



CITY MANAGER'S REPORT

APRIL 2, 2025

REPORTING MONTHS –

JANUARY AND FEBRUARY 2025

Edward Silva, R.A.

MANAGER'S REPORT APRIL 2, 2025

FINANCE DEPARTMENT

January/February

Manager's Reportable Checks


DATE	CHECK NO.	VENDOR	AMOUNT
01/03/25	2829	MDC SOLID WASTE MANAGEMENT	\$10,367.43
01/03/25	5929	MIAMI-DADE WATER & SEWER DEPT.	\$94,000.61
01/08/25	EFT	FLA DEPT REVENUE CRC 174852454	\$119,557.65
01/10/25	EFT	ADP PAYROLL BIWEEKLY	\$190,660.69
01/10/25	EFT	ADP PAYROLL BIWEEKLY	\$60,525.12
01/13/25	5906	MIAMI-DADE COUNTY RER	\$101,741.25
01/14/25	1963	GREATER MIAMI CATERER, INC.	\$19,298.86
01/14/25	1038	JOHN BELL CONSTRUCTION, INC.	\$588,769.62
01/16/25	1547	AMERICAN TRAFFIC SOLUTIONS, INC.	\$22,274.00
01/16/25	1547	AMERICAN TRAFFIC SOLUTIONS, INC.	\$24,810.33
01/17/25	EFT	MISSIONSQUARE INVESTMENT	\$19,000.00
01/17/25	901	FREEBEE	\$12,020.00
01/21/25	EFT	FLA DEPT REVENUE C74 180418066	\$20,316.00
01/21/25	EFT	FLA DEPT REVENUE C74 180417362	\$18,758.00
01/21/25	EFT	FLA DEPT REVENUE C74 180420124	\$15,936.00
01/21/25	EFT	FLA DEPT REVENUE C74 180416080	\$15,272.00
01/22/25	18273	WEX BANK	\$11,583.01
01/23/25	18278	MAGGOLC, INC.	\$119,835.85
01/23/25	18280	MAGGOLC, INC.	\$106,258.64
01/24/25	EFT	ADP PAYROLL BIWEEKLY	\$173,235.86
01/24/25	EFT	ADP PAYROLL BIWEEKLY	\$54,111.18
01/24/25	5943	MIAMI-DADE WATER & SEWER DEPT.	\$102,655.18
01/28/25	18277	FMIT	\$106,836.04
2/4/2025	ACH-FRS 2025-01	FLORIDA RETIREMENT SYSTEM	106,958.11
2/4/2025	18310	LEHTINEN SCHULTZ, PLLC	36,506.25
2/6/2025	1040	JOHN BELL CONSTRUCTION, INC	750,143.03
2/6/2025	5953	MIAMI-DADE WATER & SEWER DEPT.	109,721.24
2/6/2025	902	JLG CONSULTING, PA	25,000.00
2/7/2025	2833	MIAMI-DADE COUNTY SOLID WASTE MANAGEMENT	13,303.63
2/7/2025	2834	MIAMI-DADE COUNTY SOLID WASTE MANAGEMENT	10,313.05
2/10/2025	1549	AMERICAN TRAFFIC SOLUTIONS, INC.	26,486.00
2/10/2025	1548	AMERICAN TRAFFIC SOLUTIONS, INC.	25,850.00

