



Meeting Agenda
Wednesday, September 4, 2024

6:00 PM

REGULAR

Cocoa Beach Country Club
5000 Tom Warriner Blvd.
Cocoa Beach, 32931

WELCOME

Meeting re-broadcasts on: Spectrum - Channel 499 and www.cityofcocoa.beach.com.
Meeting Video Archives: www.cityofcocoa.beach.com

Packets: Packets are on the City's website (www.cityofcocoa.beach.com) and at Commission meetings

Rules of Order: Robert's Rules of Order and the Florida Sunshine Law govern the conduct of our meeting

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 rear 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 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 Derek Howell, Pastor, The Pointe Church
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 Tentative Millage rate of 6.1644 mills for Fiscal Year 2025. The Tentative Millage Rate of 6.1644 mills is 8.25% higher than the rollback rate of 5.6945 mills. Adoption of the Millage rate by Resolution No. 2024-21 is scheduled for September 19, 2024 at 7:00 pm.
Staff Representative: Patrisha Draycott, Chief Financial Officer, Wayne Carragino, City Manager
2. Approve the Proposed Budget making appropriations for Fiscal Year 2025. Adoption of the Budget by Resolution No. 2024-22 is scheduled for September 19, 2024, at 7:00 pm.
Staff Representative: Patrisha Draycott, Chief Financial Officer, Wayne Carragino, City Manager

D. SPECIAL PRESENTATIONS

1. Proclamation - National Suicide Prevention Month
Kelly Haskins - Accepting on behalf of Space Coast Health Foundation
2. Vacation Rentals and Ordinance 1673 Enforcement
Representative: Jill Forbes, Cocoa Beach Resident

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 August 15th City Commission Minutes
Staff Representative: City Clerk's office
2. Adopt Resolution 2024-20 A Resolution of the City Commission of the City of Cocoa Beach, Florida revising utility deposits for sewer, garbage, stormwater, and reuse services; and providing for an effective date.
Staff Representative: Patrisha Draycott, Chief Finance Officer, Brad Kalsow, Water Rec Director
3. Request to Approve Amendments to The Community Development Block Grant Policies
Staff Representative: Devan Taly, Director of Grants & Special Projects
4. Approve Fiscal Year 2025 Liquid Sodium Hypochlorite bulk supply piggyback agreement on Bay County contract bid number 22-27 for Odyssey Manufacturing Co. to supply the wastewater treatment plant at a price of \$1.65 per gallon.
Staff Representative: Brad Kalsow, Water Rec Director
5. Request Permission to Contract with Firms for the Wrecker Service and Storage RFQ
Staff Representative: Devan Taly, Director of Grants & Special Projects
6. Approve a one-year Memorandum of Understanding (MOU) between the City of Cocoa Beach and the City of Cape Canaveral to share the cost of the School Resource Officer (SRO) assigned to Cocoa Beach Junior/Senior High School for the 2024/2025 school year.

Staff Representative: Patrisha Draycott, Chief Finance Officer, Wes Mullins, Police Chief

7. Cancellation of Gray Robinson Lobbying Services Contract
Staff Representative: Devan Taly, Director of Grants & Special Projects

J. ITEMS REMOVED FROM THE CONSENT AGENDA

K. UNFINISHED BUSINESS

1. Adopt the second reading of Ordinance 1692;
AN ORDINANCE OF THE CITY OF COCOA BEACH, FLORIDA, AMENDING SECTION 1-8, "GENERAL PENALTY; CONTINUING VIOLATIONS; ADJUDGING FINES AND IMPRISONMENTS", OF CHAPTER 1, "GENERAL PROVISIONS", AND SECTION 5-49.1 "PENALTY FOR VIOLATION OF ARTICLE" OF ARTICLE iiiB "OCEANFRONT BUILDING RESTRICTION LINE AND SEAWALL LINE" OF CHAPTER 5 "BEACHES, FILLS, BOATS, AND WATERWAYS" AND SECTION 26-7 "ILLEGALLY PARKED MOTOR VEHICLES IN A TOW-AWAY ZONE; REMOVING; STORAGE; RESTORATION' OF ARTICLE I, "IN GENERAL" OF CHAPTER 26, "TRAFFIC" OF THE COCOA BEACH CODE OF ORDINANCES, UPDATING PENALTY PROVISIONS FOR VIOLATIONS OF THE CITY CODE AND ELIMINATING ALL OUTDATED REFERENCES TO MUNICIPAL JUDGES FROM THE CITY CODE AND PROVIDING FOR CODIFICATION, CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

Ordinance 1692 is an administrative ordinance removing municipal judges and municipal courts. The first reading was held on August 15, 2024.

Staff Representative: Becky Vose, City Attorney Randy Stevenson, Director of Development Services

L. NEW BUSINESS

1. Approve Ordinance 1693 on first reading:
An Ordinance of the City of Cocoa Beach, Florida, amending City of Cocoa Beach Code of Ordinances, Section 15-17, "restrictions on camping" and section 30-29 "classes of violations and associated civil penalties"; providing for findings and intent; prohibiting overnight public camping and sleeping; providing for exceptions to the prohibition; providing for enforcement of section 15-17; Providing general clean-up changes; and providing for severability, conflicts, codification, and an effective date.

This ordinance is to prevent potential conflicts with the County or the new State law (Section 125.0231, Florida Statutes), it is recommended that the City Commission adopt by Ordinance a prohibition of public camping or sleeping. Adopting a zero-tolerance policy for camping or sleeping on municipal property will head off any potential costs associated with potential litigation from citizens or business owners negatively impacted by camping or

sleeping on city property.

Staff Representative: Becky Vose, City Attorney

2. Authorize CK Contractors, a continuing service contractor with the City, to replace the 8" sewer gravity main from the corner of 1st Street North and Atlantic Avenue to the northern property line of 101 N. Atlantic Avenue. The work will be done in conjunction with the FDOT drainage project and 101 N. Atlantic stormwater utility upgrades. Total price will be \$69,744. This is not a budgeted item. Contingency funds will be used to cover expenses and the current fund account balance is \$145,197.96

Staff Representative: Brad Kalsow, Water Rec Director

M. GENERAL PUBLIC COMMENT -(Only if not accommodated in the 30-minute Public Comment period earlier)

N. ADJOURNMENT

PROPOSED ANNUAL BUDGET 2024/2025



CITY OF COCOA BEACH, FLORIDA



September 4, 2024



Fiscal Year 2025

Elected Officials

Mayor

Keith Capizzi

Vice Mayor

Jeremy Hutcherson

Commissioners

Karalyn Woulas

Skip Williams

Joshua Jackson

Management

City Manager

Wayne Carragino

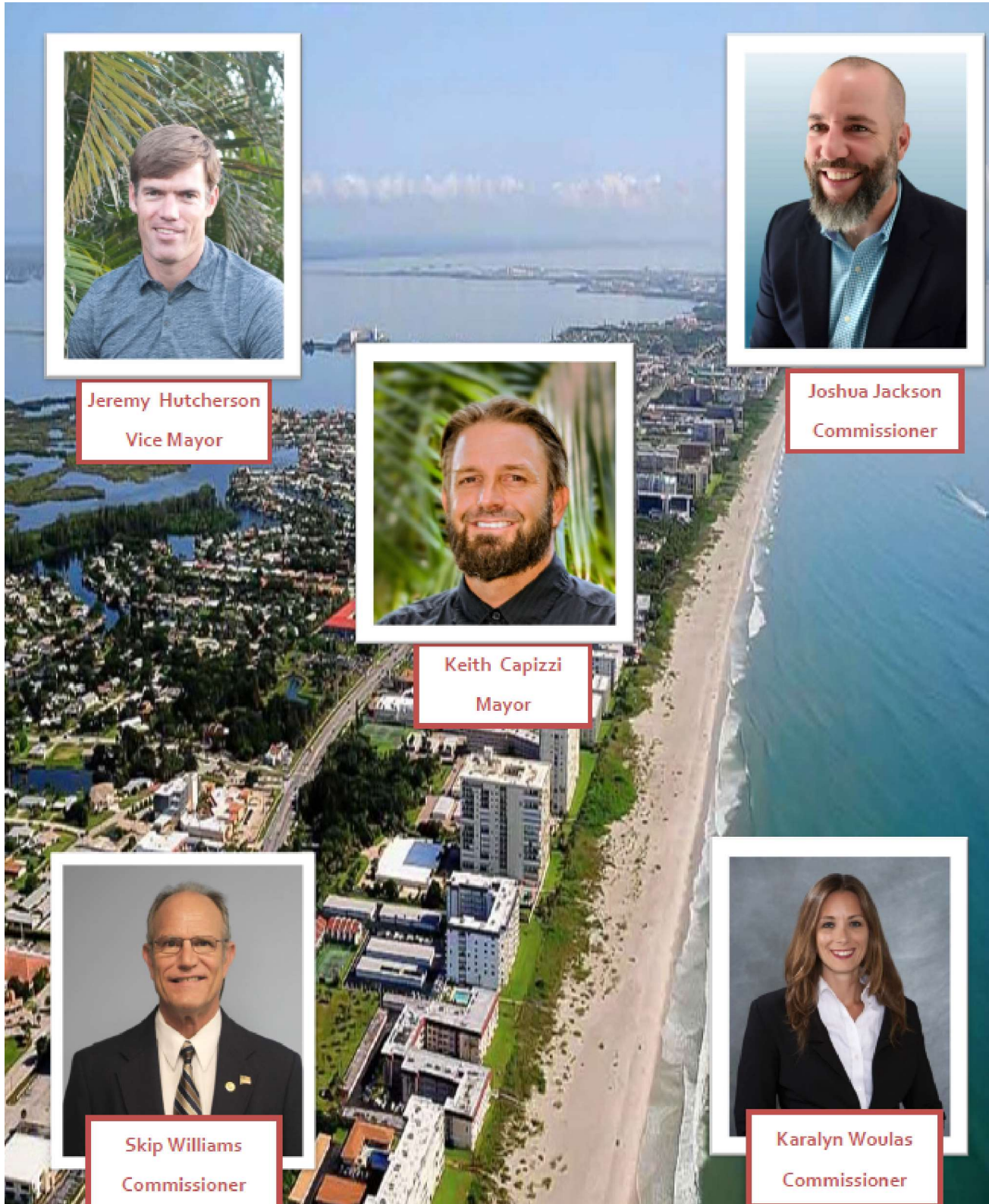
***City of Cocoa Beach
1600 Minutemen Causeway
Cocoa Beach, Florida
32931***

www.cityofcocoabeach.com

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Cover photo courtesy Keith Draycott

Photos of City of Cocoa Beach Mayor and the Commissioners



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 11,356 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 2.4 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!

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P.O. Box 322430
Cocoa Beach, Florida
32932-2430
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www.cityofcocoaabeach.com

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



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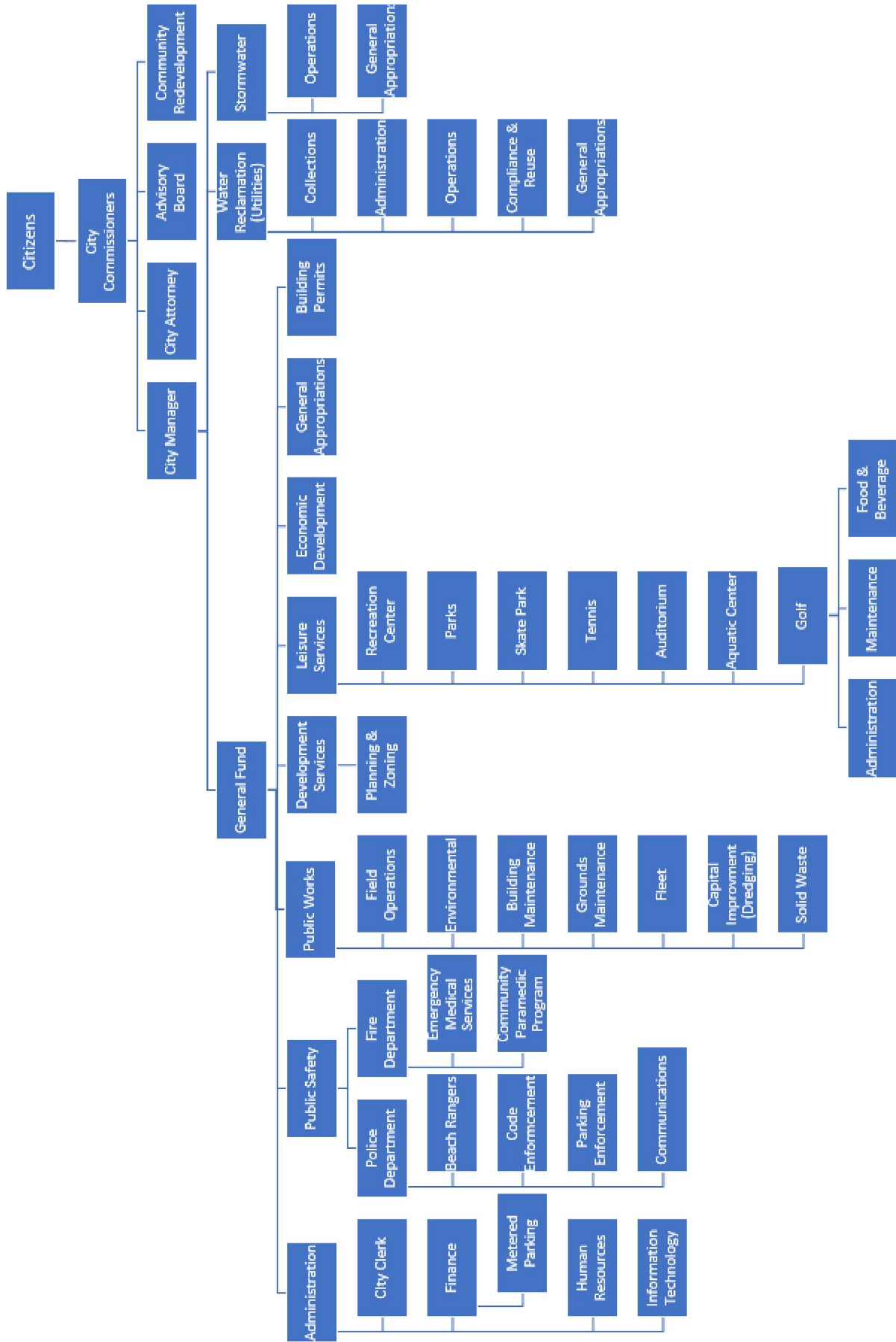
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Management Team

<i>City Manager</i>	Wayne Carragino
<i>Chief Financial Officer / Assistant City Manager</i>	Patrisha Draycott
<i>City Clerk</i>	Karin Grooms
<i>Fire Chief</i>	Ryan Duckworth
<i>Police Chief</i>	Wes Mullins
<i>Director Development Services</i>	Randy Stevenson
<i>Director Information Technology</i>	Kevin Perez
<i>Director Leisure Services</i>	Laird McLean
<i>Director Human Resources</i>	Cindy DePina
<i>Director Water Reclamation / Public Works</i>	Brad Kalsow
<i>Director Fleet Management</i>	Jonathan Mickler
<i>Director Grants & Special Projects</i>	Devan Pritts

City of Cocoa Beach Organization Chart



Mission and Vision Statements and Strategic Plan

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.

The Commission first adopted the City of Cocoa Beach Strategic Plan in Fiscal Year 2015. It continues to be updated on an annual basis. The City of Cocoa Beach Strategic Plan was revised in Fiscal Year 2023. The Plan focuses on five enduring goals:

<i>City of Cocoa Beach</i>	
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.

For details about the City's Strategic Plan please visit our website at www.cityofcocoabeach.com.

Strategic Plan

In FY2023, 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.

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 2023-2024 approximately 15.7 miles of pipe will be rehabilitated
 - * By the end of Fiscal Year 2024, the City's collection system will be approximately 60% 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 the facility will make 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 also improve parking amenities.
- * Golf Pond Aquatic Vegetation Harvesting – Mechanical removal of nutrient-rich, aquatic vegetation in the golf course ponds, rather than herbicide application which allows nutrients to remain and ultimately end up in the Lagoon.
- * 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: CAD for 911, 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 reentry.

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 out 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	11,356
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 45 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 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
Capital Improvement 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, 2023.

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, 2023

Christopher P. Morill

Executive Director

EXECUTIVE SUMMARY

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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 are influenced by the activities at Patrick Space Force Base, previously known as Patrick Air Force Base to the south, and the Kennedy Space Center and Port Canaveral to the north. Space Force Base is one of the area's major employers, and any reduction in operations at that facility would certainly have a negative impact on the community. With the record-breaking number of launches from SpaceX and the revival of NASA, Kennedy Space Center has certainly done its part in boosting the local economy.

The emergence of the Cruise industry in Port Canaveral has generated a positive economic impact on Brevard County. With numerous top cruise companies stationed at the port, tourists have been traveling from all around the world to travel from Port Canaveral. Port Canaveral is the world's second busiest cruise port. They had a record 6.8 million cruise passengers in 2023, which in return has the local economy smiling from cheek to cheek. To keep up with the high demand for cruising, a new cruise terminal will be built and fully operational in the next few years. This new terminal will provide significant cost savings and operational flexibility while retaining the top cruise lines. Continuing growth of the Cruise industry will allow for the local economy to reap the benefits.

Space Coast tourism has continued at a record pace in FY 2024. 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 returns these 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 two 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. The previously mentioned redevelopment districts are beginning to pay dividends as three major projects are due to initiate construction during a time span of September 2024 until mid-2026. These projects alone have the potential of increasing the tax base of the City by as much as \$750 million dollars. Ad Valorem collections continued to increase in 2024, up 9.39% from the previous year. We anticipate the continuance of this positive trend for the next 5-7 years.

Demographics, Cultural & Planning Notes

Demographics

Cocoa Beach is both a residential community and a tourist destination. The base population is 11,356¹ but the count increases to about 30,000 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 2.5 million day visitors per year. An economic impact of tourism study published in 2012 determined that over \$500 million per year is spent directly within the City by all types of visitors on lodging, merchandise, food and beverages. Factoring in the indirect spin-off (establishments paying employees and buying goods and services) results in a total regional impact of about \$1 billion dollars per year.

The top ten taxpayers comprise over six (6.52%) 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 2022 Taxable Assessed Value	Rank	Percentage of Total City Taxable Assessed Value
Hilton (1550 North Atlantic)	\$ 36,719,820	1	1.39%
Doubletree Hotel (2080 North Atlantic)	\$ 33,505,830	2	1.27%
Ocean Partners Hospitality 5500 North Group (Days inn/Best Western)	\$ 30,138,390	3	1.14%
Westgate Resorts LTD & Pier (Walkula)	\$ 14,380,290	4	0.54%
Cocoa Beach Hospitality LLC (Quality Inn)	\$ 12,809,260	5	0.48%
Discovery Resort Inc.	\$ 10,075,000	6	0.38%
Ron Jon Surf Shop of Florida Inc.	\$ 9,596,810	7	0.36%
Cocoa Beach Surf Company	\$ 9,120,710	8	0.35%
Branch Cornerstone Plaza Assoc. LP	\$ 8,157,090	9	0.31%
Northport Inc.	\$ 7,861,770	10	0.30%
TOTALS:			<u><u>\$ 163,244,260</u></u> <u><u>6.52%</u></u>

Source: FY 2023 Annual Comprehensive Financial Report (ACFR), page 128

Demographics, Cultural & Planning Notes

The number of permanent residents who are employed number about 5,028 or about 42% of the population. Almost all residents employed (97%) are high school graduates or higher; about 44% hold a Bachelor's Degree or higher. The largest private ownership within the City is the professional and business services sector (20.5%) followed by the leisure and hospitality sector (19.8%)². The hospitality businesses typically offer lower pay and must draw workers from less affluent areas.

Most residents work outside the City. Although the exact number of employees per employer is no longer available beginning in 2016. The top ten (10) employers in Brevard County make up a significant percent of the total 277,800 Brevard County employment as shown below. There are no City figures available.

Employer	Employees	Percentage of Total County Employment
School Board of Brevard County	9,000-9,999	4.01%-4.46%
Health First Medical Group	7,000-7,999	3.57%-4.01%
L3Harris Technologies Inc.	7,000-7,999	2.68%-3.12%
Publix Super Market Inc.	3,000-3,999	1.34%-1.78%
Northrop Grumman Corporation	3,000-3,999	.89%-1.34%
Wal-Mart Associates Inc.	3,000-3,999	.89%-1.34%
Brevard County Board of County Commissioners	2,000-2,999	.89%-1.34%
Blue Organ Florida LLC	2,000-2,999	.89%-1.34%
National Aeronautics SPC Admin.	2,000-2,999	.45%-.89%
Florida Institute of Technology Inc.	1,000-1,999	.45%-.89%

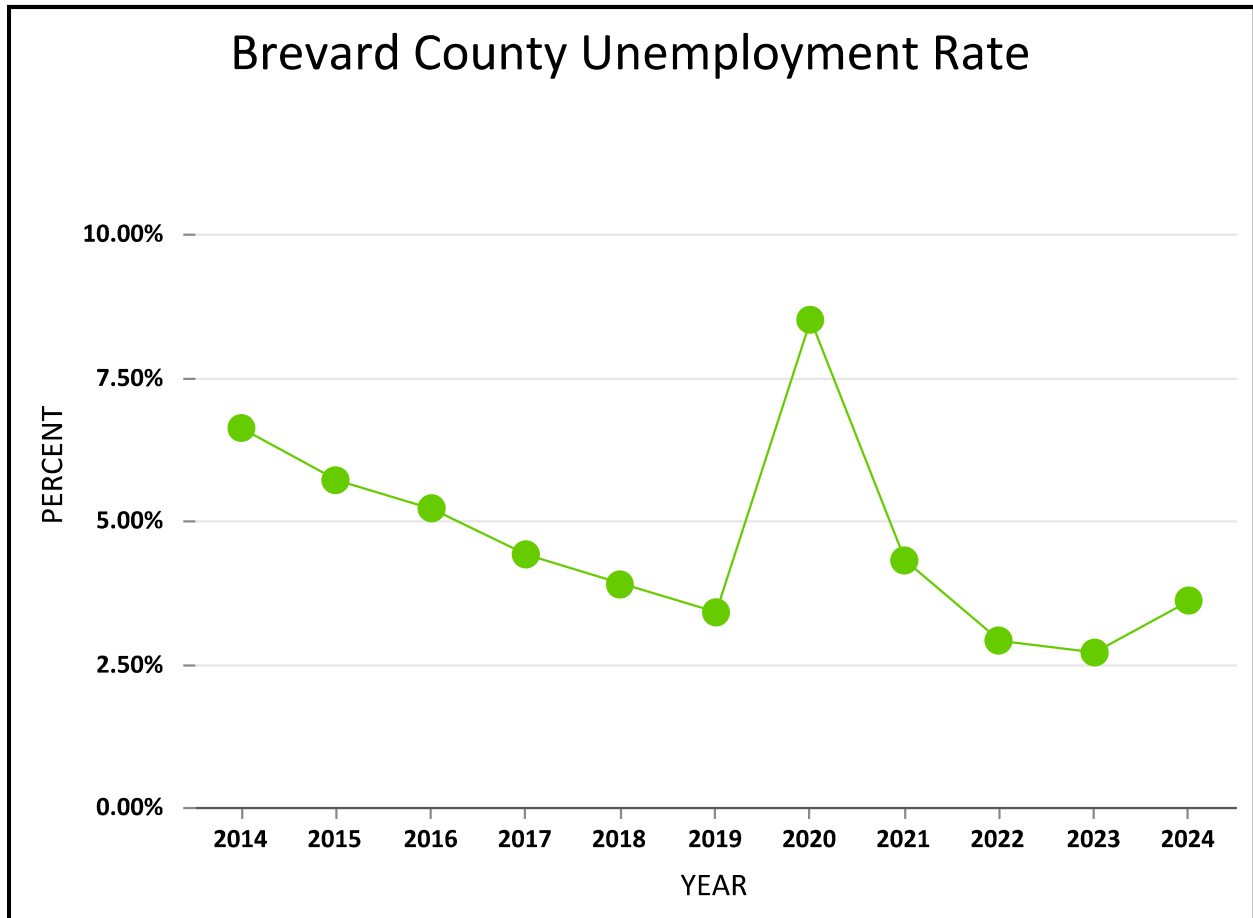
Source: FY 2023 ACFR page 134

Aside from the Brevard County Schools several employers support the space industry and other U.S. government entities. The Brevard County Government and the medical industry support the growing number of retirees³ living here or moving to the area as the baby boomers⁴ retire.

². Community Data Cocoa Beach ; Economic Development Commission of Florida's Space Coast (EDC)

³. Thirty-five (35%) percent of the 2020 Brevard County population is over 65 years of age; EDC

⁴. Baby boomers are those born between 1946 and 1964.



The graph above shows the unemployment rate for 2024 at 3.6% indicating the progressive recovery effects of an unprecedented shutdown of the economy due to COVID-19 in spring of 2020.⁶ Much improvement has been realized since last spring when the unemployment rate was over 13% for a time. We hope this improvement will continue as economic recovery resumes.

The Kennedy Space Center as mentioned above is both a tourist attraction and a major employment center, with several space and defense contractors located there, which in turn, are supported by numerous local suppliers and support services. Private sector space companies have been increasing their presence at KSC. In May 2020, SpaceX became the first private company to successfully send two NASA astronauts to the International Space Station (ISS). The success of new job creation from the private sector programs is a positive factor that continues to develop. The table on the preceding page shows the major companies and jobs that might be affected.

6. As shown in the Florida Research and Economic Database (FRED), Unemployment rate as of June 2023
<https://fred.stlouisfed.org/series/FLBREV3URN>

Demographics, Cultural & Planning Notes

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. Recreation is an important priority of the community.

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. For over fifty (50) years, residents and visitors have enjoyed the annual Ron Jon Easter Surfing Festival which is a four (4) day event.

Cultural activities are also prevalent in the City. The City is host to the Cocoa Beach Art Festival. Cocoa Beach is home to the Surfside Playhouse where local actors perform in popular plays on a year-round basis.

Planning Notes

The City has a formal Comprehensive Plan which lists, in an organized manner, the land development goals and objectives of the City.

The 2025 Comprehensive Plan was submitted to the State Department of Economic Opportunity (DEO), and all requisite State Offices and Agencies, where it received final approval in October of 2015 to serve as the City’s master planning document. The Comprehensive Plan is required to be updated every ten years or as land development activities warrant.

In July of 2016, the American Planning Association (APA), Florida Chapter, notified the City of Cocoa Beach that the 2025 Comprehensive Plan had been selected as the winner of the “Award of Excellence” for the Comprehensive Plan for the Statewide Small Jurisdiction Category. In 2018, the City updated the Comprehensive Plan to accommodate the implementation of a form-based land development code for four (4) defined redevelopment areas within the City and again in 2019 to incorporate the changes on measuring building height that resulted from the November 2018 referendum. The previously mentioned redevelopment areas are delineated to define those portions of the City that can benefit from well-guided redevelopment and enhanced non-residential development while, at the same time, protect the character of the City’s primarily single-family residential neighborhoods.

The efforts of the last four years to amend the City’s Comprehensive Plan and the Land Development Code are beginning to have the desired effect, especially in the Redevelopment Districts. Planned developments, mixed-use buildings, and site redevelopment projects are in the process of approvals. Some have received approval and a few are under construction. Long vacant parcels are seeing renewed interest as a result of the development regulation amendments, coupled with the right economic climate.

More emphasis is being placed on stormwater management for all new and redevelopment projects and Low Impact Design (LID) principles are being encouraged.

Demographics, Cultural & Planning Notes

The City's Comprehensive Plan, Budget, Annual Comprehensive Financial Report (ACFR), and other management plans are posted to the City's website: <http://www.cityofcocoabeach.com>. 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 has been revised and newly adopted in Fiscal Year 2023. The Plan is updated annually and 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 actions and tasks supporting them, will move the City toward our vision of the future.

Within the Plan each goal is followed by the City's primary actions 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. A list of measurable actions with tasks helps us track progress toward the goals. Actions are generally identified to cover the five-year planning period from the date they are adopted or revised. 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 Departments integrate their respective goals, actions and tasks into their sections of the budget narrative in the FY 2025 budget document.

Long Range Financial Planning

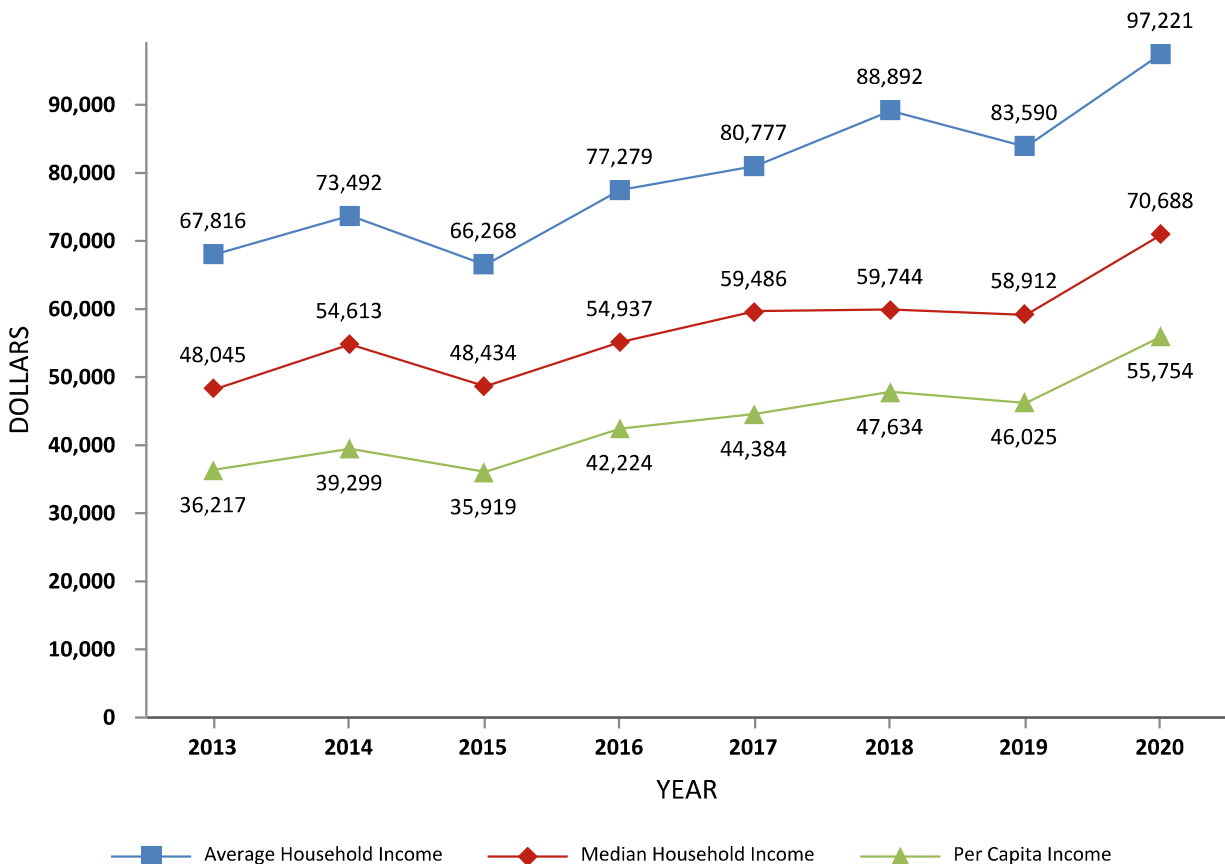
The City of Cocoa Beach's long-range planning process evaluates the long-term sustainability and the balance between the potential spending needs and projected revenue. Known variables that impact The City of Cocoa Beach currently are the limitations in growth opportunities, redevelopment projects, and factors related from COVID-19.

The City is addressing these variables by continuing to follow its Strategic Plan. The enduring goals of the Strategic Plan, along with the specific actions and tasks supporting them, will move the City toward its vision of the future.

Demographics, Cultural & Planning Notes

The City is home to a sizable retiree population. The median age of the residents is 59.2 years, with thirty-six percent (36%), (i.e. 4,132 residents) over age 65. Income levels are shown below⁷.

INCOME - CITY OF COCOA BEACH



Retirees with military and/or aerospace company pensions supplemented by Social Security were somewhat insulated from the economic downturn in Brevard County. Macroeconomic data⁸ also shows significant numbers of baby boomers are financially unprepared for retirement. The recession reduced home and portfolio values of this group just as their retirements were beginning. This, in turn, coupled with rising property insurance costs, has contributed to the rising anti-tax sentiments.

In fact, the actual state and local tax burden⁹ per capita for Florida is moderate (ranked 34); the business climate index very favorable (4th) and state revenues per capita are the lowest (50th) in the nation. The median household income for the U.S. as a whole was \$ 70,784.¹⁰ By this standard, Cocoa Beach households are on par with their national counterparts.

All of these economic elements will factor into the challenges the City faces as it strives to maintain existing service levels.

⁷ Space Coast Economic Development Council (EDC). Data only available through 2020.

⁹ Tax Foundation, *2019 Facts & Figures* Sources: For income data: Sentier Research, LLC estimates of annual household income derived from the monthly Current Population Survey (CPS) conducted by the U.S. Census Bureau; for labor force data: the U.S. Bureau of Labor Statistics.

¹⁰ Source: U.S. Census Bureau; www.census.gov : American Community Survey 5-Year Estimates

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 two 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. Budgeting for this fund began in FY 2012. The first tax increment millage revenue was received in FY 2014 and continues. Repayment of advances made to the CRA fund from the General Fund from 2011 to 2013 were paid in full in FY 2021. With the opening of the Downtown Parking Garage within the CRA in FY 2019, a CRA Garage division was established within the CRA Fund to account for all financial activity associated with the Garage.

Building Permits Fund was established in FY2022 to account for those fees which "shall be used solely for carrying out the local government's responsibilities in enforcing the Florida Building Code." Florida Statute 553.80. This special revenue fund is established for more accurately accounting of fees and uses for enforcing the Florida Building Code.

Capital Improvements Project Fund was re-established in FY 2020 to capture major General Fund projects that are deemed best tracked separately from other capital projects. The design, engineering, and construction fees for a new City Hall and new City Hall parking garage are budgeted in this fund.

Financial Structure

Proprietary Funds: Proprietary Funds consist of two (2) categories, Enterprise Funds and Internal Service Funds. The City does not use 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 is newly established in FY2024. 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.

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
OPEB¹¹ Trust 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 35.5%) of the General Fund is ad valorem property taxes. As previously mentioned, FY 2025 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 and have only started trending back upwards in recent years. In addition, in 2008 the voters passed a referendum which increased homestead exemptions.

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.

¹¹ OPEB means Other Post Employment Benefits. See the FY 2023 ACFR pages 102-106 for a complete explanation.

Rates for the Golf Course were restructured in FY 2016 in accordance with recommendations made by the National Golf Foundation and the adoption of Resolution 2015-34 . Rates were again updated in FY 2018 with the adoption of Resolution 2018-05 to add for flexibility to meet operational and capital equipment replacement funding needs. Additionally, rates were again updated with the adoption of Resolution 2023-06.

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 working on a new Rate Assessment Study , which was completed in FY2023. New rates were set in accordance with operational, debt and capital funding needs effective October 2024. The FY 2025 budget does include a rate increase.

Stormwater System Rate Review was completed in FY2024. A multi-year project to update the Stormwater Master Plan is nearly complete and results will determine next the required rate adjustment. New rates were set in accordance with operational, debt and capital funding needs in 2024. The FY 2025 budget does include a rate increase.

Major Stormwater Fund capital projects were previously funded by the long-term loan made in 2007 from the Utilities Capital Replacement Fund. The department received grant and SRF loan proceeds for the Minutemen Stormwater & Streetscape Improvement Project which was completed in FY 2018. Grants for Stormwater projects are reimbursable cost grants, meaning that eligible costs are incurred “up front” and reimbursements lag these expenditures by several months.

Budget Calendar

Activity	Date
Review what is new for budget preparation and distribute budget manuals. Send budget input materials to the Commission.	February 29, 2024
Refresher/new user training on the Naviline Budget Module	As needed
CIP Budget Meetings with Departments	March 25, 2024- April 19, 2024
CIP Budget Workshop with Commission	April 23, 2024
Operational Meetings With Departments	May 1, 2024- May 31, 2024
Deadline for Input:	
- Requested Budgets (Operating and 5 Year CIP-Naviline) - Operating Statistics - Performance Measures	April 26, 2024
City Commission Vote on Proposed Millage	July 16, 2024
First Public Hearing and Vote to Approve Tentative Millage & Budget	September 4, 2024
Second Public Hearing and Vote to Approve Final Millage & Budget	September 19, 2024

BREVARD COUNTY SCHOOL BOARD

First Hearing - July 25, 2024 5:30pm

Final Hearing - September 5, 2024 5:30pm

BREVARD COUNTY BOARD OF COMMISSIONERS

First Hearing - September 10, 2024 5:30pm

Final Hearing - September 24, 2024 5:30pm

1. To schedule budget refresher/new user training or problem resolution on an individual basis, call Patrisha Draycott at 321 868-3369.

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 February for the fiscal year 2025 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

Departments may not exceed the total appropriated without approval of a budget amendment by the City Manager. The City Manager may also approve transfers within a department's accounts and/or authorize adjustments to re-classify items to the proper account codes and to account for loans, merchandise for resale, reimbursements, gifts, grants or donations.

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, as described above. 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. Capital items such as equipment units are generally not financed unless there is an economic advantage by doing so. The City understands that appropriations required for debt service payments reduce amounts available for operations and maintenance. Likewise, it is aware 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. Without the potential for any substantial new development, the question of how the City will be able to address necessary increases in operating and maintenance costs in the future is one issue that must be considered during the budget process. 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. The millage rate adopted in FY 2025 provides 8.8% more ad valorem revenue than FY 2024. 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.

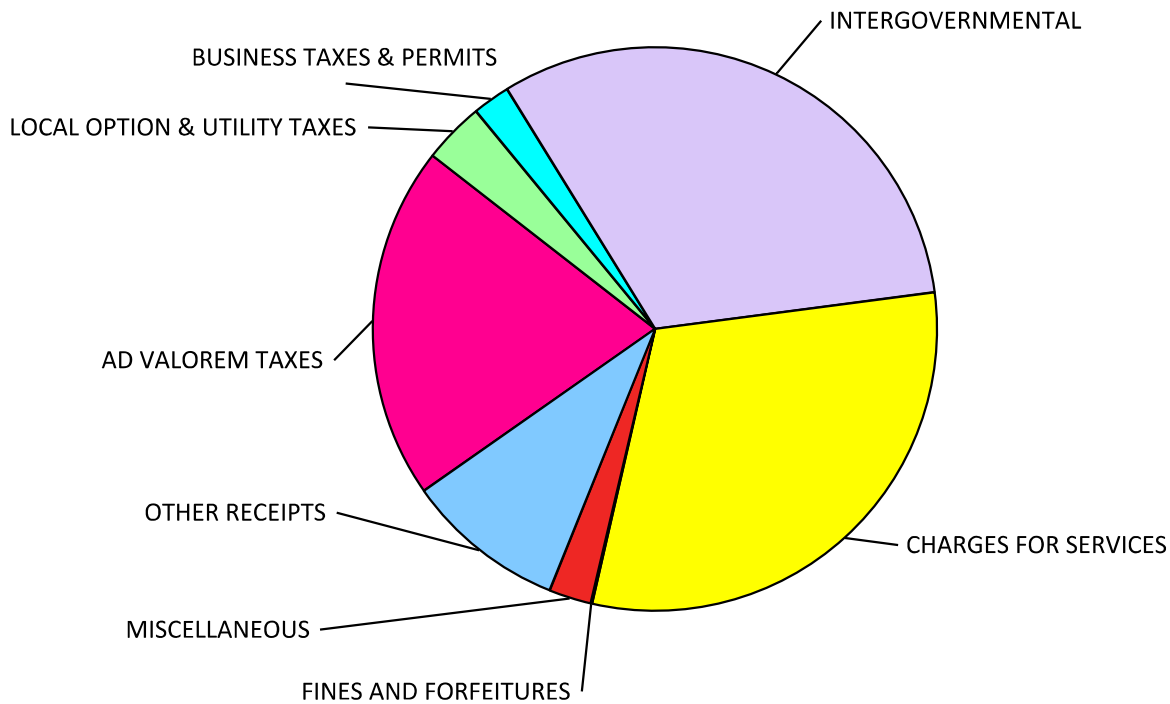
The ACFR shows fund expenditures and revenues on both a GAAP basis and budget basis for comparison purposes.

Budget Overview

Revenue by Source

The graph below shows our current revenue picture by revenue source. The chief revenue sources are charges for services (31%) and property taxes (26%). The remaining (43%) percent consists of sources such as one-time loan proceeds, state shared revenue, grants, and fines.

Revenue by Source - All Funds

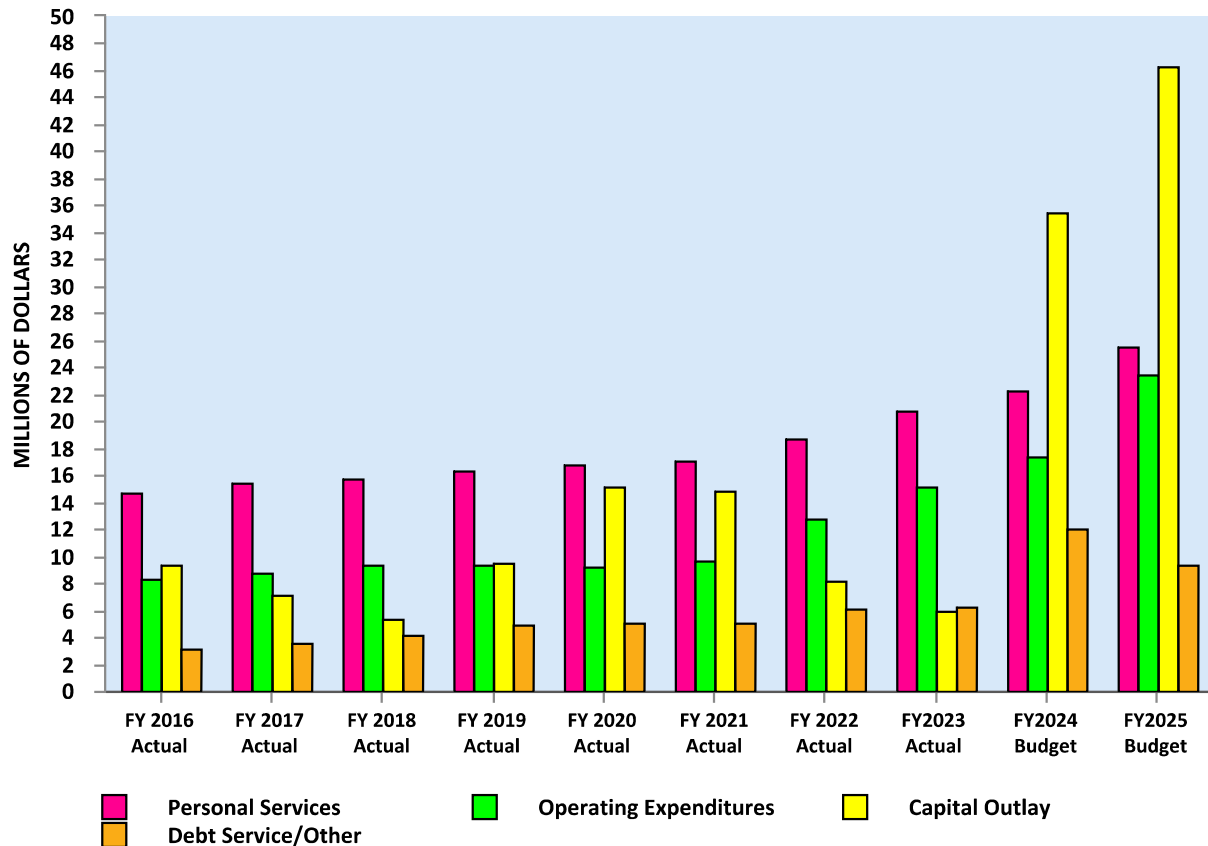


REVENUE BY SOURCE - ALL FUNDS (EXCLUDING FUNDS FORWARD)

AD VALOREM TAXES	17,763,105	20.3 %
LOCAL OPTION & UTILITY TAXES	3,073,443	3.5 %
BUSINESS TAXES & PERMITS	1,876,483	2.1 %
INTERGOVERNMENTAL	27,765,974	31.7 %
CHARGES FOR SERVICES	26,842,797	30.7 %
FINES AND FORFEITURES	69,450	0.1 %
MISCELLANEOUS	2,135,004	2.4 %
OTHER RECEIPTS	8,037,151	9.2 %
TOTAL	87,563,407	100.0 %

Budget Overview

EXPENDITURES - 10 Year Trend - ALL FUNDS



Major trends are as follows:

Personnel Services

Gradually rising to avoid wage compression and address the new minimum wage requirement of \$15.00 per hour by September 30, 2026. Employee reductions that were made during the Great Recession are partially offset by increased benefit costs and staffing for critical functions.

Operating Expenditures

Gradually rising; increasing technical support costs and increases in materials costs are primary factors.

Capital Outlay

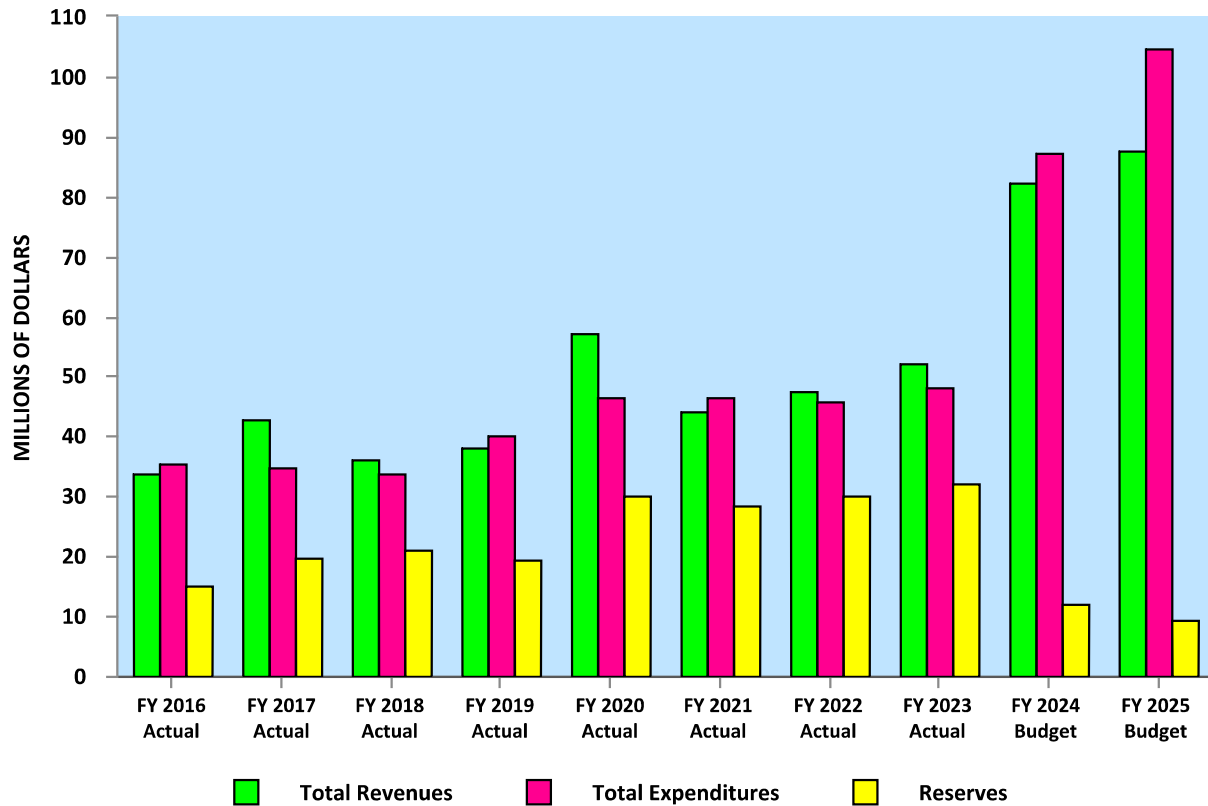
Reduction achieved in previous years by project & equipment replacement deferrals; spike caused by appropriations for costs associated with dredging and capping project (100% grant funded), construction of new municipal facilities, and road improvement projects.

Debt Service/Other

Debt has gradually risen in recent years to facilitate funding for critical infrastructure projects. Debt for construction of the new fire station and sewer plant facilities infrastructure upgrades began in FY 2014. Payments for the State Revolving Fund (SRF) Loans for the Sewer System Rehab began in FY 2017. Minutemen Streetscape and the Downtown Parking Garage loan payments began in FY 2018. Debt service for the new police station facility began in FY 2020. Payments for the most recent SRF loan for Water Reclamation Facilities upgrades began in FY 2021.

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, and materials. Spike is due to the increased capital projects in FY 2023 specifically the golf course dredging/capping project, City Hall facility and City Hall parking garage, road replacement & repair projects, sewer system slip lining project, and stormwater improvements.

Reserves

Reserves increased in FY2020 due to suspension of select operating expenditures due to COVID-19. Trend has been decreasing over the past three years due to increased operating costs and large capital projects.

MILLAGE OVERVIEW

MILLAGE SUMMARY

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 6.1644 is equal to approximately \$6.16 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 2025 budget assumes the current year adjusted taxable value of real property in the City of Cocoa Beach will be \$3,163,060,384. The final gross taxable value for the prior (FY 2024) budget year was \$2,900,316,082. This is an 9.1% increase in valuation.

Fiscal Year 2025 Millage Assessment

The millage for Fiscal Year 2025 contains an operating millage, but no restricted millage.

Operating Millage

In Fiscal Year 2025 the City millage rate is 6.1644 which equates to \$ 6.16 per \$1,000 of taxable property value.

Restricted Millage

Eliminated in FY 2002

Limitation on Increases in Ad Valorem Tax Revenue - The City cannot increase ad valorem tax revenue for operating budgets in excess of the proposed 6.1644 mils 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 mils on the tax rate.

Millage Summary

Limitation on Increases to Assessed Value

Assessments on homestead properties cannot increase by more than three (3%) 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 3.5% from the FY 2024 budget to the FY 2025 budget. The median listing home price in the City of Cocoa Beach has increased by over 10% in 2024*.

It is possible for Homesteaded properties to increase in taxable value due to Save Our Homes provisions, while Non-Homestead properties decrease in taxable value because of market conditions. This is called the recapture provision.

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	1,528,428,150	44,389,202	1,572,817,352	3,875,580	1,568,941,772	1,462,050,879	4.9798
2017	1,651,383,595	44,356,979	1,695,740,574	7,726,440	1,688,014,134	1,570,025,655	4.9798
2018	1,790,137,425	45,689,227	1,835,826,652	3,666,242	1,832,160,410	1,689,173,910	5.4798
2019	1,926,013,887	47,699,982	1,973,713,869	2,355,548	1,971,358,321	1,834,321,456	5.7298
2020	2,046,878,881	50,724,415	2,097,603,296	11,191,720	2,086,411,576	2,018,543,186	5.7298
2021	2,141,432,855	55,389,524	2,196,822,379	8,596,439	2,188,225,940	2,107,856,272	5.8294
2022	2,268,681,405	56,692,892	2,325,374,297	3,521,533	2,321,852,764	2,199,480,742	5.9544
2023	2,578,000,669	64,058,126	2,642,058,795	15,102,070	2,626,956,725	2,327,019,290	6.1644
2024	2,829,124,650	71,789,114	2,900,913,764	10,107,337	2,890,806,427	2,641,996,242	6.1644
2025	3,087,249,981	75,810,403	3,163,060,384	10,463,504	3,148,669,984	2,900,316,082	6.1644

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

**Source: FY 2023 Annual Comprehensive Financial Report (ACFR), page 126

Final taxable value determined after Valuation Board rulings.

Prior to FY 2016, property tax revenue peaked in FY 2007 when taxable values were \$2,063,281,760. The cumulative revenue loss between FY 2007 and FY 2016 totaled over \$5.1M. Beginning in FY 2017, through a combination of rising property values and increased millage rates, the gap on the revenue losses began to narrow even though the purchasing power that otherwise would have been generated by collections could not be realized. Staff has addressed this loss by cutting or deferring some projects, eliminating positions and making focused reductions in expenditure accounts. However, these reductions are partially offset by rising direct and indirect costs.

To continue to regain the ad valorem revenue level attained prior to the Great Recession will require several years of rising property values and a willingness to absorb the increased taxes.

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		
2014	4.9798	5.4589	5.8390	1.5000	0.5230	18.3007
2015	4.9798	5.3047	5.7750	1.5000	0.4988	18.0583
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

Source: FY 2023 Annual Comprehensive Financial Report (ACFR), page 127

- Notes:
- * Fiscal Year rate applies to the prior calendar year tax assessments; e. g. FY 2024 millage applies to calendar year 2020 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.
 - ** "Other" includes Florida Inland Navigation District (FIND) and St. John's River Water Management District (SJRWMD).

BUDGET OVERVIEW

SUMMARIES OF SOURCES AND USES

CONSOLIDATED FINANCIAL OVERVIEW

TOTAL SOURCES AND USES - CHARTS

**FISCAL YEAR 2025
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	19,205,596	—	—	—	—	—	19,205,596
REVENUE							
Ad Valorem Taxes	17,763,105	—	—	—	—	—	17,763,105
Local Option & Utility Taxes	3,073,443	—	—	—	—	—	3,073,443
Business Taxes & Permits	1,876,483	—	—	—	—	—	1,876,483
Intergovernmental	13,137,697	—	—	—	—	—	13,137,697
Charges For Services	10,402,986	—	—	—	—	—	10,402,986
Fines & Forfeitures	69,450	—	—	—	—	—	69,450
Miscellaneous	1,712,641	—	—	—	—	—	1,712,641
Other Receipts	2,028,722	—	—	—	—	—	2,028,722
Total Revenue	50,064,527	—	—	—	—	—	50,064,527
Total Sources	69,270,123	—	—	—	—	—	69,270,123
EXPENDITURES							
Commission	—	32,740	62,075	—	—	95,000	189,815
City Attorney	—	—	252,000	—	—	—	252,000
City Manager	—	597,160	45,855	—	—	3,500	646,515
Human Resources	—	387,835	105,463	—	—	—	493,298
City Clerk	—	269,975	77,780	—	—	—	347,755
Finance	—	1,002,175	153,710	—	—	—	1,155,885
Finance/Metered Parking	—	140,076	400,842	15,500	—	—	556,418
Information Technology	—	627,925	1,399,962	55,000	—	15,000	2,097,887
Police	—	6,049,085	382,372	170,826	—	—	6,602,283
Beach Rangers	—	115,950	7,371	—	—	—	123,321
Parking Enforcement	—	172,800	10,538	—	—	—	183,338
Communications	—	1,040,556	136,139	168,225	—	—	1,344,920
Fire	—	5,584,531	687,610	68,900	—	1,500	6,342,541
Emergency Medical Service	—	—	105,100	81,000	—	—	186,100
Community Paramedic Program	—	46,300	9,900	—	—	—	56,200
Public Works	—	2,372,875	5,191,525	14,386,966	—	—	21,951,366
Fleet	—	509,650	650,508	2,195,149	—	—	3,355,307
Development Services - Zoning	—	480,100	154,175	—	—	—	634,275
Code Enforcement Officers	—	188,550	19,300	—	—	—	207,850
Leisure Services	—	2,462,165	1,561,410	1,300,929	—	—	5,324,504
General Appropriations	—	9,000	1,797,737	—	1,534,966	675,000	4,016,703
Total Expenditures	—	22,089,448	13,211,372	18,442,495	1,534,966	790,000	56,068,281
Total Reserves	13,201,842	—	—	—	—	—	13,201,842
Total Uses	—	22,089,448	13,211,372	18,442,495	1,534,966	790,000	69,270,123

**FISCAL YEAR 2025
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	1,930,039	—	—	—	—	—	1,930,039
REVENUE							
Intergovernmental	1,505,698		—	—	—	—	1,505,698
Charges for Services	461,000		—	—	—	—	461,000
Miscellaneous & Other Receipts	47,007		—	—	—	—	47,007
Debt Proceeds	—		—	—	—	—	—
Total Revenues	2,013,705	—	—	—	—	—	2,013,705
Total Sources	3,943,744	—	—	—	—	—	3,943,744
EXPENDITURES							
		54,050	276,271	39,030	397,750	1,514,592	2,281,118
RESERVES							
	1,662,626	—	—	—	—	—	1,662,626
Total Uses	—	54,050	276,271	39,030	397,750	1,514,592	3,943,744

BUILDING PERMITS FUND	Sources	USES BY CATEGORY					TOTAL
		Personnel Services	Operating	Capital Outlay	Debt Service	Other/ Transfers	
Funds Forward	1,319,093	—	—	—	—	—	1,319,093
REVENUE							
Charges for Services	989,250	—	—	—	—	—	989,250
Miscellaneous	11,742	—	—	—	—	—	11,742
Total Revenues	1,000,992	—	—	—	—	—	1,000,992
Total Sources	2,320,085	—	—	—	—	—	2,320,085
EXPENDITURES							
		462,425	364,500	—	—	905,088	1,732,013
RESERVES							
	588,072						588,072
Total Uses	—	462,425	364,500	—	—	905,088	2,320,085

**FISCAL YEAR 2025
BUDGET
SOURCES & USES OF FUNDS BY DEPARTMENT & CATEGORY
(EXHIBIT A)**

CAPITAL IMPROVEMENTS PROJECTS FUND	Sources	USES BY CATEGORY					TOTAL
		Personnel Services	Operating	Capital Outlay	Debt Service	Other/ Transfers	
Funds Forward	4,871,213	—	—	—	—	—	4,871,213
REVENUE							
Intergovernmental	3,425,000	—	—	—	—	—	3,425,000
Miscellaneous & Other Receipts	500	—	—	—	—	—	500
Transfers	2,528,429	—	—	—	—	—	2,528,429
Debt Proceeds	—	—	—	—	—	—	—
Total Revenues	5,953,929	—	—	—	—	—	5,953,929
Total Sources	10,825,142	—	—	—	—	—	10,825,142
EXPENDITURES							
	—	—	140,000	9,558,911	—	—	9,698,911
RESERVES	1,126,231	—	—	—	—	—	1,126,231
Total Uses	—	—	140,000	9,558,911	—	—	10,825,142

UTILITIES SYSTEM FUND	Sources	USES BY CATEGORY					TOTAL
		Personnel Services	Operating	Capital Outlay	Debt Service	Other/ Transfers	
Funds Forward	8,808,813	—	—	—	—	—	8,808,813
REVENUE							
Intergovernmental	11,277,500	—	—	—	—	—	11,277,500
Charges for Services	9,243,400	—	—	—	—	—	9,243,400
Miscellaneous	317,838	—	—	—	—	—	317,838
Other Receipts	3,340,000	—	—	—	—	—	3,340,000
Total Revenues	24,178,738	—	—	—	—	—	24,178,738
Total Sources	32,987,551	—	—	—	—	—	32,987,551
EXPENDITURES							
		2,403,340	5,021,404	16,852,650	1,962,036	1,931,113	28,170,543
RESERVES	4,817,008	—	—	—	—	—	4,817,008
Total Uses	—	2,403,340	5,021,404	16,852,650	1,962,036	1,931,113	32,987,551

**FISCAL YEAR 2025
BUDGET
SOURCES & USES OF FUNDS BY DEPARTMENT & CATEGORY
(EXHIBIT A)**

STORMWATER FUND	Sources	USES BY CATEGORY					TOTAL
		Personnel Services	Operating	Capital Outlay	Debt Service	Other/ Transfers	
Funds Forward	(285,184)	—	—	—	—	—	(285,184)
REVENUE							
Intergovernmental	1,420,079	—	—	—	—	—	1,420,079
Charges for Services	1,477,510	—	—	—	—	—	1,477,510
Miscellaneous	35,276	—	—	—	—	—	35,276
Other Receipts	140,000	—	—	—	—	—	140,000
Total Revenues	3,072,865	—	—	—	—	—	3,072,865
Total Sources	2,787,681	—	—	—	—	—	2,787,681
EXPENDITURES	—	513,810	1,517,847	1,391,000	65,588	209,063	3,697,308
RESERVES	(909,627)	—	—	—	—	—	(909,627)
Total Uses	—	513,810	1,517,847	1,391,000	65,588	209,063	2,787,681

HEALTH CARE INTERNAL SERVICE FUND	Sources	USES BY CATEGORY					TOTAL
		Personnel Services	Operating	Capital Outlay	Debt Service	Other/ Transfers	
Funds Forward	1,694,432	—	—	—	—	—	1,694,432
Charges for Services	4,268,651	—	—	—	—	—	4,268,651
Miscellaneous	10,000	—	—	—	—	—	10,000
REVENUE	4,278,651	—	—	—	—	—	4,278,651
Total Sources	5,973,083	—	—	—	—	—	5,973,083
EXPENDITURES	—	—	2,983,005	—	—	—	2,983,005
RESERVES	2,990,078	—	—	—	—	—	2,990,078
Total Uses	—	—	2,983,005	—	—	—	5,973,083

**FISCAL YEAR 2025
BUDGET
SOURCES & USES OF FUNDS BY DEPARTMENT & CATEGORY
(EXHIBIT A)**

	Sources						TOTAL
		Personnel Services	Operating	Capital Outlay	Debt Service	Other/ Transfers	
Funds Forward (All Funds)	37,544,002	—	—	—	—	—	—
REVENUE							
General Fund Revenue							
Ad Valorem Taxes	17,763,105	—	—	—	—	—	—
Local Option & Utility Taxes	3,073,443	—	—	—	—	—	—
Business Taxes & Permits	1,876,483	—	—	—	—	—	—
Intergovernmental	13,137,697	—	—	—	—	—	—
Charges for Services	10,402,986	—	—	—	—	—	—
Fines & Forfeitures	69,450	—	—	—	—	—	—
Miscellaneous	1,712,641	—	—	—	—	—	—
Other Receipts	2,028,722	—	—	—	—	—	—
General Fund Expenditures		22,089,448	13,211,372	18,442,495	1,534,966	790,000	—
Totals - General Fund	50,064,527	22,089,448	13,211,372	18,442,495	1,534,966	790,000	—
Other Fund Revenue							—
Community Redevelopment	2,013,705	53,475	276,271	39,030	397,750	1,514,592	—
Building Permits Fund	1,000,992	462,425	364,500	—	—	905,088	—
Capital Improvement Fund	5,953,929	—	140,000	9,558,911	—	—	—
Utility system	21,178,738	2,403,340	5,021,404	16,852,650	1,962,036	1,931,113	—
Stormwater	3,072,865	513,810	1,517,847	1,391,000	65,588	209,063	—
Health Care Fund	4,278,651	—	2,983,005	—	—	—	—
Total Other Fund Revenue	33,220,229	—	—	—	—	—	—
Total Fund Revenue	87,563,407	—	—	—	—	—	—
Total Sources - All Funds	125,107,409	—	—	—	—	—	125,107,409
Total Expenditures		25,522,498	23,514,399	46,284,086	3,960,340	5,349,856	104,631,179
Total Reserves	20,476,230	—	—	—	—	—	20,476,230
TOTAL USES - ALL FUNDS							125,107,409

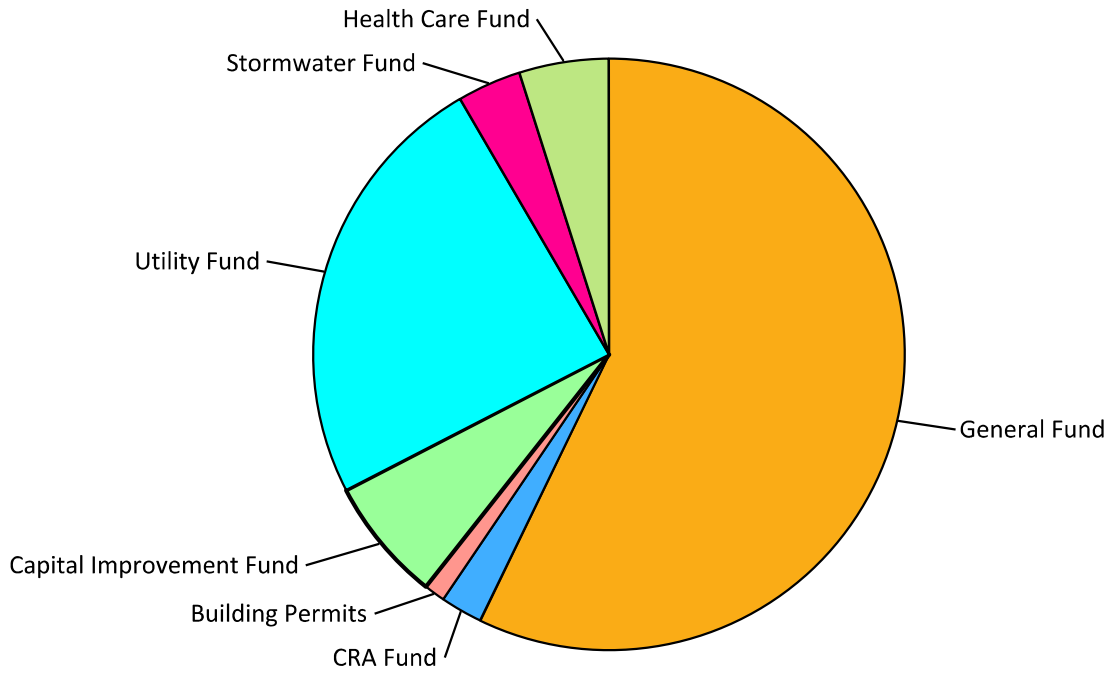
Consolidated Financial Overview

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

	2022	2023	2024	2025
	Actual	Actual	Estimated	Budget
Funds Forward	28,584,537	30,164,082	32,216,566	37,544,002
REVENUE				
Ad Valorem Taxes	12,821,323	14,982,075	16,413,910	17,763,105
Local Option & Utility Taxes	2,698,447	3,009,463	2,910,402	3,073,443
Business Taxes & Permits	1,748,310	1,908,343	1,885,480	1,876,483
Intergovernmental	5,988,806	4,391,957	8,466,671	27,765,974
Charges for Services	19,013,808	23,792,953	26,002,978	26,842,797
Fines & Forfeitures	54,829	49,186	60,510	69,450
Miscellaneous	1,469,546	1,925,188	1,890,410	2,135,004
Other Receipts	3,625,031	2,212,545	11,883,679	8,037,151
Total Revenues	47,420,100	52,271,710	69,514,040	87,563,407
Total Sources	76,004,637	82,435,792	101,730,606	125,107,409
EXPENDITURES				
Personnel Services	18,369,898	20,747,051	22,608,840	25,522,498
Operating	12,331,169	15,201,082	16,988,279	23,514,399
Capital Outlay	7,695,019	5,909,363	16,658,621	46,284,086
Transfers	2,301,387	2,372,579	4,382,497	5,349,856
Debt Service/Other	3,741,536	3,824,129	3,548,367	3,960,340
Total Expenditures	44,439,009	48,054,204	64,186,604	104,631,179
Reserves	30,249,383	32,216,566	37,544,002	20,476,230
Total Uses	74,688,392	80,270,770	101,730,606	125,107,409

Revenue Sources By Fund

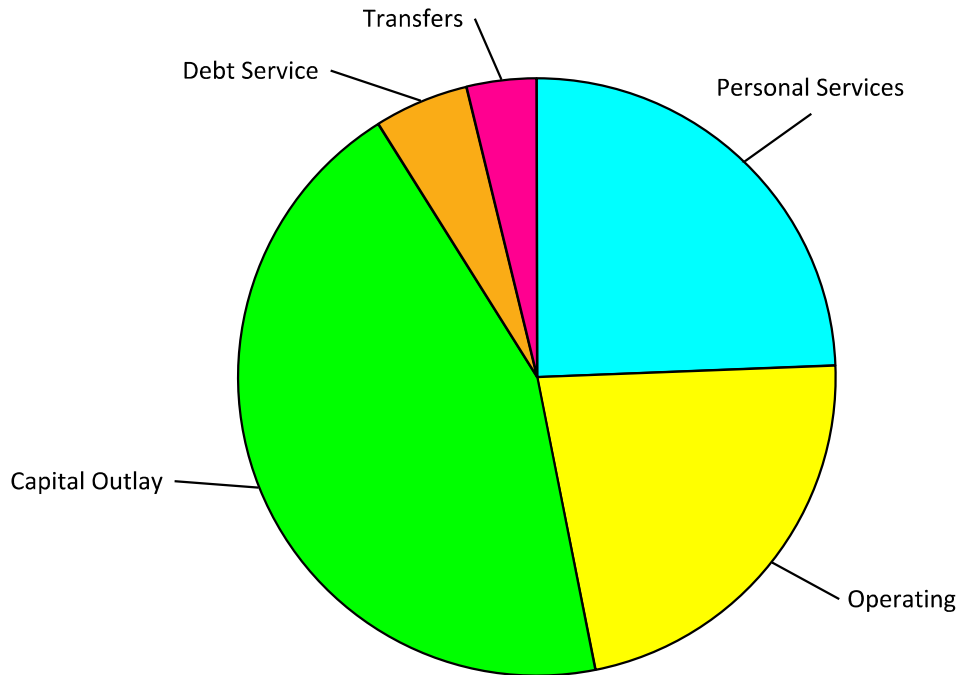
Revenue Sources By Fund - Total of All Funds, Excluding Funds Forward



CATEGORY	AMOUNT	PERCENT
General Fund	50,064,527	57.2 %
CRA Fund	2,013,705	2.3 %
Building Permits	1,000,992	1.1 %
Capital Improvement Fund	5,953,929	6.8 %
Utility Fund	21,178,738	24.3 %
Stormwater Fund	3,072,865	3.5 %
Health Care Fund	4,278,651	4.9 %
TOTAL	87,563,407	100.1 %

Expenditures By Category

Expenditures By Category - Total of All Funds, Excluding Reserves



CATEGORY	AMOUNT	PERCENT
PERSONNEL SERVICES	25,522,498	24.4 %
OPERATING	23,514,399	22.5 %
CAPITAL OUTLAY	46,284,086	44.2 %
TRANSFERS/OTHER	5,349,856	5.1 %
DEBT SERVICE	3,960,340	3.8 %
TOTAL	104,631,179	100.0 %

PERSONNEL OVERVIEW

PERSONNEL RECAP

SALARIES AND BENEFITS SUMMARY

SALARIES AND BENEFITS CHART

PERSONNEL RECAP

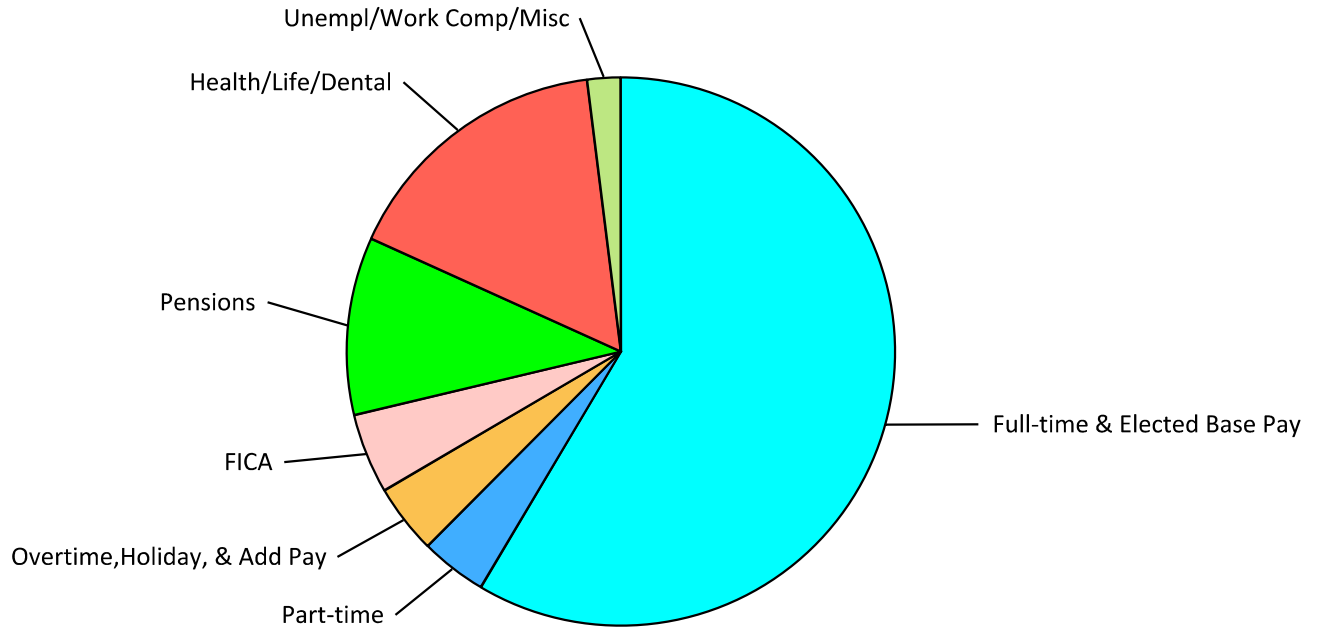
	FY2023	to	FY2025		
	FY2023	FY2024	CHANGE	FY2025	
FULL-TIME POSITIONS					
General Fund					
City Manager	4	5	(1)	4	
Human Resources	3	3	—	3	
City Clerk	2	2	1	3	
Finance/Metered Parking	11	13	—	13	
Information Technology/GIS	6	6	—	6	
Police	52	52	—	52	
Communications	11	15	(1)	14	
Fire	32	38	—	38	
Public Works	35	35	—	35	
Development Services	7	7	—	7	
Code Enforcement	1	1	—	1	
Leisure Services - Recreation	4	5	—	5	
Leisure Services - Golf	19	19	—	19	
Subtotal General Fund	187	201	(1)	200	
Other Funds					
Community Redevelopment Agency Fund	—	1	—	1	
Building Permits & Inspection Utilization Fund	—	8	—	8	
Utilities	25	26	—	26	
Stormwater	5	5	—	5	
Subtotal Other Funds	30	40	—	40	
TOTAL FULL-TIME POSITIONS	217	241	(1)	240	
PART-TIME/SEASONAL POSITIONS					
General Fund					
City Commission	5	5	—	5	
City Manager	—	—	—	—	
Human Resources	1	—	1	1	
Finance/Metered Parking	—	—	—	—	
Information Technology/GIS	3	3	—	3	
Beach Rangers (Police)	8	8	—	8	
Parking Enforcement (Police)	17	8	—	8	
Communications	2	2	—	2	
Fire	5	4	—	4	
Public Works	2	2	—	2	
Development Services	—	—	—	—	
Code Enforcement	1	—	—	—	
Leisure Services - Recreation	49	51	—	51	
Leisure Services - Golf	37	36	—	36	
Subtotal General Fund	130	119	1	120	
Other Funds					
Community Redevelopment Agency Fund	1	—	—	—	
Building Permits & Inspection Utilization Fund	—	—	—	—	
Subtotal Other Funds	1	—	—	—	
TOTAL PART-TIME/SEASONAL POSITIONS	131	119	1	120	
TOTAL POSITIONS	348	360	—	360	

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	12,748,452	39,425	308,750	1,477,050	337,500	14,911,177
Additional Pay	88,990	—	—	—	—	88,990
Part-Time	995,835	—	—	—	—	995,835
Overtime	682,100	—	3,000	101,000	1,700	787,800
Holiday	173,950	—	—	—	—	173,950
Subtotal Salary	14,719,327	39,425	311,750	1,578,050	339,200	16,987,752
Benefits						
FICA	1,031,595	3,025	23,850	120,675	25,300	1,204,445
General Pension	770,000	4,500	36,000	163,000	39,000	1,012,500
Police Pension	861,000	—	—	—	—	861,000
Fire Pension	806,000	—	—	—	—	806,000
ICMA Pension	—	—	—	—	—	—
Group Health	3,283,100	5,200	82,225	498,000	98,200	3,966,725
Group Life	89,845	140	1,950	8,225	1,000	101,160
Dental Plan	67,310	185	1,750	8,330	2,210	79,785
Workers' Comp.	457,924	1,000	4,900	26,775	8,900	499,499
Unemployment & Misc.	3,347	—	—	285	—	3,632
Subtotal Benefits	7,370,121	14,050	150,675	825,290	174,610	8,534,746
Total FY 2025						
	22,089,448	53,475	462,425	2,403,340	513,810	25,522,498
Total Percentage						
	86.6%	0.2%	1.8%	9.4%	2.0%	100.0%
Comparison of Personnel Budget Appropriations for FY 2025 to FY 2024						
FY 2024 Budget	19,273,194	92,863	562,713	2,305,572	484,776	22,719,118
Change in FY 2025	2,816,254	(39,388)	(100,288)	97,768	29,034	2,803,380

BENEFIT TYPE



Benefit Type	Amount	Percent
Full-time & Elected Base Pay	14,941,177	58.5 %
Part-time	995,835	3.9 %
Overtime, Holiday, & Add Pay	1,050,740	4.1 %
FICA	1,204,445	4.7 %
Pensions	2,679,500	10.5 %
Health/Life/Dental	4,147,670	16.3 %
Unempl/Work Comp/Misc	503,131	2.0 %
TOTAL	25,522,498	100.0 %

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BUDGET OVERVIEW

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

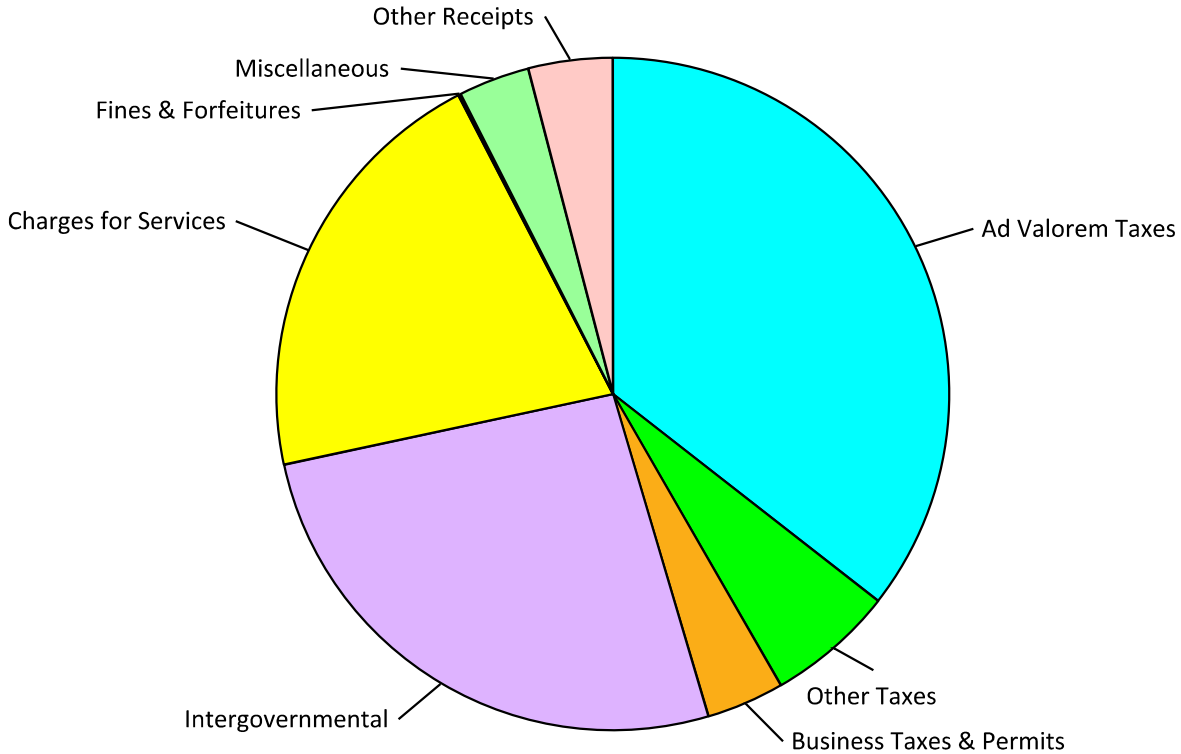
General Fund Budget Summary
Fund Number: 001

		2024		2025
	2022	2023	Amended	2024
	Actual	Actual	Budget	Estimated
				Proposed
				Budget
SOURCES OF FUNDS				
Ad Valorem Taxes	12,821,323	14,982,075	16,324,126	16,413,910
Local Option & Utility Service Taxes	2,698,447	3,009,463	2,786,202	2,910,402
Business Taxes & Permits	1,748,310	1,908,343	2,004,635	1,885,480
Intergovernmental	4,929,204	2,073,307	5,626,112	2,229,967
Charges For Services	8,770,143	9,554,201	11,415,548	10,251,562
Fines & Forfeitures	54,829	49,186	48,050	60,510
Miscellaneous	1,394,955	1,224,960	1,142,770	1,178,050
Other Receipts	2,381,625	2,152,545	2,028,722	2,075,264
Total Revenues	34,798,836	34,954,080	41,376,165	37,005,145
Funds Forward	13,321,953	15,299,758	16,923,755	16,923,755
Total Sources	48,120,789	50,253,838	58,299,920	53,928,900
USES OF FUNDS				
Personnel Services	15,971,171	17,987,062	18,786,306	19,448,323
Operating	8,549,456	9,662,068	11,783,789	10,350,917
Capital Outlay	4,665,179	2,110,564	10,978,316	3,055,635
Debt Service/Other	2,311,889	1,405,367	1,362,427	1,868,429
Total Expenditures	31,497,695	31,165,061	42,910,838	34,723,304
Reserves	15,306,849	16,923,755	15,389,082	19,205,596
Total Uses	46,804,544	48,088,816	58,299,920	53,928,900

GENERAL FUND BUDGET

SOURCES OF FUNDS

General Fund Revenue Sources, Excluding Funds Forward



GENERAL FUND REVENUE SOURCES, EXCLUDING FUNDS FORWARD

Ad Valorem Taxes	17,763,105	35.6 %
Other Taxes	3,073,443	6.1 %
Business Taxes & Permits	1,876,483	3.7 %
Intergovernmental	13,137,697	26.2 %
Charges for Services	10,402,986	20.8 %
Fines & Forfeitures	69,450	0.1 %
Miscellaneous	1,712,641	3.4 %
Other Receipts	2,028,722	4.1 %
TOTAL	50,064,527	100.0 %

Ad Valorem Taxes continue to be the primary source of Revenue to the General Fund. Ad Valorem Tax Revenues are 35.5% of the total versus 39.7% last year.

