

CITY OF COCOA BEACH
CITY MANAGER'S MONTHLY REPORT
AUGUST 2009

Submitted is a report of the various departments of the City of Cocoa Beach for August 2009.

FINANCE DEPARTMENT
Charles Holland, Finance Director

FUND ACTIVITY

		FY 2009 (92% of year complete)		
			YTD	YTD
		Budget \$	Actual \$	Percent
General Fund	Revenues	17,784,837	16,618,191	93%
	Expenditures	18,256,154	14,456,509	79%
Golf Course	Revenues	2,559,707	1,653,611	65%
	Expenditures	2,792,372	2,759,839	99%
Utilities Fund	Revenues	5,253,998	4,368,738	83%
	Expenditures	7,059,153	5,309,874	75%
Stormwater Fund	Revenues	687,500	582,291	85%
	Expenditures	873,257	633,261	73%

General Fund revenues are slightly higher because most property tax collections are received early in the year because early payments give taxpayers discounts. General Fund expenditures are below budget. Note that spending rate variance will shift as year end approaches.

Golf Course revenues are slightly below budget. Greens repairs are continuing. Golf expenditures are slightly above budget.

Utilities Fund revenue is lower than expected because of a timing difference in booking revenue. Utilities expenditures are slightly above budget.

Stormwater revenue is lower than expected because of a timing difference in booking revenue. Stormwater expenditures are slightly lower.

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POLICE DEPARTMENT

Bryan Holmes, Police Chief

Police Officers/Detective Activities	Communications Department Activities
<ul style="list-style-type: none"> ➤ Traffic Citations Issued: 339 ➤ Traffic Warnings Issued: 218 ➤ Parking Citations Issued: 543 ➤ Traffic Accidents: 58 ➤ Civil Citations: 30 ➤ Case Reports: 416 ➤ Arrest Requests (Capias): 30 ➤ Arrests/Notice To Appears: 80 ➤ Recovered Property: \$37,793.00 ➤ Stolen Property: \$76,323.00 	<ul style="list-style-type: none"> ➤ Calls for Service Answered 3893 ➤ 911 Emergency Calls (Includes Wireless): 808 ➤ 911 Calls Transferred: 227 ➤ Non Emergency Admin Calls Answered: 2695
Records Division Activities	Community Watch Activities
<ul style="list-style-type: none"> ➤ Citizens Fingerprinted: 33 ➤ Copies of Reports Sold: 77 	<ul style="list-style-type: none"> ➤ Crime Break Bulletin: (2) Messages ➤ C.O.P.S: 12 hours Vehicle Patrol, 23.5 hours Administrative and Misc. duties ➤ Community Watch Programs: National Night Out
Other Activities	
<ul style="list-style-type: none"> ➤ Employees trained in the areas of: Crime Prevention Commercial (1), Advanced Traffic Crash (1), Suicide Intervention (2), Chemical Agent (26), Rifle Deployment (9) 	

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FIRE DEPARTMENT

Scott Shear, Fire Chief

Statistics for the month

- Total Responses: 205
- Inspections by Administration: 38
- Fires: 1
- Special events Inspections: 1
- EMS / Rescue calls: 155
- Plans Review: 8
- Fire Investigation: 0
- Inspections by Shift Staff: 34
- Other types of calls: 49
- Total Inspections: 73

Activities for the Month

- Reporting to FL Fire Marshals office
- Planning meetings for Cocoa Beach Air Show
- Quarterly Company Officer in-service
- Annual Hurst Tool service
- Six month PPE inspection for all staff
- Attended Emergency Operations Center meetings
- Held New Hire testing
- Fire Prevention billed \$4,448
- Completed initial CERT class

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DEVELOPMENT SERVICES DEPARTMENT
Anthony Caravella, Director

