



CITY MANAGER'S REPORT

APRIL 3, 2024


REPORTING MONTH – FEBRUARY 2024

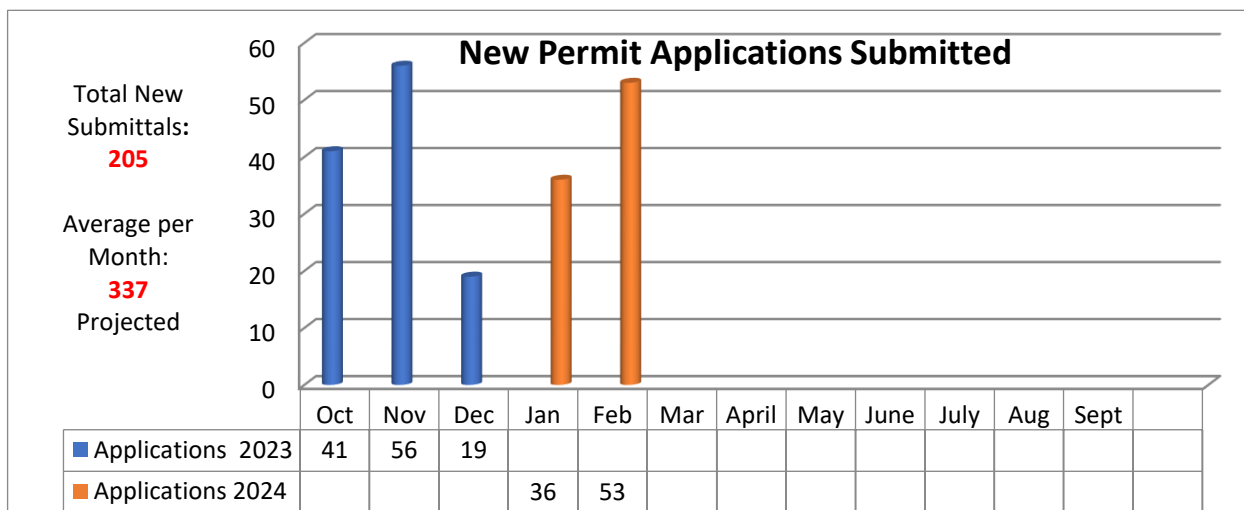
Edward Silva, R.A.

MANAGER'S REPORT APRIL 3, 2024

BUILDING DEPARTMENT

February

Department/ Division: Building & Permitting Division								
Reporting Period: February 2024								
 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			
PERMITS ISSUED								
Building Permits	36	28	39	34	54		191	
TOTAL PERMITS	36	28	39	34	54		191	
Permits for New Houses	0	0	0	0	0		0	
Permits for New Commercial	0	0	0	0	0		0	
TOTAL INSPECTIONS								
Building & Roofing	101	138	61	146	140		586	
Zoning (Building)	15	5	12	13	20		65	
TOTAL INSPECTIONS	116	143	73	159	160		651	
TOTAL CASES								
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	
TOTAL CASES	73	81	114	105	161		534	
TOTAL CERT. OF OCCUPANCY/ USE								
Certificates of Occupancy	1	0	0	0	0		1	
Certificates of Use	16	17	84	11	19		147	
TOTAL CERT. OF OCCUPANCY/ USE	17	17	84	11	19		148	



MANAGER'S REPORT APRIL 3, 2024

COMMUNICATIONS

February

- 10 FB Postings (including event and meeting postings)
- 1 Twitter Postings
- 127 FB Followers (new Facebook Account)
- 4 New FB followers
- 1,819 Instagram Followers
- 72 New IG Followers
- 1,274 Constant Contact Contacts
 - 02/2/24 - Month in Review for January
 - 02/16/24 – President’s Day Hours
 - 02/16/24 – Employee Newsletter
- 3 Videos

