



CITY MANAGER'S REPORT

JANUARY 10, 2024

*REPORTING MONTHS – OCTOBER & NOVEMBER
2023*

Edward Silva, R.A.

MANAGER'S REPORT JANUARY 10, 2024

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

MANAGER'S REPORT JANUARY 10, 2024

- - 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

November

- 14 FB Postings (including event and meeting postings)
- 7 Twitter Postings
- 104 FB Followers (new Facebook Account)
- 25 New FB followers
- 1,704 Instagram Followers
- 94 New IG Followers
- 1,259 Constant Contact Contacts
- 5 Videos

Meetings:

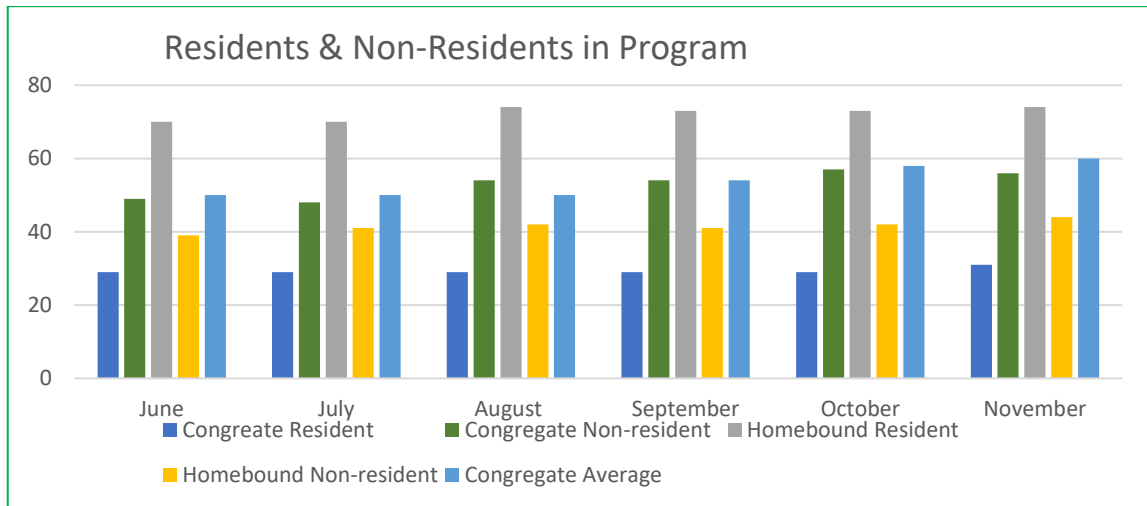
- 11/01 – Regular Commission Meeting
- 11/15 – Parks & Recreation Advisory Board Meeting
- 11/21 – Red Light Camera Hearing
- 11/27 – Code Enforcement Hearing

Events:

- 11/09 - Speed Limit Sign Unveiling
- 11/16 - Miccosukee Turkey Distribution for Community Center
- 11/17 - MegaTV Turkey Drive Thru
- 11/20 - Turkey Pick up

MANAGER'S REPORT JANUARY 10, 2024

COMMUNITY CENTER



Congregate	Homebound	Monthly Average
78 Total Registered	109 Total Registered	55 Congregate in June
77 Total Registered	111 Total Registered	50 Congregate in July
83 Total Registered	116 Total Registered` 1	1
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

GRANTS

October

- 3 New grant applications prepared in September
 - Hazard Mitigation Grant Program (HMGP-Nicole) – Project: Back-Up Generators for Sewer Pump-Stations - Requested: \$300,000
 - Hazard Mitigation Grant Program (HMGP-Nicole) – Project: Back-Up Generators for Sewer Pump-Stations - Requested: \$300,000
 - Miami-Dade Mini-Pitches (Mini-Soccer) fields – Development of 2 mini-soccer fields at Recreation Center – Requested: \$200,000
- 0 Grant Approval received in August
- Active grants list with updates:
 - Vulnerability Assessment – Received executed agreement
 - Tree City USA designation – In-progress

MANAGER'S REPORT JANUARY 10, 2024

- Cooper Park Exercise Equipment – In-progress
- EPA – Potable Watermain Improvements Project – Notified of additional information required to move forward.
- FDEP-Potable Water System Improvements (Phase II (IA internally) – In-progress – Received executed Amend 3 Agreement.
- Quarterly Reports Submitted:
 - Vulnerability Assessment
 - FDEP Potable water Phase II

Meetings Attended:

- 2023 Annual CITT Municipal Workshop

November

- 1 New grant application prepared in November
 - Urban & Community Forestry – West Miami Invasive Coconut Palm Removal & Replacement Project – Requested \$75,000
- 1 Grant Approval received in November
 - Miami-Dade Mini-Pitches (Mini-Soccer) fields – Development of 2 mini-soccer fields at Recreation Center – Requested \$200,000
- Active grants list with updates:
 - Vulnerability Assessment – Received agreement Amendment 1 for execution, put on December Commission Agenda
 - Tree City USA designation – Date for December tree planting for application and annual Arbor Day tree planting date set, put on December Commission Agenda
 - Cooper Park Exercise Equipment – Received for execution, placed on the December Commission Agenda
 - 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

January Upcoming Events

- Submit an application to Transportation Planning Organizations Municipal Grant Program FY 2025 Titled: *Complete Streets Study for Bicycle & Pedestrian Safety*
- Submit Land and Water Conservation Fund (LWCF) Grant application FY 2023/2024 Titled: Cooper Park Playground & Restroom Improvements Project
- Researching project for upcoming cycle of Recreation Trails Program (RTP)
- Looking into Charging and Fueling Infrastructure Discretionary Grant opportunity
- Prepare and submit quarterly reports for Vulnerability Assessment grant, FDEP Phase II Potable water project and FRDAP Cooper Park Exercise Equipment

MANAGER'S REPORT JANUARY 10, 2024

PARKS

October

- Flag Football Practice started September 22, 2023

Recreation Center:

- October 12 – Service Academy Recruitment Day
- October 31 – Spooktacular Halloween Bash

Flag Football Practice every Friday

- Flag Football games every Monday at Moore Park (22 participants)

Average daily attendance for After-School Care = 113 participants

Rentals

- 2 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:

- 2 rentals

Garden Club:

- No rentals

November

- Turkey Drive-thru with MegaTV on November 17th at Cooper Park
- Employee Thanksgiving Luncheon on November 17th at Community Center

Recreation Center

- Flag Football Practice every Friday
- Flag Football games every Monday at Moore Park (22 Participants)

Rentals

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- 3 Pavilion events

MANAGER'S REPORT JANUARY 10, 2024

Field Rentals

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Court Rental -Tennis Court

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Community Center:

- 6 rentals

Cooper Park:

- 3 rentals

Garden Club:

- 2 rentals

PASSPORT ACCEPTANCE FACILITY

Passport Activity:

October

- Passport Applications 350 x \$35 = \$ 12,250
21 less than September /\$735.00 less than September
- Passport Photos 361 x \$15 = \$ 5,415
67 more than September /\$1,005 more than September

November

- Passport Applications 328 x \$35 = \$ 11,480
22 less than October /\$770 less than October
- Passport Photos 275 x \$15 = \$ 4,125
86 less than October /\$1,290 less than October

POLICE

October

- National Night Out
- 200 Club Gala
- MDCACP Officer of the Month Dinner
- Dade Chiefs Breast Cancer photoshoot
- Shield quarterly meeting
- Hometown Heroes Parade
- Halloween Event
- Crimes/Calls for Service:
 - 0 Robbery
 - Burglary

MANAGER'S REPORT JANUARY 10, 2024

- 0 Dwelling/Structure
- 1 Conveyance
- 09 Auto Theft
- 05 Theft
- 36 Disturbances
- 4 Baker Act
- 2 Assault/Battery
- 0 Agg. Battery/Agg Assault
- 30 Traffic Arrests
- 21 Traffic Crashes
- 195 Traffic Citations
- 47 Parking Citations
- 176 Total Calls
- 59 Total Crimes
- 12,123 Patrol Miles

November

- Shomrim Society Dinner Gala
- Veterans Lunch
- Barry University School of Business Alumni Panel
- MDCACP Officer of the Month Dinner
- Turkey Drive-thru Giveaway
- Toys for Tots Campaign
- Speed Sign Unveiling
- Veterans Lunch at Marlins
- Turkey Drive-thru Giveaway at Cooper Park
- Resident Turkey Giveaway at Recreation Center
- Crimes/Calls for Service:
 - 0 Robbery
 - Burglary
 - 4 Dwelling/Structure
 - 3 Conveyance
 - 04 Auto Theft
 - 06 Theft
 - 37 Disturbances
 - 2 Baker Act
 - 2 Assault/Battery
 - 4 Agg. Battery/Agg Assault
 - 24 Traffic Arrests
 - 24 Traffic Crashes
 - 145 Traffic Citations
 - 52 Parking Citations
 - 114 Total Calls
 - 56 Total Crimes
 - 11,025 Patrol Miles

