

CITY OF COCOA BEACH
www.cityofcocoa beach.com, www.golfcocoa beach.com
CITY MANAGER'S MONTHLY REPORT
January 2011



Cordially submitted is the City of Cocoa Beach January 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 December utility billing (for November service) is \$ 546,643 and 4,324 customers. This affects General, Utilities, & Stormwater Fund revenue.

FUND ACTIVITY

		FY 2011 (25 % of year complete)		
		Budget \$	YTD Actual \$	YTD¹ Percent
General Fund ²	Revenues ³	18,139,047	7,092,829	39%
	Expenditures ⁴	19,624,494	5,397,639	27%
Golf Course ⁵	Revenues ¹	2,748,768	449,388	16%
	Expenditures ²	2,926,856	678,927	23%
Utilities Fund ⁶	Revenues ¹	15,871,642	888,980	5%
	Expenditures ²	11,388,737	823,436	7%
Stormwater Fund ⁷	Revenues ¹	1,469,796	94,753	6%
	Expenditures ²	596,338	192,549	32%

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 above (OBB payments) 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 service are slightly lower because of a timing difference in booking revenue. Stormwater expenditures are slightly above budget as a result of OBB. Ocean Beach Blvd. project is on schedule & involves spending carryover money.

Activities/Projects for December 2010:

Date

Description

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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DECEMBER

Priority is yearend closing

Save Time - Save Gas!
Pay your utility bill on-line at www.cityofcocoabeach.com

POLICE DEPARTMENT

Bryan Holmes, Police Chief

Police Officers/Detective Activities

- Traffic Citations Issued: 287
- Traffic Warnings Issued:210
- Parking Citations Issued:321
- Traffic Accidents: 37
- Civil Citations: 5
- Case Reports: 325
- Arrest Requests (Capias): 4
- Arrests/Notice To Appears: 38
- Recovered Property: \$74,800.00
- Stolen Property: \$77,584.00

Communications Department Activities

- Calls for Service Answered 3634
- 911 Emergency Calls (Includes Wireless):561
- 911 Calls Transferred: 211
- Non Emergency Admin Calls Answered:2404

Records Division Activities

- Citizens Fingerprinted: 16
- Copies of Reports Sold: 66

Community Watch Activities

- Crime Break Bulletin: 3 Messages
- C.O.P.S: Vehicle Patrol -92 hrs, Waterway Patrol - 27.5 hrs, Admin./ Misc. Duties -20.5 hrs
- Community Watch Programs: Continuing of Trespass program, Freedom 7 tour of PD, Windward West neighborhood watch meeting, Bike safety at Roosevelt Elem., Door hangers in Cocoa Isles neighborhood
- DARE / SRO: 15 DARE classes, Attended bi-monthly School Crossing Guard Meeting

Other Activities

- Employees trained in the areas of: Missing & Abducted Children (2), Pharmaceutical Drug Investigation (4), Chiefs Conference (1)

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DEVELOPMENT SERVICES DEPARTMENT
 Anthony Caravella, Director

Statistics

Permits/Inspections:	NUMBER	COMMENTS (21 work days/month)
Total Permits Issued:	110	5.50 per day
New Single Family Residential	1	
New Multiple Family Residential	0	
New Commercial	0	
Residential Additions/Alterations	27	Avg. Review - 3 Calendar days
Commercial Additions/Alteration	11	Avg. Review - 5 Calendar days
Demolition	0	
Inspections Conducted:	233	11.65 per day
Customer Service:		
Walk-in Customers	150	(Average 7.5/day)
Administrative phone calls (Two front office phones)	213	(Average 10.65/day)
Business Tax Receipts:		
New Applications - Includes Certificates of Use	20	3 of which are home based
Transfer of Business Ownership/Location	5	
Denied Applications	0	
Business Tax Receipts Renewed	27	
Code Enforcement:		
Citations	10	
Inspections	59	
Code Enforcement Board Hearings	5	
Investigations	98	
Notice of Violations	10	
Courtesy Letters	15	
Cases Closed	72	
Planning and Zoning:		
Pre-Submittal Conferences	2	
Telephone Calls	110	
Building Permits Reviewed	30	
Occupational Licenses Reviewed	15	

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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.
- ◆ Church of Our Saviour, 5301 N. Atlantic Ave. – School/gym addition/site work. 100% – As built accepted. CO issued.
- ◆ 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 to be submitted by 01/07/2011.
- ◆ 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 – 70% 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 – 50% complete
- ◆ Ocean Landings, 900 N. Atlantic Ave. – Renovate conference center into multi-tenant spaces. 10% complete.

