

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



Cordially submitted is the City of Cocoa Beach June 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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CITY MANAGER'S MONTHLY REPORT
 June 2011

FINANCE DEPARTMENT

Charles Holland, Finance Director

Utility data will resume after billing transition is complete.

FUND ACTIVITY

		FY 2011 (75 % of year complete)		
		Budget \$	YTD Actual \$	YTD ¹ Percent
General Fund ²	Revenues ³	18,139,047	14,273,063	78%
	Expenditures ⁴	19,624,494	12,761,436	65%
Golf Course ⁵	Revenues ¹	2,748,768	1,757,098	63%
	Expenditures ²	2,926,856	1,941,650	66%
Utilities Fund ⁶	Revenues ¹	15,871,642	3,841,909	24%
	Expenditures ²	11,388,737	3,391,403	29%
Stormwater Fund ⁷	Revenues ¹	1,469,796	856,504	58%
	Expenditures ²	596,338	779,064	76%

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 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. 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 June 2011:

Date	Description
JUNE 23 & 24	Budget meetings – various Commissioners

Save Time - Save Gas!

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

CITY OF COCOA BEACH
www.cityofcocoabeach.com, www.golfcocoabeach.com
CITY MANAGER'S MONTHLY REPORT
 June 2011

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POLICE DEPARTMENT

Bryan Holmes, Police Chief

Police Officers/Detective Activities

- Traffic Citations Issued: 328
- Traffic Warnings Issued: 132
- Parking Citations Issued: 594
- Traffic Accidents: 41
- Civil Citations: 13
- Case Reports: 386
- Arrest Requests (Capias): 8
- Arrests/Notice To Appears: 86
- Recovered Property: \$13,358.00
- Stolen Property: \$65,576.00

Communications Department Activities

- Calls for Service Answered 3121
- 911 Emergency Calls (Includes Wireless): 349
- 911 Calls Transferred: 116
- Non Emergency Admin Calls Answered: 1222

Records Division Activities

- Citizens Fingerprinted: 22
- Copies of Reports Sold: 72
- Volunteer Hours: 40

Community Watch Activities

- Crime Break Bulletin: 5 messages sent
- C.O.P.S: Administrative 10 hours, Road Patrol 88 hours, Marine Patrol 16 hours, Misc. (collecting for National Night Out) 6 hours - Total: 120 hours
- Community Watch Programs: Hurricane Preparedness at Atlantique Condominiums

Other Activities

- Employees trained in the areas of: Crash Scene mapping with laser (2), Agency Inspector Renewal (1), Officer Survival & Rapid Response (3), Asset Forfeiture Investigation (1), Computer Aided Crash Diagramming (2), Effective Budgeting (1), FL Code Enforcement (1), Property Room Management (2), Firearms (19), Presidential Protection Detail Escort (1), Taser Training (3), A.E.D. (3), Infection Control (3)
- Preparing for National Night Out
- Participation in Camp Chance

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 CITY MANAGER'S MONTHLY REPORT
 June 2011

DEVELOPMENT SERVICES DEPARTMENT
 Anthony Caravella, Director

Statistics

Permits/Inspections:	NUMBER	COMMENTS (21 work days/month)
Total Permits Issued:	161	7.32 per day
New Single Family Residential	0	
New Multiple Family Residential	0	
New Commercial	0	
Residential Additions/Alterations	41	Avg. Review - 3 Calendar days
Commercial Additions/Alteration	6	Avg. Review - 5 Calendar days
Demolition	1	
Inspections Conducted:	222	11.77 per day
Customer Service:		
Walk-in Customers	171	(Average 7.77/day)
Administrative phone calls (Two front office phones)	396	(Average 18/day)
Business Tax Receipts:		
New Applications - Includes Certificates of Use	12	2 of which are home based
Transfer of Business Ownership/Location	3	
Denied Applications	1	
Business Tax Receipts Renewed	11	
Code Enforcement:		
Citations	2	
Inspections	45	
Code Enforcement Board Hearings	5	
Investigations	75	
Notice of Violations	8	
Courtesy Letters	13	
Cases Closed	48	
Planning and Zoning:		
Pre-Submittal Conferences	2	
Telephone Calls	66	
Building Permits Reviewed	40	
Occupational Licenses Reviewed	10	

