

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

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

FINANCE DEPARTMENT
Charles Holland, Finance Director

FUND ACTIVITY

These balances are through the month of August 2009.
Balances for September will not be available until the Fiscal Year book closing is complete. The September figures will be reported on next month's report.

		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.

Coming Soon! Save Time - Save Gas! You will be able to pay your utility bill on-line. Stay tuned. Check the City's website: www.cityofcocoa.com

**CITY OF COCOA BEACH
CITY MANAGER'S MONTHLY REPORT
SEPTEMBER 2009**

POLICE DEPARTMENT

Bryan Holmes, Police Chief

Police Officers/Detective Activities	Communications Department Activities
<ul style="list-style-type: none"> ➤ Traffic Citations Issued: 387 ➤ Traffic Warnings Issued: 202 ➤ Parking Citations Issued: 392 ➤ Traffic Accidents: 30 ➤ Civil Citations: 42 ➤ Case Reports: 366 ➤ Arrest Requests (Capias): 18 ➤ Arrests/Notice To Appear: 89 ➤ Recovered Property: \$51,360.00 ➤ Stolen Property: \$77,187.00 	<ul style="list-style-type: none"> ➤ Calls for Service Answered 3888 ➤ 911 Emergency Calls (Includes Wireless): 712 ➤ 911 Calls Transferred: 222 ➤ Non Emergency Admin Calls Answered: 2768
Records Division Activities	Community Watch Activities
<ul style="list-style-type: none"> ➤ Citizens Fingerprinted: 14 ➤ Copies of Reports Sold: 84 	<ul style="list-style-type: none"> ➤ Crime Break Bulletin: (3) Messages ➤ C.O.P.S: 20 hours Vehicle Patrol, 18.5 hours Waterways Patrol, 32 hrs. Administrative and Misc. duties ➤ Community Watch Programs: Pre-kindergarten, fingerprinting, meeting with residents of Emerald Seas about Neighborhood Watch Program, Met with Public Works about City Watch Program
Other Activities	
S.R.O.: Spoke with all Driver Ed classes about traffic laws and responsibilities	

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

FIRE DEPARTMENT

Scott Shear, Fire Chief

Statistics for the month

- Total Responses: 164
- Inspections by Administration: 14
- Fires: 5
- Special events Inspections: 2
- EMS / Rescue calls: 128
- Plans Review: 3
- Fire Investigation: 3
- Inspections by Shift Staff: 46
- Other types of calls: 31
- Total Inspections: 62

Activities for the Month

- Reporting to FL Fire Marshals office
- Air show planning meetings and prep work
- September 11th supported VFD event
- Fire Chief spoke at Fall Prevention Workshop

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

DEVELOPMENT SERVICES DEPARTMENT
Anthony Caravella, Director

Statistics

Permits/Inspections:	NUMBER	COMMENTS (21 working days in month)
Total Permits Issued:	173	8.24 per day
New Single Family Residential	0	46 Yawl Drive
New Multiple Family Residential	0	
New Commercial	0	
Residential Additions/Alterations	38	Avg. Review - 5 Calendar days
Commercial Additions/Alteration	7	Avg. Review - 5 Calendar days
Demolition	0	
Inspections Conducted:	284	13.52 per day
Customer Service:		
Walk-in Customers	190	(Average 9.05/day)
Administrative phone calls (Two front office phones)	231	(Average 18/day)
Business Tax Receipts:		
New Applications - Includes Certificates of Use	27	2 of which are home based
Transfer of Business Ownership/Location	5	
Denied Applications	0	
Business Tax Receipts Renewed	561	
Code Enforcement:		
Citations	4	
Inspections	47	
Code Enforcement Board Hearings	5	
Investigations	152	
Notice of Violations	19	
Courtesy Letters	36	

**CITY OF COCOA BEACH
CITY MANAGER'S MONTHLY REPORT
SEPTEMBER 2009**

Cases Closed	77	
Planning and Zoning:		
Pre-Submittal Conferences	2	
Telephone Calls	84	
Building Permits Reviewed	42	
Occupational Licenses Reviewed	15	

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. 75% 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.
- ◆ Golf Course, 4500 Tom Warriner Blvd - New Maintenance Building. Walls installed. 85% complete.
- ◆ Walgreens Addition, 4150 N. Atlantic Ave. - Add 2,000 sq ft. 50% complete.
- ◆ The Mark, 4850 Ocean Beach Blvd. - Balcony Replacement. 50% complete.
- ◆ Marriott Courtyard, 3435 N. Atlantic Ave. - Lobby Renovation. 30% complete.

Other Projects

- ◆ Continue implementation of Downtown Sector Plan. LA received comments from FDOT for Orlando Avenue landscaping. Public Works approved 100% plans. Bore and jack Orlando Avenue for irrigation permit approved
- ◆ Design based code (mixed use) meeting walkthrough/assessment scheduled for October 16, 17 and 18.

