

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



Cordially submitted is the City of Cocoa Beach February 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

The FEBRUARY utility billing (for January service) is \$ 497,864 and 4,327 customers. This affects General, Utilities, & Stormwater Fund revenue.

FUND ACTIVITY

		FY 2011 (42 % of year complete)		
		Budget \$	YTD Actual \$	YTD¹ Percent
General Fund ²	Revenues ³	18,139,047	9,312,301	51%
	Expenditures ⁴	19,624,494	7,976,090	41%
Golf Course ⁵	Revenues ¹	2,748,768	906,444	33%
	Expenditures ²	2,926,856	1,177,908	40%
Utilities Fund ⁶	Revenues ¹	15,871,642	1,566,847	10%
	Expenditures ²	11,388,737	2,144,793	19%
Stormwater Fund ⁷	Revenues ¹	1,469,796	142,424	10%
	Expenditures ²	596,338	447,519	75%

Note: Table above includes major funds only.

General Fund revenues are above budget. Most property tax collections received early to gain discount. General Fund expenditures are slightly below (OBB project not over) budget. Note that spending rate variance will shift as year end approaches.

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.

Stormwater revenue is lower than expected because the OBB grant has not been received. Charges for services are slightly lower because of a timing difference in booking revenue. Stormwater expenditures are above budget as a result of OBB. Ocean Beach Blvd. project is on schedule & involves spending carryover money.

Activities/Projects for February 2011:

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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Date	Description
FEBRUARY 17	Formal presentation of the CAFR
FEBRUARY 17	Audit exit conference

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Pay your utility bill on-line at www.cityofcocoabeach.com

POLICE DEPARTMENT Bryan Holmes, Police Chief	
Police Officers/Detective Activities	Communications Department Activities
<ul style="list-style-type: none"> ➤ Traffic Citations Issued: 325 ➤ Traffic Warnings Issued: 161 ➤ Parking Citations Issued: 593 ➤ Traffic Accidents: 55 ➤ Civil Citations: 3 ➤ Case Reports: 334 ➤ Arrest Requests (Capias): 8 ➤ Arrests/Notice To Appear: 49 ➤ Recovered Property: \$6,295.00 ➤ Stolen Property: \$37,427.00 	<ul style="list-style-type: none"> ➤ Calls for Service Answered 3639 ➤ 911 Emergency Calls (Includes Wireless): 679 ➤ 911 Calls Transferred: 223 ➤ Non Emergency Admin Calls Answered: 2406
Records Division Activities	Community Watch Activities
<ul style="list-style-type: none"> ➤ Citizens Fingerprinted: 17 ➤ Copies of Reports Sold: 72 	<ul style="list-style-type: none"> ➤ Crime Break Bulletin: 3 messages sent ➤ C.O.P.S: 80 hours of Vehicle Patrol, 22 hours Waterway Patrol, 21 hours Administrative and Misc. duties -Total Hours 123 ➤ Community Watch Programs: Bike safety at Roosevelt Elementary, Citizen's Academy, Security Survey at Windward West Condos, Revamped Bulletin Board in PD, met with Sunrise Bank in reference to robbery training, Trespass program ongoing - 6 new signs. ➤ SRO: Spoke at the CB Citizen's Academy, taught DARE classes, attended monthly BASRO meeting, provided security for CBHS Football game, attended a National Bullying Conference in Orlando, completed Mandatory Retraining, completed Recertification for FCIC/NCIC, spoke to CBHS SAC committee about funding for security cameras for the school.
Other Activities	

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- Employees trained in the areas of: Ethic Issues and Decisions (6), Traumas of LEO (1), CJIS Regional Workshop (1), Active Shooter Incidents for Public Safety Communications (5), Fire Service Communications (3), Communication Training Officer (1), Breath Test Operators (2), Taser Instructor Recertification (2), Mandatory Retrain –online (1)