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CITY MANAGER'S MONTHLY REPORT
June 2011

Major Active Construction Projects:

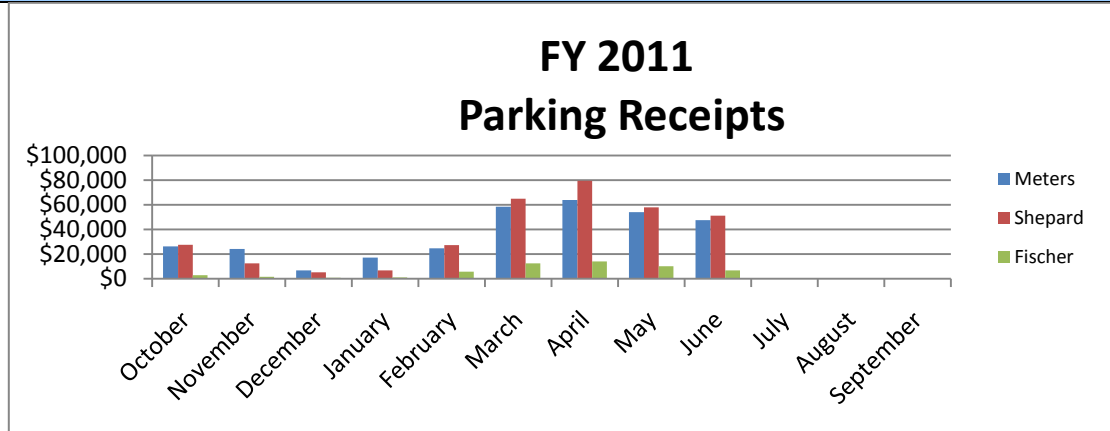
- ◆ Golf Villas, 1650 Minutemen Causeway, 2 units complete.
- ◆ West End Apartments/Harbor Club Condo –100% complete, but only 1st floor has Certificate of Occupancy.
- ◆ Walgreens Addition, 4150 N. Atlantic Ave. – Add 2,000 sq. ft. 100% complete. Awaiting as built.
- ◆ Cocoa Beach Community Church, 126 S. Atlantic Ave. – Sanctuary Expansion – 100% complete. Awaiting as built.
- ◆ Ocean Landings, 900 N. Atlantic Ave. – Renovate conference center into multi-tenant spaces. 50% complete.
- ◆ International Palms Resort, 1300 N. Atlantic Avenue. – Concrete restoration & repairs. 10% complete.

Other Projects

- ◆ Staff prepared for and/or participated in 2 Commission meetings, Planning Board meeting, Code Enforcement Board, and Board of Adjustment meeting.
- ◆ 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. Comprehensive Plan amendment to City Commission in May – with workshop on May 23rd.
- ◆ Downtown CRA meeting – authorized Planning Board Review of Redevelopment Plan.
- ◆ EAR based Comprehensive Plan amendments in development.
- ◆ Water Supply Plan Comprehensive Plan amendment due to City Commission in August.

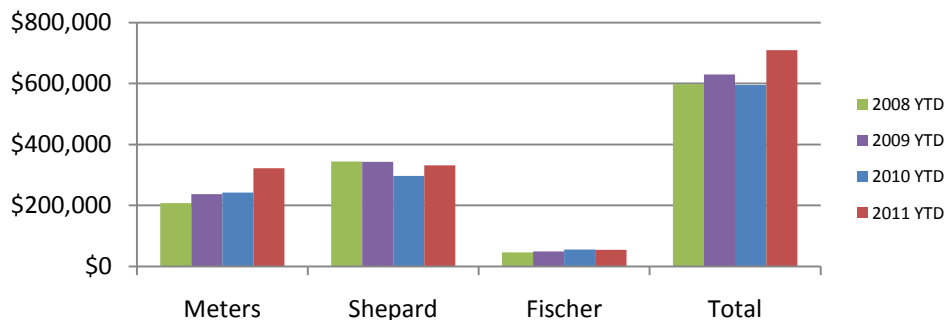
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CITY MANAGER'S MONTHLY REPORT
 June 2011

