



CITY MANAGER'S REPORT

FEBRUARY 12, 2025

REPORTING MONTH –

DECEMBER 2024

Edward Silva, R.A.

MANAGER'S REPORT FEBRUARY 12, 2025

FINANCE DEPARTMENT

December


DATE	CHECK NO.	VENDOR	AMOUNT
12/03/24	EFT	DEBT SERVICE CNB LOAN	\$110,000.00
12/04/24	EFT	FLA DEPT OF REVENUE	\$168,743.65
12/04/24	EFT	CARD ASSETS CC PAYMENT	\$24,489.74
12/04/24	EFT	SAGE INTACCT INC	\$11,701.80
12/06/24	1036	JOHN BELL CONSTRUCTION INC	\$779,428.30
12/09/24	5915	MAGGOLC INC	\$162,630.70
12/10/24	897	FREEBEE	\$12,020.00
12/10/24	1923	GREATER MIAMI CATERER INC	\$18,413.08
12/10/24	5912	ENVIRO WASTE SERVICES GROUP	\$10,645.05
12/11/24	18172	FMIT	\$108,985.15
12/11/24	899	JOHAN M&M CONCRETE CORP	\$14,250.00
12/12/24	5913	MIAMI-DADE WATER & SEWER DEPT.	\$94,583.39
12/13/24	EFT	ADP PAYROLL BIWEEKLY	\$205,637.94
12/13/24	EFT	ADP PAYROLL BIWEEKLY	\$64,154.03
12/13/24	18190	PREFERRED GOVERNMENTAL INS TRUST	\$25,856.50
12/13/24	18137	APTIM	\$20,000.00
12/16/24	18186	WEX BANK	\$15,268.65
12/16/24	2828	MDC SOLID WASTE MANAGEMENT	\$12,526.53
12/16/24	1931	360 ENERGY SOLUTIONS LLC	\$12,437.10
12/19/24	18208	BROWN & BROWN OF FLORIDA INC	\$159,940.50
12/19/24	2827	MDC SOLID WASTE MANAGEMENT	\$12,230.37
12/19/24	1037	JLG CONSULTING PA	\$33,000.00
12/20/24	EFT	CARD ASSETS CC PAYMENT	\$13,512.64
12/23/24	900	FREEBEE	\$12,020.00
12/27/24	EFT	ADP PAYROLL BIWEEKLY	\$206,189.53
12/27/24	EFT	ADP PAYROLL BIWEEKLY	\$59,375.79
12/30/24	18234	WEX BANK	\$11,912.85
12/30/24	18213	AVENUE INSIGHTS & ANALYTICS	\$10,000.00
12/30/24	EFT	FLA DEPT REVENUE C74 170032562	\$15,521.00
12/30/24	EFT	FLA DEPT REVENUE C74 170035306	\$14,608.00
12/30/24	EFT	FLA DEPT REVENUE C74 170037724	\$14,027.00
12/30/24	EFT	FLA DEPT REVENUE C74 170031882	\$13,778.00
12/30/24	EFT	FLA DEPT REVENUE C74 170036194	\$13,363.00

