



# FY 2021-2022 Adopted Annual Budget

[NorthMiamiFL.gov](http://NorthMiamiFL.gov)



# **CITY OF NORTH MIAMI, FLORIDA**

## **Annual Budget for Fiscal Year 2021-2022**

### **SUBMITTED BY:**

**City Manager  
Theresa Therilus, Esq.**

### **PREPARED BY:**

**Assistant Budget Director  
Roy D. Brown**

**Budget Analyst  
Girlande E. Bertrand**

**Assistant to the Budget Director  
Terrie A. Boulton**

## Elected Officials



Mayor  
Philippe Bien-Aime



Councilman  
Scott Galvin



Councilwoman  
Mary Estimé-Irvin



Councilwoman  
Kassandra Timothe, MPA



Councilman  
Alix Desulme, Ed.D.



City Clerk  
Vanessa Joseph, Esq.

## Executive Staff



City Manager  
Theresa Therilus, Esq.



City Attorney  
Jeff P. H. Cazeau, Esq.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of North Miami  
Florida**

For the Fiscal Year Beginning

**October 01, 2020**

*Christopher P. Morill*

**Executive Director**

The Government Finance Officers Association of the United States and Canada (GFOA) presented the award of Distinguished Budget Presentation to the City of North Miami, Florida for its annual budget for the fiscal year beginning October 1, 2020.

In order to receive this award, a governmental unit must publish a budget document that meets stringent program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device.

This is the eighth consecutive year that the City of North Miami has received this notable award.



**The City of North Miami is advancing its commitment to performance management and strategic planning. The FY 2021-22 Budget Book demonstrates its utility as a financial plan, policy document, operations guide, and a communications device that is divided into four sections.**

### ***SECTION ONE: INTRODUCTION***

The Introduction section provides an overview of the City and the FY 2021-22 Budget. The City Overview includes the City Manager's Transmittal Letter and Strategic Management Plan. The transmittal letter from the City Manager formally submits the budget to the City Council and its residents. It summarizes the significant factors affecting the City of North Miami's budget development and provides an overview of revenue and expenditure highlights. The City's strategic plan identifies the City's overall mission and long-range goals. The City overview also includes the Citywide Organization, City Map, and demographic and economic indicators. The Budget Overview highlights the Budget Process, Policies, and bottom line expenditure and revenue summaries.

### ***SECTION TWO: MAJOR REVENUES***

The City's Major Revenue Section was developed to provide a comprehensive reference for primary revenue sources collected by the City. The section provides historical view of trends and forecasting methods. Tracking and reporting this information to the public and its decision makers is vital for responsible planning for the future.

### ***SECTION THREE: DEPARTMENT PAGES***

This section presents the operating budgets for the following departments: Budget Office, Building, City Attorney, City Clerk, City Manager, Code Compliance, Community Planning & Development, Finance, Housing and Social Services, Information Technology, Library, Mayor/Council, Museum of Contemporary Art, Non-Departmental, Parks & Recreation, Personnel, Police, Public Works, Purchasing, Fleet, CRA, Risk Management, and Utilities. Each department section includes expenditure and staffing charts, prior year accomplishments, upcoming initiatives, performance measures, core responsibilities and planned expenditures.

### ***SECTION FOUR: CIP***

This section contains a detailed Capital Improvement Plan (CIP).

### ***SECTION FIVE: APPENDIX***

This section includes a glossary of terms and acronyms used throughout the document.



	<u>PAGE</u>		<u>PAGE</u>
<b>SECTION I – INTRODUCTION</b> .....	7	<b>TRANSPORTATION PROJECT FUNDS</b> .....	226
City Manager Letter to the Residents...	8	1/2 Cent Transportation.....	229
Strategic Management Plan.....	15	Transportation Gas Tax.....	234
City Organizational Structure.....	17		
City Overview.....	19	<b>ENTERPRISE FUNDS</b> .....	235
About North Miami.....	20	Water & Sewer.....	236
Fund Structure.....	22	Stormwater Utility.....	251
Economy & Demographics.....	26		
Budget Overview.....	32	<b>INTERNAL SERVICE FUNDS</b> .....	256
Budget in Brief.....	43	Risk Management.....	257
<b>SECTION II – MAJOR REVENUE SOURCES</b> ...	53	Fleet Management.....	266
<b>SECTION III – DEPARTMENT PAGES</b> .....	64		
<b>GENERAL FUND</b> .....	65	<b>SPECIAL REVENUE FUNDS</b> .....	270
01. Mayor & Council.....	66	Building.....	271
02. City Manager.....	69	Landfill Closure Fund.....	275
03. City Clerk.....	77	Library State-Aide.....	276
04. Finance.....	82	Pension Obligation Bond.....	277
05. City Attorney.....	94	Community Redevelopment Agency.....	278
06. Personnel.....	99		
07. Information Technology.....	105	<b>SECTION IV – CAPITAL IMPROVEMENT PLAN</b> .....	279
08. Police.....	112		
09. Community Planning & Development.....	131	<b>SECTION V – APPENDIX</b> .....	312
10. Public Works.....	136	Pay Plan.....	313
11. Budget Office.....	145	Glossary .....	322
12. Parks & Recreations.....	149	Acronyms.....	329
13. Non-Departmental.....	184		
14. Museum of Contemporary Arts.....	187		
16. Code Compliance.....	192		
17. Library.....	196		
18. Purchasing.....	201		
22. Housing and Social Sevices.....	206		
<b>HOUSING REHABILITATION PROGRAMS</b> .....	211		
C.D.B.G. Entitlement Fund.....	212		
Home Investment Partnership Fund.....	217		
Neighborhood Stabilization Program Fund.....	219		
State Housing Improvement Fund.....	224		

# SECTION ONE: INTRODUCTION

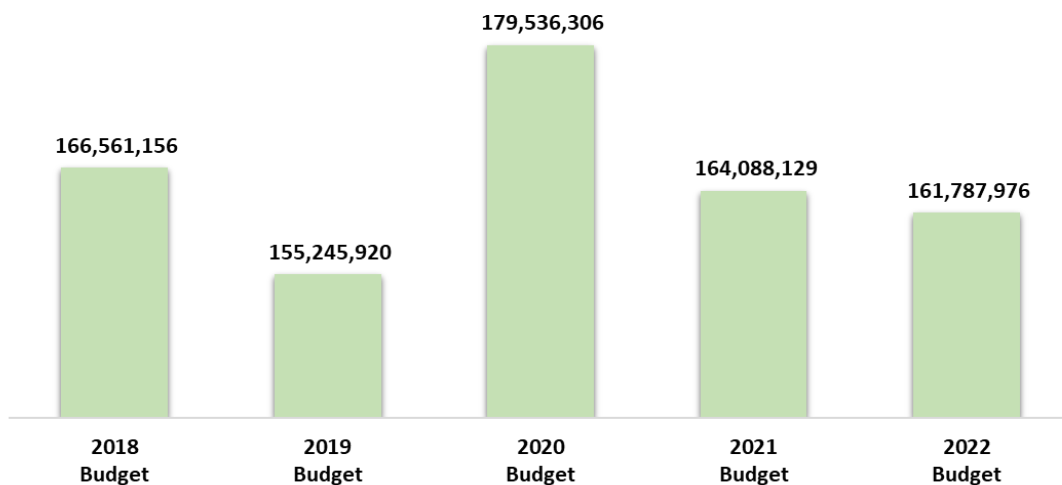


**To the Honorable Mayor, Members of the Council and Residents:**

I am pleased to present a balanced operating budget for the fiscal year beginning October 1, 2021 and ending September 30, 2022. The Adopted Budget for the City of North Miami, Florida is hereby submitted in accordance with financial policies adopted by the Mayor and City Council. The budget presents a financial plan to provide the best possible services to our residents. The budget was developed throughout a series of budget workshops and two public hearings, representing thoughtful input through a collaborative effort between the Mayor, City Council, City staff and residents.

The FY2020-21 budget process occurred during the height of the pandemic, but the City maintained a consistent level of service for constituents. Due to the unknown financial impact of the pandemic, the City administration took immediate action to curtail and reduce spending. Preventative measures implemented in FY 2020-21 successfully avoided a larger deficit, and FY 2021-22 is expected to be a year of recovery.

The citywide FY 2021-22 Adopted Budget totals \$161,787,976 and represents a 1.4 percent decrease from the Fiscal Year 2020-21 Adopted Budget of \$164,088,129. As in the previous year, this budget allocates resources to support the level of service our residents and businesses have come to expect. Please note that funding for capital projects are included in the operating budget.



**Overview of Fiscal Year 2021-22 Budget Book**

- Presents major demographics of the City's population, businesses and economy.

- Includes a section on major revenue sources comprised of actual, estimated, budgeted, and forecasted revenues over a three-year period.
- Captures each department's structure through organizational charts and personnel details.
- Defines departments core responsibilities, prior year accomplishments and current year goals and initiatives.
- Includes performance measures to guide departments with achieving objectives and measuring progress toward attaining policy or organizational goals.

### **Short-term Factors/Economic Assessment**

As the City of North Miami weathered the financial challenges COVID-19 posed, the economy remains uncertain but at times show signs of economic improvement. Recognizing these challenges, our goals in preparing this budget were to:

- Increase the fund balance
- Continue to provide basic level of services in the most efficient manner
- Improve the City's water and stormwater infrastructure
- Increase the inventory of affordable housing
- Enhance technology infrastructure

### **General Fund**

Fiscal year 2021-22 adopted general fund budget is \$66,420,953 which is a 3.99% increase from Fiscal Year 2020-21 adopted General Fund budget of \$63,867,539. The increase is due to:

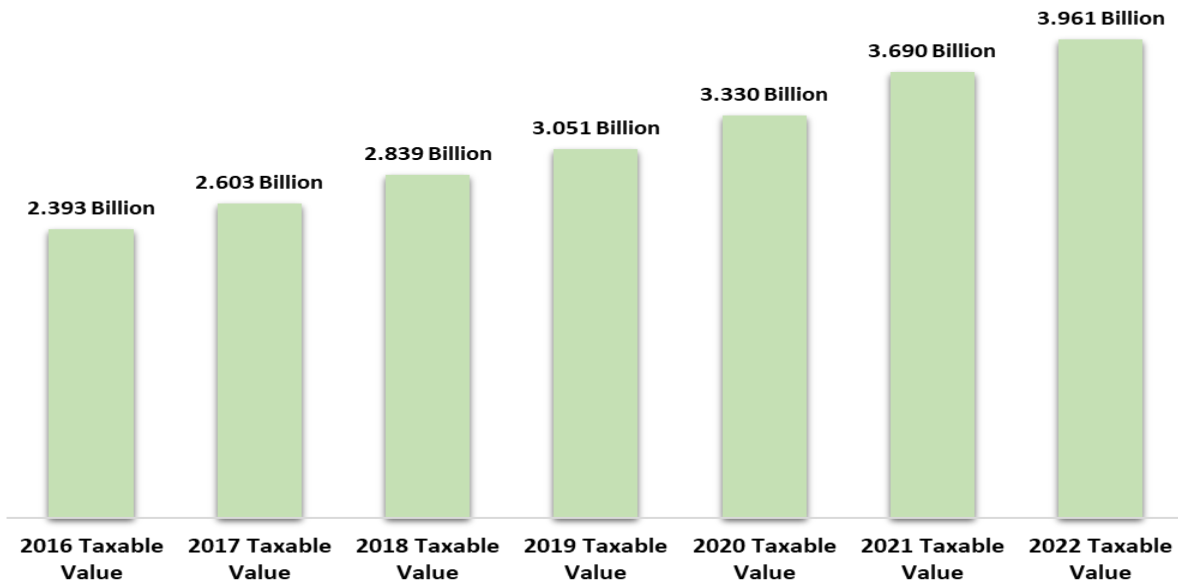
- General Fund personnel services which include salaries and fringe benefits increased approximately \$3.168 million. The increase is due to: negotiated labor contracts, increases of police and general employees' pension contributions; healthcare insurance and benefits, and additional 13 positions in various departments
- Parks and Recreation operations partially restored from restrictions caused by COVID-19
- Elimination of furlough for all employees
- 1% COLA implemented for all full-time employees
- Increase of funding for special events
- Funding included for citywide technology improvements

While providing funding for all essential services it was important to include funds to address a few key priorities for Mayor and Council:

- Food Pantry - \$150,000
- Citizens Investigative Board - \$307,000
- Stadium Bleachers - \$400,000
- Breeze Swept Tot Lot - \$300,000
- Additional lighting throughout the City - \$50,000

## Ad Valorem Taxes

North Miami experienced economic growth for the eighth consecutive year as the City realized an increase in the assessed taxable value as reported by Miami-Dade Property Appraiser. The City's assessed taxable value for Fiscal Year 2021-22 is \$3.961 billion and represents a 7.3% increase from the previous year of \$3.690 billion which was confirmed in the June 29<sup>th</sup>, 2021 memo received from Miami-Dade County Property Appraiser. The majority of the growth took place in the North Miami Community Redevelopment Agency's district.



The adopted and operating millage rate for Fiscal Year 2021-22 is 7.5000 per \$1,000 of the property's assessed value. This millage rate is the same as last fiscal year's adopted rate and more than the current calculated rolled-back rate of 7.2453. The rolled-back rate is defined by the Truth in Millage (TRIM) act as the rate that generates the same tax revenue as the current year, less new construction, additions, deletions and rehabilitative improvements.

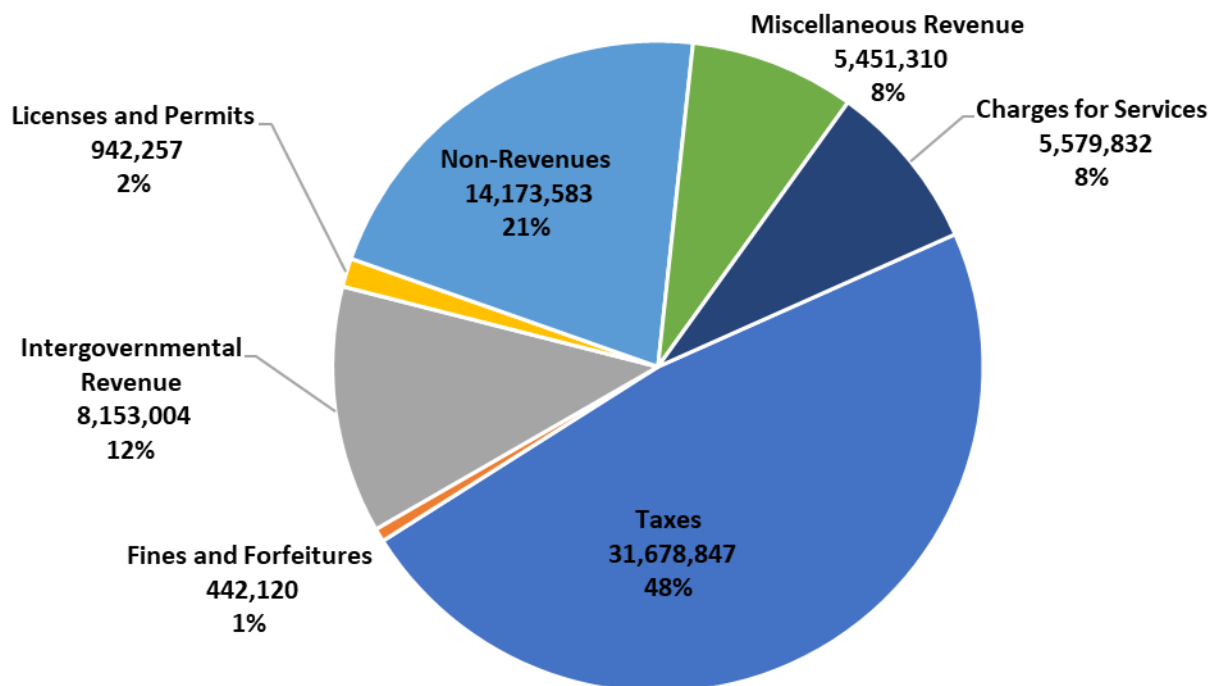
The increase in property values is expected to generate \$2.168 million more in property taxes than the prior year with the same millage rate of 7.5000. During fiscal year 2020-21 \$27.681 million was generated compared to \$29.849 million expected in Fiscal year 2021-22. A portion of the City's ad valorem proceeds are shared with the North Miami Community Redevelopment Agency in the form of Tax Incremental Financing (TIF). The NMCRA portion increased from \$6.791 million in FY 2020-21 to \$7.939 million in FY 2021-22. A portion of TIF is given back to the City of North Miami for value increases on the east side of

NMCRA boundaries. State law requires all property tax revenue to be budgeted at 95 percent.

FY 2021-22 Adopted Millage Rate and Estimated Ad Valorem Tax Revenue vs. Roll-Back						
	FY 2020-21 Baseline for Comparison	Same Millage Rate 7.5000			Rolled Back Millage Rate 7.2453	
		Projection	Difference to Baseline	% Change	Projection	Change
<b>Total Taxable Value *</b>	3,690,814,833	3,979,948,977	289,134,144	7.8%	3,979,948,977	7.8%
<b>Millage Rate</b>	7.5000	7.5000	0.00	0%	7.2453	-3.4%
<b>Ad Valorem Taxes at 100%</b>	<b>27,681,111</b>	<b>29,849,617</b>	<b>2,168,506</b>	<b>7.8%</b>	<b>28,835,924</b>	
<b>Ad Valorem Taxes at 95%</b>	<b>26,297,056</b>	<b>28,357,136</b>	<b>2,060,081</b>		<b>27,394,128</b>	

At \$29.849 million, Ad valorem represents 44.9 percent of the general fund. Other major categories of general fund revenue include intergovernmental revenues (\$8.1 million), charges for service (\$5.5 million), and miscellaneous revenues (\$5.4 million).

The chart below depicts the breakdown of the various types of general fund revenue for the Fiscal Year 2021-22 Budget.



## **Transportation Funds**

The Half-Cent transportation surtax was created to provide cities and the County with its prorated share of the surtax proceeds. Allocations are based on each jurisdiction's population and the funds must be used for transportation improvements. Fiscal Year 2022 surtax revenue is \$3.7 million.

The Three-Cent Local Option Gas Tax, established in 1994 also provides funding for transportation related capital projects. The estimated revenue budgeted from this source is \$280,520.

## **Enterprise Funds**

### **Stormwater**

Stormwater revenues are used to fund operations, maintenance costs, repairs, billing support, legal support, and vehicle support and maintenance. Fiscal Year 2022 budget for the Stormwater Utility fund is \$3.6 million, a 15.10% decrease from the prior year's budget of \$4.3 million. In Fiscal Year 2021 Stormwater rates were raised from \$6.19 to \$7.12 per equivalent residential unit (ERU) to address the infrastructure improvement needs.

### **Water and Sewer Operation and Maintenance**

Fiscal Year 2022 budget for Water and Sewer operations and maintenance totals \$46.437 million, a decrease of \$3.535 million when compared to Fiscal Year 2021. The decrease is primarily due to an adjustment of the expenses to align to the expected construction phases.

Black & Veatch conducted a rate study on the City's water and sewer system. It was recommended to increase rates to produce sufficient revenues to meet financial obligations. As a result, the budget was passed with an increase to Water and Sewer revenue. Rates for Fiscal Year 2022 increased by \$5.19 monthly and \$62.28 annually.

## Financial Summary

	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	CAPITAL PROJECTS FUNDS	ENTERPRISE FUNDS	INTERNAL SERVICE FUNDS	TOTALS
Millage Rate Per \$1,000	7.5000						7.5000
<b>ESTIMATED REVENUES:</b>							
Ad Valorem Taxes	21,737,028	12,879,390	-	-	-	-	34,616,418
Other Taxes	9,941,819	2,704,000	-	-	-	-	12,645,819
Licenses & Permits	942,257	2,360,000	-	-	-	-	3,302,257
Intergovernmental Revenue	8,153,004	1,542,860	-	280,520	-	32,000	10,008,384
Charges for Services	5,579,832	18,822	-	-	37,451,599	-	43,050,253
Fines & Forfeitures	442,120	77,367	-	-	-	-	519,487
Miscellaneous Revenues	5,451,311	61,500	-	-	196,000	108,000	5,816,811
Intragovernmental Revenue	14,173,582	-	-	-	-	-	14,173,582
Other Financing Sources	-	4,847,643	1,786,325	-	-	2,353,491	8,987,459
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>66,420,953</b>	<b>24,491,582</b>	<b>1,786,325</b>	<b>280,520</b>	<b>37,647,599</b>	<b>2,493,491</b>	<b>133,120,470</b>
Bond Reserves	-	-	-	-	-	4,702,324	4,702,324
Other Reserves	-	5,897,292	-	-	12,445,253	1,269,233	19,611,778
Beginning Balances	-	1,021,495	-	-	2,791,191	540,718	4,353,404
<b>TOTAL ESTIMATED REVENUE SOURCES, RESERVES AND BEGINNING BALANCES</b>	<b>66,420,953</b>	<b>31,410,369</b>	<b>1,786,325</b>	<b>280,520</b>	<b>52,884,043</b>	<b>9,005,766</b>	<b>161,787,976</b>
<b>EXPENDITURES/EXPENSES:</b>							
General Government Service	17,469,603	-	-	-	-	-	17,469,603
Public Safety	28,928,952	-	-	-	-	-	28,928,952
Physical Environment	3,980,262	3,825,280	-	-	37,301,639	-	45,107,181
Transportation	3,696,028	3,756,495	-	280,520	-	-	7,733,043
Economic Environment	303,751	18,669,297	-	-	-	-	18,973,048
Human Services	247,955	141,930	-	-	-	-	389,885
Culture/Recreation	7,359,413	17,367	-	-	-	-	7,376,780
Debt Services	-	-	1,786,325	-	449,250	-	2,235,575
Internal Services	1,988,545	-	-	-	-	6,922,980	8,911,525
Other Financing Sources	1,446,444	-	-	-	-	-	1,446,444
<b>TOTAL EXPENDITURES/EXPENSES</b>	<b>65,420,953</b>	<b>26,410,369</b>	<b>1,786,325</b>	<b>280,520</b>	<b>37,750,889</b>	<b>6,922,980</b>	<b>138,572,036</b>
Bond Reserves	-	-	-	-	-	-	-
Other Reserves	1,000,000	5,000,000	-	-	15,133,154	2,082,786	23,215,940
<b>TOTAL APPROPRIATED EXPENDITURES AND RESERVES</b>	<b>66,420,953</b>	<b>31,410,369</b>	<b>1,786,325</b>	<b>280,520</b>	<b>52,884,043</b>	<b>9,005,766</b>	<b>161,787,976</b>

## Fiscal Year 2022 Budget Highlights and Priorities:

The City of North Miami continues to excel year by year. During the budget process we proactively look at exploring options for revenue increases, expenditure reductions, and operational efficiencies that will allow the City to provide outstanding services that the public values. Some highlights in this budget includes:

- Thirteen (13) additional positions totaling 450 FTE
- 1% COLA increase for City employees
- \$28.9 million (43.55% of General Fund) for Public Safety
- \$23 million for Upgrades to Water and Sewer Lime Softening Water Plant
- \$1 million for sidewalks and rights of way improvements
- \$8 million for water meter replacements

- \$.5 million increase in Intergovernmental revenue
- \$.9 million for technology infrastructure enhancement
- \$.3 million for economic development

As we look to the future, we see potential of improving our financial stability, as we continue to enhance services provided to our citizens. We must work together and increase resources for the City to grow smart, efficient, and improve the quality of life for residents and opportunities for businesses.

Finally, I would like to take this opportunity to thank everyone who worked so hard to develop this budget from the Mayor and City Council, departments and their staff, and my own administration team.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Theresa Therilus". The signature is fluid and cursive, with the first name "Theresa" and last name "Therilus" clearly distinguishable.

Theresa Therilus, Esq.

City Manager



# CITY OF NORTH MIAMI STRATEGIC PLAN

## PURPOSE

The City of North Miami's strategic plan aims to address community issues and set long and short-term developmental goals and objectives. Successful implementation of the strategic management plan will ensure that North Miami is positioned to anticipate and respond to the needs of its residents while maintaining diversity, beautiful communities, a vibrant downtown, and opportunities for healthy living, convenient mobility, and small businesses.

## MISSION

The Mission of the City of North Miami is to enhance the quality of life, environment, and safety for citizens, businesses, customers, visitors, and employees in an atmosphere of courtesy, integrity, quality and fiscally responsible service.

## CORE VALUES

- **Service:** Provide quality service for ultimate customer satisfaction.
- **Professionalism:** Implement policies and regulations with wisdom and impartiality.
- **Integrity:** Set the highest example of honesty in the performance of duties.
- **Safety:** Let prudence remain an operational priority shared by management, supervisors, and employees.

## GOALS

- Provide a beautiful, safe, and lovable place to live for all ages
- Revitalize Downtown North Miami and Major Corridors
- Be a financially sound and high performing City Organization that offers outstanding customer service



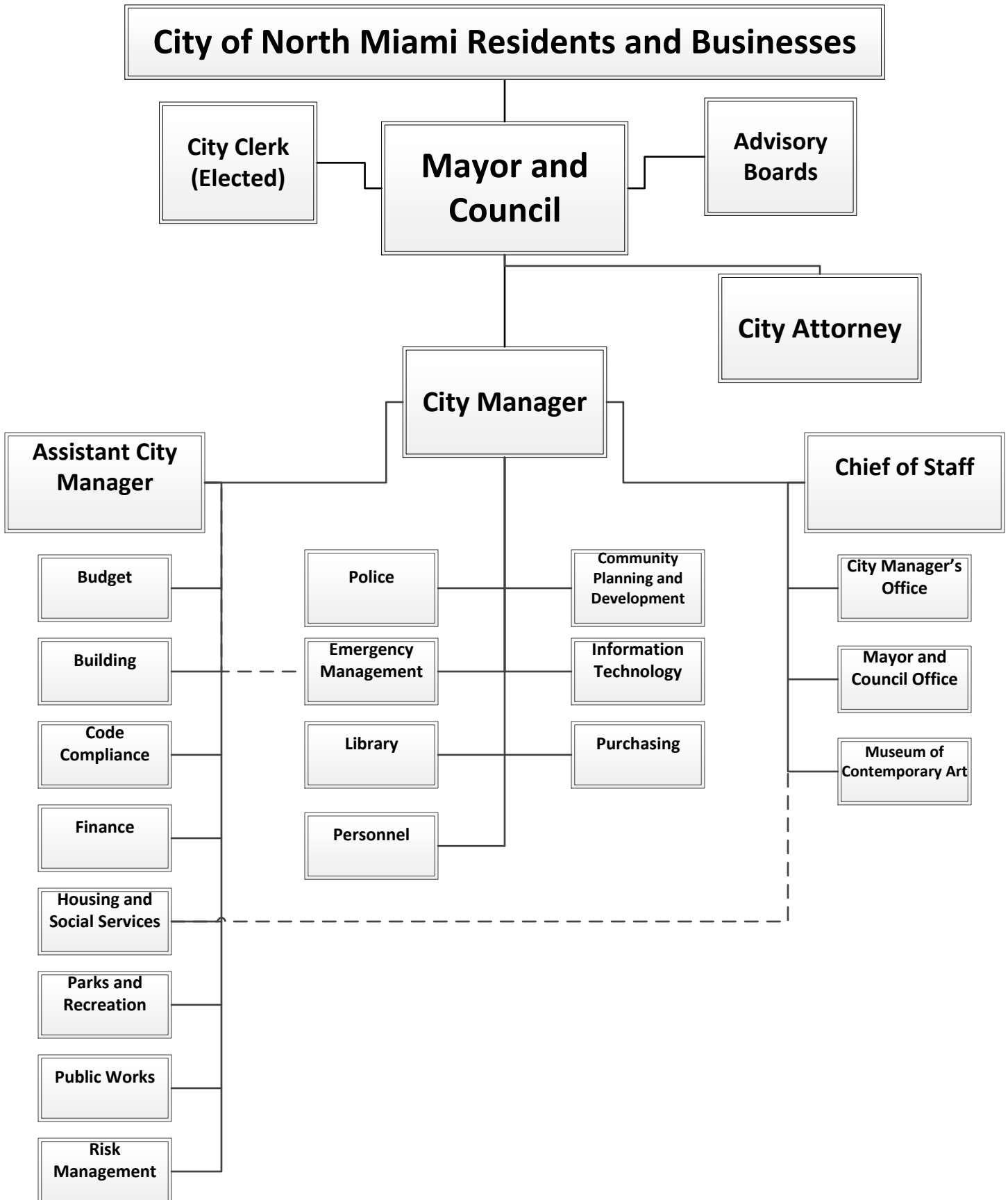
## INTEGRATION OF THE STRATEGIC MANAGEMENT PLAN AND THE BUDGET

The City's five-year Capital Improvement Plan bridges day-to-day operations with the City's long-term financial plan. The City Council and the City Manager are the driving forces for getting buy-in from department directors and residents. Funding is allocated in alignment with the City's Strategic Plan, and while we may not be able to fund all priorities in the upcoming fiscal year, we are making strategic investments in our future. Leveraging community partnerships and seizing grant opportunities will maximize results.

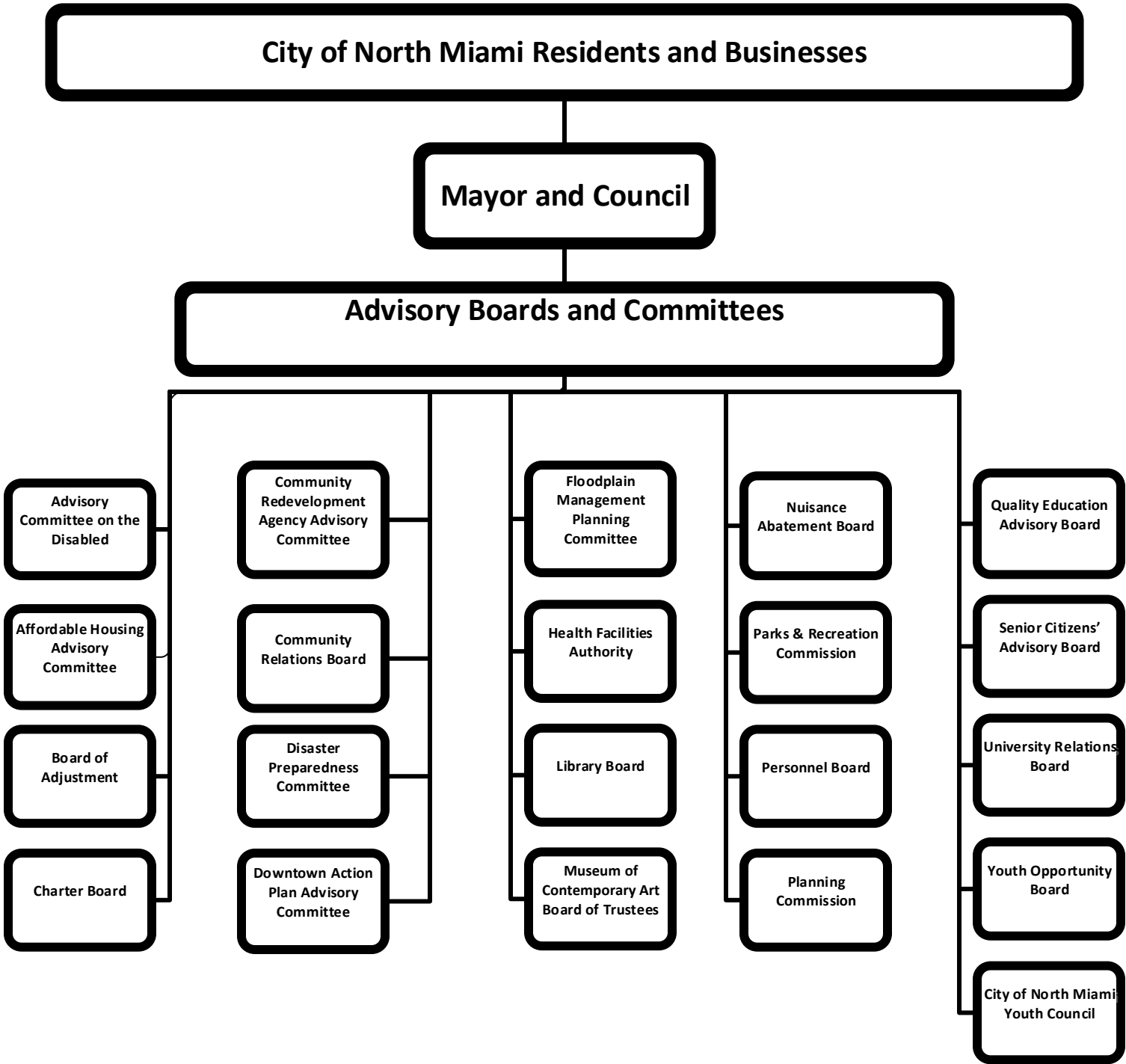
The five-year Capital Improvement Plan (CIP) is organized into six categories: Facilities, Parks, Technology, Transportation, Vehicle Replacement, and Water & Sewer projects. The CIP includes ongoing projects, new projects, and projects in progress that require additional funding. The CIP also includes a plan for future projects based on expected revenues and other financing mechanisms. CIP projects are carefully assessed and prioritized by objective criteria to ensure the most pressing needs of the community are addressed to move closer to achieving the City's vision. Ultimately, by aligning the five-year CIP with the Strategic Management Plan, the City is able to prioritize on what the organization wants to accomplish in the future.

Many capital improvement projects outlined in the (CIP) have, or will have, corresponding impacts to the operating budget commensurate with the capital investment. Identifying the operation budget impacts are useful for decision-making because it provides a greater understanding of current and future financial obligations associated with the capital investment. New or expanded facilities may increase the annual costs needed to maintain the facility and desired level of service, which can contribute to the growth of annual operation budgets. Other new facilities, such as swimming pools, may generate offsetting revenues from program fees, which provide additional revenue to help support operating expenses related to the new facility. Whether it is upgrades to facilities, infrastructure, or green spaces these improvements help the city achieve its goals by providing a beautiful, safe, and lovable place for all ages.

# CITYWIDE ORGANIZATIONAL STRUCTURE



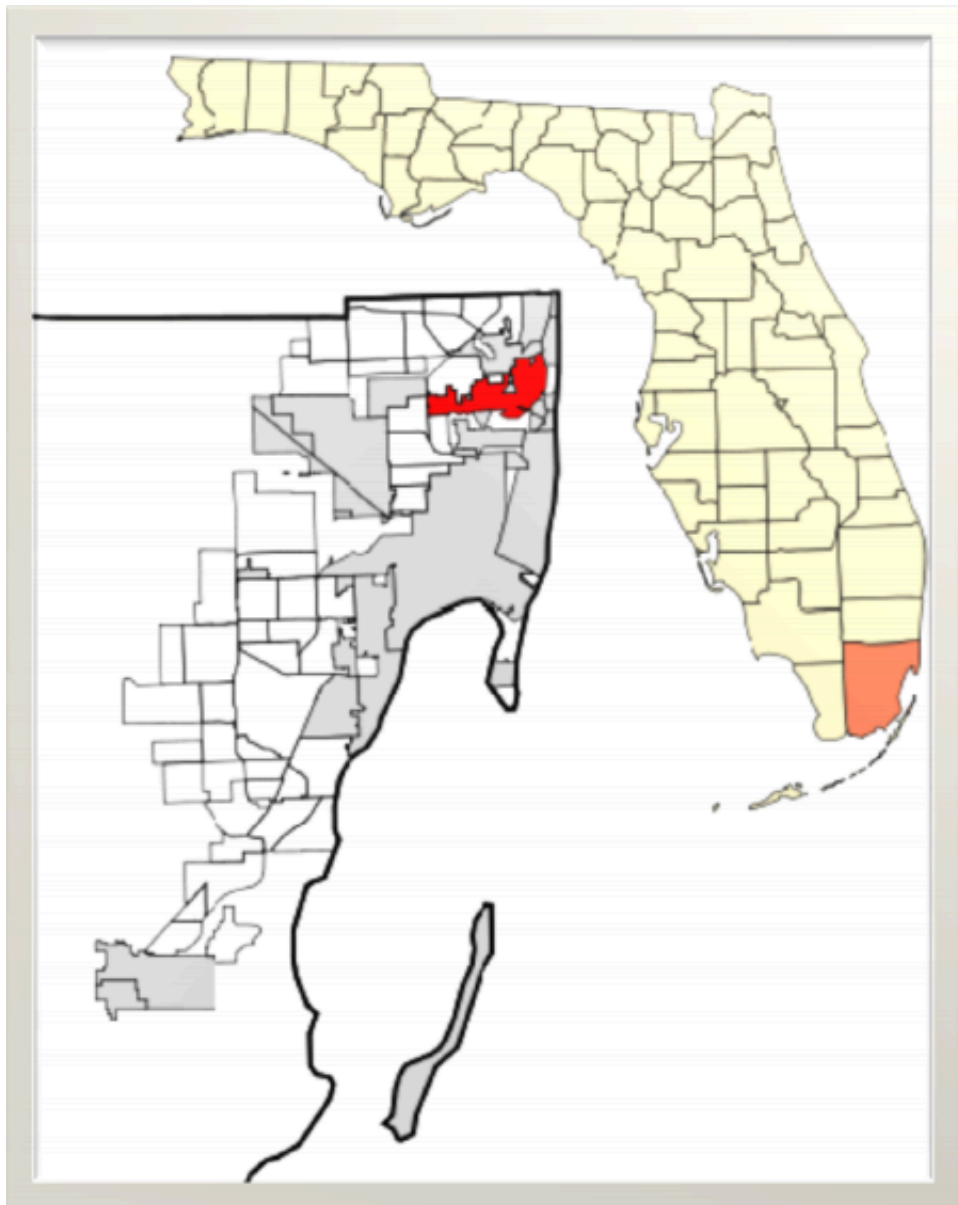
# ADVISORY BOARDS AND COMMITTEES



# CITY OVERVIEW

---

The City of North Miami is located in Miami-Dade County, Florida in the northeast part of the county. The City is approximately 10 miles north of the City of Miami. The current land area is 10 square miles, making it the sixth largest city in Miami-Dade County. North Miami offers its visitors and residents the advantages of a moderate climate where the temperature averages 85 degrees with an average rainfall of 66.04 inches per year. Outdoor activities are enjoyed throughout the year and we welcome our residents to our amazing indoor facilities.





## About North Miami

North Miami has a rich history dating back to the 1800's. After becoming incorporated on February 5, 1926, the City began to grow exponentially from that point forward. A tour through North Miami demonstrates that the City boasts the largest concentration of mid-century modern buildings in South Florida. The city of North Miami is committed to strengthening its business community, while maintaining a focus on education, the arts, leisure activities, and sustainability to provide a viable future for its residents.

As the sixth largest City in Miami-Dade County, North Miami is home to more than 60,000 residents, 800 businesses, Florida International University's Biscayne Bay Campus and the world-renowned Museum of Contemporary Art (MOCA). As a Florida Green Building Association Silver Green City Award winner, North Miami is focused on climate resiliency and sustainable green initiatives. The City is committed to providing the highest quality services to residents and business owners.

## Our History

Prior to becoming a city on February 5, 1926, (initially known as the "Town of Miami Shores"), North Miami's history dates back to 1856 when a corps of U.S. Army soldiers cut through thick brush on its way from Ft. Lauderdale to Ft. Dallas at the mouth of the Miami river. Tequesta Indians inhabited the area, and the Army creating the first passable trail over a unique natural bridge over the Arch Creek. The early pioneers of North Miami included plantation farmers Mr. Ihle and Mr. Burr. The area known as Arch Creek quickly became a center of commerce once Henry Flagler's railroad traversed the land and the Arch Creek Depot opened on 125th Street at the Florida East Coast railway as a rail station and trading post. History may repeat itself as the South East Regional Transit Authority is looking into installing passenger rail service on the FEC tracks in the future that would eventually link to Downtown Miami.

## Our Government

The City's charter provides for a Mayor, elected city-wide, that serves up to two consecutive two-year terms and four Council members, elected by district to serve up to two consecutive four-year terms. North Miami is also one of few communities in the state that still has a City Clerk that is elected city-wide. The City of North Miami operates under a Council-Manager form of government. The City Manager and City Attorney are each appointed by the City Council. The City Manager is responsible for the city's day-to-day operations, hiring department heads and preparing the annual budget. As reflected in the city's organizational chart, the City of North Miami provides for a variety of services to its residents and business owners. Residents and business owners also have the chance to become involved in local government operations by serving on boards and commissions that may act in either advisory or quasi-judicial capacities. The City of North Miami provides a variety of services for our residents, including public works, police, parks and recreation, economic & community development, transportation, a museum, a library and more. North Miami continues to attract residents and businesses to the area because of its ideal location.

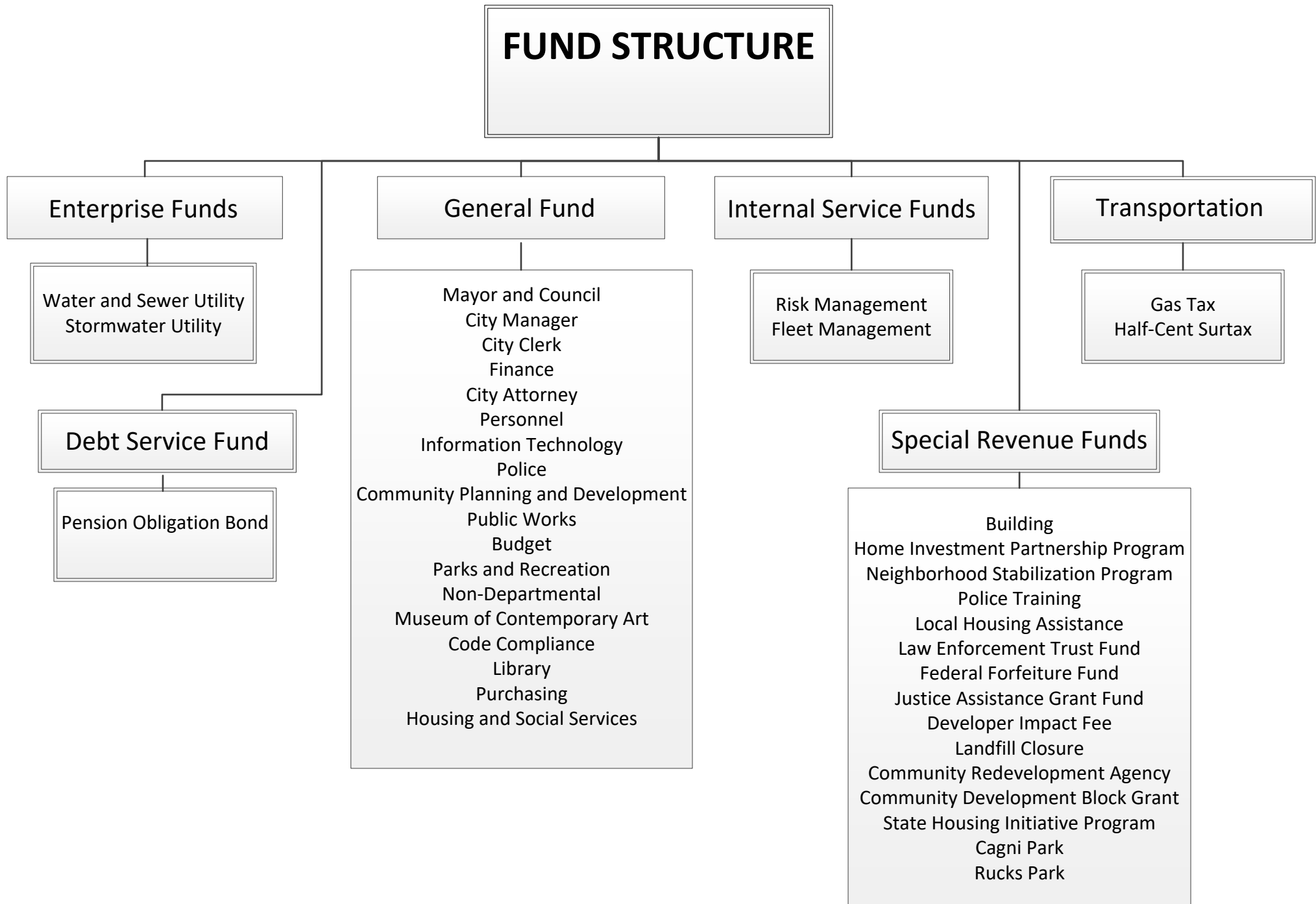
## Our Community

North Miami is known as a film, art and cuisine capital. North Miami has more than over 70 businesses focused on music, video production and post-production. Major TV series and movies such as HBO's hit series *Ballers* and the iconic classic series *Miami Vice*, have been filmed in North Miami. North Miami offers both pre-production and production incentives for projects that film and do business in the city. Benefits include expenditure reimbursement, free parking, and reserved space for a base camp.

The long-awaited Cagni Park North athletic complex is officially moving forward. The project architect, Bermello Ajamil & Partners, has been working closely with city staff on the schematic design for the facility. Plans for this project include an aquatic facility with a 50-meter pool, an aquatics building, a synthetic turf sports field, two playgrounds, open space, walking trails, parking, and landscaping. Funding for this project is through a cooperative arrangement between the City of North Miami, Miami-Dade County, and the Miami-Dade County School Board.

Exciting projects, a diverse community, customer friendly residential services and a convenient location make North Miami an appealing destination to live, work, and play. North Miami is constantly reinventing itself and its resiliency will continue to shine for many years to come.

# CITY OF NORTH MIAMI FUND STRUCTURE



# FUND TYPES



## MAJOR GOVERNMENTAL FUNDS:

*GENERAL FUND* is the chief operating fund of the City. General tax revenues and other receipts that are not allocated to another fund by law or contractual commitment are accounted for in this fund. General operating expenses and capital improvement costs not paid through another fund are paid from this fund.

*LANDFILL CLOSURE FUND* accounts for the costs of remediation and closure of the former Munisport landfill site.

*CRA FUNDED PROJECTS FUND* accounts for the tax-incremental property tax monies that are transferred to the CRA component unit and to account for monies received from the CRA component unit as reimbursements for City projects in the CRA area.

*CRA COMPONENT UNIT CAPITAL PROJECTS FUNDS*, a component unit of the City, accounts for the incremental City and Miami-Dade County tax revenues to finance redevelopment projects by carrying out public initiatives that stimulate rehabilitation or development in the CRA area.

*COMMUNITY DEVELOPMENT BLOCK GRANT FUND* accounts for grant funding received from HUD for housing assistance.

## PROPRIETARY FUNDS:

*WATER AND SEWER UTILITY FUND* accounts for the costs of providing water treatment and distribution service, and sewage treatment to all areas within the City limits and certain districts outside the City limits.

*SOLID WASTE SERVICES FUND* accounts for the City's sanitation operations inclusive of garbage, trash and recycling. Additionally, it includes animal control, graffiti control and sanitation code enforcement. This fund was closed out during 2011/2012 fiscal year as the activities of the fund were outsourced during the fiscal year.

*STORMWATER UTILITY FUND* accounts for improvements to the City's stormwater systems and pollution from stormwater runoff.

## OTHER FUNDS

*INTERNAL SERVICES FUND* accounts for the cost of insuring the City in the areas of workers' compensation and general liability risks, and to provide fleet management services to other departments on a cost reimbursement basis.

*PENSION TRUST FUNDS* (CTS Plan and Police Pension Plan) accounts for the City's two single-employer defined benefit pension plans covering substantially all of its employees.

## NONMAJOR GOVERNMENTAL FUNDS

*SPECIAL REVENUE FUNDS* accounts for specific revenues that are legally restricted to expenditures for particular purposes.

*BUILDING FUND* accounts for issuance of permits, the assessment of permit fees, the control and maintenance of department records, and supplying record information to the public. Majority of revenue collected are through permit fees.

*HOME INVESTMENT PARTNERSHIP* accounts for expenditures of federal funds to expand safe, decent, and affordable housing opportunities to low and very-low income households.

*NEIGHBORHOOD STABILIZATION* accounts for the City's allocation of federal monies received from the U.S. Department of Housing and Urban Development (HUD) to assist in addressing the effects of abandoned and foreclosed properties within the community.

*2005 DISASTER RECOVERY* accounts for expenditures of federally-funded disaster recovery funds for repairs to homes affected by the 2005 hurricane season. This is a pass through grant from HUD, to the State of Florida Department of Community Affairs, to Miami-Dade County. The City is the recipient of the funding from the County.

*POLICE TRAINING* accounts for expenditures of state police training funds on behalf of the City of North Miami police officer training.

*LOCAL HOUSING ASSISTANCE (SHIP)* accounts for state funds provided for the creation of local housing partnerships, to expand production of and preserve affordable housing, to further the housing element of the local government comprehensive plan specific to affordable housing and to increase housing-related employment.

*LAW ENFORCEMENT* accounts for confiscated monies awarded to the City under State Statutes to be used for law enforcement related expenditures.

*BYRNE STRIKE TEAM* accounts for the City's allocation under the Edward Byrne Memorial Discretionary grant program

# FUND TYPES (cont.)

*FEDERAL FORFEITURE* accounts for confiscated monies that involve the City's Police department and federal agencies.

*HALF-CENT TRANSPORTATION SURTAX* accounts for the City's prorated share of the Charter County Transit System Surtax proceeds. The monies received can be used toward projects and programs such as public transportation operations, street lighting, and transit system enhancements.

## DEBT SERVICE FUNDS

*DEBT SERVICE FUNDS* accounts for the accumulation of resources for, and the payment of general long-term debt principal and interest.

*FMLC LOAN (GENERAL OBLIGATION)* accounts for monies for payment of principal, interest, and other costs related to the loan agreement with the Florida Municipal Loan council. The loan proceeds were funded through a Florida Municipal Loan Council bond issuance (FMLC-Series 2002A). Debt service is financed primarily by ad valorem taxes.

*TAXABLE PROMISSORY NOTE – SERIES 2010 (PENSION)* accounts for monies for payment of principal, interest and other costs related to the Series 2010 Taxable Promissory Note issuance. The Note was issued for the purpose of current refunding outstanding Taxable Special Obligation Bonds Series 2002 (pension funding project) and to pay a termination fee with respect to a related interest rate swap. Debt service is financed by non-ad valorem funds budgeted and appropriated by the City on an annual basis.

## CAPITAL PROJECTS FUNDS

*CAPITAL PROJECTS FUNDS* accounts for the acquisition and construction of major capital facilities other than those financed by proprietary funds.

*TRANSPORTATION GAS TAX* accounts for expenditures for implementing transportation related capital improvements. The local option gas tax is a county imposed tax, collected by the State of Florida, and distributed back to counties and municipalities based on the interlocal agreement in effect for that year.

## INTERNAL SERVICE FUNDS

*INTERNAL SERVICE FUNDS* accounts for the financing of goods or services provided by one department or agency to other departments or agencies of the government on a cost reimbursement basis.

*GENERAL RISK MANAGEMENT* accounts for the cost of insuring the City in the areas of property and casualty liability, public officials' and law enforcement officers' liability and workers' compensation. Departments of the City are assessed a charge based upon the funding needs of the fund.

*FLEET MANAGEMENT* accounts for the costs and funding of providing motor vehicles and heavy equipment to other departments.

## PENSION TRUST FUNDS

*CTS AND NORTH MIAMI POLICE PENSION PLANS* accounts for the accumulation of resources to be used for retirement benefits to City employees. Resources are contributed by employees (at rates fixed by law) and by the City (at amounts determined by actuarial valuations).

## ADDITIONAL FUND

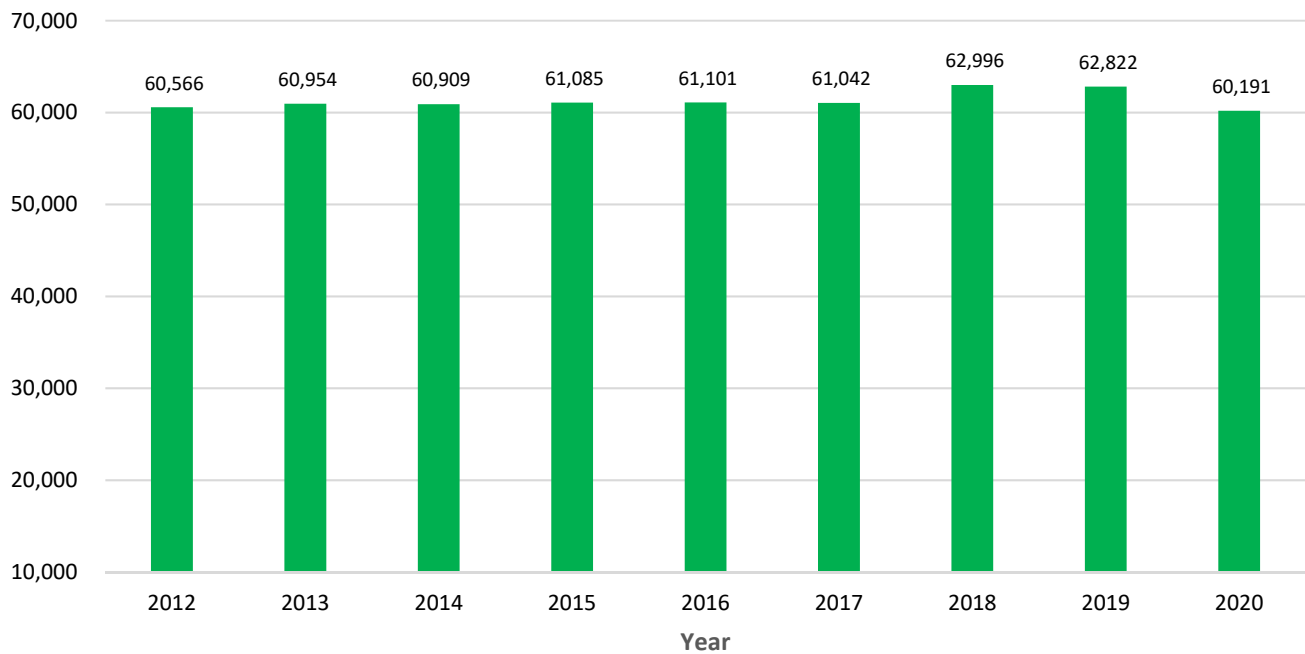
*ARPA STATE FISCAL RECOVERY FUND* accounts for the \$1.9 trillion American Rescue Plan (ARPA) Act signed by the President. ARPA Funds are intended to aid public health and economic recovery from the COVID-19 pandemic.

## RELATIONSHIP BETWEEN DEPARTMENTS AND FUNDS

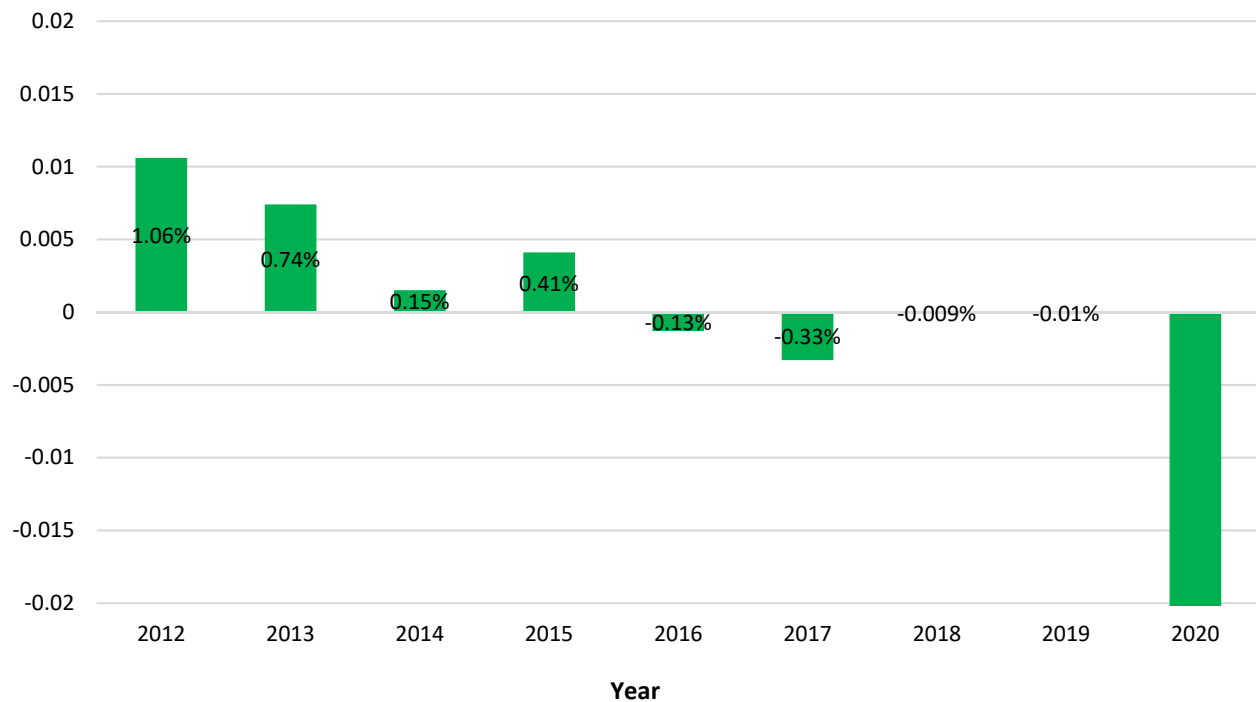
	Mayor/Council	City Manager	City Clerk	Finance	City Attorney	Personnel	Information Technology	Police	Community Planning & Development	Public Works	Budget Office	Parks and Recreation	Non-Departmental	Museum of Contemporary Art	Code Compliance	Library	Purchasing	Housing and Social Services
<b>GOVERNMENTAL FUNDS</b>																		
General Fund	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>ENTERPRISE FUNDS</b>																		
Stormwater Utility Fund										X								
Water and Sewer Fund										X								
<b>HOUSING FUNDS</b>																		
Community Development Block Grant Fund																		X
Home Investment Partnership Program Fund																		X
Neighborhood Stabilization Program Fund																		X
State Housing Initiatives Program Fund																		X
<b>INTERNAL SERVICE FUNDS</b>																		
Fleet Management Fund		X		X			X	X		X		X		X	X			
Risk Management Fund	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X
<b>SPECIAL REVENUE FUNDS</b>																		
Building Fund				X	X	X	X											X
LETF Special Revenue Fund								X										
Federal Forfeiture Fund								X										
Half-Cent Transportation Fund										X								
Landfill Closure Fund										X								
Library Aid Grant Fund																X		
Pension Obligation Loan Repayment													X					
Transportation Gas Tax Fund										X								
Fire Flow Projects Fund										X								

# ECONOMY AND DEMOGRAPHICS

## Population Trend



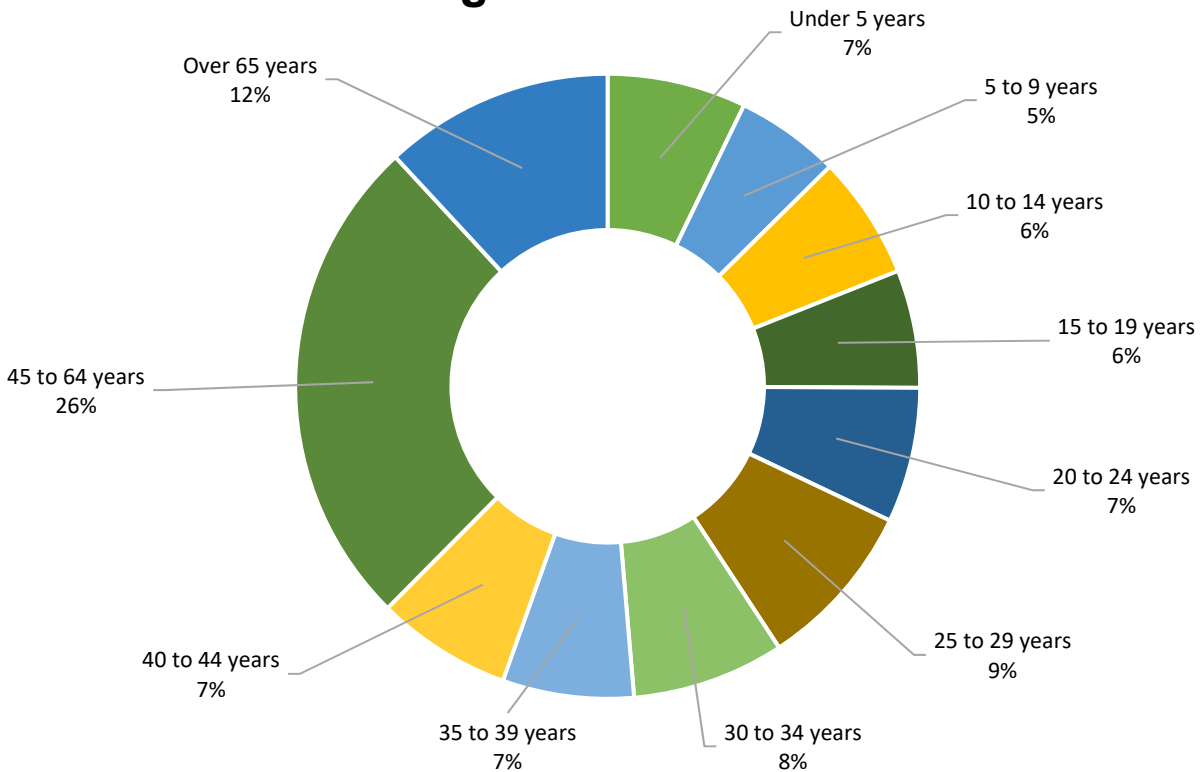
## Population Percentage Change



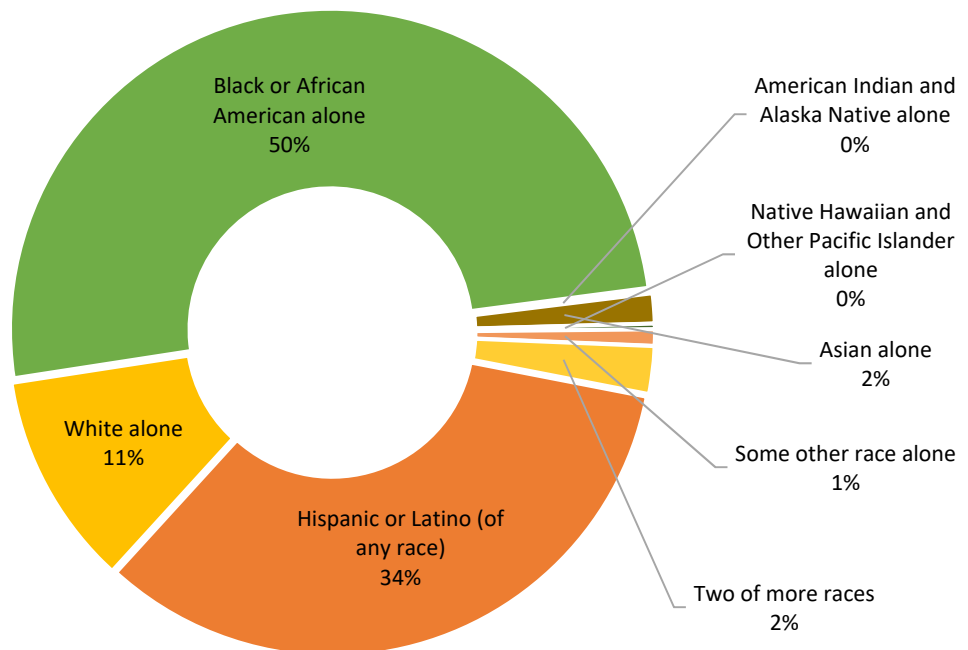
U.S. Census Bureau <http://www.census.gov/en.html>

# ECONOMY AND DEMOGRAPHICS

## Age Distribution

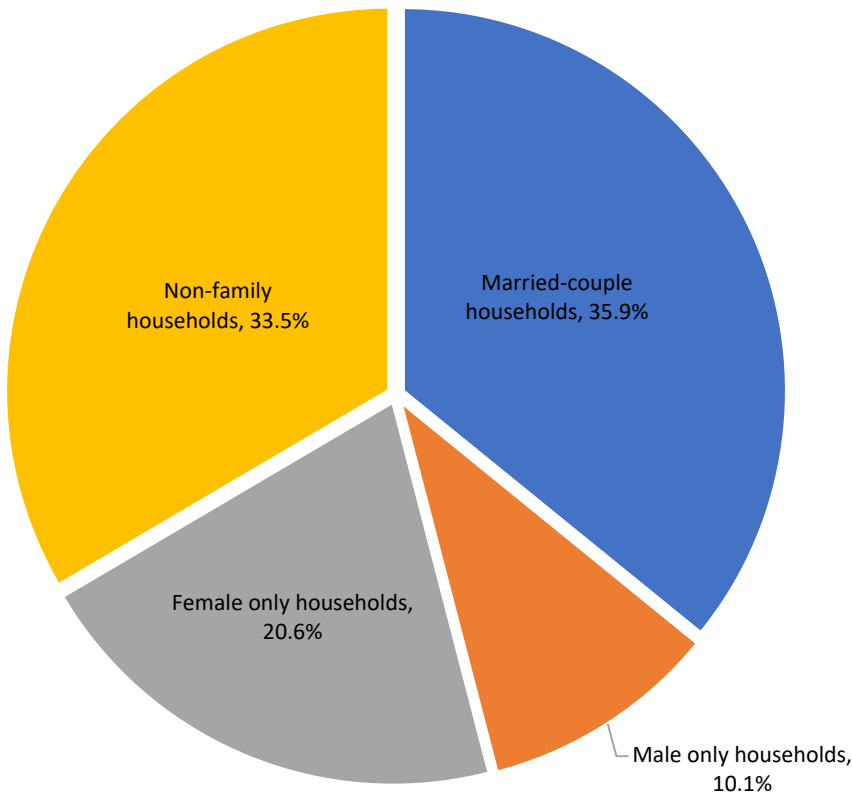


## Race Distribution



# ECONOMY AND DEMOGRAPHICS

**North Miami Household by Type**

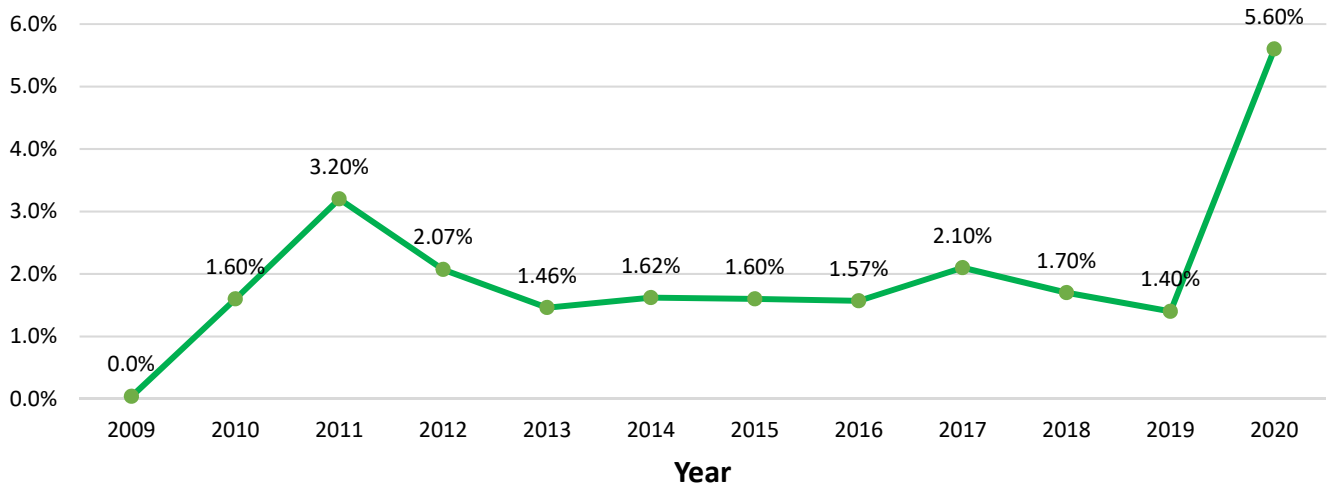


Housing Tenure	
Owner-occupied housing units	42%
Renter-occupied housing units	58%

U.S. Census Bureau <http://www.census.gov/en.html>

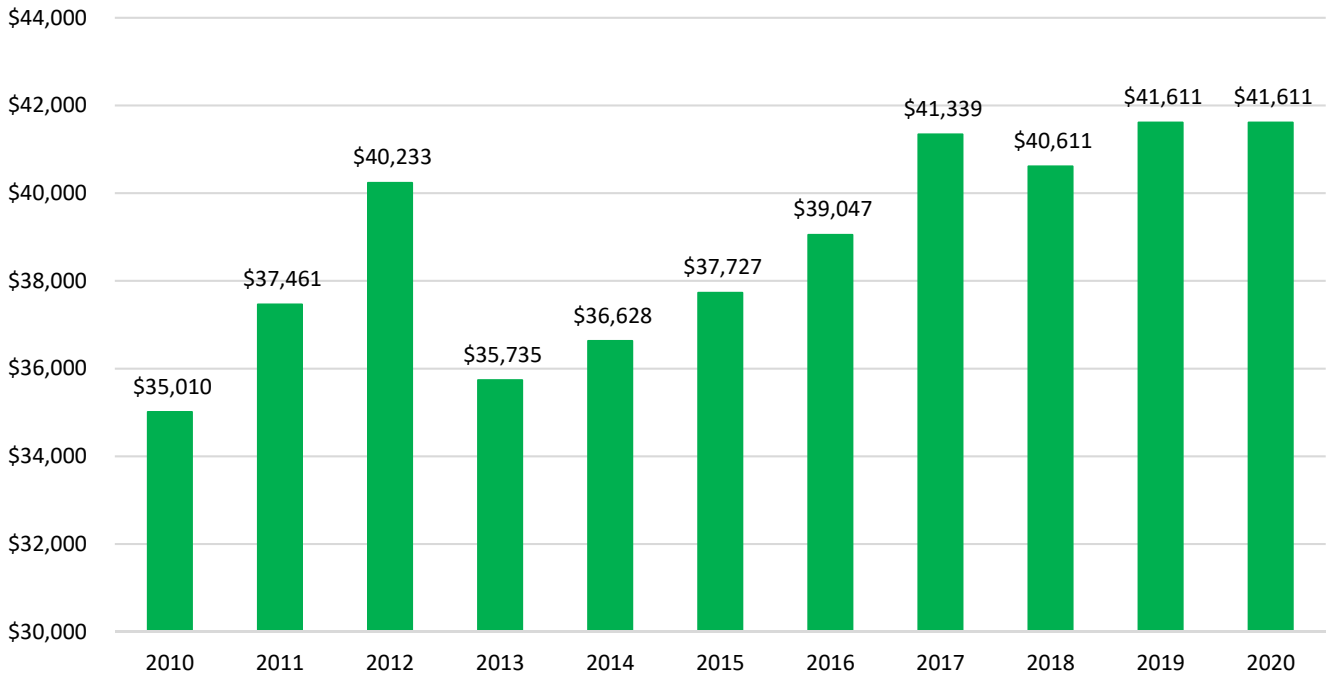
# ECONOMY AND DEMOGRAPHICS

## Consumer Price Index Average Annual Percentage Change



Bureau of Labor <http://www.bls.gov/cpi>

## North Miami Household Median Income



U.S. Census Bureau <http://www.census.gov/en.html>

# ECONOMY AND DEMOGRAPHICS

<b>Education</b>
<b>Elementary schools</b>
Arch Creek Elementary School
Benjamin Franklin Elementary School
Biscayne Gardens Elementary School
David Lawrence Jr. K-8
Gratigny Elementary
North Miami Elementary School
Natural Bridge Elementary School
W. J. Bryan Elementary School
<b>Middle schools</b>
Thomas Jefferson Middle School
North Miami Middle School
<b>High schools</b>
Alonzo & Tracy Mourning Senior High
North Miami Senior High School
<b>Colleges and universities</b>
Florida International University (Biscayne Bay Campus)

City of North Miami Community Planning & Development

<b>Education (25 yrs &amp; older)</b>	<b>Percent</b>
Less than 9th grade	12.4%
9th to 12th grade, no diploma	9.9%
High school graduate (includes equivalency)	32.9%
Some college, no degree	17.7%
Associate's degree	7.9%
Bachelor's degree	13.0%
Graduate or professional degree	6.1%

U.S. Census Bureau <http://www.census.gov/en.html>

# ECONOMY AND DEMOGRAPHICS

Land Use	Square Feet	Percent
Commercial	15,630,858	8.2%
Industrial	5,314,928	2.8%
Utility	4,880,829	2.6%
Parks / Open Space	65,103,849	34.2%
Bay Shore Zone	39,162	0.00%
<b>Total Commercial/Green Space/Industrial Use</b>	<b>90,969,696</b>	<b>47.8%</b>
Mixed Use Low	2,078,174	1.1%
Mixed Use Medium	7,776,295	4.1%
Mixed Use High	1,853,817	0.9%
<b>Total Mixed Use</b>	<b>11,708,286</b>	<b>6.2%</b>
Low Density Residential	71,409,319	37.6%
Medium Density Residential	7,199,838	3.8%
Low Medium Density Residential	2,520,866	1.3%
High Density Residential	6,274,333	3.3%
<b>Total Residential</b>	<b>84,883,490</b>	<b>46.00%</b>
<b>Total Area</b>	<b>190,417,680</b>	<b>100.00%</b>

North Miami Community Planning and Development Department

2021 North Miami Top Establishments		
Businesses	Totals	Rank
Retail	1349	1
Accommodation and Food Services	451	2
Healthcare and Social Services	340	3
Beauty/Barbershops & Manicure/Pedicure Salons	254	4

North Miami Economic Development Division

# BUDGET OVERVIEW

## FUND BALANCE SCHEDULES

GENERAL FUND			
	2020 Actual	2021 YEE	Adopted 2022 Budget
Revenue Total	59,588,906	66,728,173	66,420,953
Expenditure Total	(66,902,105)	(58,784,609)	(66,420,953)
Total Other Financing Sources (uses)	16,991,591	-	-
Net Change in Fund Balance	9,678,392	7,943,564	-
Fund Balances - Beginning	(14,697,136)	(5,018,744)	2,924,820
Fund Balances - Ending	(5,018,744)	2,924,820	2,924,820
LANDFILL CLOSURE			
	2020 Actual	2021 YEE	Adopted 2022 Budget
Revenue Total	23,234	11,102	5,897,292
Expenditure Total	(3,755,020)	(10)	(5,897,292)
Total Other Financing Sources (uses)	-	-	-
Net Change in Fund Balance	(3,731,786)	11,092	-
Fund Balances - Beginning	9,618,038	5,886,252	5,897,344
Fund Balances - Ending	5,886,252	5,897,344	5,897,344
COMMUNITY REDEVELOPMENT AGENCY (CRA)			
	2020 Actual	2021 YEE	Adopted 2022 Budget
Revenue Total	5,439,132	11,306,879	17,268,367
Expenditure Total	(5,167,546)	(9,945,963)	(17,268,367)
Total Other Financing Sources (uses)	-	-	-
Net Change in Fund Balance	271,586	1,360,916	-
Fund Balances - Beginning	3,272,415	3,544,001	4,904,917
Fund Balances - Ending	3,544,001	4,904,917	4,904,917
OTHER FUNDS			
	2020 Actual	2021 YEE	Adopted 2022 Budget
Revenue Total	59,098,664	60,087,012	72,201,364
Expenditure Total	(51,796,713)	(58,257,260)	(72,201,364)
Total Other Financing Sources (uses)	4,274,744	-	-
Net Change in Fund Balance	11,597,118	1,829,752	-
Fund Balances - Beginning	81,525,938	93,123,056	94,952,808
Fund Balances - Ending	93,123,056	94,952,808	94,952,808
TOTAL GOVERNMENTAL FUNDS			
	2020 Actual	2021 YEE	Adopted 2022 Budget
Revenue Total	124,149,936	138,133,166	161,787,976
Expenditure Total	(127,621,384)	(126,987,842)	(161,787,976)
Total Other Financing Sources (uses)	21,266,335	-	-
Net Change in Fund Balance	17,815,310	11,145,324	-
Fund Balances - Beginning	79,719,255	97,534,565	108,679,889
Fund Balances - Ending	97,534,565	108,679,889	108,679,889

# BUDGET OVERVIEW

## FINANCIAL POLICIES

### **Structure:**

The basis of budgeting and accounting are consistent. The City's financial policies establish the framework for financial planning and management. The policies set guidelines in which the budget and financial plan assist with the decision-making process for the City Manager and the City Council. These policies provide guidelines for evaluating both current activities and proposals for future programs. This demonstrates the City's commitment to sound financial planning, management and fiscal integrity.

