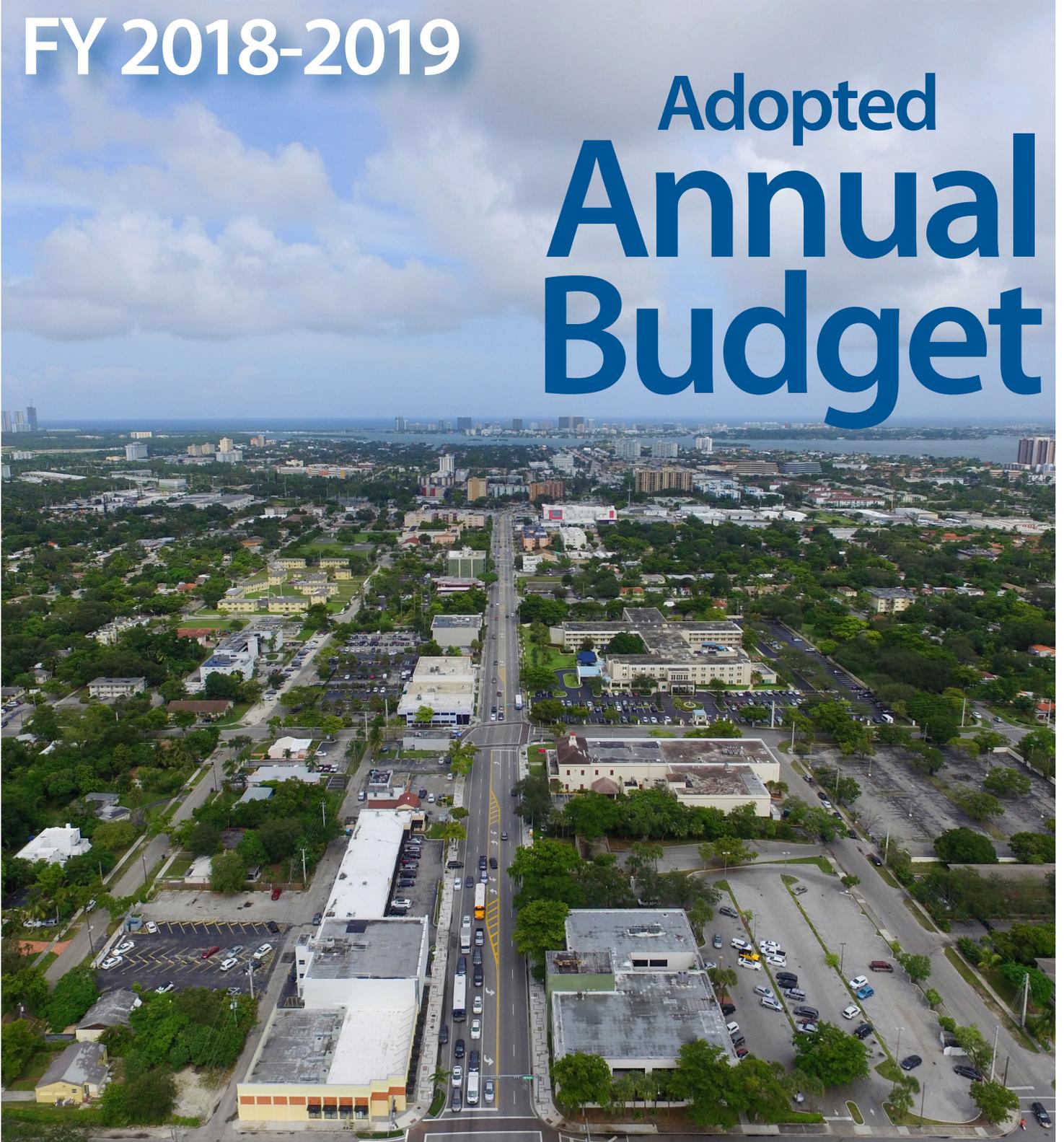




FY 2018-2019

Adopted
**Annual
Budget**



CITY OF NORTH MIAMI, FLORIDA

Annual Budget for Fiscal Year 2018-2019

SUBMITTED BY:

City Manager

Larry M. Spring, Jr., CPA

PREPARED BY:

Budget Analyst

Roy Brown

Budget Administrative Coordinator

Terrie Boultin

Elected Officials



Mayor
Smith Joseph, D.O., Pharm. D.



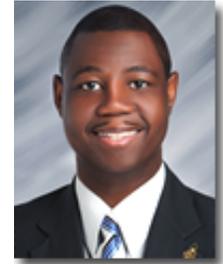
Councilman
Scott Galvin
District 1



Councilwoman
Carol Keys, Esq.
District 2



Councilman
Philippe Bien-Aime
District 3



Councilman
Alix Desulme
District 4



City Clerk
Michael A. Etienne, Esq.

Executive Staff



City Manager
Larry M. Spring, Jr., CPA



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 1, 2017

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, 2017.

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 fifth 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 FY18-19 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 FY18-19 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 BUDGETS

This section presents the operating budgets for the following departments: Office of Management and Budget, Building and Zoning, City Attorney, City Clerk, City Manager, Code Compliance, Community Planning & Development, Finance, 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 Program (CIP).

SECTION FOUR: APPENDIX

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

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Section One:

Introduction



October 1, 2018

Honorable Mayor and City Council:

The adopted annual budget for the City of North Miami, Florida, for the fiscal year beginning October 1, 2018, and ending September 30, 2019, is hereby submitted in accordance with the requirements of the City charter. The theme underlining this year’s budget development was to ensure resources could support the baseline level of services our residents and businesses have come to expect, reduce operating costs, and then magnify a few services where the greatest need was prioritized to improve the quality of life for our residents. The fiscal year 2018-2019 adopted budget totals \$155,245,920, which is a 7% decrease from the fiscal year 2017-2018 adopted budget of \$166,561,156. The decrease of slightly more than \$11 million is attributed to the reduction of funds contributing to internal fleet and risk management services. Transportation capital projects were completed from fiscal year 2018 resulting in less allocated for capital improvements. Highlights of the \$1.1 million decrease in the general fund include contractual employees, special events, internal service contributions and capital improvements.



Overview of FY18/19 Budget Book

- Integrates a holistic and proactive approach to governmental management that strives for accountability and transparency.
- Analyzes major indicators and characteristics that comprise North Miami’s economy and demographics.
- Includes “Major Revenues” section that demonstrates quantitative and qualitative tools used to forecast future revenues.
- Captures department structures through charts & full-time employee trends.
- Defines department core responsibilities and performance measures.
- Analyzes expenditure history by department.
- This FY18/19 budget book will be submitted to the GFOA for the presentation award. The FY17/18 book earned the city its fifth consecutive award.

Short-term Factors/Economic Assessment

Although positive signs of economic improvement are visible, the economy is still fragile. With this in mind, the goals in preparing the budget were to:

- Continue to provide basic levels of service in the most equitable and efficient manner, but enhance the areas most needed.
- Strategically position North Miami to weather impacts of future economic changes.
- Support essential City services without increases in service fees.
- Keep the level of taxes being collected constant.
- Consider department core responsibilities and goals.
- Address resiliency and sea-level rise issues

General Fund

The adopted FY18/19 general fund budget is \$69,528,188, which is a 2% decrease from FY17/18 adopted budget of \$70,666,273. The \$1,138,086 decrease from last year's budget is attributed to reducing contributions to capital projects. The general fund includes \$6.9 million in reserves, half of which is uncommitted by resolution. The remainder is budgeted for contingency.

Ad Valorem Taxes

For the fifth consecutive year, North Miami saw an increase in the City's assessed taxable value as reported by the property appraiser. For FY18/19 the City's assessed taxable value is \$3,101,696,052, which is an 8% increase from last year's value of \$2,839,843,057. This increase is an indicator that property values are stabilizing.



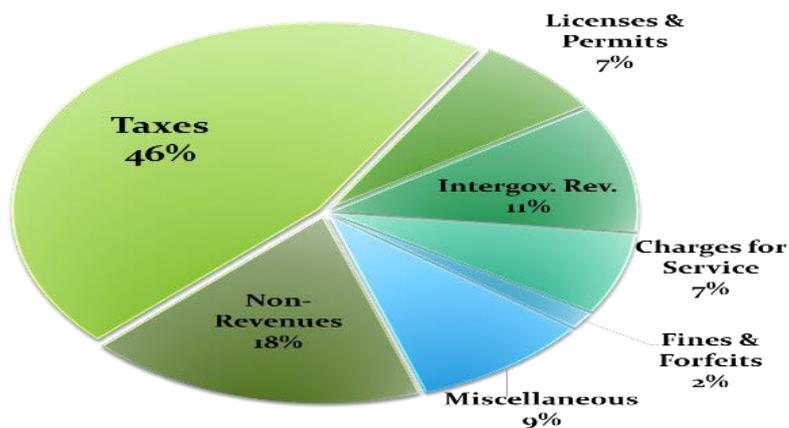
The proposed and adopted operating millage rate for FY18/19 is 7.5000 per \$1,000 of assessed value. This millage rate is the same as last fiscal year's adopted rate and more than the current calculated rolled-back rate of 7.2193. The roll-back rate is defined by Truth in Millage (TRIM) as the rate that generates the same tax revenue as the current year, less new construction, additions, deletions and rehabilitative improvements.

As a result of the property values increasing city-wide, the same millage rate of 7.5000 is estimated to generate gross property tax revenue in the amount of \$23,262,720, which is \$1,963,897 more than last year's gross amount of \$21,298,823. Budgeting this at 95% to account for discounts property tax payers earn for early payment, the result is \$22,099,584 or \$1,865,702 more than the prior year. A portion of the City's ad valorem revenue is shared with the North Miami Community Redevelopment Agency (NMCRA) in the form of TIF (Tax Increment Finance) dollars. About 46% of the \$1.8 million in additional ad valorem revenue generated this year will be distributed to the NMCRA. Overall, the gross amount paid to the NMCRA is \$3,928,663. Due to the interlocal agreement between the NMCRA, the City of North Miami, and Miami-Dade County, the City's budgeted net TIF contribution will be \$3,520,294 after the CRA reimburses the City \$408,542 during the fiscal year for value increases on the eastside of the CRA boundary.

FY18-19 Millage Rate				
	FY17-18 Baseline for Comparison	Option A: Same Millage Rate 7.5000		
		Projection	Difference to Baseline	% Change
Total Taxable Value	2,839,843,057	3,101,696,052	261,852,995	9.2%
Millage Rate	7.5000	7.5000	0.00	0.0%
Ad Valorem Taxes at 100%	21,298,823	23,262,720	1,963,897	9.2%
Ad Valorem Taxes at 95%	20,233,882	22,099,584	1,865,703	9.2%
NET CRA Portion of Ad Valorem Taxes Post Rebate	2,662,809	3,520,294	857,485	32%
Net City Portion of Ad Valorem Taxes	17,571,072	18,579,290	1,008,218	6%
Gross TIF	3,031,173	3,928,836	897,663	30%
Refund to City	368,364	408,542	40,179	11%

Ad valorem tax revenue represents 32% of the general fund. Other major tax sources of revenue include general sales and use taxes, franchise fees, utility service taxes, and communication service taxes. All taxes are budgeted at \$31,893,278, which represents 46% of the general fund or 21% of the total budget including all funds. Other major sources of general fund revenue include intergovernmental revenue at 11%, charges for services and license and permits both at 7%, non-revenues at 18% fines and forfeits at 2%, and miscellaneous revenue at 9%.

The chart below depicts the breakdown of the various General Fund revenue types complete with percentages for the FY18/19 Budget.



Transportation Funds

In 2002, Miami-Dade County voters approved a ½ cent tax for transportation. The ½ Cent Transportation Surtax Fund was created to account for the City’s prorated share of the Charter County Transit System Surtax proceeds. Allocations to local municipalities are based on population and the monies received must be used for transportation related projects and programs. The estimated revenue in FY18/19 is budgeted at \$2,540,536. The 3-Cent Local Option Gas Tax established in 1994 also provides funding for transportation related capital projects. The estimated revenue budgeted for this gas tax fund is \$281,102. Below is a list of FY18/19 transportation related projects.

Transportation Projects	
Downtown Beautification (Transportation)	500,000
Street Resurfacing (Transportation)	281,102
Improvements and Repairs to Sidewalks (Transportation)	100,000
Total	\$ 881,102

ENTERPRISE FUNDS

Stormwater Utility

The adopted budget for the stormwater utility fund is \$4,389,308, which is \$32,587 more than the prior year budget of \$4,356,721. The monthly stormwater fee remains unchanged at \$6.19 per equivalent residential unit (ERU).

Water and Sewer Operation and Maintenance

In April 2012, the Mayor and Council adopted a new rate structure which included annual rate adjustments over fiscal years 2012-2016. In FY19, water and sewer operational revenue is not budgeted to increase. The total budget for this fund is \$49,372,814, which represents a variance of -3% from FY18. In FY19 the estimated revenue for Water Fire Flow demand is \$682,913.

A comprehensive assessment of the City's existing water and sewer rates was mandated by the South Florida Water Management District (SFWMD) under the consumptive use permitting (CUP) to implement a conservation-based water rate structure. This study was necessary to promote the efficient use of water resources, address specific customer affordability issues and infrastructure concerns, develop a financial plan that would allow the City to adequately fund operating and capital requirements, and maintain an adequate level of utility service to our residents.

In 2009, a funding mechanism for the renovation of the City's existing water plant was created. A capital improvement fee (CIF) was instituted to generate funds needed to cover the project-related debt service. The CIF capital projects reserve is \$7,718,801. These funds will be used to reduce the amount of debt assumed for upgrades to the existing water plant.

Water and sewer projects in FY18/19 include:

Water and Sewer Projects	
Lift Station Rehab (W&S)	\$ 2,240,000
Upgrade of Existing Lime Softening Water Plant (W&S)	2,000,000
Sanitary Sewer Improvements (W&S)	1,725,000
Watermain Improvements (W&S)	1,500,000
Basin Construction Project (Stormwater)	1,000,000
Water Line Replacement (W&S)	300,000
Water & Sewer Equipment (W&S)	200,560
Vehicle Replacement (Stormwater)	200,000
Operations Center Repairs and Improvements (W&S)	85,000
Total	\$ 9,250,560

FINANCIAL SUMMARY

THE PROPOSED OPERATING BUDGET EXPENDITURES OF THE CITY OF NORTH MIAMI IS 7.3% LESS THAN LAST YEAR'S TOTAL OPERATING EXPENDITURES

	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
ESTIMATED REVENUES:							
Ad Valorem Taxes	22,099,584	-	-	-	-	-	22,099,584
Other Taxes	9,793,694	-	-	-	-	-	9,793,694
Licenses & Permits	4,901,352	-	-	-	-	-	4,901,352
Intergovernmental Revenue	7,702,962	10,128,785	-	281,102	413,000	32,820	18,558,669
Charges for Services	4,937,245	-	-	-	33,404,233	-	38,341,478
Fines & Forfeitures	1,054,633	219,648	-	-	-	-	1,274,281
Miscellaneous Revenues	6,598,372	1,829,631	-	-	117,737	379,408	8,925,148
Intragovernmental Revenue	4,091,404	-	-	-	-	-	4,091,404
Other Financing Sources	-	-	1,789,538	-	-	-	1,789,538
TOTAL REVENUES & OTHER FINANCING SOURCES	61,179,246	12,178,064	1,789,538	281,102	33,934,970	412,228	109,775,148
Bond Reserves	-	-	-	-	-	-	-
Other Reserves	-	9,888,323	-	-	7,718,801	5,940,077	23,547,201
Beginning Balances	8,348,942	30,000	-	-	12,791,264	753,365	21,923,571
TOTAL ESTIMATED REVENUE SOURCES, RESERVES AND BEGINNING BALANCES	69,528,188	22,096,387	1,789,538	281,102	54,445,035	7,105,670	155,245,920
EXPENDITURES/EXPENSES:							
General Government Service	11,436,304	26,641	-	-	-	-	11,462,945
Public Safety	32,324,205	228,528	-	-	-	-	32,552,733
Physical Environment	3,608,389	4,922,280	-	-	34,811,830	-	43,342,499
Transportation	3,872,550	2,540,536	-	281,102	-	-	6,694,188
Economic Environment	128,335	9,264,899	-	-	-	-	9,393,234
Human Services	523,810	113,503	-	-	-	-	637,313
Culture/Recreation	7,811,569	-	-	-	-	-	7,811,569
Debt Services	-	-	1,789,538	-	464,008	-	2,253,546
Internal Services	756,017	-	-	-	-	3,838,610	4,594,627
Other Financing Sources	1,497,009	-	-	-	-	-	1,497,009
TOTAL EXPENDITURES/EXPENSES	61,958,188	17,096,387	1,789,538	281,102	35,275,838	3,838,610	120,239,663
Bond Reserves	-	-	-	-	-	-	-
Other Reserves	7,570,000	5,000,000	-	-	19,169,197	3,267,060	35,006,257
TOTAL APPROPRIATED EXPENDITURES AND RESERVES	69,528,188	22,096,387	1,789,538	281,102	54,445,035	7,105,670	155,245,920

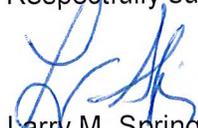
THE TENTATIVE, ADOPTED, AND/OR FINAL BUDGETS ARE ON FILE IN THE OFFICE OF THE ABOVE MENTIONED TAXING AUTHORITY AS A PUBLIC RECORD.

FY18/19 Budget Highlights and Priorities

The primary budgetary challenge since the last national recession has been the growing demand for local government services, yet limited resources available to fund them. This year's adopted budget of \$155,245,920 is a baseline budget that strives to maintain a consistent level of service city-wide, while enhancing a few areas where need was prioritized. Emergency management, social services, utility billing, sanitation, the library and a larger police presence were a priority in the general fund. Street/sidewalks and Water & Sewer improvements saw greater attention in other funds. Taking a comprehensive approach, this administration will continue to strategically address the needs set forth by the residents and the legislative body.

I firmly believe we will meet the challenges ahead and provide the quality services our current and future City deserves.

Respectfully submitted,



Larry M. Spring, Jr., CPA
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
- Attract higher-paying jobs and promote long-term economic stability
- Continually raise the bar on ethics, accountability, and transparency

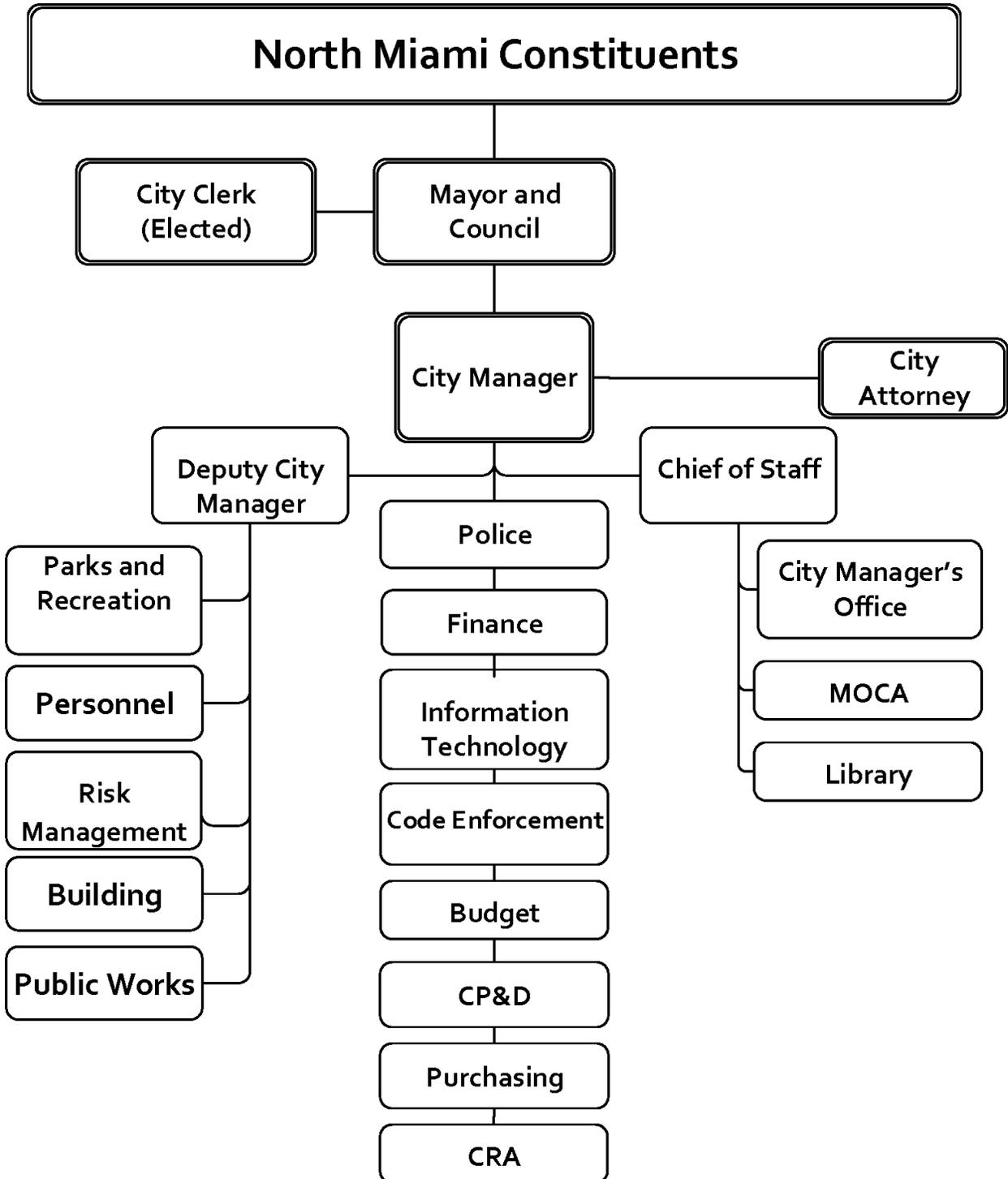
Integration of the Strategic Management Plan and the Budget

The City's five-year Capital Improvement Plan bridges day-to-day operations with the City's long term financial plan. Mayor and Council and the City Manager are the driving forces to getting the buy in from department directors and members of the public. 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 can make strategic investments in our future. Leveraging community partnerships and seizing grant opportunities will help to stretch our dollars and maximize results.

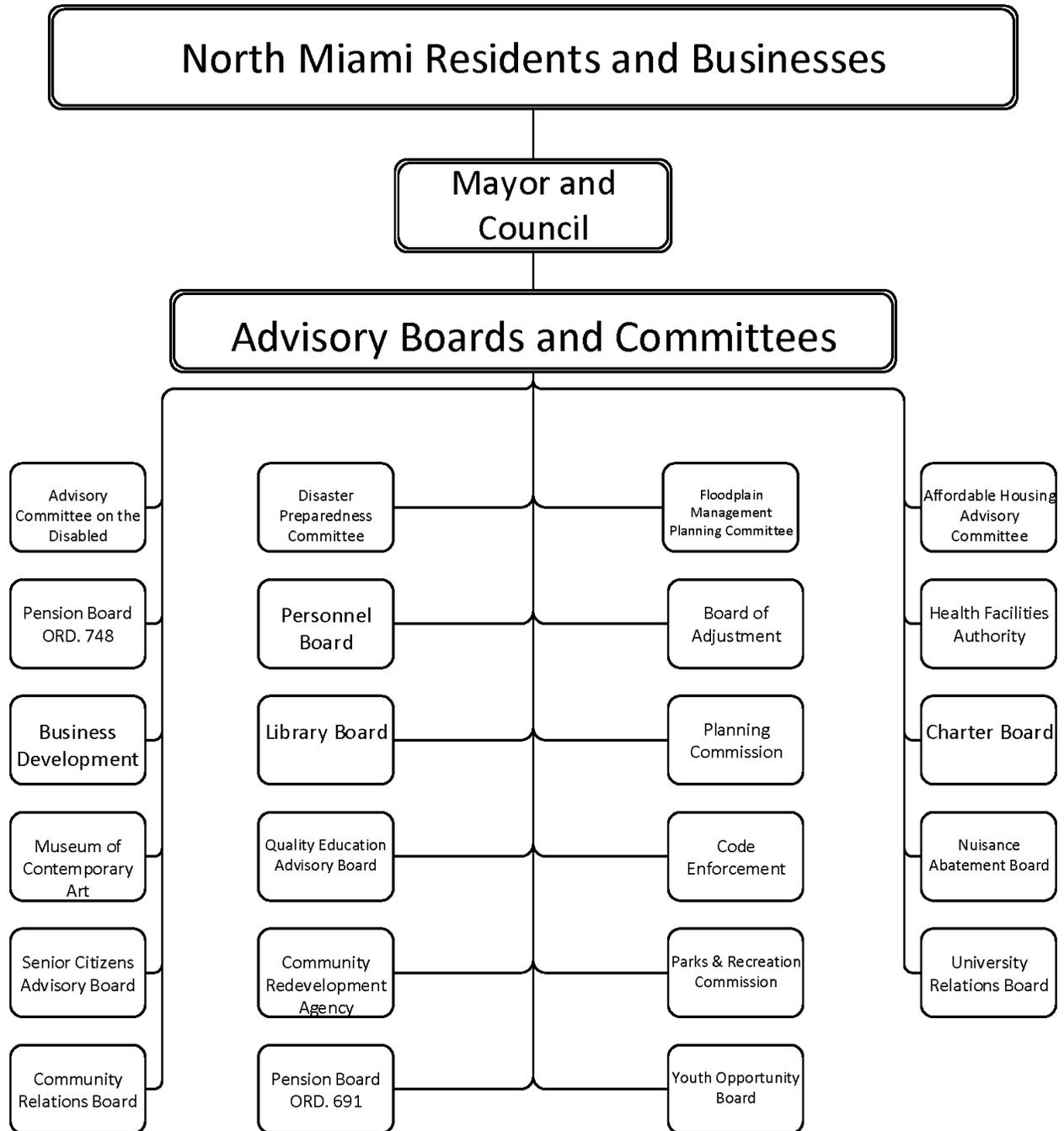
The five-year Capital Improvement Plan (CIP) is organized into 6 categories: Facilities, Parks, Technology, Transportation, Vehicle Replacement, and Water & Sewer projects. The CIP includes ongoing projects, new projects, and projects in progress that require additional funding. The CIP also includes 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 is 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.

City of North Miami Organizational Structure

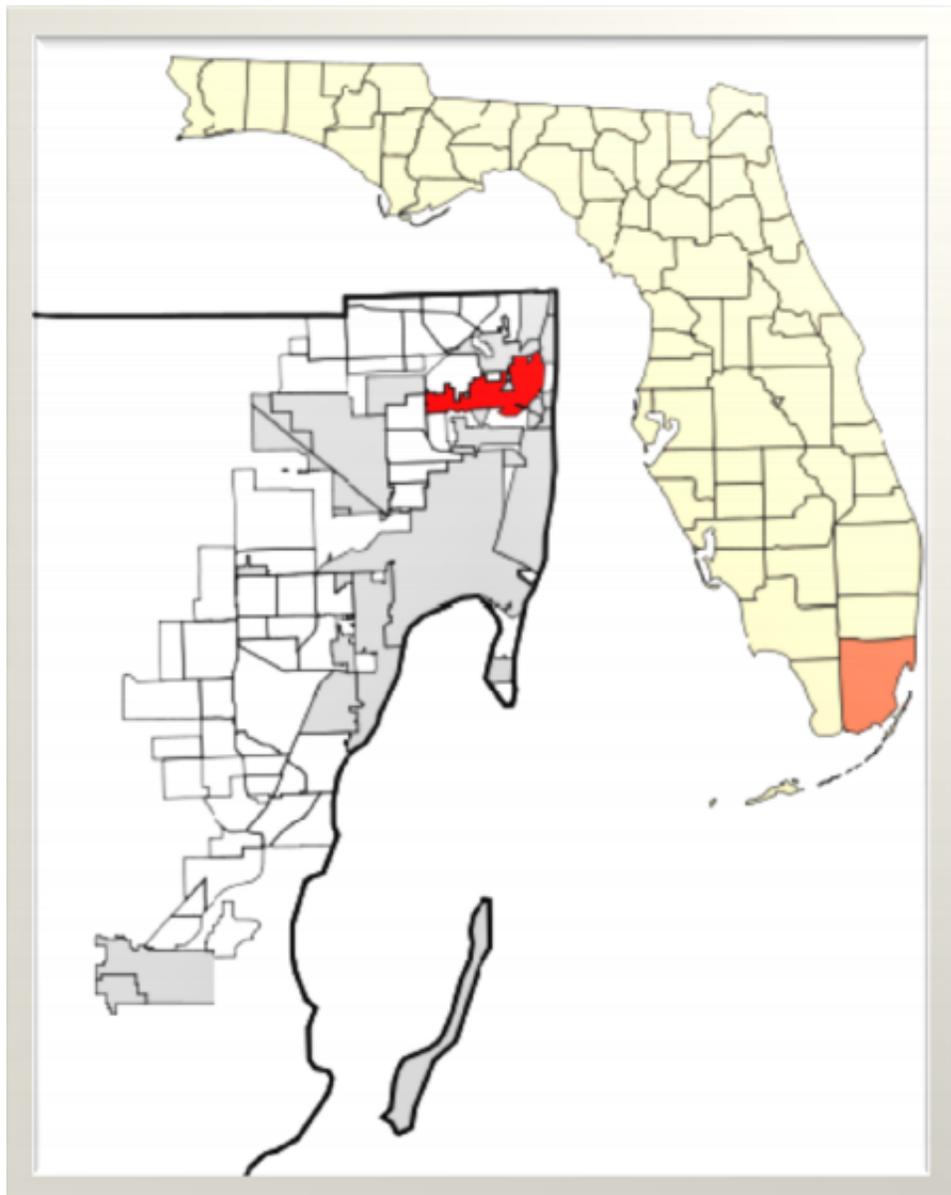


Advisory Boards and Committees



City Overview

The City of North Miami is located in Miami-Dade, Florida in the northeast part of the county. The City is approximately 10 miles north of Miami. The Current land area is 10 square miles, making it the fourth largest city in Miami-Dade County. North Miami offers its visitors and residents the advantages of a moderate climate. 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 grew exponentially from then on. 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 growth in its business community, while also focusing on issues such as 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, and two major universities: Florida International University Biscayne Bay Campus and Johnson and Wales University, 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 forward-thinking solutions while maintaining a business-friendly environment.

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 then inhabited the area, and the Army was 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.

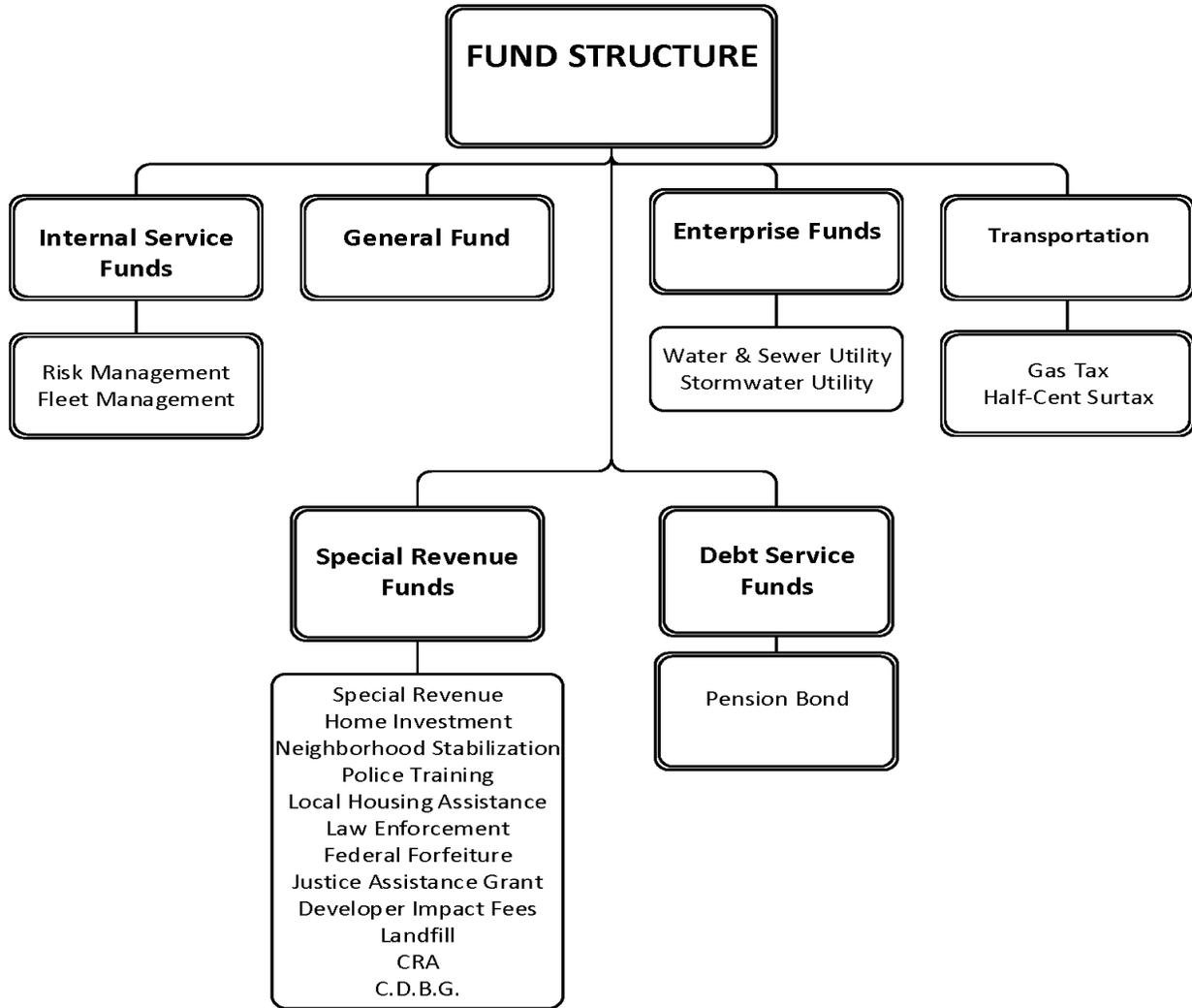
Our Government

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 have 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. Turnberry Associates and LeFrak broke ground on SoLēMia Miami in June 2015. The premier 184-acre master-planned community will rise on one of the largest remaining undeveloped parcels in South Florida east of Biscayne Boulevard. Destined to become South Florida's next iconic neighborhood, this pedestrian-friendly lifestyle community has entitlements for approximately 1.5 million square feet of commercial space and 4,390 residences. The commercial area will feature a retail center with shopping, dining, entertainment and office space. Located at 15045 Biscayne Boulevard, SoLēMia is centrally situated and offers easy access to Fort Lauderdale and Downtown Miami. The City of North Miami is currently working with Oleta Partners to provide residents and businesses with valuable job training resources and opportunities available at SoLēMia Miami.

Exciting projects, a diverse community, customer friendly residential services and a convenient location make North Miami a city of choice for many who like to be close to it all. North Miami is making a transition into a bright future.





FUND TYPES

MAJOR GOVERNMENTAL FUNDS:

General Fund

The 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.

The *Landfill Closure Fund* accounts for the costs of remediation and closure of the former Munisport landfill site.

The *CRA Funded Projects Funds* used as a pass-thru 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.

The *CRA Component Unit Capital Projects Fund*, a component unit of the City, receives 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.

The *Community Development Block Grant Fund* is used to account for grant funding received from HUD for housing assistance.

PROPRIETARY FUNDS:

The *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.

The *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.

The *Stormwater Utility Fund* accounts for improvements to the City's stormwater systems and pollution from stormwater runoff.

OTHER FUNDS

Internal Service Funds account 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.

The *Pension Trust Funds* (CTS Plan and Police Pension Plan) are used to account for the City's two single-employer defined benefit pension plans covering substantially all of its employees.

NONMAJOR GOVERNMENTAL FUNDS

SPECIAL REVENUE FUNDS are used to account for specific revenues that are legally restricted to expenditures for particular purposes.

HOME INVESTMENT PARTNERSHIP – This fund was created to account for expenditures of federal funds to expand safe, decent, and affordable housing opportunities to low and very-low income households.

NEIGHBORHOOD STABILIZATION – This fund is used to account 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 – This fund is used to account 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 funds from the County.

POLICE TRAINING – This fund is used to account for expenditures of state police training funds on behalf of the City of North Miami police officer training.

FUND TYPES - CONTINUED

LOCAL HOUSING ASSISTANCE (SHIP) – This fund is used to account 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 – This fund is used to account for confiscated monies awarded to the City under State Statutes to be used for law enforcement related expenditures.

BYRNE STRIKE TEAM – This fund is used to account for the City's allocation under the Edward Byrne Memorial Discretionary grant program.

FEDERAL FORFEITURE – This fund is used to account for confiscated monies that involve the City's Police department and federal agencies.

HALF-CENT TRANSPORTATION SURTAX – This fund is used to account for the City's prorated share of the Charter County Transmit System Surtax proceeds. The monies received can be used toward projects and programs such as public transportation operations, street lighting, and transit system

JUSTICE ASSISTANCE GRANT (JAG) – This fund is used to account for the City's allocation under the Edward Byrne Memorial Justice Assistance Grant.

DEVELOPER IMPACT FEES – This fund is used to account for impact fees to fund capital improvements, capital facility, and capital equipment attributable to new developments.

DEBT SERVICE FUNDS

The *DEBT SERVICE FUNDS* - *This fund* is used to account for the accumulation of resources for, and the payment of general long-term debt principal and interest.

FMLC LOAN (GENERAL OBLIGATION) – This fund is used to account 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) - This fund is used to account 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 are used to account for the acquisition and construction of major capital facilities other than those financed by proprietary funds.

TRANSPORTATION GAS TAX – This fund is used to account 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.

E. MAY AVIL LIBRARY – This fund was established to account for expenditures for library renovation and expansion.

SAFE NEIGHBORHOOD PARKS – This fund is used to account for the receipt and expenditure of funds from the County's parks bond issuance. There was no activity in this fund during fiscal year 2010.

PEPPER PARK YOUTH CENTER – This fund is used to account for revenues and expenditures related to the construction of a youth center. Construction to be funded through grant funds, and other sources.

INTERNAL SERVICE FUNDS

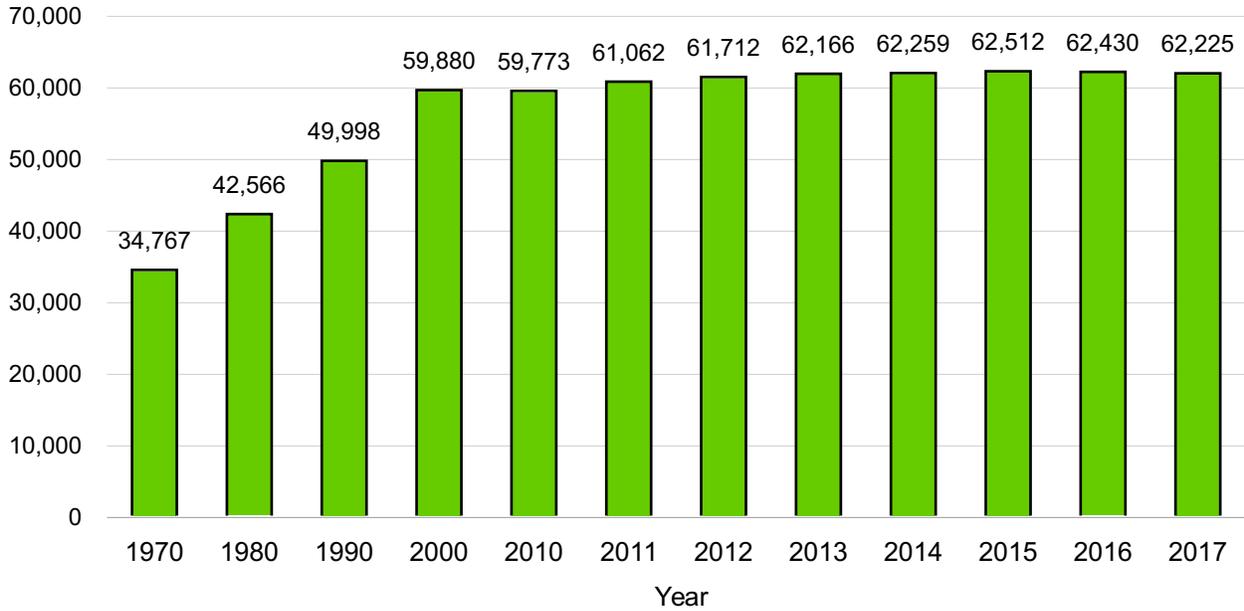
INTERNAL SERVICE FUNDS - *This fund* is used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the government on a cost reimbursement basis.

GENERAL RISK MANAGEMENT – This fund is used to account 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 – This fund is used to account for the costs and funding of providing motor vehicles and heavy equipment to other departments.

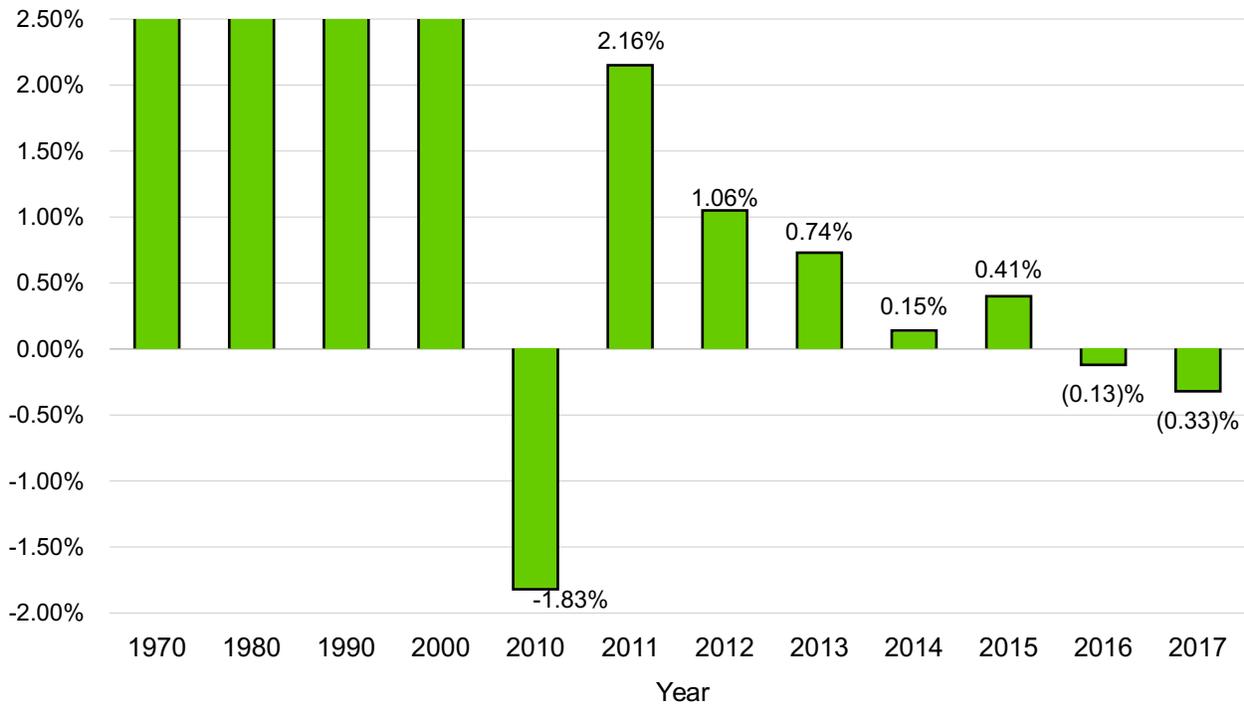
ECONOMY AND DEMOGRAPHICS

Population Trend



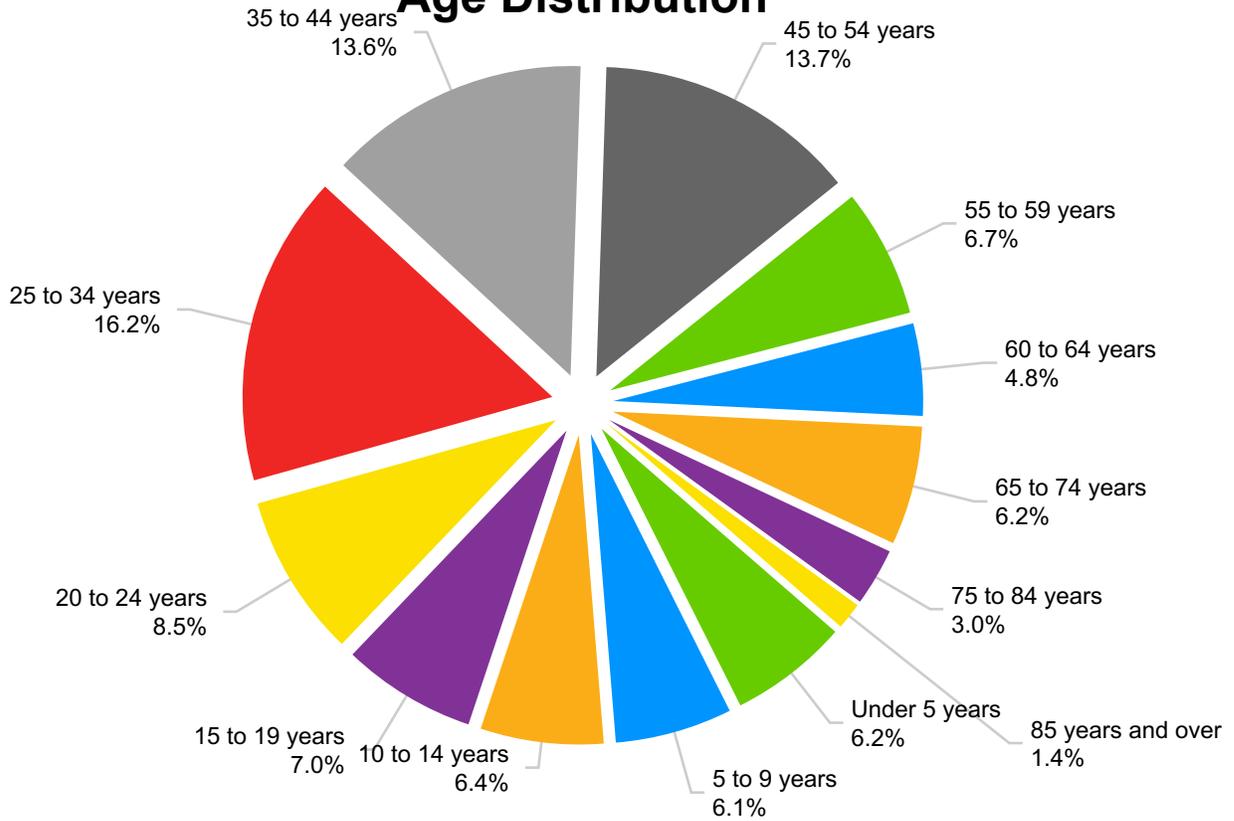
U.S. Census Bureau <http://www.census.gov/en.html>