SOURCES OF FUNDS					
		2022	2023	2024	2025
		Actual	Actual	Amended Budget	Proposed Budget
TAXES					
AD VALOREM TAXES					
0000-311. 10-00 Current		12,623,148	14,690,145	16,100,474	17,482,105
0000-311. 20-00 Prior Year Warrants		183,390	245,870	210,700	250,000
0000-311. 30-00 Interest & Penalties		14,785	46,060	12,952	31,000
Subtotal Ad Valorem Taxes		12,821,323	14,982,075	16,324,126	17,763,105
LOCAL OPTION TAXES					
0000-312. 41-00 First Local Option Fuel Tax		362,645	378,890	384,142	364,146
2120-312. 52-00 Ins. Premium Tax - Police Pension		115,133	136,017	120,000	191,369
2820-312. 51-00 Ins. Premium Tax - Fire Pension		177,433	227,322	230,000	356,993
Subtotal Local Option Taxes		655,211	742,229	734,142	912,508
LOCAL BUSINESS TAX					
3610-316 10-00 Local Business Tax		136,706	104,601	140,000	160,000
3610-316 10-20 Vacation Rental Business Tax		—	1,375	42,500	28,000
3610-316 20-00 County Business Tax		3,000	4,631	4,500	4,500
Subtotal Business Tax		139,706	110,607	187,000	192,500
UTILITY SERVICE TAXES					
0000-314. 10-00 Electricity		1,495,145	1,709,597	1,480,500	1,577,375
0000-314. 20-00 Telecommunications		475,113	486,391	498,060	508,060
0000-314. 40-00 Natural Gas		72,978	71,246	73,500	75,500
Subtotal Utility Service Taxes		2,043,236	2,267,234	2,052,060	2,160,935
TOTAL TAXES		15,659,476	18,102,145	19,297,328	21,029,048
BUSINESS TAXES & PERMITS					
BUILDING PERMITS					
3610-322 90-00 Miscellaneous Permits		—	497	8,000	250
Subtotal Building Permits		—	497	8,000	250
FRANCHISE FEES					
0000-323 10-00 Electricity		1,219,996	1,338,900	1,065,750	1,225,933
0000-323 40-00 Natural Gas		59,062	88,194	73,500	93,500
0000-323 70-00 Solid Waste		270,026	298,244	321,300	321,300
0000-323 90-00 Other		3,021	600	750	—
3610-323 90-10 Beach Related Franchise		55,149	56,436	60,000	—
Subtotal Franchise Fees		1,607,254	1,782,374	1,521,300	1,640,733

SOURCES OF FUNDS					
	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
OTHER LICENSES/PERMITS					
2820-329 10-10 Vacation Rental Fire Inspection Fees	—	—	6,935	—	—
2820-329 30-00 Burn Permits	1,350	2,315	3,000	1,680	2,000
3610-329 50-10 Vacation Rental Registration Fees	—	12,550	275,000	95,167	40,000
3610-367 20-00 Adult Entertainment License/Other	—	—	3,400	1,000	1,000
Subtotal Licenses/Permits	1,350	14,865	288,335	97,847	43,000
TOTAL BUSINESS TAXES & PERMITS	1,608,604	1,797,736	1,817,635	1,691,770	1,683,983
INTERGOVERNMENTAL REVENUE					
FEDERAL GRANTS					
0000-331 00-00 Federal Funds Relief	775,155	18,580	—	—	—
2820-331. 30-10 FEMA - Fire SAFER Grant	—	—	327,294	242,469	362,468
0000-331 80-00 Federal Hurricane Relief	—	46,044	—	200,374	—
0000-331 90-00 American Rescue Plan Act Revenue	—	430,469	777,725	392,470	—
2120-331 20-10 Vests & Other Grants	1,547	3,687	8,610	5,707	8,165
Subtotal Federal Grants	776,702	498,780	1,113,629	841,020	370,633
STATE GRANTS					
0000-334 20-00 Public Safety Grants	—	3,000	3,000	—	—
3110-334 10-00 State Grants	2,833,545	232,444	—	57,688	—
3160-334 10-00 State Grants	—	—	1,043,174	—	1,043,174
3170-334 10-00 State Grants	—	—	2,078,060	125,952	10,300,000
Subtotal State Grants	2,833,545	235,444	3,124,234	183,640	11,343,174
STATE REVENUE SHARING PROCEEDS					
0000-335. 12-10 Municipal Revenue Sharing Program	332,916	334,647	391,280	277,631	394,852
0000-335. 14-00 Mobile Home Licenses	623	473	500	586	500
0000-335. 15-00 Alcoholic Beverage License Tax	44,314	47,911	49,000	92,329	55,000
0000-335. 18-00 Half-Cent Sales Tax	818,970	841,732	811,318	734,738	789,033
2820-335. 21-00 Firefighters Supplemental Comp.	13,595	10,890	9,960	11,250	14,160
2820-337. 21-00 Contrib. from County (Fire Station)	11,815	11,815	11,815	11,815	11,815
3170-337. 101-00 General Government - Capital Grant	—	—	—	3,000	43,000
3110-335. 12-50 Municipal Gas Taxes	83,152	78,734	103,530	60,307	103,530
3110-335. 45-00 Motor Tax Fuel Rebate	13,572	12,881	10,846	13,651	12,000
Subtotal State Revenue Sharing Proceeds	1,318,957	1,339,083	1,388,249	1,205,307	1,423,890
TOTAL INTERGOVERNMENTAL REVENUE	4,929,204	2,073,307	5,626,112	2,229,967	13,137,697

Fund: General
Fund Number: 001

			SOURCES OF FUNDS				
			2022	2023	2024	2024	2025
			Actual	Actual	Amended Budget	Estimated	Proposed Budget
CHARGES FOR SERVICES							
GENERAL GOVERNMENT							
0000-341	90-10	Application Fees - Special Events	3,910	7,612	4,190	9,933	4,190
1110-341	90-30	Sales of Maps, Copies	6,847	9,261	7,200	11,815	7,200
1110-341	90-80	Election	100	1,190	200	—	200
2120-340	10-00	Reimbursed Labor Police	32,935	70,984	70,000	52,829	70,000
2820-340	10-00	Reimbursed Labor-Fire Inspections	13,900	16,648	17,305	28,848	17,305
2820-341	90-60	Plan Check Fees	78,159	—	477,000	287,816	477,000
2820-341	90-75	Lifeguard Services	—	4,956	19,822	—	—
3110-340	10-00	Reimbursed Labor-Public Works	231	2,334	1,500	5,031	1,500
3610-341	30-10	Admin. Fees (Mod Changes)	—	(11,425)	—	12,925	—
3610-341	90-20	Petition Fees	31,367	33,778	12,000	85,875	25,000
3610-341	90-30	Sales of Maps, Copies	—	—	—	1,125	—
3610-341	90-40	Inspection Fees	245	587	1,050	—	500
3610-341	90-60	Plan Check Review Fees	—	65	7,500	3,913	100
Subtotal General Government			167,694	135,990	617,767	500,110	602,995
METERED PARKING							
4100-344.	50-12	Shepard Park Parking Receipts	666,939	797,453	810,000	637,177	660,000
4100-344.	50-16	Fischer Park Parking Receipts	107,037	123,006	125,000	98,358	100,000
4100-344.	50-18	22 N Atlantic Parking Lot	65,683	92,804	80,000	104,129	90,000
4100-344.	50-22	City Hall Parking Zone	8,602	23,917	—	524	3,000
4100-344.	50-30	Parking Permits	155,244	173,391	180,000	197,569	194,500
4100-344.	60-10	Meter Fees	1,676,273	1,478,871	1,768,297	1,457,020	1,410,000
4100-344.	60-15	Meter Fees Taxable	125,271	91,852	110,000	64,767	100,000
4100-344.	60-20	Meter Fines	287,951	386,925	360,000	485,753	375,000
Subtotal Metered Parking			3,093,000	3,168,219	3,433,297	3,045,297	2,932,500
PUBLIC SAFETY							
2120-342.	10-00	Accident Reports	3,462	6,758	6,000	3,814	4,000
2120-342.	90-10	Investigative Cost Recovery	38,782	34,519	30,000	40,313	30,000
2820-342.	50-10	Fire Safety Inspection	25,500	36,045	30,000	201,830	147,500
2820-342.	90-20	Fire Inspections - Special Events	1,020	1,670	2,000	2,525	2,000
Subtotal Public Safety			68,764	78,992	68,000	248,482	183,500
PHYSICAL ENVIRONMENT							
3190-343.	40-00	Solid Waste Revenue	2,394,179	2,679,585	3,600,000	2,817,876	3,000,000
3190-343.	41-00	Beach Maintenance (Interlocal)	165,413	174,595	175,000	160,417	—
3190-343.	80-10	Late Fees	22,489	2,640	19,500	18,108	19,500
Subtotal Physical Environment			2,582,081	2,856,820	3,794,500	2,996,401	3,019,500

SOURCES OF FUNDS					
	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
TRANSPORTATION					
3110-344. 70-00 Hwy Lighting Maint. Agreement	—	208,383	108,902	108,902	112,170
3110-344. 90-00 Other	—	—	—	4,156	—
3150-344. 70-00 Maint. of State Assets	26,708	26,708	26,708	23,287	39,732
Subtotal Transportation	26,708	235,091	135,610	136,345	151,902
CULTURE/LEISURE SERVICES					
4110-347. 20-30 Daily Fees	2,414	3,324	2,300	2,585	—
4110-347. 20-40 Prepaid Fees	314	519	1,600	187	—
4110-347. 20-60 Activity Fees	147,669	127,758	162,000	122,156	167,400
4110-347. 50-00 Recreation Facility Rental	3,474	5,153	6,500	6,208	6,800
4110-347. 50-10 Stadium Sport Complex	2,708	2,275	3,500	3,356	3,500
4110-347. 90-10 Vending Machine	512	586	—	317	—
4130-347. 20-10 Pool Lessons	1,756	465	1,000	5,130	6,000
4130-347. 20-20 Pool Rental	22,739	24,203	25,000	36,397	30,000
4130-347. 20-30 Daily Pool Fees	21,614	47,636	45,000	21,175	36,000
4130-347. 20-40 Prepaid Pool Fees	33,871	35,256	35,000	32,097	32,000
4130-347. 20-60 Pool Activity Fees	—	(70)	500	—	500
4130-347. 20-70 Pool Merchandise	—	—	100	—	100
4130-347. 50-00 Pavilion	8,265	11,098	9,000	10,148	12,000
4140-347. 57-00 Tennis Facility Rental	6,822	9,600	9,600	13,600	12,000
4160-347. 56-00 Auditorium Rental	7,661	11,841	—	1,100	—
4200-347. 10-21 Cart Advertising Revenue	17,500	—	—	—	—
4200-347. 10-60 Restaurant Rental	4,711	—	—	—	—
4200-347. 20-22 Cart Rental Electric	786,258	711,106	866,250	833,186	887,481
4200-347. 20-24 Cart Rental Hand	1,603	1,391	1,300	—	1,300
4200-347. 20-26 Golf Club Rental	22,611	31,776	27,500	42,396	44,000
4200-347. 20-28 Storage/Locker Rental	3,556	—	250	—	250
4200-347. 20-30 Daily Fees	967,774	1,161,290	1,200,000	1,258,815	1,203,218
4200-347. 20-32 Daily Fees Driving Range	35,397	35,296	45,000	43,245	58,240
4200-347. 20-40 Prepaid Fees	5,794	5,000	2,250	—	5,000
4200-347. 20-65 Surcharge	5,569	3,998	5,000	—	5,000
4200-347. 20-67 Handicap Services	1,649	1,057	1,800	2,807	2,575
4200-347. 50-00 Facility Rental	—	11,866	26,000	23,867	32,670
4200-347. 90-10 Sales/Merchandise	196,544	214,027	215,000	238,139	225,000
4200-347. 90-30 Sales/Food	131,127	155,305	175,000	163,344	192,500
4200-347. 90-32 Sales/Beer	118,286	144,661	159,000	145,848	174,900
4200-347. 90-34 Sales/Wine	11,696	19,462	17,000	28,643	28,042
4200-347. 90-36 Sales/Liquor	87,922	127,143	140,000	142,032	154,000
4200-347. 90-38 Sales/Other Beverages	37,421	37,393	40,000	39,842	44,000
Subtotal Culture/Leisure Services	2,695,237	2,940,415	3,222,450	3,216,620	3,364,476

Fund: General
Fund Number: 001

SOURCES OF FUNDS					
	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
OTHER CHARGES FOR SERVICES					
2120-349. 10-00 Cost Sharing School Resource Officer	131,703	138,674	143,924	108,307	148,113
4120-347. 80-00 Lifeguard Services	4,956	—	—	—	—
Subtotal Charges for Services	136,659	138,674	143,924	108,307	148,113
TOTAL CHARGES FOR SERVICES	8,770,143	9,554,201	11,415,548	10,251,562	10,402,986
FINES AND FORFEITURES					
JUDGMENTS AND FINES					
2120-351. 10-00 Court Fines	36,317	37,639	35,000	45,091	48,000
2120-351. 30-00 Police Education	5,769	5,603	6,000	6,836	7,300
Subtotal Fines and Forfeitures	42,086	43,242	41,000	51,927	55,300
VIOLATIONS OF LOCAL ORDINANCES					
2120-354. 10-10 Code Enforcement/Police	8,495	5,794	7,000	5,983	8,000
2120-354. 10-20 Code Enforcement/Red Light	450	150	50	600	150
2820-354. 30-00 Code Enforcement/Fire	—	—	—	—	—
3610-354. 10-00 Code Enforcement/Violations of Local Ordinances	(3,790)	—	—	2,000	—
3610-354. 10-10 Civil Citations	7,588	—	—	—	—
3690-354. 10-10 Civil Citations	—	—	—	—	6,000
Subtotal Charges for Services	12,743	5,944	7,050	8,583	14,150
TOTAL FINES AND FORFEITURES	54,829	49,186	48,050	60,510	69,450
MISCELLANEOUS REVENUES					
INTEREST EARNINGS					
0000-361. 10-00 Interest on Pooled Funds	737	474	800	136	800
0000-361. 20-00 Interest on Investments	37,002	914,475	261,445	1,010,893	845,416
0000-361. 90-00 Market Unrealized Gain/Loss	(38,287)	38,475	—	983	—
Subtotal Miscellaneous Revenues	(548)	953,424	262,245	1,012,012	846,216

SOURCES OF FUNDS					
	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
RENTS & ROYALTIES					
0000-362. 00-00 Sales Tax Commissions	1,080	—	—	—	—
0000-362. 10-00 Communication Tower Rent	15,400	18,200	16,800	15,400	16,800
Subtotal Rents & Royalties	16,480	18,200	16,800	15,400	16,800
SALE/LOSS FIXED ASSETS					
0000-364. 10-00 Insurance/Auction Proceeds	32,488	18,322	15,000	36,064	15,000
0000-364. 20-00 Sale of Land	789,985	—	—	—	—
0000-364. 30-00 Sale of Fixed Assets	6,000	75	—	75	—
Subtotal Sale/Loss Fixed Assets	828,473	18,397	15,000	36,139	15,000
SURPLUS SALES AND SCRAP					
0000-365. 10-00 Sales of Scrap	1,082	—	50	—	50
Subtotal Sales and Scrap	1,082	—	50	—	50
PRIVATE CONTRIBUTIONS					
0000-366. 20-00 Other	945	198	1,000	100	1,000
2120-366. 10-20 Other - Police	3,382	6,275	3,000	—	2,500
2820-366. 20-10 Blood Pressure Donations	—	—	100	—	100
2820-366. 20-20 Other - Fire	227	250	16,000	25,230	—
2830-366. 10-00 Private Sources	—	435	—	290	2,000
3150-366. 30-50 Shepard Park Maintenance	24,000	—	—	—	—
Subtotal Private Contributions	28,554	7,158	20,100	25,620	5,600
OTHER MISCELLANEOUS REVENUES					
0000-367. 10-00 Watercraft Ramp Use	23,000	20,830	21,500	20,000	21,500
0000-369. 00-00 Other Misc Revenues	(14)	—	—	—	—
0000-369. 10-00 NSF Check Fee	15	—	—	30	—
0000-369. 30-00 Insurance Refunds	—	2,636	14,500	—	14,500
0000-369. 36-00 Insurance Proceeds - General	29,167	87,394	25,000	1,757	25,000
0000-369. 40-00 Collection Agencies & Other	850	9,538	6,000	12,637	6,000
2120-369. 90-00 Misc. Revenue	2,025	5,162	—	2,377	—
2120-369. 90-10 Auction proceeds	—	—	—	—	—
2120-369. 90-35 Misc. Signs	—	—	800	—	1,200
3190-369. 40-10 Late Fees	—	15,726	—	—	—
4110-369. 90-15 Misc. Field Trips	—	8,410	—	5,280	—
9000-369. 40-00 Other	(1,326)	74,545	47,200	46,798	47,200
0000-383. 99-00 Other Fin Sources - SBITA	—	3,540	—	—	—
0000-384. 20-00 Lease Proceeds	467,197	—	713,575	—	713,575
Subtotal Other Miscellaneous Revenues	520,914	227,781	828,575	88,879	828,975
TOTAL MISCELLANEOUS REVENUES	1,394,955	1,224,960	1,142,770	1,178,050	1,712,641

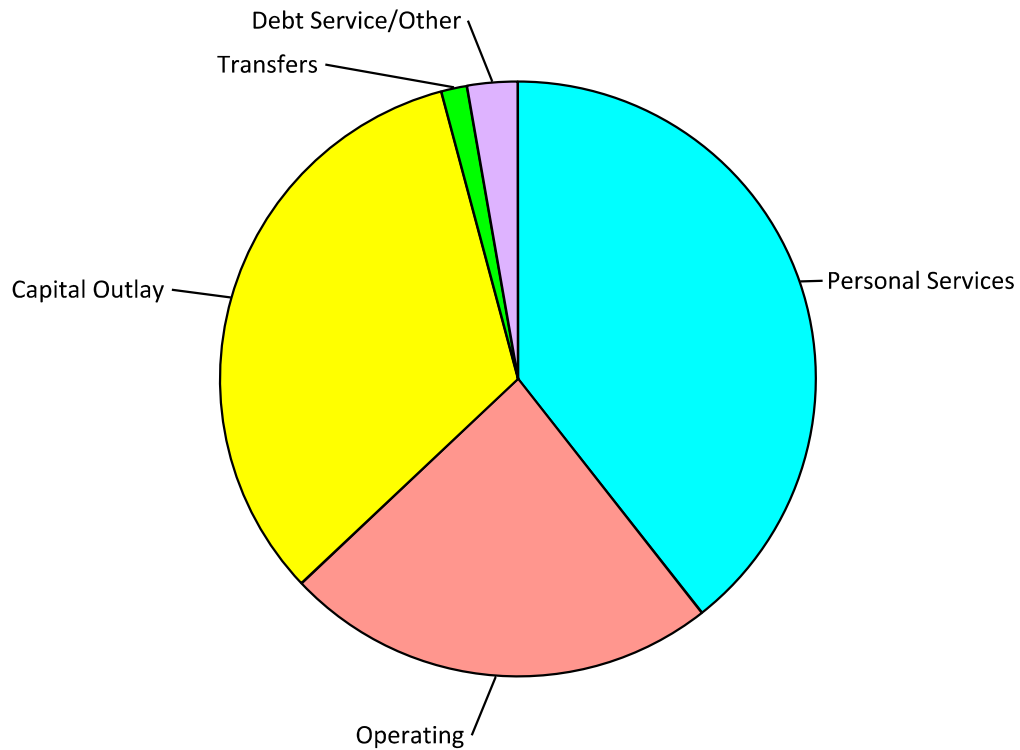
SOURCES OF FUNDS					
	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
OTHER RECEIPTS					
INTERFUND TRANSFERS					
0000-381. 10-10 From Utilities	861,400	—	—	—	—
0000-381. 30-00 Repay Advances from CRA & Maint. Contrib	1,252	—	—	—	—
0000-381. 50-10 Insurance from Fd 136	7,697	20,434	20,434	20,610	20,434
0000-381. 50-15 Utilities from Fd 136	2,137	2,294	2,294	2,304	2,294
0000-381. 50-20 Labor Exp from Fd 136	130,574	—	—	—	—
0310-381. 50-20 Labor Exp from Fd 136	—	—	4,381	3,659	4,381
0410-381. 50-20 Labor Exp from Fd 136	—	10,980	10,980	8,193	10,980
0510-381. 50-20 Labor Exp from Fd 136	—	7,691	7,691	5,300	7,691
1110-381. 50-20 Labor Exp from Fd 136	—	5,212	5,212	3,295	5,212
1210-381. 50-20 Labor Exp from Fd 136	—	18,198	18,198	12,418	18,198
1310-381. 50-20 Labor Exp from Fd 136	—	33,599	29,218	22,009	29,218
2820-381. 50-20 Labor Exp from Fd 136	6,463	—	—	—	—
3140-381. 50-20 Labor Exp from Fd 136	—	27,209	27,209	38,045	27,209
3150-381. 50-20 Labor Exp from Fd 136	—	27,023	27,023	37,916	27,023
1310-381. 50-25 IT Support Services	—	3,611	3,611	3,833	3,611
3160-381. 60-00 I/F Vehicle Capital Exp	24,738	—	—	—	—
3160-381. 60-05 Fleet Maint & Repairs	—	2,385	—	—	—
Subtotal Interfund Transfers	1,034,261	158,636	156,251	157,582	156,251

SOURCES OF FUNDS					
	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
CONTRIBUTIONS FROM ENTERPRISE OPERATIONS					
0000-382. 20-00 Service Charges- Utility Fund	1,191,977	—	—	—	—
0000-382. 30-00 Service Charges- Stormwater Fund	155,387	—	—	—	—
0310-382. 20-00 Svc Charges - Utilities	—	50,890	50,890	45,325	50,890
0410-382. 20-00 Svc Charges - Utilities	—	61,131	61,131	74,660	61,131
0510-382. 20-00 Svc Charges - Utilities	—	48,667	48,667	52,046	48,667
1110-382. 20-00 Svc Charges - Utilities	—	33,660	33,660	32,799	33,660
1210-382. 20-00 Svc Charges - Utilities	—	110,371	110,371	116,943	110,371
1310-382. 20-00 Svc Charges - Utilities	—	296,007	296,007	282,315	296,007
3140-382. 20-00 Svc Charges - Utilities	—	177,701	177,701	173,614	177,701
3150-382. 20-00 Svc Charges - Utilities	—	185,916	185,916	174,368	185,916
3160-382. 20-00 Svc Charges - Utilities	—	119,848	—	38,255	—
0000-382. 20-10 Rev in Lieu of Property Taxes	—	695,288	695,288	706,940	695,288
0310-382. 30-00 Svc Charges - Stormwater	—	9,755	9,755	10,891	9,755
0410-382. 30-00 Svc Charges - Stormwater	—	12,590	12,590	12,768	12,590
0510-382. 30-00 Svc Charges - Stormwater	—	9,862	9,862	9,881	9,862
1110-382. 30-00 Svc Charges - Stormwater	—	6,805	6,805	6,339	6,805
1210-382. 30-00 Svc Charges - Stormwater	—	22,482	22,482	20,988	22,482
1310-382. 30-00 Svc Charges - Stormwater	—	55,994	55,994	61,287	55,994
3140-382. 30-00 Svc Charges - Stormwater	—	28,460	28,460	32,776	28,460
3150-382. 30-00 Svc Charges - Stormwater	—	28,265	28,265	32,665	28,265
3160-382. 30-00 Svc Charges - Stormwater	—	1,590	—	663	—
0000-382. 30-10 Rev in Lieu of Property Tax	—	38,627	38,627	32,159	38,627
Subtotal Contributions From Enterprise Operations	1,347,364	1,993,909	1,872,471	1,917,682	1,872,471
TOTAL OTHER RECEIPTS	2,381,625	2,152,545	2,028,722	2,075,264	2,028,722
TOTAL GENERAL FUND REVENUE	34,798,836	34,954,080	41,376,165	37,005,145	50,064,527
FUNDS FORWARD					
0000-389. 99-10 Appropriated Fund Balance	13,321,953	15,299,758	16,923,755	16,923,755	19,205,596
TOTAL SOURCES	48,120,789	50,253,838	58,299,920	53,928,900	69,270,123

GENERAL FUND BUDGET

USES OF FUNDS

General Fund Uses, Excluding Reserves



GENERAL FUND USES, EXCLUDING RESERVES

Personal Services	22,089,448	39.4 %
Operating	13,211,372	23.6 %
Capital Outlay	18,442,495	32.9 %
Transfers	790,000	1.4 %
Debt Service/Other	1,534,966	2.7 %
TOTAL	56,068,281	100.0 %

Fund: General

Fund Number: 001

SUMMARY OF EXPENDITURES					
	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
Commission (0110)	81,786	132,244	141,164	140,481	189,815
City Attorney (0310)	247,243	247,200	252,000	252,000	252,000
City Manager/Marketing/Economic Development (0410)	563,871	585,050	698,710	580,794	646,515
Human Resources (0510)	342,476	365,504	437,934	421,368	493,298
Clerk (1110)	215,458	178,204	280,818	278,705	347,755
Finance/Metered Parking (1210/1220)	1,423,447	1,313,079	1,417,434	1,580,195	1,712,303
Information Technology (1310)	1,124,706	1,686,626	1,933,361	1,651,285	2,097,887
Total Administration	3,998,987	4,507,907	5,161,421	4,904,828	5,739,573
Police (2120)	4,982,906	5,588,025	5,931,342	5,850,802	6,602,283
Beach Rangers (2170)	104,919	100,694	157,246	103,226	123,321
Parking Enforcement Officers (2180)	—	—	209,893	163,149	183,338
Communications (2410)	881,417	890,620	1,363,599	1,315,373	1,344,920
Fire(2820)	4,193,947	5,345,238	5,500,618	5,452,709	6,342,541
Emergency Medial Services (2825)	42,371	111,092	279,560	246,283	186,100
Community Paramedic Program (2830)	—	7,367	3,070	2,402	56,200
Total Public Safety	10,205,560	12,043,036	13,445,328	13,133,944	14,838,703
Field Operations (3110)	2,068,235	1,776,754	2,640,903	2,062,174	3,936,473
Building Maintenance (3140)	1,208,357	1,063,846	1,478,775	1,450,505	1,711,835
Grounds Maintenance (3150)	779,105	800,585	940,181	839,404	990,631
Fleet (3160)	1,316,245	2,165,022	3,328,432	1,864,128	3,355,307
Capital Improvements (3170)	2,503,405	938,546	6,646,916	1,027,753	11,642,316
Solid Waste (3190)	3,099,694	3,151,161	3,645,889	3,599,213	3,670,111
Total Public Works	10,975,041	9,895,914	18,681,096	10,843,177	25,306,673
Planning, Zoning & Development (3610)	289,399	273,620	310,193	410,723	634,275
Code Enforcement Officers (3690)	40,571	223,908	195,915	140,682	207,850
Total Development Services	329,970	497,528	506,108	551,405	842,125
Recreation Center (4110)	378,507	385,896	478,948	452,990	493,060
Beach-side Parks (4120)	128,868	158,619	152,955	151,752	167,900
Pool (4130)	482,551	466,341	612,510	551,692	578,369
Tennis (4140)	774	786	35,900	28,373	900
Skate Park (4150)	14,189	15,149	219,550	28,586	22,350
Auditorium (4160)	91,298	75,490	100,777	106,383	113,111
Golf (4210/4230/4240)	2,869,887	2,548,333	3,769,457	2,821,876	3,948,814
Total Leisure Services	3,966,074	3,650,614	5,370,097	4,141,652	5,324,504
Non-departmental (9000)	1,069,431	1,329,438	1,767,293	1,093,184	1,806,737
Disaster Recovery	780	154,346	—	103,066	—
Unemployment Compensation	(292)	1,142	—	7,738	—
Transfer to OPEB Trust	1,265,403	178,557	120,000	620,000	675,000
Debt Service	1,002,986	1,071,601	1,187,927	1,188,438	1,534,966
Total Non-Departmental	3,338,308	2,735,084	3,075,220	3,012,426	4,016,703
TOTAL EXPENDITURES	32,813,940	33,330,083	46,239,270	36,587,432	56,068,281

ADMINISTRATION

DETAIL BY DEPARTMENT

Organization Chart

Mission Statement

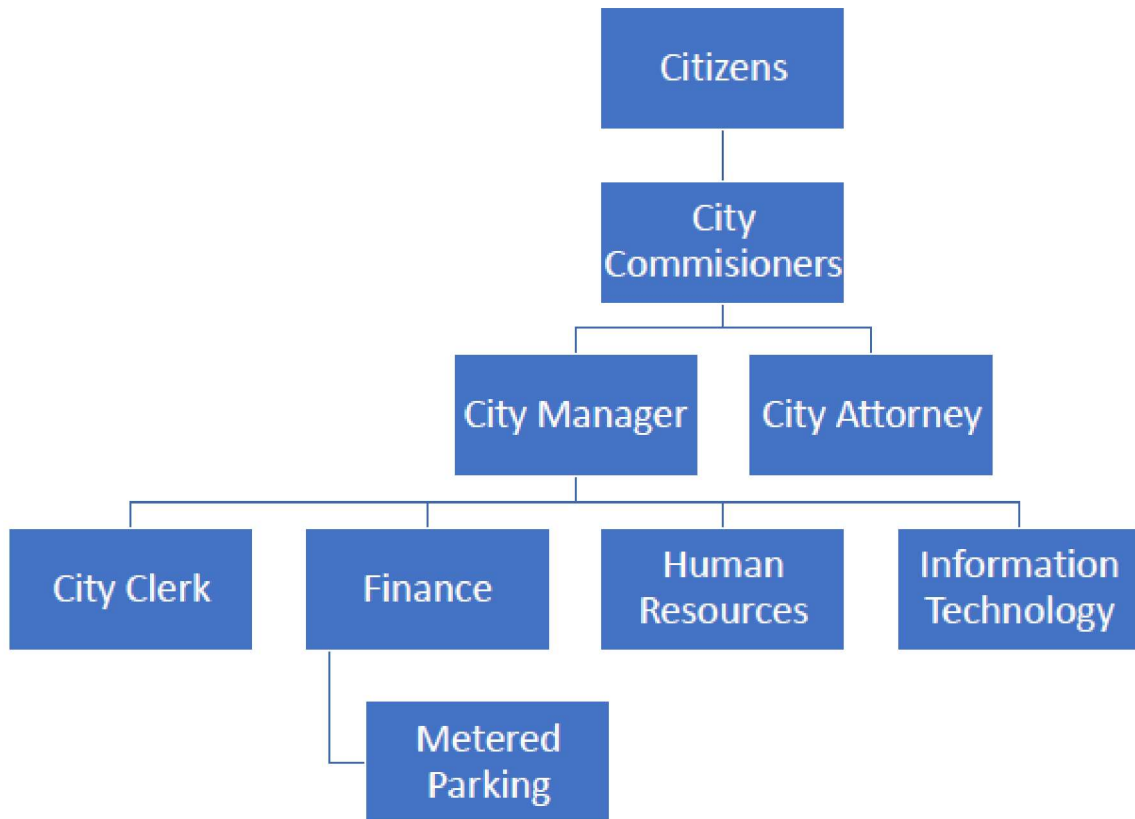
Goals and Objectives

Operating Statistics & Performance Measures

Personnel/Capital Outlay Schedule

Uses of Funds

**GENERAL FUND
DEPARTMENT & DIVISION STRUCTURE
CHART**



SOURCES OF FUNDS

	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
CHARGES FOR SERVICES	3,099,947	3,178,670	3,440,697	3,057,112	2,939,900
MISCELLANEOUS & OTHER RECEIPTS	—	797,505	797,505	784,949	797,505
Total Revenue	3,099,947	3,976,175	4,238,202	3,842,061	3,737,405

USES OF FUNDS

PERSONNEL SERVICES	2,410,893	2,379,645	2,785,481	2,773,434	3,057,886
OPERATING	1,326,160	1,956,869	2,152,258	1,991,454	2,497,687
CAPITAL OUTLAY	218,434	113,051	170,682	79,949	70,500
OTHER	43,500	58,342	53,000	59,991	113,500
Total Expenditures	3,998,987	4,507,907	5,161,421	4,904,828	5,739,573

**CITY OF COCOA BEACH
FISCAL YEAR 2025 BUDGET
MISSION, GOALS, ACTIONS AND TASKS**

FUND: GENERAL

DEPARTMENT: COMMISSION

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.

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 7:00 p.m. in the Auditorium at the Country Club.

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.

Goals:

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, 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 RESOURCES
Goal: 5	BUILD AND MAINTAIN A HEALTHY BUSINESS CLIMATE

**CITY OF COCOA BEACH
FISCAL YEAR 2025 BUDGET
OPERATING STATISTICS AND PERFORMANCE MEASURES**

FUND: General

DEPARTMENT: Commission

The following table presents operating statistics and performance measures compiled from established data bases and internal documents. Information for 2024 has been estimated, for 2025 it has been projected. Meaningful benchmark targets are provided for comparison purposes where appropriate.

	Actual 2022	Actual 2023	Estimate 2024	Projection 2025	Benchmark Targets & Notes
Operating Statistics:					
City Population	11,385	11,390	11,395	11,356	Same figure as that for state shared revenue.
Gross Taxable Value (Billions)	\$2,325	\$2,642	\$2,901	\$3,157	See note below
Millage Rate	5.9544	6.1644	6.1644	6.1644.	10 mil maximum per state law.
Performance Measures:					
Outstanding debt per capita	\$3,646	\$3,488	\$3,247	\$3,320	See note below*
Outstanding debt as percentage of personal income	6.55%	5.69%	5.07%	5.24%	See note below*

Comments:

Taxable values have been strongly influenced by Amendment #1 and the economic downturn. However, the trend in most recent years is an increase in values. Final taxable value is determined after Valuation Adjustment Board(VAB) meetings. Note that a drop in the value of the tax roll will raise the millage rate, even if total tax revenue does not increase. The final gross taxable value for FY2025 increased over FY 2024 by over nine percent (9.78%). The city has ten external debt obligations. five of the obligations are special revenue bonds; one for the construction of the new fire station completed in FY 2015; one for the police station construction and energy improvements in 2019; one for the CRA parking garage construction in 2017; and one to refinance the original Clean Water State Revolving Fund Loan; one for the sanitary sewer system and plant improvement projects and a second is for specialty equipment, i.e. vactor truck, front end loader and parking kiosks; and the third for a utility's vac-con truck. Financing for the new City Hall will be completed in FY2024. Figures from FY2023 ACFR.

PERSONNEL SCHEDULE			
DEPARTMENT: Commission			
	NUMBER OF POSITIONS		
POSITION TITLE:	BUDGET 2024	CHANGE	BUDGET 2025
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

CAPITAL OUTLAY SCHEDULE			
DESCRIPTION:	PROJECT CODE		AMOUNT
None Scheduled for FY 2025			
TOTAL			—

USES OF FUNDS					
	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
PERSONNEL SERVICES					
11-10 Elected & Appointed	28,149	29,501	30,000	30,000	30,000
21-00 FICA Taxes	2,153	2,257	2,295	2,423	2,295
23-90 Fitness & Wellness	291	250	366	—	366
24-00 Workers Compensation	24	32	79	51	79
Subtotal Personnel Services	30,617	32,040	32,740	32,474	32,740
OPERATING					
31-00 Professional Services	—	37,125	55,000	41,275	48,000
31-99 Payroll Processing Fees	—	203	199	189	450
40-00 Travel & Per Diem	3,250	1,414	9,750	3,354	5,050
48-00 Promotional Activities	1,510	1,391	3,175	2,648	3,675
51-00 Office Supplies	131	33	200	—	200
52-50 Other Supplies	—	—	500	500	—
54-10 Publications & Memberships	3,428	5,038	4,400	2,256	4,400
55-00 Training & Education	350	—	200	285	300
Subtotal Operating	8,669	45,204	73,424	50,507	62,075
TRANSFERS					
83-00 Other Grants & Aids	42,500	55,000	35,000	57,500	95,000
Subtotal Transfers	42,500	55,000	35,000	57,500	95,000
TOTAL COMMISSION ADMINISTRATION	81,786	132,244	141,164	140,481	189,815

**CITY OF COCOA BEACH
FISCAL YEAR 2025 BUDGET
MISSION, GOALS, 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.		
Library Board	Advises the City Commission regarding Brevard County library policies and procedures. Serves as an advocate for improved services and facilities. In addition to permanent City Boards, the Commission has appointed special Advisory Committees as follows:		
Land Management Committee	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.		
Sustainability Committee	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.		
Fiduciary Boards	Oversee funds held in trust for others. Each board membership is a combination of members elected by the employees of the respective plans & appointed by either their respective Board or the Commission		
General Employee Pension Board	Board members are trustees conducting the business of the trust for their respective plans.		
Police Pension Board	<table><tr><td>This includes: meetings conduct Board business investment managers(e.g. ensure investment policy followed)</td><td>Attend Establish policies to Oversight role with regard to</td></tr></table>	This includes: meetings conduct Board business investment managers(e.g. ensure investment policy followed)	Attend Establish policies to Oversight role with regard to
This includes: meetings conduct Board business investment managers(e.g. ensure investment policy followed)	Attend Establish policies to Oversight role with regard to		
Firefighters Pension Board	<table><tr><td>Pay benefits to eligible recipients expenses of the trust reports with various agencies to the Commission (as necessary)</td><td>Pay the File required Make recommendations</td></tr></table>	Pay benefits to eligible recipients expenses of the trust reports with various agencies to the Commission (as necessary)	Pay the File required Make recommendations
Pay benefits to eligible recipients expenses of the trust reports with various agencies to the Commission (as necessary)	Pay the File required Make recommendations		

**CITY OF COCOA BEACH
FISCAL YEAR 2025
BUDGET
MISSION, GOALS, ACTIONS AND TASKS**

FUND: General

DEPARTMENT: Sustainability Board

Mission Statement:

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.

Goal 4: MAINTAIN EFFECTIVE STEWARDSHIP OF COCOA BEACH'S SIGNIFICANT RESOURCES	
Action:	Develop and implement the sustainability plan
Task	Develop and implement a Sustainability Plan that promotes the benefits of natural landscapes while reducing the City's carbon footprint and protecting our coastal habitat.

**CITY OF COCOA BEACH
FISCAL YEAR 2025 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 2025 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 2024 has been estimated, for 2025 it has been projected. Meaningful benchmark targets are provided for comparison purposes where appropriate.

	Actual 2022	Actual 2023	Estimate 2024	Projection 2025	Benchmark Targets & Notes
Operating Statistics:					
Payments for Services (thousands)	247	252.0	254.0	256.0	Payments to City Attorney's law firm
Other legal expenses (thousands)	—	—	—	—	Payments to other attorneys (Primarily Labor Negotiations with Unions)
Total legal cost budget (thousands)	247.0	252	254.0	256.0	
Performance Measures:					
Not applicable for contract work.					

PERSONNEL SCHEDULE			
DEPARTMENT: City Attorney			
	NUMBER OF POSITIONS		
POSITION TITLE:	BUDGET 2024	CHANGE	BUDGET 2025
There are no personnel positions assigned to this department. This is a contracted function.			
TOTAL POSITIONS	—	—	—

CAPITAL OUTLAY SCHEDULE			
DESCRIPTION:	PROJECT CODE		AMOUNT
None Scheduled for FY2025			
TOTAL			—

Account Code: 001-0310-514.

Division: Administration

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**CITY OF COCOA BEACH
FISCAL YEAR 2025 BUDGET
MISSION, GOALS, ACTIONS AND TASKS**

FUND: General

DEPARTMENT: City Manager

Mission Statement:

To provide the leadership and resources essential to accomplish the strategic plan in accordance with the wishes of the City Commission.

Goal 1: ENSURE A SAFE CITY		
Action:		ENSURE A SAFE CITY BY PROTECTING PEOPLE AND PROPERTY
Action:		Provide safe, sufficient and reliable wastewater treatment, solid waste disposal and stormwater management systems.
Goal 2: DELIVER EFFECTIVELY THE SERVICES THAT COCOA BEACH CITIZENS NEED, WANT, AND ARE WILLING TO SUPPORT		
Action		CONTINUE TO PROVIDE RESPONSIVE, EFFICIENT CUSTOMER-ORIENTED SERVICES TO FEE PAYERS
Action:		DEVELOP, ACQUIRE, AND/OR IMPLEMENT THE TOOLS, SERVICES AND CAPABILITIES FOR THE CITY OF COCOA BEACH TO BECOME A DIGITAL CITY
Action:		IMPLEMENT PROCESS IMPROVEMENT PROJECTS TO REDUCE PROCESSING TIME AND COSTS
Action:		MAINTAIN EMPLOYEE COMPENSATION & BENEFIT PACKAGES AT A LEVEL ON PAR WITH THE PUBLIC SERVICE SECTOR OF THE MARKET IN BREVARD COUNTY, FL
Action:		MAINTAIN AN EMPLOYEE RETENTION PROGRAM TO ENSURE THE CITY RETAINS QUALITY EMPLOYEES
Action:		MAINTAIN A HEALTH & WELLNESS PROGRAM TO IMPROVE EMPLOYEE HEALTH & REDUCE FUTURE HEALTH PLAN PREMIUM INCREASES
Action:		DEVELOP CITY -WIDE MASTER PLANS FOR ALL PUBLIC WORKS INFRASTRUCTURE
Action:		CONTINUE RECOGNITION FROM THE GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA) FOR EXCELLENCE IN BUDGETING & FINANCIAL REPORTING
Action:		DESIGN/BUILD A NEW POLICE STATION AND CITY HALL
Task		Complete construction of a new Police station
Task		Design/Build a New City Hall
Action:		MAINTAIN A GEOGRAPHIC INFORMATION SYSTEMS (GIS) PROGRAM WITH IT OVERSIGHT
Action:		REVIEW THE PURPOSE, STRUCTURE, AND GOALS OF ALL CITY ADVISORY BOARDS AND COMMITTEES
Goal 3: 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.		
Action:		PROMOTE THE VALUE AND ATTRACTION OF COCOA BEACH
Action:		PROVIDE AN EFFICIENT TRANSPORTATION SYSTEM WITH SAFE STREETS AND MULTI-MODAL ALTERNATIVES OF TRAVEL FOR THE DISABLED AND THE COMMUNITY AS A WHOLE
Action:		PARTICIPATE IN THE COMPLETE STREETS GRANT FUNDING PROGRAM WHERE APPROPRIATE
Action:		PROVIDE DIVERSE RECREATIONAL, EDUCATIONAL, AND CULTURAL OPPORTUNITIES THAT ENRICH THE LIVES OF OUR CITIZENS AND VISITORS
Goal 4: MAINTAIN EFFECTIVE STEWARDSHIP OF COCOA BEACH'S SIGNIFICANT RESOURCES		
Action		ASSESS THE CREATION OF A CITY DEPARTMENT OF NATURAL RESOURCES. CREATED THE POSITION AND HIRED AN ENVIRONMENTAL SPECIALIST
Action:		ESTABLISH EFFECTIVE MEASURES TO PROTECT, AND WHERE NECESSARY, RESTORE KEY NATURAL RESOURCES WITHIN AND AROUND THE CITY OF COCOA BEACH
Action:		Develop a unified thousand island and coastal management plan (beach/lagoon)
Task:		Maintain and implement the North Thousand Islands Management Plan.

**CITY OF COCOA BEACH
FISCAL YEAR 2025 BUDGET
MISSION, GOALS, ACTIONS AND TASKS**

FUND: General		DEPARTMENT: City Manager
Action:		Develop and implement the sustainability plan
Tasks		Participate in county-wide transportation, environmental, & community groups to promote organize, & more effectively implement & maintain sustainability strategies & methods.
Action		DEVELOP COMMUNITY ORIENTED STORMWATER IMPROVEMENT PROJECTS THAT CREATE A MORE SUSTAINABLE AND ATTRACTIVE COMMUNITY WHILE IMPROVING AND PROTECTING OUR WATERSHED AND LAGOON NATURAL RESOURCES
Action:		Continue coordinated approach to maintaining a high level of water reclamation operations
Action:		ESTABLISH AND IMPLEMENT A RESIDENTIAL CANAL DREDGING PROGRAM
Goal 5: BUILD AND MAINTAIN A HEALTHY BUSINESS CLIMATE		
Action:		PROMPTLY RESPOND TO INFORMATION REQUESTS FROM THE ECONOMIC DEVELOPMENT COMMISSION OF FLORIDA'S SPACE COAST (EDC) LOCAL REALTORS, SMALL BUSINESS, AND OTHER PROSPECTS
Action		INCREASE THE AMOUNT OF DATA Storage AND RETRIEVABLE FROM ELECTRONIC SYSTEMS (SUCH AS GIS,OPEN GOV)AND ALLOW FOR INTER-PROGRAM COMMUNICATION OF THIS DATA
Action		ESTABLISH AND MAINTAIN STRONG LIAISON WITH OTHER CITIES AND GOVERNMENT BODIES AND WITH AGENCIES AND COMMISSIONS SHARING MISSION SPACE IN ECONOMIC DEVELOPMENT
Action		MAINTAIN AND REDEVELOP A READILY IDENTIFIABLE DOWNTOWN CORE THAT IS UNIQUE AND VIBRANT WITH A MIXTURE OF RESIDENTIAL,ENTERTAINMENT,HOUSING,SPECIALTY SHOPS,OFFICES AND OTHER USES
Action:		WHEN FUNDS ARE AVAILABLE, CREATE AND MAINTAIN INCENTIVES, SUCH AS PROPERTY TAX ABATEMENTS AND FAÇADE GRANTS, FOR QUALIFYING BUSINESSES, WHICH CREATE JOBS IN COCOA BEACH
Action:		MAINTAIN AN EFFECTIVE MARKETING & ECONOMIC DEVELOPMENT PROGRAM WITHIN CITY GOVERNMENT

**CITY OF COCOA BEACH
FISCAL YEAR 2025 BUDGET
MISSION, GOALS, ACTIONS AND TASKS**

FUND: General

DEPARTMENT: Economic Development & Marketing

Mission Statement:

To promote and provide a family friendly resort community for residents and visitors through marketing.

Goal 3:	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
Action:	PROMOTE THE VALUE AND ATTRACTION OF COCOA BEACH
Tasks:	Develop & implement a Marketing Plan, updated annually.
	Utilize the Tourist Development Council (TDC) Economic Impact Worksheet to determine the success of City special events and attractions.
	Establish a "signature event" to promote and encourage tourism.
Action:	PROVIDE DIVERSE RECREATIONAL, EDUCATIONAL, AND CULTURAL OPPORTUNITIES THAT ENRICH THE LIVES OF OUR CITIZENS AND VISITORS
Task:	On a quarterly basis, track and report on marketing efforts, including social media hits.
Goal 4	MAINTAIN EFFECTIVE STEWARDSHIP OF COCOA BEACH'S SIGNIFICANT RESOURCES
Action:	ESTABLISH EFFECTIVE MEASURES TO PROTECT, AND WHERE NECESSARY, RESTORE KEY NATURAL RESOURCES WITHIN AND AROUND THE CITY OF COCOA BEACH
Task:	Post on social media, at least once a month, a recycling tip.
Goal 5:	BUILD AND MAINTAIN A HEALTHY BUSINESS CLIMATE
Action:	PROMPTLY RESPOND TO INFORMATION REQUESTS FROM THE ECONOMIC DEVELOPMENT COMMISSION OF FLORIDA'S SPACE COAST (EDC) LOCAL REALTORS, SMALL BUSINESS, AND OTHER PROSPECTS
Action:	ESTABLISH AND MAINTAIN STRONG LIAISON WITH OTHER CITIES AND GOVERNMENT BODIES AND WITH AGENCIES AND COMMISSIONS SHARING MISSION SPACE IN ECONOMIC DEVELOPMENT
Action:	MAINTAIN AND REDEVELOP A READILY IDENTIFIABLE DOWNTOWN CORE THAT IS UNIQUE AND VIBRANT WITH A MIXTURE OF RESIDENTIAL, ENTERTAINMENT, HOUSING, SPECIALTY SHOPS, OFFICES AND OTHER USES
Tasks:	Communicate with Cocoa Beach Main Street, Development Services and local realtors to quarterly track commercial vacancies and commercial and residential sales
Action:	MAINTAIN AN EFFECTIVE MARKETING & ECONOMIC DEVELOPMENT PROGRAM WITHIN CITY GOVERNMENT



Staff Photo

Sandhill Cranes Window Shopping Downtown

**CITY OF COCOA BEACH
FISCAL YEAR 2025 BUDGET
OPERATING STATISTICS AND PERFORMANCE MEASURES**

The following table presents operating statistics and performance measures compiled from established data bases and internal documents. Information for 2024 has been estimated, for 2025 it has been projected. Meaningful benchmark targets are provided for comparison purposes where appropriate.

	Actual 2022	Actual 2023	Estimate 2024	Projection 2025	Benchmark Targets & Notes
Operating Statistics:					
Website Traffic Visitors	503,600	1,269,538	1,500,000	2,000,000	Target is 10% increase
Facebook Followers	12,000.00	15,600	18,000	20,000	Increase Followers by 10%
Twitter Followers	1,390.00	1,540	1,540	1,600	See Comments
YouTube Subscribers and Videos	—	277	300	375	Increase followers by 20%
CBNN Subscriptions	1,600	1,693	1,725	1,750	Increase followers by 20%

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

**CITY OF COCOA BEACH
FISCAL YEAR 2025 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 2024 has been estimated, for 2025 it has been projected. Meaningful benchmark targets are provided for comparison purposes where appropriate.

	Actual 2022	Actual 2023	Estimate 2024	Projection 2025	Benchmark Targets & Notes
Manpower					
Full time positions	207	219	234	235	Budgeted
	207	219	234	235	Actual
Part -time/seasonal positions	116	122	111	111	Budgeted
	116	122	111	111	Actual

Comments:
Although the number of full time employees has increased in the last few years, by combining responsibilities in authorized full-time positions, full time authorizations are well below essential service levels continue to be maintained.

PERSONNEL SCHEDULE			
DEPARTMENT: City Manager			
	NUMBER OF POSITIONS		
POSITION TITLE:	BUDGET		BUDGET
FULL-TIME	2024	CHANGE	2025
City Manager	1	—	1
Project Manager	1	—	1
Government Affairs Managers	1	—	1
Director of Projects & Grants	1	—	1
Procurement Support Services Coordinator	1	(1)	—
			—
TOTAL FULL-TIME	5	(1)	4
TOTAL POSITIONS	5	(1)	4

CAPITAL OUTLAY SCHEDULE			
DESCRIPTION:	PROJECT CODE		AMOUNT
None Scheduled for FY2025			
TOTAL			—

USES OF FUNDS

	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
PERSONNEL SERVICES					
12-12 Regular	404,884	380,529	473,835	421,800	465,000
12-15 Additional Pay	6,698	6,165	6,000	1,130	—
21-00 FICA Taxes	30,945	28,046	36,248	31,006	35,500
22-10 General Employees Pension	9,019	29,340	43,992	49,730	54,000
22-40 Deferred Compensation	21,385	23,235	14,135	5,064	—
23-10 Group Hospitalization	58,235	65,315	71,978	42,760	35,850
23-20 Group Life	1,326	1,177	3,457	2,889	3,000
23-30 Dental Plan	1,747	1,553	1,668	1,395	1,500
23-90 Fitness & Wellness	—	—	293	—	—
24-00 Workers Compensation	339	426	621	677	2,310
Subtotal Personnel Services	534,578	535,786	652,227	556,451	597,160
OPERATING					
31-00 Professional Services	—	—	—	—	—
31-99 Payroll Processing Fees	—	2,384	2,203	2,533	3,300
34-40 Support Services	4,000	—	—	—	—
40-00 Travel & Per Diem	1,365	803	4,430	516	4,915
47-00 Printing & Binding	—	—	—	—	100
48-00 Promotional Activities	—	—	8,900	2,427	8,500
51-00 Office Supplies	29	213	450	431	500
52-50 Other Supplies	300	197	250	313	250
54-10 Publications & Memberships	2,391	1,644	3,150	876	4,190
55-00 Training & Education	550	3,773	3,500	1,063	3,500
552.31-00 Marketing - Professional Svc	—	22,777	—	—	—
552.40-00 Marketing - Travel & Per Diem	—	—	—	—	—
552.48-00 Marketing - Promotional Activities	16,768	13,011	15,800	13,024	15,800
552.52-50 Marketing - Other Supplies	—	—	—	—	—
552.54-10 Marketing - Publications & Memberships	2,890	1,120	4,500	669	4,500
552.55-00 Marketing - Training & Education	—	—	300	—	300
Subtotal Operating	28,293	45,922	43,483	21,852	45,855
TRANSFERS/OTHER					
83-00 Other Grants & Aids	1,000	3,342	3,000	2,491	3,500
Subtotal Transfers/Other	1,000	3,342	3,000	2,491	3,500
TOTAL CITY MANAGER	563,871	585,050	698,710	580,794	646,515

**CITY OF COCOA BEACH
FISCAL YEAR 2025 BUDGET
MISSION, GOALS, ACTIONS AND TASKS**

FUND: General

DEPARTMENT: Human Resources

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.

Goal 2:	DELIVER EFFECTIVELY THE SERVICES THAT COCOA BEACH CITIZENS NEED, WANT, AND ARE WILLING TO SUPPORT
Action:	MAINTAIN EMPLOYEE COMPENSATION & BENEFIT PACKAGES AT A LEVEL ON PAR WITH THE PUBLIC SERVICE SECTOR OF THE MARKET IN BREVARD COUNTY, FL
Task:	Amend the Human Resources Staffing Plan based upon the results of the annual review.
Action:	MAINTAIN AN EMPLOYEE RETENTION PROGRAM TO ENSURE THE CITY RETAINS QUALITY EMPLOYEES
Tasks:	Align employee compensation and benefit packages at a level on par with the public service sector of the market in Brevard County, FL.
	Continue to work with TPA's (Third Party Administrator) to identify the most effective way to continue to offer competitive compensation and benefit packages within the public sector of the market in Brevard County FL.
	Implement Human Resources software to streamline the recruitment, onboarding, employee performance reviews and train managers to utilize the system.
	Develop a format for creating a Department Succession Plan and Mentoring Program. Work with each department to ensure development of Plan and Program.
Action:	MAINTAIN A HEALTH & WELLNESS PROGRAM TO IMPROVE EMPLOYEE HEALTH & REDUCE FUTURE HEALTH PLAN PREMIUM INCREASES
Tasks:	Continue the promotion of the health and wellness program to improve employee health and reduce future health plan premium increases.
	Develop an incentive program to reward employees for reaching milestones under the health & wellness program.

**CITY OF COCOA BEACH
FISCAL YEAR 2025 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 2024 has been estimated, for 2025 it has been projected. Meaningful benchmark targets are provided for comparison purposes where appropriate.

	Actual 2022	Actual 2023	Budget 2024	Estimate 2025	Benchmark Targets & Notes
Full-time (FT) positions					
Authorized	207	219	234	235	Fire requested one
Terminations	28	28	22	20	Higher Rate Retirees
Filled at end of FY	201	201	215	218	Recruiting is difficult
Vacant at end of FY	6	6	19	15	
Part-Time & Seasonal					
Authorized	116	122	111	111	
Performance Measures					
Vacancies / FT positions	3%	3%	2%	2%	Target is 3% or less
Terminated / FT positions	12%	13%	11%	11%	Target is 15% or less
Active Full-time employees	9	9	9	9	Target is 8 years or more
Terminating employees	6	6	15	10	Target is 5 years or more
Health Insurance					
City's rate increase	3%	3%	4%	5%	Market rate or less
Market's rate increase	9%	9%	6%	6%	
Workers Comp experience rating	0.85	0.85	1.54	1.54	1.00 or less
Workers' Comp Claims	13	16	6	6	18 or less
Workers Comp Claims > \$10,000	2	2	2	3	3 or less
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 i=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 2024	CHANGE	BUDGET 2025
FULL-TIME			
HR Director	1	—	1
HR Deputy Director	—	1	1
HR Coordinator	1	—	1
HR & Risk Manager	1	(1)	—
TOTAL FULL-TIME	3	—	3
PART-TIME			
Intern	—	1	1
TOTAL PART-TIME	—	1	1
TOTAL POSITIONS	3	1	4

CAPITAL OUTLAY SCHEDULE			
DESCRIPTION:	PROJECT CODE		AMOUNT
None scheduled for FY2025			
TOTAL			—

USES OF FUNDS

	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
PERSONNEL SERVICES					
12-12 Regular	187,934	207,258	221,516	247,511	280,500
12-15 Additional Pay	546	548	600	102	—
13-10 Part Time	—	—	—	—	—
14-00 Overtime	—	—	—	7	—
21-00 FICA Taxes	13,631	15,209	16,946	18,974	21,500
22-10 General Employees Pension	11,144	16,283	20,592	23,278	32,500
23-10 Group Hospitalization	57,693	65,440	70,774	52,619	46,200
23-20 Group Life	650	601	873	1,878	4,025
23-30 Dental Plan	1,107	1,109	1,250	812	1,110
23-90 Fitness & Wellness	151	151	162	35	—
24-00 Workers Compensation	171	232	368	2,461	2,000
Subtotal Personnel Services	273,027	306,831	333,081	347,677	387,835
OPERATING					
31-00 Professional Services	41,116	28,639	54,695	37,001	54,695
31-99 Payroll Processing Fees	—	1,308	1,128	2,363	1,400
40-00 Travel & Per Diem	3,709	4,107	6,110	6,058	7,460
40-70 Moving Expenses	—	—	6,580	6,578	2,500
41-00 Communications Services	2,272	3,988	—	—	—
48-10 Employee Wellness Incentives	4,770	4,894	5,500	5,500	5,500
51-00 Office Supplies	543	1,318	1,075	739	1,075
52-50 Other Supplies	—	—	5,550	2,097	6,550
54-10 Publications & Memberships	1,618	1,298	5,615	3,641	7,683
55-00 Training and Education	11,594	13,121	18,600	9,714	18,600
Subtotal Operating	65,622	58,673	104,853	73,691	105,463
CAPITAL OUTLAY					
68-00 Software- New Purchase	3,827	—	—	—	—
Subtotal Capital Outlay	3,827	—	—	—	—
TOTAL HUMAN RESOURCES	342,476	365,504	437,934	421,368	493,298

CITY CLERK

CITY CLERK

The office of the City Clerk is an information source, with service to include providing City records as prescribed by law, coordinating the City's election, and supporting the City Commission and Boards. The office is central to government transparency. The City Clerk posts all agendas and meeting packets for City Boards and City Commission. The office also maintains information on the City's history.

**CITY OF COCOA BEACH
FISCAL YEAR 2025 BUDGET
MISSION, GOALS, ACTIONS AND TASKS**

FUND: General

DEPARTMENT: City Clerk

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.

Goal 2:	DELIVER EFFECTIVELY THE SERVICES THAT COCOA BEACH CITIZENS NEED, WANT, AND ARE WILLING TO SUPPORT
Action:	CONTINUE TO PROVIDE RESPONSIVE, EFFICIENT CUSTOMER-ORIENTED SERVICES TO FEE PAYERS
Tasks:	Conduct municipal elections in compliance with State Law and City Charter.
	Process public records within reasonable amount of time
	Post Agendas and packets at least 48 hours prior to meetings and events, and post Minutes and Webcasts within a reasonable time after.
Action:	DEVELOP,ACQUIRE, AND/OR IMPLEMENT THE TOOLS,SERVICES AND CAPABILITIES FOR THE CITY OF COCOA BEACH TO BECOME A DIGITAL CITY
Task:	Continue to move documents to electronic management system. Information Technology to facilitate for all City Departments.

PERSONNEL SCHEDULE			
DEPARTMENT: City Clerk			
	NUMBER OF POSITIONS		
POSITION TITLE:	BUDGET 2024	CHANGE	BUDGET 2025
FULL-TIME			
City Clerk/Public Information Officer	1	—	1
Assistant to the City Clerk	1	—	1
Receptionist	—	1	1
TOTAL FULL-TIME	2	1	3
TOTAL POSITIONS	2	1	3

CAPITAL OUTLAY SCHEDULE			
DESCRIPTION:	PROJECT CODE		AMOUNT
None Scheduled for FY2025			—
TOTAL			—

**CITY OF COCOA BEACH
FISCAL YEAR 2025 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 2024 has been estimated, for 2025 it has been projected. Meaningful benchmark targets are provided for comparison purposes where appropriate.

	Actual 2022	Actual 2023	Estimate 2024	Projection 2025	Benchmark Targets & Notes
Operating Statistics:					
Meetings recorded	100	41	45	50	All City board meetings are recorded
Commission & CRA Minutes transcribed	36	41	45	50	
Ordinances adopted	15	10	10	12	LDC Changes
Resolutions adopted	22	21	18	15	
Records destroyed (boxes)	—	—	—	—	(Box = 16" x 13") increase destruction
Records Requests	317	369	400	380	
Public Records Requests completed within 24 hours*	231	266	400	380	
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.

USES OF FUNDS

	2022 Actual	2023 Actual	2024 Amended Budget	2024 Estimated	2025 Proposed Budget
PERSONNEL SERVICES					
12-12 Regular	131,520	105,391	149,483	156,517	183,550
14-00 Overtime	—	—	—	36	—
21-00 FICA Taxes	9,843	7,944	11,435	12,080	13,525
22-10 General Employees Pension	9,057	11,846	13,884	15,695	21,000
23-10 Group Hospitalization	27,924	11,072	19,546	27,290	48,900
23-20 Group Life	440	362	420	798	1,600
23-30 Dental Plan	663	400	834	540	1,100
23-90 Fitness & Wellness	—	—	—	—	—
24-00 Workers Compensation	142	118	250	251	300
Subtotal Personnel Services	179,589	137,133	195,852	213,207	269,975
OPERATING					
31-00 Professional Services	—	4,563	7,000	5,188	7,000
31-99 Payroll Processing Fees	—	588	526	779	1,000
34-40 Support Services	9,210	9,673	17,488	12,295	24,500
40-00 Travel & Per Diem	861	—	1,480	—	1,680
41-00 Communications Services	23,968	23,159	32,060	26,901	32,300
49-00 Other Current Charges	1,304	2,748	7,145	2,458	7,150
51-00 Office Supplies	161	140	305	686	1,050
54-10 Publications & Memberships	365	200	650	230	800
55-00 Training & Education	—	—	2,300	949	2,300
Subtotal Operating	35,869	41,071	68,954	49,486	77,780
CAPITAL OUTLAY					
68-00 Software- New Purchase	—	—	16,012	16,012	—
Subtotal Capital Outlay	—	—	16,012	16,012	—
TOTAL CITY CLERK	215,458	178,204	280,818	278,705	347,755

**CITY OF COCOA BEACH
FISCAL YEAR 2025 BUDGET
MISSION, GOALS, ACTIONS AND TASKS**

FUND: General

DEPARTMENT: Finance/Metered Parking

Primary Mission:

The primary mission of the Finance Department is to record, monitor and report all financial transactions of the City in the most efficient and effective manner.

Additional Missions:

- * Maintain proper controls over the collection and recording of revenues.
- * Maintain secure custody of cash and investments.
- * Provide budgetary control and long-range financial planning.
- * Maintain inventory records on City property.
- * Maintain a data system for utilities service and associated billing.
- * Reconcile third party utility billing to financial accounts.
- * Collections of all accounts due.
- * Proper recording of all transitions.
- * All accounting related to the various funds used by the City.

Goal 2:	DELIVER EFFECTIVELY THE SERVICES THAT COCOA BEACH CITIZENS NEED, WANT, AND ARE WILLING TO SUPPORT
Action:	CONTINUE TO PROVIDE RESPONSIVE, EFFICIENT CUSTOMER-ORIENTED SERVICES TO FEE PAYERS
Action:	IMPLEMENT PROCESS IMPROVEMENT PROJECTS TO REDUCE PROCESSING TIME AND COSTS
Task:	Maintain use of the Purchasing Card & E-Payables programs to reduce purchasing costs & generate revenue through rebates.
Action:	CONTINUE RECOGNITION FROM THE GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA) FOR EXCELLENCE IN BUDGETING & FINANCIAL REPORTING
Tasks:	Provide transparency in financial reporting and budgeting that will earn the City recognition from the Government Finance Officers Association (GFOA).
	Maintain a web-based parking enforcement reporting program for collection of parking citation revenues.

**CITY OF COCOA BEACH
FISCAL YEAR 2025 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 2024 has been estimated, for 2025 it has been projected. Meaningful benchmark targets are provided for comparison purposes where appropriate.

	Actual 2022	Actual 2023	Estimate 2024	Projection 2025	Benchmark Targets & Notes
Operating Statistics:					
Audit findings/repeat findings	6/4	9/2	0/0	0/0	Number from audit of prior period.
Uncollectible accounts (number) (thousands of dollars)	1,208 \$82	1,813 \$50	1700 \$54	1,600 \$47	Primarily parking fines. Number of accounts & thousands of dollars.
Collection agency activity	300	1,051.00	856	500	Average monthly collections.
Parking citations written	11,026	14,966	13,000	14,000	FY2024 has been a slow year
Parking Permits Issued	5,273	5,664	6,000	6,200	Credit card acceptance, increased permit options and possible online sales expected.
Investment portfolio maturity (years)	5	<1	<1	<1	Term investment period in years
Performance Measures:					
Finance vs. General Fund budget	3%	3%	3%	4%	Accountant position frozen in FY 2018 was activated in FY2022.
Recoveries from collection agencies	17%	16%	10%	12%	30% benchmark based on industry standard.
Parking citation collections	62%	68%	68%	70%	75% benchmark. Note: lag time for collections

Comments:

Parking citation payment percentage remains high due to acceptance of credit card online payments. Software installed in FY2017 increased credit card payments to 99.9% of all payments collected. Over the past year, past due /uncollectible A/R accounts has decreased due to increased job responsibilities of our revenue specialist to include a focus on collection activities. Our parking citation program continues to use a third party vendor for its collection activities. The current collection rate for this program is 68%.

PERSONNEL SCHEDULE			
DEPARTMENT: Finance/Metered Parking			
	NUMBER OF POSITIONS		
POSITION TITLE:	BUDGET 2024	CHANGE	BUDGET 2025
FULL-TIME			
Chief Financial Officer/Assistant City Manager	1	—	1
Administrative Specialist	1	(1)	—
Executive Assistant to the CFO	—	1	1
Controller	1	—	1
Budget Officer	1	(1)	—
Senior Accountant	1	3	4
Procurement Support Services Coordinator	1	—	1
Accountant	4	(2)	2
Jr Staff Accountant	—	2	2
Account Specialist (Revenue/A/P/Parking)	3	(2)	1
TOTAL FULL-TIME	13	—	13
TOTAL POSITIONS	13	—	13

CAPITAL OUTLAY SCHEDULE			
DESCRIPTION:	PROJECT CODE		AMOUNT
Parking Kiosks		—	15,500
TOTAL			15,500

USES OF FUNDS

	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
PERSONNEL SERVICES					
12-12 Regular	529,556	566,306	651,838	630,377	670,000
12-15 Additional Pay	15	—	—	—	—
13-00 Part Time	4,300	3,642	—	—	—
14-00 Overtime	—	477	1,100	807	1,100
21-00 FICA Taxes	39,880	41,777	49,950	48,829	51,500
22-10 General Employees Pension	30,859	45,244	60,606	68,511	78,000
23-10 Group Hospitalization	118,306	162,648	130,480	153,832	186,200
23-20 Group Life	1,625	3,403	5,152	5,844	8,075
23-30 Dental Plan	2,873	3,443	2,502	3,363	4,050
23-90 Fitness & Wellness	—	—	954	—	—
24-00 Workers Compensation	486	620	—	2,921	3,250
Subtotal Personnel Services	727,900	827,560	902,582	914,484	1,002,175
OPERATING					
31-00 Professional Services	30,513	1,019	2,400	1,317	2,250
31-99 Payroll Processing Fees	—	3,651	3,255	4,019	4,450
32-10 Auditor	75,984	75,100	71,470	71,470	71,470
34-20 Bank Charges	25,040	25,221	36,130	30,636	35,600
40-00 Travel & Per Diem	51	774	2,900	1,934	13,500
46-10 Equipment Maintenance	—	—	300	—	—
47-00 Printing & Binding	2,559	5,228	4,850	3,027	5,800
49-00 Other Current Charges	6,610	6,796	7,075	4,422	10,500
51-00 Office Supplies	1,455	1,915	2,000	1,953	2,000
54-10 Publications & Memberships	639	522	1,750	453	2,140
55-00 Training & Education	2,023	2,045	7,000	9,046	6,000
Subtotal Operating	144,874	122,271	139,130	128,277	153,710
CAPITAL OUTLAY					
68-00 Software - New Purchase	12,227	9,750	—	—	—
Subtotal Capital Outlay	12,227	9,750	—	—	—
TOTAL FINANCE	885,001	959,581	1,041,712	1,042,761	1,155,885

USES OF FUNDS

	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
PERSONNEL SERVICES					
12-12 Regular	43,395	39,939	83,130	71,368	88,416
13-10 Part Time	125,425	(1,143)	—	—	—
14-00 Overtime	—	103	260	103	200
21-00 FICA Taxes	12,914	3,320	6,402	5,350	5,775
22-10 General Employees Pension	2,385	7,482	7,800	8,817	10,000
23-10 Group Hospitalization	8,866	14,206	4,941	33,249	33,700
23-20 Group Life	152	295	1,368	1,120	1,290
23-30 Dental Plan	367	290	834	543	570
23-90 Fitness & Wellness	—	—	—	—	—
24-00 Workers Compensation	3,275	(1,030)	295	114	125
Subtotal Personnel Services	196,779	63,462	105,030	120,664	140,076
OPERATING					
31-00 Professional Services	—	—	—	—	—
31-99 Payroll Processing Fees	—	839	1,200	460	450
34-20 Bank Charges	104,742	41,184	100,000	104,811	130,000
34-40 Support Services	113,248	184,668	110,000	135,098	140,000
44-18 Rentals & Leases	—	—	—	139,118	68,000
46-10 Equipment Maintenance	20,764	1,065	2,392	—	2,392
47-00 Printing and Binding	1,080	4,776	2,100	390	5,000
49-15 Other Current Charges	18,662	27,750	35,000	28,190	35,000
52-20 Uniforms	2,333	1,141	—	—	—
52-50 Other	22,152	28,613	20,000	8,703	20,000
Subtotal Operating	282,981	290,036	270,692	416,770	400,842
CAPITAL OUTLAY					
63-10 Impr/O/T/Bldg - 15 Yrs	26,570	—	—	—	—
64-20 Furniture & Equipment	32,116	—	—	—	15,500
Subtotal Capital Outlay	58,686	—	—	—	15,500
TOTAL METERED PARKING	538,446	353,498	375,722	537,434	556,418

**CITY OF COCOA BEACH
FISCAL YEAR 2025
MISSION, GOALS, ACTIONS AND TASKS**

FUND: General

DEPARTMENT: Information Technology & GIS

Mission Statement:

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

Goal 2:	DELIVER EFFECTIVELY THE SERVICES THAT COCOA BEACH CITIZENS NEED, WANT, AND ARE WILLING TO SUPPORT
Action	DEVELOP, ACQUIRE, AND/OR IMPLEMENT THE TOOLS, SERVICES AND CAPABILITIES FOR THE CITY OF COCOA BEACH TO BECOME A DIGITAL CITY
Tasks:	Phased replacement of aged networking equipment.
	Phased replacement of aging servers.
	Expand City's storage capacity
	Continue to move documents to electronic management system. Information Technology to facilitate for all City Departments.
	Consolidate Leisure Services on to one payment system.
	Gather Public Works and Utility data and import to GIS.
	Assist in the implementation of fleet management software.
	Continue to move mobile devices to allow flexibility
	Enhance City backup infrastructure. Send incremental backup archives to cloud storage.
	Asses cloud computing opportunities
	Replace desktops with laptops to ensure employees can work anytime,anywhere, when needed.
	Arrange cyber security training on an annual basis.
	Use technology to create safer working environments.
	Formally survey employees to see what Information Technology training they need.
	Expand the broadband capabilities of the City and the community.
Action:	MAINTAIN A GEOGRAPHIC INFORMATION SYSTEMS (GIS) PROGRAM WITH IT OVERSIGHT
Tasks:	Maintain a GIS Master Plan.
	Complete GIS hardware, software & map-layer needs assessment.
	Implement and maintain the use of ESRI ArcGIS as the City's GIS.
	Provide access to GIS electronically to City employees in the field.

**CITY OF COCOA BEACH
FISCAL YEAR 2025 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 2024 has been estimated; for FY 2025 it has been projected. This information is presented in support of the basic budget estimates.

	Actual 2022	Actual 2023	Estimate 2024	Projection 2025	Benchmark Targets & Notes
Operating Statistics:					
Software applications supported	400	410	400		Numbers will continue to grow as demand for technology increases annually.
Network availability	>99%	>99%	>99%		Rate of availability is consistently high and most services exceed the stated benchmark
Number of network connected devices	450	475	550		Number will Continue to grow as demand for technology increases annually
Performance Measures:					
I.T. vs. General Fund governmental expenditures	4%				
Percent of I.T. budget expended	99%				
Service requests -					
Number of service requests per month	228	250	275		Increase is indicator of more reliance on technology
Average resolution time	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:	BUDGET	CHANGE	BUDGET
FULL-TIME	2024		2025
IT Director	1	—	1
SR. Information Technology Support Admin	1	—	1
IT Manager	1	—	1
Systems Analyst	1	—	1
Systems Technician II	1	—	1
Systems Technician	1	—	1
TOTAL FULL-TIME	6	—	6
Video Broadcast & Camera Operator	1		1
Intern	1		1
Administrative Assistant	1		1
PART-TIME	3		3
TOTAL PART-TIME	3	—	3
TOTAL POSITIONS	9	—	9

CAPITAL OUTLAY SCHEDULE		
DESCRIPTION:	PROJECT CODE	AMOUNT
Computers/Tablets/Laptops		24,000
Rugged Laptops for Police Dept		11,000
Access Control Panels (Park Bathrooms)		20,000
TOTAL		55,000

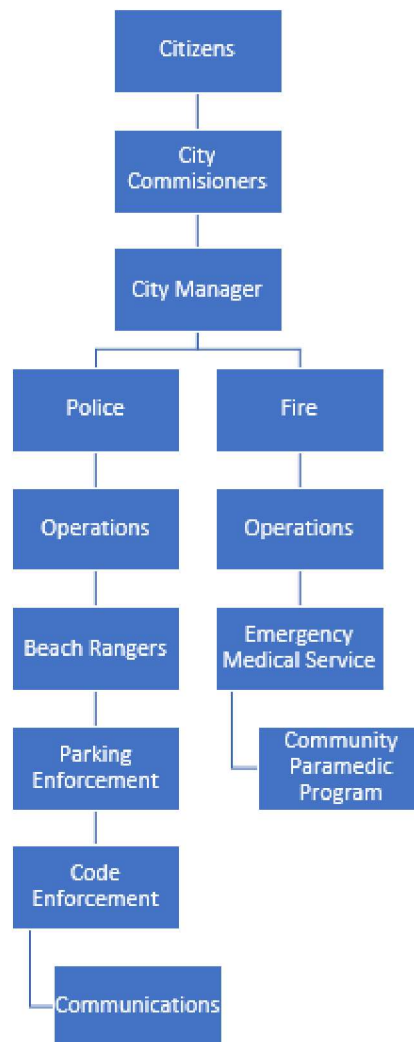
USES OF FUNDS					
	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
PERSONNEL SERVICES					
12-12 Regular	353,125	350,902	408,688	433,939	460,250
12-15 Additional Pay	3,063	478	3,750	—	—
13-10 Part Time	—	—	—	—	—
14-00 Overtime	3,437	2,373	4,850	4,340	4,500
21-00 FICA Taxes	27,222	26,258	31,923	34,431	35,725
22-10 General Employees Pension	19,157	29,299	37,986	42,941	53,500
23-10 Group Hospitalization	59,053	64,540	71,383	68,926	69,750
23-20 Group Life	1,188	1,004	1,698	1,386	1,600
23-30 Dental Plan	1,828	1,590	2,385	1,815	1,850
23-90 Fitness & Wellness	—	—	660	—	—
24-00 Workers Compensation	330	389	646	699	750
Subtotal Personnel Services	468,403	476,833	563,969	588,477	627,925
OPERATING					
31-10 GIS Related Services	—	—	30,000	30,001	30,000
31-99 Payroll Processing Fees	—	2,202	1,856	2,774	2,800
34-40 Support Services	238,273	876,176	95,000	43,417	95,000
40-00 Travel & Per Diem	—	—	1,500	—	1,500
41-00 Communications Services	143,957	169,099	227,688	172,630	221,315
44-30 Equipment Rental/Lease	75,061	12,403	74,232	74,233	105,303
46-10 Equipment Maintenance	19,332	15,590	12,700	9,907	12,700
52-20 Uniforms	—	—	450	—	450
52-50 Other Supplies	24,087	28,252	20,400	10,164	53,980
52-60 Software Subscriptions	—	276	724,996	654,925	861,314
54-10 Publications & Memberships	—	—	1,900	—	1,900
55-00 Training & Education	11,899	2,494	9,000	820	13,700
Subtotal Operating	512,609	1,106,492	1,199,722	998,871	1,399,962
CAPITAL OUTLAY					
64-20 Equipment	—	—	4,000	—	—
64-21 Computer Hardware	133,422	87,390	127,750	60,371	55,000
64-22 Computer Software	10,272	9,645	22,920	3,566	—
68-90 GASB 96- SBITA - Capital Software	—	6,266	—	—	—
Subtotal Capital Outlay	143,694	103,301	154,670	63,937	55,000
CONTINGENCY					
99-30 Other Uses	—	—	15,000	—	15,000
Subtotal Contingency	—	—	15,000	—	15,000
TOTAL INFORMATION TECHNOLOGY	1,124,706	1,686,626	1,933,361	1,651,285	2,097,887

PUBLIC SAFETY

Uses of Funds

**General Fund
Department & Division Structure
Chart**

Public Safety



SOURCES OF FUNDS

	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
OTHER TAXES	292,566	363,339	350,000	428,076	548,362
LICENSES/PERMITS	1,350	2,315	9,935	1,680	2,000
INTERGOVERNMENTAL	26,957	29,392	360,679	271,241	396,608
CHARGES FOR SERVICES	325,461	310,254	796,051	726,282	895,918
FINES AND FORFEITURES	51,032	49,186	48,050	58,510	63,450
MISCELLANEOUS AND OTHER RECEIPTS	12,097	12,122	19,900	27,897	5,800
Total Revenue	709,463	766,608	1,584,615	1,513,686	1,912,138

USES OF FUNDS

PERSONNEL SERVICES	9,156,320	10,864,285	10,817,921	11,398,439	13,009,222
OPERATING	801,519	956,342	1,176,141	883,882	1,339,030
CAPITAL OUTLAY	247,721	222,409	1,449,766	851,623	488,951
OTHER	—	—	1,500	—	1,500
Total Expenditures	10,205,560	12,043,036	13,445,328	13,133,944	14,838,703

POLICE DEPARTMENT

The Cocoa Beach Police Department consists of members which includes sworn officers, telecommunications, beach rangers, parking enforcement, code enforcement, and civilian personnel. The department embraces the philosophy of problem-oriented policing through community partnerships, order maintenance, and crime prevention. Members of the department take pride in providing a professional service and are committed to providing a safe city to live, work, visit, and enjoy. The department is accredited through the Commission for Florida Law Enforcement Accreditation.

