

CITY OF COCOA BEACH
www.cityofcocoa.beach.com, www.golfcocoa.beach.com
CITY MANAGER'S MONTHLY REPORT
OCTOBER 2009



Cordially submitted is the City of Cocoa Beach October 2009 Report. This report is a compilation of reports submitted by City departments.

In addition to department activities, City boards and committees met to conduct business. 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



CITY OF COCOA BEACH
www.cityofcocoabeach.com, www.golfcocoabeach.com
CITY MANAGER'S MONTHLY REPORT
OCTOBER 2009

FINANCE DEPARTMENT

Charles Holland, Finance Director

The October utility billing (for September service) is \$588,115 and 4,311 customers. This affects General, Utilities, & Stormwater Fund revenue.

FUND ACTIVITY

		FY 2010 (8 % of year complete)		
		Budget \$	YTD Actual \$	YTD ¹ Percent
General Fund ²	Revenues ³	16,949,931	298,113	2%
	Expenditures ⁴	17,925,306	823,256	5%
Golf Course ⁵	Revenues ¹	2,739,047	136,976	5%
	Expenditures ²	2,805,572	151,182	5%
Utilities Fund ⁶	Revenues ¹	10,501,105	325,862	3%
	Expenditures ²	11,780,000	167,029	2%
Stormwater Fund ⁷	Revenues ¹	679,808	47,089	7%
	Expenditures ²	754,330	18,468	3%

General Fund revenues are slightly lower because property tax collections are not yet received (notices mailed November 1, 2009.) General Fund expenditures are below budget.

Golf Course revenues are slightly below budget. Green repairs are returning business to former levels. Golf expenditures are slightly above budget.

Utilities Fund revenue is lower than expected because of a timing difference in booking revenue. Also note that revenue includes loan proceeds not yet available. Utilities expenditures are slightly above budget.

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

Note: Table above includes major funds only.

Save Time - Save Gas!
Pay your utility bill on-line at www.cityofcocoabeach.com

¹ Percent is calculated by dividing YTD actual numbers by budget column numbers. Encumbrances are ignored.

² General Fund numbers from FY 2010 Annual Budget book pages A-32 - A-35 & HTE demand report # GM263L

³ All revenue numbers excludes funds forward amounts, budget amendments & carry forwards.

⁴ All expenditure numbers exclude reserved amounts.

⁵ Golf Fund numbers from FY 2010 Annual Budget book pages A-32 - A-35 & HTE demand report # GM263L

⁶ Utility Fund numbers from FY 2010 Annual Budget book pages A-32 - A-35 & HTE demand report # GM263L

⁷ Stormwater Fund numbers from FY 2010 Annual Budget book pages A-32 - A-35 & HTE demand report # GM263L

CITY OF COCOA BEACH
www.cityofcocoabeach.com, www.golfcocoabeach.com
CITY MANAGER'S MONTHLY REPORT
OCTOBER 2009

POLICE DEPARTMENT

Bryan Holmes, Police Chief

Police Officers/Detective Activities	Communications Department Activities
<ul style="list-style-type: none"> ➤ Traffic Citations Issued: 422 ➤ Traffic Warnings Issued: 263 ➤ Parking Citations Issued: 340 ➤ Traffic Accidents: 36 ➤ Civil Citations: 7 ➤ Case Reports: 289 ➤ Arrest Requests (Capias): 15 ➤ Arrests/Notice To Appears: 67 ➤ Recovered Property: \$6,130.00 ➤ Stolen Property: \$44,827.00 	<ul style="list-style-type: none"> ➤ Calls for Service Answered 3779 ➤ 911 Emergency Calls (Includes Wireless): 590 ➤ 911 Calls Transferred: 221 ➤ Non Emergency Admin Calls Answered: 2744
Records Division Activities	Community Watch Activities
<ul style="list-style-type: none"> ➤ Citizens Fingerprinted: 11 ➤ Copies of Reports Sold: 74 	<ul style="list-style-type: none"> ➤ Crime Break Bulletin: (5) Messages ➤ C.O.P.S: 32 hrs. Road Patrol, 32.5 hrs. Administrative and Misc. duties ➤ Community Watch Programs: Crime Prevention completed Child Fingerprinting and numerous contacts regarding Neighborhood Watch. Business Watch collected affidavits and made numerous contracts regarding Private party Trespass program
Other Activities	
<p>Attended D.A.R.E Middle School recertification class (24 hours) Gave a tour of PD to 6 pre-k girls Attended department firearms recertification (8 hours) Provided security for CBHS Football game</p>	

