



CITY MANAGER'S REPORT

FEBRUARY 21, 2024

REPORTING MONTH – DECEMBER 2023

Edward Silva, R.A.

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FINANCE

- For the month of November 2023, expenditures were approximately 29% favorable under budget compared to budgeted expenditures of \$766,165. Year to date, expenditures were approximately 24% favorable under budget for the 2 months ended 11/2023, compared to budgeted expenditures of \$1,532,330. This analysis is based on a monthly straight-line allocation of the annual budget, and does not consider the timing of either revenue or expenditures for seasonal events such as Summer Camp or City events. As such, while revenues appear approximately 15% under for the 2 months ended 11/2023, this variance is outweighed by the favorable decrease in expenditures, yielding a net favorable variance year to date.

DATE	CHECK NO.	VENDOR	AMOUNT
10/10/23	821	FREEBEE	\$12,020.00
10/12/23	2772	MIAMI-DADE SOLID WASTE	\$35,298.96
10/17/23	17240	ESTRADA HINOJOSA & COMPANY INC	\$17,738.00
10/23/23	17227	FP&L	\$11,528.22
10/24/23	3456	GREATER MIAMI CATERER INC.	\$20,883.31
10/26/23	17260	MIAMI-DADE TPO	\$22,222.00
10/31/23	2776	INTERAMERICAN BANK	\$103,831.74
11/03/23	17308	JOHAN M&M CONCRETE CORP	\$10,050.00
11/06/23	4113	ENTERPRISE FM TRUST	\$29,027.89
11/06/23	17263	WEX BANK	\$15,030.86
11/06/23	17286	SUMMER SYSTEMS INC	\$11,000.00
11/07/23	17302	FP&L	\$10,165.51
11/09/23	2774	MIAMI-DADE SOLID WASTE	\$11,779.26
11/13/23	17300	VERMEER SOUTHEAST	\$38,855.00
11/16/23	825	HOMESTEAD CONCRETE & DRAINAGE	\$17,149.38
11/24/23	1519	GREATER MIAMI CATERER INC	\$21,183.12

COMMUNICATIONS/IT

October

- 15 FB Postings (including event and meeting postings)
- 4 Twitter Postings

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- - FB Followers (new Facebook Account)
- - New FB followers
- 1,544 Instagram Followers
- 72 New IG Followers
- - Constant Contact Contacts
- 1 Videos

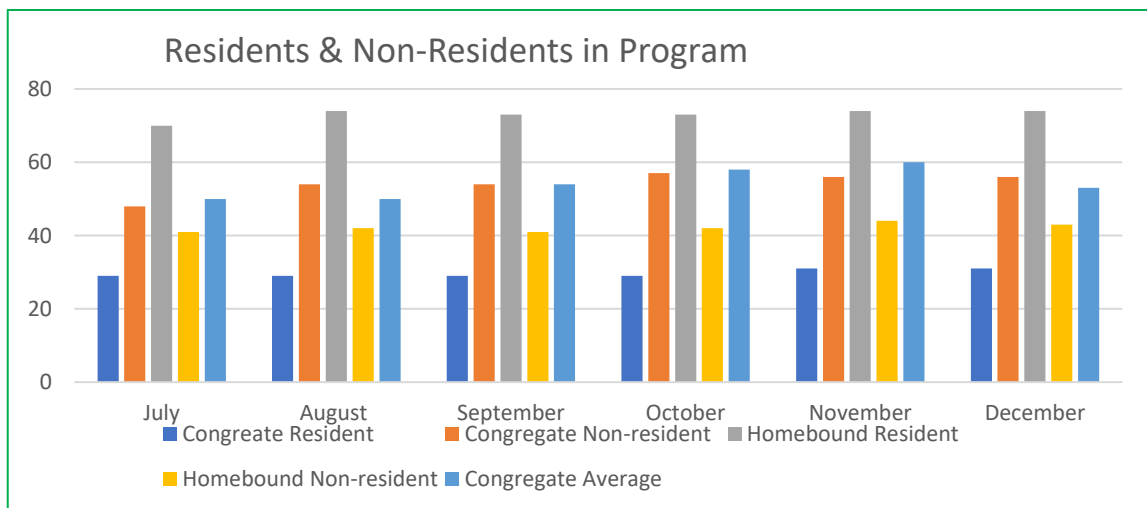
Meetings:

- 10/04 – Regular Commission Meeting
- 10/17 – Red Light Camera Hearing
- 10/25 – Planning and Zoning Meeting
- 10/30 – Code Enforcement Hearing

Events:

- 10/31 - Halloween Spooktacular

COMMUNITY CENTER



Congregate	Homebound	Monthly Average
77 Total Registered	111 Total Registered	50 Congregate in July
83 Total Registered	116 Total Registered	50 Congregate in August
83 Total Registered	114 Total Registered	54 Congregate in September
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

