

CITY OF COCOA BEACH
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CITY MANAGER'S MONTHLY REPORT
March 2010



Cordially submitted is the City of Cocoa Beach March 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



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FINANCE DEPARTMENT

Charles Holland, Finance Director

The March utility billing (for February service) is \$ 583,810 and 4,301 customers. This affects General, Utilities, & Stormwater Fund revenue.

		FUND ACTIVITY		
		FY 2010 (50 % of year complete)		
		Budget \$	YTD Actual \$	YTD¹ Percent
General Fund ²	Revenues ³	16,949,931	10,286,158	60.1%
	Expenditures ⁴	17,925,306	8,770,982	48.9%
Golf Course ⁵	Revenues ¹	2,739,047	1,113,207	40.6%
	Expenditures ²	2,805,572	1,451,909	51.7%
Utilities Fund ⁶	Revenues ¹	10,501,105	4,188,122	39.8%
	Expenditures ²	11,780,000	6,254,870	53.0%
Stormwater Fund ⁷	Revenues ¹	679,808	303,754	44.7%
	Expenditures ²	754,330	442,217	58.6%

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 below budget. Note that spending rate variance will shift as year end approaches.

Golf Course revenues are slightly below (cold weather) 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 above budget.

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

Note: Table above includes major funds only.

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

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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: 608 ➤ Traffic Warnings Issued: 225 ➤ Parking Citations Issued: 498 ➤ Traffic Accidents: 64 ➤ Civil Citations: 13 ➤ Case Reports: 395 ➤ Arrest Requests (Capias): 21 ➤ Arrests/Notice To Appear: 86 ➤ Recovered Property: \$12,556.00 ➤ Stolen Property: \$38,671.00 	<ul style="list-style-type: none"> ➤ Calls for Service Answered 3962 ➤ 911 Emergency Calls (Includes Wireless): 801 ➤ 911 Calls Transferred: 209 ➤ Non Emergency Admin Calls Answered: 2970
Records Division Activities	Community Watch Activities
<ul style="list-style-type: none"> ➤ Citizens Fingerprinted: 17 ➤ Copies of Reports Sold: 70 	<ul style="list-style-type: none"> ➤ Crime Break Bulletin: 2 Messages ➤ C.O.P.S: 20 hrs – Vehicle Patrol, 14 hrs – Waterway Patrol, 20.5 hrs – Admin & Misc. Duties ➤ Community Watch Programs: Continuing to collect Trespass Affidavits and place signs in area businesses and condominiums ➤ DARE: Taught 30 DARE Classes
Other Activities	
<ul style="list-style-type: none"> ➤ Employees trained in the areas of: Interviewing Strategies through Statement Analysis (2), Advanced Report Writing (1), Active Shooter Incidents for Communications (2), Fire Service Communication (2), Uniform Crime Reports (2), Standardized Field Sobriety Testing (1), Managing Generational Changes (1) ➤ Attended: Monthly BASRO Meeting ➤ Conducted Training for: School Crossing Guard – 2 hrs, Traffic Control Officer Training (6) – 8 hrs 	

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FIRE DEPARTMENT

Scott Shear, Fire Chief

Statistics for the month

- Fires: 6
- Overpressure, Explosions, Overheat: 0
- Rescue and EMS: 157
- Hazardous Conditions: 4
- Service Calls: 11
- Good Intent Calls: 10
- False Alarm and False Calls: 13
- Severe Weather and Natural Disaster: 0
- Special Incident: 1
- Total Responses: 202
- Fire Investigations: 1 (Assist CCVFD)
- Fire Inspections: 29
- Plan Reviews: 4
- Permit Fees Billed: \$4,528.55

Activities for the Month

- Reporting to Florida Fire Marshal's Office
- Fire Department staff supported Citizen's Academy for multiple nights
- Attended SCFCA meetings
- Annual Hose Testing started
- Work on and planning for FY 2011 budget year
- EMS Training update for all staff, implement new protocols changes
- Staff supported fireworks display during Space Coast Food & Wine Festival
- Special event stand-by for Reggae concert at the Pier
- Training Committee meetings to update Probationary Firefighter testing
- Fire Chief attended "Mayor's State of the City Workshop"
- Attended City Safety Committee Meeting
- Staff attended CRA meeting/update
- Fire Chief meet with neighboring Fire Department to see how we can work more cooperatively to help each other during these lean economy times

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DEVELOPMENT SERVICES DEPARTMENT
 Anthony Caravella, Director

