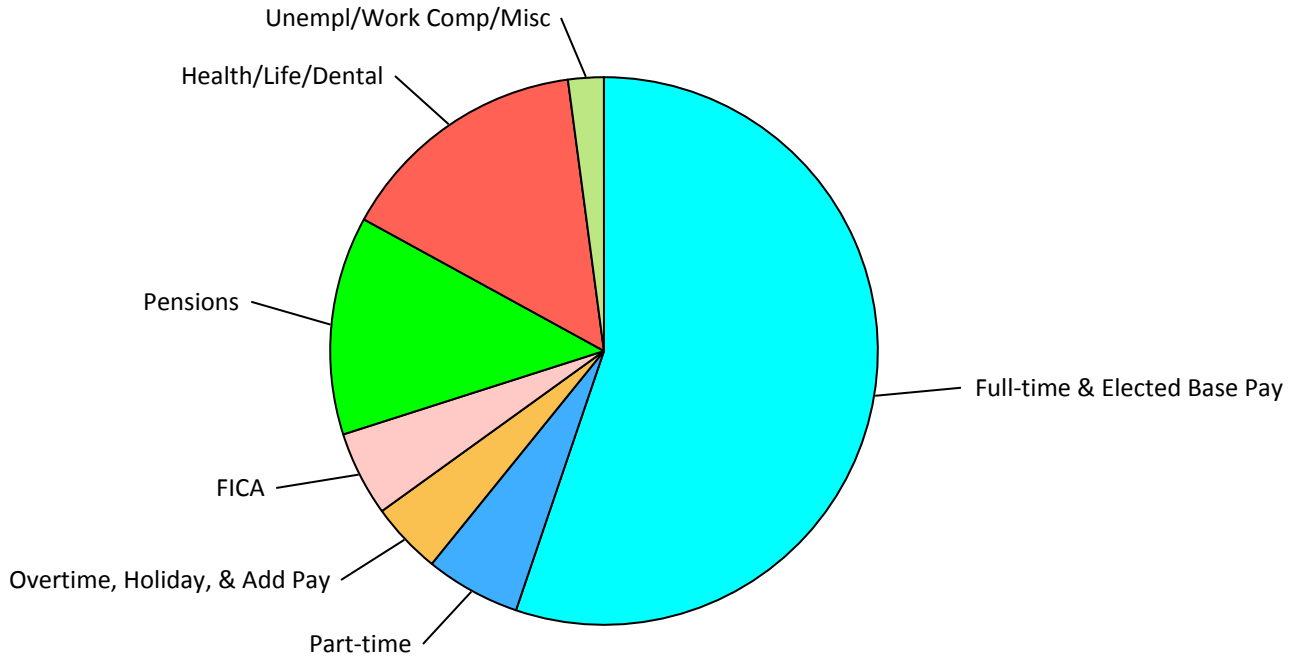
FY 2027: Part-time/seasonal position only in General Fund

Budgeted Salaries and Benefits By Fund and Type

This table provides a summary of costs by Fund and type of salary and benefit.

Pay/Benefit Type	General Fund	Community Redevelopment	Building Permits	Utilities	Stormwater	Total
Salary & Wages						
Elected Pay	30,000	—	—	—	—	30,000
Regular Pay	11,923,023	59,575	530,788	1,943,896	426,691	14,883,973
Additional Pay	59,757	—	—	—	—	59,757
Part-Time	1,516,194	—	—	—	—	1,516,194
Overtime	793,900	—	500	63,200	1,500	859,100
Holiday	227,000	—	—	—	—	227,000
Subtotal Salary	14,549,874	59,575	531,288	2,007,096	428,191	17,576,024
Benefits						
FICA	1,120,130	4,558	40,606	156,374	32,757	1,354,425
General Pension	838,988	8,710	77,601	289,202	62,601	1,277,102
Police Pension	993,394	—	—	—	—	993,394
Fire Pension	1,184,806	—	—	—	—	1,184,806
ICMA Pension	30,000	—	—	—	—	30,000
Group Health	3,097,029	5,633	150,000	520,728	105,620	3,879,010
Group Life	65,654	161	3,000	8,887	2,300	80,002
Dental Plan	55,701	186	2,738	8,891	2,280	69,796
Workers' Comp.	485,357	515	12,800	48,169	21,039	567,880
Unemployment & Misc.	—	—	—	—	—	—
Subtotal Benefits	7,871,059	19,763	286,745	1,032,251	226,597	9,436,415
Total FY 2027	22,420,933	79,338	818,033	3,039,347	654,788	27,012,439
Total Percentage	83.1%	0.3%	3.0%	11.3%	2.4%	100%
Comparison of Personnel Budget Appropriations for FY 2026 to FY 2027						
FY 2026 Budget	22,669,897	55,615	510,510	2,679,634	512,100	26,427,756
Change in FY 2027	(248,964)	23,723	307,523	359,713	142,688	584,683

BENEFIT TYPE



Benefit Type	Amount	Percent
Full-time & Elected Base Pay	14,913,973	55.2 %
Part-time	1,516,194	5.6 %
Overtime, Holiday, & Add Pay	1,145,857	4.2 %
FICA	1,354,425	5.0 %
Pensions	3,485,302	12.9 %
Health/Life/Dental	4,028,808	14.9 %
Unempl/Work Comp/Misc	567,880	2.1 %
TOTAL	27,012,439	100 %

BUDGET OVERVIEW

SUMMARIES OF SOURCES AND USES
CONSOLIDATED FINANCIAL OVERVIEW
TOTAL SOURCES AND USES - CHARTS

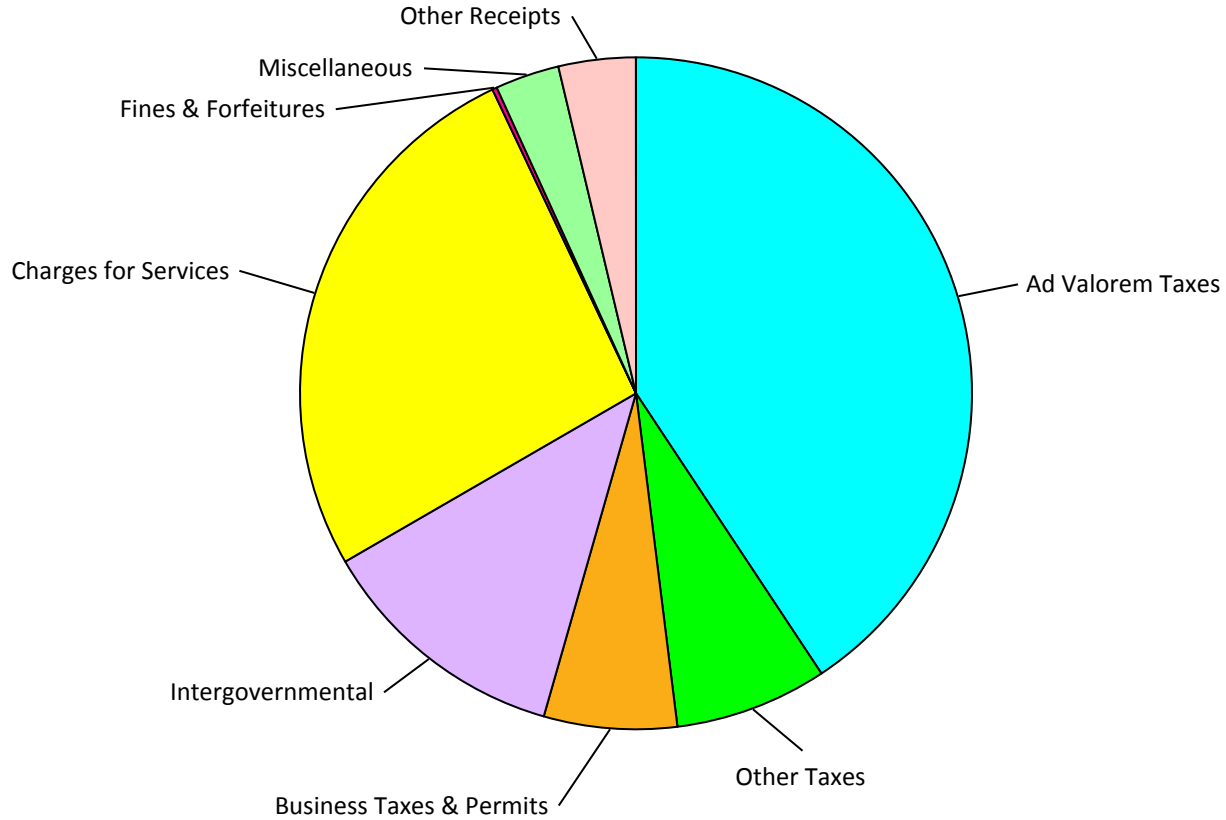
General Fund Budget Summary
Fund Number: 001

	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	Annual Budget
SOURCES OF FUNDS					
AD VALOREM TAXES	16,408,514	17,853,194	19,072,937	18,034,123	18,460,742
LOCAL OPTION & UTILITY SERVICE TAXES	2,919,302	3,199,548	2,842,962	3,024,507	3,335,000
BUSINESS TAXES & PERMITS	2,036,920	2,639,480	2,719,783	2,727,983	2,916,250
INTERGOVERNMENTAL	4,263,414	3,341,292	3,855,268	3,627,570	5,554,124
CHARGES FOR SERVICE	9,938,122	9,522,308	10,819,948	10,854,497	11,978,416
FINES & FORFEITURES	77,845	247,094	89,900	89,900	95,035
MISCELLANEOUS	6,086,305	2,784,412	1,109,230	1,254,198	1,406,668
OTHER RECEIPTS	5,052,642	3,477,061	2,847,760	2,847,760	1,689,984
TOTAL REVENUES	46,783,064	43,064,389	43,357,788	42,460,538	45,436,219
FUNDS FORWARD	16,019,673	18,375,197	12,766,521	12,766,521	12,925,256
TOTAL SOURCES	62,802,737	61,439,586	56,124,309	55,227,059	58,361,475
USES OF FUNDS					
PERSONNEL SERVICES	20,086,053	21,785,369	22,716,676	21,823,452	22,430,221
OPERATING	11,698,987	11,594,898	14,969,573	13,503,946	14,467,699
CAPITAL OUTLAY	11,119,390	13,116,699	7,810,813	5,244,333	6,500,807
TRANSFERS	160,219	168,361	198,500	185,300	144,950
DEBT SERVICE/OTHER	1,362,891	2,007,038	1,544,772	1,544,772	1,610,332
TOTAL EXPENDITURES	44,427,540	48,672,365	47,240,334	42,301,803	45,154,009
RESERVES	18,375,197	12,766,521	8,883,975	12,925,256	13,207,466
TOTAL USES	62,802,737	61,438,886	56,124,309	55,227,059	58,361,475

GENERAL FUND BUDGET

SOURCES OF FUNDS

General Fund Revenue Sources, Excluding Funds Forward



GENERAL FUND REVENUE SOURCES, EXCLUDING FUNDS FORWARD

Ad Valorem Taxes	18,460,742	40.7 %
Other Taxes	3,335,000	7.3 %
Business Taxes & Permits	2,916,250	6.4 %
Intergovernmental	5,554,124	12.2 %
Charges for Services	11,978,416	26.4 %
Fines & Forfeitures	95,035	0.2 %
Miscellaneous	1,406,668	3.1 %
Other Receipts	1,689,984	3.7 %
TOTAL	45,436,219	100 %

Ad Valorem Taxes continue to be the primary source of Revenue to the General Fund.

SOURCES OF FUNDS

	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
TAXES					
AD VALOREM TAXES					
0000-311. 10-00 Current	16,069,246	17,338,797	18,779,527	17,533,999	17,880,742
0000-311. 20-00 Prior Year Warrants	275,470	442,581	250,000	426,862	500,000
0000-311. 30-00 Interest & Penalties	63,798	71,816	43,410	73,262	80,000
Subtotal Ad Valorem Taxes	16,408,514	17,853,194	19,072,937	18,034,123	18,460,742
LOCAL OPTION TAXES					
0000-312. 41-00 First Local Option Fuel Tax	383,773	382,336	363,498	363,498	400,000
2120-312. 52-00 Ins. Premium Tax - Police Pension	153,252	169,016	123,282	153,000	170,000
2820-312. 51-00 Ins. Premium Tax - Fire Pension	305,637	307,514	153,173	305,000	310,000
Subtotal Local Option Taxes	842,662	858,866	639,953	821,498	880,000
UTILITY SERVICE TAXES					
0000-314. 10-00 Electricity	1,510,965	1,747,999	1,616,809	1,616,809	1,850,000
0000-314. 20-00 Telecommunications	491,455	512,487	510,700	510,700	520,000
0000-314. 40-00 Natural Gas	74,220	80,196	75,500	75,500	85,000
Subtotal Utility Service Taxes	2,076,640	2,340,682	2,203,009	2,203,009	2,455,000
LOCAL BUSINESS TAX					
3610-316 10-00 Local Business Tax	148,820	209,489	160,000	180,000	200,000
3610-316 10-20 Vacation Rental Business Tax	29,148	59,535	28,000	56,000	70,000
3610-316 20-00 County Business Tax	1,989	1,764	4,500	1,500	4,500
Subtotal Business Tax	179,957	270,788	192,500	237,500	274,500
TOTAL TAXES	19,507,773	21,323,530	22,108,399	21,296,130	22,070,242
BUSINESS TAXES & PERMITS					
BUILDING PERMITS					
3610-322 90-00 Miscellaneous Permits	450	2,669	250	250	250
Subtotal Building Permits	450	2,669	250	250	250
FRANCHISE FEES					
0000-323 10-00 Electricity	1,258,900	1,274,241	1,225,933	1,225,933	1,285,000
0000-323 40-00 Natural Gas	87,342	92,797	93,500	93,500	100,000
0000-323 70-00 Solid Waste	315,644	347,447	321,300	321,300	352,000
0000-323 90-00 Other	288	400	1,000	1,000	1,000
3610-323 90-10 Beach Related Franchise	38,688	52,545	95,300	73,500	73,500
Subtotal Franchise Fees	1,700,862	1,767,430	1,737,033	1,715,233	1,811,500

SOURCES OF FUNDS					
	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
OTHER LICENSES/PERMITS					
2820-329 10-10 Vacation Rental Fire Inspection Fees	54,925	63,866	90,000	75,000	90,000
2820-329 30-00 Burn Permits	420	—	—	—	—
3610-329 50-10 Vacation Rental Registration Fees	100,306	534,327	700,000	700,000	740,000
3610-329 90-00 Misc Lic/Permits & Registration	—	400	—	—	—
Subtotal Licenses/Permits	155,651	598,593	790,000	775,000	830,000
TOTAL BUSINESS TAXES & PERMITS	1,856,963	2,368,692	2,527,283	2,490,483	2,641,750
INTERGOVERNMENTAL REVENUE					
FEDERAL GRANTS					
2120-331 20-00 JAG/Bryne Revenue	2,400	—	—	—	—
2120-331 20-10 Vests & Other Grants	7,673	1,414	5,050	5,050	14,250
2820-331. 30-10 FEMA - Fire SAFER Grant	543,002	341,462	172,320	193,327	—
0000-331 80-00 Federal Hurricane Relief	284,492	264,223	—	67,180	—
3170-331 90-00 American Rescue Plan Act Revenue	—	—	300,000	—	—
0000-331 90-00 American Rescue Plan Act Revenue	1,766,407	1,236,973	—	—	—
Subtotal Federal Grants	2,603,974	1,844,072	477,370	265,557	14,250
STATE GRANTS					
3110-334 10-00 State Grants	—	—	—	—	365,000
3160-334 10-00 State Grants	—	—	—	—	497,250
3170-334 10-00 State Grants	229,447	267,117	—	—	—
3170-334 50-10 State Appropriations	—	—	1,250,000	1,250,000	3,300,000
2820-335 10-00 State Grants	—	—	—	6,885	—
2825-334 61-10 State Grants	18,323	—	—	—	—
Subtotal State Grants	247,770	267,117	1,250,000	1,256,885	4,162,250
STATE REVENUE SHARING PROCEEDS					
0000-335. 12-10 Municipal Revenue Sharing Program	329,534	331,440	402,309	402,309	402,309
3110-335. 12-50 Municipal Gas Taxes	71,625	71,922	103,530	75,000	75,000
0000-335. 14-00 Mobile Home Licenses	519	617	500	500	500
0000-335. 15-00 Alcoholic Beverage License Tax	41,926	43,043	55,000	55,000	55,000
0000-335. 18-00 Half-Cent Sales Tax	800,806	725,504	778,584	778,584	800,000
2820-335. 21-00 Firefighters Supplemental Comp.	11,250	15,430	14,160	16,920	17,000
3110-335. 45-00 Motor Tax Fuel Rebate	14,714	16,184	12,000	15,000	16,000
3170-337. 10-00 General Government - Capital Grant	129,481	—	750,000	750,000	—
2820-337. 21-00 Contrib. from County (Fire Station)	11,815	11,815	11,815	11,815	11,815
2410-337. 45-00 PSAP Interlocal Agreement	—	14,148	—	—	—
Subtotal State Revenue Sharing Proceeds	1,411,670	1,230,103	2,127,898	2,105,128	1,377,624
TOTAL INTERGOVERNMENTAL REVENUE	4,263,414	3,341,292	3,855,268	3,627,570	5,554,124

SOURCES OF FUNDS					
		2024	2025	2026	2027
		Actual	Actual	Amended Budget	ADOPTED Budget
CHARGES FOR SERVICES					
GENERAL GOVERNMENT					
0000-341	90-10 Application Fees - Special Events	8,800	8,150	8,000	13,000
0000-340	00-00 Charges For Services (City Hall)	—	700	—	1,500
1110-341	90-30 Sales of Maps, Copies	11,236	9,632	7,200	9,000
1110-341	90-80 Election	300	—	200	440
2120-340	10-00 Reimbursed Labor Police	44,290	63,961	45,000	50,000
2820-340	10-00 Reimbursed Labor-Fire Inspections	25,386	5,323	43,805	20,000
2820-341	90-60 Plan Check Fees	366,070	61,449	50,000	80,000
2820-341	90-75 Lifeguard Services	—	—	—	—
3110-340	10-00 Reimbursed Labor-Public Works	875	239	1,000	1,500
3610-341	30-10 Admin. Fees (Mod Changes)	—	—	—	—
3610-341	90-20 Petition Fees	35,062	6,562	25,000	20,000
3610-341	90-40 Inspection Fees	1,100	500	500	1,000
3610-341	90-60 Plan Check Review Fees	1,565	5,078	3,000	3,000
Subtotal General Government		494,684	161,594	183,705	201,440
METERED PARKING					
1220-344.	50-12 Shepard Park Parking Receipts	665,949	646,613	650,000	700,000
1220-344.	50-13 Ramp Road Park Receipts	—	—	—	50,000
1220-344.	50-16 Fischer Park Parking Receipts	100,222	83,376	80,000	100,000
1220-344.	50-18 22 N Atlantic Parking Lot	114,431	145,310	100,000	301,125
1220-344.	50-22 City Hall Parking Zone	524	25	—	—
1220-344.	50-30 Parking Permits	195,222	221,785	243,125	270,000
1220-344.	60-10 Meter Fees	1,458,222	1,406,275	1,552,500	1,700,000
1220-344.	60-15 Meter Fees Taxable	69,879	56,368	55,000	70,000
1220-344.	60-20 Meter Fines	405,096	457,541	340,000	500,000
Subtotal Metered Parking		3,009,545	3,017,293	3,020,625	3,691,125
PUBLIC SAFETY					
2120-342.	10-00 Accident Reports	6,300	4,280	4,000	5,000
2120-342.	90-10 Investigative Cost Recovery	41,309	43,825	38,000	45,000
2820-342.	50-10 Fire Safety Inspection	95,096	32,092	230,000	65,000
2820-342.	90-20 Fire Inspections - Special Events	3,425	1,025	2,000	2,500
2820-342.	90-40 CPR Classes	—	5,520	30,000	15,000
Subtotal Public Safety		146,130	86,742	304,000	132,500
PHYSICAL ENVIRONMENT					
3190-343.	40-00 Solid Waste Revenue	2,824,212	2,978,549	3,757,774	4,006,877
3190-343.	41-00 Beach Maintenance (Interlocal)	175,000	—	—	—
3190-343.	80-10 Late Fees	17,193	19,221	19,500	19,500
Subtotal Physical Environment		3,016,405	2,997,770	3,777,274	4,026,377

Fund: General**Fund Number: 001**

SOURCES OF FUNDS					
	2024	2025	2026	2026	2027
	Actual	Actual	Amended	2026	ADOPTED
			Budget	Estimated	Budget
TRANSPORTATION					
3110-344. 70-00 Hwy Lighting Maint. Agreement	108,902	112,170	112,170	116,787	120,290
3110-344. 90-00 Other	4,331	—	—	—	—
3150-344. 70-00 Maint. of State Assets	33,220	39,732	39,732	39,732	45,000
Subtotal Transportation	146,453	151,902	151,902	156,519	165,290
CULTURE/LEISURE SERVICES					
4110-347. 20-30 Daily Fees	2,569	1,948	1,900	2,300	2,500
4110-347. 20-40 Prepaid Fees	187	98	1,000	1,000	1,000
4110-347. 20-60 Activity Fees	140,116	137,282	164,100	164,100	164,100
4110-347. 50-00 Recreation Facility Rental	6,414	6,663	6,800	6,800	6,800
4110-347. 50-10 Stadium Sport Complex	2,820	2,519	7,000	4,500	7,000
4110-347. 90-10 Vending Machine	493	229	—	—	—
4130-347. 20-10 Pool Lessons	4,580	7,282	6,000	7,000	7,500
4130-347. 20-20 Pool Rental	33,355	33,310	32,000	36,000	36,000
4130-347. 20-30 Daily Pool Fees	26,523	27,059	27,000	27,000	27,000
4130-347. 20-40 Prepaid Pool Fees	31,768	41,885	34,000	36,000	40,000
4130-347. 50-00 Pavilion	9,270	5,749	12,000	12,000	12,000
4140-347. 57-00 Tennis Facility Rental	13,600	12,000	—	—	—
4160-347. 56-00 Auditorium Rental	250	—	—	—	—
4200-347. 20-22 Cart Rental Electric	735,308	502,688	826,570	830,000	854,900
4200-347. 20-24 Cart Rental Hand	—	235	1,300	1,300	1,300
4200-347. 20-26 Golf Club Rental	39,774	47,348	45,000	52,000	65,000
4200-347. 20-28 Storage/Locker Rental	—	—	250	50	250
4200-347. 20-30 Daily Fees	1,131,777	1,275,672	1,146,247	1,200,000	1,236,000
4200-347. 20-32 Daily Fees Driving Range	41,149	44,239	60,000	110,000	121,000
4200-347. 20-40 Prepaid Fees	—	—	4,000	2,056	3,100
4200-347. 20-65 Surcharge	—	1,276	5,000	2,500	2,500
4200-347. 20-67 Handicap Services	1,990	2,052	2,500	3,000	5,800
4200-347. 50-00 Facility Rental	20,884	24,008	32,670	26,573	17,000
4200-347. 90-10 Sales/Merchandise	236,996	223,061	250,000	250,000	270,000
4200-347. 90-30 Sales/Food	156,226	192,835	182,104	215,000	250,000
4200-347. 90-32 Sales/Beer	137,901	147,628	159,860	159,860	175,000
4200-347. 90-34 Sales/Wine	27,975	24,134	30,794	20,607	23,500
4200-347. 90-36 Sales/Liquor	132,614	141,035	151,721	155,000	182,000
4200-347. 90-38 Sales/Other Beverages	40,503	43,752	43,626	43,626	60,000
Subtotal Culture/Leisure Services	2,975,042	2,945,987	3,233,442	3,368,272	3,584,250

SOURCES OF FUNDS

	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
OTHER CHARGES FOR SERVICES					
2120-349. 10-00 Cost Sharing School Resource Officer	149,863	161,020	149,000	149,000	177,434
Subtotal Charges for Services	149,863	161,020	149,000	149,000	177,434
TOTAL CHARGES FOR SERVICES	9,938,122	9,522,308	10,819,948	10,854,497	11,978,416

FINES AND FORFEITURES

JUDGMENTS AND FINES

2120-351. 10-00 Court Fines	44,476	49,442	45,000	45,000	50,000
2120-351. 30-00 Police Education	6,808	10,300	7,300	7,300	7,300
Subtotal Fines and Forfeitures	51,284	59,742	52,300	52,300	57,300

VIOLATIONS OF LOCAL ORDINANCES

2120-354. 10-10 Code Enforcement/Police	6,462	6,650	7,500	7,500	7,500
2120-354. 10-20 Code Enforcement/Red Light	499	75	100	100	235
3690-354. 10-10 Civil Citations	19,600	180,627	30,000	30,000	30,000
Subtotal Charges for Services	26,561	187,352	37,600	37,600	37,735

TOTAL FINES AND FORFEITURES	77,845	247,094	89,900	89,900	95,035
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MISCELLANEOUS REVENUES

INTEREST EARNINGS

0000-361. 10-00 Interest on Pooled Funds	46	11,251	4,000	15,000	20,000
0000-361. 20-00 Interest on Investments	1,280,306	1,217,726	925,000	925,000	1,200,000
0000-361. 90-00 Market Unrealized Gain/Loss	983	—	—	—	—
Subtotal Miscellaneous Revenues	1,281,335	1,228,977	929,000	940,000	1,220,000

SOURCES OF FUNDS					
	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
RENTS & ROYALTIES					
0000-362. 10-00 Communication Tower Rent	15,400	16,800	16,800	16,800	18,480
Subtotal Rents & Royalties	15,400	16,800	16,800	16,800	18,480
SALE/LOSS FIXED ASSETS					
0000-364. 10-00 Insurance/Auction Proceeds	36,064	80,834	15,000	47,148	50,000
0000-364. 30-00 Sale of Equipment	88,530	—	—	—	—
0000-364. 30-00 Sale of Equipment	—	50,000	—	—	—
Subtotal Sale/Loss Fixed Assets	124,594	130,834	15,000	47,148	50,000
SURPLUS SALES AND SCRAP					
0000-365. 10-00 Sales of Scrap	—	—	50	50	—
Subtotal Sales and Scrap	—	—	50	50	—
PRIVATE CONTRIBUTIONS					
0000-366 10-00 Private Sources	—	122,832	15,000	—	—
0000-366. 20-00 Other	—	—	1,080	1,080	1,080
0000-366. 30-10 Employee Benefit	—	90	—	—	—
0000-366. 30-20 Other - General	100	100	—	—	—
2120-366. 10-20 Other - Police	2,050	—	1,500	1,500	2,341
2820-366. 20-10 Blood Pressure Donations	—	100	100	150	100
2820-366. 20-20 Other - Fire	16,250	—	—	—	—
2830-366. 10-00 Private Sources	1,400	1,685	2,000	2,000	2,000
3170-366. 10-00 Private Sources (Ocean Bch ADA Park)	—	—	—	—	—
Subtotal Private Contributions	19,800	124,807	19,680	4,730	5,521
OTHER MISCELLANEOUS REVENUES					
0000-367. 10-00 Watercraft Ramp Use	4,000	28,090	—	—	—
3610-367. 20-00 Adult Entertainment License/Other	842	—	1,000	2,500	—
0000-369. 10-00 NSF Check Fee	30	110	—	316	—
0000-369. 30-00 Insurance Refunds	2,162	10,180	14,500	158,297	14,500
0000-369. 36-00 Insurance Proceeds - General	1,756	190,972	25,000	25,000	25,000
0000-369. 35-00 Opioid Settlement	—	—	—	45,593	—
0000-369. 40-00 Collection Agencies & Other	9,745	11,419	6,000	(32,236)	6,000
9000-369. 40-00 Other	47,042	26,731	47,200	11,000	47,200
3190-369. 40-10 Late Fees	—	1,655	—	—	—
2120-369. 90-00 Misc. Revenue	3,969	7,686	20,000	20,000	4,967
4110-369. 90-15 Misc. Field Trips	9,045	8,915	10,000	10,000	10,000
2120-369. 90-35 Misc. Signs	—	—	5,000	5,000	5,000
0000-383. 99-00 Other Fin Sources - SBITA	613,585	997,236	—	—	—
0000-384. 20-00 Debt Proceeds	3,953,000	—	—	—	—
Subtotal Other Miscellaneous Revenues	4,645,176	1,282,994	128,700	245,470	112,667
TOTAL MISCELLANEOUS REVENUES	6,086,305	2,784,412	1,109,230	1,254,198	1,406,668

Fund: General
Fund Number: 001

SOURCES OF FUNDS					
	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
OTHER RECEIPTS					
INTERFUND TRANSFERS					
0000-381. 30-00 From 125 &136 Funds (Capital Improvements)	3,019,896	1,459,739	—	—	—
0000-381. 50-10 Insurance from Fd 136	20,434	20,434	—	—	—
0000-381. 50-15 Utilities from Fd 136	2,294	2,294	—	—	—
0310-381. 50-20 Labor Exp from Fd 136	3,634	4,381	—	—	—
0410-381. 50-20 Labor Exp from Fd 136	8,135	10,980	—	—	—
0510-381. 50-20 Labor Exp from Fd 136	5,263	7,691	—	—	—
1110-381. 50-20 Labor Exp from Fd 136	3,271	5,212	—	—	—
1210-381. 50-20 Labor Exp from Fd 136	12,331	18,198	—	—	—
1310-381. 50-20 Labor Exp from Fd 136	21,854	29,218	—	—	—
3140-381. 50-20 Labor Exp from Fd 136	37,776	27,209	—	—	—
3150-381. 50-20 Labor Exp from Fd 136	37,648	27,023	—	—	—
1310-381. 50-25 IT Support Services	3,611	3,611	—	—	—
Subtotal Interfund Transfers	3,176,147	1,615,990	—	—	—

Fund: General

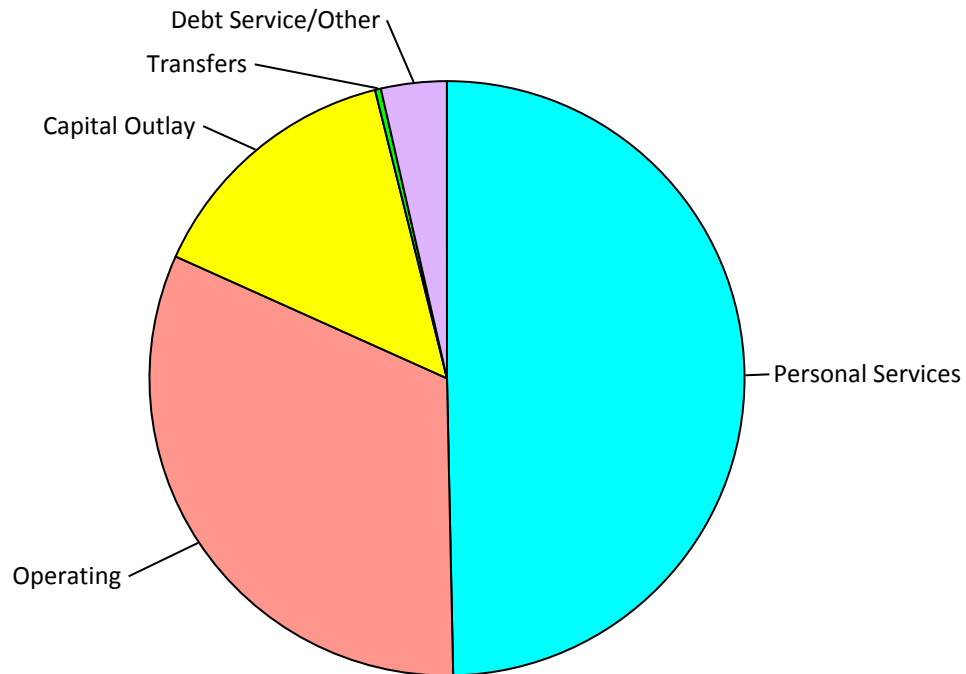
SOURCES OF FUNDS

			2026		2027
	2024	2025	Amended	2026	ADOPTED
	Actual	Actual	Budget	Estimated	Budget
CONTRIBUTIONS FROM ENTERPRISE OPERATIONS					
0000-382. 20-00 Service Charges- Utility Fund	—	—	351,360	351,360	338,500
0310-382. 20-00 Svc Charges - Utilities	45,075	50,890	—	—	—
0410-382. 20-00 Svc Charges - Utilities	74,248	61,131	—	—	—
0510-382. 20-00 Svc Charges - Utilities	51,759	48,667	—	—	—
1110-382. 20-00 Svc Charges - Utilities	32,618	33,660	—	—	—
1210-382. 20-00 Svc Charges - Utilities	116,298	110,371	—	—	—
1310-382. 20-00 Svc Charges - Utilities	280,728	296,007	—	—	—
3140-382. 20-00 Svc Charges - Utilities	172,544	177,701	—	—	—
3150-382. 20-00 Svc Charges - Utilities	173,317	174,516	—	—	—
3160-382. 20-00 Svc Charges - Utilities	14,312	—	—	—	—
0000-382. 20-10 Rev in Lieu of Property Taxes	702,755	695,288	2,100,000	2,100,000	1,050,700
0000-382. 30-00 Svc Charges - Stormwater	—	—	48,200	48,200	46,627
0000-382. 60-00 Svc Charges - Building Permit Fund	—	—	48,200	48,200	46,627
0310-382. 30-00 Svc Charges - Stormwater	10,482	9,755	—	—	—
0410-382. 30-00 Svc Charges - Stormwater	12,289	12,590	—	—	—
0510-382. 30-00 Svc Charges - Stormwater	9,510	9,862	—	—	—
1110-382. 30-00 Svc Charges - Stormwater	6,101	6,805	—	—	—
1210-382. 30-00 Svc Charges - Stormwater	20,200	22,482	—	—	—
1310-382. 30-00 Svc Charges - Stormwater	58,907	55,994	—	—	—
3140-382. 30-00 Svc Charges - Stormwater	32,021	28,460	—	—	—
3150-382. 30-00 Svc Charges - Stormwater	31,912	28,265	—	—	—
0000-382. 30-10 Rev in Lieu of Property Tax	31,419	38,627	300,000	300,000	207,530
Subtotal Contributions From Enterprise Operations	1,876,495	1,861,071	2,847,760	2,847,760	1,689,984
TOTAL OTHER RECEIPTS	5,052,642	3,477,061	2,847,760	2,847,760	1,689,984
TOTAL GENERAL FUND REVENUE	46,783,064	43,064,389	43,357,788	42,460,538	45,436,219
FUNDS FORWARD					
0000-389. 99-10 Appropriated Fund Balance	16,019,673	18,375,197	12,766,521	12,766,521	12,925,256
TOTAL SOURCES	62,097,646	61,439,586	56,124,309	55,227,059	58,361,475

GENERAL FUND BUDGET

USES OF FUNDS

General Fund Uses, Excluding Reserves



GENERAL FUND USES, EXCLUDING RESERVES

Personal Services	22,430,221	49.7 %
Operating	14,467,699	32.0 %
Capital Outlay	6,500,807	14.4 %
Transfers	144,950	0.3 %
Debt Service/Other	1,610,332	3.6 %
TOTAL	45,154,009	100 %

Fund: General

Fund Number: 001

SUMMARY OF EXPENDITURES					
	2023	2024	2025	2025	2026
	Actual	Actual	Amended Budget	Estimated	Annual Budget
Commission (0110)	149,398	145,101	176,352	169,254	128,560
City Attorney (0310)	248,496	241,350	318,000	318,000	333,855
City Manager/Marketing/Economic Development (0410)	558,614	634,954	611,473	570,035	517,960
Human Resources (0510)	412,211	494,625	523,922	506,514	561,840
Clerk (1110)	280,824	295,504	346,489	320,443	329,403
Finance/Metered Parking (1210/1220)	1,644,000	1,480,269	1,688,901	1,459,676	1,717,314
Information Technology (1310)	2,186,200	2,458,380	2,494,023	2,300,751	2,148,987
Total Administration	5,479,743	5,750,183	6,159,160	5,644,673	5,737,919
Police (2120)	5,991,733	6,689,541	7,005,865	6,763,070	6,819,054
Beach Rangers (2170)	103,805	119,659	126,977	124,749	131,550
Parking Enforcement Officers (2180)	164,641	180,256	191,587	165,599	184,935
Communications (2410)	1,314,672	1,085,162	1,245,929	801,268	400,530
Fire (2820)	5,557,352	7,273,599	6,874,732	6,804,809	6,873,246
Emergency Medial Services (2825)	272,987	213,788	293,640	278,998	115,150
Community Paramedic Program (2830)	4,325	3,546	8,900	2,582	1,600
Total Public Safety	13,409,515	15,565,551	15,747,630	14,941,075	14,526,065
Field Operations (3110)	1,953,755	1,594,954	2,773,204	1,919,473	2,597,288
Building Maintenance (3140)	1,516,182	1,359,443	1,878,723	1,380,543	1,666,714
Grounds Maintenance (3150)	897,771	907,360	1,137,920	1,006,294	1,340,545
Fleet (3160)	1,568,285	1,914,399	2,605,849	1,877,287	2,273,695
Capital Improvements (3170)	7,873,607	7,348,393	3,714,608	2,528,635	3,613,228
Solid Waste (3190)	4,115,528	3,428,551	3,825,333	3,853,103	4,106,877
Total Public Works	17,925,128	16,553,100	15,935,637	12,565,335	15,598,347
Planning, Zoning & Development (3610)	398,647	359,840	441,649	357,438	268,670
Code Enforcement Officers (3690)	137,336	167,101	248,548	239,232	246,764
Total Development Services	535,983	526,941	690,197	596,670	515,434
Recreation Center (4110)	447,513	519,809	553,207	521,855	518,638
Beach-side Parks (4120)	148,679	133,236	254,895	213,878	242,568
Pool (4130)	554,833	572,820	727,777	722,872	553,212
Tennis (4140)	35,748	364	4,776	2,529	3,400
Skate Park (4150)	25,561	108,353	46,109	34,525	64,000
Auditorium (4160)	81,865	39,006	67,504	129,600	84,060
Golf (4210/4230/4240)	2,840,304	4,501,129	3,602,038	3,511,371	3,736,832
Total Leisure Services	4,134,503	5,874,717	5,256,306	5,136,630	5,202,710
Non-departmental (9000)	1,424,320	1,712,057	1,814,632	1,692,262	1,863,202
Disaster Recovery	101,632	331,732	—	79,611	—
Unemployment Compensation	6,825	5,225	—	775	—
Transfer to OPEB Trust	100,000	100,000	100,000	100,000	100,000
Debt Service	1,362,891	2,007,038	1,544,772	1,544,772	1,610,332
Total Non-Departmental	2,995,668	4,156,052	3,459,404	3,417,420	3,573,534
TOTAL EXPENDITURES	44,480,540	48,426,544	47,248,334	42,301,803	45,154,009

ADMINISTRATION

DETAIL BY DEPARTMENT

Organization Chart

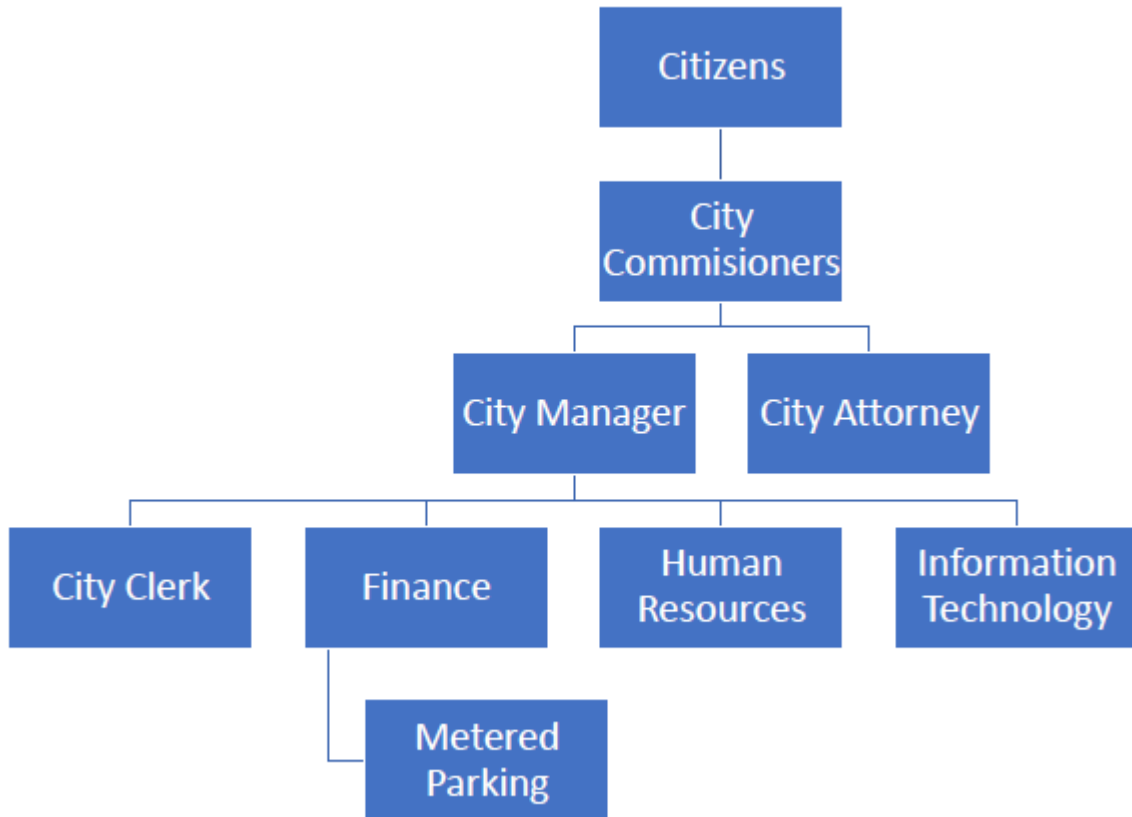
Operating Statistics & Performance Measures

Personnel/Capital Outlay Schedule/Mission Statement

Uses of Funds

**GENERAL FUND
ADMINISTRATION**

DEPARTMENT & DIVISION ORGANIZATIONAL CHART



Fund: General
Fund Number: 001

Administration Budget Summary

SOURCES OF FUNDS

	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
CHARGES FOR SERVICES	3,021,081	3,026,925	3,028,025	3,158,025	3,650,565
MISCELLANEOUS REVENUES	797,506	797,505	—	—	—
TOTAL REVENUES	3,818,587	3,824,430	3,028,025	3,158,025	3,650,565

USES OF FUNDS

PERSONNEL SERVICES	2,752,055	2,741,590	3,061,450	2,733,340	2,841,939
OPERATING	1,941,473	1,889,054	2,731,810	2,606,644	2,787,530
CAPITAL OUTLAY	725,996	1,051,178	259,400	219,389	63,500
TRANSFERS	60,219	68,361	98,500	85,300	44,950
TOTAL EXPENDITURES	5,479,743	5,750,183	6,151,160	5,644,673	5,737,919

COMMISSION

The City of Cocoa Beach has a City Commission - City Manager form of government, adopted by the citizens on June 19, 1958. The City Commission is the legislative branch of City Government and is responsible for enacting policy.

PERSONNEL SCHEDULE			
DEPARTMENT: Commission			
	NUMBER OF POSITIONS		
POSITION TITLE:	BUDGET 2026	CHANGE	BUDGET 2027
Mayor	1	—	1
Commissioner	4	—	4
TOTAL COMMISSION	5	—	5
Elected officials are carried as General Government employees for payroll purposes, but are excluded from the figures in the FTE calculations.			
TOTAL POSITIONS	5	—	5

MISSION STATEMENT & DUTIES
Maintain a low-density residential and family-oriented resort community with paramount consideration given to the health, safety, welfare, comfort, and quality of life for all our citizens.

Duties

- * Provide for the performance of all duties and obligations imposed on the City by law.
- * Appoint the City Manager, City Attorney and various board members.
- * Regular Commission meetings are held on the 1st and 3rd Thursday of each month beginning at 6:00 p.m. at City Hall.
- * A Work Session devoted to the Budget, is held in July to get input at an early stage of Budget preparation. In accordance with State law, two (2) Public Hearings are held on the Budget before its adoption.
- * Other work sessions are scheduled as needed.
- * Regular Commission meetings, Special Commission meetings and Work Sessions are open to the public.

USES OF FUNDS					
	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
PERSONNEL SERVICES					
11-10 Elected & Appointed	30,500	32,500	30,000	30,000	30,000
21-00 FICA Taxes	2,333	2,486	2,295	2,295	2,295
23-90 Fitness & Wellness	—	—	—	—	—
24-00 Workers Compensation	42	52	52	52	65
Subtotal Personnel Services	32,875	35,038	32,347	32,347	32,360
OPERATING					
31-00 Professional Services	49,500	40,000	50,000	50,000	50,000
31-99 Payroll Processing Fees	187	226	—	—	—
40-00 Travel & Per Diem	3,183	519	5,050	1,053	4,600
48-00 Promotional Activities	3,114	1,928	4,375	1,004	8,600
51-00 Office Supplies	—	155	200	100	100
52-50 Other Supplies	498	—	—	—	—
54-10 Publications & Memberships	2,256	2,235	4,080	2,700	2,700
55-00 Training & Education	285	—	300	150	200
Subtotal Operating	59,023	45,063	64,005	55,007	66,200
TRANSFERS					
83-00 Other Grants & Aids	57,500	65,000	80,000	81,900	30,000
Subtotal Transfers	57,500	65,000	80,000	81,900	30,000
TOTAL COMMISSION ADMINISTRATION	149,398	145,101	176,352	169,254	128,560

**CITY OF COCOA BEACH
FISCAL YEAR 2027 BUDGET
MISSION, ACTIONS AND TASKS**

CITY BOARDS

Advisory Boards are an important part of City government and offer an opportunity for residents to help in the operation and improvement of their community. The City Charter provides that appointees be electors (voters) of the City, selected “from the generality of citizens whose personal and private interest are not likely to conflict with the general public interests.” The City actively solicits applications from residents who wish to serve on Boards. The Advisory Boards are:

Board of Adjustment

Considers appeals of administrative decisions in enforcement of the Zoning Ordinance and grants special exceptions and variances when justified, according to regulations.

Planning Board

Serves as the Comprehensive Planning Agency and assures that development complies with the City’s Comprehensive Plan.

Leisure Services Advisory Board

Assists with the review of current services. Evaluates, develops, and plans for the creation and upkeep of a five-year Leisure Services Strategic Master Plan.

Land Management/Sustainability Board

Works through and coordinates with the City Manager and Stormwater Department to prepare Land Management Plans to be submitted to the City Commission for approval. Manages Land and Programs for Land or other duties requested by City Commission. Responsible for improving the quality of life in the community by providing stewardship of the City's environmental resources in a manner that is equitable for all generations. To improve the quality of life in the community by providing stewardship of the City's environmental resources in a manner that is equitable for all generations.

General Employee Pension Board

Board members are trustees conducting the business of the trust for their respective plans.

Police Pension Board

This includes:

- Attend meetings
- Establish policies to conduct Board business
- Oversight role with regard to investment managers (e.g. ensure investment policy followed)

Firefighters Pension Board

This includes:

- Pay benefits to eligible recipients
- Pay the expenses of the trust
- File required reports with various agencies
- Make recommendations to the Commission (as necessary)

**CITY OF COCOA BEACH
FISCAL YEAR 2027 BUDGET
MISSION, GOALS, ACTIONS AND TASKS**

CITY ATTORNEY

Primary Mission

To act as the primary legal adviser to, and attorney and counselor for, the City staff and those charged with governance in matters relating to their official duties.

Additional Missions

- ✧ Furnish legal opinions on any questions of law to the City Commission, City Manager, Department Heads and various City boards.
- ✧ Provide legal assistance in the drafting and implementation of new ordinances and/or revisions to existing ordinances.
- ✧ Inform staff and elected officials of new laws and judicial opinions that could impact the City of Cocoa Beach.

Goals, Actions and Tasks

As requested by the Contract Administrator¹, the City Attorney:

- ✧ Prepares ordinances and resolutions for consideration by the Planning Board and City Commission and performs such other professional duties as may be required.
- ✧ Attends Commission meetings and other board meetings, providing ready legal counsel and guidance.
- ✧ Assists staff in application and interpretation of the City Code of Ordinances and Land Development Regulations.
- ✧ Reviews all proposed land development regulations, ordinances and resolutions developed by staff for legal sufficiency and advises staff accordingly so as to limit legal liabilities associated with proposed actions.
- ✧ Reviews lawsuits filed against the City of Cocoa Beach and provides advice and counsel on the appropriate handling for those lawsuits.
- ✧ Files lawsuits on behalf of the City of Cocoa Beach and, as necessary, represents the City in court proceedings.
- ✧ Reviews City contracts for legal sufficiency.

¹ The City Attorney is compensated under a monthly all-inclusive retainer contract. The City Manager is the Contract Administrator.

**CITY OF COCOA BEACH
FISCAL YEAR 2027 BUDGET
OPERATING STATISTICS AND PERFORMANCE MEASURES**

FUND: General

DEPARTMENT: City Attorney

The following table presents operating statistics and performance measures compiled from established data bases and internal documents. Information for 2026 has been estimated, for 2027 it has been projected. Meaningful benchmark targets are provided for comparison purposes where appropriate.

	Actual 2024	Actual 2025	Estimate 2026	Projection 2027	Benchmark Targets & Notes
Operating Statistics:					
Payments for Services (thousands)	254.0	252.0	318.0	318.0	Payments to City Attorney's law firm
Other legal expenses (thousands)	—	—	—	—	
Total legal cost budget (thousands)	254.0	252	318.0	318.0	
Performance Measures:					
Not applicable for contract work.					

Fund: General

Department: City Attorney

Account Code: 001-0310-514.

Division: Administration

USES OF FUNDS					
	2024	2025	2026	2026	2027
			Amended	2026	ADOPTED
	Actual	Actual	Budget	Estimated	Budget
OPERATING SERVICES					
31-00 Professional Services	248,496	241,350	318,000	318,000	333,855
Subtotal Operating	248,496	241,350	318,000	318,000	333,855
TOTAL CITY ATTORNEY	248,496	241,350	318,000	318,000	333,855

CITY MANAGER

The City Manager administers policy as the executive officer of the City.

**CITY OF COCOA BEACH
FISCAL YEAR 2027 BUDGET
OPERATING STATISTICS AND PERFORMANCE MEASURES**

FUND: General

DEPARTMENT: City Manager

The following table presents operating statistics and performance measures compiled from established data bases and internal documents. Information for 2026 has been estimated, for 2027 it has been projected. Meaningful benchmark targets are provided for comparison purposes where appropriate.

	Actual 2024	Actual 2025	Estimate 2026	Projection 2027	Benchmark Targets & Notes
Operating Statistics:					
Website Traffic Visitors	1,500,000	2,000,000	2,000,000	2,400,000	Target is 10% increase
Facebook Followers	18,000	20,000	20,000	20,000	Increase Followers by 10%
Twitter Followers	1,540	1,600	1,600	1,600	See Comments
YouTube Subscribers and Videos	300	375	375	400	Increase followers by 20%
CBNN Subscriptions	1,725	1,750	1,750	1,750	Increase followers by 20%

Comments:
X, formally Twitter, changed the rules regarding posting and uploading, creating an inability to gain additional followers.

PERSONNEL SCHEDULE			
DEPARTMENT: City Manager			
	NUMBER OF POSITIONS		
POSITION TITLE: FULL-TIME	BUDGET 2026	CHANGE	BUDGET 2027
City Manager	1	—	1
Assistant City Manager*	1	—	1
Government Affairs Manager/Executive Assistant	1	—	1
TOTAL FULL-TIME	3	—	3
TOTAL POSITIONS	3	—	3

*Position budget is allocated between City Manager Department, Development Services Department, and the Building Permit Fund (136).

MISSION STATEMENT
CITY MANAGER:
To develop, deliver and maintain progressive personnel management programs and services to attract and retain a highly qualified, well-trained and productive work force.

USES OF FUNDS

	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
PERSONNEL SERVICES					
12-12 Regular	409,218	381,645	385,042	385,042	371,760
12-15 Additional Pay	1,000	—	—	—	—
21-00 FICA Taxes	30,183	25,207	29,456	29,456	28,440
22-10 General Employees Pension	43,992	54,000	46,591	46,591	18,168
22-40 Deferred Compensation	4,480	—	50,000	50,000	30,000
23-10 Group Hospitalization	39,883	21,695	32,788	40,679	40,679
23-20 Group Life	2,907	2,774	3,075	1,760	1,760
23-30 Dental Plan	1,353	969	1,040	1,285	1,285
23-90 Fitness & Wellness	—	30	—	—	—
24-00 Workers Compensation	572	2,438	2,398	1,000	878
Subtotal Personnel Services	533,588	488,758	550,390	555,813	492,970
OPERATING					
31-99 Payroll Processing Fees	2,519	1,839	—	—	—
40-00 Travel & Per Diem	516	98	5,120	3,000	3,040
47-00 Printing & Binding	—	48	100	—	—
48-00 Promotional Activities	2,748	121,716	16,157	3,000	7,850
51-00 Office Supplies	579	756	523	522	300
52-50 Other Supplies	313	190	—	—	—
54-10 Publications & Memberships	876	803	4,283	2,500	3,050
55-00 Training & Education	1,063	124	3,500	200	500
552.48-00 Marketing - Promotional Activities	13,024	16,816	23,300	1,000	4,700
552.54-10 Marketing - Publications & Memberships	669	445	4,500	600	600
552.55-00 Marketing - Training & Education	—	—	100	—	—
Subtotal Operating	22,307	142,835	57,583	10,822	20,040
TRANSFERS/OTHER					
83-00 Other Grants & Aids	2,719	3,361	3,500	3,400	4,950
Subtotal Transfers/Other	2,719	3,361	3,500	3,400	4,950
TOTAL CITY MANAGER	558,614	634,954	611,473	570,035	517,960

HUMAN RESOURCES

The Human Resources Department assures fair treatment of applicants and employees in all aspects of personnel administration. This is accomplished through teamwork and high employee morale.

**CITY OF COCOA BEACH
FISCAL YEAR 2027 BUDGET
OPERATING STATISTICS AND PERFORMANCE MEASURES**

FUND: All Funds

DEPARTMENT: Human Resources

The following table presents operating statistics and performance measures compiled from established data bases and internal documents. Information for 2026 has been estimated, for 2027 it has been projected. Meaningful benchmark targets are provided for comparison purposes where appropriate.

	Actual 2024	Actual 2025	Estimate 2026	Projection 2027	Benchmark Targets & Notes
Full-time (FT) positions					
Authorized	234	235	235	215	Reduction Comms & Others
Terminations	22	20	20	40	Comms moved BCSO
Filled at end of FY	215	218	218	205	
Vacant at end of FY	19	15	15	10	
Part-Time & Seasonal					
Authorized	111	111	111	115	
Performance Measures					
Vacancies / FT positions	2%	2%	2%	4%	
Terminated / FT positions	11%	11%	11%	18%	Comms moved BCSO
Health Insurance					
City's rate increase	4%	4%	4%	8%	Market rate or less
Market's rate increase	6%	6%	6%	11%	ACA expecting 26%
Workers Comp experience rating	1.54	1.54	1.54	1.78	
Workers' Comp Claims	6	6	6	5	
Workers Comp Claims > \$10,000	2	3	3	2	
Liability Claims > \$10,000	2	2	2	2	

Comments:

Staffing strategy is to design and maintain a succession plan to strategically hire or train existing employees with necessary skill sets to replace the impending departure of the present-day workforce who can retire now or in the next five years. With increasing employee benefit costs a concern, primarily health insurance, the City must focus on creative ways to retain key employees. It is critical that the City continue to invest in employees through training and education to maintain institutional knowledge. Due to the unknowns related to the Affordable Care Act (ACA), the City will continue to monitor market trends and benefits offered by the surrounding municipalities to ensure benefits remain competitive, while striving to be fiscally conservative.

PERSONNEL SCHEDULE			
DEPARTMENT: Human Resources			
	NUMBER OF POSITIONS		
POSITION TITLE:	BUDGET	CHANGE	BUDGET
FULL-TIME	2026		2027
HR Director	1	—	1
HR Manager	1	—	1
Senior HR Coordinator	1	—	1
HR Coordinator	1	—	1
TOTAL FULL-TIME	4	—	4
TOTAL POSITIONS	4	—	4

MISSION STATEMENT
To develop, deliver and maintain progressive personnel management programs and services to attract and retain a highly qualified, well-trained and productive work force.

USES OF FUNDS

	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
PERSONNEL SERVICES					
12-12 Regular	250,630	296,092	314,868	314,868	355,438
12-15 Additional Pay	90	—	—	—	—
14-00 Overtime	6	96	—	—	—
21-00 FICA Taxes	19,092	22,156	24,088	24,088	27,955
22-10 General Employees Pension	20,592	32,500	38,100	38,100	48,709
23-10 Group Hospitalization	57,205	59,419	49,665	52,845	52,845
23-20 Group Life	2,258	5,511	4,327	2,580	2,580
23-30 Dental Plan	863	921	928	1,088	1,088
23-90 Fitness & Wellness	31	130	150	—	—
24-00 Workers Compensation	2,385	6,078	4,883	2,400	802
Subtotal Personnel Services	353,152	422,903	437,009	435,969	489,417
OPERATING					
31-00 Professional Services	23,275	50,029	46,695	46,000	60,120
31-99 Payroll Processing Fees	2,332	1,700	—	—	—
40-00 Travel & Per Diem	6,058	3,987	5,060	2,500	1,200
40-70 Moving Expenses	6,578	63	—	4,045	—
48-10 Employee Wellness Incentives	3,834	3,123	5,500	1,500	1,500
51-00 Office Supplies	938	991	1,200	500	500
52-50 Other Supplies	2,264	6,691	5,925	3,000	4,575
54-10 Publications & Memberships	4,066	1,929	5,733	2,000	1,928
55-00 Training and Education	9,714	3,209	8,800	3,000	2,600
Subtotal Operating	59,059	71,722	78,913	62,545	72,423
CAPITAL					
68-00 Software - New Purchase	—	—	8,000	8,000	—
Subtotal Capital	—	—	8,000	8,000	—
TOTAL HUMAN RESOURCES	412,211	494,625	523,922	506,514	561,840

CITY CLERK

The Office of the City Clerk is an information source, with services to include providing City records as prescribed by law, coordinating the City's elections, and supporting the City Commission and Boards. The Office is central to government transparency.

**CITY OF COCOA BEACH
FISCAL YEAR 2027 BUDGET
OPERATING STATISTICS AND PERFORMANCE MEASURES**

FUND: General

DEPARTMENT: City Clerk

The following table presents operating statistics and performance measures compiled from established data bases and internal documents. Information for 2026 has been estimated, for 2027 it has been projected. Meaningful benchmark targets are provided for comparison purposes where appropriate.

	Actual 2024	Actual 2025	Estimate 2026	Projection 2027	Benchmark Targets & Notes
Operating Statistics:					
Meetings recorded	45	50	25	45	All City board meetings are recorded
Commission & CRA Minutes transcribed	45	50	25	45	CRA is within the Commission now
Ordinances adopted	10	12	12	30	Code Clean Up
Resolutions adopted	18	15	15	30	
Records destroyed (boxes)	—	—	200	200	(Box = 16" x 13") reduce offsite storage
Records Requests	400	380	250	390	Creating more transparency
Public Records Requests completed within 24 hours*	400	380	250	390	Creating more transparency
Performance Measures:					
Ratio of records destroyed to records stored	10 %	10 %	10 %	10 %	Target is 10%.
Record series digitized	6	6	6	6	A record series is a group of related records in a single filing system. Agendas and Minutes, Ordinances, Resolutions, Meeting Packets and Contracts are scanned as they are approved and adopted.

Comments:

*Records requests NOT completed within 24 hours were extensive and involved multiple departments.

Consistent effort is being undertaken to digitize records. Operating expenditures as a percentage of the total governmental operating costs budget, reflects that operating costs for this department have remained fairly constant and below budget.

PERSONNEL SCHEDULE			
DEPARTMENT: City Clerk			
	NUMBER OF POSITIONS		
POSITION TITLE:	BUDGET 2026	CHANGE	BUDGET 2027
FULL-TIME			
City Clerk/Public Information Officer	1	—	1
Deputy City Clerk	1	—	1
TOTAL FULL-TIME	2	—	2
TOTAL POSITIONS	2	—	2

MISSION STATEMENT
Maintain a low-density residential and family-oriented resort community with paramount consideration given to the health, safety, welfare, comfort, and quality of life for all our citizens.

USES OF FUNDS

	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
PERSONNEL SERVICES					
12-12 Regular	158,914	160,845	155,731	155,731	167,023
14-00 Overtime	32	83	—	—	—
21-00 FICA Taxes	12,209	11,992	11,914	11,914	13,133
22-10 General Employees Pension	13,884	21,000	18,844	18,844	22,659
23-10 Group Hospitalization	29,782	43,548	52,568	41,460	41,460
23-20 Group Life	878	1,357	1,720	700	700
23-30 Dental Plan	592	841	811	715	715
24-00 Workers Compensation	222	2,655	2,711	950	377
Subtotal Personnel Services	216,513	242,321	244,299	230,314	246,067
OPERATING					
31-00 Professional Services	5,550	4,688	7,000	6,000	6,500
31-99 Payroll Processing Fees	854	976	—	—	—
34-40 Support Services	11,612	16,743	25,260	25,260	27,031
40-00 Travel & Per Diem	—	—	2,180	2,180	1,590
41-00 Communications Services	25,615	27,662	37,400	37,400	35,715
49-00 Other Current Charges	1,692	1,357	6,500	6,500	5,500
51-00 Office Supplies	686	1,098	750	400	250
54-10 Publications & Memberships	305	630	800	400	850
55-00 Training & Education	1,985	29	2,300	600	400
Subtotal Operating	48,299	53,183	82,190	78,740	77,836
CAPITAL OUTLAY					
68-00 Software- New Purchase	16,012	—	20,000	11,389	5,500
Subtotal Capital Outlay	16,012	—	20,000	11,389	5,500
TOTAL CITY CLERK	280,824	295,504	346,489	320,443	329,403

FINANCE

The primary mission of the Finance Department is to monitor and record all financial transactions of the city in the most efficient and effective manner ensuring accuracy and fiscal transparency.

**CITY OF COCOA BEACH
FISCAL YEAR 2027 BUDGET
OPERATING STATISTICS AND PERFORMANCE MEASURES**

FUND: General

DEPARTMENT: Finance/Metered Parking

The following table presents operating statistics and performance measures compiled from established data bases and internal documents. Information for 2026 has been estimated, for 2027 it has been projected. Meaningful benchmark targets are provided for comparison purposes where appropriate.

	Actual 2024	Actual 2025	Estimate 2026	Projection 2027	Benchmark Targets & Notes
Operating Statistics:					
Audit findings/repeat findings	0	1	0	0	Number from audit of prior period.
Uncollectible accounts (number) (thousands of dollars)	1,700 \$54	1600 \$47	1600 \$47	1,700 \$55	Primarily parking fines. Number of accounts & thousands of dollars.
Collection agency activity	856.00	500	500	200	Average monthly collections.
Parking citations written	13,000	14,000	14,000	12,500	
Parking Permits Issued	6,000	6,200	6,200	8,000	Credit card acceptance, increased permit options and possible online sales expected.
Investment portfolio maturity (years)	<1	<1	<1	<1	Term investment period in years
Performance Measures:					
Finance vs. General Fund budget	3%	3%	3%	3%	
Recoveries from collection agencies	10%	12%	12%	12%	30% benchmark based on industry standard.
Parking citation collections	68%	70%	70%	70%	75% benchmark. Note: lag time for collections

Comments:

Parking citation payment percentage remains high due to the acceptance of credit card online payments.

PERSONNEL SCHEDULE			
DEPARTMENT: Finance/Metered Parking			
	NUMBER OF POSITIONS		
POSITION TITLE: FULL-TIME	BUDGET 2026	CHANGE	BUDGET 2027
Finance Director	1	—	1
Deputy Finance Director*	1	—	1
Financial Analyst II	2	—	2
Financial Associate	1	—	1
Financial Program Administrator	1	—	1
Finance Coordinator	1	—	1
Customer Service Representative	1	—	1
TOTAL FULL-TIME	8	—	8
TOTAL POSITIONS	8	—	8

- The Deputy Finance Director position budget is allocated 50% to the CRA & 50% to the Finance Department

MISSION STATEMENT
The Finance Department serves as city-wide financial oversight, recording, monitoring, and reporting all financial transactions responsibly and transparently providing support to all departments. The Finance Department implements safeguards to ensure funds are ethically managed, ensuring fiscal integrity to meet service obligations to the public.

Additional Missions:

- * Prepare & monitor the City's annual operating and capital budgets
- * Preparing accurate & timely financial statements, reports, and audits to ensure accountability and compliance
- * Manage cash flow, investments, and debt to ensure fiscal health and liquidity
- * Ensuring that public funds are spent efficiently and according to city code, laws, and policies

USES OF FUNDS

			2026		2027
	2024	2025	Amended	2026	ADOPTED
	Actual	Actual	Budget	Estimated	Budget
PERSONNEL SERVICES					
12-12 Regular	628,904	548,451	644,237	497,922	570,414
14-00 Overtime	794	404	—	—	—
21-00 FICA Taxes	48,513	40,035	49,284	49,284	44,884
22-10 General Employees Pension	60,606	78,000	77,953	77,953	79,423
23-10 Group Hospitalization	155,220	120,068	200,165	105,968	105,968
23-20 Group Life	5,963	7,058	8,681	3,095	3,095
23-30 Dental Plan	3,353	2,474	4,253	2,376	2,376
24-00 Workers Compensation	2,360	3,442	3,494	1,900	1,287
Subtotal Personnel Services	905,713	800,022	988,067	738,498	807,447
OPERATING					
31-00 Professional Services	1,317	26,710	17,500	17,500	40,100
31-99 Payroll Processing Fees	4,137	3,237	—	—	—
32-10 Auditor	63,530	77,250	79,500	78,950	74,500
34-20 Bank Charges	34,668	33,298	48,500	33,000	57,400
40-00 Travel & Per Diem	1,934	—	4,950	—	—
47-00 Printing & Binding	3,160	3,782	5,100	4,892	3,250
49-00 Other Current Charges	5,272	7,239	6,800	6,800	—
51-00 Office Supplies	2,785	2,098	2,400	2,000	780
54-10 Publications & Memberships	1,113	260	1,720	500	1,000
55-00 Training & Education	9,250	1,227	6,200	—	—
Subtotal Operating	127,166	155,101	172,670	143,642	177,030
TOTAL FINANCE	1,032,879	955,123	1,160,737	882,140	984,477

USES OF FUNDS

	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
PERSONNEL SERVICES					
12-12 Regular	72,000	53,198	49,971	49,971	49,607
14-00 Overtime	145	328	400	400	400
21-00 FICA Taxes	5,380	3,821	3,823	3,823	3,795
22-10 General Employees Pension	7,800	10,000	6,047	6,047	6,907
23-10 Group Hospitalization	33,848	30,999	36,228	31,200	31,200
23-20 Group Life	1,144	1,147	1,387	450	450
23-30 Dental Plan	552	417	599	370	370
24-00 Workers Compensation	101	85	135	75	108
Subtotal Personnel Services	120,970	99,995	98,590	92,336	92,837
OPERATING					
31-99 Payroll Processing Fees	477	327	—	—	—
34-20 Bank Charges	116,684	86,526	140,000	120,000	140,000
34-40 Support Services	153,932	172,808	140,000	140,000	185,000
44-18 Rentals & Leases 20 N Atlantic	172,910	122,812	120,574	200,000	250,000
46-10 Equipment Maintenance	21	—	4,000	4,000	23,000
47-00 Printing and Binding	1,922	6,784	5,000	1,200	7,000
49-15 Collection Agency Fees	32,633	30,330	20,000	20,000	35,000
52-50 Other	11,572	5,564	—	—	—
Subtotal Operating	490,151	425,151	429,574	485,200	640,000
TOTAL METERED PARKING	611,121	525,146	528,164	577,536	732,837

INFORMATION TECHNOLOGY

The Information Technology Department is the technology service organization which provides solutions that support and empower all City departments.

**CITY OF COCOA BEACH
FISCAL YEAR 2027 BUDGET
OPERATING STATISTICS AND PERFORMANCE MEASURES**

FUND: General

DEPARTMENT: Information Technology (I.T.)

The following table presents operating statistics and performance measures compiled from established data bases and internal documents. Information for 2026 has been estimated; for FY 2027 it has been projected. This information is presented in support of the basic budget estimates.

	Actual 2024	Actual 2025	Estimate 2026	Projection 2027	Benchmark Targets & Notes
Operating Statistics:					
Software applications supported	410	410	410	405	Departments are constantly looking for ways to increase efficiency through technology.
Network availability	>99%	>99%	>99%	>99%	Rate of availability is consistently high and most services exceed the stated benchmark
Number of network connected devices	475	475	550	600	Number will Continue to grow as demand for technology increases annually
Performance Measures:					
I.T. vs. General Fund governmental expenditures	4%	4%	4%	4%	
Percent of I.T. budget expended	99%	99%	99%	99%	
Service requests:					
Number of service requests per month	250	250	275	350	Increase is indicator of more reliance on technology
Average resolution time	2 days	2 days	2 days	2 days	Target is to resolve all 1 st level tickets within 48 hrs.

Comments:

I.T. continues to maintain a quality information technology capability along industry standards. The skill level of the user community has advanced significantly as a result of increased use and familiarity with technology, products, increasing productivity. As a result, there is an increase in support and maintenance. The values indicated are best estimates based on available information and measures.

PERSONNEL SCHEDULE			
DEPARTMENT: Information Technology			
	NUMBER OF POSITIONS		
POSITION TITLE: FULL-TIME	BUDGET 2026	CHANGE	BUDGET 2027
IT Director	1	—	1
Deputy IT Director	1	—	1
Systems Analyst	1	—	1
Sr. System Tech	1	—	1
Help Desk Technician	1	(1)	—
SR. Information Technology Support Admin	1	—	1
TOTAL FULL-TIME	6	(1)	5
TOTAL POSITIONS	6	(1)	5

MISSION STATEMENT
Provide improved communication tools including enterprise e-mail, social media, web sites, and video streaming applications.

USES OF FUNDS					
	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
PERSONNEL SERVICES					
12-12 Regular	438,454	476,570	527,179	455,000	487,200
12-15 Additional Pay	—	—	—	—	—
14-00 Overtime	4,096	905	—	—	—
21-00 FICA Taxes	34,614	36,149	40,330	40,330	37,271
22-10 General Employees Pension	37,986	53,500	63,789	63,789	67,130
23-10 Group Hospitalization	70,216	81,315	74,981	85,336	85,336
23-20 Group Life	1,416	1,510	1,720	1,395	1,395
23-30 Dental Plan	1,846	1,840	1,943	1,503	1,503
24-00 Workers Compensation	616	764	806	710	1,006
Subtotal Personnel Services	589,244	652,553	710,748	648,063	680,841
OPERATING					
31-10 GIS Related Services	22,803	16,988	30,000	20,000	—
31-99 Payroll Processing Fees	2,899	2,921	—	—	—
34-40 Support Services	58,447	29,881	40,000	40,000	35,000
40-00 Travel & Per Diem	—	518	1,500	—	—
41-00 Communications Services	192,847	185,661	236,171	185,000	167,915
44-30 Equipment Rental/Lease	90,342	60,328	74,640	74,640	75,598
46-10 Equipment Maintenance	10,554	(6,801)	20,400	20,400	20,400
52-20 Uniforms	—	—	450	294	300
52-50 Other Supplies	16,428	49,184	56,099	49,000	33,299
52-60 Software Subscriptions	491,428	415,170	1,062,505	1,062,505	1,062,884
54-10 Publications & Memberships	—	—	600	250	250
55-00 Training & Education	1,224	799	6,510	599	4,500
Subtotal Operating	886,972	754,649	1,528,875	1,452,688	1,400,146
CAPITAL OUTLAY					
64-21 Computer Hardware	80,833	32,671	239,400	200,000	58,000
64-22 Computer Software	3,566	—	—	—	—
68-80 Software - GASB 87 Leases	—	265,871	—	—	—
68-90 GASB 96 - SBTIA - Capital Software	625,585	752,636	—	—	—
Subtotal Capital Outlay	709,984	1,051,178	239,400	200,000	58,000
CONTINGENCY					
99-30 Other Uses	—	—	15,000	—	10,000
Subtotal Contingency	—	—	15,000	—	10,000
TOTAL INFORMATION TECHNOLOGY	2,186,200	2,458,380	2,494,023	2,300,751	2,148,987

PUBLIC SAFETY

The Cocoa Beach Public Safety Division is comprised of functions designed to assist our beachside community of residents, visitors, and businesses.

**General Fund
Department & Division Structure
Chart**

Public Safety



*In FY2026, communication center services was contracted out with Brevard County.

SOURCES OF FUNDS

	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
OTHER TAXES	458,889	476,530	276,455	458,000	480,000
LICENSES/PERMITS	55,345	63,866	90,000	75,000	90,000
INTERGOVERNMENTAL	576,740	373,121	206,345	227,112	43,065
CHARGES FOR SERVICES	731,739	378,495	591,805	613,181	459,934
FINES AND FORFEITURES	58,245	66,467	59,900	59,900	65,035
MISCELLANEOUS REVENUES	23,669	9,471	28,600	28,650	14,408
TOTAL REVENUES	1,904,627	1,367,950	1,253,105	1,461,843	1,152,442

USES OF FUNDS

PERSONNEL SERVICES	11,595,923	13,402,939	13,484,802	13,123,948	12,909,521
OPERATING	957,281	979,308	1,849,237	1,519,758	1,524,120
CAPITAL OUTLAY	856,311	1,183,304	413,591	297,369	92,424
TOTAL EXPENDITURES	13,409,515	15,565,551	15,747,630	14,941,075	14,526,065

POLICE

Cocoa Beach Police Department embraces the philosophy of problem-oriented policing through community partnerships, order maintenance, and crime prevention.

**CITY OF COCOA BEACH
FISCAL YEAR 2027 BUDGET
OPERATING STATISTICS AND PERFORMANCE MEASURES**

FUND: General

DEPARTMENT: Police

The following table represents operating statistics and performance measures compiled from established data bases and internal documents. Data for this table is compiled using both actual statistics from our Police Department database as well as estimates and projections using averages from past years. Note: The variables inherent in law enforcement coupled with the reality that most crime victims and violators do not reside in the City make predicting crime trends with any level of certainty very difficult.

	Actual 2024	Actual 2025	Estimate 2026	Projection 2027	Benchmark Targets & Notes
Operating Statistics:					
Calls for 911 emergency service	8,548	8,086	10,013	10,013	Calls for 911 emergency service: FY 27 projection based on actual 5 yr history. Communications moved to BCSO per contractual compliance.
Calls for service	49,529	34,246	49,162	41,247	Calls for Service: FY27 projection based on actual 5 yr history
Traffic Accidents	472	406	472	477	
Traffic citations written	4,617	6,161	4,146	4,280	
Parking citations written	11,931	8,948	12,764	13,032	
Reported stolen property	506	1,074	1,075	1,688	Reported & stolen property: (thousands) FY 27 projection based on actual 5 yr history
Recovered property	208	324	291	513	
Sworn Officers	33	33	33	31	Patrol Officers as of September 30 th of the fiscal year.
Administration	10	10	10	13	Chiefs , Majors, Lieutenants, Sergeants
Total Arrests	1,128	799	782	609	Arrests FY 27 projection based on actual 5 yr history
Drug Arrests	53	48	36	43	
DUI Arrests	252	228	174	195	
Case Reports	2,958	3,360	3,270	3,120	

Performance Measures:

Comments:

The City is heavily influenced by approximately 2.5 million visitors throughout the year. The department has taken a number initiatives to improve and expand community policing activities. This includes increased patrols and special operations throughout Cocoa Beach. Public awareness and support have been enhanced by the annual Citizen's Academy program, renewed Community Watch initiatives, participation in the county-wide Crime Prevention Task Force, Citizen's Observer Patrol program, and National Night Out.

PERSONNEL SCHEDULE			
DEPARTMENT: Police			
	NUMBER OF POSITIONS		
POSITION TITLE:	BUDGET		BUDGET
FULL-TIME	2026	CHANGE	2027
Police Chief	1	—	1
Deputy Chief	1	—	1
Executive Assistant to Chief	1	—	1
Accreditation Manager & Administrative Services	1	—	1
Police Major	2	—	2
Police Lieutenant	3	—	3
Police Officer	31	—	31
Police Records Clerk	1	—	1
Police Sergeant	6	—	6
Logistics Manager	1	—	1
Records & Evidence Manager	1	—	1
Property & Evidence Supervisor	1	—	1
TOTAL FULL-TIME	50	—	50
TOTAL POSITIONS	50	—	50

MISSION STATEMENT
C: Committed to exceptional service
B: Building community partnerships
P: Professional in all our words and deeds
D: Delivering a safe, secure community

USES OF FUNDS					
	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
PERSONNEL SERVICES					
12-12 Regular	3,006,499	3,360,742	3,444,910	3,390,000	3,426,023
12-15 Additional Pay	32,281	36,388	38,187	32,800	38,187
13-10 Part Time	2,294	—	3,000	237	—
14-00 Overtime	331,026	376,057	355,000	355,000	330,000
15-00 Holiday Pay	72,675	93,434	130,500	130,500	135,000
21-00 FICA Taxes	269,281	290,724	303,828	303,828	300,585
22-10 General Employees Pension	44,928	46,500	48,000	48,000	48,149
22-20 Police Pension	823,252	1,079,780	922,000	983,598	993,394
22-40 Deferred Compensation*	938	—	—	—	—
23-10 Group Hospitalization	867,272	858,136	975,025	937,418	937,418
23-20 Group Life	20,495	32,577	32,134	23,757	23,757
23-30 Dental Plan	16,350	17,220	18,113	17,035	17,035
23-90 Fitness & Wellness	282	143	310	—	—
24-00 Workers Compensation	107,320	112,811	135,450	111,134	141,250
Subtotal Personnel Services	5,594,893	6,304,512	6,406,457	6,333,307	6,390,798
OPERATING					
31-00 Professional Services	23,675	17,256	38,700	29,000	23,660
31-99 Payroll Processing Fees	21,829	23,741	—	—	—
34-40 Support Services	28,370	14,905	47,634	35,000	37,075
40-00 Travel & Per Diem	26,973	19,823	24,028	18,000	27,750
46-06 Preventative Maintenance	—	—	2,154	1,793	2,200
46-07 Known Maintenance	—	—	5,773	5,691	1,000
46-08 Reactive Maintenance	—	—	5,000	4,950	2,000
46-10 Equipment Maintenance	8,867	8,065	22,255	14,000	12,604
47-00 Printing & Binding	3,842	2,189	5,000	800	1,000
48-00 Promotional Activities	11,679	6,268	13,000	6,000	6,500
51-00 Office Supplies	6,097	4,178	7,000	3,000	3,000
52-20 Uniforms	30,210	61,928	58,225	45,000	74,306
52-50 Other	75,073	101,201	110,539	110,539	104,114
54-10 Publications & Memberships	4,153	2,105	11,680	5,000	6,650
55-00 Training & Education	39,506	35,337	107,159	70,000	93,023
Subtotal Operating	280,274	296,996	458,147	348,773	394,882
CAPITAL OUTLAY					
64-20 Furniture & Equipment	116,566	70,033	129,332	80,990	33,374
64-22 Computer Hardware/Software	—	18,000	11,929	—	—
Subtotal Capital Outlay	116,566	88,033	141,261	80,990	33,374
TOTAL POLICE DEPARTMENT	5,991,733	6,689,541	7,005,865	6,763,070	6,819,054

*Old Contract Interim Police Chief

**CITY OF COCOA BEACH
FISCAL YEAR 2027 BUDGET
OPERATING STATISTICS AND PERFORMANCE MEASURES**

FUND: General		DEPARTMENT: Police Beach Management			
	Actual	Actual	Estimate	Projection	
	2024	2025	2026	2027	Benchmark Targets & Notes
Operating Statistics:					
# of Ranger Hours	4,302	3,614	6,160	6,000	Beach Rangers are currently staffed all year.
# of Rangers on Staff	7	6	8	8	
Performance Measures:					
Beach Ranger Activity	9,784	7,746	7,288	7,387	Beach Ranger performance and activity is measured by the final disposition of each call for service.

Comments:

The City is heavily influenced by the large numbers of visitors to the beach during Spring Break and throughout the summer. In 2014, the Beach Ranger Program was established to assist the Police Department with order maintenance on our beaches and pursue compliance of City Code. In 2016, the Beach Rangers began staffing 52 weeks per year on weekends, and 7 days per week during Spring Break. In 2017 they were designated as Code Enforcement Officers, through an Ordinance amendment, and given the authority to issue civil citations.

PERSONNEL SCHEDULE			
DEPARTMENT: Police - Beach Rangers			
POSITION TITLE: PART-TIME	NUMBER OF POSITIONS		
	BUDGET 2026	CHANGE	BUDGET 2027
Ranger Supervisor	1	—	1
Beach Rangers	7	—	7
TOTAL PART-TIME	8	—	8
TOTAL POSITIONS	8	—	8

MISSION STATEMENT
The Beach Management Program is operationally managed by the Cocoa Beach Police Department
The Beach Management mission is to deliver a safe, secure, and lawful beach going experience for the community and the public as a whole.

Additional Missions:

- * Provides for patrol of the beaches and beach access points.
- * Provides for a liaison between the public and the Cocoa Beach Police Department.
- * Provides for interaction with the public to respond to inquiries, or to inform them of City Ordinances and/or beach rules and regulations.
- * Provide additional patrol in the downtown Cocoa Beach area during peak hours when the public is leaving the beach.

Fund: General

Department: Police

Account Code: 001-2170-521.

Division: Beach Rangers

USES OF FUNDS					
	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
PERSONNEL SERVICES					
13-10 Part Time	92,422	106,650	110,000	110,000	114,500
21-00 FICA Taxes	7,074	8,159	8,415	8,415	8,760
24-00 Workers Compensation	2,919	3,861	3,334	3,334	5,270
Subtotal Personnel Services	102,415	118,670	121,749	121,749	128,530
OPERATING					
31-99 Payroll Processing Fees	672	704	—	—	—
52-20 Uniforms	421	—	3,000	3,000	2,720
52-50 Other Supplies	297	285	2,228	—	300
Subtotal Operating	1,390	989	5,228	3,000	3,020
TOTAL BEACH RANGERS	103,805	119,659	126,977	124,749	131,550

PERSONNEL SCHEDULE			
DEPARTMENT: Police - Parking Enforcement Specialists			
	NUMBER OF POSITIONS		
POSITION TITLE: PART-TIME	BUDGET 2026	CHANGE	BUDGET 2027
Parking Enforcement Specialist Supervisor	1	—	1
Parking Enforcement Specialist	7	—	7
TOTAL PART-TIME	8	—	8
TOTAL POSITIONS	8	—	8

Fund: General

Department: Police

Account Code: 001-2180-521.

Division: Parking Enforcement

USES OF FUNDS					
	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
PERSONNEL SERVICES					
13-10 Part Time	147,417	161,272	167,000	149,000	165,192
21-00 FICA Taxes	11,048	12,337	12,776	11,399	12,637
24-00 Workers Compensation	4,347	5,462	5,053	4,200	5,906
Subtotal Personnel Services	162,812	179,071	184,829	164,599	183,735
OPERATING					
31-99 Payroll Processing Fees	859	1,017	—	—	—
52-20 Uniforms	745	168	3,494	1,000	800
52-50 Other Supplies	225	—	3,264	—	400
Subtotal Operating	1,829	1,185	6,758	1,000	1,200
TOTAL PARKING ENFORCEMENT	164,641	180,256	191,587	165,599	184,935

PERSONNEL SCHEDULE			
DEPARTMENT: Communications*			
	NUMBER OF POSITIONS		
POSITION TITLE:	BUDGET		BUDGET
FULL-TIME	2026	CHANGE	2027
Communications Center Supervisor	1	(1)	—
Communications Officer	13	(13)	—
TOTAL FULL-TIME	14	(14)	—
PART-TIME			
Communications Officer	2	(2)	—
TOTAL PART-TIME	2	(2)	—
TOTAL POSITIONS	16	—	—

*In FY2026, communication center services were contracted out with Brevard County Sheriff's Office.

USES OF FUNDS

	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
PERSONNEL SERVICES					
12-12 Regular	513,536	517,990	364,442	262,428	—
12-15 Additional Pay	—	—	—	—	—
13-10 Part time	4,655	—	5,351	5,350	—
14-00 Overtime	45,985	51,501	60,000	21,486	—
15-00 Holiday Pay	13,270	17,842	40,809	40,809	—
21-00 FICA Taxes	45,246	44,152	50,237	24,850	—
22-10 General Employees Pension	54,522	74,000	79,460	79,460	—
23-10 Group Hospitalization	161,777	166,599	232,738	70,467	—
23-20 Group Life	6,653	8,409	9,298	3,062	—
23-30 Dental Plan	3,421	3,221	4,620	1,530	—
23-90 Fitness & Wellness	—	—	—	—	—
24-00 Workers Compensation	1,058	1,030	1,075	525	—
Subtotal Personnel Services	850,123	884,744	848,030	509,967	—
OPERATING					
31-99 Payroll Processing Fees	4,129	3,726	—	—	—
40-00 Travel & Per Diem	75	—	3,000	—	—
41-00 Communications	—	—	186,088	186,087	237,180
46-10 Equipment Maintenance	98,357	77,760	101,000	69,514	103,800
51-00 Office Supplies	1,534	307	650	225	—
52-20 Uniforms	4,133	2,775	7,440	3,973	—
52-50 Other	2,525	9,659	14,966	6,426	7,500
55-00 Training & Education	7,904	2,895	7,925	1,810	—
Subtotal Operating	118,657	97,122	321,069	268,035	348,480
CAPITAL OUTLAY					
64-20 Furniture & Equipment	345,892	103,296	76,830	23,266	52,050
Subtotal Capital Outlay	345,892	103,296	76,830	23,266	52,050
TOTAL COMMUNICATIONS DEPARTMENT	1,314,672	1,085,162	1,245,929	801,268	400,530

*In FY2026, communication center services were contracted out with Brevard County Sheriff's Office.

FIRE

The Fire Department responds to a wide range of emergencies, including fires, medical calls, vehicle accidents, and water rescues. In addition, we offer essential non-emergency services such as public education, fire and life safety inspections, fire investigations, our Community Paramedic Program, and a variety of administrative services.

**CITY OF COCOA BEACH
FISCAL YEAR 2027 BUDGET
OPERATING STATISTICS AND PERFORMANCE MEASURES**

FUND: General

DEPARTMENT: Fire

The following table presents operating statistics and performance measures compiled from established data bases and internal documents. Information for 2026 has been estimated, for 2027 it has been projected. Meaningful benchmark targets are provided for comparison purposes where appropriate.

	Actual 2024	Actual 2025	Estimate 2026	Projection 2027	Benchmark Targets & Notes
Operating Statistics:					
Total number of unit responses	3,892	3,758	3,950	4,000	
Calls for rescue service	1,925	1,856	1,950	2,000	Includes projected increase in responses to unincorporated South Cocoa Beach.
Total inspections	982	2,068	3,000	3,000	
Training hours	12,025	12,276	12,300	12,300	
Property damage (millions)	\$2	\$2	\$2	\$1	
Property saved (millions)	\$1.0	\$1.0	\$1.0	\$1.0	No major fires
Performance Measures:					
Average response times (minutes)	4.3	4	4.8	4.0	Target is < 4.00 minutes.
Insurance ISO rating	2	2	2	2	Benchmark is to maintain a 2 and target to be a 1
Ratio of property - damaged to saved	20%	20%	6%	—%	Depends on property types involved in fires
Fatalities from fire	0	0	2	0	Target is zero fatalities from fires.
Average training hours per month for each employee	30	31	31.5	31.5	30 hours per month is benchmark.

PERSONNEL SCHEDULE			
DEPARTMENT: Fire Department			
	NUMBER OF POSITIONS		
POSITION TITLE:	BUDGET	CHANGE	BUDGET
FULL-TIME	2026		2027
Fire Chief	1	—	1
Executive Assistant to Fire Chief	1	—	1
Deputy Fire Chief	1	—	1
Training/Emergency Services Chief (Community Paramedic Program)	1	—	1
District Chiefs/Shift Commanders	3	—	3
Fire Lieutenant/Medic-CO Officer	9	—	9
Firefighters	21	—	21
Fire Marshal	1	—	1
Fire Inspector	2	—	2
TOTAL FULL-TIME	40	—	40
PART-TIME			
Fire Inspector	2	—	2
Community Paramedic	1	—	1
TOTAL PART-TIME	3	—	3
TOTAL POSITIONS	43	—	43

MISSION STATEMENT
The primary mission of the City of Cocoa Beach Fire Department is life safety, incident stabilization, and property conservation.
Additional Missions: * Fight fire aggressively, having provided for safety first. * Provide progressive and rapid emergency medical services to our residents and visitors. * Maintain the quality and training for all Fire Department personnel.

USES OF FUNDS					
	2024 Actual	2025 Actual	2026 Amended Budget	2026 Estimated	2027 ADOPTED Budget
PERSONNEL SERVICES					
12-12 Regular	2,360,187	2,765,955	2,857,535	2,857,535	2,971,836
12-15 Additional Pay	15,262	16,112	15,840	15,840	16,470
13-10 Part Time	77,481	114,453	90,000	90,000	98,826
14-00 Overtime	378,049	439,097	465,000	400,000	416,000
15-00 Holiday Pay	75,983	86,050	83,928	83,928	92,000
21-00 FICA Taxes	228,433	255,120	268,692	263,719	275,027
22-10 General Employees Pension	3,978	6,500	6,976	6,976	33,410
22-30 Firefighters Pension	802,992	1,254,368	1,098,926	1,154,035	1,184,806
23-10 Group Hospitalization	753,473	780,586	814,614	919,992	919,992
23-20 Group Life	24,896	20,132	17,791	14,568	14,568
23-30 Dental Plan	13,907	14,281	14,648	14,733	14,733
23-90 Fitness & Wellness	1,251	1,002	1,500	—	—
24-00 Workers Compensation	149,788	162,286	188,287	173,000	168,790
Subtotal Personnel Services	4,885,680	5,915,942	5,923,737	5,994,326	6,206,458
OPERATING					
31-00 Professional Services	48,696	60,551	71,000	71,000	128,530
31-99 Payroll Processing Fees	19,173	20,263	—	—	—
34-00 Contractual Services	—	—	22,500	22,500	28,573
34-40 Lifeguard Svc-Parks/Pier	—	—	293,013	276,258	96,976
40-00 Travel & Per Diem	7,077	9,568	20,145	11,000	8,175
44-50 Hydrants	146,096	148,869	160,325	155,000	162,750
45-75 Firefighters Medical Liability	—	16,817	—	—	—
46-06 Preventative Maintenance	—	—	2,704	—	2,700
46-07 Known Maintenance	—	—	16,412	14,401	35,500
46-08 Reactive Maintenance	—	—	—	—	2,000
46-10 Equipment Maintenance	21,111	17,623	31,600	20,000	21,305
48-00 Promotional Activities	2,489	1,509	4,900	1,000	1,000
51-00 Office Supplies	2,618	4,488	5,000	2,500	500
52-20 Uniforms	128,890	89,834	78,209	78,209	49,707
52-50 Other Supplies	27,133	65,424	99,754	50,000	58,430
52-60 Small Tools & Equipment	31,890	38,484	44,808	30,000	35,217
54-10 Publications & Memberships	2,842	1,248	4,395	3,000	2,875
55-00 Training & Education	45,666	30,421	48,230	30,000	25,550
Subtotal Operating	483,681	505,099	902,995	764,868	659,788
CAPITAL OUTLAY					
64-10 Vehicles & Machinery	43,477	813,634	—	—	—
64-20 Furniture & Equipment	124,514	38,924	48,000	45,615	—
68-00 Software - New Purchase	20,000	—	—	—	7,000
Subtotal Capital Outlay	187,991	852,558	48,000	45,615	7,000
TOTAL FIRE DEPARTMENT	5,557,352	7,273,599	6,874,732	6,804,809	6,873,246

USES OF FUNDS

	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
OPERATING					
31-00 Professional Services	11,323	11,826	28,440	28,440	27,500
40-00 Travel & Per Diem	1,894	2,393	3,000	1,000	1,000
46-10 Equipment Maintenance	2,756	116	11,000	11,000	8,650
51-00 Office Supplies	1,029	497	500	500	200
52-20 Uniforms	595	391	400	400	—
52-50 Other/Licensing	2,314	12,689	15,200	7,660	15,300
52-52 Medical Supplies	37,513	32,484	62,500	62,500	43,500
55-00 Education and Training	9,701	13,975	25,100	20,000	19,000
Subtotal Operating	67,125	74,371	146,140	131,500	115,150
CAPITAL OUTLAY					
64-20 Furniture & Equipment	205,862	139,417	147,500	147,498	—
Subtotal Capital Outlay	205,862	139,417	147,500	147,498	—
TOTAL EMERGENCY MEDICAL SERVICES	272,987	213,788	293,640	278,998	115,150

USES OF FUNDS

	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
OPERATING					
40-00 Travel & Per Diem	—	—	1,000	—	—
46-10 Equipment Maintenance	860	695	1,000	1,000	1,000
48-00 Promotional Activities	2,710	1,045	3,000	1,349	500
51-00 Office Supplies	485	523	500	168	50
52-20 Uniforms	270	—	400	65	50
55-00 Training & Education	—	1,283	3,000	—	—
Subtotal Operating	4,325	3,546	8,900	2,582	1,600
TOTAL COMMUNITY PARAMEDIC PROGRAM	4,325	3,546	8,900	2,582	1,600
TOTAL PUBLIC SAFETY	13,409,515	15,565,551	15,747,630	14,941,075	14,526,065

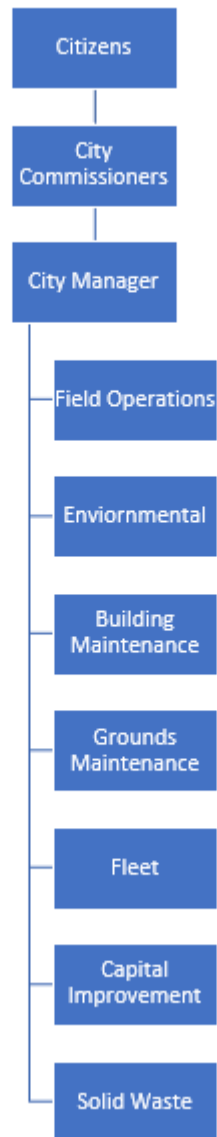
(PUBLIC SAFETY IS POLICE, BEACH RANGERS, PARKING ENFORCEMENT, COMMUNICATIONS, FIRE EMERGENCY MEDICAL SERVICE & COMMUNITY PARAMEDIC PROGRAM)

PUBLIC WORKS

The Public Works Department provides a wide spectrum of services to both external and internal customers. While most people readily identify Public Works with streets, parks and grounds maintenance, the nature of our community requires that we maintain beach access areas, dune crossovers, sidewalks and bikeways which see heavy use from both year-round and seasonal residents and tourists.

General Fund Department & Division Structure Chart

Public Works



SOURCES OF FUNDS

	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
INTERGOVERNMENTAL	361,925	88,106	865,530	840,000	953,250
CHARGES FOR SERVICES	2,691,214	3,149,911	3,930,176	3,677,519	4,193,167
MISCELLANEOUS REVENUES	24,738	464,829	—	—	—
TOTAL REVENUES	3,077,877	3,702,846	4,795,706	4,517,519	5,146,417

USES OF FUNDS

PERSONNEL SERVICES	2,652,095	2,494,455	2,922,461	2,735,963	3,090,420
OPERATING	5,996,640	5,172,989	6,474,366	5,732,954	6,255,544
CAPITAL OUTLAY	9,223,393	8,837,940	6,538,810	4,096,418	6,252,383
TRANSFERS	—	—	—	—	—
TOTAL EXPENDITURES	17,872,128	16,505,384	15,935,637	12,565,335	15,598,347

**CITY OF COCOA BEACH
FISCAL YEAR 2027 BUDGET
OPERATING STATISTICS AND PERFORMANCE MEASURES**

FUND: General

DEPARTMENT: Public Works

The following table presents operating statistics and performance measures compiled from established data bases and internal documents. Information for 2026 has been estimated, for 2027 it has been projected. Meaningful benchmark targets are provided for comparison purposes where appropriate

	Actual 2024	Actual 2025	Estimate 2026	Projection 2027	Benchmark Targets & Notes
Operating Statistics:					
Lineal miles of roadway	35.3	35.3	35.3	35.3	Plus 8 miles of State roadway. All are paved.
Maintenance spending (thousands)	\$6,851	\$8,480	\$7,847	\$8,856	Total maintenance expenditures for all Divisions of the Public Works Department.
Capital outlay spending (millions)	\$2,638	\$2,091	\$2,900	\$3,085	Total capital outlay expenditures for all Divisions of the Public Works Department.
Building maintenance (thousands)	\$802	\$820	\$900	\$1,532	Total operating expenditures of the Building Maintenance Division. Includes maintenance of park facilities.
Fleet maintenance (thousands)	\$836	\$860	\$900	\$1,101	Only includes direct costs recorded for the Fleet Division of Public Works. The division maintains equipment other than vehicles, such as tractors, trailers and motors. The fuel budget was substantially increased due to rising prices.
Vehicles in service	122	124	128	134	
Performance Measures:					
Average age of fleet -yrs.	10-12 yrs.	10-12 yrs.	10-12 yrs.	10-12 yrs.	Average replacement age: Police vehicles 8-10 yrs. Sedans, Vans & P/U 10-12 yrs.; Specialty trucks 10-15

Comments:

The City's location on a barrier island and constant exposure to harsh environmental elements (sun, wind and salt air) requires close attention to preventive maintenance activities, as well as, to repair and replacement. It is also important that capital equipment and infrastructure be upgraded or replaced in a timely manner. The City has increasingly applied funds to this end and expects to continue with a heavy investment in replacing facilities that are nearing the end of their useful lives.

PERSONNEL SCHEDULE			
DEPARTMENT: Public Works			
	NUMBER OF POSITIONS		
POSITION TITLE:	BUDGET	CHANGE	BUDGET
FULL-TIME	2026		2027
Public Works Director	1	—	1
Public Works Deputy Director	1	—	1
Public Works Manager	1	—	1
Public Works Supervisor	3	—	3
Administrative Specialist	1	—	1
Maintenance Worker I	11	—	11
Maintenance Worker/Custodian*	3	(1)	2
Maintenance Technicians	4	2	6
Utilities/Construction Inspector	1	—	1
Diesel Mechanic III/Fire Apparatus Tech	1	—	1
City Engineer	1	—	1
Fleet Manager	1	—	1
Body/Fender /Paint Specialist	1	—	1
Lead Mechanic	1	—	1
Mechanic	3	(1)	2
Project Manager	1	—	1
TOTAL FULL-TIME	35	—	35
PART-TIME			
Maintenance Worker	—	2	2
Events Maintenance Worker I**	1	—	1
TOTAL PART-TIME	1	2	3
Construction & Utilities Inspector cost allocation: General Fund - 40%, Utilities Fund - 40%, Stormwater Fund- 20%			
Public Works Deputy Director cost allocation: General Fund - 50%, Stormwater Fund - 50%			
TOTAL POSITIONS	36	2	38

*One maintenance worker move to Leisure Services Department

**One events maintenance worker move to Leisure Services Department (Part-time)

MISSION STATEMENT
The primary mission of the Public Works Department is to plan, construct and maintain the City's transportation and facility infrastructure. The transportation infrastructure includes roadway systems, traffic control systems, sidewalk/bike path systems, and landscaping programs within all City rights-of-way. In addition, maintain the waterways system, dune crossovers at beach access points at the end of certain City streets. The City's facility infrastructure includes the City's buildings, parks, grounds and beach.

