

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



Cordially submitted is the City of Cocoa Beach May 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 May utility (for April) billing is \$ 652,673 and 4,330 customers. This affects General, Utilities, & Stormwater Fund revenue.

FUND ACTIVITY

		FY 2011 (67 % of year complete)		
		Budget \$	YTD Actual \$	YTD¹ Percent
General Fund ²	Revenues ³	18,139,047	13,183,161	72%
	Expenditures ⁴	19,624,494	11,466,497	58%
Golf Course ⁵	Revenues ¹	2,748,768	1,747,043	63%
	Expenditures ²	2,926,856	1,485,823	50%
Utilities Fund ⁶	Revenues ¹	15,871,642	3,331,684	20%
	Expenditures ²	11,388,737	3,088,367	27%
Stormwater Fund ⁷	Revenues ¹	1,469,796	799,664	53%
	Expenditures ²	596,338	739,118	123%

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. Project will not have substantial expenditures until FY 2012.

Stormwater revenue is lower than expected because the final 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 May 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
MAY 4-	FHWA meeting (Orlando)
MAY 6,12, & 13	Bid openings – various projects
MAY 18 & 21	Preparation of SRF loan package & agenda item
MAY 19	SOQ Pre-Qual meeting
MAY 1 - 18	Budget meetings – Preliminary – various departments

Save Time - Save Gas!
 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: 318 ➤ Traffic Warnings Issued:162 ➤ Parking Citations Issued: 530 ➤ Traffic Accidents: 34 ➤ Civil Citations: 34 ➤ Case Reports: 425 ➤ Arrest Requests (Capias): 24 ➤ Arrests/Notice To Appears: 82 ➤ Recovered Property: \$16,715.00 ➤ Stolen Property: \$62,284.00 	<ul style="list-style-type: none"> ➤ Calls for Service Answered 3226 ➤ 911 Emergency Calls (Includes Wireless):765 ➤ 911 Calls Transferred: 219 ➤ Non Emergency Admin Calls Answered:2705
Records Division Activities	Community Watch Activities
<ul style="list-style-type: none"> ➤Citizens Fingerprinted: 28 ➤Copies of Reports Sold: 63 ➤Volunteer Hours: 28 	<ul style="list-style-type: none"> ➤ Crime Break Bulletin: 4 Messages ➤ C.O.P.S: Road Patrol – 32.5 hrs, Waterway Patrol – 36 hrs ➤ Community Watch Programs: Preparations for NNO, Child/Youth protection training at First United Methodist Church, Condo security surveys (2), Employee training at Hampton Inn/Courtyard by Marriott ➤ DARE / SRO: Taught DARE classes, Recertified PES & COPS as School Crossing Guards, Security for CBJSHS Rock Jock, Graduation, & Spring football
Other Activities	
Employees trained in the areas of: Radar & Laser Measurement (1), Warrior Mindset (4), Helping Children Cope with Trauma (1), Bloodstain Interpretation (1), IALEFI Conference (3), Terminal Agency Coordinator (1) Police Awards Ceremony, Police Auction	

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DEVELOPMENT SERVICES DEPARTMENT
 Anthony Caravella, Director

Statistics

Permits/Inspections:	NUMBER	COMMENTS (21 work days/month)
Total Permits Issued:	176	8.00 per day
New Single Family Residential	0	
New Multiple Family Residential	0	
New Commercial	0	
Residential Additions/Alterations	47	Avg. Review - 3 Calendar days
Commercial Additions/Alteration	0	Avg. Review - 5 Calendar days
Demolition	0	
Inspections Conducted:	259	11.77 per day
Customer Service:		
Walk-in Customers	160	(Average 7.27/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	4	
Denied Applications	0	
Business Tax Receipts Renewed	5	
Code Enforcement:		
Citations	2	
Inspections	68	
Code Enforcement Board Hearings	3	
Investigations	91	
Notice of Violations	3	
Courtesy Letters	31	
Cases Closed	68	
Planning and Zoning:		
Pre-Submittal Conferences	4	
Telephone Calls	98	
Building Permits Reviewed	44	
Occupational Licenses Reviewed	10	

