

**AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, AMENDING CHAPTER 2 OF THE CODE OF ORDINANCES OF THE CITY OF NORTH MIAMI, ENTITLED "ADMINISTRATION", ARTICLE IV, ENTITLED "CITY DEPARTMENTS AND OFFICES", SPECIFICALLY AT SECTION 2-276 ENTITLED "CREATED", TO UPDATE, ORGANIZE, AND ESTABLISH CITY DEPARTMENTS; PROVIDING FOR REPEAL, CONFLICTS, SEVERABILITY, CODIFICATION AND FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of North Miami ("City") is desirous of updating section 2-276 of the Code of Ordinances to reflect the City's current organizational structure and department listing; and

**WHEREAS**, in accordance with Article III of the City Charter, the City Council may establish city departments, offices or agencies in addition to those set forth in the City Charter; and

**WHEREAS**, on September 25, 2025, the Mayor and City Council adopted the Fiscal Year 2025-26 annual budget; and

**WHEREAS**, City Staff recommends that Chapter 2, Article IV, be updated to accurately reflect those city departments and offices which have been funded in the City's budget; and

**WHEREAS**, the Mayor and City Council of the City of North Miami have determined that the proposed amendments to Chapter 2, Article IV of the Code of Ordinances is in the best interest of the City, its staff, and its residents.

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, THAT:**

**Section 1. Amendment of Chapter 2, Article IV, Division 1.** Chapter 2 of the City Code of Ordinances, entitled "Administration", Article IV, entitled "City Departments and Offices," is amended as follows:

**CITY OF NORTH MIAMI CODE OF ORDINANCES**

**CHAPTER 2. ADMINISTRATION**

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## ARTICLE IV. CITY DEPARTMENTS AND OFFICES

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### DIVISION 1. - DEPARTMENTS AND OFFICES

#### **Sec. 2-276. – *Created. Creation of City Departments and Offices.***

The following departments, units, divisions, and offices are created:

(1) *Budget.* The budget office is charged with forecasting the city's revenues and expenditures, and drafting and monitoring the financial guidelines for each fiscal year.

(2) *City attorney's office.* The city attorney shall be the chief legal advisor to the city council and all officers, agents, and employees of the city in all matters relating to their official powers and duties. The city attorney shall represent the city in all legal proceedings.

(3) *City clerk's office.* The city clerk is elected by the people for a term of four (4) years. The city clerk is empowered to give notice of regular and special council meetings; maintain a journal and record of city council proceedings; hold official city contracts; act as supervisor of all city elections; and perform such other duties as shall be required by city ordinance.

(4) *City manager's office.* The city manager is appointed by the city council and is the chief administrative officer of the city. The city manager shall be responsible to the city council for the administration of all city affairs and for carrying out policies adopted by the city council.

(5) *Code compliance.* The responsibility of code compliance is to investigate and enforce violations of city, county, and state codes, rules, regulations, and laws relating to residential, commercial and industrial properties. Code compliance shall enforce building codes, land development regulations, minimum housing standards, building recertification, residential re-occupancy codes, certificate of use regulations, and business tax regulations as they apply and pertain to the city.

(6) *Community redevelopment agency.* The city's community redevelopment agency strives to eliminate or mitigate the deleterious effects of slum and blighted areas in order to improve the health, safety, morals, and welfare of city residents, in accordance with F.S. ch. 163, pt. III.

(7) *Community planning and development department.* The community planning and development department partners with residents, organizations, businesses and developers in order to provide housing programs, promote quality planning and development throughout the city, and encourage investment and redevelopment to improve the overall quality of life in the city.

(8) *Finance department.* The finance department handles and records all financial transactions of the city, including the preparation of monthly financial reports, investment of city funds, reconciliation of funds and bank accounts, submission of reports required by regulatory agencies and processing payments to employees and vendors in a timely manner.

*(9) Governmental affairs.* The office of governmental affairs, endeavors to establish and maintain effective governmental relations with public and private entities involved in all areas of municipal government including, but not limited to, grants, development, infrastructure, education, law enforcement, emergency response, transportation, environmental issues, as well as the arts and culture.

*(9) Housing and social services department.* The housing and social services department serves the community by assuring that residents have access to more affordable, decent, safe, stable housing as well as enhancing their quality of life and potential through diverse social activities made available to them, specifically to very low, low, and moderate-income persons and/or families.