**CITY OF COCOA BEACH
FISCAL YEAR 2025 BUDGET
MISSION, GOALS, ACTIONS AND TASKS**

FUND: General

DEPARTMENT: Police Department

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

Goal 1:	ENSURE A SAFE CITY
Action:	ENSURE A SAFE CITY BY PROTECTING PEOPLE AND PROPERTY
Tasks:	Maintain an average response time to Priority 1 Police calls at five minutes or less.
	Procure and maintain body-worn cameras with cloud-based technology.
	Implement and maintain an Emergency Response Team (ERT) comprised of sworn officers (as an ancillary responsibility). Initial implementation will include purchase of tactical equipment and special weapons, as well as additional advanced training. The team will maintain their skill set through scheduled, continual training.
	Maintain accreditation for the Police Department from the Commission for Florida Law Enforcement Accreditation (CFA).
	Update and maintain a short-term and long term law enforcement equipment list using a predetermined scheduling program.
	Maintain a law enforcement K9 unit composed of officers partnered with a highly trained canine.
	Maintain a motorcycle patrol unit to monitor and provide traffic enforcement.
	Increase staffing of one (1) additional sworn officer to provide patrol coverage commensurate with the increase in residential and non-residential call volume.
	Adjust staffing of Beach rangers to provide patrol coverage commensurate with the increase in residential and non-residential call volume. Maintain a Code Enforcement component within the Beach Ranger Program to assist with the enforcement of City Ordinances.
	Maintain staffing of Parking Enforcement Specialists to provide Citywide coverage commensurate with a new progressive parking program.
	Replace and maintain a new Records Management System (RMS). This platform will include a new CAD, Field Reporting system, Mobile data terminals, mapping, property/evidence modules , etc.
	Increase number of volunteers to improve the efficiency and effectiveness of the Citizens on Patrol program and assist personnel with clerical duties.
	Increase staffing in the communications Center by one (1) full-time Telecommunications Officer (TCO) to efficiently handle the growing call volume and ensure the safety of our first responders and citizens.
	Assume command of Code Enforcement citywide and maintain this component within the purview of the Police department.
	Continue implementing crime prevention strategies.
Goal 2:	DELIVER EFFECTIVELY THE SERVICES THAT COCOA BEACH CITIZENS NEED, WANT, AND ARE WILLING TO SUPPORT
Action:	CONTINUE TO PROVIDE RESPONSIVE, EFFICIENT CUSTOMER-ORIENTED SERVICES TO FEE PAYERS
Task:	Continue organizing and hosting the annual Citizen's Academy.
Goal 4:	MAINTAIN EFFECTIVE STEWARDSHIP OF COCOA BEACH'S SIGNIFICANT RESOURCES
Action:	Develop a unified thousand island and coastal management plan (beach/lagoon)
Task:	Maintain a presence on the waterways, and report on environmental problems & infractions.

**CITY OF COCOA BEACH
FISCAL YEAR 2025 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 2022	Actual 2023	Estimate 2024	Projection 2025	Benchmark Targets & Notes
Operating Statistics:					
Calls for 911 emergency service	10,245	9,717	10,220	9,114	Calls for 911 emergency service: FY24 projection based on actual 5 yr history; FY23 estimate based on 6 month avg. actual data.
Calls for service	53,048	43,416	40,242	50,038	Calls for Service: FY24 projection based on actual 5 yr history; FY23 est. based on 6 month avg. of actual data.
Traffic Accidents	—	457	489	422	
Traffic citations written	3,871	3,828	3,751	4,914	Traffic & Parking citations: FY25 projection based on actual 5 yr history; FY24 est. based on 6 months actual data.
Parking citations written	10,569	15,842	9,593	13,377	
Reported stolen property	679	3,015	282	1,074	Reported & stolen property: (thousands) FY25 projection based on actual 5 yr history; FY24 estimate based on 6 months actual data.
Recovered property	380	276	214	314	
Officers on the street	27	28	33	33	Patrol Officers as of September 30 th of the fiscal year.
Administration	10	10	10	10	Chiefs , Majors, CID, LT's
Total Arrests	624	1,037	964	715	Arrests FY25 projection based on actual 5 yr history; FY24 estimate based on 6 month avg. actual data.
Drug Arrests	—	37	54	43	
DUI Arrests	—	305	208	136	
Case Reports	3,614	2,865	3,470	3,360	Case Reports: FY25 based on actual 5 yr history; FY24 estimate based on 6 month avg. actual data.

Performance Measures:

The aim of the Police Department is to reduce crime and improve the quality of life for our residents and visitors. Refer to the Strategic Plan for specific goals, actions, and tasks.

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	2024	CHANGE	2025
Police Chief	1		1
Police Chief (interim)	1	-1	—
Deputy Chief	1		1
Executive Assistant to Chief	1		1
Support Services Administrator	—		—
Administrative Assistant	1		1
Accreditation Manager & Administrative Services	1		1
Police Major	2		2
Police Lieutenant	—	2	2
Police Officer	33	(2)	31
Police Records Clerk	2		2
Records Supervisor	1		1
Police Sergeant	6		6
Logistics Manager	1		1
Records & Evidence Manager	—	1	1
Records & Evidence Supervisor	1		1
TOTAL FULL-TIME	52	—	52
PART-TIME			
Police Officer	1	—	1
TOTAL PART-TIME	1	—	1
TOTAL POSITIONS	53	—	53

CAPITAL OUTLAY SCHEDULE			
DESCRIPTION:	PROJECT CODE		AMOUNT
Digital In-Car Video Camera Recorder (8)			34,603
Radar Unit (8)			22,637
Tasers (6)			12,312
Body Camera System (5 year program)			32,270
Pursuit Termination Device			20,439
Electronic Traffic Message Board			30,565
License Plate Recognition Software			18,000
TOTAL			170,826

Note: Capital Outlay Schedule includes Beach Ranger Program Capital Replacements

USES OF FUNDS					
	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
PERSONNEL SERVICES					
12-12 Regular	2,613,276	2,993,743	3,016,039	2,985,721	3,511,800
12-15 Additional Pay	59,831	34,024	66,000	31,596	66,000
13-10 Part Time	2,987	2,518	5,060	2,593	5,060
14-00 Overtime	245,057	149,785	160,000	327,455	160,000
15-00 Holiday Pay	67,877	76,460	70,000	82,154	77,250
21-00 FICA Taxes	221,514	238,019	253,850	269,674	250,000
22-10 General Employees Pension	22,996	18,822	44,928	50,788	46,500
22-20 Police Pension	672,157	792,323	670,000	670,000	861,000
22-40 Deferred Compensation*	—	—	1,200	1,060	—
23-10 Group Hospitalization	726,091	916,205	996,584	861,810	907,000
23-20 Group Life	9,103	9,662	16,034	19,621	20,900
23-30 Dental Plan	15,997	16,393	19,183	16,128	17,250
23-90 Fitness & Wellness	348	303	325	297	325
24-00 Workers Compensation	47,944	64,974	98,704	123,474	126,000
Subtotal Personnel Services	4,705,178	5,313,231	5,417,907	5,442,371	6,049,085
OPERATING					
31-00 Professional Services	16,813	20,202	122,600	34,517	23,100
31-99 Payroll Processing Fees	—	19,638	17,422	20,809	22,900
34-40 Support Services	35,507	37,807	36,834	21,529	40,984
40-00 Travel & Per Diem	11,433	17,019	20,600	23,805	22,248
44-30 Equipment Rental/Leases	—	—	—	—	—
46-10 Equipment Maintenance	10,684	11,250	18,470	10,036	20,283
47-00 Printing & Binding	4,068	1,784	6,000	3,429	7,020
48-00 Promotional Activities	9,662	8,411	15,000	11,871	16,100
51-00 Office Supplies	5,313	4,147	6,000	5,198	7,500
52-20 Uniforms	19,757	26,104	33,040	32,029	48,766
52-50 Other	42,096	80,931	87,860	78,950	97,271
54-10 Publications & Memberships	2,736	3,962	8,265	4,043	10,538
55-00 Training & Education	17,992	26,904	37,864	31,704	65,662
Subtotal Operating	176,061	258,159	409,955	277,920	382,372
CAPITAL OUTLAY					
64-20 Furniture & Equipment	58,021	16,635	103,480	130,511	152,826
64-22 Computer Hardware/Software	38,606	—	—	—	18,000
68-00 Software - New Purchase	5,040	—	—	—	—
Subtotal Capital Outlay	101,667	16,635	103,480	130,511	170,826
TOTAL POLICE DEPARTMENT	4,982,906	5,588,025	5,931,342	5,850,802	6,602,283

*Contract Interim Police Chief

**CITY OF COCOA BEACH
FISCAL YEAR 2025 BUDGET
MISSION, GOALS, ACTIONS AND TASKS**

BEACH MANAGEMENT PROGRAM

The Beach Management Program is operationally managed by the Cocoa Beach Police Department

Primary Mission

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 Beach Management			
	Actual	Actual	Estimate	Projection	
	2022	2023	2024	2025	Benchmark Targets & Notes
Operating Statistics:					
# of Ranger Hours	4,302	3,614	6.16	6,000	Beach Rangers are currently staffed all year. Data for FY19 and FY20 are actual hours.
# 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. The program is in its eighth year.

PERSONNEL SCHEDULE			
DEPARTMENT: Police - Beach Rangers			
POSITION TITLE:	NUMBER OF POSITIONS		
	BUDGET 2024	CHANGE	BUDGET 2025
PART-TIME			
Ranger Supervisor	1		1
Beach Rangers	7		7
TOTAL PART-TIME	8	—	8
TOTAL POSITIONS	8	—	8

CAPITAL OUTLAY SCHEDULE			
DESCRIPTION	PROJECT CODE	STRATEGIC PLAN LINK	AMOUNT
None Scheduled for FY2025			
TOTAL			—

USES OF FUNDS

	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
PERSONNEL SERVICES					
12-12 Regular	54	—	—	—	—
13-10 Part Time	75,856	89,312	136,808	91,538	105,000
21-00 FICA Taxes	5,807	6,933	9,665	7,006	7,850
24-00 Workers Compensation	1,653	2,282	4,025	3,316	3,100
Subtotal Personnel Services	83,370	98,527	150,498	101,860	115,950
OPERATING					
31-99 Payroll Processing Fees	—	858	978	648	825
52-20 Uniforms	3,371	748	5,049	421	5,388
52-50 Other Supplies	158	561	721	297	1,158
55-00 Training & Education	—	—	—	—	—
Subtotal Operating	3,529	2,167	6,748	1,366	7,371
CAPITAL OUTLAY					
64-20 Furniture & Equipment	18,020	—	—	—	—
Subtotal Capital Outlay	18,020	—	—	—	—
TOTAL BEACH RANGERS	104,919	100,694	157,246	103,226	123,321

PERSONNEL SCHEDULE			
DEPARTMENT: Police - Parking Enforcement Officers			
	NUMBER OF POSITIONS		
POSITION TITLE:	BUDGET	CHANGE	BUDGET
FULL-TIME	2024		2025
	—	—	—
TOTAL FULL-TIME	—		—
PART-TIME			
Code Enforcement Specialist	—	—	—
Parking Enforcement Specialist Supervisor	1		1
Parking Enforcement Officer	7		7
TOTAL PART-TIME	8	—	8
TOTAL POSITIONS	8	—	8

CAPITAL OUTLAY SCHEDULE			
DESCRIPTION	PROJECT CODE		AMOUNT
None Scheduled for FY2025			
TOTAL			—

During FY2024 the Code Enforcement positions were moved under Development Services - Department/Division 3690.

Fund: General

Department: Police

Account Code: 001-2180-521.

Division: Parking Enforcement

USES OF FUNDS					
	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
PERSONNEL SERVICES					
13-10 Part Time	—	—	180,706	145,696	156,100
14-00 Overtime	—	—	—	—	—
21-00 FICA Taxes	—	—	13,824	10,886	12,000
22-10 General Employees Pension	—	—	—	—	—
23-10 Group Hospitalization	—	—	—	—	—
23-20 Group Life	—	—	—	—	—
23-30 Dental Plan	—	—	—	—	—
24-00 Workers Compensation	—	—	5,421	4,802	4,700
Subtotal Personnel Services	—	—	199,951	161,384	172,800
OPERATING					
31-99 Payroll Processing Fees	—	—	1,000	795	825
52-20 Uniforms	—	—	6,988	745	7,834
52-50 Other Supplies	—	—	1,954	225	1,879
Subtotal Operating	—	—	9,942	1,765	10,538
TOTAL PARKING ENFORCEMENT	—	—	209,893	163,149	183,338

Fund: General Fund

Department: Police

Account Codes: 001-2190-521.

Division: Code Enforcement

During FY2024 the Code Enforcement division was moved from the Police Department to the Development Services Department (3690).

All budget and actual information has been transferred to the new Department / Division page.

PERSONNEL SCHEDULE			
DEPARTMENT: Communications			
	NUMBER OF POSITIONS		
POSITION TITLE:	BUDGET		BUDGET
FULL-TIME	2024	CHANGE	2025
Communications Center Manager	1	(1)	—
Communications Center Supervisor	1	—	1
Communications Officer	13	—	13
TOTAL FULL-TIME	15	(1)	14
PART-TIME			
Communications Officer	2	—	2
TOTAL PART-TIME	2	—	2
TOTAL POSITIONS	17	—	16

CAPITAL OUTLAY SCHEDULE			
DESCRIPTION:	PROJECT CODE		AMOUNT
XL-95P Portable Radio (PD-12) (FD-23)			57,456
P25 Compliance X69 Radios			54,387
Backbone Radio Charges-Brevard Emergency Management			56,382
TOTAL			168,225

USES OF FUNDS

	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
PERSONNEL SERVICES					
12-12 Regular	426,248	476,540	586,943	516,613	635,400
12-15 Additional Pay	6,693	100	5,200	—	5,200
13-10 Part time	24,249	5,888	93	104	—
14-00 Overtime	57,458	21,305	30,000	40,435	30,000
15-00 Holiday Pay	14,080	11,840	16,000	15,001	16,000
21-00 FICA Taxes	39,665	38,428	48,825	45,070	48,600
22-10 General Employees Pension	28,921	33,543	54,522	61,634	74,000
23-10 Group Hospitalization	109,065	141,930	97,610	160,819	216,500
23-20 Group Life	1,424	2,424	7,533	6,589	8,650
23-30 Dental Plan	2,788	3,452	2,502	3,413	4,400
23-90 Fitness & Wellness	—	—	806	—	806
24-00 Workers Compensation	471	567	890	1,065	1,000
Subtotal Personnel Services	711,062	736,017	850,924	850,743	1,040,556
OPERATING					
31-99 Payroll Processing Fees	—	3,197	2,817	3,993	3,800
40-00 Travel & Per Diem	70	100	2,000	75	2,000
41-00 Communications	—	—	—	—	1,800
46-10 Equipment Maintenance	64,901	66,434	133,221	99,052	95,150
51-00 Office Supplies	573	350	1,540	1,534	2,314
52-20 Uniforms	3,109	4,359	8,020	5,675	8,440
52-50 Other	7,120	3,503	7,770	2,105	14,680
54-10 Publications & Memberships	—	—	250	—	250
55-00 Training & Education	3,665	2,097	7,705	6,304	7,705
Subtotal Operating	79,438	80,040	163,323	118,738	136,139
CAPITAL OUTLAY					
64-20 Furniture & Equipment	90,917	74,563	349,352	345,892	168,225
Subtotal Capital Outlay	90,917	74,563	349,352	345,892	168,225
TOTAL COMMUNICATIONS DEPARTMENT	881,417	890,620	1,363,599	1,315,373	1,344,920

FIRE DEPARTMENT

Since 1949, the Cocoa Beach Fire Department has been dedicated to saving life and property, providing fire prevention, preparedness, Emergency Medical Services (EMS), and a newly developed Community Paramedic Program. CBFD promotes public safety by educating and engaging with our community. The dedication of firefighters and paramedics to fire rescue and emergency services supports an efficient response approach to residents, property owners, businesses, and visitors. The Fire Department operates 2 fire stations and responds to over 4,000 calls for service annually. The Cocoa Beach Fire Department continues to support our commitment to employee health, wellness, and firefighter safety; while addressing the Capital and Operational improvements deemed necessary for future success of the CBFD.

**CITY OF COCOA BEACH
FISCAL YEAR 2025 BUDGET
MISSION, GOALS, ACTIONS AND TASKS**

FUND: General

DEPARTMENT: Fire Department

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.

Goal 1:	ENSURE A SAFE CITY
Action:	ENSURE A SAFE CITY BY PROTECTING PEOPLE AND PROPERTY
Task:	Maintain an Insurance Service Office fire protection rating of two (2) or better.
	Complete Community Risk assessment to identify and catalog buildings receiving protection. Six protection zones. Identify all parcels receiving fire services from the Fire Department and score each hazard based on CPSE risk rating. (Accreditation Step One)
	Create Goals and Objectives for each Fire department division and program of the department utilizing findings from the Community Risk Assessment. (Accreditation step Two)
	Create & maintain a standard of coverage document for Fire Departments respectively to identify the distribution, concentration, and reliability of public safety resources. Study Agency Performance based on Standards of Cover Benchmarks. (Accreditation Step Three)
	Complete the accreditation self-assessment process using the Self-Assessment manual (SAM), answering each of the performance indicators and criteria statements. (Accreditation Step Four)
	Create Fire Department Strategic Plan using results from Agency Performance Study.(Accreditation Step Five) (Achieve accreditation for the Fire Department from the International Association of Fire Chiefs by Q3, 2027)
	Replace Engine 50 Class A Pumper.
	Replace Squad 51
	Delivery of Tower 51 Tower-Ladder Truck (Funded in FY 2021)
	Start a Community Paramedic Program that would provide a broad spectrum of programs and services designed to keep senior adults living independently in their home, healthier,safer,and enhance the overall public health.

**CITY OF COCOA BEACH
FISCAL YEAR 2025 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 2024 has been estimated, for 2025 it has been projected. Meaningful benchmark targets are provided for comparison purposes where appropriate.

	Actual 2022	Actual 2023	Estimate 2024	Projection 2025	Benchmark Targets & Notes
Operating Statistics:					
Total number of unit responses	3,714	3,781	3,850	3,950	Metric added in 2020 budget
Calls for rescue service	1,955	1,992	2,030	2,060	Includes projected increase in responses to unincorporated South Cocoa Beach.
Total inspections	417	862	875	875	Inspector has not been replaced since 10/14.
Training hours	8,967	11,145	11,900	12,000	6 new firefighters added in 3rd Quarter of FY2023
Property damage (millions)	\$1.57	\$2	\$2	\$2	
Property saved (millions)	\$1.75	\$1.0	\$1.0	\$1.0	
Performance Measures:					
Average response times (minutes)	4.3	4	3.9	3.9	Target is < 4.00 minutes.
Insurance ISO rating	2	2	2	1	Benchmark is to maintain a 2 and target to be a 1
Ratio of property - damaged to saved	5%	20%	20%	20%	Depends on property types involved in fires
Fatalities from fire	0	0	0	0	Target is zero fatalities from fires.
Average training hours per month for each employee	24	25	30	32	30 hours per month is benchmark.

PERSONNEL SCHEDULE			
DEPARTMENT: Fire Department			
	NUMBER OF POSITIONS		
POSITION TITLE:	BUDGET	CHANGE	BUDGET
FULL-TIME	2024		2025
Fire Chief	1	—	1
Fire Admin. Chief of Staff	1	—	1
Deputy Fire Chief	1	—	1
Emergency Services Chief (Community Paramedic Program)	1	—	1
Fire Captain-Shift Commander	3	—	3
Fire Lieutenant/Medic-CO Officer	9	—	9
FF/EMT	6	7	13
FF/Paramedic	15	(7)	8
Fire Marshall	1	—	1
TOTAL FULL-TIME	38	0	38
PART-TIME			
Administrative Assistant	1	—	1
Fire Inspector	2	—	2
Paramedic	1	—	1
TOTAL PART-TIME	4	—	4
TOTAL POSITIONS	42	—	42

CAPITAL OUTLAY SCHEDULE			
DESCRIPTION:	PROJECT CODE		AMOUNT
Water Rescue Craft			30,000
Diesel Removal System for Station 50			38,900
Oxygen Cascade System			31,000
Lifepack Cardiac Monitor (Replacement Monitors)			50,000
TOTAL			149,900

(New positions (6) are fully funded for three years through a FEMA SAFER Grant)

Fund: General

Department : Fire

Account Code: 001-2820-522.

Division: Fire Operations

USES OF FUNDS					
	2022 Actual	2023 Actual	2024 Amended Budget	2024 Estimated	2025 Proposed Budget
PERSONNEL SERVICES					
12-12 Regular	1,750,759	2,197,791	2,146,336	2,319,940	3,021,261
12-15 Additional Pay	14,009	15,322	13,390	14,588	13,390
13-10 Part Time	42,717	80,635	83,267	74,045	40,500
14-00 Overtime	396,419	447,958	200,000	360,637	420,000
15-00 Holiday Pay	59,900	66,449	69,252	85,894	80,700
21-00 FICA Taxes	167,884	204,575	191,162	226,151	233,400
22-10 General Employees Pension	2,982	17,194	3,978	4,497	6,500
22-30 Firefighters Pension	604,661	839,154	535,000	802,992	806,000
23-10 Group Hospitalization	540,625	728,111	803,824	744,222	757,780
23-20 Group Life	6,638	9,793	16,144	23,880	16,550
23-30 Dental Plan	10,594	12,071	16,096	13,671	13,950
23-90 Fitness & Wellness	866	1,050	1,500	1,239	1,500
24-00 Workers Compensation	58,656	96,407	118,692	170,325	173,000
Subtotal Personnel Services	3,656,710	4,716,510	4,198,641	4,842,081	5,584,531
OPERATING					
31-00 Professional Services	51,577	47,202	46,412	16,037	219,587
31-99 Payroll Processing Fees	—	16,802	14,748	18,056	17,000
34-40 Lifeguard Svc-Parks/Pier	79,291	78,867	—	—	—
40-00 Travel & Per Diem	8,060	13,347	15,690	6,832	15,290
44-50 Hydrants	144,822	140,162	147,168	147,168	152,690
45-75 Firefighters Medical Liability	—	3,219	—	—	—
46-10 Equipment Maintenance	21,074	18,235	22,750	13,491	19,752
48-00 Promotional Activities	277	780	2,400	2,357	2,500
51-00 Office Supplies	2,492	2,254	2,500	2,467	4,450
52-20 Uniforms	61,081	114,855	125,729	123,790	99,497
52-50 Other Supplies	86,362	56,007	27,500	22,913	68,610
52-60 Small Tools & Equipment	—	—	35,600	31,452	46,758
54-10 Publications & Memberships	3,862	6,497	11,390	2,617	7,390
55-00 Training & Education	41,222	29,271	35,015	30,252	34,086
Subtotal Operating	500,120	527,498	486,902	417,432	687,610
CAPITAL OUTLAY					
62-00 Buildings	—	—	—	—	—
64-10 Vehicles & Machinery	—	—	757,202	43,627	30,000
64-20 Furniture & Equipment	37,117	101,230	31,373	124,569	38,900
68-00 Software - New Purchase	—	—	25,000	25,000	—
Subtotal Capital Outlay	37,117	101,230	813,575	193,196	68,900
CONTINGENCY					
99-30 Other Uses	—	—	1,500	—	1,500
	—	—	1,500	—	1,500
TOTAL FIRE DEPARTMENT	4,193,947	5,345,238	5,500,618	5,452,709	6,342,541

USES OF FUNDS

	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
OPERATING					
31-00 Professional Services	—	14,700	11,400	11,323	12,000
31-99 Payroll Processing Fees	—	—	—	—	—
40-00 Travel & Per Diem	—	1,124	4,000	1,855	3,000
46-10 Equipment Maintenance	—	2,542	3,050	2,735	2,000
51-00 Office Supplies	—	1,380	1,000	1,029	500
52-20 Uniforms	—	280	426	445	400
52-50 Other/Licensing	—	4,453	2,350	2,314	13,200
52-52 Medical Supplies	42,371	47,419	53,975	35,376	54,000
55-00 Education and Training	—	9,213	20,000	9,182	20,000
Subtotal Operating	42,371	81,111	96,201	64,259	105,100
CAPITAL OUTLAY					
64-20 Furniture & Equipment	—	29,981	183,359	182,024	81,000
Subtotal Capital Outlay	—	29,981	183,359	182,024	81,000
TOTAL EMERGENCY MEDICAL SERVICES	42,371	111,092	279,560	246,283	186,100

USES OF FUNDS

	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
PERSONAL SERVICES					
13-10 Part Time	—	—	—	—	41,000
21-00 FICA Taxes	—	—	—	—	3,150
24-00 Workers Compensation	—	—	—	—	2,150
Subtotal Personal Services	—	—	—	—	46,300
OPERATING					
31-99 Payroll Processing Fees	—	—	—	—	—
40-00 Travel & Per Diem	—	497	1,000	—	1,000
46-10 Equipment Maintenance	—	—	—	860	1,000
48-00 Promotional Activities	—	3,388	1,000	787	3,000
51-00 Office Supplies	—	3,027	500	485	500
52-20 Uniforms	—	455	570	270	400
54-20 Books & Publications	—	—	—	—	2,000
55-00 Training & Education	—	—	—	—	2,000
Subtotal Operating	—	7,367	3,070	2,402	9,900
CAPITAL OUTLAY					
64-20 Furniture & Equipment	—	—	—	—	—
Subtotal Capital Outlay	—	—	—	—	—
TOTAL COMMUNITY PARAMEDIC PROGRAM	—	7,367	3,070	2,402	56,200
TOTAL PUBLIC SAFETY	10,205,560	12,043,036	13,445,328	13,133,944	14,838,703

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

PUBLIC WORKS

Detail by Division

The Public Works Department operates and maintains infrastructure throughout the City which includes the following:

- * 35.3 miles of City road right-of-way and 8 miles of Florida Department of Transportation road right-of-way (SR A1A and SR 520). Maintenance includes maintaining roadways (paving, curb & gutter, sidewalks, signing and striping, street lighting, etc.)

- * 6 miles of Beach Maintenance, includes dune crossover construction/beach accesses (40), and beach trash clean up.

Facilities Maintenance which includes buildings, recreational facilities, and parks:

- * Buildings- City Hall, Police Station, Fire Stations (2), Country Club, Public Works Complex, and Parking Garage.

- * Recreational Facilities- Rec Center, Aquatic Center, Tennis Complex, Athletic Fields, and Skate Park.

- * Parks- Neighborhood parks (5), Parks with beach accesses (2), and Parks with boat ramps (2).

Grounds Maintenance includes maintenance of all the City's grounds including city and state road right-of-way, building grounds, park grounds, etc. Includes design, operation and maintenance of irrigation systems, landscaping and tree trimming.

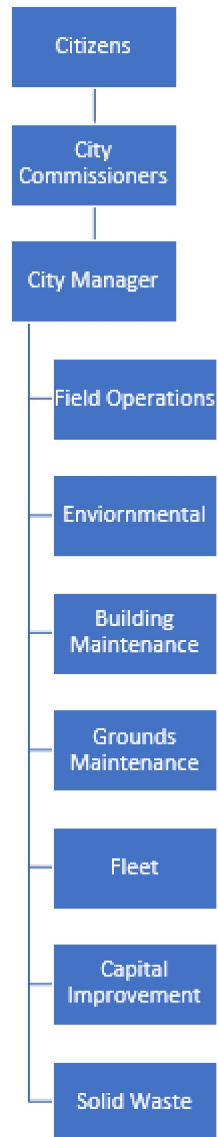
Fleet Maintenance includes acquisition and maintenance of all vehicles.

Maintain City's waterways which includes muck dredging of residential canals and capping.

Solid Waste Collection includes overseeing contract with Waste Management.

General Fund Department & Division Structure Chart

Public Works



SOURCES OF FUNDS

	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
INTERGOVERNMENTAL	2,833,545	327,059	3,238,610	260,598	11,501,704
CHARGES FOR SERVICES	2,609,020	3,094,245	3,931,610	3,133,621	3,172,902
MISCELLANEOUS AND OTHER RECEIPTS	48,738	614,123	474,574	528,302	474,574
Total Revenue	5,491,303	4,035,427	7,644,794	3,922,521	15,149,180

USES OF FUNDS

PERSONNEL SERVICES	1,931,939	2,004,081	2,309,444	2,298,943	2,882,525
OPERATING	4,129,946	4,038,626	5,130,732	4,839,775	5,842,033
CAPITAL OUTLAY	3,596,911	1,591,318	7,912,488	1,840,331	16,582,115
TRANSFERS/OTHER	—	96,867	—	—	—
	9,658,796	7,730,892	15,352,664	8,979,049	25,306,673

**CITY OF COCOA BEACH
FISCAL YEAR 2025 BUDGET
MISSION, GOALS, ACTIONS AND TASKS**

FUND: General

DEPARTMENT: Public Works

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.

Goal 1:	ENSURE A SAFE CITY
Action:	ENSURE A SAFE CITY BY PROTECTING PEOPLE AND PROPERTY
Task:	Provide a modern, state-of-the art fleet of vehicles and equipment for City Departments.
Goal 2:	DELIVER EFFECTIVELY THE SERVICES THAT COCOA BEACH CITIZENS NEED, WANT, AND ARE WILLING TO SUPPORT
Action:	DEVELOP CITY-WIDE MASTER PLANS FOR ALL PUBLIC WORKS INFRASTRUCTURE
Tasks:	Create a Master Paving and Roadway Improvement Plan to include curb and gutter.
	Create a Sidewalks Master Plan to include construction of new ADA compliant sidewalks, and convert existing sidewalks to meet ADA requirements.
	Create a City Buildings/Facilities Master Plan.
	Create a Landscaping / Grounds Maintenance Master Plan for City buildings and facilities.
Goal 3:	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
Action:	PROVIDE AN EFFICIENT TRANSPORTATION SYSTEM WITH SAFE STREETS AND MULTI-MODAL ALTERNATIVES OF TRAVEL FOR THE DISABLED AND THE COMMUNITY AS A WHOLE
Tasks:	Ensure streets, sidewalks, & public transportation provides an accessible means of travel for the disabled & the community as a whole.
	Assess transportation system needs & issues; adjust plans & implement policies. Submit project requests for State Road A1A and State Road 520 to the Space Coast Transportation Planning Organization for potential funding and implementation.
Goal 4:	MAINTAIN EFFECTIVE STEWARDSHIP OF COCOA BEACH'S SIGNIFICANT RESOURCES
Action:	Develop a unified thousand island and coastal management plan (beach/lagoon)
Tasks:	Create a Coastal Management Master Plan to include an inventory of beach access assets: cross-over type/ condition, dune vegetation condition, amenities, parking, re-nourishment data, etc.
	Create a Waterways/Lagoon Master Plan. Collect data at key lagoon access points to include solid waste generation, on ramp maintenance, monitor channel maintenance and complaints.
	Identify projects that will benefit the water quality of the Indian River Lagoon to meet eligible criteria for the half cent tax funding.
Action:	Develop and implement the sustainability plan
Tasks:	Evaluate cleaning & maintenance procedures for City operations & develop green alternatives for environmentally problematic chemicals.
	Implement a policy for City Facility Recycling.
Tasks:	Implement a FL Green Government Coalition (FGBC) or LEED standard for appropriate application in City facilities.
	City to consider purchasing electric/hybrid vehicles for passenger vehicles and natural gas for heavy equipment.
Action:	ESTABLISH AND IMPLEMENT A RESIDENTIAL CANAL DREDGING PROGRAM
Task:	Support the dredging efforts of the City to comply with the elements of the City's Comprehensive Plan & Land Development Code.

**CITY OF COCOA BEACH
FISCAL YEAR 2025 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 2024 has been estimated, for 2025 it has been projected. Meaningful benchmark targets are provided for comparison purposes where appropriate

	Actual 2022	Actual 2023	Estimate 2024	Projection 2025	Benchmark Targets & Notes
Operating Statistics:					
Lineal miles of roadway	35.3	35.3	35.3	35.3	Plus 8.0 miles of State roadway. All are paved.
Maintenance spending (thousands)	\$6,556	\$6,851	\$7,847	\$8,518	Total maintenance expenditures for all Divisions of the Public Works Department.
Capital outlay spending (millions)	\$4,879	\$2,638	\$2,900	\$3,100	Total capital outlay expenditures for all Divisions of the Public Works Department.
Building maintenance (thousands)	\$884	\$802	\$900	\$950	Total operating expenditures of the Building Maintenance Division. Includes maintenance of park facilities.
Fleet maintenance (thousands)	\$686	\$836	\$900	\$1,015	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 -					Entire fleet -General Fund Only
Sedans Police, Public Works, Admin., Rec, Fire	35	35	33	26	
Pickups,Vans,SUV's (7)Police,(4) Fire, (20)Public works,(5) Building, Rec	72	76	79	86	
Specialty trucks (5)Fire, (4)Public Works	11	11	11	11	
Performance Measures:					
Average age of fleet -yrs.	7-10 yrs.				Average replacement age: Police vehicles 7-10 yrs. Sedans, Vans & P/U 7-10 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	2024		2025
Public Works Director	1	—	1
Public Works Manager	1	—	1
Public Works Supervisor	3	—	3
Administrative Specialist	1	—	1
Maintenance Worker I	10	—	10
Maintenance Worker/Custodian	4	(1)	3
Lead Custodian	—	1	1
Maintenance Tech II	4	—	4
Maintenance Worker II/Irrigation Specialist	1	—	1
City Engineer/Assistant Public Works Director	1	—	1
Utilities/Construction Inspector	1	—	1
Environmental Specialist	1	—	1
Diesel Mechanic III/Fire Apparatus Tech	1	—	1
Staff Engineer	1	—	1
Fleet Maintenance Manager	1	(1)	—
Fleet Director	—	1	1
Body/Fender /Paint Specialist	1	—	1
Mechanic	3	—	3
TOTAL FULL-TIME	35	—	35
PART-TIME			
MWI- Spray Technician	—	—	—
Seasonal Grounds Maintenance Worker I	1	—	1
Events Maintenance Worker I	1	—	1
TOTAL PART-TIME	2	—	2
Construction & Utilities Inspector cost allocation: General Fund - 40%, Utilities Fund - 40%, Stormwater Fund- 20%			
TOTAL POSITIONS	37	—	37

CAPITAL OUTLAY SCHEDULE		
DEPARTMENT: Public Works	PROJECT CODE	AMOUNT
Field Operations (3110)		
Dune Crossovers- Osceola Lane/Fischer Park	DUNECR	252,000
Dempsey Park Seawall	DEMPSW	240,000
Minutemen Shoreline Erosion	MSHORE	115,500
Blakey Drive Road Improvements		707,600
Sidney Fischer Park Message Sign		75,000
Pave Convair Cove/McNabb Parkway		283,500
Pave East Country Club Parking Lot		350,000
New Sidewalks and Bike Paths	NSWABP	79,855
TOTAL		2,103,455
Building Maintenance (3140)		
Small Pavilion Shelters Replacement		52,916
Cocoa Isles Playground		84,343
Public Works Bay Doors		106,986
Shepard Park Bathroom Renovations		150,000
Minutemen Light Poles		150,000
Fisher Park Playground Slide		11,000
TOTAL		555,245
Grounds Maintenance (3150)		
Pool Pavilion Upgrade		32,000
Fischer Park Entrance		18,950
SR 520 Median Improvements		35,000
TOTAL		85,950
Fleet (3160)		
4-Door SUV Marked (7) (3) (5) (5) (5)		476,000
3/4 Ton Pickup		47,250
4-Door SUV Unmarked (2) (2)		112,000
4-Door Sedan/SUV		33,000
Compact Pickup Truck (1) (1) (2) (1)		34,500
PW Zero Turn Mower		13,000
Beach Ranger John Deere Gator (2)		31,000
KBB John Deere Gator (2)		15,500
Fire Utility Vehicle		17,000
300 KW Portable Generators (3)		802,899
230 KW Generator (Country Club) (1)		350,000
50 KW Generator FD 50 (1)		75,000
Replace Generator at FD 51		163,000
Contingency		25,000
TOTAL		2,195,149
Capital Improvement Projects (3170)		
Marina Feasibility Study	MARINA	75,000
400 Channel Marker Replacement	400CDP	1,267,316
CB GOLF Muck Capping	CBGOLF	10,300,000
TOTAL		11,642,316

USES OF FUNDS

	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
PERSONNEL SERVICES					
12-12 Regular	691,099	713,886	772,663	823,696	806,250
12-15 Additional Pay	165	—	1,200	—	1,200
13-10 Part Time	—	—	—	—	—
14-00 Overtime	1,822	491	3,000	1,888	3,000
21-00 FICA Taxes	52,020	52,979	59,430	64,323	57,850
22-10 General Employees Pension	43,531	52,042	71,760	81,120	89,500
23-10 Group Hospitalization	155,222	185,483	194,416	176,498	202,750
23-20 Group Life	2,409	2,107	4,874	5,090	5,100
23-30 Dental Plan	4,539	4,556	5,224	4,411	4,425
23-90 Fitness & Wellness	301	346	240	209	350
24-00 Workers Compensation	17,170	23,012	36,005	38,865	38,450
Subtotal Personnel Services	968,278	1,034,902	1,148,812	1,196,100	1,208,875
OPERATING					
31-00 Professional Services	49,519	17,632	71,264	68,237	74,000
538.31-00 Professional Services	—	—	95,720	23,001	27,720
31-99 Payroll Processing Fees	—	4,426	4,722	4,924	4,000
34-40 Support Services	42,679	47,858	18,280	13,375	66,280
40-00 Travel & Per Diem	—	312	2,000	—	1,000
43-10 Electric	197,337	225,332	215,000	200,000	240,000
44-30 Equipment Rental/Lease	370	248	1,000	700	1,000
538.48-00 Promotional	4,402	2,733	11,000	5,052	8,500
51-00 Office Supplies	650	584	1,000	655	1,000
52-20 Uniforms	3,979	4,948	11,818	4,321	11,818
52-50 Other	30,415	25,088	35,300	33,105	65,800
538.52-50 Other	4,167	4,862	35,000	22,339	40,000
53-10 Sidewalk Maintenance	1,618	—	10,000	5,364	10,000
53-20 Waterway Maintenance	—	—	5,000	1,290	7,500
53-30 Street Maintenance	8,967	18,165	48,000	47,940	60,000
53-40 Crossover Maintenance	815	203	2,500	1,000	2,500
54-10 Publications & Membership	558	691	1,400	695	1,400
55-00 Training & Education	384	1,475	3,625	637	1,625
Subtotal Operating	345,860	354,557	572,629	432,635	624,143
CAPITAL OUTLAY					
63-10 Improvements O/T Buildings - 15 Yrs	754,097	380,016	915,485	429,462	2,028,455
64-20 Furniture & Equipment	—	7,279	3,977	3,977	75,000
538.68-10 Environmental-Intangible Assets	—	—	—	—	—
Subtotal Capital Outlay	754,097	387,295	919,462	433,439	2,103,455
TOTAL FIELD OPERATIONS	2,068,235	1,776,754	2,640,903	2,062,174	3,936,473

Fund: General

Department : Public Works

Account Code: 001-3115-538.

Division: Environmental

USES OF FUNDS					
	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
PERSONNEL SERVICES					
12-12 Regular	—	—	56,214	63,863	—
21-00 FICA Taxes	—	—	4,300	5,081	—
22-10 General Employees Pension	—	—	5,226	5,226	—
23-10 Group Hospitalization	—	—	9,789	8,653	—
23-20 Group Life	—	—	235	173	—
23-30 Dental Plan	—	—	220	307	—
23-90 Fitness & Wellness	—	—	—	—	—
24-00 Workers Compensation	—	—	1,686	648	—
Subtotal Personnel Services	—	—	77,670	83,951	—
OPERATING					
31-00 Professional Services	—	—	95,720	—	—
31-99 Payroll Processing Fees	—	—	500	370	—
34-40 Support Services	—	—	—	—	—
40-00 Travel & Per Diem	—	—	1,000	—	—
48-00 Promotional	—	2,733	11,000	5,611	—
52-50 Other Supplies	—	4,862	35,000	35,000	—
54-10 Publications & Memberships	—	—	—	—	—
55-00 Training & Education	—	—	2,000	637	—
Subtotal Operating	—	7,595	145,220	41,618	—
TOTAL ENVIRONMENTAL/SUSTAINABILITY	—	7,595	222,890	125,569	—

Note: Dept/Division 3115 (Environmental) has been budgeted in PW Field Ops for FY2025

USES OF FUNDS					
	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
PERSONNEL SERVICES					
12-12 Regular	296,069	282,468	298,337	328,660	354,300
12-15 Additional Pay	—	—	—	—	—
13-10 Part Time	17,544	19,421	21,842	20,157	22,900
14-00 Overtime	11,883	1,746	10,000	4,712	7,000
21-00 FICA Taxes	24,415	22,653	25,259	27,054	29,000
22-10 General Employees Pension	13,343	27,063	27,690	31,302	41,000
23-10 Group Hospitalization	103,547	100,679	133,647	125,924	153,150
23-20 Group Life	1,171	866	1,983	1,533	1,300
23-30 Dental Plan	2,978	2,491	3,752	2,530	2,950
23-90 Fitness & Wellness	—	—	200	—	—
24-00 Workers Compensation	6,827	7,987	14,945	14,515	14,500
Subtotal Personnel Services	477,777	465,374	537,655	556,387	626,100
OPERATING					
31-99 Payroll Processing Fees	—	1,943	1,831	2,315	2,200
34-40 Support Services	29,519	41,906	71,639	69,378	114,540
40-00 Travel & Per Diem	—	—	200	—	200
43-10 Electric	139,986	118,476	134,200	134,200	174,620
43-20 Water & Sewer	15,115	14,795	19,227	19,227	25,000
43-30 Natural Gas	1,611	1,383	1,704	1,684	1,760
44-30 Equip Rental/Lease	1,400	—	3,000	—	3,000
46-05 Building Maintenance	42,862	(70,312)	102,945	53,432	83,702
46-10 Equipment Maintenance	126,582	77,774	189,333	184,738	35,000
46-20 Park Maintenance	2,248	2,076	4,475	3,698	4,475
52-20 Uniforms	—	238	—	—	—
52-50 Other Supplies	49,434	23,235	20,000	3,645	31,537
52-55 Janitorial Supplies	290	37,026	41,200	40,662	46,200
52-60 Tools & Small Equipment	—	1,969	2,000	2,000	5,000
55-00 Training & Education	—	188	3,256	—	3,256
Subtotal Operating	409,047	250,697	595,010	514,979	530,490
CAPITAL OUTLAY					
62-00 Buildings	94,910	50,325	160,628	212,039	256,986
63-10 Improvements O/T Buildings - 15 Yrs	216,260	200,583	185,482	167,100	298,259
64-20 Furniture & Equipment	10,363	—	—	—	—
Subtotal Capital Outlay	321,533	250,908	346,110	379,139	555,245
CONTINGENCY					
99-30 Other Uses	—	96,867	—	—	—
Subtotal Contingency	—	96,867	—	—	—
TOTAL BUILDING MAINTENANCE	1,208,357	1,063,846	1,478,775	1,450,505	1,711,835

USES OF FUNDS

	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
PERSONNEL SERVICES					
12-12 Regular	278,362	287,595	323,530	308,507	301,000
12-15 Additional Pay	—	—	—	—	—
13-10 Part Time	15,917	8,043	20,023	22,570	24,000
14-00 Overtime	4,239	6,610	7,000	5,349	8,500
21-00 FICA Taxes	21,668	21,770	26,817	25,559	24,900
22-10 General Employees Pension	17,293	22,169	30,030	33,947	35,000
23-10 Group Hospitalization	136,278	143,054	188,916	123,321	116,300
23-20 Group Life	1,015	1,184	3,053	2,643	2,975
23-30 Dental Plan	2,396	2,325	2,918	2,193	2,225
23-90 Fitness & Wellness	—	—	293	—	—
24-00 Workers Compensation	8,716	11,055	20,397	22,367	23,000
Subtotal Personnel Services	485,884	503,805	622,977	546,456	537,900
OPERATING					
31-99 Payroll Processing Fees	—	1,894	1,609	2,169	2,200
34-40 Support Services	233,580	242,084	268,500	246,708	289,800
40-00 Travel & Per Diem	—	—	330	—	363
43-10 Electric	4,800	5,159	5,280	4,800	5,808
43-20 Water & Sewer	204	176	275	275	303
52-20 Uniforms	150	—	—	—	—
52-50 Other Supplies	36,598	31,897	40,000	38,996	66,976
54-10 Publications & Memberships	13	50	110	—	121
55-00 Training & Education	—	951	1,100	—	1,210
Subtotal Operating	275,345	282,211	317,204	292,948	366,781
CAPITAL OUTLAY					
63-10 Improvements O/T Buildings - 15 Yrs	17,876	14,569	—	—	85,950
Subtotal Capital Outlay	17,876	14,569	—	—	85,950
TOTAL GROUNDS MAINTENANCE	779,105	800,585	940,181	839,404	990,631

USES OF FUNDS

	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
PERSONNEL SERVICES					
12-12 Regular	217,942	254,064	302,486	263,243	342,800
12-15 Additional Pay	500	1,959	2,000	1,676	2,000
14-00 Overtime	3,368	1,750	5,000	4,873	5,000
21-00 FICA Taxes	16,338	18,797	23,676	20,716	26,725
22-10 General Employees Pension	16,063	21,450	28,080	31,743	40,000
23-10 Group Hospitalization	71,204	91,992	81,127	68,355	69,625
23-20 Group Life	766	763	1,498	1,812	2,150
23-30 Dental Plan	1,640	2,031	1,668	1,797	1,850
23-90 Fitness & Wellness	—	—	—	—	—
24-00 Workers Compensation	3,282	5,538	15,871	18,523	19,500
Subtotal Personnel Services	331,103	398,344	461,406	412,738	509,650
OPERATING					
31-99 Payroll Processing Fees	—	1,631	1,489	1,724	1,675
40-00 Travel & Per Diem	1,737	—	3,000	1,928	5,000
44-30 Equip Rental/Lease	—	173	5,000	—	5,000
46-10 Equipment Maintenance	34,249	35,292	45,000	43,489	75,000
46-15 Vehicle Maintenance	112,329	122,351	185,000	176,519	197,000
51-00 Office Supplies	40	—	—	—	—
52-10 Gas & Oil	282,485	273,874	291,135	281,700	291,135
52-20 Uniforms	438	1,855	3,888	3,796	3,798
52-50 Other	36,640	25,331	35,000	19,896	35,000
52-60 Small Tools & Equipment	—	—	—	—	32,900
55-00 Training & Education	84	343	3,000	1,392	4,000
Subtotal Operating	468,002	460,850	572,512	530,444	650,508
CAPITAL OUTLAY					
64-10 Vehicles & Machinery	324,183	877,192	610,090	555,229	727,750
64-20 Furniture & Equipment	192,957	413,730	1,684,424	365,717	1,467,399
68-00 Software - New Purchase	—	14,906	—	—	—
Subtotal Capital Outlay	517,140	1,305,828	2,294,514	920,946	2,195,149
TOTAL FLEET SERVICES	1,316,245	2,165,022	3,328,432	1,864,128	3,355,307

USES OF FUNDS

	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
CAPITAL OUTLAY					
62-00 Buildings	(2,156)	—	—	—	—
63-10 Improvements O/T Buildings - 15 Yrs	2,505,561	938,546	6,646,916	1,027,753	11,642,316
Subtotal Capital Outlay	2,503,405	938,546	6,646,916	1,027,753	11,642,316
TOTAL CAPITAL IMPROVEMENTS	2,503,405	938,546	6,646,916	1,027,753	11,642,316

USES OF FUNDS

	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
OPERATING					
34-40 Support Services	2,878,443	2,918,249	3,414,960	3,350,000	3,595,953
34-45 Beach Maint Agreement	170,000	170,000	170,000	170,000	10,000
52-50 Other	51,251	62,912	60,929	79,213	64,158
Subtotal Operating	3,099,694	3,151,161	3,645,889	3,599,213	3,670,111
TOTAL SANITATION	3,099,694	3,151,161	3,645,889	3,599,213	3,670,111
TOTAL PUBLIC WORKS	10,975,041	9,903,509	18,903,986	10,968,746	25,306,673

DEVELOPMENT SERVICES

The Development Service Department comprises several sections, including Planning, Building, Code Enforcement, and Business Tax Receipt. Development Services is dedicated to delivering outstanding customer service to the residents, businesses, and visitors of Cocoa Beach. Our primary objective is the diligent application and enforcement of the City's comprehensive plan, land development code, code of ordinances, and the Florida Building Code. By doing so, the department aims to uphold the City's charter while continuously striving to enhance public health, safety, welfare, and overall quality of life for all community members.

DETAIL BY DIVISION

Planning, Zoning and Development

Inspections and Permitting

Code Enforcement

**General Fund
Development & Division Structure
Chart**

Development Services



**CITY OF COCOA BEACH
FISCAL YEAR 2025 BUDGET
MISSION, GOALS, ACTIONS AND TASKS**

FUND: General

DEPARTMENT: Development Services

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.

Goal 1: ENSURE A SAFE CITY		
Action:		ENSURE A SAFE CITY BY PROTECTING PEOPLE AND PROPERTY
Task:		Reduce the number of vacant properties that represent a threat to public safety. Continuously and actively assist and work with individual property owners to reduce the number of dilapidated and deteriorated properties (vacant and non-vacant) that represent a threat to public safety.
Goal 4: MAINTAIN EFFECTIVE STEWARDSHIP OF COCOA BEACH'S SIGNIFICANT RESOURCES		
Action:		Develop community oriented stormwater improvement projects that create a more sustainable and attractive community while improving and protecting our watershed and lagoon natural resources
Task:		Create incentives for LID use in private development & redevelopment. This will be evaluated in Stormwater Master Plan Update.
Goal 5: BUILD AND MAINTAIN A HEALTHY BUSINESS CLIMATE		
Action:		INCREASE THE AMOUNT OF DATA STORABLE AND RETRIEVABLE FROM ELECTRONIC SYSTEMS (SUCH AS GIS, OPEN GOV) AND ALLOW FOR INTER-PROGRAM COMMUNICATION OF THIS DATA
Action:		MAINTAIN AND REDEVELOP A READILY IDENTIFIABLE DOWNTOWN CORE THAT IS UNIQUE AND VIBRANT WITH A MIXTURE OF RESIDENTIAL, ENTERTAINMENT, HOUSING, SPECIALTY SHOPS, OFFICES AND OTHER USES
Task:		Encourage economic vitality within the established redevelopment districts through the use of appropriate Land Development Code (LDC) regulations that embrace the form-based code as well as mixed use development.

**CITY OF COCOA BEACH
FISCAL YEAR 2025 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 2024 has been estimated, for 2025 it has been projected. Benchmark targets are provided for comparison purposes where appropriate.

	Actual 2022	Actual 2023	Estimate 2024	Projection 2025	Benchmark Targets & Notes
Operating Statistics:					
Total Permits	2,557	2,468	2,750	2,250	The economy has slowed, the city anticipates at least one large project will come online for 2024-2025 budget.
Permit Values (millions)	\$788	\$682	\$1,290	\$900	
Average Permit Value (thousands)	\$308	\$193	\$323	\$300	This estimate assumes no large-scale projects beginning within the time frame.
Permit Inspections	4,150	5,251	3,484	3,200	Inspections increased even as permits decreased due to the size and type of permits.
New Construction (millions)	\$84	\$92	\$85	100*	Possible Westin initiation
Business Tax Receipts & Certificates of Use (new/transfers/renewals)	560	1,358	1,400	1,450	New staff has assumed BTR duties and increased efforts.
Code Inspections Made	1609	850	1000	1100	Number of inspections made
Code Violations Started	317	315	406	450	New cases created
Code Violations Cured	658	60	80	100	Number cured by Code Enforcement Officer
Code Enforcement Special Magistrate	10	10	15	15	Number heard by Special Magistrate.
Code Enforcement Citations	42	30	35	40	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	14	13	Permit & Code Enforcement inspections per day (based on an average of 250 working days/year.)
Code Enforcement Inspections	6	5	6	6	

PERSONNEL SCHEDULE			
DEPARTMENT: Development Services			
	NUMBER OF POSITIONS		
POSITION TITLE:	BUDGET 2024	CHANGE	BUDGET 2025
FULL-TIME			
Development Services Director (50%)	1	—	1
Development Services Admin (50%)	1	—	1
Administrative Assistant	1	—	1
Planning Services Manager	1	—	1
Office Administrator Dev. Services/Marketing (50%)	1	—	1
Planner II (50%)	1	—	1
Associate Planner	1	—	1
TOTAL FULL-TIME	7	—	7
PART-TIME			
	—	—	—
TOTAL PART-TIME	—	—	—
TOTAL POSITIONS	7	—	7

CAPITAL OUTLAY SCHEDULE			
DESCRIPTION	PROJECT CODE	STRATEGIC LINK	AMOUNT
None budgeted for Fiscal Year 2025			
TOTAL			—

Development Services Director and Administrative Assistant is split 50% to Development Services (General Fund) and 50% to Building Permit & Inspection Utilization Fund (Fund 136)

SOURCES OF FUNDS

	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
LICENSES / PERMITS	139,706	180,090	533,400	290,277	233,750
CHARGES FOR SERVICES	31,612	23,005	20,550	103,838	25,600
FINES AND FORFEITURES	3,798	—	—	2,000	6,000
Total Revenue	175,116	203,095	553,950	396,115	265,350

USES OF FUNDS

PERSONNEL SERVICES	277,983	459,862	411,039	472,929	668,650
OPERATING	51,987	37,666	95,069	78,476	173,475
CAPITAL OUTLAY	—	—	—	—	—
Total Expenditures	329,970	497,528	506,108	551,405	842,125

USES OF FUNDS					
	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
PERSONNEL SERVICES					
12-12 Regular	186,584	174,789	154,290	240,443	315,000
12-15 Additional Pay	(21)	200	—	—	—
14-00 Overtime	—	147	5,000	1,320	1,500
21-00 FICA Taxes	13,839	13,241	15,456	18,541	22,700
22-10 General Employees Pension	20,536	14,050	18,330	20,721	36,500
23-10 Group Hospitalization	54,927	33,222	38,686	53,248	98,450
23-20 Group Life	635	2,289	2,610	3,702	4,175
23-30 Dental Plan	1,165	831	834	1,156	1,475
23-90 Fitness & Wellness	—	—	—	—	—
24-00 Workers Compensation	318	(666)	663	1,057	300
Subtotal Personnel Services	277,983	238,103	235,869	340,188	480,100
OPERATING					
31-00 Professional Services	3,257	21,157	63,525	62,757	130,800
31-10 GIS Related Services	—	—	—	—	—
31-99 Payroll Processing Fees	—	1,959	1,534	1,516	1,500
34-40 Support Services	—	—	—	—	—
40-00 Travel & Per Diem	921	1,875	—	104	5,000
47-00 Printing & Binding	250	1,136	1,000	285	500
48-00 Promotional	—	—	65	65	1,500
49-00 Other Current Charges	4,372	5,762	—	—	6,000
51-00 Office Supplies	464	976	1,250	1,368	1,200
52-20 Uniforms	—	326	600	582	1,000
52-50 Other Supplies	—	317	450	330	275
54-10 Publications & Memberships	995	193	2,500	1,168	3,000
55-00 Training & Education	1,157	1,816	3,400	2,360	3,400
Subtotal Operating	11,416	35,517	74,324	70,535	154,175
CAPITAL OUTLAY					
68-00 New Software	—	—	—	—	—
Subtotal Capital Outlay	—	—	—	—	—
TOTAL PLANNING, ZONING & DEVELOPMENT	289,399	273,620	310,193	410,723	634,275

(Note: in FY2023 the permits & inspections was moved to a Special Revenue Fund (Fund 136).

	USES OF FUNDS				
	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
PERSONNEL SERVICES					
12-12 Regular	—	38,264	56,861	81,494	132,000
12-15 Additional Pay	—	—	—	—	—
13-10 Part Time	—	138,643	60,000	16,782	—
14-00 Overtime	—	—	—	—	—
21-00 FICA Taxes	—	13,337	10,472	7,937	10,000
22-10 General Employees Pension	—	20,123	10,842	12,256	15,000
23-10 Group Hospitalization	—	5,949	28,506	10,589	27,150
23-20 Group Life	—	77	173	673	650
23-30 Dental Plan	—	208	146	322	850
23-90 Fitness & Wellness	—	—	—	—	—
24-00 Workers Compensation	—	5,158	8,170	2,688	2,900
Subtotal Personnel Services	—	221,759	175,170	132,741	188,550
OPERATING					
30-10 Abatement Costs	40,571	—	—	—	—
31-00 Professional Services	—	—	13,000	4,400	10,000
31-99 Payroll Processing Fees	—	447	500	771	500
34-40 Support Services	—	—	—	—	—
40-00 Travel & Per Diem	—	—	1,800	60	3,000
46-10 Equipment Maintenance	—	—	—	—	—
47-00 Printing & Binding	—	—	—	—	—
49-15 Other Current Charges	—	—	—	—	—
52-20 Uniforms	—	1,498	2,114	53	2,000
52-50 Other Supplies	—	204	2,031	1,707	1,000
54-10 Publications & Memberships	—	—	—	—	300
55-00 Training & Education	—	—	1,300	950	2,500
Subtotal Operating	40,571	2,149	20,745	7,941	19,300
CAPITAL OUTLAY					
63-10 Impr/O/T/Bldg - 15 Yrs	—	—	—	—	—
64-20 Furniture & Equipment	—	—	—	—	—
Subtotal Capital Outlay	—	—	—	—	—
TOTAL PLANNING, ZONING & DEVELOPMENT	40,571	223,908	195,915	140,682	207,850

(Note: in FY2024 code enforcement was moved from Police to Development Services).

PERSONNEL SCHEDULE			
DEPARTMENT: Development Services - Code Enforcement			
	NUMBER OF POSITIONS		
POSITION TITLE:	BUDGET 2024	CHANGE	BUDGET 2025
FULL-TIME Code Enforcement Officer	1	—	1
TOTAL FULL-TIME	1	—	1
PART-TIME Code Enforcement Officer	—	—	—
TOTAL PART-TIME	—	—	—
TOTAL POSITIONS	1	—	1
CAPITAL OUTLAY SCHEDULE			
DESCRIPTION	PROJECT CODE	STRATEGIC LINK	AMOUNT
None budgeted for Fiscal Year 2025			
TOTAL			—

LEISURE SERVICES

The Leisure Services Department goal is to contribute to the quality of life for the Residents and guest of Cocoa Beach by providing safe and accessible recreation facilities and a diversified program of recreational activities for all residents and guests. We are committed to enhancing the lives of individuals and families while contributing to the City's economic development while brining us together as a community.

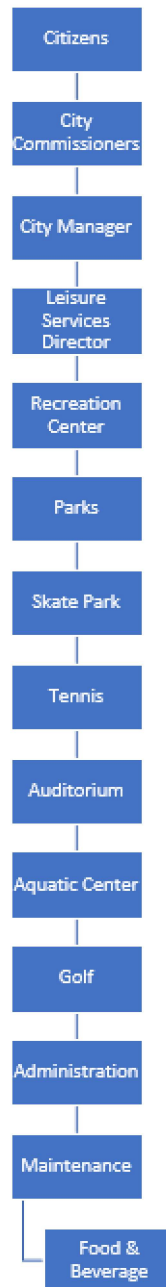
To provide affordable recreational, physical, and cultural opportunities for all our residents and guests, with the focus on families, youth development, adults, and building a healthy community.

DETAIL BY DIVISION

Recreation Center, Parks, Skate Park, Tennis, Auditorium, Aquatic Center, Golf Administration, Maintenance, Food and Beverage.

General Fund Department & Division Structure Chart

Leisure Services



SOURCES OF FUNDS

	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
CHARGES FOR SERVICES	2,700,194	3,089,443	3,379,860	3,217,720	3,364,476
MISCELLANEOUS AND OTHER RECEIPTS	—	8,410	—	5,280	—
TOTAL REVENUE	2,700,194	3,097,853	3,379,860	3,223,000	3,364,476

USES OF FUNDS

PERSONNEL SERVICES	2,121,649	2,242,313	2,453,421	2,496,840	2,462,165
OPERATING	1,242,312	1,224,515	1,471,296	1,361,080	1,561,410
CAPITAL OUTLAY	602,113	183,786	1,445,380	283,732	1,300,929
TOTAL EXPENDITURES	3,966,074	3,650,614	5,370,097	4,141,652	5,324,504

**CITY OF COCOA BEACH
FISCAL YEAR 2025 BUDGET
MISSION, GOALS, ACTIONS AND TASKS**

FUND: General

DEPARTMENT: Leisure Services

Mission Statement:

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

Goal 3:	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
Action:	PROVIDE DIVERSE RECREATIONAL, EDUCATIONAL, AND CULTURAL OPPORTUNITIES THAT ENRICH THE LIVES OF OUR CITIZENS AND VISITORS
Tasks:	On a yearly basis, update the Recreation Master Plan addressing use of all City recreational assets.
	On a quarterly basis, track revenue and numbers of users, at recreation facilities and present to the Leisure Services Board.
	Implement program changes for any underperforming facilities, identified by the number of users.
	On a quarterly basis, track and report on marketing efforts, including social media hits.
	Fund Study to determine what would be permitted as a dock facility at the Cocoa Beach country Club.

**CITY OF COCOA BEACH
FISCAL YEAR 2025 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 2024 has been estimated, for 2025 it has been projected. Meaningful benchmark targets are provided for comparison purposes where appropriate.

	Actual 2022	Actual 2023	Estimate 2024	Projection 2025	Benchmark Targets & Notes
Operating Statistics:					
Attendees at Gym	6,086	7,018	12,100	13,000	Attendees at the Recreation Center .Includes daily admittance., includes 2024 & 2025 camp programs.
Revenue -Gym	\$154,382	\$131,600	\$145,000	\$148,000	Includes staff and 2022 capital.
Expenditures- Gym	\$340,885	\$326,152	\$145,000	\$148,000	Includes staff and 2022 capital.
Net cost per person	56	46	27	26	
Attendees at pool	\$17,750	\$21,679	\$22,000	\$23,500	
Revenue - Pool	\$90,740	\$126,458	\$130,000	\$135,500	Includes staff , not capital
Expenditures - Pool	\$399,177	\$361,325	\$370,000	\$385,500	
Net cost per person	\$17	\$11	\$11	\$10	

PERSONNEL SCHEDULE			
DEPARTMENT: Leisure Services Administration (includes Recreation Center)			
	NUMBER OF POSITIONS		
POSITION TITLE:	BUDGET	CHANGE	BUDGET
FULL-TIME	2024		2025
Leisure Services Director	1	—	1
Leisure Services Assistant Director	1	—	1
TOTAL FULL-TIME	2	—	2
PART-TIME			
Program Specialist/Recreation/Skate Park	1	(1)	1
Recreation Aide (Year- Round)	2	1	2
Counselors (Seasonal)	16	—	16
Assistant Head Counselor (Seasonal)	2		2
Head Counselor (Seasonal)	1	—	1
TOTAL PART-TIME	22	—	22
TOTAL POSITIONS	24	—	24

CAPITAL OUTLAY SCHEDULE		
DESCRIPTION	PROJECT CODE	AMOUNT
Special Events Software		12,000
Set of Bleachers (2)		29,000
TOTAL		41,000

USES OF FUNDS

	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
PERSONNEL SERVICES					
12-12 Regular	150,175	165,030	174,613	176,786	183,450
12-15 Additional pay	2,247	564	1,200	509	1,200
13-10 Part Time	95,426	93,874	130,000	123,814	110,000
14-00 Overtime	454	999	—	265	—
21-00 FICA Taxes	18,926	19,886	23,395	23,571	22,500
22-10 General Employees Pension	8,721	14,280	16,224	18,340	21,000
23-10 Group Hospitalization	8,207	10,780	19,493	10,233	10,375
23-20 Group Life	499	474	710	538	615
23-30 Dental Plan	388	371	833	363	370
23-90 Fitness & Wellness	210	224	240	219	—
24-00 Workers Compensation	5,337	6,451	11,429	10,609	11,400
Subtotal Personnel Services	290,590	312,933	378,137	365,247	360,910
OPERATING					
31-99 Payroll Processing Fees	—	1,635	1,011	1,907	1,800
34-40 Support Services	49,232	33,374	46,500	39,023	48,500
40-00 Travel & Per Diem	—	—	1,200	—	1,740
43-10 Electric	8,854	13,430	14,000	14,000	14,500
43-20 Water & Sewer	1,892	1,790	3,150	3,012	3,300
46-05 Building Maintenance	—	—	2,567	1,471	—
46-10 Equipment Maintenance	490	472	600	354	1,000
48-00 Promotional Activities	315	425	650	265	650
51-00 Office Supplies	322	571	600	471	600
52-20 Uniforms	50	634	700	574	700
52-50 Other Supplies	14,787	14,812	17,000	15,013	17,000
54-10 Publications & Memberships	175	260	760	340	760
55-00 Training & Education	5,250	2,688	600	—	600
Subtotal Operating	81,367	70,091	89,338	76,430	91,150
CAPITAL OUTLAY					
64-20 Furniture & Equipment	6,550	2,872	11,473	11,313	29,000
68-00 Computer Software - New	—	—	—	—	12,000
Subtotal Capital Outlay	6,550	2,872	11,473	11,313	41,000
TOTAL RECREATION CENTER	378,507	385,896	478,948	452,990	493,060

PERSONNEL SCHEDULE			
DEPARTMENT: Leisure Services/Beach-Side Parks			
POSITION TITLE:	NUMBER OF POSITIONS		
	BUDGET 2024	CHANGE	BUDGET 2025
PART-TIME			
Park Attendant	5	—	5
TOTAL PART-TIME	5	—	5
TOTAL POSITIONS	5	—	5

CAPITAL OUTLAY SCHEDULE		
DESCRIPTION	PROJECT CODE	AMOUNT
Timing System for Lights at Ramp Road		1,300
TOTAL		1,300

USES OF FUNDS

	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
PERSONNEL SERVICES					
12-12 Regular	(9)	—	—	—	—
13-10 Part Time	54,024	56,026	59,887	67,695	68,800
14-00 Overtime	37	—	113	130	—
21-00 FICA Taxes	4,135	4,500	4,590	5,195	5,275
24-00 Workers Compensation	554	1,166	1,985	2,456	2,500
Subtotal Personnel Services	58,741	61,692	66,575	75,476	76,575
OPERATING					
31-99 Payroll Processing Fees	—	397	330	475	475
34-40 Support Services	31,841	34,264	40,000	32,566	42,000
43-10 Electric	5,680	3,159	7,000	6,999	7,000
43-20 Water & Sewer	31,922	28,017	38,000	35,537	39,500
52-20 Uniforms	96	244	250	—	250
52-50 Other Supplies	588	424	800	699	800
Subtotal Operating	70,127	66,505	86,380	76,276	90,025
CAPITAL OUTLAY					
62-00 Buildings	—	30,422	—	—	—
68-00 Computer Software - New	—	—	—	—	1,300
Subtotal Capital Outlay	—	30,422	—	—	1,300
TOTAL PARKS	128,868	158,619	152,955	151,752	167,900

PERSONNEL SCHEDULE			
DEPARTMENT: Leisure Services - Aquatic Center			
	NUMBER OF POSITIONS		
POSITION TITLE:	BUDGET	CHANGE	BUDGET
FULL-TIME	2024		2025
Aquatic Manager	1	—	1
Aquatic Assistant Manager	1	—	1
TOTAL FULL-TIME	2	—	2
PART-TIME			
Lifeguard	13		13
Lifeguard Supervisor	2		2
Lead Lifeguard	6	—	6
Cashier	2	—	2
TOTAL PART-TIME	23	—	23
TOTAL POSITIONS	25	—	25

CAPITAL OUTLAY SCHEDULE		
DESCRIPTION	PROJECT CODE	AMOUNT
Pool Fencing		45,729
New Canopy Shade Structure		64,900
TOTAL		110,629

USES OF FUNDS

	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
PERSONNEL SERVICES					
12-12 Regular	78,272	84,667	90,349	91,693	94,700
13-10 Part Time	129,349	114,043	165,000	123,468	100,050
14-00 Overtime	52	799	200	289	300
21-00 FICA Taxes	15,729	15,452	19,549	16,776	14,900
22-10 General Employees Pension	3,131	7,977	8,424	9,523	11,000
23-10 Group Hospitalization	25,645	21,301	10,725	20,465	20,700
23-20 Group Life	296	260	382	329	375
23-30 Dental Plan	675	742	416	726	750
23-90 Fitness & Wellness	—	—	73	—	—
24-00 Workers Compensation	3,525	3,923	8,412	5,926	5,325
Subtotal Personnel Services	256,674	249,164	303,530	269,195	248,100
OPERATING					
31-99 Payroll Processing Fees	—	1,385	1,200	1,536	1,500
34-40 Support Services	1,711	11,802	25,600	24,112	25,000
40-00 Travel & Per Diem	—	—	900	278	1,740
43-10 Electric	54,479	68,523	75,300	76,733	78,000
43-20 Water & Sewer	14,884	12,339	20,000	19,932	20,600
46-10 Equipment Maintenance	24,227	26,804	43,000	39,566	32,000
48-00 Promotional Activities	—	275	1,000	130	1,000
51-00 Office Supplies	1,147	67	800	361	800
52-20 Uniforms	1,603	1,971	3,000	1,146	3,000
52-50 Other Supplies	10,891	7,583	8,000	5,612	8,000
52-51 Pool Chemicals	31,825	29,394	36,400	25,905	42,000
52-65 Sales Merchandise	—	—	—	—	—
54-10 Publications & Memberships	800	42	2,500	802	2,500
55-00 Training & Education	1,617	3,815	—	—	3,500
Subtotal Operating	143,184	164,000	217,700	196,113	219,640
CAPITAL OUTLAY					
64-20 Furniture & Equipment	82,693	53,177	91,280	86,384	110,629
Subtotal Capital Outlay	82,693	53,177	91,280	86,384	110,629
TOTAL POOL	482,551	466,341	612,510	551,692	578,369

Fund: General

Department: Leisure Services

Account Code: 001-4140-572.

Division: Tennis

USES OF FUNDS

	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
OPERATING					
43-20 Water & Sewer	—	—	100	100	100
46-10 Equipment Maintenance	774	786	800	—	800
Subtotal Operating	774	786	900	100	900
CAPITAL OUTLAY					
64-20 Furniture & Equipment	—	—	35,000	28,273	—
Subtotal Capital Outlay	—	—	35,000	28,273	—
TOTAL TENNIS	774	786	35,900	28,373	900

CAPITAL OUTLAY SCHEDULE		
DESCRIPTION	PROJECT CODE	AMOUNT
None Scheduled for FY 2025		
TOTAL		—

USES OF FUNDS

	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
OPERATING					
34-40 Support Services	—	—	—	—	2,000
43-10 Electric (Skate Park & Ball fields)	13,116	15,149	19,000	19,000	19,800
43-20 Water & Sewer	—	—	100	—	100
52-50 Other Supplies	1,073	—	450	—	450
52-60 Small Tools & Equipment	—	—	—	2,668	—
Subtotal Operating	14,189	15,149	19,550	21,668	22,350
CAPITAL OUTLAY					
63-10 Impr/O/T Bldg - 15 Yrs	—	—	200,000	6,918	—
Subtotal Capital Outlay	—	—	200,000	6,918	—
TOTAL SKATE PARK	14,189	15,149	219,550	28,586	22,350

CAPITAL OUTLAY SCHEDULE		
DESCRIPTION	PROJECT CODE	AMOUNT
None Scheduled for FY 2025		
TOTAL		—

PERSONNEL SCHEDULE			
DEPARTMENT: Leisure Services - Auditorium			
	NUMBER OF POSITIONS		
POSITION TITLE:	BUDGET 2024	CHANGE	BUDGET 2025
FULL-TIME			
Food & Beverage Supervisor (50%)*	1	—	1
TOTAL FULL-TIME	1	—	1
PART-TIME			
Food & Beverage I (50%)	1		1
TOTAL PART-TIME	1		1
Note: * Food & Beverage Supervisor/Food & Beverage I salary allocation is 50% Auditorium and 50% Food & Beverage division.			
TOTAL POSITIONS	2		2

CAPITAL OUTLAY SCHEDULE			
DESCRIPTION	PROJECT CODE		AMOUNT
None Scheduled for FY 2025			
TOTAL			—

USES OF FUNDS					
	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
PERSONNEL SERVICES					
12-12 Regular	26,230	29,316	29,277	30,020	31,125
13-10 Part Time	—	—	—	—	—
14-00 Overtime	—	—	—	—	—
21-00 FICA Taxes	1,880	2,021	2,244	2,255	2,400
22-10 General Employees Pension	3,354	2,154	2,730	3,086	3,500
23-10 Group Hospitalization	12,137	15,280	8,517	13,998	13,920
23-20 Group Life	94	49	157	99	115
23-30 Dental Plan	184	193	416	182	185
24-00 Workers Compensation	89	432	513	475	485
SUBTOTAL PERSONNEL SERVICES	43,968	49,445	43,854	50,115	51,730
OPERATING					
31-99 Payroll Processing Fees	—	63	100	183	200
34-40 Support Services	—	—	—	—	—
43-10 Electric	37,761	13,506	40,687	40,000	46,200
43-20 Water & Sewer	5,115	7,480	7,725	7,725	7,581
43-30 Natural Gas	2,857	3,252	3,150	3,150	4,200
48-00 Promotional Activities	1,180	1,465	1,200	1,180	1,200
52-50 Other Supplies	417	279	4,061	4,030	2,000
SUBTOTAL OPERATING	47,330	26,045	56,923	56,268	61,381
TOTAL AUDITORIUM	91,298	75,490	100,777	106,383	113,111

PERSONNEL SCHEDULE			
DEPARTMENT: Leisure Services - Golf Course			
POSITION TITLE:	NUMBER OF POSITIONS		
	BUDGET 2024	CHANGE	BUDGET 2025
FULL-TIME			
Golf Course Manager	1	—	1
Golf Pro Shop Manager	1	—	1
Assistant Pro Shop Manager	1	—	1
Maintenance Worker I	6	—	6
Head Cook	1	—	1
Food and Beverage Supervisor (50%)	1	—	1
Golf Course Superintendent	1	—	1
Golf Course Assistant Superintendent	1	—	1
Second Assistant	1	—	1
Spray Technician	2	—	2
Maintenance Worker II	1	—	1
Turf Equipment Technician	2	—	2
TOTAL FULL-TIME	19	—	19
PART-TIME			
Food & Beverage I (50%)	1	—	1
Food & Beverage	7	—	7
Cashier	4	—	4
Recreation Aide	22	—	22
Maintenance Worker I	2	—	2
TOTAL PART-TIME	36	—	36
TOTAL POSITIONS	55	—	55

CAPITAL OUTLAY SCHEDULE		
DESCRIPTION	PROJECT CODE	AMOUNT
Replace Sprinkler System	GSPRNK	400,000
Pipe Replacement Irrigation System	REPIPE	400,000
Greens Mower		53,000
Fairway Mower		92,000
Replacement of Toro Sprayer		56,000
Rough Mower		94,000
Greens Aerifier		40,000
F&B Utility Vehicle		13,000
TOTAL		1,148,000

**CITY OF COCOA BEACH
FISCAL YEAR 2025 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 2024 has been estimated, for 2025 it has been projected. Meaningful benchmark targets are provided for comparison purposes where appropriate.

	Actual	Actual	Estimate	Projection	Benchmark Targets & Notes
	2022	2023	2024	2025	
Operating Statistics:					
Total 18 and 9 hole Rounds played by category:					
City residents	13,734	13,546	14,000	14,500	
State residents	6,136	5,523	5,700	6,000	
Out-of-State residents	1,733	2,651	3,125	4,000	
Prepaid members	796	781	701	780	
Total all players	76,093	72,125	70,278	72,000	Includes all specials
Equivalent rounds:					Equivalent rounds is 50% of the 9 hole rounds and 100% of the 18.
Total of all players	61,602	59,273	58,502	60,000	
Total charges for service (thousands):	\$931	\$948	\$950	\$975	Includes Pro-Shop and Snack Bar
Rainy Days:					
(Winter)	21	5	16	25	Days of rain or closings the next day. 6 year average has been 78 days. Winter average revenue is \$6,500 vs. Summer \$3,500.
(Summer)	37	56	65	53	
Pro-Shop (thousands):					
Revenue	197	214	201	215	Merchandise and special orders
Expenditures	134	122	140	150	
Snack Bar (thousands):					
Revenue	386	484	531	550	Merchandise and direct charges
Expenditures	289	324	331	340	Does not include Personnel
Net revenue (thousands):					
Pro-Shop	\$63	\$92	\$61	\$65	Net of merchandise and special orders. Target is \$100,000.
Snack Bar	97	160	200	210	Net of merchandise and direct charges. Target is \$40,000.

USES OF FUNDS

	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
PERSONNEL SERVICES					
12-12 Regular	176,446	196,496	187,061	189,912	196,700
13-10 Part-time	192,207	221,559	196,300	265,838	200,000
14-00 Overtime	836	245	1,000	466	1,000
21-00 FICA Taxes	27,904	32,194	29,687	35,290	30,425
22-10 General Employees Pension	10,026	13,526	17,394	19,663	23,000
23-10 Group Hospitalization	42,391	50,046	50,417	30,699	31,050
23-20 Group Life	572	703	2,099	1,987	2,275
23-30 Dental Plan	1,110	1,109	1,250	1,089	1,110
23-90 Fitness & Wellness	—	—	220	—	—
24-00 Workers Compensation	3,781	4,538	6,823	6,997	7,200
Subtotal Personnel Services	455,273	520,416	492,251	551,941	492,760
OPERATING					
31-99 Payroll Processing Fees	—	2,687	2,243	3,199	3,300
34-20 Bank Charges	63,074	66,869	70,000	65,588	87,400
34-40 Support Services	8,711	39,861	13,250	12,623	9,550
40-00 Travel & Per Diem	—	1,978	—	—	—
43-10 Electric	25,079	12,269	23,830	23,026	27,300
43-20 Water & Sewer	11,500	14,331	20,135	20,135	20,930
46-10 Equipment Maintenance	40,094	3,243	9,000	8,193	8,500
48-00 Promotional Activities	5,715	5,540	7,400	5,965	7,400
51-00 Office Supplies	828	572	1,500	656	1,500
52-20 Uniforms	—	—	3,420	2,505	2,500
52-50 Other Supplies	9,800	15,437	21,240	19,844	16,845
52-65 Sales Merchandise	134,052	122,140	172,000	160,126	185,000
54-10 Publications & Membership	670	720	850	690	850
55-00 Training & Education	1,835	1,551	1,800	1,765	1,504
Subtotal Operating	301,358	287,198	346,668	324,315	372,579
CAPITAL OUTLAY					
64-20 Furniture & Equipment	3,310	—	—	—	—
Subtotal Capital Outlay	3,310	—	—	—	—
TOTAL ADMINISTRATION	759,941	807,614	838,919	876,256	865,339

USES OF FUNDS					
	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimate	Proposed Budget
PERSONNEL SERVICES					
12-12 Regular	513,201	500,613	551,302	554,826	577,500
12-15 Additional Pay	500	500	500	565	—
13-10 Part time	25,706	5,812	20,000	15,045	20,650
14-00 Overtime	26,581	35,855	20,000	38,551	30,000
21-00 FICA Taxes	42,053	40,141	45,273	47,209	48,100
22-10 General Employees Pension	30,934	39,278	51,168	57,842	67,000
23-10 Group Hospitalization	176,212	189,532	218,082	189,344	193,900
23-20 Group Life	2,020	1,686	2,692	2,728	3,225
23-30 Dental Plan	4,705	4,347	5,421	4,304	4,415
23-90 Fitness & Wellness	—	—	600	—	—
24-00 Workers Compensation	5,734	6,592	11,192	22,171	9,700
Subtotal Personnel Services	827,646	824,356	926,230	932,585	954,490
OPERATING					
31-99 Payroll Processing Fees	—	3,433	3,005	3,961	3,725
34-40 Support Services	18,995	11,508	18,500	11,728	27,500
43-10 Electric	20,019	15,560	18,877	18,500	22,050
46-10 Equipment Maintenance	85,263	81,006	88,100	82,644	85,000
52-10 Gas & Oil	30,630	29,321	27,052	26,763	28,250
52-20 Uniforms	2,081	2,665	4,750	2,386	7,125
52-50 Other Supplies	138,590	135,604	144,000	138,239	140,500
Subtotal Operating	295,578	279,097	304,284	284,221	314,150
CAPITAL OUTLAY					
63-10 Impr/O/T/Bldg - 15 Yrs	—	27,800	845,000	20,200	800,000
64-10 Vehicles & Machinery	508,549	58,520	249,627	130,644	335,000
Subtotal Capital Outlay	508,549	86,320	1,094,627	150,844	1,135,000
TOTAL MAINTENANCE	1,631,773	1,189,773	2,325,141	1,367,650	2,403,640

USES OF FUNDS					
	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
PERSONNEL SERVICES					
12-12 Regular	79,201	82,135	94,167	96,363	97,450
13-10 Part time	42,017	60,196	76,272	73,838	101,775
14-00 Overtime	6,193	7,324	5,000	9,501	10,000
21-00 FICA Taxes	9,418	11,218	13,421	18,111	16,000
22-10 General Employees Pension	3,354	6,691	8,736	9,875	11,500
23-10 Group Hospitalization	46,202	53,889	40,682	39,538	34,850
23-20 Group Life	342	333	521	460	1,200
23-30 Dental Plan	925	917	834	908	925
23-90 Fitness & Wellness	—	—	147	—	—
24-00 Workers Compensation	1,105	1,604	3,064	3,687	3,900
Subtotal Personnel Services	188,757	224,307	242,844	252,281	277,600
OPERATING					
31-99 Payroll Processing Fees	—	1,107	1,007	1,612	1,825
34-40 Support Services	15,551	33,669	33,656	34,194	35,720
43-30 Natural Gas	5,209	2,329	4,455	4,455	3,505
45-05 General Liability	—	—	6,600	6,560	6,600
46-10 Equipment Maintenance	2,286	3,623	2,750	1,670	2,000
49-00 Other Current Charges	2,185	2,185	2,185	2,185	2,185
52-40 Food Supplies	106,504	123,902	125,000	107,698	137,500
52-42 Beer Stock	58,847	63,602	75,000	71,865	82,500
52-46 Liquor Stock	44,057	39,897	49,000	47,927	53,900
52-50 Other Supplies	53,766	45,330	49,900	47,523	63,500
Subtotal Operating	288,405	315,644	349,553	325,689	389,235
CAPITAL OUTLAY					
64-10 Vehicles & Machinery	—	—	13,000	—	13,000
64-20 Furniture & Equipment	1,011	10,995	—	—	—
Subtotal Capital Outlay	1,011	10,995	13,000	—	13,000
TOTAL FOOD & BEVERAGE	478,173	550,946	605,397	577,970	679,835
TOTAL GOLF	2,869,887	2,548,333	3,769,457	2,821,876	3,948,814
TOTAL LEISURE SERVICES DEPT.	3,966,074	3,650,614	5,370,097	4,141,652	5,324,504

USES OF FUNDS					
	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
PERSONNEL SERVICES					
10-26 Compensated Absences	(5,467)	35,734	—	—	—
23-10 Group Hospitalization	78,146	—	9,000	—	9,000
25-00 Unemployment Compensation	(292)	1,142	—	7,738	—
Subtotal Personnel Services	72,387	36,876	9,000	7,738	9,000
OPERATING - General Appropriations					
519.31-00 Professional Services	186,354	377,855	260,400	261,579	256,000
519.45-05 General Liability	274,084	316,862	376,500	276,488	380,000
519.45-10 Auto Liability	46,528	51,892	62,000	44,860	62,000
519.45-15 Property	297,757	354,499	541,000	392,176	541,000
519.45-30 Flood Insurance	8,362	54,926	35,000	42,556	35,000
519.45-45 Cyber/Computer Liability	—	3,283	4,100	2,953	4,100
519.45-50 Workers Comp Deductible Fees	100,314	45,354	157,156	31,793	191,500
519.45-60 Claims	54,648	29,721	150,500	—	191,500
519.49-00 Other Current Charges	16,463	41,800	153,637	39,222	118,637
519.49-15 Collection Agency Fees	—	9,377	—	—	—
519.49-20 Bad Debt Expense	—	4,000	—	250	—
519.49-39 Disaster Recovery	780	154,346	—	103,066	—
519.52-50 Other Supplies	12,242	4,135	18,000	1,307	18,000
Subtotal Operating - General Appropriations	997,532	1,448,050	1,758,293	1,196,250	1,797,737
DEBT SERVICE					
71-00 Principal	672,537	746,713	884,126	882,126	1,098,979
72-00 Interest Expense	330,449	324,888	303,801	306,312	435,987
72-90 Interest Expense - SBITA Financing	—	—	—	—	—
Subtotal - Debt Service	1,002,986	1,071,601	1,187,927	1,188,438	1,534,966
TRANSFERS					
519 95-40 Other Financing - SBITA Principal	—	—	—	—	—
581 10-00 Transfers Out	1,033,604	20,000	20,000	520,000	575,000
581 90-10 Transfer to OPEB Trust	231,799	100,000	100,000	100,000	100,000
584 71-00 Leases Retired - SBITA	—	56,390	—	—	—
584 72-00 Leases Interest - SBITA	—	2,167	—	—	—
Subtotal Transfers	1,265,403	178,557	120,000	620,000	675,000
TOTAL GENERAL APPROPRIATIONS	3,338,308	2,735,084	3,075,220	3,012,426	4,016,703
RESERVES					
590. 90-10 Reserved for Future Appropriation	15,306,849	16,923,755	15,389,082	19,205,596	13,201,842
TOTAL GENERAL FUND USES	47,428,422	50,253,838	61,628,352	55,793,028	72,625,430

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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 6:30 PM. The exact timing of the meeting will depend on the specific circumstances and requirements of the CRA.

