

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



Cordially submitted is the City of Cocoa Beach September 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.cityofcocoabeach.com](http://www.cityofcocoabeach.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

Utility data will resume after billing transition is complete.

**FUND ACTIVITY**

		<b>FY 2011 (100 % of year complete)</b>		
		<b>Budget \$</b>	<b>YTD Actual \$</b>	<b>YTD<sup>1</sup> Percent</b>
General Fund <sup>2</sup>	Revenues <sup>3</sup>	18,139,047	17,494,332	96%
	Expenditures <sup>4</sup>	19,624,494	17,539,536	89%
Golf Course <sup>5</sup>	Revenues <sup>1</sup>	2,748,768	2,121,565	77%
	Expenditures <sup>2</sup>	2,926,856	2,685,467	91%
Utilities Fund <sup>6</sup>	Revenues <sup>1</sup>	15,871,642	5,072,222	31%
	Expenditures <sup>2</sup>	11,388,737	4,597,033	40%
Stormwater Fund <sup>7</sup>	Revenues <sup>1</sup>	1,469,796	941,377	64%
	Expenditures <sup>2</sup>	596,338	903,762	151%

Note: Table above includes major funds only.

General Fund revenues are at 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. Also note deferral of public safety facility.

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.

General Fund revenues are at 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. Also note deferral of public safety facility.

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.

<sup>1</sup> Percent is calculated by dividing YTD actual numbers by budget column numbers. Encumbrances are ignored.

<sup>2</sup> General Fund numbers from FY 2011 Annual Budget book pages A-32 – A-35 & HTE demand report # GM263L

<sup>3</sup> All revenue numbers excludes funds forward amounts, budget amendments & carry forwards.

<sup>4</sup> All expenditure numbers exclude reserved amounts.

<sup>5</sup> Golf Fund numbers from FY 2011 Annual Budget book pages A-32 – A-35 & HTE demand report # GM263L

<sup>6</sup> Utility Fund numbers from FY 2011 Annual Budget book pages A-32 – A-35 & HTE demand report # GM263L

<sup>7</sup> Stormwater Fund numbers from FY 2011 Annual Budget book pages A-32 – A-35 & HTE demand report # GM263L

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NOTE:

PERIOD 12 HAS NOT BEEN CLOSED DUE TO YEAR END ADJUSTMENTS.  
ALL FIGURES PRESENTED ABOVE ARE ESTIMATES ONLY AND ARE NOT FINAL.  
FINAL FIGURES WILL BE INCLUDED IN THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)

<u>Date</u>	<u>Description</u>
SEPTEMBER 5	Labor Day
SEPTEMBER 8	Workshop – GEPB
SEPTEMBER 15	Budget meeting
SEPTEMBER 21	Budget meeting
SEPTEMBER 28	Meeting – DT parking lot
SEPTEMBER 30	Meeting – DT parking lot

**Save Time - Save Gas!**  
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**POLICE DEPARTMENT**

Bryan Holmes, Police Chief

**Police Officers/Detective Activities**

- Traffic Citations Issued: 345
- Traffic Warnings Issued: 256
- Parking Citations Issued: 203
- Traffic Accidents: 42
- Civil Citations: 8
- Case Reports: 309
- Arrest Requests (Capias): 13
- Arrests/Notice To Appears: 67
- Recovered Property: \$8,235.00
- Stolen Property: \$30,661.00

**Communications Department Activities**

- Calls for Service Answered 3001
- 911 Emergency Calls (Includes Wireless): 737
- 911 Calls Transferred: 196
- Non Emergency Admin Calls Answered: 3010

**Records Division Activities**

- Citizens Fingerprinted: 18
- Copies of Reports Sold: 52
- Volunteer Hours: 56

**Community Watch Activities**

- Crime Break Bulletin: 6 Messages
- C.O.P.S: Road Patrol - 60 Hrs, Marine Patrol - 31 Hrs, Admin - 2 Hrs
- Community Watch Programs: Contacted local hotels/motels to set up a security meeting. Security meeting held at Courtyard by Marriott. Conducted meeting at First Methodist Church with Pastor Stump regarding Child Abuse. Met with Tony Sasso regarding graffiti in Cocoa Beach. Meeting on Home & Vehicle Security with Cocoa Beach residents at City Hall Commission Room
- DARE / SRO: Provided security for 2 football games and Homecoming dance

**Other Activities**

- Employees trained in the areas of: Space Coast Motorcycle Training (1), Criminal Investigations (1), Defensive Tactics (4), Firearms, Shotgun, Night Fire (3)

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**DEVELOPMENT SERVICES DEPARTMENT**  
 Anthony Caravella, Director