CITY OF COCOA BEACH
www.cityofcocoa.beach.com, www.golfcocoa.beach.com
CITY MANAGER'S MONTHLY REPORT
OCTOBER 2009

FIRE DEPARTMENT

Scott Shear, Fire Chief

Statistics for the month

- Fires: 4
- Overpressure, Explosions, Overheat: 0
- Rescue and EMS: 114
- Hazardous Conditions: 3
- Service Calls: 3
- Good Intent Calls: 8
- False Alarm and False Calls: 5
- Severe Weather and Natural Disaster: 0
- Total Responses: 153
- Fire Investigations: 0
- Fire Inspections: 25
- Plan Reviews: 1
- Permit Fees Billed: \$190.00

Activities for the Month

- Reporting to FL Fire Marshal's Office
- Support Cocoa Beach Air Show operations
- H1N1 Flu vaccine offered and administered by Staff

CITY OF COCOA BEACH
www.cityofcocoa.beach.com, www.golfcocoa.beach.com
CITY MANAGER'S MONTHLY REPORT
OCTOBER 2009

DEVELOPMENT SERVICES DEPARTMENT
 Anthony Caravella, Director

Statistics

Permits/Inspections:	NUMBER	COMMENTS (22 work days/month)
Total Permits Issued:	130	5.91 per day
New Single Family Residential	1	57 Danube River Dr.
New Multiple Family Residential	0	
New Commercial	0	
Residential Additions/Alterations	22	Avg. Review - 3 Calendar days
Commercial Additions/Alteration	7	Avg. Review - 5 Calendar days
Demolition	1	57 Danube River Dr.
Inspections Conducted:	297	13.50 per day
Customer Service:		
Walk-in Customers	120	(Average 5/day)
Administrative phone calls (Two front office phones)	231	(Average 10.5/day)
Business Tax Receipts:		
New Applications - Includes Certificates of Use	32	4 of which are home based
Transfer of Business Ownership/Location	2	
Denied Applications	0	
Business Tax Receipts Renewed	224	
Code Enforcement:		
Citations	0	
Inspections	38	
Code Enforcement Board Hearings	8	
Investigations	91	
Notice of Violations	14	
Courtesy Letters	14	
Cases Closed	47	
Planning and Zoning:		
Pre-Submittal Conferences	2	
Telephone Calls	176	
Building Permits Reviewed	23	
Occupational Licenses Reviewed	28	

CITY OF COCOA BEACH
www.cityofcocoa.beach.com, www.golfcocoa.beach.com
CITY MANAGER'S MONTHLY REPORT
OCTOBER 2009

CITY OF COCOA BEACH

www.cityofcocoabeach.com, www.golfcocoabeach.com

CITY MANAGER'S MONTHLY REPORT

OCTOBER 2009

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. Needs as built.
- ◆ Twin Towers, 2020 N. Atlantic Ave. - Carport roof repairs. 100% complete.
- ◆ Chevron, 400 N. Atlantic Ave. - Gas station canopy, building permit application received and issued. Convenience store renovation. Mansard roof installation started. 2nd pre-con scheduled for November 12th.
- ◆ Golf Course, 4500 Tom Warriner Blvd - New Maintenance Building. Walls installed. 95% complete.
- ◆ Walgreens Addition, 4150 N. Atlantic Ave. - Add 2,000 sq ft. 75% complete.
- ◆ The Mark, 4850 Ocean Beach Blvd. - Balcony Replacement. 75% complete.
- ◆ Marriott Courtyard, 3435 N. Atlantic Ave.- Lobby Renovation. 40% complete.

