



# CITY MANAGER'S REPORT

MAY 1, 2024

*REPORTING MONTH - MARCH 2024*

Edward Silva, R.A.

# MANAGER'S REPORT MAY 1, 2024

## FINANCE DEPARTMENT

### March


- For the month of March 2024, general fund revenue of \$368K trailed budget of \$766K by -48%; while expenditures of \$817K exceeded 7% budget expenditures of \$766K by 7%.  
Year to date, general fund revenue of \$6.4M favorably continued to exceed budget of \$4.6M by 140%. Expenditures of \$4.693M also unfavorably exceeded budget by -2%, as compared to budgeted expenditures of \$4.6M.
- For the month of March 2024, revenue for all funds of \$680K trailed budget of \$2.1M while expenditures of \$1.2M remain favorably under budgeted expenditures of \$2.1M. Year to date, revenue for all funds of \$9.2M trail budget of \$12.6M; while expenditures of \$6.9M remain favorably under budgeted expenditures of \$12.6M.

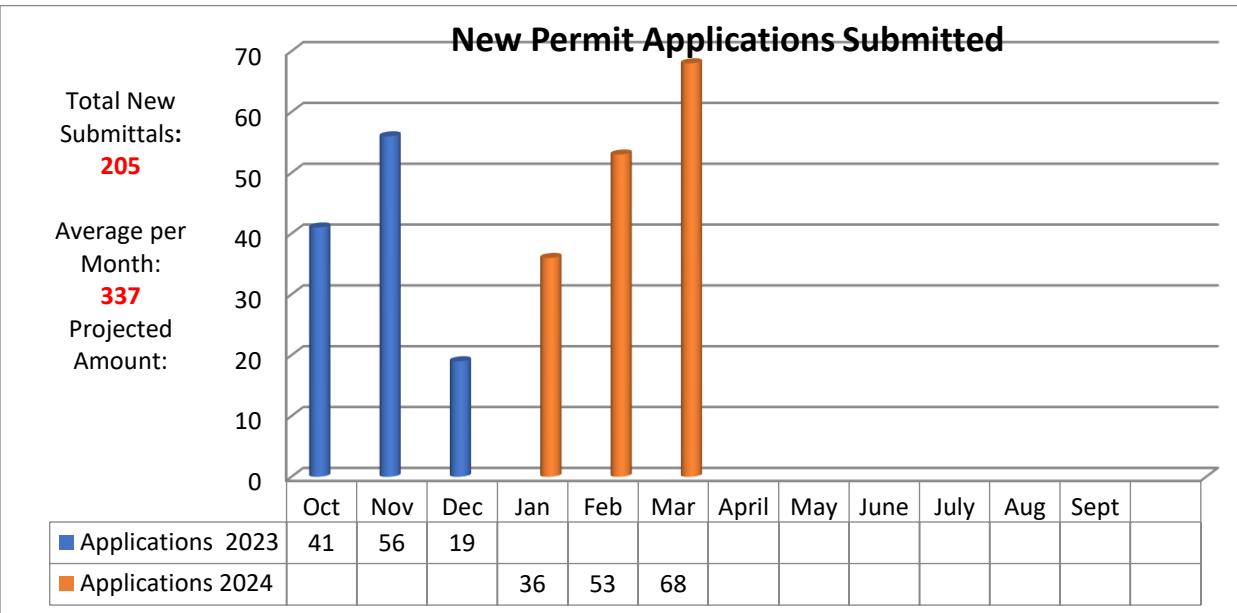
DATE	CHECK NO.	VENDOR	AMOUNT
03/06/24	3783	AMI ENGINEERING INC	10,476.00
03/19/24	17595	DIGITAL DISPLAY EXPERTS INC	32,708.00
03/18/24	EFT	CARD ASSETS CC PAYMENT	23,607.12
03/18/24	EFT	CLA PAYER EXPRESS WEB PAY	14,490.00
03/21/24	17618	GEMRT CERTIFIED PUBLIC ACCOUNTANTS	12,500.00
03/26/24	17610	WEX BANK	12,489.52
03/18/24	17588	RED DESIGN GROUP, LLC	11,185.24
03/26/24	1529	FLORIDA MUNICIPAL INS TRUST	117,162.57
03/05/24	EFT	FL DEPT OF REVENUE	93,113.07
03/26/24	1526	AMERICAN TRAFFICE SOLUTIONS	27,872.00
03/19/24	1653	DIVISION III GROUP CORP	40,150.00
03/14/24	1647	GREATER MIAMI CATERER INC	21,305.34
03/28/24	2790	MIAMI-DADE COUNTY SOLID WASTE MGMT	12,814.44
03/14/24	2788	MIAMI-DADE COUNTY SOLID WASTE MGMT	11,317.69
03/14/24	2789	MIAMI-DADE COUNTY SOLID WASTE MGMT	10,178.24
03/14/24	863	FREEBEE	12,020.00
03/25/24	865	AMI ENGINEERING INC	15,801.00
03/08/24	5788	MIAMI-DADE WATER & SEWER DEPT	84,526.08
03/25/24	5797	MIAMI-DADE WATER & SEWER DEPT	82,911.73
03/22/24	5798	MIAMI-DADE WATER & SEWER DEPT	80,675.91

