



CITY MANAGER'S REPORT

JANUARY 22, 2025

REPORTING MONTHS -

OCTOBER & NOVEMBER 2024

Edward Silva, R.A.

MANAGER'S REPORT JANUARY 22, 2025

FINANCE DEPARTMENT

October/November

- For the first quarter actual expenditures came in slightly below forecasted levels by \$30,000 (this includes paying all debt services early for the entire fiscal year ahead of schedule).
- During the first quarter we have received 43% of projected revenues for the year. Not all property taxes have been received as only a little over 3.5 million has been received.
- We have overspent \$35,000 on repairs and maintenance mostly on roof leaks and elevator repairs.
- The audit for fiscal year 2023-2024 is well underway and we expect to report it the Commission no later than April.
- Our implementation of Sage software for our department has been completed.
- Our implementation on the new muni-link software for water and sewer billing is still underway and we have found issues with the transfer of information from the old software to the new. Specifically, we have discovered that we did not own the information and had to pay \$16,000 for ownership of this information to ensure a smoother process.
- Forecasting ahead for next year we must understand the fee that is being imposed by the newly created property appraiser's office estimated at \$ 100,000.


DATE	CHECK NO.	VENDOR	AMOUNT
10/01/24	EFT	CARD ASSETS CC PAYMENT	\$23,536.00
10/03/24	1542	BROWN & BROWN OF FLORIDA INC	\$90,728.65
10/03/24	895	MAGGOLC INC	\$191,847.00
10/04/24	EFT	ADP PAYROLL BIWEEKLY	\$211,643.27
10/07/24	1035	JOHN BELL CONSTRUCTION INC	\$214,069.41
10/08/24	EFT	FL DEP LOAN PAYMENT	\$95,842.01
10/10/24	1881	MTX GROUP ONE LLC	\$25,000.00
10/18/24	EFT	ADP PAYROLL BIWEEKLY	\$284,719.05
10/23/24	1887	MTX GROUP ONE LLC	\$18,000.00
10/31/24	2818	MIAMI-DADE COUNTY SOLID WASTE MANAGEMENT	\$21,871.54
10/31/24	2819	MIAMI-DADE COUNTY SOLID WASTE MANAGEMENT	\$16,006.24
11/01/24	EFT	ADP PAYROLL BIWEEKLY	\$197,356.86
11/01/24	EFT	ADP PAYROLL BIWEEKLY	\$61,032.07
11/01/24	1545	AKERMAN LLP	\$35,400.00
11/05/24	18136	SUMMER SYSTEMS INC	\$11,000.00
11/06/24	18172	FMIT	\$108,985.15
11/13/24	18145	MIAMI-DADE TRANSPORTATION PLANNING ORG	\$22,222.00
11/15/24	EFT	ADP PAYROLL BIWEEKLY	\$186,635.68
11/15/24	EFT	ADP PAYROLL BIWEEKLY	\$57,974.38
11/20/24	EFT	CARD ASSETS CC PAYMENT	\$35,529.52

