

CITY OF COCOA BEACH
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CITY MANAGER'S MONTHLY REPORT
August 2011



Cordially submitted is the City of Cocoa Beach August 2011 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

Utility data will resume after billing transition is complete.

FUND ACTIVITY

		FY 2011 (92 % of year complete)		
		Budget \$	YTD Actual \$	YTD¹ Percent
General Fund ²	Revenues ³	18,139,047	16,434,273	90%
	Expenditures ⁴	19,624,494	15,629,139	79%
Golf Course ⁵	Revenues ¹	2,748,768	2,003,177	72%
	Expenditures ²	2,926,856	2,375,009	81%
Utilities Fund ⁶	Revenues ¹	15,871,642	4,491,713	28%
	Expenditures ²	11,388,737	4,240,880	37%
Stormwater Fund ⁷	Revenues ¹	1,469,796	893,214	60%
	Expenditures ²	596,338	866,686	145%

Note: Table above includes major funds only.

General Fund revenues are at budget. Most property tax collections received early to gain discount. General Fund expenditures are slightly below budget. Note that spending rate variance will shift as year-end approaches. Also note deferral of public safety facility.

Golf Course revenues are slightly below budget (slow season/cold). Golf expenditures are slightly below budget. Note that spending rate variance will shift as yearend approaches.

Utilities Fund revenue is lower than expected because of a timing difference in booking (i.e. SRF loan not received yet) revenue. Utilities expenditures are below budget because facilities plan expenditures have not begun. Project will not have substantial expenditures until FY 2012.

Stormwater revenue is slightly lower because of a timing difference in booking revenue. Stormwater expenditures are above budget as a result of OBB using carryover funds.

Activities/Projects for August 2011:

Date	Description
AUGUST 2	National Night Out
AUGUST 10	Workshop – Public Safety Facility
AUGUST 16	FLA PA meeting- shoreline stabilization project

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

² General Fund numbers from FY 2011 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 2011 Annual Budget book pages A-32 – A-35 & HTE demand report # GM263L

⁶ Utility Fund numbers from FY 2011 Annual Budget book pages A-32 – A-35 & HTE demand report # GM263L

⁷ Stormwater Fund numbers from FY 2011 Annual Budget book pages A-32 – A-35 & HTE demand report # GM263L

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AUGUST 18	GEPB meeting
AUGUST 23	FICPA meeting
AUGUST 30	Meeting – plant improvements

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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: 302 ➤ Traffic Warnings Issued: 220 ➤ Parking Citations Issued: 394 ➤ Traffic Accidents: 49 ➤ Civil Citations: 28 ➤ Case Reports: 353 ➤ Arrest Requests (Capias): 9 ➤ Arrests/Notice To Appear: 79 ➤ Recovered Property: \$13,859.00 ➤ Stolen Property: \$75,134.00 	<ul style="list-style-type: none"> ➤ Calls for Service Answered 3335 ➤ 911 Emergency Calls (Includes Wireless): 825 ➤ 911 Calls Transferred: 241 ➤ Non Emergency Admin Calls Answered: 4709
Records Division Activities	Community Watch Activities
<ul style="list-style-type: none"> ➤ Citizens Fingerprinted: 18 ➤ Copies of Reports Sold: 78 ➤ Volunteer Hours: 36 	<ul style="list-style-type: none"> ➤ Crime Break Bulletin: 7 messages sent ➤ C.O.P.S: Marine patrol – 32 hours, Road patrol – 92 hours, Administrative – 3 hours. Total: 127 hours ➤ Community Watch Programs: Issued 14 No Loitering Signs, Participated in Back to School Fairs at 2 Publix Supermarkets ➤ SRO: Provided security for CBHS football game
Other Activities	
<ul style="list-style-type: none"> ➤ Employees trained in the areas of: Firearms Training (14), Breath Test Operators (2), Breath Test Renewal (1), Officer Survival of Aggressive & Dangerous Dogs (1), Defensive Tactics (24) 	

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DEVELOPMENT SERVICES DEPARTMENT
 Anthony Caravella, Director