# MANAGER'S REPORT MAY 1, 2024

## BUILDING DEPARTMENT

### March

 Service Description	Prior Month	Prior Month	Prior Month	Prior Month	Prior Month	Prior Month	Fiscal Year to Date FY 2023-24
	OCTOBER 2023	November 2023	December 2023	January 2024	February 2024	March 2024	
<b>PERMITS ISSUED</b>							
Building Permits	36	28	39	34	54	27	218
<b>TOTAL PERMITS</b>	<b>36</b>	<b>28</b>	<b>39</b>	<b>34</b>	<b>54</b>	<b>27</b>	<b>218</b>
Permits for New Houses	0	0	0	0	0	0	0
Permits for New Commercial	0	0	0	0	0	0	0
<b>INSPECTIONS</b>							
Building & Roofing	101	138	61	146	140	130	716
Zoning (Building)	15	5	12	13	20	9	74
<b>TOTAL INSPECTIONS</b>	<b>116</b>	<b>143</b>	<b>73</b>	<b>159</b>	<b>160</b>	<b>139</b>	<b>790</b>
<b>CASES</b>							
New Cases Open	47	15	15	33	69		179
Special Master (Hearing) Cases	14	0	15	15	15		59
Active Cases	12	66	84	57	77		296
<b>TOTAL CASES</b>	<b>73</b>	<b>81</b>	<b>114</b>	<b>105</b>	<b>161</b>		<b>534</b>
<b>CERTIFICATES</b>							
Certificates of Occupancy	1	0	0	0	0		1
Certificates of Use	16	17	84	11	19		147
<b>TOTAL CERT. OF OCCUPANCY/ USE</b>	<b>17</b>	<b>17</b>	<b>84</b>	<b>11</b>	<b>19</b>		<b>148</b>



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## COMMUNICATIONS

### March

- 11 FB Postings (including event and meeting postings)
- 2 Twitter Postings
- 134 FB Followers (new Facebook Account)
- 7 New FB followers
- 1,897 Instagram Followers
- 78 New IG Followers
- 1,274 Constant Contact Contacts
  - 03/1/24 – Employee Appreciation
  - 03/27/24 – Good Friday
- 3 Videos

