

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



Cordially submitted is the City of Cocoa Beach March 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 MARCH utility (for February) billing is \$ 518,463 and 4,315 customers. This affects General, Utilities, & Stormwater Fund revenue.

FUND ACTIVITY

		FY 2011 (50 % of year complete)		
		Budget \$	YTD Actual \$	YTD¹ Percent
General Fund ²	Revenues ³	18,139,047	10,732,387	59%
	Expenditures ⁴	19,624,494	9,169,630	47%
Golf Course ⁵	Revenues ¹	2,748,768	1,207,974	43%
	Expenditures ²	2,926,856	1,390,909	48%
Utilities Fund ⁶	Revenues ¹	15,871,642	2,298,152	14%
	Expenditures ²	11,388,737	2,480,945	22%
Stormwater Fund ⁷	Revenues ¹	1,469,796	236,795	16%
	Expenditures ²	596,338	666,254	111%

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 payment 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 March 2011:

Date	Description
MARCH 1	Town Hall meeting

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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MARCH 7	Solid waste disclosure ad
MARCH 10	400 Channel meeting
MARCH 16	Visit to public safety facility at Sanford, FL
MARCH 17	Pension Board meeting
MARCH 30	Inspection of proposed debris sites

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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: 251 ➤ Traffic Warnings Issued: 141 ➤ Parking Citations Issued: 844 ➤ Traffic Accidents: 80 ➤ Civil Citations: 206 ➤ Case Reports: 465 ➤ Arrest Requests (Capias): 17 ➤ Arrests/Notice To Appears: 88 ➤ Recovered Property: \$25,274.00 ➤ Stolen Property: \$43,088.00 	<ul style="list-style-type: none"> ➤ Calls for Service Answered 3937 ➤ 911 Emergency Calls (Includes Wireless): 891 ➤ 911 Calls Transferred: 225 ➤ Non Emergency Admin Calls Answered: 2954
Records Division Activities	Community Watch Activities
<ul style="list-style-type: none"> ➤ Citizens Fingerprinted: 4 ➤ Copies of Reports Sold: 113 	<ul style="list-style-type: none"> ➤ Crime Break Bulletin: 3 Messages ➤ C.O.P.S: Vehicle Patrol – 96 hrs, Waterway Patrol – 36 hrs, Admin/Misc Duties – 3 hrs ➤ Community Watch Programs: Freedom 7 seminars, Cub Scouts, Sunrise Bank, Cape Carib Resort, Home Depot, Target, Sexual Predator notifications ➤ DARE / SRO: Attended monthly BASRO meeting, meeting for installing security cameras at CBJSHS, in-coming 7th grade Orientation, School Crossing Guard refresher training and recertification (2-PES), Taught DARE classes for the school.
Other Activities	
<ul style="list-style-type: none"> ➤ Employees trained in the areas of: Chemical Weapon Instructor (1), Taser Technician (1), Standardized DUI/Field Sobriety (2), Death & Homicide Investigations (2), CJIS Local Area Instructor (1), Legacy Leadership (1), UCR Training (1), Citizens Academy 	

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DEVELOPMENT SERVICES DEPARTMENT
 Anthony Caravella, Director

Statistics

Permits/Inspections:	NUMBER	COMMENTS (23 work days/month)
Total Permits Issued:	153	6.65 per day
New Single Family Residential	0	
New Multiple Family Residential	0	
New Commercial	0	
Residential Additions/Alterations	32	Avg. Review - 3 Calendar days
Commercial Additions/Alteration	5	Avg. Review - 5 Calendar days
Demolition	1	21 Country Club Rd
Inspections Conducted:	235	10.22 per day
Customer Service:		
Walk-in Customers	170	(Average 7.39/day)
Administrative phone calls (Two front office phones)	299	(Average 13/day)
Business Tax Receipts:		
New Applications - Includes Certificates of Use	14	1 of which are home based
Transfer of Business Ownership/Location	4	
Denied Applications	0	
Business Tax Receipts Renewed	3	
Code Enforcement:		
Citations	2	
Inspections	43	
Code Enforcement Board Hearings	3	
Investigations	89	
Notice of Violations	10	
Courtesy Letters	18	
Cases Closed	56	
Planning and Zoning:		
Pre-Submittal Conferences	3	
Telephone Calls	117	
Building Permits Reviewed	32	
Occupational Licenses Reviewed	13	

