



# CITY MANAGER'S REPORT

MAY 14, 2025

*REPORTING MONTH – MARCH 2025*

Edward Silva, R.A.

# MANAGER'S REPORT MAY 14, 2025

## FINANCE DEPARTMENT

### March


#### Manager's Reportable Checks

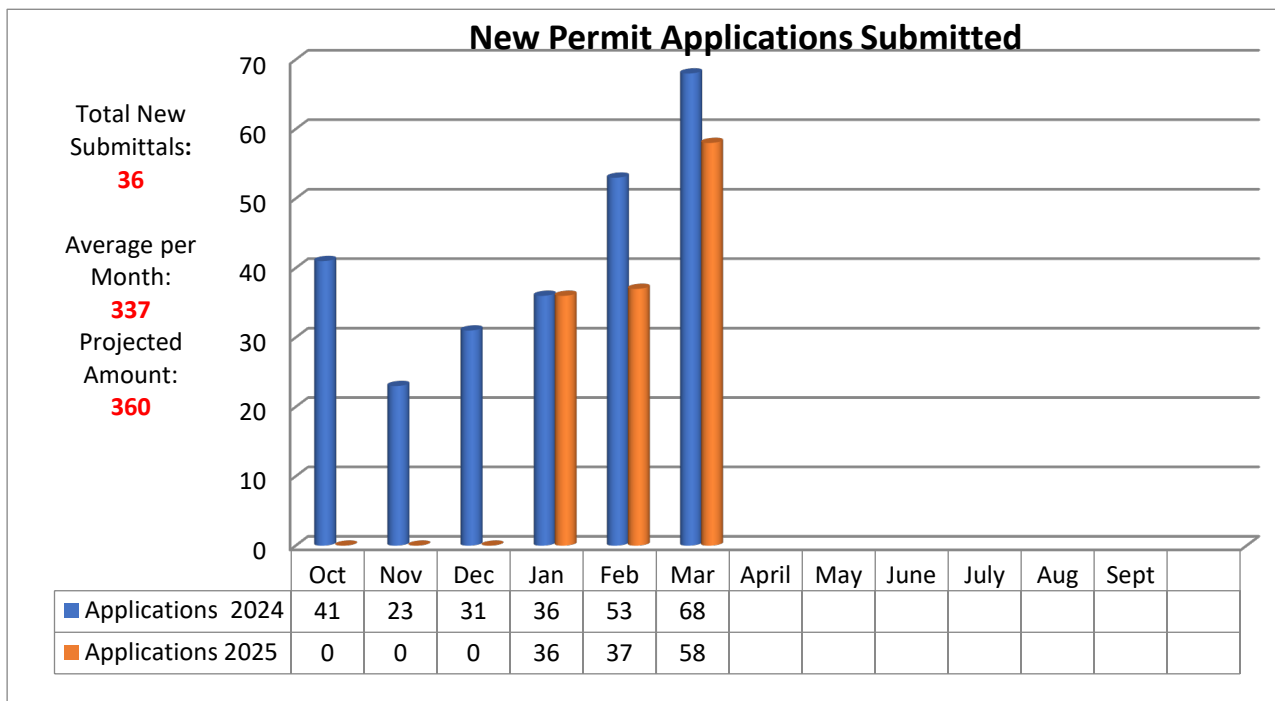
DATE	CHECK NO.	VENDOR	AMOUNT
3/3/2025	1042	JOHN BELL CONSTRUCTION, INC	492,604.94
3/3/2025	5969	MIAMI-DADE WATER & SEWER DEPT.	100,498.26
3/3/2025	5970	MIAMI-DADE WATER & SEWER DEPT.	61,146.81
3/3/2025	1551	AMERICAN TRAFFIC SOLUTIONS, INC	27,264.00
3/3/2025	2837	MIAMI-DADE COUNTY SOLID WASTE MANAGEMENT	10,455.41
3/4/2025	2027	GREATER MIAMI CATERER, INC	21,882.02
3/5/2025	5972	GEMRT CPAs	12,250.00
3/5/2025	906	FREEBEE	12,020.00
3/11/2025	18400	FMIT	103,250.47
3/11/2025	5975	MIAMI-DADE WATER & SEWER DEPT.	102,710.23
3/11/2025	18396	BROWN & BROWN OF FLORIDA, INC	79,970.25
3/11/2025	4187	PREFERRED GOVERNMENTAL INS. TRUST	25,696.50
3/12/2025	25031280573	FLORIDA DEPARTMENT OF REVENUE	25,647.00
3/12/2025	25031280574	FLORIDA DEPARTMENT OF REVENUE	25,564.00
3/12/2025	25031280572	FLORIDA DEPARTMENT OF REVENUE	23,157.00
3/14/2025	2838	MIAMI-DADE COUNTY SOLID WASTE MANAGEMENT	11,421.10
3/19/2025	5977	MAGGOLC, INC	147,653.75
3/19/2025	5978	MIAMI-DADE WATER & SEWER DEPT.	77,998.50
3/19/2025	2046	GREATER MIAMI CATERER, INC	20,633.76
3/19/2025	18414	SAGE INTACCT, INC.	11,701.80
3/21/2025	18419	CITY OF WEST MIAMI	25,000.00
3/21/2025	2840	MIAMI-DADE COUNTY SOLID WASTE MANAGEMENT	11,474.59
3/21/2025	18424	WEX BANK	11,389.63
3/28/2025	18432	LEHTINEN SCHULTZ, PLLC	34,687.47
3/28/2025	2059	OUTDOOR WORKOUT SUPPLY	26,954.00
3/28/2025	18449	PREFERRED GOVERNMENTAL INS. TRUST	25,696.50

