

CITY OF COCOA BEACH
www.cityofcocoa.beach.com, www.golfcocoa.beach.com
CITY MANAGER'S MONTHLY REPORT
JANUARY 2010



Cordially submitted is the City of Cocoa Beach January 2010 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.cityofcocoa.beach.com, www.golfcocoa.beach.com
CITY MANAGER'S MONTHLY REPORT
JANUARY 2010

FINANCE DEPARTMENT

Charles Holland, Finance Director

The January utility billing (for December service) is \$623,792 and 4,312 customers. This affects General, Utilities, & Stormwater Fund revenue.

		FUND ACTIVITY		
		FY 2010 (33 % of year complete)		
		Budget \$	YTD Actual \$	YTD¹ Percent
General Fund ²	Revenues ³	16,949,931	8,302,531	42%
	Expenditures ⁴	17,925,306	6,303,298	35%
Golf Course ⁵	Revenues ¹	2,739,047	665,457	24%
	Expenditures ²	2,805,572	1,008,512	36%
Utilities Fund ⁶	Revenues ¹	10,501,105	1,394,748	13%
	Expenditures ²	11,780,000	2,526,756	22%
Stormwater Fund ⁷	Revenues ¹	679,808	192,465	28%
	Expenditures ²	754,330	307,478	41%

General Fund revenues are slightly higher because most property tax collections are received early in the year (early payments give taxpayers discounts). General Fund expenditures are slightly above budget. Note that spending rate variance will shift as year end approaches. Golf Course revenues are slightly below budget. Golf expenditures are slightly above budget. Utilities Fund revenue is lower than expected because of a timing difference in booking (i.e. loan not received yet) revenue. Utilities expenditures are slightly below (i.e. capital program not started yet) budget. Stormwater revenue is lower than expected because of a timing difference in booking revenue. Stormwater expenditures are slightly above than budget.

Note: Table above includes major funds only.

Save Time - Save Gas!
Pay your utility bill on-line at www.cityofcocoa.beach.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
JANUARY 2010

POLICE DEPARTMENT

Bryan Holmes, Police Chief

Police Officers/Detective Activities	Communications Department Activities
<ul style="list-style-type: none"> ➤ Traffic Citations Issued: 275 ➤ Traffic Warnings Issued: 232 ➤ Parking Citations Issued: 155 ➤ Traffic Accidents: 45 ➤ Civil Citations: 13 ➤ Case Reports: 309 ➤ Arrest Requests (Capias): 22 ➤ Arrests/Notice To Appears: 70 ➤ Recovered Property: \$14,669.00 ➤ Stolen Property: \$37,843.00 	<ul style="list-style-type: none"> ➤ Calls for Service Answered 2998 ➤ 911 Emergency Calls (Includes Wireless): 714 ➤ 911 Calls Transferred: 185 ➤ Non Emergency Admin Calls Answered: 2022
Records Division Activities	Community Watch Activities
<ul style="list-style-type: none"> ➤ Citizens Fingerprinted: 14 ➤ Copies of Reports Sold: 66 	<ul style="list-style-type: none"> ➤ Crime Break Bulletin: (3) Messages ➤ C.O.P.S: 20 hrs. 20 hrs. Waterway Patrol, 4 hrs. Admin & Misc. Duties Community Watch Programs: Neighborhood Watch Meetings at Windward East Condominiums, Riverview Lane, and Greenwood Lane. Private Party Trespass Program still actively getting affidavits and signs
Other Activities	
<p>D.A.R.E – 23 Classes taught Employees trained in the areas of: FL Chief Winter Conference (1), Motorcycle Escort (1), FTO Training(2), Armor Training (2) Citizens Academy: Chief, Comm. Ctr., Records, CID, SRO</p>	

CITY OF COCOA BEACH
www.cityofcocoa.beach.com, www.golfcocoa.beach.com
CITY MANAGER'S MONTHLY REPORT
JANUARY 2010

FIRE DEPARTMENT

Scott Shear, Fire Chief

Statistics for the month

- Fires: 3
- Overpressure, Explosions, Overheat: 0
- Rescue and EMS: 116
- Hazardous Conditions: 4
- Service Calls: 14
- Good Intent Calls: 12
- False Alarm and False Calls: 24
- Special Incident: 1
- Severe Weather and Natural Disaster: 0
- Total Responses: 174
- Fire Investigations: 0
- Fire Inspections: 18
- Plan Reviews: 4
- Permit Fees Billed: \$1235.00

