



Meeting Agenda
Thursday, January 16, 2025

7:00 PM

REGULAR MEETING

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

WELCOME

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

Packets: Packets are on the City's website (www.cityofcocoabeach.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 Keith Capizzi, Pastor, Club Zion Community 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. 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.

D. STAFF REPORTS AND ANNOUNCEMENTS

E. CITY ATTORNEY REPORTS AND ANNOUNCEMENTS

F. CITY COMMISSION REPORTS AND ANNOUNCEMENTS

1. **City Commission will temporarily recess, and then convene as the Cocoa Beach Downtown Community Redevelopment Agency for the following item(s):**

G. COMMUNITY REDEVELOPMENT AGENCY (CRA)

1. Requesting the commission to consider funding for Cocoa Beach Main Street.
Representative: Kenne Wells, Cocoa Beach Main Street Director
Staff Representative: Devan Taly, Deputy Finance Director

Commission will reconvene for the remaining items.

H. CONSENT AGENDA

1. Approve the December 5th, 2024 Commission Meeting Minutes
Staff Representative: City Clerk Department
2. Approve the following meeting date:
Tuesday, March 4th 2025 at 6:00 pm - Town Hall Meeting
3. Request Approval for the city to enter into contract negotiations with selected firms for CB25-002 Continuing Public Management Services. The two firms are Capital Strategic Solutions and InNovo Partners, LLC.
Staff Representative: Devan Taly, Deputy Finance Director, Wayne Carragino, City Manager
4. **Board Appointments**

BOARD OF ADJUSTMENT

Re-Appoint John Kabboord serve a term ending in November 2028 (Seat 1 – Mayor Capizzi)

Re-appoint Ron Boger to serve a term ending in November 2028 (Seat 2 – Commissioner Jackson)

Appoint Don Haynes to serve a term ending in November 2028 (Seat 3 – Commissioner Tumulty)

Appoint Karalyn Woulas as Alternate to serve a term ending in November 2028 (Seat 4 – Vice-Mayor Williams)

PLANNING BOARD

Re-appoint Matt Tschaar to serve a term ending November 2028 (Seat 2 - Commissioner Jackson)

Appoint John Butera to serve a term ending November 2028 (Seat 3 - Commissioner Tumulty) added 01.15.25

Appoint Margaret Schneider to serve as Alternate a term ending in November 2028 (Seat 3 - Commissioner Tumulty) added 01.5.25

Appoint Mike Miller to serve as Alternate a term ending in November 2028 (Seat 4 – Vice-Mayor Williams)

SUSTAINABLE LAND ADVISORY COMMITTEE

Appoint Jamie Glaner to serve a term ending in November 2026 (Seat 1 – Mayor Capizzi)

Appoint James Keith Capizzi to serve a term ending in November 2028 (Seat 2 – Commissioner Jackson)

Appoint Carol Kruse to serve a term ending in November 2026 (Seat 4 – Vice-Mayor Williams)

Appoint Waylon Locklear to serve a term ending November 2026 (Seat 5- Commissioner Hutcherson)

LEISURE ADVISORY BOARD

Re-appoint Mike Braddock to serve a term ending in November 2028 (Seat 2 – Commissioner Jackson)

Appoint Greg Lund to serve a term ending in November 2028 (Seat 3 - Commissioner Tumulty) added 01.15.25

Appoint Jay Caps to serve a term ending in November 2028 (Seat 1 - Mayor Capizzi)

I. ITEMS REMOVED FROM THE CONSENT AGENDA

J. UNFINISHED BUSINESS

1. Discuss the design and construction budget for Fire Station 50
Staff Representative: Jeremy Hutcherson, Commissioner
Recommendation: Re-consider path forward for Fire Station 50
2. Discuss pedestrian/bicycle striping on the multi-use path along Minutemen Causeway
Staff Representative: Wayne Carragino, City Manager
Total Cost: \$2,090.00
Recommendation: Discuss and provide a decision on whether or not to move forward

K. NEW BUSINESS

1. Approve the scope of services and fee estimate from Mead & Hunt to perform engineering and design for three Lift Station Rehabilitation projects and Port Canaveral sewer force main air release valve replacement project. Total amount is \$297,211. These are budgeted items.
Staff Representative: Brad Kalsow, Water Reclamation Director
2. Approve Construction budget (\$350k) for Holiday Lane Boat Ramp project.
Representative: Jeremy Hutcherson, Commissioner
Recommendation: Approve
3. Request that the city commission designate a specific portion of Minutemen (MM) Causeway as a park. (Minutemen Park)
South side of MM Causeway from La Riviere Rd to Rosevelt Elementary School.

North side of MM Causeway from Danube River Dr to Pelican Cove Condo.
Representative: Tim Tumulty, Commissioner

4. Set Appointments to Organizations for 2025
Representative: City Commission

a) Space Coast Transportation Planning Organization (SCTPO)

2025 Cocoa Beach Voting Delegate: _____, Staff

Representative: Morgan Zuhlke,

2024 Cocoa Beach Voting Delegate: Commissioner Skip Williams;

The 2025 Cape Canaveral Voting and Primary Delegates are: Council Member Don Willis

Per the agreement, the Cities of Cocoa Beach/Cape Canaveral share Voting Delegates on the Transportation Planning Organization. For 2025, the Voting Delegate is Cocoa Beach and Cape Canaveral is designated the alternate.

b) Brevard County Water Supply Group (no set meeting time)

Staff Representative: Water Reclamation Director Brad Kalsow

c) Space Coast League of Cities (Meets 2nd Monday, 6:30 pm. at Hosting City) Space Coast League of Cities Intergovernmental Committee (2nd Monday, 5:45pm, at Hosting City)

2025 Voting Delegate, _____, Alternate Delegate

2024 Voting Delegate, Karalyn Woulas, Commissioner Hutcherson as
Alternate Delegate

Representative: City Commission

d) General Employees' Pension Board - (Meets Quarterly 3pm, Thursdays before Commission meetings, Cocoa Beach)

2025 Commission Representative: _____

2024 Commission Representative: Commissioner Skip Williams

e) Cocoa Beach Art Show

2025 Commission Representative: _____

2024 Commission Representative: Mayor Keith Capizzi

f) St. Johns River Water Management District (Meets as needed)

2025 Staff Representative: Morgan Zuhlke, Stormwater Utility Manager

g) Canaveral Port Authority (Meets usually the 3rd Wednesday of the month, 9:00 am)

2025 Commission Representative:

2024 Commission Representative: Commissioner Karalyn Woulas

h) Cocoa Beach Main Street

Staff Representative: Carrie Lombardo, Government Affair Manager

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

City of Cocoa Beach City Commission Agenda Item Summary

**DEPARTMENT MAKING
REQUEST/NAME:**

City Commission /
Kenne Wells

MEETING DATE

January 16, 2025

REQUESTED MOTION/ACTION

Requesting the commission to consider funding for Cocoa Beach Main Street.
Representative: Kenne Wells, Cocoa Beach Main Street Director
Staff Representative: Devan Taly, Deputy Finance Director

Commission will reconvene for the remaining items.

IS THIS ITEM BUDGETED (IF APPLICABLE)?

Not budgeted

BACKGROUND:

x



Cocoa Beach Main Street (CBMS)

2024 Impact Report





About Us

Cocoa Beach Main Street is a 501c-3 not for profit that advocates for the Downtown Cocoa Beach area. CBMS cultivates partnerships with local businesses and restaurants to make Downtown Cocoa Beach a preferred destination for residents and visitors alike.

By working with our local businesses and community, our hope is to market the downtown district as a cultural destination through community-driven economic development and events.

Our Mission

Our mission is to make Downtown Cocoa Beach thrive. Economic development, organization, promotions and revitalization of the district was designated by the State of Florida Historical Resources Team in 2014.



Meet our Team

Executive Board



Kenne Wells
Executive Director



Bret Glas
President



Michelle Ogden
Vice President



Layne Alvarez
Treasurer



Lori Kass
Secretary

Board Members

Pamela Durkin

Marge Schneider

Jacob Oleson

Debi Roth

Dave Noel

Will Kelley



Our Community Impact

100%

reported they would be affected if there were no more CBMS events

75%

reported an increase in foot traffic as a result of CBMS marketing and promotions

CBMS Event Impact on Business' Sales

**Cookie Crawl /
Tree Lighting**

+31%

compared to sales during other Wednesdays in November

Friday Fest

+25%

compared to sales during other Fridays

Sip n' Stroll

+38%

compared to sales during other Saturdays

“It is very important for retail merchants to have an organization to help to promote their existence as a part of why residents and visitors want to spent time exploring the benefits of this unique community.”

Sunshine Shop

“Mainstreet has been doing a great job at promoting not only our business but our downtown area as a whole. Keeping our city fun and exciting.”

Drift House

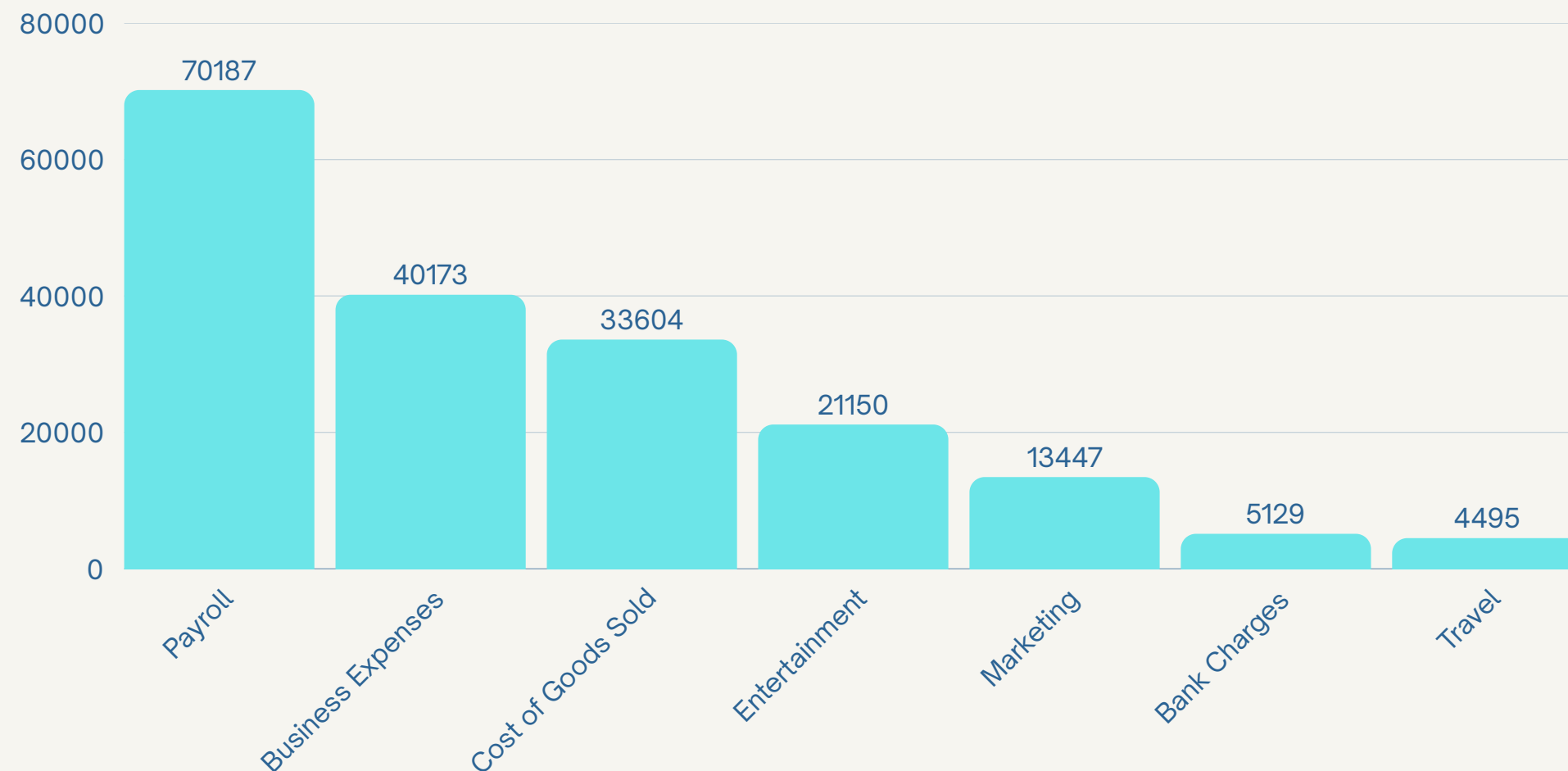
“We depend on the efforts of the Main Street group for OUR continued success in Cocoa Beach... We are forever grateful to Main Street and the programs the present.”

Alchemy Body and Bath



Cost of Operations

2024 Total Expenses: \$188,185



- A significant portion of expenses goes toward **payroll** and **business expenses**, which ensures the successful and impactful operation of CBMS events
- CBMS is committed to enhancing the local economy and well-being of the community, with these costs being an essential investment in the success of our mission

Volunteer Hours

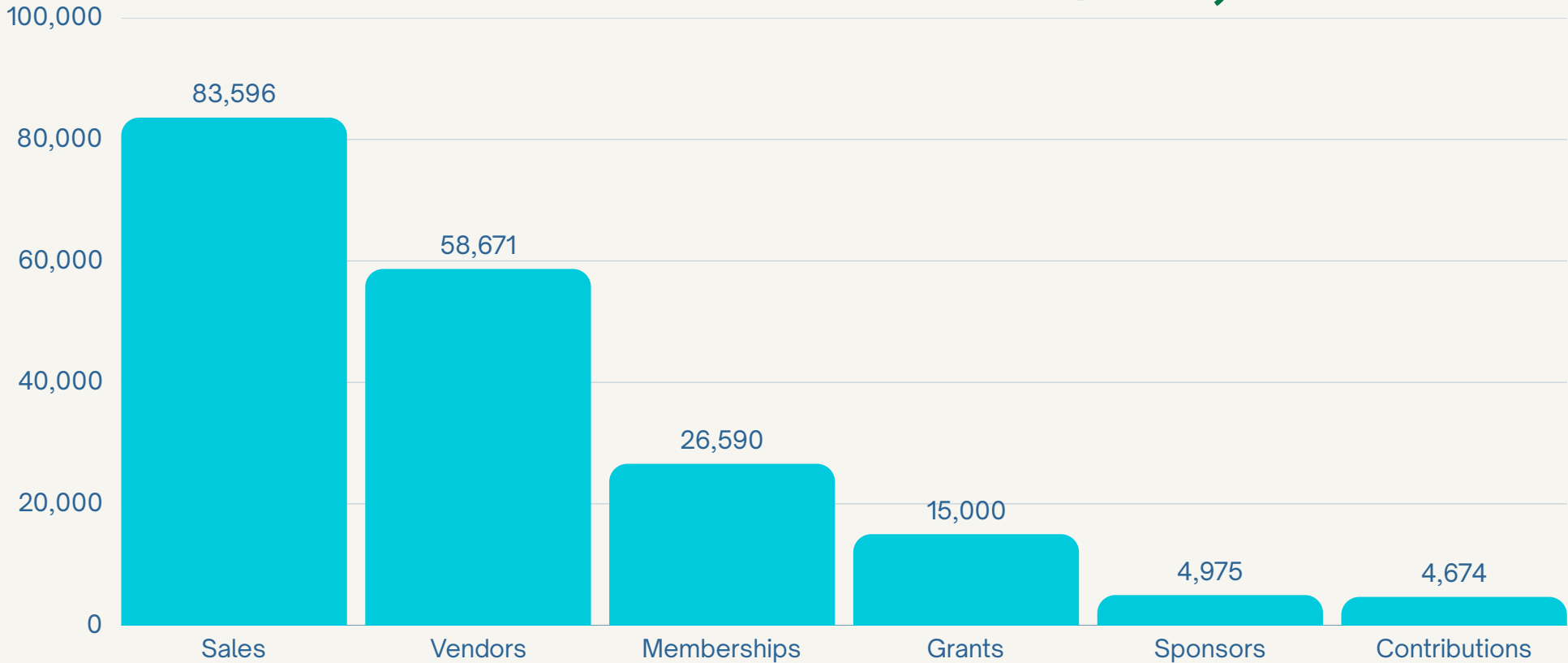
CBMS receives an average of **168 hours / month** of volunteer hours, which would translate to **\$67,515* a year in paid labor.**

*Florida Main Street defines volunteer work at \$33.49/hour



Funding Impact

2024 Total Revenue: \$193,506



- CBMS is not a traditional fundraising non-profit organization, instead efforts are directed toward hosting community events
- Free events are designed to increase foot traffic, promote local business, and enhance the quality of life in Cocoa Beach
- CBMS depends on sponsors and grants to supplement operation costs, allowing us to further community initiatives

Key Events

	Bring Back the Brick	Friday Fest	Surfin' Mingle
Revenue per Event	\$60,965	Average \$3,788 2024 Total \$37,886	\$5,937



CBMS & the City of Cocoa Beach



CBMS's mission aligns with the City's Community Redevelopment Agency (CRA) goals, fostering a dynamic partnership that benefits the entire community.

CBMS's Role

Mirror Goals of CRA:

- Organizes community-centric events that attract residents and visitors to the downtown district
- Stimulates public and private investments by enhancing downtown's appeal and vibrancy
- Drives economic growth by increasing foot traffic to local businesses, aligning with CRA's goal of improving the tax base

Volunteer-Driven Impact:

- Mobilizes community volunteers to support events and initiatives, reinforcing a sense of local pride and ownership in downtown Cocoa Beach
- Ensures sustainability and consistent value to the downtown area through grassroots efforts

Partnership Benefits

For the Community:

- Opportunities for social interaction, cultural enrichment, and economic activity
- Strengthens downtown as a destination and enhancing visitor and resident experiences

For the City:

- CBMS initiatives directly support CRA objectives, making Cocoa Beach more attractive
- The partnership exemplifies how collaboration can amplify the impact of revitalization efforts
- Through the CBMS network and expertise, the city benefits from impactful programs without needing significant additional resources



Looking to 2025

Key Additional Opportunities

Art Wave Festival - in partnership with Breakers Art Gallery - 2 day event showcasing an art culture destination

Centennial Celebration - in partnership with City of Cocoa Beach - 2 day event showcasing the cities resources.

Air Show - in partnership with City of Cocoa Beach, Friday Fest July 11, 2025 - providing an event location to meet & greet with Pilots.