Statistics

Permits/Inspections:	NUMBER	COMMENTS (21 work days/month)
Total Permits Issued:	167	7.26 per day
New Single Family Residential	0	
New Multiple Family Residential	0	
New Commercial	0	
Residential Additions/Alterations	32	Avg. Review - 5 Calendar days
Commercial Additions/Alteration	14	Avg. Review - 8 Calendar days
Demolition	1	
Inspections Conducted:	294	12.78 per day
Customer Service:		
Walk-in Customers	158	(Average 6.87/day)
Administrative phone calls (Two front office phones)	313	(Average 13.61/day)
Business Tax Receipts:		
New Applications - Includes Certificates of Use	25	3 of which are home based
Transfer of Business Ownership/Location	5	
Denied Applications	0	
Business Tax Receipts Renewed	474	
Code Enforcement:		
Citations	7	
Inspections	69	
Code Enforcement Board Hearings	4	
Investigations	116	
Notice of Violations	15	
Courtesy Letters	34	
Cases Closed	73	
Planning and Zoning:		
Pre-Submittal Conferences	5	
Telephone Calls	167	
Building Permits Reviewed	32	
Occupational Licenses Reviewed	27	

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Major Active Construction Projects:

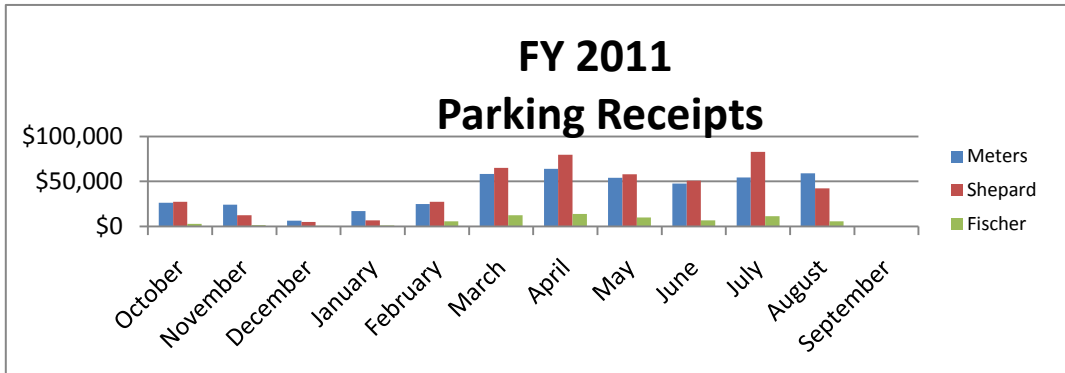
- ◆ Golf Villas, 1650 Minutemen Causeway, 2 units complete.
- ◆ West End Apartments/Harbor Club Condo –100% complete, but only 1st floor has Certificate of Occupancy.
- ◆ Walgreens Addition, 4150 N. Atlantic Ave. – Add 2,000 sq. ft. 100% complete. Awaiting as built.
- ◆ Cocoa Beach Community Church, 126 S. Atlantic Ave. – Sanctuary Expansion – 100% complete. Awaiting as built.
- ◆ Ocean Landings, 900 N. Atlantic Ave. – Renovate conference center into multi-tenant spaces. 100% complete.
- ◆ International Palms Resort, 1300 N. Atlantic Avenue. – Concrete restoration & repairs. 75% complete.
- ◆ Twin Towers, 2020 N. Atlantic Ave, Stair tower restoration. Permit issued - 0% complete

Other Projects

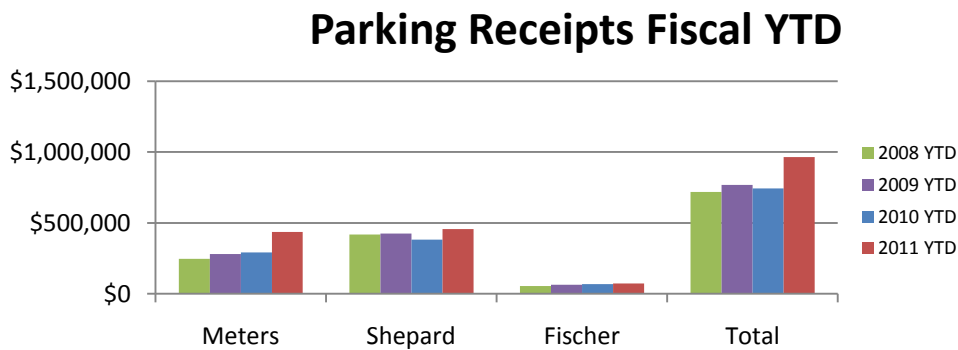
- ◆ Staff prepared for and/or participated in 2 Commission meetings/workshops, Planning Board meeting and Code Enforcement Board meeting. Board of Adjustment meeting cancelled.
- ◆ Continued participation in Building Officials Association of Brevard County.
- ◆ Second phase of design based code (mixed use) by Zyscovich Architects being negotiated. Comprehensive Plan amendment on hold – City Commission directed the question of mixed use be presented to the electorate at a special election in November, 2011. .
- ◆ Downtown CRA – City Planning Board reviewing draft Redevelopment Plan.
- ◆ EAR based Comprehensive Plan amendments in development – Housing, Land Use, and Recreation to Planning Board in September.
- ◆ Water Supply Plan Comprehensive Plan amendment due to City Commission in September.
- ◆ Commission authorized, and staff preparing, Housing and Urban Development Community Challenge Planning Grant to possibly aid in competition of the design based code and downtown CRA initiatives.