Other Projects

- ◆ Implement Downtown Sector Plan. LA submitted revised plans to FDOT for Orlando Avenue landscaping project
- ◆ Design Based code (mixed use) for the downtown area, meeting /walkthrough/assessment with/Zyscovich Architects on October 16-18
- ◆ Downtown Community Redevelopment Agency enabling Resolution to Commission in November

CITY OF COCOA BEACH

www.cityofcocoa.beach.com, www.golfcocoa.beach.com

CITY MANAGER'S MONTHLY REPORT

OCTOBER 2009

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 TPO meeting
- ❖ Staff prepared topo base plans for next phase of dune crossovers
- ❖ Staff reviewing and designing solutions for Fairway drainage outfall
- ❖ Continued repairs, restoring and repainting Fire truck #250
- ❖ Staff hosted Landscape Committee Meeting
- ❖ Staff addressed comments from SJRWMD on Golf Course Rock Revetment project
- ❖ Staff to begin reconstruction and widening of Minutemen Causeway stub end sidewalk
- ❖ Staff attended Ocean Beach Boulevard Improvements project pre-construction meeting
- ❖ Staff assisted with set up for Cocoa Beach Air Show held at Shepard Park
- ❖ Staff met with JJRWMD for mitigation inspection of Golf Course Revetment project from hurricanes Jeanne and Francis

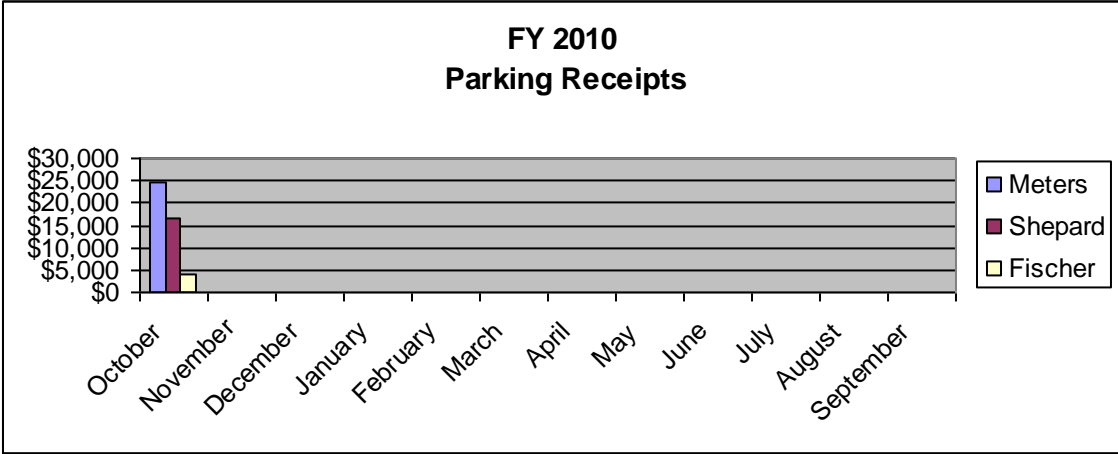
CITY OF COCOA BEACH
www.cityofcocoa.beach.com, www.golfcocoa.beach.com
CITY MANAGER'S MONTHLY REPORT
OCTOBER 2009

STORMWATER DEPARTMENT
Joanie Regan, Program Coordinator

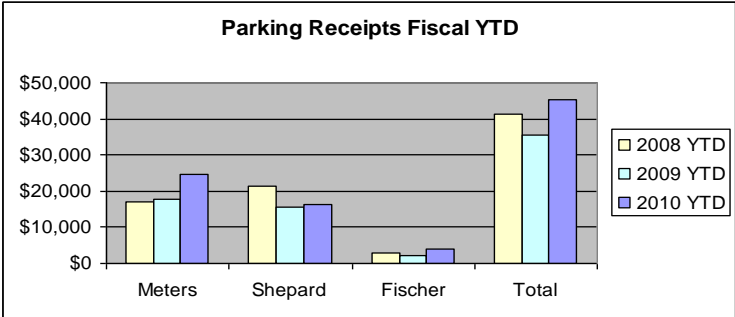
- Held Ocean Beach Blvd Improvement project kick-off meeting for start of construction. A public meeting will be held at the project site to discuss issues that may arise. Construction will begin after November 1.
- Continued to construct shallow swales along streets intersecting with SRA1A and Ocean Beach Boulevard to capture runoff from beach access streets. Using native landscape grasses, which do not need any irrigation, fertilization or pesticides - as an alternative to sod. These areas are a low maintenance alternative to mowed right of ways.
- Over 1500 dune plants were installed to beautify city beach accesses and to help grow a healthy dune system that will protect our shoreline and help reduce and hold the beach sand blown by onshore breezes into city streets and drainage system.
- Maintained the Maritime Hammock Preserve through mowing and performed routine inspections on stormwater pond alum injection instrumentation.