### ***The City of North Miami, FL financial policies are:***

- |                               |                              |
|-------------------------------|------------------------------|
| 1. Operating Budget Policy    | 7. City Payment Policy       |
| 2. Financial Reporting Policy | 8. Disaster Pay              |
| 3. Tuition Reimbursement      | 9. Risk Management           |
| 4. Discretionary Funds        | 10. Capital Improvement Plan |
| 5. Travel and Meetings        | 11. Budget Preparation       |
| 6. Vehicle Replacement        |                              |

### ***Operating Budget Policies:***

- All departments share in the responsibility for meeting management and service delivery goals and ensuring long-term financial stability.
- Operating budgets and management plans will be developed using current resources available. Current revenues will be sufficient to support operating expenditures.
- The budget process is intended to allocate limited resources among competing programs based on policy priorities, efficiency and effectiveness of services and availability of resources.
- Additional personnel and programs will be requested only if necessary to maintain existing service levels due to expansion of service areas or service levels previously approved by the City Council.
- As required by City Charter, the budget will be balanced. Current expenditures will be funded by using current revenue sources and revenue growth will be planned in a conservative, prudent manner. Use of fund balance in any fund to balance the current year budget must be approved by the City Council.
- User fees and charges for services will be reviewed annually to ensure that they cover the cost of the program at the rate determined to be responsible, competitive with other local communities and non-burdensome to program participants. Fees will be adjusted as needed based on this analysis.
- Cash management and investment will be maintained in accordance with the City Charter and State law and will ensure the safety and security of city assets. Funds will be managed prudently and diligently with an emphasis on safety of principal, liquidity and financial return.

### ***Financial Reporting Policies:***

- The City's accounting and financial reporting systems will be maintained in conformance with Generally Accepted Accounting Principles (GAAP), the Government Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA).
- An annual audit will be performed by an independent public accounting firm and a Annual Financial Comprehensive Report (ACFR) will be published.
- The City's financial report and budget will be submitted to the GFOA for the Certificate of Achievement for Excellence in Financial Reporting and the Distinguished Budget Presentation Award.
- Financial systems will be maintained to monitor revenues, expenditures and program performance on an on-going basis.

### ***Tuition Reimbursement:***

- To provide an opportunity for North Miami City Employees to obtain additional education for training in order to increase their competence in present jobs, and to enhance their chances for future advancement.

# BUDGET OVERVIEW

## FINANCIAL POLICIES (cont.)

### ***Discretionary Fund:***

- To establish uniform operation procedure for the allocation and disbursement of discretionary funds, to be allocated by the Council to City agencies and/or departments to enhance services.

### ***Travel and Meetings:***

- To provide reasonable, systematic means by which travel for City purposes may be approved and controlled, consistent with efficient and economical operation for City employees, including full-time, part-time, temporary or volunteers, and elected or appointed officials at professional meetings, and training courses that benefits them and the City through increased awareness of technical and administrative developments through the exchange of ideas with their peers, or as part of an employee's official duties.

### ***Vehicle Replacement:***

- To ensure proper management of the size of the motor fleet by providing for a one-for-one replacement of new vehicles too old, unless an increase in fleet size is expressly approved by the City Manager as well as to conserve energy, reduce costs and avoid expending manpower to repair vehicles unnecessary for City operations.

### ***City Payment Policy:***

- To ensure timely payment of all City purchases by establishing proper invoicing criteria, late payment period, interest calculation on late payments, resolution procedures for payment disputes, and to provide interest payment reports to the City Council.

### ***Disaster Pay:***

- To provide for pay continuance for a period of time (to be defined by the City Manager) when a disaster and/or civil disorder prevents employees covered from performing their regular duties.

### ***Risk Management:***

- To establish procedures for claims reporting, claims administration and claims settlement; provide for the proper management of funds in the trust fund; and provide proactive solutions targeted at reducing liability exposure.

### ***Capital Improvement Plan:***

- A planning document that sets forth the City's capital improvements to ensure that municipal infrastructure and facilities are appropriate and adequate to serve the needs of its community.

### ***Budget Preparation:***

- A collaborative effort between City Officials, City Manager, Departments, and constituents to maintain a consistent level of services at a reasonable cost.

# BUDGET OVERVIEW

## BUDGET PROCESS

The Budget process represents a collaborative effort between City officials, City Manager, Departments and constituents, to provide the best possible services to our residents. During the process residents have a chance to express their desire for City services. A series of budget workshops and two public hearings are held. The budget process is comprised of six stages: Forecast, Request, Review, Propose, Adopt, and Monitor. These stages usually overlap due to the City operating in one fiscal year while developing/forecasting the next.

**Forecast Stage:** During the first quarter of the fiscal year, the Budget Office reviews and develops data useful in preparing revenue and expenditure forecasts. This data is compiled and analyzed and used in preliminary budget discussions for the upcoming year with the Mayor/Council and City Manager. During this stage, budget staff prepares payroll projections, expense and revenue worksheets, the Capital Improvement Plan, and additional supplemental data.

**Request Stage:** Prior to budget submittal, departments meet with the City Manager. These meetings provide each department head with an opportunity to discuss and justify the requested amounts for the individual departmental budget as submitted. Departments develop revenue projections and expenditure requests based on financial trends, needs of the community, elected official's priorities, and projections.

**Review Stage:** Budgets are submitted to budget staff for review. Staff analyzes these budgets for accuracy and content, making sure budget guidelines have been followed. On June 1, preliminary taxable values are received, and if necessary, additional department meetings are held and revisions are made to the proposed budget. In late June, early July, budget staff prepares a proposed budget for review by the City Manager.

**Proposed Budget Stage:** By June, budget staff prepares the final proposed budget document and submits to the Council for review. During this time budget workshops are held providing the opportunity to establish millage rates, finalize department budgets, etc.

**Adoption Stage:** Two public hearings are held to adopt the millage and budget, including the Capital Improvements Plan (CIP). Following the Council's approval of the budget, the budget staff prepares the adopted budget for distribution. The adopted budget becomes effective October 1 through September 30.

**Monitor Stage:** This stage is a year-round process. In October, the budget and authorized positions are loaded into the Financial Management System. Throughout the year, Budget staff review purchases and personnel requisitions, review and project financial information, and monitor decisions made by Mayor and Council and the City Manager for financial impact.

## AMENDMENTS TO THE ADOPTED BUDGET

A budget ordinance approved each year by the City Council authorizes the City Manager to implement budget amendments to appropriate funds as required during the fiscal year. This authority extends to budget amendment as well as budget transfers.

**Budget Amendment** – An increase or decrease in budgeted expenses and revenues within the same fund. The budgeted fund total is changed.

**Budget Transfer** – A transfer of appropriations among two or more accounts within the same fund.

# BUDGET OVERVIEW

## City of North Miami 2021-22 Budget Calendar Schedule of Activities and Work Plan

ACTIVITY		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Budget Office	Train budget users on OpenGov Budget Planning, complete training sign off list, and confirm deadline for Proposed <b>January 28th</b>										
	FY22 Payroll projections with Payroll <b>February 11th</b>										
	Departments submit line item budgets, including year end estimates <b>February 28th</b>										
	Grant Directors and budget users access to OpenGov to start budget planning process <b>March 18th</b>										
	Strategic Management Planning with Mayor & Council										
	Follow-up training by OMB Staff with departments										
	Start Year-end Estimates and future year forecasts on <b>March 18th</b> and complete by <b>April 13th</b>										
	Budget Meetings with Departments										
	Compile FY21/22 ACFR reconciliation, FY22 Year-end estimates, and FY23 projections										
	Announce Performance Measures at staff meeting <b>May 1st</b> and due by <b>May 31st</b>										
	Hold Budget Workshop with Council to get FY23 Priorities										
	Property appraiser <b>June 1st</b> estimates										
	Submit Proposed Budget to City Manager by <b>June 30th</b>										
	Property appraiser <b>July 1st</b> certification										
	Council Agenda Item - <b>July 13th</b> to set Proposed Millage Cap and Budget Hearing										
	Revisit year-end estimates and revenue projections										
	Trim Process: Calculations, Advertisements, Dates for Budget Hearings ( <b>certification due by Aug 4th</b> )										
	Present Final Proposed Budget to the CM - <b>August 13th</b>										
	Hold Budget Hearings - <b>September 2nd and 22nd</b>										
	Prepare and submit TRIM Package to Florida Department of Revenue										

# BUDGET OVERVIEW

## TRIM PROCEDURES

In 1980, the Florida legislature passed the “Truth-in-Millage” (TRIM) act. This law is designed to inform taxpayers which governmental entity is responsible for the taxes levied and the amount of tax liability owed to each taxing entity. The Notice of Proposed Taxes is known as the TRIM notice.

The Miami-Dade County Property Appraiser’s Office mails out the TRIM notices for Real Estate Tax and Tangible Personal Property Tax during August of each year.

The Florida Constitution requires the Property Appraiser’s Office to assess property based on its market value as of January 1st of each year, so the property value this year is based on sales of comparable properties that occurred during the previous year and what the market represented for that twelve-month period. A simple definition of market value is the typical price a willing buyer would pay to a willing seller.

Truth in Millage establishes the statutory requirements that all taxing authorities levying a millage must follow. These requirements are described below.

- By July 1st of each year the Property Appraiser must certify the City’s tax roll on Form DR-420 (Certification of Taxable Value). The tax roll is an official record of properties subject to property tax within a given jurisdiction. It is used as a basis for formulating the proposed millage rate for the coming year.
- Within 35 days (no later than August 4th) of certification of the tax roll by the Property Appraiser, the City’s Budget Office must return the completed DR-420 to the Property Appraiser; and the City Manager must submit a tentative budget to the City Council.
- Within 65-80 days (September 3rd - 18th) from the date of certification the City must hold a tentative budget and millage hearing. This hearing cannot be held sooner than ten days (August 24th) following the mailing of notices by the property Appraiser (August 24th).
- Within day 95 (September 18th - October 3rd) after the tentative budget and millage hearing, the City must advertise its intent to adopt a final millage and budget.
- Within two to five days of advertisement, a final hearing must be held to adopt the final millage and budget.
- Within three days of the final hearing, the City must forward the Resolution adopting the millage to the Property Appraiser, the Tax Collector and the Florida Department of Revenue.
- Within three days of receiving the final value, the Budget Director completes form DR-422 (Certification of Final Taxable Value and Final Millage) and returns to the Property Appraiser.
- Within thirty 30 days of final millage and budget adoption, the City completes DR-487 (Certification of Compliance) to certify compliance with the provisions of Chapter 200 of the Florida Statutes, and forwards it to the Florida Department of Revenue Property Tax Oversight Office.
- After Value Adjustment Board (VAB) hearings are held, the Property Appraiser certifies the City’s final adjusted tax roll and notifies the Finance Director no later than June 1st.

# BUDGET OVERVIEW

## DEBT MANAGEMENT

Debt service funds account for long term financing utilized by the City, of which repayment is allocated among the various funds. It does not include voter-approved long-term General Obligation debt and the City does not have plans to issue this type of debt in the immediate future. Below is a description of currently outstanding debt.

### FMLC Series 2016 Refunding (Stormwater)

The purpose of this loan was to refund or refinance a bond issued in 2001 because of savings realized from lower interest rates. As of September 30, 2021, the total loan amount outstanding was \$405,000.

### Pension Obligation Note - Series 2010

On February 1, 2010, the City issued City of North Miami Promissory Note, Series 2010, (Promissory Note) in the amount of \$17,685,000 for the purpose of refunding the City's outstanding Taxable Special Obligation Refunding Bonds (Pension), Series 2002, and to pay a termination fee due with respect to a related interest rate swap. As of September 30, 2021, the amount outstanding was \$10,570,000.

### Drinking Water State Revolving Loan Fund

The purpose of this loan was to aid with the City's water treatment filters rehabilitation project. As of September 30 2021, the total amount outstanding was \$5,101,799.

	Matures	Beginning Balance- October 1, 2021	Reductions	Ending Balance	Due Within One Year
FMLC Series 2016 Refunding	FY 2022	405,000	(405,000)	-	-
City of North Miami Promissory Note	FY 2029	10,570,000	(1,020,000)	9,550,000	1,095,000
Drinking Water State Revolving Loan	FY 2040	5,101,799	(297,978)	4,803,821	297,184
TOTALS		\$16,076,799	\$(1,722,978)	\$14,353,821	\$1,392,184

# BUDGET OVERVIEW

## BUDGETARY ACCOUNTING

The annual operating budget balances operating expenditures with operating revenues. The City budgets for governmental funds, which include the General Fund, Special Revenue Funds and Capital Funds, based on the modified accrual basis of accounting. Under this method, revenues (income) are recognized in the period they become measurable and available to finance expenditures of the period and expenditures (expenses) are recorded when incurred with the exception of principal and interest on long-term debt, which are recorded when due. Exceptions to the modified accrual basis of accounting are as follows:

- Sales and use taxes are considered to be revenue when received rather than when earned.
- Project lengths (continuing appropriation or projects that span more than one year) budgets adopted during the year are considered to reduce funds available in the year funds were originally appropriated. Overspending of project length budgets is considered to reduce funds available. The closeout of unspent project length budgets is considered to increase funds available. The budgets for Enterprise Funds are prepared using the accrual basis of accounting except for the exceptions listed below. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.
- Capital outlay is budgeted as an expense in the year purchased.
- Interest capitalized on construction projects is budgeted as interest expense.
- Proceeds from the issuance of debt are considered to be revenues, not an increase in liabilities.
- Principal payments are shown as expenditures rather than reductions of the liability.
- Receipts of long-term receivables are considered to be revenues, not reductions of the receivable.
- Proceeds from the sale of assets are recognized as revenue; however, the related gain or loss is not.
- Purchases of inventory are considered to be expenses when purchased, not when sold or used.
- Accrued compensated absences are not considered to be expenditures until paid.

# BUDGET OVERVIEW

## The City's Long-Term Goals and Financial Issues Guiding the Creation of the Budget

### Long-Term Challenges

The budget for FY 2021-22 has been adopted, however we face a number of long-term challenges. Below is a list of challenges the City will be working to address in future budgets.

1. **Land Use Regulations:** Of the City's total land area, approximately four percent is allocated to commercial uses and approximately three percent to light industrial uses. The City is undergoing redevelopment through the Community Redevelopment Agency (CRA). The CRA incentives will assist in attracting new development at higher intensities that will likely spur economic development. Changes in land use have led to the creation of mixed-use categories encouraging the creation of downtown mixed-use.
2. **Performance measurement and management:** Access to financial and non-financial performance measures are important as they are one of the tools that help us determine whether we are on track. As a public sector entity, we should publicly report on the City's performance, to demonstrate the responsible use of taxpayer-funded resources. Performance measures should communicate the strategy and plans of the City, track performance against targets in order to take corrective action as necessary, evaluate employee performance and guide senior managers in developing future strategies and operations. Moving forward, we will be reviewing these measures to ensure they are aligned with the aforementioned.
3. **Update the Strategic Management Plan:** The City's strategic plan functions as a guide to future decisions made by aligning goals and initiatives with the vision of Mayor, Council and management. The City is committed to updating the Strategic Plan to better align the City's goals with its long-term vision.
4. **Resiliency:** The City of North Miami aims to promote a sustainable and resilient community, by focusing on sea level rise, flooding and infrastructure failures.
5. **Technology Infrastructure:** Technology challenges currently facing the City center around the aging infrastructure and lack of redundancy amongst current systems. Financial systems, data storage, network security, and disaster recovery plans need to be evaluated to ensure that both the City and it's stakeholders maintain reliable communication.

### Financial Issues

COVID-19 offered new challenges by causing a shortage in revenue needed to maintain services throughout the City. The City received \$9.6 million in Fiscal Year 2021 to assist with revenues lost and is expecting another \$9.6 million from the American Rescue Plan (ARP Funds) for Fiscal Year 2022. As of September 30, 2021 the general fund balance was \$2.9 million, after reporting a deficit for five consecutive years.

### Immediate Needs of the Next Year Budget

During fiscal year 2021-22 a fee and revenue analysis will be conducted to include: existing revenue sources, a fee comparison to other cities, and a long-term revenue forecast. Additionally, an update to the City's revenue manual and schedule of fees and charges will be completed.

# BUDGET OVERVIEW

## **Impact on Residents**

For the sixth consecutive year, the millage rate will remain the same. Water and Sewer and Sanitation utility fees will increase as well as other potential fees and fines.

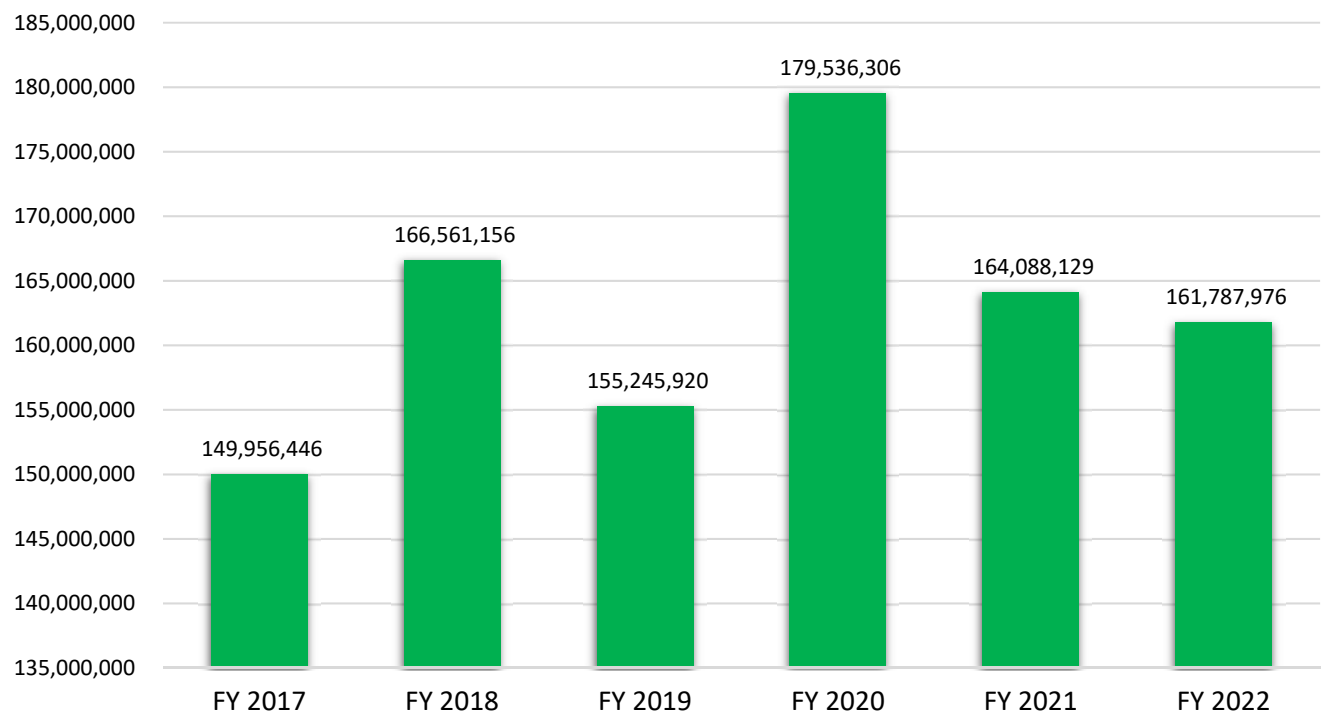
# BUDGET OVERVIEW

## BUDGET CHALLENGES

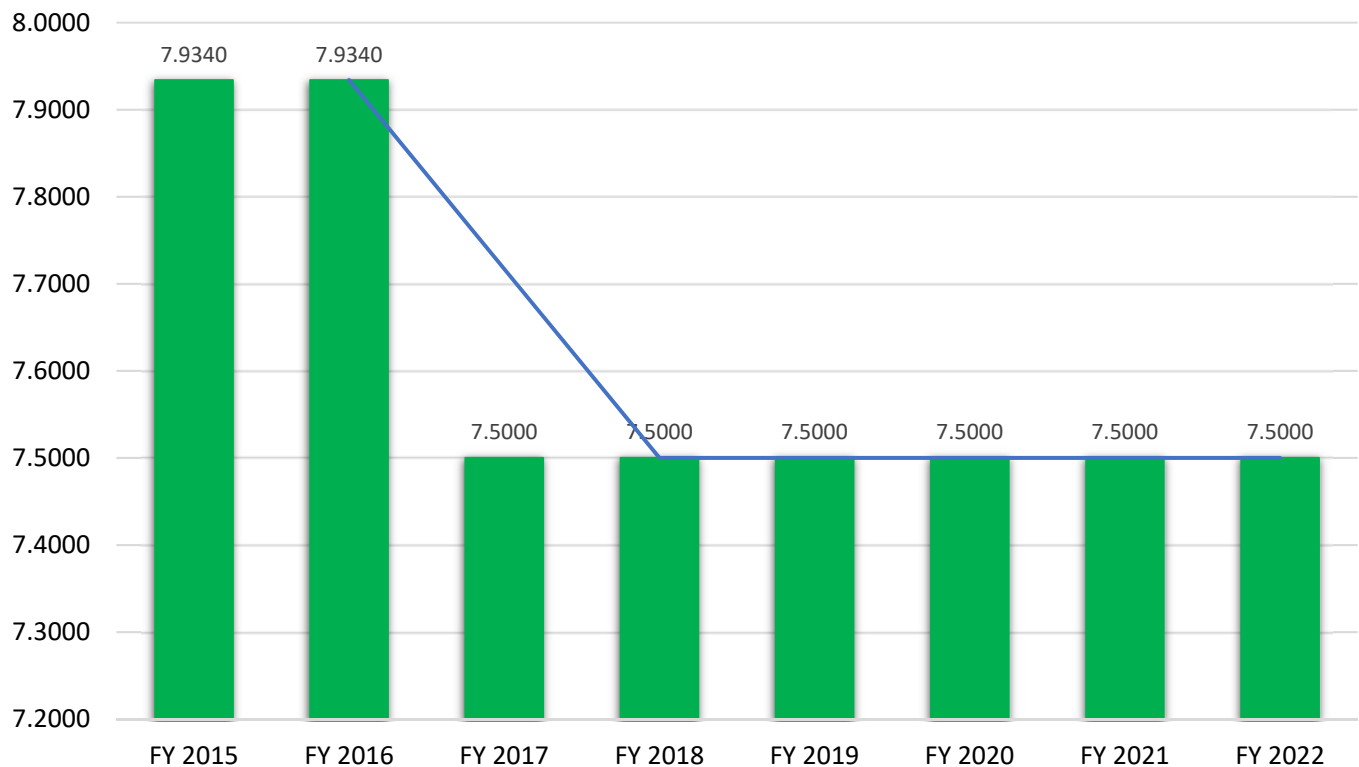
- **COVID-19:** Although this year was supposed to be a rebound year from COVID-19, the City is still experiencing the effects of revenues loss and the shortage of resources. The City saw drops in revenue collections in licenses and permits, charges for services, fines and forfeits, and state shared revenue.
- **Growth:** The City is continuously growing in size which causes a need for additional resources. Corresponding with additional resources this increase in size should impact revenues in a positive way. The higher demand for services may cause a problem in the future with scarce resources.
- **Reserves:** By ordinance, the City is obligated to have a \$5 million reserve. Due to the financial position of the City and our focus on reducing expenditures, our reserve has decreased to \$1 million.
- **School Resource Officer Law:** Due to the tragic events at Marjory Stoneman Douglass in March of 2018, the Public Safety Act was signed into state law. The main requirement is to have a school resource officer in every school. In response, the City of North Miami will place three of its police officers into its schools for the 2021-2022 school year. Miami-Dade County will provide \$45,600 per officer. This unfunded mandate continues to place pressure on staffing resources; a challenge caused by the School Resource Officer Law is the increasing amount paid for overtime.
- **Millage Rate:** The City's millage rate is 7.5000 mills, the same for the past seven years. The challenge with the millage rate of 7.5000 is this rate still does not leave much room for future revenue generation and capacity to cover expenditure increases.
- **Pensions:** City pension contributions remain a costly benefit: per actuaries, by employee group as a percentage of payroll: Police, 57.59% and General, 27.38%.
- **Personnel Resources:** The Budget includes the addition of 13.0 full time positions, however, the demand of services requires more personnel resources. Another issue the City is experiencing is attrition and employee retention.
- **Employee Wages:** In Fiscal Year 2021 furloughs days and the elimination of merit and cola increases made salaries for North Miami employees below the market rate compared to other municipalities. In Fiscal Year 2022 employees will no longer have to take furlough days, and a 1% COLA was budget for all employees, however, no merit increases were budgeted. City employee wages still lag behind neighboring communities.
- **Supply Chain:** Due to pandemic-related disruptions the delivery of equipment, goods, construction materials and services have been affected. It is expected that there will be a delay in project completion and possible escalation costs.

# BUDGET IN BRIEF

## Adopted Budget History



## Millage Comparison



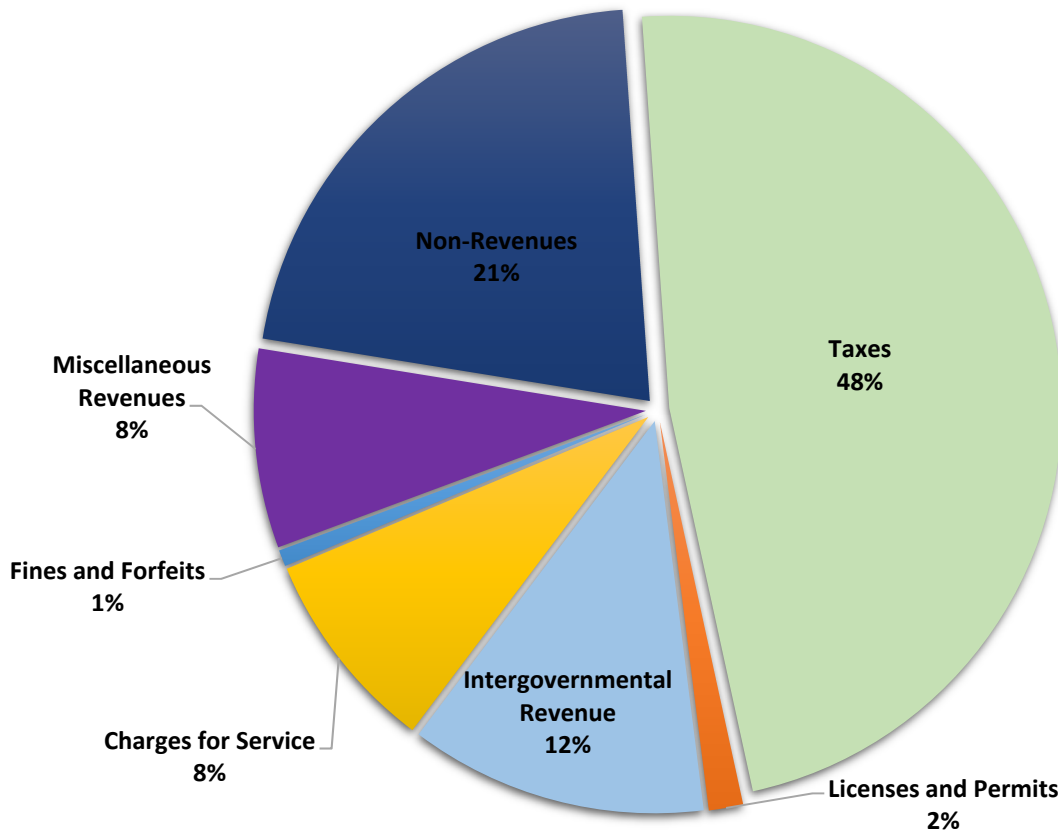
# BUDGET IN BRIEF

## Revenues

Taxes	FY20 Actuals	FY21 YEE	Adopted FY22 Budget
Ad Valorem	19,660,883	20,858,165	21,737,028
General Sales and Use Tax	679,602	695,000	695,000
Franchise Fees	4,185,323	4,056,942	4,294,905
Utility Service Taxes	3,618,231	3,770,621	3,915,623
Communications Service Tax	1,032,010	1,100,000	1,036,291
<b>Taxes Total</b>	<b>29,176,049</b>	<b>30,480,728</b>	<b>31,678,847</b>
Licenses and Permits	FY20 Actuals	FY21 YEE	Adopted FY22 Budget
Occupational Licences	427,112	532,000	532,000
Building Permits	1,795,309	50,000	50,000
Other Licenses, Fees, & Permits	359,758	360,257	360,257
<b>Licenses and Permits Total</b>	<b>2,582,179</b>	<b>942,257</b>	<b>942,257</b>
Intergovernmental Revenue	FY20 Actuals	FY21 YEE	Adopted FY22 Budget
Grants from Local Units	17,980	-	-
State Shared Revenue	6,926,728	7,590,679	8,076,004
Shared Revenue from Local Units	78,026	122,000	77,000
<b>Intergovernmental Total</b>	<b>7,022,734</b>	<b>7,712,679</b>	<b>8,153,004</b>
Charges for Service	FY20 Actuals	FY21 YEE	Adopted FY22 Budget
Charges for Service	547,566	706,076	665,687
Public Safety	1,645,559	1,504,964	1,160,610
Physical Environment	2,500,807	2,935,175	3,077,644
Culture/Recreation	394,191	334,503	675,891
<b>Charges for Service Total</b>	<b>5,088,123</b>	<b>5,480,718</b>	<b>5,579,832</b>
Fines and Forfeits	FY20 Actuals	FY21 YEE	Adopted FY22 Budget
Judgements and Fines	350,380	353,906	279,700
Library Fines	912	1,000	2,000
Violation of Local Ordinances	98,863	102,820	102,820
Other Fines/Forfeits	77,118	49,600	57,600
<b>Fines and Forfeits</b>	<b>527,273</b>	<b>507,326</b>	<b>442,120</b>
Miscellaneous Revenues	FY20 Actuals	FY21 YEE	Adopted FY22 Budget
Interest and Other Earnings	472,946	958,084	883,820
Rents and Royalties	4,159,850	2,495,320	1,462,438
Contributions/Donations	62,868	88,162	2,500
Disposition of Fixed Assets	20,000,400	1,750,400	1,750,400
Miscellaneous Revenues	581,686	7,005,175	1,352,152
<b>Miscellaneous Total</b>	<b>25,277,750</b>	<b>12,297,141</b>	<b>5,451,310</b>
Non Revenues	FY20 Actuals	FY21 YEE	Adopted FY22 Budget
Interfund Transfer	-	-	4,666,000
Contributions from Enterprise	8,157,104	8,948,105	9,507,583
Non-Operating Sources	253,543	1,159,084	-
Special Revenue (CRA Contribution)	-	-	-
<b>Non-Revenues Total</b>	<b>8,410,647</b>	<b>10,107,189</b>	<b>14,173,583</b>
Summary of Revenue Sources	FY20 Actuals	FY21 YEE	Adopted FY22 Budget
Taxes	29,176,049	30,480,728	31,678,847
Licenses and Permits	2,582,179	942,257	942,257
Intergovernmental Revenue	7,022,734	7,712,679	8,153,004
Charges for Service	5,088,123	5,480,718	5,579,832
Fines and Forfeits	527,273	507,326	442,120
Miscellaneous Revenues	25,277,750	12,297,141	5,451,310
Non Revenues	8,410,647	10,107,189	14,173,583
<b>Total General Fund Revenue</b>	<b>78,084,755</b>	<b>67,528,038</b>	<b>66,420,953</b>

# BUDGET IN BRIEF

## General Fund Revenues



<b>Taxes</b>	<b>\$ 31,678,847</b>
<b>Licenses and Permits</b>	<b>942,257</b>
<b>Intergovernmental Revenue</b>	<b>8,153,004</b>
<b>Charges for Service</b>	<b>5,579,832</b>
<b>Fines and Forfeits</b>	<b>442,120</b>
<b>Miscellaneous Revenues</b>	<b>5,451,310</b>
<b>Non-Revenues</b>	<b>14,173,583</b>
<b>Total General Fund Revenues</b>	<b>\$ 66,420,953</b>

# BUDGET IN BRIEF

## Expenses

General Fund Departments	FY20 Actual Expense	FY21 Adopted Budget	FY21 Amended Budget	FY21 YEE	FY22 Adopted Budget	Increase (Decrease)	Percent Change
Mayor and Council	1,610,990	1,354,584	1,438,297	1,394,754	1,671,579	316,995	23%
City Manager	3,134,224	2,405,885	2,427,119	2,666,899	2,294,338	(111,547)	-5%
City Clerk	599,913	701,832	721,832	645,931	552,160	(149,672)	-21%
Finance	3,452,998	3,363,544	3,388,544	3,292,832	3,399,828	36,284	1%
City Attorney	1,494,828	1,068,680	1,213,680	1,201,875	1,353,680	285,000	27%
Personnel	864,908	766,563	822,488	791,543	745,572	(20,991)	-3%
Information Technology	2,086,154	2,151,898	2,171,448	1,915,934	2,362,894	210,996	10%
Police	29,647,558	28,916,204	28,971,859	27,800,359	29,650,612	734,408	3%
CP&D	3,325,023	1,393,330	1,451,821	1,413,715	1,942,017	548,687	39%
Public Works	2,861,885	2,852,753	3,363,605	3,132,624	3,409,377	556,624	20%
Budget Office	311,311	491,299	491,299	442,781	594,549	103,250	21%
Parks and Recreation	8,206,724	6,200,157	6,607,589	5,489,448	6,432,743	232,586	4%
Non-Departmental	671,182	3,148,816	3,458,131	659,849	2,479,875	(668,941)	-21%
MoCA	1,953,775	1,368,354	1,394,365	1,415,655	1,400,247	31,893	2%
Building	1,603,600	-	-	6,763	-	-	0%
Code Compliance	5,171,063	5,123,587	5,113,587	4,937,152	5,267,907	144,320	3%
Library	1,119,857	970,058	1,019,558	967,767	965,211	(4,847)	0%
Purchasing	609,901	529,294	529,294	519,544	637,596	108,302	20%
Housing and Social Services	-	1,060,701	1,842,692	1,277,338	1,260,768	200,067	19%
<b>General Fund Total</b>	<b>68,725,894</b>	<b>63,867,539</b>	<b>66,427,208</b>	<b>59,972,763</b>	<b>66,420,953</b>	<b>2,553,414</b>	<b>4%</b>

Special Revenue Funds	FY20 Actual Expense	FY21 Adopted Budget	FY21 Amended Budget	FY21 YEE	FY22 Adopted Budget	Increase (Decrease)	Percent Change
Cagni Park Project	881	-	-	-	-	-	0%
C.D.B.G. Entitlement	780,400	769,534	2,763,120	1,532,232	800,118	30,584	4%
CRA	7,476,464	14,117,328	19,034,659	10,194,080	17,268,367	3,151,039	22%
FEMA Disaster Recovery	1,110,569	-	-	-	-	-	0%
Federal Forfeiture	52,092	84,162	102,162	-	-	(84,162)	-100%
Half-Cent Transportation Surtax	2,682,454	3,073,995	4,871,015	3,603,404	3,756,495	682,500	22%
Home Investment Partnership Program	192,574	298,154	1,003,185	1,007,755	300,531	2,377	1%
Justice Assistance Grant	-	-	-	-	-	-	0%
Landfill Closure Fund	307,481	9,638,038	9,638,038	-	5,897,292	(3,740,746)	-39%
Law Enforcement Trust Fund	94,394	196,068	247,396	82,427	-	(196,068)	-100%
Miscellaneous Grants	199,219	20,300	-	-	17,367	(2,933)	-14%
Neighborhood Stabilization Program	156,382	397,412	424,107	113,842	169,008	(228,404)	-57%
Police Training Fund	8,078	-	-	-	-	-	0%
State Housing Initiative Program	264,619	-	433,871	433,852	273,203	273,203	0%
Ruck Parks Project Fund	31,289	-	-	-	-	-	0%
Building*	-	3,107,413	3,107,413	1,908,941	2,927,988	(179,425)	-6%
<b>Special Funds Total</b>	<b>13,356,896</b>	<b>31,702,404</b>	<b>41,624,966</b>	<b>18,876,533</b>	<b>31,410,369</b>	<b>(292,035)</b>	<b>-1%</b>

Debt Service Funds	FY20 Actual Expense	FY21 Adopted Budget	FY21 Amended Budget	FY21 YEE	FY22 Adopted Budget	Increase (Decrease)	Percent Change
Pension Obligation Bond	1,378,518	1,785,200	1,785,200	208,800	1,786,325	1,125	0%
<b>Debt Service Funds Total</b>	<b>1,378,518</b>	<b>1,785,200</b>	<b>1,785,200</b>	<b>208,800</b>	<b>1,786,325</b>	<b>1,125</b>	<b>0%</b>

Capital Projects Funds	FY19 Actual Expense	FY21 Adopted Budget	FY21 Amended Budget	FY21 YEE	FY22 Adopted Budget	Increase (Decrease)	Percent Change
Transportation Gas Tax	310,433	352,305	352,305	268,000	280,520	(71,785)	-20%
<b>Capital Projects Funds Total</b>	<b>310,433</b>	<b>352,305</b>	<b>352,305</b>	<b>268,000</b>	<b>280,520</b>	<b>(71,785)</b>	<b>-20%</b>

Enterprise Funds	FY20 Actual Expense	FY21 Adopted Budget	FY21 Amended Budget	FY21 YEE	FY22 Adopted Budget	Increase (Decrease)	Percent Change
Water and Sewer	32,284,127	49,973,082	68,596,347	40,745,807	46,437,852	(3,535,230)	-7%
Water Fire Flow	-	2,791,191	2,791,191	-	2,791,191	-	0%
Stormwater Utility	2,516,530	4,305,197	4,787,390	3,389,456	3,655,000	(650,197)	-15%
<b>Enterprise Funds Total</b>	<b>34,800,657</b>	<b>57,069,470</b>	<b>76,174,928</b>	<b>44,135,263</b>	<b>52,884,043</b>	<b>(4,185,427)</b>	<b>-7%</b>

# BUDGET IN BRIEF

## Expenses (cont.)

Internal Service Funds	FY20 Actual Expense	FY21 Adopted Budget	FY21 Amended Budget	FY21 YEE	FY22 Adopted Budget	Increase (Decrease)	Percent Change
Risk Management	3,585,105	4,320,811	4,320,811	2,304,512	3,670,724	(650,087)	-15%
Fleet Management	2,669,454	4,990,400	5,292,267	3,951,138	5,335,042	344,642	7%
<b>Internal Service Funds Total</b>	<b>6,254,559</b>	<b>9,311,211</b>	<b>9,613,078</b>	<b>6,255,650</b>	<b>9,005,766</b>	<b>(305,445)</b>	<b>-3%</b>
<b>All Funds Total</b>	<b>124,826,957</b>	<b>164,088,129</b>	<b>195,977,685</b>	<b>129,717,009</b>	<b>161,787,976</b>	<b>(2,300,153)</b>	<b>-1%</b>

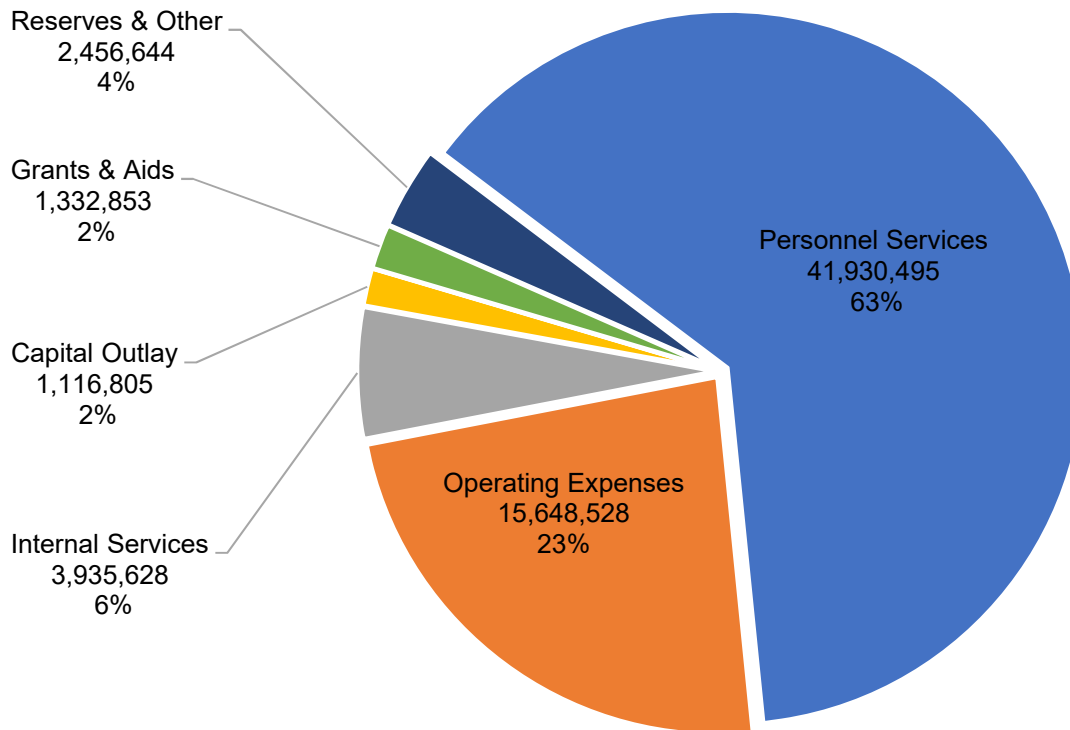
\*Effective FY 2022, the Building Department transferred from Enterprise Fund to a Special Revenue Fund

# BUDGET IN BRIEF

## General Fund Expenses

EXPENDITURE CATEGORY	Actual Expend. FY20	Amended Budget FY21	Est. Expend. FY21	Adopted Budget FY22
Personnel Services	43,477,567	38,604,287	40,200,718	41,930,495
Operating Expenses	16,418,357	15,557,824	13,548,514	15,648,528
Internal Services	4,262,390	4,593,951	2,685,283	3,935,628
Operating Budget	64,158,314	58,756,062	56,434,515	61,514,651
Capital Outlay	1,538,707	1,875,258	514,917	1,116,805
Debt Service	0	0	0	0
Grants & Aids	1,488,473	1,880,244	1,435,273	1,332,853
Reserves & Other	1,227,605	4,900,431	1,588,058	2,456,644
<b>Total Budget</b>	<b>68,413,099</b>	<b>67,411,995</b>	<b>59,972,763</b>	<b>66,420,953</b>

## General Fund by Category



# BUDGET IN BRIEF

## General Fund Forecast

Below are assumptions that are included in the forecast that follows:

Definition	Increase	Explanation
Personnel Services	3%	Salaries, Overtimes, Holiday Pay, Incentive Pay, Longevity, Social Security, Retirement, Health and Dental Insurance, Retiree Insurance
Operating Services	1%	Communications, printing, office expenses, travel, memberships, uniforms, contractual obligations, utilities, advertising, training, rents and leases, maintenance, boards and commissions, case costs, special events
Internal Services	1%	Postage and copier expense, pension obligation, general liability

### General Fund Revenue Projections

Revenue Category	2021	2022	2023	2024	2025
Property Taxes	20,858,165	21,737,028	22,823,879	23,965,073	25,163,327
Other Taxes	9,622,563	9,941,819	10,105,343	10,271,660	10,440,818
Intergovernmental Revenues	7,712,679	8,153,004	8,316,064	8,399,225	8,483,217
Licenses and Permits	942,257	942,257	2,376,687	2,388,973	2,394,450
Fines and Forfeitures	507,326	442,120	1,876,550	1,883,835	1,884,260
Charges for Services	5,480,718	5,579,832	6,026,219	6,086,481	6,147,346
Miscellaneous Revenue	12,297,141	5,451,310	6,885,740	6,908,689	6,924,819
Other Financing Sources	10,107,189	14,173,583	9,507,582	9,507,582	9,507,582
<b>Total Revenue Sources</b>	<b>67,528,038</b>	<b>66,420,953</b>	<b>67,918,065</b>	<b>69,411,518</b>	<b>70,945,818</b>

### General Fund Expenditure Projections

Expenditure Category	2021	2022	2023	2024	2025
Personnel Services	40,200,718	41,930,495	43,188,410	44,484,062	45,818,584
Operating Services	13,548,514	15,648,528	15,805,013	15,963,063	16,122,694
Internal Services	2,685,283	3,935,628	3,974,984	4,014,734	4,054,881
Capital Outlay	514,917	1,116,805	1,116,805	1,116,805	1,116,805
Grants and Aids	1,435,273	1,332,853	1,332,853	1,332,853	1,332,853
Reserves & Others	1,588,058	2,456,644	2,500,000	2,500,000	2,500,000
<b>Total Expenditures</b>	<b>59,972,763</b>	<b>66,420,953</b>	<b>67,918,065</b>	<b>69,411,518</b>	<b>70,945,818</b>

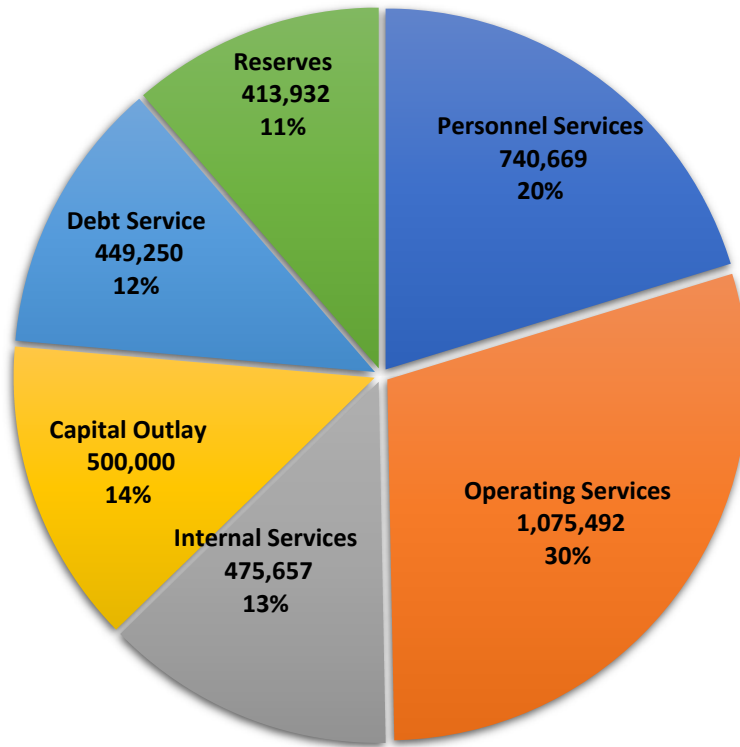
These projections account for the millage rate remaining the same at 7.5000 mills throughout 2025.

This forecast recognizes a revised fee structure and an increase of various fees (i.e. parking, fines, etc.)

# BUDGET IN BRIEF

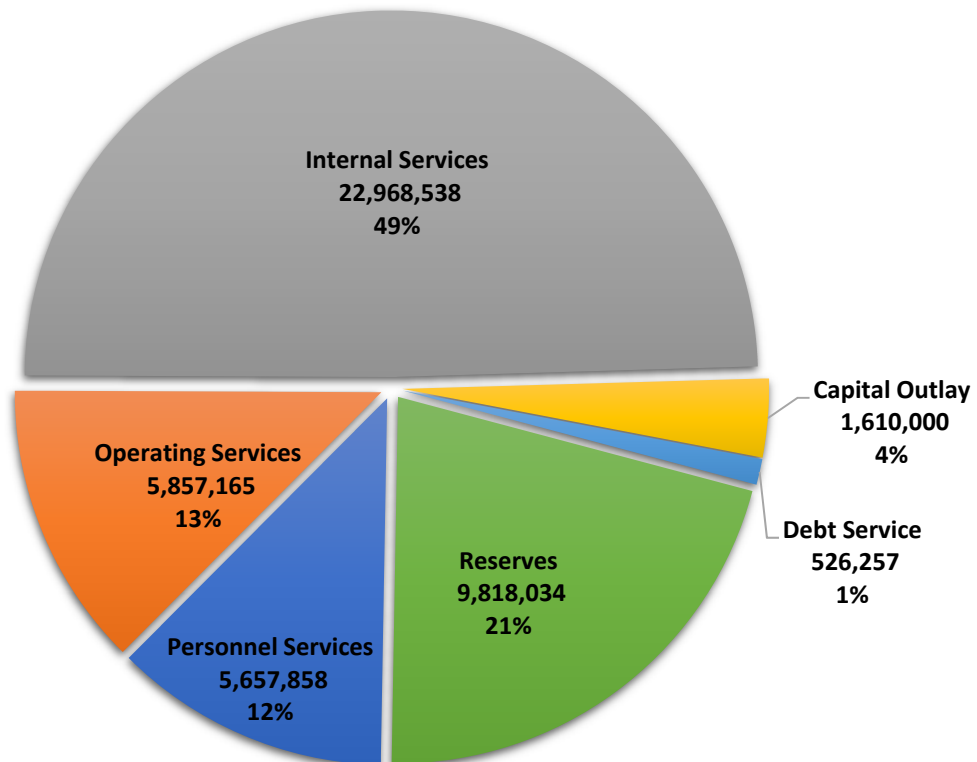
## Stormwater by Category

Total Budget: \$3,655,000



## Water & Sewer by Category

Total Budget: \$46,437,852



# BUDGET IN BRIEF

## GENERAL FUND FULL-TIME EMPLOYEES (FTE)

<b>Department</b>	<b>FY 17-18</b>	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>
MAYOR & COUNCIL'S OFFICE	3	3	4	4	5
CITY MANAGER'S OFFICE	14	16	18	9	9
CITY CLERK	4	3	5	2	3
FINANCE	38	41	41	33	34
CITY ATTORNEY'S OFFICE	6	6	5	5	6
PERSONNEL ADMINISTRATION	5	6	6	4	5
INFORMATION TECHNOLOGY	6	7	7	11	12
POLICE	168	191	192	153	153
COMMUNITY PLANNING & DEVELOPMENT	9.5	11.5	8	9	10
PUBLIC WORKS	24	24	27	19	19
BUDGET OFFICE	3	3	3	3	4
PARKS & RECREATION	47	51	52	38	39
NON-DEPARTMENTAL	-	-	-	-	1
MUSEUM OF CONTEMPORARY ARTS	2	1	1	1	1
CODE COMPLIANCE	16	20	21	13	14
LIBRARY	9	9	10	7	7
PURCHASING	4	5	5	4	5
HOUSING AND SOCIAL SERVICES	-	-	4	9	9
<b>TOTAL FOR DEPARTMENTS</b>	<b>358.5</b>	<b>397.5</b>	<b>409</b>	<b>324</b>	<b>336</b>

<b>All Other Funds</b>	<b>FY 17-18</b>	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>
BUILDING	12	13	14	14	15
STORMWATER	9	9	9	9	9
TRANSPORTATION	6	6	2	6	6
WATER & SEWER	67	67	67	64	64
RISK MANAGEMENT	4	4	4	4	4
FLEET	10	10	10	10	10
CRA	3	4	4	6	6
<b>TOTAL FOR ALL OTHER FUNDS</b>	<b>113</b>	<b>116</b>	<b>110</b>	<b>113</b>	<b>114</b>

<b>TOTAL CITYWIDE FTE'S</b>	<b>472</b>	<b>511</b>	<b>519</b>	<b>437</b>	<b>450</b>
-----------------------------	------------	------------	------------	------------	------------

# BUDGET IN BRIEF

<b>City of North Miami</b> <b>CAPITAL IMPROVEMENT PLAN SCHEDULE (FY- 21/22 - 25/26)</b>								
Project	Dept.	Category	Adopted FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Project Estimated
City Hall Repairs and Improvements	Public Works	Facilities	126,500	126,500	50,000	50,000	100,000	<b>453,000</b>
Breezeswept Tot-Lot Replacement & Spray ground	Parks and Recreation	Parks	300,000	-	-	-	-	<b>300,000</b>
Bleachers at North Miami Stadium	Parks and Recreation	Parks	400,000	-	-	-	-	<b>400,000</b>
Sole Mia Community Center	Parks and Recreation	Parks	350,000	-	-	-	-	<b>350,000</b>
Enchanted Forrest Community Center, Park Office, East & West Shelter Parking Lot	Parks and Recreation	Parks	80,000	-	-	-	-	<b>80,000</b>
Penny Sugarman Tennis Center Roof Repairs	Parks and Recreation	Parks	60,000	-	-	-	-	<b>60,000</b>
Pedestrian and Bicycle Bridge	1/2 Cent	Transportation	-	-	-	-	970,000	<b>970,000</b>
Sidewalks and ROW Improvements	1/2 Cent	Transportation	1,030,000	300,000	300,000	400,000	400,000	<b>2,430,000</b>
Traffic Calming Device	1/2 Cent	Transportation	280,000	-	280,000	280,000	-	<b>840,000</b>
Street Resurfacing	Gas Tax	Transportation	248,138	290,000	290,000	290,000	290,000	<b>1,408,138</b>
Lift Station Rehab	W&S	Water	620,000	1,320,000	520,000	1,320,000	520,000	<b>4,300,000</b>
Sanitary Sewer Rehabilitation	W&S	Water	100,000	300,000	1,100,000	2,300,000	1,100,000	<b>4,900,000</b>
Water Line Replacement	W&S	Water	300,000	300,000	300,000	300,000	300,000	<b>1,500,000</b>
Water Line Improvements	W&S	Water	-	200,000	1,500,000	200,000	1,500,000	<b>3,400,000</b>
Upgrade of Existing Lime Softening Water Plant	W&S	Water	23,000,000	6,000,000	2,000,000	2,000,000	2,000,000	<b>35,000,000</b>
Water Meter Replacements	W&S	Water	8,000,000	-	-	-	-	<b>8,000,000</b>
Surge Resistance & Flood Mitigation	Stormwater	Stormwater	500,000	-	-	-	-	<b>500,000</b>
Stormwater Improvement - Basin Construction	Stormwater	Stormwater	800,000	1,000,000	1,000,000	-	-	<b>2,800,000</b>
Fuel Pump Replacement	Fleet	Vehicle Repl.	10,000	390,000	-	-	-	<b>400,000</b>
Equipment and Vehicle Replacement (Various Depts.)	Fleet	Vehicle Repl.	1,245,000	1,375,000	1,695,000	1,875,000	2,195,000	<b>8,385,000</b>
<b>TOTAL PROJECTS COST:</b>			<b>\$ 37,449,638</b>	<b>\$ 11,601,500</b>	<b>\$ 9,035,000</b>	<b>\$ 9,015,000</b>	<b>\$ 9,375,000</b>	<b>\$ 76,476,138</b>

The City of North Miami defines a “capital expenditure” as the cost(s) associated with the acquisition of land, improvements to land, easements, buildings, vehicles, machinery, equipment, works of art and historical treasures, infrastructures, and other tangible or intangible asserts that are used in operations and that have an initial useful life extending beyond a single reporting period (5 years). Capital expenditures with a minimum dollar threshold of \$5,000 are recognized as depreciable, as recommended by the GFOA Best Practices. This year’s total capital budget is forecasted as \$37,449,638.

SECTION TWO:

MAJOR REVENUE  
SOURCES

# Major Revenue Sources

---

This section on Major Revenue Sources was developed to provide a reference for the primary revenues collected. Tracking, forecasting, and reporting on the major revenue sources will aid the public and its decision makers in understanding the sources that support the public services the City provides to its community.

Information is presented in the following format:

- Trend graphs and tables detailing three years of actual figures, a year-end estimate for the current fiscal year, and a forecast/budget amount for the upcoming year.
- Description that provides an overview of the tax and its purpose, the taxing authority to impose the tax or fee, and a brief discussion on how the source is calculated, collected, and forecasted.

## Major Revenues:

Ad Valorem Taxes

State Shared Revenue

Contributions from Enterprise Operations

Franchise Fees

Charges for Services

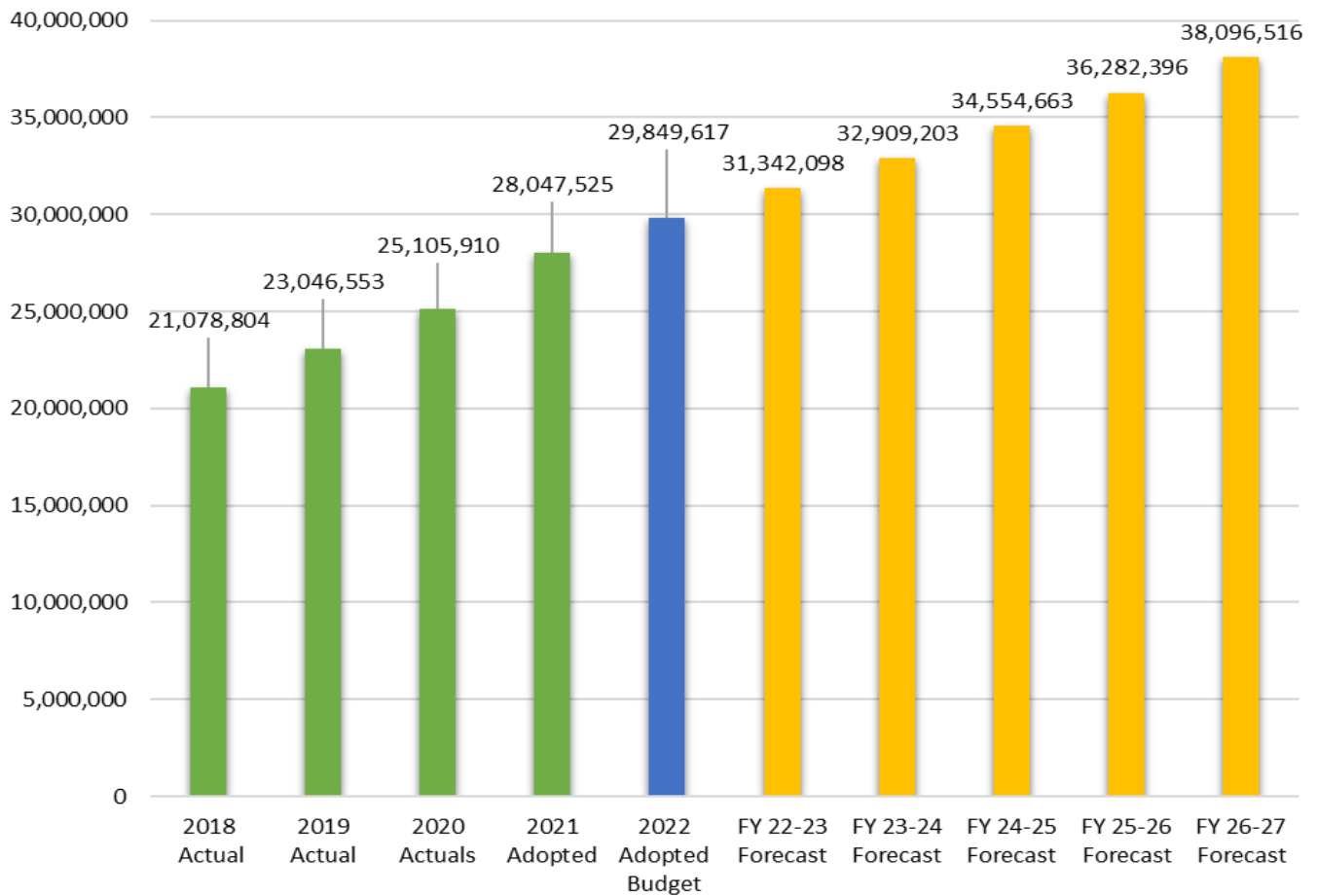
Utility Service Taxes

Communications Services Taxes

General Sales & Use Tax

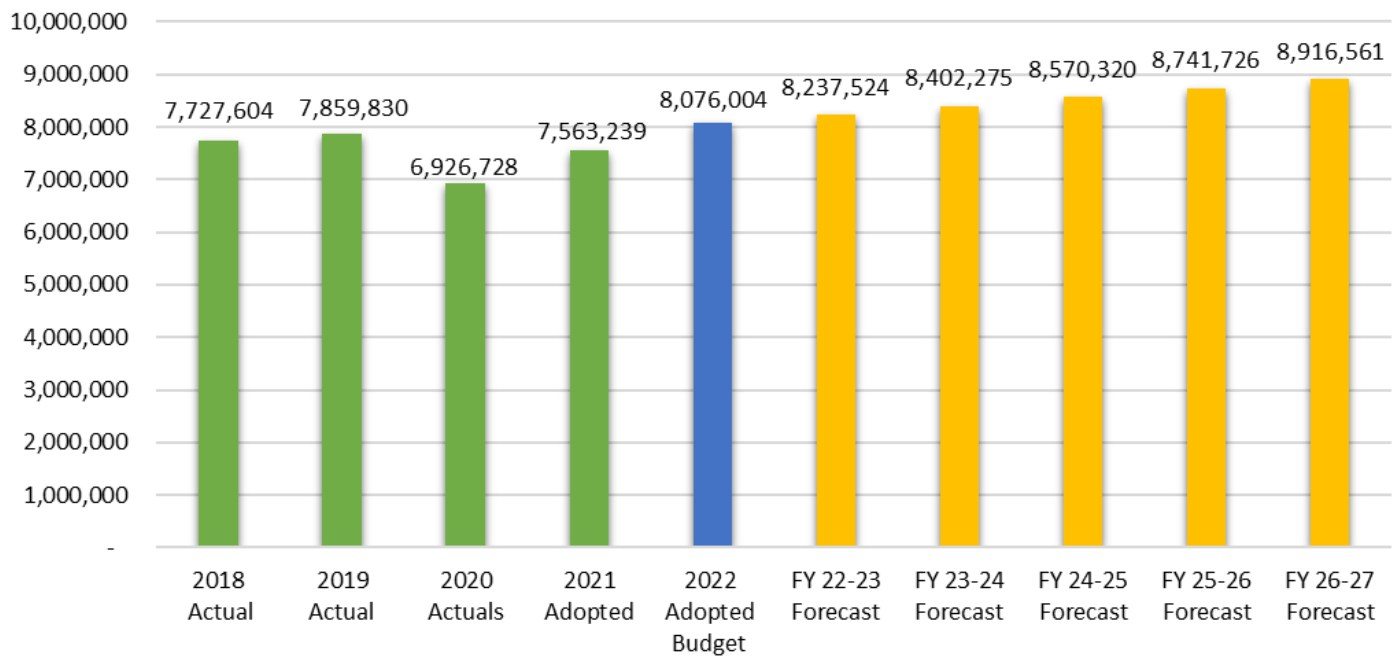
Rents and Royalties

# Ad Valorem Tax



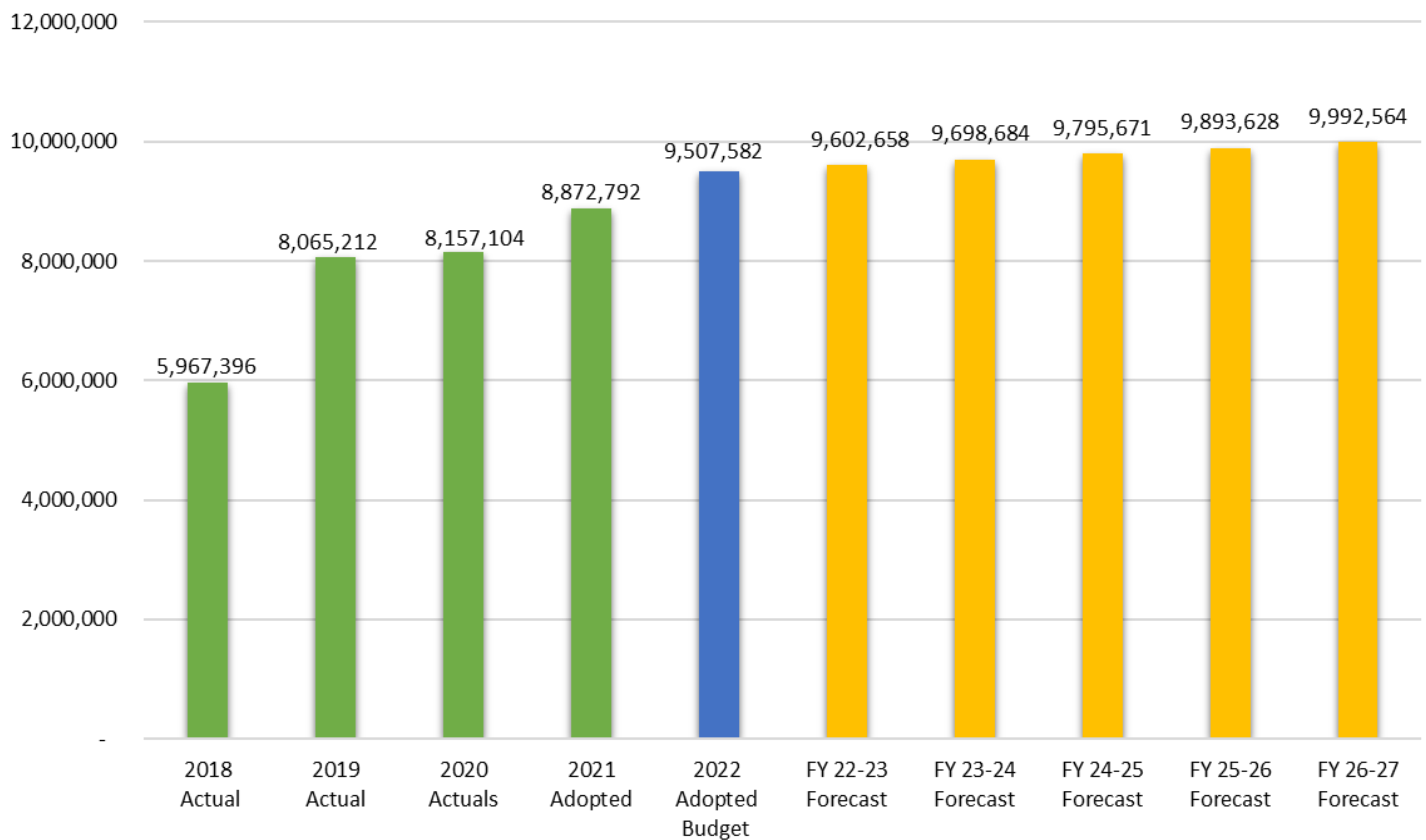
A levy against the taxable value of real and personal property. The City Commission sets the millage rate annually prior to October 1<sup>st</sup>. One mill is \$1 of tax per \$1,000 of taxable assessed value. The adopted operating millage for FY 2022 is 7.5000. The millage rate has remained at 7.5000 since 2017. The City has the capacity to levy up to 10 mills for operating expenditures based on State law. The millage rate is set by the City Council each fiscal year. The amount is then budgeted at 95% of its gross value to allow for prompt payment discounts and other adjustments. The amount of revenue received through ad valorem taxes is the product of two factors: 1) the tax rate (millage) set by the City Commission; and 2) the value the Miami-Dade County Property appraiser places upon the property. Annually adjusted by new properties projected to be built (based on building permits), change in value, and no change in millage rate. Ad Valorem tax revenue for FY 2021-22 is budgeted at \$29,849,617. This is a 6.4% increase from the prior year adopted budget. Revenue projections from Fiscal Year 2023 through Fiscal Year 2025 are forecasted to increase approximately five percent every year.