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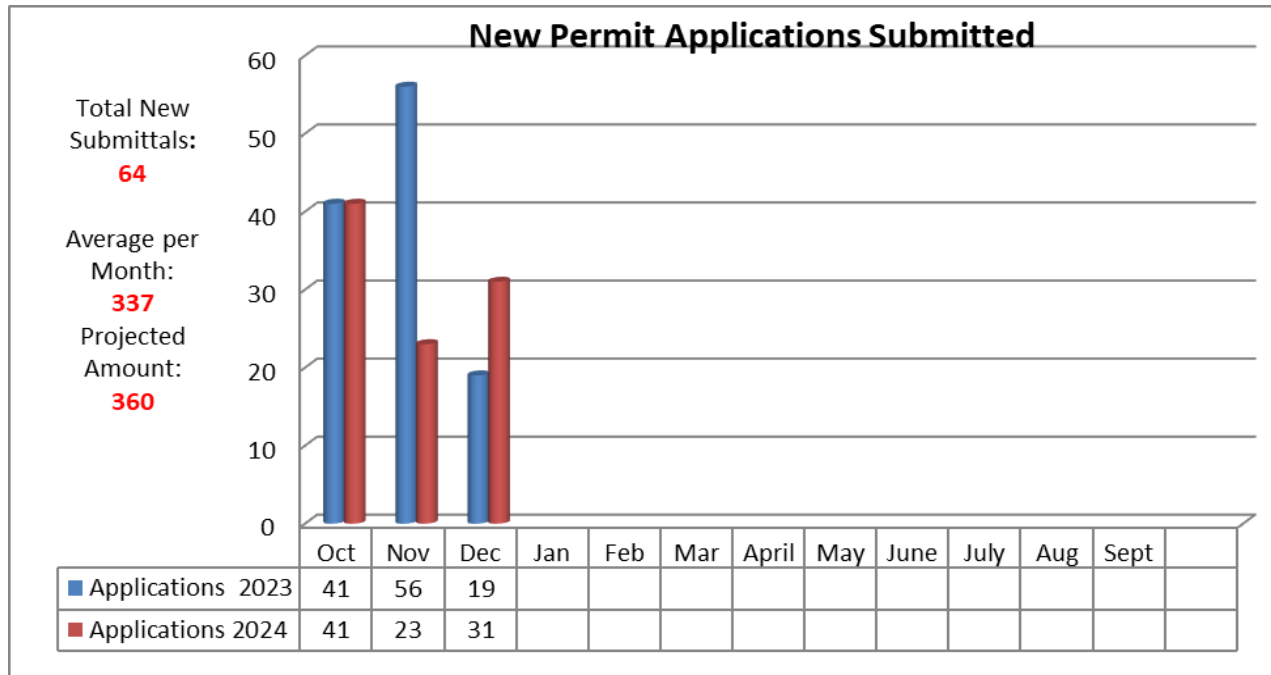
11/21/24	EFT	FLA DEPT REVENUE C74 154745424	\$12,450.00
11/21/24	EFT	FLA DEPT REVENUE C74 154742976	\$10,873.00
11/21/24	EFT	FLA DEPT REVENUE C74 154747440	\$10,707.00
11/21/24	EFT	FLA DEPT REVENUE C74 154743756	\$10,043.00
11/27/24	1546	AMERICAN TRAFFIC SOLUTIONS INC	\$26,278.00
11/27/24	EFT	FLA DEPT REVENUE C74 156930094	\$10,292.00
11/27/24	EFT	FLA DEPT REVENUE C74 156919604	\$10,292.00
11/27/24	EFT	FLA DEPT REVENUE C74 156923822	\$10,043.00
11/29/24	EFT	ADP PAYROLL BIWEEKLY	\$193,814.70
11/29/24	EFT	ADP PAYROLL BIWEEKLY	\$57,224.71

BUILDING DEPARTMENT

October/November

 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 2024	NOVEMBER 2024		
PERMITS ISSUED							
Building Permits	115	150	106	24	29		424
TOTAL PERMITS	115	150	106	24	29		424
Permits for New Houses	0	0	0	0	0		0
Permits for New Commercial	0	0	0	0	0		0
TOTAL INSPECTIONS							
Building & Roofing	416	474	378	23	40		1,331
Zoning (Building)	42	69	39	30	20		200
TOTAL INSPECTIONS	458	543	417	53	60		1,531
TOTAL CASES							
New Cases Open	136	14	68	0	0		218
Special Master (Hearing) Cases	45	15	28	0	0		88
Active Cases	208	317	374	0	0		899
TOTAL CASES	389	346	470	0	0		1,205
TOTAL CERT. OF OCCUPANCY/ USE							
Certificates of Occupancy	0	0	0	0	0		0
Certificates of Use	34	14	11	1	57		117
TOTAL CERT. OF OCCUPANCY/ USE	34	14	11	1	57		117

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COMMUNICATIONS

October

- 42 FB Postings (including event and meeting postings)
- 181 FB Followers (new Facebook Account)
- 42 Twitter Postings
- 505 Twitter Followers
- 2,481 Instagram Followers
- 196 New IG Followers
- 1,368 Constant Contact Contacts

Meetings:

- 10/01/24 – Vulnerability Assessment Public Meeting
- 10/02/24 – Regular City Commission Meeting
- 10/15/24 – Red Light Camera Hearing
- 10/16/24 – Regular City Commission Meeting

Events:

- 10/31/24 – Trick or Treat at the

November

- 17 FB Postings (including event and meeting postings)
- 189 FB Followers (new Facebook Account)
- 15 Twitter Postings
- 509 Twitter Followers
- 2,659 Instagram Followers