MANAGER'S REPORT APRIL 2, 2025

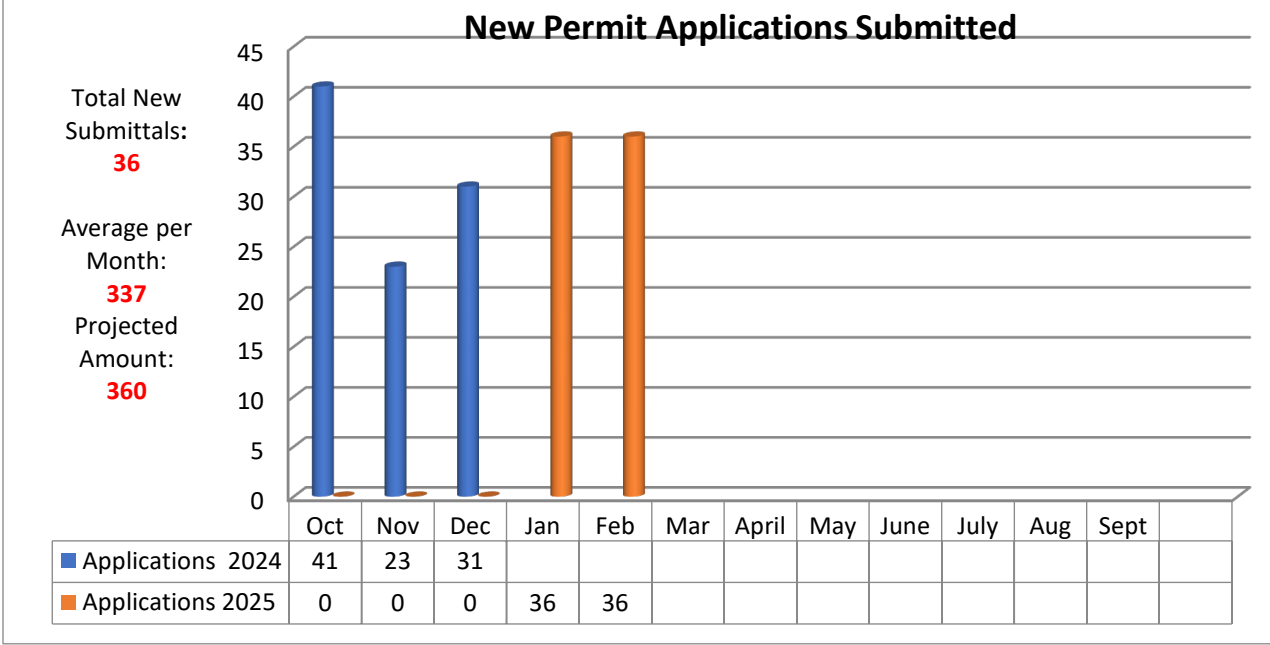
2/10/2025	903	FREEBEE	12,020.00
2/11/2025	5961	MIAMI-DADE WATER & SEWER DEPT.	93,316.57
2/11/2025	5960	MIAMI-DADE WATER & SEWER DEPT.	61,415.17
2/12/2025	1990	360 ENERGY SOLUTIONS	17,412.10
2/13/2025	5965	MAGGOLC, INC.	105,646.84
2/13/2025	2000	GREATER MIAMI CATERER, INC.	20,583.94
2/13/2025	18344	WEX BANK	11,521.44
2/18/2025	18349	FMIT	106,987.04
2/18/2025	2835	MIAMI-DADE COUNTY SOLID WASTE MANAGEMENT	11,914.48
2/26/2025	904	ESR, LLC.	25,000.00
2/26/2025		GEMRT CPAs	12,000.00
2/27/2025		FLORIDA DEPARTMENT OF REVENUE	24,153.00
2/27/2025		FLORIDA DEPARTMENT OF REVENUE	23,240.00
2/28/2025	ACH# 2505814968	FLORIDA RETIREMENT SYSTEM	106,449.49
2/18/2025	2835	MIAMI-DADE COUNTY SOLID WASTE MANAGEMENT	11,914.48
2/26/2025	904	ESR, LLC.	25,000.00
2/26/2025		GEMRT CPAs	12,000.00
2/27/2025		FLORIDA DEPARTMENT OF REVENUE	24,153.00
2/27/2025		FLORIDA DEPARTMENT OF REVENUE	23,240.00
2/28/2025	ACH# 2505814968	FLORIDA RETIREMENT SYSTEM	106,449.49

BUILDING DEPARTMENT

January/February

 Service Description	Prior Month	Prior Month	Prior Month	Prior Month	Prior Month	Prior Month	Fiscal Year to Date FY 2023-24
	JANUARY-MARCH 2024	APRIL-JUNE 2024	JULY-SEPTEMBER 2024	OCTOBER-DECEMBER 2024	JANUARY 2025	FEBRUARY 2025	
PERMITS ISSUED							
Building Permits	115	150	106	81	27	36	515
TOTAL PERMITS	115	150	106	81	27	36	515
Permits for New Houses	0	0	0	0	0	0	0
Permits for New Commercial	0	0	0	0	0	0	0
INSPECTIONS							
Building & Roofing	416	474	378	162	108	71	1,609
Zoning (Building)	42	69	39	65	19	14	248
TOTAL INSPECTIONS	458	543	417	227	127	52	1,824
CASES							
New Cases Open	136	14	68	0	0	0	218
Special Master (Hearing) Cases	45	15	28	0	0	0	88
Active Cases	208	317	374	0	0	0	899
TOTAL CASES	389	346	470	0	0	0	1,205
CERTIFICATES OF OCCUPANCY/ USE							
Certificates of Occupancy	0	0	0	0	0	0	0
Certificates of Use	34	14	11	59	8	6	132
TOTAL CERT. OF OCCUPANCY/ USE	34	14	11	59	8	6	132

MANAGER'S REPORT APRIL 2, 2025



COMMUNICATIONS

January

- 14 FB Postings (including event and meeting postings)
- 196 FB Followers
- 14 Twitter Postings
- 515 Twitter Followers
- 2,816 Instagram Followers
- 115 New IG Followers
- 1,534 Constant Contact Contacts

Meetings:

- 1/15/25 – Town Hall Meeting
- 01/21/25 - Red light Camera Hearing
- 01/22/25 – Regular City Commission Meeting
- 01/27/25 – Code Enforcement Meeting
- 01/29/25 – Planning & Zoning Meeting

Events:

- No Events

February

- 14 FB Postings (including event and meeting postings)
- 196 FB Followers
- 14 Twitter Postings
- 517 Twitter Followers

MANAGER'S REPORT APRIL 2, 2025

- 2,878 Instagram Followers
- 61 New IG Followers
- 1,433 Constant Contact Contacts

Meetings:

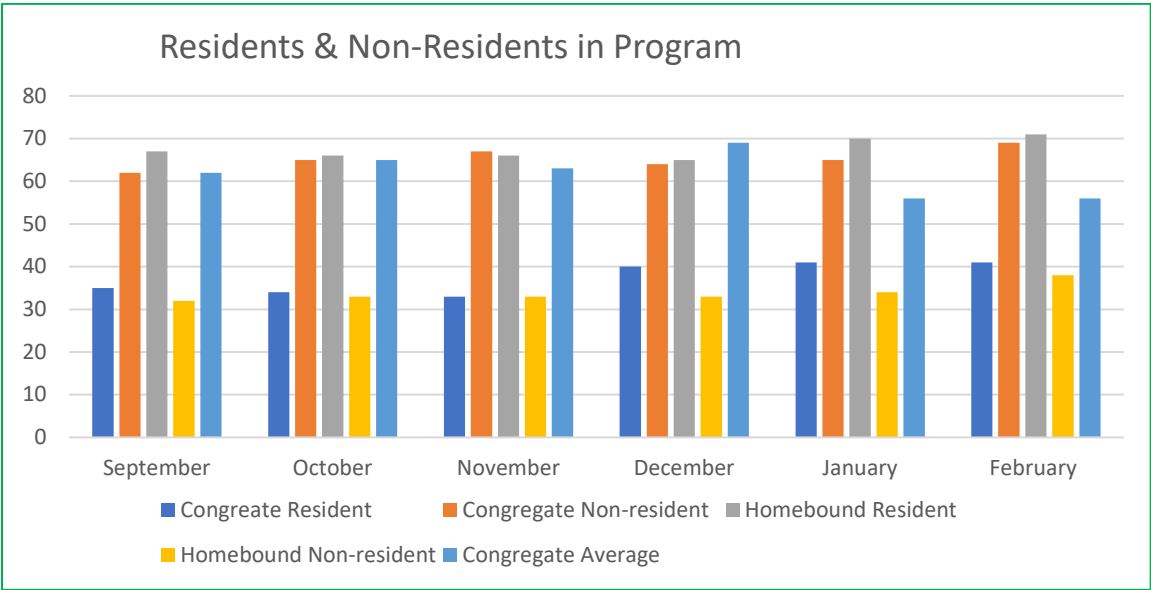
- 02/12/25 – Regular City Commission Meeting
- 02/24/25 - Code Enforcement Meeting
- 02/25/25 – Police Department Town Hall Meeting

Events:

- 02/16/25 – State of the City

COMMUNITY CENTER

January/February



Congregate	Homebound	Monthly Average
97 Total Registered	99 Total Registered	62 Congregate in September
99 Total Registered	99 Total Registered	65 Congregate in October
100 Total Registered	99 Total Registered	63 Congregate in November
104 Total Registered	98 Total Registered	69 Congregate in December
106 Total Registered	104 Total Registered	56 Congregate in January
110 Total Registered	109 Total Registered	61 Congregate in February

MANAGER'S REPORT APRIL 2, 2025

GRANTS

January

- 1 New grant application prepared in January
 - Florida Department of Emergency Management (FDEM) – Watershed Planning Program – Applied to develop a West Miami Stormwater Master Plan – Total Cost \$150,000 // FDEM 75% (112,500) - City 25% (37,500)
- 0 Grant approvals received in January

Active grants list with updates:

- Vulnerability Assessment – Project Completed, 100% Reimbursement Request submitted: pending receipt of funds (\$55,000)
- FRDAP - Cooper Park Exercise Equipment –Quarterly Report Submitted
- EPA – Potable Water Main Improvements Project – Preparing First Reimbursement Request (RR#1) to be submitted
- FDEP-Potable Water System Improvements (Phase III) – Quarterly Report Submitted
- FRDAP - Recreation Center & Park Development - Preparing Commencement Package to receive Notice to Proceed
- Department of Commerce (DOC) – Senior Activity Center – Quarterly Report Submitted
- FRDAP – Cooper Park Path Widening – Preparing Commencement Package to receive Notice to Proceed
- FDOT – Safe Streets for All (SS4A) – Quarterly Report Submitted