# State Shared Revenue



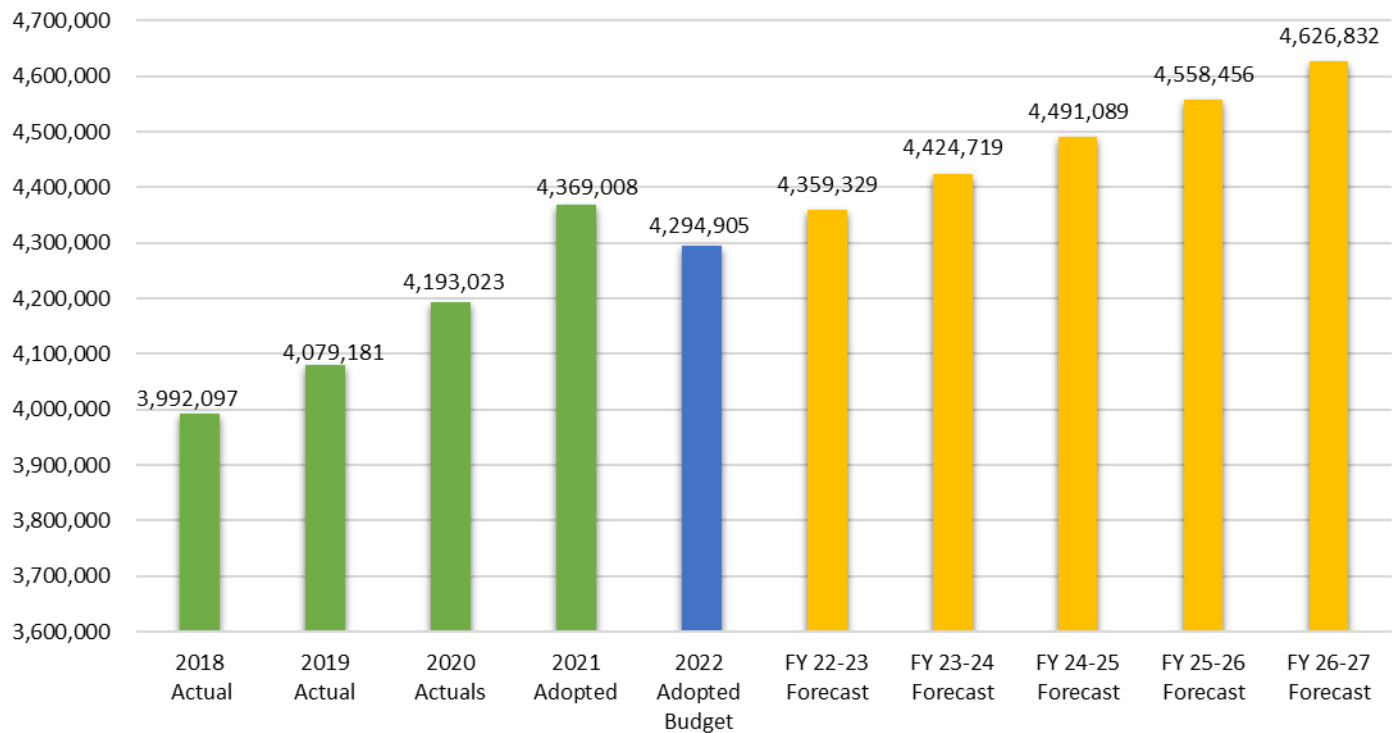
State Shared Revenue includes State Revenue Sharing, Mobile Homes Licenses, Alcoholic Beverage Licenses, and Local Government  $\frac{1}{2}$  cent sales tax. The State of Florida's Department of Revenue administers the Revenue Sharing Program. Various alcoholic beverage license taxes are levied on manufacturers, distributors, vendors and sales agents of alcoholic beverages. Distributions are by the State and they occur monthly. In Fiscal Year 2020 the City saw a decrease in revenue due to the effects of COVID-19. End of year State Shared Revenue projections for FY 2021 show that revenue will come in under budget. It is estimated that State Shared Revenue will generate \$8,076,004 in FY 2022 Adopted Budget. State Shared Revenue is projected to increase by 2% annually.

# Contributions from Enterprise Operations



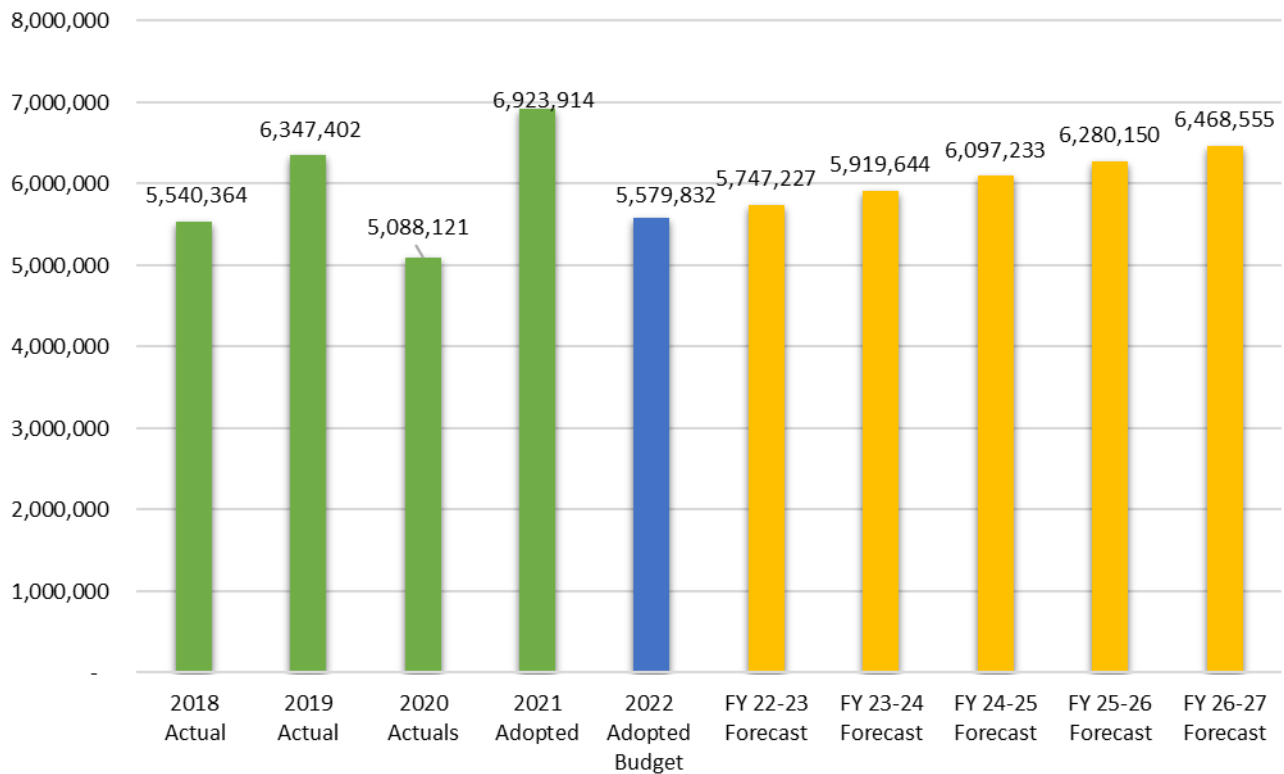
Contributions from Enterprise funds are used and reported as business-type activities in the government wide financial statements. The City's Enterprise funds include Stormwater, Water and Sewer, and Water Fire Flow. The revenue collected for Contributions from Enterprise are to cover administrative costs in the General Fund that are related to the operations of enterprise. Some administrative duties' enterprise pays for includes: City Attorney administration services, Audit Review fees, information technology administrative services, utility billing, central cashier, etc. Contributions from Enterprise funds are collected by the General Fund quarterly. Revenue from enterprise funds for FY 2021-22 is forecasted at \$9,507,582. Projections beyond FY 2021-22 show a one percent increase through Fiscal Year 2027.

# Franchise Fees



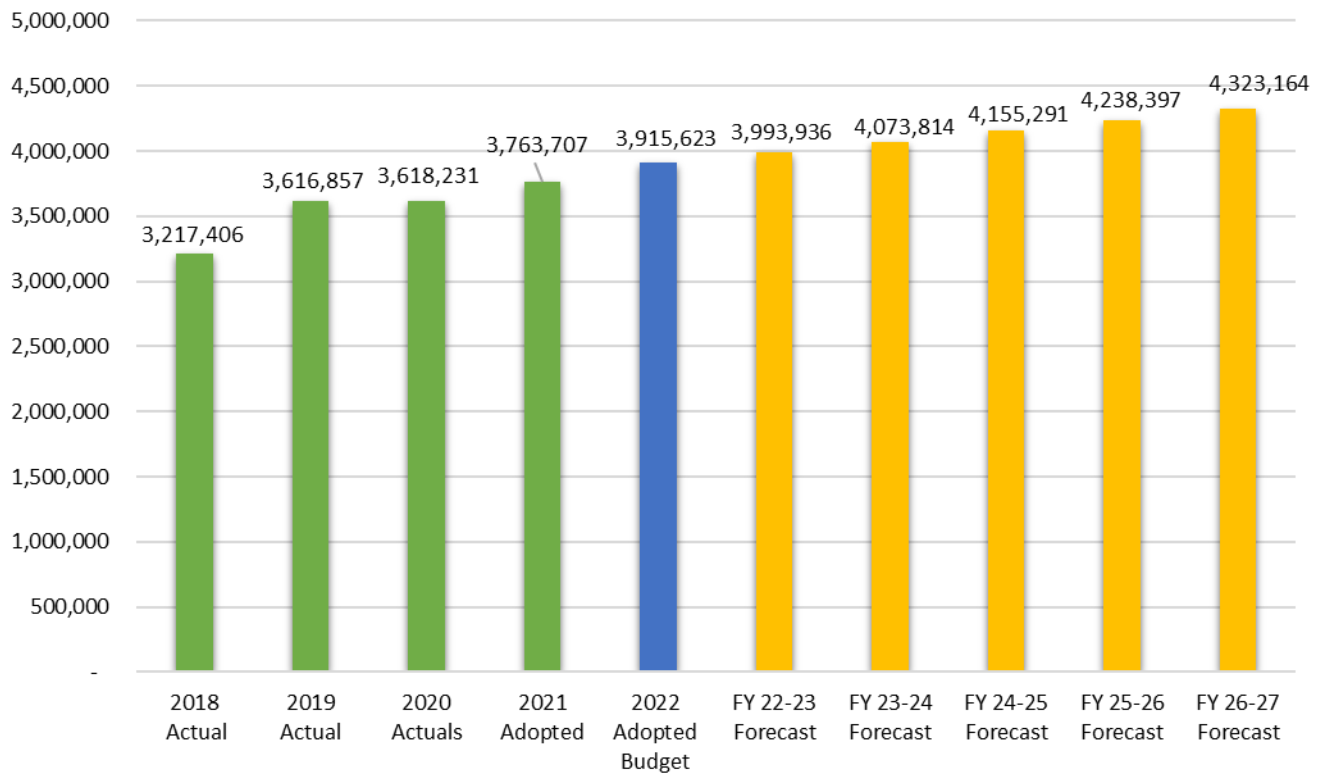
Franchise fee revenue source consists of payments made from Florida Power and Light (FPL) and Peoples Gas for the privilege of constructing upon, and operating within, the rights-of-ways owned by the City. Fee guidelines are provided in the long-term agreement for payment to the City based upon their gross revenue derived from accounts within the City limits, less property tax. Projected revenue from FPL and Peoples Gas for FY 2022 are \$4,294,905, which represents a 1.7 percent decrease from the FY 2021 Adopted Budget. Franchise Fee revenues are projected to increase by 1.5% over the next five years as the City's population and number of customers for FPL and Peoples Gas continues to grow.

# Charges for Services



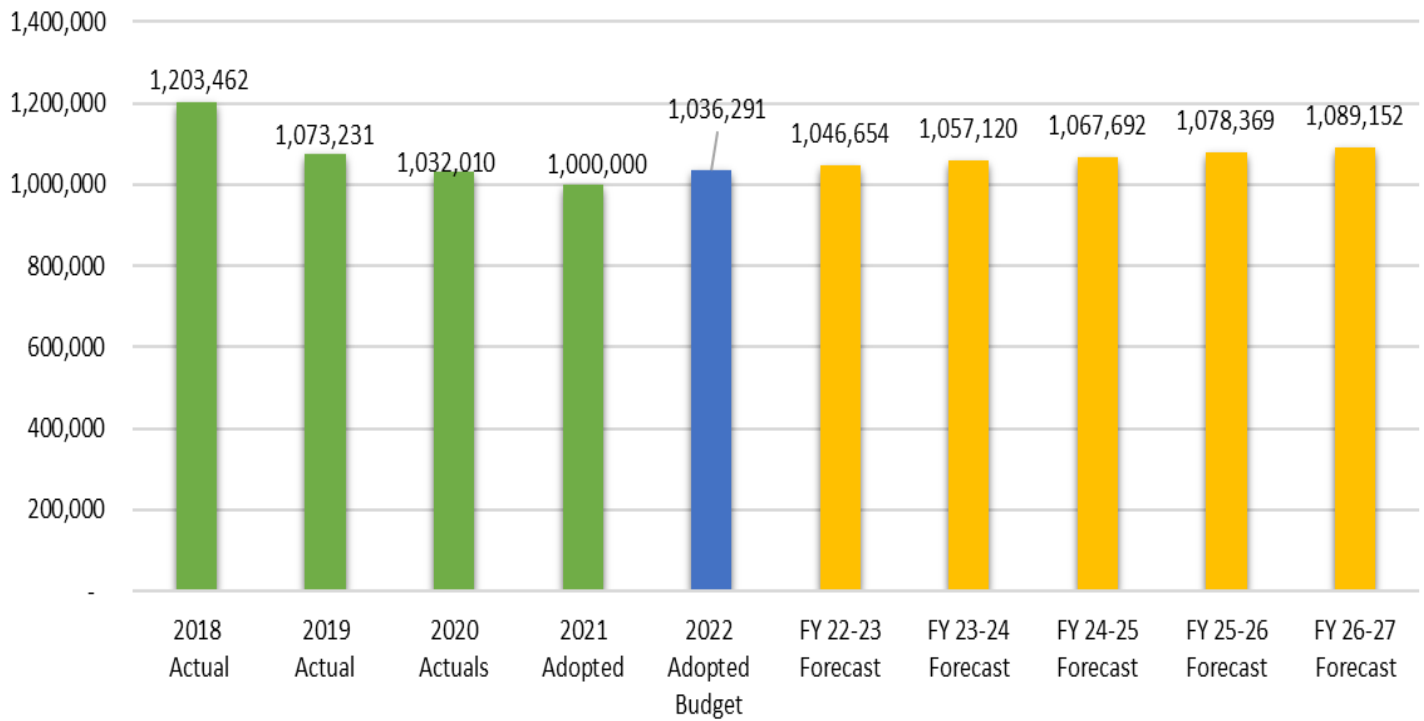
Charges for Services include: Charges for Services, Public Safety, Physical Environment, and Culture/Recreation. Revenue is generated through off-duty policing, sanitation fees, other fees and charges, various parks and recreation fees, community center fees, summer recreation and rentals. Several agencies use this revenue source code, which is for collected fines and liens from enforcement activities. This source is expected to generate \$5,579,832 in FY 2022. This is a 19% decrease from last year's adopted budget. The effects on revenue lost from the COVID-19 pandemic are still remaining. Revenue projections are based on current rates, current operating hours, and the anticipated growth in customers for off duty services, sanitation, green spaces and parks rentals. Charges for services revenues are projected to increase by 3% through FY 2027.

# Utility Service Tax



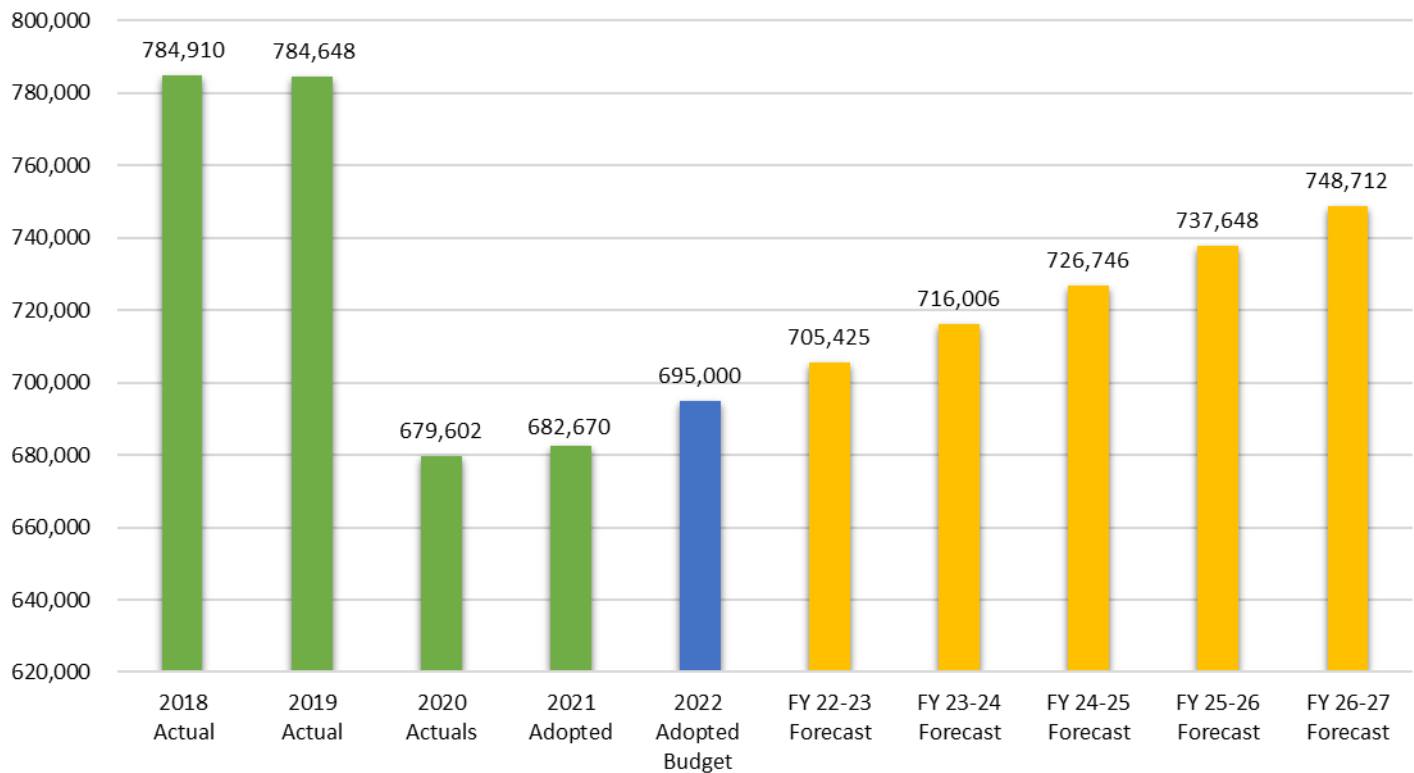
A Public Service Tax (also known as Utility Service Tax or Municipal Service Tax) is levied on the purchase of electricity within the City of North Miami. These taxes include FPL utility tax, Natural Gas utility tax, and Fuel Oil utility tax. Revenue for FY 2022 is forecasted at \$3,915,623. This is an increase from FY 2021 adopted budget which was greatly affected by COVID-19. Projections for Utility Service Tax revenue beyond FY 2022 are expected to increase by 2% annually. These projections are based on current rates and anticipated customer growth.

# Communications Tax



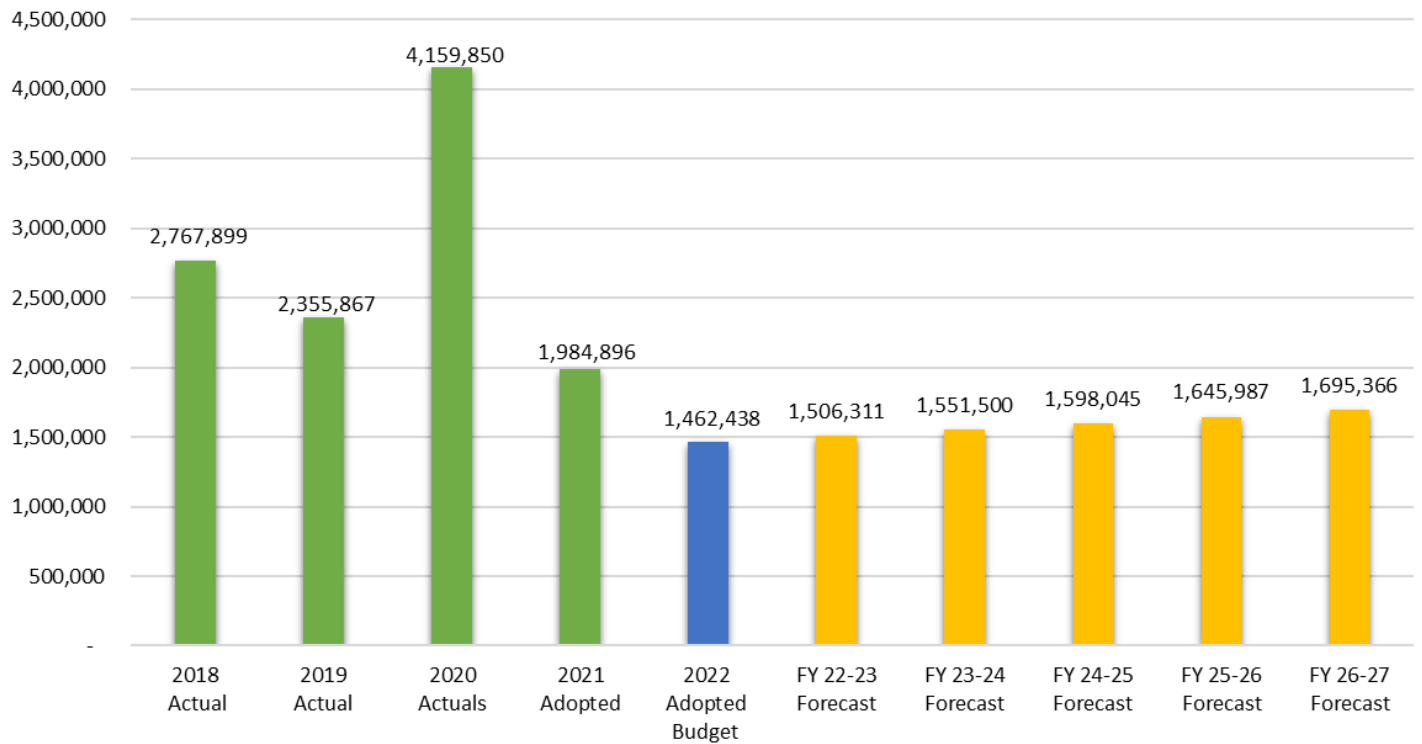
Communication services tax applies to telecommunication, video, direct-to-home satellite, and related communications services. Estimates are based on the Florida Department of Revenue. The FY 2022 is forecasted at \$1,036,291. Projections beyond FY 2022 show an expected increase of one percent every year through FY 2027.

# General Sales and Use Tax



Sales and Use taxes are passed through the General Fund as revenue and expense. Proceeds of these taxes are distributed to eligible municipalities to supplement the Pension and Retirement Trust funds for firefighters and police officers. The revenue for FY 2022 is \$695,000. This revenue is projected to increase by 1.5% over the next five years.

# Rents and Royalties



This revenue source includes Rents and Royalties from City Commission approved leases and other agreements. Examples of these agreements include: Bellsouth Mobility Lease, SoleMia Lease Agreement, Biscayne Landing Lease, etc. City of North Miami's Mayor and Council has the ability to negotiate rates and lease terms based on a fair and marketable rate. City Council reserves the right to charge rates that are sufficient to ensure a reasonable return on the investments. Revenue projections for FY 2022 is estimated at \$1,462,438. This revenue is projected to increase 3% over the next five years.

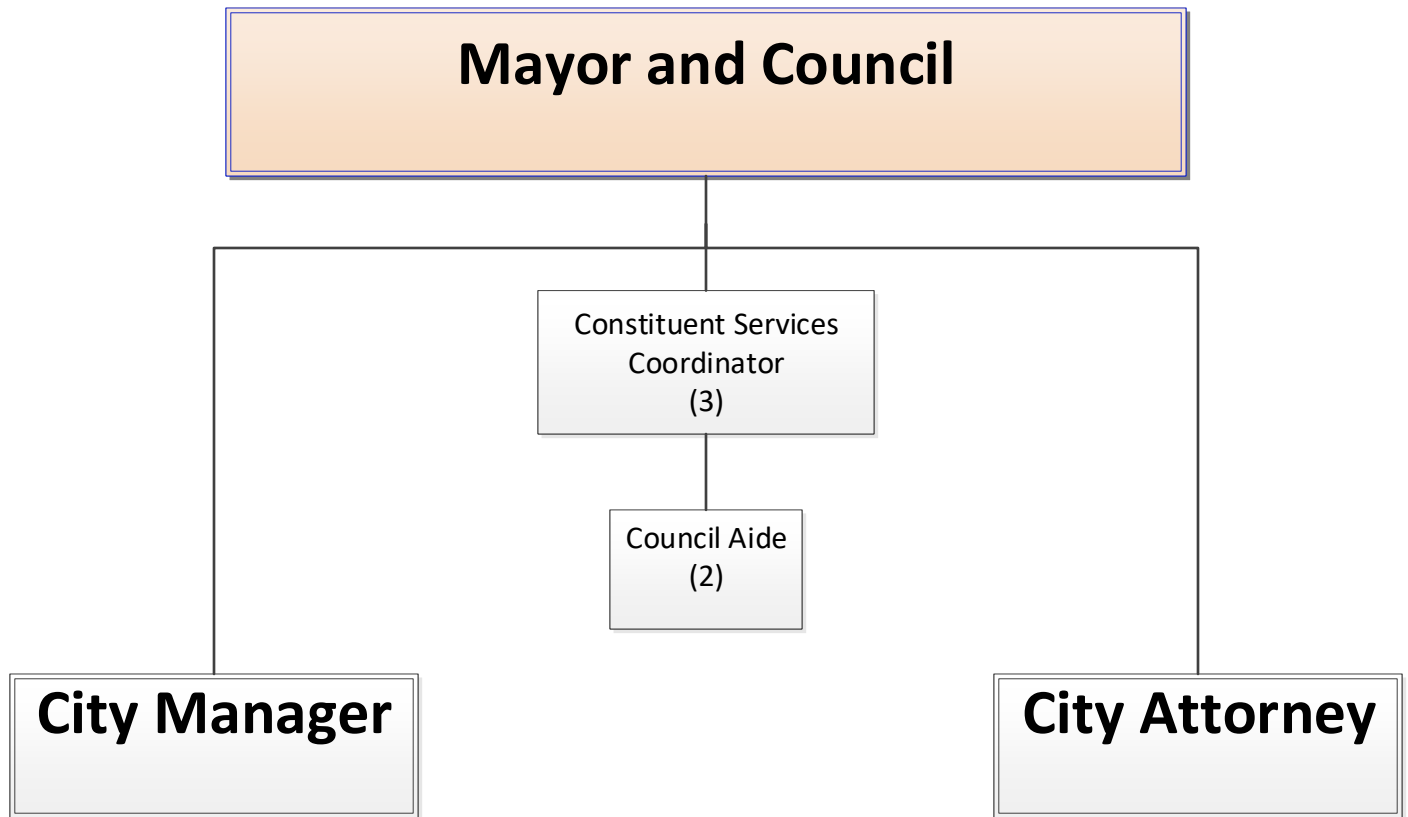
SECTION THREE:

DEPARTMENT  
PAGES

# GENERAL FUND

# OFFICE OF THE MAYOR AND COUNCIL

**Mission Statement:** the North Miami Office of the Mayor and Council is committed to building and nurturing a progressive city through the adoption of policies that respond to and respect the values and needs of our diverse community.



# Budget Summary Form

**Department:** Mayor/Council  
**Dept #** 01

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	600,114	623,442	611,917	793,875
Operating Expenses	803,512	795,947	756,177	844,049
Internal Services	9,452	11,401	11,801	18,153
Operating Budget	1,413,078	1,430,790	1,379,895	1,656,077
Capital Outlay	5,920	1,773	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	10,577	14,859	14,859	15,502
<b>Total Budget</b>	<b>1,429,575</b>	<b>1,447,422</b>	<b>1,394,754</b>	<b>1,671,579</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
Constituent Services Coordinator	26	3
Constituent Services Aide	21	2

**Total # of Full-Time Employees** 5

<b>2021-22 Personnel - F.T.E.</b>	5.00
<b>2020-21 Personnel - F.T.E.</b>	4.00
<b>Personnel Change:</b>	<u>1.00</u>

# Budget Objectives Form

<b>Department:</b>	Mayor/Council
<b>Division:</b>	Mayor/Council Office
<b>Dept. #:</b>	01
<b>Division #:</b>	400

## Objective:

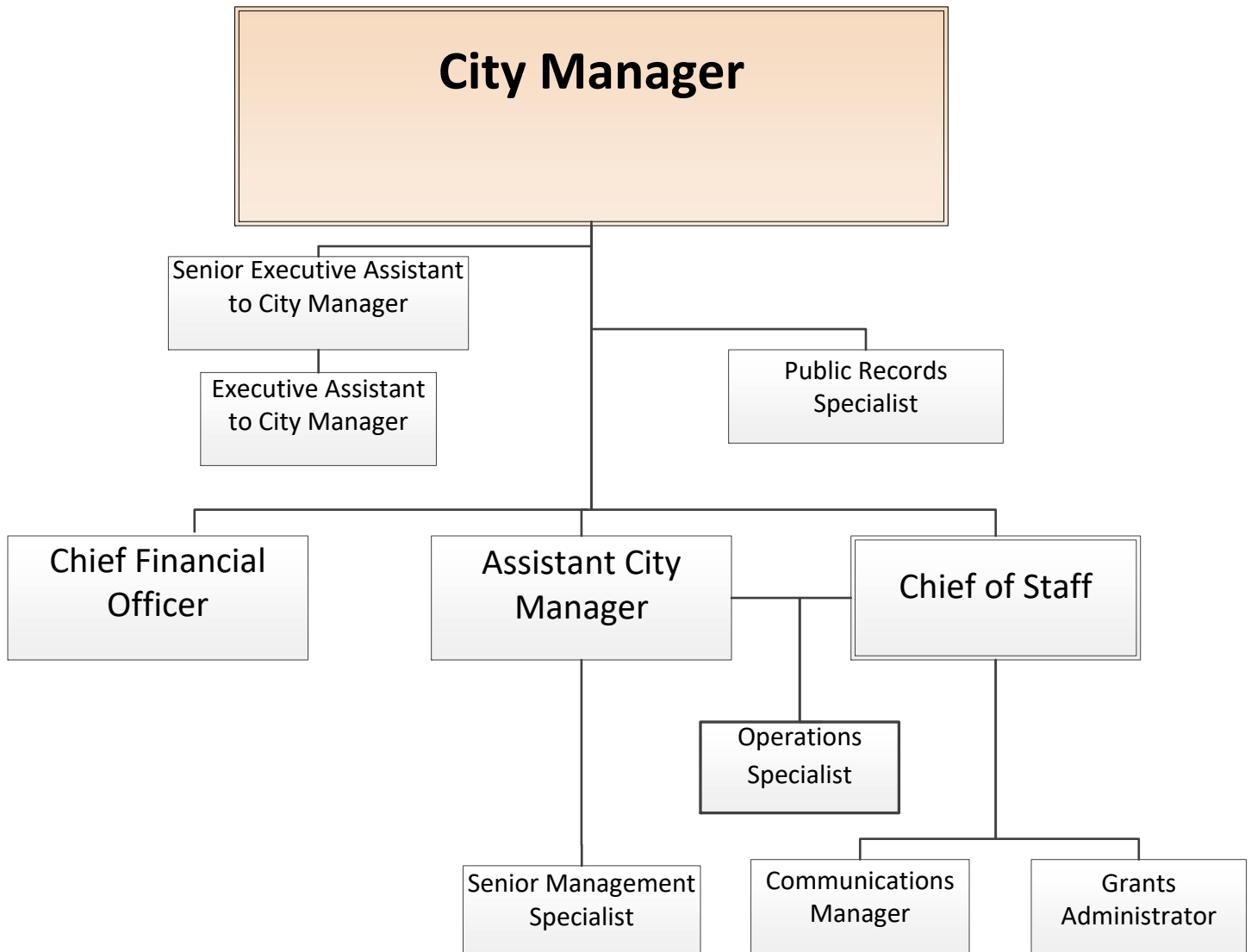
\$ 1,671,579 To provide leadership and policy-making responsive to the needs of North Miami residents. Carry out legislative policies, ensure community services and supervise the City Manager and City Attorney's performance.

## ACTIVITIES:

\$ 581,193	001	<b>Mayor/Council Office:</b> provide the necessary support to the City Mayor and Council that facilitates their legislative responsibilities and help them to be more efficient in responding to the needs of North Miami residents.
\$ 284,483	002	<b>Mayor's Office:</b> provide the legislative branch of North Miami's government which determines policy that ensures quality public service at acceptable cost; provides residents with an office in which to seek information on matters of concern.
\$ 203,512	003	<b>District 1 Office:</b> provide policy direction that ensures quality public service at acceptable cost; provides District 1 residents with an office in which to seek information on matters of concern.
\$ 202,439	004	<b>District 2 Office:</b> provide policy direction that ensures quality public service at acceptable cost; provides District 2 residents with an office in which to seek information on matters of concern.
\$ 197,460	005	<b>District 3 Office:</b> provide policy direction that ensures quality public service at acceptable cost; provides District 3 residents with an office in which to seek information on matters of concern.
\$ 202,492	006	<b>District 4 Office:</b> provide policy direction that ensures quality public service at acceptable cost; provides District 4 residents with an office in which to seek information on matters of concern.

# CITY MANAGER'S OFFICE

**Mission Statement:** to provide leadership to the entire City by empowering and equipping staff with all the necessary support and resources needed to better serve the City's residents.



# Budget Summary Form

**Department:** City Manager  
**Dept #:** 02

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	2,349,757	1,703,533	1,977,339	1,541,366
Operating Expenses	835,360	645,147	513,672	584,060
Internal Services	70,254	107,095	82,144	99,880
Operating Budget	3,255,371	2,455,775	2,573,155	2,225,306
Capital Outlay	0	0	2,400	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	80,777	91,344	91,344	69,032
<b>Total Budget</b>	<b>3,336,148</b>	<b>2,547,119</b>	<b>2,666,899</b>	<b>2,294,338</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
City Manager	50-CM	1
Assistant City Manager	47	1
Chief of Staff	45	1
Communications Manager	34	1
Senior Executive Assistant to City Manager	30	1
Senior Management Analyst	30	1
Executive Assistant to City Manager	28	1
Operations Specialist	20	1
Public Records Specialist	20	1
<b>Total # of Full-Time Employees</b>		<b>9</b>

<b>2021-22 Operating Budget:</b>	2,225,306
<b>2020-21 Operating Budget:</b>	2,455,775
<b>Dollar Change:</b>	(230,469)
<b>Percentage Change:</b>	-9.38%

<b>2021-22 Personnel - F.T.E.</b>	9.00
<b>2020-21 Personnel - F.T.E.</b>	9.00
<b>Personnel Change:</b>	0.00

## Budget Summary Form

**Department:** City Manager  
**Division:** City Manager  
**Dept / Division #:** 02 / 405

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	1,716,907	1,488,292	1,699,935	1,421,089
Operating Expenses	137,003	246,002	148,088	99,315
Internal Services	58,716	93,618	69,167	94,368
Operating Budget	1,912,626	1,827,912	1,917,190	1,614,772
Capital Outlay	0	0	2,400	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	60,882	65,473	65,473	63,563
<b>Total Budget</b>	<b>1,973,508</b>	<b>1,893,385</b>	<b>1,985,063</b>	<b>1,678,335</b>

### PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
City Manager	50-CM	1
Assistant City Manager	47	1
Chief of Staff	45	1
Senior Executive Assistant to City Manager	30	1
Senior Management Analyst	30	1
Executive Assistant to City Manager	28	1
Operations Specialist	20	1
Public Records Specialist	20	1
<b>Total # of Full-Time Employees</b>		<b>8</b>

**2021-22 Operating Budget:** 1,614,772  
**2020-21 Operating Budget:** 1,827,912  
**Dollar Change:** (213,140)  
**Percentage Change:** -11.66%

**2021-22 Personnel - F.T.E.** 8.00  
**2020-21 Personnel - F.T.E.** 10.00  
**Personnel Change:** -2.00

# Budget Objectives Form

<b>Department:</b>	City Manager
<b>Division:</b>	City Manager
<b>Dept. #:</b>	02
<b>Division #:</b>	405

## Objective:

\$ 1,678,335 To implement policies set forth by the City Council, carry out administrative responsibilities, and ensure the proper performance of the day-to-day operations in accordance with Article 1, Section 2 of the City Charter.

## ACTIVITIES:

\$ 1,609,375	001	<b>City Manager's Office:</b> provide leadership to the City administration, implement the policies and directives of the City Council, manage and supervise City staff and projects, and responds to residents' needs for information and services. Administer the City's Self-Insured Liability and Workers' Compensation Programs.
--------------	-----	---

\$ 68,960	002	<b>Emergency Management:</b> create, maintain and update the City's emergency operations plans (EOP, COOP, CEMP). These plans provide the framework for how we respond to emergencies and disasters. Develop and implement training programs that provide the knowledge, skills and abilities necessary to handle the various occurrences we may encounter. Implement a comprehensive outreach program that provides information, training and education to the community as well as our numerous community partners. Provide timely and up to date communications and information to the community across several platforms to ensure sufficient coverage during normal operations as well as during emergency operations. Build working relationships with area businesses, organizations and institutions at the local, state, and federal level to increase our ability to respond to emergencies and disasters. Engage the whole community in our preparedness activities to mitigate the effects of various hazards whether natural or man-made to include natural disasters, terrorist attacks, civil unrest, active shooter incidents, pandemic outbreaks, structural fires, train derailments, plane crashes or any number of hazards that exist in our community.
-----------	-----	---

# Budget Summary Form

**Department:** City Manager  
**Division:** Public Relations  
**Dept / Division #:** 02 / 406

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	567,323	213,450	263,047	120,277
Operating Expenses	287,627	214,345	230,325	277,945
Internal Services	11,538	12,055	11,555	5,512
Operating Budget	866,488	439,850	504,927	403,734
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	19,895	23,036	23,036	5,469
<b>Total Budget</b>	<b>886,383</b>	<b>462,886</b>	<b>527,963</b>	<b>409,203</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
Communications Manager	34	1
<b>Total # of Full-Time Employees</b>		<b>1</b>

**2021-22 Operating Budget:** 403,734  
**2020-21 Operating Budget:** 439,850  
**Dollar Change:** (36,116)  
**Percentage Change:** -8.21%

**2021-22 Personnel - F.T.E.** 1.00  
**2020-21 Personnel - F.T.E.** 1.00  
**Personnel Change:** 0.00

# Budget Objectives Form

<b>Department:</b>	City Manager
<b>Department:</b>	Public Relations
<b>Dept. #:</b>	02
<b>Division #:</b>	406

**Objective:**

\$ 409,203 To provide public relations services for the City of North Miami by working with local media, community/business groups and the City's outreach outlets (i.e. newsletters, email, Ch. 77, website, etc.) Such work includes the coordination of special event promotions, community outreach efforts, media relations and crisis communications.

**ACTIVITIES:**

\$ 409,203	001	<b>Communications:</b> allow for the dissemination of information to the public and media organizations via press releases, fact sheets or other information tools, coordinate special events, promotions and outreach efforts to various facets of the community.
------------	-----	--

# Budget Summary Form

**Department:** City Manager  
**Division:** Governmental Affairs Manager  
**Dept / Division #:** 02 / 418

EXPENDITURE CATEGORY	Actual Expend. FY20	Amended Budget FY21	Est. Expend. FY21	Adopted Budget FY22
Personnel Services	65,527	1,791	14,357	0
Operating Expenses	410,730	184,800	135,259	206,800
Internal Services	0	1,422	1,422	0
Operating Budget	476,257	188,013	151,038	206,800
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	2,835	2,835	0
<b>Total Budget</b>	<b>476,257</b>	<b>190,848</b>	<b>153,873</b>	<b>206,800</b>

## PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
NONE		0
<b>Total # of Full-Time Employees</b>		<b>0</b>

**2021-22 Operating Budget:** 206,800  
**2020-21 Operating Budget:** 188,013  
**Dollar Change:** 18,787  
**Percentage Change:** 9.99%

**2021-22 Personnel - F.T.E.** 0.00  
**2020-21 Personnel - F.T.E.** 0.00  
**Personnel Change:** 0.00

# Budget Objectives Form

**Department:** City Manager  
**Division:** Governmental Affairs Manager  
**Dept. #:** 02  
**Division #:** 418

## Objective:

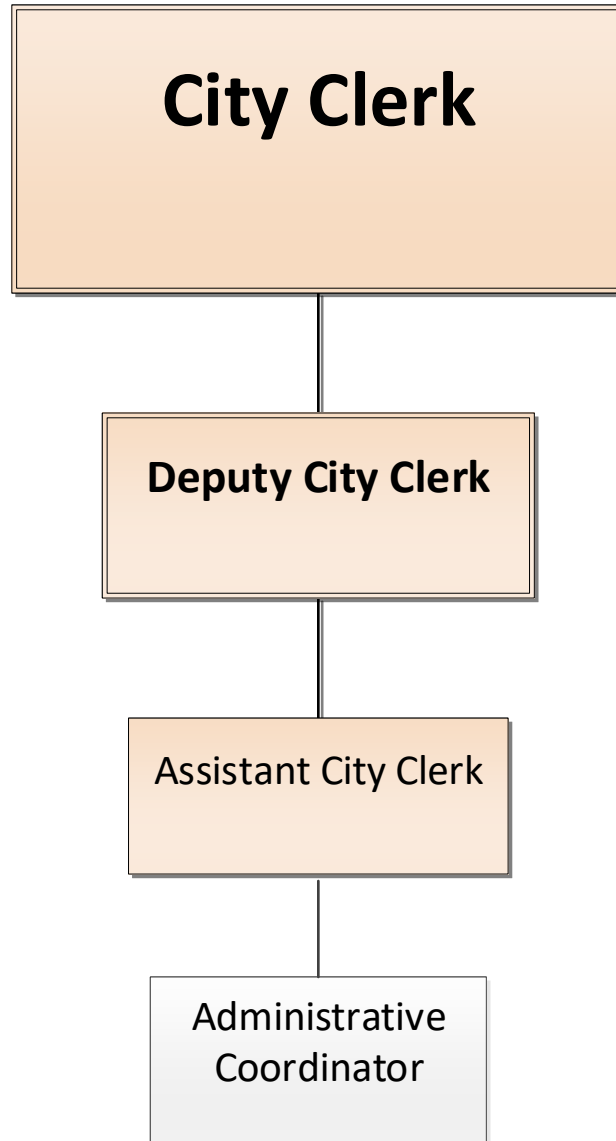
\$ 206,800 Coordinates legislative programs and provide comprehensive grant administration and management for the City; facilitate and promote proactive relations and serve as the external contact for local, state and federal agencies; provide external affairs and protocol support; assist with the interpretation and analysis of legislation to appropriate staff; prepare the legislative agenda; identify and develop intergovernmental resources, coordinate the preparation of grant applications, monitor the implementation of grant funded programs; coordinate projects as assigned by the City Manager.

## ACTIVITIES:

\$ 174,800	001	<b>Governmental Affairs:</b> fund salary and operating expenses for the Governmental Affairs Manager, Sister Cities membership and lobbyist professionals to lobby on behalf of the City. Seek funding and promote the Council's legislative agenda at the federal and state levels.
\$ 22,000	003	<b>ADA Parking Fines Program:</b> expenses related to the City's ADA parking fines program to improve accessibility and equal opportunity and to conduct public awareness programs in the municipality concerning persons who have disabilities.
\$ 10,000	004	<b>Sister Cities International, Inc.:</b> provides funds to support the City's involvement with Sister Cities International, Inc. Founded by President Dwight D. Eisenhower in 1956, Sister Cities International is a 501(c)(3) nonpartisan nonprofit serving as the national membership organization for individual sister cities, counties, and states across the United States. This network unites tens of thousands of citizen diplomats and volunteers in programs in 140 countries on six continents. Sister Cities International advances peace and prosperity through cultural, educational, humanitarian, and economic development exchanges. It serves as a hub for institutional knowledge and best practices in the field of citizen diplomacy. Currently the City of North has an active sister city agreement with Delmas, Haiti.

# CITY CLERK'S OFFICE

**Mission Statement:** to serve as the official municipal record keeper, supervisor of elections, and facilitator of an open government



# CITY CLERK'S OFFICE

## **Core Responsibilities:**

- Coordinate, oversee and supervise the City of North Miami's Municipal Elections
- Certify the results of all City of North Miami Elections
- Serve as the custodian of election documents
- Maintain minutes, ordinances, and resolutions adopted by the legislative body
- Prepare, certify, notarize and maintain official reports, legal documents, financial records, and reference materials
- Maintain records of City boards, commissions and committees;
- Coordinate and oversee board, commission, and committee appointments
- Maintain records of all council proceedings
- Review, update and maintain the City's Code of Ordinances
- Act as a liaison between the City Council and the public
- Give notice of regular and special council meetings
- Record data and ensure that documents are properly stored, filed and maintained
- Publish and distribute public correspondence
- Ensure that municipal records are accessible to the public
- Process passport applications
- Coordinate and publish legal notices of meetings, ordinances, elections and other notices as requested and required by law
- Coordinate and maintain lobbyist registration
- Receives sealed bids; and preside at bid openings

## **FY21 Major Accomplishments:**

- Coordinated an awareness campaign around the 2020 August Primary and General Elections
- Successfully supervised the 2021 Regular Municipal Elections with 16 candidates
- Coordinated awareness campaigns around voter registration and methods of voting
- Coordinated an awareness campaign around the 2021 Regular Municipal Election
- Distributed all required legal postings in compliance with State law and City policies
- Maintained accurate filings of agreements, contracts and other official City documents
- All passport agents successfully completed their mandatory exams and have been re-certified by the Department of State
- Continued to generate funds through passport services, in spite of limitations imposed by the pandemic
- Published and distributed public announcements regarding services offered by the office of the City Clerk
- Addressed the needs of residents and other stakeholders during the pandemic
- Developed opportunities for the public to submit comments during virtual council meetings, including a public comments voicemail line and email address
- Ensured that public record request were fulfilled in a timely manner
- Served as filing officer by processing the City's, Statement of Financial Interests, lobbyist registrations, expenditure reports, and quarterly financial reporting
- Advertise and maintain the City's board vacancies and online board application
- Improved the board appointment process by instituting a more effective system for reviewing applications and making appointments
- Provided timely updates via the City website and the City Clerk's Facebook page to keep the public informed about Office of the City Clerk events
- Instituted a series of virtual conversations on essential topics during the pandemic

# CITY CLERK'S OFFICE

## **FY21 Major Accomplishments (cont.):**

- Partnered with the Miami Dade Commission of Ethics, Weiss Serota Helfman Cole & Bierman, P.L, and the Miami Dade City Clerk's Association to host a "Campaign Filings: Best Practices for Municipal Clerks" continuing education session
- Partnered with the Miami Dade Commission of Ethics to host a Clean Campaign Class for City of North Miami candidates and their campaign staff and volunteers

## **FY22 Major Projects and Initiatives:**

- Incorporate new technology into City Council meetings to increase accuracy and efficiency
- Incorporate technology to facilitate acquisition and submission of required filings
- Transition towards LaserFiche software to archive and manage City records
- Increase staff to provide residents and City staff with additional support and increased efficiency
- Implement boat ramp permit process
- Launch civic engagement initiative for school-aged children
- Launch civic engagement initiatives for the community at large

## **Performance Measures**

<b>Performance Measures</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 YEE</b>	<b>FY 2022 Target</b>
<b>% of Commission Minutes transcribed within 7 days</b>	95%	98%	100%	98%	100%
<b># of Passports Processed</b>	6,500	6,500	3,860	1,807	3,600

# Budget Summary Form

**Department:** City Clerk  
**Dept / Div #:** 03 / 407

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	229,817	228,720	247,059	324,691
Operating Expenses	216,103	456,746	364,773	195,655
Internal Services	13,650	20,045	17,778	24,279
Operating Budget	459,570	705,511	629,610	544,625
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	9,544	16,321	16,321	7,535
<b>Total Budget</b>	<b>469,114</b>	<b>721,832</b>	<b>645,931</b>	<b>552,160</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
Deputy City Clerk	34	1
Assistant City Clerk	28	1
Administrative Coordinator	25	1
<b>Total # of Full-Time Employees</b>		<b>3</b>

**2021-22 Operating Budget:** 544,625  
**2020-21 Operating Budget:** 705,511  
**Dollar Change:** (160,886)  
**Percentage Change:** -22.80%

**2021-22 Personnel - F.T.E.** 3.00  
**2020-21 Personnel - F.T.E.** 2.00  
**Personnel Change:** 1.00

# Budget Objectives Form

<b>Department:</b>	City Clerk
<b>Division:</b>	City Clerk
<b>Dept. #:</b>	03
<b>Division #:</b>	407

**Objective:**

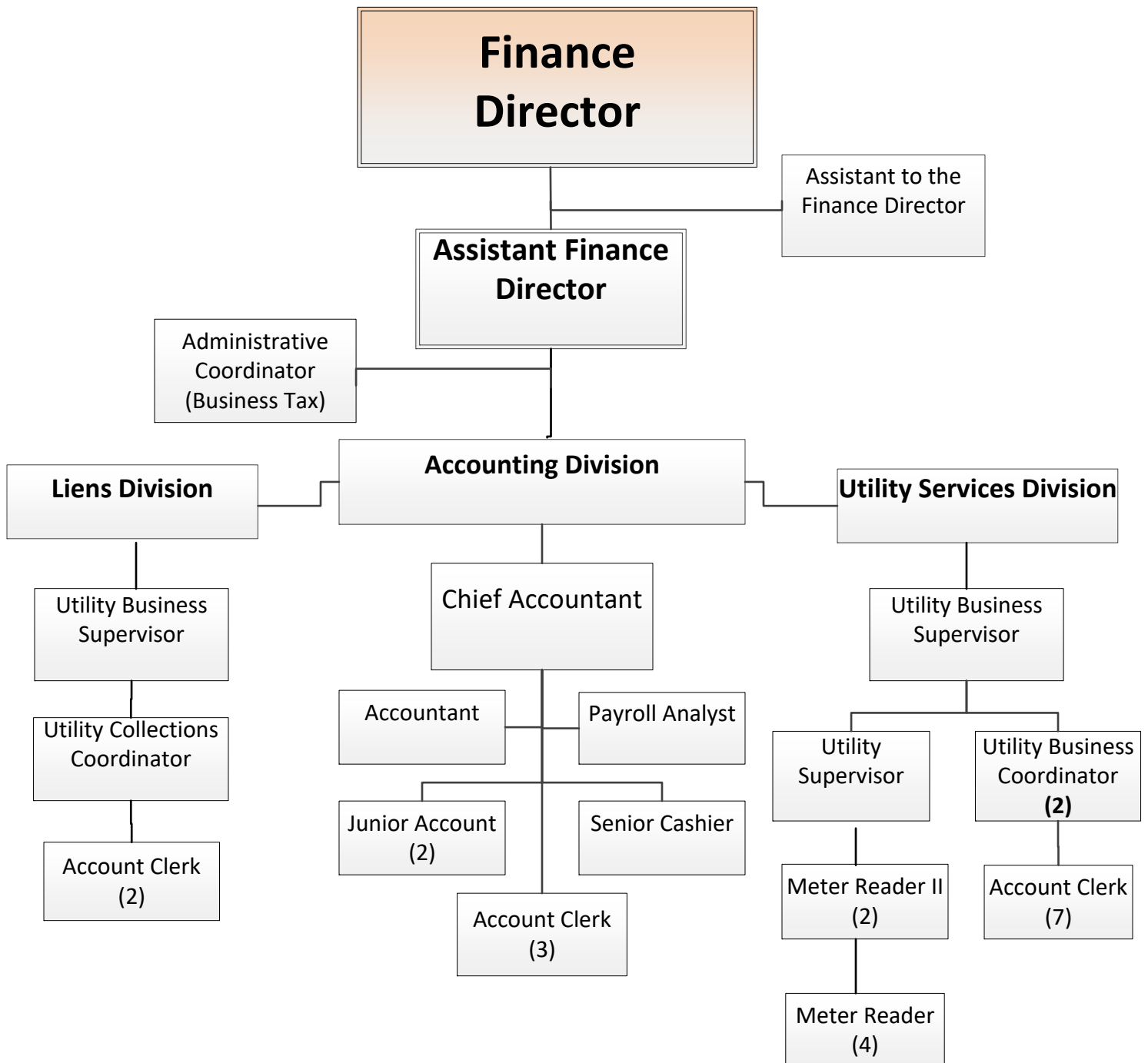
\$ 552,160 To efficiently and effectively carry out the diverse functions and mandated duties of the City Clerk's Office.

**ACTIVITIES:**

\$ 475,049	001	<b>City Clerk:</b> deposit franchise fees, utility taxes and miscellaneous revenues received by the department; record all Council actions; maintain a record of City Contracts and Agreements; codify and retain Ordinances and Resolutions; notify Council and staff of the Financial Disclosure Law; issue Boat Ramp Permits; research information and furnish data to the public and governmental agencies; provide Notary service.
\$ 77,111	002	<b>City Clerk Administration:</b> one Administrative Coordinator for passport related services
\$ -	003	<b>Elections:</b> one Special Election if called by the City Council pursuant to the City Charter.

# FINANCE

**Mission Statement:** to provide efficient fiduciary control of the City's assets and resources, provide accurate and useful financial information to the City organization and the community, and promote sound strategies to support the City fiscal and operations goals and accountability in government.



# FINANCE

## **Core Responsibilities:**

- Provide timely processing of payments to employees, retirees and City vendors.
- Maintain accounting records and systems to ensure accurate reporting of financial information, tracking of capital assets, compliance with the City's adopted budget and preparation of the City's Comprehensive Annual Financial Report (ACFR).
- Provide assistance and support for grants reporting and compliance.
- Provide accurate and timely billing and quality customer service to utility customers.
- Issue Business Taxes Receipts (BTR's) to commercial enterprises and home-based businesses that conduct business within the City of North Miami.
- Per State Statute, require businesses to demonstrate active State Sunbiz registration and State licensing prior to BTR issuance.
- Collect and accurately record payments made to the City for taxes, shared revenues, user fees and other revenue sources.
- Prepare liens and collect amounts owed to the City.
- Implement, maintain and monitor the financial and accounting internal controls throughout City operations.

## **FY21 Major Accomplishments:**

- Awarded the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the 25<sup>th</sup> year.
- Implemented the online payment portal to other City services including BTR renewals.
- Implement Utility Bills assistance program to help residents pay their utility bill.
- Complete city-wide land inventory of capital assets.
- BTR Office overseen by a new Certified Business Tax Official (CBTO)
- BTR Office and Community Planning and Development Zoning Office now in same building to collect all payment from business and for customer convenience.

## **FY22 Major Projects and Initiatives:**

- Issue the 2021 ACFR by March 31, 2022
- Receive the 2020 GFOA Award for Excellence in Financial Reporting.
- Improve the City's lien assessing and account receivable collection process.
- Implement a standard month-end closing process.
- Conduct a city-wide inventory of capital assets including machinery and equipment.

# FINANCE

## **Performance Measures:**

<b>Finance Performance Measures</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 YEE</b>	<b>FY 2022 Target</b>
<b># of Invoices processed</b>	17,946	20,194	16,801	10,924	18,500
<b># of Invoice Turnaround (days)</b>	30	30	30	30	30
<b># of vendor payments issued</b>	9,594	9,164	7,816	5,716	8,500
<b># of Payroll checks/Direct deposit transactions</b>	29,882	31,586	29,126	20,944	29,500
<b># of Current Business Tax Customers</b>	2,800	2,772	2,693	2,830	3,150
<b># of new Business Tax Receipts</b>	225	300	319	300	320

# Budget Summary Form

**Department:** Finance  
**Dept #:** 04

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	3,055,763	2,769,871	2,776,620	2,807,186
Operating Expenses	290,927	369,500	286,016	296,332
Internal Services	125,741	129,021	110,044	184,252
Operating Budget	3,472,431	3,268,392	3,172,680	3,287,770
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	108,824	120,152	120,152	112,058
Subtotal Budget	<b>3,581,255</b>	<b>3,388,544</b>	<b>3,292,832</b>	<b>3,399,828</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
Finance Director	44	1
Assistant Finance Director	37	1
Chief Accountant	33	1
Accountant	29	1
Utility Business Supervisor	28	2
Assistant to the Finance Director	28	1
Utility Supervisor	28	1
Payroll Analyst	26	1
Senior Cashier	26	1
Utilities Collections Coordinator	25	1
Utility Business Coordinator	25	2
Administrative Coordinator	25	1
Junior Accountant	23	2
Account Clerk	21	12
Meter Reader II	19	2
Meter Reader	18	4
<b>Total # of Full-Time Employees</b>		<b>34</b>

**2021-22 Operating Budget:** 3,287,770  
**2020-21 Operating Budget:** 3,268,392  
**Dollar Change:** 19,378  
**Percentage Change:** 0.59%

**2021-22 Personnel - F.T.E.** 34  
**2020-21 Personnel - F.T.E.** 33  
**Personnel Change:** 1

# Budget Summary Form

**Department:** Finance  
**Division:** Administration  
**Dept / Division #:** 04 / 409

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	712,794	641,816	610,714	604,169
Operating Expenses	180,582	242,488	169,249	208,509
Internal Services	18,995	19,894	19,244	27,700
Operating Budget	912,371	904,198	799,207	840,378
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	24,115	26,303	26,303	25,208
<b>Total Budget</b>	<b>936,486</b>	<b>930,501</b>	<b>825,510</b>	<b>865,586</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
Finance Director	44	1
Assistant Finance Director	37	1
Assistant to the Finance Director	28	1
Administrative Coordinator	25	1
<b>Total # of Full-Time Employees</b>		<b>4</b>

**2021-22 Operating Budget:** 840,378  
**2020-21 Operating Budget:** 904,198  
**Dollar Change:** (63,820)  
**Percentage Change:** -7.06%

**2021-22 Personnel - F.T.E.** 4.00  
**2020-21 Personnel - F.T.E.** 4.00  
**Personnel Change:** 0.00

# Budget Objectives Form

**Department:** Finance  
**Division:** Administration  
**Dept. #:** 04  
**Division #:** 409

**Objective:**

\$ 865,586 To manage the Finance Department's five operating divisions (Administration, Accounting, Utility Billing, Liens, and Business Tax Receipts); and conduct the annual independent audit as required by State law and the City Charter.

**ACTIVITIES:**

\$ 574,270	001	<b>Finance Administration:</b> the Finance Department was created, and is guided by provisions of the City Charter to ensure a clear division of duties and necessary internal controls over the City's cash and investments, revenues, expenditures, capital assets, utility billing, accounts receivable, accounts payable, accounting, payroll, and administrative support for the City's two pension plans. Ensure efficient financial operations of the City; provide management and administrative support to other Finance divisions; bill and collect for miscellaneous services for operating departments; coordinate the external audit; provide financial administration for grants.
\$ 137,000	002	<b>Annual Independent Audit:</b> contract with an independent audit firm to conduct an annual audit of the City's financial records as required by Florida Statutes (Section 11.45) and the City Charter (Article 11, Section 9(14)). Includes the Federal and State Single Audits. Retain the services of an independent third-party audit firm to conduct internal audits and reviews as needed.
\$ 154,316	003	<b>Business Tax Receipts:</b> process and approve applications for business tax receipts (formerly occupational licenses) and receive payments from businesses requesting to do business in the City. This section also sends out renewal notices to existing BTR customers, and searches for unregistered business to alert them of the City's requirements for compliance.

# Budget Summary Form

**Department:** Finance  
**Division:** Accounting  
**Dept / Division#:** 04 / 410

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	734,092	726,242	694,371	739,658
Operating Expenses	5,313	8,865	6,500	12,700
Internal Services	19,128	18,075	18,075	31,477
Operating Budget	758,533	753,182	718,946	783,835
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	26,343	28,659	28,659	30,311
<b>Total Budget</b>	<b>784,876</b>	<b>781,841</b>	<b>747,605</b>	<b>814,146</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
Chief Accountant	33	1
Accountant	29	1
Senior Cashier	26	1
Payroll Analyst	26	1
Junior Accountant	23	2
Account Clerk	21	3
<b>Total # of Full-Time Employees</b>		<b>9</b>

**2021-22 Operating Budget:** 783,835  
**2020-21 Operating Budget:** 753,182  
**Dollar Change:** 30,653  
**Percentage Change:** 4.07%

**2021-22 Personnel - F.T.E.** 9.00  
**2020-21 Personnel - F.T.E.** 9.00  
**Personnel Change:** 0.00

# Budget Objectives Form

<b>Department:</b>	Finance
<b>Division:</b>	Accounting
<b>Dept. #:</b>	04
<b>Division#:</b>	410

## Objective:

\$ 814,146 To process and record financial transactions accurately and timely, prepare monthly financial reports, invest City funds, reconcile bank accounts, submit required reports to agencies, including other governments, process cash receipts from customers and process payments to vendors and employees on a timely basis.

## ACTIVITIES:

\$ 538,048	001	<b>Accounting:</b> prepare financial statements and provide control of funds and payments for the City and ensure the maximum return on investments while minimizing risk. Process accounts payable disbursements and payments on bond indebtedness in a timely manner to maintain City's excellent credit rating. Handle accounting for requisition, disposal, recording, and reporting of fixed assets. Record deposits of revenues from other governmental agencies, business and customers
\$ 173,169	002	<b>Central Cashier:</b> provide a centralized location for residents and City departments to conduct cash transactions and ensure proper internal controls over financial transaction processing.
\$ 102,929	003	<b>Payroll:</b> prepare weekly payroll for over 500 employees including input, calculation and distribution; manage payroll direct deposits and transmission of data to financial institutions and associated registers; prepare electronic fund transfers to financial institutions for payroll deposits, IRS payroll tax and other deductions to respective county and federal agencies.

# Budget Summary Form

**Department:** Finance  
**Division:** Utility Services  
**Dept / Division #:** 04 / 412

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	1,340,592	1,107,221	1,177,011	1,157,879
Operating Expenses	105,032	118,047	110,167	75,023
Internal Services	82,142	83,769	65,892	110,529
Operating Budget	1,527,766	1,309,037	1,353,070	1,343,431
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	48,453	54,279	54,279	44,332
<b>Total Budget</b>	<b>1,576,219</b>	<b>1,363,316</b>	<b>1,407,349</b>	<b>1,387,763</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
Utility Business Supervisor	28	1
Utility Supervisor	26	1
Utility Business Coordinator	25	2
Account Clerk	21	7
Meter Reader II	19	2
Meter Reader	18	4
<b>Total # of Full-Time Employees</b>		<b>17</b>

**2021-22 Operating Budget:** 1,343,431  
**2020-21 Operating Budget:** 1,309,037  
**Dollar Change:** 34,394  
**Percentage Change:** 2.63%

**2021-22 Personnel - F.T.E.** 17.00  
**2020-21 Personnel - F.T.E.** 16.00  
**Personnel Change:** 1.00

# Budget Objectives Form

<b>Department:</b>	Finance
<b>Division:</b>	Utility Services
<b>Dept. #:</b>	04
<b>Division #:</b>	412

## Objective:

\$ 1,387,763 To accurately and efficiently provide meter reading, customer service (in person and telephonically), and billing for the City's approximately 22,000 water, sewer, sanitation, recycling, grease trap, backflow and stormwater utility customers.

## ACTIVITIES:

\$ 845,715	001	<b>Customer Service (Office):</b> prepare monthly/quarterly customer utility bills and process new service applications, resolve customer complaints, coordinate field activities, prepare internal annual reports, and collect delinquent accounts.
\$ 500,584	002	<b>Field Operations:</b> provide quarterly/monthly water meter reads. Provide support documents and field surveillance of existing meter area conditions. Provide water meter turn on/off service for initial/conclusion of accounts as required by customer. Investigate leaks, address customer consumption inquiries and minor meter repairs, provide collection assistance for delinquent accounts and field assistance to Public Works.
\$ 41,464	003	<b>Vehicles:</b> provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.

# Budget Summary Form

**Department:** Finance  
**Division:** Liens and Collection Processing  
**Dept / Division #:** 04 / 414

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	268,285	294,592	294,524	305,480
Operating Expenses	0	100	100	100
Internal Services	5,476	7,283	6,833	14,546
Operating Budget	273,761	301,975	301,457	320,126
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	9,913	10,911	10,911	12,207
<b>Total Budget</b>	<b>283,674</b>	<b>312,886</b>	<b>312,368</b>	<b>332,333</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
Utility Business Supervisor	28	1
Utility Collections Coordinator	25	1
Account Clerk (liens)	21	2
<b>Total # of Full-Time Employees</b>		<b>4</b>

**2021-22 Operating Budget:** 332,333  
**2020-21 Operating Budget:** 301,975  
**Dollar Change:** 30,358  
**Percentage Change:** 10.05%

**2021-22 Personnel - F.T.E.** 4.00  
**2020-21 Personnel - F.T.E.** 4.00  
**Personnel Change:** 0.00

# Budget Objectives Form

**Department:** Finance

**Division:** Liens and Collection Processing

**Dept. #:** 04

**Division #:** 414

**Objective:**

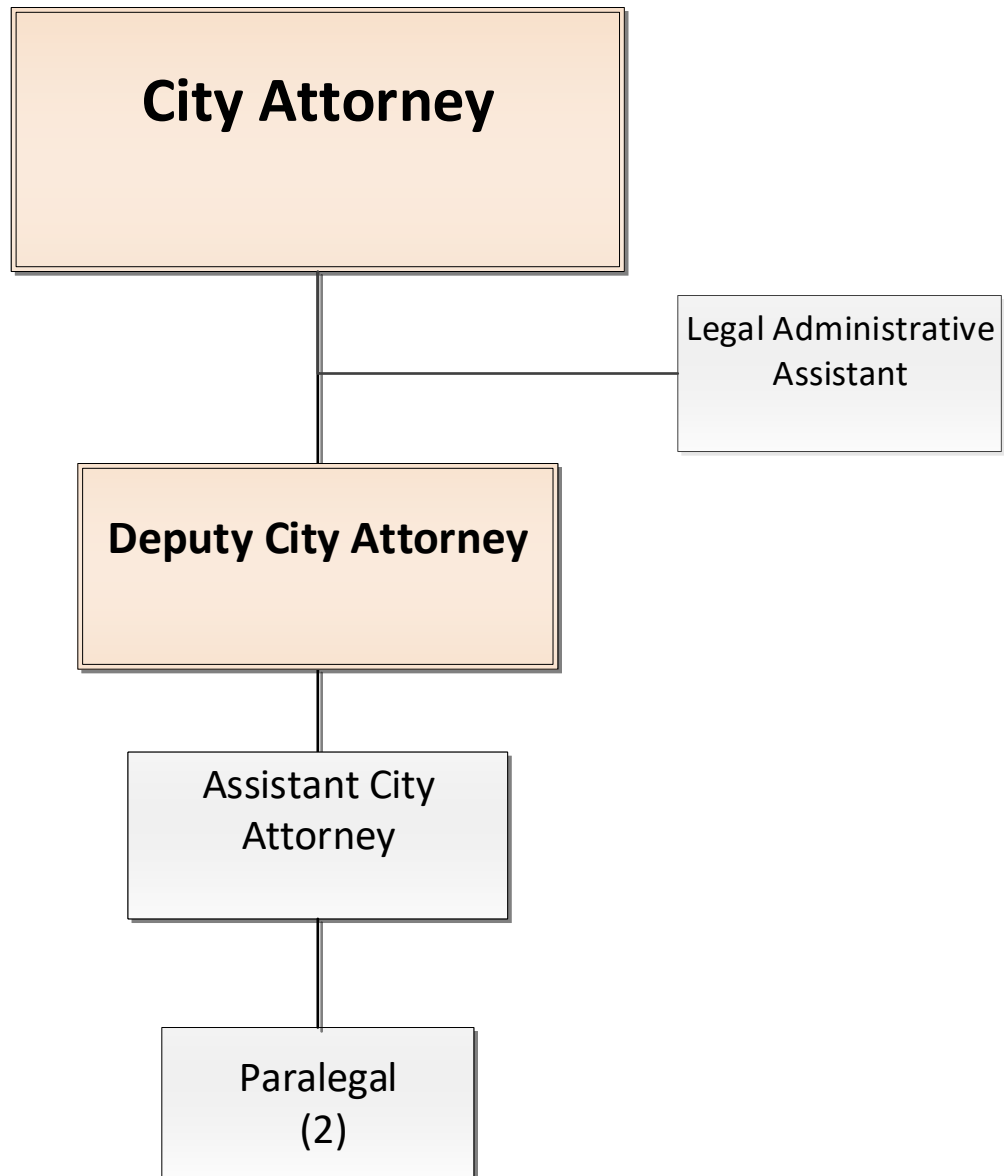
\$ 332,333 To ensure collection of the City's past due/lien receivables including charges for utility services, miscellaneous services and code enforcement violations.