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## BUILDING DEPARTMENT

### March

 Service Description	Prior Month	Prior Month	Prior Month	Prior Month	Prior Month	Prior Month	Fiscal Year to Date FY 2024-25
	OCTOBER-DECEMBER 2024	JANUARY 2025	FEBRUARY 2025	MARCH 2025			
<b>PERMITS ISSUED</b>							
Building Permits	81	27	36	46			190
<b>TOTAL PERMITS</b>	<b>81</b>	<b>27</b>	<b>36</b>	<b>46</b>			<b>190</b>
Permits for New Houses	0	0	0	0			0
Permits for New Commercial	0	0	0	0			0
<b>INSPECTIONS</b>							
Building & Roofing	162	108	71	112			453
Zoning (Building)	65	19	14	23			121
<b>TOTAL INSPECTIONS</b>	<b>227</b>	<b>127</b>	<b>52</b>	<b>135</b>			<b>574</b>
<b>CASES</b>							
New Cases Open	0	0	0	0			0
Special Master (Hearing) Cases	0	0	0	0			0
Active Cases	0	0	0	0			0
<b>TOTAL CASES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>
<b>CERTIFICATES</b>							
Certificates of Occupancy	0	0	0	0			0
Certificates of Use	59	8	6	5			78
<b>TOTAL CERT. OF OCCUPANCY/ USE</b>	<b>59</b>	<b>8</b>	<b>6</b>	<b>5</b>			<b>78</b>



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## COMMUNICATIONS

### March

- 14 FB Postings (including event and meeting postings)
- 201 FB Followers
- 10 Twitter Postings
- 519 Twitter Followers
- 3,076 Instagram Followers
- 198 New IG Followers
- 1,438 Constant Contact Contacts