Goals for 2025

Educate the community, business owners, and city on the CBMS function

Create a 'Business Liaison Committee' to strengthen outreach initiatives

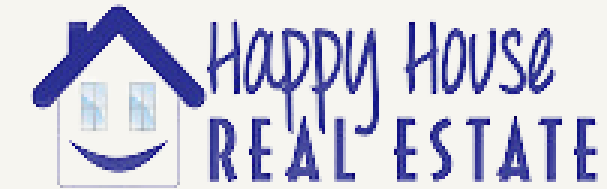
Organize four key fundraisers, with one being an annual flagship event

Leverage grant opportunities to provide essential funding for CBMS

Enhance digital presence through our website, social medias, and newsletters

Partner with Cocoa Beach Jr./Sr. High School to create a mini CBMS board

Thank You to our Members!





Thank you for your
Consideration!



Cocoa Beach Main Street 2024 Annual Impact Report





“Where Downtown Meets the Ocean”

About Us

Cocoa Beach Main Street is a 501c-3 not for profit that advocates for Downtown Cocoa Beach. CBMS cultivates partnerships with local businesses and restaurants to make Downtown Cocoa Beach a preferred destination for residents and visitors alike. CBMS received its designation by the State of Florida Historical Resources Team in 2014.

Our Mission

Our mission is to make Downtown Cocoa Beach a thriving destination. By working with our local businesses and community, our hope is to market the downtown district as a cultural destination through community-driven economic development and events.





Meet the Executive Board!



Kenne Wells, Executive Director: Kenne is a dedicated professional with a diverse background in leadership, real estate, and counseling. Her career is defined by a strong commitment to service, business ownership, and community leadership. Kenne has served as the full-time Executive Director of Cocoa Beach Main Street (CBMS) since 2018, following her tenure as CBMS President from 2015 to 2016 and her involvement in the CBMS Task Force's inception in 2015. Additionally, she owned and operated Coastal Produce from 2014 to 2023, gaining valuable expertise in business operations and management as a small business owner.



Bret Glas D.C., Interim President: Bret has been a board member since 2023 and has recently stepped in to be interim president. He previously served on the board for Reclaimed Resale, Inc., a 501(c)(3) non-profit organization in Metamora, IL for over four years. After relocating to Cocoa Beach in 2021 and enjoying all that Cocoa Beach Main Street offered, he started volunteering in 2022. He started Walk-In Chiropractic of Cocoa Beach in 2022 as a Doctor of Chiropractic with over 27 years of experience. He and his family love Cocoa Beach and love being involved in the community where they live, go to school, work, worship, and play. Bret especially enjoys serving beer at Friday Fest, put on by our beloved Cocoa Beach Main Street.



Michelle Ogden, Vice President: Michelle brings a multifaceted career background, including roles as a Human Resource Manager, winery worker, and contemporary dancer. A lifelong volunteer, she has actively contributed to non-profit organizations in every community she has called home. Since moving to Cocoa Beach, Michelle has been involved with local groups such as Get on Track, CBHS Cross Country/Track, CBHS Project Graduation, The Elks, and Kiwanis. She is also a proud graduate of the Cocoa Beach Citizens Academy.



Layne Alvarez, Treasurer: Layne has served as CBMS Treasurer since 2023. Certified by the National Association of Certified Public Bookkeepers in bookkeeping, accounting, payroll, and QuickBooks, Layne operates their own firm, Arc Bookkeeping, LLC, bringing extensive professional expertise to the role. Layne is also an active volunteer, regularly supporting CBMS events like Sip n' Stroll and Friday Fest.



Lori Kass, Secretary: Lori has been the CBMS Secretary since 2019. With over 20 years of experience as a Realtor and Property Manager, Lori has a long history community involvement. Starting in Chile, as President of the Women's English Speaking Club of Iquique in the 90's, Lori has always been involved in volunteer organizations centered around bettering the community. Since relocating to Cocoa Beach in 2015, Lori has remained deeply engaged in the community, frequently volunteering at local events and supporting initiatives behind the scenes.



Our Community Impact

SHOP
LOCAL

100%

would be affected if there were no more
CBMS events

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experience an increase in foot traffic as a
result of CBMS marketing and promotions

CBMS Event Impact on Business' Sales

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"We depend on the efforts of the Main Street group for OUR continued success in Cocoa Beach... We are forever grateful to Main Street and the programs the present."

Alchemy Body and Bath

"Mainstreet has been doing a great job at promoting not only our business but our downtown area as a whole. Thank you Mainstreet team for all your efforts in this! Keeping our city fun and exciting. We love it!"

Drift House

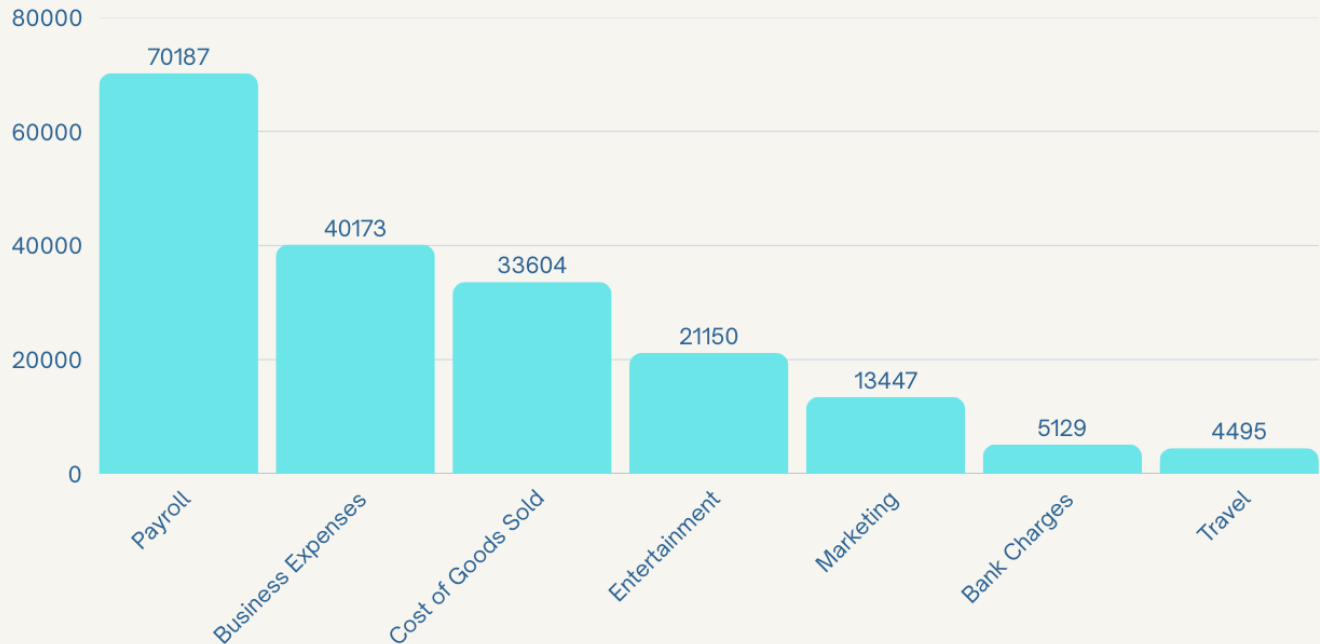
"It is very important for retail merchants to have an organization to help to promote their existence as a part of why residents and visitors want to spent time exploring the benefits of this unique community."

Sunshine Shop



Costs of Operation

2024 Total Expenses: \$188,185



Volunteer Hours

CBMS receives an average of **168 hours / month** of volunteer hours, which would translate to **\$67,515* a year in paid labor**.

The majority of CBMS's budget is thoughtfully allocated to hosting free community events and maintaining the infrastructure vital to our success. A significant portion of the budget is dedicated to payroll expenses, supporting the hardworking staff who plan, organize, execute these initiatives. Business expenses, cost of goods sold, and entertainment expenses represent a wide range of essentials required to bring events to life, ensuring that each event runs smoothly and delivers a great experience to attendees. CBMS is committed to enhancing the local economy and well-being of the community, with operational costs being an essential investment in the success of our mission. It is also important to note the amount of volunteer hours CBMS receives. While this is not a monetary expense for the organization, they are essential to our operations and success.



Funding Impact

2024 Total Revenue: \$193,506

2024 Net Profit: \$5,321



Key Events / Activities	Engraved Bricks	Friday Fest	Surfin' Mingle
Income Generated	\$60,965	Average \$3,788 2024 Total \$37,886	\$5,937

CBMS is not a traditional fundraising organization. The primary goal is to attract people to the downtown area, to stay, shop, eat & play. This is generated through our events, fostering a vibrant community atmosphere that benefits local businesses. All CBMS events are free to attend and are designed to promote community well-being. Without funding from grants, memberships, and sponsors, the events do not create enough revenue to sustain the operating costs. The goal is to reinvest any surplus into future events and further community initiatives. As we succeed in fostering a greater sense of community and economic development in the downtown area, we depend on our partners to ensure that CBMS can continue hosting future events.



CBMS & the City of Cocoa Beach

The Cocoa Beach Main Street (CBMS) organization plays a pivotal role in revitalizing the downtown district, aligning with the City of Cocoa Beach's Community Redevelopment Agency (CRA) goals. Together, CBMS and the CRA foster a dynamic partnership that brings economic growth, community engagement, and cultural enrichment to the area, making Cocoa Beach a thriving destination for residents and visitors.

CBMS's Role in Community Redevelopment

1. Mirroring CRA Goals:

- Fostering Community: CBMS hosts community-centric events and initiatives that energize the downtown district, transforming it into an inviting space for all.
- Increasing the Tax Base: Driving foot traffic and business activity, CBMS supports local economic growth, contributing to the city's tax revenue.
- Encouraging Investments: CBMS's efforts in organizing high-quality events and maintaining a vibrant downtown encourage both public and private sector investments in the area.

2. Volunteer-Driven Impact:

- CBMS engages a robust network of volunteers who dedicate their time and effort to support community initiatives. These volunteers are essential to sustaining CBMS's mission and fostering a sense of pride and ownership among residents. Grassroots efforts by volunteers amplify CBMS's ability to deliver impactful results without heavily relying on fundraising, ensuring resources directly benefit the community.

Benefits of the CBMS & City Partnership

For the Community:

- Cultural Enrichment: These events showcase the unique character and charm of Cocoa Beach, enhancing its reputation as a vibrant and welcoming destination.
- Economic Activity: Increased downtown foot traffic boosts sales for local businesses, creating a ripple effect of prosperity throughout the district.

For the City:

- Enhanced Attractiveness: Events and initiatives make Cocoa Beach more appealing for business development, tourism, and long-term investments.
- Cost-Effective Collaboration: By leveraging CBMS's volunteer network and expertise, the city benefits from impactful programs without needing significant additional resources.



Looking to 2025

Additional Event Opportunities

Art Wave Festival - in partnership with Breakers Art Gallery - 2 day event showcasing and bringing art, culture and awareness to downtown CB

Centennial Celebration - in partnership with City of Cocoa Beach - 2 day event showcasing the cities resources

Air Show - in partnership with City of Cocoa Beach
Friday Fest July 11, 2025 - providing an event location to meet & greet with Pilots

Goals

Educate the Community, Business Owners, and City Government: We aim to clearly communicate our mission, who we are, and why we operate in downtown Cocoa Beach. We are seeking support from the community, businesses, and the City of Coach Beach, as they are vital to our success.

Business Liaisons Committee: A team of volunteers will be formed to strengthen connections within the community. They will focus on outreach to businesses to foster partnerships.

Fundraising Initiatives: We plan to organize four fundraising events in 2025, with one being a large, signature annual fundraiser designed to become a flagship event for the organization.

Enhance Digital Presence: Efforts will be made to optimize the CBMS website, strengthen engagement on social media platforms, and share updates through newsletters.

Leverage Grant Opportunities: CBMS will allocate time to research and apply for grants. Securing grants will provide essential funding for CBMS initiatives and events.

School Partnership: We plan to partner with Cocoa Beach Jr./Sr. Highschool to stand up a mini CBMS board, allowing students to get involved, take on leadership roles, and learn first-hand about the operations of a community based non-profit.



Thank You to our Members!

4th Street Fillin Station
Aerospace Realty- RE/MAX
Alchemy
Atomic Home Sales
Beach Bunnies
Beachside Candy
Boardroom of Cocoa Beach
Booch Kombucha Bar
Breakers Art Gallery
Cat 5
Catalyst Surf Shop
Coastal Market
Coconut Properties
Coconuts on the Beach
Cork + Table
Destination Downtown Food Hall
Drift House
Dunes
Foxtail Coffee Co.
Happy House Real Estate
Herbal Cottage
Hunkerdown
Juice N Java Cafe

Johnathan's Pub
Junk Food Bakery
Lashology
Mar Chiquita
Medium Cool Goods
Mimmo's Pizza Ristorante
Ocean to River Properties
Oceansports World
Pineapple Point
Poke Poke
Rebellion Beachside Bar and Bistro
Rick Bond, KW Space Coast Realty
Salty Gator Bike Factory
SHRUNK Space Coast, FL
Subway
The Alibi
The Office
The Pig & Whistle
The Space Next Door
The Tiny Turtle
Tropics
Wake and Bake Bread Company
Walk-In Chiropractic of Cocoa Beach
Woof Gang Bakery & Grooming



Thank You for
your Consideration!

CITY OF COCOA BEACH
CITY COMMISSION
MINUTES
December 5th, 2024

A. MEETING CALLED TO ORDER

1. Pledge of Allegiance
2. Invocation by Troy Stanley, Pastor, First Christian Church of Cocoa Beach

3. Roll Call

Commission Members Present:

Mayor Capizzi

Vice-Mayor Hutcherson

Commissioner Williams

Commissioner Woulas

Commissioner Tumulty

Department Directors Present:

Brad Kalsow – Public Works & Water Reclamation Director

Carrie Lombardo – Executive Assistant to the City Manager

Cindy DePina – Human Resources Director

David Dickey – Development Services Director

Devan Taly – Grants and Special Project Manager/ CRA Administrator

Hana Juman – Finance Director

Jessica Hope – Deputy Human Resources Director

Justin Grimes – Fire Chief

Karin Grooms – City Clerk/Assistant City Manager

Kevin Perez – IT Director

Laird McLean – Leisure Services Director

Randy Stevenson – Development Services Director

Ronald Munn – IT Manager

Scott Maxim – Project Manager

Wayne Carragino – City Manager

Wes Mullins – Police Chief

Cory Hall – Principal Planner II/ Senior Planner

Loren Wiltse - Principal Planner

Tristan Takacs – Systems Analyst

Cody Dingee – Controller

Lauren Domenech – Senior IT Support Coordinator

Bruce Colkit – HR Executive Specialist

Michael Ledesma – System Technician II

Becky Vose – City Attorney

Sal Liberto – Fire Marshal

CITY OF COCOA BEACH
CITY COMMISSION
MINUTES
December 5th, 2024

B. ORGANIZATIONAL MEETING

1. Adopt Resolution 2024-27 - A resolution of the City Commission of the City of Cocoa Beach, Florida, sitting as an Election Canvassing Board to certify the results of the General Election, held on November 5, 2024, for:
Mayor/Commissioners Seat No. 1, Commissioner Seat No. 2., Commissioner Seat No. 3.

Adopting this Resolution certifies that
Keith Capizzi re-elected to Seat No. 1 Mayor/Commissioner
Joshua Jackson elected to Seat No. 2 Commissioner
Tim Tumulty elected to Seat No. 3 Commissioner
Staff Representative: Karin Grooms, City Clerk

MOTION BY WILLIAMS/HUTCHERSON TO ADOPT RESOLUTION 2024-27
CERTIFYING THE ELECTION RESULTS
VOICE VOTE ON THE MOTION CARRIED UNANIMOUSLY.

2. Oath of Office

Seat #3 - Commissioner Tim Tumulty (Sworn in Commissioner sits at the
Commission Dais)

Ms. Grooms, City Clerk/Assistant City Manager, swore in Tim Tumulty as Commissioner seat 3.

Commissioner Tumulty stated that it was an honor to be elected to his seat and thanked his family for their support. He also thanked all the others that supported him. Mayor Capizzi stated that he was thankful for those who supported him as well.

3. Appoint a Vice-Mayor to serve until the 2026 Organizational Meeting.
(The Vice-Mayor's past rotation schedule appointment is as follows: Seats 5,
2, 4, and 3)
2025 - **(Seat 3 is next in rotation if following past practice)**
2023/24 – Hutcherson, Seat 5
2022 - Capizzi Seat 2;
2021 - Williams Seat 4;
2020 - Woulas Seat 3;
2019 - Miller Seat 5;
Staff Representative: City Commission

Commissioner Williams made a motion for Commissioner Tumulty to be vice mayor

Commissioner Tumulty did not want to accept the vice mayor position and asked to go into a proper rotation and suggested that Commissioner Williams be Vice Mayor.

Vice Mayor Hutcherson stated that it's fine either way.

Commissioner Tumulty stated it's a good opportunity to straighten out the rotation. Commissioner Williams described how the rotations have changed over the years. Commissioner Williams pulled his motion, Vice Mayor Hutcherson pulled his second. Commissioner Williams mentioned

CITY OF COCOA BEACH
CITY COMMISSION
MINUTES

December 5th, 2024

the previous election cycle. Ms. Grooms verified Commissioner Williams' cycle description. Commissioner Tumulty suggested that Commissioner Williams be the next Vice Mayor for the last two years of his term. They discussed the cycle and who would be in which seat.

MOTION BY WILLIAMS/HUTCHERSON I MOVE TO NOMINATE
COMMISSIONER WILLIAMS AS VICE MAYOR.
VOICE VOTE ON THE MOTION CARRIED UNANIMOUSLY.

C. APPROVAL OF THE AGENDA

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

MOTION BY WILLIAMS/HUTCHERSON I MOVE TO APPROVE THE AGENDA AS
MODIFIED, REMOVING ITEMS I-2, I-3, I-5, AND I-8 FROM THE CONSENT AGENDA
VOICE VOTE ON THE MOTION CARRIED UNANIMOUSLY.

D. PRESENTATION

1. Cocoa Beach Police Department awarded re-accreditation from the
Commission for Florida Law Enforcement Accreditation.
Staff Representative: Wes Mullins, Police Chief

Police Chief Mullins thanked his accreditation team:
Accreditation manager, Divine Buttram
Lieutenant Manny Hernandez
Officer Raul Ibanez
Corporal Bobby Strange
Officer Brandon Tate
Sergeant Bill Stanley
Lieutenant Joe Mailman

Commissioner Hutcherson Congratulated Police Chief Mullins and his team.

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.

Mr. John Lose stated that the new City Hall is wrapping up and suggested adding lights to the downtown area, trees, walkways, stating that it would be more inviting. Mayor Capizzi asked Wayne Carragino, City Manager, about the Waste Management contract. Mr. Carragino stated he will do that. Vice Mayor Williams stated that on his street there's times his waste pickup was late, but only 2 times they were missed with a reasonable excuse. Mentioned the great job they did during Milton and how well they worked with the city to clean up. Suggested that the bids should be free and open. Stating they don't have a monopoly on the contract. Mayor Capizzi stated that there should be a once-a-month bulk pick up. Vice Mayor Williams stated that it was negotiated as an extra fee to pick up. Mayor Capizzi stated that it needs to be negotiated back in.