**ACTIVITIES:**

\$ 332,333      001      **Liens and Collection Processing:** provide accurate and efficient lien search data to title companies, attorneys and other interested parties. Record and release all certified liens placed by the City against properties serviced or cited. Post and file all legal Miami-Dade County recording information. Compute and post interest receivable on recorded liens through collection date. Collect funds on recorded and past due liens. Correlate and process forms with outside collection services to recover revenues and costs.

# CITY ATTORNEY'S OFFICE

**Mission Statement:** to provide professional and exceptional legal service, advice and support to the elected officials, administration and employees. Promote open and fair access to government.



# CITY ATTORNEY'S OFFICE

## **Core Responsibilities:**

- Serve as the City's legal counsel.
- Advise city leaders on matters relating to ethics, personnel, ordinances, contracts, land use, taxes and finance.
- Inform the appropriate elected officials and city staff as laws are being debated in the state legislature or Congress.
- Draft city laws and contracts memoranda to ensure the city's legal interests are not compromised.
- Advises the City Council on the legal issues when changes in city laws are before the Council.
- Stay informed on changes to local, state and federal laws that may impact the city.
- The City Attorney's office has collected \$217,552.49 for the 2020-2021 fiscal year.

## **FY21 Major Accomplishments:**

- Received 750 internal work orders from various city departments requesting document review; drafting and reviewing documents for legal sufficiency - public records requests, Conditional Certificates of Re-occupancy, Unity of Titles, Releases of Lien, Memorandums of Understanding, Requests for Proposals, Requests for Quotes, IFBs, etc.
- Drafted 130 resolutions and 15 ordinances.
- 18 cases involving the City as a named party were addressed by the City Attorney.
- More than \$3.2 million has been collected in code enforcement liens since the commencement of the lien collection initiative in 2010.
- This office has prosecuted (22) appeals of Civil Violation Tickets.
- Served as the prosecutor on Ticket Appeal hearings.
- Served as the legal advisor for various boards, including the Planning Commission, Board of Adjustment, Code Enforcement, Personnel, etc.).
- The office answers and addresses numerous legal issues on a daily basis in the form of phone calls and walk-in inquiries from city officials and city employees.
- Continued to reduce paper usage by e-filing all litigation pleadings and utilizing e-storage for litigation files.

## **FY22 Major Projects and Initiatives:**

- Continue to update the City's Code of Ordinances with the ultimate goal of reorganizing, rewriting and modernizing the Code.
- Conduct more various workshops for City Employees, including Public Records Request
- Continue to reduce paper usage by e-filing all litigation pleadings, utilizing e-storage for litigation files, internal work order requests and contracts.

# CITY ATTORNEY'S OFFICE

## **Performance Measures:**

<b>City Attorney Performance Measures</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 YEE</b>	<b>FY 2022 Target</b>
<b># of Contracts</b>	81	90	72	70	80
<b># of Litigation Matters</b>	15	15	4	8	5
<b># of Resolutions</b>	183	190	168	160	170
<b># of Ordinances</b>	20	30	14	20	30

# Budget Summary Form

**Department:** Office of the City Attorney  
**Dept / Div #:** 05 / 415

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	866,310	851,175	853,470	982,293
Operating Expenses	276,070	332,470	286,445	291,195
Internal Services	26,123	23,220	23,145	40,251
Operating Budget	1,168,503	1,206,865	1,163,060	1,313,739
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	40,318	38,815	38,815	39,941
<b>Total Budget</b>	<b>1,208,821</b>	<b>1,245,680</b>	<b>1,201,875</b>	<b>1,353,680</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
City Attorney	50-CA	1
Deputy City Attorney	46	1
Assistant City Attorney	36	1
Paralegal	29	2
Legal Administrative Assistant	28	1

**Total # of Full-Time Employees** 6

**2021-22 Operating Budget:** 1,313,739  
**2020-21 Operating Budget:** 1,206,865  
**Dollar Change:** 106,874  
**Percentage Change:** 8.86%

**2021-22 Personnel - F.T.E.** 6.00  
**2020-21 Personnel - F.T.E.** 5.00  
**Personnel Change:** 1.00

# Budget Objectives Form

<b>Department:</b>	Office of the City Attorney
<b>Division:</b>	City Attorney
<b>Dept. #:</b>	05
<b>Division #:</b>	415

**Objective:**

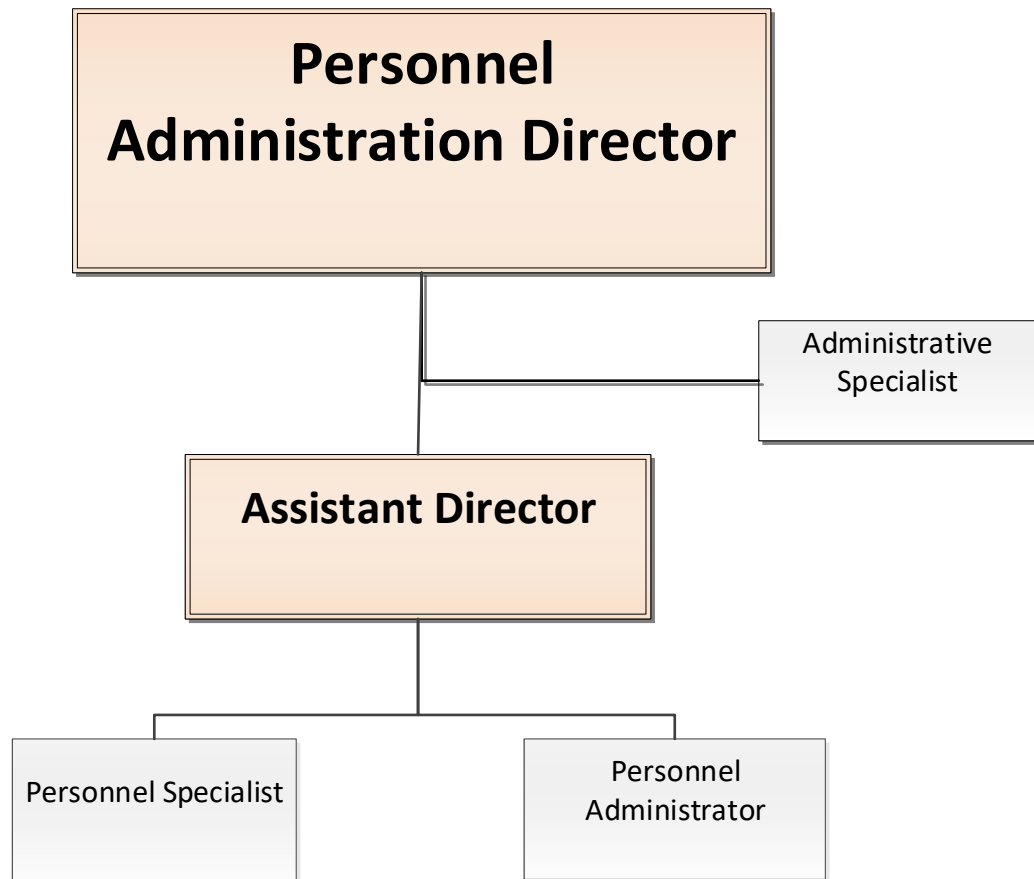
\$ 1,353,680 To provide professional, impartial and ethical legal counsel to the City Council, City Boards, Commissions, City Manager and City Staff.

**ACTIVITIES:**

\$ 1,118,680	001	<b>City Attorney's Office:</b> provide in-house legal counsel to the City Council, City Boards, City Manager and City Staff.
\$ 230,000	002	<b>Contractual Outside Counsel/Case Costs In-House and Outside Counsel:</b> provide contractual legal services to advise the City Council and City Manager on legal matters in specialized areas; provides legal services to pursue the collection of City liens; and provides legal counsel to the Code Enforcement, Personnel and Nuisance Abatement Boards and to the Special Magistrate (non-lawyer).
\$ 5,000	003	<b>Contractual Outside Counsel/Liens:</b> provide legal services to pursue the collection of City liens

# PERSONNEL

**Mission Statement:** the Personnel Administration Department is dedicated to recruiting and selecting a diverse workforce as well as enhancing the employment experience of employees by managing the workforce effectively, facilitating employees' professional growth and fostering a quality work environment within the framework of the City's, state and federal regulations.



# PERSONNEL

## **Core Responsibilities:**

- Recruit, train and develop employees
- Conduct strategic workforce planning to proactively anticipate current and future hiring needs
- Provide consultation to departments relating to human resources issues
- Administer employee benefits program
- Performance Appraisal Management
- Coordinate the City's employee wellness program
- Employee relations and conflict resolution
- Oversee labor relations and administration of collective bargaining agreements
- Administer the Drug Free Workplace Program and Federal Omnibus Transportation Employee Testing
- Comply with city, state and federal employment regulations

## **FY2021 Major Accomplishments:**

- Monitored employees furlough days and reported to department directors
- Hosted Customer Service Training and delivered 2,672 training hours
- Two (2) Personnel staff attended Florida Public Human Resources Association Conference
- Attended the Florida Public Pension Trust Association
- Successfully managed the insurance claims, billing, and reporting without an active Agent of Record through April 2021
- Continued the employee Wellness Program virtually focusing on:
  - Educational sessions i.e. monthly health awareness, nutrition etc.
  - Individual wellness counseling
  - Informed via email or general posting all virtual wellness activities to City employees
  - Continued to coordinate annual physical to a local clinic to motivate employees to remain healthy
- Ongoing communications with the collective bargaining representatives and attorneys
- Continued to implementing COVID-19 procedures to adhere to CDC and City guidelines
- Established a COVID Vaccine program to incentivize vaccinated employees

## **FY22 Major Projects and Initiatives:**

- Continue development and updating of governing documents, including the Civil Service Rules Employee Handbook, Administrative Regulations and Personnel Policies and Procedures
- Continue partnerships with departments to strengthen practices identified by the Florida Benchmarking Consortium
- Use Laserfiche to upload newly designed performance evaluations which will make the approval process more efficient – delayed due to staff reduction

# PERSONNEL

## Performance Measures:

<b>Personnel Performance Measures</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 YEE</b>	<b>FY 2022 Target</b>
<b># Total City Employees</b>	432	439	444	413	425
<b># Employees Processed (Hired)</b>	50	51	24	32	15
<b># Applications Received</b>	3,840	4,484	1,710	3,500	2,000
<b>% of turnover Rate</b>	5.32%	10.7%	9.5%	25%	15%
<b># of days to fill an employment request</b>	30	30	30	30	30
<b># of employees citywide training workshops</b>	N/A	N/A	N/A	4	6

# Budget Summary Form

**Department:** Personnel Administration  
**Dept / Div #:** 06 / 417

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	719,663	590,301	571,413	605,267
Operating Expenses	95,677	183,969	173,444	89,281
Internal Services	18,414	20,438	18,906	27,175
Operating Budget	833,754	794,708	763,763	721,723
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	25,587	27,780	27,780	23,849
<b>Total Budget</b>	<b>859,341</b>	<b>822,488</b>	<b>791,543</b>	<b>745,572</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
Personnel Administration Director	40	1
Assistant Personnel Admin. Director	34	1
Personnel Administrator	30	1
Personnel Specialist	24	1
Administrative Specialist	22	1

**Total # of Full-Time Employees** 5

**2021-22 Operating Budget:** 721,723  
**2020-21 Operating Budget:** 794,708  
**Dollar Change:** (72,985)  
**Percentage Change:** -9.18%

**2021-22 Personnel - F.T.E.** 5.00  
**2020-21 Personnel - F.T.E.** 4.00  
**Personnel Change:** 1.00

# Budget Objectives Form

**Department:** Personnel Administration

**Division:** Personnel Administration

**Dept #:** 06

**Division #:** 417

## Objective:

\$ 745,572 To hire and train qualified employees for all City departments; ensure employees, retirees and elected officials are provided City benefits; ensure all employees are treated fairly and equitably in compliance with federal and state laws, local regulations, City ordinances, and Civil Service Rules.

## ACTIVITIES:

\$ 690,998 001 **Personnel Administration Services:** coordinate and implement personnel services including recruiting, testing, interviewing prospective employees, and placement; maintain and/or manage position control listing, classification and pay rates, employee records; and employee benefits and billings; comply with COBRA (Consolidated Omnibus Budget Reconciliation Act), FMLA (Family and Medical Leave Act), ADA (Americans with Disabilities Act), FLSA (Fair Labor Standards Act) and HIPAA (Health Insurance Portability and Accountability Act) regulations; maintain accurate records of participants covered under the health/dental, life insurance, and flexible benefits plans; administer collective bargaining agreements; process Equal Opportunity, discrimination and harassment complaints/charges; oversee Employee Assistance, Violence in the Workplace, and Drug Free Workplace programs; provide assistance during Personnel Board appeal hearings; and comply with the Federal Omnibus Transportation Employee Testing Act of 1991.

\$ 5,072 002 **U.S. DOT Alcohol and Drug Testing Program:** Contract with a third party to administer random selection and testing of employees to comply with the U.S. Department of Transportation Alcohol and Drug Testing Program for Commercial Motor Vehicle Drivers; and provide required training for supervisors and employees on an annual basis.

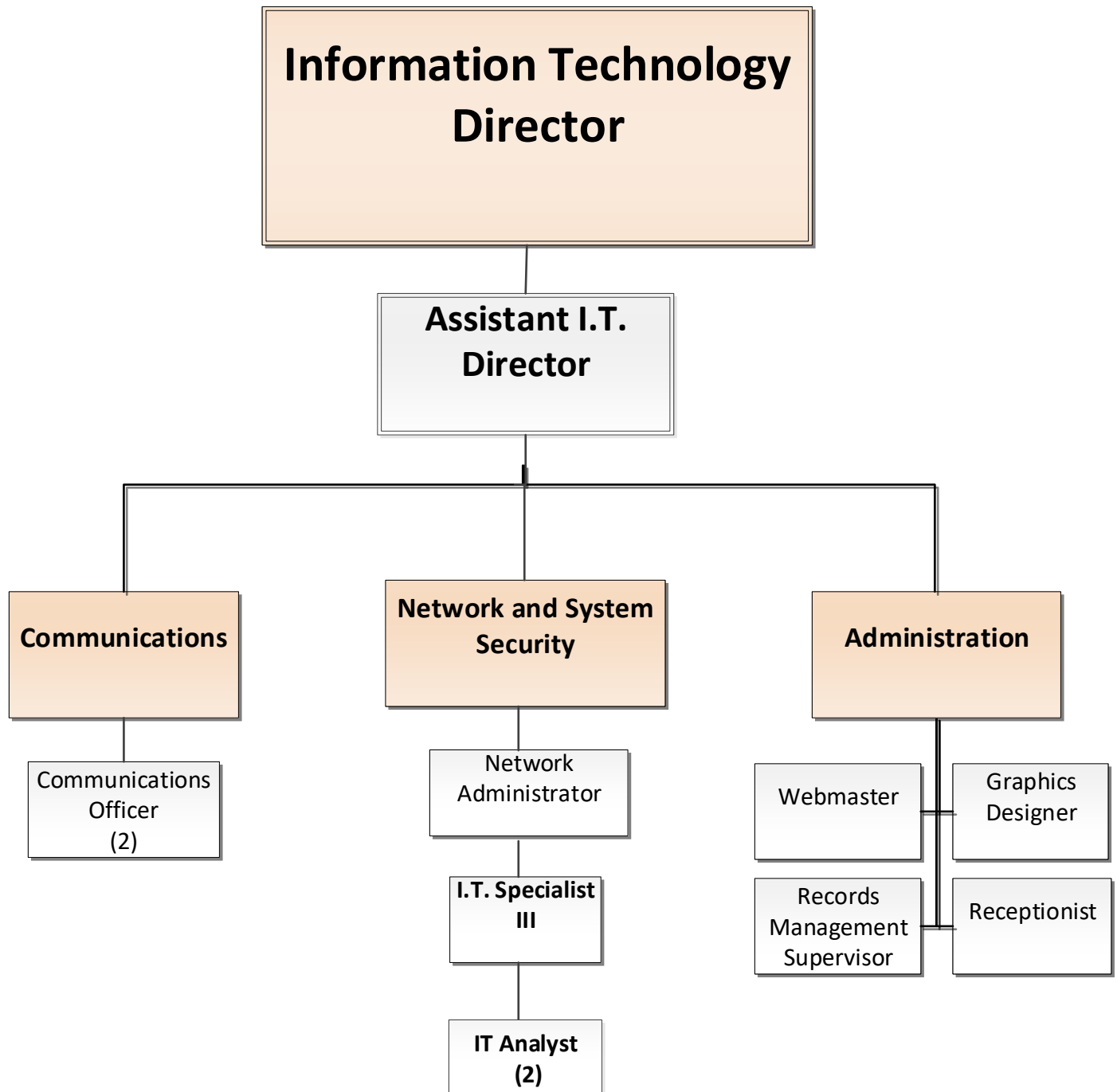
\$ 14,802 003 **Specialized Training:** provide funding for employees to attend seminars and workshops that will improve their job skills and knowledge.

# Budget Objectives Form

<b>Department:</b>	Personnel Administration		
<b>Division:</b>	Personnel Administration		
<b>Dept #:</b>	06		
<b>Division #:</b>	417		
\$	500	004	<b>Employee Training Program:</b> increase employee awareness of City policies and federal, state and local laws. Annual training is provided by City staff and outside consultants.
\$	25,000	005	<b>Tuition Reimbursement:</b> reimburse collective bargaining unit employees at the in-state undergraduate rate, for completing college coursework or technical classes to increase knowledge and skills, which will prepare them for job promotions. Reimbursement may not exceed 18 semester credits.
\$	200	006	<b>Post Employment Exams, Tests and Evaluations:</b> provide medical exams for all current employees as required, including special medical evaluations as requested, non-CDL (Commercial Driver’s License) drug testing program, and background checks for current employees.
\$	4,000	007	<b>Employee Appreciation:</b> purchase service awards to be presented to employees quarterly and annually. Purchase of employee retirement plaques. Provide funds for an annual Employee Appreciation Day.
\$	3,000	010	<b>Supervisory Training:</b> (max. 25 employees per 1 day session)
\$	2,000	011	<b>Wellness Program:</b> provide funding for community event registrations, t-shirts, supplies, health risk assessments, nutrition/health screenings and seminars.

# INFORMATION TECHNOLOGY

**Mission Statement:** to provide strategic IT vision and enterprise solutions to City departments so that they may be able to meet their goals, deliver results and enhance the City's position in alignment with the City's mission and vision.



# INFORMATION TECHNOLOGY

## **Core Responsibilities:**

- Network Infrastructure Support - Data Communications, Voice over Internet Protocol (IP) communications, Servers Systems support, Backup Systems Support
- Systems Support - Enterprise Resource Planning (ERP) Systems supports, Desktop Support, Application Support, Microsoft Office Support, and Email Support
- Media/Communications support including NoMi TV (channels 77 and 99) and Electronic Signage

## **FY21 Major Accomplishments:**

- Implement new Tyler Content Manager System Citywide.
- Implement dual factor authentication for Police Department.
- Implement mobile printing for Code Enforcement Department.
- Implement site to site connectivity at remote facilities.
- Upgrade Server Infrastructure to supported operating system (OS) releases.
- Implement Laserfiche Forms Public Portal.
- Convert AT&T Lines to Suncom resulting in substantial savings.
- Upgrade all PCs (personal computers) to Windows 10.

## **FY22 Major Projects and Initiatives:**

- Implement Tyler EnerGov System Citywide.
- Begin Tyler Munis Implementation.
- Connect all City Offices, Community Centers, and select Parks.
- Upgrade Server Infrastructure to supported operating system (OS) releases.
- Upgrade New World Systems to Enterprise Edition.
- Complete ESRI GIS Mapping Layers.
- Implement Laserfiche Forms Public Portal.

## **Performance Measures:**

IT Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 YEE	FY 2022 Target
Number of service tickets per month	353	300	350	325	350
Number of service tickets completed within 3 days or less	351	99	140	135	175
Number of computer servers	80	85	85	85	80
Number of computer work stations	450	450	450	450	450
Percentage Up-time	99%	99.80%	99.00%	99%	99.99%
Number of system Down episodes	2	1	1	2	1

# Budget Summary Form

**Department:** Information Technology  
**Dept. #** 07

<b>Dept / Division #:</b> <b>CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	747,380	1,127,680	940,039	1,191,646
Operating Expenses	960,676	912,090	911,160	1,011,122
Internal Services	34,852	30,864	23,921	59,011
<b>Operating Budget</b>	<b>1,742,908</b>	<b>2,070,634</b>	<b>1,875,120</b>	<b>2,261,779</b>
Capital Outlay	337,723	70,000	10,000	50,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	30,740	30,814	30,814	51,115
<b>Total Budget</b>	<b>2,111,371</b>	<b>2,171,448</b>	<b>1,915,934</b>	<b>2,362,894</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
Information Technology Director	40	1
Ass't Information Technology Director	34	1
Communications Officer	31	2
Network Administrator	29	1
IT Specialist III	26	1
Webmaster	26	1
IT Analyst	25	2
Graphics Designer	21	1
Records Management Supervisor	20	1
Receptionist	18	1

**Total # of Full-Time Employees** 12

**2021-22 Operating Budget:** 2,261,779  
**2020-21 Operating Budget:** 2,070,634  
**Dollar Change:** 191,145  
**Percentage Change:** 9.23%

**2021-22 Personnel - F.T.E.** 12.00  
**2020-21 Personnel - F.T.E.** 11.00  
**Personnel Change:** 1.00

# Budget Summary Form

**Department:** Information Technology  
**Division:** ERP Systems and Applications  
**Dept / Division #:** 07 / 420

EXPENDITURE CATEGORY	Actual Expend. FY20	Amended Budget FY21	Est. Expend. FY21	Adopted Budget FY22
Personnel Services	207,691	575,935	457,875	702,986
Operating Expenses	378,370	379,450	414,426	423,452
Internal Services	6,449	4,898	4,873	24,965
<b>Operating Budget</b>	<b>592,510</b>	<b>960,283</b>	<b>877,174</b>	<b>1,151,403</b>
Capital Outlay	326,584	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	11,078	9,615	9,615	27,161
<b>Total Budget</b>	<b>930,172</b>	<b>969,898</b>	<b>886,789</b>	<b>1,178,564</b>

## PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Information Technology Director	40	1
Communications Officer	31	2
Webmaster	26	1
Graphics Designer	21	1
Records Management Supervisor	20	1
Receptionist	18	1
<b>Total # of Full-Time Employees</b>		<b>7</b>

**2021-22 Operating Budget:** 1,151,403  
**2020-21 Operating Budget:** 960,283  
**Dollar Change:** 191,120  
**Percentage Change:** 19.90%

**2021-22 Personnel - F.T.E.** 7.00  
**2020-21 Personnel - F.T.E.** 6.00  
**Personnel Change:** 1.00

# Budget Objectives Form

<b>Department:</b>	Information Technology
<b>Division:</b>	ERP Systems and Applications
<b>Dept. #:</b>	07
<b>Division #:</b>	420

## Objective:

\$ 1,178,564 To provide quality service and guidance using the latest technology and respond efficiently to the growing needs of our community. To provide departments with technical support in the following areas: PC network operation, Network Infrastructure and ERP systems.

## ACTIVITIES:

\$ 392,322	001	<b>Administration:</b> manage the administrative functions of the department, including monitoring the department's budget and providing support to department heads. Distribute paper to users Citywide. Operate and maintain the audio system at City Hall Council Chambers.
\$ 378,940	002	<b>Network and Phone Telecommunications:</b> provide phone, fax, Internet and wireless communication services to City facilities and staff. Provide centralized processing of wireless and voice telecommunications.
\$ 95,790	003	<b>Graphics Support:</b> The Graphics Designer is dedicated to visually communicate the City of North Miami's vision and message across all platforms in the most powerful way possible and emphasize ongoing impact of conceptual development, strategic thinking and mastery of technique in expressing artistic ideologies consistent with successful in-house printing, pre-press and print production output, ensuring all projects will be completed on time, within budget and to popular acclaim.
\$ 311,512	004	<b>Web/PTV Webmaster:</b> The Webmaster is responsible for programming and maintaining Progress TV77 and the City's website. The in-house position allows for immediate PTV77 updates and information to the residents of North Miami. They also record and broadcast City Council and other public meetings.

# Budget Summary Form

**Department:** Information Technology  
**Division:** Network and Systems Security  
**Dept / Division #:** 07 / 421

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	539,689	551,745	482,164	488,660
Operating Expenses	582,306	532,640	496,734	587,670
Internal Services	28,403	25,966	19,048	34,046
<b>Operating Budget</b>	<b>1,150,398</b>	<b>1,110,351</b>	<b>997,946</b>	<b>1,110,376</b>
Capital Outlay	11,139	70,000	10,000	50,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	19,662	21,199	21,199	23,954
<b>Total Budget</b>	<b>1,181,199</b>	<b>1,201,550</b>	<b>1,029,145</b>	<b>1,184,330</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
Assistant IT Director	34	1
Network Administrator	29	1
IT Specialist III	26	1
IT Analyst	25	2
<b>Total # of Full-Time Employees</b>		<b>5</b>

**2021-22 Operating Budget:** -  
**2020-21 Operating Budget:** 1,110,351  
**Dollar Change:** (1,110,351)  
**Percentage Change:** -100.00%

**2021-22 Personnel - F.T.E.** 5.00  
**2020-21 Personnel - F.T.E.** 5.00  
**Personnel Change:** 0.00

# Budget Objectives Form

**Department:** Information Technology  
**Division:** Network and Systems Security  
**Dept. #:** 07  
**Division #:** 421

**Objective:**

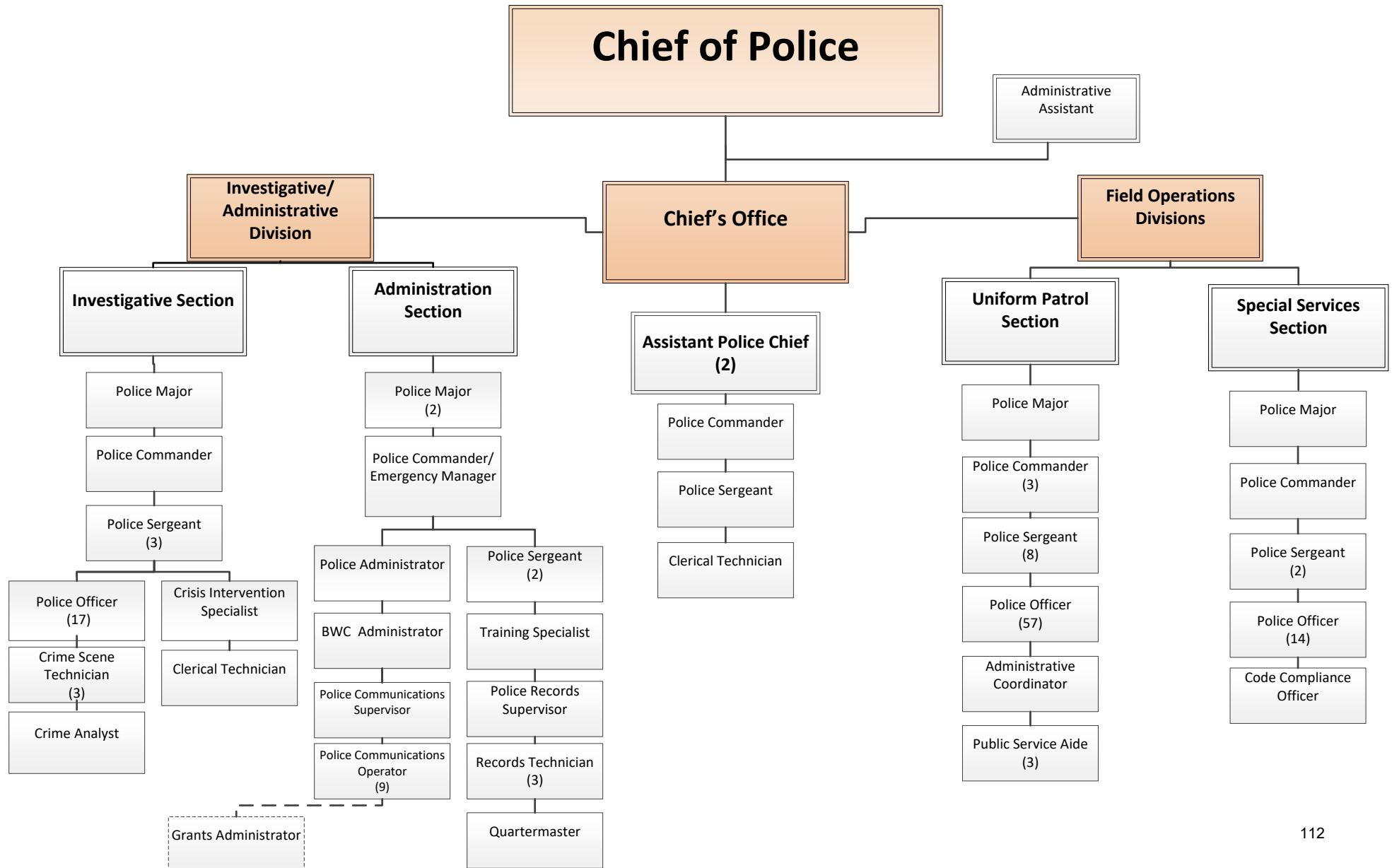
\$ 1,184,330 To facilitate communication and support of existing and emerging information technologies and continued operation of the network system. To provide Internet access support, network support for laptops, monitor the wireless networks and telecommunications. Provide computer applications to user departments and necessary changes.

**ACTIVITIES:**

\$ 759,835	001	<b>Network and Systems Security:</b> provide continued operation of the City's Network, consisting of City Hall Campus and remote facilities. Monitor network and wireless systems and telecommunications Citywide. Monitor and respond to infrastructure and software threats. Management of Network and Server Infrastructure and Systems.
\$ 412,425	002	<b>ERP Systems and Applications:</b> manage City and Police Department ERP Systems: EDEN, New World and ExecuTime. Manage document management systems Laserfiche and Tyler Content Manager. Manage Agenda system for Council Meeting, CRA, Code, Planning and Board of Adjustment.
\$ 12,070	003	<b>Vehicles:</b> provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.

# POLICE

**Mission Statement:** to build community trust through transparency and engagement. Respect the sanctity of life through quality training, de-escalation techniques, community policing, and effective communication. NoMi police will enhance youth opportunities through mentoring and involvement and strengthen our culture through respect and professionalism.



# POLICE

## **Core Responsibilities:**

- Strengthen our Police Department's culture through respect and professionalism, with the goal of always adhering to our motto of "Making a Positive Impact."
- Ensure professional police presence by utilizing innovative strategies, technology, equipment, and community involvement to provide a safer environment for residents, businesses, and visitors.
- Provide professional and courteous customer service to all, as we respect unity within our community and our police workforce.
- Conduct investigations and respond to all calls for assistance with the highest level of integrity; to have empathy towards everyone we meet.
- Enhance high standards for supervision, total inclusion, and development.

## **FY21 Major Accomplishments:**

- Operated the School Safety Officer Program whereby law enforcement officers are stationed at all North Miami elementary and K-8 schools.
- Continued weekly Police Bike Rides in the business districts and residential neighborhoods to increase community engagement.
- Improved community engagement through social and other traditional media, focusing on safety and crime prevention, emphasizing COVID-19 prevention measures, and assisting vaccination sites.
- Collaborated with local stakeholders, partnered with the public, and mentored our youth through the Bigs in Blue Program, Police Athletic League, and the Miami Dolphins' Football Unites initiative.
- Continued various proactive crime prevention details, such as "Grinch Busters", High Visibility Enforcement (HIVE), and Operation Summer Heat to reduce crime and the fear of crime.
- Continued to recruit, hire, train, and mentor the most qualified and diverse workforce, which includes a creative mixture of ages, ethnicities, skill sets, experiences, and socio-economic statuses.
- Completed the Police Executive Research Forum (PERF) review of the Department's Use of Force and Training policies. The recommendations were used to improve operations, resulting in a significant reduction in complaints and use of force incidents involving officers.

## **FY22 Major Projects and Initiatives:**

- Maintain our commitment to building community trust through transparency and engagement by participating in at least 24 community events, including H.O.A. Meetings, Town Hall meetings, National Night Out, and F.A.C.T. Festival.
- Through proactive crime prevention and investigative initiatives, continue to reduce the fear of crime and improve the quality of life in the City, achieving a Part I Crime reduction of at least 5%.
- Provide sworn and civilian personnel with state-of-the-art equipment and practical training to include de-escalation tactics, reducing our Response to Resistance incidents by 5%.
- Increasing sworn officer staffing levels by at least five (5) positions.
- Focus on respect, integrity, professionalism, courage, unity, and empathy, the Department's core values, throughout our daily activities within the community and Police Department, reducing citizen complaints by at least 10%.

# POLICE

## **FY22 Major Projects and Initiatives (cont.):**

- Continue to ensure policies and procedures meet the highest standards and prepare to receive assessors from the Commission for Florida Law Enforcement Accreditation to become reaccruited.
- Implement a more robust and up-to-date Records Management System via the Enterprise Application.
- Continue the development and continued support of our personnel through the Officer Wellness and Blue Courage programs. All sworn Officers will be required to meet annually with a Licensed Mental Health Counselor chosen by the Department.

## **Performance Measures:**

<b>Police Performance Measures</b>	<b>F.Y. 2018 Actual</b>	<b>F.Y. 2019 Actual</b>	<b>F.Y. 2020 Actual</b>	<b>F.Y. 2021 YEE</b>	<b>FY 2022 Target</b>
<b># of Grants Applied for</b>	6	5	9	6	5
<b># of Part I Crimes</b>	2,866	2,910	3,308	2,646	2,514
<b># of Arrests</b>	1,113	1,218	842	845	761
<b># of Tickets</b>	15,524	11,876	5,758	11,038	12,142
<b># of PAL participants</b>	N/A	N/A	50	40	150
<b># of crash reports</b>	N/A	N/A	2,343	2953	2,657
<b># of calls for service</b>	49,862	48,065	63,769	91,263	95,826

## Budget Summary Form

**Department:** Police

**Dept. #:** 08

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	23,763,971	22,292,021	22,817,491	23,198,586
Operating Expenses	2,706,239	3,355,211	2,694,225	3,356,233
Internal Services	2,583,410	2,627,125	1,609,340	2,322,372
<b>Operating Budget</b>	<b>29,053,620</b>	<b>28,274,357</b>	<b>27,121,056</b>	<b>28,877,191</b>
Capital Outlay	12,703	20,000	80,000	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	777,884	689,303	599,302	773,421
<b>Total Budget</b>	<b>29,844,207</b>	<b>28,983,660</b>	<b>27,800,358</b>	<b>29,650,612</b>

### PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
Police Chief	48-SM	1
Citizen Investigative Board Director	44	1
Assistant Police Chief	43-SM	2
Police Major	40-SM	5
Police Commander	38-SM	6
Emergency Manager/Commander	38-SM	1
Police Administrator	33	1
Police Sergeants	31S	16
Crisis Intervention Specialist	30	1
Grants Administrator	30	1
Training Specialist	30	1
Police Officer	28O	88
Administrative Assistant	28	1
Police Records Supervisor	28	1
Police Communications Supervisor	28	1
BWC Administrator	28	1
Crime Scene Technician	26	3
Police Communications Operator	25	9
Administrative Coordinator	25	1
Code Compliance Officer	25	1
Quartermaster	25	1
Crime Analyst	22	1
Public Service Aide	20	3
Police Records Technician	19	3
Clerical Technician	18	3
<b>Total # of Full-Time Employees</b>		<b>153</b>

<b>2021-22 Operating Budget:</b>	28,877,191
<b>2020-21 Operating Budget:</b>	28,274,357
<b>Dollar Change:</b>	602,834
<b>Percentage Change:</b>	2.13%
<b>2021-22 Personnel - F.T.E.</b>	153.00
<b>2020-21 Personnel - F.T.E.</b>	153.00
<b>Personnel Change:</b>	0.00

# Budget Summary Form

**Department:** Police  
**Division:** Chief's Office  
**Dept. / Division #:** 08 / 423

<b>EXPENDITURE</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
<b>Operating Budget</b>				
Personnel Services	1,226,469	1,232,778	1,419,139	1,381,039
Operating Expenses	103,264	38,170	25,250	45,525
Internal Services	118,836	140,790	87,678	141,251
Operating Budget	1,448,569	1,411,738	1,532,067	1,567,815
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	41,101	45,521	45,521	45,670
<b>Total Budget</b>	<b>1,489,670</b>	<b>1,457,259</b>	<b>1,577,588</b>	<b>1,613,485</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
Police Chief	46-SM	1
Assistant Police Chief	43-SM	2
Commander	38-SM	1
Police Sergeant	31S	1
Administrative Assistant	28	1
Clerical Technician	18	1

**Total # of Full-Time Employees** 7

**2021-22 Operating Budget:** 1,567,815  
**2020-21 Operating Budget:** 1,411,738  
**Dollar Change:** 156,077  
**Percentage Change:** 11.06%

**2021-22 Personnel - F.T.E.** 7.00  
**2020-21 Personnel - F.T.E.** 7.00  
**Personnel Change:** 0.00

# Budget Objectives Form

<b>Department:</b>	Police
<b>Division:</b>	Chief's Office
<b>Dept. #:</b>	08
<b>Division #:</b>	423

**Objective:**

\$ 1,613,485 To manage and direct all Police Department operations in compliance with the City of North Miami Ordinances, Miami-Dade Ordinances, Florida Statutes and certain federal laws requiring enforcement of law and order, as well as the protection of life and property.

**ACTIVITIES:**

\$ 1,613,485	001	<b>Chief's Office:</b> provides administrative and support personnel to ensure responsibilities of the Chief of Police are fulfilled. The Assistant Chief is assigned responsibilities for all operational units including, Uniform Patrol Section, Community Policing Section, the Investigative Section, and Administrative and Support Services Divisions.
--------------	-----	---

# Budget Summary Form

**Department:** Police  
**Division:** Patrol  
**Dept. / Division #:** 08 / 425

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	11,893,058	11,063,401	11,153,159	10,861,603
Operating Expenses	1,059,515	1,073,210	1,062,438	1,316,176
Internal Services	1,390,466	1,195,855	735,763	1,050,301
Operating Budget	14,343,039	13,332,466	12,951,360	13,228,080
Capital Outlay	0	20,000	20,000	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	404,453	346,972	256,971	365,307
<b>Total Budget</b>	<b>14,747,492</b>	<b>13,699,438</b>	<b>13,228,331</b>	<b>13,593,387</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
Police Major	40-SM	1
Police Commander	38-SM	3
Police Sergeant	31S	8
Police Officer	28O	57
Administrative Coordinator	25	1
Public Service Aide	20	3
<b>Total # of Full-Time Employees</b>		<b>73</b>

**2021-22 Operating Budget:** 13,228,080  
**2020-21 Operating Budget:** 13,332,466  
**Dollar Change:** (104,386)  
**Percentage Change:** -0.78%

**2021-22 Personnel - F.T.E.** 73.00  
**2020-21 Personnel - F.T.E.** 73.00  
**Personnel Change:** 0.00

# Budget Objectives Form

<b>Department:</b>	Police
<b>Division:</b>	Patrol
<b>Dept. #:</b>	08
<b>Division #:</b>	425

**Objective:**

\$ 13,593,387 To provide professional and efficient uniform police services to the City and to ensure the safety of residents/visitors and maintenance of public order in accordance with Florida Statutes, County and City Ordinances, and Department policies.

**ACTIVITIES:**

\$ 13,282,788 001 **Uniform Patrol:** protects life and property by patrolling City streets; providing traffic enforcement; responding to calls for police service; and apprehending criminal offenders.

\$ 118,286 002 **Canine Unit:** police officers are assigned dogs that enhance the officers' ability to engage in specialized functions such as area, building and vehicle searches; tracking of suspects who are at large; as well as regular patrol duties. The canines are trained in the detection of narcotics, explosives, and incendiary devices and significantly reduce the threat posed to officers while conducting investigations.

\$ 192,313 003 **Public Service Aides:** responsible for handling various police-related duties that do not require a sworn officer such as minor traffic accidents, parking violations, and writing routine reports.

# Budget Summary Form

**Department:** Police  
**Division:** Community Policing  
**Dept. / Division #:** 08 / 426

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	3,456,098	3,418,704	3,536,312	3,781,662
Operating Expenses	295,865	757,597	342,168	465,689
Internal Services	443,646	410,348	245,596	360,720
<b>Operating Budget</b>	<b>4,195,609</b>	<b>4,586,649</b>	<b>4,124,076</b>	<b>4,608,071</b>
Capital Outlay	11,094	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	91,815	89,958	89,958	122,695
<b>Total Budget</b>	<b>4,298,518</b>	<b>4,676,607</b>	<b>4,214,034</b>	<b>4,730,766</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
Police Major	40-SM	1
Police Commander	38-SM	1
Police Sergeant	31S	2
Police Officer	28O	14
Code Compliance Officer	25	1
<b>Total # of Full-Time Employees</b>		<b>19</b>

**2021-22 Operating Budget:** 4,608,071  
**2020-21 Operating Budget:** 4,586,649  
**Dollar Change:** 21,422  
**Percentage Change:** 0.47%

**2021-22 Personnel - F.T.E.** 19.00  
**2020-21 Personnel - F.T.E.** 20.00  
**Personnel Change:** -1.00

# Budget Objectives Form

<b>Department:</b>	Police
<b>Division:</b>	Community Policing
<b>Dept. #:</b>	08
<b>Division #:</b>	426

**Objective:**

\$ 4,730,766 To provide specialized police and public services, designed to enhance the overall quality of life of residents pertaining to: community and school programs; safety and maintenance of order in City parks; animal control; enforcement of City ordinances; and the continuing participation in the Police Athletic League.

**ACTIVITIES:**

\$ 797,315	001	<b>Administration:</b> provides management and supervision of the diverse functions of this Section and is responsible for designing, implementing, and coordinating innovative enforcement and public service activities.
\$ 1,579,279	002	<b>Community Policing Unit:</b> provides the department with specialized patrol officers to maintain an ongoing awareness of community needs and concerns and to provide appropriate police responses resulting in creating strategies in order to build community partnerships, and for reducing crime and disorder.
\$ 192,431	003	<b>School Resource Officers:</b> SROs increase the visibility and accessibility of police to the school community. Attend and participate in school functions. Work to prevent crime and juvenile delinquency through close contact and positive relationships with students, school staff and parent groups.
\$ 37,593	004	<b>Citizens' Crime Watch Program:</b> provides funds to coordinate Crime Watch Programs and other crime prevention initiatives within the City.

# Budget Objectives Form

<b>Department:</b>	Police
<b>Division:</b>	Community Policing
<b>Dept. #:</b>	08
<b>Division #:</b>	426

\$ 113,982	006	<b>Animal Control:</b> capture and control of stray animals to ensure the safety and well-being of the residents of North Miami; collection of deceased animals to eliminate health hazards; enforcement of City and County Ordinances related to animals.
\$ 1,324,481	007	<b>Traffic Safety Unit:</b> provides the department with specialized patrol officers who are highly trained in traffic investigations, both vehicular and pedestrian. These officers reduce accidents through the selective enforcement of traffic laws; the investigation of hit-and-run accidents; the placement of the speed monitoring units at locations with numerous speeding violations.
\$ 169,809	008	<b>School Crossing Guard Program:</b> Provides School Crossing Guards at local schools. These guards ensure that school children cross streets safely while going to and from school.
\$ 450,716	009	<b>Marine Patrol:</b> patrols City waterways and enforces boating/safety regulations, deters boaters from causing high-speed wakes that damage boats and sea walls, and rescues boaters who are in distress.
\$ 65,160	010	<b>Mounted Patrol:</b> provides high visivility in business and residential areas while building positive community relations and trust. They are also used for special events, parades, festivals, etc.

# POLICE/CIB

**Mission Statement:** to manage and direct all Police Department operations in compliance with the City of North Miami Ordinances, Miami-Dade Ordinances, Florida Statutes and certain federal laws requiring enforcement of law and order, as well as the protection of life and property.

Citizens Investigative  
Board Director

Clerical Technician

# Budget Summary Form

**Department:** Police  
**Division:** Citizen Investigative Board  
**Dept. / Division #:** 08 / 428

<b>EXPENDITURE</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
<b>Operating Budget</b>				
Personnel Services	0	224,007	0	191,728
Operating Expenses	0	112,980	28,125	92,593
Internal Services	0	3,014	914	12,017
Operating Budget	0	340,001	29,039	296,338
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	10,822
<b>Total Budget</b>	<b>0</b>	<b>340,001</b>	<b>29,039</b>	<b>307,160</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
Citizen Investigative Board Director	44	1
Clerical Technician	18	1

**Total # of Full-Time Employees** 2

**2021-22 Operating Budget:** 296,338  
**2020-21 Operating Budget:** 340,001  
**Dollar Change:** (43,663)  
**Percentage Change:** -12.84%

**2021-22 Personnel - F.T.E.** 2.00  
**2020-21 Personnel - F.T.E.** 0.00  
**Personnel Change:** 2.00

# Budget Objectives Form

<b>Department:</b>	Police
<b>Division:</b>	Citizen Investigative Board
<b>Dept. #:</b>	08
<b>Division #:</b>	428

**Objective:**

\$ 307,160 To manage and direct all Police Department operations in compliance with the City of North Miami Ordinances, Miami-Dade Ordinances, Florida Statutes and certain federal laws requiring enforcement of law and order, as well as the protection of life and property.

**ACTIVITIES:**

\$ 307,160	001	<b>CIB Office:</b> To act as an independent civilian oversight entity for sworn officers of the City of North Miami Police Department; conduct fair, timely and independent investigations concerning complaints of behavior by law enforcement officers, filed by any member of the public or the CIB; provide evaluation concerning reviews or law enforcement policies, procedures, practices and patterns of behavior; and make written reports and recommendations.
------------	-----	--

# Budget Summary Form

**Department:** Police  
**Division:** Investigative  
**Dept. / Division #:** 08 / 430

EXPENDITURE CATEGORY	Actual Expend. FY20	Amended Budget FY21	Est. Expend. FY21	Adopted Budget FY22
Personnel Services	4,224,455	3,716,319	3,993,592	4,346,576
Operating Expenses	46,053	49,310	43,210	52,408
Internal Services	532,350	784,723	455,507	631,525
Operating Budget	4,802,858	4,550,352	4,492,309	5,030,509
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	144,086	106,802	106,802	133,629
<b>Total Budget</b>	<b>4,946,944</b>	<b>4,657,154</b>	<b>4,599,111</b>	<b>5,164,138</b>

## PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Major	40-SM	1
Police Commander	38-SM	1
Police Sergeant	31S	3
Police Officer	28O	17
Crime Scene Technician	26	3
Crisis Intervention Specialist	30	1
Crime Analyst	22	1
Clerical Technician	18	1

**Total # of Full-Time Employees** 28

**2021-22 Operating Budget:** 5,030,509  
**2020-21 Operating Budget:** 4,550,352  
**Dollar Change:** 480,157  
**Percentage Change:** 10.55%

**2021-22 Personnel - F.T.E.** 28.00  
**2020-21 Personnel - F.T.E.** 26.00  
**Personnel Change:** 2.00

# Budget Objectives Form

<b>Department:</b>	Police
<b>Division:</b>	Investigative
<b>Dept. #:</b>	08
<b>Division #:</b>	430

## Objective:

\$ 5,164,138 To conduct criminal investigations including family violence cases; recover stolen property and vehicles; identify and apprehend criminal offenders, monitor registered sex offenders, and assist in their prosecution; recover assets in accordance with state and federal forfeiture statutes; identify and collect evidence at crime scenes; and analyze and track crime data and trends.

## ACTIVITIES:

\$ 3,274,403	001	<b>General Investigations:</b> conducts criminal investigations and writes investigative reports; identifies and apprehends offenders; assists the State Attorney in the prosecution of criminal offenders; provides support for the Uniform Patrol Section; conducts investigations in cases involving domestic violence, child abuse, sex crimes involving family members, exploitation of the elderly, sexual predators, and missing persons; acts as liaison with authorities, families and schools in an effort to identify and reduce domestic-related crimes.
\$ 1,469,791	002	<b>Crime Suppression Unit:</b> conducts investigations pertaining to vice, narcotics and organized crime, and initiates asset forfeiture proceedings utilizing detectives specially trained in surveillance, infiltration, cultivation of informants, detection of narcotics and vice operations, as well as other major criminal organizations.
\$ 250,612	003	<b>Crime Scene Unit:</b> identify, process and collect evidence at crime scenes; prepare written reports; submit evidence to the crime lab; and assist detectives in solving crimes through the use of physical evidence.
\$ 75,240	004	<b>Crime Analysis:</b> analyzes crime data and other relevant information derived from crime scenes, police reports and other sources; identifies crime similarities and trends and pinpoints "hot spots" of criminal activity; prepares and distributes B.O.L.O. information and crime statistical reports.

# Budget Objectives Form

<b>Department:</b>	Police
<b>Division:</b>	Investigative
<b>Dept. #:</b>	08
<b>Division #:</b>	430

\$	94,092	005	<b>Crisis Intervention Services:</b> provides counseling, referrals and emergency placements to victims of crimes. A specialist, trained in emergency response to crisis and who has the language skills necessary to communicate with our large Haitian community, is needed to aid investigators in the placement, counseling and rehabilitation of the family members. A grant in the amount of \$72,076 has been awarded to offset expenses.
----	--------	-----	--

# Budget Summary Form

**Department:** Police  
**Division:** Administration  
**Dept. / Division #:** 08 / 435

EXPENDITURE CATEGORY	Actual Expend. FY20	Amended Budget FY21	Est. Expend. FY21	Adopted Budget FY22
Personnel Services	2,963,891	2,636,812	2,715,289	2,635,978
Operating Expenses	1,201,542	1,323,944	1,193,034	1,383,842
Internal Services	98,112	92,395	83,882	126,558
Operating Budget	4,263,545	4,053,151	3,992,205	4,146,378
Capital Outlay	1,609	0	60,000	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	96,429	100,050	100,050	95,298
<b>Total Budget</b>	<b>4,361,583</b>	<b>4,153,201</b>	<b>4,152,255</b>	<b>4,241,676</b>

## PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Major	40-SM	2
Police Commander/Emergency Mgmt.	38-SM	1
Police Administrator	33	1
Police Sergeant	31S	2
Grants Administrator	30	1
Training Specialist	30	1
BWC Administrator	28	1
Police Records Supervisor	28	1
Police Communications Supervisor	28	1
Police Communications Operator	25	9
Quartermaster	25	1
Police Records Technician	19	3
<b>Total # of Full-Time Employees</b>		<b>24</b>

**2021-22 Operating Budget:** 4,146,378  
**2020-21 Operating Budget:** 4,053,151  
**Dollar Change:** 93,227  
**Percentage Change:** 2.30%

**2021-22 Personnel - F.T.E.** 24.00  
**2020-21 Personnel - F.T.E.** 23.00  
**Personnel Change:** 1.00

# Budget Objectives Form

Department:	Police
Division:	Administration
Dept. #:	08
Division #:	435

## Objective:

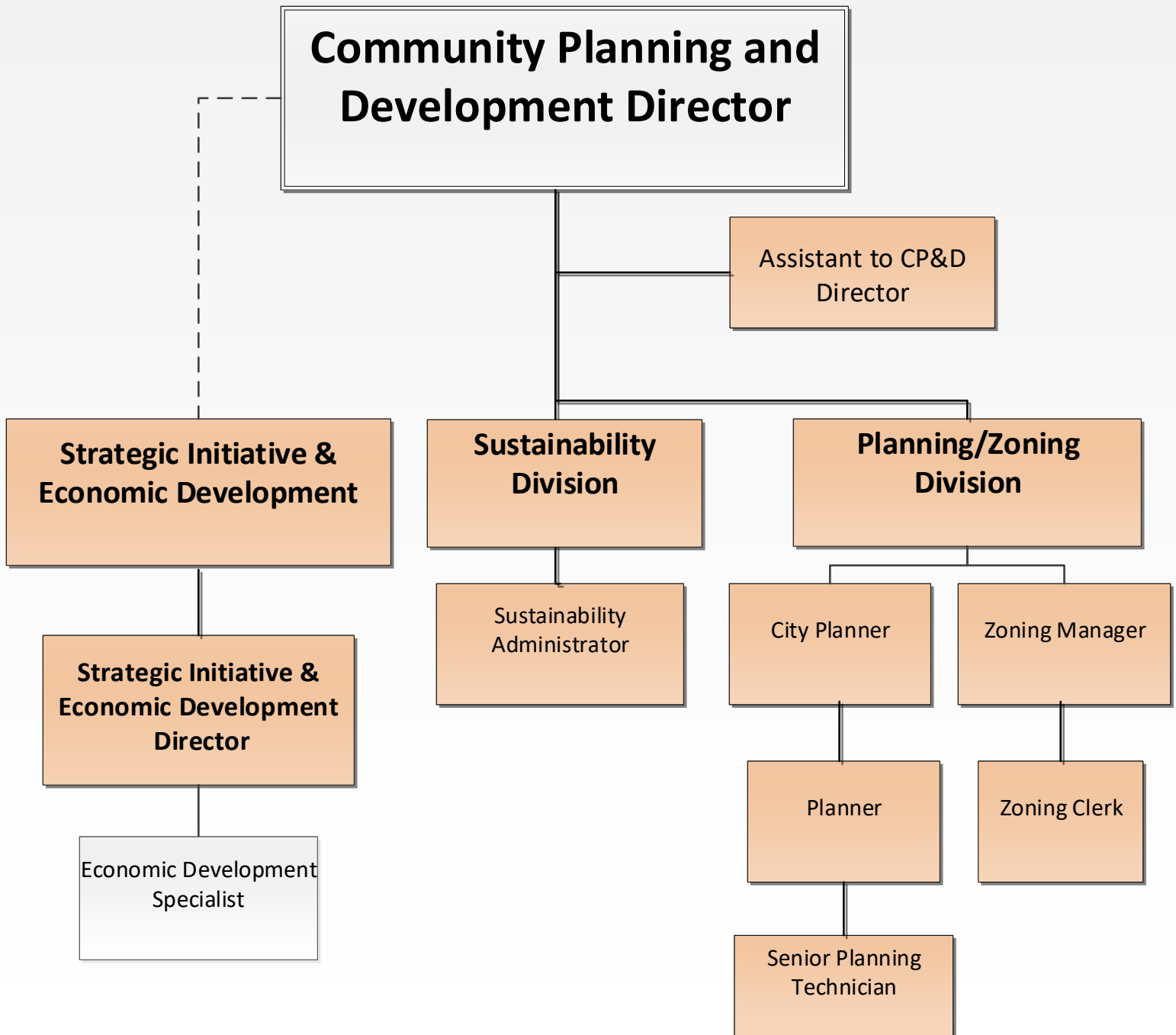
\$ 4,241,676 To provide efficient and effective services in the following areas: police records management functions, lobby reception, vehicle fleet, property and evidence control, and building maintenance.

## ACTIVITIES:

\$ 1,551,400	001	<b>Records Unit:</b> responsible for processing, data entry, and archiving of all police reports and citations into the automated police records management system; provides copies of police reports/documents and statistical information. Processes subpoenas served on police personnel.
\$ 325,542	002	<b>Property and Evidence/Quartermaster:</b> orders and issues all uniforms, equipment, and supplies to department personnel; handles the Property Room operations by maintaining an inventory of presently-held property to enable disposal of closed cases, processing incoming property, and facilitating the disposal of unclaimed property as appropriate; stores and issues department-issued firearms and supplies and ensures firearms in evidence are processed under Miami-Dade Police Department's "Drug Fire" Program.
\$ 483,357	003	<b>Building Operations and Maintenance:</b> Provides building service contracts, utility fees, and equipment/supplies required to operate and maintain the police facility.
\$ 733,548	005	<b>Human Resources and Career Development:</b> provides and coordinates training of department personnel; responsible for personnel recruitment, background investigations, personnel selection, and training of new personnel.
\$ 1,098,511	006	<b>Communications:</b> responsible for dispatching police officers to emergencies and to residents requesting police assistance; FCIC/NCIC inquiries and entries; assigning case numbers; and providing important information to officers on patrol.

# COMMUNITY PLANNING & DEVELOPMENT

**Mission Statement:** to collaborate with residents, businesses & community partners to attract quality development, provide quality workforce housing and encourage investments that will guide the City's future.



# COMMUNITY PLANNING & DEVELOPMENT

## **Core Responsibilities:**

- Promote sustainable planning and development throughout the City.
- Encourage investment and redevelopment to improve the overall quality of life in the City.

## **FY21 Major Accomplishments:**

- Planted 140 trees throughout the City.
- Vulnerability study conducted for storm sewer and car station.
- Provided training to residents under the work force development program.
- Recipient of the Telly Award for Resilient Nomi Video.
- Lead in the project management and coordination of Transit Oriented Development Master Plan.
- Recipient of the ICMA Award for Sustainability.
- Provided \$1.39 million in grant funding's to eighty-three North Miami Businesses.
- Work force training provided to one hundred (100) North Miami residents in medical terminology and contact tracing.

## **FY22 Major Projects and Initiatives/Goals:**

- Target industry focus by implementing a new tech NoMI Initiative.
- Encourage workforce development initiatives by offering Tech Programs in partnership with Miami Dade County Public Schools.
- Update the City's Comprehensive Plan and transmit to DEO during the required EAR-Based Amendments.
- Update the City's Land Development Regulations to be consistent with the Comp Plan.
- Established a database to track greenhouse, gas emission and community development initiatives (map collective).
- Collaborate with Miami Dade County to advance septic to sewer conversions.
- Pursue annexation of remaining areas in order to square off boundaries and increase tax base.
- Collaborate with Miami Dade County to activate TOD Station Area District.

## **Performance Measures:**

CP&D Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 YEE	FY 2022 Target
Development applications processed	556	1,500	773	1,236	1,483
Tree mitigation/inspections	102	150	33	28	34
# of developments approved	N/A	N/A	2	6	8
# of annexation applications completed and transmitted.	4	4	0	6	6

# Budget Summary Form

**Department:** Community Planning & Development  
**Dept / Div #:** 09 / 439

EXPENDITURE CATEGORY	Actual Expend. FY20	Amended Budget FY21	Est. Expend. FY21	Adopted Budget FY22
Personnel Services	847,675	931,420	889,089	1,148,601
Operating Expenses	597,073	465,155	473,320	703,776
Internal Services	26,223	24,375	20,435	46,721
<b>Operating Budget</b>	<b>1,470,971</b>	<b>1,420,950</b>	<b>1,382,844</b>	<b>1,899,098</b>
Capital Outlay	0	0	0	
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	33,491	30,871	30,871	42,919
<b>Total Budget</b>	<b>1,504,462</b>	<b>1,451,821</b>	<b>1,413,715</b>	<b>1,942,017</b>

## PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
CP&D Director	40	1
Strategic Initiative & Economic Dev. Director	39	1
Zoning Manager	33	1
City Planner	33	1
Economic Development Specialist	29	1
Assistant to CP&D Director	28	1
Planner	27	1
Sustainability Administrator	26	1
Senior Planning Technician	24	1
Zoning Clerk	19	1
<b>Total # of Full-Time Employees</b>		<b>10</b>

**2021-22 Operating Budget:** 1,899,098  
**2020-21 Operating Budget:** 1,420,950  
**Dollar Change:** 478,148  
**Percentage Change:** 33.65%

**2021-22 Personnel - F.T.E.** 10.00  
**2020-21 Personnel - F.T.E.** 9.00  
**Personnel Change:** 1.00

# Budget Objectives Form

<b>Department:</b>	Community Planning & Development
<b>Division:</b>	Community Planning & Development
<b>Dept. #:</b>	09
<b>Division #:</b>	439

## Objective:

\$ 1,942,017 To oversee and manage the Community Planning and Development Department including Planning, Zoning, Sustainability, and Economic Development divisions. Facilitate the process to provide sustainable development that will raise the City's tax base, create vibrant and attractive, streets, residential neighborhoods, parks and commercial spaces.

## ACTIVITIES:

\$ 511,736	001	<b>Administration:</b> oversee and manage the department operations and budget across various divisions such as: Planning, Zoning, Sustainability, Economic and Business Development.
\$ 607,814	002	<b>Planning Services:</b> provide professional support to the Planning Commission, Board of Adjustment, and City Council; update, as needed, and monitor compliance with the Comprehensive Plan and Land Development Regulations; prepare short and long-range neighborhood plans; and work with neighborhood groups on special projects to develop and pursue multi-modal strategies to support the City's transportation initiatives.
\$ 317,059	003	<b>Economic and Business Development Services:</b> provide staff support to the Downtown Action Plan Advisory Committee, as well as to City Council and other City departments as requested; assist business groups as needed; maintain a demographic profile for the City; and work on specific economic development assessments for new projects as directed.
\$ 201,407	004	<b>Sustainability/Green Initiative:</b> implement the Resilient Nomi Initiative to create a more sustainable and resilient city through strategic planning, programming and policy development. Theses initiatives are aimed to plan, protect and preserve North Miami's environment for future generations to come.

# Budget Objectives Form

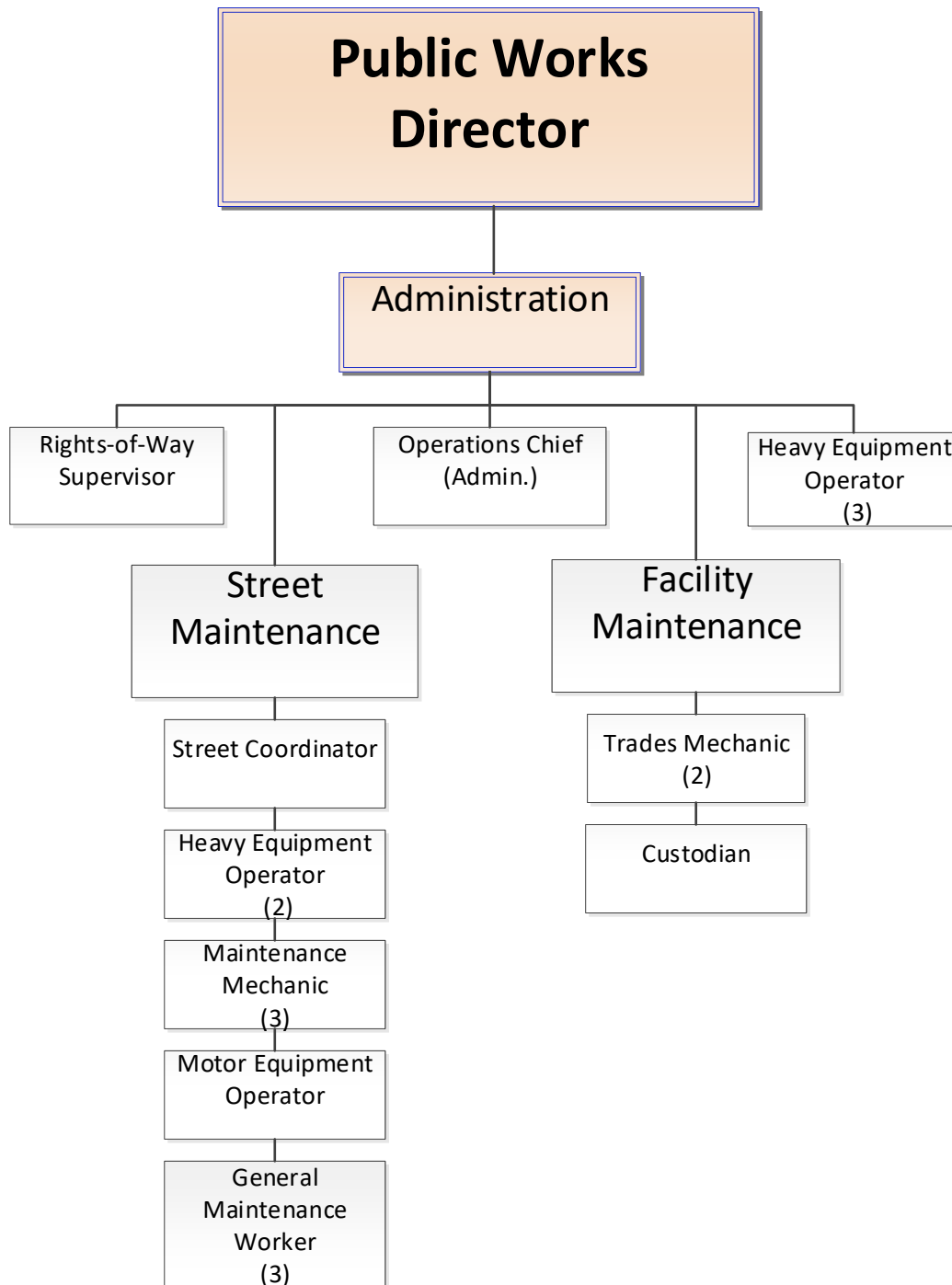
<b>Department:</b>	<u>Community Planning &amp; Development</u>
<b>Division:</b>	<u>Community Planning &amp; Development</u>
<b>Dept. #:</b>	<u>09</u>
<b>Division #:</b>	<u>439</u>

\$	304,000	007	<b>Denmark Property on NW 7th Ave:</b> this property is currently leased by the City and is located within the Cultural Arts and Innovation District. A solicitation has been issued by the City seeking proposals for its future use and operation.
----	---------	-----	--

# PUBLIC WORKS

## (TREE OPERATIONS, STREETS & FACILITY MAINTENANCE)

**Mission Statement:** to enhance the quality of life, and health and safety of all residents by rendering proper and efficient sanitation, street, water, sewer, storm-water, fleet management, and building maintenance services.



# PUBLIC WORKS

## (TREE OPERATIONS, STREETS & FACILITY MAINTENANCE)

### **Core Responsibilities:**

- Maintain and repair City streets, City-owned parking lots, bridges, seawalls, sidewalks and potholes.
- Maintain and repair seven City-owned buildings; and oversee the contracted janitorial service provider and exfiltration systems; sweep curbed roads along streets within the City.
- Maintain 20,000 trees located in the City's right-of-way (ROW).

### **FY21 Major Accomplishments:**

- Landscape restoration on West Dixie Highway
- Landscape restoration on Traffic Circles (Citywide)

### **FY22 Major Projects and Initiatives:**

- City Hall 1<sup>st</sup> and 2<sup>nd</sup> Floor Restroom Rehabilitation
- City Hall 4<sup>th</sup> Floor A/C replacement
- Landscape restoration throughout the City corridors

### **Performance Measures:**

Public Works Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 YEE	FY 2022 Target
Number of ROW Trees Trimmed by Staff	2,500	2,500	2,500	2,500	2,500
Number of ROW Trees Trimmed by Contr.	2,000	2,000	2,000	2,000	2,000

# Budget Summary Form

**Department:** Public Works  
**Dept #:** 001-10

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	1,805,389	1,721,242	1,856,293	1,758,735
Operating Expenses	991,979	977,590	950,912	1,057,279
Internal Services	369,537	399,948	240,842	359,726
Operating Budget	3,166,905	3,098,780	3,048,047	3,175,740
Capital Outlay	433,010	190,002	17,432	146,500
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	64,036	74,823	67,145	87,137
<b>Total Budget</b>	<b>3,663,951</b>	<b>3,363,605</b>	<b>3,132,624</b>	<b>3,409,377</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
Public Works Director	44	1
Public Works Operating Chief	32	1
Rights-of-Way Supervisor	28	1
Streets Coordinator	25	1
Trades Mechanic	22	2
Heavy Equipment Operator	22	5
Maintenance Mechanic	20	3
Motor Equipment Operator	20	1
General Maintenance Worker	18	3
Custodian	18	1
<b>Total # of Full-Time Employees</b>		<b>19</b>

**2021-22 Operating Budget:** 3,175,740  
**2020-21 Operating Budget:** 3,098,780  
**Dollar Change:** 76,960  
**Percentage Change:** 2.48%

**2021-22 Personnel - F.T.E.** 19.00  
**2020-21 Personnel - F.T.E.** 19.00  
**Personnel Change:** 0.00

# Budget Summary Form

**Department:** Public Works  
**Division:** Administration  
**Dept / Division #:** 10 / 443

EXPENDITURE CATEGORY	Actual Expend. FY20	Amended Budget FY21	Est. Expend. FY21	Adopted Budget FY22
Personnel Services	712,265	751,938	766,898	823,876
Operating Expenses	30,957	33,516	26,058	67,922
Internal Services	51,677	117,805	71,262	116,900
Operating Budget	794,899	903,259	864,218	1,008,698
Capital Outlay		0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	28,758	28,977	21,299	50,097
<b>Total Budget</b>	<b>823,657</b>	<b>932,236</b>	<b>885,517</b>	<b>1,058,795</b>

## PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Public Works Director	44	1
Public Works Operating Chief	32	1
Rights-of-Way Supervisor	28	1
Heavy Equipment Operator	22	3
<b>Total # of Full-Time Employees</b>		<b>6</b>

**2021-22 Operating Budget:** 1,008,698  
**2020-21 Operating Budget:** 903,259  
**Dollar Change:** 105,439  
**Percentage Change:** 11.67%

**2021-22 Personnel - F.T.E.** 6.00  
**2020-21 Personnel - F.T.E.** 6.00  
**Personnel Change:** 0.00

# Budget Objectives Form

**Department:** Public Works  
**Division:** Administration  
**Dept #:** 10  
**Division #:** 443

## Objective:

\$ 1,058,795 To manage and coordinate the activities of the Public Works Department various divisions: Administration, Streets, Facility Maintenance, Water and Sewer, Stormwater, Fleet Management, Transportation and Right-of-way/Aerial and Tree Operations.