#### Meetings:

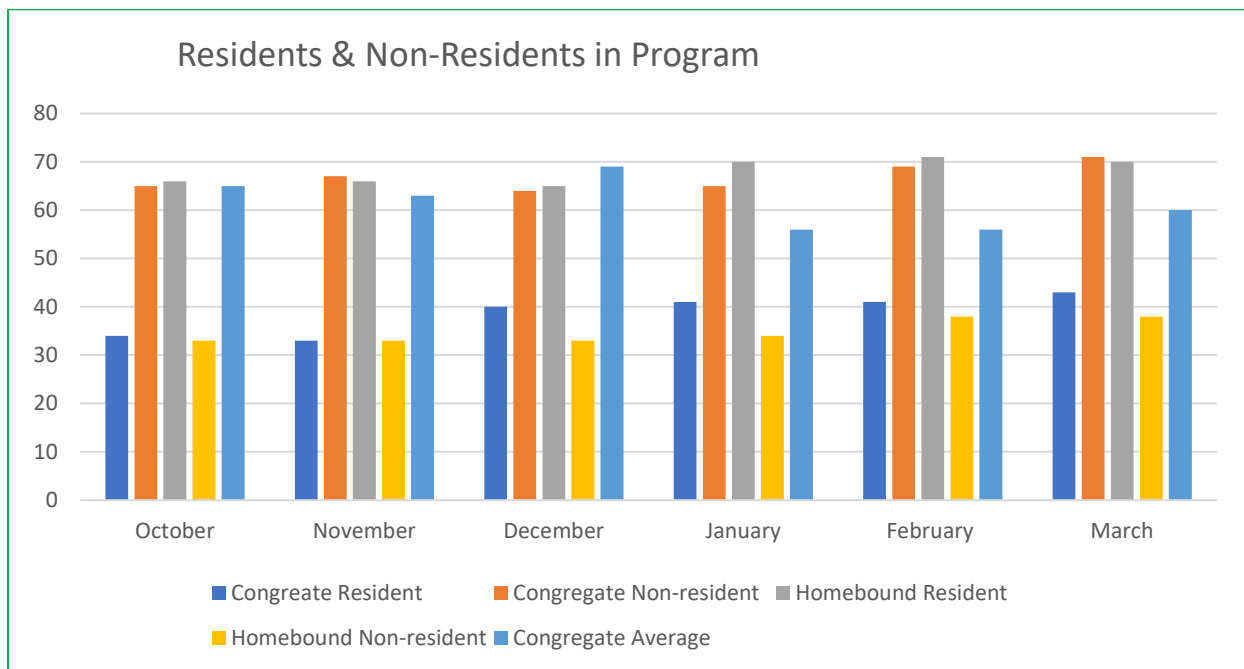
- 03/17/25 – Special City Commission Meeting
- 03/26/25 - Planning & Zoning Meeting
- 03/31/25 – Code Enforcement Meeting

#### Events:

- 03/06/25 - Cafecito with the Women of West Miami
- 03/19/25 - West Miami Beat Sculpture Unveiling

## COMMUNITY CENTER

### March



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<b>Congregate</b>	<b>Homebound</b>	<b>Monthly Average</b>
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
114 Total Registered	108 Total Registered	60 Congregate in March

## GRANTS

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### January

- 1 New grant application prepared in March
  - National Recreation and Park Association (NRPA) Youth Mentoring Program – Applied to include a mentoring program to the West Miami Summer Camp and After School Program (TOTAL \$60,000 Bi required City cost share)
- 0 Grant approvals received in March

Active grants list with updates:

- Vulnerability Assessment – Pending Closeout
- FRDAP - Cooper Park Exercise Equipment – RFP advertised in February set to be closed on March 27, 2025
- EPA – Potable Watermain Improvements Project – Submitted reimbursement request
- FDEP-Potable Water System Improvements (Phase III) – Pending RFP to be advertised
- FRDAP - Recreation Center & Park Development – Preparing RFP to be advertised
- Department of Commerce (DOC) – Senior Activity Center – Submitted reimbursement request
- FRDAP – Cooper Park Path Widening – Preparing RFP to be advertised
- FDOT – Safe Streets for All (SS4A) – Preparing RFP to be advertised
- TPO – Bicycle & Pedestrian Safety Plan – CALTRAN was selected as the vendor for this project

### May Upcoming Events

- Prepare to resubmit the project application for the upcoming cycle of the Recreation Trails Program (RTP) for Cooper Park Enhancements to the restroom and splash pad installation
- Continue researching grant opportunities
- Preparing to submit grant applications and Semi-Annual Performance Reports

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## PROCUREMENT:

### March

- March 11, 2025 Pre-Bid meeting held for RFP#2025-10-007 (Rubberize Playground Areas & Maintenance – Cooper Park)
- March 27, 2025 Bid opening for RFP#2025-10-007 (Received 2 proposals)

### May Upcoming Events

- Bid Opening for RFP#2025-20-008 (Safe Streets for All (SS4A))

## IT

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### March

- Tickets Opened: 13
- Tickets Closed: 15

#### **Tasks Complete:**

- New Multi-Functional Center planning/equipment
- Quotes for new Parks & Rec system
- Website improvements/sub pages
- Social Media account 2FA Improvements
- Audit information submitted
- Research in using AI for Public Services

## PARKS

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### March

#### **Rentals**

- 6 Multipurpose facility events
- 0 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

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- Tuesday & Friday – Dan Cabeda Soccer Academy
- Thursday – Adult Softball

## **Community Center**

- 3 rentals

## **Cooper Park**

- 5 rentals

## **Garden Club**

- 1 rental

## **Events**

- Futbol Con Corazon (FCC) Corporate Soccer Tournament
- Sculpture Unveiling – 62 Avenue & 18<sup>th</sup> Street

