

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



Cordially submitted is the City of Cocoa Beach November 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

Utility billings for NOVEMBER: 4,324 accounts; \$ 505,766 billed; \$ 450,464 net collections

FUND ACTIVITY

		FY 2012 (17 % of year complete)		
		Budget \$	YTD Actual \$	YTD¹ Percent
General Fund ²	Revenues ³	17,086,878	1,620,133	9.4%
	Expenditures ⁴	17,617,290	1,546,558	8.7%
Golf Course ⁵	Revenues ¹	2,497,930	310,358	12.4%
	Expenditures ²	2,785,601	322,793	11.5%
Utilities Fund ⁶	Revenues ¹	15,849,279	1,207,977	7.6%
	Expenditures ²	15,774,724	475,643	3.0%
Stormwater Fund ⁷	Revenues ¹	687,594	1,437	0.001%
	Expenditures ²	734,032	33,471	4.5%

Note: Table above includes major funds only.

General Fund revenues are below budget. Most property tax collections not yet received. We will receive in December as they are paid 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 year-end approaches.

Utilities Fund revenue is lower than expected because of a timing difference in booking billing revenue. Majority of SRF loan will be drawn toward end of year ((initial draw (\$ 1,000,000) of SRF loan received). Utilities expenditures are below budget because facilities plan expenditures have not begun. Project will not have substantial expenditures until mid FY 2012.

Stormwater revenue is lower because of a timing difference in booking billing revenue. Stormwater expenditures are below budget as a result of emphasis on TMDL project. Other projects not yet started.

Notes: Table above includes major funds only.

Activities/Projects for November 2011:

Date	Description
NOVEMBER 5-6	Air Show

¹ Percent is calculated by dividing YTD actual numbers by budget column numbers. Encumbrances are ignored.

² General Fund numbers from FY 2012 Annual Budget book page B-2 & HTE demand report # GM263L

³ All revenue numbers exclude funds forward amounts, budget amendments & carry forwards.

⁴ All expenditure numbers exclude reserved amounts.

⁵ Golf Fund numbers from FY 2012 Annual Budget book page D-6 & HTE demand report # GM263L

⁶ Utility Fund numbers from FY 2012 Annual Budget book page E-8 & HTE demand report # GM263L

⁷ Stormwater Fund numbers from FY 2012 Annual Budget book page F-8 & HTE demand report # GM263L

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NOVEMBER 11	Veteran's Day
NOVEMBER 17	WRF Upgrades progress mtg
NOVEMBER 17	Pension Board meeting
NOVEMBER 18	ASR Well SOQ opening

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POLICE DEPARTMENT

Bryan Holmes, Police Chief

Police Officers/Detective Activities

- Traffic Citations Issued: 345
- Traffic Warnings Issued: 184
- Parking Citations Issued: 387
- Traffic Accidents: 33
- Civil Citations: 9
- Case Reports: 296
- Arrest Requests (Capias): 7
- Arrests/Notice To Appear: 56
- Recovered Property: \$41,720.00
- Stolen Property: \$40,044.00

Communications Department Activities

- Calls for Service Answered 2924
- 911 Emergency Calls (Includes Wireless): 646
- 911 Calls Transferred: 222
- Non Emergency Admin Calls Answered: 2676

Records Division Activities

- Citizens Fingerprinted: 9
- Copies of Reports Sold: 40
- Volunteer Hours: 36

Community Watch Activities

- Crime Break Bulletin: 1 Message
- C.O.P.S: Marine Patrol - 27 hrs, Road Patrol - 72 hrs
- Community Watch Programs: Air show prep – met w/local businesses for donations, Art Festival – Crime Prevention Booth, Set up meetings w/local businesses for Crime Prevention
- DARE / SRO: Provided Security for 1 Cocoa Beach Jr/Sr High School Regional Volleyball Game and 2 Varsity Football Games. Trained new PES in Traffic Control (8 hrs), Parking Enforcement Specialist (16Hrs), School Crossing Guard (6 hrs)

Other Activities

- Employees trained in the areas of: Evaluating Job Performance (1), Basic Crime Scene Investigation (1), FTO (1), Police Internal Affairs (1), Bomb Making Material Awareness (1), Rifle (7), Taser (1), Firearms (2)
- Air Show
- Art Festival

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DEVELOPMENT SERVICES DEPARTMENT
 Anthony Caravella, Director