*(10) Human Resources department.* The human resources department is charged with the responsibility of recruiting, hiring, and retaining competent employees, while providing competitive benefits, in accordance with city, county, state, and federal regulations.

*(11) Information technology department.* The information technology department supports the operations of city administration and functions by the advanced application of technology and communication systems.

*(11) Media relations.* In the interest of creating a positive working relationship with the media, the city established this office for the uniform dissemination of information to the public, in the manner established by administrative regulations. All media requests to the city's elected officials, as they pertain to city policies and programs, should be directed to the city public information officer.

*(12) Museum of Contemporary Art.* The museum is dedicated to making contemporary art accessible to diverse audiences through the collection, preservation, and exhibition of contemporary art and its historical influences.

*(13) Parks and recreation department.* The parks and recreation department will enhance residents' quality of life by providing recreational programs, special events, and safe and attractive open space, facilities, and services for all members of the community.

*(14) Personnel administration.* The office of personnel administration is charged with the responsibility of recruiting, hiring, and retaining competent employees, while providing competitive benefits, in accordance with city, county, state, and federal regulations.

*(15) (14) Police department.* The police department provides professional, efficient, and courteous public service by creating a safe environment and improving the quality of life of residents, in an atmosphere of respect, courtesy, and integrity.

*(16) (15) Public library.* The public library provides open and free access to information and technology, while fostering independent lifelong learning, personal growth and development, intellectual stimulation, and cultural enrichment.

*(16) Purchasing Procurement department.* The purchasing procurement department supports all city departments and ensures that the procurement of goods and services are in accordance

with the City Code, Florida Statutes, and federal law. The department guards the city's reputation of integrity, fairness, and equity in the procurement process with all vendors.

(17) *Public works department.* The public works department exists to enhance the quality of life, health, and safety of all residents by rendering proper and efficient services, related to sanitation, streets, water, sewer, storm-water, fleet management, and building maintenance.

(19) (18) *Risk management.* The office of risk management will implement appropriate measures for evaluating, mitigating, and resolving risk exposures and liabilities, while proactively maintaining a safe working environment for employees.

(20) *Utility billing office.* The utility billing office provides billing, collection, and recording services relating to utility customer accounts.

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**Section 2.      Repeal.** All ordinances or parts of ordinances in conflict or inconsistent are hereby repealed.

**Section 3.      Conflict.** All ordinances or parts of ordinances in conflict herewith be and the same are hereby repealed.

**Section 4.      Severability.** The provisions of this Ordinance are declared to be severable, and if any section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Ordinance but they shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

**Section 5.      Codification.** It is the intention of the City Council of the City of North Miami, and it is hereby ordained that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the City of North Miami, Florida. The sections of this Ordinance may be renumbered or relettered to accomplish such intentions; and that the word "Ordinance" shall be changed to "Section" or other appropriate word.

**Section 6.      Effective Date.** This Ordinance shall become effective immediately upon adoption on second reading.

**PASSED AND ADOPTED** by a 5 - 0 vote of the Mayor and City Council of the City of North Miami, Florida, on first reading this 14th day of October, 2025.

**PASSED AND ADOPTED** by a 4 - 0 vote of the Mayor and City Council of the City of North Miami, Florida, on second reading this 28th day of October, 2025.

*Alix Desulme*  
ALIX DESULME, ED.D.  
MAYOR

ATTEST :

*V. J.*  
VANESSA JOSEPH, ESQ.  
CITY CLERK

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:

*J. P. Cazeau*  
JEFF P. H. CAZEAU, ESQ.  
CITY ATTORNEY

SPONSORED BY: CITY ADMINISTRATION

Moved by: Estime-Irvin

Seconded by: Charles

**Vote:**

Mayor Alix Desulme, Ed.D.

       (Yes)        (No) Absent

Vice Mayor Kassandra Timothe, MPA

X (Yes)        (No)

Councilman Kevin A. Burns

X (Yes)        (No)

Councilwoman Mary Estimé-Irvin

X (Yes)        (No)

Councilman Pierre Frantz Charles, M.Ed.

X (Yes)        (No)

Additions shown by underlining. Deletions shown by ~~overstriking~~.