Statistics

Permits/Inspections:	NUMBER	COMMENTS (22 work days/month)
Total Permits Issued:	173	7.86 per day
New Single Family Residential	0	
New Multiple Family Residential	0	
New Commercial	0	
Residential Additions/Alterations	62	Avg. Review - 3 Calendar days
Commercial Additions/Alteration	4	Avg. Review - 5 Calendar days
Demolition	0	
Inspections Conducted:	235	10.68 per day
Customer Service:		
Walk-in Customers	170	(Average 7.73/day)
Administrative phone calls (Two front office phones)	330	(Average 15/day)
Business Tax Receipts:		
New Applications - Includes Certificates of Use	22	2 of which are home based
Transfer of Business Ownership/Location	11	
Denied Applications	0	
Business Tax Receipts Renewed	9	
Code Enforcement:		
Citations	5	
Inspections	48	
Code Enforcement Board Hearings	4	
Investigations	102	
Notice of Violations	15	
Courtesy Letters	34	
Cases Closed	64	
Planning and Zoning:		
Pre-Submittal Conferences	4	
Telephone Calls	85	
Building Permits Reviewed	25	
Occupational Licenses Reviewed	10	

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Major Active Construction Projects:

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.
- ◆ Church of Our Saviour, 5301 N. Atlantic Ave. – School/gym addition/site work. 100% – As built in review.
- ◆ Chevron, 400 N. Atlantic Ave. – Gas station canopy, building permit application issued –Convenience Store Renovation. Mansard roof completed. Building-50% complete. Tank Removal-10%
- ◆ Walgreens Addition, 4150 N. Atlantic Ave. – Add 2,000 sq. ft. 100% complete. Awaiting as built.
- ◆ Cape Canaveral Hospital, 701 W. Cocoa Beach Cswy. – Cooling Tower Replacement. Plan review.
- ◆ Cape Canaveral Hospital, 701 W. Cocoa Beach Cswy. – ICU Renovation. Permit issued. 0% complete.
- ◆ Publix interior modification, 2067 N. Atlantic Ave. – Permit issued. 0% complete.

Other Projects

Staff:

- ◆ Staff prepared for and/or participated in 2 Commission meetings/workshops , Board of Adjustment meeting, and Code Enforcement Board meeting, and Planning Board meeting.
- ◆ Implement Dtown Sector Plan. Orlando Ave. landscaping modifications per landscape committee.
- ◆ Continued participation in Building Officials Association of Brevard County.
- ◆ Design based code (mixed use) by Zyscovich Architects under development – Preliminary assessment to Planning Board and City Commission for input.
- ◆ Downtown Community Redevelopment Agency requires interlocal agreement with City.
- ◆ EAR based and Water Plan Comprehensive Plan amendments in development. Interlocal Agreement with Cape Canaveral Hospital requires additional information.
- ◆ Reviewed revised subcontract services for possible Economic Development Element.
- ◆ Finalized Water Supply Plan comprehensive plan amendment – to Planning Board in April.
- ◆ Director attended Florida Redevelopment Association East Central Regional Workshop in Mount Dora.
- ◆ 2010 Citizens Academy presentation.
- ◆ 2010 Town Hall meeting.

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PUBLIC WORKS DEPARTMENT
Robert Torres, Director