CITY OF COCOA BEACH
www.cityofcocoa.beach.com, www.golfcocoa.beach.com
CITY MANAGER'S MONTHLY REPORT
OCTOBER 2009

PARKING RECEIPTS



	Meters	Shepard	Fischer	Total
October	\$24,695	\$16,423	\$3,992	\$45,110
November				
December				
January				
February				
March				
April				
May				
June				
July				
August				
September				



	Meters	Shepard	Fischer	Total
2008 YTD	\$16,884	\$21,475	\$3,056	\$41,415
2009 YTD	\$17,766	\$15,674	\$1,998	\$35,438
2010 YTD	\$24,695	\$16,423	\$3,992	\$45,110

CITY OF COCOA BEACH
www.cityofcocoa.beach.com, www.golfcocoa.beach.com
CITY MANAGER'S MONTHLY REPORT
OCTOBER 2009

COMMUNITY CENTER

Heidi Johnson, Food and Beverage Manager

Events/Attendance

- ✓ October 1st - Auditorium 30
- ✓ October 2nd - Auditorium 250
- ✓ October 3rd - Dining Room 75
- ✓ October 10th - Auditorium 100
- ✓ October 10th - Dining Room 80
- ✓ October 11th - Dining Room 120
- ✓ October 12th - Dining Room 50
- ✓ October 16th - Dining Room 50
- ✓ October 17th - Dining Room 100
- ✓ October 24 - Dining Room 10
- ✓ October 24th - Auditorium 200
- ✓ October 25th - Dining Room 90
- ✓ October 29th - Dining Room 40

Food/Beverage Revenue-**Golf Fund** - \$22,984; Community Center Revenue-**General Fund** - \$2,086

GOLF COURSE

Joe Tucker, Manager

Statistics

Month	FY'10	FY '09	Difference	Rounds	Rain Days	Rain Days Last Yr.
October	\$138,734	\$144,934	-\$6,200	4703	5	10
November		\$182,325				4
December		\$182,984				1
January		\$210,083				3
February		\$219,468				2
March		\$241,920				4
April		\$177,883				4
May		\$104,552				6
June		\$64,610				6
July		\$68,039				13
August		\$57,665				7
September		\$113,299				7
TOTAL	\$138,734	\$1,767,762	-\$6,200	4703	5	67

Activities of the month

- 0 prepaids were due, 0 renewed. There were 9 new prepaids.
- 5 days were influenced by rain. Rain total for the month was 2.57".
- Started selling cart advertising signs.
- Finished vehicle storage building.

CITY OF COCOA BEACH
www.cityofcocoa beach.com, www.golfcocoa beach.com
CITY MANAGER'S MONTHLY REPORT
OCTOBER 2009

- Hosted greens opening event October 22nd

RECREATION

Statistics

	Current Month		Year to Date Current Year		Year to Date Prior Year	
	Expenditures	Revenues	Expenditures	Revenues	Expenditures	Revenues
Recreation Center	\$2,023.00	\$2,520.00	\$2,023.00	\$2,520.00	\$1,184.00	\$2,196.00
Pool and Pavilion	\$15,890	\$6,870.95	\$15,890.43	\$6,870.95	\$25,780.18	\$10,982.75
Tennis	\$1,739.94	\$ -0-	\$1,739.94	\$ -0-	\$1,684.01	\$ -0-
Sports Complex	\$1,119.00	\$100.00	\$1,119.00	\$100.00	\$1,561.00	\$749.00
Total	\$20,772.37	\$9,490.95	\$20,772.37	\$9,490.95	\$30,209.19	\$13,927.75

