



CITY OF
Cooper City
Someplace Special

CITY MANAGER'S REPORT

JULY 2020



CITY MANAGER'S OFFICE
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M E M O R A N D U M

TO: Mayor & Commissioners

FROM: Joseph Napoli City Manager

DATE: August 20, 2020

RE: Monthly Status Report for July 2020

Attached is the monthly status report for July 2020. The reporting items include:

- Departmental Reports: individual reports from every department and division showing measurable data.

Also provided for informational purposes is a list of all public meetings held during the reporting month, along with the Special Event permits issued for the reporting period.

Public Meetings Listing - July	Date
1. Special Magistrate Hearing	July 1
2. Town Hall Meeting	July 1
3. Planning and Zoning Meeting	July 6
4. Commission Budget Workshop Meeting	July 7
5. Finance Advisory Board Meeting	July 8
6. Education Advisory Board Meeting	July 9
7. Recreation Advisory Board Meeting	July 13
8. City Commission Meeting	July 14
9. Business Advisory Board Meeting	July 15
10. Green Advisory Board Meeting	July 16
11. Senior Citizens Advisory Board Meeting	July 22
12. Virtual City Commission Meeting	July 28
13. Special Virtual City Commission Meeting	July 31

Special Event Permit Issued	Applying Date	Event Date
No Events during this Month		

CITY CLERK'S OFFICE:

- **Administration**
 - Attended 2 Commission meetings, 1 workshop meeting, 1 Town Hall meeting, 1 Special meeting and transcribed minutes for all of them.
 - Processed 3 Resolutions, 4 Ordinances, 3 Proclamations and 5 advertisements.
- **Special Magistrate/Passports/Customer Service**
 - Due to COVID-19 pandemic, the U.S. Department of State office in Miami closed and suspended all passport processing until further notice.
 - Processed 1 garage sale permit and NO special event permit.
 - No notary services performed and NO record/copy requests received.
 - Prepared the docket for the July 1st, 2020 Special Magistrate Hearing for 3 cases.
 - Processed 72 Lien Searches, NO Liens Recorded, 1 Lien Released and NO requests for reduction.
- **Human Resources/Risk Management**
 - Posted 1 job vacancy; logged 45 employment applications; processed 8 employee evaluations, 5 payroll changes, and 5 personnel action reports.
 - Processed 12 COBRA/retiree billings, considered 2 FMLA/ADA requests.

BUILDING DEPARTMENT:

- Fees Collected:
 - \$ 105,087.34 in Bldg. Services
 - \$ 12,285.88 in General Fund
 - \$ 0.00 Impact Fees Collected
 - \$ 836.00 in Local business Tax Receipts
 - Permits – 363 Applied, 238 Issued, 156 Processed and 150 Closed
- Performed 809 Inspections and 616 Plan Reviewed
- Performed 3 Certificate of Occupancy and NO Certificate of Completion, and processed 19 record requests.
- Updated 35 of Contractor Records, 62 Calls on permits for corrections, and 8 Notice of Hearing/Notice of Violation Letters.
- Monthly reports for County, Property Appraiser, Growth Management, Census Bureau and DPEP.

FINANCE DEPARTMENT:

- **Administration**
 - Attended City Commission meetings and reviewed City Commission Agenda items, presented at City Budget Workshop, attended Union Negotiations and GEPP Pension meeting, participated in Tabletop Hurricane Exercise and presented at City Budget Workshop.
- **Accounting/Budget**
 - Processed and issued 401 payroll/deposit instruments, processed 426 account payable invoices and issued 402 account payable checks.
- **Information Technology**
 - Maintained networks, supported hardware and software, enhanced IT capabilities, monitored security protocols and responded to 125 service calls.
- **Purchasing**
 - Prepared 1 Invitation to Bid, attended Internal administration meeting regarding BIDs, RFPs and Contract status, administered Contract Management, and reviews and issued 15 purchase orders valued at \$359,526.
 - Attended internal administration meetings regarding BIDs, RFPs and Contract status. Also, facilitated pre-BID meetings, evaluation meetings and site visits with potential bidders.
- **Utility Billing**
 - Process and billed 11,782 utility billings, opened 104 new accounts and processed 3,854 payments.