Mr. Joey Besadomine introduced his design for a city flag. He shared a flag he made that he suggested for the city to use. He inquired about the process to formally propose the flag. Stating that it's a great community symbol.

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Suggested having his flag for the new City Hall's opening. Vice Mayor Williams asked if it was two sided. Said we should fly it for Joey's efforts. Commissioner Tumulty stated that Cocoa Beach emblem is "outdated" Mayor Capizzi appreciated Joey's efforts for his flag. Keith Capizzi Mentioned the garbage pick-up and how some people don't have vehicles to throw it out. Mentioned the slow down signs on A1A are flashing even when driving under the speed limit Vice Mayor Williams stated that the signs are from FDOT.

F. STAFF REPORTS AND ANNOUNCEMENTS

1. City Manager - City and Project updates. Power Point

Mr. Carragino Introduced Hana Juman; CFO Ms. Juman stated that it's been fantastic working with city so far. Mentioned her previous experience with municipal and state governments working in the executive office with Governor Ron Desantis. Mr. Carragino stated how difficult her position is and is happy having her there. He went through some projects that Directors are working on. And mentioned some of them in a PowerPoint presentation. City Hall cost was \$11 Million. Completion date slated for February 2025 he described key points of interest for the City Hall. Vice Mayor Williams inquired about the stage and its electronic systems and power. Mr. Maxim stated the box is a company switch. There's more going to come through the wall, and more around the back side and that there's more to be done. Stating there's part of the current design but there were slight hiccups. Mayor Capizzi mentioned the tide clock was donated by OD Enterprises. Mr. Carragino mentioned the Pipe renewal project stating it was a grant funded project Mayor Capizzi inquired about the videos send that helped with the funding. Mr. Carragino described how the new pipes will work and will work for years. Mentioned the Dune crossovers with be ADA compliant. Cost is 252,00 City funded project. MM shoreline erosion. Mentioned erosion on sunset that is starting to compromise the sidewalk, possibly need a seawall Design cost is \$115,000 not out for bid yet.

Muck capping project, traditionally dredge the muck. New concept, capping with a layer of sand 100% grant funded project. Devan Taly in charge, funded for \$36 million.

Ms. Devan Taly, Project/Grant Coordinator stated that one of the plans is to do sand capping, which is more cost effective. Consulted with Geosyntec and will go out for bid in 25' for the project. Currently in the design phase. 400 channel Dredging project. Will improve boater access and safety. Mr. Carragino described the difference in Mechanical vs suction dredging and how the dredging worked. Stated that mechanical is much cheaper than suction dredging. Stated they will start to use this process much more. Vice Mayor Williams inquired about the cost change because of the change in dredging process.

Bicentennial Park improvements Mr. Carragino mentioned boat ramps stating the park is in disrepair, repair projected has multiple grant funding with \$3.7 Million including FDEP, FIND, and ARPA grants Mr. Maxim stated January as a start date as soon as the contract is approved. Contractor is ready to begin as early as next week depending on approval. Mr. Carragino mentioned several inadequacies. Mr. Maxim stated it could be an 11-month project. Tumulty stated that stated that the park gets a lot of use. The flooding and ramps are major issues. Thanked Mr. Carragino for getting grants for the project and that the park is an asset.

Inflow and infiltration project. Mr. Brad Kalsow Water reclamation/Public Works Director described the inflow and infiltration system and that they're going to do a massive study in the coming weeks. It is all grant funded as a safety concern.

Country Club improvements. Mentioned the updated outdoor patio. Commissioner Hutcherson inquired about the funding; it is ARPA funded.

Mr. Carragino mentioned the upkeep to keep it nice.

Mentioned the A1A cast iron pipes replacement. Mr. Kalsow is addressing the issue, and it is a city-funded project with possible grants. Ramp Road Park multiyear improvement. Stormwater and dune improvements \$746k estimated at \$1.3 million Ms. Zuhlke, Stormwater Utility Manager, is going after FRO grants for funding.

Holiday boat ramp. Ramp behind Cocoa Beach health and fitness. "Hidden Gem" tasked to replace \$75k will cover the cost for design and permitting \$350k for construction.

Country club sprinkler replacement irrigation system. Under contract for \$1.6 million for phase 1 parts \$750k Mr. Maxim mentioned a meeting in the future mentioned materials and other problems they may encounter. Start in January Mayor Capizzi inquired about Drainage. Mr. Maxim stated that is a big research project.

Skate Park improvements. Mentioned different parts that were improved. Mr. Maxim mentioned the compromise that 40ft of coping would work. He described the different changes and improvements made. Will reopen on the 16th. stated that he had great contractors and will have annual maintenance service.

Mr. Carragino stated there will be a service line item to maintain the skate park.

STR Programs increase city efforts to tackle the STR issues. 302 units advertise in the rs1 zoning district. 60% to 65% compliance rate. The objective is to have rs1 compliance at 100% staffing options are full-time, part-time,

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Contract stated that 25' budget includes staffing for the department. Stated they are still looking into it and possibly engaging with public help \$70K annual. Vice Mayor Williams stated that the state doesn't allow you to make money only to cover the cost

Mr. Carragino mentioned a city-wide expansion of the registration program optimization. With registration and renewal fees it is projected to bring in \$457,632 as revenue. He added that they are working on numerous ideas to implement soon. Proposed to have more monthly magistrate meetings. Vice Mayor Williams stated that a plan to execute is ideal. Mr. David Dickey, Development Services Director. Stated that he has experience with Air BNBs and hopes to help with the issue. Understands the complexity and urgency. Commissioner Tumulty stated that he watched a magistrate meeting and mentioned the length of it and how it could deter the STR registration. Mr. Dickey stated that a lot of owners may not understand how the STR process works. Code enforcement needs to work with people in the field and help educate them. Stated that 10% of those they come in contact with end up at Magistrate hearings. Commissioner Tumulty inquired about the rates, and possibly raising them if need to be.

Mr. Dickey stated that they'll do a survey. Vice Mayor Williams mentioned keeping score on those who make it and don't to help with documentation. Mr. Dickey mentioned the great job that Mr. Groot does as a magistrate.

Residential canal dredging stated that 30% of the dredge is still going into the canal. Mentioned that spoil sites are needed. Stated how the process works and how they are redefining it. Stated that they need permits for each one and

is trying to do them in bulk instead to save cost. Stated that it needs to be continuously dredged. Mayor Capizzi stated that the dredging is helping and stated that he was wrong previously.

Mr. Carragino stated that the port has been taking advantage of the city. They pay based on their usage. And want to tie it into the head count of passengers on the ships; stated that it is a very important project last, and the last increase was in 2002. Sewage comes from terminals, restaurants, and administration

City centennials celebration July 5th and July 13th. Mentioned various activities to attend and do. July 6th large golf tournament. The following week will include a sponsored air show.

Ms. Lombardo mentioned the pickleball tournament at the country club. Drone show at night, airshow will be Saturday/Sunday Mr. Carragino thanked Mr. Kalsow for his work attending to a burst pipe. Mayor Capizzi stated that he got a call stating how great a job Mr. Kalsow did.

**G. CITY ATTORNEY REPORTS AND
ANNOUNCEMENTS**

No Reports

H. CITY COMMISSION REPORTS AND ANNOUNCEMENTS

Commissioner Hutcherson suggested a quarterly update on projects.

Commissioner Tumulty mentioned the surf contest, silent auction and the Cocoa Beach art show. Mentioned Steve Mervano and himself helped coordinate the event. Stated he appreciated the help with everyone involved.

Mayor Capizzi mentioned Winterfest this coming Saturday Dec. 7th and the boat/Christmas parade on the 14th. He mentioned the Turkey Trot had 4600 people attend.

I. CONSENT AGENDA

MOTION BY WILLIAMS/HUTCHERSON

I MOVE TO APPROVE THE CONSENT AGENDA AS READ.

VOICE VOTE ON THE MOTION CARRIED UNANIMOUSLY.

1. Approve the November 7th City Commission Meeting Minutes

Staff Representative: Karin Grooms, City Clerk

2. ~~Request to approve extension of continuing engineering services agreements
CB 20-005 Mead & Hunt, Jacobs Engineering, and Bowman~~

~~Staff Representative: Brad Kalsow, Water Reclamation/Public Works Director,
Devan Taly, Director of Grants & Special Projects~~

3. ~~Request to Approve Professional Lobbying Services Agreement with Smith
and Associates. This is a budgeted item.~~

~~Staff Representative: Wayne Carragino, City Manager, Devan Taly, Director of~~

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~~Grants & Special Projects~~

4. Requesting permission to execute the contract with W&J Construction for the Bicentennial Park Improvements project.
This is a budgeted item.
Total Cost: \$3,735,815.60
Staff Representative: Scott Maxim, Project Manager
5. ~~Ratify the following three-year union contract, for the period of October 1, 2024 to September 30, 2027, between the City of Cocoa Beach and The Laborers' International Union of North America (LIUNA) Local 630~~
~~Staff Representative: Cindy DePina, Human Resources Director~~
6. Approve Resolution 2024-28, A Resolution of the City Commission of the City of Cocoa Beach, Brevard County, Florida, Dissolving and Disbanding the Sustainability Committee; and Land Management Committee; and providing an effective date.
Staff Representative: Wayne Carragino, City Manager
7. Adopt Resolution 2024-29, A Resolution of the City Commission of the City of Cocoa Beach, Florida, creating a Sustainable Land Advisory Committee; providing for membership; providing for terms of office; providing for duties; providing for rules of procedure; providing for reporting responsibility; and providing for an effective date.
Staff Representative: Wayne Carragino, City Manager
8. ~~Approve Waterfront Solutions to construct ADA Dune Crossovers at Osceola Ln and Fischer Park for \$209,750. This is a budgeted item.~~
~~Staff Representative: Brad Kalsow, Water Reclamation/Public Works Director, Morgan Zuhlke, Stormwater Utility Manager~~
~~Recommendation: Approve~~

J. ITEMS REMOVED FROM THE CONSENT AGENDA

2. Request to approve extension of continuing engineering services agreements CB 20-005 Mead & Hunt, Jacobs Engineering, and Bowman
Staff Representative: Brad Kalsow, Water Reclamation/Public Works Director, Devan Taly, Director of Grants & Special Projects

MOTION BY WILLIAMS/HUTCHERSON

I MOVE TO APPROVE THE EXTENSION OF CONTINUING ENGINEERING SERVICES AGREEMENT

VOICE VOTE ON THE MOTION PASSES 3-1

There was a discussion about the continuous service agreement. Vice Mayor Williams described the issues with going into a new agreement.

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3. Request to Approve Professional Lobbying Services Agreement with Smith and Associates. This is a budgeted item.
Staff Representative: Wayne Carragino, City Manager, Devan Taly, Director of Grants & Special Projects

MOTION BY WILLIAMS/ HUTCHERSON I MOVE TO APPROVE THE PROFESSIONAL LOBBYING SERVICES AGREEMENT WITH SMITH AND ASSOCIATES
VOICE VOTE ON THE MOTION CARRIED UNANIMOUSLY.

Ms. Becky Vose stated that they have been consulting with them and he has been doing unfunded work. Stated that this lobbyist works with all levels of government and is well connected. Ms. Vose stated he will also employ federal lobbying. Mayor Capizzi stated he is far cheaper than other lobbyists

5. Ratify the following three-year union contract, for the period of October 1, 2024 to September 30, 2027, between the City of Cocoa Beach and The Laborers' International Union of North America (LIUNA) Local 630
Staff Representative: Cindy DePina, Human Resources Director

MOTION BY WILLIAMS/HUTCHERSON
I MOVE TO RATIFY THE THREE-YEAR UNION CONTRACT BETWEEN THE CITY OF COCOA BEACH THE LIUNA
VOICE VOTE ON THE MOTION CARRIED UNANIMOUSLY.

Commissioner Hutcherson Inquired about the item.
Ms. Cindy Depina, Human Resources Director stated that this was budgeted for and is within the same parameters. Vice Mayor Williams stated this is for city employees not for the Fire or Police Department

8. Approve Waterfront Solutions to construct ADA Dune Crossovers at Osceola Ln and Fischer Park for \$209,750. This is a budgeted item.
Staff Representative: Brad Kalsow, Water Reclamation/Public Works Director, Morgan Zuhlke, Stormwater Utility Manager
Recommendation: Approve

MOTION BY HUTCHERSON/WILLIAMS
I MOVE TO APPROVE WATERFRONT SOLUTIONS TO CONSTRUCT ADA DUNE CROSSOVERS
VOICE VOTE ON THE MOTION CARRIED UNANIMOUSLY.

Mr. John Dillon stated his concern about the ADA and the height of the handrails and wanted the inspection to show that the right materials were used.

K. UNFINISHED BUSINESS

1. ADOPT ORDINANCE 1694 ON SECOND READING: AN ORDINANCE OF THE CITY OF COCOA BEACH, FLORIDA, ADOPTING A NEW CHAPTER 13.1, "MISLEADING ADVERTISING", TO THE CODE OF ORDINANCES OF THE CITY OF COCOA BEACH, PROHIBITING MISLEADING ADVERTISING WITH A RATIONAL NEXUS TO THE CITY OF COCOA BEACH; AND PROVIDING FOR CONFLICTS, CODIFICATION, SEVERABILITY,

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AND AN EFFECTIVE DATE.

Staff Representative: Loren Wiltse - Principal Planner, David Dickey - Development Services Director

Staff Recommendation: Approve Second Reading and Adopt Ordinance 1694 "Misleading Advertising"

MOTION BY WILLIAMS/HUTCHERSON
I MOVE TO ADOPT ORDINANCE 1694 ON THE SECOND READING
ROLL CALL VOTE: AYES-4 NAYES-0.

L. NEW BUSINESS

1. Consider recognizing Brian Johnson, Cocoa Beach Resident and Cocoa Beach High School Baseball Coach by adding his name to the city entrance sign.
Representative: Tim Tumulty, Commissioner
Recommendation: Approve

MOTION BY WILLIAMS/TUMULTY I MOVE TO CONSIDER ADDING BRIAN JOHNSON TO THE CITY ENTRANCE SIGN
VOICE VOTE ON THE MOTION CARRIED UNANIMOUSLY.

Vice Mayor Williams asked Ms. Vose to look into the criteria, who stated that it is vague. Mr. Anderson stated that he is a Red Sox fan and stated that Brian Johnson is a great athlete and was a big contributor to the 2018 Red Sox World Series champions. Stating that coming from that to a small town and contributing to the city is a boon. Commissioner Tumulty read an item about Brian Johnson and his accolades. Stated that he deserves recognition. Vice Mayor Williams suggested a sign idea.

2. Discuss the design and construction budget for Fire Station 50.
Staff Representative: Jeremy Hutcherson, Commissioner
Recommendation: Re-consider path forward for Fire Station 50

Discuss the design and construction budget for Fire Station 50.
Staff Representative: Jeremy Hutcherson, Commissioner
Recommendation: Re-consider path forward for Fire Station 50

MOTION BY HUTCHERSON/CAPIZZI
I MOVE TO DISCUSS THE CONSTRUCTION BUDGET FOR FIRE STATION 50
VOICE VOTE ON THE MOTION CARRIED UNANIMOUSLY

Mentioned the cost of budget for the Fire station 50 construction.
Highlighted that when it comes forward with \$150,000
Mr. Carragino stated that it was a mistake in the budget and that it was wrong in naviline \$219,587 stated that \$150k was taken out but not shown as updated.
Commissioner Hutcherson inquired about legal ramifications.
Vice Mayor Williams reiterated that it is a budget and not a business ledger. Vice Mayor Williams stated he is in favor of funding the design of FS 50, putting out the bid for 26' budget. Vice Mayor Williams made a motion to complete the design in fy25' before the end of the budget cycle
Justin Grimes, Fire Chief, mentioned the current station doesn't meet requirements for current trucks, no generator, loss of power could cause issues. Stated that they're trying to keep the station running until the new one is built and that will meet all the requirements. Mayor Capizzi stated that he'd rather do it when money is appropriated for it.

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Stated he'd like to slow down on spending. Vice Mayor Williams stated to design, get a price, and have it as a shelved project, and to possibly investigate grants.

Commissioner Hutcherson stated that \$5 million on a fire station is a large sum, there was a discussion about the old and new fire stations and the costs that incurred.

Mr. Grimes stated that there is an interest in working together on beachside efforts.

Asked if Ms. Grooms could send commission the PowerPoint about the fire station 50. Vice Mayor Williams stated that this vote is about funding the design. Commissioner Hutcherson inquired about the possibility of multiple designs and extra costs. Commissioner Tumulty mentioned 20 years ago about the back and forth about the previous fire station and that it ended up costing more because of delays. Reiterated that a fire station is needed and the longer we wait inflation will drive costs. Commissioner Tumulty suggested tabling the discussion until all 5 commissioners are present. Mr. Grimes inquired about a tour of the current fire station.

MOTION BY WILLIAMS/HUTCHERSON I MOVE TO DISCUSS AT THE JANUARY 16TH
COMMISSION MEETING
VOICE VOTE ON THE MOTION CARRIED UNANIMOUSLY.

3. Approve Proposed FY 26 Budget Cycle Milestone Dates
Staff Representative: Jeremy Hutcherson, Commissioner
Recommendation: Approve revised Sections 3.01 & 5.01, in accordance with
redline updates

MOTION BY HUTCHERSON

I MOVETO APPROVE PROPOSED FY 26' BUDGET CYCLE MILESTONE
DATES

MOTION CARRIED WITH NO SECOND

4. Discuss revision to Cocoa Beach city ordinance; 2-7.1 Competitive Bidding.
Staff Representative: Jeremy Hutcherson, Commissioner
Recommendation: Approve proposed redline to Sec. 2-7.1

Commissioner Hutcherson stated the item is proposing to reduce the bidding threshold

Commissioner Tumulty stated that the previous vote was in 13' or 14' Commissioner Tumulty described a scenario about dropping the threshold and having issues getting projects done. Stated that the threshold should increase. Vice Mayor Williams gave a scenario with other cities possibly increasing their threshold. Mayor Capizzi stated that Mr. Carragino needs to be able to do his job without having the commission holding him up.

MOTION BY HUTCHERSON/WILLIAMS
I MOVE TO DISCUSS A REVISION TO THE COCOA BEACH CITY ORDINANCE; 2-7.1
COMPETITIVE BIDDING
VOICE VOTE ON THE MOTION FAILED 1-3

Mr. John Lose stated his issue with the current bidding amounts. Mr. KP Finke stated that the approval power of less than 10% is micromanaging the City Manager.