## **PASSPORT ACCEPTANCE FACILITY**

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### **March**

- Passport Applications 447 x \$35 = \$ 16,520.00  
*58 more than February/\$1,085 more than February*
- Passport Photos 535 x \$17 = \$8,925.00  
*62 more than February/\$1,054.00 more than February*
- Postage Revenue – March 2025 - \$681.75

## **POLICE**

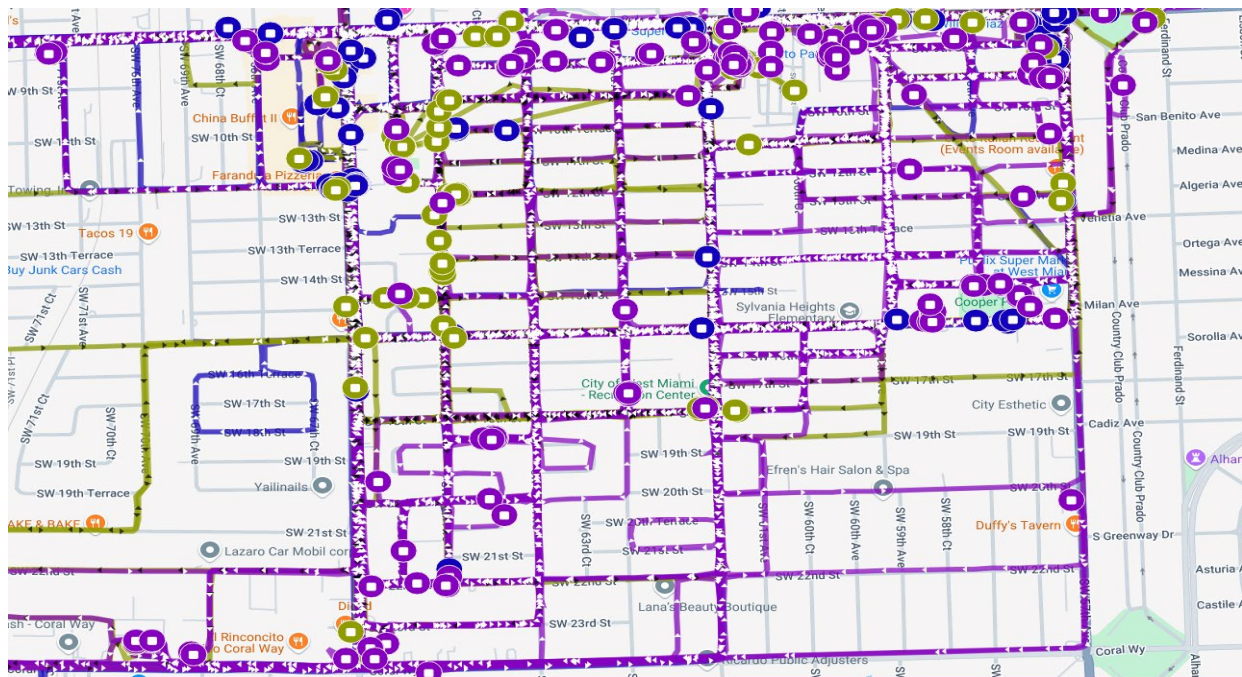
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### **March**

- MDCACP Executive Luncheon 03/05/25
- Independent Inspector General Committee 03/05/25
- Commission Meeting 03/05/25
- Two Hundred Club Board Meeting 03/11/25
- Meeting with HIS 03/11/25
- Chaplain Graduation 03/12/25
- Police Youth Conference 03/18/25
- NRU attended the following events:
  - 03/14 Sommerset Elementary Career Day
  - 03/19 Art Statue Unveiling
  - 03/19 Ludlam Plaza Apartments Crime Watch
  - 03/20 MDCACP Dinner

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- 03/20 Townhall with Mayor
- 03/21 Sylvania Elementary Career Day
- Somerset DARE Classes #6-8
- Business Contacts: 109
- Citizen Contacts: 10
- 3 Parking citations
- Crimes/Calls for Service:
  - 00 Robbery
  - Burglary
    - 0 Dwelling/Structure
    - 0 Conveyance
  - 02 Auto Theft
  - 07 Theft
  - 23 Disturbances
  - 01 Baker Act
  - 00 Assault/Battery
  - 00 Agg. Battery/Agg Assault
  - 54 Traffic Arrests
  - 27 Traffic Crashes
  - 292 Traffic Citations
  - 119 Parking Citations
  - 138 Total Calls
  - 70 Total Crimes
  - 11,569 Patrol Miles