Population Percentage Change

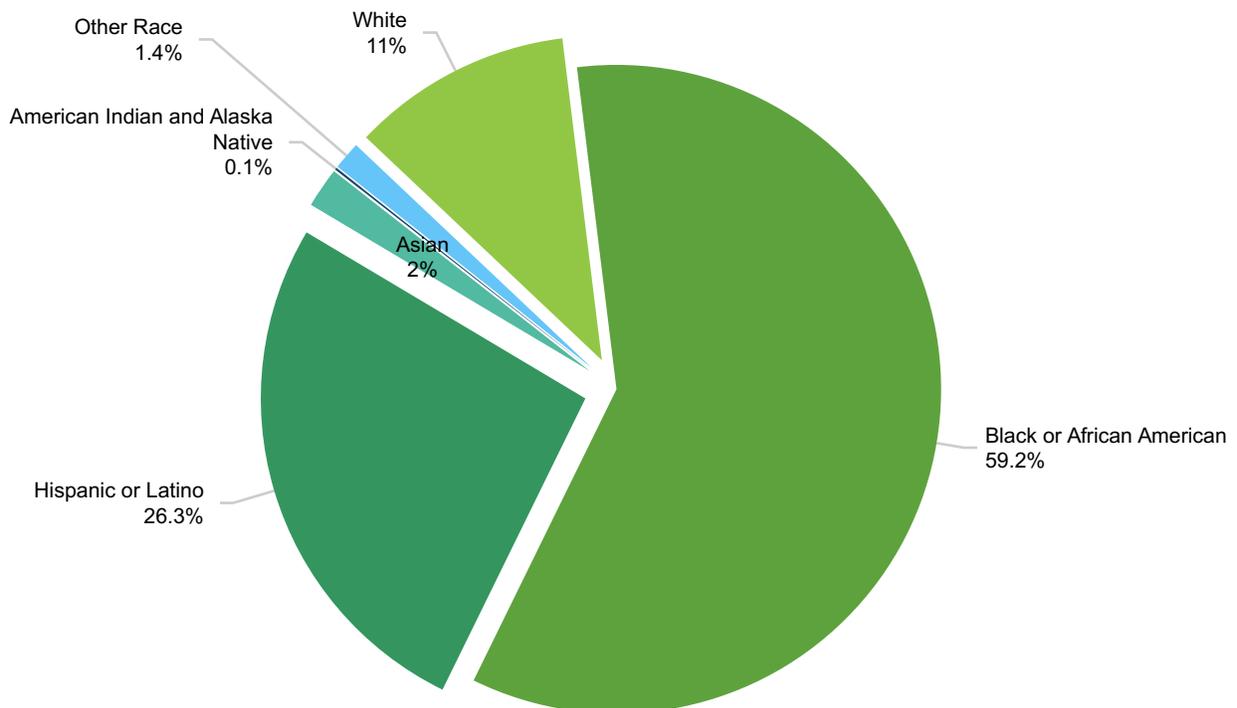


ECONOMY AND DEMOGRAPHICS

Age Distribution



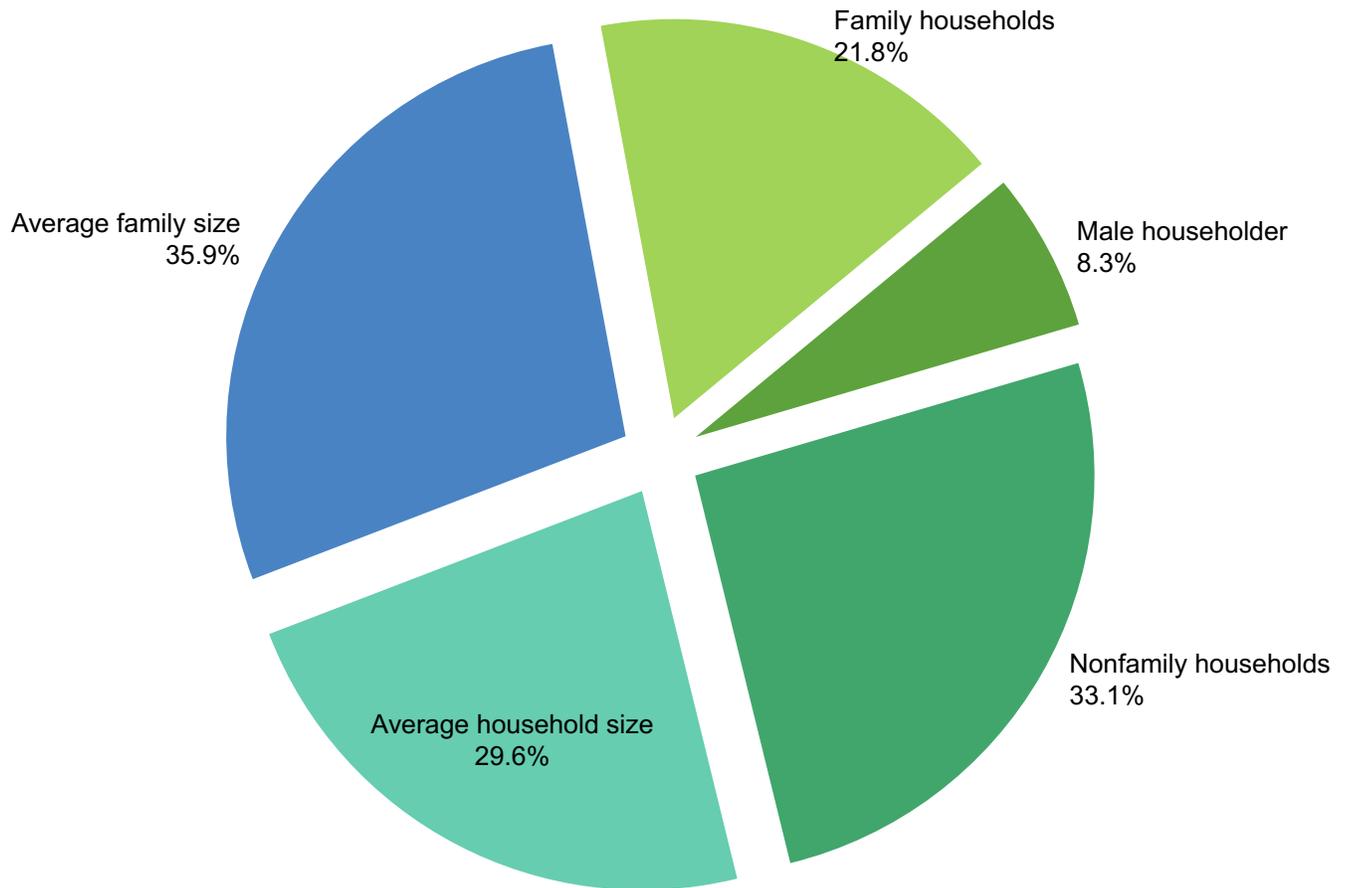
Race Distribution



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

ECONOMY AND DEMOGRAPHICS

North Miami Household by Type



Housing Tenure	
Owner-occupied housing units	50.2%
Renter-occupied housing units	49.8%

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

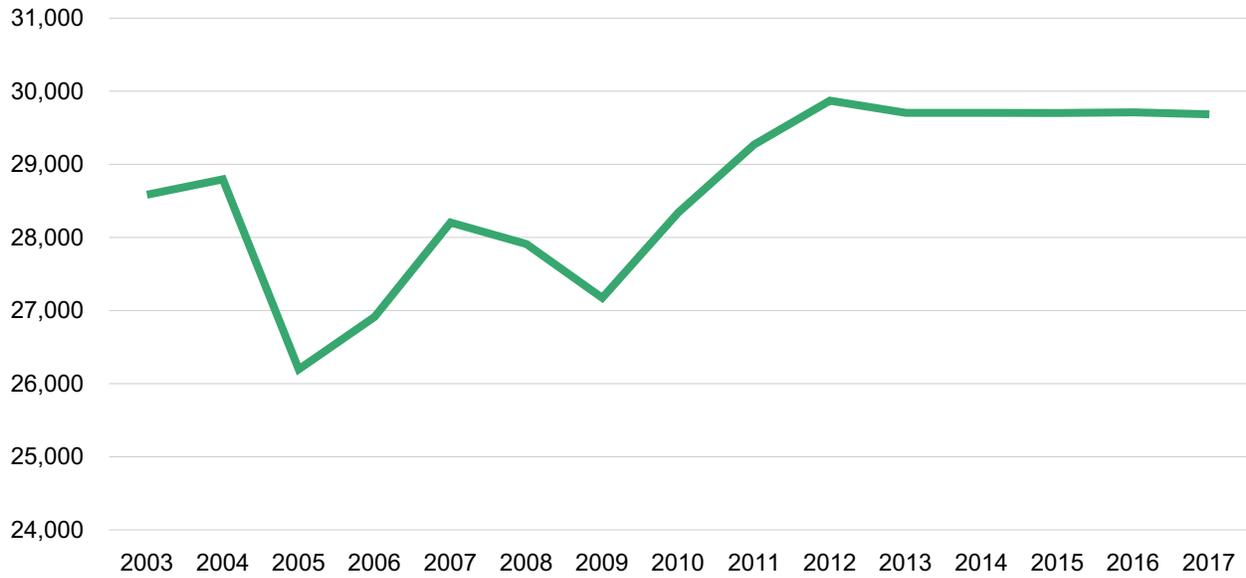
ECONOMY AND DEMOGRAPHICS

Education
Elementary schools
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
Middle schools
Thomas Jefferson Middle School
North Miami Middle School
High schools
Alonzo & Tracy Mourning Senior High
North Miami Senior High School
Colleges and universities
Florida International University (Biscayne Bay Campus)
Johnson & Wales University

EDUCATION	Percent
Less than 9th grade	12.80%
9th to 12th grade, no diploma	12.10%
High school graduate	27.30%
Some college, no degree	21.40%
Associates degree	6.90%
Bachelor's degree	12.70%
Graduate or professional degree	6.80%

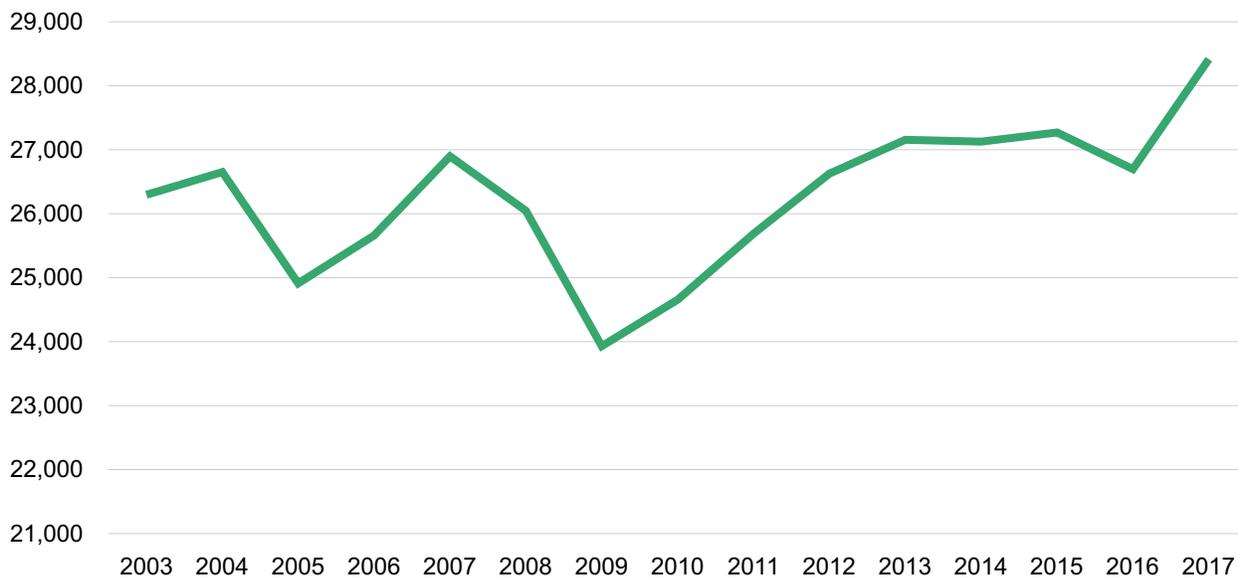
ECONOMY AND DEMOGRAPHICS

North Miami Labor Force



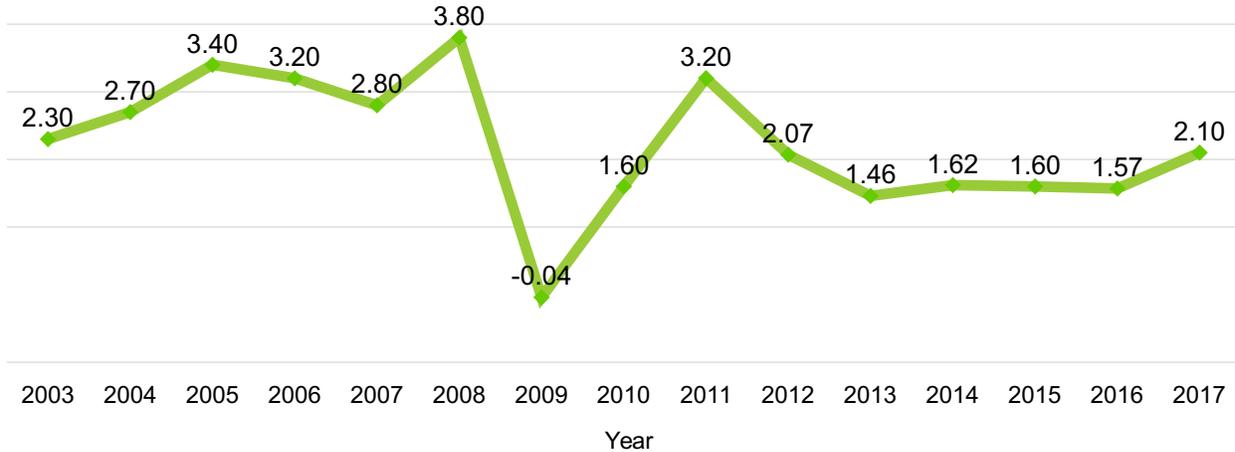
U.S. Census Bureau <http://www.census.gov/en.html>

North Miami Employment



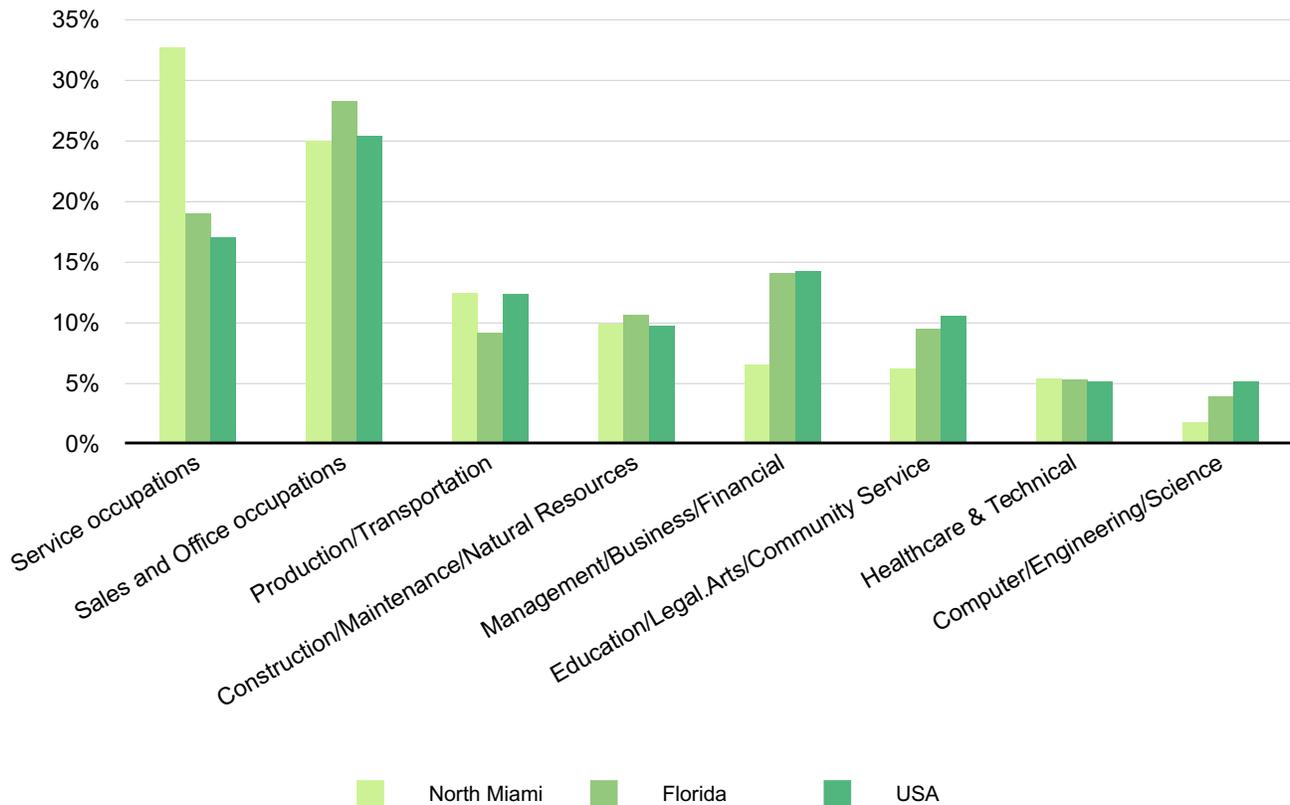
ECONOMY AND DEMOGRAPHICS

Consumer Price Index Average Annual Percentage Change



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

Industry



ECONOMY AND DEMOGRAPHICS

2018 North Miami Top Establishments		
Businesses	Totals	Rank
Professional, Scientific, and Technical Services	289	1
Healthcare	187	2
Real Estate & Rentals	156	3
Banking & Finance	131	4
Restaurants	127	5
Construction	115	6
Telecommunication	78	T-7
Wholesalers	78	T-7
Manufacturing	72	8
Beauty/Barbershops	71	9

North Miami Economic Development Division

Land Use	Square Feet	Percent
Commercial	23,971,616	9.9%
Industrial	6,856,192	2.8%
Planned Development	11,047,201	4.5%
Parks / Open Space	70,518,084	29.0%
Low Density Residential	102,781,207	42.3%
Medium Density Residential	4,743,180	2.0%
High Density Residential	23,143,861	9.5%
Total Residential	130,668,248	53.8%
Total Area	243,061,341	100.0%

North Miami Economic Development Division

ECONOMY AND DEMOGRAPHICS

North Miami Per Capita Personal Income Ten Year Comparison



SOURCES

U.S. Census Bureau

Bureau of Economic and Business Research

U.S. Department of Commerce Bureau of Economic Analysis

Miami-Dade Property Appraiser

Miami-Dade Tax Collector

City of North Miami Comprehensive Annual Financial Report (CAFR)

North Miami Economic Development Division

BUDGET OVERVIEW

FUND BALANCE SCHEDULES

General Fund

	2017 Actual	2018 Estimated	2019 Budget
Revenue Total	55,591,473	71,572,723	69,528,188
Expenditure Total	(60,112,803)	(63,223,781)	(69,528,188)
Net Change in Fund Balance	(4,521,330)	8,348,942	0
Total Other Financing Sources (uses)	(1,313,471)	0	0
Fund Balances - Beginning	(347,319)	(6,182,120)	2,166,822
Fund Balances - Ending	(6,182,120)	2,166,822	2,166,822

Landfill Closure

	2017 Actual	2018 Estimated	2019 Budget
Revenue Total	169,838	27,145	9,922,280
Expenditure Total	(652,704)	(508,180)	(9,922,280)
Net Change in Fund Balance	(482,866)	(481,035)	0
Total Other Financing Sources (uses)	135,881	0	0
Fund Balances - Beginning	10,852,225	10,505,240	10,024,205
Fund Balances - Ending	10,505,240	10,024,205	10,024,205

CRA

	2017 Actual	2018 Estimated	2019 Budget
Revenue Total	3,922,845	9,141,051	8,238,894
Expenditure Total	(3,349,760)	(5,668,581)	(8,238,894)
Net Change in Fund Balance	573,085	3,472,470	0
Total Other Financing Sources (uses)	0	0	0
Fund Balances - Beginning	3,914,727	4,487,812	7,960,282
Fund Balances - Ending	4,487,812	7,960,282	7,960,282

Other Funds

	2017 Actual	2018 Estimated	2019 Budget
Revenue Total	7,249,538	5,886,218	6,005,853
Expenditure Total	(7,794,149)	(9,521,500)	(6,005,853)
Net Change in Fund Balance	(544,611)	(3,635,282)	0
Total Other Financing Sources (uses)	2,106,855	0	0
Fund Balances - Beginning	3,959,105	5,521,349	1,886,067
Fund Balances - Ending	5,521,349	1,886,067	1,886,067

Total Governmental Funds

	2017 Actual	2018 Estimated	2019 Budget
Revenue Total	66,933,694	86,627,137	93,695,215
Expenditure Total	(71,909,416)	(78,922,042)	(93,695,215)
Net Change in Fund Balance	(4,975,722)	7,705,095	0
Total Other Financing Sources (uses)	929,265	0	0
Fund Balances - Beginning	18,378,738	14,332,281	22,037,376
Fund Balances - Ending	14,332,281	22,037,376	22,037,376

BUDGET OVERVIEW

FINANCIAL POLICIES

Structure

The financial statements of the City of North Miami have been prepared in conformity with Generally Accepted Accounting Principles (GAAP) as applied to government units. The accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. Each fund contains a set of self balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds and account groups are reported by generic classification within the financial statements of the Comprehensive Annual Financial Report (CAFR). 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 are developed and managed. This demonstrates the City's commitment to sound financial planning, management and fiscal integrity.

Operating Management Policies

- All departments share in the responsibility for meeting management and service delivery goals and ensuring longterm financial stability. Operating budgets and management plans will be developed using current resources available.
- 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 CAFR 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.

BUDGET OVERVIEW



BUDGET PROCESS

The Budget process is a collaborative effort between City Officials, City Manager, developers, and constituents to maintain a consistent level of service at a reasonable price. Constituents have a chance to express their desire for City services the City should provide through representation at public budget hearings as well as individual committee and City Commission meetings throughout the year. The Budget process is comprised of six stages: Forecast, Request, Review, Proposed, Adopted, and Monitoring. 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 Office of Management and Budget 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. In this stage the office of management & budget prepares payroll projections, expense and revenue worksheets, the Capital Improvement Plan, and additional supplemental data.

Request Stage: Prior to budgets being submitted, departments meet with the City Manager. These staff 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 elected officials priorities, financial trends, needs of the community, and projections.

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

Proposed Budget Stage: In August, the Office of Management and Budget staff prepares the final tentative budget document and submits to the Council for review. The final budget workshops are held in August/September. These workshops provide the opportunity to establish millage rates, finalize department budgets, etc.

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

Monitoring 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 reviews 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

Any change in the overall budget appropriations, between departments, or funds is considered a budget amendment and must be approved by Mayor and Council. Amendments to the adopted budget can occur at any time during the fiscal year.

Budget Amendment - The purpose of the amendment process is to adjust fund amounts to reflect revenues anticipated to be received and to balance expenditures to these revenues in accordance with state law and sound fiscal practices.

Budget Transfer - Departmental budgets may be amended by transfer action, but must be approved.

BUDGET OVERVIEW

City of North Miami 2018-19 Budget Calendar Schedule of Activities and Work Plan

UPDATE AS OF 09-18-18

ACTIVITY		January	February	March	April	May	June	July	August	September	October
Office of Management & Budget	2 Train budget users on OpenGov Budget Planning, complete training sign off list, and confirm deadline for Proposed Operating and Capital Budget submission Feb 7 and 8										
	3 Grant Directors and budget users access to OpenGov to start budget planning process Feb 11										
	4 Follow Up training by Budget Staff with All other Departments										
	5 Announce Exp year-end estimate exercise at staff meeting March 18 with due date										
	6 FY19 Payroll projections with HR, IT										
	7 Start Rev Year-end Estimates and future year forecasts on April 1 and complete by 26th										
	8 City Manager Budget Meetings with Departments April 8 through May 9										
	9 Hold Budget Workshop May 14 with Council to get FY19 Priorities										
	10 Compile FY17/18 CAFR reconciliation, FY19 Year-end estimates, and FY20 projections										
	11 Announce Performance Measures at staff meeting May 6 and due the June 3rd.										
	12 Property appraiser June 1st estimates										
	13 Submit Proposed Budget to City Manager by June 24										
	14 Council Agenda Item - June 25, Set Proposed Millage Cap and Budget Hearing										
	15 Property appraiser July 1 values										
	16 Revisit year-end estimates and revenue projections										
	17 Incorporate CM Comments and Present Final Proposed Budget to the CM July 15										
	18 Trim Process: Calculations, Advertisements, Dates for Budget Hearings (certification due before Aug 4)										
	19 Hold September Budget Hearings										
	19 Prepare and submit TRIM Package to Florida Department of Revenue										

KEY	
Plan	
In Progress	
Complete	

BUDGET OVERVIEW

TRIM PROCEDURES

By July 1st each year the Property Appraiser certifies the tax rolls for the City on form DR-420. This roll is used in formulating the proposed millage rate for the coming year. Thereafter the following timetable must be adhered to:

- Within 35 days the City Manager must have submitted the proposed budget to Council and delivered the DR-420 to the Property Appraiser.
- Between 65-80 days from date of certification (September 3-18) the City must hold a tentative budget and millage hearing. This hearing cannot be held sooner than ten (10) days following the mailing of notices by the property Appraiser (August 24th).
- Within fifteen (15) days of the tentative budget and millage hearing (September 18- October 3) the City must advertise a final hearing on the budget.
- Not less than two (2) or more than five (5) days after the advertisement (September 20- October 8), a final hearing adopting the budget and millage is held.
- Within three (3) days after adoption, the City must certify the adopted millage to the Property Appraiser and Tax Collector.
- Within three (3) days after receipt of final value, as discussed below, the Finance Administrator completes form DR-422 and returns to the Property Appraiser.
- Within thirty (30) days of final millage and budget adoption, the City must certify compliance with Section 200.065 and 200.068, F.S., to the Department of Revenue.

After Value Adjustment Board (VAB) hearings are held, the Property Appraiser will certify the final adjusted value to the City. This happens after the Tax Collector mails the tax bills in November, as opposed to waiting until the VAB hearings have been held before billing. This could happen if the Tax Collector chose not to extend the tax rolls. If this were to happen, bills would not be mailed until all VAB hearings had been held; however, the City would then have the ability to administratively adjust its millage rate if the final value varies from the initial certification by more than one (1) percent.

DEBT MANAGEMENT

The City of North Miami will seek to improve our bond rating position to minimize debt service costs and preserve access to credit markets. Currently, the City has no legal debt limits, no debt, and does not plan to issue debt in the budgeted year. In the future, each bond issue will include an analysis of how the new issue and current debt impacts debt capacity. Financing of projects will not exceed the useful life of the infrastructure improvement or capital acquisition. The City will limit the amount of debt issued and planned in any planning period to the amount that can be supported by revenues projected to be available on a prudent and conservative basis. All fund designations and reserves will be evaluated annually for long-term adequacy and availability in accordance with policies developed and approved by the City Council. The General fund balance will be maintained at a level which will adequately cover an emergency in the future and Fund balances will be used prudently and conservatively to fund one time expenditures and stabilize the property tax rate.

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 & Financial Issues Guiding the Creation of the Budget

Long-Term Challenges

The budget for Fiscal Year 2019 has already been adopted, needless to say, there are still a number of long-term budget challenges impending. Below is a list of challenges the City will work towards improving in the upcoming budget years.

1. **Land Use Regulations:** There are more avenues for additional revenue. In an effort to attract more development in the City, to diversity and stabilize the tax base, North Miami has completed the first phase of the largest developer agreement. 390 rental units will soon be available along with the opening of the new Costco retail center. The City has anticipated the opening of SolēMia and has already received revenue on the lease. This major development adds over \$100 million of taxable value.
2. **Sea level, Climate change, Tree mitigation:** Flooding and Sea level concerns are addressed in the Capital Improvement Plan where \$10 million is budgeted for Water & Sewer, Stormwater and infrastructure improvements. In 2017, the City suffered significant damage during Hurricane Irma and in light of this, \$100,000 is budgeted to address tree mitigation.
3. **Continue to Improve Performance measurement and management:** The City has collected performance measures for the past four years, yet there is still room for improvement. Our measures should allow management to understand areas of strengths and weaknesses by tracking key performance indicators. Our next step is to use performance indicators and incorporate them into our day-to-day decisions that drive the six stages of the budget process.
4. **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 and Council and management. The City is committed to updating the Strategic Plan to better align the City's goals with its long term vision.
5. **Update the Internal Revenue Manual:** It is important that employees of the City know how to carry out all administrative and procedural matters regarding the City's finances.

Financial Issues

1. Pension cost and OPEB have been major issues with cities in the United States. North Miami took a bold step in union negotiations to close our existing City pensions and start to transition to a pension plan offering larger investment pool of assets and allows for more annual cost structures.
2. A loss of State and Federal grants result in the General Fund covering expenses that were once subsidized by grants. I.E. – The Justice Assistance Grant which once supported expenditures for critical police officer equipment such as electrical devices (Tasers), bullet proof vests, and uniforms is no longer an expected revenue source. In order to assure officers are well equipped to perform their duties to the best of their ability, the General Fund is responsible for outfitting officers with essential equipment.
3. The Florida Senate CS/SB 70226, Public Safety Bill, addresses the assignment of one or more safe-school officer(s) at each school facility. Currently, North Miami has eight public schools that an officer must monitor during normal school hours while students are present. This mandate from

BUDGET OVERVIEW

the state is a great benefit to the school administration, the student body, and the community as a whole, however, it is a necessity the City must fund in order to maintain the safety of the public.

4. Revenue from property taxes has seen minimal increases due to the millage rate of 7.5000 being adopted for three consecutive years. While the City is proud to say that we are improving the city at no additional cost to residence, it's important to note that the City is covering the increase of operations cost and not passing on the rates to residents.

Immediate Needs of the Next Year Budget

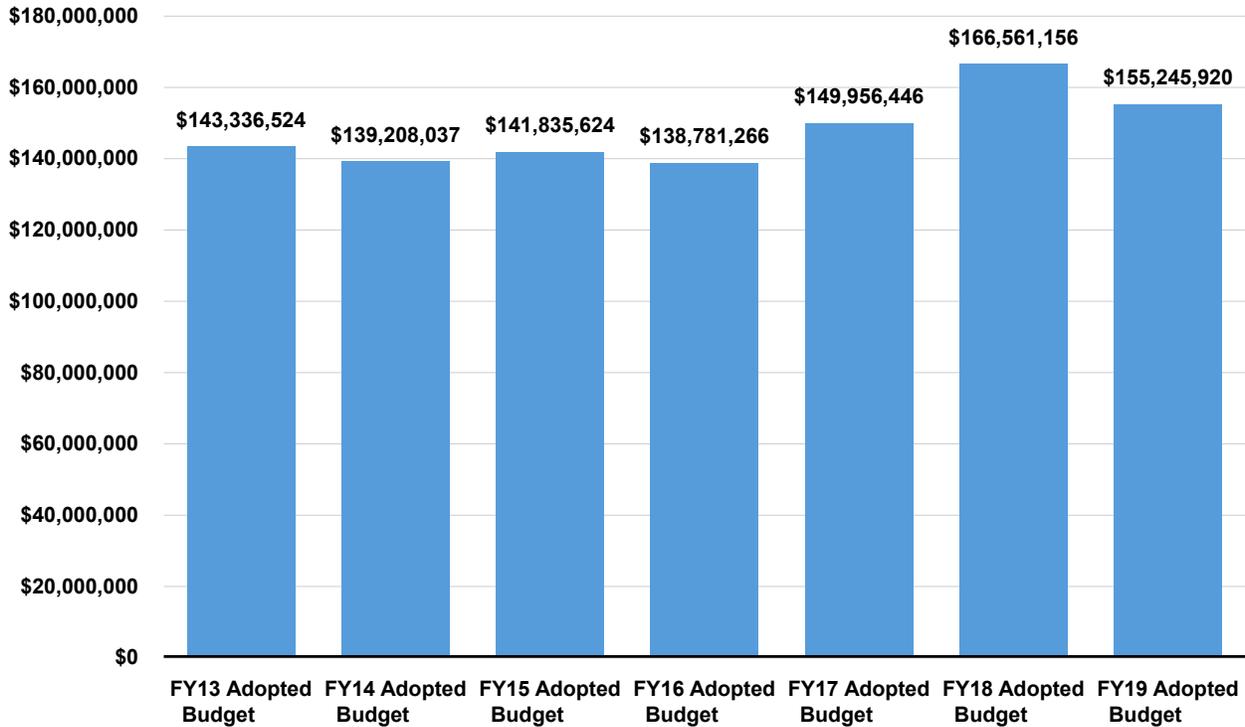
1. **Land Development Strategies** – The City is funding projects to provide on-going maintenance to infrastructure and improvements to Stormwater and Water & Sewer. The goal is to maintain current assets and improve regulatory issues. The city has allocated funds towards downtown improvements, sidewalk installations, street resurfacing, Lift Station rehabilitation, water line replacements, sanitary sewer rehabilitation and drainage improvements.
2. **Public Safety** – To maintain the City of North Miami's commitment to keeping our residents and businesses safe the City is focusing on more police presence in the community. This is in addition to the 25 new police officers hired in FY19. New hires will be staggered throughout the year to minimize impact on the General Fund.

Impact on Residents

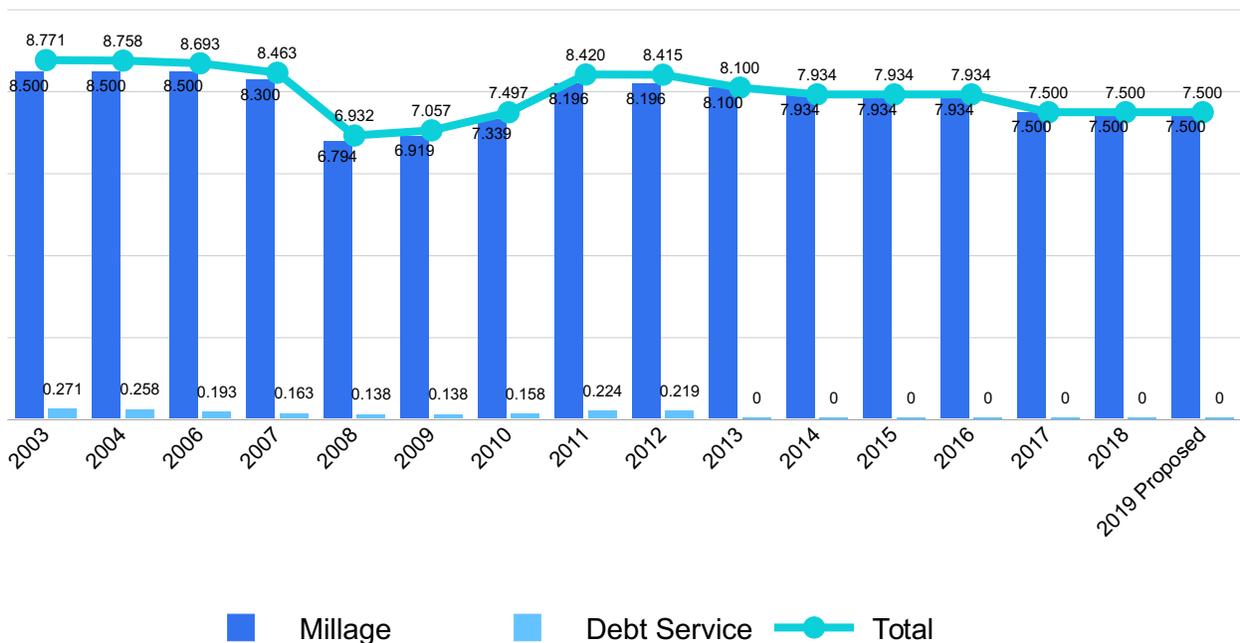
This budget has continued to improve the infrastructure and service for our citizens without increasing the citywide property tax rate. The millage rate was adopted at 7.5000 for three consecutive years. Water rates, Stormwater rates, property taxes, and solid waste fees remained the same. While the cost have gone up the City has not passed on the cost to residents by creating more operating efficiencies and focusing on revenue generation in other areas like the SolēMia development.

BUDGET IN BRIEF

BUDGET HISTORY



NORTH MIAMI MILLAGE COMPARISON



BUDGET IN BRIEF

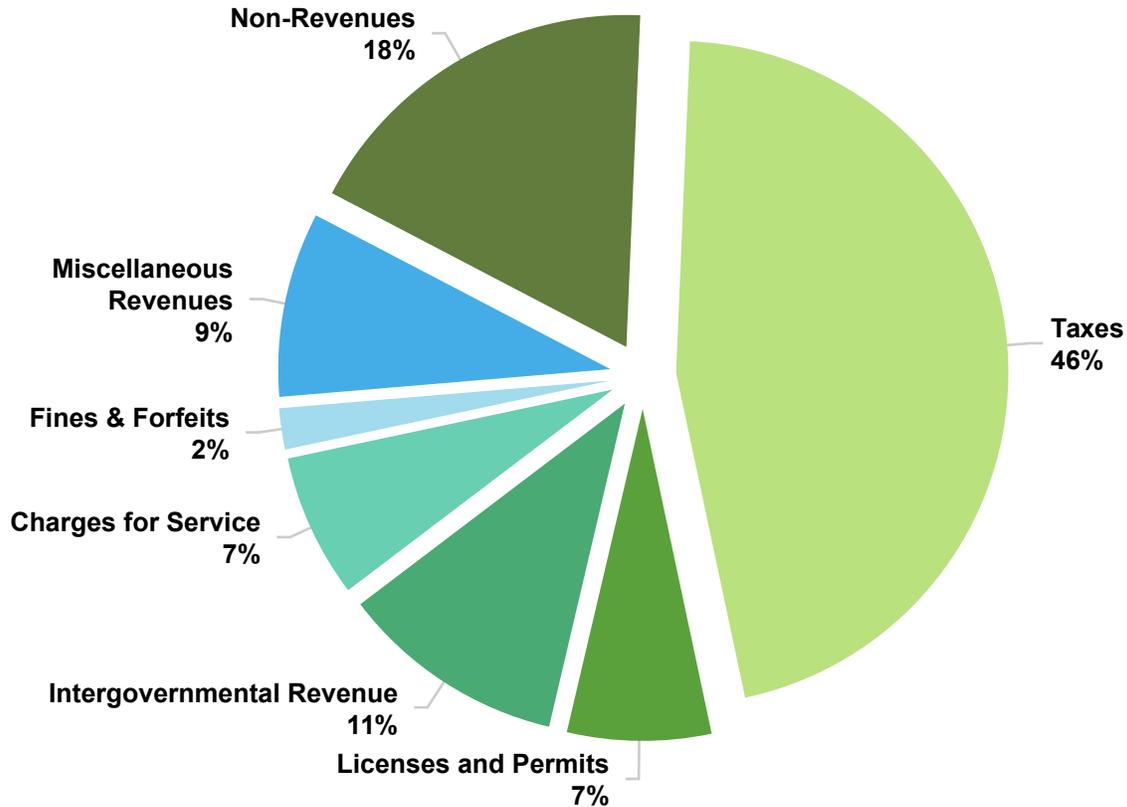


Revenue

TAXES	FY17 Actuals	FY18 Y/E Estimates	FY19 Budget
Ad Valorem	\$ 18,549,475	\$ 20,344,611	\$ 22,099,584
General Sales and Use Tax	794,000	725,000	786,568
Franchise Fees	3,938,066	4,324,825	4,323,846
Utility Service Taxes	3,672,003	3,517,469	3,517,469
Communications Service Tax	1,620,000	1,297,205	1,165,811
Taxes Total	\$ 28,573,544	\$ 30,209,110	\$ 31,893,278
LICENSES AND PERMITS	FY17 Actuals	FY18 Y/E Estimates	FY19 Budget
Occupational Licenses	\$ 408,000	\$ 408,000	\$ 672,000
Building Permits	2,980,000	3,334,206	3,894,550
Other Licenses, Fees, & Permits	327,830	335,627	334,802
Licenses & Permits Total	\$ 3,715,830	\$ 4,077,833	\$ 4,901,352
INTERGOVERNMENTAL REVENUE	FY17 Actuals	FY18 Y/E Estimates	FY19 Budget
Federal Grants	\$ —	\$ —	\$ —
Grants from Local Units	—	1,500	—
State Grants	—	—	—
State Shared Revenues	6,872,319	7,602,130	7,627,962
Shared Revenue from Local Units	70,000	75,000	75,000
Intergovernmental Revenue Total	\$ 6,942,319	\$ 7,678,630	\$ 7,702,962
CHARGES FOR SERVICE	FY17 Actuals	FY18 Y/E Estimates	FY19 Budget
Charges for Service	\$ 553,000	\$ 511,073	\$ 466,239
Public Safety	1,172,237	1,117,419	1,123,761
Physical Environment	2,700,000	2,685,906	2,562,566
Culture/Recreation	795,819	724,822	784,679
Charges for Service Total	\$ 5,221,056	\$ 5,039,220	\$ 4,937,245
FINES & FORFEITS	FY17 Actuals	FY18 Y/E Estimates	FY19 Budget
Judgements & Fines	\$ 571,000	\$ 791,151	\$ 867,419
Library Fines	870	2,714	2,714
Violation of Local Ordinances	125,000	84,750	115,500
Other Fines/Or Forfeits	39,000	98,768	69,000
Fines & Forfeits Total	\$ 735,870	\$ 977,383	\$ 1,054,633
MISCELLANEOUS REVENUES	FY17 Actuals	FY18 Y/E Estimates	FY19 Budget
Interest and Other Earnings	\$ 43,800	\$ 605,021	\$ 536,111
Rents & Royalties	1,417,000	4,053,650	2,128,796
Contributions/Donations	1,800,000	1,750,400	87,183
Disposition of Fixed Assets	267,253	89,850	1,750,400
Miscellaneous Revenues	209,598	2,340,129	2,095,882
Miscellaneous Revenues Total	\$ 3,737,651	\$ 8,839,050	\$ 6,598,372
NON-REVENUES	FY17 Actuals	FY18 Y/E Estimates	FY19 Budget
Interfund Transfer	\$ (1,185,893)	\$ (3,031,173)	\$ (3,928,836)
Contribution From Enterprise	6,904,138	7,692,386	8,020,240
Non-Operating Sources	14,490,551	8,900,284	8,348,942
Special Revenue (CRA Contribution)	—	1,190,000	—
Non-Revenues Total	\$ 20,208,796	\$ 14,751,497	\$ 12,440,346
Revenue Sources	FY17 Actuals	FY18 Y/E Estimates	FY19 Budget
Taxes	\$ 28,573,544	\$ 30,209,110	\$ 31,893,278
Licenses and Permits	3,715,830	4,077,833	4,901,352
Intergovernmental Revenue	6,942,319	7,678,630	7,702,962
Charges for Service	5,221,056	5,039,220	4,937,245
Fines and Forfeits	735,870	977,383	1,054,633
Miscellaneous Revenues	3,737,651	8,839,050	6,598,372
Non-Revenues	20,208,796	14,751,497	12,440,346
Total General Fund Revenue	\$ 69,135,066	\$ 71,572,723	\$ 69,528,188

GENERAL FUND REVENUES

FROM WHERE IT COMES



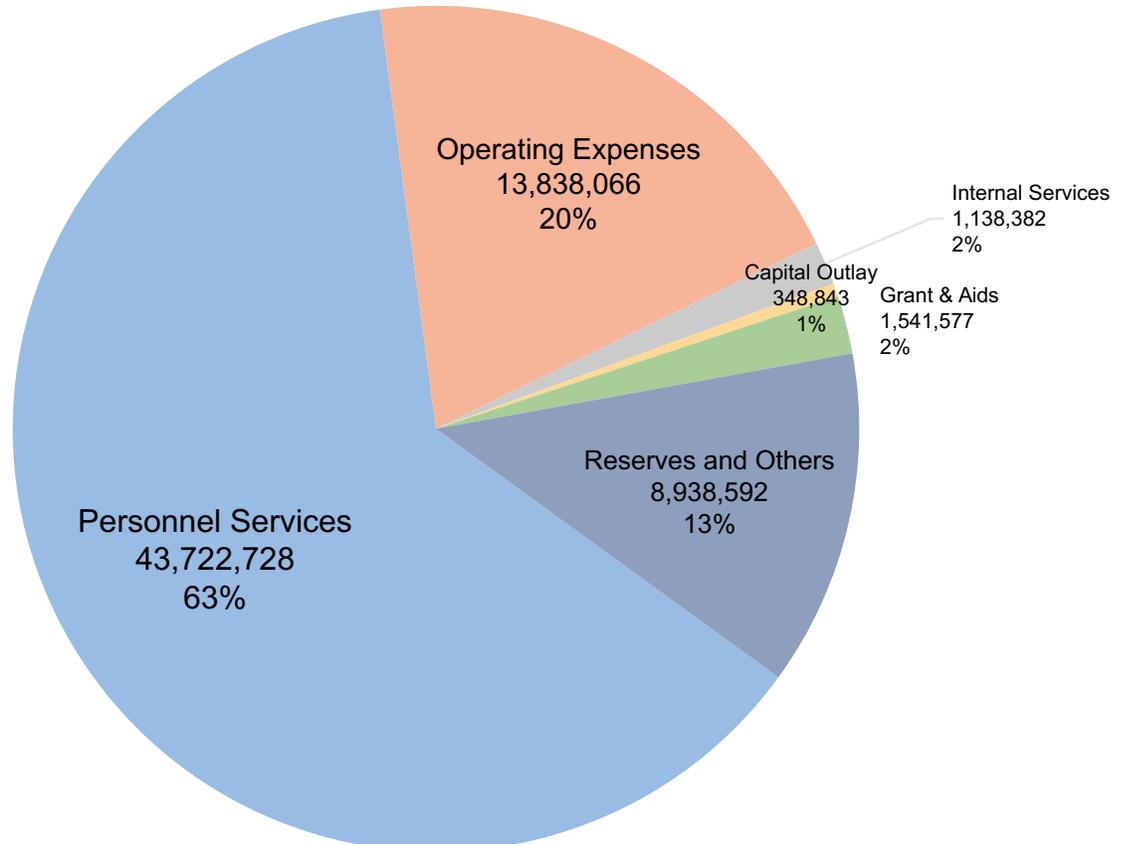
Taxes (includes \$22M Ad Valorem)	\$ 31,893,278
Non-Revenues	4,901,352
Miscellaneous Revenues	7,702,962
Intergovernmental Revenues	4,937,245
Charges for Service	1,054,633
Licenses & Permits	6,598,372
Fines & Forfeits	12,440,346
Total General Fund Revenues	\$ 69,528,188

BUDGET IN BRIEF

General Fund

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	37,485,334	40,739,554	38,907,426	43,722,728
Operating Expenses	14,680,548	16,191,948	15,884,863	13,838,066
Internal Services	4,071,059	2,596,929	2,507,492	1,138,382
Operating Budget	56,236,941	59,528,431	57,299,781	58,699,176
Capital Outlay	1,152,140	1,447,390	1,754,526	348,843
Debt Service	0	0	0	0
Grants & Aids	1,037,168	2,771,437	2,670,079	1,541,577
Reserves & Other	1,686,554	10,251,360	1,499,395	8,938,592
Total Budget	60,112,803	73,998,618	63,223,781	69,528,188

GENERAL FUND BUDGET BY CATEGORY



BUDGET IN BRIEF

DEPARTMENT	FY17	FY18			FY19	INCREASE (DECREASE)	PERCENT CHANGE
	ACTUAL EXPENSE	ADOPTED BUDGET	AMENDED BUDGET	ESTIMATED EXPENSE	PROPOSED BUDGET		
Building	1,267,271	1,948,515	1,709,035	1,441,901	1,683,812	(264,703)	0%
City Attorney	1,260,858	1,316,234	1,356,360	1,337,846	1,288,010	(28,224)	3%
City Clerk	801,035	648,372	590,946	573,469	632,822	(15,550)	-17%
City Manager	1,799,495	2,413,210	2,624,695	2,626,286	2,967,542	554,332	24%
Code Compliance	1,542,853	1,619,035	1,942,215	1,625,924	5,401,981	3,782,946	-1%
CP&D	1,420,131	1,444,021	3,631,070	3,602,092	1,688,819	244,798	20%
Finance	2,991,225	3,416,092	3,461,018	3,300,581	3,623,127	207,035	14%
Information Technology	2,282,851	2,007,939	1,968,954	1,841,443	2,180,025	172,086	-8%
Library	1,040,356	1,123,790	1,132,790	1,055,875	1,175,728	51,938	9%
Mayor/Council	1,177,122	1,140,546	1,181,222	1,194,186	1,168,129	27,583	26%
MOCA	1,468,336	1,436,148	1,814,648	1,644,667	1,420,096	(16,052)	0%
Non-Departmental	1,517,464	10,920,909	10,756,732	1,456,850	4,347,486	(6,573,423)	-9%
Office of Management & Budget	329,541	367,284	367,284	325,801	351,249	(16,035)	12%
Parks	8,200,757	7,549,590	7,669,534	8,025,970	7,023,992	(525,598)	6%
Personnel	753,817	798,839	798,839	875,106	864,334	65,495	10%
Police	26,715,747	27,204,349	27,239,858	26,408,778	30,175,950	2,971,601	9%
Public Works	5,165,951	4,804,879	5,246,897	5,357,604	2,930,929	(1,873,950)	11%
Purchasing	377,993	506,521	506,521	529,402	604,157	97,636	22%
TOTAL - GENERAL FUND	60,112,803	70,666,273	73,998,618	63,223,781	69,528,188	(1,138,085)	6%