USES OF FUNDS

	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	2026 Estimated	ADOPTED Budget
PERSONNEL SERVICES					
12-12 Regular	786,079	478,823	551,613	551,613	709,171
14-00 Overtime	1,825	989	2,000	3,000	3,000
21-00 FICA Taxes	61,213	35,787	42,352	42,352	54,252
22-10 General Employees Pension	71,760	89,500	66,987	66,987	98,744
23-10 Group Hospitalization	173,270	149,073	217,956	185,284	185,284
23-20 Group Life	4,917	3,159	5,482	2,191	2,191
23-30 Dental Plan	4,338	3,204	4,646	3,196	3,196
23-90 Fitness & Wellness	185	—	200	—	—
24-00 Workers Compensation	33,388	30,961	41,333	29,050	36,750
Subtotal Personnel Services	1,136,975	791,496	932,569	883,673	1,092,588
OPERATING					
538.52-50 Other Environmental	—	9,731	32,495	24,755	14,000
31-00 Professional Services	84,952	58,223	81,220	70,000	110,000
31-99 Payroll Processing Fees	4,806	2,787	—	—	—
34-40 Support Services	11,773	31,848	54,280	19,500	43,780
40-00 Travel & Per Diem	—	—	—	—	500
43-10 Electric	240,773	218,644	308,000	275,000	308,000
44-30 Equipment Rental/Lease	484	423	2,000	500	800
48-00 Promotional	5,146	2,200	16,005	16,005	3,000
51-00 Office Supplies	655	848	1,000	1,000	600
52-20 Uniforms	4,581	5,454	12,460	7,000	12,520
52-50 Other	38,024	48,806	67,000	57,000	41,500
52-60 Small Tools & Equipment	—	—	8,800	2,000	2,000
53-10 Sidewalk Maintenance	5,259	3,316	15,000	8,500	12,000
53-20 Waterway Maintenance	1,071	780	9,500	6,500	6,500
53-30 Street Maintenance	47,940	31,979	80,000	20,000	30,000
53-40 Crossover Maintenance	254	2,432	2,500	1,000	1,000
54-10 Publications & Membership	848	117	1,000	300	500
55-00 Training & Education	637	30	1,625	800	3,000
Subtotal Operating	447,203	417,618	692,885	509,860	589,700
CAPITAL OUTLAY					
63-10 Improvements O/T Buildings - 15 Yrs	365,600	323,739	1,147,750	525,940	915,000
64-20 Furniture & Equipment	3,977	62,101	—	—	—
Subtotal Capital Outlay	369,577	385,840	1,147,750	525,940	915,000
TOTAL FIELD OPERATIONS	1,953,755	1,594,954	2,773,204	1,919,473	2,597,288

USES OF FUNDS					
	2024 Actual	2025 Actual	2026 Amended Budget	2026 Estimated	2027 ADOPTED Budget
PERSONNEL SERVICES					
12-12 Regular	336,029	371,963	378,205	378,205	434,666
13-10 Part Time	20,342	20,888	23,611	23,611	—
14-00 Overtime	4,559	2,982	5,000	5,000	3,000
21-00 FICA Taxes	27,540	29,939	31,122	31,122	35,298
22-10 General Employees Pension	27,690	41,000	49,225	49,225	67,457
23-10 Group Hospitalization	127,341	109,940	164,636	88,275	88,275
23-20 Group Life	1,862	5,694	6,000	3,280	3,280
23-30 Dental Plan	2,647	3,264	3,098	2,379	2,379
24-00 Workers Compensation	12,709	14,415	15,588	12,500	21,925
Subtotal Personnel Services	560,719	600,085	676,485	593,597	656,280
OPERATING					
31-99 Payroll Processing Fees	2,449	2,551	—	—	—
34-40 Support Services	69,866	109,115	191,746	74,500	135,999
40-00 Travel & Per Diem	—	—	1,000	—	—
43-10 Electric	146,139	133,316	245,371	180,000	188,400
43-20 Water & Sewer	20,726	18,803	25,587	25,587	23,000
43-30 Natural Gas	1,710	2,081	3,813	3,200	3,000
44-30 Equip Rental/Lease	—	7,573	5,000	5,000	42,000
46-05 Building Maintenance	84,807	67,407	65,645	65,645	65,000
46-06 Preventative Maintenance	—	—	13,738	—	2,000
46-07 Known Maintenance	—	—	75,482	3,000	10,000
46-08 Reactive Maintenance	—	—	10,000	5,000	3,000
46-10 Equipment Maintenance	191,108	104,844	105,000	105,000	80,000
46-20 Park Maintenance	2,707	—	12,475	12,475	6,475
52-20 Uniforms	—	—	2,550	—	—
52-50 Other Supplies	11,922	32,249	35,000	30,000	24,000
52-55 Janitorial Supplies	44,226	37,877	111,200	50,000	45,000
52-60 Tools & Small Equipment	1,495	2,888	7,500	7,500	5,600
55-00 Training & Education	—	—	13,960	—	3,960
Subtotal Operating	577,155	518,704	925,067	566,907	637,434
CAPITAL OUTLAY					
62-00 Buildings	212,039	60,200	—	—	—
63-10 Improvements O/T Buildings - 15 Yrs	166,269	180,454	55,171	20,401	15,000
64-20 Furniture & Equipment	—	—	222,000	199,638	358,000
Subtotal Capital Outlay	378,308	240,654	277,171	220,039	373,000
CONTINGENCY					
99-30 Other Uses	—	—	—	—	—
Subtotal Contingency	—	—	—	—	—
TOTAL BUILDING MAINTENANCE	1,516,182	1,359,443	1,878,723	1,380,543	1,666,714

USES OF FUNDS

	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
PERSONNEL SERVICES					
12-12 Regular	308,547	335,600	348,724	348,724	362,000
13-10 Part Time	22,588	25,819	27,800	27,800	40,100
14-00 Overtime	5,750	6,354	8,500	6,500	5,000
21-00 FICA Taxes	25,496	26,995	29,454	29,454	32,226
22-10 General Employees Pension	30,030	35,000	46,588	46,588	52,097
23-10 Group Hospitalization	124,548	145,754	128,000	126,163	126,163
23-20 Group Life	2,676	3,900	3,400	1,455	1,455
23-30 Dental Plan	2,199	2,496	2,381	2,200	2,200
24-00 Workers Compensation	19,666	25,489	24,725	24,725	14,628
Subtotal Personnel Services	541,500	607,407	619,572	613,609	635,869
OPERATING					
31-99 Payroll Processing Fees	2,260	2,323	—	—	—
34-40 Support Services	312,540	239,209	325,000	250,000	310,000
40-00 Travel & Per Diem	—	—	500	500	500
43-10 Electric	2,774	1,252	4,480	3,000	3,126
43-20 Water & Sewer	267	225	311	250	300
52-50 Other Supplies	38,293	52,437	66,726	48,000	40,000
54-10 Publications & Memberships	—	—	121	—	250
55-00 Training & Education	137	941	1,210	300	500
Subtotal Operating	356,271	296,387	398,348	302,050	354,676
CAPITAL OUTLAY					
63-10 Improvements O/T Buildings - 15 Yrs	—	3,566	120,000	90,635	350,000
Subtotal Capital Outlay	—	3,566	120,000	90,635	350,000
TOTAL GROUNDS MAINTENANCE	897,771	907,360	1,137,920	1,006,294	1,340,545

USES OF FUNDS

	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
PERSONNEL SERVICES					
12-12 Regular	266,540	320,059	354,552	348,000	384,649
12-15 Additional Pay	1,483	2,500	2,000	3,000	3,000
14-00 Overtime	5,587	4,957	6,000	5,000	4,000
21-00 FICA Taxes	20,944	24,388	27,736	27,736	30,038
22-10 General Employees Pension	28,080	40,000	43,869	43,869	57,405
23-10 Group Hospitalization	69,700	85,290	74,847	107,010	107,010
23-20 Group Life	1,861	2,328	2,311	1,500	1,500
23-30 Dental Plan	1,830	2,012	1,943	2,212	2,212
24-00 Workers Compensation	16,876	13,933	20,963	9,372	12,641
Subtotal Personnel Services	412,901	495,467	534,221	547,699	602,455
OPERATING					
31-99 Payroll Processing Fees	1,812	2,030	—	—	—
40-00 Travel & Per Diem	1,928	3,080	5,000	2,000	2,000
44-30 Equip Rental/Lease	—	—	5,000	—	—
46-10 Equipment Maintenance	39,643	54,072	67,200	51,724	66,600
46-15 Vehicle Maintenance	162,755	155,117	192,800	140,000	167,000
52-10 Gas & Oil	263,974	241,478	298,185	265,000	278,185
52-20 Uniforms	2,724	2,881	3,798	3,500	3,272
52-50 Other	26,256	27,385	41,250	25,000	36,300
52-60 Small Tools & Equipment	—	22,862	15,200	11,510	11,000
55-00 Training & Education	1,391	2,824	4,000	2,300	2,500
Subtotal Operating	500,483	511,729	632,433	501,034	566,857
CAPITAL OUTLAY					
64-10 Vehicles & Machinery	372,916	836,903	733,095	733,095	453,953
64-20 Furniture & Equipment	281,985	70,300	706,100	95,459	650,430
68-00 Software - New Purchase	—	—	—	—	—
Subtotal Capital Outlay	654,901	907,203	1,439,195	828,554	1,104,383
TOTAL FLEET SERVICES	1,568,285	1,914,399	2,605,849	1,877,287	2,273,695

USES OF FUNDS

	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
PERSONNEL SERVICES					
12-12 Regular	—	40,500	98,800	70,000	76,440
21-00 FICA	—	3,096	7,559	5,355	5,847
22-10 General Employee Pension	—	—	11,955	11,955	11,176
23-10 Group Hospitalization	—	3,566	35,000	9,024	9,024
23-20 Group Life	—	88	2,200	253	253
23-30 Dental Plan	—	122	900	298	298
23-90 Fitness & Wellness	—	40	—	—	—
24-00 Workers Comp	—	72	3,200	500	190
Subtotal Personnel Services	—	47,484	159,614	97,385	103,228
OPERATING					
31-70 Professional Services	53,000	—	—	—	—
31-99 Payroll Processing Fees	—	232	—	—	—
51-00 Office Supplies	—	—	300	—	—
Subtotal Capital Outlay	53,000	232	300	—	—
CAPITAL OUTLAY					
62-00 Buildings	5,030,844	2,969,273	150,000	24,000	3,300,000
64-20 Furniture, Fixtures & Equipment	2,545,897	4,331,404	3,404,694	2,407,250	210,000
63-10 Improvements O/T Buildings - 15 Yrs	90,411	—	—	—	—
64-21 Technology Hardware	153,455	—	—	—	—
Subtotal Capital Outlay	7,820,607	7,300,677	3,554,694	2,431,250	3,510,000
TOTAL CAPITAL IMPROVEMENTS	7,873,607	7,348,393	3,714,608	2,528,635	3,613,228

USES OF FUNDS

	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
OPERATING					
34-40 Support Services	3,880,940	3,349,956	3,757,774	3,757,774	4,006,877
34-45 Beach Maint. Agreement	160,000	—	—	—	—
52-50 Other	74,588	78,595	67,559	95,329	100,000
Subtotal Operating	4,115,528	3,428,551	3,825,333	3,853,103	4,106,877
TOTAL SANITATION	4,115,528	3,428,551	3,825,333	3,853,103	4,106,877
TOTAL PUBLIC WORKS	17,925,128	16,553,100	15,935,637	12,565,335	15,598,347

DEVELOPMENT SERVICES

The Development Services Department serves the City, businesses, and residents by administering city codes and ordinances related to planning, zoning, building, construction, land use, site development, signage, business licensing, and building permitting.

**General Fund
Development & Division Structure
Chart**

Development Services



SOURCES OF FUNDS

	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
LICENSES / PERMITS	168,854	860,329	989,050	1,013,750	1,088,250
CHARGES FOR SERVICES	31,612	12,140	28,500	13,000	24,000
FINES AND FORFEITURES	7,588	180,627	30,000	30,000	30,000
TOTAL REVENUES	208,054	1,053,096	1,047,550	1,056,750	1,142,250

USES OF FUNDS

PERSONNEL SERVICES	457,277	436,037	594,840	562,270	454,014
OPERATING	78,706	90,904	95,357	34,400	61,420
TOTAL EXPENDITURES	535,983	526,941	690,197	596,670	515,434

**CITY OF COCOA BEACH
FISCAL YEAR 2027 BUDGET
OPERATING STATISTICS AND PERFORMANCE MEASURES**

FUND: General

DEPARTMENT: Development Services

The following table represents the operating statistics and performance measures compiled from established data bases and internal documents. Information for 2026 has been estimated, for 2027 it has been projected. Benchmark targets are provided for comparison purposes where appropriate.

	Actual 2024	Actual 2025	Estimate 2026	Projection 2027	Benchmark Targets & Notes
Operating Statistics:					
Total Permits	2,750	2,250	2,300	2,150	
Permit Values (millions)	\$1,290	\$900	\$800	\$735	
Average Permit Value (thousands)	\$323	\$300	\$310	\$300	
Permit Inspections	3,484	3,200	3,250	3,175	
New Construction (millions)	\$85	\$100	\$95	\$100	
Business Tax Receipts & Certificates of Use (new/transfers/renewals)	1,400	1,450	1,550	1,630	
Code Inspections Made	1000	1100	1900	2000	Number of inspections made
Code Violations Started	406	450	600	500	New cases created
Code Violations Cured	80	100	300	400	Number cured by Code Enforcement Officer
Code Enforcement Special Magistrate	15	15	30	50	Number heard by Special Magistrate.
Code Enforcement Citations	35	40	40	140	Special Magistrate Citations issued.
*Code cases are not always cured in the same fiscal year as they are started and may carry over into the next fiscal year.					
Performance Measures:					
Permit Inspections	10	21	13	13	Permit & Code Enforcement inspections per day (based on an average of 250 working days/year.)
Code Enforcement Inspections	3	5	7	7	

PERSONNEL SCHEDULE			
DEPARTMENT: Development Services			
	NUMBER OF POSITIONS		
POSITION TITLE:	BUDGET 2026	CHANGE	BUDGET 2027
FULL-TIME			
Development Services Director/Assistant City Manager*	1	—	1
Deputy Development Services Director **	1	—	1
Licensing & Board Manager	1	—	1
Planner II **	1	—	1
TOTAL FULL-TIME	4	—	4
PART-TIME			
	—	—	—
TOTAL PART-TIME	—	—	—
TOTAL POSITIONS	4	—	4

*ACM/Development Services Director is allocated between the City Manager Department, Development Service Department, and Building Permit Fund (Fund 136).

**Deputy Director, and Planner II positions are split 50% to Development Services (General Fund) and 50% to Building Permit & Inspection Utilization Fund (Fund 136)

MISSION STATEMENT
To provide the City of Cocoa Beach citizens, businesses and visitors with excellent customer service in the application and enforcement of the City Comprehensive Plan, Land Development Code, Code of Ordinances and the Florida Building Code, all for the purpose of upholding the preamble of the City Charter while constantly working to improve the health, safety, welfare and quality of life for everyone within the City.

USES OF FUNDS					
	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	PROPOSED Budget
PERSONNEL SERVICES					
12-12 Regular	231,829	194,679	259,503	259,503	170,606
12-15 Additional Pay	—	—	—	—	—
14-00 Overtime	1,169	16	—	—	—
21-00 FICA Taxes	17,813	14,744	19,852	19,852	13,052
22-10 General Employees Pension	18,330	36,500	31,400	31,400	25,634
23-10 Group Hospitalization	53,468	27,788	42,017	16,895	8,448
23-20 Group Life	3,737	4,015	4,488	2,363	1,182
23-30 Dental Plan	1,145	674	1,548	555	278
24-00 Workers Compensation	837	2,916	2,729	2,700	450
Subtotal Personnel Services	328,328	281,332	361,537	333,268	219,650
OPERATING					
31-00 Professional Services	62,757	67,321	65,100	20,000	37,000
31-99 Payroll Processing Fees	1,492	1,221	1,500	—	—
40-00 Travel & Per Diem	104	—	3,192	500	3,900
47-00 Printing & Binding	285	146	300	150	300
48-00 Promotional	65	298	1,500	800	1,000
49-00 Other Current Charges	—	3,850	6,000	2,000	4,000
51-00 Office Supplies	1,368	1,078	400	400	500
52-20 Uniforms	582	415	—	—	300
52-50 Other Supplies	330	—	—	—	—
54-10 Publications & Memberships	976	3,188	120	120	215
55-00 Training & Education	2,360	991	2,000	200	1,805
Subtotal Operating	70,319	78,508	80,112	24,170	49,020
TOTAL PLANNING, ZONING & DEVELOPMENT	398,647	359,840	441,649	357,438	268,670

PERSONNEL SCHEDULE			
DEPARTMENT: Development Services - Code Enforcement			
	NUMBER OF POSITIONS		
POSITION TITLE:	BUDGET 2026	CHANGE	BUDGET 2027
FULL-TIME			
Code Enforcement Officer	2	—	2
Vendor Coordinator/Code Enforcement	—	1	1
TOTAL FULL-TIME	2	1	3
TOTAL POSITIONS	2	1	3

Fund: General

Department: Development Services

Account Code: 001-3690-521.

Division: Code Enforcement

USES OF FUNDS					
			2026	2027	
	2024	2025	Amended	2026	ADOPTED
	Actual	Actual	Budget	Estimated	Budget
PERSONNEL SERVICES					
12-12 Regular	80,486	103,644	169,430	169,430	180,458
13-10 Part Time	14,902	—	—	—	—
21-00 FICA Taxes	7,656	7,842	12,962	12,962	13,805
22-10 General Employees Pension	10,842	15,000	20,502	20,502	26,382
23-10 Group Hospitalization	11,713	22,524	22,978	19,635	8,318
23-20 Group Life	831	2,371	2,020	1,500	750
23-30 Dental Plan	347	619	893	873	440
24-00 Workers Compensation	2,172	2,705	4,518	4,100	4,211
Subtotal Personnel Services	128,949	154,705	233,303	229,002	234,364
OPERATING					
31-00 Professional Services	4,400	8,345	7,000	7,000	8,000
31-99 Payroll Processing Fees	755	667	500	—	—
40-00 Travel & Per Diem	60	954	950	700	900
52-20 Uniforms	53	1,011	2,000	500	500
52-50 Other Supplies	2,169	1,179	2,500	900	900
54-10 Publications & Memberships	—	240	300	100	250
55-00 Training & Education	950	—	1,995	1,030	1,850
Subtotal Operating	8,387	12,396	15,245	10,230	12,400
TOTAL CODE ENFORCEMENT	137,336	167,101	248,548	239,232	246,764

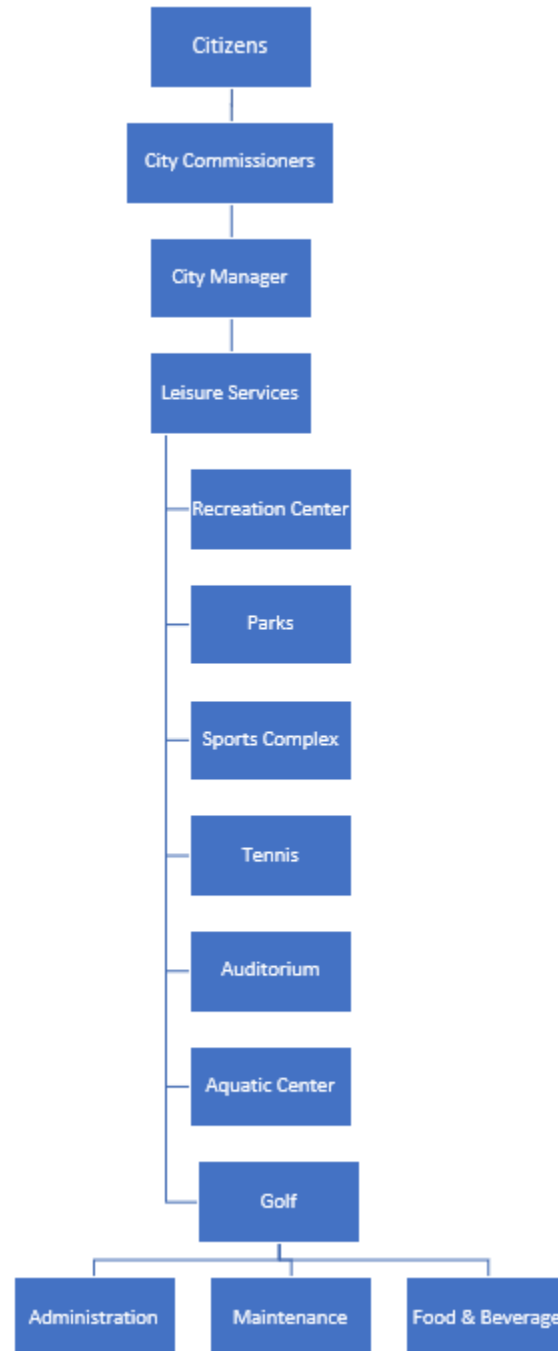
LEISURE SERVICES

The Leisure Services Department includes all recreation facilities, programs, special events, and parks.

- Recreation Center/Gym
 - Pool
 - Ball Fields
 - Parks
 - Tennis Courts
 - Golf

General Fund Department & Division Structure Chart

Leisure Services



SOURCES OF FUNDS

	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
CHARGES FOR SERVICES	2,679,805	3,095,015	3,390,852	3,369,372	3,584,250
MISCELLANEOUS REVENUES	—	8,915	10,000	10,000	10,000
TOTAL REVENUES	2,679,805	3,103,930	3,400,852	3,379,372	3,594,250

USES OF FUNDS

PERSONNEL SERVICES	2,466,846	2,560,508	2,633,123	2,647,156	3,114,327
OPERATING	1,353,967	1,367,777	2,024,171	1,858,317	1,995,883
CAPITAL OUTLAY	313,690	1,946,432	599,012	631,157	92,500
TOTAL EXPENDITURES	4,134,503	5,874,717	5,256,306	5,136,630	5,202,710

**CITY OF COCOA BEACH
FISCAL YEAR 2027 BUDGET
OPERATING STATISTICS AND PERFORMANCE MEASURES**

FUND: General

DEPARTMENT: Leisure Services

The following table presents operating statistics and performance measures compiled from established data bases and internal documents. Information for 2026 has been estimated, for 2027 it has been projected. Meaningful benchmark targets are provided for comparison purposes where appropriate.

	Actual 2024	Actual 2025	Estimate 2026	Projection 2027	Benchmark Targets & Notes
Operating Statistics:					
Attendees at Gym	12,100	13,000	13,000	17,500	Attendees at the Recreation Center. Includes daily admittance, includes camp programs.
Revenue -Gym	\$145,000	\$148,000	\$148,000	\$178,650	
Expenditures- Gym	\$331,000	\$337,000	\$337,000	\$334,500	
Net cost per person	27	26	26	9	
Attendees at pool	22,000	23,500	23,500	26,250	
Revenue - Pool	\$130,000	\$135,500	\$135,500	\$144,900	
Expenditures - Pool	\$370,000	\$385,500	\$385,500	\$408,450	
Net cost per person	\$11	\$10	\$10	\$10	

PERSONNEL SCHEDULE			
DEPARTMENT: Leisure Services Administration (includes Recreation Center)			
	NUMBER OF POSITIONS		
POSITION TITLE:	BUDGET	CHANGE	BUDGET
FULL-TIME	2026		2027
Leisure Services Director	1	—	1
Leisure Services Deputy Director	1	—	1
TOTAL FULL-TIME	2	—	2
PART-TIME			
Recreation Aide (Year- Round)	3	—	3
Counselors (Seasonal)	16	1	17
Assistant Head Counselor (Seasonal)	2	—	2
Head Counselor (Seasonal)	1	—	1
TOTAL PART-TIME	22	1	23
TOTAL POSITIONS	24	1	25

MISSION STATEMENT
Provide a wide variety of recreational, educational and therapeutic Leisure Services for citizens and visitors in a safe, affordable and enjoyable atmosphere.

USES OF FUNDS					
	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
PERSONNEL SERVICES					
12-12 Regular	178,167	216,005	187,824	187,824	202,457
12-15 Additional pay	540	585	900	600	600
13-10 Part Time	112,514	110,574	117,000	117,000	123,000
14-00 Overtime	235	—	—	—	—
21-00 FICA Taxes	22,749	25,078	23,388	23,388	25,212
22-10 General Employees Pension	16,224	21,000	36,993	36,993	28,859
23-10 Group Hospitalization	10,424	10,177	11,316	11,266	11,266
23-20 Group Life	550	550	662	561	561
23-30 Dental Plan	369	348	389	371	371
23-90 Fitness & Wellness	223	100	250	—	—
24-00 Workers Compensation	8,981	11,006	10,998	10,998	16,378
Subtotal Personnel Services	350,976	395,423	389,720	389,001	408,704
OPERATING					
31-99 Payroll Processing Fees	1,874	1,831	2,000	—	—
34-40 Support Services	47,265	43,165	50,000	50,000	45,000
40-00 Travel & Per Diem	—	448	1,740	—	800
43-10 Electric	12,264	7,931	16,240	16,240	16,849
43-20 Water & Sewer	2,126	3,459	3,377	3,377	3,545
46-05 Building Maintenance	2,537	3,865	1,000	1,000	—
46-06 Preventative Maintenance	—	—	2,420	—	2,000
46-07 Known Maintenance	—	—	60,000	40,570	10,000
46-08 Reactive Maintenance	—	—	5,000	4,108	2,000
46-10 Equipment Maintenance	595	912	1,200	1,200	900
48-00 Promotional Activities	488	602	650	650	500
51-00 Office Supplies	598	636	650	650	400
52-20 Uniforms	574	455	700	700	500
52-50 Other Supplies	16,563	16,654	17,000	14,000	14,000
54-10 Publications & Memberships	340	170	760	359	340
55-00 Training & Education	—	535	750	—	600
Subtotal Operating	85,224	80,663	163,487	132,854	97,434
CAPITAL OUTLAY					
64-20 Furniture & Equipment	11,313	34,542	—	—	—
68-00 Computer Software - New	—	9,181	—	—	12,500
Subtotal Capital Outlay	11,313	43,723	—	—	12,500
TOTAL RECREATION CENTER	447,513	519,809	553,207	521,855	518,638

PERSONNEL SCHEDULE			
DEPARTMENT: Leisure Services/Beach-Side Parks			
POSITION TITLE:	NUMBER OF POSITIONS		
	BUDGET 2026	CHANGE	BUDGET 2027
PART-TIME			
Park Attendant	5	—	5
TOTAL PART-TIME	5	—	5
TOTAL POSITIONS	5	—	5

USES OF FUNDS					
	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
PERSONNEL SERVICES					
13-10 Part Time	66,107	51,132	66,552	65,490	71,678
14-00 Overtime	116	20	50	—	—
21-00 FICA Taxes	5,072	3,913	5,478	5,478	5,484
24-00 Workers Compensation	2,091	1,851	2,688	1,800	3,554
Subtotal Personnel Services	73,386	56,916	74,768	72,768	80,716
OPERATING					
31-99 Payroll Processing Fees	468	310	—	—	—
34-40 Support Services	39,240	37,902	44,680	44,680	62,900
43-10 Electric	6,800	5,293	12,320	12,320	12,504
43-20 Water & Sewer	27,992	31,141	38,381	30,000	50,000
46-07 Known Maintenance	—	—	21,263	3,850	2,000
46-08 Reactive Maintenance	—	—	2,000	—	2,000
52-20 Uniforms	—	190	250	—	—
52-50 Other Supplies	793	495	14,781	13,222	22,448
Subtotal Operating	75,293	75,331	133,675	104,072	151,852
CAPITAL OUTLAY					
64-20 Furniture & Equipment	—	—	46,452	37,038	10,000
68-00 Computer Software - New	—	989	—	—	—
Subtotal Capital Outlay	—	989	46,452	37,038	10,000
TOTAL PARKS	148,679	133,236	254,895	213,878	242,568

PERSONNEL SCHEDULE			
DEPARTMENT: Leisure Services - Aquatic Center			
	NUMBER OF POSITIONS		
POSITION TITLE:	BUDGET	CHANGE	BUDGET
FULL-TIME	2026		2027
Aquatic Manager	1	—	1
TOTAL FULL-TIME	1	—	1
PART-TIME			
Lifeguard	13	4	17
Lifeguard Supervisor	2	(2)	—
Lead Lifeguard	6	—	6
Cashier	1	—	1
TOTAL PART-TIME	22	2	24
TOTAL POSITIONS	23	2	25

USES OF FUNDS					
	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
PERSONNEL SERVICES					
12-12 Regular	92,290	75,115	95,421	95,421	62,463
13-10 Part Time	121,506	161,139	136,202	136,202	157,900
14-00 Overtime	266	63	200	—	—
21-00 FICA Taxes	16,643	18,068	17,964	17,964	16,858
22-10 General Employees Pension	8,424	11,000	11,908	11,908	9,132
23-10 Group Hospitalization	20,847	19,669	22,053	11,266	11,266
23-20 Group Life	336	661	603	635	635
23-30 Dental Plan	738	676	788	371	371
24-00 Workers Compensation	5,122	7,022	8,725	8,505	10,968
Subtotal Personnel Services	266,172	293,413	293,864	282,272	269,593
OPERATING					
31-99 Payroll Processing Fees	1,568	1,591	—	—	—
34-40 Support Services	24,112	31,570	25,500	25,500	32,000
40-00 Travel & Per Diem	278	—	1,000	—	—
43-10 Electric	74,367	69,274	87,360	78,000	91,030
43-20 Water & Sewer	9,358	18,369	33,085	21,085	22,139
46-07 Known Maintenance	—	—	8,568	—	1,000
46-08 Reactive Maintenance	—	—	1,000	—	1,000
46-10 Equipment Maintenance	47,032	55,393	33,000	33,000	38,000
48-00 Promotional Activities	130	—	800	130	100
51-00 Office Supplies	361	111	500	250	250
52-20 Uniforms	1,506	3,141	3,000	3,000	2,000
52-50 Other Supplies	6,103	8,235	8,000	8,000	5,000
52-51 Pool Chemicals	36,608	24,720	45,600	45,600	45,000
54-10 Publications & Memberships	854	416	1,000	1,000	500
55-00 Training & Education	—	1,712	3,500	400	600
Subtotal Operating	202,277	214,532	251,913	215,965	238,619
CAPITAL OUTLAY					
64-20 Furniture & Equipment	86,384	64,875	182,000	224,635	45,000
Subtotal Capital Outlay	86,384	64,875	182,000	224,635	45,000
TOTAL POOL	554,833	572,820	727,777	722,872	553,212

Fund: General
Account Code: 001-4140-572.

Department: Leisure Services
Division: Tennis

USES OF FUNDS					
	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
OPERATING					
43-20 Water & Sewer	—	—	100	—	—
46-07 Known Maintenance	—	—	2,876	2,529	2,400
46-08 Reactive Maintenance	—	—	1,000	—	1,000
46-10 Equipment Maintenance	800	364	800	—	—
Subtotal Operating	800	364	4,776	2,529	3,400
CAPITAL OUTLAY					
64-20 Furniture & Equipment	34,948	—	—	—	—
Subtotal Capital Outlay	34,948	—	—	—	—
TOTAL TENNIS	35,748	364	4,776	2,529	3,400

USES OF FUNDS

			2026		2027
	2024	2025	Amended	2026	ADOPTED
	Actual	Actual	Budget	Estimated	Budget
OPERATING					
34-40 Support Services	—	1,140	2,000	1,500	2,000
43-10 Electric (Skate Park & Ball fields)	15,975	13,379	21,840	18,000	28,000
46-06 Preventative Maintenance	—	—	15,550	8,911	3,000
46-07 Known Maintenance	—	—	585	—	12,000
46-08 Reactive Maintenance	—	—	1,515	1,510	1,000
52-50 Other Supplies	—	—	4,619	4,604	18,000
52-60 Small Tools & Equipment	2,668	—	—	—	—
Subtotal Operating	18,643	14,519	46,109	34,525	64,000
CAPITAL OUTLAY					
63-10 Impr/O/T Bldg - 15 Yrs	6,918	93,834	—	—	—
Subtotal Capital Outlay	6,918	93,834	—	—	—
TOTAL SKATE PARK	25,561	108,353	46,109	34,525	64,000

USES OF FUNDS

	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
PERSONNEL SERVICES					
12-12 Regular	30,233	10,103	—	—	—
21-00 FICA Taxes	2,258	768	—	—	—
22-10 General Employees Pension	2,730	3,500	—	—	—
23-10 Group Hospitalization	14,261	524	—	—	—
23-20 Group Life	101	4	—	—	—
23-30 Dental Plan	185	7	—	—	—
24-00 Workers Compensation	417	160	—	—	—
SUBTOTAL PERSONNEL SERVICES	50,185	15,066	—	—	—
OPERATING					
31-99 Payroll Processing Fees	190	44	—	—	—
43-10 Electric	15,381	15,789	49,544	116,850	69,585
43-20 Water & Sewer	7,588	4,574	7,760	4,200	5,250
43-30 Natural Gas	3,311	3,533	9,600	8,200	8,925
48-00 Promotional Activities	1,180	—	600	350	300
52-50 Other Supplies	4,030	—	—	—	—
SUBTOTAL OPERATING	31,680	23,940	67,504	129,600	84,060
TOTAL AUDITORIUM	81,865	39,006	67,504	129,600	84,060

PERSONNEL SCHEDULE			
DEPARTMENT: Leisure Services - Golf Course Admin, Maintenance, F & B			
POSITION TITLE:	NUMBER OF POSITIONS		
	BUDGET 2026	CHANGE	BUDGET 2027
FULL-TIME			
Golf Course Manager	1	—	1
Golf Pro Shop Manager	1	—	1
Maintenance Worker	7	(2)	5
Maintenance Worker/Custodian	—	1	1
Head Cook	1	—	1
Food and Beverage Supervisor	1	—	1
Assistant Food and Beverage Supervisor	—	1	1
Golf Course Superintendent	1	—	1
Golf Course Assistant Superintendent	1	—	1
Second Assistant	1	—	1
Spray Technician	2	—	2
Small Engine Repair Tech	2	—	2
TOTAL FULL-TIME	18	—	18
PART-TIME			
Food & Beverage	12	4	16
Cashier	4	2	6
Recreation Aide	22	—	22
Maintenance Worker I	2	5	7
Maintenance Worker I/Events Set-Up	—	1	1
TOTAL PART-TIME	40	11	51
TOTAL POSITIONS	58	11	69

**CITY OF COCOA BEACH
FISCAL YEAR 2027 BUDGET
OPERATING STATISTICS AND PERFORMANCE MEASURES**

FUND: General

DEPARTMENT: Golf Course

The following table presents operating statistics and performance measures compiled from established data bases and internal documents. Information for 2026 has been estimated, for 2027 it has been projected. Meaningful benchmark targets are provided for comparison purposes where appropriate.

	Actual	Actual	Estimate	Projection	Benchmark Targets & Notes
	2024	2025	2026	2027	
Operating Statistics:					
Total 18 and 9 hole Rounds played by category:					
City residents	14,000	14,000	15,000	34,000	
State residents	5,700	6,000	6,300	19,000	
Out-of-State residents	3,125	4,000	4,200	7,000	
Prepaid members	701	780	800	400	
Total all players	70,278	72,000	73,000	74,000	Includes all specials
Equivalent rounds:					Equivalent rounds is 50% of the 9 hole rounds and 100% of the 18.
Total of all players	58,502	60,000	62,000	56,992	
Total charges for service (thousands):	950	975	1007	2900	Includes Pro-Shop and Snack Bar
Rainy Days:					
(Winter)	16	25	15	15	Days of rain or closings the next day. 6 year average has been 78 days.
(Summer)	65	53	55	55	
Pro-Shop (thousands):					
Revenue	201	215	225	240	Merchandise and special orders
Expenditures	140	150	160	180	
Snack Bar (thousands):					
Revenue	531	550	601	760	Merchandise and direct charges
Expenditures	331	340	419	475	Does not include Personnel
Net revenue (thousands):					
Pro-Shop	61	65	65	60	Net of merchandise and special orders. Target is \$100,000.
Snack Bar	200	210	182	285	Net of merchandise and direct charges. Target is \$40,000.

USES OF FUNDS					
	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
PERSONNEL SERVICES					
12-12 Regular	191,375	157,277	194,597	194,597	149,293
13-10 Part-time	261,026	332,974	285,000	285,000	333,837
14-00 Overtime	412	95	500	—	—
21-00 FICA Taxes	34,977	37,147	36,728	36,728	36,959
22-10 General Employees Pension	17,394	23,000	23,547	23,547	21,827
23-10 Group Hospitalization	31,271	56,396	33,379	68,834	68,834
23-20 Group Life	2,029	3,376	2,446	1,838	1,838
23-30 Dental Plan	1,107	627	1,165	740	740
24-00 Workers Compensation	6,036	7,003	7,740	7,158	11,156
Subtotal Personnel Services	545,627	617,895	585,102	618,442	624,484
OPERATING					
31-99 Payroll Processing Fees	3,238	3,207	—	—	—
34-20 Bank Charges	70,062	79,021	96,000	96,000	110,000
34-40 Support Services	12,373	2,151	3,750	3,395	4,100
40-00 Travel & Per Diem	—	—	800	107	250
43-10 Electric	12,988	5,327	23,439	13,791	5,471
43-20 Water & Sewer	18,769	14,967	17,400	12,000	12,720
46-05 Building Maintenance	—	—	—	—	30,000
46-07 Known Maintenance	—	—	—	—	1,000
46-08 Reactive Maintenance	—	—	—	—	2,000
46-10 Equipment Maintenance	7,631	56,682	59,000	45,000	17,500
48-00 Promotional Activities	5,965	3,703	7,400	2,560	5,400
51-00 Office Supplies	656	1,154	750	750	750
52-20 Uniforms	2,505	1,991	3,600	3,600	2,000
52-50 Other Supplies	19,947	15,387	18,500	18,500	19,500
52-65 Sales Merchandise	154,602	128,489	210,000	180,000	200,000
54-10 Publications & Membership	740	745	850	850	900
55-00 Training & Education	1,502	1,437	3,500	2,062	1,500
Subtotal Operating	310,978	314,261	444,989	378,615	413,091
CAPITAL					
64-20 Furniture & Equipment	—	—	—	—	—
Subtotal Capital	—	—	—	—	—
TOTAL ADMINISTRATION	856,605	932,156	1,030,091	997,057	1,037,575

USES OF FUNDS					
	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
PERSONNEL SERVICES					
12-12 Regular	559,576	582,541	569,704	569,704	637,885
12-15 Additional Pay	500	745	1,500	1,500	1,500
13-10 Part time	14,599	12,548	24,177	24,177	159,426
14-00 Overtime	38,632	41,690	38,000	38,000	30,000
21-00 FICA Taxes	47,304	47,535	48,339	48,339	63,404
22-10 General Employees Pension	51,168	67,000	68,934	68,934	93,259
23-10 Group Hospitalization	193,374	190,492	208,443	210,290	210,290
23-20 Group Life	2,800	2,829	3,447	3,000	3,000
23-30 Dental Plan	4,384	4,128	4,636	3,801	3,801
24-00 Workers Compensation	19,366	9,846	10,428	10,428	17,971
Subtotal Personnel Services	931,703	959,354	977,608	978,173	1,220,536
OPERATING					
31-99 Payroll Processing Fees	4,102	3,926	—	—	—
34-40 Support Services	11,098	15,914	27,500	26,000	24,000
40-00 Travel & Per Diem	—	—	—	—	1,000
43-10 Electric	17,588	15,168	28,224	20,000	21,882
46-06 Preventative Maintenance	—	—	6,901	—	—
46-07 Known Maintenance	—	—	27,978	8,650	—
46-08 Reactive Maintenance	—	—	5,000	3,216	—
46-10 Equipment Maintenance	83,332	79,784	93,500	93,363	95,000
52-10 Gas & Oil	22,289	26,093	28,250	28,189	32,500
52-20 Uniforms	2,347	3,819	4,875	1,398	2,800
52-50 Other Supplies	149,585	126,837	214,000	210,000	214,000
55-00 Training & Education	—	—	—	—	2,500
Subtotal Operating	290,341	271,541	436,228	390,816	393,682
CAPITAL OUTLAY					
63-10 Impr/O/T/Bldg - 15 Yrs	35,615	1,644,384	—	—	—
64-10 Vehicles & Machinery	138,512	98,627	359,560	358,484	—
Subtotal Capital Outlay	174,127	1,743,011	359,560	358,484	—
TOTAL MAINTENANCE	1,396,171	2,973,906	1,773,396	1,727,473	1,614,218

USES OF FUNDS					
	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
PERSONNEL SERVICES					
12-12 Regular	96,891	52,238	91,000	91,000	153,634
13-10 Part time	72,414	118,785	140,000	140,000	251,735
14-00 Overtime	8,797	3,149	8,500	2,000	2,500
21-00 FICA Taxes	17,802	18,790	18,322	18,322	31,201
22-10 General Employees Pension	8,736	11,500	11,011	11,011	22,461
23-10 Group Hospitalization	39,597	13,446	37,463	38,953	38,953
23-20 Group Life	463	217	550	704	704
23-30 Dental Plan	923	449	1,015	310	310
24-00 Workers Compensation	3,174	3,867	4,200	4,200	8,796
Subtotal Personnel Services	248,797	222,441	312,061	306,500	510,294
OPERATING					
31-99 Payroll Processing Fees	1,627	1,692	—	—	—
34-40 Support Services	36,081	34,065	38,800	38,800	45,900
43-30 Natural Gas	4,510	3,660	5,405	5,000	5,250
45-05 General Liability	8,101	7,711	6,600	—	—
46-10 Equipment Maintenance	2,381	1,475	7,000	6,303	11,500
49-00 Other Current Charges	2,185	2,185	2,585	2,585	2,185
52-20 Uniforms	—	—	2,100	653	1,550
52-40 Food Supplies	121,154	162,773	175,500	175,500	210,600
52-42 Beer Stock	66,179	67,369	105,000	105,000	126,000
52-46 Liquor Stock	45,167	47,588	75,000	75,000	85,000
52-50 Other Supplies	51,346	44,108	57,500	60,500	60,600
55-00 Training & Education	—	—	—	—	1,160
Subtotal Operating	338,731	372,626	475,490	469,341	549,745
CAPITAL OUTLAY					
64-10 Vehicles & Machinery	—	—	—	—	—
64-20 Furniture & Equipment	—	—	11,000	11,000	25,000
Subtotal Capital Outlay	—	—	11,000	11,000	25,000
TOTAL FOOD & BEVERAGE	587,528	595,067	798,551	786,841	1,085,039
TOTAL GOLF	2,840,304	4,501,129	3,602,038	3,511,371	3,736,832
TOTAL LEISURE SERVICES DEPT.	4,134,503	5,874,717	5,256,306	5,136,630	5,202,710

Fund: General

Account Code: 001-9000-519/581/584/590

Department: General Appropriations

	USES OF FUNDS				
	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
PERSONNEL SERVICES					
10-26 Compensated Absences	135,032	26,769	—	—	—
25-00 Unemployment Compensation	6,825	5,225	—	775	—
581 10-00 Transfers Out	20,000	20,000	20,000	20,000	20,000
Subtotal Personnel Services	161,857	51,994	20,000	20,775	20,000
OPERATING - General Appropriations					
519.31-00 Professional Services	273,985	272,764	285,000	285,000	375,500
519.31-99 Payroll Processing Fees	—	—	81,500	81,500	85,575
519.45-05 General Liability	334,887	432,381	425,700	425,700	455,499
519.45-10 Auto Liability	53,832	119,645	75,250	75,250	82,775
519.45-15 Property	470,610	668,023	674,025	674,025	674,025
519.45-30 Flood Insurance	36,203	103,571	53,750	62,037	75,000
519.45-45 Cyber/Computer Liability	3,544	4,699	4,407	3,000	4,628
519.45-50 Workers Comp Deductible Fees	49,550	39,169	70,000	39,000	40,000
519.45-60 Claims	100	650	70,000	200	200
519.49-00 Other Current Charges	45,020	23,771	50,000	26,500	50,000
519.49-20 Bad Debt Expense	250	20	—	50	—
519.49-39 Disaster Recovery	101,632	331,732	—	79,611	—
519.52-50 Other Supplies	1,307	595	5,000	—	—
Subtotal Operating - General Appropriations	1,370,920	1,997,020	1,794,632	1,751,873	1,843,202
DEBT SERVICE					
519.71-00 Principal	857,448	1,104,158	1,137,981	1,137,981	1,219,848
519.72-00 Interest Expense	303,090	435,987	406,791	406,791	390,484
519.72-80 Interest Expense - GASB 87 Leases	—	3,743	—	—	—
519.72-90 Interest Expense - SBITA Financing	11,278	26,869	—	—	—
519.95-40 SBITA Financing - Principal	191,075	416,512	—	—	—
519.95-45 GASB 87 Leases	—	19,769	—	—	—
Subtotal - Debt Service	1,362,891	2,007,038	1,544,772	1,544,772	1,610,332
TRANSFERS					
581.90-10 Transfer to OPEB Trust	100,000	100,000	100,000	100,000	100,000
Subtotal Transfers	100,000	100,000	100,000	100,000	100,000
TOTAL GENERAL APPROPRIATIONS	2,995,668	4,156,052	3,459,404	3,417,420	3,573,534
RESERVES					
590. 90-10 Reserved for Future Appropriation	18,375,197	12,766,521	8,883,975	12,925,256	13,207,466
TOTAL GENERAL FUND USES	62,802,737	61,145,349	56,124,309	55,227,059	58,361,475

SPECIAL REVENUE FUNDS

COMMUNITY REDEVELOPMENT AGENCY (CRA)

The CRA is a public entity established under the guidelines of the Community Redevelopment Act (Chapter 163, Part III, Florida Statutes) to implement community redevelopment activities. A CRA is a dependent taxing district established by City government for the purpose of carrying out redevelopment activities that include reducing or eliminating blight, improving the tax base, and encouraging public and private investments in the redevelopment area.

The Community Redevelopment Agency (CRA) will hold their meetings on the 1st and/or 3rd Thursday prior to a City Commission meeting, but only if needed. If said meeting is scheduled, it will start no later than 6:00 PM.

DOWNTOWN PARKING GARAGE

This facility is a three-story garage open to the public with 241 spaces, electric charging stations, restrooms, elevator, and outdoor shower.

PERSONNEL SCHEDULE			
DEPARTMENT: Community Redevelopment (CRA)			
POSITION TITLE:	NUMBER OF POSITIONS		
	BUDGET 2026	CHANGE	BUDGET 2027
FULL-TIME			
Deputy Finance Director*	1	—	1
TOTAL FULL-TIME	1	—	1
TOTAL PERSONNEL SERVICES	1	—	1

- The Deputy Finance Director is allocated 50% to the CRA & 50% to the Finance Department

MISSION STATEMENT
Maintain a low-density, residential, family friendly resort-oriented community where citizens and visitors can find and afford the values, services, and lifestyles they seek.

Community Redevelopment Budget Summary

Fund Number: 125

SOURCES OF FUNDS

	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
INTERGOVERNMENTAL	1,326,860	1,534,211	1,711,307	1,689,148	1,997,498
CHARGES FOR SERVICES	564,893	594,519	461,500	633,700	652,500
MISCELLANEOUS REVENUES	58,659	64,672	47,040	47,040	70,040
TOTAL REVENUES	1,950,412	2,193,402	2,219,847	2,369,888	2,720,038
FUNDS FORWARD	2,816,502	1,367,398	1,927,367	1,927,367	2,657,364
TOTAL SOURCES	4,766,914	3,560,800	4,147,214	4,297,255	5,377,402

USES OF FUNDS

PERSONNEL SERVICES	69,703	60,327	55,615	56,725	79,338
OPERATING	280,144	293,094	344,644	387,773	714,683
CAPITAL OUTLAY	168,611	81,745	892,335	578,518	969,600
GRANTS/AIDS	50,000	49,615	294,500	219,000	175,000
TRANSFERS	2,429,098	750,902	—	—	—
DEBT SERVICE/OTHER	402,000	397,750	397,875	397,875	397,250
TOTAL EXPENDITURES	3,399,556	1,633,433	1,984,969	1,639,891	2,335,871
RESERVES	1,367,398	1,927,367	2,162,245	2,657,364	3,041,531
TOTAL USES	4,766,954	3,560,800	4,147,214	4,297,255	5,377,402

Fund: Community Redevelopment (CRA)**Account Codes: 125-0000 & 9320****SOURCES OF FUNDS**

	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
INTERGOVERNMENTAL					
330 10-00 Intergovernmental - City	887,799	1,040,989	1,069,400	1,143,338	1,374,438
330 20-00 Intergovernmental - County	439,061	493,222	641,907	545,810	623,060
TOTAL TAXES	1,326,860	1,534,211	1,711,307	1,689,148	1,997,498
CHARGES FOR SERVICES - Parking Garage					
344 40-00 Electric Vehicle Charging	1,288	1,948	1,500	1,700	2,500
344 60-15 Taxable Meter Fees	474,300	496,033	400,000	550,000	550,000
344 60-20 Parking Citations	89,305	96,538	60,000	82,000	100,000
TOTAL CHARGES FOR SERVICES	564,893	594,519	461,500	633,700	652,500
MISCELLANEOUS REVENUES					
361 20-00 Interest on Investment	58,576	64,012	47,000	47,000	70,000
361 90-00 MKT Unrealized Gain/Loss	43	—	—	—	—
369 40-00 Misc. Other	—	660	—	—	—
369 90-00 Parking Garage Misc. Other	40	—	40	40	40
TOTAL MISCELLANEOUS REVENUES	58,659	64,672	47,040	47,040	70,040
TOTAL REVENUES	2,009,071	2,258,074	2,266,887	2,369,888	2,720,038
FUNDS FORWARD					
0000-389.99-10 Appropriated Fund Balance	2,816,502	1,367,398	1,927,367	1,927,367	2,657,364
TOTAL SOURCES	4,825,573	3,625,472	4,194,254	4,297,255	5,377,402

Fund: Community Redevelopment (CRA)**Account Codes: 125-9310-559./581.****Division: General Appropriations**

USES OF FUNDS					
	2024	2025	2026	2026	2027
	Actual	Actual	Amended	Estimated	ADOPTED
			Budget		Budget
CRA OPERATING					
31-00 Professional Services	4,551	3,313	—	—	—
32-10 Auditor	5,100	—	6,200	6,200	6,200
34-40 Support Services	56,126	38,669	39,580	39,580	59,580
45-05 General Liability	6,211	8,084	8,500	8,500	9,000
45-45 Cyber/Computer Liability	628	832	1,500	1,500	1,000
46-05 Building Maintenance	—	—	65,000	62,053	59,500
46-08 Reactive Maintenance	—	—	—	—	15,000
47-00 Printing and Binding	96	88	—	—	—
48-00 Promotional Activities	—	820	—	—	80,000
52-50 Other Supplies	—	—	7,375	16,566	17,375
54-10 Publications & memberships	1,368	1,170	3,000	3,000	3,000
Subtotal CRA Operating	74,080	52,976	131,155	137,399	250,655
CAPITAL OUTLAY					
63-10 Improvements O/T Buildings Downtown Area Imprvmnts	10,970	16,928	450,000	290,909	969,600
Subtotal Capital Outlay	10,970	16,928	450,000	290,909	969,600
DEBT					
71-00 Principal	280,000	290,000	305,000	305,000	320,000
72-00 Interest	122,000	107,750	92,875	92,875	77,250
Subtotal Debt	402,000	397,750	397,875	397,875	397,250
GRANTS/AID					
80-00 Aid/Private Organizations	50,000	49,615	294,500	219,000	175,000
Subtotal Grants	50,000	49,615	294,500	219,000	175,000
TRANSFERS					
91-40 Repayment to Stormwater (Minutemen Proj)	40,000	40,000	—	—	—
581.91-70 Capital Improvement/Buildings - City Hall Wash Through	2,389,098	710,902	—	—	—
Subtotal Transfers	2,429,098	750,902	—	—	—
TOTAL GENERAL APPROPRIATIONS	2,966,148	1,268,171	1,273,530	1,045,183	1,792,505

Fund: Community Redevelopment (CRA)
Account Codes: 125-9320
Division: Parking Garage

USES OF FUNDS					
	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
PERSONNEL SERVICES					
12-12 Regular	51,542	45,812	42,000	42,000	59,575
21-00 FICA Taxes	3,932	3,505	3,213	3,213	4,558
22-10 General Employees Pension	5,148	4,500	5,082	5,082	8,710
23-10 Group Health	8,675	5,257	4,200	5,633	5,633
23-20 Group Life	165	141	170	161	161
23-30 Dental Plan	235	180	250	186	186
24-00 Workers Compensation	6	932	700	450	515
Subtotal Personnel	69,703	60,327	55,615	56,725	79,338
DOWNTOWN GARAGE OPERATING					
31-00 Professional Services	4,641	6,712	3,000	3,235	5,000
31-99 Payroll Processing Fees	323	343	—	—	—
34-20 Bank Charges	15,969	15,853	12,000	12,000	30,000
34-40 Support Services	120,866	132,391	135,350	160,000	202,367
43-10 Electric	11,019	10,053	12,880	12,880	13,546
43-20 Water & Sewer	8,877	7,563	11,259	11,259	13,000
45-15 Property Insurance	21,940	32,695	14,000	26,000	35,000
46-05 Building Maintenance	11,585	21,395	20,000	20,000	30,000
46-07 Known Maintenance	—	—	—	—	42,000
46-08 Reactive Maintenance	—	—	—	—	50,000
49-15 Other Current Charges	1,721	4,920	5,000	5,000	15,000
52-50 Other Supplies	9,123	8,193	—	—	28,115
Subtotal Operating	206,064	240,118	213,489	250,374	464,028
CAPITAL OUTLAY					
63-21 Improvements O/T Bldg CRA Parking Garage	157,641	64,817	442,335	287,609	—
Subtotal Capital Outlay	157,641	64,817	442,335	287,609	—
TOTAL PARKING GARAGE	433,408	365,262	711,439	594,708	543,366
FUND-WIDE RESERVES					
590.90-10 Reserved - Future Appropriations	1,367,398	1,927,367	2,162,245	2,657,364	3,041,531
TOTAL USES	4,766,954	3,560,800	4,147,214	4,297,255	5,377,402

SPECIAL REVENUE FUNDS

BUILDING PERMITS & INSPECTION UTILIZATION FUND

To ensure compliance with FS 553.80, the Building Department operates and manages its accounts separately. All fees collected are exclusively allocated to enforce the Florida Building Code. This segregated accounting structure enables accurate tracking and reporting of Building Code activities.

PERSONNEL SCHEDULE			
DEPARTMENT: Building Permits & Inspection Utilization			
POSITION TITLE:	NUMBER OF POSITIONS		
	BUDGET 2026	CHANGE	BUDGET 2027
FULL-TIME			
Development Services Director/Assistant City Manager*	1	—	1
Deputy Development Services Director **	1	—	1
Planner II **	1	—	1
Chief Building Official	1	—	1
Building Inspector	2	—	2
Permit & Licensing Clerk	1	—	1
TOTAL FULL-TIME	7	—	7
TOTAL POSITIONS	7	—	7

*ACM/Development Services Director budget is allocated between the City Manager Department, Development Service Department, and Building Permit Fund (Fund 136).

**Deputy Director, and Planner II positions are budgeted 50% to Development Services (General Fund) and 50% to Building Permit & Inspection Utilization Fund (Fund 136).

Building Permits
Fund Number: 136

SOURCES OF FUNDS					
	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
CHARGES FOR SERVICES	1,823,302	712,626	1,287,500	972,677	1,004,500
MISCELLANEOUS REVENUES	37,724	31,820	20,000	26,000	30,000
TOTAL REVENUES	1,861,026	744,446	1,307,500	998,677	1,034,500
FUNDS FORWARD	504,364	965,092	214,069	214,069	494,032
TOTAL SOURCES	2,365,390	1,709,538	1,521,569	1,212,746	1,528,532

USES OF FUNDS					
PERSONNEL SERVICES	464,537	498,608	510,510	520,945	818,033
OPERATING	102,037	91,773	374,157	149,569	316,902
CAPITAL OUTLAY	46,675	—	—	—	—
TRANSFERS	787,049	905,088	48,200	48,200	46,627
TOTAL EXPENDITURES	1,400,298	1,495,469	932,867	718,714	1,181,562
RESERVES	965,092	214,069	588,702	494,032	346,970
TOTAL USES	2,365,390	1,709,538	1,521,569	1,212,746	1,528,532

Fund: Building Permits

Account Codes: 136-3630/0000

SOURCES OF FUNDS					
	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
CHARGES FOR SERVICES					
322. 10-00 Structural Permits	1,222,050	471,887	650,000	650,000	650,000
322. 90-10 Surchg Retained (10%)	3,605	6,676	—	5,668	7,000
329. 10-00 Building Inspection Fees	4,195	4,460	5,000	5,000	5,000
341. 30-00 Administrative Svc Fees	581,183	223,292	325,000	300,000	325,000
354. 10-30 Civil Citations- Bldg Pmt	1,690	777	300,000	7,509	10,000
354. 10-40 Bldg Code Violation (Failure to Obtain)	10,579	5,534	7,500	4,500	7,500
TOTAL CHARGES FOR SERVICES	1,823,302	712,626	1,287,500	972,677	1,004,500
MISCELLANEOUS REVENUES					
0000-361.20-00 Interest on Investment	37,667	31,820	20,000	26,000	30,000
0000-361. 90-00 Mkt Unrealized Gain/Loss	57	—	—	—	—
0000-369. 10-00 NSF Check Fees	—	—	—	—	—
TOTAL MISCELLANEOUS REVENUES	37,724	31,820	20,000	26,000	30,000
TOTAL REVENUES	1,861,026	744,446	1,307,500	998,677	1,034,500
FUNDS FORWARD					
0000-389.99-10 Appropriated Fund Balance	504,364	965,092	214,069	214,069	494,032
TOTAL SOURCES	2,365,390	1,709,538	1,521,569	1,212,746	1,528,532

	USES OF FUNDS				
	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	2026 Estimated	ADOPTED Budget
PERSONNEL SERVICES					
12-12 Regular	318,263	334,073	342,464	342,464	530,788
12-15 Additional Pay	210	—	—	—	—
13-10 Part Time	—	—	—	—	—
14-00 Overtime	2,177	3,165	2,200	120	500
21-00 FICA Taxes	24,875	25,294	26,367	26,367	40,606
22-10 General Employees Pension	34,710	36,000	41,438	41,438	77,601
23-10 Group Hospitalization	79,718	83,008	88,391	101,360	150,000
23-20 Group Life	2,278	3,112	2,300	1,970	3,000
23-30 Dental Plan	1,706	1,639	1,850	1,826	2,738
23-90 Fitness & Wellness	—	60	100	—	—
24-00 Workers Compensation	30	7,008	5,400	5,400	12,800
519.10-26 Uncompensated Absences	570	5,249	—	—	—
Subtotal Personnel Services	464,537	498,608	510,510	520,945	818,033
OPERATING					
31-00 Professional Services	84,871	81,075	348,300	135,000	291,715
31-99 Payroll Processing Fees	2,056	1,908	1,800	—	—
40-00 Travel & Per Diem	2,550	173	1,500	—	1,250
46-15 Vehicle Maintenance	—	—	6,400	5,160	6,400
47-00 Printing & Binding	105	48	200	—	200
51-00 Office Supplies	985	520	800	371	800
52-20 Uniforms	224	218	250	—	500
52-50 Other	2,029	1,999	4,000	4,000	4,000
54-10 Publications & Memberships	842	70	370	191	1,500
55-00 Training & Education	2,529	5,762	6,000	310	6,000
543.52-10 Gas & Oil	—	—	4,537	4,537	4,537
519.95-10 SBITA Expenditure	5,846	—	—	—	—
Subtotal Operating	102,037	91,773	374,157	149,569	316,902
CAPITAL OUTLAY					
64-10 Vehicles & Machinery	46,675	—	—	—	—
Subtotal Capital Outlay	46,675	—	—	—	—
TRANSFERS					
581.34-20 I/F GF Empl Pers Exp	129,912	129,912	—	—	—
581.34-40 I/F IT Support Services	3,611	3,611	—	—	—
581.43-10 I/F Electric Expense	1,800	1,800	—	—	—
581.43-20 I/F Water & Garbage Expense	494	494	—	—	—
581.45-55 I/F Insurance Expense	20,434	20,434	—	—	—
581.46-35 I/F Exp-Vehicle Purchase	—	—	—	—	—
519.34-50 I/F Administrative Services	—	—	48,200	48,200	46,627
581.91-00 Prepaid Expense- Bldg Permits Cost of CH	630,798	748,837	—	—	—
Subtotal Transfers	787,049	905,088	48,200	48,200	46,627
TOTAL EXPENDITURES	1,400,298	1,495,469	932,867	718,714	1,181,562
590.90-10 Reserved Future Appropriations	965,092	214,069	588,702	494,032	346,970
TOTAL USES	2,365,390	1,709,538	1,521,569	1,212,746	1,528,532

SPECIAL REVENUE FUNDS

IMPACT FEE FUND

The Impact Fee Fund was established in FY2026 in accordance with Ordinance 1709 for the purpose of Police, Fire, and Public Facility impact fees based on the 2026 municipal impact fees study prepared by Raftelis Financial Consultants. F.S. 163.31801, known as the Florida Impact Fee Act, establishes uniform standards for the adoption of impact fees.

Impact Fee Fund Budget Summary

Fund Number: 145

		SOURCES OF FUNDS				
		2024	2025	2026	2026	2027
		Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
INTERGOVERNMENTAL REVENUE		—	—	—	—	—
MISCELLANEOUS REVENUES		—	—	—	—	—
	TOTAL REVENUES	—	—	—	—	—
FUNDS FORWARD		—	—	—	—	—
	TOTAL SOURCES	—	—	—	—	—

		USES OF FUNDS				
TRANSFERS		—	—	—	—	—
	TOTAL EXPENDITURES	—	—	—	—	—
RESERVES		—	—	—	—	—
	TOTAL USES	—	—	—	—	—

Fund: Impact Fees

Account Codes: 145-0000

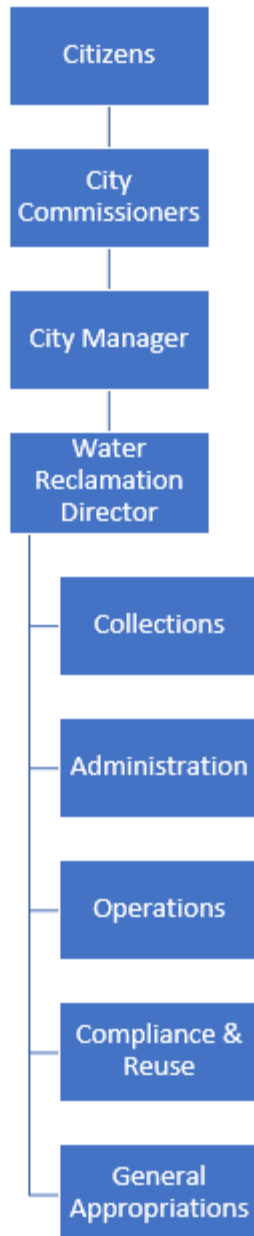
SOURCES OF FUNDS					
	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
INTERGOVERNMENTAL					
324 00-01 Public Facilities	—	—	—	—	—
324 90-02 Police	—	—	—	—	—
324 50-03 Fire	—	—	—	—	—
TOTAL INTERGOVERNMENTAL REVENUES	—	—	—	—	—
MISCELLANEOUS					
361 20-00 Interest on Investment	—	—	—	—	—
361 20-00 Mkt Unrealized Gain/Loss	—	—	—	—	—
369 NSF Check Fees	—	—	—	—	—
369 Collection Agency/Other	—	—	—	—	—
TOTAL MISCELLANEOUS	—	—	—	—	—
TOTAL REVENUES	—	—	—	—	—
FUNDS FORWARD					
389. 99-10 Appropriated Fund Balance	—	—	—	—	—
TOTAL SOURCES	—	—	—	—	—
USE OF FUNDS					
TRANSFERS					
581 10-00 Transfer to General Fund for Capital Projects	—	—	—	—	—
TOTAL EXPENDITURES					
			—	—	—
RESERVES					
590.90-10 Reserved Future Appropriations	—	—	—	—	—
TOTAL USES	—	—	—	—	—

UTILITIES SYSTEM FUND

The Water Reclamation Department is an enterprise fund established by the City of Cocoa Beach to provide wastewater collection, treatment, and reuse distribution services to properties within city limits, unincorporated Brevard County, Canaveral Port Authority, and Patrick Space Force Base. The goal of the Water Reclamation Utility is to maintain the integrity of the sanitary sewer collection system, treatment process, and effluent disposal system to reduce hazard to property and life from wastewater overflows and improve water quality in surface waters and the Banana River Lagoon. The Water Reclamation Utility is responsible for maintenance, operations, and improvements of existing wastewater systems and construction of new systems to achieve the Utility goals.

**Utilities System Enterprise Fund
Department & Division
Organizational Chart**

Water Reclamation Department



**CITY OF COCOA BEACH
FISCAL YEAR 2027 BUDGET
OPERATING STATISTICS AND PERFORMANCE MEASURES**

FUND: Utilities

DEPARTMENT: Water Reclamation

The following table presents operating statistics and performance measures compiled from established databases and internal documents. Information for 2026 has been estimated, for 2027 it has been projected. Meaningful benchmark targets are provided for comparison purposes where appropriate.

	Actual 2024	Actual 2025	Estimate 2026	Projection 2027	Benchmark Targets & Notes
Operating Statistics:					
Sewer influent flows:					
All sources	1,300	1,300	1,300	1,300	Millions of gallons annually
Patrick Space Force Base	160	166	165	165	
Port Canaveral	44	44	47	48	
Reuse water flows:					
All accounts	1,113.0	1,150.0	1,125.0	1,127.0	Millions of gallons annually
Cost of chemical supplies	\$390	\$480	\$493	\$543	
Total Operating Costs	\$3,813	\$6,207	\$6,518	\$6,783	Thousands of dollars annually
Number of employees	25	25	25	25	
Performance Measures:					
Cost per million gallons of influent					
Electrical power	\$445	\$400	\$405	\$427	
Chemical supplies	\$390	\$400	\$402	\$543	
Total Operating Costs	\$5,921	\$6,207	\$5,014	\$5,218	Thousands of dollars annually
Net operating margin	\$3,107	\$3,262	\$3,558	\$3,293	Thousands of dollars annually
Compliance with all regulatory rules	100%	100%	100%	100%	Must comply with FDEP and USEPA rules

Comments:

The City's sewer plant serves Patrick Air Force Base to the south of the City limits and Port Canaveral to the north. Reuse water is provided to City customers for a monthly fee. The contract with Patrick Air Force Base requires that they receive reuse water. The net operating margin considers only the difference between revenues and operating expenses and must also be sufficient to provide for annual debt service requirements and necessary capital equipment and improvements.

PERSONNEL SCHEDULE			
DEPARTMENT: UTILITIES			
POSITION TITLE: FULL-TIME	NUMBER OF POSITIONS		
	BUDGET 2026	CHANGE	BUDGET 2027
Director of Water Reclamation	1	—	1
Deputy Water Reclamation Director	—	1	1
Administrative Specialist	1	—	1
Operations Manager	1	—	1
Automation Technician	1	—	1
Environmental Analyst	1	—	1
Operator Tech	5	1	6
Utilities Coordinator	1	—	1
Utilities Electrician	1	—	1
Facilities Electrician	1	—	1
Utilities Mechanic	4	—	4
Utilities Compliance Inspector	2	—	2
Machinist	1	—	1
Chief Operator	1	—	1
Lead Utility Mechanic	2	—	2
Superintendent WRD Systems Maintenance	1	—	1
TOTAL FULL-TIME	24	2	26
Construction & Utilities Inspector cost allocation: General Fund - 40%, Utilities Fund - 40%, Stormwater Fund- 20%			
Administrative specialist cost allocation: Utilities Fund 75%, Stormwater Fund 25%			

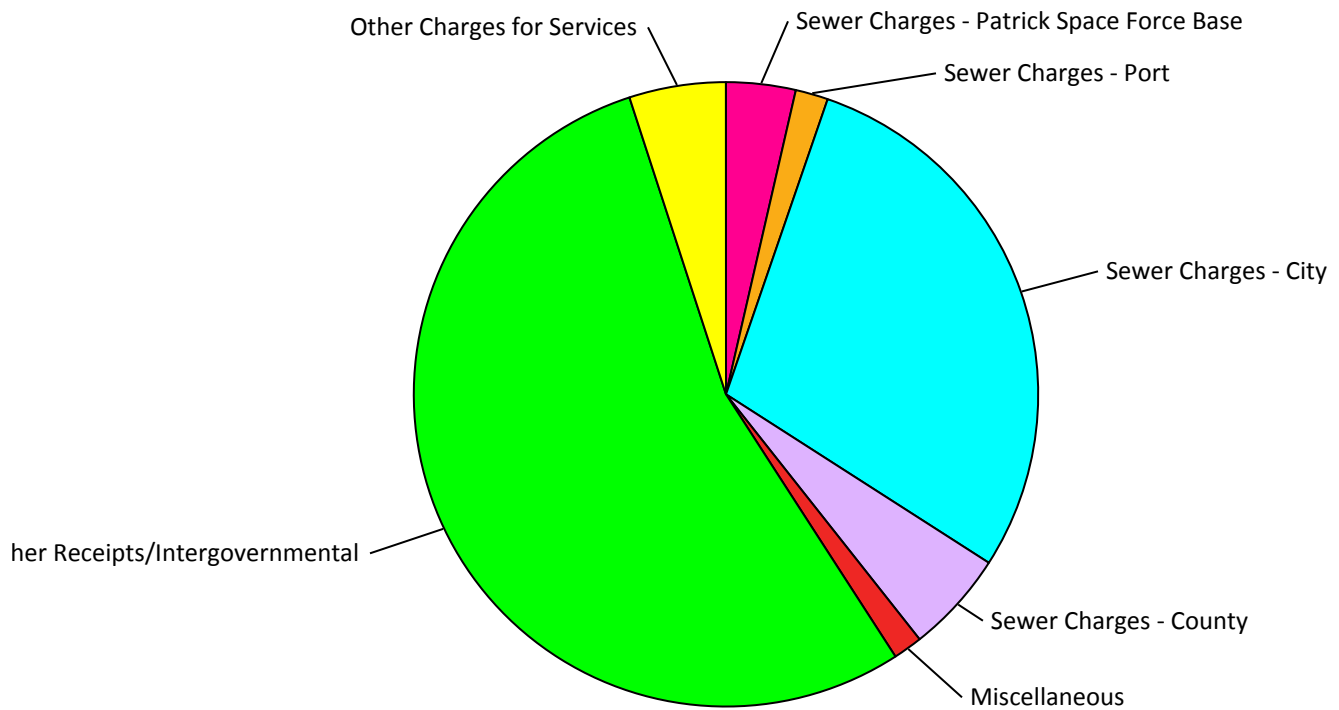
MISSION STATEMENT
The Utilities Department mission is to maintain the integrity of the sanitary sewer collection system, treatment process, and effluent disposal system.

Utilities System Fund Budget Summary

Fund Number: 431

SOURCES OF FUNDS					
	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
INTERGOVERNMENTAL	3,026,134	911,344	13,034,650	1,000,000	25,887,500
CHARGES FOR SERVICES	10,041,423	11,503,419	10,507,000	11,007,400	10,907,000
MISCELLANEOUS REVENUES	504,754	514,013	382,500	362,267	482,500
OTHER RECEIPTS	—	—	—	—	—
TOTAL REVENUES	13,572,311	12,928,776	23,924,150	12,369,667	37,277,000
FUNDS FORWARD	9,649,079	11,402,348	11,503,995	11,503,995	7,648,969
TOTAL SOURCES	23,221,390	24,331,124	35,428,145	23,873,662	44,925,969
USES OF FUNDS					
PERSONNEL SERVICES	2,047,885	2,311,825	2,680,534	2,484,245	3,039,347
OPERATING	2,260,989	3,248,178	3,017,273	2,603,486	2,563,078
CAPITAL OUTLAY	3,910,939	3,633,309	20,143,929	6,805,616	28,151,092
DEBT SERVICE/OTHER	1,866,627	1,953,104	1,961,346	1,961,346	1,963,468
TRANSFERS	1,732,602	1,680,713	2,520,000	2,370,000	1,424,700
TOTAL EXPENDITURES	10,812,903	12,827,129	30,323,082	16,224,693	37,141,685
RESERVES	11,402,348	11,503,995	5,105,063	7,648,969	7,784,284
TOTAL USES	23,221,390	24,331,124	35,428,145	23,873,662	44,925,969

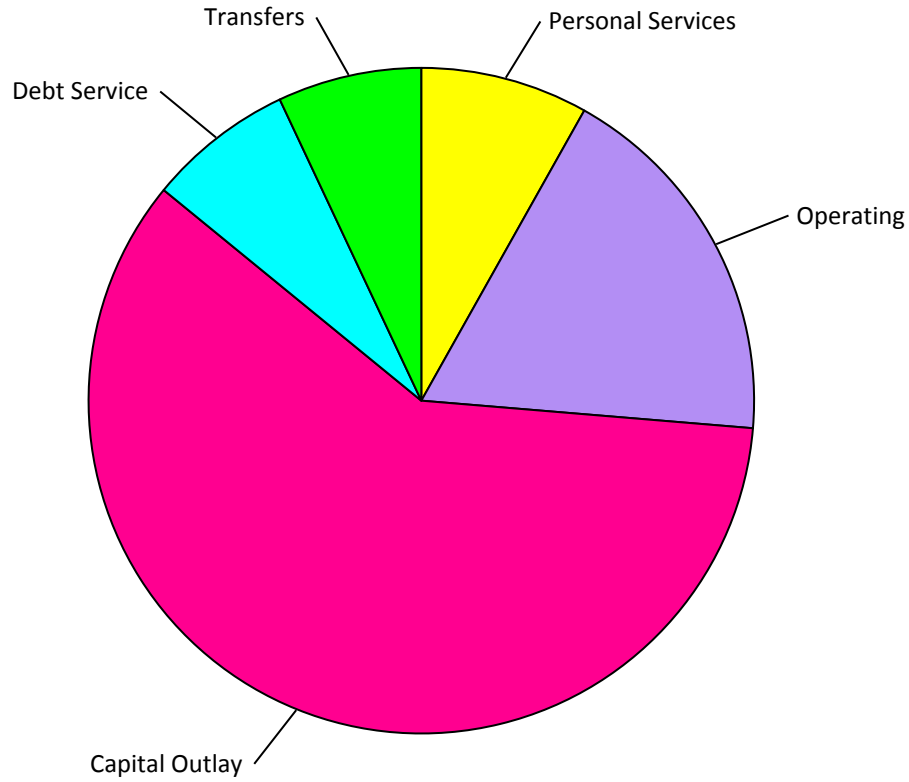
Utilities System Fund Sources, Excluding Funds Forward



UTILITIES FUND SOURCES, EXCLUDING FUNDS FORWARD

Sewer Charges - Patrick Space Force Base	1,500,000	4.0 %
Sewer Charges - Port	550,000	1.5 %
Sewer Charges - City	6,500,000	17.4 %
Sewer Charges - County	1,200,000	3.2 %
Miscellaneous	482,500	1.3 %
Other Receipts/Intergovernmental	25,887,500	69.4 %
Other Charges for Services	1,156,800	3.1 %
TOTAL	37,276,800	100 %

Utilities Fund Uses, Excluding Reserves



UTILITIES FUND USES, EXCLUDING RESERVES		
Personal Services	3,039,347	8.2 %
Operating	2,563,078	6.9 %
Capital Outlay	28,151,092	75.8 %
Debt Service	1,963,468	5.3 %
Transfers	1,424,700	3.8 %
TOTAL	37,141,685	100 %

Fund: Utilities System

Fund Number: 431

SOURCES OF FUNDS

	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
INTERGOVERNMENTAL REVENUE					
4300-331. 00-00 Federal Grants	—	—	296,250	—	337,500
4300-331. 39-00 Environmental Grants	2,111,455	—	—	—	—
4300-334. 35-00 State Grants - SRF	—	826,023	12,738,400	1,000,000	25,050,000
4300-334. 35-20 State Appropriations	914,679	85,321	—	—	500,000
TOTAL INTERGOVERNMENTAL REVENUE	3,026,134	911,344	13,034,650	1,000,000	25,887,500
CHARGES FOR SERVICES					
4300-343. 50-05 Sewer Charges - PAFB	1,437,540	1,411,919	1,500,000	1,500,000	1,500,000
4300-343. 50-10 Sewer Charges - City	5,874,322	7,021,457	6,000,000	6,500,000	6,500,000
4300-343. 50-20 Sewer Charges - County	1,036,645	1,239,081	1,200,000	1,200,000	1,200,000
4300-343. 50-25 Sewer Charges - Port	582,930	556,141	600,000	600,000	550,000
4300-343. 50-30 Reuse Charges	456,051	461,066	460,000	460,000	460,000
4300-343. 50-35 Patrick Family Housing	538,149	634,761	550,000	550,000	550,000
4300-343. 60-10 Sewer Connection	66,948	114,778	150,000	150,000	100,000
4300-343. 60-20 Reuse Connection	3,000	1,600	2,000	2,000	1,800
4300-343. 80-10 Late Fees	45,838	62,616	45,000	45,000	45,000
4300-354. 10-10 Civil Citations	—	—	—	400	200
TOTAL CHARGES FOR SERVICES	10,041,423	11,503,419	10,507,000	11,007,400	10,907,000
MISCELLANEOUS REVENUES					
4300-360. 10-10 Cocoa/Port Auth. Adm. Fee	1,814	1,739	1,500	1,000	1,500
4300-360. 10-20 Port Maintenance Fees	90,686	86,929	80,000	60,000	80,000
4300-361. 20-00 Interest on Investments	409,096	410,104	300,000	300,000	400,000
4300-361. 90-00 Market Unrealized Gain/Loss	394	—	—	—	—
4300-365. 10-00 Sales of Scrap	2,014	15,000	1,000	500	1,000
4300-369. 10-00 NSF Check Fees	—	40	—	74	—
4300-369. 40-00 Other	750	201	—	693	—
TOTAL MISCELLANEOUS REVENUES	504,754	514,013	382,500	362,267	482,500
OTHER RECEIPTS					
4300-384. 10-00 Debt / Loan Proceeds	—	—	—	—	—
TOTAL OTHER RECEIPTS	—	—	—	—	—
TOTAL REVENUES	13,572,311	12,928,776	23,924,150	12,369,667	37,277,000
FUNDS FORWARD					
4300-389. 99-20 Appropriated Retained Earnings	9,649,079	11,402,348	11,503,995	11,503,995	7,648,969
TOTAL CHARGES, REVENUES AND RECEIPTS	23,221,390	24,331,124	35,428,145	23,873,662	44,925,969

USES OF FUNDS					
	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
PERSONNEL SERVICES					
12-12 Regular	426,068	477,707	474,556	474,556	515,213
14-00 Overtime	13,299	11,876	20,000	15,000	20,000
21-00 FICA Taxes	33,845	36,687	37,834	37,834	40,943
22-10 General Employees Pension	49,530	48,000	57,421	57,421	78,248
23-10 Group Hospitalization	141,606	139,817	174,526	168,091	178,500
23-20 Group Life	(121,305)	(44,530)	2,500	2,335	2,917
23-30 Dental Plan	2,531	2,713	2,600	2,654	2,773
24-00 Workers Compensation	23,094	11,383	13,000	13,000	17,441
Subtotal Personnel Services	568,668	683,653	782,437	770,891	856,035
OPERATING					
31-99 Payroll Processing Fees	2,845	2,905	—	—	—
44-30 Equipment Rental/Lease	—	—	6,000	1,000	4,000
46-05 Building Maintenance	84,841	68,908	75,000	30,000	70,000
46-10 Equipment Maintenance	50,488	49,348	60,000	55,000	61,000
46-15 Vehicle Maintenance	—	—	30,900	30,900	35,000
46-30 Fleet, Maintenance	—	1,417	48,350	48,350	48,350
46-45 R&R Distribution	54,364	93,514	75,000	50,000	60,000
52-10 Gas & Oil	—	—	56,579	56,579	56,579
52-20 Uniforms	—	—	—	—	—
52-50 Other	49,209	45,687	50,000	50,000	50,000
52-60 Small Tools & Equipment	—	20,908	47,200	37,200	16,000
53-30 Street Maintenance	11,949	4,681	20,000	10,000	10,000
55-00 Training & Education	—	—	—	—	—
581.46-30 Fleet Maint & Repairs	14,312	—	—	—	—
581.46-35 I/F Exp Vehicle Purchase	—	—	—	—	—
Subtotal Operating	268,008	287,368	469,029	369,029	410,929
CAPITAL OUTLAY					
63-20 Infrastructure	2,929,194	164,335	15,800,000	6,300,000	19,380,000
64-20 Furniture & Equipment	109,813	206,787	395,000	—	814,000
Subtotal Capital Outlay	3,039,007	371,122	16,195,000	6,300,000	20,194,000
TOTAL COLLECTIONS DIVISION	3,875,683	1,342,143	17,446,466	7,439,920	21,460,964

USES OF FUNDS					
	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
PERSONNEL SERVICES					
12-12 Regular	437,284	501,340	645,254	511,962	742,349
14-00 Overtime	1,946	3,495	2,200	2,200	2,200
21-00 FICA Taxes	33,492	37,579	49,362	39,165	56,790
22-10 General Employees Pension	15,073	63,351	78,076	78,076	104,619
23-10 Group Hospitalization	101,751	98,443	165,711	130,000	150,000
23-20 Group Life	2,488	6,042	4,900	2,709	2,815
23-30 Dental Plan	1,822	1,959	2,800	2,130	2,528
23-90 Fitness & Wellness	153	—	—	—	—
24-00 Workers Compensation	6,236	7,605	8,000	8,000	8,750
Subtotal Personnel Services	600,245	719,814	956,303	774,242	1,070,051
OPERATING					
31-00 Professional Services	491,160	1,567,022	667,123	500,000	162,650
31-10 GIS Related Services	—	—	50,000	10,000	30,000
31-99 Payroll Processing Fees	2,526	2,822	—	—	—
34-40 Support Services	47,376	54,906	114,000	100,000	117,600
40-00 Travel & Per Diem	5,302	6,167	8,600	5,000	14,200
41-00 Communications Services	2,356	1,745	2,500	2,000	2,500
43-10 Electric	441,505	337,818	414,920	370,000	400,220
43-20 Water & Sewer	3,538	6,410	9,212	7,000	8,900
49-00 Other Current Charges	317	302	2,000	1,000	2,000
51-00 Office Supplies	2,048	1,254	2,000	1,500	2,000
52-10 Gas & Oil	9,668	14,171	22,000	15,000	25,000
52-20 Uniforms	10,305	7,797	12,800	8,000	13,160
52-50 Other	3,348	4,135	4,000	2,000	6,000
54-10 Publications & Memberships	829	912	1,842	1,000	1,866
55-00 Training & Education	9,699	7,032	15,210	3,000	31,580
581.34-95 IT Capital Allocation	28,518	28,518	—	—	—
Subtotal Operating	1,058,495	2,041,011	1,326,207	1,025,500	817,676
CAPITAL OUTLAY					
64-10 Vehicles & Machinery	348,248	44,257	107,612	105,616	152,092
64-20 Furniture & Equipment	—	353,745	—	—	—
Subtotal Capital Outlay	348,248	398,002	107,612	105,616	152,092
TOTAL ADMINISTRATION DIVISION	2,006,988	3,158,827	2,390,122	1,905,358	2,039,819

USES OF FUNDS					
	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
PERSONNEL SERVICES					
12-12 Regular	406,806	405,147	409,450	409,450	497,386
14-00 Overtime	36,525	39,262	40,000	35,000	40,000
21-00 FICA Taxes	33,898	33,080	34,400	34,400	44,110
22-10 General Employees Pension	35,880	47,500	47,500	47,500	78,565
23-10 Group Hospitalization	140,748	127,833	142,600	140,000	140,000
23-20 Group Life	1,445	2,330	1,575	1,850	1,850
23-30 Dental Plan	2,557	2,502	2,580	2,530	2,530
23-90 Fitness & Wellness	—	90	—	—	—
24-00 Workers Compensation	28,543	10,252	9,950	9,950	15,920
Subtotal Personnel Services	686,402	667,996	688,055	680,680	820,361
OPERATING					
31-99 Payroll Processing Fees	2,797	2,633	—	—	—
34-40 Support Services	68,531	75,771	87,000	80,000	132,200
46-10 Equipment Maintenance	45,916	48,802	55,000	50,000	58,000
52-20 Uniforms	—	479,006	—	—	—
52-50 Other	476,586		493,000	493,000	543,000
52-60 Small Tools & Equipment	—	32,477	33,500	33,075	43,900
Subtotal Operating	593,830	638,689	668,500	656,075	777,100
CAPITAL OUTLAY					
64-20 Furniture & Equipment	523,684	2,864,185	3,541,317	300,000	7,360,000
Subtotal Outlay	523,684	2,864,185	3,541,317	300,000	7,360,000
TOTAL OPERATIONS DIVISION	1,803,916	4,170,870	4,897,872	1,636,755	8,957,461

USES OF FUNDS					
	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
PERSONNEL SERVICES					
12-12 Regular	117,668	156,551	167,942	167,942	188,948
14-00 Overtime	811	791	900	900	1,000
21-00 FICA Taxes	9,003	11,786	12,917	12,917	14,531
22-10 General Employees Pension	9,516	13,000	20,430	20,430	27,770
23-10 Group Hospitalization	39,175	51,029	44,000	49,960	52,228
23-20 Group Life	1,482	2,424	2,200	1,103	1,305
23-30 Dental Plan	747	1,104	1,150	980	1,060
24-00 Workers Compensation	14,168	3,677	4,200	4,200	6,058
Subtotal Personnel Services	192,570	240,362	253,739	258,432	292,900
OPERATING					
31-99 Payroll Processing Fees	780	995	—	—	—
34-40 Support Services	2,735	2,803	3,500	2,845	4,500
46-10 Equipment Maintenance	7,308	21,131	15,000	15,000	20,000
46-45 R&R Disbursement	2,503	8,414	10,000	10,000	20,000
52-50 Other	7,398	7,363	20,000	20,000	20,000
Subtotal Operating	20,724	40,706	48,500	47,845	64,500
CAPITAL OUTLAY					
63-20 Infrastructure	—	—	300,000	100,000	445,000
Subtotal Capital Outlay	—	—	300,000	100,000	445,000
TOTAL OPERATIONS DIVISION	213,294	281,068	602,239	406,277	802,400

USES OF FUNDS					
		2024	2025	2026	2027
		Actual	Actual	Amended Budget	ADOPTED Budget
OPERATING					
10-26	Compensated Absence	90,003	(27,579)	—	—
23-50	Current OPEB Oblig	—	—	—	—
31-00	Professional Services	111,795	112,854	110,766	110,766
31-99	Payroll Processing Fees	—	—	8,936	9,382
34-50	Administrative Services	—	—	231,360	214,500
45-05	General Liability	42,359	50,523	35,379	37,856
45-10	Auto Liability	6,806	9,739	8,599	9,459
45-15	Property	59,502	84,463	91,745	91,745
45-30	Flood Insurance	9,019	9,810	17,552	18,430
45-45	Computer Security Insurance	448	594	700	735
Subtotal Operating		319,932	240,404	505,037	492,873
DEBT SERVICE					
71-00	Principal	1,597,641	1,709,552	1,733,700	1,761,085
72-00	Interest	268,986	243,552	227,646	202,383
Subtotal Debt Service		1,866,627	1,953,104	1,961,346	1,963,468
TRANSFERS					
99-30	Designated Contingency (critical components)	111,779	61,000	300,000	250,000
519.91-10	Trf to General Fund	—	—	2,220,000	1,174,700
581.34-50	I/F Administrative Services	572,208	572,208	—	—
581.91-10	To General Fund	1,048,615	1,047,505	—	—
Subtotal Transfers		1,732,602	1,680,713	2,520,000	1,424,700
TOTAL GENERAL APPROPRIATIONS		3,919,161	3,874,221	4,986,383	3,881,041
RESERVES					
590 90-10	Reserved for Future Appropriations	11,402,348	11,503,995	5,105,063	7,784,284
TOTAL USES		23,221,390	24,331,124	35,428,145	44,925,969

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STORMWATER FUND

The Stormwater Utility Department is an enterprise fund established by the City of Cocoa Beach to provide stormwater services to properties within City limits. The goal of the Stormwater Utility is to reduce hazard to property and life from stormwater runoff and improve water quality in stormwater, surface waters, and the Banana River Lagoon. The Stormwater Utility is responsible for maintenance, operations, and improvements of existing stormwater systems and construction of new systems to achieve the Utility's goals.

**Stormwater Enterprise fund
Department And Division Structure
Chart
Stormwater**



CITY OF COCOA BEACH

FISCAL YEAR 2027 BUDGET
OPERATING STATISTICS AND PERFORMANCE MEASURES

FUND: Stormwater Utility**DEPARTMENT: Stormwater Utility**

The following table presents operating statistics and performance measures compiled from established databases and internal documents. Information for 2026 has been estimated, for 2027 it has been projected. Meaningful benchmark targets are provided for comparison purposes where appropriate

	Actual 2024	Actual 2025	Estimate 2026	Projection 2027	Benchmark Targets & Notes
Operating Statistics:					
Miles of stormline	23	23	23	23	7 miles of State road stormline
Drainage structures (number)	1,708	1,708	1,708	1,708	259 along State road
Feet of CMP Existing Pipe (originally 11,373')	40	0	0	0	Most CMP stormlines were either slip-lined or replaced by 2017, but 70-ft was found in 2018. This last section of pipe was slip-lined in FY24.
Miles of street sweeping	100.6	100.6	100.6	100.6	Twice monthly in urban areas & heavily treed streets, once monthly for other areas.
Water Quality BMP treated stormbasins (2652 acres)	394.4 (14.9%)	412 (15.5%)	415 (15.6%)	418 (15.8%)	Upcoming projects expected to increase treatment area (Ramp Road 2026, Cedar 2027)
	Actual 2024	Actual 2025	Estimate 2026	Projection 2027	Benchmark Targets & Notes
Performance Measures:					
Maintenance activities					
Crew/staff time	85%	75%	76%	79%	Target is 80%
Expenses	75%	39%	36%	33%	Target is 25%
Construction and Improvements (including engineering/design capital)					
Crew/staff time	15%	25%	24%	21%	Target is 20%
Expenses	25%	61%	64%	67%	Target is 75%

Comments:

The two primary concerns of the City's Stormwater Utility are managing flooding and improving water quality. The City typically contracts out both engineering/design and construction of projects in support of these objectives. These are often multi-year projects with engineering/design normally taking over a year, including the public participation process. Construction often takes more than a year, creating high variability in the 5-year capital budget. During major project construction years, the bulk of the Stormwater Utility budget is capital cost. However, during other years the Stormwater Division is largely focused on maintenance of existing infrastructure and completing design/engineering on larger capital projects. It should be noted that the major CIP improvements are dependent upon federal/state/local grant funding and State Revolving Fund (SRF) loans. The grants are reimbursement so monies appropriated in the capital budget for these projects must be either existing in the overall Stormwater Fund or must be borrowed. These federal/state/local grants are normally only for the actual construction portion of the project and require a city match that can include engineering/design, construction and in-house costs. Minor capital is performed by the Stormwater Crew and includes minor swale/bioswale construction and other water quality best management practices (BMPs). These capital water quality improvements are required by the City's TMDL BRL-BMAP, and each project has an associated pollution load reduction credit based on land area treated and project type. The percentage of land area treated by water quality BMPs can be reviewed in the above performance standards. Most corrugated metal pipe (CMP) stormlines were replaced in the 2016/2017 budget year as part of the Water Reclamation sanitary sewer slip-lining contract. The City received a SFR loan and repayment began in 2017. One 70-ft CMP line was discovered in 2018 and was slip lined in FY 24.

The City's Total Maximum Daily Load (TMDL) Banana River Lagoon Basin Management Action Plan (BRL-BMAP) is a 15-year program required by State law. Currently only 15% of the total TMDL is required in the first 5 years - so the remaining 85% could potentially be required in the following 10 years. The Stormwater Utility's long-term capital budget will be highly dependent upon regulatory requirements. The City is working within the IRL-BMAP stakeholder group, which includes Brevard County and all lagoon municipalities on capital improvements and other measures (educational outreach, ordinances, contract sharing). The Save Our Indian River Lagoon Project Plan (SOIRLPP) has secured a local 0.5% sales tax to leverage against federal/state grants and local funding.

Operational costs are spread between infrastructure maintenance (structural rehab), NPDES-permit activities (storm facility inspection and cleaning, street sweeping, water quality enhancements) and professional services (pollutant load reduction monitoring, GIS BMAP database update/enhancements, public outreach, pollution prevention training, etc.). These costs also include operations and maintenance associated with the major BMAP water quality projects (Maritime Hammock Preserve stormwater pond, Ocean Beach Boulevard bioswale/exfiltration, Minutemen Stormwater LID Improvement). The Stormwater Crew is responsible for all of the infrastructure maintenance and many NPDES-permit activities. Street sweeping is contractual, as is some of the NPDES-permit public outreach. Most of the TMDL BMAP engineering/GIS support is contracted out and is greatly dependent upon for future CIP and BRL-BMAP compliance.

City's Stormwater Master Plan Update was completed in 2021. This update addresses all aspects of the Stormwater Utility including hydraulic and hydrologic analysis, capital improvements, operations and maintenance, policy/regulation regarding flooding, stormwater runoff quality/quantity and infrastructure integrity and utility fee/rate methodology and structure. The Master Plan Update also looks at management approaches, staffing, recordkeeping and document management, asset management and inspection/monitoring.

In FY 25 the City initiated a Vulnerability Assessment (VA) to identify areas under City jurisdiction that are vulnerable to the future impacts of sea level rise, storm surge, and coastal flooding. The City is working in partnership with the Florida Department of Environmental Protection (FDEP) to ensure the VA follows FDEP's standard processes to meet the requirements of Florida Statue, 380.093. The VA was completed in FY 26.

PERSONNEL SCHEDULE			
DEPARTMENT: Stormwater Utility Enterprise Fund			
POSITION TITLE:	NUMBER OF POSITIONS		
	BUDGET 2026	CHANGE	BUDGET 2027
FULL-TIME			
Stormwater Utility Manager	1	—	1
Community Resilience Manager	—	1	1
Stormwater Superintendent of Operations	1	—	1
Maintenance Worker Lead	1	—	1
Maintenance Worker	2	—	2
TOTAL POSITIONS	5	1	6
Construction & Utilities Inspector cost allocation: General Fund - 40%, Utilities Fund - 40%, Stormwater Fund- 20%			
Administrative specialist/Stormwater Coordinator cost allocation: Utilities Fund 75%, Stormwater Fund 25%			

MISSION STATEMENT
The Mission of the Stormwater Utility is to improve and maintain stormwater management within the City's Indian River Lagoon watershed, primarily by retaining storm runoff volume upland to the extent attainable and reducing nutrients and other pollutants through best management practices.

Stormwater Fund Budget Summary

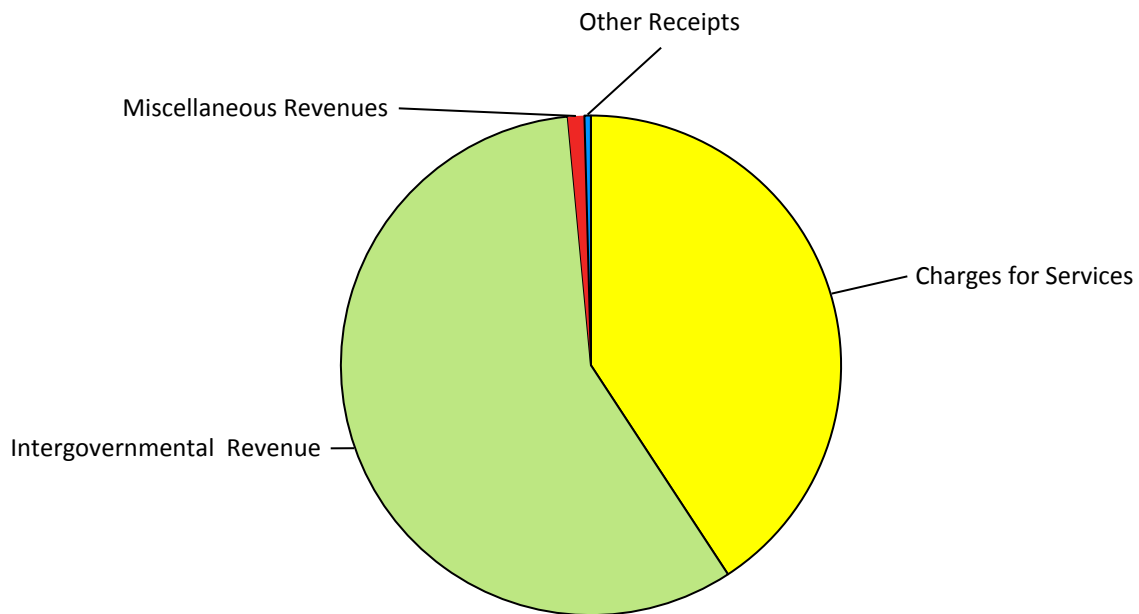
Fund Number: 441

SOURCES OF FUNDS					
	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
INTERGOVERNMENTAL	1,230,719	170,524	4,206,255	1,120,428	2,707,726
CHARGES FOR SERVICES	893,017	1,398,121	2,075,300	1,905,000	1,907,500
MISCELLANEOUS REVENUES	82,773	53,105	47,000	47,209	50,000
OTHER RECEIPTS	60,000	60,000	20,000	20,000	20,000
TOTAL REVENUES	2,266,509	1,681,750	6,348,555	3,092,637	4,685,226
FUNDS FORWARD	1,076,369	1,056,087	1,406,866	1,406,866	1,915,599
TOTAL SOURCES	3,342,878	2,737,837	7,755,421	4,499,503	6,600,825

USES OF FUNDS					
PERSONNEL SERVICES	473,083	431,011	512,100	485,300	654,788
OPERATING	341,585	448,174	586,194	393,016	494,494
CAPITAL OUTLAY	1,197,593	177,258	5,293,860	1,340,000	3,240,000
DEBT SERVICE/OTHER	65,467	65,465	65,588	65,588	65,589
TRANSFERS	209,063	209,063	300,000	300,000	207,530
TOTAL EXPENDITURES	2,286,791	1,330,971	6,757,742	2,583,904	4,662,401
RESERVES	1,056,087	1,406,866	997,679	1,915,599	1,938,424
TOTAL USES	3,342,878	2,737,837	7,755,421	4,499,503	6,600,825

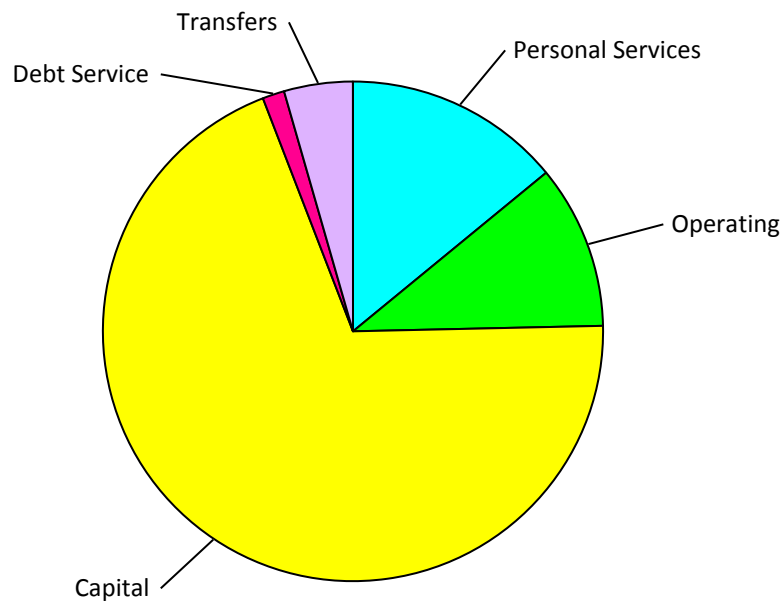
SOURCES OF FUNDS					
	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
INTERGOVERNMENTAL REVENUES					
331.35-00 Federal Grants	303,055	36,945	1,872,190	730,000	—
331.90-00 Federal Grants (APRA)	303,292	43,804	451,810	190,387	—
334.10-20 State Grants (includes SRF funding)	624,372	67,951	1,814,450	182,049	2,702,000
337.25-00 Water Management District	—	—	—	—	—
337.35-00 Brevard County	—	21,824	67,805	17,992	5,726
TOTAL INTERGOVERNMENTAL REVENUES	1,230,719	170,524	4,206,255	1,120,428	2,707,726
CHARGES FOR SERVICES					
343.70-10 Charges	887,771	1,388,396	2,068,300	1,896,000	1,900,000
343.80-10 Late Fees	5,246	9,725	7,000	9,000	7,500
TOTAL CHARGES FOR SERVICES	893,017	1,398,121	2,075,300	1,905,000	1,907,500
MISCELLANEOUS REVENUES					
361.20-00 Interest on Investments	77,192	52,705	47,000	47,000	50,000
361.90-00 Market Unrealized Gain/Loss	91	—	—	—	—
364.10-00 Ins/Auction Proceeds	5,490	—	—	—	—
369.40-00 Collection Agency & Other	—	400	—	209	—
TOTAL MISCELLANEOUS REVENUES	82,773	53,105	47,000	47,209	50,000
OTHER RECEIPTS					
381.10-70 Repayment of Gov't Funds	60,000	60,000	20,000	20,000	20,000
TOTAL OTHER RECEIPTS	60,000	60,000	20,000	20,000	20,000
TOTAL REVENUES	2,266,509	1,681,750	6,348,555	3,092,637	4,685,226
FUNDS FORWARD					
389.99-20 Appropriated Retained Earnings	1,076,369	1,056,087	1,406,866	1,406,866	1,915,599
TOTAL SOURCES	3,342,878	2,737,837	7,755,421	4,499,503	6,600,825

Stormwater Fund Sources, Excluding Funds Forward



STORMWATER FUND SOURCES, EXCLUDING FUNDS FORWARD		
Charges for Services	1,907,500	40.8 %
Intergovernmental Revenue	2,707,726	57.8 %
Miscellaneous Revenues	50,000	1.1 %
Other Receipts	20,000	0.4 %
TOTAL	4,685,226	100 %

Stormwater Fund Uses, Excluding Reserves



STORMWATER FUND USES, EXCLUDING RESERVES		
Personal Services	654,788	14.0 %
Operating	494,494	10.6 %
Capital	3,240,000	69.5 %
Debt Services	65,589	1.4 %
Transfers	207,530	4.5 %
TOTAL	4,662,401	100 %

USES OF FUNDS					
	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
PERSONNEL SERVICES					
12-12 Regular	285,230	284,006	337,500	312,879	426,691
14-00 Overtime	1,341	728	1,700	800	1,500
21-00 FICA Taxes	22,254	21,130	25,300	23,997	32,757
22-10 General Employees Pension	47,925	41,137	39,000	39,000	62,601
23-10 Group Hospitalization	89,520	78,682	94,000	90,525	105,620
23-20 Group Life	17,233	(7,269)	3,200	2,090	2,300
23-30 Dental Plan	1,891	1,447	2,100	2,009	2,280
23-90 Fitness & Wellness	—	20	100	—	—
24-00 Workers Compensation	7,689	11,130	9,200	14,000	21,039
Subtotal Personnel Services	473,083	431,011	512,100	485,300	654,788
OPERATING					
31-00 Professional Services	155,083	275,591	170,225	70,730	135,487
31-10 GIS related services	—	—	20,000	10,000	20,000
31-99 Payroll Processing Fees	1,876	1,721	—	—	—
34-40 Support Services	94,452	83,878	164,686	135,730	131,379
40-00 Travel & Per Diem	726	844	2,605	860	2,472
43-10 Electric	4,912	4,039	8,344	4,750	7,801
43-20 Water/Sewer	237	289	1,183	300	1,212
46-10 Equipment Maintenance	1,627	1,715	4,000	4,000	4,000
46-15 Vehicle Maintenance	—	—	2,900	2,900	3,400
46-30 Fleet, Maintenance & Services	—	—	6,000	6,000	6,000
48-00 Promotional	5,605	5,836	7,070	6,009	7,250
51-00 Office Supplies	122	99	500	100	500
52-10 Gas & Oil	—	18	7,275	7,275	7,275
52-20 Uniforms	862	1,098	3,360	2,000	3,360
52-50 Other	10,087	11,502	17,200	21,919	20,000
53-30 Street Maintenance	—	—	1,500	—	1,500
53-40 Outfall Maintenance	—	5,580	13,990	6,000	13,990
53-50 Manhole Maintenance	2,313	9,612	12,220	10,000	12,670
54-10 Publications & Membership	1,000	500	1,000	500	1,000
55-00 Training & Education	2,782	1,019	5,330	1,500	6,510
581.34-95 IT Capital Allocation	3,777	3,777	—	—	—
Subtotal Operating	285,461	407,118	449,388	290,573	385,806
CAPITAL OUTLAY					
63-20 Infrastructure	1,152,259	177,258	5,293,860	1,340,000	3,240,000
64-20 Furniture & Equipment	45,334	—	—	—	—
Subtotal Capital Outlay	1,197,593	177,258	5,293,860	1,340,000	3,240,000
TOTAL STORMWATER OPERATIONS	1,956,137	1,015,387	6,255,348	2,115,873	4,280,594

USES OF FUNDS					
	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
OPERATING					
10-26 Compensated Absences	12,941	(9,459)	—	—	—
31-99 Payroll Processing Fees	—	—	1,562	1,562	1,641
34-50 Administrative Services	22,970	23,731	118,190	73,200	76,627
45-05 General Liability	7,566	9,050	9,706	9,706	10,386
45-10 Auto Liability	1,238	1,771	776	1,800	1,800
45-15 Property	10,819	15,357	5,397	15,000	17,000
45-30 Flood Insurance	509	498	1,075	1,075	1,129
45-45 Computer Insurance	81	108	100	100	105
Subtotal Operating	56,124	41,056	136,806	102,443	108,688
DEBT SERVICE					
71-00 Principal	59,560.98	59,975	60,394	60,394	60,817
72-00 Interest	5,906.29	5,490	5,194	5,194	4,772
Subtotal Debt Service	65,467	65,465	65,588	65,588	65,589
TRANSFERS					
34-50 I/F Administrative Services	113,711	113,711	—	—	—
519 91-10 I/F To General Fund	—	—	300,000	300,000	207,530
581 91-10 To General Fund	95,352	95,352	—	—	—
Subtotal Transfers	209,063	209,063	300,000	300,000	207,530
TOTAL STORMWATER GENERAL APPROPRIATIONS	330,654	315,584	502,394	468,031	381,807
TOTAL STORMWATER EXPENSES	2,286,791	1,330,971	6,757,742	2,583,904	4,662,401
RESERVES					
590. 90-10 Reserved for Future Appropriations	1,056,087	1,406,866	997,679	1,915,599	1,938,424
TOTAL USES	3,342,878	2,737,837	7,755,421	4,499,503	6,600,825

INTERNAL SERVICE FUNDS

HEALTH CARE FUND

The health care fund is an internal service fund that was established in FY 2024 (effective 10/01/2023).

The purpose for this fund is to internally track the City's costs of providing health care services to all current and separated employees.

The expenses budgeted in this fund will be the cost of services to provide COBRA coverage for separated employees.

All other expenses are budgeted at the specific fund/department level of each employee.

Health Care Internal Service Fund Budget Summary

Fund Number: 525

SOURCES OF FUNDS					
	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
CHARGES FOR SERVICES	4,280,049	4,388,123	4,923,832	4,931,437	4,916,932
MISCELLANEOUS REVENUES	12,977	23,442	20,307	20,307	25,000
TOTAL REVENUES	4,293,026	4,411,565	4,944,139	4,951,744	4,941,932
FUNDS FORWARD	1,089,180	1,772,712	2,466,483	2,466,483	2,276,518
TOTAL SOURCES	5,382,206	6,184,277	7,410,622	7,418,227	7,218,450

USES OF FUNDS					
OPERATING	3,609,494	3,717,794	5,009,428	5,141,709	5,612,234
TOTAL EXPENSES	3,609,494	3,717,794	5,009,428	5,141,709	5,612,234
RESERVES	1,772,712	2,466,483	2,401,194	2,276,518	1,606,216
TOTAL USES	5,382,206	6,184,277	7,410,622	7,418,227	7,218,450

Health Care Internal Service Fund Budget Summary

Account Code: 525-0000-341.

SOURCES OF FUNDS					
	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
CHARGES FOR SERVICES					
341 30-10 Employee Healthcare	3,704,434	3,792,085	4,255,334	4,255,334	4,255,334
341 30-11 Retiree Healthcare	214,655	208,437	243,800	243,800	243,800
341 30-12 Cobra Healthcare	41,316	20,351	43,125	43,125	43,125
341 30-15 Employee Life Insurance W/H	105,901	145,517	120,750	120,750	120,750
341 30-16 Retiree Life Insurance	46	33	58	58	58
341 30-25 Retiree Medicare	18,324	37,740	35,495	50,000	35,495
341 30-40 Employee Dental W/H	142,618	137,192	165,025	165,025	165,025
341 30-41 Cobra Dental	2,729	2,153	2,760	2,760	2,760
341 30-45 Employee Vision W/H	20,825	20,409	23,920	23,920	23,920
341 30-46 Cobra Vision	311	385	387	387	387
341 30-50 Employee Aflac/Allstate W/H	18,429	15,283	21,390	21,390	21,390
341 30-60 Employee GAP W/H	109	—	104	104	104
341 30-61 Retiree GAP	3,365	3,192	3,749	3,749	3,749
341 30-62 Cobra GAP	996	448	1,035	1,035	1,035
341. 30-70 Employee Gym Membership W/H	5,437	4,605	6,325	—	—
341. 30-71 Retiree Gym Membership	554	293	575	—	—
TOTAL CHARGES FOR SERVICES	4,280,049	4,388,123	4,923,832	4,931,437	4,916,932
MISCELLANEOUS REVENUES					
361. 20-00 Interest on Investment	12,977	23,442	20,307	20,307	25,000
TOTAL MISCELLANEOUS REVENUES	12,977	23,442	20,307	20,307	25,000
TOTAL REVENUES	4,293,026	4,411,565	4,944,139	4,951,744	4,941,932
FUNDS FORWARD					
0000-389.99-10 Appropriated Fund Balance	1,089,180	1,772,712	2,466,483	2,466,483	2,276,518
TOTAL SOURCES	5,382,206	6,184,277	7,410,622	7,418,227	7,218,450

Health Care Internal Service Fund Budget Summary

Account Code: 525-0000/9000-562.