February

- 1 New grant application prepared in February
 - Neat Streets Miami-Dade County – Growing Roots for Environmentally Equitable Neighborhoods (GREEN) – Applied to Plant 106 Trees throughout the City, with 12-months of watering and stake removal – Total Cost \$65,852.10 // GREEN ≈ 48.75% (\$32069.15) - City ≈ 51.25% (\$33,782.95)
- 0 Grant Approval received in February

Active grants list with updates:

Funding Agency / Grant Program	Project/Agreement Number	Project Title	Status for Reporting Period	Progress Notes
Florida Department of Environmental Protection (FDEP) / Resiliency	22PLN54	West Miami Vulnerability Assessment	Completed	Pending reimbursement of \$55,000
FDEP / Florida Recreation Development Assistance Program (FRDAP)	A24068	Cooper Park Exercise Equipment	Equipment was installed, pending rubberizing, and trees	
Environmental Protection Agency (EPA) / Community Grants	CG-02D48423	Potable Watermain Improvements Project - Phase II	On-Going	Received RR#1 (\$305,121) - Pending RR#2 (\$388,113.39)

MANAGER'S REPORT APRIL 2, 2025

FDEP / General Appropriations Act (GAA)	LPA0052	Potable Watermain Improvements Project - Phase IA(I), IB(II), III & IV	Phase III pending start date	Phase IA(I) Completed - Phase IB(II) Completed
FDEP / FRDAP	P25049	Recreational Center & Park Development	Received Notice to Proceed on 03/04/2025	Preparing solicitation
FDEP / FRDAP	P25087	Cooper Park Walking Path Widening	Received Notice to Proceed on 03/03/2025	Preparing solicitation
Department of Commerce / GAA	HL295	Senior Activity Center, Phase I	On-going	Reimbursement Request (RR#1) submitted, pending
Florida Department of Transportation (FDOT) / Public Transit Service Development	G3597 / 446940-2-84-01	West Miami On-Demand Service	On-going	Agreement Executed 01/19/2025
Transportation Planning Organization (TPO) / Municipal Grant Program	N/A	West Miami's Complete Streets Bicycle & Pedestrian Safety Plan	Received updated Notice to Proceed Letter in February	Pending contractor selection using city continuing services solicitation #2021-11-02-2021 approved via Resolution #2021-64

April Upcoming Events

- Prepare to apply to Walmart under its "Spark Good" grant program to help fund materials purchased for the summer STEM program.
- Continuing to research grant opportunities to fund city priorities.

PROCUREMENT:

February

- 1 Solicitation Advertised
 - RFP #2025-10-007 - Rubberized Exercise Areas Cooper Park - Advertised February 25, 2025 Closing March 27, 2025

April Upcoming Events

- Advertise for Recreation Center Projects related to the FRDAP grant_P25049
- Advertise for Safe Streets for All (SS4A)_Project #693JJ32440272
- Advertise for Cooper Park Walking Path Widening Project #P25087

IT

January

- Tickets Opened: 23
Tickets Closed: 23

MANAGER'S REPORT APRIL 2, 2025

- Finally acquired cityofwestmiami.gov and westmiamipolice.gov as email domains. (big update!)
- Acquired new PA speakers/mixers for future City Events.
- Upgraded Chamber A/V Main Speakers and Audio Interface.
- City-wide digital signage upgrade for future use and public signage.

February

- Tickets Opened: 23
- Tickets Closed: 24
- Finished WM Police 5G Network Laptop Upgrades on New Plan to reduce yearly cost.
- Donated old A/V Rack and cleaned up IT room, simpler setup.
- Upgraded Passport dept. accommodations at the main counter, new screens and a new kiosk.
- Removed a lot of old wiring in the chamber ceiling.
- Upgraded PTZ Chamber Cameras SDI Cables.
- Main old Meraki firewall removed.
- New Parks & Rec Social Media accounts created.

PARKS

January

Rentals

- 2 Multipurpose facility events
- 3 Pavilion Events

Recreation Center

- 11 and under Mini Pitch Soccer League at the City of Miami

Field Rental

- Monday & Wednesday – Miami Pro Baseball
- Tuesday & Friday – Dan Cabeda Soccer Academy
- Thursday – Adult Softball

Community Center

- 2 rentals

Cooper Park

- 4 rentals

Garden Club

- 1 rental

Events

- Softball Game – Public Works & Police Department

MANAGER'S REPORT APRIL 2, 2025

February

Rentals

- 2 Multipurpose facility events
- 3 Pavilion Events

Recreation Center

- 11 and under Mini Pitch Soccer League at the City of Miami
- 12 and under Basketball League at the City of Miami
- 9 and under Basketball League at the City of Miami

Field Rental

- Monday & Wednesday – Miami Pro Baseball
- Tuesday & Friday – Dan Cabeda Soccer Academy
- Thursday – Adult Softball