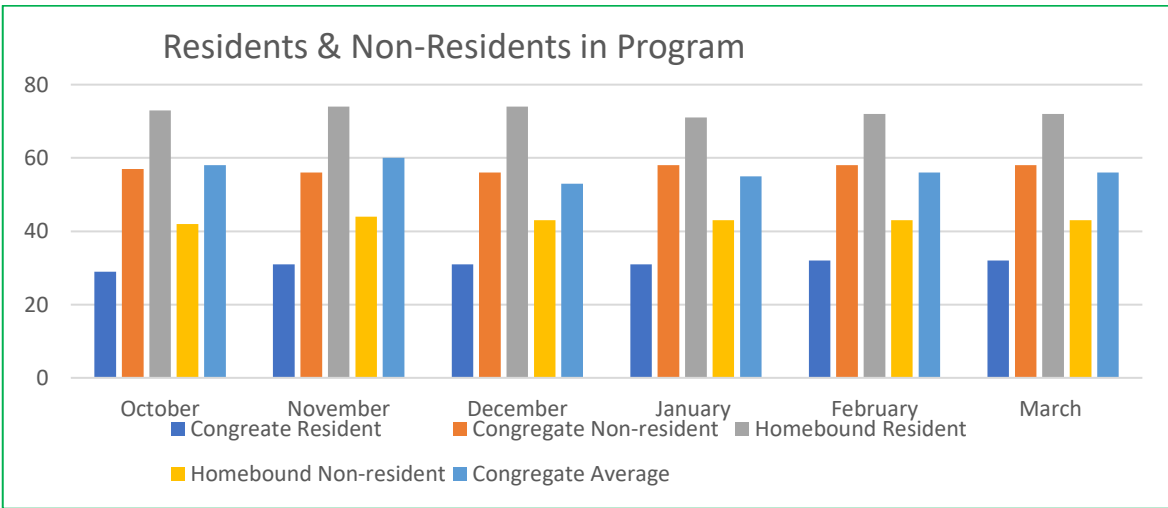
#### Meetings:

- 03/06/24 – Regular City Commission Meeting
- 03/19/24 – Red Light Camera Hearing
- 03/20/24 – Regular Recreation Advisory Board Meeting
- 03/20/24 – Special City Commission Meeting

#### Events:

- 03/18/24 – Sign Unveiling for Chief Kiel
- 03/28/24 – Cafecito with the Women of West Miami
- 03/30/24 – Easter Breakfast
- 03/30/24 – Easter Egg

## COMMUNITY CENTER



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<b>Congregate</b>	<b>Homebound</b>	<b>Monthly Average</b>
86 Total Registered	115 Total Registered	58 Congregate in October
86 Total Registered	118 Total Registered	60 Congregate in November
87 Total Registered	117 Total Registered	60 Congregate in December
89 Total Registered	114 Total Registered	55 Congregate in January
88 Total Registered	115 Total Registered	56 Congregate in February
90 Total Registered	114 Total Registered	59 Congregate in March

## GRANTS

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### March

- 0 New grant applications prepared in March
- 0 Grants Approval Received in March
- Active grants list with updates:
  - Vulnerability Assessment – Bid proposals received, pending evaluation
  - Cooper Park Exercise Equipment – In-Progress
  - EPA – Potable Watermain Improvements Project (Phase II) – Pending Agreement for execution
  - FDEP-Potable Water System Improvements (Phase III) – Pending ITB to be advertised for construction services
  - GREEN Neat Streets – Shading West Miami 2024 – Contractor Selection pending kick-off meeting in April to begin work
  - FDOT Public Transit Development Program – West Miami SMART Plan On-Demand – Pending Agreement
  - U.S. Soccer Foundation Mini-Pitch Soccer Field – West Miami Mini-Pitch Soccer parks – In-Progress with preparing the slab for the construction of facility by Musco Lights
  - Safe Streets & Road for All (SS4A) – West Miami Transportation Action Plan – Developing Agreement for execution

### May Upcoming Events

- Looking into Charging and Fueling Infrastructure Discretionary Grant opportunity
- GREEN Program planting to be almost completed and prepare to close out grant
- Continue researching funding opportunities to benefit the community and help fund CIP identified projects
- Applying for a cybersecurity grant from the State of Florida – pending after July 1, 2024
- Prepare for park grants and develop survey to residents on park amenities
- Attend meeting for Just Ball program to be held at Mini-Pitch Soccer Parks with Futbol con Corazon to begin Fall 2024 (August to December)

## IT

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### March

- Tickets Opened: 49  
Tickets Closed: 45
- Public Passport KIOSK Deployed to ensure more accurate passport applications
- Updated Passport Calendar added a service variant for families of 3 or more, and added extra security.
- Cleaned up, re-provisioned many users PCs

## PARKS

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### March

#### **Recreation Center:**

- Presidential Primary Election Day

#### **Rentals**

- 5 Multipurpose facility events
- 7 Pavilion events

#### **Field Rental**

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

#### **Court Rental -Tennis Court**

- Monday through Saturday (School Yard Tennis Academy)