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Major Active Construction Projects:

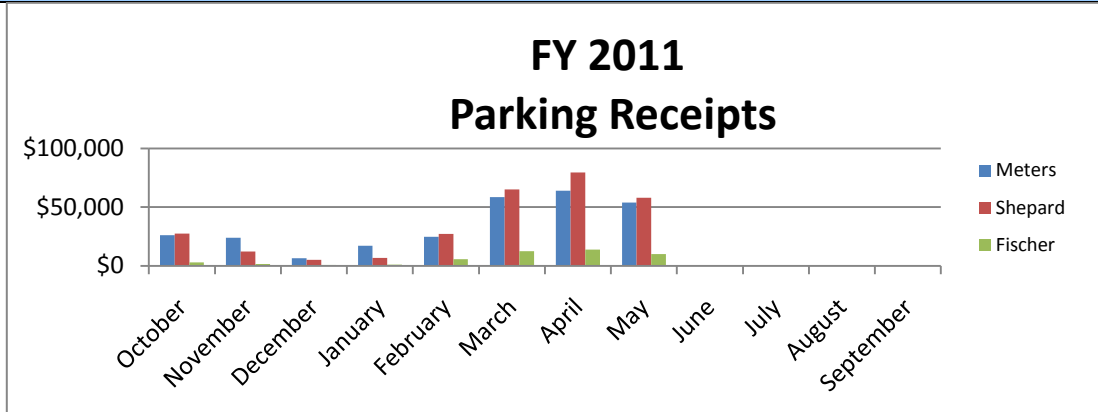
- ◆ Golf Villas, 1650 Minutemen Causeway, 2 units complete.
- ◆ West End Apartments/Harbor Club Condo –100% complete, but only 1st floor has Certificate of Occupancy.
- ◆ Walgreens Addition, 4150 N. Atlantic Ave. – Add 2,000 sq. ft. 100% complete. Awaiting as built.
- ◆ Cocoa Beach Community Church, 126 S. Atlantic Ave. – Sanctuary Expansion – 95% complete.
- ◆ Ocean Landings, 900 N. Atlantic Ave. – Renovate conference center into multi-tenant spaces. 30% complete.

Other Projects

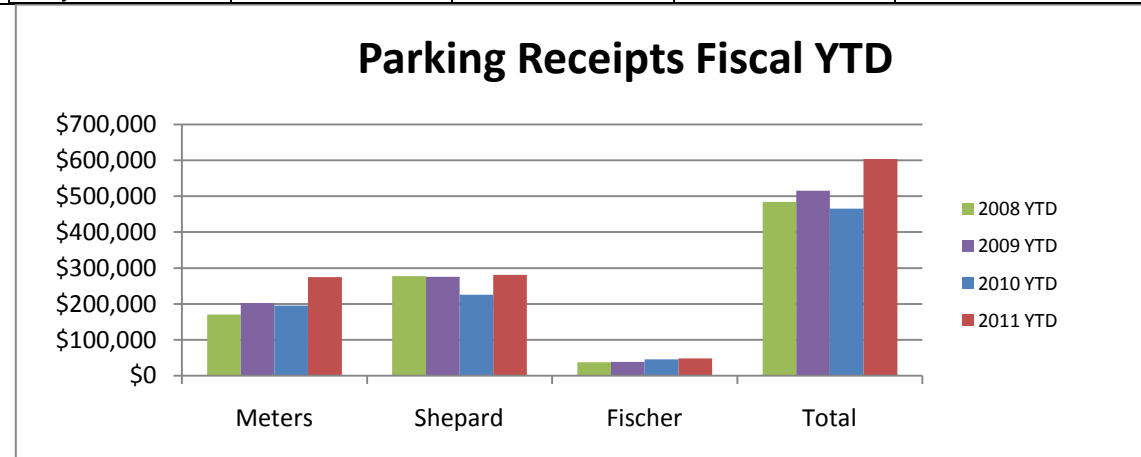
- ◆ Staff prepared for and/or participated in 2 Commission meetings, Planning Board meeting, Code Enforcement Board, and Board of Adjustment meeting.
- ◆ Continued participation in Building Officials Association of Brevard County.
- ◆ Design based code (mixed use) by Zyscovich Architects under review 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 – reviewed Redevelopment Plan Implementation.
- ◆ EAR based Comprehensive Plan amendments in development.
- ◆ Water Supply Plan Comprehensive Plan amendment due to City Commission in July.
- ◆ Building Inspectors, Plan Examiner, and Chief Building Official attended required training for certifications.