Community Center

- 2 rentals

Cooper Park

- 8 rentals

Garden Club

- 2 rentals

Events

- No Events

PASSPORT ACCEPTANCE FACILITY

January

- Passport Applications 441 x \$35 = \$ 15,435.00
124 more than December/\$4,340.00 more than December
- Passport Photos 493 x \$17 = \$8,381.00
167 more than December/\$2,839.00 more than December
- Postage Revenue – January 2025 - \$707.80

February

- Passport Applications 414 x \$35 = \$ 14,490.00
27 less than January/\$945.00 less than January
- Passport Photos 463 x \$17 = \$8,381.00
30 less than January/\$510.00 less than January
- Postage Revenue – February 2025 - \$747.40
\$39.60 more than January

POLICE

January

- Chief Knapp Swearing in 01/03/25
- Sheriff Rosie Cordero Stutz Swearing in 01/07/25
- POAT Meeting 01/15/25
- MDCACP Dinner 01/23/25
- Noise Ordinance Meeting 01/27/25
- Nova Exhibition 01/30/25
- NMB Swearing in 01/31/25
- NRU attended the following events:
 - 01/08 Echenique Swear-in
 - 01/09 Meeting w/ Sylvania Elem, School Board
 - 01/15 City Parking Townhall
 - 01/17 CIT Meeting
 - 01/23 MDCACP Dinner
 - 01/25 PD/PW Softball Game
 - 01/28 Somerset Dare Class
 - Business Contacts: 102 (Carol) 92 (Erik)
 - Citizen Contacts: 7(Erik)
 - Quality life patrol miles: 225 (Carol) 321(Erik)
- Crimes/Calls for Service:
 - 00 Robbery
 - Burglary
 - 0 Dwelling/Structure
 - 1 Conveyance
 - 00 Auto Theft
 - 04 Theft
 - 23 Disturbances
 - 01 Baker Act
 - 02 Assault/Battery
 - 00 Agg. Battery/Agg Assault
 - 48 Traffic Arrests
 - 17 Traffic Crashes
 - 311 Traffic Citations
 - 38 Parking Citations
 - 159 Total Calls
 - 18 Total Crimes
 - 12,598 Patrol Miles

MANAGER'S REPORT APRIL 2, 2025

February

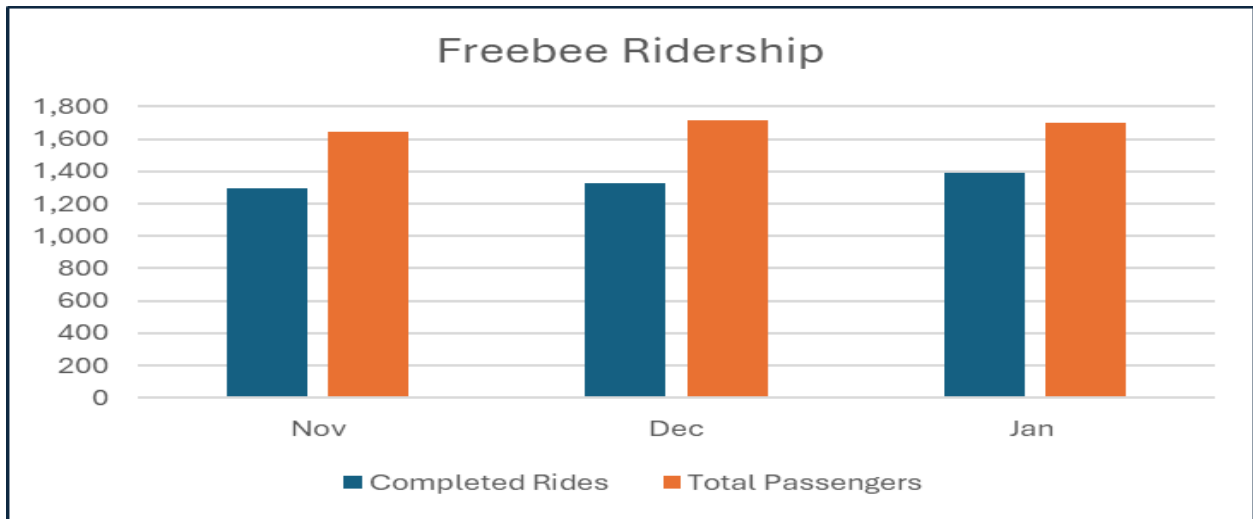
- SPI 100 02/03/25
- MDCACP Executive Lunch 02/05/25
- State of the City 02/06/25
- Commission Meeting 02/12/25
- SAO Investiture Ceremony 02/18/25
- Jerry Estrada Swearing In 02/27/25
- FW: FPCA Awards Committee 02/28/25
- NRU attended the following events:
 - 02/05 MDCACP Luncheon
 - 02/07 State of the City
 - 02/21 CIT Meeting
 - 02/25 PD Townhall
 - 4 DARE Classes at Somerset
 - 10 Social media posts
 - Business Contacts: 113
 - Citizen Contacts: 6
- Crimes/Calls for Service:
 - 00 Robbery
 - Burglary
 - 0 Dwelling/Structure
 - 1 Conveyance
 - 01 Auto Theft
 - 06 Theft
 - 25 Disturbances
 - 01 Baker Act
 - 03 Assault/Battery
 - 00 Agg. Battery/Agg Assault
 - 55 Traffic Arrests
 - 19 Traffic Crashes
 - 337 Traffic Citations
 - 99 Parking Citations
 - 159 Total Calls
 - 77 Total Crimes
 - 13,579 Patrol Miles