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.

**CITY OF COCOA BEACH
FISCAL YEAR 2024 BUDGET
MISSION, GOALS, ACTIONS AND TASKS**



Staff Photo

The Downtown Parking Garage

THE COMMUNITY REDEVELOPMENT AGENCY MISSION IS TO BUILD AND MAINTAIN A HEALTHY BUSINESS CLIMATE.

Fund: General		Department: CRA
Goal:	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	
Task:	Continue to implement the Community Redevelopment Agency’s (CRA) Redevelopment Plan.	
Goal:	BUILD AND MAINTAIN A HEALTHY BUSINESS CLIMATE	
Action	MAINTAIN AND REDEVELOP A READILY IDENTIFIABLE DOWNTOWN CRE THAT IS UNIQUE AND VIBRANT WITH A MIXTURE OF RESIDENTIAL,ENTERTAINMENT,HOUSING,SPECIALTY SHOPS, OFFICES AND OTHER USES	
Task	Track new redevelopment in the Community Redevelopment Agency (CRA) area, on quarterly basis.	
Task	Create a plan for Cultural Green Space	
Action	ESTABLISH A FACADE GRANT PROGRAM TO ENRICH THE CRA	
Task	Establish a Facade grant program to enrich the CRA	

PERSONNEL SCHEDULE			
DEPARTMENT: Community Redevelopment (CRA)			
POSITION TITLE:	NUMBER OF POSITIONS		
	BUDGET 2024	CHANGE	BUDGET 2025
FULL-TIME			
Director of Projects & Grants (50%)	1	—	1
TOTAL FULL-TIME	1	—	1
PART-TIME			
Garage Maintenance	—	—	—
TOTAL PART-TIME	—	—	—
TOTAL PERSONNEL SERVICES	1	—	1

The Director of Project/Grant Coordinator & CRA Administrator position cost is split 50% to the City Manager Department (General Fund) and 50% to the Community Redevelopment (CRA Fund).

CAPITAL OUTLAY SCHEDULE		
DESCRIPTION	PROJECT CODE	AMOUNT
SurfSide Playhouse Improvements	SURFSP	39,030
TOTAL		39,030

Community Redevelopment Budget Summary

Fund Number: 125

SOURCES OF FUNDS					
	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
CHARGES FOR SERVICES	432,725	648,148	426,000	508,703	461,000
INTERGOVERNMENTAL	888,076	1,166,140	1,352,151	1,326,860	1,505,698
MISCELLANEOUS REVENUES	3,035	57,763	11,400	54,904	47,007
DEBT SERVICE	—	—	—	—	—
TOTAL REVENUES	1,323,836	1,872,051	1,789,551	1,890,467	2,013,705
FUNDS FORWARD	803,558	1,517,036	2,816,538	2,816,538	1,930,039
TOTAL SOURCES	2,127,394	3,389,087	4,606,089	4,707,005	3,943,744

USES OF FUNDS					
PERSONNEL SERVICES	11,521	4,404	92,803	66,255	53,475
OPERATING	157,925	127,520	308,275	251,280	276,271
CAPITAL OUTLAY	—	—	625,000	169,141	39,030
GRANTS/AIDS	—	—	200,000	25,000	250,000
TRANSFERS	41,252	40,000	3,190,000	1,863,290	1,264,592
DEBT	399,660	400,625	402,000	402,000	397,750
TOTAL EXPENDITURES	610,358	572,549	4,818,078	2,776,966	2,281,118
RESERVES	1,517,036	2,816,538	(211,989)	1,930,039	1,662,626
TOTAL USES	2,127,394	3,389,087	4,606,089	4,707,005	3,943,744

Fund: Community Redevelopment (CRA)

Account Codes: 125-0000

SOURCES OF FUNDS

			2024		2025
	2022	2023	Amended	2024	Proposed
	Actual	Actual	Budget	Estimated	Budget
INTERGOVERNMENTAL					
330 10-00 Intergovernmental - City	555,429	762,606	887,799	887,799	1,041,346
330 20-00 Intergovernmental - County	332,647	403,534	464,352	439,061	464,352
TOTAL TAXES	888,076	1,166,140	1,352,151	1,326,860	1,505,698
MISCELLANEOUS REVENUES					
361 20-00 Interest on Investment	605	54,471	11,400	54,821	46,967
361 90-00 MKT Unrealized Gain/Loss	(570)	2,292	—	43	—
369 30-00 Insurance Refunds	—	—	—	—	—
369 40-00 Misc. Other	3,000	1,000	—	40	40
TOTAL MISCELLANEOUS REVENUES	3,035	57,763	11,400	54,904	47,007
TOTAL REVENUES	891,111	1,223,903	1,363,551	1,381,764	1,552,705
FUNDS FORWARD					
0000-389. 99-10 Appropriated Fund Balance	567,312	963,260	1,728,913	1,728,913	747,273
TOTAL SOURCES	1,458,423	2,187,163	3,092,464	3,110,677	2,299,978

Fund: Community Redevelopment (CRA)

Account Codes: 125-9310-559./581.

USES OF FUNDS					
	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
CRA OPERATING					
31-00 Professional Services	43,246	4,293	9,500	6,490	—
32-10 Auditor	2,032	5,000	5,180	5,180	5,250
34-40 Support Services	2,000	—	56,000	43,365	39,580
40-00 Travel & Per Diem	—	—	—	—	2,000
45-05 General Liability	5,980	6,268	7,367	5,176	7,367
45-45 Cyber/Computer Liability	—	598	628	523	628
46-05 Building Maintenance	—	—	—	—	7,500
47-00 Printing and Binding	290	90	16	42	4,200
48-00 Promotional Activities	—	—	—	—	21,000
51-00 Office Supplies	—	—	—	—	800
52-50 Other Supplies	33	206	—	—	7,375
54-10 Publications & memberships	670	1,170	1,500	1,368	2,500
55-00 Training & Education	—	—	—	—	—
Subtotal CRA Operating	54,251	17,625	80,191	62,144	98,200
CAPITAL OUTLAY					
63-10 Improvements O/T Buildings Downtown Area Imprvmnts	—	—	50,000	10,970	39,030
Subtotal Capital Outlay	—	—	50,000	10,970	39,030
GRANTS/AID					
80-00 Aid/Private Organizations	—	—	200,000	25,000	250,000
Subtotal Grants	—	—	200,000	25,000	250,000
TRANSFERS					
91-10 Repayment of Advance to General Fund	1,252	—	—	1,290	—
91-40 Repayment to Stormwater (Minutemen Proj)	40,000	40,000	40,000	40,000	40,000
581.91-70 Capital Improvement/Buildings - City Hall Wash Through	—	—	1,500,000	1,422,000	78,828
581.91-70 Improvements O/T Buildings Centennial Square	—	—	1,650,000	400,000	1,145,764
Subtotal Transfers	41,252	40,000	3,190,000	1,863,290	1,264,592
DEBT					
71-00 Principal	250,000	265,000	280,000	280,000	290,000
72-00 Interest	149,661	135,625	122,000	122,000	107,750
73-00 Other Debt Costs	(1)	—	—	—	—
Subtotal Debt	399,660	400,625	402,000	402,000	397,750
TOTAL EXPENSES	495,163	458,250	3,922,191	2,363,404	2,049,572
RESERVES					
590.90-10 Reserved Future Appropriations	963,260	1,728,913	(829,727)	747,273	250,406
TOTAL USES	1,458,423	2,187,163	3,092,464	3,110,677	2,299,978

SOURCES OF FUNDS

	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
CHARGES FOR SERVICES					
344. 40-00 Electric Charging Stations	1,237	1,479	1,000	1,291	1,000
344. 60-15 Taxable Meter Fees	371,698	540,939	375,000	441,072	400,000
344. 60-20 Parking Citations	59,790	105,730	50,000	66,340	60,000
TOTAL CHARGES FOR SERVICES	432,725	648,148	426,000	508,703	461,000
MISCELLANEOUS REVENUES					
361 10-00 Int Truist Pooled Funds	—	—	—	—	—
361 20-00 Interest on Investment	—	—	—	—	—
369 90-00 Misc. Other	—	—	—	—	—
TOTAL MISCELLANEOUS REVENUES	—	—	—	—	—
TOTAL REVENUES	432,725	648,148	426,000	508,703	461,000
FUNDS FORWARD					
0000-389. 99-10 Appropriated Fund Balance	236,246	553,776	1,087,625	1,087,625	1,182,766
TOTAL SOURCES	668,971	1,201,924	1,513,625	1,596,328	1,643,766

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

USES OF FUNDS					
	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
PERSONNEL SERVICES					
12-12 Regular	—	2,943	55,620	47,117	39,425
13-10 Part Time	10,186	—	—	—	—
21-00 FICA Taxes	779	208	4,260	3,593	3,025
22-10 General Employees Pension	—	—	5,148	5,819	4,500
23-10 Group Health	—	1,209	24,456	8,256	5,200
23-20 Group Life	—	12	154	148	140
23-30 Dental Plan	—	32	501	210	185
24-00 Workers Compensation	556	—	2,664	1,112	1,000
Subtotal Personnel	11,521	4,404	92,803	66,255	53,475
DOWNTOWN GARAGE OPERATING					
31-99 Payroll Processing Fees	—	19	60	276	200
34-20 Bank Charges	13,159	11,994	9,634	13,661	12,000
34-40 Support Services	50,942	59,742	160,275	127,082	88,447
43-10 Electric	9,983	9,609	9,752	9,752	10,000
43-20 Water & Sewer	6,593	7,815	9,955	9,955	10,000
45-15 Property Insurance	13,337	14,453	27,424	18,283	27,424
46-05 Building Maintenance	—	—	—	—	10,000
49-15 Other Current Charges	2,557	2,414	2,000	1,177	2,000
52-50 Other Supplies	7,103	3,849	8,984	8,950	10,000
55-00 Training & Education	—	—	—	—	8,000
Subtotal Operating	103,674	109,895	228,084	189,136	178,071
CAPITAL OUTLAY					
63-21 Improvements O/T Bldg CRA Parking Garage	—	—	575,000	158,171	—
Subtotal Capital Outlay	—	—	575,000	158,171	—
TOTAL EXPENDITURES	115,195	114,299	895,887	413,562	231,546
RESERVES					
9320-590.90-10 Reserved Future Appropriations	553,776	1,087,625	617,738	1,182,766	1,412,220
TOTAL USES	668,971	1,201,924	1,513,625	1,596,328	1,643,766

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 2024	CHANGE	BUDGET 2025
FULL-TIME			
Development Services Director (50%)	1		1
Development Services Admin (50%)	1		1
Planner II (50%)	1		1
Chief Building Official	1		1
Building Inspector	2		2
Permit Technician	1		1
Office Administrator Dev. Services/Marketing (50%)	1		1
TOTAL FULL-TIME	8	—	8
PART-TIME	—		—
TOTAL PART-TIME	0	0	0
TOTAL POSITIONS	8	—	8

CAPITAL OUTLAY SCHEDULE		
DESCRIPTION	PROJECT CODE	AMOUNT
None Scheduled for FY 2025		
TOTAL		—

Building Permits

Fund Number: 136

SOURCES OF FUNDS

	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
CHARGES FOR SERVICES	755,917	676,746	2,377,790	2,034,871	989,250
MISCELLANEOUS REVENUES	3,049	48,723	9,700	49,115	11,742
TRANSFERS & OTHER RECEIPTS	213,604	—	—	—	—
DEBT SERVICES	—	—	—	—	—
TOTAL REVENUES	972,570	725,469	2,387,490	2,083,986	1,000,992
FUNDS FORWARD	—	410,286	504,364	504,364	1,319,093
TOTAL SOURCES	972,570	1,135,755	2,891,854	2,588,350	2,320,085

USES OF FUNDS

PERSONNEL SERVICES	357,252	446,692	535,913	478,088	462,425
OPERATING	33,423	26,063	313,825	100,932	364,500
CAPITAL OUTLAY	—	—	46,675	46,675	—
TRANSFERS	171,609	158,636	2,756,251	643,562	905,088
TOTAL EXPENDITURES	562,284	631,391	3,652,664	1,269,257	1,732,013
RESERVES	410,286	504,364	(760,810)	1,319,093	588,072
TOTAL USES	972,570	1,135,755	2,891,854	2,588,350	2,320,085

SOURCES OF FUNDS

	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
CHARGES FOR SERVICES					
322. 10-00 Structural Permits	702,745	465,219	1,983,790	1,335,585	650,000
322. 90-10 Surchg Retained (10%)	—	2,074	7,500	2,691	—
329. 10-00 Building Inspection Fees	—	550	1,500	3,393	1,750
341. 30-00 Administrative Svc Fees	—	160,717	335,000	591,543	325,000
341. 30-20 Bldg Code Prof. Services Revenue	—	—	—	—	—
342. 50-40 Fire Inspection-New Constr.	—	37,601	35,000	88,311	—
354. 10-30 Civil Citations- Bldg Pmt	53,172	7,422	5,000	1,785	2,500
10-40 Bldg Code Violation (Failure to Obtain)	—	3,163	10,000	11,563	10,000
TOTAL CHARGES FOR SERVICES	755,917	676,746	2,377,790	2,034,871	989,250
MISCELLANEOUS REVENUES					
0000-361. 20-00 Interest on Investment	3,049	46,707	9,700	49,058	11,742
0000-361. Mkt Unrealized Gain/Loss	—	2,016	—	57	—
TOTAL MISCELLANEOUS REVENUES	3,049	48,723	9,700	49,115	11,742
TRANSFERS					
381. 35-00 Transfer from General Fund	213,604	—	—	—	—
TOTAL TRANSFERS	213,604	—	—	—	—
DEBT PROCEEDS					
384. 10-20 Loan Proceeds	—	—	—	—	—
TOTAL DEBT PROCEEDS	—	—	—	—	—
TOTAL REVENUES	972,570	725,469	2,387,490	2,083,986	1,000,992
FUNDS FORWARD					
0000-389. 99-10 Appropriated Fund Balance	—	410,286	504,364	504,364	1,319,093
TOTAL SOURCES	972,570	1,135,755	2,891,854	2,588,350	2,320,085

	USES OF FUNDS				
	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
PERSONNEL SERVICES					
12-12 Regular	257,557	296,288	346,676	322,400	308,750
12-15 Additional Pay	383	482	360	237	—
13-10 Part Time	—	12,213	—	—	—
14-00 Overtime		956	27,514	1,952	3,000
21-00 FICA Taxes	19,276	22,059	26,088	25,297	23,850
22-10 General Employees Pension	10,324	13,810	34,710	39,237	36,000
23-10 Group Hospitalization	65,029	72,549	91,958	79,149	82,225
23-20 Group Life	903	1,167	2,105	2,306	1,950
23-30 Dental Plan	1,663	1,621	2,084	1,702	1,750
23-90 Fitness & Wellness	—	—	366	—	—
24-00 Workers Compensation	2,117	2,567	4,052	5,808	4,900
519.10-26 Uncompensated Absences	—	22,980	—	—	—
Subtotal Personnel Services	357,252	446,692	535,913	478,088	462,425
OPERATING					
31-00 Professional Services	27,009	22,885	255,500	85,164	340,000
31-99 Payroll Processing Fees	—	1,611	1,450	2,028	1,800
40-00 Travel & Per Diem	209	522	3,600	2,550	5,000
46-30 Fleet & Maintenance & Svcs	2,385	—	—	—	—
47-00 Printing & Binding	—	—	500	105	500
51-00 Office Supplies	—	—	1,400	929	1,400
52-20 Uniforms	—	538	500	224	—
52-50 Other	80	400	44,875	7,013	5,000
54-10 Publications & Memberships	—	107	1,500	405	800
55-00 Training & Education	901	—	4,500	2,514	10,000
543.52-10 Gas & Oil	2,839	—	—	—	—
Subtotal Operating	33,423	26,063	313,825	100,932	364,500
CAPITAL OUTLAY					
64-10 Vehicles & Machinery	—	—	46,675	46,675	—
Subtotal Capital Outlay	—	—	46,675	46,675	—
TRANSFERS					
581.34-20 I/F GF Empl Pers Exp	130,574	129,912	129,912	119,316	129,912
581. 34-30 Fire Safety Inspections- New Construction	6,463	—	—	—	—
581.34-40 I/F IT Support Services	—	3,611	3,611	3,366	3,611
581.43-10 I/F Electric Expense	1,848	1,800	1,800	1,650	1,800
581.43-20 I/F Water & Garbage Expense	289	494	494	455	494
581.45-55 I/F Insurance Expense	7,697	20,434	20,434	18,775	20,434
581.46-35 I/F Exp-Vehicle Purchase	24,738	2,385	—	—	—
581.91-00 Prepaid Expense- Bldg Permits Cost of CH	—	—	2,600,000	500,000	748,837
Subtotal Transfers	171,609	158,636	2,756,251	643,562	905,088
TOTAL EXPENDITURES	562,284	631,391	3,652,664	1,269,257	1,732,013
590.90-10 Reserved Future Appropriations	410,286	504,364	(760,810)	1,319,093	588,072
TOTAL USES	972,570	1,135,755	2,891,854	2,588,350	2,320,085

SPECIAL REVENUE FUNDS

CAPITAL IMPROVEMENT FUND

This Fund was opened in FY 2020 to account for major General Fund projects that are deemed best tracked separately from other capital projects. Funding is appropriated in FY 2024 for the design and construction of a new city hall municipal complex.

Capital Improvement Budget Summary

Fund Number: 310

SOURCES OF FUNDS					
	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
INTERGOVERNMENTAL REVENUE	—	—	5,600,000	1,750,000	3,425,000
MISCELLANEOUS REVENUES	5,711	30,897	500	34,123	500
TRANSFERS & OTHER RECEIPTS	800,000	—	6,500,000	5,848,415	2,528,429
LOAN PROCEEDS/GRANT FUNDS	—	—	3,900,000	3,900,000	—
TOTAL REVENUES	805,711	30,897	16,000,500	11,532,538	5,953,929
FUNDS FORWARD	1,378,000	914,563	81,314	81,314	4,871,213
TOTAL SOURCES	2,183,711	945,460	16,081,814	11,613,852	10,825,142

USES OF FUNDS					
OPERATING	54,831	69,937	140,000	149,042	140,000
CAPITAL OUTLAY	1,214,317	794,209	12,861,885	6,593,597	9,558,911
DEBT	—	—	—	—	—
TOTAL EXPENDITURES	1,269,148	864,146	13,001,885	6,742,639	9,698,911
RESERVES	914,563	81,314	3,079,929	4,871,213	1,126,231
TOTAL USES	2,183,711	945,460	16,081,814	11,613,852	10,825,142

Fund: Capital Improvement Project

Account Codes: 310-0000

		SOURCES OF FUNDS			
		2022	2023	2024	2025
		Actual	Actual	Amended Budget	Proposed Budget
				Estimated	
INTERGOVERNMENTAL					
331	00-00 Federal Grants (ARPA-City Hall)	—	—	1,000,000	—
331	00-00 Federal Grants (ARPA-Bicentennial Park)	—	—	2,600,000	1,300,000
334	50-10 Economic Grants- ST Appropriations	—	—	1,250,000	1,250,000
337	10-00 Local Unit Grants (FIND Grant-Bicentennial Park)	—	—	750,000	875,000
TOTAL INTERGOVERNMENTAL REVENUES		—	—	5,600,000	3,425,000
MISCELLANEOUS					
361	20-00 Interest on Investment	5,711	30,897	500	500
TOTAL MISCELLANEOUS		5,711	30,897	500	500
TRANSFERS					
381	35-00 Transfer From General Fund Committed Ad Valorem	800,000	—	500,000	—
381	35-00 Transfer From Fund 125 Centennial Square & Wash Through	—	—	3,300,000	1,224,592
381	35-00 Transfer From Fund 136 Prepaid Exp	—	—	2,700,000	748,837
381	35-10 Reserve Transfer From Fund 001 - Per Ordinance 1687	—	—	—	555,000
TOTAL TRANSFERS		800,000	—	6,500,000	2,528,429
DEBT SERVICE					
384	35-00 Debt/Grant Proceeds - City Hall	—	—	3,900,000	—
TOTAL DEBT SERVICE		—	—	3,900,000	—
TOTAL REVENUES		805,711	30,897	16,000,500	5,953,929
FUNDS FORWARD					
389	99-10 Appropriated Fund Balance	1,378,000	914,563	81,314	4,871,213
TOTAL SOURCES		2,183,711	945,460	16,081,814	10,825,142

Fund: Capital Improvement Project

Account Codes: 310-0000-519.

	USE OF FUNDS				
	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
OPERATING					
31-00 Professional Services	54,831	69,937	140,000	149,042	140,000
Subtotal Operating	54,831	69,937	140,000	149,042	140,000
CAPITAL OUTLAY					
62-00 Capital Improvements/Buildings (City Hall)	1,214,317	596,650	7,200,000	3,535,921	3,900,000
63-10 Impr/O/T/Bldg- 15 Yrs (CRA Cultural Green Space & Wash Through)	—	197,329	4,794,135	1,875,408	1,224,592
63-10 Impr/O/T/Bldg- 15 Yrs (Bicentennial Park)	—	—	125,000	750,000	3,425,000
63-10 Impr/O/T/Bldg- 15 Yrs (City Hall Impact Fees)	—	—	50,000	—	748,837
64-20 Furniture, Fixtures & Equipment (City Hall)	—	—	282,000	282,000	—
64-21 Technology Hardware (City Hall)	—	230	410,750	150,268	260,482
Subtotal Capital Outlay	1,214,317	794,209	12,861,885	6,593,597	9,558,911
TOTAL EXPENSES	1,269,148	864,146	13,001,885	6,742,639	9,698,911
RESERVES					
590.90-10 Reserved Future Appropriations	914,563	81,314	3,079,929	4,871,213	1,126,231
TOTAL USES	2,183,711	945,460	16,081,814	11,613,852	10,825,142

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.

ORGANIZATION CHART

MISSION STATEMENT

GOALS & OBJECTIVES

OPERATING STATISTICS & PERFORMANCE MEASURES

BUDGET SUMMARY

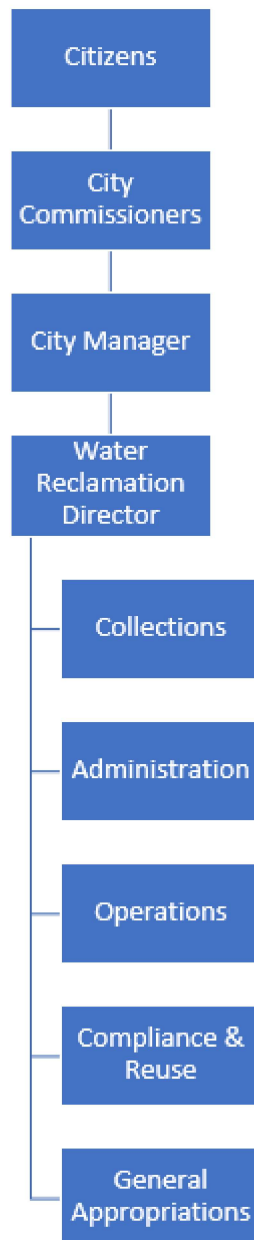
SOURCES OF FUNDS

USES OF FUNDS

SPECIAL FUNDS

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

Water Reclamation Department



**CITY OF COCOA BEACH
FISCAL YEAR 2025 BUDGET
MISSION, GOALS, ACTIONS AND TASKS**

FUND: Utilities System

DEPARTMENT: Water Reclamation Department

Mission Statement:

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

Goal 1: ENSURE A SAFE CITY	
Action:	Provide safe, sufficient and reliable wastewater treatment, solid waste disposal and stormwater management systems.
Task:	Conduct a Rate Study to determine the City's financial need to maintain sufficient and reliable Wastewater Treatment and customer service.
Goal 4: MAINTAIN EFFECTIVE STEWARDSHIP OF COCOA BEACH'S SIGNIFICANT RESOURCES	
Action:	Develop a unified thousand island and coastal management plan (beach/lagoon)
Task:	Identify projects that will benefit the water quality of the Indian River Lagoon to meet eligible criteria for the half cent tax funding.
Action:	Continue coordinated approach to maintaining a high level of water reclamation operations
Tasks:	Maintain the Reclaimed Water Distribution System, and develop near and long-term maintenance plans.
	Cedar Avenue Reclaimed Water Main Replacement
	Reclaimed Ground Storage Tank Inspections
	Belt Road Sewer and Reclaimed Motor Control Center Improvements
	Maintain the Wastewater Treatment Facility
	Sludge Biosolids Processing Project
	Generator Replacement
	Maintain the Sanitary Sewer Collection System
	Gravity Sewer System Slip-Lining Replacement & Preventative Maintenance using the Florida Department of Economic Opportunity
	Lift Station #7 Force Main Upsize
	Lift Station #1 Wetwell Rehabilitation
	Lift Station #1 Motor Control Improvements

**CITY OF COCOA BEACH
FISCAL YEAR 2025 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 2024 has been estimated, for 2025 it has been projected. Meaningful benchmark targets are provided for comparison purposes where appropriate.

	Actual 2022	Actual 2023	Estimate 2024	Projection 2025	Benchmark Targets & Notes
Operating Statistics:					
Sewer influent flows:					
All sources	1,248.3	1,326.8	1,300.0	1,300.0	Millions of gallons annually
Patrick Space Force Base	129.5	154.4	160.0	158.0	
Port Canaveral	36.5	46	44.0	46.0	
Reuse water flows:					
All accounts	1,103.4	1,122.0	1,113.0	1,115.0	Millions of gallons annually
Patrick Space Force Base	—	—	—	—	
Cost of chemical supplies	\$319	\$389	\$390	\$390	
Total Operating Costs	\$3,768	\$3,574	\$5,920	\$6,216	Thousands of dollars annually
Number of employees	25	25	25	25	
Performance Measures:					
Cost per million gallons of influent					
Electrical power	\$311	\$445	\$445	\$400	
Chemical supplies	\$256	\$389	\$390	\$390	
Total Operating Costs	\$3,018	\$3,574	\$5,921	\$6,217	Thousands of dollars annually
Net operating margin	\$4,509	\$3,408	\$3,107	\$3,262	Thousands of dollars annually
Compliance with all regulatory rules	100.0%	100.0%	100.0%	100.0%	Must comply with FDEP and USEPA rules

Comments:

The City's sewer plant serves Space 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 Space 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 2024	CHANGE	BUDGET 2025
Director of Water Reclamation	1	—	1
Administrative Specialist	1	—	1
Operations Manager	1	—	1
Project Manager	1	—	1
Automation Technician	1	—	1
Environmental Analyst	1	—	1
Operator Tech	5	—	5
Utilities Coordinator	1	—	1
Sludge Disposal Technician	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	26	—	26

CAPITAL OUTLAY SCHEDULE		
DESCRIPTION	PROJECT CODE	AMOUNT
Collection System Rehab (Slip-Lining)	WRDDEO	1,000,000
Port Forcemain Air Release Valve Evaluation & Replacement		300,000
Blake Ave Lateral Inspection & Repair (Sewer Laterals)		125,000
Inflow & Infiltration (City's Sewer Collection System)	INFINF	5,000,000
A1A Crossover Pipe Replacement Cornerstone	A1APRC	1,000,000
Lift Station 3, 6, 15 Rehabilitation (Pipes/Valves/Panels)	LIFT03/LIFT06/LIFT15	2,600,000
Replacement Pump Lift Station 5	LIFT05	75,000
Manhole Smart Covers (5)	WRMHSC	40,000
Generator For Post Anoxic Tank & Lift Station 4	LIFT04	370,000
Lift Station 3, 8, 15 Pumps	LIFT03/LIFT08/LIFT15	30,000
WR 3/4 Ton Pickup Vehicle		47,250
WR Front Wheel Loader		200,000
Replacement Pump Lift Station 1	LIFT01	80,000
Reuse Ground Storage Tank Repairs		33,000
Valve Exercise Trailer		85,000
Grit Removal System	WRGRIT	200,000
RAS Flow Meter		12,000
Portable Resistive Load Bank Tester		20,000
Filter Cloth Media Replacement		30,000
Drum Screen Replacement		250,000
Replacement Plant Generator		500,000
Treatment Plant Upgrade Project		700,000
Automatic Reuse Valve Actuators & Valves		66,000
Injection Well Cleaning		33,000
Disc Filler Replacement		333,333
Reuse Transfer Pumps Replacement		200,000
Reclaimed Distribution System Rehabilitation		500,000
Biosolids Processing Project		2,500,000
Capital Contingency		523,067
TOTAL		16,852,650

Utilities System Fund Budget Summary

Fund Number: 431

SOURCES OF FUNDS					
	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
CHARGES FOR SERVICES	8,166,372	8,129,088	9,090,400	9,115,000	8,277,500
INTERGOVERNMENTAL	—	1,129,701	5,277,500	3,156,426	9,243,400
MISCELLANEOUS REVENUES	62,672	511,939	140,850	481,430	317,838
OTHER RECEIPTS	169,802	—	2,097,361	—	3,340,000
TOTAL REVENUES	8,398,846	9,770,728	16,606,111	12,752,856	21,178,738
FUNDS FORWARD	11,742,447	10,767,219	9,725,044	9,725,044	8,808,813
TOTAL SOURCES	20,141,293	20,537,947	26,331,155	22,477,900	29,987,551

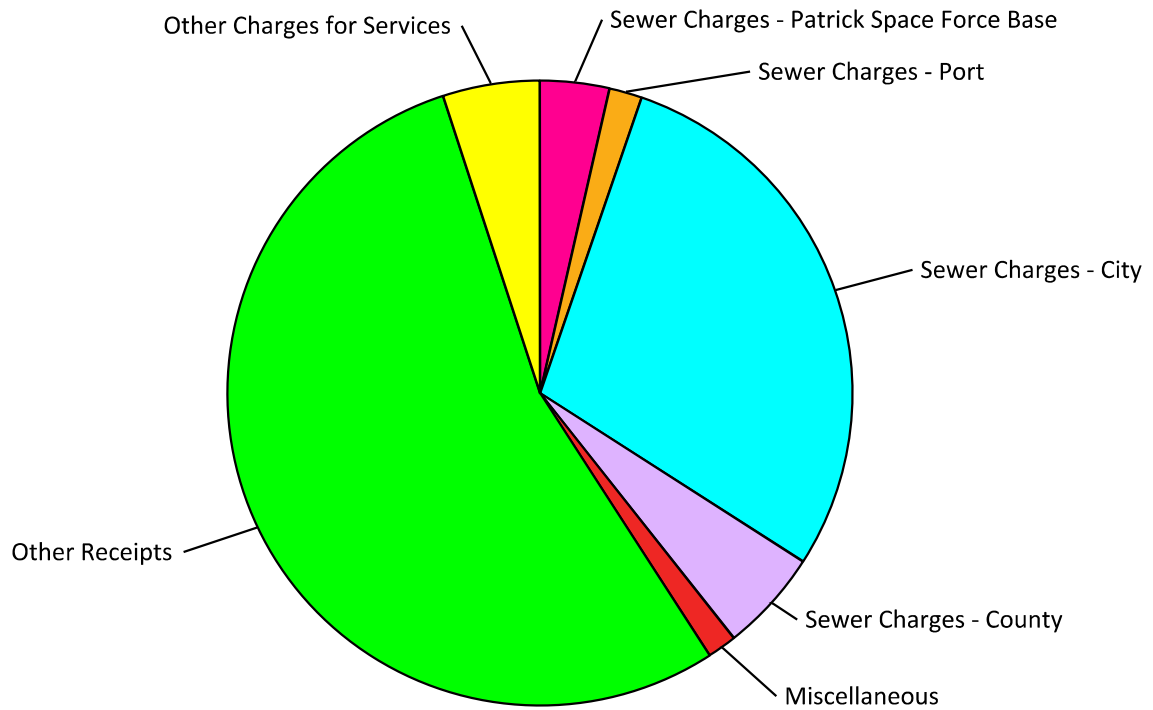
USES OF FUNDS					
PERSONNEL SERVICES	1,756,900	1,898,901	2,327,662	2,170,089	2,403,340
OPERATING	3,106,042	2,262,112	3,496,274	3,069,769	5,021,404
CAPITAL OUTLAY	1,464,328	2,735,231	8,660,392	5,559,546	16,852,650
DEBT SERVICE	2,188,971	2,285,545	1,962,036	1,867,341	1,962,036
TRANSFERS	779,623	1,631,114	1,876,846	1,002,342	1,931,113
TOTAL EXPENSES	9,295,864	10,812,903	18,323,210	13,669,087	28,170,543
RESERVES	10,845,429	9,725,044	8,007,945	8,808,813	1,817,008
TOTAL USES	20,141,293	20,537,947	26,331,155	22,477,900	29,987,551

Fund: Utilities System

Fund Number: 431

REVENUE BY SOURCE OF FUNDS					
	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
INTERGOVERNMENTAL REVENUE					
0000-331. 00-00 Federal Grants	—	51,523	777,500	—	—
4300-331. 00-00 Federal Grants	—	1,078,178	2,000,000	3,100,000	277,500
4300-334. 00-00 State Grants	—	—	1,500,000	—	—
4300-334. 35-00 State Grants - SRF	—	—	—	—	7,000,000
4300-334. 35-20 State Appropriations	—	—	1,000,000	56,426	1,000,000
4300-337. 25-00 Local Grants	—	—	—	—	—
TOTAL INTERGOVERNMENTAL REVENUE	—	1,129,701	5,277,500	3,156,426	8,277,500
CHARGES FOR SERVICES					
4300-343. 50-05 Sewer Charges - PAFB	732,797	761,403	750,000	805,475	750,000
4300-343. 50-10 Sewer Charges - City	5,273,382	5,026,003	5,914,000	5,827,242	6,000,000
4300-343. 50-20 Sewer Charges - County	940,474	887,148	1,056,000	1,028,337	1,100,000
4300-343. 50-25 Sewer Charges - Port	336,552	436,877	336,000	537,755	350,000
4300-343. 50-30 Reuse Charges	380,845	388,522	441,000	400,000	450,000
4300-343. 50-35 Patrick Family Housing	394,494	404,037	396,000	427,873	396,000
4300-343. 60-10 Sewer Connection	46,126	171,624	150,000	37,108	150,000
4300-343. 60-20 Reuse Connection	5,560	2,600	2,400	2,000	2,400
4300-343. 80-10 Late Fees	56,142	50,874	45,000	49,210	45,000
TOTAL CHARGES FOR SERVICES	8,166,372	8,129,088	9,090,400	9,115,000	9,243,400
MISCELLANEOUS REVENUES					
4300-360. 10-10 Cocoa/Port Auth. Adm. Fee	934	2,447	1,000	990	1,000
4300-360. 10-20 Port Maintenance Fees	46,683	124,765	50,000	49,522	80,000
4300-360. 10-30 Water Quality Samples	—	—	—	—	—
4300-361. 10-00 Int SunTrust Pooled Funds	575	—	—	—	—
4300-361. 20-00 Interest on Investments	50,354	368,870	89,850	427,310	234,838
4300-361. 30-00 Interest - Interfund Loans	2,131	—	—	—	—
4300-361. 90-00 Market Unrealized Gain/Loss	(48,135)	15,522	—	394	—
4300-364. 10-00 Ins/Auction Proceeds	—	—	—	—	—
4300-365. 10-00 Sales of Scrap	8,713	1,265	—	2,014	2,000
4300-369. 40-00 Other	1,417	(930)	—	1,200	—
TOTAL MISCELLANEOUS REVENUES	62,672	511,939	140,850	481,430	317,838
OTHER RECEIPTS					
4300-381. 30-00 Repayments of Advances	169,802	—	—	—	—
4300-384. 10-00 Debt / Loan Proceeds	—	—	2,097,361	—	3,340,000
TOTAL OTHER RECEIPTS	169,802	—	2,097,361	—	3,340,000
TOTAL REVENUES	8,398,846	9,770,728	16,606,111	12,752,856	21,178,738
FUNDS FORWARD					
4300-389 99-20 Appropriated Retained Earnings	11,742,447	10,767,219	9,725,044	9,725,044	8,808,813
TOTAL CHARGES, REVENUES AND RECEIPTS	20,223,970	20,537,947	26,331,155	22,477,900	29,987,551

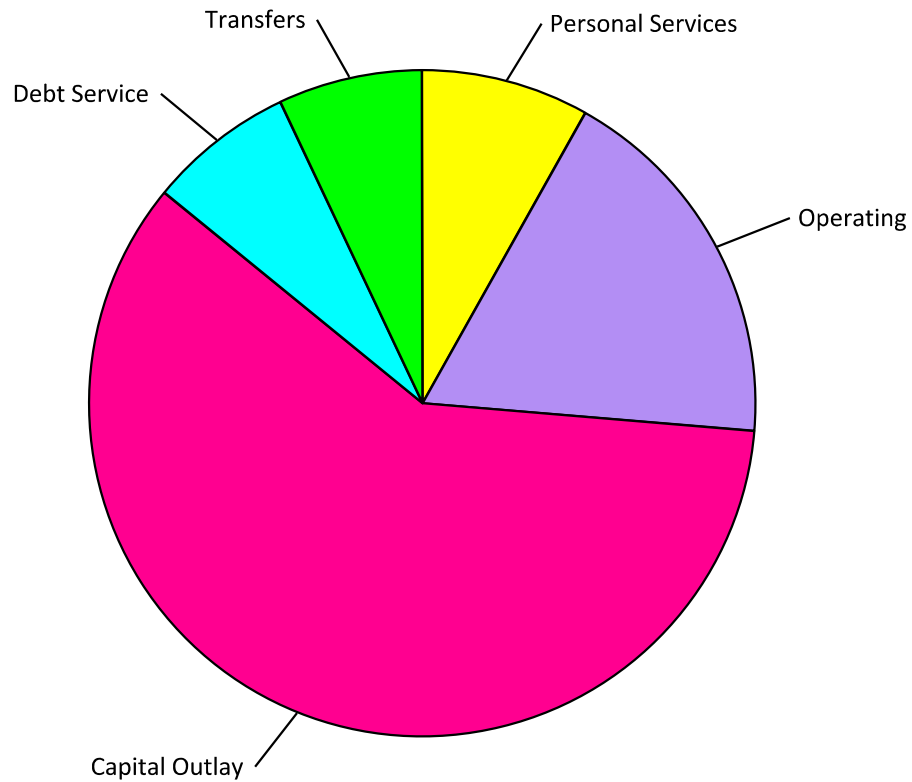
Utilities System Fund Sources, Excluding Funds Forward



UTILITIES FUND SOURCES, EXCLUDING FUNDS FORWARD

Sewer Charges - Patrick Space Force Base	750,000	3.5 %
Sewer Charges - Port	350,000	1.7 %
Sewer Charges - City	6,000,000	28.3 %
Sewer Charges - County	1,100,000	5.2 %
Miscellaneous	317,838	1.5 %
Other Receipts	11,617,500	54.9 %
Other Charges for Services	1,043,400	4.9 %
TOTAL	21,178,738	100.0 %

Utilities Fund Uses, Excluding Reserves



UTILITIES FUND USES, EXCLUDING RESERVES

Personal Services	2,403,340	8.5 %
Operating	5,021,404	17.8 %
Capital Outlay	16,852,650	59.8 %
Debt Service	1,962,036	7.0 %
Transfers	1,931,113	6.9 %
TOTAL \$	28,170,543	100.0 %

USES OF FUNDS					
	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
PERSONNEL SERVICES					
12-12 Regular	423,440	424,247	533,377	417,524	413,700
12-15 Additional Pay	368	—	—	—	—
14-00 Overtime	31,512	14,919	60,000	14,158	60,000
21-00 FICA Taxes	33,599	31,713	45,393	33,398	36,250
22-10 General Employees Pension	37,754	34,537	49,530	55,990	48,000
23-10 Group Hospitalization	138,558	150,420	160,343	140,016	162,350
23-20 Group Life	1,462	1,488	1,906	1,508	1,450
23-30 Dental Plan	2,517	2,453	2,502	2,425	2,575
23-90 Fitness & Wellness	—	—	726	—	—
24-00 Workers Compensation	6,367	1,253	11,110	18,306	9,950
Subtotal Personnel Services	675,577	661,030	864,887	683,325	734,275
OPERATING					
31-99 Payroll Processing Fees	—	2,657	2,253	2,690	2,600
44-30 Equipment Rental/Lease	—	576	4,000	—	6,000
46-05 Building Maintenance	40,126	45,630	74,651	73,969	54,000
46-10 Equipment Maintenance	39,165	80,092	50,000	38,552	50,000
46-30 Fleet, Maintenance	53,150	—	—	—	82,250
46-35 Fleet, Capital Contribution	528,705	—	—	—	—
46-45 R&R Distribution	30,273	41,442	94,985	78,022	70,000
52-20 Uniforms	118	1,212	—	—	—
52-50 Other	44,901	41,054	50,000	49,181	50,000
52-60 Small Tools & Equipment	—	—	—	—	21,000
53-30 Street Maintenance	—	35,106	12,349	11,949	10,000
55-00 Training & Education	—	88	—	—	—
581.46-30 Fleet Maint & Repairs	—	15,902	57,250	19,083	—
581.46-35 I/F Exp Vehicle Purchase	—	103,945	—	—	—
Subtotal Operating	736,438	367,704	345,488	273,446	345,850
CAPITAL OUTLAY					
63-20 Infrastructure	451,862	1,452,292	3,850,000	3,150,726	10,025,000
64-20 Furniture & Equipment	558,117	204,795	486,886	113,845	615,000
Subtotal Capital Outlay	1,009,979	1,657,087	4,336,886	3,264,571	10,640,000
TOTAL COLLECTIONS DIVISION	2,421,994	2,685,821	5,547,261	4,221,342	11,720,125

	USES OF FUNDS				
	2022	2023	2024	2024	2025
			Amended		Proposed
	Actual	Actual	Budget	Estimated	Budget
PERSONNEL SERVICES					
12-12 Regular	347,350	374,288	369,527	434,107	540,000
12-15 Additional Pay	1,354	—	—	—	—
14-00 Overtime	274	960	750	1,576	1,000
21-00 FICA Taxes	26,080	26,759	28,326	33,359	41,300
22-10 General Employees Pension	19,418	28,763	34,320	38,797	54,500
23-10 Group Hospitalization	101,098	125,677	141,659	103,566	154,150
23-20 Group Life	1,195	1,184	1,591	2,066	3,750
23-30 Dental Plan	1,989	2,029	2,502	1,801	2,425
23-90 Fitness & Wellness	33	284	528	173	285
24-00 Workers Compensation	1,003	1,102	2,466	3,778	4,250
Subtotal Personnel Services	499,794	561,046	581,669	619,223	801,660
OPERATING					
31-00 Professional Services	316,694	355,943	885,067	821,994	2,330,800
31-10 GIS Related Services	—	—	50,000	—	50,000
31-99 Payroll Processing Fees	—	1,989	1,712	2,413	2,525
34-40 Support Services	43,674	55,418	56,200	48,064	71,800
34-90 IT, Operating Services	33,695	—	37,149	—	—
34-95 IT, Capital Contribution	18,427	—	—	—	—
40-00 Travel & Per Diem	4,550	1,817	8,600	1,949	8,600
41-00 Communications Services	1,718	2,274	2,500	2,500	2,500
43-10 Electric	388,144	444,497	550,000	543,159	575,000
43-20 Water & Sewer	5,760	5,160	13,000	9,434	13,000
49-00 Other Current Charges	1,583	1,715	2,000	609	2,000
51-00 Office Supplies	1,886	1,011	2,500	2,153	2,000
52-10 Gas & Oil	17,133	11,335	20,000	9,604	22,000
52-20 Uniforms	7,104	7,284	11,912	11,308	11,912
52-50 Other	3,616	4,661	3,350	3,224	4,000
54-10 Publications & Memberships	1,321	1,522	1,750	829	1,842
55-00 Training & Education	14,359	6,996	14,010	8,012	14,010
581.34-95 IT Capital Allocation	—	28,518	28,518	26,189	28,518
Subtotal Operating	859,664	930,140	1,688,268	1,491,441	3,140,507
CAPITAL OUTLAY					
64-10 Vehicles & Machinery	—	—	464,437	348,248	47,250
64-20 Furniture & Equipment	—	—	120,000	88,396	285,000
Subtotal Capital Outlay	—	—	584,437	436,644	332,250
TOTAL ADMINISTRATION DIVISION	1,359,458	1,491,186	2,854,374	2,547,308	4,274,417

USES OF FUNDS					
	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
PERSONNEL SERVICES					
12-12 Regular	344,853	428,136	386,290	405,849	409,450
14-00 Overtime	34,887	17,135	40,000	31,376	40,000
21-00 FICA Taxes	27,800	32,534	32,611	33,575	34,400
22-10 General Employees Pension	25,977	27,750	35,880	40,560	47,500
23-10 Group Hospitalization	139,416	165,229	171,399	141,428	142,600
23-20 Group Life	1,320	1,551	1,759	1,431	1,575
23-30 Dental Plan	2,637	2,961	2,918	2,549	2,580
23-90 Fitness & Wellness	—	—	396	—	—
24-00 Workers Compensation	4,639	1,529	21,892	24,240	9,950
Subtotal Personnel Services	581,529	676,825	693,145	681,008	688,055
OPERATING					
31-99 Payroll Processing Fees	—	2,676	2,337	2,678	2,500
34-40 Support Services	62,009	79,235	72,600	67,983	90,600
46-10 Equipment Maintenance	41,941	51,272	59,500	45,620	59,500
52-20 Uniforms	—	1,092	—	—	—
52-50 Other	319,012	390,531	480,000	465,399	493,000
52-60 Small Tools & Equipment	—	—	—	—	33,900
55-00 Training & Education	—	25	—	—	—
Subtotal Operating	422,962	524,831	614,437	581,680	679,500
CAPITAL OUTLAY					
64-20 Furniture & Equipment	454,349	1,078,144	3,439,069	1,858,331	5,380,400
Subtotal Outlay	454,349	1,078,144	3,439,069	1,858,331	5,380,400
TOTAL OPERATIONS DIVISION	1,458,840	2,279,800	4,746,651	3,121,019	6,747,955

USES OF FUNDS					
	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
PERSONNEL SERVICES					
12-12 Regular	—	—	100,702	112,582	113,900
14-00 Overtime	—	—	1,580	674	—
21-00 FICA Taxes	—	—	7,825	8,632	8,725
22-10 General Employees Pension	—	—	9,516	10,757	13,000
23-10 Group Hospitalization	—	—	54,330	37,892	38,900
23-20 Group Life	—	—	1,283	1,329	1,450
23-30 Dental Plan	—	—	532	716	750
23-90 Fitness & Wellness	—	—	—	—	—
24-00 Workers Compensation	—	—	12,193	13,951	2,625
Subtotal Personnel Services	—	—	187,961	186,533	179,350
OPERATING					
31-99 Payroll Processing Fees	—	—	500	710	700
34-40 Support Services	—	—	3,000	2,735	3,500
46-10 Equipment Maintenance	—	—	10,000	7,239	15,000
46-45 R&R Disbursement	—	—	10,000	—	10,000
52-50 Other	—	—	10,000	6,424	15,000
Subtotal Operating	—	—	33,500	17,108	44,200
CAPITAL OUTLAY					
63-20 Infrastructure	—	—	300,000	—	500,000
Subtotal Capital Outlay	—	—	300,000	—	500,000
TOTAL OPERATIONS DIVISION	—	—	521,461	203,641	723,550

USES OF FUNDS					
	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
OPERATING					
10-26 Compensated Absence	21,210	27,169	—	—	—
23-50 Current OPEB Oblig	(47,024)	45,781	—	—	—
31-00 Professional Services	78,801	107,787	114,000	84,060	110,766
34-50 Administrative Services	558,000	—	558,000	525,317	558,000
36-30 Net Pension Expense	374,683	143,260	—	—	—
45-05 General Liability	31,304	32,823	32,460	35,174	32,910
45-10 Auto Liability	8,230	8,586	7,999	5,672	7,999
45-15 Property	61,774	73,520	85,344	49,586	85,344
45-30 Flood Insurance	—	—	16,328	5,912	16,328
45-45 Computer Security Insurance	—	511	450	373	—
49-15 Collection Agency Fees	—	—	—	—	—
Subtotal Operating	1,086,978	439,437	814,581	706,094	811,347
DEBT SERVICE					
71-00 Principal	1,866,769	1,979,125	1,683,823	1,597,641	1,683,823
72-00 Interest	322,202	306,420	278,213	269,700	278,213
73-01 Debt Service	—	—	—	—	—
Subtotal Debt Service	2,188,971	2,285,545	1,962,036	1,867,341	1,962,036
TRANSFERS					
99-30 Designated Contingency (critical components)	—	—	245,733	—	300,000
581.34-50 I/F Administrative Services	(81,777)	572,208	572,208	39,535	572,208
581.91-10 To General Fund	861,400	1,058,906	1,058,905	962,807	1,058,905
Subtotal Transfers	779,623	1,631,114	1,876,846	1,002,342	1,931,113
TOTAL GENERAL APPROPRIATIONS	4,055,572	4,356,096	4,653,463	3,575,777	4,704,496
RESERVES					
590 90-10 Reserved for Future Appropriations	11,682,225	10,845,429	10,846,046	7,933,603	11,513,391
TOTAL USES	15,737,797	15,201,525	15,499,509	11,509,380	16,217,887

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.

ORGANIZATION CHART

MISSION STATEMENT

GOALS & OBJECTIVES

OPERATING STATISTICS & PERFORMANCE MEASURES

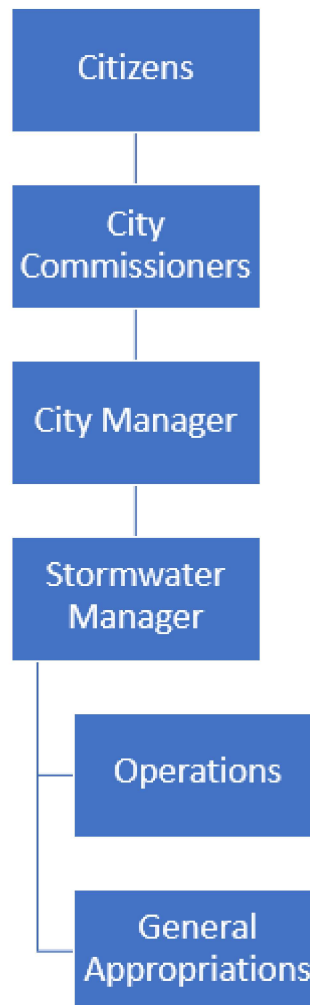
BUDGET SUMMARY

SOURCES OF FUNDS

USES OF FUNDS

SPECIAL FUNDS

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



CITY OF COCOA BEACH
Fiscal Year 2025 BUDGET
MISSION, GOALS, ACTIONS AND TASKS

FUND: Stormwater

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.

Actions, Tasks and Goals

Goal 1: ENSURE A SAFE CITY	
Action	Provide safe, sufficient and reliable wastewater treatment, solid waste disposal and stormwater management systems.
Task:	Develop & implement a Stormwater Master Plan that verifies and improves the conditions of stormwater infrastructure and operations.
Goal 4: MAINTAIN EFFECTIVE STEWARDSHIP OF COCOA BEACH'S SIGNIFICANT RESOURCES	
Action	Develop a unified thousand island and coastal management plan (beach/lagoon)
Task:	Identify projects that will benefit the water quality of the Indian River Lagoon to meet eligible criteria for the half cent tax funding.
Action	Develop and implement the sustainability plan
Task:	Develop and implement a Sustainability Plan that promotes the benefits of natural landscapes while reducing the City's carbon footprint and protecting our coastal habitat.
Action	Develop community oriented stormwater improvement projects that create a more sustainable and attractive community while improving and protecting our watershed and lagoon natural resources
Tasks:	Design/Engineer 1st Street North and Brevard Avenue Stormwater/LID project. Design in 2021/2022.
	Construct and monitor Convair Cove Stormwater/LID Improvement Project for lagoon protection and property flood mitigation.



Photo by Michael Hall

Spoil Site "B" dredging Project

Fiscal Year 2025 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 2024 has been estimated, for 2025 it has been projected. Meaningful benchmark targets are provided for comparison purposes where appropriate

	Actual 2022	Actual 2023	Estimate 2024	Projection 2025	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	40	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%)	394.4 (14.9%)	412 (15.5%)	(15.8%)	Upcoming projects expected to increase treatment area (McNabb Bio 2024, Ramp Road 2025, Cedar 2026)
	Actual 2022	Actual 2023	Estimate 2024	Projection 2025	Benchmark Targets & Notes
Performance Measures:					
Maintenance activities					
Crew/staff time	80.0%	85.0%	75.0%		80.0 % Target is 80.0%
Expenses	781.0%	75.0%	39.0%		20.0 % Target is 25.0%
Construction and Improvements (including engineering/design capital)					
Crew/staff time	20%	15.0%	25.0%		20.0 % Target is 50.0%
Expenses	19%	25%	61%		80 % Target is 75.0%

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. The fiscal year however, the Stormwater Division is largely focused on maintenance of existing infrastructure and completing design/engineering on larger capital projects. While the Utility will not be doing a lot of major construction this year, it should be noted that the major CIP improvements are dependent upon federal/state/local grant funding. These are reimbursement grants 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 handle engineering/design 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 corrugated metal pipe (CMP) stormlines were replaced in the 2016/2017 budget year as part of the Water Reclamation began in 2017. One 70ft CMP line was discovered in 2018 and was slip-lined in FY24.

The City's Total Maximum Daily Load (TMDL) Banana River Lagoon Basin Management Action Plan (BRL BMAP) is a 15 year program required by the 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 .05% 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 are some of the NPDES-permit public outreach activities and rain garden maintenance. Most of the TMDL BMAP engineering/GIS support is contracted out and is greatly depended upon for future CIP and BRL-BMAP compliance. The City's stormwater Master Plan Update was completed in 2021 and will guide the City's efforts in meeting the BMAP requirements. This update addresses all aspects of the Stormwater Utility including hydraulic and hydrologic analysis, capital improvements, operations 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.

PERSONNEL SCHEDULE			
DEPARTMENT: Stormwater Utility Enterprise Fund			
POSITION TITLE:	NUMBER OF POSITIONS		
	BUDGET 2024	CHANGE	BUDGET 2025
FULL-TIME			
Stormwater Utility Manager	1	—	1
Stormwater Superintendent of Operations	1	—	1
Maintenance Worker I	1	—	1
Maintenance Worker II	2	—	2
TOTAL POSITIONS	5	—	5

CAPITAL OUTLAY SCHEDULE		
DESCRIPTION	PROJECT	AMOUNT
Ramp Road Park SW Improvements	SWRAMP	746,000
Golf Pond Floating Vegetative Islands		95,000
Vulnerability Assessment		550,000
TOTAL		1,391,000

Stormwater Fund Budget Summary

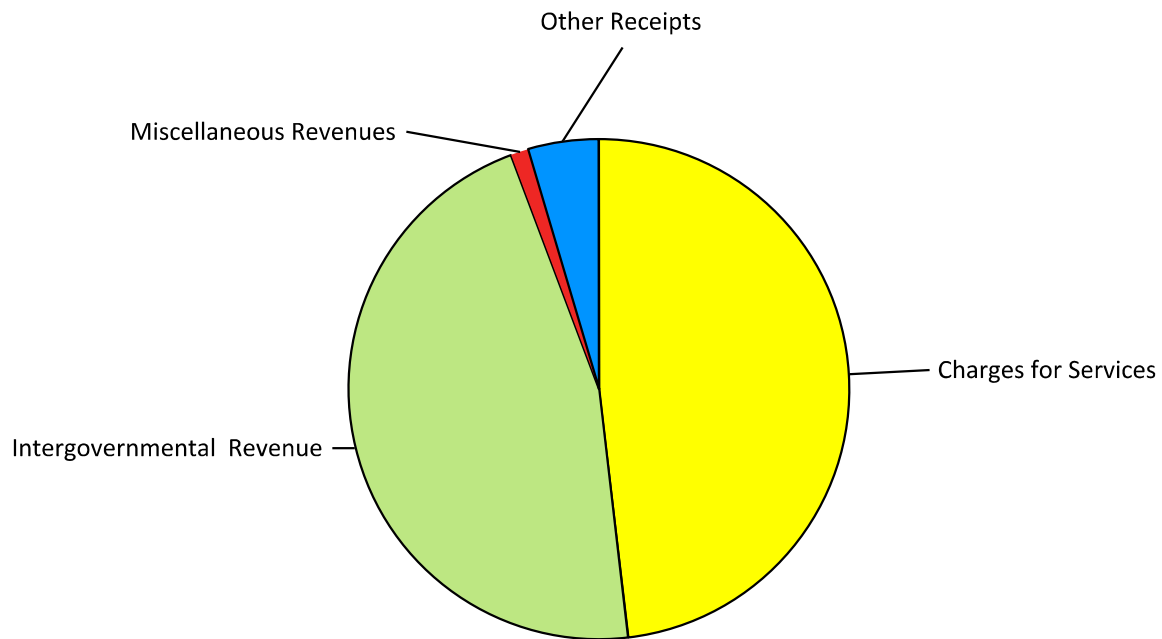
Fund Number: 441

SOURCES OF FUNDS					
	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
INTERGOVERNMENTAL REVENUE	171,526	22,809	1,869,092	3,418	1,420,079
CHARGES FOR SERVICES	888,651	898,814	894,000	860,179	1,477,510
MISCELLANEOUS REVENUES	124	50,906	10,050	88,288	35,276
OTHER RECEIPTS	60,000	60,000	1,480,839	60,000	140,000
TOTAL REVENUES	1,120,301	1,032,529	4,253,981	1,011,885	3,072,865
FUNDS FORWARD	1,338,579	1,255,220	1,076,369	1,076,369	(285,184)
TOTAL SOURCES	2,458,880	2,287,749	5,330,350	2,088,254	2,787,681

USES OF FUNDS					
PERSONNEL SERVICES	273,054	409,992	484,776	446,085	513,810
OPERATING	429,492	256,608	1,306,912	434,426	1,517,847
CAPITAL OUTLAY	351,195	269,359	2,305,489	1,234,027	1,391,000
DEBT SERVICE	149,919	66,358	65,588	65,588	65,588
TRANSFERS	—	209,063	209,063	193,312	209,063
TOTAL EXPENSES	1,203,660	1,211,380	4,371,828	2,373,438	3,697,308
RESERVES	1,255,220	1,076,369	958,522	(285,184)	(909,627)
TOTAL USES	2,458,880	2,287,749	5,330,350	2,088,254	2,787,681

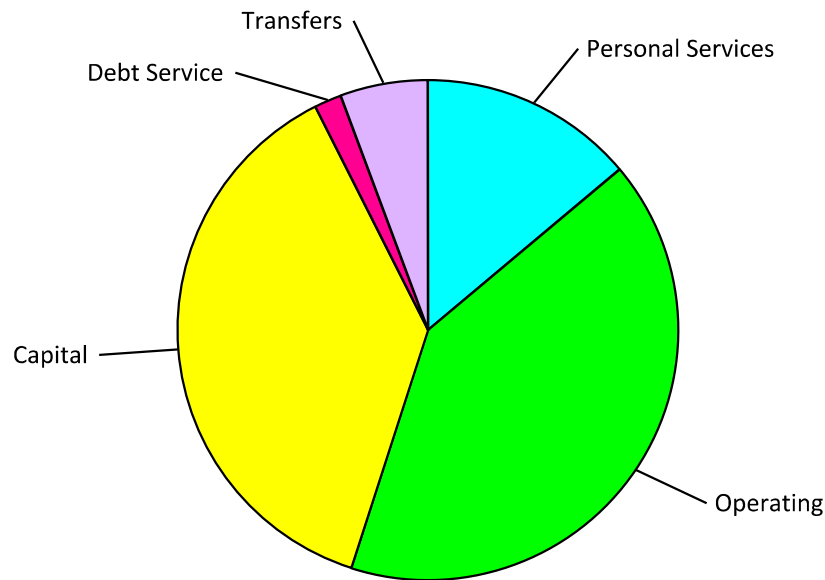
SOURCES OF FUNDS					
	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
INTERGOVERNMENTAL REVENUES					
331.35-00 Federal Grants	—	—	645,000	—	1,358,000
334.10-20 State Grants (includes SRF funding)	—	11,261	399,768	—	—
337.25-00 Water Management District	171,526	8,130	200,000	—	—
337.35-00 Brevard County	—	3,418	624,324	3,418	62,079
Subtotal Intergovernmental Revenues	171,526	22,809	1,869,092	3,418	1,420,079
CHARGES FOR SERVICES					
343.70-10 Charges	881,012	891,933	886,000	854,740	1,469,510
343.80-10 Late Fees	7,639	6,881	8,000	5,439	8,000
Subtotal Charges for Services	888,651	898,814	894,000	860,179	1,477,510
MISCELLANEOUS REVENUES					
361.10-00 Interest on Pooled Funds	25	—	50	—	50
361.20-00 Interest on Investments	2,229	48,850	10,000	88,197	35,226
361.90-00 Market Unrealized Gain/Loss	(2,130)	2,056	—	91	—
369.40-00 Collection Agency & Other	—	—	—	—	—
Subtotal Miscellaneous Revenues	124	50,906	10,050	88,288	35,276
OTHER RECEIPTS					
381.10-40 Transfer from Other Fund	—	—	—	—	—
381.10-70 Repayment of Gov't Funds	60,000	60,000	60,000	60,000	140,000
384.10-00 Loan Proceeds	—	—	1,420,839	—	—
Subtotal Other Receipts	60,000	60,000	1,480,839	60,000	140,000
TOTAL REVENUES	1,120,301	1,032,529	4,253,981	1,011,885	3,072,865
FUNDS FORWARD					
389.99-20 Appropriated Retained Earnings	1,338,579	1,255,220	1,076,369	1,076,369	(285,184)
TOTAL SOURCES	2,458,880	2,287,749	5,330,350	2,088,254	2,787,681

Stormwater Fund Sources, Excluding Funds Forward



STORMWATER FUND SOURCES, EXCLUDING FUNDS FORWARD		
Charges for Services	1,477,510	48.2 %
Intergovernmental Revenue	1,420,079	46.2 %
Miscellaneous Revenues	35,276	1.1 %
Other Receipts	140,000	4.6 %
TOTAL	3,072,865	100.0 %

Stormwater Fund Uses, Excluding Reserves



STORMWATER FUND USES, EXCLUDING RESERVES		
Personal Services	513,810	13.9 %
Operating	1,517,847	41.1 %
Capital	1,391,000	37.6 %
Debt Services	65,588	1.8 %
Transfers	209,063	5.7 %
TOTAL	3,697,308	100.0 %

Historically, a high percentage has been allocated for capital expense. Fiscal Year 2022 projects emphasize design and engineering phase of future year capital projects. Increased capital expenses will continue to impact future operating and maintenance expense as new stormwater systems are constructed.

USES OF FUNDS					
	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
PERSONNEL SERVICES					
12-12 Regular	197,901	294,331	336,267	285,166	337,500
12-15 Additional pay	488	12	—	—	—
14-00 Overtime	301	825	1,000	1,425	1,700
21-00 FICA Taxes	14,949	21,695	25,801	22,394	25,300
22-10 General Employees Pension	14,721	18,682	31,200	35,270	39,000
23-10 Group Hospitalization	40,430	71,069	81,191	90,115	98,200
23-20 Group Life	624	985	1,457	963	1,000
23-30 Dental Plan	1,116	1,981	1,668	1,929	2,210
23-90 Fitness & Wellness	240	—	600	—	—
24-00 Workers Compensation	2,284	412	5,592	8,823	8,900
Subtotal Personnel Services	273,054	409,992	484,776	446,085	513,810
OPERATING					
31-00 Professional Services	47,239	67,186	923,716	235,242	1,126,000
31-10 GIS related services	—	—	100,000	—	20,000
31-99 Payroll Processing Fees	—	1,751	1,413	1,829	1,800
34-40 Support Services	94,317	102,971	132,723	121,144	209,911
40-00 Travel & Per Diem	—	—	2,605	577	3,035
43-10 Electric	5,661	5,750	7,450	7,449	7,450
43-20 Water/Sewer	223	253	1,155	1,155	1,155
46-10 Equipment Maintenance	—	4,907	3,234	1,657	4,000
46-30 Fleet, Maintenance & Services	9,850	—	—	—	—
48-00 Promotional	—	—	7,650	5,605	6,830
51-00 Office Supplies	156	295	750	122	750
52-10 Gas & Oil	167	—	5,250	—	5,250
52-20 Uniforms	926	534	2,880	862	2,880
52-50 Other	11,367	14,235	17,200	16,118	20,800
53-30 Street Maintenance	—	—	1,500	—	1,500
53-50 Manhole Maintenance	2,074	—	3,300	2,313	9,100
54-10 Publications & Membership	500	500	1,000	500	1,000
55-00 Training & Education	3,885	4,538	5,550	2,312	6,750
581.34-95 IT Capital Allocation	8,425	3,777	3,777	3,519	3,777
581.46-30 Fleet Maint & Repairs	73,122	1,590	—	—	—
Subtotal Operating	257,912	208,287	1,221,153	400,404	1,431,988
CAPITAL OUTLAY					
63-20 Infrastructure	351,195	269,359	2,258,489	1,188,693	1,391,000
64-20 Furniture & Equipment	—	—	47,000	45,334	—
Subtotal Capital Outlay	351,195	269,359	2,305,489	1,234,027	1,391,000
TOTAL STORMWATER OPERATIONS	882,161	887,638	4,011,418	2,080,516	3,336,798

USES OF FUNDS					
	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
OPERATING					
10-26 Compensated Absences	4,366	9,777	—	—	—
23-50 Current OPEB Obligation	19,593	(8,467)	—	—	—
34-50 Administrative Services	82,894	22,173	69,990	17,181	69,990
36-30 Net Pension Expense	51,300	10,482	—	—	—
45-05 General Liability	8,731	9,004	8,943	6,304	9,028
45-10 Auto Liability	1,064	941	721	1,031	721
45-15 Property	3,632	4,324	5,020	9,016	5,020
45-30 Flood Insurance	—	—	1,000	422	1,000
45-45 Computer Insurance	—	87	85	68	100
Subtotal Operating	171,580	48,321	85,759	34,022	85,859
DEBT SERVICE					
71-00 Principal	143,121	59,150	59,561	59,561	59,561
72-00 Interest	6,798	7,208	6,027	6,027	6,027
Subtotal Debt Service	149,919	66,358	65,588	65,588	65,588
TRANSFERS					
91-45 Payment on Utilities Advance	—	—	—	—	—
34-50 I/F Administrative Services	—	113,711	113,711	105,344	113,711
91-10 To General Fund	—	95,352	95,352	87,968	95,352
Subtotal Transfers	—	209,063	209,063	193,312	209,063
TOTAL STORMWATER GENERAL APPROPRIATIONS	321,499	323,742	360,410	292,922	360,510
TOTAL STORMWATER EXPENSES	1,203,660	1,211,380	4,371,828	2,373,438	3,697,308
RESERVES					
590. 90-10 Reserved for Future Appropriations	1,255,220	1,076,369	958,522	(285,184)	(909,627)
TOTAL USES	2,458,880	2,287,749	5,330,350	2,088,254	2,787,681

INTERNAL SERVICE FUNDS

HEALTH CARE FUND

The health care fund is an internal service fund that is newly 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.

BUDGET SUMMARY

PERSONNEL SCHEDULE			
DEPARTMENT: Health Care Internal Service Fund			
POSITION TITLE:	NUMBER OF POSITIONS		
	BUDGET 2024	CHANGE	BUDGET 2025
FULL-TIME			
	—	—	—
	—	—	—
PART-TIME			
	—	—	—
	—	—	—
There is no personnel in the Health Care Fund			
TOTAL POSITIONS	—	—	—

CAPITAL OUTLAY SCHEDULE		
DESCRIPTION	PROJECT CODE	AMOUNT
None Scheduled for FY 2024		
TOTAL		—

Health Care Internal Service Fund Budget Summary

Fund Number: 525

SOURCES OF FUNDS

	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
CHARGES FOR SERVICES	—	3,885,956	—	3,232,663	4,268,651
MISCELLANEOUS REVENUES	—	—	—	4,500	10,000
TOTAL REVENUES	—	3,885,956	—	3,237,163	4,278,651
FUNDS FORWARD	—	—	1,089,182	1,089,182	1,694,432
TOTAL SOURCES	—	3,885,956	1,089,182	4,326,345	5,973,083

USES OF FUNDS

OPERATING	—	2,796,774	36,600	2,631,913	2,983,005
TOTAL EXPENSES	—	2,796,774	36,600	2,631,913	2,983,005
RESERVES	—	1,089,182	1,052,582	1,694,432	2,990,078
TOTAL USES	—	3,885,956	1,089,182	4,326,345	5,973,083

Health Care Internal Service Fund Budget Summary

Account Code: 525-0000-341.

SOURCES OF FUNDS					
	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
CHARGES FOR SERVICES					
341 30-10 Employee Healthcare	—	3,406,062	—	2,810,291	3,700,291
341 30-11 Retiree Healthcare	—	210,296	—	160,382	212,000
341 30-12 Cobra Healthcare	—	9,847	—	26,683	37,500
341 30-15 Employee Life Insurance W/H	—	65,388	—	77,760	105,000
341 30-16 Retiree Life Insurance	—	50	—	—	50
341 30-25 Retiree Medicare	—	—	—	13,197	18,000
341 30-40 Employee Dental W/H	—	136,684	—	108,733	143,500
341 30-41 Cobra Dental	—	1,671	—	2,030	2,400
341 30-45 Employee Vision W/H	—	19,332	—	15,903	20,800
341 30-46 Cobra Vision	—	70	—	229	260
341 30-50 Employee Aflac/Allstate W/H	—	24,866	—	14,140	18,600
341 30-60 Employee GAP W/H	—	—	—	8	90
341 30-61 Retiree GAP	—	5,671	—	2,244	3,260
341 30-62 Cobra GAP	—	219	—	685	900
341. 30-70 Employee Gym Membership W/H	—	5,800	—	—	5,500
341. 30-71 Retiree Gym Membership	—	—	—	378	500
TOTAL CHARGES FOR SERVICES	—	3,885,956	—	3,232,663	4,268,651
MISCELLANEOUS REVENUES					
361. 20-00 Interest on Investment	—	—	—	4,500	10,000
361. Mkt Unrealized Gain/Loss	—	—	—	—	—
TOTAL MISCELLANEOUS REVENUES	—	—	—	4,500	10,000
TOTAL REVENUES	—	3,885,956	—	3,237,163	4,278,651
FUNDS FORWARD					
0000-389. 99-10 Appropriated Fund Balance	—	—	1,089,182	1,089,182	1,694,432
TOTAL SOURCES	—	3,885,956	1,089,182	4,326,345	5,973,083

Health Care Internal Service Fund Budget Summary

Account Code: 525-9000-562.

USES OF FUNDS					
	2022	2023	2024	2024	2025
	Actual	Actual	Amended Budget	Estimated	Proposed Budget
OPERATING					
30-10 Employee Healthcare	—	2,197,470	—	2,150,319	2,455,750
30-11 Retiree Healthcare	—	307,243	—	162,464	178,000
30-12 Cobra Healthcare	—	36,900	—	17,967	19,500
30-15 Employee Life Insurance	—	59,179	—	43,203	47,900
30-16 Retiree Life Insurance	—	50	—	81	75
30-25 Retiree Medicare Insurance	—	—	—	50,910	55,500
30-40 Employee Dental Insurance	—	134,913	—	86,520	94,400
30-41 Cobra Dental Insurance	—	2,740	—	2,659	2,900
30-45 Employee Vision Insurance	—	19,420	—	12,576	13,750
30-46 Cobra Vision Insurance	—	123	—	254	280
30-50 Employee Aflac/Allstate Insurance	—	25,846	—	16,484	18,000
30-60 Employee GAP Insurance	—	—	—	61,618	67,300
30-61 Retiree GAP Insurance	—	5,667	—	4,736	5,200
30-62 Cobra GAP Insurance	—	229	—	1,597	1,750
30-70 Employee Gym Membership	—	5,695	—	5,454	6,000
30-71 Retiree Gym Membership	—	1,248	—	628	700
31-00 Professional Services	—	51	36,600	14,443	16,000
TOTAL OPERATING	—	2,796,774	36,600	2,631,913	2,983,005
RESERVES					
590. 90-10 Reserved for Future Appropriations	—	1,089,182	1,052,582	1,694,432	2,990,078
TOTAL USES	—	3,885,956	1,089,182	4,326,345	5,973,083

FIVE YEAR CAPITAL IMPROVEMENT

Fiscal Years 2025 - 2029

INTRODUCTION

OVERVIEW BY FUND

SUMMARY BY FUNDS

DETAIL BY DEPARTMENT

AS ADOPTED BY: City Commission
RESOLUTION 2022-15

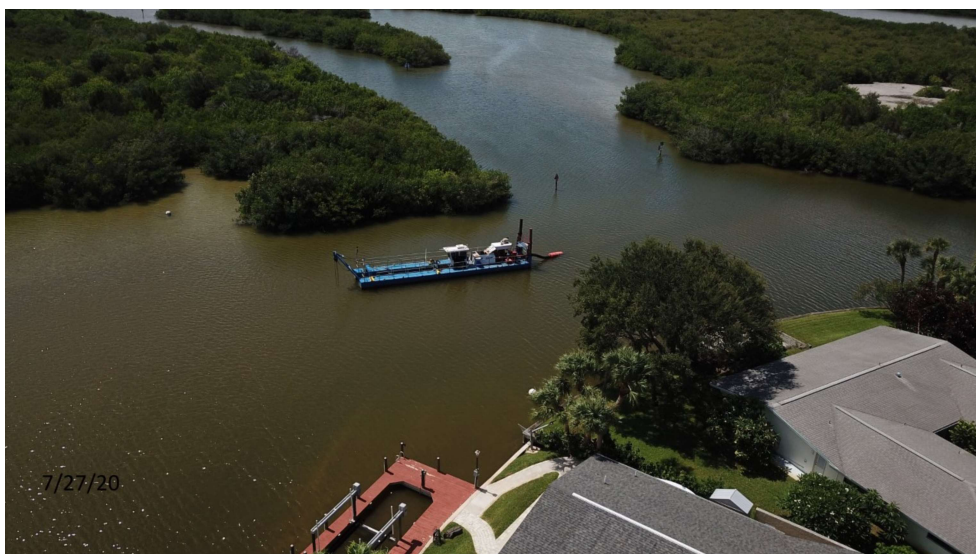


Photo by Michael Hall

Residential Dredging project

CITY OF COCOA BEACH FIVE YEAR CAPITAL PROGRAM FISCAL YEARS 2025 TO 2029

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. We hope this provides a good view of where the City may be heading financially over the next five (5) years.

Capital assets include tangible items such as land, buildings, machinery, equipment and improvements, costing seventy-five hundred (\$7,500) 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:

Facilities Replacement

The planning and scheduling has resumed with funds budgeted in FY2024 for design and engineering of a new city hall and cultural green space. Funding from the sale of city property is appropriated for city hall costs. Additionally, committed facilities funds approved with Resolution 2016-22 are available to meet capital project costs. CRA funds are appropriated for the design and engineering of the cultural green space. Debt service options will be evaluated before construction is scheduled in FY 2024.

Canal Dredging and Capping

The City is partnered with Brevard County via the SOIRLP and the State of Florida via appropriations funding administered through the FDEP. The project consists of sand capping approximately 140 acres and 975,000 cubic yards of muck deposits adjacent to the Cocoa Beach Golf Course and Cocoa Beach High School. The project is 100% funded from a grant for \$24,000,000 through SOIRLP and \$12,000,000 through the State of Florida appropriations funding (\$36,000,000 total).

The residential canal muck dredging project has just been completed. All 36 residential canals were muck dredged and approximately 400,000 cubic yards of muck were removed from the Banana River.

The 400 Channel will be the next connecting channel to be dredged for navigational purposes. A grant has been obtained from the Florida Inland Navigation District (FIND). The grant will cover 50% of Phase I of the project (engineering & permitting).

CITY OF COCOA BEACH FIVE YEAR CAPITAL PROGRAM

FISCAL YEARS 2025 TO 2029

Road and Sidewalk Projects

The City has hired a consultant and is in the process of developing a citywide Pavement Maintenance Plan. This plan will prioritize and schedule future paving projects. As the Pavement Maintenance Plan is being implemented and streets are being repaved, City staff will evaluate both the need for new sidewalk, as well as the maintenance needs of the existing sidewalk.

Wastewater Projects

The City has applied for a grant through the Florida Department of Economic Opportunity (FDEO) Rebuild Florida Infrastructure Repair Program to replace approximately sixteen (16) miles of the gravity sewer system. The revenue and expenditure increase in FY 2023 and FY 2024 shows the additional capital project funded with the FDEO scheduled to be underway in early FY 2023. The sludge biosolids processing project is set to begin in FY 2023 to replace the existing sludge dewatering equipment and retrofit the existing sludge drying system to bring the solar dryness process back online.

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, completion of the McNabb Living Shoreline Project, Burris Way and McNabb/Capri Low Impact Development (LID) projects. The City's Stormwater Master Plan Update was completed in 2021 and addresses future capital needs and project prioritization.

We continue to offer an impressive array of services and facilities to the public; however, economic conditions may require some adjustment of service levels in FY 2024 and beyond.

This year's (FY 2025) Capital Improvements Program does not reflect funding for the following projects and equipment replacements:

<u>Unfunded Projects</u>	<u>Amounts (\$)</u>	<u>Fiscal Years</u>
Municipal Complex	7,877,750 ¹	2025 & later
Vehicles - all funds	2,188,099 ²	2025 & later
Information Technology	543,670 ³	2025 & later
Stormwater projects (various)	1,897,000 ⁴	2025 & later
Public Works facilities maintenance	1,926,226 ⁵	2025 & later

CITY OF COCOA BEACH FIVE YEAR CAPITAL PROGRAM FISCAL YEARS 2025 TO 2029

Funding for the above projects and equipment units has been forced back by the continuing reduction in revenues. It is noted that the equipment replacements and various software upgrades will have to be done at some point. Deferral of replacements and upgrades carry inherent operational risks as well as increasing costs due to the postponement. In recent years, the City has done much to improve the quality of services provided by the employees. Certainly, some of this progress is attributable to providing the proper equipment and facilities needed for them to operate effectively. We believe that the items included in this Capital Improvements Program are necessary and desirable to continue to effectively serve the public.