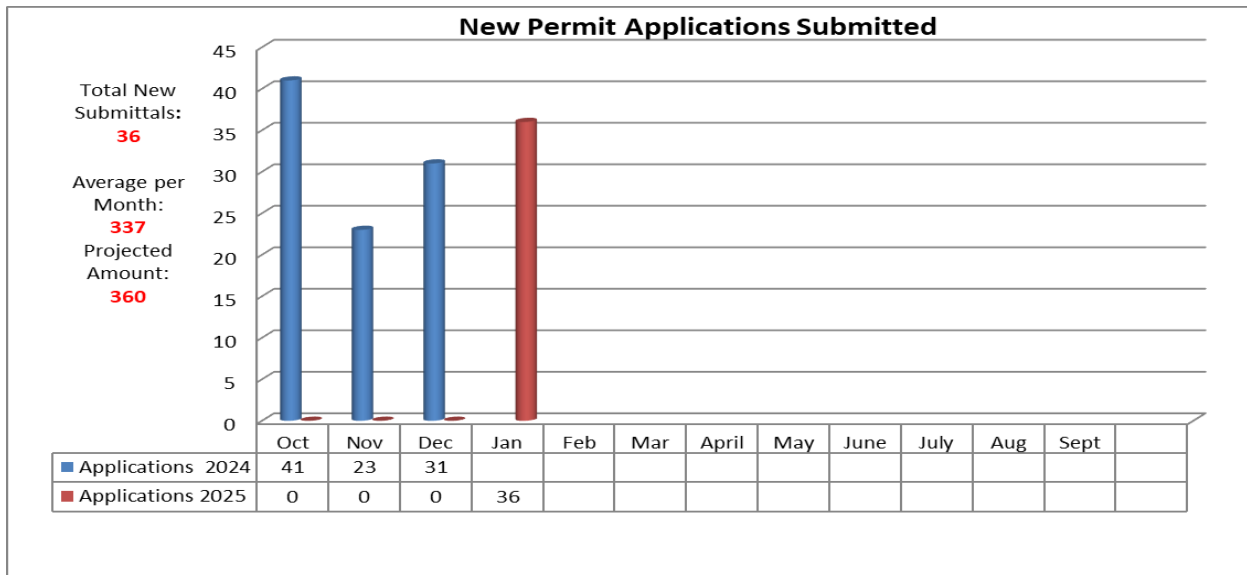
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12/30/24	EFT	FLA DEPT REVENUE C74 170030984	\$13,363.00
12/30/24	EFT	FLA DEPT REVENUE C74 170027700	\$12,533.00
12/31/24	18217	FMIT	\$105,237.53

BUILDING DEPARTMENT

December

 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-NOVEMBER 2024	DECEMBER 2024	JANUARY 2025	
PERMITS ISSUED							
Building Permits	115	150	106	53	28	27	479
TOTAL PERMITS	115	150	106	53	28	27	479
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	63	99	108	1,538
Zoning (Building)	42	69	39	50	15	19	234
TOTAL INSPECTIONS	458	543	417	53	60	127	1,658
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	58	1	8	126
TOTAL CERT. OF OCCUPANCY/ USE	34	14	11	58	1	8	126



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COMMUNICATIONS

December

- 09 FB Postings (including event and meeting postings)
- 189 FB Followers (new Facebook Account)
- 09 Twitter Postings
- 511 Twitter Followers
- 2,701 Instagram Followers
- 42 New IG Followers
- 1,361 Constant Contact Contacts

Meetings:

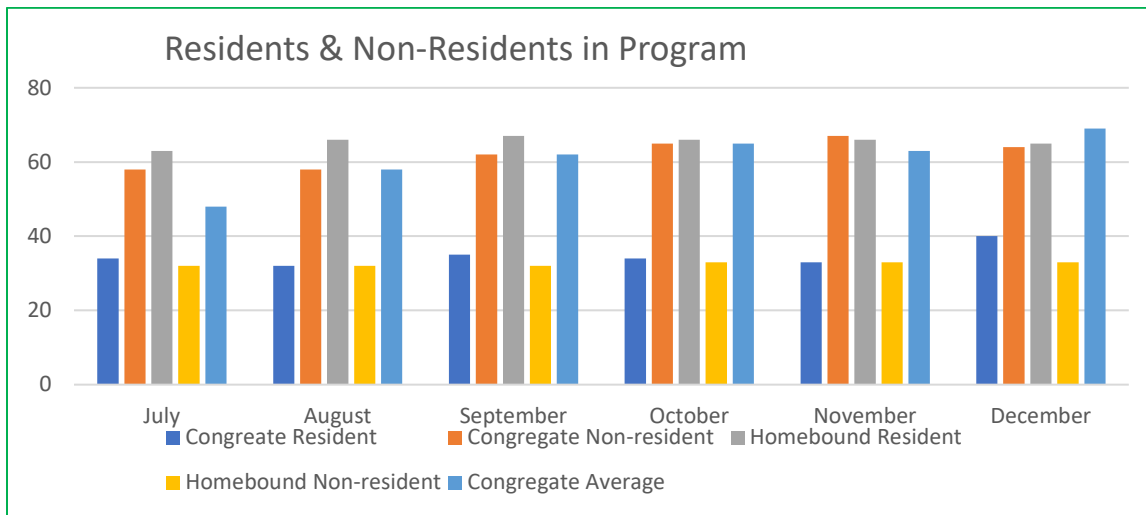
- 12/17/24 – Regular City Commission

Events:

- 12/06/24 – Christmas Tree Lighting

COMMUNITY CENTER

December



Congregate	Homebound	Monthly Average
92 Total Registered	95 Total Registered	48 Congregate in July
90 Total Registered	98 Total Registered	58 Congregate in August
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 November

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GRANTS

December

- 1 New grant application prepared in December
 - Transportation Alternatives Set-Aside Program (TA) – SW 16th Street Corridor Multi-Use Upgrades and Streetscapes Project – Funding request from TA is \$1,500,000; estimated City cost share is \$198,000
- 0 Grant Approval received in December

Active grants list with updates:

- Vulnerability Assessment – Project Completed, pending reimbursement request
- FRDAP-Cooper Park Exercise Equipment – Exercise Equipment Installed, pending solicitation for phase II rubberizing the existing exercise area and phase III planting 4 Oak trees to shade
- EPA – Potable Watermain Improvements Project – Preparing First Reimbursement Request (RR#1) to be submitted
- FDEP-Potable Water System Improvements (Phase III) – Pending Start
- FRDAP-Recreation Center & Park Development - Preparing Commencement Package to receive Notice to Proceed
- GAA – Senior Activity Center – In-Progress
- FRDAP – Cooper Park Path Widening – Preparing Commencement Package to receive Notice to Proceed
- FDOT – Safe Streets For All (SS4A) – Preparing Solicitation to be advertised

February Upcoming Events

- Prepare to submit an application to 2025 Growing Roots for Environmentally Equitable Neighborhoods (GREEN) Miami-Dade-County Matching Grant for 2025 West Miami Tree Planting Project.
- Prepare to submit an application to the Florida Department of Emergency Management (DEM) for West Miami Stormwater Master Plan Development.
- Prepare to resubmit the project application for the upcoming cycle of Recreation Trails Program (RTP) for Cooper Park Enhancements to the restroom and splash pad installation.
- Prepare Appropriation Applications for Florida Legislative Consideration.
- Prepare and submit quarterly reports and reimbursement requests for the Vulnerability Assessment grant, FDEP Phase III Potable water project, GAA Senior Activity Center, Safe Streets for All, and FRDAP Cooper Park Exercise Equipment.
- Complete the Commencement Documents Package to receive the Notice to Commence Letter for FRDAP Cooper Park Walking Path Widening and Recreation Center Projects.

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IT

December

- Tickets Opened: 13
Tickets Closed: 09
- Just FOIA SSO Integration
- IT Room Cleaned up and upgraded for more space and efficiency
- Began MuniLink integration (Water Dept Improvements)
- Firewall Static IP Tunnel Improvements for future network upgrades
- Recycling old tech hardware
- Disposed lots of old equipment

PARKS

December

Rentals

- 7 Multipurpose facility events
- 1 Pavilion Events

Recreation Center

- 11 and under Flag Football League at the City of Miami
- 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

- 6 rentals

Cooper Park

- 6 rentals

Garden Club

- 0 rental

Events

- Christmas Tree Lighting (Cooper Park)

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PASSPORT ACCEPTANCE FACILITY

December

- Passport Applications 317 x \$35 = \$ 11,095.00
34 more than November/\$1,190.00 more than November
- Passport Photos 326 x \$17 = \$5,542.00
33 more than November/\$561.00 more than November
- Postage Revenue – December 2024 - \$286.71