Activities for the Month

- Reporting to Florida Fire Marshal's Office
- Quarterly State DOH EMS reporting
- Annual ladder testing (ground & tower)
- Brevard County Emergency Management serviced/calibrated radiological meters
- Conducted fire safety training for CCH staff
- Automatic Aid / Mutual Aid training with CCVFD at new fuel farm
- Physio Control provided in-service training for staff
- Fire Chief attended annual State Fire Chief's Conference & Workshop
- New Hire, FF/EMT Monique Irizarry began work
- Staff supported County Wide Mass Casualty Incident (MCI) Exercise at CCH
- Staff attended SCFCA meetings
- First Responder program completed with CERT

CITY OF COCOA BEACH
www.cityofcocoa.beach.com, www.golfcocoa.beach.com
 CITY MANAGER'S MONTHLY REPORT
 JANUARY 2010

DEVELOPMENT SERVICES DEPARTMENT
 Anthony Caravella, Director

Statistics

Permits/Inspections:	NUMBER	COMMENTS (22 work days/month)
Total Permits Issued:	1105	5.53 per day
New Single Family Residential	1	401 South Atlantic
New Multiple Family Residential	0	
New Commercial	0	
Residential Additions/Alterations	26	Avg. Review - 5 Calendar days
Commercial Additions/Alteration	6	Avg. Review - 9 Calendar days
Demolition	0	
Inspections Conducted:	185	9.74 per day
Customer Service:		
Walk-in Customers	141	(Average 7.42/day)
Administrative phone calls (Two front office phones)	209	(Average 11/day)
Business Tax Receipts:		
New Applications - Includes Certificates of Use	23	5 of which are home based
Transfer of Business Ownership/Location	8	
Denied Applications	1	
Business Tax Receipts Renewed	9	
Code Enforcement:		
Citations	4	
Inspections	52	
Code Enforcement Board Hearings	11	
Investigations	102	
Notice of Violations	12	
Courtesy Letters	31	
Cases Closed	46	
Planning and Zoning:		
Pre-Submittal Conferences	3	
Telephone Calls	120	
Building Permits Reviewed	27	
Occupational Licenses Reviewed	20	

CITY OF COCOA BEACH

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

CITY MANAGER'S MONTHLY REPORT

JANUARY 2010

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 Condo, 4440 Ocean Beach Blvd. - Walks & Concrete balcony restore. 100% complete.
- ◆ Church of Our Saviour, 5301 N. Atlantic Ave. - School/gym addition/site work. 100% complete - Need as built.
- ◆ Chevron, 400 N. Atlantic Ave. - Gas station canopy, building permit application received and issued -Convenience Store Renovation. Mansard roof installation completed. Building-10% complete.
- ◆ Golf Course, 4500 Tom Warriner Blvd - New Maintenance Building. 100% complete. Awaiting as-builts.
- ◆ Walgreens Addition, 4150 N. Atlantic Ave. - Add 2,000 sq ft. 95% complete.
- ◆ The Mark, 4850 Ocean Beach Blvd. - Balcony Replacement. 100% complete.
- ◆ Marriott Courtyard, 3435 N. Atlantic Ave. - Lobby Renovation. 100% complete.
- ◆ Cape Canaveral Hospital, 701 W. Cocoa Beach Cswy. - Cooling Tower Replacement. Plan review.
- ◆ Cape Canaveral Hospital, 701 W. Cocoa Beach Cswy. - ICU Renovation. Plan review.