Statistics

Permits/Inspections:	NUMBER	COMMENTS (21 working days in month)
Total Permits Issued:	189	9.00 per day
New Single Family Residential	1	46 Yawl Drive
New Multiple Family Residential	0	
New Commercial	0	
Residential Additions/Alterations	25	Avg. Review - 5 Calendar days
Commercial Additions/Alteration	5	Avg. Review - 5 Calendar days
Demolition	0	
Inspections Conducted:	298	14.19 per day
Customer Service:		
Walk-in Customers	190	(Average 9.05/day)
Administrative phone calls (Two front office phones)	378	(Average 18/day)
Business Tax Receipts:		
New Applications - Includes Certificates of Use	17	2 of which are home based
Transfer of Business Ownership/Location	0	
Denied Applications	0	
Business Tax Receipts Renewed	377	
Code Enforcement:		
Citations	16	
Inspections	83	
Code Enforcement Board Hearings	5	
Investigations	109	
Notice of Violations	20	
Courtesy Letters	59	

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Cases Closed	77	
Planning and Zoning:		
Pre-Submittal Conferences	2	
Telephone Calls	84	
Building Permits Reviewed	26	
Occupational Licenses Reviewed	17	

Major Active Construction Projects:

- ◆ Golf Villas, 1650 Minutemen Causeway, 2 units complete.
- ◆ West End Apartments/Harbor Club Condo -100% complete, but only 1st floor has Certificate of Occupancy.
- ◆ Seagull Beach Club Condominium, 4440 Ocean Beach Blvd. - Walks & Concrete balcony restoration. 95% complete. (Contractor found additional problems.)
- ◆ Church of Our Saviour, 5301 N. Atlantic Ave. - School/gym addition and other site work. 100% complete.
- ◆ Twin Towers, 2020 N. Atlantic Ave. - Carport roof repairs. 95% complete.
- ◆ Chevron, 400 N. Atlantic Ave. - Gas station canopy, building permit application received and issued. Awaiting Underground Tank Replacement.
- ◆ Golf Course, 4500 Tom Warriner Blvd - New Maintenance Building. Walls installed. 75% complete.
- ◆ Walgreens Addition, 4150 N. Atlantic Ave. - Add 2,000 sq ft. 25% complete.
- ◆ The Mark, 4850 Ocean Beach Blvd. - Balcony Replacement. 40% complete.
- ◆ Marriott Courtyard, 3435 N. Atlantic Ave. - Lobby Renovation. 10% complete.

Other Projects

- ◆ Contract with Zyscovich Architects for downtown design based code (mixed use) has been executed. Date of first in town meeting, walkthrough, assessment scheduled for October 16, 17 and 18
- ◆ Held (per budget) scope of work for design services for "Yen Yen" block alleyway improvements
- ◆ Continue to implement the Downtown Sector Plan

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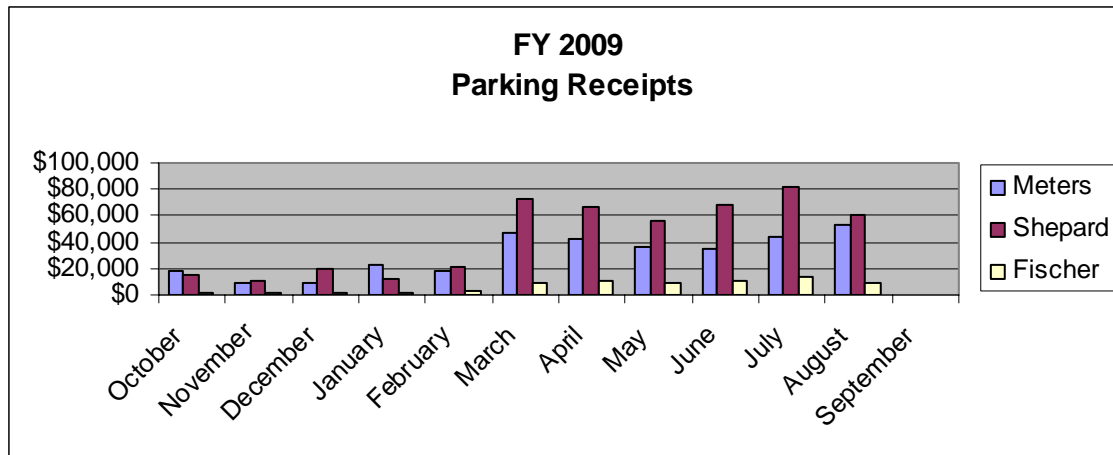
PUBLIC WORKS DEPARTMENT

