
To: Mayor and City Council Members
From: Stockton Whitten, City Manager
Date: August 18 – September 7, 2023
Subject: Council Update Report

This report is intended to serve as a departmental update to City Council. While not all inclusive, it should provide you with an idea of key activities departmental staff are involved in. If you have any questions on any of the items, please feel free to contact me.

Administrative Services

- Records request stats: 9 received/ 9 closed out - \$5.85 collected in fees
- Employment opportunities link: <https://www.governmentjobs.com/careers/cocoafl>
 - 23-052: Dispatcher/Communications Officer, Police/Communications
 - 23-060: Facility Attendant (Part-Time), Comm & Economic Dev/Leisure Services
 - 23-050: Firefighter (EMT), Fire/Operations
 - 23-057: Heavy Equipment Operator, Utilities/Water Field Operations
 - 23-071: Industrial Electrician I/II, Utilities/Dyal Water Treatment Plant
 - 23-046: Instrumentation Technician, Utilities/Dyal Water Treatment Plant
 - 23-006: Maintenance Worker I, Utilities/Water Field Operations
 - 23-035: Maintenance Worker I, Utilities/Sewer Field Operations
 - 23-082: Maintenance Worker I, Utilities/Dyal Water Treatment Plant
 - 23-004: Maintenance Worker II, Public Works/Stormwater & Streets
 - 23-049: Police Officer, Police/Administration
 - 23-011: Police Officer Trainee, Police/Administration
 - 23-105: School Crossing Guard, Police/Administration
 - 23-017: Volunteer Citizens Observer Program (VCOP), Police/Administration
- New employees
 - Sairon Ramirez– Firefighter Trainee, Fire/Administration, August 14, 2023
 - Gabriel Schaller– Firefighter Trainee, Fire/Administration, August 14, 2023

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- Jaimee Gutierrez – Maintenance Worker I, Utilities/WaterField Operations, August 21, 2023
- Michael Hogan – Maintenance Worker I, Utilities/Sellers, August 21, 2023
- Antoinette Kalaygian – Maintenance Worker I, Utilities/Field Operations, August 21, 2023
- Ryan Kilmer – Utility Field Service Representative, Finance/Field Services, August 21, 2023
- Cindy Cruz – Customer Service Representative, Finance/Customer Service, September 5, 2023
- Bradley Dewitt – Maintenance Worker I, Utilities/Sellers, September 5, 2023
- Darian Freeman – Meter Reader, Finance/Field Services, September 5, 2023
- Carlos Hernandez Ruiz- Industrial Electrician II, Utilities/Dyal Water Treatment Plant, September 5, 2023
- Samuel Hicks - Customer Service Representative, Finance/Customer Service, September 5, 2023
- Ivan Rodriguez – Police Officer, Police/Administration, September 5, 2023
- Recent promotions
 - N/A
- Key retirements
 - N/A

Communication and Economic Development

- New news releases:
 - [Proposals Now Being Accepted for 603 Brevard Ave. In Cocoa Village](#)
 - [City of Cocoa Plants 24 Trees in Bracco Park as Part of Urban and Community Forestry Grant](#)
 - [Cocoa Mayor Blake Elected as 1st VP for the Florida League of Cities](#)
- Media Stories:
 - [Cocoa Village Plans to Transform Parking Lot](#)
 - [City of Cocoa Closed Wednesday, Sand Piles Placed Around City Ahead of Hurricane Idalia](#)
 - [Cocoa Offers Downtown Property for Mixed-Use Redevelopment](#)
 - [Delannoy Avenue Sidewalk in Cocoa Village to Close for Renovation Starting Monday, Aug. 21](#)
 - [Cocoa Police Host Chief's Watch Meeting Tonight at Florida National Guard Armory](#)
 - [Cocoa Police K-9 'Maverick' Helps Capture Fleeing Felon in the Woods](#)
- Upcoming Events:
 - Centennial Celebration for the Harry T. Moore Center – December 2, 2023, 5-8p
- Social media/e-newsletter statistics
 - [Facebook](#)
 - Post reach: 19,985

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- Post engagement: 5,281
 - Followers: 15,115
- Twitter
 - Impressions: 7,140
 - Followers: 3,156
- LinkedIn
 - Post impressions: 943
 - Followers: 1,129
- NextDoor
 - Impressions: 1,550
 - Members: 4,129
- September e-newsletter (Sent 9/1/23)
 - Sent to 673 contacts
 - 46% open rate (average open rate for e-mail marketing in 2022 is 17%)
- Next printed FYI Newsletter mails October 1, 2023.
- Upcoming special events at Leisure Services facilities:
 - **Annual Alzheimer’s Association Walk to End Alzheimers**
 - September 23, 2023, 8am-12pm
 - Riverfront Park and Cocoa Village
 - **Deuterman Productions Presents Taking Back Sunday in Concert**
 - September 29, 2023, 5-9p
 - Riverfront Park
 - **Historic Cocoa Village Main Street – Under the Harvest Moon Sip & Stroll**
 - September 30, 2023, 5-9p
 - Cocoa Village

Community Services - update 9-5-2023 (August 1 – 31)