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

Parking Receipts Fiscal YTD



	Meters	Shepard	Fischer	Total
2008 YTD	\$207,881	\$344,422	\$46,206	\$598,509
2009 YTD	\$237,444	\$343,639	\$48,919	\$630,002
2010 YTD	\$242,037	\$296,837	\$56,003	\$594,877
2011 YTD	\$322,463	\$332,010	\$54,646	\$709,119

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

COMMUNITY CENTER

Heidi Johnson, Food and Beverage Manager

Events/Attendance

June 2 nd – Women's Club (Audit)	30
June 4 th – Thetford Wedding (Audit)	250
June 12 th – Jazz Society (Dining Rm)	125
June 17 th – Findlay Wedding (Audit)	150
June 18 th – Hawes 50 th Aniv. (Audit)	150
June 24 th – USA (Dining Rm)	100

Food/Beverage Revenue-**Golf Fund** - \$24,253; Community Center Revenue-**General Fund** - \$2,769

GOLF COURSE

Joe Tucker, Manager

Statistics

Month	FY '11 Bud	FY'11	FY '10	Diff	Rain Days		
					Rnds	Days	LYr.
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		\$142,658				6
August 4.8	\$129,656		\$109,750				9
September 5.4	\$145,863		\$105,534				9
TOTAL	\$2,701,162	\$1,808,556	\$2,002,345	\$164,153	58,258	33	65

Activities of the month

- A. 8 prepaids were due, 4 renewed. There were 6 new prepaids.
- B. 9 days were influenced by rain. Rain total for the month was 4.5".
- C. Food and Beverage sales were \$24,253
- D. Continued working with Freedom 7 in Community Center.
- E. Aerified River and Dolphin greens.
- F. Issued RFB for clubhouse carpet.
- G. Painted benches and signs on course.
- H. Replaced pumps in entrance pond.
- I. Repaired chiller for clubhouse.
- J. Removed benches and posts from around driving range.
- K. Seeded Sea Spray Paspalum to bare areas on course.
- L. Replaced light on walk-in cooler.
- M. Painted entrance letters.
- N. Repaired outlet cover on community center floor.

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

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 June 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) Coordinated/participated in last minute briefing on city projects to Cocoa Beach Kiwanis Club
- ✓ (PIO) Coordinated location/time/date for FDOT public meeting on A1A sidewalk project
- ✓ (GRANT) Continued assessment of Firefighter's Grant for new life pack apparatus/systems
- ✓ (GRANT) Attended F.I.N.D. social/briefing meeting at Hilton Hotel on Saturday, June 18, 2011
- ✓ (SPECIAL) Provided photo coverage of CBPD awards/promotion ceremonies
- ✓ (SPECIAL) Attended City committee meeting to formulate changes to City's website

Activities for the Month: JUNE

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

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

PERSONNEL/RISK MANAGEMENT

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

Employee counts	Actual	Last Month	Difference	Open Positions
Regular full-time	187	185	0	7
Regular part-time	56	55	+1	0
Temporary - Full-time	0	0	0	0
Temporary - Part-time	0	0	0	0
Seasonal	30	28	+2	0

Vacancies: CBFD – Fire Chief and Temporary FF/EMT; CBPD – Police Major (1), Police Officer (2) and Communications Officer (1); Application Support Analyst (IT).