¹ Total cost of the project (order of magnitude estimate) is as shown. The project has still not been defined.

² Some vehicles that were deferred since FY 2008 are back on the replacement schedule.

³ Computer (hardware & software) updates have been deferred in past years - some can no longer be deferred.

⁴ The Low Impact Design (LID) projects are pending design and identification of funding.

⁵ Maintenance projects for city & community facilities

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 2025 TO 2029

EQUIPMENT REPLACEMENT CRITERIA

Equipment Type	Replacement Criteria
<u>Police Vehicles</u>	
Patrol Units	8 years or 100,000 miles 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
<u>Heavy Equipment</u>	
Backhoes, pumps, bobcats, excavators	20 years Poor condition or high maintenance cost
Mowers & tractors (various types)	10 - 15 years Poor condition or high maintenance cost
Trailers	20 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

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

- Equipment units considered capital expenditures for FY 2025 are estimated with current vendor (i.e. 2024) pricing plus three (3%) percent. Units included for the forward four (4) years of the Capital Program are escalated three (3%) percent per year from the current year vendor price. If the vendor advises of other circumstances, the estimate is changed accordingly.
- Capital project costs are developed using the best scope of work available to produce an order of magnitude estimate⁷, so we can determine the financial feasibility of everything planned.

CITY OF COCOA BEACH FIVE YEAR CAPITAL PROGRAM FISCAL YEARS 2025 TO 2029

- The overall budget for salaries is forecasted to increase four (4.5%) percent in FY 2024, with consideration given to the phased increase for some position wages if identified as compressed. Overall benefit costs are forecasted at forty-five (45%) percent of the wage base and to increase ten (10%) percent each year. The blended rate of increase is projected at seven (7.0%) percent. These assumptions are used only for the preparation of these projections and can be expected to change prior to their actual implementation. Actual increases in salaries and benefit costs depend on changes in estimated revenues or other expenses; changes in the number of employees and/or changes caused by the collective bargaining process.
- The prices of non-capital operating costs⁸ (contract labor, materials & invoiced costs) are projected at a five (3%) percent annual rate of increase. If the vendor or contractor advises of other circumstances, the estimate is changed accordingly so budgeted and projected amounts represent actual costs to the extent possible. We expect some costs to rise in excess of five (3%) percent in future years as vendors begin to pass through their own higher costs.
- Overall economic conditions on the state and national scale continue to unravel as we move through FY 2024 & beyond due to the ever-changing impacts of COVID-19. The City's population⁹ and service area are not anticipated to increase.

⁷ The Budget Preparation Manual defines this estimate as plus or minus thirty (30%) percent.

⁸ A complete description of revenue & expenditures forecast methodology begins on page G-18.

⁹ The FY 2021 figure (for the FY 2022 budget) is 11,391. See FY 2021 ACFR, page 133 for historical data for last ten years.

As projected capital outlays move forward to the first (i.e. current budget) year, the Budget Committee ¹⁰ considers the proposed expenditure. Equipment replacements are reviewed and discussed to determine specifically if the replacement unit is still required, and if the original estimate requires changes for new or different features or price escalation.

Facility additions and improvements being programmed for the first year generally do not have a precise scope of work and the amount of funding required is difficult to quantify with precision. The order of magnitude estimate is refined (if possible). Approval to include funding for design and construction is usually determined without absolute certainty regarding what will be built. As the elected officials and the public can have the opportunity to comment on the design before construction begins, it is not unusual that the original plan is modified. This is simply the nature of public projects in small towns.

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.

CITY OF COCOA BEACH FIVE YEAR CAPITAL PROGRAM FISCAL YEARS 2025 TO 2029

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.

Examples of this consideration:

- Use contractors to operate the tennis complex and clean the restrooms at beach side parks and parking garage rather than hire employees to service these facilities.
- Installation of LED lights to save on energy costs.
- Fire Station #1 construction completed in FY 2015 have increased operating costs due to additional square footage (19,251 sq. ft.) but are partially offset with lower maintenance costs due to the new construction.
- New Police Station - construction was completed in FY 2022. Value engineering included in design criteria to provide optimal efficiencies in utility costs, and safety improvements.
- Parking Garage - Costs for electricity, water for shower and restroom, electric vehicle recharging stations, and support services for the 241-space garage are covered by the revenue generated from the parking fees in the CRA Downtown Garage Fund.

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.

¹⁰ City Manager, Chief Financial Officer & Deputy Chief Financial Officer/Controller

CITY OF COCOA BEACH FIVE YEAR CAPITAL PROGRAM FISCAL YEARS 2025 TO 2029

2. IDENTIFICATION OF AVAILABLE FINANCIAL RESOURCES

In general terms, all capital and expenditure¹¹ items are funded¹² as follows:

- Taxes Ad valorem (property) taxes are usually about 35-37% of the General Fund revenue budget and are our largest single source of tax revenue.
- User Fees Charges for services rendered.
- External Debt¹³ 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 Debt¹⁴ (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.

¹¹ See page G-35 and following pages for a complete glossary of terms.

¹² The Capital Improvements element of the Comprehensive Plan requires identification of funding sources.

¹³ See page G-26 and following pages for a complete explanation of the City’s external debt.

¹⁴ See page G-29 and following pages for a complete explanation of the City’s internal debt.

**CITY OF COCOA BEACH FIVE YEAR CAPITAL PROGRAM
FISCAL YEARS 2025 TO 2029**

OVERVIEW BY FUND

GENERAL FUND:

An increase in property taxes is included in the FY 2025 budget. The increased revenue will be applied to new public safety employees, road repair and replacement projects and other capital and operating costs. Increases are assumed for property taxes in future years. State shared revenues remain stable with only a minimal increase in FY 2024 and assumed to be flat or very minimal for several years to follow. This is a reasonable approach given the current economic environment. At the projected levels of revenue and expenses for garbage services, it is expected that there will be a rate increase in FY 2024 based on the ongoing solid waste contract negotiations.

The FY2024 budget includes the addition of (16) new full time positions and increasing one (1) part-time position to a full time position. There is a total of 237 full time and 121 part time/seasonal positions budgeted in FY 2024. Full time positions overall have been reduced by twelve since 2007. The work associated with the position reductions has not gone away. Positions will be restored by prioritization as funds become available. It is anticipated that new positions will only be added if our requirements change. Of the 16 new full time positions, fourteen are in the General Fund - six are firefighters and are 100% reimbursable for three years through a FEMA SAFER grant; three are in the Communications Center, one is in City Manager, one is in Metered Parking, one is in Police/Code Enforcement, one is in Development Services, and one is in Leisure Services - Golf.

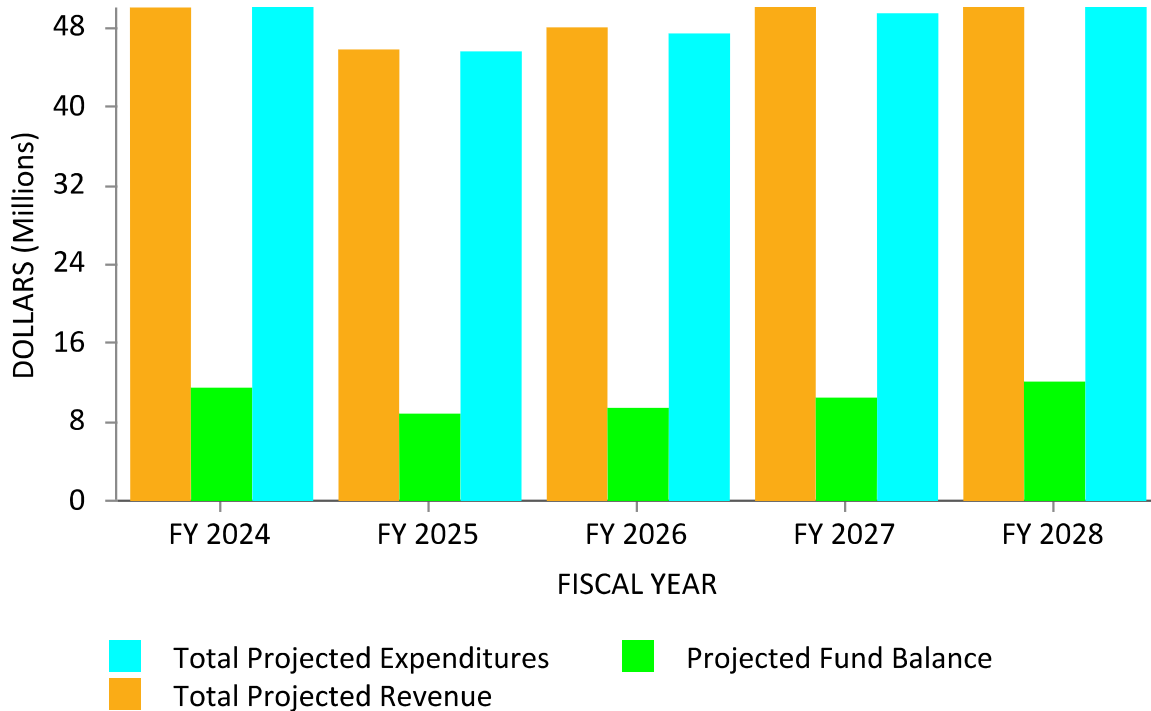
The design and construction of a new City Hall complex is included in the FY2023 and will continue into the FY2024 budget.

The present City structures are over fifty (50) years old and should be replaced with modern buildings. This would be an opportunity to incorporate environmental enhancements on the sites, create a state-of-the-art City Commission Chambers, design customer friendly features for the citizens, provide more professional and efficient working space, and address problems with the current building's electrical systems and parking features. The new complex design also includes a cultural green space, and wash through/parking area (as part of the CRA budget). The possibility of a City Hall parking garage is currently not under consideration for the FY2024 budget. The new City Hall facility design will include plans to alleviate crowded working conditions and to design facilities more likely to withstand the forces of wind and water. As demonstrated during our recent storm events, when a hurricane or other disaster strikes, residents and businesses look to the City to coordinate recovery efforts. We need to take steps to ensure we will be able to effectively operate our government following adverse conditions.

Federal programs (e. g. FEMA mitigation grants & ARPA funding) may offer some funding opportunities to mitigate the costs of the campus master plan. We will be alert if an opportunity should arise.

**CITY OF COCOA BEACH FIVE YEAR CAPITAL PROGRAM
FISCAL YEARS 2025 TO 2029**

**GENERAL FUND PROJECTIONS FY 2024-2028
(includes capital)**



GENERAL FUND NOTES:

Under this projection, the reserves are below desired levels, meaning revenue enhancements, expenditure reductions and interfund transfers will be required to maintain reserves at 20% (2 months) operating expense level. Of that 20%, 19% (in the General Fund) has been committed for use only for damage/recovery following a disaster (for example Hurricane, or health epidemic). It should be noted that expenditures in general are rising at a higher rate than revenue.

The staff will be proposing several revenue enhancements in the coming months intended to counterbalance the dependence on property tax revenue in the General Fund. Some of these enhancements are not forecast in the revenues. However, the cumulative effect over the forecast period will be significant, meaning that the comment about reserves above can be mitigated. The forecast also includes a slower rate of increase in expenditures, as the focus going forward will be on personnel expense and grant funded capital projects, with operating costs and non-grant funded projects held to a minimal increase.

The projection includes an annual debt service for repayment of existing loans and the loan for the anticipated construction of the new city hall. Capital projects and equipment are funded from a mix of revenue sources including debt.

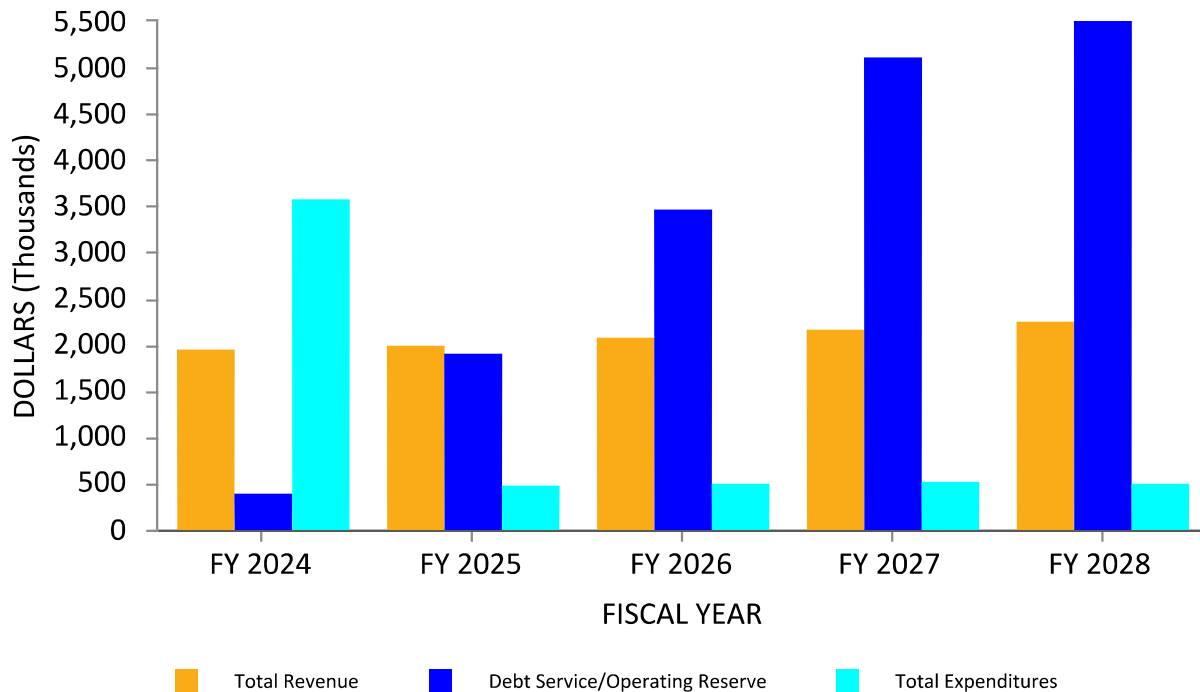
In FY 2020, the General Fund making repayment in the amount of \$20,000 annually to the Stormwater Fund for project costs not related to Stormwater. The total repayment is schedule is shown in Section H.

CITY OF COCOA BEACH FIVE YEAR CAPITAL PROGRAM FISCAL YEARS 2025 TO 2029

COMMUNITY REDEVELOPMENT AGENCY (CRA) FUND:

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.

CRA FUND PROJECTIONS FY 2024-2028



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.

Funding for design and engineering of a cultural green space and new city hall building is included in FY 2023 and FY 2024 appropriations. Construction is projected in FY 2024.

The CRA received its first tax increment funds (TIF) in FY 2014. The budgeted intergovernmental funding for FY 2024 is \$1,505,698 (\$1,041,346 from the City and \$464,352 from Brevard County).

The Minutemen Streetscape and Stormwater project was completed in FY 2017. In FY 2020, the CRA and General Fund have begun repayment in the amount of \$20,000, increasing to \$40,000 in FY2022, annually to the Stormwater Fund for project costs not related to Stormwater. This loan will be repaid in FY2025. The total repayment is schedule is shown in Section G.

Although revenues remain on an upward trend as parking revenues are maintained or increased and TIF funding increases, the CRA fund balance was used in FY 2024 and will be used in FY 2025 for the construction of the Centennial Park, wash through area under City Hall, and grants/aids budgeted for businesses in the CRA area.

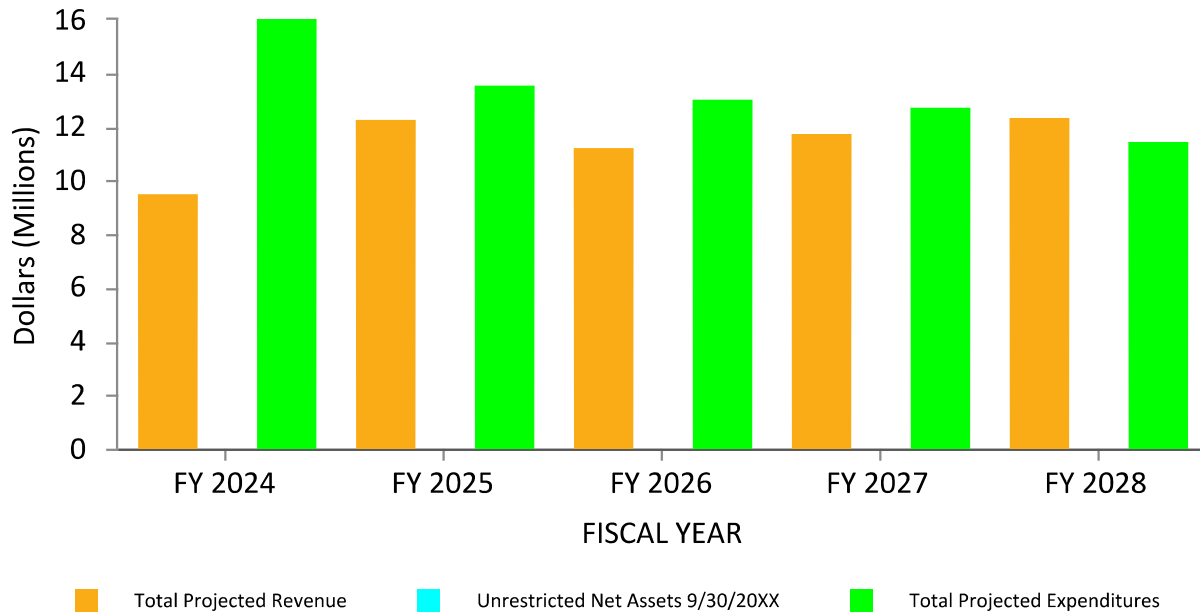
CITY OF COCOA BEACH FIVE YEAR CAPITAL PROGRAM

FISCAL YEARS 2025 TO 2029

UTILITIES OPERATING FUND:

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.

UTILITIES OPERATING FUND PROJECTIONS FY 2024-2028 (includes capital)



UTILITIES OPERATING FUND NOTES:

A comprehensive rate study & capital facilities replacement study was completed in September 2008, updated in FY 2015, and again in FY 2018, and a new study was completed in FY2023. 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 Loan (SRF) monies were approved for some of the projects and are being utilized. An additional loan funds the inflow & infiltration study and collection system rehabilitation completed in FY 2016 and is included in the Facility Master Plan. Debt payments for the additional loan began in May 2017.

The new facilities upgrade project, budgeted in FY 2019 and FY 2020 and completed at the end of FY 2020, was funded with SRF monies and grants from Saint John's River Water Management District(SJRWMD) and Save Our Indian River Lagoon Program (SOIRLP).

The Cedar Ave. reclaimed water force main and Lift Station replacements began in summer of FY 2021 and completed FY 2022. The City has been awarded a grant through the Florida Department of Economic Opportunity (FDEO) Rebuild Florida Infrastructure Repair Program to replace approximately sixteen (16) miles of the gravity sewer system. The revenue and expenditure increase in FY 2024 reflects the additional capital resources for this \$3.3 million grant funded project.

Operating costs continue to rise, along with continued Utilities plant and system improvements. Following

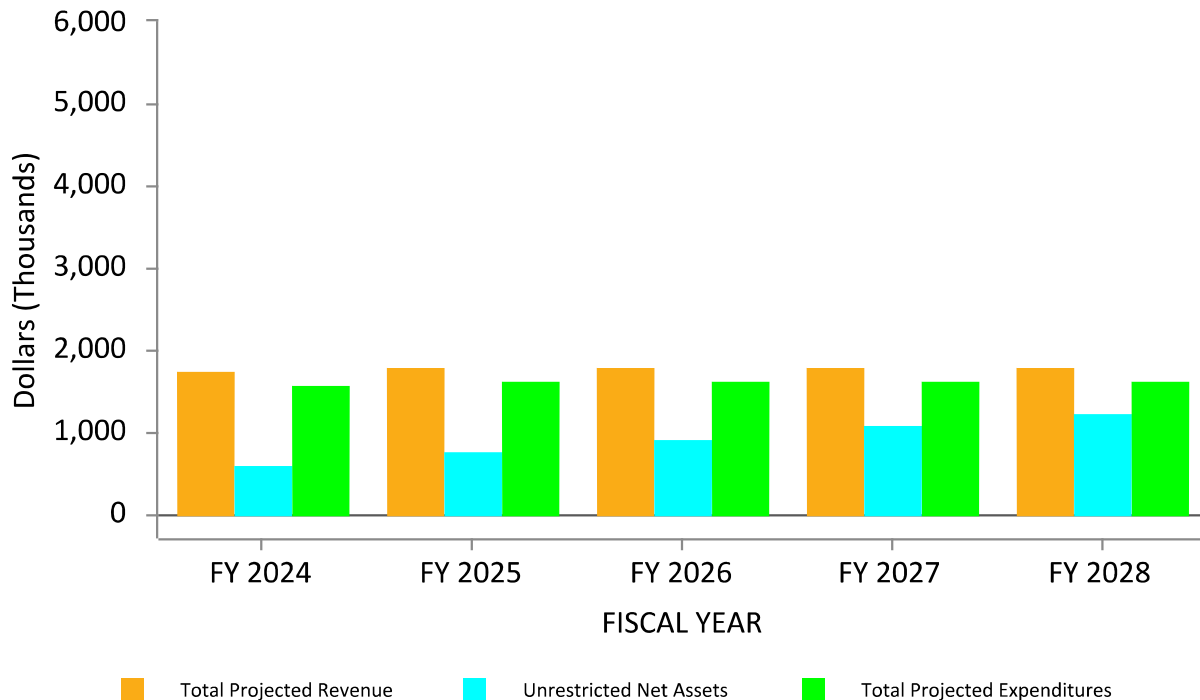
CITY OF COCOA BEACH FIVE YEAR CAPITAL PROGRAM FISCAL YEARS 2025 TO 2029

the FY 2023 rate study, the utility rates have a 20% increase in the FY 2024 budget.

STORMWATER FUND:

The Stormwater Fund accounts for the revenues and expenses from 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.

STORMWATER FUND PROJECTIONS FY 2024- 2028 (includes capital)



STORMWATER FUND NOTES:

Debt service on the SRF loan for the Minutemen Stormwater & Streetscape Low Impact Design (LID) project began in FY 2018. Additional LID projects are planned for the outer years but are still in the design phase at this time. The graph above reflects the timing of anticipated loan and grant funding being received.

An interfund loan in the amount of \$1,280,000 from the Utilities Capital Replacement Fund was obtained in FY 2007 to provide the up-front funds necessary to fund the Ocean Beach Blvd. Stormwater Project. The loan matured in FY 2022.

The Stormwater Master Plan, was completed in FY 2022, and has provided and analysis to properly calculate the rate needed to maintain service levels and debt service. An in depth rate study is budgeted in FY2023, and will be completed in FY 2024.

CITY OF COCOA BEACH FIVE YEAR CAPITAL PROGRAM
FISCAL YEARS 2025 TO 2029

SUMMARY BY FUND AND DEPARTMENT						
FUND/DEPARTMENT	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
GENERAL FUND						
Information Technology	55,000	33,040	45,040	72,040	117,040	322,160
City Clerk	—	—	—	—	—	—
Finance/Metered Parking	15,500	800,000	—	—	—	815,500
Police	170,826	237,516	123,759	535,926	246,224	1,314,251
Communications	168,225	160,323	106,134	114,624	123,794	673,100
Beach Rangers	—	—	—	—	—	—
Fire	149,900	5,640,000	148,000	88,000	1,765,000	7,790,900
Public Works	2,744,650	1,387,973	1,392,952	964,870	837,065	7,327,510
Fleet	2,195,149	724,224	926,662	987,683	719,198	5,552,916
Capital Improvement Projects	11,642,316	9,470,370	8,200,000	9,550,000	8,253,347	47,116,033
Leisure Services (Rec Ctr;Parks;Pool;Golf;Tennis;Skate Park;Auditorium)	1,300,929	1,135,630	636,201	519,500	181,000	3,773,260
Subtotal General Fund	18,442,495	19,589,076	11,578,748	12,832,643	12,242,668	74,685,630
SPECIAL REVENUE FUNDS						
CRA	39,030	20,266	—	20,266	—	79,562
Building Permit Fund	—	—	—	—	—	—
Capital Projects Fund	9,558,911	125,000	1,312,500	1,312,500	5,400,000	17,708,911
Subtotal Special Revenue Funds	9,597,941	145,266	1,312,500.00	1,332,766.00	5,400,000.00	17,788,473
ENTERPRISE FUNDS						
Utilities System	16,852,650	11,466,012	10,869,425	2,543,592	1,500,000	43,231,679
Stormwater Utility	1,391,000	1,463,000	5,343,000	5,345,000	4,795,000	18,337,000
Subtotal Enterprise Funds	18,243,650	12,929,012	16,212,425	7,888,592	6,295,000	61,568,679
TOTAL CAPITAL PROGRAM	46,284,086	32,663,354	29,103,673	22,054,001	23,937,668	154,042,782

**CITY OF COCOA BEACH FIVE YEAR CAPITAL PROGRAM
FISCAL YEARS 2025 TO 2029**

DEPARTMENT: INFORMATION TECHNOLOGY							
PROJECT(S)	PROJECT CODE	FY2025	FY2026	FY2027	FY2028	FY2029	FIVE YR. TOTAL
Equipment							
IP System Phone Replacement		—	1,000	1,000	3,000	1,000	6,000
Square Registers for Leisure Service Programs		—	1,000	3,000	1,000	3,000	8,000
Subtotal Equipment		—	2,000	4,000	4,000	4,000	14,000
Computer Hardware							
Computers/Tablets/Laptops		24,000	8,000	8,000	8,000	8,000	56,000
Desktops, UPS, Surge & Lightning Protection		—	—	—	7,000	—	7,000
WIFI Backhaul and Access Panels		—	—	5,000	—	—	5,000
Surveillance Cameras		—	10,000	10,000	10,000	10,000	40,000
Rugged Laptops for Police Dept		11,000	6,600	6,600	6,600	6,600	37,400
Networking Equipment		—	5,000	—	—	7,000	12,000
Storage Shelf		—	—	—	—	70,000	70,000
Monitors & Displays		—	1,440	1,440	1,440	1,440	5,760
Access Control Panels (Park Bathrooms)		20,000	—	10,000	10,000	10,000	50,000
Server Replacement (Server Room)		—	—	—	25,000	—	25,000
Subtotal Computer Hardware		55,000	31,040	41,040	68,040	113,040	308,160
TOTAL INFORMATION TECHNOLOGY		55,000	33,040	45,040	72,040	117,040	322,160

Source of Funds: General Fund

DEPARTMENT: FINANCE/METERED PARKING							
PROJECT(S)	PROJECT CODE	FY2025	FY2026	FY2027	FY2028	FY2029	FIVE YR. TOTAL
Parking Kiosks		15,500	800,000	—	—	—	800,000
TOTAL FINANCE/METERED PARKING		15,500	800,000	—	—	—	815,500

Source of Funds: General Fund/Metered Parking Program

**CITY OF COCOA BEACH FIVE YEAR CAPITAL PROGRAM
FISCAL YEARS 2025 TO 2029**

DEPARTMENT: POLICE							
PROJECT(S)	PROJECT CODE	FY2025	FY2026	FY2027	FY2028	FY2029	FIVE YR. TOTAL
Furniture & Equipment							
Digital In-Car Video Camera Recorder (8)		34,603	37,371	40,361	43,590	47,077	203,002
Radar Unit (8)		22,637	24,448	26,404	28,516	30,797	132,802
Tasers (6)		12,312	13,297	14,361	15,510	16,750	72,230
Body Camera System (5 year program)		32,270	—	—	360,000	—	392,270
Radar Trailer - Speed Measuring Unit		—	11,474	—	—	—	11,474
Long Rifles (4 each year)		—	7,698	8,314	8,979	9,698	34,689
Glock 47 Hand Gun w/ Light		—	89,100	—	—	—	89,100
Pursuit Termination Device		20,439	—	—	—	27,807	48,246
Evidence Drying Cabinet		—	—	—	16,530	—	16,530
Evidence Refrigeration Unit		—	—	16,319	—	—	16,319
Motorcycle Patrol Unit Equipment		—	—	—	19,496	—	19,496
Alcohol Breath Simulator (2)		—	13,966	—	3,265	3,526	20,757
K9 Unit Replacement		—	—	—	22,040	22,040	44,080
Electronic Traffic Message Board		30,565	—	—	—	41,583	72,148
Subtotal Furniture & Equipment		152,826	197,354	105,759	517,926	199,278	1,173,143
Computer Software							
Evidence/Property Tracking Software		—	22,162	—	—	—	22,162
Investigation Software		—	—	—	—	28,946	28,946
License Plate Recognition Software		18,000	18,000	18,000	18,000	18,000	90,000
Subtotal Computer Software		18,000	40,162	18,000	18,000	46,946	141,108
TOTAL POLICE		170,826	237,516	123,759	535,926	246,224	1,314,251

DEPARTMENT: COMMUNICATIONS							
PROJECT(S)	PROJECT CODE	FY2025	FY2026	FY2027	FY2028	FY2029	FIVE YR. TOTAL
XL-95P Portable Radio (PD-12) (FD-23)		57,456	62,052	—	—	—	119,508
XG-75M/M7300 Mobile Radio (PD-14) (FD-15)		—	37,378	40,369	43,598	47,086	168,431
P25 Compliance X69 Radios		54,387	—	65,765	—	—	120,152
Backbone Radio Charges-Brevard Emergency Management		56,382	60,893	—	71,026	76,708	265,009
TOTAL COMMUNICATIONS		168,225	160,323	106,134	114,624	123,794	673,100

**CITY OF COCOA BEACH FIVE YEAR CAPITAL PROGRAM
FISCAL YEARS 2025 TO 2029**

DEPARTMENT: FIRE							
PROJECT(S)	PROJECT CODE	FY2025	FY2026	FY2027	FY2028	FY2029	FIVE YR. TOTAL
Vehicles & Machinery							
Fire Station 51 Engine; Replacement of 2019 Truck		—	—	—	—	750,000	750,000
Ladder Truck; Replacement of 2019 Truck		—	—	—	—	1,000,000	1,000,000
Fire - Subtotal Vehicles & Machinery		—	—	—	—	1,750,000	1,750,000
Furniture & Equipment							
Water Rescue Craft		30,000	—	—	—	15,000	45,000
Extrication Tools; E-Draulics			—	—	48,000		48,000
Diesel Removal System for Station 50		38,900	—	—	—	—	38,900
Oxygen Cascade System		31,000		—	—	—	31,000
Lifepack Cardiac Monitor (Replacement Monitors)		50,000	100,000	100,000	—	—	250,000
Fire Station 50 Design Planning/Construction			5,500,000	—	—	—	5,500,000
Air Packs		—	40,000	40,000	40,000	—	120,000
Vehicle Rescue Struts (2)		—	—	8,000		—	8,000
Fire - Subtotal Furniture & Equipment		149,900	5,640,000	148,000	88,000	15,000	6,040,900
TOTAL FIRE		149,900	5,640,000	148,000	88,000	1,765,000	7,790,900

Source of Funds: General Fund

**CITY OF COCOA BEACH FIVE YEAR CAPITAL PROGRAM
FISCAL YEARS 2025 TO 2029**

DEPARTMENT: PUBLIC WORKS							
PROJECT(S)	PROJECT CODE	FY2025	FY2026	FY2027	FY2028	FY2029	FIVE YR. TOTAL
Field Operations (3110)							
Dune Crossovers- Osceola Lane/ Fischer Park	DUNECR	252,000	—	—	—	—	252,000
Dempsey Park Seawall	DEMPSW	240,000	—	—	—	—	240,000
Dune Crossovers- California Ave	DUNECR	—	30,000	—	—	—	30,000
Minutemen Shoreline Erosion	MSHORE	115,500	—	—	—	—	115,500
Sidney Fischer Park Message Sign		75,000	—		—	—	75,000
R&R City Wide Paving Program	PAVEWK	—	550,000	550,000	550,000	550,000	2,200,000
Dune Crossovers- Barlow Ave	DUNECR	—	30,000	—	—	—	30,000
Dune Crossovers- Gadsden Lane	DUNECR	—		30,000	—	—	30,000
Dune Crossovers- Harding Ave	DUNECR	—		30,000	—	—	30,000
Dune Crossovers- 7th ST South	DUNECR	—	155,000	—	—	—	155,000
Dune Crossovers- 10th ST South/6th ST South	DUNECR	—	—	—	60,000	—	60,000
Dune Crossovers- Flagler Ln	DUNECR	—	—	160,000	—	—	160,000
Blakey Drive Road Improvements		707,600	—	—	—	—	707,600
Pave Convair Cove/McNabb Parkway		283,500	—	—	—	—	283,500
Pave East Country Club Parking Lot		350,000	—	—	—	—	350,000
New Sidewalks and Bike Paths	NSWABP	79,855	—	—	—	—	79,855
Subtotal Field Operations		2,103,455	765,000	770,000	610,000	550,000	4,798,455
Building Maintenance (3140)	PROJECT CODE	FY2025	FY2026	FY2027	FY2028	FY2029	FIVE YR. TOTAL
Small Pavilion Shelters Replacement		52,916	55,033	57,235	59,524	61,905	286,613
Cocoa Isles Playground		84,343	—	—	—	—	84,343
Softball Field Dugouts & Fencing		—	—	150,000	—	—	150,000
Public Works Bay Doors		106,986	111,266	115,717	120,346	125,160	579,475
Shepard Park Bathroom Renovations		150,000	—	—	—	—	150,000
Minutemen Light Poles		150,000	—	—	—	—	150,000
Fisher Park Playground Slide		11,000	—	—	—	—	11,000
Public Works/Water Rec Flooring		—	—	200,000	—	—	200,000
Softball Field Stadium Lights		—	256,674	—	—	—	256,674
Subtotal Buildings Maintenance		555,245	422,973	522,952	179,870	187,065	1,868,105

**CITY OF COCOA BEACH FIVE YEAR CAPITAL PROGRAM
FISCAL YEARS 2025 TO 2029**

DEPARTMENT: PUBLIC WORKS							
Grounds Maintenance (3150)	PROJECT CODE	FY2025	FY2026	FY2027	FY2028	FY2029	FIVE YR. TOTAL
Softball Field #3		—	150,000	—	—	—	150,000
Softball Field #4		—	—	—	150,000	—	150,000
Public Works Facility Makeover		—	—	100,000	—	—	100,000
Shephard Park Makeover		—	—	—	—	100,000	100,000
Skatepark		—	—	—	25,000	—	25,000
Pool Pavilion Upgrade		32,000	—	—	—	—	32,000
Fischer Park Entrance		18,950	—	—	—	—	18,950
SR 520 Median Improvements		35,000	—	—	—	—	35,000
Rec Center Landscape Improvements		—	50,000	—	—	—	50,000
Subtotal Grounds Maintenance		85,950	200,000	100,000	175,000	100,000	660,950
TOTAL PUBLIC WORKS O & M		2,744,650	1,387,973	1,392,952	964,870	837,065	7,327,510

DEPARTMENT: PUBLIC WORKS - CAPITAL IMPROVEMENT PROJECTS							
PROJECT(S)	PROJECT CODE	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FIVE YR. TOTAL
Marina Feasibility Study	MARINA	75,000	450,000	—	—	—	525,000
Tennis Court Renovations	HOLDDOC	—	820,370	—	—	—	820,370
Aquatic Center Building Replacement	RPPPA	—	—	—	1,350,000	—	1,350,000
400 Channel Marker Replacement	400CDP	1,267,316	—	—	—	—	1,267,316
CB GOLF Muck Capping	CBGOLF	10,300,000	8,200,000	8,200,000	8,200,000	8,253,347	43,153,347
TOTAL PUBLIC WORKS CAPITAL IMPROVEMENT		11,642,316	9,470,370	8,200,000	9,550,000	8,253,347	47,116,033

DEPARTMENT: PUBLIC WORKS - FLEET							
PROJECT(S)	Project Code	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FIVE YR. TOTAL
Police							
4-Door SUV Marked (7) (3) (5) (5) (5)		476,000	214,200	374,850	393,590	82,654	1,541,294
4-Door SUV K-9 (1) (1)		—	—	—	—	85,654	85,654
Patrol Motorcycle (1)		—	—	27,000	—	—	27,000
1/2 Ton 4x4 Truck (3)		—	—	—	—	192,000	192,000
4-Door SUV Unmarked (2) (2)		112,000	117,600	—	—	—	229,600
Subtotal Police		588,000	331,800	401,850	393,590	360,308	2,075,548

Parking Enforcement							
Compact Pickup Truck (1) (1) (2) (1)		34,500	36,225	38,036	39,938	41,934	190,633
Subtotal Parking Enforcement		34,500	36,225	38,036	39,938	41,934	190,633

Fire							
4-Door SUV (1) (1)		—	—	61,740	64,827	—	126,567
Subtotal Fire		—	—	61,740	64,827	—	126,567

**CITY OF COCOA BEACH FIVE YEAR CAPITAL PROGRAM
FISCAL YEARS 2025 TO 2029**

DEPARTMENT: PUBLIC WORKS - FLEET							
PROJECT(S)	Project Code	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FIVE YR. TOTAL
Public Works							
Compact Pickup (1) (1) (1)		—		38,036	39,938	41,934	119,908
3/4 Ton Pickup 4x4 (1)			152,724	156,279	109,394	116,932	535,329
Bucket Truck (1)		—		—	160,000		160,000
3/4 Ton Pickup		47,250		—	48,500		95,750
2500 Service Truck			34,650	36,382		40,111	111,143
4-Door Sedan/SUV		33,000	—	—	—	—	33,000
Subtotal Public Works		80,250	187,374	230,697	357,832	198,977	1,055,130
Leisure Services							
Compact Pickup		—	36,225			—	36,225
Subtotal Leisure Services			36,225				36,225
Fleet Furniture & Equipment							
PD Utility Vehicle			17,850		19,679		37,529
PW Zero Turn Mower		13,000	13,650	14,332	15,048	15,800	71,830
PW Utility Trailer			11,000				11,000
Beach Ranger John Deere Gator (2)		31,000	32,550	34,177	35,884	37,678	171,289
KBB John Deere Gator (2)		15,500	32,550	17,088	35,885	18,839	119,862
300 KW Portable Generators (3)		802,899	—	—		—	802,899
230 KW Generator (Country Club) (1)		350,000	—	—		—	350,000
50 KW Generator FD 50 (1)		75,000	—	—		—	75,000
Replace Generator at FD 51		163,000	—	—		—	163,000
Fire Utility Vehicle		17,000		18,742		20,662	56,404
PW Track Skid Steer		—	—	85,000		—	85,000
Subtotal Fleet Furniture & Equipment		1,467,399	107,600	169,339	106,496	92,979	1,943,813
Contingency		25,000	25,000	25,000	25,000	25,000	125,000
TOTAL PUBLIC WORKS FLEET		2,195,149	724,224	926,662	987,683	719,198	5,552,916

Source of Funds: General Fund

**CITY OF COCOA BEACH FIVE YEAR CAPITAL PROGRAM
FISCAL YEARS 2025 TO 2029**

DEPARTMENT: LEISURE SERVICES							
PROJECT(S)	Project Code	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FIVE YR. TOTAL
Recreation Administration							
Electronic Scoreboard		—	10,000	—	—	—	10,000
Rec Center Renovation		—	—	50,000	50,000	26,000	126,000
Special Events Software		12,000	—	—	—	—	12,000
Set of Bleachers (2)		29,000	—	—	—	—	29,000
Subtotal Recreation Administration		41,000	10,000	50,000	50,000	26,000	177,000
Parks							
Timing System for Lights at Ramp Road		1,300	—	—	—	—	1,300
Subtotal Parks		1,300	—	—	—	—	1,300
Aquatic Center							
Pool Covers (4) Replace Main Pool		—	—	20,000	—	—	20,000
New Industrial Grade Tables		—	—	9,737	—	—	9,737
Re-tile Perimeter of Pool Area & Gutters		—	—	—	—	50,000	50,000
Pool Fencing		45,729	—	—	—	—	45,729
Main Pool Liner		—	149,130	—	—	—	149,130
Resurface Kiddy Pool		—	—	18,464	—	—	18,464
New Canopy Shade Structure		64,900	—	—	—	—	64,900
Main Pool Filter		—	—	—	29,000	—	29,000
Subtotal Aquatic Center		110,629	149,130	48,201	29,000	50,000	386,960

Golf	Project Code	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Five YR. TOTAL
Replace Sprinkler System	GSPRNK	400,000	400,000	—	—	—	800,000
Pipe Replacement Irrigation System	REPIPE	400,000	400,000	—	—	—	800,000
Pump Station Building		—	—	—	250,000	—	250,000
Bunker Reconditioning		—	—	30,000	30,000	—	60,000
Greens Mower		53,000	—	—	110,000	55,000	218,000
Fairway Mower		92,000	—	—	—	—	92,000
Replacement of Toro Sprayer		56,000	—	—	—	—	56,000
Sprayer		—	—	58,000	—	—	58,000
Z Turn Mower		—	13,000	—	—	—	13,000
Slope Mower		—	49,000	—	—	50,000	99,000
Sandtrap Raking Machine		—	20,500	—	20,500	—	41,000
Rough Mower		94,000	94,000	—	—	—	188,000
Greens Aerifier		40,000	—	—	—	—	40,000
F&B Utility Vehicle		13,000	—	—	—	—	13,000
Tractor		—	—	—	30,000	—	30,000
Golf Carts		—	—	450,000	—	—	450,000
Subtotal Golf Division		1,148,000	976,500	538,000	440,500	105,000	3,208,000
TOTAL LEISURE SERVICES		1,300,929	1,135,630	636,201	519,500	181,000	3,773,260

Source of Funds: General Fund

CITY OF COCOA BEACH FIVE YEAR CAPITAL PROGRAM

FISCAL YEARS 2025 TO 2029

DEPARTMENT: COMMUNITY REDEVELOPMENT AGENCY							
PROJECT(S)	Project Code	FY 2025	FY2026	FY2027	FY2028	FY2029	Five YR. TOTAL
Replant Minutemen Rain Gardens		—	20,266	—	20,266	—	40,532
SurfSide Playhouse Improvements	SURFSP	39,030					39,030
TOTAL COMMUNITY REDEVELOPMENT		39,030	20,266	—	20,266	—	79,562

DEPARTMENT: BUILDING PERMIT FUND							
PROJECT(S) 136	Project Code	FY 2025	FY2026	FY2027	FY2028	FY2029	Five YR. TOTAL
TOTAL BUILDING PERMIT FUND		—	—	—	—	—	—

DEPARTMENT: CAPITAL IMPROVEMENT FUND							
PROJECT(S)	Project Code	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Five YR. TOTAL
City Hall (Design/Engineering/Construction)	CHCOMP	3,900,000	—	—	—	—	3,900,000
City Hall Technology Hardware	CHTECH	260,482	—	—	—	—	260,482
City Hall Construction - Building Permits	CHCOMP	748,837	—	—	—	—	748,837
CRA Cultural Green Space / Wash Through	CHWASH	1,224,592	—	—	—	—	1,224,592
Bicentennial Park Improvements	BICENT	3,425,000	125,000	1,312,500	1,312,500	—	6,175,000
City Hall - Parking Garage	CHPARK	—	—	—	—	5,400,000	5,400,000
TOTAL CAPITAL IMPROVEMENT FUND		9,558,911	125,000	1,312,500	1,312,500	5,400,000	17,708,911

DEPARTMENT: UTILITIES SYSTEM FUND							
PROJECT(S)	PROJECT CODE	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FIVE YR. TOTAL
Collection System Rehab (Slip-Lining)	WRDDEO	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
Port Forcemain Air Release Valve Evaluation & Replacement		300,000	—	—	—	—	300,000
Blake Ave Lateral Inspection & Repair (Sewer Laterals)		125,000	—	—	—	—	125,000
Inflow & Infiltration (City's Sewer Collection System)	INFINF	5,000,000	5,000,000	5,000,000	—	—	15,000,000
A1A Crossover Pipe Replacement Cornerstone	A1APRC	1,000,000	—	—	—	—	1,000,000
Lift Station 3, 6, 15 Rehabilitation (Pipes/ Valves/Panels)	LIFT03/ LIFT06/ LIFT15	2,600,000	—	—	—	—	2,600,000
Lift Station 4, 10 & 17 Rehabilitation (Pipes/ Valves/Panels)	LIFT4/ LIFT10/ LIFT15	—	—	1,200,000	—	—	1,200,000
Replacement Pump Lift Station 5	LIFT05	75,000	—	—	—	—	75,000
Lift Station 14 & 16 Rehabilitation (Pipes/ Valves/Panels)	LIFT14/ LIFT16	—	500,000	—	—	—	500,000
Manhole Smart Covers (5)	WRMHSC	40,000	—	—	—	—	40,000
Belt Road Sewer & Reclaimed MCC Improvements	WRDMCC	—	500,000	—	—	—	500,000
Generator For Post Anoxic Tank & Lift Station 4	LIFT04	370,000	—	—	—	—	370,000
Tow Behind Air Compressor		—	25,000	—	—	—	25,000
Replacement Pump Lift Station 4		—	—	100,000	—	—	100,000
Lift Station 3, 8, 15 Pumps	LIFT03/ LIFT08/ LIFT15	30,000	—	—	40,000	—	70,000

**CITY OF COCOA BEACH FIVE YEAR CAPITAL PROGRAM
FISCAL YEARS 2025 TO 2029**

PROJECT(S)/EQUIPMENT UTILITIES SYSTEM FUND, CONTINUED							
PROJECT(S)	PROJECT CODE	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FIVE YR. TOTAL
WR 3/4 Ton Pickup Vehicle		47,250	49,612	52,092	54,696	—	203,650
WR Straight Flatbed Truck		—	100,000	—	—	—	100,000
WR Compact Truck		—	—	—	38,896	—	38,896
WR Front Wheel Loader		200,000	—	—	—	—	200,000
Replacement Pump Lift Station 1	LIFT01	80,000	—	—	—	—	80,000
Reuse Ground Storage Tank Repairs		33,000	—	—	—	—	33,000
Valve Exercise Trailer		85,000	—	—	—	—	85,000
Grit Removal System	WRGRIT	200,000	200,000	200,000	—	—	600,000
Vactor		—	—	—	600,000	—	600,000
RAS Flow Meter		12,000	—	—	—	—	12,000
Portable Resistive Load Bank Tester		20,000	—	—	—	—	20,000
Replacement Pump Lift Station 6	LIFT06	—	70,000	—	—	—	70,000
Filter Cloth Media Replacement		30,000	—	27,000	—	—	57,000
Drum Screen Replacement		250,000	250,000	250,000	—	—	750,000
Replacement Plant Generator		500,000	500,000	500,000	—	—	1,500,000
PSFB Forcemain & Lift Station #5 Evaluation		—	850,000	—	—	—	850,000
Treatment Plant Upgrade Project		700,000	700,000	—	—	—	1,400,000
Chlorine Contact Chamber Flow Meter - 24"		—	18,000	—	—	—	18,000
Automatic Reuse Valve Actuators and Valves (7)		—	—	260,000	260,000	—	520,000
Automatic Reuse Valve Actuators & Valves		66,000	66,000	66,000	—	—	198,000
Injection Well Cleaning		33,000	33,000	33,000	—	—	99,000
250 HP Reuse Flow Meter - 12"		—	15,000	—	—	—	15,000
Clarifier Rehab Project		—	—	700,000	—	—	700,000
Centrifugal Blower (Backup)		—	—	300,000	—	—	300,000
Headworks Wash Press		—	—	115,000	—	—	115,000
Disc Filler Replacement		333,333	333,333	333,333	—	—	999,999
Reuse Transfer Pumps Replacement		200,000	200,000	200,000	—	—	600,000
PD Blower Replacement		—	—	—	50,000	—	50,000
Reuse Ground Storage Tank Inspection & Repair		—	33,000	33,000	—	—	66,000
Reclaimed Distribution System Rehabilitation		500,000	500,000	500,000	500,000	500,000	2,500,000
Biosolids Processing Project		2,500,000	—	—	—	—	2,500,000
Capital Contingency		523,067	523,067	—	—	—	1,046,134
Total Utilities		16,852,650	11,466,012	10,869,425	2,543,592	1,500,000	43,231,679

CITY OF COCOA BEACH FIVE YEAR CAPITAL PROGRAM

FISCAL YEARS 2025 TO 2029

DEPARTMENT: STORMWATER UTILITY ENTERPRISE FUND							
PROJECT(S)	PROJECT CODE	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FIVE YR. TOTAL
Cedar/Woodland/Brevard/2nd SW Improvements	SWCWB	—	450,000	4,500,000	4,500,000	—	9,450,000
Slip Lining of Existing SW Infrastructure	SWSLIP	—	—	—	—	200,000	200,000
Ramp Road Park SW Improvements	SWRAMP	746,000	650,000	—	—	—	1,396,000
Golf Pond Floating Vegetative Islands		95,000	—	—	—	—	95,000
ST. Lucie Gardens Bam Dry Pond		—	—	43,000	74,000	129,000	246,000
Cocoa Isles Blvd Bam Dry Pond		—	52,000	54,000	325,000		431,000
Bahama Blvd Bam Swale		—	—	—	—	63,500	63,500
Minor BMPS, Sales, Exfiltration		—	25,000	25,000	25,000	25,000	100,000
Structural Rehabilitation		—	25,000	25,000	25,000	25,000	100,000
La Riviere Road Bam Dry Pond		—	—	—	—	132,500	132,500
Aucila Road BAM Exfiltration Pipe		—	—	—	—	83,500	83,500
Brevard Ave S From 9th Street S to 11th Street S Stormwater Improvements		—	—	—	66,000	136,500	202,500
Vulnerability Assessment		550,000	—	—	—	—	550,000
Swale Renourishment & Construction		—	—	—	50,000	—	50,000
Vac Truck		—		425,000	—	—	425,000
Basin A Flood Improvements		—	261,000	271,000	280,000	4,000,000	4,812,000
TOTAL STORM		1,391,000	1,463,000	5,343,000	5,345,000	4,795,000	18,337,000

Source of Funds: Stormwater Utility Fund

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APPENDIX

FINANCIAL POLICIES AND PRACTICES

FUNDING OF SERVICES

REVENUE FORECAST METHODOLOGY

EXPENDITURE FORECAST METHODOLOGY

DETAIL OF OUTSTANDING OBLIGATIONS

GLOSSARY

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 Chief Financial Officer.*** Procedures shall be established to insure proper security and internal control over collections and the custody of cash. Deposits will be made the next business day. 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 Chief Financial Officer.

**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 2017-20. 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. 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 will be provided to the City Commission on or before the fifteenth day of the following month.

**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 fifteen thousand (\$15,000) 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 not less often than once each year. 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 Chief Financial Officer before being considered by the City Commission. The Chief Financial Officer 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 2024 is continued for the following:

Cocoa Beach Main Street	\$	—
Freedom 7		—
Cocoa Beach Art Festival		—
July 4 th Fireworks Show		—
Kite Festival		—
Employee Fund		3,000
John Deere Gator - Keep Brevard Beautiful (2)		27,000
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 2025 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 2025 Budgeted Costs	Specified Funding Sources	FY 2025 Budgeted Specified Revenue	From Other Sources*
Police Department	\$ 6,602,283	Cost Share - School Resource Officer	\$ 148,113	
Beach Rangers	123,321	Reimbursed Labor (Police)	70,000	
Parking Enforcement	183,338	Investigative Cost Recovery & Accident reports	30,000	
Communications Department	1,344,920	Grants (federal & state)	8,165	
Viewed as a service primarily funded by ad valorem taxes and other general revenues.	\$ 8,253,862	Court Fines	48,000	
		Other (private contributions)	2,500	
		Police Education	7,300	
		Insurance premium tax - Police Pension Plan	191,369	
		Code Enforcement/Police	8,150	
		Total Police	\$ 513,597	\$ 7,740,265
Fire Department	\$ 6,342,541	Contribution from Brevard County Fire Rescue	\$ 11,815	
Emergency Medical Services	186,100	Firefighter Supplemental Comp.	14,160	
Community Paramedic Program	56,200	Reimbursed Labor (Fire inspection)	17,305	
Viewed as a service primarily funded by ad valorem taxes and other general revenues.	\$ 6,584,841	Burn permits	2,000	
		Insurance premium tax - Fire Pension Plan	356,993	
		Code Enforcement/Fire	—	
		Fire Safety Inspections/Plan Check Fees	519,000	
		Other (private contributions/blood pressure)	100	
		Total Fire	\$ 921,373	\$ 5,663,468
Public Works	\$ 24,991,869	Grants (Public Works only)	\$ 11,343,174	
(Excluding Solid Waste Division)		Municipal Gas Tax/Fuel Tax Rebate	439,646	
Public Works encompasses construction and maintenance of facilities and roadways.		Beach Franchise Fee	—	
		Reimbursed Labor (Public Works)	1,500	
		Maintenance Agreements (State assets)	151,902	
		Total Public Works	\$ 11,936,222	\$ 13,055,647
Solid Waste	\$ 3,670,111	Solid Waste Revenue (customer billings)	\$ 3,000,000	
Direct cost of contracting for garbage and trash pickup. Does not include costs of billing & administration		Late Fees	19,500	
		Total Solid Waste	\$ 3,019,500	\$ 650,611
Planning & Zoning	\$ 634,275	Local Business tax (Local/County)	\$ 192,500	
Code Enforcement	207,850	Building permits (structural/misc.)	250	
Includes direct labor and benefits, plus direct charges for supplies, training, etc.	\$ 842,125	Franchise Fees	—	
		Sales-maps,copies	—	
		Fees(Petition/Application/inspection)	25,600	
		Code Enforcement	6,000	
		Licenses/Permits	43,400	
		Total Planning & Zoning	\$ 267,750	\$ 574,375

* 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 2025 Budgeted Costs	Specified Funding Sources	FY 2025 Budgeted Specified Revenue	From Other Sources*
Metered Parking Program	556,418	Charges for Services	2,172,500	
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	\$ 2,172,500	\$ (1,616,082)
Recreation Center	\$ 493,060	Fees and Charges	\$ 177,700	\$ 315,360
Includes Admin. & Sports Complex.				
Beach-side Parks	\$ 167,900	Gate Receipts (Shepard & Fischer Parks)	760,000	(592,100)
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	\$ 578,369	Fees and Charges	116,600	461,769
Fees & charges are minimal. These facilities supported by ad valorem taxes & other general revenues.				
Golf Course	\$ 3,948,814	Fees and Charges	3,058,176	890,638
Tennis	\$ 900	Fees and Charges	12,000	(11,100)
Contractor operates the facility.				
Skate Park	\$ 22,350	Fees and Charges	N/A	(22,350)
Contractor operates the facility.				
Auditorium	\$ 113,111	Auditorium Rentals	—	113,111
Viewed as a community resource, with rentals covering only a small portion of the facility cost.	\$ 5,324,504	Total Leisure Services	\$ 4,124,476	\$ 1,155,328
Contributions From Special Revenue Fund Operations	\$ 156,251	Building Permit & Inspection Utilization Fund Operations	\$ 156,251	
Contributions From Enterprise Operations	\$ 1,872,471	Utilities Operations	\$ 1,659,631	
Allocations* are made to other Funds for administrative services provided by General Fund departments		Stormwater Fund	212,840	
		Total Interfund Transfers	\$ 2,028,722	\$ —
CRA Fund	\$ 2,281,118	Intergovernmental revenue (TIF) City	\$ 461,000	
Community Redevelopment Agency		Intergovernmental revenue (TIF) County	1,041,346	
Established in FY 2011. First year tax incremental financing (TIF) received was FY 2014. Downtown Parking Garage opened in May 2019.		Charges for Services (Parking)	464,352	
Appropriations are included in the FY 2022 budget.		Miscellaneous/Other Revenue	47,007	
		Total CRA Fund	\$ 2,013,705	\$ 267,413
Building Permit Fund	\$ 1,732,013	Charges for Services	\$ 989,250	
Established to ensure compliance with FS 553.80. All fees collected are exclusively allocated to enforce the Florida Building Code.		Miscellaneous/Other Revenue	11,742	
		Total Building Permits Fund	\$ 1,000,992	\$ 731,021

Funding of Services

Service and Funding Approach	FY 2025 Budgeted Costs	Specified Funding Sources	Budgeted Specified Revenue	From Other Sources*
Utilities Enterprise Fund Provides Sewer and Reuse Services.	\$28,170,543	Intergovernmental Revenue	\$ 9,243,400	
		Charges for Services	8,277,500	
		Miscellaneous/Other Revenue	317,838	
		Other receipts	3,340,000	
		Total Utilities Fund	\$ 20,838,738	\$ (7,331,805)
Stormwater Enterprise Fund** Provides stormwater improvements & maintenance. Capital items are dependent on substantial grant funding and interfund loans.	\$ 3,697,308	Intergovernmental Revenue (grants)	\$ 1,420,079	
		Charges for Services	1,477,510	
		Miscellaneous/Other Revenue	35,276	
		Other receipts	140,000	
		Total Stormwater Fund	\$ 3,072,865	\$ 624,443

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 \$7,500.</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	
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

In general, the City desires to minimize its outstanding debt. It is unlikely, but the City could legally issue in excess of \$250,000,000 of general obligation bonds based on State Statutes that limit general obligation bonds to 20% of property assessments. None of the City's current debt obligations are general obligation bonds.

The Fire Station #2 facility is fifty (50) years old, and a plan for replacement of this and other facilities is currently being addressed. Construction of a new City Hall will be completed in FY2025, the police facility was completed in 2021 and the parking garage was finished in FY 2019. Additionally, the building of one new fire facility was completed in FY 2015. Lastly, the most current utility plant upgrades needed for regulatory compliance were completed in FY 2020.

The City has nine (11) external obligations, and two (2) internal obligations. The obligations are summarized below.

Detail on all obligations is explained on the following pages.

Loan Description	FY 2025 Principal Reductions	FY 2025 Interest Payments	Remaining Balance as of 09/30/2025
GENERAL FUND OBLIGATIONS			
Revenue Note 2014A (Fire Station Construction)	\$ 190,000	\$ 70,028	\$ 2,040,000
Special Obligation Note, Series 2019 (Police Station Project)	390,000	165,767	6,571,000
Special Obligation Note, Series 2019 (Facilities Energy & Improvements Project)	77,000	20,225	787,000
Special Obligation Note, Series 2024 (City Hall Project)	195,000	153,495	3,758,000
Loan Obligation for Golf Carts	143,000	18,850	916,000
Loan Obligation for Tower Truck	103,979	7,622	135,620
General Fund Loan (Internal - Due to Stormwater Fund)	20,000	—	—
Total General Fund	\$ 1,118,979	\$ 435,987	\$ 14,207,620
CRA OBLIGATIONS			
Revenue Bonds, Series 2017B	\$ 290,000	\$ 107,750	\$ 2,470,000
CRA Loan (Internal - due to Stormwater Fund)	40,000	—	—
Total CRA	\$ 330,000	\$ 107,750	\$ 2,470,000
UTILITIES SYSTEM OBLIGATIONS			
Master Equipment Lease - Vac-Con Truck	\$ 89,313	\$ 2,410	\$ 351,424
Refunding Revenue Bonds, Series, 2020	1,394,000	222,800	12,790,000
State Revolving Loan #5 (WW050630)	227,420	26,935	3,732,890
Total Utilities System	\$ 1,710,733	\$ 252,145	\$ 16,874,314
STORMWATER SYSTEM OBLIGATIONS			
State Revolving Loan #4 (WW050621)	59,976	5,612	753,393
Total Stormwater System	\$ 59,976	\$ 5,612	\$ 753,393
TOTAL CITY DEBT SERVICE	\$ 3,219,688	\$ 710,043	\$ 33,336,232

Details of Outstanding Obligations

The City has nine (9) 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. Loan has prepayment restrictions prior to May 1, 2024. Debt Service account with current payment balance must be maintained. Covenant to budget and appropriate non-ad valorem revenues.

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2015-2024	1,560,000	1,013,166	2,573,166
2025	190,000	70,028	260,028
2026	200,000	63,632	263,632
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	\$ 1,560,000	\$ 1,013,166	\$ 2,573,166
DEBT BALANCE REMAINING	\$ 2,230,000	\$ 385,236	\$ 2,615,236

FY 2025 Pledged Revenue: \$1,065,750

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
2020-2024	1,606,000	941,743	2,547,743
2025	390,000	165,767	555,767
2026	399,000	156,102	555,102
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	\$ 1,606,000	\$ 941,743	\$ 2,547,743
DEBT BALANCE REMAINING	\$ 6,961,000	\$ 1,355,940	\$ 8,316,940

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, commencing on January 15, 2020.

FY 2025 Pledged Revenue: \$24,765,594
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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
2020-2024	320,000	124,909	444,909
2025	77,000	20,225	97,225
2026	79,000	18,314	97,314
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	\$ 320,000	\$ 124,909	\$ 444,909
DEBT BALANCE REMAINING	\$ 864,000	\$ 110,177	\$ 974,177

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, commencing on January 15, 2020.

FY 2025 Pledged Revenue: \$24,765,594
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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	195,000	153,495	348,495
2026	206,000	148,817	354,817
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	\$ —	\$ —	\$ —
DEBT BALANCE REMAINING	\$ 3,953,000	\$ 1,362,839	\$ 5,315,839

This is a 15 year Note, with payments payable semiannually on January 15 and July 15, commencing on January 15, 2025.

FY 2025 Pledged Revenue: \$24,765,594
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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
2022-2024	141,000	64,555	205,555
2025	143,000	18,850	161,850
2026	146,000	16,305	162,305
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	\$ 141,000	\$ 18,850	\$ 159,850
DEBT BALANCE REMAINING	\$ 1,059,000	\$ 122,440	\$ 1,181,440

FY 2025 Pledged Revenue: \$24,765,594

PNC Equipment Lease Golf Cart Equipment Lease #119910-1	
Original Loan Amount	\$467,197
Interest Rate:	3.79%
Start Date	December 15, 2021
Maturity Date	October 15, 2026
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 2022 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.

Fiscal Year	Principal	Interest	Total
2022-2024	227,598	36,500	264,098
2025	103,979	7,622	111,601
2026	107,981	3,621	111,602
2027	27,639	262	27,901
TOTAL DEBT SERVICE	\$ 467,197	\$ 48,005	\$ 515,202
DEBT PAYMENTS MADE	\$ 227,598	\$ 36,500	\$ 264,098
DEBT BALANCE REMAINING	\$ 239,599	\$ 11,505	\$ 251,104

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 5 year equipment lease, with payments payable quarterly on January 15, April 15, July 15, and October 15, commencing on January 15,

FY 2025 Pledged Revenue: \$24,765,594

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	CRA Tax Increment Financing (TIF)

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.

Fiscal Year	Principal	Interest	Total
2018-2024	1,485,000	1,012,490	2,497,490
2025	290,000	107,750	397,750
2026	305,000	92,875	397,875
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	\$ 1,485,000	\$ 1,012,490	\$ 2,497,490
DEBT BALANCE REMAINING	\$ 2,760,000	\$ 434,500	\$ 3,194,500

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

FY 2025 Pledged Revenue: \$426,000

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

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.

Fiscal Year	Principal	Interest	Total
2022-2024	260,915	14,252	275,167
2025	89,313	2,410	91,722
2026	90,510	1,213	91,722
TOTAL DEBT SERVICE	\$ 440,737	\$ 17,875	\$ 458,612
DEBT PAYMENTS MADE	\$ 89,313	\$ 2,410	\$ 91,722
DEBT BALANCE REMAINING	\$ 351,424	\$ 15,465	\$ 366,889

Annual principal and interest payments will begin 12/01/2022.

Payment on the lease is secured by a covenant to budget and all legally available Utilities System fund operating revenues.

FY 2025 Pledged Revenue: \$8,976,400

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 WW050620 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
2021-2024	4,708,000	992,612	5,700,612
2025	1,394,000	222,800	1,616,800
2026	1,415,000	200,268	1,615,268
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	\$ 15,353,287
DEBT PAYMENTS MADE	\$ 4,708,000	\$ 992,612	\$ 5,700,612
DEBT BALANCE REMAINING	\$ 14,184,000	\$ 1,169,287	\$ 9,652,674

FY 2025 Pledged Revenue:	\$ 8,976,400
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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, 2040
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
2020-2024	1,146,476	208,665	1,355,140
2025	227,420	26,935	254,354
2026	228,992	25,363	254,354
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	\$ 1,146,476	\$ 208,665	\$ 1,355,140
DEBT BALANCE REMAINING	\$ 3,960,310	\$ 236,538	\$ 4,196,848

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 2037).

FY 2025 Pledged Revenue:	\$ 8,976,400
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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
2020-2024	379,846	69,218	449,064
2025	59,976	5,612	65,588
2026	60,394	5,194	65,588
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	\$ 59,976	\$ 5,612	\$ 65,588
DEBT BALANCE REMAINING	\$ 1,133,239	\$ 102,881	\$ 1,236,120

FY 2025 Pledged Revenue: \$894,000

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 two (2) 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
2020-2024	100,000
2025	20,000
2026	20,000
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).

CRA Fund Repayment of Cash Advance from Stormwater (Minutemen Streetscape Project)	
Loan Amount	\$200,000
Start Date	October 1, 2019
End Date	September 30, 2025
Terms	Repayment of Principal
Security	Unsecured

Fiscal Year	Payment Amount
2020-2024	160,000
2025	40,000
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. Since the funds are available, the CRA will have the funds repaid in FY 2025 (5 years).

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 \$7,500 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 Comprehensive Annual Financial Reports (CAFR). 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]
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 6.1644 is the FY 2024 operating rate for the City of Cocoa Beach and is equal to \$6.1644 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 establishes their cost and creates 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.

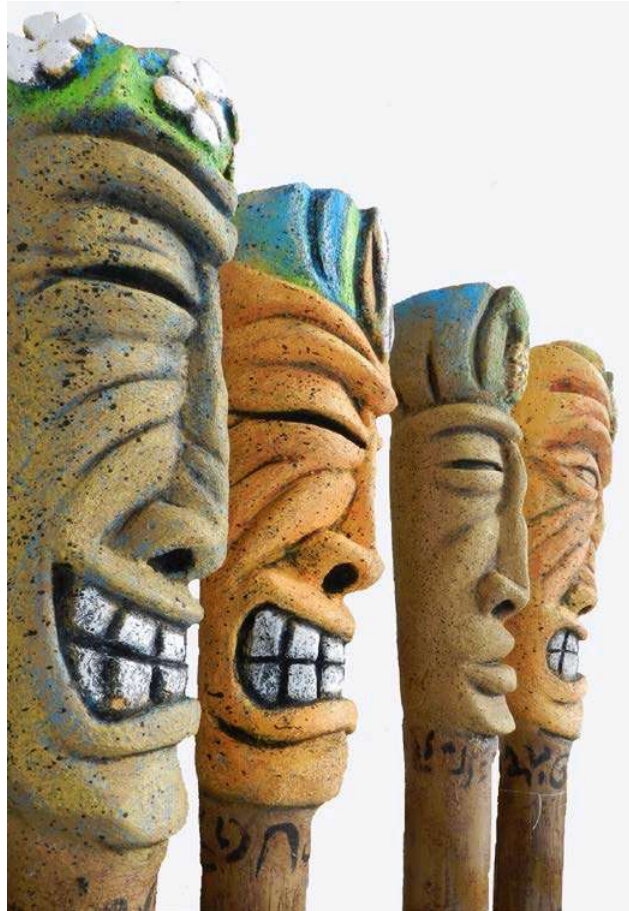
Glossary

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.
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.

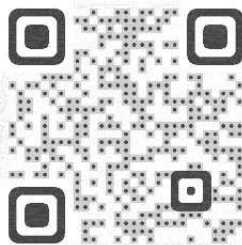
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City of Cocoa Beach, Florida

Excellent Recreation and Quality Living

www.CityofCocoaBeach.com



Proclamation



WHEREAS, September is designated as National Suicide Prevention Month, as recognized by the National Association of Mental Illness; and

WHEREAS, many health officials and community leaders locally, state and nationally, understand that mental illness is a significant issue of concern, particularly among our youth; and

WHEREAS, we realize that to address mental health issues requires more open and honest discussions about mental health; and

WHEREAS, one major hurdle is removing the stigma attached to mental health treatment and discussion; and

WHEREAS, individuals, businesses, organizations, public officials, and many others recognize the importance of emotional health; and

NOW, THEREFORE BE IT RESOLVED that the City of Cocoa Beach supports efforts on the Space Coast to provide education and resources for mental health problems, and

BE IT FURTHER RESOLVED that the City of Cocoa Beach will encourage a positive effort to encourage those with mental health issues to seek the help of a family member, friend, colleague and/or licensed mental health professional to assist them in times of need.

Adopted by members of the City of Cocoa Beach on September 5, 2024

Keith Capizzi
Mayor

Karin Grooms
City Clerk

Only:

_____SPECIAL APPEARANCE

_____SPECIAL PRESENTATION

COCOA BEACH CITY COMMISSION

AGENDA ITEM REQUEST FORM

Please mail completed form to:

City Manager's Office

City of Cocoa Beach

P.O. Box 322430

Cocoa Beach, Florida 32932-22430

DATE: August 1, 2024

**NAME: Jill F Forbes
jforbes7@cfl.rr.com**

PHONE: 321 626 8734

EMAIL:

ADDRESS: 945 S Atlantic Ave, Cocoa Beach, Florida 32931

BUSINESS ADDRESS: (not applicable)

BUSINESS PHONE: (not applicable)

PLEASE COMPLETE THE FOLLOWING:

ITEMS(S) TO BE CONSIDERED:

Three (3) items to be considered relative to "vacation rental(s)": *Note: This item does not apply to any grandfather vacation rentals.*

1.The city of Cocoa Beach is not enforcing Ordinance No.1673, Sec.26.5-53. Maximum occupancy based on site capacity/limitations/grandfathering/previous rentals; specifically

(a) The maximum occupancy of a vacation rental shall be stated in the vacation rental registration form; and shall be limited to the lesser of:

(1) Two(2) occupants (as defined herein) per bedroom (as defined herein), plus two(2) occupants.

(2) A total of eight (8) occupants per vacation rental.

2. The city of Cocoa Beach is not enforcing Ordinance No. 1673, Sec.26.5-55 Parking regulations: penalties. (specifically)

.....The maximum collective number of automobiles , trucks, boats, motorcycles and trailers shall be limited to a total of four(4) at any vacation rental.....

Only:

_____ SPECIAL APPEARANCE

_____ SPECIAL PRESENTATION

**3. The city of Cocoa Beach is not enforcing Ordinance No. 1673, Sec.26.5-54
Vacation rental agreements-minimum provisions.**

Vacation rentals shall be rented, leased or occupied pursuant to a written rental agreement which contains, at a minimum, the following information:

- (1) Maximum occupancy of the vacation rental that is consistent with the vacation rental agreement.**
- (2) The maximum number of vehicles that will be allowed to park at the vacation rental.**

As a result of the lack of enforcement by the city of Cocoa Beach vacation rental owners and agents routinely (and do) rent to more than 8 occupants; and, typically occupants (and their visitors) have more than the 4 vehicles. The combination of these two factors is putting an undo stress on full-time home owners and residents who reside adjacent to or nearby to vacation rental(s) including (but not limited to) vehicles improperly parked on streets, noise complaints, littering, occupants trespassing on beach dunes, and trespassing on resident properties

PERTINENT FACTS CONCERNING ITEM(S):

In a random selection of 14 vacation rentals located in Cocoa Beach RS-1 a comparison was made between

- 1. What was being sold for maximum occupancy on the vacation rental website (VRBO, AirBnB, StayLuxe, etc) for the particular property, and**
- 2. What was permitted by the city of Cocoa Beach relative to the Vacation Rental Tax Receipt and Vacation Rental Registration occupancy as displayed on the city website.**

Only:

_____ SPECIAL APPEARANCE

_____ SPECIAL PRESENTATION

#	Vacation Rental Address	Vacation Rental Website Occupancy	City of Cocoa Beach Registration Permit Occupancy
1	157 S Orlando Ave	16+	(8?) No Vacation Rental Registration filed
2	217 S Atlantic Ave	11	8
3	807 S Atlantic Ave	10	8
4	823 S Atlantic Ave	14	8
5	689 S Atlantic Ave	16	8
6	930 S Atlantic Ave	10	8
7	901 S Atlantic Ave	14	8
8	461 S Atlantic Ave	12	8
9	936 Santa Cruz	10	8
10	933 S Atlantic Ave	12	8
11	132 E Park Lane	14	8
12	755 S Atlantic Ave	14	8
13	943 S Atlantic Ave	12	8
14	271 S Atlantic Ave	11	8

Simply based upon this random selection of vacation rental properties, and as a direct result of lack of enforcement by the City as to the maximum 8 occupancy, vacation rental owners (and their agents) are blatantly renting and exceeding the Vacation Rental Ordinance No. 1673 and the Vacation Rental Registration (8 occupants) with the city. The \$500 fine is not enough for these vacation rentals to stop the practice of improperly and blatantly violating the Ordinance or their Registration.

The only assumption that can be drawn from this random selection of vacation rental properties in Cocoa Beach is that there are most likely many, many, many more in violation.

DESIRED ACTION BY THE COMMISSION:

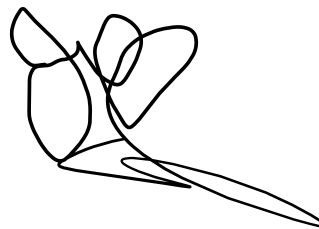
1. The city needs to perform an audit on an annual and/or routine random basis comparing all vacation rental properties in Cocoa Beach between
 - a. Occupancy rate as listed on the vacation rental selling website (AirBnB, VRBO, realtor etc.) for the vacation rental property. Very often vacation rentals are listed on multiple sites and,
 - b. The maximum (8) as per the city ordinance and the owner/agent signed vacation rental registration.

Only:

☐ SPECIAL APPEARANCE☐ SPECIAL PRESENTATION

2. For identified violations the City needs to provide an initial warning by notifying (phone, email, letter) vacation rental property owners/agents that occupancy levels on all/any rental website or advertising method must show eight (8) occupancy, and maximum of four (4) vehicles in the driveway within 7 business days from date of notification.
 - a. Vacation rental property owner/agent must provide a written response (email/letter) confirmation within the 7 business days that all vacation rental websites and rental advertising methods correctly reflect the occupancy and vehicle ordinance/registration limits.
 - b. Note: Since the vacation rental owner/agent improperly violated the Ordinance and their Registrations with the city by selling future bookings at the incorrect occupancy (8+), it is the responsibility of the owner/agent to cancel and refund these bookings, and sell at the applicable eight (8) occupancy to be in compliance.
3. If after notifying the vacation rental owner/agent and they are still in non-compliance then the City of Cocoa Beach must issue citations and fines as per Ordinance No. 1673, Sec 26.5-4 Enforcement, Violations Section 1-8.
4. The city of Cocoa Beach needs to add an additional Violation Section for repeat Vacation Rental owners/agents offenders (to mirror the noise complaints) related to improper occupancy and vehicles resulting in the vacation rental owner/agent losing their vacation rental capability for a period of twelve (12) months.
5. Add a Section to Ordinance No.1673 and to the Vacation Rental Registration that owners/agents of vacation rentals that the advertising (VRBO, AirBnB, realtor etc) for the rental and vehicle capacity of such property must not exceed the Ordinance or their Registration and to provide photo copies of such advertising as confirmation of compliance.

Signed by: Jill F Forbes



~City of Cocoa Beach~ Non-Enforcement of Vacation Rental Ordinances

Agenda Item and Presentation

Prepared by Jill Forbes

August 26, 2024

Note: This Agenda Item does not apply to any grand-father rentals

Three (3) items relative to vacation rental non-enforcement:

1. Ordinance No.1673, Sec.26.5-53, Maximum occupancy of rental registration form; *is limited to the lesser of*
 1. Two(2) occupants per bedroom, plus two (2) occupants
 2. A total of eight (8) occupants per vacation rental.
2. Ordinance No.1673, Sec.26.5-55, Maximum collective number of automobiles, trucks, boats, motorcycles shall be limited to a total of four (4) at any vacation rental
3. Ordinance No.1673, Sec.26.5-54 vacation rental agreements-minimum provisions, shall be rented, leased, occupied with following information:
 1. Maximum occupancy consistent with rental agreement
 2. Maximum number of vehicles allowed to park at the vacation rental.

Result of City Non-Enforcement

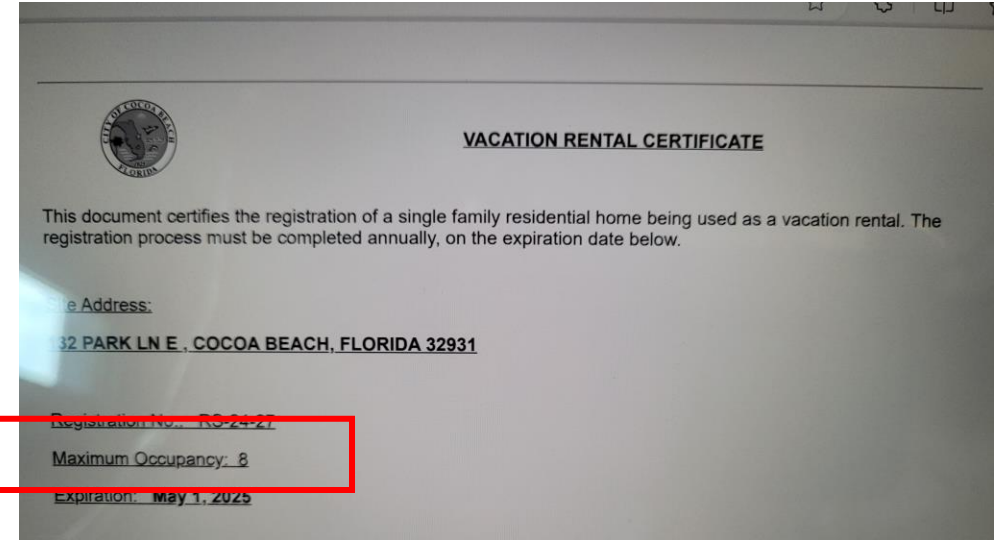
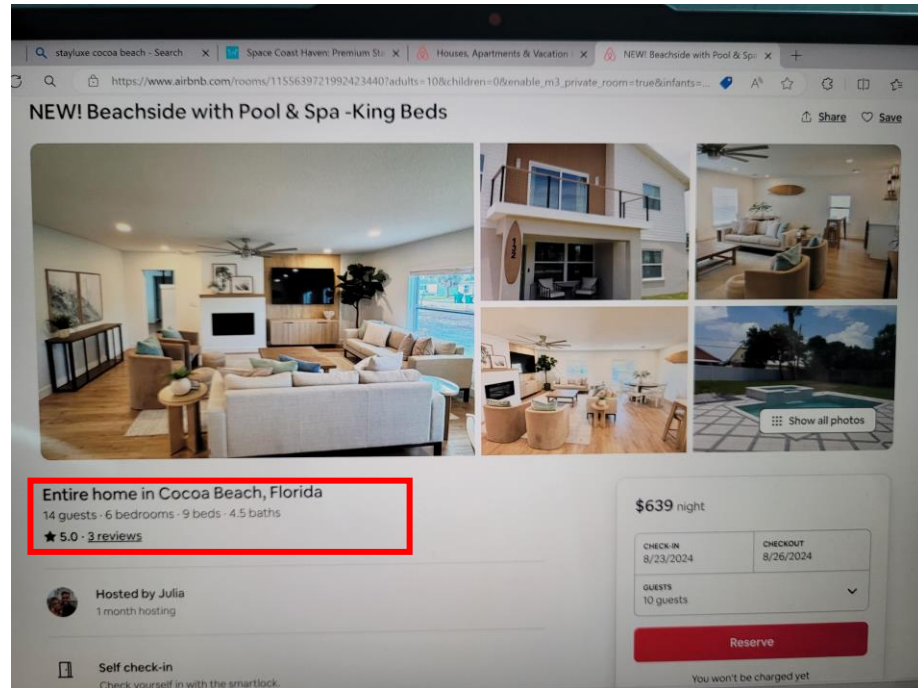
- ✓ Vacation rental owners and their agents routinely (and do) rent to more than eight (8) occupants
- ✓ Typically when more than 8 occupants there are more than 4 vehicles
- ✓ Over occupancy of a vacation rental puts undo stress on full-time homeowners and residents who reside adjacent to or nearby vacation rentals, including *but not limited* to
 - ✓ Vehicles improperly parked on streets
 - ✓ Noise complaints
 - ✓ Littering (waterway, beach)
 - ✓ Trespassing (on beach dunes, resident properties)

Pertinent Facts Concerning the Agenda Items

In a random selection of 14 vacation rentals performed August 1st, in Cocoa Beach RS-1 a comparison was made between:

1. What was being sold for the maximum occupancy on the vacation rental website (VRBO, Airbnb, StayLuxe, Stay In Cocoa Beach, etc.)
2. What was Permitted by the City relative to the Vacation Rental Tax Receipt and Vacation Rental Registration occupancy (as displayed on the city website)

Example for 132 East Park Lane



**Vacation Rental
Website
14 Occupancy**



**City of Cocoa Beach Vacation
Rental Certificate
8 Occupancy**

Random sample of 14 vacation rental properties (performed on August 1, 2024)

#	Vacation Rental Address	Vacation Rental Website Occupancy	City of Cocoa Beach Registration Permit Occupancy
1	157 S Orlando Ave	16+	(8?) No Vacation Rental Registration filed
2	217 S Atlantic Ave	11	8
3	807 S Atlantic Ave	10	8
4	823 S Atlantic Ave	14	8
5	689 S Atlantic Ave	16	8
6	930 S Atlantic Ave	10	8
7	901 S Atlantic Ave	14	8
8	461 S Atlantic Ave	12	8
9	936 Santa Cruz	10	8
10	933 S Atlantic Ave	12	8
11	132 E Park Lane	14	8
12	755 S Atlantic Ave	14	8
13	943 S Atlantic Ave	12	8
14	271 S Atlantic Ave	11	8

Assumption

Based upon this 14 vacation rental property random selection, and as a direct result of non-enforcement by the City to the 8 maximum occupancy:

- Most likely there are many, many, many more vacation rental properties in violation
- Rental owners (and their agents) are blatantly renting and exceeding the Vacation Rental Ordinance No. 1673 and,
- Exceeding the Vacation Rental Registration (8 occupants/4 vehicles) with the city
- The \$500 fine (if indeed a citation is ever issued at all) is not enough for vacation rentals to stop the practice of improperly and blatantly violating the Ordinance or their Registration

Desired Action: 5 Items

1. The City needs to perform an annual/random audit comparing
 - a) Occupancy listed on the vacation rental selling website(s) and,
 - b) The maximum (8) as per the city ordinance and the owner/agent signed vacation rental registration
2. For identified violations the City needs to provide
 - a) an initial warning and owner/agent must respond in 7 days that all websites have been updated to reflect maximum occupancy (8)
 - b) Future bookings need to be canceled and refunded and sold only as to 8 maximum as they are in violation
3. If after notification and not in compliance issue citations and fines as per Ordinance No. 1673 Sec 26.5-4 Enforcement, Violations Section 1-8
4. The city needs to add an additional Violation Section for repeat offenders (similar to the noise violations) that the property loses its rental capability for a period of twelve (12) months
5. Add a section for Ordinance No.1673 and to Vacation Rental Registration that owners/agents have to provide photo copies of advertising confirming maximum (8) and vehicle (4) limits.