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- 178 New IG Followers
- 1,364 Constant Contact Contacts

Meetings:

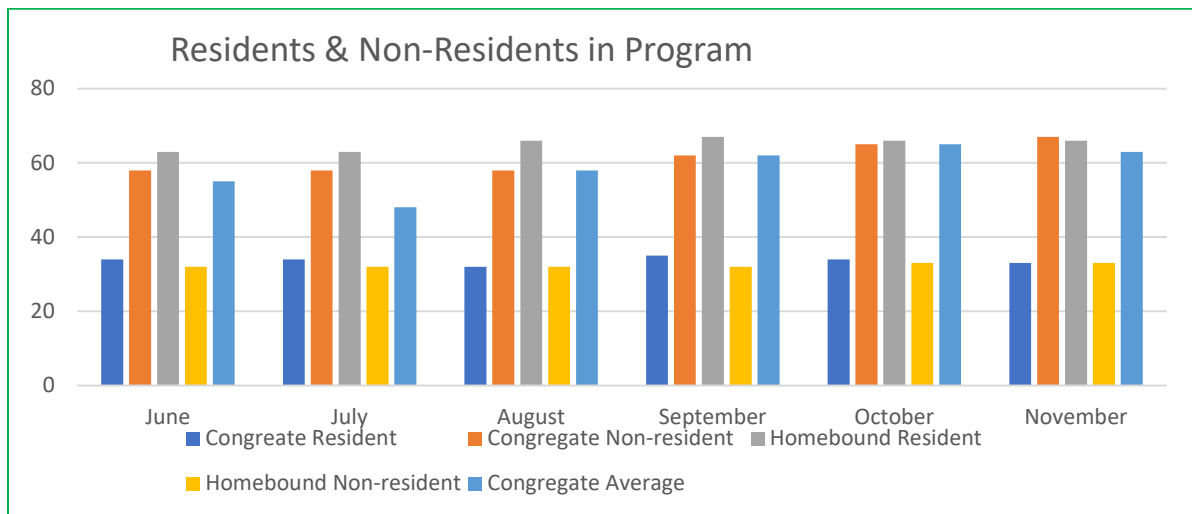
- 11/19/24 – Red Light Camera Hearing Meeting
- 11/20/24 – Regular City Commission
- 11/21/24 – Public Meeting – SW 16 Street Multimodal Traffic & Transportation Improvements
- 11/25/24 – Code Enforcement Hearings
- 11/27/24 – Planning & Zoning Meeting

Events:

- 11/08/24 – Salsa Under the Stars
- 11/15/24 – Domino Tournament
- 11/19/24 – Police Department Night Out

COMMUNITY CENTER

October/November



Congregate	Homebound	Monthly Average
107 Total Registered	100 Total Registered	55 Congregate in June
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

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GRANTS

October

- 1 New grant application prepared in October
 - The Children's Trust – Direct Service Program Enhancement Grant Program – West Miami Summer Camp 6-week STEM Program for Middle School Students
- 0 Grant Approval received in October

Active grants list with updates:

- Vulnerability Assessment – Working with Vendor to complete Tasks for reimbursement approval
- Tree City USA designation – In-progress
- FRDAP-Cooper Park Exercise Equipment – Pending agreement for execution
- EPA – Potable Watermain Improvements Project – Notified of additional information required to move forward
- FDEP-Potable Water System Improvements (Phase II (IA internally) – In progress
- FRDAP-Recreation Center & Park Development-Pending Submission of Commencement Package to get Notice to Proceed

November

- 1 New application prepared in November
 - Tree City USA Designation – Submitted for Tree City USA and Growth Award
- 0 Grant Approval received in November

Active grants list with updates:

- Vulnerability Assessment – DRAFT Final Report received and reviewed, pending presentation in January to close out project
- Tree City USA designation – Preparing Annual Proclamation for January 2025 to report Arbor Day 2025 recognition and planting date
- Cooper Park Exercise Equipment – Agreement on November Agenda – Pending Commencement Package Submission to receive Notice to Proceed
- EPA – Potable Watermain Improvements Project – Received DRAFT Agreement
- FDEP-Potable Water System Improvements (Phase II (IA internally) – In progress

January 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.

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- 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.