5. Approve proceeding forward with the Port Wastewater Agreement Update
the Task Order is in conformance with the Agreement for Continuing
Engineering Services RFQ CB20-005 dated December 3, 2020, between the
City of Cocoa Beach (OWNER) and Mead & Hunt, Inc. (MEAD & HUNT) and is
referred to herein as the Contract.
The project includes modifications to Chapter 19 of the city's code of
ordinances and modification of Article II, Industrial Pretreatment Program. The

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existing Port Canaveral wastewater service and maintenance contract will be amended. Proposed amendments will include modification of charges to adequately fund existing and future costs incurred by the City of Cocoa Beach. This includes increased costs associated with regulatory compliance, depreciation, collection system maintenance, treatment plant upgrades, administrative and operational expenses. Proposed changes to the current agreement will establish an equivalency between customer traffic, sewage strength and flow. The equivalency will be used to create a monthly rate based upon a combination of flow and the number of visitors per month that pass through the port facilities. This new equivalency charge would be used as a basis for calculating monthly payments that utilize a combined rate for flow and charges per customer as the basis of wholesale charges to be paid for sewer service. This is a budgeted item for \$71,520.

Staff Representative: Brad Kalsow, Water Reclamation, Wayne Carragino, City Manager

Recommendation: Approve

MOTION BY WILLIAMS/TUMULTY

I MOVE PROCEED FORWARD WITH THE PORT WASTEWATER AGREEMENT UPDATE
VOICE VOTE ON THE MOTION CARRIED UNANIMOUSLY.

6. Requesting permission to contract All-Rite Fence Services under our continuing services agreement using reserve funds to replace the driving range net posts that snapped during Hurricane Milton.

This is an unbudgeted item.

Total Cost: \$184,179.43

Requesting permission to contract All-Rite Fence Services under our continuing services agreement using reserve funds to provide and install a chain link fence continuing from the end of the new net posts being installed and tying into an existing chain link fence to the west.

Both of these items need to be approved together. Without these barriers in place, golfers could be hit by balls from the driving range.

This is an unbudgeted item.

Total Cost: \$54,726.65

Staff Representative: Scott Maxim, Project Manager

Recommendation: Approve

MOTION BY WILLIAMS/TUMULTY

I MOVE TO APPROVE AND REQUEST PERMISSION TO CONTRACT ALL-RITE FENCE SERVICES UNDER THE CONTINUING SERVICES AGREEMENT
VOICE VOTE ON THE MOTION CARRIED 3-1.

Vice Mayor Williams mentioned different proposals at varying prices.

Mr. Maxim stated that both costs are included. Stated a proposal was given on November 18th and action needs to be taken. Mr. Maxim stated that the netting has been through multiple hurricanes. Vice Mayor Williams inquired about the guarantee and future maintenance. Mr. Maxim countered with examples around the city that have lasted for decades. Vice Mayor Williams inquired about the grade of the chain link fences. Maxim stated that the current fencing has been

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out for over 10 years. Mayor Capizzi inquired about prices of pully, vs non pully netting. Maxim stated that a pully system is better. Mr. Ed Thinger, General Manager, Country Club stated that it is currently 1\$ per bucket of balls. Increased prices and shared a presentation. Compared this year to last year and the loss of revenue due to lack of range. And it is drastically affected the longer it's closed. Stated the there are plans to improve the range. Stated that the range does not cover the cost of service for the minimal revenue they're receiving. Commissioner Tumulty inquired about purchasing golf balls and suggested trying to get businesses to put their logo on balls to save money. Inquired about using lesser clubs. Mr. Thinger stated there could be an issue with 1 incident causing a lawsuit. Stated that he would need additional staff to have a range master, but he is not budgeted for one.

7. Approve the Scope of Services for Engineering and Design in the amount of \$174,561.47 from Black & Veatch Corporation to perform work on Gravity Sewer Pipe Replacement/Repair Project for the intersection of A1A and Wakulla Lane, and North Banana River and W. Columbia Lane. \$200,000 is budgeted this fiscal year for engineering and design services for gravity sewer pipe.
Staff Representative: Brad Kalsow, Water Reclamation/Public Works Director
Recommendation: Approve

MOTION BY WILLIAMS/HUTCHERSON

I MOVE TO APPROVE THE SCOPE OF SERVICES FOR ENGINEERING AND DESIGN IN THE AMOUNT OF \$174,561.47 VOICE VOTE ON THE MOTION CARRIED UNANIMOUSLY.

8. Approve the purchase of the Cocoa Isles Playground equipment replacement project in the amount of \$76,291.
This is a budgeted item.
Staff Representative: Brad Kalsow, Water Reclamation/Public Works Director
Recommendation: Approve

MOTION BY WILLIAMS/TUMULTY

I MOVE TO APPROVE THE COCOA ISLE PLAYGROUND EQUIPMENT REPLACEMENT IN THE AMOUNT OF \$76,291
VOICE VOTE ON THE MOTION PASSES 3-1.

Commissioner Hutcherson inquired about bidding for this item. Mr. Kalsow stated that the AME company has built several playgrounds. Mayor Capizzi stated some potential issues with the continuing services. Commissioner Williams inquired about the usability of the current park. Mr. Kalsow stated the park is open, but there are safety concerns. There was a discussion about the cost of the bidding process. Mr. Carragino stated that the RFP will be done by staff and will take 3-4 months and described the process of the RFP and stated that prices will go up in the interim. Vice Mayor Williams stated we could approve but be more proactive for future items with bids or stick with normal vendors.

M. GENERAL PUBLIC COMMENT

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

Mr. Rick Anderson stated his displeasure with the commission and their back and forth with millage rate and the budget and hopes for it to be fixed in the future. Mayor Capizzi inquired about changes to the referendum Commissioner Hutcherson stated he wanted to bring it to attention Mr. Carragino.

N. ADJOURNMENT

Meeting Adjourned at 9:46 P.M.

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X

Karin Grooms
City Clerk/Assistant City Manager

X

Keith Capizzi
Mayor

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

**DEPARTMENT MAKING
REQUEST/NAME:**

City Clerk /
Karin Grooms, City Clerk

MEETING DATE

January 16, 2025

REQUESTED MOTION/ACTION

Approve the following meeting date:
Tuesday, March 4th 2025 at 6:00 pm - Town Hall Meeting

IS THIS ITEM BUDGETED (IF APPLICABLE)?

n/a

BACKGROUND:

Annual Town Hall update,

City of Cocoa Beach City Commission Agenda Item Summary

**DEPARTMENT MAKING
REQUEST/NAME:**

City Manager /
Devan Taly, CRA Administrator

MEETING DATE

January 16, 2025

REQUESTED MOTION/ACTION

Request Approval for the city to enter into contract negotiations with selected firms for CB25-002 Continuing Public Management Services. The two firms are Capital Strategic Solutions and InNovo Partners, LLC.

Staff Representative: Devan Taly, Deputy Finance Director, Wayne Carragino, City Manager

IS THIS ITEM BUDGETED (IF APPLICABLE)?

N/A

BACKGROUND:

Request Approval for the city to enter into contract negotiations with selected firms for CB25-002 Continuing Public Management Services. The two firms are:

1. Capital Strategic Solutions
2. InNovo Partners, LLC.

These continuing services agreements are to allow city staff to seek support of multiple consultants for a wide range of human resources, municipal finance, and public administration manager relations support services.

**CITY OF COCOA BEACH
REQUEST FOR QUALIFICATIONS CB 25 – 002
COCOA BEACH CONTINUING PUBLIC MANAGEMENT
SERVICES**

CITY OF COCOA BEACH

REQUEST FOR QUALIFICATIONS

CB 25 - 002



COCOA BEACH CONTINUING PUBLIC MANAGEMENT SERVICES

**CITY OF COCOA BEACH
REQUEST FOR QUALIFICATIONS CB 25 – 002
COCOA BEACH CONTINUING PUBLIC MANAGEMENT
SERVICES**

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CITY OF COCOA BEACH

REQUEST FOR QUALIFICATIONS CB 25 – 002

COCOA BEACH CONTINUING PUBLIC MANAGEMENT SERVICES

PART I – GENERAL INSTRUCTIONS

The City of Cocoa Beach is seeking the support of multiple consultants for a wide range of human resources, municipal finance, and public administration management relations and support services. The Consultant may utilize sub-consultants. The Consultant shall function as an extension of the City of Cocoa Beach by providing qualified public management services to perform the duties and responsibilities assigned under this Contract for General Services.

The City of Cocoa Beach shall request Consultant services on an as needed basis. There is no guarantee that any or all of the services described in the following Scope of Services will be assigned during the term of this Agreement. Further, the Consultants are providing these services on a nonexclusive basis. The City of Cocoa Beach, at its option, may elect to have any of the services set forth herein performed by Consultants through other Agreements or by City of Cocoa Beach staff.

Except as provided for in this Agreement, it shall be deemed a conflict of interest for the Consultant to bid for, contract or otherwise provide services to the City on any future Agreement for other services related to Projects for which the Consultant provides services under this Agreement.

The proposal package, other information, and addendums (if issued) may be obtained at www.cityofcocoa beach.com/bids. The requirements contained herein apply to all offers made to the City of Cocoa Beach by all prospective Proposers and include, but are not limited to, Request for Quotes, Request for Proposal, As such, the words "bid" and "proposal" are interchangeable in reference to all offers submitted by prospective Proposers.

The City will receive proposals at the office of the City Clerk, City Hall, 1600 Minutemen Causeway., Cocoa Beach, FL 32931. Proposals may be delivered or mailed.

All proposals to be considered shall be received **on or before 2:00 p.m. local time on Friday, December 20, 2024**, in a sealed envelope (Price Proposal Form) clearly marked with your firm's name and: **RFQ No: CB 25 - 002: "COCOA BEACH CONTINUING PUBLIC MANAGEMENT SERVICES"** Proposals must be submitted in **one (1) UNBOUND original and THREE (3) signed copies** with a flash/jump drive containing **one file in PDF format of the hard copy of the proposal exactly as submitted**.

The complete responsibility for obtaining, completing, and submitting this request for sealed proposals to the City of Cocoa Beach is solely and strictly the responsibility of the Proposer. Proposals received after the time and date stipulated shall be considered non-responsive and returned to the Proposer unopened. Proposals will be publicly recorded. Late proposals will not be accepted. The City Manager or designee will be the official and final authority for determining late proposals.

The City reserves the right to waive any irregularity or informality in the proposals received, to determine, in its sole discretion, whether or not informality is minor, to reject or accept any or all submissions and to select the winner based on criteria which serves the best interest of the City of Cocoa Beach.

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Any Proposer may withdraw its submittal prior to the indicated opening time. The request for withdrawal must be submitted in writing to the Project Coordinator. After the deadline, proposals become a record of the City and will not be returned to the Proposer. The withdrawal letter must clearly state that the Proposer has withdrawn any offer contained in the RFQ and as such, a withdrawal is irrevocable. Proposal documents are exempt from public records for a period of thirty (30) days or a Notice of Intent to Award is issued whichever comes sooner per Chapter 119, as amended, of the Florida Statutes. Should any interested Proposer find any part of the specifications, terms, and conditions to be discrepant, incomplete, or questionable in any respect, it shall be the responsibility of the concerned Proposer to call such matters to the attention of the Project Coordinator immediately.

1. PURPOSE

It is the intent of the City of Cocoa Beach, Florida, to request proposals/bids from consultants that must be individuals or legal entities authorized to do business in Florida to provide Continuing Public Management Services to the City of Cocoa Beach.

2. PUBLIC OPENING

All submittals will be publicly opened immediately following the deadline for submission of the proposals. The purpose of the public opening is for acknowledgement of proposals received. Only the names of the proposers will be announced at that time. No award will be made or implied at this time. The documents will not be reviewed or evaluated at the public opening. No discussion of any nature concerning the proposals/submissions will be held at this time. A copy of the opening document will be posted to City's website after opening.

A review committee utilizing the Selection Criteria presented in **Part V** of this document will conduct a review of the Proposals and recommend selection of the most qualified Proposals. The selected Proposals and Proposer(s) will be ranked and may be presented to the City Commission for final selection. The City Commission retains the right to accept or reject the recommendations of the review committee and select qualified firms which, at the sole discretion of the City Commission, are determined to be the best-qualified Proposer(s) to serve the interest of the City.

3. SCHEDULE OF EVENTS

The Schedule as listed below is the City's intended course of action for this project. The City will follow the schedule to the extent possible; however, the City reserves the right to change both the sequence and timing if deemed necessary.

Step	Proposed Date (estimated no later than)
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Advertisement of RFQ	Sunday, November 10, 2024
Non-Mandatory Pre – Proposal Meeting	Friday, November 22, 2024
Cut-off for Receipt of Questions	Friday, December 6, 2024
Final Addenda to Answer Questions	Tuesday, December 10, 2024
RFQ Proposals Due (Public Opening)	Friday, December 20, 2024
Committee	Friday, December 27, 2024
Presentation to City Commission	Thursday, January 16, 2024

NON-MANDATORY PRE-PROPOSAL MEETING

A non-mandatory pre-proposal conference will be held Friday, November 22, 2024 at 10:00 AM in the Public Works Conference Room., Cocoa Beach FL 32931. This Pre-Proposal meeting will allow all Proposers the opportunity to bring forward any questions concerning this proposal. An attendee may represent only one (1) firm.

5.PROJECT COORDINATOR

The project coordinator and designated liaison for the City of Cocoa Beach is:

Devan Taly	Phone (321) 868-3280
Project Manager	
1600 Minutemen Causeway	
Cocoa Beach, FL 32931	Email: devan.taly@cityofcocoa-beach.com

The City will not respond to oral inquiries. Proposers may submit written, (e-mailed or faxed) inquiries regarding this RFQ to the project coordinator. The City will record its responses to inquiries and any supplemental instructions in the form of written addenda. All written addenda will be issued through the City's website at www.cityofcocoa-beach.com/asp It shall be the responsibility of the Proposer, prior to submitting its proposal, to determine if addenda were issued, acknowledging same, and incorporating them into its proposal.

6.COSTS OF PROPOSAL PREPARATION AND/OR PRESENTATIONS:

The City shall not be liable for any expense whatsoever incurred in connection with preparation of a response to this Request for Qualifications (RFQ). The Proposer shall prepare a Proposal with the understanding that no claim for reimbursement shall be submitted for the expense of proposal preparation and/or oral or written presentation(s). Proposers should prepare a straightforward and concise description of the Proposer's ability to meet the requirements of the RFQ.

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The Evaluation Committee, at its discretion, may conduct discussions with and may require public presentations, oral interviews, or question and answer sessions by shortlisted firms regarding their qualifications, approach to the project, and ability to furnish the required services. The City shall not be responsible for any expenses incurred for such presentations.

7.CONTRACT PROHIBITION:

All prospective proposers are hereby instructed **NOT** to contact any member of the City of Cocoa Beach Commission, City Manager, or City of Cocoa Beach staff member other than the Authorized City Contact Person identified in this Solicitation, or their designated staff member, regarding this solicitation package, or their submittal package, City's Intent to Award, or City's Intent to Reject (if applicable) at any time prior to the formal award for this project. Any such contact shall be cause for rejection of your submittal. Only that individual listed as the contact person shall be contacted.

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8.CONTRACT AGREEMENT/TERM & TYPE OF CONTRACT:

The Proposer understands that this RFQ does not constitute an agreement or a contract with the Proposer. A contract shall not exist until approved by the appropriate levels of authority in the City and properly executed. The RFQ shall be included in and be made a part of the final award. Other requirements to be included in the contract are:

- a) Enrollment in City's e-payables program (Optional).
- b) Registration and participation in the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of;
 - All persons employed by the Contractor to perform employment duties within Florida;
- AND
- All persons (including sub-contractors) assigned by the Contractor to perform work pursuant to the Contract with the City.
- c) Participation in the City's Owner Direct Purchase (ODP) Program.

9.RESERVED RIGHTS:

The City reserves the right to accept or reject any/or all submissions, to accept all or any part of the submission, to waive any irregularities and technicalities, and to request resubmission, if it is deemed in the best interest of the City.

The City, in its sole discretion, may expand or decrease the scope of work to include modify or exclude additional requirements. The City reserves the right to investigate, as it deems necessary, to determine the ability of any firm to perform the work or services requested. The firms upon request shall provide information the City deems necessary in order to make a determination. In the event of a sole Proposal, City reserves the right to reject the sole Proposal. The City reserves the right to award more than one (1) contract if that is in the City's best interest.

10.COLLUSION

By affixing its signature to this proposal, the Proposer certifies that its proposal is made without any previous understanding, agreement, or connection with either any previous firms or corporations offering a Proposal for the same items, or with the City. The Proposer also certifies that its Proposal is in all respects fair and without outside control, collusion, fraud, or otherwise illegal action.

11. COPYRIGHTS & PATENTS

The Proposer warrants that there will be no violation of copyrights or patent rights in manufacturing, producing or selling the goods shipped or ordered as a result of this proposal. The seller agrees to hold the City harmless for all liability, loss or expense occasioned by any such violation.

12.QUALIFICATION OF PROPOSERS/BIDDERS

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This bid shall be awarded to the most responsive firms, qualified to provide the work specified and that can produce evidence that they have established a satisfactory record of performance for a reasonable period of time; and have sufficient financial support, equipment and organization to insure that they can satisfactorily execute the services if awarded a contract under the terms and conditions stated herein.

13.PERFORMANCE

Failure on the part of the Proposer to comply with the conditions, terms, specifications and requirement of this document shall be just cause for the cancellation of the award.

14.AUDIT RIGHTS

The City shall be entitled to audit the books and records of a Contractor or any sub-contractor to the extent that such books and records relate to the performance of such Contract or sub-contract. Such books and records shall be maintained by the Contractor for a period of five (5) years from the date of final payment under the prime Contract and by the sub-contractor for a period of five (5) years from the date of final payment under any sub-contract unless a shorter period is otherwise authorized in writing. If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the five (5)-year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five (5)-year period, whichever is later.

15.PROMPT PAYMENT ACT & PROJECT INVOICING

Payment by the City shall be made in accordance with Sections 218.70. et sq. Florida Statutes, Local Government Prompt Payment Act

Invoices will be prepared in accordance with the City Finance Department procedures, which will be addressed in the contract.

16.DISPUTE RESOLUTION

In the event a dispute occurs between a contractor, vendor or other invoicing party ("invoicing party") and the City concerning payment of an invoice, the City Department, Office or Division which has the dispute along with a representative of the City's Procurement and Contracts Division and the invoicing party shall meet to consider the disputed issues.

17.FLORIDA SALES TAX

The City is a governmental agency and a political subdivision under Florida law. Purchases by the City under this Contract are exempt from Florida sales tax: No purchase made by any entity is qualified to be exempt other than those made directly by the City.