## ACTIVITIES:

\$ 509,047	001	<b>Public Works Administration:</b> establish goals to meet those of the City Council and the residents of North Miami; provide department managers with information, ideas, and support services to enable them to operate and manage their divisions efficiently; prepare and monitor the department's various budgets including: the general fund, two transportation funds, two enterprise funds and the fleet management fund.
\$ 88,466	002	<b>Vehicles:</b> provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.
\$ 461,282	003	<b>Right-of-way/Aerial and Tree Operations:</b> maintain trees on City properties including swales, parkways, medians, monuments, cul-de-sacs, and canal ends; includes trimming, shaping, and repairing trees as well as removing and replacing trees as necessary.

# Budget Summary Form

**Department:** Public Works  
**Division:** Street Maintenance & Construction  
**Dept / Division #:** 10 / 450

EXPENDITURE CATEGORY	Actual Expend. FY20	Amended Budget FY21	Est. Expend. FY21	Adopted Budget FY22
Personnel Services	902,874	753,637	866,735	713,786
Operating Expenses	695,359	662,120	609,470	685,409
Internal Services	288,745	255,727	153,381	216,734
<b>Operating Budget</b>	<b>1,886,978</b>	<b>1,671,484</b>	<b>1,629,586</b>	<b>1,615,929</b>
Capital Outlay	433,010	55,582	5,582	100,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	28,528	38,422	38,422	28,712
<b>Total Budget</b>	<b>2,348,516</b>	<b>1,765,488</b>	<b>1,673,590</b>	<b>1,744,641</b>

## PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Streets Coordinator	25	1
Heavy Equipment Operator	22	2
Maintenance Mechanic	20	3
Motor Equipment Operator	20	1
General Maintenance Worker	18	3
<b>Total # of Full-Time Employees</b>		<b>10</b>

**2021-22 Operating Budget:** 1,615,929  
**2020-21 Operating Budget:** 1,671,484  
**Dollar Change:** (55,555)  
**Percentage Change:** -3.32%

**2021-22 Personnel - F.T.E.** 10.00  
**2020-21 Personnel - F.T.E.** 10.00  
**Personnel Change:** 0.00

# Budget Objectives Form

<b>Department:</b>	Public Works
<b>Division:</b>	Street Maintenance & Construction
<b>Dept #:</b>	10
<b>Divison #:</b>	450

## Objective:

\$ 1,744,641 To maintain the City rights-of-way including streets, alleys, and sidewalks, to provide safe, passable rights-of-way for City residents and visitors; install new curbs, gutters, and sidewalks and resurface City streets and alleyways as approved annually through the budget process; maintain streets, striping, signage, traffic calming devices and City parking lots.

## ACTIVITIES:

\$ 109,822	001	<b>Streets Administration:</b> provide supervisory support for the Streets Division including: scheduling projects, communicating with vendors, coordinating and directing work crews, responding to resident complaints and inspecting work done by outside contractors.
\$ 537,318	002	<b>Street Maintenance:</b> perform general maintenance of City streets, City owned parking lots, and City owned vacant lots, as well as bridges and seawalls. This maintenance provides residents with an aesthetically pleasing and safer environment in which to live. Street banners and various decorative light pole banners are hung throughout the year. City owned lots, not under contract, are maintained and those under contract are supervised by this staff. City streets and parking lots are striped, brick pavers are repaired, and graffiti is removed from City structures.
\$ 230,503	004	<b>Permanent Concrete Construction:</b> construct and maintain sidewalks, curbs and gutters, and sidewalk-to-street handicap ramps throughout the City and assist in street maintenance and other street construction projects.
\$ 236,608	005	<b>Contractual Lawn Maintenance:</b> provide and oversee monthly contract for mowing and cleaning services for various City-owned lots to ensure that areas are maintained on a regular basis.
\$ 395,073	006	<b>Storm Drain Construction &amp; Repair:</b> improve the City's stormwater drainage system through minor construction and retrofit projects that are prioritized according to the adopted Stormwater Master Plan II. Major projects will be completed by outside contractors.
\$ 185,317	007	<b>Commercial Corridor Improvement Program:</b> maintain the City's commercial corridors using the City-funded Clean Team.

# Budget Summary Form

**Department:** Public Works  
**Division:** Facility Maintenance  
**Dept / Division #:** 10 / 452

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	190,250	215,667	222,660	221,073
Operating Expenses	265,663	281,954	315,384	303,948
Internal Services	29,115	26,416	16,199	26,092
Operating Budget	485,028	524,037	554,243	551,113
Capital Outlay	0	134,420	11,850	46,500
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	6,750	7,424	7,424	8,328
<b>Total Budget</b>	<b>491,778</b>	<b>665,881</b>	<b>573,517</b>	<b>605,941</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
Trades Mechanic	22	2
Custodian	18	1
<b>Total # of Full-Time Employees</b>		<b>3</b>

**2021-22 Operating Budget:** 551,113  
**2020-21 Operating Budget:** 524,037  
**Dollar Change:** 27,076  
**Percentage Change:** 5.17%

**2021-22 Personnel - F.T.E.** 3.00  
**2020-21 Personnel - F.T.E.** 3.00  
**Personnel Change:** 0.00

# Budget Objectives Form

**Department:** Public Works  
**Division:** Facility Maintenance  
**Dept #:** 10  
**Division #:** 452

**Objective:**

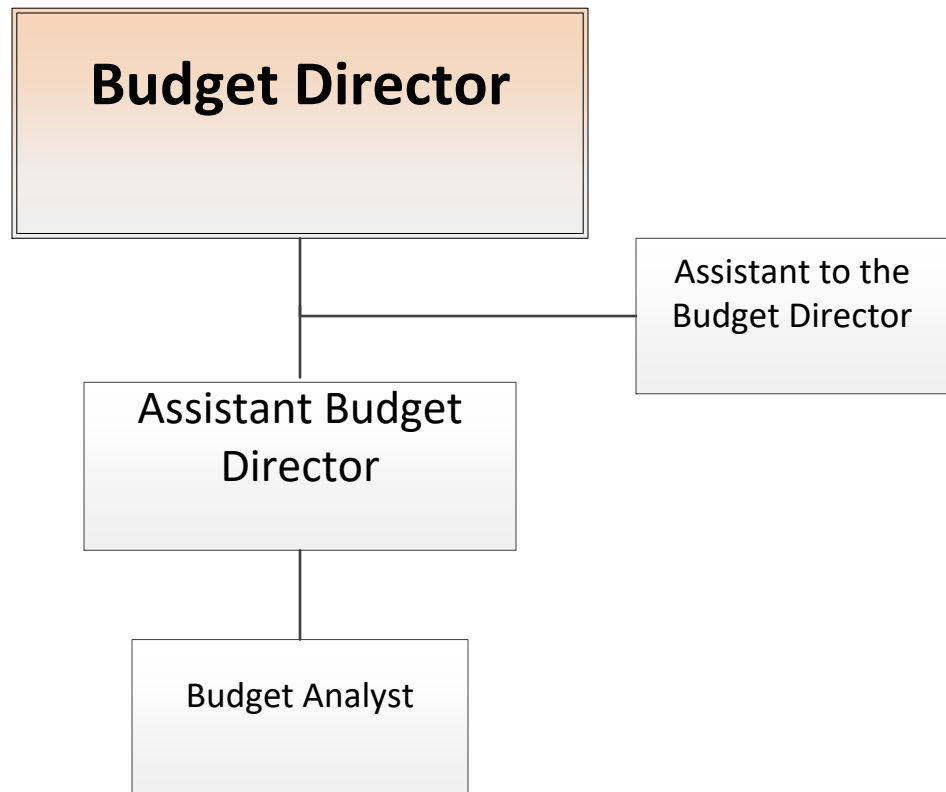
\$ 605,941 To provide facility maintenance and housekeeping services to ensure that residents and employees have an aesthetically pleasing and safe environment.

**ACTIVITIES:**

\$ 446,816	001	<b>Facility Maintenance &amp; Operation:</b> maintain and repair seven City buildings: City Hall, the Motor Pool, the Water and Sewer Operations Center, Water Plant, the Building and Zoning Annex, the Community Planning and Development (CP&D) Annex and the Library. Services performed include painting, carpentry work, building alterations, furniture restoration, minor electrical and plumbing repairs, ceiling repairs, as well as interior and exterior building maintenance. Provide technical support and advice relating to maintenance of the Police Station and MOCA buildings, when requested.
\$ 94,165	002	<b>Custodial Services:</b> provide daily housekeeping services at three facilities: City Hall, the Building and Zoning Annex and the CP&D Annex. A City staffer is present at City Hall during evening hours to oversee the janitorial service contract.
\$ 18,460	003	<b>Vehicles:</b> provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.
\$ 46,500	Sup	<b>City Hall Repairs and Improvements</b>

# BUDGET OFFICE

**Mission Statement:** as stewards of the City's budget, it is the mission of the Budget Office to provide fiscally sound financial support to all internal and external customers.



# BUDGET OFFICE

## **Core Responsibilities:**

- Develop, monitor, and control the City's annual operating budget
- Produce quarterly and annual financial status reports and financial trend analysis
- Provide an efficient and reliable level of service to all of the City Departments
- Forecast and monitor City revenues and expenditures
- Conduct research and analysis for special projects as requested by the City Manager
- Ensure compliance with the truth in millage (TRIM) process
- Produce a tentative and adopted budget book
- Reduce operational expenditures through the increased use of technology

## **FY21 Major Accomplishments:**

- Received the GFOA Distinguished Budget Presentation Award
- Assisted departments with enhancements to performance measures
- Timely completion of the Adopted Annual Budget Document and the Adopted 5-Year Capital Improvement Plan
- Balanced the General Fund budget through various funding strategies while increasing service levels

## **FY22 Major Projects and Initiatives:**

- Develop a Comprehensive Budget Manual that explains the budget process and includes a revenue Manual
- Compose a SOP for daily operations
- Deliver a General Fund 5-Year Forecast
- Benchmark with several software products for the automation of the budget book process

## **Performance Measures:**

OMB Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Target
# of Budget Transfers	160	321	271	146	50
# of Amendments	13	45	36	49	20
Personnel Salaries (Actual vs. Adopted)	96%	105%	102%	105%	95%
Secured the Government Finance Officers Association Distinguished Budget Award	YES	YES	YES	YES	YES

# Budget Summary Form

**Department** Budget Office  
**Dept / Div #:** 11 / 416

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	404,274	424,925	379,223	510,472
Operating Expenses	61,793	42,169	39,353	45,660
Internal Services	6,851	8,108	8,108	18,388
Operating Budget	472,918	475,202	426,684	574,520
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	11,787	16,097	16,097	20,029
<b>Total Budget</b>	<b>484,705</b>	<b>491,299</b>	<b>442,781</b>	<b>594,549</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
Budget Director	40	1
Assistant Budget Director	34	1
Asst. to the Budget Director	28	1
Budget Analyst	26	1

**Total # of Full-Time Employees** 4

**2021-22 Operating Budget:** 574,520  
**2020-21 Operating Budget:** 475,202  
**Dollar Change:** 99,318  
**Percentage Change:** 20.90%

**2021-22 Personnel - F.T.E.** 4.00  
**2020-21 Personnel - F.T.E.** 3.00  
**Personnel Change:** 1.00

# Budget Objectives Form

<b>Department</b>	Budget Office
<b>Division:</b>	Budget Administration
<b>Dept. #:</b>	11
<b>Division #:</b>	416

**Objective:**

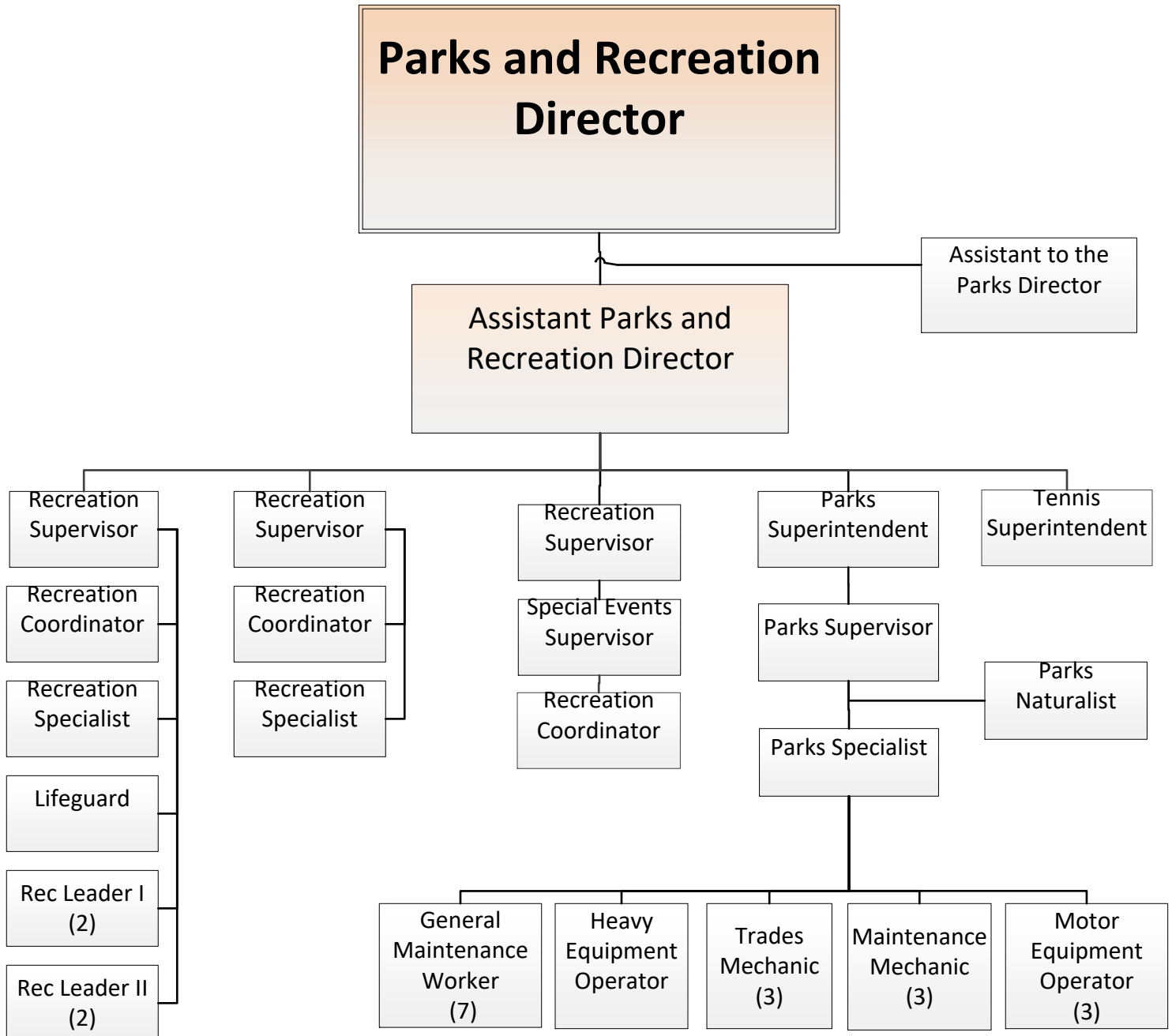
\$ 594,549 To prepare and monitor the City's annual revenue and expenditure budgets.

**ACTIVITIES:**

\$ 594,549	001	<b>Budget Administration:</b> Monitors expenditures and revenues to ensure City funds are received as anticipated and expended in accordance with authorized appropriations. Reviews and prepares future year's budget for the presentation to, and consideration of the City Manager, City Council and City residents.
------------	-----	---

# PARKS & RECREATION

**Mission Statement:** the Parks and Recreation Department shall continue to improve the quality of life, parks, and recreation services and create a connection between the community, its partners and the City.



# PARKS & RECREATION

## **Core Responsibilities:**

- Create and provide recreation programs that promote fitness and healthy lifestyles as well as teach fundamentals to youth, teens, adults and senior participants
- Create and maintain a park system that demonstrates a national model for sustainable management of parks, open spaces and natural areas
- Develop and provide memorable special events and create a community environment for all involved
- Develop and implement maintenance schedules and standards for parks and recreational facilities
- Foster internal and external departmental relationships and establish lasting customer relationships

## **FY21 Major Accomplishments:**

- Received a USTA Facility Recovery Grant for both Claude Pepper Park tennis Center & Penny Sugarman Tennis Center to safely re-open the tennis facilities during the Covid-19 Pandemic in the amount of \$7500.00, which purchased touch free faucets, hand dryers, water fountains, new shade structures for the courts, new seating for all courts to promote social distancing, and hand sanitizing stations.
- Received a donation for \$7500.00 from a patron to assist with various needs and projects at the Penny Sugarman Tennis Center: added clay to the clay court, purchased tennis balls, windscreens, and an ice machine.
- Received \$25000 from Housing & Social Services CDBG Funds to install a new filter system for the Thomas Sasso Pool Water playground.
- Completed the renovation and refurbishment of the Pioneer Blvd fountain project with the collaboration of the North Miami CRA.
- Assisted with hosting the Cool & Dre Toy Drive where 500 toys were distributed to needy families at the Joe Celestin Center.
- Hosted two USTA Sanctioned Tennis Tournaments at the Penny Sugarman Tennis Center and Claude Pepper Park Tennis Center, that had 150 co-ed participants.
- Opened all passive parks, playgrounds, and outdoor fitness equipment safely and routinely treat with disinfectant for the safety of our patrons.
- Lines the court and installed new nets at the paddleball court at Claude Pepper Park.
- Assist with the weekly food deliveries with Housing & Social Services to home bound residents.
- Assisted with the distribution of Gift cards to 1,000 residents. Recreation staff took the lead role of inputting data from city residents and passing out all of the gift cards; making sure that everyone that registered early received a gift card.
- Recreation fulltime and par-time staff took part in 12 food distributions during the pandemic. Handing out over 6,000 bags of goods.
- Installed new rear roll gate and pedestrian gate at the west side of Enchanted Forest Elaine Gordon Park.
- Completed the installation of irrigation, lighting, and landscaping at Buccaneer Park.
- Host monthly park clean-ups at Enchanted Forest Elaine Gordon Park to help mitigate the invasive plants throughout the park.
- Updated and installed irrigation at eight (8) Biscayne Bay Canal ends.
- Completed landscaping at the front of Thomas Sasso Pool to compliment the new façade.
- Added new landscaping on W Dixie Highway from 126 – 143, the Joe Celestin Center round about, Gwen Margolis Community Center, Emerald Drive & NE 16<sup>th</sup> Avenue, and the Police Department Memorial

# PARKS & RECREATION

## **FY22 Major Projects and Initiatives:**

- Implement the City of North Miami Youth and Adult programs safely and efficiently.
- Open all facilities for programs, activities and rentals safely and efficiently.
- Develop a policy and procedures manual for the Parks and Recreation Department.
- Increase participation in Performing Arts Camp, Outdoor Camp, and Enchanted Forest Day Camp by 15 percent from the previous year.
- Commence construction of the Cagni Park North Project.
- Complete the Breezeswept Park Tot-Lot project.
- Brand all parks with uniformed signage and landscaping.
- Completion of the North Miami Athletic Stadium bleachers installation.

## **Performance Measures:**

<b>Parks and Rec Performance Measures</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 YEE</b>	<b>FY 2022 Target</b>
<b>Total \$ value of all grants/donations/ sponsorships secured</b>	650,000	850,000	325,000	40,000	650,000
<b># of special events/Community Events</b>	25	42	10	10	17
<b># of capital improvement projects that included Parks and Recreation Department</b>	10	7	1	3	3
<b># of facility rentals</b>	N/A	N/A	164	40	400
<b># of senior program activities</b>	N/A	N/A	0	24	24
<b># of youth program activities</b>	N/A	N/A	0	30	30

# Budget Summary Form

**Department:** Parks & Recreation

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	3,619,003	3,287,864	3,169,020	3,396,398
Operating Expenses	2,104,582	2,242,688	1,481,492	2,402,943
Internal Services	670,216	540,380	332,482	498,474
<b>Operating Budget</b>	<b>6,393,801</b>	<b>6,070,932</b>	<b>4,982,994</b>	<b>6,297,815</b>
Capital Outlay	41,673	473,083	382,585	0
Debt Service	0	0	0	0
Grants & Aids	2,456	9,000	0	6,500
Reserves & Other	143,860	144,174	123,869	128,428
<b>Total Budget</b>	<b>6,581,790</b>	<b>6,697,189</b>	<b>5,489,448</b>	<b>6,432,743</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
Parks and Recreation Director	40	1
Assistant Parks and Recreation Director	37	1
Tennis Superintendent	31	1
Parks Superintendent	30	1
Special Events Supervisor	28	1
Parks Supervisor	28	1
Assistant to P&R Director	28	1
Recreation Supervisor	25	3
Parks Specialist	24	1
Parks Naturalist	24	1
Recreation Coordinator	22	3
Trades Mechanic	22	3
Recreation Specialist	21	2
Heavy Equipment Operator	22	1
Recreation Leader II	20	2
Maintenance Mechanic	20	3
Lifeguard	20	1
Motor Equipment Operator	20	3
Recreation Leader I	18	2
General Maintenance Worker	18	7
<b>Total # of Full-Time Employees</b>		<b>39</b>

<b>2021-22 Operating Budget</b>	6,297,815
<b>2020-21 Operating Budget</b>	6,070,932
<b>Dollar Change:</b>	226,883
<b>Percentage Change:</b>	3.74%

<b>2021-22 Personnel - F.T.E.</b>	39.00
<b>2020-21 Personnel - F.T.E.</b>	38.00
<b>Personnel Change:</b>	1.00

# Budget Summary Form

**Department:** Parks and Recreation  
**Division:** Administration  
**Dept / Division #:** 12 / 460

EXPENDITURE CATEGORY	Actual Expend. FY20	Amended Budget FY21	Est. Expend. FY21	Adopted Budget FY22
Personnel Services	537,889	459,597	383,476	463,214
Operating Expenses	46,911	63,069	35,141	67,187
Internal Services	31,517	29,396	22,534	33,255
<b>Operating Budget</b>	<b>616,317</b>	<b>552,062</b>	<b>441,151</b>	<b>563,656</b>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	22,350	21,757	21,757	19,528
<b>Total Budget</b>	<b>638,667</b>	<b>573,819</b>	<b>462,908</b>	<b>583,184</b>

## PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Parks and Recreation Director	40	1
Asst. Parks and Rec. Director	37	1
Asst. to Parks and Rec Director	28	1

**Total # of Full-Time Employees** 3

**2021-22 Operating Budget:** 563,656  
**2020-21 Operating Budget:** 552,062  
**Dollar Change:** 11,594  
**Percentage Change:** 2.10%

**2021-22 Personnel - F.T.E.** 3.00  
**2020-21 Personnel - F.T.E.** 3.00  
**Personnel Change:** 0.00

# Budget Objectives Form

<b>Department:</b>	Parks and Recreation
<b>Division:</b>	Administration
<b>Dept. #:</b>	12
<b>Division #:</b>	460

**Objective:**

\$ 583,184 To provide administrative support services, direction, and leadership for the Parks and Recreation divisions whose departmental responsibilities include maintaining over 95 acres of developed park land, 400 landscaped medians, canal ends, and public areas, 23 activity centers, coordinating numerous community events, and providing programming for more than 60,000 residents.

**ACTIVITIES:**

\$ 537,776	001	<b>Administration:</b> oversee, direct, and lead a department consisting of athletics, aquatics, school related programming, parks, facilities, and local rights-of-ways; provide administrative support services to assist staff as well as the public.
\$ 34,048	002	<b>Office Space:</b> provide funding for rent and other operating costs for temporary office space.
\$ 11,360	003	<b>Vehicles:</b> provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.

# Budget Summary Form

**Department:** Parks and Recreation  
**Division:** Recreation Administration  
**Dept / Division #:** 12 / 461

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	250,118	210,968	276,439	283,426
Operating Expenses	6,356	12,880	7,850	12,350
Internal Services	52,395	47,103	27,642	47,511
Operating Budget	308,869	270,951	311,931	343,287
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	7,578	7,740	7,740	8,458
<b>Total Budget</b>	<b>316,447</b>	<b>278,691</b>	<b>319,671</b>	<b>351,745</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
Recreation Supervisor	25	3

**Total # of Full-Time Employees** 3

**2021-22 Operating Budget** 343,287  
**2020-21 Operating Budget** 270,951  
**Dollar Change:** 72,336  
**Percentage Change:** 26.70%

**2021-22 Personnel - F.T.E** 3.00  
**2020-21 Personnel - F.T.E** 2.00  
**Personnel Change:** 1.00

# Budget Objectives Form

**Department:** Parks and Recreation  
**Division:** Recreation Administration  
**Dept. #:** 12  
**Division #:** 461

**Objective:**

\$ 351,745 To provide administrative support, leadership, supervision, and direction for employees responsible for the City's recreation programs, services, and facilities.

**ACTIVITIES:**

\$ 306,985 001 **Recreation Administration:** provides overall supervision of the Recreation divisions varied programs and services as well as leadership and direction for the work force of full time and part time employees.

\$ 5,000 002 **Marketing and Promotion:** produces and distributes three 12 page catalogs for the purpose of detailing programs, activities, and facility operations to reach individuals and groups within the City as well as promote recreational programs through various media sources.

\$ 39,760 003 **Vehicles:** provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.

# Budget Summary Form

**Department:** Parks and Recreation  
**Division:** Athletics  
**Dept / Division #:** 12 / 462

EXPENDITURE CATEGORY	Actual Expend. FY20	Amended Budget FY21	Est. Expend. FY21	Adopted Budget FY22
Personnel Services	330,276	435,261	329,847	380,736
Operating Expenses	471,565	572,202	283,316	570,928
Internal Services	27,989	24,161	17,106	29,242
<b>Operating Budget</b>	<b>829,830</b>	<b>1,031,624</b>	<b>630,269</b>	<b>980,906</b>
Capital Outlay	0	69,600	0	0
Debt Service	0	0	0	0
Grants & Aids	2,456	8,000	0	3,000
Reserves & Other	13,444	14,089	12,478	16,873
<b>Total Budget</b>	<b>845,730</b>	<b>1,123,313</b>	<b>642,747</b>	<b>1,000,779</b>

## PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Recreation Specialist	24	2
Recreation Coordinator	22	3

**Total # of Full-Time Employees** 5

**2020-21 Operating Budget** 980,906  
**2019-20 Operating Budget** 1,031,624  
**Dollar Change:** (50,718)  
**Percentage Change:** -4.92%

**2020-21 Personnel - F.T.E.** 5.00  
**2019-20 Personnel - F.T.E.** 6.00  
**Personnel Change:** -1.00

# Budget Objectives Form

**Department:** Parks and Recreation

**Division:** Athletics

**Dept. #:** 12

**Division #:** 462

## Objective:

\$ 1,000,779 To administer, plan, direct and supervise athletic programs for adults and youth of the community at the City's five major athletic complexes (Pepper, Cagni and Ben Franklin Parks / Joe Celestine Center and Cagni Gymnasium).

## ACTIVITIES:

\$ 121,907 001 **Claude Pepper Park Operations:** provide funding for supervision, facility upkeep/maintenance of basketball courts and baseball fields, in order to accommodate the leisure needs of the residents of North Miami. Including part-time park attendants for youth athletic programs and tournaments.

\$ 175,422 002 **Ray Cagni Park Operations:** provide funding for supervision, facility upkeep/maintenance of basketball courts, running track and two multipurpose fields, in order to accommodate the leisure needs of the residents of North Miami. Including part-time park attendants for youth athletic programs, rentals and special events/concerts.

\$ 147,069 003 **Ben Franklin Park Operations:** provide funding for supervision, facility upkeep/maintenance of basketball courts, and two multipurpose fields, in order to accommodate the leisure needs of the residents of North Miami. Including part-time park attendants for youth athletic programs and leagues.

\$ 173,403 004 **Youth Sports:** administer and coordinate organized team sports; some of the activities offered are football, cheerleading, basketball, soccer, volleyball, softball/baseball, and track and field.

\$ 28,255 005 **Youth Athletic Camp:** administer, plan, direct, and supervise an athletics themed summer camp for youth 8 – 14 years old.

\$ 12,354 006 **Vehicles:** provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.

# Budget Objectives Form

<b>Department:</b>	Parks and Recreation
<b>Division:</b>	Athletics
<b>Dept #:</b>	12
<b>Division #:</b>	462

\$	40,674	007	<b>Cagni Park Gymnasium:</b> provide funding for supervision, facility upkeep/maintenance of gymnasium, in order to accommodate the leisure needs of the residents of North Miami. Including part-time park attendants for athletic programs, rentals and events.
----	--------	-----	---

\$	301,695	008	<b>Joe Celestin Community Center:</b> provide funding for supervision, facility upkeep/maintenance of a multipurpose room, game room, library, computer lab and gymnasium in order to accommodate the leisure needs of the residents of North Miami. Including part-time attendants for daily athletic gymnasium programs, rentals and events.
----	---------	-----	--

# Budget Summary Form

**Department:** Parks and Recreation  
**Division:** Aquatics  
**Dept / Division #:** 12 / 463

EXPENDITURE CATEGORY	Actual Expend. FY20	Amended Budget FY21	Est. Expend. FY21	Adopted Budget FY22
Personnel Services	149,175	153,454	154,646	161,911
Operating Expenses	125,693	142,017	74,837	141,265
Internal Services	2,910	2,696	2,696	5,372
Operating Budget	277,778	298,167	232,179	308,548
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	5,017	5,375	5,375	5,862
<b>Total Budget</b>	<b>282,795</b>	<b>303,542</b>	<b>237,554</b>	<b>314,410</b>

## PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Recreation Specialist	24	1
Lifeguard	20	1
<b>Total # of Full-Time Employees</b>		<b>2</b>

**2021-22 Operating Budget:** 308,548  
**2020-21 Operating Budget:** 298,167  
**Dollar Change:** 10,381  
**Percentage Change:** 3.48%

**2021-22 Personnel - F.T.E.** 2.00  
**2020-21 Personnel - F.T.E.** 2.00  
**Personnel Change:** 0.00

# Budget Objectives Form

<b>Department:</b>	Parks and Recreation
<b>Division:</b>	Aquatics
<b>Dept. #:</b>	12
<b>Division #:</b>	463

**Objective:**

\$ 314,410 To provide an aquatic facility and qualified personnel to conduct a variety of recreational and educational aquatic programs in accordance with American Red Cross regulations.

**ACTIVITIES:**

\$ 308,360	001	<b>Sasso Pool Operation:</b> operate a public swimming pool and Wet-Tot-Lot including upkeep/maintenance of water pumps, chemical feeder controllers and water filters on a year-round basis for open public swimming, swim lessons and party rentals.
\$ 1,450	002	<b>Lifeguard Training Classes:</b> funds to purchase lifeguard-training materials from the American Red Cross for Aquatic Specialist to perform two lifeguard certification classes to the public. Revenue projected to be \$1,700.
\$ 4,600	003	<b>Pre-School Swim Program:</b> provides qualified instruction, and supplies to teach approximately 100 North Miami Residents, ages three to fourteen years old children how to swim.

# Budget Summary Form

**Department:** Parks and Recreation  
**Division:** Tennis  
**Dept / Division #:** 12 / 464

EXPENDITURE CATEGORY	Actual Expend. FY20	Amended Budget FY21	Est. Expend. FY21	Adopted Budget FY22
Personnel Services	180,989	147,236	146,095	145,673
Operating Expenses	312,085	405,335	302,693	401,349
Internal Services	4,251	3,902	3,902	5,239
Operating Budget	497,325	556,473	452,690	552,261
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	7,330	7,779	3,890	5,717
<b>Total Budget</b>	<b>504,655</b>	<b>564,252</b>	<b>456,580</b>	<b>557,978</b>

## PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Tennis Superintendent	31	1

**Total # of Full-Time Employees** 1

**2020-21 Operating Budget:** 552,261  
**2019-20 Operating Budget:** 556,473  
**Dollar Change:** (4,212)  
**Percentage Change:** -0.76%

**2020-21 Personnel - F.T.E.** 1.00  
**2019-20 Personnel - F.T.E.** 2.00  
**Personnel Change:** -1.00

# Budget Objectives Form

<b>Department:</b>	Parks and Recreation
<b>Division:</b>	Tennis
<b>Dept. #:</b>	12
<b>Division #:</b>	464

**Objective:**

\$ 557,978 To provide tennis instruction, programs, tournaments, leagues, and tennis services for Penny Sugarman Tennis Center, Pepper Park and Cagni Park.

**ACTIVITIES:**

\$ 555,100	001	<b>Penny Sugarman and Cagni Tennis Facilities:</b> provide funding for supervision, facility upkeep/maintenance of 13 tennis courts in order to accommodate the leisure needs of the residents of North Miami. Including USTA sanction tournaments and events.
------------	-----	--

\$ 2,878	002	<b>Pepper Park Tennis Operation:</b> provide funding for supervision, facility upkeep/maintenance of 12 tennis courts in order to accommodate the leisure needs of the residents of North Miami. Including USTA tournaments and events
----------	-----	--

# Budget Summary Form

**Department:** Parks and Recreation  
**Division:** Facility Operations  
**Dept / Division #:** 12 / 465

EXPENDITURE CATEGORY	Actual Expend. FY20	Amended Budget FY21	Est. Expend. FY21	Adopted Budget FY22
Personnel Services	244,928	278,680	289,380	290,493
Operating Expenses	179,972	202,701	118,562	191,877
Internal Services	5,688	7,056	7,056	9,594
Operating Budget	430,588	488,437	414,998	491,964
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	9,807	14,067	11,570	10,471
<b>Total Budget</b>	<b>440,395</b>	<b>502,504</b>	<b>426,568</b>	<b>502,435</b>

## PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Recreation Leader II	20	2
Recreation Leader I	18	2
<b>Total # of Full-Time Employees</b>		<b>4</b>

**2021-22 Operating Budget:** 491,964  
**2020-21 Operating Budget:** 488,437  
**Dollar Change:** 3,527  
**Percentage Change:** 0.72%

**2021-22 Personnel - F.T.E.** 4.00  
**2020-21 Personnel - F.T.E.** 4.00  
**Personnel Change:** 0.00

# Budget Objectives Form

**Department:** Parks and Recreation  
**Division:** Facility Operations  
**Dept. #:** 12  
**Division #:** 465

**Objective:**

\$ 502,435 To operate programs in Sunkist Grove Community Center, Keystone Community Center, and Griffing Adult Center.

**ACTIVITIES:**

\$ 115,737	001	<b>Sunkist Grove Community Center:</b> operate Sunkist Grove Community Center, including a computer lab, drop-in evening program, weekend rentals, and camps.
\$ 162,707	002	<b>Griffing Adult Center:</b> operate the Griffing Adult Center for senior adult programming, after school programs, weekend rentals, community meetings, adult fitness classes, and events. Provide staff and supplies for operation of various classes for senior adults, and after school programming.
\$ 113,247	003	<b>Keystone Center and School Skills Program:</b> operation of Keystone Community Center, which includes youth programming, adult fitness classes, community meetings, weekend rentals, and camps.
\$ 110,744	004	<b>Teen Programming:</b> plan, administer and direct teen programming, youth summer camps, weekend rentals and community meetings.

# Budget Summary Form

<b>Department:</b>	Parks and Recreation
<b>Division:</b>	Parks Administration
<b>Dept / Division #:</b>	12 / 466

EXPENDITURE CATEGORY	Actual Expend. FY20	Amended Budget FY21	Est. Expend. FY21	Adopted Budget FY22
Personnel Services	65,782	2,731	2,731	0
Operating Expenses	34,817	37,403	38,353	38,778
Internal Services	3,548	11,271	7,927	14,680
Operating Budget	104,147	51,405	49,011	53,458
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	3,640	4,323	4,323	0
<b>Total Budget</b>	<b>107,787</b>	<b>55,728</b>	<b>53,334</b>	<b>53,458</b>

**PERSONNEL SERVICES DETAIL:**

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
<b>Total # of Full-Time Employees</b>		<b>0</b>

<b>2021-22 Operating Budget:</b>	53,458
<b>2020-21 Operating Budget:</b>	51,405
<b>Dollar Change:</b>	2,053
<b>Percentage Change:</b>	3.99%
<b>2021-22 Personnel - F.T.E.</b>	0.00
<b>2020-21 Personnel - F.T.E.</b>	0.00
<b>Personnel Change:</b>	0.00

# Budget Objectives Form

**Department:** Parks and Recreation

**Division:** Parks Administration

**Dept. #:** 12

**Division #:** 466

**Objective:**

\$ 53,458 To provide administrative support for the Parks Division and the operations of the parks maintenance office.

**ACTIVITIES:**

\$ 12,620 001 **Parks Administration:** provide administration, operational control, coordination, and clerical support to the Parks Division.

\$ 28,058 002 **Parks Operations Center Expenses:** provide funding for operating expenditures including utilities (water and sewer, telephones, electricity, and sanitation collection charges), contractual services (maintenance of the air conditioning and burglar alarm) and office machines.

# Budget Summary Form

**Department:** Parks and Recreation  
**Division:** North Miami Athletic Stadium  
**Dept / Division #:** 12 / 467

EXPENDITURE CATEGORY	Actual Expend. FY20	Amended Budget FY21	Est. Expend. FY21	Adopted Budget FY22
Personnel Services	5,351	5,128	2,532	4,871
Materials, Supplies & Services	111,216	120,163	72,290	132,066
Internal Services	0	0	0	0
The City and Miami-Dade C	116,567	125,291	74,822	136,937
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Non-Operating	0	0	0	0
<b>Total Budget</b>	<b>116,567</b>	<b>125,291</b>	<b>74,822</b>	<b>136,937</b>

## PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
----------------	----------------	-------------------

**Total # of Full-Time Employees** 0

**2020-21 Operating Budget:** 136,937  
**2019-20 Operating Budget:** 125,291  
**Dollar Change:** 11,646  
**Percentage Change:** 9.30%

**2020-21 Personnel - F.T.E.** 0.00  
**2019-20 Personnel - F.T.E.** 0.00  
**Personnel Change:** 0.00

# Budget Objectives Form

**Department:** Parks and Recreation  
**Division:** North Miami Athletic Stadium  
**Dept. #:** 12  
**Division #:** 467

**Objective:**

\$ 136,937 To provide the staff and supplies/equipment to maintain the North Miami Athletic Stadium.

**ACTIVITIES:**

\$ 136,937      001      **Stadium Operations:** provide funding for supervision, facility upkeep/maintenance of bathrooms, locker rooms, track and synthetic turf; including funds for grounds, electrical, scoreboard, lighting, bleachers and fencing repairs. As well as part-time park attendants for daily activities of public use, athletic rentals and major semi-pro/professional athletic events.

# Budget Summary Form

**Department:** Parks and Recreation  
**Division:** Parks Operations  
**Dept. / Division #:** 12 / 468

EXPENDITURE CATEGORY	Actual Expend. FY20	Amended Budget FY21	Est. Expend. FY21	Adopted Budget FY22
Personnel Services	673,002	593,866	561,008	581,106
Operating Expenses	176,942	138,397	167,273	157,180
Internal Services	109,060	110,154	66,285	103,387
Operating Budget	959,004	842,417	794,566	841,673
Capital Outlay	39,173	400,983	382,585	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	25,278	25,372	25,372	22,790
<b>Total Budget</b>	<b>1,023,455</b>	<b>1,268,772</b>	<b>1,202,523</b>	<b>864,463</b>

## PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Parks Superintendent	30	1
Trades Mechanic	22	2
Maintenance Mechanic	20	2
General Maintenance Worker	18	2

**Total # of Full-Time Employees** 7

**2021-22 Operating Budget:** 841,673  
**2020-21 Operating Budget:** 842,417  
**Dollar Change:** (744)  
**Percentage Change:** -0.09%

**2021-22 Personnel - F.T.E.** 7.00  
**2020-21 Personnel - F.T.E.** 7.00  
**Personnel Change:** 0.00

# Budget Objectives Form

<b>Department:</b>	Parks and Recreation
<b>Division:</b>	Parks Operations
<b>Dept. #:</b>	12
<b>Division #:</b>	468

**Objective:**

\$ 864,463 To maintain four major park facilities, 11 passive parks, a pool and seven recreation centers. Support City events and activities budgeted in other decision units as well as respond to emergencies and complaints.

**ACTIVITIES:**

\$ 781,961	001	<b>Facility Operations:</b> maintain the City's Parks and Recreation facilities, which include buildings, grounds, pools, and playgrounds.
\$ 82,502	002	<b>Vehicles:</b> provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.
\$ -	Sup	Clyde Judson Community Center Parking Lot Installation

# Budget Summary Form

**Department:** Parks and Recreation  
**Division:** Rights-of-Way Operations  
**Dept. / Division #:** 12 / 469

EXPENDITURE CATEGORY	Actual Expend. FY20	Amended Budget FY21	Est. Expend. FY21	Adopted Budget FY22
Personnel Services	981,298	869,831	916,408	871,400
Operating Expenses	95,564	69,995	123,239	69,995
Internal Services	410,505	273,983	158,839	221,262
Operating Budget	1,487,367	1,213,809	1,198,486	1,162,657
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	39,840	36,405	24,097	35,049
<b>Total Budget</b>	<b>1,527,207</b>	<b>1,250,214</b>	<b>1,222,583</b>	<b>1,197,706</b>

## PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Parks Supervisor	28	1
Parks Specialist	24	1
Heavy Equipment Operator	22	1
Trades Mechanic	22	1
Maintenance Mechanic	20	1
Motor Equipment Operator	20	3
General Maintenance Worker	18	5
<b>Total # of Full-Time Employees</b>		<b>13</b>

**2021-22 Operating Budget:** 1,162,657  
**2020-21 Operating Budget:** 1,213,809  
**Dollar Change:** (51,152)  
**Percentage Change:** -4.21%

**2021-22 Personnel - F.T.E.** 13.00  
**2020-21 Personnel - F.T.E.** 13.00  
**Personnel Change:** 0.00

# Budget Objectives Form

<b>Department:</b>	Parks and Recreation
<b>Division:</b>	Rights-of-Way Operations
<b>Dept. #:</b>	12
<b>Division #:</b>	469

**Objective:**

\$ 1,197,706 To maintain all landscaping in rights-of-way areas in the City, which include medians, swales, courtyards, parkways, circles, canal ends, cul-de-sacs, fountains, and monuments.

**ACTIVITIES:**

\$ 836,111	001	<b>Green Space Operations:</b> provide rights-of-way turf maintenance and grounds care including irrigation repairs and installation, fertilizing, mowing, spraying, landscaping renovations, annual plantings, annuals replacements, and monitoring of landscape contracts.
\$ 172,451	002	<b>Landscaping Operations:</b> maintain landscaping and ground maintenance on City properties including swales, parkways, medians, monuments, cul-de-sacs, and canal ends. Work performed includes trimming, shaping, and repairing as well as removing and replacing landscape as necessary.
\$ 189,144	004	<b>Vehicles:</b> provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.

# Budget Summary Form

**Department:** Parks and Recreation  
**Division:** Enchanted Forest Elaine Gordon Park  
**Dept. / Division #:** 12 / 471

EXPENDITURE CATEGORY	Actual Expend. FY20	Amended Budget FY21	Est. Expend. FY21	Adopted Budget FY22
Personnel Services	93,418	95,310	98,614	100,838
Operating Expenses	42,820	67,706	35,445	65,781
Internal Services	5,227	1,722	1,722	3,372
Operating Budget	141,465	164,738	135,781	169,991
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	5,910	3,434	3,434	3,680
<b>Total Budget</b>	<b>147,375</b>	<b>168,172</b>	<b>139,215</b>	<b>173,671</b>

## PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Parks Naturalist	24	1

**Total # of Full-Time Employees** 1

**2021-22 Operating Budget:** 169,991  
**2020-21 Operating Budget:** 164,738  
**Dollar Change:** 5,253  
**Percentage Change:** 3.19%

**2021-22 Personnel - F.T.E.** 1.00  
**2020-21 Personnel - F.T.E.** 1.00  
**Personnel Change:** 0.00

# Budget Objectives Form

**Department:** Parks and Recreation  
**Division:** Enchanted Forest Elaine Gordon Park  
**Dept. #:** 12  
**Division #:** 471

**Objective:**

\$ 173,671 To provide daily maintenance, supervision, programming, and operation of over a 22 acre facility which includes a one mile recreation trail, two rental shelters, a nature center, two tot-lot playgrounds, a community building, and a concession pony/stable facility.

**ACTIVITIES:**

\$ 165,786 001 **Facility Operations and Maintenance:** provide funding for the operation, programming, and maintenance of the park grounds, facilities, and structures.

\$ 7,885 002 **Facility Programming:** provide nature programming and maintenance of nature exhibits at the facility including guided tours, various workshops, and special nature-related events.

# Budget Summary Form

**Department:** Parks and Recreation  
**Division:** Summer Camps  
**Dept. / Division #:** 12 / 475

EXPENDITURE CATEGORY	Actual Expend. FY20	Amended Budget FY21	Est. Expend. FY21	Adopted Budget FY22
Personnel Services	1,201	4,535	0	4,535
Operating Expenses	18,636	66,980	1,000	67,115
Internal Services	0	0	0	0
Operating Budget	19,837	71,515	1,000	71,650
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
<b>Total Budget</b>	<b>19,837</b>	<b>71,515</b>	<b>1,000</b>	<b>71,650</b>

## PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

**Total # of Full-Time Employees** 0

**2021-22 Operating Budget** 71,650  
**2020-21 Operating Budget** 71,515  
**Dollar Change:** 135  
**Percentage Change:** 0.19%

**2021-22 Personnel - F.T.]** 0.00  
**2020-21 Personnel - F.T.]** 0.00  
**Personnel Change:** 0.00

# Budget Objectives Form

**Department:** Parks and Recreation

**Division:** Summer Camps

**Dept. #:** 12

**Division #:** 475

**Objective:**

\$ 71,650 To provide cooperative programming for residents and non-residents during the public school system breaks.

**ACTIVITIES:**

\$ 71,650 001 **Summer Camps:** provide children ages 6-14 with a place to go during the summer while their parents or guardians are at work. The camps are hosted at Enchanted Forest Elaine Gordon Park, Keystone Community Center, and Sunkist Grove Community Centers.

# Budget Summary Form

**Department:** Parks and Recreation  
**Division:** Community Events  
**Dept. / Division #:** 12 / 478

EXPENDITURE CATEGORY	Actual Expend. FY20	Amended Budget FY21	Est. Expend. FY21	Adopted Budget FY22
Personnel Services	103,139	28,546	6,313	105,610
Operating Expenses	422,554	283,688	171,406	417,174
Internal Services	17,126	28,936	16,773	25,560
Operating Budget	542,819	341,170	194,492	548,344
Capital Outlay	2,500	2,500	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	2,500
Reserves & Other	3,666	3,833	3,833	0
<b>Total Budget</b>	<b>548,985</b>	<b>347,503</b>	<b>198,325</b>	<b>550,844</b>

## PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Special Events Supervisor	28	1

**Total # of Full-Time Employees** 1

**2021-22 Operating Budget:** 548,344  
**2020-21 Operating Budget:** 341,170  
**Dollar Change:** 207,174  
**Percentage Change:** 60.72%

**2021-22 Personnel - F.T.E.** 1.00  
**2020-21 Personnel - F.T.E.** 0.00  
**Personnel Change:** 1.00

# Budget Objectives Form

**Department:** Parks & Recreation  
**Division:** Community Events  
**Dept. #:** 12  
**Division #:** 478

**Objective:**

\$ 550,844 To coordinate staff and implement events sponsored and/or run by the City of North Miami. These events include the WinterNational Parade, July 4th Celebration, Halloween Haunted Event, and various civic events.

**ACTIVITIES:**

\$ 105,677	001	<b>Special Events Staff:</b> supervises and coordinates special events as well as administers the implementation of activities supported by the City. The supervisor also serves as departmental liaison for various community service organizations.
\$ 50,000	002	<b>WinterNational Parade:</b> promote and produce North Miami's annual Thanksgiving Day parade
\$ 42,500	003	<b>July 4th Celebration:</b> promote and produce North Miami's annual family Independence Day celebration featuring a major fireworks display, live entertainment, games and activities.
\$ 302,517	005	<b>Community Events:</b> these events give the City the opportunity to recognize various heritage months, holidays and cultural days by bringing the community, its residents and local schools/ universities together for a common purpose.
\$ 13,284	006	<b>City Events:</b> provide support for various community events held throughout the City such as Veterans and Memorial Day ceremonies, and North Miami Concert Band concerts.
\$ 4,306	007	<b>Civic Group Events:</b> provide staff support for various annual events; some of the events include Little League, relay for Life and other civic events.
\$ 25,560	009	<b>Vehicle:</b> provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.

# Budget Summary Form

**Department:** Parks and Recreation  
**Division:** Gwen Margolis Community Center  
**Dept. / Division #:** 12 / 479

EXPENDITURE CATEGORY	Actual Expend. FY20	Amended Budget FY21	Est. Expend. FY21	Adopted Budget FY22
Personnel Services	2,437	2,721	1,531	2,585
Operating Expenses	59,451	58,252	50,087	66,193
Internal Services	0	0	0	0
Operating Budget	61,888	60,973	51,618	68,778
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
<b>Total Budget</b>	<b>61,888</b>	<b>60,973</b>	<b>51,618</b>	<b>68,778</b>

## PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

**Total # of Full-Time Employees** 0

**2020-21 Operating Budget:** 68,778  
**2019-20 Operating Budget:** 60,973  
**Dollar Change:** 7,805  
**Percentage Change:** 12.80%

**2020-21 Personnel - F.T.E.** 0.00  
**2019-20 Personnel - F.T.E.** 0.00  
**Personnel Change:** 0.00

# Budget Objectives Form

**Department:** Parks and Recreation

**Division:** Gwen Margolis Community Center

**Dept. #:** 12

**Division #:** 479

**Objective:**

\$ 68,778 To provide a facility for public assembly activities including private, non-profit, government, civic and educational functions.

**ACTIVITIES:**

\$ 68,778 001 **GMCC Operations:** provide part-time staff for facility functions, including rentals, community meetings and events. Provide funding for facility upkeep/maintenance; including landscaping, building, air conditioning, appliances and contractual cleaning.

# Budget Summary Form

**Department:** Parks and Recreation  
**Division:** Youth Programs  
**Dept. / Division #:** 12 / 483

EXPENDITURE CATEGORY	Actual Expend. FY20	Amended Budget FY21	Est. Expend. FY21	Adopted Budget FY22
Personnel Services	0	0	0	0
Operating Expenses	0	1,900	0	3,705
Internal Services	0	0	0	0
Operating Budget	0	1,900	0	3,705
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	1,000	0	1,000
Reserves & Other	0	0	0	0
<b>Total Budget</b>	<b>0</b>	<b>2,900</b>	<b>0</b>	<b>4,705</b>

## PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

**Total # of Full-Time Employees** 0

**2021-22 Operating Budget:** 3,705  
**2020-21 Operating Budget:** 1,900  
**Dollar Change:** 1,805  
**Percentage Change:** 95.00%

**2021-22 Personnel - F.T.E.** 0.00  
**2020-21 Personnel - F.T.E.** 0.00  
**Personnel Change:** 0.00

# Budget Objectives Form

**Department:** Parks and Recreation

**Division:** Youth Programs

**Dept. #:** 12

**Division #:** 483

**Objective:**

\$ 4,705 To provide specialized programs for North Miami's youth as recommended by the Youth Opportunity Board and the City Council.

**ACTIVITIES:**

\$ 1,425 001 **Summer Interns Program:** provide employment for up to 23 high school students that are City residents and interested in public service. Students work in various City departments performing tasks, completing projects and learning governmental operations.

\$ 1,950 002 **Recognition and Scholarship Programs:** the Bill Carr Youth Recognition Program provides awards to exemplary students at all grade levels (K through 12) which are presented at City Council meetings three times a year. The Lou Schick Scholarship Program provides cash scholarships for North Miami residents who are graduating from high school and plan to enroll in college.

\$ 380 003 **Government Days:** student in Government Day is held in October in conjunction with Florida City Government Week. The program gives elementary through high school students an opportunity to become familiar with municipal government. Know Your City Government Day is held in March and gives approximately 70 elementary and middle school students the opportunity to spend half a day learning about City government through role playing and interacting with City Officials. Both programs give students an opportunity to meet the North Miami City Council, the City Manager and City staff.

\$ 950 004 **Essay Contests:** provide awards for North Miami High School and middle school students who participate and are selected winners in essay contests expressing the meaning of Memorial Day and Veterans Day holidays.

# Budget Summary Form

**Department:** Non-Departmental  
**Division:** Non-Departmental Expenses  
**Dept. / Division #:** 13 / 480

EXPENDITURE CATEGORY	Actual Expend. FY20	Amended Budget FY21	Est. Expend. FY21	Adopted Budget FY22
Personnel Services	29,740	-1,089,848	42	251,667
Materials, Supplies & Services	1,295,089	95,161	227,872	168,785
Internal Services	0	402,989	8,019	-19,964
Operating Budget	1,324,829	-591,698	235,933	400,488
Capital Outlay	0	1,080,400	0	881,277
Debt Service	0	0	0	0
Grants & Aids	281,750	165,000	153,916	240,250
Reserves & Other	-284,347	3,486,690	270,000	957,860
<b>Total Budget</b>	<b>1,322,232</b>	<b>4,140,392</b>	<b>659,849</b>	<b>2,479,875</b>

## PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Chief Financial Officer	46	1

**Total # of Full-Time Employees** 1

**2021-22 Operating Budget:** 400,488  
**2020-21 Operating Budget:** (591,698)  
**Dollar Change:** 992,186  
**Percentage Change:** -167.68%

**2021-22 Personnel - F.T.E.** 1.00  
**2020-21 Personnel - F.T.E.** 0.00  
**Personnel Change:** 1.00

# Budget Objectives Form

<b>Department:</b>	Non-Departmental
<b>Division:</b>	Non-Departmental Expenses
<b>Dept. #:</b>	13
<b>Division #:</b>	480

## Objective:

\$ 2,479,875 To provide for employee benefits for General Fund employees; for the General Fund's contribution to the Risk Management Fund to operate its liability programs; for the General Fund Contingency; for property insurance and bonds premiums; and for legislative lobbyists.

## ACTIVITIES:

\$ 1,048,148 001 **Miscellaneous Expenses & Reserves:** Provides funds for reimbursement to Florida Unemployment Compensation Fund for benefits paid.

\$ 1,010,200 002 **Miscellaneous Expenses & Reserves:** Provides funds for accrued sick leave and vacation upon retirement for employees; contingency funds for emergency or unforeseen expenses that cannot be anticipated during the budget process and are authorized by the City Manager.

\$ - 004 **Biscayne Landing Maintenance**

\$ 240,250 Sup **Civic Grants**

\$ 181,277 Sup **Technology Improvements - Energov and Munis**

## FY22 Civic Engagement Grants

Project Description:	Grants to Others		
Department:	Non-Departmental	Project #	0
Division:	Grants to Others	Totals	\$240,250
Account Number:	001-13-486000-519-XXX	Request Type	Additional Funds
Project Location:		Priority Level	Regulatory Requirement

### Objective:

To assist various civic and non-profit entities in the City that provide services to segments of the City's population by providing grant funds for their use in providing services.

### Justification:

The City provides grant funds to entities for their use in providing services to the residents of this community. The grants for FY22 are listed below:

### Project Estimates:

Object Code	Description	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
801	NoMi Fdtn for Sr Citizens	\$ 57,750	\$ 57,750					\$ 57,750
810	NoMi Chamber of Commerce	\$ 37,500	\$ 37,500					\$ 37,500
810	NoMi Haitian Chamber of Commerce	\$ 10,000	\$ 10,000					\$ 10,000
818	PAL Grant and PAL Tutoring	\$ 95,000	\$ 95,000					\$ 95,000
820	First Generation Scholarship Fund	\$ 5,000	\$ 5,000					\$ 5,000
820	Take Stock in Children Scholarship	\$ 5,000	\$ 5,000					\$ 5,000
820	Adult Continuing Education	\$ 25,000	\$ 15,000					\$ 15,000
825	Assoc. Haitian Educators of Dade	\$ 12,500	\$ 15,000					\$ 15,000
								\$ -
Total		\$ 247,750	\$ 240,250					\$ 240,250

Funding Source	Fund #	%	Prior Years	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total Estimate
Gen Fund	001	100%	\$ 247,750	\$ 240,250					\$ 240,250
Total		100%	\$ 247,750	\$ 240,250	-	-	-	-	\$ 240,250

### Budget Office Use Only

<input checked="" type="checkbox"/>	Funded
<input type="checkbox"/>	Not Funded
<input type="checkbox"/>	Partially Funded
<input type="checkbox"/>	Pending

**FY22 Operating Cost:** \$ 240,250

**FY22 Capital Cost:** \$ -

**Future Years' Estimated Annual Cost:** \$ 240,250

# MUSEUM OF CONTEMPORARY ART

**Mission Statement:** the Museum of Contemporary Art (MOCA) is dedicated to making contemporary art accessible to diverse audiences through the collection, preservation, and exhibition of the best of contemporary art and its art historical influences.

**Executive Director**

**MOCA, Inc.**

# MUSEUM OF CONTEMPORARY ART

## **Core Responsibilities:**

- Present the best local, national and international contemporary art to a diverse community.
- Present exhibitions that will engage the public for a greater understanding of contemporary art and its influences.
- Continue to collect the best examples of contemporary art.
- Research and publish scholarly articles, catalogs, and books about artists, works and trends that reflect contemporary art.
- Offer educational and public programming that will engage audiences of all ages, provide a basic understanding of the basics of visual art, and share deeper knowledge of critical issues and movements in contemporary art.
- Cultivate a membership, donor and corporate support base to provide financial sustainability and ensure the continued development of exhibitions and programming for the community.
- Create and maintain an environment that values the works of emerging and experimental artists.

## **FY21 Major Accomplishments:**

- Presented six contemporary art exhibitions including:
  - 10/15/20-03/21/21 *Raul de Nieves: Eternal Return & The Obsidian Heart*
  - 11/18/20-03/14/21 *Life and Spirituality in Haitian Art*
  - 01/22/21-11/14/21 *Art on the Plaza*
  - 04/21/21-10/10/21 *Michael Richards: Are You Down?*
  - 04/28/21-10/10/21 *Collection Focus: Our Beginnings Never Know Our Ends*
  - 05/19/21-09/26/21 *After the Rain Comes Light: Portraits of Resilience by Stephen Arboite and Morel Doucet*
- Awarded \$250,000 grant from the John S. and James L. Knight Foundation (over three years) for the hiring of a Director of Communication (Dudley Alexis, North Miami resident) and a full time Curator (hiring in progress)
- Awarded \$25,000 from the Kirk Foundation to support and expand the museum's *Teen Art Force*, free after school program with the purchase of laptops and cameras.
- Secured additional support through the Green Family Foundation, Miami Foundation, Terra Foundation for American Art, Funding Arts Network, among others
- Launched strategic planning process with \$100,000 support from the John S. and James L. Knight Foundation
- Released the *AfriCOBRA: Messages to the People* publication, commemorating the original exhibition presented at MOCA, North Miami in 2018 and the second iteration of the exhibition at the 2019 Venice Biennale.
- Completed the restoration of Mark Handforth's ELECTRIC TREE public art installation at Griffing Park.
- Reopened the museum safely in October 2021 with two new exhibitions "Raul de Nieves: Eternal Return & the Obsidian Heart" and "Life & Spirituality in Haitian Art: Selection from the Betty and Isaac Rudman Trust Collection."
- Launched *Art on the Plaza*, in January 2021, a new initiative featuring newly commissioned temporary public art works by Miami based artists on MOCA Plaza. Supported by the North Miami CRA.
- Served over 100 students in greater Miami Dade with virtual reality tours of the museum exhibitions. Outreach support from the Miami-Dade County Public School System.
- Partnered with the North Miami Library to provide free teen art classes after school.

# MUSEUM OF CONTEMPORARY ART

## **FY22 Major Projects and Initiatives:**

- Increase and Diversify Funding Sources: MOCA benefits from a strong partnership with the City of North Miami. Demonstrating the value of this operational investment, MOCA will significantly increase private funding to match the City's support.
- Connect the Community: MOCA is located in one of the most diverse communities in the United States. As a meeting place for cultural expressions and exchanges, MOCA will become a center for cross-cultural understanding and inclusion, connecting diverse communities through the arts.
- Build the Brand: MOCA competes in a crowded contemporary art environment. MOCA will establish itself as a must-see contemporary art museum for South Florida by presenting innovatively curated exhibitions of underexplored art and artists that get national attention.
- Triple the Audience: MOCA's outreach potential is vast. Engaging an additional 40,000 people per year over 5 years will secure MOCA's status as North Miami's premier cultural and economic asset.
- Integrate DIEA Everywhere: MOCA believes that diversity, inclusion, equity, and accessibility are core values that must inform every aspect of MOCA's operations and activities. MOCA will promote and integrate the principles of DIEA in its policies and practices spanning governance, exhibitions and programs, collections and staff.
- Significant projects/initiatives will include:
  - Present six provocative and innovative exhibitions examining the art of our time, both within the museum and in public spaces.
  - Provide challenging and interactive educational and interpretive art programming to all ages.
  - Protect and conserve MOCA's collection of over 500 works of contemporary art.
  - Expand collaborations with local, national and international artists, collectors, galleries, and museums.
  - Double daily attendance.
  - Increase the number of participants in the educational and outreach programs at MOCA by 4,000 through targeted community partnerships, large-scale community events, and strategic advertising.
  - Author museum-wide policy for diversity, equity, access, and inclusion.
  - Increase MOCA's revenue by 11%, including:
    - Board unrestricted support (95% increase)
    - Private support (43% increase)
    - Earned Revenue (76% increase)

## **Performance Measures:**

<b>MOCA Performance Measures</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 YEE</b>	<b>FY 2022 Target</b>
<b>Exhibits organized (#)</b>	7	7	4	6	6
<b>MOCA membership</b>	116	150	192	200	253
<b>Children/Families Served Via MOCA Education Programs</b>	3,100	3,500	3,000	3,500	7,500

# Budget Summary Form

**Department:** Museum of Contemporary Art  
**Dept / Div #:** 14 / 482

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	226,889	208,841	226,401	221,522
Operating Expenses	182,705	213,554	220,933	202,513
Internal Services	16,986	16,942	13,293	12,605
Operating Budget	426,580	439,337	460,627	436,640
Capital Outlay	641,929	0	0	19,028
Debt Service	0	0	0	0
Grants & Aids	1,052,625	947,377	947,377	936,103
Reserves & Other	7,138	7,651	7,651	8,476
<b>Total Budget</b>	<b>2,128,272</b>	<b>1,394,365</b>	<b>1,415,655</b>	<b>1,400,247</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
MOCA Director	40	1
<b>Total # of Full-Time Employees</b>		<b>1</b>

**2021-22 Operating Budget:** 436,640  
**2020-21 Operating Budget:** 439,337  
**Dollar Change:** (2,697)  
**Percentage Change:** -0.61%

**2021-22 Personnel - F.T.E.** 1.00  
**2020-21 Personnel - F.T.E.** 1.00  
**Personnel Change:** 0.00

# Budget Objectives Form

**Department:** Museum of Contemporary Art  
**Division:** MOCA  
**Dept. #:** 14  
**Division #:** 482

## Objective:

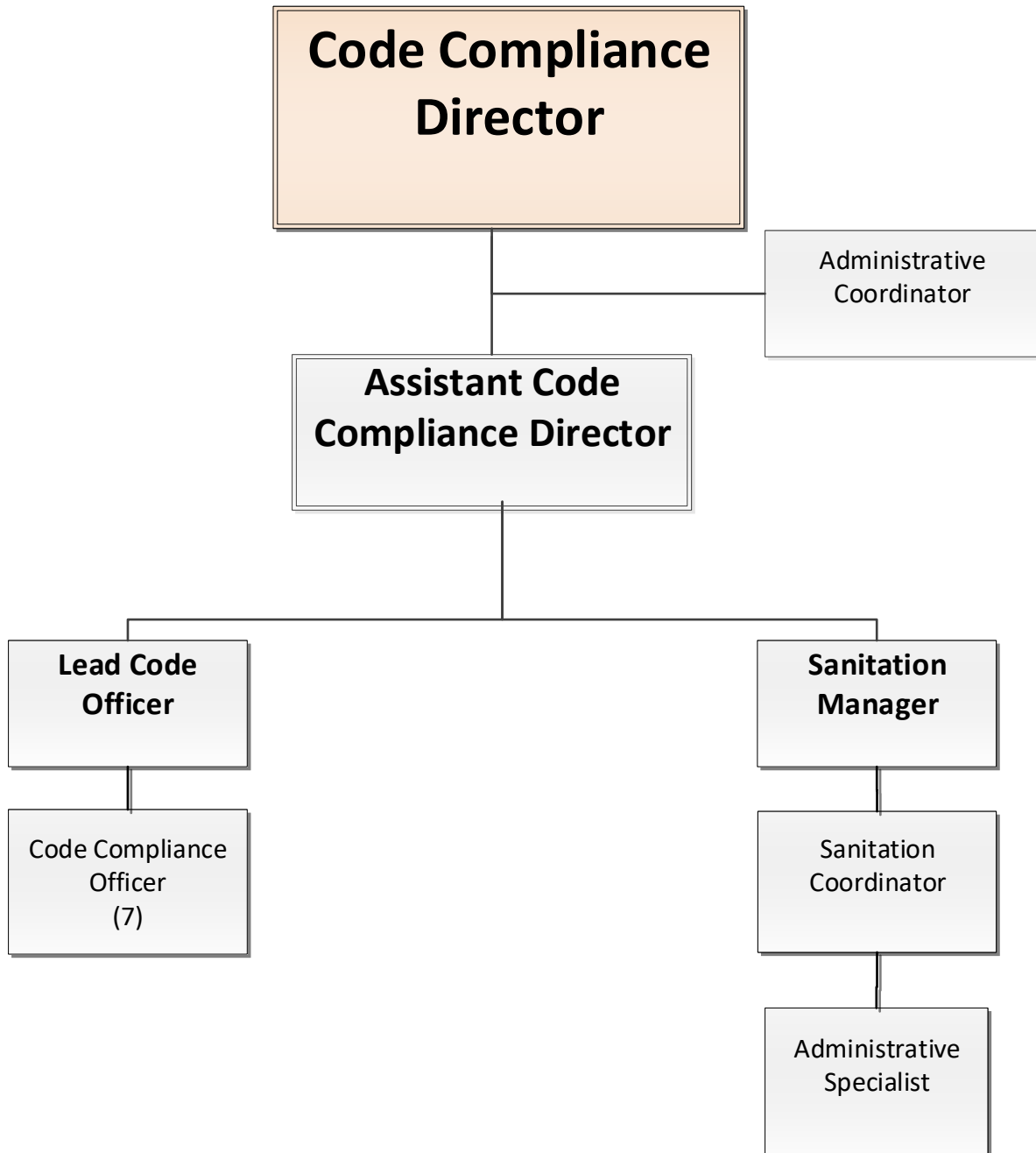
\$ 1,400,247 The Museum of Contemporary Art (MOCA) is dedicated to making contemporary art accessible to diverse audiences – especially underserved populations – through the collection, preservation and exhibition of the best of contemporary art and its art historical influences.

## ACTIVITIES:

240,453	001	<b>MOCA Administrative Staff:</b> provide management and coordination of the exhibits and programs offered throughout the year by the Museum of Contemporary Art including exhibitions, Jazz at MOCA concerts, lectures, cultural events, children's classes, teen programs, and other art programming – both onsite and virtually.
889,103	002	<b>Museum Specialized Services:</b> provide for the services required of a first-class museum including curatorial, preparatory, development, educational, communications, and operational services.
210,634	003	<b>Building Operations:</b> provide the maintenance and upkeep of the 23,000 square foot MOCA building, including utilities, security and other contractual building services.
53,667	004	<b>Jazz at MOCA:</b> provide outdoor jazz concerts in the MOCA Plaza at no charge for the entertainment and enjoyment of City residents and visitors (virtually if conditions warrant).
6,390	005	<b>Vehicles:</b> provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.

# CODE COMPLIANCE

**Mission Statement:** to maintain and improve the appearance of our community, protect the health, safety, and welfare of our citizens, and enhance the economic setting through education and enforcement of the standards set by the City of North Miami Code of Ordinances.



# CODE COMPLIANCE

## **Core Responsibilities:**

- Eliminate blight, protect quality of life and promote beautification within the City of North Miami.
- Investigate complaints and enforce violations of municipal and county codes relating to residential, commercial, waterway and multi-family properties.
- Enforce minimum housing standards and land development regulations; Certificate of Use and Business Tax requirements.
- Provide education to property owners in efforts of promoting voluntary compliance.
- Enforce sanitation rules and encourage compliance by educating residents and business owners.

## **FY21 Major Accomplishments:**

- Relocated to 12330 NE 8<sup>th</sup> Ave, Code Compliance Department, providing a more efficient and accessible experience to the community.
- Implemented virtual Special Magistrate hearings during the COVID-19 pandemic ensuring continued operations and a safe process for both City staff and the public.
- On boarded two new Code officers providing for continued compliance with the City's Comp plan as well as field coverage.
- Completed and implemented a Departmental Standard Operating Procedure Manual.

## **FY22 Major Projects and Initiatives:**

- Increase public service messages on various media outlets including TV, printed fliers, website, and social media.
- Increase community outreach efforts by doing workshops – “Coffee with Code”, “Staff Walk and Talks”, attending homeowner association meetings and conducting code compliance sweeps.
- Obtain and install illegal dumping cameras to minimize trash problems within the City. Further, implement a procedure to ensure effectiveness of the program.
- Finalize technology updates/changes required for the issuance of Code Citations and Notices of Violation.