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PARKING RECEIPTS



	Meters	Shepard	Fischer	Total
October	\$26,194	\$27,440	\$2,900	\$56,534
November	\$24,054	\$12,292	\$1,516	\$37,862
December	\$6,560	\$5,012	\$716	\$12,288
January	\$17,080	\$6,640	\$990	\$24,710
February	\$24,722	\$27,259	\$5,554	\$57,535
March	\$58,458	\$64,974	\$12,423	\$135,855
April	\$63,854	\$79,468	\$13,827	\$157,149
May	\$53,986	\$57,928	\$9,927	\$121,841
June	\$47,555	\$50,997	\$6,793	\$105,345
July	\$54,448	\$82,851	\$11,560	\$148,859
August	\$59,013	\$42,336	\$5,830	\$107,179



	Meters	Shepard	Fischer	Total
2008 YTD	\$282,278	\$467,685	\$58,600	\$808,563
2009 YTD	\$333,485	\$486,107	\$72,844	\$892,436
2010 YTD	\$342,785	\$431,297	\$77,088	\$851,170
2011 YTD	\$435,924	\$457,197	\$72,036	\$965,157

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COMMUNITY CENTER

Heidi Johnson, Food and Beverage Manager

Events/Attendance

August 5 th – Space Coast Junior Golfers (Dining Rm)	40
August 6 th – Larkam Wedding (Audit)	250
August 7 th – CBJSHS – IB Awards (Audit)	300
August 14 th – Jazz Society (Dining Rm)	125
August 16 th – Sieman Ind Conf. (Conf Rm)	30
August 22 nd – Bradshaw Book Club (Dining Rm)	75
August 27 th – CBJSHS Football Boosters (Audit)	150

Food/Beverage Revenue-**Golf Fund** - \$20,179; Community Center Revenue-**General Fund** - \$1,343

GOLF COURSE

Joe Tucker, Manager

Statistics

Month	FY '11 Bud	FY'11	FY '10	Diff	Rain Days		
					Rnds	Days	L.Yr.
October 8.5	\$229,599	\$150,803	\$138,734	\$12,069	5,107	1	5
November 8.9	\$240,403	\$176,719	\$181,530	-\$4,811	5,726	4	2
December 9.0	\$243,105	\$136,481	\$166,576	-\$30,095	4,285	2	8
January 10.7	\$289,024	\$209,823	\$177,760	\$32,063	6,847	4	3
February 10.4	\$280,921	\$263,742	\$186,796	\$76,946	8,672	2	6
March 12.8	\$345,749	\$310,059	\$268,359	\$41,700	9,760	7	7
April 10.4	\$280,921	\$238,255	\$221,319	\$16,936	8,259	2	3
May 7.5	\$202,587	\$182,729	\$166,926	\$15,803	4,582	2	3
June 5.8	\$156,667	\$139,945	\$136,403	\$3,542	5,020	9	4
July 5.8	\$156,667	\$140,230	\$142,658	-\$2,428	5,177	6	6
August 4.8	\$129,656	\$107,475	\$109,750	-\$2,275	4,187	9	9
September 5.4	\$145,863		\$105,534				9
TOTAL	\$2,701,162	\$2,056,261	\$2,002,345	\$159,450	67,622	48	65

Activities of the month

- A. 5 prepaids were due, 2 renewed. There were 3 new prepaids.
- B. 9 days were influenced by rain. Rain total for the month was 5.0".
- C. Food and Beverage sales were \$20,179
- D. Continued working with Freedom 7 in Community Center.
- E. Continued budget process.
- F. Repaired both 60 HP pumps in pump station.
- G. Repaired storage doors under stage.
- H. Fixed leak in front part of auditorium lobby.
- I. Repaired chiller.
- J. Got quotes to repair / replace restaurant AHU.
- K. Cut trees away from fence and range netting.
- L. Aerified and topdress all greens.