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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



	Meters	Shepard	Fischer	Total
2008 YTD	\$170,306	\$276,930	\$37,323	\$484,559
2009 YTD	\$202,328	\$275,267	\$38,326	\$515,921
2010 YTD	\$194,966	\$225,287	\$45,349	\$465,602
2011 YTD	\$274,908	\$281,013	\$47,853	\$603,774

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COMMUNITY CENTER

Heidi Johnson, Food and Beverage Manager

Events/Attendance

May 5 th – Women's Club (Dining Rm)	50
May 6 th – F7 Elem. (Audit)	300
May 7 th – ANET Tourn. (Dining Rm)	80
May 7 th – Satellite Prom (Audit)	150
May 9 th – CBJSHS Baseball (Dining Rm)	50
May 14 th – Gerson/Sparks Wedding (All Rooms)	225
May 15 th – Jazz Society (Dining Rm)	120
May 15 th – CBJSHS Football (Audit)	150
May 20 th – AFTAC (Dining Rm)	120
May 23 rd – CBJSHS Faculty (Dining Rm)	80
May 26 th – AFTAC (Dining Rm)	85
May 27 th – Space Coast Sports (Audit)	250

Food/Beverage Revenue-**Golf Fund** - \$31,682; Community Center Revenue-**General Fund** - \$2,730

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		\$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	\$1,668,611	\$2,002,345	\$160,611	53,238	24	65

Activities of the month

- A. 8 prepaids were due, 2 renewed. There were 5 new prepaids.
- B. 2 days were influenced by rain. Rain total for the month was 0.3".
- C. Food and Beverage sales were \$31,682
- D. Continued working with Freedom 7 in Community Center.
- E. Continued to host golf fundraisers.
- F. Aerified and chemically treat salt areas on course.
- G. Aerified Lakes 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	\$ 4,419.00	\$ 19,280.00	\$ 18,471.00	\$ 32,960.00	\$ 16,972.00	\$ 36,409.00
Pool & Pavilion	\$24,315.88	\$ 28,018.45	\$158,418.69	\$ 72,963.73	\$184,665.00	\$ 56,184.96
Tennis	\$ 1,725.00	\$ -0-	\$ 12,441.85	\$ -0-	\$ 14,475.54	\$ -0-
Sports Complex	\$ 1,603.00	\$ 2,465.00	\$ 12,378.00	\$ 5,378.00	\$ 10,539.00	\$ 4,134.00
Total	\$32,062.88	\$47,298.45	\$201,709.14	\$111,301.73	\$226,651.54	\$96,727.96

Recreation Center

- 259 people used the gym for the month of MAY
- Summer camp started May 24th with over 90 children registered.
- 5 gym rentals in May

Sports Complex

- Two (2) softball field fences were replaced.
- High school & Little League seasons finished in May.