## **Performance Measures:**

Code Compliance Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 YEE	FY 2022 Target
Average number of days cases are open	100	52	60	61	Under 90 days
Number of cases initiated by a Citizen	1,216	574	1,676	1,116	1,395
Number of cases initiated by a Code Compliance Officer	9,436	7,673	5,317	3,183	3,979
Number of courtesy notices issued	647	1,586	1,502	1,168	1,460
Overall compliance rate	95%	86%	81%	76%	80%
Liened Case rate	N/A	N/A	N/A	Appx 20%	15%
Abandoned property registration compliance rate	79%	88%	90%	90.7%	100%

# Budget Summary Form

**Department:** Code Compliance  
**Dept / Div#:** 16 / 440

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	1,124,519	1,064,828	1,041,411	1,189,625
Operating Expenses	3,986,243	3,825,353	3,733,339	3,874,634
Internal Services	161,737	170,617	109,613	161,782
Operating Budget	5,272,499	5,060,798	4,884,363	5,226,041
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	60,662	52,789	52,789	41,866
<b>Total Budget</b>	<b>5,333,161</b>	<b>5,113,587</b>	<b>4,937,152</b>	<b>5,267,907</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
Code Compliance Director	40	1
Assistant Code Compliance Director	34	1
Sanitation Manager	33	1
Lead Code Compliance Officer	27	1
Administrative Coordinator	25	1
Code Compliance Officer	25	7
Sanitation Coordinator	22	1
Administrative Specialist	22	1
<b>Total # of Full-Time Employees</b>		<b>14</b>

**2021-22 Operating Budget:** 5,226,041  
**2020-21 Operating Budget:** 5,060,798  
**Dollar Change:** 165,243  
**Percentage Change:** 3.27%

**2021-22 Personnel - F.T.E.** 14.00  
**2020-21 Personnel - F.T.E.** 13.00  
**Personnel Change:** 1.00

# Budget Objectives Form

<b>Department:</b>	Code Compliance
<b>Division:</b>	Code Compliance
<b>Dept. #:</b>	16
<b>Division #:</b>	440

## Objective:

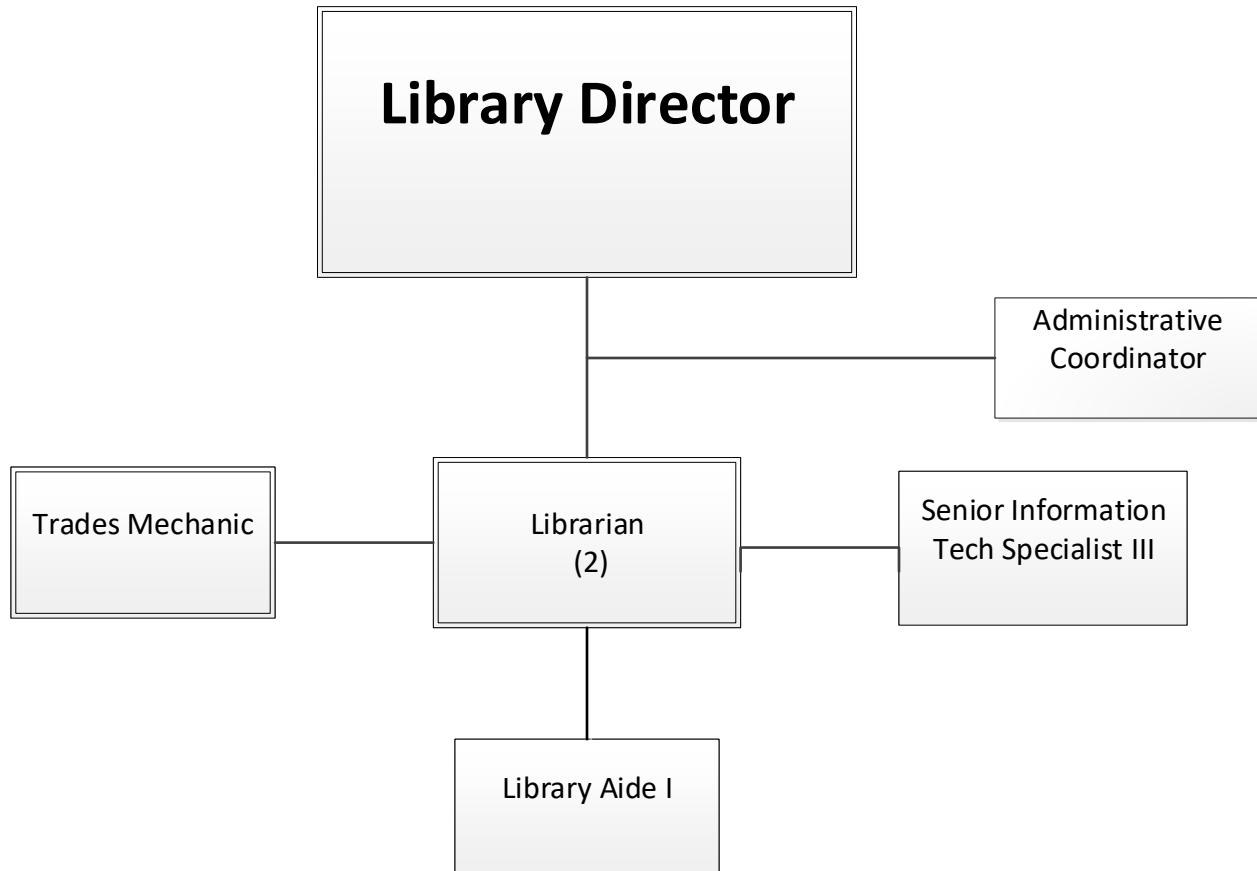
\$ 5,267,907 To ensure consistent, thorough and responsive code enforcement services to North Miami residential and business communities.

## ACTIVITIES:

\$ 1,147,594	001	<b>Code Compliance:</b> enforces residential and commercial code regulations; undertake education and outreach initiatives to promote an enhanced quality of life for the residents; promote a more aesthetically pleasing environment in the City's business districts; preserve and increase property values and the elimination of blight; and provide staff support to the Special Magistrate.
\$ 18,600	002	<b>Special Magistrate:</b> presides over code compliance and minimum housing Cases.
\$ 99,400	003	<b>Vehicles:</b> provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.
\$ 4,002,313	005	<b>Sanitation Services:</b> addresses daily complaints and requests for replacement trash & recycling carts, garbage, recycling and bulk waste from residential customers, and ensures resolution within 24 to 48hrs. The Clean Team addresses sanitary issues that involve the removal of litter and debris, as well as illegal dumping from public right of ways, which enhances the image and quality of life within the City of North Miami.

# LIBRARY

**Mission Statement:** to provide open and free access to information and technology, while fostering independent lifelong learning, personal growth and development, intellectual stimulation, cultural enrichment, and a love of reading.



# LIBRARY

## **Core Responsibilities:**

- Promote lifelong learning by establishing the library as a leading community center for early learning through educational play spaces, programs and materials such as early learning computers, pre-school story times, and outreach visits to local pre-schools and day care centers.
- Offer an array of cultural and educational programs such as homework assistance, after school tutoring, arts and crafts, book clubs, family nights, special events.
- Collaborate with the City in all library-related City-wide initiatives and programs.
- Offer personalized services to meet individual needs for computer instruction, job search, e-government access, and other one-on-one support.
- Continue growing and improving the library's virtual presence for those who access library resources and services online.
- Apply innovative library technologies to streamline processes and enhance patrons' library experience.
- Provide library collections that introduce ideas, build skills, support lifelong learning and spark creativity.
- Develop a collection in all formats, housed in the library and available online.
- Collaborate with public and private schools in the North Miami Feeder School Pattern and vicinity to serve the needs of the students, educators, and parents by coordinating efforts and maintaining continued reciprocal communication.
- Play an active role in the preservation of the City's historical records in collaboration with the Greater North Miami Historical Society.

## **FY21 Major Accomplishments:**

- Expanded and created new and innovative Teen programs, featuring new daily activities, special programs and partnerships with the High School, and much more.
- Creation of the North Miami Memory Project resulting from digitization of the Greater North Miami Historical Society archived photographs and the collection of oral stories.
- One of five libraries in the nation visited by the President of the American Library Association (ALA) as part of the national campaign – “Strong Libraries = Strong Communities”. Activities included a Family Fun Day that was attended by more than 600 children, teens, and adults, and a Rally for America's Libraries that featured speeches by City Officials, community activists, local and state library leaders, and the ALA President.
- Showcased three major art exhibits and art appreciation programs honoring Black History, Haitian and Hispanic Heritage months.
- Continued the Summer Reading Program for children and teens in support of school readiness; encouraged learning and reading for the joy of it, by offering weekly special performances, reading competitions and grand prizes.

# LIBRARY

## **FY22 Major Projects and Initiatives:**

- Continue developing and implementing teen programs targeting the after-school student population by strengthening the ongoing relationship established with the North Miami Sr. High School and Middle schools.
- Seek new grant funding and new community partners to support early literacy, adult ESL (English as a Second Language) programs, adult literacy addressing information and financial literacy and computer skills.
- Continue to seek grant opportunities for innovative new technologies relating to library services.
- Continue to recruit, retain, and support quality employees by providing ongoing staff development opportunities that include taking online webinars offered by the State Library and/or the Southeast Florida Library and Information Network (SEFLIN), and attending local, state and national Library conferences with additional support from Friends of the Library.
- Offer a Summer Reading Program for children and teens to support school readiness and encourage learning and reading for the joy of it.
- Continue growing the library's French-Creole and Spanish Language collections by dedicating five percent of the book budget to improve our city's ethnic, linguistic, and economic diversity.
- Continue our current partnerships and develop new partnerships with community organizations, area schools, local universities and colleges, community business, and our own Downtown Book Center Library Café to bring a wealth of informational, educational, and recreational programs for all ages.
- Seek funding to create new sources of revenue to enhance the library experience such as expanding our printing services to the "One Mobil Printing Solution" where patrons will be able to scan, fax, copy or print remotely or at the library.
- Continue to research implementation of a new fees and fines structure with a friendlier "no late fees" policy that will focus on getting the books returned.
- Continue to seek new opportunities of collaboration with neighboring municipal libraries and the Miami Dade Public Library System.

## **Performance Measures:**

<b>Library Performance Measures</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 YEE</b>	<b>FY 2022 Target</b>
<b>Number of annual new registered borrowers</b>	5,500	5,625	1,367	985	2,000
<b>Average number of library visits per door count per month</b>	10,800	11,254	10,300	6,000	11,000
<b>Number of times per year library materials</b>	65,000	46,735	33,372	13,000	26,000
<b>Total annual number of patrons attending library programs</b>	25,727	13,424	29,998	8,000	16,000
<b>Number of computer hours</b>	15,825	29,972	17,918	6,000	12,000

# Budget Summary Form

**Department:** Library  
**Division:** Library - General Fund  
**Dept / Div #:** 17 / 490

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	776,043	704,181	688,922	691,666
Operating Expenses	203,696	219,180	202,648	201,373
Internal Services	17,223	18,404	18,404	25,313
Operating Budget	996,962	941,765	909,974	918,352
Capital Outlay	68,249	42,500	22,500	20,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	29,342	35,293	35,293	26,859
<b>Total Budget</b>	<b>1,094,553</b>	<b>1,019,558</b>	<b>967,767</b>	<b>965,211</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
Library Director	40	1
Senior Information Tech. Specialist	28	1
Librarian	25	2
Administrative Coordinator	25	1
Trades Mechanic	22	1
Library Aide I	18	1

**Total # of Full-Time Employees** 7

**2021-22 Operating Budget:** 918,352  
**2020-21 Operating Budget:** 941,765  
**Dollar Change:** (23,413)  
**Percentage Change:** -2.49%

**2021-22 Personnel - F.T.E.** 7.00  
**2020-21 Personnel - F.T.E.** 7.00  
**Personnel Change:** 0.00

# Budget Objectives Form

<b>Department:</b>	Library
<b>Division:</b>	Library
<b>Dept. #</b>	17
<b>Division #:</b>	490

**Objective:**

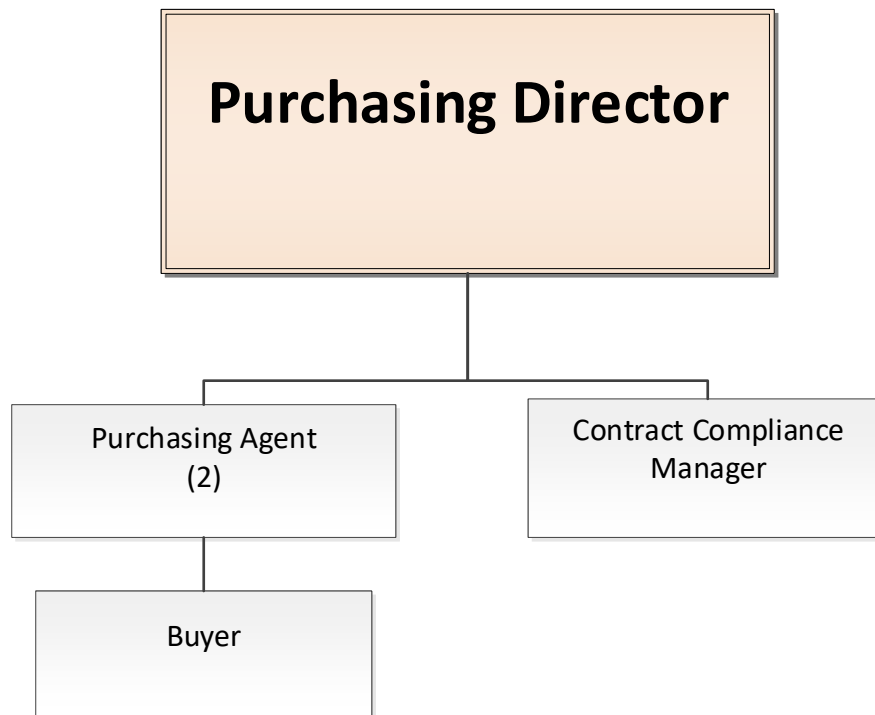
\$ 965,211 To manage the Public Library and provide necessary materials, technology and public services.

**ACTIVITIES:**

\$ 637,261	001	<b>Department Administration:</b> manage and administer the department to optimize funding, staff output, patron satisfaction, facility maintenance, safety, and security.
\$ 128,643	002	<b>Collection Development:</b> identify, procure, catalog, process, organize and store print, non-print, and subscription materials appropriate for a multicultural community.
\$ 171,175	003	<b>Public Services:</b> assist patrons with their needs for recreational, informational, cultural and educational materials by: 1) answering reference questions in person, over the phone, via fax or email; 2) retrieving, interpreting and teaching the use of printed and online information; 3) circulating materials to all patrons including those medically unable to come to the Library; and 4) presenting programs and informational support to the various user groups in the City - general public, school, business, civic, institution and government.
\$ 28,132	004	<b>Internet and Technological Services:</b> provide public, governmental and community-center access to the Internet via the Library; computerized access to the Library's holdings; remote access to the Florida Virtual Library; user education of electronic information; and educational software for students.

# PURCHASING

**Mission Statement:** to ensure that the City of North Miami administration is provided with an efficient, professional and competitive procurement process which results in the best value for all of the goods, equipment and services needed by City staff to successfully carry out their duties to the residents and business members of this community in accordance with the requirements of the City's Procurement Code, and all applicable Federal and State laws and guidelines.



# PURCHASING

## **Core Responsibilities:**

- The Purchasing Department is in charge of the City's centralized purchasing system and is responsible for all procurement initiatives, vendor selection, negotiation, award, disposal of surplus property and logistical support for all client departments while ensuring compliance with all applicable Federal, State and local laws and City ordinances.
- The primary goal of the Department is to provide timely and effective service to our client departments, to serve as a resource and provide them with guidance regarding the City's Procurement Code, to encourage broad participation and competition among potential vendors, to procure quality products and services for the City at the most competitive prices and to ensure equal opportunity to all qualified vendors and contractors seeking to do work for the City.
- The Department is also responsible for preserving the public's trust by adhering to the highest professional standards and always striving for fair competition, integrity and transparency in the performance of our duties. The Department is also committed to promoting contracting opportunities for small and disadvantaged business firms, as well as for local businesses located within North Miami.

## **FY21 Major Accomplishments:**

- Due to the lingering impact of the Covid-19 pandemic, the total number of solicitations, agenda items, and contracts issued by the Department on behalf of the City and the North Miami Community Redevelopment Agency (CRA), continued to be impacted from FY20 to FY21. Nonetheless, the Department issued a number of significant solicitations during this period including, but not limited to, the selection and award of the Tyler Munis and EnerGov Software Suites to replace the City's current ERP platform (Eden), the selection of pre-qualified pool of contractors for the City's and CRA's residential rehabilitation program, the selection and purchase of new trolleys for the City's NOMI Express free transportation services program to replace the current bus shuttles, and the selection and award of an engineering consultant to develop a Citywide Stormwater Master Plan and Management Strategies to assist the City in its resiliency planning efforts.
- In addition to the above, the Purchasing Department also assisted the City's Office of Community Planning & Development (CP&D), the Housing and Social Services Department (HSS) and the North Miami CRA to provide North Miami residents and local businesses which were impacted by the Covid-19 pandemic with various renters and business assistance programs including, but not limited to, the SMART Business E-Commerce Micro Grant programs.

## **FY22 Major Projects and Initiatives:**

- The Department is the process of researching and evaluating various on-line electronic bidding system which would enable the posting of solicitations, vendor registration and notification, receipt of quotes and bids, issuance of bid results and other types of responses via electronic mode, thereby reducing a significant amount of paperwork, making the process much more seamless and efficient for staff and vendors alike, and facilitating adherence to Covid-19 protocols.
- The Department plans to work with the City's legal department to amend the City's Code of Ordinances to allow for e-bidding, as well as to adopt new administrative regulations needed to implement procedures for electronic bidding.
- The Department also intends to continue its active membership and participation in professional associations such as the National Institute of Governmental Purchasing (NIGP), Southeast Florida Chapter of NIGP Inc., and the Southeast Florida Governmental Purchasing Cooperative, to further the professional development of our staff and to stay abreast of recommended best practices in the public procurement industry.

# PURCHASING

## **Performance Measures:**

<b>Purchasing Performance Measures</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 YEE</b>	<b>FY 2022 Target</b>
<b>P-card purchase dollar amount</b>	\$762,189	\$833,192	\$553,878	\$430,000	\$375,000
<b># of solicitations issued</b>	63	57	30	60	70
<b># of bids issued</b>	51	40	25	45	50
<b># of RFPs/RFQs issued</b>	12	17	5	15	20
<b>Total value of all solicitations</b>	\$31,588,762	\$68,171,409	\$4,545,830	\$17,000,000	\$45,000,000
<b>Total Purchasing Dollar Volume</b>	\$64,363,628	\$93,604,433	\$33,670,800	\$45,000,000	\$60,000,000

# Budget Summary Form

**Department:** Purchasing  
**Dept / Div #:** 18 / 411

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	508,045	479,143	474,160	575,923
Operating Expenses	11,480	15,697	11,680	18,118
Internal Services	15,113	14,073	13,232	22,836
Operating Budget	534,638	508,913	499,072	616,877
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	20,758	20,381	20,381	20,719
<b>Total Budget</b>	<b>555,396</b>	<b>529,294</b>	<b>519,453</b>	<b>637,596</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
Purchasing Director	40	1
Contract Compliance Manager	30	1
Purchasing Agent	28	2
Buyer	22	1

**Total # of Full-Time Employees** 5

**2021-22 Operating Budget:** 616,877  
**2020-21 Operating Budget:** 508,913  
**Dollar Change:** 107,964  
**Percentage Change:** 21.21%

**2021-22 Personnel - F.T.E.** 5.00  
**2020-21 Personnel - F.T.E.** 4.00  
**Personnel Change:** 1.00

# Budget Objectives Form

<b>Department:</b>	Purchasing
<b>Division:</b>	Purchasing
<b>Dept. #:</b>	18
<b>Division #:</b>	411

## Objective:

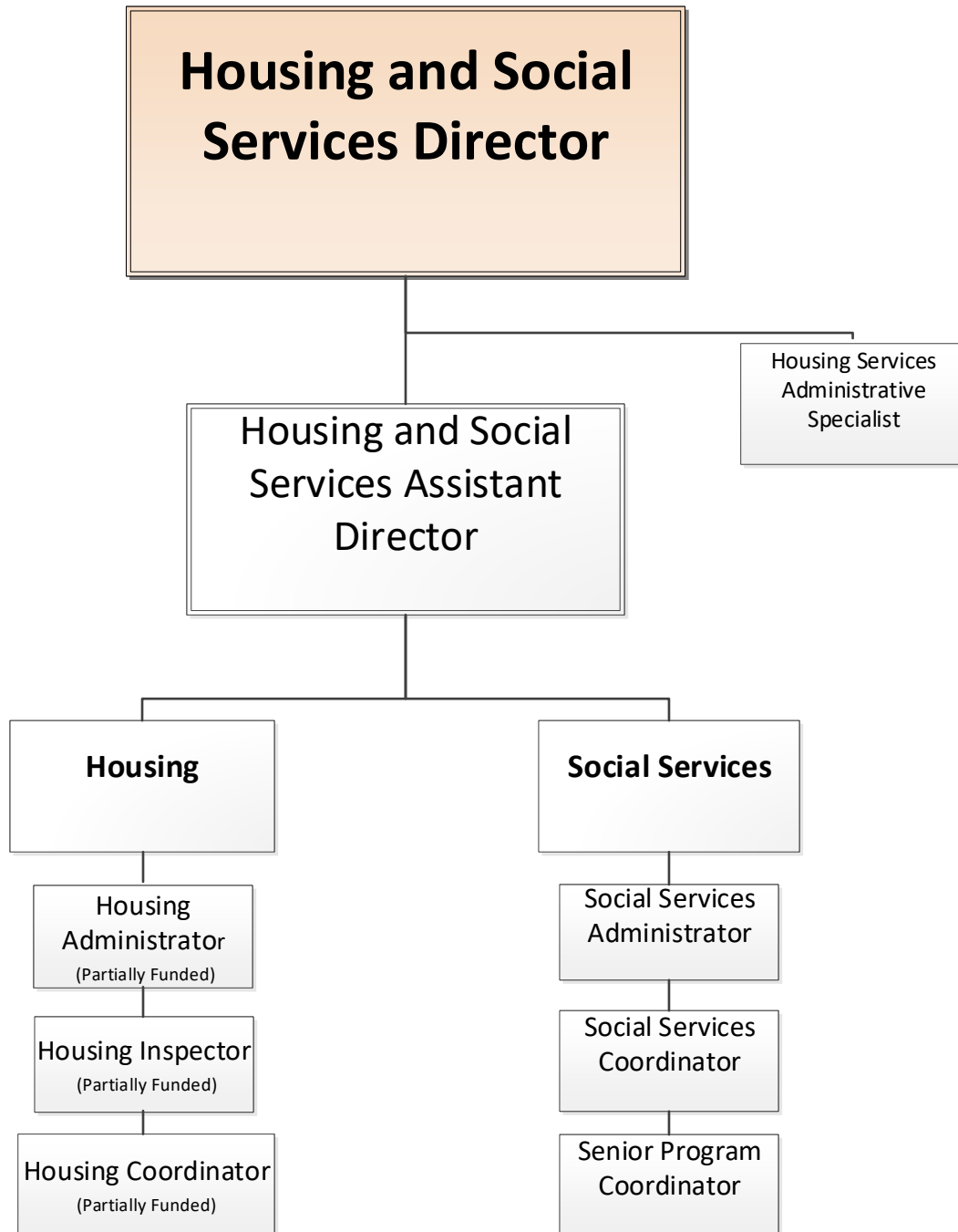
\$ 637,596 To support the City's operations with an uninterrupted flow of goods and services through a procurement process that emphasizes ethics, impartiality, accountability, professionalism, service and transparency in accordance with the City's Procurement Code and other applicable laws and regulations. Provide assistance to departments in obtaining necessary commodities in the most efficient and cost-effective manner by striving to obtain maximum competition and encouraging new sources of supply, as well as promote local vendor participation in the award of contracts for the City's purchases of all goods and services.

## ACTIVITIES:

\$ 637,596	001	<b>Purchasing:</b> develop and provide specifications for the procurement of commodities and services for all City departments. To ascertain the best quality at the lowest price.
------------	-----	--

# HOUSING AND SOCIAL SERVICES

**Mission Statement:** to partner with philanthropists, federal and state agencies and local organizations to improve the quality of life of North Miami residents.



# HOUSING AND SOCIAL SERVICES

## **Core Responsibilities:**

- Partner with residents, developers and businesses to maintain existing City of North Miami housing stock through the multiple housing rehabilitation and beautification programs while increasing the inventory of affordable housing and improving the overall quality of life of City residents. On a lower scale, the department assists in improving City's public facilities as well as empowering micro-businesses servicing North Miami residents.
- Focus on prevention as well as remediation of housing and social services issues within the community.
- Provide direct social services programs to older adults, youth and North Miami residents and in partnership with community-based organizations.

## **FY21 Major Accomplishments:**

- Rehabilitation of twenty-eight (28) homes using Community Development Block Grant Program (CDBG), Home Investment Partnerships Program (HOME) and State Housing Initiatives Program (SHIP) funds.
- Rehabilitation of six (6) homes in the City through the Housing Improvement Program also known as the Beautification Program using North Miami Community Redevelopment Area (CRA) and City general funds funding.
- Assistance to one (1) displaced family with tenant-based rental assistance using Home funding.
- Emergency Tenant-Based Rental Assistance to two hundred sixty-two (262) residents using CARES Act funds.
- Emergency Mortgage Assistance to twenty-four (24) residents using CARES Act funds.
- Mental Health Assistance to 70 residents using CARES Act funds.
- Hot Meals Assistance to 25 North Miami homebound and/or high-risk individuals with two (2) daily hot meals five (5) days a week.
- Ongoing assistance to registered participants to the City's Senior Program as needed.
- Virtual Senior meetings for registered participants to the City's Senior Program
- Food distribution to approximately six hundred (600) residents bi-monthly thru curbside pickup and home delivery.
- Assistance to one (1) public facility / Pump replacement at Thomas Sasso Pool.
- Public service assistance (fair housing, food assistance to elderly, mental health, workforce training, etc.) to residents through various programs in partnership with Community-Based Organizations (CBOs) recipients

## **FY22 Major Projects and Initiatives:**

- Rehabilitation assistance to twenty (20) single-family homeowners using Federal and State grant funding sources.
- Emergency rehabilitation assistance to twelve (12) elderly homeowners using regular CDBG grant funding.
- Emergency repair assistance to ten (10) homeowners using CDBG grant funding.
- Completion of twenty-seven (27) beautification projects under the Housing Improvement Program sponsored by the North Miami Community Redevelopment Agency (CRA).
- Housing counseling, financial literacy and education to first-time homebuyers and single-family homeowners through HUD accredited contractors using Federal and State grant funding.
- Public services assistance in the form of counseling, mentoring, food and meals distribution, education, etc. through various programs in partnership with Community-Based Organizations (CBOs) recipients.

# HOUSING AND SOCIAL SERVICES

## **FY22 Major Projects and Initiatives (cont.):**

- Emergency Assistance in the form of rent and mortgage payments to approximately eighty (80) residents using various emergency programs using Federal funding.
- Assistance to six (6) first time homebuyers using Federal and State regular program year funding.
- Assistance to fifteen (15) displaced families with regular tenant-based rental assistance (TBRA).
- Continued social services assistance to registered North Miami residents through the North Miami Food Pantry and other programs.
- Resume in person Senior Program.
- Education assistance to North Miami residents desirous of acquiring a skill/trade or learn English as a Second Language (ESOL) through various classes offered at North Miami Senior High School thru a City grant funded program.
- Update and adoption of citywide housing guidelines.

## **Performance Measures:**

<b>Housing and Social Services Performance Measures</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Target</b>	<b>FY 2022 Target</b>
<b>Program Assistance applications processed</b>	556	1,500	963	700	500
<b>Federal/State housing funds expended</b>	\$645,000	\$ 1,053,888	\$837,589	\$819,906	\$1,093,548
<b>Units rehabbed using Federal and/or State funding</b>	42	97	19	28	40
<b>Local housing funds expended using CRA and/or General Fund</b>	-	\$991,932	\$211,290	\$93,272.31	\$549,845
<b>Units rehabbed using CRA and/or General Fund</b>	-	55	11	6	27
<b>Number of residents assisted through CBOs services</b>	n/a	1522	1919	250	350
<b>Number of youths assisted thru YOB (Youth Opportunity Board)</b>	n/a	33	0	0	30
<b>Number of senior citizens served thru Golden Silver Senior Program &amp; food assistance</b>	0	110	125	110	135
<b>Family served by the NOMI Food Pantry</b>	n/a	n/a	564	550	650

# Budget Summary Form

**Department:** Housing and Social Services  
**Dept / Div #:** 22 / 493

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	613,060	684,948	680,827	804,044
Operating Expenses	403,669	387,897	214,272	231,905
Internal Services	27,271	28,906	23,685	44,920
<b>Operating Budget</b>	<b>1,044,000</b>	<b>1,101,751</b>	<b>918,784</b>	<b>1,080,870</b>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	149,142	756,367	333,980	150,000
Reserves & Other	11,807	24,574	24,574	29,898
<b>Total Budget</b>	<b>1,204,949</b>	<b>1,882,692</b>	<b>1,277,338</b>	<b>1,260,768</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
Housing & Social Services Director	40	1
Asst. Housing & Social Services Director	34	1
Social Services Administrator	28	1
Housing Administrator	28	1
Housing Inspector	27	1
Housing Coordinator	26	1
Social Services Coordinator	26	1
Senior Program Coordinator	25	1
Housing Services Administrative Specialist	18	1
<b>Total # of Full-Time Employees</b>		<b>9.0</b>

**2021-22 Operating Budget:** 1,080,870  
**2020-21 Operating Budget:** 1,101,751  
**Dollar Change:** (20,881)  
**Percentage Change:** -1.90%

**2021-22 Personnel - F.T.E.** 9.00  
**2020-21 Personnel - F.T.E.** 9.00  
**Personnel Change:** 0.00

# Budget Objectives Form

<b>Department:</b>	Housing and Social Services
<b>Division:</b>	Housing and Social Services
<b>Dept. #:</b>	22
<b>Division #:</b>	493

## Objective:

\$ 1,260,768 To assist City Administration in its quest to improve the quality of life of North Miami residents through the different housing and social services programs available, while working with different partners, federal and state agencies, as well as local organizations, to serve the community at large.

## ACTIVITIES:

\$ 1,110,768	001	<b>Social Services:</b> Administration oversees and manages the daily operations and activities of the department, ensuring that program guidelines are updated and monitors compliance with all federal, state, local and city regulations related to the different programs. This level also provide services to the North Miami community by organizing different activities for the senior citizens to assure their wellbeing and improve their quality of life. The youth community throughout the different programs made available to them. The division also manages and coordinates food distribution citywide through the food pantry to assure that no one goes hungry in the community.
--------------	-----	---

\$ 150,000	003	<b>H&amp;SS Program Grants:</b> manages various grant-funded programs providing services to North Miami Residents
------------	-----	---

# HOUSING FUNDS

# Budget Summary Form

**Department:** H&SS - C.D.B.G. Entitlement Fund  
**Dept #:** 115-22

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	107,565	83,637	68,426	84,092
Operating Expenses	180,113	1,143,970	622,221	114,611
Internal Services	12,146	19,500	14,450	14,993
<b>Operating Budget</b>	<b>299,824</b>	<b>1,247,107</b>	<b>705,097</b>	<b>213,696</b>
Capital Outlay	0	25,000	24,987	25,000
Debt Service	0	0	0	0
Grants & Aids	267,493	1,491,013	855,000	561,422
Reserves & Other	0	0	0	0
<b>Total Budget</b>	<b>567,317</b>	<b>2,763,120</b>	<b>1,585,084</b>	<b>800,118</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
Housing Administrator	28	-
Housing Inspector	27	-
Housing Coordinator	26	-
<b>Total # of Full-Time Employees</b>		<b>0</b>

**2021-22 Operating Budget:** 213,696  
**2020-21 Operating Budget:** 1,247,107  
**Dollar Change:** (1,033,411)  
**Percentage Change:** -82.86%

**2021-22 Personnel - F.T.E.** -  
**2020-21 Personnel - F.T.E.** -  
**Personnel Change:** -

# Budget Summary Form

**Department:** Housing & Social Services  
**Division:** C.D.B.G. Programs  
**Dept / Div #:** 22 / 625

EXPENDITURE CATEGORY	Actual Expend. FY20	Amended Budget FY21	Est. Expend. FY21	Adopted Budget FY22
Personnel Services	107,565	83,637	68,426	84,092
Operating Expenses	180,113	1,143,970	622,221	114,611
Internal Services	12,146	19,500	14,450	14,993
Operating Budget	299,824	1,247,107	705,097	213,696
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	257,493	1,354,153	825,000	561,422
Reserves & Other	0	0	0	0
<b>Total Budget</b>	<b>557,317</b>	<b>2,601,260</b>	<b>1,530,097</b>	<b>775,118</b>

## PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Housing Administrator	28	-
Housing Inspector	27	-
Housing Coordinator	26	-
<b>Total # of Full-Time Employees</b>		<b>-</b>

**2021-22 Operating Budget:** 213,696  
**2020-21 Operating Budget:** 1,247,107  
**Dollar Change:** (1,033,411)  
**Percentage Change:** -82.86%

**2021-22 Personnel - F.T.E.** -  
**2020-21 Personnel - F.T.E.** -  
**Personnel Change:** -

# Budget Objectives Form

**Department:** Housing & Social Services  
**Division:** C.D.B.G. Programs  
**Dept. #:** 22  
**Division #:** 625

## Objective:

\$ 775,118

To address the existing housing stock of low-to moderate-income residents living in the City of North Miami and coordinate, implement, monitor and ensure all related U.S. Department of Urban Development (HUD) criteria are met, including amending the Consolidated Plan, Action Plan, Citizen Participation Plan, Fair Housing, and applying for federal grants.

## ACTIVITIES:

\$ 141,930

001

**Program Administration:** this funding includes the partial cost of services of the Housing Administrator and Housing Coordinator, who provide the required technical assistance to implement the program. Funding is also included to obtain consulting services for Fair Housing activities, Consolidation Plan, CBOs monitoring and other administrative costs related to the delivery of the program. The Housing Service Aide is also included in this activity.

\$ 434,913

002

**Housing Rehabilitation:** this includes funding for the housing rehabilitation programs offered to North Miami residents thru grants and/or deferred loans. Funding also includes the partial cost of services of the Housing Inspector, delivery and/or rehabilitation costs as well as administrative costs related to rehabilitation program. The Housing Inspector assists with the implementation of the grants.

\$ 118,275

003

**Public Services:** this includes funding for the Public Services activity which includes grants to Community Based Organizations and a Summer youth employment training Program.

\$ 80,000

004

**Recovery/Emergency Elderly:** this includes funding for the most-at-risk residents, the elderly, to provide emergency repairs assistance and allow them to live comfortably in their homes.

# Budget Summary Form

**Department:** Housing & Social Services  
**Division:** C.D.B.G. Projects  
**Dept / Div #:** 22 / 626

EXPENDITURE CATEGORY	Actual Expend. FY20	Amended Budget FY21	Est. Expend. FY21	Adopted Budget FY22
Personnel Services	0	0	0	0
Operating Expenses	0	0	0	0
Internal Services	0	0	0	0
Operating Budget	0	0	0	0
Capital Outlay	0	25,000	24,987	25,000
Debt Service	0	0	0	0
Grants & Aids	10,000	136,860	30,000	0
Reserves & Other	0	0	0	0
<b>Total Budget</b>	<b>10,000</b>	<b>161,860</b>	<b>54,987</b>	<b>25,000</b>

## PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		
<b>Total # of Full-Time Employees</b>		<b>0</b>

**2021-22 Operating Budget:** -  
**2020-21 Operating Budget:** -  
**Dollar Change:** -  
**Percentage Change:** 100%

**2021-22 Personnel - F.T.E.** 0.00  
**2020-21 Personnel - F.T.E.** 0.00  
**Personnel Change:** 0.00

# Budget Objectives Form

**Department:** Housing & Social Services  
**Division:** C.D.B.G. Projects  
**Dept. #:** 22  
**Division #:** 626

**Objective:**

\$ 25,000 To assist business owners and/or small businesses in improving the appearance of businesses located in low- to moderate-income areas; upgrade qualified equipment to more energy efficient ones, and provides workforce training to low- to moderate-income population enabling them to remain competitive in the market.

**ACTIVITIES:**

\$ 25,000 001 **Projects/Economic Development:** this includes funding for façade improvement, green rehabilitation projects, and workforce training.

# Budget Summary Form

**Department:** HOME Investment Partnership Program  
**Dept / Div #:** 116-22

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	15,325	18,098	24,323	24,443
Operating Expenses	9,380	11,563	10,008	5,250
Internal Services	1,710	100	0	360
Operating Budget	26,415	29,761	34,331	30,053
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	257,956	973,424	973,424	270,478
Reserves & Other	0	0	0	0
<b>Total Budget</b>	<b>284,371</b>	<b>1,003,185</b>	<b>1,007,755</b>	<b>300,531</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
Housing Inspector	27	-

**Total # of Full-Time Employees** -

**2021-22 Operating Budget:** 30,053  
**2020-21 Operating Budget:** 29,761  
**Dollar Change:** 292.00  
**Percentage Change:** 0.98%

**2021-22 Personnel - F.T.E.** 0.00  
**2020-21 Personnel - F.T.E.** 0.00  
**Personnel Change:** 0.00

# Budget Objectives Form

**Department:** Housing & Social Services  
**Division:** HOME Investment Partnership Program  
**Dept. #:** 22  
**Division #:** 540

## Objective:

\$ 300,531 To expand the supply of decent, safe, sanitary and affordable housing for low-to moderate-income residents tailored to meet the needs of our community for single-family rehabilitation, multi-family rehabilitation, homeownership, and new construction. To develop a fiscal partnership with non-profit housing group, Community Housing Development Organization (CHDO) for project-specific housing activities.

## ACTIVITIES:

\$ 30,053	001	<b>Program Administration:</b> this funding includes the partial cost of services of the Housing Inspector as well related administrative costs to deliver the program activities.
\$ 45,080	002	<b>Community Housing Development Organization (CHDO):</b> this includes funding to local non-profit housing entity to develop affordable housing for the community.
\$ 100,000	003	<b>Down payment Assistance Program to First-Time Homebuyers:</b> this includes funding to eligible homebuyers for acquisition, or acquisition/rehabilitation of homes. Funds are for assistance to very low, low and moderate-income first-time homebuyers to assist in closing costs and/or down payment.
\$ 95,398	004	<b>Housing Rehabilitation Program:</b> this includes funding to assist existing homeowners with the repair, rehabilitation, or reconstruction of owner-occupied units.
\$ 30,000	007	<b>Tenant-Base Rental Assistance (TBRA):</b> this funding provides a one-time assistance to individual households to help cover urgent rental housing activities such as security deposit or first month rent.

# Budget Summary Form

**Department:** H&SS - Neighborhood Stabilization Program Grant  
**Dept #:** 118-22

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	0	0	0	0
Operating Expenses	46,635	97,805	70,487	68,608
Internal Services	7,836	10,900	8,355	400
Operating Budget	54,471	108,705		69,008
Capital Outlay	71,308	315,402	35,000	100,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
<b>Total Budget</b>	<b>125,779</b>	<b>424,107</b>	<b>113,842</b>	<b>169,008</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
None		

**Total # of Full-Time Employees** 0

**2021-22 Operating Budget:** 69,008  
**2020-21 Operating Budget:** 108,705  
**Dollar Change:** (39,697)  
**Percentage Change:** 0.00%

**2021-22 Personnel - F.T.E.** 0.00  
**2020-21 Personnel - F.T.E.** 0.00  
**Personnel Change:** 0.00

# Budget Summary Form

**Department:** H&SS - Neighborhood Stabilization Program Grant  
**Dept / Div #:** 22 / 547

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	0	0	0	0
Operating Expenses	12,505	56,404	35,786	30,937
Internal Services	4,481	5,700	5,000	200
Operating Budget	16,986	62,104	40,786	31,137
Capital Outlay	34,823	220,402	0	50,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
<b>Total Budget</b>	<b>51,809</b>	<b>282,506</b>	<b>40,786</b>	<b>81,137</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
None		

**Total # of Full-Time Employees** 0

**2021-22 Operating Budget:** 31,137  
**2020-21 Operating Budget:** 62,104  
**Dollar Change:** (30,967)  
**Percentage Change:** 0.00%

**2021-22 Personnel - F.T.E.** 0.00  
**2020-21 Personnel - F.T.E.** 0.00  
**Personnel Change:** 0.00

# Budget Objectives Form

<b>Department:</b>	Housing & Social Services
<b>Division:</b>	Neighborhood Stabilization Program
<b>Dept. #:</b>	22
<b>Division #:</b>	547

**Objective:**

\$ 81,137 To manage City-owned properties acquired under the Neighborhood Stabilization Program (NSP) through the NSP1 program while coordinate, implement, monitor and ensure that all grant guidelines and criteria for the program are met.

**ACTIVITIES:**

\$ 1,700	001	<b>Program Administration:</b> this funding covers limited administrative costs for the administration of the NSP1 properties.
\$ 79,437	002	<b>Renter Activities:</b> provides funding for the maintenance of existing rental properties owned by the City under the NSP1 program to low and moderate income individuals and families.

# Budget Summary Form

**Department:** H&SS - Neighborhood Stabilization Program Gra  
**Dept / Div #:** 22 / 548

EXPENDITURE CATEGORY	Actual Expend. FY20	Amended Budget FY21	Est. Expend. FY21	Adopted Budget FY22
Personnel Services	0	0	0	0
Operating Expenses	34,130	41,401	34,701	37,671
Internal Services	3,355	5,200	3,355	200
Operating Budget	37,485	46,601	38,056	37,871
Capital Outlay	36,485	95,000	35,000	50,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
<b>Total Budget</b>	<b>73,970</b>	<b>141,601</b>	<b>73,056</b>	<b>87,871</b>

## PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

**Total # of Full-Time Employees** 0

**2021-22 Operating Budget:** 37,871  
**2020-21 Operating Budget:** 46,601  
**Dollar Change:** (8,730)  
**Percentage Change:** -23.05%

**2021-22 Personnel - F.T.E.** 0.00  
**2020-21 Personnel - F.T.E.** 0.00  
**Personnel Change:** 0.00

# Budget Objectives Form

**Department:** Housing & Social Services  
**Division:** Neighborhood Stabilization Program  
**Dept. #:** 22  
**Division #:** 548

**Objective:**

\$ 87,871 To manage City-owned properties acquired under the Neighborhood Stabilization Program (NSP) through the NSP3 program while coordinate, implement, monitor and ensure that all grant guidelines and criteria for the program are met.

**ACTIVITIES:**

\$ 200	001	<b>Program Administration:</b> this funding covers limited administrative costs for the administration of the NSP3 properties.
\$ 80,171	002	<b>Renter Activities:</b> provides funding for the maintenance of existing rental properties owned by the City under the NSP3 program to low and moderate income individuals and families.
\$ 7,500	003	<b>Rental Properties:</b> this include funding for the rehabilitation of existing rental properties under the NSP3 program.

# Budget Summary Form

**Department:** H&SS - State Housing Initiative Program  
**Dept / Div #:** 125-22

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	0	0	0	981
Operating Expenses	3,856	19,742	19,742	25,839
Internal Services	10	169	150	500
Operating Budget	3,866	19,911	19,892	27,320
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	42,335	413,960	413,960	245,883
Reserves & Other	0	0	0	0
<b>Total Budget</b>	<b>46,201</b>	<b>433,871</b>	<b>433,852</b>	<b>273,203</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
None		

**Total # of Full-Time Employees** 0

**2021-22 Operating Budget:** 27,320  
**2020-21 Operating Budget:** 19,911  
**Dollar Change:** 7,409  
**Percentage Change:**

**2021-22 Personnel - F.T.E.** 0.00  
**2020-21 Personnel - F.T.E.** 0.00  
**Personnel Change:** 0.00

# Budget Objectives Form

<b>Department:</b>	H&SS - State Housing Initiative Program (SHIP)
<b>Division:</b>	Local Housing Assistance
<b>Dept. #</b>	22
<b>Division #:</b>	618

**Objective:**

\$ 273,203 To provide affordable housing assistance to very low and moderate income residents of the City of North Miami.

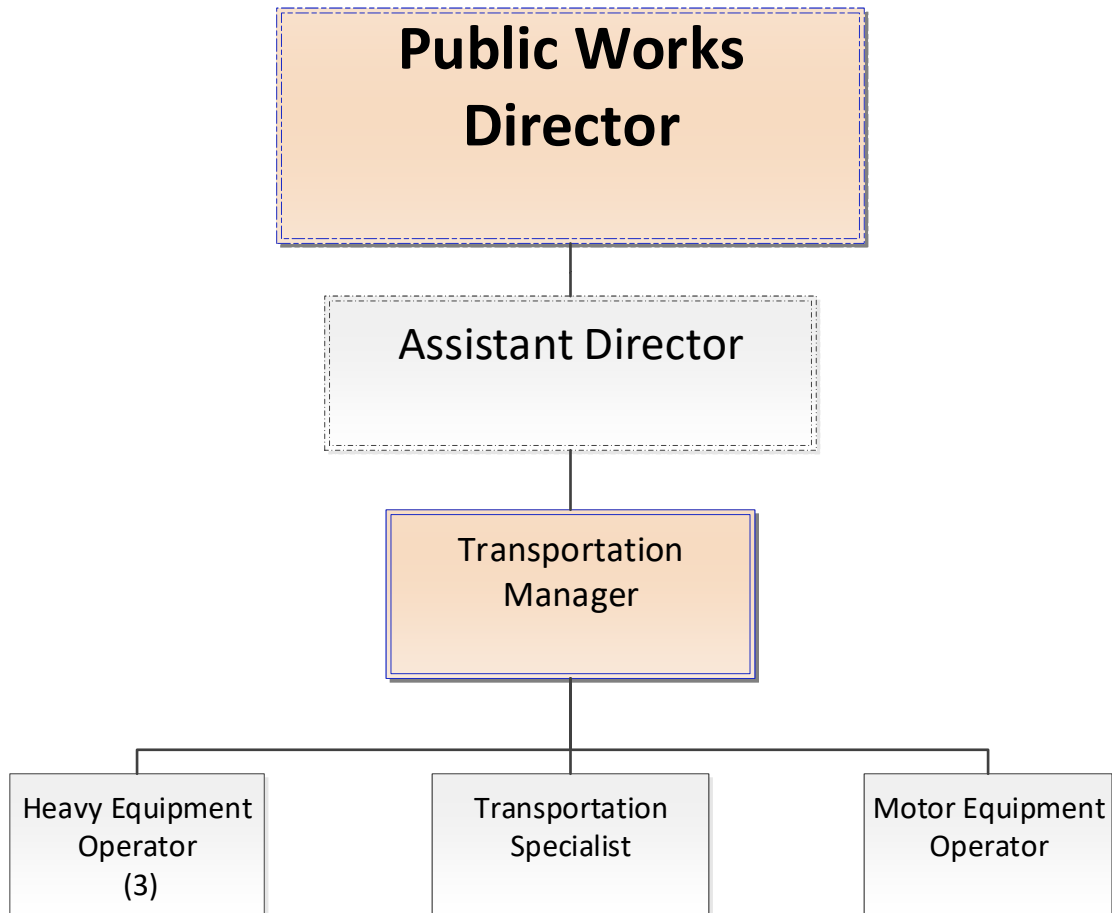
**ACTIVITIES:**

\$ 27,320	001	<b>Program Administration</b> - To coordinate, monitor and implement the Local Housing Assistance Program and to ensure all related SHIP criteria are met.
\$ 245,883	002	<b>Home Ownership and Single-Family Rehabilitation Strategies</b> - To provide low and moderate income residents with emergency and quality of life assistance through rehabilitation of owner-occupied dwelling units. The Plan also includes Down Payment and/or Closing Cost Assistance for first-time homebuyers and Homebuyer Education Program.

# TRANSPORTATION PROJECT FUNDS

# TRANSPORTATION & GAS TAX

**Mission Statement:** to provide comprehensive professional/technical guidance, direction, and management for the City's transportation system as well as coordinate transportation related issues between the City Manager's Office, Community Planning and Development, Parks and Recreation, and Public Works.



# TRANSPORTATION & GAS TAX

## **Core Responsibilities:**

- Manage transportation projects including traffic calming studies and implementation, bicycle network plans and construction, bus bench and shelter management, roadways, and right-of-way maintenance, the employee transportation options program and NoMi Express - North Miami's free bus service.

## **FY21 Major Accomplishments:**

- Completed \$280,000 of roadway resurfacing throughout the City.
- Installed two traffic circles located at Northeast 10<sup>th</sup> Avenue and 131<sup>st</sup> Street and Northeast 14<sup>th</sup> Avenue and 131<sup>st</sup> Street
- Completed the NE 125<sup>th</sup> Street Downtown Roadway Improvement LAP/FDOT Grant

## **FY22 Major Projects and Initiatives:**

- Repair Bridge #1 and Bridge #2 located in Keystone neighborhood
- Complete sidewalk improvements and street resurfacing
- Purchase four (4) New Trolleys
- Installing a traffic circle at NW 120<sup>th</sup> Street & 16<sup>th</sup> Avenue
- Streetscape Improvement at NE 132<sup>nd</sup> Street between NE 4<sup>th</sup> and 5<sup>th</sup> Avenue
- Streetscape Improvement at NE 142<sup>nd</sup> Street between NE 10<sup>th</sup> and 12<sup>th</sup> Avenue

## **Performance Measures:**

Transportation/Gas Tax Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 YEE	FY 2022 Target
Linear feet of sidewalks repaired/installed	28,056 ft.	5,000 ft.	5,600 ft.	3,000 ft.	2,500 ft.
Linear feet of streets repaired/installed	15,265 ft.	15,000 ft.	17,120 ft.	11,000 ft.	10,000 ft.

# Budget Summary Form

**Department:** 1/2 Cent Transportation Surtax  
**Dept #:** 09

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	227,837	447,903	469,792	484,713
Operating Expenses	1,069,427	1,748,200	1,411,427	1,482,556
Internal Services	51,480	44,802	44,766	38,354
Operating Budget	1,348,744	2,240,905	1,925,985	2,005,623
Capital Outlay	338,842	2,183,021	1,669,840	1,310,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	447,089	7,579	440,872
<b>Total Budget</b>	<b>1,687,586</b>	<b>4,871,015</b>	<b>3,603,404</b>	<b>3,756,495</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
Transportation Manager	33	1
Transportation Specialist	24	1
Heavy Equipment Operator	22	3
Motor Equipment Operator	20	1
<b>Total # of Full-Time Employees</b>		<b>6</b>

**2020-22 Operating Budget:** 2,005,623  
**2020-21 Operating Budget:** 2,240,905  
**Dollar Change:** (235,282)  
**Percentage Change:** -10.50%

**2020-22 Personnel - F.T.E.** 6.00  
**2020-21 Personnel - F.T.E.** 6.00  
**Personnel Change:** 0.00

# Budget Summary Form

**Department:** 1/2 Cent Transportation Surtax  
**Division:** Transportation Administration  
**Dept / Div #:** 09 / 550

EXPENDITURE CATEGORY	Actual Expend. FY20	Amended Budget FY21	Est. Expend. FY21	Adopted Budget FY22
Personnel Services	194,347	214,992	213,782	211,306
Operating Expenses	724,121	940,387	831,297	1,050,557
Internal Services	4,188	2,662	2,626	8,424
Operating Budget	922,656	1,158,041	1,047,705	1,270,287
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	439,510	0	440,872
<b>Total Budget</b>	<b>922,656</b>	<b>1,597,551</b>	<b>1,047,705</b>	<b>1,711,159</b>

## PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Transportation Manager	33	1
Transportation Specialist	24	1
<b>Total # of Full-Time Employees</b>		<b>2</b>

**2021-22 Operating Budget:** 1,270,287  
**2020-21 Operating Budget:** 1,158,041  
**Dollar Change:** 112,246  
**Percentage Change:** 9.69%

**2021-22 Personnel - F.T.E.** 2.00  
**2020-21 Personnel - F.T.E.** 2.00  
**Personnel Change:** 0.00

# Budget Objectives Form

**Department:** 1/2 Cent Transportation Surtax

**Division:** Transportation Administration

**Dept. #:** 09

**Division #:** 550

**Objective:**

\$ 1,711,159 To provide comprehensive professional/technical guidance, direction, and management for the City's transportation system as well as coordinate transportation related issues between the City Manager's Office, Community Planning and Development, Parks and Recreation, and Public Works.

**ACTIVITIES:**

\$ 582,448 001 **Transportation Manager:** responsible for the administration and monitoring of all transit related programs and projects the City is involved in. Additionally, this position will develop and manage the annual operating budgets and transit related grants as well as ensure compliance with federal, state, and municipal regulatory practices.

\$ 1,070,961 002 **NoMi Express:** operate a transit circulatory service within the City to make it easier for residents to move about on public transportation.

\$ 57,750 003 **Transportation Options Program:** provide discount bus passes on Miami-Dade County buses to increase transit ridership.

# Budget Summary Form

**Department:** 1/2 Cent Transportation Surtax  
**Division:** Public Works Projects  
**Dept / Div #:** 09 / 551

EXPENDITURE CATEGORY	Actual Expend. FY20	Amended Budget FY21	Est. Expend. FY21	Adopted Budget FY22
Personnel Services	33,490	232,911	256,010	273,407
Operating Expenses	345,306	807,813	580,130	431,999
Internal Services	47,292	42,140	42,140	29,930
Operating Budget	426,088	1,082,864	878,280	735,336
Capital Outlay	338,842	2,183,021	1,669,840	1,310,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	7,579	7,579	0
<b>Total Budget</b>	<b>764,930</b>	<b>3,273,464</b>	<b>2,555,699</b>	<b>2,045,336</b>

## PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Heavy Equipment Operator	22	3
Motor Equipment Operator	20	1
<b>Total # of Full-Time Employees</b>		<b>4</b>

2021-22 Operating Budget: 735,336  
 2020-21 Operating Budget: 1,082,864  
 Dollar Change: (347,528)  
 Percentage Change: -32.09%

2021-22 Personnel - F.T.E. 4.00  
 2020-21 Personnel - F.T.E. 0.00  
 Personnel Change: 4.00

# Budget Objectives Form

**Department:** 1/2 Cent Transportation Surtax

**Division:** Transportation Administration

**Dept. #:** 09

**Division #:** 551

**Objective:**

\$ 2,045,336

To provide comprehensive professional/technical guidance, direction, and management for the City's transportation system as well as coordinate transportation related issues between the City Manager's Office, Community Planning and Development, Parks and Recreation, and Public Works.

**ACTIVITIES:**

\$ 735,336      001      **Patch Repair:** general Patching Street Repair, and Rights-of-Way maintenance throughout the City.

\$ 1,030,000      Sup      **Roadway and Sidewalk Improvements**

\$ 280,000      Sup      **Traffic Calming Device**

# Budget Summary Form

**Department:** Transportation - Gas Tax  
**Division:** Public Works Projects  
**Dept / Div #:** 09 / 620

EXPENDITURE CATEGORY	Actual Expend. FY20	Amended Budget FY21	Est. Expend. FY21	Adopted Budget FY22
Personnel Services	0	0	0	0
Operating Expenses	0	0	0	0
Internal Services	0	0	0	0
Operating Budget	0	0	0	0
Capital Outlay	429,178	281,102	281,102	248,138
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	71,203	0	32,382
<b>Total Budget</b>	<b>429,178</b>	<b>352,305</b>	<b>281,102</b>	<b>280,520</b>

## PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		
<b>Total # of Full-Time Employees</b>		<b>0</b>

**2020-21 Operating Budget:** -  
**2019-20 Operating Budget:** -  
**Dollar Change:** -  
**Percentage Change:** -

**2020-21 Personnel - F.T.E.** 0.00  
**2019-20 Personnel - F.T.E.** 0.00  
**Personnel Change:** 0.00

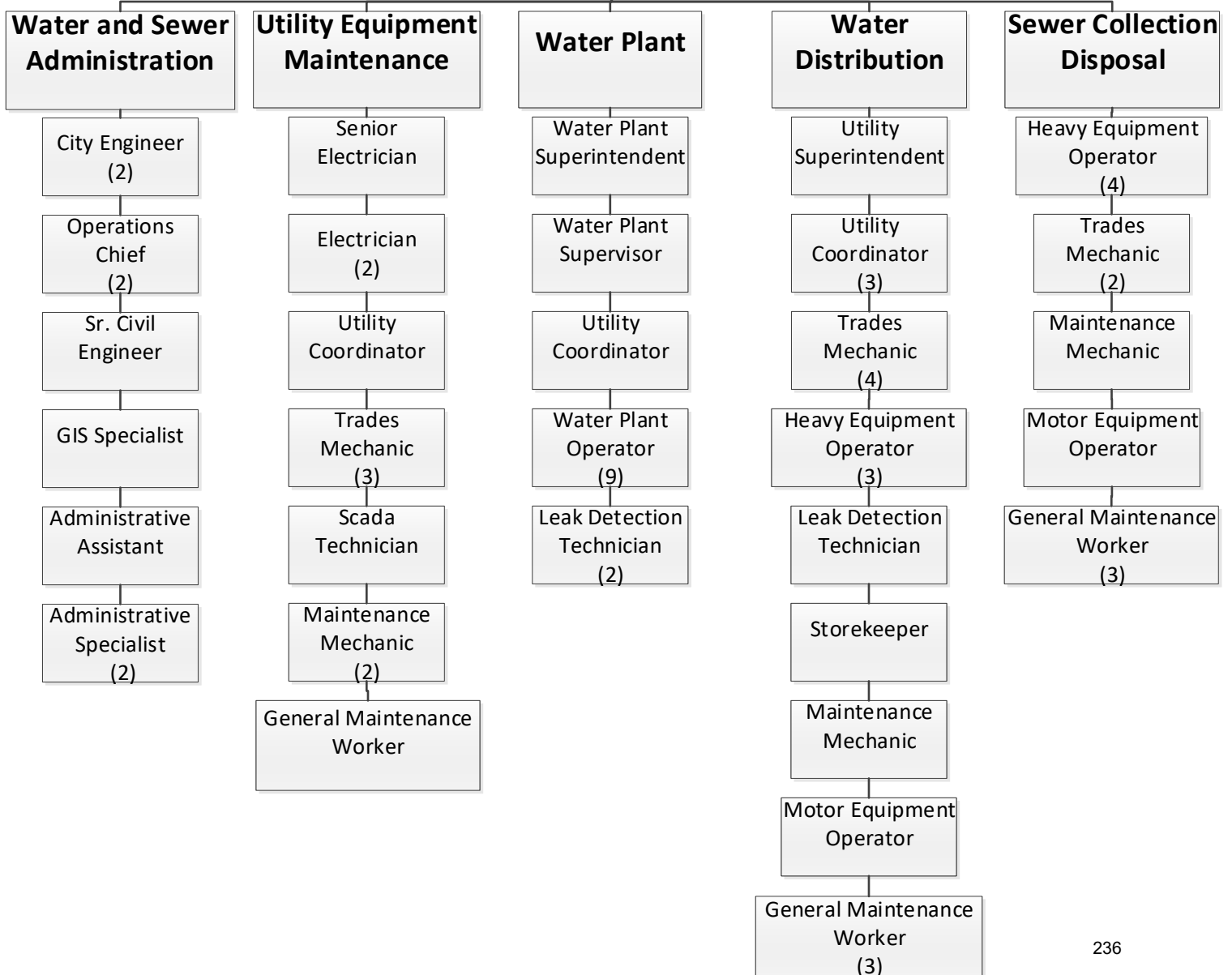
# ENTERPRISE FUNDS

# WATER AND SEWER

**Mission Statement:** to ensure compliance with State Statutes that address the health and welfare of the public; providing potable and pleasant tasting water to all customers of the City's utility; ensuring the satisfactory flow of potable water from the treatment plant to customers throughout the system through aggressive repair, replacement and maintenance of water mains, water lines; installing and repairing sewer mains and lateral in order to ensure uninterrupted sewage flow from system users to the treatment facility; provide operational, administrative, engineering, and GIS support to Water and Sewer.

## Public Works Director

## Assistant Director



# WATER AND SEWER

## **Core Responsibilities:**

- Provide engineering, project management, GIS/CADD (Geographic Information Systems/Computer Aided Design and Drafting) services, and financial analysis to ensure the City's needs are met in an efficient manner.
- Ensure pumping and treatment of raw water and potable water meet all federal, state and local requirements to ensure all customers have clean and pleasant drinking water.
- Operate and maintain 44 sanitary sewer lift stations, which collect and transport wastewater from customers to a Miami-Dade County sewer treatment facility.
- Install, repair and maintain water meters, water mains, service lines and fire hydrants for over 90,000 customers.
- Repair and maintain the sewer gravity mains, sewer force mains and address all emergency sewer line backups and breaks.

## **FY21 Major Accomplishments:**

- Water Main Improvement Projects – NW 8<sup>th</sup> Avenue and NE 5<sup>th</sup> Avenue
- Upgrade “Hospital” Lift Station

## **FY22 Major Projects and Initiatives:**

- Upgrade “A” Lift Station
- Upgrade the Winson Water Plant.
- SRF Sanitary Sewer Lining Projects (Citywide)
- Force Main Improvement on NE 135<sup>th</sup> Street b/w NE 16<sup>th</sup> Ave & Biscayne Blvd
- Force Main Improvement on NW 12<sup>th</sup> Avenue
- Water Main Improvement on NE 118<sup>th</sup> Street & Biscayne Blvd
- Water Main Improvement on NW 8<sup>th</sup> Avenue & NW 141<sup>st</sup> Street
- Water Main Improvement on NE 6<sup>th</sup> Ave & NE 137<sup>th</sup> Street
- (3) FEMA Grants –
  - Emergency Generator for the Utility Operations Center
  - Emergency Generator for the Winson Water Treatment Plant Water Wells
  - Emergency Generator (4) for Sanitary Sewer Pump Stations (B, C, H & Breezeswept)

# WATER AND SEWER

## **Performance Measures:**

<b>Water &amp; Sewer Performance Measures</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 YEE</b>	<b>FY 2022 Target</b>
<b>Number of gallons of water produced by Winson Water Plant</b>	N/A	N/A	2,483,610,000	2,520,200,000	2,520,200,000
<b>Number of gallons of water purchased from Miami Dade County</b>	N/A	N/A	2,317,770,000	2,282,070,000	2,282,070,000
<b>Number of gallons of sewer treated by Miami Dade County</b>	N/A	N/A	3,606,595,300	3,774,919,800	3,774,919,800
<b>Percentage of pumps stations in service</b>	N/A	N/A	100%	100%	100%
<b>Number of pump stations citywide</b>	N/A	N/A	44	44	44

# Budget Summary Form

**Department:** Public Works-Water & Sewer  
**Dept#:** 10

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	4,404,821	5,102,110	4,305,882	5,657,863
Operating Expenses	4,692,689	5,171,240	5,064,201	5,857,163
Internal Services	18,823,245	23,022,891	20,989,461	22,968,538
Operating Budget	27,920,755	33,296,241	30,359,544	34,483,564
Capital Outlay	0	23,249,755	9,840,143	1,610,000
Debt Service	30,773	332,457	332,458	526,257
Grants & Aids	0	0	0	0
Reserves & Other	199,404	11,717,894	213,662	9,818,034
<b>Total Budget</b>	<b>28,150,932</b>	<b>68,596,347</b>	<b>40,745,807</b>	<b>46,437,855</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
Assistant Public Works Director	41	1
City Engineer	35	2
Operations Chief	32	2
Sr. Civil Engineer	32	1
Utility Superintendent	30	1
Water Plant Superintendent	30	1
Water Plant Supervisor	28	1
GIS Specialist	28	1
Senior Electrician	27	1
Electricians	25	2
Scada Technician	23	1
Utility Coordinator	25	5
Water Plant Operator	23	9
Heavy Equipment Operator	22	7
Trades Mechanic	22	9
Storekeeper	22	1
Leak Detection Technician	21	3
Maintenance Mechanic	20	4
Motor Equipment Operator	20	2
Administrative Specialist	22	2
General Maintenance Worker	18	7
Administrative Assistant	28	1
<b>Total # of Full-Time Employees</b>		<b>64</b>

**2021-22 Operating Budget** 34,483,564  
**2020-21 Operating Budget** 33,296,241  
**Dollar Change:** 1,187,323  
**Percentage Change:** 3.57%

**2021-22 Personnel - F.T.E.** 64.00  
**2020-21 Personnel - F.T.E.** 64.00  
**Personnel Change:** 0.00

# Budget Summary Form

**Department:** Public Works-Water & Sewer  
**Division:** Administration  
**Dept / Division #:** 10 / 643

EXPENDITURE CATEGORY	Actual Expend. FY20	Amended Budget FY21	Est. Expend. FY21	Adopted Budget FY22
Personnel Services	1,076,395	1,127,574	989,851	1,160,020
Operating Expenses	2,929,807	3,217,198	3,088,100	3,804,618
Internal Services	4,468,130	4,688,760	4,688,260	4,703,979
Operating Budget	8,474,332	9,033,532	8,766,211	9,668,617
Capital Outlay	0	528,583	22,583	300,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	50,948	11,560,071	56,109	9,663,106
<b>Total Budget</b>	<b>8,525,280</b>	<b>21,122,186</b>	<b>8,844,903</b>	<b>19,631,723</b>

## PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Assistant Public Works Director	41	1
City Engineer	35	2
Operations Chief	32	2
Sr. Civil Engineer	30	1
GIS Specialist	28	1
Administrative Specialist	22	2
Administrative Assistant	28	1
<b>Total # of Full-Time Employees</b>		<b>10</b>

2021-22 Operating Budget 9,668,617  
 2020-21 Operating Budget 9,033,532  
**Dollar Change:** 635,085  
**Percentage Change:** 7.03%

2021-22 Personnel - F.T.E. 10.00  
 2020-21 Personnel - F.T.E. 10.00  
**Personnel Change:** 0.00

# Budget Objectives Form

**Department:** Public Works-Water & Sewer

**Division:** Administration

**Dept. #** 10

**Division #** 643

**Objective:**

\$ 19,631,723 To provide operational, administrative, engineering, GIS and clerical support to the Water & Sewer Division of the Public Works Department.

**ACTIVITIES:**

\$ 1,551,036 001 **Water & Sewer Administration:** provide administrative, engineering, GIS, dispatch, clerical and other operational services for the Water & Sewer Division. Ensure the needs of utility customers are met in an efficient manner.

\$ 5,000 002 **Public Relations:** provide for public relations services, promotional expenses for Water & Sewer projects/programs and/or cost of advertisements for Water & Sewer projects/programs; ensure that the Consumer Confidence Report is issued as required by the Department of Environmental Protection.

\$ 9,667,915 003 **Reserves and Miscellaneous Expense:** provides emergency fund reserves as well as a reserve for the payment of unused vacation and sick leave payout for Water & Sewer employees.

\$ 79,983 004 **Water & Sewer Building Expenses:** provides for the operation & maintenance of the Water & Sewer Operations Center including utilities, maintenance contracts, cleaning supplies and cost of operating the copier. Provides certain expenses for the maintenance of the CP&D Annex and the Building & Zoning facility.

\$ 8,027,789 005 **Interfund Transfers:** provides reimbursement to the General Fund for services that the fund provides the Water & Sewer Fund as well as a return on investment payment representing a rate of 6.5% of the FY20 fixed assets of the utility.

\$ 200,000 Sup **Vehicle Replacement**

\$ 100,000 Sup **Equipment**

# Budget Summary Form

**Department:** Public Works-Water & Sewer  
**Division:** Utility Equipment Maintenance  
**Dept / Division #:** 10 / 644

EXPENDITURE CATEGORY	Actual Expend. FY20	Amended Budget FY21	Est. Expend. FY21	Adopted Budget FY22
Personnel Services	715,881	843,682	743,607	937,741
Operating Expenses	361,399	345,503	341,383	362,331
Internal Services	257,762	236,191	236,191	260,699
Operating Budget	1,335,042	1,425,376	1,321,181	1,560,771
Capital Outlay	0	4,440,199	1,071,922	820,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	28,213	31,480	31,480	33,063
<b>Total Budget</b>	<b>1,363,255</b>	<b>5,897,055</b>	<b>2,424,583</b>	<b>2,413,834</b>

## PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Senior Electrician	27	1
Electrician	25	2
Utility Coordinator	25	1
Trades Mechanic	22	3
Scada Technician	23	1
Maintenance Mechanic	20	2
General Maintenance Worker	18	1
<b>Total # of Full-Time Employees</b>		<b>11</b>

**2021-22 Operating Budget:** 1,560,771  
**2020-21 Operating Budget:** 1,425,376  
**Dollar Change:** 135,395  
**Percentage Change:** 9.50%

**2021-22 Personnel - F.T.E.** 11.00  
**2020-21 Personnel - F.T.E.** 11.00  
**Personnel Change:** 0.00

# Budget Objectives Form

<b>Department:</b>	Public Works-Water & Sewer
<b>Division:</b>	Utility Equipment Maintenance
<b>Dept. #:</b>	10
<b>Division #:</b>	644

## Objective:

\$ 2,413,834 To ensure compliance with State Statutes that address the health and welfare of the public, to provide around-the-clock maintenance and repairs to the equipment and electrical systems required to run the 44 sewage pump stations that provides services to the City's customers.

## ACTIVITIES:

\$ 988,768	001	<b>Lift Station Maintenance and Capital Improvements:</b> operate and maintain 44 sewer pumping stations, which collect and transport wastewater from customers to a treatment facility. Repair and replace sewer pumps, repair sewer pipes going in and out of lift stations, deodorize and degrease lift stations, perform some general welding work, and perform all major upgrades to lift stations as needed.
\$ 374,666	002	<b>Electrical Services:</b> install, maintain, and repair all electrical equipment at the 44 sewer pumping stations to ensure their proper operation. Provide electrical services to other departments for maintenance and capital projects.
\$ 200,000	003	<b>Lift Station Rehabilitation:</b> the City's Sanitary Lift Stations are dated and in poor condition. The risks of leakage and contamination is a large concern, as well as the cost of remediation and clean-up. The City needs to protect our facilities and the surrounding residents in the areas of the Lift Stations. A 20-year revitalizing and maintenance schedule has been developed to proactively address these and other possible risks.
\$ 230,400	004	<b>Vehicles:</b> provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.
\$ 600,000	Sup	<b>Lift Station(s) Rehab - Pumps and Telemetry</b>

# Budget Summary Form

**Department:** Public Works-Water & Sewer  
**Division:** Water Plant  
**Dept / Division #:** 10 / 646

EXPENDITURE CATEGORY	Actual Expend. FY20	Amended Budget FY21	Est. Expend. FY21	Adopted Budget FY22
Personnel Services	936,217	1,028,584	889,774	1,200,775
Operating Expenses	1,007,797	1,131,277	1,120,955	1,211,616
Internal Services	2,318,866	6,031,523	3,541,908	5,018,073
Operating Budget	4,262,880	8,191,384	5,552,637	7,430,464
Capital Outlay	0	3,642,544	2,948,923	0
Debt Service	8,492	165,498	165,498	359,298
Grants & Aids	0	0	0	0
Reserves & Other	39,400	40,520	40,250	42,358
<b>Total Budget</b>	<b>4,310,772</b>	<b>12,039,946</b>	<b>8,707,308</b>	<b>7,832,120</b>

## PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Water Plant Superintendent	30	1
Water Plant Supervisor	28	1
Utility Coordinator	25	1
Water Plant Operator	23	9
Leak Detection Technician	21	2

**Total # of Full-Time Employees** 14

2021-22 Operating Budget: 7,430,464  
 2020-21 Operating Budget: 8,191,384  
 Dollar Change: (760,920)  
 Percentage Change: -9.29%

2021-22 Personnel - F.T.E. 14.00  
 2020-21 Personnel - F.T.E. 14.00  
 Personnel Change: 0.00

# Budget Objectives Form

<b>Department:</b>	Public Works-Water & Sewer
<b>Division:</b>	Water Plant
<b>Dept. #:</b>	10
<b>Division #:</b>	646

## Objective:

\$ 7,832,120 To provide potable and pleasant tasting water to all customers of the City's utility by producing and treating approximately 6.72 million gallons of water daily at the City's Winson Water Plant at Sunkist Grove and purchasing approximately 6.32 million gallons of supplemental water daily from Miami-Dade County.