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City Manager

Charles Billias, City Manager & Jerry Stansfield, Public Information Officer/Grant Writer

Activities for the Month:

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 August editions of "Cocoa Beach News and Views" ~ The Press-Tribune
- ✓ (PIO) Sent out 18 Cocoa Beach Network News (CBNN) e-mail bulletins to over 1,500 subscribers
- ✓ (PIO) Attended Space Coast League of Cities dinner at Cocoa Beach Country Club
- ✓ (GRANT) Briefed Commissioners on \$160K Firefighter's Grant for new life pack apparatus/systems
- ✓ (GRANT) Briefed Commissioners on \$100K Housing & Urban Development grant for Bldg Department
- ✓ (SPECIAL) Participated in City's new website re-design committee
- ✓ (SPECIAL) Created flyers and provided photos coverage for Police Dept National Night Out event
- ✓ (SPECIAL) Represented City of Cocoa Beach at Port Canaveral's 2011 Reverse Trade Show

Activities for the Month: AUGUST

- ✓ (CM) Participated in monthly Cocoa Utilities Advisory Board meeting
- ✓ (CM) Continued with 2012 Budget preparation efforts
- ✓ (CM) Attended Civilian Military Assoc. monthly meeting

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PERSONNEL/RISK MANAGEMENT

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

Employee counts	Actual	Last Month	Difference	Open Positions
Regular full-time	184	184	-3	7
Regular part-time	55	55	-1	0
Temporary - Full-time	0	0	0	0
Temporary - Part -time	0	0	0	0
Seasonal	9	31	-22	0

Vacancies: CBFD – Fire Chief (1), FF/EMT (1); Temporary FF/EMT (1); CBPD – Police Major (1), Police Officer (1) and Communications Officer (1); Maintenance Worker – PT (2).

Activities for the Month:

- Continued working on FY2012 budgets.
- Conducted two bargaining sessions with firefighter union prior to impasse hearing – revised City's contract offer but core issues remain unresolved.
- Union contract impasse hearing held on August 31 – awaiting receipt of special magistrate's recommendations on articles at impasse.
- Continued working with Finance Department management and actuary on pension plan research.
- Attended Police and Fire Pension Board meeting to respond to questions on the results of the actuarial impact of changes to the police and fire pension plans. The Fire Pension plan costs 40.2% of payroll and is just 57.0% funded; the Police Pension Plan costs 40.8% of payroll and is just 49.2% funded.
- Renegotiated Health First Health Plan health insurance renewal effective 1/1/2012 – to be presented to City Commission in October.
- Attended meetings with City Manager, County Manager and County Fire Chief to explore opportunities for fire/EMS service coordination and possible location for new fire station.
- Attended Space Coast League of Cities dinner meeting; EDC meeting; City Commission meetings.
- Working with staff on downtown parking master plan.
- Working with staff on changes to collection and removal of downtown beach trash.
- Risk Management: No new claims

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Public Works

Robert Torres, Director

Activities for the Month:

- 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 continued to monitor water elevations daily for assessing waterways dredging and canal maintenance
- Staff continued to edit new aerial mapping
- Staff continued construction on the Downtown Parking Lot Improvements project
- Staff attended Transportation Planning Organization (TPO) meeting
- Staff designed new "pedestrian crossing" for Minutemen Causeway & Danube River Drive
- Staff continued renovations on the Team Sports building
- Staff worked with FPL to supply new electric service to the soccer field concession building
- Staff continuing preparation of plans for twelve (12) new bus shelters and twenty-four (24) new bench sites as part of Agreement with Space Coast Area transit (SCAT)
- Staff assisted with the set up and break down for Cocoa Beach Police Departments "National Night Out"
- Staff attended Space Coast League of Cities Dinner held at the Cocoa Beach Country Club
- Staff set flashers on Minutemen Causeway and North Banana River Drive for the start of the 2011-2012 school year

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WATER RECLAMATION DEPARTMENT

Darby Blanchard, Director

INFLUENT FLOWS	Million Gallons	REUSE FLOWS	Million Gallons
<ul style="list-style-type: none"> ➤ Total Treated (Includes Patrick Air Force) ➤ Patrick Air Force ➤ Port Canaveral 	108.0 17.4 2.08	<ul style="list-style-type: none"> ➤ Total Reuse (Includes PAFB) ➤ Patrick Air Force Base ➤ Cape Canaveral Reuse to North Storage Tank 	107.1 5.82 8.51
Total Discharge Flow to the Banana River for the month (Days/Flow)		0	0