IT

October/November

- Tickets Opened: 53
Tickets Closed: 45
- ATT Phone IVR Menu Updated for the City to improve call flow for all residents (Auto Attendant)
- Police Department GPS Deal made with T-Mobile and Upgrade their GPS system
- Clover Accounts fixed
- 2FA Added to Police Department Social Media Instagram
- Furniture upgrades for the Grant Manager and Community Center
- Network bridge from Public Services to City Hall upgraded for consistency
- Reduced Adobe license count to reduce cost
- TV at Community Center added and upgraded the sound system
- Added City's first Govee Smart Lights at the Community Center
- Cooper Park Gazebo lights upgraded with Govee Flood Lights to save energy and provide quality of life for residents and city events
- Some progress on the City's permit portal for online submittal
- Elections web page simplified and updated on the City Website

PARKS

October

Rentals

- 1 Multipurpose facility events
- 0 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

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Community Center

- 2 rentals

Cooper Park

- 0 rentals

Garden Club

- 0 rentals

Events

- Early Voting or Primary Election (Community Center)
- Primary Election (Multipurpose Facility)
- Just Ball/FCC Mini Soccer Pitch Program

November

Rentals

- 5 Multipurpose facility events
- 2 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

- 2 rentals

Cooper Park

- 1 rental

Garden Club

- 2 rentals

Events

- Early Voting For Primary Election (Community Center)
- Primary Election (Multipurpose Facility)
- Salsa under the stars (Cooper Park)
- Domino Tournament (Multipurpose)
- Thanksgiving Luncheon (Cooper Park)
- Just Ball/FCC Mini Soccer pitch program

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PASSPORT ACCEPTANCE FACILITY

October

- Passport Applications 277 x \$35 = \$ 9,695.00
19 less than September/\$665.00 less than September
- Passport Photos 307 x \$17 = \$5,219.00
54 less than September/\$918.00 less than September

November

- Passport Applications 283 x \$35 = \$ 9,905.00
6 more than October/\$210.00 more than October
- Passport Photos 293 x \$17 = \$4,981.00
14 less than October/\$238.00 less than October
- Postage Revenue – November 2024 - \$390.10

POLICE

October

- MDCACP Zoom Executive Luncheon
- Israel One Year Anniversary Service
- Two Hundred Club Dinner
- MDCACP Awards Dinner
- IACP Conference Boston
- Sergeants' Meeting
- NRU attended the following events:
 - 10/02 MDCACP lunch (Erik)
 - 10/07 Israel 1yr Memorial at Temple Beth Miami Beach (Erik)
 - 10/08 &10/09 Sandbag distribution (Carol/Erik)
 - 10/14 Tampa Relief Sendoff at the Hardrock (Erik)
 - 10/15 MDCACP Breast Cancer Photoshoot (Carol/Erik)
 - 10/15 C.I.T meeting (Carol)
 - 10/16 Poat Drive Coral Gables PD (Carol/Erik)
 - 10/16 MDCACP Dinner at the Biltmore (Erik)
 - 10/19 Hometown Heroes Event Tropical Park (Erik)
 - 10/30 MDPD employee appreciation event (Erik/ Carol)
 - 10/31 Halloween Event (Carol/Erik)
 - Business contacts: 29 (Erik)/ 54 (Carol)
 - Citizen contacts: 4 (Erik)/ 45 (Carol)
 - Quality life patrol miles: 467 (Erik)/ (Carol)
 - Traffic: 4 parking/ 4 verbal warnings (Erik) 583 (Carol)
 - Social media posts: 11
- Crimes/Calls for Service:
 - 00 Robbery

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- Burglary
 - 0 Dwelling/Structure
 - 3 Conveyance
- 01 Auto Theft
- 03 Theft
- 25 Disturbances
- 02 Baker Act
- 02 Assault/Battery
- 00 Agg. Battery/Agg Assault
- 32 Traffic Arrests
- 21 Traffic Crashes
- 221 Traffic Citations
- 54 Parking Citations
- 243 Total Calls
- 45 Total Crimes
- 12,365 Patrol Miles
-