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STORMWATER DEPARTMENT

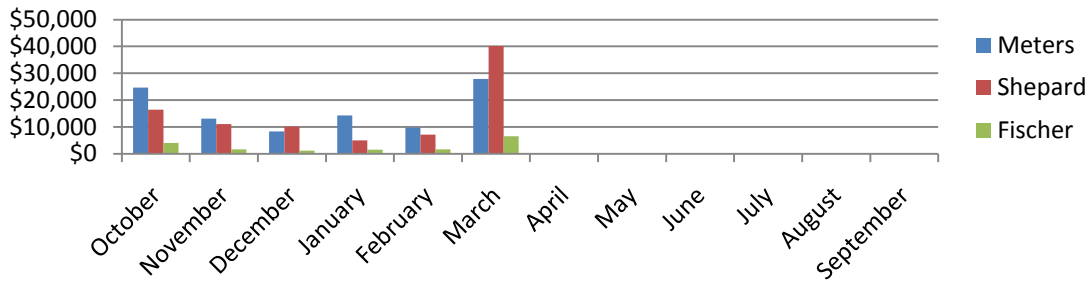
Joanie Regan, Program Coordinator

- Ocean Beach Boulevard Corridor Improvement – Construction in Phase 1 (Wakulla Lane to SR520) is well underway – delays due to insufficient survey data slowed progress but the problem is resolved and work is now unhindered. The Contractor has moved north of SR520, beginning the utility adjustments and preparing the medians for pavement removal and excavation. The landscape will be installed after FPL installs two services for the electrical components of the irrigation system. The center median will be planted with a variety of coastal native grasses, shrubs and trees. Project completion is anticipated as October 2010. Project updates can be found at the city's webpage: www.cityofcocoa.beach.com/OceanBeachBoulevardProject
- TMDL (Total Maximum Daily Loads) – FDEP has established pollutant load reduction goals for the Indian River Lagoon and all local governments, industry and wastewater plants that discharge to the Lagoon must now develop strategies (projects) that reduce the pollutant load of nitrogen and phosphorus to the Indian River Lagoon. The Indian River Lagoon is categorized as one of our nation's impaired waterways under the Clean Water Act. Each municipality will be given discrete pollutant load reductions, which are expected to attain healthy lagoon water quality. Projects such as the Maritime Hammock Preserve Stormwater Pond and Ocean Beach Boulevard Bioretention will help the city attain these pollutant load reductions but many more projects will be required in order to meet these goals. Other CIP projects will be reviewed by FDEP as to their sufficiency in achieving clean water. Measures such as streetsweeping, pet waste stations and fertilizer reducing ordinances will also be considered when receiving pollutant reduction credits.
- Maritime Hammock Preserve - maintained the Maritime Hammock Preserve through mowing and performed routine inspections on stormwater pond alum injection instrumentation.
- Invasive Plant Elimination – stormwater crew has been assisting Public Works in removing Brazilian Pepper and lead trees in Ramp Road Park and out at the Public Works/Utilities Complex. These two shrubs are highly invasive and aggressively infesting areas including Minutemen Causeway. Removing these noxious plants will also reduce the likelihood of the seeds spreading to the Thousand Islands, a public conservation land.
- Stormdrain Maintenance – in response to the significant spring rainfall, stormwater crew has been performing more stormdrain inspection/cleaning than normal.
- Streetsweeping – performed twice monthly sweeping in heavily debris areas throughout town and once monthly sweeping in all other curbed street locations. Streetsweeping and public education will assist the city in complying with the TMDL program.

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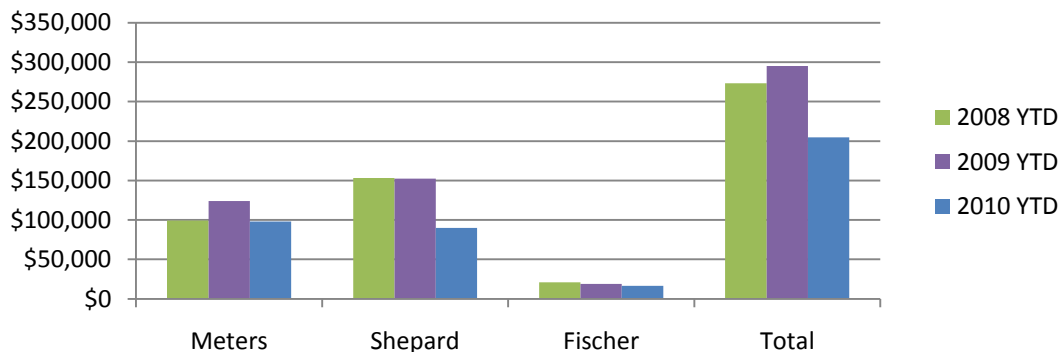
PARKING RECEIPTS

**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
February	\$9,820	\$7,196	\$1,705	\$18,721
March	\$27,880	\$40,139	\$6,493	\$74,512

Parking Receipts Fiscal YTD



	Meters	Shepard	Fischer	Total
2008 YTD	\$99,122	\$152,989	\$21,039	\$273,150
2009 YTD	\$123,784	\$152,301	\$19,085	\$295,170
2010 YTD	\$98,136	\$89,973	\$16,551	\$204,660