Recreation Center

- 91 people used the gym for the month of October
- Co-ed softball league started with five (5) teams participating
- Registration for basketball leagues have started

Sports Complex

- Little League baseball and soccer using fields daily

Pool

- 683 daily admittance for the facility for the month of October
- 3 Pavilion Rentals 0 Concession Rentals
- October 15 - Cocoa Beach High School hosted Cape Host Conference Swim meet at aquatic center
- October 17 - Christian private school hosted meet
- October 19 Pool closed for repairs to liner. Maintenance work such as underwater lights, deck repairs, slide and diving board were also worked on during the downtime

Tennis

- After school tennis programs and adults leagues will continue
- USTA Junior tournament was held on October 17, 85 players participated

CITY OF COCOA BEACH
www.cityofcocoa.beach.com, www.golfcocoa.beach.com
CITY MANAGER'S MONTHLY REPORT
OCTOBER 2009

CITY MANAGER/PUBLIC INFORMATION

Charles Billias, City Manager/Jerry Stansfield, Public Information Officer (PIO)

✓

CITY CLERK

Loredana Kalaghchy, City Clerk

- ✓ Provided standard service of notarizing, certification of documents and copying city records
- ✓ Processed and posted on the web Commission candidate treasurer reports
- ✓ Generated 3 sets of minutes
- ✓ Maintained the City's websites
- ✓ Compiled City Manager Monthly Report, a compilation of Department Monthly Reports
- ✓ Continued to compile report for destruction of records that have met fiscal year retention schedules
- ✓ Advertised budget ordinances

CITY OF COCOA BEACH
www.cityofcocoa.beach.com, www.golfcocoa.beach.com
CITY MANAGER'S MONTHLY REPORT
OCTOBER 2009

PERSONNEL/RISK MANAGEMENT

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

Employee counts as of 10/01/2009	Actual	Last Month	Difference	Open Positions
Regular full-time	190	187	-3	4
Regular part-time	60	61	-1	0
Temporary - Full-time	0	0	0	0
Temporary - Part-time	0	0	0	0
Seasonal	0	0	0	0

Vacancies: Software Developer (IT,) Police Officer (2,) Firefighter/EMT (Replacement/Hire starts in November,) and Maintenance Worker (Dredge)

- Secured union and City Commission ratification of police union contract for the period encompassing 10/1/2009 - 9/30/2012.
- Completed FY 2010 wage negotiations with LIUNA (blue collar) as required in union contract.
- Coordinated activities for first Cocoa Beach Air Show at Shepard Park & beaches; completed debriefing meetings.
- Emceed Employee-of-the-Quarter breakfast meeting; Christina Doerrfeld was named Employee-of-the-Quarter for the Third Quarter 2009.
- Attended EDC, Freedom Seven Senior Center Board and Commission meetings.
- Strategy meeting with attorneys on the electric franchise renewal (FPL).
- Recruiting for vacancy in Software Developer, 2 Police Officers and a Maintenance Worker at the Golf Course.
- Assisted in development of golf rate schedule for winter season.
- Risk Management: No new claims

INFORMATION TECHNOLOGY

Jeff Thiel, Information Technology Director

-
-

CITY OF COCOA BEACH
www.cityofcocoabeach.com, www.golfcocoabeach.com
CITY MANAGER'S MONTHLY REPORT
OCTOBER 2009

WATER RECLAMATION DEPARTMENT

Darby Blanchard, Director

INFLUENT FLOWS	Million Gallons	REUSE FLOWS	Million Gallons
➤ Total Treated (Includes Patrick Air Force)	105.38	➤ Total Reuse (Includes PAFB)	95.26
➤ Patrick Air Force	15.16	➤ Patrick Air Force Base	2.85
➤ Port Canaveral	2.11	➤ Cape Canaveral Reuse to North Storage Tank	3.59

ACTIVITIES FOR THE MONTH

- Ferrate Treatment Technologies is continuing with pilot project for the on-site generation of Ferrate (VI) which could be used as an alternative for chlorine for disinfection of the wastewater effluent.
- Continued with last phases of golf course storage building construction.
- Responded to forty nine Sunshine State locate requests.
- Cleaned five storm drains by Mid Florida Freezer.