The end....

Thank you for your time

CITY OF COCOA BEACH, FLORIDA
CITY COMMISSION
COCOA BEACH COUNTRY CLUB
5000 TOM WARRINER BLVD.
COCOA BEACH, 32931
MINUTES
August 15, 2024

A. MEETING CALLED TO ORDER

1. Pledge of Allegiance
2. Invocation by Pastor Keith Capizzi, Club Zion
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. SPECIAL PRESENTATIONS

1. Update of the Community Paramedic Program
Staff Representative: James Schindler, EMS Chief, Sherry Mahaffey

Mr. James Schindler, EMS Chief, introduced the Community Paramedic Program. Chief Schindler gave a brief history of the program and its establishment. He spoke about the City of Satellite Beach's program and how the City mirrored the program.

Chief Schindler introduced a retired firefighter, Sherry Mahaffey. Ms. Mahaffey gave a brief history of her career at Cocoa Beach. She spoke about the resources the program provides. She gave an example of lock boxes the program provides for residents. She explained the lock boxes not only assist EMS, they will also assist the police department.

Commissioner Williams inquired about the lock box over the door. Ms Mahaffey noted the fire department does have them. However, the new lock boxes are cheaper, and both public safety agencies are able to access the residents with the new lockbox.

Ms. Mahaffey noted that the medical equipment that can be provided for residents, including electric wheelchairs and scooters. She spoke about having a small group of volunteers and that they could use additional volunteers.

Commissioner Williams, lock boxes on the top of the door. Explained the differences between the old and new locks. Ms. Mahaffey noted that the room behind the stage has medical equipment, and that it's free of charge and will be available as long as needed. She stated that there has been equipment donated, such as electric wheelchairs and

scooters. Volunteers donated a beach wheelchair.
Spoke about volunteers that assist the community.
Ms. Mahaffey shared a packet of information for elderly residents.
Gave the commission a blue folder and explains the program and how it helps the residents.

Commissioner Williams highlighted the meals and food, and mentioned the meals on wheels program and that there are certain people who could qualify for low-cost meals.

D. 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.

Janice Scott noted that she had referred people to Ms. Mahaffey's program. She gave tribute to the late Bill Meyers who was a big advocate for Meals on Wheels, and reiterated the issue of finding help, especially around noon.

Ms. Scott spoke about Maritime Hammock and the plants to remove from the park. As well as the use of chemicals. She suggested hiring professionals to get rid of the plants.

Nancy Happel who owns Blue Wave beach cottage, a vacation rental, stated that she has had a noise issue since March, and it has affected her clients and explained the sound issues within the area. She noted that she called code enforcement and no one would listen. Mentioned calling the police, and no one showed up. She noted that five guys were coming for a golf tournament and when they hear that noise, that's what they would remember about Cocoa Beach. Ms. Happel asked for help for her customers and business.

E. STAFF REPORTS AND ANNOUNCEMENTS

Mr. Wayne Carragino, City Manager, noted Maritime Park. He noted that they would need a specialized company to remove the wedelia plants. He also stated that the herbicide needed to remove the plant would have collateral effects like killing the surrounding trees.

Vice Mayor Hutcherson inquired if it had always been there or if it was invasive. Commissioner Williams noted there was some, but since only some of the property got mowed, it grew over the other plants. Commissioner Williams noted to mow over, understands it will come back.

Mr. Carragino noted that it's not a bad idea, but noted the poison ivy, and Commissioner Williams, stated that poison ivy is not a big deal. Hutcherson asked about how it would be taken care of. Carragino said they would handle it in house. Mayor Capizzi noted the invasives would remove the coverage and if they were to remove any invasives they should take care of the Brazilian peppers and that it should be outsourced; not on this budget, but the next budget.

Commissioner Williams stated that we took out Australian pines, and if there were any Brazilian peppers, then he's blind. Commissioner Williams also stated that there may be a few, but with the shade trees, there are oaks and some dying bay trees. Palm trees

are growing. Anything they are proposing will not take away the coverage. He's not for using the killer herbicide, and he recommended mowing and that the area just needs more TLC.

F. CITY ATTORNEY REPORTS AND ANNOUNCEMENTS

G. CITY COMMISSION REPORTS AND ANNOUNCEMENTS

Commissioner Williams asked Mr. Carragino if he got his voicemail about the caged ladder at the new City Hall building and asked if he was going to get it undone because of various OSHA safety issues.

Mr. Carragino stated that he would.

Commissioner Williams asked Mr. Carragino if the construction company could not charge us for the caged ladder that is already on site.

Vice Mayor Hutcherson mentioned the increased mosquito population. Mayor Capizzi agreed with Vice Mayor Hutcherson about the mosquitos.

H. CONSENT AGENDA

MOTION BY WOULAS/WILLIAMS

I MOVE TO CONSENT AGENDA

VOICE VOTE ON THE MOTION CARRIED UNANIMOUSLY.

1. Approve July 16, 2024, and August 1, 2024, Commission Meeting Minutes
Staff Representative: City Clerk's Office
2. Approve the ranking of audit firms, as recommended by the Auditor Selection Committee, with Mauldin & Jenkins, ranked as number 1, and authorize staff to negotiate a contract.
Staff Representative: Patrisha Draycott, Chief Finance Officer
3. Approve contracting Doug Wilson Construction Services to begin renovations on the Cocoa Beach Skate Park.
Budgeted Item. \$82,679.00
Staff Representative: Scott Maxim, Project Manager

Mr. Scott Maxim noted what was going to be replaced and the concerns from citizens about going with a concrete edge and not using a metal coping. He noted that he spoke with Mayor Capizzi, and Mr. Carragino and noted regarding repairs. He noted that they came up with a compromise by replacing a 40-foot section with a concrete edge and would see what the response is like. Mr. Maxim also stated that along with the 40-foot section, they're going to replace the pool coping caps, and they're going to rebuild a 6x8 section that is sinking.

Commissioner Williams inquired about the sinking section in the skate park.

Mr. Maxim was not aware of how the contractor would repair it.

Commissioner Williams gave an example of how to correct it.

Vice Mayor Hutcherson, inquired about the repairs. Mr. Maxim confirmed that the costs

were in the approved budget of \$82,679.00.

Commissioner Williams noted it's part of the agreement. Hutcherson explained the process. Mr. Maxim explained that the contractor was working with a subcontractor who originally worked on this skate park.

Commissioner Williams stated that they're going to do this work and stated that Mr. Maxim is the project manager and asked if he wrote the contract. Mr. Maxim stated that he wrote the RFP and that they provided the proposal. Commissioner Williams asked if they provided any warranty for their work. Maxim noted that they did but didn't know how long and that he would need to look.

Commissioner Williams noted his concerns about a lack of a warranty, and that they should look into the injections or face problems years down the road.

Commissioner Jackson stated that some residents are concerned about the concrete lip and that the metal coping is better in terms of putting the skate board on the edge as well as holding up better than the concrete edge. He inquired if the new concrete edge would feel the same as the metal coping and not tear up boards.

Mr. Maxim explained that the concrete won't feel the same as metal, but stated that the new concrete mix would be durable enough to hold up and reiterated the trial period and will judge whether they will replace the metal coping based on feedback.

Commissioner Jackson inquired about insurance for someone getting hurt, with the concrete coping versus the metal and asked if there was a way to keep track of the performance of the concrete.

Mr. Maxim explained how other skate parks have transitioned from metal to fully concrete.

Jackson questioned if we learned from the other skate park.

Mr. Maxim noted that the engineer spoke with the other skate park owners and that people were responding positively. He stated that it's a user preference. He stated that concrete is already at our skate park, but it's not the same as the new concrete being proposed; it's harder and can take the impact of the trucks. There are no issues with the concrete braking causing a kid to fall.

Commissioner Jackson asked about how he's receiving feedback about the coping, and how the kids can send the feedback.

Mr. Maxim noted he is working on it and is open to suggestions about how to receive feedback. He stated that right now he has his email posted, and they can email him directly with feedback.

Mayor Capizzi noted he could answer most questions. He noted he skates and noted Commissioner Jackson's concerns.

Mayor Capizzi noted that he worked with Mr. Maxim and is good this project. He explained the item and that the test section is a quarter pipe and is in a spot that isn't in a flow section, so it's in a great spot for testing and would be as big of a deal if it was concrete, but he doesn't think they will like it.

Commissioner Jackson stated that it was smart to try things, and likes having the ability to reverse decisions as needed as long as we're willing to listen to the kids using the parks and keeping them as good or better than they are now.

Vice Mayor Hutcherson asked if the metal is a technical issue and if it isn't, is it still

feasible?

Mr. Maxim stated that they are capable of doing the metal, but it will be a more complicated, harder project.

Mayor Capizzi stated that the engineer assured us that the special concrete is good and is being used at skate parks all over and that it's being used to fix metal copings. He stated that it's a good compromise and that they're doing it in a spot that will not mess up the park.

Commissioner Jackson, stated that we should trust the engineer Byron.

MOTION BY WILLIAMS/JACKSON

I MOVE TO APPROVE SKATE PARK

VOICE VOTE ON THE MOTION CARRIED UNANIMOUSLY.

4. Cancel the September 5th, 2024 7:00 pm Regular Commission Meeting.
The next Commission meetings are as follows: September 4th, 2024 at 6:00 pm (Budget and Regular) and September 19, 2024, at 7:00 pm (Budget and Regular).

Staff Representative: Wayne Carragino, City Manager

I. ITEMS REMOVED FROM THE CONSENT AGENDA

J. UNFINISHED BUSINESS

1. Adopt on second reading of Ordinance 1690;
AN ORDINANCE OF THE CITY OF COCOA BEACH, BREVARD COUNTY, FLORIDA; TO APPROVE A PLANNED DEVELOPMENT PROJECT WITH AN ACCOMPANYING MASTER CONCEPTUAL DEVELOPMENT PLAN, MASTER CONCEPTUAL SITE PLAN, AND DEVELOPMENT AGREEMENT WITH ACCOMPANYING ATTACHMENTS; TO AMEND THE OFFICIAL ZONING MAP OF THE CITY OF COCOA BEACH BY CHANGING THE ZONING DESIGNATION FROM OCEANSIDE (OC) TO PLANNED DEVELOPMENT (PD) FOR TWO PARCELS OF LAND TOTALING 4.667 ACRES, MORE OR LESS, LOCATED EAST OF OCEAN BEACH BLVD ON THE NORTH, SOUTH SIDE OF MEADE AVENUE AND NORTH OF PULSIPHER AVENUE ON PARCELS IDENTIFIED WITH PARCELS NO.24-37-26-CG-113-6 and 24-37-26-CG-112-12 WITHIN THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA; PROVIDING FOR AUTHORIZATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Staff Representative: Loren Wiltse - Principal Planner, Randy Stevenson - Development Services Director

MOTION BY WILLIAMS / WOULAS

I MOVE TO APPROVE 1690 SECOND READING

ROLL CALL VOTE

Mr. John Dillon expressed his concern about the traffic study for the project. He noted Ocean Beach Blvd.'s high traffic, with ocean city, not express

Vice Mayor Hutcherson inquired about the concerns regarding traffic studies, Mr. Stevenson stated that this allows the development to move forward, and we may need to do things. However, he explained the thought process and the plan. He explained the process of the PD also known as a planned development. Mr. Stevenson noted he does not work for the company but the city, and that we need to look out for the city.

Commissioner Williams noted the proposed surface for parking is 650 spots. Mr. Stevenson confirms that the current parking spaces are at 272. He explained the numbers of spaces, and discussed the agreement. The city will have the bottom floor of the garage.

Commissioner Williams stated that the bottleneck of traffic will go away with a better flow of traffic and with employee parking permits. The current experience of going in and out is a total mess.

Mayor Capizzi stated that he is usually totally against giving away city property, but for this project, it makes sense. The peer employees were already utilizing the spaces provided. He hopes that the pier personnel will use their own spots, which would free revenue for us.

Commissioner Williams stated that with the August 6 agreement, there were 2 readings and a 5-0 vote to vacate the property. The three-party agreement was approved by the city, county commission, and developer. its done,

John Dylan talked about walking pedestrians and 10–15 people at a time, and reiterated that the traffic was increasing.

K. NEW BUSINESS

1. ~~Approve First Reading of Ordinance 1689:~~ **Tabled to September 19th, 2024.**
~~AN ORDINANCE OF THE CITY OF COCOA BEACH, FLORIDA, AMENDING SPECIFIC SECTIONS OF APPENDIX B OF THE COCOA BEACH CODE OF ORDINANCES, LAND DEVELOPMENT CODE; PROVIDING FOR MINIMUM REQUIREMENTS OF THE NATIONAL FLOOD INSURANCE PROGRAM (NIFP); AMENDING ARTICLE IV "DEFINITIONS;" WITHIN CHAPTER I, "PURPOSE AND GENERAL PROVISIONS"; AMENDING SECTION 3-37 "FORTY-FIVE FOOT BUILDING HEIGHT LIMIT" AND SECTION 3-38 "REQUIRED FINISHED FLOOR ELEVATION" WITHIN CHAPTER III "DESIGN STANDARDS" ARTICLE III. "DEVELOPMENT AN CONSTRUCTION"; AMENDING SECTION 4-40 "APPLICATION FOR A VARIANCE FROM THE CITY COMMISSION FOR A HEIGHT TO EXCEED FORTY-FIVE (45) FEET" WITHIN CHAPTER IV "LAND DEVELOPMENT PROCEDURES", ARTICLE IV. "VARIANCE, WAIVER AND SPECIAL EXCEPTION"; AMENDING Article III "FLOOD DAMAGE PREVENTION"~~

~~WITHIN CHAPTER VII “STORMWATER MANAGEMENT AND FLOOD CONTROL”; ALL WITHIN THE LDC; INCORPORATING RECITALS; AND PROVIDING FOR CODIFICATION, CONFLICTS, SEVERABILITY; AND EFFECTIVE DATE.~~

~~Staff Representative: Loren Wiltse – Principal Planner, Randy Stevenson – Development Services Director~~

MOTION BY WILLIAMS WOULAS
I MOVE TO APPROVE TABLE SEPTEMBER 19
VOICE VOTE ON THE MOTION CARRIED UNANIMOUSLY.

Williams noted the education on this.

2. Request: City Commission review and approve first reading of Ordinance 1688 (Amending the City of Cocoa Beach Comprehensive Plan) and authorize transmittal of the proposed amendments to the State Land Planning Agency for the State Coordinated Review Process prior to second reading.

Ordinance No. 1688 AN ORDINANCE OF THE CITY OF COCOA BEACH, BREVARD COUNTY, FLORIDA, AGREEMENT; AMEND THE COMPREHENSIVE PLAN TITLE TO BE “CITY OF COCOA BEACH COMPREHENSIVE PLAN 2045”; AMENDING DEFINITIONS TO BE CONSISTENT WITH THE LDC; AMENDING SECTION I “FUTURE LAND USE ELEMENT” INTRODUCTION DATA TO REFLECT CURRENT POPULATION ANALYSIS AND FORECASTING FUTURE GROWTH, AND AMENDING POLICY I.1.1 AND I.1.2, AND AMENDING FLUE MAPS TO CHANGE DATES TO 2045; AMEND SECTION II, “COASTAL MANAGEMENT ELEMENT” INTRODUCTION DATA AND ANALYSIS AND POLICY I.1.1 ADDING NORTH THOUSAND ISLANDS MANAGEMENT PLAN DATA; AMENDING SECTION III “CONSERVATION ELEMENT” UPDATING THE INTRODUCTION DATA AND ANALYSIS TO INCLUDE LISTED PLANT AND ANIMAL SPECIES; AMENDING SECTION IV, “RECREATION AND OPEN SPACE ELEMENT” INTRODUCTION DATA AND ANALYSIS TEXT AND POLICY I.1.3 TO REFLECT A 2045 PLANNING HORIZON; AMENDING SECTION V, “HOUSING ELEMENT” INTRODUCTION TEXT TO REFLECT CURRENT POPULATION AND GROWTH TRENDS THOUGH 2045; AMENDING SECTION VII “INFRASTRUCTURE ELEMENT” INTRODUCTION DATA AND ANALYSIS TEXT AND POLICY’S I.1.1, I.1.3, I.1.6, AND POLICY’S I.2.2 – I.2.4 TO REFLECT THE CITY’S CURRENT POTABLE WATER SERVICE PROVIDER, AND PROVIDE CONSISTENCY WITH THE CITY’S POTABLE WATER CONTRACTUAL AGREEMENT; AMEND SECTION VIII “MOBILITY ELEMENT” POLICY’S I.1.3, I.1.20 AND I.13.1 TO REFLECT CURRENT TRANSPORTATION PRIORITIES, AND UPDATE MOBILITY MAPS TO REFLECT 2024 CONDITIONS AND

ANTICIPATED 2045 CONDITIONS; AMENDING SECTION IX "CAPITAL IMPROVEMENT ELEMENT" TO REFLECT RECENT CIP TABLES; AND PROVIDING FOR FINDINGS, CODIFICATION, CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

Staff Representative: Loren Wiltse - Principal Planner, Randy Stevenson - Development Services Director

MOTION BY WILLIAMS/WOULAS
I MOVE TO APPROVE ORDINANCE 1688 ON FIRST READING
VOICE VOTE ON THE MOTION CARRIED UNANIMOUSLY.

****Make note this will return in few months****

Janice Scott, noted the land management plan, and that Cocoa Beach is considered a high coastal hazard and would like that language in the comprehensive plan.

Commissioner Williams noted that there were not any changes to the Flue map. Mr. Stevenson, the zeroing changes from the PD that were approved.

Commissioner Jackson questioned the adjustments about the number of residents.

Vice Mayor Hutcherson asked if this is different to the CIP plan, just incorporating the CIP plan.

Mr. Wiltse stated that it's just a policy update without having to update the map. Mr. Stevenson noted the stormwater master plan community rating service is at an 8 for flood insurance. Mayor Capizzi inquired about adding to the map. Commissioner Williams said no and that it's already been approved just adding it to the map.

Commissioner Williams stated that the requirement updates based on the changes made to the 2025 plan were made years ago. Mayor Capizzi inquired about a vacant lot on A1A. Commissioner Williams noted its prices and that properties in that area can provide services but not retail. Mayor Capizzi stated that this is something to think about. Commissioner Williams stated that if they want to rezone property, then they can put it through the process with the city and when the 2065 plan comes out we can reflect it on the map. Think about it over the year.

Ms. Vose stated that if the property owner wants to rezone, they need to bring it forward. We don't rezone unless the owner wants to do so. Commissioner Williams stated that it is not affect the transmittal. Mayor Capizzi stated that he thinks that the property has been sold, Commissioner Woulas reiterated that the owner needs to bring it forward.

Commissioner Williams stated that it's contingent on the owner to go to the city and to

get it rezoned to what they want.

3. Approve the first reading of Ordinance 1692;
AN ORDINANCE OF THE CITY OF COCOA BEACH, FLORIDA, AMENDING
SECTION 1-8, "GENERAL PENALTY; CONTINUING VIOLATIONS;
ADJUDGING FINES AND IMPRISONMENTS", OF CHAPTER 1, "GENERAL
PROVISIONS", AND SECTION 5-49.1 "PENALTY FOR VIOLATION OF
ARTICLE" OF ARTICLE iiiB "OCEANFRONT BUILDING RESTRICTION LINE
AND SEAWALL LINE" OF CHAPTER 5 "BEACHES, FILLS, BOATS, AND
WATERWAYS" AND SECTION 26-7 "ILLEGALLY PARKED MOTOR
VEHICLES IN A TOW-AWAY ZONE; REMOVING; STORAGE;
RESTORATION' OF ARTICLE I, "IN GENERAL" OF CHAPTER 26,
"TRAFFIC" OF THE COCOA BEACH CODE OF ORDINANCES, UPDATING
PENALTY PROVISIONS FOR VIOLATIONS OF THE CITY CODE AND
ELIMINATING ALL OUTDATED REFERENCES TO MUNICIPAL JUDGES
FROM THE CITY CODE AND PROVIDING FOR CODIFICATION,
CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

Staff Representative: Randy Stevenson, Director of Development Services

MOTION BY WILLIAM/WOULAS

I MOVE TO APPROVE ORDINANCE 1692

VOICE VOTE ON THE MOTION CARRIED UNANIMOUSLY.

Janice Scott stated that she would like the directors on first reading to talk about the item and why it's done. Towing illegal parking- contractors are not to leave their trailers on city streets, or park without a vehicle. She also stated that the previous director would have them sign a permit stating that they would not leave them in the driveway. She described that the trailers are black and will sometimes put the orange cones out. She stated that they used to put out kerosene lamps. She stated that this is something that goes on in the city too often and wants this to be incorporated.

Commissioner Williams read the code - to clarify a section - and that code violations can go through proceedings to the city's special magistrate, which is what is done now. It clarified section 549-1. It referred to section 1-8 of the code.

Charge for towing or removal by a municipal judge which we do not have anymore.

Ms. Vose noted that the municipal judge position hasn't been in place since 1975. The purpose of this is to straighten out the code to update the penalties. If there will be a change, there would need to be a separate ordinance.

Ms. Scott inquired about the legality of the code, for the contractors to sign a form and is aware that what she brought up is not the point of this ordinance but brought it up as an opportunity to talk about it.

Mr. Stevenson stated that he needed to look at that as he did not remember it. He stated that we do monitor illegal parking, to allow emergency vehicles through the streets. He stated that he will look at documents and will check any that may need to be updated.

L. GENERAL PUBLIC COMMENT

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

Rick Anderson stated that he was having a hard time understanding priorities here. The golf course, skate park, stated that earlier in the meeting there was a public safety issue regarding the removing of weeds that could get someone very sick like poison ivy. We are debating necessary public issues. He stated that we spent money without thinking about it, and if the same amount of money is being used for the skate park but isn't there for both the skate park and the park, it should be spent on the park instead.

Vice Mayor Hutcherson stated that he understands and wants to do the project with full transparency.

Commissioner Williams stated that if you stay on the trails, you're good. The poison ivy is on the sides of the trails, so it's not a public safety issue.

Mr. Dillon asked if the design company knew the OSHA requirements, did they know, or did they see the design package. He also asked if someone in the city looked at the design package and pulled mistakes out of it. Mr. Dillon mentioned the weeds growing. He mentioned the mold on the ceiling and that it needed to be removed.

M. ADJOURNMENT

X

Keith Capizzi
Mayor

Date

X

Karin Grooms
City Clerk

Date

**City of Cocoa Beach City Commission
Agenda Item Summary**

**DEPARTMENT MAKING
REQUEST/NAME:**

Finance /
PATRISHA DRAYCOTT, CFO
Brad Kalsow, Director of Water Reclamation

MEETING DATE

September 4, 2024

REQUESTED MOTION/ACTION

Adopt Resolution 2024-20 A Resolution of the City Commission of the City of Cocoa Beach, Florida revising utility deposits for sewer, garbage, stormwater, and reuse services; and providing for an effective date.

Staff Representative: Patrisha Draycott, Chief Finance Officer, Brad Kalsow, Water Rec Director

Staff Representative:

Recommendation:

IS THIS ITEM BUDGETED (IF APPLICABLE)?

BACKGROUND:

RESOLUTION NO. 2024-20

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF COCOA BEACH, FLORIDA REVISING UTILITY DEPOSITS FOR SEWER, GARBAGE, STORMWATER, AND REUSE SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Garbage deposits were listed in Section 10-11 (b) (6) of the City Code; and sewage deposits were listed in Section 19-5 J (1) and J (2) of the City Code, and Stormwater deposits were listed in Section 28-25 (g) of the City Code; and

WHEREAS, the City Commission with the adoption of Ordinance 1497 removed the deposits from the City Code to allow them to be adopted by Resolution; and

WHEREAS, Resolution 2009-14 set forth the schedule of Sewer, Reuse, Garbage, and Stormwater deposits for the City of Cocoa Beach; and

WHEREAS, the City Commission hereby desires to amend the schedule of deposit fees set forth in Resolution 2009-14 as set forth below;

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

SECTION 1. FINDINGS. That the above "Whereas" clauses are true and correct and are incorporated herein by reference.

SECTION 2. AMENDMENT OF DEPOSIT FEES, RESOLUTION 2009-14 The schedule of deposit fees set forth in Section 2, City of Cocoa Beach Resolution 2009-14, is hereby amended as follows

RESIDENTIAL		
	City Service Area	County Service Area
Sewer	\$ 60.00	\$ 80.00
Reuse	\$ 20.00	Not applicable
Garbage	\$ 25.00	Not applicable
Stormwater	\$ 10.00	Not applicable

SECTION 3. DEPOSIT PERIODS AND REFUNDS. Commercial and multi-family unit deposits currently being held shall be released to the customer account in the form of credit balances, to pay for future utility billing until it is absorbed or the account is terminated.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

Upon Motion by Commissioner _____, seconded by Commissioner _____, this Resolution was duly adopted at a Regular Meeting of the City Commission of the City of Cocoa Beach, Florida, held on the ____ day of _____, 2024.

Ayes: _____
Nays: _____
Absent or Abstaining: _____

Keith Capizzi,
Mayor-Commissioner

ATTEST:

Karin Grooms
City Clerk

RESOLUTION NO. 2009 - 14

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF COCOA BEACH, FLORIDA, SETTING UTILITY DEPOSITS FOR SEWER, GARBAGE, STORMWATER AND REUSE SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Garbage deposits were listed in Section 10-11 (b) (6) of the City Code; and sewage deposits were listed in Section 19-5 J (1) and J (2) of the City Code, and Stormwater deposits were listed in Section 28-25 (g) of the City Code.

WHEREAS, the City Commission with the adoption of Ordinance 1497 removed the deposits from the City Code to allow them to be adopted by Resolution.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Cocoa Beach, Florida, as follows:

SECTION 1. The above recitals are true and correct and by this reference are hereby adopted by the City of Cocoa Beach.

SECTION 2. The following schedule of deposit fees shall be adopted for all new utility accounts and existing accounts that are over sixty (60) days delinquent:

RESIDENTIAL		
	City service area	County service area
Sewer	\$ 60.00	\$ 80.00
Reuse	\$ 20.00	Not applicable
Garbage	\$ 25.00	Not applicable
Stormwater	\$ 10.00	Not applicable
MULTI-FAMILY UNITS		
	City service area	County service area
Sewer	Two (2) months average sewer charges (see below)	Two (2) months average sewer charges (see below)
Reuse	Number of units multiplied by \$ 20.00	Not applicable
Garbage	Number of units multiplied by service rate multiplied by 2	Not applicable
Stormwater	Number of units multiplied by rate multiplied by 2	Not applicable
COMMERCIAL		
	City service area	County service area
Sewer	Two (2) months average sewer charges (see below)	Two (2) months average sewer charges (see below)
Reuse	Number of units multiplied by \$ 20.00	Not applicable
Garbage	Service rate multiplied by 2	Not applicable
Stormwater	Number of ERUs multiplied by service rate multiplied by 2	Not applicable

RESOLUTION NO. 2009 - 14

Sewer deposits for multi-family and commercial are calculated as follows:

The deposit will be an amount equal to two (2) months average sewer charges calculated as follows:

The average monthly sewer charge is calculated using the prior six (6) months of usage. If fewer than six (6) months are available, the average is calculated using the number of months available. The deposit amount is the average monthly sewer charge multiplied by two (2).

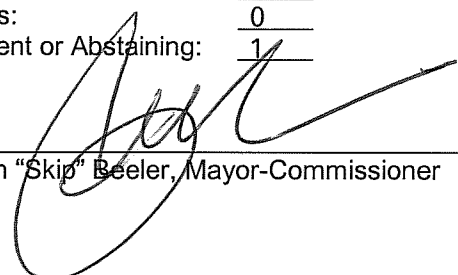
SECTION 3: INTERPRETATION. In interpreting the body of Section One of this Resolution, the following rules of interpretation shall be utilized:

- (1) Terms underlined are additions to existing text.
- (2) Terms ~~stricken through~~ are deletions from existing text.

SECTION 4: Effective Date: This resolution and deposit fees adopted shall become in full effect in May 21, 2009.

Upon Motion by Commissioner Pruett and Seconded by Commissioner Williams, this Resolution was duly adopted at a Regular Meeting of the City Commission of the City of Cocoa Beach, Florida, held on the 7th day of May, 2009.

Ayes:	<u>4</u>
Nays:	<u>0</u>
Absent or Abstaining:	<u>1</u>



Leon "Skip" Beeler, Mayor-Commissioner

ATTEST:



Loredana Kalaghchy, CMG, City Clerk

City of Cocoa Beach City Commission Agenda Item Summary

**DEPARTMENT MAKING
REQUEST/NAME:**

City Manager /
Devan Taly, CRA Administrator

MEETING DATE

September 4, 2024

REQUESTED MOTION/ACTION

Request to Approve Amendments to The Community Development Block Grant Policies

Staff Representative: Devan Taly, Director of Grants & Special Projects

Staff Representative:

Recommendation:

IS THIS ITEM BUDGETED (IF APPLICABLE)?

BACKGROUND:

City staff is requesting approval of amendments to the following Community Development Block Grant Policies:

Fair Housing Policy Resolution No. 2024-18

ADA Policy

EEO Policy

Excessive Force Policy

The amendments are a requirement of the grant and were instructed by the grant agent in the form of a checklist for each policy. These amendments have been approved by the grant agency.

RESOLUTION NO. 2024-18

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF COCOA BEACH, FLORIDA ESTABLISHING A FAIR HOUSING POLICY IN COMPLIANCE WITH THE FAIR HOUSING ACT OF FLORIDA, SAID POLICY TO BE APPLICABLE WITHIN THE CORPORATE LIMITS OF THE CITY OF COCOA BEACH, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the State of Florida has established the Florida Fair Housing Act and has included the details of this Act in Chapter 760 of the Florida Statutes; and,

WHEREAS, the City of Cocoa Beach recognizes the value and importance of avoiding discrimination against persons because of race, color, national origin, sex, disability, familial status, or religion in the sale or rental of housing; and,

WHEREAS, the City of Cocoa Beach wishes to establish an official policy in full compliance with the Statutes of the State of Florida relative to Fair Housing;

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Cocoa Beach, Florida, as follows:

Section 1:

It shall be unlawful, in the City of Cocoa Beach, to violate any of the prohibitions included in Section 720.23 of the Florida Statutes relating to discrimination in the sale or rental of housing within the corporate limits of the City of Cocoa Beach.

Section 2: Discrimination is further described in the Florida Statutes as:

- (1) It is unlawful to refuse to sell or rent after the making of a bona fide offer, to refuse to negotiate for the sale or rental of, or otherwise to make unavailable or deny a dwelling to any person because of race, color, familial status, handicap, national origin, religion, sex, and certifies affirmatively fair housing.
- (2) It is unlawful to discriminate against any person in the terms, conditions, or privileges of sale or rental of a dwelling, or in the provision of services or facilities in connection therewith, because of race, color, national origin, sex, disability, familial status, or religion.
- (3) It is unlawful to make, print, or publish, or cause to be made, printed, or published, any notice, statement, or advertisement with respect to the sale or rental of a dwelling that indicates any preference, limitation, or discrimination based on race, color, national origin, sex, disability, familial status, or religion or an intention to make any such preference, limitation, or discrimination.
- (4) It is unlawful to represent to any person because of race, color, national origin, sex, disability, familial status, or religion that any dwelling is not available for inspection, sale, or rental when such dwelling is in fact so available.
- (5) It is unlawful, for profit, to induce or attempt to induce any person to sell or rent any dwelling by a representation regarding the entry or prospective entry into the neighborhood of a person or persons of a particular race, color, national origin, sex, disability, familial status, or religion.

(6) The protections afforded under ss. 760.20-760.37 against discrimination on the basis of familial status apply to any person who is pregnant or is in the process of securing legal custody of any individual who has not attained the age of 18 years.

(7) It is unlawful to discriminate in the sale or rental of, or to otherwise make unavailable or deny, a dwelling to any buyer or renter because of a disability of:

(a) That buyer or renter;

(b) A person residing in or intending to reside in that dwelling after it is sold, rented, or made available; or

(c) Any person associated with the buyer or renter.

(8) It is unlawful to discriminate against any person in the terms, conditions, or privileges of sale or rental of a dwelling, or in the provision of services or facilities in connection with such dwelling, because of a disability of:

(a) That buyer or renter;

(b) A person residing in or intending to reside in that dwelling after it is sold, rented, or made available; or

(c) Any person associated with the buyer or renter.

Section 3:

(1) The City of Cocoa Beach will affirmatively further Fair Housing within the corporate limits of the Municipality of Cocoa Beach.

(2) To the best of the City's Knowledge, that no person is being denied benefit, excluded, or subjected to discrimination under any program funded in whole or in part by Federal funds.

(3) Participation in any program funded in whole or in part by federal funds cannot and will not be based on Race, National Origin, Religion, Color, Sex, Age, Disability (mental and physical), or Family Status.

(4) The City commits to to administer all programs and activities related to housing and community development in a manner to affirmatively further the policies of the Fair Housing Act (42 U.S.C.3608(e)(5)); (E.O.12259(1-202)); (24 CFR 570.601).

(5)

Ayes: _____

Nays: _____

Absent or Abstaining: _____

Keith Capizzi, Mayor

ATTEST:

Karin Grooms

Fair Housing Policies Review Checklist

Subrecipient: Cocoa Beach

Grant Agreement No.: IR052

1st Reviewer: Robert Compton

2nd Reviewer: Kevin Roddy

Date Review Complete: 7/9/2024 Rev 7/25/2024

Date Review Complete: 7/9/2024 Rev 7/26/2024

Policies and Procedures Approved?

☐ Yes ☐ No

Date of Approval:

DEO has outlined Fair Housing compliance terms in the Subrecipient agreement terms. The sub-recipient's policy is intended to establish procedures and processes that will aid in the commitment to abide by the laws as a condition of receiving funds in the CDBG-DR and CDBG-MIT programs. The grant manager is responsible for reviewing and approving subrecipient policy.

Desk Review

Descriptions

Reference

Answer

Location

Has the subrecipient passed a fair housing resolution or ordinance that covers all Federally protected classes (race, color, familial status, handicap, national origin, religion, and sex) and certifies that they will "affirmatively further Fair Housing" in its community?

Comments: Date Passed The resolution is unsigned and undated. All of the protected classes are mentioned, but the Affirmatively Further Fair Housing is not. Pg 1

Subrecipient Agreement

☐ Yes
☒ No

SR will need to revise Fair Housing resolution/ordinance that the city will affirmatively further fair housing in its community.

The sub-recipient's Fair Housing Policies & Procedures must demonstrate no person is being denied benefit, excluded, or subjected to discrimination under any program funded in whole or in part by Federal funds.

Program participation must not be based on Race, National Origin, Religion, Color, Sex, Age, Disability (mental and physical), or Family Status.

Do the sub-recipient's Fair Housing Policies & procedures contain similar language?

Comments: There is no mention of Federal funds or laws, only Florida statutes. Pg 1

Subrecipient Agreement

☐ Yes
☒ No

SR needs to revise Fair Housing policy will not be denied or excluded, nor subject to discrimination under any Federally funded program.

All sub-recipients must agree to administer all programs and activities related to housing and community development in a manner to affirmatively further the policies of the Fair Housing Act (42 U.S.C.3608(e)(5)); (E.O.12259(1-202)); (24 CFR 570.601).

24 CFR 570.601

☐ Yes
☒ No

SR will need to revise policy to include agreement

Office of Long-Term Resiliency (OLTR) - Community Development Block Grant Program MITIGATION

The first step in developing a Fair Housing Program is to determine the needs of the community. The State of Florida has prepared an Analysis of Impediments (AI) to Fair Housing Choice that is current in effect. The sub-recipient can choose to use the State's AI data or to prepare an independent HUD required AI to Fair Housing Choice for their community. Has the sub-recipient completed this first step in developing a Fair Housing Program? Did the sub-recipient prepare an independent AI or choose to use the State's AI data? Comments: No mention of federal Fair Housing Act, Analysis of Impediments			to administer all programs and activities in a manner to affirmatively further fair housing.
The sub-recipient's analysis must identify potential impediments to Fair Housing Choice and include actions to be undertaken to help overcome these impediments. Potential impediments include, but are not limited to: •Local planning and zoning and land use controls. •Lending practices of financial institutions serving the community. •Real estate sales and rental practices within the community. •Areas of minority population concentrations. •Quality of services provided to areas with high concentrations of minority persons. Does the sub-recipient provide background data and other information from the AI that serve as basis for identifying impediments and making conclusions? Were potential impediments identified in the sub-recipient's Civil Rights Policies and Procedures? Comments: No mention of AI or civil rights.	24 CFR 570.601	☐ Yes ☒ No	SR will need to revise policy to detail how it will identify impediments to and actions to overcome those impediments to fair housing choice.
Does the Fair Housing Coordinator maintain records that will help the community do the following: 1. Define where discriminatory practices are occurring; 2. Help the community measure the effectiveness of its outreach efforts; and 3. Provide the community with a means to gain information that can be used to design and implement strategies that will eliminate Fair Housing impediments. Comments: No mention of Coordinator. NO AI available.	24 CFR 570.601	☐ Yes ☒ No	SR will need to revise policy to include the procedures for duties and responsibilities of Fair Housing Coordinator and recordkeeping.
Has the sub-recipient provided to their DEO Grant Manager the name and contact information of the sub-recipient's Fair Housing Coordinator who is available during regular business hours to receive Fair Housing calls? Comments: No coordinator named and no contact info to get information.	Subrecipient Agreement	☐ Yes ☒ No	SR will need to revise policy to provide the name and contact information for the Fair Housing Coordinator.



Office of Long-Term Resiliency (OLTR) - Community Development Block Grant Program
MITIGATION

Equal Employment Opportunity, Discrimination, and Harassment

In order to provide equal employment and advancement opportunities to all individuals, employment decisions will be based on merit, qualifications, abilities, and veterans preference where applicable. The City of Cocoa Beach does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, marital status, disability, genetic information, or any other characteristic protected by applicable local, state or federal law.

The City also is committed to providing a workplace free of harassment on the basis of an individual's protected class. This includes harassment by City employees and non-employees, such as members of the general public, vendors, appointed and elected officials. Prohibited harassment includes, but is not limited to: slurs, jokes, epithets, negative stereotyping, threats, intimidation, hostile acts; denigrating or hostile written or graphic material posted or circulated in the workplace or; any other graphic or physical conduct relating to an individual's race, color, religion, sex, national origin, age, marital status, pregnancy, disability, veteran status, or any other characteristic protected by applicable local, state or federal law. Prohibited sexual harassment includes, but is not limited to: verbal statements such as jokes, innuendo, intimidation and/or physical conduct of a sexual nature; unwelcome sexual advances, propositions and/or innuendos that create hostile working conditions; display in the workplace of sexually suggestive or explicit objects, pictures or drawings and/or denigrating written or graphic material posted or circulated in the workplace; and any other graphic or physical conduct relating to a person's gender.

An employee who feels that they are being discriminated against or harassed, or any employee who becomes aware of any discrimination or harassment, should immediately report the discrimination or harassment to any of the following: their immediate supervisor, their manager, their department director, the Personnel Director, or the City Manager. Employees are not required to follow their supervisory chain in making such reports. Any supervisor, manager, or director who becomes aware of any discrimination or harassment must immediately report the discrimination or harassment to the Personnel Director or the City Manager. All reports of discrimination or harassment shall be thoroughly and timely investigated. Confidentiality shall be maintained throughout the investigation to the extent possible and allowable by law. When the investigation is completed, the employee who was subject to the alleged discrimination or harassment will be informed of the outcome of the investigation.

Any employee found to have engaged in any type of unlawful discrimination or harassment will be subject to disciplinary action, up to and including termination of employment.

Employees will not be retaliated against in any way for making a report, in good faith, of discrimination or harassment. Any employee found to have engaged in retaliation will be subject to disciplinary action, up to and including termination of employment.

Community Development Block Grant Program:

The City will establish a system to log all EEO calls and submit the logs quarterly. The City will submit EEO information/documentation to the DEO grant manager within 10-calendar days after the end of each quarter. The City does not have a list of certified Women- and Minority Owned Business Enterprises (W/MBE) that operate in our region. The City will ensure that to review that aspect when companies bid on CDBG-MIT funded construction activities when the prime contractors use to hire subcontractors and consultants.

EEO Coordinator: Cindy DePina 321-868-3200 (X306) Cindy.DePina@cityofcocoabeach.com

The EEO Coordinator is published under staff directory on city website.

EEO Policies and Review Checklist

Subrecipient: Cocoa Beach		Grant Agreement No.: IR052	
1 st Reviewer: Robert Compton		2 nd Reviewer: Kevin Roddy	
Date Review Complete: 8/7/24		Date Review Complete: 8/13/2024	
Policies and Procedures Approved?	☐ Yes ☐ No	Date of Approval:	
DEO has outlined Equal Employment Opportunity compliance conditions in the Subrecipient agreement terms. The sub-recipient's policy is intended to establish procedures and processes that will aid in the commitment to abide by the laws as a condition of receiving funds in the CDBG-DR and CDBG-MIT programs. The grant manager is responsible for reviewing and approving subrecipient policy.			
Desk Review			
Descriptions	Reference	Answer	Location
Has the subrecipient passed an EEO resolution or ordinance that protects its applicants and employees and the applicants and employees of its contractors, subcontractors, subrecipients and consultants from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment, on the basis of race, color, religion, sex, national origin, disability, age or genetics? Comments:	Subrecipient Agreement	☒ Yes ☒ No	Pg 1
Has the sub-recipient provided to their DEO Grant Manager the name and contact information of the sub-recipient's EEO Coordinator who is available during regular business hours to receive EEO calls? Comments: No coordinator is listed.	Subrecipient Agreement	☐ Yes ☒ No	
Does the sub-recipient publish the EEO Coordinator's contact information quarterly in a newspaper of general circulation in the sub-recipient's jurisdiction or on the home page of their website so that the public knows who to call to ask EEO questions or register a complaint? Comments: No coordinator info given.	Subrecipient Agreement	☐ Yes ☒ No	
Has the sub-recipient established a system (spreadsheet) to log all EEO calls and submit the logs quarterly? Comments:	Subrecipient Agreement	☒ Yes ☐ No	Pg 2
Does the sub-recipient submit EEO information/documentation to the DEO grant manager within 10-calendar days after the end of each quarter? Comments:	Subrecipient Agreement	☒ Yes ☐ No	Pg 2
Does the sub-recipient maintain a list of certified Women- and Minority-Owned Business Enterprises (W/MBE) that operate in its region? Does the sub-recipient use this W/MBE list to solicit companies to bid on CDBG-MIT funded construction activities and do they provide a copy of the list to the prime contractor(s) to use when it hires subcontractors and consultants? Comments:	Subrecipient Agreement	☒ Yes ☐ No	Pg 2

Disability Accommodation

The City is committed to taking all actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the Americans with Disabilities Act (ADA) and all other applicable federal, state and local laws. All employment practices and activities will be conducted on a non-discriminatory basis. Upon request, job applications are available in alternative, accessible formats, as is assistance in completing the application.

The City of Cocoa Beach will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship on the City or pose a direct threat to the employee or others. This policy governs all aspects of employment, including employee selection, job assignment, compensation, discipline, termination and access to benefits and training. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Personnel Department.

Community Development Block Grant Program:

The City will establish a system to log all ADA calls and submit the logs quarterly. The City will ensure to submit ADA information/documentation to the DEO grant manager within 10-calendar days after the end of each quarter if applicable.

ADA Coordinator: Cindy DePina 321-868-3200 (X306)
Cindy.DePina@cityofcocoabeach.com

The ADA Coordinator is published under staff directory on city website.

Section 504 and ADA Policies and Review Checklist

Subrecipient: Cocoa Beach		Grant Agreement No.: IR052	
1 st Reviewer: Robert Compton		2 nd Reviewer:	
Date Review Complete: 8/7/24		Date Review Complete:	
Policies and Procedures Approved?	☐ Yes ☐ No	Date of Approval:	
DEO has outlined Section 504 and ADA compliance terms in the Subrecipient agreement terms. The sub-recipient's policy is intended to establish procedures and processes that will aid in the commitment to abide by the laws as a condition of receiving funds in the CDBG-DR and CDBG-MIT programs. The grant manager is responsible for reviewing and approving subrecipient policy.			
Desk Review			
Descriptions	Reference	Answer	Location
Has the subrecipient passed an ADA resolution or ordinance that is designed to eliminate discrimination against any person who: - Has a physical or mental impairment which substantially limits one or more major life activities, - Has a record of such an impairment or - Is regarded as having such an impairment Comments: Date Passed – No date given, not signed. Policy only states "ensure equal employment opportunity for persons with disabilities." None of the items listed above are mentioned.	Subrecipient Agreement	☐ Yes ☒ No	
Has the sub-recipient provided to their DEO Grant Manager the name and contact information of the sub-recipient's ADA Coordinator who is available during regular business hours to receive ADA calls? Comments: No coordinator listed.	Subrecipient Agreement	☐ Yes ☒ No	
Does the sub-recipient publish the ADA Coordinator's contact information quarterly in a newspaper of general circulation in the sub-recipient's jurisdiction or on the home page of their website so that the public knows who to call to ask ADA questions or register a complaint? Comments: NO coordinator listed, no mention of publishing in newspaper or website. No mention of how to contact for more info or to register complaint.	Subrecipient Agreement	☐ Yes ☒ No	
Has the sub-recipient established a system (spreadsheet) to log all ADA calls and submit the logs quarterly? Comments:	Subrecipient Agreement	☒ Yes ☐ No	
Does the sub-recipient submit ADA information/documentation to the DEO grant manager within 10-calendar days after the end of each quarter? Comments:	Subrecipient Agreement	☒ Yes ☐ No	



Cocoa Beach Police Department

Standard Operating Procedure



Effective Date: July 31, 2024	Replaces: Amends: September 28, 2023	Number: 240.20
Subject: Response to Resistance	Re-Evaluation: 2026	
Distribution: All Members	Related CFA Standards: 4.01M, 4.02M, 4.03M, 4.04M, 4.05M, 4.06M, 4.07M, 4.08M, 4.09M, 4.10M, 10.04M, 10.10M, 15.21M	
Approving Authority: Chief of Police Wes Mullins		
Approval Date: July 17, 2024		

1. PURPOSE

The purpose of this standard operating procedure is to establish procedures, guidelines and reporting requirements for police officer response to resistance. This also includes the carry and use of weapons and defensive equipment.

2. SCOPE

This standard operating procedure shall apply to all members of the Cocoa Beach Police Department.

3. POLICY

It shall be the policy of the Cocoa Beach Police Department that officers will use only the force necessary to effect lawful objectives pursuant to all applicable federal, state and local laws. (CFA 4.01M)

4. DEFINITION(S)

- A. ACTIVE RESISTANCE- A subject makes physically threatening or evasive movements to defeat an officer attempting to gain control during a custodial situation or when being placed under arrest. This may be in the form of bracing, tensing or the subject attempts to push/pull away with the intent to flee or escape or does not allow the officer to get close to him or her.
- B. AGGRESSIVE RESISTANCE- The hostile, attacking movements that may cause injury, but not likely to cause death or great bodily harm to the officer or others.
- C. ANNUAL REVIEW - A documented review of an incident or occurrence prepared by or for the Chief or designee. The review should indicate whether policy, training, equipment, or disciplinary issues should be addressed.
- D. APPROVED FIREARM- Any Department-issued firearm or personally owned firearm approved by the Department Range Master and Chief of Police.
- E. BALLISTIC SHIELD- Protective devices designed to stop or deflect bullets fired at their carrier. Ballistic shields will also protect from less serious threats such as thrown items, though they are typically used in situations where riot shields would not offer adequate protection. The department-authorized shields are rated threat-level IIIA. The shields are capable of stopping most handgun rounds and “00” buckshot. Level IIIA equipment does not protect from rifle fire or metal piercing bullets.
- F. CHEMICAL AGENT- A device that propels a liquid chemical agent such as oleoresin capsicum which is used as a pain compliance tool to subdue persons or animals
- G. CHOKEHOLDS – The intentional and prolonged application of force to the throat, windpipe, or airway of another person that prevents the intake of air. The term does not include any hold involving contact with another person’s neck that is not intended to prevent the intake of air. Chokeholds are *prohibited except when deadly force is authorized by this policy.* (CFA 4.10M)

- H. DE-ESCALATION TECHNIQUES - Taking action or communicating verbally or non-verbally during a potential force encounter in an attempt to stabilize the situation and reduce the immediacy of the threat so that more time, options, and resources can be called upon to resolve the situation without the use of force or with a reduction in the force necessary.
- I. DEADLY FORCE- Any use of force that creates a substantial risk of causing death or great bodily harm.
- J. DEFENSIVE EQUIPMENT- Defensive equipment includes Department-issued and/or approved restraint devices, chemical agent, electronic control device, impact weapon, firearm and ammunition.
- K. DEPARTMENT- Refers to the Cocoa Beach Police Department.
- L. DEPARTMENT APPROVED TRAINING OR INSTRUCTION- Includes training received at any State of Florida Criminal Justice Standards and Training Commission (CJSTC) approved Criminal Justice Academy, any CJSTC Criminal Justice Comparative Compliance course of instruction or any other advanced or in-service training or instruction approved by the Chief of Police or designee.
- M. DUTY TO INTERVENE - An attempt to prevent or stop the use of excessive force by another officer when it is objectively reasonable to do so.
- N. ELECTRONIC CONTROL DEVICE (ECD) - Less than lethal electro-muscular disruption device which is capable of firing two probes a distance up to 35 feet from a replacement cartridge. When the probes make contact with the subject, the ECD transmits electrical pulses along the wires and into the subject's body temporarily overriding the subject's central nervous system and directly controlling the skeletal muscles. This causes an uncontrollable contraction of the muscle tissue, allowing the ECD to physically immobilize the subject regardless of pain tolerance or mental focus.
- O. EXCESSIVE USE OF FORCE – Use of force that exceeds the degree of force permitted by law, policy, or the observing officer's employing agency.
- P. EXCITED DELIRIUM- A state of extreme mental and physiological excitement, characterized by extreme agitation, hyperthermia, hostility, exceptional strength and endurance without apparent fatigue, that when left untreated can lead to death. Those individuals exhibiting these symptoms require emergency medical treatment as soon as possible.
- Q. IMPACT WEAPON - Any object used for striking. The most common impact weapon is the baton.
- R. NON-DEADLY FORCE- Force which is not likely to cause death or great bodily harm. The terms nondeadly force, less-than-lethal force and less lethal force are considered synonymous and may be used interchangeably to meet the standards of this policy.
- S. OBJECTIVELY REASONABLE - The determination that the necessity for using force and the level of force used is based upon the officer's evaluation of the situation in light of the totality of the circumstances known to the officer at the time the force is used and upon what a reasonably prudent officer would use under the same or similar situations.
- T. PASSIVE RESISTANCE- A subject physically refuses to comply or respond to an officer's command. He/she does not make any attempt to physically defeat the actions of the officer but forces the officer to employ physical maneuvers to establish control.
- U. PHYSICAL FORCE- Force in excess of the mere touching or grabbing of an individual. This may be in the form of takedowns, control holds, transporters, distraction techniques and chemical agent. Taser or pain compliance techniques to overcome resistance are included in this definition.
- V. PRELIMINARY ADMINISTRATIVE REVIEW- Is a review of an incident or occurrence, generally handled as a responsibility of supervisors, or Command Staff, prepared for the Chief of Police or designee. The review should indicate whether policy, training, equipment or disciplinary action should be addressed.
- W. RANGE MASTER- Department member who has successfully completed the prerequisite course of instruction and is a State of Florida certified law enforcement Firearms Instructor. The Range Master is appointed by the Chief of Police and operates under the direction and authority of the Deputy Chief or designee.

- X. REASONABLE BELIEF- When facts or circumstances known to the officer are likely to cause an ordinary and prudent person to act or think in a similar way in similar circumstances. “The reasonableness of a particular use of force must be judged from the perspective of a reasonable officer on the scene rather than with 20/20 vision of hindsight.”- [*Graham v. Connor, \(1989\)*](#). “Reasonableness must embody allowance for the fact that police officers are often forced to make split second judgments - in circumstances that are tense, uncertain, and rapidly evolving - about the amount of force that is necessary in a particular situation.”
- Y. SENSITIVE BODY AREA- Areas of the body which are particularly sensitive to injury. These areas include the neck, face, groin, genitals and female breasts.
- Z. UNIFORMED FIRST RESPONSE PERSONNEL – Sworn members of the Cocoa Beach Police Department uniformed patrol who respond to calls for service.
- AA. VASCULAR NECK RESTRAINTS – A technique, prohibited except when deadly force is authorized by this policy, that can be used to incapacitate individuals by restricting the flow of blood to their brain. (CFA 4.01MA)
- BB. WEAPON OF OPPORTUNITY- Is an object that is not designed as a weapon, but because of circumstances, is utilized as such in instances where the officer cannot readily access an authorized defensive weapon.

5. PROCEDURES

A. RESPONSE TO RESISTANCE GUIDELINES AND REQUIREMENTS

1. Neither an officer’s position nor authority gives him/her a right to prosecute the violator or to administer punishment for the offense.
2. This policy will prohibit the use of excessive force by the Department against individuals engaged in non-violent civil rights demonstrations.
3. This policy will prohibit physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations.
4. The offender’s race, color, ethnicity, sex, sexual orientation, religion, socioeconomic status or other belief system is not criteria to be used when making a response to resistance decision.
5. Officers shall have a duty to intervene to prevent or stop another officer’s use of excessive force. (CFA 4.01MD)
6. Reasonable force responses are authorized in the following circumstances:
 - a. When necessary to gain control or stop a violator’s aggression
 - b. In self-defense
 - c. In defense of another
 - d. To overcome active, aggressive, or passive resistance to lawful arrest
 - e. To take an individual into protective custody
 - f. To prevent escape of an arrested person
7. ***Whenever possible***, de-escalation techniques shall be required. (CFA 4.01MB)
8. When considering a deadly force response pursuant to [*Tennessee v. Garner \(1985\)*](#), the following requirements shall be met:
 - a. The officer is threatened with a weapon or the life of another is so endangered; or
 - b. The officer has probable cause to believe that the subject has committed a crime which involved the infliction of or threatened infliction of serious physical harm, and deadly force is necessary to prevent the offender’s escape, and
 - c. Where appropriate, the officer gives some verbal warning (CFA 4.01MC)
9. Once control or compliance has been achieved, the application of force must de-escalate to the amount of force needed to maintain control. The officers’ response to resistance will be based upon his/her perception of the level of resistance.
10. In properly determining a reasonable response to a subject’s resistance, several factors must be evaluated by an officer. Formulating a valid response requires continual assessment as the situation changes. It

must be remembered that by law, an officer need not retreat in his/her efforts to lawfully control a subject but may utilize the amount of force necessary to accomplish his/her task.

11. Officers must always bear in mind the use of deadly force shall be limited to situations of a strong and compelling need involving the PROTECTION OF HUMAN LIFE. The decision to use deadly force must be based on the facts and circumstances known to the officer at the time the decision is made. When making the decision to use deadly force, members shall consider the risk to innocent persons and, when appropriate, provide a verbal warning prior to the use of force. When dealing with people in vehicles, officers should attempt to stay out of the path of the vehicle. Officers shall employ all reasonable means available to move to an area of safety if the vehicle becomes a threat.
12. When faced with being disarmed or other exigent circumstances that would require him or her to do so, nothing in this policy shall prevent an officer from utilizing any readily available object to substitute as a defensive weapon.
13. Less-lethal weapons should not be used on the operator of a motor vehicle unless exigent circumstances exist. M. If subject displays any indicators linked with “Sudden Death Syndrome” (i.e., excited delirium, positional asphyxia, and drug induced psychosis) during an incident involving a response to resistance, contact Emergency Medical Services (EMS) immediately and have them prepared to stage at a nearby location. EMS personnel should not be called to scene to treat a subject until he/she is properly restrained. Safety of the officers, EMS and the arrestee shall be paramount in all instances. The subjects are to be brought, by EMS, directly to a medical facility for treatment and evaluation prior to custody consideration. (CFA 4.08M)
14. **The Fourth Amendment Standard:** The constitutional standard for using any force, whether deadly or not, is the Fourth Amendment Standard of “objective reasonableness.” In Graham v. Connor (1989), the Supreme Court made clear that the right to make an arrest or investigatory stop necessarily carries with it the right to use some degree of physical coercion or threat thereof to effect it. The Court recognized that the test of reasonableness under the Fourth Amendment is not capable of precise definition or mechanical application, so proper application requires careful attention to the facts and circumstances of each particular case.
 - a. In Graham, the Supreme Court emphasized four key factors that courts will examine when determining what level of force is justified in a response to resistance encounter. Officers are directed to evaluate these factors when deciding on what level of force to employ to overcome a subject’s resistance. These include:
 - (i) Severity of the crime
 - (ii) Whether the suspect is an immediate threat to the safety of the officer or others.
 - (iii) Whether the suspect is actively resisting arrest, or
 - (iv) Is attempting to evade arrest by flight
 - b. Additional factors that courts have used to determine whether a response to resistance is reasonable in a particular incident includes:
 - (i) Subject Factors:
 1. Seriousness of the crime committed
 2. Size, age and weight of the subject
 3. Apparent physical ability of subject
 4. Number of subjects present who are involved or may become involved
 5. Weapons possessed by or available to the subject
 6. Known history of violence by subject
 7. Presence of innocent or potential victims in the area
 8. Whether the subject can be recaptured at a later time
 9. Whether evidence is likely to be destroyed

- (ii) Officer Factors:
 1. Size, physical ability and defensive tactics expertise of the officer
 2. Number of officers present
 3. Immediate reaction in case of sudden attack
 4. Weapons or restraint devices available to the officer
 5. Legal requirements
 6. Department policy
 7. Environmental conditions
 - (iii) Officers are encouraged to carefully evaluate a subject's verbal communication and non-verbal actions in confrontational situations. The early application of reasonable force may result in less overall force used, fewer injuries to suspects and fewer injuries to officers. Verbal communications such as threats to do violence and taunts should be taken seriously. Non-verbal actions or "threatening body language" can influence an officer's decision on how to approach a subject or what type of force to use if a subject starts to resist. Threatening body language to consider may include, but is not limited to:
 1. Clenching of fists
 2. Gritting teeth
 3. Clenching of the jaw
 4. Bowing of the chest
 5. Widening of foot stance
 6. Circling an officer's position
 7. Stepping up to an officer's personal space
 8. Blank expression that may warn an officer of their emotional state
 - (iv) An officer who reads these signals and believes that physical control is necessary to prevent a subject from injuring themselves, others, or the officer, may initiate action before overt moves are made by the subject.
15. Response to Resistance Training
- a. Officers shall participate annually in departmentally approved Response to Resistance training which may include: (CFA 10.10MB)
 - (i) Scenario based firearms training
 - (ii) Physiological response dynamic training
 - (iii) A review of less-lethal force options
 - (iv) A review of departmental force policy
 - (v) A review of any applicable legal updates
- B. REPORTING AND REVIEW (CFA 4.07MABC)
1. Officers shall report all force used to overcome subject resistance on a [Response to Resistance Report](#).
 - a. Non-deadly Force - Force which is not likely to cause death or serious bodily injury.
 - (i) If non-deadly force is used:
 1. Make notification via radio, handcuff the subject involved and summon emergency medical services for any injuries sustained, if applicable. (CFA 4.08M)
 2. Sworn personnel shall, as soon as practical, notify On-Duty Shift Supervisor of any incident involving a response to resistance.
 3. If On-Duty Shift Supervisor is involved, the Lieutenant or higher authority will be notified at the time of the incident.
 4. If the Lieutenant is involved, the Major or higher authority will be notified at the time of the incident.
 - (ii) Reporting requirements include:

1. Complete [Response to Resistance Report](#) anytime force is used.
 2. Officers who witness the use of force, but were not directly involved, shall give sworn statements.
 3. Photographs of all obvious injuries shall be taken and attached to [Response to Resistance Report](#). If arrestee or others complain of an injury, then a photograph of the subject and the alleged injury shall be taken as soon as appropriate. If there are no photographs taken, the On-Duty Shift Supervisor will provide an explanation in his/her Supervisory Inquiry section (i.e. arrestee extremely violent, arrestee refuses to cooperate, etc).
 4. [Response to Resistance Reports](#) shall contain one of the following recommendations:
 - a. No further follow-up. Response to Resistance was within Department guidelines.
 - b. [Preliminary Report of Alleged Misconduct \(PRAM\)](#) attached.
- b. **Deadly Force** - Force that is likely to cause death or great bodily harm. Applies to all applications of deadly force including, but not limited to, use of firearms and defensive weapons. Warning shots are prohibited. (CFA 4.04M)
- (i) If deadly force is used:
 1. As soon as practical, officers involved in deadly force incidents should immediately make notification via radio, handcuff the subject involved and summon emergency medical services for any injuries sustained.
 2. As soon as practical, an involved or witness officer will be relieved of any responsibility for scene management.
 3. Investigations of use of deadly force will be conducted by the Florida Department of Law Enforcement and/or other agencies as requested by Chief of Police. The investigating agency will complete an independent report, which will be submitted to the Office of the State Attorney for review. (CFA 15.21M)
 4. A designated member of the Command Staff will coordinate with appropriate investigative agencies in all investigations involving use of deadly force. Periodic status reports will be made directly to the Chief of Police.
 5. Chief of Police will review final report of investigating agency and determine if any further action needs to be taken regarding the incident.
2. **On-Duty Shift Supervisor Responsibilities**
- a. On-duty Shift Supervisors are required to respond to the scene to investigate all officer response to resistance incidents unless circumstances dictate otherwise.
 - b. Interview officer and subject involved to obtain a synopsis of the incident unless circumstances dictate otherwise.
 - c. Obtain written statements from witnesses and review evidence involved in the officer's decision to use force to include photographing of injuries and scene if necessary.
 - d. Ensure [Response to Resistance Report](#) is accurately completed by the officer and signed.
 - e. Based upon the circumstances, On-Duty Shift Supervisor is to determine if the response to resistance was consistent with Standard Operating Procedures.
 - f. Document the supervisory review of the officer's use of force in the Supervisory Inquiry section of the [Response to Resistance Report](#). (CFA 4.07M)
 - g. Completed [Response to Resistance Reports](#) shall be submitted up the chain of command for review. (CFA 4.07M) If excessive force is determined or alleged or if any serious injury is sustained by any subject or officer associated with use of force, On-Duty Shift Supervisor is responsible for timely notification of the Lieutenant or higher authority.
3. **Administrative Review and Analysis**

- a. An annual Administrative Review and Analysis of all documented deadly and non-deadly [Response to Resistance Reports](#) will be conducted by the Training Coordinator, or designee. A report of the findings will be forwarded to the Chief of Police. (CFA 4.09M)
- C. RELIEF FROM DUTY
 1. In every instance in which an officer uses deadly force and where such force results in death or serious bodily injury to another person, whether intentional or not, the officer will be immediately relieved of normal duty.
 - a. Officer will be placed on administrative suspension with pay.
 - b. Officer will remain on administrative suspension with pay until otherwise directed by the Chief of Police.
 - c. Officers shall ensure availability to the Department during administrative suspension.
- D. DEFENSIVE EQUIPMENT
 1. The lethal and less-lethal weapons listed below are the only weapons authorized for use by the Department. While working in the capacity of uniformed first response personnel, Officers shall carry on their person at least two (2) less-lethal weapons, one being the Department-issued Taser and the other being the option of the expandable baton or chemical agent. Any modification or variation must be authorized by the Chief of Police. The Training Coordinator or designee will conduct a review of any newly proposed defensive equipment and make a recommendation to the Chief of Police as to whether it should be authorized for use. No officer shall be authorized to carry any department-issued lethal or less-lethal weapon without first having received a copy and instructed in the application of this policy. (CFA 4.02M) The Training Coordinator, or designee, shall oversee the inspection of all weapons on an annual basis to ensure expiration dates are not exceeded. (CFA 4.06ME) This policy shall serve as the list of each type of approved less-lethal weapon in service with the department. (CFA 4.06MD)
 - a. Restraining Tools:
 - (i) Handcuffs- Personnel will utilize Department-issued handcuffs as the primary restraining device to safely handle and transport subjects who are under arrest or the subject of lawful detainment. Subjects not under arrest will not be handcuffed unless the subject presents an immediate threat to themselves, the officer, or others. Handcuffs will be double locked behind the subject's back. If, on rare occasion, a subject cannot or should not be handcuffed in the proper manner because of the subject's age, physical condition, physical disability, and/or mental condition, a second officer will be dispatched to assist with handling and transport. Subjects shall not be handcuffed to any part of any object unless it is necessary to protect another from great bodily harm or death. Continued complaint from the subject shall require supervisor notification.
 - (ii) Flex-cuffs- Flex-cuffs will only be used when operational demands make it impractical to use regular handcuffs. Flex-cuffs will only be removed utilizing flex-cuff cutters. Supervisors will be issued a pair of cutters. Other cutting instruments may be used if exigent circumstances dictate.
 - (iii) Ripp-Hobble- For use when transporting detainees.
 - b. Chemical Agents:
 - (i) Training and Qualifications:
 1. All sworn personnel shall take part in an approved course of instruction and demonstrate proficiency in order to establish authorization to carry chemical agent. A chemical agent curriculum provided by the Florida Basic Recruit Training Program may be used to satisfy this requirement. (CFA 4.06MC)
 2. Refresher training shall be provided on a biennial basis. (CFA 10.10MD)

3. Officers who do not participate in biennial refresher training due to absence will not be permitted to carry chemical agent upon their return to duty until training has been completed. (CFA 10.04MD)
 4. Officers failing to demonstrate proficiency during recertification shall be given immediate remedial training. If the officer is unable to demonstrate proficiency through remediation, he/she will be prohibited from carrying the Department issued chemical agent but will be permitted to resume official duties. (CFA 10.04MA)
- (ii) Procedure: (CFA 4.06MA)
1. Department-issued individual chemical agent may be used by officers on-duty when the subject is exhibiting threatening body language associated with verbal threats or refusing to comply with an officer's instructions and the subject has the apparent ability to physically challenge the officer.
 2. Department-issued individual chemical agent may be used by officers on-duty when a subject demonstrates active resistance, aggressive resistance or to prevent a violent person from causing injury to themselves or others.
 3. Persons intentionally subjected to chemical agent should be taken into custody, if possible.
 4. On-duty officers are prohibited from carrying any chemical agent other than what is Department-issued.
 5. Department-issued chemical agent may be carried in an off-duty status and used for protection from physical assault. (CFA 4.06MB)
 6. Officers are authorized to deploy a chemical agent against aggressive or attacking animals if the opportunity presents itself as a reasonable course of action.
 7. A chemical agent fogger may be used at the discretion of the On-Duty Shift Supervisor for dispersing unlawful assemblies. When feasible, a declaration of unlawful assembly will be given and a warning of the impending use of force announced.
- (iii) Post Exposure Care
1. As soon as practical and without endangering arresting officer(s) or others, the arrested subject shall be allowed to cleanse contaminated area(s) with copious amounts of water.
 2. All Shift Supervisors will maintain a spray bottle filled with water in their assigned Department vehicle for use in post exposure care. A spray bottle filled with water shall be maintained in the Holding Facility as well.
 3. Officers shall monitor person(s) subjected to chemical agent until post exposure care decontamination is complete and effects of chemical agent have subsided. **Subjects shall not be restrained and placed face down in a prone position.**
 4. If any person complains of prolonged, intense effects that have not subsided forty-five (45) minutes after post exposure care decontamination, then that person shall be attended by Emergency Medical Services (EMS), and if necessary, transported to a medical facility for evaluation and treatment. (CFA 4.08M)
 5. Persons subjected to unintentional over spray, whenever possible, will be detained until such time as it can be determined that they may depart from scene in a safe manner. Post exposure care decontamination procedures will be followed, if necessary and possible.
 6. If transportation of arrestee(s) to Brevard County Jail or other currently designated holding facility is undertaken, then transporting officer shall notify the receiving officer of the arrestee's exposure to chemical agent.

- c. Electronic Control Device: The Department-issued electronic control device is the Taser manufactured by Axon. It is a less than lethal weapon and not intended to replace the firearm in deadly force situations. Only **one** Taser will be used against a single subject unless that Taser has obviously malfunctioned and /or the subject is obviously unaffected by its deployment /use.
- (i) Training and Qualifications:
 - 1. All officers shall initially receive four (4) hours of TASER training. Only officers demonstrating proficiency in the use of the Department-approved Taser will be approved to carry the weapon. (CFA 4.06MC)
 - 2. Annual Taser training will consist of at least one (1) hour per [F.S.S. 943.1717](#) and will include response to resistance policy review and proficiency demonstrations with the weapon. (CFA 10.10MC)
 - 3. Officers who do not participate in annual recertification due to absence will not be permitted to carry the Taser upon their return to duty until recertified. (CFA 10.04MD)
 - 4. Officers failing to demonstrate proficiency during recertification shall be given immediate remedial training of the course material by a certified TASER instructor. Officers failing to demonstrate proficiency during recertification shall be given immediate remedial training. If the officer is unable to demonstrate proficiency through remediation, he/she will be prohibited from carrying the Department-issued Taser but will be permitted to resume official duties. (CFA 10.04ME)
 - (ii) Procedure: No policy or guideline can anticipate every situation that an officer may encounter, but in general terms, the following deployment procedures are established. (CFA 4.06MA)
 - 1. Department-issued Taser may be used by officers on-duty when the subject demonstrating active resistance, aggressive resistance or may cause injury to themselves or others.
 - 2. Department-issued Taser may be carried in an off-duty status and used for protection from physical assault. (CFA 4.06MB)
 - (iii) Tasers will not be deployed under any circumstance where death or great bodily harm could be reasonably foreseen unless deadly force is authorized or unless there are compelling reasons to do so which are clearly articulated in Department reporting requirements. Some examples include but are not limited to the following:
 - 1. On an elevated apparatus
 - 2. In or near bodies of water that they could fall in
 - 3. Operating a motor vehicle or in situations near busy roadways where they could be struck by vehicle traffic
 - 4. Holding infants/small children that could be dropped or when a female is obviously pregnant
 - 5. That obviously appear to be at the extremes of age (young children and/or the elderly)
 - 6. That is apparently physically disabled
 - 7. While holding a firearm
 - 8. When deadly force is clearly justified unless another officer is present and capable of providing deadly force cover to protect officers and others present during Taser deployment.
 - 9. The Taser will not be deployed in close proximity to flammable solids, liquids or gases. For example, gas pumps at a service station or propane storage areas.
 - (iv) The above circumstances are not the only instances where discretion and judgment by the officer to deploy the Taser exist. Officers are expected to articulate that based on their

training, experience and / or assessment of the circumstances, deployment of the Taser was determined to be a reasonable option to prevent potential violence and injury to the officer, the subject and / or innocent bystanders.

- (v) Officers are authorized to use only the number of Taser cycles necessary to safely subdue the subject.
- (vi) Prior to probe removal, medical gloves will be donned. Removal will be affected by placing a hand on the person's body approximately 2-3 inches from the probe itself grasping the probe tightly with the opposite hand. Probes will be removed by a sharp pull directly away from the site. A band-aid may be used to cover the site of probe removal when practical. (CFA 4.08M)
- (vii) Photographs shall be taken of the location where the probe struck the subject's body. The probes will be removed from the attached wire, placed back into the cartridge sharp ends down and taped closed with evidence tape. The cartridge will then be placed into evidence. Probes that pierce the skin will be labeled with a bio-hazard sticker. Bio-hazard handling protocols will be adhered to at all times.
- (viii) In the event a person is struck with a probe in the head, neck or groin, Emergency Medical Services (EMS) will be called to the scene to treat the injury. However, EMS will not be responsible for removing the probes. The probes, in this instance, will be removed by a physician. The officer who deployed the Taser will provide the physician with an example of an expended probe for reference. (CFA 4.08M)
- (ix) After Tasing a subject, an officer shall monitor the subject for breathing irregularities. Officer will also evaluate the subject for obvious signs of injury, drug/alcohol intoxication and physical signs of disorientation or confusion. If the subject has any indication of **the preceding**, Emergency Medical Services shall be notified immediately. (CFA 4.08M)
- (x) The officer deploying the Taser shall include the number of probes expended, the air cartridge number, whether the probe penetrated the subject's skin, special circumstances and if medical treatment was required on the Response to Resistance Report.
- (xi) Patrol officers are responsible for completing a functionality test with their Taser at the beginning of each tour of duty by utilizing the Taser clearing barrel. They will first remove the cartridge then pull the trigger allowing a full 5-second cycle. If the Taser exhibits reduced performance or provides a default code the officer shall promptly notify the On-Duty Shift Supervisor who will determine whether maintenance is required or if the unit's power supply is in need of replacement.
- (xii) Inventory: The Department's Range Master or designee is responsible for maintaining a complete and accurate inventory of all Department Tasers. Taser downloads will be performed annually at minimum or upon request from a Lieutenant or member of Command Staff.

d. Impact Weapons:

- (i) Training and Qualifications:
 - 1. All sworn personnel shall take part in an approved course of instruction and demonstrate proficiency in order to establish authorization to carry the Department-issued impact weapon. An impact weapon curriculum provided by the Florida Basic Recruit Training Program may be used to satisfy this requirement. (CFA 4.06MC)
 - 2. Refresher training shall be provided on a biennial basis (CFA 10.10MD)

3. Officers who do not participate in biennial refresher training due to absence will not be permitted to carry the expandable baton upon their return to duty until training has been completed. (CFA 10.04MD)
 4. Officers failing to demonstrate proficiency during recertification shall be given immediate remedial training. If the officer is unable to demonstrate proficiency through remediation, he/she will be prohibited from carrying the Department-issued impact weapon, but will be permitted to resume official duties. (CFA 10.04ME)
- (ii) Procedure: (CFA 4.06MA)
1. Department-issued expandable baton may be used by officers on-duty when the subject is exhibiting threatening active or aggressive resistance.
 2. Department-issued expandable baton may be carried in an off-duty status and used for protection from physical assault. (CFA 4.06MB)
 3. Straight expandable batons shall be carried and/or utilized only as issued and authorized, and no changes, alterations, modifications or substitutions shall be made to the impact weapon.
 4. Officers should avoid striking the head, neck, or groin unless deadly force is authorized.
 5. If officer strikes a person with a straight expandable baton or a weapon of opportunity, then that person shall be offered medical treatment, including but not limited to, transportation to a hospital. Emergency Medical Services will be obtained for persons with obvious injuries. (CFA 4.08M)
- e. Weapons of Opportunity / Knives:
- (i) In situations where officers are unable to utilize a departmentally approved defensive weapon, the use of unconventional tools/objects may be used in the defense of the officer or others. Examples include, but are not limited to: flashlight, clip board, ticket book, motor vehicle or knife.
 - (ii) Since knives provide a significant amount of general utility, they are not considered a primary form of defensive equipment and will not require prior training in use, demonstrations of proficiency or annual inspection.
 - (iii) Officers may carry privately-owned folding or fixed blade knives with a blade length no greater than four inches.
 - (iv) Use of weapons of opportunity as a form of response to resistance will require the same documentary procedure as use of departmentally issued defensive equipment.
- f. Firearms: This section applies to authorized firearms carried by officers both on and off duty. All firearms and weapons shall be carried in approved manner, which includes possession of the officer's police identification. Before a sworn member is assigned in any capacity to make an arrest or is allowed to carry a firearm, the officer must have successfully completed the Florida Basic Recruit Training Program or its equivalent. (CFA 4.03M) Officers are authorized, but not required, to carry a firearm while off-duty.
- (i) Training and Qualifications:
1. Authorized Service Firearms: Below is the list of Department-approved service firearms. Prior to placing a firearm into service, it shall be reviewed, inspected and approved by the Range Master. (CFA 4.05ME) The issuance of any other firearm for on-duty use shall only be authorized by the Chief of Police, or designee. The Range Master shall be responsible for maintaining a record of each firearm approved by the agency for official use. (CFA 4.05MG)
- a. Handgun:

- i. The Department-issued handgun is the Glock 9mm in model 17 and 26. (CFA 4.05MAB)
- ii. Officers will be issued a service handgun for carry only after passing the FDLE Firearms Qualification Standard/CJSTC 86A. (CFA 4.05MC)
- iii. Officers must pass the FDLE Firearms Qualification Standard annually. Failing to meet minimum requirements will result in suspension of authority to carry Department-issued firearm and any authorized off-duty firearm, if applicable. The officer may be placed on administrative leave with pay or be re-assigned as designated by the Chief of Police until qualification has been obtained. (CFA 10.04MDE, CFA 10.10MAE)
- iv. If an officer fails to qualify on his/her designated range day, the officer will be provided remedial training on an additional range day to re-qualify. This is to be held within ten (10) working days of first failure. (CFA 10.04MABC)
- v. Failure to qualify on a second day may result in disciplinary action. A third attempt to qualify will be conducted within ten (10) working days of second failure. Failure to qualify a third time will result in suspension with pay until such time as officer does qualify. Continued inability to qualify may result in officer being terminated from employment. (CFA 10.04MCE)
- b. Patrol Rifle:
 - i. The AR-15 platform is the Department issued patrol rifle in .223 caliber. (CFA 4.05MA)
 - ii. Officers may be issued the patrol rifle after demonstrating proficiency by successfully meeting the Department's patrol rifle evaluation standard. (CFA 4.05MC) Officers are required to demonstrate proficiency annually. Officers who cannot demonstrate proficiency will be provided immediate remedial training. Continued inability to demonstrate proficiency will preclude the officer from carrying the patrol rifle. (CFA 4.05MC, CFA 10.04MACDE, CFA 10.101MA)
 - iii. Department-issued patrol rifle may be carried off-duty for the sole purpose of transporting to and from a designated firearm range. (CFA 4.05B)
- 2. Personally Owned or Secondary Handgun: Officer may carry a personally owned handgun off-duty or on special assignment upon authority of the Chief of Police or designee when the following conditions are met: (CFA 4.05MB)
 - a. Handgun has been inspected and approved by the Range Master; Department approved calibers range from the .32 caliber to .45 caliber.
 - b. Officer passes department's secondary/off-duty firearm qualification. (CFA 4.05MC) This qualification is required to be repeated annually. (CFA 4.05MC, CFA 10.10MA)
 - c. Officers are required to demonstrate proficiency annually. Officers who cannot demonstrate proficiency will be provided immediate remedial training. Continued inability to demonstrate proficiency will preclude the officer from carrying the personally owned firearm. (CFA 4.05MC, CFA 10.04MACDE, CFA 10.101MA)
 - d. The Range Master signs the Secondary/ Special Assignment/ Off-Duty Firearms Approval Form.
 - e. A personally owned handgun that falls into disrepair will no longer be authorized for carry until such repairs have been made and officer re-qualifies

- on the handgun post repair. It shall be the officer's responsibility to notify the Department Range Master via email when their handgun is in disrepair.
- f. Officers must re-submit for approval any personally owned handgun that has been functionally modified to include, but not limited to: trigger weight and sight replacement. An aftermarket slip-on grip is not considered a functional modification and does not require Range Master approval.
 - g. Secondary firearms are authorized to be carried with the understanding that the handgun is to be used only in cases of a loss of the primary firearm, complete malfunction of the primary firearm, expenditure of carried ammunition for the primary firearm or other exigent circumstances to protect human life.
 - h. Secondary firearms must be completely secure to prevent loss or accidental discharge when carried on or about the officer's person. The Range Master or designee must approve all secondary holsters before they are carried on-duty and document on [Secondary/ Special Assignment/ Off-Duty Firearms Approval Form](#).
 - i. Personnel carrying a secondary firearm must utilize approved duty ammunition.
 - j. A personally owned handgun that falls into disrepair will no longer be authorized for carry until such repairs have been made and officer re-qualifies on the handgun post repair. It shall be the officer's responsibility to notify the Department Range Master via email when their handgun is in disrepair.
- (ii) Procedure: Needless or careless handling, to include unintentional discharging of firearms, may be subject to disciplinary action. Firearms shall be stored safely both on and off-duty in accordance with this policy and Florida State Statutes. Officers served with a permanent Domestic Violence Injunction shall not carry an agency issued or approved firearm off-duty. No alteration or modification will be made to Department-issued firearms without the express approval of the Chief of Police.
- 1. Weapon Specific
 - a. Handgun- No definite rules can be established as to the instant when an officer may unholster their firearms; however, the following situational examples, while not all inclusive, should serve as general guidelines:
 - i. An officer may unholster his/her firearm as a defensive measure when the possibility of death or great bodily harm exists to the officer or another person.
 - ii. When a person to be detained or investigated suddenly exhibits or is suspected of possessing a deadly weapon, or
 - iii. When investigating suspicious persons or investigating suspicious circumstances which present a potential danger to the officer, such as searching a building subsequent to an alarm call, or searching an area for suspicious person who has fled from officers, or
 - iv. Upon approaching a vehicle or apprehending its occupants after a vehicle apprehension.
 - v. In most cases, officers are prohibited from using deadly force to stop a fleeing felon; however, as a defensive measure for the officer's safety, the firearm may be unholstered when effecting a felony arrest until the suspect(s) is no longer a threat.
 - b. Patrol Rifle:

- i. It is the responsibility of the officer to ensure their Department-issued rifle is properly secured inside their patrol vehicle at all times by an approved locking device or in the trunk (if equipped with lock disabling feature or cable with lock). Any variation shall be approved by the Chief of Police or designee.
 - ii. If the rifle is secured in the trunk of the patrol vehicle using an installed cable with lock, the officer may remove the lock only while ON-DUTY.
 - iii. Patrol rifles shall be carried with a minimum of four magazines. Each magazine shall be loaded with Department-issued ammunition to the manufacturer recommended capacity.
 - iv. Do not store rifle with a chambered round.
- 2. Deployment of Patrol Rifle by Officers
 - a. All Department policies, federal, state and local laws governing the use of force and discharge of firearms shall also apply to the use of the patrol rifle.
 - b. The patrol rifle may be deployed from the vehicle in response to a suspect posing an immediate threat to officers or others.
 - c. No patrol rifle shall be fielded without an affixed sling enabling an officer to operate hands free if necessary.
 - d. When an officer is off-duty for a prolonged period or submits an assigned vehicle for maintenance, the officer shall remove the assigned shotgun/patrol rifle from the vehicle and facilitate it being stored securely.
- 3. Uniform/Plainclothes Carry of Firearm
 - a. If firearm is exposed to public view, then Department badge shall be visible. Concealed firearms (other than City-issued) carried on-duty must have written authorization from Chief of Police.
 - b. Officers may carry an issued firearm concealed while off-duty provided police identification indicates authorization to do so. The firearm must be carried concealed when not in uniform or at the range.
 - c. Uniformed patrol officers are directed to carry their handgun in the Department issued retention holster on the strong side of their duty belt.
 - d. Uniformed patrol officers shall maintain a fully loaded handgun with one round in the chamber and two (2) fully loaded spare magazines on their person in an approved method of carry authorized by the Chief or designee.
 - e. Plainclothes officers are directed to carry their Department-issued handgun in a Department issued holster suitable for plain clothes apparel. The holster and weapon are to remain on their person for the duration of their shift. Plainclothes officers are permitted to use a privately purchased holster approved by the Range Master only after demonstrating proficiency with it and their Department-issued handgun.
 - f. Plainclothes officers will maintain a fully loaded handgun with one round in the chamber.
 - g. Officers shall carry the Department-issued handgun at all times while on-duty unless otherwise authorized or directed by the Chief of Police.
 - h. Officers are prohibited from unnecessary loading or unloading of firearms while on-duty. Loading and unloading of firearms shall be done at a designated clearing barrel or at the range as instructed by a Range Instructor. This does not

preclude clearing and reloading of firearms under emergency field conditions when circumstances have dictated use of the firearm.