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COMMUNITY CENTER

Heidi Johnson, Food and Beverage Manager

Events/Attendance

- ✓ March 2nd – Town Meeting (Dining Rm)
- ✓ March 4th – Women's Club (Audit)
- ✓ March 6th – Carnago Wedding (Audit)
- ✓ March 12th – CB9HLGA (Dining Rm)
- ✓ March 13th – Scheuch Wedding (Audit)
- ✓ March 16th – CBWGA Mem.-Guest (Dining Rm)
- ✓ March 20th – Harcastle Wedding (Dining Rm)
- ✓ March 20th – Sorority Luncheon (Audit)
- ✓ March 26th – CB9HLGA Inv. (Dining Rm)
- ✓ March 27th – Weidman Wedding (Audit)
- ✓ March 27th – De Mendonca Wedding (Dining Rm)
- ✓ March 30th – Citizen's Acad. Grad. Dinner (Dining Rm)

Food/Beverage Revenue-**Golf Fund** - \$34,497; Community Center Revenue-**General Fund** - \$1,516

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	\$186,796	\$219,468	-32,672	6137	6	2
March	\$268,359	\$241,920	\$26,439	8339	7	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	\$1,119,755	\$1,767,762	-\$61,959	35,720	31	67

Activities of the month

- A. 39 prepaids were due, 26 renewed. There were 7 new prepaids.
- B. 7 days were influenced by rain. Rain total for the month was 8.70".
- C. Food and Beverage sales were \$34,497.
- D. Continued working with Freedom 7 in Community Center.
- E. Finished painting north restroom on course.
- F. Replaced ceiling tiles in restaurant/bar.
- G. Started working on budget.
- H. Aerated greens using 3" long x 5/16 tines.
- I. Replaced broken snack bar window.
- J. Installed new deodorizers in clubhouse bathrooms and on course.
- K. Hung information holders on wall for Freedom 7.

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RECREATION

Statistics

	Current Month		Year to Date Current Year		Year to Date Prior Year	
	Expenditures	Revenues	Expenditures	Revenues	Expenditures	Revenues
Recreation Center	\$ 2,453.00	\$ 2,959.00	\$ 11,577.00	\$13,553.00	\$ 11,552.00	\$14,173.00
Pool & Pavilion	\$15,033.50	\$ 4,872.80	\$119,804.68	\$26,251.33	\$121,397.29	\$33,568.77
Tennis	\$ 1,721.76	\$ -0-	\$ 10,987.70	\$ -0-	\$ 8,465.23	\$ -0-
Sports Complex	\$ 2,185.00	\$ 120.00	\$ 8,043.00	\$ 1,830.00	\$ 9,986.00	\$ 3,532.00
Total	\$21,393.26	\$ 7,951.80	\$150,412.38	\$41,634.33	\$151,400.52	\$51,273.77

Recreation Center

- 291 people used the gym for the month of MARCH
- Youth basketball season ended in March.
- Spring Break Camp started March 29th with over 40 children taking part.

Sports Complex

- Many schools from up North using baseball and softball fields.
- High school and Little League continue play.

Pool

- 910 daily admittance for the facility for the month of MARCH
- 3 attended Aquafit Class during MARCH
- 5 Pavilion Rentals in MARCH
- American Red Cross Lifeguard class finished

Tennis

- Girl's high school tennis team remains undefeated.
- Junior after school programs are continuing.
- Adult leagues are continuing.

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CITY MANAGER/PUBLIC INFORMATION

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

Customer Service

- ✓ 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 March editions of "Cocoa Beach News and Views" ~ The Press-Tribune
- ✓ (PIO) Sent 21 Cocoa Beach Network News (CBNN) e-mail information bulletins to citizens/businesses
- ✓ (PIO) Produced "State of City" briefing for Mayor's presentation at annual Town Hall meeting
- ✓ (GRANT) Briefed Commission on 400 Channel Dredge grant project options
- ✓ (SPECIAL) Attended Trane A/C meeting with City Mgr – discuss "green" grant for golf course clubhouse
- ✓ (SPECIAL) Attended Defense Attache Officers Class 10-01 recognition/appreciation function

Activities for the Month: FEBRUARY

- ✓ (C.M.) Attended FDOT/Brevard County meeting
- ✓ (C.M.) Attended Space Coast League of Cities Dinner Meeting
- ✓ (C.M.) Traveled to Ohio to tour reclamation facility plant equipment
- ✓ (C.M.) Participated in County Fiscal Roundtable discussion

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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	191	193	0	3
Regular part-time	54	58	-4	2
Temporary - Full-time	0	0	0	0
Temporary - Part-time	0	0	0	0
Seasonal	4	0	4	0

Vacancies: IT - Sr. System Analyst (FT); IT – Software Developer (FT); Golf – MWII (FT); PW - MW/Custodian (PT); CBPD - Parking Enforcement Officer (PT).