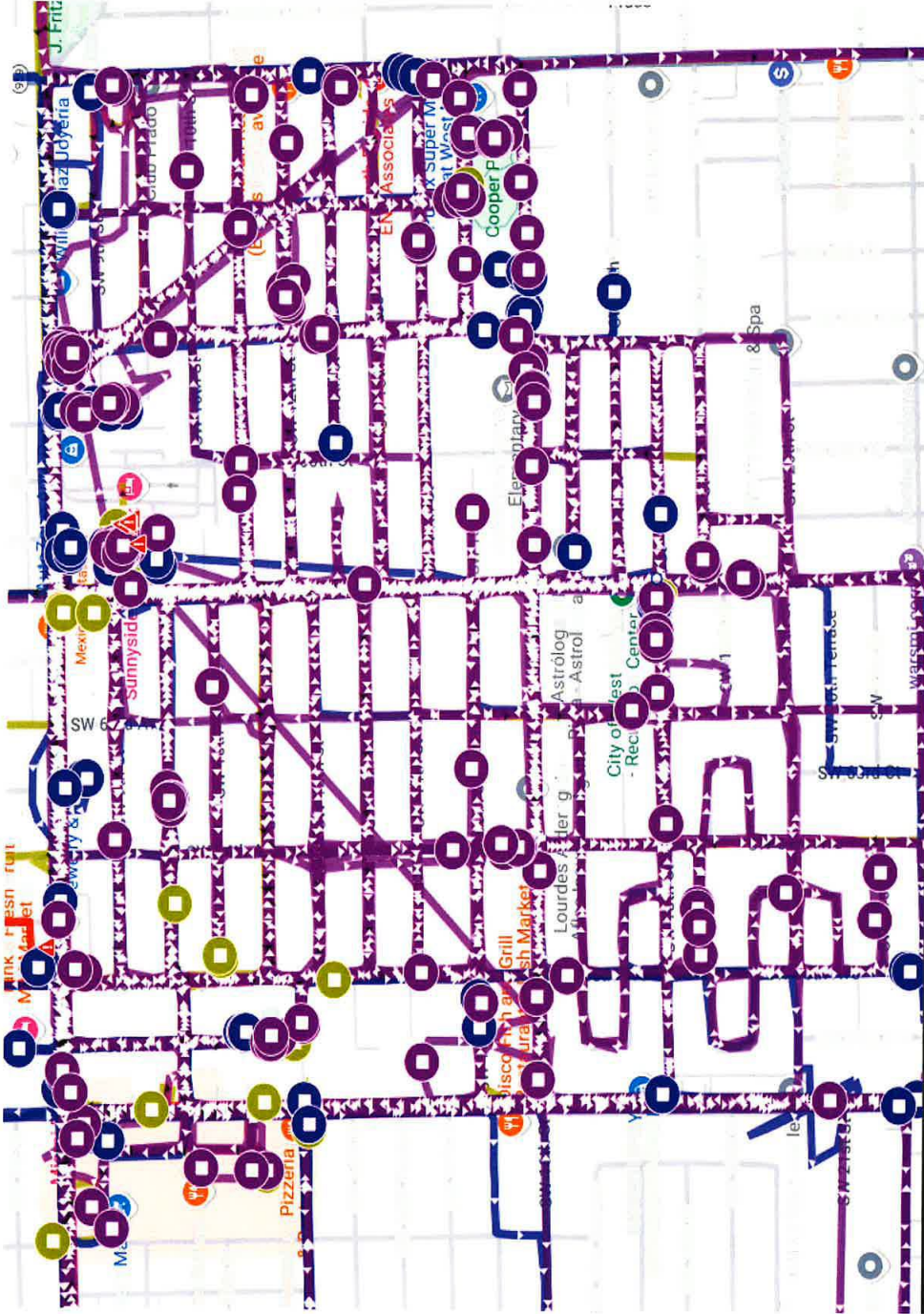
POLICE

December

- 200 Club Board Meeting 12/10/2024
- MDCACP Christmas Luncheon 12/11/2024
- MDCACP Sheriff Cocktail 12/18/2024
- Menorah Lighting 12/26/2024
- NRU attended the following events:
 - 12/06 Tree Lighting Event (Carol/Erik)
 - 12/09 School Threat Assessment Meeting via zoom (Erik)
 - 12/11 MDCACP Luncheon (Erik)
 - 12/18 Toys for Tots delivery (Carol/ Erik)
 - 12/18 Ludlam Apartments Community Meeting (Carol/Erik)
 - Business contacts: 86 total (53 Carol /33 Erik)
 - Citizen Contacts: (9 Carol/ 8 Erik)
 - Quality life patrol miles: 914
 - Social Media posts: 5
- Crimes/Calls for Service:
 - 00 Robbery
 - Burglary
 - 1 Dwelling/Structure
 - 2 Conveyance
 - 00 Auto Theft
 - 11 Theft
 - 36 Disturbances
 - 03 Baker Act
 - 03 Assault/Battery
 - 00 Agg. Battery/Agg Assault
 - 41 Traffic Arrests
 - 24 Traffic Crashes
 - 245 Traffic Citations
 - 53 Parking Citations