Pool

- 10 Pavilion Rentals in May; 2 Concession Parties held in MAY.
- 3010 daily admittance for the facility for the month of MAY; 71 attended Aquafit Class during MAY
- Water Safety Day to be held on May 1st; Sharks Swim Team begin practice May 23rd.
- Three (3) End of school year parties were held in May; Concession party rentals to began in May.
- Pavilion Rentals in May;
- Sharks Swim Team begin practice May 23rd.
- Registration for swim lessons, swim team and Jr. Lifeguard class started may 1 and is continuous
- 1st Jr. Lifeguard class graduated June 2

Tennis

- New in-house leagues started in May.
- New advanced junior camp started this month.

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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 April editions of "Cocoa Beach News and Views" ~ The Press-Tribune
- ✓ (PIO) Sent 28 Cocoa Beach Network News (CBNN) e-mail information bulletins to citizens/businesses
- ✓ (PIO) Assisted local civic organizations in promotion of downtown Super Boat display
- ✓ (GRANT) Conducted initial assessment of Firefighter's Grant for new life pack apparatus/systems
- ✓ (GRANT) Attended 2011 Green Energy & Climate Conference in West Palm for grant opportunities
- ✓ (SPECIAL) Provided city-related photos to Cocoa Beach High School for student photo-CD project

Activities for the Month: MARCH

- ✓ (CM) Attended Water Environment Federation Conference
- ✓ (CM) Participated in monthly Cocoa Utilities Advisory Board meeting
- ✓ (CM) Continued with 2012 Budget preparation efforts (staff)
- ✓ (CM) Attended SR A1A Multi-Modal action plan 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	185	185	0	6
Regular part-time	57	56	+1	0
Temporary - Full-time	0	0	0	0
Temporary – Part –time	0	0	0	0
Seasonal	27	10	+17	0

Vacancies: Cbfd – Fire Chief; Police Officer (2), Application Support Specialist (IT), Communications Officer (CBPD); Irrigation Specialist (Golf Course).

Activities for the Month:

- Continued working on FY2012 budgets.
- Participated in planning and coordination of “Astronaut Parade” on May 7, 2011 commemorating the 50th anniversary of the Shepard space flight.
- Attended commission meeting and special meeting on downtown designed base code.
- Conducted interviews for vacant police officer positions.
- Continued working with Finance Department management and actuary on pension plan research.
- Participated in special event meetings for May & June events.
- 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	94.88	➤ Total Reuse (Includes PAFB)	77.57
➤ Patrick Air Force	15.02	➤ Patrick Air Force Base	1.48
➤ Port Canaveral	2.03	➤ Cape Canaveral Reuse to North Storage Tank	2.25
Total Discharge Flow to the Banana River for the month (Days/Flow)		0	0

ACTIVITIES FOR THE MONTH

Received a total of 156 requests for sewer/reuse line locates.
 Hauled 214 tons of biosolids to County landfill.
 Continue to monitor and maintain around the clock process control in order to meet state regulatory requirements.
 Processed 2.070 million gallons of waste activated sludge through gravity drum thickener.
 Processed 258,482 gallons of aerated digester sludge through belt press machines.
 Maintained continuous online effluent quality control meters.
 Maintained chlorine facility.
 Pumped 2,700 gallons liquid chlorine to City swimming pool storage tank.
 Cleaned outside spray nozzles on gravity drum thickener.
 Assisted maintenance with the installation of a new inline water filter on the gravity drum thickener water supply line.
 Pumped out west chlorine chamber tank and cleaned.
 Pumped out east chlorine contact chamber tank and cleaned.
 Assisted maintenance with the installation of a new total suspended solids analyzer for proper polymer dosage on the gravity drum thickener.
 Responded to numerous phone calls around the clock concerning sewer, and especially reclaimed irrigation water supply concerns.
 Continue to maintain chemical polymer supplies and associated equipment.
 Analyzed influent and effluent samples for state required parameters and documented results of analysis.
 Sampled for endocrine disruptors and pharmaceuticals in wastewater effluent.
 Quarterly ground well monitoring.
 Department Director attended regular Director and Commission meetings.