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.
- ◆ Cape Canaveral Hospital, 701 W. Cocoa Beach Cswy. – Nuclear medicine relocation & upgrades – 100%

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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 – 90% 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. Comprehensive Plan amendment to City Commission in May.
- ◆ 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 May.

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Fire DEPARTMENT
G.C. Wine, Deputy Fire Chief

Statistics for the month:

- ❖ Fire: 3
- ❖ Overpressure, Explosion, Overheat: 0
- ❖ Rescue & EMS: 156
- ❖ Hazardous Condition: 7
- ❖ Service Call: 18
- ❖ Good Intent Call: 3
- ❖ False Alarm & False Call: 22
- ❖ Severe Weather & Natural Disaster: 0
- ❖ Special Incident:
- ❖ Total Responses: 219
- ❖ Fire Investigations: 0
- ❖ Fire Inspections: 13
- ❖ Violations Cited: 26
- ❖ Total Square Feet Inspected: 9,742
- ❖ Inspection Fee Billed: 0
- ❖ Plans Reviews: 2

Activities for the month:

- ❖ Continued Implementation of HTE FIRES program
- ❖ Citizens Academy x4 nights
- ❖ Staff training on Vehicle Extrication
- ❖ Staff training Protective Gear Inspections
- ❖ Shift staff conducted inspections and focused on Truss Law compliance

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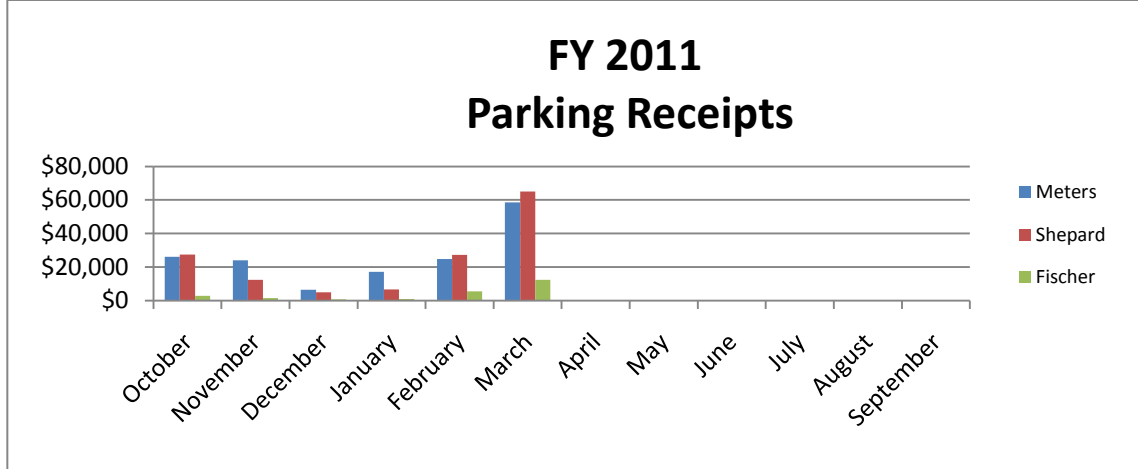
PUBLIC WORKS DEPARTMENT