SPECIAL REVENUE FUNDS	FY17	FY18			FY19	INCREASE (DECREASE)	PERCENT CHANGE
	ACTUAL EXPENSE	ADOPTED BUDGET	AMENDED BUDGET	ESTIMATED EXPENSE	PROPOSED BUDGET		
C.D.B.G. Entitlement	846,216	698,978	936,356	917,740	756,678	57,700	-15%
CRA	3,349,760	8,742,942	9,192,819	5,668,581	8,238,894	(504,048)	34%
Disaster Recovery	192,000	0	0	0	0	0	0%
Federal Forfeiture Fund	310,294	365,214	285,536	240,927	79,721	(285,493)	-59%
Half Cent Transportation Surtax	2,779,856	3,785,635	5,448,463	4,940,290	2,540,536	(1,245,099)	2%
Home Investment Partnership Program	300,371	208,444	404,920	447,967	300,908	92,464	-35%
Justice Assistance Grant	256,195	95,562	143,847	0	0	(95,562)	-100%
Landfill Closure Fund	652,704	12,812,237	12,177,578	508,180	9,922,280	(2,889,957)	-5%
Law Enforcement Trust Fund	163,572	248,852	224,522	117,737	139,927	(108,925)	-14%
Library Grants	0	28,063	0	0	26,641	(1,422)	0%
Miscellaneous Grants	532,370	782,350	0	0	0	(782,350)	0%
Neighborhood Stabilization Program	101,480	30,000	31,280	37,370	30,000	0	0%
Pepper Park Youth Center	19,146	0	0	0	0	0	0%
Police Training Fund	9,013	8,800	8,800	9,089	8,880	80	1%
State Housing Initiative Program	140,670	249,567	465,627	423,617	51,922	(197,645)	0%
Rucks Park Project Fund	37,866	0	5,638	0	0	0	0%
TOTAL - SPECIAL REV	9,691,513	28,056,644	29,325,386	13,286,855	22,096,387	(5,960,257)	4%

DEBT SERVICE FUNDS	FY17	FY18			FY19	INCREASE (DECREASE)	PERCENT CHANGE
	ACTUAL EXPENSE	ADOPTED BUDGET	AMENDED BUDGET	ESTIMATED EXPENSE	PROPOSED BUDGET		
Pension Obligation Bond	1,920,860	1,771,406	1,771,406	1,771,406	1,789,538	18,132	-1%
TOTAL - DEBT SERVICE FUNDS	1,920,860	1,771,406	1,771,406	1,771,406	1,789,538	18,132	-1%

BUDGET IN BRIEF

CAPITAL PROJECTS FUNDS	FY17	FY18			FY19	INCREASE (DECREASE)	PERCENT CHANGE
	ACTUAL EXPENSE	ADOPTED BUDGET	AMENDED BUDGET	ESTIMATED EXPENSE	PROPOSED BUDGET		
Transportation Gas Tax	240,606	549,610	678,476	640,000	281,102	(268,508)	77%
TOTAL - CAPITAL PROJECT FUNDS	240,606	549,610	678,476	640,000	281,102	(268,508)	53%
ENTERPRISE FUNDS	FY17	FY18			FY19	INCREASE (DECREASE)	PERCENT CHANGE
	ACTUAL EXPENSE	ADOPTED BUDGET	AMENDED BUDGET	ESTIMATED EXPENSE	PROPOSED BUDGET		
W & S	30,649,445	51,453,090	72,720,278	55,231,936	49,372,814	(2,080,276)	-1%
Water Fire Flow Demand	0	932,747	921,010	515,479	682,913	(249,834)	-4%
Stormwater Utility	2,540,256	2,795,257	4,461,541	3,245,763	4,389,308	1,594,051	56%
TOTAL - ENTERPRISE FUNDS	33,189,701	55,181,094	78,102,829	58,993,178	54,445,035	(736,059)	2%
INTERNAL SERVICE FUNDS	FY17	FY18			FY19	INCREASE (DECREASE)	PERCENT CHANGE
	ACTUAL EXPENSE	ADOPTED BUDGET	AMENDED BUDGET	ESTIMATED EXPENSE	PROPOSED BUDGET		
Risk Management	2,071,683	4,915,282	4,915,282	2,311,229	3,369,892	(1,545,390)	71%
Fleet Management	2,416,823	6,622,384	6,622,384	5,898,048	3,735,778	(2,886,606)	35%
TOTAL - INTERNAL SERVICE	4,488,506	11,537,666	11,537,666	8,209,277	7,105,670	(4,431,996)	49%
TOTAL - ALL FUNDS	109,643,989	167,762,693	195,414,381	146,124,497	155,245,920	(12,516,773)	6.44%

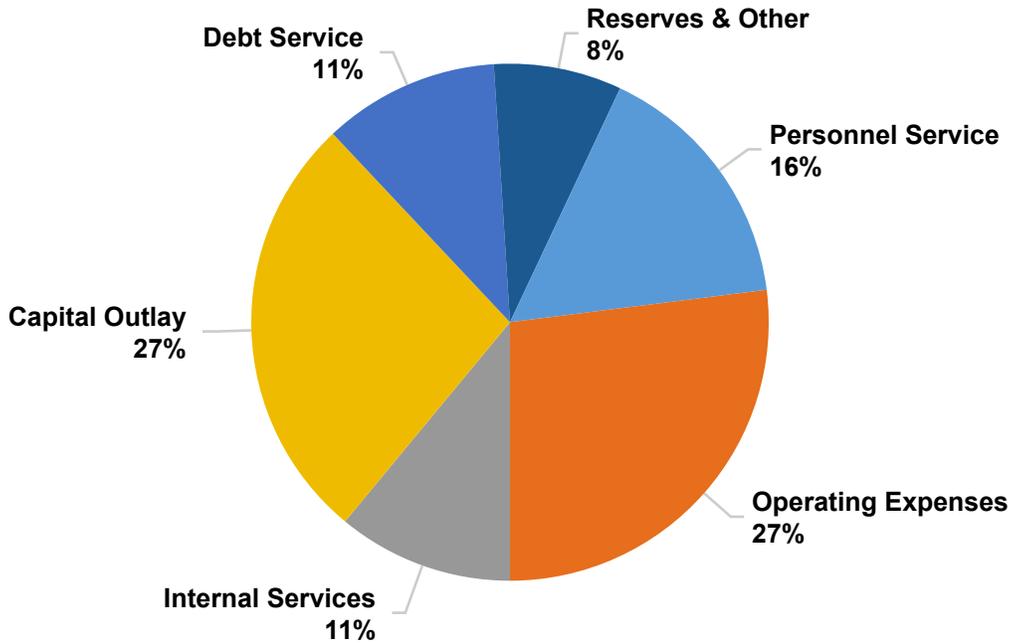
BUDGET IN BRIEF

GENERAL FUND FULL-TIME EMPLOYEES

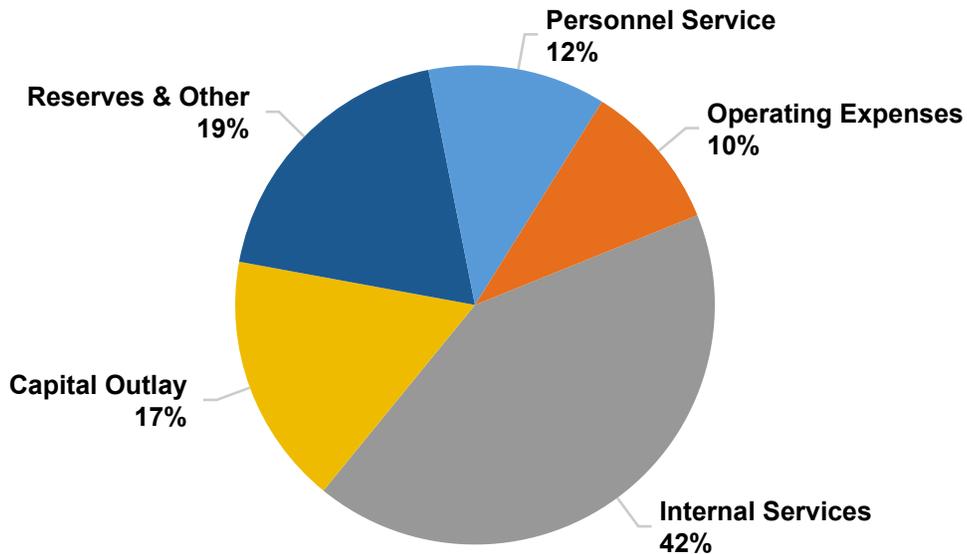
Department	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Mayor & Council's Office	2	2	2	2	3	3
City Manager's Office	7	8	8	8	14	16
City Clerk	5	4	5	4	4	3
Finance	23	24	24	35	38	41
City Attorney Office	5	5	5	6	6	6
Personnel	4.29	5	5	5	5	6
Information Technology	11	11	10	10	6	7
Police	160	159	159	167	168	191
Community Planning & Development	5	6	7	8	9.5	11.5
Public Works	21	25	21	20	24	24
Budget	2	2	2	3	3	3
Parks & Recreation	83.5	48	48	50	47	51
Museum of Contemporary Arts	5	6	6	7	2	1
Building	9	8	5	12	12	13
Code Enforcement	9	8	13	13	16	20
Library	9.5	8	8	8	9	9
Purchasing	3	3	3	3	4	5
Totals for all Departments	364.29	332	331	361	370.5	410.5

BUDGET IN BRIEF

FY18/19 STORMWATER Total Budget : \$4,389,308



FY18/19 SEWER Total Budget : \$50,055,727 *Includes Water Fire Flow



BUDGET IN BRIEF

City of North Miami CAPITAL IMPROVEMENT PROGRAM SCHEDULE (FY 18/19 - 22/23)								
Project	Dept.	Category	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	TOTAL PROJECT ESTIMATE
Downtown Improvements (FDOT Grant)	1/2 Cent Transp.	Transportation	\$ 500,000	\$ —	\$ —	\$ —	\$ —	\$ 500,000
Sidewalk Installations and Repairs	1/2 Cent Transp.	Transportation	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
Street Resurfacing	1/2 Cent Transp.	Transportation	\$ 281,102	\$ 281,102	\$ 281,102	\$ 281,102	\$ 281,102	\$ 1,405,510
Operations Center Repairs	Water & Sewer	Water	\$ 85,000	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 99,000
Water & Sewer Equipments	Water & Sewer	Water	\$ 200,560	\$ —	\$ —	\$ —	\$ —	\$ 200,560
Lift Station Rehab	Water & Sewer	Water	\$ 2,240,000	\$ 615,000	\$ 1,015,000	\$ 615,000	\$ 1,015,000	\$ 5,500,000
Lime Softening Water Plant	Water & Sewer	Water	\$ 2,000,000	\$ 5,098,804	\$ 5,098,804	\$ 98,804	\$ 98,804	\$ 12,395,216
Water Line Replacement	Water & Sewer	Water	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,500,000
Water Main Improvements	Water & Sewer	Water	\$ 1,500,000	\$ 200,000	\$ 1,500,000	\$ 200,000	\$ 1,500,000	\$ 4,900,000
Sanitary Sewer Rehab	Water & Sewer	Water	\$ 1,725,000	\$ 6,225,000	\$ 1,225,000	\$ 1,225,000	\$ 1,225,000	\$ 11,625,000
Drainage Improvement	Stormwater	Water	\$ 1,000,000	\$ 500,000	\$ 1,250,000	\$ 500,000	\$ 1,250,000	\$ 4,500,000
Vehicle Replacement	Stormwater	Vehicle Replacement	\$ 200,000	\$ —	\$ —	\$ —	\$ —	\$ 200,000
TOTAL PROJECTS COSTS			\$ 10,131,662	\$ 13,323,406	\$ 10,773,406	\$ 3,323,406	\$ 5,773,406	\$ 43,325,286

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. There are no significant reoccurring capital expenditures for the budgeted fiscal year. The year’s total capital budget is forecasted as \$10,131,662.



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Section Two:

Major Revenue Sources

Major Revenue Sources

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

The Office of Management and Budget uses a variety of quantitative and qualitative tools to analyze revenue trends for the purpose of forecasting the future. A few of the analytic tests used for this year's revenue forecast include reviewing current and projected economic data, historical trends of specific revenue sources, and input from operating departments responsible for collecting the revenue. State revenues estimated are analyzed and modified to reflect local experiences.

This methodology is adventitious and that it advances tracking and accuracy in predicting future revenues.

Major revenues:

Ad Valorem Tax

Building Permits

State Shared Revenue

Contributions from Enterprise Operations

Franchise Fees Other

Fines and Forfeits Utility

Service Tax

Communications Tax

Judgments and Fines

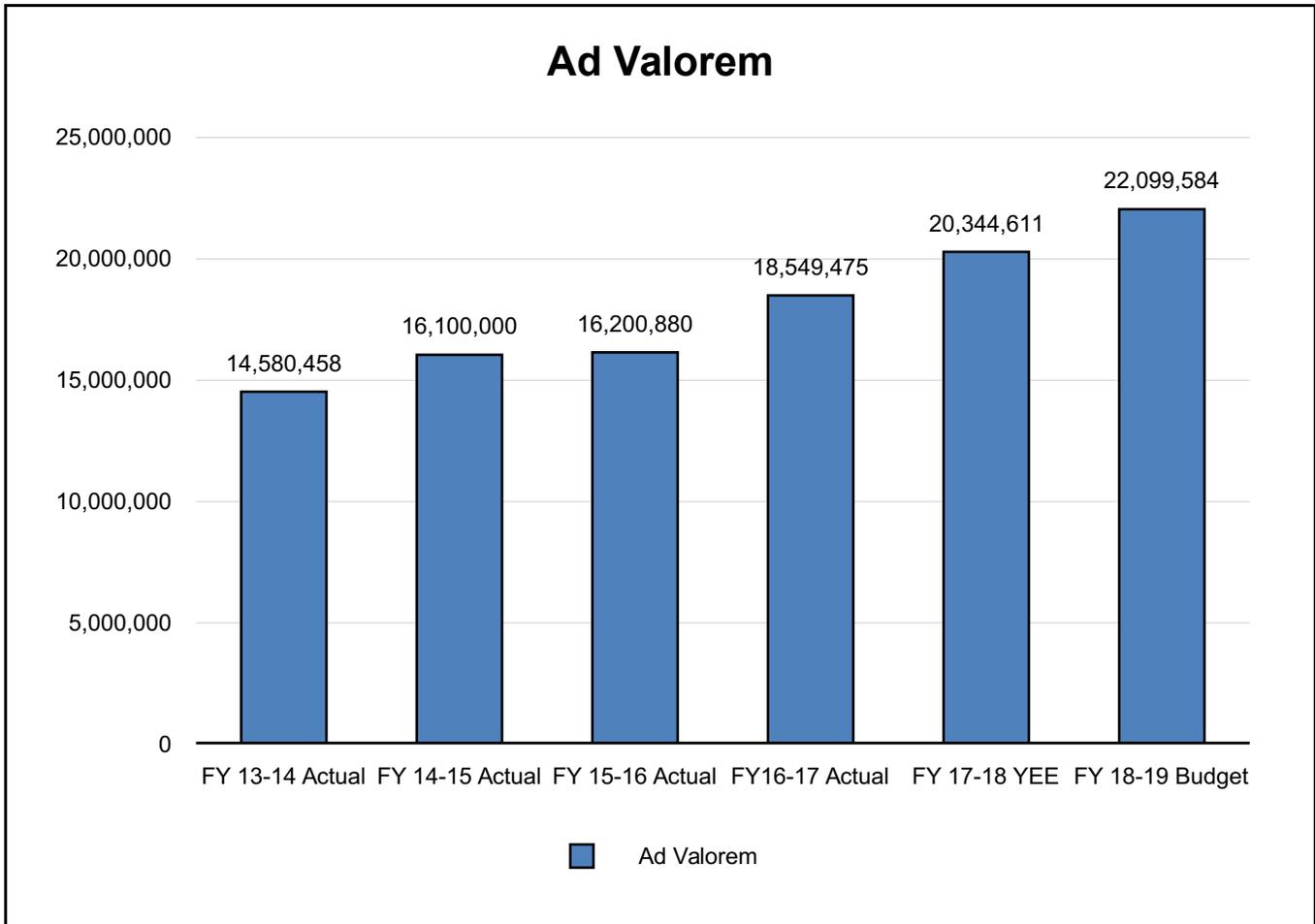
Rents and Royalties

Physical Environment

General Sales & Use Tax

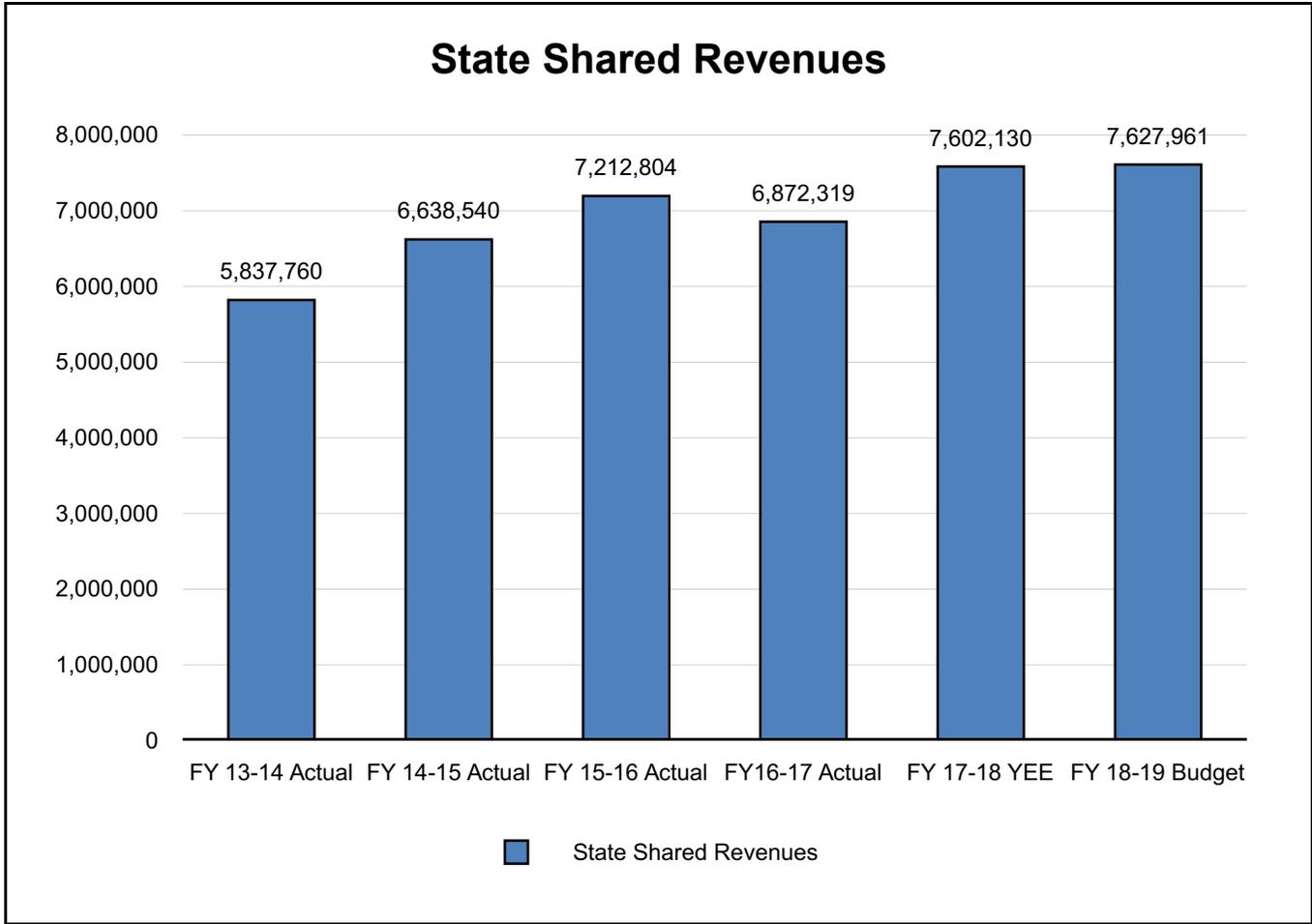
Culture & Recreation

Ad Valorem Tax



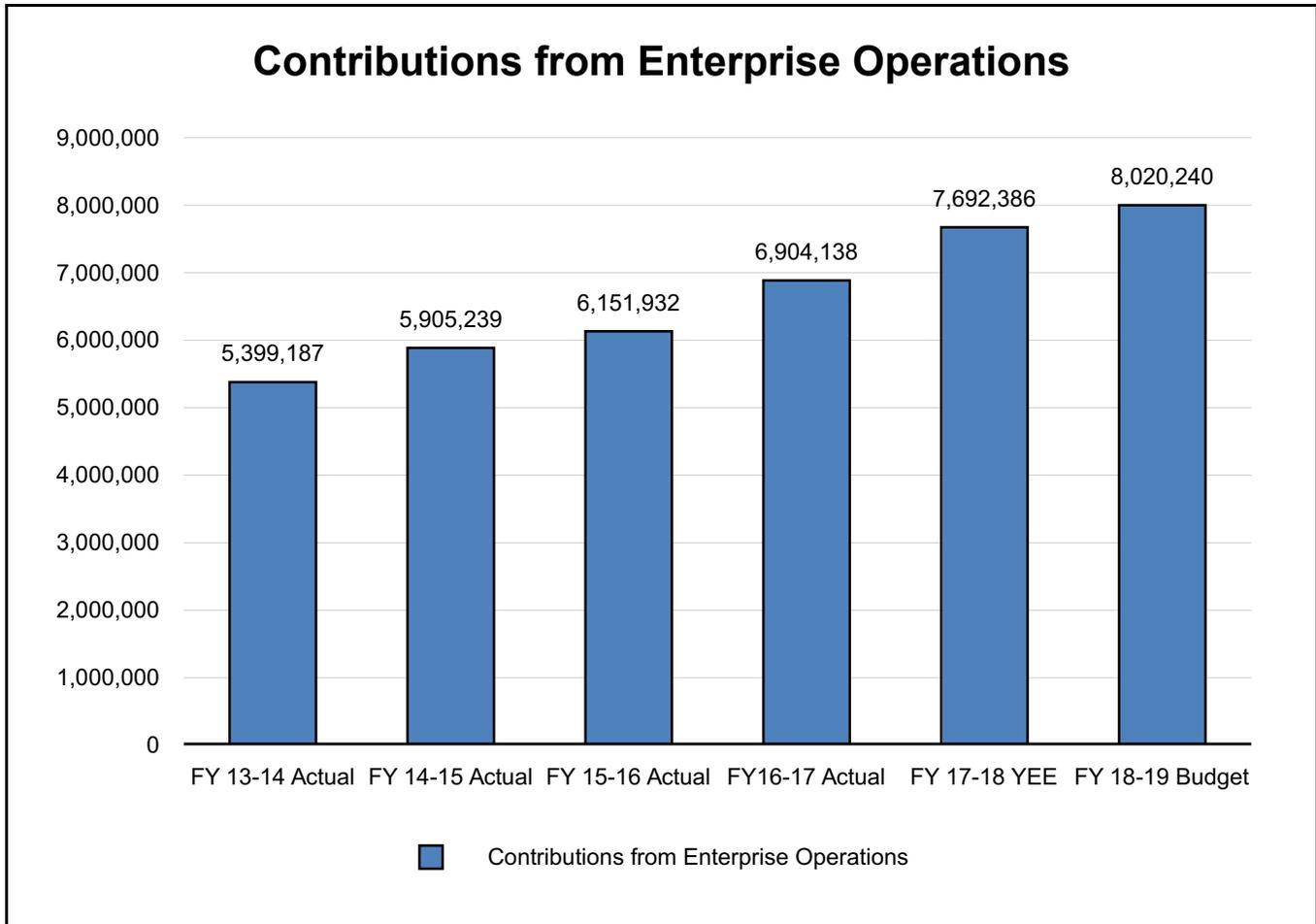
Ad Valorem is a levy against the taxable value of real and personal property. The City Council sets the millage rate annually prior to October 1st. One mill is \$1 of tax per \$1,000 of taxable assessed value. The adopted operating millage for FY 2018/19 is 7.5000. The adopted rate for the past three years has been 7.5000. The year-end estimate for FY17-18 is \$20,344,611. Ad Valorem tax revenue for FY18-19 is budgeted at \$22,099,584, which demonstrates a slight increase.

State Shared Revenue



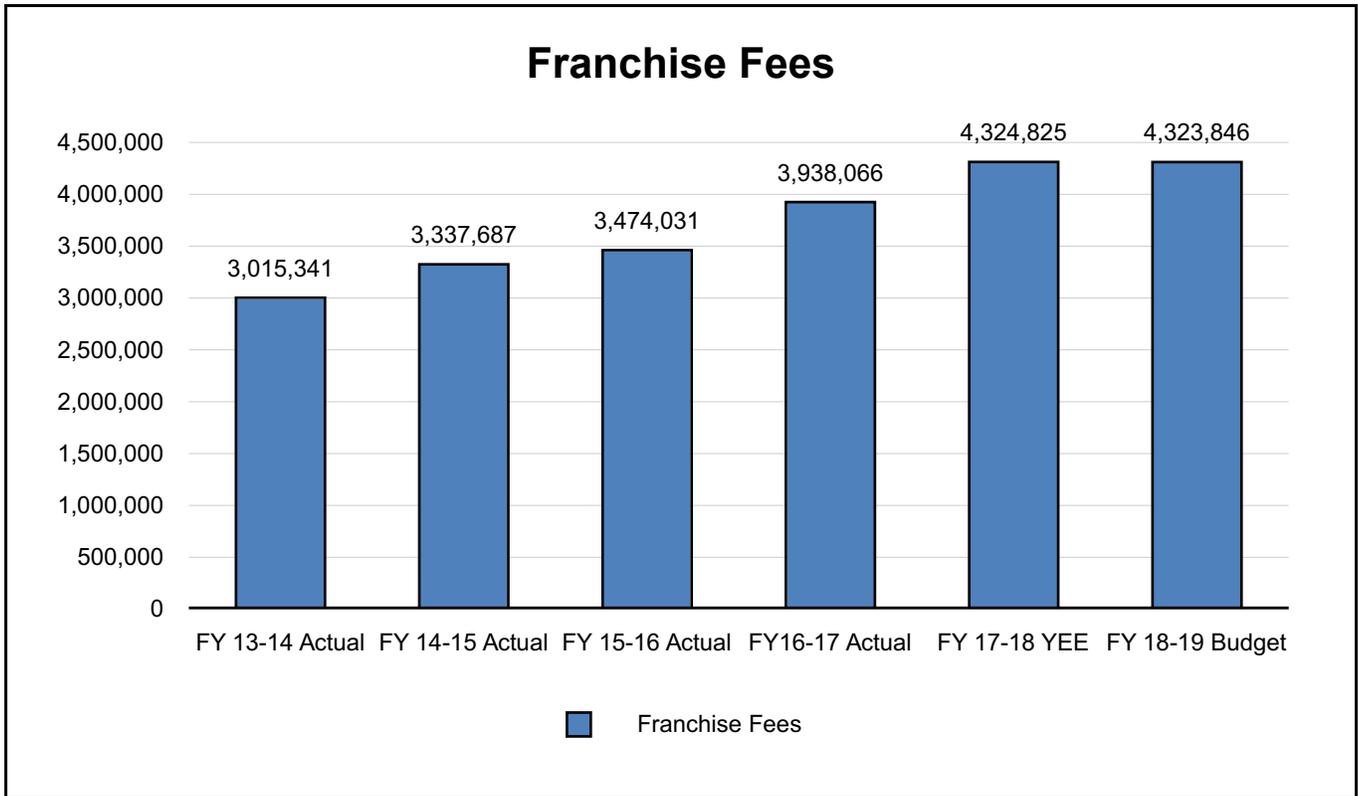
The State of Florida’s Department of Revenue administers the Revenue Sharing Program, which shares a net of cigarette tax collections and sales and use tax collections with local governments. FY17-18 is estimated at \$7,602,130. Revenue for FY18-19 is forecasted at \$7,627,961. This is a slight upward trend.

Contributions from Enterprise Operations



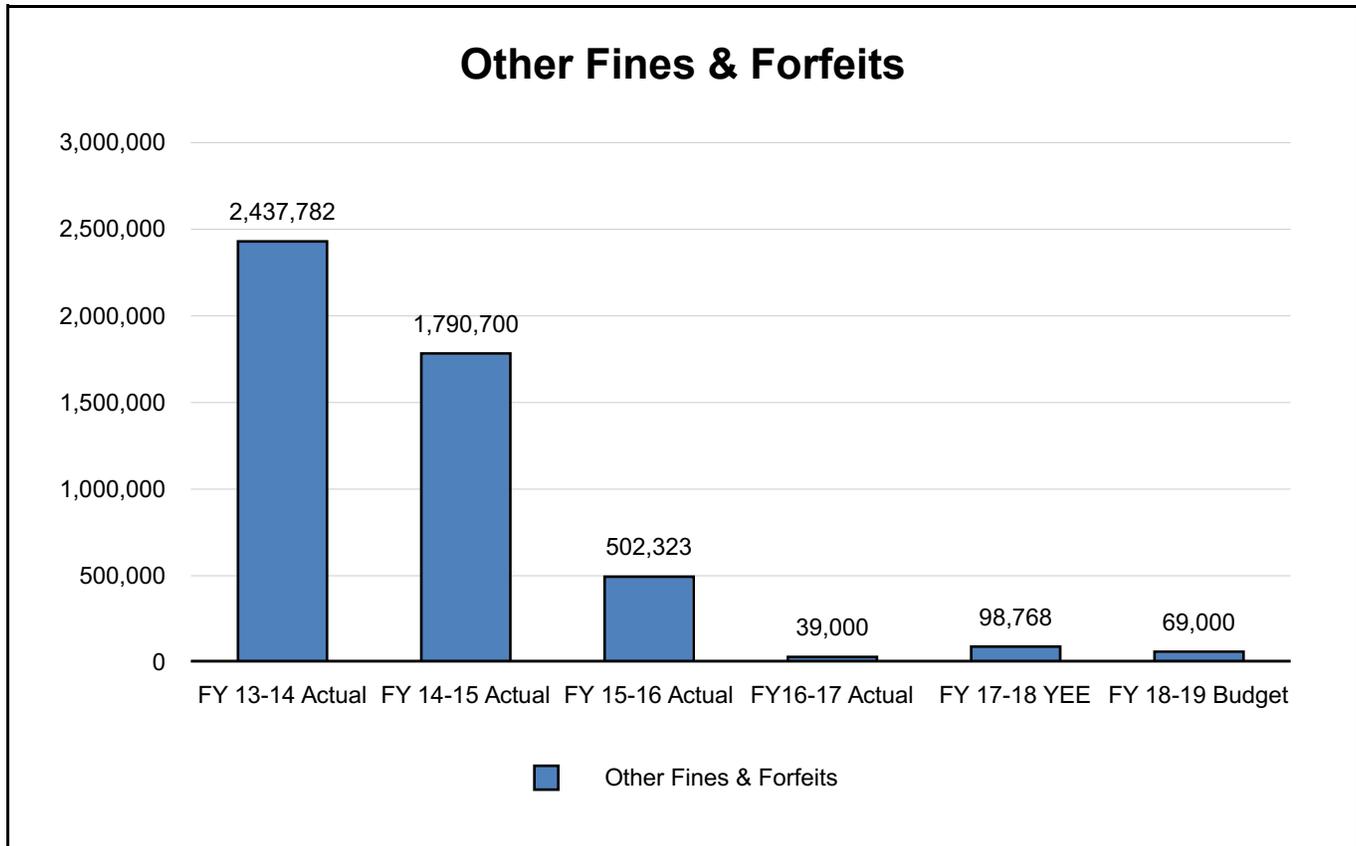
Enterprise funds are used and reported as business-type activities in the government wide financial statements. The City uses enterprise funds to account for its Water and Sewer and Stormwater operations. Solid waste is no longer included. Revenue from FY17-18 is estimated at \$7,692,386. Revenue from enterprise funds for FY 18-19 is forecasted at \$8,020,240.

Franchise Fees



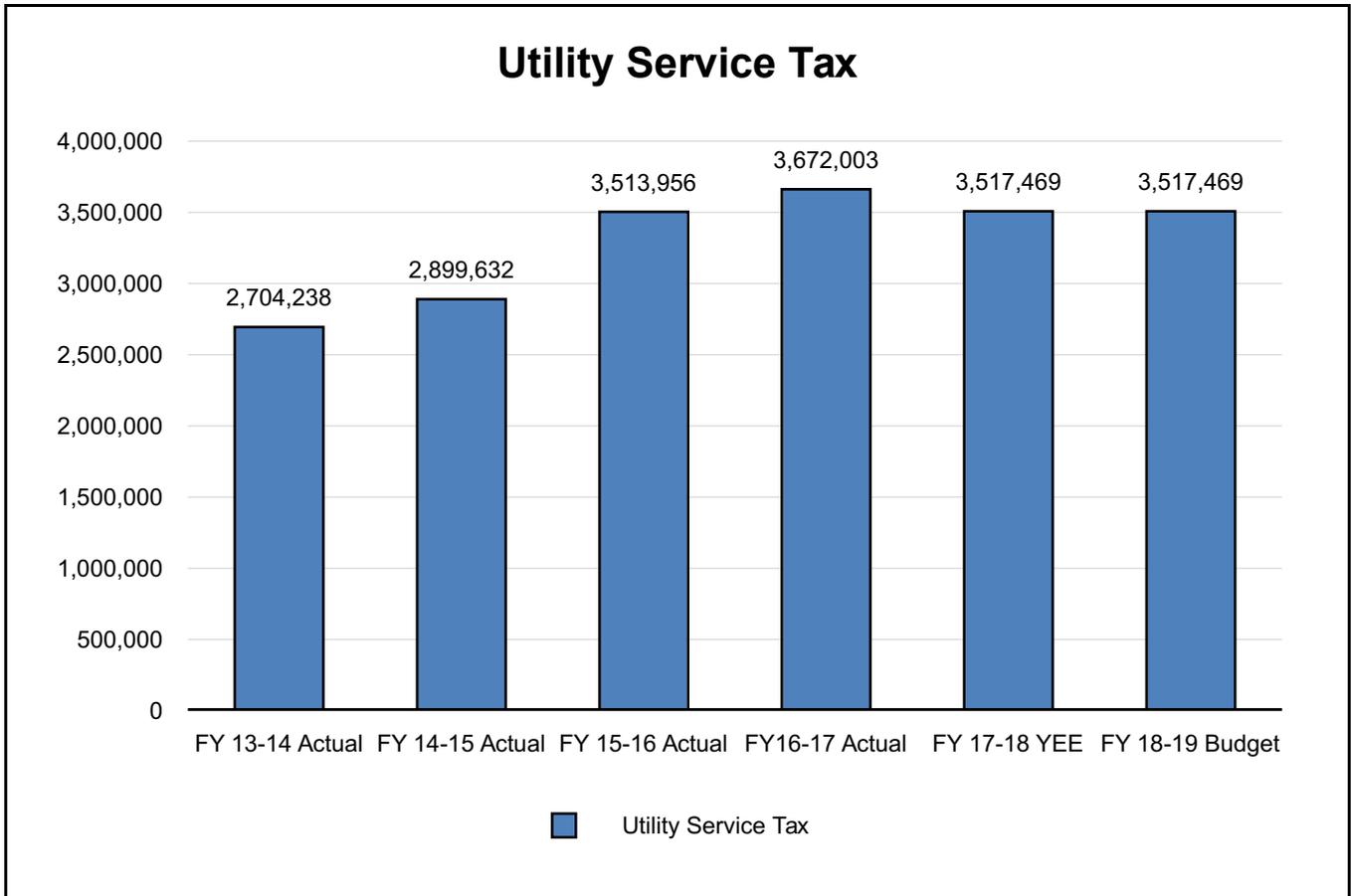
Franchise fees (or taxes) are payments received from electric, gas, telephone, and cable providers within city limits. Payments are made in exchange for each provider's use of public right-of-way to conduct their business within the City. This revenue source started rising in FY13-14 at \$3,015,341, and will continue to rise in FY18-19 with a budgeted amount of \$4,323,846.

Other Fines and Forfeits



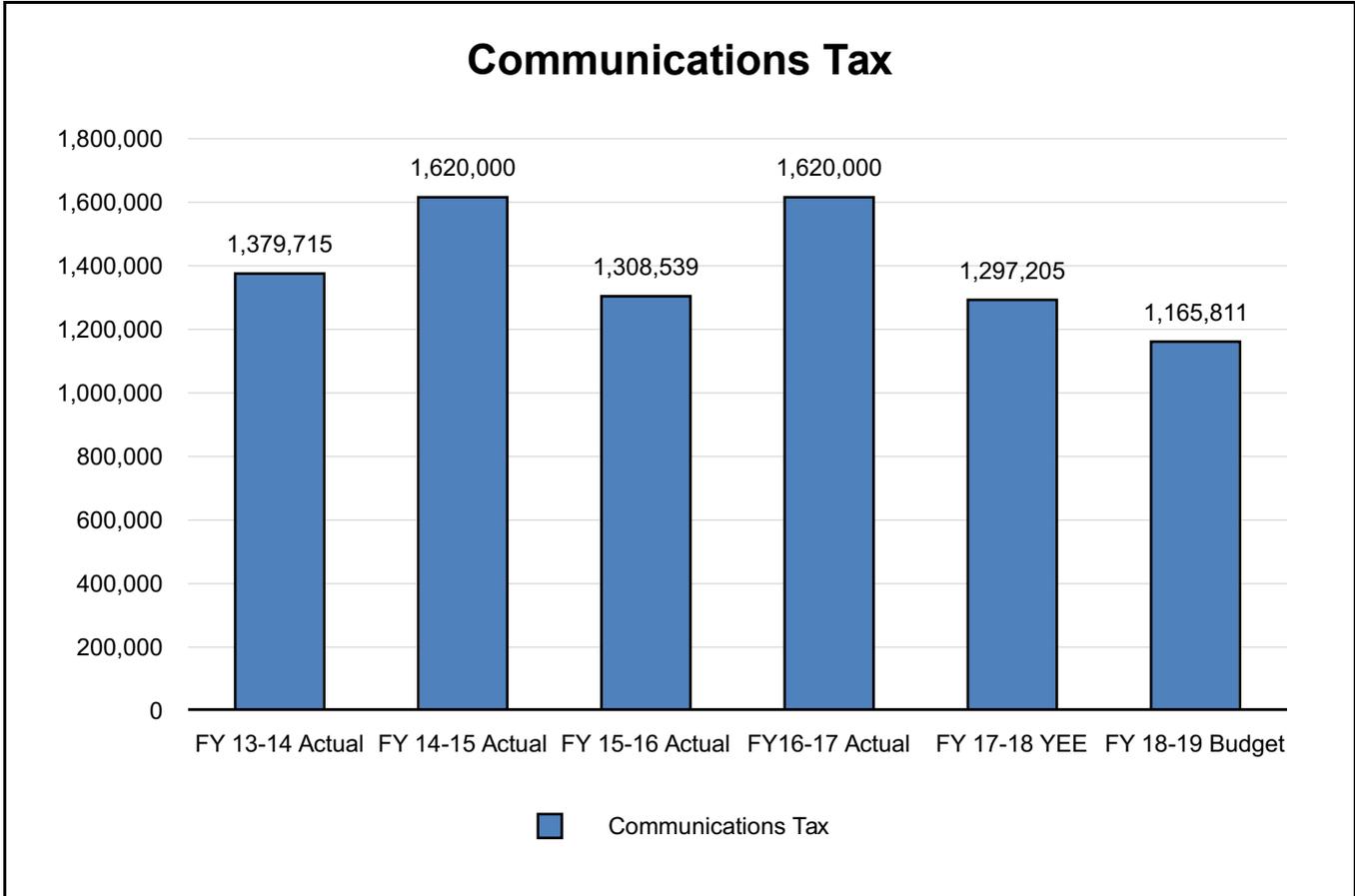
Revenue collected from fines and liens include payments from school crossing guard and parking tickets. This was once a major revenue source but is no longer considered one due to the removal of red light cameras. Revenue for FY17-18 is estimated at \$98,768. FY18-19 is forecasted for a slight decrease at \$69,000. This drastic change is due to the elimination of red light camera revenue as mentioned above.

Utility Service Tax



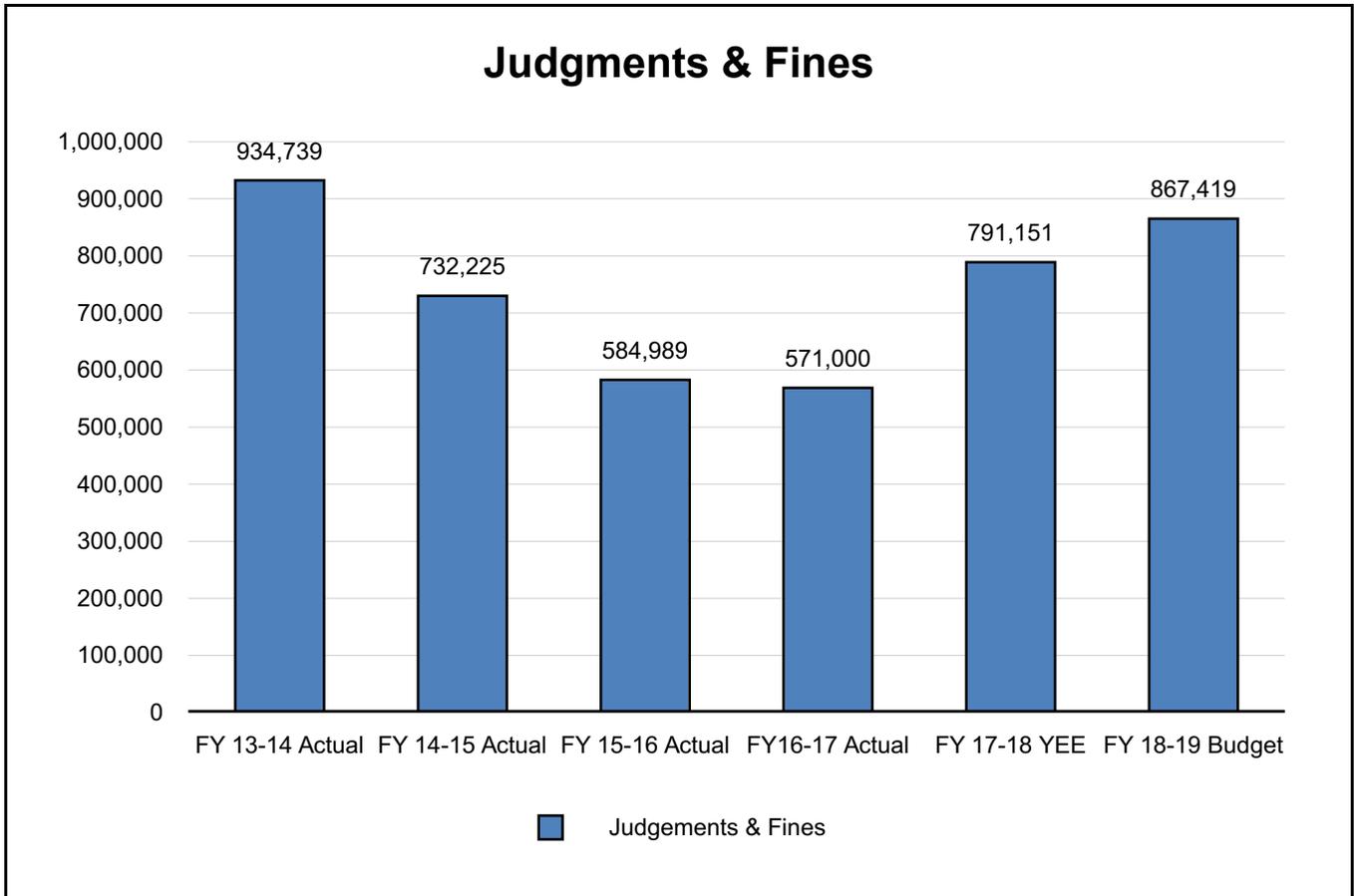
A Utility Service Tax or Public Service Tax is levied on the purchase of electricity. It is derived from taxes on fuel oil, natural gas, and FP&L. Revenue for FY18-19 is forecasted at \$3,517,469.

Communications Tax



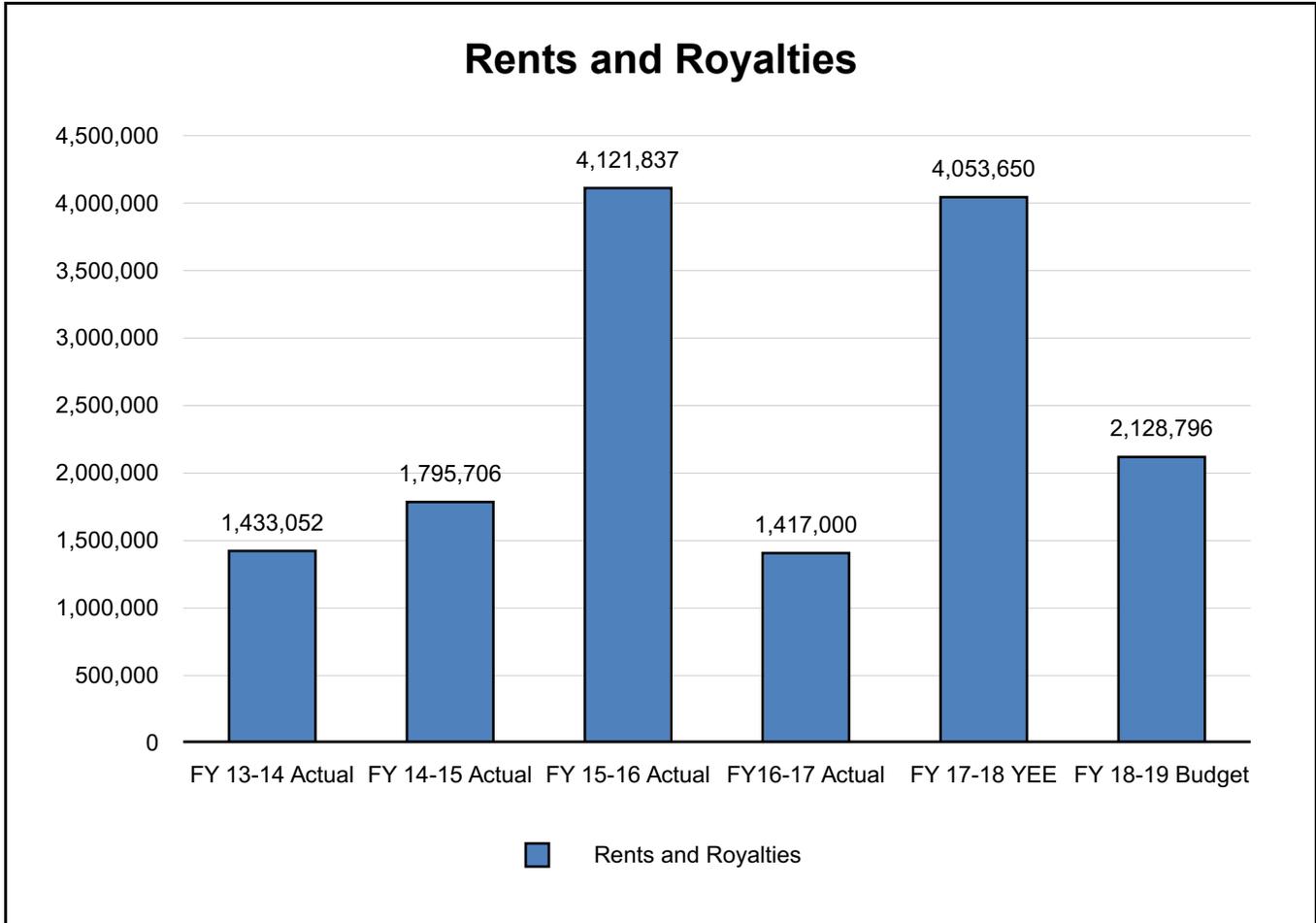
Communication services tax applies to telecommunication, video, direct-to-home satellite, and related communications services. Revenue for FY 18-19 is forecasted at \$1,165,811. This is a slight decrease from FY17-18 projection of \$1,297,205.