- Recruiting for vacancy in Information Services Department due to resignation of Geoffrey Straessley (Senior Systems Analyst).
- Addressed General Employees Pension Board regarding addition of DROP plan – oppose adoption.
- Request and received approval from City Commission for air show MOU.
- Participated in Special Magistrate interviews; selection team made selection – approval will be requested at April 1, 2010 commission meeting.
- Participated in Special events committee meetings on City Birthday Block Party, Shots Sports Bar Spring Break Party; Cocoa Beach Wine & Food Festival; Cocoa Beach Triathlon; Easter Surfing Festival; Paddy Cassidy St. Patrick's Day Party.
- Attended the following: 2 city commission meetings, a commission workshop on code enforcement; city town hall meeting; two EDC meetings; General Pension Board meeting; Freedom 7 Board meeting; Florida Today Forum with Senator Nelson & KSC's Bob Cabana; City/County Roundtable discussion on Brevard County budget issues and CRA meeting on city department coordination.
- Hired seasonal staff (camp counselors) for Spring Break Camp.
- Prepared FY2011 preliminary budget for Personnel & Risk Management and Park Department.
- Natalie McClenahan and Lisa Barr attended Dean, Ringers, Morgan & Lawton seminar on harassment in the workplace; Natalie attended a seminar on labor negotiations and arbitration.
- Attended meeting with auditors on comprehensive annual financial report (CAFR).
- Stood in as Acting City Manager while City Manager was on business trips and vacation.

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INFORMATION TECHNOLOGY

Jeff Thiel, Director

- ❑ Purchased Fires Management Systems from Sungard/HTE licenses to replace the existing records management system in the Fire department. This product provides for Fire Prevention, EMS, and mobile capabilities, Conversion of historical records and integration with the financial system will be included.
- ❑ 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.
- ❑ Installed an application for police personnel to retrieve information from other agency databases through a simple interface. This will facilitate department operations through automated tools.
- ❑ Continued the fulfillment of the requests for technology related services for all departments. A significant portion of IT resources is necessary for maintenance of all currently operating systems at maximum performance.
- ❑ Completed a presentation to the Citizens academy overviewing the state of automation in the City and the benefits of technology in conducting efficient operations for all city departments.
- ❑ 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.
- ❑ Selected a candidate for the Senior Systems Analyst position with the responsibility for maintenance of the technology infrastructure including networking, server support, communications, and PC support.
- ❑ 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
- ❑

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WATER RECLAMATION DEPARTMENT

Darby Blanchard, Director

INFLUENT FLOWS	Million Gallons	REUSE FLOWS	Million Gallons
➤ Total Treated (Includes Patrick Air Force	119.88	➤ Total Reuse (Includes PAFB)	75.42
➤ Patrick Air Force	15.76	➤ Patrick Air Force Base	0.039
➤ Port Canaveral	1.61	➤ Cape Canaveral Reuse to North Storage Tank	3.12
Total Discharge Flow to the Banana River for the month (Days/Flow)		7	38.29

ACTIVITIES FOR THE MONTH

- ▶ Continuation of preparing Rotating Drum Thickeners for operational service.
- ▶ Received a total of 285 requests for sewer/reuse line locates.
- ▶ Four (4) major and ten (10) minor reuse repairs completed.
- ▶ In process of preparing for S02 system overhaul.
- ▶ Inspected six (6) new and old sewer connections.
- ▶ Continue camera work at Lift Station #6 area.
- ▶ Compiled list of root problems.
- ▶ Started to clean main line on Minuteman Causeway from City Hall to WRD Plant.
- ▶ Located and marked all air relief valves from Lift Station #5.
- ▶ Completed marking and repairing air relief valves from Patrick Main Force.
- ▶ Replaced VFD number two pump by Lift Station #10.
- ▶ Located, cleaned and marked manholes between 20th Street and Olive.
- ▶ Repaired four (4) Force Main breaks at the Port.
- ▶ Replaced VFD #1 pump by Lift Station #1.
- ▶ Cleaned five (5) storm drains and one Vortec unit at the Port.
- ▶ Cleaned wet wells at the Port.
- ▶ Made 120 hrs of station checks at the Port.
- ▶ Preparations is being made to move electric from round digester building to new motor control center building.
- ▶ Regular preventive maintenance to sewer equipment; pumps; generators; small engine equipment.
- ▶ Director traveled to Chesapeake, OH for site visit and to evaluate new technology blowers at Union Rome Treatment Plant.
- ▶ Director attended regular Commission and Department Director meetings.

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