DEVELOPMENT SERVICES DEPARTMENT
 Anthony Caravella, Director

Statistics

Permits/Inspections:	NUMBER	COMMENTS (19 work days/month)
Total Permits Issued:	123	6.47 per day
New Single Family Residential	0	
New Multiple Family Residential	0	
New Commercial	0	
Residential Additions/Alterations	28	Avg. Review - 3 Calendar days
Commercial Additions/Alteration	6	Avg. Review - 5 Calendar days
Demolition	0	
Inspections Conducted:	209	11 per day
Customer Service:		
Walk-in Customers	150	(Average 7.89/day)
Administrative phone calls (Two front office phones)	361	(Average 19/day)
Business Tax Receipts:		
New Applications - Includes Certificates of Use	22	2 of which are home based
Transfer of Business Ownership/Location	0	
Denied Applications	0	
Business Tax Receipts Renewed	11	
Code Enforcement:		
Citations	5	
Inspections	73	
Code Enforcement Board Hearings	4	
Investigations	107	
Notice of Violations	9	
Courtesy Letters	28	
Cases Closed	91	
Planning and Zoning:		
Pre-Submittal Conferences	3	
Telephone Calls	105	
Building Permits Reviewed	28	
Occupational Licenses Reviewed	20	

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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.
- ◆ Chevron, 400 N. Atlantic Ave. – Gas station canopy, building permit application issued. – Convenience Store Renovation. Conditional Certificate of Occupancy issued – Electric permit for transfer switch completed 03/09/2011.
- ◆ Walgreens Addition, 4150 N. Atlantic Ave. – Add 2,000 sq. ft. 100% complete. Awaiting as built.
- ◆ Cape Canaveral Hospital, 701 W. Cocoa Beach Cswy. – Nuclear medicine relocation & upgrades – 100% complete.
- ◆ ICU Renovation. Permit issued – 90% complete. Major A/C upgrades to inpatient surgery rooms – 100% complete.
- ◆ Cocoa Beach Community Church, 126 S. Atlantic Ave. – Sanctuary Expansion – 80% complete
- ◆ Ocean Landings, 900 N. Atlantic Ave. – Renovate conference center into multi-tenant spaces. 15% complete.

Other Projects

- ◆ Staff prepared for and/or participated in 2 Commission meetings, Planning Board meeting, Code Enforcement Board, and Board of Adjustment meeting.
- ◆ Implement Dtown Sector Plan. Orlando Ave. landscaping modifications completed – awaiting FDOT final inspection.
- ◆ Continued participation in Building Officials Association of Brevard County.
- ◆ Design based code (mixed use) by Zyscovich Architects under review by City staff with recommendations to Planning Board on implementation via changes to Comprehensive Plan and Land Development Code.
- ◆ Downtown CRA meeting – reviewed Redevelopment Plan introduction and executive summary.
- ◆ EAR based Comprehensive Plan amendments in development.
- ◆ Water Supply Plan Comprehensive Plan amendment due to City Commission in March.
- ◆ Director attended public policy workshop in Tallahassee.

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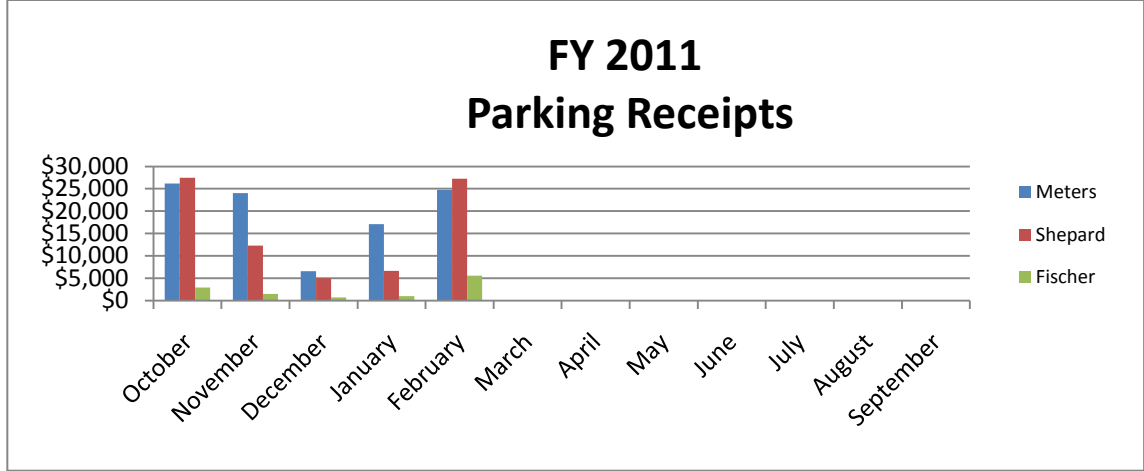
PUBLIC WORKS DEPARTMENT