Judgments and Fines



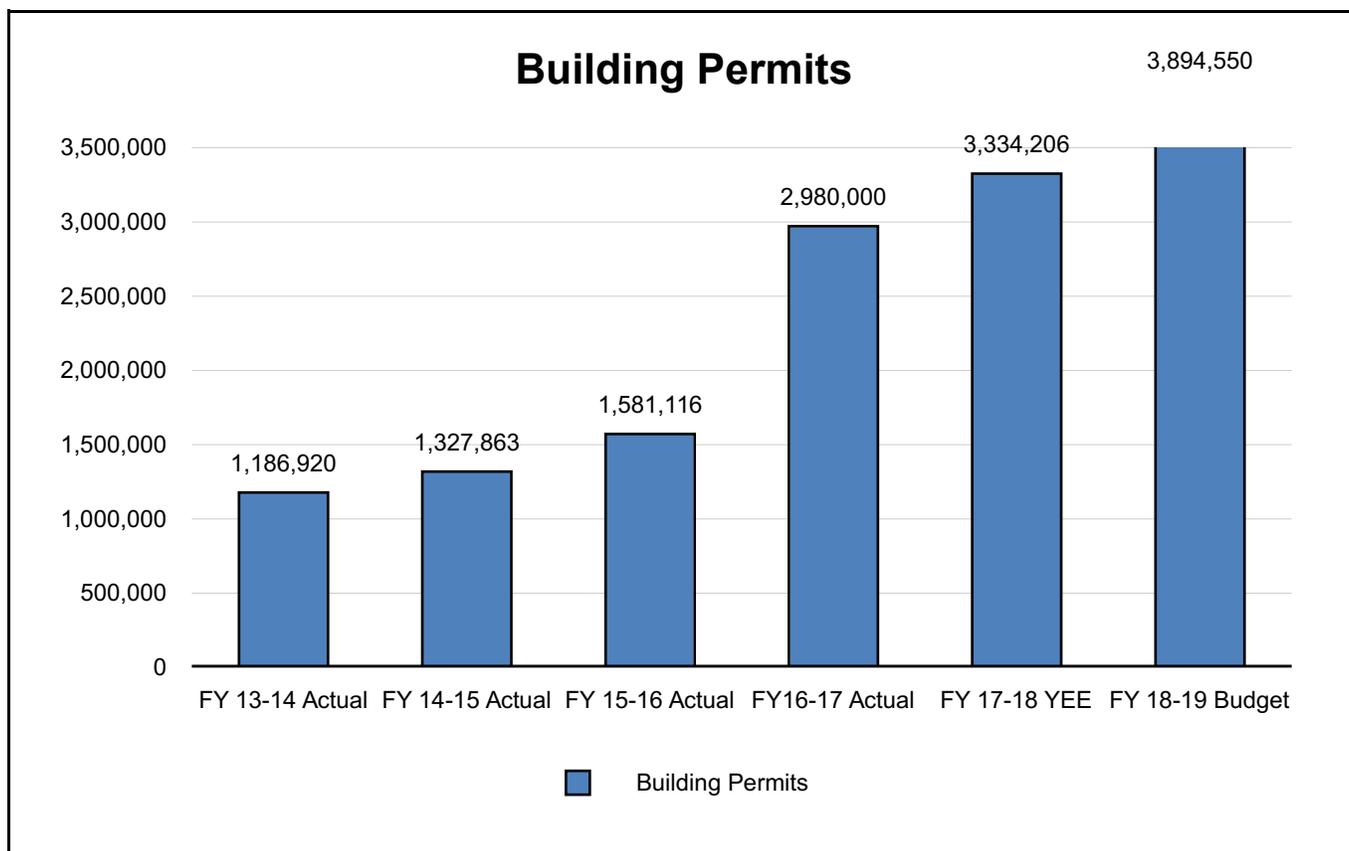
This revenue category includes fines from metro court, code enforcement, special magistrate, and permit penalties. Revenue for FY18-19 is forecasted at \$867,419; a 10% increase from FY17-18 projected revenue of \$791,151.

Rents and Royalties



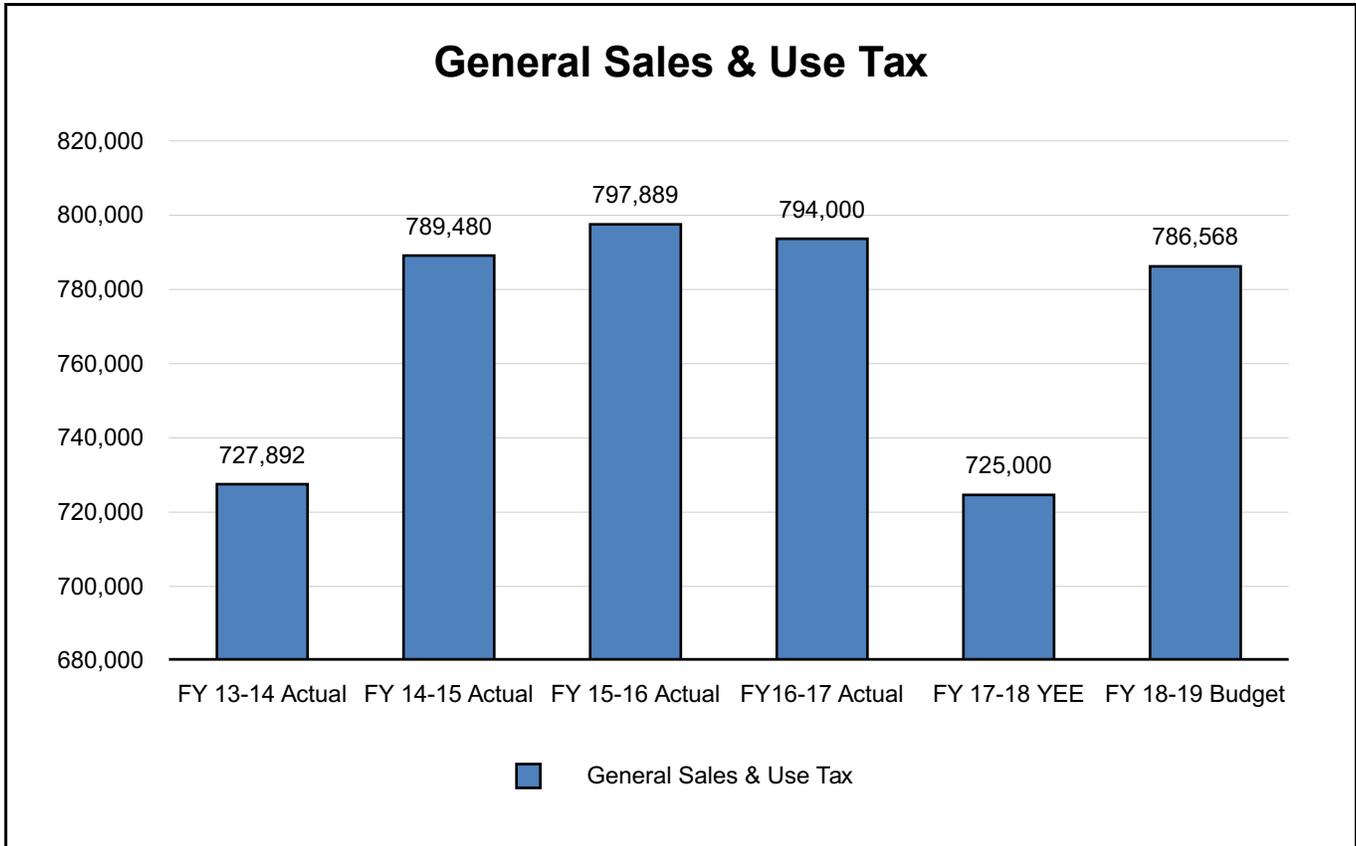
This revenue source includes rents and royalties from City Council approved leases and other agreements. Examples of these agreements include Bellsouth mobility lease, Biscayne Landing lease, and rental revenue from the library. Revenue for FY18-19 is expected to decrease to 2,128,796 from FY17-18 year end estimate of \$4,053,650. The decrease in expected revenue this year is due to a dip in revenue expected for Biscayne Landing.

Building Permits



The Building and Minimum Housing Division ensures that any improvements on residential or commercial property such as new construction, interior renovation, structural demolition, or other installations are reviewed prior to the commencement of the work and inspected both during and after the completion of the permitted work. This process ensures that buildings and accessory structures are safe for occupancy and use. The economic downturn impacted the revenue stream generated by the issuance of building permits. Fortunately, two significant projects boosted the City’s revenue in FY 2010 with the construction of two multi-story buildings at Johnson & Wales University, and in FY 2011 with the completion of Whole Foods Market. Notably, the construction of the 183.85 acre master planned community - Biscayne Landings – which commenced in FY 2012, will supplement permit revenue throughout the various phases of construction and ultimately contribute to the City’s tax base when dwelling units and business space are available for occupancy. Building fund revenue is collected from fees and the sale of permits issued to authorize the renovation, construction, or installation of plumbing, electrical, and plumbing work. Revenues for FY19 are forecasted at \$3,894,550 which is an increase from FY18 estimated budget of \$3,334,206. The last two years saw an increase due to the in-sourcing of the building department and increased construction activity.

General Sales & Use Tax



General Sales and Use Tax revenue includes the Local Option Gas Tax. This tax is administered by the State and distributed to the Counties. From the County level it is then distributed to the City of North Miami, which has limited authority in administering this tax. This tax levies on the consumption of fuel. As a result of more fuel efficient vehicles, increased usage in public transportation, and higher gas prices the past few years, revenues have suffered. Nevertheless, this source demonstrated a slight increase from FY18 estimated revenue of \$725,000 to \$786,568.



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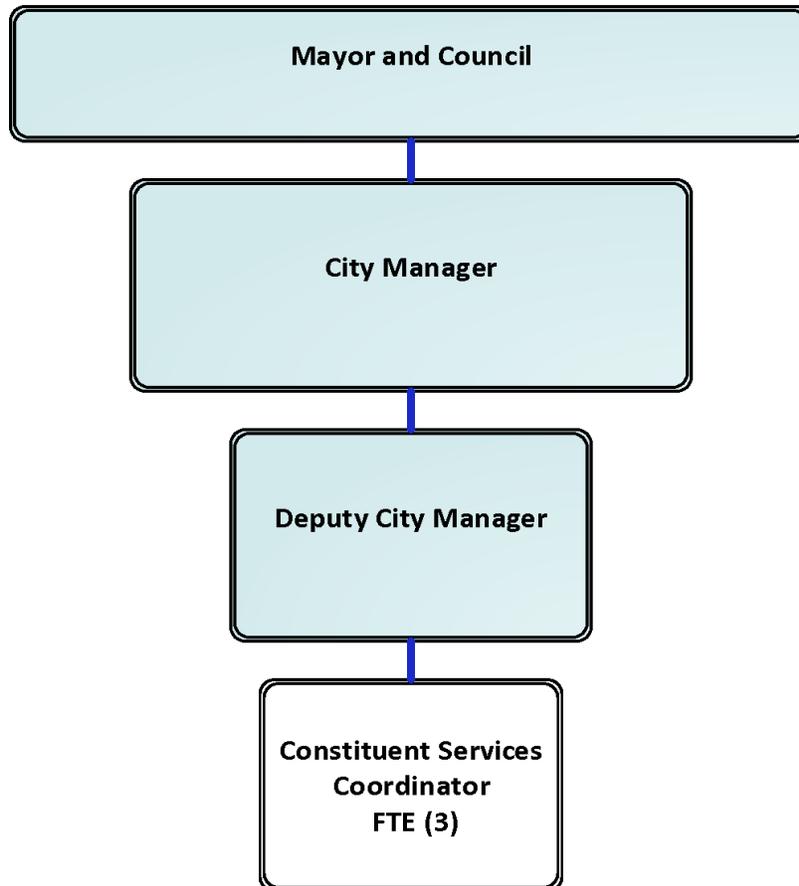


Section Three:

Department Pages

MAYOR & 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.



Strategic Plan Overview: A Vision for North Miami's Future



Budget Summary Form

Department: Mayor/Council
Dept # 01

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	513,696	555,955	524,354	564,167
Operating Expenses	651,192	615,986	657,360	590,791
Internal Services	5,041	6,270	4,796	1,393
Operating Budget	<u>1,169,929</u>	<u>1,178,211</u>	<u>1,186,510</u>	<u>1,156,351</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	7,193	7,686	7,676	11,778
Total Budget	<u>1,177,122</u>	<u>1,185,897</u>	<u>1,194,186</u>	<u>1,168,129</u>

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Constituent Coordinator	26	3

Total # of Full-Time Employees 3

2018-19 Operating Budget: 1,156,351
2017-18 Operating Budget: 1,178,211
Dollar Change: -21,860
Percentage Change: -1.86%

2018-19 Personnel - F.T.E. 3.00
2017-18 Personnel - F.T.E. 3.00
Personnel Change: 0.00

Budget Objectives Form

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

Objective:

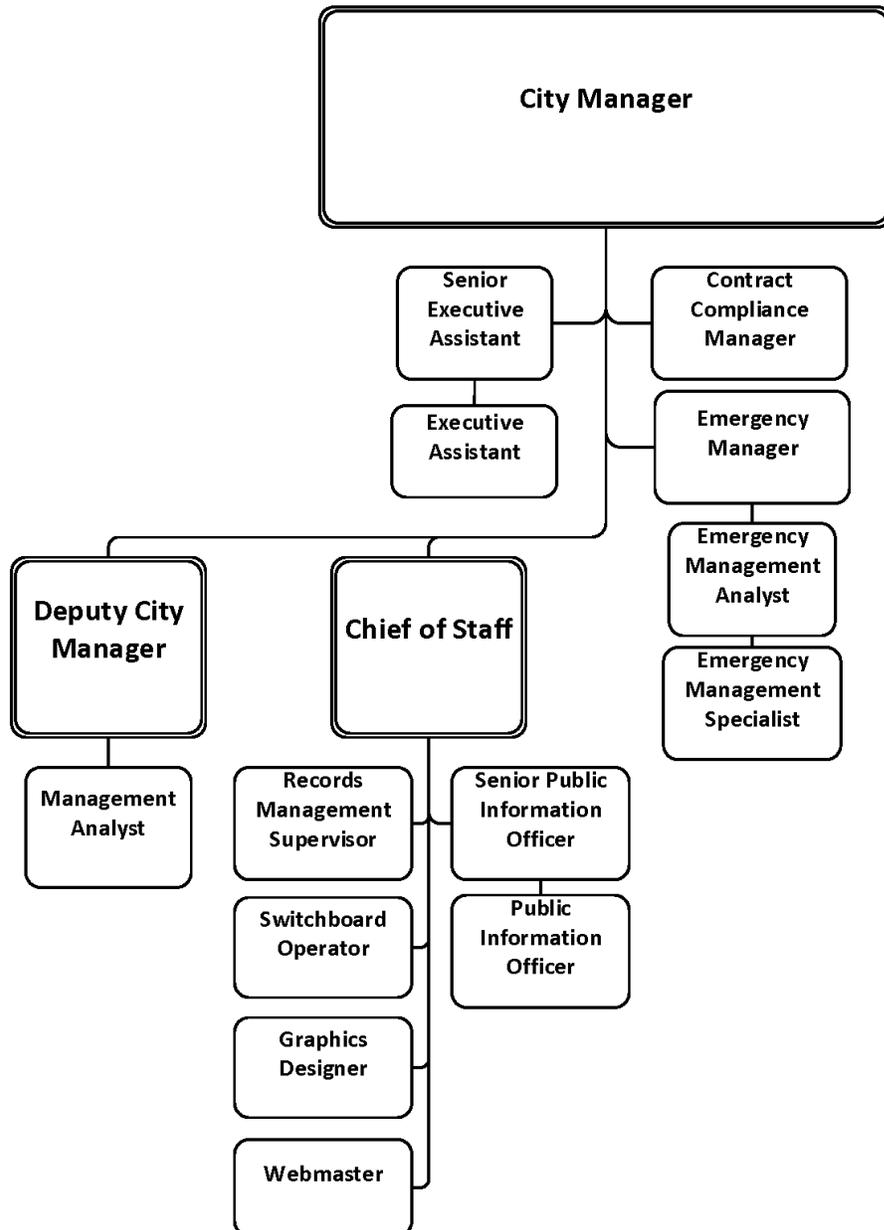
\$ 1,168,129 To be leaders and policy makers responsive to the needs of North Miami residents. To carry out legislative policies, ensure community services, and supervise City Manager and Attorney's performances.

ACTIVITIES:

- \$ 412,799 001 **Mayor/Council Office:** To 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.
- \$ 177,334 002 **Mayor's Office:** Provides 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.
- \$ 144,049 003 **District 1 Office:** Provides 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.
- \$ 144,049 004 **District 2 Office:** Provides 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.
- \$ 145,849 005 **District 3 Office:** Provides 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.
- \$ 144,049 006 **District 4 Office:** Provides 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: 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.



CITY MANAGER'S OFFICE

Core Responsibilities:

- To see that the laws and ordinances are enforced
- To appoint and remove all employees
- To exercise control of all departments that may be created by the council
- To recommend to the council for adoption such measures as it may deem necessary or expedient
- To keep the council fully advised as to the financial condition of the city
- To perform such other duties as may be required by resolution or ordinances of the council

FY 18 Major Accomplishments:

- Received the 2018 Miami-Dade Beacon Council Award for Business Climate & Policy.
- Launched the NOMI Express mobile app where residents can now track real time arrival and departure of the NoMi Express shuttle bus.
- Successfully negotiated employee health, dental, and vision coverage at a savings of \$220,047.
- Initiated a transparency module where all Capital Improvement Projects are listed and available on the City's website.

FY 19 Major Projects and Initiatives:

- Established a Clean City Task Force to address the general cleanliness issues within the City.
- Renovated the Museum of Contemporary Art's Plaza.
- Executed an agreement for the development of Cagni North Park, which will be inclusive of an aquatic and recreational facility located at Northeast 8th Avenue and Northeast 135th Street.

Budget Summary Form

Department: City Manager

Dept # 02

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	1,220,007	1,741,852	1,662,825	2,158,749
Operating Expenses	489,640	783,966	864,627	714,864
Internal Services	29,418	35,247	31,076	20,738
Operating Budget	1,739,065	2,561,065	2,558,528	2,894,351
Capital Outlay	0	0	4,128	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	60,430	63,630	63,630	73,191
Total Budget	1,799,495	2,624,695	2,626,286	2,967,542

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
City Manager	50-CM	1
Deputy City Manager	46	1
Chief of Staff	44	1
Emergency Manager/Commander	36-SM	1
Contract Compliance Manager	34	1
Senior Public Information Manager	31	1
Senior Executive Assistant to City Manager	29	1
Executive Assistant to City Manager	28	1
Emergency Management Analyst	27	1
Public Information Officer	27	1
Management Analyst	26	1
Webmaster	24	1
Emergency Management Specialist	24	1
Graphics Designer	21	1
Records Management Supervisor	20	1
Switchboard Operator	16	1
Total # of Full-Time Employees		16

2018-19 Operating Budget:	2,894,351
2017-18 Operating Budget:	2,561,065
Dollar Change:	333,286
Percentage Change:	13.01%

2018-19 Personnel - F.T.E.	16.00
2017-18 Personnel - F.T.E.	14.00
Personnel Change:	2.00

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	976,159	1,133,134	1,142,965	1,590,452
Operating Expenses	92,132	98,286	106,298	130,199
Internal Services	23,459	25,761	25,515	12,834
Operating Budget	1,091,750	1,257,181	1,274,778	1,733,485
Capital Outlay	0	0	4,128	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	47,222	48,575	48,575	48,009
Total Budget	1,138,972	1,305,756	1,327,481	1,781,494

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
City Manager	50-CM	1
Deputy City Manager	46	1
Chief of Staff	40	1
Police Commander/Emergency Management	36-SM	1
Contract Compliance Manager	34	1
Senior Executive Assistant to City Manager	29	1
Executive Assistant to City Manager	28	1
Emergency Management Analyst	27	1
Management Analyst	26	1
Emergency Management Specialist	24	1
Total # of Full-Time Employees		10

2018-19 Operating Budget: 1,257,181
2017-18 Operating Budget: 1,081,464
Dollar Change: 175,717
Percentage Change: 16.25%

2018-19 Personnel - F.T.E. 10.00
2017-18 Personnel - F.T.E. 7.00
Personnel Change: 3.00

Budget Objectives Form

Department: City Manager
Division: City Manager
Dept. #: 02
Division #: 405

Objective:

\$ 1,781,494 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:

\$ 1,460,399 001 **City Manager's Office:** Provides leadership to the City administration, implements the policies and directives of the City Council, manages and supervises the City staff and projects, and responds to residents' needs for information and services. Administers the City Self-Insured Liability and Workers' Compensation Programs.

\$ 321,095 002 **Emergency Management:** Create, maintain and update our cities' 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; Develop and 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

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	167,631	526,824	516,460	547,356
Operating Expenses	226,715	423,805	488,225	337,830
Internal Services	3,704	7,231	3,306	7,420
Operating Budget	398,050	957,860	1,007,991	892,606
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	8,013	9,860	9,860	21,094
Total Budget	406,063	967,720	1,017,851	913,700

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Senior Public Information Officer	31	1
Public Information Officer	27	1
Webmaster	24	1
Records Management Supervisor	20	1
Graphics Designer	21	1
Switchboard Operator	16	1
Total # of Full-Time Employees		6

2018-19 Operating Budget: 892,606
2017-18 Operating Budget: 957,860
Dollar Change: (65,254)
Percentage Change: (6.81)%

2018-19 Personnel - F.T.E. 6.00
2017-18 Personnel - F.T.E. 6.00
Personnel Change: —

Budget Objectives Form

Department: City Manager
Division: Public Relations
Dept. #: 02
Division #: 406

Objective:

\$ 913,700 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:

\$ 913,700 001 **Public Relations/Information:** Allows for the dissemination of information to the public and media organizations via press releases, fact sheets or other information tools. Provides for the coordination of 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. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	76,217	81,894	3,400	20,941
Operating Expenses	170,793	261,875	270,104	246,835
Internal Services	2,255	2,255	2,255	484
Operating Budget	249,265	346,024	275,759	268,260
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	5,195	5,195	5,195	4,088
Total Budget	254,460	351,219	280,954	272,348

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Total # of Full-Time Employees		0

2018-19 Operating Budget: 268,260
2017-18 Operating Budget: 346,024
Dollar Change: (77,764)
Percentage Change: (22.47)%

2018-19 Personnel - F.T.E. 0.00
2017-18 Personnel - F.T.E. 1.00
Personnel Change: -1.00

Budget Objectives Form

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

Objective:

\$ 272,348 **Governmental Affairs Manager:** coordinates legislative programs and provides comprehensive grants administration and management for the City; facilitates and promotes proactive relations and serves as external contact to local, state and federal agencies; provides external affairs and protocol support; assists with the interpretation and analysis of legislation to appropriate staff; prepares the legislative agenda; identifies and develops intergovernmental resources, coordinates the preparation of grant applications and monitors the implementation of grant funded programs; coordinates projects as assigned by the City Manager.

ACTIVITIES:

- \$ 237,873 001 **Governmental Affairs:** Provides funds for the salary and operating expenses for the Governmental Affairs Manager. Provides funds for the Sister Cities Membership and lobbyist professionals to lobby on behalf of the City, seek funding resources and promote the Council's legislative agenda at the federal and state legislative levels.

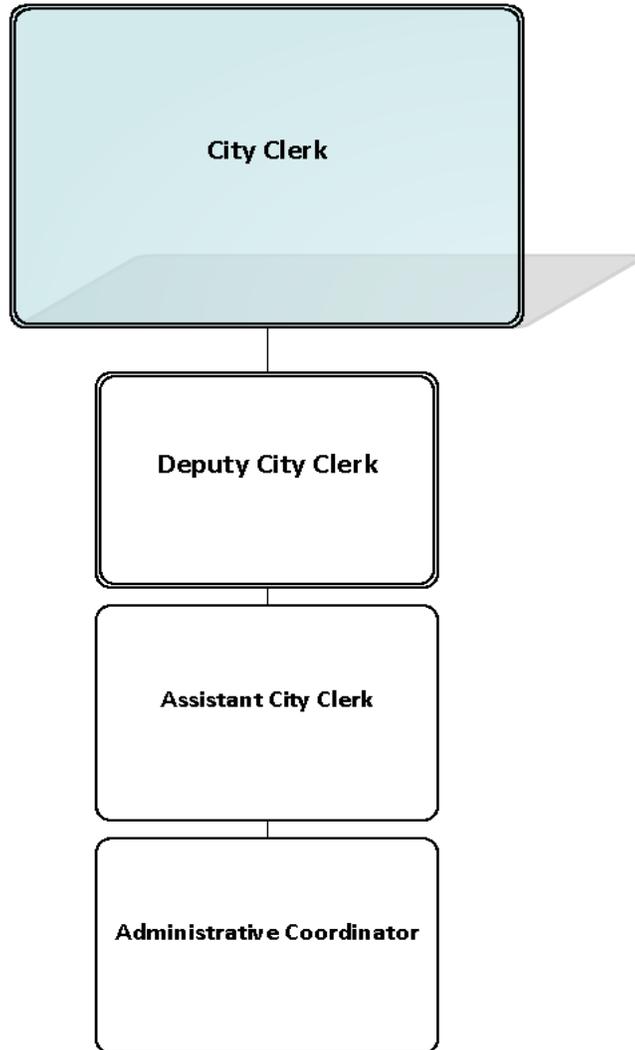
- \$ 4,230 002 **Keep North Miami Beautiful program** - Provides ongoing clean-up efforts and events throughout the year as a Keep America Beautiful affiliate. The program has a long history with our residents, funding clean-up and conservation efforts and education within our community for over nine years.

- \$ 20,245 003 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 **Sister Cities International, Inc.** – 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: Serve as the official municipal record keeper, supervisor of elections, and facilitator of an open government.



CITY CLERK'S OFFICE

Core Responsibilities:

- Publish and post public notices as required by law
- Maintain accurate minutes of the proceedings of the City Council Meetings
- Maintain custody of official City contracts, agreements, election documents, Business Tax Receipts, regular Council meeting minutes and promulgate procedures for the orderly Management, retention, imaging and disposition of said records
- Maintain the publication of the Code Book and supplements
- Conduct municipal elections in accordance with City, County and State laws
- Be responsible as an acceptance facility for US passports
- Maintain listings of City Boards, Commissions and Committees
- Public Service Announcements to the public regarding ongoing services that the City Clerk

FY 18 Major Accomplishments:

- All passport agents have successfully completed their mandatory exam and have been re-certified by the Department of State.
- Increased revenue due to the growth of passports processed.

FY 19 Major Projects and Initiatives:

- Administer municipal election and serve as filing officer for the city of North Miami.
- Serve as filing officer by processing the City's campaign finance disclosure reports, Statement of Financial Interests, lobbyist registration and reports, and quarterly financial reporting.
- Provide access to the City's official record and legislative documents in as many different mediums as possible.

Performance Measures:

Clerk Performance Measures	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 YEE	FY 2019 Actual
Percentage of public records requests acknowledged within 1 day	80%	90%	90%	95%	95%	100%
Percentage of Commission Minutes transcribed within 3 days	98%	98%	100%	95%	95%	10%
% of agendas for regular scheduled meetings available to public by the deadline (≥ 72 hours prior to the meeting)	71%	95%	100%	98%	100%	100%
Percentage of voter turnout (≥ __% of County average)	26%	27%	28%	14%	N/A	60%
Number of Passports Processed	5,662	5,521	5,600	6,053	6,216	6,168

Budget Summary Form

Department: City Clerk
Dept # 03 / 407

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	371,003	347,720	320,611	324,354
Operating Expenses	396,907	216,698	224,094	291,899
Internal Services	18,346	13,324	15,560	1,753
Operating Budget	786,256	577,742	560,265	618,006
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	14,779	13,204	13,204	14,816
Total Budget	801,035	590,946	573,469	632,822

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Deputy City Clerk	34	1
Assistant City Clerk	28	1
Administrative Coordinator	25	1

Total # of Full-Time Employees 3

2018-19 Operating Budget: 618,006
2017-18 Operating Budget: 577,742
Dollar Change: 40,264
Percentage Change: 6.97%

2018-19 Personnel - F.T.E. 3.00
2017-18 Personnel - F.T.E. 4.00
Personnel Change: -1.00

Budget Objectives Form

Department: City Clerk
Division: City Clerk
Dept. #: 03
Division #: 407

Objective:

\$ 632,822 To efficiently and effectively carry out the diverse functions and mandated duties of the City Clerk's Office.

ACTIVITIES:

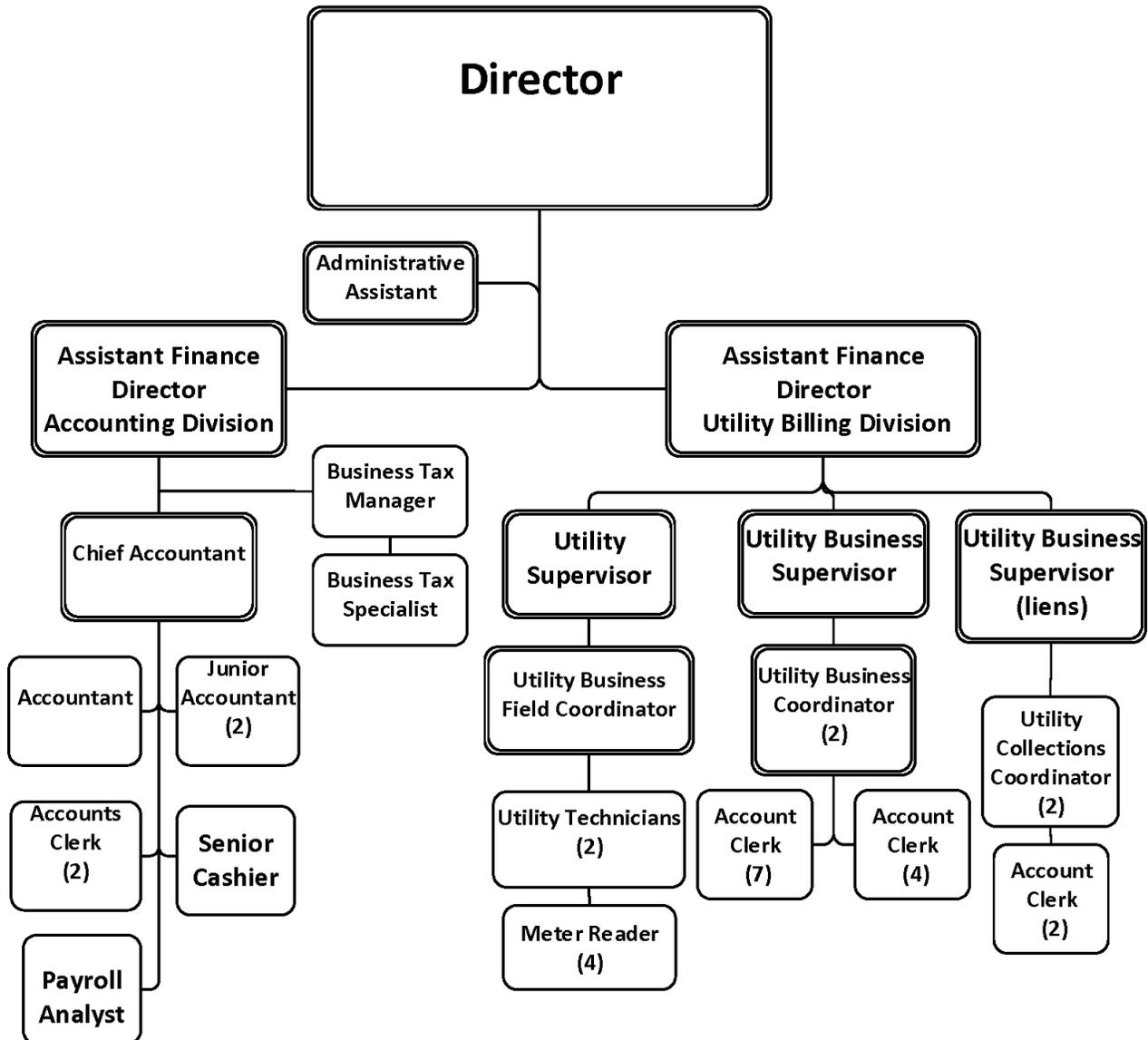
- \$ 310,503 001 **City Clerk:** Deposit franchise fees, utility taxes and miscellaneous revenues received by the department; record all Council actions; maintain a record of City Contracts and Agreements; codify and retain Ordinances and Resolutions; record and notify all Boards and Committees of new appointments, and the City Council of any Board vacancies; notify residents, Council and staff of the Financial Disclosure Law; issue Boat Ramp Permits.

- \$ 142,319 002 **City Clerk Administration:** Research information and furnish data to the public and governmental agencies; provide Notary service; and continue to be an intake facility for U.S. Passport applications.

- \$ 180,000 003 **Elections:** 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 vendors of the City
- Maintenance of the accounting system and records for accurate reporting of financial information to ensure compliance with the City's adopted budget, and preparation of the City's Comprehensive Annual Financial Report (CAFR)
- Provide assistance and support for grants reporting and compliance
- Provide accurate and timely billing to utility customers and quality customer service
- Responsible for issuing Business Taxes for commercial businesses and home-based business that are conducting business within the City of North Miami

FY18 Major Accomplishments:

- Regained the GFOA Certificate of Achievement for Excellence in Financial Reporting.
- Successfully transitioned the Business Tax Receipts (BTR) Division to the Finance Department from the City Clerk's Office.

FY19 Major Projects and Initiatives:

- Issue the 2018 CAFR by March 31, 2019 and earn 2018 GFOA Award for Excellence in Financial Reporting.
- Streamline and consolidate the City's lien assessing and collection process.
- Implement a standard month-end closing process.
- Begin the process to implement the City-wide changeover to Advanced Metering Infrastructure (AMI) for water services.
- Physical city-wide inventory of machinery and equipment capital assets.
- Begin the process to implement new cashiering system with Tyler Cashiering.
- Begin the process to implement check imaging with Bank of America.
- Begin the process to implement new CAFR builder software (Gravity) and Laserfiche for Accounts Payable invoices.
- Implement Utility Bills assistance program.
- Customer Service Center/Hub located at 811 NE 125 Street.

Performance Measures:

Finance Performance Measures	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 YEE	FY 2019 Target
Invoices processed	16,974	18,188	16,918	19,788	17,946	20,000
Days Early (late) in submitting CAFR	-87	-61	0	0	0	0
Invoice Turnaround (days)	37	38	36	35	30	30
Electronic payments received in Utility Billing	\$2,910,155	\$2,208,897	\$2,131,743	\$3,783,318	\$3,500,000	\$3,500,000
Number of vendor payments issued	16,983	18,188	8,682	10,314	9,594	11,000
Payroll checks/Direct deposit transactions	26,887	27,713	29,675	31,034	29,882	30,000
Current Business Tax Customers	N/A	N/A	N/A	2,731	2,800	3,000
Number of new Business Tax Receipts	N/A	N/A	N/A	367	225	300
Business Tax Revenue	N/A	N/A	N/A	402,810	397,000	500,000

Budget Summary Form

Department: Finance
 Dept # 04

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	2,488,418	2,905,106	2,759,679	2,992,107
Operating Expenses	362,751	382,301	376,092	394,320
Internal Services	59,269	63,835	55,034	121,312
Operating Budget	2,910,438	3,351,242	3,190,805	3,507,739
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	80,787	109,776	109,776	115,388
Total Budget	2,991,225	3,461,018	3,300,581	3,623,127

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Finance Director	44	1
Assistant Finance Director	37	1
Business Tax Managers	34	1
Chief Accountant	30	1
Utility Business Supervisor	28	2
Payroll Analyst	28	1
Administrative Assistant	26	1
Senior Cashier	26	1
Utility Supervisor	26	1
Utilities Collections Coordinator	25	1
Utility Business Coordinator	25	2
Accountant	24	1
Utility Business Field Coordinator	22	1
Junior Accountants	21	2
Account Clerk	19	17
Meter Reader II	19	2
Meter Reader	18	4
Business Tax Specialist	17	1
Total # of Full-Time Employees		41

2018-19 Operating Budget: 3,507,739
 2017-18 Operating Budget: 3,351,242
 Dollar Change: 156,497
 Percentage Change: 4.67%

2018-19 Personnel - F.T.E. 41
 2017-18 Personnel - F.T.E. 38
 Personnel Change: 3

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	558,309	496,350	530,331	509,064
Operating Expenses	146,912	221,291	223,454	244,290
Internal Services	10,155	7,350	8,535	94,366
Operating Budget	715,376	724,991	762,320	847,720
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	20,417	18,351	18,351	18,005
Total Budget	735,793	743,342	780,671	865,725

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Finance Director	44	1
Assistant Finance Director	37	1
Business Tax Manager	34	1
Administrative Assistant	28	1
Business Tax Specialist	17	1
Total # of Full-Time Employees		5

2018-19 Operating Budget: 847,720
2017-18 Operating Budget: 724,991
Dollar Change: 122,729
Percentage Change: 16.93%

2018-19 Personnel - F.T.E. 5.00
2017-18 Personnel - F.T.E. 3.00
Personnel Change: 2.00

Budget Objectives Form

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

Objective:

\$ 865,725 To manage the Finance Department's four operating divisions (Administration, Accounting, Utility Billing, Liens, and Business Tax Receipts) and to conduct an independent audit of the 2017-18 fiscal year as required by State law and City Charter.

ACTIVITIES:

\$ 677,225 001 **Finance Administration:** Ensures the efficient financial operations of the City; provides management and secretarial support to the Finance divisions; bills and collects miscellaneous services for operating departments; coordinates the external audit; provides grant financial administration. The Finance Department was created and is dictated by the City Charter. It was established to ensure a clear division of duties and necessary internal control over the City's cash and investments, revenues, expenditures, purchasing, fixed assets, utility billing, accounts receivable, accounts payable, accounting, payroll, and administration of two City pension plans.

\$ 188,500 002 **Annual Independent Audit:** Independent audit firm conducts an audit of the FY2017-18 financial records as required by Florida Statute (Section 11.45) and City Charter (Article 11, Section 9(14)). Includes both the Federal and Single Audits.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	641,146	684,463	643,684	744,323
Operating Expenses	7,839	8,713	16,654	12,863
Internal Services	17,583	11,883	11,883	3,113
Operating Budget	666,568	705,059	672,221	760,299
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	29,458	29,283	29,283	26,322
Total Budget	696,026	734,342	701,504	786,621

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Chief Accountant	30	1
Senior Cashier	26	1
Payroll Analyst	26	1
Accountant	24	2
Junior Accountant	21	1
Account Clerk	19	4
Total # of Full-Time Employees		10

2018-19 Operating Budget: 760,299
2017-18 Operating Budget: 705,059
Dollar Change: 55,240
Percentage Change: 7.83%

2018-19 Personnel - F.T.E. 10.00
2017-18 Personnel - F.T.E. 9.00
Personnel Change: 1.00

Budget Objectives Form

Department: Finance
Division: Accounting
Dept. #: 04
Division #: 410

Objective:

\$ 786,621 To properly and timely handle and record all financial transactions including the preparation of monthly financial reports, investments of City funds, reconciliation of all funds and bank accounts, submission of reports to required agencies and processing payments to employees and vendors on a timely basis.

ACTIVITIES:

- \$ 534,132 001 **Accounting:** Prepare financial statements and provide control of funds and payments for the City; insure the maximum return on investments. 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.

- \$ 158,812 002 **Central Cashier:** Provide a centralized location for residents and City departments to conduct cash transactions to insure internal fund control and financial transaction processing. Update individual utility accounts for payments received.

- \$ 93,677 003 **Payroll:** Prepare weekly payroll for over 500 employees including input, calculation and distribution; processing of payroll direct deposits and transmission of data to financial institutions and associated registers; preparation of payroll deposits and deductions for electronic fund transfers to financial institutions; deductions for IRS tax levies to respective county and federal agencies; processing of requests to the Federal Reserve for employee savings bond purchases and providing outside agencies with payroll data for home loan verifications.

Budget Summary Form

Department: Finance
Division: Administration
Dept / Division #: 04 / 412

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	1,118,736	1,529,867	1,370,512	1,469,026
Operating Expenses	198,327	151,797	123,069	133,447
Internal Services	23,612	30,502	30,502	13,245
Operating Budget	1,340,675	1,712,166	1,524,083	1,615,718
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	27,438	56,668	56,668	62,711
Total Budget	1,368,113	1,768,834	1,580,751	1,678,429

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Utility Business Supervisor	28	1
Utility Supervisor	26	1
Utility Business Coordinator	25	2
Utility Business Field Coordinator	22	1
Account Clerk	19	11
Meter Reader II	18	2
Meter Reader	17	4
Total # of Full-Time Employees		22

2018-19 Operating Budget: 1,615,718
2017-18 Operating Budget: 1,712,166
Dollar Change: -96,448
Percentage Change: -5.63%

2018-19 Personnel - F.T.E. 22.00
2017-18 Personnel - F.T.E. 23.00
Personnel Change: -1.00

Budget Objectives Form

Department: Finance
Division: Utility Services
Dept. #: 412
Division #: '04

Objective:

\$ 1,678,429 To accurately and efficiently provide meter reading, customer service, and billing for the City's approximately 20,000 water, sewer, sanitation, recycling, grease trap, backflow and stormwater utility customers.

ACTIVITIES:

\$ 1,087,611 001 **Customer Service (Office):** 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.

\$ 584,991 002 **Field Operations:** Provide quarterly/monthly water meter reads for approximately 22,000 accounts. 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; handle customer consumption inquiries and minor meter repairs; provide collection assistance for delinquent accounts and field assistance to Public Works.

\$ 5,827 003 **Vehicles:** Maintenance

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	170,227	194,426	215,152	269,694
Operating Expenses	9,673	500	12,915	3,720
Internal Services	7,919	14,100	4,114	10,588
Operating Budget	187,819	209,026	232,181	284,002
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	3,474	5,474	5,474	8,350
Total Budget	191,293	214,500	237,655	292,352

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Utility Business Supervisor	28	1
Utility Collections Coordinator	25	1
Account Clerks (liens)	19	2
Total # of Full-Time Employees		4

2018-19 Operating Budget: 284,002
2017-18 Operating Budget: 209,026
Dollar Change: 74,976
Percentage Change: 35.87%

2018-19 Personnel - F.T.E. 4.00
2017-18 Personnel - F.T.E. 3.00
Personnel Change: 1.00

Budget Objectives Form

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

Objective:

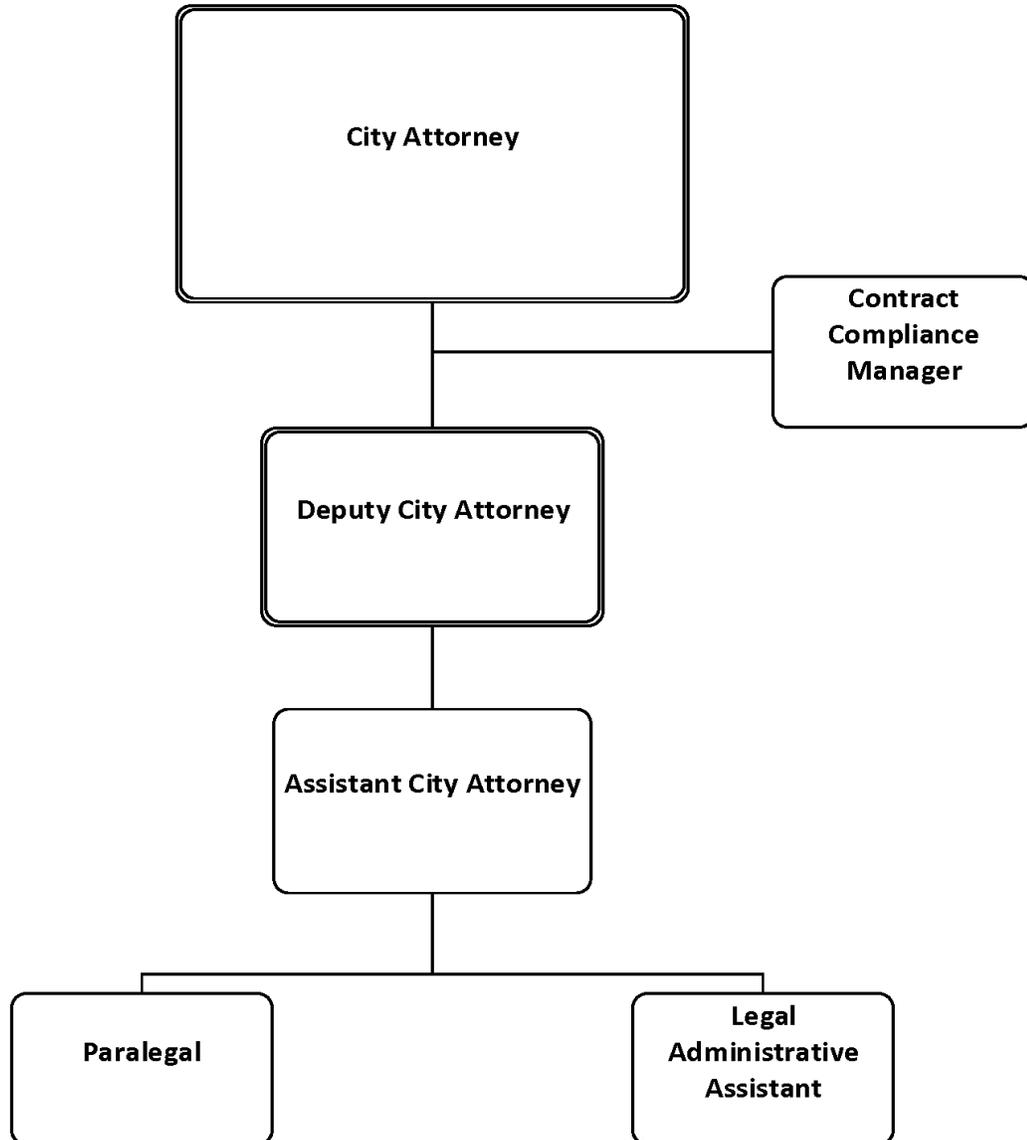
\$ 292,352 To ensure collection of the City's past due/lien receivables which included charges for utility services, miscellaneous services and code enforcement violations.

ACTIVITIES:

\$ 292,352 001 **Liens and Collection Processing:** Provide accurate and efficient lien search data to title companies and attorneys. Record and release all certified liens placed by the City against properties serviced. Post and file all legal Miami-Dade County recording information. Compute and post interest receivable on recorded liens through collection date. Collection of 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: 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:

Code Enforcement Lien collection:

- The City Attorney's office has collected **\$83,715** for the 2017-2018 fiscal year.
- Since the commencement of the lien collection initiative in 2010, the City has collected a total of \$3,144,392.17 in code enforcement liens.

Litigation/EEOC Cases:

- The City Attorney's office currently has **(23)** cases involving the City as a named party.
- The City Attorney's Office had **(7)** Equal Employment Opportunity Commission (EEOC) cases involving the City as a named Defendant and are being handled in house.

Foreclosure:

- The City Attorney's Office has received **(22)** foreclosure actions filed by third parties, in which the City is a named Defendant. They are being handled by our office.

Legislation:

- The office has drafted **(183)** Resolutions and nine **(20)** Ordinances
- Assisted in the update of the City's Land Development Regulations (LDRs).

Interdepartmental Work orders:

- The City Attorney's office has received **(1070)** internal work orders from the various departments of the City requesting documents to be reviewed, drafted, answered, and addressed for legal sufficiency. Some of the documents include: Agreements, Public Record Requests, Conditional Certificates of Reoccupancy, Unity of Titles, Releases of Lien, MOUs, RFPs, RFQs, IFBs, etc.

Board Meetings and Hearings:

- The office represents different City boards as their legal advisor (e.g., Planning Commission, Board of Adjustment, Code Enforcement, Personnel Board, etc.). We also serve as prosecutor on Ticket Appeal hearings.
- This office has prosecuted **(51)** appeals of Civil Violation Tickets.

Customer Service:

- 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, city employees and constituents.