PUBLIC WORKS DEPARTMENT:

- **Administration**
 - 170 Invoices verified and processed
 - Issued 0 purchase orders and entered 51 work orders
 - Processed 19 SeeClickFix concerns and NO Sidewalk Hold Harmless Agreements
 - 3 Programmed time clocks, locks, gates, fobs
 - Attended 1 Monthly Safety Meeting: COVID-19 Guidelines.
- **Maintenance**
 - Completed 67 work orders, and assigned 54, weekly park cleanup and 34 irrigating system checks.
 - Sport Complex maintenance of 27 acres.
 - Pruned 24 trees by contractor, issued 2 tree removal permits.
 - Repaired or reported to FPL 8 streetlights, repaired 20 potholes and 348 lifted sidewalks grids.
 - Processed 138 permits, plan reviews and sidewalk inspections.
- **Fleet Services**
 - 23 PMs and 42 Repairs
- **Projects**
 - Pressure Cleaned Police Station and Fire Station.
 - Swept, and magnet all of the fields at Flamingo West Park.
 - Fertilized the fields at Bill Lips and Suellen H. Fardelmann.
 - Edge infields at Suellen H. Fardelmann and Bill Lips Sports Complexes.
 - Prepared all city parks and buildings for hurricane Isaias.
 - Aerated all of the fields at Bill Lips and Suellen H. Fardelmann Sports Complexes.
 - Sprayed around the edges of the fields for weeds at Flamingo West Park
- **Event Support**
 - Delivered and picked up stage for Captain Cates retirement ceremony.

GROWTH MANAGEMENT DEPARTMENT:

- **Land Development Items**
 - Attended 9 Commission Meetings/Workshops, 11 Advisory Boards Meetings and 5 DRC Meetings
- **Daily Activity**
 - Processed 114 Technical Assistance to Customers, 9 Record Requests, 6 Inspections and 1 Special Event Permit.
 - Review 147 Zoning Permit/Plan Reviews, 1 Alcohol License Review, 2 Administrative Plan Revision Review.
- **Miscellaneous Workload Indicators**
 - Processed 6 Local Business Tax Receipt Reviews, 9 Intergovernmental Coordination Meetings, and 5 Developer/Applicant Meetings.
- **Community Development Block Grant Program**
 - Processed 2 Inquiry this Month (Phone/Walk-in)
- **Special/Miscellaneous Actions**
 - Director attended 2 Commission meetings, 1 City Commission budget meeting, 6 Agenda Item Review meetings with individual Commissioners. Also attended 7 Public Work Director interviews.
 - Planner attended quarterly Municipal Services Branch (MSB) and quarterly Community Rating System (CRS) meetings.
 - Director and Planner attended P&Z and DRC meetings. As well as Hurricane Tabletop Exercise and EOC Municipal Call.

UTILITIES DEPARTMENT:

- Produced 94.658 million gallons of potable water
- Treated 80.6 million gallons of wastewater
- Replaced 545 prefilters
- Repaired thirteen (13) meter leaks
- Serviced eight (8) 1" water service lines leaks
- Replaced 35 water meters with new electronic meters
- Repaired broken 8" sewer main
- Cleared four (4) sewer backups
- Installed two (2) cleanouts
- Cleaned 3,200' of sewer main throughout the City
- Conducted weekly stormwater erosion/sediment control inspections for two (2) construction projects
- Performed underground utility inspections for water, sewer, drainage and roads, roads for two (2) construction sites
- Replaced two (2) catch basin bad asphalt areas/dealt with bad concrete apron around catch basin storm drain/removed and replaced with new concrete
- **Engineering**
 - Reviewed 31 building engineering plans
 - Performed 11 building permit field inspections
 - Reviewed and issued five (3) franchise utility permits and provided the project inspection
 - Provided daily inspections on Water Storage tank replacement, Monterra Active Adult Residences and Asad Residences water main extension