4. Firearms Maintenance

- a. All personnel are responsible for the proper care and maintenance of the weapon system and accessories.
- b. The On-Duty Shift Supervisor is authorized to conduct inspections of all firearms and their accessories.
- c. Range Officers are authorized to conduct inspections of all firearms during range exercises.
- d. All firearms shall be inspected by an armorer once per calendar year. The Range Master shall ensure proper weapon inspections are completed and maintenance records are maintained.
- e. Any firearms deemed unsafe by the armorer will be removed from service and a memorandum indicating why shall be forwarded to the Range Master. The Range Master shall then notify the Training Coordinator and the Logistics Manager. (CFA 4.05MF)

5. Surrendering of Firearms

- a. Officers shall not surrender their department issued firearms to another person unless ordered to do so by a Supervisory or Command Staff member of this department, except in the following instances:
 - i. An officer who is injured or ill and requires medical treatment may temporarily surrender his/her department issued firearm to another officer of this department for the purpose of weapon security.
 - ii. For the purposes of inspection or authorized repair
 - iii. Failure to qualify
 - iv. Officers placed on administrative leave or relieved from duty as a result of an officer-involved shooting must surrender the involved firearm(s) utilized in the shooting to supervisory and/or investigative personnel.
- b. Supervisory or Command Staff of this Department shall immediately take into their possession, for the purpose of weapons security and safety, all of the Department issued firearms of any officer who is found to be physically or mentally incapable of securing the firearms himself/herself or who is prohibited from possessing a firearm by court order or state or federal law.
- c. Officers shall secure their weapons (edged, firearms) prior to entering the Department holding facility or any of the various Brevard County detention facilities (adult or juvenile).
- d. Officers shall secure their weapons when entering a mental health facility, if there is a secure storage area. If there is no secure storage area, officers should use their discretion when deciding to secure their weapons.
- e. ANY employee taking possession of a permanently issued firearm of another employee or issuing a firearm to an employee will be required to make an immediate notification via email to the Range Master, Training Coordinator and the Logistics Manager if the possession extends past the employee's end of shift. The notification will include the following information:
 - i. The name of the employee who surrendered or received the firearm(s)
 - ii. Make, model and serial number of the firearm(s)
 - iii. Reason for taking possession of or issuing the firearm(s)

- iv. Current location of the firearm or the specific member of the department that the firearm was delivered to
- 6. Accessories
 - a. Approval for any accessory must be obtained from the Chief of Police or designee before it is affixed to the weapon.
 - b. It shall be the officer's responsibility to ensure all accessories are in proper working order.
 - c. Officers shall demonstrate proficiency with the requested accessory by meeting the Department's firearm evaluation standard with the device attached.
- 7. Discharge of Firearm (CFA 4.07M)
 - a. Intentional Discharge: Police Department personnel who discharge a firearm under any of the following conditions will submit a detailed written report of incident via chain of command when requested:
 - i. In the line of duty
 - ii. While acting in an official capacity while off-duty
 - iii. When firearm discharged is City issued or approved for off-duty or special assignment use (training or recreational purposes are exempt)
 - b. Unintentional Discharge Off-Duty: In the event of an unintentional discharge of a firearm off-duty, the following shall occur:
 - i. Immediately notify the On-Duty Shift Supervisor of the mishap and the officer shall issue a memorandum to the Chief of Police through his/her chain of command outlining the circumstances involving the mishap on the officer's next working day.
 - ii. If property damage or injury occurred as a result of the incident, the officer shall notify the law enforcement agency for the jurisdiction in which the incident occurred and EMS if necessary.
 - iii. The On-Duty Shift Supervisor shall notify the Lieutenant, who will in turn notify the appropriate Command Staff member.
 - c. Unintentional Discharge On-Duty: In the event of an unintentional discharge of a firearm on-duty, the following shall occur:
 - i. Immediately notify the On-Duty Shift Supervisor who shall conduct a preliminary investigation into the incident and generate a mishap report.
 - ii. The preliminary investigation shall include written documentation in the form of a *Preliminary Report of Alleged Misconduct (PRAM)*, photographs of the scene, and written or recorded statements from all witnesses involved (refer to *SOP 005.10 Internal Investigations*).
 - iii. The On-Duty Shift Supervisor shall notify the Lieutenant, who will in turn notify the appropriate Command Staff member.
 - d. In all situations in which a firearm is discharged, other than for training or recreational purposes, the documented review of the incident shall be conducted by a Lieutenant or Command Staff member designated by the Chief of Police.
(CFA 4.07MA)
- 8. Ammunition
 - a. Ammunition used by an officer for on-duty and off-duty carry shall be ammunition specified or approved by the Chief of Police or designee upon recommendation of the Range Master. Examples of ammunition that will not be

approved for carry include, but are not limited to; armor piercing, incendiary, reloads or tracer rounds. (CFA 4.05MD)

- b. Ammunition shall not be altered.

9. Converted Firearms

- a. The Range Master is authorized to report to the Property & Evidence Division on a periodic basis to review confiscated firearms for departmental conversion purposes.
- b. The firearm under consideration will be of an approved caliber and used for departmental issue only.
- c. Prior to submitting the firearm for conversion, the Chief of Police will review the conversion and if approved, will direct the Ranger Master or designee to arrange for the firearm to be inspected and test fired.
- d. Once the firearm has been cleared for conversion, the Evidence Clerk shall submit the firearm along with proper conversion request documentation to the Brevard County Sheriff's Office to complete the process before the firearm can be entered into departmental service.

10. Lost/Stolen Firearms

- a. The loss or theft of a Department issued firearm shall be immediately reported to the On-Duty Shift Supervisor who shall in turn notify the Chief of Police or designee.
- b. The officer whose firearm has been lost or stolen shall also notify the law enforcement agency with jurisdiction over where the loss or theft occurred.
- c. The On-Duty Shift Supervisor shall notify the Department's Range Master who shall be responsible for notifying the Bureau of Alcohol, Tobacco and Firearms if the firearm involved meets any of the definitions outlined in [F.S.S. 790.001](#).
- d. A lost or stolen firearm, as described above, will be entered as lost or stolen in the National Crime Information Center (NCIC).
- e. The On-Duty Shift Supervisor will be responsible for ensuring an informational statewide bulletin is issued. The Shift Supervisor will coordinate with the appropriate reporting agency to issue an informational BOLO in an attempt to recover the firearm.

E. **BALLISTIC SHIELD**

- 1. The Cocoa Beach Police Department authorizes the use of ballistic shields when noncompliant, violent, combative, and/or armed subjects are involved, or believed to be involved, in situations that may lead to potentially violent confrontations, and when department members believe the use of a ballistic shield is necessary to address an incident in a tactically sound manner. No member is authorized to utilize any ballistic shield other than those authorized/issued by the department. Sworn personnel shall receive departmental training prior to utilizing a department issued ballistic shield.

a. Ballistic Shield Storage and Accessibility

- (i) Ballistic shields are available for use in the Patrol Division and are secured in the police department armory when not deployed in the field or in use for training. The shift supervisor shall assign certified officers a ballistic shield, which is to be transported in the officer's vehicle throughout their shift, or the shift supervisor may carry the ballistic shield themselves if it is deemed more prudent.
- (ii) Ballistic Shields shall be inspected by the assigned officer prior to and after all deployments to ensure operational readiness.

- (iii) Any equipment deemed inoperable is to be removed from use and notification to the on-duty shift supervisor shall be made without unnecessary delay.
- (iv) If repairs are needed, the shield shall be delivered to the Range Master for inspection and/or repair without unnecessary delay.
- (v) The ballistic shield shall be returned to the shift supervisor at the end of each shift. 6) In the event only a single ballistic shield is available to patrol, it will be transferred from the outgoing shift supervisor to the oncoming shift supervisor.
- (vi) The shift supervisor shall ensure their assigned ballistic shield remains available to their squad every shift when considering leave and the potential for the assigned officer not to be present their next shift.

6. APPENDIX

- A. [Cocoa Beach Police Department Weapon Inspection Form](#)
- B. [Cocoa Beach Police Department Weapons Log](#)

7. REFERENCES

- A. [Reasonableness and Reaction Time, Police Quarterly. Vol. 14, No. 4 \(2011\)](#)
- B. [Federal Law Enforcement Training Center Journal Vol. 4, Issue 2. \(Fall 2006\)](#)
- C. [Focal Concerns and Police Use of Force: Examining the Factors Associated with Taser Use, Police Quarterly. Vol. 14, No. 4 \(2011\)](#)
- D. [Maintenance of Officer Certification, Florida Department of State \(2013\)](#)
- E. [Use of Force, Civil Litigation, and the Taser, FBI Law Enforcement Bulletin \(March 2005\)](#)
- F. [Use of Force Policies and Training: A Reasoned Approach, FBI Law Enforcement Bulletin \(October 2002\)](#)
- G. [National Consensus Policy and Discussion Paper on Use of Force, International Association of Chiefs of Police \(2020\)](#)
- H. [Use of Force, Expert Guidance for Decisive Force Response \(2003\)](#)
- I. [Force Continuums: Are They Still Needed? Police and Security News Vol. 22, Issue 1 \(Jan/Feb 2006\)](#)

MITIGATION

Excessive Force Policy Checklist

Subrecipient: City of Cocoa Beach		Grant Agreement No.: IR052	
1 st Reviewer: Summer Clenney		2 nd Reviewer: Sunny Newman	
Date Review Complete: 04/09/2024		Date Review Complete: 04/19/2024	
Policies and Procedures Approved?	☐ Yes ☐ No	Date of Approval:	
24 CFR 91.325 (b)(6) Excessive Force. A certification that the State will require units of general local government that receive CDBG funds to certify that they have adopted and are enforcing: (i) A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and (ii) A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction. The excessive force policy must include the following provisions:			
Desk Review			
Descriptions	Reference	Answer	Location
Does the policy define what constitutes 'excessive force;'?	See above	☒ Yes ☐ No	P2
Does the policy prohibit the use of excessive force by law enforcement agencies against individuals engaged in nonviolent civil rights demonstrations?	See above	☐ Yes ☒ No	P3
Does the policy prohibit physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations?	See above	☐ Yes ☒ No	P3
Does the policy require law enforcement agencies to use the least amount of force necessary to achieve a lawful objective;?	See above	☒ Yes ☐ No	P3
Does the policy require law enforcement agencies to intervene when another law enforcement officer uses excessive force;?	See above	☒ Yes ☐ No	P3
Does the policy provide for the investigation of allegations of excessive force;?	See above	☒ Yes ☐ No	P5-6
Does the policy provide for the discipline of law enforcement officers who use excessive force;? Only addresses deadly force and discharge of firearms	See above	☒ Yes ☐ No	P6, P13, P15

Is the policy made available to the public, posted on the subrecipients website, and be enforced by the local government?	See above	☐ Yes ☒ No	On City Website
Does the policy designate a senior official with responsibility for implementation? This official must ensure that all component policies and training are aligned. Scott Rosenfeld is the Chief of Police who signed the Police, but he is currently on admin leave due to an internal investigation.	See above	☐ Yes ☒ No	P1

City of Cocoa Beach City Commission Agenda Item Summary

**DEPARTMENT MAKING
REQUEST/NAME:**

Water Reclamation /
Brad Kalsow, Director of Water Reclamation

MEETING DATE

September 4, 2024

REQUESTED MOTION/ACTION

Approve Fiscal Year 2025 Liquid Sodium Hypochlorite bulk supply piggyback agreement on Bay County contract bid number 22-27 for Odyssey Manufacturing Co. to supply the wastewater treatment plant at a price of \$1.65 per gallon.

Staff Representative: Brad Kalsow, Water Rec Director

Staff Representative:

Recommendation:

IS THIS ITEM BUDGETED (IF APPLICABLE)?

BACKGROUND:

Odyssey Manufacturing has been supplying the City sodium hypochlorite to the wastewater treatment plant and aquatic center for the past twenty-two years. Our existing piggyback agreement with the City of St. Augustine is expiring and we need to enter into new piggyback agreement with Bay County to continue this service.

Sodium Hypochlorite is fed through the treatment system 24-7 and is our only means of disinfection of 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 Permit and the product Odyssey supply is able to do this.

This is a budgeted Item

CITY OF COCOA BEACH
AGREEMENT TO PIGGYBACK BAY COUNTY CONTRACT
FOR SUPPLY OF BULK SODIUM HYPOCHLORITE

THIS AGREEMENT is made and entered into this _____ day of _____, 2024, by and between the CITY OF COCOA BEACH, a Florida municipality, hereinafter referred to as the (“City”), and ODYSSEY MANUFACTURING CO., a Delaware Corporation authorized to conduct business in the State of Florida, located at 1484 Massaro Blvd, Tampa, Florida 33619 (“Vendor”), concerning that certain Contract 22-72 Liquid Sodium Hypochlorite with BAY COUNTY BOARD OF COUNTY COMMISSIONERS, dated October 4, 2022.

WITNESSETH:

WHEREAS, Section 119.0701, Fla. Stat., requires that certain public agency contracts must include certain statutorily required provisions concerning the Vendor’s compliance for Florida’s Public Records Act; and

WHEREAS, Section 768.28, Fla. Stat., sets forth certain mandatory limitations on indemnification and liability for Florida public agencies; and

WHEREAS, Florida law requires that public agency contracts be subject to non-appropriation and thereby contingent upon appropriation during the public agency’s statutorily mandated annual budget approval process; and

WHEREAS, Section 448.095, Fla. Stat., imposes certain obligations on public agencies with regard to the use of the E-Verify system by their Vendors and subcontractors; and

WHEREAS, Section 287.135, Fla. Stat., provides restrictions on local governments contracting with companies that are on certain Scrutinized Companies lists; and

WHEREAS, Section 286.101, Florida Statutes contains a list of “foreign countries of concern” including, 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 under significant control of such “foreign country of concern”. Any entity that does business with a state agency or political subdivision must disclose certain of their dealings with those “foreign countries of concern” to the Florida Department of Financial Services; and

WHEREAS, the Bay County advertised Invitation to Bid No.: 22-72 to supply liquid sodium hypochlorite; and

WHEREAS, Bay County thereafter awarded the bid to Vendor based on the terms and conditions set forth in the Contract between the Vendor and Bay County, dated October 4, 2022, along with all amendments thereto (hereinafter the “Bay County Contract”); and

WHEREAS, the initial term of the Bay County Contract was one year, with the option to renew for three (3) additional one-year terms; and

WHEREAS, the services, products and equipment provided by Vendor are needed by the City of Cocoa Beach; therefore, the City desires to enter into an agreement with the Vendor pursuant to the same terms of the Bay County Contract except as amended herein; and

WHEREAS, the Bay County Contract was competitively bid with procedural guarantees of fairness and competitiveness substantially equivalent to those of the City of Cocoa Beach; 2) The City of Cocoa Beach and Vendor authorize the “piggyback” on the competitive pricing of their Contract; and 3) it is in the best interest of the residents of the City of Cocoa Beach to enter into an agreement with Vendor containing similar terms and conditions as contained the Bay County Contract.

NOW, THEREFORE, in consideration of the covenants set forth herein, the parties agree to this addendum as follows:

1. Incorporation by Reference. The foregoing WHEREAS clauses are incorporated by reference.

2. Standard Terms. This Agreement to “piggyback” services hereby amends and supplements the terms of the Bay County Contract. All non-conflicting terms and conditions of the Bay County Contract including all attachments, addenda, unit prices, and all other applicable documents except as otherwise provided herein shall by reference constitute the terms and conditions of this Agreement. In the event of a conflict between the terms of the Bay County Contract and the body of this Agreement to “piggyback”, the terms of this Agreement to “piggyback” shall prevail. The City of Cocoa Beach and its equivalent staff and address shall be substituted for Bay County and its staff and addresses, as may be required in the awarded Bay County Contract.

3. Services to be Provided. The Vendor agrees to provide the specific services and goods to the City of Cocoa Beach in accordance with the Proposal, which is attached hereto and made a part hereof as **Exhibit “A”**.

4. Term of Agreement. This Agreement shall become effective on October 1, 2024, and shall continue through September 30, 2025. It is also agreed that this Agreement may be renewed for two (2) additional one (1)-year terms upon mutual agreement of the parties.

5. Insurance. The City of Cocoa Beach shall be substituted for Bay County and Bay County Board of County Commissioners in all insurance matters contained in the Bay County Contract and specifically 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
Attention: City Manager
P.O. Box 322430
Cocoa Beach, FL 32932-2430

6. **Notice.** Notice, when required to be provided to the City of Cocoa Beach, shall be provided to: City of Cocoa Beach, Attention: City Manager, P.O. Box 322430, Cocoa Beach, FL 32932-2430.

7. **City Contact.** The primary contact person under this Agreement for the City of Cocoa Beach shall be: Brad Kalsow, Director, Public Works & Water Reclamation Department.

8. **Payment.** The City of Cocoa Beach shall pay Vendor in accordance with the City's finance policy and Florida law at the rates contained in the Bay County Contract. The Vendor's compensation for the goods and services provided hereunder shall not exceed those outlined in the Bay County Contract.

9. **Public Records Compliance.** Vendor 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 Vendor 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 Vendor or keep and maintain public records required by the public agency to perform the service. If the Vendor transfers all public records to the public agency 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 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 VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S**

DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, 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**

10. Public Records Compliance Indemnification. Vendor agrees to indemnify and hold the City harmless against any and all claims, damage awards, and causes of action arising from the Vendor's failure to comply with the public records disclosure requirements of Section 119.07(1), Florida Statutes, or by Vendor'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. Vendor authorizes the public agency to seek declaratory, injunctive, or other appropriate relief against Vendor in Brevard County Circuit Court on an expedited basis to enforce the requirements of this section.

11. Compliance/Consistency with Section 768.28, Fla. Stat. Any indemnification or agreement to defend or hold harmless by City specified in the Brevard County Contract 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 Brevard County in the Brevard County Contract in derogation hereof shall be void and of no force or effect.

12. 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 Vendor 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.

13. E-Verify Compliance. Vendor affirmatively states, under penalty of perjury, that in accordance with Section 448.095, Fla. Stat., Vendor 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, Vendor 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 Vendor is otherwise in compliance with Sections 448.09 and 448.095, Fla. Stat.

14. 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. Vendor hereby certifies that Vendor 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. Vendor further hereby certifies that Vendor is not engaged in a boycott of Israel or engaged in business operations in Cuba or Syria. Vendor understands that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject Vendor to civil penalties, attorney's fees, and/or costs. Vendor further understands that any contract with City for goods or services of any amount may be terminated at the option of City if Vendor (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.

15. Disclosure Requirements for "Foreign Countries of Concern". VENDOR shall comply with the disclosure requirements set forth in section 286.101 (3) (a), F.S., which requires "Any entity that applies to a state agency or political subdivision for a grant or proposes having a contract value of \$100,000 or more shall disclose to the state agency or political subdivision any current or prior interest of, any contract with, or any grant or gift received from a "foreign country of concern" if such interest, contract, grant or gift received from a "foreign country of concern" if such interest, contract, grant or gift has a value of \$50,000 or more and such interest existed at any time or such contract, grant or gift was received or in force at any time during the previous five (5) years. Such disclosure shall contain the name and mailing address of the disclosing entity, the amount of the gift or the value of the interest disclosed, the applicable "foreign country of concern" and, if applicable the date of termination of the contract or interest, the date of receipt of the grant or gift and the name of the agent or controlled entity that is the source or interest holder. Within one (1) year before applying for any grant or proposing any contract, such entity must provide a copy of such disclosure to the Department of Financial Services". Pursuant to section 268.101(7), F.S.: "In addition to any fine assessed under [section 286.101(7)(a), F.S.], a final order determining a third or subsequent violation by an entity other than a state agency or political subdivision shall automatically disqualify the entity from eligibility for any grant or contract funded by a state agency or any political subdivision until such ineligibility is lifted by the Administration Commission for good cause."

16. Venue and Jurisdiction. Notwithstanding any of 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: i) 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.

17. Attorneys' Fees and Costs. Notwithstanding any of other provision to the contrary, if litigation ensues regarding this Agreement, each party hereto shall bear its own attorneys' fee and costs.

18. Additional Terms. Notwithstanding any of other provision to the contrary, the parties agree as follows:

- A. This Agreement may be signed in counterparts and electronic copies shall be treated as originals.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed on the date first above written.

THE CITY OF COCOA BEACH

By:

Mayor Keith Capizzi, Chairperson- Cocoa Beach City Council

Attested By:

City Clerk

Date Signed by the City: _____

ODYSSEY MANUFACTURING CO.

By:

[Signature]

Its:

Patrick H. Allman, General Manager
(Printed Name and Title)

Attested By:

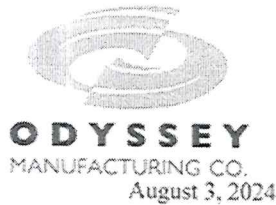
Stephen Sidelko, Secretary
(Signature, Printed Name, Title)

Date Signed by the Vendor: 8-15-2024

Approved for Legal Form and Content by:

Gretchen R.H. Vose
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 2025**

Encl: (1) Bay County Sodium Hypochlorite Contract Piggyback Package

Dear Brad,

Odyssey Manufacturing Co. has been supplying the City of Cocoa Beach sodium hypochlorite to its wastewater treatment plant and aquatic center for the past twenty-two years. Currently, the City of Cocoa Beach is being served under a piggyback arrangement using the City of St. Augustine's sodium hypochlorite contract at a unit price of \$1.55 per gallon which expires on September 30, 2024. The City of St. Augustine is out for bids, but they are not due until the end of August and there is not enough time to get a new contract in place in Cocoa Beach before October 1st. As such, effective October 1, 2023, 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 \$1.65 per gallon using a piggyback from Bay County. This price is fixed and there are no fuel surcharges or delivery fees. This contract expires September 30, 2025. I have attached a copy of the original bid package, our bid, the contract, the award letter, the bid tab and the renewal paperwork. 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.

Sodium hypochlorite pricing has continued to rise over the past year. Over the past year, our production costs have continued to go up, most of which are consistent with the CPI. Our salt contract escalates at 3% per year. Our electricity cost went up over 10%. Our wages have increased 4.5%, which in this tight labor market, is necessary to keep employees. Unfortunately, our insurance premiums for liability insurance and for property insurance each increased over \$500,000 with the recent renewals. This alone represents the equivalent of just over a \$.015 per gallon cost increase.

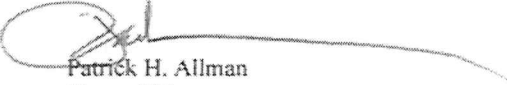
Another barometer to use for justifying the increase is to look at the recent sodium hypochlorite bids in the marketplace. The below table represents all of the bids in the State of Florida for sodium hypochlorite in the past twelve months. As you know, the City of Cocoa Beach's annual volume is approximately 125,000 gallons. Thus, the proposed pricing is very reasonable in light of these bids.

Bid Date	Utility	Annual Gallons	Allied	Odyssey
7/6/2023	City of Fort Lauderdale - Full Tankers	9,214,000	\$1.47	\$2.25
7/6/2023	City of Fort Lauderdale - Partial Tankers	356,000	\$1.57	\$2.45
7/10/2023	City of Ocala	325,000	\$1.90	\$1.75
7/24/2023	South Martin Regional	185,000	No Bid	\$1.65
7/26/2023	The Villages	700,000	No Bid	\$1.85 (*)
7/27/2023	Palm Beach County - Full Tanker	4,785,000	\$1.44	\$1.98
7/27/2023	Palm Beach County - Partial Tanker	35,500	\$1.54	\$2.10
7/31/2023	City of Ormond Beach	320,000	\$1.95	\$1.69
8/9/2023	Martin County	800,000	\$1.45	\$2.05
8/16/2023	Charlotte County	606,000	\$1.53	No Bid
8/25/2023	City of Port St. Joe	62,000	No Bid	\$1.69
9/11/2023	City of Lake Wales	109,000	\$1.95	\$1.70
9/27/2023	City of Lakeland	105,000	\$1.69	\$1.76
10/4/2023	Seminole County	1,794,000	\$1.68	\$1.95
11/9/2023	Central Florida Tourism Oversight Dist.	641,648	\$2.10	\$1.53
12/18/2023	Hillsborough County	10,724,040	\$1.43	\$1.89
12/18/2023	City of Tampa	1,700,000	\$1.49	\$1.42
3/12/2024	Peace River Manasota	750,000	\$1.56	\$1.65
4/17/2024	Lee County	1,445,000	\$1.49	\$1.76
6/24/2024	Fort Pierce Utility Authority (FPUA)	425,000	\$1.49	\$1.70
6/25/2024	Town of Jupiter WTP	310,000	\$3.25	\$1.74
6/25/2024	Town of Jupiter Pump Station	4,000	\$3.25	\$2.95
7/10/2024	City of Lake Worth Beach-Full Truck	265,000	\$1.59	\$1.70
7/10/2024	City of Lake Worth Beach-Partial Truck	30,000	\$1.69	\$1.95
7/11/2024	City of Oviedo WTP/WWTP	527,000	\$1.61	\$1.70
7/11/2024	City of Oviedo Pools	17,000	\$1.74	\$2.55
7/11/2024	City of St. Petersburg	2,000,000	\$1.70	\$1.45
7/17/2024	The Villages	600,000	\$2.18(*)	\$2.40(*)

* Bid by Proxy

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

End EXHIBIT "A"



May 17, 2022

Re: **CORPORATE RESOLUTION FOR AUTHORITY TO SIGN BIDS, BID FORMS, CONTRACTS, BONDS & 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 bids and all bid forms; to execute agreements and any documents associated with these agreements; to sign bonds of any type; and to sign any permit documents on behalf of Odyssey Manufacturing Co. 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 May 17, 2022, 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 17th day of May, 2022.

Stephen Sidelko, Secretary

CORPORATE SEAL

Marvin T. Rakes, President

Patrick Allman

From: Scott Nabers <snabers@baycountyfl.gov>
Sent: Friday, August 2, 2024 8:59 AM
To: Patrick Allman
Cc: Shelly Taunton
Subject: RE: contract renewal 22-72 Liquid Sodium Hypochlorite -

No sir,

When the board awarded the contract, they also gave the county manager the authority for renewals and other actions as approved by the county attorney. We are good to go for another year. Thank you.

From: Patrick Allman <PAllman@odysseymanufacturing.com>
Sent: Thursday, August 1, 2024 6:42 PM
To: Scott Nabers <snabers@baycountyfl.gov>
Cc: Shelly Taunton <staunton@baycountyfl.gov>
Subject: RE: contract renewal 22-72 Liquid Sodium Hypochlorite -

CAUTION: This email originated from outside of the organization. Do not follow guidance, click links, or open attachments unless you recognize the sender and know the content is safe.

Scott,

See attached acknowledgement. Will Bay County being doing a formal addendum to the contract? Does the renewal have to go to your Board? Thanks. Pat.

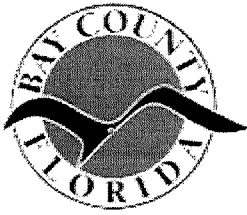
Patrick H. Allman

General Manager
Odyssey Manufacturing Co.
1484 Massaro Blvd
Tampa, Florida 33619
Office: (813) 635-0339
Fax: (813) 630-2589
Mobile: (813) 335-3444

From: Scott Nabers <snabers@baycountyfl.gov>
Sent: Thursday, August 1, 2024 2:05 PM
To: Patrick Allman <PAllman@odysseymanufacturing.com>
Cc: Shelly Taunton <staunton@baycountyfl.gov>
Subject: contract renewal 22-72 Liquid Sodium Hypochlorite -

Good afternoon,
Bay County would like to renew contract 22-72 Liquid Sodium Hypochlorite - for one additional one-year term effective 10/1/24. If you agree to renewing this contract at the same terms and new price, please sign the attached renewal letter to be signed in blue ink and email back to me.

Thank you,
Scott



Scott Nabers

Contract Administrator

840 West 11th Street Panama City, FL 32401

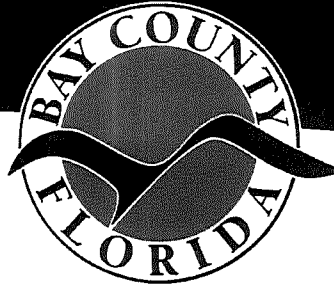
Purchasing Department

Phone: 850-248-8274

Email: snabers@baycountyfl.gov

Please Note: Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

Please Note: Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.



August 1, 2024

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 \$1.60 to \$1.65 per gallon delivered, effective October 1, 2024.

Your signature below will serve as an acknowledgement on behalf of Odyssey Manufacturing Company that your services will remain uninterrupted through September 30, 2025.

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 August 16, 2024.

Please contact the Bay County Purchasing Department at (850) 248-8270 if you have questions regarding this matter.

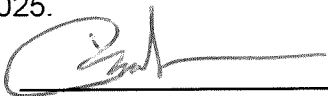
Sincerely,



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, 2025.



Signature
Patrick H. Allman

Printed Name

County Manager

Title
8/1/2024

Date



July 9, 2024

Ms. Shelly Taunton
Purchasing Administrator
Bay County
840 W. 11th Street
Suite 2500
Panama City, FL 32401

Re: **BAY COUNTY ITB NO. 22-72 LIQUID SODIUM HYPOCHLORITE**

Encl: (1) Consumer Price Index South Atlantic Urban (Series CUUR0350SA0)

Dear Ms. Taunton,

As you know, the subject contract expires on September 30, 2024. The contract has two more one-year renewals remaining on it. The purpose of this letter is to notify Bay County that Odyssey is willing to renew this agreement for another year from October 1, 2024 through September 30, 2025 with a change in pricing from \$1.60 per gallon to \$1.65 per gallon. This represents an increase of 3.1% which is consistent with the Consumer Price Index (CPI) over the past twelve months (see Enclosure (1)).

Over the past year, our production costs have continued to go up, most of which are consistent with the CPI. Our salt contract escalates at 3% per year. Our electricity cost went up over 10%. Our wages have increased 4.5%, which in this tight labor market, is necessary to keep employees. Unfortunately, our insurance premiums for liability insurance and for property insurance each increased over \$500,000 with the recent renewals. This alone represents the equivalent of just over a \$.015 per gallon cost increase.

Another barometer to use for justifying the increase is to look at the recent sodium hypochlorite bids in the marketplace. You can add about \$.15 per gallon to the below prices to get to the panhandle. The below table represents all of the bids in the State of Florida for sodium hypochlorite in the past twelve months. As you know, Bay County's volume is approximately 300,000 gallons. Thus, the proposed pricing is very reasonable in light of these bids given the distance from the State's manufacturing facilities (Orlando (2), Clearwater (1), Tampa (2), Fort Pierce (1), Lantana (1) and Miami (3)) to Panama City.

Bid Date	Utility	Annual Gallons	Allied	Odyssey
6/15/2023	Okeechobee County	30,000	No Bid	\$1.80
6/27/2023	Town of Jupiter WTP	314,000	\$1.44	\$1.85
6/27/2023	Town of Jupiter Booster Station	4,000	\$1.54	\$3.50
7/6/2023	City of Fort Lauderdale - Full Tankers	9,214,000	\$1.47	\$2.25

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

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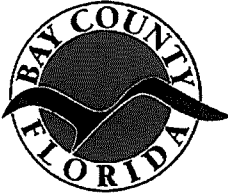
7/6/2023	City of Fort Lauderdale - Partial Tankers	356,000	\$1.57	\$2.45
7/10/2023	City of Ocala	325,000	\$1.90	\$1.75
7/24/2023	South Martin Regional	185,000	No Bid	\$1.65
7/26/2023	The Villages	700,000	No Bid	\$1.85 (*)
7/27/2023	Palm Beach County – Full Tanker	4,785,000	\$1.44	\$1.98
7/27/2023	Palm Beach County – Partial Tanker	35,500	\$1.54	\$2.10
7/31/2023	City of Ormond Beach	320,000	\$1.95	\$1.69
8/9/2023	Martin County	800,000	\$1.45	\$2.05
8/16/2023	Charlotte County	606,000	\$1.53	No Bid
8/25/2023	City of Port St. Joe	62,000	No Bid	\$1.69
9/11/2023	City of Lake Wales	109,000	\$1.95	\$1.70
9/27/2023	City of Lakeland	105,000	\$1.69	\$1.76
10/4/2023	Seminole County	1,794,000	\$1.68	\$1.95
11/9/2023	Central Florida Tourism Oversight Dist.	641,648	\$2.10	\$1.53
12/18/2023	Hillsborough County	10,724,040	\$1.43	\$1.89
12/18/2023	City of Tampa	1,700,000	\$1.49	\$1.42
3/12/2024	Peace River Manasota	750,000	\$1.56	\$1.65
4/17/2024	Lee County	1,445,000	\$1.49	\$1.76
6/24/2024	Fort Pierce Utility Authority (FPUA)	425,000	\$1.49	\$1.70

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. Unfortunately, production capacity is very limited in the marketplace right now during the summer months, which is also impacting pricing since the demand is greater than the supply.

Sincerely,



Patrick H. Allman



OFFICE OF COUNTY MANAGER

840 West 11th Street
Panama City, Florida 32401
Telephone: (850) 248-8140
Fax: (850) 248-8153

June 13, 2023

BOARD OF COUNTY
COMMISSIONERS

WWW.BAYCOUNTYFL.GOV

Odyssey Manufacturing Company
Attn: Patrick Allman
1484 Massaro Blvd.
Tampa, FL 33619

CONTRACT RENEWAL – 22-72 Liquid Sodium Hypochlorite

Dear Mr. Allman:

840 WEST 11TH STREET
PANAMA CITY, FL 32401

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 \$1.35 to \$1.60 per gallon delivered, effective October 1, 2023.

COMMISSIONERS:

TOMMY HAMM
DISTRICT I

Your signature below will serve as an acknowledgement on behalf of Odyssey Manufacturing Company that your services will remain uninterrupted through September 30, 2024.

ROBERT CARROLL
DISTRICT II

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 June 30, 2023.

WILLIAM T. DOZIER
DISTRICT III

DOUGLAS MOORE
DISTRICT IV

Please contact the Bay County Purchasing Department at (850) 248-8270 if you have questions regarding this matter.

CLAIR PEASE
DISTRICT V

Sincerely,

Robert J. Majka, County Manager
Bay County Board of County Commissioners

ROBERT J. MAJKA
COUNTY MANAGER

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, 2024.

Signature

Printed Name

Title

Date



**Bay County Board of County Commissioners
Agenda Item Summary**

Water Treatment Plant 22-72 Liquid Sodium Hypochlorite

DEPARTMENT MAKING REQUEST/NAME:

Utility Services Department Bobby Gibbs, Utility Director

MEETING DATE: 10/4/2022

REQUESTED MOTION/ACTION:

Board a) approve a one-year contract with (3) additional one-year renewal options with Odyssey Manufacturing Company for the supply of Liquid Sodium Hypochlorite for the Water Treatment Plant and b) authorize the chairman to execute the contract and make any necessary modifications as approved by the county attorney.

AGENDA

Utility Services - Consent

BUDGETED ITEM? Yes

BUDGET ACTION:

None needed.

FINANCIAL IMPACT SUMMARY STATEMENT:

Budgeted in the FY23 budget.

BACKGROUND:

Liquid Sodium Hypochlorite is a disinfection agent used in the treatment of potable water.

Invitation to Bid (ITB) 22-72 Liquid Sodium Hypochlorite was advertised for bids on August 5, 2022. The following responses were received and opened on September 6, 2022.

Vendor	Price Per Gallon
Odyssey Manufacturing Company	\$1.35
Allied Universal Corporation	\$1.89
Univar Solutions USA, Inc.	No Bid

Staff has evaluated the bids and Odyssey Manufacturing Company was the lowest responsive and responsible bidder. Therefore, Staff recommends a one-year contract with (3) additional one-year renewal options with Odyssey Manufacturing Company for the supply of Liquid Sodium Hypochlorite for the Water Treatment Plant (**Exhibit 1**).

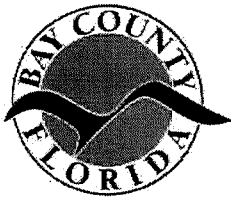
ATTACHMENTS:

Description

22-72 Liquid Sodium Hypochlorite Exhibit 1

Type

Exhibit



Purchasing Department
840 West 11th Street, Suite 2500
Panama City, FL 32401
Telephone: (850) 248-8270
Fax: (850) 248-8276

**BOARD OF COUNTY
COMMISSIONERS**

WWW.BAYCOUNTYFL.GOV

840 WEST 11TH STREET
PANAMA CITY, FL 32401

COMMISSIONERS:

TOMMY HAMM
DISTRICT I

ROBERT CARROLL
DISTRICT II

WILLIAM T. DOZIER
DISTRICT III

DOUGLAS MOORE
DISTRICT IV

PHILIP "GRIFF" GRIFFITTS
DISTRICT V

ROBERT J. MAJKA
COUNTY MANAGER

NOTICE OF AWARD

Odyssey Manufacturing Company
Attn: Patrick Allman
1484 Massaro Blvd.
Tampa, FL 33619

PROJECT DESCRIPTION: 22-72 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) 22-72 dated September 6, 2022. You are hereby notified that your proposal has been accepted for items in the amount of \$1.35 per gallon of Sodium Hypochlorite delivered.

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 6th day of October 2022.

BAY COUNTY BOARD OF COUNTY COMMISSIONERS

By: _____

A handwritten signature in cursive script, appearing to read "Karen Shindler", is written over a horizontal line.

Title: Chief Procurement Officer

cc: Clerk

CONTRACT 22-72
LIQUID SODIUM HYPOCHLORITE

This Contract, dated October 4, 2022 is between the Bay County Board of County Commissioners, located at 840 West 11th Street, Panama City, FL 32401 ("County"), and Odyssey Manufacturing Company, located at 1484 Massaro Blvd., Tampa, FL 33619 ("Vendor").

1. Scope of Work

The County desires to hire Vendor to provide all necessary labor, supervision, equipment, and supplies to provide Sodium Hypochlorite to the Bay County Water Treatment Plant located at 3400 Transmitter Road, Panama City, FL 32404, the Military Point Advanced Wastewater Treatment Plant located at 100 Lagoon Road, Tyndall Air Force Base, FL 32403, and the North Bay Wastewater Treatment Plant 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) 22-72 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

This Contract shall commence October 1, 2022 and continue in effect through September 30, 2023. 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 \$1.35 per gallon of Sodium Hypochlorite delivered as described in this agreement and ITB 22-72.

4. 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.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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 Bob Majka, Custodian of Public Records, at (850) 248-8145, publicrecords@baycountyfl.gov or 840 W. 11th Street, Panama City, Florida 32401.

10. 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."

11. 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.

12. 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 or an employment eligibility program approved by the Social Security Administration and will require the same of any subcontractors. Vendor shall pay all cost incurred to initiate and sustain the verification programs.

13. 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.

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. 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.

16. 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.

17. Hold Harmless and Indemnification

To the extent provided by law, the Vendor shall indemnify, defend, and hold harmless the County and the State of Florida, Department of Transportation, including the County's and the Department'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. Nor shall the same be construed to constitute agreement by the Vendor to indemnify the Department for the negligent acts or omissions of the Department, 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.

18. 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.

19. 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: Bobby Gibbs
3410 Transmitter Road
Panama City, FL 32404

For the Vendor:
Odyssey Manufacturing Company

Attn: Patrick Allman
1484 Massaro Blvd.
Tampa, FL 33619

The Vendor shall notify the Bay County Purchasing Department of any change to its address. The Purchasing Department will disseminate the address change to all applicable departments and agencies including Finance. The Vendor's notification of address change is sufficient if sent by email or facsimile.

20. 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.

21. Successors and Assigns.

This Agreement shall be binding on all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

22. 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.

23. 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.

24. 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.

25. 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 12 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.

26. 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.

27. 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.

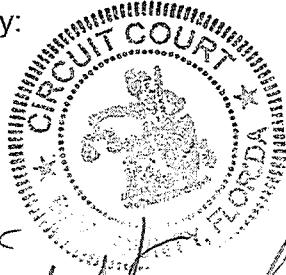
28. Governing Law & Venue

This Contract is governed by the laws of the State of Florida. The proper venue for any action regarding this contract is in the appropriate Court in Bay County, Florida.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties have executed this Contract as of this 10th day of October, 2022.

Executed by:



Attest:

[Signature]
Bill Kinsaul, Clerk of Court

Approved as to form

[Signature]
Office of Bay County Attorney
Brian D. Leebrick

**BOARD OF COUNTY COMMISSIONERS
BAY COUNTY FLORIDA**

By:

[Signature]
Robert Carroll, Chairman



**ODYSSEY MANUFACTURING
COMPANY**

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 6th day of October, 2022, by Patrick H. Altman, as General Manager of Odyssey Manufacturing Co. and with proper authority, and who is personally known by me or produced identification of [Signature].

[Signature]
Notary Public

Exhibits:

1. Sodium Hypochlorite Specifications
2. Vendor's Response to ITB 22-72
3. Insurance Requirements

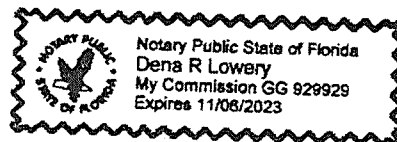


EXHIBIT 1
LIQUID SODIUM HYPOCHLORITE
BID SPECIFICATIONS

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. Bay County 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 22-72



August 31, 2022

Ms. Karen Grindle
Purchasing Director
Bay County
840 W. 11th Street
Suite 2500
Panama City, FL 32401

Re: **BAY COUNTY ITB NO. 22-72 LIQUID SODIUM HYPOCHLORITE**

- Encl:
- (1) Bid Forms (9 Pages)
 - (2) Authority to Sign Bid Letter
 - (3) Product Specification
 - (4) NSF-60 Certification
 - (5) NSF-60 Affidavit
 - (6) Third Party Laboratory Analysis of Sodium Hypochlorite
 - (7) Last three NSF Results for Proposed Manufacturing Location
 - (8) List of References
 - (9) List of Terminations/Debarments (Last 10 years)
 - (10) List of Safety Incidents
 - (11) Engineering and Emergency Response Support
 - (12) Detailed List of Emergency Responses
 - (13) Regulatory Actions for All Manufacturing Facilities
 - (14) Copy of OSHA Form 300A/300 Logs
 - (15) Safety Data Sheet
 - (16) DOT Inspection/Audit Records for past ten years
 - (17) Documentation of Ownership and List of Officers
 - (18) Any Exceptions Taken to Specification
 - (19) CEU Documentation

Dear Ms. Sellers,

Odyssey Manufacturing Company is pleased to submit our proposal for the above referenced Invitation to Bid (ITB) for the supply of sodium hypochlorite to Bay County. In accordance with your instructions, we have enclosed one original and one copy of the "Bid Forms" and all other 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 \$1.35 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 (19) are provided to assist in Bay County's Bid Evaluation. Additionally, Odyssey makes the following claims or warrants:

- Enclosures (1) and (2) are required submittals as outlined in the IFB.
- Enclosure (3) is the Product Specification for Odyssey Ultrachlor sodium hypochlorite.
- Enclosure (4) is the NSF-60 certification for Odyssey Ultrachlor sodium hypochlorite.
- Enclosure (5) is an NSF-60 affidavit of compliance.
- Enclosure (6) is the third-party laboratory results for Odyssey Ultrachlor sodium hypochlorite as manufactured by Odyssey Manufacturing at its Tampa facility.
- Bay County currently uses Odyssey Manufacturing Co. and can pull samples at any of its water treatment or wastewater treatment plants to ascertain the quality of its sodium hypochlorite.
- Enclosure (7) is the last three years of NSF results for Odyssey's Tampa location which would be supplying the sodium hypochlorite.
- Enclosure (8) is a list of References is Attached to aid in the Proposal Evaluation. We have provided over ten references.
- Odyssey Manufacturing has no "Terminations" or "Debarments" as defined in your Solicitation in the past five years for any chemical that it sells. This is in sharp contrast to other chemical suppliers. Please do a website search or call our reference list to ascertain not only our record but those of other suppliers. Since there are no terminations or debarments, there is not an actual Enclosure (9).
- Safety is extremely important and should be a major consideration in the Utility's "informed decision process". Odyssey Manufacturing has 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 has been completed. This is the only incident that would go in Enclosure (10).
- Enclosure (11) is found in the information below in this paragraph. Emergency Preparedness Planning, Spill Response, Technical and Engineering Support and also emergency points of contact would be our Patrick H. Allman, General Manager (cellular 813-335-3444) who has a B.S. in Nuclear Engineering 1983 from the University of Virginia, Marvin Rakes, President (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 along with technical assistance over the past three years at no charge. These are just a few of the instances that come to mind:
 - 1) 7/8/2022 – Provided technical assistance with chemical feed problems at Bay County Booster Station and sent recommended replacement parts up with the next delivery.
 - 2) 4/13/2022 – Completed project to upgrade ferric sulfate system at the Bay County WTP. Odyssey was responsible for numerous design improvements.
 - 3) 12/9/2021 – Completed installation of new 8,000-gallon zinc orthophosphate and HFS tanks and associated piping at the Bay County WTP.
 - 4) 6/30/2021 – 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) 5/25/2021 – Completed installation of two new sodium hypochlorite tanks and associated piping at the Bay County North WWTP.
- 6) 07/20/2020 – Redesigned and completed installation of new sodium hypochlorite system at the Bay County WTP.
- 7) 07/20/2016 – Changed out sodium hypochlorite tank at the Bay County River Camp WWTP.
- 8) 09/26/2013 – Provided engineering and technical support and parts to chlorinate Bay County Booster Stations.
- 9) 08/17/2011 – Stopped by and inspected sulfuric acid system at WTP request. Sent recommendations but made immediate recommendation to add quill at injection point on raw water line. This was a critical item that had 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 period.
- 10) 04/06/2011 – 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 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 it passed this test.
- 11) 02/22/2011 – 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) 10/27/2010 – Engineered permitted and installed sodium bisulfite and sodium hypochlorite systems at the new North Bay WWTF.
- 13) 04/01/2010 – Provided no cost engineering analysis with pricing to Paul Lackemacher with regard to bulk sodium hypochlorite vs. on-site generation of sodium hypochlorite.
- 14) 08/13/2010 – 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.

To provide additional information on the types of technical and emergency support Odyssey can provide, we have summarized the technical and emergency support we have provided to various customers over the past twenty years (below list suffices as Enclosure (12)):

- 1) 8/7/2022 – Got a phone call from the Aquatics Manager at the Okeechobee County pool. Their bleach tank had failed and had leaked into the containment. Provided immediate response to stabilize situation and then chanted out the tank the next morning without having any reportable spill. (Matt Gammill, Aquatics Manager, 863-447-0114).
- 2) 7/16/2022 – Got a phone call from Clay County Fleming Island WWTP that one of their 3,000-gallon sodium hypochlorite tanks had failed and was leaking. Sent a crew up the next day (Saturday) to remove tank and installed temporary 3,000-gallon double-walled tank. Response was such that there was no reportable spill (Phil Hendrix, WWTP Superintendent, 904-626-3889).
- 3) 7/7/2022 – Got a phone call from the Port Orange WWTP that one of their sodium hypochlorite tanks had failed. Setup temporary 5,250-gallon double-walled tank the next morning and pumped sodium hypochlorite over to it (Steve Parnell, Deputy Utility Director, 386-299-5731)
- 4) 8/4/2021 – Got a phone call from WWTP Manager at Pasco County that one of the 10,000-gallon sodium hypochlorite tanks has developed a pinhole leak. Odyssey responded that evening and stopped leak and then sent tanker over next morning to pump

- out tank and take hypochlorite to another plant to avoid it leaking out into the containment. Odyssey later came back and replaced the leaking tank (Kevin Duffy, WWTP Manager, 727-992-7711).
- 5) 9/10/2021 – Got a phone call from Lead Operator at Wesley Center WWTP that factory installed bulkhead fitting for sight-glass had cracked and tank was leaking bleach into containment. Sent crew with pump out tank to pump out tank and repaired existing tank the same day (Greg Dzlegielewski, Chief Operator, 813-991-5613).
 - 6) 8/10/11 – Hillsborough County (Glenn Yaney, Operations Manager, 813-448-4090). Customer called at 1400 and stated that the River Oaks WWTP surge tank was within two feet of overflowing and that the plant was at its maximum capacity and flows continued to run into plant from the excessive rains. They stated they had contacted the FDEP about the situation and the FDEP gave them permission to discharge to the creek if the wastewater was chlorinated and dechlorinated. Setup emergency hypochlorite and bisulfite systems including delivery of the chemicals to a 3,000-gallon tank and was pumping hypochlorite by midnight.
 - 7) 7/22/2011 - Got a phone call from Lead Operator at Wesley Center WWTP on Friday night that their clarifier hypochlorite tank was full and leaking bleach out the bottom. Had tanker and crew out early on the following Saturday morning and pumped out tank and took hypochlorite to another plant. Replaced the tank the following Wednesday (Cathy Borden, Chief Operator, 727-991-5613)
 - 8) 7/21/2011 – Got a phone call in late afternoon from Lead Operator at Sunburst WTP that the hypochlorite tank was leaking out the bottom fitting. Dispatched crew early next morning and pumped out and repaired tank and returned it to service. (David Flynn, Chief Water Operator, 727-992-0388)
 - 9) 04/06/2011 - 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 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 it passed this test.
 - 10) 3/6/2010 - City of Inverness (Mike Cherniak, VP Technical Services, 813-390-3799). Customer called Odyssey on Friday evening 3/5/10 and stated that their tank was leaking badly on the ground. Odyssey had a crew up there on Saturday morning 3/6/10 which pumped out the sodium hypochlorite to a temporary tank and kept the water plant on service.
 - 11) 1/8/2010 – JEA (Mike Richardson, Utility Supervisor, 904-665-6815) Customer called Odyssey on Friday morning that their sodium hypochlorite tank at the Norwood WTP was leaking badly into the containment. Odyssey dispatched a tanker and crew with temporary tank and pumped out the hypochlorite from the bad tank to the tanker. Additionally, Odyssey setup the temporary tank to allow the water plant to maintain continuous disinfection and remain in service.
 - 12) 12/24/2009 – Sarasota County Carlton WTP (Jim Armstrong, Water Production Manager, 352-861-1510) Got a phone call in the morning that their Peace River chlorination line installed several years earlier had broken and they had no way to disinfect the water they were sending out to their system from Peace River. Odyssey immediately dispatched a crew and had located and repaired the leak by that evening.
 - 13) 5/11/2008 – Orange County Econ WTP (Carlos Torres, Orange County, Production Section Water Superintendent, 407-254-9500/5505) Odyssey received a phone call on Sunday morning that they would have to issue a boiled water notice if they could not get

a sodium hypochlorite deliver because their regular supplier had failed to make a delivery for a week and they were unable to get them to come despite repeated phone calls.

- We will use no 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.
- Odyssey has no regulatory actions which includes fines, regulatory actions and consent orders relating to the operation of ALL its manufacturing and distribution facilities in the past five years. Note that the ITB did not require reporting of any FDOT fines (i.e., overweight tickets) since this has nothing to do with operation of its manufacturing and distribution facilities. We have had no consent orders from the FDEP or other regulatory agencies relating to the relating to the operation of our manufacturing facilities. This disclosure suffices for Enclosure (13)).
- Enclosure (14) is a copy of Odyssey's OSHA 300A/300 Logs for the past five years.
- Enclosure (15) is a Safety Data Sheet (SDS).
- Enclosure (16) are copies of all of Odyssey's Florida and US DOT inspections/audits in the past ten years.
- Odyssey Manufacturing Co. has two legally registered corporate officers: (1) Marvin Rakes, President; (2) Stephen Sidelko (Secretary). Mr. Sidelko sometimes refers to himself as the "CEO" of Odyssey but is not legally registered as such. The company is wholly and jointly owned by Stephen Sidelko and Duane Powell both of whom own 50% of Odyssey. Mr. Sidelko founded, owns and operates Sentry Industries, a sodium hypochlorite manufacturer located in Miami, Florida. Mr. Powell is deceased but prior to that he owned Powell Fabrication, a company who specializes in the manufacture and service of sodium hypochlorite manufacturing plants. Both are engineers with over sixty years of sodium hypochlorite experience between them. This disclosure takes the place of Enclosure (17) which is a corporate list of officers and owners.
- Odyssey takes no exceptions to the IFB solicitation (suffices for enclosure (18)).
- Enclosure (19) is documentation that Odyssey is certified to provide Continuing Education Credits (CEU's) to water and wastewater treatment plant operators through the Florida Water & Pollution Control Operator's Association (FWPCOA).
- Odyssey Manufacturing Co. is a Drug Free Workplace and has an active program in-place to randomly test its employees

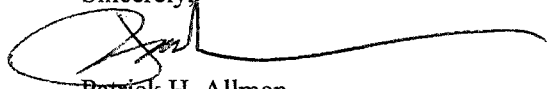
Sodium hypochlorite is the only product that you purchase that has a very short shelf life. The shelf life is greatly impacted by the quality of the sodium hypochlorite. Product impurities such as metals and sludge are a significant source of this decomposition. In fact, one could easily feed twice as much product with poorer quality bleach and a 10% savings in unit cost could be overshadowed by a 50% increase in usage. Thus, differences between manufacturers in their manufacturing and delivery processes can have a dramatic difference on 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 breakdown and decompose like other sodium hypochlorite manufacturers.

Over the past twelve years, Odyssey Manufacturing Co. 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 per day and 7 days per week (including holidays) and can be reached @800-ODYSSEY or facsimile (813) 630-2589. Additionally, Odyssey Manufacturing also

agrees to provide unlimited technical assistance to the Bay County assist it with its operations at no charge as part of the sodium hypochlorite supply. Such assistance includes, but is not limited to, operator training sessions, startup services, site inspections on behalf of the owner, 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 twenty-five hundred more than any other chemical supplier and also more than all of the engineers and contractors in the State of Florida combined. We are the only chemical supplier who has a licensed engineering firm (Odyssey Engineering Co.) and is a licensed general and plumbing contractor (we specialize in chemical system design, permitting, installations and maintenance).

Please call our customers to compare Odyssey 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 the requirements. Additionally, 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" for all of 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. 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 a truck at time of delivery. Please call me if you have any questions at 1-800-ODYSSEY or cellular (813) 335-3444 or visit our website @www.odysseymanufacturing.com. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Patrick H. Allman', with a long horizontal flourish extending to the right.

Patrick H. Allman
General Manager

BID FORM
ITB NO: 22-72

This proposal of Odyssey Manufacturing Company, hereinafter called "BIDDER," organized and existing under the laws of the State of Delaware doing business as S-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 Sodium Hypochlorite delivered** is:

one dollar and thirty-five cents

(Words)

(\$ 1.35)

Submitted By: Odyssey Manufacturing Company
Name of Firm/Vendor Submitting This Bid

Bid Prepared By: Patrick Allman
Name of Individual Who Prepared This Bid

Contact Email: pallman@odysseymanufacturing.com

Address: 1484 Massaro Blvd., Tampa, FL 33619

Phone: 813/635-0339

Contractor's License No. OGCL516698 / CFC057182


Signature of Authorized Representative of Firm/Vendor

8/30/2022

Date

SEAL: (If bid is by Corporation)

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:

Customer Service Rep./or Patrick Allman
Contact Person

813/635-0339
Telephone Number

1484 Massaro Blvd., Tampa, Fl. 33619
Address

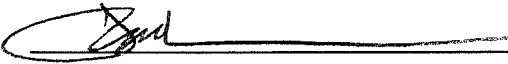
orders@odysseymanufacturing.com
E-mail

ADDENDUM ACKNOWLEDGEMENT

I acknowledge receipt of the following addenda:

ADDENDUM NO. _____	DATED _____
ADDENDUM NO. _____	DATED _____
ADDENDUM NO. _____	DATED _____
ADDENDUM NO. _____	DATED _____
ADDENDUM NO. _____	DATED _____

Name of Firm: Odyssey Manufacturing Company

Authorized Signature: 

Printed Name: Patrick Allman

Title: General Manager

Date: 8/30/2022

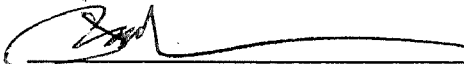
It is the responsibility of the firm to ensure that they have received addendums if issued.

Call (850) 248-8270 or email Purchasing@baycountyfl.gov prior to submitting your bid to ensure that you have received addendums.

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 Company

Authorized Signature: 

Printed Name: Patrick Allman

Title: General Manager

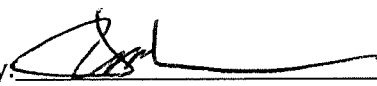
Date: 8/30/2022

CERTIFICATION REGARDING SCRUTINIZED COMPANIES LIST

Respondent Vendor Name: Odyssey Manufacturing Company
Vendor FEIN: 65-0846345
Vendor's Authorized Representative Name and Title: Patrick Allman, General Manager
Address: 1484 Massaro Blvd.
City: Tampa State: FL ZIP: 33619
Phone Number: 813/635-0339
Email Address: pallman@odysseymanufacturing.com

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: Patrick Allman, General Manager
Date: 8/30/2022

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 official(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 ☒ _____

NAME(S)

POSITION(S)

Name of Firm:

Odyssey Manufacturing Company

Authorized Signature:



Printed Name:

Patrick Allman

Title:

General Manager

Date:

8/30/2022

IDENTICAL TIE BIDS/DRUG FREE WORKPLACE

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more submittals, which are equal with respect to price, quality, and service, are received by the County for the procurement of commodities or contractual services, a submittal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied firms have a drug-free workplace program. To have a drug-free workplace program, a business shall:

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.

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.

Give each employee engaged in providing the commodities or contractual services that are under Bid a copy of the statement specified in subsection (1).

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 Bid, 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.

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.

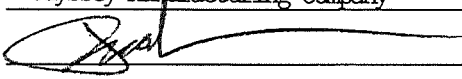
Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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: Odyssey Manufacturing Company
Authorized Signature: 
Printed Name: Patrick Allman
Title: General Manager

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: NONE

Work to be performed and \$ amount: _____

Subcontractor Name and Address: _____

Work to be performed and \$ amount: _____

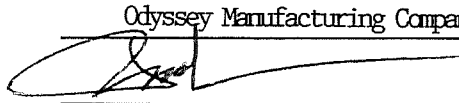
Subcontractor Name and Address: _____

Work to be performed and \$ amount: _____

Subcontractor Name and Address: _____

Work to be performed and \$ amount: _____

Name of Firm: Odyssey Manufacturing Company

Authorized Signature: 

Printed Name: Patrick Allman

Title: General Manager

Date: 8/30/2022



May 17, 2022

Re: **CORPORATE RESOLUTION FOR AUTHORITY TO SIGN BIDS, BID FORMS, CONTRACTS, BONDS & 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 bids and all bid forms; to execute agreements and any documents associated with these agreements; to sign bonds of any type; and to sign any permit documents on behalf of Odyssey Manufacturing Co. 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 May 17, 2022, 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 17th day of May, 2022.

Stephen Sidelko, Secretary

CORPORATE SEAL

Marvin C. Rakes, President



ODYSSEY
MANUFACTURING CO.

ODYSSEY MANUFACTURING CO.

08/20/17

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:	≥120 GPL	122 - 125 GPL
Delivered Trade Percent/Percent by Volume	>12.0	12.2 – 12.5
Specific Gravity Range:	1.159 - 1.169	1.163 - 1.165
% by Weight Excess Sodium Hydroxide:	0.2 – 0.4	0.25 – 0.35
pH:	12.5 – 13.0	12.6 – 12.9
Weight % Available Chlorine:	≥10.4	10.55 - 10.8
Weight % Sodium Hypochlorite:	≥10.8	11.0 - 11.3
lb/gallon Available Chlorine:	≥1 lb/gallon	1.03 - 1.04 lb/gallon
Gallons required to Obtain 1lb of Chlorine:	.96 - 1 gallon	.96 - .97 gallon
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
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.



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 May 6, 2022.

Odyssey Manufacturing Company
1484 Massaro Boulevard
Tampa, FL 33619
813-635-0339

Facility: Tampa, FL (T1)

Chemical/ Trade Designation	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.

Facility: Tampa, FL (T2)

Chemical/ Trade Designation	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
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
50% Sodium Hydroxide	Corrosion & Scale Control pH Adjustment	100	mg/L
Sodium Hypochlorite [HY]			
Ultrachlor 12.5 Trade Percent Sodium Hypochlorite	Disinfection & Oxidation	70	mg/L

Note: Additions shall not be made to this document without prior evaluation and acceptance by NSF.

1 of 2

25070

789 N. Dixboro Road, Ann Arbor, Michigan 48105-9723 USA
1-800-NSF-MARK / 734-769-8010
www.nsf.org



- [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.

Facility: Lantana, FL

Chemical/ Trade Designation	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

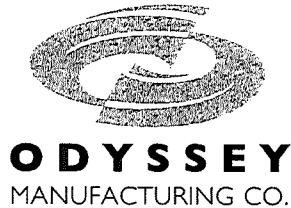
- [HY] The residual levels of chlorine (hypochlorite ion and hypochlorous acid), chlorine dioxide, chlorate ion, chloramine and disinfection by-products shall be monitored in the finished drinking water to ensure compliance to all applicable regulations. Also, reference the AWWA B300 (Hypochlorites) 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: Additions shall not be made to this document without prior evaluation and acceptance by NSF.

2 of 2

789 N. Dixboro Road, Ann Arbor, Michigan 48105-9723 USA
1-800-NSF-MARK / 734-769-8010
www.nsf.org

25070



AFFIDAVIT OF COMPLIANCE FOR

Bay County
ITB No. 22-72 LIQUID Sodium Hypochlorite

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

MANUFACTURERS OF **ULTRA CHLOR** (800) ODYSSEY
THE CLEAR SOLUTION

1484 MASSARO BLVD • TAMPA, FL 33619 • (813) 635-0339 • FAX (813) 630-2589

Date: 7 June 2021

Call for results over the phone
513-523-3605

Odyssey Bleach Analysis Results Received 27 May 2021

Parameter

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

5172 College Corner Pike, P.O. Box 638, Oxford, Ohio 45056
Tel: 513-523-3605, FAX: 513-523-4025
www.novachemlabs.com
E-Mail: bbubnis@novachemlabs.com

**NSF International**

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	31-MAR-2020
Customer Name	Odyssey Manufacturing Company		
Tested To	NSF/ANSI/CAN 60		
Description	Ultrachlor Liquid		
Trade Designation	Ultrachlor		
Test Type	Annual Collection		
Job Number	A-00343934		
Project Number	W0586381		
Project Manager	Lena Hope		

This report documents the testing of the referenced product to the requirements of NSF/ANSI 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 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**Date**

31-MAR-2020

Scott E. Randall - Technical Operations Manager, Water

FI20200331114250

A-00343934

Page 1 of 7

This report shall not be reproduced, except in its entirety, without the written approval of NSF. This report does not represent NSF Certification or authorization to use the NSF Mark. Authorization to use the NSF Mark is limited to products appearing in the Company's Official NSF Listing (www.nsf.org). The results relate only to those items tested, in the condition received at the laboratory.



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: Ultrachlor

Sample Id: S-0001694830

Description: Ultrachlor | Liquid

Sampled Date: 23-Mar-2020

Received Date: 16-Mar-2020

Tox Normalization Information:		Lab Normalization Information:	
Calculated NF	0.0934	Date exposure completed	23-MAR-2020
Preparation method used	B	Final volume of solution	0.5 L
MUL	94 mg/L	Mass of material used	503 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
Chemistry Lab							
Metals II in water by ICPMS (Ref: EPA 200.8)							
Arsenic	ug/L	ND(1)	ND(20)	ND(1)	ND(0.09)	1	Pass
Barium	ug/L	ND(1)	ND(20)	ND(1)	ND(0.09)	200	Pass
Beryllium	ug/L	ND(0.5)	ND(10)	ND(0.5)	ND(0.05)	0.4	Pass
Cadmium	ug/L	ND(0.2)	ND(4)	ND(0.2)	ND(0.02)	0.5	Pass
Chromium	ug/L	ND(1)	ND(20)	ND(1)	ND(0.09)		
Copper	ug/L	ND(1)	ND(20)	ND(1)	ND(0.09)	130	Pass
Mercury	ug/L	ND(0.2)	ND(4)	ND(0.2)	ND(0.02)	0.2	Pass
Lead	ug/L	ND(0.5)	ND(10)	ND(0.5)	ND(0.05)	0.5	Pass
Antimony	ug/L	ND(0.5)	ND(10)	ND(0.5)	ND(0.05)	0.6	Pass
Selenium	ug/L	ND(1)	ND(20)	ND(1)	ND(0.09)	5	Pass
Thallium	ug/L	ND(0.2)	ND(4)	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)	0.04	Pass

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Sample Id: S-0001694830

Testing Parameter	Units	Sample	Control	Result	Norm. Result	Acceptance Criteria(1)	Evaluation Status
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	ND(1)	ND(0.5)	ND(1)	ND(0.09)	[TTHM]	
Bromochloromethane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	0.3	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(0.93)	400	Pass
Methyl Isobutyl Ketone	ug/L	ND(10)	ND(5)	ND(10)	ND(0.93)	700	Pass
Toluene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.09)	6	Pass

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Sample Id: S-0001694830

Testing Parameter	Units	Sample	Control	Result	Norm Result	Acceptance Criteria(1)	Evaluation Status
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)		
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	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.							
[Xylenes] - Acceptance based on Total Xylenes							
[TTHM] - Acceptance based on Total Trihalomethanes							

Sample Id: S-0001694831

Description: Ultrachlor | Liquid

Sampled Date: 11-Mar-2020

Received Date: 16-Mar-2020

Quenched Date: 11-MAR-2020 03:30

Tox Normalization Information:		Lab Normalization Information:	
Calculated NF	0.0000000866	Date exposure completed	16-MAR-2020
MUL	94 mg/L		
Density Value Applied	1.2 g/mL		
Compound Reference Key:	SPAC		

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Sample Id: S-0001694831

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
Chemistry Lab							
Oxyhalides in Bleach by LCMS							
Perchlorate	mg/L	ND(1)	ND(1)	ug/L	ND(0.09) ug/L	5	Pass
Chlorate	mg/L	500	500	ug/L	43 ug/L	300	
Bromate	mg/L	ND(1)	ND(1)	ug/L	ND(0.09) ug/L	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.							

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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.

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 Standard 60: Drinking Water Treatment Chemicals - Health Effects

NSF/ANSI 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.

**NSF International**

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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	27-SEP-2019
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-00314201		
Project Number	W0534267		
Project Manager	Lena Hope		

This report documents the testing of the referenced product to the requirements of NSF/ANSI 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 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**27-SEP-2019**

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General Information

Standard: NSF/ANSI/CAN 60

Chemical Name: Sodium Hypochlorite

DCC Number: DA02366

Maximum Use Level: 94 mg/L

Monitor Code: A

Physical Description of Sample: LIQUID

Trade Designation/Model Number: Sodium Hypochlorite 12.5% Trade Percent

Sample Id: S-0001632671

Description: Sodium Hypochlorite 12.5% Trade Percent | LIQUID

Sampled Date: 23-Aug-2019

Received Date: 08-Aug-2019

Quenched Date: 23-AUG-2019 06:15

Tox Normalization Information:		Lab Normalization Information:	
Calculated NF	0.0000000908	Date exposure completed	26-AUG-2019
MUL	94 mg/L		
Density Value Applied	1.16 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
Chemistry Lab							
Oxyhalides in Bleach by LCMS							
Perchlorate	mg/L	ND(1)	ND(1)	ug/L	ND(0.09) ug/L	5	Pass
Chlorate	mg/L	1600	1600	ug/L	150 ug/L	300	
Bromate	mg/L	ND(1)	ND(1)	ug/L	ND(0.09) ug/L	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-0001643920

Description: Sodium Hypochlorite 12.5% Trade Percent | LIQUID

Sampled Date: 18-Sep-2019

Received Date: 08-Aug-2019

Tox Normalization Information:		Lab Normalization Information:	
Calculated NF	0.0961	Date exposure completed	18-SEP-2019
Preparation method used	B	Final volume of solution	0.5 L
MUL	94 mg/L	Mass of material used	489 mg
Compound Reference Key:	SPAC		

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Sample Id: S-0001643920

Normalization Calculation:

Normalized Result = Test Result (ug/L) * NF

Where NF = 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
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
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
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
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)	0.04	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)		
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)	0.3	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

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Sample Id: S-0001643920

Testing Parameter	Units	Sample	Control	Result	Norm. Result	Acceptance Criteria(1)	Evaluation Status
Chemistry Lab (Continued)							
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-Dichloropropene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	0.2	Pass
trans-1,3-Dichloropropene	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)	10	Pass
tert-Butyl ethyl ether	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	2000	Pass
Methyl Ethyl Ketone	ug/L	ND(10)	ND(5)	ND(10)	ND(0.96)	400	Pass
Methyl Isobutyl Ketone	ug/L	ND(10)	ND(5)	ND(10)	ND(0.96)	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)		

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Sample Id: S-0001643920

Testing Parameter	Units	Sample	Control	Result	Norm. Result	Acceptance Criteria(1)	Evaluation Status
Chemistry Lab (Continued)							
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)		
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							

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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.

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 Standard 60: Drinking Water Treatment Chemicals - Health Effects

NSF/ANSI 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.



NSF International

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TEST 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	16-NOV-2018
Customer Name	Odyssey Manufacturing Company		
Tested To	NSF/ANSI 60		
Description	Ultrachlor Liquid		
Trade Designation	Ultrachlor		
Test Type	Annual Collection		
Job Number	A-00277783		
Project Number	W0438228		
Project Manager	Lena Hope		

This report documents the testing of the referenced product to the requirements of NSF/ANSI 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 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

Amanda Phelka - Director, Toxicology Services

Date 16-NOV-2018

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General Information

Standard: NSF/ANSI 60
 Chemical Name: Sodium Hypochlorite
 DCC Number: DA02366
 Lot Number/Product Identifier: 0511BE
 Maximum Use Level: 94 mg/L
 Monitor Code: A
 Physical Description of Sample: Liquid
 Trade Designation/Model Number: Ultrachlor

Sample Id: S-0001484712

Description: Ultrachlor | Liquid

Sampled Date: 11-May-2018

Received Date: 23-Apr-2018

Quenched Date: 29-OCT-2018 13:00

Tox Normalization Information:		Lab Normalization Information:	
Calculated NF	0.0000001	Date exposure completed	29-OCT-2018
MUL	94 mg/L		
Density Value Applied	1.16 g/mL		
Compound Reference Key:	SPAC		
Miscellaneous Factor:	1.13		

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
Chemistry Lab							
Oxyhalides in Bleach by LCMS							
Perchlorate	mg/L	ND(1)	ND(1)	ug/L	ND(0.1) ug/L	5	Pass
Chlorate	mg/L	1300	1300	ug/L	140 ug/L	300	
Bromate	mg/L	ND(1)	ND(1)	ug/L	ND(0.1) ug/L	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-0001541191

Description: Ultrachlor | Liquid

Sampled Date: 08-Nov-2018

Received Date: 30-Oct-2018

Tox Normalization Information:		Lab Normalization Information:	
Calculated NF	0.110	Date exposure completed	08-NOV-2018
Preparation method used	B	Final volume of solution	0.5 L
MUL	94 mg/L	Mass of material used	482 mg
Compound Reference Key:	SPAC		
Miscellaneous Factor:	1.13		



Sample Id: S-0001541191

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
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(0.06)	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
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(0.06)	0.5	Pass
Antimony	ug/L	ND(0.5)	ND(0.5)	ND(0.5)	ND(0.06)	0.6	Pass
Selenium	ug/L	ND(1)	ND(1)	ND(1)	ND(0.1)	5	Pass
Thallium	ug/L	ND(0.2)	0.4	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(0.1)	0.3	Pass
Chloromethane	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	3	Pass
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)	0.04	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)		
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)	0.3	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

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Sample Id: S-0001541191

Testing Parameter	Units	Sample	Control	Result	Norm. Result	Acceptance Criteria(1)	Evaluation Status
Chemistry Lab (Continued)							
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-Dichloropropene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	0.2	Pass
trans-1,3-Dichloropropene	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)	10	Pass
tert-Butyl ethyl ether	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	2000	Pass
Methyl Ethyl Ketone	ug/L	ND(10)	ND(5)	ND(10)	ND(1.1)	400	Pass
Methyl Isobutyl Ketone	ug/L	ND(10)	ND(5)	ND(10)	ND(1.1)	700	Pass
Toluene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	100	Pass
Ethyl Benzene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	70	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)		

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Sample Id: S-0001541191

Testing Parameter	Units	Sample	Control	Result	Norm. Result	Acceptance Criteria(1)	Evaluation Status
Chemistry Lab (Continued)							
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-Dichloropropene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	0.2	Pass
trans-1,3-Dichloropropene	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)	10	Pass
tert-Butyl ethyl ether	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	2000	Pass
Methyl Ethyl Ketone	ug/L	ND(10)	ND(5)	ND(10)	ND(1.1)	400	Pass
Methyl Isobutyl Ketone	ug/L	ND(10)	ND(5)	ND(10)	ND(1.1)	700	Pass
Toluene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	100	Pass
Ethyl Benzene	ug/L	ND(1)	ND(0.5)	ND(1)	ND(0.1)	70	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)		

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A-00277783

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Sample Id: S-0001541191

Testing Parameter	Units	Sample	Control	Result	Norm. Result	Acceptance Criteria(1)	Evaluation Status
Chemistry Lab (Continued)							
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)		
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(0.06)	8	Pass
Total Xylenes	ug/L	ND(0.5)	ND(0.5)	ND(0.5)	ND(0.06)	1000	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.							
[Xylenes] - Acceptance based on Total Xylenes							
[TTHM] - Acceptance based on Total Trihalomethanes							

FI20181116140246

A-00277783

Page 5 of 7

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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.

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 Standard 60: Drinking Water Treatment Chemicals - Health Effects

NSF/ANSI 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.



Odyssey Manufacturing Co. Sodium Hypochlorite Reference List

- Holly Britt, City of Lake Wales, WTP Supervisor, 863-528-7639
- Bobby Gibbs, Bay County, Utility Director, 850-814-8869
- Lynn Collier, City of Tallahassee, WTP Superintendent, 850-891-1036
- Johnny Lynn, City of Flagler Beach, WWTP Supervisor, 386-517-2029
- Gerry Erb, Bonita Springs Utilities, RO Chief Operator, 239-390-4823
- Jeff Poteet, City of Marco Island, Utilities Director, 239-389-5189
- Steve Kipfinger, Charlotte County, WTP Superintendent, 941-764-4555
- Fred Greiner, City of Palm Coast, WTP #2 Plant Manager, 386-986-2347
- Fred Hemerick, City of Clearwater, WTP Superintendent, 727-462-6326
- Ryan Alexander, City of Clearwater, Marshall Street WRF Superintendent, 727-224-7726
- Chris Ciccone, City of Cape Coral, Everest WWTP Chief Operator, 239-574-0872
- Mike Nevelus, Sarasota County, Bee Ridge WRF Supt., 941-316-1288
- Isiah Moss, Operations Manager, Tampa Bay Water, 813-731-5582
- Craven Askew, City of St. Petersburg, NE WWTP Supt., 727-893-7779
- Scott Lewis, City of St. Petersburg, Manager Water Supply, 813-920-2841
- Sean McFarland, City of Cocoa, WT Plant Superintendent, 407-568-5867
- Phil Hyer, City of Pompano Beach, WTP Superintendent, 954-545-7030
- Barry Stewart, St. Johns County, WTP Superintendent, 904-209-2645
- Gary Framo, Orange County, Western Region WTP Manager, 407-884-5131
- Paul Brown, Orange County, South Region WTP Superintendent, 407-254-9355
- Dontrell Smith, Pinellas County, South Cross Bayou WRF Superintendent, 727-582-7012
- 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
- Peter Perez, City of Sarasota, WTP Superintendent, 941-955-2325
- 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

MANUFACTURERS OF **ULTRA CHLOR** (800) ODYSSEY
THE CLEAR SOLUTION

1484 MASSARO BLVD • TAMPA, FL 33619 • (813) 635-0339 • FAX (813) 630-2589

OSHA's Form 300A (Rev. 04/2004)

Summary of Work-Related Injuries and Illnesses

No 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
(g)	(h)	(i)	(j)
0	1	0	0

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
(k)	(l)
7	0

Injury and Illness Types

Total number of...	(1) Injuries	(2) Skin disorders	(3) Respiratory conditions	(4) Poisonings	(5) Hearing loss	(6) All other illnesses
(m)						
	1	0	0	0	0	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. Send comments regarding this burden estimate or any other aspect of this data collection, including suggestions for reducing the burden, to Washington, DC 20503. Do not send the completed forms to this office.

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

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.

Company executive [Signature] Title PRESIDENT

Phone 8136350339 Date 1/31/2022



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

Tampa

State

Fl.

Step 1. Identify the person

(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 objective substance that directly injured or made person ill (e.g., Second degree burn on right forearm from acetylene torch)

1 Nestor Mona Driver

8 / 21
month / day

behind Co. Tanker truck/dill line

bleach in eyes

Step 2. Describe the case

Step 3. Classify the case

SELECT ONLY ONE circle based on the most serious outcome:

Enter the number of days the injured or ill worker was:

Away from work (K) _____ days

On job transfer or restriction (L) _____ days

7 days

Step 4.

Step 5.

Death (M)	(1)	(2)	(3)	(4)	(5)	(6)
Away from work (K)						
On job transfer or restriction (L)						

Injury	(1)	(2)	(3)	(4)	(5)	(6)
Respiratory condition						
Poisoning						
Reproductive						
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 existing data sources, gather the data needed, and complete and review the collection of information. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. If you have any comments about this estimate, or any other aspect of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3406, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Page totals

0 1 0 0 7 0

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

OSHA's Form 300A (Rev. 04/2004)

Summary of Work-Related Injuries and Illnesses

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 cases other recordable cases
(g)	(h)	(i)	(j)
0	0	0	0

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
(k)	(l)
0	0

Injury and Illness Types

Total number of...	(m)	(n)	(o)	(p)	(q)
(1) Injuries	0	0	0	0	0
(2) Skin disorders	0	0	0	0	0
(3) Respiratory conditions	0	0	0	0	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 aspect 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.