CITY ATTORNEY'S OFFICE

FY 2018 Major Accomplishments:

- Continued to update the City’s Code of Ordinances with the ultimate goal of reorganizing, rewriting and modernizing the Code.
- Modified the City’s Land Development Regulations (LDR’s) subsequent to the adoption of the Comprehensive Plan Amendments.
- Continued to reduce paper usage by e-filing all litigation pleadings and utilizing e-storage for litigation files.
- Reorganized the areas of responsibility within the City Attorney’s office in an effort to be more efficient with our outside counsel budget.
- Drafted an Ordinance establishing the creation of the North Miami Utility Bill Assistance Foundation
- Launched the Clean City Task Force Initiative:
 - Identified ten most problematic properties in the City and systematically addressed them
 - Addressed long standing problematic properties in the City
 - Focused on resolving short-term rental issues
 - Revised Chapter 21 Code of Ordinances
 - Drafted an Ordinance on shopping carts in the City

FY 2019 Major Projects and Initiatives

- Continue to update the City’s Code of Ordinances with the ultimate goal of reorganizing, rewriting and modernizing the Code.
- Modify the City’s Land Development Regulations (LDR’s) subsequent to the adoption of the Comprehensive Plan with Amendments.
- Continue to reduce paper usage by e-filing all litigation pleadings and utilizing e-storage for litigation files.
- Transition to and from an outdated paper system to anew management software to more efficiently manage internal work orders and contracts as well as document management and tracking.
- Implement new initiatives for the Clean City Task Force.

Performance Measures

City Attorney Performance Measures	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 YEE	FY 2019 Target
# of Contracts	123	87	96	115	81	90
# of Litigation Matters	8	7	7	21	15	20
# of Resolutions	141	172	183	158	183	195
# of Ordinances	29	31	30	13	20	30

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	933,057	981,261	965,602	1,059,334
Operating Expenses	265,210	312,284	311,191	181,845
Internal Services	21,424	16,109	14,347	4,954
Operating Budget	1,219,691	1,309,654	1,291,140	1,246,133
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	41,167	46,706	46,706	41,877
Total Budget	1,260,858	1,356,360	1,337,846	1,288,010

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
City Attorney	50-CA	1
Deputy City Attorney	46	1
Assistant City Attorney	36	1
Contract Compliance Manager	30	1
Paralegal	29	1
Legal Administrative Assistant	28	1
Total # of Full-Time Employees		6

2018-19 Operating Budget:	1,246,133
2017-18 Operating Budget:	1,309,654
Dollar Change:	-63,521
Percentage Change:	-4.85%

2018-19 Personnel - F.T.E.	6.00
2017-18 Personnel - F.T.E.	6.00
Personnel Change:	0.00

Budget Objectives Form

Department: Office of the City Attorney
Division: City Attorney
Dept. #: 05
Division #: 415

Objective:

\$ 1,288,010 To provide professional, impartial and ethical legal counsel to the City Council, City Boards, Commissions, City Manager and City Staff.

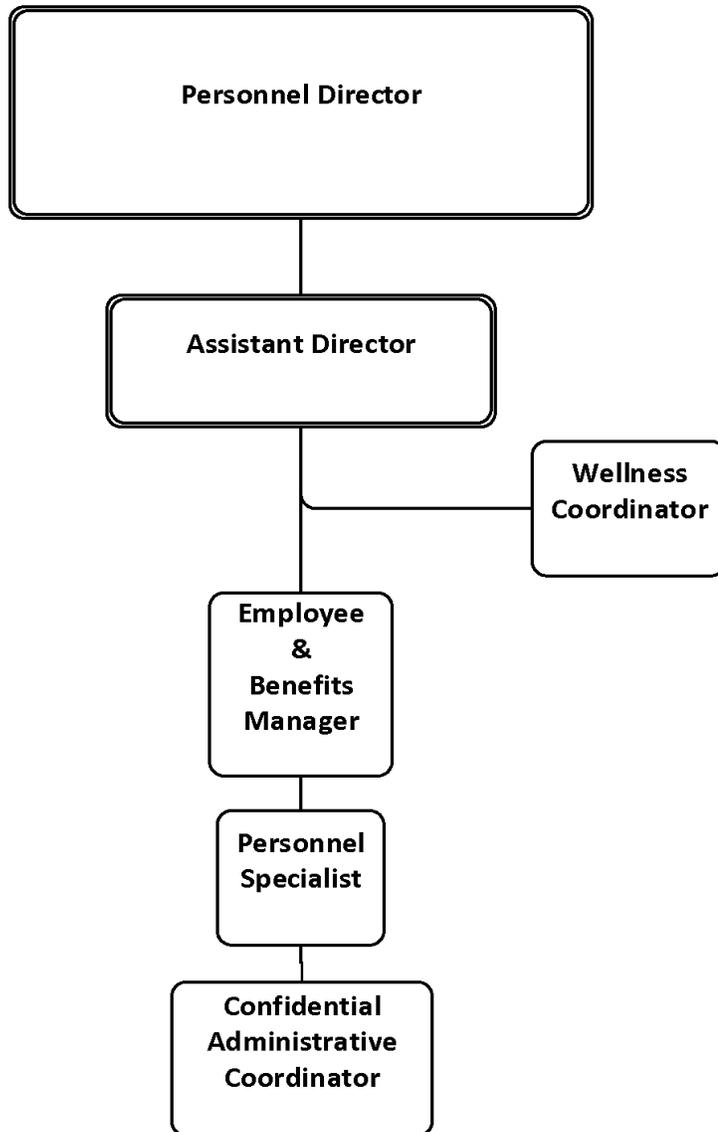
ACTIVITIES:

\$ 1,175,522 001 **City Attorney's Office:** Provides in-house legal counsel to the City Council, City Boards, City Manager and City Staff.

\$ 112,488 002 **Contractual Outside Counsel/Case Costs In-House and Outside Counsel:** Provides 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).

PERSONNEL

Mission Statement: Recruit and hire a diverse workforce as well as enhance the employment experience of employees by managing 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:

- Recruitment, selection and retention of employees
- Employee training and development
- Consultation services to all departments
- Strategic management and work force planning
- Administration of compensation and employee benefits
- Performance Appraisal Management
- Coordination of the City's employee wellness
- Employee relations and conflict resolution
- Labor relations and administration of collective bargaining agreements
- Drug Free Workplace Program and Federal Omnibus Transportation Employee Testing
- Compliance with city, state and federal employment regulations

FY18 Major Accomplishments:

- Recruited and hired a Wellness Coordinator.
- Two members of the department received their PHR Certifications.
- Two members of the department received their Florida Public Pension Trust Association (FPPTA) certifications.
- Continued the Professional Development Training Implementation:
 - Hosted five cohorts of a Leadership Series - Top management to regular employees in partnership with Barry University
 - Hosted and coordinated five (5) full day staff retreats on communication, team building, collaboration and conflict
 - Hosted and coordinated two workshop sessions on citizen centered customer service
 - Hosted and coordinated four workshop sessions on harassment at the workplace
 - Hosted a special workshop session to Elected Officials, Board and Committee Members
 - Hosted and coordinated two workshop sessions of the Florida Retirement System (FRS)
 - Assisted in the Coordination of a Public Records Request training
- Hosted and coordinated Employee Picnic for over 400 Attendees (staff and family members and family members).
- Hosted and coordinated Employee Awards Luncheon (During Public Service Recognition Week (PSRW in May).
- Hosted and coordinated the Quarterly Blood Donor Bank Drive.
- Currently holding monthly bargaining negotiation meeting for upcoming PBA, IUPA (Blue and White Collars FY 2018-2021).

FY19 Major Projects and Initiatives:

- Continue developing and update governing documents such as the Civil Service Rules Employee Handbook, Administrative Regulations, Personnel Policies and Procedures.
- Continue the partnership with the Office of Management and Budget to strengthen practices identifies by the Florida Benchmarking Consortium.
- Improve the City's Performance Evaluation system as needed.
- Review and implement Collective Bargaining negotiated changes.
- Implement Employee Morale Building initiatives.

PERSONNEL

Performance Measures:

Personnel Performance Measures	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 YEE	FY 2019 Target
# Total City Employees	359	362	385	422	432	448
# Employees Processed (Hired)	51	43	51	36	50	56
# Applications Received	2,467	2,878	3,289	3,973	3,840	3,700
Turnover Rate	76	42	38	28	23	20
Number of days to fill an employment request	17	21	17	21	30	21

Budget Summary Form

Department: Personnel Administration
Dept / Div # 06 / 417

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	580,452	614,960	677,715	707,804
Operating Expenses	135,643	150,614	164,527	129,364
Internal Services	14,621	10,545	10,144	2,874
Operating Budget	730,716	776,119	852,386	840,042
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	23,101	22,720	22,720	24,292
Total Budget	753,817	798,839	875,106	864,334

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Personnel Administration Director	40	1
Assistant Personnel Director	34	1
Employment & Benefits Manager	33	1
Wellness Coordinator	28	1
Confidential Administrative Coordinator	25	1
Personnel Specialist	23	1
Total # of Full-Time Employees		6

2018-19 Operating Budget: 840,042
2017-18 Operating Budget: 776,119
Dollar Change: 63,923
Percentage Change: 8.24%

2018-19 Personnel - F.T.E. 6.00
2017-18 Personnel - F.T.E. 5.00
Personnel Change: 1.00

Budget Objectives Form

Department: Personnel Administration
Division: Personnel Administration
Dept. #: 06
Division #: 417

Objective:

\$ 864,334 To hire, train and retain qualified employees for all City departments; to ensure employees, retirees and elected officials are provided City benefits; and to ensure all employees are treated fairly and equitably in compliance with federal and state laws, local regulations, City ordinances, and Civil Service Rules.

ACTIVITIES:

- \$ 752,763 001 **Personnel Administration Services:** Coordinate and implement personnel services including: recruiting, testing, interviewing of prospective employees, and placement activities; position control; classification and pay administration; records management; managing employee benefits and billings, complying with COBRA, FMLA, ADA, FLSA and HIPAA regulations, and maintaining accurate records of participants covered under the health/dental plan, life insurance, and flexible benefits; labor relations and administration of collective bargaining agreement; managing Equal Opportunity, processing discrimination and harassment charges and Personnel Board appeal hearings, Employee Assistance, Violence in the Workplace, and Drug Free Workplace programs; and complying with the Federal Omnibus Transportation Employee Testing Act of 1991.

- \$ 3,775 002 **U.S. DOT Alcohol and Drug Testing Program:** Contract with a third party administrator to perform 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 to provide required training for supervisors and employees on an annual basis.

- \$ 24,000 003 **Specialized Training:** Provide registration fees for employees from each department to attend seminars and workshops that will improve their job skills/knowledge.

- \$ 6,700 004 **Employee Training Program:** Provide annual training by City staff and outside consultants to all full/part time City employees to create awareness of City policies as well as federal and local laws.

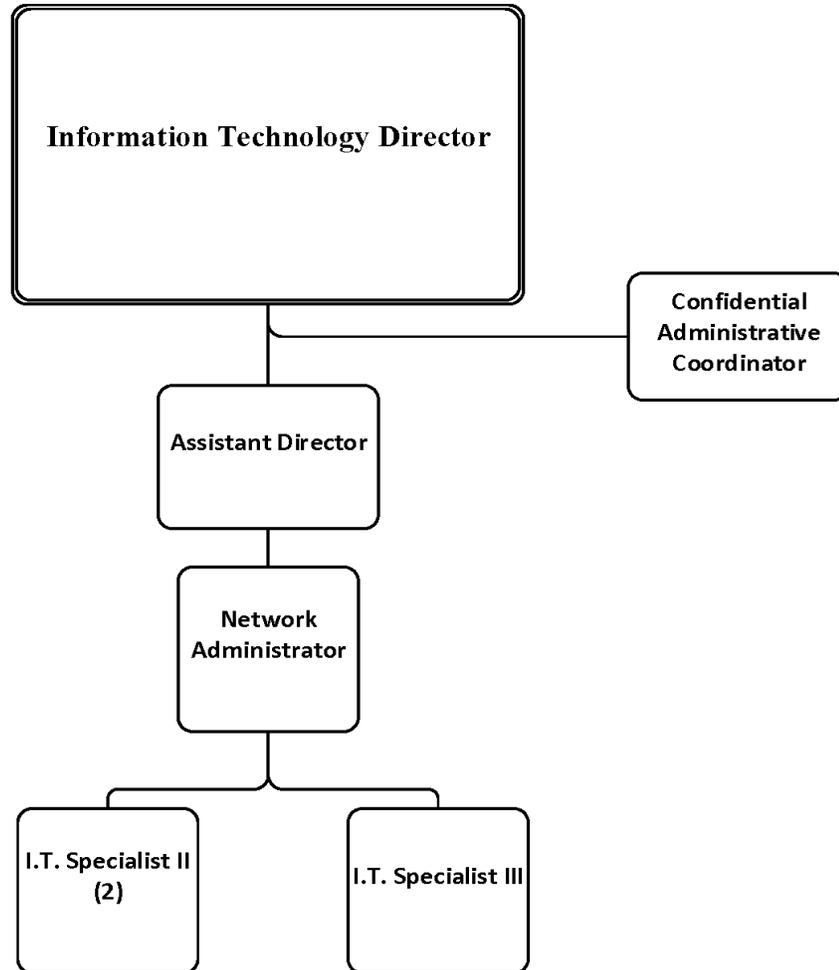
Budget Objectives Form

Department:	Personnel Administration
Division:	Personnel Administration
Dept. #:	06
Division #:	417

- | | | | |
|----|--------|-----|--|
| \$ | 50,000 | 005 | Tuition Reimbursement: Employees in collective bargaining unit can be reimbursed up to the equivalence of 18 credit hours per fiscal year at the instate undergraduate rate at Florida International University based on grades received for completing college coursework or technical classes taken to increase knowledge and skills and prepare for City promotions. |
|----|--------|-----|--|
- | | | | |
|----|-------|-----|---|
| \$ | 2,796 | 006 | Post Employment Exams, Tests and Evaluations: Provide medical exams for all current employees as required, including special medical evaluations as requested, non-CDL drug testing program expenses, and background checks for current employees. |
|----|-------|-----|---|
- | | | | |
|----|--------|-----|--|
| \$ | 20,100 | 007 | Employee Appreciation: Employee of the Quarter/Employee Picnic Program - Provide a plaque and a \$100 gift card to an employee selected for exemplary service on a quarterly basis. To purchase service awards to be presented to employees annually based upon length of service and to provide an awards luncheon at which the awards will be presented; as well as to provide funds for invitations, printed programs, and miscellaneous supplies. |
|----|--------|-----|--|
- | | | | |
|----|-------|-----|---|
| \$ | 3,000 | 010 | Supervisory Training (max. 25 employees per 1 day session) |
|----|-------|-----|---|
- | | | | |
|----|-------|-----|--|
| \$ | 1,200 | 011 | Wellness Program: 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 IP communications, Servers Systems support, Backup Systems Support
- Systems Support - ERP Systems supports, Desktop Support, Application Support, Microsoft Office Support, Email Support
- Media/Communications support - In-house graphics, Website support, Channel 77, Electronic Sign

FY18 Major Accomplishments:

- Implemented Contract Compliance Workflow in Laserfiche to automate contract compliance process.
- Installed new firewall system and event log monitoring for CJIS compliance in the Police Department.
- Implemented new Agenda Management System for Public Meeting.
- Implemented new hard drive encryption system for Police Department.
- Upgraded Server Infrastructure Systems to latest software versions.
- Completed Infrastructure for new Customer Service Center Location.

FY19 Major Projects and Initiatives:

- Implement new Tyler Cashiering System for Finance Department.
- Complete Transition to Executime Time and Attendance System for All Departments.
- Implement new Content Manager System Citywide.
- Implement new Online Payment Portal “Tyler Payments”.
- Implement dual factor authentication for Police Department.
- Implement new Storage System and Backup System.
- Implement mobile printing for Code Enforcement Office.
- Transition current Police Department carrier to Comcast.
- Implement Site to Site Connectivity at Remote Facilities.

Performance Measures:

IT Performance Measures	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 YEE	FY 2019 Target
Number of Tickets per month	320	350	275	345	353	300
Number of tickets completed within 3 days or less	318 (99.3%)	348 (99.5%)	260 (91.6%)	329 (95.5%)	351 (99.4%)	99%
Number of servers	70	64	74	80	80	85
Number of work stations	350	400	400	400	450	450
Percentage Up-time	95%	97%	98.99%	98.99%	99%	99.9%
# of system Down episodes	10	5	2	4	2	1

Budget Summary Form

Department: Information Technology
Dept # 07

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	1,047,813	809,706	697,893	845,188
Operating Expenses	885,789	981,680	965,982	1,133,635
Internal Services	31,020	24,068	24,068	13,545
Operating Budget	1,964,622	1,815,454	1,687,943	1,992,368
Capital Outlay	264,940	110,151	110,151	157,600
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	53,289	43,349	43,349	30,057
Total Budget	2,282,851	1,968,954	1,841,443	2,180,025

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Information Technology Director	40	1
Assistant Information Technology Director	34	1
Network Administrator	29	1
Confidential Administrative Coordinator	25	1
IT Specialist III	26	1
IT Specialist II	24	2
Total # of Full-Time Employees		7

2018-19 Operating Budget: 1,992,368
2017-18 Operating Budget: 1,815,454
Dollar Change: 176,914
Percentage Change: 9.74%

2018-19 Personnel - F.T.E. 7.00
2017-18 Personnel - F.T.E. 6.00
Personnel Change: 1.00

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	564,614	255,004	215,332	295,564
Operating Expenses	283,335	362,863	368,467	513,285
Internal Services	11,196	5,745	5,745	1,405
Operating Budget	859,145	623,612	589,544	810,254
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	25,637	24,350	24,350	11,873
Total Budget	884,782	647,962	613,894	822,127

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Information Technology Director	40	1
Confidential Administrative Coordinator	25	1
Total # of Full-Time Employees		2

2018-19 Operating Budget: 810,254
2017-18 Operating Budget: 623,612
Dollar Change: 186,642
Percentage Change: 29.93%

2018-19 Personnel - F.T.E. 2.00
2017-18 Personnel - F.T.E. 2.00
Personnel Change: 0.00

Budget Objectives Form

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

Objective:

\$ 822,127 To provide quality service and guidance using the latest technology, and to respond efficiently to the growing needs of our community. To manage departments with technical support in the following areas: PC network operation; webpage maintenance; mainframe computer operation; graphics services; centralized word processing; records management services; channel 77 updates; and switchboard and mailroom operations.

ACTIVITIES:

- \$ 498,440 001 **ERP Systems and Applications:** Manage and administer department. Purchase toner, ink cartridges, paper and ribbons for various City Hall printers. Add and delete mainframe users and provide "fast" printing for user departments. Provide minutes for Council and Board meetings as required. Provide typing support to all departments as requested and total typing support to the Administrative Services Department. Provide typing of confidential Internal Affairs investigations and statements in ongoing investigations for our Police Department. Provide instruction in computer equipment and word processing software usage upon request to City employees. Provide backup services for switchboard. Provide maintenance for recording system of City Hall meetings.

- \$ 323,687 002 **Network and Phone Telecommunications:** Provide phone and fax service to city facilities. Provide internet services and wireless communication services to City facilities and staff. Provide centralized processing of wireless and voice telecommunications

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	483,199	554,702	482,561	549,624
Operating Expenses	602,454	618,817	597,515	620,350
Internal Services	19,824	18,323	18,323	12,140
Operating Budget	<u>1,105,477</u>	<u>1,191,842</u>	<u>1,098,399</u>	<u>1,182,114</u>
Capital Outlay	264,940	110,151	110,151	157,600
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	27,652	18,999	18,999	18,184
Total Budget	<u>1,398,069</u>	<u>1,320,992</u>	<u>1,227,549</u>	<u>1,357,898</u>

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Assistant IT Director	34	1
Network Administrator	29	1
IT Specialist III	26	1
IT Specialist II	24	2
Total # of Full-Time Employees		<u>5</u>

2018-19 Operating Budget: 1,182,114
2017-18 Operating Budget: 1,191,842
Dollar Change: (9,728)
Percentage Change: -0.82%

2018-19 Personnel - F.T.E. 5.00
2017-18 Personnel - F.T.E. 4.00
Personnel Change: 1.00

Budget Objectives Form

Department: Information Technology
Division: Network and Programming
Dept. #: 07
Division #: 421

Objective:

\$ 1,357,898 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, webpage maintenance and monitor the wireless networks and telecommunications. Provide computer applications to user departments and necessary changes. Provide City with geographic information as requested.

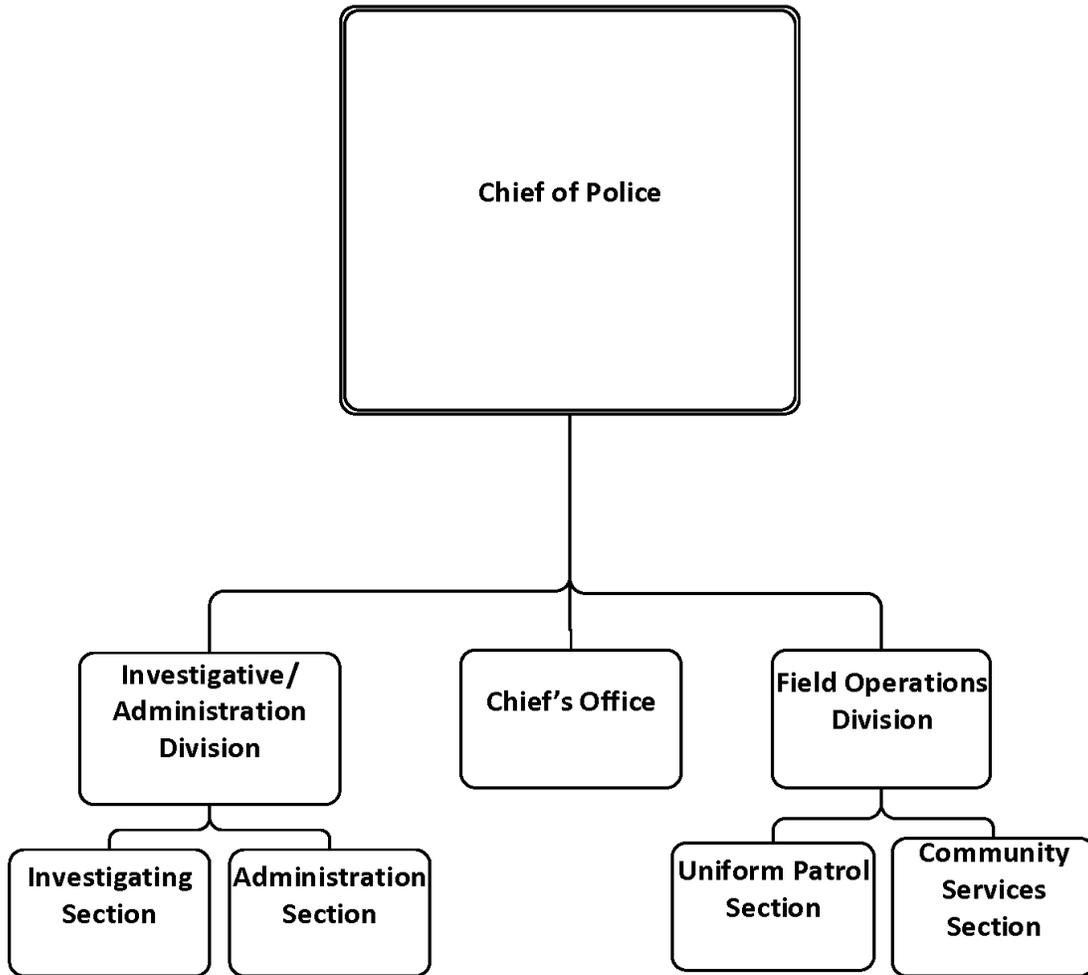
ACTIVITIES:

- \$ 867,533 001 **Network and Systems Security:** 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.

- \$ 480,376 002 **Programming and GIS Specialist:** Provide the following computer applications to user departments: Payroll, Financial Management, Utility Billing, Fixed Assets, Liens, Budget, Records Management, Code Enforcement, Building Permits and Inspections, Occupational Licenses, Boards and Commissions Tracking, Contracts Management, Public Works Work Order/Complaints, Sanitation, Police CAD (Communication and Dispatch) and Customer/Constituent Complaint Services. To be able to analyze, organize and manipulate data that can provide information services to our government, community, as well as our employees. To provide the City with a method of managing, analyzing and displaying geographic information on easily understood, computer-generated maps. This information will help analyze emerging crime reduction strategies and also help track code enforcement violations and issuance of building permits.

- \$ 9,989 003 **Vehicles:** Maintenance costs and vehicle replacement costs for vehicle.

Mission Statement: The North Miami Police Department, in partnership with the community, is committed to providing professional, efficient, and courteous public service by creating a safe environment and improving the quality of life for those we serve in an atmosphere of respect, courtesy, and integrity.



Core Responsibilities:

- Ensure professional police presence by utilizing innovative strategies, technology, equipment, and community involvement to provide a safer environment for residents, businesses, and visitors.
- Reduce the fear of crime and improve the quality of life in the City of North Miami through proactive crime prevention and investigative initiatives.
- Provide professional and courteous customer service to all, as we respect unity within our community and police workforce.
- To conduct all investigations and respond to all calls for assistance with the highest level of integrity and to have empathy with everyone we meet.
- Utilize intelligence-based policing through timely statistical analysis and crime trends to customize our crime reducing strategies based on specific problems and geographic locations.

FY18 Major Accomplishments:

- Part 1 crimes were reduced by 54% as compared to 1994, which was the highest year on record.
- All sworn personal were trained in CPR and First Aid .
- Weekly Police Bike Rides in the business districts and residential neighborhoods were conducted to increase community engagement.
- The Adult Civil Citation program was implemented allowing officers to issue citations in lieu of arrest for minor criminal infractions.
- Continued the partnership with the Community Redevelopment Agency (CRA) for increased police presence in the Downtown and 7th Avenue area.
- The School Safety Officer Program was initiated which increased the presence of law enforcement officers in North Miami elementary and K-8 schools.
- The NoMi Connect program was launched which allows businesses to share their video feeds directly with the police department both in real-time and archival footage.
- A partnership was established with Ring to allow residents to share archival video footage with the police department and to allow the police department to send out safety alerts.
- Improved GIS crime mapping capacity and capabilities.
- The Department has purchased and started training with a MILO interactive discretionary shooting simulator, which puts officers into real life use of force situations.
- The Police Executive Research Forum (PERF) review of the Department's Use of Force and Training policies was completed and the Department has used the recommendations to improve its operations.

FY19 Major Projects and Initiatives:

- Continue our commitment to the betterment of our City by collaborating with local stakeholders, partnering the public, and mentoring our youth.
- Enhance the daily operations for sworn and civilian personnel by providing state-of-the-art equipment and technology, and practical training.
- Develop and implement crime tracking and prevention initiatives to reduce the fear of crime.
- Recruit, hire, train, mentor and retain the most qualified and diverse workforce, which includes a creative mixture of different ages, ethnicities, skill sets, experience, socio-economic status, etc.
- Focus on Respect, Integrity, Professionalism, Courage, Unity, and Empathy, the Department's core values, throughout our daily activities within the Community and Police Department.

POLICE

Performance Measures:

Police Performance Measures	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 YEE	FY 2019 Target
Grants Applied for	8	9	7	6	—	—
Part I Crimes	3,378	3,097	3,035	3,129	3,200	3,100
Arrests	3,933	3,218	2,352	1,451	1,310	1,500
Tickets	25,696	23,728	21,007	13,744	14,559	15,000
Calls for service	47,243	50,177	45,757	46,610	47,876	48,500

Budget Summary Form

Department: Police
 Dept # 08

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	20,789,338	22,088,087	21,159,376	25,075,835
Operating Expenses	2,625,741	2,955,063	3,024,574	2,874,452
Internal Services	2,283,339	1,334,642	1,333,064	1,427,033
Operating Budget	25,698,418	26,377,792	25,517,014	29,377,320
Capital Outlay	198,354	101,318	131,022	10,000
Debt Service	0	0	0	0
Grants & Aids	5,000	5,000	5,000	5,000
Reserves & Other	813,975	755,748	755,748	783,630
Total Budget	26,715,747	27,239,858	26,408,784	30,175,950

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Chief	44-SM	1
Assistant Police Chief	41-SM	2
Police Major	38-SM	4
Police Commander	36-SM	7
Police Administrator	31	1
Police Sergeants	31S	18
Police Officer	28O	120
Police Officer-Grant	28O	2
Administrative Assistant	28	1
Police Records Supervisor	28	1
Police Communications Supervisor	28	1
Training Specialist	28	1
BWC Administrator	28	1
Grants Writer	25	1
Police Communications Operator	25	12
Administrative Coordinator	25	1
Crisis Intervention Specialist	25	1
Crime Scene Technician	24	3
Quartermaster	23	1
Crime Analyst	20	1
Administrative Specialist	20	1
Records Technician	19	5
Public Service Aide	17	3
Clerical Technician	16	2

Total # of Full-Time Employees 191

2018-19 Operating Budget: 29,377,320
 2017-18 Operating Budget: 26,377,792
 Dollar Change: 2,999,528
 Percentage Change: 11.37%

2018-19 Personnel - F.T.E. 191.00
 2017-18 Personnel - F.T.E. 168.00
 Personnel Change: 23.00

Budget Summary Form



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

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	1,787,715	1,593,658	1,311,893	1,223,114
Operating Expenses	268,841	125,315	194,907	85,190
Internal Services	77,908	48,261	48,261	85,170
Operating Budget	2,134,464	1,767,234	1,555,061	1,393,474
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	61,836	64,511	64,511	52,936
Total Budget	2,196,300	1,831,745	1,619,572	1,446,410

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Chief	44-SM	1
Assistant Police Chief	41-SM	2
Commander	36-SM	1
Police Sergeant	31S	1
Administrative Assistant	28	1
Clerical Technician	16	1
Total # of Full-Time Employees		7

2018-19 Operating Budget:	1,393,474
2017-18 Operating Budget:	1,767,234
Dollar Change:	<u>(373,760)</u>
Percentage Change:	<u>-21.15%</u>
2018-19 Personnel - F.T.E.	7.00
2017-18 Personnel - F.T.E.	8.00
Personnel Change:	<u><u>-1.00</u></u>

Budget Objectives Form

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

Objective:

\$ 1,446,410 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:

\$ 1,446,410 001 **Chief's Office:** Provides administrative and support personnel to insure responsibilities of the Chief of Police are fulfilled. The Assistant Chief is assigned responsibilities for all operational units - Patrol, Community Policing Divisions, the Investigative and Administrative and Support Services Divisions.

Budget Summary Form



Department: Police
Division: Chief's Office
Dept / Division #: 08 / 425

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	9,495,227	10,248,715	10,245,477	12,818,004
Operating Expenses	1,044,145	1,225,072	1,058,151	1,073,721
Internal Services	1,176,236	622,149	622,149	973,502
Operating Budget	11,715,608	12,095,936	11,925,777	14,865,227
Capital Outlay	198,355	0	0	10,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	359,609	349,394	349,394	365,296
Total Budget	12,273,572	12,445,330	12,275,171	15,240,523

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Major	38-SM	1
Police Commander	36-SM	3
Citywide Patrol Supp	36S	16
Police Sergeant	31S	10
Police Officer	28O	56
Police Officer-Grant	28O	2
Administrative Coordinator	25	1
Public Service Aide	17	3
Total # of Full-Time Employees		92

2018-19 Operating Budget: 14,865,227
2017-18 Operating Budget: 12,095,936
Dollar Change: 2,769,291
Percentage Change: 22.89%

2018-19 Personnel - F.T.E. 92.00
2017-18 Personnel - F.T.E. 76.00
Personnel Change: 16.00

Budget Objectives Form



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

Objective:

\$ 15,240,523 To provide professional and efficient uniform police services to the City and to ensure the safety of citizens and maintenance of public order in accordance with Florida Statutes, County and City Ordinances, and Department policies.

ACTIVITIES:

- \$ 12,788,594 001 **Uniform Patrol:** Protects life and property by patrolling City streets; providing traffic enforcement; responding to calls for police service; and apprehending criminal offenders.
- \$ 1,001,220 002 **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.
- \$ 181,594 003 **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.
- \$ 206,050 Grant **Cops Grant Officers**
- \$ 553,900 Sup **SolēMia Patrol**
- \$ 509,165 Sup **Nine (9) New Uniform Patrol Officers**

Budget Summary Form

Department: Police
Division: Chief's Office
Dept / Division #: 08 / 426

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	1,890,852	2,868,557	2,965,124	3,119,593
Operating Expenses	23,739	183,734	192,715	182,480
Internal Services	245,253	265,222	262,834	12,205
Operating Budget	2,159,844	3,317,513	3,420,673	3,314,278
Capital Outlay	0	0	18,874	0
Debt Service	0	0	0	0
Grants & Aids	5,000	5,000	5,000	5,000
Reserves & Other	70,140	92,375	92,375	103,173
Total Budget	2,234,984	3,414,888	3,536,922	3,422,451

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Major	38-SM	1
Police Commander	36-SM	1
Police Sergeant	31S	2
Police Officer	28O	14
Administrative Specialist	18	1
Total # of Full-Time Employees		19

2018-19 Operating Budget: 3,314,278
2017-18 Operating Budget: 3,317,513
Dollar Change: (3,235)
Percentage Change: -0.10%

2018-19 Personnel - F.T.E. 19.00
2017-18 Personnel - F.T.E. 20.00
Personnel Change: -1.00

Budget Objectives Form



Department: Police
Division: Uniform Support Services
Dept. #: 08
Division #: 426

Objective:

\$ 3,422,451 To provide specialized police and public services and police/community relations 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 zoning ordinances; and the continuing participation in the Police Explorer Program and the Police Athletic League.

ACTIVITIES:

- \$ 458,008 001 **Administration:** 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.
- \$ 1,090,662 002 **Community Services Unit:** 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 such projects as the Neighborhood Mobile Patrol, Crime Prevention Program, and the Citizens' Police Academy.
- \$ 264,203 003 **School Resource Officers:** The COPS in School Grant provides partial funding for salaries and benefits for two police officer positions. Overtime, holiday pay, operating and capital costs are funded from the City's General Fund.
- \$ 2,430 004 **Citizens' Crime Watch Program:** Provides funds to coordinate Crime Watch Programs and other crime prevention initiatives within the City.
- \$ 5,000 005 **Police Explorer Program:** Provides funds to sponsor a unit of approximately thirty-six Explorers, a Boy Scouts of America program. The participants acquire some knowledge of police work, foster positive relations with police officers, and provide a needed service to the community such as crowd control at special events and home checks.

Budget Objectives Form

Department: Police
Division: Uniform Support Services
Dept. #: 08
Division #: 426

- \$ 1,078,680 007 **Traffic Unit:** 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 unit at locations with numerous speeding violations; and the review of department accident reports prior to submission to the State.

- \$ 140,190 008 **School Crossing Guard Program:** Provides School Crossing Guards at North Miami, Natural Bridge, William Jennings Bryan, Gratigny, Holy Family, and Ben Franklin elementary schools. These guards ensure that elementary school children cross streets safely while going to and from school.

- \$ 383,278 009 **Marine Patrol:** 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.

Budget Summary Form



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

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	4,272,261	4,812,182	4,147,048	4,985,289
Operating Expenses	113,637	218,260	213,323	239,592
Internal Services	481,052	308,771	310,571	335,055
Operating Budget	4,866,950	5,339,213	4,670,942	5,559,936
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	186,070	173,681	173,681	168,292
Total Budget	5,053,020	5,512,894	4,844,623	5,728,228

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Major	38-SM	1
Police Commander	36-SM	1
Police Sergeant	31S	4
Police Officer	28O	24
Crisis Intervention Specialist	25	1
Crime Scene Technician	24	3
Crime Analyst	20	1
Clerical Technician	16	1
Total # of Full-Time Employees		36

2018-19 Operating Budget: 5,559,936
2017-18 Operating Budget: 5,339,213
Dollar Change: 220,723
Percentage Change: 4.13%

2018-19 Personnel - F.T.E. 36.00
2017-18 Personnel - F.T.E. 36.00
Personnel Change: 0.00

Budget Objectives Form



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

Objective:

\$ 5,728,228 To conduct criminal investigations including family violence cases; recover stolen property and vehicles; identify and apprehend criminal 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:

- \$ 3,427,173 001 **General Investigations / Special Victims Unit:** Conducts criminal investigations and writes investigative reports; identifies and apprehends offenders; assists the State in the prosecution of criminal offenders; provides support for the Uniform Patrol Division; 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.
- \$ 1,945,424 002 **Crime Suppression Team:** 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.
- \$ 263,171 003 **Crime Scene Unit:** 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.
- \$ 100,605 004 **Crime Analysis:** 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.
- \$ (8,145) 005 **Crisis Intervention Services:** 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 \$52,851 has been awarded to offset expenses.

Budget Summary Form



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

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	618,497	2,564,975	2,489,834	2,929,835
Operating Expenses	984,183	1,202,682	1,365,478	1,293,469
Internal Services	51,750	90,239	89,249	21,101
Operating Budget	1,654,430	3,857,896	3,944,561	4,244,405
Capital Outlay	(1)	101,318	112,148	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	25,138	75,787	75,787	93,933
Total Budget	1,679,567	4,035,001	4,132,496	4,338,338

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Major	38-SM	1
Police Commander	36-SM	1
Police Sergeant	31S	1
Police Administrator	31	1
Police Communications Supervisor	28	1
BWC Administrator	28	1
Police Officer	28O	1
Police Records Supervisor	28	1
Training Specialist	28	1
Grants Writer	25	1
Police Communications Operator	25	12
Quartermaster	23	1
Records Technician	19	5
Total # of Full-Time Employees		28

2018-19 Operating Budget: 4,244,405
2017-18 Operating Budget: 3,857,896
Dollar Change: 386,509
Percentage Change: 10.02%

2018-19 Personnel - F.T.E. 28.00
2017-18 Personnel - F.T.E. 27.00
Personnel Change: 1.00

Budget Objectives Form



Department: Police
Division: Administration
Dept. #: 8
Division #: 435

Objective:

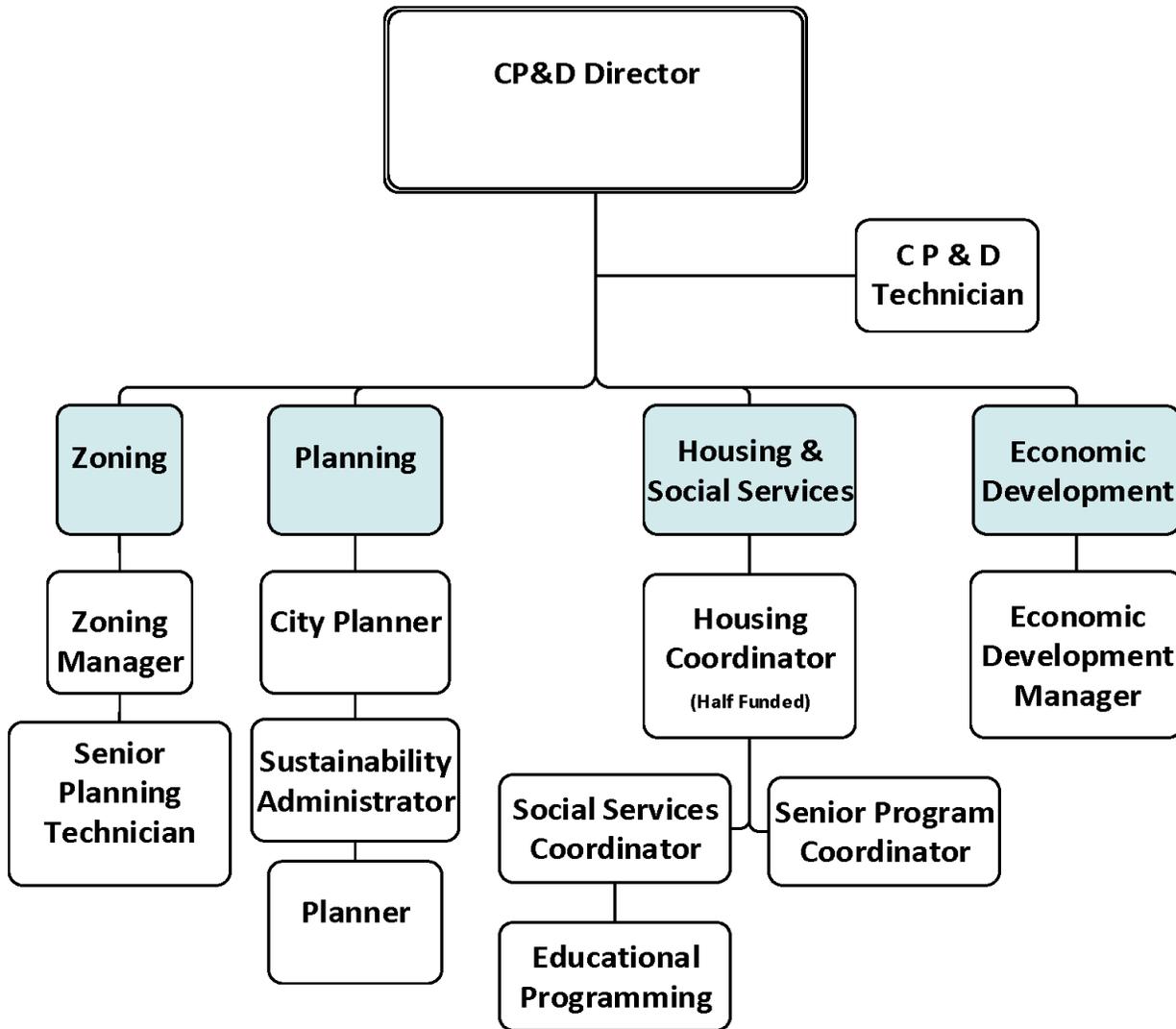
\$ 4,338,338 To provide efficient and effective services in the following areas: police records management functions, lobby reception, vehicle fleet, property and evidence control, and building maintenance.

ACTIVITIES:

- \$ 1,422,728 001 **Records/ID Bureau:** 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 to police personnel, City officials, and the public; operates the ID Bureau by photographing and fingerprinting arrestees; processes subpoenas served on police personnel.
- \$ 270,583 002 **Quartermaster:** 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.
- \$ 435,053 003 **Building Operations and Maintenance:** Provides building service contracts, utility fees, and equipment/supplies required to operate and maintain the police facility.
- \$ 74,487 004 **Lobby Receptionists:** Operation of the switchboard and staffing the reception desk in the lobby on the first floor of the police building by three part-time receptionists.
- \$ 719,994 005 **Human Resources and Career Development:** Provides and coordinates training of department personnel; responsible for personnel recruitment, background investigations, personnel selection, and training of new personnel.
- \$ 1,415,493 006 **Communications:** 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 DEPARTMENT

Mission Statement: 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 DEPARTMENT

Core Responsibilities:

- Partner with residents, organizations, businesses and developers in order to provide housing programs
- Promote sustainable planning and development throughout the City
- Encourage investment and redevelopment to improve the overall quality of life in the City

FY18 Major Accomplishments:

- Updated and revised city-wide housing guidelines.
- Created a quarterly sustainability newsletter.
- Streamlined Development Review Committee process.
- Attracted and opened new quality businesses in the city.
- Spearheaded workforce development academy.
- Acquired approximately \$148,800 in grant funding to support Planning, Sustainability, Economic Development and Housing initiatives.
- Hosted Mayor's Quarterly Business Luncheon with attendance from approximately 425 guests which includes local residents and business owners.
- Recipient of The Beacon Council's 2018 Beacon Award for Business Climate and Policy.
- Rehabilitated 42 homes in the City through housing program.
- Provided social services to approximately 90 senior residents.
- Project management and coordination of Managed Affordable Housing Study completed by FIU.
- Project management and coordination of Transit Oriented Development Master Plan.

FY 19 Major Projects and Initiatives:

- Assist 100 residents through the Housing Beautification program.
- Attract and open 10% more new quality businesses in the city than the previous year.
- Create the first international trade center and hub within the city North Miami.
- Increase workforce development initiatives by offering a Marine Tech Program in partnership with Miami Dade County Public Schools.
- Spearhead use of \$40,000 in EDA grant funds to assess workforce development in the city's industrial districts.
- Update the City's Comprehensive Plan to correct scrivener's errors and address other concerns expressed by DEO during the last EAR-Based Amendments.
- Conduct a vulnerability assessment and adaptation plan.
- Acquire at least \$50,000 in grant funding to support Planning, Sustainability, Economic Development and Housing initiatives.
- Explore collaboration with Van Alen Institute for appropriate resiliency design and development of the NFIP properties.
- Complete major updates to the LDRs, i.e., NRO, STDOD, TOD, Landscaping/Trees.
- Irons Manor Fountain Renovation.
- Liberty Gardens Park Construction.
- Green Elderly Senior Housing Project Construction.
- Prepare multi-family development grant program guidelines in partnership with North Miami CRA.

COMMUNITY PLANNING & DEVELOPMENT DEPARTMENT

Performance Measures:

CP&D Performance Measures	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 YEE	FY 2019 Target
Development applications processed	1,050	1,642	1,000	1,098	556	1,500
Federal housing funds expended	\$941,093	\$717,837	\$676,720	\$900,000	\$645,000	\$2,215,000
Units rehabbed or applicants assisted	49	30	35	56	42	97
Tree mitigation/inspections	172	130	145	110	102	150
Number of annexation applications completed and transmitted	N/A	4	8	0	4	4
Sustainability/environmental events and information	N/A	N/A	N/A	1	3	8

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	726,683	997,852	988,600	1,226,899
Operating Expenses	600,903	1,267,318	1,317,432	316,184
Internal Services	21,868	26,515	23,811	106,242
Operating Budget	1,349,454	2,291,685	2,329,843	1,649,325
Capital Outlay	1,540	0	0	0
Debt Service	0	0	0	0
Grants & Aids	35,045	1,240,000	1,240,000	0
Reserves & Other	34,092	32,249	32,249	39,494
Total Budget	1,420,131	3,563,934	3,602,092	1,688,819

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
CP&D Director	40	1
City Planner	33	1
Economic Development Manager	33	1
Educational Coordinator	30	1
Zoning Manager	29	1
Sustainability Administrator/Arborist	26	1
Housing Coordinator	26	0.5
Planner	27	1
CP&D Technician	20	1
Social Services Coordinator	26	1
Senior Program Coordinator	25	1
Senior Planning Technician	22	1
Total # of Full-Time Employees		11.5

2018-19 Operating Budget:	1,649,325
2017-18 Operating Budget:	2,291,685
Dollar Change:	(642,360)
Percentage Change:	-28.03%

2018-19 Personnel - F.T.E.	11.50
2017-18 Personnel - F.T.E.	9.50
Personnel Change:	2.00

Budget Objectives Form

Department: Community Planning & Development
Division: Community Planning & Development
Dept. #: 09
Division #: 439

Objective:

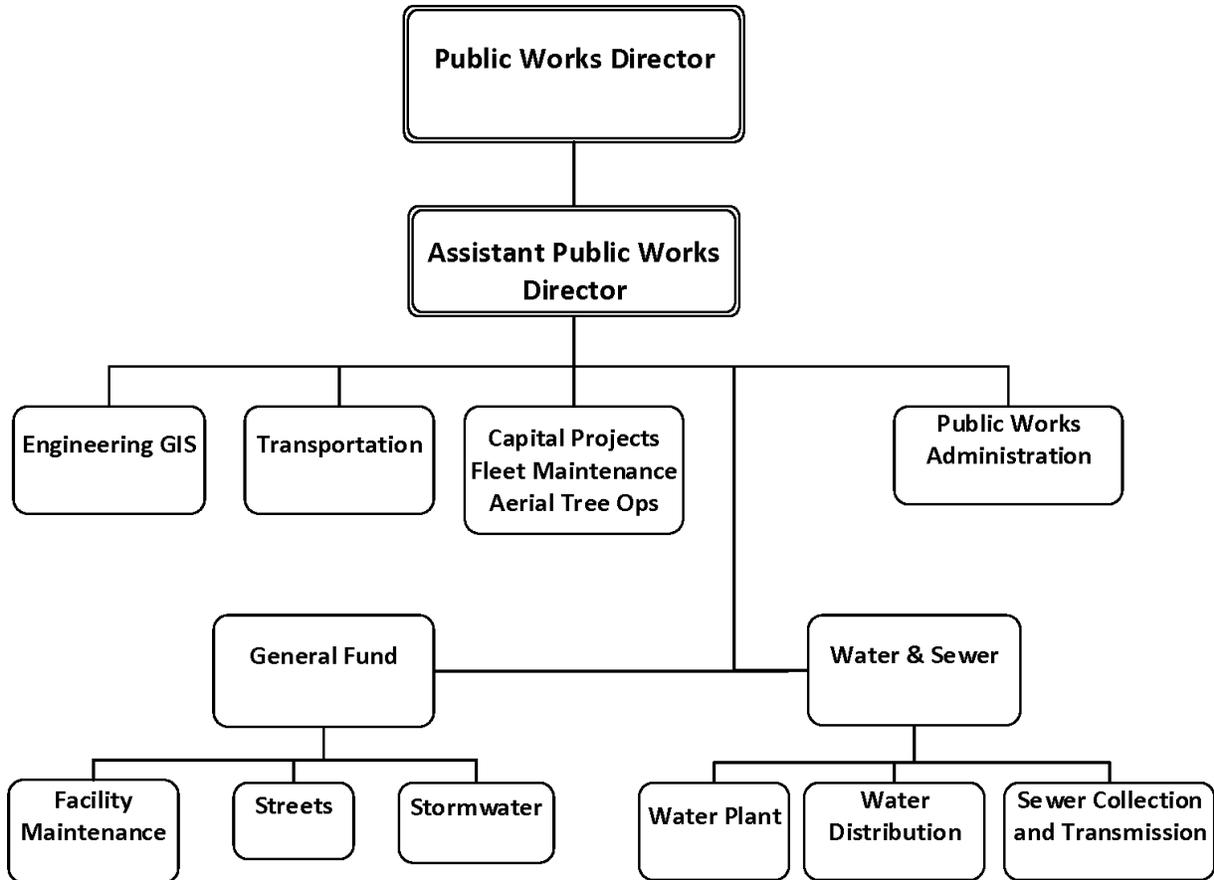
\$ 1,688,818 To oversee and manage the Community Planning and Development Department comprised of Planning, Zoning, Sustainability Economic Development, and the City's grant-funded Housing Rehabilitation Programs. Housing programs include grants from the Community Development Block Grant (CDBG), the HOME Investment Partnership Program (HOME) and the State Housing Improvement Program (SHIP).