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

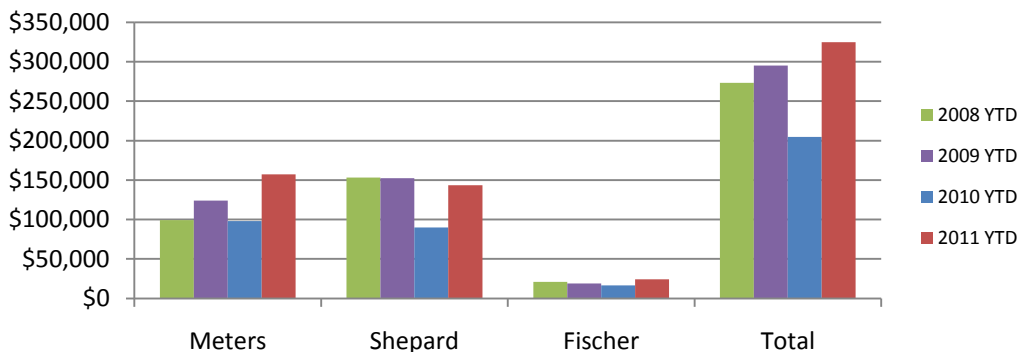
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PARKING RECEIPTS



	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
March	\$58,458	\$64,974	\$12,423	\$135,855

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
2011 YTD	\$157,068	\$143,617	\$24,099	\$324,784

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COMMUNITY CENTER

Heidi Johnson, Food and Beverage Manager

Events/Attendance

March 1 st – CB Town Meeting (Audit)	30
March 3 rd – Women's Club (Audit)	30
March 6 th – Rivera Bridal Shower (Dining Rm)	25
March 9 th – Rotary (Dining Rm)	40
March 11 th – Barnett Wedding (All Rms)	150
March 12 th – Lion's Club (Audit)	200
March 15 th – CBWGA (Dining Rm)	60
March 18 th – CB9HLGA (Dining Rm)	50
March 18 th – Liar's Open (Dining Rm)	95
March 19 th – Softball Mag (Audit)	150
March 26 th – Women's Club Casino (Audit)	120
March 27 th – Patel Baby Shower (Audit)	200
March 28 th – Blankenship Mem (Conf Rm)	20

Food/Beverage Revenue-**Golf Fund** - \$34,074; Community Center Revenue-**General Fund** - \$1,263

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		\$221,319				3
May 7.5	\$202,587		\$166,926				3
June 5.8	\$156,667		\$136,403				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	\$1,247,627	\$2,002,345	\$128,873	40,394	20	65

Activities of the month

- A. 34 prepaids were due, 23 renewed. There were 4 new prepaids.
- B. 7 days were influenced by rain. Rain total for the month was 2.3".
- C. Food and Beverage sales were \$34,074.
- D. Continued working with Freedom 7 in Community Center.
- E. Replaced raccoon guard on south restroom.
- F. Installed pond aerator in Irrigation Lake.
- G. Continued budget process.
- H. Added sand to select bunkers on course.

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- I. Repaired kitchen ceiling and bathroom.
- J. Repaired men's shower.
- K. Built filter box for pond aerator

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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	\$ 1,862.00	\$ 1,964.00	\$ 11,189.00	\$ 12,561.00	\$ 11,577.00	\$ 13,553.00
Pool & Pavilion	\$15,896.49	\$7,742.10	\$114,405.82	\$ 36,777.60	\$143,188.60	\$ 26,251.33
Tennis	\$ 1,778.54	\$ -0-	\$ 8,948.25	\$ -0-	\$ 11,003.49	\$ -0-
Sports Complex	\$ 2,447.00	\$ 823.00	\$ 8,585.00	\$ 2,913.00	\$ 8,043.00	\$ 1,830.00
Total	\$21,984.03	\$10,529.10	\$143,128.07	\$52,251.60	\$173,812.09	\$41,634.33

Recreation Center

- 284 people used the gym for the month of MARCH
- Spring Camp started March 28th.
- Summer flyer sent to printer (camps).

