

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



Cordially submitted is the City of Cocoa Beach October 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 October: 4,346 accounts; \$ 530,245 billed; \$ 501,716 net collections.

FUND ACTIVITY

		FY 2012 (8 % of year complete)		
		Budget \$	YTD Actual \$	YTD¹ Percent
General Fund ²	Revenues ³	17,086,878	315,974	1.7%
	Expenditures ⁴	17,617,290	670,339	3.8%
Golf Course ⁵	Revenues ¹	2,497,930	118,883	4.7%
	Expenditures ²	2,785,601	120,145	4.3%
Utilities Fund ⁶	Revenues ¹	15,849,279	1,040,253	6.5%
	Expenditures ²	15,774,724	151,737	0.9%
Stormwater Fund ⁷	Revenues ¹	687,594	804	0.1%
	Expenditures ²	734,032	11,410	1.5%

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 slightly 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 October 2011:

Date	Description
OCTOBER 1	FY 2012 begins

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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OCTOBER 15	TRIM deadline (we met it)
OCTOBER 19	Mitigation plan meeting (Brevard County EOC)
OCTOBER 21	SCFGFOA meeting

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POLICE DEPARTMENT

Bryan Holmes, Police Chief

Police Officers/Detective Activities

- Traffic Citations Issued: 341
- Traffic Warnings Issued: 142
- Parking Citations Issued: 298
- Traffic Accidents: 44
- Civil Citations: 6
- Case Reports: 331
- Arrest Requests (Capias): 17
- Arrests/Notice To Appears: 47
- Recovered Property: \$13,346.00
- Stolen Property: \$68,809.00

Communications Department Activities

- Calls for Service Answered 3066
- 911 Emergency Calls (Includes Wireless): 760
- 911 Calls Transferred: 237
- Non Emergency Admin Calls Answered: 3252

Records Division Activities

- Citizens Fingerprinted: 4
- Copies of Reports Sold: 58
- Volunteer Hours: 41

Community Watch Activities

- Crime Break Bulletin: 1 message sent
- C.O.P.S: Marine Patrol – 24 hours, Road Patrol – 64 hours. Total: 88 hours
- DPU: Participated in the Roosevelt Elementary Walk to School, spoke to the CB Women's Club on Personal Safety for Women, Airshow preparation, conducted a tour of the PD, participated in the National Drug Take Back Campaign, conducted monthly meeting with hotel/motel security representatives, attended the Florida Crime Prevention Convention, participated at Fair held in Roosevelt Elementary by passing out Crime Prevention materials, bike registration forms, discussed Halloween safety.
- SRO: Attended the monthly BASRO meeting in Cocoa
- Attended bi-monthly School Crossing Guard meeting in Viera

Other Activities

- Employees trained in the areas of: ASP Training (3), Crime Prevention Conference (2), AR15/M16 Armor Course (1), LEO Dispatch (2), Legal & Best LEO Practices (1)
- National Drug Take Back Campaign – we turned in 104 lbs of medications - more than any other agency in our area.

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DEVELOPMENT SERVICES DEPARTMENT
 Anthony Caravella, Director

Statistics

Permits/Inspections:	NUMBER	COMMENTS (21 work days/month)
Total Permits Issued:	116	5.52 per day
New Single Family Residential	0	
New Multiple Family Residential	0	
New Commercial	0	
Residential Additions/Alterations	26	Avg. Review - 3 Calendar days
Commercial Additions/Alteration	4	Avg. Review - 5 Calendar days
Demolition	1	2001 Bali rd
Inspections Conducted:	121	5.76 per day
Customer Service:		
Walk-in Customers	168	(Average 8/day)
Administrative phone calls (Two front office phones)	252	(Average 12/day)
Business Tax Receipts:		
New Applications - Includes Certificates of Use	34	3 of which are home based
Transfer of Business Ownership/Location	7	
Denied Applications	0	
Business Tax Receipts Renewed	212	
Code Enforcement:		
Citations	0	
Inspections	78	
Code Enforcement Board Hearings	5	
Investigations	124	
Notice of Violations	18	
Courtesy Letters	30	
Cases Closed	81	
Planning and Zoning:		
Pre-Submittal Conferences	4	
Telephone Calls	157	
Building Permits Reviewed	3	
Occupational Licenses Reviewed	25	

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Major Active Construction Projects:

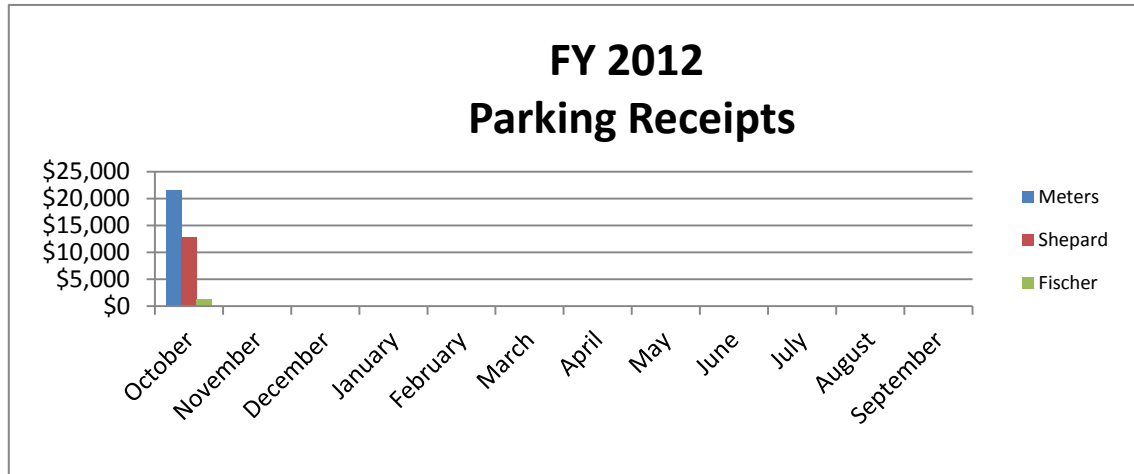
- ◆ Golf Villas, 1650 Minutemen Causeway, 2 units complete.
- ◆ West End Apartments/Harbor Club Condo –100% complete, but only 1st floor has Certificate of Occupancy.
- ◆ Walgreens Addition, 4150 N. Atlantic Avenue – Add 2,000 sq. ft. 100% complete. Awaiting as built.
- ◆ Cocoa Beach Community Church, 126 S. Atlantic Avenue – Sanctuary Expansion – 100% complete. Awaiting as built.
- ◆ International Palms Resort, 1300 N. Atlantic Avenue – Concrete restoration & repairs. 90% complete.
- ◆ Twin Towers, 2020 N. Atlantic Avenue – Stair tower restoration. Permit issued – 30% complete.
- ◆ Lutheran Church, 525 Minutemen Causeway – New ministry building. Permit under review.
- ◆ 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 under review.
- ◆ Ron Jon Surf Co., 3800 South Banana River Boulevard – Office Center Expansion. 10% 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.
- ◆ Director attended school concurrency Capital Outlay Committee meeting.

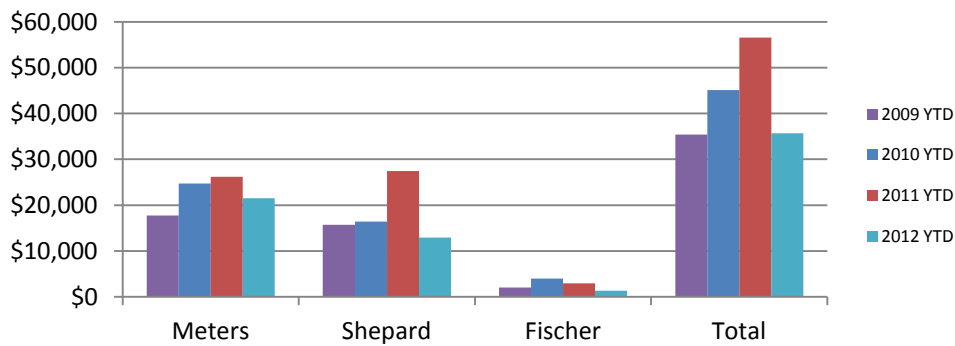
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PARKING RECEIPTS



	Meters	Shepard	Fischer	Total
October	\$21,506	\$12,885	\$1,320	\$35,711

Parking Receipts 2012 Fiscal YTD



	Meters	Shepard	Fischer	Total
2009 YTD	\$17,766	\$15,674	\$1,998	\$35,438
2010 YTD	\$24,695	\$16,423	\$3,992	\$45,110
2011 YTD	\$26,194	\$27,440	\$2,900	\$56,534
2012 YTD	\$21,506	\$12,885	\$1,320	\$35,711