USES OF FUNDS					
	2024	2025	2026	2026	2027
	Actual	Actual	Amended Budget	Estimated	ADOPTED Budget
OPERATING					
30-10 Employee Healthcare	2,936,068	2,952,637	4,255,334	4,255,334	4,680,867
30-11 Retiree Healthcare	225,786	269,178	243,800	340,000	268,180
30-12 Cobra Healthcare	28,376	43,809	43,125	25,000	47,437
30-15 Employee Life Insurance	64,156	63,862	120,750	75,000	132,825
30-16 Retiree Life Insurance	61	46	58	58	64
30-25 Retiree Medicare Insurance	50,909	105,250	35,495	135,000	148,500
30-40 Employee Dental Insurance	144,639	136,496	165,025	165,025	181,527
30-41 Cobra Dental Insurance	4,718	2,741	2,760	2,760	3,036
30-45 Employee Vision Insurance	21,064	20,322	23,920	23,920	26,312
30-46 Cobra Vision Insurance	484	505	387	387	426
30-50 Employee Aflac/Allstate Insurance	19,307	15,401	21,390	21,390	23,529
30-60 Employee GAP Insurance	78,683	81,579	67,300	67,300	74,030
30-61 Retiree GAP Insurance	6,420	7,209	3,749	6,500	4,123
30-62 Cobra GAP Insurance	2,004	1,173	1,035	1,035	1,138
30-70 Employee Gym Membership	6,465	3,218	6,325	—	—
30-71 Retiree Gym Membership	1,029	557	575	—	—
31-00 Professional Services	19,325	13,811	18,400	23,000	20,240
TOTAL OPERATING	3,609,494	3,717,794	5,009,428	5,141,709	5,612,234
RESERVES					
590. 90-10 Reserved for Future Appropriations	1,772,712	2,466,483	2,401,194	2,276,518	1,606,216
TOTAL USES	5,382,206	6,184,277	7,410,622	7,418,227	7,218,450

FIVE YEAR CAPITAL IMPROVEMENT

Fiscal Years 2027 - 2031

INTRODUCTION

OVERVIEW BY FUND

SUMMARY BY FUNDS

DETAIL BY DEPARTMENT

AS ADOPTED BY: City Commission
RESOLUTION 2026-08

SUMMARY BY FUND AND DEPARTMENT						
FUND/DEPARTMENT	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	TOTAL
GENERAL FUND						
Information Technology	58,000	106,000	38,000	68,000	58,000	328,000
City Clerk	5,500	—	—	—	—	5,500
Police	33,374	154,874	161,634	142,804	157,084	649,770
Communications	52,050	—	—	—	—	52,050
Fire	7,000	103,400	1,307,000	17,000	52,000	1,486,400
Public Works	1,638,000	6,214,532	2,948,623	2,390,881	2,587,567	15,779,603
Fleet	1,104,383	1,029,954	671,370	748,319	784,943	4,338,969
Capital Improvement Projects	3,510,000	10,860,294	2,105,000	1,030,000	1,090,000	18,595,294
Leisure Services (Rec Ctr;Parks;Pool;Golf;Tennis;Skate Park;Auditorium)	92,500	1,993,486	316,100	488,550	1,104,000	3,994,636
Subtotal General Fund	6,500,807	20,462,540	7,547,727	4,885,554	5,833,594	45,230,222
SPECIAL REVENUE FUNDS						
CRA	969,600	200,000	—	—	—	1,169,600
Subtotal Special Revenue Funds	969,600	200,000	—	—	—	1,169,600
ENTERPRISE FUNDS						
Utilities System	28,151,092	10,761,896	9,928,696	3,519,696	1,756,000	54,117,380
Stormwater Utility	3,240,000	5,875,000	5,700,000	3,000,000	4,450,000	22,265,000
Subtotal Enterprise Funds	31,391,092	16,636,896	15,628,696	6,519,696	6,206,000	76,382,380
TOTAL CAPITAL PROGRAM	38,861,499	37,299,436	23,176,423	11,405,250	12,039,594	122,782,202

DEPARTMENT: INFORMATION TECHNOLOGY							
PROJECT(S)	PROJECT CODE	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FIVE YR. TOTAL
Computer Hardware/Software							
Computers/Tablets/Laptops		38,000	38,000	38,000	38,000	38,000	190,000
Physical Security - Replace Aging Equipment		20,000	40,000	—	30,000	20,000	110,000
Mobile Device Management Software		—	22,000	—	—	—	22,000
Mass Communications Software		—	6,000	—	—	—	6,000
Subtotal Computer Hardware/Software		58,000	106,000	38,000	68,000	58,000	328,000
TOTAL INFORMATION TECHNOLOGY		58,000	106,000	38,000	68,000	58,000	328,000

Source of Funds: General Fund

DEPARTMENT: CITY CLERK							
PROJECT(S)	PROJECT CODE	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FIVE YR. TOTAL
Computer Software							
Document Accessibility Platform		5,500	—	—	—	—	5,500
Subtotal Computer Software		5,500	—	—	—	—	5,500
TOTAL CITY CLERK		5,500	—	—	—	—	5,500

Source of Funds: General Fund

DEPARTMENT: POLICE							
PROJECT(S)	PROJECT CODE	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FIVE YR. TOTAL
Furniture & Equipment							
In-Car Cameras (5)		13,550	11,243	11,693	12,160	13,376	62,022
Radar Unit (5)		14,200	11,789	12,260	10,480	11,528	60,257
Body Cameras (5)		5,624	56,187	58,434	60,772	66,849	247,866
Axon Taser		—	63,000	57,107	59,392	65,331	244,830
Evidence Drying Cabinet		—	12,655	—	—	—	12,655
Stop Sicks - Tire Deflation Device		—	—	22,140	—	—	22,140
Subtotal Furniture & Equipment		33,374	154,874	161,634	142,804	157,084	649,770
TOTAL POLICE		33,374	154,874	161,634	142,804	157,084	649,770

DEPARTMENT: COMMUNICATIONS*							
PROJECT(S)	PROJECT CODE	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FIVE YR. TOTAL
Vehicle Radio Rewire Kits (7)		5,250	—	—	—	—	5,250
New Vehicle Radios		38,800	—	—	—	—	38,800
Radio Replacements (Damaged or Aged)		8,000	—	—	—	—	8,000
TOTAL COMMUNICATIONS		52,050	—	—	—	—	52,050

*In FY2026, the City entered a contractual agreement with Brevard County for 911 services.

DEPARTMENT: FIRE							
PROJECT(S)	PROJECT CODE	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FIVE YR. TOTAL
Vehicles & Machinery							
Island Fire John Boat		—	40,000	—	—	—	40,000
Replacement Front Line Fire Engine		—	—	1,290,000	—	—	1,290,000
Rescue Water Craft Replacement		—	—	17,000	17,000	—	34,000
Hurst Edraulics Replacement		—	—	—	—	52,000	52,000
Subtotal Vehicles & Machinery		—	40,000	1,307,000	17,000	52,000	1,416,000
Software							
Replacement Report Writing Software		7,000	—	—	—	—	7,000
Lexipol Policy Management Platform		—	13,500	—	—	—	13,500
Subtotal Software		7,000	13,500	—	—	—	20,500
Furniture & Equipment							
Lifepack 35 Monitor		—	49,900	—	—	—	49,900
Subtotal Furniture & Equipment		—	49,900	—	—	—	49,900
TOTAL FIRE		7,000	103,400	1,307,000	17,000	52,000	1,486,400

Source of Funds: General Fund

DEPARTMENT: PUBLIC WORKS							
PROJECT(S)	PROJECT CODE	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FIVE YR. TOTAL
Field Operations (3110)							
Minutemen Shoreline		915,000	1,630,000	—	—	—	2,545,000
R&R Citywide Paving Program		—	3,000,000	2,000,000	2,000,000	2,000,000	9,000,000
Sidewalks/Bike Paths/Trip Hazards		—	23,880	24,596	25,334	26,095	99,905
Sidewalks/Bike Paths Extension (S Orland & S Atlantic)		—	105,000	—	—	—	105,000
Dune Crossover (Barlow Ave)		—	30,000	—	—	—	30,000
Dune Crossover (9th ST South)		—	30,000	—	—	—	30,000
Dune Crossover (California Ave)		—	30,000	186,000	—	—	216,000
Dune Crossover (E Gadsen LN)		—	30,000	186,000	—	—	216,000
Softball Field #4 (Fencing/Dug Outs)		—	105,000	—	—	—	105,000
Dune Crossover (Harding Ave)		—	—	30,000	—	—	30,000
Dune Crossover (6th ST South)		—	—	30,000	—	—	30,000
Dune Crossover (10th ST South)		—	—	30,000	—	—	30,000
Dune Crossover (Young Ave)		—	—	—	30,000	—	30,000
Dune Crossover (Hendry Ave)		—	—	—	30,000	—	30,000
Dune Crossover (8th ST South)		—	—	—	30,000	—	30,000
Dune Crossover (Tulip LN)		—	—	—	—	30,000	30,000
Dune Crossover (4th ST South)		—	—	—	—	30,000	30,000
Dune Crossover (5th ST South)		—	—	—	—	30,000	30,000
Subtotal Field Operations		915,000	4,983,880	2,486,596	2,115,334	2,116,095	12,616,905

Building Maintenance (3140)	PROJECT CODE	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FIVE YR. TOTAL
Public Works Bay Doors			73,500	115,717	120,346	125,160	434,723
Public Works/WR Flooring			200,000				200,000
Public Works Vehicle Storage Building Roof Replacement			234,600				234,600
Replace Ramp Road Park Swing Set*		15,000					15,000
Small Pavilion Shelter Replacements			58,952	61,310	63,762	66,312	250,336
Cove Park Swing Set			15,600				15,600
Shepard Park Bathroom Renovations			150,000				150,000
Tennis Court Renovations			85,000				85,000
Cameron Barkley Park Swing Upgrade				85,000			85,000
Add Swing Sets (Sidney Fischer Park)					16,439		16,439
PW Complex A/C Units (1)		40,000	25,000				65,000
PD A/C Unit (1)		100,000					100,000
Rec Center 15 Ton A/C		150,000					150,000
PD A/C Control System Upgrade		26,000					26,000
PW Fire Alarm Panel		42,000					42,000
Country Club Air Handler Auditorium			40,000				40,000
Country Club Air Handler Kitchen			30,000				30,000
Fire Station 51 Training Room A/C			20,000				20,000
Country Club Fire Alarm Panel			43,000				43,000
Server Room Sprinkler Upgrade			40,000				40,000
Subtotal Buildings Maintenance		373,000	1,015,652	262,027	200,547	191,472	2,042,698

Grounds Maintenance (3150)	PROJECT CODE	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FIVE YR. TOTAL
SR 520 Medians *		350,000	—	—	—	—	350,000
Skate Park Landscape			25,000				25,000
Pool Area Landscape			15,000				15,000
Ocean Beach Median Makeover			150,000				150,000
PW/WR Facility Makeover			25,000				25,000
Shepard Park Makeover				100,000			100,000
Fisher Park Makeover				100,000			100,000
Fisher Park Basketball Court					25,000	75,000	100,000
Fisher Park Beach Volleyball Court					25,000	75,000	100,000
Fisher Park Pickleball Court					25,000	75,000	100,000
Baseball Field Renovation (Field 2)						55,000	55,000
Subtotal Grounds Maintenance		350,000	215,000	200,000	75,000	280,000	1,120,000
TOTAL PUBLIC WORKS O & M		1,638,000	6,214,532	2,948,623	2,390,881	2,587,567	15,779,603

*Grant Funds associated with this project

DEPARTMENT: PUBLIC WORKS - FLEET (3160)							
PROJECT(S)	Project Code	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FIVE YR. TOTAL
Police							
Police Dept 4 Door SUV Unmarked		—	—	—	—	73,450	73,450
Police Dept 4 Door SUV Unmarked		—	—	—	—	73,450	73,450
Police Dept 4 Door SUV Marked		68,657	72,089	75,693	79,477	83,450	379,366
Police Dept 4 Door SUV Marked		68,657	72,089	—	79,477	83,450	303,673
Police Dept 4 Door SUV Marked		68,657	72,089	—	79,477	—	220,223
Police Dept 4 Door SUV Marked		68,657	72,089	—	79,477	—	220,223
Police Dept 4 Door SUV Marked		68,657	72,089	—	79,477	—	220,223
Police Dept 4 Door SUV K-9		—	—	77,550	—	85,450	163,000
Police Dept 1/2 Ton 4x4		—	—	64,000	—	—	64,000
Police Dept 1/2 Truck 4x4		—	—	64,000	—	—	64,000
Police Dept 1/2 Truck 4x4		—	—	64,000	—	—	64,000
Subtotal Police		343,285	360,445	345,243	397,385	399,250	1,845,608

		FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FIVE YR. TOTAL
Parking Enforcement							
Compact Pickup Truck		—	32,788	34,427	—	37,955	105,170
Subtotal Parking Enforcement		—	32,788	34,427	—	37,955	105,170

	Project Code	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FIVE YR. TOTAL
Fire Department							
Fire Dept 4 Door SUV		—	64,827	—	—	—	64,827
Fire F-150 Pick Up		—	48,976	—	—	—	48,976
Fire Dept Fire Inspector Compact Truck		—	—	34,427	36,148	—	70,575
Fire Dept 3/4 Ton 4x4 Truck		—	—	67,000	—	—	67,000
Subtotal Fire		—	113,803	101,427	36,148	—	251,378

	Project Code	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FIVE YR. TOTAL
Public Works							
4 Door Sedan/SUV			27,276		31,575		58,851
Compact Pickup			32,788			37,955	70,743
3/4 Ton Pickup		47,834	47,834	52,736	55,372	58,141	261,917
3/4 Ton Pickup		47,834		52,736			100,570
3/4 Ton Pickup							—
Cargo Van			48,500				48,500
Bucket Truck			160,000				160,000
Subtotal Public Works		95,668	316,398	105,472	86,947	96,096	700,581

Development Services		FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FIVE YR. TOTAL
Compact Pickup (Code Enforcement)		—	—	—	36,148	—	36,148
4 Door SUV		—	—	—	—	33,154	33,154
Subtotal Development Services		—	—	—	36,148	33,154	69,302

Leisure Services		FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FIVE YR. TOTAL
15 Passenger Van		—	61,000	—	—	—	61,000
Subtotal Leisure Services		—	61,000	—	—	—	61,000

Fleet Furniture & Equipment		FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FIVE YR. TOTAL
PD Utility Vehicle		—	19,679	—	21,695	—	41,374
PW Zero Turn Mower		12,430	13,051	13,703	14,388	15,107	68,679
Beach Ranger John Deere Gators (2)		—	32,024	33,624	35,304	37,068	138,020
KBB John Deere Gators (2)		—	32,024	16,812	35,304	18,534	102,674
Equipment Trailer		—	—	—	—	—	—
(1) 230KW Generator - Install Country Club*		350,000	—	—	—	—	350,000
Replace Generator at FS51*		163,000	—	—	—	—	163,000
(1) 75KW Generator FS50 *		75,000	—	—	—	—	75,000
FD Utility Vehicle		—	18,742	20,662	—	22,779	62,183
PW Track Skid Steer		—	—	—	85,000	—	85,000
Generator Fuel Tank Replacement		—	—	—	—	125,000	125,000
PW New Asphalt Roller		—	30,000	—	—	—	30,000
Subtotal Fleet Furniture & Equipment		600,430	145,520	84,801	191,691	218,488	1,240,930
Contingency Vehicles		15,000	—	—	—	—	15,000
Contingency Equipment		50,000	—	—	—	—	50,000
TOTAL PUBLIC WORKS FLEET		1,104,383	1,029,954	671,370	748,319	784,943	4,338,969

Source of Funds: General Fund

DEPARTMENT: PUBLIC WORKS - CAPITAL IMPROVEMENT PROJECTS (3170)							
PROJECT(S)	PROJECT CODE	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FIVE YR. TOTAL
Fire Station 50*		3,300,000	1,000,000	—	—	—	4,300,000
Ballfield Scorers Building		—	672,000	—	—	—	672,000
ADA Ocean Beach Blvd Park		200,000	2,045,000	—	—	—	2,245,000
Sunset Bridge Repairs		10,000	15,000	—	—	—	25,000
Channel Marker Replacement City-Wide		—	30,000	30,000	30,000	30,000	120,000
Softball Field Stadium Lights		—	700,000	—	—	—	700,000
Skate Park Coping Replacement		—	178,654	—	—	—	178,654
Tulip Ave Bathroom		—	50,000	75,000	—	—	125,000
Minutemen Park		—	60,000	1,000,000	—	—	1,060,000
Dredging Program		—	1,000,000	1,000,000	1,000,000	1,000,000	4,000,000
Minutemen Lightpole Installation		—	150,000	—	—	—	150,000
Fuel Pump New Canopy		—	72,000	—	—	—	72,000
Minutemen Cswy Middle Lane Extention		—	115,500	—	—	—	115,500
Driving Range Upgrade		—	1,772,140	—	—	—	1,772,140
Brevard Ave Complete Street Project		—	3,000,000	—	—	—	3,000,000
Shepard Park Monument Sign		—	—	—	—	60,000	60,000
TOTAL PUBLIC WORKS CAPITAL IMPROVEMENT		3,510,000	10,860,294	2,105,000	1,030,000	1,090,000	18,595,294

DEPARTMENT: LEISURE SERVICES							
PROJECT(S)							
Recreation Administration (4110)	Project Code	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FIVE YR. TOTAL
2 Electronic Scoreboards For Rec Center		—	12,200	—	—	—	12,200
Rec Center Roof Replacement		—	281,900	—	—	—	281,900
Gym Floor Drum Sand For Rec Center		—	—	—	16,050	—	16,050
Software Platform		12,500	—	—	—	—	12,500
Subtotal Recreation Administration		12,500	294,100	—	16,050	—	322,650

Parks (4120)	Project Code	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FIVE YR. TOTAL
Resurface Ramp Road/Tennis/Pickleball Court		10,000	—	—	—	—	10,000
Resurface Court (Cameron Barkley Park)		—	10,000	—	—	—	10,000
Two New Pickleball Courts (Sidney Fischer)		—	110,000	—	—	—	110,000
Roll Up Doors (Shepard Park)		—	—	22,000	—	—	22,000
Shade Canopy (Sidney Fischer)		—	—	—	48,000	—	48,000
Beach Park Pavilion Improvements		—	—	—	—	52,000	52,000
Subtotal Parks		10,000	120,000	22,000	48,000	52,000	252,000

Aquatic Center (4130)	Project Code	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FIVE YR. TOTAL
Locker Room Plumbing		45,000	—	—	—	—	45,000
Updating Pool Tile		—	95,000	—	—	—	95,000
Locker Room Resurfacing		—	35,000	—	—	—	35,000
Replace Power Winder		—	—	27,000	—	—	27,000
Replace Long Course Lane Lines		—	—	15,000	—	—	15,000
New Fencing		—	—	—	110,000	—	110,000
New Picnic Tables For Pool Deck		—	—	—	—	25,000	25,000
Subtotal Aquatic Center		45,000	130,000	42,000	110,000	25,000	352,000

Golf	Project Code	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Five YR. TOTAL
Country Club Roof Replacement		—	901,636	—	—	—	901,636
Greens Roller		—	25,000	—	—	—	25,000
Replacement of John Deere 200G Sprayer		—	62,500	—	—	—	62,500
Buffalo Blower 2016 Model Replacement		—	15,000	—	—	—	15,000
Buffalo Blower New		—	14,000	—	—	—	14,000
Fairway Mower		—	—	110,000	—	—	110,000
Toro 648 Walking Greens Aerifier		—	—	45,000	—	—	45,000
5 Deck Rough Mower		—	55,000	—	—	—	55,000
Installation of Country Club Electronic Sign		—	70,000	—	—	—	70,000
Triplex Mower		—	125,000	—	—	—	125,000
9 Holes Golf Course Renovation		—	—	—	—	1,000,000	1,000,000
Sandpro		—	40,000	—	45,000	—	85,000
Greens Mower		—	—	—	70,000	—	70,000
Slope Mower		—	52,000	—	69,000	—	121,000
Utility Tractor		—	49,000	—	—	—	49,000
Septic Tank		—	—	18,000	—	—	18,000
Septic Tank Conversions		—	—	25,000	—	—	25,000
New Beverage Cart		25,000	—	—	—	27,000	52,000
Renovations to Bar Area		—	40,250	—	—	—	40,250
Expand Back Bar Area & Walk in Keg Cooler		—	—	54,100	—	—	54,100
Ceiling Tile Replacement		—	—	—	130,500	—	130,500
Subtotal Golf Division		25,000	1,449,386	252,100	314,500	1,027,000	3,067,986
TOTAL LEISURE SERVICES		92,500	1,993,486	316,100	488,550	1,104,000	3,994,636

Source of Funds: General Fund

DEPARTMENT: COMMUNITY REDEVELOPMENT AGENCY							
PROJECT(S)	Project Code	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Five YR. TOTAL
New Mobile Road Barriers		169,600	—	—	—	—	169,600
Cedar/Woodland/Brevard/2nd Stormwater Improvements	SWCWB	250,000	—	—	—	—	250,000
Brevard Ave Complete Street Project		200,000	—	—	—	—	200,000
Rec Center AC Improvement		350,000	—	—	—	—	350,000
Rec Center Design		—	200,000	—	—	—	200,000
TOTAL COMMUNITY REDEVELOPMENT		969,600	200,000	—	—	—	1,169,600

DEPARTMENT: UTILITIES SYSTEM FUND							
PROJECT(S)	PROJECT CODE	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FIVE YR. TOTAL
Collection System Rehab (Slip-Lining)*		1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
Inflow & Infiltration*		12,000,000	—	—	—	—	12,000,000
Lift Station #8, #14, #16*		5,000,000	—	—	—	—	5,000,000
Marian Ln & OBB Gravity Sewer Pipe Replacement		80,000	1,540,000	—	—	—	1,620,000
Port Forcemain Air Release*		1,000,000	—	—	—	—	1,000,000
Design PSFB & Lift Station #5 Forcemain		—	80,000	1,000,000	—	—	1,080,000
FDOT Drainage Project (Cape Canaveral)		200,000	—	—	—	—	200,000
Engineering & Design Lift Station #10,#17,#4		—	250,000	2,500,000	—	—	2,750,000
Lift Station #6 Forcemain Replacement Engineering & Design		100,000	300,000	—	—	—	400,000
Various Engineering & Design Costs (Gravity Sewer Repair)		—	200,000	1,500,000	—	—	1,700,000
New Driving Range Potential Lift Station		—	500,000	—	—	—	500,000
Engineering & Design For Lift Station On Golf Course To Remove Septic Tank Per State Statutes		—	200,000	—	1,500,000	—	1,700,000
Generator Post Anoxic Tank & Lift Station 4*		450,000	—	—	—	—	450,000
Lift Station 11,12,13 Spare Pump		14,000	—	—	—	—	14,000
Lift Station 3,8,15 Replacement Pump		—	40,000	—	—	—	40,000
Lift Station 7 Replacement Pump		—	13,000	—	—	—	13,000
8" Hydraulic Bypass Pump		—	70,000	—	—	—	70,000
Lift Station #4 Replacement Pump		—	120,000	—	—	—	120,000
Belt Road Sewer & Reclaimed MCC Improvements		—	500,000	—	—	—	500,000

DEPARTMENT: UTILITIES SYSTEM FUND CONTINUED...

PROJECT(S)	PROJECT CODE	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FIVE YR. TOTAL
Manhole Smart Covers (5)		—	36,000	—	—	—	36,000
Lift Station #6 Replacement Pump		—	70,000	—	—	—	70,000
Lift Station #5 Belt Road Distribution Building Roof Replacement		—	42,000	—	—	—	42,000
Spare Pump Lift Station 1		—	—	100,000	—	—	100,000
Spare Pump Lift Station 14		—	—	17,000	—	—	17,000
Water Rec 3/4 Ton Pick Up		52,092	—	54,696	—	56,000	162,788
Water Rec Straight Flatbed Truck		100,000	—	—	—	—	100,000
Water Rec Compact Truck		—	38,896	—	—	—	38,896
Water Rec 1/2 Ton Pick Up		—	—	0	54,696	—	54,696
Water Rec F-550 Crane Truck		—	—	0	165,000	—	165,000
Replacement Vactor		—	700,000	—	—	—	700,000
Portable 36KW Generator		—	55,000	—	—	—	55,000
Replacement Boom Truck		—	—	—	100,000	—	100,000
FY26-27 Treatment Plant Upgrade*		6,450,000	—	—	—	—	6,450,000
Chlorine Contact Chamber Flow Meter		25,000	—	—	—	—	25,000
Engineering & Design FY28-29 Plant Upgrade*		600,000	3,180,000	2,880,000	—	—	6,660,000
SCADA System Virtualization		135,000	—	—	—	—	135,000
Reuse Storage Tank Mural Project		100,000	—	—	—	—	100,000
Tank Screen Replacements		50,000	—	—	—	—	50,000
Headworks Wash Press		—	125,000	—	—	—	125,000
Centrifugal Blower for Backup		—	350,000	—	—	—	350,000
Water Rec Laboratory/Ops Center Roof Replacement		—	75,000	—	—	—	75,000
Water Rec Bay Door Replacement		—	80,000	—	—	—	80,000
Water Rec Breakroom Replacement		—	65,000	—	—	—	65,000
Water Rec Vehicle Maintenance Building Roof		—	400,000	—	—	—	400,000
Bleach Tank Replacement		—	32,000	—	—	—	32,000
WR Plant 1 Headworks Roof Replacement		—	—	31,000	—	—	31,000
WR Plant 2 Headworks Roof Replacement		—	—	19,000	—	—	19,000
WR Blower Building Roof Replacement		—	—	30,000	—	—	30,000
WR Generator Building Roof Replacement		—	—	55,000	—	—	55,000
WR Lift Station 1 Roof Replacement		—	—	12,000	—	—	12,000
Filter Cloth Media Replacement		—	—	30,000	—	—	30,000
Reclaimed Distribution System Rehab		400,000	700,000	700,000	700,000	700,000	3,200,000
Reuse Pump Check Valves (3)		—	—	—	—	—	—
250 Reuse Pump & Motor		45,000	—	—	—	—	45,000

DEPARTMENT: UTILITIES SYSTEM FUND CONTINUED...							
PROJECT(S)	PROJECT CODE	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FIVE YR. TOTAL
Pump Station Building		350,000	—	—	—	—	350,000
Total Utilities		28,151,092	10,761,896	9,928,696	3,519,696	1,756,000	54,117,380

Source: Utilities Fund
 *Grant Funded or SRF

DEPARTMENT: STORMWATER UTILITY ENTERPRISE FUND							
PROJECT(S)	PROJECT CODE	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FIVE YR. TOTAL
Slip Lining of Existing SW Infrastructure*	SWSLIP	1,452,000	500,000	600,000	700,000	800,000	4,052,000
Cedar/Woodland/Brevard/2nd SW Improvements*	SWCWB	1,300,000	4,500,000	4,500,000	—	—	10,300,000
Cocoa Isles Boulevard Water Quality Project*	SWCIBB	472,000	—	—	—	—	472,000
Maritime Hammock Preserve Alum Tank Replacement		16,000	—	—	—	—	16,000
Minor BMPs, Swales, Exfiltration	SW0400	—	25,000	25,000	25,000	25,000	100,000
Structural Rehabilitation	SW0500	—	25,000	25,000	25,000	25,000	100,000
Brightwater Stormwater Pond	SWBSWP	—	300,000	250,000	2,000,000	3,000,000	5,550,000
Crystal River Drive BAM Dry Pond		—	25,000	75,000	—	—	100,000
Danube River Drive BAM Dry Pond		—	25,000	75,000	—	—	100,000
La Riviere Road BAM Dry Pond		—	25,000	75,000	—	—	100,000
Deleon Road BAM Dry Pond		—	25,000	75,000	—	—	100,000
Basin G Stormwater Projects		—	—	—	250,000	600,000	850,000
Vac Truck		—	425,000	—	—	—	425,000
TOTAL STORM		3,240,000	5,875,000	5,700,000	3,000,000	4,450,000	22,265,000

Source of Funds: Stormwater Utility Fund

*Grant Funded or SRF

CITY OF COCOA BEACH FIVE YEAR CAPITAL PROGRAM FISCAL YEARS 2027 TO 2031

INTRODUCTION

The format of the Capital Improvements Program (CIP) consists of an explanation of overall assumptions, a narrative summary on each Fund, a financial forecast on each Fund, and more detailed schedules showing individual capital items requested by Department Directors.

Capital assets include tangible items such as land, buildings, machinery, equipment and improvements costing ten thousand (\$10,000) dollars or more and having a service life of more than one (1) year. An expenditure (regardless of amount) that increases the service capacity or extends the service life of an existing equipment unit is considered to be capital.

Preparation of the CIP is essentially a three (3) step process of:

1. Identification of capital needs and assigning priorities
2. Identification of available financial resources
3. Balancing resources and needs so that the program is financially feasible

The CIP is adopted by resolution of the City Commission along with the annual budget. The first year of the CIP includes the capital items to be funded in the annual budget but before funds are spent, they must be formally approved within the annual budget adopted by the City Commission.

This year's CIP addresses some very significant issues:

Maintenance

The Public Works Department will schedule and prioritize maintenance for all the facilities. City staff is evaluating AC replacement schedules for FY 2027.

Leisure Services

City staff will schedule and evaluate priorities as it pertains to the overall Golf Course maintenance. Renovations to the bar area at 19th Hole will also be occurring in FY 2027 along with AC replacement in the rec center.

Road and Sidewalk Projects

The Public Works department will prioritize and schedule future paving projects, establishing a future paving maintenance program. City staff will evaluate both the need for new sidewalks, as well as the maintenance needs of the existing sidewalks.

Wastewater Projects

In FY 2025 the City received a grant through the State of Florida Department of Environmental Protection Clean Water State Revolving Fund WW050640 for the Inflow and Infiltration abatement program in the amount of \$15,000,000. The project involves the development and execution of a Find and Fix program and an I&I Abatement Program. The City will perform efforts to inventory and document the condition of the sanitary sewer manholes and inflow point sources.

CITY OF COCOA BEACH FIVE YEAR CAPITAL PROGRAM FISCAL YEARS 2027 TO 2031

Stormwater Projects

The Stormwater Department continues flood abatement efforts, park and stormwater improvements, living shoreline construction, and runoff load reductions to the Banana River Lagoon. These projects include a flood evaluation study of the Cedar, Woodland, and Brevard area, Ramp Road Park Stormwater and Parking Improvements Project, and Storm Water Slip Lining of Existing Infrastructure. The City's Stormwater Master Plan Update was completed in 2021 and addresses future capital needs and project prioritization. The City engaged in a Stormwater Rate Review in FY 2024 which ultimately advised for rate increases. These increases were adopted by the Commission. In FY 2026 staff completed a vulnerability study, this is required for eligibility for future grant applications and consideration.

IDENTIFICATION OF CAPITAL NEEDS & ASSIGNING PRIORITIES

Capital outlays are included in the CIP as they are identified as a requirement or need. They may originate from citizen requests, City Commission directives or recommendations from the departments. The Budget Preparation Manual details the evaluation criteria to be used to prioritize outlays. Our budget estimating practices are summarized as follows:

- Replacement units are scheduled based on the actual or expected service lives subject to the condition of the individual unit. The following general criteria apply:

**CITY OF COCOA BEACH FIVE YEAR CAPITAL PROGRAM
FISCAL YEARS 2027 TO 2031**

EQUIPMENT REPLACEMENT CRITERIA

Equipment Type	Replacement Criteria
<u>Police Vehicles</u>	
Patrol Units	8-10 years or 100,000 miles or 6,000 hours Poor condition or high maintenance cost
Other Units	10 years or 120,000 miles Poor condition or high maintenance cost
Trucks (3/4 ton & under)	12 years or 150,000 miles Poor condition or high maintenance cost
Trucks (1 & 2 ton)	12 years or 150,000 miles Poor condition or high maintenance cost
Trucks (2 1/2 ton)	15 - 20 years or 150,000 miles Poor condition or high maintenance cost
Fire Trucks	10 Years Poor Condition or high maintenance cost
<u>Heavy Equipment</u>	
Backhoes, pumps, bobcats, excavators	10-15 years Poor condition or high maintenance cost
Mowers & Gators (various types)	2-5 years Poor condition or high maintenance cost
Trailers	10-15 years Poor condition or high maintenance cost
<u>Computer Equipment</u>	
Personal computers, laptops, monitors, printers	5 years Poor condition Major software upgrades
<u>Small Equipment</u>	
Pumps, generators, saws, and like items	Poor condition or high maintenance cost

CITY OF COCOA BEACH FIVE YEAR CAPITAL PROGRAM FISCAL YEARS 2027 TO 2031

IDENTIFICATION OF CAPITAL NEEDS & ASSIGNING PRIORITIES (CONT'D)

Capital project costs are developed using the best scope of work available to produce an order of magnitude estimate, so we can determine the financial feasibility of everything planned.

Following budget approval, staff proceeds with documenting specifications for the necessary bids or request for proposals. In the case of projects requiring professional design drawings, it is not possible to establish the estimated construction costs until the scope of work is better defined and drawings are finalized.

A. IMPACT OF CAPITAL EXPENDITURES ON OPERATING BUDGETS

It is difficult to estimate the on-going operation and maintenance costs for facility additions and improvements. However, prior to authorizing expenditures for design, an effort is made to at least broadly quantify the expected maintenance costs and especially to quantify any additional personnel requirements.

B. THE USE OF PROJECT CODES

We show project codes intended to collect all associated costs for a capital improvement when it is feasible to do so. Typically, such projects involve more than one department and may include design and labor components along with construction costs. The use of project codes enables us to accurately associate staff time with projects to produce a more accurate total cost.

CITY OF COCOA BEACH FIVE YEAR CAPITAL PROGRAM

FISCAL YEARS 2027 TO 2031

2. IDENTIFICATION OF AVAILABLE FINANCIAL RESOURCES

In general terms, all capital and expenditure items are funded as follows:

- Taxes Ad valorem (property) taxes are usually about 37-41% of the General Fund revenue budget and are our largest single source of tax revenue.
- User Fees Charges for services rendered.
- External Debt Money borrowed from external parties, either by a bond issue or a loan.
- Intergovernmental Revenue Grants from various agencies for various purposes. Distributed on the basis having “eligible costs”. These funds typically require up front funding of the eligible expenditures which are reimbursed.

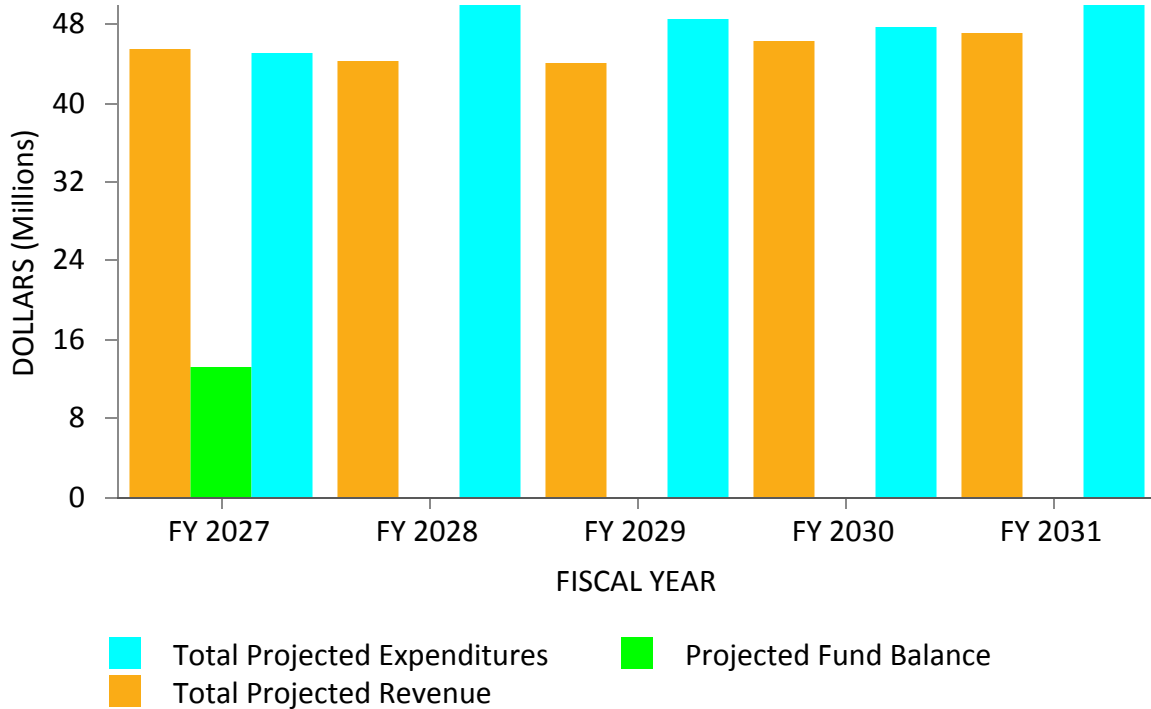
Also included in this category are state shared revenue funds. Distribution of these funds is based on population.
- Internal Debt (Interfund loans) Amounts provided between funds and blended component units of the primary government with a requirement for repayment.
- Interfund transfers Flows of assets (such as cash or goods) between funds and blended component units of the primary government without equivalent flows of assets in return and without a requirement for repayment.
- Investment Income Interest income on available balances.

3. BALANCING RESOURCES AND NEEDS SO THAT THE PROGRAM IS FINANCIALLY FEASIBLE

As with any financial forecast, certain assumptions are made for circumstances that may change over the period of the forecast. The following pages include an overview by fund, followed by the five (5) year forecast with additional notes specific to each fund.

**CITY OF COCOA BEACH FIVE YEAR CAPITAL PROGRAM
FISCAL YEARS 2027 TO 2031**

**GENERAL FUND PROJECTIONS FY 2027-2031
(includes capital)**



GENERAL FUND NOTES:

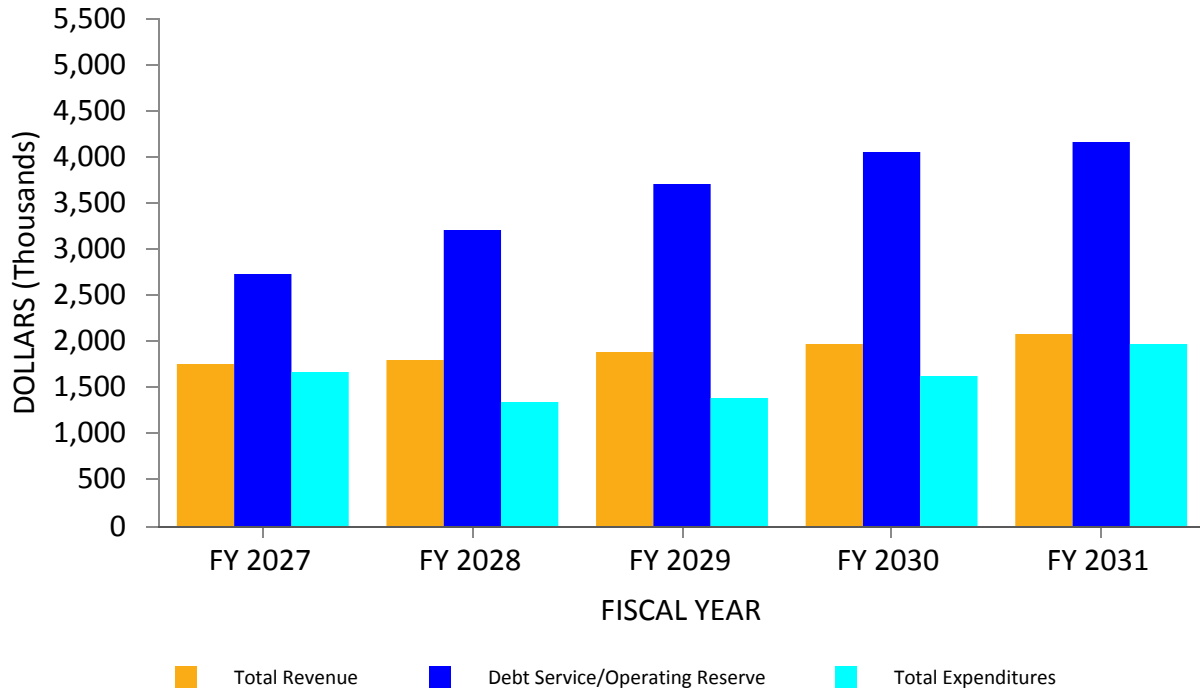
In accordance with Ordinance 1681, the City will be required to maintain reserves at 23% operating expense level. Of that 23%, 19% (in the General Fund) has been committed for use only for damage/recovery following a disaster (for example Hurricane, or health epidemic). The Fiscal Year 2027 budget meets the requirements of this Ordinance. The projected fund balance (reserves) is not shown for future years due to legislative uncertainty and unknown factors relating to future capital projects.

Future Ad Valorem revenues are indeterminate due to Florida Property Tax (Amendment 3) on the voter ballot. City Departments are evaluating options of increasing and diversifying revenue to counterbalance dependence on property tax revenue in the General Fund. Expenditures in Fiscal Year 2028 reflect capital projects requested in Fiscal Year 2027, which have been deferred at this time. These projects will be further evaluated and considered once the City has clarity on property tax revenue impacts.

The projection includes an annual debt service for the repayment of existing loans.

**CITY OF COCOA BEACH FIVE YEAR CAPITAL PROGRAM
FISCAL YEARS 2027 TO 2031**

CRA FUND PROJECTIONS FY 2027-2031



CRA FUND NOTES:

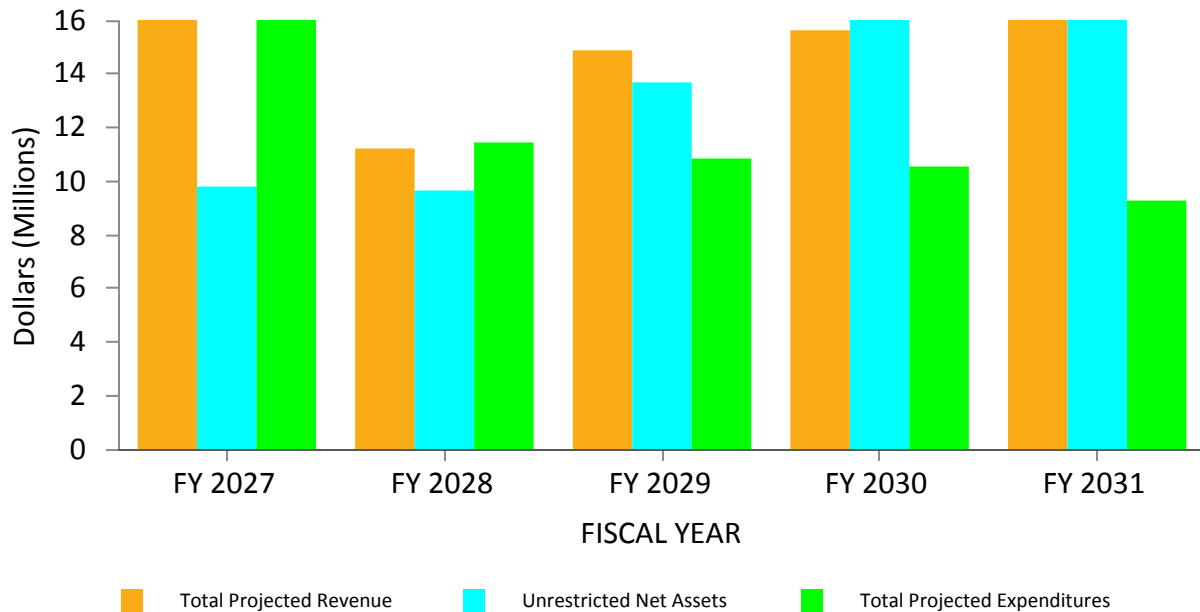
Construction of the Downtown Parking Garage was completed in May of 2019. Accordingly, all revenues and expenditures related to the operation of the garage are budgeted in a division of the CRA. Parking garage usage and operating trends are now better defined for fund projections.

The CRA received its first tax increment funds (TIF) in FY 2014. The budgeted intergovernmental funding for FY 2027 is \$1,997,498 (\$1,374,438 from the City and \$623,060 from Brevard County).

The CRA was approved by the voters in 2008. This Special Revenue Fund is intended to provide dedicated funding for a specific area. In addition, the CRA plan identifies specific conditions that the dedicated funds must address.

**CITY OF COCOA BEACH FIVE YEAR CAPITAL PROGRAM
FISCAL YEARS 2027 TO 2031**

**UTILITIES OPERATING FUND PROJECTIONS FY 2027-2031
(includes capital)**



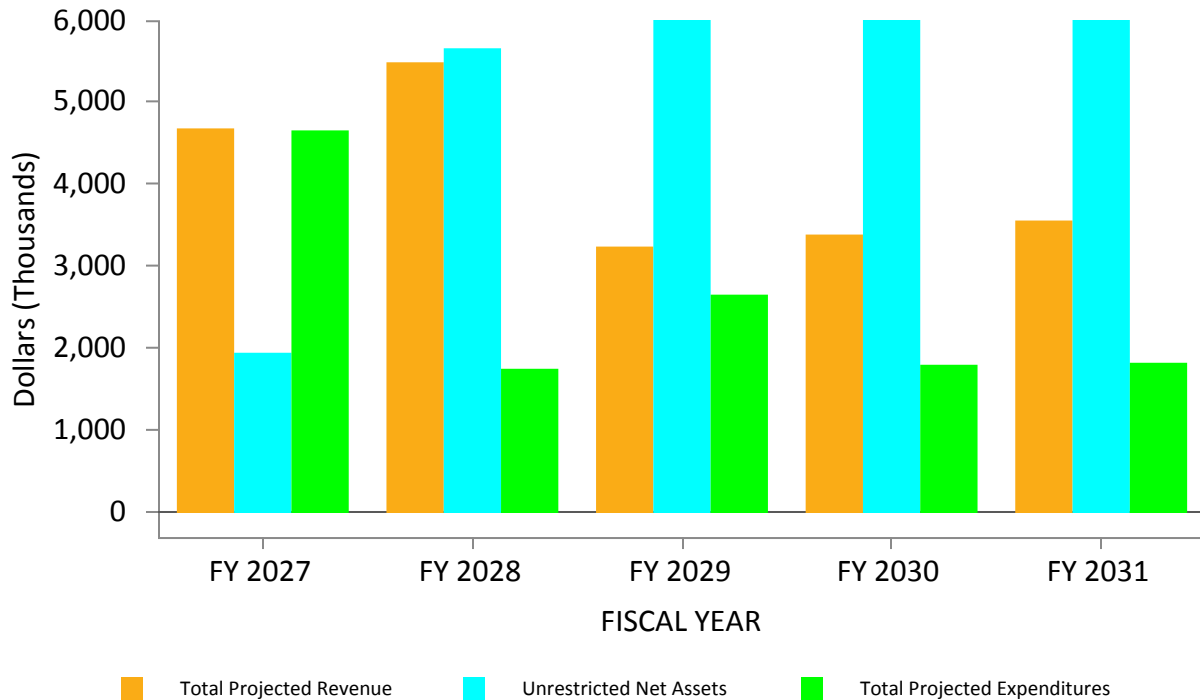
UTILITIES OPERATING FUND NOTES:

This fund accounts for revenues and expenses of the wastewater and reclaimed water systems. The Utilities Funds are in good financial condition, largely due to the revenues received from Patrick Space Force Base for sewer treatment. The contract for treatment of Port Canaveral sewage has also been successful. The housing privatization for parts of Patrick Space Force Base has also opened a new service area.

A comprehensive rate study & capital facilities replacement study was completed in 2008, updated in FY 2015, again in FY 2018, and a new study completed in FY 2023. The purpose of the study was to determine and schedule major capital requirements and improvements. The rate increase required to fund those requirements and the associated debt service is based on the timing of the capital projects. State Revolving Fund (SRF) loan proceeds were approved for some of the projects and are currently being utilized. Operating costs continue to rise, along with continued Utilities plant and system improvements. In FY 2023, a rate study was completed recommending that the City increases rates by 20% in FY 2024 and FY 2025.

**CITY OF COCOA BEACH FIVE YEAR CAPITAL PROGRAM
FISCAL YEARS 2027 TO 2031**

**STORMWATER FUND PROJECTIONS FY 2027-2031
(includes capital)**



STORMWATER FUND NOTES:

The Stormwater Fund accounts for the revenues and expenses for the operation of the Stormwater Utility System. Grants will reimburse most of the capital outlays programmed within the five-year time frame, however, as done previously, there will be interfund loan or debt service payments required to pay for project costs not eligible for grant funding.

The Stormwater Master Plan, was completed in FY 2022, and has provided an analysis to properly calculate the rate needed to maintain service levels and debt service. An in depth rate study was completed in FY 2024, resulting in rate increases for FY 2024, FY 2025, and FY 2026. The recent rate increases have had a positive impact on revenues. Additionally, the City will continue to seek additional grants to help support the costs associated with capital projects.

Project Name:	PUBLIC RECORDS SOFTWARE	Department: City Clerk
Project Location:	City Wide	
Project Description:	Document Accessibility Platform - supports ADA compliance.	
Impact on Operating Budget:	Annual renewal	
Project Cost:	\$ 5,500	Source of Funds: General Fund

Project Name:	COMPUTERS TABLETS AND LAPTOPS	Department: Information Technology
Project Location:	City Wide	
Project Description:	Replacement of outdated and inadequate equipment	
Impact on Operating Budget:	Decrease in maintenance/repair costs and downtime	
Project Cost:	\$ 38,000	Source of Funds: General Fund

Project Name:	PHYSICAL SECURITY	Department: Information Technology
Project Location:	City Wide	
Project Description:	Replacement of equipment that is breaking down	
Impact on Operating Budget:	Decrease in maintenance/repair costs	
Project Cost:	\$ 20,000	Source of Funds: General Fund

Project Name:	DIGITAL IN-CAR VIDEO CAMERA RECORDER	Department: Police
Project Location:	Police Facility/City Wide	
Project Description:	Units used to record traffic stops and preserve evidence. Equipment will replace existing in-car cameras with newer digital technology.	
Impact on Operating Budget:	Replaced equipment is not expected to require additional costs in the operating budget.	
Project Cost:	\$ 13,550	Source of Funds: General Fund

Project Name:	RADAR UNITS	Department: Police
Project Location:	Police Facility/City Wide	
Project Description:	Radar units in-car . This equipment is a speed measuring device used for traffic enforcement. This is replacement equipment with newer technology to replace existing equipment that is more than 5 years old.	
Impact on Operating Budget:	Replaced equipment is not expected to require additional costs in the operating budget.	
Project Cost:	\$ 14,200	Source of Funds: General Fund

Project Name:	BODY CAMERA SYSTEM	Department: Police
Project Location:	Police Facility/City Wide	
Project Description:	Compact Point-of-view video system with flex mounting options for officers. Includes hardware replacement for body camera and docking bays.	
Impact on Operating Budget:	Replace/updating equipment. Replacement equipment is more efficient and has a lower annual cost.	
Project Cost:	\$ 5,624	Source of Funds: General Fund

Project Name:	VEHICLE RADIO REWIRE KITS	Department: Communications (Contractual)
Project Location:	Police Facility	
Project Description:	Radios for unmarked vehicles	
Impact on Operating Budget:	Replacement/upgrade equipment. Additional reoccurring costs in the operating budget for annual maintenance.	
Project Cost:	\$ 5,250	Source of Funds: General Fund

Project Name:	NEW VEHICLE RADIOS	Department: Police - Communications Center
Project Location:	Police Facility	
Project Description:	Radios	
Impact on Operating Budget:	Replacement/upgrade equipment. Additional reoccurring costs in the operating budget for annual maintenance.	
Project Cost:	\$ 38,800	Source of Funds: General Fund

Project Name:	RADIO REPLACEMENT	Department: Police - Communications Center
Project Location:	Police Facility	
Project Description:	Replacement for damaged or aged radios.	
Impact on Operating Budget:	Replacement/upgrade equipment. Additional reoccurring costs in the operating budget for annual maintenance.	
Project Cost:	\$ 8,000	Source of Funds: General Fund

Project Name:	REPLACEMENT REPORT WRITING SOFTWARE	Department: Fire
Project Location:	Fire Station #51	
Project Description:	Report writing software.	
Impact on Operating Budget:	Software maintenance.	
Project Cost:	\$ 7,000	Source of Funds: General Fund

Project Name:	MINUTEMEN SHORELINE EROSION	Department: Public Works
Project Location:	Minutemen	
Project Description:	Replacement and restoration.	
Impact on Operating Budget:	Decrease in maintenance/repair costs.	
Project Cost:	\$ 915,000	Source of Funds: General Fund

Project Name:	BUILDING MAINTENANCE - REPLACE RAMP ROAD SWING SET	Department: Public Works
Project Location:	Ramp Road Park	
Project Description:	Replacement of swing set.	
Impact on Operating Budget:	Decrease in maintenance/repair costs.	
Project Cost:	\$ 15,000	Source of Funds: General Fund

Project Name:	BUILDING MAINTENANCE - VARIOUS IMPROVEMENTS A/C UNITS	Department: Public Works
Project Location:	Multiple Locations throughout the City	
Project Description:	Multiple AC Unit Replacements.	
Impact on Operating Budget:	Reduce damage and maintenance costs.	
Project Cost:	\$ 316,000	Source of Funds: General Fund

Project Name:	BUILDING MAINTENANCE - PW FIRE ALARM PANEL	Department: Public Works
Project Location:	Public Works	
Project Description:	PW Fire Alarm Panel Replacement.	
Impact on Operating Budget:	Reduce damage and maintenance costs.	
Project Cost:	\$ 42,000	Source of Funds: General Fund

Project Name:	GROUNDS MAINTENANCE -SR 520 MEDIANS	Department: Public Works
Project Location:	SR 520	
Project Description:	Landscape improvements on SR 520	
Impact on Operating Budget:	Routine maintenance.	
Project Cost:	\$ 350,000	Source of Funds: General Fund

Project Name:	FLEET VEHICLES - POLICE	Department: Public Works - Fleet
Project Location:	Police Facility	
Project Description:	4 Door SUV (5-marked) to replace existing vehicles that have reached the end of their service life.	
Impact on Operating Budget:	Decrease in maintenance/repair costs.	
Project Cost:	\$ 343,285	Source of Funds: General Fund

Project Name:	FLEET VEHICLES - PUBLIC WORKS	Department: Public Works - Fleet
Project Location:	Public Works Facility	
Project Description:	(2) 3/4 Ton Pickup (Grounds Maintenance)	
Impact on Operating Budget:	Decrease in maintenance/repair costs.	
Project Cost:	\$ 95,668	Source of Funds: General Fund

Project Name:	FLEET EQUIPMENT - UTILITY VEHICLES	Department: Public Works - Fleet
Project Location:	Public Works Facility	
Project Description:	PW Zero Turn Mower	
Impact on Operating Budget:	Decrease in maintenance/repair costs.	
Project Cost:	\$ 12,430	Source of Funds: General Fund

Project Name:	FLEET EQUIPMENT - GENERATORS	Department: Public Works - Fleet
Project Location:	City Wide	
Project Description:	Portable & stationary generators.	
Impact on Operating Budget:	Decrease in maintenance/repair costs.	
Project Cost:	\$ 588,000	Source of Funds: General Fund and Grant Funds

Project Name:	FIRE STATION 50 DESIGN/CONSTRUCTION	Department: Public Works - Capital Improvements
Project Location:	FS50	
Project Description:	Design & Construction of new facility. Multi-Year Project.	
Impact on Operating Budget:	Routine maintenance after construction.	
Project Cost:	\$ 3,300,000	Source of Funds: General Fund

Project Name:	SUNSET BRIDE REPAIRS	Department: Public Works - Capital Improvements
Project Location:	Sunset Drive	
Project Description:	Repairs.	
Impact on Operating Budget:	Decrease in maintenance/repair costs.	
Project Cost:	\$ 10,000	Source of Funds: General Fund

Project Name:	ADA OCEAN BEACH BLVD PARK PHASE I	Department: Public Works - Capital Improvements
Project Location:	Ocean Beach Blvd	
Project Description:	Phase I of ADA Park.	
Impact on Operating Budget:	Routine Maintenance after construction.	
Project Cost:	\$ 200,000	Source of Funds: General Fund

Project Name:	NEW SOFTWARE PLATFORM	Department: Leisure Service
Project Location:	All Leisure Services Facilities.	
Project Description:	New software.	
Impact on Operating Budget:	Software maintenance.	
Project Cost:	\$ 12,500	Source of Funds: General Fund

Project Name:	RESURFACING RAMP ROAD TENNIS/PICKLE BALL COURTS	Department: Leisure Service
Project Location:	Ramp Road	
Project Description:	Resurfacing.	
Impact on Operating Budget:	Decrease in routine maintenance.	
Project Cost:	\$ 10,000	Source of Funds: General Fund

Project Name:	LOCKER ROOM PLUMBING	Department: Leisure Service
Project Location:	Pool	
Project Description:	Re-pipe existing plumbing lines	
Impact on Operating Budget:	Decrease in routine maintenance.	
Project Cost:	\$ 45,000	Source of Funds: General Fund

Project Name:	NEW BEVERAGE CART	Department: Leisure Service
Project Location:	Cocoa Beach Country Club	
Project Description:	New beverage cart.	
Impact on Operating Budget:	N/A	
Project Cost:	\$ 25,000	Source of Funds: General Fund

Project Name:	NEW MOBILE ROAD BARRIERS		Department: CRA
Project Location:	Public Works		
Project Description:	Mobile Road Barriers - Community Downtown Event Use Only. Staff resource with reoccurring roadway closures.		
Impact on Operating Budget:	N/A		
Project Cost:	\$ 169,600	Source of Funds:	Special Revenue Fund - Community Redevelopment Agency

Project Name:	CEDAR, WOODLAND, BREVARD, 2ND STORMWATER IMPROVEMENTS		Department: CRA
Project Location:	Cedar, Woodland, Brevard, 2nd ST		
Project Description:	Stormwater improvements		
Impact on Operating Budget:	Routine maintenance.		
Project Cost:	\$ 250,000	Source of Funds:	Special Revenue Fund - Community Redevelopment Agency

Project Name:	REC CENTER AC IMPROVEMENTS		Department: CRA
Project Location:	Rec Center		
Project Description:	AC Improvements		
Impact on Operating Budget:	Routine maintenance.		
Project Cost:	\$ 350,000	Source of Funds:	Special Revenue Fund - Community Redevelopment Agency

Project Name:	BREVARD AVE STREET PROJECT DESIGN		Department: CRA
Project Location:	Downtown (Brevard Ave)		
Project Description:	Design (4th Street to South 2nd Street) Complete Street Project (CRA Zone Only).		
Impact on Operating Budget:	Routine maintenance.		
Project Cost:	\$ 200,000	Source of Funds:	Special Revenue Fund - Community Redevelopment Agency

Project Name:	COLLECTION SYSTEM SLIP-LINING		Department: Water Reclamation
Project Location:	City Wide		
Project Description:	Collection System Slip-Lining (Rehab of Sewer Lines)		
Impact on Operating Budget:	Decrease in maintenance/repair costs		
Project Cost:	\$ 1,000,000	Source of Funds:	Enterprise Fund: Utilities System Fund

Project Name:	INFLOW & INFILTRATION SYSTEM		Department: Water Reclamation
Project Location:	City Wide		
Project Description:	Inflow & Infiltration System		
Impact on Operating Budget:	Decrease in maintenance/repair costs		
Project Cost:	\$ 12,000,000	Source of Funds:	Enterprise Fund: Utilities System Fund

Project Name:	LIFT STATION UPGRADES		Department: Water Reclamation
Project Location:	Lift Stations #8 #14 #16 Rehab		
Project Description:	Lift Station improvements - rehabilitation, replacement, pumps		
Impact on Operating Budget:	Decrease in maintenance/repair costs		
Project Cost:	\$ 5,000,000	Source of Funds:	Enterprise Fund: Utilities System Fund

Project Name:	MARION LN & OBB GRAVITY SEWER PIPE REPLACEMENT		Department: Water Reclamation
Project Location:	Easement between Marion Lane & Hernando		
Project Description:	Replace gravity sewer pipe.		
Impact on Operating Budget:	Decrease in maintenance/repair costs		
Project Cost:	\$ 80,000	Source of Funds:	Enterprise Fund: Utilities System Fund

Project Name:	PORT FORCEMAIN AIR RELEASE VALVE EVAL & REPLACEMENT		Department: Water Reclamation
Project Location:	City-Wide		
Project Description:	Force main air release valves along the port force main require evaluation and replacement to ensure proper operation and to maximize the pumping efficiency from Port Canaveral main.		
Impact on Operating Budget:	Decrease in maintenance/repair costs		
Project Cost:	\$ 1,000,000	Source of Funds:	Enterprise Fund: Utilities System Fund

Project Name:	FDOT DRAINAGE PROJECT CAPE CANAVERAL		Department: Water Reclamation
Project Location:	Cape Canaveral		
Project Description:	FDOT drainage project.		
Impact on Operating Budget:	Decrease in maintenance/repair costs		
Project Cost:	\$ 200,000	Source of Funds:	Enterprise Fund: Utilities System Fund

Project Name:	LIFT STATION #6 FORCEMAIN REPLACEMENT	Department: Water Reclamation
Project Location:	LS#6	
Project Description:	Engineering & Design	
Impact on Operating Budget:	Decrease in maintenance/repair costs	
Project Cost:	\$ 100,000	Source of Funds: Enterprise Fund: Utilities System Fund

Project Name:	GENERATOR POST ANOXIC TANK/LIFT STATION 4	Department: Water Reclamation
Project Location:	LS #4	
Project Description:	Generator Post Anoxic Tank	
Impact on Operating Budget:	Decrease in maintenance/repair costs	
Project Cost:	\$ 450,000	Source of Funds: Enterprise Fund: Utilities System Fund

Project Name:	LIFT STATION 11,12,13 SPARE PUMP	Department: Water Reclamation
Project Location:	City-wide	
Project Description:	Critical replacement pumps	
Impact on Operating Budget:	Decrease in maintenance/repair costs	
Project Cost:	\$ 14,000	Source of Funds: Enterprise Fund: Utilities System Fund

Project Name:	PUMP STATION CONTROL CABINET	Department: Water Reclamation
Project Location:	Water Reclamation Facility	
Project Description:	Replacement of pump station	
Impact on Operating Budget:	Decrease in maintenance/repair costs	
Project Cost:	\$ 350,000	Source of Funds: Enterprise Fund: Utilities System Fund

Project Name:	FLEET VEHICLES	Department: Water Reclamation
Project Location:	City Wide	
Project Description:	Water Rec 2/4 Ton Pickup, and Water Rec Straight Flatbed Truck	
Impact on Operating Budget:	Routine maintenance.	
Project Cost:	\$ 152,092	Source of Funds: Enterprise Fund: Utilities System Fund

Project Name:	FY26-27 TREATMENT PLANT UPGRADES - VARIOUS	Department: Water Reclamation
Project Location:	Water Rec	
Project Description:	Treatment plant upgrades	
Impact on Operating Budget:	Decrease in maintenance/repair costs	
Project Cost:	\$ 6,450,000	Source of Funds: Enterprise Fund: Utilities System Fund

Project Name:	CHLORINE CHAMBER FLOW METER	Department: Water Reclamation
Project Location:	City-Wide	
Project Description:	Measure plant filter flow.	
Impact on Operating Budget:	Decrease in maintenance/repair costs	
Project Cost:	\$ 25,000	Source of Funds: Enterprise Fund: Utilities System Fund

Project Name:	ENGINEERING & DESIGN FY28-29 TREATMENT PLANT UPGRADE	Department: Water Reclamation
Project Location:	Water Rec	
Project Description:	Treatment plant upgrades	
Impact on Operating Budget:	Decrease in maintenance/repair costs	
Project Cost:	\$ 600,000	Source of Funds: Enterprise Fund: Utilities System Fund

Project Name:	SCADA SYSTEM VIRTUALIZATION	Department: Water Reclamation
Project Location:	Water Rec	
Project Description:	Back-up recovery of data of treatment plant server room.	
Impact on Operating Budget:	Decrease in maintenance/repair costs	
Project Cost:	\$ 135,000	Source of Funds: Enterprise Fund: Utilities System Fund

Project Name:	REUSE STORAGE TANK MURAL PROJECT	Department: Water Reclamation
Project Location:	Water Rec	
Project Description:	Mural design.	
Impact on Operating Budget:	N/A	
Project Cost:	\$ 100,000	Source of Funds: Enterprise Fund: Utilities System Fund

Project Name:	TANK SCREEN REPLACEMENTS	Department: Water Reclamation
Project Location:	Water Rec	
Project Description:	8 Screen replacements	
Impact on Operating Budget:	Decrease in maintenance/repair costs	
Project Cost:	\$ 50,000	Source of Funds: Enterprise Fund: Utilities System Fund

Project Name:	VARIOUS EQUIPMENT	Department: Water Reclamation
Project Location:	City-Wide	
Project Description:	250HP Reuse Flow Meter -12"	
Impact on Operating Budget:	Decrease in maintenance/repair costs	
Project Cost:	\$ 45,000	Source of Funds: Enterprise Fund: Utilities System Fund

Project Name:	RECLAIMED DISTRIBUTION SYSTEM	Department: Water Reclamation
Project Location:	Water Rec	
Project Description:	Rehab/replacement of reclaimed pipe, valves, & air releases.	
Impact on Operating Budget:	Decrease in maintenance/repair costs	
Project Cost:	\$ 400,000	Source of Funds: Enterprise Fund: Utilities System Fund

Project Name:	CEDAR/WOODLAND/BREVARD/2ND SW IMPROVEMENTS	Department: Stormwater
Project Location:	City-Wide	
Project Description:	Stormwater improvements.	
Impact on Operating Budget:	Routine maintenance.	
Project Cost:	\$ 1,300,000	Source of Funds: Enterprise Fund: Stormwater Fund

Project Name:	COCOA ISLES BLVD WATER QUALITY PROJECT	Department: Stormwater
Project Location:	Cocoa Isles	
Project Description:	Stormwater runoff reduction & water quality improvements.	
Impact on Operating Budget:	Routine maintenance.	
Project Cost:	\$ 472,000	Source of Funds: Enterprise Fund: Stormwater Fund

Project Name:	SLIP LINING OF EXISTING SW INFRASTRUCTURE	Department: Stormwater
Project Location:	City-Wide	
Project Description:	Slip lining repair & replacement	
Impact on Operating Budget:	Routine maintenance	
Project Cost:	\$ 1,452,000	Source of Funds: Enterprise Fund: Stormwater Fund

Project Name:	MARITIME HAMMOCK PRESERVE ALUM TANK	Department: Stormwater
Project Location:	Maritime Hammock	
Project Description:	Replacement	
Impact on Operating Budget:	Routine maintenance.	
Project Cost:	\$ 16,000	Source of Funds: Enterprise Fund: Stormwater Fund

APPENDIX

FINANCIAL POLICIES AND PRACTICES

FUNDING OF SERVICES

REVENUE FORECAST METHODOLOGY

EXPENDITURE FORECAST METHODOLOGY

DETAIL OF OUTSTANDING OBLIGATIONS

GLOSSARY

Financial Policies and Practices

Resolution 2026-09 adopted on September 17, 2026 sets formal policies to use as guidelines for constructing the budget and properly administering the City's finances. It tasks the Finance Director to update the Financial Policies & Practices Document annually and publish it within the final annual budget for that year.

SECTION I - BUDGETARY POLICIES AND PRACTICES

A. Preparation and Adoption

Budget Document

The annual operating budget shall be balanced and include five (5) year forecasts of available sources and anticipated uses of all funds. The total of estimated revenues and balances brought forward from prior years will equal the total of the appropriations and reserves. The five (5) year forecast will include projections of operating expenses, capital outlays, debt service and any other anticipated disbursements. The annual budget will be published within thirty (30) days from adoption and may be submitted for review by the Government Finance Officers Association.

Economic Assumptions

Economic assumptions will be forecasted over a five (5) year period and documented as a basis for preparing budgets and making financial projections. They will be defined by the Finance Director and will be applied consistently for all City Funds.

Budget Adjustments

The City Manager must approve transfers between departments. The City Manager also approves transfers within a department's accounts but will avoid using funds for capital items that were budgeted but not purchased, as well as funds from salary or employee benefit accounts. The City Manager may automatically adjust the budget to properly classify charges to the proper account codes and to account for loans, merchandise for resale, reimbursements, gifts, grants or donations. This includes emergency protective measures and repairs associated with declared disasters, including required matching funds.

Note: Policies were previously adopted with Resolution(s) 2025-19, 2024-25, 2020-23, 2019-10, 2016-25, 2013-19 and 2007-02

Financial Policies and Practices

Emergency Purchases

The City Manager may make emergency purchases in accordance with established procedures that temporarily exceed a department's budget appropriations when it is absolutely necessary and in the best interest of the City. These costs are tracked in an unbudgeted account designed for keeping cost separate for reporting purposes to granting agencies as applicable and for potential reimbursement to offsetting expenditure.

Governmental Funds -- Fund Balance

GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions established accounting and financial reporting standards for governmental funds. It established criteria for classifying fund balances into specifically defined classification and clarified definitions for governmental fund types. Fund balances for governmental funds are reported in classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

When both restricted and unrestricted amounts are available for use, it is the City's practice to use restricted resources first. Additionally, the City would first use committed, then assigned, and lastly unassigned amounts of unrestricted fund balance. The following are classifications of governmental fund balances:

Nonspendable Fund Balance - These amounts cannot be spent because they are not in spendable form.

Restricted Fund Balance - These amounts are restricted to specific purposes when constraints placed on the use of resources are either by:

(a) externally imposed by creditors (e.g. debt covenants), grantors, contributors, or laws or regulations of other governments;

or

(b) imposed by law through constitutional provisions or enabling legislation.

Committed Fund Balance - These amounts can only be used for specific purposes pursuant to constraints imposed by the City Commission. The constraints cannot be removed unless the Commission remove it in the same manner it was implemented.

Financial Policies and Practices

Assigned Fund Balance - These amounts are constrained by the government's intent they be used for specific purposes. Decisions with regard to these amounts may be made by a committee or other government official (i.e. City Manager or designee). Example: Undesignated Contingency Funds.

Unassigned Fund Balance - includes residual positive fund balance within the General Fund which has not been classified within the other above mentioned categories. Unassigned fund balance may also include negative balances for any governmental fund if expenditures exceed amounts restricted, committed, or assigned for those specific purposes.

B. City Reserve Policy

In FY 2023, Ordinance No. 1681 was adopted relating to the City's budget reserve policy; making findings; providing for the establishment and maintenance of committed and non-committed budget reserves beginning in FY2022/2023 through 2028/2029. Assigned Reserves will be forecasted over a five (5) year period to be no less than 20% (2 months) of the future operating budgets of all funds combined, which includes 19% of General Fund reserves committed for disaster recovery costs. The term Assigned Reserves refers to the amount of funds that are set aside and are only to be used in case of a disaster. If emergencies or revenue shortfalls require its use, a plan shall be developed to restore it to this level within three years. To assure the minimum amount is available when needed, no portion will be designated for other purposes.

Assigned Reserves may be designated in addition to this amount for specific purposes as defined by the City Commission and/or City Manager.

Financial Policies and Practices

C. Debt²

Long-term Debt

The City will prevent any default on debt. General Obligation Bonds shall not be issued. Revenue Bonds or Notes may be used for major purchases or projects but will normally be financed for 20 years or less. Long-term debt shall not be used to finance current operations. Refinancing guidelines require net present value savings in excess of three (3%) percent.

Short-term Debt & Leases

Debt for less than the five-year planning period shall be avoided. Leases or lease-purchases will only be used when the total costs of the lease and maintenance is less than the total costs of the purchase and maintenance or there are other special considerations. Net present value calculations should always be used in the comparison. Loans between funds should be at an interest rate that is mutually beneficial to both funds. Short-term debt may be issued in response to a natural disaster or unexpected delays in receiving revenues.

D. Revenues

Revenue Levels

Revenues will be sustained as necessary for the City to function and provide the desired level of service. Congressional and Legislative actions will be monitored to keep informed of changes that may impact available revenues. Rates will be adjusted as required to provide funding to continue services. Any opportunity to recapture a higher proportion of the sales tax revenues collected within the City should be considered.

Revenue Diversification

The major sources of revenue will be diversified to the extent possible to avoid overdependence on one source. Reliance on Intergovernmental Revenues should also be avoided. Reliance on property taxes to cover the majority of General Fund's operations makes it susceptible to reductions in assessments of property values. The City should consider alternative revenue sources that could result in less reliance on these sources.

² Resolution 2014-09 formalizes adoption of the City's comprehensive debt policy. The policy was submitted to the Association of Public Treasurers of the United States and Canada (APT US&C) for review and certification and the Certification of Excellence for Debt Policy was presented to the City.

Financial Policies and Practices

Revenue Estimates	<i>Projections of revenues will be made with the intent of being conservative and avoid dealing with any significant shortfalls. Revenue estimates will be the responsibility of the Finance Director, although estimates made by the departments administering the charge will be given the highest consideration.</i>
Non-recurring Revenues	<i>Ongoing expenditures will not be funded by non-recurring revenues. Ongoing expenditures should always be restricted to amounts less than ongoing revenues. Non-recurring revenues will be applied to reserves or for one-time expenditures.</i>
Revenue Earmarking	<i>Earmarking of Revenues to future uses should be avoided unless required by law or established by bond covenants. This practice restricts the ability to allocate funds to the needs and priorities considered most important in the present period. The City is best served by having as much flexibility to react to changing requirements as possible.</i>
Revenue Shortfalls	<i>In the event of anticipated revenue shortfalls, the City Manager shall develop a plan to reduce expenditures, or take other appropriate actions to offset the projected impact. Any significant adjustment to levels of service or the completion of scheduled capital projects will be reported to the City Commission.</i>
Property Tax Rate	<i>The millage rate adopted for the collection of property tax revenues is levied with the goal of avoiding extreme adjustments in the future.</i>
Franchise Fees	<i>The basis established for computing franchise fees shall consider the methods that are most likely to prevent reductions in the City's revenues due to reductions in rates or consumption levels. The City will seek to protect itself from rate or consumption reductions by having provisions for minimum annual payments.</i>

Financial Policies and Practices

User Fees

User fees for non-essential services will be adopted to offset the corresponding costs of providing the particular service; to the extent they are competitive and comparable to similar charges by other entities in the area. Whenever practical, residents shall be charged a lower fee versus non-residents. This recognizes that taxpayers are already contributing to the costs of providing almost every service. Parking permits will be sold to allow parking in metered parking spaces without further charge. Parking meter rates will be established such that collections will be adequate to maintain parking facilities and offset costs of serving out-of-town visitors. Fees at Shepard Park and Fischer Park will be set to generate funds to maintain the facilities and offset the costs of other recreation and beautification activities.

It is accepted that the City Pool and other recreation programs will not be self-supporting.

Fees for the Golf Course will be set at rates sufficient to adequately maintain the facilities, replace equipment and meet debt service requirements to the extent they are competitive and comparable to competitors.

Garbage rates will cover charges by the contractor, plus the costs of billing and managing the contract.

Sewer, reuse and stormwater rates will be maintained at levels sufficient to exceed bond and/or loan covenants, cover operating and maintenance costs and capital outlays.

Financial Policies and Practices

E. Personnel

Budget Position Control

The number of permanent full-time positions approved in the annual budget may not be exceeded without approval by the City Manager. The City Manager may choose to leave vacancies unfilled or adjust job titles and responsibilities as he determines necessary to accomplish a department's purposes. Adjustments within budgetary restraints to the hours worked or number of individuals filling part-time or temporary positions may also be made at the discretion of the City Manager.

Employee Compensation

Wages and benefits shall be established at levels that are reasonably expected to attract competent and qualified employees that will remain with the City for an extended time. Care will be exercised to avoid circumstances that require consideration of future layoffs or reductions in wages or benefits. Benefits shall be administered in a cost-effective manner but with consideration toward providing the best possible value to the employee.

Overtime

Overtime hours should be avoided except in instances specifically authorized by the City Manager. The Fire Department shall also comply with the requirements of the Fair Labor Standards Act related to recurring overtime.

Pension Costs

Actuarial Valuations on the City's three Defined Benefit Pension Plans shall be performed annually as of October 1st. The actuarial valuations shall establish the annual required contribution (ARC) necessary to pay the normal cost and the current year increment of the unfunded accrued actuarial liability.

The City portion of the ARC must be made before December 31st annually. This procedure allows application of a favorable actuarial assumption which reduces the ARC from what it otherwise would have been.

Employee contributions shall be made immediately after being deducted each pay period.

Financial Policies and Practices

F. Maintenance and Operations

Quality Services	<i>Programs that cannot be maintained at a quality level of service will be discontinued prior to funding new programs. If expenditure reductions are necessary, service elimination is preferable to poor or marginal programs.</i>
Contracting Services	<i>The City will routinely consider whether particular services should be provided by staff or through contracts with other parties. Consideration should always include comparisons of the lost opportunity costs of assigning City forces to the service.</i>
Facilities and Equipment	<i>All facilities and equipment will be maintained in a safe and economical fashion. Care will be taken to perform any necessary preventative maintenance and to avoid accidents and losses due to lack of training or proper attention.</i>
Performance Measurement	<i>Performance measures will be developed to provide information on workload, efficiency, and effectiveness. Staff has implemented performance measures for each department. The intent is to change measures over time as experience is gained regarding measures that are meaningful and not overly burdensome to maintain.</i>

Financial Policies and Practices

G. Capital Outlays

Capital Purchases or Projects

Priority will be given to capital purchases or projects that avoid operating expenses or generate net revenue. Before starting major projects, they will be documented as to their phases, expected time-line for completion and projected costs of operation and maintenance. Net present value calculations shall always be made during consideration of alternatives and a computation of the payback period. The use of project numbers to track the costs of labor and materials is required on major projects for the purpose of recording the value of the capitalized assets. Projects will be budgeted at their full cost, assuming they will be contracted out.

Grant Funded Projects

Reimbursable Cost Grants or Capital Grants shall not be relied on to fund ongoing service delivery needs. Anticipated grant proceeds will be budgeted as revenues and projects associated with grant funding will be budgeted for the total costs of the project. All applications for grants shall be approved by the City Commission. The City Manager will have grant provisions and requirements evaluated in respect to whether they are reasonable and work to the City's net advantage.

Preservation of Infrastructure

Adequate resources will be allocated to the proper maintenance and preservation of existing infrastructure before targeting resources toward building new facilities. The City will not build new facilities without thorough study and analysis of the projected staffing and other operating and maintenance costs and specific sources of funding for such expenditures. New facilities should be of high quality, low maintenance and for the lowest life-cycle costs.

Financial Policies and Practices

H. IntraFund Transactions

Transfers from Other Funds

The Utilities System Enterprise Fund transfer to the General fund has four components: in lieu of franchise fees/property taxes; offset to cost of General Fund administrative staff; to the General Fund for public works staff; and to the General Fund for liability insurance and other services.

Transfers are adjusted based on needs of the city.

Fund:	Transfer out:	Transfer in:
General Fund		1,689,984
Building Permits & Inspection Fund	46,627	
Utilities System Enterprise Fund	1,389,200	
Stormwater Enterprise Fund	254,157	
Total transfers	<u>\$ 1,689,984</u>	<u>\$ 1,689,984</u>

Charges to Other Funds

The enterprise funds will be charged for a portion of the administrative costs accounted for in the General Fund's budget. This shall be allocated based on the relative size of each Fund's operating costs and shall be computed and paid annually, so that the charges may be included in the annual budget.

SECTION II - OTHER FINANCIAL POLICIES AND PRACTICES

A. Accounting and Reporting

Funds and Accounts ***The City will minimize the number of accounts and funds.*** The goal is to maintain simplicity and avoid making the records unnecessarily complex. Funds and accounts will be established by the Finance Department in accordance with the State mandated chart of accounts.

Cash Receipts ***All receipts shall be controlled by the Finance Department.*** Procedures shall be established to insure proper security and internal control over collections and the custody of cash. Collection points shall be limited to the minimum number of locations necessary for the departments to effectively service the public.

Credit Cards ***A transaction surcharge will be added to payments made with credit cards, except for purchases of discretionary goods or services and charges without a practical means to efficiently enforce collection.***

This specifically includes: payments for sewer or reuse connection and all licensing, permitting, inspection and other fees administered by the Development Services Department; code enforcement fines; bad check fees; payments on all franchise fees and utility taxes; fees for copying or providing documents; and payments for any goods sold and collected through the Internet. Transactions subject to sales taxes shall be taxed at the increased payment amount.

Excluded are fees considered discretionary or in the City's best interest to offer a payment alternative, such as fees associated with recreational facilities, i.e. the Golf Course, swimming pool, ball fields, skate park, dog park, recreation center and auditorium, as well as, parking tickets and fines, fees from parking meters, parking permits and parking areas.

Any questionable items will be resolved by the Finance Director.

Financial Policies and Practices

Third Party Administrative Fees

Third Party administrative fees charged to the City for services rendered to may be passed on to the end user.

Specific examples of such charges are fees charged to utilize web based platforms for parking and civil citations and other similar administrative services to be determined.

Delinquent Accounts

The City may use any legally available means to collect on delinquent accounts. Care will be exercised to provide a process for appeal and review of the records accuracy but unless determined to be in error, the principal amount of all delinquent accounts must be paid. Questionable issues may be resolved by removal of penalties and interest.

Investments

Investments shall be made in accordance with an investment policy as referenced in Resolution 2024-07. The policy shall be in accordance with applicable State Law and be based on guidelines promoted by the Government Finance Officers Association. The policy shall be established by a duly adopted resolution of the City Commission.

Inventories

Inventories shall be limited and be tightly controlled by department heads. Limited inventories of spare parts will be maintained for purposes of emergency repair of critical equipment. Inventories of goods for resale shall be counted and reconciled to the accounting records on a regular basis.

Financial Reporting

The City will take the necessary measures to provide for accurate and timely reporting of financial information. The accounting records shall be closed and a summary of revenues and expenditures compared to budget may be provided to the City Commission upon request.

Annual Reports and Audits

The City shall employ an Independent Auditing Firm to conduct an annual audit. Generally Accepted Accounting Principles shall be used. The report will be submitted for review by the Government Finance Officers Association. Auditing services shall be contracted for a five year period but need not be re-bid, unless desired by the City Commission. Management Letter Recommendations presented by the independent auditors will be acted on and corrected before the completion of the following year.

B. Purchasing

Decentralized Purchasing

City purchases shall be made in compliance with purchasing procedures developed on the basis of a decentralized purchasing activity. Departments are responsible for obtaining bids or quotes and securing the necessary approvals from the Planning Board and City Commission. All purchase requisitions are processed on-line by the departments into the computer system but must be approved by the Finance Department prior to a purchase order being issued.

Purchasing Cards

Purchasing cards will be tightly controlled and restricted to only a limited number of authorized uses. Their use will be approved on a case by case basis by the Finance Department.

Local Vendor Preference

A local vendor preference policy will apply when the local vendor's bid is within one percent of other bids pursuant to Resolution 2002-25. A local vendor is defined as a vendor with a physical location within the City limits.

Sealed Bids

Sealed bids are required on purchases of fifty thousand (\$50,000) dollars or more. Bids are usually advertised and must be coordinated through the Finance Department. For professional services where the primary criteria are the firm's qualifications and proposed solution, a formal process is usually followed in order to establish a ranking of the firms qualified to perform the service. The City then negotiates the price with the top-ranked firm.

Purchases of \$50,000 or More

Purchases for fifty thousand (\$50,000) dollars or more must be approved by the City Commission. This applies to the purchase of products and to the selection of firms to perform professional services.

Lowest Responsive Bid

The City will normally award bids to the lowest responsive bidder. Dissatisfaction with past dealings with the vendor or the product being bid may disqualify a bidder from consideration. The local vendor preference rule is also considered.

C. Protective Measures

Internal Controls

The Finance Department shall have the authority to establish appropriate internal controls to insure that assets are protected and procedures are followed. Accounting procedures and processes will be regularly reviewed. Changes will always consider the additional costs and the impact suggested controls may have on operational efficiency. Established cash banks and collection points shall be audited by Finance Department personnel quarterly. Said audits shall not be announced beforehand.

Finance Department Review

Any agenda item involving substantial expenditures or action that will create or modify financial policies shall be discussed with the Finance Director before being considered by the City Commission. The Finance Director should have the opportunity to provide input in advance of actions that could possibly be detrimental to the City's financial position.

D. Employee Programs

Membership and Training

Membership in professional organizations supporting the principle of educating employees in their area of responsibility is encouraged. Potential benefits of memberships and training opportunities should be evaluated in comparison to the expense. Expenses and reimbursements shall be made in accordance with the Travel Policy and applicable federal and state laws.

Tuition Reimbursement

The City encourages employees to pursue higher education and to seek college degrees. A program for reimbursement of college expenses is administered by the Personnel Department.

Use of Vehicles

Assignment of vehicles for take-home purposes is limited to the Police Department except for cases where there is a direct benefit to the City by such assignment. Take-home vehicles are not to be provided in lieu of compensation. The use of pooled city vehicles for the use in all travel is to be encouraged over reimbursing employees for mileage.

E. External Relationships

Annexation

Annexation of enclaves and the areas to the north and south of the current city limits should always be encouraged. This would resolve the necessity for dealing with issues regarding response by police and fire units to locations that are not paying City taxes. However, voters in both areas showed an overwhelming desire to remain unincorporated in the November 2004 elections.

Intergovernmental Agreements

The City will work with other governments to identify the jurisdiction most capable and appropriate to provide specific public services. All intergovernmental agreements and contracts for service delivery will be approved by the City Commission with the intent of providing the best and most cost-effective service to the citizens. The City will attempt to be a good neighbor to surrounding communities providing such actions are not harmful to the City.

Budgeted Contributions to Other Causes

Contributions to groups and organizations in support of their causes will be limited and subject to change.

General Fund funding in FY 2027 is continued for the following:

Freedom 7	30,000
TOTAL \$	30,000

Funding of Services

The City operates an impressive number of services for the benefit of residents. The table below shows the approved FY 2027 budget for the services and the specified funding sources for the most notable ones. The last column shows the difference between budgeted costs and specified funding sources.

Service and Funding Approach	FY 2027 Budgeted Costs	Specified Funding Sources	FY 2027 Budgeted Specified Revenue	From Other Sources*
Police Department	\$ 6,819,054	Cost Share - School Resource Officer	\$ 177,434	
Beach Rangers	131,550	Reimbursed Labor (Police)	50,000	
Parking Enforcement	184,935	Investigative Cost Recovery & Accident reports	45,000	
Communications Department	400,530	Grants (federal & state)	14,250	
Viewed as a service primarily funded by ad valorem taxes and other general revenues.	\$ 7,536,069	Court Fines	50,000	
		Other (private contributions)	2,341	
		Police Education	7,300	
		Insurance premium tax - Police Pension Plan	170,000	
		Code Enforcement/Police	7,735	
		Total Police	\$ 524,060	\$ 7,012,009
Fire Department	\$ 6,873,246	Contribution from Brevard County Fire Rescue	\$ 11,815	
Emergency Medical Services	115,150	Firefighter Supplemental Comp.	17,000	
Community Paramedic Program	1,600	Reimbursed Labor (Fire inspection)	20,000	
Viewed as a service primarily funded by ad valorem taxes and other general revenues.	\$ 6,989,996	Burn permits	—	
		Insurance premium tax - Fire Pension Plan	310,000	
		Fire Safety Inspections/Plan Check Fees	822,500	
		Other (private contributions/blood pressure)	100	
		Total Fire	\$ 1,181,415	\$ 5,808,581
Public Works	\$ 11,491,470	Grants (Public Works only)	\$ 4,162,250	
(Excluding Solid Waste Division)		Municipal Gas Tax/Fuel Tax Rebate	485,000	
Public Works encompasses construction and maintenance of facilities and roadways.		Beach Franchise Fee	73,500	
		Reimbursed Labor (Public Works)	1,500	
		Maintenance Agreements (State assets)	165,290	
		Total Public Works	\$ 4,887,540	\$ 6,603,930
Solid Waste	\$ 4,106,877	Solid Waste Revenue (customer billings)	\$ 4,006,877	
Direct cost of contracting for garbage and trash pickup. Does not include costs of billing & administration		Late Fees	19,500	
		Total Solid Waste	\$ 4,026,377	\$ 80,500
Planning & Zoning	\$ 268,670	Local Business tax (Local/County)	\$ 274,500	
Code Enforcement	246,764	Building permits (structural/misc.)	250	
Includes direct labor and benefits, plus direct charges for supplies, training, etc.	\$ 515,434	Fees(Petition/Application/inspection)	24,000	
		Total Planning & Zoning	\$ 298,750	\$ 216,684

* from other sources means general sources such as ad valorem taxes, parking fees and like revenue sources

Funding of Services

Service and Funding Approach	FY 2027 Budgeted Costs	Specified Funding Sources	FY 2027 Budgeted Specified Revenue	From Other Sources*
Parking Program	732,837	Charges for Services	2,841,125	
Net proceeds offset some of the costs related to tourists attracted by the beach & provide extra benefits to the residents (i. e. road repair and resurfacing, beautification projects sidewalks).		Total Metered Parking	\$ 2,841,125	\$ (2,108,288)
Recreation Center	\$ 518,638	Fees and Charges	\$ 181,400	\$ 337,238
Includes Admin. & Sports Complex.				
Beach-side Parks	\$ 242,568	Gate Receipts (Shepard & Fischer Parks)	800,000	(557,432)
Receipts from parking charges cover the cost. The difference is viewed as a means to offset the cost of providing other recreational activities.				
Pool and Pavilion	\$ 553,212	Fees and Charges	122,500	430,712
Fees & charges are minimal. These facilities supported by ad valorem taxes & other general revenues.				
Golf Course	\$ 3,736,832	Fees and Charges	3,267,350	469,482
Tennis	\$ 3,400	Fees and Charges	—	3,400
Contractor operates the facility.				
Sports Complex (Formally Skate Park)	\$ 64,000	Fees and Charges	N/A	64,000
Contractor operates the facility.				
Auditorium	\$ 84,060	Auditorium Rentals	13,000	71,060
Viewed as a community resource, with rentals covering only a small portion of the facility cost.	\$ 5,202,710			
		Total Leisure Services	\$ 4,384,250	\$ 818,460
Contributions From Special Revenue Fund Operations	\$ —	Building Permit & Inspection Utilization Fund Operations	\$ —	
Contributions From Enterprise Operations	\$ 1,689,984	Utilities Operations	\$ 1,050,700	
Allocations* are made to other Funds for administrative services provided by General Fund departments	\$ 1,689,984	Stormwater Fund	207,530	
		Total Interfund Transfers	\$ 1,258,230	\$ 431,754
CRA Fund	\$ 2,335,871	Charges for Services (Parking)	\$ 652,500	
Community Redevelopment Agency		Intergovernmental revenue (TIF) City	1,374,438	
Established in FY 2011. First year tax incremental financing (TIF) received was FY 2014. Downtown Parking Garage opened in May 2019.		Intergovernmental revenue (TIF) County	623,060	
		Miscellaneous/Other Revenue	70,040	
		Total CRA Fund	\$ 2,720,038	\$ (384,167)
Building Permit Fund	\$ 1,181,562	Charges for Services	\$ 1,004,500	
Established to ensure compliance with FS 553.80. All fees collected are exclusively allocated to enforce the Florida Building Code.		Miscellaneous/Other Revenue	30,000	
		Total Building Permits Fund	\$ 1,034,500	\$ 147,062

Funding of Services

Service and Funding Approach	FY 2027 Budgeted Costs	Specified Funding Sources	Budgeted Specified Revenue	From Other Sources*
Utilities Enterprise Fund Provides Sewer and Reuse Services.	\$37,141,685	Intergovernmental Revenue	\$ 10,907,000	
		Charges for Services	25,887,500	
		Miscellaneous/Other Revenue	482,500	
		Other receipts	—	
		Total Utilities Fund	\$ 20,838,738	\$ 16,302,947
Stormwater Enterprise Fund** Provides stormwater improvements & maintenance. Capital items are dependent on substantial grant funding and interfund loans.	\$ 4,662,401	Intergovernmental Revenue (grants)	\$ 2,707,726	
		Charges for Services	1,907,500	
		Miscellaneous/Other Revenue	50,000	
		Other receipts	20,000	
		Total Stormwater Fund	\$ 4,685,226	\$ (22,825)

Revenue Forecast Methodology

The purpose of detailing forecast methodologies is to determine the validity of the forecast over time and to utilize such information in making future forecasts. The following are some assumptions concerning revenues which were made across all funds:

FUND/REVENUE SOURCE	FORECAST METHODOLOGY
Funds Forward	<i>Beginning current assets, including cash, investments and receivables, less any commitments outstanding at year end in governmental fund types. In proprietary fund types, it is projected current assets less current liabilities.</i>
Ad Valorem Taxes	<i>Approved millage multiplied by the tax roll, less 5% for assumed non-collection and/or discounts taken for early payment.</i>
Franchise Fees and Utility Service Taxes	<i>Historical trend analysis with consideration of any changes to the terms of the agreements or tax rates.</i>
Licenses and Building Permits	<i>Forecast furnished by the Development Services Dept., adjusted for historical trend analysis. Care is taken to not overestimate expected activity.</i>
Federal and State Grants	<i>Based on notices received from the various agencies that funding will be received for the stated amounts.</i>
State Shared Revenues	<i>Historical trend analysis, tempered by data provided by the State regarding their projections.</i>
Local Units Grants	<i>Ongoing distributions by the County are forecasted based on historical funding levels. Other grants are based on notices received or contractual agreements.</i>
Charges for Services	<i>Historical trend analysis, tempered by estimates from the departments that are involved and by any significant changes to the amounts charged.</i>
Fines and Forfeitures	<i>Historical trend analysis.</i>
Interest	<i>Interest revenue calculations use a forward projection with a combination of expected actual and estimated payments.</i>
Miscellaneous Revenues	<i>Historical trend analysis.</i>
Other Receipts	<i>Includes transfers from other funds and charges to other funds for administrative services, which are based on the budgeted amounts for the service.</i>

Expenditures Forecast Methodology

There are a large number of accounts used to capture different types of disbursements which apply to some but not all of the cost centers. The State of Florida requires its agencies to utilize and report with a standardized chart of accounts which must summarize into its object code categories. Therefore, the City's detailed object codes are designed to roll into the proper State object codes.

Although the level of budgetary control by the City Commission is legally established at the department level, City departments are required by management to budget at the more detailed level of object codes. For purposes of reviewing and considering the City Manager's recommendations, the budget document presents the amount of disbursements by object code which provides sufficient information for the policy makers without making the presentation too detailed. Shown below are the most commonly used object code titles and descriptions of the forecast methodology used:

OBJECT CODE TITLE	FORECAST METHODOLOGY
Personnel Services – Regular	<i>Current and newly authorized personnel are extended out at the recommend pay rates.</i>
Part-time	<i>Current estimate is based on historical charges. Budget is calculated based on an increased rate of pay and generally adjusted by a 10% contingency for unexpected operational changes.</i>
Additional Pay	<i>Calculated on basis of personnel eligible for added payments for holidays, education reimbursements, paramedic incentive and payment in lieu of health insurance.</i>
Overtime	<i>Historical trend analysis, modified by anticipated changes in staffing or policies.</i>
FICA Taxes	<i>Calculated percent of salaries & wages, additional pay and overtime.</i>
Pension	<i>Calculated as a percent of established eligible payroll costs by the actuary for the employer's Annual Required Contribution (ARC) for the three pension plans.</i>
Group Hospitalization	<i>Calculated on basis of the status and coverage selected by the present staff, with vacancies projected assuming half will select family coverage.</i>
Group Life	<i>Calculated on basis of premiums on \$25,000 term life insurance policy provided for all full-time employees.</i>
Dental Plan	<i>Calculated on basis of percent increase in premiums from provider on dental coverage provided for all full-time employees.</i>
Workers Compensation	<i>Based on a premium increase in the factors for each type position depending on the risk of on-the-job injuries.</i>

Expenditures Forecast Methodology

OBJECT CODE TITLE	FORECAST METHODOLOGY
Professional Services	<i>Projected based on anticipated use of engineers, architects and other professionals on projects that are non-capital in nature.</i>
Auditor	<i>Contracted lump-sum amount for auditing services.</i>
Meter Readings	<i>Projected based on number of customers, times the rate for obtaining monthly water meter readings from the City of Cocoa Water System.</i>
Bank Charges	<i>Projected based on contract for banking services, credit card fees and armored car services.</i>
Support Services	<i>Based on projected costs of services needed to handle essential functions that have been assigned to the particular department.</i>
Administrative Services	<i>Charges based on cost allocations for services (usually by administrative departments) provided by one Fund to another.</i>
IT Operating Expenditures	<i>Charges based on cost allocations to recover operating expenditures for services provided by the Information Technology Department to other Funds.</i>
IT Capital Contributions	<i>Charges for computer equipment and specialized software purchased by the Information Technology Department and assigned to other Funds.</i>
Travel & Per Diem	<i>Typically based on itemized listings of the particular events expected to be attended, with some provision for unanticipated events that arise during the year.</i>
Communications Services	<i>Based on historical costs for phone service and number of radios, telephones and usage devices expected to be in service.</i>
Electric	<i>Historic trend analysis, adjusted for anticipated changes to rates.</i>
Water & Sewer; Natural Gas	<i>Historic trend analysis, adjusted for anticipated changes to rates.</i>
Equipment Maintenance	<i>Historic trend analysis, adjusted for additions and the remaining useful lives of the equipment.</i>
Equipment Rental/Lease	<i>Projected based on historic trend analysis, adjusted by equipment needed for special maintenance projects that are scheduled during the year.</i>

Expenditures Forecast Methodology

OBJECT CODE TITLE	FORECAST METHODOLOGY
Hydrants	<i>Based on the number of fire hydrants provided by the City of Cocoa Water System, adjusted for the anticipated monthly charge.</i>
General Liability Insurance	<i>Projected based on historical trend analysis, adjusted for anticipated increase in premiums.</i>
Auto Liability Insurance	<i>Projected based on historical trend analysis, adjusted for anticipated increase in premiums and number of vehicles in service.</i>
Property Insurance	<i>Projected based on historical trend analysis, adjusted for anticipated increase in premiums and values of insured property.</i>
Public Officials Liability Insurance	<i>Projected based on historical trend analysis, adjusted for anticipated increase in premiums.</i>
Flood Insurance	<i>Projected based on historical trend analysis, adjusted for anticipated increase in premiums.</i>
Claims	<i>Projected based on historical trend analysis.</i>
Building Maintenance	<i>Historic trend analysis, adjusted for age of the building, overall condition, and any small repair or renovation projects that are scheduled.</i>
Fleet Maintenance & Services	<i>Charges based on cost allocations to recover operating expenditures for services provided by the Fleet Division of the Public Works Department to other Funds.</i>
Fleet Capital Contributions	<i>Charges to other Funds for vehicles purchased by the Fleet Division of the Public Works Department that are assigned to other Funds.</i>
Printing & Binding	<i>Projected based on anticipated costs of preparing documents for internal or external distribution.</i>
Promotional Activities	<i>Typically projected based on anticipated programs to encourage participation at City facilities or to support community activities.</i>
Bad Debt Expense	<i>Historical trend analysis.</i>
Other Current Charges	<i>Projected for costs not specified in other object codes.</i>
Disaster Recovery	<i>Not budgeted but provided in order to capture the expenses of a tropical storm or other disaster.</i>
Office Supplies	<i>Historic trend analysis, adjusted for scheduled purchases of equipment that will be less than \$10,000.</i>

Expenditures Forecast Methodology

OBJECT CODE TITLE	FORECAST METHODOLOGY
Gas & Oil	<i>Historical analysis (Fuelmaster system) shows the City actual gasoline & diesel usage and we know that our cost is about 56 cents less per gallon than retail.</i>
Uniforms	<i>Projection based on the unit costs times the number of sets to be provided for each employee.</i>
Food Supplies	<i>Historical trend analysis, adjusted for anticipated changes in the cost of merchandise and amount of sales volume.</i>
Beer Stock	
Liquor Stock	<i>All items are for Golf Course</i>
Alcoholic Beverage Surcharge	<i>Based on projections and market trends provided by the department</i>
Sales Merchandise	
Pro Shop Special Orders	
Other Supplies	<i>Based on historic trends for purchasing supplies or small equipment items that are particular to the department.</i>
Pool Chemicals	<i>Historical trend analysis, adjusted for anticipated changes in the cost or application of chemicals.</i>
Sidewalk Maintenance	<i>Projected based on scheduled repairs.</i>
Waterway Maintenance	<i>Based on projected costs of replacing channel markers and performing other maintenance to canals.</i>
Street Maintenance	<i>Based on routine activities that are scheduled, plus funding for resurfacing or rejuvenating certain areas.</i>
Crossover Maintenance	<i>Based on scheduled repairs of dune crossovers, with allowance for unscheduled work.</i>
Publications & Memberships	<i>Projected based on charges made for subscriptions and memberships in professional organizations.</i>
Training & Education	<i>Based on expected attendance at conferences and seminars.</i>
Land	<i>Based on scheduled purchases of vacant properties. Includes purchase price, appraisal fees, survey costs and other closing expenses.</i>
Buildings	<i>Based on scheduled purchases of existing buildings. Includes purchase price, appraisal fees, survey costs and other closing expenses. May include major renovations and repairs that extend the useful life of a facility.</i>

Expenditures Forecast Methodology

OBJECT CODE TITLE	FORECAST METHODOLOGY
Imp – Other than Buildings	<i>Based on capital projects scheduled for the first year of the capital improvement program.</i>
Vehicles & Machinery	<i>Based on capital items of this type scheduled for the first year of the capital improvement program.</i>
Furniture & Equipment	<i>Based on capital items of this type scheduled for the first year of the capital improvement program.</i>
Computer Hardware & Computer Software	<i>Based on large expenditures for computer hardware & software items scheduled for the first year of the capital improvement program.</i>
Principal & Interest	<i>Based on the amortization tables of the principal & interest due on City debt.</i>
Transfers to (various Funds)	<i>Based on funding the minimum required balances in accordance with bond covenants or other policies requiring transfers from one Fund to another.</i>
Reserved for Future Appropriations	<i>Used for budget allocation only, never actual charges. Indicates projected ending assets, including cash, investments and receivables, less any commitments outstanding at year end in governmental fund types. In proprietary fund types, it is the projected current assets less current liabilities.</i>

Details of Outstanding Obligations

The City seeks to manage its debt conservatively and to minimize outstanding obligations while maintaining the ability to finance major capital improvements when appropriate. The City's current debt consists primarily of revenue and special obligation debt, equipment financing, and other long-term obligations. The City currently has no outstanding general obligation bonds.

The City's outstanding obligations primarily reflect financing for major capital investments, including public safety facilities, City Hall, utility infrastructure, vehicles, and equipment. Recent major projects include the new City Hall completed in FY 2025, the Police Station completed in 2021, the parking garage completed in FY 2019, and Fire Station 51 completed in FY 2015.

The City's outstanding obligations are summarized below. Additional detail on each obligation is provided on the following pages.

Loan Description	FY 2027 Principal Reductions	FY 2027 Interest Payments	Remaining Balance as of 09/30/2027
GENERAL FUND OBLIGATIONS			
Revenue Note 2014A (Fire Station Construction)	\$ 205,000	\$ 56,990	\$ 1,635,000
Special Obligation Note, Series 2019 (Police Station Project)	409,000	146,204	5,763,000
Special Obligation Note, Series 2019 (Facilities Energy & Improvements Project)	81,000	16,354	627,000
Special Obligation Note, Series 2024 (City Hall Project)	214,000	140,659	3,338,000
Loan Obligation for Tower Truck	149,000	13,706	621,000
Lease Obligation for Golf Carts	150,515	23,745	338,659
General Fund Loan (Internal - Due to Stormwater Fund)	20,000	—	40,000
Total General Fund	\$ 1,228,515	\$ 397,658	\$ 12,362,659
CRA OBLIGATIONS			
Revenue Bonds, Series 2017B	\$ 320,000	\$ 77,250	\$ 1,845,000
Total CRA	\$ 320,000	\$ 77,250	\$ 1,845,000
UTILITIES SYSTEM OBLIGATIONS			
Master Equipment Lease - Vac-Con Truck	\$ 90,510	\$ 1,213	\$ —
Refunding Revenue Bonds, Series, 2020	1,440,000	177,390	9,935,000
State Revolving Loan #5 (WW050630)	230,575	23,780	3,273,324
Total Utilities System	\$ 1,761,085	\$ 202,383	\$ 13,208,324
STORMWATER SYSTEM OBLIGATIONS			
State Revolving Loan #4 (WW050621)	60,816	4,772	632,183
Total Stormwater System	\$ 60,816	\$ 4,772	\$ 632,183
TOTAL CITY DEBT SERVICE	\$ 3,370,416	\$ 682,063	\$ 28,048,166

Details of Outstanding Obligations

The City has eleven (11) external debt obligations:

Capital Improvement Revenue Note, Series 2014A Fire Station Construction	
Original Loan Amount	\$3,790,000
Interest Rate:	3.28%
Start Date	November 1, 2014
Maturity Date	November 1, 2033
Terms	Semi-annual payments
Pledged revenue	Franchise Fees

Capital Improvement Revenue Note, Series 2014A, payable in semi-annual installments beginning November 1, 2014 through November 1, 2033; interest rate is 3.28% secured by and payable from the revenue received for Utility Franchise Fees.