Other Projects

- ◆ Staff prepared for and/or participated in 1 Commission meeting, Planning Board meeting, and Board of Adjustment meeting. Code Enforcement Board meeting cancelled.
- ◆ 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 draft element for parking.
- ◆ EAR based Comprehensive Plan amendments in development.
- ◆ Water Supply Plan comprehensive plan amendment due to City Commission in February.

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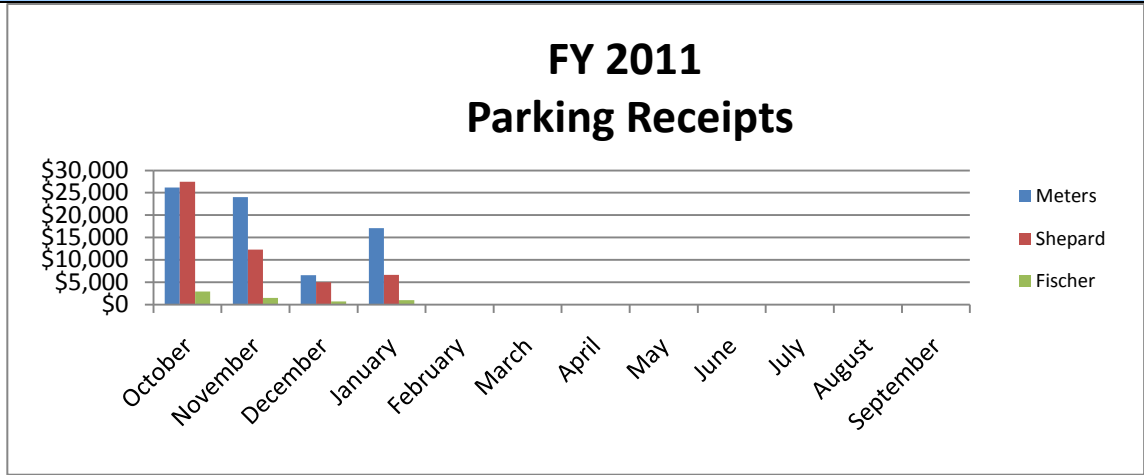
PUBLIC WORKS DEPARTMENT

Robert Torres, Director

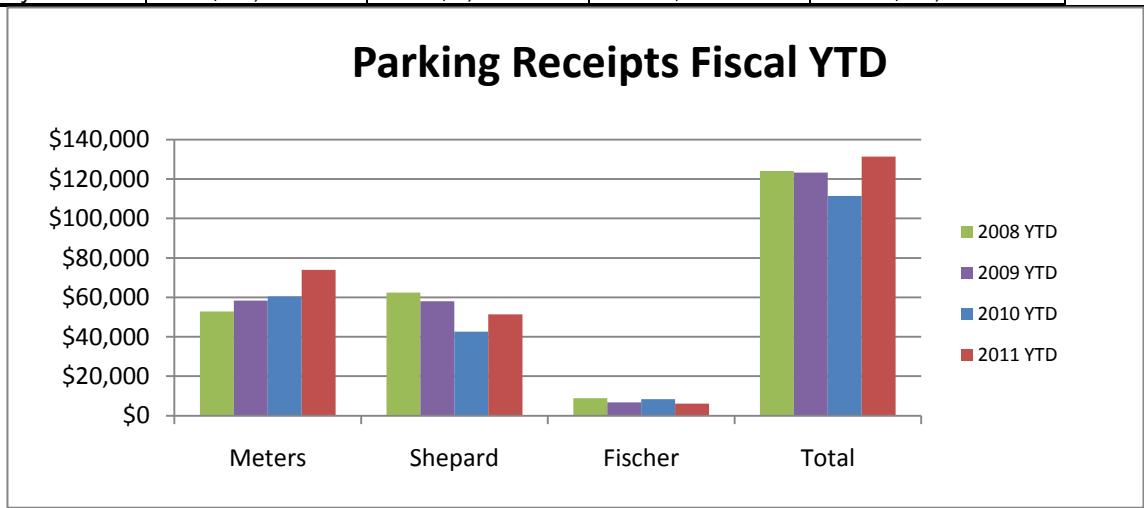
- ❖ Performed site plan reviews as part of Development Services plan review process
- ❖ Staff attended Upcoming Special Events meeting
- ❖ Replaced defective areas of sidewalk at various locations throughout the City
- ❖ Survey Department continued to monitor water elevations daily for assessing waterways 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 completed outdoor dining paver project on Minutemen Causeway at the Heidelberg Restaurant
- ❖ Staff began renovations to crossovers throughout City
- ❖ Staff hosted Landscape Committee meeting
- ❖ Staff removed and stored holiday decorations
- ❖ Staff attended Downtown Parking Lot Improvements project meeting
- ❖ Staff received and prepared Sprinter van for new Water Reclamation TV truck
- ❖ Staff prepared bid documents & RFP for new softball field fencing (2 fields)