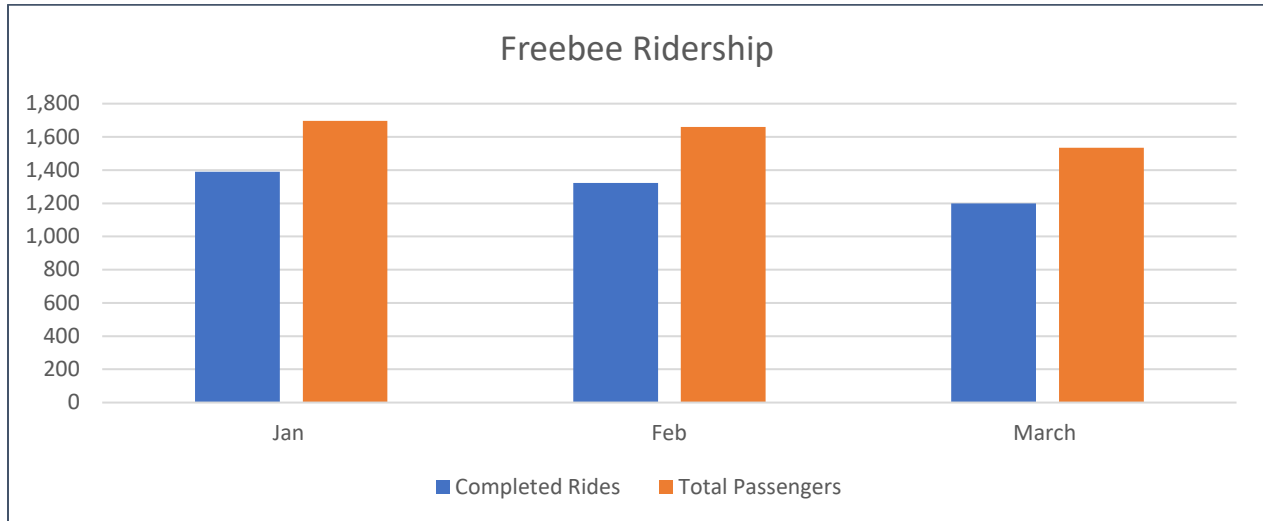
Patrol Map - March

## PUBLIC SERVICES

### March

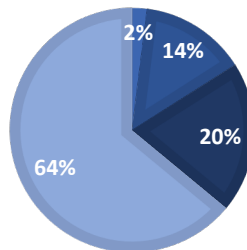
#### **FREEBEE Ridership**

- Completed Rides: 1,199
- Total Passengers: 1,534



#### **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 123 decrease in Completed Rides and a 128 decrease in Total Passengers from February to March.

#### **FACILITIES MAINTENANCE DIVISION**

- Assisting John Bell Construction with RFI's and submittals and questions pertaining to the construction of the New Multi-Generational Center.
- Repair exercise equipment at Cooper Park.

#### **FLEET MAINTENANCE**

- The Vac Truck is out of service – sent truck to transmission specialist.
- Reviewing repairs to put in service old passenger bus.

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- Weekly fleet maintenance report is ongoing.

## **Landscape Maintenance**

- Performed maintenance at all traffic circles and applied herbicide.
- Maintenance at Parks and City Hall.
- Began restoration of grass at Cooper Park.
- Repair sprinkler leak at Cooper Park.
- Replaced the irrigation system at Lorraine Park.

## **City Events**

- Cafecito with the Women of West Miami
- Traffic Circle Sculpture Unveiling.

## **Work Orders**

- There were 10 tickets closed for tree trimming requests.
- There were 8 tickets closed for the pressure cleaning request.
- There were 4 tickets closed for the removal of damaged or diseased trees.
- There were 8 tickets closed for root problems.  
There were 2 tickets closed for pothole repair.

## **Storm Water**

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

## **Sanitation**

- Regular pick-up schedule continues.