**Statistics**

<b>Permits/Inspections:</b>	<b>NUMBER</b>	<b>COMMENTS (21 work days/month)</b>
<b>Total Permits Issued:</b>	124	5.90 per day
New Single Family Residential	0	
New Multiple Family Residential	0	
New Commercial	0	
Residential Additions/Alterations	31	Avg. Review - 3 Calendar days
Commercial Additions/Alteration	5	Avg. Review - 5 Calendar days
Demolition	0	
<b>Inspections Conducted:</b>	118	5.62 per day
<b>Customer Service:</b>		
Walk-in Customers	180	(Average 8.57/day)
Administrative phone calls (Two front office phones)	378	(Average 18/day)
<b>Business Tax Receipts:</b>		
New Applications - Includes Certificates of Use	35	6 of which are home based
Transfer of Business Ownership/Location	9	
Denied Applications	0	
Business Tax Receipts Renewed	506	
<b>Code Enforcement:</b>		
Citations	1	
Inspections	69	
Code Enforcement Board Hearings	0	
Investigations	116	
Notice of Violations	14	
Courtesy Letters	36	
Cases Closed	76	
<b>Planning and Zoning:</b>		
Pre-Submittal Conferences	2	
Telephone Calls	79	
Building Permits Reviewed	31	
Occupational Licenses Reviewed	29	

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**Major Active Construction Projects:**

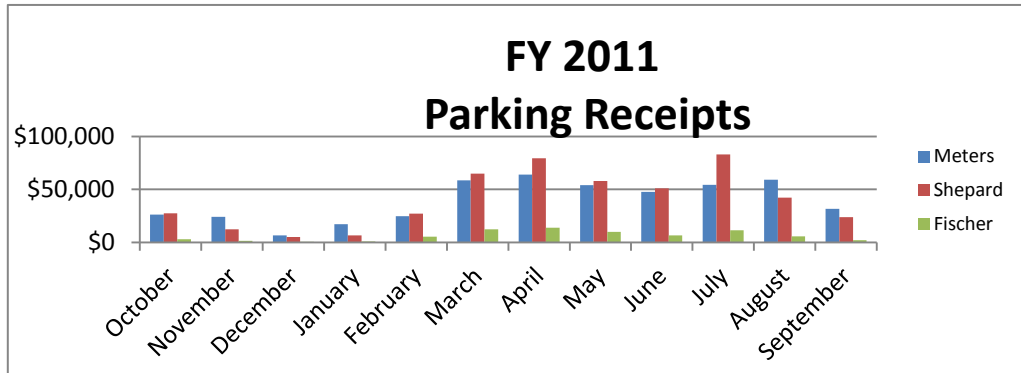
- ◆ Golf Villas, 1650 Minutemen Causeway, 2 units complete.
- ◆ West End Apartments/Harbor Club Condo –100% complete, but only 1<sup>st</sup> floor has Certificate of Occupancy.
- ◆ Walgreens Addition, 4150 N. Atlantic Ave. – Add 2,000 sq. ft. 100% complete. Awaiting as built.
- ◆ Cocoa Beach Community Church, 126 S. Atlantic Ave. – Sanctuary Expansion – 100% complete. Awaiting as built.
- ◆ International Palms Resort, 1300 N. Atlantic Avenue. – Concrete restoration & repairs. 80% complete.
- ◆ Twin Towers, 2020 N. Atlantic Ave, Stair tower restoration. Permit issued – 20% complete.

**Other Projects**

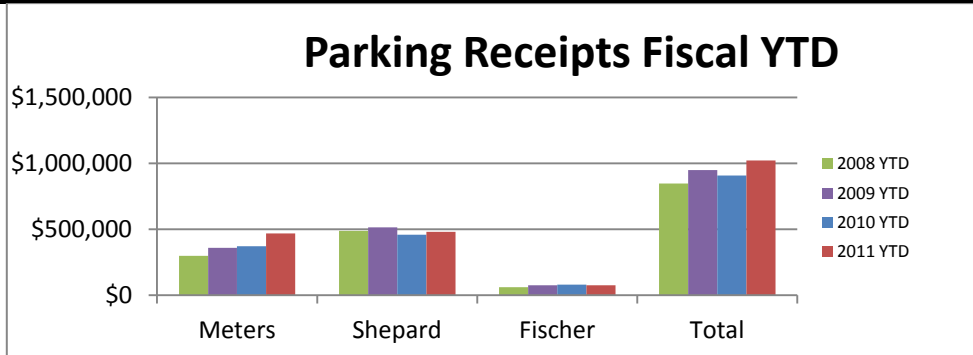
- ◆ Staff prepared for and/or participated in 2 Commission meetings/workshops, Planning Board meeting, Code Enforcement Board meeting, and Board of Adjustment meeting.
- ◆ Continued participation in Building Officials Association of Brevard County.
- ◆ Second phase of design based code (mixed use) by Zyscovich Architects being negotiated. Comprehensive Plan amendment on hold – City Commission directed the question of mixed use be presented to the electorate at a special election in November, 2011.
- ◆ Downtown CRA – City Planning Board continues review of draft Redevelopment Plan.
- ◆ EAR based Comprehensive Plan amendments in development – Housing, Land Use, and Recreation reviewed by Planning Board. Per direction of the Planning Board, staff is researching cost for outside consultant to prepare this plan update.
- ◆ Water Supply Plan Comprehensive Plan amendment due to City Commission in with EAR based amendment.
- ◆ Following Commission authorization, staff prepared and submitted Housing and Urban Development Community Challenge Planning Grant to possibly aid in competition of the design based code and downtown CRA initiatives.
- ◆ City Planner and Development Services Director attended American Planning Association state conference.