Loan proceeds are used to pay costs of the new Fire Station Construction Project. Debt Service account with current payment balance must be maintained. Covenant to budget and appropriate non-ad valorem revenues.

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2015-2026	1,950,000	1,146,826	3,096,826
2027	205,000	56,990	261,990
2028	210,000	50,184	260,184
2029	220,000	43,132	263,132
2030	225,000	35,834	260,834
2031	235,000	28,290	263,290
2032	240,000	20,500	260,500
2033	250,000	12,464	262,464
2034	255,000	4,182	259,182
	—	—	—
TOTAL DEBT SERVICE	\$ 3,790,000	\$ 1,398,402	\$ 5,188,402
DEBT PAYMENTS MADE	\$ 1,950,000	\$ 1,146,826	\$ 3,096,826
DEBT BALANCE REMAINING	\$ 1,840,000	\$ 251,576	\$ 2,091,576

FY 2027 Pledged Revenue:	\$ 1,811,500
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Details of Outstanding Obligations

External Debt Obligations Continued. . .

Special Obligation Revenue Note, Series 2019 Police Station Construction	
Original Loan Amount	\$8,567,000
Interest Rate:	2.45%
Start Date	January 15, 2020
Maturity Date	January 15, 2039
Terms	Semi-annual payments
Pledged revenue	Non Ad Valorem Revenues

The City's General Fund Special Obligation Revenue Note, Series 2019 was issued for the purpose of financing the cost of construction of a new Police Station facility and the costs of municipal facilities energy and equipment improvements to include; control enhancements, HVAC armor, LED lighting, tightening of building envelopes, and roofs.

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2020-2026	2,395,000	1,263,612	3,658,612
2027	409,000	146,204	555,204
2028	419,000	136,061	555,061
2029	429,000	125,673	554,673
2030	440,000	115,028	555,028
2031	450,000	104,125	554,125
2032	462,000	92,953	554,953
2033	473,000	81,499	554,499
2034	484,000	69,776	553,776
2035	496,000	57,771	553,771
2036	508,000	45,472	553,472
2037	521,000	32,867	553,867
2038	534,000	19,943	553,943
2039	547,000	6,701	553,701
	—	—	—
	—	—	—
TOTAL DEBT SERVICE	\$ 8,567,000	\$ 2,297,684	\$ 10,864,684
DEBT PAYMENTS MADE	\$ 2,395,000	\$ 1,263,612	\$ 3,658,612
DEBT BALANCE REMAINING	\$ 6,172,000	\$ 1,034,072	\$ 7,206,072

Payment on the Note is secured by a covenant to budget and all legally available non-ad valorem revenues of the City.

This is a 20 year Note, with payments payable semiannually on January 15 and July 15, ending on January 15, 2039.

FY 2027 Pledged Revenue: \$	24,327,226
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Details of Outstanding Obligations

External Debt Obligations Continued. . .

Special Obligation Revenue Note, Series 2019 (Facilities Energy & Improvements)	
Original Loan Amount	\$1,184,000
Interest Rate:	2.45%
Start Date	January 15, 2020
Maturity Date	January 15, 2034
Terms	Semi-annual payments
Pledged revenue	Non-Ad Valorem Revenues

The City's General Fund Special Obligation Revenue Note, Series 2019 was issued for the purpose of financing the cost of construction of a new Police Station facility and the costs of municipal facilities energy and equipment improvements to include; control enhancements, HVAC armor, LED lighting, tightening of building envelopes, and roofs.

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2020-2026	476,000	163,447	639,447
2027	81,000	16,354	97,354
2028	83,000	14,345	97,345
2029	85,000	12,287	97,287
2030	87,000	10,180	97,180
2031	90,000	8,012	98,012
2032	92,000	5,782	97,782
2033	94,000	3,504	97,504
2034	96,000	1,176	97,176
	—	—	—
	—	—	—
TOTAL DEBT SERVICE	\$ 1,184,000	\$ 235,085	\$ 1,419,085
DEBT PAYMENTS MADE	\$ 476,000	\$ 163,447	\$ 639,447
DEBT BALANCE REMAINING	\$ 708,000	\$ 71,638	\$ 779,638

Payment on the Note is secured by a covenant to budget and all legally available non-ad valorem revenues of the City.

This is a 20 year Note, with payments payable semiannually on January 15 and July 15, ending on January 15, 2034.

FY 2027 Pledged Revenue: \$	24,327,226
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Details of Outstanding Obligations

External Debt Obligations Continued. . .

Special Obligation Revenue Note, Series 2024 (City Hall)	
Original Loan Amount	\$3,953,000
Interest Rate:	3.96%
Start Date	July 15, 2024
Maturity Date	July 15, 2039
Terms	Semi-annual payments
Pledged revenue	Non-Ad Valorem Revenues

The City's General Fund Special Obligation Revenue Note, Series 2024 was issued for the purpose of financing a portion of the cost of construction of a new City Hall facility.

Payment on the Note is secured by a covenant to budget and all legally available non-ad valorem revenues of the City.

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2025-2026	401,000	302,312	703,312
2027	214,000	140,659	354,659
2028	223,000	132,185	355,185
2029	232,000	123,354	355,354
2030	241,000	114,167	355,167
2031	250,000	104,623	354,623
2032	260,000	94,723	354,723
2033	270,000	84,427	354,427
2034	281,000	73,735	354,735
2035	292,000	62,608	354,608
2036	304,000	51,044	355,044
2037	316,000	39,006	355,006
2038	328,000	26,492	354,492
2039	341,000	13,504	354,504
	—	—	—
TOTAL DEBT SERVICE	\$ 3,953,000	\$ 1,362,839	\$ 5,315,839
DEBT PAYMENTS MADE	\$ 615,000	\$ 442,971	\$ 1,057,971
DEBT BALANCE REMAINING	\$ 3,338,000	\$ 919,868	\$ 4,257,868

This is a 15 year Note, with payments payable semiannually on January 15 and July 15, ending on January 15, 2039.

FY 2027 Pledged Revenue: \$	24,327,226
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Details of Outstanding Obligations

External Debt Obligations Continued. . .

Truist Equipment Lease Fire Tower Truck	
Original Loan Amount	\$1,200,000
Interest Rate:	1.78%
Start Date	October 7, 2020
Maturity Date	October 15, 2030
Terms	Annual Payments
Pledged revenue	Non Ad Valorem Revenues

The City's General Fund entered into a Master Capital Lease/Purchase Agreement with Truist Equipment Finance and Leasing Corporation. This agreement is for the purpose of purchasing a new 2021 Aerial Platform Tower Truck. The Capital Lease is used to spread the acquisition cost of the new tower truck over multiple years.

Annual interest payments will begin 10/15/2021; annual principal and interest payments will begin 10/15/2023.

Payment on the lease is secured by a covenant to budget and all legally available non-ad valorem revenues of the City.

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2022-2026	430,000	99,710	529,710
2027	149,000	13,706	162,706
2028	151,000	11,054	162,054
2029	154,000	8,366	162,366
2030	157,000	5,625	162,625
2031	159,000	2,830	161,830
	—	—	—
	—	—	—
TOTAL DEBT SERVICE	\$ 1,200,000	\$ 141,290	\$ 1,341,290
DEBT PAYMENTS MADE	\$ 430,000	\$ 13,706	\$ 443,706
DEBT BALANCE REMAINING	\$ 770,000	\$ 127,584	\$ 897,584

FY 2027 Pledged Revenue: \$ 24,327,226

PNC Equipment Lease Golf Cart Equipment Lease #1199100-2	
Original Loan Amount	\$536,834
Interest Rate:	5.9%
Start Date	January 1, 2027
Maturity Date	January 1, 2031
Terms	Quarterly Payments
Pledged revenue	Non Ad Valorem Revenues

The City's General Fund entered into an equipment lease / purchase agreement with PNC Financing for the replacement of 110 units of 2026 E-Z-Go RXV Elite Golf Carts.

This agreement allows for payment of the carts over the useful life of the carts, allowing for a trade-in value at the end of the lease.

Payment on the lease is secured by a covenant to budget and all legally available non-ad valorem revenues of the City.

This is a 4 year equipment lease, with payments payable quarterly in January, April, July, and October, beginning in January, 2027.

Fiscal Year	Principal	Interest	Total
2027	112,886	17,338	130,224
2028	150,515	23,745	174,260
2029	150,515	15,937	166,453
2030	150,515	7,647	158,162
2031	37,629	558	38,187
TOTAL DEBT SERVICE	\$ 602,061	\$ 65,226	\$ 667,287
DEBT PAYMENTS MADE	\$ —	\$ —	\$ 130,224
DEBT BALANCE REMAINING	\$ 602,061	\$ 65,226	\$ 537,062

FY 2027 Pledged Revenue: \$ 24,327,226

Details of Outstanding Obligations

CRA Improvement Revenue Bonds, Series 2017B Parking Garage			
Original Loan Amount	\$4,245,000		
Interest Rate:	Weighted Rate of 2.95%		
Start Date	September 28, 2017		
Maturity Date	October 1, 2031		
Terms	Semi-annual payments		
Security	Non Ad Valorem Tax Revenues		
Fiscal Year	Principal	Interest	Total
2018-2026	2,080,000	1,213,115	3,293,115
2027	320,000	77,250	397,250
2028	340,000	60,750	400,750
2029	355,000	43,375	398,375
2030	370,000	28,950	398,950
2031	385,000	17,625	402,625
2032	395,000	5,925	400,925
	—	—	—
	—	—	—
TOTAL DEBT SERVICE	\$ 4,245,000	\$ 1,446,990	\$ 5,691,990
DEBT PAYMENTS MADE	\$ 2,080,000	\$ 1,213,115	\$ 3,293,115
DEBT BALANCE REMAINING	\$ 2,165,000	\$ 233,875	\$ 2,398,875
FY 2027 Pledged Revenue: \$ 722,540			

The CRA Improvement Revenue Bonds, Series 2017B were issued to finance construction of a public parking garage in the Downtown Community Redevelopment Area.

Semi-annual payments began in April 2018 and will continue through October 2031.

The garage has 241 parking spaces as well as an information area for visitors and public restrooms. Construction was complete in May 2019.

Truist Bank Equipment Lease Vac-Con Truck			
Original Loan Amount	\$440,737		
Start Date	December 1, 2021		
Maturity Date	September 30, 2027		
Interest Rate:	1.34%		
Terms	Annual payments		
Pledged Revenue	Sewer System Operating Revenues		
Fiscal Year	Principal	Interest	Total
2023-2026	350,227	16,662	366,889
2027	90,510	1,213	91,722
TOTAL DEBT SERVICE	\$ 440,737	\$ 17,875	\$ 458,612
DEBT PAYMENTS MADE	\$ 440,737	\$ 17,875	\$ 458,612
DEBT BALANCE REMAINING	\$ —	\$ —	\$ —
FY 2027 Pledged Revenue: \$ 10,907,000			

The City's Utilities System Fund entered into a Master Capital Lease/Purchase Agreement with Truist Equipment Finance and Leasing Corporation. This agreement is for the purpose of purchasing a new 2022 vac-con sewer truck. The Capital Lease is used to spread the acquisition cost of the new vac-con truck over multiple years.

Annual principal and interest payments began 12/01/2022.

Payment on the lease is secured by a covenant to budget and all legally available Utilities System fund operating revenues.

Details of Outstanding Obligations

External Debt Obligations Continued. . .

Utility System Refunding Revenue Bonds, Series, 2020 (Truist Bank)	
Original Loan Amount	\$18,892,000
Interest Rate	1.61%
Start Date	October 13, 2020
Maturity Date:	December 1, 2033
Terms	Semi-annual payments
Pledged Revenue	Sewer System Operating Revenues

In FY2020 the City refunded two Clean Water State Revolving Fund Loans (WW050610 SRF #2 and WWW050620 SRF #3). Both loans were for multi-year sewer treatment and rehabilitation projects at interest rates ranging from 2.39% to 2.89%. On November 3, 2020 the City closed on a refunding revenue bond at an interest rate of 1.61%.

This refunding loan will save the Utilities fund approximately \$1.6 million in debt interest.

This debt is secured by and payable from the net revenues derived from the operation of the City's sewer system, with a backup covenant to budget and appropriate from legally available non-advalorem revenues.

Fiscal Year	Principal	Interest	Total
2021-2026	7,517,000	1,415,680	8,932,680
2027	1,440,000	177,390	1,617,390
2028	1,462,000	154,117	1,616,117
2029	1,486,000	130,482	1,616,482
2030	1,510,000	106,461	1,616,461
2031	1,535,000	82,054	1,617,054
2032	1,559,000	57,244	1,616,244
2033	1,584,000	32,039	1,616,039
2034	799,000	6,432	805,432
	—	—	—
	—	—	—
TOTAL DEBT SERVICE	\$ 18,892,000	\$ 2,161,899	\$ 21,053,899
DEBT PAYMENTS MADE	\$ 7,517,000	\$ 1,415,680	\$ 8,932,680
DEBT BALANCE REMAINING	\$ 11,375,000	\$ 746,219	\$ 12,121,219

FY 2027 Pledged Revenue: \$	10,907,000
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Details of Outstanding Obligations

External Debt Obligations Continued. . .

Clean Water State Revolving Loan WW050630 (SRF#5)	
Original Loan Amount	\$5,106,786
Interest Rate	.69% (Weighted Average)
Start Date	October 15, 2020
Maturity Date	October 15, 2041
Terms	Semi-annual payments
Pledged Revenue	Sewer System Operating Revenues

The Clean Water State Revolving Fund Loan WW050630 (SRF #5) for the multi-year sewer treatment and rehabilitation projects discussed previously in the budget is secured by and payable from the gross revenues derived from the operation of the City's sewer system.

Fiscal Year	Principal	Interest	Total
2020-2026	1,602,888	260,962	1,863,849
2027	230,575	23,780	254,354
2028	232,168	22,186	254,354
2029	233,773	20,581	254,354
2030	235,389	18,966	254,354
2031	237,016	17,339	254,354
2032	238,654	15,700	254,354
2033	240,304	14,051	254,354
2034	241,965	12,390	254,354
2035	243,637	10,717	254,354
2036	245,321	9,033	254,354
2037	247,017	7,338	254,354
2038	248,724	5,630	254,354
2039	250,443	3,911	254,354
2040	252,174	2,180	254,354
2041	126,740	437	127,177
	—	—	—
	—	—	—
TOTAL DEBT SERVICE	\$ 5,106,786	\$ 445,202	\$ 5,551,988
DEBT PAYMENTS MADE	\$ 1,602,888	\$ 260,962	\$ 1,863,849
DEBT BALANCE REMAINING	\$ 3,503,898	\$ 184,241	\$ 3,688,139

The project was completed in early FY 2017 and the initial payment in the amount of \$134,736 was made on May 15, 2017.

The loan is payable in semi-annual installments of 127,177 on April 15, and December 15 through October 2041 (Fiscal Year 2042).

FY 2027 Pledged Revenue: \$	10,907,000
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Details of Outstanding Obligations

External Debt Obligations Continued. . .

Clean Water State Revolving Loan WW050621 (SRF#4)			
Original Loan Amount		\$1,193,215	
Interest Rate		.56 to 1.48% (Weighted Average)	
Start Date		December 15, 2017	
Maturity Date		June 15, 2037	
Terms		Semi-annual payments	
Pledged Revenue		Stormwater Operating Revenues	
Fiscal Year	Principal	Interest	Total
2025-2026	500,216	80,024	580,240
2027	60,816	4,772	65,588
2028	61,242	4,346	65,588
2029	61,671	3,917	65,588
2030	62,104	3,484	65,588
2031	62,541	3,048	65,588
2032	62,981	2,607	65,588
2033	63,425	2,163	65,588
2034	63,873	1,715	65,588
2035	64,325	1,263	65,588
2036	64,781	807	65,588
2037	65,241	347	65,588
	—	—	—
	—	—	—
TOTAL DEBT SERVICE	\$ 1,193,215	\$ 108,493	\$ 1,301,708
DEBT PAYMENTS MADE	\$ 500,216	\$ 80,024	\$ 580,240
DEBT BALANCE REMAINING	\$ 692,999	\$ 28,469	\$ 721,468

FY 2027 Pledged Revenue: \$ 1,907,500			
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SRF Loan WW050621 (SRF #4) is for the Minutemen Stormwater Improvements. The project was completed in summer of FY 2017 and the loan amount was to be \$1,019,464. In FY 2018 the Amendment 4 provided for additional financing in the amount of \$173,751.

Loans of this type use a draw system based on completed project milestones. The multiple draws are merged into each loan with a twenty (20) year payback after project completion.

The loan is secured by and payable from the gross revenues derived from the operation of the City's sewer system and reuse system and stormwater enterprise funds.

The amount awarded for the loan is \$1,193,215. Semi-annual payments are made on December 15 and June 15 each year for the term of the loan.

Details of Outstanding Obligations

The City has one (1) current internal debt obligations :

General Fund Repayment of Cash Advance from Stormwater (Minutemen Streetscape Project)	
Loan Amount	\$200,000
Start Date	October 1, 2019
End Date	September 30, 2029
Terms	Repayment of Principal
Security	Unsecured

Fiscal Year	Payment Amount
2025-2026	\$ 140,000
2027	\$ 20,000
2028	\$ 20,000
2029	\$ 20,000
TOTAL	\$ 200,000

The multi-year Minutemen Corridor Stormwater and Streetscape project was active from FY 2014 - FY 2017. Funding was largely provided by grants and an SRF loan (see WW050621 on previous page).

City funds were used to pay project costs not eligible for grant or loan funding. Funding in the amount of \$400,000 total was advanced from the Stormwater Fund to the General and CRA Funds for costs related to the streetscape portion of the project.

To repay the Stormwater Fund, the General Fund and CRA Fund are repaying \$200,000 beginning in FY 2020. The General Fund will continue payback through FY 2029 (10 years). The CRA Fund completed its payback in FY25.

Glossary

The following definitions of terms are provided to aid in understanding the terminology employed in the text of the budget and other financial documents.

Account Number (also see Uniform Accounting System Manual)	A system of numbering used to categorize or "group" accounting transactions into common areas, such as salaries, equipment maintenance, and office supplies. The account number includes numerical information which describes the fund, the department and division, the activity (revenue, expenditure, etc.), the sub-activity (administrative, law enforcement, etc.) and the element and object (travel, communications services, etc.).
Accounting Period	A period at the end of which and for which financial statements, budgets, or other reports are prepared, typically an annual period. The City has a fiscal year of October 1st to September 30th, established by state law.
Accounting Procedures	All processes that identify, record, classify and summarize financial information to produce financial records.
Accounting System	The total structure of records and procedures which identify, record, classify, summarize and report information on the financial position and results of operations of the City.
Accounts Payable	A liability account reflecting amounts on open account owed to others for goods and services received by the City.
Accounts Receivable	An asset account reflecting amounts owed on open account from others for goods and services furnished by the City.
Accrual Basis of Accounting*	Method of accounting that recognizes the financial effect of transactions, events, and interfund activities when they occur, regardless of the timing of related cash flows.
Ad Valorem Tax	Commonly referred to as property taxes, it is the tax levied on the assessed value of real and personal property according to the property's valuation and the tax rate (millage) in effect.
Amendment	A change to the adopted budget which may increase or decrease a fund's total appropriation.

*Some definitions are taken from Governmental Accounting, Auditing and Financial Reporting; 2012 edition. These definitions are marked with an asterisk.

Glossary

Amortization	Gradual reduction, redemption or liquidation of the balance of an intangible asset or liability according to a specified schedule of times and amounts; or provision for the extinguishment of a debt by means of periodic payments.
Annualize	A process used to estimate the full year cost, or value, of an activity from a partial year performance.
Appraise	To make an estimate of value, particularly of the value of property. If the property is valued for purposes of taxation, the less-inclusive term "assess" is substituted for this term.
Appropriated Fund Balance	A portion of the revenues in the fund balance that is used to balance a fund.
Appropriation or Appropriated Budget*	Expenditure authority created by the appropriation bills or ordinances that are signed into law and related estimated revenues. The appropriated budget would include all reserves, transfers, allocations, supplemental appropriations, and other legally authorized legislative and executive changes. [NCGA Interpretation 10]
Assessed Valuation*	Valuation set upon real estate or other property by a government as a basis for levying taxes.
Assessed Value	The value the county property appraiser places on real and personal property. For residential properties the value includes the real estate and all buildings and improvements. For commercial property, the value also includes relevant personal (tangible) property.
Assessment	The process of making the official valuation of property for purposes of taxation, or the valuation placed upon property as a result of this process.
Assessment Roll	In the case of real property, the official list containing the legal description of each parcel of property and its assessed valuation. The name and address of the last known owner are also usually shown. In the case of personal property, the assessment roll is the official list containing the name and address of the owner, a description of the personal property and its assessed value.

*Some definitions are taken from Governmental Accounting, Auditing and Financial Reporting; 2012 edition. These definitions are marked with an asterisk.

Glossary

Asset	Resources owned, or held, by a government which has monetary value.
Audits,	An examination leading to:
(1) Financial Audit*	(1) Audit designed to provide independent assurance of the fair presentation of financial information.
(2) Compliance Audit	(2) The audited entity's compliance with the various finance-related legal and contractual provisions used to assure acceptable governmental organizational performance and effective management stewardship. Public sector oversight bodies typically require independent auditors to include responses to standardized legal compliance audit questionnaires in financial and compliance audit reports.
(3) Internal Audit	(3) An independent appraisal activity within an organization for the review of operations as a service to management. It is a managerial control that functions by measuring and evaluating the effectiveness of other controls.
Authorized Positions	Employee positions, which are authorized in the adopted budget, to be filled during the year.
Authority	A government or public agency created to perform a single function or a restricted group of related activities. Usually such units are financed from service charges, fees and tolls, but in some instances they also have taxing powers. An authority may be completely independent of other governments or partially dependent upon other governments for its creation, its financing or the exercise of certain powers.
Available Fund Balance	See undesignated unreserved fund balance definition.
Balanced Budget	The total of estimated revenues and balances brought forward from prior years will equal the total of the appropriations and reserves.
Benchmarking	Determining the quality of products, services and practices by measuring critical factors (how fast, how reliable a product or service is) and comparing the results to those of highly regarded counterparts or best practices.
Best Practices	Documented strategies and tactics employed by highly regarded counterparts that are established as standards or levels to be obtained.

*Some definitions are taken from Governmental Accounting, Auditing and Financial Reporting; 2012 edition. These definitions are marked with an asterisk.

Glossary

Bond	A written promise to repay a specified sum of borrowed money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. The difference between a note and a bond is that the latter typically runs for a longer period of time.
Bond Covenant	An agreement between the City and its lenders specifying actions the City will take.
Bond Rating	A classification by one of the primary bond rating services following a credit analysis to determine a debt issuer's capacity to make bond payments and establish the probability of default.
Budget	A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year.
Budget Calendar	The schedule of key dates involved in the process of adopting and then executing an adopted budget.
Budget Message	A written statement presented to the City Commission and incorporated into the budget document which highlights budget issues and policy recommendations.
Budget Process	Established procedures for the task which are to be completed prior to the adoption of the budget.
Budgetary Control	The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.
Capital Assets*	Land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period. [SGAS 34]

*Some definitions are taken from Governmental Accounting, Auditing and Financial Reporting; 2012 edition. These definitions are marked with an asterisk.

Glossary

Capital Equipment	An equipment unit with an expected service life of more than one year and a value of \$10,000 or more.
Capital Improvement	Expenditures related to the acquisition, expansion or rehabilitation of an element of the governments' physical facilities and infrastructure.
Capital Improvement Program (CIP)	A plan for capital expenditures over a period of years to meet capital needs arising from long-term planning. It sets forth each project or other contemplated expenditure and specifies the full resources estimated to be available to finance the projected expenditures.
Certificate of Achievement for Excellence in Financial Reporting Program*	Program sponsored by the Government Finance Officers Association to encourage and assist state and local governments to prepare high-quality Annual Comprehensive Financial Reports (ACFR). The program has been in continuous operation since 1946. The program originally was known as the Certificate of Conformance Program.
Community Redevelopment Agency (CRA)	A method to pay for redevelopment of a slum or blighted area through the increased tax revenue resulting from that redevelopment.
Compensated Absences	Leave earned by employees that is expected to be paid by the employer.
Comprehensive Plan	A formal document establishing general & non-financial goals objectives and policies in nine (9) distinct areas (e. g. future land use). Approved by the Commission, updated at regular intervals and filed with the state.
Consumer Price Index (CPI)	A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living, e.g., economic inflation.
Contingency	A budgetary reserve that is set aside for emergencies, or other unforeseen expenditures, not otherwise budgeted.
Contractual Services	Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include equipment maintenance agreements, and landscaping services.
Credit Rating	An independent rating service's evaluation of the credit worthiness of notes and bonds. Such ratings influence the cost of borrowing.

*Some definitions are taken from Governmental Accounting, Auditing and Financial Reporting; 2012 edition. These definitions are marked with an asterisk.

Glossary

Cost Allocation	A method used to charge Internal Service Funds and Enterprise Funds for their share of central administration costs.
Current Assets	Those assets which are available to finance current operations, or to pay current liabilities. Those assets that will be used or converted into cash within one year. Some examples are cash, short-term investments and taxes receivable, which will be collected within one year.
Debt Limit	The maximum amount of legally permitted gross or net debt.
Debt Service	The payment of principal and interest on borrowed funds.
Debt Service Requirement	The amount of cash required to pay current maturities of interest and principal on outstanding debt. In government bonds, often refers to the annual required payments into debt service funds.
Dedicated Tax	A tax levied to support a specific government program or purpose.
Deficit	An excess of liabilities and reserves of a fund over its assets, or the excess of expenditures or expenses over revenues during a single accounting period.
Department/ Division	A department consists of one or more divisions. The division is the basic organizational unit of government which is functionally unique in its delivery of services.
Depreciation	The decrease in value of physical assets due to use and the passage of time.
Disbursement	The expenditure of monies from an account.
Distinguished Budget Presentation Awards Program	A voluntary program administered by the Government Finance Officers Association (GFOA) to encourage governments to publish efficiently organized and easily readable budget documents and to provide peer recognition and technical assistance to the fiscal officers preparing them.

*Some definitions are taken from Governmental Accounting, Auditing and Financial Reporting; 2012 edition. These definitions are marked with an asterisk.

Glossary

Eminent Domain	The power of government to acquire property for public purposes. It is used frequently to obtain real property that cannot be purchased from owners in a voluntary transaction. When the power of eminent domain is exercised, owners normally are compensated by the government in an amount determined by the courts.
Employee Benefits	Contributions made by a government to meet commitments or obligations for employee benefits. Included is the government's share of costs for Social Security and the various pensions, medical and life insurance plans.
Encumbrance*	Commitments related to unperformed (executory) contracts for goods or services. For financial reporting purposes, encumbrance accounting is restricted to governmental funds. [NCGA Statement 1]
Enterprise Fund*	Proprietary fund type used to report an activity for which a fee is charged to external users for goods or services. [SGAS 34] Intention of being self-sustaining, covering operational and capital expense costs.
EPA	Environmental Protection Agency.
Expenditure	The payment of cash for the purpose of acquiring an asset or service.
Expense	Charges incurred for such items as operations, maintenance, and interest, whether paid immediately or unpaid.
FDOT	Florida Department of Transportation.
Fiduciary Fund*	Funds used to report assets held in a trustee or agency capacity for others and which therefore cannot be used to support the government's own programs. The fiduciary fund category includes pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and agency funds. [SGAS 34]
Fiscal Policy	A government's policies with respect to revenues, spending, & debt management as these relate to government services, programs and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

*Some definitions are taken from Governmental Accounting, Auditing and Financial Reporting; 2012 edition. These definitions are marked with an asterisk.

Glossary

Fiscal Year	A twelve-month period designated as the operating year for accounting and budgeting purposes, and at the end of which a government determines its financial position and the results of its operations. For the City the fiscal year begins on October 1st and ends on September 30th.
Fixed Assets	Assets of a long-term character which are not intended to be sold for profit, but which are to be used in an organization's normal course of business, such as land, buildings, machinery and equipment, and improvements other than buildings.
Franchise	A special privilege granted by a government permitting the continuing use of public property, such as city streets and usually involving the elements of monopoly and regulation.
Full Faith and Credit	A pledge of the general taxing power for the payment of debt obligations. Bonds carrying such pledges are referred to as general obligation bonds or full faith and credit bonds.
Full-Time Equivalent (FTE)	Refers to the number of personnel authorized for an accounting period, including part-time personnel converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example, a part-time recreation aide working twenty (20) hours per week for fifty-two (52) weeks a year equals .5 or one half of a full-time position.
Full-Time Position	A position that qualifies for full City benefits, usually required to work 40 hours per week.
Function	A group of related activities aimed at accomplishing a major service or program for which a government is responsible, e.g., fire control and police field operations.
Fund*	Fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. [NCGA Statement 1]
Fund Balance*	Difference between assets and liabilities reported in a governmental fund. GASB 54, effective beginning in FY 2011, introduced five (5) new levels of governmental fund balances.

*Some definitions are taken from Governmental Accounting, Auditing and Financial Reporting; 2012 edition. These definitions are marked with an asterisk.

Glossary

Fund Balance* (continued)

Nonspendable Fund Balance - includes fund balance amounts that cannot be spent either because it is not in spendable form or because of legal or contractual requirements.

The following are considered spendable fund balance:

Restricted Fund Balance - includes fund balance amounts that are constrained for specific purposes which are externally imposed by providers, such as creditors or amounts constrained due to constitutional provisions or enabling legislation.

Committed Fund Balance - includes fund balance amounts that are constrained for specific purposes that are internally imposed by the government through formal action of the highest level of decision making authority.

Assigned Fund Balance - includes spendable fund balance amounts that are intended to be used for specific purposes that are neither considered restricted or committed.

Unassigned Fund Balance - includes residual positive fund balance within the General Fund which has not been classified within the other above mentioned categories. Unassigned fund balance may also include negative balances for any governmental fund if expenditures exceed amounts restricted, committed, or assigned for those specific purposes.

Fund Type*

One of eleven (11) classifications into which all individual funds can be categorized.

Governmental fund - five (5) fund types include the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds.

Proprietary fund - two (2) fund types include enterprise funds and internal service funds.

Fiduciary fund - four (4) fund types include pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and agency funds.

Funds Forward

The excess of current assets over current liabilities that is available at the start of the fiscal year.

GAAP*

Generally Accepted Accounting Practices - Conventions, rules & procedures that serve as the norm for the fair presentation of financial statements.

*Some definitions are taken from Governmental Accounting, Auditing and Financial Reporting; 2012 edition. These definitions are marked with an asterisk.

Glossary

GASB	Governmental Accounting Standards Board. Ultimate authoritative accounting and financial standard setting body for state & local governments. The GASB was established in June 1984 to replace the NCGA.
General Fund*	One of the five governmental fund types. The general fund typically serves as the chief operating fund of a government. The general fund is used to account for all financial resources except those required to be accounted for in another fund. [NCGA Statement 1]
General Obligation (GO) Bonds	Bonds which pledge the full faith and credit of the issuing government rather than a specific revenue source. In Florida voter approval is required for a GO bond issue.
Goal	A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless.
Governmental Funds*	Funds generally used to account for tax-supported activities. There are five (5) different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds.
Grants	Contributions or gifts of cash or other assets from another government to be used or expended for a specific purpose, activity or facility.
Homestead Exemption	Pursuant to the Florida State Constitution, the assessed values from \$0 to \$25,000 and between \$50,000 and \$75,000 of a home which the owner occupies as a principal residence is exempt from county and/or municipality property tax levy.
Infrastructure	The physical assets of a government, e.g., streets, water, sewer, public buildings, parks, etc.
Intergovernmental Revenues	Revenues from other governments in the form of grants, entitlements, shared revenues or payments in lieu of taxes.
Internal Service Charges	The charges to user departments for internal services provided by another government agency, such as data processing, or insurance funded from a central pool.
Internal Service Fund	A fund established to account for charges of goods or services provided to other departments or governments on a cost-reimbursement basis.

*Some definitions are taken from Governmental Accounting, Auditing and Financial Reporting; 2012 edition. These definitions are marked with an asterisk.

Glossary

Investments	Securities, bonds and real property (land or buildings) held for the production of revenues in the form of interest, dividends, rentals or lease payments. The term does not include fixed assets used in the normal course of governmental operations.
Lapsing Appropriation	An appropriation made for a certain period of time, generally for the budget year. At the end of the specified period, any unexpected or unencumbered balance lapses or ends, unless otherwise provided by law.
Lease-Purchase Agreements	Contractual agreements which are termed “leases”, but which in substance are installment purchase contracts. At the end of the “lease” payments, the lessee owns the property outright.
Levy	To impose taxes, special assessments or service charges for the support of governmental activities. Also, the total amount of taxes, special assessments or service charges imposed by a government.
Liabilities	Debts or other legal obligations arising out of transactions in the past that must be liquidated renewed or refunded at some future date. This term does not include encumbrances.
Line-Item Budget	A budget prepared along departmental lines that focuses on what is to be purchased by each type of product or service.
Long-Term Debt	Debt with a maturity of more than one (1) year after the date of issuance.
Mil	Unit of measure for property taxes. A tax rate of one mil produces one dollar of taxes on each \$1,000 of assessed property valuation.
Millage	The rate used in the calculation for property taxes. One mil equals \$ 1 per \$1,000 of taxable value. A millage of 5.9988 is the FY 2027 operating rate for the City of Cocoa Beach and is equal to \$5.99 for each \$ 1,000 of taxable value on real property.

*Some definitions are taken from Governmental Accounting, Auditing and Financial Reporting; 2012 edition. These definitions are marked with an asterisk.

Glossary

Modified Accrual Basis of Accounting*	Basis of accounting used in conjunction with the current financial resources measurement focus that modifies the accrual basis of accounting in two important ways: 1) revenues are not recognized until they are measurable and available, and 2) expenditures are recognized in the period in which governments in general normally liquidate the related liability rather than when that liability is first incurred (if earlier).
NCGA*	National Committee on Governmental Accounting.
NPDES	National Pollutant Discharge Elimination System.
NFPA	National Fire Protection Association.
Non-Revenue	A source of funds category defined in the state-mandated chart of accounts, which includes debt proceeds and transfers from other funds.
Object of Expenditure	An expenditure classification, referring to the lowest and most detailed level of classification, such as electricity, office supplies, asphalt, and furniture.
Objective	Something to be accomplished in specific, well-defined, and measurable terms and that is achievable within a specific time frame.
Obligations	Amounts which a government may be required legally to meet out of its resources. They include not only actual liabilities, but also unliquidated encumbrances.
Obsolescence	The decrease in the value of fixed assets resulting from economic, social, technological or legal changes.
Operating Budget	Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending and service delivery activities of a government are controlled. Law usually requires the use of an annual operating budget.
Operating Expenses	The cost for personnel services, materials and supplies required for a department to function.
Operating Revenue	Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

*Some definitions are taken from Governmental Accounting, Auditing and Financial Reporting; 2012 edition. These definitions are marked with an asterisk.

Glossary

Ordinance	A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. Ordinances require two public readings and legal advertisement prior to adoption. Ordinarily, the statutes or charter will specify or imply those legislative actions that must be done by ordinance and those which may be done by resolution.
Other Costs	Refers to costs that are not personnel, operating or capital in nature, such as debt service and transfers between funds.
Pay-as-You-Go Basis	A term used to describe the financial policy of a government that finances all of its capital outlays from current revenues rather than by borrowing. A government that pays for some improvements from current revenues and others by borrowing is said to be on a partial or modified pay-as-you-go-basis.
Part-Time	Part-time employees work thirty (30) hours or less per week and are not entitled to full-time employee benefits.
Per Capita	A measurement of the proportion of some statistic to an individual determined by dividing the statistic by the population.
Performance Budget	A budget wherein expenditures are based primarily upon measurable performance of activities and work programs.
Performance Indicators	Specific quantitative and qualitative measures of work performed as an objective of specific departments or programs.
Performance Measure	Data collected to determine how effective or efficient a program is in achieving its objectives.
Personnel Services	Expenditures for salaries, wages, and fringe benefits.
Program	A program is a distinct, clearly identifiable activity, function, cost center, or organizational unit that is budgeted as a sub-unit of a department. A program budget utilizes the separate program budgets as its basic component.
Projections	Estimates of anticipated revenues, expenditures, or other budget amounts for specific time periods, usually fiscal years.

*Some definitions are taken from Governmental Accounting, Auditing and Financial Reporting; 2012 edition. These definitions are marked with an asterisk.

Glossary

Property Appraiser	An elected county official responsible for setting property valuation's for tax purposes and preparing the annual tax roll.
Property Tax	A tax levied on the assessed value of real property. This tax is also known as an ad valorem tax.
Proprietary Funds*	Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.
Purchase Order	A document that authorizes the delivery of specified merchandise or services establishing their cost and creating a commitment for both the provider and receiver of the product or service.
Requisition	A written demand or request, usually from one department to the purchasing officer or to another department, for specified products or services.
Reserve	A portion of a fund's balance that is restricted for a specific purpose and not available for general appropriation.
Resolution	A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.
Retained Earnings	An equity account reflecting the accumulated earnings of an Enterprise or Internal Service Fund.
Revenue Bonds	Bonds with principal and interest payments secured by specific revenues such as charges or rents paid by users of the facilities built with bond proceeds.
Revenues	Sources of funds received by the government that finance the operations. These receipts may include tax payments, interest earnings, service charges, grants, and intergovernmental payments.
Rolled-Back Millage	Under Florida law, as property values are increased each year by the property appraiser due to inflation, the City property tax rate is automatically reduced proportionately so that the City does not automatically derive additional revenue. The roll back millage rate, brings in the same dollar amount received the year before. All property tax rate changes are calculated using the rolled-back millage rate as the base.

*Some definitions are taken from Governmental Accounting, Auditing and Financial Reporting; 2012 edition. These definitions are marked with an asterisk.

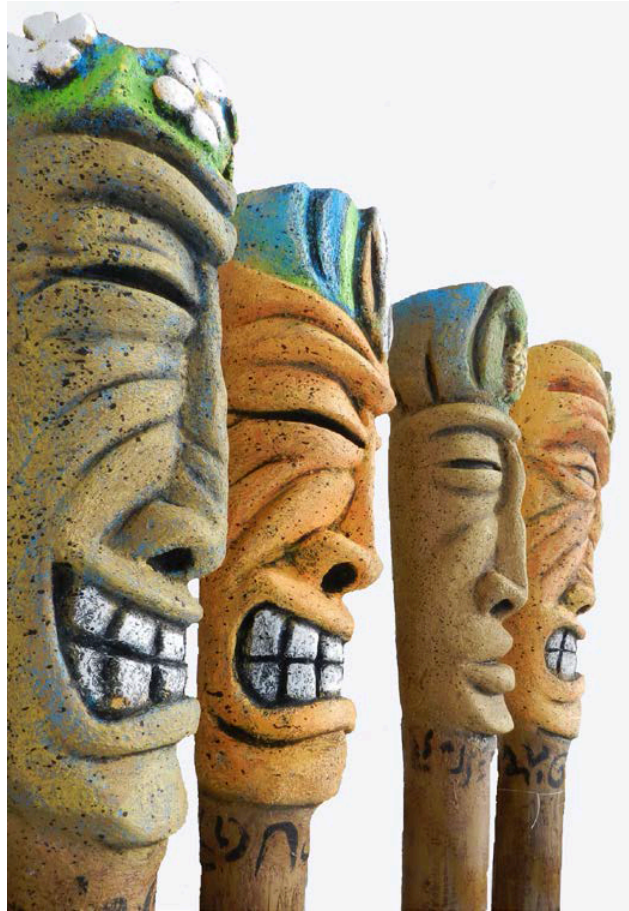
Glossary

Sinking Fund	A reserve that is accumulated over a period of time for use in the periodic retirement of debt.
Sinking Fund Bonds	Bonds issued under an agreement which requires the government to periodically set aside, out of its revenues, a sum which, with compound earnings thereon, will be sufficient to redeem the bonds at their stated date of maturity. Sinking fund bonds are usually term bonds, which do not require the periodic payment of interest.
Special Revenue Fund*	Governmental fund type used to account for the proceeds of specific revenue sources (other than for major capital projects) that are legally restricted to expenditures for specified purposes. [NCGA Statement 1]
Special Assessment*	Compulsory levy made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.
SR A1A	State Route A1A, the primary north-south roadway through the City. Under the jurisdiction of Florida Department of Transportation.
Statute	A written law enacted by a duly organized and constituted legislative body, such as the State of Florida.
Surety Bond	A written promise to pay damages or to indemnify against losses caused by the party or parties named in the document, through non-performance or through defalcation. Surety bonds also include Fidelity Bonds covering government officials and employees.
Surplus	An excess of the assets of a fund over its liabilities and reserved equity.
Taxes	Compulsory charges levied by a government for the purpose of financing facilities or performing services for the common benefit.
Tax Rate	The amount of tax stated in terms of a unit of the tax base, for example, 25 mils per dollar of assessed valuation of taxable property.

*Some definitions are taken from Governmental Accounting, Auditing and Financial Reporting; 2012 edition. These definitions are marked with an asterisk.

Tax Rate Limit	The maximum rate at which a government may levy a tax. The limit may apply in taxes raised for a particular purpose, or to taxes imposed for all purposes and may apply to a single government, to a class of governments or to all governments operating in a particular area. Overall tax rate limits usually restrict levies for all purposes and of all governments, state and local, having jurisdiction in a given area.
Tax Roll	The official list showing the amount of taxes levied against each taxpayer or property. Frequently, the tax roll and the assessment roll are combined, but even in these cases the two can be distinguished.
Taxable Value	The assessed value of property minus the homestead or any other exemption which may be applicable. (e.g. disability)
Temporary Position	A temporary position is filled for a specified period of time, is not permanent in nature and does not qualify for regular City benefits.
User Charges	The payments of a fee for direct receipt of a public service by the party benefiting from the service.
Unrestricted net assets*	That portion of net assets that is neither restricted nor invested in capital assets (net of related debt).
Uniform Accounting System Manual	Document containing the chart of accounts to be used as the standard for recording & reporting financial information to the state of Florida. References: FS 218.32 & FS 218.33.
Voted Millage	Property tax levies authorized by voters within a taxing authority.
Working Capital	The financial measurement which represents operating (current assets minus current liabilities) liquidity available.

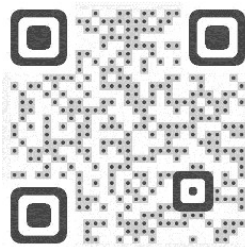
*Some definitions are taken from Governmental Accounting, Auditing and Financial Reporting; 2012 edition. These definitions are marked with an asterisk.



City of Cocoa Beach, Florida

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RESOLUTION NO. 2026 - 08

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF COCOA BEACH, FLORIDA, ADOPTING A FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM, TO INCLUDE THE FISCAL YEAR 2027 CAPITAL IMPROVEMENTS BUDGET AND ADOPTING A PROPOSED CAPITAL IMPROVEMENTS PROGRAM FOR THE NEXT FOUR FISCAL YEARS 2028 - 2031 WHICH MAY BE REVISED AND EXTENDED EACH YEAR WITH REGARD TO CAPITAL IMPROVEMENTS.

BE IT RESOLVED by the City Commission of the City of Cocoa Beach, Florida, that:

The Capital Improvements Program for the fiscal year 2027 Budget of the City of Cocoa Beach, Florida, according to "Section G" in the document known as the City of Cocoa Beach Budget for Fiscal Year 2027, and the same is hereby adopted.

BE IT FURTHER RESOLVED BY THE CITY COMMISSION OF THE CITY OF COCOA BEACH, FLORIDA, that:

The proposed Five (5) Year Capital Improvement Program Budget for fiscal years 2027 through 2031 of the City of Cocoa Beach, Florida, according to "Section G" in the document known as the City of Cocoa Beach Budget for Fiscal Year 2027, and the same is hereby adopted and may be revised and extended each year with regard to Capital Improvements.

Upon **Motion** by Commissioner _____ and Seconded by Commissioner _____ this Resolution was duly adopted at a Meeting of the City Commission of the City of Cocoa Beach, Florida, held on the 17th day of September, 2026.

ATTEST:

Ayes: _____
Nays: _____
Absent or Abstaining: _____

Karin Grooms
City Clerk

Keith Capizzi
Mayor-Commissioner

**City of Cocoa Beach City Commission
Agenda Item Summary**

**DEPARTMENT MAKING
REQUEST/NAME:**

City Manager /
Carrie Lombardo, Executive Assistant

MEETING DATE

September 17, 2026

REQUESTED MOTION/ACTION

Senator Mayfield check presentation on the Cocoa Beach Fire Station appropriation.
Accepting: Justin Grimes, Fire Chief

IS THIS ITEM BUDGETED (IF APPLICABLE)?

n/a

BACKGROUND:

Senator Mayfield check presentation Cocoa Beach Fire Station

CITY OF COCOA BEACH
CITY COMMISSION
MINUTES
September 3, 2026

A. MEETING CALLED TO ORDER

Mayor Capizzi called the meeting to order at 6:00 PM.

1. Pledge of Allegiance
2. Invocation
3. Roll Call

Commission Members Present:

Mayor Keith Capizzi
Vice-Mayor Skip Williams
Commissioner Joshua Jackson
Commissioner Tim Tumulty
Commissioner Jeremy Hutcherson

Administrative Members Present:

City Attorney Becky Vose
City Manager Wes Mullins
City Clerk Karin Grooms
City Clerk, Deputy, Cole Helms
Development Services Dave Dickey
Executive Assistant City Manager Carrie Lombardo
Finance Director Hana Juman
Finance Deputy Director Devan Taly
Fire Chief Justin Grimes
Fire Deputy Chief, Steve Lea
Fire Marshall, Sal Liberto
Fire, Chief EMS, Scott Prevost
Fleet Director Jonathan Mickler
General Manager, CBCC Ed Thinger
Human Resources Cindy DePina
Information Technology Director, Kevin Perez
Information Technology, Tristian Takacs
Leisure Services Director Andi Segarra
Leisure Services Deputy, Cara Potter
Police Chief Kris Kuehn
Police, Deputy Chief Todd Hutchinson
Police, Major Joseph Versaggi
Police, Major Manny Hernandez
Public Works Director, Brooks Webb
Public Works, Manager, Marcus Baker
Stormwater Manager, Morgan Zuhlke

Water Rec/ Public Works Director Brad Kalsow

B. APPROVAL OF THE AGENDA

(Note: Members of the public, Commission and Staff may remove items from the Consent Agendas if they wish to discuss them. Requests for removal need to be made known to the City Commission under the Approval of the Order of Business, at the beginning of the meeting.)

MOTION BY WILLIAMS/HUTCHERSON

I MOVE TO APPROVE

VOICE VOTE ON THE MOTION CARRIED UNANIMOUSLY.

C. BUDGET HEARING

1. Approve the Tentative Millage rate of 5.9988 mills for Fiscal Year 2027. The taxing authority is the City of Cocoa Beach. The rolled-back rate is 5.9988 mills. The proposed tentative millage rate is 5.9988 mills, which represents a 0.00% increase over the rolled-back rate. Adoption of the Millage rate by Resolution No. 2026-06 is scheduled for September 17, 2026.
Staff Representative: Hana Juman, Finance Director, Wes Mullins, City Manager
Recommendation: Approve

MOTION BY WILLIAMS/HUTCHERSON

I MOVE TO ADOPT TENTATIVE MILLAGE OF 5.9988 FOR FISCAL YEAR.

ROLL CALL VOTE - AYE 4; NAY 1 - TUMULTY

Ms. Karalyn Woulas, resident, noted that she had reviewed the proposed budget and attended the last few budget workshops. She discussed the rollback rate and noted that it would barely allow the city to operate. She also noted projects that had been cut from the budget. Ms. Woulas emphasized that “kicking the can down the road” is not the answer. She discussed the roadways and the need for them to be paved. She spoke about the potential need to finance the project, which would create additional debt, at a time when the city had worked to reduce its debt. She also noted the onset of Amendment 3 on the upcoming ballot. Ms. Woulas raised concerns about the long-term outlook for the budget and stressed that the city should look beyond the current fiscal year. She emphasized the importance of developing a budget that addresses the city’s long-term needs. Topics she highlighted included employee retention, competitive salaries, infrastructure needs, and long-term financial sustainability. Ms. Woulas encouraged the city to consider what would be required beyond 2027.

Ms. Janice Scott, resident, reviewed the purpose of the government. She noted the essentials that were needed versus the things that were “nice to have.” She noted that infrastructure was a basic foundation of taxation and that residents depended on infrastructure that they could not provide for themselves. Ms. Scott discussed the taxing authorities, noting seven from the School Board. She also noted the maintenance of recreation. Ms. Scott referenced a comment that recreation did not pay for itself and noted that it could if the fees for non-residents were more than those for residents. She commended the Commission on the rollback and its motivation regarding Tallahassee

and Amendment 3.

Mayor Capizzi noted his agreement with Ms. Scott regarding the role of local government.

Mr. Daniel Fanelli, resident, spoke regarding public safety concerns along Minutemen Causeway. He discussed technology and electric bicycles and requested that the city consider a budget item to place wiring and poles underground and create a bike path. He emphasized the need to address safety concerns.

Mayor Capizzi noted that the budget included plans for a portion of Minutemen Causeway to become a park.

Mayor Capizzi referred to the comments made regarding the budget. He noted that the difference in the millage rates was approximately \$500,000 per year. He stated that he understood the concerns of the residents; however, the funding would not be sufficient to complete all the projects that needed to be addressed. He stated that he wanted to be responsible to the residents regarding the use of the funding.

Commissioner Tumulty noted the Commission's responsibility to maintain sound infrastructure and ensure the safety and security of residents. He spoke about city employee raises and expectations. He discussed the rollback millage rate and noted that the approximately \$500,000 difference equated to \$45 per resident per year, or less than \$4 per month. He stated that the additional funds could go a long way toward addressing the City's needs. Commissioner Tumulty referenced the roads that had not been addressed in at least five years and expressed concern that the work continued to be "kicked down the road." He noted that the cost of vehicle damage from deteriorating roads could exceed \$45 per year.

2. Approve the Tentative Budget making appropriations for Fiscal Year 2027.
Adoption of the Budget by Resolution No. 2026-07 is scheduled for September 17, 2026.
Staff Representative: Hana Juman, Finance Director, Wes Mullins, City Manager
Recommendation: Approve

MOTION BY WILLIAMS/HUTCHERSON

I MOVE TO APPROVE THE TENTATIVE BUDGET FOR THE FISCAL YEAR 2027.

ROLL CALL AYE: 5 NAY: 0

D. SPECIAL PRESENTATIONS

1. Proclamation — 9/11 Remembrance
Accepting — Justin Grimes, Fire Chief and Kris Kuehn, Police Chief

Mayor Capizzi read the proclamation and declared September 11 as Remembrance Day.

Fire Chief Justin Grimes and Police Chief Kris Kuehn accepted the proclamation.

Fire Chief Grimes presented a piece of the World Trade Center and spoke about the nearly 3,000 lives lost 25 years ago on September 11. He spoke on behalf of firefighters, police officers, and first responders about the risks associated with their service and the possibility that they may not return home. He also remembered the bystanders and others who lost their lives that day. Chief Grimes noted that an entire generation of firefighters, police officers, and others serving today were not alive when September 11 occurred. He emphasized the responsibility to share the stories with future generations and ensure that the lives lost were not forgotten. Chief Grimes invited the public to attend the City's annual tribute at the Fire Station honoring those who lost their lives.

2. Proclamation — National Suicide Prevention Month
Accepting — Space Coast Health Foundation

Mayor Capizzi read the proclamation and declared September as National Suicide Prevention Month.

Dr. Jane Benton accepted the proclamation and thanked the Commission and Mayor for the recognition. She noted that Brevard County was the only county where all municipalities had presented a suicide prevention proclamation. She discussed the local suicide rate and the importance of working to reverse the trend. Dr. Benton spoke about available resources and the role everyone could play in suicide prevention. She emphasized that people may be carrying burdens that others are unaware of and that simply starting a conversation could make a difference. Dr. Benton thanked the Commission for its leadership and support of suicide prevention efforts.

E. PUBLIC COMMENTS

Comments will be heard on items that do not appear on the agenda of this meeting. Citizens will limit their comments to three (3) minutes. Per Commission Procedures, the City Commission will not take any action or discuss items brought up under the "Public Comment" section of the agenda. The City Commission may schedule such items as regular agenda items and act upon them in the future.

Mayor Capizzi addressed the residents in the room regarding ongoing repairs at 4th Street South.

Mr. Brad Kalsow, Water Reclamation Director, provided the Commission with a project status update following the previous Commission meeting. He stated that the contractors had been released back to the job site and had mobilized new equipment and removed equipment and materials from the site. He reported that the new well point systems had been installed and that crews were preparing to dewater the pit.

Mr. Kalsow stated that beginning the Tuesday following Labor Day, the construction crews planned to focus on three areas: repairing the broken pipe, setting the new manhole, and moving the bypass pumps off the roadway. He provided an anticipated timeframe for completing these tasks. He stated that once the work was completed, the roadway could be repaired and reopened to two-lane traffic, after which crews would continue completing the remaining work within the right-of-way.

Mr. Kalsow stated that, following the previous Commission meeting, he had spoken with

the Florida Department of Environmental Protection (FDEP) after the department received complaints from residents. He reported that FDEP requested that the City conduct sampling in the canals for E. coli. FDEP identified three sampling locations based on aerial photographs. The control location was on Rose Drive, east of the area where the sewage had entered the canal. The second location was at the mouth of the canal where the sewage had entered, and the third location was at the north end of Yawl Drive where the channel opened into the river. Mr. Kalsow stated that the results from all three locations were consistent. He reported that, after the results were provided to FDEP, FDEP requested that no further testing be conducted.

Commissioner Jackson inquired whether Mr. Kalsow had met with residents regarding the project. Mr. Kalsow confirmed that he and Vice-Mayor Williams had met with two or three families and had provided information regarding the project. He also noted that a progress meeting had been held earlier that day with the engineers and that he had provided an update to one of the families. Mr. Kalsow stated that he was working to maintain communication with the residents and acknowledged their concerns and frustrations. He expressed his desire to get the project back on track and completed. Commissioner Jackson requested that Mr. Kalsow summarize the key concerns and questions raised by the families during the conversations.

Mr. Kalsow stated that the primary concerns involved bacteria testing in the canals and the project timeline. He noted that residents wanted information regarding the testing results and when the project would be completed.

City Manager Wes Mullins inquired about the status of the church and the contractor and whether they had reached an agreement.

Mr. Kalsow stated that the church and contractor had reached an agreement and clarified that it was a separate agreement from the City. Mr. Mullins stated that the agreement should not delay the project, which Mr. Kalsow confirmed.

Vice-Mayor Williams requested an update regarding Mr. Kalsow's communication with the school. Mr. Kalsow stated that he had maintained ongoing communication with the principal and was providing weekly updates, which would continue throughout the project.

Vice-Mayor Williams noted that the principal had indicated that traffic flow had been operating at a normal pace prior to the construction and that the City had been assisting with traffic flow. Mr. Kalsow confirmed that Water Reclamation staff and the Police Department had been working together to assist with traffic around the school.

Mayor Capizzi noted he was speaking to the residents and noted their concerns. He commended Mr. Kalsow for being out immediately and noted his compassion for the residents.

Ms. Laura Tubbs, resident, stated that she lived on the water and had observed what appeared to be fecal matter floating in the river. She expressed concern regarding the presence of dolphins and manatees in the area and referenced the ongoing discussion regarding water testing.

Staff took down her information to look into the matter. The Commission confirmed that the area that was being discussed and it was more likely a manatee.

Vice-Mayor Williams discussed the canals and confirmed what would be manatee fecal matter. He also spoke on potential algae on the surface.

Ms. Jen Burk, resident of 4th Street South, spoke regarding the lift station and the sewage spill. She expressed appreciation for the conversations and information provided by city staff but noted concerns and frustrations regarding communication and the timing of updates. She acknowledged the roles and responsibilities of city officials and stated that she trusted them to protect the city and make thoughtful, researched, and informed decisions. Ms. Burk requested continued communication regarding the project, including dates, times, and updates. She raised concerns regarding the canal and asked whether it was safe to be on the docks, enter the canal, or fish in the area. She emphasized the importance of providing clear information to residents and requested continued communication regarding the 4th Street South project. She also referenced the City's sign-up system for receiving updates.

Mayor Capizzi noted Ms. Burk's concerns and inquired whether the canal was safe for swimming.

Mr. Kalsow stated that he was not aware of the applicable safe levels for swimming in the waterways and was therefore unable to accurately answer the question at that time. He noted that bacteria levels were high and stated that he would advise against swimming in the canal.

Commissioner Tumulty commented that the conditions were no different from those in other canals throughout the City. It would be the entire lagoon. The testing was determine no different from that canal and another canal.

Mr. Kalsow acknowledged concerns that the project had not been effectively executed and noted that the conditional agreement provided for greater accountability from the contractor. He discussed the involvement of the City's legal team and the actions that had been taken regarding the project. Mr. Kalsow stated that he was willing to speak with residents regarding the situation.

Mayor Capizzi referenced the previous Commission meeting and requested Mr. Kalsow to provide a brief summary of what was discussed.

Mr. Mullins stated that City staff had issued a stop-work order at the site after it was determined to be unsafe. He noted that this had not previously occurred within the City and discussed the involvement of the City Attorney and the measures that had been put in place. Mr. Mullins also discussed the bonding agency and its role in the project.

Mr. Kalsow noted that a representative from the bonding agency had been scheduled to be at the site once or twice a week.

Commissioner Jackson requested that Mr. Kalsow explain the role of the bonding agency. Mr. Kalsow explained the bond and how it would work if needed. Commissioner Jackson noted that the bonding agency provided additional accountability for the contractor. He clarified from previous comments that it was holding "feet to the fire" and it was tangible.

Mr. Elliot Mosely, resident, noted that there wasn't any denial of spillage. Inquired if it was a reportable offense. He also noted communication, and it explained all the information that came out, however noted the information did not come out about the issues.

The Commission confirmed that the spillage was report multiple times to all the appropriate agencies.

Mayor Capizzi noted the issues with communication and it would be address.

Ms. Gloria Mongan spoke regarding St. David's Church and her conversations with Mr. Kalsow. She stated that she had been informed that the driveway would be closed but noted that the impact had extended beyond the driveway. She spoke about disruptions caused by the construction, including loss of sleep and power outages when construction workers had been hitting utility poles. She discussed the stop-work order and stated that she was later advised to work with the contractor to reach an agreement. Ms. Mongan encouraged the City to involve affected businesses in future lease agreements with contractors. She expressed concerns regarding the overall situation and its impact on the church.

Mr. Mullins stated that the contractor's contract required the contractor to have an agreement with the church before any work or movement occurred on the site. Mr. Kalsow explained the agreement process with the property owners and acknowledged that the required agreement had not been obtained. He discussed the plans regarding the church and the maintenance plan that included closing the driveway. Mr. Kalsow stated that he had not been aware of the extent of the situation and acknowledged Ms. Mongan's patience throughout the process.

Mr. Mullins addressed the communication concerns, apologized, and stated that the issue would be corrected.

Mayor Capizzi noted the Commission's willingness to speak with residents regarding the situation and clarified that the Commission did not handle the day-to-day operations of the City.

Mr. Walter Blazer, resident, spoke regarding the project and the breakdown in communication. He inquired about who residents should contact during regular business hours and noted the lack of an emergency contact number. He also expressed concerns regarding traffic around the school.

Mayor Capizzi inquired about the emergency contact. Mr. Mullins stated that the Police Department's non-emergency line was available for emergencies related to the situation and noted that the information would be provided to residents.

A resident made a comment from the audience that was inaudible.

Vice-Mayor Williams addressed the comment and referenced the Surfrider Foundation website, which provided water quality updates regarding bacteria levels in various areas. He discussed the lagoon and explained that E. coli could occur naturally in the environment.

Ms. Mongan reiterated her concerns regarding the sewage spill into the canal and requested that the Commission acknowledge the lack of communication regarding the situation.

Mayor Capizzi acknowledged the concerns raised by Ms. Mongan.

Commissioner Jackson noted that the testing indicated that the incident had not impacted the lagoon on a large scale. He noted that the lagoon was currently unhealthy and discussed the efforts the City had made to help improve the health of the lagoon. He also noted that the incident had not helped the condition of the lagoon.

Commissioner Jackson echoed Vice-Mayor Williams' comments regarding available resources related to the health of the lagoon.

Mr. Walter Blaze inquired what the levels are in the canals. He mentioned the testing and inquired if it was above normal and if unsafe.

Mayor Capizzi noted the levels were identical. It was clarified that the safe levels were.

Ms. Janice Scott, resident, spoke regarding communication with City departments and the City's phone system. She discussed concerns regarding the use of commercial-size and weight restrictions and trucks traveling through residential streets. She referenced the Capital Improvement Plan and the need for greater oversight of commercial vehicles using residential streets. Ms. Scott expressed concern regarding damage to the roads caused by commercial vehicles and referenced the City's stormwater fees and the ongoing need for stormwater management.

Mr. Rick Anderson reminded everyone that Labor Day was upcoming. He noted the history of Labor Day and the contributions of workers to the community and its infrastructure.

Ms. Laura Webb spoke regarding the signage for Dirty Noods. She expressed concerns regarding the name and its impact on families, children, and the community. She requested that the City review the name and consider whether it was appropriate under the City's standards. Ms. Webb read a portion of the applicable ordinance.

Mr. KP Finke spoke regarding First Amendment rights.

Mr. Daniel Fanelli spoke regarding the earlier proclamations and the importance of preserving history and remembering those who were lost. He referenced the 25th anniversary of September 11 and his service as a veteran with the VFW. He also announced a Bible study for veterans and first responders. Mr. Fanelli also spoke regarding bicycle safety on Minutemen Causeway. He suggested using a horn or bell to notify pedestrians when bicyclists were approaching and noted that enforcement was needed along the walkway.

Mayor Capizzi inquired about whether police could stop and check bicyclists as a safety check.

Police Chief Kuehn explained that consent would be required to conduct a check and that, when children were involved, officers would need to speak with their parents. He stated that he would increase patrols in the area.

Ms. Cordeila Wood, a resident, inquired whether bicycles were required to be licensed and whether bicycle safety classes were available. She discussed bicycle rules and etiquette and expressed concerns regarding bicyclists on the sidewalks.

Mayor Capizzi noted that the City did not offer bicycle safety classes and discussed the higher speeds associated with e-bikes and the potential need for safety requirements.

Vice-Mayor Williams noted that the Space Coast Transportation Planning Organization had a dedicated representative who visited schools to discuss bicycle safety and offer courses, which had been provided for several years.

A resident spoke regarding a pothole in a high-traffic area near the school. He expressed concern regarding the depth of the pothole and potential damage to vehicles and recommended that asphalt be added to address the issue.

Mr. Fred Trust, owner of the Wizard of Oz Museum, distributed a printed document illustrating his vision for the proposed three one-story buildings, each with a different theme and experience. He described the approximately 1,500-square-foot spaces, artwork, murals, signage, and other Wizard of Oz-related elements. Mr. Trust discussed whether the proposed murals should be considered art rather than commercial signs and addressed the distinction between the museum as a cultural attraction and a commercial use. He also referenced the museum's recognition on TripAdvisor and other travel and arts-related acknowledgments.

Mayor Capizzi inquired about what was being requested, noting that the proposed mural would be similar to murals at other businesses in the area.

Mr. Mullins noted that there had been communication with the Wizard of Oz Museum and stated that he would discuss the matter further regarding the current ordinance.

F. STAFF REPORTS AND ANNOUNCEMENTS

City Manager Wes Mullins provided the Commission with updates on City projects. Mr. Mullins reported that crews were working in the parking garage and that areas of the garage were being closed intermittently as the work progressed. He noted that the garage remained open for Labor Day Weekend and that the work was expected to continue for several weeks. Mr. Mullins reported that the Ramp Road Park restrooms were scheduled to reopen on Friday. He also reported that Banana River Boulevard was expected to reopen within a few weeks. Mr. Mullins reported that City staff had met with the State Fire Marshal regarding Fire Station 50 and the appropriation provided to the City. He also reported that Senator Debbie Mayfield was scheduled to attend the September 17 meeting.

G. CITY ATTORNEY REPORTS AND ANNOUNCEMENTS

The City Attorney had no report.

H. CITY COMMISSION REPORTS AND ANNOUNCEMENTS

Mayor Capizzi inquired about the parking fees at Ramp Road and noted that he had not voted in favor of charging for parking. He stated that he was torn regarding charging for parking at Ramp Road and asked whether the other Commissioners were comfortable with the fee.

It was noted that the Commission was supportive of the parking fee, as improvements had been made to the area and there were costs associated with the repairs.

Mayor Capizzi noted the Commission's position regarding the parking fee.

I. CONSENT AGENDA

MOTION BY TUMULTY/JACKSON - minus item 2 -

I MOVE TO APPROVE THE CONSENT AGENDA WITH ITEM I2 REMOVED.

VOICE VOTE ON THE MOTION CARRIED UNANIMOUSLY.

MOTION BY WILLIAMS/HUTCHERSON
I MOVE TO APPROVE THE CONSENT AGENDA
VOICE VOTE ON THE MOTION CARRIED UNANIMOUSLY.

1. Approve the following Commission Meeting Minutes
 - * August 18; and
 - * August 20Staff Representative: City Clerk Department
Recommendation: Approve
2. Approve a one-time request to conduct the Oath of Office for newly elected officials at the November 19, 2026, City Commission meeting, rather than at the first Commission meeting in December, as provided in the Commission Policy. -Added 9/2/26
Recommendation: Approve

J. ITEMS REMOVED FROM THE CONSENT AGENDA

Item 12. was removed from the consent agenda.

MOTION BY WILLIAMS/HUTCHERSON
I MOVE TO APPROVE OATH OF OFFICE TO NOV 19, 2026.
VOICE VOTE ON THE MOTION CARRIED UNANIMOUSLY. 4-1 TUMULTY

Commissioner Tumulty inquired about the reason for changing the swearing-in date. Vice-Mayor Williams explained that he had spoken with the Supervisor of Elections and was advised that the certified election results would be available on November 13. He noted that there was no reason the newly elected officials could not take the oath of office on November 19, with the organizational meeting held at the following meeting. He stated that there was no reason to wait until December for the swearing-in. Commissioner Tumulty suggested that the City consider having an inauguration-type ceremony for newly elected officials, similar to the presidential swearing-in, and that it occur every two years. He also discussed potential discrepancies with future election dates and the two-year terms of office.

Mayor Capizzi noted that his term was for two years and that he had been sworn in prior to the expiration of his two-year term.

Commissioner Tumulty expressed a preference for establishing the same swearing-in date each election cycle.

The Commission continued discussion regarding the election results certification and the timing of the swearing-in and organizational meetings.

Vice-Mayor Williams noted this would be a one-time occurrence.

K. UNFINISHED BUSINESS

1. Approve the acceptance of the Quitclaim Deed from the U.S. Department of the Interior, National Park Service, conveying the surplus property located at

3570 Ocean Beach Blvd. to the City of Cocoa Beach for public park and recreational use. - added 09/01/26
Staff Representative: Taylor Mottolo, Project Manager
Recommendation: Approve

MOTION BY WILLIAMS/TUMULTY

I MOVE TO APPROVE THE ACCEPTANCE OF THE QUITCLAIM
VOICE VOTE ON THE MOTION CARRIED UNANIMOUSLY.

Commissioner Hutcherson inquired whether there were any time constraints associated with the property.

Mr. Brooks Webb, Public Works Director, discussed the application process and explained that, under the application requirements, the City had 2.5 years to complete construction. He noted that the FY 2027 budget included \$200,000 for final design and construction.

Mayor Capizzi expressed concerns regarding the project and the revenue associated with a specialty park.

Vice-Mayor Williams requested consensus from the Commission to establish a no-cost budget line and restricted fund account for donations to be used solely for the construction and completion of the ADA parking and to provide funding for matching grants. Vice-Mayor Williams noted that he would pursue funding opportunities, including grants, to assist with the cost of the park.

Ms. Devan Taly, Deputy Finance Director, discussed the proposed fund and explained that donations for the park had to be made by check in accordance with IRS requirements. She noted that all donations required the donor's name and address and clarified that cash or coin donations could not be accepted.

The Commission provided consensus to establish the account and proceed with the donation process for the park.

L. NEW BUSINESS

1. Adopt Resolution 2026-15 - A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF COCOA BEACH, FLORIDA, AUTHORIZING THE EXECUTION AND DELIVERY TO THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION THE UTILITY WORK BY HIGHWAY CONTRACTOR AGREEMENT; AND PROVIDING AN EFFECTIVE DATE. - added 9/1/26

This resolution approves the Letter of Intent and Utility Work by Highway Contractor Agreement for the State of Florida Department of Transportation Drainage Project south of International Drive to Long Point Road. This item is listed in the proposed FY27 Utilities Enterprise Capital Fund.

Staff Representative: Brad Kalsow, Water Reclamation Director
Recommendation: Adopt

MOTION BY HUTCHERSON/TUMULTY

I MOVE TO ADOPT RESOLUTION 2026-15

VOICE VOTE ON THE MOTION CARRIED UNANIMOUSLY.

Vice Mayor Williams clarified the location of the utility work.

2. Ordinance 1719 has been pulled.

M. GENERAL PUBLIC COMMENT

(Only if not accommodated in the 30-minute Public Comment period earlier)

N. ADJOURNMENT

The meeting was adjourned at 7:46 pm.

[MIN_SIGNATURES]

City of Cocoa Beach City Commission Agenda Item Summary

**DEPARTMENT MAKING
REQUEST/NAME:**

Finance /
Hana Juman, Finance Director

MEETING DATE

September 17, 2026

REQUESTED MOTION/ACTION

Adopt Resolution No. 2026-09, A Resolution of the City of Cocoa Beach, Brevard County, Florida amending Resolution 2025-19, affirming updated financial policies and practices; providing for an effective date; and providing for adoption. Resolution No. 2026-09 adopts amending financial policies and practices.

Staff Representative: Hana Juman, Finance Director

Recommendation: Adopt

IS THIS ITEM BUDGETED (IF APPLICABLE)?

N/A

BACKGROUND:

Resolution No. 2026-09 adopts amended financial policies and practices. The policy gets brought with the budget annually each year.

RESOLUTION NO. 2026 - 09

A RESOLUTION OF THE CITY OF COCOA BEACH, BREVARD COUNTY, FLORIDA, AMENDING RESOLUTION 2025-19, AFFIRMING UPDATED FINANCIAL POLICIES AND PRACTICES; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR ADOPTION.

WHEREAS, the City of Cocoa Beach Finance Director has developed a document containing various financial policies and practices used by the City in the conduct of its financial affairs; and

WHEREAS, financial policies were adopted by Resolutions 2007-02, 2013-19, 2016-25, 2019-10, 2020-23, 2024-25; and last amended by Resolution 2025-19; and

WHEREAS, the document formalizes issues that have been viewed and accepted over the years as acceptable guidelines for constructing the budget and properly administering the organization's finances; and

WHEREAS, the City of Cocoa Beach deems it necessary to have the document revised and formally adopted by the City Commission and provide a means for the City Finance Director to make modifications.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Cocoa Beach, Brevard County, Florida:

SECTION 1. That the City Commission hereby adopts the Financial Policies and Practices Document attached herein.

SECTION 2. That the City of Cocoa Beach establishes its intent to have the Financial Policies and Practices Document updated annually by the City Finance Director and published within the final annual budget for that year.

SECTION 3. That any significant changes made to the Financial Policies by the City Finance Director shall be reported to the City Commission.

SECTION 4. That the current Financial Policies and Practices Document are amended and included herein as Exhibit A to this Resolution.

SECTION 5. That all Resolutions or parts of Resolutions in conflict herewith are hereby repealed.

SECTION 6. That this Resolution shall become effective immediately upon its adoption in accordance with the Charter of the City of Cocoa Beach.

Upon Motion by Commissioner _____ and Seconded by Commissioner _____ this Resolution was duly adopted at a Meeting of the City Commission of the City of Cocoa Beach, Florida, held on the 17th day of September 2026.

Ayes: _____
Nays: _____
Absent and Abstaining: _____

ATTEST:

Karin Grooms, CMC, MPA
City Clerk

Keith Capizzi,
Mayor-Commissioner

Financial Policies and Practices

Resolution 2026-09 adopted on September 17, 2026 sets formal policies to use as guidelines for constructing the budget and properly administering the City's finances. It tasks the Finance Director to update the Financial Policies & Practices Document annually and publish it within the final annual budget for that year.

SECTION I - BUDGETARY POLICIES AND PRACTICES

A. Preparation and Adoption

Budget Document

The annual operating budget shall be balanced and include five (5) year forecasts of available sources and anticipated uses of all funds. The total of estimated revenues and balances brought forward from prior years will equal the total of the appropriations and reserves. The five (5) year forecast will include projections of operating expenses, capital outlays, debt service and any other anticipated disbursements. The annual budget will be published within thirty (30) days from adoption and may be submitted for review by the Government Finance Officers Association.

Economic Assumptions

Economic assumptions will be forecasted over a five (5) year period and documented as a basis for preparing budgets and making financial projections. They will be defined by the Finance Director and will be applied consistently for all City Funds.

Budget Adjustments

The City Manager must approve transfers between departments. The City Manager also approves transfers within a department's accounts but will avoid using funds for capital items that were budgeted but not purchased, as well as funds from salary or employee benefit accounts. The City Manager may automatically adjust the budget to properly classify charges to the proper account codes and to account for loans, merchandise for resale, reimbursements, gifts, grants or donations. This includes emergency protective measures and repairs associated with declared disasters, including required matching funds.

Note: Policies were previously adopted with Resolution(s) 2024-25, 2020-23, 2019-10, 2016-25, 2013-19 and 2007-02

Financial Policies and Practices

Emergency Purchases

The City Manager may make emergency purchases in accordance with established procedures that temporarily exceed a department's budget appropriations when it is absolutely necessary and in the best interest of the City. These costs are tracked in an unbudgeted account designed for keeping cost separate for reporting purposes to granting agencies as applicable and for potential reimbursement to offsetting expenditure.

Governmental Funds -- Fund Balance

GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions established accounting and financial reporting standards for governmental funds. It established criteria for classifying fund balances into specifically defined classification and clarified definitions for governmental fund types. Fund balances for governmental funds are reported in classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

When both restricted and unrestricted amounts are available for use, it is the City's practice to use restricted resources first. Additionally, the City would first use committed, then assigned, and lastly unassigned amounts of unrestricted fund balance. The following are classifications of governmental fund balances:

Nonspendable Fund Balance - These amounts cannot be spent because they are not in spendable form.

Restricted Fund Balance - These amounts are restricted to specific purposes when constraints placed on the use of resources are either by:

(a) *externally imposed by creditors (e.g. debt covenants), grantors, contributors, or laws or regulations of other governments;*

or

(b) *imposed by law through constitutional provisions or enabling legislation.*

Committed Fund Balance - These amounts can only be used for specific purposes pursuant to constraints imposed by the City Commission. The constraints cannot be removed unless the Commission remove it in the same manner it was implemented.

Financial Policies and Practices

Assigned Fund Balance - These amounts are constrained by the government's intent they be used for specific purposes. Decisions with regard to these amounts may be made by a committee or other government official (i.e. City Manager or designee). Example: Undesignated Contingency Funds.

Unassigned Fund Balance - includes residual positive fund balance within the General Fund which has not been classified within the other above mentioned categories. Unassigned fund balance may also include negative balances for any governmental fund if expenditures exceed amounts restricted, committed, or assigned for those specific purposes.

B. City Reserve Policy

In FY 2023, Ordinance No. 1681 was adopted relating to the City's budget reserve policy; making findings; providing for the establishment and maintenance of committed and non-committed budget reserves beginning in FY2022/2023 through 2028/2029. Assigned Reserves will be forecasted over a five (5) year period to be no less than 20% (2 months) of the future operating budgets of all funds combined, which includes 19% of General Fund reserves committed for disaster recovery costs. The term Assigned Reserves refers to the amount of funds that are set aside and are only to be used in case of a disaster. If emergencies or revenue shortfalls require its use, a plan shall be developed to restore it to this level within three years. To assure the minimum amount is available when needed, no portion will be designated for other purposes.

Assigned Reserves may be designated in addition to this amount for specific purposes as defined by the City Commission and/or City Manager.

Financial Policies and Practices

C. Debt²

Long-term Debt

The City will prevent any default on debt. General Obligation Bonds shall not be issued. Revenue Bonds or Notes may be used for major purchases or projects but will normally be financed for 20 years or less. Long-term debt shall not be used to finance current operations. Refinancing guidelines require net present value savings in excess of three (3%) percent.

Short-term Debt & Leases

Debt for less than the five-year planning period shall be avoided. Leases or lease-purchases will only be used when the total costs of the lease and maintenance is less than the total costs of the purchase and maintenance or there are other special considerations. Net present value calculations should always be used in the comparison. Loans between funds should be at an interest rate that is mutually beneficial to both funds. Short-term debt may be issued in response to a natural disaster or unexpected delays in receiving revenues.

D. Revenues

Revenue Levels

Revenues will be sustained as necessary for the City to function and provide the desired level of service. Congressional and Legislative actions will be monitored to keep informed of changes that may impact available revenues. Rates will be adjusted as required to provide funding to continue services. Any opportunity to recapture a higher proportion of the sales tax revenues collected within the City should be considered.

Revenue Diversification

The major sources of revenue will be diversified to the extent possible to avoid overdependence on one source. Reliance on Intergovernmental Revenues should also be avoided. Reliance on property taxes to cover the majority of General Fund's operations makes it susceptible to reductions in assessments of property values. The City should consider alternative revenue sources that could result in less reliance on these sources.

² Resolution 2014-09 formalizes adoption of the City's comprehensive debt policy. The policy was submitted to the Association of Public Treasurers of the United States and Canada (APT US&C) for review and certification and the Certification of Excellence for Debt Policy was presented to the City.

Financial Policies and Practices

Revenue Estimates	<i>Projections of revenues will be made with the intent of being conservative and avoid dealing with any significant shortfalls. Revenue estimates will be the responsibility of the Finance Director, although estimates made by the departments administering the charge will be given the highest consideration.</i>
Non-recurring Revenues	<i>Ongoing expenditures will not be funded by non-recurring revenues. Ongoing expenditures should always be restricted to amounts less than ongoing revenues. Non-recurring revenues will be applied to reserves or for one-time expenditures.</i>
Revenue Earmarking	<i>Earmarking of Revenues to future uses should be avoided unless required by law or established by bond covenants. This practice restricts the ability to allocate funds to the needs and priorities considered most important in the present period. The City is best served by having as much flexibility to react to changing requirements as possible.</i>
Revenue Shortfalls	<i>In the event of anticipated revenue shortfalls, the City Manager shall develop a plan to reduce expenditures, or take other appropriate actions to offset the projected impact. Any significant adjustment to levels of service or the completion of scheduled capital projects will be reported to the City Commission.</i>
Property Tax Rate	<i>The millage rate adopted for the collection of property tax revenues is levied with the goal of avoiding extreme adjustments in the future.</i>
Franchise Fees	<i>The basis established for computing franchise fees shall consider the methods that are most likely to prevent reductions in the City's revenues due to reductions in rates or consumption levels. The City will seek to protect itself from rate or consumption reductions by having provisions for minimum annual payments.</i>

Financial Policies and Practices

User Fees

User fees for non-essential services will be adopted to offset the corresponding costs of providing the particular service; to the extent they are competitive and comparable to similar charges by other entities in the area. Whenever practical, residents shall be charged a lower fee versus non-residents. This recognizes that taxpayers are already contributing to the costs of providing almost every service. Parking permits will be sold to allow parking in metered parking spaces without further charge. Parking meter rates will be established such that collections will be adequate to maintain parking facilities and offset costs of serving out-of-town visitors. Fees at Shepard Park and Fischer Park will be set to generate funds to maintain the facilities and offset the costs of other recreation and beautification activities.

It is accepted that the City Pool and other recreation programs will not be self-supporting.

Fees for the Golf Course will be set at rates sufficient to adequately maintain the facilities, replace equipment and meet debt service requirements to the extent they are competitive and comparable to competitors.

Garbage rates will cover charges by the contractor, plus the costs of billing and managing the contract.

Sewer, reuse and stormwater rates will be maintained at levels sufficient to exceed bond and/or loan covenants, cover operating and maintenance costs and capital outlays.

Financial Policies and Practices

E. Personnel

Budget Position Control

The number of permanent full-time positions approved in the annual budget may not be exceeded without approval by the City Manager. The City Manager may choose to leave vacancies unfilled or adjust job titles and responsibilities as he determines necessary to accomplish a department's purposes. Adjustments within budgetary restraints to the hours worked or number of individuals filling part-time or temporary positions may also be made at the discretion of the City Manager.

Employee Compensation

Wages and benefits shall be established at levels that are reasonably expected to attract competent and qualified employees that will remain with the City for an extended time. Care will be exercised to avoid circumstances that require consideration of future layoffs or reductions in wages or benefits. Benefits shall be administered in a cost-effective manner but with consideration toward providing the best possible value to the employee.

Overtime

Overtime hours should be avoided except in instances specifically authorized by the City Manager. The Fire Department shall also comply with the requirements of the Fair Labor Standards Act related to recurring overtime.

Pension Costs

Actuarial Valuations on the City's three Defined Benefit Pension Plans shall be performed annually as of October 1st. The actuarial valuations shall establish the annual required contribution (ARC) necessary to pay the normal cost and the current year increment of the unfunded accrued actuarial liability.

The City portion of the ARC must be made before December 31st annually. This procedure allows application of a favorable actuarial assumption which reduces the ARC from what it otherwise would have been.

Employee contributions shall be made immediately after being deducted each pay period.

Financial Policies and Practices

F. Maintenance and Operations

Quality Services	<i>Programs that cannot be maintained at a quality level of service will be discontinued prior to funding new programs. If expenditure reductions are necessary, service elimination is preferable to poor or marginal programs.</i>
Contracting Services	<i>The City will routinely consider whether particular services should be provided by staff or through contracts with other parties. Consideration should always include comparisons of the lost opportunity costs of assigning City forces to the service.</i>
Facilities and Equipment	<i>All facilities and equipment will be maintained in a safe and economical fashion. Care will be taken to perform any necessary preventative maintenance and to avoid accidents and losses due to lack of training or proper attention.</i>
Performance Measurement	<i>Performance measures will be developed to provide information on workload, efficiency, and effectiveness. Staff has implemented performance measures for each department. The intent is to change measures over time as experience is gained regarding measures that are meaningful and not overly burdensome to maintain.</i>

Financial Policies and Practices

G. Capital Outlays

Capital Purchases or Projects

Priority will be given to capital purchases or projects that avoid operating expenses or generate net revenue. Before starting major projects, they will be documented as to their phases, expected time-line for completion and projected costs of operation and maintenance. Net present value calculations shall always be made during consideration of alternatives and a computation of the payback period. The use of project numbers to track the costs of labor and materials is required on major projects for the purpose of recording the value of the capitalized assets. Projects will be budgeted at their full cost, assuming they will be contracted out.

Grant Funded Projects

Reimbursable Cost Grants or Capital Grants shall not be relied on to fund ongoing service delivery needs. Anticipated grant proceeds will be budgeted as revenues and projects associated with grant funding will be budgeted for the total costs of the project. All applications for grants shall be approved by the City Commission. The City Manager will have grant provisions and requirements evaluated in respect to whether they are reasonable and work to the City's net advantage.

Preservation of Infrastructure

Adequate resources will be allocated to the proper maintenance and preservation of existing infrastructure before targeting resources toward building new facilities. The City will not build new facilities without thorough study and analysis of the projected staffing and other operating and maintenance costs and specific sources of funding for such expenditures. New facilities should be of high quality, low maintenance and for the lowest life-cycle costs.

Financial Policies and Practices

H. IntraFund Transactions

Transfers from Other Funds

The Utilities System Enterprise Fund transfer to the General fund has four components: in lieu of franchise fees/property taxes; offset to cost of General Fund administrative staff; to the General Fund for public works staff; and to the General Fund for liability insurance and other services.

Transfers are adjusted based on needs of the city.

Fund:	Transfer out:	Transfer in:
General Fund		1,689,984
Building Permits & Inspection Fund	46,627	
Utilities System Enterprise Fund	1,389,200	
Stormwater Enterprise Fund	254,157	
Total transfers	<u>\$ 1,689,984</u>	<u>\$ 1,689,984</u>

Charges to Other Funds

The enterprise funds will be charged for a portion of the administrative costs accounted for in the General Fund's budget. This shall be allocated based on the relative size of each Fund's operating costs and shall be computed and paid annually, so that the charges may be included in the annual budget.

SECTION II - OTHER FINANCIAL POLICIES AND PRACTICES

A. Accounting and Reporting

Funds and Accounts ***The City will minimize the number of accounts and funds.*** The goal is to maintain simplicity and avoid making the records unnecessarily complex. Funds and accounts will be established by the Finance Department in accordance with the State mandated chart of accounts.

Cash Receipts ***All receipts shall be controlled by the Finance Department.*** Procedures shall be established to insure proper security and internal control over collections and the custody of cash. Collection points shall be limited to the minimum number of locations necessary for the departments to effectively service the public.

Credit Cards ***A transaction surcharge will be added to payments made with credit cards, except for purchases of discretionary goods or services and charges without a practical means to efficiently enforce collection.***

This specifically includes: payments for sewer or reuse connection and all licensing, permitting, inspection and other fees administered by the Development Services Department; code enforcement fines; bad check fees; payments on all franchise fees and utility taxes; fees for copying or providing documents; and payments for any goods sold and collected through the Internet. Transactions subject to sales taxes shall be taxed at the increased payment amount.

Excluded are fees considered discretionary or in the City's best interest to offer a payment alternative, such as fees associated with recreational facilities, i.e. the Golf Course, swimming pool, ball fields, skate park, dog park, recreation center and auditorium, as well as, parking tickets and fines, fees from parking meters, parking permits and parking areas.

Any questionable items will be resolved by the Finance Director.

Financial Policies and Practices

Third Party Administrative Fees

Third Party administrative fees charged to the City for services rendered to may be passed on to the end user.

Specific examples of such charges are fees charged to utilize web based platforms for parking and civil citations and other similar administrative services to be determined.

Delinquent Accounts

The City may use any legally available means to collect on delinquent accounts. Care will be exercised to provide a process for appeal and review of the records accuracy but unless determined to be in error, the principal amount of all delinquent accounts must be paid. Questionable issues may be resolved by removal of penalties and interest.

Investments

Investments shall be made in accordance with an investment policy as referenced in Resolution 2024-07. The policy shall be in accordance with applicable State Law and be based on guidelines promoted by the Government Finance Officers Association. The policy shall be established by a duly adopted resolution of the City Commission.

Inventories

Inventories shall be limited and be tightly controlled by department heads. Limited inventories of spare parts will be maintained for purposes of emergency repair of critical equipment. Inventories of goods for resale shall be counted and reconciled to the accounting records on a regular basis.

Financial Reporting

The City will take the necessary measures to provide for accurate and timely reporting of financial information. The accounting records shall be closed and a summary of revenues and expenditures compared to budget may be provided to the City Commission upon request.

Annual Reports and Audits

The City shall employ an Independent Auditing Firm to conduct an annual audit. Generally Accepted Accounting Principles shall be used. The report will be submitted for review by the Government Finance Officers Association. Auditing services shall be contracted for a five year period but need not be re-bid, unless desired by the City Commission. Management Letter Recommendations presented by the independent auditors will be acted on and corrected before the completion of the following year.

B. Purchasing

Decentralized Purchasing

City purchases shall be made in compliance with purchasing procedures developed on the basis of a decentralized purchasing activity. Departments are responsible for obtaining bids or quotes and securing the necessary approvals from the Planning Board and City Commission. All purchase requisitions are processed on-line by the departments into the computer system but must be approved by the Finance Department prior to a purchase order being issued.

Purchasing Cards

Purchasing cards will be tightly controlled and restricted to only a limited number of authorized uses. Their use will be approved on a case by case basis by the Finance Department.

Local Vendor Preference

A local vendor preference policy will apply when the local vendor's bid is within one percent of other bids pursuant to Resolution 2002-25. A local vendor is defined as a vendor with a physical location within the City limits.

Sealed Bids

Sealed bids are required on purchases of fifty thousand (\$50,000) dollars or more. Bids are usually advertised and must be coordinated through the Finance Department. For professional services where the primary criteria are the firm's qualifications and proposed solution, a formal process is usually followed in order to establish a ranking of the firms qualified to perform the service. The City then negotiates the price with the top-ranked firm.

Purchases of \$50,000 or More

Purchases for fifty thousand (\$50,000) dollars or more must be approved by the City Commission. This applies to the purchase of products and to the selection of firms to perform professional services.

Lowest Responsive Bid

The City will normally award bids to the lowest responsive bidder. Dissatisfaction with past dealings with the vendor or the product being bid may disqualify a bidder from consideration. The local vendor preference rule is also considered.

C. Protective Measures

Internal Controls

The Finance Department shall have the authority to establish appropriate internal controls to insure that assets are protected and procedures are followed. Accounting procedures and processes will be regularly reviewed. Changes will always consider the additional costs and the impact suggested controls may have on operational efficiency. Established cash banks and collection points shall be audited by Finance Department personnel quarterly. Said audits shall not be announced beforehand.

Finance Department Review

Any agenda item involving substantial expenditures or action that will create or modify financial policies shall be discussed with the Finance Director before being considered by the City Commission. The Finance Director should have the opportunity to provide input in advance of actions that could possibly be detrimental to the City's financial position.

D. Employee Programs

Membership and Training

Membership in professional organizations supporting the principle of educating employees in their area of responsibility is encouraged. Potential benefits of memberships and training opportunities should be evaluated in comparison to the expense. Expenses and reimbursements shall be made in accordance with the Travel Policy and applicable federal and state laws.

Tuition Reimbursement

The City encourages employees to pursue higher education and to seek college degrees. A program for reimbursement of college expenses is administered by the Personnel Department.

Use of Vehicles

Assignment of vehicles for take-home purposes is limited to the Police Department except for cases where there is a direct benefit to the City by such assignment. Take-home vehicles are not to be provided in lieu of compensation. The use of pooled city vehicles for the use in all travel is to be encouraged over reimbursing employees for mileage.

E. External Relationships

Annexation

Annexation of enclaves and the areas to the north and south of the current city limits should always be encouraged. This would resolve the necessity for dealing with issues regarding response by police and fire units to locations that are not paying City taxes. However, voters in both areas showed an overwhelming desire to remain unincorporated in the November 2004 elections.

Intergovernmental Agreements

The City will work with other governments to identify the jurisdiction most capable and appropriate to provide specific public services. All intergovernmental agreements and contracts for service delivery will be approved by the City Commission with the intent of providing the best and most cost-effective service to the citizens. The City will attempt to be a good neighbor to surrounding communities providing such actions are not harmful to the City.

Budgeted Contributions to Other Causes

Contributions to groups and organizations in support of their causes will be limited and subject to change.

General Fund funding in FY 2027 is continued for the following:

Freedom 7	30,000
TOTAL \$	30,000



FINANCE DEPARTMENT

ACCOUNTS PAYABLE/PURCHASING

INTERNAL PURCHASING POLICIES & PROCEDURES



City of Cocoa Beach

Supersedes: September 26, 2025, update



FINANCE DEPARTMENT

ACCOUNTS PAYABLE/PURCHASING

INTRODUCTION

The purpose of this Purchasing Policy is to provide clear and consistent framework for how City funds are spent when acquiring goods and services. The process in place ensures that procurement is conducted in a fair, transparent, and accountable manner, maximizing the purchase value of City funds while ensuring sufficient oversight and safeguards.

The Finance Department is responsible for developing and enforcing policies and procedures, facilitating fair and open solicitations, administering procurement policy, and purchasing/contracting procedures. The Finance Department collaborates with City Departments providing oversight, guidance, and to ensure compliance for all awarded City contracts.

This policy provides acquisition thresholds/guidelines setting spending authority limitations on the City Departments and the City Manager, clearly defining items which require approval of the City Commission.

These internal financial policies and practices set here forth are compliant with all Federal, State, and City codes, laws and regulations. These policies and procedures are enacted by the adoption of resolution 2026-09, which is placed in the appendix section H of the FY 2027 budget. These financial practices will be implemented city-wide to all internal departments as they pertain to purchasing.



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FINANCE DEPARTMENT

ACCOUNTS PAYABLE/PURCHASING

PURCHASE REQUISITIONS

It is the policy of the City of Cocoa Beach to approve authorized purchases in the most expedient manner consistent with both operational requirements and internal controls.

It is the policy of the Finance Department to approve purchase requisitions within twenty-four (24) hours from the time requested. This approval is conditioned upon the requesting department supplying the required information.

It is the responsibility of the Finance Director, who is appointed by the City Manager, to approve all purchases of goods and/or services in accordance with these policies, and in a manner and method which provides for the most proficient and effective use of City funds. The Finance Director, or designee, is responsible for the direction of the City's procurement process and operations as directed by Chapter 2, Section 7 of the City of Cocoa Beach Code of Ordinances, Chapter 287 of the Florida Statutes, and other Federal, State and Local laws, statutes, ordinances, directives and policies as they apply to local government purchasing.

The Finance Director, or designee, recommends rules and procedures relative to the purchasing process, provides assistance and advice, as necessary, in the administration of, and compliance with, the purchasing policies and procedures.

The current primary method of purchasing a product or services for the City is through a purchase order. A purchase order is intended to provide some assurance proper procedures and approvals have been obtained prior to placing the order for the product or service. In general, purchases are made through a purchase requisition, which is then processed into a purchase order. Each procurement must include a specific description, including the number of units, of the technical requirements required by the product or service being procured.

All unbudgeted expenditures require approval from the Finance Director, or designee, prior to placing the order for the product or service.

The use of blanket POs to bypass competitive pricing or bid procedures is not allowed.

RULES & REGULATIONS OF PURCHASE REQUISITIONS

- For all purchases in the amount of fifty thousand (\$50,000) dollars or more, sealed bids are required and the Request for Proposal (RFP) or Invitation for Bid (IFB) process must be followed.
- An agenda item on contracts or purchases in the amount of fifty thousand (\$ 50,000) dollars or more is required for approval by the City Commission. This applies to both budgeted & unbudgeted items.

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ACCOUNTS PAYABLE/PURCHASING

- Public improvement projects requiring “sealed” drawings and are expected to have a completed cost in excess of fifty thousand (\$ 50,000) dollars must also be reviewed by the Planning Board prior to proceeding with final design. Repairs of existing facilities are excluded from this requirement. It is the responsibility of the respective departments to determine if their project requires Planning Board review and plan appropriately.
- Contractors must perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- Records will be maintained sufficiently to detail the history of procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
- A time-and-materials type contract will be used only after the determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. If a time-and-materials type contract is used, 2 CFR 200.318 will be adhered to.
- Contracts will only be awarded to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- The City may “piggyback” on the contracts of other governmental agencies when competitive bid procedures have been followed by that entity. If a State, county or other agency contract is used in lieu of bid procedures, include the appropriate information in the requisition comments section. The minimum requirement is to include the agency, the contract number, expiration date of the contract, and the name and phone number of that contract’s administrator. The City may piggyback on previous City bids provided they were received within the previous twelve (12) months and the department is not aware of any interest from other potential vendors.
- Continuing service agreements should not exceed one (1) year in duration unless a longer term is authorized by the City Commission. The identifiable costs must be budgeted and appropriate. The City is not required to re-bid the professional services, if work falls under the scope of services and the tasks identified within the negotiated term. Task Orders exceeding the City Managers authority will require the approval of the City Commission prior to the contract award.
- All annual contracts shall be entered in one (1) Purchase Requisition for the total amount of the contract, and only one (1) Purchase Order number will be assigned. The total amount of the contract shall be entered for the fiscal year. Payments shall be withdrawn from that Purchase Order and the amount to be paid will be the amount receipted on the invoice.

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- The City Manager and Finance Director, or Designee must approve all Capital purchases. Capital purchases are equipment units or items of a non-consumable nature with a value of ten thousand (\$10,000.00) dollars or more and/or an expected service life of one (1) year or more. Equipment or services with a value of less than ten thousand (\$10,000.00) dollars that are part of a larger capital project must be charged to the appropriate capital account but do not require the individual approval(s) above. Note that use of project codes is highly recommended when a capital equipment unit or facility is to be constructed using staff resources and personnel.
- Blanket purchase orders may be used for small, repetitive specified goods or services from the same vendor that requires numerous orders/shipments over specified periods of time. Blanket purchase orders may also be used for budgeted items not subject to competitive pricing (e.g. electric utility bills).
- The purchase of all computer equipment/software and related supplies and services shall have the approval of the IT Director or designee before a purchase order/contract is issued, including expenditures for GIS services, telephone service and equipment, pagers, cell phones, fax machines, copiers, printers, digital cameras, computer training courses and manuals, storage media, database products, software/hardware maintenance agreements and software support, software upgrades, internet access, electronic subscriptions and any other type of data or voice service.
- The Fleet Manager in coordination with the Public Works Director shall specify and prepare the purchase of all vehicles, trucks, heavy equipment, heavy transportation equipment, trailers or any motorized equipment, excluding golf carts and lawnmowers for use at the Golf Course. The City Manager and Finance Director must approve a purchase with a value of ten thousand (\$10,000.00) dollars or more before a purchase order/contract is issued.
- The use of services for temporary employees from employment agencies will have the approval of the City Manager or designee as well as the Human Resources Director.
- The use of contracted personnel to provide services shall have the approval of the City Manager or designee as well as the Human Resources Director.
- The use of retired or terminated employees as contractors or consultants shall have the approval of the City Manager or designee as well as the Human Resources Director.
- The purchase of flowers or similar items for bereavement or memorial purposes shall have the approval of the City Manager or designee as well as the Human Resources Director.
- The purchase of City stationery, business cards and envelopes shall be coordinated through the Finance Department.
- Goods and services may be voluntarily purchased on a group basis for the needs of two (2) or more departments. In addition, the City Manager or Finance Director may direct

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certain purchases (uniforms, maintenance supplies, etc.) be coordinated through one particular employee or department.

- Online purchases as well as purchasing cards (P-Cards) shall follow procurement and purchasing procedures.
- Owner Direct Purchase (ODP) items “stripped” from contracts or agreements that have obtained the approvals mentioned above are not required to be re-approved. The purchase requisition should contain the necessary background information.
- Procurement procedures for non-competitive procurement will be consistent with 2 CFR 200.320.

PURCHASE REQUISITION COMMENTS

- If the purchase is capital, it will automatically go before City Manager and Finance Director approval.
- Indicate the type of item purchased.
- Indicate if it is budgeted.
- Indicate how many quotes obtained.
- The Requisition Comments section should be used to note special conditions related to the purchase order such as single or sole source justifications, “piggyback” contracts, and any other key contract information that is essential to the approval of the purchase requisition such as the Bid number, project number, and date approved by the City Commission (if these are applicable).

PROJECT CODES

The use of project codes is helpful when tracking the total cost of a particular activity, including payroll and purchases by several departments. Project numbers can be used to track long-term capital projects, grants, in-house projects, special projects, ongoing maintenance projects and any other activities that require the capture of total cost. The assignment and use of project codes is to be coordinated with the Finance Department.

In general, a defined project will have a designated project manager. This person will usually be the designated contract administrator for those procurements requiring contracts.

The contract administrator is responsible for the following:

- Providing properly signed contracts to the City Clerk.
- Ensuring the contractors have obtained required insurance coverages and providing copies to the City Clerk.

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- Administration of the contract including supervision of the work if appropriate.
- Ensuring that requirements for payment have been met before authorizing such payments.

COMMODITY CODES

Use of commodity codes and sub-commodity codes is required for data collection purposes. If you cannot find a commodity code that is appropriate for your usage, contact the Finance Department to set up a code.

PURCHASING CARD (P-CARD) POLICIES

The City has a procedure to simplify the purchasing process for obtaining supplies, materials, services, travel, and equipment by making available to certain employees the authority to make purchases directly through a purchasing card program.

The purchasing card program is designed to improve efficiency in processing purchases from any authorized vendor that accepts the Visa credit card. Under certain circumstances the City may qualify for rebates by having a sufficient dollar volume of purchases.

This method of purchasing is therefore encouraged but does not mitigate the requirements for bidding procedures and dollar amounts explained below. Authorized purchasing card holders may make budgeted and approved purchases for operating expenditures without issuing a purchase order. All capital purchases made with the credit card require the preapproval of the City Manager and Finance Director (or designees) by utilizing the purchase requisition input and approval procedures. Once approved, capital purchase requisitions associated with a credit card purchase should be printed and attached to invoice for payment as well as noted when coding the transaction in Truist.

The Finance Department has the responsibility for administration of this program. City employees making unauthorized purchases or participating in other violations of this policy may be subject to disciplinary action.

SERVICES

1. It is the responsibility of each department to inspect all goods or services to determine their conformance with the specifications set forth in the contract.
2. If goods or services are not acceptable, the department shall contact the vendor to resolve the problem.
3. If goods or services are acceptable a receiving report shall be accomplished immediately.

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FINANCE DEPARTMENT

ACCOUNTS PAYABLE/PURCHASING

SERVICES PERFORMED ON CITY PROPERTY

Vendors performing work on City property are required to:

1. Be properly licensed under existing Federal, State and City laws. Florida State license to do business number is mandatory. Sunbiz number is accepted in lieu of business/occupation number. If the vendor is out of state, it is mandatory that they provide the business license number from the state of registration.
2. Certificate of Insurance shall be provided by the successful bidder to assure the City's insurance program will not be called upon to respond to losses from, and that the contractor is financially capable of responding to, claims resulting from the contractor's operations, activities or services for the City. It includes the following specifics:
 - The contractor agrees to hold harmless and indemnify the City for any claims which may arise as a result of the contractor's actions.
 - The certificate shall evidence no less than a thirty (30) day cancellation clause and a requirement that the City be notified of cancellation.
 - The certificate shall name the City as an Additional Insured for the project. Depending upon the work being performed, the City Commission and/or staff may also be named as additional insureds.
 - The amounts and types of insurance required will be detailed in the bidding or purchase document.
3. Construction and service contractors shall provide evidence of commercial general liability, property damage, worker's compensation insurance and automobile liability coverage. This includes insurance for any subcontractor being utilized. Limits of coverage will vary based on the scope of work and statutory requirements.
4. Professional services and environmental contractors shall provide evidence of professional liability, commercial general liability, worker's compensation insurance and automobile liability coverage. This includes insurance for any subcontractor being utilized.
5. Obtain all permits required for the nature of the work.
6. The costs of City permits are ultimately borne by the City since the contractor must recover his costs. Therefore, City permit costs may be charged to project codes by journal entry. This decision will be made on a case-by-case basis by the Finance Director, based upon the type of contract, the perceived risk being taken and Chapter 255.05 of the Florida Statutes.

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LOCAL VENDOR PREFERENCE

Bids shall be awarded to the local vendor when the amount of difference in the bids from acceptable vendors is equal or less than one (1%) percent of the local vendor's bid. Local vendor preference shall apply only when the vendor is located within the City limits and is duly licensed and authorized to engage in the business for which the bid is submitted. Local vendor preference shall not apply to purchases exempt from competitive bidding: goods or services not meeting specifications; vendors with past performance and delivery problems; certain grant funded purchases; or when the City Manager otherwise determines that it is not in the City's best interest. Departments must indicate in the comments section of the requisition that a local vendor preference has been applied and the appropriate supporting calculations must be included.

BREVARD COUNTY PUBLIC ENTITY PURCHASE COOPERATIVE

The Commission approved entry¹ into the Brevard County Public Entity Purchasing Cooperative on October 6, 2011. Currently there are ten (10) member entities. The objective of the Cooperative is to realize more favorable unit pricing through increased volume. Procurements made through the Cooperative's procedures are considered to have met our bidding procedures. Purchase Orders should document these procurements as a single source purchase.