Activities for the Month:

- Continued working on FY2012 budgets.
- Attended commission meeting and special meeting on downtown designed base code.
- Conducted interviews for vacant Information Technology position; in-processed two new police officers.
- Continued working with Finance Department management and actuary on pension plan research.
- Participated in special event meetings for June & July events.
- Website Redesign Committee formed – will review organization, content and layout of City website – last update 8 years ago.
- Lisa Barr conducted employee safety meeting; Natalie McClenahan published Surge.
- Risk Management: No new claims

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

Information Technology

Jeff Thiel, Director

Activities for the Month:

- ❑ Completed the migration of the utility billing database to the City of Cocoa as a result of an interlocal agreement to outsource this function. This project required collaboration with Cocoa IT staff to insure the transference of complete and accurate billing data to the Cocoa system.
- ❑ Completed the implementation of software to provide online access to the building permit system for residents. Features include inquiry on the status of permit applications, scheduling inspections, and online payment of fees.
- ❑ Developed and implemented an automated work order system for use by Public Works, Water Reclamation and Stormwater department for tracking activities and to improve the efficiency of department operations. This software application is for internal use and will provide online entry and reporting features.
- ❑ Finalized the equipment specifications for inclusion in the bid proposal package for the improvements at the water treatment plant. The planned upgrades will involve considerable changes in the architecture and technology infrastructure of plant operations.
- ❑ Completed the design and installation of new computer equipment and wiring for the police communications center. The IT staff was also instrumental in implementing the solution for temporary dispatching from the City of Rockledge that enabled continuous police operations during the facilities renovations.
- ❑ Initiated a project to redesign the City website. The current site has not been upgraded in nearly 10 years and new technologies will be incorporated into the site for easy navigation and the retrieval of information. The IT staff will support the work of the committee that will be responsible for the project.
- ❑ Initiated the implementation of a software application to automate the renewal of Business Tax Receipts. This project will provide web based access to account information and provide online payment options for renewals.
- ❑ Interviewed candidates and made a selection for the position of Systems Technician. This position will serve a key function in the department as the first level of support for desktop computer users.
- ❑ Modified several web site applications that manage subscription services to add features as well as design improvements to assure security and reliability for residents and visitors.
- ❑ Continued the upgrade to Microsoft Windows 7 and 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.

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

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 developing GIS data files for City's sewer system
- Staff continued renovations to crossovers throughout City
- 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 began renovations to the Building Department to increase customer services
- Staff continued renovations on the Team Sports building
- Staff began renovations on the Police Department Communications Center
- 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)

CITY OF COCOA BEACH
www.cityofcocoabeach.com, www.golfcocoabeach.com
CITY MANAGER'S MONTHLY REPORT
June 2011

WATER RECLAMATION DEPARTMENT

Darby Blanchard, Director

INFLUENT FLOWS	Million Gallons	REUSE FLOWS	Million Gallons
➤ Total Treated (Includes Patrick Air Force	94.42	➤ Total Reuse (Includes PAFB)	79.96
➤ Patrick Air Force	14.75	➤ Patrick Air Force Base	2.43
➤ Port Canaveral	1.90	➤ Cape Canaveral Reuse to North Storage Tank	5.58
Total Discharge Flow to the Banana River for the month (Days/Flow)		0	0

ACTIVITIES FOR THE MONTH

Received a total of 152 requests for sewer/reuse line locates.
Hauled 158 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 2,850 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.
Installed 196 new membranes in north 1.5 million gallon capacity disk filter
Manufactured new rubber seal washers and installed in sprayer assemblies on north disk filter.
Applied 200 pound HTH chlorine to each automatic backwash sand filter for cleaning.
Assisted maintenance with unclogging static mixer on gravity drum thickener.
Assisted maintenance with repair on mechanical rollers on gravity drum thickener.
Continue cleaning main sewer lines at lift station #7.
Moved 100 feet of 6" sewer line from Tennis Court to clear new spoil site.
Visual and camera inspection at Belt Road and 520 sink hole.
Completed Megohm testing of pumps at all City lift stations.
Cleaned all check valves at all City lift station.
Cleaned all vet wells at all city lift stations.
Cleaned transducer stilling wells at all City lift stations.
Removed rest of the concrete foundation around round digesters.

CITY OF COCOA BEACH
www.cityofcocoabeach.com, www.golfcocoabeach.com
CITY MANAGER'S MONTHLY REPORT
June 2011

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.