PUBLIC SERVICES

January

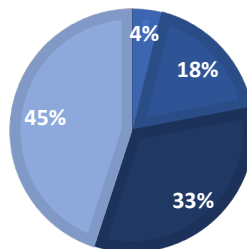
FREEBEE Ridership

- Completed Rides: 1,390
- Total Passengers: 1,697



PASSENGER AVERAGE AGE FOR JANUARY

■ Under 20 years old ■ 21-34 years old ■ 35-50 years old ■ Over 51 years old



There was an overall 66 increase in Completed Rides and a 16 decrease in Total Passengers from December to January.

FACILITIES MAINTENANCE DIVISION

- Assisting John Bell Construction with RFI's and submittals and questions pertaining to the construction of the New Multi-Generational Center.
- City Hall Elevator Repaired.
- Art Piece Installed in Traffic Circle.
- Repairs to fence at Rec Center.
- Remove Christmas Décor at Cooper Park.

MANAGER'S REPORT APRIL 2, 2025

FLEET MAINTENANCE

- The Vac Truck is out of service – the truck is operative but needs programming.
- Reviewing repairs to put in service old passenger bus.
- Weekly fleet maintenance report ongoing.
- Completed maintenance work on Telehandler and Big Lawnmower.

Landscape Maintenance

- Performed maintenance at all traffic circles and applied herbicide.
- Repairs of Cooper Park and Rec Center's irrigation system.
- Maintenance at all parks and City Hall.
- Baseball Field Maintenance.

Preparations of City Events

- Town Hall regarding Residential Parking.

Work Orders

- There were 5 tickets closed for tree-trimming requests.
- There were 2 tickets closed for pressure cleaning requests.
- There were 3 tickets closed for the removal of damaged trees.

Storm Water

- Drain clearing by hand – removing leaves and trash from the grates for better filtration.