November

- MDCACP Executive Lunch 11/06/2024
- Shomrim Dinner 11/08/2024
- MDCACP Awards Dinner 11/14/2024
- PBA Pig Roast 11/16/2024
- Feed Veterans Marlins Park 11/20/2024
- NRU attended the following events:
 - 11/06 MDCACP lunch (Carol/ Erik)
 - 11/08 Salsa Under Stars event (Carol/ Erik)
 - 11/11 Toys for Tots campaign start
 - 11/14 MDCACP dinner (Erik)
 - 11/16 Pig Roast event (Erik)
 - 11/19 National Night Out event (Carol/ Erik)
 - 11/20 MDCACP Veterans Thanksgiving feeding (Erik)
 - 11/20 Turkey Drop-off (Carol)
 - Sylvania parking enforcement: 18 warnings
 - Business Contacts: 46 (Carol) 23 (Erik)
 - Citizen Contacts: 6 (Carol) 6 (Erik)
 - Quality life patrol miles: 441 (Carol) 292 (Erik)
 - Social Media posts: 9
- Crimes/Calls for Service:
 - 00 Robbery
 - Burglary
 - 1 Dwelling/Structure
 - 0 Conveyance
 - 03 Auto Theft
 - 01 Theft
 - 25 Disturbances
 - 01 Baker Act
 - 02 Assault/Battery

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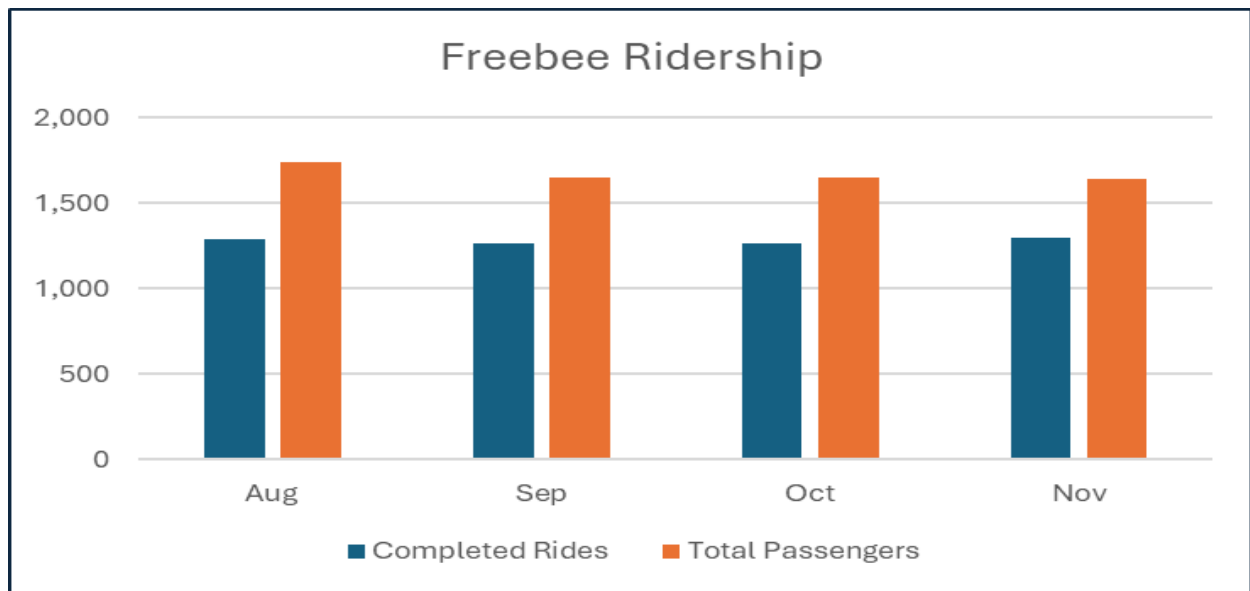
- 00 Agg. Battery/Agg Assault
- 37 Traffic Arrests
- 13 Traffic Crashes
- 297 Traffic Citations
- 87 Parking Citations
- 141 Total Calls
- 86 Total Crimes
- 12,569 Patrol Miles

PUBLIC SERVICES

October/November

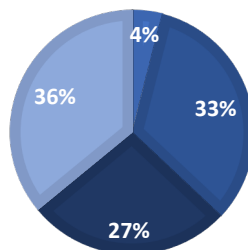
FREEBEE Ridership

- Completed Rides: 2,554
- Total Passengers: 3,295



PASSENGER AVERAGE AGE FOR OCTOBER/NOVEMBER

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



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There was an overall 34 increase in Completed Rides and a 5 increase in Total Passengers from October to November.

