



**Meeting Agenda  
Monday, January 26, 2026**

**4:00 PM**

**REGULAR**

**Cocoa Beach City Hall  
2 South Orlando Ave.  
Cocoa Beach, FL 32931**

**WELCOME**

- A. Call to Order
- B. Public Comment
- C. Consent Agenda  
Approve the September 22, 2025 , Leisure Services Advisory Board Meeting Minutes
- D. New Business
  - 1. Review and Adopt Leisure Services Advisory Board Standard Operating Procedures
- E. Staff Reports and Announcements
- F. Board Members Reports and Announcements
- G. General Public Comment
- H. Adjournment

Note: more than one member of the City Commission may be in attendance at the meeting and may participate in discussions.

Pursuant to 286.0105, Florida Statutes, the City hereby advises the public that if a person decides to appeal any decision made by this Board, agency or meeting or hearing, he will need a record of the proceedings, and that for such purpose, affected persons may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes,

persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk at (321-868-3286), no later than 4:00 p.m., at least 48 hours prior to the meeting.

**City of Cocoa Beach Leisure Services Advisory Board  
Agenda Item Summary**

**DEPARTMENT MAKING  
REQUEST/NAME:**

Leisure Services /

**MEETING DATE**

January 26, 2026

**REQUESTED MOTION/ACTION**

Review and Adopt Leisure Services Advisory Board Standard Operating Procedures

**IS THIS ITEM BUDGETED (IF APPLICABLE)?**

**BACKGROUND:**

# LEISURE SERVICES ADVISORY BOARD

STANDARD OPERATING PROCEDURES – updated January 2026

## A. PURPOSE AND AUTHORITY

1. The Cocoa Beach Leisure Services Advisory Board is established by ordinance of the City of Cocoa Beach and serves in an advisory capacity to the City Commission, City Manager, and Leisure Services Director.
2. The purpose of the Board is to provide community input, professional insight, and recommendations regarding the planning, development, operation, maintenance, and enhancement of the City's parks, recreation, programs, and related facilities.

## B. POWERS AND DUTIES

1. The Board shall act in an advisory capacity to the City Commission, City Manager, and Leisure Services Director on all matters pertaining to parks, recreation, and leisure services, including long-range planning and capital improvements.
2. In fulfillment of its advisory role, the Board may:
  - o Recommend policies related to recreation services and park improvements;
  - o Recommend programs for the development and improvement of recreational areas, facilities, and services;
  - o Recommend standards for recreational areas, facilities, programs, and their financial support;
  - o Review the Leisure Services Department's proposed capital improvements and provide recommendations prior to submission to the City Commission, when requested.
3. The Board functions solely in an advisory role and shall not direct staff, manage facilities, or make operational decisions.

## C. ROLES OF THE BOARD

The Board shall serve as:

1. **Sounding Board** – providing feedback, ideas, and community perspective on leisure services issues.
2. **Ambassador** – promoting recreational programs and facilities in a positive and constructive manner.
3. **Planner and Advisor**, including:
  - o Recommending priorities for recreation needs and improvements;
  - o Offering feedback on policies, standards, and fee structures related to leisure services.
  - o Board members are encouraged to visit City recreation facilities to enhance understanding of operations and conditions.

- Board members shall not interfere with daily operations or provide direction to staff.

## **D. BOARD MEMBER RESPONSIBILITIES**

1. Board members shall:
  - Attend meetings held every other month, or as otherwise scheduled.
  - Prepare for meetings by reviewing agenda materials;
  - Act in the best interest of the City as a whole;
  - Comply with all applicable ethics laws and the Florida Sunshine Law.
2. Board members shall refrain from representing personal opinions as official City policy.

## **E. AREAS OF FOCUS**

1. At the annual organizational meeting, or as needed, Board members may identify primary areas of focus to help facilitate discussion and reporting.
2. Assignments are intended to promote familiarity and are not supervisory or managerial in nature.
3. Areas of focus may include, but are not limited to:
  - Parks and Recreation Center
  - Pool, Pavilion and Tennis Facility
  - Golf Course, 19<sup>th</sup> Hole Restaurant and Auditorium
  - Skate Park, and Ballfield Complex
  - Beaches, Beach Accesses, and Waterways

## **F. MEETINGS**

1. Meetings shall be conducted in accordance with Florida's Government-in-the-Sunshine Law.
2. Meetings shall be held at times and locations approved by the City and properly noticed.
3. A quorum must be present to conduct official business.

## **G. AGENDA ITEMS AND REPORTING**

1. Board members may request agenda items through the Leisure Services Director.
2. Items requiring formal Board action or extensive discussion should be submitted sufficiently in advance to allow staff review and agenda preparation.
3. Staff may provide operational updates, project reports, or informational presentations as appropriate.

## **H. CODE OF CONDUCT**

1. Board members shall conduct themselves professionally and respectfully at all times.
2. Differences of opinion shall be expressed courteously and constructively.

3. Board members shall avoid conflicts of interest and disclose any potential conflicts in accordance with state and local requirements.

## **I. BOARD COMPOSITION, TERMS, AND OFFICERS**

1. **Composition.** The Leisure Services Advisory Board shall consist of five (5) members who are residents of the City of Cocoa Beach, appointed by the City Commission.
2. **Terms of Office.**
  - o Members shall serve without compensation.
3. **Removal.** Board members serve at the pleasure of the City Commission and may be removed in accordance with City ordinance, charter provisions, or applicable state law.
4. **Officers.**
  - o The officers of the Board shall consist of a Chair, and Vice Chair.
  - o Officers shall be selected annually by the Board.
5. **Powers and Duties of the Chair.**
  - o The Chair shall preside at all meetings of the Board.
6. **Vice Chair.**
  - o In the absence, or inability, of the Chair to act, the Vice Chair shall perform the duties of the Chair and shall have all corresponding powers and responsibilities.
  - o The Vice Chair shall perform other duties as assigned by the Board.

## **J. MEETING ATTENDANCE AND CONDUCT**

1. Board members who are unable to attend a meeting shall notify the Leisure Services Director, or designated staff, in advance whenever possible.
2. Excessive absences or failure to participate in the work of the Board may be reported to the City Commission for consideration.
3. Minutes of each meeting shall be maintained by staff and made available in accordance with public records requirements.