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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
June	\$47,555	\$50,997	\$6,793	\$105,345
July	\$54,448	\$82,851	\$11,560	\$148,859
August	\$59,013	\$42,336	\$5,830	\$107,179
September	\$31,781	\$23,818	\$1,978	\$57,577



	Meters	Shepard	Fischer	Total
2008 YTD	\$297,771	\$488,847	\$60,052	\$846,670
2009 YTD	\$358,979	\$513,919	\$75,742	\$948,640
2010 YTD	\$371,010	\$457,715	\$79,507	\$908,232
2011 YTD	\$467,705	\$481,015	\$74,014	\$1,022,734

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**COMMUNITY CENTER**

Heidi Johnson, Food and Beverage Manager

Events/Attendance

September 8 <sup>th</sup> – Women's Club (Dining Rm)	50
September 10 – Alvin Wedding (Audit)	200
September 11 – Jazz Society (Dining Rm)	125
September 17 – Optimist Club (Dining Rm)	50
September 24 <sup>th</sup> – Hayes Wedding (Both Rms)	175

Food/Beverage Revenue-**Golf Fund** - \$22,172; Community Center Revenue-**General Fund** - \$1,655

**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	\$140,230	\$142,658	-\$2,428	5,177	6	6
August 4.8	\$129,656	\$107,475	\$109,750	-\$2,275	4,187	9	9
September 5.4	\$145,863	\$119,058	\$105,534	\$13,524	4,346	7	9
<b>TOTAL</b>	<b>\$2,701,162</b>	<b>\$2,175,319</b>	<b>\$2,002,345</b>	<b>\$172,974</b>	<b>71,968</b>	<b>55</b>	<b>65</b>

**Activities of the month**

- A. 7 prepaids were due, 5 renewed. There were 4 new prepaids.
- B. 7 days were influenced by rain. Rain total for the month was 3.4".
- C. Food and Beverage sales were \$22,172
- D. Continued working with Freedom 7 in Community Center.
- E. Continued budget process.
- F. Fixed leak in ladies bathroom.
- G. Painted benches on course.

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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 September editions of "Cocoa Beach News and Views" ~ The Press-Tribune
- ✓ (PIO) Sent out 26 Cocoa Beach Network News (CBNN) bulletins; We now have 1,588 subscribers!
- ✓ (PIO) Attended Space Coast Chapter Florida Public Relations Association seminar/luncheon
- ✓ (GRANT) Assisted in submission of \$160K Firefighter's Grant for life packs for Fire Department
- ✓ (GRANT) Assisted in submission of \$130K Housing & Urban Development grant for Bldg Department
- ✓ (GRANT) Participated in \$183,500 F.I.N.D. grant check presentation for 400 Channel Dredge Project
- ✓ (SPECIAL) Participated in City's new website re-design committee
- ✓ (SPECIAL) Hosted 55 Freedom 7 Elementary 3-grade students in "Mock City Commission Meeting"

**Activities for the Month**

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

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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	183	184	-1	5
Regular part-time	60	55	+5	2
Temporary - Full-time	0	0	0	1
Temporary - Part -time	0	0	0	0
Seasonal	3	9	-6	0

**Vacancies:** CBFD – Fire Chief (1), FF/EMT (1); Temporary FF/EMT (1); CBPD – Police Major (1), Police Officer (1) and Communications Officer (1); Maintenance Worker – PT (2).