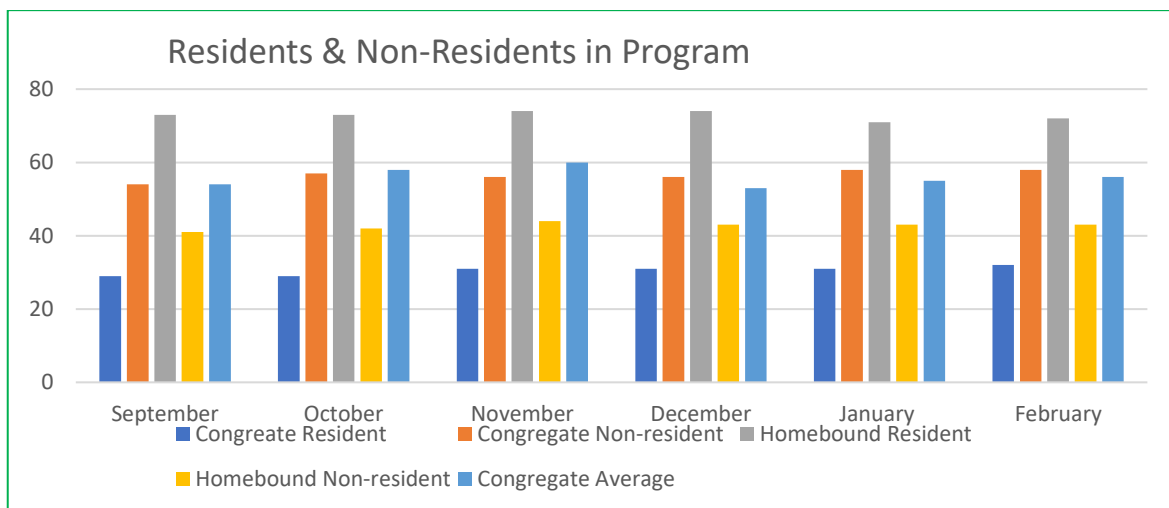
Meetings:

- 02/20/24 – Red Light Camera Hearing
- 02/26/24 – Code Enforcement Hearing
- 02/28/24 – Special City Commission Meeting
- 02/28/24 - Planning & Zoning Meeting

Events:

- 02/15/24 – Social Security Seminar
- 02/16/24 – West Miami Arbor Day Tree Planting
- 02/23/24 - Jazz Under the Stars

COMMUNITY CENTER



Congregate	Homebound	Monthly Average
83 Total Registered	114 Total Registered	54 Congregate in September

MANAGER'S REPORT APRIL 3, 2024

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

GRANTS

February

- 0 New grant applications prepared in December
- 0 Grants Approval Received in February
- Active grants list with updates:
 - Vulnerability Assessment – Pre-Bid Meeting held and Addendums created
 - Tree City USA designation – On February 16, 2024 West Miami Celebrated Arbor Day by planting a Live Oak at Garden Park
 - 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 – Door hangers distributed with 48 total opt-out requests received – Contractor Selection took place during Special Commissioner Meeting on March 20, 2024
 - 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

April Upcoming Events

- Looking into Charging and Fueling Infrastructure Discretionary Grant opportunity
- Continue Managing active grants with contractors to meet grant requirements
- 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
- Preparing System Safety Program Plan for City of West Miami Transit Services

MANAGER'S REPORT APRIL 3, 2024

IT

February/March

- Tickets Opened: 47
Tickets Closed: 40
- Created new ID Design for all Employees | Department color-coded
- Cooper Park Router Installed
- Organized Wi-Fi throughout all of the key locations (City Hall, WM Rec Center, Cooper Park, Public Services) WMPRIVATE | WMSTAFF | WMPUBLIC
- Reduced costs in Office.com for all of our licensing
- Added emails to all missing staff members, 25+ exchanged only licenses
- Programmed Radarsign Speed Signs
- 2 Factor Authentication added to ALL EMPLOYEES

Future Plans:

- Improve entire A/V System
- Organize IT Room
- Continue to improve our network security
- Remove Old Server
- Train and Utilize OneDrive for all employees
- Utilize the use of Teams or Office@Hand
- Employee quality of life and cable management/screens/needs

PARKS

February

Recreation Center:

- City of Miami Basketball League (13 participants)
- Basketball Practice every Friday (13 Participants)

Average daily attendance for After-School Care = 117 participants

Rentals

- 4 Multipurpose facility events
- 6 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)

MANAGER'S REPORT APRIL 3, 2024

Community Center

- 7 rentals

Cooper Park

- 5 rentals

Garden Club

- 2 rentals

Events

- Jazz under the Stars (Cooper Park) - February 24, 2024
- Mega TV Q&A Social Security (Multipurpose) – February 15, 2024

PASSPORT ACCEPTANCE FACILITY

Passport Activity:

February

- Passport Applications 493 x \$35 = \$ 17,255
43 less than January/\$1,505.00 less than January
- Passport Photos 456 x \$15 = \$ 7,752.00
48 less than January /\$816.00 less than January