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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



	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
2011 YTD	\$73,888	\$51,384	\$6,122	\$131,394

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COMMUNITY CENTER

Heidi Johnson, Food and Beverage Manager

Events/Attendance

January 6 th – Women's Club (Audit)	35
January 8 th – Jeffries Sweet 16 (Audit)	50
January 9 th – Jazz Society (Dining Rm)	120
January 11 th – EOQ (Dining Rm)	95
January 15 th – F7 Rummage Sale (Audit)	200
January 15 th – Bartlam Wedding (Dining Rm)	80
January 21 st – Barron Wedding (Dining Rm)	100
January 21 st – CB9HLGA (Audit Commons)	40
January 22 nd – Lafata Wedding (Dining Rm)	50
January 22 nd – WC Fashion Show (Audit)	200

Food/Beverage Revenue-**Golf Fund** - \$23,266; Community Center Revenue-**General Fund** - \$835.00

GOLF COURSE

Joe Tucker, Manager

Statistics

Month	FY '11	FY'10	Difference	Rounds	Rain Days	Rain Days Last year
October	\$150,803	\$138,734	\$12,069	5,107	1	5
November	\$176,719	\$181,530	-\$4,811	5,726	4	2
December	\$136,481	\$166,576	-\$30,095	4,285	2	8
January	\$209,823	\$177,760	\$32,063	6,847	4	3
February		\$186,796				6
March		\$268,359				7
April		\$221,319				3
May		\$166,926				3
June		\$136,403				4
July		\$142,658				6
August		\$109,750				9
September		\$105,534				9
TOTAL	\$673,826	\$2,002,345	\$10,226	21,962	11	65

Activities of the month

- A. 23 prepaids were due, 14 renewed. There was 1 new prepaid.
- B. 4 days were influenced by rain. Rain total for the month was 4.0".
- C. Opened late 1 day due to cold weather.
- D. Food and Beverage sales were \$23,266.
- E. Continued working with Freedom 7 in Community Center.
- F. Replaced ballasts in auditorium ceiling lighting.
- G. Touched up walls in clubhouse.
- H. Removed old ice tea machine from F7 kitchen.
- I. Sandblasted and painted PSI pump station.
- J. It has been one year since we started to sell the 12 play certificates. We have sold 77 since the start of the program.
- K. Added coquina to low spots along cart paths.
- L. Replaced batteries in radios.

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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

- 160 people used the gym for the month of JANUARY
- Holiday Camp ended January 3rd.
- Movies in the Park were held on January 8^h.
- Youth basketball leagues started on January 15th.

Sports Complex

- All new soccer goals in place with nets.
- High school and Little League all using fields.
- 2 weekend rentals in January.

Pool

- 0 Pavilion Rentals in JANUARY
- 546 daily admittance for the facility for the month of JAN. ; -3-attended Aquafit Class during JANUARY
- Winter teams trained through January 15.
- Began advertising for Spring LGI and LG training.

Tennis

- Fundraiser was held on January 8th for a local tennis team with 76 players participating.
- Jr. Tennis Tournament had 31 participants.

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Information Technology

Jeff Thiel, Director

Activities for the Month:

- ❑ Upgraded the Sungard Naviline suite of products to the latest version. This upgrade provides additional functionality to modernize the platform for these essential applications in use throughout all City departments including Community Development, Financials, and Public Safety.
- ❑ Implemented several enhancements and modifications to the City web site to provide new features as well as improvements in navigation and security for residents and visitors.
- ❑
- ❑ Initiated the installation of a new software application to automate the management of incident case numbers in the CAD and Field reporting systems for the Police department.
- ❑
- ❑ Initiated the development of an application to update and maintain parcel data in the land management system, including owner information and valuations that will improve access to permitting information.
- ❑
- ❑ 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 current application products and systems at maximum performance.
- ❑
- ❑ 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.