COMPETITIVE PROCUREMENTS (IFB/RFQ/RFP)

- Invitations For Bid (IFB) are written documents issued by the Department Heads and reviewed by the Finance Director, or designee, inviting potential contractors or vendors to submit sealed, written pricing for specific goods or services in conformance with specifications, terms, conditions and other requirements described in the bid invitation documents. Formal bids shall be utilized to document procurements of goods and contractual services with an aggregate cost of fifty thousand (\$50,000) dollars or more.
- Procurement documents will comply with Section 508 of the Rehabilitation Act. When developing, procuring, maintaining, or using electronic and information technology, the City will ensure, unless an undue burden would be imposed on the City, that the electronic and information technology allows, regardless of the type of medium of the technology individuals with disabilities to have access to and use of information and data that is comparable to the access to and use of the information and data to individuals who do not have disabilities.
- Request for Proposals (RFP) are written documents issued by the Department Heads and reviewed by the Finance Director, or designee, inviting potential contractors or vendors to submit sealed proposals for specific professional services or goods in conformance with the scope of services, terms, conditions and other requirements described in the RFP documents. RFP's are utilized for procurements of professional services or goods with an aggregate cost of fifty thousand (\$50,000) dollars or more.

¹ The interlocal agreement has an indefinite term, it continues until terminated.

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- Competitive procurements should be advertised in a newspaper of general circulation. Standard documents for newspaper ads, IFBs and RFPs are available from the Finance Department. The advertisement should be coordinated through the Finance Department.
- The ads should refer responders to the City's webpage so that potential bidders may download the IFB/RFP directly. The Finance department will not provide copies of materials posted on the City website and are available for download.
- Notices may be posted on Demandstar or like websites if it is determined to be in the best interest of the procurement.
- Procurements may include a process to pre-qualify bidders if the City determines it is in our interest (e.g. complex or critical project) to do so.

CONSULTANTS COMPETITIVE NEGOTIATION ACT (CCNA) CHAPTER 287.055 OF FLORIDA STATUTES

- "Professional services" means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of the state, or those performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper in connection with his or her professional employment or practice.
- Professional services entered into in accordance with all the procedures of this act between an agency and a firm whereby the firm provides professional services to the agency for projects in which the estimated construction cost of each individual project under the contract does not exceed \$7.5 million. Beginning July 1, 2025, and each July 1 thereafter, the department shall adjust the maximum amount allowed on the preceding June 30 for each individual project in a continuing contract by using the change in the June-to-June Consumer Price Index for All Urban Consumers issued by the Bureau of Labor Statistics of the United States Department of Labor. The department shall publish the adjusted amount on its website;
 - Study activity if the fee for professional services for each individual study under the contract does not exceed \$500,000; or
 - Work of a specified nature as outlined in the contract required by the agency, with the contract being for a fixed term or with no time limitation except that the contract must provide a termination clause.

Evaluation of all responsive proposals shall be accomplished by a selection committee including at least one employee selected by the Finance Director and two appointed by the relevant Department Head. Evaluation criteria shall be contained in the Request for Proposal. Except where otherwise authorized by statute, costs must meet 2 CFR 200.403 factors affecting

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allowability of costs, 2 CFR 200.404 reasonable costs, and 2 CFR 200.32 cost analysis and profit review.

The Finance Department maintains a log which assigns all IFB's & RFP's a discrete number for tracking purposes. The Finance department will also post all ads, pre-bid meeting attendance sheets, bid opening tabulations and like material to the bid page of the City's website.

Personally identifiable information or bids that contain proprietary or copyrighted materials and any financial statements submitted by bidders will be kept secure and private. A single point of contact (e.g. "Cone of Silence") will be designated to prevent conflicts of interest between staff and potential bidders.

BID AND/OR AWARD PROTESTS

A contractor/proposer/bidder may protest an award provided he uses established procedures for this action. In general, the following applies:

Protests of awards less than ten thousand (\$10,000) must be made directly to the Director of the concerned department. If the decision of the Department Director is considered unsatisfactory, an appeal may be made to the City Manager. There is no further appeal.

Protests of awards more than ten thousand (\$ 10,000) dollars require a notice of intent to do so, in writing, with the Office of the City Manager within twenty-four (24) hours after receipt of the notice of rejection for rejected bids or proposals, or, for contract awards, within twenty-four (24) hours after the City's declaration of its intention with regard to such award.

Within ten (10) days after filing the written notice of intent to protest, a formal written protest must be filed with and received by the City Manager, explaining in detail the nature of the protest and the grounds upon which it is based.

The bid protest procedure will be incorporated into the purchasing procedures from this point forward. Florida's bid protests and awards are primarily governed by Section 120.57 (3) of the Florida Statutes.

POLICY STATEMENT

Any person² whose bid³ or proposal is rejected, in whole or in part, or who submits a bid or proposal but is not awarded the contract may protest such decision, but only in strict compliance with the procedures below.

² Person means any person/company/entity

³ The words "bid" "proposal" and "solicitation" are used interchangeably

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MAGNITUDE

This Policy shall apply to protests by bidders⁴ and proposers when the City Manager or a department director recommends a purchase of goods, supplies, equipment or services that would cost ten thousand (\$10,000) dollars or more.

Awards for lesser amounts may not be protested using this process. Such protests must be made directly to the Department Director of the concerned department. If the decision of the Department Director is considered unsatisfactory, an appeal may be made to the City Manager. There is no further appeal.

WRITTEN NOTICES; TIMELY SUBMITTALS

Any person who wishes to file a bid protest hereunder must file a notice of intent to do so, in writing, with the Office of the City Manager within twenty-four (24) hours after receipt of the notice of rejection for rejected bids or proposals, or, for contract awards, within twenty-four (24) hours after the City's declaration of its intention with regard to such award.

Within ten (10) days after filing the written notice of intent to protest, a formal written protest must be filed with and received by the City Manager, explaining in detail the nature of the protest and the grounds upon which it is based.

The calculation of days shall exclude Saturdays, Sundays, and holidays observed by the City. In computing any period of time prescribed or allowed by this protest policy, the day of the act or event from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included unless it is a Saturday, Sunday or holiday observed by the City; in which event the period shall run until the end of the next business day which is neither a Saturday nor Sunday, nor a holiday observed by the City.

Service delay of a protest by mail or courier shall not expand the time period allowed for delivery of a protest.

Failure by a bidder to comply with the timelines and requirements set forth herein shall result in an immediate invalidation and termination of the protest and a waiver of the right to seek further redress or to appeal the alleged adverse action in a court of law.

NOTICE TO OTHER BIDDERS

A protestor must mail or hand deliver copies of all notices of protests and formal written protests to all other bidders/responders within three (3) business days of filing the written protest with the City and shall provide the City with evidence of such mailing or delivery, which may be in the form of a certified mail receipt or affidavit of delivery.

PROTEST STANDING

A bidder with a "substantial interest" who has been adversely affected by the City's selection of a bidder may protest the selection by complying with the requirements set forth herein. A

⁴ The words "bidder", "proposer" and "protester" are used interchangeably.

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bidder shall be deemed to have a "substantial interest" if said bidder would have been selected as the lowest responsive and responsible bidder but for the alleged mistake or irregularity described in the protest. If the Department Director determines that a bidder does not have a "substantial interest," that bidder is precluded from bringing a protest pursuant to this section.

STAY OF AWARD

Upon timely receipt of a protest, and in the absence of emergency circumstances, the City Manager shall ensure that the award is suspended until such protest is resolved. If the City Manager, after consultation with the head of the requisitioning department, determines, in writing, that a bid or contract must be awarded without delay in order to protect the public health, welfare or safety, a bid protest shall not delay or otherwise impede the award of such bid or contract.

PROTEST BOND

Each written protest must be accompanied by a protest bond in the form of a certified check, cashier's check or money order made payable to the City of Cocoa Beach, in an amount equal to five percent (5%) of the protestor's bid. The condition of the protest bond shall be that, should the protest be determined to be without merit and non-valid, the bond shall be forfeited to the City in its entirety.

If the protest is upheld by the City, the bond will be refunded to the protestor. Any such refund does not accrue interest.

PROTEST CONTENTS

The written protest shall contain the following:

Identification of and contact information for the protestor;

Company Name, Protestor's Name and Title, physical address of protestor, telephone number and email address of protestor;

The RFP/IFB number and title;

(e. g. CB 14 – 011; IFB Demolition Services)

Clearly state the factual basis upon which the protest is based;

A bidder wishing to object to terms, conditions, specifications, procedures, selection criteria, weight of evaluation criteria or other matter set forth in the bid or proposal documents must make such objections in writing during the period of time set forth for questions and answers in the invitation to bid, request for proposal, request for qualifications or request for letters of interest. A bidder who has not raised such objections in writing during the question and answer time may not use the bid protest process to object to these matters once a notice of bid/proposal action has been posted.

State all statutes, laws, ordinances, or other legal authorities supporting such protest;

Any grounds not stated shall be deemed waived.

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The written protest must state with particularity the specific facts and law(s) or ordinance(s) upon which the protest of the proposed award is based and shall include all pertinent documents and evidence.

Identify the relief which the protestor seeks

Be specific (e. g. rebid; monetary damages etc.)

Other Information

The written protest shall acknowledge that any and all costs incurred by the protesting party shall be the sole responsibility of the protesting party.

CITY MANAGER REVIEW

After receipt of a timely written protest, the City Manager shall consider and attempt to resolve the protest. For the purposes of investigating, reviewing, and resolving a protest, the City Manager may appoint a designee of his/her choosing to represent and act on behalf of the City Manager at all stages of the bid protest review and proceedings. Such designee should have adequate experience and background in public procurement matters and be familiar with the City's procurement procedures. Prior to rendering a decision, the City Manager or designee may schedule and conduct a meeting in order to hear the arguments from the protestor. The time, date and location of the protest meeting will be noticed by the City to the protestor and other bidders/responders.

PROTEST MEETING

At the protest meeting, the protester and any other interested bidders/responders who may be affected by the City's procurement decision or award recommendation, or their designated legal counsel, will be allowed to make a brief oral presentation of evidence and argument. However, neither direct nor cross examination of witnesses will be permitted, although the City Manager or his/her designee may make whatever inquiries deemed pertinent to a determination of the protest. Submission of written or physical materials, objects, statements, affidavits and arguments relevant to the protested matters may be submitted prior to or at the protest meeting. The City Manager or his designee may solicit and receive input from City employees, consultants and other persons not a party to the protest proceeding. The statutory and judicial rules of evidence shall not apply to the proceedings. Any party may arrange for the proceedings to be stenographically recorded and shall bear the expense of such recording.

EXCLUSIVE METHOD OF PROTEST, OBJECTION, AND APPEAL

There is a compelling City interest in procuring goods and services in a timely manner so as to provide City residents and visitors with efficient, cost-effective, and operationally effective City infrastructure, facilities, and services in a timely manner. Consequently, procurement disputes must be resolved with minimal delays. Therefore, the procedure set forth herein is the sole means by which a bidder/responder aggrieved by a decision of the City may seek recourse. Refusal or failure by any aggrieved bidder/responder to pursue its right of protest under these procedures shall constitute a waiver of its right to pursue any further remedies or appeals, either administratively or judicially. Any judicial proceedings that may or could be filed against the City by an aggrieved or adversely affected party shall be filed within thirty (30) days

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after the City's final decision on a procurement matter. **Failure to timely file a judicial action in accordance with these procedures shall constitute a waiver and invalidation of any protest to the applicable solicitation, bid, or award.**

CITY MANAGER'S DECISION

In making his/her decision on the protest, the City Manager or his/her designee shall have the authority to uphold the award recommendation, cancel the pending procurement process, re-bid the contract, revise the award recommendation, and take other such actions that are within city's procurement authority. The decision of the City Manager or his designee may be rendered within ten (10) business days of such meeting.

The decision of the City Manager's office shall be final and conclusive as to any contract award not requiring City Commission approval. For contracts requiring City Commission approval, the decision of the City Manager's office may be appealed to the City Commission, if such appeal is timely filed.

APPEAL TO CITY COMMISSION

Bidders/responders who are adversely affected by the Office of the City Manager's decision with respect to a contract award requiring City Commission approval, may appeal the City Manager's decision by filing a written appeal with the City Clerk, no later than 5:00 p.m. on the fifth (5th) full business day following the date of the written decision issued by the City Manager or his/her designee. The written appeal shall substantially conform to the written protest notice content requirements above and shall be sent by the appealing party to all other bidders/responders within three (3) business days of filing the written appeal with the City in the same manner. **Failure to timely file a written appeal shall constitute a waiver and invalidation of any protest to the applicable solicitation, bid, or award.**

APPEAL HEARING

If an appeal is timely received, the appeal shall be heard by the City Commission at a public meeting. The time, date and location of the City Commission meeting shall be noticed by the City in the same manner as it notices regular City Commission meetings. The Commission may incorporate the appeal hearing into a regularly scheduled meeting if it so chooses.

The City Commission's review of the City Manager's decisions shall consider only the facts and evidence already presented. No new evidence may be presented. The procedure for the City Commission's review will be similar to the process specified for the protest meeting above. After conclusion of the presentations, the City Commission shall conduct public deliberations, and, upon completion thereof, hold a vote as to the resolution of the appeal. The outcome of such vote and reasons provided therefore shall constitute the City's final determination of the matter.

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SUSPENSION AND DEBARMENT

A vendor may be suspended if:

1. Vendor has terminated, defaulted, failed to perform, or failed to fully comply with the conditions, time frames, performance, specifications, drawings, or terms of a contract with the City; or
2. Vendor commits fraud or misrepresentation in connection with any solicitation or contract with the city; or
3. Vendor is charged by a court of competent jurisdiction with a criminal offense in an incident related to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract; or
4. Vendor is charged by a court of competent jurisdiction with any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which is determined to currently, seriously, and/or directly affect responsibility as a City government contractor; or
5. Vendor becomes insolvent, has proceedings in bankruptcy instituted, or compounds its debts, or assigns over its estate for payment thereof, or has a receiver or trustee appointed over its property; or
6. Vendor violates the ethical standards set forth in local, state statutes or federal law.

A vendor may be permanently debarred if:

1. Termination, default, failure to perform, or fully comply with the conditions, time frames, performance, specifications, drawings, or terms of a contract with the City two (2) times within any ten (10) year period; or
2. Conviction by, or judgement obtained, in a court of competent jurisdiction for embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty in connection with the vendor's commercial enterprise. If the conviction is or judgement is reversed through the appellate process, the debarment shall be removed upon written notification and proof of final court disposition; or
3. Conviction of a public entity crime as defined by Fla. Stat. §287.133, shall result in debarment to transact business with the City to extent as specified therein; or
4. Permanent debarment by another federal, state or local governmental agency.

After the City Manager has determined he/she has cause to suspend or debar a vendor, he/she shall notify the vendor in writing of the debarment or the period of suspension and the reasons for the action taken. The suspension or debarment shall be final and conclusive unless the suspended or debarred vendor initiates written protest proceedings within five (5) business days after the date of notification.

AWARDS - PURCHASES

Suppliers should be selected based on total cost, which considers the item price (with the exception of architecture or engineering services), delivery, and/or freight cost, quality, life cycle costs, warranty, and service terms and conditions. Awards to other firms/companies other than the low bidder shall be documented to show the rationale for selection (e.g. critical delivery

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date) and/or rejection (e.g. does not meet specifications, delivery and past performance problems) of the low bidder. Departments are responsible for the retention of all documentation regarding the selection process.

AWARDS – RFP & IFB

Awards should be made to the most responsive bidder or proposer. The RFP/IFB must contain an evaluation methodology. If the most responsive bidder/proposer is not the lowest, ample documentation should be available to justify the award. All necessary affirmative steps will be taken to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible, in accordance with 2 CFR 200.321.

SIGNATURES ON CONTRACTS

Contracts for on-going and/or routine purchases of goods or services may be signed and executed by the relevant Department Head. All other contracts must be signed and executed by the City Manager. The City Manager will also sign and execute contracts approved by the City Commission, unless the Mayor or other elected official are specified as the executor or signer.

CHANGE ORDERS OR AMENDMENTS TO CONTRACTS OVER \$50,000

Change order means changes, due to unanticipated conditions or developments, made to a contract which do not substantially alter the character of the work contracted for and which do not vary so substantially from the original specifications as to constitute a new undertaking. Such changes must be reasonably and conscientiously viewed as being in fulfillment of the original scope of the contract. Further, such changes when viewed against the background of the work described in the contract and the language used in the specifications, must clearly be directed either to the achievement of a more satisfactory result or the elimination of work not necessary to the satisfactory completion of the contract.

The City Manager is hereby authorized to initiate and approve work on the following types of change orders determined in his/her judgment to be in the best interest of the public and such change orders do not materially alter the scope of the work authorized in the initial contract:

1. All change orders resulting in a cumulative net decrease to the initial cost of the contract to the City. This specifically includes reductions in prices due to instituting the ODP sales tax exemption program.
2. Change orders increasing the initial contract cost by the lower of ten percent (10%) or \$50,000 provided sufficient documentation is provided and budgeted funds are available or can be transferred from the relevant Department's accounts.
3. Change orders or amendments involving procedural or other matters that will not result in any change to the contract's cost.

All other change orders must be formally approved by the City Commission before work may be authorized to begin.

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BID AND PERFORMANCE BONDS

The use of bonds is determined by the type & amount of the service being sought. There are two (2) major types of bonds used by the City in the competitive procurement process:

1. Bid Bonds are used when bid security is required to ensure that the firm or individual awarded a contract will subsequently enter into contract with the City. Bid Bonds are generally written in an amount equal to five (5%) percent of the total amount bid.
2. Performance Bonds are used when a guarantee is required to ensure that a firm or individual that has entered into contract with the City will complete the project within the terms of the agreement. Performance Bonds are generally written in an amount equal to one hundred (100%) percent of the contract award amount.

The costs of bonds are ultimately borne by the City since the contractor must recover his costs. Therefore, bonds may or may not be required. This decision will be made on a case-by-case basis by the Finance Director, based upon the type of contract, the perceived risk being taken and Chapter 255.05 of the Florida Statutes.

GRANTS

- Grants awarded that are \$50,000 dollars and above are required to go to City Commission for approval and acknowledgement.
- Once a department is awarded any grant, they must inform the Finance Department for audit requirements.
- If a department is to apply for any grant, they must notify the Finance Department as to know the budgeting impacts for projects.
- Depending on the type of grant (local/state/federal) the Finance Director will record funds/budget funds as required for audit requirements and general accounting practices.

COMMUNITY DEVELOPMENT BLOCK GRANTS

In 2024, the City of Cocoa Beach passed a series of additional policies in compliance and coordination with Community Development Block Grants. Approval was granted by City Commission for these separate policies on August 1, 2024 & September 4, 2024. This pertains to the following separate policies:

- City of Cocoa Beach Community Development Block Grant Procedures & Policies Manual
- City of Cocoa Beach Community Development Block Grant Quality Assurance/Quality Control Procedures

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- City of Cocoa Beach Community Development Block Grant Financial Management Procedures
- City of Cocoa Beach Community Development Block Grant Anti-Fraud, Waste, and Abuse Policy
- City of Cocoa Beach Community Development Block Grant Administrative Policy (contains all policies mentioned in this section combined)
- External Department Policies: Cocoa Beach Police Department Excessive Force Policy, Human Resources Department ADA/EEO Policy, Development Services Department Resolution 2024-18 Fair Housing Compliance

General Procurement Standards related to CDBG:

The City will follow 2 CFR 200.317-326 and the City's adopted and DEO approved Procurement Policy for all procurements funded by CDBG. The City will ensure all record keeping will be sufficient to comply with 2 CFR 200.318. The City will incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. The City will provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. Additionally, the City will adhere to the requirements of Section 287.055 Florida Statutes when conducting procurements for professional services such as grant administration engineering. The City will advertise its procurements for CDBG funded work and services in a regional Metropolitan Statistical Area newspaper of general circulation. Construction procurements will additionally adhere to Sections 255.05 (bonding), 255.0525 and DEO requirements (advertising times).

In regard to section 2 CFR 200.319 (a) (b) the city will comply with the statement that all procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition. Also it will prohibit contractors who develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals from competing for such procurements.

Section 255.0525 FS will apply if the City does advertising for competitive bids and proposals. The city will ensure all persons, firms, or products are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period. contracts will follow and or contain clauses stated by 2 CFR 200.327 and Appendix II to Part 200. The City adheres to following 2 CFR 200.320(b)(2i-iv) for all proposals where a contract is awarded or involves competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby offeror's qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. For noncompetitive procurement the city will follow 2 CFR 200.320(c) if the following circumstances apply:

1. The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold
2. The item is available only from a single source
3. The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation
4. The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity
5. After solicitation of a number of sources, competition is determined inadequate

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The City will allow the following methods per 2 CFR 200.320 for procurement to be used for the acquisition of property or services required:

- Micro-purchases
 - The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold of \$10,000
- Small Purchase
 - The acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold of more than \$10,000 but less than \$250,000.
- Competitive Sealed Bids
- Competitive Proposals
- Noncompetitive

The City will adhere to a time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. The City will follow 2 CFR 200.403 to meet the standards and factors affecting allowability for costs. The City will meet the bonding requirements for construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected.

The City will ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.

In the event of any bid protest, the City, any member of the immediate family of an employee, officer, or agent; his or her partner; or an organization which employs, is about to employ, any of the above will follow the procedure as outlined in Section 127.57(3) Florida Statutes and will notify its DEO contract manager immediately of any protests it receives. The City will communicate any other procurement challenges or problems to its DEO contract manager immediately. Additionally, city staff will have a single point of contact to prevent conflicts of interest between subrecipient staff and potential bidders.

In the event of an award for RFP, the City will ensure that awards are to be made to the most responsive bidder or proposer. The RFP must contain an evaluation methodology. The City will ensure that all Personally Identifiable Information on bids that include proprietary or copyrighted materials, and any financial statements submitted by bidders will be kept secure and private. Contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. The City will remain in compliance with the Davis-Bacon Act and as supplemented by Department of Labor regulations. In addition will remain in compliance with Equal Employment Opportunity, Termination for Cause and for Convenience, and Section 3.

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To comply with regulations of 200.318 (e) (f) (g) the City will adhere to foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Competition requirements will be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements. The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs. The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

The City will take the affirmative steps to ensure Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms are used when possible per section 2 CFR 200.321 (b)

- Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (b)(1) through (5) of this section.

The City will adhere to MBE/WBE outreach requirements in all future procurements.

To comply with regulations 2 CFR 200.323 the city will comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an

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affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

The City will follow regulations of procurement per 2 CFR 200.324 (a) (d) as it relates to contract costs and price. A cost or price analysis in connection with every procurement action in excess of the Simplified Threshold including contract modifications. The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

Following section 2 CFR 200.325 (a) the city must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition.

OWNER DIRECT PURCHASE (ODP) PROGRAM

Construction-type contracts sometimes present favorable opportunities to use an Owner Direct Purchase (ODP) for equipment units included in the overall bid price. If the City determines the exemption requirements in both F.S. Section 212.08(6) & F. A. C. Rule 12 A -1.094 have been met and it is to our advantage to use the program (i.e. significant savings with a minimum number of purchase orders). Contracts will have the appropriate language to allow a deductive change order "stripping" the equipment unit at full cost, issuing a City purchase order with the sales tax (currently 6% of eligible cost) removed and paying the contractor using the agreed (i.e. check, P – card) method.

Because the original contract was bid and approved in accordance with established procedures, no further approval of the ODP program is required.

PROCUREMENTS AT AUCTION

Upon prior written authorization from the City Manager, the City may bid at auction sales conducted by federal, state, local governments and private firms for materials, supplies, and goods.

PROCUREMENTS NOT REQUIRING COMPETITION

In general, there are five (5) procurement categories not requiring competition:

1. Certain reoccurring or one-time obligations documented and approved in accordance with the appropriate sections of these procedures.
2. Single Source procurements documented and approved in accordance with the appropriate sections of these procedures.
3. Sole source procurements documented and approved in accordance with the appropriate sections of these procedures.

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4. Contingency Fee Audits/Auction & Collection Services/Sale of Bad Debt.
5. An emergency procurement documented and approved in accordance with the Emergency Purchases section of these procedures.

CERTAIN REOCCURRING OR ONE-TIME OBLIGATIONS

Some recurring and/or one-time obligations are exempt from the competitive bidding process because of unique circumstances. These obligations include:

- Utility (e.g. electric, natural gas etc.) services for City owned or operated facilities.
- Fees charged by other governments, either on a one-time basis or by interlocal agreements
- Seminars, registrations, professional membership dues and/or fees associated with such activities.
- Insurance Premiums
- Temporary Personnel
- Debt Service Costs and Agent Fees
- Emergency drug screens and physicals (other than the City's health care provider)
- Payroll generated payments (child support etc.)
- Certain refunds and reimbursements (e.g. utility deposit refunds)
- Repairs or service on proprietary equipment or warranty services on such equipment.
- Other payments as approved by the Finance Director/City Manager

SINGLE SOURCE PROCUREMENTS

Single source procurement is the award of contract or purchase order for required goods or services to a contractor without competitive bidding, even if this contractor or vendor is not the only producer of the product or service. Some of the factors considered to qualify the procurement as a single source are:

1. Operational necessity or requirements outweigh pricing factors. Risk of service disruption or additional workload is not worth perceived price benefits. Operational necessity may mean time is of the essence to maintain service or reduce exposure to liability.
2. Vendor or contractor supplied original equipment or made original installation. Familiarity with our specific operations of facilities is critical to continuing operations and outweighs pricing considerations. Spare parts or service may be restricted to a single vendor to maintain warranties.
3. Pricing factors not material (e.g., continuation of an existing contract with any increase in price tied to a nationally published index), minimizing or negating the advantages of competition or incremental dollar amount itself may be small.
4. The level of effort required by staff to follow competitive bid process is not cost effective when compared to perceived price benefits of competitive bidding.

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5. Exposure is low. Contracts are lump sum or unit rate contracts.

Single source items must be justified in the comments section of the requisition (F20) and the narrative discussion must contain an indication of which specific factors above qualify the goods or services as a single source procurement item. "Piggybacking" is considered to be single source procurement.

Single source contracts require the approval of the City Manager for amounts under fifty thousand (\$50,000) dollars. Commission approval is required for contracts above this amount.

SOLE SOURCE PROCUREMENTS

Sole source procurement is an award of a contract or equipment purchase to the only known source for the required goods or services, occasioned by the unique nature of the requirement, the vendor, and the impracticality of obtaining competition or market conditions. A sole source purchase cannot be justified on the basis of quality or price, as quality can be a subjective evaluation based on individual opinion, and price considerations must be evaluated by competitive bidding. If there is more than one product or service that will perform essentially the same functions under essentially the same conditions as the requested product or service, a sole source is deemed not to exist. Some of the factors considered to qualify as a sole source are:

- 1.The stated vendor is the only producer of the product or service, and no commercial substitute is available.
- 2.The information or data is proprietary.
- 3.The maintenance or repair requires specialized equipment or expertise, which is available only from the original vendor, or vendor representative.
- 4.The merchandise to be purchased is for resale.

Sole source items must be justified in the comments section of the requisition and should contain the following information:

1. How the determination was made that the goods or services being purchased were available only from one source.
2. What contacts (if any) were made in an attempt to identify alternate sources?
3. Specific reason(s) that other or similar goods or services from other sources are not acceptable.

CONTINGENCY FEE CONTRACTS AND SERVICES

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Providers of services including, but not limited to, contingency fee audits, auction services, debt sales and/or collection and similar services receive their fees as a percentage of revenues generated by their efforts.

These services are typically unique and are dependent on the nature of the audit, condition and type of material being sold or the degree of difficulty and/or the level of effort required in collecting the charges or providing the service. These factors make it desirable to have sufficient flexibility in the contract negotiations to structure the arrangement to be mutually beneficial.

Therefore, such contracts and agreements are specifically exempt from the competitive bid requirement and may be directly negotiated by the Finance Director with the concurrence of the City Manager.

EMERGENCY PURCHASES

An emergency⁵ situation is defined as a circumstance in which the City Manager determines one or more of the following criteria apply:

1. Critical City operations may be severely affected in an adverse manner.
2. Creates a threat to public health, welfare or safety.
3. A delay in the procurement of goods or services is against the public interest.

In such cases the City Manager⁶, or designee, may waive normal purchasing procedures to facilitate the immediate purchase of supplies or contractual services for emergency protective measures prior to the event or to facilitate emergency repairs to equipment or facilities damaged during the incident.

An executive order issued by the Governor of the State of Florida for an incident is considered by definition to meet the criteria for emergency purchases.

The FEMA-declared incident period of a named tropical storm or hurricane is considered by definition to meet the criteria for emergency purchases.

ETHICAL STANDARDS

No officer or employee of the City shall have any financial interest in the profits of any contract, service, or other work performed by the City; nor shall an officer or employee personally profit directly or indirectly from any contract, purchase, sale, or service between the City or any person or company, nor personally or as an agent provide any surety bail or bond required by law or subject to approval by the City Commission. No officer or employee shall accept any free

⁵ See Chapter 8.5 of the City Code for more detail.

⁶ See Resolution 2025 – 19 for more detail.

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or preferred service, benefits, or concessions directly or indirectly, from any person or company doing business with, or soliciting business from the City, if the officer or employee has reason to believe such free or preferred service is given to influence the employee or officer in recommending or approving a City contract with said person or company.

UNACCEPTABLE PRACTICES

The following practices are unacceptable:

1. Purchase of a product or service prior to obtaining an approved purchase order.
2. Splitting purchase orders into smaller amounts for the purpose of avoiding the need for quotations, or formal bidding.
3. Specifying a sole or single source purchase when other sources, products or services are available for the purpose of avoiding the need to obtain quotations or following formal bid procedures.
4. Miscoding purchases to accounts in order to avoid processing a budget transfer.
5. Payment of sales taxes for the purpose of avoiding the paperwork required to establish the City's exemption.
6. Failure to take discounts for the purpose of avoiding paperwork or avoiding expedited paperwork required to claim a discount.
7. Use of a computer user id and/or password other than one's own is strictly prohibited.

City employees engaging in the above unacceptable practices may be subject to disciplinary action.

PURCHASE ORDER APPROVAL SEQUENCE

It is important to note that orders for goods or services cannot be placed until the Finance Director or designee has approved a purchase order. The purchase order approval sequence outlines the steps in the process and the internal controls of separation of duties, which requires that no one individual has approval authority over all the activities of ordering, receiving, storing, issuing materials, approve invoices and payments. Separate positions should be designated at the department level to control these activities.

1. The department identifies the need and obtains quotations, if required.
2. The department enters the purchase requisition. All the information required as per these procedures must be entered in the requisition. Incomplete purchase requisitions will be returned to the departments, with an explanation in the comments section as to why it was returned.

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3. The Department Head, or designee (an employee in a supervisory capacity), will second level approve the requisition. Under no circumstances shall the originator of the purchase requisition second level approve the requisition. Should the Department Head or designee not be available, contact the Finance Director's office.
4. The Finance Director, or designee, reviews and approves the purchase requisition. Before approval, the requisition must be in conformity with the procedures above and include, as appropriate, the following:
 - Proper account number(s), project number, commodity and sub-commodity codes, delivery date, vendor, quotes, comments, item description, quantity and unit cost.
 - Funds must be available in the account before approval.
 - If the purchase requisition is a capital purchase, it will be sent to the Finance Director and City Manager for their approvals.
5. After Finance approval, the department processes the requisition through the Requisition Buyer Processing, assigns a Purchase Order number and prints it.
6. The department can now place the order.
7. Paper copies of the purchase order will only be printed upon request by the vendor.

INVOICE ATTEST

The primary responsibility for the validity of an invoice rests with the department. Specific responsibility should be assigned for the verification and accuracy of invoices. For contract invoices, employees assigned this responsibility should have copies of the payment terms as contained in the contract and copies of relevant contract amendments and change orders. For routine orders of consumable supplies, utility bills etc. attest should be made by an employee with personal knowledge or with documents confirming receipt of the goods.

The department's signature of approval on an invoice signifies that:

1. The goods or services covered by the invoices were delivered in proper condition or services were satisfactorily performed and in conformity with the terms and conditions of the contract between the parties. Questionable charges must be resolved before invoices are forwarded to Finance for payments.
2. Confirming copies of documents (e.g., receiving reports, waybills) were reviewed promptly upon receipt for validity of transactions.
3. The quantities, prices and payment terms are correct as stated in the invoice and the proper accounts charged.
4. In the case of certain capital & expense purchases, the property control forms are attached unless prior arrangements have been made and the property tags have been attached to the purchased item if required.
5. The invoice is coded to the proper project code.
6. The payment being processed has not already been made.
7. Payments should be made only against original invoices, and any alterations thereto should be questioned and, if acceptable, initialed.
8. Invoices must be properly stamped & signed. This is the proof that invoice has been properly attested.

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9. Supporting documents should be retained by the department in sufficient detail to verify work scopes, competitive quotes etc.
10. Record retention shall include current and previous fiscal year files.
11. Final payment or retention release should not be approved until the department is satisfied that all the contractor's obligations have all been met.

INVOICE APPROVAL

Invoice approval should be given by the Supervisor responsible for the Department or Division budget being charged.

The Finance Department recognizes that the smaller departments may not have sufficient personnel to separate effectively the attest function and the approval function. In those cases, the Supervisor may both attest and approve an invoice.

CREDIT MEMOS

A credit memo should be coded to the same account number and project code (if applicable) as the original charge. Credit memos do not get applied to a Purchase Order or et received on a Purchase Order. Credit memos are sent to the accounts payable email with the account number and approval signature stamp on it. The finance department will deduct the credit memo from the invoice in a separate process from the original invoice. If the credit memo is more than 12 months old, the department should request the vendor remit a check to the City to return the funds.

DISBURSEMENT PROCEDURES

Normal procedures apply to five (5) day work weeks. Weeks with holidays will be handled on a case by case basis and the Finance Department will issue a memo of instruction.

Invoices are due to Finance on Wednesday by noon. Invoices must be properly stamped, attested and approved.

Checks are cut & ready for mail pickup on Friday mornings. Checks are not to be "promised" at any other time or hours. If a department wishes to pick up a check in person or have a vendor pick up the check in person, the department must coordinate with the Finance Department in a timely manner. The same payment procedures above apply to employees requiring checks for travel payments.

Submitted by:

Hana Juman,
Finance Director

Date

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Approved by: _____ Date _____
A.J. Hutson,
City Manager

City of Cocoa Beach City Commission Agenda Item Summary

**DEPARTMENT MAKING
REQUEST/NAME:**

Finance /
Hana Juman, Finance Director

MEETING DATE

September 17, 2026

REQUESTED MOTION/ACTION

Adopt Resolution No. 2026-10, A Resolution of the City Commission of the City of Cocoa Beach, Florida, adopting the 2027-2031 Strategic Plan prepared by executive staff, which provides an executable managerial tool to succinctly tie the creation and execution of the annual budget.

Staff Representative: Hana Juman, Finance Director

Recommendation: Adopt

IS THIS ITEM BUDGETED (IF APPLICABLE)?

N/A

BACKGROUND:

The last time the strategic plan was updated was in FY2023. Staff provided their strategic plan updates to the Finance Department. Previous Resolution No 2014-22 stated that this plan would be updated annually by resolution.

RESOLUTION NO. 2014-22

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF COCOA BEACH, FLORIDA, ADOPTING THE 2015-2019 – STRATEGIC PLAN PREPARED BY THE CITY MANAGER AND EXECUTIVE STAFF, WHICH: PROVIDES AN EXECUTABLE MANAGERIAL TOOL TO SUSINCTLY TIE THE CREATION AND EXECUTION OF THE ANNUAL BUDGET TO THE CITY'S FIVE ENDURING GOALS; PROVIDES A MECHANISM TO MONITOR AND REPORT ON THE COMPLETION OF THE INDIVIDUAL PLAN TASKS; PRESERVES THE LOW-DENSITY AND FAMILY-ORIENTED RESORT COMMUNITY DESIRED BY THE CITY COMMISSION AND RESIDENTS; AND, PROVIDES FOR AN EFFECTIVE DATE.

WHEREAS, the City Manager is desirous of tying the City's Vision, Mission, Values and Enduring Goals into a singular and manageable format, which can be measured and reported on easily and at regular intervals, to continually monitor the status of the varied strategic plan tasks, and

WHEREAS, the City currently utilizes a five (5) year Capital Improvements Program (CIP) and a Fiscal Year Budget, both of which must be approved annually. Currently, no tool exists which tie these different documents together, in a manner easily monitored and reported on. This Strategic Plan is that mechanism which incorporates the City's Vision, Mission, Values and Enduring Goals into one (1) actionable document, and in 2015, it will start being used to assist in the creation of the Annual FY Budget, and

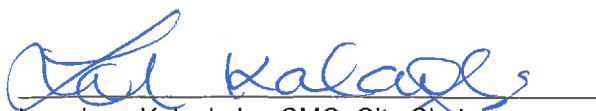
WHEREAS, this Strategic Plan is a planning and managerial tool which provides for the various and different City documents, the adopted City Vision, Mission, Values and Enduring Goals and any newly adopted Master Plans, to be: in flux with each other through one (1) easy to understand and follow plan; monitored at any time by the City Commission, residents, City Manager and Staff; updated on an annual basis through Resolution; reported on as requested, when the status of the tasks are in question; and, the one (1) single tool which allows the City Manager to quickly and efficiently make executive decisions regarding the daily operations of the City, to enhance and benefit the health, safety and welfare of the citizens of Cocoa Beach, while maintaining the low-density, family-oriented resort Community desired.

NOW, THEREFORE, BE IT RESOLVED, that the Commission adopts and enacts the 2015 – 2019 City of Cocoa Beach Strategic Plan:

Upon motion by Commissioner Malik and Seconded by Commissioner Tumulty, this Resolution and the Cocoa Beach Strategic Plan were duly adopted at a Regular Meeting of the City Commission of the City of Cocoa Beach, Florida, held on the 18 day of September, 2014.

Ayes: 5
Nays: 0
Absent or Abstaining: 0

ATTEST:


Loredana Kalaghchy, CMC, City Clerk


Dave Netterstrom,
Mayor-Commissioner



City of Cocoa Beach, FL Strategic Plan

Fiscal Years 2015 through 2019

10/1/2014

City of Cocoa Beach, FL Strategic Plan
FY 2015-19

EXECUTIVE SUMMARY

On February 11, 2014, the City of Cocoa Beach adopted five enduring goalsⁱ. The City Commission also directed the City Manager to utilize those goals as the foundation for the City's strategic plan (the Plan).

The City Manager initiated the plan development process by conducting a literature review via the internet to identify electronic sources of information on strategic planning and strategic plan formats. While a number of electronic sources were reviewed and considered, sources from the City of Cocoa Beachⁱⁱ, the Mai Tiki Galleryⁱⁱⁱ, and the International City/County Managers Association (ICMA) Knowledge Network^{iv} were used in whole or in part as formatting and content for sections of the Plan. Information was also used from the City of Albany, Oregon^v. City Staff contributed to the development of content for the Actions and Tasks^{vi}. Editorial review was provided pro-bono by Mr. John Byron, Cocoa Beach Resident and owner of Sun State Strategy Inc^{vii}.

The Plan covers a five year period and is intended to be a perpetual document updated annually. The Plan consists of five main sections. The most prominent section, Strategic Plan Goals, Actions, and Tasks, contains the six enduring goals, 43 actions, and 183 tasks. Goals are owned by the City Commission, Actions are owned by the City Manager, and Tasks are owned by their respective Department Directors or Program Coordinators. While the Goals are enduring, the actions and tasks have defined deliverable dates in specific quarters of specific fiscal years. Progress on tasks is monitored monthly by the City Manager and reported quarterly to the City Commission. Quarterly reports will be posted to the City's web site for review by the public, and an annual report on progress will be given each year as part of the Mayor's State of the City Town Hall Meeting held in March every year.

Additionally, the Plan will be aligned with the City's annual budget beginning in Fiscal Year 2016 and continuing in future years. Goals, Actions, and Tasks will be enumerated throughout the budget document creating a direct correlation between the Plan and requested appropriations.

Respectfully submitted

Robert J. Majka, Jr.

City Manager



OUR CHARTER MISSION

Maintain a low-density residential and family-oriented resort community with paramount consideration given to the health, safety, welfare, comfort, and quality of life for all our citizens.

OUR VISION

A safe family friendly resort-oriented community that promotes a high quality of life, low-density residential neighborhoods, balanced economic growth, and quality public services.

WHY HAVE STRATEGIC PLANS?

Comparisons between government and business usually oversimplify a complex issue^{viii}. Government was never intended to operate like a business, and any for-profit enterprise would not last very long if it had to follow the same rules as a unit of government. Business success is measured by profits, sometimes referred to as the “bottom line”; and government has no obvious equivalent. Business however, frequently provides government with important management tools that should be emulated to help improve efficiency and effectiveness.

Financial statements, audits, cost accounting, personnel policy manuals, and collective bargaining are just a few of the many business practices used by government every day. Strategic plans have also become a valuable resource for government as a way not only to communicate with citizens, but also as a means to establish a performance-based bottom line.

While the City of Cocoa Beach Strategic Plan is a new document, the mission, vision, values, and enduring goals are not new. The City Commission and City Employees have always been committed to providing quality services to promote a high quality of life in a strong community. There are many examples to support how the City’s values are routinely observed and a few that describe where the City has fallen short. A long-term commitment to common values and a willingness to critically evaluate the City’s performance will produce noteworthy and important positive results, including statewide and national recognition.

A strategic plan that is regularly reviewed and revised to reflect changing circumstances serves a city’s bottom line by communicating to citizens (shareholders) what the organization is trying to achieve, how it proposes to do it, and what the outcomes will be. The City is not a business, but it does do important things that make the community a good place to do business, to live, and to recreate. The City’s Strategic Plan is a critical tool to help accomplish that goal.

OUR VALUES

The City of Cocoa Beach's Strategic Plan is guided by three fundamental elements: our mission, our vision, and our core values. Our Mission Statement, found in the City's Charter, is based on the principals of high quality and continuous improvement. Our Vision Statement presents a compelling future toward which our Strategic Plan is directed. Both our mission and our vision are founded on the following basic values that guide all of our actions and that reflect what we require of our employees and expect from our elected officials; these values set the high standards to which we expect to be measured^{ix}:

Transparent, Open, and Honest Government. This value reflects our first and most important responsibility. Our competence is measured and, in fact, reinforced through active engagement of those we *serve*. We maintain an organizational reputation for openness, honesty, and integrity.

Dedication to Service. Our primary duty is to the people we *serve*. We are accessible, consistent, responsive, and understanding. We provide assistance beyond our customers' expectations, and we find *effective* solutions to problems that they bring to our attention.

Fiscal Responsibility. Proper use of public resources is a trust we continually guard. In our management of this trust, we must avoid even the *appearance* of impropriety. In our management of public funds, we constantly strive for the greatest possible efficiency, effectiveness, and quality outcome.

Personal Honesty and Integrity. In all our dealings, each of us demonstrates the highest standards of personal integrity and honesty in our public activities to inspire confidence and trust in our government.

Excellence. We continually pursue excellence by being creative and professional, taking risks, showing initiative, and being committed to our community and team. In this pursuit we support continuing education, training, and evaluation for all team members.

Teamwork. We are a team that emphasizes high levels of trust, full cooperation, and a commitment to thoroughly effective communications within our City organization. We encourage employees to exercise independent judgment in meeting customer needs through professional behavior always consistent with our values.

Humane and Diverse Organization. We are a humane organization that honors diversity and protects individual rights. Open communication, respect for others, compassion, and a sense of humor contribute to our positive work environment. We make it possible for *every* employee to achieve his or her full potential. We value the cultural and social diversity that is reflected in our community and we welcome the changes and new perspectives that this diversity brings to us. We protect those individuals whose basic rights are threatened.

WHY DO STRATEGIC PLANNING?

If our Mission and Vision are to have any meaning, they must be accompanied by deliberate planning efforts to move the organization and the community toward a desired future. This requires clearly defined goals, proactive actions, crisp tasks, committed leadership, and effective management^x.

Above all, it requires the forces of change. Those forces include community demographics, state and federal mandates, fiscal constraints, economic conditions, emerging technologies, and many other influences on our service-delivery efforts. High performing organizations are those that learn to anticipate and adapt to change by creating value for those they serve, and motivation and meaning for those who serve them. The best tool for accomplishing these actions is strategic planning.

STRATEGIC PLAN GOALS

The City of Cocoa Beach Strategic Plan has five enduring goals that advance our Mission and Vision:

1. **Ensure a safe City.**
2. **Deliver effectively the services that Cocoa Beach Citizens need, want, and are willing to support.**
3. **Maintain a low-density residential and family friendly resort-oriented community where citizens and visitors can find and afford the values, services, and lifestyles they seek.**
4. **Maintain effective stewardship of Cocoa Beach's significant natural resources.**
5. **Build and maintain a healthy business climate.**

These enduring goals, along with specific actions and tasks supporting them, will move the City toward our vision of the future.

Each *goal* is followed by the City's primary *actions* and *tasks* in that subject area for the foreseeable future. The goals should remain constant over time and should only be revised to reflect significant community changes or unanticipated events^{xi}. A list of measurable actions with tasks helps us track progress toward the goals. Actions are generally identified to cover the five-year planning cycle period from the date they are adopted or revised. Supporting the actions and carrying them out, tasks are the steps needed to meet the action. Many tasks have been, and will continue to be, developed at the department and division level to align the entire organization with the goals and actions. All tasks will have behind them the requisite authorization and funding prior to their execution.

The Plan is and always will be a work in progress. While the mission, vision, and values should remain constant, and the goals only slowly evolving, the actions and tasks will need periodic review and refinement. Progress will be tracked through regular reporting, will be incorporated into department, organization, and community publications, and will be available on the City's website. The annual Budget and the Capital Improvement Program (CIP) will serve as reporting and implementing policy documents, identifying relationships with the Strategic Plan. The Comprehensive Land Development Plan, the Transportation System Plan, the Utilities Master Plan, the Community Redevelopment Agency Plan (CRA), the Comprehensive Emergency Management Plan (CEMP), the Local Hazard Mitigation Plan (LHMP), and other related planning documents will also support the Strategic Plan.

STRATEGIC PLAN ACTIONS AND TASKS

Implementation of the five Enduring Goals is accomplished by execution of a formal list of Strategic Plan Actions and Tasks developed by the City Manager and his senior staff. The list is maintained separately and is accessible online at the City website^{xiii}.

- The timeframe covered is the next five years.
- The Actions and Tasks are linked to the City Budget and the five-year Capital Improvement Plan as approved by the City Commission.
- Accomplishment is assigned to specific staff leaders and to a target date by quarter or year.
- The accomplishment status of each Action and Tasks is assessed quarterly — Actions and Tasks requiring increased effort are identified in these quarterly reviews.
- The City Manager reports the accomplishment status of the five Goals and their associated Actions and Tasks quarterly.

GOALS, ACTIONS, AND TASKS

Goal 1 — Ensure a Safe City

Action 1.1: Ensure a safe city by protecting people and property. **City Manager (CM, FY 15-19)**

- Task 1.1.1:** Maintain an Insurance Service Office fire protection rating of two (2) or better. **Fire Department (FD, FY15-19)**
- Task 1.1.2:** Complete the construction of Fire Station 51. **Public Works (PW, Q2FY15)**
- Task 1.1.3:** Reduce the City's Community Rating System rating to seven or less under the National Flood Insurance Program. **Development Services (DS, Q1FY17)**
- Task 1.1.4:** Maintain an Insurance Service Office (ISO) rating for Building Code Enforcement Agency of 3.0 or lower. **(DS, FY15-19)**
- Task 1.1.5:** Reduce the flooding potential and environmental impact of urban development on the stormwater system. **Stormwater (SW, FY15-19)**
- Task 1.1.6:** Maintain an average response time to Priority 1 Police calls at five minutes or less. **Police Department (PD, FY15-19)**
- Task 1.1.7:** Implement the use of Traxx System accident reporting software to monitor the number of crashes involving alcohol, and create a database that can be used to create a five year average benchmark. **(PD, Q1FY15)**
- Task 1.1.8:** Maintain or reduce the number of fatal and injury accidents involving the use of alcohol to at or below the benchmark established in Task 1.1.7 above. **(PD, Q4FY19)**
- Task 1.1.9:** Increase traffic enforcement efforts to maintain or reduce the number of traffic crashes below the five year average of 580 accidents. **(PD, FY15-19)**
- Task 1.1.10:** Create an online survey tool to measure customer satisfaction with public safety services. **(PD, FD, Q2FY15)**
- Task 1.1.11:** Create and maintain a standard's of coverage document for both the Police and Fire Departments respectively to identify the distribution, concentration, and reliability of public safety resources. **(PD, FD, Q4FY16)**
- Task 1.1.12:** Achieve and maintain accreditation for the police department from a state recognized accreditation agency. **(PD, Q2FY15)**
- Task 1.1.13:** Update and maintain short-term and long-term vehicle and equipment replacement schedules. **(PW, FY15-19)**
- Task 1.1.14:** Evaluate alternative fuel vehicles for City purchases; evaluate alternate transportation e.g. golf carts for staff needs between City facilities. **(PW, Q4FY16)**
- Task 1.1.15:** Develop an inventory of property code violations, substandard housing conditions, vacant housing, and inadequate infrastructure in the City. **(DS, Q2FY15)**

- Task 1.1.16:** Define Key performance indicators that will be used to measure progress toward reducing the items defined in Task 1.1.15. **(DS, Q3FY15)**
- Task 1.1.17:** Reduce property code violations, substandard housing conditions, and inadequate infrastructure to levels at or below the KPI's defined in Task 1.1.16. **(DS, Q4FY16)**
- Task 1.1.18:** Reduce the number of vacant properties that represent a threat to public safety to levels at or below the KPI's defined in Task 1.1.16. **(DS, Q4FY16)**
- Task 1.1.20:** Develop a benchmark to measure the impact of fires that can be compared to other communities. **(FD, Q4FY15)**
- Task 1.1.21:** Complete the accreditation self-assessment process. **(FD, Q4FY16)**
- Task 1.1.22:** Achieve accreditation for the fire department from the International Association of Fire Chiefs. **(FD, Q2FY17)**

Action 1.2: Ensure the provision of safe, sufficient, and reliable drinking water, wastewater treatment, solid waste disposal, and stormwater systems. **(CM, FY15-19)**

- Task 1.2.1:** Maintain and implement a Wastewater Master Plan. **Water Reclamation (WR, FY15-19)**
- Task 1.2.2:** Start construction of the Sanitary Sewer Rehabilitation Project. **(WR, Q1FY15)**
- Task 1.2.3:** Start Cycle Testing the Aquifer Storage and Recovery Well. **(WR, Q1FY15)**
- Task 1.2.4:** Continue to operate a State Certified lab to ensure quality monitoring and testing. **(WR, FY15-19)**
- Task 1.2.5:** Maintain and implement a Stormwater Master Plan. **(SW, FY15-19)**
- Task 1.2.6:** Update the Stormwater Master Plan. **(SW, Q4FY18)**
- Task 1.2.7:** Award a competitively bid Solid Waste Services Contract. **(PW, Q1FY15)**
- Task 1.2.8:** Participate in the maintenance and implementation of the City of Cocoa's Potable Water Master Plan. **(WR, FY15-19)**
- Task 1.2.9:** Continue to have a Water Reclamation Department representative on the City of Cocoa Utility Advisory Board. **(WR, FY15-19)**
- Task 1.2.10:** Prepare a Water Supply Work Plan for Adoption. **(WR, Q1FY15)**
- Task 1.2.11:** Complete a sewer and reuse rate study. **(WR, Q2FY15)**

Goal 2 — Deliver effectively the services that Cocoa Beach Citizens want, need, and are willing to support.

Action 2.1: Continue to provide responsive, efficient, customer oriented service to fee payers. (CM, FY15-19)

- Task 2.1.1:** Provide three (3) customers service training classes for each employee in Development Services. (DS, Q2FY15)
- Task 2.1.2:** Cross-train Development Services staff in multiple disciplines to provide better continuity and customer service to fee payers. (DS, Q2FY15)
- Task 2.1.3:** Train the Development Services employees to use Click2gov and Document Management System (DMS) software to improve electronic customer access to department services. (DS, Q1FY15)
- Task 2.1.4:** Begin offering hands-on training after-hours and on weekends to all fee payers to teach them how to access and utilize Click2gov services on line. (DS, Q1FY15)
- Task 2.1.5:** Continue tracking all operations, customer contact and maintenance activities as required by the State National Pollutant Discharge Elimination System Stormwater permit. (SW, FY15-19)
- Task 2.1.6:** Reduce the cost, the time, and the process required for permit and site plan approvals, to incentivize re-development. (DS, Q1FY15)
- Task 2.1.7:** Incentivize infill development and commercial redevelopment of old, abandoned, vacant and/or dilapidated properties. (DS, FY15-19)
- Task 2.1.8:** Develop, implement and maintain a program that allows for the waiving of Development Services fees to incentivize re-development. (DS, Q1FY15)
- Task 2.1.9:** Make the Land Development Code (LDC) more flexible on permitted uses in different commercial zoning districts throughout the City to help spark new business start-ups, provide more services and to increase the tax base. (DS, Q1FY16)
- Task 2.1.10:** Complete an analysis of Development Services fees and recommend changes to the Department's fee schedule. (DS, Q3FY15)

Action 2.2: Develop, acquire, and/or implement the tools, services and capabilities for the City of Cocoa Beach to become a digital city. (CM, FY15-19)

- Task 2.2.1:** Develop an IT Master Plan. Information Technology (IT, Q1FY15)
- Task 2.2.2:** Implement a Cloud based back-up solution for disaster recovery. (IT, Q2FY15)
- Task 2.2.3:** Develop and maintain a modern, high bandwidth IT network infrastructure. (IT, FY15-19)
- Task 2.2.4:** Increase the use of cloud or hosted based solutions through a cloud first implementation strategy. (IT, FY15-19)
- Task 2.2.5:** Provide improved communication tools including enterprise e-mail, social media, web sites, and video streaming applications. (IT, FY15-19)

- Task 2.2.6:** Develop Enterprise Resource Management, Business Intelligence and other planning tools. **(IT, Q4FY15)**
- Task 2.2.7:** Implement the use of enterprise tools that allow the further development of automation tools across all departments. **(IT, Q4FY19)**
- Action 2.3:** Initiate participation in national performance benchmarking for comparison with other jurisdictions. **(CM, FY15-19)**
 - Task 2.3.1:** Implement and maintain a benchmarking document based on the Florida Benchmarking Consortium for wastewater treatment plants, sewer collection systems and reclaimed water utilities. **(WR, Q2FY15)**
- Action 2.4:** Implement process improvement projects to reduce processing time and costs. **(CM, FY15-19)**
 - Task 2.4.1:** Maintain use of the Purchasing Card and E-Payables programs to reduce purchasing costs and generate revenue through rebates. **Finance Officer (FO, FY15-19)**
- Action 2.5:** Maintain staffing at levels equal to comparable communities. **(CM, FY15-19)**
 - Task 2.5.1:** Review the Human Resources Staffing Plan. **Human Resources (HR, Q4FY15)**
 - Task 2.5.2:** Amend the Human Resources Staffing Plan based upon the results of the FY15 review. **(HR, Q4FY16)**
- Action 2.6:** Maintain employee compensation and benefit packages at a level on par with the public service sector of the market in Brevard County, FL. **(CM, FY15-19)**
 - Task 2.6.1:** Implement the results of a pay and classification study. **(HR, Q1FY15)**
- Action 2.7:** Develop and implement an employee retention program to ensure the City retains quality employees. **(CM, Q4FY16)**
- Action 2.8:** Implement a health and wellness program to improve employee health and reduce future health plan premium increases. **(CM, Q2FY15)**
 - Task 2.8.1:** Develop an incentive program to reward employees for reaching milestones under the health and wellness program. **(HR, Q1FY15)**
- Action 2.9:** Create a Grounds and Facilities maintenance Master Plan. **(CM, Q4FY15)**
 - Task 2.9.1:** Update the Grounds and Facilities inventory. **(PW, Q4FY15)**
 - Task 2.9.2:** Update the Grounds and Facilities maintenance schedule. **(PW, Q4FY15)**

- Action 2.10:** Create and maintain a street signage inventory and maintenance schedule. (CM, FY15-19)
- Task 2.10.1:** Create a Graphic Information System (GIS) map layer of existing street signage. (PW, Q2FY16)
 - Task 2.10.2:** Create a street signage inspection and maintenance schedule. (PW, Q3FY16)
- Action 2.11:** Continue recognition from the Government Finance Officers Association (GFOA) for excellence in budgeting and financial reporting. (CM, FY15-19)
- Task 2.11.1:** Maintain a conservative reserve policy. (FO, FY15-19)
 - Task 2.11.2:** Establish a comprehensive debt policy. (FO, Q1FY15)
 - Task 2.11.3:** Maintain annual audit results establishing conformance to requirements and generally accepted accounting principles. (FO, FY15-19)
 - Task 2.11.4:** Create for adoption by resolution a master City Fee Schedule. (FO, Q1FY16)
- Action 2.12:** Initiate a four year plan to design/build a new police station. (CM, Q1FY15)
- Task 2.12.1:** Re-evaluate the 2007 space needs assessment and explore funding options. (PW, Q1FY15)
 - Task 2.12.2:** Select station location and complete design incorporating applicable concepts and components of the Tasks identified in Action 3.2. (PW, Q4FY16)
 - Task 2.12.3:** Select funding option, advertise RFP, hire a construction contractor. (PW, Q4FY17)
 - Task 2.12.4:** Complete the construction of a new Police Station. (PW, Q4FY18)
- Action 2.13:** Initiate a five year plan to design and build a City Hall. (CM, Q1FY15)
- Task 2.13.1:** Re-evaluate the 2007 space needs assessment and explore funding options. (PW, Q1FY15)
 - Task 2.13.2:** Explore selling existing property and relocation options. (PW, Q1FY16)
 - Task 2.13.3:** Evaluate the pros and cons of remodeling the existing City Hall vs. the cost of constructing a new facility and complete the design of the selected option incorporating applicable concepts and components of the Tasks identified in Action 3.2. (PW, Q4FY17)
 - Task 2.13.4:** Identify sources to fund remodeling the existing City Hall or constructing a City Hall. (PW, Q1FY18)
 - Task 2.13.5:** Select a funding option, advertise RFP, and hire a contractor to complete the remodeling or new construction. (PW Q1FY19)
- Action 2.14:** Create a GIS Division within the IT Department. (CM, Q1FY15)
- Task 2.14.1:** Create and maintain a GIS Master Plan. (IT, GIS, Q1FY15)

Task 2.14.2: Establish a budget for the GIS Division. **(IT, Q1FY15)**

Task 2.14.3: Complete GIS hardware, software, and map-layer needs assessment for every City Department. **(GIS, Q2FY15)**

Task 2.14.4: Implement the use of ESRI ArcGIS as the City's GIS platform. **(GIS, Q1FY15)**

Task 2.14.5: Provide access to GIS electronically to City employees in the field. **(GIS, Q4FY16)**

Action 2.15: Review the purpose, structure, and goals of all City Advisory Boards and Committees. **(CM, Q1FY15)**

Action 2.16: Prepare an annual budget to fund the tasks of the Strategic Plan. **(CM, FY15-19)**

Goal 3 — Maintain a low-density residential and family friendly resort-oriented community where citizens and visitors can find and afford the values, services, and lifestyles they seek.

Action 3.1: Promote the value and attraction of Cocoa Beach. (CM, FY15-19)

- Task 3.1.1:** Develop and implement a Marketing Plan. **Marketing Officer (MO, Q1FY15)**
- Task 3.1.2:** Implement the Way finding signage program. (PW, FY15-19)
- Task 3.1.3:** Evaluate advertising penetration through coupon redemption. (MO, FY15-19)
- Task 3.1.4:** Utilize TDC Economic Impact Worksheet to determine the success of special events and attractions in the City. (MO, FY15-19)
- Task 3.1.5:** Implement a budget to accomplish the marketing plan. (MO, Q1FY15)
- Task 3.1.6:** Encourage, sponsor, and host special events to showcase the City as a special place to live, work and run a business. (MO, FY15-19)
- Task 3.1.7:** Provide a full range of leisure services in city venues to showcase the city. **Leisure Services (LS, FY15-19)**

Action 3.2: Maintain the City's Comprehensive Development Plan. (CM, FY15-19)

- Task 3.2.1:** Complete implementation of the 520 Corridor Study. (DS, Q1FY17)
- Task 3.2.2:** Participate in the A1A Corridor Project. (PW, FY15-19)
- Task 3.2.3:** Maintain the Downtown Overlay District. (DS, FY15-19)
- Task 3.2.4:** Continue to implement the Community Redevelopment Agency's (CRA) redevelopment plan. (MO, DS, FY15-19)

Action 3.3: Update the City's Land Development Code to ensure that it is responsive to changing conditions. (CM, Q3FY15)

Action 3.4: Provide an efficient transportation system with safe streets and multi-modal alternatives of transportation. (CM, FY15-19)

- Task 3.4.1:** Ensure streets, sidewalks, and public transportation provides an accessible means of travel for the disabled and the community as a whole. (PW, FY15-19)
- Task 3.4.2:** Assess transportation system needs and issues; adjust plans and implement policies. (PW, FY15-19)
- Task 3.4.3:** Provide public transportation via the Space Coast Area Transit system. (PW, FY15-19)
- Task 3.4.4:** Update and maintain a transportation infrastructure inventory, prioritize maintenance, identify costs, create a maintenance schedule. (PW, FY15-19)

Action 3.5: Participate in the Complete Streets grant funding program. **(CM, FY15-19)**

Task 3.5.1: Complete the Minutemen Streetscape & Stormwater LID Improvement Project. **(PW Q4FY16)**

Action 3.6: Provide diverse recreational, educational, and cultural opportunities that enrich the lives of our citizens and visitors. **(CM, FY15-19)**

Task 3.6.1: Develop and implement a Recreation Master Plan addressing recreational use of the Beach, the Banana River Lagoon, the Sports Complex, the Recreation Center, the Country Club, the Civic Center, the Skate Park, and the Surfside Playhouse. **(LS, Q1FY15)**

Task 3.6.2: Promote, upgrade, enhance, and maintain City leisure services facilities to community interaction, and healthy lifestyles. **(LS, FY15-19)**

Task 3.6.3: Establish a high level of quality through the implementation of consistent standards for development, design, and maintenance of parks and recreation facilities that provides equity, safety, and cleanliness. **(LS, FY15-19)**

Task 3.6.4: Provide balance and consistency in the delivery of core recreation programs and services to the community, visitors, and the region by meeting the needs of all ages and interests through existing and new programs. **(LS, FY15-19)**

Task 3.6.5: Manage recreation facilities and programs that generate revenue at established cost recovery levels to off-set operational costs while considering affordability, customer need/demand, value of services, and leveraging of resources. **(LS, FY15-19)**

Task 3.6.6: Initiate design of the Country Club Docking Facility. **(PW, Q1FY15)**

Action 3.7: Develop community oriented stormwater improvement projects that create a more sustainable and attractive community while improving and protecting our watershed and lagoon natural resources. **(CM, FY15-19)**

Action 3.8: Begin implementing the strategies defined in the FY2014 Downtown Parking Study. **(CM, Q1FY15)**

Goal 4 — Maintain effective stewardship of Cocoa Beach’s significant natural resources.

Action 4.1: Create a City Department of Natural Resources. (CM, Q4FY15)

Action 4.2: Establish effective measures to protect, and where necessary, restore key natural resources within and around the City of Cocoa Beach. (CM, FY15-19)

Action 4.3: Develop a Coastal Management Plan. (CM, Q4FY17)

- Task 4.3.1:** Develop a coastal management plan based on the Waterfronts Florida program adapted to Cocoa Beach conditions. (SW, Q4FY17)
- Task 4.3.2:** Coordinate with Brevard County to include the beach re-nourishment schedule in the plan, along with other key County activities e.g. monitoring, dune planting, etc. (SW, FY15-19)
- Task 4.3.3:** Create an inventory of beach access assets: cross-over type/condition, dune vegetation condition, amenities, parking, re-nourishment data, etc. (PW, Q4FY16)
- Task 4.3.4:** Collect data on beach access solid waste to better collect/manage beach generated waste to include weekly and seasonal variations. (PW, FY15-19)
- Task 4.3.5:** Include key beach data in the Coastal Management Plan to include annual sea turtle nesting, right whale migration sightings, whale/dolphin/turtle beach deaths, beach raking areas/times. Consider including nuisance/crime statistics for various problem locations. (SW, FY15-19)
- Task 4.3.6:** Evaluate current beach vendors and locations for assessing vendor capacity and desirability. Record associated adverse impacts or incidences. (DS, Q1FY15)
- Task 4.3.7:** Evaluate current beach franchises and locations for assessing franchise capacity and desirability. Record associated adverse impacts or incidences. (DS, Q1FY15)
- Task 4.3.8:** Create an inventory of lagoon access assets: ramps, parking availability, recreational opportunities, signage/outreach info, picnicking, bike racks, playgrounds, etc. (LS, Q4FY16)
- Task 4.3.9:** Collect data at key lagoon access points to include solid waste generation, ramp maintenance, channel maintenance, and complaints. (LS, PW, FY15-19)
- Task 4.3.10:** Coordinate with Brevard County Environmentally Endangered Lands (EEL) program on management strategies between the south Thousand Islands and surrounding accesses and waterways to assure both recreational opportunities and wildlife protection. (SW, Q4FY16)
- Task 4.3.11:** Develop recreation and habitat management strategic plans for the north Thousand Islands that emulate those in the south islands to unify these islands owned by different agencies. (SW, Q4FY16)

Task 4.3.12: Maintain a commercial licensing policy/agreement that provides ecotourism opportunities for residents and visitors, while protecting resident use of ramps/accesses and assuring a healthy, diverse wildlife population within the lagoon system. **(DS, FY15-19)****Task 4.3.13:** Maintain a presence on the waterways, and report on environmental problems and infractions. **(PD, FY15-19)**

Task 4.3.14: Create a beach and lagoon stakeholder directory to include State/County contacts and local stakeholder groups. **(SW, Q4FY15)**

Action 4.4: Develop and implement a Sustainability Plan. **(CM, FY15-19)**

Task 4.4.1: Enact and enforce a tree preservation, tree planting and land clearing ordinance. **(DS, Q3FY15)**

Task 4.4.2: Establish an annual Cocoa Beach Tree Jubilee month with Friday Fest theme, Tree Giveaway, Tree Awards and Tree City information. **(MO, Q1FY16)**

Task 4.4.3: Identify a certified arborist to be utilized by the City. **(PW, Q1FY15)**

Task 4.4.4: Incorporate LID (low impact design) into the City's LDC. **(SW, DS, Q2FY15)**

Task 4.4.5: Create incentives for LID use in private development and redevelopment. **(DS, SW, Q1FY16)**

Task 4.4.6: Develop an Invasive Plant Eradication program, with focus on lagoon shoreline, dune and City parks. **(SW, Q4FY15)**

Task 4.4.7: Implement Public Works/Utilities ecosystem training that promotes the benefits of natural landscapes within urban/suburban areas to lower chemical footprint and protect coastal habitat. **(PW, Q4FY16)**

Task 4.4.8: Evaluate cleaning and maintenance procedures for City operations and develop green alternatives for environmentally problematic chemicals. **(SW, FY15-19)**

Task 4.4.9: Coordinate with Lagoon Stakeholders (County/local government) on developing a county-wide Florida Friendly Yard certification to encourage water conservation and reduce use of yard chemicals. **(SW, FY15-19)**

Task 4.4.10: Develop a public service campaign to encourage proper use of the City's Reclaimed Water resources to lower demand on shallow and deep freshwater aquifers and to minimize reclaimed water that enters storm drains/lagoon from over spraying or leaches down to groundwater due to overwatering. **(WR, FY15-19)**

Task 4.4.11: Develop a public service campaign to encourage the use of commercial carwashes to minimize pollution to the lagoon and waste of potable water. **(SW, FY15-19)**

Task 4.4.12: Implement the use of low-flow fixtures on all new City sinks and restrooms. **(PW, FY15-19)**

Task 4.4.13: Coordinate with Brevard County to establish a Cocoa Beach Hazardous Waste Collection Day. Develop a public information campaign to promote information about hazardous waste and proper disposal. **(SW, Q4FY15)**

- Task 4.4.14:** Coordinate with the City's solid waste contractor to establish a more effective curbside trash/recycling program. **(PW, Q1FY15)**
- Task 4.4.15:** Coordinate with City's solid waste contractor to provide commercial recycling opportunities for City business. **(PW, Q1FY15)**
- Task 4.4.16:** Make recycling containers available in parks and corridors with high pedestrian use. **(PW, FY15-19)**
- Task 4.4.17:** Implement a policy for City Facility Recycling. **(SW, Q4FY16)**
- Task 4.4.18:** Implement an of end-of-life recycling program for electronic equipment. **(IT, Q4FY16)**
- Task 4.4.19:** Continue to participate in the Brevard County Purchasing Co-operative and other purchasing co-operative programs. **(FO, FY15-19)**
- Task 4.4.20:** Adopt a Florida Green Building Coalition (FGBC) or Leadership in Energy & Environmental Design (LEED) standard for all new City buildings and facilities. **(SW, Q4FY16)**
- Task 4.4.21:** Identify and market via local businesses a mobile application providing information on local transit systems and stops. **(MO, FY15-19)**
- Task 4.4.22:** Evaluate City truck and equipment usage and create a list of initiatives to minimize vehicle and equipment fuel waste. **(PW, FY15-19)**
- Task 4.4.23:** Develop a policy whereby all computers/ancillary equipment and lighting is turned off when not in active use. **(SW, FYQ4FY16)**
- Task 4.4.24:** Implement Light Emitting Diode (LED) lighting and other energy efficient lighting and controls for City facilities and outdoor areas. **(PW, Q4FY16)**
- Task 4.4.25:** Coordinate with Marine Resources Council (MRC) on establishing a lagoon-wide Green Business program. Incorporate Cocoa Beach Green Business into this lagoon-wide program. **(SW, Q2FY16)**
- Task 4.4.26:** Participate in countywide transportation, environmental, and community groups to promote organize, and more effectively implement and maintain sustainability strategies and methods. **(CM, FY15-19)**
- Task 4.4.27:** Create a Sustainability webpage for residents and business. **(IT, Q4FY15)**
- Task 4.4.28:** Develop a GIS layer identifying sustainability indicators related to City departments, efforts and functions. **(GIS, Q4FY16)**

Action 4.5: Maintain and implement the Stormwater Management Plan to include NPDES and TMDL criteria. **(CM, FY15-19)**

Task 4.5.1: Comply with State and Federal mandated watershed programs and permits for lagoon and groundwater quality improvement and protection. **(SW, FY15-19)**

Task 4.5.2: Create a GIS based work order system to include compliance with NPDES operations, performance measures and recordkeeping for such NPDES documentation as active construction sites, erosion & sediment control compliance, street sweeping data, public outreach, illicit discharge inspection & enforcement, and municipal pollution prevention. **(SW, Q4FY15)**

Task 4.5.3: Create a GIS based BRLBMAP (Banana River Lagoon Basin Management Action Plan) project and Total Maximum Daily Load(TMDL) program compliance system to track pollutant load reduction credits for project and various activities e.g. LID projects, dredging, oyster restoration, public outreach & involvement and BMPs. **(SW, Q4FY15)**

Task 4.5.4: Coordinate with Indian River Lagoon (IRL) stakeholders on partnerships for lagoon improvements that share resources and methods. Work with IRLBMAP stakeholders to monitor the success of projects, share project contracts and brainstorm projects and programs that improve and protect the lagoon system. **(SW, FY15-19)**

Action 4.6: Maintain and implement the North Thousand Islands Management Plan. **(CM, FY15-19)**

Task 4.6.1: Implement the North Thousand Islands Management Plan and coordinate with Brevard County EEL program on shared strategies and activities throughout the Thousand Islands system. **(SW, FY15-19)**

Task 4.6.2: Develop the North Thousand Island Recreation Strategic Plan to include island access, trails, and protection of island resources and wildlife. This strategic plan will be an appendix to the Management Plan and will emulate EEL strategy in the south islands, as appropriate. **(SW, Q4FY16)**

Task 4.6.3: Develop the North Thousand Island Invasive Plant and Habitat Restoration Strategic Plan. This strategic plan will be an appendix to Management Plan and will emulate EEL strategy in the south islands, as appropriate. **(SW, Q4FY16)**

Task 4.6.4: Establish a monitoring plan to assure wildlife and natural resource protection in the north islands and waterways. **(SW, Q4FY17)**

Task 4.6.5: Coordinate with the State Division of Lands on any Management Plan changes and updates. **(SW, FY15-19)**

Task 4.6.6: Provide input, monitor and report on the progress of the State and Federal Manatee protection programs and plans including advocating the re-establishment of a water sports area. **(LS, FY15-19)**

Task 4.6.7: Monitor eco-tourism within the City. **(MO, LS, FY15-19)**

Task 4.6.8: Seek volunteers for the Adopt-A-Shoreline and annual beach/waterways clean-up programs in support of Keep Brevard Beautiful. **(SW, FY15-19)**

Task 4.6.9: Support the efforts to educate and communicate to the public about waterway maintenance programs, wildlife protection programs, and preservation programs. (SW, FY15-19)

Action 4.7: Comply with the Florida Department of Environmental Protection (FDEP) NPDES permit (CM, FY15-19)

Task 4.7.1: Maintain a treatment plant operating protocol to meet FDEP effluent discharge permit limits. (WR, FY15-19)

Task 4.7.2: Develop an Aquifer Storage and Recovery (ASR) well protocol. (WR, Q2FY15)

Task 4.7.3: Continue to improve the reclaimed water distribution system. (WR, FY15-19)

Task 4.7.4: Complete ASR well cycle testing. (WR, Q1FY17)

Action 4.8: Establish and implement a residential canal dredging program. (CM, FY15-19)

Task 4.8.1: Obtain a dredging permit from FDEP for residential canal dredging. (PW, Q1FY15)

Task 4.8.2: Complete the design of the canal dredging cross sections. (PW, Q1FY15)

Task 4.8.3: Create a canal dredging priority list. (PW, Q2FY15)

Task 4.8.4: Competitively select a dredging contractor. (PW, Q4FY15)

Task 4.8.5: Initiate the residential canal dredging project. (PW, Q1FY16)

Task 4.8.6: Support the dredging efforts of the City to comply with the elements of the City's Comprehensive Plan and Land Development Code. (SW, FY15-19)

Goal 5 — Build and maintain a healthy business climate.

- Action 5.1:** Identify the supply of commercial property available and maintain a web-based inventory, including infrastructure available, links to local realtors, links to the City's Development Services Department, and links to regional and state economic development agencies. **(CM, FY15-19)**
- Task 5.1.1:** Establish a business-climate baseline and the means to track the key elements of commercial and residential sales, new business elements, tax receipt, and supply of commercial property available. **(MO, Q1FY15)**
 - Task 5.1.2:** Conduct an annual survey-based assessment of the City's business climate. **(MO, FY15-19)**
- Action 5.2:** Promptly respond to information requests from the Economic Development Commission of Florida's Space Coast (EDC), local realtors, small businesses, and other prospects. **(CM, FY15-19)**
- Task 5.2.1:** Establish and maintain coordination, responsiveness, and effective working relationships with the Space Coast EDC, the Tourism Development Council, (TDC), the Chamber of Commerce, and local realtors. **(MO, FY15-19)**
- Action 5.3:** Stimulate business and development opportunities through participation in the EDC's Simplified, Nimble, Accelerated, Permitting (S.N.A.P.) program. **(CM, FY15-19)**
- Task 5.3.1:** Obtain S.N.A.P re-certification. **(DS, Q3FY15)**
- Action 5.4:** Establish and maintain strong liaison with other cities and government bodies and with agencies and commissions sharing mission space in economic development. **(CM, FY15-19)**
- Action 5.5:** Maintain and re-develop a readily identifiable downtown core that is unique and vibrant with a mixture of residential, entertainment, housing, specialty shops, offices and other uses. **(CM, FY15-19)**
- Task 5.5.1:** Reduce commercial vacancies and increase commercial and residential sales by 2% each year. **(MO, Q4FY19)**
 - Task 5.5.2:** Continue rehabilitation and improvement investments through the Cocoa Beach Community Redevelopment Agency (CRA) Plan. **(MO, FY15-19)**
 - Task 5.5.3:** Implement a Cocoa Beach Main Street Program. **(MO, FY15-18)**

Action 5.6: Create and maintain incentives, such as property tax abatements and facade grants, for qualifying businesses which create jobs in Cocoa Beach. **(CM, FY15-19)**

Task 5.6.1: Place a tax abatement referendum on the 2014 ballot. **(MO, Q1FY15)**

Task 5.6.2: Implement a tax abatement program if voter approved in Q1FY15. **(MO, Q2FY15)**

Task 5.6.3: Maintain a Façade grant program via the CRA Tax Increment Financing (TIF). **(MO, FY15-19)**

Action 5.7: Maintain membership in the EDC **(CM, FY15-19)**

Action 5.8: Maintain membership in the Cocoa Beach Regional Chamber of Commerce. **(CM, FY15-19)**

Action 5.9: Maintain an effective marketing and economic development program within city government. **(CM, FY15-19)**

Action 5.10 Maintain membership in the Florida League of Cities (FLOC).

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- ⁱ City of Cocoa Beach City Commission, (2014, February 11). *City Commission Meeting Minutes*. Retrieved August 29, via Granicus: <http://www.cityofcocoa beach.com/government/minutes/commission/2014/02-11-14sm2.pdf>
- ⁱⁱ City of Cocoa Beach Charter. (1998, November 3). *Cocoa Beach, Florida Code of Ordinances*. Retrieved January 13, 2014, from Municode: <https://library.municode.com/index.aspx?client=13994>
- ⁱⁱⁱ Coombs, W. (2009). City of Cocoa Beach Entry Signs. Cocoa Beach, Florida, USA.
- ^{iv} Hare, W. (2011, February). *City of Albany Strategic Plan*. Retrieved January 13, 2014, from [icma.org: http://icma.org/en/icma/knowledge_network/documents/kn/Document/304028/City_of_Albanys_Strategic_Plan](http://icma.org/en/icma/knowledge_network/documents/kn/Document/304028/City_of_Albanys_Strategic_Plan)
- ^v Hare, W. (personal communication, August 29, 2014).
- ^{vi} Robert Majka, City Manager, Charles Holland, Asst. City Manager, Loredana Kalaghchy, City Clerk, Arthur (Bud) Ayres, Chief of Police, Darby Blanchard, Water Reclamation Director, Melissa Byron, Economic Development/Marketing Director, Ryan Duckworth, Fire Chief, Gavin MacVicar, IT Director, Natalie McClenahan, HR Director, Laird McLean, Leisure Services Director, Zach Montgomery, Development Services Director, Joanie Regan, Stormwater Program Coordinator, and Robert Torres, Public Works Director.
- ^{vii} Byron, J. (personal communication, January to July, 2014).
- ^{viii} Hare, W., (2012, November 15). *The City's Bottom Line*. Retrieved January 13 from the City of Albany, Oregon: <http://weshare.cityofalbany.net/2012/11/15/the-citys-bottom-line/>
- ^{ix} City of Albany Oregon, (2011, February, pg. 4). *City of Albany Strategic Plan*. Retrieved January 13, 2014, from [icma.org: http://icma.org/en/icma/knowledge_network/documents/kn/Document/304028/City_of_Albanys_Strategic_Plan](http://icma.org/en/icma/knowledge_network/documents/kn/Document/304028/City_of_Albanys_Strategic_Plan)
- ^x City of Albany Oregon, (2011, February, pg. 5). *City of Albany Strategic Plan*. Retrieved January 13, 2014, from [icma.org: http://icma.org/en/icma/knowledge_network/documents/kn/Document/304028/City_of_Albanys_Strategic_Plan](http://icma.org/en/icma/knowledge_network/documents/kn/Document/304028/City_of_Albanys_Strategic_Plan)
- ^{xi} City of Albany, Oregon, (2011, February, pg. 5). *City of Albany Strategic Plan*. Retrieved January 13, 2014, from [icma.org: http://icma.org/en/icma/knowledge_network/documents/kn/Document/304028/City_of_Albanys_Strategic_Plan](http://icma.org/en/icma/knowledge_network/documents/kn/Document/304028/City_of_Albanys_Strategic_Plan)
- ^{xii} Byron, J. (personal communication, 2014).

RESOLUTION NO. 2026 - 10

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF COCOA BEACH, FLORIDA, ADOPTING THE 2027-2031 – STRATEGIC PLAN PREPARED BY CITY STAFF, APPROVED BY THE CITY COMMISSION, WHICH: PROVIDES AN EXECUTABLE MANAGERIAL TOOL TO SUCCINCTLY TIE THE ANNUAL BUDGET TO THE CITY’S FIVE ENDURING GOALS; PROVIDES A MECHANISM TO MONITOR AND REPORT ON THE COMPLETION OF THE PLAN TASKS; AND, PROVIDES FOR AN EFFECTIVE DATE.

WHEREAS, the City is desirous of tying the City’s Vision, Mission, Values and Enduring Goals into a singular and manageable format, which can be measured and reported on easily and at regular intervals, to continually monitor the status of the strategic plan tasks, and

WHEREAS, the City currently utilizes a five (5) year Capital Improvements Program (CIP) and a Fiscal Year Budget, both of which must be approved annually. The Strategic Plan is a mechanism, which incorporates the City’s Vision, Mission, Values and Enduring Goals into one (1) actionable document, and will be used to assist in the creation of the Annual FY Budget, and

WHEREAS, this Strategic Plan is a planning and managerial tool which provides for the various and different City documents, the adopted City Vision, Mission, Values and Enduring Goals and any newly adopted Master Plans, to be: in flux with each other through one (1) easy to understand and follow plan; monitored by the City Commission, residents, City Manager and Staff; updated on an annual basis through Resolution; reported on the status of the tasks; and, the one (1) single tool which allows the Staff to efficiently make decisions regarding the operations of the City, to enhance and benefit the health, safety and welfare of the citizens of Cocoa Beach.

NOW, THEREFORE, BE IT RESOLVED, that the Commission adopts and enacts the 2027 – 2031 City of Cocoa Beach Strategic Plan, Appendix A – to this Resolution.

Upon motion by Commissioner _____ and Seconded by Commissioner _____, this Resolution and the Cocoa Beach Strategic Plan were duly adopted at a Regular Meeting of the City Commission of the City of Cocoa Beach, Florida, held on the _____ day of _____, 2026.

Ayes: _____
Nays: _____
Absent or Abstaining: _____

ATTEST:

Keith Capizzi,
Mayor-Commissioner

Karin Grooms,
City Clerk

Mission and Vision Statements

Mission

Maintain a low-density residential and family-oriented resort community with paramount consideration given to the health, safety, welfare, comfort, and quality of life for all our citizens.

Vision

A safe family friendly resort-oriented community that promotes a high quality of life, low density residential neighborhoods, balanced economic growth, and quality public services.

City of Cocoa Beach

- | | |
|----------------|--|
| Goal 1: | Ensure a Safe City. |
| Goal 2: | Deliver effectively the services that Cocoa Beach Citizens need, want and are willing to support. |
| Goal 3: | Maintain a low-density residential and family friendly resort-oriented community where citizens and visitors can find and afford the values, Services, and lifestyles they seek. |
| Goal 4: | Maintain effective stewardship of Cocoa Beach's significant natural resources. |
| Goal 5: | Build and maintain a healthy business climate. |

Strategic Plan

In FY 2023, the City of Cocoa Beach directors and managerial staff participated in four strategic planning sessions held by Roxstar Consulting. During these four strategic planning sessions, we defined through internal processes what the City of Cocoa Beach's strategic plan is and what our long-term vision is. To develop a strategy that meets our mission, values, core competencies, and vision and also meets the targets and objectives of our City Commission and Citizens. In FY 2026, the strategic plan was updated with Resolution 2026-10.

The four strategic goals of the City of Cocoa Beach are as follows:

- Wastewater Improvements
- Stormwater Improvements
- Hurricane Preparedness
- Public Safety

Wastewater Improvements

Upgrade and repair all sewer lines and sewer plant infrastructure to meet future capacity and growth for residents, tourists and businesses using funding through grants and utility rate increases by 2033, while maintaining environmental compliance standards that are safe for our waterways.

Objectives:

- Rate study and implementation of results.
- Make continuous efforts to get grant funding.
- Repair at least 2 miles of sewer lines every year
 - Grant funds
 - User Rates
- Come up with a method or inspection program to repair defective laterals:
 - Residential Properties
 - Commercial Properties
- Upgrade Lift Stations – 17 Total
- Repair Manholes – 1,100 Total
- No surface water discharge by 2036 to meet state requirements

Components of Goal and Objectives:

Sanitary Sewer Collection System

- The Sanitary Sewer Collection System is comprised of approximately 55 miles of Gravity Sewer Pipe plus another 15 miles of force main. Gravity piping is made up of Vitrified Clay pipe with sizes ranging from 8 inch up to 30 inch. Force main piping is made up of ductile iron pipe and PVC with sizes ranging from 4 inch to 30 inch. Approximately 1,100 manholes are established into the system.
 - Gravity Pipe
 - From 2014-2016 14.2 miles of pipe were rehabilitated accounting for 26% of the system
 - In 2020 2.3 miles of pipe rehabilitated accounting for 4% of the system
 - In 2023-2025 approximately 14.35 miles of pipe will be rehabilitated
 - The City owns and maintains 17 Lift Stations and is under contract with the Canaveral Port Authority to maintain approximately 26 Lift Stations on Port property.

Wastewater Treatment System

- The treatment facility is comprised of six major categories: Screenings, Biological Process, Clarification, Filtration, Disinfection & Residuals.
 - Since 1979, Cocoa Beach has operated a 6 MGD treatment facility that provides secondary wastewater treatment for the city. The last two major upgrades of the wastewater treatment facility were completed in 2012 and 2020. The 2012 upgrade project included an upgrade to advance waste treatment (AWT) using a 4-stage integrated fixed film activated sludge (IFAS) process that reduces effluent nitrogen and phosphorous levels to AWT standards below 3.0 mg/l and 1.0 mg/l, respectively. This project also incorporated the construction of an Aquifer Storage & Recovery Well, later reclassified to a Class V Injection Well. The treated wastewater is surface water discharged to the Banana River Lagoon and reclaimed to the city's golf course, residential community and down the injection well.
 - The 2020 upgrade project focused on system hydraulics, electrical efficiency and biosolids enhancements among others. This project included upgrades and improvements to the WWTP influent handling facilities, biological treatment units, filters, sludge handling facilities and electrical systems. Gravity Bypass Systems were constructed to avoid the potential for plant overflows during power outages and/or storm flow conditions. 6.0 MGD of extra filter capacity was constructed to handle potential storm surge flows up to a peak hydraulic capacity of 18.0 MGD. Replace existing single source emergency power transfer equipment with new emergency power transfer equipment that supports (2) backup generators providing additional redundancy and reliability during power loss. These components will provide the ability to stay within reclaimed water standards for use in the reuse distribution system and allow utilization of the existing injection well for disposal.
 - In 2023 and 2024 we made upgrades to the Residuals Facility.

Reclaimed Distribution System

- The City provides reclaimed water distribution services to approximately 1,900 single-family homes, two golf courses, 13 parks, and two schools in Brevard County. The reclaimed water distribution system was installed in several phases, with the first phase built in the mid-1980s and the last phase built in the mid-1990s. Currently the system is comprised of 200 shut valves, 75 blow off valves, approximately 3,000 total customer connections and approximately 40 miles of force main pipe.
- During 2022 and 2023, a desktop risk assessment and condition assessment were performed on the distribution system to target projected failures and implement repair programs to be incorporated into the departments long term CIP.

Compliance

- In 2023, the City launched a compliance division to incorporate tracking of commercial businesses and food service establishments to aid in the prevention of sanitary sewer blockages, obstructions and overflows due to the contribution and accumulation of fats, oils and grease (FOG) into the city sewer system. The objective is to eliminate FOG related sanitary sewer overflows and sewer line blockages to protect the area waterways, prevent residential and commercial property damage, decrease sewer maintenance costs, and to improve environmental quality.

Stormwater Improvements

Goal:

Reduce annual nutrient loading (nitrogen and phosphorous) to the Banana River Lagoon.

Objectives:

Meet the required Basin Management Action Plan (BMAP) load reductions by 2035.

Initiatives:

- Ramp Road Park Improvements – Project will improve stormwater treatment for the Park and improve parking amenities.
- Pollutant Load Model Development – Development of pollutant load model will allow the City to identify nutrient loading hotspots throughout the City and better quantify areas for BMAP project implementation.
- Street Sweeping – Regular street sweeping of City streets to remove vegetative debris, sediment, and trash to the Lagoon.
- Ocean Beach Blvd Bioretention O&M – Regular maintenance of bioretention areas on Ocean Beach Blvd.
- Maritime Hammock Pond O&M – Regular maintenance and upgraded modifications to Hammock Pond to improve stormwater treatment.
- Public Outreach/Education – Continue to partner with County and other organizations to conduct public outreach and education events to teach citizens how to effectuate habits that can improve Lagoon water quality.

Goal:

Improve/Enhance flood mitigation in flood-prone areas.

Objectives:

Reduce the number of flood events that impact properties and infrastructure throughout the City.

Initiatives:

- Cedar/Woodland/Brevard/2nd St N Stormwater Improvements – Implement a stormwater project to alleviate the chronic nuisance flooding that occurs in this neighborhood.
- Sliplining Existing Infrastructure – Sliplining culvert along St Lucie Lane where settling of the asphalt has shown that culvert joints are failed, allowing sediment to infiltrate the stormwater system and damage the overlying asphalt.
- Basin A Flood Improvements – Area along Ocean Beach Blvd experiences chronic nuisance flooding as a result of stormwater pipe being surcharged.
- Update Land Development Code to incentivize use of Low Impact Development and Green Stormwater Infrastructure to alleviate flooding problems caused by impervious surfaces and improve stormwater treatment through percolation into soil where the rain falls.
- Proactive/Regular Inspection/Cleaning of Existing Infrastructure – Stormwater crew to conduct regular inspections and maintenance of existing infrastructure.
- Implement a GIS-based work order system to better track maintenance activities, flooding concerns, and permit requirements.

Hurricane Preparedness

Goal 1: Ensure continuity and resiliency of critical City services and infrastructure from all natural hazards

Objective 1: Safeguard City data and support Continuity of Government

Initiative 1: Make sure all essential employees can work remotely.

- Those who are responsible for key functions (payroll, for example) and do not have to report to the EOC should be provided a laptop, backup power source and internet. We can achieve this with cellular modems/hotspots and portable generators

Objective 2: Uptime of critical IT services. For example: Mobile data terminals for Public Safety, Financials, communication systems for employees and public, and the EOC.

Initiative 2: All City systems on site should have multiple redundancies in power. This will ensure employees can work and communicate effectively. Will also ensure integrity of data.

Objective 3: IT systems are redundant, updated, warranted and have support agreements.

Initiative 3: In case of catastrophe, the cutover to the disaster recovery should be automated in such a way that downtime is minimal.

Objective 4: Prioritize assessment, repair, resumption of electrical and water reclamation utility services.

Initiative 4: Emergency standby generators are essential and should be correctly sized to the electrical demand of the respective system, building(s) or lift station requiring emergency power and maintain at least a 72 hour run time.

Initiative 5: Purchase additional emergency equipment such as pumps, vac-con trucks, wells, tanks, etc. in a stand by assignment during fair weather times to avoid discharge during tropical cyclone or other flood emergencies.

Goal 2: Ensure maximum internal and external communication between all City personnel and residents, visitors, stakeholders.

Objective 1: Identify all employees and designees that will serve in a state of emergency operation. List all assigned tasks and expectations during the emergency.

Initiative 1: Create a clear Chain of Command Incident Command directory of any and all employees designated as essential and nonessential. This document will be updated at least annually.

Initiative 2: Update phone/communication lists frequently

Objective 2: Prepare critical messages and statements that reflect geographical location and physical limitations of each family/resident.

Initiative 1: Prepare scalable informational documents that reflect the expected impacts of an approaching tropical cyclone.

Initiative 2: Staff a Public Information Officer and additional designees to monitor all computer, telephone, social media, email, prepare for incoming questions, updates, alerts, watches, warnings etc.

Initiative 3: Activate employee 'hot line' with return to work information or other information as needed.

Objective 3: Provide redundant emergency communication systems for emergency and recovery operations.

Initiative 1: Identify a primary and secondary Emergency Operations Center to store communication equipment and operational support computers, office supplies, climate control and sleeping quarters.

- Emergency standby generator is essential and should be correctly sized to the electrical demand and maintain at least a 72 hour run time

Initiative 2: Utilize multiple providers and technologies for voice and data communications.

- Cellular providers for voice, SMS, and hot spot connections
- 800 Mhz radio simulcast truncating system
- 800 Mhz radio back-up single tower channels
- VHF – 100 Mhz tertiary system with repeater
- HAM radio operators

Initiative 3: Provide frequent, descriptive updates and warnings to residents, business owners, stakeholders, and hurricane operations personnel during reentry operations.

Goal 3: Reoccupation and resumption of emergency services

Objective 1: Identify and inventory all evacuation operational personnel. Identify and inventory all tangible property and equipment that will be evacuated, elevated, or abandoned in place.

Initiative 1: Type all equipment per the FEMA resource guide to facilitate faster response from local, state, and federal government assistance.

Objective 2: Establish communications with County Emergency operations center and provide current status of City government and utilities, damage requiring resources, and critical needs such as diesel fuel, heavy equipment, air assets, additional emergency generators, and food/water rations.

Objective 3: Establish ‘muster points’ at various locations near the City in case of surface flooding, road wash out, or area hazards.

Objective 4: Establish a unified command team at the applicable emergency operations center.

Initiative 1: Prioritize emergency response needs for the first 12 hours of re-entry.

Initiative 2: Coordinate appropriate resources return and field assignment as conditions warrant. Typing of resources is critical (high water vehicle, heavy equipment, fire pumper, etc.)

Initiative 3: Establish law enforcement, fire, rescue, hazardous materials, flood rescue, building collapse, and damage assessment expedition teams as quickly as possible

Goal 4: Improve deficient building codes and surface flooding challenges

Objective 1: Identify target hazards that are more susceptible to tropical cyclones and surface flooding or storm surge

Objective 2: Prioritize mitigation needs for buildings and areas that are at higher risk than others

Initiative 1: Compare conditions and needs to other projects and other communities that have experienced similar challenges and mitigation

Initiative 2: Identify applicable building codes and storm hardening methods to prevent or limit storm damage and/or flooding issues

- Funding sources from federal, state, and local programs, grants and initiatives are key in a successful improvement project

- Building and planning officials can attend various conferences, classes, and programs that specifically address the various challenges found in improving building codes, and zoning.

Objective 3: Revise existing building codes to further strengthen existing buildings and future building projects in the City.

Objective 4: Provide a disaster recovery center (DRC) for residents and business owners at the Cocoa Beach Country Club. This will provide quarters for National Guard, Regional Task Force Teams, contractors, insurance representatives, and City personnel as needed to provide critical food services, recovery operations, and provide oversight of the DRC.

Initiative 1: Identify critical hardening and storm resilience needs and costs.

Initiative 2: Establish a multi-disciplined team of personnel to identify projects, funding sources, and implementation schedules to complete projects approved by the City Commission.

Initiative 3: Determine cost of essential equipment that can be stored at the facility for emergency use. This will limit the expected delays of resources after a tropical cyclone.

Public Safety

Statement: Staying consistent with current and up to date equipment, training methods, and operational practices while maintaining adequate staffing and resources to provide the principal safety needs for the residents and visitors of the City of Cocoa Beach.

Goals:

- Have a coordinated work effort among the various Public Safety departments (PD, FD, Lifeguards, Beach Rangers, Boat Patrol, Code Enforcement)
- Maintain a staffing level in Public Safety that reflects the active population in the city including residents, visitors, day trippers, and special events.
- Educate and interact with our residents and visitors.

Objectives:

- Improve communication among all Public Safety departments and develop protocols that will assist departments with effective communication, reducing time delays and improving accuracy of information.
 - Public safety coordination meetings
 - Joint training
 - Policy development
- Maintain staffing levels for public safety and staff sustainability in order to alleviate burn out. Proper coordination of resources.
 - Determine proper staffing
 - Selective recruiting
 - Retention program
- Educate the public to reduce calls for service. The mitigation of hazardous or emergency situations through the preemptive education of the public.
 - Participation in condo association meetings
 - Education through SRO/Fire safety
 - Signage, public announcements
 - Social media

Initiatives:

- Routine interdepartmental training, education, and meetings.
 - Public Safety Coordination meetings
 - In order to improve communication between the agencies, a committee could be formed to have quarterly meetings and discuss various issues, improvement plans, or other matters to benefit the departments individually and as a whole.
 - Joint training
 - With improved communication and relationships training can take place to make the Public Safety group more prepared to serve its citizens and visitors in times of emergencies.
 - Examples: Active shooter, Hurricanes, Mass casualty, Evacuations, large influx of visitors on beach or special events.
 - Policy development
 - The safety of our citizens and visitors may involve policy, Code development and enforcement. Public Safety policies may outline simple procedures related to streamlined communication between agencies as well as how to handle emergencies.
- Define minimum staffing levels based on seasons, population, hazards, and events.
 - Determine proper staffing
 - Look at using a third-party company to help determine staffing levels.
 - Use current standards set forth by organizations such as the ICMA, NFPA, etc. to set staffing profiles.
 - Measure historical data such as call volume, hotel or transient rental occupancy, and traffic volume to help determine needs.
 - Selective recruiting
 - Use recruiting organizations to assist with developing recruitment strategies that are more proactive in their approach to attractive well-qualified candidates.
 - Work with local schools and academies to try to attract local talent within the City of Cocoa Beach or Brevard County
 - Retention program
 - Study exit interviews to diagnose the reason we are losing employees in Public Safety.
 - Create a retention program with the help of an outside organization.
- Increase public outreach by seminars, signage, social media, in school education.
 - Participation in condo association meetings
 - Increased outreach and meeting coordination
 - Education through SRO/Fire safety
 - Participating with school events
 - School hand outs
 - Signage, public announcements
 - Message boards
 - Public safety signage
 - Social media
 - Utilize and Coordinate with PIO

Conclusion:

Implementing our strategic plan will allow us to have the proper staffing with the proper equipment and knowledge, thereby creating a safer environment for our tourist and citizens on the beaches of Cocoa Beach.

City of Cocoa Beach City Commission Agenda Item Summary

**DEPARTMENT MAKING
REQUEST/NAME:**

Water Reclamation /
Brad Kalsow, Director of Water Reclamation

MEETING DATE

September 17, 2026

REQUESTED MOTION/ACTION

Approve Fiscal Year 2027 Liquid Sodium Hypochlorite bulk supply piggyback agreement utilizing Bay County Contract 26-37 for Odyssey Manufacturing Co. to supply the wastewater treatment plant at a price of \$1.75 per gallon. This is a budgeted operating expense for FY27.

Staff Representative: Brad Kalsow, Water Reclamation Director

Recommendation: Approve

IS THIS ITEM BUDGETED (IF APPLICABLE)?

This is a budgeted Operating Expense

BACKGROUND:

Odyssey Manufacturing has been supplying the City sodium hypochlorite to the wastewater treatment plant and aquatic center for the past twenty-four years. We are electing to piggyback Bay County contract 26-37. The price per gallon will be \$1.75.

Sodium Hypochlorite is fed through the treatment system 24–7 and is our only means to disinfect the water after it is treated. This is required by our FDEP operating Permit number FL0021105. Our average use of chlorine for the treatment plant is on average 6,900 gallons per month.

We are required to meet high-level disinfection parameters through our operating permit and the product Odyssey supply is able to achieve this.

CITY OF COCOA BEACH, FLORIDA
COOPERATIVE PURCHASING (PIGGYBACK) AGREEMENT

THIS COOPERATIVE PURCHASING (PIGGYBACK) AGREEMENT (“Agreement”) is made and entered into this ____ day of ____, 2026, by and between the CITY OF COCOA BEACH, a Florida municipality, hereinafter referred to as the “City”, and:

Contractor: Odyssey Manufacturing Co.
1484 Massaro Blvd
Tampa, Florida 33619

to piggyback that certain agreement (“Piggybacked Agreement”) entitled:

Piggybacked Agreement: Contract 26-37 Liquid Sodium Hypochlorite
Piggybacked Government: Bay County, Florida
Solicitation: Invitation to Bid (ITB) 26-37
Term of Piggybacked Agr.: October 1, 2026 through September 30, 2027, with the option to renew for three (3) additional one-year terms.

WITNESSETH:

WHEREAS, the City of Cocoa Beach Purchasing Policies and Procedures Manual, under its General Procurement & Purchasing Procedures, authorizes “Cooperative Purchasing” or “piggybacking,” including the use of competitive bids or RFPs awarded through a competitive solicitation process by another governmental entity, subject to the conditions set forth therein; and

WHEREAS, the parties hereby agree and consent to “piggyback” on the rates/prices and terms and conditions in the Piggybacked Agreement, including all attachments, addenda, unit prices, and all other applicable documents except as otherwise provided herein.

NOW, THEREFORE, in consideration of the covenants set forth herein, the parties agree as follows:

1. Piggyback. This Agreement piggybacks upon that certain Piggybacked Agreement specified above, and all of the terms of such Piggybacked Agreement, which are deemed to include but not be limited to all associated exhibits, attachments, amendments, renewals, extensions, price sheets, rate sheets, solicitations, proposals, and bid responses, are incorporated herein, provided however that all references to the Piggybacked Government and its officers and agents are hereby revised to refer to the City of Cocoa Beach and the City’s corresponding officers and agents. This Agreement further amends and supplements the terms of the Piggybacked Agreement, and in the event of a conflict between the terms of the Piggybacked Agreement and the terms of this Agreement, the terms of this Agreement shall prevail.

2. Term. The initial term of this Agreement shall run through the expiration of the Term of Piggybacked Agreement specified in the Piggybacked Agreement. This Agreement may

be renewed for such additional terms as provided in the Piggybacked Agreement, upon mutual agreement of both parties.

3. Termination at Will. This Agreement may be terminated by the City in whole or in part at any time without cause by the City giving written notice to Contractor not less than 30 days prior to the date of termination; provided, however, that in such event, neither party will be relieved from its rights or obligations of this Agreement through the date of the actual termination.

4. Warranties and Representations. Contractor restates, and makes current to the date of this Agreement, and incorporates in this Agreement, the warranties and representations in the Piggybacked Agreement. Prior to performance of any work under this Agreement and as a condition precedent to this Agreement, Contractor shall provide City with a current Certificate of Liability Insurance, a current Sworn Statement under Section 287.133(3)(a), Florida Statutes, on Public Entity Crimes, and a current State of Florida license certification, if applicable.

5. Insurance. The City of Cocoa Beach shall be substituted for the Piggybacked Government in the Piggybacked Agreement and listed as an additional insured on all required insurance policies. The Certificate of Insurance shall designate the City of Cocoa Beach as a certificate holder as follows:

City of Cocoa Beach
Attn: Wes Mullins, City Manager
2 S. Orlando Ave
Cocoa Beach, FL 32932

6. Public Records Compliance. Contractor agrees that, to the extent that it may "act on behalf" of the City within the meaning of Section 119.0701(1)(a), Florida Statutes in providing its services under this Agreement, it shall:

- (a) Keep and maintain public records required by the public agency to perform the service.
- (b) Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter 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 for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the public agency.
- (d) Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor. When the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency, upon request from the City's custodian of public

records, in a format that is compatible with the information technology systems of the City.

- (e) Pursuant to Section 119.0701(2)(a), Fla. Stat., IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

**CITY HALL – FIRST FLOOR
2 S. ORLANDO AVE.
P.O. BOX 322430
COCOA BEACH, FL 32932-2430.
321-868-3286,
CITYCLERK@CITYOFCOCOABEACH.COM**

7. Public Records Compliance Indemnification. Contractor agrees to indemnify and hold the City harmless against any and all claims, damage awards, and causes of action arising from the Contractor's failure to comply with the public records disclosure requirements of Section 119.07(1), Florida Statutes, or by Contractor's failure to maintain public records that are exempt or confidential and exempt from the public records disclosure requirements, including, but not limited to, any third party claims or awards for attorneys' fees and costs arising therefrom. Contractor authorizes the public agency to seek declaratory, injunctive, or other appropriate relief against Contractor in Brevard County Circuit Court on an expedited basis to enforce the requirements of this section.

8. Compliance/Consistency with Section 768.28, Fla. Stat. Any indemnification or agreement to defend or hold harmless by the City specified in the Agreement shall not be construed as a waiver of City's sovereign immunity, and shall be limited to such indemnification and liability limits consistent with the requirements of Section 768.28, Fla. Stat. and subject to the procedural requirements set forth therein. Any other purported indemnification by City in the Agreement in derogation hereof shall be void and of no force or effect.