POLICE

February

- MDMAPST Induction Ceremony FIU
- Multi-Agency SWAT Collaboration Meeting Coral Gables
- MDCACP Executive Luncheon Miami PBA
- BLE Graduation, Michael Gonzalez
- Dade Miami Criminal Justice Meeting, Rhode Bldg
- 5000 Role Models Project South Police and Youth Conference
- Jazz Under the Stars, Cooper Park
- SAO Meeting, Logitech
- Chief Armando Guzman Retirement, Miami Springs
- Meeting with Judge Leifman – DL Task Force
- Crimes/Calls for Service:
 - 00 Robbery
 - Burglary
 - 0 Dwelling/Structure
 - 3 Conveyance
 - 01 Auto Theft
 - 05 Theft
 - 30 Disturbances

MANAGER'S REPORT APRIL 3, 2024

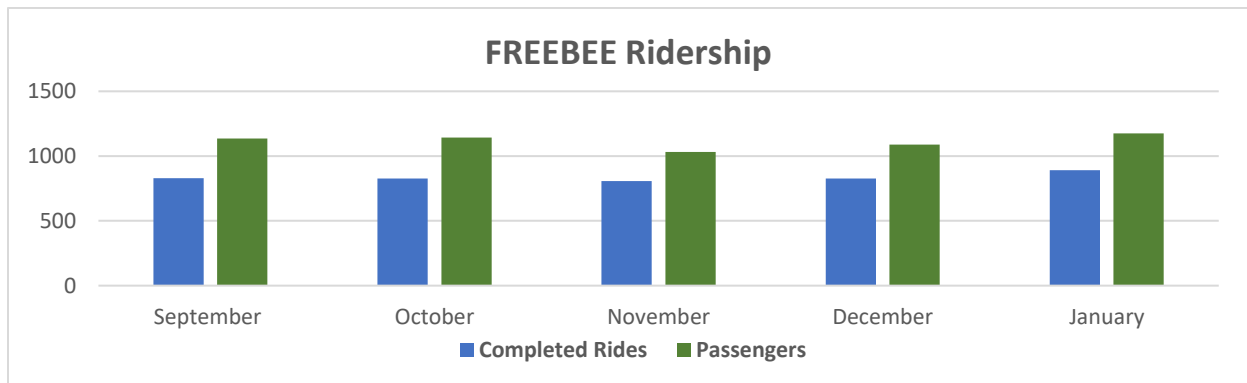
- 04 Baker Act
- 02 Assault/Battery
- 03 Agg. Battery/Agg Assault
- 50 Traffic Arrests
- 18 Traffic Crashes
- 173 Traffic Citations
- 32 Parking Citations
- 308 Total Calls
- 73 Total Crimes
- 12,136 Patrol Miles

PUBLIC SERVICES

February

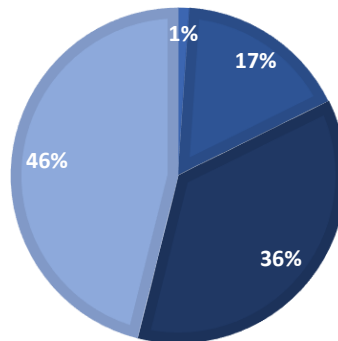
FREEBEE Ridership

- Completed Rides: 985
- Total Passengers: 1,282



PASSENGER AVERAGE AGE FOR FEBRUARY

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



MANAGER'S REPORT APRIL 3, 2024

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

February

FACILITIES MAINTENANCE DIVISION

- Repaired clogged bathrooms both in Community Center and City Hall
- Manager's Conference Room – In Process
- Execution to implement City Speed Tables, authorizing signatures and marking locations
- Continue with the brick façade at City Hall building
- Cleaned Public Works yard to prepare for the delivery of (2) trailers
- Started working on the electrical gate project to be installed at City Hall parking area

Preparations of City Events

- Social Security Seminar – February 15, 2024
- Jazz Under the Stars – February 23, 2024

Open Work Orders

- There were 13 tickets closed for tree trimming requests
- There were 59 tickets closed for power washing sidewalks

Trimming/Removal

- There was a total of 13 tickets serviced for tree trimming and removal

PUBLIC SERVICE

- Tree Trimming was halted this month due to both bucket trucks needing repair, program for tree trimming started up again in March. Both vehicles are back to fleet duty.

MANAGER'S OFFICE

Acknowledgments

- Welcome Annabele Urrea-Guzman, Governmental & Community Affairs Liaison from Mayor Levine Cava's office.
- Kudos to Staff on the Easter Event.

Informational Updates

- Police
- Security cameras have been installed in Garden Club and Cooper Park.
- City Drainage Projects - plans are ready, and will submit for Bid – water line replacement.
- Completed 1st round of Speed Table Installation – nine were installed.