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COMMUNITY CENTER

Heidi Johnson, Food and Beverage Manager

Events/Attendance

October 1 st – Poodle Rescue (Dining Rm)	100
October 2 nd – Brown Baby Shower (Dining Rm)	50
October 6 th – Women's Club (Audit)	50
October 8 th – Gandhi Bday (Audit)	150
October 11 th – Universal Healthcare (Conf Rm)	20
October 14 th – Healthfirst (Audit)	100
October 15 th – Daniels Wedding (Audit)	150
October 20 th – Universal Healthcare (Conf Rm)	20
October 21 st – CB9HLGA (Dining Rm)	40
October 22 nd – Wells Wedding (Audit)	110
October 24 th – Monday Night Golf League (Dining Rm)	25
October 25 th – Universal Healthcare (Conf Rm)	20
October 27 th – EOQ (Dining Rm)	90
October 28 th – SAME (Audit)	240
October 30 th – Boeing (Dining Rm)	110

Food/Beverage Revenue-**Golf Fund** - \$19,913; Community Center Revenue-**General Fund** - \$980

GOLF COURSE

Joe Tucker, Manager

Statistics

Month	FY '12 Bud	FY'12	FY '11	Diff	Rnds	Days	L.Yr.
October 8.5	212,324	\$125,439	\$150,803	-\$25,364	3,918	10	1
November 8.9	222,316		\$176,719				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		\$2,175,319				55

Activities of the month

- A. 10 prepaids were due, 8 renewed. There were 3 new prepaids.
- B. 12 days were influenced by rain. Rain total for the month was 10.0".
- C. Food and Beverage sales were \$19,913
- D. Continued working with Freedom 7 in Community Center.
- E. Repaired sink in bar storage area.
- F. Painted yellow parking lot curbs.
- G. Painted entrance stairs with white paint.

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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 October editions of "Cocoa Beach News and Views" ~ The Press-Tribune
- ✓ (PIO) Sent out 42 Cocoa Beach Network News (CBNN) bulletins; We now have 1,628 subscribers!
- ✓ (PIO) Attended Space Coast Chapter Florida Public Relations Association seminar/luncheon
- ✓ (GRANT) Prepared FY-2010/11 Grant Reconciliation Report for City Audit Agency
- ✓ (GRANT) Briefed City Commission on receipt/approval of \$200,000 grant for 200 Channel Spoil Site
- ✓ (SPECIAL) Participated in City's new website re-design committee
- ✓ (SPECIAL) Briefed City Commission on City's new "beach trash removal trailer-system"

Activities for the Month

- ✓ (CM) Attended seminar on electric cars.
- ✓ (CM) Attended Space Coast League of Cities meeting
- ✓ (CM) Attended local Mitigation Strategy Meeting Brevard County EOC

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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	183	-1	8
Regular part-time	63	60	+3	0
Temporary - Full-time	0	0	0	1
Temporary - Part-time	0	0	0	0
Seasonal	0	0	0	0

Vacancies: CBFD – Fire Chief (1), FF/EMT (1); Temporary FF/EMT (1); CBPD – Police Officer (2); Police Sergeant (1) and Communications Officer (1); Treatment Plant Operator – (1).

Activities for the Month:

- Continued working with Finance Department management and actuary on pension plan research.
- Presented and secured Commission approval for 2012 health insurance plan with Health First – City's health insurance premiums continue to be significantly below that of other governmental entities in Brevard County.
- Presented and secured Commission approval for 2012 beach parking permits per terms approved by FDEP – City must offer purchase to all – pricing set at \$60 per permit for non-resident; \$10 per permit for resident.
- Reviewed operations plans for November's Cocoa Beach Air Show; attended prep meetings.
- Conducted interviews of internal candidates for Fire Chief position.
- Participated on selection CBPD committee for police major vacancy.
- Conducted interviews for police officer, police major and firefighter/EMT vacancies.
- Emceed third quarter Employee Appreciation Breakfast – Kim Havlik (Police Records) named Employee of the Quarter.
- 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 contract to expire on 9/30/2012.
- Risk Management: Class action claim against City re Intersection Control (Red light cameras) moved to Federal court.