9. Non-appropriation. City's performance and obligation to pay under this Agreement is contingent upon an appropriation during the City's annual budget approval process. If funds are not appropriated for a fiscal year, then the Contractor shall be notified as soon as is practical by memorandum from the City Manager or designee that funds have not been appropriated for continuation of the Agreement, and the Agreement shall expire at the end of the fiscal year for which funding has been appropriated. The termination of the Agreement at fiscal year end shall be without penalty or expense to the City subject to the City paying all invoices for services rendered during the period the Agreement was funded by appropriations.

10. E-Verify Compliance. Contractor affirmatively states, under penalty of perjury, that in accordance with Section 448.095, Fla. Stat., Contractor is registered with and uses the E-Verify system to verify the work authorization status of all newly hired employees, that in accordance with such statute, Contractor requires from each of its subcontractors an affidavit

stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, and that Contractor is otherwise in compliance with Sections 448.09 and 448.095, Fla. Stat.

11. Compliance/Consistency with Scrutinized Companies Provisions of Florida Statutes. Section 287.135(2)(a), Florida Statutes, prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of any amount if, at the time of contracting or renewal, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. Section 287.135(2)(b), Florida Statutes, further prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services over one million dollars (\$1,000,000) if, at the time of contracting or renewal, the company is on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, both created pursuant to section 215.473, Florida Statutes, or the company is engaged in business operations in Cuba or Syria. CONTRACTOR hereby certifies that CONTRACTOR is not listed on any of the following: (i) the Scrutinized Companies that Boycott Israel List, (ii) Scrutinized Companies with Activities in Sudan List, or (iii) the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. CONTRACTOR further hereby certifies that CONTRACTOR is not engaged in a boycott of Israel or engaged in business operations in Cuba or Syria. CONTRACTOR understands that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject CONTRACTOR to civil penalties, attorney's fees, and/or costs. CONTRACTOR further understands that any contract with CITY for goods or services of any amount may be terminated at the option of CITY if CONTRACTOR (i) is found to have submitted a false certification, (ii) has been placed on the Scrutinized Companies that Boycott Israel List, or (iii) is engaged in a boycott of Israel. And, in addition to the foregoing, if the amount of the contract is one million dollars (\$1,000,000) or more, the contract may be terminated at the option of CITY if the company is found to have submitted a false certification, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria.

12. Prohibited Contracting. Section 287.05701, Fla. Stat. requires notification to vendors in solicitations for procurement of commodities or contractual services, of the local government's prohibition against considering social, political, or ideological interests in government contracting. Pursuant to Section 287.05701, Fla. Stat., the CITY shall not request documentation of or consider a vendor's social, political, or ideological interests when determining if a vendor is a responsible vendor.

13. No coercion for labor or services. The Contractor swears under penalty of perjury that the Contractor does not use coercion for labor or services as defined as follows:

"Coercion" means:

1. Using or threatening to use physical force against any person;
2. Restraining, isolating, or confining or threatening to restrain, isolate, or confine any person without lawful authority and against her or his will;
3. Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services

as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;

4. Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
5. Causing or threatening to cause financial harm to any person;
6. Enticing or luring any person by fraud or deceit; or
7. Providing a controlled substance as outlined in Schedule I or Schedule II of Sec. 893.03, Fla. Stat. to any person for the purpose of exploitation of that person.

14. Captions. The titles or captions contained in this Agreement are inserted only as a matter of convenience and for reference, and such captions in no way define, limit, extend or describe the scope of this Agreement or the intent of any provision hereof.

15. Taxes. The City shall not be liable for any taxes and assessments imposed by a federal, state or local governmental agency to the extent that the City is exempt from same by Florida law, including but not limited to any sales or use tax.

16. Severability. If any provision of this Agreement or the application thereof to any person or circumstances shall be held by a court of competent jurisdiction to be invalid or unenforceable to any extent, the remaining provisions of this Agreement and the validity, enforceability, and application of such provisions to other persons or circumstances shall not be impaired thereby, but such remaining provisions of this Agreement shall be interpreted, applied and enforced so as to achieve, as near as may be, the purposes and intent of this Agreement to the greatest extent permitted by applicable law.

17. Waiver. Unless otherwise specifically provided herein, no delay or failure to exercise a right resulting from any breach of this Agreement shall impair such right or shall be construed to be a waiver thereof, but such right may be exercised from time to time and as often as may be deemed expedient. Any waiver shall be in writing and signed by the party granting such waiver. In any waiver of a representation, warranty, or covenant by the other party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other breach under this Agreement.

18. Conflict of Interest. Contractor represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder, as provided for in Sec. 112.311, Fla. Stat., *et. seq.*, and as may be amended from time to time. Contractor further represents that no person having any interest shall be employed for said performance.

19. Venue and Jurisdiction. Notwithstanding any other provision to the contrary, this Agreement and the parties' actions under this Agreement shall be governed by and construed under the laws of the state of Florida, without reference to conflict of law principles. As a material condition of this Agreement, each Party hereby irrevocably and unconditionally consents to submit and does submit to the jurisdiction of the Circuit Court in and for Brevard County, Florida for any actions, suits or proceedings arising out of or relating to this Agreement.

19. Additional Terms. Notwithstanding any other provision to the contrary, the parties agree as follows:

- A. **Pricing and Payment.** The City of Cocoa Beach shall pay Contractor in accordance with the City's finance policy and Florida law at the rates contained in the Bay County Contract, including any rate increases reflected in the renewal of such Bay County Contract ("Renewal Contract"). The Contractor's compensation for the goods and services provided hereunder shall not exceed the compensation set forth in any Renewal Contract.
- B. **Proposal.** The proposal dated August 24, 2026, attached hereto as Exhibit "A" is incorporated herein and approved hereby. The City may contract for additional goods and services pursuant to this Agreement by written proposals or work orders, subject to applicable purchasing authority thresholds.

[Signature Pages Follow.]

IN WITNESS WHEREOF, the parties hereto have executed and delivered this Agreement on the dates indicated below, and the undersigned represent that they are authorized to bind the respective parties hereto.

Under penalties of perjury, and pursuant to Sec. 92.525, Fla. Stat., Contractor declares that Contractor has read the foregoing section above entitled "No coercion for labor or services" and that the facts stated in it are true.

CONTRACTOR:

Odyssey Manufacturing Co.

Print Name: _____

Title: _____

Date: _____

CITY OF COCOA BEACH:

Keith Capizzi, Mayor

Date: _____

ATTEST:

Karin Grooms, CMC, City Clerk

APPROVED AS TO FORM

Vose Law Firm
City Attorney

EXHIBIT "A"



Mr. Brad Kalsow
Operations Manager
City of Cocoa Beach
1600 Minuteman Causeway
Cocoa Beach, FL 32931

Re: **PROPOSAL TO SUPPLY BULK SODIUM HYPOCHLORITE TO THE CITY
OF COCOA BEACH UTILITIES DEPARTMENT FOR FY 2027**

Encl: (1) Bay County Sodium Hypochlorite Contract Piggyback Package

Dear Brad,

Odyssey Manufacturing Co. has been supplying the City of Cocoa Beach sodium hypochlorite for the past twenty-four years. Currently, the City of Cocoa Beach is being served under a piggyback arrangement using Bay County's sodium hypochlorite contract at a unit price of \$1.69 per gallon which expires on September 30, 2026. This contract has no more renewals and so Bay County recently bid their sodium hypochlorite supply and awarded it to Odyssey at a new price of \$1.75 per gallon effective October 1, 2026.

As such, effective October 1, 2026, Odyssey proposes to continue to sell the City of Cocoa Beach its Ultrachlor 12.5 Trade Percent sodium hypochlorite for the firm lump sum price of \$1.75 per gallon using the new piggyback from Bay County. This price is fixed and there are no fuel surcharges or delivery fees. This contract expires September 30, 2027. The contract has three one-year renewals remaining. I have attached a copy of the original bid package, our bid, the contract, the award letter and the bid tab. The point of contact for Bay County to validate any of this information is Karen Grindle, Purchasing Director, and she can be reached at (850) 248-8270. This proposal to piggyback is made with the understanding that Odyssey Manufacturing would continue to supply your utility's bulk sodium hypochlorite needs for its Utilities. As part of the chemical supply, Odyssey will continue to provide technical assistance to your facilities as we have done in the past.

Thanks for your consideration. Please do not hesitate to contact me at (813) ODYSSEY or cellular (813) 335-3444 if I can be of further assistance. We appreciate your support and continued business.

Sincerely,

Patrick H. Allman
General Manager

C: (1) B. Collings, Cocoa Beach

MANUFACTURERS OF **ULTRA CHLOR** (800) ODYSSEY
THE CLEAR SOLUTION www.odysseymanufacturing.com
1484 MASSARO BLVD • TAMPA, FL 33619 • (813) 635-0339 • FAX (813) 630-2589



**Bay County Board of County Commissioners
Agenda Item Summary**

Contract 26-37 Liquid Sodium Hypochlorite

DEPARTMENT MAKING REQUEST/NAME:

Utility Services
Mike Allen, Utility Services Director

MEETING DATE:

August 04, 2026

REQUESTED MOTION/ACTION:

Board award Contract 26-37 Liquid Sodium Hypochlorite to Odyssey Manufacturing Company in the amount of \$1.75 per gallon for a one-year contract with three additional one-year renewal options and authorize the chairman to execute the contract.

AGENDA

Consent Agenda

BUDGETED ITEM? Yes

BUDGET ACTION:

none needed

FINANCIAL IMPACT SUMMARY STATEMENT:

Budgeted in the FY26 approved budget

BACKGROUND:

Liquid Sodium Hypochlorite is a disinfection agent used in the treatment of potable water. Invitation to Bid (ITB) 26-37 Liquid Sodium Hypochlorite was advertised on June 9, 2026. The following bids were received and opened on July 14, 2026.

Vendor	Price Per Gallon
Odyssey Manufacturing Company	\$1.75
Allied Universal Corporation	\$1.98
Brenntag Mid-South, Inc.	No Bid
Pencco, Inc.	No Bid
Univar Solutions USA LLC	No Bid

Staff has evaluated the bids and Odyssey Manufacturing Company was the lowest, responsive, responsible bidder. The draft contract is attached as **(Exhibit 1)**.

ATTACHMENTS:



Odyssey Manufacturing Co.
1484 Massaro Blvd.
Tampa, FL 33619

PROJECT DESCRIPTION: 26-37 Liquid Sodium Hypochlorite

Bay County has considered the proposal submitted by you for the above described work in response to its Invitation to Bid (ITB) 26-37 dated July, 8, 2026. You are hereby notified that your proposal has been accepted for Liquid Sodium Hypochlorite in the amount of \$1.75 per gallon.

You are required by the ITB to execute the Agreement and furnish the required certificates of insurance (naming Bay County BOCC as additional insured, primary, non-contributory with waiver of subrogation) within ten (10) calendar days from the date of this Notice to you.

If you fail to execute said Agreement and certificates of insurance within ten (10) calendar days from the date of this Notice, Bay County will be entitled to consider all your rights arising out of Bay County's acceptance of your proposal as abandoned. Bay County will be entitled to such other rights as may be granted by law.

Dated this 10th day of August, 2026

BAY COUNTY BOARD OF COUNTY COMMISSIONERS

By:

Title: Chief Procurement Officer

cc: Clerk

26-37
LIQUID SODIUM HYPOCHLORITE

This Contract, dated August 4, 2026 is between the Bay County Board of County Commissioners, located at 840 West 11th Street, Panama City, FL 32401 ("County"), and Odyssey Manufacturing Co., located at 1484 Massaro Blvd., Tampa, FL 33619 ("Vendor").

1. Scope of Work

The County desires to hire the Vendor to provide all supervision, equipment, materials and supplies to provide liquid sodium hypochlorite to the County Utility Services Department water and wastewater treatment facilities. The Bay County Water Treatment Plant is located at 3400 Transmitter Road, Panama City, FL 32404, the Military Point Advanced Wastewater Treatment Plant is located at 100 Lagoon Road, Tyndall Air Force Base, FL 32403, and the North Bay Wastewater Treatment Plant is located at 1121 Fred Anderson Road, Panama City, FL 32409.

The Vendor hereby agrees to provide Liquid Sodium Hypochlorite to the County in accordance with **Exhibit 1** Sodium Hypochlorite Specifications. The Vendor hereby agrees to provide the goods to the County according to Invitation to Bid (ITB) 26-37 said documents being incorporated into this agreement as if fully set out herein, and the Vendor's response thereto, said documents being attached as **Exhibit 2**, to the extent they are not inconsistent with this Agreement.

2. Term

The term of the contract shall commence **October 1, 2026** and continue in effect through **September 30, 2027**. Upon mutual agreement between the County and Vendor, the Contract may be renewed for three (3) additional one-year periods under the same terms and conditions.

No price adjustments may be allowed during the initial proposed term of the contract. Price increases will be considered after the initial proposed term if substantiated by the producer price index. Written notice of a request for pricing changes and proof to substantiate must be submitted to the Bay County Purchasing Department at no less than 90 days prior to the anniversary date of the contract.

3. Contract Price

The County shall pay the Vendor for goods provided in accordance with the Florida Prompt Payment Act of the Florida Statutes, Chapter 218.70, upon receipt of the Vendor's invoice and written approval of same by the County's Designated Representative indicating that goods have been delivered in conformity with this Agreement.

The Vendor shall invoice the County based on the Vendor's proposal cost of **\$1.75** per gallon of liquid sodium hypochlorite as described in this agreement and ITB 26-37.

4. **Payments**

Monthly invoices shall be submitted to the County in a format and distribution schedule defined by the County, no later than the 10th day of the following month. If the Vendor cannot submit their monthly invoice on time, the Vendor shall notify the County, prior to the due date the reason for the delay and the planned submittal date.

INVOICE REQUIREMENTS: All invoices are required to have the following information included:

- Vendor's name
- Invoice number
- Invoice date
- Contract/Project Number
- Purchase Order Number
- Dates of service (mm/dd/yy-mm/dd/yy)
- Locations, gallons delivered and price
- Total amount of the invoice

5. **Independent Contractor**

The Vendor shall at all times, relevant to this contract, be an independent contractor and in no event shall the Vendor, nor any employees or sub-contractors under it, be considered to be employees of Bay County.

6. **Vendor's Personnel**

Vendor has the exclusive right to hire and terminate its employees and may transfer or reassign any of its employees to other work of the Vendor. The direction of the work of Vendor's employees shall be under the exclusive control of Vendor. If the County objects to the presence or performance of any employee of Vendor, Vendor shall remove such employee from County premises.

7. **Cooperation**

Vendor agrees to perform each phase of the work at the scheduled time and in the scheduled sequence. Vendor will cooperate with the County Utility Services Director or their designee as requested and specifically to allow the County to inspect the performance of work of this Contract.

8. **Materials, Supplies, Etc.**

Vendor shall furnish and supply all tools, materials, consumable supplies and equipment, safety devices and equipment, and any special clothing that are required to perform the work of this Contract and consistent with the requirements of the ITB.

9. Records / Audits

The County is a public agency subject to Chapter 119, Florida Statutes. The Vendor shall comply with Florida's Public Records Law. Specifically, the Vendor shall:

Keep and maintain public records required by the County in order to perform the service;

Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, F.S. or as otherwise provided by law.

Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Vendor does not transfer the records to the County.

Upon completion of the contract, transfer, at no cost to the County, all public records in possession of the Vendor, or keep and maintain public records required by the County to perform the service. If the Vendor transfers all public records to the County upon completion of the contract, the Vendor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Vendor keeps and maintains public records upon completion of the contract, the Vendor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records in a format that is compatible with the information technology systems of the County.

The Vendor shall maintain books, records and documents directly pertinent to performance under this Contract in accordance with generally accepted accounting principles consistently applied. The County, the State of Florida, or their authorized representatives shall have access to such records for audit purposes during the term of this Contract and for five (5) years following Contract completion.

10. Public Records Custodian

If the Vendor has questions regarding the application of Chapter 119, Florida Statutes, to the Vendor's duty to provide public records relating to this contract contact the Custodian of Public Records, at (850) 248-8145, publicrecords@baycountyfl.gov or 840 W. 11th Street, Panama City, Florida 32401.

11. Inspector General

The parties agree to comply with s.20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with s. 20.055(5), Florida Statutes. "(5) It is the duty of every state officer, employee, agency, special

district, board, commission, contractor, and subcontractor to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to this section.”

12. County Representative

The County Utility Services Director or a designee has authority to designate the work to be done by Vendor, to inspect such work, and to resolve questions which arise between the parties. The Vendor or the Vendor's designee will deal with the County's representative on matters relating to the performance of the work. The County shall have the authority to stop the work whenever it deems such action necessary to secure the safe and proper performance of the work assignment.

13. Laws, Rules and Regulations

General Laws: Vendor shall give all notices required of it by law and shall comply with all Federal, State and local laws, ordinances, rules and regulations governing Vendor's performance of this Contract and the preservation of public health and safety. Upon request by the County, Vendor shall provide proof of such compliance to the County.

Illegal Alien Labor: Vendor shall comply with all provisions state and federal law regarding the hiring and continued employment of aliens not authorized to work in the United States. Vendor shall not knowingly employ or contract with an illegal alien to perform work under this contract or enter into a contract with a subcontractor that fails to certify to the Vendor that the subcontractor is in compliance with such laws. Vendor agrees that it shall confirm the employment eligibility of all employees through participation in E-Verify and will require the same of any subcontractors. Vendor shall pay all cost incurred to initiate and sustain the verification programs.

14. E- Verify.

As a condition precedent to entering into this agreement, and in compliance with Section 448.095, Fla. Stat., Vendor and its subcontractors shall, register with and use the E-Verify system to verify work authorization status of all employees.

Vendor shall require each of its subcontractors to provide Vendor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. Vendor shall maintain a copy of the subcontractor's affidavit as part of and pursuant to the records retention requirements of this agreement.

The County, Vendor, or any subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated Section 448.09(1), Fla. Stat. or the provisions of this section shall terminate the contract with the person or entity.

The County, upon good faith belief that a subcontractor knowingly violated the provisions of this section, but Vendor otherwise complied, shall promptly notify Vendor and Vendor shall immediately terminate the contract with the subcontractor.

A contract terminated under the provisions of this section is not a breach of contract and may not be considered such. Any contract termination under the provisions of this section may be challenged pursuant to Section 448.095(2)(d), Fla. Stat. Vendor acknowledges that upon termination of this agreement by the County for a violation of this section by Vendor, Vendor may not be awarded a public contract for at least one (1) year. Vendor further acknowledges that Vendor is liable for any additional costs incurred by the County as a result of termination of any contract for a violation of this section.

Subcontracts. Vendor or subcontractor shall insert in any subcontracts the clauses set forth in this section, including this subsection, requiring the subcontractors to include these clauses in any lower tier subcontracts. Vendor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in this section.

15. Public Entity Crimes Statement

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a vendor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. By submission of a proposal in response to this document, the vendor certifies compliance with the above requirements as stated in Section 287.133, Florida Statutes.

16. Scrutinized Companies

Vendor must certify that the company is not participating in a boycott of Israel.

Vendor must also certify that Vendor is not on the Scrutinized Companies that Boycott Israel list, not on the Scrutinized Companies with Activities in Sudan List, and not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria. Subject to limited exceptions provided in state law, the County will not contract for the provision of goods or services with any scrutinized company referred to above.

Vendor must submit the certification attached to this contract. Submitting a false certification shall be deemed a material breach of contract. The County shall provide notice, in writing, to the Vendor of the County's determination concerning the false certification. The Vendor shall have five (5) days from receipt of notice to refute the false certification allegation. If such false certification is discovered during the active contract term, the Vendor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If the Vendor does not demonstrate that the County's determination of false certification was made in error then the County shall have the right to terminate the contract and seek civil remedies pursuant to Section 287.135, Florida Statutes, as amended from time to time.

17. Antitrust Violations; Denial or Revocation

Pursuant to § 287.137, Florida Statutes, as may be amended, a person or an affiliate who has been placed on the antitrust violator vendor list (electronically published and updated quarterly by the State of Florida) following a conviction or being held civilly liable for an antitrust violation may not submit a bid, proposal, or reply for any new contract or agreement to provide any goods or services to a public entity; may not submit a bid, proposal, or apply for a new contract or agreement with a public entity for the construction or repair of a public building or public work; may not submit a bid, proposal, or reply on new leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a new contract or agreement with a public entity; and may not transact new business with a public entity. By entering this Agreement, Vendor certifies neither it nor its affiliate(s) are on the antitrust violator vendor list at the time of entering this Agreement. False certification under this paragraph or being subsequently added to that list will result in termination of this Agreement, at the option of the County consistent with § 287.137, Florida Statutes, as amended.

18. Insurance

During the term of this Contract, Vendor will purchase and maintain insurance and comply with the Bay County Insurance Requirements, which are attached as **Exhibit 3** to this Contract and incorporated by reference.

19. Hold Harmless and Indemnification

To the extent provided by law, the Vendor shall indemnify, defend, and hold harmless the County including the County's officers, agents, and employees, against any actions, claims, or damages arising out of, relating to, or resulting from negligent or wrongful act(s) of the Vendor or any of its officers, agents, or employees, acting within the scope of their office or employment, in connection with the rights granted to or exercised by the Vendor hereunder, to the extent and within the limitations of Section 768.28, Florida Statutes.

The foregoing indemnification shall not constitute a waiver of sovereign immunity beyond the limits set forth in Florida Statutes, Section 768.28. Nor shall

the same be construed to constitute agreement by the Vendor to indemnify the County for the negligent acts or omissions of the County, its officers, agents, or employees, or third parties.

The parties understand and agree that such indemnification by the Vendor relating to any matter which is the subject of this Agreement shall extend throughout the term of this Agreement and any statutes of limitations thereafter.

The Vendor's obligation shall not be limited by or in any way to any insurance coverage or by any provision in or exclusion or omission from any policy of insurance.

If the above indemnity or the defense provisions contained herein or any part of those provisions are limited by Florida Statutes Sec. 725.06(1), or any other applicable law, then with respect to the part so limited, the monetary limitation on the extent of the indemnification shall be the greater of (1) the monetary value of the Contract, (ii) coverage amount of Commercial General Liability Insurance required under the Contract; or (iii) \$1,000,000.00.

This Section survives termination or expiration of this Contract.

20. Duty to Pay Defense Costs and Expenses

The Vendor agrees to reimburse and pay on behalf of the County the cost of the County's legal defense, through and including all appeals, and to include all attorneys' fees, costs, and expenses of any kind for any and all 1) claims described in the Hold Harmless and Indemnification paragraph or 2) other claims arising out of the Vendor's performance of the Contract and in which the County has prevailed.

The County shall choose its legal defense team, experts, and consultants and invoice the Vendor accordingly for all fees, costs and expenses upon the conclusion of the claim.

Such payment on the behalf of the County shall be in addition to any and all other legal remedies available to the County and shall not be considered to be the County's exclusive remedy.

This Section survives termination or expiration of this Contract.

21. Notices

Any notice to be given by the parties shall be in writing and deemed to have been duly given if and when deposited in the United States registered mail, return receipt requested, properly stamped and addressed to:

For the County:
Bay County Utility Services Department
Attn: Mike Allen
3410 Transmitter Road
Panama City, FL 32404

For the Vendor:
Odyssey Manufacturing Co.
Attn: Patrick Allman
1484 Massaro Blvd.
Tampa, FL 33619

With a copy to:
Bay County Board of County Commissioners
Attn: County Manager
840 W. 11th Street
Panama City, FL 32401

22. Assignment

Vendor shall not assign in whole or in part any part of the work of this Contract except with prior written consent of the County.

23. Successors and Assigns.

This Agreement shall be binding on all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

24. Entire Agreement

All proposals, negotiations and representations regarding the work of this Contract are merged in this instrument. Any amendment or modification of this Contract shall be in writing and signed by the duly authorized representatives of the parties.

25. No Waiver

The waiver by the County of, or the County's failure to demand strict performance of, any obligation of Vendor shall not be construed to waive or limit the full and faithful performance by the Vendor of another of its obligations or of the same obligation in the future.

26. Administrative, Contractual, or Legal Remedies

Unless otherwise provided in this contract, all claims, counter-claims, disputes and other matters in question between the local government and the Vendor, arising out of or relating to this contract, or the breach of it, will be decided by arbitration, if the parties mutually agree, or in a Florida court of competent jurisdiction.

27. Termination for Cause and for Convenience

This contract may be terminated in whole or in part in writing by either party in the event of substantial failure by the other party to fulfill its obligations under this contract through no fault of the terminating party, provided that no termination may be effected unless the other party is given: (a) Not less than ten (10) calendar days written notice (delivered by certified mail, return receipt requested) of intent

to terminate; and (b) An opportunity for consultation with the terminating party prior to termination.

This contract may be terminated in whole or in part in writing by the local government for its convenience, provided that the other party is afforded the same notice and consultation opportunity specified in I (a) above. If termination for default is effected by the local government, an equitable adjustment in the price for this contract shall be made, but no amount shall be allowed for anticipated profit on unperformed services or other work, and any payment due to the vendor at the time of termination may be adjusted to cover any additional costs to the local government because of the vendor's default.

If termination for convenience is effected by the local government, the equitable adjustment shall include a reasonable profit for services or other work performed for which profit has not already been included in an invoice. For any termination, the equitable adjustment shall provide for payment to the vendor for services rendered and expenses incurred prior to receipt of the notice of intent to terminate, in addition to termination settlement costs reasonably incurred by the vendor relating to commitments (e.g., suppliers, subcontractors) which had become firm prior to receipt of the notice of intent to terminate.

Upon receipt of a termination action under paragraphs (a) or (b) above, the vendor shall promptly discontinue all affected work (unless the notice directs otherwise) and deliver or otherwise make available to the local government all data, drawings, reports specifications, summaries and other such information, as may have been accumulated by the vendor in performing this contract, whether completed or in process.

Failure of the Vendor to comply with the provision of Section 13 Laws, Rules, and Regulations shall constitute grounds for the County to immediately terminate this Contract for cause and declare the Vendor to be non-responsible for bidding or proposing on future contracts for one year from the date the County notifies the Vendor of such non-compliance.

28. Advertising

Subject to Chapter 119, Florida Statutes, Vendor will not publicly disseminate any information concerning the Agreement without prior written approval from the County, including, but not limited to mentioning the Agreement in a press release or other promotional material, either in print or electronically, to any entity that is not a party to Agreement.

29. Use of County Logo

Pursuant to, and consistent with, Bay County Ordinance 2-150, Vendor may not manufacture, use, display, or otherwise use any facsimile or reproduction of the County Seal/Logo without express written approval of the Board of County Commissioners of Bay County, Florida.

30. Conflicts

In the case of any conflict between the provisions of this Contract and other contract documents, the following priority for interpretation of those document provisions shall be followed:

- a. The provisions of this contract prevail first.
- b. The bid form and attachments are next.
- c. The initial bid provisions are final priority.

31. Severability

The invalidity, in whole or in part, of any section or part of any section of this Contract shall not affect the validity of the remainder of such section or the Contract.

32. Governing Law & Venue

The parties hereby agree that the only laws that apply to this Contract are those of the State of Florida and U.S. Government. The parties waive the privilege of venue and agree that all litigation between them in the state courts will take place exclusively in the Fourteenth Judicial Circuit in and for Bay County, Florida and that all litigation between them in the federal courts will take place exclusively in the United States District Court or United States Bankruptcy Court for the Northern District of Florida. Mediators must be certified by the State of Florida.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties have executed this Contract as of this
20th day of August, 2026.

Executed by:



Attest:

[Signature]
Bill Kinsaul, Clerk of Court

Approved as to form

[Signature]
Office of Bay County Attorney

BOARD OF COUNTY COMMISSIONERS
BAY COUNTY FLORIDA

By:

[Signature]
Clara Y. Pease, Chairman



ODYSSEY MANUFACTURING CO.

By:

[Signature]
(Authorized Representative)

Its:

General Manager

State of FLORIDA
County of HILLSBOROUGH

This Contract was acknowledged and subscribed before me the undersigned notary
this 10th day of AUGUST, 2026, by PATRICK
ALLMAN, as GENERAL MANAGER of ODYSSEY MANUFACTURING
and with proper authority, and who is personally known by me or produced
identification of _____

[Signature]
Notary Public

Exhibits:

1. Sodium Hypochlorite Specifications
2. Vendor's Response to ITB 26-37
3. Insurance Requirements

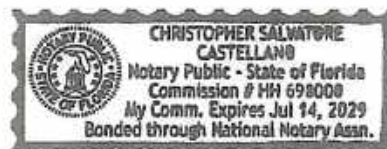


EXHIBIT 1
LIQUID SODIUM HYPOCHLORITE
BID SPECIFICATIONS

GENERAL REQUIREMENT

The intent and purpose of this specification document (the "Specification") is for the Vendor to furnish and deliver liquid sodium hypochlorite (12.5 Trade Percent Available Chlorine) FOB destination in accordance with the American Water Works Association's (AWWA's) Standard B300-10 for hypochlorite, except as modified or supplemented herein, to the Bay County Utility Services Department.

DELIVERY REQUIREMENTS

Vendor shall make "normal" deliveries within two (2) calendar (i.e., not "working" days) days after receipt of order and must make "emergency" deliveries within 24 hours. An emergency delivery is defined as a delivery which is necessary in order to prevent Bay County from running out of sodium hypochlorite in less than 24 hours. Bay County shall endeavor to minimize the number of "emergency" deliveries.

All deliveries of liquid sodium hypochlorite shall be freight prepaid, F.O.B. to each Bay County facility.

Delivery time of day shall be arranged upon placement of order. Deliveries made to unmanned facilities must be coordinated with Bay County so the driver can gain access to the facility.

All deliveries of liquid sodium hypochlorite shall be made by properly cleaned carrier tank truck to the locations specified in paragraph 5 below.

Packaging and shipment of liquid sodium hypochlorite shall conform to all current regulations of the State of Florida, the United States Department of Transportation and all other applicable regulatory agencies.

All delivery personnel must have company cell phones to facilitate deliveries to unmanned and manned facilities. Experience has shown this to be critical to effective coordination of deliveries to the various Bay County facilities.

Bay County reserves the right to change quantities and delivery dates at its discretion with a 24-hour notice.

The Vendor shall be responsible for pumping liquid sodium hypochlorite into the storage tanks at the delivery sites and shall provide all necessary hoses, fittings, air-padding, pumps, etc. required to safely and efficiently "offload" the liquid sodium hypochlorite into designated storage tanks. Vendor shall be responsible for ascertaining the correct storage tanks and fill point locations to prevent accidental discharge of the product into the wrong storage tank(s).

The Vendor shall be responsible for any spills resulting from the failure of its or its subcontractor's delivery equipment or from failure of attendant delivery personnel in the proper performance of their duties. Proper performance shall require attendant delivery personnel's constant inspection and observation of unloading operations and knowledgeable response to problems or emergencies, which would most commonly be expected to occur. Bay County reserves the right to refuse any and all deliveries made with equipment that is poorly maintained and/or leaking sodium hypochlorite.

The tanks or trailers shall be clean and free of residue that may contaminate the Vendor's product or impede the unloading process. It is the Vendor's responsibility to verify the cleanliness of the transporting equipment before loading. All appurtenant valves, pumps, and discharge hoses used for the delivery of sodium hypochlorite shall be supplied by the Vendor and shall be clean and free from contaminating material. Bay County may reject a load if the equipment is not properly cleaned. Vendor shall furnish Bay County an approved, leak-free connection device between the trailer and its intake receptacle. The Vendor shall observe the entire filling operation at each delivery site and shall immediately report any spills caused during the filling operations. The Vendor shall take immediate and appropriate actions to clean up any spilled liquid sodium hypochlorite. If the spill is not cleaned up, Bay County will hire a certified hazardous material handling company to clean up the spill, and the cost of such service will be charge to the Vendor and deducted from the amount due to the Vendor. If Bay County's unloading equipment such as pipe, valves or level indication and alarms should fail and the spillage is not the fault of the Vendor or its subcontractor, the Vendor shall be relieved of cleanup of the spill.

Delivery Shipments shall be rejected which fail to meet any of the requirements of the Specification. In the event a delivery shipment is rejected, upon notification to the Vendor that the shipment is rejected, Vendor shall be required to ship a replacement delivery to the affected location within four (4) hours from time of notification. Failure to provide replacement product that meets the Specification within the specified time period will constitute failure to comply with the delivery requirements set forth in this document.

DELIVERY LOCATIONS

Delivery sites and quantities are subject to deletions or additions as necessary to meet the water production demands of Bay County.

Split deliveries to multiple locations will be coordinated and accepted by Bay County to encourage economical delivery of product via bulk tankers dependent on storage capacities at time of delivery.

Liquid sodium hypochlorite consumption at each location is an estimate only and Bay County shall not be bound by these amounts in its contract with Vendor.

Delivery Locations:

Bay County Water Treatment Plant, 3400 Transmitter Road, Panama City, Florida, 32404. The water treatment plant has four (4) 8,000-gallon storage tanks. Approximate delivery requirement: 5,000 gallons every 7 days.

Military Point AWTF, 100 Lagoon Road, Tyndall AFB, FL 32403.

The Military Point AWTF has two (2) 1,200-gallon storage tanks. Approximate delivery requirement: 1,000 gallons every 4 weeks.

North Bay WWTF, 1121 Fred Anderson Road, Panama City, FL 32409

The North Bay WWTF has two (2) 2,550-gallon storage tanks. Approximate delivery requirement: 1,500 gallons every 4 weeks.

<u>LOCATION</u>	<u>STORAGE CAPACITY</u>	<u>ESTIMATED ANNUAL QUANTITY</u>
Bay County WTP 3400 Transmitter Road Panama City, FL 32404	4 - 8,000 GALLONS	200,000 GALLONS
Military Point AWTF 100 Lagoon Road Tyndall AFB, FL 32403	2 – 1,200 GALLONS	13,000 GALLONS
North Bay WWTF 1121 Fred Anderson Road Panama City, FL 32409	2 – 2,550 GALLONS	19,500 GALLONS

PRODUCT MATERIAL REQUIREMENTS

Hypochlorite supplied under this contract shall be tested and certified as meeting the Specification, the AWWA Standard B300-10 and those of the American National Standards Institute/National Sanitation Foundation Standard 60 (ANSI/NSF Standard 60), Drinking Water Treatment Chemicals Health Effects.

It is the responsibility of the Vendor to inform Bay County that its NSF or UL certification has been revoked or lapsed within 24 hours of the time the supplier receives verbal or written notification. Loss of certification shall constitute sufficient grounds for immediate termination of the contract between Bay County and Vendor.

Liquid sodium hypochlorite delivered under this Specification shall have a minimum of 120 Grams per Liter (GPL) available chlorine equivalent (a.k.a., 12.0 Trade Percent Available Chlorine) and shall be consistent as determined by chemical analysis.

Product shall be a clear straw colored liquid with no visible cloudiness, impurities, or sediment. It shall contain no soluble materials or organic substances in quantities capable of producing deleterious or injurious effects on the health of those consuming water treated with the liquid sodium hypochlorite.

Liquid sodium hypochlorite delivered under this Specification shall have a minimum of 0.20 percent by weight sodium hydroxide and a maximum of 0.40 weight percent sodium hydroxide.

Liquid sodium hypochlorite delivered under this contract shall meet the following containment concentration limits:

Iron	< 0.3 mg/L
Copper	< 0.03 mg/L
Nickel	< 0.03 mg/L
Chlorate	< 2,000 mg/L
Bromate	< 20 mg/L
Perchlorate	< 20 mg/L

The delivery time of the shipment shall not exceed 72 hours from the time of manufacture of the liquid sodium hypochlorite.

The suspended solids in the sodium hypochlorite delivered under this contract shall be minimized and the shipments delivered shall achieve a filtration time of less than 3 minutes for 1000 ml when applying the "*Suspended Solids Quality Test for Bleach Using the Vacuum Filtration*" Method co-developed by Dr. Bernard Bubnis of NovaChem and previously referenced in this Specification.

QUALITY ASSURANCE, SAFETY AND TRAINING

Sampling and Testing

All Sampling and Testing shall be in accordance with EPA and AWWA B300-10 standards and in accordance with the documents titled: "*The Weight Percent Determination of Sodium Hypochlorite, Sodium Hydroxide, And Sodium Chlorate in Liquid Bleach*" and "*Suspended Solids Quality Test for Bleach Using Vacuum Filtration*", distributed by Powell Fabrication and Manufacturing, Inc. and available at <http://www.powellfab.com>.

The approved laboratories are listed below for all sampling and testing whether during the proposal period or after award. No other Laboratory shall be used unless expressly authorized as an Addendum to the proposal issued by Bay County amending the Specification or an amendment to the contract between Bay County and Vendor.

NovaChem Laboratories(formerly Novatek)
5172 College Corner Pike
PO Box 608
Oxford, Ohio 45056
Ph: 513-523-3605
Fax: 513-523-4025

Thornton Laboratories
1145 East Cass Street
Tampa, Florida 33602
Ph: 813-223-9702
Fax: 813-223-9332
Attn: Steve Thickett

Sampling and Testing Prior to Unloading: The Vendor's delivery trailer shall have a sample port to provide a sample for analysis. At the sole discretion of Bay County, the Vendor's delivery personnel (driver) may be asked to provide a sample of liquid sodium hypochlorite before the shipment is unloaded. Bay County will supply the sample container and the driver shall collect the sample from the tank truck and turn it over to Bay County. The sample shall be considered representative of the lot. Bay County reserves the right to subject samples of the liquid sodium hypochlorite to quick analyses to ensure that it meets basic conditions of the specification with respect to specific gravity,

weight percent of sodium hypochlorite, sodium hydroxide, and suspended solids. Any lot tested by Bay County that fails to comply with the Specification shall constitute grounds for rejection of that lot. No payment shall be made for hypochlorite that is rejected. The Vendor or its subcontractors shall allow 60 minutes for this testing to be completed. If testing cannot be completed within the 60-minute period, Bay County shall allow the Vendor to unload the shipment. In the event that the load is rejected, the Vendor shall have four (4) hours to supply another shipment. In the event that the Vendor is unable or unwilling to supply another shipment within this time period, Bay County has the right to procure a shipment from another source and this will failure to deliver shall constitute a second rejection. Three rejections of a lot or shipment during any period of this contract shall constitute automatic termination of the Vendor's supply contract with Bay County.

Sampling and Test of Shipment after Unloading. Bay County reserves the right to subject samples of the liquid sodium hypochlorite to complete analyses to ensure that it meets EPA specifications, AWWA B300-10 specifications, and the Specification. Three failures during any period of this contract shall constitute automatic termination of the Vendor's supply contract with Bay County.

Certified Analysis. Vendor shall supply an affidavit, signed by a corporate designated official, certifying that the liquid sodium hypochlorite furnished by the Vendor, complies with all applicable requirements of this Specification and AWWA Standard B300-10, latest revision. The affidavit shall also indicate compliance with Water Chemicals Codex directives, latest revision, for impurity limits.

Manufacturer's Laboratory Delivery Reports

A certified report from the manufacturer shall be submitted for each liquid sodium hypochlorite delivery to Bay County.

The report shall contain the following data:

- Date and Time of Manufacture
- Percent by Weight Sodium Hypochlorite
- Percent by Weight Excess Sodium Hydroxide
- Specific Gravity (Referenced to a temperature)
- Suspended Solids Test Time

No deliveries will be accepted by Bay County unless accompanied by said certified laboratory report for the specific batch of liquid sodium hypochlorite delivered showing the above data and that it conforms to the Specification. Regardless of whether at different delivery sites, failure to comply with this provision three (3) times during the contract period shall constitute sufficient grounds for termination of the contract between Bay County and Vendor.

Tank Cleanings

At any time during the performance of this Agreement, if Bay County has any sort of sludge or other impurity buildup in any of its sodium hypochlorite tank, the Vendor shall cleanout the tank at no charge to Bay County within seven (7) days, unless such

timeframe is extended by Bay County. The cleanout should be done in such a manner so that it is done safely with no loss of disinfection to the affected plant. The Vendor shall submit a procedure to Bay County for approval prior to this work being completed. The determination of whether there is any such sludge or impurity buildup in the tanks will be at the sole discretion of Bay County. Failure of the Vendor to clean out the tank within seven (7) days after being served notice (or within any extension of this timeframe specified by Bay County) shall be cause for immediate termination of the sodium hypochlorite supply between Bay County and the Vendor.

OCCUPATIONAL HEALTH AND SAFETY

Vendor Safety Requirements

Vendor must ensure delivery personnel's compliance with all OSHA requirements, including personal protective equipment for Vendor delivery personnel, including without limitation chemical goggles, transparent face shield and hard hat, rubber gloves, rubber boots, and rubber or plastic-coated fabric apron or slicker suit. Vendor delivery personnel must wear at minimum, chemical goggles and rubber gloves when handling hoses and valves.

Vendor delivery personnel must remain within a safe proximity while the transfer is in progress and continuously monitor for leaking hoses, connections, or other problems. It is the responsibility of Vendor delivery personnel to contain leaks and to report any and all spills.

Safety Data Sheets. In compliance with Chapter 442 Florida Statutes, any chemical delivered from a Vendor, must be accompanied by a Safety Data Sheet (SDS).

Technical Assistance and Safety Training

Safe Handling and Equipment Operation Training.

On an annual basis, the Vendor shall provide an appropriate safe handling and equipment operation training course for chemicals, to all current Bay County operations personnel for a minimum of 0.2 continuing education units (CEU's) for their State of Florida water and wastewater licenses The Vendor shall provide this assistance at no charge to Bay County.

Technical Assistance. The Vendor shall provide engineering and technical assistance, as needed, regarding the application of its product and disposal and handling of residues and sludge produced by the application of liquid sodium hypochlorite in the water and wastewater treatment process. The Vendor shall provide this assistance at no charge to Bay County.

TERMINATION

In addition to the various statements in this specification stating the grounds for automatic termination of the Vendor's contract to supply liquid sodium hypochlorite to Bay County, and in addition to any other remedies, including the right to obtain cover and charge Vendor for the costs of cover, Vendor's failure to comply with this specification three (3) times over the duration of this contract shall constitute sufficient

grounds for termination of the contract by Bay County. These failures, any three of which can result in termination of the contract, include but are not limited to, failure to deliver in a timely manner, failure to deliver with proper equipment, failure of the liquid sodium hypochlorite to meet the specification at any time, failure to provide a certificate of analysis, failure to comply with the safety and OSHA requirements of the specification, failure to provide drivers with company cell phones, failure to provide requested technical assistance and/or training and failure to respond in a timely manner to any Bay County emergency.

EXHIBIT 2
VENDOR'S RESPONSE TO ITB 26-37



Bay County, FL

Purchasing

Karen Grindle, Chief Procurement Officer

840 W 11th Street, Panama City, FL 32401

[ODYSSEY MANUFACTURING CO] RESPONSE DOCUMENT REPORT

ITB No. 26-37

[26-37 Liquid Sodium Hypochlorite](#)

RESPONSE DEADLINE: July 14, 2026 at 2:00 pm

Report Generated: Tuesday, July 14, 2026

Odyssey Manufacturing Co Response

CONTACT INFORMATION

Company:

Odyssey Manufacturing Co

Email:

pallman@odysseymanufacturing.com

Contact:

Patrick Allman

Address:

1484 Massaro Blvd.

Tampa, FL 33619

Phone:

(813) 635-0339

Website:

N/A

Submission Date:

Jul 10, 2026 10:40 AM (Central Time)

ADDENDA CONFIRMATION

Addendum #1

Confirmed Jun 19, 2026 9:48 AM by Patrick Allman

QUESTIONNAIRE

1. Please provide price per gallon in currency format ie: \$xx.xx**

Maximum response length: 7 characters

\$1.75

2. Respondent Submittals*

Please Upload your COMPLETE response, including any and all required forms listed in the solicitation and the corresponding attachments.

Odyssey_Mfg.Co.BidPacket_ITB26-37-compressed.pdf

3. I certify that I have read, understood and agree to the terms in this solicitation, and that I am authorized to submit this response on behalf of my company.*

Confirmed



July 14, 2026

Ms. Karen Grindle
Chief Procurement Officer
Bay County
840 W. 11th Street
Suite 2500
Panama City, FL 32401

RE: **BAY COUNTY ITB 26-37 LIQUID SODIUM HYPOCHLORITE**

- Encl:
- 1) Bid Form
 - 2) Order Placement Information
 - 3) Addendum Acknowledgement
 - 4) Affidavit of Compliance with Section 287.138, F.S.
 - 5) Affidavit of Compliance with Section 787.06, F.S.
 - 6) Anti-Collusion Clause
 - 7) Bidder Qualifications
 - a) Proposal Sample (Thornton Laboratories)
 - b) NSF Sample Results (Certification and Affidavit)
 - c) Reference and Past Performance
 - d) Emergency Response
 - e) Safety and Reliability
 - f) Training (CEU Documentation)
 - g) Safety Data Sheet (SDS) and Material Specifications
 - 8) Certification Regarding Scrutinized Companies List
 - 9) Conflict of Interest Disclosure Form
 - 10) Drug Free Workplace
 - 11) Subcontractors
 - 12) COI
 - 13) W-9
 - 14) State of Florida Certificate of Status
 - 15) Authority to Sign Bid Letter
 - 16) Affidavit of Compliance
 - 17) E-Verify

Dear Ms. Grindle,

Odyssey Manufacturing Co. (Odyssey) is pleased to submit our proposal for the above-referenced Invitation to Bid (ITB) for the supply of liquid sodium hypochlorite to Bay County. In accordance with your instructions, we have enclosed all requested documentation. Odyssey takes no exceptions to the Specification or any of the bid documents.

Odyssey Manufacturing is pleased to offer Bay County a delivered price of \$1.75 per gallon for its Ultrachlor 12.5 Trade Percent sodium hypochlorite for the initial one-year term of the

contract. In addition to guaranteed pricing, Odyssey agrees to provide unlimited technical support to Bay County as exemplified by examples listed below. The purpose of this offer is to add additional value to Bay County as it evaluates the proposals it receives.

Enclosures (1) through (18) are provided to assist Bay County bid evaluation. Additionally, Odyssey makes the following claims and warrants:

- Enclosures (1) through (6) are required submittals as outlined in ITB 26-37.
- Enclosure (7) contains the following:
 - Laboratory results from Thornton Laboratories.
 - NSF-60 certification for Odyssey's Ultrachlor sodium hypochlorite.
 - NSF-60 affidavit of compliance.
 - (10) references of current customers.
 - Past performance: Odyssey has no "terminations" or "debarments" over the past (10) years.
 - Emergency response documentation as part of Bay County's Emergency Preparedness Planning and Spill Response Plan.
 - Safety and reliability documentation including Florida & U.S. DOT inspection results and OSHA Form 300A/300 logs for the past (5) years.
 - Documentation that Odyssey is certified to provide Continuing Education.
 - Safety Data Sheet (SDS) and Material Specifications sheet.
- Enclosures (8) through (10) are required submittals as outlined in ITB 26-37.
- Enclosure (11) will show that Odyssey will not use subcontractors or affiliates in the performance of any work under this proposal. This is in sharp contrast to other suppliers in the marketplace, all of whom use third-party driving companies.
- Enclosures (12) through (17) contain the following:
 - COI showing Bay County as an additional insured.
 - Current W-9.
 - State of Florida Certificate of Status for Odyssey.
 - Authority to Sign Bid Letter.
 - Affidavit of Compliance stating that Odyssey's sodium hypochlorite will comply with AWWA Standard B300-18 and NSF Standard 60.
 - E-Verify documentation.

Sodium hypochlorite is the only product that Bay County will purchase that has a very short shelf life. The shelf life is greatly impacted by the quality of the sodium hypochlorite. Product impurities such as metals and sludges are a significant source of this decomposition. One could easily feed twice as much product with poorer quality bleach. A 10% savings on unit cost could be overshadowed by a 50% increase in usage. Thus, differences between manufacturers in their manufacturing and delivery process can have a dramatic effect on the actual consumption. Additionally, the initial delivered strength can also impact the level of consumption. This means cost savings to the customer! Odyssey's unique manufacturing process results in significantly higher quality sodium hypochlorite that does not break down and decompose like other sodium hypochlorite manufacturers.

Over the past twelve years, Odyssey has provided superior service to Bay County including never missing a delivery, providing emergency support on numerous occasions and providing a significant amount of technical assistance *including numerous equipment repairs and deliveries*. As you know, we are the only chemical manufacturer/distributor that is open for manufacturing and deliveries 24 hours a day and 7 days a week (including holidays). Odyssey can be reached at 800-ODYSSEY or facsimile (813) 630-2589. Additionally, Odyssey also agrees to provide unlimited technical assistance with Bay County's operations at no additional charge. Such assistance includes, but is not limited to, operator training sessions, startup services, site inspections, drawing review, engineering, and design. Odyssey has performed over twenty-five hundred chemical system installations in the State of Florida and assisted with numerous others. This is more than any other chemical supplier and more than any other engineer or contractor in the State combined. We are the only chemical supplier who has a licensed engineering firm (Odyssey Engineering Co.) and is a licensed general and plumbing contractor (specializing in chemical system design, permitting, installation, and maintenance).

Please call our customers to compare Odyssey's Ultrachlor with other suppliers! Because of its short shelf life, buying a superior quality sodium hypochlorite will result in significant savings. We have examined your specifications and can comply with all requirements. We hereby provide written assurance of compliance with OSHA, EPA, NSF, and AWWA regulations and consent to provide samples to Bay County for testing if requested. We also agree to provide a safe handling training course and "refresher courses" of all your chemicals for the duration of the contract. We have never failed to or refused to make a chemical delivery for any product we have been awarded a purchase order for. Lastly, we agree to provide unlimited technical assistance. We take no exceptions to the bid documents. You may take a sample of our sodium hypochlorite at any time from any one of your facilities or from one of our trucks at the time of delivery. Please call me if you have any questions at 1-800-ODYSSEY or cellular at (813) 335-3444 or visit our website at www.odysseymanufacturing.com. Thank you for your consideration.

Sincerely,



Patrick H. Allman
General Manager

BID CHECKLIST

The checklist is provided as a courtesy and may not be all inclusive of items required within this invitation to bids.

The following bid forms may be submitted electronically through OpenGov. Bidders submitting paper bids may download all documents from the Purchasing Department's Opengov Procurement page: <https://procurement.opengov.com/portal/baycountyfl>

- ☒ BID FORM
- ☒ ADDENDUM ACKNOWLEDGEMENT
- ☒ AFFIDAVIT OF COMPLIANCE WITH SECTION 287.138, FLORIDA STATUTES, CONTRACTING WITH FOREIGN ENTITIES OF CONCERN
- ☒ AFFIDAVIT OF COMPLIANCE WITH SECTION 787.06, FLORIDA STATUTES, HUMAN TRAFFICKING ATTESTATION
- ☒ ANTI-COLLUSION CLAUSE
- ☒ BIDDER QUALIFICATION
- ☒ CERTIFICATION REGARDING SCRUTINIZED COMPANIES LIST
- ☒ CONFLICT OF INTEREST DISCLOSURE FORM
- ☒ DRUG FREE WORKPLACE
- ☒ SUB-CONTRACTORS
- ☒ SAFETY DATA SHEETS
- ☒ MATERIAL SPECIFICATIONS

**ATTACHMENT
REQUIRED FORMS**

ENCLOSURE

1

BID FORM
ITB NO: 26-37

This proposal of ODYSSEY MANUFACTURING CO., hereinafter called "BIDDER," organized and existing under the laws of the State of DELAWARE doing business as A CORPORATION (Insert "a corporation", "a partnership" or "an individual" as applicable), is hereby submitted to the Board of County Commissioners, Bay County, hereinafter called "OWNER."

In compliance with the Advertisement for Bids, BIDDER hereby proposes to perform all work, as detailed in this bid.

By submission of this BID, each Bidder certifies, and in the case of a joint BID each party thereto certifies as to its own organization, that this BID has been arrived at independently, without consultation, communication or agreement as to any matter relating to this BID with any other BIDDER or with any other competitor.

Vendor agrees to perform the entire work as indicated on the drawings and in compliance with the Contract Documents and Specifications, complete in every detail.

The price per gallon of Liquid Sodium Hypochlorite delivered is:

One Dollar Seventy Five Cents
(Words)

(\$ 1.75)

Submitted By: ODYSSEY MANUFACTURING CO.
Name of Firm/Vendor Submitting This Bid

Bid Prepared By: PATRICK H. ALLMAN
Name of Individual Who Prepared This Bid

Contact Email: PALLMAN@ODYSSEYMANUFACTURING.COM

Address: 1484 MASSARO BLVD., TAMPA, FL 33619

Phone: 813-635-0339


Signature of Authorized Representative of Firm/Vendor

7.8.26
Date

SEAL (If bid is by Corporation)



ENCLOSURE

2

ORDER PLACEMENT INFORMATION

Order Placement Information:

Each bidder shall indicate the name, address, e-mail, and telephone number for the purpose of placing orders.

Order Placement Information:

Patrick H. Allman
Contact Person

813-635-0339
Telephone Number

1484 MASSARO BLVD., TAMPA, FL 33619
Address

ORDERS@ODYSSEYMANUFACTURING.COM
E-mail

ENCLOSURE

3

ADDENDUM ACKNOWLEDGEMENT

I acknowledge receipt of the following addenda:

ADDENDUM NO. <u>1</u>	DATED <u>6/18/26</u>
ADDENDUM NO. _____	DATED _____
ADDENDUM NO. _____	DATED _____
ADDENDUM NO. _____	DATED _____
ADDENDUM NO. _____	DATED _____

Name of Firm: 00477E4 MANUFACTURING CO.

Authorized Signature:  _____

Printed Name: PATRICK H. ALLMAN

Title: GENERAL MANAGER

Date: 7.8.26

It is the responsibility of the firm to ensure that they have received addendums if issued.

Call (850) 248-8270 or email Purchasing@baycountyfl.gov prior to submitting your bid to ensure that you have received addendums.



June 18, 2026

Prospective Respondents

RE: Addendum #1 26-37 Liquid Sodium Hypochlorite

Please accept this as Addendum No. 1 for the above referenced solicitation.

For clarification purposes the anticipated schedule for the Board Meeting for recommended award will be Tuesday, August 4, 2026.

The following questions have been received, the County's answers follow in **bold**.

1. Please provide the current pricing/supplier for the sodium hypochlorite. **See attached.**
2. Please provide the previous bid tab results for our records. **See attached.**

All respondents shall acknowledge receipt of this addendum by signing and submitting, with their submittal, the addendum acknowledgement form included in the submittal package.

Regards,

Ken Longstreet
Grant Procurement Administrator
Bay County Purchasing Department
(850) 248-8270
purchasing@baycountyfl.gov

Bay County Board of County Commissioners
Bid Tabulation Sheet
22-72 Liquid Sodium Hypochlorite

Opened by: Scott Nabers ; Tabulated by: Shelly Taunton

Opening: Tuesday, September 6, 2022 @ 2:01 pm

Vendor	Price Per Gallon	Bid Form	Addendum Acknowledgement	Anti-Collusion	Cert. Regarding Scrutinized Co.	Conflict of Interest	Bidder Qualification	Identical Tie Bids / Drug Free Workplace	Sub-Contractors	Safety Data Sheet/ Material Specifications
Odyssey Manufacturing Company	\$1.35	Y	Y	Y	Y	Y	Y	Y	Y	Y
Allied Universal Corporation	\$1.89	Y	Y	Y	Y	Y	Y	Y	Y	Y
Univar Solutions USA, Inc.	No Bid									
Y (yes) or N (no) or v, indicates only if documents are included with the response at the time of the opening, and is not an indication that documents are properly completed or determined to be responsive.										



July 7, 2025

Odyssey Manufacturing Company
Attn: Patrick Allman
1484 Massaro Blvd.
Tampa, FL 33619

CONTRACT RENEWAL – 22-72 Liquid Sodium Hypochlorite

Dear Mr. Allman:

In accordance with the terms and conditions stated in the contract to provide Sodium Hypochlorite, Bay County has elected to renew this contract for one additional one-year term with an increase in bid price from \$1.65 to \$1.69 per gallon delivered, effective October 1, 2025.

Your signature below will serve as an acknowledgement on behalf of Odyssey Manufacturing Company that your services will remain uninterrupted through September 30, 2026.

If you agree to this renewal, sign the acknowledgement below and **return this original along with current Certificates of Insurance to the attention of the Purchasing Department at the address shown above** no later than July 31, 2025.

Please contact the Bay County Purchasing Department at (850) 248-8270 if you have questions regarding this matter.

Sincerely,


Robert J. Majka, County Manager
Bay County Board of County Commissioners

ACKNOWLEDGEMENT:

The undersigned acknowledges that Bay County has renewed this contract for one additional one-year term and services are to remain uninterrupted through September 30, 2026.



Signature

PATRICK H. ALLMAN

Printed Name

GENERAL MANAGER

Title

8 July 2025

Date

ENCLOSURE

4

**AFFIDAVIT OF COMPLIANCE WITH SECTION 287.138, FLORIDA STATUTES,
CONTRACTING WITH FOREIGN ENTITIES OF CONCERN**

Before me, the undersigned authority, personally appeared (Name of Affiant) PATRICK H. ALLMAN, who, after being first duly sworn, deposes and says of his or her personal knowledge the following:

1. Affiant is the (Title) GENERAL MANAGER of (Business Name) ODYSSEY MANUFACTURING CO. which does business in the State of Florida, hereinafter called the "Nongovernmental Entity."

2. Nongovernmental Entity, pursuant to § 287.138, Florida Statutes, certifies that (1) Nongovernmental Entity is not owned by a government of a foreign country of concern; (2) a government of a foreign country of concern does not have a "controlling interest" in Nongovernmental Entity, as defined by Section 287.138(1)(a), Florida Statutes; and (3) Nongovernmental Entity is not organized under the law of nor has its principal place of business in a foreign country of concern. For the purposes of this affidavit, foreign country of concern means the People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolás Maduro, or the Syrian Arab Republic, including any agency of or any other entity of significant control of such foreign country of concern, as defined in § 287.138(1)(c), Florida Statutes.

3. This Affidavit is executed by the Nongovernmental Entity accordance with § 287.138, Florida Statutes, for the purposes of preventing Bay County, Florida, from entering contracts with foreign entities of concern which would provide Nongovernmental Entity access to an individual's personal identifying information.

Signed and Delivered on this 8TH day of JULY, 2026.

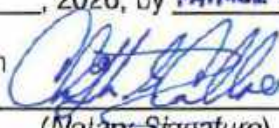
 PATRICK H. ALLMAN
Signature of Affiant Printed Name of Affiant

STATE OF FLORIDA

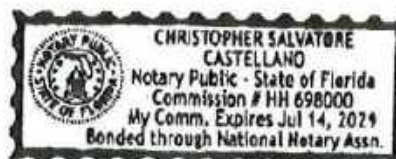
COUNTY OF HILLSBOROUGH

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 8TH day of JULY, 2026, by PATRICK H. ALLMAN.

Personally Known OR Produced Identification

Type of Identification Produced _____

(Notary Signature)

(SEAL)



ENCLOSURE

5

**AFFIDAVIT OF COMPLIANCE WITH SECTION 787.06, FLORIDA STATUTES,
HUMAN TRAFFICKING ATTESTATION**

Before me, the undersigned authority, personally appeared (Name of Affiant)
PATRICK H. ALLMAN, who, after being first duly sworn, deposes
and says of his or her personal knowledge the following:

1. Affiant is the (Title) GENERAL MANAGER of (Business Name)
ODYSSEY MANUFACTURING CO. which does business in the State of Florida,
hereinafter called the "Nongovernmental Entity."

2. Nongovernmental Entity, pursuant to § 787.06(13), Florida Statutes, certifies
that 1) neither Nongovernmental Entity nor any of its subsidiaries or affiliates uses
coercion for labor or services, as terms are defined in § 787.06, Fla. Stat., as may be
amended from time to time; (2) Nongovernmental Entity will immediately notify Bay
County, Florida, if, at any time in the future, Nongovernmental Entity does use coercion
for labor or services, and understands that pursuant to such notification no contracts
may be executed, renewed, or extended between the parties; and (3) Nongovernmental
Entity has read the foregoing attestation, confirms the facts stated in it are true, and are
made for the benefit of, and reliance by, Bay County, Florida.

Signed and Delivered on this 8th day of July, 2026.

[Signature]
Signature of Affiant

Patrick H. Allman
Printed Name of Affiant

STATE OF FLORIDA

COUNTY OF HILLSBOROUGH

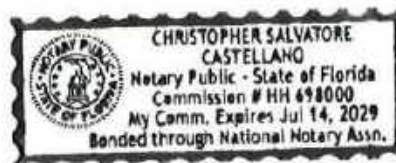
Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐
online notarization, this 8th day of JULY, 2026, by PATRICK H. ALLMAN.

Personally Known OR Produced Identification

Type of Identification Produced _____

[Signature]
(Notary Signature)

(SEAL)



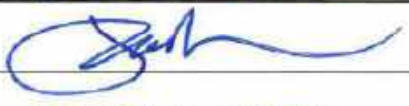
ENCLOSURE

6

ANTI-COLLUSION CLAUSE

Firm certifies that their response is made without prior understanding, agreement or connection with any Corporation, Firm or person submitting a response for the same services and is in all respects fair and without collusion or fraud.

Name of Firm: ODYSSEY MANUFACTURING.COM

Authorized Signature: 

Printed Name: PATRICK H. ALLMAN

Title: GENERAL MANAGER

Date: 7.8.26

ENCLOSURE

7

BIDDER QUALIFICATION

In order to satisfy the County regarding the Bidder's qualifications, the Bidder shall provide the below information regarding previous work comparable with the proposed work in size, capacity, and complexity. The County may also consider any previous County projects. Following receipt of bids, each Bidder shall be prepared to furnish such additional information as the County may reasonably request regarding Bidder's equipment and personnel. The information provided shall constitute an integral part of the bid.

Proposal Sample: Each prospective Proposer shall submit a 1500 ml "chilled" sample of their product representative of their manufacturing process from Proposer's manufacturing facility which would serve the customer to one of the approved testing laboratories listed in the Specification for analysis within the past ninety (90) days. The laboratory shall ascertain whether the Proposer's product is in compliance with this Specification for available chlorine, % sodium hypochlorite, excess caustic, iron, copper, nickel, chlorate, bromate, perchlorate and suspended solids (based on Filter Test time). The manufacturer's location shall be annotated on the sample results. The cost of the analysis shall be borne by Proposer. The results of the analysis shall be submitted with the Proposer's proposal.

NSF Sample Results: Each prospective Proposer shall submit a copy of the three most recent years of complete NSF sample results of their product from the manufacturing facility supplying their product which would serve the customer. Bay County shall use these results to ensure compliance with the Specification. The results of the NSF sample analysis shall be submitted with the Proposer's proposal. Failure to submit this information or meet the requirements of the Specification shall result in Proposer being disqualified.

Other Samples: Bay County reserves the right to take samples from Proposer's other customers to ensure that the Proposer's sample and delivery equipment is in compliance with all the requirements of this Specification and such a sample shall be judged representative of the Proposer's quality. Bay County may choose to obtain a sample from any of Proposer's customers to ensure compliance with the Specification. In such event, Bay County shall bear the cost of any analysis. Based on this compliance check, failure to meet the requirements of this Specification shall result in Proposer being disqualified.

References and Past Performance: Each prospective Proposer shall submit a list of at least ten (10) references to include phone numbers that use or have used its sodium hypochlorite at both water and wastewater treatment plants in the past five years. The Reference List shall list actual users at the water and wastewater plants and not purchasing agents. Additionally, each Proposer shall provide the names of any customers where its contract was terminated early (e.g., debarred) for safety, quality, or service issues for any product it supplies over the past ten (10) years. Failure to supply these lists shall result in Proposer being disqualified.

Emergency Response: As part of its Emergency Preparedness Planning and Spill Response Plan, each prospective Proposer shall submit a list with 24-hour access phone numbers of at least two degreed engineers (preferably Chemical Engineers) listing their degree, college or university and year of graduation, experienced in sodium hypochlorite operations to provide emergency support services on a 24/7 basis in the event of a spill, equipment failure or other emergency. In addition, each Proposer shall furnish a list of ten (10) emergency service calls they made to a customer outlining the details of the emergency and the Proposer's emergency response with a point of contact and phone number to verify the details. Failure to submit either list including its specific requirements shall result in Proposer being disqualified.

Safety and Reliability: As part of assessing the Bidder's reliability and safety record, the prospective Bidder shall include all regulatory actions including but not limited to, copies of any fines, correspondence and consent orders relating to the operation of ALL of its manufacturing and distribution facilities that serve the Florida market (this does not pertain to FDOT fines or fees) for the past ten (10) years. The Proposer shall submit a copy of its most recent Florida & United States DOT inspection results. Additionally, the Proposer shall submit a copy of its OSHA Form 300A/300 logs for the past five (5) years (if the Proposer utilizes a third party driving company or affiliated company, then they shall submit the OSHA 300 logs for that company as well). Logs shall be submitted for the *entire* company in addition to any subsidiaries or subcontractors who will serve the Contractor. The Proposer shall also provide a detailed listing of all accidents, incidents, releases, spills, vehicle accidents involving death or injury and National Response Center Notifications ("Safety Incidents") for all chemicals it delivers or manufacturers for the past five (5) years. Failure to disclose the Regulatory Actions, OSHA 300 logs or Safety Incidents shall result in Proposer being disqualified from bidding on this product.

Training: Each Proposer shall provide documentation that it is able to provide continuing Education units (CEU's) for water and wastewater operators for annual chemical system training.

Safety Data Sheet (SDS) and Material Specifications: Bidders shall submit with their bid a Safety Data Sheet and material specification (components and analysis) with typical properties for Sodium Hypochlorite and guarantee that all deliveries will meet the specifications on the sheets.

7A



THORNTON LABORATORIES
TESTING & INSPECTION SERVICES, INC.

1145 E. Cass St, Tampa, FL 33602
Phone: 813-223-9702 Fax: 813-223-9332
WWW.THORNTONLAB.COM

21-Apr-2026
Page 1 of 1

Report for: Odyssey Manufacturing Co.
1484 Massaro Blvd.
Tampa, FL 33619
Attn: Patrick Allman

Sample Identification:
Bleach
Id: Sodium Hypochlorite - Bid Sample

Date Received: 09-Apr-2026

Laboratory Number: 478059

CERTIFICATE OF ANALYSIS
OFFICIAL ANALYSIS *

Method	Parameter	Result	Units
AWWA B-300	Sodium Hypochlorite (NaOCl)	11.08	%
	Available Chlorine (Cl ₂)	10.55	%
	Sodium Hydroxide (NaOH)	0.32	%
	Specific Gravity @ 60 oF	1.1702	
ASTM	Sodium Carbonate (Na ₂ CO ₃)	0.10	%
AOAC 2006.03 (mod)	Copper (Cu)	< 0.03	ppm
	Iron (Fe)	0.72	ppm
	Nickel (Ni)	< 0.03	ppm
S.M.4110B +	Chlorates	< 100	ppm
	Bromates	< 2	ppm
	Perchlorates	< 10	ppm
NOVATEK	Filtration Test Time / 1 liter	77	seconds

* Average of closely agreeing duplicate determinations.
+ Analysis by Precision Petroleum Labs.

THORNTON LABORATORIES
Steve Fickett, III

Thornton Laboratories Testing & Inspection Services, Inc. responsibility for the above analysis, opinions,
or interpretations is limited to the invoice amount.

Date: 7 June 2021

Call for results over the phone
513-523-3605

Odyssey Bleach Analysis Results Received 27 May 2021

<u>Parameter</u>		
Wt% NaOCl	11.24	
GPL Available Chlorine	124	
Trade %	12.4	
Wt% NaOH	0.381	
Calculated pH	13.0	
Wt% Na ₂ CO ₃	0.160	
Density, g/mL	1.1598	
Bromate ion, mg/L	<5	DL = 5 mg/L
Chlorate ion, mg/L	468	DL = 100 mg/L
Perchlorate ion, mg/L	<5	
Iron, mg/L	0.07	DL = 0.02 mg/L
Copper, mg/L	0.02	DL = 0.02 mg/L
Nickel, mg/L	<0.02	DL = 0.02 mg/L
Chloride ion, g/L	75	
Sodium, g/L (estimate)	53	
Wt% Suspended Solids	0.003	
Total Dissolved Solids, g/mL	0.80	
Filter Test (1,000 mL)	1 min 03 sec (Millipore 0.8 uM, type AWWP)	

B.P. Bubnis

B.P. Bubnis

7 June 2021

Powell Solutions
740 East Monroe Rd.
St. Louis, MI 48880

Phone: (989) 681-2158
Toll Free: (888)-800-2310

Customer:	Odyssey/ Pat Allman	Test Verification By:	A. Bach
Date Sample Received:	11/11/2022	Verification Date:	12/29/2022
Customer ID:	(Purchase Order, RMA#, Etc)		
Powell ID:	3231	(Sales Order, RMA#, Etc)	

Powell Titration procedure/ AWWA-ANSI B300 Sec. 5 based

Parameter	Mol. Form.	11/11/2022		11/11/2022	
		Wt%	GPL	Wt%	GPL
Wt% NaOCl:	NaOCl	11.21 %wt	130.0 gpl	11.08 %wt	128.5 gpl
Wt% NaCl:	NaCl	8.87 %wt	102.8 gpl	8.76 %wt	101.6 gpl
Wt% NaOH:	NaOH	0.20 %wt	2.3 gpl	0.21 %wt	2.5 gpl
Wt% Na2CO3:	Na2CO3	0.15 %wt	1.7 gpl	0.14 %wt	1.6 gpl
Density:		1.1598	1,159.8 gpl	1.1600	1,160.0 gpl
pH:		12.44		12.42	
GPL Available Cl2:			123.8 gpl		122.4 gpl
Trade %:		12.4 %		12.2 %	

Notes: Approximate Solids: 0.010 mass%

Approximate 1,000 mL Filter time: 75 seconds

EPA 300.1 Ions Species		Mol. Form	Date Test:		11/23*, 12/20- 12/22 (2022)		Detection Limit (DL) mg/L
			ND: Not Detectable 11/23*, 12/20- 12/22 (2022) (Note- Reflect Ion contents; not molecular forms)		11/23*, 12/20- 12/22 (2022)		
			wt%	mg/L	wt%	mg/L	
	Fluoride	F ⁻	0.011	132.62	0.002	26.00	0.02
	Chlorite	ClO2 ⁻	ND	ND	ND	ND	0.02
	Bromate	BrO3 ⁻	0.001	15.00	ND	ND	0.02
	Chloride	Cl ⁻	5.378	62,375.09	5.315	70,244.24	0.02
	Nitrite	NO2 ⁻	ND	ND	ND	ND	0.02
	Bromide	Br ⁻	0.005	61.04	0.006	74.09	0.02
	Chlorate*	ClO3 ⁻	0.048	553.00	0.047	544.00	0.02
	Nitrate	NO3 ⁻	ND	ND	ND	ND	0.02
	Phosphate	PO4 ³⁻	ND	ND	ND	ND	0.02
	Sulfate	SO4 ²⁻	0.007	84.33	0.071	826.00	0.02

Notes: Chlorate testing conducted 11/23/2022, other tests were conducted when all other anion standards available.

EPA 200.7 Metals		Date Test:	12/19/2022		12/19/2022		Reporting Limit
Species	Mol. Form		wt%	mg/L	wt%	mg/L	(RL) mg/L
Antimony	Sb		ND	ND	ND	ND	0.75
Arsenic	As		ND	ND	ND	ND	0.75
Barium	Ba		0.00003	0.34	ND	ND	0.15
Beryllium	Be		ND	ND	ND	ND	0.15
Cadmium	Cd		ND	ND	ND	ND	0.15
Calcium	Ca		0.00002	0.27	0.00006	0.69	0.15
Chromium	Cr		ND	ND	ND	ND	0.15
Copper	Cu		ND	ND	ND	ND	0.15
Iron	Fe		ND	ND	ND	ND	0.15
Lead	Pb		ND	ND	ND	ND	0.15
Magnesium	Mg		ND	ND	ND	ND	0.15
Manganese	Mn		ND	ND	ND	ND	0.15
Nickel	Ni		ND	ND	ND	ND	0.15
Strontium	Sr		ND	ND	ND	ND	0.15
Silicon	Si		ND	ND	ND	ND	1.50
Zinc	Zn		ND	ND	ND	ND	0.15

7B



789 N. Dixboro Rd. Ann Arbor, MI 48105, USA
1-800.NSF.MARK | +1-734.769.8010 | www.nsf.org

EVALUATION REPORT

Send To: 25070

Mr. Patrick Allman
Odyssey Manufacturing Company
1484 Massaro Boulevard
Tampa, FL 33619

Facility: 25071

Odyssey Manufacturing Company
1484 Massaro Boulevard
Tampa FL 33619
United States

Result	PASS	Report Date	26-MAY-2026
Customer Name	Odyssey Manufacturing Company		
Tested To	NSF/ANSI/CAN 60		
Description	Sodium Hypochlorite 12.5 Trade Percent Liquid		
Trade Designation	Sodium Hypochlorite 12.5 Trade Percent		
Test Type	Annual Collection		
Job Number	A-00536871		
Project Number	W1018777		
Project Manager	Lena Hope		

This report documents the testing of the referenced product to the requirements of NSF/ANSI/CAN Standard 60 (Drinking Water Treatment Chemicals - Health Effects). This standard establishes minimum requirements for chemicals, the chemical contaminants, and impurities that are added to drinking water from drinking water treatment chemicals. Contaminants produced as by-products through reaction of the treatment chemical with a constituent of the drinking water are not covered by this Standard. Reference the "About the Standard" section at the end of this report for additional information about NSF/ANSI/CAN Standard 60 and the products covered under this Standard.

Thank you for having your product tested by NSF.

Please contact your Project Manager if you have any questions or concerns pertaining to this report.

Report Authorization

Date 26-MAY-2026

Scott E. Randall - Senior Manager Commercial Water



General Information

Standard: NSF/ANSI/CAN 60

Chemical Name: Sodium Hypochlorite 10.8% and 12.5% w/w

Maximum Use Level: 94 mg/L

Monitor Code: A

Physical Description of Sample: Liquid

Tested DCC Number: DA02366

Trade Designation/Model Number: Sodium Hypochlorite 12.5 Trade Percent

Sample Id: S-0002305779

Description: Sodium Hypochlorite 12.5 Trade Percent | Liquid

Sampled Date: 30-Apr-2026

Received Date: 30-Apr-2026

Quenched Date: 23-MAR-2026 03:00

Tox Normalization Information:		Lab Normalization Information:	
Calculated NF	0.0000892	Date exposure completed	13-MAY-2026
MUL	94 mg/L		
Density Value Applied	1.17 g/mL		
Compound Reference Key:	SPAC		

Normalization Calculation:

Normalized Result = Test Result * NF * (10³ ug/L mg)

Where NF = MUL (mg/L) * Malonic Acid Dilution Correction (ml/ml) * (1/Product Density (g/ml)) * $\frac{1 \text{ L}}{10^3 \text{ ml}} * \frac{1 \text{ g}}{10^3 \text{ mg}}$

- Malonic Acid Dilution Correction = ((Volume of Hypochlorite Sampled + Malonic Acid) / Volume of Hypochlorite Sampled)

- Volume of Hypochlorite Sampled = (Volume of Hypochlorite Sample Received(ml) - (Malonic Acid (g) * (1 / Density of Malonic Acid (g/ml))))

- Volume of Hypochlorite Sample Received = Volume of Hypochlorite Sampled + Malonic Acid

- Unit conversion: 1 L = 10³ ml, 1 g = 10³ mg;

Testing Parameter	Units	Sample	Result	Norm. Units	Norm. Result	Acceptance Criteria(1)	Evaluation Status
Ann Arbor Chemistry Lab							
Oxyhalides in Bleach by LCMS							
Perchlorate	mg/L	ND(1)	ND(1)	ug/L	ND(0.09)	5	Pass
Chlorate	mg/L	1100	1100	ug/L	100	300	Pass
Bromate	mg/L	ND(1)	ND(1)	ug/L	ND(0.09)	3.3	Pass
1 - If the acceptance criteria is blank and the evaluation status is "Fail", then the criteria used will be noted on the letter accompanying these results.							

Sample Id: S-0002305781

Description: Sodium Hypochlorite 12.5 Trade Percent | Liquid

Sampled Date: 14-May-2026

Received Date: 30-Apr-2026

Tox Normalization Information:		Lab Normalization Information:	
Calculated NF	0.0992	Date exposure completed	14-MAY-2026
Preparation method used	B	Final volume of solution	0.25 L
MUL	94 mg/L	Mass of material used	237 mg
Compound Reference Key:	SPAC		



Sample Id: S-0002305781

Normalization Calculation:

$$\text{Normalized Result} = \text{Test Result (ug/L)} * \text{NF} \quad \text{Where NF} = \text{MUL (mg/L)} * \frac{\text{Final Volume Of Solution (L)}}{\text{Mass of Material Used (mg)}}$$

- MUL = Maximum Use Level;
- Mass of Material Used = The mass of sample analyzed in the laboratory;
- Final Volume of Solution = The volume of water used to dilute the sample;
- An additional factor may be used to adjust the analytical result to field use conditions to account for product carryover, flushing, or other assumptions stipulated with the use of the product. If an additional factor is used, it is included in the information above.

Testing Parameter	Units	Sample	Control	Result	Norm. Result	Acceptance Criteria(1)	Evaluation Status
Ann Arbor Chemistry Lab							
Metals II in water by ICPMS (Ref: EPA 200.8)							
Arsenic	ug/L	ND(1)	ND(1)	ND(1)	ND(0.1)	1	Pass
Barium	ug/L	ND(1)	ND(1)	ND(1)	ND(0.1)	200	Pass
Beryllium	ug/L	ND(0.5)	ND(0.5)	ND(0.5)	ND(0.05)	0.4	Pass
Cadmium	ug/L	ND(0.2)	ND(0.2)	ND(0.2)	ND(0.02)	0.5	Pass
Chromium	ug/L	ND(1)	ND(1)	ND(1)	ND(0.1)		
Copper	ug/L	ND(1)	ND(1)	ND(1)	ND(0.1)	130	Pass
Manganese	ug/L	ND(1)	ND(1)	ND(1)	ND(0.1)	12	Pass
Mercury	ug/L	ND(0.2)	ND(0.2)	ND(0.2)	ND(0.02)	0.2	Pass
Lead	ug/L	ND(0.5)	ND(0.5)	ND(0.5)	ND(0.05)	0.5	Pass
Antimony	ug/L	ND(0.5)	ND(0.5)	ND(0.5)	ND(0.05)	0.6	Pass
Selenium	ug/L	ND(1)	ND(1)	ND(1)	ND(0.1)	5	Pass
Thallium	ug/L	ND(0.2)	ND(0.2)	ND(0.2)	ND(0.02)	0.2	Pass
Aluminum	ug/L	ND(10)	ND(10)	ND(10)	ND(0.99)	290	Pass
Volatile Organic Compounds (Ref: EPA 524.2)							
Dichlorodifluoromethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	100	Pass
Chloromethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	3	Pass
Vinyl Chloride	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.2	Pass
Bromomethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	1	Pass
Chloroethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	40	Pass
Trichlorofluoromethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	50	Pass
Trichlorotrifluoroethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.3	Pass
Methylene Chloride	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.5	Pass
1,1-Dichloroethylene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.7	Pass
trans-1,2-Dichloroethylene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	10	Pass
1,1-Dichloroethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.3	Pass
2,2-Dichloropropane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.3	Pass
cis-1,2-Dichloroethylene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	7	Pass
Chloroform	ug/L	ND(2)	0.9	ND(2)	ND(0.2)	[TTHM]	
Bromo-chloromethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	9	Pass
1,1,1-Trichloroethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	20	Pass

FD0260526132443

A-00536871

Page 3 of 7

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Sample Id: S-0002305781

Testing Parameter	Units	Sample	Control	Result	Norm. Result	Acceptance Criteria(1)	Evaluation Status
Ann Arbor Chemistry Lab (Continued)							
1,1-Dichloropropene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
Carbon Tetrachloride	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.5	Pass
1,2-Dichloroethene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.5	Pass
Trichloroethylene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.5	Pass
1,2-Dichloropropane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.5	Pass
Bromodichloromethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	[TTHM]	
Dibromomethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
cis-1,3-Dichloropropene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.4	Pass
trans-1,3-Dichloropropene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.4	Pass
1,1,2-Trichloroethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
1,3-Dichloropropane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	10	Pass
Tetrachloroethylene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.5	Pass
Chlorodibromomethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	[TTHM]	
Chlorobenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	10	Pass
1,1,1,2-Tetrachloroethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	1	Pass
Bromoform	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	[TTHM]	
1,1,2,2-Tetrachloroethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.2	Pass
1,2,3-Trichloropropane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	4	Pass
1,3-Dichlorobenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	60	Pass
1,4-Dichlorobenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	7.5	Pass
1,2-Dichlorobenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	60	Pass
Carbon Disulfide	ug/L	ND(4)	ND(1)	ND(4)	ND(0.4)	70	Pass
Methyl-tert-Butyl Ether (MTBE)	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	8000	Pass
tert-Butyl ethyl ether	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	600	Pass
Methyl Ethyl Ketone	ug/L	ND(20)	ND(5)	ND(20)	ND(2.0)	400	Pass
Methyl Isobutyl Ketone	ug/L	ND(20)	ND(5)	ND(20)	ND(2.0)	700	Pass
Toluene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	6	Pass
Ethyl Benzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	14	Pass
m+p-Xylenes	ug/L	ND(4)	ND(1)	ND(4)	ND(0.4)	[Xylenes]	
o-Xylene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	[Xylenes]	
Styrene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	10	Pass
Isopropylbenzene (Cumene)	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	70	Pass
n-Propylbenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
Bromobenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
2-Chlorotoluene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
4-Chlorotoluene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
1,3,5-Trimethylbenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
tert-Butylbenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		

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Sample Id: S-0002305781

Testing Parameter	Units	Sample	Control	Result	Norm. Result	Acceptance Criteria(1)	Evaluation Status
Ann Arbor Chemistry Lab (Continued)							
1,2,4-Trimethylbenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
sec-Butylbenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
p-Isopropyltoluene (Cymene)	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
1,2,3-Trimethylbenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
n-Butylbenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
1,2,4-Trichlorobenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	7	Pass
Hexachlorobutadiene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.9	Pass
1,2,3-Trichlorobenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.3	Pass
Naphthalene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	10	Pass
Benzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.5	Pass
Total Trihalomethanes	ug/L	ND(0.5)	0.9	ND(0.5)	ND(0.05)	8	Pass
Total Xylenes	ug/L	ND(0.5)	ND(0.5)	ND(0.5)	ND(0.05)	9	Pass
1 - If the acceptance criteria is blank and the evaluation status is "Fail", then the criteria used will be noted on the letter accompanying these results.							
[TTHM] - Acceptance based on Total Trihalomethanes							
[Xylenes] - Acceptance based on Total Xylenes							



Common Terms and Acronyms Used:

Sample.....	Test result on the submitted product sample after prepared or exposed in accordance with the standard.
Control.....	Test result on a laboratory blank sample analyzed in parallel with the sample.
Result.....	Sample test result minus the Control test result.
Normalized Result..	Result normalized in accordance with the test standard to reflect potential at-the-tap concentrations
ND().....	Result is below the detection level of the analytical procedure as identified in the parenthesis.
DCC Number.....	NSF document control code of the registered formulation of the product tested
ug/L.....	Microgram per liter = 0.001 milligram per liter (mg/L)
SPAC.....	Acceptance criteria of the standard (Single Product Allowable Concentration)

References to Testing Procedures:

NSF Reference	Parameter / Test Description
C0931	Oxyhalides in Bleach by LCMS
C1183	Metals II in water by ICPMS (Ref: EPA 200.8)
C4652	Volatile Organic Compounds (Ref: EPA 524.2)

Test descriptions preceded by an asterisk "*" indicate that testing has been performed per NSF requirements but is not within its scope of accreditation.

Unless otherwise indicated, method uncertainties are not applied in any determinations of conformity. Testing utilizes the requested sections of any referenced standards, which may not be the entire standard.

Dates of Laboratory Activity: 30-APR-2026 to 21-MAY-2026

Testing Laboratories:

	Id	Address
All work performed at: →	NSF_AA	NSF 789 N. Dixboro Road Ann Arbor MI 48105



About the Standard:

NSF/ANSI/CAN Standard 60: Drinking Water Treatment Chemicals - Health Effects

NSF/ANSI/CAN 60 establishes minimum health effects requirements for the chemicals, the chemical contaminants, and the impurities that are directly added to drinking water from drinking water treatment chemicals. It does not establish performance or taste and odor requirements. The standard contains requirements for chemicals that are directly added to water and are intended to be present in the finished water as well as other chemical products that are added to water but are not intended to be present in the finished water. Chemicals covered by this Standard include, but are not limited to, coagulation and flocculation chemicals, softening, precipitation, sequestering, pH adjustment, and corrosion/scale control chemicals, disinfection and oxidation chemicals, miscellaneous treatment chemicals, and miscellaneous water supply chemicals.

The testing performed to this standard is done to estimate the level of contaminants or impurities added to drinking water when the chemical is used at the "Maximum Use Level" under alltestment. Prior to testing, information is obtained on the formulation and sources of supply used to manufacture the chemical. This information is then reviewed along with the minimum requirements of the standard to establish the potential contaminants of concern. A representative sample of chemical is obtained for testing. The chemical sample is prepared for analysis through specific methods established in the standard based on the type of chemical and then is analyzed for potential contaminants determined during the formulation review. The laboratory results are normalized to represent potential at-the-top values and then compared to the "single product allowable concentration" (SPAC) established by the standard. The product is found in compliance with the standard if the normalized value is less than or equal to the allowable concentration.



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EVALUATION REPORT

Send To: 25070

Mr. Patrick Allman
Odyssey Manufacturing Company
1484 Massaro Boulevard
Tampa, FL 33619

Facility: 25071

Odyssey Manufacturing Company
1484 Massaro Boulevard
Tampa FL 33619
United States

Result	PASS	Report Date	15-AUG-2025
Customer Name	Odyssey Manufacturing Company		
Tested To	NSF/ANSI/CAN 60		
Description	Ultrachlor Liquid		
Trade Designation	Ultrachlor		
Test Type	Annual Collection		
Job Number	A-00504169		
Project Number	W0943387		
Project Manager	Lena Hope		

This report documents the testing of the referenced product to the requirements of NSF/ANSI/CAN Standard 60 (Drinking Water Treatment Chemicals - Health Effects). This standard establishes minimum requirements for chemicals, the chemical contaminants, and impurities that are added to drinking water from drinking water treatment chemicals. Contaminants produced as by-products through reaction of the treatment chemical with a constituent of the drinking water are not covered by this Standard. Reference the "About the Standard" section at the end of this report for additional information about NSF/ANSI/CAN Standard 60 and the products covered under this Standard.

Thank you for having your product tested by NSF.

Please contact your Project Manager if you have any questions or concerns pertaining to this report.

Report Authorization

Scott E. Randall - Senior Manager Commercial Water

Date 15-AUG-2025

General Information

Standard: NSF/ANSI/CAN 60
 Chemical Name: Sodium Hypochlorite 10.8%
 Lot Number/Product Identifier: 714FEED25
 Maximum Use Level: 94 mg/L
 Monitor Code: A
 Physical Description of Sample: Liquid
 Tested DCC Number: DA02366
 Trade Designation/Model Number: Ultrachlor

Sample Id: **S-0002243087**
 Description: Ultrachlor | Liquid
 Sampled Date: 06-Aug-2025
 Received Date: 31-Jul-2025

Tox Normalization Information:		Lab Normalization Information:	
Calculated NF	0.100	Date exposure completed	06-AUG-2025
Preparation method used	B	Final volume of solution	0.25 L
MUL	94 mg/L	Mass of material used	235 mg
Compound Reference Key:	SPAC		

Normalization Calculation:

$$\text{Normalized Result} = \text{Test Result (ug/L)} * \text{NF} \quad \text{Where NF} = \text{MUL (mg/L)} * \frac{\text{Final Volume Of Solution (L)}}{\text{Mass of Material Used (mg)}}$$

- MUL = Maximum Use Level;
- Mass of Material Used = The mass of sample analyzed in the laboratory;
- Final Volume of Solution = The volume of water used to dilute the sample;
- An additional factor may be used to adjust the analytical result to field use conditions to account for product carryover, flushing, or other assumptions stipulated with the use of the product. If an additional factor is used, it is included in the information above.

Testing Parameter	Units	Sample	Control	Result	Norm. Result	Acceptance Criteria(1)	Evaluation Status
Ann Arbor Chemistry Lab							
Metals II in water by ICPMS (Ref: EPA 200.8)							
Arsenic	ug/L	ND(1)	ND(1)	ND(1)	ND(0.1)	1	Pass
Barium	ug/L	ND(1)	ND(1)	ND(1)	ND(0.1)	200	Pass
Beryllium	ug/L	ND(0.5)	ND(0.5)	ND(0.5)	ND(0.05)	0.4	Pass
Cadmium	ug/L	ND(0.2)	ND(0.2)	ND(0.2)	ND(0.02)	0.5	Pass
Chromium	ug/L	2	ND(1)	2	0.2		
Copper	ug/L	ND(1)	ND(1)	ND(1)	ND(0.1)	130	Pass
Manganese	ug/L	ND(1)	ND(1)	ND(1)	ND(0.1)	12	Pass
Mercury	ug/L	ND(0.2)	ND(0.2)	ND(0.2)	ND(0.02)	0.2	Pass
Lead	ug/L	ND(0.5)	ND(0.5)	ND(0.5)	ND(0.05)	0.5	Pass
Antimony	ug/L	ND(0.5)	ND(0.5)	ND(0.5)	ND(0.05)	0.6	Pass
Selenium	ug/L	ND(1)	ND(1)	ND(1)	ND(0.1)	5	Pass
Thallium	ug/L	ND(0.2)	ND(0.2)	ND(0.2)	ND(0.02)	0.2	Pass
Aluminum	ug/L	ND(10)	ND(10)	ND(10)	ND(1.0)	290	Pass
Volatile Organic Compounds (Ref: EPA 524.2)							
Dichlorodifluoromethane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	0.3	Pass
Chloromethane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	3	Pass

Sample Id: S-0002243037

Testing Parameter	Units	Sample	Control	Result	Norm. Result	Acceptance Criteria(1)	Evaluation Status
Ann Arbor Chemistry Lab (Continued)							
Vinyl Chloride	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	0.2	Pass
Bromomethane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	1	Pass
Chloroethane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	40	Pass
Trichlorofluoromethane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	50	Pass
Trichlorotrifluoroethane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	0.3	Pass
Methylene Chloride	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	0.5	Pass
1,1-Dichloroethylene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	0.7	Pass
trans-1,2-Dichloroethylene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	10	Pass
1,1-Dichloroethane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	0.3	Pass
2,2-Dichloropropane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	0.3	Pass
cis-1,2-Dichloroethylene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	7	Pass
Chloroform	ug/L	ND(1)	0.7	ND(1)	ND(0.1)	[TTHM]	
Bromochloromethane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	9	Pass
1,1,1-Trichloroethane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	20	Pass
1,1-Dichloropropene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)		
Carbon Tetrachloride	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	0.5	Pass
1,2-Dichloroethane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	0.5	Pass
Trichloroethylene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	0.5	Pass
1,2-Dichloropropane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	0.5	Pass
Bromodichloromethane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	[TTHM]	
Dibromomethane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)		
cis-1,3-Dichloropropane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	0.2	Pass
trans-1,3-Dichloropropane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	0.2	Pass
1,1,2-Trichloroethane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)		
1,3-Dichloropropane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	10	Pass
Tetrachloroethylene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	0.5	Pass
Chlorodibromomethane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	[TTHM]	
Chlorobenzene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	10	Pass
1,1,1,2-Tetrachloroethane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	1	Pass
Bromoform	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	[TTHM]	
1,1,2,2-Tetrachloroethane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	0.2	Pass
1,2,3-Trichloropropane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	4	Pass
1,3-Dichlorobenzene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	60	Pass
1,4-Dichlorobenzene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	7.5	Pass
1,2-Dichlorobenzene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	60	Pass
Carbon Disulfide	ug/L	ND(2)	ND(1)	ND(2)	ND(0.2)	70	Pass
Methyl-tert-Butyl Ether (MTBE)	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	8000	Pass
tert-Butyl ethyl ether	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	600	Pass

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Sample Id: S-0002243087

Testing Parameter	Units	Sample	Control	Result	Norm. Result	Acceptance Criteria(1)	Evaluation Status
Ann Arbor Chemistry Lab (Continued)							
Methyl Ethyl Ketone	ug/L	ND(10)	ND(5)	ND(10)	ND(1.0)	400	Pass
Methyl Isobutyl Ketone	ug/L	ND(10)	ND(5)	ND(10)	ND(1.0)	700	Pass
Toluene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	6	Pass
Ethyl Benzene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	14	Pass
m+p-Xylenes	ug/L	ND(2)	ND(1)	ND(2)	ND(0.2)	[Xylenes]	
o-Xylene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	[Xylenes]	
Styrene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	10	Pass
Isopropylbenzene (Cumene)	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	70	Pass
n-Propylbenzene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)		
Bromobenzene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)		
2-Chlorotoluene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)		
4-Chlorotoluene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)		
1,3,5-Trimethylbenzene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)		
tert-Butylbenzene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)		
1,2,4-Trimethylbenzene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)		
sec-Butylbenzene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)		
p-Isopropyltoluene (Cymene)	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)		
1,2,3-Trimethylbenzene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)		
n-Butylbenzene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)		
1,2,4-Trichlorobenzene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	7	Pass
Hexachlorobutadiene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	0.4	Pass
1,2,3-Trichlorobenzene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	0.3	Pass
Naphthalene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	10	Pass
Benzene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	0.5	Pass
Total Trihalomethanes	ug/L	ND(0.5)	0.7	ND(0.5)	ND(0.05)	8	Pass
Total Xylenes	ug/L	ND(0.5)	ND(0.5)	ND(0.5)	ND(0.05)	9	Pass
1 - If the acceptance criteria is blank and the evaluation status is "Fail", then the criteria used will be noted on the letter accompanying these results.							
[TTHM] - Acceptance based on Total Trihalomethanes							
[Xylenes] - Acceptance based on Total Xylenes							

Sample Id: S-0002243088

Description: Ultrachlor | Liquid

Sampled Date: 14-Jul-2025

Received Date: 31-Jul-2025

Quenched Date: 14-JUL-2025 00:00

Tox Normalization Information:		Lab Normalization Information:	
Calculated NF	0.0000900	Date exposure completed	31-JUL-2025
MUL	94 mg/L		
Density Value Applied	1.17 g/mL		
Compound Reference Key:	SPAC		



Sample Id: S-0002243088

Normalization Calculation:

$$\text{Normalized Result} = \text{Test Result} * \text{NF} * (10 \frac{\mu\text{g}}{\text{L}} \text{mg})$$

$$\text{Where NF} = \text{MUL (mg/L)} * \text{Malonic Acid Dilution Correction (ml/ml)} * (1/\text{Product Density (g/ml)}) * \frac{1 \text{ L}}{10^3 \text{ ml}} * \frac{1 \text{ g}}{10^3 \text{ mg}}$$

- Malonic Acid Dilution Correction = ((Volume of Hypochlorite Sampled + Malonic Acid) / Volume of Hypochlorite Sampled)
- Volume of Hypochlorite Sampled = (Volume of Hypochlorite Sample Received(ml) - (Malonic Acid (g) * (1 / Density of Malonic Acid (g/ml))))
- Volume of Hypochlorite Sample Received = Volume of Hypochlorite Sampled + Malonic Acid
- Unit conversion: 1 L = 10³ ml, 1 g = 10³ mg;

Testing Parameter	Units	Sample	Result	Norm. Units	Norm. Result	Acceptance Criteria(1)	Evaluation Status
Ann Arbor Chemistry Lab							
Oxyhalides in Bleach by LCMS							
Perchlorate	mg/L	ND(1)	ND(1)	ug/L	ND(0.09)	5	Pass
Chlorate	mg/L	1200	1200	ug/L	110	300	Pass
Bromate	mg/L	ND(1)	ND(1)	ug/L	ND(0.09)	3.3	Pass
1 - If the acceptance criteria is blank and the evaluation status is "Fail", then the criteria used will be noted on the letter accompanying these results.							



Common Terms and Acronyms Used:

Sample.....	Test result on the submitted product sample after prepared or exposed in accordance with the standard.
Control.....	Test result on a laboratory blank sample analyzed in parallel with the sample.
Result.....	Sample test result minus the Control test result.
Normalized Result..	Result normalized in accordance with the test standard to reflect potential at-the-tap concentrations.
ND().....	Result is below the detection level of the analytical procedure as identified in the parenthesis.
DCC Number.....	NSF document control code of the registered formulation of the product tested
ug/L.....	Microgram per liter = 0.001 milligram per liter (mg/L)
SPAC.....	Acceptance criteria of the standard (Single Product Allowable Concentration)

References to Testing Procedures:

NSF Reference	Parameter / Test Description
C0931	Oxyhalides in Bleach by LCMS
C1183	Metals II in water by ICPMS (Ref: EPA 200.8)
C4662	Volatile Organic Compounds (Ref: EPA 524.2)

Test descriptions preceded by an asterisk ** indicate that testing has been performed per NSF requirements but is not within its scope of accreditation.

Unless otherwise indicated, method uncertainties are not applied in any determinations of conformity. Testing utilizes the requested sections of any referenced standards, which may not be the entire standard.

Dates of Laboratory Activity: 31-JUL-2025 to 13-AUG-2025

Testing Laboratories:

	Id	Address
All work performed at:	NSF_AA	NSF 789 N. Dixboro Road Ann Arbor MI 48105



About the Standard:

NSF/ANSI/CAN Standard 60: Drinking Water Treatment Chemicals - Health Effects

NSF/ANSI/CAN 60 establishes minimum health effects requirements for the chemicals, the chemical contaminants, and the impurities that are directly added to drinking water from drinking water treatment chemicals. It does not establish performance or taste and odor requirements. The standard contains requirements for chemicals that are directly added to water and are intended to be present in the finished water as well as other chemical products that are added to water but are not intended to be present in the finished water. Chemicals covered by this Standard include, but are not limited to, coagulation and flocculation chemicals, softening, precipitation, sequestering, pH adjustment, and corrosion/scale control chemicals, disinfection and oxidation chemicals, miscellaneous treatment chemicals, and miscellaneous water supply chemicals.

The testing performed to this standard is done to estimate the level of contaminants or impurities added to drinking water when the chemical is used at the "Maximum Use Level" under attestation. Prior to testing, information is obtained on the formulation and sources of supply used to manufacture the chemical. This information is then reviewed along with the minimum requirements of the standard to establish the potential contaminants of concern. A representative sample of chemical is obtained for testing. The chemical sample is prepared for analysis through specific methods established in the standard based on the type of chemical and then is analyzed for potential contaminants determined during the formulation review. The laboratory results are normalized to represent potential at-the-tap values and then compared to the "single product allowable concentration" (SPAC) established by the standard. The product is found in compliance with the standard if the normalized value is less than or equal to the allowable concentration.



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EVALUATION REPORT

Send To: 25070

Mr. Patrick Allman
Odyssey Manufacturing Company
1484 Massaro Boulevard
Tampa, FL 33619

Facility: 25071

Odyssey Manufacturing Company
1484 Massaro Boulevard
Tampa FL 33619
United States

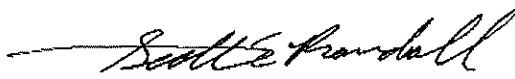
Result	PASS	Report Date	06-MAR-2024
Customer Name	Odyssey Manufacturing Company		
Tested To	NSF/ANSI/CAN 60		
Description	Sodium Hypochlorite 10.94% Liquid		
Trade Designation	Sodium Hypochlorite 10.94%		
Test Type	Annual Collection		
Job Number	A-00473432		
Project Number	W0869933		
Project Manager	Lena Hope		

This report documents the testing of the referenced product to the requirements of NSF/ANSI/CAN Standard 60 (Drinking Water Treatment Chemicals - Health Effects). This standard establishes minimum requirements for chemicals, the chemical contaminants, and impurities that are added to drinking water from drinking water treatment chemicals. Contaminants produced as by-products through reaction of the treatment chemical with a constituent of the drinking water are not covered by this Standard. Reference the "About the Standard" section at the end of this report for additional information about NSF/ANSI/CAN Standard 60 and the products covered under this Standard.

Thank you for having your product tested by NSF.

Please contact your Project Manager if you have any questions or concerns pertaining to this report.

Report Authorization


Scott E. Randall - Senior Manager Commercial Water

Date 06-MAR-2024



General Information

Standard: NSF/ANSI/CAN 60

Chemical Name: Sodium Hypochlorite

Maximum Use Level: 94 mg/L

Monitor Code: A

Physical Description of Sample: Liquid

Tested DCC Number: DA02366

Trade Designation/Model Number: Sodium Hypochlorite 10.94%

Sample Id: S-0002086790

Description: Sodium Hypochlorite 10.94% | Liquid

Sampled Date: 26-Feb-2024

Received Date: 16-Feb-2024

Tox Normalization Information:		Lab Normalization Information:	
Calculated NF	0.0929	Date exposure completed	26-FEB-2024
Preparation method used	B	Final volume of solution	0.25 L
MUL	94 mg/L	Mass of material used	253 mg
Compound Reference Key:	SPAC		

Normalization Calculation:

$$\text{Normalized Result} = \text{Test Result (ug/L)} * \text{NF} \quad \text{Where NF} = \text{MUL (mg/L)} * \frac{\text{Final Volume Of Solution (L)}}{\text{Mass of Material Used (mg)}}$$

- MUL = Maximum Use Level;
- Mass of Material Used = The mass of sample analyzed in the laboratory;
- Final Volume of Solution = The volume of water used to dilute the sample;
- An additional factor may be used to adjust the analytical result to field use conditions to account for product carryover, flushing, or other assumptions stipulated with the use of the product. If an additional factor is used, it is included in the information above.