ACTIVITIES:

- \$ 414,077 001 **Administration:** Oversee and manage the department which consists of Planning, Zoning, Sustainability Economic and Business Development, and the CDBG/HOME Investment Partnership and SHIP Program personnel and activities; and to provide clerical support to the department.
- \$ 477,407 002 **Planning Services:** Provide professional support to the Planning Commission and City Council; update, as needed, and monitor compliance with the Comprehensive Plan; 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.
- \$ 135,046 003 **Economic and Business Development Services:** Provide staff support to the Business Development Board, 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 projects as directed. Business Development Board Programs - Undertake initiatives to promote economic and business development in the City. Funded 50% by the North Miami CRA.
- \$ 10,697 004 **Sustainability/Green Initiative:** To provide funds for memberships into various "Green" organizations to promote the City Council's mandate and the City's Comprehensive Plan policies for sustainability. To provide funds to promote green and sustainable projects, programs, training, and initiatives.
- \$ 651,591 005 **Social Services**

PUBLIC WORKS

Mission Statement: 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

Core Responsibilities:

- Manages 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 the NoMi Express, North Miami's free bus service.
- Provide administrative engineering, project management, GIS/CADD services, electrical and financial analysis to ensure the needs are met in an efficient manner.
- Ensure pumping and treatment of raw water and potable water that meets all Federal, State and Local requirements to provide potable and pleasant drinking water to all customers of the City's Utility.
- Operate and maintain 44 sanitary sewer lift stations, which collect and transport wastewater from customers to a Miami-Dade 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.
- General maintenance and repair of City streets, City owned parking lots, bridges, seawalls, sidewalks, potholes and contractor work.
- Perform maintenance and repairs for (7) City buildings, while overseeing the contractual janitorial service for cleaning the City buildings.
- Comply with the NPDES permit requirements: Maintain the City Stormwater system by cleaning leaves and debris from manholes, catch basins and exfiltration systems. Street sweeping of curbed roads within the City.
- Responsible for a fleet division that includes 430 pieces of vehicles and equipment.
- Maintain 16,000 trees located in right-of-way.

FY18 Major Accomplishments:

- The completion of \$342,333 of roadway resurfacing throughout the City.
- Approximately \$500,000 was spent on sidewalk repairs and new installations throughout the City.
- Street Streetscape Improvements - improved the streetscape along 130th Street between NW 10-12 Avenue and 133rd Street from West Dixie Highway to NE 11th Avenue. Work included drainage, parking, and landscaping.
- Installed new SCADA System
- Installed Traffic Data Collection
- Recognized as 2018 Best Tasting Water Winner

PUBLIC WORKS

FY19 Major Projects and Initiatives:

- Upgrade Stormwater system based on priorities established in the Master Plan (Tressler Street Project)
- Upgrade (3) three Sanitary Sewer Lift Stations
- Upgrade the Winson Water Plant
- Update Sanitary Sewer Model
- Street resurfacing
- Install new 16-inch watermain along 18th Avenue
- Installation of 4 Traffic Circles
- Implement an Asset Management System

Performance Measures:

Public Works Performance Measures	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 YEE	FY 2018 YEE	FY 2019 Target
Percent of work orders/inspections completed on time (Department-wide)	75%	80%	85%	85%	88%	90%
Linear Feet of sidewalk repaired/installed	6,580 ft.	34,855 ft.	34,919 ft.	5,200 ft.	28,056	5,000 ft
Linear Feet of streets repaired/installed	17,211 ft.	28,249 ft.	11,534 ft.	24,969 ft.	15,265 ft.	15,000 ft.
# Customer Complaints/Calls	11,000	5,005	5,000	4,975	4,950	4,000
# facilities maintained	7	7	7	7	7	7

Budget Summary Form

Department: Public Works
Dept # 10

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	1,278,422	1,722,599	1,469,023	1,761,051
Operating Expenses	2,994,587	2,691,936	3,059,410	717,309
Internal Services	431,864	287,398	287,398	333,672
Operating Budget	4,704,873	4,701,933	4,815,831	2,812,032
Capital Outlay	390,650	473,567	479,821	50,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	67,283	61,952	61,952	68,897
Total Budget	5,162,806	5,237,452	5,357,604	2,930,929

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Public Works Director	44	1
Assistant Public Works Director	28	1
Parks Supervisor	28	1
Streets Coordinator	25	1
Parks Specialist	21	1
Secretary	20	1
Trades Mechanic	20	2
Heavy Equipment Operator	20	5
Maintenance Mechanic	18	3
Motor Equipment Operator	18	1
General Maintenance Worker	15	6
Custodian	15	1

Total # of Full-Time Employees 24

2018-19 Operating Budget: 2,812,032
2017-18 Operating Budget: 4,701,933
Dollar Change: -1,889,901
Percentage Change: -40.19%

2018-19 Personnel - F.T.E. 24.00
2017-18 Personnel - F.T.E. 24.00
Personnel Change: 0.00

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	389,535	692,143	580,975	792,991
Operating Expenses	2,396,696	2,244,223	2,624,776	97,754
Internal Services	40,091	13,680	13,680	15,209
Operating Budget	2,826,322	2,950,046	3,219,431	905,954
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	25,066	19,974	19,974	29,615
Total Budget	2,851,388	2,970,020	3,239,405	935,569

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Public Works Director	44	1
Assistant to the Public Works Director	28	1
Parks Supervisor	28	1
Parks Specialist	21	1
Heavy Equipment Operator	20	3
Secretary	20	1

Total # of Full-Time Employees **8**

2018-19 Operating Budget: 905,954
2017-18 Operating Budget: 2,950,046
Dollar Change: (2,044,092)
Percentage Change: -69.29%

2018-19 Personnel - F.T.E. 8.00
2017-18 Personnel - F.T.E. 8.00
Personnel Change: 0.00

Budget Objectives Form

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

Objective:

\$ 935,569 To manage and coordinate the activities of the Public Works Department. The Department has full-time employees deployed in the following divisions: Public Works Administration, Streets, Facility Maintenance, Water & Sewer, Stormwater, and Fleet Management.

ACTIVITIES:

- \$ 420,365 001 **Public Works Administration:** Establish department goals to meet those of the City Council and the residents of North Miami; provide decision unit managers within the department with information, ideas, and support services that will enable them to operate their divisions more productively; prepare and monitor department's annual budget, as well as perform financial analysis of department budget which is approximately \$50 million in FY16 and includes two enterprise funds and one internal services fund.
- \$ 11,487 002 **Vehicles Maintenance & Replacement**
Repairs and maintenance of vehicles
- \$ 484,237 003 **Right-of-way/Aerial and Tree Operations:** Maintain trees on City properties including swales, parkways, medians, monuments, cul-de-sacs, and canal ends. Work performed includes trimming, shaping, and repairing trees as well as removing and replacing trees as necessary.
- \$ 19,480 004 **Sanitation Services:** To provide residential sanitation support

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	698,060	839,098	704,100	771,884
Operating Expenses	213,059	108,145	107,195	330,485
Internal Services	362,557	259,752	259,752	303,115
Operating Budget	1,273,676	1,206,995	1,071,047	1,405,484
Capital Outlay	359,905	430,950	440,980	50,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	34,159	34,338	34,338	31,985
Total Budget	1,667,740	1,672,283	1,546,365	1,487,469

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Streets Coordinator	25	1
Heavy Equipment Operator	20	2
Maintenance Mechanic	18	3
Motor Equipment Operator	18	1
General Maintenance Worker	15	6
Total # of Full-Time Employees		13

2018-19 Operating Budget: 1,405,484
2017-18 Operating Budget: 1,206,995
Dollar Change: 198,489
Percentage Change: 16.44%

2018-19 Personnel - F.T.E. 13.00
2017-18 Personnel - F.T.E. 13.00
Personnel Change: 0.00

Budget Objectives Form

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

Objective:

\$ 1,487,469 To maintain the City rights-of-way including streets, alleys, and sidewalks to provide safe, passable rights-of-way for City residents and visitors. To install new curbs, gutters, and sidewalks and resurface City streets and alleyways as approved annually through the budget process. Maintenance of street, stripping, signage, traffic calming devices, City parking lots.

ACTIVITIES:

- \$ 99,792 001 **Streets Administration:** Provide supervisory support for the Streets Division and clerical support for the Streets, Stormwater Utility and Facility Maintenance Divisions. Responsibilities include scheduling projects, communicating with vendors, coordinating and directing work crews, responding to resident complaints, inspecting work done by outside contractors and all clerical support required to maintain the divisions.

- \$ 246,332 002 **Street Maintenance:** 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.

- \$ 207,528 004 **Permanent Concrete Construction:** Construct and maintain sidewalks, curbing and gutters, and sidewalk-to-street handicap ramps throughout the City and assist in street maintenance and other street construction projects.

- \$ 180,880 005 **Contractual Lawn Maintenance:** Provides monthly contract for mowing and cleaning services for various City-owned lots to insure that areas are maintained on a regular basis.

- \$ 316,382 006 **Storm Drain Construction & Repair:** Improves 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 services.

- \$ 157,535 007 **Commercial Corridor Improvement Program - The Clean Team -** Provides funds to clean and maintain public walkways in the City's commercial corridors.

- \$ 279,020 008 **Vehicles:** Maintenance and replacement.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	190,827	191,358	183,948	196,176
Operating Expenses	384,832	339,568	327,439	289,070
Internal Services	29,216	13,966	13,966	15,348
Operating Budget	604,875	544,892	525,353	500,594
Capital Outlay	30,745	42,617	38,841	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	8,058	7,640	7,640	7,297
Total Budget	643,678	595,149	571,834	507,891

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Trades Mechanic	20	2
Custodian	15	1
Total # of Full-Time Employees		3

2018-19 Operating Budget: 500,594
2017-18 Operating Budget: 544,892
Dollar Change: (44,298)
Percentage Change: -8.13%

2018-19 Personnel - F.T.E. 3.00
2017-18 Personnel - F.T.E. 3.00
Personnel Change: 0.00

Budget Objectives Form

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

Objective:

\$ 507,891 To provide facility maintenance and housekeeping services to ensure that residents and employees have an aesthetically pleasing and safe environment.

ACTIVITIES:

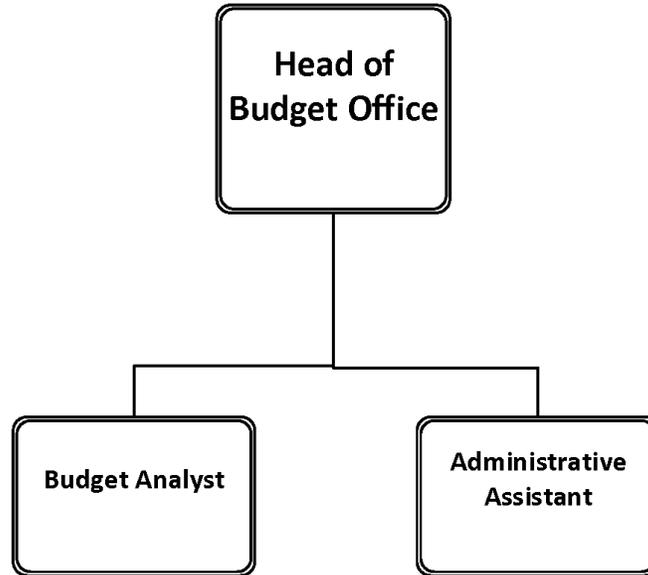
\$ 409,775 001 **Facility Maintenance & Operation:** Perform maintenance and repairs for seven (7) City buildings: City Hall, the Motor Pool, the Water & Sewer Operations Center, the Building & Zoning Annex, the CP&D Annex and the Library (personnel costs only provided for the Library and W&S building). Provide technical advice and support regarding the maintenance of the Police Station and MoCA buildings, when requested. Service performed include painting, carpentry work, building alterations, furniture restoration, minor electrical and plumbing repairs, ceiling repairs, as well as interior and exterior building maintenance.

\$ 83,632 002 **Custodial Services:** Provide daily housekeeping services at four (4) facilities: City Hall, the Building & Zoning Annex, the Parks & Recreations Annex, and the CP&D Annex. A custodian is present at City Hall during evening hours to oversee the contractual janitorial service and to provide additional services above the scope of the contract.

\$ 14,484 003 **Vehicle Maintenance & Replacement:** Repairs and maintenance of vehicles.

OFFICE OF MANAGEMENT & BUDGET

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



OFFICE OF MANAGEMENT & BUDGET

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 high quality tentative and adopted budget book
- Reduce operational expenditures through the increased use of technology

FY18 Major Accomplishments:

- Implemented the OpenGov budgeting software and used it for Budgeting and Planning for FY18.
- Secured the GFOA budget award for the fifth consecutive year.
- Launched the OpenGov Transparency Portal.

FY19 Major Projects and Initiatives:

- Continue increasing the City reserve.
- Fully transition to OPENGOV as our budget development software.
- Fully integrate OpenGov and Workforce with Eden.
- Improve quarterly reporting so residents can understand the financial status of the City.
- Develop a comprehensive Revenue Manual.
- Develop a compact and comprehensive "Guide to the Budget" for residents.

Performance Measures:

OMB Performance Measures	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 YEE	FY 2019 Target
Percentage difference between General Fund ending balance Actual vs. Year-End Estimates	8%	7%	5%	4%	1.36%	5%
Percentage difference between All Funds actual beginning balance and Final budget beginning balance	12%	13%	13%	16%	18%	5%
Amount of General Fund ending balance and % change from prior year	\$50,325,165 0%	\$53,695,600 6%	\$54,650,745 2%	\$59,841,433 6%	\$62,367,093 4%	5%
Secured the Government Finance Officers Association Distinguished Budget Award	YES	YES	YES	YES	YES	YES
Create a more robust city reserve	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000

Budget Summary Form

Department: Office of Management and Budget
Dept /Div #: 11 / 416

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	278,167	313,515	263,848	319,247
Operating Expenses	37,858	37,668	45,876	17,337
Internal Services	4,097	3,078	3,054	1,551
Operating Budget	320,122	354,261	312,778	338,135
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	9,419	13,023	13,023	13,114
Total Budget	329,541	367,284	325,801	351,249

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Assistant Budget Director	34	1
Budget Analyst	28	1
Administrative Coordinator	25	1

Total # of Full-Time Employees 3

2018-19 Operating Budget: 338,135
2017-18 Operating Budget: 354,261
Dollar Change: (16,126)
Percentage Change: -4.55%

2018-19 Personnel - F.T.E. 3.00
2017-18 Personnel - F.T.E. 3.00
Personnel Change: 0.00

Budget Objectives Form

Department: Office of Management and Budget
Division: Budget Administration
Dept. #: 11
Division #: 416

Objective:

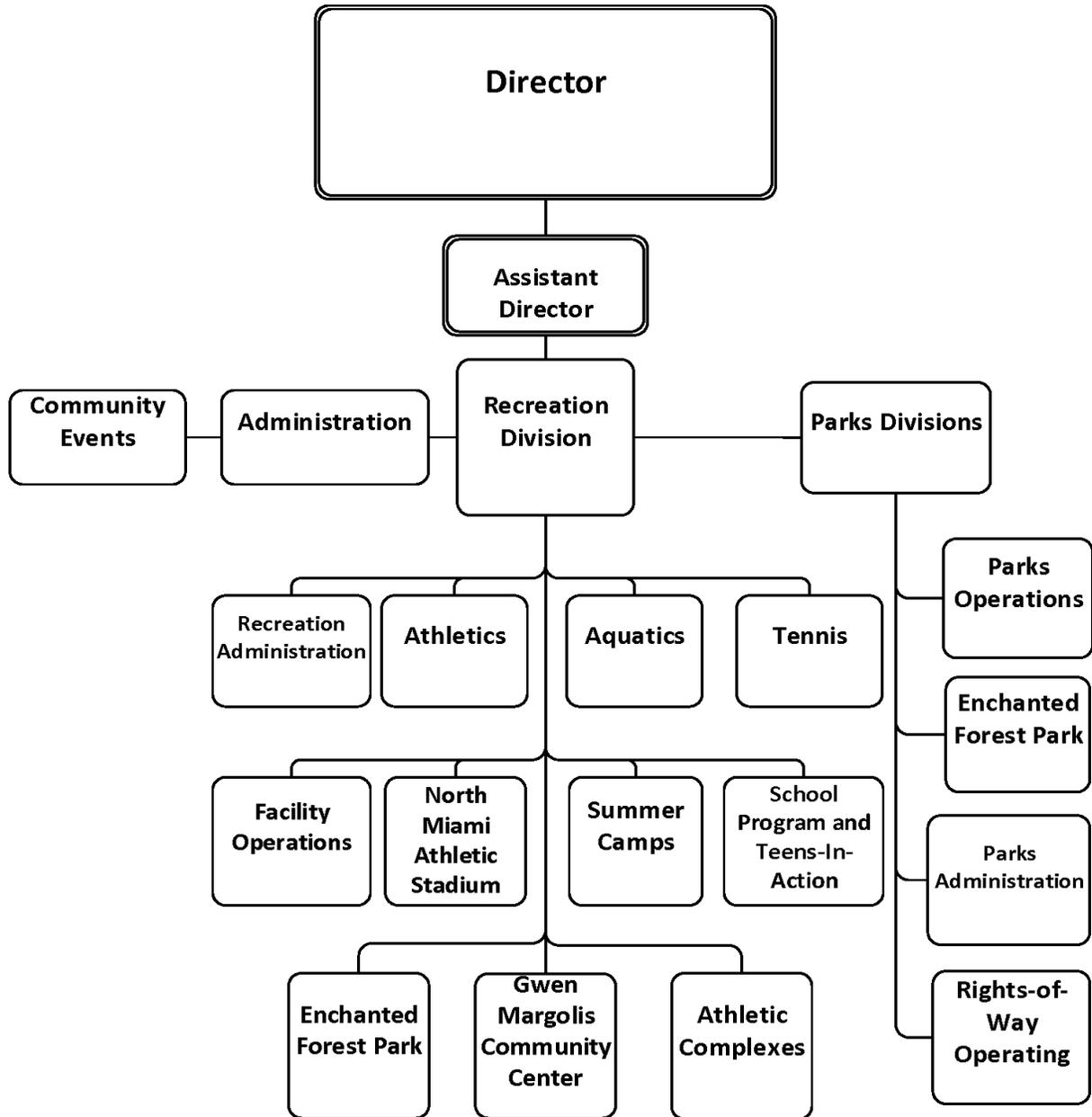
\$ 351,249 To prepare and monitor the City's annual revenue and expenditure budgets.

ACTIVITIES:

\$ 351,249 001 **Budget Administration:** Monitors expenditures and revenues to insure 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 demonstrated a national model for sustainable management of parks, open spaces and natural areas
- Develop and provide memorable special events and creating 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 manage lasting customer relationships

FY 2018 Major Accomplishments:

- Develop and increase participation of a competitive Youth Athletics Program - the addition of the youth track & field program, pee wee sports program, and the continuation competitive football and cheer program, and the youth basketball program has integrated a more competitive youth sports program in North Miami.
- Open Thomas Sasso Pool Year Round - the pool was once only once during the summer months, with the new renovations, and heated pool, it is able to stay open year round.
- Brought back youth Baseball to North Miami with the Mean Green North Miami Baseball Academy - Its first season had 71 participants and a successful first year!
- Secured the USA Soccer Foundation Grant - allowing an increase in the Youth Soccer Program.
- Successfully hosted 3 Commemorative Month Celebrations - Black History Month (February), Haitian Heritage Month (May), and Hispanic Heritage Month (September).
- Collaboration with Alonso Mourning for the Zoe's Winter Groove event that took place at the North Miami Athletic Stadium.
- Offered 3 Movies in the Park throughout the City with the purchase of the Outdoor Movie

FY 2019 Major Projects & Initiatives:

- Increase in Teen Basketball Summer Hoops Program participation.
- Increased participation numbers in Performing Arts Camp, Outdoor Camp, and Enchanted Forest Day Camp by 30% from Summer 2017.
- Increased by 15% for our Youth Winter Basketball Program, and additional outside teams entered our Youth Basketball League.
- Attendance for Community Events has increased, especially the Spring Egg Hunt and the Halloween Haunted Trails Event.
- Complete the Pepper Park Playground Replacement Project.
- Complete the Sasso Pool Façade Project.
- Complete the Cagni Park North Project.
- Complete the 135th Street Pocket Park Project.

PARKS & RECREATION

Performance Measures:

Parks and Rec Performance Measures	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 YEE	FY 2019 Target
Total \$ value of all grants/donations/sponsorships secured	250,000	550,000	600,000	330,755	650,000	850,000
# Special events/Community Events	26	34	36	25	25	42
% of time active space in use (ball fields, meeting rooms)	70%	80%	80%	85%	85%	85%
# of capital improvement projects that included Parks and Recreation Department	4	9	8	7	10	7
% of increase out of four health related programs available to recreation centers and parks annually	5%	15%	25%	25%	25%	25%

Budget Summary Form

Department: Parks & Recreation

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	3,875,168	3,967,666	3,667,115	4,266,530
Operating Expenses	3,439,312	3,051,189	3,705,275	2,180,312
Internal Services	505,413	388,532	377,032	410,322
Operating Budget	7,819,893	7,407,387	7,749,422	6,857,164
Capital Outlay	67,679	93,041	107,441	0
Debt Service	0	0	0	0
Grants & Aids	18,500	11,500	11,500	19,500
Reserves & Other	294,225	157,607	157,607	147,328
Total Budget	8,200,297	7,669,535	8,025,970	7,023,992

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Parks and Recreation Director	40	1
Assistant Parks and Recreation Director	34	1
Tennis Superintendent	31	1
Parks Superintendent	30	1
Community Engagement Administrator	28	1
Parks Supervisor	28	1
Administrative Assistant	28	1
Assistant Parks Supervisor	27	1
Recreation Supervisor	25	2
Administrative Coordinator Confidential	25	1
Customer Service Liaison	24	1
Parks Coordinator	22	2
Recreation Coordinator	22	2
Parks Specialist	21	2
Recreation Specialist	21	5
Parks Naturalist	21	2
Heavy Equipment Operator	20	1
Trades Mechanic	20	3
Recreation Leader II	18	2
Maintenance Mechanic	18	4
Motor Equipment Operator	18	6
Lifeguard	17	1
Recreation Leader I	16	2
General Maintenance Worker	15	7

Total # of Full-Time Employees **51**

2018-19 Operating Budget:	6,857,164
2017-18 Operating Budget:	7,407,387
Dollar Change:	(550,223)
Percentage Change:	-7.43%

2018-19 Personnel - F.T.E.	51.00
2017-18 Personnel - F.T.E.	47.00
Personnel Change:	4.00

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	463,394	578,587	500,111	622,267
Operating Expenses	87,527	133,025	109,057	97,482
Internal Services	30,347	21,558	17,058	5,840
Operating Budget	581,268	733,170	626,226	725,589
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	19,433	20,480	20,480	24,033
Total Budget	600,701	753,650	646,706	749,622

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Parks and Recreation Director	40	1
Asst. Parks and Rec. Director	34	1
Administrative Assistant	28	1
Customer Service Liaison	24	1
Parks Coordinator	22	1

Total # of Full-Time Employees 5

2018-19 Operating Budget: 725,589
2017-18 Operating Budget: 733,170
Dollar Change: (7,581)
Percentage Change: -1.03%

2018-19 Personnel - F.T.E. 5.00
2017-18 Personnel - F.T.E. 5.00
Personnel Change: 0.00

Budget Objectives Form

Department: Parks and Recreation
Division: Administration
Dept. #: 12
Division #: 460

Objective:

\$ 749,622 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, operating 23 activity centers, coordinating numerous community events, and providing programming for approximately 60,000 residents.

ACTIVITIES:

- \$ 686,004 001 **Administration:** 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.

- \$ 60,621 002 **Office Space:** To provide temporary offices for Parks and Recreation Administration. Funds will cover rent and operating costs associated with new space

- \$ 2,997 003 **Vehicles:** Maintenance and replacement of two vehicles

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	289,136	220,896	231,924	205,500
Operating Expenses	173,553	13,875	42,352	13,660
Internal Services	38,771	11,253	11,253	10,960
Operating Budget	501,460	246,024	285,529	230,120
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	9,340	12,200	12,200	8,209
Total Budget	510,800	258,224	297,729	238,329

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Recreation Supervisor	28	2

Total # of Full-Time Employees 2

2018-19 Operating Budget: 230,120
2017-18 Operating Budget: 246,024
Dollar Change: (15,904)
Percentage Change: -6.46%

2018-19 Personnel - F.T.E. 2.00
2017-18 Personnel - F.T.E. 2.00
Personnel Change: 0.00

Budget Objectives Form

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

Objective:

\$ 238,329 To provide administrative support, leadership, supervision, and direction for employees responsible for the City's recreation programs, services, and facilities.

ACTIVITIES:

\$ 220,340 001 **Recreation Administration:** Provides overall supervision of the Division's varied programs and services as well as leadership and direction for the work force of full time and part time employees.

\$ 8,000 002 **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.

\$ 9,989 003 **Vehicles:** Maintenance costs and replacement costs for two buses, two Chevy vans and a Ford Taurus automobile.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	447,031	393,027	427,653	469,643
Operating Expenses	769,219	789,310	864,587	633,738
Internal Services	18,205	31,267	27,267	29,954
Operating Budget	1,234,455	1,213,604	1,319,507	1,133,335
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	16,000	8,000	8,000	16,000
Reserves & Other	15,807	14,710	14,710	13,965
Total Budget	1,266,262	1,236,314	1,342,217	1,163,300

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Recreation Coordinator	22	1
Recreation Specialist	21	4
Total # of Full-Time Employees		5

2018-19 Operating Budget: 1,133,335
2017-18 Operating Budget: 1,213,604
Dollar Change: (80,269)
Percentage Change: -6.61%

2018-19 Personnel - F.T.E. 5.00
2017-18 Personnel - F.T.E. 5.00
Personnel Change: 0.00

Budget Objectives Form

Department: Parks and Recreation
Division: Athletics
Dept. #: 12
Division #: 462

Objective:

\$ 1,163,300 To administer, plan, direct and supervise athletic programs for adults and youth of the community at the City's three major athletic complexes (Cagni, Pepper, and Ben Franklin Parks).

ACTIVITIES:

- \$ 190,567 001 **Claude Pepper Park Operations:** Supervise and maintain Pepper Park in order to accommodate the leisure needs of the residents of North Miami and the surrounding community.
- \$ 177,665 002 **Ray Cagni Park Operations:** Supervise and maintain athletic complex at Cagni Park to accommodate the leisure needs of the residents of North Miami and the surrounding community.
- \$ 137,605 003 **Ben Franklin Park Operations:** Supervise and maintain athletic complex at Cagni Park to accommodate the leisure needs of the residents of North Miami and the surrounding community.
- \$ 171,025 004 **Youth Sports:** Administer and coordinate organized team sports for children of the community; some of the activities offered are football, basketball, cheering, soccer, and baseball. Program revenue is projected to be \$16,000.
- \$ 26,548 005 **Youth Athletic Camp** - Administer, plan, direct, and supervise athletics program for youth and adults.
- \$ 28,302 006 **Vehicle:** Maintenance and replacement.
- \$ 92,795 007 **Cagni Park Gymnasium** - Supervise and maintain Cagni Park Gymnasium in order to accommodate the leisure needs of the residents of North Miami and the surrounding community.
- \$ 338,793 008 **JCC Community Center** - Supervise and maintain the Jewish Community Center in order to accommodate the leisure needs of the residents of North Miami and the surrounding community.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	132,945	153,176	151,014	157,416
Operating Expenses	182,550	141,068	246,506	132,648
Internal Services	2,555	1,330	1,330	664
Operating Budget	318,050	295,574	398,850	290,728
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	5,888	5,687	5,687	5,609
Total Budget	323,938	301,261	404,537	296,337

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Recreation Specialist	21	1
Lifeguard	17	1

Total # of Full-Time Employees 2

2018-19 Operating Budget: 290,728
2017-18 Operating Budget: 295,574
Dollar Change: (4,846)
Percentage Change: -1.64%

2018-19 Personnel - F.T.E. 2.00
2017-18 Personnel - F.T.E. 2.00
Personnel Change: 0.00

Budget Objectives Form

Department: Parks and Recreation
Division: Aquatics
Dept. #: 12
Division #: 463

Objective:

\$ 296,337 To provide two aquatic facilities and qualified personnel to conduct a variety of recreational and educational aquatic programs in accordance with HRS regulations.

ACTIVITIES:

- \$ 287,728 001 **Sasso Pool Operation:** Operate a public swimming pool and Wet-Tot-Lot on a year-round basis for open public swim, swim lessons, and party rentals. Revenue from operation is anticipated to be \$13,000.
- \$ 1,700 002 **Lifeguard Training Classes:** Provides three American Red Cross certified lifeguard training classes to 20 members of the public; classes will be rotated between both aquatic facilities. Revenue for the classes are anticipated to be \$1,700.
- \$ 6,909 003 **Pre-School Swim Program:** Provides qualified instruction, bus transportation, and supplies to teach up to 75 three to five year old children that attend local pre-schools how to swim. Revenue for the swim program is anticipated to be \$1,875.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	205,036	201,254	203,038	202,674
Operating Expenses	336,472	40,243	373,083	38,386
Internal Services	3,992	2,025	2,025	961
Operating Budget	545,500	243,522	578,146	242,021
Capital Outlay	8,450	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	9,197	8,659	8,659	8,124
Total Budget	563,147	252,181	586,805	250,145

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Tennis Pro	31	1
Recreation Leader I	16	1
Total # of Full-Time Employees		2

2018-19 Operating Budget: 242,021
2017-18 Operating Budget: 243,522
Dollar Change: (1,501)
Percentage Change: -0.62%

2018-19 Personnel - F.T.E. 2.00
2017-18 Personnel - F.T.E. 2.00
Personnel Change: 0.00

Budget Objectives Form

Department: Parks and Recreation
Division: Tennis
Dept. #: 12
Division #: 464

Objective:

\$ 250,145 To provide tennis instruction, programs, tournaments, leagues, and tennis services for Penny Sugarman Tennis Center, Pepper Park and Cagni Park.

ACTIVITIES:

\$ 247,155 001 **Penny Sugarman and Cagni Tennis Facilities:** Provides a qualified tennis pro and staff primarily to oversee the tennis program at Penny Sugarman Tennis Center and to provide associated programming at Cagni Park.

\$ 2,990 002 **Pepper Park Tennis Operation:** Provides tennis supplies and a phone line to the tennis contractor who oversees recreational and instructional tennis programs and court management services at Pepper Park.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	237,554	292,026	268,529	304,101
Operating Expenses	249,493	247,666	234,603	233,848
Internal Services	5,340	2,648	2,648	1,260
Operating Budget	492,387	542,340	505,780	539,209
Capital Outlay	12,850	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	12,304	11,326	11,326	10,646
Total Budget	517,541	553,666	517,106	549,855

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Recreation Coordinator	22	1
Recreation Leader II	18	2
Recreation Leader I	16	1
Total # of Full-Time Employees		4

2018-19 Operating Budget: 539,209
2017-18 Operating Budget: 542,340
Dollar Change: (3,131)
Percentage Change: -0.58%

2018-19 Personnel - F.T.E. 4.00
2017-18 Personnel - F.T.E. 3.00
Personnel Change: 1.00

Budget Objectives Form

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

Objective:

\$ 549,855 To operate and run programs in three City centers: Sunkist Grove Community Center, Keystone Community Center, and Griffing Adult Center.

ACTIVITIES:

- \$ 191,901 001 **Sunkist Grove Community Center:** Operate Sunkist Grove Community Center, including a computer lab, drop-in evening program, weekend rentals, and camps. Revenue for facility rentals is estimated at \$6000.
- \$ 218,040 002 **Griffing Adult Center:** Operate the Griffing Adult Center for senior adult programming and events. Provide staff and supplies for operation of various classes for senior adults; classes offered include Fabric Painting, Decorative Arts, Chorus, and Hooked on Crafts. Revenues for the classes are estimated at \$1500.
- \$ 35,580 003 **Keystone Center and School Skills Program:** Operation of Keystone Community Center, which includes a program for children ages 3 - 5, weekend rentals, and camps. Revenue for facility rentals is estimated at \$2000, while revenue for the School Skills program is estimated at \$8000.
- \$ 104,334 004 **Teen Programming:** Administer, plan, direct and coordinate.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	42,160	41,385	61,067	79,927
Operating Expenses	146,933	224,003	186,480	37,568
Internal Services	14,583	3,000	0	0
Operating Budget	203,676	268,388	247,547	117,495
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	203,676	268,388	247,547	117,495

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Administrative Coordinator	25	1
Total # of Full-Time Employees		1

2018-19 Operating Budget: 117,495
2017-18 Operating Budget: 268,388
Dollar Change: (150,893)
Percentage Change: -56.22%

2018-19 Personnel - F.T.E. 1.00
2017-18 Personnel - F.T.E. 0.00
Personnel Change: 1.00

Budget Objectives Form

Department: Parks and Recreation
Division: Parks Administration
Dept. #: 12
Division #: 466

Objective:

\$ 117,495 To provide administrative support for Parks Division operations and to keep the Parks Operations Center operational.

ACTIVITIES:

\$ 85,697 001 **Parks Administration:** Provides direct supervision, administration, operational control, coordination, and clerical needs of the Parks Division.

\$ 31,798 002 **Parks Operations Center Expenses:** Provides utility services (water and sewer, telephones, electricity, and sanitation collection charges), contractual services (maintenance of the air conditioning and burglar alarm), a fax and copy machine, and facility maintenance.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	28,105	3,182	18,604	3,182
Operating Expenses	84,579	121,158	178,056	101,763
Internal Services	0	0	0	0
Operating Total	112,684	124,340	196,660	104,945
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Non-Operating	0	0	0	0
Total Budget	112,684	124,340	196,660	104,945

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
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Total # of Full-Time Employees **0**

2018-19 Operating Budget:	104,945
2017-18 Operating Budget:	124,340
Dollar Change:	(19,395)
Percentage Change:	-15.60%

2018-19 Personnel - F.T.E.	0.00
2017-18 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:

\$ 104,945 To provide the staff and supplies to maintain the North Miami Athletic Stadium.

ACTIVITIES:

\$ 104,945 001 **Complex Operations:** To provide part-time staff, facility maintenance including field preparation, irrigation, supplies and maintenance equipment; electrical repairs and services; and scoreboard lighting repairs. Provide part-time park attendants for weekday and weekend rental activities. Rental revenue is projected to be \$85,000

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	659,269	691,820	631,595	731,807
Operating Expenses	196,985	230,097	185,873	162,515
Internal Services	121,335	48,555	48,555	52,856
Operating Budget	977,589	970,472	866,023	947,178
Capital Outlay	46,379	93,041	107,441	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	165,477	28,629	28,629	26,022
Total Budget	1,189,445	1,092,142	1,002,093	973,200

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Parks Superintendent	30	1
Parks Specialist	21	1
Trades Mechanic	20	2
Maintenance Mechanic	18	2
General Maintenance Worker	15	4
Total # of Full-Time Employees		10

2018-19 Operating Budget: 947,178
2017-18 Operating Budget: 970,472
Dollar Change: (23,294)
Percentage Change: -2.40%

2018-19 Personnel - F.T.E. 10.00
2017-18 Personnel - F.T.E. 10.00
Personnel Change: 0.00

Budget Objectives Form

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

Objective:

\$ 973,200 To maintain 4 major park facilities, 11 passive parks, a pool, and 7 recreation centers. To support City events and activities budgeted in other decision units as well as respond to emergencies and complaints.

ACTIVITIES:

\$ 923,422 001 **Facility Operations:** Maintain the City's Parks and Recreation facilities which include buildings, grounds, pools, and playgrounds.

 \$ 49,778 002 **Vehicles:** Maintenance and Replacement

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	1,176,003	1,070,764	997,166	1,146,517
Operating Expenses	316,307	357,748	346,382	122,848
Internal Services	263,970	253,786	253,786	293,080
Operating Budget	1,756,280	1,682,298	1,597,334	1,562,445
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	48,275	48,347	48,347	40,044
Total Budget	1,804,555	1,730,645	1,645,681	1,602,489

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Parks Supervisor	28	1
Assistant Parks Supervisor	27	1
Parks Coordinator	22	1
Parks Specialist	21	1
Heavy Equipment Operator	20	1
Trades Mechanic	20	1
Maintenance Mechanic	18	2
Motor Equipment Operator	18	6
General Maintenance Worker	15	3
Total # of Full-Time Employees		17

2018-19 Operating Budget: 1,562,445
2017-18 Operating Budget: 1,682,298
Dollar Change: (119,853)
Percentage Change: -7.12%

2018-19 Personnel - F.T.E. 17.00
2017-18 Personnel - F.T.E. 15.00
Personnel Change: 2.00

Budget Objectives Form

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

Objective:

\$ 1,602,489 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:

- \$ 950,938 001 Rights-of-Way Operations: 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.

- \$ 363,208 002 Aerial and Tree Operations: Maintain trees on City properties including swales, parkways, medians, monuments, cul-de-sacs, and canal ends. Work performed includes trimming, shaping, and repairing trees as well as removing and replacing trees as necessary.

- \$ 288,343 004 **Vehicles:** Maintenance and Replacement

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	86,165	155,696	84,859	172,923
Operating Expenses	48,772	60,251	75,959	56,394
Internal Services	2,269	1,670	1,670	1,775
Operating Budget	137,206	217,617	162,488	231,092
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	3,842	3,550	3,550	6,564
Total Budget	141,048	221,167	166,038	237,656

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Parks Naturalist	21	2
Total # of Full-Time Employees		2

2018-19 Operating Budget: 231,092
2017-18 Operating Budget: 217,617
Dollar Change: 13,475
Percentage Change: 6.19%

2018-19 Personnel - F.T.E. 2.00
2017-18 Personnel - F.T.E. 2.00
Personnel Change: 0.00

Budget Objectives Form

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

Objective:

\$ 237,656 To provide daily maintenance, supervision, programming, and operation of 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:

\$ 229,995 001 **Facility Operations and Maintenance:** Provides for the operation, programming, and maintenance of the park grounds, facilities, and structures.

\$ 6,662 002 **Facility Programming:** Provides nature programming and maintenance of nature exhibits at the facility. Programming includes guided tours, various workshops, and special nature-related events. Revenue from program fees is projected to total \$1500.

\$ 999 003 **Vehicle:** Maintenance and Replacement

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	5,191	4,559	9,773	4,559
Operating Expenses	85,035	101,770	109,901	77,070
Internal Services	0	0	0	0
Operating Budget	90,226	106,329	119,674	81,629
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	90,226	106,329	119,674	81,629

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		
Total # of Full-Time Employees		0

2018-19 Operating Budget:	81,629
2017-18 Operating Budget:	106,329
Dollar Change:	(24,700)
Percentage Change:	-23.23%
2018-19 Personnel - F.T.E.	0.00
2017-18 Personnel - F.T.E.	0.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

\$ 81,629 To provide cooperative programming with public schools during the public school system breaks.

ACTIVITIES:

\$ 81,629 001 **Summer Camps:** Provide Children ages 6-12 with a place to go during the summer while their parents or guardians are at work. The camps are held at Enchanted Forest and Sunkist Grove Community Centers. Revenue is estimated at \$60,000 for the three camps.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	100,861	157,078	79,408	164,642
Operating Expenses	703,768	525,937	680,546	405,110
Internal Services	4,046	11,440	11,440	12,972
Operating Budget	808,675	694,455	771,394	582,724
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	2,500	2,500	2,500	2,500
Reserves & Other	4,662	4,019	4,019	4,112
Total Budget	815,837	700,974	777,913	589,336

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Community Engagement Administrator	28	1

Total # of Full-Time Employees 1

2018-19 Operating Budget: 582,724
2017-18 Operating Budget: 694,455
Dollar Change: (111,731)
Percentage Change: -16.09%

2018-19 Personnel - F.T.E. 1.00
2017-18 Personnel - F.T.E. 1.00
Personnel Change: 0.00

Budget Objectives Form

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

Objective:

\$ 589,336 To coordinate, staff and implement events sponsored and/or run by the City of North Miami. Some of these events include the WinterNational Parade and Festival, July 4th Celebration, Children's Halloween Party, and various civic events.

ACTIVITIES:

- \$ 129,612 001 **Special Events Staff** - 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.
- \$ 51,666 002 **WinterNational Parade** - Promote and produce North Miami's 31st annual Thanksgiving Day parade.
- \$ 55,668 003 **July 4th Celebration** - Promote and produce North Miami's annual family Independence Day celebration featuring a major fireworks display, live entertainment, games and activities at the North Miami Athletic Stadium.
- \$ 13,689 004 **Haunted Trails** - Promote and produce a Halloween party for children as well as families in the Enchanted Forest Park. The projected revenue from this event is estimated at \$8000.
- \$ 285,633 005 **Community Events:** These events give the City the opportunity to recognize the accomplishments of Dr. King; bringing the community, its residents and local schools/ universities together for a common purpose. Presentations, singing, dancing & refreshments offered. Easter Egg Hunt revenue \$800.
- \$ 35,759 006 **City Events** - Provide support for various community events held throughout the City such as Sunday Afternoon Live, Veterans and Memorial Day ceremonies, and North Miami Concert Band concerts.
- \$ 4,823 007 **Civic Group Events** - Provide staff support for various annual events; some of the events include Little League opening ceremonies and the Tenth Annual Cancer Walk.
- \$ 12,486 009 **Vehicle:** Maintenance and Replacement

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	2,318	1,806	2,373	1,806
Operating Expenses	56,772	61,138	67,990	60,538
Internal Services	0	0	0	0
Operating Budget	59,090	62,944	70,363	62,344
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	59,090	62,944	70,363	62,344

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2018-19 Operating Budget: 62,344
2017-18 Operating Budget: 62,944
Dollar Change: (600)
Percentage Change: -0.95%

2018-19 Personnel - F.T.E. 0.00
2017-18 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:

\$ 62,344 To provide a facility for public assembly activities including private, non-profit, government, civic and educational functions.

ACTIVITIES:

\$ 62,344 001 GMCC Operations: Provide facility scheduling functions, rental staff, contractual cleaning and set up and supplies for the maintenance of the community center.

Budget Objectives Form

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

Objective:

\$ 7,310 To provide for specialized programs for North Miami's youth as recommended by the Youth Opportunity Board and the City Council.

ACTIVITIES:

\$ 3,910 001 **Summer Interns Program:** Provides employment for up to 23 high school students that are City residents and interested in public service. Students work in various City departments, where they perform tasks to learn governmental operations and provide services to departments in accomplishing projects that may otherwise not be performed.

\$ 2,000 002 **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.

\$ 400 003 **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.

\$ 1,000 004 **Essay Contests:** Provides 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. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	7,063	(461,216)	1,559	(2,327,757)
Operating Expenses	908,588	502,225	140,384	233,797
Internal Services	0	134,400	134,400	(1,378,371)
Operating Budget	915,651	175,409	276,343	(3,472,331)
Capital Outlay	0	855,506	855,506	350,000
Debt Service	0	0	0	0
Grants & Aids	240,663	325,000	325,000	500,500
Reserves & Other	43,185	9,856,670	1	6,969,317
Total Budget	1,199,499	11,212,585	1,456,850	4,347,486

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		
Total # of Full-Time Employees		0

2018-19 Operating Budget:	(3,472,331)
2017-18 Operating Budget:	175,409
Dollar Change:	(3,647,740)
Percentage Change:	-2,079.56%
2018-19 Personnel - F.T.E.	0.00
2017-18 Personnel - F.T.E.	0.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

\$ 4,347,486 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:

- \$ (3,725,439) 001 **Miscellaneous Expenses & Reserves:** Provides funds for reimbursement to Florida Unemployment Compensation Fund for benefits paid.
- \$ 7,350,000 002 **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.
- \$ 2,425 003 **Corporate Run:** Provides funds for up to 40 City employees to participate in the annual corporate run in downtown Miami as a team building event. The funds will cover registration fees, a tent, team t-shirts, and food and refreshments.
- \$ 500,500 Sup. **Civic Grants:** 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

FY19 Supplemental/CIP Request

Project Description:	Grants to Others	
Department:	Non-Departmental	Project #
Division:	Grants to Others	Totals
Account Number:	001-13-486000-519-800-000	\$550,000
Project Location:	NE 125th ST between NE 6th and NE 10th Ave	Request Type
		Additional Funds
		Priority Level
		Reg.

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 segments of this community. The grants for FY19 are listed below:

Project Estimates:

Object Code	Description	Prior Years	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Total Estimate
801	NoMi Fdtn for Sr Citizens	115,500	115,500					115,500
810	NoMi Chamber of Commerce	75,000	75,000					75,000
810	NoMi Haitian Chamber of Commerce	20,000	20,000					20,000
818	PAL Grant and PAL Tutoring	195,000	195,000					195,000
818	Assoc. Haitian Educators of Dade	25,000	25,000					25,000
820	Adults Continuing Education	50,000	50,000					50,000
820	First Generation Scholarship Fund	10,000	10,000					10,000
820	Take Stock in Children Scholarship	10,000	10,000					10,000
Total		500,500	500,500					500,500

Funding Source	Fund #	% Funding	Prior Years	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Total Estimate
1/2-Cent	185	100%	500,500	500,500					500,500
Total		100%	500,500	500,500					500,500

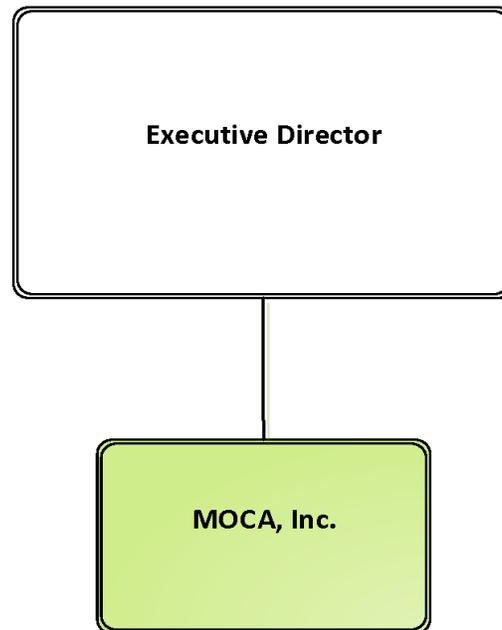
Budget Office Use Only

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

FY 19 Operating Cost: \$ —
FY 19 Capital Cost: \$ 500,500
Future Years' Estimated Annual Cost: \$ —

MUSEUM OF CONTEMPORARY ARTS

Mission Statement: 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.