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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 January editions of "Cocoa Beach News and Views" ~ The Press-Tribune
- ✓ (PIO) Sent 25 Cocoa Beach Network News (CBNN) e-mail information bulletins to citizens/businesses
- ✓ (PIO) Attended Florida Public Relations Assoc breakfast/seminar meeting in Melbourne
- ✓ (PIO) Produced 2011 State of City briefing for Vice Mayor's presentation to Citizen's League
- ✓ (GRANT) Coordinated with Land Mgt Committee re: North 1,000 Islands Management Plan update
- ✓ (GRANT) Participated in briefing to incoming Commissioner on grant status/carryover projects
- ✓ (SPECIAL) Helped host annual Freedom 7 Elementary students' visit to City Hall

✓ Activities for the Month: DECEMBER

- ✓ (CM) Participated in FPL City Workshop
- ✓ (CM) Helped host Freedom 7 Elementary School students annual City Hall tour
- ✓ (CM) Oversaw final planning stages and coordination for the Downtown Parking lot project

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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	184	+4	3
Regular part-time	57	59	0	0
Temporary - Full-time	0	0	0	1
Temporary - Part -time	0	0	0	0
Seasonal	0	3	-3	0

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

- Made presentation on “Government Overview” on the first night of the 2011 Citizen’s Academy.
- Emceed Employee Appreciation Breakfast at which the following were named Employee-of-the-Quarter (Paul Larrea – Water Reclamation) and Employee-of-the-Year (Jack Shelton – Water Reclamation).
- At the request of the Cocoa Beach Chamber of Commerce and the Kennedy Space Center, attended a meeting with former astronaut Jon McBride to discuss the feasibility of an “Astronaut Parade” on May 7, 2011 commemorating the 50th anniversary of the Shepard space flight; staff made application and received approval from 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.
- Held two collective bargaining sessions with Firefighter union (IAFF); union has declared impasse and requested mediation; engaged the services of labor attorney to handle mediation process.
- Held collective bargaining session with LIUNA (blue collar union) representatives regarding a new union contract – the contract expired 9/30/2010.
- Began recruitment for vacant Fire Chief’s position.
- Continued participation in FPL franchise agreement negotiations; completed comparative analysis of City and FPL proposed terms and conditions for use by Commission and negotiation team.
- Attended two commission meetings, commission workshop on FPL franchise agreement, meeting with Brevard County Commissioner Chuck Nelson (with city manager and Tony Caravella).
- Attended special event committee meetings at which the following events were approved: Cocoa Beach Wine & Food (Lori Wilson Park – 3/12/2011); St. Patrick’s Day events – Paddy Cassidy’s and Nolan’s Irish Pub; CB Triathlon (CBCC, MM and South Atlantic Ave – 4/10/2011); Easter Surfing Festival (Shepard Park – April 22-24).
- Lisa Barr conducted employee safety meeting; Natalie McClenahan published Surge; Natalie is updating the Florida League of Cities wage survey.
- 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)	101.51	➤ Total Reuse (Includes PAFB)	95.43
➤ Patrick Air Force	16.41	➤ Patrick Air Force Base	11.79
➤ Port Canaveral	1.95	➤ Cape Canaveral Reuse to North Storage Tank	6.65
Total Discharge Flow to the Banana River for the month (Days/Flow)		1	4.72

ACTIVITIES FOR THE MONTH

- Received a total of 134 requests for sewer/reuse line locates.
- Hauled 251 tons of biosolids to County landfill.
- Required applications and permitting of the proposed Aquifer Storage and Recovery Well project is on track.
- Replaced manhole rings and covers at A1A and Diplomat; at 20th Street South; at Catalina Cocoa Isles; at Country Club on Minuteman and 1503 Minuteman.
- Replaced and laser aligned three motors: #3 reuse pump in the plant; C-1 blower in the plant; #2 reuse pump motor at Belt Road.
- Finished cleaning and camera work at lift station #10 area.
- Weekly City station checks.
- Continued cleaning and camera work on CRA project.
- Replaced all knee braces at Plant #2 Clarifier.
- Finished stucco work on #1 Clarifier.
- Cleaned wet wells as needed in the City.
- Conducted four sewer inspections.
- Start up of new lift station at Port Police Station.
- Checked lift stations by-weekly on 1-6 and 1-24, 2011.
- Cleaned wet wells at the Port.
- Various lift station problems resolved.
- Director attended regular Commission and Department Director Meetings.