#### **Community Center**

- 1 rentals

#### **Cooper Park**

- 5 rentals

#### **Garden Club**

- No rentals

#### **Events**

- Easter Brunch (Community Center)
- Easter Egg Hunt (Cooper Park)
- Early voting Presidential Primary Election (Community Center)

## PASSPORT ACCEPTANCE FACILITY

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### March

- Passport Applications 565 x \$35 = \$ 19,775.00  
*72 more than February/\$2,500 more than February*
- Passport Photos 554 x \$17 = \$9,418.00  
*98 more than February/\$1,666.00 more than February*

## POLICE

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### March

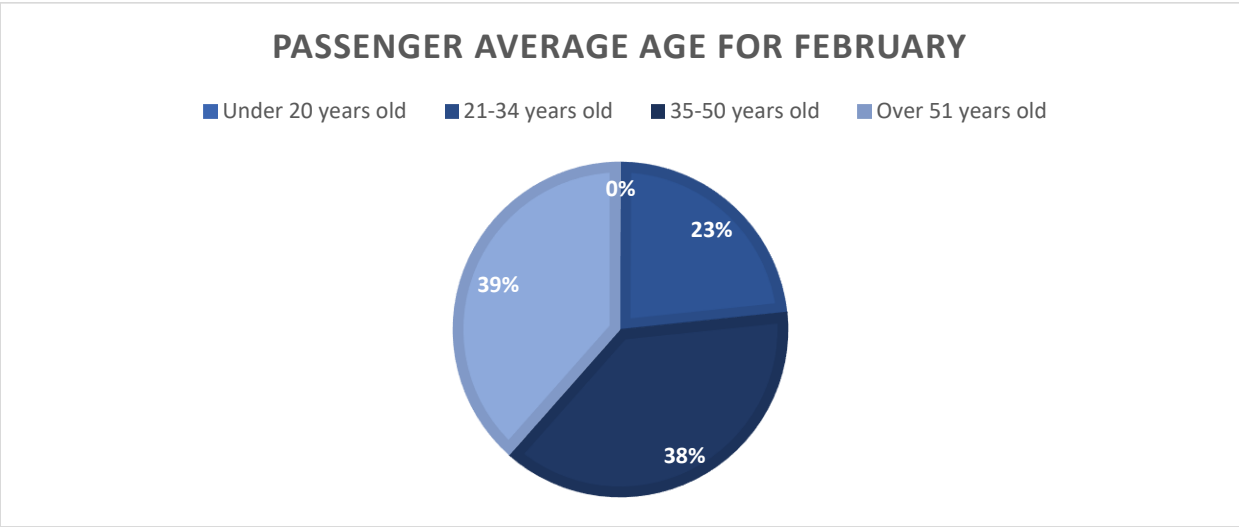
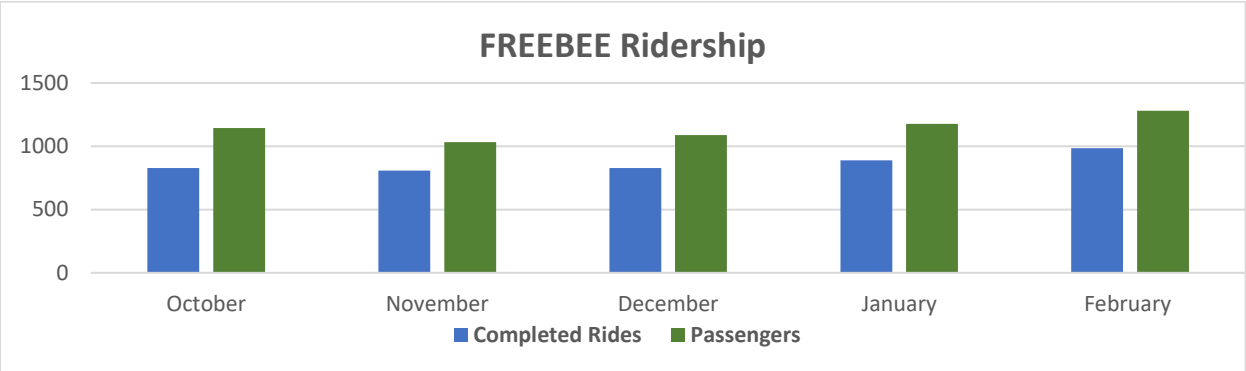
- MDCACP Scholarship Presentation, Medley Police Dept.
- MDCACP Executive Luncheon Miami PBA
- Chief P.O. Kiel Street Naming Dedication Ceremony
- POAT Meeting Homestead Raceway
- MDCACP Dinner Indian Creek Country Club
- Easter Eggstravaganza, Cooper Park
- 4 Dare Classes at Sommerest
- Bike Patrol
- MDCACP Scholarship Presentation, Medley Police Department
- MDCACP Executive Luncheon Miami PBA
- MDCACP Dinner Indian Creek Country Club
- Crimes/Calls for Service:
  - 01 Robbery
  - Burglary
    - 0 Dwelling/Structure
    - 3 Conveyance
  - 02 Auto Theft
  - 05 Theft
  - 39 Disturbances
  - 03 Baker Act
  - 02 Assault/Battery
  - 03 Agg. Battery/Agg Assault
  - 31 Traffic Arrests
  - 27 Traffic Crashes
  - 410 Traffic Citations
  - 44 Parking Citations
  - 308 Total Calls
  - 56 Total Crimes
  - 14,652 Patrol Miles