## ACTIVITIES:

\$ 2,495,634	001	<b>Water Plant Operation:</b> provides for the pumping and treatment of raw water, and distribution of potable water meeting all state and federal requirements to system users; monitors all City lift stations and wells via telemetry; and handles all calls for service after normal hours.
\$ 5,285,486	002	<b>Water Purchased For Resale:</b> provides for the purchase of approximately 6.32 million gallons of water per day from Miami-Dade Water & Sewer Authority to supplement the City's water supply in order that all customers are served. The Winson Water Plant at Sunkist Grove produces approximately 6.72 MGD of potable water; the system requires almost 13.04.
\$ 51,000	003	<b>Vehicles:</b> provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.

# Budget Summary Form

**Department:** Public Works-Water & Sewer  
**Division:** Water Distribution  
**Dept / Division #:** 10 / 649

EXPENDITURE CATEGORY	Actual Expend. FY20	Amended Budget FY21	Est. Expend. FY21	Adopted Budget FY22
Personnel Services	1,091,412	1,408,901	1,126,738	1,566,428
Operating Expenses	177,678	216,927	270,163	216,963
Internal Services	354,138	306,565	306,565	338,073
Operating Budget	1,623,228	1,932,393	1,703,466	2,121,464
Capital Outlay	0	4,297,168	861,837	390,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	52,314	55,751	55,751	53,768
<b>Total Budget</b>	<b>1,675,542</b>	<b>6,285,312</b>	<b>2,621,054</b>	<b>2,565,232</b>

## PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Utility Superintendent	30	1
Utility Coordinator (1 Vacant)	25	3
Trades Mechanic (2 Vacant)	22	4
Heavy Equipment Operator	22	3
Leak Detection Technician	21	1
Storekeeper	22	1
Maintenance Mechanic	20	1
Motor Equipment Operator (1 Vacant)	20	1
General Maintenance Worker	18	3

**Total # of Full-Time Employees** **18**

**2021-22 Operating Budget:** 2,121,464  
**2020-21 Operating Budget:** 1,932,393  
**Dollar Change:** 189,071  
**Percentage Change:** 9.78%

**2021-22 Personnel - F.T.E.** 18.00  
**2020-21 Personnel - F.T.E.** 18.00  
**Personnel Change:** 0.00

# Budget Objectives Form

**Department:** Public Works-Water & Sewer

**Division:** Water Distribution

**Dept. #:** 10

**Division #:** 649

## Objective

\$ 2,565,232 To ensure the satisfactory flow of potable water from the treatment plant to customers throughout the system through aggressive repair, replacement and maintenance of water mains, water lines, and water meters, as well as installation and certification of back flow prevention devices.

## ACTIVITIES:

\$ 1,400,114 001 **Water Distribution:** crews install, repair, replace and maintain water meters, mains and service lines; test water meters and repair or replace defective units; install back flow prevention devices and certify proper function upon installation and on an annual basis; continue an aggressive leak detection program to maximize the water pressure customers receive and minimize water losses; and maintain an inventory of parts required to maintain the water and sewer system.

\$ 526,318 002 **Water Line Installation & Maintenance:** crews replace 2" water lines that have deteriorated causing leaks and low water pressure to customers; replace 9,600 feet of City service lines; prepare project specifications and monitor replacement of 8" water lines by private contractor; install additional and replacement fire hydrants; and assist the Water Distribution crew with performing leak detection, replacing dead meters and making repairs determined through the leak detection process.

\$ 350,000 003 **Cyclical Water Line Replacement:** this level will fund a 30-year replacement schedule to replace water lines through the City of North Miami. The City has always budgeted funding to repair, replace and maintain water meters, mains and service lines; test water meters and repair or replace defective units; install back flow prevention devices and certify proper function upon installation and on an annual basis. However, due to increasing number of repairs and defective units a 30-year schedule will be implemented to replace water lines throughout the City. Current funding for service lines will remain in place for emergency repairs this will be supplement funding for annual line replacement.

\$ 288,800 004 **Vehicles:** provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.

# Budget Summary Form

**Department:** Public Works-Water & Sewer  
**Division:** Sewer Collection & Disposal  
**Dept / Division #:** 10 / 650

EXPENDITURE CATEGORY	Actual Expend. FY20	Amended Budget FY21	Est. Expend. FY21	Adopted Budget FY22
Personnel Services	584,916	693,369	555,912	792,899
Operating Expenses	216,008	260,335	243,600	261,635
Internal Services	11,424,349	11,759,852	12,216,537	12,647,714
<b>Operating Budget</b>	<b>12,225,273</b>	<b>12,713,556</b>	<b>13,016,049</b>	<b>13,702,248</b>
Capital Outlay	0	10,341,261	4,934,878	100,000
Debt Service	22,281	166,959	166,960	166,959
Grants & Aids	0	0	0	0
Reserves & Other	28,529	30,072	30,072	25,739
<b>Total Budget</b>	<b>12,276,083</b>	<b>23,251,848</b>	<b>18,147,959</b>	<b>13,994,946</b>

## PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Heavy Equipment Operator	22	4
Trades Mechanic	22	2
Maintenance Mechanic	20	1
Motor Equipment Operator	20	1
General Maintenance Worker	18	3

**Total # of Full-Time Employees** 11

**2021-22 Operating Budget:** 13,702,248  
**2020-21 Operating Budget:** 12,713,556  
**Dollar Change:** 988,692  
**Percentage Change:** 7.78%

**2021-22 Personnel - F.T.E.** 11.00  
**2020-21 Personnel - F.T.E.** 11.00  
**Personnel Change:** 0.00

# Budget Objectives Form

<b>Department:</b>	Public Works-Water & Sewer
<b>Division:</b>	Sewer Collection & Disposal
<b>Dept. #:</b>	10
<b>Division #:</b>	650

## Objective:

\$ 13,994,946 To install and repair sewer mains and laterals in order to ensure uninterrupted sewage flow from system users to the treatment facility; to provide for the treatment and disposal of liquid waste (sewage); and to make major repairs to sewer mains and manholes by private contractors in order to continue a multi-year program to reduce groundwater infiltration into the City's sewer system.

## ACTIVITIES:

\$ 846,094	001	<b>Sewer Maintenance &amp; Installation:</b> locate, repair, and maintain the sewer gravity mains, sewer force mains and laterals throughout the City; install sewer mains and laterals for new services; and handles all emergency sewer line backups and breaks.
\$ 245,565	002	<b>Sewer T.V. Crew:</b> provide "in-house" TV monitoring of approximately 10 miles of pipes annually; cleans and seals approximately 225,000 feet of sewer lines annually; and provide continuous preventative maintenance of the sewer lines that have been sealed or replaced.
\$ 12,381,528	003	<b>Sewage Disposal Fees:</b> provide treatment and disposal of liquid waste by Miami-Dade Water & Sewer Authority Department as required by state and federal law.
\$ 266,959	004	<b>Cyclical Sanitary Sewer Rehabilitation:</b> this level provides funds to implement a 20-year rehabilitation and maintenance schedule for the City's Sanitary Sewer system. The City's Sanitary Sewer System is approximately 50 yrs old, therefore due to the age and condition of the pipes excess groundwater infiltration is responsible for sewer backups and excessive sewage treatment charges. Implementing a 20-year rehabilitation and maintenance schedule will address these issues and reduce the treatment sewage treatment costs.
\$ 254,800	005	<b>Vehicles:</b> provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.

# Budget Summary Form

**Department:** Public Works - Water & Sewer  
**Division:** Fire Flow Projects  
**Dept / Division #:** 10 / 657

EXPENDITURE CATEGORY	Actual Expend. FY20	Amended Budget FY21	Est. Expend. FY21	Adopted Budget FY22
Personnel Services	0	0	0	0
Operating Expenses	0	0	0	0
Internal Services	0	0	0	0
Operating Budget	0	0	0	0
Capital Outlay	-26,583	500,000	0	500,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	2,291,191	0	2,291,191
<b>Total Budget</b>	<b>-26,583</b>	<b>2,791,191</b>	<b>0</b>	<b>2,791,191</b>

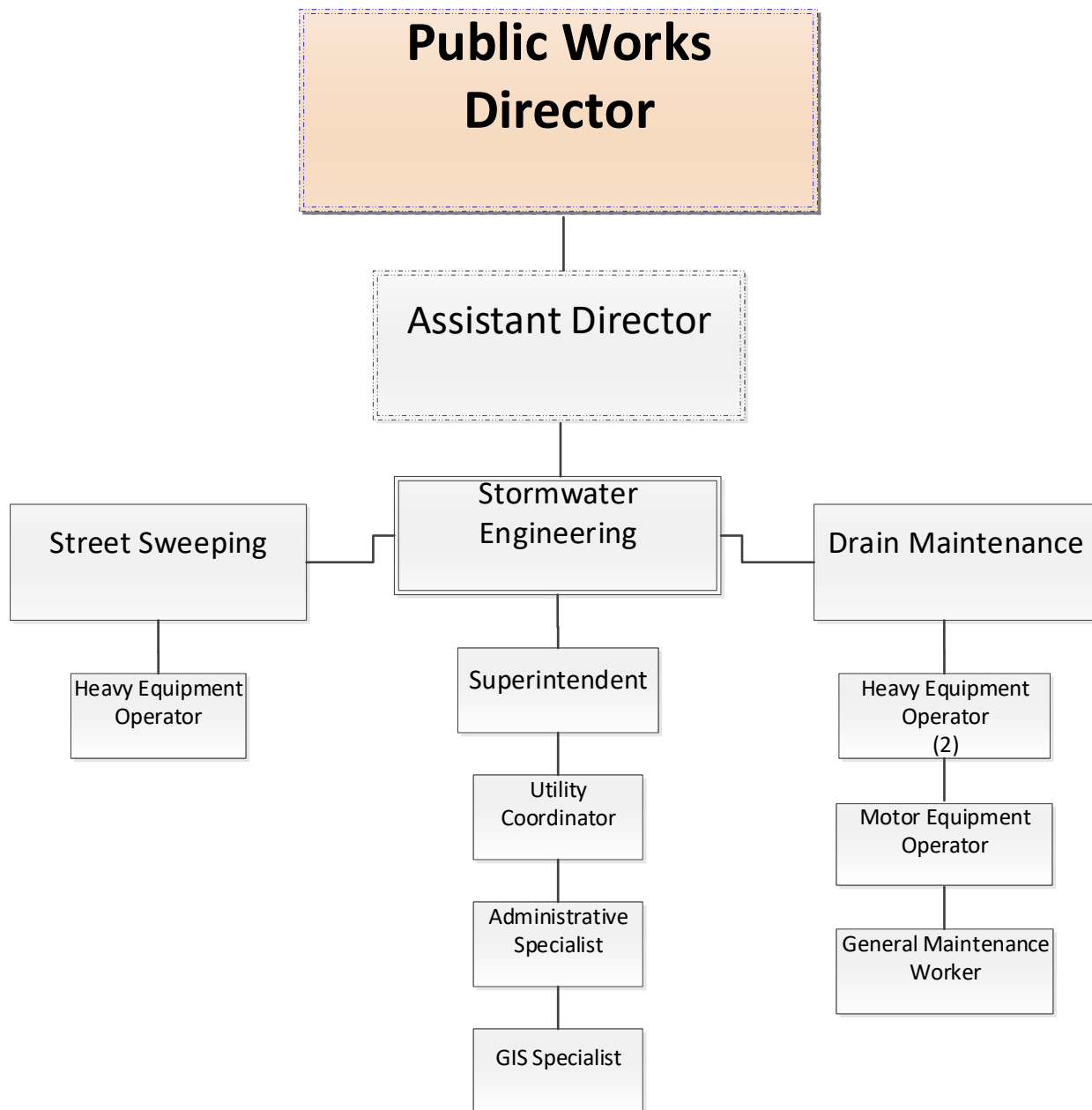
## PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		
<b>Total # of Full-Time Employees</b>		<b>0</b>

2021-22 Operating Budget	-
2020-21 Operating Budget	-
Dollar Change:	-
Percentage Change:	0.00%
2021-22 Personnel - F.T.E.	0.00
2020-21 Personnel - F.T.E.	0.00
Personnel Change:	0.00

# STORMWATER

**Mission Statement:** to maintain the City's storm sewer system including; administrative engineering services; cleaning, removing, testing and disposing of debris from manholes, catch basins and infiltration systems; and street sweeping services.



# STORMWATER

## **Core Responsibilities:**

- Provide engineering, project management, GIS/CADD (Geographic Information Systems/Computer Aided Design and Drafting) services, and financial analysis to ensure the City's needs are met in an efficient manner.
- Comply with the NPDES (National Pollutant Discharge Elimination System) permit requirements: Maintain the City's stormwater system by cleaning leaves and debris from manholes, catch basins and exfiltration systems; sweep curbed roads along streets within the City.

## **FY21 Major Accomplishments:**

- Upgrade Stormwater system based on priorities established in the Master Plan (Arch Creek North/South Drainage Project – Basin C)
- ERU's Rates increased from \$6.19 to \$7.12

## **FY22 Major Projects and Initiatives:**

- Update Stormwater Master Plan
- Design NE 125<sup>th</sup> Street Drainage between 15<sup>th</sup> & NE 16<sup>th</sup> Avenue
- Design NE 121 Street Drainage between NE 10<sup>th</sup> Ave and NE 11<sup>th</sup> Court
- Design NE 3<sup>rd</sup> Court Drainage between NE 135<sup>th</sup> and NE 131<sup>st</sup> Street
- Design NE 5<sup>th</sup> Avenue Drainage between NE 139<sup>th</sup> and NE 143<sup>rd</sup> Street and 3<sup>rd</sup> Court Drainage between NE 135<sup>th</sup> and NE 139<sup>th</sup> Street
- Canal Cleaning Improvements

## **Performance Measures:**

Stormwater Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 YEE	FY 2022 Target
% of time maintenance is scheduled to ensure pump stations are operational	N/A	N/A	19.75%	20%	25%
% of time that low lying areas are not flooded and stormwater station have continuous power	N/A	N/A	94%	97%	100%
# of drains inspected	N/A	N/A	3,103	2,800	3,000
# of storm grates cleared	N/A	N/A	3,103	2,800	3,000
# of storm drains cleaned	N/A	N/A	3,103	2,800	3,000

# Budget Summary Form

Department: Public Works-Stormwater Utility  
 Dept #: 10

EXPENDITURE CATEGORY	Actual Expend. FY20	Amended Budget FY21	Est. Expend. FY21	Adopted Budget FY22
Personnel Services	582,818	702,155	691,402	740,669
Operating Expenses	1,136,435	1,372,330	1,333,793	1,075,492
Internal Services	577,899	583,486	583,411	475,657
Operating Budget	2,297,152	2,657,971	2,608,606	2,291,818
Capital Outlay	1	862,193	213,488	500,000
Debt Service	48,463	427,108	427,108	449,250
Grants & Aids	0	0	0	0
Reserves & Other	24,089	840,118	140,254	413,932
Total Budget	2,369,705	4,787,390	3,389,456	3,655,000

## PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Stormwater/Streets Superintendent	30	1
GIS Specialist	28	1
Utility Coordinator	25	1
Heavy Equipment Operator	22	3
Motor Equipment Operator	20	1
Administrative Specialist	22	1
General Maintenance Worker	18	1
Total # of Full-Time Employees		9

2021-22 Operating Budget: 2,291,818  
 2020-21 Operating Budget: 2,657,971  
 Dollar Change: (366,153)  
 Percentage Change: -13.78%

2021-22 Personnel - F.T.E. 9.00  
 2020-21 Personnel - F.T.E. 9.00  
 Personnel Change: 0.00

# Budget Objectives Form

**Department:** Public Works-Stormwater Utility  
**Division:** Stormwater Operation & Maintenance  
**Dept. #:** 10  
**Division #:** 621

## Objective:

\$ 3,655,000 To maintain the City's storm sewer system including; administrative engineering services; cleaning, removing, testing and disposing of debris from manholes, catch basins and infiltration systems; and street sweeping services.

## ACTIVITIES:

\$ 450,251	001	<b>Stormwater Engineering:</b> administer environmental compliance with the NPDES permit requirements; inspect all private and public drainage projects; administer planning and design review for compliance with federal, state and county requirements as well as design permitting and project management of capital improvement drainage projects as prioritized in the adopted Stormwater Master Plan; ensure compliance with the National Flood Insurance (NFIP) community rating system program; submit grant procurement materials; and provides assistance in the design of drainage projects and maintenance of the storm sewer atlas.
\$ 413,433	002	<b>Storm Drain Maintenance:</b> maintain the City's stormwater system by cleaning leaves and debris from manholes, catch basins, and infiltration systems, cleaning 31 canal ends and removing debris from the storm sewer system. Reimburse Miami-Dade County for services it provides in maintaining the City's storm sewer system.
\$ 84,799	003	<b>Street Sweeping:</b> clean and maintain designated streets within the City in order to prevent debris from entering canals through drainage outlets.
\$ 96,000	004	<b>Catch Basin Cleaning:</b> contractual services needed to assist the Stormwater Maintenance employees with the cleaning and jetting of approximately 2,000 storm drain lines within the City.
\$ 48,169	005	<b>Stormwater Quality Monitoring:</b> reimburse Miami-Dade County for water quality monitoring of 7 major outfalls. This expense is related to Phase II of the EPA National Pollutant Discharge System (NPDES) Permit. The monitoring program was renewed for an additional five years effective October 1, 2015.

# Budget Objectives Form

<b>Department:</b>	Public Works-Stormwater Utility
<b>Division:</b>	Stormwater Operation & Maintenance
<b>Dept #:</b>	10
<b>Division #:</b>	621

\$	21,850	006	<b>Public Awareness &amp; Education:</b> provide information to the public about the consequences of contaminated stormwater runoff and the need to protect the stormwater system from illegal dumping. Provide information to the public regarding the annual City Wide Flood Plain Management brochure, the contractor's brochure and the realtor's brochure. Provide membership to the Flood Plain Manager's Association and funds to attend the annual conference for the City's designated Flood Plain Manager in order to remain abreast of current issues and regulations; provide promotional items to be handed out to students in presentations given about the utility and its functions.
\$	304,400	007	<b>Vehicle Maintenance and Replacement:</b> Provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.
\$	851,514	008	<b>Debt Service, Insurance Costs and Reserves:</b> provide debt service for Storm Water Revenue Bonds, a fully funded reserve for the payment of unused vacation and sick leave payout for Stormwater employees and the Stormwater Utility Funds prorata share of the FY13 debt service on the 2010 Pension Obligation Bonds.
\$	884,584	009	<b>Interfund Transfers:</b> provide reimbursement to the General Fund for various services that the Fund provides the Stormwater Utility Fund as well as an "In Lieu of Taxes" payment representing funds that the General Fund would receive if the utility were privately owned.
\$	500,000	<b>CIP</b>	Drainage improvements throughout the city.

# INTERNAL SERVICES FUNDS

# RISK MANAGEMENT

**Mission Statement:** to identify the City's risk, assessing, quantifying and implementing measures to reduce those risk.



# RISK MANAGEMENT

## **Core Responsibilities:**

- Employ effective measures to identify, evaluate and eliminate hazards
- Reduce losses through risk mitigation strategies
- Promote workplace safety by implementing and maintaining proactive programs

## **FY21 Major Accomplishments:**

- Recovered 29% (\$110,060.75) on total outstanding subrogation claims (\$379,773.75)
- Automobile incidents/accidents involving City vehicles declined by 26% in FY21 over FY20
- Liability case files declined by 10% in FY21 over FY20
- Received an award of \$5,000 through Preferred Tips Program matching safety grant
- Workers' Comp claim payments declined by 36% in FY21 compared to FY20
- Achieved Experience Modification Rating (EMR) of .75 (enables City to receive 25% discount on Workers Comp. Ins. This represents a 7% improvement over FY20)
- Consistently maintained 5 Star Program with Lytx Drive Cam & coached 120 events, 40% less than FY20 due to decline in coachable events (meaning improvement in good driving habits)
- Collaborated with Florida League to secure property appraisal on City facilities (including photos & coordinates) and ensure appropriate coverage

## **FY22 Major Projects and Initiatives:**

- Increase facility and field inspection by 20% to prevent losses
- Apply for Safety Grant \$5,000 from Preferred Govt. Insurance trust to provide funding for safety services and supplies
- Apply for Safety Grant from Fla. League (\$3,000) to provide funding for safety needs
- Audit all liability claim files and reconcile expenditure balances with Eden, set file reserves and updated all case note in Risk Management Information System
- Work with Actuary to compile various insurance documents - Workers Compensation and General Liability year-end reports, budget actuals and projections, financial and payroll reports - to produce Risk Management's annual actuarial report (will include indicated liability levels and recommended contributions) for the self-insured Automobile Liability, General Liability and Workers' Compensation self-funded programs
- Reduce workplace injuries and chargeable accidents by 5% through proactive measures
- Prepare Risk Management's comprehensive annual report focusing on funds' financial performance and claims status of General Liability, Automobile Liability, Workers Compensation and subrogation programs; provide overview of Safety Program with accomplishments
- Spearhead two (2) Workers' Compensation file review with defense counsel, Workers' Compensation TPA and upper management, to review open Workers' Compensation claims and develop action plan to manage, and resolve open cases
- Expand Drive Cam placement in vehicles by 25% to enhance driver safety & reduce exposures

# RISK MANAGEMENT

## Performance Measures:

<b>Risk Mgmt. Performance Measures</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 YEE</b>	<b>FY 2022 Target</b>
<b>Total # of Claims Serviced (Liab, Subro &amp; Workers' Comp.)</b>	330	343	247	195	270
<b>Total # of claims closed/settled</b>	121	163	108	50	75
<b>Total \$'s recovered (subro, w/c &amp; general)</b>	356,276	625,214	164,905	157,921	200,000
<b>Total insured value of buildings/structures and contents (real and personal property)</b>	66,307,552	67,328,996	67,328,996	67,544,996	67,544,996
<b>Total insured value of other assets</b>	6,859,556	7,563,991	7,567,991	8,085,523	8,085,523
<b>Total # of Licensed Veh. In Fleet</b>	377	371	343	347	365

# Budget Summary Form

**Department:** Risk Management Fund  
**Dept #:** 02

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	484,132	517,927	481,463	509,377
Operating Expenses	1,782,337	2,032,702	1,792,334	2,006,901
Internal Services	9,454	11,200	11,220	12,050
Operating Budget	2,275,923	2,561,829	2,285,017	2,528,328
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	17,251	1,758,982	19,495	1,142,396
<b>Total Budget</b>	<b>2,293,174</b>	<b>4,320,811</b>	<b>2,304,512</b>	<b>3,670,724</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
Risk Director	40	1
Risk Analyst	26	1
Risk and Safety Manager	33	1
Administrative Specialist	22	1
<b>Total # of Full-Time Employees</b>		<b>4</b>

**2021-22 Operating Budget:** 2,528,328  
**2020-21 Operating Budget:** 2,561,829  
**Dollar Change:** (33,501)  
**Percentage Change:** -1.31%

**2021-22 Personnel - F.T.E.** 4.00  
**2020-21 Personnel - F.T.E.** 4.00  
**Personnel Change:** 0.00

# Budget Summary Form

**Department:** City Manager  
**Division:** Risk Management - General Liability  
**Dept / Division #:** 02 / 675

EXPENDITURE CATEGORY	Actual Expend. FY20	Amended Budget FY21	Est. Expend. FY21	Adopted Budget FY22
Personnel Services	362,576	416,113	383,577	405,879
Operating Expenses	1,112,946	1,190,147	1,077,634	1,191,490
Internal Services	9,443	10,900	10,900	11,750
Operating Budget	1,484,965	1,617,160	1,472,111	1,609,119
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	13,954	753,734	15,872	580,509
<b>Total Budget</b>	<b>1,498,919</b>	<b>2,370,894</b>	<b>1,487,983</b>	<b>2,189,628</b>

## PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Risk Management Director	40	1
Risk and Safety Manager	33	1
Administrative Specialist	25	1

**Total # of Full-Time Employees** 3

**2021-22 Operating Budget:** 1,609,119  
**2020-21 Operating Budget:** 1,617,160  
**Dollar Change:** (8,041)  
**Percentage Change:** -0.50%

**2021-22 Personnel - F.T.E.** 3.00  
**2020-21 Personnel - F.T.E.** 3.00  
**Personnel Change:** 0.00

# Budget Objectives Form

<b>Department:</b>	City Manager
<b>Division:</b>	Risk Management - General Liability
<b>Dept. #:</b>	02
<b>Division #:</b>	675

## Objective:

\$ 2,189,628 To produce a fiscally sound budget to insulate the City from financial impacts of tort liability, employment liability, police liability, litigation and employee workplace injury. Maintaining appropriate funding level is essential to achieve financial solvency and success for the Risk Management Program. The City currently has a fully self-insured program for Automobile liability and General Liability losses. Claims arising from these segments are managed directly by Risk Management's staff. Although the City is protected by sovereign immunity, setting adequate loss reserve is fiscally responsible and integral for the Program's economic viability. The City adopts risk transfer methods to respond to losses from Police, Public Officials' and Employment related exposures. Retention of these exposures would present greater risk compared to the benefit of procuring insurance. A proactive and robust safety program has also been implemented to augment the Risk Management Program and promote risk averse behavior among employees. Additionally, annual actuarial evaluation of the Auto and General Liability segments have aided in budget forecasting to achieve financial soundness.

## ACTIVITIES:

\$ 2,020,821	001	<p><b>Risk Management Administration:</b> efficiently manage the City's self-insured Automobile and General Liability Program which includes: Identifying, evaluating, quantifying, mitigating or eliminating hazards to prevent losses; Investigate and adjust claims for known losses, attend mediation and engage in claim settlement with insurers, attorneys or other third parties subject to management's approval. The Safety Program enhances the Risk Management Program by providing ongoing specialized training (such as: Trenching/Shoring, Lock Out Tag Out, Permit Required Confined Space, Global Harmonizing System, Blood Borne Pathogen, Maintenance of Traffic, Fork Lift Operation etc.). Ongoing monthly safety training is provided on general topics such as: Defensive Driving, Ergonomics, Fire, Heat and Electrical Safety, Lifting &amp; Back Safety etc.) Written programs/policies aligned with City, State and Federal laws are available on many salient topics (in-house training is offered to employees, assuring compliance). Safety Incentives are used to recognize employees for safe work practices. The City has implemented a Drive Cam Program to aid behavior modification efforts. Subrogation Recovery is enforced for loss/damage indemnification on City's behalf.</p>
--------------	-----	---

# Budget Objectives Form

<b>Department:</b>	City Manager
<b>Division:</b>	Risk Management - General Liability
<b>Dept #:</b>	02
<b>Division #:</b>	675

\$ 160,807	002	<p><b>Safety Program:</b> promote the maintenance of a safe and healthy working environment supported by a comprehensive safety agenda that includes: implementation of Citywide safety policies and procedures, adoption of OSHA standards, ongoing employee safety training, facility and job site inspection, behavior modification through Drive Cam program and a safety incentive program. Risk Management also reviews and monitors City contracts, assuring that risk and safety related requirements are incorporated.</p>
\$ 8,000	003	<p><b>Vehicles:</b> provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.</p>

# Budget Summary Form

**Department:** City Manager  
**Division:** Risk Management-Workers' Compensation  
**Dept / Division #:** 02 / 676

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	121,556	101,814	97,886	103,498
Operating Expenses	669,391	842,555	714,700	815,411
Internal Services	11	300	320	300
Operating Budget	790,958	944,669	812,906	919,209
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	3,297	1,005,248	3,623	561,887
<b>Total Budget</b>	<b>794,255</b>	<b>1,949,917</b>	<b>816,529</b>	<b>1,481,096</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
Risk Analyst	26	1

**Total # of Full-Time Employees** 1

**2021-22 Operating Budget:** 919,209  
**2020-21 Operating Budget:** 944,669  
**Dollar Change:** (25,460)  
**Percentage Change:** -2.70%

**2021-22 Personnel - F.T.E.** 1.00  
**2020-21 Personnel - F.T.E.** 1.00  
**Personnel Change:** 0.00

# Budget Objectives Form

**Department:** City Manager  
**Division:** Risk Management - Workers' Compensation  
**Dept #:** 02  
**Division #:** 676

**Objective:**

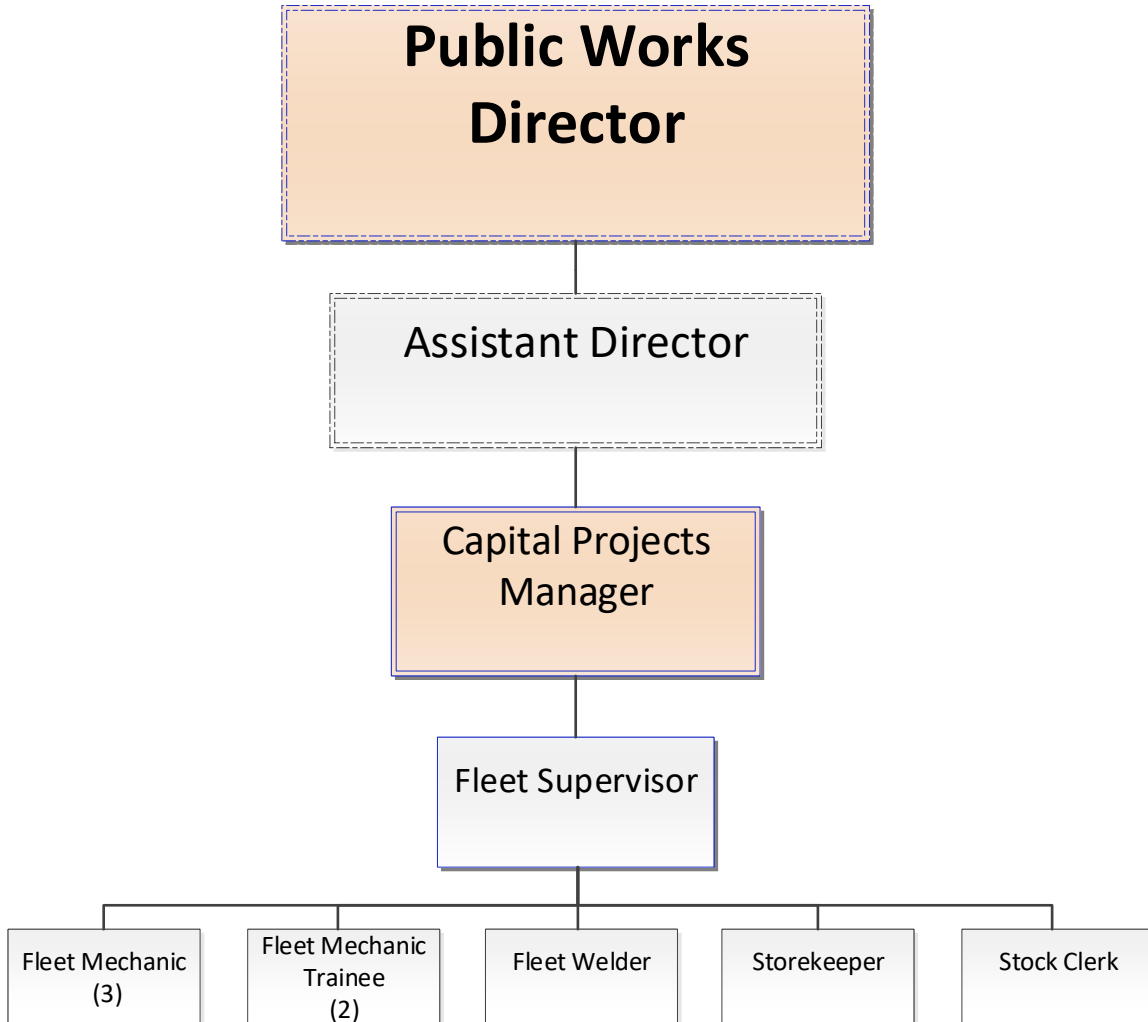
\$ 1,481,096 The City's Workers Compensation self-insurance program delivers expedient and efficient medical, indemnity and disability benefits to employees who are injured in the course and scope of employment. These benefits are delivered pursuant to Florida Statutes 440. Risk Management maintains Excess Workers' Compensation insurance coverage as a stop loss to catastrophic claims. Appropriate funding level for the Workers' Compensation Program is assured through an annual "professional actuarial analysis" that analyzes loss data, payroll, insurance, deductible and retentions using common actuarial methodologies to indicate outstanding losses and recommend contributions.

**ACTIVITIES:**

\$ 1,481,096 001 **Workers' Compensation Program:** the City engages a Third Party Administrator (TPA) to assist in administering the Workers' Compensation Program in conformance with the provisions of Florida Statute 440. Benefits derived from TPA services include: assigning appropriate file reserves, adequate claims investigation for compensability and to combat fraud, timely delivery of medical and indemnity benefits to avoid state fees and penalties. The TPA also ensures the appropriate application of F.S 440 in claims administration which helps to reduce litigation, eliminate costly penalties and assure compliance with all legislative changes. A full time Risk Analyst assists in managing the Workers' Compensation Program. This position ensures efficient delivery of services to employees, assists in return to work placement, managing the claims payment account (ensuring funding levels are met), reconciling check register/bank balances, generating trend and loss reports to target employee training needs and prevent repeated injury occurrence.

# FLEET MANAGEMENT

**Mission Statement:** to maintain and repair all vehicles, moving equipment, and most small equipment owned by the City; continue the Preventative Maintenance Program in order to reduce downtime and costly repairs; operate and maintain a centralized fueling facility.



# FLEET MANAGEMENT

## **Core Responsibilities:**

- To maintain and repair the City's fleet of approximately 500 vehicles and/or equipment.
- Continue the Preventative Maintenance Program, reducing downtime and costly repairs.
- Operate and maintain a centralized fueling facility.

## **FY21 Major Accomplishments:**

- Successfully completed 2,400 work orders with a FTE of 6.6 technicians.
- Successfully specified, procured and placed into service 23 new fleet vehicles and 10 new pieces of equipment.
- Surplus vehicles, equipment and bicycles through public auction.
- Provided technicians with four opportunities for job specific on-site and remote training.

## **FY22 Major Projects and Initiatives:**

- Implement a new fleet management software program
- Increase preventative maintenance in order to decrease corrective maintenance
- Complete 2,500 work orders with a FYE of 7.0 technicians.
- Specify, procure and place into service 26 new fleet vehicles and 15 new pieces of equipment.
- Surplus 30 vehicles and 22 pieces of equipment through public auction.
- Offer each employee two or more job specific training opportunities.

## **Performance Measures:**

<b>Fleet Mgmt. Performance Measures</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 YEE</b>	<b>FY 2022 Target</b>
<b>Total fuel consumption - Diesel</b>	n/a	43,91	44,00	44,00	44,00
<b>Total fuel consumption - Unleaded</b>	n/a	211,43	212,00	212,00	212,00
<b>Total Fleet Vehicles</b>	n/a	541	541	541	550
<b>Completed work orders</b>	n/a	2,58	2,345	2,400	2,500

# Budget Summary Form

**Department:** Public Works-Fleet Management

**Dept / Div #:** 10 / 670

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	872,110	816,421	855,949	912,852
Operating Expenses	1,208,277	2,554,519	2,423,374	2,149,441
Internal Services	65,759	64,303	64,405	77,360
Operating Budget	2,146,146	3,435,243	3,343,728	3,139,653
Capital Outlay	0	995,867	573,829	1,255,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	949,418	861,157	33,581	940,390
<b>Total Budget</b>	<b>3,095,564</b>	<b>5,292,267</b>	<b>3,951,138</b>	<b>5,335,043</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
Capital Projects Manager	37	1
Fleet Supervisor	28	1
Fleet Welder	25	1
Fleet Mechanic	23	3
Storekeeper	22	1
Fleet Mechanic Trainee	22	2
Stock Clerk	18	1
<b>Total # of Full-Time Employees</b>		<b>10</b>

<b>2021-22 Operating Budget:</b>	3,139,653
<b>2020-21 Operating Budget:</b>	3,435,243
<b>Dollar Change:</b>	(295,590)
<b>Percentage Change:</b>	-8.60%

<b>2021-22 Personnel - F.T.E.</b>	10.00
<b>2020-21 Personnel - F.T.E.</b>	10.00
<b>Personnel Change:</b>	0.00

# Budget Objectives Form

<b>Department:</b>	Public Works-Fleet Management
<b>Division:</b>	Motor Pool
<b>Dept. #:</b>	10
<b>Division #</b>	670

## Objective:

\$ 5,325,043 To maintain and repair all vehicles, moving equipment, and most small equipment owned by the City. Continue the Preventative Maintenance Program in order to reduce downtime and costly repairs. Operate and maintain a centralized fueling facility.

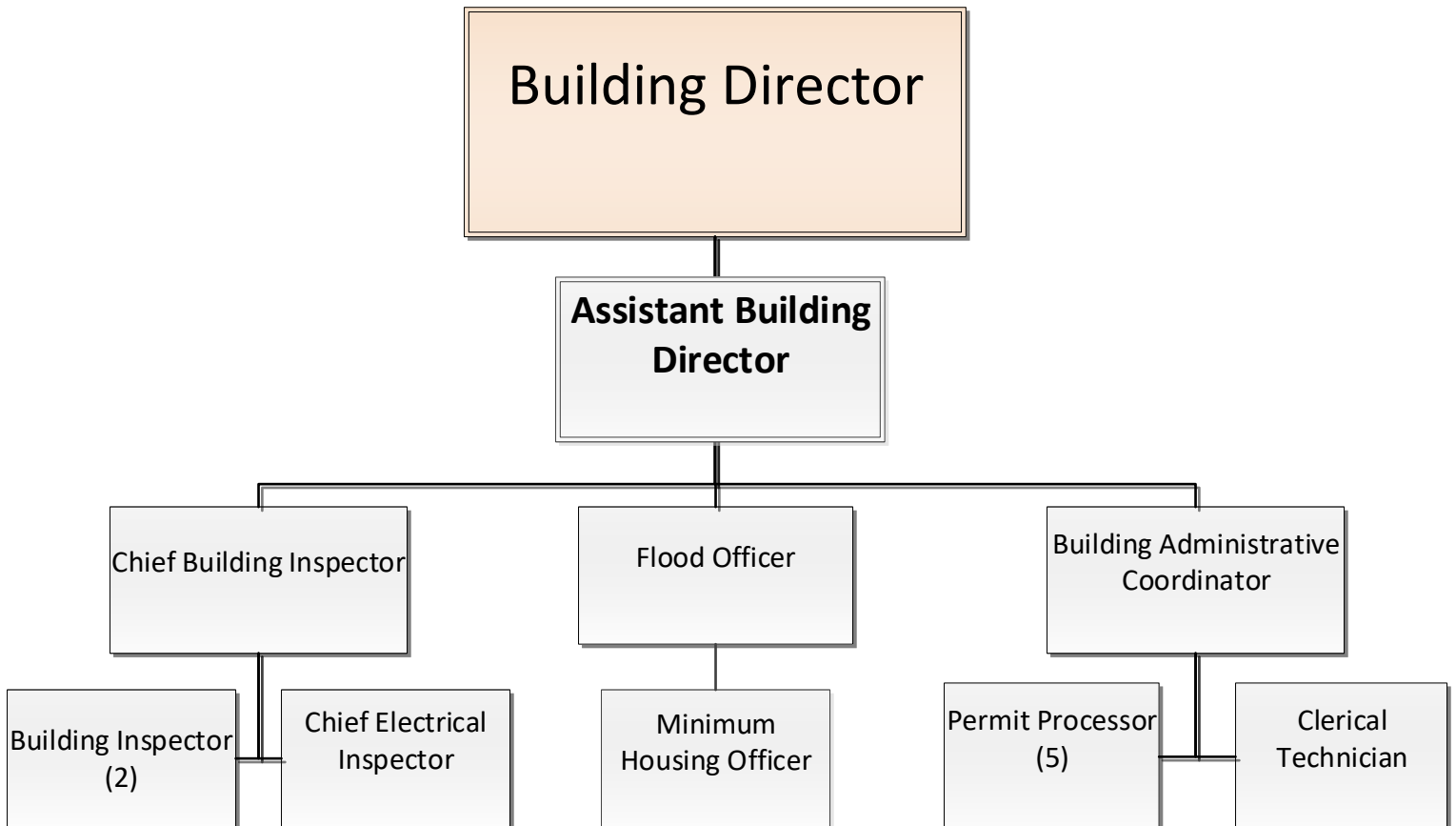
## ACTIVITIES:

\$ 1,864,998	001	<b>Payroll and Insurance:</b> provide employee benefits package for ten (10) Motor Pool employees including; employer's portion of FICA; group health and life insurance premiums; contribution to Risk Management Fund for Workers' Compensation benefits; contribution to Pension Plan for Motor Pool employees; payment of pro-rata share of pension obligation bonds; and reimbursement to State of Florida for Unemployment Benefits paid to former employees. Additionally, provides for pre-employment services needed for new hires and registration fees for local training of Motor Pool employees.
\$ 1,529,680	002	<b>Vehicle Parts and Maintenance:</b> maintain an inventory of vehicle parts and process approximately sixty (60) vehicle work orders weekly including; processing daily repair orders, and monitoring all computerized transactions to the Fleet Management System. Additionally, provides fuel for city's fleet of vehicles and equipment.
\$ 682,365	003	<b>Operations and Building Support:</b> provide funds for the indirect costs in support of the Motor Pool Operation and Building.
\$ 3,000	004	<b>Fuel Services to other Municipalities:</b> sell gasoline and diesel fuel to Biscayne Park and Bay Harbor Islands on an emergency basis, for a fee, covering the cost of fuel plus an administrative charge established by formal agreement.

# SPECIAL REVENUE FUNDS

# BUILDING

**Mission statement:** to safeguard the health, safety, and welfare of City residents and the business community through the enforcement of building codes and standard. To this end, the department issues building permits based on approvals of plans for residential and commercial projects.



# BUILDING

## **Core Responsibilities:**

- Protect the lives and property of those that live, work and visit the City of North Miami.
- Provide plan review for all applications presented for permitting.
- Provide inspection services for all permitted work.
- Ensure compliance with Florida Statutes relating to the Florida Building Code.
- Confirm that construction sites are maintained in a safe condition.
- Educate the public about regulations and construction within the floodplain.

## **FY21 Major Accomplishments:**

- Continue process to certify Permit Technicians.

## **FY22 Major Projects and Initiatives:**

- Issue Certificate of Occupancy for 1<sup>st</sup> SoleMia downtown building
- Performed inspections and/or plan reviews for
  - Two building SolēMia downtown parcel.
  - Plan Review and Inspection Services for Causeway Village.
  - 67 unit condo building 9<sup>th</sup> Avenue.
  - Multi use building on NE 124 St and NE 10 Ave.
  - University of Miami Hospital project
- Continue process Permit Technician certification.

## **Performance Measures:**

<b>Building Performance Measures</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 YEE</b>	<b>FY 2022 Target</b>
<b>Building Inspections</b>	11,689	11,500	7,652	10,881	11,000
<b>Building Permits Applied</b>	3,081	3,100	2,300	3,400	3,200
<b>Average turnaround time for permits to be issued</b>	N/A	N/A	Small Permits- 5 Days Large Permits- 14-30 Days	Small Permits- 5 Days Large Permits- 14-30 Days	Small Permits- 4 Days Large Permits- 14-30 Days
<b>Number of violations</b>	N/A	N/A	343	164	175
<b>Building Permits Issued</b>	2,757	2,900	2,200	3,000	2,900
<b>Certificate of use inspection</b>	353	400	350	600	500
<b>Re-Occupancy Applied</b>	831	850	895	1,100	900
<b>Number of developments approved</b>	N/A	N/A	3	5	4
<b>Re-Occupancy Inspected</b>	821	825	875	1,050	850

# Budget Summary Form

**Department:** Building  
**Dept / Div #:** 15 / 444

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20*</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personnel Services	1,190,155	1,244,209	1,157,703	1,428,472
Operating Expenses	383,501	521,595	302,890	956,300
Internal Services	69,338	428,937	399,486	345,164
Operating Budget	1,642,994	2,194,741	1,860,079	2,729,936
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	44,820	912,672	48,862	198,052
<b>Total Budget</b>	<b>1,687,814</b>	<b>3,107,413</b>	<b>1,908,941</b>	<b>2,927,988</b>

## PERSONNEL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
Building Director	40	1
Assistant Building Director	37	1
Chief Electrical Inspector	30	1
Chief Building Inspector	30	1
Building Inspector	29	2
Flood Officer	29	1
Building Admin. Coordinator	25	1
Minimum Housing Officer	25	1
Permit Processor	20	5
Clerical Technician	18	1
<b>Total # of Full-Time Employees</b>		<b>15</b>

**2021-22 Operating Budget:** 2,729,936  
**2020-21 Operating Budget:** 2,194,741  
**Dollar Change:** 535,195  
**Percentage Change:** 24.39%

**2021-22 Personnel - F.T.E.** 15.00  
**2020-21 Personnel - F.T.E.** 13.00  
**Personnel Change:** 2.00

# Budget Objectives Form

<b>Department:</b>	Building
<b>Division:</b>	Building Services
<b>Dept #:</b>	15
<b>Division #:</b>	444

## Objective:

\$ 2,927,988 To protect the life, health, safety and general welfare of not only residents but those the public through enforcement of the Florida Building Code, Accessibility Codes, Flood Management measures and related standards in conjunction with the built environment. In addition to protect lives and property from fire and other hazards, natural or manmade through the permit and inspection process

## ACTIVITIES:

\$ 2,048,739	001	<b>Building Services:</b> provide property owners inspection services to verify compliance with the Florida Building Code and required standards to protect lives and property in the disciplines of building, roofing, electrical, mechanical, structural.
\$ 117,548	002	<b>Minimum Housing:</b> enforce the Minimum Housing, Re-Occupancy and BNP (Building No Permit) issues to protect lives and property of the public at large.
\$ 31,317	003	<b>Building Costs:</b> pay operational expenses the offices that house the Department's staff including utilities, pest control, mats and rent to the Water and Sewer Enterprise.
\$ 185,625	004	<b>Vehicle:</b> provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.
\$ 544,759	005	<b>Interfund Transfers:</b> provides reimbursement to the General Fund for services provided to the Building Fund.

# Budget Summary Form

**Fund:** Landfill Closure

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personal Services	0	0	0	0
Operating Expenses	3,755,020	5,000,000	10	5,897,292
Internal Services	0	0	0	0
Operating Budget	3,755,020	5,000,000	10	5,897,292
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	4,638,038	0	0
<b>Total Budget</b>	<b>3,755,020</b>	<b>9,638,038</b>	<b>10</b>	<b>5,897,292</b>

## PERSONAL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
None		

**Total # of Full-Time Employees** 0

<b>2021-22 Operating Budget:</b>	5,897,292
<b>2020-21 Operating Budget:</b>	5,000,000
<b>Dollar Change:</b>	897,292
<b>Percentage Change:</b>	17.95%
<b>2021-22 Personnel - F.T.E.</b>	0.00
<b>2020-21 Personnel - F.T.E.</b>	0.00
<b>Personnel Change:</b>	0.00

# Budget Summary Form

**Fund:** Library Aid Grant

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personal Services	79,236	0	84,920	0
Operating Expenses	119,542	197,618	177,627	10,029
Internal Services	440	1,305	0	1,156
Operating Budget	199,218	198,923	262,547	11,185
Capital Outlay	0	3,967	1,094	6,182
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
<b>Total Budget</b>	<b>199,218</b>	<b>202,890</b>	<b>263,641</b>	<b>17,367</b>

## PERSONAL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
None		

**Total # of Full-Time Employees** 0

<b>2021-22 Operating Budget:</b>	11,185
<b>2020-21 Operating Budget:</b>	198,923
<b>Dollar Change:</b>	<u>(187,738)</u>
<b>Percentage Change:</b>	0.00%
<b>2021-22 Personnel - F.T.E.</b>	0.00
<b>2020-21 Personnel - F.T.E.</b>	0.00
<b>Personnel Change:</b>	<u>0.00</u>

# Budget Summary Form

**Fund:** Pension Obligation Bond

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personal Services	0	0	0	0
Operating Expenses	0	0	0	0
Internal Services	0	0	0	0
Operating Budget	0	0	0	0
Capital Outlay	0	0	0	0
Debt Service	1,993,163	1,785,200	208,800	1,786,325
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
<b>Total Budget</b>	<b>1,993,163</b>	<b>1,785,200</b>	<b>208,800</b>	<b>1,786,325</b>

## PERSONAL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
None		

**Total # of Full-Time Employees** 0

<b>2021-22 Operating Budget:</b>	-
<b>2020-21 Operating Budget:</b>	-
<b>Dollar Change:</b>	-
<b>Percentage Change:</b>	0.00%
<b>2021-22 Personnel - F.T.E.</b>	0.00
<b>2020-21 Personnel - F.T.E.</b>	0.00
<b>Personnel Change:</b>	0.00

# Budget Summary Form

**Fund:** Community Redevelopment Agency (CRA)

<b>EXPENDITURE CATEGORY</b>	<b>Actual Expend. FY20</b>	<b>Amended Budget FY21</b>	<b>Est. Expend. FY21</b>	<b>Adopted Budget FY22</b>
Personal Services	641,292	655,000	658,520	900,000
Operating Expenses	5,809,239	7,271,526	6,955,428	6,625,719
Internal Services	294	1,000	300	1,000
Operating Budget	6,450,825	7,927,526	7,614,248	7,526,719
Capital Outlay	356,527	1,595,140	437,860	943,819
Debt Service	0	0	0	0
Grants & Aids	1,556,686	8,012,093	275,000	8,797,829
Reserves & Other	0	1,500,000	0	0
<b>Total Budget</b>	<b>8,364,038</b>	<b>19,034,759</b>	<b>8,327,108</b>	<b>17,268,367</b>

## PERSONAL SERVICES DETAIL:

<b>Classification</b>	<b>Salary Sch.</b>	<b># of Positions</b>
-----------------------	------------------------	---------------------------

<b>Total # of Full-Time Employees</b>	<b>0.0</b>
---------------------------------------	------------

<b>2021-22 Operating Budget:</b>	7,526,719
<b>2020-21 Operating Budget:</b>	7,927,526
<b>Dollar Change:</b>	(400,807)
<b>Percentage Change:</b>	0.00%

<b>2021-22 Personnel - F.T.E.</b>	0.00
<b>2020-21 Personnel - F.T.E.</b>	2.50
<b>Personnel Change:</b>	-2.50

SECTION FOUR:

CAPITAL  
IMPROVEMENT  
PLAN



**Theresa Therilus, Esq.**

**City Manager**

**October 1, 2021**

**Honorable Mayor and Council:**

In accordance with Florida Statute 163.3177, I am pleased to present the Capital Improvement Plan (CIP) for FY 2021-22. The CIP is a planning document that sets forth the City's capital improvements to ensure that municipal infrastructure and facilities are appropriate and adequate to serve the needs of its community. The CIP was approved and adopted by the City Council. The Plan includes funded as well as unfunded projects.

Funding for Capital projects is included in the operating budget. For presentation purposes, they are shown in the Capital Improvement Plan. This CIP totals \$37.44 million and 20 projects which is comprised of six categories: Facilities, Parks, Transportation, Vehicle Replacement, Water and Sewer, and Stormwater.

**Facilities**

In FY 2021-22, there is one funded capital project for Facilities. \$126,500 is budgeted for improvement to City Hall Building. A supplementary of \$126,500 will be considered for funding in the FY 2022-23 for additional repairs and necessary improvements to the City Hall building.

**Parks**

In FY 2021-22, \$1,190,000 is budgeted for Parks and Recreation improvements at the Breeze swept Tot-Lot and Spray ground (\$300,000); Bleachers at North Miami Stadium (\$400,000), Sole Mia Community Center (\$350,000), Enchanted Forest Community Center (\$80,000) and Penny Sugarman Tennis Center (\$60,000) to enhance the experience for the North Miami residents and visitors.

**Transportation**

A total of \$1.558 million is allocated for improvements to the City's main corridor to make it aesthetically pleasing and more accessible by pedestrians. More than \$1.03 million of these funds are allocated for Sidewalk and Right-of-Way Improvements to the City's sidewalks, drainage and bicycle lanes; \$280,000 is allocated to the installation of the traffic calming circle on NE 120<sup>th</sup> Street & 16<sup>th</sup> Avenue. Lastly, \$248,000 is allocated to street resurfacing required to maintain existing street elevations in order to prevent stormwater running off onto private properties and right of ways.



### **Vehicle Replacement**

Funding of \$1,255,000 in FY2021-22 is earmarked for planned fleet and equipment replacement for Parks and Recreation, Police, Public Works and others. Additionally, improvements to our motor pool facility and fuel pumps are included.

### **Water/Sewer and Stormwater Projects**

Improvements of \$33.320 million are included in the FY 2021-22 capital budget which include: \$23 million allocated to upgrade the existing lime softening water plant for, \$8 million allocated for water meter replacement, \$800,000 allocated for stormwater improvements, \$620,000 for lift station rehab, \$500,000 for surge resistance & flood mitigation, \$300,000 for water line replacements, and \$100,000 for sanitary sewer improvements.

### **Impact of Capital Improvements on Operating Budget**

As new capital projects are completed and placed into operation, we anticipate there will be minimal impact on the operating budget. Sidewalk improvements and resurfacing will not necessarily require increased manpower, as some of them are completed by in-house staff who are also responsible for maintenance. As it relates to improvements to our water and sewer infrastructure, we do not anticipate additional staffing requirements. For many years, the City has devoted substantial resources to the rehabilitation and upgrade of its gravity collection system, pump stations, and force mains and therefore maintenance demands are minimal.

With the support of a loyal community, diligent employees and the ongoing guidance of our City Council, I am confident the proposed Capital Improvement Program exhibits sound asset management and capital planning that will serve the needs of North Miami's residents and visitors.

Respectfully submitted,

A handwritten signature in blue ink, reading "Theresa Therilus". The signature is fluid and cursive, with the first name "Theresa" and last name "Therilus" clearly distinguishable.

Theresa Therilus, Esq.  
City Manager



## Procedures

The Capital Improvement Plan (CIP) is an official statement of public policy regarding long range capital development in the City of North Miami. A capital improvement is defined as a capital expenditure resulting in the acquisition, improvement or addition to fixed assets in the form of land, buildings or improvements, more or less permanent in character, and durable equipment with a life expectancy of more than five years. The Five-Year CIP is produced and adopted as its own document, separate from the annual city operation budget. The annual operating budget and the CIP are created as companion documents each fiscal year. Since CIP projects have the potential to significantly impact the annual operating budget, the two shall be created in unison.

## Policies

The City of North Miami's CIP policies provides a framework for the development of current CIP activities and the planning for future projects. These policies include:

- 1) The City will develop and update a five-year CIP on an annual basis.
- 2) All projects in the Comprehensive Improvement Element (CIE) of the City's Comprehensive Plan will be included in the CIP.
- 3) In the development of the CIP, the City will review the operational impact of each project.
- 4) An appointed CIP committee will review and evaluate each project, based on established criteria, prior to any project being included in the CIP.
- 5) All CIP projects listed in the first three (3) years of each program should have viable funding sources.

## Review Process

Departments must submit annual updates and new requests for the CIP to a review committee for evaluation. During the review process, consideration is given to each CIP project's impact on operating costs during the upcoming year as well as future years. In addition, determination of projects to be included in the CIP for funding purposes is based upon established criteria to rank each project accordingly:

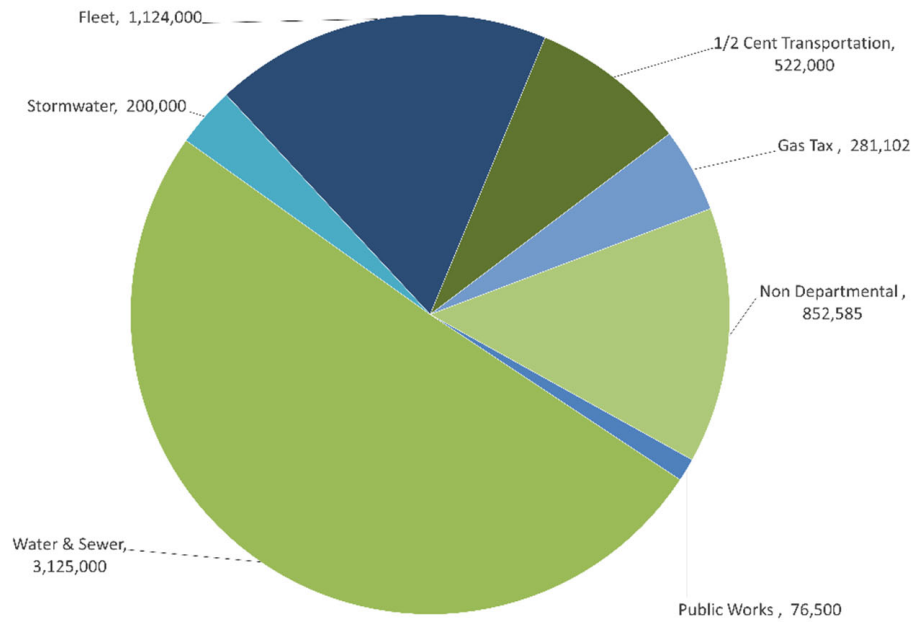
The CIP Committee, which consists of Department Directors and Project Managers, ranks CIP requests based on the below criteria and recommends to the City Manager which projects should be included in the CIP. The City Manager has final approval of the CIP prior to submission to the City Council. Projects tentatively approved by the City Manager for the new fiscal year are then incorporated into the proposed operating budget, along with any increases or decreases in operating costs, and submitted as part of the proposed annual operating budget for City Council adoption.

## Category Criteria

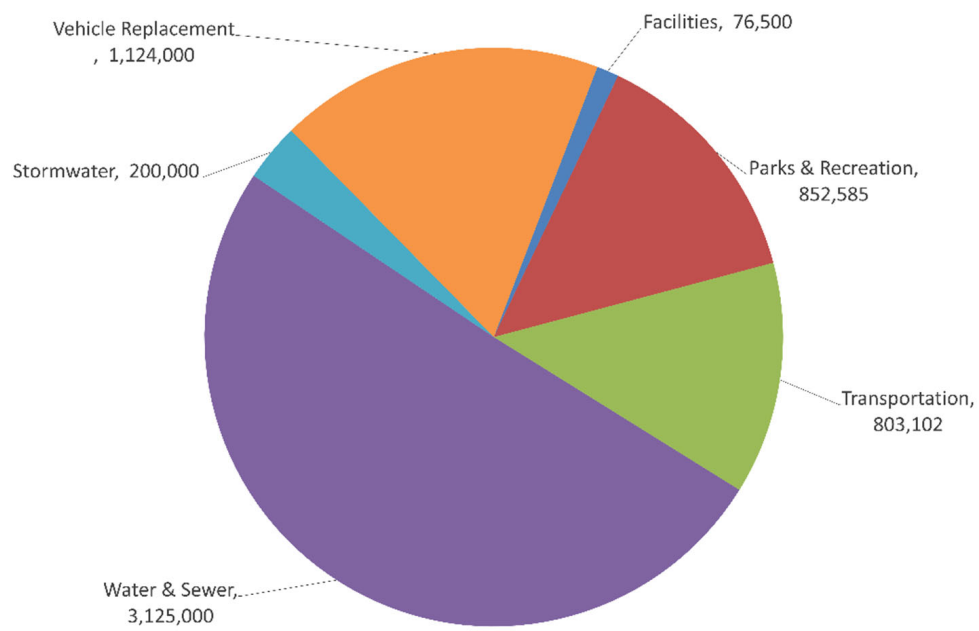
- Moderate Cost Benefit (Results in a moderate cost savings to the City)
- Quality of Life (Will result in maintaining or improving the quality of life for NM residents)
- Critical Repairs/Improvements
- Required by Law, Regulation or Mandate

City of North Miami								
CAPITAL IMPROVEMENT PLAN SCHEDULE (FY- 21/22 - 25/26)								
Project	Dept.	Category	Adopted FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Project Estimated
City Hall Repairs and Improvements	Public Works	Facilities	126,500	126,500	50,000	50,000	100,000	453,000
Breezeswept Tot-Lot Replacement & Spray ground	Parks and Recreation	Parks	300,000	-	-	-	-	300,000
Bleachers at North Miami Stadium	Parks and Recreation	Parks	400,000	-	-	-	-	400,000
Sole Mia Community Center	Parks and Recreation	Parks	350,000	-	-	-	-	350,000
Enchanted Forrest Community Center, Park Office, East & West Shelter Parking Lot	Parks and Recreation	Parks	80,000	-	-	-	-	80,000
Penny Sugarman Tennis Center Roof Repairs	Parks and Recreation	Parks	60,000	-	-	-	-	60,000
Pedestrian and Bicycle Bridge	1/2 Cent	Transportation	-	-	-	-	970,000	970,000
Sidewalks and ROW Improvements	1/2 Cent	Transportation	1,030,000	300,000	300,000	400,000	400,000	2,430,000
Traffic Calming Device	1/2 Cent	Transportation	280,000	-	280,000	280,000	-	840,000
Street Resurfacing	Gas Tax	Transportation	248,138	290,000	290,000	290,000	290,000	1,408,138
Lift Station Rehab	W&S	Water	620,000	1,320,000	520,000	1,320,000	520,000	4,300,000
Sanitary Sewer Rehabilitation	W&S	Water	100,000	300,000	1,100,000	2,300,000	1,100,000	4,900,000
Water Line Replacement	W&S	Water	300,000	300,000	300,000	300,000	300,000	1,500,000
Water Line Improvements	W&S	Water	-	200,000	1,500,000	200,000	1,500,000	3,400,000
Upgrade of Existing Lime Softening Water Plant	W&S	Water	23,000,000	6,000,000	2,000,000	2,000,000	2,000,000	35,000,000
Water Meter Replacements	W&S	Water	8,000,000	-	-	-	-	8,000,000
Surge Resistance & Flood Mitigation	Stormwater	Stormwater	500,000	-	-	-	-	500,000
Stormwater Improvement - Basin Construction	Stormwater	Stormwater	800,000	1,000,000	1,000,000	-	-	2,800,000
Fuel Pump Replacement	Fleet	Vehicle Repl.	10,000	390,000	-	-	-	400,000
Equipment and Vehicle Replacement (Various Depts.)	Fleet	Vehicle Repl.	1,245,000	1,375,000	1,695,000	1,875,000	2,195,000	8,385,000
TOTAL PROJECTS COST:			\$ 37,449,638	\$ 11,601,500	\$ 9,035,000	\$ 9,015,000	\$ 9,375,000	\$ 76,476,138
SCHEDULE BY DEPARTMENT (FY- 21/22 - 25/26)								
Departments			Adopted FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Project Estimated
Public Works			126,500	126,500	50,000	50,000	100,000	453,000
Water & Sewer			32,020,000	8,120,000	5,420,000	6,120,000	5,420,000	57,100,000
Stormwater			1,300,000	1,000,000	1,000,000	-	-	3,300,000
Fleet			1,255,000	1,765,000	1,695,000	1,875,000	2,195,000	8,785,000
1/2 Cent Transportation			1,310,000	300,000	580,000	680,000	1,370,000	4,240,000
Parks & Recreation			490,000	-	-	-	-	490,000
Gas Tax			248,138	290,000	290,000	290,000	290,000	1,408,138
Non Departmental			700,000	-	-	-	-	700,000
TOTAL PROJECTS COST:			\$ 37,449,638	\$ 11,601,500	\$ 9,035,000	\$ 9,015,000	\$ 9,375,000	\$ 76,476,138
SCHEDULE BY CATEGORY (FY- 21/22 - 25/26)								
Category			Adopted FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Project Estimated
Facilities			126,500	126,500	50,000	50,000	100,000	453,000
Parks & Recreation			1,190,000	-	-	-	-	1,190,000
Transportation			1,558,138	590,000	870,000	970,000	1,660,000	5,648,138
Water & Sewer			32,020,000	8,120,000	5,420,000	6,120,000	5,420,000	57,100,000
Stormwater			1,300,000	1,000,000	1,000,000	-	-	3,300,000
Vehicle Replacement			1,255,000	1,765,000	1,695,000	1,875,000	2,195,000	8,785,000
TOTAL PROJECT COST:			\$ 37,449,638	\$ 11,601,500	\$ 9,035,000	\$ 9,015,000	\$ 9,375,000	\$ 76,476,138

## Capital Projects By Department



## Capital Projects By Category



# FACILITIES

---

## IN THIS SECTION:

- City Hall Repairs and Improvements

# FY 2021-22 CIP Request

Project Name:	City Hall Repairs and Improvements		
Department:	Public Works	Address: 776 NE 125th St	Project #
Division:	Facility Maintenance	City: North Miami	Totals \$126,500
Account Number:	001-10-452000-519-612-000	State: Florida	Request Type: Replacement
		Zip: 33181	Priority Level: Critical Repairs

<b>Description:</b>	
To make necessary repairs to improve the City Hall Building	

<b>Justification:</b>	
Funds are needed to continue major repairs and improvements to the City Hall Building.	

Project Estimates:								
Object Code	Description	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
612	Elevator	76,500	6,500	6,500				89,500
612	LED Lights & Signage			30,000				30,000
612	10 Year Building Recertification		40,000					40,000
612	3rd Floor A/C Replacements			40,000				40,000
612	4th Floor A/C Replacements		80,000				50,000	130,000
612	Basement			50,000	50,000	50,000	50,000	200,000
<b>Total:</b>		<b>76,500</b>	<b>126,500</b>	<b>126,500</b>	<b>50,000</b>	<b>50,000</b>	<b>100,000</b>	<b>529,500</b>

Funding Source	Fund #	% Funding	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
Gen Fund	001	37%	76,500	46,500	126,500	50,000	50,000	50,000	399,500
Grants	199	63%		80,000	-	-	-	50,000	130,000
<b>Total:</b>		<b>100%</b>	<b>76,500</b>	<b>126,500</b>	<b>126,500</b>	<b>50,000</b>	<b>50,000</b>	<b>100,000</b>	<b>529,500</b>

Budget Office Use Only	
<input checked="" type="checkbox"/>	Funded
<input type="checkbox"/>	Not Funded
<input type="checkbox"/>	Partially Funded
<input type="checkbox"/>	Pending

# PARKS

---

## IN THIS SECTION:

- Breezeswept Tot-Lot Replacement and Sprayground
- Clyde Judson Community Center Parking Lot Installation
- Bleachers at North Miami
- Sole Mia Community Center
- Enchanted Forrest Community Center, Park Office, East & West Shelter Parking Lot
- Penny Sugarman Tennis Center Roof Repairs

# FY 2021-22 CIP Request

Project Name:	Breezeswept Park Renovations and Improvements		
Department:	Parks & Rec	Address:	12501 NE 2nd Ave
Division:	Facility Operations	City:	North Miami
Account Number:	001-13-480000-519-607-000	State:	FL
		Zip:	33161
		Project #	
		Totals	\$300,000
		Request Type:	New Request
		Priority Level:	Improvement

## Description:

To replace and update the tot-lot, picnic shelter, and basketball half court and to install a restroom, spray ground water feature, and new fencing

## Justification:

The Breezeswept Tot-lot has not been renovated or replaced in over 12 years. The tot-lot is in need of repair, and the park improvements are needed to fit the needs of the residents and surrounding community. D3 Councilmember would like to add a sprayground water feature, which requires a restroom on site, decorative fencing, and a larger picnic pavilion.

## Project Estimates:

Object Code	Description	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
607	Breezeswept Tot-lot replacement and park improvements	500,000	300,000					800,000
								-
								-
								-
								-
								-
<b>Total:</b>		<b>500,000</b>	<b>300,000</b>	-	-	-	-	<b>800,000</b>

Funding Source	Fund #	% Funding	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
Gen Fund	001	100%	500,000	300,000	-	-	-	-	800,000
		0%							-
<b>Total:</b>		<b>100%</b>	<b>500,000</b>	<b>300,000</b>	-	-	-	-	<b>800,000</b>

## Budget Office Use Only

<input checked="" type="checkbox"/>	Funded
<input type="checkbox"/>	Not Funded
<input type="checkbox"/>	Partially Funded
<input type="checkbox"/>	Pending

# FY 2021-22 CIP Request

Project Name:	Clyde Judson Community Center Parking Lot Installation		
Department:	Parks & Recreation	Address:	12100 NW 16 Ave
Division:	Parks Operations	City:	North Miami
Account Number:	001-12-468001-572-329-000	State:	FL
		Zip:	
		Project #	
		Totals	\$80,000
		Request Type:	New Request
		Priority Level:	Improvement

## Description:

Planning and installation of a parking lot at the Clyde Judson Community Center

## Justification:

Currently there are 2 designated parking spaces at the facility. The building has programming and rental on the weekend for up to 40 people. We are recommending at minimum 20 vertical parking space to be installed at the facility.

## Project Estimates:

Object Code	Description	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
329	Installation of a parking lot at Clyde Judson		80,000					80,000
	Center							-
								-
								-
								-
								-
Total		-	80,000	-	-	-	-	80,000

Funding Source	Fund #	% Funding	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
Gen Fund		100%	-	80,000	-	-	-	-	80,000
		0%							-
		0%							-
		0%							-
Total		100%	-	80,000	-	-	-	-	80,000

## Budget Office Use Only

<input checked="" type="checkbox"/>	Funded
<input type="checkbox"/>	Not Funded
<input type="checkbox"/>	Partially Funded
<input type="checkbox"/>	Pending

# FY 2021-22 CIP Request

Project Name:	Bleachers at North Miami Stadium		
Department:	Parks & Rec	Address: 2555 NE 151 St	Project #
Division:		City: North Miami	Totals \$400,000
Account Number:	001-13-480000-519-600-000	State FL	Request Type: New Request
		Zip: 33161	Priority Level: Improvement

## Description:

Repairs of Bleachers at North Miami Stadium

## Justification:

The city is in the process of obtaining the required permits to replace bleachers that were already demolished and removed due to years of wear and tear from spectator use and weather. There are currently no bleachers for spectators to sit during sports games and special events. Funds are being requested to continue to move forward with the process of having brand new stadium bleachers installed.