Robert Torres, Director

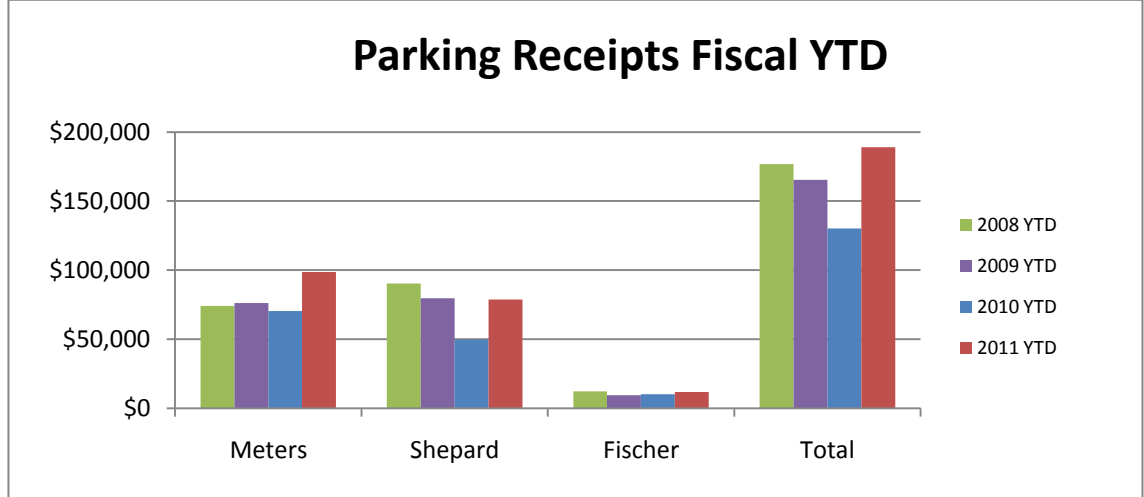
- ❖ Performed site plan reviews as part of Development Services plan review process
- ❖ Staff attended Upcoming Special Events meeting
- ❖ Replaced defective areas of sidewalk at various locations throughout the City
- ❖ Survey Department continued to monitor water elevations daily for assessing waterways dredging and canal maintenance
- ❖ Staff continued to edit new aerial mapping
- ❖ Staff attended Ocean Beach Boulevard Improvements progress meeting
- ❖ Staff developing GIS data files for City's sewer system
- ❖ Staff continued renovations to crossovers throughout City
- ❖ Staff hosted Landscape Committee meeting
- ❖ Staff attended Downtown Parking Lot Improvements project meeting
- ❖ Public Works Director, City Engineer and Project Manager attended FDOT training on Americans with Disabilities Act (ADA) pertaining to construction and facilities access
- ❖ Staff advertised and hosted pre-bid meeting for new softball field fencing
- ❖ Staff attended FDOT District 5 Local Agency Program (LAP) workshop
- ❖ Staff hosted Pre-Bid conference for the 400 Channel dredging project
- ❖ Public Works Director and Project Manager attended Complete Streets workshop
- ❖ Staff hosted Public Works Citizen's Academy
- ❖ Staff preparing 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 attended Transportation Planning Organization (TPO) meeting
- ❖ Staff prepared aerial photo plans for Police Department accident investigations

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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



	Meters	Shepard	Fischer	Total
2008 YTD	\$74,144	\$90,384	\$12,196	\$176,724
2009 YTD	\$76,275	\$79,690	\$9,324	\$165,289
2010 YTD	\$70,256	\$49,834	\$10,058	\$130,148
2011 YTD	\$98,610	\$78,643	\$11,676	\$188,929