END OF PART I

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PART II – RFQ/PROPOSAL PREPARATION

PROPOSAL SUBMISSIONS-GENERAL

All proposals must be typed and presented in an organized fashion. Submittals shall be printed on 8-1/2 × 11-inch paper and securely bound. Both sides of the page may be printed. If necessary 11” x 17” pages are allowed for illustrations, construction schedules, charts, tables, exhibits, etc. and will count as one (1) page. Any corrections to the proposals must be initialed. The Proposer’s name shall appear on each page of the proposal and each page shall be numbered. All proposals shall contain a table of contents. Please submit all information as outlined below. Failure to submit all information may result in a lowered evaluation score. The City at its discretion may reject proposals that are substantially incomplete or lack key information. The Proposals shall be concise and straightforward in describing the Proposer’s experience and capabilities. Emphasis should be placed on completeness and clarity. In your proposal, please provide information as follows.

Subsequent specification(s) as to the number of pages and content of those pages is intended to provide general guidance only. Proposers should include all pages/information necessary to indicate their qualifications & abilities for this project.

Responses will be evaluated partially based on the written document submitted as the response to this RFQ; therefore, the response must give a clear, concise, and complete statement of qualifications. For reasons of maintaining fairness and for ease of evaluation, responses to this Request for Qualifications must comply with the following directions and must be presented in this format and in the order identified below. Covers, tables of contents, and divider tabs will not be counted in the section page limits.

Proposal Format and Certification:

Complete the form enclosed as **EXHIBIT B, PROJECT FORM and CERTIFICATION** and return in the submittal immediately following the cover page and before the Tab 1 Firm Profile. Proposals without the signature of an authorized agent of the Proposer shall be deemed non-responsive and ineligible for award.

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Self-explanatory

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COCOA BEACH CONTINUING PUBLIC MANAGEMENT SERVICES

Tab 1 – Firm Profile: The purpose of this section is to provide brief overview of firm and firm history. Briefly describe the firm’s organization and philosophy and, in addition, include the following information (maximum three (3) pages):

- 1) Basic Information – Consultant’s name, mailing address, email address, and phone number(s).
- 2) Primary Contact Person - Name and contact information for the Consultant’s primary contact person. This person will be the contact person for all matters related to the response to this RFQ, scheduling, negotiating, and contracting.
- 3) Qualifications - Summary and highlights of the firms qualifications, number of years in business, and ability to provide the services identified in the purpose and scope of services of this RFQ (Part III).
- 4) Availability - Specify the location of the Project Manager and key personnel that will be assigned to work on this project. If the contractor has more than one location, then indicate where each Team Member's main office resides, and the amount of their time (in hours per week) allocated to the main office and the satellite offices.
- 5) Additional Information - Additional information the Consultant believes relevant and important, not otherwise requested.

Tab 2 - Technical Approach to Services: (Maximum five (5) pages) The Proposer shall review Part III Scope of Services and provide a narrative demonstrating Proposer’s approach and its ability to provide services. Relative to the scope of services (Part III) for the City, describe the specific abilities of the firm and its sub-consultants. the following information/descriptions:

- Describe the various options of the public management services provided by the firm.
- The data and information that will be required as part of the evaluation processes and how it will be used.
- Specific information and/or ideas on cost-saving innovations to be incorporated into the final products.
- Describe the Proposer’s monitoring of the program and services.

Tab 3 - Staff Credentials and Project Team: Introduce the designated project manager and the project team. Include a team organizational chart highlighting the key people who shall be assigned to work on the project (no photos please). Illustrate the lines of authority, and designate the individual responsible for the completion of the service.

In addition, for each key person who would be assigned to the projects, include: a one- or two-page résumé with the person's title, email and other contact information, current position with the company, length of time with the company, a summary of relevant professional qualifications, relevant project experience and education. For each key person include a copy of applicable current professional licenses, registrations, and/or certifications. Identify services to be provided by subcontractors, and provide the name, email, and other contact information for each subcontractor's contact person, including county of residence. Provide summaries of each subcontractor's experience relative to the portion of the services they intend to provide.

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Tab 3 - Related Experience: Provide at least three (3) projects completed within the past five (5) years to indicate proficiency in similar work. An Experience Record Resume shall be submitted for all firms included in the Project Team.

All Proposers and key firms of the Proposers' teams shall disclose and provide a written explanation regarding any litigation, major disputes, contract defaults and liens within the last 5 years.

Tab 4: References: Include a minimum of three (3) references that have recently (within the last five (5) years) hired the firm for projects in the discipline of services being offered by the firm for this project, including completed projects. Points will be deducted for inaccurate information. If the reference cannot be reached due to inaccurate information a score of zero may be assigned to that reference.

Tab 5: Ability to Meet Schedule and Budget Requirements: Provide a short narrative outlining how the Proposer intends to manage the project in order to meet schedule and budget requirements.

Indicate the controls to be utilized to maintain both schedule and budget for this project.

Describe the current and projected workload of the proposer and sub-consultants over the next two years and the daily ability of each to handle the scope of services.

Provide a graphic representation of the proposer's current commitments over the next two year period for key members of the project team.

ADDITIONAL INFORMATION FOR INCLUSION AND/OR CONSIDERATION

DRUG FREE WORKPLACE

In accordance with Florida Statutes, §287.087, preference will be given to businesses with drug free workplace programs whenever bids are similar in all other respects, and, when a Drug Free Workplace Certification is submitted with the bid. The City of Cocoa Beach is a Drug Free Workplace.

Reference: EXHIBIT E - DRUG FREE WORKPLACE.

PUBLIC ENTITY CRIME INFORMATION 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 contractor, supplier, 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 (\$15,000.00) for a period of 36 months from the date of being placed on the convicted vendor list.

EXHIBIT B (SWORN STATEMENT UNDER SECTION 287.133 (3) (A) FS ON PUBLIC

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ENTITY CRIMES is mandatory.

REGULATIONS:

Violation of any local, state or federal law in the performance of this Contract shall constitute a material breach of this Contract.

CANCELLATION:

The City shall have the right to unilaterally cancel, terminate or suspend any agreement resulting from this proposal, in whole or in part, by providing the firm thirty (30) calendar days' written notice by certified mail.

FISCAL NON-FUNDING CLAUSE:

In the event sufficient funds are not budgeted for a new fiscal period, the City shall notify the successful Proposer of such occurrence and the contract shall terminate on the last day of the current fiscal year without penalty or expense to the City.

DISCLOSURE AND OWNERSHIP OF DOCUMENTS STATEMENT

The Proposer must agree to the following regarding disclosure and ownership of documents:

- A. **Public Record.** The submitted Proposal and any record, document, computerized information and program, audio or video tape, photograph, other writing, or other record of the selected Proposer(s) related, directly or indirectly, to the work identified in the proposal, or any task necessary to complete the final work product shall be deemed to be a public record whether in the possession or control of the City or the selected Proposer(s). Said public record of the Proposer(s) is subject to the provisions of Chapter 119, Florida Statutes, and may not be destroyed without the specific written approval of the City Clerk. Upon request by the City, the selected Proposer(s) shall supply copies of said records to the City.
- B. **Reuse of Documents.** The City for any reason or purpose may reuse all documents or public records prepared by the selected Proposer(s) at any time.
- C. **Ownership of Documents.** Upon payment of fees due to the selected Proposer(s), as agreed in the final Contract, all drawings, recommendations, documents, writing, schedule or otherwise, prepared by the selected Proposer(s) in the performance of the scope of work shall be the sole property of the City. The selected Proposer(s) agrees to waive all rights of copyright in said drawings, recommendations, documents, writing, schedule or other instrument produced by the selected Proposer(s) in the performance of the tasks necessary to complete the scope of work.

MINORITY BUSINESS ENTERPRISE (MBE):

M/WBEs are encouraged to participate in the proposal process. All MBEs shall be certified as a Minority Business Enterprise by the State of Florida, Department of Management Services, Office of Supplier Diversity pursuant to Section 287.0943, Florida Statutes, or by statewide and interlocal agreement certification, as provided for by Section 287.09431, Florida Statutes. A State of Florida MBE Certificate or interlocal agreement from an agency having an interlocal agreement with the State of Florida may accompany the RFQ submission.

EQUAL EMPLOYMENT OPPORTUNITY CLAUSE:

City of Cocoa Beach, Florida, in accordance with the provisions of Title VII of the Civil Rights

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Act of 1964 (78 Stat. 252) and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all Proposers that it will ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit proposals in response to this advertisement and will not be discriminated against on the ground of race, color, sex or national origin in consideration for an award.

PERFORMANCE EVALUATION:

At the end of the contract, the receiving department will evaluate the successful Proposer's performance. This evaluation will become public record.

INSURANCE REQUIREMENTS:

The successful firm shall be required to supply, at their cost, the following minimum insurance coverage:

Workers Compensation:

Coverage is to apply for all employees for Statutory Limits in compliance with the applicable state and federal laws.

Comprehensive Commercial General Liability Insurance:

Occurrence form required. Aggregate must apply separately to this contract/job. Minimum \$500,000 each occurrence; \$ 2,000,000 general aggregate; \$1,000,000 products and completed ops; and \$100,000 fire damage.

Automobile Insurance:

To include all vehicles owned, leased, hired and non-owned vehicles with limits of not less than \$1,000,000 per each accident and for property damage and bodily injury, with contractual liability coverage for all work performed under this agreement.

Professional Liability Insurance:

A minimum of \$ 2,000,000 per occurrence with a \$ 2,000,000 policy term general aggregate. Coverage shall be extended beyond the policy year term either by a supplemental extended reporting period (ERP) with as great of duration as available, with no less coverage and reinstated aggregate limits, or by requiring that any new policy provide a retroactive date no later than the inception date of claims made.

The City of Cocoa Beach is to be named additional insured on Comprehensive Commercial General Liability Policy and the Business Auto Policy. Certification of same shall be required. All certificates of insurance must be on file with and approved by the City before commencement of any work activities under this agreement.

Any and all deductibles to the above referenced policies are to be the responsibility of the successful firm.

All insurance policies must be issued by companies of recognized responsibility licensed to do business in Florida and must contain a provision that prohibits cancellation unless the City is given at least ten (10) days' prior written notice of cancellation by the insurance company.

INDEMNIFICATION/HOLD HARMLESS:

The contract with the successful Proposer shall include the following indemnity:

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The **CONSULTANT** shall indemnify and hold harmless, the *CITY*, its Commissioners, officers and employees, from all liabilities, damages, losses and costs (including, but not limited to, the reasonable value of attorneys' services and court costs, whether such services and costs are incurred in negotiations, at the trial level or on appeal, or in the collection of the value of attorneys' services), to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the **CONSULTANT**, or **CONSULTANT'S** officers, employees, agents, and other persons employed or utilized by the **CONSULTANT** in the performance of, or the failure to perform, the Contract.

In the event of a claim, the CITY shall promptly notify the **CONSULTANT** in writing by prepaid certified mail (return receipt requested) or by delivery through any nationally recognized courier service (such as Federal Express or UPS) which provides evidence of delivery, at the address shown in the contract.

The CITY shall provide all available information and assistance that the **CONSULTANT** may reasonably require regarding any claim.

This agreement for indemnification shall continue in force for five (5) years from the date of full completion of all obligations of the **CONSULTANT** under the Contract.

In the event that there is a conflict between this agreement and any other applicable indemnification agreement between the CITY and the **CONSULTANT**, the agreement which provides the most protection for the CITY shall take precedence.

Nothing in the award, resulting agreement, or contract shall be deemed to affect the rights, privileges and immunities of the City as set forth in Florida Statute 768.28.

CONTRACTING WITH CITY EMPLOYEES OR BOARD MEMBERS:

Florida Statute §112.313(12) Standards Of Conduct For Public Officers, Employees Of Agencies, And Local Government Attorneys controls contracting with City employees or board members.

Any City employee, Board member or member of his or her immediate family seeking to Contract with the City shall seek a conflict of interest opinion from the City's Attorney prior to submittal of a response or application of any type to Contract with the City. The affected employee or Board member shall disclose his or her assigned function within the City and interest or the interest of his or her immediate family in the proposed Contract and the nature of the intended Contract.

NON-DISCRIMINATION:

The City of Cocoa Beach does not discriminate on the basis of race, color, national origin, sex, age, disability, family or religious status in administration of its programs, activities or services.

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PERFORMANCE

Failure on the part of the Proposer to comply with the conditions, terms, specifications and requirement of the RFP shall be just cause for the cancellation of the award.

COPYRIGHTS OR PATENT RIGHTS

The Proposer warrants that there will be no violation of copyrights or patent rights in manufacturing, producing or selling the goods shipped or ordered as a result of this proposal. The seller agrees to hold the City harmless for all liability, loss or expense occasioned by any such violation.

DRUG FREE WORKPLACE

In accordance with Florida Statutes, §287.087, preference will be given to businesses with drug free workplace programs; whenever bids are similar in all other respects, and, when a Drug Free Workplace Certification is submitted with the bid.

END OF PART II

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PART III – SCOPE OF SERVICES

GENERAL SCOPE OF SERVICES:

CONSULTANT shall provide to CITY one or more professional public management services. The exact nature and magnitude of the required professional services cannot be defined precisely at the time of entering into this Agreement. The services to be performed by CONSULTANT will be set forth in the scope of services described in Work Orders to be issued by CITY from time to time. This may include one or more of the following services:

- Public Relations and Community Engagement Support Services
- Human Resources Management Support Services
- Municipal Finance Management Support Services
- Public Safety Management Support Services
- Public Works Management Support Services
- Other miscellaneous professional services that the City may desire

CONSULTANT shall list one or more of the above listed services for which the CONSULTANT wishes to be considered.

SERVICES/FEES

The CONSULTANT shall specify the various public management services provided by the firm and the fees and costs that would be charged by the firm. It is intended by the City to award multiple contracts to various consultants for different categories of services.

END OF PART III

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PART IV – PROJECT DETAIL

RFQ PROCESS

The selection process will involve a staged proposal structure.

The intent is for respondents to indicate their interest, relevant experience, financial capability, staffing, fees and costs, and organizational structure. The City will utilize a Review Committee in the selection process.

The selected firms, as part of their contract with the City, will be required to perform the services in **PART III – SCOPE OF SERVICES**.

After review of the final proposals, the City will rank the Proposers and reserves the right to negotiate agreements with the top ranked Proposers, subject to approval by the City Commission. The City reserves the right to negotiate multiple contracts with the top ranked firms as determined by the Review Committee.

TRUTH-IN-NEGOTIATIONS CERTIFICATE:

If applicable, execution and signature by the vendor of the Bid Form shall act as the execution of a truth-in-negotiation certificate certifying that the wage rates and costs used to determine the compensation provided for in this Contract are accurate, complete, and current as of the date of the Contract. For professional service Contracts, the original Contract Fee Schedule and any additions thereto will be adjusted to exclude any significant sums by which the City determines the Contract Fee Schedule was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. The City shall exercise its rights under this “Certificate” within one (1) year following payment.

PROPOSAL BOND:

A Proposal Bond is not required.

INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

Proposals shall clearly indicate the legal name, address and telephone number of the proposer (company, firm, partnership, individual). The signatory shall have the authority to bind the proposer to the submitted proposal.

The Proposer may be an individual, a corporation, partnership, limited liability company, joint venture or other legal entity. If more than one entity has combined to form the Proposer, each such entity must be appropriately registered to do business in the State of Florida as required by law. Any CONSULTANT that is proposing to provide services that have mandatory licensure requirements under Florida law shall provide proof of such licensure in the Proposal.

END OF PART IV

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PART V - EVALUATION AND SCORING

RATING SYSTEM

Proposers are encouraged to keep their qualification proposals concise and to include a minimum of marketing materials. At a minimum, each Proposal must address the following criteria:

	Maximum Points
1. Firm Profile	5
2. Technical Approach to Project	5
3. Staff Credentials and Project Team	30
4. Related Experience	20
5. References	20
6. Fees and Costs	20
TOTAL POSSIBLE POINTS	100

1. FIRM PROFILE - 5 POINTS

The Proposer will be evaluated on the Proposer's capacity and experience relative to the services specified in the scope of services section (Part III) of this RFQ. The points awarded shall be based on the following:

- Basic Information – Consultant's name, mailing address, email address, and phone number(s).
- Primary Contact Person - Name and contact information for the Consultant's primary contact person. This person will be the contact person for all matters related to the response to this RFQ, scheduling, negotiating, and contracting.
- Qualifications - Summary and highlights of the firms qualifications, number of years in business, and ability to provide the services identified in the purpose and scope of services of this RFQ (Part III).
- Availability - Specify the location of the Project Manager and key personnel that will be assigned to work on this project. If the contractor has more than one location, then indicate where each Team Member's main office resides, and the amount of their time (in hours per week) allocated to the main office and the satellite offices.
- Additional Information - Additional information the Consultant believes relevant and important, not otherwise requested.

2. TECHNICAL APPROACH TO PROJECT - 5 POINTS

The Proposer's technical approach to the project will be evaluated on the following items:

- Describe the various options of the public management services provided by the firm.
- The data and information that will be required as part of the evaluation processes and how it will be used.
- Specific information and/or ideas on cost-saving innovations to be incorporated into the final products.
- Describe the Proposer-s monitoring of the program and services.

2. STAFF CREDENTIALS AND PROJECT TEAM - 30 POINTS

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The Proposer's staff credentials and project team will be evaluated on the following items:

- Team profile and proposed project team management
- Organizational chart
- Resumes, certifications, registrations, and licensure of personnel
- Credentials and experience of propose project team
- Required information for sub-consultants, if applicable
- Project team continuity and work history

3. RELATED EXPERIENCE – 20 POINTS

The Proposer's related experience will be evaluated based on relevant projects within the last five (5) years in these disciplines.

Provide a list of projects completed within the past 5 years to indicate proficiency in similar work.

Provide more specific information on a maximum of five (5) recent, representative projects. Identify members of the project team who have worked on these representative projects and their levels of responsibility.

4. REFERENCES – 20 POINTS

The Proposer's references will be evaluated based on the following:

- Successful execution of projects
- Responsiveness to client
- Accuracy of client contact information

5. FEES AND COSTS – 20 POINTS

The Proposer's fees and costs will be evaluated based on a comparison of such fees to market fees.

RISK:

Proposers responding to this Request for Proposals do so at their sole expense and risk. Subsequent to the issuance of this Request for Qualifications, the City reserves the right to:

- Make changes to the RFQ;
- Cancel this RFQ;
- Request clarifications;
- Waive any informality or irregularity;
- Negotiate modifications to qualification proposals;
- Reject any and all qualification proposals for any reason whatsoever; and
- Proceed with alternative project delivery methods if so desired by the City.

No Proposer is guaranteed the award of an Agreement or any work as a result of being selected or short-listed for this project.