## **Code Enforcement**

- Noxious Nuisance 3
- Blight Commercial 1
- Blight Residential 4
- "C" Use Regulations 1
- Construction No Permit 1
- General R-1 Regulations 3
- Driveway & Approach 1
- Occupational License 1
- Shrubs Over Sidewalk 1
- Planting / City Right of Way 1
- Sign Regulations 1

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## Resolutions

### March

- Resolution #2025-14 – MOA CWM – Ice Under 287-G Task Force
- Resolution #2025-15 – Dispensing Alcohol - CABA Event

## FROM THE MANAGER'S OFFICE

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## OFFICE OF THE CITY MANAGER

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*Edward Silva, R.A.*

**To: Honorable Mayor, Commission, and Residents of the great City of West Miami**

**From: Edward Silva, R.A., C.F.M., R.C., C.B.O., City Manager**

**Re: Marking Two Years of City Accomplishments**

**Date: May 14, 2025**

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As we approach my second anniversary at the helm of this great City of West Miami and have embarked on the ambitious journey vocalized by the elected body to modernize and enhance every aspect of our city by improving our infrastructure, services and overall efficiencies, we are pleased to report that much has been accomplished but we also understand much more needs to be done.

Through strategic planning and collaborative efforts with our community we have successfully implemented numerous initiatives that have begun the transformation of our city into a more vibrant, efficient, welcoming place for all residents while ensuring we keep that small town vibe we all love.

Some of the highlights are as follows:

- **Facility Modernization:**
  - We began by conducting a comprehensive assessment of all facilities and equipment, finding key areas needed for improvement and our replacement.
  - Major renovations were started in our recreation center which is slated for completion this summer, and which will provide our residents with a new gathering place to build community bonds.
  - We addressed and fixed longstanding maintenance issues that had been deferred for years resulting in safer and more functional spaces for our staff and residents.
  - We have provided renovations for our current parks, enhancing accessibility and usability by renovating spaces and or adding new usages to our current parks.
  - We improved our street signs to create a uniform look to help our residents and visitors understand our speed limits and to help all realize they are in a city whose branding is on point.
  - We enhanced our landscaping, beautifying public places and promoting community pride while providing more tree canopy contributing to environmental sustainability.



## OFFICE OF THE CITY MANAGER

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- We started on the 8<sup>th</sup> Street corridor landscape initiative to reestablish the tree canopy lost along this business corridor.

- **Software and Technology Upgrades:**

We introduced state-of-the-art software in numerous departments to streamline operations, which include:

- Upgrades to finance software to help track expenses and revenues.
- Upgrades to passports' systems have improved efficiency by over 35%.
- Upgraded software for agenda management to improve communication of our upcoming legislative efforts to both the commission and our residents.
- Upgraded our building software for improvements in building services to the community.
- We launched a user-friendly online platform allowing residents to access city services, report issues, and engage with local government efficiently.

- **Financial Management:**

- We provided financial stability by providing a 2.3-million-dollar reserve policy as recommended by the Government Financial Officers Association.
- We have won GFOA recognition for the first time in our history. The second-year budget gained an even higher point total than the first awarded budget and we look forward to continued recognition in the future.
- We have started and have actively sought our available grants which in our first two years have provided us with close to 10 million dollars to help us modernize our infrastructure.
- We have concluded a thorough review of staffing levels and functions and have found steps moving forward consistent with revenue levels.



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- **Lowered tax rate:**
  - Through prudent fiscal management we have been able to lower the tax rate in our first two budgets while increasing quality services.
  - The intent of this initiative is to make our city more affordable and attractive for families and businesses alike.
  - We are analyzing revenue levels for Parks and Recreation to look at the possibility of lowering the tax rate assigned to parks which have been levied since 1946.
  
- **Increased Services:**
  - We expanded public services including adding events and revitalizing stagnant events with better more organized delivery models.
  - We have improved our senior facility by improving the offered foods, event and by adding mental health components to the program.
  - We have instituted a receptionist for all interactions with the city and with the ability to track all incoming calls for verification purposes.
  - We have enhanced tree trimming and grinding capabilities to better serve our residents.
  - We have begun with sidewalk cleaning services that address pedestrian safety.
  - We have improved sanitation services by providing new trash cans, minimal bulk pick-up services for free, and improved vehicles.
  - We have implemented software to track service calls for all residential requests that allows us to gauge progress and how quickly we respond to these requests.
  
- **Public Safety:**
  - We have added to the police force enhancing patrols.
  - We have started a crime watch to help engage the community in ensuring better communications with our residents.