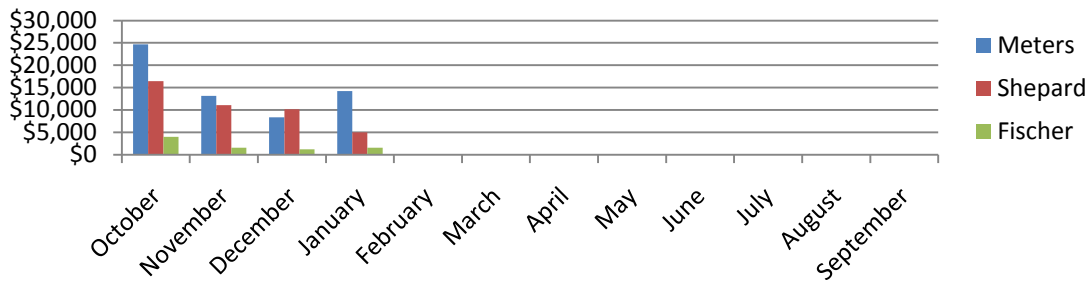
Other Projects

- ◆ Staff prepared for and/or participated in 2 Commission meetings. Board of Adjustment meeting, and Code Enforcement Board meeting. Planning Board meeting cancelled.
- ◆ Implement Dtown Sector Plan. Pre bid meeting for Orlando Ave. landscaping
- ◆ Brevard County Growth Management Coalition meeting cancelled - Coalition may sunset.
- ◆ Continued participation in Building Officials Association of Brevard County.
- ◆ Design based code (mixed use) by Zyscovich Architects under development.
- ◆ Downtown Community Redevelopment Agency requires interlocal agreement City.
- ◆ EAR based and Water Plan Comprehensive Plan amendments in development. Interlocal Agreement with Cape Canaveral Hospital requires additional information.
- ◆ Designed alternate scenarios and met with affected parties and City Attorney regarding Downtown parking lot beautification project.

CITY OF COCOA BEACH
www.cityofcocoa.beach.com, www.golfcocoa.beach.com
CITY MANAGER'S MONTHLY REPORT
JANUARY 2010

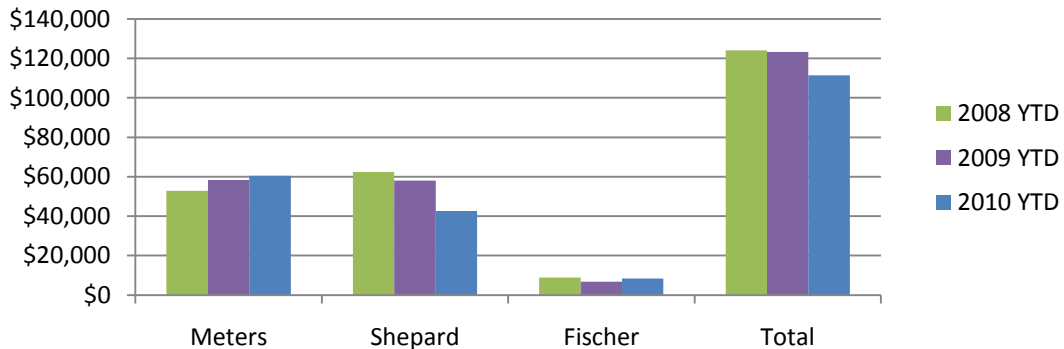
PARKING RECEIPTS

**FY 2010
Parking Receipts**



	Meters	Shepard	Fischer	Total
October	\$24,695	\$16,423	\$3,992	\$45,110
November	\$13,124	\$11,102	\$1,605	\$25,831
December	\$8,357	\$10,119	\$1,181	\$19,657
January	\$14,260	\$4,994	\$1,575	\$20,829

Parking Receipts Fiscal YTD



	Meters	Shepard	Fischer	Total
2008 YTD	\$52,838	\$62,335	\$8,845	\$124,018
2009 YTD	\$58,404	\$58,089	\$6,810	\$123,303
2010 YTD	\$60,436	\$42,638	\$8,353	\$111,427

CITY OF COCOA BEACH
www.cityofcocoa.com, www.golfcocoa.com
CITY MANAGER'S MONTHLY REPORT
JANUARY 2010

COMMUNITY CENTER

Heidi Johnson, Food and Beverage Manager

Events/Attendance

January 1 st - Mierzwa Wedding (Both Rms)	130
January 7 th - Women's Club (Audit)	30
January 10 th - Jazz Society (Dining Rm)	120
January 14 th - Capital Concepts (Dining Rm)	45
January 15 th - CB9HLGA (Dining Rm)	35
January 16 th - F7 Rummage Sale (Audit)	200
January 23 rd - Women's Club Fashion Show (Audit)	150
January 23 rd - Dempsey Birthday (Dining Rm)	50
January 27 th - Brev. Police Chiefs (Dining Rm)	65
January 30 th - Jones Wedding (Audit)	130
January 30 th - Dugan Birthday (Dining Rm)	50
Food/Beverage Revenue- Golf Fund - \$23,765; Community Center Revenue- General Fund - \$1,724	

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	\$181,530	\$182,325	-\$795	5954	2	4
December	\$166,576	\$182,984	-\$16,408	4944	8	1
January	\$177,760	\$210,083	-\$32,323	5643	3	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	\$664,600	\$1,767,762	-\$55,726	21,244	18	67