CLARIFICATIONS AND ADDITIONAL INFORMATION

The City reserves the right to request clarifications or additional information from any Proposer. Specific questions may be addressed to each of the Proposers and the Professional Services

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Review Committee may consider any further elaboration by the Proposers of any information previously submitted.

PARTNERSHIPS/CORPORATIONS/AGENTS

If the proposer is a joint venture, the individual empowered by a properly executed Declaration of Joint Venture and Power of Attorney Form shall execute the proposal. The proposal shall clearly identify who will be responsible for the engineering, quality control, materials testing and construction portions of the work.

When a corporation is a Proposer, the authorized corporate officer signing the Proposal shall set out the corporate name in full beneath which said officer shall sign his/her name and give title of his/her office.

Anyone signing the Proposal as officer or other agent must file with it legal evidence of the authority to do so. Proposers who are or include corporations or limited partnerships shall furnish a duly executed certificate of status from the Florida Department of State.

The person(s) signing each Proposal shall certify under oath on the Proposer Information / Certification Form (Attachment B), that the information contained in the Proposal is true and accurate. Each Proposer understands, by submitting a Proposal that the Professional Services Committee will rely in part on such certification in selecting the short-listed firms.

Failure to submit documents requested above with the proposal or within twenty four (24) hours of request made by the CITY may be the basis for rejection of the Proposal. Such documents must be effective as of the date of the proposal.

END OF PART V

CITY OF COCOA BEACH
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PART VI – EXHIBITS

<u>FORM</u>	<u>NAME</u>	<u>REMARKS</u>	<u>PAGE</u>
EXHIBIT A	PROPOSAL SUBMITTAL SIGNATURE FORM	Mandatory	22
EXHIBIT B	PROJECT FORM & CERTIFICATION	Mandatory	23
EXHIBIT C	STATEMENT OF ORGANIZATION	Mandatory	24
EXHIBIT D	STANDARD CONTACT AMMENDMENT	Mandatory	27

****** COMPLETE ALL EXHIBITS AND INCLUDE IN SUBMITTAL ******

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EXHIBIT A
PROPOSAL SUBMITTAL SIGNATURE FORM

The undersigned attests to his/her authority to submit this proposal and to bind the firm herein named to perform as per contract if the firm is awarded the contract by the City.

The undersigned further certifies that he/she has read the Request for Qualifications, Terms and Conditions, Insurance Requirements and any other documentation relating to this request and this proposal is submitted with full knowledge and understanding of the requirements and time constraints noted herein.

As addenda are considered binding as if contained in the original specifications, it is critical that the firm acknowledge receipt of same. The submittal may be considered void if receipt of an addendum is not acknowledged.

Addendum No. _____ Dated _____ Addendum No. _____ Dated _____

Addendum No. _____ Dated _____ Addendum No. _____ Dated _____

Company Name

Telephone #

Email

Main Office Address

City

State

Zip Code

Address of Office Servicing City of Cocoa Beach, if different than above

City

State

Zip Code

Name & Title of Firm Representative

Telephone #

Email

Signature

Date

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EXHIBIT B
PROJECT FORM & CERTIFICATION

Proposer Name: _____

Address _____

City: _____ State _____ Zip _____

Telephone _____ Email _____

Type of Business (Corporation, Partnership, Other – Specify) _____

Tax ID number (EIN/SSN): _____

Certification: The undersigned hereby confirms as follows:

- A. I am a duly authorized agent of the Company/Individual submitting the proposal.
B. I have read the Proposal in its entirety and fully understand and accept these terms unless specific variations have been expressly listed below.
C. My firm, _____, agrees to hold all prices, terms and conditions firm for acceptance for ninety (90) calendar days following the date and time of the proposal opening.

Variations

The Proposer shall identify all variations and exceptions taken to this RFQ in the space provided below unless such variation is expressly prohibited in the RFQ documents. If no variations are listed here, it is understood that the Proposer fully complies with the terms and conditions. It is further understood that such variations may be cause for determining that the Proposal is non-responsive and ineligible for award:

Section _____ Variance _____

Section _____ Variance _____

Section _____ Variance _____

Attach additional sheets as necessary.

By: _____
Manual Signature of Agent

Date

Typed/Printed Name of Agent

Title of Agent

CITY OF COCOA BEACH
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EXHIBIT C
STATEMENT OF ORGANIZATION

Page 1 of 3

The proposer must state whether he/she is an individual, partnership, corporation, or joint venture. Partnerships shall show the names, titles, and original signature of all partners with authority to bind the company. Corporations must be signed in the name and with the seal of the corporation, followed by the original signature and title of the person authorized to bind the corporation. Each joint venture shall be required to sign for each individual, partnership and corporation that is a party to the joint venture.

If the Proposer is an **INDIVIDUAL**:

Individual's Name: _____

D/B/A: _____

Signature: _____

Business Address: _____

Phone: _____ **Fax:** _____

If the Proposer is a **PARTNERSHIP and LIMITED LIABILITY COMPANY**
(Provide names and signatures of all partners):

Company Name: _____

Partner _____

Signature: _____

Partner _____

Signature: _____

Partner _____

Signature: _____

Business Address: _____

Phone: _____ **Fax:** _____

**CITY OF COCOA BEACH
REQUEST FOR QUALIFICATIONS CB 25 – 002
COCOA BEACH CONTINUING PUBLIC MANAGEMENT
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**EXHIBIT C
STATEMENT OF ORGANIZATION**

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If the Proposer is a **CORPORATION**:

Corporation Name: _____

State of Incorporation _____

**Name/Title of person
authorized to bind** _____

Signature: _____

**Name/Title of person
authorized to bind** _____

Signature: _____

Business Address: _____

Phone: _____ **Fax:** _____

If Proposer is a **JOINT VENTURE**:

Name/Title: _____

Business Address _____

Phone: _____ **Fax:** _____

**Name/Title of person
authorized to bind** _____

Signature: _____

Business Address: _____

Phone: _____ **Fax:** _____

**CITY OF COCOA BEACH
REQUEST FOR QUALIFICATIONS CB 25 – 002
COCOA BEACH CONTINUING PUBLIC MANAGEMENT
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**EXHIBIT C
STATEMENT OF ORGANIZATION**

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STATE OF _____

COUNTY OF _____

Sworn to and subscribed before me this ____ day of _____, 20____, by
_____ who ☐ is personally known to me or ☐ has produced his/her
driver's license as identification.

Notary Public - State of Florida

Print Name:

Commission No:

() Offeror shall submit proof that the company is authorized to do business in the State
of Florida.

CITY OF COCOA BEACH
REQUEST FOR QUALIFICATIONS CB 25 – 002
COCOA BEACH CONTINUING PUBLIC MANAGEMENT
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EXHIBIT D
CITY OF COCOA BEACH, FLORIDA
STANDARD CONTRACT ADDENDUM

THIS STANDARD CONTRACT ADDENDUM 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 _____, hereinafter referred to as “Contractor”, concerning that certain agreement dated the ____ day of August, 2024 (“Agreement”).

WITNESSETH:

WHEREAS, Section 119.0701, Fla. Stat., requires that certain public agency contracts must include certain statutorily required provisions concerning the contractor’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 contractors and subcontractors; and

WHEREAS, Section 287.133 and 287.135, Fla. Stat., provides restrictions on local governments contracting with companies that are on certain Scrutinized Companies lists or convicted vendor list; and

WHEREAS, additional terms consistent with Sections 282.3185(5) and (6) related to data management and Section 287.05701 related to social government and corporate activism are also added by virtue of this Addendum; 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, Section 787.06(13), Florida Statutes provides that when a contract is

CITY OF COCOA BEACH
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executed, renewed, or extended between a nongovernmental entity and a governmental entity, the nongovernmental entity must provide the governmental entity with an affidavit signed by an officer or a representative of the nongovernmental entity under penalty of perjury attesting that the nongovernmental entity does not use coercion for labor or services as defined in such statute;

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

1. Amendment. This Addendum hereby amends and supplements the terms of the Agreement. In the event of a conflict between the terms of the Agreement and terms of the Addendum, the terms of the Addendum shall prevail.

2. Public Records Compliance. Contractor agrees that, to the extent that it may "act on behalf" of the City within the meaning of Section 119.0701(1)(a), Florida Statutes in providing its services under this Agreement, it shall:

- (a) Keep and maintain public records required by the public agency to perform the service.
- (b) Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
- (d) Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor 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 CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

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CITY HALL - FIRST FLOOR
1600 Minutemen Causeway .
P.O. BOX 322430
COCOA BEACH, FL 32932-2430.
321-868-3286,

CITYCLERK@CITYOFCOCOABEACH.COM

3. Public Records Compliance Indemnification. Contractor agrees to indemnify and hold the City harmless against any and all claims, damage awards, and causes of action arising from the contractor's failure to comply with the public records disclosure requirements of Section 119.07(1), Florida Statutes, or by contractor's failure to maintain public records that are exempt or confidential and exempt from the public records disclosure requirements, including, but not limited to, any third party claims or awards for attorneys' fees and costs arising therefrom. Contractor authorizes the public agency to seek declaratory, injunctive, or other appropriate relief against Contractor in Brevard County Circuit Court on an expedited basis to enforce the requirements of this section.

4. Compliance/Consistency with Section 768.28, Fla. Stat. Any indemnification or agreement to defend or hold harmless by City specified in the Agreement shall not be construed as a waiver of City's sovereign immunity, and shall be limited to such indemnification and liability limits consistent with the requirements of Section 768.28, Fla. Stat. and subject to the procedural requirements set forth therein. Any other purported indemnification by City in the Agreement in derogation hereof shall be void and of no force or effect.

5. Non-appropriation. City's performance and obligation to pay under this Agreement is contingent upon an appropriation during the City's annual budget approval process. If funds are not appropriated for a fiscal year, then the Contractor shall be notified as soon as is practical by memorandum from the City Manager or designee that funds have not been appropriated for continuation of the Agreement, and the Agreement shall expire at the end of the fiscal year for which funding has been appropriated. The termination of the Agreement at fiscal year end shall be without penalty or expense to the City subject to the City paying all invoices for services rendered during the period the Agreement was funded by appropriations.

6. E-Verify Compliance. By entering into this Agreement, the Contractor is obligated to comply with the provisions of Section 448.095, Florida Statutes "Employment Eligibility," as amended from time to time. This includes but is not limited to register with and use the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit to Contractor attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. Contractor agrees to maintain a copy of such affidavit for the duration of this Agreement. Failure to comply with this paragraph will result in the termination of this Agreement as provided in Section 448.095, Florida Statutes, as amended and Contractor will not be awarded a public contract for at least one (1) year after the date on which the Agreement was terminated. Contractor will also be liable for any additional costs to the City as a result of the termination of this Agreement in accordance with this paragraph.

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Contractor affirmatively states, under penalty of perjury, that in accordance with Section 448.095, Florida Statutes, Contractor is registered with and uses the E-Verify system to verify the work authorization status of all newly hired employees, that in accordance with such statute, Contractor requires from each of its subcontractors an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, and that Contractor is otherwise in compliance with Sections 448.09 and 448.095, Florida Statutes.

7. Compliance/Consistency with Scrutinized Companies Provisions of Florida Statutes. Section 287.135(2)(a), Florida Statutes, prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of any amount if, at the time of contracting or renewal, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. Section 287.135(2)(b), Florida Statutes, further prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services over one million dollars (\$1,000,000) if, at the time of contracting or renewal, the company is on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, both created pursuant to section 215.473, Florida Statutes, or the company is engaged in business operations in Cuba or Syria. Contractor hereby certifies that Contractor is not listed on any of the following: (i) the Scrutinized Companies that Boycott Israel List, (ii) Scrutinized Companies with Activities in Sudan List, or (iii) the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Contractor further hereby certifies that Contractor is not engaged in a boycott of Israel or engaged in business operations in Cuba or Syria. Contractor understands that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject Contractor to civil penalties, attorney's fees, and/or costs. Contractor further understands that any contract with City for goods or services of any amount may be terminated at the option of City if Contractor (i) is found to have submitted a false certification, (ii) has been placed on the Scrutinized Companies that Boycott Israel List, or (iii) is engaged in a boycott of Israel. And, in addition to the foregoing, if the amount of the contract is one million dollars (\$1,000,000) or more, the contract may be terminated at the option of City if the company is found to have submitted a false certification, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria.

8. Disclosure Requirements for "Foreign Countries of Concern". CONTRACTOR 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

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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.”

9. 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; and ii) agrees that no actions, suits or proceedings arising out of or relating to this Agreement shall be brought in, or removed to, any Federal Court.

10. 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.

11. Public Entities Crime or Convicted Vendor List. Contractor agrees and assumes a continuous duty to disclose to the City if the Contractor or any of its affiliates as defined by Section 287.133(1)(a), Florida Statutes are placed on the Convicted Vendor List or the Antitrust Violator Vendor List maintained by the Florida Department of Management Services.

12. Data Management; Notice of Breach. Contractor shall cooperate with the City and provide timely incident reporting, response activities/fact gathering, public and agency notification, severity level assessment, after-action reports, etc., which the City must report in accordance with Sections 282.3185(5) & (6), Florida Statutes in the event of a data breach.

13. Environmental and Social Government and Corporate Activism. The City has not given preference or requested documentation from the Contractor based on Contractor’s social, political or ideological interest. Contractor agrees to similarly not request documentation or give preference to any subcontractor based on the subcontractor’s social, political or ideological interests.

14. Taxes. The City shall not be liable for any taxes and assessments imposed by a federal, state or local governmental agency to the extent that the City is exempt from same by Florida law, including but not limited to any sales or use tax.

15. No coercion for labor or services. The Contractor swears under penalty of perjury that the Contractor does not use coercion for labor or services as defined as follows:

“Coercion” means:

1. Using or threatening to use physical force against any person;

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2. Restraining, isolating, or confining or threatening to restrain, isolate, or confine any person without lawful authority and against her or his will;

3. Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;

4. Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;

5. Causing or threatening to cause financial harm to any person;

6. Enticing or luring any person by fraud or deceit; or

7. Providing a controlled substance as outlined in Schedule I or Schedule II of Sec. 893.03, Fla. Stat. to any person for the purpose of exploitation of that person.

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

A. None.

IN WITNESS WHEREOF, the parties hereto have executed and delivered this instrument on the days and year indicated below and the signatories below to bind the parties set forth herein.

Under penalties of perjury, and pursuant to Sec. 92.525, Fla. Stat., Contractor declares that Contractor has read the foregoing Section 15 above and that the facts stated in it are true.

Contractor:

Print Name: _____

Title: _____

Company: _____

ATTEST:

City of Cocoa Beach, Florida

Karin Grooms, City Clerk

Keith Capizzi, Mayor

APPROVED AS TO FORM

**CITY OF COCOA BEACH
REQUEST FOR QUALIFICATIONS CB 25 – 002
COCOA BEACH CONTINUING PUBLIC MANAGEMENT
SERVICES**

City Attorney

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

**DEPARTMENT MAKING
REQUEST/NAME:**

City Clerk /
Karin Grooms, City Clerk

MEETING DATE

January 16, 2025

**REQUESTED MOTION/ACTION
Board Appointments**

IS THIS ITEM BUDGETED (IF APPLICABLE)?

No funds required

BACKGROUND:

Term expiration has occurred and selection of board members are to be completed.

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

**DEPARTMENT MAKING
REQUEST/NAME:**

City Clerk /
Karin Grooms, City Clerk

MEETING DATE

January 16, 2025

REQUESTED MOTION/ACTION

BOARD OF ADJUSTMENT

Re-Appoint John Kabboord serve a term ending in November 2028 (Seat 1 – Mayor Capizzi)

Re-appoint Ron Boger to serve a term ending in November 2028 (Seat 2 – Commissioner Jackson)

Appoint Don Haynes to serve a term ending in November 2028 (Seat 3 – Commissioner Tumulty)

Appoint Karalyn Woulas as Alternate to serve a term ending in November 2028 (Seat 4 – Vice-Mayor Williams)

IS THIS ITEM BUDGETED (IF APPLICABLE)?

n/a

BACKGROUND:

Board Appointments for term

City of Cocoa Beach City Commission Agenda Item Summary

**DEPARTMENT MAKING
REQUEST/NAME:**

City Clerk /
Karin Grooms, City Clerk

MEETING DATE

January 16, 2025

REQUESTED MOTION/ACTION

PLANNING BOARD

Re-appoint Matt Tschaar to serve a term ending November 2028 (Seat 2 - Commissioner Jackson)

Appoint John Butera to serve a term ending November 2028 (Seat 3 - Commissioner Tumulty) added 01.15.25

Appoint Margaret Schneider to serve as Alternate a term ending in November 2028 (Seat 3 - Commissioner Tumulty) added 01.5.25

Appoint Mike Miller to serve as Alternate a term ending in November 2028 (Seat 4 – Vice-Mayor Williams)

IS THIS ITEM BUDGETED (IF APPLICABLE)?

n/a

BACKGROUND:

Board Appointments

City of Cocoa Beach City Commission Agenda Item Summary

**DEPARTMENT MAKING
REQUEST/NAME:**

City Clerk /
Karin Grooms, City Clerk

MEETING DATE

January 16, 2025

**REQUESTED MOTION/ACTION
SUSTAINABLE LAND ADVISORY COMMITTEE**

Appoint Jamie Glaner to serve a term ending in November 2026 (Seat 1 – Mayor Capizzi)

Appoint James Keith Capizzi to serve a term ending in November 2028 (Seat 2 – Commissioner Jackson)

Appoint Carol Kruse to serve a term ending in November 2026 (Seat 4 – Vice-Mayor Williams)

Appoint Waylon Locklear to serve a term ending November 2026 (Seat 5- Commissioner Hutcherson)

IS THIS ITEM BUDGETED (IF APPLICABLE)?

n/a

BACKGROUND:

Board Appointment

City of Cocoa Beach City Commission Agenda Item Summary

**DEPARTMENT MAKING
REQUEST/NAME:**

City Clerk /
Karin Grooms, City Clerk

MEETING DATE

January 16, 2025

**REQUESTED MOTION/ACTION
LEISURE ADVISORY BOARD**

Re-appoint Mike Braddock to serve a term ending in November 2028 (Seat 2 – Commissioner Jackson)

Appoint Greg Lund to serve a term ending in November 2028 (Seat 3 - Commissioner Tumulty) added 01.15.25

Appoint Jay Caps to serve a term ending in November 2028 (Seat 1 - Mayor Capizzi)

IS THIS ITEM BUDGETED (IF APPLICABLE)?

n/a

BACKGROUND:

Board Appointment

City of Cocoa Beach City Commission Agenda Item Summary

**DEPARTMENT MAKING
REQUEST/NAME:**

City Commission /
Jeremy Hutcherson

MEETING DATE

January 16, 2025

REQUESTED MOTION/ACTION

Discuss the design and construction budget for Fire Station 50
Staff Representative: Jeremy Hutcherson, Commissioner
Recommendation: Re-consider path forward for Fire Station 50

IS THIS ITEM BUDGETED (IF APPLICABLE)?