ACTIVITIES FOR THE MONTH

Received a total of 158 requests for sewer/reuse line locates.
 Hauled 198 tons of bio-solids to County landfill.
 Continue to monitor and maintain around the clock process control in order to meet state regulatory requirements.
 Processed 1.310 million gallons of waste activated sludge through gravity drum thickener.
 Processed 289,740 gallons of aerated digester sludge through belt press machines.
 Pumped gallons liquid chlorine to City swimming pool storage tank.
 Responded to phone calls around the clock concerning sewer and reclaimed irrigation water related events.
 Continue to skim midge casings from clarifier and sand filter surfaces.
 Continue to calibrate and maintain continuous online effluent quality control meters.
 Maintained chemical chlorine; polymer; and sulfur dioxide supplies and associated equipment.
 Applied 200 pound HTH chlorine to each automatic backwash sand filter for cleaning.
 Awarded bid for Plant Upgrades and Modifications to Wharton-smith of Sanford, Florida.
 Assisted maintenance with unclogging static mixer on gravity drum thickener.
 Started cleaning sewer lines at lift station 16 area.
 Cleaned check valves at all City lift stations.
 Cleaned wet wells and still wells at City lift stations.
 Continued cleaning Windrow Building for contractors.
 Finished lighting and wiring for parking lot project.
 Started changing lift station pump alternation.
 Cleaned transducers and floats in all lift station in the City.
 Checked all City lift stations weekly.
 Removed pump wires from vault and repositioned for plant one upgrade.
 Rewired float backup system for lift station #4. Also, replaced bad output analog PLS module.
 Lift station 14 replaced isolation valves, check valves. Installed new number two pump. Installed new

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bypass and isolation valve on the force main.
Cleaned wet wells at all lift stations at the Port. Cleaned five storm drain units and one vortec unit.
Checked all lift stations weekly.
Director attended regular Commission and Director meetings.
Department Director attended regular Director and Commission meetings.
Removed abandoned piping in plant to make way for new construction.
Continued to work on irrigation and electrical in the Yin-Yans parking lot.
Checked City lift stations weekly.
Check Port lift stations by-weekly.
Spent 134 man hours labor at the Port for maintenance and repairs.
One sewer inspection for the month.
Department Director attended regular Director and Commission meetings.

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RECREATION

Laird McLean Recreation Director
Sara Joyce-Webb Pool Manager

	Current Month		Year to Date Current Year		Year to Date Prior Year	
	<u>Expenditures</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Revenues</u>
Recreation Center	\$ 2,655.00	\$3,256.00	\$ 28,122.00	\$ 72,560.00	\$ 40,390.00	\$73,585.00
Pool & Pavilion	\$25,090.79	\$10,222.09	\$264,122.90	\$120,877.45	\$ 307,745.26	\$102,181.48
Tennis	\$ 1,788.52	\$ -0-	\$ 17,752.23	\$ -0-	\$ 20,956.06	\$ -0-
Sports Complex\$	\$702.00	\$ 148.00	\$ 14,082.00	\$ 5,526.00	\$ 12,510.00	\$5,120.00
Total	\$30,236.31	\$13,626.09	\$324,079.13	\$198,963.45	\$381,601.32	\$180,886.48

Activities for the Month:

Recreation Center

- 257 people used the gym for the month of AUGUST
- Summer Fun Camp 3rd session ended August 5thvery good summer
- Fall flyers sent to printer.

Sports Complex

- Current three month rental using the field twice a week.

Pool

- 2430 daily admittance for the facility for the month of AUGUST ; 88 attended Aquafit Class during AUGUST
- 2 Pavilion Rentals in AUGUST; 3 Concession Parties held in AUGUST
- Daycare contracts end as school begins on Aug. 10
- New pool hours as school reopens. 9-3 Monday - Friday, 9-5 Saturday and 11-5 Sunday
- High School swim season to start August 15.
- First high school swim meet August 30 cancelled due to weather
- WSI class started

Tennis

- Jr. sanctioned tennis tournament held August 6-8th with 59 entries.
- Jr. camp for advanced players continue through August.
- Space Coast Tennis for adults started with 9 teams participating from Cocoa Beach.