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

PUBLIC WORKS DEPARTMENT
Robert Torres, Director

- ❖ Performed site plan reviews as part of Development Services plan review process
- ❖ 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 prepared topographical base plans for next phase of dune crossovers
- ❖ Continued repairs, restoration and repainting of Fire truck #250
- ❖ Staff designed plans for Minutemen Causeway stub-end sidewalk widening
- ❖ Staff attended USDOT Inspector General Fraud training for the Ocean Beach Boulevard Improvements project
- ❖ Addressed comments from Saint Johns River Water Management District on Golf Course Rock Revetment project

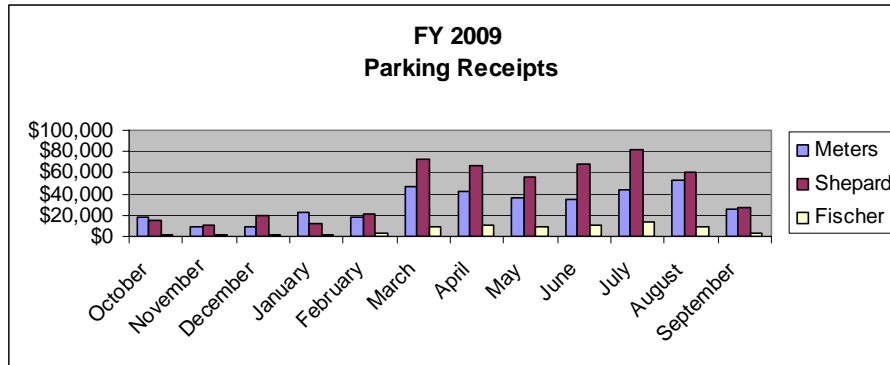
CITY OF COCOA BEACH
CITY MANAGER'S MONTHLY REPORT
SEPTEMBER 2009

STORMWATER DEPARTMENT
Joanie Regan, Program Coordinate

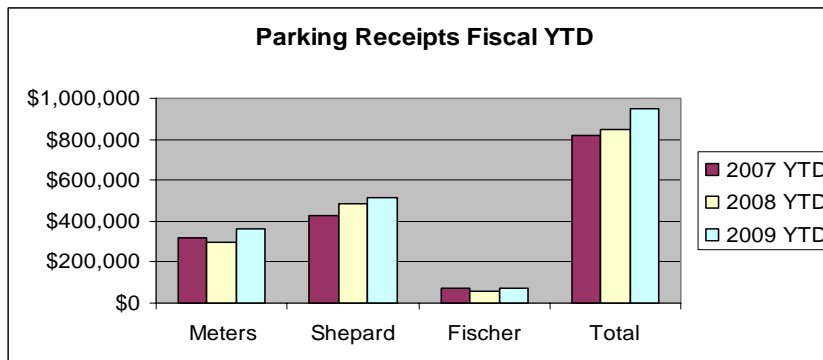
- Held Ocean Beach Blvd Improvement project kick-off meeting for start of construction. A public meeting will be held at the project site to discuss issues that may arise. Construction will begin after November 1.
- Continued to construct shallow swales along streets intersecting with SRA1A and Ocean 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
CITY MANAGER'S MONTHLY REPORT
SEPTEMBER 2009**

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
September	\$25,494	\$27,812	\$2,898	\$56,204



	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	\$358,979	\$513,919	\$75,742	\$948,640

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

COMMUNITY CENTER

Heidi Johnson, Food and Beverage Manager

Events/Attendance

- ✓ September 3 - 100 people
- ✓ September 5 - 150 people
- ✓ September 5 - 125 people
- ✓ September 10 - 50 people
- ✓ September 12 - 175 people
- ✓ September 13 - 125 people
- ✓ September 15 - 15 people
- ✓ September 26 - 175 people
- ✓ September 29 - 90 people

September Food Beverage Revenue for Golf Fund - \$23,011

September Community Center Revenue for General Fund - \$886

**CITY OF COCOA BEACH
CITY MANAGER'S MONTHLY REPORT
SEPTEMBER 2009**

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	\$113,299	\$130,295	-\$16,996	4,600	7	4
TOTAL	\$1,767,762	\$2,389,156	-\$621,394	63,524	67	69

Activities of the month

- 0 pre-paids were due, 0 renewed. There were 5 new pre-paids
- 7 days were influenced by rain. Rain total for the month was 4.6"
- Food and Beverage sales were \$23,011
- Continued working with Freedom 7 in Community Center
- Continued to remove weeds from new greens.
- Continued grow in of new greens
- Continued building new men's tee on Lake #6
- Repaired and repainted club storage area
- Opened new greens to play
- Repaired large reach in freezer behind bar area
- Replaced Lakes sign
- Replaced water heaters in clubhouse