MANAGER'S REPORT JANUARY 10, 2024

PUBLIC SERVICES

October

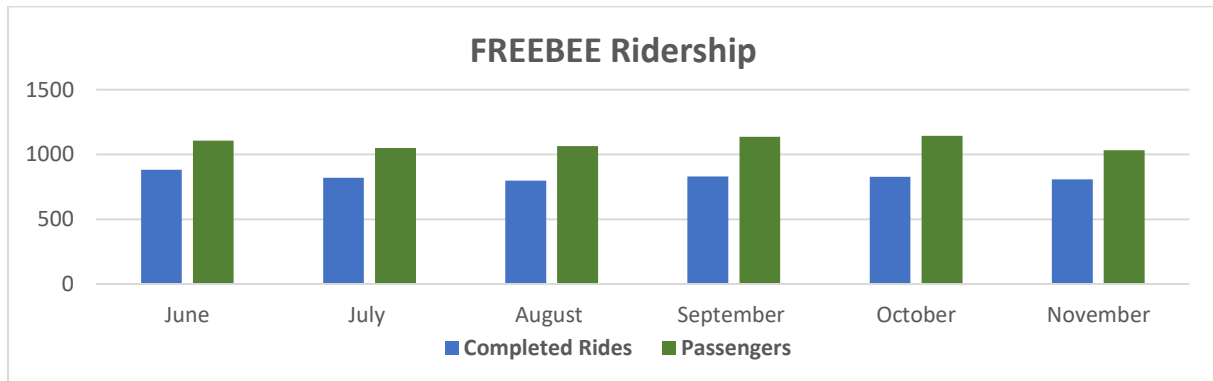
FREEBEE Ridership

- Completed Rides: 828
- Total Passengers: 1,144

November

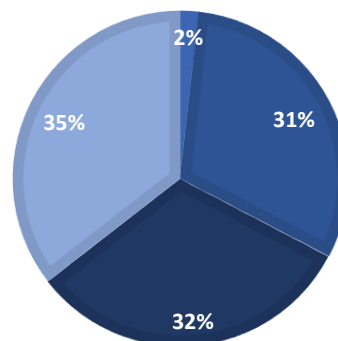
FREEBEE Ridership

- Completed Rides: 807
- Total Passengers: 1,033



PASSENGER AVERAGE AGE FOR OCTOBER & NOVEMBER

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



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

MANAGER'S REPORT JANUARY 10, 2024

FACILITIES MAINTENANCE DIVISION

- Completed the Manager's Office
- Completed remodel of Chambers
- Completed the Director of Finance Office

Preparations of City Events

- Halloween Event
- Thanksgiving Events
- Drive-thru Event

Open Work Orders

- Tree trimming requests continue to take place.

Signs Repaired/Installed

- There was a total of two signs replaced on 9th Street and another on 9th Terrace

Graffiti Removal

- Garden Park has been hit with graffiti in the restrooms, staff is cleaning it up.

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
- Calling residents back with concerns about their new garbage bins
- 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.

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.
- The addition of a new 2024 Passenger Bus

MANAGER'S REPORT JANUARY 10, 2024

Welcome Signs

- Installation of four illuminated West Miami Signs and one post top sign installed and completed.

PUBLIC SERVICE ACQUISITIONS

- Took delivery of the Bucket Truck
- Took delivery of the Stump Cutter
- Took delivery of the Pressure Washer

MANAGER'S OFFICE

Acknowledgments

- Received a card of appreciation from the School Board of Miami-Dade County, Vice Chair, Monica Colucci looking forward to future collaborations
- Miccosukee Turkey Distribution for Community Center and staff
- AMI Memo – see attached

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

October - November

1. Resolution #2023-82 – Lien Mitigation at 6227 SW 14 Street
2. Resolution #2023-83 – Lien Mitigation 6500 SW 8th Street
3. Resolution #2023-84 – Purchase of Stump Cutter
4. Resolution #2023-85 – Urban Cooperation Agreement Nunc Pro Tunc
5. Resolution #2023-86 - Purchase of Bucket Truck
6. Resolution #2023-87 – Adding Banking Signature Finance Director Isabel Rangel
7. Ordinance #2023-10 – Water Conservation-Landscape Irrigation
8. Resolution #2023-88 - Mitigation of Liens 1031 Sw 66 Ave
9. Resolution #2023-89 - Contract with Maggolg – Watermain Improvements Project – Phase II

MANAGER'S REPORT JANUARY 10, 2024

10. Resolution #2023-90 - Contract with Ami For Engineering Services - Drainage Improvements
11. Resolution #2023-91 - Contract with Ami For Engineering Services – Watermain Improvements Project – Phase IV
12. Resolution #2023-92 - Purchase of Passenger Bus
13. Resolution #2023-93 - Extension of Curbside Recycling Program
14. Resolution #2023-94 - Approving 2023-2024 Legislative Agenda
15. Resolution #2023-95 - Consolidation of Bank Accounts
16. Resolution #2023-96 - Approving Catalis Software for Website
17. Resolution # 023-97 - Mutual Aid Agreement with City of Coral Gables
18. Resolution #2023-98 - Mutual Aid Agreement with City of Miami
19. Resolution #2023-99 - Amendment 3 To LPA0052