Testing Parameter	Units	Sample	Control	Result	Norm. Result	Acceptance Criteria(1)	Evaluation Status
Ann Arbor Chemistry Lab							
Metals II in water by ICPMS (Ref: EPA 200.8)							
Arsenic	ug/L	ND(1)	ND(1)	ND(1)	ND(0.09)	1	Pass
Barium	ug/L	ND(1)	ND(1)	ND(1)	ND(0.09)	200	Pass
Beryllium	ug/L	ND(0.5)	ND(0.5)	ND(0.5)	ND(0.05)	0.4	Pass
Cadmium	ug/L	ND(0.2)	ND(0.2)	ND(0.2)	ND(0.02)	0.5	Pass
Chromium	ug/L	ND(1)	ND(1)	ND(1)	ND(0.09)		
Copper	ug/L	ND(1)	ND(1)	ND(1)	ND(0.09)	130	Pass
Mercury	ug/L	ND(0.2)	ND(0.2)	ND(0.2)	ND(0.02)	0.2	Pass
Lead	ug/L	ND(0.5)	ND(0.5)	ND(0.5)	ND(0.05)	0.5	Pass
Antimony	ug/L	ND(0.5)	ND(0.5)	ND(0.5)	ND(0.05)	0.6	Pass
Selenium	ug/L	ND(1)	ND(1)	ND(1)	ND(0.09)	5	Pass
Thallium	ug/L	ND(0.2)	ND(0.2)	ND(0.2)	ND(0.02)	0.2	Pass
Volatile Organic Compounds (Ref: EPA 524.2)							
Dichlorodifluoromethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.3	Pass
Chloromethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	3	Pass
Vinyl Chloride	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.2	Pass
Bromomethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	1	Pass
Chloroethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	40	Pass

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Sample Id: S-0002086790

Testing Parameter	Units	Sample	Control	Result	Norm. Result	Acceptance Criteria(1)	Evaluation Status
Ann Arbor Chemistry Lab (Continued)							
Trichlorofluoromethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	50	Pass
Trichlorotrifluoroethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.3	Pass
Methylene Chloride	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.5	Pass
1,1-Dichloroethylene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.7	Pass
trans-1,2-Dichloroethylene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	10	Pass
1,1-Dichloroethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.3	Pass
2,2-Dichloropropane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.3	Pass
cis-1,2-Dichloroethylene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	7	Pass
Chloroform	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	[TTHM]	
Bromochloromethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	9	Pass
1,1,1-Trichloroethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	20	Pass
1,1-Dichloropropene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
Carbon Tetrachloride	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.5	Pass
1,2-Dichloroethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.5	Pass
Trichloroethylene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.5	Pass
1,2-Dichloropropane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.5	Pass
Bromodichloromethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	[TTHM]	
Dibromomethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
cis-1,3-Dichloropropene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.2	Pass
trans-1,3-Dichloropropene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.2	Pass
1,1,2-Trichloroethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
1,3-Dichloropropane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	10	Pass
Tetrachloroethylene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.5	Pass
Chlorodibromomethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	[TTHM]	
Chlorobenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	10	Pass
1,1,1,2-Tetrachloroethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	1	Pass
Bromoform	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	[TTHM]	
1,1,2,2-Tetrachloroethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.2	Pass
1,2,3-Trichloropropane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	4	Pass
1,3-Dichlorobenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	60	Pass
1,4-Dichlorobenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	7.5	Pass
1,2-Dichlorobenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	60	Pass
Carbon Disulfide	ug/L	ND(4)	ND(1)	ND(4)	ND(0.4)	70	Pass
Methyl-tert-Butyl Ether (MTBE)	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	8000	Pass
tert-Butyl ethyl ether	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	600	Pass
Methyl Ethyl Ketone	ug/L	ND(20)	ND(5)	ND(20)	ND(1.9)	400	Pass
Methyl Isobutyl Ketone	ug/L	ND(20)	ND(5)	ND(20)	ND(1.9)	700	Pass
Toluene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	6	Pass

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Sample Id: S-0002086790

Testing Parameter	Units	Sample	Control	Result	Norm. Result	Acceptance Criteria(1)	Evaluation Status
Ann Arbor Chemistry Lab (Continued)							
Ethyl Benzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	14	Pass
m+p-Xylenes	ug/L	ND(4)	ND(1)	ND(4)	ND(0.4)	[Xylenes]	
o-Xylene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	[Xylenes]	
Styrene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	10	Pass
Isopropylbenzene (Cumene)	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	70	Pass
n-Propylbenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
Bromobenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
2-Chlorotoluene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
4-Chlorotoluene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
1,3,5-Trimethylbenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
tert-Butylbenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
1,2,4-Trimethylbenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
sec-Butylbenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
p-Isopropyltoluene (Cymene)	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
1,2,3-Trimethylbenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
n-Butylbenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
1,2,4-Trichlorobenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	7	Pass
Hexachlorobutadiene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.4	Pass
1,2,3-Trichlorobenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.3	Pass
Naphthalene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	10	Pass
Benzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.5	Pass
Total Trihalomethanes	ug/L	ND(0.5)	ND(0.5)	ND(0.5)	ND(0.05)	8	Pass
Total Xylenes	ug/L	ND(0.5)	ND(0.5)	ND(0.5)	ND(0.05)	9	Pass
1 - If the acceptance criteria is blank and the evaluation status is "Fail", then the criteria used will be noted on the letter accompanying these results.							
[TTHM] - Acceptance based on Total Trihalomethanes							
[Xylenes] - Acceptance based on Total Xylenes							

Sample Id: S-0002086791

Description: Sodium Hypochlorite 10.94% | Liquid

Sampled Date: 14-Feb-2024

Received Date: 16-Feb-2024

Quenched Date: 14-FEB-2024 00:00

Tox Normalization Information:		Lab Normalization Information:	
Calculated NF	0.0000897	Date exposure completed	16-FEB-2024
MUL	94 mg/L		
Density Value Applied	1.16 g/mL		
Compound Reference Key:	SPAC		

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Sample Id: S-0002086791

Normalization Calculation:

Normalized Result = Test Result * NF * (10³ ug/L mg)

Where NF = MUL (mg/L) * Malonic Acid Dilution Correction (ml/ml) * (1/Product Density (g/ml)) * $\frac{1\text{ L}}{10^3\text{ ml}} * \frac{1\text{ g}}{10^3\text{ mg}}$

- Malonic Acid Dilution Correction = (Volume of Hypochlorite Sampled + Malonic Acid) / Volume of Hypochlorite Sampled
- Volume of Hypochlorite Sampled = (Volume of Hypochlorite Sample Received(ml) - (Malonic Acid (g) * (1 / Density of Malonic Acid (g/ml))))
- Volume of Hypochlorite Sample Received = Volume of Hypochlorite Sampled + Malonic Acid
- Unit conversion: 1 L = 10³ ml, 1 g = 10³ mg;

Testing Parameter	Units	Sample	Result	Norm. Units	Norm. Result	Acceptance Criteria(1)	Evaluation Status
Ann Arbor Chemistry Lab							
Oxyhalides in Bleach by LCMS							
Perchlorate	mg/L	ND(1)	ND(1)	ug/L	ND(0.09)	5	Pass
Chlorate	mg/L	380	380	ug/L	34	300	Pass
Bromate	mg/L	ND(1)	ND(1)	ug/L	ND(0.09)	3.3	Pass
1 - If the acceptance criteria is blank and the evaluation status is "Fail", then the criteria used will be noted on the letter accompanying these results.							



Common Terms and Acronyms Used:

Sample.....	Test result on the submitted product sample after prepared or exposed in accordance with the standard.
Control.....	Test result on a laboratory blank sample analyzed in parallel with the sample.
Result.....	Sample test result minus the Control test result.
Normalized Result...	Result normalized in accordance with the test standard to reflect potential at-the-tap concentrations
ND().....	Result is below the detection level of the analytical procedure as identified in the parenthesis.
DCC Number.....	NSF document control code of the registered formulation of the product tested
ug/L.....	Microgram per liter = 0.001 milligram per liter (mg/L)
SPAC.....	Acceptance criteria of the standard (Single Product Allowable Concentration)

References to Testing Procedures:

NSF Reference	Parameter / Test Description
C0931	Oxyhalides in Bleach by LCMS
C1183	Metals II in water by ICPMS (Ref: EPA 200.8)
C4662	Volatile Organic Compounds (Ref: EPA 524.2)

Test descriptions preceded by an asterisk "*" indicate that testing has been performed per NSF requirements but is not within its scope of accreditation.

Unless otherwise indicated, method uncertainties are not applied in any determinations of conformity. Testing utilizes the requested sections of any referenced standards, which may not be the entire standard.

Dates of Laboratory Activity: 16-FEB-2024 to 05-MAR-2024

Testing Laboratories:

	Id	Address
All work performed at: →	NSF_AA	NSF 789 N. Dixboro Road Ann Arbor MI 48105



About the Standard:

NSF/ANSI/CAN Standard 60: Drinking Water Treatment Chemicals - Health Effects

NSF/ANSI/CAN 60 establishes minimum health effects requirements for the chemicals, the chemical contaminants, and the impurities that are directly added to drinking water from drinking water treatment chemicals. It does not establish performance or taste and odor requirements. The standard contains requirements for chemicals that are directly added to water and are intended to be present in the finished water as well as other chemical products that are added to water but are not intended to be present in the finished water. Chemicals covered by this Standard include, but are not limited to, coagulation and flocculation chemicals, softening, precipitation, sequestering, pH adjustment, and corrosion/scale control chemicals, disinfection and oxidation chemicals, miscellaneous treatment chemicals, and miscellaneous water supply chemicals.

The testing performed to this standard is done to estimate the level of contaminants or impurities added to drinking water when the chemical is used at the "Maximum Use Level" under attestation. Prior to testing, information is obtained on the formulation and sources of supply used to manufacture the chemical. This information is then reviewed along with the minimum requirements of the standard to establish the potential contaminants of concern. A representative sample of chemical is obtained for testing. The chemical sample is prepared for analysis through specific methods established in the standard based on the type of chemical and then is analyzed for potential contaminants determined during the formulation review. The laboratory results are normalized to represent potential at-the-tap values and then compared to the "single product allowable concentration" (SPAC) established by the standard. The product is found in compliance with the standard if the normalized value is less than or equal to the allowable concentration.



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EVALUATION REPORT

Send To: 25070

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Odyssey Manufacturing Company
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Facility: 25071

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United States

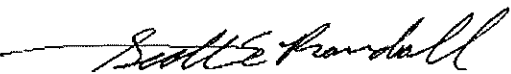
Result	PASS	Report Date	03-APR-2023
Customer Name	Odyssey Manufacturing Company		
Tested To	NSF/ANSI/CAN 60		
Description	Sodium Hypochlorite Liquid		
Trade Designation	Sodium Hypochlorite		
Test Type	Annual Collection		
Job Number	A-00444175		
Project Number	W0805362		
Project Manager	Lena Hope		

This report documents the testing of the referenced product to the requirements of NSF/ANSI/CAN Standard 60 (Drinking Water Treatment Chemicals - Health Effects). This standard establishes minimum requirements for chemicals, the chemical contaminants, and impurities that are added to drinking water from drinking water treatment chemicals. Contaminants produced as by-products through reaction of the treatment chemical with a constituent of the drinking water are not covered by this Standard. Reference the "About the Standard" section at the end of this report for additional information about NSF/ANSI/CAN Standard 60 and the products covered under this Standard.

Thank you for having your product tested by NSF.

Please contact your Project Manager if you have any questions or concerns pertaining to this report.

Report Authorization


Scott E. Randall - Senior Manager Commercial Water

Date 03-APR-2023



General Information

Standard: NSF/ANSI/CAN 60
Chemical Name: Sodium Hypochlorite 11.1-12.5% w/w
Maximum Use Level: 94 mg/L
Monitor Code: A
Physical Description of Sample: Liquid
Tested DCC Number: DA02366
Trade Designation/Model Number: Sodium Hypochlorite

Sample Id: S-0001992317
Description: Sodium Hypochlorite | Liquid
Sampled Date: 13-Mar-2023
Received Date: 07-Mar-2023

Tox Normalization Information:		Lab Normalization Information:	
Calculated NF	0.0949	Date exposure completed	13-MAR-2023
Preparation method used	B	Final volume of solution	0.5 L
MUL	94 mg/L	Mass of material used	495 mg
Compound Reference Key:	SPAC		

Normalization Calculation:

$$\text{Normalized Result} = \text{Test Result (ug/L)} * \text{NF} \quad \text{Where NF} = \text{MUL (mg/L)} * \frac{\text{Final Volume Of Solution (L)}}{\text{Mass of Material Used (mg)}}$$

- MUL = Maximum Use Level;
- Mass of Material Used = The mass of sample analyzed in the laboratory;
- Final Volume of Solution = The volume of water used to dilute the sample;
- An additional factor may be used to adjust the analytical result to field use conditions to account for product carryover, flushing, or other assumptions stipulated with the use of the product. If an additional factor is used, it is included in the information above.

Testing Parameter	Units	Sample	Control	Result	Norm. Result	Acceptance Criteria(1)	Evaluation Status
Ann Arbor Chemistry Lab							
Metals II in water by ICPMS (Ref: EPA 200.8)							
Arsenic	ug/L	ND(1)	ND(1)	ND(1)	ND(0.09)	1	Pass
Barium	ug/L	ND(1)	ND(1)	ND(1)	ND(0.09)	200	Pass
Beryllium	ug/L	ND(0.5)	ND(0.5)	ND(0.5)	ND(0.05)	0.4	Pass
Cadmium	ug/L	ND(0.2)	ND(0.2)	ND(0.2)	ND(0.02)	0.5	Pass
Chromium	ug/L	ND(1)	ND(1)	ND(1)	ND(0.09)		
Copper	ug/L	ND(1)	ND(1)	ND(1)	ND(0.09)	130	Pass
Mercury	ug/L	ND(0.2)	ND(0.2)	ND(0.2)	ND(0.02)	0.2	Pass
Lead	ug/L	ND(0.5)	ND(0.5)	ND(0.5)	ND(0.05)	0.5	Pass
Antimony	ug/L	ND(0.5)	ND(0.5)	ND(0.5)	ND(0.05)	0.6	Pass
Selenium	ug/L	ND(1)	ND(1)	ND(1)	ND(0.09)	5	Pass
Thallium	ug/L	ND(0.2)	ND(0.2)	ND(0.2)	ND(0.02)	0.2	Pass
Volatile Organic Compounds (Ref: EPA 524.2)							
Dichlorodifluoromethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.3	Pass
Chloromethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	3	Pass
Vinyl Chloride	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.2	Pass
Bromomethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	1	Pass
Chloroethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	40	Pass

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Sample Id: S-0001992317

Testing Parameter	Units	Sample	Control	Result	Norm. Result	Acceptance Criteria(1)	Evaluation Status
Ann Arbor Chemistry Lab (Continued)							
Trichlorofluoromethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	50	Pass
Trichlorotrifluoroethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.3	Pass
Methylene Chloride	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.5	Pass
1,1-Dichloroethylene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.7	Pass
trans-1,2-Dichloroethylene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	10	Pass
1,1-Dichloroethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.3	Pass
2,2-Dichloropropane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
cis-1,2-Dichloroethylene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	7	Pass
Chloroform	ug/L	ND(2)	0.9	ND(2)	ND(0.2)	[TTHM]	
Bromochloromethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	9	Pass
1,1,1-Trichloroethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	20	Pass
1,1-Dichloropropene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
Carbon Tetrachloride	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.5	Pass
1,2-Dichloroethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.5	Pass
Trichloroethylene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.5	Pass
1,2-Dichloropropane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.5	Pass
Bromodichloromethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	[TTHM]	
Dibromomethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
cis-1,3-Dichloropropene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.2	Pass
trans-1,3-Dichloropropene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.2	Pass
1,1,2-Trichloroethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
1,3-Dichloropropane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	10	Pass
Tetrachloroethylene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.5	Pass
Chlorodibromomethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	[TTHM]	
Chlorobenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	10	Pass
1,1,1,2-Tetrachloroethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	1	Pass
Bromoform	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	[TTHM]	
1,1,2,2-Tetrachloroethane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.2	Pass
1,2,3-Trichloropropane	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	4	Pass
1,3-Dichlorobenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	60	Pass
1,4-Dichlorobenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	7.5	Pass
1,2-Dichlorobenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	60	Pass
Carbon Disulfide	ug/L	ND(4)	ND(1)	ND(4)	ND(0.4)	70	Pass
Methyl-tert-Butyl Ether (MTBE)	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	8000	Pass
tert-Butyl ethyl ether	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
Methyl Ethyl Ketone	ug/L	ND(20)	ND(5)	ND(20)	ND(1.9)	400	Pass
Methyl Isobutyl Ketone	ug/L	ND(20)	ND(5)	ND(20)	ND(1.9)	700	Pass
Toluene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	6	Pass

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Sample Id: S-0001992317

Testing Parameter	Units	Sample	Control	Result	Norm. Result	Acceptance Criteria(1)	Evaluation Status
Ann Arbor Chemistry Lab (Continued)							
Ethyl Benzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	14	Pass
m+p-Xylenes	ug/L	ND(4)	ND(1)	ND(4)	ND(0.4)	[Xylenes]	
o-Xylene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	[Xylenes]	
Styrene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	10	Pass
Isopropylbenzene (Cumene)	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	70	Pass
n-Propylbenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
Bromobenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
2-Chlorotoluene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
4-Chlorotoluene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
1,3,5-Trimethylbenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
tert-Butylbenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
1,2,4-Trimethylbenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
sec-Butylbenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
p-Isopropyltoluene (Cymene)	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
1,2,3-Trimethylbenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
n-Butylbenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)		
1,2,4-Trichlorobenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	7	Pass
Hexachlorobutadiene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.4	Pass
1,2,3-Trichlorobenzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.3	Pass
Naphthalene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	10	Pass
Benzene	ug/L	ND(2)	ND(0.5)	ND(2)	ND(0.2)	0.5	Pass
Total Trihalomethanes	ug/L	ND(0.5)	0.9	ND(0.5)	ND(0.05)	8	Pass
Total Xylenes	ug/L	ND(0.5)	ND(0.5)	ND(0.5)	ND(0.05)	9	Pass
1 - If the acceptance criteria is blank and the evaluation status is "Fail", then the criteria used will be noted on the letter accompanying these results.							
[TTHM] - Acceptance based on Total Trihalomethanes							
[Xylenes] - Acceptance based on Total Xylenes							

Sample Id: S-0001992319

Description: Sodium Hypochlorite | Liquid

Sampled Date: 06-Mar-2023

Received Date: 07-Mar-2023

Quenched Date: 6-MAR-2023 11:00

Tox Normalization Information:		Lab Normalization Information:	
Calculated NF	0.0000890	Date exposure completed	07-MAR-2023
MUL	94 mg/L		
Density Value Applied	1.17 g/mL		
Compound Reference Key:	SPAC		



Sample Id: S-0001992319

Normalization Calculation:

Normalized Result = Test Result * NF * (10³ ug/L mg)

Where NF = MUL (mg/L) * Malonic Acid Dilution Correction (ml/ml) * (1/Product Density (g/ml)) * $\frac{1 \text{ L}}{10^3 \text{ ml}} * \frac{1 \text{ g}}{10^3 \text{ mg}}$

- Malonic Acid Dilution Correction = ((Volume of Hypochlorite Sampled + Malonic Acid) / Volume of Hypochlorite Sampled)
- Volume of Hypochlorite Sampled = (Volume of Hypochlorite Sample Received(ml) - (Malonic Acid (g) * (1 / Density of Malonic Acid (g/ml))))
- Volume of Hypochlorite Sample Received = Volume of Hypochlorite Sampled + Malonic Acid
- Unit conversion: 1 L = 10 ml, 1 g = 10 mg;

Testing Parameter	Units	Sample	Result	Norm. Units	Norm. Result	Acceptance Criteria(1)	Evaluation Status
Ann Arbor Chemistry Lab							
Oxyhalides in Bleach by LCMS							
Perchlorate	mg/L	ND(1)	ND(1)	ug/L	ND(0.09)	5	Pass
Chlorate	mg/L	880	880	ug/L	78	300	Pass
Bromate	mg/L	ND(1)	ND(1)	ug/L	ND(0.09)	3.3	Pass
1 - If the acceptance criteria is blank and the evaluation status is "Fail", then the criteria used will be noted on the letter accompanying these results.							



Not Detectable



Common Terms and Acronyms Used:

Sample.....	Test result on the submitted product sample after prepared or exposed in accordance with the standard.
Control.....	Test result on a laboratory blank sample analyzed in parallel with the sample.
Result.....	Sample test result minus the Control test result.
Normalized Result..	Result normalized in accordance with the test standard to reflect potential at-the-tap concentrations
ND().....	Result is below the detection level of the analytical procedure as identified in the parenthesis.
DCC Number.....	NSF document control code of the registered formulation of the product tested
ug/L.....	Microgram per liter = 0.001 milligram per liter (mg/L)
SPAC.....	Acceptance criteria of the standard (Single Product Allowable Concentration)

References to Testing Procedures:

NSF Reference	Parameter / Test Description
C0931	Oxyhalides in Bleach by LCMS
C1183	Metals II in water by ICPMS (Ref: EPA 200.8)
C4662	Volatile Organic Compounds (Ref: EPA 524.2)

Test descriptions preceded by an asterisk "*" indicate that testing has been performed per NSF requirements but is not within its scope of accreditation.

Unless otherwise indicated, method uncertainties are not applied in any determinations of conformity. Testing utilizes the requested sections of any referenced standards, which may not be the entire standard.

Dates of Laboratory Activity: 07-MAR-2023 to 30-MAR-2023

Testing Laboratories:

	Id	Address
All work performed at: →	NSF_AA	NSF 789 N. Dixboro Road Ann Arbor MI 48105



About the Standard:

NSF/ANSI/CAN Standard 60: Drinking Water Treatment Chemicals - Health Effects

NSF/ANSI/CAN 60 establishes minimum health effects requirements for the chemicals, the chemical contaminants, and the impurities that are directly added to drinking water from drinking water treatment chemicals. It does not establish performance or taste and odor requirements. The standard contains requirements for chemicals that are directly added to water and are intended to be present in the finished water as well as other chemical products that are added to water but are not intended to be present in the finished water. Chemicals covered by this Standard include, but are not limited to, coagulation and flocculation chemicals, softening, precipitation, sequestering, pH adjustment, and corrosion/scale control chemicals, disinfection and oxidation chemicals, miscellaneous treatment chemicals, and miscellaneous water supply chemicals.

The testing performed to this standard is done to estimate the level of contaminants or impurities added to drinking water when the chemical is used at the "Maximum Use Level" under attestment. Prior to testing, information is obtained on the formulation and sources of supply used to manufacture the chemical. This information is then reviewed along with the minimum requirements of the standard to establish the potential contaminants of concern. A representative sample of chemical is obtained for testing. The chemical sample is prepared for analysis through specific methods established in the standard based on the type of chemical and then is analyzed for potential contaminants determined during the formulation review. The laboratory results are normalized to represent potential at-the-tap values and then compared to the "single product allowable concentration" (SPAC) established by the standard. The product is found in compliance with the standard if the normalized value is less than or equal to the allowable concentration.

**NSF International**

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EVALUATION REPORT

Send To: 25070

Mr. Patrick Allman
Odyssey Manufacturing Company
1484 Massaro Boulevard
Tampa, FL 33619

Facility: 25071

Odyssey Manufacturing Company
1484 Massaro Boulevard
Tampa FL 33619
United States

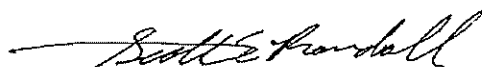
Result	PASS	Report Date	11-FEB-2022
Customer Name	Odyssey Manufacturing Company		
Tested To	NSF/ANSI/CAN 60		
Description	Sodium Hypochlorite 12.5 Trade Percent Liquid		
Trade Designation	Sodium Hypochlorite 12.5 Trade Percent		
Test Type	Annual Collection		
Job Number	A-00414411		
Project Number	W0716556		
Project Manager	Lena Hope		

This report documents the testing of the referenced product to the requirements of NSF/ANSI/CAN Standard 60 (Drinking Water Treatment Chemicals - Health Effects). This standard establishes minimum requirements for chemicals, the chemical contaminants, and impurities that are added to drinking water from drinking water treatment chemicals. Contaminants produced as by-products through reaction of the treatment chemical with a constituent of the drinking water are not covered by this Standard. Reference the "About the Standard" section at the end of this report for additional information about NSF/ANSI/CAN Standard 60 and the products covered under this Standard.

Thank you for having your product tested by NSF International.

Please contact your Project Manager if you have any questions or concerns pertaining to this report.

Report Authorization


Scott E. Randall - Technical Operations Manager, Water

Date 11-FEB-2022

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General Information

Standard: NSF/ANSI/CAN 60
Chemical Name: Sodium Hypochlorite
Maximum Use Level: 94 mg/L
Monitor Code: A
Physical Description of Sample: Liquid
Tested DCC Number: DA02366
Trade Designation/Model Number: Sodium Hypochlorite 12.5 Trade Percent

Sample Id: S-0001878375
Description: Sodium Hypochlorite 12.5 Trade Percent | Liquid
Sampled Date: 03-Feb-2022
Received Date: 27-Jan-2022

Tox Normalization Information:		Lab Normalization Information:	
Calculated NF	0.0949	Date exposure completed	03-FEB-2022
Preparation method used	B	Final volume of solution	0.5 L
MUL	94 mg/L	Mass of material used	495 mg
Compound Reference Key:	SPAC		

Normalization Calculation:

$$\text{Normalized Result} = \text{Test Result (ug/L)} * \text{NF} \quad \text{Where NF} = \text{MUL (mg/L)} * \frac{\text{Final Volume Of Solution (L)}}{\text{Mass of Material Used (mg)}}$$

- MUL = Maximum Use Level;
- Mass of Material Used = The mass of sample analyzed in the laboratory;
- Final Volume of Solution = The volume of water used to dilute the sample;
- An additional factor may be used to adjust the analytical result to field use conditions to account for product carryover, flushing, or other assumptions stipulated with the use of the product. If an additional factor is used, it is included in the information above.

Testing Parameter	Units	Sample	Control	Result	Norm. Result	Acceptance Criteria(1)	Evaluation Status
Ann Arbor Chemistry Lab							
Metals II in water by ICPMS (Ref: EPA 200.8)							
Arsenic	ug/L	ND(1)	ND(1)	ND(1)	ND(0.09)	1	Pass
Barium	ug/L	ND(1)	ND(1)	ND(1)	ND(0.09)	200	Pass
Beryllium	ug/L	ND(0.5)	ND(0.5)	ND(0.5)	ND(0.05)	0.4	Pass
Cadmium	ug/L	ND(0.2)	ND(0.2)	ND(0.2)	ND(0.02)	0.5	Pass
Chromium	ug/L	ND(1)	ND(1)	ND(1)	ND(0.09)		
Copper	ug/L	ND(1)	ND(1)	ND(1)	ND(0.09)	130	Pass
Mercury	ug/L	ND(0.2)	ND(0.2)	ND(0.2)	ND(0.02)	0.2	Pass
Lead	ug/L	ND(0.5)	ND(0.5)	ND(0.5)	ND(0.05)	0.5	Pass
Antimony	ug/L	ND(0.5)	ND(0.5)	ND(0.5)	ND(0.05)	0.6	Pass
Selenium	ug/L	ND(1)	ND(1)	ND(1)	ND(0.09)	5	Pass
Thallium	ug/L	ND(0.2)	ND(0.2)	ND(0.2)	ND(0.02)	0.2	Pass
Volatile Organic Compounds (Ref: EPA 524.2)							
Dichlorodifluoromethane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	0.3	Pass
Chloromethane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	3	Pass
Vinyl Chloride	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	0.2	Pass
Bromomethane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	1	Pass
Chloroethane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	40	Pass

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Sample Id: S-0001878375

Testing Parameter	Units	Sample	Control	Result	Norm. Result	Acceptance Criteria(1)	Evaluation Status
Ann Arbor Chemistry Lab (Continued)							
Trichlorofluoromethane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	50	Pass
Trichlorotrifluoroethane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	0.3	Pass
Methylene Chloride	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	0.5	Pass
1,1-Dichloroethylene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	0.7	Pass
trans-1,2-Dichloroethylene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	10	Pass
1,1-Dichloroethane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	0.3	Pass
2,2-Dichloropropane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)		
cis-1,2-Dichloroethylene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	7	Pass
Chloroform	ug/L	2	2.3	ND(1)	ND(0.09)	[TTHM]	
Bromochloromethane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	9	Pass
1,1,1-Trichloroethane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	20	Pass
1,1-Dichloropropene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)		
Carbon Tetrachloride	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	0.5	Pass
1,2-Dichloroethane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	0.5	Pass
Trichloroethylene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	0.5	Pass
1,2-Dichloropropane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	0.5	Pass
Bromodichloromethane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	[TTHM]	
Dibromomethane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)		
cis-1,3-Dichloropropene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	0.2	Pass
trans-1,3-Dichloropropene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	0.2	Pass
1,1,2-Trichloroethane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)		
1,3-Dichloropropane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	10	Pass
Tetrachloroethylene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	0.5	Pass
Chlorodibromomethane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	[TTHM]	
Chlorobenzene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	10	Pass
1,1,1,2-Tetrachloroethane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	1	Pass
Bromoform	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	[TTHM]	
1,1,2,2-Tetrachloroethane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	0.2	Pass
1,2,3-Trichloropropane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	4	Pass
1,3-Dichlorobenzene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	60	Pass
1,4-Dichlorobenzene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	7.5	Pass
1,2-Dichlorobenzene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	60	Pass
Carbon Disulfide	ug/L	ND(2)	ND(1)	ND(2)	ND(0.2)	70	Pass
Methyl-tert-Butyl Ether (MTBE)	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	8000	Pass
tert-Butyl ethyl ether	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	2000	Pass
Methyl Ethyl Ketone	ug/L	ND(10)	ND(5)	ND(10)	ND(0.95)	400	Pass
Methyl Isobutyl Ketone	ug/L	ND(10)	ND(5)	ND(10)	ND(0.95)	700	Pass
Toluene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	6	Pass

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Sample Id: S-0001878375

Testing Parameter	Units	Sample	Control	Result	Norm. Result	Acceptance Criteria(1)	Evaluation Status
Ann Arbor Chemistry Lab (Continued)							
Ethyl Benzene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	14	Pass
m+p-Xylenes	ug/L	ND(2)	ND(1)	ND(2)	ND(0.2)	[Xylenes]	
o-Xylene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	[Xylenes]	
Styrene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	10	Pass
Isopropylbenzene (Cumene)	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	70	Pass
n-Propylbenzene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)		
Bromobenzene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)		
2-Chlorotoluene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)		
4-Chlorotoluene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)		
1,3,5-Trimethylbenzene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)		
tert-Butylbenzene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)		
1,2,4-Trimethylbenzene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)		
sec-Butylbenzene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)		
p-Isopropyltoluene (Cymene)	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)		
1,2,3-Trimethylbenzene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)		
n-Butylbenzene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)		
1,2,4-Trichlorobenzene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	7	Pass
Hexachlorobutadiene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	0.4	Pass
1,2,3-Trichlorobenzene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	0.3	Pass
Naphthalene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	10	Pass
Benzene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	0.5	Pass
Total Trihalomethanes	ug/L	1.7	2.3	ND(0.5)	ND(0.047)	8	Pass
Total Xylenes	ug/L	ND(0.5)	ND(0.5)	ND(0.5)	ND(0.05)	9	Pass
1 - If the acceptance criteria is blank and the evaluation status is "Fail", then the criteria used will be noted on the letter accompanying these results.							
[TTHM] - Acceptance based on Total Trihalomethanes							
[Xylenes] - Acceptance based on Total Xylenes							

Sample Id: S-0001878376

Description: Sodium Hypochlorite 12.5 Trade Percent | Liquid

Sampled Date: 24-Jan-2022

Received Date: 27-Jan-2022

Quenched Date: 24-JAN-2022 13:30

Tox Normalization Information:		Lab Normalization Information:	
Calculated NF	0.000000086	Date exposure completed	27-JAN-2022
MUL	94 mg/L		
Density Value Applied	1.2 g/mL		
Compound Reference Key:	SPAC		

F120220211091300

A-00414411

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Sample Id: S-0001878376

Normalization Calculation:

Normalized Result = Test Result * NF * (10³ ug/L mg)

Where NF = MUL (mg/L) * Malonic Acid Dilution Correction (ml/ml) * (1/Product Density (g/ml)) * $\frac{1 \text{ L}}{10^3 \text{ ml}} * \frac{1 \text{ g}}{10^3 \text{ mg}}$

- Malonic Acid Dilution Correction = ((Volume of Hypochlorite Sampled + Malonic Acid) / Volume of Hypochlorite Sampled)

- Volume of Hypochlorite Sampled = (Volume of Hypochlorite Sample Received(ml) - (Malonic Acid (g) * (1 / Density of Malonic Acid (g/ml))))

- Volume of Hypochlorite Sample Received = Volume of Hypochlorite Sampled + Malonic Acid

- Unit conversion: 1 L = 10 ml, 1 g = 10 mg;

Testing Parameter	Units	Sample	Result	Norm Units	Norm Result	Acceptance Criteria(1)	Evaluation Status
Ann Arbor Chemistry Lab							
Oxyhalides in Bleach by LCMS							
Perchlorate	mg/L	ND(1)	ND(1)	ug/L	ND(0.09)	5	Pass
Chlorate	mg/L	1800	1800	ug/L	160	300	Pass
Bromate	mg/L	ND(1)	ND(1)	ug/L	ND(0.09)	3.3	Pass
1 - If the acceptance criteria is blank and the evaluation status is "Fail", then the criteria used will be noted on the letter accompanying these results.							



Common Terms and Acronyms Used:

Sample.....	Test result on the submitted product sample after prepared or exposed in accordance with the standard.
Control.....	Test result on a laboratory blank sample analyzed in parallel with the sample.
Result.....	Sample test result minus the Control test result.
Normalized Result...	Result normalized in accordance with the test standard to reflect potential at-the-tap concentrations
ND().....	Result is below the detection level of the analytical procedure as identified in the parenthesis.
DCC Number.....	NSF document control code of the registered formulation of the product tested
ug/L.....	Microgram per liter = 0.001 milligram per liter (mg/L)
SPAC.....	Acceptance criteria of the standard (Single Product Allowable Concentration)

References to Testing Procedures:

NSF Reference	Parameter / Test Description
C0931	Oxyhalides in Bleach by LCMS
C1183	Metals II in water by ICPMS (Ref: EPA 200.8)
C4662	Volatile Organic Compounds (Ref: EPA 524.2)

Test descriptions preceded by an asterisk "*" indicate that testing has been performed per NSF International requirements but is not within its scope of accreditation.

Unless otherwise indicated, method uncertainties are not applied in any determinations of conformity. Testing utilizes the requested sections of any referenced standards, which may not be the entire standard.

Dates of Laboratory Activity: 03-FEB-2022 to 09-FEB-2022

Testing Laboratories:

	Id	Address
All work performed at: →	NSF_AA	NSF International 789 N. Dixboro Road Ann Arbor MI 48105



About the Standard:

NSF/ANSI/CAN Standard 60: Drinking Water Treatment Chemicals - Health Effects

NSF/ANSI/CAN 60 establishes minimum health effects requirements for the chemicals, the chemical contaminants, and the impurities that are directly added to drinking water from drinking water treatment chemicals. It does not establish performance or taste and odor requirements. The standard contains requirements for chemicals that are directly added to water and are intended to be present in the finished water as well as other chemical products that are added to water but are not intended to be present in the finished water. Chemicals covered by this Standard include, but are not limited to, coagulation and flocculation chemicals, softening, precipitation, sequestering, pH adjustment, and corrosion/scale control chemicals, disinfection and oxidation chemicals, miscellaneous treatment chemicals, and miscellaneous water supply chemicals.

The testing performed to this standard is done to estimate the level of contaminants or impurities added to drinking water when the chemical is used at the "Maximum Use Level" under attestment. Prior to testing, information is obtained on the formulation and sources of supply used to manufacture the chemical. This information is then reviewed along with the minimum requirements of the standard to establish the potential contaminants of concern. A representative sample of chemical is obtained for testing. The chemical sample is prepared for analysis through specific methods established in the standard based on the type of chemical and then is analyzed for potential contaminants determined during the formulation review. The laboratory results are normalized to represent potential at-the-tap values and then compared to the "single product allowable concentration" (SPAC) established by the standard. The product is found in compliance with the standard if the normalized value is less than or equal to the allowable concentration.



OFFICIAL LISTING

NSF certifies that the products appearing on this Listing conform to the requirements of
NSF/ANSI/CAN 60 - Drinking Water Treatment Chemicals - Health Effects

This is the Official Listing recorded on April 30, 2026.

Odyssey Manufacturing Company
1484 Massaro Boulevard
Tampa, FL 33619
813-635-0339

Facility: Tampa, FL (T1)

Chemical/ Trade Name	Function	Max Use
Sodium Hypochlorite [HY]		
Sodium Hypochlorite 12.5 Trade Percent	Disinfection & Oxidation	94 mg/L
Sodium Hypochlorite 12.5 Weight Percent	Disinfection & Oxidation	84 mg/L
Ultrachlor	Disinfection & Oxidation	94 mg/L

[HY] The residual levels of chlorine (hypochlorite ion and hypochlorous acid), chlorine dioxide, chlorate ion, chloramine and disinfection by-products shall be monitored in the finished drinking water to ensure compliance to all applicable regulations. Also, reference the AWWA B300 (Hypochlorites) standard's Recommendations for the Handling and Storage of Hypochlorite Solutions appendix for information on preservation techniques for hypochlorite bleach in transit and storage.

NOTE: Only products bearing the NSF Mark on the product, product packaging, and/or documentation shipped with the product are Certified.

Facility: Tampa, FL (T2)

Chemical/ Trade Name	Function	Max Use
Hydrochloric Acid		
Hydrochloric Acid - 18 Baume	Corrosion & Scale Control	40 mg/L
Hydrochloric Acid - 20 Baume	Corrosion & Scale Control	40 mg/L
Hydrochloric Acid - 22 Baume	Corrosion & Scale Control	40 mg/L
Magnesium Hydroxide		
Thioguard	Precipitation Agent pH Adjustment	150 mg/L
Sodium Bisulfite [1]		
38% - 40% Sodium Bisulfite Solution	Dechlorination	50 mg/L
Sodium Chloride [2]		
Sodium Chloride	Electrolytic Chlorination Softener	NA
Sodium Hydroxide		
25% Sodium Hydroxide	Corrosion & Scale Control pH Adjustment	200 mg/L

Note: Additions shall not be made to this document without prior evaluation and acceptance by NSF.

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789 N. Dixboro Road, Ann Arbor, Michigan 48105-9723 USA
1-800-NSF-MARK / 734-769-8010
www.nsf.org

25070



50% Sodium Hydroxide	Corrosion & Scale Control	100	mg/L
	pH Adjustment		

Sodium Hypochlorite [HY]

Ultrachlor 12.5 Trade Percent Sodium Hypochlorite	Disinfection & Oxidation	70	mg/L
--	--------------------------	----	------

[1] This product contains sulfite. Sulfites have been known to cause potentially lethal allergic reactions in sulfite-sensitive individuals. The maximum recommended allowable residual sulfite level in the finished drinking water is 100 ppb (0.1 mg/L).

[2] For electrolytic sodium hypochlorite generator use of this product, the maximum disinfectant feed concentration shall not exceed 10 mg Cl₂/L. This requirement limits bromate production in the effluent sodium hypochlorite and is based on the bromide concentration in the salt.

[HY] The residual levels of chlorine (hypochlorite ion and hypochlorous acid), chlorine dioxide, chlorate ion, chloramine and disinfection by-products shall be monitored in the finished drinking water to ensure compliance to all applicable regulations. Also, reference the AWWA B300 (Hypochlorites) standard's Recommendations for the Handling and Storage of Hypochlorite Solutions appendix for information on preservation techniques for hypochlorite bleach in transit and storage.

NOTE: Only products bearing the NSF Mark on the product, product packaging, and/or documentation shipped with the product are Certified.

Facility: Lantana, FL

**Chemical/
Trade Name**

Function

Max Use

Sodium Hydroxide			
25% Sodium Hydroxide	Corrosion & Scale Control	200	mg/L
	pH Adjustment		
50% Sodium Hydroxide	Corrosion & Scale Control	100	mg/L
	pH Adjustment		
Sodium Hypochlorite [HY]			
Ultrachlor 12.5 Trade Percent Sodium Hypochlorite	Disinfection & Oxidation	70	mg/L

[HY] The residual levels of chlorine (hypochlorite ion and hypochlorous acid), chlorine dioxide, chlorate ion, chloramine and disinfection by-products shall be monitored in the finished drinking water to ensure compliance to all applicable regulations. Also, reference the AWWA B300 (Hypochlorites) standard's Recommendations for the Handling and Storage of Hypochlorite Solutions appendix for information on preservation techniques for hypochlorite bleach in transit and storage.

NOTE: Only products bearing the NSF Mark on the product, product packaging, and/or documentation shipped with the product are Certified.

Note: Additions shall not be made to this document without prior evaluation and acceptance by NSF.

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7C



Odyssey Manufacturing Co. Sodium Hypochlorite Reference List

- Brandon Hoffman, Bonita Springs Utilities, RO Chief Operator, 239-390-4823
- Jeff Poteet, City of Marco Island, Utilities Director, 239-389-5189
- Gary Loggins, Citrus County, WTP Superintendent, 352-527-7650
- Fred Hemerick, City of Clearwater, WTP Manager, 727-462-6326
- Ryan Alexander, City of Clearwater, Marshall Street WRF Superintendent, 727-224-7726
- David Hawkins, Sarasota County, Bee Ridge WRF Supt., 941-316-1288
- Craven Askew, City of St. Petersburg, NE WWTP Supt., 727-893-7779
- Sean McFarland, Marion County, Operations Manager, 352-479-3191
- Phil Hyer, City of Pompano Beach, WTP Superintendent, 954-545-7030
- Barry Stewart, St. Johns County, WTP Superintendent, 904-209-2645
- Al Purvis, City of Leesburg, WTP Superintendent, 352-728-9843
- Paul Kavanagh, Hillsborough County, Lake Park WTP Manager, 813-264-3836
- Norrise Shellman, Hillsborough County, Central WTP Manager, 813-626-0342
- Verne Hall, City of Sarasota, Operations Manager, 941-365-2200, Ext. 6230
- Paul Noeske, City of Tampa, WTP Manager, 813-344-9224
- David Winkler, City of Largo, WWTP Superintendent, 727-424-7432
- Holly Britt, City of Lake Wales, WTP Supervisor, 863-528-7639
- Bobby Gibbs, Bay County, Utility Director, 850-814-8869
- Johnny Lynn, City of Flagler Beach, WWTP Supervisor, 386-517-2029
- Mike Nevelus, Sarasota County, Bee Ridge WRF Supt., 941-316-1288
- Craven Askew, City of St. Petersburg, NE WWTP Supt., 727-893-7779
- Scott Lewis, City of St. Petersburg, Manager Water Supply, 813-920-2841
- Brian Antonian, City of Dunedin, WWTP Superintendent, 727-298-3256
- Bob Polizzi, City of Edgewater, WTP Superintendent, 386-424-2490
- Mike Powers, TOHO Water Authority, WTP Supervisor, 407-944-5074

7D



ODYSSEY
MANUFACTURING CO.

Emergency Response

Enclosure 7D contains the information for Odyssey's Emergency Preparedness Planning and Response Plan. Emergency points of contact are Patrick H. Allman, General Manager (cell 813-335-3444) who has a B.S. in Nuclear Engineering 1983 from the University of Virginia and Marvin Rakes, President (cell 813-340-3675) who has a B.S. in Chemical Engineering 1985 from the University of North Carolina State or the on-duty Plant Supervisor (800-ODYSSEY). All technical and engineering assistance would be provided at no charge. As you know, Odyssey Manufacturing Co. has provided Bay County numerous amounts of emergency and technical support/assistance over the past several years at no charge. The following are just a few of the instances that come to mind:

- 1) 7/8/22 – Provided technical assistance with chemical feed problems at Bay County Booster Station and sent recommended replacement parts up with the next delivery.
- 2) 4/13/22 – Completed project to upgrade ferric sulfate system at the Bay County WTP. Odyssey was responsible for numerous design improvements
- 3) 12/9/21 – Completed installation of new 8,000-gallon zinc orthophosphate and HFS tanks and associated piping at the Bay County WTP.
- 4) 6/30/21 – Got phone call from Bay County WWTP that their UV system had failed and they needed to feed sodium hypochlorite and sodium bisulfite. Went up next day and setup temporary sodium hypochlorite and sodium bisulfite systems. Did FDEP permit as part of the work.
- 5) 5/25/21 – Completed installation of two new sodium hypochlorite tank and associated piping at the Bay County North WWTP.
- 6) 7/20/20 – Redesignated and completed installation of new sodium hypochlorite system at the Bay County WTP
- 7) 7/20/16 – Changed out sodium hypochlorite tank at the Bay County River Camp WWTP
- 8) 9/26/13 – Provided engineering and technical support and parts to chlorinate Bay County Booster Stations.
- 9) 8/17/11 – Stopped by and inspected sulfuric acid system at WTP request. Sent recommendations to add quill at injection point on raw water line. This was a critical item that had been left unchecked, would have resulted in repairs that would have taken away the raw water supply to Bay County's water plant for a significant amount of time.
- 10) 4/6/11 – Sent service technician up on an emergency basis the same day of the call to the North Bay WWTP with 1,100-gallon Snyder captor loaner tank. The existing 4,400-gallon Poly Processing SAFE Tank began leaking alum out of the bottom fitting after

being filled. Odyssey pumped out the alum to our loaner tank and hooked it up. The tank and gasket were fine, but the interior of the tank was all wavy. We installed second gasket. We filled the alum tank with water and bleach (it was filled with alga) and the tank passed this test.

- 11) 2/22/11 – Provided training at no charge to the operators for the North Bay WWTP on the sodium hypochlorite and bisulfite systems during the initial plant startup period.
- 12) 10/27/10 – Engineered, permitted, and installed sodium bisulfite and sodium hypochlorite systems at the new North Bay WWTF.
- 13) 4/4/10 – Provided at no cost engineering analysis with pricing to Paul Lackemacher regarding bulk sodium hypochlorite vs. on-site generation of sodium hypochlorite.
- 14) 8/13/10 – Completely rebuilt and redesigned the sodium hypochlorite system at the main WWTF resulting in significant savings because it allowed bulk deliveries of sodium hypochlorite in lieu of the more expensive drum deliveries. Additionally, the redesign significantly improved operator safety as well.

EMERGENCY RESPONSE CUSTOMER SERVICE REFERENCES

- (7/21/25) Bay County WTP: Got phone call that their 7,000-gallon 93% sulfuric acid tank failed on Monday morning. On Tuesday morning, set up two temporary 2,550-gallon sulfuric acid tanks, pumped over remaining sulfuric acid to these tanks and put the temporary tanks on-service. (Reference: Kevin Maxwell, Lead Operator, 850-630-0137)
- (7/17/25) City of Altamonte Springs WTP #5: Odyssey driver reported that one of the bleach tanks had a 12" horizontal crack on the upper sidewall under one of the flat spots on Tuesday. Odyssey performed immediate engineering analysis and sent crew to drill out each end of the crack with a 1/4" hole to keep the crack from propagating and to allow the tank to remain in service since it was only four years old and past the warranty period. (Reference: Austin Langin, Lead WTP Operator, 321-696-1792)
- (10/1/2024) Town of Highland Beach WTP: Same day emergency response when all of their sulfuric acid pumps down and they could not run the RO Plant. Odyssey technicians were able to get all three pumps up and running. (Reference: David Richard, Chief Operator, 561-756-0689)
- (6/30/24) City of Punta Gorda WTP: Got phone call on Monday morning that sulfuric acid injection line to RO plant had catastrophically failed and their anti-scalant system was inoperable and they could not run the RO plant without damaging their membranes. Dispatched crew which ran new temporary acid injection line and had them up and running by Monday afternoon. (Reference: Dr. Bob Cushing, Carollo Engineers, 941-744-7930 or Steve Leonard, Project Manager, 941-628-6319)
- (6/27/25) Sunshine Water Wekiva WTP: Got a phone call on Friday evening at 5:00 PM that one of their two full 2,500-gallon sodium hypochlorite tanks had failed and was leaking out sodium hypochlorite at a high rate that the tank would be empty by the morning. Dispatched tanker and crew and had bleach pumped out to a tanker by 8:00 PM and delivered it to another Sunshine Water facility. (Reference: Brian Gongre, Central Florida Operations VP, 407-948-9840)
- (10/11/24) Villages NSU, CSU, LSSA and VCSA WWTP's: Made four emergency delivers same day to four Villages WWTP's to prevent them from running out of sodium hypochlorite after Hurricane Milton had come through two days previously when their current hypochlorite supplier was unable to deliver. (Reference: David Fennell, Jacobs WWTP Operations Supervisor, 352-661-4256)
- (7/5/24) Horner Express Longwood Location: Customer pulled out of filling station at Horner Express and was still connected to fill lines. He pulled out all of the fill station plumbing for six stations and put Horner Express out of business. Odyssey responded and had fill station plumbing replaced by the afternoon. (Reference: Dylan Kain, Branch Manager, 407-942-0312)
- (5/10/24) Sunshine Water Mid-County WWTP: Got a phone call on Friday morning that Ferric Sulfate tank had catastrophically failed. Odyssey crews responded that morning and isolated spill and performed initial cleanup actions. We setup temporary 6,550-gallon ferric sulfate tank and were able to save 4,000 gallons. We then coordinated cleanup efforts of ACT on the following Saturday morning. (Reference: Domenic Gentilucci, 407-948-9839)
- (04/12/2024) TOHO Water Authority Camelot West WTP: Responded on Friday afternoon to emergency with regard to leaking sodium hypochlorite tank. Installed temporary Assmann 2,550-gallon double-walled tank and pumped bleach in leaking tank to temporary tank. Sent out replacement tank quote the same day. IMT. (Reference: Mike Cotton, WTP Operations Manager, 407-225-3349).

- (7/28/23) Horner Express Melbourne Location: Customer pulled out of filling station at Horner Express and was still connected to fill lines. He pulled out all of the fill station plumbing for four stations and put Horner Express out of business. Odyssey responded and had fill station plumbing replaced by the afternoon. (Reference: Sean Kelley, Branch Manager, 321-367-3357)
- (07/07/2023) Polk County Dinner Lake WTP: Responded same day to emergency call to failed tank. Installed temp 2,550 bleach tank for weekend and transferred over sodium hypochlorite from failed tank and then installed new Assmann 1,050 IMT tank the following Monday. (Dave Harkless, Maintenance Supervisor, 863-220-4369)
- 06/09/2023 10:23a - PHA – TOHO Water Authority South Bermuda WWTP: Odyssey responded on Friday night to emergency call facility was out of compliance on chlorine. Technician discovered bpv/prv had been messed with and chemical was going in a circle. Adjusted valves. TOHO had broken valve on injection quill so replaced broken valve on quill. Odyssey Technician stayed on site for a time to make sure residual came into compliance before leaving. (Reference: Don Vedner, WWTP Manager, 407-501-1259)
- (10/1/22) Lee County Pinewoods RO Plant and Corkscrew WTP, Made two emergency delivers same day to two Lee County WTP's to prevent them from running out of sodium hypochlorite after Hurricane Ian had come through two days previously when their current hypochlorite supplier was unable to deliver. (Reference: Hank Barroso, Operations Manager, 239-826-5619)
- (08/05/2022) Pasco County Shady Hills WWTP. Responded same day to tank leak at Shady Hills WWTP and stopped leak. Sent crew next morning to pump out tank and take to another plant. Provided tank replacement quote. (Reference: Kevin Duffy, WWTP Supervisor, 727-247-0776)
- (11/30/2020) Pasco County Cypress Manor WWT: Performed emergency repair on the suction line feeding the pumps replacing the entire line which was leaking and making the plant inoperable. The feed line (injection piping) was also replaced like for like with ½" pipe while we were there because it was leaking also. (Reference: Gerald Runge, Operations Manager, 727-271-9557)
- (02/05/2021) Hillsborough County Central WTP: Same day emergency response to replace cracked 2" flange on bottom of sodium hypochlorite tank. A Contractor was sandblasting and hit the pipe cracking the flange. (Reference: Norrise Shellman, WTP Manager, 813-539-5839)

7E



ODYSSEY
MANUFACTURING CO.

Safety and Reliability

Safety and reliability are extremely important and should be a major consideration in the Utility's "informed decision process". Odyssey Manufacturing has only one "Safety Incident" in the past five years. In August 2022, we had the rear brakes on a tanker catch fire while heading south on I-75 near Punta Gorda. The driver was unable to put out the fire with his extinguisher, so the Fire Department responded and put out the fire. The tanker breached from the fire and just over 1,000 gallons of sodium hypochlorite was spilled on the ground. Cleanup was completed. This is the only incident for Enclosure 7E.

Odyssey has not had any regulatory actions including but not limited to, any fines, correspondence, and consent orders relating to the operation of ALL our manufacturing and distribution facilities that serve the Florida market in the past ten (10) years. Included here are the OSHA Form 300A/300 logs for the past five (5) years.

OSHA's Form 300A (Rev. 04/2004)

Summary of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it.
Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader.

Year 20 25



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>0</u>	<u>0</u>
(K)	(L)

Injury and Illness Types

Total number of . . . (M)			
(1) Injuries	<u>0</u>	(4) Poisonings	<u>0</u>
(2) Skin disorders	<u>0</u>	(5) Hearing loss	<u>0</u>
(3) Respiratory conditions	<u>0</u>	(6) All other illnesses	<u>0</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name Odyssey Manufacturing Company

Street 1484 Massaro Blvd.

City Tampa State FL Zip 33619

Industry description (e.g., *Manufacture of motor truck trailers*)

Chemical Manufacturer

North American Industrial Classification (NAICS), if known (e.g., 336212)

2819

Employment information (If you don't have these figures, see the Worksheet on the next page to estimate.)

Annual average number of employees 89

Total hours worked by all employees last year 223,399.73

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

[Signature] Title General Manager
Company executive
Phone 813-635-0339 Date 1/16/26

Reset

OSHA's Form 300 (Rev. 04/2004)
Log of Work-Related
Injuries and Illnesses

Note: You can type input into this form and save it.
Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader. In addition, the forms are programmed to auto-calculate as appropriate.

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 20 25

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

Please Record:

- Information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid.
- Significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional.
- Work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12.

Reminders:

- Complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.
- Feel free to use two lines for a single case if you need to.
- Complete the 5 steps for each case.

Establishment name **Odyssey Manufacturing Company**

City **Tampa** State **FL**

Step 1. Identify the person

Step 2. Describe the case

Step 3. Classify the case

Step 4.

Step 5.

SELECT ONLY ONE circle based on the most serious outcome:

Enter the number of days the injured or ill worker was:

Select one column:

(A) Case no.	(B) Employee's name	(C) Job title (e.g., Welder)	(D) Date of injury or onset of illness (e.g., 2/10)	(E) Where the event occurred (e.g., Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from acetylene torch)	Remained at Work				Away from work (K)	On job transfer or restriction (L)	Illness					
						Death (G)	Days away from work (H)	Job transfer or restriction (I)	Other recordable cases (J)			(M) Injury (1)	Skin disorder (2)	Respiratory condition (3)	Poisoning (4)	Hearing loss (5)	All other illnesses (6)
Reset	NONE		/			☐	☐	☐	☐	_____ days	_____ days	☐	☐	☐	☐	☐	☐
Reset			/			☐	☐	☐	☐	_____ days	_____ days	☐	☐	☐	☐	☐	☐
Reset			/			☐	☐	☐	☐	_____ days	_____ days	☐	☐	☐	☐	☐	☐
Reset			/			☐	☐	☐	☐	_____ days	_____ days	☐	☐	☐	☐	☐	☐
Reset			/			☐	☐	☐	☐	_____ days	_____ days	☐	☐	☐	☐	☐	☐
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OSHA's Form 300A (Rev. 04/2004)

Summary of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it.
Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader.

Year 20 25



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>0</u>	<u>0</u>
(K)	(L)

Injury and Illness Types

Total number of ...
(M)

(1) Injuries	<u>0</u>	(4) Poisonings	<u>0</u>
(2) Skin disorders	<u>0</u>	(5) Hearing loss	<u>0</u>
(3) Respiratory conditions	<u>0</u>	(6) All other illnesses	<u>0</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name Odyssey Manufacturing Company
Street 330 Hillbrath Drive
City Lantana State FL Zip 33462

Industry description (e.g., Manufacture of motor truck trailers)

Chemical Manufacturer

North American Industrial Classification (NAICS), if known (e.g., 336212)

2819

Employment information (If you don't have these figures, see the Worksheet on the next page to estimate.)

Annual average number of employees 7

Total hours worked by all employees last year 19,169.91

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

[Signature] Title General Manager
Company executive
Phone 813-635-0339 Date 1/16/26

Reset

OSHA's Form 300 (Rev. 04/2004)

Log of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it.
Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader. In addition, the forms are programmed to auto-calculate as appropriate.

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 20 25

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

Please Record:

- Information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid.
- Significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional.
- Work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12.

Reminders:

- Complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.
- Feel free to use two lines for a single case if you need to.
- Complete the 5 steps for each case.

Establishment name Odyssey Manufacturing Company

City Lantana State Fl.

Step 1. Identify the person

Step 2. Describe the case

Step 3. Classify the case

SELECT ONLY ONE circle based on the most serious outcome:

Step 4.

Enter the number of days the injured or ill worker was:

Step 5.

Select one column:

(A) Case no.	(B) Employee's name	(C) Job title (e.g., Welder)	(D) Date of injury or onset of illness (e.g., 2/10)	(E) Where the event occurred (e.g., Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from acetylene torch)	Remained at Work				Away from work		Illness						
						Death (G)	Days away from work (H)	Job transfer or restriction (I)	Other recordable cases (J)	Away from work (K)	On job transfer or restriction (L)	(M)	(1)	(2)	(3)	(4)	(5)	(6)
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OSHA's Form 300A (Rev. 04/2004)

Summary of Work-Related Injuries and Illnesses

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Year 20 25

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

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Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>0</u>	<u>0</u>
(K)	(L)

Injury and Illness Types

Total number of ...			
(M)			
(1) Injuries	<u>0</u>	(4) Poisonings	<u>0</u>
(2) Skin disorders	<u>0</u>	(5) Hearing loss	<u>0</u>
(3) Respiratory conditions	<u>0</u>	(6) All other illnesses	<u>0</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name Odyssey Manufacturing Company

Street 250 Central Florida Parkway

City Orlando State FL Zip 32824

Industry description (e.g., Manufacture of motor truck trailers)

Chemical Manufacturer

North American Industrial Classification (NAICS), if known (e.g., 336212)

2819

Employment information (If you don't have these figures, see the Worksheet on the next page to estimate.)

Annual average number of employees 1

Total hours worked by all employees last year 2,589.57

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

[Signature] Title General Manager

Company executive

Phone 813-635-0339

Date 1/16/26

Reset

OSHA's Form 300 (Rev. 04/2004)
Log of Work-Related
Injuries and Illnesses

Note: You can type input into this form and save it.
Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader. In addition, the forms are programmed to auto-calculate as appropriate.

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 20 25

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

Please Record:

- Information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid.
- Significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional.
- Work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12.

Reminders:

- Complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.
- Feel free to use two lines for a single case if you need to.
- Complete the 5 steps for each case.

Establishment name Odyssey Manufacturing Company

City Orlando State FL

Step 1. Identify the person

Step 2. Describe the case

Step 3. Classify the case

Step 4.

Step 5.

SELECT ONLY ONE circle based on the most serious outcome:

Enter the number of days the injured or ill worker was:

Select one column:

(A) Case no.	(B) Employee's name	(C) Job title (e.g., Welder)	(D) Date of injury or onset of illness (e.g., 2/10)	(E) Where the event occurred (e.g., Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from acetylene torch)	Remained at Work				Enter the number of days the injured or ill worker was:		Illness						
						Death (G)	Days away from work (H)	Job transfer or restriction (I)	Other recordable cases (J)	Away from work (K)	On job transfer or restriction (L)	(M)	(1)	(2)	(3)	(4)	(5)	(6)
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Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Page totals ▶ 0 0 0 0 0 0

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Injury	Skin disorder	Respiratory condition	Poisoning	Hearing loss	All other illnesses
(1)	(2)	(3)	(4)	(5)	(6)

OSHA's Form 300 (Rev. 04/2004)
Log of Work-Related
Injuries and Illnesses

Note: You can type input into this form and save it.
Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader. In addition, the forms are programmed to auto-calculate as appropriate.

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 20 24
U.S. Department of Labor
Occupational Safety and Health Administration
Form approved OMB no. 1218-0176

Please Record:

- Information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid.
- Significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional.
- Work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.B through 1904.12.

Reminders:

- Complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.
- Feel free to use two lines for a single case if you need to.
- Complete the 5 steps for each case.

Establishment name Odyssey Manufacturing Company

City Tampa State FL

Step 1. Identify the person

Step 2. Describe the case

Step 3. Classify the case

Step 4.

Step 5.

(A) Case no.	(B) Employee's name	(C) Job title (e.g., Welder)	(D) Date of injury or onset of illness (e.g., 2/10)	(E) Where the event occurred (e.g., Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from acetylene torch)
Reset 1		Driver	1 / 5 month / day	On a tank in the loading area	Broke both wrists
Reset 2		Driver	9 / 10 month / day	Fill area at a customer's site	Bleach in eyes
Reset			/ month / day		
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Reset			/ month / day		

**SELECT ONLY ONE circle based on the
most serious outcome:**

Death (G)	Remained at Work		
	Days away from work (H)	Job transfer or restriction (I)	Other record- able cases (J)
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☐	☐	☐	☐
☐	☐	☐	☐

Enter the number of
days the injured or ill
worker was:

Away from work (K)	On job transfer or restriction (L)
169 days	
49 days	
days	
days	
days	
days	
days	
days	
days	
days	
days	
days	

Select one column:

Illness					
(1) Skin disorder	(2) Respiratory condition	(3) Poisoning	(4) Hearing loss	(5) All other illnesses	(6) All other illnesses
☒	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐
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Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA, Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Page totals

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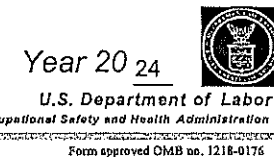
Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

2	0	0	0	0	0
(1)	(2)	(3)	(4)	(5)	(6)

OSHA's Form 300A (Rev. 04/2004)

Summary of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it. Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader.



All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	2	0	0
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
218	0
(K)	(L)

Injury and Illness Types

Total number of . . . (M)			
(1) Injuries	2	(4) Poisonings	0
(2) Skin disorders	0	(5) Hearing loss	0
(3) Respiratory conditions	0	(6) All other illnesses	0

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 38 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment Information

Your establishment name Odyssey Manufacturing Company
 Street 1484 Massaro Blvd.
 City Tampa State FL Zip 33619
 Industry description (e.g., Manufacture of motor truck trailers)
Chemical Manufacturer
 North American Industrial Classification (NAICS), if known (e.g., 336212)
2819

Employment Information (If you don't have these figures, see the Worksheet on the next page to estimate.)

Annual average number of employees 81
 Total hours worked by all employees last year 214,331.25

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

[Signature] Title General Manager
 Company executive
 Phone 813-635-0339 Date 1/24/2025

Reset

Log of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it. Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader. In addition, the forms are programmed to auto-calculate as appropriate.

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 20 24



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

Please Record:

- Information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid.
- Significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional.
- Work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12.

Reminders:

- Complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.
- Feel free to use two lines for a single case if you need to.
- Complete the 5 steps for each case.

Establishment name Odyssey Manufacturing Company

City Orlando State FL

Step 1. Identify the person

Step 2. Describe the case

Step 3. Classify the case

Step 4.

Step 5.

(A) Case no.	(B) Employee's name	(C) Job title (e.g., Welder)	(D) Date of injury or onset of illness (e.g., 2/10)	(E) Where the event occurred (e.g., Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from acetylene torch)	Remained at Work				Enter the number of days the injured or ill worker was:		Select one column:					
						Death (G)	Days away from work (H)	Job transfer or restriction (I)	Other recordable cases (J)	Away from work (K)	On job transfer or restriction (L)	(M) Injury (1) Skin disorder (2) Respiratory condition (3) Poisoning (4) Hearing loss (5) All other illnesses (6)					
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OSHA's Form 300A (Rev. 04/2004)

Summary of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it. Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader.

Year 20 24



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>0</u>	<u>0</u>
(K)	(L)

Injury and Illness Types

Total number of . . . (M)			
(1) Injuries	<u>0</u>	(4) Poisonings	<u>0</u>
(2) Skin disorders	<u>0</u>	(5) Hearing loss	<u>0</u>
(3) Respiratory conditions	<u>0</u>	(6) All other illnesses	<u>0</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name Odyssey Manufacturing Company

Street 250 Central Florida Parkway

City Orlando State FL Zip 32824

Industry description (e.g., *Manufacture of motor truck trailers*)

Chemical Manufacturer

North American Industrial Classification (NAICS), if known (e.g., 336212)

2819

Employment information (If you don't have these figures, see the Worksheet on the next page to estimate.)

Annual average number of employees 1

Total hours worked by all employees last year 2,569.75

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

[Signature] Title General Manager
Company executive
Phone 813-635-0339 Date 1/24/2025

Reset

OSHA's Form 300 (Rev. 04/2004)
Log of Work-Related
Injuries and Illnesses

Note: You can type input into this form and save it. Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader. In addition, the forms are programmed to auto-calculate as appropriate.

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 20 24

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

Please Record:

- Information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid.
- Significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional.
- Work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12.

Reminders:

- Complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.
- Feel free to use two lines for a single case if you need to.
- Complete the 5 steps for each case.

Establishment name

Odyssey Manufacturing Company

City Lantana

State FL

Step 1. Identify the person

Step 2. Describe the case

Step 3. Classify the case

SELECT ONLY ONE circle based on the most serious outcome:

Step 4.

Enter the number of days the injured or ill worker was:

Step 5.

Select one column:

(A) Case no.	(B) Employee's name	(C) Job title (e.g., Welder)	(D) Date of injury or onset of illness (e.g., 2/10)	(E) Where the event occurred (e.g., Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from acetylene torch)
Reset	None		/		
			month / day		
Reset			/		
			month / day		
Reset			/		
			month / day		
Reset			/		
			month / day		
Reset			/		
			month / day		
Reset			/		
			month / day		
Reset			/		
			month / day		
Reset			/		
			month / day		

Death (G)	Remained at Work			Away from work (K)	On job transfer or restriction (L)
	Days away from work (H)	Job transfer or restriction (I)	Other recordable cases (J)		
☐	☐	☐	☐	_____ days	_____ days
☐	☐	☐	☐	_____ days	_____ days
☐	☐	☐	☐	_____ days	_____ days
☐	☐	☐	☐	_____ days	_____ days
☐	☐	☐	☐	_____ days	_____ days
☐	☐	☐	☐	_____ days	_____ days
☐	☐	☐	☐	_____ days	_____ days
☐	☐	☐	☐	_____ days	_____ days
☐	☐	☐	☐	_____ days	_____ days
☐	☐	☐	☐	_____ days	_____ days

(M) Injury	Illness				
	(1) Skin disorder	(2) Respiratory condition	(3) Poisoning	(4) Hearing loss	(5) All other illnesses
☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Add a Form Page

Page totals

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Summary of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it. Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader.

Year 20 24



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>0</u>	<u>0</u>
(K)	(L)

Injury and Illness Types

Total number of . . . (M)			
(1) Injuries	<u>0</u>	(4) Poisonings	<u>0</u>
(2) Skin disorders	<u>0</u>	(5) Hearing loss	<u>0</u>
(3) Respiratory conditions	<u>0</u>	(6) All other illnesses	<u>0</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name Odyssey Manufacturing Company

Street 330 Hillbrath Drive

City Lantana State FL Zip 33462

Industry description (e.g., *Manufacture of motor truck trailers*)

Chemical Manufacturer

North American Industrial Classification (NAICS), if known (e.g., 336212)

2819

Employment Information (If you don't have these figures, see the Worksheet on the next page to estimate.)

Annual average number of employees 7

Total hours worked by all employees last year 20,816.50

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

[Signature] Title General Manager
Company executive
Phone 813-635-0339 Date 1/24/2025

Reset

OSHA's Form 300A (Rev. 04/2004)

Summary of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it.
Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader.

Year 20 23



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>0</u>	<u>0</u>
(K)	(L)

Injury and Illness Types

Total number of . . . (M)			
(1) Injuries	<u>0</u>	(4) Poisonings	<u>0</u>
(2) Skin disorders	<u>0</u>	(5) Hearing loss	<u>0</u>
(3) Respiratory conditions	<u>0</u>	(6) All other illnesses	<u>0</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name Odyssey Manufacturing Company

Street 250 Central Florida Parkway

City Orlando State FL Zip 32824

Industry description (e.g., *Manufacture of motor truck trailers*)

Chemical Manufacturer

North American Industrial Classification (NAICS), if known (e.g., 336212)

2819

Employment information (If you don't have these figures, see the Worksheet on the next page to estimate.)

Annual average number of employees 1

Total hours worked by all employees last year 2,629.50

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

[Signature] Title General Manager
Company executive
Phone 813-635-0339 Date 1/26/2024

Reset

OSHA's Form 300 (Rev. 04/2004)
**Log of Work-Related
Injuries and Illnesses**

Note: You can type input into this form and save it. Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader. In addition, the forms are programmed to auto-calculate as appropriate.

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 20 23

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

Please Record:

- Information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid.
- Significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional.
- Work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12.

Reminders:

- Complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.
- Feel free to use two lines for a single case if you need to.
- Complete the 5 steps for each case.

Establishment name Odyssey Mfg. Company

City Orlando State Fl.

Step 1. Identify the person

Step 2. Describe the case

Step 3. Classify the case

Step 4.

Step 5.

SELECT ONLY ONE circle based on the most serious outcome:

Enter the number of days the injured or ill worker was:

Select one column:

[illegible][illegible][illegible]

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Add a Form Page

Page totals

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

(1)	Luxury
(2)	Skin disorder
(3)	Respiratory condition
(4)	Poisoning
(5)	Hearing loss
(6)	All other diseases

OSHA's Form 300A (Rev. 04/2004)

Summary of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it.
Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader.

Year 20 23



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	0	0
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
0	0
(K)	(L)

Injury and Illness Types

Total number of . . . (M)	
(1) Injuries	0
(2) Skin disorders	0
(3) Respiratory conditions	0
(4) Poisonings	0
(5) Hearing loss	0
(6) All other illnesses	0

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment Information

Your establishment name Odyssey Manufacturing Company

Street 330 Hillbrath Drive

City Lantana State FL Zip 33462

Industry description (e.g., Manufacture of motor truck trailers)

Chemical Manufacturer

North American Industrial Classification (NAICS), if known (e.g., 336212)

2819

Employment information (If you don't have these figures, see the Worksheet on the next page to estimate.)

Annual average number of employees 7

Total hours worked by all employees last year 17,455.50

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

[Signature] General Manager
Company executive Title
Phone 813-635-0339 Date 1/26/2024

Reset

OSHA's Form 300 (Rev. 04/2004)

Log of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it. Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader. In addition, the forms are programmed to auto-calculate as appropriate.

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 20 23

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

Please Record:

- Information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid.
- Significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional.
- Work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12.

Reminders:

- Complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.
- Feel free to use two lines for a single case if you need to.
- Complete the 5 steps for each case.

Establishment name Odyssey Mfg. Company
City Lantana State FL

Step 1. Identify the person

Step 2. Describe the case

Step 3. Classify the case

SELECT ONLY ONE circle based on the most serious outcome:

Step 4.

Enter the number of days the injured or ill worker was:

Step 5.

Select one column:

(A) Case no.	(B) Employee's name	(C) Job title (e.g., Welder)	(D) Date of injury or onset of illness (e.g., 2/10)	(E) Where the event occurred (e.g., Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from acetylene torch)
Reset	none		/ / month / day		
Reset			/ / month / day		
Reset			/ / month / day		
Reset			/ / month / day		
Reset			/ / month / day		
Reset			/ / month / day		
Reset			/ / month / day		
Reset			/ / month / day		
Reset			/ / month / day		
Reset			/ / month / day		

Death (G)	Days away from work (H)	Remained at Work	
		Job transfer or restriction (I)	Other recordable cases (J)
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐

Away from work (K)	On job transfer or restriction (L)
___ days	___ days
___ days	___ days
___ days	___ days
___ days	___ days
___ days	___ days
___ days	___ days
___ days	___ days
___ days	___ days
___ days	___ days
___ days	___ days

Injury or illness					
(1)	(2)	(3)	(4)	(5)	(6)
☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Add a Form Page

Page totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Be sure to transfer these totals to the Summary page (Form 300A) before you post it.															
Injury	Skin disorder	Respiratory condition	Fatigue	Working hour	All other illnesses										
(1)	(2)	(3)	(4)	(5)	(6)										

OSHA's Form 300A (Rev. 04/2004)

Summary of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it.
Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader.

Year 20 23

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>0</u>	<u>0</u>
(K)	(L)

Injury and Illness Types

Total number of . . . (M)			
(1) Injuries	<u>0</u>	(4) Poisonings	<u>0</u>
(2) Skin disorders	<u>0</u>	(5) Hearing loss	<u>0</u>
(3) Respiratory conditions	<u>0</u>	(6) All other illnesses	<u>0</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 38 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name Odyssey Manufacturing Company

Street 1484 Massaro Blvd.

City Tampa State FL Zip 33619

Industry description (e.g., Manufacture of motor truck trailers)

Chemical Manufacturer

North American Industrial Classification (NAICS), if known (e.g., 336212)

2819

Employment information (If you don't have these figures, see the Worksheet on the next page to estimate.)

Annual average number of employees 76

Total hours worked by all employees last year 201,886.80

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

[Signature] Title General Manager
Company executive
Phone 813-635-0339 Date 01/26/2024

Reset

OSHA's Form 300A (Rev. 04/2004)

Summary of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it. Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader.

Year 20 22



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>0</u>	<u>0</u>
(K)	(L)

Injury and Illness Types

Total number of . . . (M)	
(1) Injuries	<u>0</u>
(2) Skin disorders	<u>0</u>
(3) Respiratory conditions	<u>0</u>
(4) Poisonings	<u>0</u>
(5) Hearing loss	<u>0</u>
(6) All other illnesses	<u>0</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name Odyssey Manufacturing Company

Street 250 Central Florida Parkway

City Orlando State FL Zip 32824

Industry description (e.g., Manufacture of motor truck trailers)

Chemical Manufacturer

North American Industrial Classification (NAICS), if known (e.g., 336212)

2819

Employment information (If you don't have these figures, see the Worksheet on the next page to estimate.)

Annual average number of employees 1

Total hours worked by all employees last year 2,737.25

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

[Signature]
Company executive

General Manager
Title

Phone 813-635-0339

Date 2/1/2023

Reset

OSHA's Form 300A (Rev. 04/2004)

Summary of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it.
Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader.

Year 20 22



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>25</u>	<u>0</u>
(K)	(L)

Injury and Illness Types

Total number of ... (M)			
(1) Injuries	<u>1</u>	(4) Poisonings	<u>0</u>
(2) Skin disorders	<u>0</u>	(5) Hearing loss	<u>0</u>
(3) Respiratory conditions	<u>0</u>	(6) All other illnesses	<u>0</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

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Establishment information

Your establishment name Odyssey Manufacturing Company

Street 1484 Massaro Blvd.

City Tampa State FL Zip 33619

Industry description (e.g., Manufacture of motor truck trailers)

Chemical Manufacture

North American Industrial Classification (NAICS), if known (e.g., 336212)

2819

Employment information (If you don't have these figures, see the Worksheet on the next page to estimate.)

Annual average number of employees 78

Total hours worked by all employees last year 208,667.05

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

[Signature] Title General Manager
Company executive
Phone 813-635-0339 Date 2/1/2023

Reset

OSHA's Form 300 (Rev. 04/2004)

Log of Work-Related Injuries and Illnesses

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Year 20 22
U.S. Department of Labor
Occupational Safety and Health Administration
Form approved OMB no. 1218-0176



Please Record:

- Information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid.
- Significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional.
- Work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12.

Reminders:

- Complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.
- Feel free to use two lines for a single case if you need to.
- Complete the 5 steps for each case.

Establishment name **Odyssey Mfg. Company**
City **Tampa** State **FL**

Step 1. Identify the person

Step 2. Describe the case

Step 3. Classify the case

SELECT ONLY ONE circle based on the most serious outcome:

Step 4.

Enter the number of days the injured or ill worker was:

Step 5.

Select one column:

(A) Case no.	(B) Employee's name	(C) Job title (e.g., Welder)	(D) Date of injury or onset of illness (e.g., 2/10)	(E) Where the event occurred (e.g., Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from acetylene torch)
Reset 1	[REDACTED]	Driver	9 / 22 month / day	Concrete pad on customer's site	injured nose, head, shoulder
Reset			/ month / day		
Reset			/ month / day		
Reset			/ month / day		
Reset			/ month / day		
Reset			/ month / day		
Reset			/ month / day		
Reset			/ month / day		
Reset			/ month / day		
Reset			/ month / day		

Remained at Work				Away from work (K)	On job transfer or restriction (L)	Illness (M)					
Death (G)	Days away from work or restriction (H)	Job transfer or restriction (I)	Other recordable cases (J)			Injury (1)	Skin disorder (2)	Respiratory condition (3)	Poisoning (4)	Hearing loss (5)	All other illnesses (6)
☐	☒	☐	☐	25 days		☒	☐	☐	☐	☐	☐
☐	☐	☐	☐	days	days	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	days	days	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	days	days	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	days	days	☐	☐	☐	☐	☐	☐
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Add a Form Page

Page totals ▶ 0 1 0 0 25 0 1 0 0 0 0 0

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(1) (2) (3) (4) (5) (6)

Summary of Work-Related Injuries and Illnesses

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Year 20 22



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

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Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>0</u>	<u>0</u>
(K)	(L)

Injury and Illness Types

Total number of . . . (M)	
(1) Injuries <u>0</u>	(4) Poisonings <u>0</u>
(2) Skin disorders <u>0</u>	(5) Hearing loss <u>0</u>
(3) Respiratory conditions <u>0</u>	(6) All other illnesses <u>0</u>

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Establishment information

Your establishment name Odyssey Manufacturing Company

Street 330 Hillbrath Drive

City Lantana State FL Zip 33462

Industry description (e.g., *Manufacture of motor truck trailers*)

Chemical Manufacturer

North American Industrial Classification (NAICS), if known (e.g., 336212)

2819

Employment information (If you don't have these figures, see the Worksheet on the next page to estimate.)

Annual average number of employees 5

Total hours worked by all employees last year 10,433.25

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

[Signature] General Manager
Company Executive Title
Phone 813-635-0339 Date 2/1/2023

Reset

OSHA's Form 300 (Rev. 04/2004)

Log of Work-Related Injuries and Illnesses

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Year 20 22



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0175

Please Record:

- Information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid.
- Significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional.
- Work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12.

Reminders:

- Complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.
- Feel free to use two lines for a single case if you need to.
- Complete the 5 steps for each case.

Establishment name Odyssey Mfg. Company

city Lantana State Fl.

Step 1. Identify the person

Step 2. Describe the case

Step 3. Classify the case

Step 4.

Step 5.

SELECT ONLY ONE circle based on the most serious outcome:

Enter the number of days the injured or ill worker was:

Select one column:

(A) Case no.	(B) Employee's name	(C) Job title (e.g., Welder)	(D) Date of injury or onset of illness (e.g., 2/10)	(E) Where the event occurred (e.g., Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from acetylene torch)
Reset	none		/ / month / day		
Reset			/ / month / day		
Reset			/ / month / day		
Reset			/ / month / day		
Reset			/ / month / day		
Reset			/ / month / day		
Reset			/ / month / day		
Reset			/ / month / day		
Reset			/ / month / day		
Reset			/ / month / day		

Death (G)	Remained at Work			Away from work (K)	On job transfer or restriction (L)
	Days away from work (H)	Job transfer or restriction (I)	Other recordable cases (J)		
☐	☐	☐	☐	_____ days	_____ days
☐	☐	☐	☐	_____ days	_____ days
☐	☐	☐	☐	_____ days	_____ days
☐	☐	☐	☐	_____ days	_____ days
☐	☐	☐	☐	_____ days	_____ days
☐	☐	☐	☐	_____ days	_____ days
☐	☐	☐	☐	_____ days	_____ days
☐	☐	☐	☐	_____ days	_____ days
☐	☐	☐	☐	_____ days	_____ days
☐	☐	☐	☐	_____ days	_____ days

(M) Injury	Illness				
	Skin disorder (1)	Respiratory condition (2)	Poisoning (3)	Hearing loss (4)	All other illnesses (5)
☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐
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Add a Form Page

Page totals **0 0 0 0 0 0**

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Injury	Skin disorder	Respiratory condition	Poisoning	Hearing loss	All other illnesses
(1)	(2)	(3)	(4)	(5)	(6)
0	0	0	0	0	0

OSHA's Form 300A (Rev. 04/2004)

Summary of Work-Related Injuries and Illnesses

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Year 20 21

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

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Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>7</u>	<u>0</u>
(K)	(L)

Injury and Illness Types

Total number of ...			
(M)			
(1) Injuries	<u>1</u>	(4) Poisonings	<u>0</u>
(2) Skin disorders	<u>0</u>	(5) Hearing loss	<u>0</u>
(3) Respiratory conditions	<u>0</u>	(6) All other illnesses	<u>0</u>

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Establishment information

Your establishment name Odyssey Mfg. Company
Street 1484 Massaro Blvd.
City Tampa State FL Zip 32824

Industry description (e.g., Manufacture of motor truck trailers)

Manufacture of Sodium Hypochlorite

North American Industrial Classification (NAICS), if known (e.g., 336212)

325180

Employment information (If you don't have these figures, see the Worksheet on the next page to estimate.)

Annual average number of employees 72

Total hours worked by all employees last year 173,664.75

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

[Signature] Title PRESIDENT
Company executive
Phone 8136350339 Date 1/31/2022

Reset

OSHA's Form 300 (Rev. 04/2004)

Log of Work-Related Injuries and Illnesses

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Year 20 21



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

Please Record:

- Information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid.
- Significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional.
- Work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12.

Reminders:

- Complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.
- Feel free to use two lines for a single case if you need to.
- Complete the 5 steps for each case.

Establishment name **Odyssey Mfg. Company**

City **Tampa** State **FL**

Step 1. Identify the person

Step 2. Describe the case

Step 3. Classify the case

Step 4.

Step 5.

(A) Case no.	(B) Employee's name	(C) Job title (e.g., Welder)	(D) Date of injury or onset of illness (e.g., 2/10)	(E) Where the event occurred (e.g., Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from acetylene torch)
-----------------	------------------------	------------------------------------	---	---	--

Reset 1		Driver	8 / 21 month / day	behind Co. Tanker truck/fill line	bleach in eyes
Reset			month / day		
Reset			month / day		
Reset			month / day		
Reset			month / day		
Reset			month / day		
Reset			month / day		
Reset			month / day		
Reset			month / day		
Reset			month / day		

SELECT ONLY ONE circle based on the most serious outcome:

Remained at Work			
Death (G)	Days away from work (H)	Job transfer or restriction (I)	Other recordable cases (J)
☐	☒	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐

Enter the number of days the injured or ill worker was:

Away from work (K)	On job transfer or restriction (L)
7 days	days
days	days
days	days
days	days
days	days
days	days
days	days
days	days
days	days
days	days

Select one column:

Illness					
(1) Injury	(2) Skin disease	(3) Respiratory condition	(4) Poisoning	(5) Hearing loss	(6) All other illnesses
☒	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐
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☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐

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1	0	0	0	0	0
(1) Injury	(2) Skin disease	(3) Respiratory condition	(4) Poisoning	(5) Hearing loss	(6) All other illnesses

OSHA's Form 300A (Rev. 04/2004)

Summary of Work-Related Injuries and Illnesses

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Year 20 21

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

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Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	0	0
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
0	0
(K)	(L)

Injury and Illness Types

Total number of . . . (M)			
(1) Injuries	0	(4) Poisonings	0
(2) Skin disorders	0	(5) Hearing loss	0
(3) Respiratory conditions	0	(6) All other illnesses	0

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

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Establishment Information

Your establishment name Odyssey Mfg. Company

Street 330 Hillbrath Dr.

City Lantana State FL Zip 33462

Industry description (e.g., *Manufacture of motor truck trailers*)

Manufacture of Sodium Hypochlorite

North American Industrial Classification (NAICS), if known (e.g., 336212)

325180

Employment information (If you don't have these figures, see the Worksheet on the next page to estimate.)

Annual average number of employees 8

Total hours worked by all employees last year 13,803.00

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

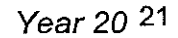
[Signature] Title PRESIDENT
Company executive
Phone 8136350339 Date 1/31/2022

Reset

OSHA's Form 300 (Rev. 04/2004)

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U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

Please Record:

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- Significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional.
- Work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12.

Reminders:

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- Feel free to use two lines for a single case if you need to.
- Complete the 5 steps for each case.

Establishment name Odyssey Mfg. Company

City Lantana State Fl.

Step 1. Identify the person

Step 2. Describe the case

[illegible]

Step 3. Classify the case

SELECT ONLY ONE circle based on the most serious outcome:

[illegible]

Step 4.

Enter the number of days the injured or ill worker was:

[illegible]

Step 5.

Select one column:

[illegible]

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Add a Form Page

Page totals

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Summary of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it. Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader.

Year 20 21



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>0</u>	<u>0</u>
(K)	(L)

Injury and Illness Types

Total number of ... (M)			
(1) Injuries	<u>0</u>	(4) Poisonings	<u>0</u>
(2) Skin disorders	<u>0</u>	(5) Hearing loss	<u>0</u>
(3) Respiratory conditions	<u>0</u>	(6) All other illnesses	<u>0</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name Odyssey Mfg. Company
Street 250 Central Florida Parkway
City Orlando State FL Zip 32824

Industry description (e.g., Manufacture of motor truck trailers)

Manufacture of Sodium Hypchlorite

North American Industrial Classification (NAICS), if known (e.g., 336212)

325180

Employment information (If you don't have these figures, see the Worksheet on the next page to estimate.)

Annual average number of employees 1

Total hours worked by all employees last year 2,761.75

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

[Signature]
Company executive Title
Phone 8136350339 Date 1/31/2022

Reset

OSHA's Form 300 (Rev. 04/2004)

Log of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it. Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader. In addition, the forms are programmed to auto-calculate as appropriate.

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 20 21

U.S. Department of Labor
Occupational Safety and Health Administration



Form approved OMB no. 1218-0176

Please Record:

- Information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid.
- Significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional.
- Work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12.

Reminders:

- Complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.
- Feel free to use two lines for a single case if you need to.
- Complete the 5 steps for each case.

Establishment name **Odyssey Mfg. Company**

City **Orlando** State **FL**

Step 1. Identify the person

Step 2. Describe the case

(A) Case no.	(B) Employee's name	(C) Job title (e.g., Welder)	(D) Date of injury or onset of illness (e.g., 2/10)	(E) Where the event occurred (e.g., Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from acetylene torch)
Reset	none		/		
			month / day		
Reset			/		
			month / day		
Reset			/		
			month / day		
Reset			/		
			month / day		
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Reset			/		
			month / day		
Reset			/		
			month / day		
Reset			/		
			month / day		

Step 3. Classify the case

SELECT ONLY ONE circle based on the most serious outcome:

Death (G)	Remained at Work		
	Days away from work, or restriction (H)	Job transfer or restriction (I)	Other recordable cases (J)
☐	☐	☐	☐
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☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐

Step 4.

Enter the number of days the injured or ill worker was:

Away from work (K)	On job transfer or restriction (L)
days	days
days	days
days	days
days	days
days	days
days	days
days	days
days	days
days	days
days	days
days	days
days	days
days	days
days	days
days	days

Step 5.

Select one column:

Types					
(1) Injury	(2) Skin disorder	(3) Respiratory condition	(4) Poisoning	(5) Hearing loss	(6) All other illnesses
☐	☐	☐	☐	☐	☐
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Page totals

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Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Add a Form Page

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U.S. Department
of Transportation
Federal Motor
Carrier Safety
Administration

1200 New Jersey Ave., S.E.
Washington, DC 20590
March 29, 2018

In reply refer to:
USDOT No.: 826347

MARVIN RAKES
PRESIDENT
ODYSSEY MANUFACTURING COMPANY
ODYSSEY MANUFACTURING CO
1484 MASSARO BLVD
TAMPA, FL 33619

Safety Audit Pass

This letter is to inform you that, based on the results of the safety audit conducted on ODYSSEY MANUFACTURING COMPANY on March 21, 2018, the Federal Motor Carrier Safety Administration (FMCSA) has determined that ODYSSEY MANUFACTURING COMPANY may continue to operate in interstate commerce within the United States.

However, for-hire motor carriers cannot operate in interstate commerce unless they obtain operating authority from FMCSA by following the registration procedures described in 49 CFR part 365, unless providing transportation exempt from 49 CFR part 356 registration requirements.

You are reminded that as a new entrant motor carrier FMCSA will continue to monitor and evaluate ODYSSEY MANUFACTURING COMPANY's safety management practices and on-road performance to ensure ODYSSEY MANUFACTURING COMPANY is complying with Federal requirements including the Federal Motor Carrier Safety Regulations (FMCSRs) and applicable Federal Hazardous Materials Regulations (HMRs). ODYSSEY MANUFACTURING COMPANY may be granted permanent registration no earlier than 18 months from the date its USDOT New Entrant registration was originally granted. Failure to comply with applicable requirements may result in the revocation of ODYSSEY MANUFACTURING COMPANY's USDOT New Entrant or permanent registration.

If you have any questions concerning your New Entrant Status, please call your division office number (202) 366-4023.

Sincerely,

Joseph P. DeLorenzo, Director, Office of
Enforcement and Compliance

RECEIVED APR 04 2018



USDOT#
826347

Legal: ODYSSEY MANUFACTURING COMPANY
Operating (DBA): ODYSSEY MANUFACTURING CO

Review Date:
3/21/2018

Part A - General Information

MC/MX #:

State #:

Federal Tax ID: 65-0846345

Review Type: Safety Audit - New Entrant

Location of Review/Audit: Company Facility in the U. S.

Scope: Entire Operation

Territory:

Operation Types Interstate Intrastate

Carrier: HM N/A

Business: Corporation

Shipper: N/A N/A

Gross Revenue: \$50,000,000.00

Cargo Tank: N/A

for year ending: 3/21/2018

Company Physical Address:

1484 MASSARO BLVD
TAMPA, FL 33619, US

Contact Name: Marvin Rakes - President (Officer)

Phone numbers: (1) 813-635-0339

(2)

Fax 813-630-2589

E-Mail Address: pallman@odysseymanufacturing.

Company Mailing Address:

1484 MASSARO BLVD
TAMPA, FL 33619, US

Carrier Classification

Private Property

Cargo Classification

Chemicals

Hazardous Materials

8.0 Corrosive Material

Carried

Bulk

Does carrier transport placardable quantities of HM? Yes - Interstate

Is an HM Permit required?

No

Driver Information

	Interstate	Intrastate
< 100 Miles:	0	0
>= 100 Miles:	27	0

Average trip leased drivers/month: 0
Total Drivers: 27
CDL Drivers: 27

Equipment

	Owned	Term Leased	Trip Leased		Owned	Term Leased	Trip Leased
Truck Tractor	0	27	0	Trailer	3	0	0
HM Cargo Tank	27	0	0				
Trailer							

3/21/2018 1:56:02 PM
Review Date: 3/21/2018

Page 1 of 3

USDOT#: 826347



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	USDOT#	Legal: ODYSSEY MANUFACTURING COMPANY	Review Date:
	826347	Operating (DBA): ODYSSEY MANUFACTURING CO	3/21/2018
Part A - General Information			
Power units used in the U.S.: 27			
Percentage of time used in the U.S.: 100			

3/21/2018 1:56:02 PM
Review Date: 3/21/2018

Page 2 of 3

USDOT#: 826347



Sentri - 2.0.0



ODYSSEY MANUFACTURING COMPANY (ODYSSEY MANUFACTURING CO dba)
USDOT#: 826347

Review Date:
3/21/2018

Part A

Question about this report or the Federal Motor Carrier Safety or Hazardous Material

may be addressed to the Federal Motor Carrier Safety Administration at:

3500 Financial Plaza, Suite 200

Tallahassee, FL 32312-5900

Phone: (850) 942-9338 Fax: (850) 942-9680

This SAFETY AUDIT will be used to assess your safety compliance.

Person(s) Interviewed:

Name: Marvin Rakes

Title: President

Name: Patrick Allman

Title: General Manager

Safety Investigator Name: MOSLEY

Code: FL0612





ODYSSEY MANUFACTURING COMPANY (ODYSSEY MANUFACTURING CO dba)
USDOT#: 826347

Review Date:
3/21/2018

Part B - Questions and Answers

An asterisk (*) beside an answer indicates an area of non-compliance by the motor carrier, and negatively affects the results of the audit.

Question Factor 1. General Question #1 Section #387.7(a) Acute Does the carrier have the required minimum level of financial responsibility in effect (property carrier)?	Answer Yes
Question Factor 1. General Question #2 Section #387.7(d) Critical Does the carrier have required proof of financial responsibility (property carrier)?	Answer Yes
Question Factor 1. General Question #3 Section #387.31(a) Acute Does the carrier have the required minimum level of financial responsibility in effect (passenger carrier)?	Answer N/A
Question Factor 1. General Question #4 Section #387.31(d) Critical Does the carrier have required proof of financial responsibility (passenger carrier)?	Answer N/A
Question Factor 1. General Question #5 Section #13901 392.9a(a) Is the motor carrier authorized to conduct interstate operations in the United States?	Answer Yes
Question Factor 1. General Question #6 Section #390.15(b)(1) Can the carrier provide a complete accident register of recordable accidents for up to 3 years after each accident?	Answer N/A
Question Factor 1. General Question #7 Section #390.21 Does the carrier know the commercial motor vehicles marking requirements?	Answer Yes
Question Factor 2. Driver Question #1 Section #391.51(b)(1) Does the carrier maintain driver's application in accordance with 391.21?	Answer Yes
Question Factor 2. Driver Question #2 Section #391.51(b)(2) Critical Does the carrier maintain a copy of the motor vehicle record received from each State pursuant to 391.23(a) (1)?	Answer Yes
Question Factor 2. Driver Question #3 Section #391.51(b)(3) Does the carrier maintain the certificate of driver's road test pursuant to 391.31(e) or copy of the license accepted as equivalent to the driver's road test pursuant to 391.33?	Answer Yes
Question Factor 2. Driver Question #4 Section #391.51(b)(4) Does the carrier maintain the motor vehicle record from each state driver licensing agency to the annual driver record inquiry required by 391.25(a)?	Answer Yes
Question Factor 2. Driver Question #5 Section #391.51(b)(5) Does the carrier maintain the annual review of the driver's driving record as required by 391.25(c)(2) ?	Answer Yes
Question Factor 2. Driver Question #6 Section #391.51(b)(6) Does the carrier maintain a list or certificate relating to violations of motor vehicle laws required by 391.27?	Answer Yes
Question Factor 2. Driver Question #7 Section #391.51(b)(7) Critical Does the carrier maintain the medical examiner's certificate as required by 391.43(g)?	Answer Yes

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Review Date: 3/21/2018

Page 1 of 7

USDOT#: 826347



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Question Factor 2. Driver Question #8 Section #391.51(b)(8) Does the carrier maintain a Skill Performance Evaluation Certificate (SPEC)?	Answer N/A
Question Factor 2. Driver Question #9 Section #391.53(a) Does the carrier maintain investigations into the driver safety performance history?	Answer Yes
Question Factor 2. Driver Question #10 Section #391.11(b)(4) Acute Is the carrier using physically qualified drivers?	Answer Yes
Question Factor 2. Driver Question #11 Section #391.15(a) Acute Is the carrier using any disqualified drivers?	Answer No
Question Factor 2. Driver Question #12 Section #382.115(a), 382.115(b) Acute Has the carrier implemented an alcohol and/or controlled substances testing program?	Answer Yes
Question Factor 2. Driver Question #13 Section #382.213(b) Acute Has the carrier used drivers who have used controlled substances?	Answer No
Question Factor 2. Driver Question #14 Section #382.215 Acute Has the carrier used a driver who has tested positive or has adulterated or substituted a test specimen for a controlled substance?	Answer No
Question Factor 2. Driver Question #15 Section #382.201 Acute Has the carrier used a driver known to have an alcohol concentration of 0.04 or greater?	Answer No
Question Factor 2. Driver Question #16 Section #382.505(a) Acute Has the carrier used a driver found to have an alcohol concentration of .02 or greater but less than .04 within 24 hours of being tested?	Answer No
Question Factor 2. Driver Question #17 Section #382.301(a) Critical Has the carrier ensured that drivers have undergone testing for controlled substances prior to performing a safety sensitive function?	Answer Yes
Question Factor 2. Driver Question #18 Section #382.303(a) Critical Has the carrier conducted post accident testing on drivers for alcohol?	Answer N/A
Question Factor 2. Driver Question #19 Section #382.303(b) Critical Has the carrier conducted post accident testing on drivers for controlled substances?	Answer N/A
Question Factor 2. Driver Question #20 Section #382.305 Acute Has the carrier implemented random testing program?	Answer Yes
Question Factor 2. Driver Question #21 Section #382.305(b)(1) Critical Has the carrier conducted random alcohol testing at an annual rate of not less than the applicable annual rate or prorated rate of the average number of driver positions?	Answer Yes
Question Factor 2. Driver Question #22 Section #382.305(b)(2) Critical Has the carrier conducted controlled substance testing at the applicable prorated rate of not less than the applicable annual rate of the average number of driver positions?	Answer Yes



Question Factor 2. Driver Question #23 Section #40.305(a) Has the carrier conducted the required return-to-duty tests on employees returning to safety-sensitive functions?	Answer N/A
Question Factor 2. Driver Question #24 Section #40.309(a) Is the carrier conducting follow-up testing as directed by the Substance Abuse Professional?	Answer N/A
Question Factor 2. Driver Question #25 Section #382.211 Acute Has the carrier used a driver who has refused to submit to an alcohol or controlled substances test required under Part 382?	Answer No
Question Factor 2. Driver Question #26 Section #382.503 Critical Has the carrier used a Substance Abuse Professional as required by 49 CFR Part 40 Subpart O?	Answer N/A
Question Factor 2. Driver Question #27 Section #382.601 Does the carrier have a copy of a complete alcohol and drug testing policy?	Answer Yes
Question Factor 2. Driver Question #28 Section #382.603 Does the carrier have evidence that all designated supervisors have received the required Reasonable Suspicion Supervisor Training?	Answer Yes
Question Factor 2. Driver Question #29 Section #383.23(a) Critical Has a driver operated a commercial motor vehicle without a current operating license, or a license, which hasn't been properly classed and endorsed?	Answer No
Question Factor 2. Driver Question #30 Section #383.37(b) Acute Has the motor carrier knowingly allowed it's drivers who's CDLs have been suspended, revoked or canceled by a state, have lost the right to operate a CMV in a State, or have been disqualified from operating a CMV to operate a commercial motor vehicle?	Answer No
Question Factor 2. Driver Question #31 Section #383.51(a) Acute Has the motor carrier knowingly allowed, required, permitted, or authorized a driver to drive who is disqualified to drive a commercial motor vehicle?	Answer No
Question Factor 3. Operation Question #1 Section #395.1(e)(1), 395.1(e)(2) Does the carrier have a system for recording hours of duty status on 100/150- mile radius drivers, and are they properly utilizing the 100/150 air-mile radius exemption?	Answer N/A
Question Factor 3. Operation Question #2 Section #395.8(a) Critical Does the carrier require drivers to make a record of duty status?	Answer Yes
Question Factor 3. Operation Question #3 Section #395.8(i) Critical Does the carrier require drivers to submit records of duty status within 13 days?	Answer Yes
Question Factor 3. Operation Question #4 Section #395.8(k)(1) Critical Can the carrier produce records of duty status and supporting documents for selected drivers?	Answer Yes
Question Factor 3. Operation Question #5 Section #395.3(a)(1) Critical Has the carrier allowed driver(s) to exceed the 11-hour rule? (Property)	Answer No
Question Factor 3. Operation Question #6 Section #395.3(a)(2) Critical Has the carrier allowed driver(s) to exceed the 14-hour rule? (Property)	Answer No



Question Factor 3. Operation Question #7 Section #395.3(b)(1) Critical Has the carrier allowed driver(s) to drive after having been on duty more than 60 hours in 7 consecutive days? (Property)	Answer No
Question Factor 3. Operation Question #8 Section #395.3(b)(2) Critical Has the carrier allowed driver(s) to drive after having been on duty more than 70 hours in 8 consecutive days? (Property)	Answer No
Question Factor 3. Operation Question #9 Section #395.5(a)(1) Critical Has the carrier allowed driver(s) to exceed the 10 hour rule? (Passenger)	Answer N/A
Question Factor 3. Operation Question #10 Section #395.5(a)(2) Critical Has the carrier allowed driver(s) to exceed the 15 hour rule? (Passenger)	Answer N/A
Question Factor 3. Operation Question #11 Section #395.5(b)(1) Critical Has the carrier allowed driver(s) to drive after having been on duty more than 60 hours in 7 consecutive days? (Passenger)	Answer N/A
Question Factor 3. Operation Question #12 Section #395.5(b)(2) Critical Has the carrier allowed driver(s) to drive after having been on duty more than 70 hours in 8 consecutive days? (Passenger)	Answer N/A
Question Factor 3. Operation Question #13 Section #395.8(e) Critical Does available evidence indicate a selected driver has prepared a false record of duty status?	Answer No
Question Factor 3. Operation Question #14 Section #392.2 Critical Does the motor carrier ensure that drivers operate commercial motor vehicles in accordance with the laws, ordinances, and regulations of the jurisdictions in which they are operating?	Answer Yes
Question Factor 3. Operation Question #15 Section #392.9(a)(1) Critical Does the carrier ensure that drivers are not permitted to drive a vehicle without the cargo properly distributed and adequately secured?	Answer Yes
Question Factor 3. Operation Question #16 Section #392.4(b) Acute Have any drivers operated a commercial motor vehicle while under the influence of, or in possession of, narcotic drugs, amphetamines, or any other substances capable of rendering the drivers incapable of safely operating motor vehicles?	Answer No
Question Factor 3. Operation Question #17 Section #392.5(b)(1) Acute Have any drivers operated a commercial motor vehicle while under the influence of, or in possession of, intoxicating beverages?	Answer No
Question Factor 3. Operation Question #18 Section #392.5(b)(2) Acute Have any drivers operated a commercial motor vehicle within 4 hours of having consumed intoxicating beverages?	Answer No
Question Factor 3. Operation Question #19 Section #392.80(b)/ 392.82 Have any drivers operated a commercial motor vehicle while engaged in texting or using a handheld mobile device?	Answer No
Question Factor 4. Maintenance Question #1 Section #396.3(b) Critical Can the carrier produce complete maintenance files for requested vehicle(s)?	Answer Yes
Question Factor 4. Maintenance Question #2 Section #396.17(a) Critical Does the motor carrier conduct periodic (annual) inspections for selected vehicles?	Answer Yes

Question Factor 4. Maintenance Question #3 Section #396.19 Is the carrier using qualified inspectors (mechanic) and maintaining evidence of the inspector's qualifications?	Answer Yes
Question Factor 4. Maintenance Question #4 Section #396.21(b)(1) Can the motor carrier produce evidence of periodic (annual) inspections for selected vehicles?	Answer Yes
Question Factor 4. Maintenance Question #5 Section #396.11(a) Critical Does the motor carrier require drivers to complete vehicle inspection reports daily?	Answer Yes
Question Factor 4. Maintenance Question #6 Section #396.11(c) Acute Does the carrier ensure that out-of-service defects listed by the driver in the driver vehicle inspection reports are corrected before the vehicle is operated again?	Answer Yes
Question Factor 4. Maintenance Question #7 Section #396.9(c)(2) Acute Does the carrier ensure vehicles that have been declared "out-of-service" do not operate before repairs have been made?	Answer Yes
Question Factor 4. Maintenance Question #8 Section #396.3 Can the carrier explain its systematic, periodic maintenance program?	Answer Yes
Question Factor 5. Hazmat Question #1 Section #107.608(a) Is the carrier registered with the Pipeline and Hazardous Materials Safety Administration, and do they have copies of all of their registrations for the previous 3 years?	Answer Yes
Question Factor 5. Hazmat Question #2 Section #173.6 Does the motor carrier transport Materials of Trade (MOT), that follow all the requirements listed in 173.6?	Answer N/A
Question Factor 5. Hazmat Question #3 Section #171.15 Critical Does the carrier promptly report hazardous materials incidents requiring immediate telephone notice to the appropriate authorities?	Answer N/A
Question Factor 5. Hazmat Question #4 Section #171.16 Critical Does the carrier file hazardous materials incident reports when required?	Answer N/A
Question Factor 5. Hazmat Question #5 Section #172.516 Is the motor carrier and its drivers in compliance with the requirements for placarding hazardous materials and display of placards on vehicles?	Answer Yes
Question Factor 5. Hazmat Question #6 Section #172.604(a) Does the carrier have a contract with a qualified entity to provide emergency response information or does the carrier provide emergency response to spills or incidents?	Answer Yes
Question Factor 5. Hazmat Question #7 Section #172.700(a) Critical Does the carrier provide HM training for its Hazmat employees?	Answer Yes
Question Factor 5. Hazmat Question #8 Section #172.704(a) Do the HM training materials cover the minimum required elements?	Answer Yes
Question Factor 5. Hazmat Question #9 Section #172.704(d) Does the motor carrier have on file the required records for hazardous materials training for each hazardous materials employee?	Answer Yes

Question Factor 5. Hazmat Question #10 Section #177.817(a) Critical Are the shipping papers used by the carrier properly prepared?	Answer Yes
Question Factor 5. Hazmat Question #11 Section #177.817(e) Critical Does the carrier maintain proper accessibility for shipping papers?	Answer Yes
Question Factor 5. Hazmat Question #12 Section #177.841(e) Acute Does the carrier transport packages bearing a poison label in the same vehicle with any foodstuff or feed for humans or animals in violation of the regulations?	Answer N/A
Question Factor 5. Hazmat Question #13 Section #177.848 Is the motor carrier aware that some hazardous materials may not be transported in the same vehicle with other hazardous material?	Answer N/A
Question Factor 5. Hazmat Question #14 Section #180.407(a) Critical Has the carrier transported a shipment of HM in a cargo tank that has not been inspected or tested in accordance with 180.407?	Answer No
Question Factor 5. Hazmat Question #15 Section #180.407(c) Critical Are all of the cargo tanks used for the transportation of hazardous materials periodically inspected and tested in accordance with 180.407?	Answer Yes
Question Factor 5. Hazmat Question #16 Section #180.415 Critical Are cargo tanks that pass inspections or tests required by 180.407 marked?	Answer Yes
Question Factor 5. Hazmat Question #17 Section #180.417(a)(1) Critical Has the carrier retained all of the manufacturer's cargo tank data report certificates and related papers, as required?	Answer Yes
Question Factor 5. Hazmat Question #18 Section #397.13(a) Critical Has the carrier permitted anyone to smoke when within 25 feet of a vehicle containing Class 1 materials, Class 5 materials, or flammable materials classified in Division 2.1, Class 3, Divisions 4.1 and 4.2?	Answer No
Question Factor 7. Other Question #1 Section #375.211 Does the carrier participate in an Arbitration Program?	Answer N/A
Question Factor 7. Other Question #2 Section #13702 Does the carrier assess shipper freight charges based upon published tariffs?	Answer N/A
Question Factor 7. Other Question #3 Section #375.401(c) Does the carrier provide reasonably accurate estimates of moving charges?	Answer N/A
Question Factor 7. Other Question #4 Section #375.407(a), 375.703(b) Has the carrier avoided "hostage freight" or other predatory practices?	Answer N/A
Question Factor 7. Other Question #5 Section #387.301(a), 387.301(b) Does the HHG carrier have sufficient levels of public liability and cargo insurance?	Answer N/A
Question Factor 7. Other Question #6 Section #375.215 Does the carrier have a published tariff and is the motor carrier charging the applicable rate (375.215).	Answer N/A



Question Factor 7. Other Question #7 Section #375.213 Can the motor carrier identify the five documents required to be given to a prospective individual shipper prior to executing an order for service?	Answer N/A
Question Factor 7. Other Question #8 Section #49 CFR 37 subpart H Does the carrier have the means to provide accessible over-the-road bus (OTRB) service on a 48-hour advance notice basis by its owned or leased OTRBs?	Answer N/A
Question Factor 7. Other Question #9 Section #49 CFR 37 subpart H If the carrier does not have the means then does the carrier have an arrangement with another carrier that operates accessible OTRBs?	Answer N/A
Question Factor 7. Other Question #10 Section #Motorcoach Safety Action Plan Does the over-the-road bus company own or lease a facility for inspection, repair, and maintenance of its vehicles?	Answer N/A
Question Factor 7. Other Question #11 Section #Motorcoach Safety Action Plan Does the over-the-road bus company have an arrangement or contract for systematic inspection, repair, and maintenance of its vehicles?	Answer N/A





ODYSSEY MANUFACTURING COMPANY (ODYSSEY MANUFACTURING CO dba)
USDOT#: 826347

Review Date:
3/21/2018

Part B

Your Proposed Safety Audit Result is: PASS

Explanation of Scoring Methodology

Factor	Failed Questions		Performance Test Status	Total Points	Factor Status
	Critical	Acute			
1. General	0	0	—	0	PASS
2. Driver	0	0	—	0	PASS
3. Operations	0	0	—	0	PASS
4. Maintenance	0	0	PASS — 0.00 %	0	PASS
5. Hazardous Materials	0	0	—	0	PASS
6. Accidents	—	—	PASS — 0.00	—	PASS
SUM	0	0		0	PASS

Result: Carrier has adequate basic safety management controls in place.