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

RECREATION

Statistics

	Current Month		Year to Date Current Year		Year to Date Prior Year	
	Expenditures	Revenues	Expenditures	Revenues	Expenditures	Revenue
Recreation Center	\$21,411.00	\$3,892.00	\$53,468.00	\$77,277.00	\$54,556.00	\$70,966.00
Pool and Pavilion	\$19,131.50	\$12,471.68	\$294,958.17	\$122,221.89	\$305,355.36	\$114,807.64
Tennis	\$1,688.80	\$ -0-	\$19,485.44	\$ -0-	\$24,010.51	\$ -0-
Sports Complex	\$1,983.00	\$800.00	\$19,098.00	\$ 6,785.00	\$14,001.00	\$4,427.00
Total	\$44,214.30	\$17,163.68	\$387,009.61	\$206,283.89	\$398,522.87	\$190,200.64

Recreation Center

- 106 people used the gym for the month of September
- Fall Into Winter 5K Race held on September 26, 150 runners participated
- Advertising for fall programs have begun

Sports Complex

- 4 field rentals in the month of September

Pool

- 1292 daily admittance for the facility for the month of September
- 120 attended Aquafit Class during September
- 7 Pavilion Rentals 0 Concession Rentals
- High School swim season started with first meeting held on September 1
- Contracts being reviewed for upcoming winter college teams who will be training at the facility
- Lifeguard classes graduated end of fiscal year
- Hosted 6 Cocoa Beach Jr./Sr. High School swim meets

Tennis

- After school programs for juniors and Inter-club leagues for adults continue
- Preparations underway for a USTA Junior tournaments to be held October 17

**CITY OF COCOA BEACH
CITY MANAGER'S MONTHLY REPORT
SEPTEMBER 2009**

CITY MANAGER/PUBLIC INFORMATION

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

- ✓ Submitted final FY 2010 budget
- ✓ Toured sludge factory facilities with Water Reclamation Director
- ✓ Participated in Cocoa Beach Intergovernmental Utilities Board Meeting
- ✓ Attended ASR well conference in Orlando
- ✓ PIO - Prepared September editions of "Cocoa Beach News and Views"
- ✓ PIO - Assisted in promotion of Cocoa Beach Air Show
- ✓ PIO - Continued monitoring active grants

CITY CLERK

Loredana Kalaghchy, City Clerk

- ✓ Processed and posted on the web Commission candidate treasurer reports
- ✓ 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 3 set of minutes
- ✓ Maintained the City's websites
- ✓ Started to compile report for destruction of records that have met fiscal year retention schedules

**CITY OF COCOA BEACH
CITY MANAGER'S MONTHLY REPORT
SEPTEMBER 2009**

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	187	190	-3	8
Regular part-time	61	56	-3-	1
Temporary - Full-time	0	0	-0-	-0-
Temporary – Part –time	0	0	-0-	-0-
Seasonal	0	8	-0-	-0-

Vacancies: Software Developer (IT,) Police Officer (2,) Police Sergeant (returns from military leave in October,) Communications Officer (Replacement hire starts in October,) Firefighter/EMT (starts in October,) Maintenance Worker (Golf) and Maintenance Worker (Dredge)

- New HR Coordinator began employment on September 16
- Completed negotiations of new three year collective bargaining agreement with police union
- Secured renewal of health insurance contract - no increase in premiums
- Finalized planning activities for first Cocoa Beach Air show at Shepard Park and beaches
- Participated in strategy meeting with attorneys on the electric franchise renewal (FPL)
- Processed all system changes required for the start of the new fiscal year
- Risk Management: No new claims

INFORMATION TECHNOLOGY

Jeff Thiel, Information Technology Director

- ❑ Purchased upgraded audio equipment for the Commission Room to improve the sound quality
- ❑ Purchased licenses for Office 2007 to upgrade computers and provide compatibility with industry standards
- ❑ Purchased surveillance cameras for use by the police department for crime prevention and community policing

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

WATER RECLAMATION DEPARTMENT

Darby Blanchard, Director

INFLUENT FLOWS	Million Gallons	REUSE FLOWS	Million Gallons
➤ Total Treated (Includes Patrick Air Force)	108.06	➤ Total Reuse (Includes PAFB)	108.32
➤ Patrick Air Force	15.04	➤ Patrick Air Force Base	0.12
➤ Port Canaveral	1.78	➤ Cape Canaveral Reuse to North Storage Tank	5.87

ACTIVITIES FOR THE MONTH

- Continue construction of the golf course storage building
- Collections crew was trained on new software for TV truck

In addition to department activities, City boards and committees met during the month of September. 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