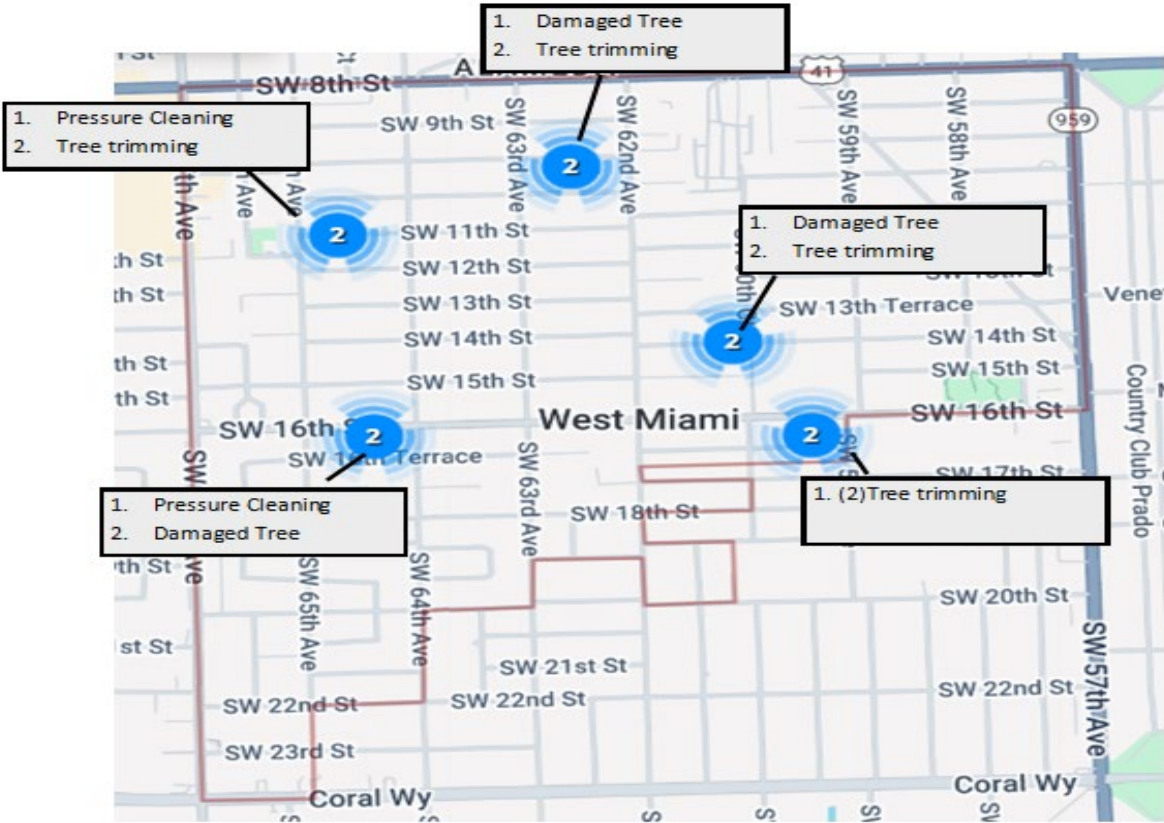
Sanitation

- Regular pick-up schedule continues.
- Christmas Tree picked up and mulched.

Code Enforcement

- | | |
|---------------------------------|----|
| • Blight Residential | 09 |
| • Construction without a permit | 02 |
| • General R-1 Regulations | 06 |
| • Trash and Debris Nuisance | 05 |
| • Utility Easement | 05 |
| • Driveway Approach | 02 |
| • Planting/City Right of Way | 01 |

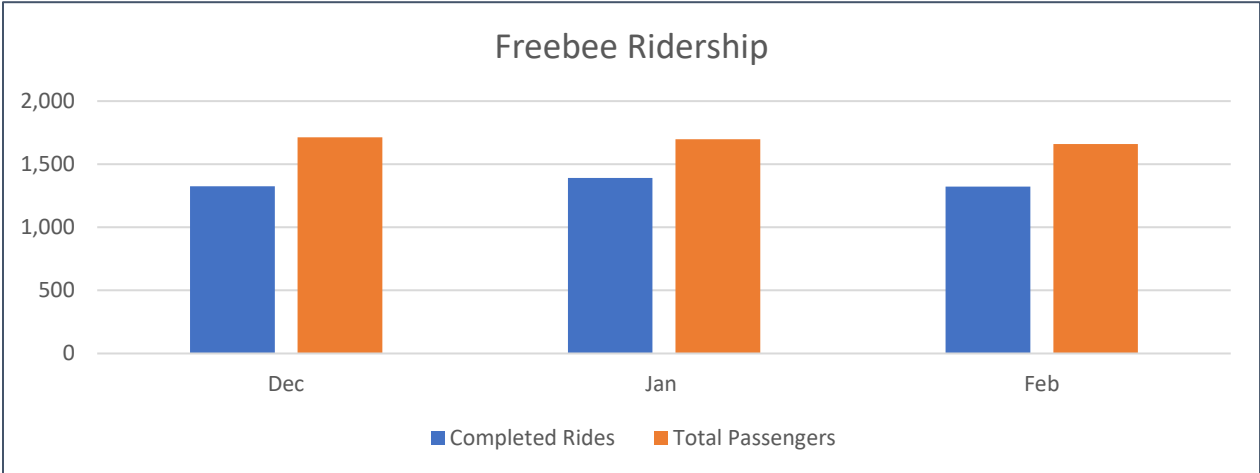
MANAGER'S REPORT APRIL 2, 2025



February

FREEBEE Ridership

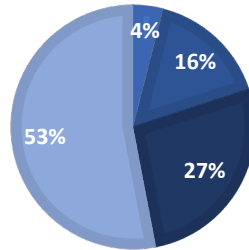
- Completed Rides: 1,322
- Total Passengers: 1,659



MANAGER'S REPORT APRIL 2, 2025

PASSENGER AVERAGE AGE FOR JANUARY

■ Under 20 years old ■ 21-34 years old ■ 35-50 years old ■ Over 51 years old



There was an overall 68 decrease in Completed Rides and a 38 decrease in Total Passengers from January to February.

FACILITIES MAINTENANCE DIVISION

- Assisting John Bell Construction with RFI's and submittal and questions pertaining to the construction of the New Multi-Generational Center.
- Pressure Clean Garden Club Park
- Prepare 1811 SW 67 Ave Building for Rental
- Soccer Nets installed at Rec. Center

Fleet Maintenance

- Vac Truck is out of service – sent truck to transmission specialist.
- Reviewing repairs to put in service the old passenger bus.
- Weekly fleet maintenance report ongoing.

Landscape Maintenance

- Performed maintenance at all traffic circles and applied herbicide.
- Maintenance at all Park and City Hall.

City Events

- State of the City

Work Orders

- There were 14 tickets closed for tree trimming requests
- There were 25 tickets closed for pressure cleaning request
- There were 3 tickets closed for removal of damaged or diseased trees
- There were 5 tickets closed for root problems

MANAGER'S REPORT APRIL 2, 2025

Storm Water

- Drain clearing by hand – removing leaves and trash from the grates for better filtration.