MUSEUM OF CONTEMPORARY ARTS

Core Responsibilities:

- Collect the best examples of contemporary art available.
- Present exhibition that will engage the public on multiple levels for a greater understanding of contemporary art and its influences.
- 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 to provide an understanding of the basics of art as well as deeper knowledge of all aspects of art in the contemporary world.
- Cultivate a membership, donor and corporate support base to provide financial sustainability to ensure the development of exhibitions and programming for the community.
- Create and maintain an environment that values the works of emerging and experimental artists.
- Present the best local, national and international contemporary art to a diverse community.

FY18 Major Accomplishments:

- Implemented City of North Miami's plan to hire an Executive Director.
- Painted the Museum back to the original colors designated by Charles Gwathmey.
- Provided outreach programs to 5,000 students.
- Recent local and national press includes features in Miami Today, Modern Luxury Magazine, Miami Herald, Artforum, Art News, Art Newspaper.

FY19 Major Projects and Initiatives:

- Organize six to eight exhibits in FY19 that are pivotal to contemporary art.
- Present provocative and innovative exhibitions and seek a fresh approach to examining the art of our time.
- Provide challenging and interactive educational and interpretive experiences of contemporary art to all ages.
- Protect and conserve MOCA's collection of over 450 exemplary works of contemporary art.
- Grow the Board of Trustees.
- Expand collaborations with local, national and international artists, collectors, galleries, and museums.
- Expand educational programming by adding 10% more classes for children, teens and adults.
- Increase the number of participants in the educational and outreach programs at MOCA.
- Build additional partnerships with schools and adult centers to increase the number of participating youth and adults in the weekly educational initiatives.
- Reinstate the Women on the Rise! program.
- Develop targeted membership campaigns to cultivate new members.
- Identify 20% additional funding.

MUSEUM OF CONTEMPORARY ARTS

Performance Measures:

MOCA Performance Measures	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 YEE	FY 2019 Target
Exhibits organized (#)	4	8	8	8	7	7
MOCA Memberships	716	197	166	102	116	225
Students Served via MOCA Education Programs	8,000 Students	5,000 Students	5,000 Students	3,100 Students	3,100 Students	3,500 Students

Budget Summary Form

Department: Museum of Contemporary Art
Dept # 14 / 482

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	413,875	379,347	315,752	235,338
Operating Expenses	165,763	192,161	184,585	150,042
Internal Services	27,322	20,309	20,309	8,745
Operating Budget	606,960	591,817	520,646	394,125
Capital Outlay	93,800	0	3,500	0
Debt Service	0	0	0	0
Grants & Aids	737,960	814,937	1,087,627	1,016,577
Reserves & Other	29,616	32,894	32,894	9,394
Total Budget	1,468,336	1,439,648	1,644,667	1,420,096

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Director	40	1

Total # of Full-Time Employees 1

2018-19 Operating Budget: 394,125
2017-18 Operating Budget: 591,817
Dollar Change: (197,692)
Percentage Change: -33.40%

2018-19 Personnel - F.T.E. 1.00
2017-18 Personnel - F.T.E. 2.00
Personnel Change: -1.00

Budget Objectives Form

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

Objective:

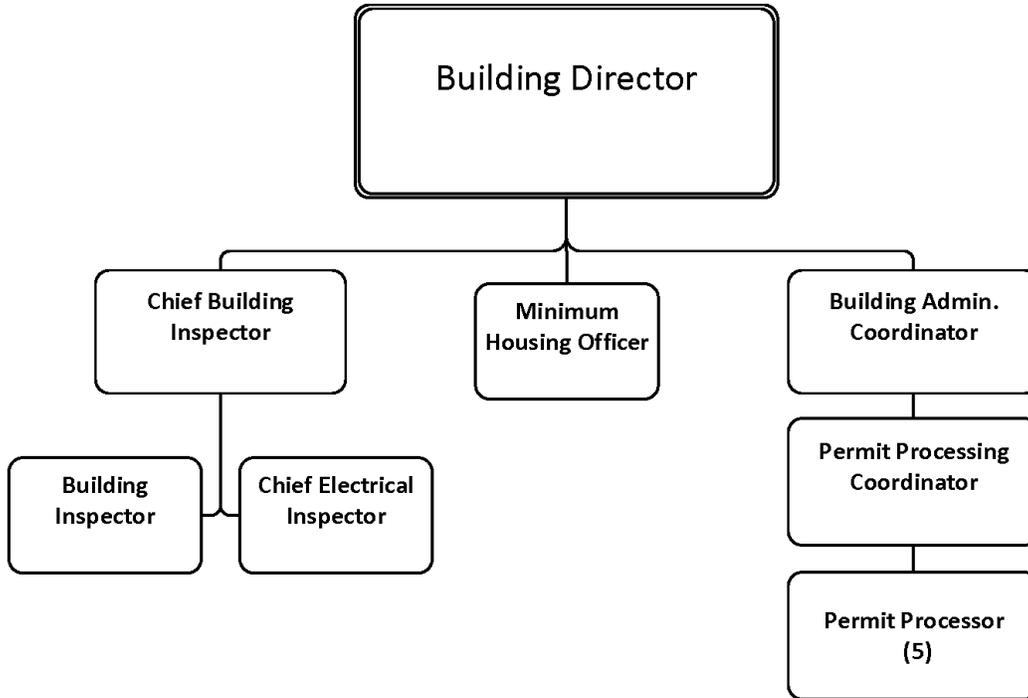
\$ 1,420,096 To make contemporary art of internationally known artists, and particularly young and emerging artists, accessible to diverse audiences, especially under-served populations by exploring the art of our time and its relationship to a broader cultural context.

ACTIVITIES:

- \$ 228,515 001 **MOCA Administrative Staff:** Provides management and coordination of the exhibits and programs offered throughout the year by the Museum of Contemporary Art including 8 exhibitions, 12 Jazz at MOCA concerts, lectures, Haitian cultural events, children's classes and teen programs.
- \$ 960,177 002 **Museum Specialized Services:** Provides for the services required of a first class museum including full-time curatorial services; preparatory services and security services provided by contractors.
- \$ 156,856 003 **Building Operations:** Provides the maintenance and upkeep of the 23,000 square foot MOCA building with a full-time maintenance mechanic, including utilities and contractual building services.
- \$ 67,056 004 **Jazz at MOCA:** Provides 12 outdoor jazz concerts in the Civic Center Plaza at no charge for the entertainment and enjoyment of City residents and visitors.
- \$ 7,492 005 **Vehicle:** Maintenance and replacement.

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 everyone that lives, works or 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 regarding the Florida Building Code
- Confirm that construction sites are maintained in a safe condition
- Educate residents and business owners about sanitation rules and the enforcement of the rules.

FY18 Major Accomplishments:

- Increased inspection staff.
- Completed inspections for two major projects; Costco and SolēMla Rental Towers.
- Issued Certificate of Occupancies on new construction for:
 - 38 townhouses
 - 397 multifamily living units
 - 4 story Storage Building
 - 2 Family Dollar Stores
 - Publix Supermarket
 - 10 single family houses

FY19 Major Projects and Initiatives:

- Continuation of plan review and inspection for SolēMla project.
- New Storage Building on 123rd Street.
- Causeway Village
- New multifamily building on NE 130 St.
- Finalizing Warren Henry car dealership

Performance Measures:

Building Performance Measures	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 YEE	FY 2019 Target
Building Inspections	9,711	9,607	9,700	10,692	11,689	11,500
Building Permits Applied	2,660	2,632	2,800	3,100	3,081	3,100
Building Permits Issued	2,419	2,393	2,650	2,892	2,757	2,900
Certificate of use inspection	400	450	450	440	353	400
Re-Occupancy Applies	1,119	1,050	1,100	982	831	850
Re-Occupancy Inspected	1,089	1,030	1,050	934	821	825

Budget Summary Form

Department: Building
Dept Div #: 15 / 441

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	882,372	1,179,723	1,009,454	1,280,356
Operating Expenses	314,716	673,894	340,711	344,814
Internal Services	47,603	48,243	45,081	12,009
Operating Budget	1,244,691	1,901,860	1,395,246	1,637,179
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	22,580	46,655	46,655	46,633
Total Budget	1,267,271	1,948,515	1,441,901	1,683,812

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Building Director	40	1
Chief Electrical Inspector	30	1
Chief Building Inspector	30	1
Building Inspector	29	1
Building Administrative Coordinator	25	1
Minimum Housing Officer	23	1
Permit Processing Coordinator	20	1
Permit Processor	18	5
Clerical Inspector	16	1
Total # of Full-Time Employees		13

2018-19 Operating Budget:	1,637,179
2017-18 Operating Budget:	1,901,860
Dollar Change:	(264,681)
Percentage Change:	-13.92%

2018-19 Personnel - F.T.E.	13.00
2017-18 Personnel - F.T.E.	12.00
Personnel Change:	1.00

Budget Objectives Form

Department: Building
Division: Building Services
Dept. #: 15
Division #: 441

Objective:

\$ 1,683,812 To maintain and enhance the City's built environment by ensuring that construction meets the requirements of the Florida Building Code, City Land Development Regulations, the City's Comprehensive Plan, Life Safety and Fire Code, Accessibility and any other applicable codes; and to assure that minimum housing standards are maintained to protect the health, safety and welfare of the citizens.

ACTIVITIES:

- \$ 1,569,290 001 **Building Services** - To provide to the public a full complement of building related services, from permit processing to plan review and permit issuance; all related building progress inspections in the disciplines of building, roofing, electrical, mechanical, structural and Community Rating System (CRS).

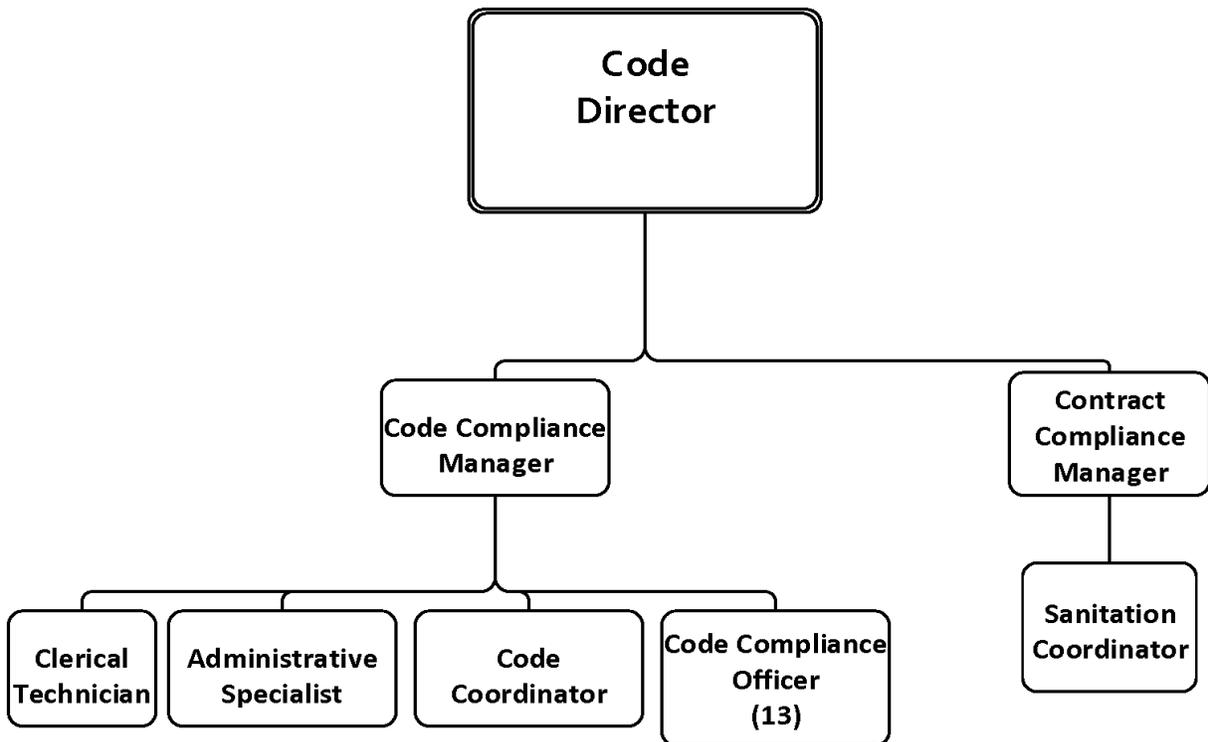
- \$ 99,751 002 **Minimum Housing** - The Division enforces the Minimum Housing, Re-Occupancy and BND (Building No Permit) issues to protect the health, safety and welfare of the public. The Division staffs the Special Magistrate process and brings cases of noncompliance to both the Magistrate and the Code Board.

- \$ 8,278 003 **Building Costs** - Pay operational expenses for two buildings which house the Department's staff, specifically utilities, pest control and mats, and \$1 rent to the Water and Sewer Enterprise.

- \$ 6,493 004 **Vehicle:** Maintenance and replacement

CODE COMPLIANCE

Mission Statement: The purpose of the Code Compliance Department is 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:

- Collect the best examples of contemporary art available
- Improve the safety, quality of life and cleanliness in the City of North Miami.
- Investigate complaints and enforce violations of Municipal, County and State codes, rules, and laws relating to residential, commercial, waterways, and multi-family properties.
- Enforce building codes, land development regulations, certificate of use regulations and business tax regulations.
- Educate the residents and business owners on Municipal, County and State codes, in order to bring about voluntary compliance.
- Educate residents to increase compliance and improve public awareness on the safe and humane treatment of animals and investigate complaints and enforce violations of Municipal codes, relating to the safe and humane treatment of animals.
- Enhance the quality of life in the neighborhoods and increase property values through continued public awareness of the Abandoned Real Property Registration Program and its' benefits.
- Reduce the number of false alarm calls received, while increasing compliance and public awareness of the False Alarm Reduction Program through continued education.
- Educate residents and business owners about sanitation rules and the enforcement of the rules.

FY18 Major Accomplishments:

- Code Compliance Officer were all cross trained in enforcing various sections of the code to ensure continuous coverage throughout the City .
- Special Magistrate hearings were adjusted from two hearings on the first Wednesday of each month to two hearings a month to ensure cases are heard in a more expeditious manner and increase compliance. Special Magistrate hearings are now held on the first and third Wednesday of each month.
- Established a Sanitation Division responsible for managing the Sanitation services contract and for coordinating special pickups and cleanups etc.
- Separation of the Code Compliance Unit from the North Miami Police Department and established the Code Compliance Department.

FY19 Major Projects and Initiatives:

- Increase educational public service messages on several media outlets such as TV, printed fliers, website, and social media.
- Increase community outreach efforts utilizing code compliance workshops (Coffee with Code), homeowner associations meetings, code compliance sweeps, and "Staff Walk and Talks."
- Increase efficiency of service to the residents with the education and certification of all Code staff in every area of enforcement specific to the Code of Ordinances.
- Partnership with City Attorney's office to foreclose properties with excessive code liens.
- Amend Chapter 21 of the Code of Ordinances to increase civil penalties and implement a more efficient policy for the code enforcement process.

CODE COMPLIANCE

Performance Measures:

Code Compliance Performance Measures	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 YEE	FY 2019 Target
Inspections						
Courtesy Inspections (warnings)	1,500	898	614	1,189	653	1,500
Notice of Violations Opened	5,861	8,443	7,000	7,635	9,037	9,100
Notice of Violations Closed	4,910	7,374	6,000	6,094	8,305	9,100
Citations						
Civil Citations issued	545	818	1,144	1,066	578	600
Civil Citations Paid & Complied	438	643	847	737	204	600
Special Assessments (Lots, Pools, Sanitation)						
Lots, Pools, Special Sanitation pickups, Board ups, Graffiti	—	59	56	88	151	130
False Alarm Reduction Program (FARP)						
Civil Citations issued	455	490	100	95	87	75
New Activations	—	—	464	437	371	350
Abandoned Real Property Registration						
New Abandoned Registrations Processed	318	300	110	100	357	360

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	1,158,319	1,333,576	1,254,558	1,677,177
Operating Expenses	117,254	222,927	222,984	3,585,110
Internal Services	218,685	107,408	103,258	84,001
Operating Budget	1,494,258	1,663,911	1,580,800	5,346,288
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	48,595	45,124	45,124	55,693
Total Budget	1,542,853	1,709,035	1,625,924	5,401,981

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Code Compliance Director	40	1
Contract Compliance Manager	30	1
Code Compliance Manager	30	1
Code Coordinator	24	1
Code Compliance Officer	23	13
Sanitation Coordinator	22	1
Administrative Specialist	18	1
Clerical Technician	16	1
Total # of Full-Time Employees		20

2018-19 Operating Budget:	5,346,288
2017-18 Operating Budget:	1,663,911
Dollar Change:	<u>3,682,377</u>
Percentage Change:	221.31%

2018-19 Personnel - F.T.E.	20.00
2017-18 Personnel - F.T.E.	16.00
Personnel Change:	<u>4.00</u>

Budget Objectives Form

Department: Code Compliance
Division: Code Compliance
Dept. #: 16
Division #: 440

Objective:

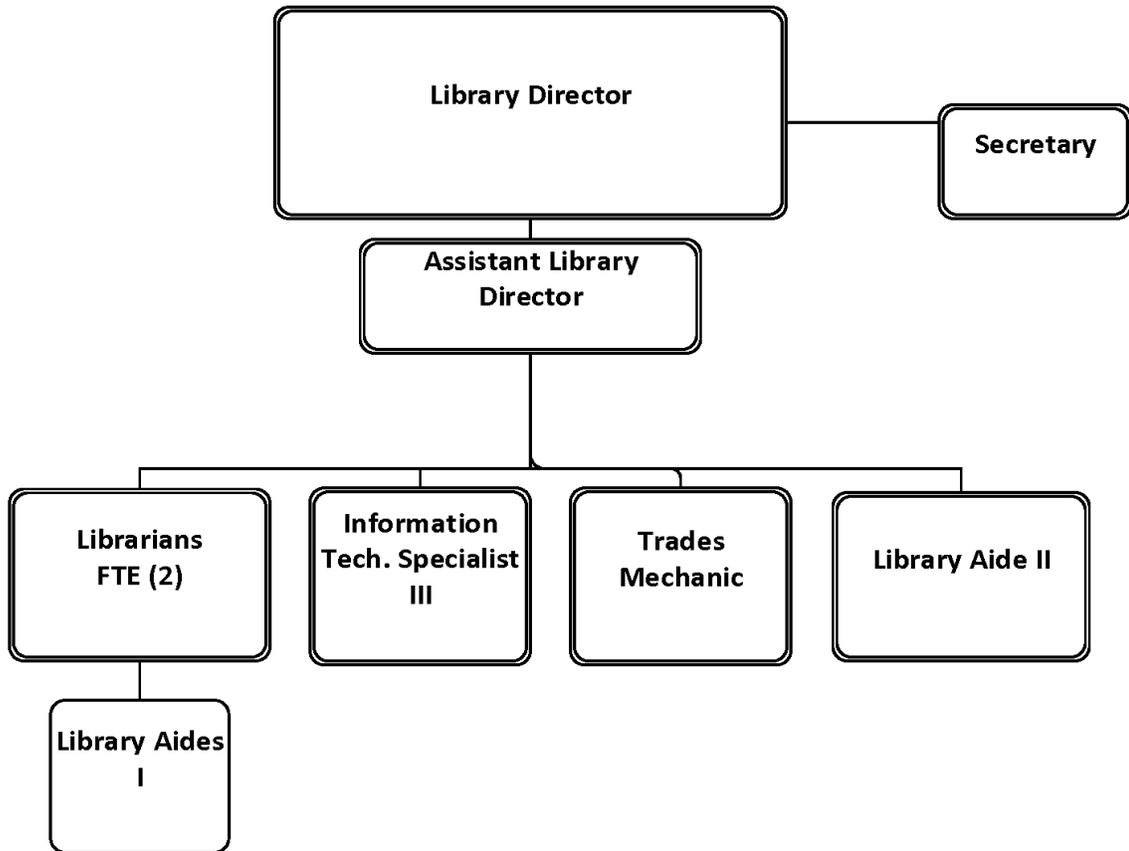
\$ 5,401,981 To ensure that consistent, thorough and citizen-responsive code enforcement services are provided to the North Miami residential and business communities.

ACTIVITIES:

- \$ 1,697,309 001 **Code Compliance:** Enforce residential and commercial code regulations; undertake education and outreach initiatives to promote an enhanced quality of life for the residents and to 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.
- \$ 23,100 002 **Special Magistrate:** Code Compliance & Minimum Housing Cases.
- \$ 77,413 003 **Vehicles:** Maintenance and replacement.
- \$ 3,604,159 005 **Sanitation Services:** To provide residential sanitation support including pickup and disposal of garbage and trash that can be containerized, twice a week.

LIBRARY

Mission Statement: 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 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, both 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

FY 18 MAJOR ACCOMPLISHMENTS:

- **Implemented new expanded hours of operation:** the library is now open 60 hours/6 days per week. This was a great improvement and was that has allowed us to better serve schools, pre-schools and child care centers that are now able to schedule early morning field trips for their students. Also improves our access for the elderly, retirees, or those seeking employment who can now access library computers and services at all times.
- **Expanded teen summer programs after addition of a new Teen Services Specialist Part Time staff:** programs targeting teens included weekly films, art workshops, cooking classes, and more. The addition of a designated Teen Activities coordinator at the professional level has allowed the library to address and start to fill a major area of service.
- **Digitization Project:** The North Miami Public Library partnered with FIU Libraries, and the Greater North Miami Historical Society on a SEFLIN-sponsored Digitization Project Grant. The project was fully completed in the fall of 2017. Over 800 images with descriptions were digitized and classified. These included not only photographs, but also issues of the North Miami Historian and the Miami Shores Bulletin from 1927-1928.
- **Art Exhibitions:** Showcased three major art exhibits and art appreciation programs honoring Black History, Haitian and Hispanic Heritage Months. These exhibits and related programming contribute to the cultural enrichment of families and youth in our community, and in partnership with MOCA and other organizations. Children from neighboring schools visited the exhibits on field trips to the library.
- **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, grand prizes, and a FAMILY FUN DAY. More than 700 children and youth attending Family Fun Day at the Library.

LIBRARY

FY 19 MAJOR PROJECTS AND INITIATIVES:

- Bring at least two major art exhibits and art appreciation programs that will contribute to the cultural enrichment of families and youth in our community, and in partnership with MOCA and other organizations.
- Develop and implement teen programs targeting the after school student population.
- Bring at least two major art exhibits and art appreciation programs that will contribute to the cultural enrichment of families and youth in our community, and in partnership with MOCA and other organizations.
- Seek new grant funding and/or new community partners in support of early literacy, adult ESL programs, and computer skills.
- Seek funding for innovative new technologies as applied to library services.
- 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 the Friends of the Library.
- Offer a Summer Reading Program for children and teens in support of school readiness that will encourage learning and reading for the joy of it.
- Continue growing the library’s French-Creole and Spanish Language collections by dedicating 5% of the book budget in support our city’s ethnic, linguistic, and economic diversity.
- Continue to grow/update the library’s business, technology, and health related collections and resources dedicating 5% of the print, digital, and reference book budget - (ongoing).
- Partner with schools, local universities and colleges, and our own Downtown Book Center to bring informational programs about health and nutrition as well as author visits and other events.
- Seek new opportunities of collaboration with neighboring municipal libraries and the Miami Dade Public Library System.

Performance Measures:

Library Performance Measures	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 YEE	FY 2019 Target
Number of new registered borrowers	2,478	1,580	2,300	3,840	5,500	6,500
Average number of library visits per door count per month	24,000	5,535	4,800	8,760	10,800	12,500
Total Circulation of library materials	33,260	2,176	20,000	57,502	65,000	70,000
Total annual number of patrons attending library programs	6,210	9,881	8,667	21,827	25,727	30,000
Number of computer hours	2,800	2,300	15,000	11,915	15,825	20,000

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	616,371	786,690	693,367	815,047
Operating Expenses	236,971	248,209	258,573	271,277
Internal Services	22,059	9,767	8,597	5,739
Operating Budget	875,401	1,044,666	960,537	1,092,063
Capital Outlay	135,177	55,743	62,957	51,243
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	29,778	32,381	32,381	32,422
Total Budget	1,040,356	1,132,790	1,055,875	1,175,728

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Library Director	40	1
Assistant Library Director	34	1
Information Tech. Specialist III	26	1
Librarian	23	2
Secretary	20	1
Trades Mechanic	20	1
Library Aide II	18	1
Library Aide I	15	1
Total # of Full-Time Employees		9

2018-19 Operating Budget: 1,092,063
2017-18 Operating Budget: 1,044,666
Dollar Change: 47,397
Percentage Change: 4.54%

2018-19 Personnel - F.T.E. 9.00
2017-18 Personnel - F.T.E. 9.00
Personnel Change: 0.00

Budget Objective Form

Department: Library
Division: Library
Dept. # 17
Division #: 490

Objective:

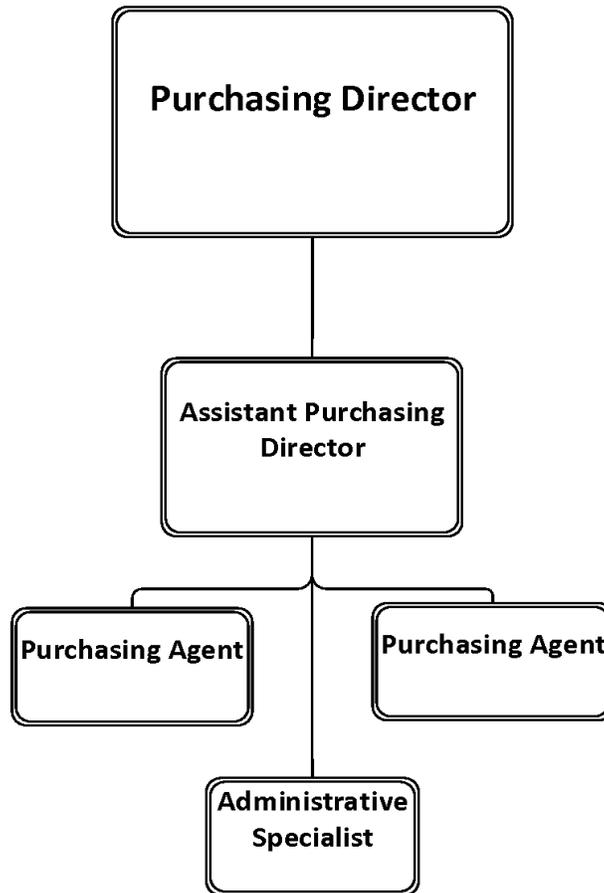
1,175,728 To manage the Public Library and provide necessary materials, technology and public services.

ACTIVITIES:

- | | | |
|---------|------------|--|
| 889,329 | 001 | Department Administration: Manage and administer a department to optimize funding, staff output, patron satisfaction, facility maintenance, safety, and security. |
| 171,153 | 002 | Collection Development: Identify, procure, catalog, process, organize and store print, non-print, and subscription materials appropriate for a multicultural community. |
| 11,746 | 003 | Public Services: 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 varied user groups in the City - general public, school, business, civic, institution and government. |
| 23,500 | 004 | Internet and Technological Services: 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. |
| 80,000 | Funded Sup | AC Unit Replacement (Funded by Impact Fees) |

PURCHASING

Mission Statement: The Purchasing Department's goal is to ensure that the City of North Miami administration is provided with an efficient, professional and competitive procurement process which results in 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. Moreover, the Department is responsible for performing its duties in accordance with the requirements of the City's Procurement Code, as well as compliance with all applicable Federal and State laws and guidelines. Our responsibility is to facilitate the uninterrupted flow of goods and services needed by the City administration and to encourage the participation of local vendors in the City's procurement process.



PURCHASING

Core Responsibilities:

- The Purchasing Department serves as the central purchasing agent for the City of North Miami's administrative and operational functions.
- The Department also serves as a reliable resource for administration staff, vendors and the general public with regards to the applicable policies and procedures for the procurement of goods and services, maintenance equipment, professional consulting services, capital project contracts, etc.
- The Department is responsible for ensuring fair, transparent and competitive bidding opportunities for all qualified vendors, in accordance with City ordinances and applicable State and Federal laws.
- The Department is also committed to continuing to provide professional and courteous customer service, the goal of increased business opportunities to local vendors, and the performance of our duties in accordance with industry best practices.

FY18 Major Accomplishments:

- The Department was responsible for the issuance of 63 new bid solicitations and request for proposals for both the City administration and the North Miami Community Redevelopment Agency (CRA), representing an increase of over 28% from the previous year.
- The Department submitted over 85 agenda items to the City Council and the CRA Board for review and approval, representing an increase of over 35% from the previous year.
- The Department successfully managed the City's P-Card program and provided continuous oversight of the program's purchases totaling over \$760,000 for the last year.

FY19 Major Projects and Initiatives:

- The Department intends to engage all stakeholders in a collaborative effort to seek input and recommendations for organizational improvements and increased efficiencies in the provision of our services.
- The Department plans to conduct a comprehensive assessment of our solicitation and bidding process with the goal of looking for ways to streamline the process, encourage increased competition, better track performance measures and provide greater feedback to stakeholders regarding ongoing projects.
- The Department intends to continue its ongoing participation in procurement cooperative associations to ensure professional development and adherence to best practices in the industry.
- The Department shall strive to reach out to interested vendors, in particular the local vendor community, by participating in regional trade shows and conducting local vendor workshops.

PURCHASING

Performance Measures:

Purchasing Performance Measures	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Target	FY 2018 YEE	FY 2019 Target
P-card purchase dollar amount	327,853	536,382	500,000	400,000	762,189	725,000
Number of solicitations issued	47	43	55	70	63	67
# Bids Issued	34	31	37	45	51	53
#RFPs/RFQs Issued	13	12	18	25	12	14
Total purchasing department purchasing dollar volume	\$63,486,172	\$50,778,431	\$59,500,000	\$75,400,000	\$64,363,628	\$67,581,810
Total value of all solicitations	\$28,199,125	\$28,854,404	\$30,000,000	\$40,000,000	\$31,588,762	\$33,168,200

Budget Summary Form

Department: Purchasing
Dept / Div #: 18 / 411

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personnel Services	305,110	457,691	480,637	562,078
Operating Expenses	51,263	25,692	25,627	20,062
Internal Services	8,560	8,438	8,438	2,329
Operating Budget	364,933	491,821	514,702	584,469
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	13,060	14,700	14,700	19,688
Total Budget	377,993	506,521	529,402	604,157

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Purchasing Director	40	1
Assistant Purchasing Director	34	1
Purchasing Agent	28	2
Administrative Specialist	20	1
Total # of Full-Time Employees		5

2018-19 Operating Budget:	584,469
2017-18 Operating Budget:	491,821
Dollar Change:	92,648
Percentage Change:	18.84%

2018-19 Personnel - F.T.E.	5.00
2017-18 Personnel - F.T.E.	4.00
Personnel Change:	1.00

Budget Objectives Form

Department: Purchasing
Division: Purchasing
Dept. #: 18
Division #: 411

Objective:

\$ 604,157 To support the City's operations with an uninterrupted flow of materials and services by promoting a sincere commitment to develop specifications and by providing customer friendly service to all departments in obtaining their requirements in the most efficient and cost-effective manner

ACTIVITIES:

\$ 604,157 001 **Purchasing:** 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 Funds

Budget Summary Form

Department: C.D.B.G. Entitlement Fund
Dept #: 09

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personal Services	119,684	202,183	178,402	216,803
Operating Expenses	132,399	92,791	96,997	126,009
Internal Services	34,119	5,191	5,191	923
Operating Budget	286,202	300,165	280,590	343,735
Capital Outlay	24,188	33,032	33,032	25,000
Debt Service	0	0	0	0
Grants & Aids	535,826	664,925	604,116	439,780
Reserves & Other	0	(61,767)	2	(51,837)
Total Budget	846,216	936,355	917,740	756,678

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Housing Manager	36	1
Inspector	25	1

Total # of Full-Time Employees 2

2018-19 Operating Budget:	343,735
2017-18 Operating Budget:	300,165
Dollar Change:	43,570
Percentage Change:	14.52%

2018-19 Personnel - F.T.E.	2.00
2017-18 Personnel - F.T.E.	2.00
Personnel Change:	0.00

Budget Summary Form

Department: C.D.B.G. Entitlement Fund
Division: C.D.B.G. Programs
Dept / Div #: 09 / 625

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personal Services	119,684	202,183	178,402	216,803
Operating Expenses	108,819	92,791	96,997	96,009
Internal Services	34,119	5,191	5,191	923
Operating Budget	262,622	300,165	280,590	313,735
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	468,445	557,294	496,485	389,780
Reserves & Other	0	(61,767)	2	(51,837)
Total Budget	731,067	795,692	777,077	651,678

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Housing Manager	36	1
Housing Inspector	25	1

Total # of Full-Time Employees 2

2018-19 Operating Budget: 313,735
2017-18 Operating Budget: 300,165
Dollar Change: 13,570
Percentage Change: 4.52%

2018-19 Personnel - F.T.E. 2.00
2017-18 Personnel - F.T.E. 2.00
Personnel Change: 0.00

Budget Objectives Form

Department: C.D.B.G. Entitlement

Division: C.D.B.G. Programs

Dept #: 625

Division #: 09

Objective:

\$ 651,678

To coordinate, implement, monitor and to ensure all related HUD criteria are met, including amending the Consolidated Plan; citizen participation; fair housing; and applications for federal grants.

ACTIVITIES:

- \$ 113,501 001 **Program Administration:** This includes the services of the Housing Manager and C.D.B.G. Administrator, who provide the required technical assistance to implement the program. Funding is also included to obtain consulting services for Fair Housing activities, Consolidation Plan, and CBO monitoring.
- \$ 424,676 002 **Housing Rehabilitation:** This includes Housing Services Delivery Costs and offices. The Housing Coordinator assists with the implementation of the grants. The Housing Services Administrative Specialist position and Housing Services Aide are included in this objective.
- \$ 113,501 003 **Public Services:** This includes funding for a Youth Employment Training Program, North Miami Seniors Foundation Grant and grants to Community Based Organizations.

Budget Summary Form

Department: C.D.B.G. Entitlement Fund
Division: C.D.B.G. Projects
Dept / Div #: 09 / 626

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personal Services	0	0	0	0
Operating Expenses	23,580	0	0	30,000
Internal Services	0	0	0	0
Operating Budget	23,580	0	0	30,000
Capital Outlay	24,188	33,032	33,032	25,000
Debt Service	0	0	0	0
Grants & Aids	67,381	107,631	107,631	50,000
Reserves & Other	0	0	0	0
Total Budget	115,149	140,663	140,663	105,000

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2018-19 Operating Budget: 30,000
2017-18 Operating Budget: 0
Dollar Change: 30,000
Percentage Change: 100%

2018-19 Personnel - F.T.E. 0.00
2017-18 Personnel - F.T.E. 0.00
Personnel Change: 0.00

Budget Objectives Form

Department: C.D.B.G. Entitlement
Division: C.D.B.G. Projects
Dept #: 09
Division #: 626

Objective:

\$ 105,000 To provide assistance to property owners for façade improvements to commercial buildings located in low and moderate-income areas as well as disaster recovery assistance to homeowners and elderly emergency repairs.

ACTIVITIES:

\$ 105,000 001 Rehabilitate façade projects this fiscal year.

Budget Summary Form

Department: CP&D - HOME Investment Partnership Program
Dept / Div #: 09

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personal Services	26,693	20,609	63,607	72,964
Operating Expenses	670	0	48	0
Internal Services	848	235	235	87
Operating Budget	28,211	20,844	63,890	73,051
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	272,160	384,077	384,077	270,818
Reserves & Other	0	0	0	(42,961)
Total Budget	300,371	404,921	447,967	300,908

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Housing Inspector	27	1

Total # of Full-Time Employees 1

2018-19 Operating Budget: 73,051
2017-18 Operating Budget: 20,844
Dollar Change: 52,207
Percentage Change: 250.47%

2018-19 Personnel - F.T.E. 1.00
2017-18 Personnel - F.T.E. 0.00
Personnel Change: 1.00

Budget Objectives Form

Department: Community Planning and Development
Division: HOME Investment Partnership Program
Dept #: 09
Division #: 540

Objective:

\$ 300,908 To expand the supply of decent, safe, sanitary and affordable housing for low and 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 a non-profit housing group, Community Housing Development Organization (CHDO), for project-specific housing activities.

ACTIVITIES:

- \$ 30,090 001 Program Administration - This includes the services of one Housing Inspector
- \$ 45,136 002 Community Housing Development Organization (CHDO) - To provide funding to local non-profit housing entity. Funds are for assistance to first-time homeowners for construction financing to very low, low and moderate income persons.
- \$ 30,000 003 Down payment Assistance Program to First-Time Home buyers
- \$ 192,682 004 Housing Rehabilitation Program
- \$ 3,000 007 Tenant Base Rent Assistance (TBRA)

Budget Summary Form

Department: CP&D - Neighborhood Stabilization Program Grant
Dept / Div #: 09 / 547

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personal Services	32,640	0	0	0
Operating Expenses	66,900	18,200	24,345	0
Internal Services	0	0	0	0
Operating Budget	99,540	18,200	24,345	0
Capital Outlay	1,940	13,080	13,025	30,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	101,480	31,280	37,370	30,000

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2018-19 Operating Budget: 0
2017-18 Operating Budget: 18,200
Dollar Change: (18,200)
Percentage Change: —%

2018-19 Personnel - F.T.E. 0.00
2017-18 Personnel - F.T.E. 0.00
Personnel Change: 0.00

Budget Objectives Form

Department: Neighborhood Stabilization Program
Division: Neighborhood Stabilization Program
Dept #: 09
Division #: 547

Objective:

\$ 30,000 To coordinate, implement, monitor and to ensure that all grant guidelines and criteria are met for the Neighborhood Stabilization Program Grant.

ACTIVITIES:

\$ 30,000 002 Renter Activities: Provides funding for the purchase and rehabilitation of foreclosed and abandoned properties for sale and/or rental to low income individuals and families.

Budget Summary Form

Department: CP&D - State Housing Initiative Program
Dept / Div #: 09 / 618

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personal Services	4,369	0	0	0
Operating Expenses	11,348	51,459	9,850	0
Internal Services	402	500	200	0
Operating Budget	16,119	51,959	10,050	0
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	124,551	413,667	413,667	51,922
Reserves & Other	0	0	0	0
Total Budget	140,670	465,626	423,717	51,922

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2018-19 Operating Budget: —
2017-18 Operating Budget: 51,959
Dollar Change: (51,959)
Percentage Change: (100.00)%

2018-19 Personnel - F.T.E. 0.00
2017-18 Personnel - F.T.E. 0.00
Personnel Change: 0.00

Budget Objectives Form

Department: State Housing Initiative Program (SHIP)
Division: Local Housing Assistance
Dept.# 09
Division #: 618

Objective:

\$ 51,922 To provide affordable housing assistance to very low and moderate income residents of the City of North Miami.

ACTIVITIES:

\$ 51,922 002 **Home Ownership and Single-Family Rehabilitation Strategies** - 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 home buyers and Home Buyer Education Program.

Transportation

Project Funds

Budget Summary Form

Department: 1/2 Cent Transportation Surtax
Dept #: 09

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personal Services	297,603	419,720	385,857	427,279
Operating Expenses	1,550,286	1,795,199	1,623,467	1,511,234
Internal Services	5,712	3,538	3,538	2,023
Operating Budget	1,853,601	2,218,457	2,012,862	1,940,536
Capital Outlay	926,255	3,092,195	2,927,428	600,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	137,811	0	0
Total Budget	2,779,856	5,448,463	4,940,290	2,540,536

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Transportation Manager	32	1
Transportation Specialist	21	1
Heavy Equipment Operator	20	3
Motor Equipment Operator	18	1
Total # of Full-Time Employees		6

2018-19 Operating Budget:	1,940,536
2017-18 Operating Budget:	2,218,457
Dollar Change:	(277,921)
Percentage Change:	(12.53)%

2018-19 Personnel - F.T.E.	6.00
2017-18 Personnel - F.T.E.	6.00
Personnel Change:	—

Budget Summary Form

Department: 1/2 Cent Transportation Surtax
Division: Transportation Administration
Dept / Div #: 09 / 550

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personal Services	111,351	173,400	155,707	181,151
Operating Expenses	681,632	903,088	861,173	810,626
Internal Services	2,279	1,298	1,298	920
Operating Budget	795,262	1,077,786	1,018,178	992,697
Capital Outlay	0	48,163	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	137,811	0	0
Total Budget	795,262	1,263,760	1,018,178	992,697

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Transportation Manager	32	1
Transportation Specialist	21	1
Total # of Full-Time Employees		2

2018-19 Operating Budget:	992,697
2017-18 Operating Budget:	1,077,786
Dollar Change:	<u>(85,089)</u>
Percentage Change:	<u>(7.89)%</u>
2018-19 Personnel - F.T.E.	2.00
2017-18 Personnel - F.T.E.	2.00
Personnel Change:	<u>—</u>

Budget Objectives Form

Department: 1/2 Cent Transportation Surtax
Division: Transportation Administration
Dept #: 09
Division #: 550

Objective:

\$ 992,697 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:

- \$ 187,296 001 **Transportation Planner:** 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.

- \$ 739,401 002 **NoMi Express:** Operate a transit circulatory service within the City to make it easier for residents to move about on public transportation.

- \$ 66,000 003 **Transportation Options Program:** To 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. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personal Services	186,252	246,320	230,150	246,128
Operating Expenses	868,654	892,111	762,294	700,608
Internal Services	3,433	2,240	2,240	1,103
Operating Budget	1,058,339	1,140,671	994,684	947,839
Capital Outlay	926,255	3,044,032	2,927,428	600,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	1,984,594	4,184,703	3,922,112	1,547,839

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Heavy Equipment Operator	20	3
Motor Equipment Operator	18	1
Total # of Full-Time Employees		4

2018-19 Operating Budget: 947,839
2017-18 Operating Budget: 1,140,671
Dollar Change: (192,832)
Percentage Change: (16.91)%

2018-19 Personnel - F.T.E. 4.00
2017-18 Personnel - F.T.E. 4.00
Personnel Change: 0.00

Budget Objectives Form

Department: 1/2 Cent Transportation Surtax
Division: Transportation Administration
Dept #: 09
Division #: 550

Objective:

\$ 1,547,839 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:

- \$ 947,839 001 **Patch Repair** - General Patching Street Repair, and Rights-of-Way maintenance throughout the City.

- \$ 100,000 Supp **Install/Repair Sidewalks** - To repair sidewalks and install handicap ramps throughout the City to improve accessibility

- \$ 500,000 Sup **Downtown Improvements** - Revitalize NE 125th Street with trees, street furniture, and lighting.

Budget Summary Form

Department: Transportation - Gas Tax
Dept #: 09

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
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	240,606	678,476	640,000	281,102
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	240,606	678,476	640,000	281,102

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2018-19 Operating Budget:	—
2017-18 Operating Budget:	—
Dollar Change:	—
Percentage Change:	0%
2018-19 Personnel - F.T.E.	0.00
2017-18 Personnel - F.T.E.	0.00
Personnel Change:	0.00

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Enterprise Funds

Budget Summary Form

Department: Public Works-Water & Sewer
Dept#: 10

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personal Services	5,221,266	5,471,728	4,401,343	5,823,986
Operating Expenses	4,489,465	5,064,630	4,874,008	4,861,541
Internal Services	19,574,034	21,174,458	21,950,243	21,556,150
Operating Budget	29,284,765	31,710,816	31,225,594	32,241,677
Capital Outlay	0	31,327,578	23,692,775	8,390,560
Debt Service	94,318	0	111,304	0
Grants & Aids	0	0	0	0
Reserves & Other	2,188,933	9,681,884	202,263	8,740,577
Total Budget	31,568,016	72,720,278	55,231,936	49,372,814

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Assistant Public Works Director	41	2
City Engineer	33	2
Operations Chief	31	2
Sr. Civil Engineer	30	1
Utility Superintendent	28	2
Water Plant Superintendent	28	1
Water Plant Supervisor	25	1
GIS Specialist	24	1
Senior Electrician	25	1
Plumber	25	1
Electricians	23	2
Scada Technician	23	1
Utility Coordinator	25	5
Water Plant Operator	21	9
Administrative Specialist	20	2
Heavy Equipment Operator	20	7
Trades Mechanic	20	9
Drafting Technician	20	1
Storekeeper	20	1
Leak Detection Technician	19	3
Maintenance Mechanic	18	4
Motor Equipment Operator	18	2
General Maintenance Worker	15	7
Total # of Full-Time Employees		67

2018-19 Operating Budget	32,241,677
2017-18 Operating Budget	31,710,816
Dollar Change:	530,861
Percentage Change:	1.67%
2018-19 Personnel - F.T.E.	67.00
2017-18 Personnel - F.T.E.	67.00
Personnel Change:	0.00

Budget Summary Form

Department: Public Works-Water & Sewer
Division: Administration
Dept / Division #: 10 / 643

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personal Services	773,763	1,281,896	810,011	1,421,598
Operating Expenses	2,590,528	3,012,748	2,994,695	2,867,290
Internal Services	3,531,942	4,083,663	4,085,127	4,337,871
Operating Budget	6,896,233	8,378,307	7,889,833	8,626,759
Capital Outlay	0	657,924	627,000	285,560
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	40,615	9,518,823	39,202	8,582,038
Total Budget	6,936,848	18,555,054	8,556,035	17,494,357

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Assistant Public Works Director	41	2
City Engineer	33	2
Operations Chief	31	2
Sr. Civil Engineer	30	1
GIS Specialist	24	1
Drafting Technician	20	1
Administrative Specialist	18	2
Total # of Full-Time Employees		11

2018-19 Operating Budget 8,626,759
2017-18 Operating Budget 8,378,307
Dollar Change: 248,452
Percentage Change: 2.97%

2018-19 Personnel - F.T.E. 11.00
2017-18 Personnel - F.T.E. 11.00
Personnel Change: —

Budget Objectives Form

Department: Public Works-Water & Sewer
Division: Administration
Division #: 643

Objective:

\$ 17,494,357 To provide operational, administrative, engineering, drafting and clerical support to the Water & Sewer Division of the Public Works Department.

ACTIVITIES:

- \$ 1,749,710 001 **Water & Sewer Administration:** Provide administrative, engineering, drafting, radio 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; insure that the Consumer Confidence Report is issued as required by the Department of Environmental Protection.
- \$ 8,542,250 003 **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.
- \$ 75,189 004 **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.
- \$ 6,836,648 005 **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 FY10 fixed assets of the utility.
- \$ 85,000 Sup **Ops Center Repairs & Improvements**
- \$ 200,560 Sup **Equipments for Water & Sewer**

Budget Summary Form

Department: Public Works-Water & Sewer
Division: Utility Equipment Maintenance
Dept / Division #: 10 / 644

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personal Services	771,792	839,412	672,452	843,196
Operating Expenses	368,910	366,289	368,827	302,190
Internal Services	86,082	166,263	166,263	192,061
Operating Budget	1,226,784	1,371,964	1,207,542	1,337,447
Capital Outlay	0	1,930,941	3,151,180	2,440,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	36,840	34,052	34,052	31,884
Total Budget	1,263,624	3,336,957	4,392,774	3,809,331

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Senior Electrician	25	1
Utility Coordinator	25	1
Scada Technician	23	1
Electrician	23	2
Trades Mechanic	20	3
Maintenance Mechanic	18	2
General Maintenance Worker	15	1
Total # of Full-Time Employees		11

2018-19 Operating Budget: 1,337,447
2017-18 Operating Budget: 1,371,964
Dollar Change: (34,517)
Percentage Change: (2.52)%

2018-19 Personnel - F.T.E. 11.00
2017-18 Personnel - F.T.E. 11.00
Personnel Change: 0.00

Budget Objectives Form

Department: Public Works-Water & Sewer
Division: Utility Equipment Maintenance
Dept #: 10
Division #: 644

Objective:

\$ 3,809,331 To insure 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 47 sewage pump stations that provides services to the City's customers.

ACTIVITIES:

- \$ 854,477 001 **Lift Station Maintenance and Capital Improvements:** Operate and maintain 47 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.