**PUBLIC SERVICES**

**March**

**FREEBEE Ridership**

- Completed Rides: 1,117
- Total Passengers: 1,524



There was an overall increase in Completed Rides and an increase in Total Passengers from February to March.

**FACILITIES MAINTENANCE DIVISION**

- Repaired clogged bathrooms both in Community Center and City Hall
- Breaking Ground for City Speed Tables, authorizing signatures and marking locations
- Continue with the brick façade at City Hall building
- Bought Paint for Recreation Center to paint interior, started painting last week of March into April

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- Work still being done for electrical gate project to be installed at City Hall parking area
- Prepared ground for soccer field, our staff was onsite to supervise
- Ordered and started the connection of the Led lights for the tower

## **Preparations of City Events**

- Chief PO Kile Street naming – March 18, 2024
- Easter Eggstravaganza and Brunch – March 30, 2024

## **Work Orders**

- There were 37 tickets closed for tree trimming requests
- There were 52 tickets closed for power washing sidewalks
- There were 3 tickets closed for stump grinding

## **Water Department**

- Continuing to change out the old meters and installing the new meters with remote nodes.
- Pump Monitoring Station will soon be installed, estimate late April.

## **Storm Water**

- Vac Truck is back and in service cleaning drains in preparation for rainy season.
- Drain cleaning is also serving resident's requests.

## **Sanitation**

- Regular pick-up schedule continues.

# MANAGER'S OFFICE

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## **Acknowledgments**

- Congrats to all Special Events team which includes Communication, Police and Public Services for the first event Camping Under the Star Event which was wildly popular.

## **Informational Updates**

- Security cameras are installed in Garden Club and Cooper Park, they will be operational in two (2) weeks.
- City Drainage Projects - plans are ready and will submit for Bid – water line replacement.
- Completed 1<sup>st</sup> round of Speed Table Installation – nine were installed.

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- Insurance increase – Potential increase for next year of 75% partially due to not having an appraisal done since 2005.
- Rec Center – BID out – Cone of Silence.
- Traffic workshop date – for Commission to provide.
- Chicane / Circle – 6501 SW 12 Street.
- Three (3) Million Dollar Grant - Potable Water Improvement City Phase II – all documents provided, working on agreement.
- Vacuum Truck – Operating.
- City Hall complex – Parking has been secured.
- Tree injection is completed.
- Start date for tree plant – kick-off meeting April 9<sup>th</sup>.

## Resolutions

### March

- Resolution #2024-15 – Approval of Special Use Permit
- Resolution #2024-16 – Charter Review Board for Amendments
- Resolution #2024-17 – FMIT Nomination Mayor Eric Diaz-Padron
- Resolution #2024-18 – Approving Franks Fresh Fruit Mini Market Special Use Permit
- Resolution #2024-19 – Request to Supervisor of Elections – Charter Amendments
- Resolution #2024-20 – Electing Superior Landscaping for Shading West Miami Project
- Resolution #2024-21 – Purchase of Police Patrol Car
- Resolution #2024-22 – Recreation Center Redesign Project