BACKGROUND:

At the 12/05/24 meeting, Commission decided to table this item until all 5 commissioners were present.

City staff is requesting a decision from Commission on whether or not to move forward with Fire Station 50 design.

City of Cocoa Beach City Commission Agenda Item Summary

**DEPARTMENT MAKING
REQUEST/NAME:**

City Manager /
Wayne Carragino, City Manager

MEETING DATE

January 16, 2025

REQUESTED MOTION/ACTION

Discuss pedestrian/bicycle striping on the multi-use path along Minutemen Causeway

Staff Representative: Wayne Carragino, City Manager

Total Cost: \$2,090.00

Recommendation: Discuss and provide a decision on whether or not to move forward

IS THIS ITEM BUDGETED (IF APPLICABLE)?

BACKGROUND:

Commissioner Hutcherson asked the City Manager to look into striping this path similar to the way Cape Canaveral striped Ocean Beach Blvd. marking a separation in the path for pedestrians and cyclists.

Atlantic Services Pavement Marking, Inc.

212 Eighth Ave.
Indialantic, FL
32903
atlanticpavementmarking@gmail.com
321 508 3505

Estimate

Estimate No: 435
Date: 12/18/2024

For: City of Cocoa Beach
scott.maxim@cityofcocoa.beach.com
Sidewalk along Minuteman Causeway
from La Riviere Rd to Public Works
Building
Cocoa Beach, FL

Description	Quantity	Rate	Amount
Layout and paint 22 sets of 3' tall bike stencils, 3' tall pedestrian stencils, 6" tall "SHARED PATH" messages, and 30' of 4" white divider lines (1 set at each driveway intersection, and crosswalk and 2 sets between the La Riviere Rd and eastern most school driveway .	1	\$2,090.00	\$2,090.00
Subtotal			\$2,090.00
Total			\$2,090.00
Total			\$2,090.00











City of Cocoa Beach City Commission Agenda Item Summary

**DEPARTMENT MAKING
REQUEST/NAME:**

Water Reclamation /
Brad Kalsow, Director of Water Reclamation

MEETING DATE

January 16, 2025

REQUESTED MOTION/ACTION

Approve the scope of services and fee estimate from Mead & Hunt to perform engineering and design for three Lift Station Rehabilitation projects and Port Canaveral sewer force main air release valve replacement project. Total amount is \$297,211. These are budgeted items.

Staff Representative: Brad Kalsow, Water Reclamation Director

IS THIS ITEM BUDGETED (IF APPLICABLE)?

\$200,000 for Lift Station Upgrades Engineering and Design budgeted in Professional Services 31-00

\$300,000 for Port Forcemain air release valve evaluation and replacement in Collections Capital 63-20

BACKGROUND:

This project involves upgrade and rehabilitation of Lift Stations 8, 14 and 16. Lift Stations 14 and 16 will convert the existing dry pit, can style lift stations to City standard submersible design.

Lift Station 8 is located on N. Banana River Drive near Jack Drive and borders the City of Cape Canaveral City Limits. We are proposing new valves and stainless steel discharging piping, new control panel, and new fencing around the perimeter of the station. If there is room, we are proposing a stand alone permanent generator to be installed and electrical upgrades will be included in the design.

Lift Station 14 is located at 1485 Bayshore Drive. This station serves the Snug Harbor Community in the unincorporated County. This is the original dry pit, can style lift station that was built in 1975. We are proposing to convert the station to a newer standard submersible station and upgrade the electrical system with new control panels.

Lift Station 16 is located at 306 Arthur Avenue. This station serves the North unincorporated County areas. This too is the original dry pit, can style lift station that was built in 1975. We are proposing to convert the station to a newer standard submersible station and upgrade the electrical system with new control panels and install a permanent stand alone generator if there is enough room for one.

The other project on this scope is to evaluate and repair/replace the existing air release valves (ARV's) on the Port Canaveral Sewer Forcemain pipe. The assessment phase will include inspection of approximately 22 ARV's along the pipe run to identify the

design and permitting needs and conceptual cost estimate for construction. ARV's play a vital role on pressure forcemains to ensure the entrained air is released to maximize the pumping performance. Entrained air pockets in pipes can cause excessive head loss and flow reductions if not effectively released. This could lead to longer lift station runtimes that put wear and tear on pumps. It could also lead to backups of the lift station if the pumping efficiency is decreased.

Further details are attached with this agenda item.



January 2, 2025

Brad Kalsow
Water Reclamation Director
City of Cocoa Beach
1600 Minutemen Causeway
Cocoa Beach, FL 32931

Email: bkalsow@cityofcocoabeach.com

Subject: Cocoa Beach Lift Station Rehabilitations and Port Canaveral Force Main ARV Replacements

Dear Brad,

We are pleased to offer the enclosed scope of services and fee estimate for the above referenced project. This project involves upgrade and rehabilitation of lift stations 8, 14, and 16. Work proposed at lift stations 14 and 16 is conversion of dry pit, can style lift stations to the City standard submersible design. This project also involves assessment and replacement of ARVs on the force main that extends from Port Canaveral to Lift Station #5.

This scope includes preparation of design plans, specifications and associated design documents and permit applications required to upgrade the abovementioned lift stations and replace the ARVs on the Port force main. While under the same scope and fee, the lift station and the Port Canaveral force main projects will have separate bid packages and administered under two separate contracts.

Thank you for this opportunity to continue to be of service. If you have any questions or require additional information, please contact me.

Sincerely,
MEAD & HUNT, Inc.

A blue ink signature of Brad Blais.

Brad Blais, PE
Client Manager

A blue ink signature of John Tanner Rachal.

Tanner Rachal, PE
Project Engineer

BTB/TR;bf

**CITY OF COCOA BEACH
SCOPE OF SERVICES
FOR
COCOA BEACH LIFT STATION REHABILITATIONS AND PORT CANAVERAL FORCE MAIN ARV
REPLACEMENTS**

The Task Order is in conformance with the Agreement for Continuing Engineering Services RFQ CB20-005 dated December 5, 2024, between the City of Cocoa Beach (OWNER) and Mead & Hunt, Inc. (MEAD & HUNT) and is referred to herein as the Contract.

GENERAL

The project involves the rehabilitation of City Lift stations 8, 14, and 16.

Lift Station 8 upgrades include:

- New valves with stainless steel discharge piping
- New control panel
- New generator
- New fencing around the perimeter of the station

Lift Station 14 upgrades include:

- Conversion from a can station to a submersible station
- New control panel

Lift Station 16 upgrades include:

- Conversion from a can station to a submersible station
- New control panel
- New generator

The project also involves assessing and replacing the ARVs on the Port Canaveral force main. This project involves a condition assessment of the Port Canaveral force main. The assessment phase will include inspection of approximately twenty-two (22) air release valves (ARVs) along the force main to identify the design and permitting needs and conceptual cost estimate. Subsequent to the assessment will be a design phase which will include bid documents to implement the necessary ARV replacements.

SCOPE OF SERVICES

After receipt of authorization to proceed, MEAD & HUNT will provide the following services:

PHASE 1 – PROJECT MANAGEMENT

Project Coordination

MEAD & HUNT'S Project Manager (PM) will monitor and manage the project budget, schedule, and scope throughout the estimated ten (10) month project duration. The PM will manage the development of project work and subconsultant efforts.

Project Kick-Off Meeting

MEAD & HUNT will coordinate and conduct one (1) in-person project kick-off meeting with the project team and OWNER staff to review project goals, scope of work, team member roles, lines of communication, project schedule and administrative processes. Following the meeting, MEAD & HUNT will prepare a written summary of the project meeting and distribute it to the attendees.

Quality Assurance / Quality Control

MEAD & HUNT will implement, and the PM will monitor, a quality assurance and control process, which includes independent technical review of project technical work products before their submission to the OWNER.

Deliverables – Project Management

- Kick-Off Meeting Agenda and Summary

PHASE 2 – LIFT STATION REHABILITATIONS PROJECT DESIGN

Task 1 – 30% Design Development

Based on the General section above, MEAD & HUNT will prepare 30% design level drawings and specifications. The OWNER's standard front-end contract documents will be used and coordinated with MEAD & HUNT's technical specifications.

The 30% submittal package will be submitted to the OWNER for review and comment. The submittal will include the items shown in the deliverable section below. It is assumed the OWNER will conduct their review in a two-week period. At the end of the OWNER's review period, MEAD & HUNT will schedule and attend a 30% design review meeting to review the OWNER's comments on the design drawings and specifications.

Deliverables – 30% Design

- 30% Design Drawings (electronic PDF format)
- 30% EOPCC (electronic PDF format)
- 30% Design Review Meeting Summary (electronic PDF format)

Task 2 – 60% Design Development

Based on the OWNER's 30% review comments received, MEAD & HUNT will prepare revised design drawings and specifications to 60% design level completion. MEAD & HUNT will prepare an updated EOPCC based upon the 60% submittal documents.

The 60% submittal package will be prepared and submitted to the OWNER and permitting agencies for review and comment. The submittal will include the items shown in the deliverable section below. It is assumed the OWNER will conduct their review in a two-week period. At the end of the OWNER's review period, MEAD & HUNT will schedule and attend a 60% design review meeting to review the OWNER's comments on the design drawings and specifications.

Deliverables – 60% Design

- 60% Design Drawings (electronic PDF format)
- 60% Specifications (electronic PDF format)
- 60% EOPCC (electronic PDF format)
- 60% Design Review Meeting Summary (electronic PDF format)

Task 3 – 100% Design Development

Based on the OWNER's 60% review comments received, MEAD & HUNT will prepare revised design drawings and specifications to 100% completion. MEAD & HUNT will prepare an updated EOPCC based upon the 100% submittal documents.

The 100% submittal package will be submitted to the OWNER for review and comment. The submittal will include the items shown in the deliverable section below.

Deliverables – 100% Design

- 100% Design Drawings (electronic PDF format)
- 100% Specifications (electronic PDF format)
- 100% EOPCC (electronic PDF format)

Task 4 – Bid Set Design Development

Based on the OWNER's 100% review comments received, MEAD & HUNT will prepare revised design drawings and specifications to bid set completion. MEAD & HUNT will prepare an updated EOPCC based upon the bid set submittal documents.

The bid set submittal package will be submitted to the OWNER for review and comment. The submittal will include the items shown in the deliverable section below.

Deliverables – Bid Set Design

- Bid Set Design Drawings (electronic PDF format)

- Bid Set Specifications (electronic PDF format)
- Bid Set EOPCC (electronic PDF format)

PHASE 3 – PORT CANAVERAL FORCE MAIN ASSESSMENT

MEAD & HUNT will conduct a conditions assessment of the Port Canaveral force main that will include inspection of approximately twenty-two (22) ARVs along the force main to identify the design and permitting needs and conceptual cost estimate.

Deliverables – Conditions Assessment Report

- Conditions Assessment Report

PHASE 4 – PORT CANAVERAL FORCE MAIN DESIGN

Task 1 – 60% Design Development

Based on the OWNER's 30% review comments received, MEAD & HUNT will prepare revised design drawings and specifications to 60% design level completion. MEAD & HUNT will prepare an updated EOPCC based upon the 60% submittal documents.

The 60% submittal package will be prepared and submitted to the OWNER and permitting agencies for review and comment. The submittal will include the items shown in the deliverable section below. It is assumed the OWNER will conduct their review in a two-week period. At the end of the OWNER's review period, MEAD & HUNT will schedule and attend a 60% design review meeting to review the OWNER's comments on the design drawings and specifications.

Deliverables – 60% Design

- 60% Design Drawings (electronic PDF format)
- 60% Specifications (electronic PDF format)
- 60% EOPCC (electronic PDF format)
- 60% Design Review Meeting Summary (electronic PDF format)

Task 2 – 100% Design Development

Based on the OWNER's 60% review comments received, MEAD & HUNT will prepare revised design drawings and specifications to 100% completion. MEAD & HUNT will prepare an updated EOPCC based upon the 100% submittal documents.

The 100% submittal package will be submitted to the OWNER for review and comment. The submittal will include the items shown in the deliverable section below.

Deliverables – 100% Design

- 100% Design Drawings (electronic PDF format)
- 100% Specifications (electronic PDF format)
- 100% EOPCC (electronic PDF format)

Task 3 – Bid Set Design Development

Based on the OWNER's 100% review comments received, MEAD & HUNT will prepare revised design drawings and specifications to bid set completion. MEAD & HUNT will prepare an updated EOPCC based upon the bid set submittal documents.

The bid set submittal package will be submitted to the OWNER for review and comment. The submittal will include the items shown in the deliverable section below.

Deliverables – Bid Set Design

- Bid Set Design Drawings (electronic PDF format)
- Bid Set Specifications (electronic PDF format)
- Bid Set EOPCC (electronic PDF format)

PHASE 5 – PERMITTING ASSISTANCE

MEAD & HUNT shall prepare and submit permit applications for the project as detailed below. All permit fees will be paid by OWNER. Certifications of Completion (COC) with respective permitting agencies are not included in this phase.

FDEP Wastewater Collection System Permit

MEAD & HUNT will attend up to one (1) pre-application meeting with FDEP to discuss permitting requirements. MEAD & HUNT will prepare an agenda and meeting summary. After the pre-application meeting, necessary revisions to the design recommendations will be reviewed with the OWNER and incorporated into the design documents.

MEAD & HUNT will prepare and submit the permit application in accordance with the permit requirements. Permit applications will be submitted after the 60% design has been reviewed and accepted by the OWNER.

Deliverables – Permitting

- Final FDEP Wastewater Collection System Permit application

PHASE 6 – BIDDING ASSISTANCE SERVICES FOR LIFT STATION REHABILITATIONS

The OWNER will be responsible for the overall solicitation for construction bids process, including any legal review of the bidding and contract documents (Division 0) and verifying compliance with OWNER purchasing and contract policies (Division 0 and 1). The OWNER will also be responsible for request for bid advertisements, distribution of bidding documents, prebid meeting, and bid opening. MEAD & HUNT will provide the following:

Bidding and Contract Documents

MEAD & HUNT will utilize OWNER supplied templates, bid number and dates (advertisement, pre-bid, bidder question deadline and bid opening) to prepare draft bidding and contract documents as Divisions 0 and 1 of the Project Manual and submit such to the OWNER's finance/purchasing/clerk for review. Upon receipt of the OWNER's review comments, MEAD & HUNT will prepare final bidding and contract documents and assemble the entire Project Manual and submit the Project Manual and Construction Drawings (denoted as bid set) in electronic format to the OWNER's finance/purchasing/clerk staff. The OWNER will be responsible for distributing bidding documents to interested parties.

Pre-Bid Meeting

MEAD & HUNT will attend an in-person pre-bid meeting and present the project scope/intent; construction contract duration; design and permitting highlights and any special/supplemental conditions specific to the project. The OWNER will be responsible for the recording and summary/minutes.

Addenda

MEAD & HUNT will respond to potential bidders' questions during the bid period. MEAD & HUNT will prepare suggested responses and provide the OWNER with a draft addendum for review. The OWNER shall be responsible for distribution of addenda.

Bid Opening

MEAD & HUNT will attend the bid opening at the OWNER's facility. The OWNER will be responsible for receiving, opening, and recording the bids.

Bid Review and Recommendation of Award

Upon receipt of copies of the received bid documents from the OWNER, MEAD & HUNT will review bids for completeness and conformance with technical requirements. MEAD & HUNT will evaluate the low bidder(s) submitted qualifications information and contact provided references to inquire about bidders' experience. MEAD & HUNT will prepare a tabulation of received bid prices, including unit prices, if applicable, and verify extended values and total. MEAD & HUNT will also review submitted pricing for imbalances and other disparities. Based on that review, MEAD & HUNT will submit to the OWNER the bid tabulation and a recommendation of award.

Deliverables – Bidding Services

- Bid Set Plans and Specifications
- Addenda to bid documents
- Bid Tabulation
- Recommendation of award

PHASE 7 – BIDDING ASSISTANCE SERVICES FOR PORT CANAVERAL FORCE MAIN

The OWNER will be responsible for the overall solicitation for construction bids process, including any legal review of the bidding and contract documents (Division 0) and verifying compliance with OWNER purchasing and contract policies (Division 0 and 1). The OWNER will also be responsible for request for bid advertisements, distribution of bidding documents, pre-bid meeting, and bid opening. MEAD & HUNT will provide the following:

Bidding and Contract Documents

MEAD & HUNT will utilize OWNER supplied templates, bid number and dates (advertisement, pre-bid, bidder question deadline and bid opening) to prepare draft bidding and contract documents as Divisions 0 and 1 of the Project Manual and submit such to the OWNER's finance/purchasing/clerk for review. Upon receipt of the OWNER's review comments, MEAD & HUNT will prepare final bidding and contract documents and assemble the entire Project Manual and submit the Project Manual and Construction Drawings (denoted as bid set) in electronic format to the OWNER's finance/purchasing/clerk staff. The OWNER will be responsible for distributing bidding documents to interested parties.

Pre-Bid Meeting

MEAD & HUNT will attend an in-person pre-bid meeting and present the project scope/intent; construction contract duration; design and permitting highlights and any special/supplemental conditions specific to the project. The OWNER will be responsible for the recording and summary/minutes.

Addenda

MEAD & HUNT will respond to potential bidders' questions during the bid period. MEAD & HUNT will prepare suggested responses and provide the OWNER with a draft addendum for review. The OWNER shall be responsible for distribution of addenda.

Bid Opening

MEAD & HUNT will attend the bid opening at the OWNER's facility. The OWNER will be responsible for receiving, opening, and recording the bids.

Bid Review and Recommendation of Award

Upon receipt of copies of the received bid documents from the OWNER, MEAD & HUNT will review bids for completeness and conformance with technical requirements. MEAD & HUNT will evaluate the low bidder(s) submitted qualifications information and contact provided references to inquire about bidders'

experience. MEAD & HUNT will prepare a tabulation of received bid prices, including unit prices, if applicable, and verify extended values and total. MEAD & HUNT will also review submitted pricing for imbalances and other disparities. Based on that review, MEAD & HUNT will submit to the OWNER the bid tabulation and a recommendation of award.

Deliverables – Bidding Services

- Bid Set Plans and Specifications
- Addenda to bid documents
- Bid Tabulation
- Recommendation of award

PHASE 8 – SUBCONSULTANTS AND REIMBURSABLES

Items under this phase include out-of-pocket direct job expenses such as subconsultants, reproductions, postage, etc. It is assumed permit application fees will be paid by the OWNER. Items included in this phase will be billed at actual cost plus 10%.