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GRANTS

December

- 0 New grant applications prepared in December
- 2 Grants Approval Received in December
 - Safe Streets & Roads for All (SS4A) – Title Develop a Transportation Action Plan – Requested \$102,400/ City Match \$25,600
 - Neat Streets Miami Growing Roots for Environmentally Equitable Neighborhoods (GREEN) Grant Program – Title: Shading West Miami 2024 – Requested \$80,150 / City Match \$80,150
- Active grants list with updates:
 - Vulnerability Assessment – Have to conduct a BID process specific for this project in order to be sure we will meet grant procurement requirements
 - Tree City USA designation – Submitted to Arbor Day Foundation award recognition applications for Tree City USA designation and for the first time Growth Award recognition
 - Cooper Park Exercise Equipment – Pending fully executed agreement from grant agency
 - EPA – Potable Watermain Improvements Project – Completed additional steps and now pending receipt of the agreement
 - FDEP-Potable Water System Improvements (Phase II (IA internally) – In-progress.
 - GREEN Neat Streets – Shading West Miami 2024 – Received Agreement for execution, On February Agenda for Commission approval
 - 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 – Received Agreement for execution, On February agenda for Commission approval
- Quarterly Reports Submitted:
 - Vulnerability Assessment
 - FDEP Potable water Phase II

February Upcoming Events

- Developing project for the upcoming cycle of the Recreation Trails Program (RTP)
- Looking into Charging and Fueling Infrastructure Discretionary Grant opportunity
- Continue Managing active grants with contractors to meet grant requirements

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- Continue researching funding opportunities to benefit the community and help fund CIP identified projects

PARKS

December

Recreation Center:

- Intercity Youth Basketball Tournament at Doral Legacy Park (7 participants)
- Basketball Practice every Friday (10 Participants)

Flag Football Practice every Friday

- Flag Football games every Monday at Moore Park (10 participants)

Rentals

- 4 Multipurpose facility events
- 5 Pavilion events

Field Rental

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

Court Rental -Tennis Court

- Monday through Friday (School Yard Tennis Academy)

Community Center:

- 6 rentals

Cooper Park:

- 3 rentals

Garden Club:

- 2 rentals

Events

- Lighting of the Tree (Cooper Park) - December 1, 2023
- Chamber of Commerce (Multipurpose) – December 8, 2023
- Polar Express Movie Night (Cooper Park) – December 21, 2023

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PASSPORT ACCEPTANCE FACILITY

Passport Activity:

December

- Passport Applications 283 x \$35 = \$ 9,905
45 less than November /\$1,575.00 less than November
- Passport Photos 272 x \$15 = \$ 4,080
3 less than November /\$45.00 less than November

POLICE

December

- Lighting of the Tree
- State Attorney's Office Mixer
- Annual Pig Roast
- MDCACP Holiday Luncheon
- Movie Night
- Crimes/Calls for Service:
 - 01 Robbery
 - Burglary
 - 0 Dwelling/Structure
 - 1 Conveyance
 - 01 Auto Theft
 - 08 Theft
 - 32 Disturbances
 - 02 Baker Act
 - 2 Assault/Battery
 - 0 Agg. Battery/Agg Assault
 - 21 Traffic Arrests
 - 20 Traffic Crashes
 - 150 Traffic Citations
 - 41 Parking Citations
 - 176 Total Calls
 - 49 Total Crimes
 - 12,786 Patrol Miles