Statistics

Permits/Inspections:	NUMBER	COMMENTS (21 work days/month)
Total Permits Issued:	163	9.06 per day
New Single Family Residential	0	
New Multiple Family Residential	0	
New Commercial	0	
Residential Additions/Alterations	51	Avg. Review - 3 Calendar days
Commercial Additions/Alteration	2	Avg. Review - 5 Calendar days
Demolition	0	
Inspections Conducted:	123	6.83 per day
Customer Service:		
Walk-in Customers	170	(Average 9.44/day)
Administrative phone calls (Two front office phones)	324	(Average 18/day)
Business Tax Receipts:		
New Applications - Includes Certificates of Use	27	2 of which are home based
Transfer of Business Ownership/Location	1	
Denied Applications	1	
Business Tax Receipts Renewed	38	
Code Enforcement:		
Citations	14	
Inspections	103	
Code Enforcement Board Hearings	1	
Investigations	116	
Notice of Violations	4	
Courtesy Letters	23	
Cases Closed	116	
Planning and Zoning:		
Pre-Submittal Conferences	4	
Telephone Calls	120	
Building Permits Reviewed	36	
Occupational Licenses Reviewed	15	

Major Active Construction Projects:

- ◆ Golf Villas, 1650 Minutemen Causeway, 2 units complete (1 unit sold).
- ◆ West End Apartments/Harbor Club Condo –100% complete, but only 1st floor has Certificate of Occupancy.

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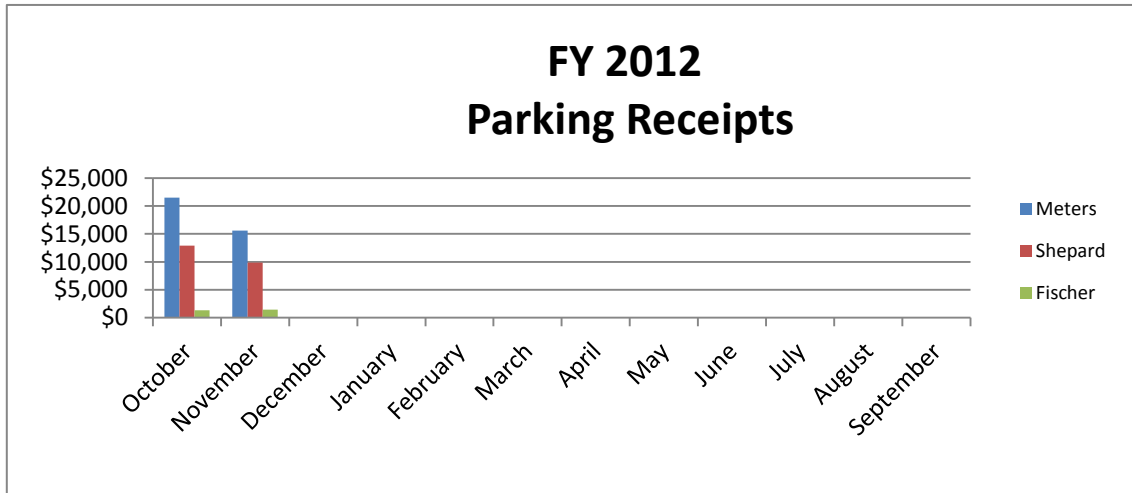
- ◆ Walgreens Addition, 4150 N. Atlantic Avenue – Add 2,000 sq. ft. 100% complete. Awaiting as built.
- ◆ Cocoa Beach Community Church, 126 S. Atlantic Avenue – Sanctuary Expansion – 100% complete. Awaiting as built.
- ◆ International Palms Resort, 1300 N. Atlantic Avenue – Concrete restoration & repairs. 95% complete.
- ◆ Twin Towers, 2020 N. Atlantic Avenue – Stair tower restoration. Permit issued – 50% complete.
- ◆ Lutheran Church, 525 Minutemen Causeway – New ministry building. Permit issued.
- ◆ Water Reclamation, 1600 Minutemen Causeway – Plant Expansion. Permit under review. \$8 million+ project.
- ◆ Cape Canaveral Hospital, 701 W. Cocoa Beach Cswy. – 3rd Floor Cath Lab Modifications. Permit approved.
- ◆ Ron Jon Surf Co., 3800 South Banana River Boulevard – Office Center Expansion. 20% complete.

Other Projects

- ◆ Staff prepared for and/or participated in 2 Commission meetings/workshops and Code Enforcement Board meeting. Planning Board meeting and Board of Adjustment meeting cancelled.
- ◆ 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 – Mixed use question passed with 61% of votes cast in favor.
- ◆ Downtown CRA – City Planning Board continues review of draft Redevelopment Plan. Delivery date extended to February.
- ◆ 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-revisions required to data & analysis.