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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 attended Air Show meeting
- Staff assisted with the set up and break down for the Fall into Winter 5K run being held on October 22, 2011
- Staff finalized new electric supply to the soccer field concession building
- Staff to survey drainage problem areas located on the Cocoa Beach Country Club parking lot

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WATER RECLAMATION DEPARTMENT

Darby Blanchard, Director

INFLUENT FLOWS	Million Gallons	REUSE FLOWS	Million Gallons
➤ Total Treated (Includes Patrick Air Force)	147.8	➤ Total Reuse (Includes PAFB)	98.7
➤ Patrick Air Force	23.3	➤ Patrick Air Force Base	2.2
➤ Port Canaveral	1.6	➤ Cape Canaveral Reuse to North Storage Tank	4.7
Total Discharge Flow to the Banana River for the month (Days/Flow)		9	43.8

ACTIVITIES FOR THE MONTH

Received a total of 146 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 960,000 gallons of waste activated sludge through gravity drum thickener.
Processed 326,403 gallons of aerated digested sludge through belt press machines.
Pumped 1,500 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.
Cleaned and hauled scrap metal from plant
Cleaned wet wells at lift stations throughout the City.
Cleaned stilling wells throughout the City.
Rebuilt # 1 pump at lift station #16.
Sent out in-plant reuse pump #4 150 HP motor for repair.
Rebuilt in house # 4 reuse pump.
Started power washing reuse tank on Belt Road to prepare for painting.
Started painting Belt Road tank and fence.
Assisted contractor for plant upgrades locating utilities.
Inspected Cruise Terminal #6 for force main relocation; manhole installation and lift station installation.
Cleaned all wet wells at Port lift stations..
Cleaned storm drain at Mid Florida Freezer at the Port.
In process of rebuilding 2nd rotating drum thickener purchased from City of Deland.

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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

- 47 people used the gym for the month of NOVEMBER
- Gym floor sanded down to the wood, relined and finish applied.
- Fall/Winter flyer sent to schools.

Sports Complex

- High school, little league, soccer and baseball using ballfields.
- AAU kids baseball team using field twice a week.

Pool

- 746 daily admittance for the facility for the month of OCT. ; 54 attended Aquafit Class during OCT.
- 5 Pavilion Rentals in OCT;
- High School swim meets continue; CCC to be held on Oct. 14.
- WSI class finished with 6 lifeguard staff member graduates
- 2 Community Christian Swim Meets to be hosted at the pool

Tennis

- A tennis social was held with 26 in attendance.
- Adult & junior leagues are continuing.
- Junior team started this month with 15 juniors competing against other teams.

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Fire

G.C. Wine , Deputy Fire Chief

Fire: 4

Overpressure, Explosion, Overheat: 1

Rescue & EMS: 184

Hazardous Condition: 1

Service Call: 14

Good Intent Call: 15

False Alarm & False Call: 15

Severe Weather & Natural Disaster: 0

Special Incident: 1

Total Responses: 235

Fire Investigations: 3

Fire Inspections: 15

Violations Cited: 147

Total Square Feet Inspected: 332,176

Inspection Fee Billed: 0

Plans Reviews: 0

Civil Citations: 1 (\$200)

Occupant License Inspections: 5

Activities for the month:

- Continued Implementation of HTE FIRES program
- CERT Training on Hurricane preparedness
- Staff Physicals
- Staff training Pediatric Advanced Life Support Re-cert.
- Special Event at Shepard Park/Pier
- School Inspections with School Board and State Officials

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Information Technology

Jeff Thiel, IT Director

- ❑ Upgraded the network infrastructure to connect Fire Station 2 and the Recreation Center to the City network with high speed wireless access. This upgrade provides additional functionality for these facility including IP phone support and improved performance.
- ❑ Initiated the development of a custom software application to upgrade the speaker priority system used by the Commissioners. The new product will also have a feature to allow the public to electronically enter a request to speak at the public meetings, eliminating the card system currently in use.
- ❑ Completed the configuration of a new laptop computer architecture for the Police department. This change utilizes cellular, VPN, and terminal server technology as the communication platform to enhance performance. Once fully tested, all Police vehicle computers will be converted to this platform.
- ❑ Installed and implemented a new VPN hardware device for external access to the city network. This provides secure access for authorized city staff from any location through an internet connection.
- ❑ Implemented a solution for the back office software and communication system to support the operation of the parking kiosks at the new City parking lot. This system utilizes cellular communications for payment and monitoring.
- ❑ Conducted training in the Sharepoint collaboration software product to enable departments to track and manage documents. Several demonstration projects are under development to show the capabilities of this platform.
- ❑ Continued 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.
- ❑ Modified several web site applications to improve the efficiency and reliability of payment transactions. Outdated modules were replaced with a modern design that facilitates upgrades, maintenance and troubleshooting.
- ❑ Continued the upgrade to Microsoft Windows 7 and Office 2010 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

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to upgrade all city computers over a period of 12 months.

- Continued the fulfillment of the requests for technology related services for all departments. A significant portion of IT resources is necessary for maintenance of all current application products and systems at maximum performance.