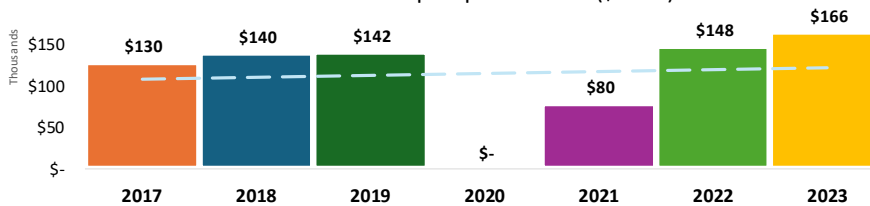
MANAGER'S REPORT APRIL 3, 2024



- 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 – Back from repair shop.
- City Hall complex – Parking has been secured.
- Start date for tree injection is mid-to-late April.
- Start date for tree plant – kick-off meeting April 9th.

From	To	Year	Amount	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10
Mon 06/19/17	Wed 08/23/17	2017	\$ 129,641	\$ 18,045	\$ 15,594	\$ 15,232	\$ 10,473	\$ 16,765	\$ 12,993	\$ 10,227	\$ 11,534	\$ 9,957	\$ 8,823
Mon 06/18/18	Wed 08/22/18	2018	\$ 140,401	\$ 18,125	\$ 16,491	\$ 16,234	\$ 9,208	\$ 16,686	\$ 13,408	\$ 13,951	\$ 12,190	\$ 12,675	\$ 11,433
Mon 06/17/19	Wed 08/21/19	2019	\$ 141,656	\$ 19,816	\$ 14,361	\$ 14,713	\$ 9,212	\$ 16,814	\$ 14,960	\$ 11,266	\$ 15,144	\$ 12,841	\$ 12,530
Mon 06/15/20	Wed 08/19/20	2020	Covid-19	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
Mon 06/14/21	Wed 08/18/21	2021	\$ 79,977	\$ 10,608	\$ 6,117	\$ 7,859	\$ 8,805	CLOSED	\$ 9,509	\$ 9,219	\$ 10,966	\$ 8,038	\$ 8,856
Mon 06/13/22	Wed 08/17/22	2022	\$ 148,382	\$ 19,225	\$ 14,757	\$ 19,596	\$ 13,151	\$ 20,071	\$ 15,436	\$ 19,954	\$ 13,403	\$ 12,086	\$ 704
Mon 06/12/23	Wed 08/16/23	2023	\$ 165,885	\$ 35,325	\$ 15,264	\$ 16,562	\$ 14,811	\$ 19,798	\$ 15,856	\$ 18,697	\$ 12,681	\$ 14,375	\$ 2,516
6 Year Average			\$ 134,324	\$ 20,191	\$ 13,764	\$ 15,033	\$ 10,943	\$ 18,027	\$ 13,694	\$ 13,886	\$ 12,653	\$ 11,662	\$ 7,477
2 Year Average			\$ 157,134	\$ 27,275	\$ 15,011	\$ 18,079	\$ 13,981	\$ 19,935	\$ 15,646	\$ 19,326	\$ 13,042	\$ 13,231	\$ 1,610

CWM Summer Camp Deposits Trend (\$000s)

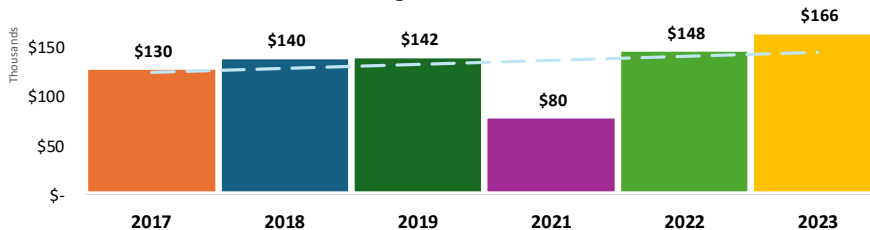


2 Year Average
\$ 157

The weekly deposits ranking:
#1 Week 1 (can be due to pre-registers)
#2 Week 5
#3 Week 7 / Week 3

Price Increases have caused a slight dip but eventually rebounds.

Trend excluding 2020 due to COVID-19



6 Year Average
\$ 134

MANAGER'S REPORT APRIL 3, 2024

Collaboration

- 02/15/24 – Social Security Seminar with MegaTV

Resolutions

February

- Resolution #2024-10 – Mini-Pitch Agreement
- Resolution #2024-11 – Green Matching Grant Program
- Resolution #2024-12 – 4th of July Fireworks
- Resolution #2024-14 – Amendment two to Vulnerability Assessment Grant