## OFFICE OF THE CITY MANAGER

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- We have started bicycle patrols to provide a more effective engagement process for our residents.
- We have established a walking beat component for our business corridors so that the business community can provide real time issues directly to our officers.
- We have established a motorcycle unit in our patrols.
- We have upgraded our communication systems by buying state-of-the-art radio systems that allow for better real-time sharing of information between officers.
- We have added security cameras in our parks to help our crime center to watch our parks through our dispatchers.
- We have added license plate readers in strategic locations in our community.
- We reached a collective bargaining agreement in record time ensuring fair compensation and working conditions which in turn help us by benefitting in less turnover of officers.
- **Equipment Replacement:**
  - Significant investments have been made in replacing outdated equipment used by public works to ensure reliability and safety for our staff.
  - Significant investments have been made in upgrading our old and unreliable fleet of cars and trucks by both long-term leases and by using grants to purchase new vehicles.
  - We have modernized and changed 95% of our water meters to electronic water meters to ensure proper readings of usage and reducing the need to manually read the water meters monthly.
  - We fixed the long-standing issues on with our tv access channel to ensure greater transparency for our residents and have opened new social media platforms for greater interaction with our residents.



## OFFICE OF THE CITY MANAGER

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- **Traffic Calming Solutions:**

- We have implemented numerous traffic calming measures to improve safety for pedestrians, cyclists, and moving vehicles.
- We have installed numerous speed tables throughout our city as they meet the necessary criteria, and have more scheduled soon.
- We have designed numerous street crossings, which are pending County approval to provide crosswalks that provide greater safety for our residents.
- We have designed roundabouts at dangerous intersections and are pending County funds to construct these vitally important safety features.
- We have begun a study to provide bike paths along major corridors that will provide connectivity to the Ludlum trail.
- We have lowered speed limits on all residential streets to help with pedestrian safety.
- We have begun designing numerous chicanes and mini-circles to help reduce speeding on our streets.
- We are looking at adding medians along SW 16<sup>th</sup> Street to reintroduce the tree canopy and to reduce speeds.
- We have added parking restrictions on areas that had numerous complaints about illegal parking on swales.

- **Park Enhancements:**

- We have found and added new green spaces to our parks.
- We have reached an agreement with the Miami-Dade County School system to a joint use agreement allowing us to open school fields for residential usage on weekends and when school is not in session.



## OFFICE OF THE CITY MANAGER

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- We have designed a dog park and are currently waiting for our water line replacement project to be finished. Currently being used as a staging area for the underground pipes to implement and begin the transformation of this green area.
- We are looking at Leon Park and converting it into a Veteran's Park with an expanded footprint by reimagining the street grid around the green area.
- We have added mini-pitch soccer fields to our recreation center through grant funding.
- We will open our multi-generational center later this year.
- **Increased Events:**
  - We organized numerous events such as jazz, salsa, and music events.
  - We improved our Easter and Fourth of July events by adding numerous features and by giving more options for our residents to enjoy.
  - We improved our Halloween event by adding haunted houses and rides for two distinct age groups.
  - We added Mother's and Father's Day events for our residents.
  - We added a State of the City event that helps our elected officials connect with our residents and lay out the vision for the future.
  - We added Cafecito with a Cop event that promotes interaction with police and our residents.
  - We have added a farmer's day event, the first one happening at the end of this month.
  - We have added an art program to our summer school.
  - We are planning a founder's picnic to provide pride in our city's involvement over the years.



## OFFICE OF THE CITY MANAGER

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- We have added a camping under the stars event to the city.
- **Community Involvement:**
  - We have added community boards for further involvement of our residents in helping shape the direction of our community.
  - We have instituted town halls to discuss unique circumstances to fully understand the issue and help navigate solutions.

While these are just some of our accomplishments and while they reflect a commitment to leadership from our elected body, the efforts of staff to what has been asked of them has been remarkable. Our collective efforts have laid a strong foundation for the future. The vitally needed in our modernization efforts of expanded services, expanded police force, and financial stewardship have not only enhanced the quality of life for our residents but have created a thriving environment for enhancing our quality of life.

We are committed to keeping and increasing this momentum as we continue to engage with our residents and focus on innovative solutions for the many challenges ahead that we face as a community.

Together, united in the singular purpose for a brighter, more prosperous community based on pride and improved quality of life. We will overcome all obstacles and create a vibrant community we will all be proud to call our home.

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Edward Silva, R.A., C.F.M., C.B.O., R.C.  
**City Manager**