NOTE: Carrier has the right to request a review of this determination if there are factual or procedural disputes.

HOW THE SA IS SCORED

FACTORS - The Federal Motor Carrier Safety and Federal Hazardous Material Regulations are categorized into six factors. Multiple questions address the various factors. The Part B Question & Answer Report lists the CFR section numbers related to each question.

CRITICAL/ACUTE - Questions are also defined as CRITICAL, ACUTE or neither depending on the significance of the underlying regulation. Questions are assigned a point value if they are incorrectly answered. Critical = 1 and Acute = 1.5. The point values are summed for each factor. Any factor with a point value of 3 or more is marked "FAILED".

OUT OF SERVICE (OOS) RATE - The Driver/Vehicle OOS rate is used in factor #4 as another question. If there have been at least three level 1, 2, or 5 North American Standard Inspections conducted over the past year, they will be summarized. If the summed OOS rate is 34% or above, one additional point is assigned to that factor.

CRASH FACTOR - Carriers are defined as urban or non-urban in order to compensate for the higher crash risk of urban operations. Urban carriers are defined as those that operate within a 100 air-mile radius. The crash rate for a carrier is calculated as accidents per million miles traveled. Factor #6 is "FAILED" if the urban carrier crash rate exceeds 1.7 or the non-urban carrier crash rate exceeds 1.5.

OVERALL STATUS DETERMINATION - Any carrier with 3 or more "FAILED" factors is deemed to have failed the Safety Audit by having inadequate safety management controls in place to operate in the U.S.





ODYSSEY MANUFACTURING COMPANY (ODYSSEY MANUFACTURING CO dba)
USDOT#: 826347

Review Date:
3/21/2018

Part B Requirements and/or Recommendations

1. "Is Your Registration Information Current?"

FMCSA requires carriers to update their registration data via a MCS-150 form every 24 months. Please review, verify and update your contact information, Vehicle Miles Travelled (VMT) and Power Unit (PU) data to ensure that it is current and accurate, since it is used in the new Carrier Safety Measurement System. You should access the system, review all the information and press the submit button. Once you've done this, the system will record that you've reviewed the information and you will be in compliance with the biennial update requirement.

https://li-public.fmcsa.dot.gov/LIVIEW/PKG_REGISTRATION.prc_option

2. A complete Educational and Technical Assistance package entitled " A MOTOR CARRIER'S GUIDE TO IMPROVING HIGHWAY SAFETY" is available free on the FMCSA website to assist you in complying with the safety regulations. It contains many forms and documents useful for improving the safety of your operations. Check: www.fmcsa.dot.gov/factsfigs/eta/index.html.

3/21/2018

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USDOT#: 826347

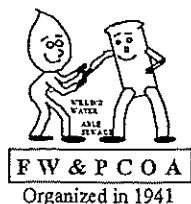


Sentri - 2.0.0

Review Date: 3/21/2018

JF136384USV6V

7F



Florida Water & Pollution Control Operators Association, Incorporated

September 8, 2014

ODYSSEY

Attention: Patrick Allman
1484 Massaro Blvd.
Tampa, FL 33619

Dear: Patrick Allman:

We are pleased to inform that FW&PCOA has granted your request for Approval of your CEU Course Offerings. The FW&PCOA course number and Continuing Education Units are as follows:

TITLE	COURSE ID #	CEU's
Sodium Hypochlorite	DS/DW/WW02070001	0.2
On-Site Generation of Sodium Hypochlorite	DS/DW/WW02070002	0.2
Disinfection Basic & Chloramination	DS/DW/WW02070003	0.2
Chemical System Design & Troubleshooting	DS/DW/WW02070004	0.2
Basic Chemical Handling, Safety & Operation	DS/DW/WW02070005	0.2

When you have completed your seminar, I need to have the following mailed to me within 15 days of course completion:

Course Completion Record completed with each person that attended the seminar
Course Roster and Sign-in Sheets
Certificate of Completion completed for each student in attendance
Course evaluation form filled out by each student
Payment of \$10.00 per student for each course they attended

If you have any further questions please do not hesitate to contact us.

Sincerely,

Shirley Reaves
FW&PCOA Training Office
4401 S. Hopkins Ave. Suite 108
Titusville, FL 32780
Phone (321) 383-96900
Fax (321) 383-9691

7G



ODYSSEY
MANUFACTURING CO.

ODYSSEY MANUFACTURING CO.

09/30/25

**Ultra-Chlor Sodium Hypochlorite Specification
For
12.5 Trade Percent Available Chlorine**

<u>Item</u>	<u>Guarantees</u>	<u>Typical Values</u>
Chemical Formula:	NaOCl in water	NaOCl in water
Delivered Grams per Liter:	≥125 GPL	125 - 128 GPL
Delivered Trade Percent	≥12.5	12.5 – 12.8
Specific Gravity Range:	1.159 - 1.172	1.163 - 1.165
% by Weight Excess Sodium Hydroxide:	0.2 – 0.4	0.25 – 0.35
pH:	12.3 – 12.9	12.4 – 12.7
Weight % Sodium Hypochlorite:	≥11.1	11.1 - 11.4
Iron (Fe):	<0.30 mg/L	.1 - .2 mg/L
Copper (Cu):	<0.03 mg/L	Not detectable
Nickel (Ni):	<0.03 mg/L	Not detectable
Manganese (Mn):	<0.03 mg/L	Not detectable
Selenium (Se):	<.02 mg/L	Not detectable
Total Hardness (as calcium carbonate)	<3.0 mg/L	1.0 – 1.5 mg/L
Bromate:	<20 mg/L	0 – 5 mg/L
Perchlorate (At time of manufacture):	<10 mg/L	Not Detectable
Chlorate (At time of manufacture):	<2,000 mg/L	500-1,000 mg/L
Viscosity (Varies with temperature):	1.75 – 2.50 centipois	1.75 – 2.50 centipois
Specific Heat:	.90 - .94 Cal./gm/deg C	.91 - .93 Cal./gm/deg C
Thermal Conductivity :	.2 - .4 W/m/deg C	.3 - .35 W/m/deg C
Suspended Solids Test (e.g. Filter Test):	<3 minutes	.9 – 1.25 minutes
Appearance:	Greenish-yellow liquid	Greenish-yellow liquid

Note: Product is certified to meet ANSI/NSF Standard 60 and is in compliance with ANSI/AWWA Standard B300-10.



SODIUM HYPOCHLORITE (ULTRA CHLOR)

SAFETY DATA SHEET

SECTION I - CHEMICAL PRODUCT AND COMPANY IDENTIFICATION

1.1 Product identifier

Product name: ULTRA CHLOR

Product code(s): 8 (As classified by 49 CFR 173 due to destruction over time of steel and aluminum)

Synonyms: Sodium Hypochlorite Solution, Bleach Solution, Bleach Liquor, Hypo-solution, Bleach, Liquid Bleach

REACH Registration Number: The materials in this product have been registered according to Regulation (EC) 1907/2006.

1.2 Relevant identified uses of the substance or mixture and uses advised against

Uses: Cleaner, Disinfectant, Biocide and Sanitizer

Uses Advised Against: None

1.3 Details of the Supplier and of the Safety Data Sheet (SDS)

Odyssey Manufacturing Co.

1484 Massaro Boulevard

Tampa, Florida 33619

+1-813-635-0339 (24 hours)

1.4 Emergency telephone number:

1-800-ODYSSEY (Florida)

1-813-635-0339 (Outside Florida)

1-813-340-9093 (Control Room Cell Phone)

SECTION II - HAZARDS IDENTIFICATION

2.1 Classification of substance or mixture

Classification REGULATION (EC) No 1272/2008

Skin Corrosiveness: IB; **Skin Irritant:** 2

Eye Irritant: 2

Aquatic Acute: 1

Description: Clear, greenish-yellow liquid; chlorine-like odor. Irritating to eyes, skin and respiratory system. Can cause burns to all areas contacted.

2.2 Label elements

Labeling Regulation (EC) No 1272/2008

Hazard pictograms



Signal word:

DANGER

Hazard statements:

H314 – Causes severe skin burns and eye damage

H319 – Causes serious eye irritation

H400 – Very toxic to aquatic life

- [Prevention] P260 – Do not breathe dusts or mists.
P264 – Wash hands or any exposed skin areas thoroughly after handling.
P273 – Avoid release to the environment.
P280 – Wear protective gloves/protective clothing/eye protection/face protection.
- [Response] P301 + P330 + P331 – IF SWALLOWED: Rinse mouth. Do NOT induce vomiting.
P303 + P361 + P353 – IF ON SKIN (or hair): Remove/Take off immediately all contaminated clothing. Rinse skin with water/shower.
P363 – Wash contaminated clothing before reuse.
P304 + 340 – IF INHALED: Remove victim to fresh air and keep at rest in a position comfortable for breathing.
P310 – Immediately call a POISON CENTER or doctor/physician.
P305 + P351 + P338 – IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
P337 – If eye irritation persists: Get medical advice/attention.
P391 – Collect spillage.
- [Storage] P405 – Store locked up.
- [Disposal] P501 – Dispose of container in accordance with local/regional/national/international regulations.

Classification according to Directive 67/548/EEC or Directive 1999/45/EC



- Risk phrases: R31 – Contact with acids liberates toxic gas.
R34 – Causes burns.
R36/38 – Irritating to eyes and skin.
R50 – Very toxic to aquatic organisms.
- Safety phrases: S1/2 – Keep locked up and out of the reach of children.
S26 – In case of contact with eyes, rinse immediately with plenty of water and seek medical advice.
S28 – After contact with skin, wash immediately with plenty of soap-suds.
S37/39 – Wear suitable gloves and eye/face protection.
S45 – In case of accident or if you feel unwell, seek medical advice immediately (Show the label whenever possible).
S50 – Do not mix with acids or other incompatible materials (refer to section 10).
S60 – This material and its container must be disposed of as hazardous waste.

Additional labeling: EUH031 – Contact with acids liberates toxic gas.

SECTION III - COMPOSITION, INFORMATION ON INGREDIENTS

3.1 Substances

Chemical nature: Sodium hypochlorite, aqueous solution

% by Weight	Ingredient	CAS Number	EC Number	Index Number	EC Classification
10.0 – 11.4	Sodium Hypochlorite	7681-52-9	231-668-3	017-011-00-1	C, R34; R31; N, R50
0.1 – 0.4	Sodium Hydroxide	1310-73-2	215-185-5	011-002-00-6	Xi, 36/38
88.2 – 89.9	Water	7732-18-5	231-791-2		

3.2 Mixtures - Not applicable

SECTION IV - FIRST AID MEASURES

4.1 Description of first aid measures

Inhalation: If product vapors or mists cause respiratory irritation or distress, move the exposed person to fresh air immediately. If breathing is difficult or irregular, administer oxygen; if respiratory arrest occurs, start artificial respiration by trained

personnel. Loosen tight clothing such as a collar, tie, belt or waistband. If symptoms persist, seek medical attention immediately.

Eyes: Immediately flush eyes with large amounts of water for 15 minutes, occasionally lifting upper and lower lids. Remove contact lenses after the first 5 minutes and continue washing. Obtain immediate medical attention, preferably from an ophthalmologist.

Skin: Flush skin with large amounts of water while removing contaminated clothing. Wash affected area with soap and water. Wash contaminated clothing and shoes thoroughly before reuse. Seek prompt medical attention if rash develops.

Ingestion: Rinse mouth with water. Do not induce vomiting unless directed to do so by medical personnel. Never give anything by mouth to an unconscious person. Get medical attention immediately.

4.2 Most important symptoms and effects, both acute and delayed

Potential health symptoms and effects

Eyes: Causes severe eye irritation and burns. Symptoms include redness, pain, itching, burning sensation and tearing. Material is extremely destructive to eyes, mucous membranes and surrounding tissues.

Skin: Causes severe skin irritation and burns. Symptoms include redness, pain, itching and burning sensation. May be harmful if absorbed through the skin.

Inhalation: Vapors and mists may be harmful if inhaled, causing sore throat and cough. Material is extremely destructive to the tissue of the mucous membranes and upper respiratory tract.

Ingestion: May cause severe gastrointestinal tract irritation with abdominal pain, burning sensation, cough, diarrhea, sore throat and vomiting. May cause burns and irritation to mucous membranes of the mouth and to tissues of the digestive tract.

Chronic: Repeated or prolonged contact with spray mist may produce chronic eye irritation, severe skin irritation and/or respiratory tract irritation leading to frequent attacks of bronchial infection.

SECTION V - FIRE FIGHTING MEASURES

5.1 Extinguishable media

Suitable methods of extinction: Material does not burn. Use fire extinguishing media appropriate for surrounding materials.

Unsuitable methods of extinction: None listed

5.2 Special hazards arising from the substance or mixture

Closed containers may explode (due to the build-up of pressure) when exposed to extreme heat. During emergency conditions overexposure to toxic decomposition products may cause a health hazard. Fire may cause the evolution of chlorine, hydrogen chloride gas and chlorine oxides. Symptoms may not be immediately apparent. Obtain immediate medical attention.

5.3 Advice for firefighters

Full protective equipment including self-contained breathing apparatus should be used. Water may be used to cool closed containers to prevent pressure build-up and possible autoignition or explosion when exposed to extreme heat. If possible, firefighters should control run-off water to prevent environmental contamination.

SECTION VI - ACCIDENTAL RELEASE MEASURES

6.1 Personal precautions, protective equipment and emergency procedures

Avoid breathing vapors/mists. Avoid contact with skin and eyes. Wear appropriate protective clothing designated in Section 8. Ventilate the area. Evacuate personnel to safe areas.

6.2 Environmental precautions

Avoid dispersal of spilled material or run-off and prevent contact with soil and entry into drains, sewers or waterways. Contain and recover liquid when possible.

6.3 Methods and materials for containment and cleaning up

Cover drains. Cover with a large quantity of inert absorbent (e.g. sand, vermiculite, kitty litter, dry earth). Do not use combustible materials such as saw dust. Collect product using a shovel and place into approved container for proper disposal as hazardous waste. For large spills use water spray to divert vapor drift. Observe possible material restrictions (section 7.2 and 10.5). Clean contaminated area with water. Do not mix with other cleaning agents that may liberate chlorine gas vapors.

US Regulations (CERCLA) require reporting spills and releases to soil water and air in excess of reportable quantities. Reportable quantity (RQ) for hypochlorite solutions is 45.36 kg (100 lbs).

Reportable Quantity (RQ): 100 lbs or 45.36 kg (approximately 100 gal or 378.5 L of Odyssey Ultrachlor 12.5 Trade Percent

sodium hypochlorite). In the event of a spill (e.g. defined as any release to the environment), call Odyssey Manufacturing and/or the emergency contact numbers as soon as possible for assistance.

*****For releases higher than the Reportable Quantity (RQ), you must notify the State Emergency Response Commission at (800) 320-0519 AND the National Response Center at (800) 424-8802 or (202) 267-2675 within 15 minutes!!!*****

In the event of a spill, contact either hazardous chemical response company or Odyssey Manufacturing for assistance. Odyssey Manufacturing Co. has a contract with American Compliance Technology, Inc. (ACT) out of Bartow, Florida to perform emergency response and hazardous material and environmental services cleanup for its facilities, its transportation vehicles and its customer's facilities and transportation vehicles. They can be reached at 800-226-0911.

6.4 Reference to other sections

For indications about waste treatment, see section 13.

SECTION VII - HANDLING AND STORAGE

7.1 Precautions for safe handling

Observe label precautions. Avoid contact with skin and eyes. Wear all appropriate protective equipment specified in Section 8. Wash thoroughly after handling. Keep containers closed when not in use. Use proper equipment for lifting and transporting all containers.

Advice on protection against fire and explosion

Material is non-flammable and non-combustible.

7.2 Conditions for safe storage, including any incompatibilities

Keep in cool, dry, ventilated storage areas in closed containers. Protect against physical damage. Isolate from incompatible substances. Do not store near acids, heat, oxidizable materials or organics.

Store in a receptacle equipped with a vent. Transfer only to approved containers having correct labeling. Containers that have been opened should be carefully resealed and kept upright to prevent leakage. Do not take internally. Keep locked up and out of reach of children.

7.3 Specific end uses

Apart from the uses mentioned in section 1.2, no other specific uses are stipulated.

SECTION VIII - EXPOSURE CONTROLS AND PERSONNEL PROTECTION

8.1 Control parameters

Components	CAS Number	OSHA	ACGIH	AIHA (WEEL)
Sodium Hypochlorite	7681-52-9	2 mg/m ³ TWA; skin	0.5 ppm as CL ₂ TWA; 1 ppm as CL ₂ STEL, A4	2 mg/m ³ STEL
Sodium Hydroxide	1310-73-2	2 mg/m ³ TWA	2 mg/m ³ Ceiling	

8.2 Exposure controls

Engineering Measures: Technical measures and appropriate working operations should be given priority over the use of personal protective equipment. Use adequate ventilation. Local exhaust is preferable. See section 7.1.

Individual protection measures: Wear protective clothing to prevent repeated or prolonged contact with product. Protective clothing needs to be selected specifically for the workplace, depending on concentrations and quantities of hazardous substances handled. The chemical resistance of the protective equipment should be enquired at the representative supplier.

Hygiene measures: Facilities storing or using this material should be equipped with an eyewash station and safety shower. Change contaminated clothing. Preventive skin protection is recommended. Wash hands thoroughly after use, before eating, drinking or using the lavatory and at the end of the workday.

Eye/face protection: Wear tightly fitting protective goggles and a face shield (8-inch minimum). Refer to 29 CFR 1910.133, ANSI Z87.1 or European Standard EN 166.

Hand Protection: Wear gloves recommended by glove supplier for protection against materials in section 3. Gloves must be inspected prior to use. Gloves should be impermeable to chemicals and oil. Breakthrough time of selected gloves must be greater than the intended use period. Use proper glove removal technique (without touching glove's outer surface) to avoid skin contact with this product.

Other protective equipment: Wear impervious, protective chemical resistant clothing including boots, gloves, lab coat, apron or coveralls as appropriate to the situation to prevent skin contact.

Respiratory Protection: Always use an approved respirator when vapor/aerosols are generated. Where risk assessment shows air-purifying respirators are appropriate use a full-faced respirator with multi-purpose combination (US) or type ABEK (EN 14387) respirator cartridges as a backup to engineering controls. If the respirator is the sole means of protection, use a full-face supplied air respirator. Use respirators and components tested and approved under appropriate government standards such as NIOSH (US) or CEN (EU).

Environmental exposure controls: Do not empty into drains.

SECTION IX - PHYSICAL AND CHEMICAL PROPERTIES

9.1 Information on basic physical and chemical properties

Appearance	Clear, greenish yellow colored liquid
Odor	Pungent, chlorine-like
Odor Threshold	No data available
Molecular Weight	74.44 (sodium hypochlorite)
Chemical Formula	NaOCl (sodium hypochlorite)
pH	11 – 13
Freezing Point	-13.9° C (7° F)
Initial Boiling Point	100° C (212° F) – lowest known value
Evaporation Rate	<1 (BuAc = 1)
Flammability (solid, gas)	No data available
Flash Point	No data available
Autoignition Temperature	No data available
Decomposition Temperature	110° C (230° F)
Lower Explosive Limit (LEL)	No data available
Upper Explosive Limit (UEL)	No data available
Vapor Pressure	No data available
Vapor Density	No data available
Relative Density	1.15 – 1.17 g/ml (9.597 – 9.764 lb/gal) @ 60 ° F
Viscosity	No data available
Solubility in Water	Complete
Partition Coefficient: n-octanol/water	No data available
Volatiles by Volume @ 70° F	No data available; decomposes leaving salt solution

9.2 Other data - No data available

SECTION X - STABILITY AND REACTIVITY

10.1 Reactivity

Slowly decomposes on contact with air. Rate increases with the concentration and temperature. Exposure to sunlight accelerates decomposition.

10.2 Chemical stability

Stable under recommended storage conditions. Slowly decomposes on contact with air. Rate increases with the concentration and temperature. Exposure to sunlight accelerates decomposition. Sodium hypochlorite becomes less toxic with age.

10.3 Possibility of hazardous reactions

Avoid excessive heat and sources of ignition. Flammable hydrogen may be generated from contact with metals such as: aluminum, brass, tin, zinc and alloys of these metals. Avoid contact with acids, halogenated organics, organic nitro compounds

and glycols. Hazardous gases may be generated from contact with acids, ammonium hydroxide (aqua ammonia) or cleaners containing ammonia compounds. Violent reactions may occur with some organic compounds. Sodium hypochlorite reacts readily with various reducing sugars (e.g. fructose, galactose, maltose, dry whey solids) to produce carbon monoxide. Precautions should be taken including atmospheric monitoring of the tank to ensure safety of personnel. Hazardous polymerization will not occur.

10.4 Conditions to avoid

Light, heat, air and contact with incompatible materials (see section 10.5).

10.5 Incompatible materials

Ammonia, amines, ammonium salts, aziridine, methanol, phenyl acetonitrile, cellulose, ethylenimine, organic materials, oxidizable metals/powdered metals, acids, soaps and bisulfates. Forms shock-sensitive mixtures with certain other materials.

10.6 Hazardous decomposition products

Thermal decomposition products include chlorine gas, hydrogen chloride gas, hydrochloric acid, sodium oxide. Decomposition rate increases with temperature.

SECTION XI - TOXICOLOGICAL INFORMATION

11.1 Information on toxicological effects

Acute Oral Toxicity (Sodium Hypochlorite)

TDLo - 1 gm/ kg oral (woman)

TDLo - 45 mg/kg intravenous (man)

LD₅₀ - 5,800 mg/kg (mouse)

LD₅₀ - 140 mg/kg - 9 week(s) continuous oral (rat)

Acute inhalation toxicity

May cause severe bronchial irritation, sore throat with possible blistering, coughing, stomatitis, nausea, labored breathing, shortness of breath and pulmonary edema. 10-20 mg/m³ causes burning of the nose and throat; 40-60 mg/m³ may be fatal. If sufficient amounts are absorbed, may cause effects as detailed in acute ingestion.

Acute dermal toxicity

Extent of damage depends on concentration, pH, and volume of solution and duration of contact. May cause redness, pain, blistering, itchy eczema and chemical burns. Sensitization reactions are possible in previously exposed persons.

Skin irritation

Skin irritation - 24 h (Rabbit)

Eye irritation

Rabbit, Adult - 10 mg, moderate irritation

May cause redness, pain, and blurred vision. Solutions of 5% splashed in human eyes have caused a burning sensation and later only slight superficial disturbance of the corneal epithelium which cleared completely in the next day or two without special treatment. However, one animal study reports a 5% solution causing only moderate irritation with clearing within 7 days. A higher concentration of 15% tested on rabbit eyes caused immediate severe pain, hemorrhages, rapid onset of ground-glass appearance of the corneal epithelium, moderate bluish edema of the whole cornea, chemosis and discharge for several days. Such eyes have sometimes healed in 2-3 weeks with slight or no residual corneal damage but they had neovascularization of the conjunctiva and distortion of the nictitating membrane by scarring.

Sensitization

May cause allergic skin reaction

Genotoxicity in vitro

No data available

Mutagenicity

Mutation in micro organisms - Salmonella typhimurium 1 mg / plate (-S9)

DNA repair - Escherichiacoli 20 µg/ disc;

DNA damage – *Esoherichiacoli* 420 µmol/L
Phage inhibition capacity – *Esoherichiacoli* 103 µg/ well
Micronucleus test - non-mammalian species multiple 200 ppb
Cytogenetic analysis - non-mammalian species multiple 120 µg/ L
Cytogenetic analysis – human lymphocyte 100 ppm 24hour(s)
Sister chromatid exchange – human embryo 149 mg/ L
Cytogenetic analysis – hamster lung 100 mg/ L

Aspiration hazard

No test data available. Risk of serious damage to lungs by aspiration.

Specific organ toxicity - single exposure

No data available

Specific organ toxicity - repeated exposure

May cause allergic skin reactions, dermatitis (allergic and contact) and asthma or bronchitis. Sensitization reactions are reported in individuals who are exposed in small amounts through their water supply. High doses have caused sperm abnormality in mice.

Additional information

RTECS: Not available

11.2 Further information

Ingestion: May cause irritation and erosion of the mucous membranes, vomiting (possibly bloody) and abdominal pain and spasms. A drop in blood pressure, shallow respiration, edema (possibly severe) of pharynx, larynx, and glottis, confusion, convulsions, delirium and coma may occur. Cyanosis and circulatory collapse are possible. Esophageal or gastric perforation and strictures are rare. Death may occur, usually due to complications of severe local injury such as toxemia, shock, perforations, hemorrhage, infection and obstruction. Massive ingestions may produce fatal hyperchloremic metabolic acidosis or aspiration pneumonitis.

Further data: Handle in accordance with good industrial hygiene and safety practice.

Chronic Effects

Persons with impaired respiratory function may be more susceptible to the effects of this substance.

Sodium Hypochlorite (hypochlorite salts) is listed by IARC as a Group 3 Carcinogen – Not classifiable as to its carcinogenicity to humans. Sodium Hydroxide is not listed by IARC. None of the components of this product are listed as carcinogens by ACGIH, IARC, NTP or OSHA. No data is available regarding its mutagenicity and/or teratogenicity of this material, nor is there any available data that indicates it causes adverse developmental and/or fertility effects.

SECTION XII - ECOLOGICAL INFORMATION

12.1 Toxicity Aquatic Ecotoxicity:

This product is very toxic to aquatic organisms.

Aquatic Ecotoxicity:

Acute and prolonged toxicity to fish:	LC ₅₀ – <i>Pimephales promelas</i> (Fathead minnow) 96 h: 0.22 – 0.62 mg/L LC ₅₀ – <i>Oncorhynchus clarki</i> (Cutthroat trout) 96 h: 0.94 µg/L (mortality)
Acute toxicity to aquatic invertebrates:	EC ₅₀ – <i>Daphnia magna</i> (Water flea), 96 h: 2.1 mg/L LC ₅₀ – Protozoan phylum (Protozoa), 7 h: 31.6 µg/L
Acute toxicity to aquatic plants:	LC ₅₀ – Algae, phytoplankton, algal mat (Algae), 96 h: 90 µg/L (mortality) EC ₅₀ – <i>Desmodesmus subspicatus</i> (Green algae), 24 h: 28 mg/L
Acute phytotoxicity, aquatic plants:	Biomass reduction – <i>Potamogeton crispus</i> (Curled pond weed), 35h: 23 µg/L
Acute toxicity, miscellaneous aquatic:	Chlorophyll Threshold, Aquatic community, 28 d: 2.1 µg/L

12.2 Persistence and degradability

Biodegradability

The methods for determining the biological degradability are not applicable to inorganic substances.

12.3 Bioaccumulation potential

Partition coefficient, n-octanol in water: Data not available

Bioaccumulation is not expected

12.4 Mobility in soil

Product is mobile in water.

12.5 Results of PBT and vPvB assessment

PBT/vPvB assessment is not available as chemical safety assessment was not conducted.

12.6 Other adverse effects

Additional ecological information

This material is a very toxic to aquatic life. Do not allow material to run into surface waters, wastewater or soil.

SECTION XIII - DISPOSAL CONSIDERATIONS

13.1 Waste treatment methods

The generation of waste should be avoided or minimized whenever possible. This material is subject to disposal regulations under U.S. EPA 40 CFR Parts 261 and 262. Container should be disposed of in a safe way as empty containers may contain product residue. Leave chemicals in original containers. No mixing with other waste. Handle unclean containers like the product itself. Incinerate in an approved facility. Do not incinerate closed container. Dispose of in accordance with the Directive 2008/98/EC as well as other national, federal, state/provincial and local laws and regulations.

No waste code according to the European Waste Catalogue can be assigned for this product, as the intended use dictates the assignment. The waste code is established in consultation with the regional waste disposer.

SECTION XIV - TRANSPORT INFORMATION

US DOT (Domestic Ground Transportation)

Proper Shipping Name:	Hypochlorite Solutions
Hazard Class:	8 (As classified by 49 CFR 173 due to destruction over time of steel and aluminum)
Packing Group:	III
NAERG:	Guide #154
Packaging Authorizations:	Non-Bulk: 49 CFR 173.203; Bulk: 49 CFR 173.241
Packaging Exceptions:	49 CFR 173.154

IMO/IMDG (Water Transportation)

Proper Shipping Name:	Hypochlorite Solutions
Hazard Class:	8 (As classified by 49 CFR 173 due to destruction over time of steel and aluminum)
UN/NA#:	UN1791
Packing Group:	III
Marine Pollutant:	NO
EMS Number:	F-A, S-B

ICAO/IATA (Air Transportation)

Proper Shipping Name:	Hypochlorite Solutions
Hazard Class:	8 (As classified by 49 CFR 173 due to destruction over time of steel and aluminum)
UN/NA#:	UN1791
Packing Group:	III
Quantity Limitations:	49 CFR 175.75 - Cargo Aircraft Only: 60L Passenger Aircraft: 5L

RID/ADR (Rail Transportation)

Proper Shipping Name:	Hypochlorite Solutions
Hazard Class:	8 (As classified by 49 CFR 173 due to destruction over time of steel and aluminum)
UN/NA#:	UN1791
Packing Group:	III

Marine Pollutant: Yes (Refer to Refer to 171.4 and 172.322 for further guidance)

Signal Word: DANGER

Hazard Symbols: GHS05, GHS09 (GHS); C, N (EEC)



SECTION XV - REGULATORY INFORMATION

15.1 Safety, health and environmental regulations/legislation specific for substance or mixture

U. S. Federal Regulations

OSHA Hazard Communication Standard: This material contains "Hazardous Chemicals" as defined by the OSHA Hazard Communication Standard (29 CFR 1910.1200).

OSHA PSM: Not regulated under OSHA Process Safety Management Standard (PSM) 29 CFR 1910.119

EPA RMP: Not regulated under EPA Risk Management Standard (RMP) 40 CFR Part 68

EPA FIFRA: This product is a registered Pesticide under the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA) 40 CFR Part 150

TSCA Status: All components of this product are listed on the Toxic Substance Control Act (TSCA) Inventory.

This product not subject to TSCA 12(b) Export Notification.

Superfund Amendments and Reauthorization Act (SARA)

SARA Section 311/312 Hazard Categories: This product is subject to the reporting requirements of Section 311/312 of the Emergency Planning and Community Right-to Know Act of 1986.

Acute: Yes Chronic: No Fire: No Reactive: No

SARA 313 Information: None of the chemicals in this product exceed the threshold (de minimis) reporting levels established by Section 313 of the Emergency Planning and Community Right-to Know Act of 1986.

SARA 302/304 Extremely Hazardous Substance: No components of the product exceed the threshold (de minimis) reporting levels established by of these sections of Title III of SARA.

SARA 302/304 Emergency Planning & Notification: No components of the product exceed the threshold (de minimis) reporting levels established by of these sections of Title III of SARA.

Comprehensive Response Compensation and Liability Act (CERCLA): This product contains the following CERCLA reportable substances:

Sodium Hypochlorite (CAS # 7681-52-9), RQ – 45.36 kg (100 lbs)

Sodium Hydroxide (CAS # 1310-73-2), RQ – 453.59 kg (1,000 lbs)

**Special Note: The Reportable Quantity (RQ) of Ultra-CHLOR Solution is approximately 100 gallons*

Clean Air Act (CAA)

This product does not contain any chemicals that are listed as Hazardous Air Pollutants (HAPs) designated in CAA Section 112 (b).

This product does not contain any Class 1 Ozone depleters.

This product does not contain any Class 2 Ozone depleters.

Clean Water Act (CWA)

Sodium hypochlorite, sodium hydroxide and hypochlorite solutions are listed as Hazardous Substances under the CWA.

None of the chemicals in this product are listed as Priority Pollutants under the CWA.

None of the chemicals in this product are listed as Toxic Pollutants under the CWA.

U.S. State Regulations

California Prop 65, Safe Drinking Water and Toxic Enforcement Act of 1986: This product contains no chemical(s) known to the state of California to cause cancer or other reproductive harm.

Other U.S. State Inventories:

Sodium hypochlorite (CAS #7681-52-9) is found on the following State Hazardous Substance Inventories and/or Right-to-Know lists: CA, DE, MA, MN, NY, NJ, PA.

Sodium hydroxide (CAS #1310-73-2) is found on the following State Hazardous Substance Inventories and/or Right-to-Know lists: CA, DE, ID, MA, MN, NY, NJ, PA, WA, WI.

Canada

WHMIS Hazard Symbol and Classification:



Class E – Skin Irritant

Canadian Controlled Products Regulations (CPR): This product has been classified in accordance with the hazard criteria of the Controlled Products Regulations, and the SDS contains all the information required by the Controlled Products Regulations.

Canadian Ingredient Disclosure List (IDL): Sodium hypochlorite and sodium hydroxide are listed on the IDL.

Canadian National Pollutant Release Inventory (NPRI): None of the ingredients in this product are listed on the NPRI.

European Economic Community

WGK, Germany (Water danger/protection): 2

Chemical Inventory Lists

Country	Inventory Name	Inventory Listing*
United States	Toxic Substance Control Act (TSCA)	Yes
Canada	Domestic Substance List (DSL)	Yes
Canada	Non-Domestic Substance List (NDSL)	Yes
Europe	Inventory of New and Existing Chemicals (EINECS)	Yes
Australia	Australian Inventory of Chemical Substances (AICS)	Yes
New Zealand	New Zealand Inventory of Chemicals (NZIoC)	Yes
China	Inventory of Existing Chemical Substances in China (IECSC)	Yes
Japan	Inventory of Existing and New Chemical Substances (ENCS)	Yes
Korea	Existing Chemicals List (ECL)	Yes
Philippines	Philippines Inventory of Chemicals and Chemical Substances (PICCS)	Yes

*"Yes" indicates that all components of this product are in compliance with the inventory requirements administered by the governing country.

*"No" indicates that one or more components of this product are not on the inventory and are not exempt from listing.

SECTION XVI - OTHER INFORMATION

Hazardous Material Information System (HMIS)

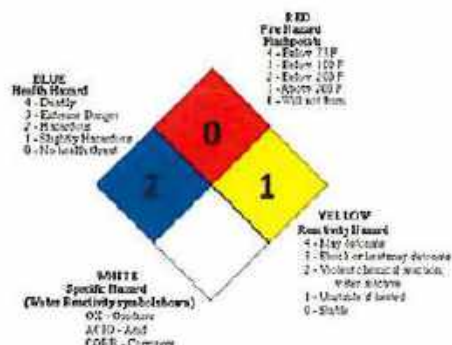
HEALTH	2
FLAMMABILITY	0
REACTIVITY	1
PERSONAL PROTECTION	H

HMIS / NFPA Hazard Rating Legend

* = Chronic Health Hazard 2 = MODERATE
 0 = INSIGNIFICANT 3 = HIGH
 1 = SLIGHT 4 = EXTREME



National Fire Protection Association (NFPA)



For additional information, contact our technical service department.

Information contained in this SDS refers only to the specific material designated and does not relate to any process or use involving other materials. This information is based on data believed to be reliable, and the Product is intended to be used in a manner that is customary and reasonably foreseeable. Since actual use and handling are beyond our control, no warranty, express or implied, is made and no liability is assumed by Odyssey Manufacturing in connection with the use of this information.

ENCLOSURE

8

CERTIFICATION REGARDING SCRUTINIZED COMPANIES LIST

Respondent Vendor Name:	<u>ODYSSSEY MANUFACTURING CO.</u>		
Vendor FEIN:	<u>65-0846345</u>		
Vendor's Authorized Representative Name and Title:	<u>PATRICK H. ALLMAN, GENERAL MANAGER</u>		
Address:	<u>1484 MASSARO BLVD.</u>		
City:	<u>TAMPA</u>	State:	<u>FL</u> ZIP: <u>33619</u>
Phone Number:	<u>813-675-0339</u>		
Email Address:	<u>PALLMAN@ODYSSSEYMANUFACTURING.COM</u>		

Section 287.135, Florida Statutes prohibits agencies from contracting with companies, for goods or services over \$1,000,000, that are participating in a boycott of Israel, are on the Scrutinized Companies that Boycott Israel list, the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria. Both lists are created pursuant to Section 215.473, Florida Statutes.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the sector entitled "Respondent Vendor Name" is not participating in a boycott of Israel, is not listed on the Scrutinized Companies that Boycott Israel List, the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List and has not been engaged in business operations in Cuba or Syria. I understand that pursuant to Section 287.135, Florida Statutes, the submission of false certification may subject company to civil penalties, attorney's fees, and/or costs.

Certified By:	
AUTHORIZED SIGNATURE	
Print Name and Title:	<u>PATRICK H. ALLMAN, GENERAL MANAGER</u>
Date:	<u>7.8.26</u>

ENCLOSURE

9

CONFLICT OF INTEREST DISCLOSURE FORM

For purposes of determining any possible conflict of interest, all firms, must disclose if any Bay County Board of County Commissioner(s), employee(s), elected officials(s), or any of its agencies is also an owner, corporate officer, agency, employee, etc., of their firm.

Indicate either "yes" (a county employee, elected official, or agency is also associated with your firm), or "no". If yes, give person(s) name(s) and position(s) with your firm.

YES _____

NO X _____

NAME(S)

N/A

POSITION(S)

N/A

Name of Firm:

ODYSSEY MANUFACTURING CO.

Authorized Signature:



Printed Name:

PATRICK H. ALLMAN

Title:

GENERAL MANAGER

Date:

7.8.26

ENCLOSURE

10

DRUG FREE WORKPLACE

To have a drug-free workplace program, a business shall:

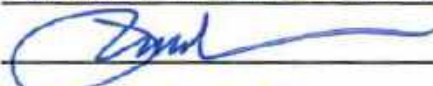
1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under Proposal a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under Proposal, the employees will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by an employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify the following:

(Check one and sign in the space provided.)

 X This firm complies fully with the above requirements.

 This firm does not have a drug free work place program at this time.

Name of Firm: 00457E4 MANUFACTURING CO.
Authorized Signature: 
Printed Name: PATRICK H. ALLMAN
Title: GENERAL MANAGER

ENCLOSURE

11

SUB-CONTRACTORS

As the bidder, I submit a listing of the Sub-Contractors which I shall use to accomplish the Work. Sub-Contractors are listed by name, address, amount of work and item of work. If none, please state so.

Subcontractor Name and Address: N/A

Work to be performed and \$ amount: _____

Subcontractor Name and Address: N/A

Work to be performed and \$ amount: _____

Subcontractor Name and Address: N/A

Work to be performed and \$ amount: _____

Subcontractor Name and Address: N/A

Work to be performed and \$ amount: _____

Name of Firm: ODYSSEY MANUFACTURING CO.

Authorized Signature: 

Printed Name: PATRICK H. ALLMAN

Title: GENERAL MANAGER

Date: 7.8.26

*Complete additional forms if needed to list all subcontractors

ENCLOSURE

12



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/23/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Higginbotham Insurance Agency, Inc. 91 Lake Morton Drive Lakeland FL 33801	CONTACT NAME: Michele Crifasi	FAX (A/C, No): 863-688-4344	
	PHONE (A/C, No, Ext): 863-688-5495	E-MAIL ADDRESS: MCrifasi@higginbotham.net	
INSURED Odyssey Manufacturing Co. 1484 Massaro Blvd Tampa FL 33619	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Westchester Surplus Lines Ins Co		27960
	INSURER B: Zenith Insurance Company		13269
	INSURER C: Tokio Marine America Insurance Company		10945
	INSURER D: Ace American Ins Co		22667
	INSURER E:		
INSURER F:			

COVERAGES **CERTIFICATE NUMBER:** 409772427 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Contractual ☒ XCU GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:	Y	Y	G24092975 017	10/1/2025	10/1/2026	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
7	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☒ SCHEDULED AUTOS NON-OWNED AUTOS ONLY ☒ Hired PD	Y	Y	H08450377	10/1/2025	10/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP-Basic \$10,000
A	☒ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$			G24092987 017	10/1/2025	10/1/2026	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	Z066828622	1/1/2026	1/1/2027	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A A C	Pollution (\$5k Ded) Claims made Prof (\$25k Ded) R/D 10/1/09 Rented & Leased Equip			G24092999 017 G24092975 017 IM500179901	10/1/2025 10/1/2025 8/1/2025	10/1/2026 10/1/2026 8/1/2026	Each Poll Condition A \$1,000,000 Ea Prof Occurrence Ag \$1,000,000 R/L Any one item/Ded 300,000/1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Total Umbrella/Excess Liability Limit \$5,000,000 and follows form: (Umbrella/Excess covers the General Liability, Auto Liability, Workers Compensation and Pollution/Professional policies)
Stephen Sidelko - Secretary - Excluded under Workers Compensation
RE: Contract 22-72 Liquid Sodium Hypochlorite Supply ; Bay County Board of Commissioners is additional insured on general liability and auto liability on a primary non-contributory basis when required by written contract. Waiver of subrogation applies on the general liability and auto liability when required by written contract. 30 Days Notice of Cancellation will be given to Bay County Board of Commissioners.

CERTIFICATE HOLDER

CANCELLATION

Bay County Board of Commissioners Att: Risk Management 840 West 11th Street Panama City FL 32401 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/23/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Higginbotham Insurance Agency, Inc. 91 Lake Morton Drive Lakeland FL 33801	CONTACT NAME: Michele Crifasi	FAX (A/C, No): 863-688-4344	
	PHONE (A/C, No, Ext): 863-688-5495	E-MAIL ADDRESS: MCrifasi@higginbotham.net	
INSURED Odyssey Manufacturing Co. 1484 Massaro Blvd Tampa FL 33619	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Westchester Surplus Lines Ins Co		27960
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	INSURER C: Tokio Marine America Insurance Company		10945
	INSURER D: Ace American Ins Co		22667
	INSURER E:		
INSURER F:			

COVERAGES **CERTIFICATE NUMBER:** 1501604674 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Contractual ☒ XCU GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC ☐ OTHER:	Y	Y	G24092975 017	10/1/2025	10/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 \$
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY ☒ Hired PD	Y	Y	H08450377	10/1/2025	10/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP-Basic \$ 10,000
A	☒ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$			G24092987 017	10/1/2025	10/1/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	Z068828622	1/1/2026	1/1/2027	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A A C	Pollution (\$5k Ded)/Claims made Prof (\$25k Ded) R/D 10/1/09 Rented & Leased Equip			G24092999 017 G24092975 017 IM500179901	10/1/2025 10/1/2025 8/1/2025	10/1/2026 10/1/2026 8/1/2026	Each Poll Condition A \$1,000,000 Ea Prof Occurrence Ag \$1,000,000 R/L Any one item/Ded 300,000/1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Total Umbrella/Excess Liability Limit \$5,000,000 and follows form: (Umbrella/Excess covers the General Liability, Auto Liability, Workers Compensation and Pollution/Professional policies)
Stephen Sidelko - Secretary - Excluded under Workers Compensation
RE: Sodium Bisulfite Piggyback Contract; Bay County Board of County Commissioners is additional insured on the general liability and auto liability on a primary non-contributory basis if required by written contract. Waiver of subrogation applies on general liability, auto liability and workers compensation when required by written contract. 30 Days Notice of Cancellation will be given to Bay County Board of Commissioners.

CERTIFICATE HOLDER

CANCELLATION

Bay County Board of County Commissioners
840 West 11th Street
Panama City FL 32401
USA

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ENCLOSURE

13

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type.
See Specific Instructions on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) ODYSSEY MANUFACTURING CO	
2 Business name/disregarded entity name, if different from above.	
3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☒ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. ☐	
5 Address (number, street, and apt. or suite no.). See instructions. 1484 MASSARO BLVD	Requester's name and address (optional)
6 City, state, and ZIP code TAMPA, FL 33619	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

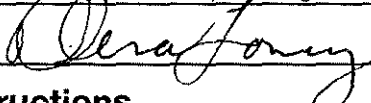
Social security number									
			-						
or									
Employer identification number									
6	5	-	0	8	4	6	3	4	5

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person 	Date 1/6/2026
------------------	--	----------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

ENCLOSURE

14

State of Florida

Department of State

I certify from the records of this office that ODYSSEY MANUFACTURING CO. is a Delaware corporation authorized to transact business in the State of Florida, qualified on June 30, 1998.

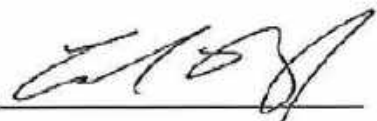
The document number of this corporation is F98000003732.

I further certify that said corporation has paid all fees due this office through December 31, 2026, that its most recent annual report/uniform business report was filed on February 20, 2026, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twenty-seventh day of May,
2026*




Secretary of State

Tracking Number: 0425534527CU

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<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

ENCLOSURE

15



January 2, 2026

Re: **CORPORATE RESOLUTION FOR AUTHORITY TO SIGN BIDS, BID FORMS, CONTRACTS, BONDS, LITIGATION DOCUMENTS & PERMITS ON BEHALF OF ODYSSEY MANUFACTURING CO.**

To Whom It May Concern,

WHEREAS, the Board of Directors of Odyssey Manufacturing Co. has determined it to be in the best interest of the Corporation to establish a Corporate Resolution. Be it: **RESOLVED**, The undersigned hereby certifies that Patrick H. Allman, its General Manager, is authorized to sign the following documents on behalf of Odyssey Manufacturing Co: (1) Bids and all bid forms; (2) All sales, purchase and lease agreements and any documents associated with these agreements; (3) Any documents relating to the sale or transfer of any product or asset; (4) Any bonds of any type; (5) Any permit or regulatory documents; (6) Any documents related to litigation by or for Odyssey Manufacturing Co.; and (7) Any financial documents relating to company finances, loans, line of credit and leases. Additionally, the undersigned is the duly elected and qualified Secretary and the custodian of the books and records and seal of Odyssey Manufacturing Co., a corporation duly formed pursuant to the laws of the state of Delaware and that the foregoing is a true record of a resolution duly adopted at a meeting of the Board of Directors and that said meeting was held in accordance with state law and the Bylaws of the above-named Corporation on January 2, 2026, and that said resolution is now in full force and effect without modification or rescission.

IN WITNESS WHEREOF, I have executed my name as Secretary and have hereunto affixed the corporate seal of the above-named Corporation this 5th day of April, 2026.

Stephen Sidelko, Secretary

Marvin T. Rakes, President

CORPORATE SEAL



MANUFACTURERS OF **ULTRA CHLOR** (800) ODYSSEY
THE CLEAR SOLUTION www.odysseymanufacturing.com

1484 MASSARO BLVD • TAMPA, FL 33619 • (813) 635-0339 • FAX (813) 630-2589

ENCLOSURE

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AFFIDAVIT OF COMPLIANCE FOR

BAY COUNTY FLORIDA

ITB No. : 26-37

This is to certify that as required, all sodium hypochlorite to be furnished under this Bid/Proposal will comply with AWWA Standard B300-18 (the most recent standard available at the time of this Bid/Proposal) as such may be amended and also the Specification for this bid. Further, this is to certify that all sodium hypochlorite to be furnished under this Bid/Proposal will comply with NSF Standard 60 and is certified by NSF as such. Further, the sodium hypochlorite supplied under this bid/proposal is in compliance with Water Chemicals Codex directives, latest revision, for impurity limits.

Patrick H. Allman

General Manager

Attest

Secretary



ENCLOSURE

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Welcome
Patrick Allman

≡ MENU

Company Information

Company Name
Odyssey Manufacturing Company

Company ID Number
367873

Doing Business As (DBA) Name
--

DUNS Number
086891541

Physical Location

Address 1
1484 Massaro Blvd.

Address 2
--

City
Tampa

State
FL

Zip Code
33619

County
HILLSBOROUGH

Mailing Address

Address 1
--

Address 2
--

City
--

State
--

Zip Code

Additional Information

Employer Identification Number
650846345

Total Number of Employees
20 to 99

Parent Organization
--

Administrator
--

Organization Designation

Employer Category
None of these categories apply

[View / Edit](#)

NAICS Code
325 - CHEMICAL MANUFACTURING

[View / Edit](#)

Total Hiring Sites
1

[View / Edit](#)

Total Points of Contact
2

[View / Edit](#)

View Original MOU Template

[View MOU](#)

Last Login: 12/09/2020 10:40 AM

U.S. Department of Homeland Security

<https://e-verify.uscis.gov/web/EmployerWizard.aspx>

U.S. Citizenship and Immigration Services

Enable Permanent Tooltips

Accessibility

Download Viewers



Company ID Number: 367873

THE E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION MEMORANDUM OF UNDERSTANDING

ARTICLE I

PURPOSE AND AUTHORITY

This Memorandum of Understanding (MOU) sets forth the points of agreement between the Department of Homeland Security (DHS) and Odyssey Manufacturing Company (Employer) regarding the Employer's participation in the Employment Eligibility Verification Program (E-Verify). This MOU explains certain features of the E-Verify program and enumerates specific responsibilities of DHS, the Social Security Administration (SSA), and the Employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). For covered government contractors, E-Verify is used to verify the employment eligibility of all newly hired employees and all existing employees assigned to Federal contracts or to verify the entire workforce if the contractor so chooses.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). Authority for use of the E-Verify program by Federal contractors and subcontractors covered by the terms of Subpart 22.18, "Employment Eligibility Verification", of the Federal Acquisition Regulation (FAR) (hereinafter referred to in this MOU as a "Federal contractor with the FAR E-Verify clause") to verify the employment eligibility of certain employees working on Federal contracts is also found in Subpart 22.18 and in Executive Order 12989, as amended.

ARTICLE II

FUNCTIONS TO BE PERFORMED

A. RESPONSIBILITIES OF SSA

1. SSA agrees to provide the Employer with available information that allows the Employer to confirm the accuracy of Social Security Numbers provided by all employees verified under this MOU and the employment authorization of U.S. citizens.
2. SSA agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. SSA agrees to provide the Employer with names, titles, addresses, and telephone numbers of SSA representatives to be contacted during the E-Verify process.
3. SSA agrees to safeguard the information provided by the Employer through the E-Verify program procedures, and to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security Numbers and for evaluation of the E-Verify program or such other persons or entities who may be authorized by SSA as governed



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by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

4. SSA agrees to provide a means of automated verification that is designed (in conjunction with DHS's automated system if necessary) to provide confirmation or tentative nonconfirmation of U.S. citizens' employment eligibility within 3 Federal Government work days of the initial inquiry.

5. SSA agrees to provide a means of secondary verification (including updating SSA records as may be necessary) for employees who contest SSA tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of U.S. citizens' employment eligibility and accuracy of SSA records for both citizens and non-citizens within 10 Federal Government work days of the date of referral to SSA, unless SSA determines that more than 10 days may be necessary. In such cases, SSA will provide additional verification instructions.

B. RESPONSIBILITIES OF DHS

1. After SSA verifies the accuracy of SSA records for employees through E-Verify, DHS agrees to provide the Employer access to selected data from DHS's database to enable the Employer to conduct, to the extent authorized by this MOU:

- Automated verification checks on employees by electronic means, and
- Photo verification checks (when available) on employees.

2. DHS agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.

3. DHS agrees to make available to the Employer at the E-Verify Web site and on the E-Verify Web browser, instructional materials on E-Verify policies, procedures and requirements for both SSA and DHS, including restrictions on the use of E-Verify. DHS agrees to provide training materials on E-Verify.

4. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in the E-Verify program. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.

5. DHS agrees to issue the Employer a user identification number and password that permits the Employer to verify information provided by employees with DHS's database.

6. DHS agrees to safeguard the information provided to DHS by the Employer, and to limit access to such information to individuals responsible for the verification of employees' employment eligibility and for evaluation of the E-Verify program, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security Numbers and employment eligibility, to enforce the Immigration and



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Nationality Act (INA) and Federal criminal laws, and to administer Federal contracting requirements.

7. DHS agrees to provide a means of automated verification that is designed (in conjunction with SSA verification procedures) to provide confirmation or tentative nonconfirmation of employees' employment eligibility within 3 Federal Government work days of the initial inquiry.

8. DHS agrees to provide a means of secondary verification (including updating DHS records as may be necessary) for employees who contest DHS tentative nonconfirmations and photo non-match tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

C. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system.

2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted regarding E-Verify.

3. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.

4. The Employer agrees that any Employer Representative who will perform employment verification queries will complete the E-Verify Tutorial before that individual initiates any queries.

A. The Employer agrees that all Employer representatives will take the refresher tutorials initiated by the E-Verify program as a condition of continued use of E-Verify.

B. Failure to complete a refresher tutorial will prevent the Employer from continued use of the program.

5. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:

- If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.

- If an employee presents a DHS Form I-551 (Permanent Resident Card) or Form I-766 (Employment Authorization Document) to complete the Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The photocopy must be of sufficient quality to allow for verification of the photo



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and written information. The employer will use the photocopy to verify the photo and to assist DHS with its review of photo non-matches that are contested by employees. Note that employees retain the right to present any List A, or List B and List C, documentation to complete the Form I-9. DHS may in the future designate other documents that activate the photo screening tool.

6. The Employer understands that participation in E-Verify does not exempt the Employer from the responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures, except for the following modified requirements applicable by reason of the Employer's participation in E-Verify: (1) identity documents must have photos, as described in paragraph 5 above; (2) a rebuttable presumption is established that the Employer has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of any individual if it obtains confirmation of the identity and employment eligibility of the individual in good faith compliance with the terms and conditions of E-Verify; (3) the Employer must notify DHS if it continues to employ any employee after receiving a final nonconfirmation, and is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) the Employer is subject to a rebuttable presumption that it has knowingly employed an unauthorized alien in violation of section 274A(a)(1)(A) if the Employer continues to employ an employee after receiving a final nonconfirmation; and (5) no person or entity participating in E-Verify is civilly or criminally liable under any law for any action taken in good faith based on information provided through the confirmation system. DHS reserves the right to conduct Form I-9 and E-Verify system compliance inspections during the course of E-Verify, as well as to conduct any other enforcement activity authorized by law.

7. The Employer agrees to initiate E-Verify verification procedures for new employees within 3 Employer business days after each employee has been hired (but after the Form I-9 has been completed), and to complete as many (but only as many) steps of the E-Verify process as are necessary according to the E-Verify User Manual, or in the case of Federal contractors with the FAR E-Verify clause, the E-Verify User Manual for Federal Contractors. The Employer is prohibited from initiating verification procedures before the employee has been hired and the Form I-9 completed. If the automated system to be queried is temporarily unavailable, the 3-day time period is extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability. Employers may initiate verification by notating the Form I-9 in circumstances where the employee has applied for a Social Security Number (SSN) from the SSA and is waiting to receive the SSN, provided that the Employer performs an E-Verify employment verification query using the employee's SSN as soon as the SSN becomes available.

8. The Employer agrees not to use E-Verify procedures for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use not authorized by this MOU. Employers must use E-Verify for all new employees, unless an Employer is a Federal contractor that qualifies for the exceptions described in Article II.D.1.c. Except as provided in Article II.D, the Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. The Employer understands that if the Employer



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uses the E-Verify system for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its access to SSA and DHS information pursuant to this MOU.

9. The Employer agrees to follow appropriate procedures (see Article III. below) regarding tentative nonconfirmations, including notifying employees in private of the finding and providing them written notice of the findings, providing written referral instructions to employees, allowing employees to contest the finding, and not taking adverse action against employees if they choose to contest the finding. Further, when employees contest a tentative nonconfirmation based upon a photo non-match, the Employer is required to take affirmative steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

10. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo non-match, does not establish, and should not be interpreted as evidence, that the employee is not work authorized. In any of the cases listed above, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status (including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, refusing to assign the employee to a Federal contract or other assignment, or otherwise subjecting an employee to any assumption that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo non-match or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 or OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

11. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA, as applicable, by not discriminating unlawfully against any individual in hiring, firing, or recruitment or referral practices because of his or her national origin or, in the case of a protected individual as defined in section 274B(a)(3) of the INA, because of his or her citizenship status. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the unfair immigration-related employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-



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Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

12. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.

13. The Employer agrees that it will use the information it receives from SSA or DHS pursuant to E-Verify and this MOU only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords) to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

14. The Employer acknowledges that the information which it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)), and that any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

15. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, including by permitting DHS and SSA, upon reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a timely and accurate manner to DHS requests for information relating to their participation in E-Verify.

D. RESPONSIBILITIES OF FEDERAL CONTRACTORS WITH THE FAR E-VERIFY CLAUSE

1. The Employer understands that if it is a subject to the employment verification terms in Subpart 22.18 of the FAR, it must verify the employment eligibility of any existing employee assigned to the contract and all new hires, as discussed in the Supplemental Guide for Federal Contractors. Once an employee has been verified through E-Verify by the Employer, the Employer may not reverify the employee through E-Verify.

a. Federal contractors with the FAR E-Verify clause agree to become familiar with and comply with the most recent versions of the E-Verify User Manual for Federal Contractors and the E-Verify Supplemental Guide for Federal Contractors.

b. Federal contractors with the FAR E-Verify clause agree to complete a tutorial for Federal contractors with the FAR E-Verify clause.

c. Federal contractors with the FAR E-Verify clause not enrolled at the time of contract award: An Employer that is not enrolled in E-Verify at the time of a contract award must enroll as a Federal contractor with the FAR E-Verify clause in E-Verify within 30 calendar days of contract award and, within 90 days of enrollment, begin to use E-Verify to initiate verification of employment eligibility of new hires of the Employer who are working in the United States,



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whether or not assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within 3 business days after the date of hire. Once enrolled in E-Verify as a Federal contractor with the FAR E-Verify clause, the Employer must initiate verification of employees assigned to the contract within 90 calendar days from the time of enrollment in the system and after the date and selecting which employees will be verified in E-Verify or within 30 days of an employee's assignment to the contract, whichever date is later.

d. Employers that are already enrolled in E-Verify at the time of a contract award but are not enrolled in the system as a Federal contractor with the FAR E-Verify clause: Employers enrolled in E-Verify for 90 days or more at the time of a contract award must use E-Verify to initiate verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within 3 business days after the date of hire. Employers enrolled in E-Verify as other than a Federal contractor with the FAR E-Verify clause, must update E-Verify to indicate that they are a Federal contractor with the FAR E-Verify clause within 30 days after assignment to the contract. If the Employer is enrolled in E-Verify for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within 3 business days after the date of hire. An Employer enrolled as a Federal contractor with the FAR E-Verify clause in E-Verify must initiate verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.

e. Institutions of higher education, State, local and tribal governments and sureties: Federal contractors with the FAR E-Verify clause that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), State or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency pursuant to a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors with the FAR E-Verify clause may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. The provisions of Article II.D, paragraphs 1.a and 1.b of this MOU providing timeframes for initiating employment verification of employees assigned to a contract apply to such institutions of higher education, State, local and tribal governments, and sureties.

f. Verification of all employees: Upon enrollment, Employers who are Federal contractors with the FAR E-Verify clause may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only new employees and those existing employees assigned to a covered Federal contract. After enrollment, Employers must elect to do so only in the manner designated by DHS and initiate E-Verify verification of all existing employees within 180 days after the election.

g. Form I-9 procedures for existing employees of Federal contractors with the FAR E-Verify clause: Federal contractors with the FAR E-Verify clause may choose to complete new Forms I-9 for all existing employees other than those that are completely exempt from this process. Federal contractors with the FAR E-Verify clause may also update previously completed Forms I-9 to initiate E-Verify verification of existing employees who are not completely exempt as long as that Form I-9 is complete (including the SSN), complies with



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Article II.C.5, the employee's work authorization has not expired, and the Employer has reviewed the information reflected in the Form I-9 either in person or in communications with the employee to ensure that the employee's stated basis in section 1 of the Form I-9 for work authorization has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen). If the Employer is unable to determine that the Form I-9 complies with Article II.C.5, if the employee's basis for work authorization as attested in section 1 has expired or changed, or if the Form I-9 contains no SSN or is otherwise incomplete, the Employer shall complete a new I-9 consistent with Article II.C.5, or update the previous I-9 to provide the necessary information. If section 1 of the Form I-9 is otherwise valid and up-to-date and the form otherwise complies with Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired subsequent to completion of the Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.C.5, subject to any additional or superseding instructions that may be provided on this subject in the Supplemental Guide for Federal Contractors. Nothing in this section shall be construed to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU, or to authorize verification of any existing employee by any Employer that is not a Federal contractor with the FAR E-Verify clause.

2. The Employer understands that if it is a Federal contractor with the FAR E-Verify clause, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

ARTICLE III

REFERRAL OF INDIVIDUALS TO SSA AND DHS

A. REFERRAL TO SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by the E-Verify system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation. The Employer must review the tentative nonconfirmation with the employee in private.

2. The Employer will refer employees to SSA field offices only as directed by the automated system based on a tentative nonconfirmation, and only after the Employer records the case verification number, reviews the input to detect any transaction errors, and determines that the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security Number to SSA for verification again if this review indicates a need to do so. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible after the Employer receives it.

3. If the employee contests an SSA tentative nonconfirmation, the Employer will provide the employee with a system-generated referral letter and instruct the employee to visit an SSA office within 8 Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it



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determines that more than 10 days is necessary. The Employer agrees to check the E-Verify system regularly for case updates.

4. The Employer agrees not to ask the employee to obtain a printout from the Social Security Number database (the Numident) or other written verification of the Social Security Number from the SSA.

B. REFERRAL TO DHS

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must print the tentative nonconfirmation notice as directed by the E-Verify system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation. The Employer must review the tentative nonconfirmation with the employee in private.

2. If the Employer finds a photo non-match for an employee who provides a document for which the automated system has transmitted a photo, the employer must print the photo non-match tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the finding. The Employer must review the tentative nonconfirmation with the employee in private.

3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation received from DHS automated verification process or when the Employer issues a tentative nonconfirmation based upon a photo non-match. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible after the Employer receives it.

4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will provide the employee with a referral letter and instruct the employee to contact DHS through its toll-free hotline (as found on the referral letter) within 8 Federal Government work days.

5. If the employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will provide the employee with a referral letter to DHS. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary. The Employer agrees to check the E-Verify system regularly for case updates.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will send a copy of the employee's Form I-551 or Form I-766 to DHS for review by:

- Scanning and uploading the document, or
- Sending a photocopy of the document by an express mail account (paid for at employer expense).

7. If the Employer determines that there is a photo non-match when comparing the photocopied List B document described in Article II.C.5 with the image generated in E-Verify, the Employer must forward the employee's documentation to DHS using one of the means described in the preceding paragraph, and allow DHS to resolve the case.



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ARTICLE IV

SERVICE PROVISIONS

SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

ARTICLE V

PARTIES

A. This MOU is effective upon the signature of all parties, and shall continue in effect for as long as the SSA and DHS conduct the E-Verify program unless modified in writing by the mutual consent of all parties, or terminated by any party upon 30 days prior written notice to the others. Any and all system enhancements to the E-Verify program by DHS or SSA, including but not limited to the E-Verify checking against additional data sources and instituting new verification procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes. DHS agrees to train employers on all changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual, the E-Verify User Manual for Federal Contractors or the E-Verify Supplemental Guide for Federal Contractors. Even without changes to E-Verify, DHS reserves the right to require employers to take mandatory refresher tutorials. An Employer that is a Federal contractor with the FAR E-Verify clause may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such a circumstance, the Federal contractor with the FAR E-Verify clause must provide written notice to DHS. If an Employer that is a Federal contractor with the FAR E-Verify clause fails to provide such notice, that Employer will remain a participant in the E-Verify program, will remain bound by the terms of this MOU that apply to participants that are not Federal contractors with the FAR E-Verify clause, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.

B. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established procedures or legal requirements. The Employer understands that if it is a Federal contractor with the FAR E-Verify clause, termination of this MOU by any party for any reason may negatively affect its performance of its contractual responsibilities.

C. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as they may determine necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.



Company ID Number: 367873

D. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.

E. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.

F. The Employer understands that the fact of its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to, Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

H. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively.



Company ID Number: 367873

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer Odyssey Manufacturing Company	
Patrick Allman	
Name (Please Type or Print)	Title
Electronically Signed	10/27/2010
Signature	Date
Department of Homeland Security – Verification Division	
USCIS Verification Division	
Name (Please Type or Print)	Title
Electronically Signed	10/27/2010
Signature	Date

Information Required for the E-Verify Program

Information relating to your Company:

Company Name:	Odyssey Manufacturing Company
Company Facility Address:	1484 Massaro Blvd.
	Tampa, FL 33619
Company Alternate Address:	
County or Parish:	HILLSBOROUGH
Employer Identification Number:	650846345



Company ID Number: 367873

North American Industry Classification Systems Code:	325
Administrator:	
Number of Employees:	20 to 99
Number of Sites Verified for:	1
Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:	
FLORIDA 1 site(s)	

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name:	Marjorie K ODonnell		
Telephone Number:	(813) 635 - 0339	Fax Number:	(813) 630 - 2589
E-mail Address:	modonnell@odysseymanufacturing.com		
Name:	Patrick H Allman		
Telephone Number:	(813) 335 - 3444	Fax Number:	(813) 630 - 2589
E-mail Address:	pallman@odysseymanufacturing.com		

**EXHIBIT 3
BAY COUNTY
INSURANCE REQUIREMENTS**

1. LOSS CONTROL/SAFETY

a. Precaution shall be exercised at all times by the Vendor for the protection of all persons, including employees, and property. The Vendor shall be expected to comply with all laws, regulations or ordinances related to safety and health, shall make special effort to detect hazardous conditions and shall take prompt action where loss control/safety measures should reasonably be expected.

b. The County may order work to be stopped if conditions exist that present immediate danger to persons or property. The Vendor acknowledges that such stoppage will not shift responsibility for any damages from the Vendor to the County.

2. DRUG FREE WORK PLACE REQUIREMENTS

All contracts with individuals or organizations that wish to do business with the Bay County Board of Commissioners, a stipulation will be made in the contract or purchase order that requires contractors, subcontractors, vendors or consultants to have a substance abuse policy. The employees of such contractors, subcontractors, vendors or consultants will be subject to the same rules of conduct and tests as the employees of the Bay County Board of Commissioners. In the event of an employee of a supplier of goods or services is found to have violated the Substance Abuse Policy, that employee will be denied access to the County's premises and job sites. In addition, if the violation(s) is/are considered flagrant, or the County is not satisfied with the actions of the contractor, subcontractor, vendor, or consultant, the County can exercise its right to bar all of the contractor's, subcontractor's, vendor's, or consultants employees from its premises or decline to do business with the contractor, subcontractor, vendor or consultant in the future. All expenses and penalties incurred by a contractor, subcontractor, vendor or consultant as a result of a violation of the County's Substance Abuse Policy shall be borne by the contractor, subcontractor, vendor, or consultant.

3. INSURANCE - BASIC COVERAGES REQUIRED

a. The Vendor shall procure and maintain the following described insurance, except for coverages specifically waived by the County, on policies and with insurers acceptable to the County. These insurance requirements shall not limit the liability of the Vendor. All subcontractors are subject to the same coverages and limits as the Vendor. The County does not represent these types or amounts of insurance to be sufficient or adequate to protect the Vendor's interests or liabilities, but are merely minimums.

b. Except for workers' compensation and professional liability, the Vendor's insurance policies shall be endorsed to name the County as an additional insured to the extent of the County's interests arising from this agreement, contract, or lease.

c. Except for workers' compensation, the Vendor waives its right of recovery against the County, to the extent permitted by its insurance policies.

d. The Vendor's deductibles/self-insured retentions shall be disclosed to the County and may be disapproved by the County. They shall be reduced or eliminated at the option of the County. The Vendor is responsible for the amount of any deductible or self-insured retention.

e. Insurance required of the Vendor or any other insurance of the Vendor shall be considered primary, and insurance of the County shall be considered excess, as may be applicable to claims which arise out of the Hold Harmless, Payment on Behalf of the County, Insurance, Certificates of Insurance and any Additional Insurance provisions of this agreement, contract or lease.

f. WORKERS' COMPENSATION COVERAGE

The Vendor shall purchase and maintain workers' compensation insurance for all workers' compensation obligations imposed by state law and employer's liability limits of at least **\$500,000 each accident and \$500,000 each employee/\$500,000 policy limit for disease**. The Vendor shall also purchase any other coverages required by law for the benefit of employees. The vendor shall provide Certificates of Insurance to the County indicating that the vendor meets all the requirements of Florida Statute 440.02(14)(d).

g. GENERAL, AUTOMOBILE AND EXCESS OR UMBRELLA LIABILITY COVERAGE

The Vendor shall purchase and maintain coverage on forms no more restrictive than the latest editions of the Commercial or Comprehensive General Liability and Business Auto policies of the Insurance Services Office. **Minimum limits of \$1,000,000 per occurrence** for all liability must be provided, with excess or umbrella insurance making up the difference, if any, between the policy limits of underlying policies (including employers liability required in the Workers' compensation Coverage section) and the amount of coverage required.

h. GENERAL LIABILITY COVERAGE

Commercial General Liability - Occurrence Form Required

Coverage A shall include bodily injury and property damage liability for premises, operations, products and completed operations, independent vendors, contractual liability covering this agreement contract or lease, and broad form property damage, and property damage resulting from explosion, collapse or underground (x,c,u) exposures. Coverage B shall include personal injury. Coverage C, medical payments, is not required.

i. PRODUCTS/COMPLETED OPERATIONS

The Vendor is required to continue to purchase products and completed operations coverage, at least to satisfy this agreement, contract or lease, for a minimum of three years beyond the County's acceptance of renovation or construction projects.

j. BUSINESS AUTO LIABILITY COVERAGE

Business Auto Liability coverage is to include bodily injury and property damage arising out of ownership, maintenance or use of any auto, including owned, non-owned and hired automobiles and employee non-ownership use.

k. EXCESS OR UMBRELLA LIABILITY COVERAGE

Umbrella Liability insurance is preferred, but an Excess Liability equivalent may be allowed. Whichever type of coverage is provided, it shall not be more restrictive than the underlying insurance policy coverages.

l. CERTIFICATES OF INSURANCE

1. Required insurance shall be documented in Certificates of Insurance which provide that the County shall be notified at least 30 days in advance of cancellation, nonrenewal or adverse change. The Certificate Holder will be addressed as the BAY COUNTY BOARD OF COMMISSIONERS, 840 W. 11th Street, Panama City, Florida 32401. All certificates, cancellation, nonrenewal or adverse change notices should be mailed to this address. Each Certificate will address the service being rendered to the County by the Vendor. **The County shall be named as an Additional Insured, Primary and Non-Contributory for both General Liability and Business Auto Liability with Waiver of subrogation included with respects to both General Liability and Business Auto.**

2. New Certificates of Insurance are to be provided to the County at least 15 days after coverage renewals.

3. If requested by the County, the Vendor shall furnish complete copies of insurance policies, forms and endorsements.

4. For the Commercial General Liability coverage the Vendor shall, at the option of the County, provide an indication of the amount of claims payments or reserves chargeable to the aggregate amount of the liability coverage.

m. RECEIPT OF INSUFFICIENT CERTIFICATES

Receipt of certificates or other documentation of insurance or policies or copies of policies by the County, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of the Vendor's obligation to fulfill the insurance requirements herein.

4. ADDITIONAL INSURANCE

If checked below, the County requires the following additional types of insurance.

☐ **Professional Liability/Malpractice/Errors or Omissions Coverage**

The Vendor shall purchase and maintain professional liability or malpractice or errors or omissions insurance with minimum limits of _____ per occurrence. If a claims

made form of coverage is provided, the retroactive date of coverage shall be no later than the inception date of claims made coverage, unless the prior policy was extended indefinitely to cover prior acts.

Coverage shall be extended beyond the policy year either by a supplemental extended reporting period (ERP) of as great duration as available, and with no less coverage and with reinstated aggregate limits, or by requiring that any new policy provide a retroactive date no later than the inception date of claims made coverage.

☐ **Property Coverage for Leases**

The Vendor shall procure and maintain for the life of the lease, all risk/special perils (including sinkhole) property insurance (or its equivalent) to cover loss resulting from damage to or destruction of the building and personal property/contents. The policy shall cover 100% replacement cost, and shall include an agreed value endorsement to waive coinsurance.

☐ **Commercial General Liability Increased General Aggregate Limit (or separate aggregate)**

Because the Commercial General Liability form of coverage includes an annual aggregate limitation on the amount of insurance provided, a separate project aggregate limit of N/A is required by the County for this agreement or contract.

☐ **Liquor Liability**

In anticipation of alcohol being served, the Vendor shall provide evidence of coverage for liquor liability in an amount equal to the general/umbrella/excess liability coverage. If the general liability insurance covers liquor liability (e.g. host or other coverage), the Vendor's agent or insurer should provide written documentation to confirm that coverage already applies to this agreement, contract or lease. If needed coverage is not included in the general/umbrella excess liability policy(ies), the policy(ies) must be endorsed to extend coverage for liquor liability, or a separate policy must be purchased to provide liquor liability coverage in the amount required.

☐ **Owners Protective Liability Coverage**

For renovation or construction contracts the Vendor shall provide for the County an owners protective liability insurance policy (preferably through the Vendor's insurer) in the name of the County. This is redundant coverage if the County is named as an additional insured in the Vendor's Commercial General Liability insurance policy. However, this separate policy may be the only source of coverage if the Vendor's liability coverage limit is used up by other claims.

☐ **Builders Risk Coverage**

Builders Risk insurance is to be purchased to cover subject property for all risks of loss (including theft and sinkhole), subject to a waiver of coinsurance, and covering off-site storage, transit and installation risks as indicated in the Installation Floater and Motor Truck Cargo insurance described hereafter, if such coverages are not separately provided. If flood and/or earthquake risks exist, flood and earthquake insurance are to be purchased. If there is loss of income, extra expense and/or expediting expense exposure,

such coverage is to be purchased. If boiler and machinery risks are involved, boiler and machinery insurance, including coverage for testing, is to be purchased.

The Builders Risk insurance is to be endorsed to cover the interests of all parties, including the County and all vendors and subcontractors. The insurance is to be endorsed to grant permission to occupy.

☐ **Installation Floater Coverage**

Installation Floater insurance is to be purchased when Builder's Risk insurance is inappropriate, or when Builder's Risk insurance will not respond, to cover damage or destruction to renovations, repairs or equipment being installed or otherwise being handled or stored by the Vendor, including off-site storage, transit and installation.

The amount of coverage should be adequate to provide full replacement value of the property, repairs, additions or equipment being installed, otherwise being handled or stored on or off premises. All risks coverage is preferred.

☐ **Motor Truck Cargo Coverage**

If the Installation Floater insurance does not provide transportation coverage, separate Motor Truck Cargo or Transportation insurance is to be provided for materials or equipment transported in the Vendor's vehicles from place of receipt to building sites or other storage sites. All risks coverage is preferred.

☐ **Vendor's Equipment Coverage**

Vendor's Equipment insurance is to be purchased to cover loss of equipment and machinery utilized in the performance of work by the Vendor. All risks coverage is preferred. The contract may declare self-insurance for vendor equipment.

☐ **Fidelity/Dishonesty/Liability Coverage – Third Party**

Fidelity/Dishonesty/Liability insurance is to be purchased or extended to cover dishonest acts of the Other Party's employees resulting in a loss to decedent, i.e. theft of valuables.

☐ **Fidelity/Dishonesty Coverage for Employer (Vendor)**

Fidelity/Dishonesty insurance is to be purchased to cover dishonest acts of the Vendor's employees, including but not limited to theft of vehicles, materials, supplies, equipment, tools, etc., especially property necessary to work performed.

☐ **Fidelity/Dishonesty/Liability Coverage for County**

Fidelity/Dishonesty/Liability insurance is to be purchased or extended to cover dishonest acts of the Vendor's employees resulting in loss to the County.

☐ **Electronic Data Liability Insurance**

The Other Party shall purchase Electronic Data Liability with limits of

☐ **Garage Liability Coverage**

Garage Liability insurance is to be purchased to cover the Vendor and its employees for its garage and related operations while in the care, custody and control of the County's vehicles.

☐ **Garage Keepers Coverage (Legal Liability Form)**

Garage Keepers Liability insurance is to be purchased to cover damage or other loss, including comprehensive and collision risks, to the County's vehicles while in the care, custody and control of the Vendor. This form of coverage responds on a legal liability basis, and without regard to legal liability on an excess basis over any other collectible insurance.

☐ **Damage to Premises Rented/Leased to you- (Legal Liability Form)**

Provide property coverage for leased premises due to liability incurred because the insured's negligence results in fire or explosion. Specified limit of liability required.

☐ **Watercraft Liability Coverage**

Because the Vendor's provision of services involves utilization of watercraft, watercraft liability coverage must be provided to include bodily injury and property damage arising out of ownership, maintenance or use of any watercraft, including owned, non-owned and hired.

Coverage may be provided in the form of an endorsement to the general liability policy, or in the form of a separate policy coverage Watercraft Liability or Protection and Indemnity.

☐ **Aircraft Liability Coverage**

Because the Vendor's provision of services involves utilization of aircraft, aircraft liability coverage must be provided to include bodily injury and property damage arising out of ownership, maintenance or use of any aircraft, including owned, non-owned and hired.

The minimum limits of coverage shall be _____ per occurrence, Combined Single Limits for Bodily Injury (including passenger liability) and Property Damage.

☒ **Pollution Legal Liability Coverage** **\$1,000,000.00**

Pollution legal liability insurance is to be purchased to cover pollution and/or environmental legal liability which may arise from this agreement or contract.

☐ **United States Longshoremen and Harbor workers Act Coverage**

The Workers Compensation policy is to be endorsed to include United States Longshoremen and Harbor workers Act Coverage for exposures which may arise from this agreement or contract.

☐ **Jones Act Coverage**

The Workers Compensation policy is to be endorsed to include Jones Act Coverage for exposures which may arise from this agreement or contract.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/10/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Higginbotham Insurance Agency, Inc. 91 Lake Morton Drive Lakeland FL 33801	CONTACT NAME: Michele Crifasi PHONE (A/C, No, Ext): 863-688-5495 E-MAIL ADDRESS: MCrifasi@higginbotham.net FAX (A/C, No): 863-688-4344
License#: 2081754 ODYSMAN-02	INSURER(S) AFFORDING COVERAGE INSURER A : Westchester Surplus Lines Ins Co INSURER B : Zenith Insurance Company INSURER C : Tokio Marine America Insurance Company INSURER D : Ace American Ins Co INSURER E : INSURER F :
INSURED Odyssey Manufacturing Co. 1484 Massaro Blvd Tampa FL 33619	NAIC # 27960 13269 10945 22667

COVERAGES**CERTIFICATE NUMBER:** 1755813023**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Contractual ☒ XCU GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC ☐ OTHER:	Y	Y	G24092975 017	10/1/2025	10/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
D	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY ☒ Hired PD	Y	Y	H08450377	10/1/2025	10/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP-Basic \$ 10,000
A	☒ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$			G24092987 017	10/1/2025	10/1/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	Z066828622	1/1/2026	1/1/2027	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A A C	Pollution (\$5k Ded) Claims made Prof (\$25k Ded) R/D 10/1/09 Rented & Leased Equip			G24092999 017 G24092975 017 IM5001799-02	10/1/2025 10/1/2025 8/1/2026	10/1/2026 10/1/2026 8/1/2027	Each Poll Condition A \$1,000,000 Ea Prof Occurrence Ag \$1,000,000 R/L Any one item/Ded 300,000/1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Total Umbrella/Excess Liability Limit \$5,000,000 and follows form: (Umbrella/Excess covers the General Liability, Auto Liability, Workers Compensation and Pollution/Professional policies)

Stephen Sidelko - Secretary - Excluded under Workers Compensation

RE: Contract 26-37 Liquid Sodium Hypochlorite Supply ; Bay County Board of Commissioners is additional insured on general liability and auto liability on a primary non-contributory basis when required by written contract. Waiver of subrogation applies on the general liability and auto liability when required by written contract. 30 Days Notice of Cancellation will be given to Bay County Board of Commissioners.

CERTIFICATE HOLDER**CANCELLATION**

Bay County Board of Commissioners Att: Risk Management
840 West 11th Street
Panama City FL 32401
USA

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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City of Cocoa Beach City Commission Agenda Item Summary

**DEPARTMENT MAKING
REQUEST/NAME:**

Development Services /
David Dickey, Director of Development
Services
Brian Palmer, Deputy Director of Development
Services

MEETING DATE

September 17, 2026

REQUESTED MOTION/ACTION

ITEM PULLED 9/14/2026 ~~Adopt Ordinance 1719 on First Reading — An ordinance of the City of Cocoa Beach, Florida, amending the city's regulations governing the Parking and Storage of Vehicles, Boats, Utility Trailers, Recreational Vehicles, Special Purpose Vehicles, and Semi-Trucks and Tractor Trailers; establishing standards for parking and storage on vacant parcels, public sidewalks, right-of-way, and private property; providing separate parking and storage requirements for residential and commercial districts; providing for vehicle size, number, location, screening, registration, maintenance, and temporary parking requirements; amending related provisions of the city code; providing for severability, conflicts, codification, and an effective date. Staff Representative: David Dickey, Director Development Services Recommendation: Adopt on First Reading~~

IS THIS ITEM BUDGETED (IF APPLICABLE)?

None

BACKGROUND:

Ordinance 1719 is proposed to amend the City of Cocoa Beach's regulations governing the parking and storage of vehicles, boats, utility trailers, recreational vehicles, special purpose vehicles, and semi-trucks/tractor-trailers throughout the City. The purpose of the ordinance is to establish clearer and more consistent standards for the parking and storage of these vehicles on vacant parcels, public sidewalks, rights-of-way, and private property, while addressing differences between residential and commercial zoning districts. The ordinance establishes specific standards for number, size and location of vehicle parking in the city. In summary, the ordinance will:

- Allow one vehicle, under 35 feet in length, to be parked in a residential front yard. AND
- Allow one vehicle, under 35 feet in length, to be parked in either the side or rear yard.
- Allow one vehicle, over 35 feet in length, to be parked on a residential property in an enclosed garage OR in a side or rear yard under the following conditions:
 - the vehicle is setback at least two (2) feet from any abutting property line.
 - the vehicle is within ten (10) feet of an adjacent property line, a six-foot-high opaque fence or wall is erected.

The Planning Board, at its August 17, 2026, meeting, unanimously approved Ordinance 1719.

ORDINANCE NO.1719

AN ORDINANCE OF THE CITY OF COCOA BEACH, FLORIDA, AMENDING THE CITY'S REGULATIONS GOVERNING THE PARKING AND STORAGE OF VEHICLES, BOATS, UTILITY TRAILERS, RECREATIONAL VEHICLES, SPECIAL PURPOSE VEHICLES, AND SEMI-TRUCKS AND TRACTOR-TRAILERS; ESTABLISHING STANDARDS FOR PARKING AND STORAGE ON VACANT PARCELS, PUBLIC SIDEWALKS, RIGHTS-OF-WAY, AND PRIVATE PROPERTY; PROVIDING SEPARATE PARKING AND STORAGE REQUIREMENTS FOR RESIDENTIAL AND COMMERCIAL DISTRICTS; PROVIDING FOR VEHICLE SIZE, NUMBER, LOCATION, SCREENING, REGISTRATION, MAINTENANCE, AND TEMPORARY PARKING REQUIREMENTS; AMENDING RELATED PROVISIONS OF THE CITY CODE; PROVIDING FOR SEVERABILITY, CONFLICTS, CODIFICATION, AND AN EFFECTIVE DATE.

WHEREAS, the City is authorized pursuant to its Charter and applicable provisions of Florida law to regulate the use of property within the City and to establish regulations governing the parking and storage of vehicles; and

WHEREAS, the City Commission finds that clear and consistent regulations governing the parking and storage of vehicles, boats, utility trailers, recreational vehicles, special purpose vehicles, and semi-trucks and tractor-trailers are necessary to promote the orderly use of public and private property, protect pedestrian and vehicular access, maintain traffic circulation and sight visibility, and promote the health, safety, and general welfare of the community; and

WHEREAS, the City Commission finds that reasonable standards addressing the number, size, location, screening, maintenance, registration, and temporary parking of such vehicles on vacant parcels, public sidewalks, rights-of-way, and residential and commercial properties will help protect neighboring properties and preserve the character and orderly appearance of the City; and

WHEREAS, the City Commission has determined that the amendments provided in Ordinance 1719 are in the best interests of the City and its residents and are appropriate to establish clear, comprehensive, and enforceable regulations concerning the parking and storage of vehicles within the City of Cocoa Beach.

NOW, THEREFORE, IT IS HEREBY ORDAINED BY THE CITY COMMISSION OF THE CITY OF COCOA BEACH, FLORIDA, AS FOLLOWS:

SECTION 1. Findings. The City Commission of the City of Cocoa Beach finds that the above Whereas clauses are true and correct and constitute the legislative findings supporting this ordinance.

SECTION 2. Adoption by Reference; Exhibit "A". The City Commission hereby adopts and incorporates by reference the revised Chapter III, Article II amending Section 3-03, as set forth in Exhibit "A" attached hereto and made a part hereof. Exhibit "A" shall constitute the full and complete

text of Chapter III, Article II Section 3-03 as amended, including (without limitation) Section 3-03. Words underlined are additions.

SECTION 3. Codification; Direction to the Code Editor. The City's code editor is authorized to codify Exhibit "A" into the Code of Ordinances, to correct non-substantive formatting, capitalization, punctuation, and internal references, and to renumber/letter sections and parts as necessary to effectuate this ordinance, without altering the substantive meaning.

SECTION 4. Conflicts. All resolutions or parts of resolutions in conflict with this ordinance are hereby repealed to the extent of such conflict.

SECTION 5. Severability. If any section, subsection, sentence, clause, or provision of this ordinance is held invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the remaining portions of this ordinance, which shall remain in full force and effect.

SECTION 6. Scrivener's Errors. Clerical or scrivener's errors discovered during codification may be corrected by the City Manager, City Clerk, City Attorney or code editor without further action by the City Commission, provided such corrections do not alter the intent of this ordinance.

SECTION 7. Effective Date. This ordinance shall take effect immediately upon adoption. Adopted by the City Commission on this ____ day of _____, 2026.

Ayes: _____
Nays: _____
Absent or Abstaining: _____

Keith Capizzi

Mayor-Commissioner

ATTEST:

Karin Grooms, MPA, CMC

City Clerk

Section 3-03. Vehicle parking.

A. General.

1. Vehicles, including cars, trucks, semi-trucks or temporary structures, of any kind are not permitted to be parked or left unattended on vacant parcels.
2. Vehicles of any kind, including non-motorized vehicles, are not permitted to be parked on public sidewalks.
3. A Maximum of any one (1) boat, utility trailer, recreational vehicle or special purpose vehicle, under thirty-five (35) feet, shall be parked in the front yard of a property at any one time.
4. A Maximum of any one (1) boat, utility trailer, recreational vehicle or special purpose vehicle, under thirty-five (35) feet, shall be parked in the rear or side yard of a property at any one time.
5. No boats, utility trailers, recreational vehicles or special purpose vehicles, or any combination thereof, shall be parked in the Right of Way (ROW) for more than one (1) hour.
6. All boats, utility trailers, recreational vehicles or special purpose vehicles, or any combination thereof, shall have affixed thereto a currently valid license tag registered to the vehicle, shall be parked or stored with wheels and tires mounted, and shall be maintained in a movable condition.
7. The surface of the lot or parcel of land upon which or above which a boat, utility trailer, recreational vehicle or special purpose vehicle is parked shall be paved or shall be maintained in the same manner as the remainder of the lot or parcel of land and there shall not be permitted upon such surface a growth of weeds, undergrowth or lawn which exceeds the twelve (12) inches in height.

B. Vehicle parking in commercial districts.

1. On commercial properties a semi-truck or tractor trailer, as defined in section 1-20, shall be parked in a designated area that is separate from standard vehicle parking areas. Minimum off-street parking requirements shall be maintained at all times.
2. Overnight storage of a semi-truck or tractor trailer shall be behind a six-foot high opaque fence.

C. Vehicle parking in residential districts.

1. On residential properties the parking of a semi-truck or tractor trailer shall be restricted to loading and unloading activities, between the hours of 7:00 a.m. and 8:00 p.m. with no overnight parking of vehicles.
2. Unless restricted by other prohibitions, vehicles under ~~twenty-six (26)~~ thirty-five (35) feet in length are permitted to be parked on any private residential lot which contains a permitted principal structure.
3. The length of a vehicle shall include all accessories, such as hitches, masts, outboard motors, trailers, or any vehicle attached to the vehicle.
4. Any recreational vehicle, whether wheeled, motorized, or in an unassembled state, including trailers, boats and boat trailers separately or in combination, exceeding ~~twenty-six (26)~~ thirty-five (35) feet in length shall not be ~~permanently~~ parked, stored or located on private property in a residential zoning district unless parked in an enclosed garage, or as provided below:
 - a. The vehicle shall be parked on a driveway or other prepared surface, preferably a pervious surface. The surface of the lot or parcel of land upon which or above which a boat, utility trailer, recreational vehicle or special purpose vehicle is parked shall be paved or shall be maintained in the same manner as the remainder of the lot or parcel of land and there shall not be permitted upon such surface a growth of weeds, undergrowth or lawn which exceeds the twelve (12) inches in height.
 - b. The vehicle may be parked in the side or rear yard, under the following conditions:

- 1) The vehicle shall be setback at least two (2) feet from any abutting property line.
 - 2) If the vehicle is within ten (10) feet of an adjacent property, a six-foot high opaque fence or wall along the adjacent property line shall be provided.
- ~~c.~~ ~~The vehicle may be parked in the front yard, under the following conditions:~~
- ~~1) The vehicle shall be at least eight (8) feet from the front face of the curb or edge of the travel lane of the street.~~
 - ~~2) No portion of the vehicle shall extend over a pedestrian sidewalk or bike path.~~
- ~~d.c.~~ Vehicles shall not obstruct the sight visibility triangle at intersections, as detailed in section 3-07.
- ~~e.d.~~ Parked vehicles shall not be used as a residential dwelling, be connected to any public utilities, used for storage, or used as an office for business purposes.
- ~~f.e.~~ Vehicles must be operable with a current license tag and registration.
- ~~g.f.~~ Only one (1) vehicle exceeding ~~twenty-six (26)~~ thirty-five (35) feet in length may be parked on a property at any one (1) time.
5. Any vehicle which cannot comply with the parking regulations above, may be parked at the owner's property a maximum of ~~one (1)~~ two (2) days, ~~forty-eight (48) hours~~, per week for maintenance, loading, unloading and trip preparation.

Sep 10, 2026 at 10:46:37 AM





Sep 10, 2026 at 10:46:31 AM





Sep 10, 2026 at 10:46:24 AM



City of Cocoa Beach City Commission

Agenda Item Summary

**DEPARTMENT MAKING
REQUEST/NAME:**

Development Services /
David Dickey, Director of Development
Services

MEETING DATE

September 17, 2026

REQUESTED MOTION/ACTION

Adopt Ordinance 1724 on First Reading — An ordinance of the City of Cocoa Beach, Florida, Amending Chapter 14, "Special Events" of the Code of Ordinances by creating section 14-29.6, "Solicitation, Petition-Signature Activity and Active Distribution at Public Special Events"; establishing content-neutral designated activity locations; distinguishing protected expressive activity from commercial vending; preserving oral advocacy and other protected expression; amending section 14-21 regarding event site plants and pedestrian traffic access; amending section 14-29.5 regarding penalties; providing for administration and enforcement; providing for conflicts, severability, codification and an effective date.

Staff Representative: Andi Segarra, Leisure Services Director

Recommendation: Adopt on First Reading

IS THIS ITEM BUDGETED (IF APPLICABLE)?

n/a

BACKGROUND:

In order to protect pedestrian circulation, emergency access, accessibility and public safety, the proposed ordinance recommends regulations related to solicitation at City-hosted, City-sponsored, or City-permitted special events. This is accomplished through designation of fixed area(s) at special events where noncommercial solicitation, petition-signature activity, or active hand-to-hand distribution may occur.

This is to be accomplished by the designation on the event site plan of a reasonable number of locations for solicitation. Locations shall be selected based on anticipated attendance, pedestrian pathways, emergency routes, stage locations, and vendor areas. No commercial displays, sales, or solicitation shall be allowed in the solicitation area(s).

ORDINANCE NO. 26-____

AN ORDINANCE OF THE CITY OF COCOA BEACH, FLORIDA, AMENDING CHAPTER 14, "SPECIAL EVENTS," OF THE CODE OF ORDINANCES BY CREATING SECTION 14-29.6, "SOLICITATION, PETITION-SIGNATURE ACTIVITY AND ACTIVE DISTRIBUTION AT PUBLIC SPECIAL EVENTS"; ESTABLISHING CONTENT-NEUTRAL DESIGNATED ACTIVITY LOCATIONS; DISTINGUISHING PROTECTED EXPRESSIVE ACTIVITY FROM COMMERCIAL VENDING; PRESERVING ORAL ADVOCACY AND OTHER PROTECTED EXPRESSION; AMENDING SECTION 14-21 REGARDING EVENT SITE PLANS AND PEDESTRIAN TRAFFIC ACCESS; AMENDING SECTION 14-29.5 REGARDING PENALTIES; PROVIDING FOR ADMINISTRATION AND ENFORCEMENT; PROVIDING FOR CONFLICTS, SEVERABILITY, CODIFICATION AND AN EFFECTIVE DATE.

WHEREAS, the City conducts and permits temporary special events on public streets, sidewalks, parks and other public property, including events that attract substantial pedestrian crowds and require temporary street closures, vendor booths, stages, queues, barricades and emergency-access routes; and

WHEREAS, public streets and sidewalks ordinarily remain traditional public forums when temporarily used for a public special event and the City therefore intends to regulate protected expressive activity by content-neutral rules rather than by speaker identity, subject matter or viewpoint; and

WHEREAS, the City has substantial governmental interests in maintaining safe and orderly pedestrian circulation, unobstructed entrances and exits, emergency access, accessible routes and efficient operation of temporary special events; and

WHEREAS, direct solicitation, petition-signature activity and active hand-to-hand distribution can require or induce pedestrians to stop, change direction or engage in an exchange and, when conducted throughout congested pedestrian corridors, can interfere with pedestrian movement and event operations; and

WHEREAS, the United States Supreme Court has recognized that government may, in appropriate crowded-event circumstances, require solicitation, sales and active distribution to occur from fixed locations when the rule applies evenhandedly and leaves open ample alternative channels of communication; and

WHEREAS, the City intends that persons remain free throughout areas otherwise open to event attendees to attend the event, engage in consensual conversations, preach, advocate, wear expressive clothing, display hand-held signs and otherwise engage in protected expression that does not constitute the interactive activity regulated by this ordinance; and

WHEREAS, the City further finds that a person engaged in constitutionally protected noncommercial expression should not be required to pay a commercial vendor fee merely to exercise protected speech, while a person displaying merchandise for sale, making retail sales or commercially soliciting customers may be required to comply with the same event-vendor rules, fees and site-plan requirements applicable to other commercial vendors; and

WHEREAS, the City Commission adopts this ordinance pursuant to its municipal home-rule and police powers to protect public safety, manage use of City property, preserve the integrity of the event-vendor program and protect constitutional rights.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF COCOA BEACH, FLORIDA:

SECTION 1. Creation of Section 14-29.6. Section 14-29.6, "Solicitation, petition-signature activity and active distribution at public special events," of Chapter 14 of the Code of Ordinances is created to read as follows:

Sec. 14-29.6. Solicitation, petition-signature activity and active distribution at public special events.

(a) Purpose and construction. This section regulates the place and manner of specified interactive activities during public special events in order to protect pedestrian circulation, emergency access, accessibility and public safety. It shall be administered without regard to the viewpoint, subject matter, purpose or identity of any speaker or organization and shall not be construed to prohibit constitutionally protected expression except to the extent permitted by a content-neutral time, place and manner restriction.

(b) Applicability. This section applies during the operating hours and within the approved geographic footprint of any City-hosted, City-sponsored or City-permitted special event conducted in whole or in part on a public street, sidewalk, right-of-way, park or other City-owned or City-controlled property that is open to event attendees. This section applies to City-hosted or City-sponsored events notwithstanding any exemption from the ordinary special-event permitting requirements of this chapter.

(c) Definitions. For purposes of this section:

(1) "Active distribution" means physically offering, tendering or delivering printed material, merchandise or another tangible item directly to a passing person. The term does not include merely possessing, carrying or passively displaying an item or making an item available at a fixed location for a person who voluntarily approaches.

(2) "Designated activity location" means a fixed area identified on the City-approved event site plan for noncommercial solicitation, petition-signature activity or active distribution under this section. A designated activity location is not a commercial vendor space and does not authorize the display or sale of merchandise or other commercial vending.

(3) "Solicitation" means an in-person request that another person enter into, complete or participate in a transaction or exchange, including a request to donate or transfer money or an article of value; purchase or order goods or services; sign a petition; enroll, register or sign up; provide personal contact information for follow-up; or execute a pledge or similar commitment. The term applies regardless of whether the purpose is commercial, charitable, religious, political, ideological or otherwise and regardless of whether the requested action is to occur immediately or later.

(d) No roaming solicitation or distribution. During an event to which this section applies, a person may not engage in solicitation, petition-signature activity, active distribution or the solicitation or consummation of commercial sales while roaming through designated pedestrian circulation areas. This prohibition applies without regard to whether the activity is commercial, charitable, religious, political, ideological or otherwise.

(e) Noncommercial protected activity at designated locations. A person engaged in noncommercial protected expression may engage in solicitation, petition-signature activity or active distribution from a designated activity location. No vendor fee shall be charged solely for use of such a location for noncommercial protected expression. Nothing in this subsection authorizes the display of merchandise for sale, retail sales or other commercial vending.

(f) Protected activity outside designated locations. Nothing in subsection (d) prohibits a person, in any area otherwise open to event attendees, from attending the event; engaging in consensual face-to-face conversation; preaching or orally expressing religious, political, social or other views without unapproved amplification; wearing expressive clothing; carrying or displaying a hand-held sign; possessing printed materials; responding to a person who voluntarily initiates contact; or engaging in other protected expression that does not constitute solicitation, petition-signature activity, active distribution or commercial vending as regulated by this section.

(g) Commercial vending and commercial solicitation. A person who displays merchandise or goods for sale, makes or offers retail sales, takes orders for goods or services as a commercial vendor or solicits customers for a commercial sale may do so only from an authorized vendor booth or other commercial location approved on the event site plan and only in compliance with the same generally applicable vendor application requirements, space charges, fees, taxes, licenses and health-and-safety requirements imposed on similarly situated event vendors. A designated activity location provided under this section does not provide free commercial vendor space and may not be used to avoid an otherwise applicable vendor fee or requirement.

(h) Designation and availability of noncommercial locations. For each applicable event, the City shall identify on the approved site plan a reasonable number of designated activity locations for noncommercial protected expression. Locations shall be selected according to objective considerations including anticipated attendance, pedestrian-path width, emergency routes, accessibility routes, entrances and exits, queues, stages, vendor areas and other congestion or safety conditions. Locations shall be reasonably visible and accessible to event attendees and shall not be selected for the purpose of suppressing or disadvantaging any viewpoint or subject matter.

(i) Access to designated noncommercial locations. No separate speech permit, solicitor permit, registration of viewpoint or subject matter or fee shall be required solely to use an available designated activity location for noncommercial protected expression. Available locations shall be administered on a first-come, first-served basis. If demand exceeds available capacity, the City may use a neutral queue, rotation or lottery procedure that does not consider viewpoint, subject matter, organizational identity, religious status, political affiliation, nonprofit status or popularity.

(j) Tables, structures and equipment. A person may not place a table, chair, rack, freestanding sign, tent, merchandise display or other structure in the event footprint except at a location and in a manner authorized by the approved event site plan or by the City official responsible for event operations under objective safety and space criteria. Hand-held signs and materials are not prohibited by this subsection. A table or display used to sell or display merchandise for sale is subject to the commercial vendor requirements in subsection (g).

(k) General conduct requirements. No person within the event footprint may intentionally obstruct or materially impede pedestrian passage; block an entrance, exit, accessibility route, emergency route, queue or authorized booth; touch another person without consent for the purpose of compelling or prolonging an interaction; or continue to follow a particular person for the purpose of continuing an interaction after that person has clearly communicated a desire not to engage. This subsection applies without regard to whether the conduct accompanies solicitation or protected speech.

(l) Enforcement. Enforcement of this section shall be performed by authorized City law-enforcement officers, code-enforcement personnel or other City officials acting within lawful authority. A private event applicant, sponsor or organizer may request City assistance but shall not exercise discretionary authority on behalf of the City to exclude a person from public property because of the person's viewpoint, message, religious status, political affiliation, charitable status or nonprofit status.

(m) Opportunity to comply. Except when immediate action is reasonably necessary to address an obstruction, emergency, threat to safety or other violation requiring prompt intervention, a person believed to be violating subsection (d) should first be informed of the applicable fixed-location requirement and directed, as appropriate, either to an available designated activity location for noncommercial protected expression or to comply with the event's commercial vendor requirements before citation or removal is pursued.

(n) No exclusivity created. A special-event permit or City sponsorship does not grant a private applicant or organizer exclusive possession of public streets or sidewalks open to attendees and does not authorize exclusion of protected speakers except pursuant to lawful, content-neutral restrictions. Nothing in this subsection creates a right to engage in commercial vending without complying with generally applicable event-vendor requirements.

(o) Severability and constitutional construction. This section shall be construed to avoid content- or viewpoint-based discrimination and to preserve protected speech to the maximum extent required by the United States Constitution and Florida Constitution. If any provision or application is held invalid, the remaining provisions and applications shall remain in effect to the fullest extent permitted by law.

Pedestrian traffic access from parking areas to the event shall be designated on the site sketch and approved by the City. Pedestrian traffic access involving the crossing of a major thoroughfare may require additional traffic control measures to be implemented, as determined in the planning meeting. For each event subject to section 14-29.6, the site sketch shall also depict designated activity locations and the

pedestrian circulation routes, emergency-access routes, accessibility routes, entrances, exits, queues, stages and other physical features materially considered by the City in locating those designated activity locations.

SECTION 3. Amendment of Section 14-29.5. Section 14-29.5, "Penalties," is amended by adding the following paragraph at the end of the section:

A violation of section 14-29.6 is a Class II violation under the City's civil-citation provisions. Consistent with section 14-29.6(k), an initial violation of the fixed-location requirement shall ordinarily be addressed by warning and direction to an available designated activity location before issuance of a citation, unless immediate enforcement is reasonably necessary to address an obstruction, emergency, threat to safety, repeated refusal to comply or other circumstance requiring prompt intervention.

SECTION 4. Conflicts. All ordinances or parts of ordinances in conflict with this ordinance are repealed to the extent of the conflict.

SECTION 5. Severability. If any section, subsection, sentence, clause, phrase or application of this ordinance is held invalid, the remainder shall not be affected and shall remain in full force to the maximum extent permitted by law.

SECTION 6. Codification. The provisions of this ordinance are intended to be codified in the City Code. The codifier may renumber or reletter provisions and correct non-substantive cross-references consistent with the intent of this ordinance.

SECTION 7. Effective Date. This ordinance shall take effect immediately upon adoption.

PASSED AND ADOPTED by the City Commission of the City of Cocoa Beach, Florida, this ____ day of _____, 2026.

CITY OF COCOA BEACH

Keith Capizzi, Mayor

ATTEST:

Karin Grooms, City Clerk