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COMMUNITY CENTER

Heidi Johnson, Food and Beverage Manager

Events/Attendance

February 3 rd – Women's Club (Audit)	25
February 5 th – Alpha Nu Luncheon (Audit)	100
February 11 th – Women's Club (Audit)	Cancelled
February 12 th – WC Art Show (Audit)	150
February 12 th – Pittner Realty (Dining Rm)	100
February 13 th – WC Art Show (Audit)	150
February 13 th – Jazz Society (Dining Rm)	120
February 18 th – CB9HLGA (Dining Rm)	40
February 19 th – CBHS IB Dance (Audit)	100
February 19 th – Sherlock Engagement Party (Dining Rm)	100
February 25 th – Hot Night in the City (Audit)	250
February 25 th – WC Luncheon (Dining Rm)	100

Food/Beverage Revenue-**Golf Fund** - \$29,885; Community Center Revenue-**General Fund** - \$1,358

GOLF COURSE

Joe Tucker, Manager

Statistics

Month	FY '11 Exp	FY'11	FY '10	Diff	Rnds	Days	LYr.
October 8.5	\$157,262	\$150,803	\$138,734	\$12,069	5,107	1	5
November 8.9	\$222,753	\$176,719	\$181,530	-\$4,811	5,726	4	2
December 9.0	\$298,912	\$136,481	\$166,576	-\$30,095	4,285	2	8
January 10.7	\$171,081	\$209,823	\$177,760	\$32,063	6,847	4	3
February 10.4	\$327,901	\$263,742	\$186,796	\$76,946	8,672	2	6
March 12.8			\$268,359				7
April 10.4			\$221,319				3
May 7.5			\$166,926				3
June 5.8			\$136,403				4
July 5.8			\$142,658				6
August 4.8			\$109,750				9
September 5.4			\$105,534				9
TOTAL	\$1,177,905	\$937,568	\$2,002,345	\$87,172	30,634	13	65

Activities of the month

- A. 12 prepaids were due, 9 renewed. There were 0 new prepaids.
- B. 2 days were influenced by rain. Rain total for the month was 0.35".
- C. Food and Beverage sales were \$29,885.
- D. Continued working with Freedom 7 in Community Center.
- E. Replaced raccoon guard on south restroom.
- F. Replaced light ballast in ladies room on course.
- G. Started budget process.
- H. Replaced stage storage door.

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- I. Repaired kitchen rear door.
- J. Purchased pond aerator.
- K. Added sand to select bunkers on the course.
- L. Treated dollar spot on greens.

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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	\$ 3,664.00	\$ 2,116.00	\$ 6,756.00	\$ 8,573.00	\$ 7,641.00	\$ 9,717.00
Pool & Pavilion	\$23,181.52	\$7,073.00	\$76,770.13	\$ 25,308.60	\$109,574.97	\$ 16,533.83
Tennis	\$ 1,783.57	\$ -0-	\$ 5,339.51	\$ -0-	\$ 7,588.38	\$ -0-
Sports Complex	\$ 1,062.00	\$ 0	\$ 5,076.00	\$ 1,690.00	\$ 4,441.00	\$ 1,050.00
Total	\$29,691.00	\$9,189.00	\$93,941.64	\$35,571.60	\$129,245.35	\$27,300.83

Recreation Center

- 217 people used the gym for the month of FEBRUARY
- Over 100 children taking part in youth basketball program.
- Preparing for Spring Break Camp.

Sports Complex

- Weekly rentals continue.
- Two spring break rentals scheduled from up North.
- High school & little league continue to play.

Pool

- 0 Pavilion Rentals in FEBRUARY
- 877 daily admittance for the facility for the month of FEB. ; 37 attended Aquafit Class during FEBRUARY
- Pool Manager attended Managing Multiple Projects Seminar.
- Nutmeg Swim Team trained at facility February 18th – 24th.
- Bat House project dates determined. Engineer and Site Plans completed.