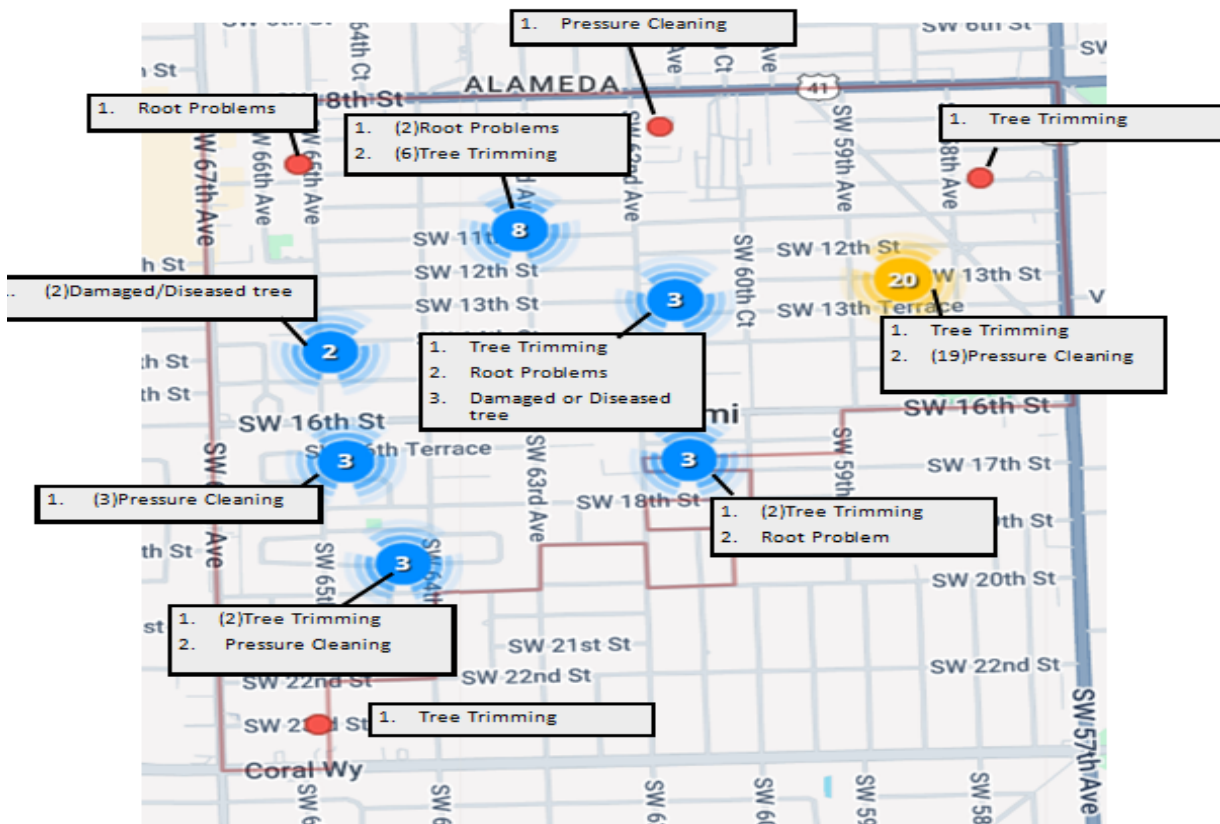
Sanitation

- Regular pick-up schedule continues.

Code Enforcement

Violations cited for the month of February:

Noxious Nuisance	1
Blight Residential	3
Construction No Permit	2
General R-1 Regulations	1
Driveway & Approach	3
Building Nuisance (c)	1
Multifamily	1



MANAGER'S REPORT APRIL 2, 2025

Resolutions

January/February

- Resolution #2025-01 – El Paseo at West Miami
- Resolution #2025-02 – DERM Procedure
- Resolution #2025-03 – Lease 1811 SW 67 Avenue
- Resolution #2025-04 – Motorola Solutions - Communication Equipment WMPD
- Resolution #2025-05 – Police Vehicles - Enterprise
- Resolution #2025-06 – Vulnerability Assessment Report
- Resolution #2025-07 – MDCPS-CWM Use of Green Space Sylvania
- Resolution #2025-08 – Accepting Funds Children's Trust
- Resolution #2025-09 – Amending ARPA Funds Obligation
- Resolution #2025-10 – Job Contracting
- Resolution #2025-11 – Establishing West Miami Crime Watch
- Resolution #2025-12 – Candida Candy Balance Way
- Resolution #2025-13 – CBA with SFPBA 2025-2028 WMPD

Ordinances

- Ordinance #2025-01 – Amending Ordinance 2024-18 Swale Parking
- Ordinance #2025-02 – Amendments to Fence Regulation