Sports Complex

- Cocoa Expo rented ballfields.
- High school season continues (softball & baseball)

Pool

- 0 Pavilion Rentals in MARCH; Lifeguards painting pool deck.
- 1243 daily admittance for the facility for the month of MARCH; 41 attended Aquafit Class during MARCH
- Citizen's Academy presentation held on March 1st.; Lifeguard & Lifeguard Instructor classes were held in March
- Pool manager attended Roosevelt Elementary Fair on March 12th to hand out promotional materials.
- Penguins Swim Team trained at facility March 13-17th.
- Bat houses installed

Tennis

- High school tennis teams prepare for district championships.
- Adult inter-club team competition is continuing.

City Manager

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

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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 March editions of "Cocoa Beach News and Views" ~ The Press-Tribune
- ✓ (PIO) Sent 23 Cocoa Beach Network News (CBNN) e-mail information bulletins to citizens/businesses
- ✓ (PIO) Assisted Mayor Beeler in presentation of "2011-State of City" briefing at Town Hall meeting
- ✓ (PIO) Attended ASR Well public meeting in City Commission Room
- ✓ (GRANT) Participated in preparation of application for 200 Channel Dredging Grant Project
- ✓ (SPECIAL) Attended "bat house" Eagle Scout construction-installation project

Activities for the Month: MARCH

- ✓ (CM) Tour City of Sanford's new public safety facilities
- ✓ (CM) Attend Cocoa Utilities Advisory Board meeting
- ✓ (CM) Attend CivMil monthly meeting
- ✓ (CM) Participate in Ocean Beach Boulevard coordination meeting

PERSONNEL/RISK MANAGEMENT

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

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Employee counts	Actual	Last Month	Difference	Open Positions
Regular full-time	188	188	0	3
Regular part-time	58	59	-1	0
Temporary - Full-time	0	0	0	0
Temporary - Part -time	0	0	0	0
Seasonal	6	0	+6	0

Vacancies: CBFD – Fire Chief; Police Officer (2).

Activities for the Month:

- Natalie McClenahan compiled and published the 2011 Individualized Annual Employee Benefit Statements.
- Began working on FY2012 budgets.
- Completed annual audit of fleet insurance schedule.
- 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.
- Firefighter union (IAFF) collective bargaining continues at impasse – labor attorneys for City and union are working at scheduled a mediation session.
- LIUNA (blue collar union) union contract expired 9/30/2010 – negotiations with union representatives have not yet resulted in a new contract.
- Participated in field trip to Sanford Police & Fire Public Safety complex; attended Brevard County Emergency Management exercise on Tsunami preparedness.
- Attended commission meeting and town hall meeting.
- 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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INFLUENT FLOWS	Million Gallons	REUSE FLOWS	Million Gallons
➤ Total Treated (Includes Patrick Air Force	105.78	➤ Total Reuse (Includes PAFB)	98.53
➤ Patrick Air Force	15.28	➤ Patrick Air Force Base	7.32
➤ Port Canaveral	1.93	➤ Cape Canaveral Reuse to North Storage Tank	6.35
Total Discharge Flow to the Banana River for the month (Days/Flow)		0	0

ACTIVITIES FOR THE MONTH

- Received a total of 173 requests for sewer/reuse line locates.
- Hauled 298 tons of biosolids to County landfill.
- Repaired broken service lines at 133 East Leon; 107 West Bay Drive and 370 South Brevard.
- Continue cleaning Enviro Building.
- Patched pool decking.
- Wired in-float system with a redundant high level alarm on the thicken sludge tank.
- Removed median and lowered manhole at 5200 Minuteman Causeway.
- Finished interior work on TV truck.
- Put new service connection on main sewer line at 380 West Cocoa Beach Causeway.
- Cleaned area in the plant for contractors new spoil site.
- Made wiring changes for float backup system at lift station #4.
- Started painting Lift Station #8 piping.
- By weekly station checks at the port.
- Conducted five sewer tap inspections in the City.
- One inspection at PAFB.
- Replaced VFD with a new unit at reuse pump #2 at Belt Road.
- Cleaned Clarifier #1 and #2 to remove midge flies from outer surface.
- Department Director attended regular Director and Commission meetings.