Robert Torres, Director

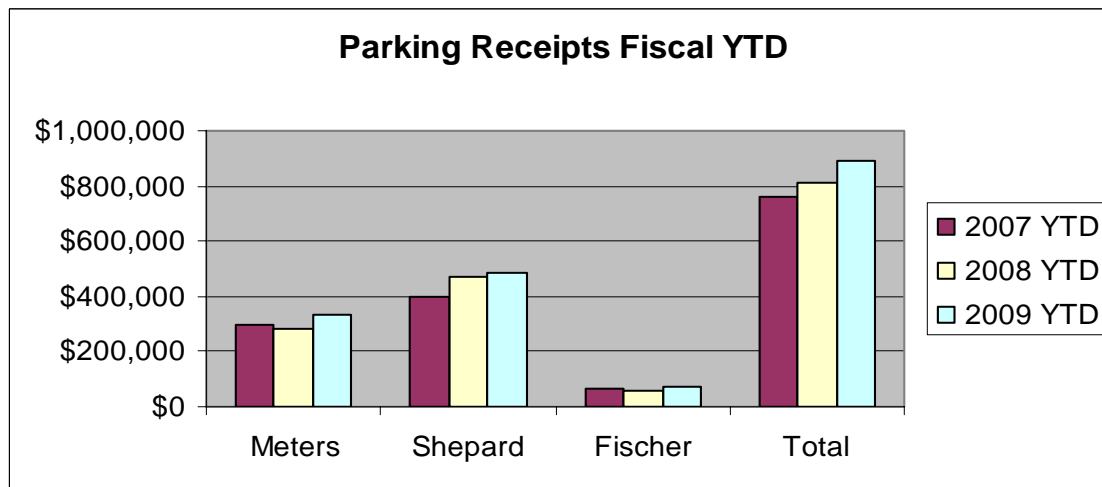
- ❖ Performed site plan reviews as part of Development Services plan review process
- ❖ Staff attended Upcoming Special Events meeting
- ❖ Replaced defective areas of sidewalk at various locations throughout the City
- ❖ Survey Department continues to monitor water elevations daily for assessing waterways dredging and canal maintenance
- ❖ Staff continues to edit new aerial mapping
- ❖ Attended the County's Transportation Planning Organization meeting
- ❖ Staff to meet with FDOT regarding LAP certification for the City on the Ocean Beach Boulevard project
- ❖ Continued renovations to the Finance Department office at City Hall
- ❖ Staff prepared topographic base plans for next phase of dune crossovers
- ❖ Staff reviewing and designing solutions for Fairway drainage outfall
- ❖ Reviewed and repaired gutter drainage problems on McNabb Parkway
- ❖ Staff to prepared plans and constructed sidewalk on remaining lot extension in Corona Avenue neighborhood
- ❖ Begin repairs, restoring and repainting Fire truck #250
- ❖ Staff attended Emergency Support Function 3 (ESF-3) at the Emergency Operation Center (EOC) hosted by Brevard County Road/Bridge Department
- ❖ Staff assisted with the set up and break down for the Police Departments National Night Out Annual event
- ❖ Staff prepared Mitigation report for year 2 of 5 year Mitigation Maintenance Agreement for Rock Revetment project due to hurricanes Francis & Jeanne
- ❖ Staff designed plans for Minutemen Causeway stub-end sidewalk widening

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PARKING RECEIPTS



	Meters	Shepard	Fischer	Total
October	\$17,766	\$15,674	\$1,998	\$35,438
November	\$9,122	\$10,731	\$1,081	\$20,934
December	\$9,239	\$19,105	\$1,935	\$30,279
January	\$22,277	\$12,579	\$1,796	\$36,652
February	\$17,871	\$21,601	\$2,514	\$41,986
March	\$47,509	\$72,611	\$9,761	\$129,881
April	\$41,930	\$66,632	\$10,904	\$119,466
May	\$36,614	\$56,334	\$8,337	\$101,285
June	\$35,116	\$68,372	\$10,593	\$114,081
July	\$43,289	\$81,565	\$14,117	\$138,971
August	\$52,752	\$60,903	\$9,808	\$123,463



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	Meters	Shepard	Fischer	Total
2007 YTD	\$299,485	\$396,907	\$65,462	\$761,854
2008 YTD	\$282,278	\$467,685	\$58,600	\$808,563
2009 YTD	\$333,485	\$486,107	\$72,844	\$892,436