## Project Estimates:

Object Code	Description	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
600	Bleachers	352,585	400,000					752,585
								-
								-
								-
								-
<b>Total:</b>		<b>352,585</b>	<b>400,000</b>	-	-	-	-	<b>752,585</b>

Funding Source	Fund #	% Funding	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
Gen Fund	001	100%	352,585	400,000	-	-	-	-	752,585
		0%							-
<b>Total:</b>		<b>100%</b>	<b>352,585</b>	<b>400,000</b>	-	-	-	-	<b>752,585</b>

## Budget Office Use Only

<input checked="" type="checkbox"/>	Funded
<input type="checkbox"/>	Not Funded
<input type="checkbox"/>	Partially Funded
<input type="checkbox"/>	Pending

# FY 2021-22 CIP Request

Project Name:	Sole Mia Community Center and Park Architecture and Design		
Department:	Parks & Rec	Address:	139 Street and Sole Mia Lane
Division:	Facility Operations	City:	North Miami
Account Number:	001-13-4800000-519-607-000	State:	FL
		Zip:	33161
		Project #	
		Totals	\$350,000
		Request Type:	New Request
		Priority Level:	Improvement

## Description:

To design the Sole Mia Community Center and active park located on 7.2 acres of the Sole Mia property.

## Justification:

The hiring of an architect and design firm to design a community center and active park on 7.2 acres of land within the Sole Mia property.

## Project Estimates:

Object Code	Description	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
607	Architect & Design of the Sole Mia Project	-	350,000					350,000
								-
								-
								-
<b>Total:</b>		-	<b>350,000</b>	-	-	-	-	<b>350,000</b>

Funding Source	Fund #	% Funding	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
Gen Fund	001	100%	-	350,000	-	-	-	-	350,000
		0%							-
		0%							-
<b>Total:</b>		100%	-	<b>350,000</b>	-	-	-	-	<b>350,000</b>

## Budget Office Use Only

<input checked="" type="checkbox"/>	Funded
<input type="checkbox"/>	Not Funded
<input type="checkbox"/>	Partially Funded
<input type="checkbox"/>	Pending

# FY 2021-22 CIP Request

Project Name:	Enchanted Forest Community Center, Park Office, East & West Shelter Parking Lot						
Department:	Parks & Recreation	Address:	1725 NE 135th Street	Project #			
Division:	Enchanted Forest Park	City:	North Miami	Totals	\$80,000		
Account Number:	001-12-471001-572-600-000	State	Florida	Request Type:	New Request		
		Zip:	33181	Priority Level:	Moderate Cost Benefit		

## Description:

To upgrade all electrical panels and install parking lot lighting throughout the park to meet 40 year re-certification

## Justification:

Park will continue to operate without certification, however, it is subject to be in County / State violation until upgrades are completed.

## Project Estimates:

Object Code	Description	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
600	Enchanted Forest 40 year Re-Certification		80,000					80,000
								-
								-
								-
<b>Total:</b>		-	<b>80,000</b>	-	-	-	-	<b>80,000</b>

Funding Source	Fund #	% Funding	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
Gen Fund	001	100%	-	80,000	-	-	-	-	80,000
		0%							-
		0%							-
<b>Total:</b>		100%	-	<b>80,000</b>	-	-	-	-	<b>80,000</b>

## Budget Office Use Only

<input checked="" type="checkbox"/>	Funded
<input type="checkbox"/>	Not Funded
<input type="checkbox"/>	Partially Funded
<input type="checkbox"/>	Pending

# FY 2021-22 CIP Request

Project Name:	Penny Sugarman Tennis Center Roof Repairs		
Department:	Parks & Recreation	Address:	1795 Sans Souci Blvd
Division:	Recreation	City:	North Miami
Account Number:	001-12-465003-572-600-000	State:	Florida
		Zip:	33181
		Project #	Totals \$60,000
		Request Type:	New Request
		Priority Level:	Moderate Cost Benefit

## Description:

Tennis Center roof repairs

## Justification:

The Tennis Center is well over 30 years old and no major renovations have been performed since the facility was constructed. The building's original roof is over 30 years old and has deteriorated to the point where repair is no longer possible and must be replaced. The facility generates a lot of revenue and receives use. Improvements are required to better meet the needs of our growing community.

## Project Estimates:

Object Code	Description	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
330	Roof		60,000					60,000
								-
								-
								-
<b>Total:</b>		-	<b>60,000</b>	-	-	-	-	<b>60,000</b>

Funding Source	Fund #	% Funding	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
Grants	199	100%	-	60,000	-	-	-	-	60,000
		0%							-
		0%							-
<b>Total:</b>		100%	-	<b>60,000</b>	-	-	-	-	<b>60,000</b>

## Budget Office Use Only

<input checked="" type="checkbox"/>	Funded
<input type="checkbox"/>	Not Funded
<input type="checkbox"/>	Partially Funded
<input type="checkbox"/>	Pending

# TRANSPORTATION

---

## IN THIS SECTION:

- Pedestrian and Bicycle Bridge
- Sidewalks and ROW Improvements
- Traffic Calming Device
- Street Resurfacing

# FY 2021-22 CIP Request

Project Name:	Pedestrian and Bicycle Bridge over Biscayne Canal at NE 131 Street					
Department:	Public Works	Address:	NE 2nd Ave - Memorial Hw		Project #	
Division:	Transportation	City:	North Miami		Totals	\$0
Account Number:	185-09-551000-541-608-000	State:	Florida		Request Type:	Replacement
		Zip:	33181		Priority Level:	Regulatory Requirement

## Description:

Replace existing bridge over the Biscayne Canal with an ADA compliant and safe bridge.

## Justification:

The City has committed to improving the mobility options for residents to include safe and convenient bicycle and pedestrian facilities. 131st Street is one of only 3 east-west corridors that connect the City by going under I-95 and over the Biscayne Canal (the others being 125th and 135th Streets). NE 125th and NE 135th are both 4 lane major arterials and not conducive to bicycle traffic while 131st Street is a single-family residential area with 2 lanes. Connecting this corridor over the Biscayne Canal is an existing ped-bike bridge which has been determined to be unsound and must be replaced.

## Project Estimates:

Object Code	Description	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
311	Design, geotechnical, CEI	91,000					100,000	191,000
618	Pathways, landscaping, lighting						70,000	70,000
312	Striping & signage 131st ST							-
608	Bridge span, footings (150 ft)						800,000	800,000
								-
								-
<b>Total:</b>		<b>91,000</b>	-	-	-	-	<b>970,000</b>	<b>1,061,000</b>

Funding Source	Fund #	% Funding	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
1/2-Cent	185	40%	91,000	-		-	-	388,000	479,000
Grants	199	60%						582,000	582,000
<b>Total:</b>		<b>100%</b>	<b>91,000</b>	-	-	-	-	<b>970,000</b>	<b>1,061,000</b>

## Budget Office Use Only

<input checked="" type="checkbox"/>	Funded
<input type="checkbox"/>	Not Funded
<input type="checkbox"/>	Partially Funded
<input type="checkbox"/>	Pending

# FY 2021-22 CIP Request

Project Name:	Sidewalks and Right-of-Way Improvements		
Department:	Public Works	Address:	Various
Division:	Transportation	City:	North Miami
Account Number:	185-09-551000-541-618-000	State:	Florida
		Zip:	33181
		Project #	
		Totals	\$1,030,000
		Request Type:	Replacement
		Priority Level:	Critical Repairs

## Description:

Repair or build sidewalks, improve drainage and add bicycle lanes on roadways within City limits. Areas where work will be performed are determined by priority and funding by district.

## Justification:

Due to regular traffic use, weather conditions, etc., many of the roads and sidewalks in the City are in need of repair. Based on the FY 2017 Right-of-Way Condition survey, resident feedback, and future needs, funds will be expended to repair or replace sidewalks, improve drainage, and correct other deficiencies.

## Project Estimates:

Object Code	Description	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
618	Roadway Improvement	431,000	400,000	300,000	300,000	400,000	400,000	2,231,000
618	Decorative Light Replacements		30,000					30,000
618	Streetscape							-
618	NE 132nd Street b/w NE 4th - 5th Avenue		300,000					300,000
618	NE 142nd Street NE 10th		300,000					300,000
								-
<b>Total:</b>		<b>431,000</b>	<b>1,030,000</b>	<b>300,000</b>	<b>300,000</b>	<b>400,000</b>	<b>400,000</b>	<b>2,861,000</b>

Funding Source	Fund #	% Funding	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
1/2-Cent	185	100%	431,000	1,030,000	300,000	300,000	400,000	400,000	2,861,000
		0%							-
<b>Total:</b>		<b>100%</b>	<b>431,000</b>	<b>1,030,000</b>	<b>300,000</b>	<b>300,000</b>	<b>400,000</b>	<b>400,000</b>	<b>2,861,000</b>

## Budget Office Use Only

<input checked="" type="checkbox"/>	Funded
<input type="checkbox"/>	Not Funded
<input type="checkbox"/>	Partially Funded
<input type="checkbox"/>	Pending

# FY 2021-22 CIP Request

Project Name:	Traffic Calming Device		
Department:	Public Works	Address: NE 120 Street & 16th Ave	Project #
Division:	Transportation	City: North Miami	Totals \$280,000
Account Number:	185-09-551000-541-618-000	State: Florida	Request Type: Replacement
		Zip: 33181	Priority Level: Critical Repairs

## Description:

To construct a Miami-Dade County approved Traffic Circles

## Justification:

Install a Miami-Dade County approved Traffic Calming device to make neighborhood street safer for drivers, bicyclists and pedestrians based on resident requests and studies.

## Project Estimates:

Object Code	Description	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
618	Traffic Circle	-						-
618	NW 139 NW 9th -11th Avenue			280,000				280,000
618	NE 120 Street & 16th Avenue		280,000					280,000
618	Future Approved Traffic Circles				280,000	280,000		560,000
								-
								-
<b>Total:</b>		-	<b>280,000</b>	<b>280,000</b>	<b>280,000</b>	<b>280,000</b>	-	<b>1,120,000</b>

Funding Source	Fund #	% Funding	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
1/2-Cent	185	100%	-	280,000	280,000	280,000	280,000	-	1,120,000
		0%							-
<b>Total:</b>		100%	-	<b>280,000</b>	<b>280,000</b>	<b>280,000</b>	<b>280,000</b>	-	<b>1,120,000</b>

## Budget Office Use Only

<input checked="" type="checkbox"/>	Funded
<input type="checkbox"/>	Not Funded
<input type="checkbox"/>	Partially Funded
<input type="checkbox"/>	Pending

# FY 2021-22 CIP Request

Project Name:	Resurfacing		
Department:	Public Works	Address: Various	Project #
Division:	Gas Tax	City: North Miami	Totals \$248,138
Account Number:	370-09-620000-541-618-000	State Florida	Request Type: New Request
		Zip: 33181	Priority Level: Improvement

## Description:

Resurface streets, including milling where required, within City limits. Areas where work will be performed are determined by priority, based on the severity of damage.

## Justification:

The majority of the paved streets have been resurfaced by the Streets Division in the past. Due to regular traffic use, weather conditions, etc., many of the roads are now in need of resurfacing. A private contractor will be hired to resurface existing streets as determined by priority. In some instances, milling may be required in order to maintain existing street elevations; this is necessary to prevent stormwater runoff onto private properties and rights-of-ways.

## Project Estimates:

Object Code	Description	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
618	Roadway Improvements	281,102	248,138	290,000	290,000	290,000	290,000	1,689,240
								-
								-
<b>Total:</b>		<b>281,102</b>	<b>248,138</b>	<b>290,000</b>	<b>290,000</b>	<b>290,000</b>	<b>290,000</b>	<b>1,689,240</b>

Funding Source	Fund #	% Funding	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
Gas Tax	370	100%	281,102	248,138	290,000	290,000	290,000	290,000	1,689,240
		0%							-
<b>Total:</b>		<b>100%</b>	<b>281,102</b>	<b>248,138</b>	<b>290,000</b>	<b>290,000</b>	<b>290,000</b>	<b>290,000</b>	<b>1,689,240</b>

## Budget Office Use Only

<input checked="" type="checkbox"/>	Funded
<input type="checkbox"/>	Not Funded
<input type="checkbox"/>	Partially Funded
<input type="checkbox"/>	Pending

# WATER AND SEWER

---

## IN THIS SECTION:

- Lift Station Rehab
- Sanitary Sewer Rehabilitation
- Water Line Replacement
- Water Line Improvements
- Upgrade of Existing Lime Softening Water Plant
- Water Meter Replacements

# FY 2021-22 CIP Request

Project Name:	Lift Stations Rehabilitation		
Department:	Public Works	Address:	Various
Division:	Utility Equipment Maintenance	City:	North Miami
Account Number:	420-10-644000-536-608-000	State:	Florida
		Zip:	33181
		Project #	
		Totals	\$620,000
		Request Type:	New Request
		Priority Level:	Critical Repairs

## Description:

This level provides funds to implement a revitalization and maintenance schedule for the City's 47 Lift Stations.

## Justification:

The City's Sanitary Lift Stations are outdated and in poor condition. The risks of leakage and contamination is a large concern, as well as the cost of remediation and clean-up. The City needs to protect our facilities and the surrounding residents in the areas of the Lift Stations. Therefore, a 20-year revitalizing and maintenance schedule has been developed to pro actively address these and other possible risks.

## Project Estimates:

Object Code	Description	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
605	Telemetry	25,000	20,000	20,000	20,000	20,000	20,000	125,000
608	Pumps	100,000	200,000	100,000	100,000	100,000	100,000	700,000
608	Various Station	100,000	200,000	200,000	200,000	200,000	200,000	1,100,000
608	Future Designs and Construction for Stations	100,000	200,000	-	200,000	-	200,000	700,000
608	Lift Station Rehab	-	-	1,000,000	-	1,000,000	-	2,000,000
<b>Total:</b>		<b>325,000</b>	<b>620,000</b>	<b>1,320,000</b>	<b>520,000</b>	<b>1,320,000</b>	<b>520,000</b>	<b>4,625,000</b>

Funding Source	Fund #	% Funding	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
W&S	420	100%	325,000	620,000	1,320,000	520,000	1,320,000	520,000	4,625,000
		0%							-
		0%							-
<b>Total:</b>		<b>100%</b>	<b>325,000</b>	<b>620,000</b>	<b>1,320,000</b>	<b>520,000</b>	<b>1,320,000</b>	<b>520,000</b>	<b>4,625,000</b>

## Budget Office Use Only

	Funded
	Not Funded
	Partially Funded
	Pending

# FY 2021-22 CIP Request

Project Name:	Sanitary Sewer Rehabilitation - Gravity Improvement		
Department:	Public Works	Address:	Various
Division:	Sewer Collection & Disposal	City:	North Miami
Account Number:	420-10-650000-536-641-000	State:	Florida
		Zip:	33181
		Project #	
		Totals	\$100,000
		Request Type:	Replacement
		Priority Level:	Quality of Life

## Description:

This level provides funds to implement a 20-year rehabilitation and maintenance schedule for the City's Sanitary Sewer System. Also, taking corrective action will satisfy requirements from the Peak Flow Management Study

## Justification:

The City's Sanitary Sewer System is over 50 years old. Due to the age and condition of the pipes, excess groundwater infiltration is responsible for sewer backups and excessive sewage treatment charges. Implementing a 20 year rehabilitation and maintenance schedule will address these issues and reduce the sewage treatment cost. Consultants performed a Peak Flow Management Study as required by DERM. The recommendations and corrective actions suggested in the study must be addressed in order to be in compliance with regulatory agencies.

## Project Estimates:

Object Code	Description	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
641	Gravity Sewer Improvement	100,000	100,000	100,000	100,000	100,000	100,000	600,000
641	Sewer Line & Manhole Rehab				1,000,000	1,000,000	1,000,000	3,000,000
641	NE 135th Force Main		-	-	-	-		-
641	Future Force Main Improvements	200,000		200,000		1,200,000		1,600,000
								-
								-
<b>Total:</b>		<b>300,000</b>	<b>100,000</b>	<b>300,000</b>	<b>1,100,000</b>	<b>2,300,000</b>	<b>1,100,000</b>	<b>5,200,000</b>

Funding Source	Fund #	% Funding	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
W&S	420	100%	300,000	100,000	300,000	1,100,000	2,300,000	1,100,000	5,200,000
		0%							-
		0%							-
<b>Total:</b>		<b>100%</b>	<b>300,000</b>	<b>100,000</b>	<b>300,000</b>	<b>1,100,000</b>	<b>2,300,000</b>	<b>1,100,000</b>	<b>5,200,000</b>

## Budget Office Use Only

<input checked="" type="checkbox"/>	Funded
<input type="checkbox"/>	Not Funded
<input type="checkbox"/>	Partially Funded
<input type="checkbox"/>	Pending

# FY 2021-22 CIP Request

Project Name:	Water Line Replacement		
Department:	Public Works	Address:	Various
Division:	Water Distribution	City:	North Miami
Account Number:	420-10-649003-536-636-000	State:	Florida
		Zip:	33181
		Project #	
		Totals	\$300,000
		Request Type:	Replacement
		Priority Level:	Quality of Life

## Description:

To fund a 30-year replacement schedule of water lines throughout the City of North Miami.

## Justification:

The City annually budgets to repair, replace and maintain water meters, mains and service lines; test water meters and repairs or replace defective units; install backflow prevention devices and certify proper function upon installation. Due to an increasing number of repairs and defective units, a 30-year schedule will be implemented to replace water lines through the City. Current funding for service lines will remain in place for emergency repairs.

## Project Estimates:

Object Code	Description	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
636	4,000 LF of Lrg dia. Pipe	250,000	250,000	250,000	250,000	250,000	250,000	1,500,000
636	29,600 ft of small dia. Pipe	25,000	25,000	25,000	25,000	25,000	25,000	150,000
636	Fire Hydrants	25,000	25,000	25,000	25,000	25,000	25,000	150,000
								-
								-
								-
<b>Total:</b>		<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>1,800,000</b>

Funding Source	Fund #	% Funding	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
W&S	420	100%	300,000	300,000	300,000	300,000	300,000	300,000	1,800,000
		0%							-
		0%							-
<b>Total:</b>		<b>100%</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>1,800,000</b>

## Budget Office Use Only

	Funded
	Not Funded
	Partially Funded
	Pending

# FY 2021-22 CIP Request

Project Name:	Water Line Improvement		
Department:	Public Works	Address: Various	Project #
Division:	Water Distribution	City: North Miami	Totals \$0
Account Number:	420-10-649000-536-636-000	State Florida	Request Type: Replacement
		Zip: 33181	Priority Level: Quality of Life

## Description:

Water Main Improvements through-out the City identified in the system wide Hydraulic Model.

## Justification:

Water Main Improvements are part of the City's water infrastructure improvements, per the Master Plan developed by Hazen & Sawyer in December 2011. These upgrades will improve the City's water age, system pressures, fire flow demands and water quality requirements as required under the Safe Drinking Water Program.

## Project Estimates:

Object Code	Description	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
636	Design	200,000		200,000	-	200,000	-	600,000
636	Water Line Improvement	2,000,000			1,500,000		1,500,000	5,000,000
								-
								-
								-
								-
<b>Total:</b>		<b>2,200,000</b>	<b>-</b>	<b>200,000</b>	<b>1,500,000</b>	<b>200,000</b>	<b>1,500,000</b>	<b>5,600,000</b>

Funding Source	Fund #	% Funding	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
W&S	420	100%	2,200,000	-	200,000	1,500,000	200,000	1,500,000	5,600,000
		0%							-
		0%							-
		0%							-
<b>Total:</b>		<b>100%</b>	<b>2,200,000</b>	<b>-</b>	<b>200,000</b>	<b>1,500,000</b>	<b>200,000</b>	<b>1,500,000</b>	<b>5,600,000</b>

## Budget Office Use Only

	Funded
	Not Funded
	Partially Funded
	Pending

# FY 2021-22 CIP Request

Project Name:	Upgrade of Existing Lime Softening Water Plant		
Department:	Public Works	Address: 1100 NW125th street	Project #
Division:	Water Plant	City: North Miami	Totals \$23,000,000
Account Number:	420-10-646000-536-699-000	State Florida	Request Type: New Request
		Zip: 33168	Priority Level: Critical Repairs

## Description:

To rehabilitate the existing Lime Softening Water Treatment Plant in order to operate more efficiently and comply with industry standards.

## Justification:

A Water Plant Feasibility Study was conducted to review the feasibility of upgrading the existing Lime Softening Treatment Plant, constructing a reverse osmosis (RO) treatment plant adjacent to the existing plant, and blending the water from different aquifers. Construction of RO has been the been deferred. 1. Filter rehabilitation (ProjectedCompleted FY19) 2. Wells (completed in FY16) 3. WTP Rehabilitation Project and. New Water Storage Tanks are being developed. This project requires the services of contractors and engineers to design and build the Water Plant. Phase 4 funding source will come from the SRF (State Revolving Loan).

## Project Estimates:

Object Code	Description	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
699	Upgrade of Existing Water Plant (SRF)		23,000,000	6,000,000	-	-	-	29,000,000
704	Interest		-	-	1,000,000	1,000,000	1,000,000	3,000,000
705	Interest		-	-	1,000,000	1,000,000	1,000,000	3,000,000
								-
								-
<b>Total:</b>		-	<b>23,000,000</b>	<b>6,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>35,000,000</b>

Funding Source	Fund #	% Funding	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
Grants	199	100%	-	23,000,000	6,000,000	2,000,000	2,000,000	2,000,000	35,000,000
		0%							-
		0%							-
		0%							-
<b>Total:</b>		100%	-	<b>23,000,000</b>	<b>6,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>35,000,000</b>

## Budget Office Use Only

<input checked="" type="checkbox"/>	Funded
<input type="checkbox"/>	Not Funded
<input type="checkbox"/>	Partially Funded
<input type="checkbox"/>	Pending

# FY 2021-22 CIP Request

Project Name:	Water Meter Replacement		
Department:	Public Works	Address:	Various
Division:	Water Distribution	City:	North Miami
Account Number:	420-10-649000-536-605-000	State:	Florida
		Zip:	33181
		Project #	Totals \$8,000,000
		Request Type:	Replacement
		Priority Level:	Quality of Life

## Description:

Replace malfunctioning water meters.

## Justification:

The current water meters are now at the end of their useful life. Changing out these meters will give an accurate meter reading. Metering is a critical part of conserving the City's water supply, ensuring water resources are protected, allowing it to remain healthy and able to supply the growing population. At present, the water and sewer utility has numerous meters that are not registering or are unable to be read. This level is requesting funds for the replacement of these meters ensuring all customers are given an accurate bill as well as reducing the liability on the City's Billing Department. The city is pursuing grants to cover this expense.

## Project Estimates:

Object Code	Description	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
605	Water Meter Replacement		8,000,000	-	-	-	-	8,000,000
								-
								-
								-
								-
								-
<b>Total:</b>		-	<b>8,000,000</b>	-	-	-	-	<b>8,000,000</b>

Funding Source	Fund #	% Funding	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
Grants	199	100%	-	8,000,000	-	-	-	-	8,000,000
		0%							-
		0%							-
		0%							-
<b>Total:</b>		100%	-	<b>8,000,000</b>	-	-	-	-	<b>8,000,000</b>

## Budget Office Use Only

<input checked="" type="checkbox"/>	Funded
<input type="checkbox"/>	Not Funded
<input type="checkbox"/>	Partially Funded
<input type="checkbox"/>	Pending

# STORMWATER

---

## IN THIS SECTION:

- Surge Resistance & Flood Mitigation
- Stormwater Improvement- Basin Construction

# FY 2021-22 CIP Request

Project Name:	(LMS Project) Surge Resistance & Flood Mitigation		
Department:	Public Works	Address:	Various
Division:	Stormwater Maintenance & Operations	City:	North Miami
Account Number:	490-10-621000-538-601-000	State:	Florida
		Zip:	33181
		Project #	
		Totals	\$500,000
		Request Type:	New Request
		Priority Level:	Regulatory Requirement

## Description:

To help prevent repetitive flooding, reduce damages to resident properties and decrease the number of recurring insurance claims

## Justification:

In 1998, the city received a federal Emergency Management Agency grant to reconstruct nineteen (19) of the twenty-eight (28) seawalls. While two existing retaining walls do not need repairs, the remaining seven (7) retaining walls need reconstruction to ensure structural integrity in the event of storm related tidal surges. Approximately 50 homes will be affected if the remaining retaining walls are damaged by a tidal surge. In addition, any surface or subterranean deterioration to the existing retaining walls will adversely impact the structural integrity of the swales directly behind the seawalls and subsequently damage underground utilities in close proximity to the retaining walls. Other locations with retaining walls throughout the city will also be considered for reconstruction.

## Project Estimates:

Object Code	Description	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
601	Surge Resistance and Flood Mitigation		500,000	-	-	-	-	500,000
								-
								-
								-
<b>Total:</b>		-	<b>500,000</b>	-	-	-	-	<b>500,000</b>

Funding Source	Fund #	% Funding	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
Grants	199	100%	-	500,000	-	-	-	-	500,000
		0%							-
<b>Total:</b>		100%	-	<b>500,000</b>	-	-	-	-	<b>500,000</b>

## Budget Office Use Only

<input checked="" type="checkbox"/>	Funded
<input type="checkbox"/>	Not Funded
<input type="checkbox"/>	Partially Funded
<input type="checkbox"/>	Pending

# FY 2021-22 CIP Request

Project Name:	Stormwater Improvement - Basin Construction		
Department:	Public Works	Address:	Various
Division:	Stormwater Maintenance & Operations	City:	North Miami
Account Number:	490-10-621000-538-620-000	State:	Florida
		Zip:	33181
		Project #	
		Totals	\$800,000
		Request Type:	New Request
		Priority Level:	Quality of Life

## Description:

Funds needed to continue construction of priority drainage as outlined in the adopted Stormwater Master Plan.

## Justification:

Provide funding for the construction of Drainage Improvements to drainage basin as outlined in the Stormwater Master Plan. This will alleviate flooding and also address water quality needs to be in compliance with the City's NPDES Permit. Staff have applied for a grant to assist with this project.

## Project Estimates:

Object Code	Description	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
620	Basin Construction	200,000		200,000	200,000	-		600,000
	Design NE 125th St. b/w 15 & 16 Ave.		200,000	200,000	200,000			600,000
	Design NE 131st St. b/w 10 & 11 Ct.		200,000	200,000	200,000			600,000
	Design NE 3rd Ct. b/w 135 & 131 St.		200,000	200,000	200,000			600,000
	Design NE 5th Ave b/w NE 139 & 143 St.		200,000	200,000	200,000			600,000
								-
Total		200,000	800,000	1,000,000	1,000,000	-	-	3,000,000

Funding Source	Fund #	% Funding	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
Grants	199	100%	200,000	800,000	1,000,000	1,000,000	-	-	3,000,000
		0%							-
		0%							-
		0%							-
Total		100%	200,000	800,000	1,000,000	1,000,000	-	-	3,000,000

## Budget Office Use Only

<input checked="" type="checkbox"/>	Funded
<input type="checkbox"/>	Not Funded
<input type="checkbox"/>	Partially Funded
<input type="checkbox"/>	Pending

# FLEET

---

## IN THIS SECTION:

- Fuel Pump Replacement
- Equipment and Vehicle Replacement (Various Depts.)

# FY 2021-22 CIP Request

Project Name:	Fuel Pump and Storage Tank Replacement				
Department:	Public Works	Address:	1855 NE 142 Street	Project #	
Division:	Fleet	City:	North Miami	Totals	\$10,000
Account Number:	520-10-670000-590-311-000	State:	FL	Request Type:	Replacement
		Zip:	33181	Priority Level:	Regulatory Requirement

## Description:

To replace the fuel pumps and underground storage tanks utilized to fuel the City's fleet of vehicles and equipment.

## Justification:

The Motor Pool's underground storage tanks and associated equipment was installed in the 1990's and minor improvements have been made over the years. The diesel and unleaded fuel pumps are over twenty years old and replacement is required before the pumps break and emergency repair/replacement is required. The diesel pump has pumped over 850,000 gallons and the unleaded pumps (two) have each pumped over a million gallons of fuel since they were installed. The underground storage tank has reached its life expectancy which is between 20 - 25 years. Replacement will ensure that the facility will continue to function as required for the foreseeable future.

## Project Estimates:

Object Code	Description	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
311	Consulting Services		10,000					10,000
612	Storage Tank Replacement			350,000				350,000
612	Fuel Pump Replacement			40,000				40,000
								-
								-
								-
<b>Total:</b>		-	<b>10,000</b>	<b>390,000</b>	-	-	-	<b>400,000</b>

Funding Source	Fund #	% Funding	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
Fleet	520	100%	-	10,000	390,000	-	-	-	400,000
		0%							-
		0%							-
		0%							-
<b>Total:</b>		100%	-	<b>10,000</b>	<b>390,000</b>	-	-	-	<b>400,000</b>

## Budget Office Use Only

<input checked="" type="checkbox"/>	Funded
<input type="checkbox"/>	Not Funded
<input type="checkbox"/>	Partially Funded
<input type="checkbox"/>	Pending

# FY 2021-22 CIP Request

Project Name:	Vehicle and Equipment Replacement		
Department:	Public Works	Address:	Various
Division:	Fleet	City:	North Miami
Account Number:	Various Fleet Management Accounts	State:	Florida
		Zip:	33168
		Project #	Totals
			\$1,245,000
		Request Type:	Replacement
		Priority Level:	Regulatory Requirement

## Description:

To replace vehicles and equipment that have been in service beyond their useful life.

## Justification:

The vehicles being identified for replacement have been in service for ten or more years and have been in the fleet longer than their originally projected useful life. The equipment being identified for replacement has been in service for twelve or more years and has been in the fleet at least four years longer than their originally projected useful life. The replacement vehicles and equipment will be used to provide necessary services to the community.

## Project Estimates:

Object Code	Description	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
601	Police Vehicles (20) - FY22 Lease	694,000	125,000	375,000	625,000	875,000	1,125,000	3,819,000
601	Vehicles - Various Departments	-	550,000	500,000	500,000	500,000	500,000	2,550,000
601	Public Works Vehicles - Water & Sewer	250,000	200,000	200,000	200,000	200,000	200,000	1,250,000
601	Public Works Vehicles - Stormwater	30,000	120,000	-	120,000	-	120,000	390,000
605	Equipment - Various Departments	-	150,000	150,000	150,000	150,000	150,000	750,000
605	Public Works Equipment - Water & Sewer	150,000	100,000	100,000	100,000	100,000	100,000	650,000
605	Public Works Equipment - Stormwater	-	-	50,000	-	50,000	-	100,000
<b>Total:</b>		<b>1,124,000</b>	<b>1,245,000</b>	<b>1,375,000</b>	<b>1,695,000</b>	<b>1,875,000</b>	<b>2,195,000</b>	<b>9,509,000</b>

Funding Source	Fund #	% Funding	Prior Years	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Estimate
Fleet	520	76%	694,000	825,000	1,075,000	1,275,000	1,575,000	1,775,000	7,219,000
W&S	420	20%	400,000	300,000	300,000	300,000	300,000	300,000	1,900,000
Storm Wtr	490	4%	30,000	120,000	-	120,000	-	120,000	390,000
		0%							-
<b>Total:</b>		<b>100%</b>	<b>1,124,000</b>	<b>1,245,000</b>	<b>1,375,000</b>	<b>1,695,000</b>	<b>1,875,000</b>	<b>2,195,000</b>	<b>9,509,000</b>

## Budget Office Use Only

<input checked="" type="checkbox"/>	Funded
<input type="checkbox"/>	Not Funded
<input type="checkbox"/>	Partially Funded
<input type="checkbox"/>	Pending

# SECTION FIVE:

## APPENDIX

City of North Miami, Florida  
Classification and Pay Plan  
Unclassified Positions  
Effective: October 1, 2021 - September 30, 2022

Class Number	Class Title	Numerical Pay Grade	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
175	CITY MANAGER (CM) (E)	50	155,018	273,544
185	CITY ATTORNEY (DH) (E)	50	155,018	273,544
170	DEPUTY CITY MANAGER (DCM) (E)	48	140,480	217,348
725	POLICE CHIEF (DH) (E)	48-SM	140,480	217,348
171	ASST. CITY MANAGER (ADH) (E)	47	133,926	197,979
5	CHIEF FINANCIAL OFFICER (ADH) (E)	46	124,977	188,546
183	DEPUTY CITY ATTORNEY (ADH) (E)	46	127,476	188,547
167	CHIEF OF STAFF (E)	45	121,468	179,555
225	FINANCE DIRECTOR (DH) (E)	44	115,607	171,152
400	PUBLIC WORKS DIRECTOR (DH) (E)	44	115,607	171,152
722	ASST. POLICE CHIEF (ADH) (E)	43-SM	112,098	166,047
22	EXECUTIVE DIRECTOR (CITIZENS INVEST. BOARD) (DH) (E)	42	104,682	155,018
404	ASST. PUBLIC WORKS DIRECTOR (ADH) (E)	41	99,746	147,581
716	POLICE MAJOR (E)	40-SM	96,804	143,295
221	BUDGET DIRECTOR (DH) (E)	40	94,914	140,480
422	BUILDING DIRECTOR (DH) (E)	40	94,914	140,480
399	CODE COMPLIANCE DIRECTOR (DH) (E)	40	94,914	140,480
452	COMMUNICATIONS DIRECTOR (DH) (E)	40	94,914	140,480
454	ECONOMIC DEVELOPMENT & STRATEGIC INITIATIVES DIRECTOR (DH)	39	94,914	140,480
32	HOUSING & SOCIAL SERVICES DIRECTOR (DH) (E)	40	94,914	140,480
164	INFORMATION TECHNOLOGY DIRECTOR (DH) (E)	40	94,914	140,480
325	LIBRARY DIRECTOR (DH) (E)	40	94,914	140,480
823	MOCA DIRECTOR (DH) (E)	40	94,914	140,480
860	PARKS & RECREATION DIRECTOR (DH) (E)	40	94,914	140,480
150	PERSONNEL ADMINISTRATION DIRECTOR (DH) (E)	40	94,914	140,480
408	PLANNING, ZONING & DEVELOPMENT DIRECTOR (DH) (E)	40	94,914	140,480
137	PURCHASING DIRECTOR (DH) (E)	40	94,914	140,480
160	RISK DIRECTOR (DH) (E)	40	94,914	140,480
421	CAPITAL PROJECT MANAGER (E)	37	81,973	121,489
220	ASST. FINANCE DIRECTOR (ADH) (E)	37	81,973	121,489
180	ASST. CITY ATTORNEY (JB) (E)	36	77,876	115,607
222	ASST. BUDGET DIRECTOR (ADH) (E)	34	70,776	104,683
	ASST. BUILDING DIRECTOR	37	81,973	121,489

City of North Miami, Florida  
Classification and Pay Plan  
Unclassified Positions  
Effective: October 1, 2021 - September 30, 2022

Class Number	Class Title	Numerical Pay Grade	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
24	ASST. CODE COMPLIANCE DIRECTOR (ADH) (E)	34	70,776	104,683
30	ASST. HOUSING & SOCIAL SERVICES DIRECTOR (ADH) (E)	34	70,776	104,683
163	ASST. INFORMATION TECHNOLOGY DIRECTOR (ADH) (E)	34	70,776	104,683
315	ASST. LIBRARY DIRECTOR (ADH) (E)	34	70,776	104,683
857	ASST. PARKS & RECREATION DIRECTOR (ADH) (E)	37	81,973	121,489
149	ASST. PERSONNEL ADMIN. DIRECTOR (ADH) (E)	34	70,776	104,683
411	ASST. PLANNING, ZONING & DEV. DIRECTOR (ADH) (E)	34	70,776	104,683
139	ASST. PURCHASING DIRECTOR (ADH) (E)	34	70,776	104,683
155	DEPUTY CITY CLERK (ADH) (E)	34	70,776	104,683
452	COMMUNICATIONS MANAGER (JB) (E)	34	70,075	104,682
37	SENIOR MANAGEMENT ANALYST (JB) (E)	30	57,961	77,876
413	TRANSPORTATION MANAGER (JB) (E)	33	67,352	99,746
218	INTERNAL AUDITOR (E)	32	64,032	94,914
735	POLICE EXECUTIVE ASSISTANT (E)	32	64,032	94,914
23	SENIOR COMMUNICATIONS OFFICER (JB) (E)	31	60,986	90,355
174	GOVERNMENTAL AFFAIRS MANAGER (JB) (E)	30	57,961	85,986
126	SENIOR EXECUTIVE ASSISTANT TO THE CITY MANAGER (JB) (E)	30	60,986	90,355
114	PARALEGAL (JB) (E)	29	55,230	81,951
41	ADMINISTRATIVE ASSISTANT TO THE CITY MANAGER (JB) (E)	28	52,373	77,876
115	EXECUTIVE ASSISTANT TO THE CITY MANAGER (JB) (E)	28	52,373	77,876
113	LEGAL ADMINISTRATIVE ASSISTANT (JB) (E)	28	52,373	77,876
18	COMMUNICATIONS OFFICER (JB) (E)	27	49,914	74,242
97	MANAGEMENT ANALYST (JB)(E)	26	47,436	70,776
172	CONSTITUENT SERVICES COORDINATOR	26	47,436	70,776
501	CONSTITUENT SERVICES AIDE	21	36,932	55,230

City of North Miami, Florida  
Classification and Pay Plan  
Classified Positions  
Effective: October 1, 2021 - September 30, 2022

Class Number	Class Title	Numerical Pay Grade	Union/ Non Union	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
215	ACCOUNTANT (JB) (E)	29	N	55,209	81,952
161	ADMINISTRATIVE ASSISTANT	28	N	52,373	77,877
111	ADMINISTRATIVE COORDINATOR (CONFIDENTIAL)	25	N	45,167	67,352
156	ASST. CITY CLERK (E)	28	N	52,373	77,877
26	ASST. TO THE BUDGET DIRECTOR (JB) (E)	28	N	52,373	77,877
22	ASST. TO THE CP&D DIRECTOR (JB)(E)	28	N	52,373	77,877
35	ASST. TO THE FINANCE DIRECTOR (JB) (E)	28	N	52,373	77,877
34	ASST. TO THE PARKS & RECREATION DIRECTOR (JB) (E)	28	N	52,373	77,877
21	ASST. TO THE POLICE CHIEF (JB) (E)	28	N	52,373	77,877
407	ASST. TO THE PUBLIC WORKS DIRECTOR (JB) (E)	28	N	52,373	77,877
141	BODY WORN CAMERA (BWC) ADMINISTRATOR (JB) (E)	28	N	52,373	77,877
223	BUDGET ADMINISTRATOR (JB) (E)	28	N	52,373	77,877
21	BUDGET ADMINISTRATOR II (JB) (E)	33	N	67,352	99,746
224	BUDGET ANALYST (JB)(E)	26	N	47,436	70,776
27	BUDGET MANAGER (JB)(E)	33	N	67,352	99,746
423	BUILDING & ZONING COMPLIANCE ADMINISTRATOR (JB) (E)	29	N	55,209	81,952
421	BUILDING ADMINISTRATIVE COORDINATOR	25	N	45,167	67,352
415	BUILDING INSPECTOR	29	N	55,209	81,952
418	BUILDING PLANS EXAMINER (JB) (E)	31	N	60,986	90,355
433	BUSINESS DEVELOPMENT COORDINATOR (JB) (E)	22	N	38,949	57,961
235	BUSINESS TAX MANAGER (JB)(E)	34	N	70,776	104,682
234	BUSINESS TAX SPECIALIST	18	N	31,911	47,436
130	BUYER	22	N	38,949	57,961
442	C.D.B.G. ADMINISTRATOR (JB) (E)	25	N	45,167	67,352
965	CHEMIST	25	N	45,167	67,352
217	CHIEF ACCOUNTANT (JB) (E)	33	N	67,352	99,746
430	CHIEF BUILDING INSPECTOR	30	N	57,961	85,986
426	CHIEF ELECTRICAL INSPECTOR	30	N	57,961	85,986
427	CHIEF MECHANICAL INSPECTOR	30	N	57,961	85,986
428	CHIEF PLUMBING INSPECTOR	30	N	57,961	85,986
429	CHIEF STRUCTURAL INSPECTOR	30	N	57,961	85,986
402	CITY ENGINEER (E)	35	N	74,242	109,914
437	CITY PLANNER (JB) (E)	33	N	67,352	99,746
401	CIVIL ENGINEER (JB) (E)	29	N	55,209	81,952

City of North Miami, Florida  
Classification and Pay Plan  
Classified Positions  
Effective: October 1, 2021 - September 30, 2022

Class Number	Class Title	Numerical Pay Grade	Union/ Non Union	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
414	CODE ADMINISTRATOR (JB) (E)	29	N	55,209	81,952
425	CODE COMPLIANCE COORDINATOR	24	N	43,003	64,032
416	CODE COMPLIANCE MANAGER (JB) (E)	33	N	67,352	99,746
95	COMMUNITY EDUCATION COORDINATOR (JB) (E)	30	N	57,961	85,986
173	CONTRACT COMPLIANCE MANAGER (JB) (E)	30	N	57,961	85,986
29	CONTRACT COMPLIANCE SPECIALIST	24	N	43,003	64,032
229	CREDIT & COLLECTIONS COORDINATOR	22	N	38,949	57,961
709	CRISIS INTERVENTION SPECIALIST	30	N	57,961	85,986
535	CUSTODIAN LEADWORKER	18	N	31,911	47,436
550	CUSTOMER SERVICE LIAISON (JB) (E)	26	N	47,436	70,776
910	CUSTOMER SERVICE REPRESENTATIVE	20	N	35,125	52,373
128	DATA BASE ADMINISTRATOR (JB) (E)	28	N	52,373	77,877
119	DATA PROCESSING ADMINISTRATOR (JB) (E)	33	N	67,352	99,746
403	DRAFTING TECHNICIAN	20	N	35,104	52,373
448	ECONOMIC DEVELOPMENT MANAGER (JB) (E)	32	N	64,032	94,914
444	ECONOMIC DEVELOPMENT SPECIALIST (JB) (E)	29	N	55,209	81,952
862	EDUCATION COORDINATOR	22	N	38,949	57,961
866	EDUCATION CURATOR (JB) (E)	24	N	43,003	64,032
453	ELECTRICAL INSPECTOR	29	N	55,209	81,952
417	ELECTRICAL PLANS EXAMINER (JB) (E)	31	N	60,986	90,355
36	EMERGENCY MANAGEMENT ADMINISTRATOR (JB) (E)	30	N	57,961	85,986
140	EMERGENCY MANAGEMENT ANALYST (JB) (E)	27	N	49,914	74,242
96	EMERGENCY MANAGEMENT SPECIALIST	24	N	43,003	64,032
151	EMPLOYMENT & BENEFITS MANAGER (JB) (E)	33	N	67,352	99,746
569	EQUIPMENT MAINTENANCE SUPERVISOR	28	N	52,373	77,877
23	EXECUTIVE ASSISTANT TO THE EXECUTIVE DIRECTOR	28	N	52,373	77,877
639	FACILITY MAINTENANCE COORDINATOR	22	N	38,949	57,961
640	FACILITY MAINTENANCE SUPERVISOR (JB) (E)	28	N	52,373	77,877
660	FLEET SUPERINTENDENT (JB) (E)	30	N	57,961	85,986
615	FLEET SUPERVISOR	28	N	52,373	77,877
422	FLOOD OFFICER (JB)	29	N	55,209	81,952
123	GIS SPECIALIST (JB) (E)	28	N	52,373	77,877
17	GRANTS ADMINISTRATOR	30	N	57,961	85,986
432	GRANTS WRITER (JB) (E)	25	N	45,167	67,352

City of North Miami, Florida  
Classification and Pay Plan  
Classified Positions  
Effective: October 1, 2021 - September 30, 2022

Class Number	Class Title	Numerical Pay Grade	Union/ Non Union	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
440	GRAPHICS DESIGNER	21	N	36,932	55,230
446	HOUSING ADMINISTRATOR (JB) (E)	28	N	52,373	77,877
447	HOUSING AND SOCIAL SERVICES MANAGER (JB) (E)	33	N	67,352	99,746
441	HOUSING COORDINATOR	26	N	47,436	70,776
439	HOUSING SERVICES ADMINISTRATIVE SPECIALIST	18	N	31,911	47,436
108	INFORMATION PROCESSING COORDINATOR	22	N	38,949	57,961
116	INFORMATION TECHNOLOGY ANALYST (JB) (E)	25	N	45,167	67,352
131	INFORMATION TECHNOLOGY SPECIALIST I	22	N	38,949	57,961
132	INFORMATION TECHNOLOGY SPECIALIST II (JB) (E)	24	N	43,003	64,032
133	INFORMATION TECHNOLOGY SPECIALIST III (JB) (E)	26	N	47,436	70,776
101	INTERPRETER	18	N	31,911	47,436
212	JUNIOR ACCOUNTANT	23	N	40,840	60,986
33	LEAD CODE COMPLIANCE OFFICER	27	N	49,914	74,242
650	LEAK DETECTION TECHNICIAN	21	N	36,932	55,230
312	LIBRARIAN (JB) (E)	25	N	45,167	67,352
313	LIBRARY MANAGER (JB) (E)	30	N	57,961	85,986
454	MECHANICAL INSPECTOR	29	N	55,209	81,952
419	MECHANICAL PLANS EXAMINER (JB) (E)	31	N	60,986	90,355
905	METER READER I	18	N	31,911	47,436
906	METER READER II	19	N	33,361	49,914
129	NETWORK ADMINISTRATOR (JB) (E)	29	N	55,209	81,952
122	NETWORK SPECIALIST (JB) (E)	24	N	43,003	64,032
848	NURSERY SPECIALIST	21	N	36,932	55,230
500	OPERATIONS SPECIALIST	20	N	35,125	52,373
816	PARKS AND RECREATION SPECIALIST	21	N	36,932	55,230
854	PARKS COORDINATOR	25	N	45,167	67,352
858	PARKS SUPERINTENDENT (JB) (E)	30	N	57,961	85,986
852	PARKS SUPERVISOR (JB) (E)	28	N	52,373	77,877
37	PASSPORT COORDINATOR	28	N	52,373	77,877
213	PAYROLL ANALYST (JB)(E)	26	N	47,436	70,776
211	PAYROLL COORDINATOR (JB) (E)	21	N	36,932	55,230
148	PERSONNEL ADMINISTRATOR (JB) (E)	30	N	57,961	85,986
145	PERSONNEL SPECIALIST (JB) (E)	24	N	43,003	64,032
435	PLANNER (JB) (E)	27	N	49,914	74,242

City of North Miami, Florida  
Classification and Pay Plan  
Classified Positions  
Effective: October 1, 2021 - September 30, 2022

Class Number	Class Title	Numerical Pay Grade	Union/ Non Union	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
443	PLANNING TECHNICIAN	21	N	36,932	55,230
455	PLUMBING INSPECTOR	29	N	55,209	81,952
420	PLUMBING PLANS EXAMINER (JB) (E)	31	N	60,986	90,355
736	POLICE ADMINISTRATOR (JB) (E)	33	N	67,352	99,746
734	POLICE COMMUNICATIONS SUPERVISOR	28	N	52,373	77,877
703	POLICE OFFICER TRAINEE	29	N	55,209	81,952
707	POLICE PROPERTY CLERK	18	N	31,911	47,436
107	POLICE RECORDS SUPERVISOR	28	N	52,373	77,877
117	PROGRAMMER/ANALYST (JB) (E)	27	N	49,914	74,242
	PUBLIC RECORDS SPECIALIST	20	N	35,104	52,373
405	PUBLIC WORKS OPERATIONS CHIEF (JB) (E)	32	N	64,032	94,914
135	PURCHASING AGENT (JB) (E)	28	N	52,373	77,877
39	RECEPTIONIST	18	N	31,911	47,436
106	RECORDS MANAGEMENT SUPERVISOR	20	N	35,104	52,373
815	RECREATION COORDINATOR	25	N	45,167	67,352
821	RECREATION PROGRAMMER (E)	26	N	47,436	70,776
822	RECREATION SUPERINTENDENT (JB) (E)	28	N	52,373	77,877
817	RECREATION SUPERVISOR (JB) (E)	25	N	45,167	67,352
512	RIGHTS-OF-WAY INSPECTOR	18	N	31,911	47,436
552	RIGHTS-OF-WAY SUPERVISOR (JB) (E)	28	N	52,373	77,877
162	RISK & SAFETY MANAGER (JB) (E)	33	N	67,352	99,746
159	RISK ANALYST	26	N	47,436	70,776
456	ROOFING INSPECTOR	29	N	55,209	81,952
158	SAFETY OFFICER (JB) (E)	25	N	45,167	67,352
545	SANITATION COORDINATOR	22	N	38,949	57,961
33	SANITATION MANAGER (JB)(E)	33	N	67,352	99,746
551	SCADA TECHNICIAN	23	N	40,840	60,986
214	SENIOR ACCOUNTANT (JB) (E)	26	N	47,436	70,776
20	SENIOR BUDGET ANALYST	27	N	49,914	74,242
209	SENIOR CASHIER	26	N	47,436	70,776
406	SENIOR CIVIL ENGINEER (JB) (E)	32	N	64,032	94,914
42	SENIOR CONTRACT COMPLIANCE MANAGER (JB) (E)	34	N	70,776	104,682
134	SENIOR INFORMATION TECHNOLOGY SPECIALIST	28	N	52,373	77,877
436	SENIOR PLANNING TECHNICIAN	24	N	43,003	64,032

City of North Miami, Florida  
Classification and Pay Plan  
Classified Positions  
Effective: October 1, 2021 - September 30, 2022

Class Number	Class Title	Numerical Pay Grade	Union/ Non Union	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
811	SENIOR PROGRAM COORDINATOR	25	N	45,167	67,352
98	SOCIAL SERVICES ADMINISTRATOR (JB) (E)	28	N	52,373	77,877
99	SOCIAL SERVICES COORDINATOR	26	N	47,436	70,776
28	SOCIAL SERVICES SPECIALIST	26	N	47,436	70,776
819	SPECIAL EVENTS SUPERVISOR (JB) (E)	28	N	52,373	77,877
520	STREETS COORDINATOR	25	N	45,167	67,352
526	STREETS SUPERVISOR (JB) (E)	28	N	52,373	77,877
424	SUSTAINABILITY ADMINISTRATOR (JB) (E)	26	N	47,436	70,776
840	SWIMMING POOL OPERATOR	20	N	34,757	52,373
138	SYSTEMS ADMINISTRATOR (E)	28	N	52,373	77,877
118	SYSTEMS ANALYST (JB) (E)	27	N	49,914	74,242
825	TENNIS SUPERINTENDENT (JB) (E)	31	N	60,986	90,355
144	TRAINING SPECIALIST (JB) (E)	30	N	57,961	85,986
431	TRANSPORTATION PLANNER (JB) (E)	27	N	49,914	74,242
38	TRANSPORTATION SPECIALIST (JB) (E)	24	N	43,003	64,032
236	UTILITY BILLING PROJECT MANAGER (JB) (E)	30	N	57,961	85,986
228	UTILITY BUSINESS COORDINATOR	25	N	45,167	67,352
230	UTILITY BUSINESS SUPERVISOR (JB) (E)	28	N	52,373	77,877
227	UTILITY COLLECTIONS COORDINATOR	25	N	45,167	67,352
567	UTILITY COORDINATOR	25	N	45,167	67,352
585	UTILITY SUPERINTENDENT (JB) (E)	30	N	57,961	85,986
568	UTILITY SUPERVISOR (JB) (E)	28	N	52,373	77,877
962	WATER PLANT COORDINATOR	25	N	45,167	67,352
587	WATER PLANT SUPERINTENDENT (JB) (E)	30	N	57,961	85,986
570	WATER PLANT SUPERVISOR (JB)(E)	28	N	52,373	77,877
146	WELLNESS COORDINATOR	28	N	52,373	77,877
25	ZONING CLERK	19	N	33,030	49,914
412	ZONING MANAGER (JB) (E)	33	N	67,352	99,746

IUPA Blue Collar  
Classification and Pay Plan  
Bargaining Units  
Effective: October 1, 2021 - September 30, 2022

Class Number	Class Title	Numerical Pay Grade	Union/ Non Union	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
530	CUSTODIAN	18	U	31,281	46,512
630	ELECTRICIAN	25	U	44,284	66,028
629	ELECTRICIAN'S AIDE	20	U	34,432	51,343
610	FLEET MECHANIC	23	U	40,041	59,768
605	FLEET MECHANIC'S AIDE	20	U	34,432	51,343
505	GENERAL MAINTENANCE WORKER	18	U	31,281	46,512
515	HEAVY EQUIPMENT OPERATOR	22	U	38,192	56,827
835	LIFEGUARD	20	U	34,432	51,343
635	MAINTENANCE MECHANIC	20	U	34,432	51,343
510	MOTOR EQUIPMENT OPERATOR	20	U	34,432	51,343
814	PARKS NATURALIST	24	U	42,163	62,772
855	PARKS SPECIALIST	24	U	42,163	62,772
634	PLUMBER	27	U	48,928	72,793
805	RECREATION AIDE	18	U	31,281	46,512
810	RECREATION LEADER I	18	U	31,281	46,512
812	RECREATION LEADER II	20	U	34,432	51,343
818	RECREATION SPECIALIST	24	U	42,163	62,772
632	SENIOR ELECTRICIAN	27	U	48,928	72,793
637	TRADES MECHANIC	22	U	38,192	56,827
915	UTILITY BUSINESS FIELD COORDINATOR	24	U	42,163	62,772
566	UTILITY CREW LEADER	18	U	31,281	46,512
960	WATER PLANT OPERATOR	23	U	40,041	59,768
955	WATER PLANT OPERATOR TRAINEE	20	U	34,432	51,343
625	WELDER	25	U	44,284	66,028

IUPA White Collar  
Classification and Pay Plan  
Bargaining Units  
Effective: October 1, 2021 - September 30, 2022

Class Number	Class Title	Numerical Pay Grade	Union/ Non Union	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
210	ACCOUNT CLERK	21	U	36,196	54,138
40	ADMINISTRATIVE COORDINATOR	25	U	44,284	66,028
104	ADMINISTRATIVE SPECIALIST	22	U	38,192	56,827
708	CITIZENS CRIME WATCH COORDINATOR	18	U	31,281	46,512
103	CLERICAL TECHNICIAN	18	U	31,281	46,512
410	CODE COMPLIANCE OFFICER	25	U	44,284	66,028
100	COMMUNITY PLANNING & DEV. TECHNICIAN	22	U	38,192	56,827
704	CRIME ANALYST	22	U	38,192	56,827
706	CRIME SCENE TECHNICIAN	26	U	46,512	69,389
445	HOUSING INSPECTOR	27	U	48,928	72,793
438	HOUSING SERVICES AIDE	18	U	31,281	46,512
305	LIBRARY AIDE I	18	U	31,281	46,512
310	LIBRARY AIDE II	20	U	34,432	51,343
409	MINIMUM HOUSING OFFICER	25	U	44,284	66,028
105	PERMIT PROCESSING COORDINATOR	22	U	38,192	56,827
120	PERMIT PROCESSOR	20	U	34,432	51,343
730	POLICE COMMUNICATIONS OPERATOR	25	U	44,284	66,028
109	POLICE RECORDS TECHNICIAN	19	U	32,709	48,928
702	PUBLIC SERVICE AIDE	20	U	34,432	51,343
740	QUARTERMASTER	25	U	44,284	66,028
127	STOCK CLERK	18	U	31,281	46,512
125	STOREKEEPER	22	U	38,192	56,827
121	SWITCHBOARD OPERATOR	18	U	31,281	46,512
571	UTILITY TECHNICIAN	18	U	31,281	46,512
124	WEBMASTER (JB) (E)	26	U	46,512	69,389
112	WORD PROCESSING SPECIALIST	19	U	32,709	48,928

# GLOSSARY

**Account:** A term used to identify an individual asset, liability, encumbrance control, or fund balance.

**Accounting Procedures:** All processes which identify, record, classify and summarize financial information to produce financial records.

**Accounting System:** The total structure of records and procedures which discover, record, classify, summarize, and report information on the financial position and results of operations of a government or any of its funds, fund types, balanced account groups, organizational components.

**Accrual Basis:** The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flows.

**Ad Valorem Tax Rate:** Property tax assessed in proportion to the value of the property.

**Amortization:** The reduction of debt by regular payments of principal and interest sufficient to retire the debt by maturity.

**Appraise:** To make an estimate of value, particularly of the value of property. If the property is valued for purposes of taxation, the less-inclusive term "assess" is substituted.

**Appropriation:** An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is limited in amount to the time it may be expended.

**Assessed Valuation:** A valuation set upon real estate or other property by the County Assessor and the State as a basis for levying taxes.

**Asset:** Resources owned or held by a government which has monetary value.

**Assigned Fund Balance:** Amounts the City intends to use for a specific purpose that are neither restricted by external parties nor committed by City Council.

**Authorized Positions:** Employee positions, which are authorized in the adopted budget, to be filled during the year.

**Balanced Budget:** A budget in which planned funds available equal planned expenditures.

**Bond:** A written promise, generally under seal, to pay a specified sum of money, called the face value, at a fixed time in the future, called the date of maturity, and carrying interest at a fixed rate, usually payable periodically. Note: The difference between a note and a bond is that the latter usually runs for a longer period of time and requires greater formality.

**Bonded Debt:** That portion of indebtedness represented by outstanding bonds.

**Bond Refinancing:** The payoff and re-issuance of bonds, to obtain better interest rates and/or bond conditions.

**Budget Calendar:** The schedule of key dates which a government follows in the preparation and adoption of the budget.

**Budget Message:** A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body.

**Capital:** Any item with an expected life of more than one year and a value of more than \$1,000, such as automobiles, trucks, furniture, buildings, land, etc.

# GLOSSARY

**Capital Budget:** A plan of proposed capital outlays and CIP as well as the means of financing them for the current fiscal period.

**Capital Improvements Program (CIP):** A plan for capital outlay to be incurred each year over a fixed number of years to meet capital needs arising from the government's long-term needs.

**Capital Project:** A Capital Project is a capital asset or improvement that costs at least \$50,000 and has a useful lifespan of five (5) years.

**Capital Project Fund:** A fund used to account for the acquisition of fixed assets or construction of major capital projects not financed by proprietary or nonexpendable trust funds.

**Cash Basis:** A basis of accounting in which transactions are recognized only when cash is increased or decreased.

**Central Performance Measures:** The primary measures of performance in a department, where data is collected to determine how effective or efficient a program is in achieving its objectives.

**Chart of Accounts:** The classification system used by a City to organize the accounting for various funds.

**Committed Fund Balance:** Amounts that can be used only for the specific purposes determined by a formal action of the City Council, which is the highest level of decision-making authority.

**Communications Service Tax:** A tax that is imposed on the retail sales of communication services including telecommunications, cable, and related services. Effective October 1, 2001, the Communications Service Tax Simplification Law replaced certain franchise and utility fees.

**Comprehensive Plan:** A State mandated plan which requires all units of local government to address their five year planning and development needs, including capital and infrastructure requirements.

**Consumer Price Index:** A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living, i.e., economic inflation.

**Contingency:** A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

**Contractual Services:** Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include utilities, rent, maintenance agreements, and professional consulting services.

**Debt Service:** The cost of paying principal and interest in borrowed money according to a predetermined payment schedule.

**Debt Service Requirements:** The amounts of revenue which must be provided for a debt service fund so that all principal and interest payments can be made in full on schedule.

**Deficit:** An excess of liabilities and reserves of a fund over its assets.

**Department:** The basic organizational unit of government which is functionally unique in its delivery of service.

# GLOSSARY

**Depreciation:** (1) Expiration in service life of fixed assets, other than wasting assets, attributable to wear and tear through use and lapse of time, obsolescence, inadequacy, or other physical or functional cause. (2) The portion of the cost of a fixed asset charge as an expense during a particular period. **Note:** The cost of a fixed asset is prorated over the estimated service life of such asset and each period is charged with part of such cost so that ultimately the entire cost of the asset is charged off as an expense. In governmental accounting, depreciation may be recorded in propriety funds and trust funds where expenses, net income, and/or capital maintenance are measured.

**Development of Regional Impact (DRI):** Any development which, because of its character, magnitude, or location, would have a substantial effect upon the health, safety, or welfare of citizens of more than one county.

**Encumbrances:** Obligations in the form of purchase orders which are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid or when the actual liability is set up.

**Enterprise Fund:** A fund established to finance and account for operations (1) that are financed and operated in a manner similar to private business enterprises--which the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (2) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control accountability, or other purposes being those for utilities, swimming pools, and airports. Examples of enterprise funds are those for utilities, swimming pools, and airports.

**Entitlements:** Payments to which local governmental units are entitled, pursuant to an allocation formula determined by the agency providing the monies, usually the state or the federal government.

**Expenditures:** If the accounts are kept on the accrual basis, this term designates total charges incurred, whether paid or unpaid including expenses, provisions for retirement of debt not reported as a liability of the fund from which retired, and capital outlays. If they are kept on the cash basis, the term covers only actual disbursements for these purposes. **Note:** Encumbrances are not considered expenditures.

**Expenses:** Charges incurred, whether paid or unpaid for operation, maintenance, interest, and other charges which are presumed to benefit the current fiscal period. **Note:** legal provisions make it necessary to treat as expenses charges whose benefits extend over future periods. For example, purchase of materials and supplies which may be used over a period of more than one year and payments for insurance which may be used over a period of more than one year and payments for insurance which is to be in force for longer than one year frequently must be charged in their entirety to the appropriation of the year in which they are incurred and classified as expenses of that year even though their benefit extends also to other periods.

**Fiscal Policy:** A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

**Fiscal Year:** A twelve-month period of time to which the annual budget applies and at the end of which entity determines its financial position and results of operations. The City's fiscal year begins October 1 and ends September 30.

**Forecast:** To estimate or calculate in advance; to serve as advance indication of.

# GLOSSARY

**The Forbearance Agreement:** A legally binding agreement between the City and certain parties owning land within the City that originated as a result of the sale of the massive MacArthur Foundation landholdings within the City circa 1998. At the time, a temporary building moratorium was contemplated that would have allowed City staff time to address various issues resulting from the anticipated acceleration of development within the City. In an effort to avoid such a moratorium, the Forbearance Agreement was created and adopted establishing a means by which the City could address the anticipated acceleration of development, including but not limited to, forbearing the application to the City for development permits for a specified period of time and limiting the density and intensity of the former MacArthur Foundation land.

**Franchise Fee:** A fee paid for a special privilege granted by a government permitting the right to use public property, such as city streets and rights of way, for the placing and maintaining of equipment and property.

**Fund:** An independent fiscal accounting entity with a self-balancing set of accounts recording cash and/ or other resources, together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

**Fund Accounts:** All accounts necessary to set forth the financial operations and financial condition of a fund.

**Fund Balance:** The excess of a fund's assets over its liabilities.

**General Fund:** The fund that is available for any legal authorized purpose and which is therefore used to account for all revenues and all activities except those required to be accounted for in another fund. Note: The General Fund is used to finance the ordinary operations of a governmental unit.

**General Obligation Debt:** Bonds backed by the full faith and credit of government, which provides a pledge of the general taxing power for the payment of debt obligations.

**Goal:** A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless; that is, it is not concerned with a specific achievement in a given period.

**Governmental Funds:** Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds.

**Grant:** A contribution by one governmental unit to another. The contribution is usually made to aid in the support of a specified function (for example, education), but it is sometimes also for general purposes.

**Homestead Exemption:** Pursuant to the Florida State Constitution, the first \$25,000 of assessed value of a home which the owner occupies as principal residence is exempt from the property tax.

**Income:** This term is used in accounting for governmental enterprises and represents the excess of the revenues earned over the expenses incurred in carrying on particular phases of an enterprise's activities. As indicated elsewhere, the excess of the total revenues over the total expenses of the utility for a particular accounting period is called "net income".

**Intergovernmental Revenues:** Revenues from other governments in the form of grants, entitlements, shared revenues or payments in lieu of taxes.

**Internal Service Fund:** A fund used to account for operations that provide services to other department on a cost-reimbursement basis.

# GLOSSARY

**Inventory:** A detailed list showing quantities, descriptions, and values of property; also units of measure and unit prices. **Note:** The term is often confined to consumable supplies but may also cover fixed assets.

**Levy:** (Verb) To impose taxes, special assessments or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

**Liabilities:** Debts or other legal obligations arising out of transactions in the past which must be liquidated, renewed or refunded at some future date. This term does not include encumbrances.

**Liquidate:** To pay off a debt, claim, or obligation. To convert assets into cash.

**Long-Term Debt:** Debt with a maturity of more than one year after the date of issuance.

**Millage:** A computation in a unit referred to as a mill. A mill is equal to 1/1000 of a US dollar or 1/10 of a cent.

**Modified Accrual Basis:** The accrual basis of accounting adopted to the governmental fund type. It is a modified version of the full accrual basis of accounting that, in general, measures financial flow (tax and spend) of an organization, rather than capital accumulation (profit or loss).

**Moratorium:** Any suspension of activity.

**Net Budget:** The legally adopted budget less all interfund transfers and interdepartmental charges.

**Non-Spendable Fund Balance:** Amounts that cannot be spent because they are not in spendable form, such as prepaid expenditures and inventory.

**Objective:** Something to be accomplished in specific, well-defined, and measurable terms and that is achievable within a specific time frame.

**Operating Costs:** Outlays for such current period items as expendable supplies, contractual services, and utilities.

**Ordinance:** A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the later requires less legal formality and has a lower legal status. Ordinarily, the statutes or charter will specify or imply those legislative actions which must be by ordinance and those which may be by resolution.

**Pay-As-You-Go Basis:** A term used to describe a financial policy by which capital outlays are financed from current revenues rather than through borrowing.

**Performance Indicators:** Specific quantitative and qualitative measures of work performed as an objective of specific departments or programs.

**Performance Measure:** Data collected to determine how effective or efficient a program is in achieving its objectives.

**Personnel Services:** Expenditures for salaries, wages, and fringe benefits of a government's employees.

# GLOSSARY

**Property Tax:** A tax levied on the assessed value of real property. This tax is also known as ad valorem tax.

**Proprietary Funds:** Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.

**Purchase Order:** A document which authorizes the delivery of specified merchandise or the rendering of certain services, establishes their costs, and creates a commitment on both the provider and receiver of the product or services.

**Reserve:** An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

**Resolution:** A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

**Restricted Fund Balance:** Amounts that can only be spent for the specific purpose stipulated by an external party e.g., creditors.

**Retained Earnings:** An equity account reflecting the accumulated earnings of an Enterprise Fund or Internal Service Fund.

**Revenue Bonds:** Bonds whose principal and interest are payable exclusively from earnings of an enterprise fund. In addition to a pledge of revenues, such bonds sometimes contain a mortgage on the enterprise fund's property.

**Revenues:** (1) Increases in governmental fund type net current assets from other than expenditure refunds and residual equity transfers. (2) Increases in the net total assets of a proprietary fund type from other than expense refunds, capital contributions, and residual equity transfers.

**Roll-Back Rate:** A reduction of prices or wages to a previous lower level by governmental action or direction.

**Special Assessment:** A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

**Special Revenue Fund:** A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

**Surplus:** An excess of the assets of a fund over its liabilities and reserved equity.

**Tax Increment Financing:** A method of financing whereby increased tax revenue generated from a project is used to help pay for the construction of the project.

**Taxable Value:** The assessed value of property minus the homestead exemption and any other exemptions which may be applicable.

**Taxes:** Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments.

**Tax Rate:** The amount of tax stated in terms of a unit of the tax base; for example, 25 mills per dollar of assessed valuation of taxable property.

# GLOSSARY

**Tax Rate Limit:** The maximum rate at which a government may levy a tax. The limit may apply to taxes raised for a particular purpose, or to taxes imposed for all purposes, and may apply to a single government, to a class of governments or to all governments operating in a particular area. Overall tax rate limits usually restrict levies for all purposes and of all governments, state and local, having jurisdiction in a given area.

**Tax Roll:** The official list showing the amount of taxes levied against each taxpayer or property. Frequently, the tax roll and the assessment roll are combined, but even in these cases the two can be distinguished.

**Transfer:** Amounts distributed from one fund to finance activities in another fund. Shown as a requirement in the originating fund and a revenue in the receiving fund.

**Truth-in-Millage Law:** Also called the TRIM bill. A 1980 law enacted by the Florida legislature that changed the budget process for local taxing agencies. It was designed to keep the public informed about the taxing intentions of the various taxing authorities.

**Trust Funds:** Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other government and/or other funds.

**Unassigned Fund Balance:** The residual classification for the general fund and includes amounts that are not contained in other classifications.

**User Charge:** The payment of a fee for direct receipt of a public service by the party who benefits from the service.

# ACRONYMS

**BRPO:** Bioscience Research Protection Overlay, which protects the lands which have been identified for the bioscience research/biotechnology industry

**CPM:** Central Performance Measure

**EAR:** Evaluation and Appraisal Report

**EDE:** Economic Development Element

**FAU:** Florida Atlantic University. ([www.fau.edu](http://www.fau.edu)) Florida Atlantic University opened in 1964 as the first public university in southeast Florida, and now serves approximately 26,000 students on seven campuses stretching from Port St. Lucie to Davie

**FDOT:** Florida Department of Transportation ([www.dot.state.fl.us](http://www.dot.state.fl.us)).

**FLUE:** Future Land Use Element

**FLUM:** Future Land Use Map

**FRS:** Florida Retirement System ([www.myfrs.com](http://www.myfrs.com))

**FTE:** Full time equivalent employee.

**GAAP:** Generally Accepted Accounting Principles ([www.fasab.gov](http://www.fasab.gov)) Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principle.

**HOA:** Homeowners Association.

**LDR:** Land Development Regulations, which refers to the section of the City's Code that provides development standards, criteria, and regulations consistent with the City's Comprehensive Plan.

**NCCI:** National Council on Compensation Insurance ([www.ncci.com](http://www.ncci.com))

**NCDC:** North County Dispatch Center.

**POA:** Property Owners Association.

**TRIM:** Truth in Millage.