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

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



Note: You can type input into this form and save it.

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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

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.

Case 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.

Odyssey Mfg. Company

Fl. State Lantana

Step 1. Identify the person

Abstract

Step 2. Describe the case

(A)	(B)	(C)	(D)	(E)	(F)
Case no.	Employee's name	Job title (e.g., <i>Welder</i>)	Date of injury or onset of illness (e.g., <i>2/10</i>)	Where the event occurred (e.g., <i>Loading dock north end</i>)	Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., <i>Second degree burns on right forearm from acetone fume</i>)

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:

Away from work	(K)	_____ days _____
On job transfer or restriction	(L)	_____ days _____

Step 5.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100

The public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instructions, search existing data sources, gathering the data, reviewing the collection of information, completing and reviewing the collection of information, sending the information to the collection of information, and completing and reviewing the collection of information. Send comments about this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Washington, DC 20503, OSHA Office of Statistical Analysis, Room 3020, 200 Constitution Avenue, NW.

Page totals ▶ 0 0 0 0 0 0

(1)	Injury	(2)	Skin disorder	(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

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
(G) 0	(H) 0	(I) 0	(J) 0

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
(K) 0	(L) 0

Injury and Illness Types

Total number of...	(1) Injuries	(2) Skin disorders	(3) Respiratory conditions	(4) Poisonings	(5) Hearing loss	(6) All other illnesses
(M)	0	0	0	0	0	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 aspect 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.

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Year 20 21

U.S. Department of Labor
Occupational Safety and Health Administration
Form approved OMB no. 1218-0176

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 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 1
Total hours worked by all employees last year 2,761.75

Sign here

Knowing 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.

Company executive [Signature] Title President
Phone 8136350339 Date 1/31/2022



OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete.

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 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	1	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
5	0
(K)	(L)

Injury and Illness Types					
Total number of...	(1) Injury	(2) Skin Disorder	(3) Respiratory Condition	(4) Poisoning	(5) Hearing Loss
(M)	1	0	0	0	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 instruction, 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 aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 201 Constitution Ave. NW, Washington, DC 20210. Do not send the transmitted form in this office.



Year 2020

U.S. Department of Labor
Occupational Safety and Health Administration
Form approved OMB no. 1218-0176

Establishment information

Your establishment name Odyssey Manufacturing Company
Street 1484 Massaro Blvd.
City Tampa State Florida Zip 33619
Industry description (e.g., Manufacture of motor truck trailers)
Manufacture of Sodium Hypochlorite
Standard Industrial Classification (SIC), if known (e.g., SIC 3715)
2 8 1 9
OR North American Industrial Classification (NAICS), if known (e.g., 336212)

Employment information

Annual average number of employees 72
Total hours worked by all employees last year 176,137.50

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]
Company executive
Title General Manager

813-635-0339 Phone Date 12/2/2021

Log of Work-Related Injuries and Illnesses

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 2020

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

You must record information 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. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must 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.

Establishment name

State
Florida[illegible]

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instructions, search existing data sources, gathering the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any aspect of this data collection, including suggestions for reducing the burden, to Washington Headquarters Service, Paperwork Project (0182-0002), Washington, DC 20503. Send all other correspondence regarding this collection of information to the Office of Management and Budget, Paperwork Project (0182-0002), Washington, DC 20503.

OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete.

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 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 away from work	Total number of cases with job transfer or restriction	Total number of cases other recordable
0	0	0	0
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days job transfer or restriction
0	0
(K)	(L)

Injury and Illness Types

Total number of...	(1) Injury	(2) Skin Disorder	(3) Respiratory Condition	(4) Poisoning	(5) Hearing Loss	(6) All Other Illnesses
(M)	0	0	0	0	0	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 60 minutes per response, including time to review the instruction, 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 aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave. NW, Washington, DC 20210. Do not send the completed forms to this office.



Year 2020

U.S. Department of Labor
Occupational Safety and Health Administration
Form approved OMB no. 1218-0176

Establishment Information

Your establishment name Odyssey Manufacturing Company
Street 250 Central Florida Parkway
City Orlando State Florida Zip 32824
Industry description (e.g., Manufacture of motor truck trailers)
Manufacture of Sodium Hypochlorite
Standard Industrial Classification (SIC), if known (e.g., SIC 3715)
2 8 1 9
OR North American Industrial Classification (NAICS), if known (e.g., 336212)
2 8 1 9

Employment Information

Annual average number of employees 2
Total hours worked by all employees last year 3,132.25

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
Title General Manager

813-635-0339 Phone 17862021 Date

OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete.

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 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 cases other recordable cases
0 (G)	0 (H)	0 (I)	0 (J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
0 (K)	0 (L)

Injury and Illness Types

Total number of...	(1) Injury	(2) Skin Disorder	(3) Respiratory Condition	(4) Poisoning	(5) Hearing Loss	(6) All Other Illnesses
(M)	0	0	0	0	0	0

72 of 111

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 66 minutes per response, including time for reviewing the instruction, searching existing data sources, gathering the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any aspect of this collection of information, including suggestions for reducing the burden, to Washington, DC 20503. Do not send the collection of information to this office.



Year 2020

U.S. Department of Labor
Occupational Safety and Health Administration
Form approved OMB no. 1218-0178

Establishment Information

Your establishment name Odyssey Manufacturing Company
 Street 330 Hillbath Dr.
 City Lantana State Florida Zip 33462
 Industry description (e.g., Manufacture of motor truck trailers)
Manufacture of Sodium Hypochlorite
 Standard Industrial Classification (SIC), if known (e.g., SIC 3715)
2 8 1 9
 OR North American Industrial Classification (NAICS), if known (e.g., 339212)

Employment Information

Annual average number of employees 4
 Total hours worked by all employees last year 11,979.50

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

813-636-0339 Phone 12/28/2021 Date

Log of Work-Related Injuries and Illnesses

Instructions: You must record information 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. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR 1904.4 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an injury and illness incident report 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.

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 2020

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

Establishment name

Odyssey Mfg. Company

Florida

City Lantana

Florida

[illegible]

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Purpose: Reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review existing data sources, gather materials, review the instructions, search existing data sources, gathering and maintaining the data needed, and completing and reviewing 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 this estimate of burden, including suggestions for reducing this burden, write to Washington Headquarters Office of Management and Budget, Paperwork Project Director (0142-0046), Washington, DC 20503.

Page 1 of 1

OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

If establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete using the Log, count the individual entries you made for each category. Then write the totals below, taking care you've added the entries from every page of the log. If you had no cases write "0."

Employers, 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 1904.35 on OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of cases other recordable cases
0 (G)	0 (H)	0 (I)
		0 (J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
73 (K)	0 (L)

Injury and Illness Types

Total number of...	(M)	(4) Poisoning	(5) Hearing Loss	(6) All Other Illnesses
Injury	2	0	0	0
Skin Disorder	0			
Respiratory condition	0			0

ist this Summary page from February 1 to April 30 of the year following the year covered by the form

The reporting burden for this collection of information is estimated to average 68 minutes per response, including time to review the instruction, search existing data sources, gathering the data needed, and completing and reviewing 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 aspects of this data collection, contact: US Department of Labor, Office of Statistics, Room N-3644, 200 Constitution Ave. NW, Washington, DC 20210. Do not send the completed forms to this office.

Year 2019

U.S. Department of Labor
Occupational Safety and Health Administration
Form approved OMB no. 1218-0176

Establishment Information

Your establishment name Odyssey Manufacturing Company
 Street 1484 Messaro Blvd.
 City Tampa State Florida Zip 33619
 Industry description (e.g., Manufacture of motor truck trailers)
Manufacture of Sodium Hypochlorite
 Standard Industrial Classification (SIC), if known (e.g., SIC 3715)
2 8 1 9
 OR North American Industrial Classification (NAICS), if known (e.g., 336212)

Employment Information

Annual average number of employees 87
 Total hours worked by all employees last year 170,007.50

Sign here [Signature]

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

[Signature]
 Company executive

813-635-0339

Phone

2/1/2020
 Date

Date 2/1/2020

Johnny Lewis

Log of Work-Related Injuries and Illnesses

You must record information 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. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must 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.

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 2019

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

Establishment name

Odyssey Mfg. Company

Florida

State

Lantana

3. Identify the person

Describe the case

Classify the case

1
2
3
4
5
6

•

•
•
•
•
•
•

[illegible]

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review existing data sources, gathering the data needed, and completing and reviewing 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 aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave., NW, Washington, DC 20210. Do not send the completed forms to this office.

Page 1 of 1

OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

Year 20 18

U.S. Department of Labor
Occupational Safety and Health Administration
Form approved OSHA 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 the 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 (G)	0 (H)	0 (I)	0 (J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
0 (K)	0 (L)

Injury and Illness Types

Total number of ...	(1) Injuries	(4) Poisonings
0 (M)	0	0
(2) Skin disorders	0	(5) Hearing loss
0	0	0
(3) Respiratory conditions	0	(6) All other illnesses
0	0	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 50 minutes per response, including time to review the instructions, search existing data sources, gathering the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this data collection, including suggestions for reducing the burden, to Washington, DC 20503. Send all requests for information to the Office of Management and Budget, Paperwork Project Director (0304-0188).

Establishment Information

Your establishment name ODYSSEY Mfg. Company
Street 1484 MASSARD BLVD.
City LAMPA State FL ZIP 33619

Industry description (e.g., *Manufacture of major trucks (light)*)
MANUFACTURE OF SODIUM HYPOCHLORITE
Standard Industrial Classification (SIC), if known (e.g., 3713)
2819

OR

North American Industrial Classification (NAICS), if known (e.g., 336212)

Employment information (If you don't have these figures, see the Worksheet on the back of this page to estimate.)

Annual average number of employees 66
Total hours worked by all employees last year 165,246.25

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, correct, and complete.

Company executive [Signature] Title President
Date 8/5/19 6:35 6:39 1/24/19

OSHA's Form 300 (Rev. 01/2004)

Log of Work-Related Injuries and Illnesses

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.

You must 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. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12. Feel free to use extra lines for a single case if you need to. You must 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.



Year 2018

U.S. Department of Labor
Occupational Safety and Health Administration
Form approved: OSHA no. 1218-0170

Establishment name: Odyssey Mfg. Company
City: Tempe State: FL.

Identify the person

(A) Case no.
(B) Employee's name
(C) Job title (e.g., Welder)

NONE

Describe the case

(D) Date of injury or onset of illness
(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 burn on right forearm, from acetylene torch)

Classify the case

CHECK ONLY ONE box for each case based on the most serious outcome for that case:

Remained at Work

Days away from work (H) ☐ Job transfer or restriction (I) ☐ Other recordable cases (J) ☐

Death (G) ☐

(M)

Away from work (K) ☐ On job transfer or restriction (L) ☐ days

Enter the number of days the injured or ill worker was:

Check the "injury" column or choose one type of illness:

(1) Injury (2) Skin disorder (3) Respiratory condition (4) Poisoning (5) Hearing loss (6) All other illnesses

Page totals

Be sure to transfer these totals to the Summary page (Form 3004) before you post it.

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review instructions, search existing data sources, gathering the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this data collection, including suggestions for reducing the burden, to Washington, DC 20503. Do not send this information to the OSHA office.



ODYSSEY
MANUFACTURING CO.

SAFETY DATA SHEET

REVISED 1/01/20

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: 1B; 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.
P405 – Store locked up.
P501 – Dispose of container in accordance with local/regional/national/international regulations.

[Storage]

[Disposal]

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 – 16.0	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
83.6 – 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, ethyleneimine, 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 - 1gm/ kg oral (woman)

TDLo - 45mg/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 1mg / plate (-S9)

DNA repair – Escherichiacoli 20 µg/ disc;

DNA damage – Escherichiacoli 420 µmol/L;

Phage inhibition capacity – Escherichiacoli 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 – Pimephales promelas (Fathead minnow) 96 h: 0.22 – 0.62 mg/L
	LC ₅₀ – Oncorhynchus clarki (Cutthroat trout) 96 h: 0.94 µg/L (mortality)
Acute toxicity to aquatic invertebrates:	EC ₅₀ – Daphnia magna (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)
Acute phytotoxicity, aquatic plants:	EC ₅₀ – Desmodesmus subspicatus (Green algae), 24 h: 28 mg/L Biomass reduction – Potamogeton crispus (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)

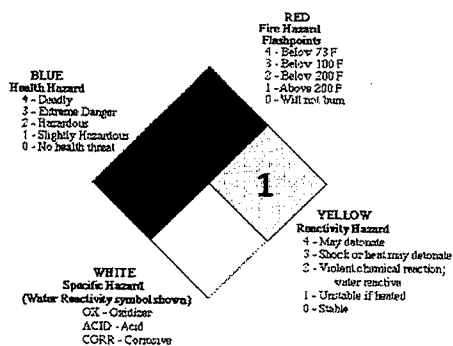
HEALTH	2
FLAMMABILITY	0
REACTIVITY	1
PERSONAL PROTECTION	H

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.



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#	Legal: ODYSSEY MANUFACTURING COMPANY	Review Date:
	826347	Operating (DBA): ODYSSEY MANUFACTURING CO	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
Shipper:	N/A	N/A
Cargo Tank:	N/A	

Business: Corporation
Gross Revenue: \$50,000,000.00
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)
E-Mail Address: pallman@odysseymanufacturing.

Fax 813-630-2589

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	Average trip leased drivers/month:
< 100 Miles:	0	0	0
>= 100 Miles:	27	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							

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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	





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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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	Answer
Can the motor carrier identify the five documents required to be given to a prospective individual shipper prior to executing an order for service?	N/A
Question Factor 7. Other Question #8 Section #49 CFR 37 subpart H	Answer
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?	N/A
Question Factor 7. Other Question #9 Section #49 CFR 37 subpart H	Answer
If the carrier does not have the means then does the carrier have an arrangement with another carrier that operates accessible OTRBs?	N/A
Question Factor 7. Other Question #10 Section #Motorcoach Safety Action Plan	Answer
Does the over-the-road bus company own or lease a facility for inspection, repair, and maintenance of its vehicles?	N/A
Question Factor 7. Other Question #11 Section #Motorcoach Safety Action Plan	Answer
Does the over-the-road bus company have an arrangement or contract for systematic inspection, repair, and maintenance of its vehicles?	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.

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Review Date: 3/21/2018

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USDOT#: 826347



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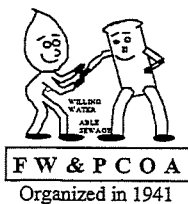
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Part B Requirements and/or Recommendations

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.





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

**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 to the County an Affidavit stating that he 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)
10/03/2022

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 Stahl & Associates Insurance Inc. 91 Lake Morton Drive P O Box 3608 Lakeland FL 33802	CONTACT NAME: Brian Ludwig PHONE (A/C, No, Ext): (863) 688-5495 FAX (A/C, No): (863) 688-4344 E-MAIL ADDRESS: certificateslakeland@stahlinsurance.com																					
INSURED Odyssey Manufacturing Co. 1484 Massaro Blvd Tampa FL 33619	<table border="1"><thead><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A:</td><td>Illinois Union Insurance Co</td><td>27960</td></tr><tr><td>INSURER B:</td><td>ACE American Insurance Co</td><td>22667</td></tr><tr><td>INSURER C:</td><td>Zenith Insurance Company</td><td>13269</td></tr><tr><td>INSURER D:</td><td>Colony Insurance Co</td><td>39993</td></tr><tr><td>INSURER E:</td><td>Hamilton Insurance DAC</td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Illinois Union Insurance Co	27960	INSURER B:	ACE American Insurance Co	22667	INSURER C:	Zenith Insurance Company	13269	INSURER D:	Colony Insurance Co	39993	INSURER E:	Hamilton Insurance DAC		INSURER F:		
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COVERAGES

CERTIFICATE NUMBER: Oct 2022 - Master Liab

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 ☒ Per Project applies by written contract GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC ☒ OTHER: XCU, Contractual	Y	Y	G24092975014	10/01/2022	10/01/2023	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 Employee Benefits \$ 1,000,000
	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☒ HIRED PD ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY	Y	Y	H08450377014	10/01/2022	10/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP \$ 10,000
	☒ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$			G24092987014 / EXO4266669	10/01/2022	10/01/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
	☒ 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		Z066828618	01/01/2022	01/01/2023	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	Pollution Liability (\$5k Ded) Professional Liability (\$25k Ded)			G24092975014	10/01/2022	10/01/2023	Each Poll Condition Agg \$1,000,000 Each Prof Occurrenc Agg \$1,000,000 retro Date: 10/1/2009

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Insurer E: Hamilton Insurance DAC - Policy # ENVXSHI279494, Eff 10/1/22 to 10/1/23, Excess Liability Limit: \$1,000,000 excess \$4,000,000
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

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

Anthony H. Martinez



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/16/2024

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: Illinois Union Insurance Company INSURER B: ACE American Insurance Company INSURER C: Zenith Insurance Company INSURER D: INSURER E: INSURER F:
INSURED Odyssey Manufacturing Co. 1484 Massaro Blvd Tampa FL 33619	NAIC # 27960 22667 13269

COVERAGES

CERTIFICATE NUMBER: 1963526469

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		G24092975015	10/1/2023	10/1/2024	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 \$
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY ☒ Hired PD	Y		H08450377	10/1/2023	10/1/2024	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 \$			G24092987015	10/1/2023	10/1/2024	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
C	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 ☐	N/A	Z066828620	1/1/2024	1/1/2025	☒ 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	Pollution Liability (\$5k Ded) Professional Liability (\$25k Ded)			G24092975015	10/1/2023	10/1/2024	Each Poll Condition A Ea Prof Occurrence Ag Retro Date 10/1/2009 \$1,000,000 \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Insurer E: Hamilton Insurance DAC - Policy# ENVXSHI279494, Eff 10/1/2023 to 10/1/2024. ** Carrier A: Umbrella \$1,000,000, Carrier C: \$3,000,000 Excess Liability and Carrier E: \$1,000,000 Excess. Total Umbrella/Excess Liability Limit \$5,000,000 and all follows form.

RE: Supply of Bulk Sodium Hypochlorite to the City of Cocoa Beach Utilities Department for FY 2025 - Contract 22-72

City of Cocoa Beach is an additional insured with respect to the General & Auto liability policies when required by written contract.

CERTIFICATE HOLDER**CANCELLATION**

City of Cocoa Beach
Attn: City Manager
P O Box 322430
Cocoa Beach FL 32932-2430

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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ADDITIONAL INSURED ENDORSEMENT – PRODUCTS-COMPLETED OPERATIONS HAZARD

Named Insured Odyssey Manufacturing Co.			Endorsement Number
Policy Symbol GLW	Policy Number G24092975 015	Policy Period 10/01/2023 TO 10/01/2024	Effective Date of Endorsement 10/01/2023
Issued By (Name of Insurance Company) Illinois Union Insurance Company			

Insert the policy number. The remainder of the information is to be completed only when this endorsement is issued subsequent to the preparation of the policy.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

THIS ENDORSEMENT MODIFIES INSURANCE PROVIDED UNDER THE FOLLOWING:

CONTRACTORS POLLUTION LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

As required by written contract or agreement signed by both parties prior to a loss to which this insurance applies

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

- A. SECTION II – WHO IS AN INSURED** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for injury or damage, to which this insurance applies, caused by or resulting from **your work** performed for that additional insured and included in the **products-completed operations hazard**, and only to the extent that such injury or damage is caused, in whole or in part, by your negligence or the negligence of those acting on your behalf.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

- B. With respect to the insurance afforded to these additional insureds, the following is added to SECTION III - LIMITS OF INSURANCE:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

All other terms and conditions of this policy remain unchanged.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
As required by written contract signed by both parties prior to a loss which this insurance applies.	As required by written contract signed by both parties prior to a loss which this insurance applies.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – VENDORS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s) (Vendor)	Your Products
All Vendors	All Products
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured any person(s) or organization(s) (referred to throughout this endorsement as vendor) shown in the Schedule, but only with respect to "bodily injury" or "property damage" arising out of "your products" shown in the Schedule which are distributed or sold in the regular course of the vendor's business.

However:

1. The insurance afforded to such vendor only applies to the extent permitted by law; and
2. If coverage provided to the vendor is required by a contract or agreement, the insurance afforded to such vendor will not be broader than that which you are required by the contract or agreement to provide for such vendor.

B. With respect to the insurance afforded to these vendors, the following additional exclusions apply:

1. The insurance afforded the vendor does not apply to:
 - a. "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
 - b. Any express warranty unauthorized by you;
 - c. Any physical or chemical change in the product made intentionally by the vendor;
 - d. Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;

e. Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;

f. Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;

g. Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or

h. "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:

- (1) The exceptions contained in Sub-paragraphs d. or f.; or
- (2) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.

2. This insurance does not apply to any insured person or organization, from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.

C. With respect to the insurance afforded to these vendors, the following is added to **Section III – Limits Of Insurance**:

If coverage provided to the vendor is required by a

contract or agreement, the most we will pay on behalf of the vendor is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART
SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location And Description Of Completed Operations
As required by written contract or agreement signed by both parties prior to a loss to which this insurance applies.	As required by written contract or agreement signed by both parties prior to a loss to which this insurance applies.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured

will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

ADDITIONAL INSURED ENDORSEMENT – ONGOING WORK OR OPERATIONS

Named Insured Odyssey Manufacturing Co.			Endorsement Number
Policy Symbol GLW	Policy Number G24092975 015	Policy Period 10/01/2023 TO 10/01/2024	Effective Date of Endorsement 10/01/2023
Issued By (Name of Insurance Company) Illinois Union Insurance Company			

Insert the policy number. The remainder of the information is to be completed only when this endorsement is issued subsequent to the preparation of the policy.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

THIS ENDORSEMENT MODIFIES INSURANCE PROVIDED UNDER THE FOLLOWING:

CONTRACTORS POLLUTION LIABILITY COVERAGE PART

SCHEDULE:

<u>Name of Person(s) or Organization(s):</u> As required by written contract or agreement signed by both parties prior to a loss to which this insurance applies
--

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

A. SECTION II - WHO IS AN INSURED is amended to include as an additional insured the persons or organizations shown in the Schedule, but only with respect to liability for injury or damage, to which this insurance applies, caused, in whole or in part, by:

1. Your acts or omissions; or
 2. The acts or omissions of those acting on your behalf;
- in the performance of your ongoing operations for the additional insureds.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following exclusion is added:

Exclusions

This insurance does not apply to injury or damage occurring after:

- a. All work or operations, including materials, parts or equipment furnished in connection with such work or operations, on the project (other than service, maintenance or repairs) to be performed by you or on your behalf at the site of the covered operations has been completed; or

- b.** That portion of **your work** out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for the additional insured as a part of the same project.
- C.** With respect to the insurance afforded to these additional insureds, the following is added to **SECTION III – LIMITS OF INSURANCE:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

- 1.** Required by the contract or agreement; or
- 2.** Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

All other terms and conditions of this policy remain unchanged.

City of Cocoa Beach City Commission Agenda Item Summary

**DEPARTMENT MAKING
REQUEST/NAME:**

City Manager /
Devan Taly, CRA Administrator

MEETING DATE

September 4, 2024

REQUESTED MOTION/ACTION

Request Permission to Contract with Firms for the Wrecker Service and Storage RFQ

Staff Representative: Devan Taly, Director of Grants & Special Projects

Staff Representative:

Recommendation:

IS THIS ITEM BUDGETED (IF APPLICABLE)?

BACKGROUND:

City staff is requesting permission to go into contract with the five firms that submitted proposals to our Request for Qualifications (RFQ). The following firms are listed below:

Brevard Towing

C&L Towing

Doug's Towing

Jack Services LLC

Tron's Towing

These firms will be placed on a rotation coordinated by the Police Department.

City of Cocoa Beach City Commission Agenda Item Summary

**DEPARTMENT MAKING
REQUEST/NAME:**

Finance /
Cody Dingee, Comptroller

MEETING DATE

September 4, 2024

REQUESTED MOTION/ACTION

Approve a one-year Memorandum of Understanding (MOU) between the City of Cocoa Beach and the City of Cape Canaveral to share the cost of the School Resource Officer (SRO) assigned to Cocoa Beach Junior/Senior High School for the 2024/2025 school year.

Staff Representative: Patrisha Draycott, Chief Finance Officer, Wes Mullins, Police Chief

Staff Representative:

Recommendation:

IS THIS ITEM BUDGETED (IF APPLICABLE)?

BACKGROUND:

The cost of the SRO for 190 days is \$205,689. The School Board's share of funding is \$144,000. The City of Cocoa Beach and the City of Cape Canaveral cost share the remaining amount based on student enrollment. The City of Cocoa Beach's share of funding is 76%, \$48,919, and the City of Cape Canaveral's share of the funding is 24%, \$15,770. This is a budgeted amount.

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (MOU), is entered into, and made effective, this 15th day of July, 2024, irrespective of when signed, by and between **THE CITY of CAPE CANAVERAL, FLORIDA** hereinafter called **CAPE CANAVERAL** and the **CITY of COCOA BEACH, FLORIDA**, hereinafter called **COCOA BEACH**.

WITNESSETH:

WHEREAS, the Brevard County School Board has implemented the School Resource Officer Program, and;

WHEREAS, the School Board shares the cost of implementing the program with the Municipalities of Brevard County, and;

WHEREAS, **COCOA BEACH** and **CAPE CANAVERAL**, in accordance with the Marjory Stoneman Douglas High School Public Safety Act, determine that the School Resource Officer Program is in the best interest of the school system and both communities, and;

WHEREAS, **COCOA BEACH** and **CAPE CANAVERAL** desire to share the cost of the School Resource Officer Program incurred by the municipalities on the campus of Cocoa Beach Junior/Senior High School, and;

WHEREAS, the program would cover a period of not more than 190 school year days for the 2023/2024 School Year and 2024/2025 School Year ;

NOW, THEREFORE, for good and valuable consideration **CAPE CANAVERAL** and **COCOA BEACH** agree that the following terms, stipulations and covenants as outlined herein and, by reference, made part hereof, shall govern the responsibilities of each party.

1. The MOU shall be effective commencing **July 1, 2024** and will terminate on **June 30, 2025**, this Agreement may be renewed by the Parties for one-year periods (commencing on July 1st and ending on June 30th of each successive year). Either party may terminate this Agreement upon 30 days written notice to the other party. Any termination of this Agreement will result in the return of funds equal to the proportionate amount of time remaining in the Agreement.
2. **For the 2024/2025 School Year - CAPE CANAVERAL** agrees to provide twenty-four percent (**24%**) of the municipality's share of the School Resource Officer's salary, benefits, equipment, uniforms, and SRO Conference fees, during the term of this agreement. For the MOU period of July 1, 2024 through June 30, 2025, **CAPE CANAVERAL'S** payment will be **\$15,770.00** as outlined in exhibit III. Payment shall be made to **COCOA BEACH** in two equal installments of **\$7885.00** according to the following schedule: **February 1, 2025**, and **June 7, 2025**, subject to prorating based on the date of implementation.

3. **CAPE CANAVERAL** has designated the City Mayor and **COCOA BEACH** has designated the City Manager or designed for the purpose of implementing the terms of this agreement.
4. **CAPE CANAVERAL** and **COCOA BEACH** agree to the goals and guidelines stipulated in the Exhibits I and II, which are attached hereto and, by reference, made part hereof.
5. To the extent permitted by Florida Statute 768.28, **CAPE CANAVERAL** and **COCOA BEACH** agree to indemnify and hold each other harmless and free from liability, including the officers, agents or employees of said parties while acting as such, from all claims, damages, injuries, fines, and costs, including expenses and attorney's fees which either party may become obligated to pay resulting from or in any way connected to errors or acts or omissions of employees of either party's performance relative to the terms of this agreement.
6. **COCOA BEACH** shall not assign or transfer this agreement to any other agency without the prior written permission of **CAPE CANAVERAL**.
7. Any changes in the terms and conditions set forth in this agreement must be mutually agreed to by both **CAPE CANAVERAL** and **COCOA BEACH** and may be implemented only after this agreement has been amended in writing.
8. The parties understand and agree that while the School Resource Officer is rendering services provided for by this agreement, he/she remains an employee of **COCOA BEACH**.
9. The Parties understand and agree that the School Resource Officer will comply with police policy/procedure and regulations when in uniform. The SRO is required to be in uniform to execute all duties as required by the school unless otherwise agreed upon by the school principal and the Cocoa Beach Chief of Police, or City Manager designee.
10. If any of the terms or provisions hereof are in conflict with any applicable statute or rule of law, then such provision shall be deemed inoperative to the extent that it may conflict therewith and shall be deemed to be modified to conform with such statute or rule of law.
11. A report of the School Resource Officer activity will be provided to **CAPE CANAVERAL** on a calendar quarterly basis.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their duly authorized officers and agents the day and year first written above.

THE CITY OF **COCOA BEACH**, FLORIDA THE CITY OF **CAPE CANAVERAL**, FLORIDA

By: _____
Wayne Carragino, City Manager
Date: _____

By: _____
Todd Morley, City Manager
Date: _____

ATTEST:

ATTEST:

By: _____
Karin Grooms, MMC, City Clerk

By: _____
Mia Goforth, City Clerk

Approved as to form and Legal sufficiency

By: _____
Gretchen R.H. Vose, City Attorney

ATTACHMENTS:

- Exhibit I- Goals of SRO Program
- Exhibit II- Guidelines of SRO Program
- Exhibit III- Officer Salary – 2024/2025 Cost Projection



Exhibit I

SCHOOL RESOURCE OFFICER PROGRAM GOALS

1. To enhance student safety and improve the security of school campuses;
2. To develop and promote positive relationships between students and law enforcement officers;
3. To foster a better understanding of law enforcement officers in the community;
4. To develop positive concepts of law enforcement;
5. To identify and prevent delinquent behavior through counseling and referral;
6. To provide assistance and support for victims of crime identified within the school setting, including abused children;
7. To develop a better appreciation of citizenship, citizens' rights, obligations, and responsibilities;
8. To provide information about crime prevention;
9. To enhance knowledge of the fundamental concepts and structure of the law;
10. To provide materials and consultative assistance to teachers and parents on various law education topics;



Exhibit II

SCHOOL RESOURCE OFFICER PROGRAM GUIDELINES

1. The school resource officer (SRO) is a City of **Cocoa Beach** police officer, and shall remain exclusively an employee of the City of **Cocoa Beach** and responsible to the police department chain of command.
2. Prior to the first day of school, the SRO will present to the principal a written plan of action for the school year. The plan should include the SRO's work and activities schedule, and if appropriate, their work schedule and duties for District pre-planning and post-planning activities. This plan should also include an outline of classroom presentations that may be conducted by the SRO, as well as the number of instructional hours that the SRO may provide.
3. Not less than one time per semester, the SRO and Principal will meet to review the SRO's plan of action and verbally discuss the SRO's progress. As necessary, additional meetings may be requested by either the Principal or the SRO to review the progress of the plan of action.
4. The SRO may be asked to provide supplemental instruction at the discretion of the Principal, as qualified. The Attorney General's (SRO Basic and Advanced Training) philosophy with regard to in-class SRO presentations will be used as a guide.
5. The SRO will engage with students in the following ways: before school during student arrival, between class breaks and during lunch periods, after school during student dismissal.
6. The SRO shall report to their assigned school Principal daily. The SRO shall be assigned specifically to the school during all regular school days. If the SRO is called away from the school for a substantial portion of the school day, the SRO shall notify the Principal and provide the Principal with a means of contacting the SRO or the appropriate law enforcement agency.
7. If the SRO witnesses inappropriate or unacceptable activity on campus, they will report the incident to the school administration and as appropriate take law enforcement action. Both police department and school administrative procedures shall be followed. In the event of a policy conflict, police department policy and procedure shall prevail. The SRO shall avoid making arrests on school grounds except under exigent circumstances. If arrest is necessary, the SRO will be called to execute proper law enforcement procedure. If at all possible, the SRO should coordinate arrest and other operational

strategies with the Principal.

8. Should it become necessary for the SRO to conduct a formal law enforcement interview with a student, the interview should be coordinated with the Principal, parents shall be notified and police department policy will be followed.
9. The SRO is encouraged to attend parent, faculty, and staff meetings, as a part of the school administrative team, and to develop support and cultivate an understanding of the SRO program.
10. After consultation and approval of the Chief of Police or his designee, the Principal may request an SRO adjust their schedule and as appropriate may assign the SRO to duties after regular school hours, such as sponsoring extracurricular events, chaperoning field trips, or other after school activities. Any such request shall not conflict with police department policy, the officer's collective bargaining agreement, or result in overtime expenses to either the police department or the District. These after-school activities will be under the supervision of school personnel. The District will not compensate the SRO in an overtime capacity. (This does not include activities such as football games, basketball games, and school dances for which a separate contract of service is required).
11. All overtime shall be approved in advance by the SRO's law enforcement supervisor. Overtime expenses shall be borne by the agency and not the District.
12. As determined by the police department, the SRO shall submit activity reports to be reviewed by the Principal and the Director of District and School Security.
13. The SRO has the authority to request a review of contract provisions after reasonable review and conferencing between the SRO and the Principal has occurred. The following procedures should be followed:
 - A. The SRO will request that a review of the contract provisions be completed stating the reasons for the request in writing. The request will be directed to the SRO's law enforcement supervisor, with a copy being provided to the Principal. A copy of that request must also be provided to the Chief of Police or his designee and the Director of the Office of District and School Security.
 - B. Within a reasonable period of time after receiving the request for review from the SRO, the Director of the Office of District and School Security, will meet with the Chief of Police, or his designee to mediate or resolve any contract provision concerns that may exist between the SRO and the staff at their assigned school.
 1. With the approval of the Chief of Police or his designee, and the Director of the Office of District and School Security, the SRO, and specified members of the school staff, may be required to be present at a mediation meeting.

2. If, within a reasonable amount of time after commencement of mediation, the contract provision concerns cannot be resolved or mediated, in the opinion of both the Chief of Police, and the Director of the Office of District and School Security, or their designees, a reasonable alternative action will identified and agreed upon in writing.
14. If, in the opinion of the principal, the SRO is no longer effective in his or her role as an SRO, the Principal may request the reassignment of the school resource officer from their duties at school. In such cases, the following procedure should be followed:
 - A. The Principal will meet with the SRO, and the SRO's law enforcement supervisor and express the concerns and needs of the school. The principal will work collaboratively with the SRO and SRO's law enforcement supervisor to clearly identify in writing their expectations, as well as the SRO's agreed upon school related duties and responsibilities. As appropriate, the SRO's law enforcement supervisor may implement a written action plan.
 - B. If, after reasonable review and discussion between the SRO, the SRO law enforcement supervisor and the Principal has occurred, in the opinion of the principal the SRO's effectiveness remains questionable, the principal may request the SRO be reassigned from their position at their assigned school.
 - C. The Principal shall contact the Director of District and School Security and request that the SRO be removed from the program at his/her school.
15. School Board employees shall not conduct an internal investigation of alleged improper conduct on the part of the SRO. The Principal or any other BOARD employee shall report all allegations of improper conduct to either the SRO's law enforcement supervisor or to the police department Internal Affairs function.
16. At any time during the school year when students are not in school, or at the conclusion of the regular school year, the SRO shall be assigned other duties by the Chief of Police.

EXHIBIT III

OFFICER SALARY 2024/2025 COST PROJECTION Blended Rate of New Officer & Veteran Officer

2024/2025 School Year

Cost of SRO for 190 days \$ 205,689

School Board Funding \$ 144,000

Cocoa Beach and Cape Canaveral Funding \$ 64,689

* Municipality Funding

City of Cocoa Beach (76% Share of Funding) \$ 48,919

City of Cape Canaveral (24% Share of Funding) \$ 15,770

*Municipality Funding is based on student enrollment at Cocoa Beach High School \$64,689 (Total)

City of Cocoa Beach City Commission Agenda Item Summary

**DEPARTMENT MAKING
REQUEST/NAME:**

City Manager /
Devan Taly, CRA Administrator

MEETING DATE

September 4, 2024

REQUESTED MOTION/ACTION

Cancellation of Gray Robinson Lobbying Services Contract
Staff Representative: Devan Taly, Director of Grants & Special Projects
Staff Representative:
Recommendation:

IS THIS ITEM BUDGETED (IF APPLICABLE)?

N/A

BACKGROUND:

Pursuant to Article 1 of the Professional Lobbying Services Agreement by and between Gray Robinson P.A. and the City of Cocoa Beach, (hereinafter the "Agreement"), which states that "[t]his contract may be terminated by the City with or without cause at any time without penalty," the Agreement is cancelled as of August 31, 2024.



City of Cocoa Beach

P.O. Box 322430
Cocoa Beach, Florida 32932-2430
www.cityofcocoabeach.com



August 23, 2024

Kim McDougal
Senior Governmental Affairs Consultant
301 S. Bronough St. Suite 600
Tallahassee, Florida 32301

Re: Cancellation of Gray Robinson Lobbying Services Contract

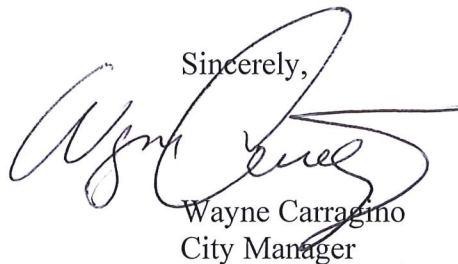
Dear Ms. McDougal:

Pursuant to Article 1 of the Professional Lobbying Services Agreement by and between Gray Robinson P.A. and the City of Cocoa Beach, (hereinafter the "Agreement"), which states that "[t]his contract may be terminated by the City with or without cause at any time without penalty," the Agreement is cancelled as of August 31, 2024.

We wish you and your firm continued success.

Should there be any other concerns or questions, please contact me at wayne.carragino@cityofcocoabeach.com or 321-868-3201.

Sincerely,



Wayne Carragino
City Manager

cc: Karin Grooms, City Clerk
Devan Pritts, Director of Grants and Special Projects
Becky Vose, City Attorney

City of Cocoa Beach City Commission Agenda Item Summary

**DEPARTMENT MAKING
REQUEST/NAME:**

City Clerk /

MEETING DATE

September 4, 2024

REQUESTED MOTION/ACTION

Adopt the second reading of Ordinance 1692;
AN ORDINANCE OF THE CITY OF COCOA BEACH, FLORIDA, AMENDING
SECTION 1-8, "GENERAL PENALTY; CONTINUING VIOLATIONS; ADJUDGING
FINES AND IMPRISONMENTS", OF CHAPTER 1, "GENERAL PROVISIONS", AND
SECTION 5-49.1 "PENALTY FOR VIOLATION OF ARTICLE" OF ARTICLE iiiB
"OCEANFRONT BUILDING RESTRICTION LINE AND SEAWALL LINE" OF
CHAPTER 5 "BEACHES, FILLS, BOATS, AND WATERWAYS" AND SECTION 26-7
"ILLEGALLY PARKED MOTOR VEHICLES IN A TOW-AWAY ZONE; REMOVING;
STORAGE; RESTORATION' OF ARTICLE I, "IN GENERAL" OF CHAPTER 26,
"TRAFFIC" OF THE COCOA BEACH CODE OF ORDINANCES, UPDATING
PENALTY PROVISIONS FOR VIOLATIONS OF THE CITY CODE AND ELIMINATING
ALL OUTDATED REFERENCES TO MUNICIPAL JUDGES FROM THE CITY CODE
AND PROVIDING FOR CODIFICATION, CONFLICTS, SEVERABILITY, AND AN
EFFECTIVE DATE.

Ordinance 1692 is an administrative ordinance removing municipal judges and
municipal courts. The first reading was held on August 15, 2024.

Staff Representative: Becky Vose, City Attorney Randy Stevenson, Director of
Development Services

Staff Representative:

Recommendation:

IS THIS ITEM BUDGETED (IF APPLICABLE)?

BACKGROUND:

Ordinance 1692 is a proposed ordinance to clean up and clarify older language in the
city code as to penalties and municipal judges.

ORDINANCE NO. 1692

AN ORDINANCE OF THE CITY OF COCOA BEACH, FLORIDA, AMENDING SECTION 1-8, "GENERAL PENALTY; CONTINUING VIOLATIONS; ADJUDGING FINES AND IMPRISONMENTS", OF CHAPTER 1, "GENERAL PROVISIONS", AND SECTION 5-49.1 "PENALTY FOR VIOLATION OF ARTICLE" OF ARTICLE IIIB "OCEANFRONT BUILDING RESTRICTION LINE AND SEAWALL LINE" OF CHAPTER 5 "BEACHES, FILLS, BOATS AND WATERWAYS" AND SECTION 26-7 "ILLEGALLY PARKED MOTOR VEHICLES IN A TOW-AWAY ZONE; REMOVING; STORAGE; RESTORATION" OF ARTICLE I, "IN GENERAL" OF CHAPTER 26 "TRAFFIC" OF THE COCOA BEACH CODE OF ORDINANCES, UPDATING PENALTY PROVISIONS FOR VIOLATIONS OF THE CITY CODE AND ELIMINATING ALL OUTDATED REFERENCES TO MUNICIPAL JUDGES FROM THE CITY CODE, AND PROVIDING FOR CODIFICATION, CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREFORE, the City Commission of the City of Cocoa Beach wishes to amend Sections 1-8, 5-49.1 and 26-7 of the Cocoa Beach Code of Ordinances, to update penalty provisions of the city code and to eliminate any and all references to municipal judges, as the roles of municipal judges have been absorbed by county courts and special magistrates, and municipal judges no longer exist in the current legal structure of Florida; and

WHEREFORE, the City Commission of the City of Cocoa Beach finds that amendment of Sections 1-8, 5-49.1 and 26-7 of the Cocoa Beach Code of Ordinances, to update penalty provisions of the city code and eliminate all outdated references to municipal judges in the City Code and bring the Code up to date with existing Florida law is in the best interests of the City and its residents; and

NOW, THEREFORE, BE IT ORDAINED BY the City Commission of the City of Cocoa Beach, Florida:

SECTION 1. Findings. The above Whereas provisions are true, and they shall collectively be considered the legislative intent of this Ordinance.

SECTION 2. Adoption. Sections 1-8, 5-49.1 and 26-7 of the Cocoa Beach Code of Ordinances are hereby each amended as follows:

Sec. 1-8. General penalty; continuing violations; adjudging fines and imprisonments.

- (a) It shall be unlawful for any person to violate or fail to comply with any provisions of this Code and regardless of any provision of law to the contrary the violation of any provision of this Code shall be punishable by a fine not exceeding five hundred dollars (\$500.00), or imprisonment for a term not exceeding sixty (60) days, or by both such fine and imprisonment. Each day any violation of any provision of this Code shall continue, shall constitute a separate offense.
- (b) In addition, or alternatively, as deemed appropriate by the city manager, Code violations can be addressed through proceedings before the city's special magistrate in accordance with city and state law. Whenever the

~~sentence shall be one of both fine and imprisonment, it may also provide for an additional period of imprisonment in the city jail for which such person shall be held in default of payment of fine and costs.~~

- ~~(c) Nothing in this section shall exempt a prisoner from being put at labor during the period of such additional imprisonment.~~

Sec. 5-49.1. - Penalty for violation of article.

Any person, firm or corporation who shall violate any provision of this article shall be punished in accordance with Sec. 1-8 of this Code by fine of not to exceed five hundred dollars (\$500.00), or by imprisonment for a term not to exceed sixty (60) days, or by such fine and imprisonment, in the discretion of the municipal judge.

Sec. 26-7. - Illegally parked motor vehicles in a tow-away zone; removing; storage; restoration.

Members of the police department are hereby authorized to remove a vehicle from a street or highway to the nearest garage or other place of safety, or to a garage designated or maintained by the police department, or by this municipality under the circumstances hereinafter described:

- (1) Any motor vehicle illegally parked within the city, within any no-parking zone marked "Tow-away zone" shall be towed away and impounded.
- (2) No vehicle impounded in an authorized garage as herein provided shall be released therefrom until the charges for towing such vehicle into the garage and storage charges have been paid. The charge for towing or removal of any such vehicle and storage charges shall be fixed from time to time by the municipal judge city manager, such charges to be based upon a determination of reasonable expenses incurred by the city for such towing or removal. Such charge or charges shall be posted for public inspection in the office of the municipal clerk or the police department, and in any garage designated by the city manager.
~~municipal judge.~~

SECTION 3. Codification. Section 2 of this ordinance shall be codified as set forth above and become and be made a part of the Code of Ordinances of the City of Cocoa Beach. The sections of this Ordinance may be renumbered or re-lettered to accomplish such intention.

SECTION 4. Conflicts. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 5. Severability. In the event that any word(s), phrase(s), portion(s), sub-sub-section(s), sub-section(s), or section(s) of this Ordinance, is contrary to law, or against public policy, or shall for any reason whatsoever held to be invalid, illegal or unconstitutional, by any court of competent jurisdiction, such word(s), phrase(s), portion(s), sub-sub-section(s), sub-section(s), or section(s) of this Ordinance shall be null and void, and shall be deemed severed, and a separate, distinct, and independent provision from the remaining provisions of this ordinance, and such holding shall in no manner affect the validity of the remaining words, phrases, portions, sub-sub-sections, sub-sections, or sections of this Ordinance, which shall remain in full force and effect. This ordinance shall be construed in a manner to accomplish, to the greatest

extent legally possible, the purposes of this ordinance as expressed herein.

SECTION 6. Effective Date. This ordinance shall become effective upon its adoption.

Upon Motion by Commissioner _____, seconded by Commissioner _____, this Ordinance was duly adopted at a Regular Meeting of the City Commission of the City of Cocoa Beach, Florida, held on the ____ day of _____, 2024.

Ayes: _____
Nays: _____
Absent or Abstaining _____

Keith Capizzi
Mayor-Commissioner

ATTEST:

Karin Grooms
City Clerk

First Reading: _____
Date Posted: _____
Date Published: _____

City of Cocoa Beach City Commission Agenda Item Summary

**DEPARTMENT MAKING
REQUEST/NAME:**

City Attorney /
Becky Vose, City Attorney

MEETING DATE

September 4, 2024

REQUESTED MOTION/ACTION

Approve Ordinance 1693 on first reading:

An Ordinance of the City of Cocoa Beach, Florida, amending City of Cocoa Beach Code of Ordinances, Section 15-17, "restrictions on camping" and section 30-29 "classes of violations and associated civil penalties"; providing for findings and intent; prohibiting overnight public camping and sleeping; providing for exceptions to the prohibition; providing for enforcement of section 15-17; Providing general clean-up changes; and providing for severability, conflicts, codification, and an effective date.

This ordinance is to prevent potential conflicts with the County or the new State law (Section 125.0231, Florida Statutes), it is recommended that the City Commission adopt by Ordinance a prohibition of public camping or sleeping. Adopting a zero-tolerance policy for camping or sleeping on municipal property will head off any potential costs associated with potential litigation from citizens or business owners negatively impacted by camping or sleeping on city property.

Staff Representative: Becky Vose, City Attorney

Staff Representative:

Recommendation:

IS THIS ITEM BUDGETED (IF APPLICABLE)?

BACKGROUND:

Introduction

On March 20, 2024, Governor Ron DeSantis signed House Bill 1365, which has been codified as Chapter 2024-11, Laws of Florida. The new law is effective on October 1, 2024, and creates Section 125.0231, Florida Statutes. A copy of Chapter 2024-11, Laws of Florida, is attached to this memorandum. The purpose of the law is to regulate public camping and public sleeping and is focused on Florida's homeless population, which is over 30,000 persons.

Unsheltered homeless persons' primary nighttime residences are places not suitable for habitation, such as sidewalks, vehicles, abandoned buildings, and parks, which has a significant impact on a person's health and safety. When enacting the new law, the Florida Legislature considered that jurisdictions that have placed restrictions on public camping have seen significant declines in the size of the homeless populations.

Effect of THE new Law

The new law prohibits a county or municipality from authorizing any person from regularly engaging in public camping or sleeping on any public property, public building, or public right-of-way (“public property”) unless the county designates property for such purposes. Section 125.0231(2), Florida Statutes. The prohibition applies to residing overnight with or without a tent. It does not apply to residing overnight in a registered, insured motor vehicle which is parked in a lawful place, nor does it apply to camping for recreational purposes on property designated for such purposes.

For municipalities, this means that municipalities may not “authorize” public sleeping or camping on any public property within their jurisdiction without a county first designating that municipal property for such purpose. In other words, municipalities may not independently authorize public camping or sleeping on municipal property—the county must act first.

Likewise, counties may not “authorize” public camping or sleeping on any public property within their jurisdiction without first designating such property for those purposes by majority vote of its governing body. The new Section 125.0231(3), Florida Statutes, outlines the criteria counties must satisfy before such a designation is effective. If the designated property is within the boundaries of a municipality, the designation is contingent upon approval by majority vote of the municipality’s governing body. If a county successfully designates property for such purpose, the property may be used for public camping or sleeping for continuous periods of no longer than one year.

Pursuant to Section 125.0231(3)(a), a county’s designation is not effective until the Department of Children and Families (DCF) certifies the designation. To obtain DCF certification, the County must submit certification of and documentation proving there are not sufficient open beds in homeless shelters in the county and that the designated property is not contiguous to residential property. A County must also provide DCF certification and documentation proving that the designated property would not hurt property values or jeopardize safety and security of other existing residential or commercial property in the county or municipality. Finally, the county must provide certification of and documentation proving that it has developed a plan that satisfies the requirements of Section 125.0231(3)(b), Florida Statutes. Pursuant to Section 125.0231(3)(b), Florida Statutes, such a plan must establish and maintain minimum standards and procedures related to the designated property for the purposes of:

1. Ensuring maintaining safety and security;
2. Maintaining sanitation (including access to restrooms and running water);
3. Providing access to behavioral health services; and
4. Enforcing prohibitions against illegal drug or alcohol use on the designated property.

These minimum standards and procedures must be published on the county’s and municipality’s (if applicable) public websites. Fiscally constrained counties are exempt from the requirement to establish and maintain the minimum standards and procedures

listed above except for the enforcement of prohibitions against illegal drug use or alcohol on the designated property. Section 125.0231(5), Florida Statutes, outlines other exemptions that apply during declared states of emergency.

The new law also provides a private cause of action to enforce the prohibition against municipalities' and counties' authorization of public camping or sleeping on undesignated public property. Section 125.0231(4) provides that county residents, business owners, or the Attorney General may bring a civil action against the county or applicable municipality to enjoin the county or municipality from authorizing public camping or sleeping on undesignated public property. If successful, courts are authorized to require the applicable local government to pay the reasonable expenses incurred by the applicants in bringing the civil action including attorney's fees and costs. Applicants are required to attach an affidavit to their application for injunction attesting that the applicant provided written notice of the alleged violation to the local government and that the local government failed to "take all reasonable actions" to cure the alleged violation within five business days of receiving the notice. As such, local governments are required to act quickly after receiving notice of an alleged violation to avoid the civil remedies provided for in this new law. The provisions governing this new cause of action will take effect on January 1, 2025, and apply to causes of action accruing on or after that date. All other provisions of the new law will take effect on October 1, 2024.

One significant takeaway is that local governments are now accountable for all instances of public sleeping or camping on public property that has not been properly designated by the county for such use. This is the case even for instances of public sleeping or camping that are only implicitly "authorized" by the absence of an explicit prohibition or lack of enforcement. In all such cases, county residents or business owners may sue their local governments for the failure to address public camping or sleeping on undesignated public property. As such, this creates the need for local governments to actively prohibit people from regularly camping and sleeping on public property and enforce such prohibitions to avoid the civil remedies authorized under the new law.

Recommended Action

A recent U.S. Supreme Court case, *City of Grants Pass, Oregon v. Johnson*, confirmed that local governments can constitutionally prohibit public camping and sleeping on public property. To prevent potential conflicts with the County or the new State law (Section 125.0231, Florida Statutes), it is recommended that the City Commission adopt by Ordinance a prohibition of public camping or sleeping. Adopting a zero-tolerance policy for camping or sleeping on municipal property will head off any potential costs associated with potential litigation from citizens or business owners negatively impacted by camping or sleeping on city property. A proposed ordinance addressing these issues is attached to this memorandum.

M E M O R A N D U M

TO: Mayor, Vice Mayor and City Commission Members, City of Cocoa Beach
COPY: Wayne Carragino, City Manager
FROM: Gretchen R.H. “Becky” Vose, Esq., City Attorney
DATE: August 23, 2024
SUBJECT: House Bill 1365-Chapter 2024-11, Laws of Florida

INTRODUCTION

On March 20, 2024, Governor Ron DeSantis signed House Bill 1365, which has been codified as Chapter 2024-11, Laws of Florida. The new law is effective on October 1, 2024, and creates Section 125.0231, Florida Statutes. A copy of Chapter 2024-11, Laws of Florida, is attached to this memorandum. The purpose of the law is to regulate public camping and public sleeping and is focused on Florida’s homeless population, which is over 30,000 persons.

Unsheltered homeless persons’ primary nighttime residences are places not suitable for habitation, such as sidewalks, vehicles, abandoned buildings, and parks, which has a significant impact on a person’s health and safety. When enacting the new law, the Florida Legislature considered that jurisdictions that have placed restrictions on public camping have seen significant declines in the size of the homeless populations.

EFFECT OF THE NEW LAW

The new law prohibits a county or municipality from authorizing any person from regularly engaging in public camping or sleeping on any public property, public building, or public right-of-way (“public property”) unless the county designates property for such purposes. Section 125.0231(2), Florida Statutes. The prohibition applies to residing overnight with or without a tent. It does not apply to residing overnight in a registered, insured motor vehicle which is parked in a lawful place, nor does it apply to camping for recreational purposes on property designated for such purposes.

For municipalities, this means that municipalities may not “authorize” public sleeping or camping on any public property within their jurisdiction without a county first designating that municipal property for such purpose. In other words, municipalities may not independently authorize public camping or sleeping on municipal property—the county must act first.

Likewise, counties may not “authorize” public camping or sleeping on any public property within their jurisdiction without first designating such property for those purposes by majority vote of its governing body. The new Section 125.0231(3), Florida Statutes, outlines the criteria counties must satisfy before such a designation is effective. If the designated property is within the boundaries of a municipality, the designation is contingent upon approval by majority vote of the municipality’s governing body. If a county successfully designates property for such purpose, the

property may be used for public camping or sleeping for continuous periods of no longer than one year.

Pursuant to Section 125.0231(3)(a), a county's designation is not effective until the Department of Children and Families (DCF) certifies the designation. To obtain DCF certification, the County must submit certification of and documentation proving there are not sufficient open beds in homeless shelters in the county and that the designated property is not contiguous to residential property. A County must also provide DCF certification and documentation proving that the designated property would not hurt property values or jeopardize safety and security of other existing residential or commercial property in the county or municipality. Finally, the county must provide certification of and documentation proving that it has developed a plan that satisfies the requirements of Section 125.0231(3)(b), Florida Statutes. Pursuant to Section 125.0231(3)(b), Florida Statutes, such a plan must establish and maintain minimum standards and procedures related to the designated property for the purposes of:

- (1) Ensuring maintaining safety and security;
- (2) Maintaining sanitation (including access to restrooms and running water);
- (3) Providing access to behavioral health services; and
- (4) Enforcing prohibitions against illegal drug or alcohol use on the designated property.

These minimum standards and procedures must be published on the county's and municipality's (if applicable) public websites. Fiscally constrained counties are exempt from the requirement to establish and maintain the minimum standards and procedures listed above except for the enforcement of prohibitions against illegal drug use or alcohol on the designated property. Section 125.0231(5), Florida Statutes, outlines other exemptions that apply during declared states of emergency.

The new law also provides a private cause of action to enforce the prohibition against municipalities' and counties' authorization of public camping or sleeping on undesignated public property. Section 125.0231(4) provides that county residents, business owners, or the Attorney General may bring a civil action against the county or applicable municipality to enjoin the county or municipality from authorizing public camping or sleeping on undesignated public property. If successful, courts are authorized to require the applicable local government to pay the reasonable expenses incurred by the applicants in bringing the civil action including attorney's fees and costs. Applicants are required to attach an affidavit to their application for injunction attesting that the applicant provided written notice of the alleged violation to the local government and that the local government failed to "take all reasonable actions" to cure the alleged violation within five business days of receiving the notice. As such, local governments are required to act quickly after receiving notice of an alleged violation to avoid the civil remedies provided for in this new law. The provisions governing this new cause of action will take effect on January 1, 2025, and apply to causes of action accruing on or after that date. All other provisions of the new law will take effect on October 1, 2024.

One significant takeaway is that local governments are now accountable for all instances of public sleeping or camping on public property that has not been properly designated by the county for such use. This is the case even for instances of public sleeping or camping that are only implicitly "authorized" by the absence of an explicit prohibition or lack of enforcement. In all such cases,

county residents or business owners may sue their local governments for the failure to address public camping or sleeping on undesignated public property. As such, this creates the need for local governments to actively prohibit people from regularly camping and sleeping on public property and enforce such prohibitions to avoid the civil remedies authorized under the new law.

RECOMMENDED ACTION

A recent U.S. Supreme Court case, *City of Grants Pass, Oregon v. Johnson*, confirmed that local governments can constitutionally prohibit public camping and sleeping on public property. To prevent potential conflicts with the County or the new State law (Section 125.0231, Florida Statutes), it is recommended that the City Commission adopt by Ordinance a prohibition of public camping or sleeping. Adopting a zero-tolerance policy for camping or sleeping on municipal property will head off any potential costs associated with potential litigation from citizens or business owners negatively impacted by camping or sleeping on city property. A proposed ordinance addressing these issues is attached to this memorandum.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF COCOA BEACH, FLORIDA, AMENDING CITY OF COCOA BEACH CODE OF ORDINANCES SECTION 15-17, "RESTRICTIONS ON CAMPING" AND SECTION 30-29 "CLASSES OF VIOLATIONS AND ASSOCIATED CIVIL PENALTIES"; PROVIDING FOR FINDINGS AND INTENT; PROHIBITING OVERNIGHT PUBLIC CAMPING AND SLEEPING; PROVIDING FOR EXCEPTIONS TO THE PROHIBITION; PROVIDING FOR ENFORCEMENT OF SECTION 15-17; PROVIDING GENERAL CLEAN-UP CHANGES; AND PROVIDING FOR SEVERABILITY, CONFLICTS, CODIFICATION, AND AN EFFECTIVE DATE.

WHEREAS, Chapter 166, Florida Statutes authorizes a municipality to enact regulations to protect the health, safety, welfare, and morals of its citizens; and

WHEREAS, on March 20, 2024, Governor Ron DeSantis signed House Bill 1365, which has been codified as Chapter 2024-11, Laws of Florida. The new law goes into effect on October 1, 2024, and creates Section 125.0231, Florida Statutes. The purpose of the law is to regulate public camping and public sleeping and is focused on Florida's homeless population, which is over 30,000 persons; and

WHEREAS, while enacting House Bill 1365, the Florida Legislature considered evidence that approximately 50 percent of people experiencing homelessness in Florida were unsheltered, meaning their primary nighttime residence is a place not suitable for human habitation, such as sidewalks, vehicles, abandoned buildings or parks. Living unsheltered can have significant impacts on a person's health and safety; and

WHEREAS, the City of Cocoa Beach has a significant interest in providing a safe and pleasant environment and in eliminating public camping or sleeping on any public property, public building, or public right-of-way; and

WHEREAS, Section 15-17, City of Cocoa Beach Code of Ordinances, restricts camping on public property between the hours of one-half (½) hour after sunset to one-half (½) hour before sunrise; and

WHEREAS, Section 30-29, City of Cocoa Beach Code of Ordinances, defines the civil penalty for violations of Section 15-27; and

WHEREAS, the City Commission of the City of Cocoa Beach finds it is in the best interests of the health, safety, welfare, and morals of the residents, business owners, visitors and the homeless population of the City of Cocoa Beach to enact this Ordinance to expand existing prohibitions on public camping; and

WHEREAS, for purposes of this Ordinance, underlined type shall constitute additions to the original text, * * * shall constitute ellipses to the original text, and ~~strike through~~ shall constitute deletions to the original text.

NOW, THEREFORE, BE IT ORDAINED BY the City Commission of the City of Cocoa Beach, Florida:

SECTION 1. Findings. The above Whereas provisions are true, and they shall collectively be considered the legislative intent of this Ordinance.

SECTION 2. Amendment. Sections 15-17 and 30-29 of the Cocoa Beach Code of Ordinances are hereby each amended as follows:

Sec. 15-17. Restrictions on public camping and sleeping.

(a) Findings. The City of Cocoa Beach has a significant interest in providing a safe and pleasant environment for its citizens, business owners, visitors and its homeless population by eliminating public camping or sleeping on any public property, public building, or public right-of-way. Public camping or public sleeping in a public place not suitable for human habitation, such as a sidewalk, vehicle, abandoned building, or park can have significant impacts on a person's health and safety. The City Commission of the City of Cocoa Beach hereby determines that this section fulfills an important City purpose by ensuring the health, safety, welfare, quality of life, and aesthetics of the City of Cocoa Beach; and

(b) Intent. The purpose and intent of this section is to recognize the constitutional right of persons to gather in a lawful time, place and manner; however public sleeping and public camping constitutes a threat and danger to health, safety, security and welfare to the citizens, business owners, visitors and the homeless population of the City of Cocoa Beach. The goal of this section is to ensure the foregoing constitutional rights through reasonable regulation, acting to protect citizens, business owners, visitors and the homeless population.

(a) (c) As used in this section, the following definitions are applicable:

(1) *Camp* means:

- a. To pitch or occupy camp facilities or to use camp paraphernalia for sleeping or cooking; or
- b. Lodging or residing overnight in an outdoor space with or without camp facilities.

(2) *Camp facilities* include, but are not limited to, tents, huts, or temporary shelters;

(3) *Camp paraphernalia* includes, but is not limited to, tarpaulins, cots, beds, bedding, pillows, sleeping bags, boxes, cartons, hammock and portable camp stoves;

(4) *Ocean beach* is the public beach within the corporate limits of the city, as defined in section 5-50(a), City Code;

(5) *Public place* shall include any sidewalk, street, road, alley, lane, boulevard, right-of-way, park, beach, dock, or land dedicated to or otherwise owned by the City of Cocoa Beach or any other governmental agency, or in and upon which the City of Cocoa Beach or any other governmental entity has an easement or right to use,

or held in fee simple title by the City of Cocoa Beach or any other governmental entity located within the city (hereinafter "public property");

(6) *Sea dune area* is that area of land immediately adjacent to the ocean beach, and as defined in section 5-50(c), City Code; and,

(7) *Store* means to put aside or accumulate for use when needed, to put for safekeeping, to place or leave in a location open to the public view.

~~(b)~~ (d) It shall be unlawful for any person to camp, occupy camp facilities, or use or store camp paraphernalia within any public property or public place within the city limits of Cocoa Beach between the hours of ~~one-half (1/2) hour after sunset to one-half (1/2) hour before sunrise.~~

(e) This section shall not be construed to prohibit:

(1) Lodging or residing overnight in a motor vehicle that is registered, insured, and located in a place where it may lawfully be; or

(2) Camping for recreational purposes on property legally designated for such purposes.

(f) All City code enforcement officers designated pursuant to section 30-4 and law enforcement officers are hereby authorized to enforce this section as follows:

(1) Citations for violation of this section may be issued pursuant to section 30-22. Violations of this section shall be treated as a Class II violation.

(2) In addition to any penalty mentioned herein, a law enforcement officer may issue a trespass warning, or any other penalty prescribed for a violation of any applicable section of Chapter 810, Florida Statutes.

(3) All fines collected resulting from violations of this Section shall be held by the City of Cocoa Beach for the care of the homeless population to fund any non-profit organization that provides shelter, food, or medical care at the discretion of and selection by a majority vote of the City Commission.

(4) Nothing within this section precludes the City of Cocoa Beach from pursuing other enforcement or remedies authorized in the City of Cocoa Beach Code of Ordinances or any civil or administrative remedies.

Sec. 30-29. Classes of violations and associated civil penalties.

* * *

- (b) City codes and ordinances subsequently enacted or amended may set forth the applicable civil penalty for violations by designating the appropriate violation classification as provided in subsection (a) of this section.

Civil infractions of city codes and ordinances, as set forth in the Land Development Code ("LDC") and/or the Cocoa Beach City Code for which citations may be issued include, but are not limited to the following:

City Code/Ordinance Chapter and Section	Description	Class
Ch. 2.5, Adult Entertainment		
Ch. 2.5, Art. II, Sec. 2.5-9	Operation of unlicensed premises unlawful	IV
Ch. 2.5, Art III, Sec. 2.5-17	Records of employees required in licensed premises	II
Ch. 2.5, Art. V, Sec. 2.5-21, 2.5-22, 2.5-23, 2.5-24	Violations of Provisions for Adult Entertainment Establishments	II
Ch. 2.5, Art V, Sec. 2.5-43	Prohibited acts by customers at sexually oriented businesses	III
Ch. 3, Alcoholic Beverages		
Ch. 3, Sec. 3-1	Hours of sale—In general	IV
Ch. 3, Sec. 3-4	Service, consumption prohibited in public places, bottle clubs, etc., during certain hours; exception	II
Ch. 3, Sec. 3-11	Nudity on premises where alcoholic beverages are offered for sale	III
Ch. 3, Sec. 3-12	Consumption, possession of open containers of alcoholic beverages while driving, riding in motor vehicles on public right-of-way	V
Ch. 4, Animals and Fowl		
Ch. 4, Sec. 4-3	Possessing, harboring, feeding, breeding, maintaining or keeping any peafowl	II
Ch. 4, Sec. 4-20	Dogs permitted on certain beach areas with limitations	II
Ch. 5, City Code: Beaches, Fills, Boats and Waterways		
Ch. 5, Art. I, Sec. 5-9.1	Right-of-way of persons in water	IV
Ch. 5, Art. I, Sec. 5-14	Speed of motorboats on city waterways	III
Ch. 5, Art. I, Sec. 5-15	Stopping, parking, mooring and towing	I
Ch. 5, Art. I, Sec. 5-16	Restricted areas	IV
Ch. 5, Art. I, Sec. 5-23	Vessels, abandoning	III
Ch. 5, Art. I, Sec. 5-29	Water-skiing or similar activity	II
Ch. 5, Art. I, Sec. 5-29.1	Vessels, living aboard	II
Ch. 5, Art. I, Sec. 5-30	Fishing	I
Ch. 5, Art. I, Sec. 5-31	Buoys, markers, beacons without permission	IV

Ch. 5, Art. I, Sec. 5-32	Dumping objects, liquids into water	IV
Ch. 5, Art. II, Sec. 5-33.1	Parking, fueling and towing	III
Ch. 5, Art. II, Sec. 5-33.2	Vessels in ocean	II
Ch. 5, Art. II, Sec. 5-33.5	Boat launching on beach prohibited	II
Ch. 5, Art. II, Sec. 5-34	Use of municipal beaches and facilities	III
Ch. 5, Art. IIIA, Sec. 5-40	Seawalls, construction or alteration	IV
Ch. 5, Art. IV, Sec. 5-51	Operation of motor vehicles prohibited in certain beach areas	III
Ch. 5, Art. IV, Sec. 5-54	Removal of sand and gravel	I
Ch. 5, Art. IV, Sec. 5-56	Fishing in man-made salt water residential canals	III
Ch. 5, Art. IV, Sec. 5-57	Glass containers prohibited on beach	III
Ch. 5, Art. IV, Sec. 5-58	Obstruction of public crossovers prohibited	I
Ch. 5, Art. V, Sec. 5-70	Alcohol-free zone on Sidney Fischer Park	III
Ch. 6, City Code: Buildings		
Ch. 6, Art. I,	Florida Building Code	III
Ch. 6, Art. II	Property Maintenance Code	III
Ch. 6, Art. III, Sec. 6-15	Unlicensed contractors	IV
Ch. 6, Art. III, Sec. 6-16	Non-qualified contractors	IV
Ch. 6, Art. IV, Sec. 6-21	Excavation permits required	III
Ch. 6, Art. X, Sec. 6-65	Beachfront property spill-over lighting	II
Ch. 9, City Code: Fire Prevention		
Ch. 9, Sec. 9-1 Fire Prevention	Adoption of Florida Fire Prevention Code, National Fire Code; Violation	III
Ch. 9, Sec. 9-14	(a) Means of egress locked and/or obstructed	IV
	(b) Over occupancy load	IV
	(c) Failure to comply with section 9-5, storage of explosive, basting agent, and flammable liquids	IV
	(d) Dispensing or storing flammable, or combustible liquids into and unapproved container	IV
	(f) Outside burning of any kind or type	III
	(k) Failure to properly maintain a fire protection system	III
	(l) Failure to properly display premises identification	III
	(m) Unsafe work practice	IV
Ch. 10, City Code: Garbage, Trash and Weeds		
Ch. 10, Art. I, Sec. 10-12	Garbage, waste and trash collection	III
Ch. 10, Art. II, Sec. 10-22	Debris and dense growth	I
Ch. 11, City Code: Health and Sanitation		
Ch. 11, Art. I	Pain Management Clinics	III
Ch. 13, City Code: Licenses		
Ch. 13, Sec. 13-20	Display of licenses/permits	I
Ch. 13, Sec. 13-21	License/business tax receipt required	III
Ch. 13, Sec. 13-30	Certificate of use required	III
Ch. 13.5	Noise	V

Ch. 14, City Code: Special Events		
Ch. 14, Sec. 14-1	Special event permits required	IV
Ch. 14, Sec. 14-30	Motion and still photography; permit required	IV
Ch. 15, City Code: Offenses		
Ch. 15, Sec. 15-4	Begging and mendicant vending	I
Ch. 15, Sec. 15-7.1	Discharging BB gun, pellet rifles, etc., inside city limits	I
Ch. 15, Sec. 15-16	Excavations and removal of materials	III
Ch. 15, Sec. 15-17	Restrictions on <u>public</u> camping <u>and</u> sleeping	† II
Ch. 15, Sec. 15-20	Alcoholic beverages in public places	III
Ch. 15, Sec. 15-21	Alcoholic beverages on the ocean beach	III
Ch. 15, Sec. 15-23	Noises prohibited; enumeration	I
Ch. 15, Sec. 15-23.1	Nuisance, trash	I
Ch. 15, Sec. 15-24	Public urination/defecation	III
Ch. 15, Sec. 15-25	Peeping tom prohibited	III
Ch. 15, Secs. 15-26—15-30	Noises	I
Ch. 15, Sec. 15-31	Striptease prohibited	III
Ch. 15, Sec. 15-33.1	Obstruction of waterways and canals	I
Ch. 15, Sec. 15-34	Littering	V
Ch. 15, Sec. 15-37	Fireworks discharge prohibited	III
Ch. 15, Sec. 15-38	Discharge of firearms in city prohibited	III
Ch. 15, Sec. 15-39	Certain sales and leases along Atlantic Ocean beach area prohibited: punishment for violations	I
Ch. 15, Sec. 15-42	Public nudity	III
Ch. 15, Sec. 15-44	Oceanfront lighting, sea turtles	II
Ch. 15, Sec. 15-46	Possession of cannabis and cannabis paraphernalia	V
Ch. 15, Sec. 15-47	Operation of golf carts on public roads and streets	II
Ch. 19, City Code: Sewage		
Ch. 19, Article II, Sec. 19-36	Industrial pretreatment compliance required	IV
Ch. 21, City Code: Solicitors and Canvassers		
Ch. 21, Sec. 21-1	Permit generally	I
Ch. 21, Sec. 21-8	Permit and identification to be provided	I
Ch. 21, Sec. 21-12	Hours of solicitation	I
Ch. 21, Sec. 21-14	Solicitation	I
Ch. 22, City Code: Streets and Sidewalks		
Ch. 22, Art. I, Sec. 22-1	Australian pines; restrictions	II
Ch. 22, Art. I, Sec. 22-2	Signs, merchandise, vehicles for sale, etc., on right-of-way	I
Ch. 22, Art. I, Sec. 22-3	Offstreet parking on unimproved city right-of-way prohibited; exceptions	I
Ch. 22, Art. IV, Sec. 22-37	City road repair and right-of-way utilization	I
Ch. 26, City Code: Traffic		
Ch. 26, Art. I, Sec. 26-4	Permits for parades, processions and sound trucks	II

Ch. 26, Art. I, Sec. 26-5	Parking of commercial vehicles within certain residential districts restricted	I
Ch. 26, Art. I, Sec. 26-6	Parking of house trailers restricted	I
Ch. 26, Art. I, Sec. 26-8	Obstructions, excavations, openings, debris, etc., on or in public streets and ways or damage thereto prohibited; exceptions, punishment for violations	IV
Ch. 26, Art. I, Sec. 26-11	Sleeping or camping in motor vehicles	I
Ch. 26, Art. I, Sec. 26-12	Parking fees for Sidney Fischer Park, Shepard Park; violation	I
Ch. 28, City Code: Stormwater Management and Pollution Prevention		
Ch. 28, Art. IV	Pollution Prevention and Pollutant Discharge to the Storm Sewer System	IV
City Code Appendix B, Land Development Code (LDC)		
LDC, Chapter I, Purpose and General Provisions		
LDC Sec. 1-11	Use, occupancy, subdivision of land and/or buildings must comply with LDC, and buildings and structures must comply with LDC	III
LDC, Chapter II, Zoning Districts		
LDC Sec. 2-70	Temporary sales—Permit required	I
LDC Sec. 2-70	Garage sales	I
LDC Sec. 2-72	Public food service requirements and exemptions	III
LDC, Chapter III, Design Standards		
LDC Chapter III, Article II	Driveways constructed or removed to comply with LDC. Unlawful to construct, cut, break out curb without authorization	III
LDC Sec. 3-56	Tree Preservation—No protected tree to be removed without permit	V
LDC Sec. 3-56	Tree Protection—Trees to be protected during development activity	IV
LDC Sec. 3-07	Visibility at intersections	II
LDC Sec. 3-28	Seawalls—Permit required	III
LDC Sec 3-31	Swimming pools—Enclosure required	II
LDC Sec. 3-03	Vehicles over 26 feet	II
LDC Sec. 3-03	Permitted parking in residential districts	I
LDC Sec. 3-71	Vehicle sales	II
LDC Sec. 3-29	Dune crossovers—Compliance with codes	III
LDC Sec. 3-61	Light trespasses	II
LDC Sec. 3-61	Glare control	II
LDC Sec, 3-64	Beachfront lighting	II
LDC, Chapter IV, Land Development Procedures		
LDC Sec. 4-02	Site plan required	III

LDC Sec. 4-14	Certificate of Occupancy Required	III
LDC Sec. 4-22	Dredge and fill requires permit	IV
LDC Chapter IV, Article II	Building and construction requirements	III
LDC, Chapter V, Signs and Displays		
LDC Chapter V, Article I	Permits and maintenance required	III
LDC Chapter V, Article I	Displays prohibited	III
LDC Chapter V, Article II	Sign criteria and standards	II
LDC Sec. 5-04	Prohibited signs, sign features	III
LDC Sec. 5-06	Sign removal	I
LDC Sec. 5-05	Sign maintenance required	III
LDC, Chapter VII, Stormwater Management and Flood Control		
LDC Sec. 7-3	Stormwater management facility maintenance	III
LDC Chapter VII, Article II	Erosion and sediment control	III

SECTION 3. Codification. Section 2 of this ordinance shall be codified as set forth above and become and be made a part of the Code of Ordinances of the City of Cocoa Beach. The sections of this Ordinance may be renumbered or re-lettered to accomplish such intention.

SECTION 4. Conflicts. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 5. Severability. In the event that any word(s), phrase(s), portion(s), sub-sub-section(s), sub-section(s), or section(s) of this Ordinance, is contrary to law, or against public policy, or shall for any reason whatsoever held to be invalid, illegal or unconstitutional, by any court of competent jurisdiction, such word(s), phrase(s), portion(s), sub-sub-section(s), sub-section(s), or section(s) of this Ordinance shall be null and void, and shall be deemed severed, and a separate, distinct, and independent provision from the remaining provisions of this ordinance, and such holding shall in no manner affect the validity of the remaining words, phrases, portions, sub-sub-sections, sub-sections, or sections of this Ordinance, which shall remain in full force and effect. This ordinance shall be construed in a manner to accomplish, to the greatest extent legally possible, the purposes of this ordinance as expressed herein.

SECTION 6. Effective Date. This ordinance shall become effective upon its adoption.

Upon Motion by Commissioner _____, seconded by Commissioner _____, this Ordinance was duly adopted at a Regular Meeting of the City Commission of the City of Cocoa Beach, Florida, held on the ____ day of _____, 2024.

Ayes: _____
Nays: _____
Absent or Abstaining _____

Keith Capizzi
Mayor-Commissioner

ATTEST:

Karin Grooms
City Clerk

First Reading: _____
Date Posted: _____
Date Published: _____

City of Cocoa Beach City Commission Agenda Item Summary

**DEPARTMENT MAKING
REQUEST/NAME:**

Water Reclamation /

MEETING DATE

September 4, 2024

REQUESTED MOTION/ACTION

Authorize CK Contractors, a continuing service contractor with the City, to replace the 8" sewer gravity main from the corner of 1st Street North and Atlantic Avenue to the northern property line of 101 N. Atlantic Avenue. The work will be done in conjunction with the FDOT drainage project and 101 N. Atlantic stormwater utility upgrades. Total price will be \$69,744. This is not a budgeted item. Contingency funds will be used to cover expenses and the current fund account balance is \$145,197.96

Staff Representative: Brad Kalsow, Water Rec Director

Staff Representative:

Recommendation:

IS THIS ITEM BUDGETED (IF APPLICABLE)?

Unbudgeted. Contingency Funds will be used to cover the expenses.

BACKGROUND:

The gravity sewer pipe that runs north and south in front of 101 N. Atlantic Avenue is an old 8" Cast Iron Pipe. The property owners for 101 N. Atlantic Avenue along with FDOT are making utility upgrades in the immediate area for drainage and pedestrian safety. The existing sewer pipe should be replaced prior to these upgrades. It will save the City in the long run to perform the pipe replacement now rather than doing it after the new drainage updates. The pipe is in bad shape and can't be rehabilitated by way of lining. It needs to be dug up and replaced with PVC pipe. Once the new pipe is installed, this will allow the property owner and FDOT to perform their utility upgrades as they are both under tight deadlines to complete their work. 245 linear feet of pipe will be replaced.



Office Address:

1100 Technology Place, Suite 122

West Palm Beach, Florida 33407

Phone: (561) 932-1070

Fax: (561) 228-8918

To:	City Of Cocoa Beach	Contact:	Brad Kalsow
Address:	Cocoa Beach, FL	Phone:	
		Fax:	
Project Name:	Cocoa Beach Repair - 1st Street North (Cosmik Tiki)	Bid Number:	24-08191
Project Location:		Bid Date:	8/22/2024

Item Description	Estimated Quantity	Unit	Unit Price	Total Price
General Conditions				
Mobilization / Supervision / General Conditions	1.00	LS	\$10,200.00	\$10,200.00
Total Price for above General Conditions Items:				\$10,200.00
MOT				
Maintenance Of Traffic	1.00	LS	\$3,800.00	\$3,800.00
Total Price for above MOT Items:				\$3,800.00
Demolition				
Concrete/Asphalt Removal & Disposal	1,470.00	SF	\$3.60	\$5,292.00
Remove & Dispose Existing Sanitary Sewer Main	245.00	LF	\$43.00	\$10,535.00
Total Price for above Demolition Items:				\$15,827.00
Sanitary Sewer				
8" SDR26 PVC Sewer	245.00	LF	\$72.00	\$17,640.00
8 X 6 Tee Wye	4.00	EACH	\$783.00	\$3,132.00
Connect To Existing Sewer MH	2.00	EACH	\$1,695.00	\$3,390.00
Total Price for above Sanitary Sewer Items:				\$24,162.00
Paving				
12" Stabilized Subgrade	1.00	EACH	\$2,735.00	\$2,735.00
10" Limerock Base	1.00	EACH	\$3,180.00	\$3,180.00
3" Type SP 12.5 Asphalt (2 Lifts)	1.00	EACH	\$7,230.00	\$7,230.00
Total Price for above Paving Items:				\$13,145.00
Restoration				
Reset Brick Pavers	1.00	EACH	\$2,610.00	\$2,610.00
Total Price for above Restoration Items:				\$2,610.00

Total Bid Price: \$69,744.00

Notes:

- Not responsible for Permits, Fees, Density Testing, Bonds or Soil Conditioning.
- Any other items not specifically mentioned in this proposal are excluded
- This estimate is based on information provided. If found to be inaccurate, price is subject to change.
- Design changes during the duration of the project are subject to change order.
- Not responsible for any Franchise Utility Relocation/Pole Holds and/or conflict with existing utilities.
- Should a vac truck be deemed necessary, it is to be provided by the city of Cocoa Beach.
- These prices are based on one standard Mobilization. Additional mobilizations will be priced accordingly
- All FDOT Permitting and Fees to be aquired and paid for by others.
- Existing Traffic protection in FDOT R.O.W. to remain during work to be performed.
- All site restoration including sod, sidewalks, curb, etc. to be performed by others

ACCEPTED:

The above prices, specifications and conditions are satisfactory and are hereby accepted.

Buyer: _____

Signature: _____

Date of Acceptance: _____

CONFIRMED:

CK Contractors & Development Florida

Authorized Signature: _____

Estimator: PJK