COMMUNITY CENTER

Heidi Johnson, Food and Beverage Manager

Events/Attendance

- ✓ August 3 - 75 people
 - ✓ August 9 - 120 people
 - ✓ August 10 - 100 people
 - ✓ August 12 - 75 people
 - ✓ August 22 - 250 people
 - ✓ August 29 - 175 people
- August Food Beverage Revenue for Golf Fund - \$12,704
August Community Center Revenue for General Fund - \$1,631

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GOLF COURSE

Joe Tucker, Manager

Statistics

Month	FY'09	FY '08	Difference	Rounds	Days	Last Yr.
October	\$144,934	\$159,427	-\$14,493	4843	10	12
November	\$182,325	\$200,911	-\$18,586	5973	4	2
December	\$182,984	\$222,047	-\$39,063	5936	1	3
January	\$210,083	\$259,753	-\$49,670	6863	3	6
February	\$219,468	\$277,890	-\$58,422	7617	2	8
March	\$241,920	\$312,789	-\$70,869	8743	4	3
April	\$177,883	\$243,517	-\$65,634	6509	4	2
May	\$104,552	\$183,867	-\$79,315	3802	6	2
June	\$64,610	\$150,696	-\$86,086	2833	6	11
July	\$68,039	\$138,615	-\$70,576	3027	13	12
August	\$57,665	\$109,349	-\$51,684	2778	7	7
September		\$130,295				4
TOTAL	\$1,654,463	\$2,389,156	-\$604,398	58,924	60	69

Activities of the month

- 5 pre-pays were due, 1 renewed. There were 3 new pre-pays.
- 7 days were influenced by rain. Rain total for the month was 2.75".
- Food and Beverage sales were \$12,704.
- Continued working with Freedom 7 in Community Center.
- Continued to remove weeds from new greens.
- Continued grow in of new greens
- Received bids for correcting hot water issues in clubhouse
- Replaced tiles in kitchen.
- Repaired damage caused by vandalism on course.
- Repaired driving range netting. (lower cable broken)
- Updated restaurant menu and laminated.
- Extended cart path on Dolphin #7.
- Started building new men's tee on Lakes #6.
- Treated for mole crickets.

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RECREATION

Statistics

	Current Month		Year to Date Current Year		Year to Date Prior Year	
	Expenditures	Revenues	Expenditures	Revenues	Expenditures	Revenue
Recreation Center	\$1,830.00	\$2,759.00	\$32,057.00	\$73,385.00	\$35,587.00	\$67,621.00
Pool and Pavilion	\$34,590.61	\$12,176.73	\$275,826.67	\$109,750.21	\$272,518.47	\$105,283.94
Tennis	\$1,688.80	\$ -0-	\$19,485.44	\$ -0-	\$20,135.27	\$ -0-
Sports Complex	\$1,030.00	\$202.00	\$17,115.00	\$ 5,985.00	\$12,381.00	\$4,187.00
Total	\$39,139.41	\$15,137.73	\$344,484.11	\$189,120.21	\$340,621.74	\$177,091.94

Recreation Center

- 184 people used the gym for the month of August
- Summer Fun/Sports Camp ended August 7, 2009
- Fall activities flyer being prepared

Sports Complex

- Co-ed softball league ended August 18th.

Pool

- 2602 daily admittance for the facility for the month of August
- 128 attended Aquafit Class during August
- 6 Pavilion Rentals 2 Concession Rentals
- Day camps continued through first week of August.
- Lifeguard class held at facility beginning August 15th.
- New pool hours go into effect on Aug.10th: Mon-Fri 9:00am-3:00pm; Sat: 10am - 5pm & Sun: 12pm - 4pm

Tennis

- After school programs for juniors have started.
- Inter-club leagues for adults have started.