**Activities for the Month:**

- Continued working with staff on FY2012 budget – attended budget hearings.
- Natalie McClenahan coordinated Big Red Bus blood donor drive – excellent donor participation.
- Continued working with Finance Department management and actuary on pension plan research.
- Received approval of A1A master parking plan from FDOT – approval allows pay-by-space beach parking on A1A in downtown.
- Addressed the board members of the General Employee Pension Board at workshop on pension plan analysis.
- Held a collective bargaining session with the blue-collar union (LIUNA) and came to terms on union contract that expired 9/20/2010. Subject to ratification by union membership and City Commission, agreement is a two year contact to expire on 9/30/2012.
- Filled vacancy in City Manager's administrative secretary position – position converted to part-time.
- Lisa Barr chaired employee safety committee meeting.
- Risk Management: No new claims

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## 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 attended Transportation Planning Organization (TPO) meeting
- Staff continued renovations on the Team Sports building
- 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)
- Staff finalized the landscaping for the Downtown Parking Lot Improvements project
- Perform thermo-plastic striping throughout the City
- Staff to host Landscape Committee meeting on September 13, 2011

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**WATER RECLAMATION DEPARTMENT**

Darby Blanchard, Director

INFLUENT FLOWS	Million Gallons	REUSE FLOWS	Million Gallons
<ul style="list-style-type: none"> <li>➤ Total Treated (Includes Patrick Air Force)</li> <li>➤ Patrick Air Force</li> <li>➤ Port Canaveral</li> </ul>	109.3 19.0 1.90	<ul style="list-style-type: none"> <li>➤ Total Reuse (Includes PAFB)</li> <li>➤ Patrick Air Force Base</li> <li>➤ Cape Canaveral Reuse to North Storage Tank</li> </ul>	100.4 2.30 8.39
Total Discharge Flow to the Banana River for the month (Days/Flow)		0	0

**ACTIVITIES FOR THE MONTH**

Received a total of 130 requests for sewer/reuse line locates.  
 Hauled 256 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 1.270 million gallons of waste activated sludge through gravity drum thickener.  
 Processed 258,482 gallons of aerated digester sludge through belt press machines.  
 Pumped 2,100 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.  
 Applied 200 pound HTH chlorine to each automatic backwash sand filter for cleaning.  
 Took Plant #1 off-line.  
 Preparation for the contractor coming on-site.  
 Assisted maintenance with unclogging static mixer on gravity drum thickener.  
 Started cleaning sewer lines at lift station 16 area.  
 Cleaned check valves at all City lift stations.  
 Cleaned wet wells and still wells at City lift stations.  
 Continued cleaning Windrow Building for contractors.  
 Finished lighting and wiring for parking lot project.  
 Started changing lift station pump alternation.  
 Cleaned transducers and floats in all lift station in the City.  
 Checked all City lift stations weekly.  
 Rewired float backup system for lift station #4. Also, replaced bad output analog PLS module.  
 Lift station 14 replaced isolation valves, check valves. Installed new number two pump. Installed new

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bypass and isolation valve on the force main.  
Cleaned wet wells at all lift stations at the Port. Cleaned five storm drain units and one vortec unit.  
Replaced water filter housing on south disk filter.  
Director attended regular Commission and Director meetings.

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**RECREATION**

Laird McLean Recreation Director  
 Sara Joyce-Webb Pool Manager

	Current Month		Year to Date Current Year		Year to Date Prior Year	
	<u>Expenditures</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Revenues</u>
Recreation Center	\$25,986.00	\$ 1,180.00	\$ 54,108.00	\$ 73,740.00	\$ 48,382.00	\$ 74,284.00
Pool & Pavilion	\$27,891.33	\$ 8,394.45	\$292,014.23	\$129,271.90	\$332,114.92	\$114,774.71
Tennis	\$ 2,139.78	\$ -0-	\$ 19,892.11	\$ -0-	\$ 24,441.24	\$ -0-
Sports Complex	\$ 723.00	\$ 708.00	\$ 14,805.00	\$ 6,234.00	\$ 13,129.00	\$ 6,920.00
<b>Total</b>	<b>\$56,740.11</b>	<b>\$10,282.45</b>	<b>\$380,819.31</b>	<b>\$209,245.90</b>	<b>\$418,067.16</b>	<b>\$195,978.71</b>

**Activities for the Month:**

**Recreation Center**

- 156 people used the gym for the month of SEPTEMBER
- Preparation for Fall Into Winter 5K Run
- New classes added: Creative Movements & Tap/Ballet for children

**Sports Complex**

- AAU & Little League using ball fields for games & practices.

**Pool**

- 1914 daily admittance for the facility for the month of SEPT. ; 58 attended Aquafit Class during SEPT.
- 4 Pavilion Rentals in SEPT.; 5 Concession Parties held in SEPT.
- New pool hours after labor day Monday - Friday 10-3, Saturday and 10-5 and Sunday 12-5
- Concessions closed after labor day
- High School swim meets continue
- WSI class finished

**Tennis**

- September 30<sup>th</sup> a Tennis Social was held with 40 players attending.
- Adult & Junior leagues are continuing.