Tennis

- High school tennis teams started scheduled matches; Girls tennis team is 7-0; Boys tennis team is 3-3

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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 February editions of "Cocoa Beach News and Views" ~ The Press-Tribune
- ✓ (PIO) Sent 26 Cocoa Beach Network News (CBNN) e-mail information bulletins to citizens/businesses
- ✓ (PIO) Attended Florida Public Relations Assoc orientation/seminar meeting at Harris Corporation
- ✓ (GRANT) Participated in bid-conference for 400 Channel Dredging Grant Project
- ✓ (GRANT) Prepared/presented briefing to City Commission on 200 Channel Dredge Project

Activities for the Month: DECEMBER

- ✓ ((CM) Provided City current projects tour for 2011 Citizen's Academy

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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	188	188	0	3
Regular part-time	59	57	+2	0
Temporary - Full-time	0	0	0	1
Temporary - Part-time	0	0	0	0
Seasonal	0	0	0	0

Vacancies: Cbfd – Fire Chief; Cbfd – Firefighter/EMT (TEMP); Police Officer (2).

- Continued meeting with CB Chamber of Commerce and the Kennedy Space Center to discuss the feasibility of an “Astronaut Parade” on May 7, 2011 commemorating the 50th anniversary of the Shepard space flight; staff received FDOT for A1A road closure (Christmas parade route) from 9 am to noon on that date; Chamber and KSC is handling the planning of the event.
- Firefighter union (IAFF) collective bargaining impasse; union has declared impasse and requested mediation; engaged the services of labor attorney to handle mediation process.
- Held another collective bargaining session with LIUNA (blue collar union) representatives regarding a new union contract – the contract expired 9/30/2010.
- At the direction of the City Commission, discontinued recruitment for vacant fire chief’s position - fire chief selection postponed until after new city manager is hired.
- Attended two commission meetings; attended external auditor exit conference.
- Attended special event committee meetings at which the following events were approved: Beach Concerts at Pier (March 5 and March 12) and Our Saviors Spring Fair (April 1, 2 & 3).
- Working with Finance Department management and actuary on pension plan research.
- Lisa Barr conducted employee safety meeting; Natalie McClenahan published Surge.
- Risk Management: No new claims

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WATER RECLAMATION DEPARTMENT

Darby Blanchard, Director

INFLUENT FLOWS	Million Gallons	REUSE FLOWS	Million Gallons
➤ Total Treated (Includes Patrick Air Force	89.99	➤ Total Reuse (Includes PAFB)	85.93
➤ Patrick Air Force	13.57	➤ Patrick Air Force Base	8.55
➤ Port Canaveral	1.56	➤ Cape Canaveral Reuse to North Storage Tank	8.70
Total Discharge Flow to the Banana River for the month (Days/Flow)		0	0

ACTIVITIES FOR THE MONTH

- Received a total of 127 requests for sewer/reuse line locates.
- Hauled 212 tons of biosolids to County landfill.
- Required applications and permitting of the proposed Aquifer Storage and Recovery Well project is on track.
- Started cleaning and camera work at Lift Station #14.
- Painted Plant #1 Clarifier.
- Repaired bad service main at 455 Naish.
- Checked and exercised valves at City Lift Stations on every Thursday.
- Replaced manhole rings and cover at 20th Street South; corner of Minutemen, and Country Club 15025 and 1503, and at Fairway Drive.
- Started stripping equipment not in use at Plant #1 for upgrade preparation.
- Cleaned wet wells and still wells in the City.
- Identified and marked all circuits and distribution panels at Treatment Plant.
- Jack and bore 1st street North for parking lot Island irrigation.
- Painted reuse piping at Treatment Plant.
- Lift Station checks at the Port every other week.
- Cleaned wet wells at the port.
- Cleaned storm drains at the port.
- Exercised generators at Belt Road and Port Main Lift station weekly.
- One sewer inspection conducted.
- Department participated in the annual Citizens Academy.
- Drained and cleaned Chlorine Contac Chamber of algae and mineral stains on floor and walls.
- Shocked both automatic backwash filters, each one with two hundred pounds high test Calcium Hypochlorite.
- Used vac-can vacuum truck to clean Clarifiers #1 and #2 to remove large amount of midge flies from outer surface.
- Department Director attended regular Director and Commission meetings.

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- Participated in the ASR (Aquifer Storage and Recovery Well) public meeting.