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CITY MANAGER/PUBLIC INFORMATION

Charles Billias, City Manager

- ✓ Met with St. Johns Water Management District regarding the Golf Course's rock revetment project permitting
- ✓ Continued meetings to discuss Municipal Electric Utility
- ✓ Attended the City of Cocoa meeting regarding Backflow Preventer for reuse water
- ✓ Cocoa Beach hosted the Space Coast League of Cities monthly dinner
- ✓ FY 2010 budget preparations
- ✓ Prepared August edition of "Cocoa Beach News and Views"
- ✓ Continued coordination of Fire Station Construction grant application

CITY CLERK

Loredana Kalaghchy, City Clerk

- ✓ August 17 - 21, 2009 - Commission Candidate Qualifying Week - Processed paperwork to qualify two candidates for Commissioner Seat 2
- ✓ Participated in interviews for new Cape Canaveral City Clerk
- ✓ Chaired the Florida Association of City Clerks (FACC) Professional Education Committee meeting in preparations of the October 2009 FACC Academy
- ✓ Generated 2 set of minutes
- ✓ Maintained the City's websites
- ✓ Along with other City Staff presented at the League of Cities conference, subject: Citizen's Academy
- ✓ Complied with 1 public records request
- ✓ Conducted 5 property lien searches

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PERSONNEL/RISK MANAGEMENT

A.J. Hutson, Assistant City Manager, Personnel/Risk Management

Employee counts as of 09/01/2009	Actual	Last Month	Difference	Open Positions
Regular full-time	191	193	-2	4*
Regular part-time	56	56	-0-	1
Temporary - Full-time	0	0	-0-	-0-
Temporary – Part –time	0	0	-0-	-0-
Seasonal	13	35	-0-	-0-

* 4 vacancies to be filled; 4 other positions eliminated through attrition during this budget year.

- Along with Police Chief Bryan Holmes and City Clerk Lori Kalaghchy, A.J. Hutson was speaker at Florida League of Cities Annual Conference (subject was Citizen's Academy.)
- Completed interviews for vacant HR Coordinator position; selected Natalie McClenahan to replace Kerry McKinney - Natalie's start date is September 16.
- Parks staff back to full strength with the return of Lead ranger Jim Woodall from bereavement leave and the hiring of a part-time park ranger.
- Continued collective bargaining of a new union contract with police union.
- Attended air show planning and safety meetings - representatives from law enforcement and public safety agencies in attendance; Fire Chief Shear designated as City's public safety coordinator.
- Updated and published revised emergency operations pay policy - regular full-time employees sent home due to weather (or other) emergencies will be partially rather than fully reimbursed for lost time.
- Attended EDC and Commission meeting; continued participation in FY2010 budget.
- Conducted interviews for vacancies in Communication Center.
- Attended meeting with City attorneys and Director of Florida Municipal Electric Utility Cooperative regarding municipalization of City's electric11 distribution system.
- Completed audit of automobile and inland marine insurance schedules.
- Continued coordinating with air show event promoter.
- Continued participation in FY2010 budget work sessions.
- Risk Management: No new claims

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INFORMATION TECHNOLOGY

Jeff Thiel, Information Technology Director

- ❑ Initiated the implementation of desktop faxing to reduce costs of fax equipment and centralize the management and administration of this service.
- ❑ Continued the implementation of online access to City utility accounts. When completed, in addition to making payments online, residents will be able to retrieve account information including payment history, consumption history, billing history, and service status.
- ❑ Implement security certificate authority management on the network to improve the administration and maintenance of certificates that are essential to modern security methods in use throughout the industry.
- ❑ Implemented a subscription service for the Green Business program to facilitate the distribution of information and improve the registration process.
- ❑ Continued a Sharepoint software application development project for the City Clerk's office to permit shared network access to records, and for the Police department to permit department personnel to manage system operating procedures and to track compliance and test comprehension.

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WATER RECLAMATION DEPARTMENT

Darby Blanchard, Director

INFLUENT FLOWS	Million Gallons	REUSE FLOWS	Million Gallons
➤ Total Treated (Includes Patrick Air Force)	97.69	➤ Total Reuse (Includes PAFB)	83.33
➤ Patrick Air Force	13.07	➤ Patrick Air Force Base	2.03
➤ Port Canaveral	2.23	➤ North Storage Tank	8.33

ACTIVITIES FOR THE MONTH

- Continue construction of the golf course storage building
- Televising sewer lines in the Lift Station #6 service area (4th St. South/Freedom 7 area)

In addition to department activities, City boards and committees met during the month of August. Agendas, minutes and meeting recordings can be viewed on the City's website at: www.cityofcocoa.beach.com

Respectfully submitted,
CITY OF COCOA BEACH

Charles J. Billias

Charles J. Billias, City Manager