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- 208 Total Calls
- 64 Total Crimes
- 11,965 Patrol Miles



Patrol Map

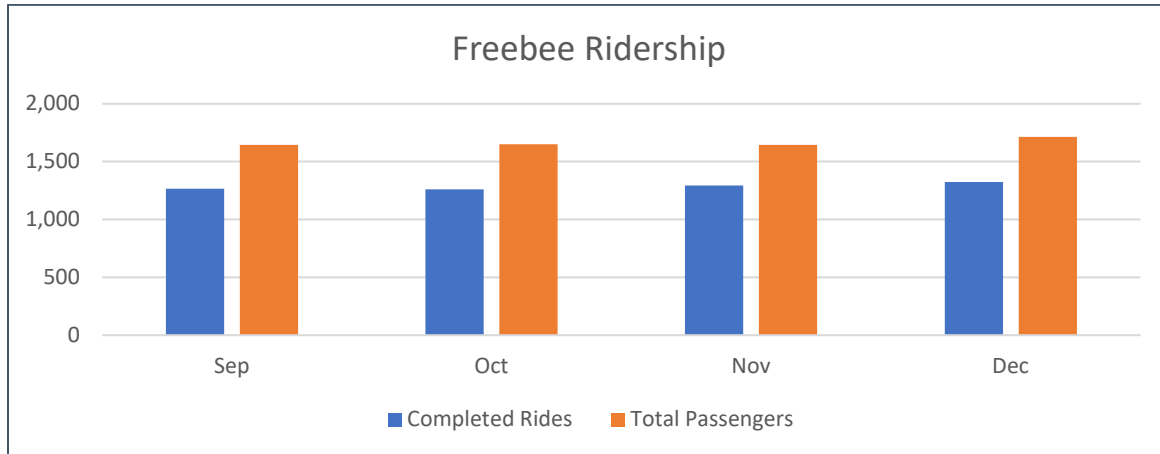
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PUBLIC SERVICES

December

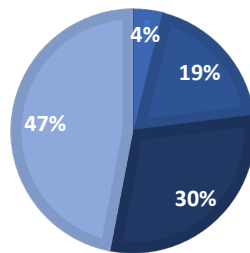
FREEBEE Ridership

- Completed Rides: 1,324
- Total Passengers: 1,713



PASSENGER AVERAGE AGE FOR DECEMBER

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



There was an overall 30 increase in Completed Rides and a 68 increase in Total Passengers from November to December.

FACILITIES MAINTENANCE DIVISION

- Assisting John Bell Construction with RFI's and submittal and questions pertaining to the construction of the New Multi-Generational Center.
- Began repairs on the City Hall elevator.
- Repair broken pipe at Cooper Park.
- Cleared out MKS property for new tenants.
- Painted Rec Center main room, outside entrance, and two bathrooms.
- Repaired gutter at City Hall.
- Repair water fountain.

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FLEET MAINTENANCE

- Vac Truck is out of service – the truck is operative but needs programming.
- Finalized negotiations with Enterprise for Police Vehicles.
- A weekly fleet maintenance report is ongoing.

Landscape Maintenance

- Performed maintenance at all traffic circles and applied herbicide
- Repairs of Cooper Park and Rec Center's irrigation system
- Conducted landscape maintenance at all Parks & City Hall
- Removed old/damaged plants at Sylvania and 11th Street
- Assisted the Landscape company with the planting of new plants at Sylvania and 11th Street
- Repairs to Sprinkler on the island at Sylvania and 9th Terrace

Preparations of City Events

- Christmas Tree Lighting
- Christmas Employee Lunch

Work Orders

- There were 3 tickets closed for tree-trimming requests
- There were 4 tickets closed for pressure cleaning request
- There was 1 ticket closed for the removal of dead animals on the road

Storm Water

- Drain improvements are continuing City-wide.

Sanitation

- Regular pick-up schedule continues.

Code Enforcement

- Overgrown Lot 01
- Construction without a permit 01
- General R-1 Regulations 01