FACILITIES MAINTENANCE DIVISION

October/November

- Assisting John Bell Construction with RFI's and submittal and questions pertaining to the construction of the New Multi-Generational Center.
- Assessing the problem with the City Hall elevator.
- Assisting the transport from the City of Hialeah to the West Miami sculpture.
- 450 Water meters have been installed.

FLEET MAINTENANCE

October/November

- Vac Truck is out of service – Still accessing.
- Met with Enterprise for contract negotiations on Police vehicles and Public Service vehicles.
- A weekly fleet maintenance report was created.

Landscape Maintenance

October/November

- Performed maintenance at all traffic circles and applied herbicide
- Repairs of Cooper Park and Rec Center's irrigation system
- Landscaped Sylvania Boulevard Circle
- Conducted landscape maintenance at all Parks

Preparations of City Events

October/November

- Halloween at the Park
- Salsa Under the Stars
- Thanksgiving Employee Lunch
- Begin Preparation for Christmas Tree Lighting Event

Work Orders

October/November

- There were 46 tickets closed for tree trimming requests
- There were 3 tickets closed for root problems request
- There were 38 tickets closed for pressure cleaning request
- There were 5 tickets closed for damaged/diseased trees
- There were 4 tickets closed for removal of dead animals in the road
- There were 6 tickets closed for pavement repairs
- There were 3 tickets closed for fallen sign
- There were 5 tickets closed for pothole repairs
- There was 1 ticket closed for graffiti on city property
- There was 1 ticket closed for clogged storm drain

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Storm Water

October/November

- Drain clearing by hand – removing leaves and trash from the grates for better filtration.
- Purchased mosquito dunks for the City in preparation for the rainy season.
- Repaired stormwater drain and pothole.

Sanitation

October/November

- Regular pick-up schedule continues.

Code Enforcement

October/November

- | | |
|---------------------------------|----|
| • Overgrown Lot | 12 |
| • Abandoned Vehicle | 2 |
| • Construction without a permit | 1 |
| • General R-1 Regulations | 3 |
| • Off-street Parking | 1 |
| • Trash and Debris Nuisance | 1 |
| • Utility Easement | 2 |
| • Occupational License | 3 |
| • Certificate of Occupancy | 2 |
| • Dog Public Nuisance | 1 |
| • Noise Prohibited | 1 |

MANAGER'S REPORT JANUARY 22, 2025

Resolutions

October/November

- Resolution #2024-84 – Univida Adult Daycare
- Resolution #2024-85 – Continental Strategy Extension
- Resolution #2024-86 – Sister City Hialeah-West Miami
- Resolution #2024-87 – Accepting TPO Bicycle and Pedestrian Grant
- Resolution #2024-88 – FRDAP 2024-2025 Grant
- Resolution #2024-89 – Support Homeowners Tax Reduction Act
- Resolution #2024-90 – Adopting Charter Amendments 11-5-2024
- Resolution #2024-91 – Victims of Communism
- Resolution #2024-92 – Accepting Sculpture from Hialeah-Approving Location
- Resolution #2024-93 – FPL Easement Varian 1700 SW 62 Avenue
- Resolution #2024-94 – MAA CWM – City of Homestead
- Resolution #2024-95 – MAA CWM – Bay Harbor
- Resolution #2024-96 – Countywide MAA – Association of Chiefs of Police for Assistance
- Resolution #2024-97 – MAA Statewide Emergency Management- CWM
- Resolution #2024-98 – Parking Fines Reimbursement Program
- Resolution #2024-99 – Adopting Employee Policies Manual
- Resolution #2024-100 – Stem Grant Summer Program
- Resolution #2024-101 – Cooper Path Widening
- Resolution #2024-102 – GAA Grant Agreement
- Resolution #2024-103 – FDOT Agreement G3597

Ordinances

October/November

- Ordinances #2024-13 – Legal Notices
- Ordinances #2024-14 – Nuisance Abatement Situations
- Ordinances #2024-15 – Regulating Trucks Along Sylvania Blvd
- Ordinances #2024-16 – Swale Parking Regulations 12 & 13 Street & Sylvania School

MANAGER'S OFFICE

- Letter from Miami-Dade County Mayor – see attached.