Land Surveying – Certified design survey will be performed by Southeastern Surveying and Mapping Corporation.

Subsurface Utility Engineering – Subsurface utility engineering will be performed by Southeastern Surveying and Mapping Corporation.

EXCLUSIONS

This scope of services excludes all items not specifically described herein.

SCHEDULE

Mead & Hunt estimates the work included in this task order will be completed in accordance with the following schedule:

Phase/Task	Duration to Complete (calendar days)	Commencing Upon
<i>Phase 1 – Project Management</i>	<i>270 days</i>	<i>Receipt of notice to proceed</i>
<i>Phase 2 – Lift Station Rehabs Project Design</i>	<i>180 days</i>	<i>Receipt of survey</i>
<i>Task 1 – 30% Design</i>	<i>90 days</i>	
<i>Task 2 – 60% Design</i>	<i>45days</i>	<i>30% review meeting</i>
<i>Task 3 – 100% Design</i>	<i>30 days</i>	<i>60% review meeting</i>
<i>Task 4 – Bid Set Design</i>	<i>15days</i>	<i>100% review meeting</i>

<i>Phase 3 – Port Canaveral Force Main Assessment</i>	<i>90 days</i>	<i>Receipt of notice to proceed</i>
<i>Phase 4 – Port Force Main Project Design</i>	<i>90 days</i>	<i>Upon acceptance of Phase 3</i>
<i>Task 1 – 60% Design</i>	<i>60 days</i>	<i>30% review meeting</i>
<i>Task 2 – 100% Design</i>	<i>30 days</i>	<i>60% review meeting</i>
<i>Task 3 – Bid Set Design</i>	<i>30 days</i>	<i>100% review meeting</i>
<i>Phase 5 – Permitting Assistance</i>	<i>90 days</i>	<i>OWNER approval of 60% deliverable</i>
<i>Phase 6 – Bidding Assistance Services for Lift Station Rehabs</i>	<i>30 days</i>	<i>OWNER approval of bid set deliverable</i>
<i>Phase 7 – Bidding Assistance Services for Port Canaveral Force Main</i>	<i>30 days</i>	<i>OWNER approval of bid set deliverable</i>

The above timeframes *do not* include OWNER and agency review time.

COMPENSATION

The fee estimate is based on the following breakdown:

Phase/Task	Fee/Cost	Basis
<i>Phase 1 – Project Management</i>	<i>\$13,467</i>	<i>Lump Sum</i>
<i>Phase 2 – Lift Station Rehabs Project Design</i>	<i>\$136,126</i>	<i>Lump Sum</i>
<i>Phase 3 – Port Canaveral Force Main Assessment</i>	<i>\$28,342</i>	<i>Lump Sum</i>
<i>Phase 4 – Port Canaveral Force Main Design</i>	<i>\$60,532</i>	<i>Lump Sum</i>
<i>Phase 5 – Permitting Assistance</i>	<i>\$9,708</i>	<i>Lump Sum</i>
<i>Phase 6 – Bidding Assistance Services for Lift Station Rehabs</i>	<i>\$9,668</i>	<i>Lump Sum</i>
<i>Phase 7 – Bidding Assistance Services for Port Canaveral Force Main</i>	<i>\$9,668</i>	<i>Lump Sum</i>
<i>Subtotal</i>	<i>\$267,511</i>	<i>Lump Sum</i>
<i>Phase 8 – Subconsultants/Reimbursables</i>	<i>\$29,700</i>	<i>Actual cost plus 10% administrative markup</i>
<i>TOTAL</i>	<i>\$297,211</i>	

AUTHORIZATION:

The scope of services and compensation stated in this proposal are valid for a period of thirty (30) days from date of submission. If authorization to proceed is not received during this period, this proposal may be withdrawn or modified by MEAD & HUNT.

Accepted by: CITY OF COCOA BEACH

Approved by: MEAD & HUNT, INC.

By: _____

By:  _____

Name: _____

Name: Brad Blais, PE

Title: _____

Title: Vice President/Client Manager

The above person is authorized to sign for Owner and bind the Owner to the terms hereof.

Date: _____

Date: January 2, 2025

PURSUANT TO FLORIDA STATUTE SECTION 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT OF MEAD & HUNT INC. MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

IF THE CONTRACTOR (MEAD & HUNT INC.) HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT (PROPOSAL), CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT CITY HALL, CITY OF COCOA BEACH, 1600 MINUTEMEN CAUSEWAY, COCOA BEACH, FL 32931, CITY CLERK, MONICA ARSENAULT, MMC, cityclerk@cityofcocoabeach.com, (321)-868-3286.

City of Cocoa Beach City Commission Agenda Item Summary

**DEPARTMENT MAKING
REQUEST/NAME:**

City Commission /
Jeremy Hutcherson

MEETING DATE

January 16, 2025

REQUESTED MOTION/ACTION

Approve Construction budget (\$350k) for Holiday Lane Boat Ramp project.
Representative: Jeremy Hutcherson, Commissioner
Recommendation: Approve

IS THIS ITEM BUDGETED (IF APPLICABLE)?

Not Budgeted

BACKGROUND:

Project Design Scope (\$75k) funded in FY25 approved budget. Construction budget will be harvested from savings realized in Channel 400 dredging project.

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: 1/5/2025

NAME: Commissioner Hutcherson

PHONE: _____

E-MAIL ADDRESS: jeremy.hutcherson@cityofcocoabeach.com

ADDRESS: City Hall

BUSINESS ADDRESS: N/A

BUSINESS PHONE: N/A

PLEASE COMPLETE THE FOLLOWING:

ITEMS(S) TO BE CONSIDERED: Approve construction budget (\$350k) for Holiday Lane Boat Ramp project

Project design scope (\$75k) funded in FY25 approved budget. Construction budget will be harvested from savings realized in Channel 400 dredging project

PERTINENT FACTS CONCERNING ITEMS(S): _____

1. Channel 400 dredging project budget = \$1,267,316 (FY25 budget page G-233)
2. Revised dredging project cost = \$297,000 (10/3/24 agenda item J1)
3. Cost reduction due to project scope change from suction to mechanical dredging
4. Budget available to reallocate = \$970,316 (\$1.267M - \$297k)

(PLEASE ATTACH APPLICABLE DOCUMENTS)

DESIRED ACTION BY COMMISSION: (USE REVERSE SIDE FOR ADDITIONAL SPACE)

Approve Holiday Lane boat ramp construction budget request

Signed by: _____

City of Cocoa Beach City Commission Agenda Item Summary

**DEPARTMENT MAKING
REQUEST/NAME:**

City Commission /
Tim Tumulty

MEETING DATE

January 16, 2025

REQUESTED MOTION/ACTION

Request that the city commission designate a specific portion of Minutemen (MM) Causeway as a park. (Minutemen Park)

South side of MM Causeway from La Riviere Rd to Roosevelt Elementary School.

North side of MM Causeway from Danube River Dr to Pelican Cove Condo.

Representative: Tim Tumulty, Commissioner

IS THIS ITEM BUDGETED (IF APPLICABLE)?

n/a

BACKGROUND:

PERTINENT FACTS CONCERNING ITEMS(S):

- Turning Minutemen Causeway into a park would enhance the value of the surrounding properties.
- Get state and local grants to enhance the park.
 1. Move powerlines underground
 2. Downlighting for safety
 3. Construct seawall to fortify and protect from erosion.
- Clear the overgrowth of invasive species that have blocked the water views.
- Entry corridor to Roosevelt Elementary School and Cocoa Beach Jr/Sr HS as well as the Cocoa Beach Country Club and Sports Complex.
- The sidewalk is currently used 24hs a day. Rarely is the entire length of the empty.

DESIRED ACTION BY COMMISSION: (USE REVERSE SIDE FOR ADDITIONAL SPACE)

Give the city an action to determine the best path forward to create the park. Bring back to commission for detailed analysis.

Items to consider:

- Safety concerns
- Site evaluation by legal counsel
- Grant opportunities
- EPA and permitting issues
- Other items as determined by Commission

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: _____ 01/07/2025 _____

NAME: _Tim Tumulty_____

PHONE: __321-698-9552__

E-MAIL ADDRESS: _Tim.Tumulty@cityofcocoa-beach.com_____

ADDRESS: ____13 Fairway Dr, Cocoa Beach, FL 32931_____

BUSINESS ADDRESS: _____

BUSINESS

PHONE:

PLEASE COMPLETE THE FOLLOWING:**ITEMS(S) TO BE CONSIDERED:**

Request that the city commission designate a specific portion of Minutemen (MM) Causeway as a park. (Minutemen Park)

South side of MM Causeway from La Riviere Rd to Rosevelt Elementary School.

North side of MM Causeway from Danube River Dr to Pelican Cove Condo.

PERTINENT FACTS CONCERNING ITEMS(S):

- Turning Minutemen Causeway into a park would enhance the value of the surrounding properties.
- Get state and local grants to enhance the park.
 - Move powerlines underground
 - Downlighting for safety
 - Construct seawall to fortify and protect from erosion.
- Clear the overgrowth of invasive species that have blocked the water views.
- Entry corridor to Rosevelt Elementary School and Cocoa Beach Jr/Sr HS as well as the Cocoa Beach Country Club and Sports Complex.
- The sidewalk is currently used 24hs a day. Rarely is the entire length of the empty.

(PLEASE ATTACH APPLICABLE DOCUMENTS)

DESIRED ACTION BY COMMISSION: (USE REVERSE SIDE FOR ADDITIONAL SPACE)

Give the city an action to determine the best path forward to create the park. Bring back to commission for detailed analysis.

Items to consider:

- Safety concerns
- Site evaluation by legal counsel
- Grant opportunities
- EPA and permitting issues
- Other items as determined by Commission

Signed by: _____

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City of Cocoa Beach City Commission Agenda Item Summary

**DEPARTMENT MAKING
REQUEST/NAME:**

City Commission /
Karin Grooms, City Clerk

MEETING DATE

January 16, 2025

REQUESTED MOTION/ACTION

Set Appointments to Organizations for 2025
Representative: City Commission

IS THIS ITEM BUDGETED (IF APPLICABLE)?

N/A - No funds required.

BACKGROUND:

City Commission is to review and determine whom on the Commission will serve on other boards as the representative for the City.

City of Cocoa Beach City Commission Agenda Item Summary

**DEPARTMENT MAKING
REQUEST/NAME:**

City Clerk /
Karin Grooms, City Clerk

MEETING DATE

January 16, 2025

REQUESTED MOTION/ACTION

a) Space Coast Transportation Planning Organization (SCTPO)

2025 Cocoa Beach Voting Delegate: _____, Staff

Representative: Morgan Zuhlke,

2024 Cocoa Beach Voting Delegate: Commissioner Skip Williams;

The 2025 Cape Canaveral Voting and Primary Delegates are: Council Member Don Willis

Per the agreement, the Cities of Cocoa Beach/Cape Canaveral share Voting Delegates on the Transportation Planning Organization. For 2025, the Voting Delegate is Cocoa Beach and Cape Canaveral is designated the alternate.

IS THIS ITEM BUDGETED (IF APPLICABLE)?

N/A - No funds associated with this item

BACKGROUND:

2025 Appointment of League Voting Delegate/Director

The Bylaws of the Space Coast League of Cities require the following:

- Every December, the governing body of each member municipality must appoint a Voting Delegate/Director and Alternate to the League.

Eligibility: Only the member municipality's elected officials, manager, attorney, clerk, and department heads are eligible to be a Voting Delegate/Director and Alternate. Any Voting Delegate/Director or Alternate who ceases to hold such a position ceases at the same time to be a Voting Delegate/Director or Alternate.

Functions: The person appointed as Voting Delegate serves as both the member municipality's Voting Delegate at membership meetings and its representative to the Board of Directors. The Voting Delegate and the Director is the same person. The sole function of the Alternate for the Voting Delegate/Director is to vote in the absence of the Voting Delegate/Director.

-

- Following the appointment, the names of the Voting Delegate/Director and the Alternate must be promptly certified in writing to the Executive Director.

- Because dues for member municipalities are based on population, each member municipality must also certify its current population figures when it certifies its Voting Delegation/Director and Alternate.

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

**DEPARTMENT MAKING
REQUEST/NAME:**

City Clerk /
Karin Grooms, City Clerk

MEETING DATE

January 16, 2025

REQUESTED MOTION/ACTION

b) Brevard County Water Supply Group (no set meeting time)

Staff Representative: Water Reclamation Director Brad Kalsow

IS THIS ITEM BUDGETED (IF APPLICABLE)?

na

BACKGROUND:

n.a

City of Cocoa Beach City Commission Agenda Item Summary

**DEPARTMENT MAKING
REQUEST/NAME:**

City Commission /
Karin Grooms, City Clerk

MEETING DATE

January 16, 2025

REQUESTED MOTION/ACTION

**c) Space Coast League of Cities (Meets 2nd Monday, 6:30 pm. at Hosting City)
Space Coast League of Cities Intergovernmental Committee (2nd Monday,
5:45pm, at Hosting City)**

2025 Voting Delegate, _____, Alternate Delegate

2024 Voting Delegate, Karalyn Woulas, Commissioner Hutcherson as Alternate
Delegate

Representative: City Commission

IS THIS ITEM BUDGETED (IF APPLICABLE)?

n/a

BACKGROUND:

2025 Appointment of League Voting Delegate/Director

The Bylaws of the Space Coast League of Cities require the following:

- Every December, the governing body of each member municipality must appoint a Voting Delegate/Director and Alternate to the League.

Eligibility: Only the member municipality's elected officials, manager, attorney, clerk, and department heads are eligible to be a Voting Delegate/Director and Alternate. Any Voting Delegate/Director or Alternate who ceases to hold such a position ceases at the same time to be a Voting Delegate/Director or Alternate.

Functions: The person appointed as Voting Delegate serves as both the member municipality's Voting Delegate at membership meetings and its representative to the Board of Directors. The Voting Delegate and the Director is the same person. The sole function of the Alternate for the Voting Delegate/Director is to vote in the absence of the Voting Delegate/Director.

-

- Following the appointment, the names of the Voting Delegate/Director and the Alternate must be promptly certified in writing to the Executive Director.

- Because dues for member municipalities are based on population, each member municipality must also certify its current population figures when it certifies its Voting Delegation/Director and Alternate.



SPACE COAST LEAGUE OF CITIES, INC.

A Florida Not-for Profit Corporation

CAPE CANAVERAL
COCOA
COCOA BEACH
GRANT-VALKARIA

INDIALANTIC
INDIAN HARBOUR BEACH
MALABAR
MELBOURNE

MELBOURNE BEACH
MELBOURNE VILLAGE
PALM BAY
PALM SHORES

ROCKLEDGE
SATELLITE BEACH
TITUSVILLE
WEST MELBOURNE

"CITIES OF BREVARD WORKING TOGETHER"

2025 Appointment of League Voting Delegate/Director

The Bylaws of the Space Coast League of Cities require the following:

- Every December, the governing body of each member municipality must appoint a Voting Delegate/Director and Alternate to the League.
Eligibility: Only the member municipality's elected officials, manager, attorney, clerk, and department heads are eligible to be a Voting Delegate/Director and Alternate. Any Voting Delegate/Director or Alternate who ceases to hold such a position ceases at the same time to be a Voting Delegate/Director or Alternate.
Functions: The person appointed as Voting Delegate serves as both the member municipality's Voting Delegate at membership meetings and its representative to the Board of Directors. The Voting Delegate and the Director is the same person. The sole function of the Alternate for the Voting Delegate/Director is to vote in the absence of the Voting Delegate/Director.
- Following the appointment, the names of the Voting Delegate/Director and the Alternate must be promptly certified in writing to the Executive Director.
- Because dues for member municipalities are based on population, each member municipality must also certify its current population figures when it certifies its Voting Delegation/Director and Alternate.

Accordingly, please provide and certify the information requested below and return this form promptly to the League Executive Director at the email address: execsec@scloc.org.

Municipality: [Click here to enter text.](#) **Current Population:** [Click here to enter text.](#)

Voting Delegate/Director: [Click here to enter text.](#)

Email address: [Click here to enter text.](#) **Telephone Number:** [Click here to enter text.](#)

Alternate Voting Delegate/Director: [Click here to enter text.](#)

Email address: [Click here to enter text.](#) **Telephone Number:** [Click here to enter text.](#)

I hereby certify that the above named persons were duly appointed by our governing body and the foregoing information is correct: Municipality Clerk's signature: [Click here to enter text.](#) Date: [Click here to enter text.](#)

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

**DEPARTMENT MAKING
REQUEST/NAME:**

City Clerk /
Karin Grooms, City Clerk

MEETING DATE

January 16, 2025

REQUESTED MOTION/ACTION

**d) General Employees' Pension Board - (Meets Quarterly 3pm, Thursdays before
Commission meetings, Cocoa Beach)**

2025 Commission Representative: _____

2024 Commission Representative: Commissioner Skip Williams

IS THIS ITEM BUDGETED (IF APPLICABLE)?

N/A

BACKGROUND:

N/A

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

**DEPARTMENT MAKING
REQUEST/NAME:**

City Clerk /
Karin Grooms, City Clerk

MEETING DATE

January 16, 2025

REQUESTED MOTION/ACTION

e) Cocoa Beach Art Show

2025 Commission Representative: _____

2024 Commission Representative: Mayor Keith Capizzi

IS THIS ITEM BUDGETED (IF APPLICABLE)?

N/A

BACKGROUND:

N/A

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

**DEPARTMENT MAKING
REQUEST/NAME:**

Water Reclamation /
Karin Grooms, City Clerk

MEETING DATE

January 16, 2025

REQUESTED MOTION/ACTION

f) St. Johns River Water Management District (Meets as needed)

2025 Staff Representative: Morgan Zuhlke, Stormwater Utility Manager

IS THIS ITEM BUDGETED (IF APPLICABLE)?

N/A

BACKGROUND:

N/A

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

**DEPARTMENT MAKING
REQUEST/NAME:**

City Clerk /
Karin Grooms, City Clerk

MEETING DATE

January 16, 2025

REQUESTED MOTION/ACTION

g) Canaveral Port Authority (Meets usually the 3rd Wednesday of the month, 9:00 am)

2025 Commission Representative: _____

2024 Commission Representative: Commissioner Karalyn Woulas

IS THIS ITEM BUDGETED (IF APPLICABLE)?

N/A

BACKGROUND:

N/A

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

**DEPARTMENT MAKING
REQUEST/NAME:**

City Clerk /
Wayne Carragino, City Manager

MEETING DATE

January 16, 2025

REQUESTED MOTION/ACTION

h) Cocoa Beach Main Street

Staff Representative: Carrie Lombardo, Government Affair Manager

IS THIS ITEM BUDGETED (IF APPLICABLE)?

N/A

BACKGROUND:

N/A