Activities of the month

- 26 prepaids were due, 19 renewed. There were 2 new prepaids.
- 3 days were influenced by rain. Rain total for the month was 2.00".
- There were 8 days that we opened late due to record cold weather.
- Food and Beverage sales were \$23,765

CITY OF COCOA BEACH
www.cityofcocoa.beach.com, www.golfcocoa.beach.com
CITY MANAGER'S MONTHLY REPORT
JANUARY 2010

- Continued working with Freedom 7 in Community Center.
- Continued selling cart advertising signs.
- Got prices for ceiling tiles, bathroom fixture, and carpet.
- Repaired chair room door in auditorium.
- Repaired rear kitchen door.
- Replaced switch on food warmer in kitchen.
- Checked door operations on building.
- Repaired burglar alarm.
- Repaired pipe on #6 Dolphin.
- Aerated greens, rolled, and topdressed.
- Started fertilizing wall to wall.

RECREATION

Statistics

	Current Month		Year to Date Current Year		Year to Date Prior Year	
	Expenditures	Revenues	Expenditures	Revenues	Expenditures	Revenues
Recreation Center	\$2,302.00	\$2,430.00	\$7,641.00	\$9,717.00	\$5,392.00	\$10,298.00
Pool and Pavilion	\$24,266.15	\$5,289.98	\$90,225.32	\$16,533.83	\$82,881.75	\$23,823.27
Tennis	\$1,750.21	\$ -0-	\$7,546.45	\$ -0-	\$5,059.30	\$ -0-
Sports Complex	\$521.00	\$950.00	\$4,441.00	\$1,050.00	\$6,284.00	\$1,426.00
Total	\$28,839.36	\$8,669.98	\$109,853.77	\$27,300.83	\$99,617.05	\$35,547.27

Recreation Center

- 181 people used the gym for the month of January
- Youth Basketball leagues started with over 100 Children participating
- Holiday Break Camp ended Jan 4th, over 30 Children took part

Sports Complex

- Two (2) rentals in the month of January

Pool

- 438 daily admittance for the facility for the month of October
- 0 Pavilion Rentals Pool Closed January 4th
- Northern training teams here though January 14th
- Regular hours resumed Jan 14, Mon-Fri 10-3, Sat 10-4, Sun 10-4

Tennis

- Space Coast League has started for adult teams
- After school programs have started for children
- Boys & Girls high school tennis has started

CITY OF COCOA BEACH
www.cityofcocoa.beach.com, www.golfcocoa.beach.com
CITY MANAGER'S MONTHLY REPORT
JANUARY 2010

CITY MANAGER/PUBLIC INFORMATION

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

- ✓ Assisted numerous residents and visitors to the City, who telephoned and/or visited the City Manager's Office, by providing information concerning City services, assisting in resolving complaints and referring to another department when appropriate

Public Information/Grants

- ✓ (PIO) Prepared January editions of "Cocoa Beach News and Views" ~ The Press-Tribune
- ✓ (PIO) Sent 22 Cocoa Beach Network News (CBNN) e-mail information bulletins to citizens/businesses
- ✓ (PIO) Designed "Red-Light-Camera" information flyer for Police Dept to inform area condo owners
- ✓ (PIO) Supported Sea Turtle Preservation Society in information campaign re: Turtle Rescue Operations
- ✓ (GRANT) Attended coordination meeting at Army Corps of Engineers on revised 400 Channel project
- ✓ (SPECIAL) Arranged space with Cocoa Beach Public Library to support upcoming 2010 Census
- ✓ (SPECIAL) Created special brochure on 2010 Census for distribution to Cocoa Beach citizens

Activities for the Month: JANUARY

- ✓ (C.M.) Met with Army Corp. of Engineers to discuss 400 Channel sea grass mitigation
- ✓ (C.M.) Attended Space Coast League of Cities dinner meeting
- ✓ (C.M.) Attended Brevard County Facilities & Operational Agreement meeting

CITY OF COCOA BEACH
www.cityofcocoabeach.com, www.golfcocoabeach.com
CITY MANAGER'S MONTHLY REPORT
JANUARY 2010

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	189	1	3
Regular part-time	58	60	-2	1
Temporary - Full-time	0	0	0	0
Temporary – Part –time	0	0	0	0
Seasonal	0	3	-3	0

Vacancies: Police Officer (3), Parking Enforcement Officer (PT), F & B II, Custodian (PT)