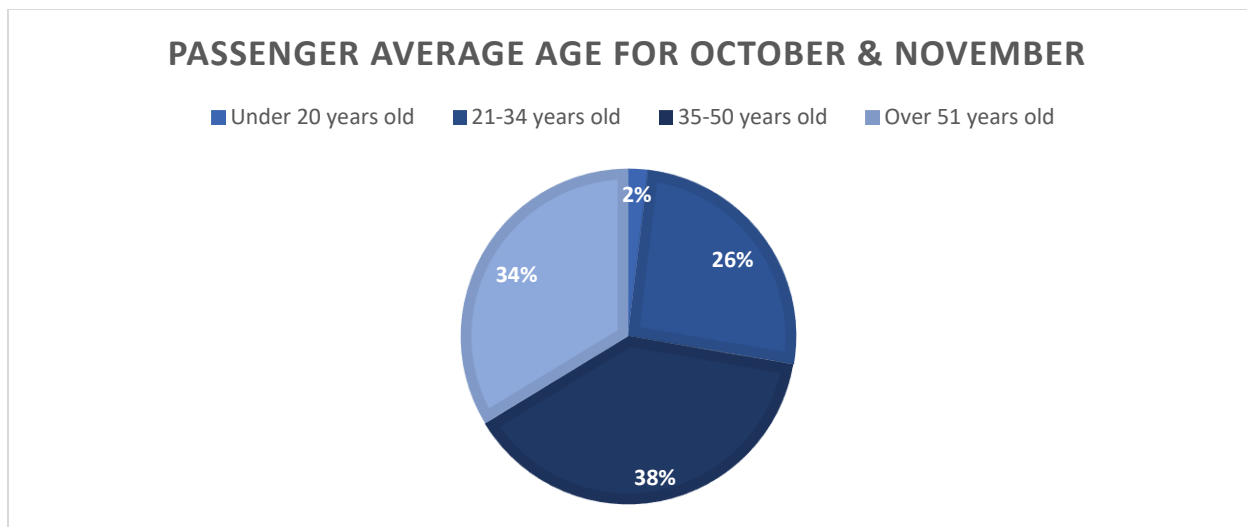
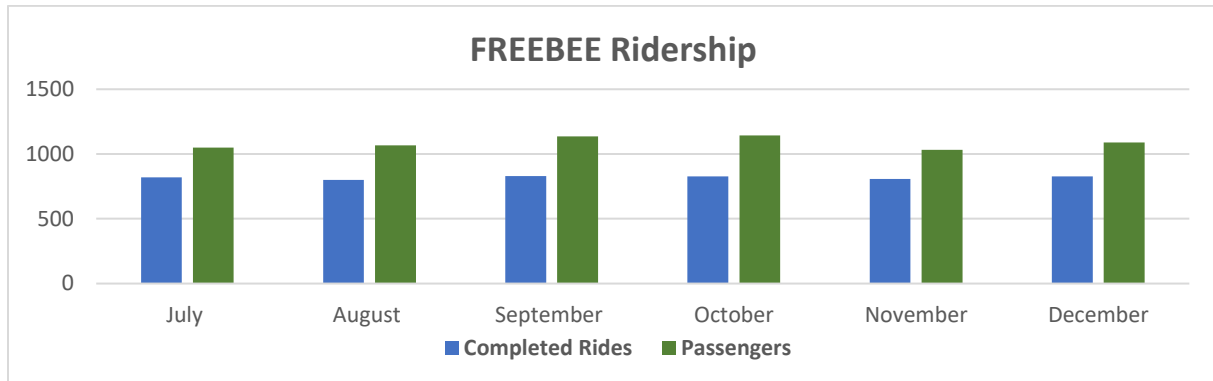
PUBLIC SERVICES

December

FREEBEE Ridership

- Completed Rides: 827
- Total Passengers: 1,089

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An overall slight decrease in Completed Rides and a slight decrease in Total Passengers from October to November.

FACILITIES MAINTENANCE DIVISION

- Manager's Conference Room – in progress
- Repaired clogged bathrooms in Community Center

Preparations of City Events

- Tree Lighting
- Polar Express – Movie Night
- Employee Luncheon

Open Work Orders

- There were 6 tickets closed for tree trimming requests
- There were 16 tickets closed for power washing sidewalks
- There were 5 reported drain cleaning all completed

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Signs Repaired/Installed

- Placed order for four (4) Solar Radar signs
- Placed order for 50 custom posts for 25 mph signs

Graffiti Removal

- Garden Park - Graffiti is still an issue being restrooms being vandalized during the day. Anti-graffiti paint was purchased that will help in cleanup.

Pothole/Shoulder Repairs

- Not reported

Trimming/Removal

- There was a total of 38 tickets serviced for tree trimming and removal

Drain Cleaning

- City wide drain cleaning
- Repaired over grown roots from drain located at 1620 SW 66th Court
- Cleaned drain in front of property located at 6447 SW 11 Street

Garbage Hauling

- Daily collection of residential routes twice per week per route.
- Excess Trash collection City Wide four times a week
- Filling tickets with residents who did not receive their bins

Garage Maintenance

- Daily servicing of police cars and mechanical repairs to police vehicles as reported.
- Repairs to fleet trucks as required to make them operational.
- Completed repairs and maintenance on 2 Motorcycle

Parks and Parkway Maintenance

- Daily collection of trash at all parks.
- Weekly maintenance and mowing of all parks and right-of-ways maintained by the City.

Welcome Signs

- City Hall marquee in progress, completion in early January.

PUBLIC SERVICE ACQUISITIONS

- Took delivery of the Bucket Truck

MANAGER'S OFFICE

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Acknowledgments

- Security cameras were installed in Tom Thumb Park, Garden Club, and Cooper Park
- Drainage Projects throughout the City will commence on:
- Installation of Speed Table throughout the City will commence on:
- Partied ways with OAC

Collaboration

- October 5, 2023 - National Night Out with our City Police
- October 6, 2023 – Service Academy Recruitment Fair with Congresswoman Maria Elvira Salazar
- October 13, 2023 – Garbage Bins Roll out
- October 21, 2023 – Citizenship Event with Mayor Daniella Levine Cava
- October 16 - 22nd - Florida City Government Week
- November 17, 2023 - Megatv turkey drive-thru
- November 20, 2023 - Commissioner Kevin Cabrera turkey giveaway

Resolutions

December

No Resolutions adopted December due to not Commission Meetings