- Major project updates
 - Integra Apartments ~100% complete
 - Cirrus Apartments ~75% complete
 - Orchid Lake Apartments – 30% complete
- New businesses – August 1-31
 - D1 – 0
 - D2 – 1 (Covenant Roofing & Construction)
 - D3 – 1 (Tri-City Towing)
 - D4 – 0
 - 188 Full Time / 0 Part Time employees added City-wide
- Permit/Inspection stats
 - 253 permits issued August 1-31 (1249 since January 2023)
 - 441 inspections August 1-31 (3166 since January 2023)
 - 140 permits under review

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Finance

- Bid issued for hotel developers that closes on 4/18.
- GFOA has awarded the Certificate of Achievement for Excellence in Financial Reporting. for the FY21 ACFR to the City. There were minimal comments for improvement.
- Annual audit is being performed.
- Financial statements will be issued at the end of March/beginning of April.
- Final TRIM hearing on 9/27 City Council meeting for FY23 budget adoption.
- Florida Government Finance Professionals week 3/20-3/24.
- Payroll is working with Telestaff & the Fire Department to convert Fire Department payroll.
- Payroll reconfigured payroll for the Police Department change in scheduling.
- Final change of hurricane payroll was processed 2/28/23.
- Budget module is open for department input of FY24 budget requests.

Fire Department

- Call stats
 - Percentage of Total Incidents (01/01/23 to 09/06/23)
 - 33% FIRE
 - 67% EMS
 - 4,122 INCIDENTS
 - Coco Fire provided suppression coverage/support to Cape Canaveral Fire due to a passing of a department member.
 - FireBlast training trailer remains at PRIDE getting body work completed.
 - Chief Hennessey and Chief Lamm to attend rescheduled Cyber Security exercise on 9/15/23 (Emergency Management). Original date canceled due to Hurricane Idalia.
 - Chief Hennessey, Chief Bragg, and Lieutenant Houyouse attended compliance certification for NFPA 1851 PPE care and maintenance.
 - Multiple Public Relations events attend by crews.
 - Gabriel Schaller and Sairon Ramirez (Cocoa high school graduates) continue to accel in EMT school and have begun integration into the Fire Department.

Information Technology

- Project updates/highlights
 - PD Server hardware successfully upgraded
 - ITB for replacement Storage Area Network (SAN) closed and bids were opened
 - EFSC intern has begun in IT

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- Helpdesk stats as of 9/8/2022
 - 86 open helpdesk tickets
 - 479 new tickets opened in last 30 days
 - 462 tickets closed/resolved in last 30 days
 - 4844 tickets opened in last 365 days

Police Department Updated 9/06/23

- Activity/Event highlights
 - Fentanyl Summit 8/21
 - Meeting with State Attorney Archer 08/30
 - Roundtable ref. Homelessness in the village 8/31
 - CRIMES meeting 8/23
 - Executive Session Meeting 8/22
 - BPTC Advisory Board Meeting 8/24
 - Chief's Community Watch Meeting (District 2)/Florida National Guard Armory 8/28
 - Uniform Arrest Affidavit Meeting 8/29
 - Homicide update 9/5
 - Gilmore Park meeting discussion 9/5
- New project/training updates
 - None
- Chief's walk highlights
 - None
- Community engagement highlights/events
 - None
- Call stats-Crime Stats: January 1, 2023- September 4, 2023 (For comparison purposes January 1, 2022- September 4, 2022, data is also included)
 - Property Crimes Offenses have decreased by 3%.
 - Violent Crime Offenses increased by 3% compared to YTD 2022.
 - Overall, crime offenses have decreased by 2%.
 - Calls for Service increased 1% (50,355 in 2022 compared to 50,998 in 2023)
- Code Enforcement stats/highlights/Activity:

Active Cases	230
Complied Cases	119
Code Board Cases scheduled for	7

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Snipe Signs Pulled	43
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Highlights:

- Finishing Abatements for overgrowth since last report
- Working multiple issues in the village
- Sweeping Virginia Park (Jackson & Aurora)

Other Facts:

- Still Working with DEP and Building Dept. on the development of the property at the corner of Dixon and Indian River Drive

Public Works

- Major project updates
 - Fiske and Broadmoor Acres – City Manager signed the contract modification with FEMA for additional funding
 - Parks Projects
 - Provost – Received GMP for the proposal for the Provost Park Project
- Work order stats (received/closed)
 - 133 received
 - 138 closed
 - Residential Bulk Green Waste Requests: 25
- Projects of interest managed by other agencies (FDOT, County, Brightline, etc.)
 - FDOT
 - SR 524 PD&E Study (437983-1) – In Progress
 - SR 501 Safety Project (447085-1) – Construction June 2023
 - SR 528 Widening and Reconstruction (407402-3) – In Design
 - SR 520 Safety Project Cox to Aurora (445689-1) - Construction July 2023
 - SR 520 Safety Project Aurora to Causeway (442885-1) - Under Construction
 - Brightline/FEC
 - Testing is in progress

Utilities

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- Capital Project Updates: <https://www.cocoafl.org/1660/Utilities-Capital-Improvement-Projects>
- Operations - August
 - Issued Work Orders – 1,526
 - Completed Work Orders – 1,926
 - Hydrants Flushed – 447
 - Valves Exercised – 405
 - Utility Locate Requests – 1,754

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