- Made presentation on The Organization of City Government at the opening night of the Citizen's Academy; also gave same presentation at the January Safety Committee meeting.
- Processed payroll and personnel year-end reports.
- Processed employee benefit changes from open enrollment meetings.
- Interviewed candidates for 3 open police officer positions - extended job offers on 2 of the 3 positions.
- Interviewed candidates for open Parking Enforcement Officer.
- In-processed new Firefighter/EMT and Communications Officer (Dispatcher).
- Issued solicitation for applications for Special Magistrate; reviewed specs for red light camera program.
- Assisted in development of golf rates specials.
- Working on Annual Benefit Statements & Sharepoint.

CITY OF COCOA BEACH
www.cityofcocoa.beach.com, www.golfcocoa.beach.com
CITY MANAGER'S MONTHLY REPORT
JANUARY 2010

INFORMATION TECHNOLOGY

Jeff Thiel, Information Technology Director

- ❑ Continued the deployment of new computers in various City departments to replace outdated equipment. New higher speed computers are placed in areas of maximum utilization while older, but still functional, computers are placed in areas of lower utilization.
- ❑ Continued the upgrade to Microsoft Office 7 to provide advanced features and functionality for this standard suite of office productivity tools including word processing, spreadsheet, and presentation applications. A phased approach will be utilized to upgrade all city computers over a period of 12 months.
- ❑ Completed the conversion to a new anti-virus software product. This system is critical to protection of City data from malicious intrusion. The constant emergence of new technologies necessitates periodic review of solutions available in the industry.
- ❑ Continued the implementation of collaboration and document management software to provide efficiencies in the storage, retrieval, and management of electronic documents in all City operations
- ❑ Initiated the acquisition of new software products to replace the existing records management system for the Fire department. This implementation will require a conversion of historical records and integration with the financial system.
- ❑ Continued a Sharepoint application development project for the Personnel department to permit department personnel to manage records and provide improved access to documents for City staff and residents.
- ❑ Created an additional Sungard virtual server and reconfigured the applications to accommodate additional future applications and to improve performance by load balancing and optimizing processor resources.

CITY OF COCOA BEACH
www.cityofcocoa.beach.com, www.golfcocoa.beach.com
CITY MANAGER'S MONTHLY REPORT
JANUARY 2010

WATER RECLAMATION DEPARTMENT

Darby Blanchard, Director

INFLUENT FLOWS	Million Gallons	REUSE FLOWS	Million Gallons
➤ Total Treated (Includes Patrick Air Force	103.64	➤ Total Reuse (Includes PAFB)	73.46
➤ Patrick Air Force	15.52	➤ Patrick Air Force Base	0.005
➤ Port Canaveral	2.26	➤ Cape Canaveral Reuse to North Storage Tank	0.00

ACTIVITIES FOR THE MONTH

- Continuations of preparing rotating drum thickeners for operational service.
- Director attended Underground Construction Technology Conference in Tampa.
- Kickoff meeting with department and Quentin L. Hampton Associates, Inc. staff concerning the upcoming WRF upgrades and process conversion that will be occurring over the coming years.
- Replaced 10" force main at LF#4.
- South Patrick Housing demolition area was cleaned and checked with camera for active lines; evaluated footage to make recommendations on repairs.
- Located bypass force main valves to bypass PAFB force main in case of emergency.
- Repaired six manholes using hydraulic cement.
- Made electrical repairs to pump control panel at Port Canaveral Fire Station.
- Removed old VFD pump at Lift Station #1 at the Port. Ordered new VFD.
- Started to locate all re-use valves in the City and marked them.
- Located force main from Bay Shore (LF #14) in preparation to install a bypass line to Lift Station #3 in case of emergency.
- Repaired service line under the road at 479 Naish and also at 387 Formosa.
- Repaired reuse break on 12" force main at 1525 Minuteman Causeway.
- Repaired reuse 10" force main at the corner of 3rd Street N and Cedar.

CITY OF COCOA BEACH

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

CITY MANAGER'S MONTHLY REPORT

JANUARY 2010

- Received a total of 275 requests for sewer/reuse line locates.
- Applied Midge Larvicide to Plant #1 and #2.
- In process of obtaining supplies for SO2 system overhaul.
- Inspected four (4) new home sewer connections.
- Regular preventative maintenance to sewer equipment, pumps, generators, small engine equipment.
- Director attended regular Commission and Department Director Meetings.