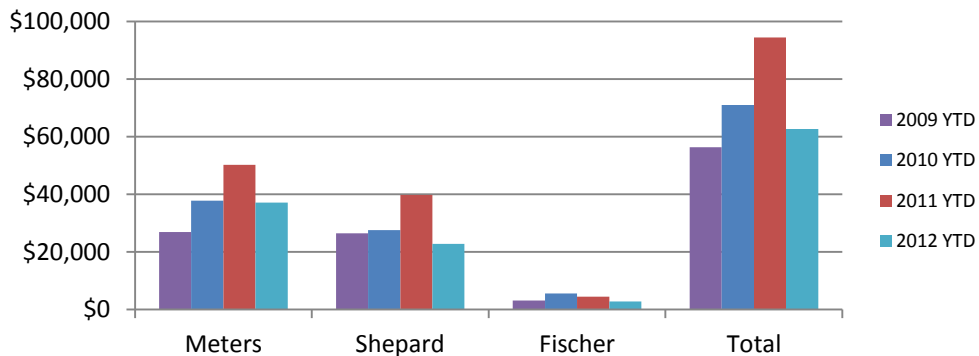
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PARKING RECEIPTS



	Meters	Shepard	Fischer	Total
October	\$21,506	\$12,885	\$1,320	\$35,711
November	\$15,619	\$9,867	\$1,464	\$26,950

Parking Receipts 2012 Fiscal YTD



	Meters	Shepard	Fischer	Total
2009 YTD	\$26,888	\$26,405	\$3,079	\$56,372
2010 YTD	\$37,819	\$27,525	\$5,597	\$70,941
2011 YTD	\$50,248	\$39,732	\$4,416	\$94,396
2012 YTD	\$37,125	\$22,752	\$2,784	\$62,661

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COMMUNITY CENTER

Heidi Johnson, Food and Beverage Manager

Events/Attendance

November 1 st – Universal HC (Conf RM)	50
November 3 rd – Women's Club (Audit)	50
November 5 th – Jurban Wedding (Audit)	175
November 12 th – CBHS 2001 (Dining Rm)	75
November 13 th – Jazz Society (Dining Rm)	125
November 13 th – Arieux Wedding (Audit)	200
November 14 th – Universal HC (Conf Rm)	25
November 18 th – CB9HLGA Dining Rm)	50
November 18 th – Kiran Patel (Both Rms)	200
November 19 th – MIHS Dance Team (Dining Rm)	120
November 26 th – Greenfield Memorial (Dining Rm)	40

Food/Beverage Revenue-**Golf Fund** - \$32,277; Community Center Revenue-**General Fund** - \$1,177

GOLF COURSE

Joe Tucker, Manager

Statistics

Month	FY '12 Bud	FY'12	FY '11	Diff	Rnds	Days	Lyr.
October 8.5	212,324	\$125,439	\$150,803	-\$25,364	3,918	10	1
November 8.9	222,316	\$187,463	\$176,719	\$10,744	6,140	2	4
December 9.0	224,814		\$136,481				2
January 10.7	267,279		\$209,823				4
February 10.4	259,785		\$263,742				2
March 12.8	319,735		\$310,059				7
April 10.4	259,785		\$238,255				2
May 7.5	187,345		\$182,729				2
June 5.8	144,880		\$139,945				9
July 5.8	144,880		\$140,230				6
August 4.8	119,901		\$107,475				9
September 5.4	134,886		\$119,058				7
TOTAL	2,497,930	\$312,902	\$2,175,319	\$-14,620	10,058	12	55

Activities of the month

- A. 10 prepaids were due, 9 renewed. There were 4 new prepaids.
- B. 2 days were influenced by rain. Rain total for the month was 1.5".
- C. Food and Beverage sales were \$32,277
- D. Continued working with Freedom 7 in Community Center.
- E. Chose carpet for clubhouse and order.
- F. Issued RFB for 2 of the 6 air handlers to be replaced.

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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 November editions of "Cocoa Beach News and Views" ~ The Press-Tribune
- ✓ (PIO) Sent out 48 Cocoa Beach Network News (CBNN) bulletins; We now have 1,657 subscribers!
- ✓ (PIO) Prepared "2011-12 State of City" Powerpoint and assisted Mayor's briefing to Rotary Club
- ✓ (GRANT) Monitored status of Fire Dept and Public Works on-going departmental grant projects
- ✓ (SPECIAL) Participated in City's new website re-design committee
- ✓ (SPECIAL) Attended city's Special Events Coordination meeting

Activities for the Month

- ✓ (CM) Attended Space Coast League of Cities 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	180	182	-2	6
Regular part-time	61	60	+1	0
Temporary - Full-time	0	0	0	1
Temporary – Part –time	0	0	0	0
Seasonal	0	0	0	0

Vacancies: FF/EMT (1); Temporary FF/EMT (1); CBPD – Police Officer (2); Police Sergeant (1) and Communications Officer (1)

Activities for the Month:

- Installed new pay stations at Shepard Park and Fischer Park – new pay stations accept cash bills and credit cards.
- Completed staffing coordination for Cocoa Beach Air Show on November 4, 5 and 6.
- Selected CBFDD Fire Captain Ryan Duckworth as the new Fire Chief.
- Presented the blue-collar (LIUNA) collective bargaining agreement for ratification by City Commission; it is a two year contract covering the period from 10/1/2010 to 9/30/2012.
- Received Special Master's collective bargaining fire union impasse resolution recommendations; per Florida statutes, will hold closed session with Commissioners.
- Coordinating contract administration on downtown municipal parking lot; presented parking fee resolution at commission meeting.
- Assisted in pre-event coordination for Space Coast Art Fair.
- Coordinated with Development Services Director on the downtown master parking plan to be presented to the City Commission for approval.
- Stood in as acting city manager while city manager on vacation.
- Risk Management: \$10,441 auto liability claim settled (windstorm caused fire hose on vehicle underway to unwind in roadway – following vehicle ran over it and damaged vehicle).

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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 assisted with the set up, traffic control and break down for the Cocoa Beach Air Show
- ❖ Staff assisted with the set up and break down for the Cocoa Beach Art Show
- ❖ Staff ordered traffic cones for traffic control of the Holiday Parade held on December 10, 2011
- ❖ Staff continued 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 attended Autodesk University

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WATER RECLAMATION DEPARTMENT

Darby Blanchard, Director

INFLUENT FLOWS	Million Gallons	REUSE FLOWS	Million Gallons
<ul style="list-style-type: none"> ➤ Total Treated (Includes Patrick Air Force ➤ Patrick Air Force ➤ Port Canaveral 	116.2 20.6 2.0	<ul style="list-style-type: none"> ➤ Total Reuse (Includes PAFB) ➤ Patrick Air Force Base ➤ Cape Canaveral Reuse to North Storage Tank 	103.9 .2 1.5
Total Discharge Flow to the Banana River for the month (Days/Flow)		3	107.7

ACTIVITIES FOR THE MONTH

- Received a total of 112 requests for sewer/reuse line locates.
- Hauled 141 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 920,000 gallons of waste activated sludge through gravity drum thickener.
- Processed 239,366 gallons of aerated digested sludge through belt press machines.
- Pumped 1,200 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.
- Installed 400 feet of hose from Chlorine Contact Chamber to continuous meter wet room in order to make way for facility construction upgrades.
- Continue to calibrate and maintain continuous online effluent quality control meters.
- Applied 200 pound HTH chlorine to each automatic backwash sand filter for cleaning.
- Cleaned and hauled scrap metal from plant
- Cleaned wet wells at lift stations throughout the City.
- Cleaned still wells throughout the City.
- Replaced number five reuse pump concrete footer and still pump base.
- Cleaned debris from bottom of wet well at lift station number sixteen.
- Replaced manhole ring and cover at Sunset Drive.
- Continue painting Belt Road tank.
- Performed equipment maintenance in the Plant.

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- Exercised Plant generator under load.
- Exercised Port generator weekly.
- Repaired Cruise Terminal eight parking garage number two pump overload relay.
- Repaired two inch gate valve at the corner of George King and N. Atlantic.
- Performed three sewer tap inspections.
- Director attended regular Commission and Director meetings.

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	\$1,528.00	\$ 4,035.00	\$ 1,528.00	\$ 4,035.00	\$ 1,203.00	\$ 2,515.00
Pool & Pavilion	\$10,291.26	\$ 9,646.20	\$10,294.00	\$9,646.00	\$33,101.74	\$6,870.95
Tennis	\$ 1,725.00	\$ -0-	\$ 1,725.00	\$ -0-	\$ 1,739.94	\$ -0-
Sports Complex	\$ 1,180.00	\$ 160.00	\$ 1,180.00	\$ 160.00	\$ 1,724.00	\$ 790.00
Total	\$14,724.26	\$13,841.00	\$14,724.26	\$13,841.20	\$37,795.68	\$10,175.95

Activities for the Month:

Recreation Center

- 93 people used the gym for the month of NOVEMBER
- Youth Basketball registration is ongoing.
- Movies In The Park was held on November 4th with over 80 in attendance.
- “One Day Camp” was held on November 23rd with 10 children attending.

Sports Complex

- Adult kickball league started.

Pool

- 713 daily admittance for the facility for the month of NOV. ; 45 attended Aquafit Class during NOV.
- 5 Pavilion Rentals in NOV
- CBAC hosted Chiropractic Games Nov. 6
- Pool hours change Nov. 10. Tuesdays and Thursdays the pool will open at 9:00 and close at 2:00
- Preparing for winter teams arrival on December 17th.

Tennis

- Adults leagues and Junior team tennis continue.

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- Junior leagues & After School programs will continue.