- \$ 326,565 002 **Electrical Services:** Install, maintain, and repair all electrical equipment at the 47 sewer pumping stations to ensure their proper operation. Provide electrical services to other departments for maintenance and capital projects.

- \$ 200,000 003 **Lift Station Rehabilitation:** 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.

- \$ 188,289 004 **Vehicle:** Repair, maintenance and replacement

- \$ 2,240,000 Sup **Lift Stations Rehabilitation:** 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. A 20-year revitalizing and maintenance schedule has been developed to proactively address these and other possible risks.

Budget Summary Form

Department: Public Works-Water & Sewer
Division: Water Plant
Dept / Division #: 10 / 646

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personal Services	887,799	1,077,668	896,093	1,155,874
Operating Expenses	982,439	1,211,165	1,050,641	1,118,207
Internal Services	3,662,932	5,234,832	6,009,193	4,869,795
Operating Budget	5,533,170	7,523,665	7,955,927	7,143,876
Capital Outlay	0	12,239,155	11,191,196	2,000,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves and Other	45,113	42,815	42,815	41,100
Total Budget	5,578,283	19,805,635	19,189,938	9,184,976

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Water Plant Superintendent	30	1
Water Plant Supervisor	28	1
Utility Coordinator	25	1
Water Plant Operator	21	9
Leak Detection Technician	19	2
Total # of Full-Time Employees		14

2018-19 Operating Budget: 7,143,876
2017-18 Operating Budget: 7,523,665
Dollar Change: (379,789)
Percentage Change: (5.05)%

2018-19 Personnel - F.T.E. 14.00
2017-18 Personnel - F.T.E. 14.00
Personnel Change: 0.00

Budget Objectives Form

Department: Public Works-Water & Sewer
Division: Water Plant
Dept. #: 10
Division #: 646

Objective:

\$ 9,184,976 To provide potable and pleasant tasting water to all customers of the City's utility by producing and treating approximately 8.5 million gallons of water daily at the City's Winson Water Plant at Sunkist Grove and purchasing approximately 4.76 million gallons of supplemental water daily from Miami-Dade County.

ACTIVITIES:

- \$ 2,315,181 001 **Water Plant Operation:** 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.

- \$ 4,824,013 002 **Water Purchased For Resale:** Provides for the purchase of approximately 4.76 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 8.5 MGD of potable water; the system requires almost 13.26.

- \$ 45,782 003 **Vehicle:** Maintenance and replacement.

- \$ 2,000,000 Sup **Upgrade of Existing Lime:** To rehabilitate the existing Lime Softening Water Treatment Plant so that it operates more efficiently and complies with industry standards.

Budget Summary Form

Department: Public Works-Water & Sewer
Division: Water Distribution
Dept / Division #: 10 / 649

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personal Services	1,295,003	1,449,525	1,352,964	1,536,031
Operating Expenses	377,503	224,385	263,952	213,582
Internal Services	327,525	193,778	193,778	220,997
Operating Budget	2,000,031	1,867,688	1,810,694	1,970,610
Capital Outlay	0	7,552,547	6,620,300	1,840,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	60,604	56,951	56,951	54,132
Total Budget	2,060,635	9,477,186	8,487,945	3,864,742

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Utility Superintendent	28	1
Plumber	25	1
Utility Coordinator	25	3
Trades Mechanic	20	4
Heavy Equipment Operator	20	3
StoreKeeper	20	1
Leak Detection Technician	19	1
Maintenance Mechanic	18	1
Motor Equipment Operator	18	1
General Maintenance Worker	15	3
Total # of Full-Time Employees		19

2018-19 Operating Budget: 1,970,610
2017-18 Operating Budget: 1,867,688
Dollar Change: 102,922
Percentage Change: 5.51%

2018-19 Personnel - F.T.E. 19.00
2017-18 Personnel - F.T.E. 19.00
Personnel Change: —

Budget Objectives Form

Department: Public Works-Water & Sewer
Division: Water Distribution
Dept #: 10
Division #: 649

Objective:

\$ 3,864,742 To insure the satisfactory flow of fresh 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:

- \$ 1,289,275 001 **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.

- \$ 560,874 002 **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.

- \$ 300,000 003 **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.

- \$ 214,593 004 **Vehicle:** Maintenance and repairs.

- \$ 1,500,000 Sup **Water Main Improvement Projects** - Water Main Improvement needed identified in the system wide Hydraulic Model

Budget Summary Form

Department: Public Works - Water & Sewer
Division: Sewer Collection & Disposal
Dept / Division #: 10 / 650

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personal Services	649,769	823,227	669,823	867,287
Operating Expenses	170,085	250,043	195,893	360,272
Internal Services	11,965,553	11,495,882	11,495,882	11,935,426
Operating Budget	12,785,407	12,569,152	12,361,598	13,162,985
Capital Outlay	0	8,947,011	2,103,099	1,825,000
Debt Service	94,318	0	111,304	0
Grants & Aids	0	0	0	0
Reserves & Other	31,882	29,243	29,243	31,423
Total Budget	12,911,607	21,545,406	14,605,244	15,019,408

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Utility Superintendent	30	1
Heavy Equipment Operator	20	4
Trades Mechanic	20	2
Maintenance Mechanic	18	1
Motor Equipment Operator	18	1
General Maintenance Worker	15	3

Total # of Full-Time Employees 12

2018-19 Operating Budget: 13,162,985
2017-18 Operating Budget: 12,569,152
Dollar Change: 593,833
Percentage Change: 4.72%

2018-19 Personnel - F.T.E. 12.00
2017-18 Personnel - F.T.E. 12.00
Personnel Change: —

Budget Objectives Form

Department: Public Works-Water & Sewer
Division: Sewer Collection & Disposal
Dept #: 10
Division #: 650

Objective:

\$ 15,019,408 To install and repair sewer mains and laterals in order to insure 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:

- \$ 951,580 001 **Sewer Maintenance & Installation:** Locates, repairs, and maintains the sewer gravity mains, sewer force mains and laterals throughout the City; installs sewer mains and laterals for new services; and handles all emergency sewer line backups and breaks.

- \$ 187,919 002 **Sewer T.V. Crew:** Provides "in-house" TV monitoring of approximately 10 miles of pipes annually; cleans and seals approximately 225,000 feet of sewer lines annually; and provides continuous preventative maintenance of the sewer lines that have been sealed or replaced.

- \$ 11,731,647 003 **Sewage Disposal Fees:** Provides for the treatment and disposal of liquid waste by Miami-Dade Water & Sewer Authority Department as required by state and federal law.

- \$ 211,000 004 **Cyclical Sanitary Sewer Rehabilitation:** 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.

- \$ 212,262 005 **Vehicle:** Repair, maintenance and replacement.

- \$ 1,725,000 Sup **Sanitary Sewer Improvements:** To fund a 30-year replacement schedule to replace water lines throughout the City of North Miami.

Budget Summary Form

Department: Public Works - Water & Sewer
Division: Fire Flow Projects
Dept / Division #: 10 / 654

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
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	21,639	515,479	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	899,371	0	682,913
Total Budget	0	921,010	515,479	682,913

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2018-19 Operating Budget: —
2017-18 Operating Budget: —
Dollar Change: —
Percentage Change: 0.00%

2018-19 Personnel - F.T.E. 0.00
2017-18 Personnel - F.T.E. 0.00
Personnel Change: 0.00

Budget Summary Form

Department: Public Works - Stormwater Utility
Dept #: 10

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personal Services	688,571	654,123	550,538	675,479
Operating Expenses	988,112	1,205,208	1,192,094	1,179,589
Internal Services	497,010	497,156	498,581	500,085
Operating Budget	2,173,693	2,356,487	2,241,213	2,355,153
Capital Outlay	0	555,220	555,220	1,200,000
Debt Service	83,158	422,758	422,758	464,008
Grants & Aids	0	0	0	0
Reserves & Other	416,841	1,127,076	26,572	370,147
Total Budget	2,673,692	4,461,541	3,245,763	4,389,308

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Stormwater/Streets Superintendent	28	1
GIS Specialist	24	1
Stormwater Coordinator	22	1
Heavy Equipment Operator	20	3
Motor Equipment Operator	18	1
Administrative Specialist	18	1
General Maintenance Worker	15	1

Total # of Full-Time Employees 9

2018-19 Operating Budget:	2,355,153
2017-18 Operating Budget:	2,356,487
Dollar Change:	(1,334)
Percentage Change:	(0.06)%

2018-19 Personnel - F.T.E.	9.00
2017-18 Personnel - F.T.E.	9.00
Personnel Change:	0.00

Budget Objectives Form

Department: Public Works - Stormwater Utility
Division: Stormwater Operation & Maintenance
Dept #:
Division #:

\$ 4,389,308 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. To pay the General Fund for services rendered; and to provide the public with

ACTIVITIES:

\$ 486,656 001 **Stormwater Engineering:** Administers environmental compliance with the NPDES permit requirements; inspects all private and public drainage projects; administers 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 Phase II; ensures compliance with the National Flood Insurance (NFIP) community rating system program; submits grant procurement materials; and provides assistance in the design of drainage projects and maintenance of the storm sewer atlas.

\$ 354,352 002 **Storm Drain Maintenance:** Maintains 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. Reimburses Miami-Dade County for services it provides in maintaining the City's storm sewer system.

\$ 89,390 003 **Street Sweeping:** Cleans and maintains designated streets within the City in order to prevent debris from entering canals through drainage outlets.

\$ 96,000 004 **Catch Basin Cleaning:** 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 **Stormwater Quality Monitoring:** Reimburses 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.

\$ 21,850 006 **Public Awareness & Education:** Provides information to the public about the consequences of contaminated stormwater runoff and the need to protect the stormwater system from illegal dumping. Provides information to the public regarding the annual City Wide Flood Plain Management brochure, the contractor's brochure and the realtor's brochure. Provides 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; provides promotional items to be handed out to students in presentations given about the utility and its functions.

\$ 89,733 007 **Vehicle Maintenance and Replacement:** Provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.

\$ 825,057 008 **Debt Service, Insurance Costs and Reserves:** Provides 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.

\$ 1,178,101 009 **Interfund Transfers:** Provides 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.

\$ 1,000,000 **Sup Basin Construction Project**

\$ 200,000 **Sup Vehicle Replacement**



Internal Services

Funds

Budget Summary Form

Department: Risk Management Fund
Dept #: 02

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personal Services	380,664	396,687	365,572	437,417
Operating Expenses	1,749,632	1,941,984	1,920,767	1,615,227
Internal Services	9,355	7,660	7,480	4,994
Operating Budget	<u>2,139,651</u>	<u>2,346,331</u>	<u>2,293,819</u>	<u>2,057,638</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	18,201	2,568,951	17,410	1,312,254
Total Budget	<u><u>2,157,852</u></u>	<u><u>4,915,282</u></u>	<u><u>2,311,229</u></u>	<u><u>3,369,892</u></u>

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Risk Management Director	37	1
Risk and Safety Manager	32	1
Risk Analyst	26	1
Administrative Coordinator	25	1
Total # of Full-Time Employees		<u><u>4</u></u>

2018-19 Operating Budget: 2,057,638
2017-18 Operating Budget: 2,346,331
Dollar Change: (288,693)
Percentage Change: (12.30)%

2018-19 Personnel - F.T.E. 4.00
2017-18 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. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personal Services	281,624	316,858	284,023	351,338
Operating Expenses	698,644	742,842	851,137	556,151
Internal Services	9,167	7,360	7,380	4,994
Operating Budget	989,435	1,067,060	1,142,540	912,483
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	14,573	2,565,495	13,954	1,308,969
Total Budget	1,004,008	3,632,555	1,156,494	2,221,452

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Risk Management Director	37	1
Risk and Safety Manager	32	1
Administrative Coordinator	25	1

Total # of Full-Time Employees 3

2018-19 Operating Budget: 912,483
2017-18 Operating Budget: 1,067,060
Dollar Change: (154,577)
Percentage Change: (14.49)%

2018-19 Personnel - F.T.E. 3.00
2017-18 Personnel - F.T.E. 3.00
Personnel Change: —

Budget Objectives Form

Department: City Manager
Division: Risk Management - General Liability
Dept #: 02
Division #: 675

Objective:

\$ 2,221,452 To appropriately fund the self-insured general and auto liability programs, administer and promote a proactive safety program, and provide the best package of liability insurance policies, ensuring the economic viability of the self insurance program. In support of this objective, a reserve for liability claim payment will be maintained.

ACTIVITIES:

\$ 2,081,710 001 **Risk Management Administration:** Provides for operation of the City's self insured automobile and general liability program including administration of general liability claims; settlement of claims; mitigating and preventing claims through a pro-active safety program, enhanced by ongoing safety training classes, employee safety incentives, facility & job site inspections and the implementation of drive/body cameras. Risk Management diligently subrogates third parties to recover funds due the City for losses where third parties are liable; obtains adequate and cost effective liability insurance coverage for various risk; and monitors these insurance policies.

\$ 134,748 002 **Safety Program:** Promotes maintenance of a safe and healthy workplace which is 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 inspections, behavior modification through drivecam program and a safety incentive program.

\$ 4,994 003 **Vehicle:** Maintenance and Replacement

Budget Summary Form

Department: City Manager
Division: Risk Management-Workers' Compensation
Dept / Division #: 02 / 676

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personal Services	99,040	79,829	81,549	86,079
Operating Expenses	1,050,988	1,199,142	1,069,630	1,059,076
Internal Services	188	300	100	0
Operating Budget	1,150,216	1,279,271	1,151,279	1,145,155
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	3,628	3,456	3,456	3,285
Total Budget	1,153,844	1,282,727	1,154,735	1,148,440

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Risk Analyst	26	1

Total # of Full-Time Employees 1

2018-19 Operating Budget: 1,145,155
2017-18 Operating Budget: 1,279,271
Dollar Change: (134,116)
Percentage Change: (10.48)%

2018-19 Personnel - F.T.E. 1.00
2017-18 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:

\$ 1,148,440 The City's Workers Compensation self-insurance program seeks to expedite the efficient delivery of disability and medical benefits to employees who are injured in the line of duty, pursuant to F.S.440. The stability of this program is maintained through the purchase of excess workers compensation insurance, and establishment of actuarially sound claim payment reserves.

ACTIVITIES:

\$ 1,148,440 001 **Workers' Compensation Program:** The appropriate level of service mandated by F.S. 440 is achieved through contractual work by a Third Party Administrator (TPA), a full time Risk Analyst, and two other Risk Management team members, funded through the General Liability Program. The TPA ensures expedient, timely delivery of benefits and medical payments, enabling employees to return to work promptly. Penalties for late payment are also eliminated and compliance with all legislative changes are assured. Viability of the Workers' Compensation Self Insurance program is achieved by maintaining a moderate level of self insured retention and adequate claim payment reserves as recommended by FY16's year-end actuarial study. The purchase of excess insurance transfers the risk and insulate the City against severe or catastrophic losses arising from workers' compensation claims.

Budget Summary Form

Department: Public Works - Fleet Management
Dept / Div #: 10/670

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personal Services	876,891	888,418	811,043	898,161
Operating Expenses	1,293,680	1,674,025	1,457,469	2,389,952
Internal Services	64,264	56,393	56,393	49,556
Operating Budget	2,234,835	2,618,836	2,324,905	3,337,669
Capital Outlay	0	2,670,921	1,826,688	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	348,039	1,332,627	1,746,455	398,109
Total Budget	2,582,874	6,622,384	5,898,048	3,735,778

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Capital Projects Manager	37	1
Fleet Supervisor	25	1
Fleet Welder	23	1
Fleet Mechanic	21	3
Storekeeper	20	1
Fleet Mechanic Trainee	20	2
Stock Clerk	17	1
Total # of Full-Time Employees		10

2018-19 Operating Budget:	3,337,669
2017-18 Operating Budget:	2,618,836
Dollar Change:	718,833
Percentage Change:	27.45%

2018-19 Personnel - F.T.E.	10.00
2017-18 Personnel - F.T.E.	10.00
Personnel Change:	0.00

Budget Objectives Form

Department:	Public Works - Fleet Management
Division:	Motor Pool
Dept #:	10
Division #	670

Objective:

\$ 3,735,778 To maintain and repair all vehicles, moving equipment, and most small equipment owned by the City. To continue the Preventative Maintenance Program in order to reduce downtime and costly repairs. To operate and maintain a centralized fueling facility.

ACTIVITIES:

- | | | |
|--------------|-----|---|
| \$ 1,894,732 | 001 | Payroll & Insurance: Provides for employee benefits package for eleven (11) 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. |
| \$ 1,547,742 | 002 | Vehicle Parts & Maintenance: 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. |
| \$ 263,954 | 003 | Operations & Building Support: Provides funds for the indirect costs in support of the Motor Pool Operation and Building. |
| \$ 29,350 | 004 | Fuel Services to other Municipalities: Provides gasoline, diesel fuel and CNG, which are sold to the municipalities of Biscayne Park and Bay Harbor Islands that do not have their own facilities, for a fee covering the cost of fuel plus an administrative charge established by formal agreement. |



All Other Funds

Budget Summary Form

Fund: Police Training

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personal Services	0	0	0	0
Operating Expenses	9,013	8,880	8,880	8,880
Internal Services	0	0	0	0
Operating Budget	9,013	8,880	8,880	8,880
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	9,013	8,880	8,880	8,880

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2018-19 Operating Budget:	8,880
2017-18 Operating Budget:	8,880
Dollar Change:	—
Percentage Change:	—%
2018-19 Personnel - F.T.E.	0.00
2017-18 Personnel - F.T.E.	0.00
Personnel Change:	0.00

Budget Summary Form

Fund: Law Enforcement Trust

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personal Services	0	0	0	0
Operating Expenses	50,711	198,852	152,352	114,927
Internal Services	0	0	0	0
Operating Budget	50,711	198,852	152,352	114,927
Capital Outlay	112,861	25,670	20,670	25,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	163,572	224,522	173,022	139,927

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2018-19 Operating Budget:	114,927
2017-18 Operating Budget:	198,852
Dollar Change:	<u>(83,925)</u>
Percentage Change:	<u>(42.20)%</u>
2018-19 Personnel - F.T.E.	0.00
2017-18 Personnel - F.T.E.	0.00
Personnel Change:	<u>0.00</u>

Budget Summary Form

Fund: Federal Forfeiture - Treasury & Justice Combined

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personal Services	0	0	0	0
Operating Expenses	175,711	231,322	202,213	79,721
Internal Services	0	0	0	0
Operating Budget	175,711	231,322	202,213	79,721
Capital Outlay	134,583	1,378	878	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	310,294	232,700	203,091	79,721

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Note: FORFEITURE PROCEEDS - JUSTICE - \$33,018

Note: FORFEITURE PROCEEDS - TREASURY - \$46,703

Total # of Full-Time Employees 0

2018-19 Operating Budget:	79,721
2017-18 Operating Budget:	231,322
Dollar Change:	<u>(151,601)</u>
Percentage Change:	<u>(65.54)%</u>

2018-19 Personnel - F.T.E.	0.00
2017-18 Personnel - F.T.E.	0.00
Personnel Change:	<u>0.00</u>

Budget Summary Form

Fund: Justice Assistance Grant

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personal Services	6,708	0	0	0
Operating Expenses	38,861	0	0	0
Internal Services	0	0	0	0
Operating Budget	45,569	0	0	0
Capital Outlay	210,626	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	256,195	0	0	0

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2018-19 Operating Budget:	0
2017-18 Operating Budget:	<u>0</u>
Dollar Change:	<u>0</u>
Percentage Change:	0.00%

2018-19 Personnel - F.T.E.	0.00
2017-18 Personnel - F.T.E.	<u>0.00</u>
Personnel Change:	<u>0.00</u>

Budget Summary Form

Fund: Landfill Closure

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personal Services	91,818	60,000	0	91,818
Operating Expenses	560,886	7,117,578	508,180	4,830,462
Internal Services	0	0	0	0
Operating Budget	652,704	7,177,578	508,180	4,922,280
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	5,000,000	0	5,000,000
Total Budget	652,704	12,177,578	508,180	9,922,280

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2018-19 Operating Budget:	4,922,280
2017-18 Operating Budget:	7,177,578
Dollar Change:	<u>(2,255,298)</u>
Percentage Change:	(31.42)%
2018-19 Personnel - F.T.E.	0.00
2017-18 Personnel - F.T.E.	0.00
Personnel Change:	<u>0.00</u>

Budget Summary Form

Fund: Library Aid Grant

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personal Services	0	0	0	0
Operating Expenses	26,525	28,000	26,641	26,641
Internal Services	0	0	0	0
Operating Budget	26,525	28,000	26,641	26,641
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	26,525	28,000	26,641	26,641

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		
Total # of Full-Time Employees		0

2018-19 Operating Budget:	26,641
2017-18 Operating Budget:	28,000
Dollar Change:	(1,359)
Percentage Change:	(4.85)%
2018-19 Personnel - F.T.E.	0.00
2017-18 Personnel - F.T.E.	0.00
Personnel Change:	0.00

Budget Summary Form

Fund: Pension Obligation Bond

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
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	1,920,860	1,771,406	1,771,406	1,789,538
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	1,920,860	1,771,406	1,771,406	1,789,538

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2018-19 Operating Budget: —
2017-18 Operating Budget: —
Dollar Change: —
Percentage Change: 0.00%

2018-19 Personnel - F.T.E. 0.00
2017-18 Personnel - F.T.E. 0.00
Personnel Change: 0.00

Budget Summary Form

Fund: Community Redevelopment Agency (CRA)

EXPENDITURE CATEGORY	Actual Expend. FY17	Amended Budget FY18	Est. Expend. FY18	Adopted Budget FY19
Personal Services	247,281	287,680	287,680	457,680
Operating Expenses	1,964,479	2,848,219	2,813,611	3,676,146
TIF Refunds	151	1,000	0	0
Operating Budget	2,211,911	3,136,899	3,101,291	4,133,826
Capital Outlay	469,443	3,772,050	377,290	2,053,128
Debt Service	0	0	0	0
Grants & Aids	668,406	1,013,710	2,190,000	2,051,940
Reserves & Other	0	1,190,000	0	0
Total Budget	3,349,760	9,112,659	5,668,581	8,238,894

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
CRA Director		1
Grants Coordinator		1
Minimum Housing Coordinator		0.5
Housing Inspector		0.5
Administrative Specialist		1
Total # of Full-Time Employees		4

2018-19 Operating Budget:	4,133,826
2017-18 Operating Budget:	3,136,899
Dollar Change:	996,927
Percentage Change:	31.78%

2018-19 Personnel - F.T.E.	4.00
2017-18 Personnel - F.T.E.	2.50
Personnel Change:	1.50



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Section Four

Capital Improvement Plan

Elected Officials



Mayor
Smith Joseph, D.O., Pharm. D.



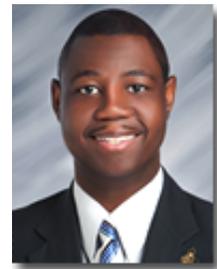
Councilman
Scott Galvin
District 1



Councilwoman
Carol Keys, Esq.
District 2



Councilman
Philippe Bien-Aime
District 3



Councilman
Alix Desulme
District 4



City Clerk
Michael A. Etienne, Esq.

Executive Staff



City Manager
Larry M. Spring, Jr., CPA



City Attorney
Jeff P.H. Cazeau, Esq.

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 as its own document, separate from the annual city operation budget. Beginning in Fiscal Year 2013-14 it shall be adopted by Resolution in conjunction with the adoption of the annual operating budget by City Ordinance. The annual operating budget and the CIP will be created as companion to documents for the fiscal year beginning October 1, of each 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 shall 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



October 1, 2018

Honorable Mayor and City Council:

In accordance with Florida Statute 163.3177, I am pleased to present the Capital Improvement Plan (CIP) for fiscal years (FY) 2018/19 through 2022/23. 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 Plan includes funded as well as unfunded projects. The advantage of producing this document is that it places the City of North Miami in a prime position to apply for state and federal grant opportunities that align with projects in the plan. Demonstrating project benefits and financial feasibility will give the City of North Miami a competitive advantage over other applicants.

In summary, the CIP is comprised of 12 projects that fall into six categories: Facilities, Parks, Technology, Transportation, Vehicle Replacement and Water & Sewer Projects. The total amount allocated for the capital budget for FY 2019 is \$10,131,662. The following highlights major initiatives in each project category.

Transportation

With three total projects funded, transportation was a high priority in FY18-19 totaling \$881,102. Projects were focused on aesthetic and functional enhancements to sidewalks and roadways for motorist, bicyclist, and pedestrians throughout the City.

Vehicle Replacement

The CIP includes \$200,000 in FY18-19 to replace aging vehicles in North Miami's citywide fleet. Planned vehicle replacements include Police Department cruisers and general fleet replacement for Parks and Public Works.

Water/Sewer and Stormwater Projects

Eight Water & Sewer projects were funded in FY18-19 totaling \$9,050,560. These projects include Lift Station Rehabilitation, Sanitary Sewer Rehabilitation, Upgrades to Existing Lime Softening at the Water Plant, Water & Sewer equipment and Water Line Replacements.

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,

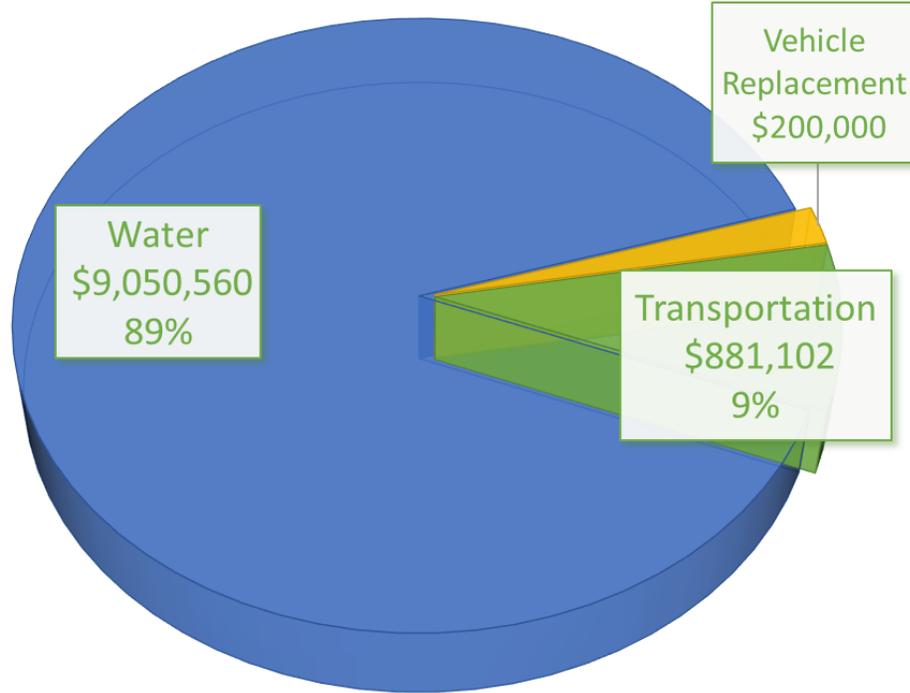
Larry M. Spring, Jr., CPA
City Manager

City of North Miami								
CAPITAL IMPROVEMENT PROGRAM SCHEDULE (FY 18/19 - 22/23)								
Project	Dept.	Category	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	TOTAL PROJECT ESTIMATE
Downtown Improvements (FDOT Grant)	1/2 Cent Transp.	Transportation	\$ 500,000	\$ —	\$ —	\$ —	\$ —	\$ 500,000
Sidewalk Installations and Repairs	1/2 Cent Transp.	Transportation	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
Street Resurfacing	1/2 Cent Transp.	Transportation	\$ 281,102	\$ 281,102	\$ 281,102	\$ 281,102	\$ 281,102	\$ 1,405,510
Operations Center Repairs	Water & Sewer	Water	\$ 85,000	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 99,000
Water & Sewer Equipments	Water & Sewer	Water	\$ 200,560	\$ —	\$ —	\$ —	\$ —	\$ 200,560
Lift Station Rehab	Water & Sewer	Water	\$ 2,240,000	\$ 615,000	\$ 1,015,000	\$ 615,000	\$ 1,015,000	\$ 5,500,000
Lime Softening Water Plant	Water & Sewer	Water	\$ 2,000,000	\$ 5,098,804	\$ 5,098,804	\$ 98,804	\$ 98,804	\$ 2,395,216
Water Line Replacement	Water & Sewer	Water	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,500,000
Water Main Improvements	Water & Sewer	Water	\$ 1,500,000	\$ 200,000	\$ 1,500,000	\$ 200,000	\$ 1,500,000	\$ 4,900,000
Sanitary Sewer Rehab	Water & Sewer	Water	\$ 1,725,000	\$ 6,225,000	\$ 1,225,000	\$ 1,225,000	\$ 1,225,000	\$ 1,625,000
Drainage Improvement	Stormwater	Water	\$ 1,000,000	\$ 500,000	\$ 1,250,000	\$ 500,000	\$ 1,250,000	\$ 4,500,000
Vehicle Replacement	Stormwater	Vehicle Replacement	\$ 200,000	\$ —	\$ —	\$ —	\$ —	\$ 200,000
TOTAL PROJECTS COSTS			\$10,131,662	\$13,323,406	\$10,773,406	\$ 3,323,406	\$ 5,773,406	\$3,325,286

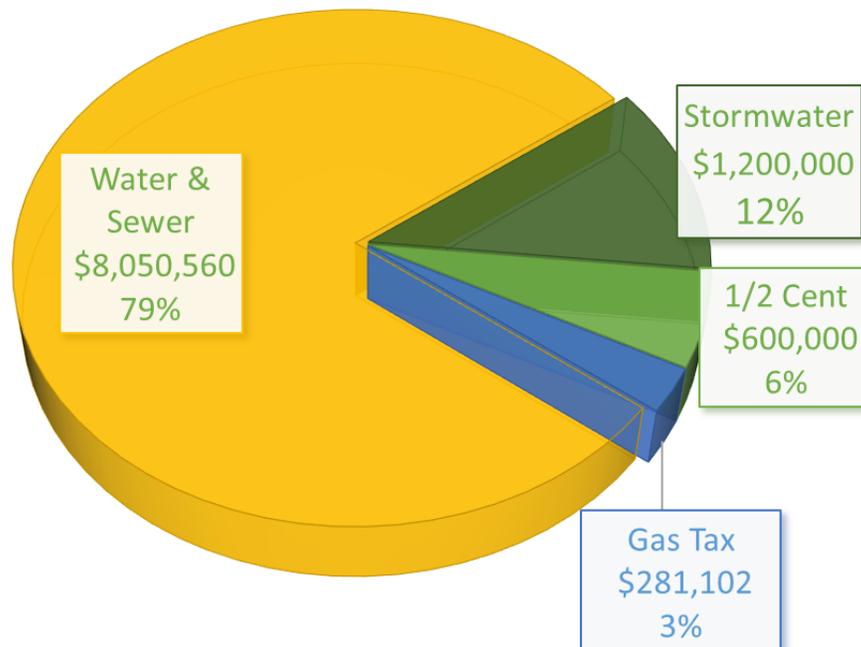
City of North Miami						
SCHEDULE BY DEPARTMENT (FY18/19 - 22/23)						
Departments	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	TOTAL PROJECT ESTIMATE
1/2 Cent Transportation	\$ 600,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 1,000,000
Transportation Gas Tax	\$ 281,102	\$ 281,102	\$ 281,102	\$ 281,102	\$ 281,102	\$ 1,405,510
Water & Sewer	\$ 8,050,560	\$ 12,442,304	\$ 9,142,304	\$ 2,442,304	\$ 4,142,304	\$ 36,219,776
Stormwater	\$ 1,200,000	\$ 500,000	\$ 1,250,000	\$ 500,000	\$ 1,250,000	\$ 4,700,000
TOTAL COSTS	\$ 10,131,662	\$ 13,323,406	\$ 10,773,406	\$ 3,323,406	\$ 5,773,406	\$ 43,325,286

City of North Miami						
SCHEDULE BY CATEGORY (FY18/19 - 22/23)						
Category	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	TOTAL PROJECT ESTIMATE
Transportation	\$ 881,102	\$ 381,102	\$ 381,102	\$ 381,102	\$ 381,102	\$ 2,405,510
Water	\$ 9,050,560	\$ 12,942,304	\$ 10,392,304	\$ 2,942,304	\$ 5,392,304	\$ 40,719,776
Vehicle Replacement	\$ 200,000	\$ —	\$ —	\$ —	\$ —	\$ 200,000
TOTAL COSTS	\$ 10,131,662	\$ 13,323,406	\$ 10,773,406	\$ 3,323,406	\$ 5,773,406	\$ 43,325,286

CAPITAL PROJECTS BY CATEGORY



CAPITAL PROJECTS BY DEPARTMENT



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TRANSPORTATION

IN THIS SECTION:

- Downtown Revitalization
- Sidewalks and Right-of-Way Improvements
- Street Resurfacing

FY19 Supplemental/CIP Request

Project Description:	Downtown Revitalization/Beautification		
Department:	Public Works		Project #
Division:	Transportation		Totals
Account Number:	185-09-551000-541-618-000		\$500,000
Project Location:	NE 125th ST between NE 6th and NE 10th Ave	Request Type	Additional Funds
		Priority Level	Critical Repairs

Objective:
 Revitalize NE 125th Street with bulbous, trees, street furniture, and lighting.

Justification:
 The Downtown Corridor master Plan and other studies make the strong case that the City needs to invest in its major commercial corridors to create a signature environment to capture the attention of through traffic and potential investors. As it is a large project, it would have to be phased in over several years. The City has secured an FDOT grant for this project for \$728,000 which is currently programmed for FY2020 which starts on July 1, 2019. The design consultant is estimating a total cost of approximately \$1.5 million. \$234,000 budgeted as a match in FY 18, requiring additional funds of at least \$500,000.

Project Estimates:

Object Code	Description	Prior Years	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Total Estimate
618	Roadway Improvements	1,060,000	500,000					500,000
Total		1,060,000	500,000					500,000

Funding Source	Fund #	% Funding	Prior Years	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Total Estimate
1/2-Cent	185	100%	1,060,000	500,000					500,000
Total		100%	1,060,000	500,000					500,000

Budget Office Use Only

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

FY 19 Operating Cost: \$ —
FY 19 Capital Cost: \$ 500,000
Future Years' Estimated Annual Cost: \$ —

FY19 Supplemental/CIP Request

Project Description:	Sidewalks and Right-of-Way Improvements	
Department:	1/2 Cent Transportation Surtax	Project # r10y10002
Division:	Transportation	Totals \$100,000
Account Number:	185-09-551000-541-618-000	Request Type Additional Funds
Project Location:	Citywide	Priority Level Critical Repairs

Objective:

To repair sidewalks and install handicap ramps throughout City to improve accessibility to transit and during other roadwork.

Justification:

This request provides funds to continue the maintenance of existing sidewalks throughout the City. Sidewalks are damaged by tree roots or other elemental factors. Request from residents for repairs are received on a daily basis and must be addressed in order to maintain a safe, handicap accessible sidewalk system for our residents to encourage walking, bicycling and transit.

Project Estimates:

Object Code	Description	Prior Years	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Total Estimate
618	Install/Repair Sidewalks		100,000	100,000	100,000	100,000	100,000	500,000
Total			100,000	100,000	100,000	100,000	100,000	500,000

Funding Source	Fund #	% Funding	Prior Years	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Total Estimate
1/2-Cent	185	100%		100,000	100,000	100,000	100,000	100,000	500,000
Total				100,000	100,000	100,000	100,000	100,000	500,000

Budget Office Use Only

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

FY 19 Operating Cost: \$ —
FY 19 Capital Cost: \$ 1,000,000
Future Years' Estimated Annual Cost: \$ 400,000

FY19 Supplemental/CIP Request

Project Description:	Street Resurfacing	Project #	
Department:	Public Works	Totals	281,102
Division:	Transportation-Gas Tax	Request Type	Replacement
Account Number:	370-09-620000-541-618-000	Priority Level	Quality of Life
Project Location:	Citywide		

Objective:

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 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Total Estimate
618	Roadway Improvements		281,102	281,102	281,102	281,102	281,102	1,405,510
Total			281,102	281,102	281,102	281,102	281,102	1,405,510

Funding Source	Fund #	% Funding	Prior Years	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Total Estimate
Gas Tax	370	100%		281,102	281,102	281,102	281,102	281,102	1,405,510
Total		100%		281,102	281,102	281,102	281,102	281,102	1,405,510

Budget Office Use Only

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

FY 19 Operating Cost: \$ —
FY 19 Capital Cost: \$ 281,102
Future Years' Estimated Annual Cost: \$ 1,124,408

VEHICLE REPLACEMENT

IN THIS SECTION:

- Equipment and Vehicles Replacement

FY19 Supplemental/CIP Request

Project Description:	Vehicle Replacement		
Department:	Public Works		Project #
Division:	Stormwater Maintenance & Operation	Totals	200,000
Account Number:	490-10-621000-538-601-000	Request Type	New Request
Project Location:	Various Locations	Priority Level	Critical Repairs

Objective:
To replace old Load-all.

Justification:
To purchase a new Load-all.

Project Estimates:

Object Code	Description	Prior Years	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Total Estimate
601	Load-All		200,000					200,000
Total			200,000					200,000

Funding Source	Fund #	% Funding	Prior Years	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Total Estimate
Stormwater	490	100%		200,000					200,000
Total		100%		200,000					200,000

Budget Office Use Only

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

FY 19 Operating Cost: \$ —
FY 19 Capital Cost: \$ 200,000
Future Years' Estimated Annual Cost: \$ —

WATER & SEWER

IN THIS SECTION:

- Lift Station Rehab
- Lime Softening Water Plant
- Operations Center Repairs
- Sanitary Sewer Rehab
- Water & Sewer Equipments
- Water Line Replacement
- Water Main Improvements
- Drainage Improvements

FY19 Supplemental/CIP Request

Project Description:	Lift Station Rehab		
Department:	Public Works	Project #	
Division:	Utility Equipment Maintenance	Totals	2,440,000
Account Number:	420-10-643001-536-311-000	Request Type	New Request
Project Location:		Priority Level	Improvement

Objective:

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 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Total Estimate
605	Telemetry		50,000	25,000	25,000	25,000	25,000	150,000
608	Pumps		100,000	100,000	100,000	100,000	100,000	500,000
608	Various Stations		—	200,000	200,000	200,000	200,000	800,000
312	Eco Drops		90,000	90,000	90,000	90,000	90,000	450,000
645	A Station Rehabilitation		2,000,000	—	—	—	—	2,000,000
608	Future Designs and Construction			200,000	600,000	200,000	600,000	1,600,000
Total			2,240,000	615,000	1,015,000	615,000	1,015,000	5,500,000

Funding Source	Fund #	% Funding	Prior Years	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Total Estimate
W&S	420	100%		2,240,000	615,000	1,015,000	615,000	1,015,000	5,500,000
Total		100%		2,240,000	615,000	1,015,000	615,000	1,015,000	5,500,000

Budget Office Use Only

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

FY 19 Operating Cost: \$ —
FY 19 Capital Cost: \$ 50,000
Future Years' Estimated Annual Cost: \$ 200,000

FY19 Supplemental/CIP Request

Project Description:	Upgrade of existing Lime Softening Water Plant		
Department:	Public Works		Project #
Division:	Water Plant		Totals
Account Number:	420-10-646000-536-699-000		2,000,000
Project Location:	Water Plant	Request Type	New Request
		Priority Level	Improvement

Objective:

To rehabilitate the existing Lime Softening Water Treatment Plant in order to operate more efficiently and comply with industry standards.

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 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Total Estimate
699	Upgrade of existing Water Plant		2,000,000	5,000,000	5,000,000			12,000,000
705	Principal Payment			98,804	98,804	98,804	98,804	395,216
Total			2,000,000	5,098,804	5,098,804	98,804	98,804	12,395,216

Funding Source	Fund #	% Funding	Prior Years	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	Total Estimate
W&S	420	100%		2,000,000	5,098,804	5,098,804	98,804	98,804	12,395,216
Total		100%		2,000,000	5,098,804	5,098,804	98,804	98,804	12,395,216

Budget Office Use Only

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

FY 19 Operating Cost: \$ —
FY 19 Capital Cost: \$ 2,000,000
Future Years' Estimated Annual Cost: \$10,395,216

FY19 Supplemental/CIP Request

Project Description:	Operations Center Repairs and Improvements		
Department:	Public Works		Project #
Division:	Water Distribution		Totals
Account Number:	420-10-643000-536-612-000		85,000
Project Location:	Operations Center		Request Type
			New Request
			Priority Level
			Critical Repairs

Objective:

Funds needed to make repair necessary to the Utility Operations Center.

Justification:

Funds are needed to repair the roof, install an electrical gate and improve facilities for staff.

Project Estimates:

Object Code	Description	Prior Years	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Total Estimate
329	Facilities/Break Room		5,000					5,000
612	Electrical Gate		50,000					50,000
330	Electrical Gate		3,500	3,500	3,500	3,500	3,500	17,500
612	Roof		23,000					23,000
329	Signage		3,500					3,500
Total			85,000	3,500	3,500	3,500	3,500	99,000

Funding Source	Fund #	% Funding	Prior Years	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Total Estimate
W&S	420	100%		85,000	3,500	3,500	3,500	3,500	99,000
Total		100%		85,000	3,500	3,500	3,500	3,500	99,000

Budget Office Use Only

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

FY 19 Operating Cost: \$ 12,000
FY 19 Capital Cost: \$ 73,000
Future Years' Estimated Annual Cost: \$ 14,000

FY19 Supplemental/CIP Request

Project Description:	Sanitary Sewer Rehabilitation - Gravity Improvement		
Department:	Public Works		Project #
Division:	Sewer Collection & Disposal		Totals
Account Number:	420-10-646000-536-699-000		1,725,000
Project Location:		Request Type	Improvement
		Priority Level	Critical Repairs

Objective:

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. 1. North Shore is identified as a critical facility and has reached its capacity.

Project Estimates:

Object Code	Description	Prior Years	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Total Estimate
641	Gravity Sewer Improvement		100,000	100,000	100,000	100,000	100,000	500,000
641	Gravity Sewer Main Improv.		500,000					500,000
641	Sewer Line & Manhole Rehab		1,000,000	6,000,000	1,000,000	1,000,000	1,000,000	10,000,000
705	Principal Expense		125,000	125,000	125,000	125,000	125,000	625,000
Total			1,725,000	6,225,000	1,225,000	1,225,000	1,225,000	11,625,000

Funding Source	Fund #	% Funding	Prior Years	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Total Estimate
W&S	420	100%		1,725,000	6,225,000	1,225,000	1,225,000	1,225,000	11,625,000
Total				1,725,000	6,225,000	1,225,000	1,225,000	1,225,000	11,625,000

Budget Office Use Only

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

FY 19 Operating Cost: \$ —
FY 19 Capital Cost: \$ 1,725,000
Future Years' Estimated Annual Cost: \$ 9,900,000

FY19 Supplemental/CIP Request

Project Description:	Water & Sewer Equipments	
Department:	Public Works	Project #
Division:	Water Distribution	Totals
Account Number:	420-10-643000-536-605-000	Request Type
Project Location:	Operations Center	Priority Level
		200,560 New Request Improvement

Objective:
Equipment needed for daily operations

Justification:
The valve turning truck is old and needs continuous maintenance in order to keep operations for staff. Also, the portable Main Line Camera will give staff the flexibility to go into tight areas and not be tied down to one location.

Project Estimates:

Object Code	Description	Prior Years	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Total Estimate
605	Water Hydraulic		10,060					10,060
605	Back-up Main Line Camera		33,000					33,000
605	Generator		150,000					150,000
605	PRO 3 Hoist		7,500					7,500
Total			200,560	—	—	—	—	200,560

Funding Source	Fund #	% Funding	Prior Years	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Total Estimate
W&S	420	100%		200,560	—	—	—	—	200,560
Total		100%		200,560	—	—	—	—	200,560

Budget Office Use Only

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

FY 19 Operating Cost: \$ —
FY 19 Capital Cost: \$ 200,560
Future Years' Estimated Annual Cost: \$ —

FY19 Supplemental/CIP Request

Project Description:	Water Line Replacement	
Department:	Public Works	Project #
Division:	Water Distribution	Totals
Account Number:	420-10-649003-536-605-000	Request Type
Project Location:	Citywide	Priority Level
		300,000 New Request Improvements

Objective:

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 back flow 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 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Total Estimate
605	4,000ft of Lrg dia. Pipe	—	250,000	250,000	250,000	250,000	250,000	1,250,000
605	29,600ft of small dia. Pipe	—	50,000	50,000	50,000	50,000	50,000	250,000
Total		—	300,000	300,000	300,000	300,000	300,000	1,500,000

Funding Source	Fund #	% Funding	Prior Years	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Total Estimate
W&S	420	100%	—	300,000	300,000	300,000	300,000	300,000	1,500,000
Total		100%	—	300,000	300,000	300,000	300,000	300,000	1,500,000

Budget Office Use Only

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

FY 19 Operating Cost: \$ —
FY 19 Capital Cost: \$ 300,000
Future Years' Estimated Annual Cost: \$ 1,200,000

FY19 Supplemental/CIP Request

Project Description:	Water Main Improvement	
Department:	Public Works	Project #
Division:	Utility Equipment Maintenance	Totals
Account Number:	420-10-649003-536-636-000	1,500,000
Project Location:	Citywide	Request Type
		New Request
		Priority Level
		Improvements

Objective:

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 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Total Estimate
636	Water Main Improvement	—	1,500,000	—	1,500,000	—	1,500,000	4,500,000
311	Design	—	—	200,000	—	200,000	—	400,000
Total		—	1,500,000	200,000	1,500,000	200,000	1,500,000	4,900,000

Funding Source	Fund #	% Funding	Prior Years	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Total Estimate
W&S	420	100%	—	1,500,000	200,000	1,500,000	200,000	1,500,000	4,900,000
Total		100%	—	1,500,000	200,000	1,500,000	200,000	1,500,000	4,900,000

Budget Office Use Only

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

FY 19 Operating Cost: \$ —
FY 19 Capital Cost: \$ 1,500,000
Future Years' Estimated Annual Cost: \$ 3,400,000

FY19 Supplemental/CIP Request

Project Description:	Stormwater Improvement - Basin Construction	
Department:	Public Works	Project #
Division:	Stormwater Maintenance & Operation	Totals
Account Number:	490-10-621000-538-620-000	1,000,000
Project Location:	Various Locations	Request Type
		New Request
		Priority Level
		Critical Repairs

Objective:

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 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Total Estimate
620	Basin Construction		1,000,000	500,000	1,250,000	500,000	1,250,000	4,500,000
Total			1,000,000	500,000	1,250,000	500,000	1,250,000	4,500,000

Funding Source	Fund #	% Funding	Prior Years	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Total Estimate
Stormwater	420	50%		500,000	500,000	1,250,000	500,000	1,250,000	4,000,000
Grant	199	50%		500,000					500,000
Total		100%		1,000,000	500,000	1,250,000	500,000	1,250,000	4,500,000

Budget Office Use Only

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

FY 19 Operating Cost: \$ —
FY 19 Capital Cost: \$ 1,000,000
Future Years' Estimated Annual Cost: \$ 3,500,000



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Section Five

Appendix

City of North Miami, Florida
 Classification and Pay Plan
 (Unclassified Positions)

Effective: October 1, 2018 - September 30, 2019

Class Number	Class Title	Numerical Pay Grade	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
175	CITY MANAGER (CM) (E)	50	147,514	260,333
185	CITY ATTORNEY (DH) (E)	50	147,514	260,333
183	DEPUTY CITY ATTORNEY (ADH) (E)	46	121,306	149,421
170	DEPUTY CITY MANAGER (DCM) (E)	46	121,316	179,424
725	POLICE CHIEF (DH) (E)	44-SM	112,190	166,100
167	CHIEF OF STAFF (E)	44	110,011	162,864
225	FINANCE DIRECTOR (DH) (E)	44	110,011	162,864
400	PUBLIC WORKS DIRECTOR (DH) (E)	44	110,011	162,864
722	ASST. POLICE CHIEF (ADH) (E)	41-SM	96,808	143,250
221	BUDGET DIRECTOR (DH) (E)	40	90,314	133,682
422	BUILDING DIRECTOR (DH) (E)	40	90,314	133,682
399	CODE COMPLIANCE DIRECTOR (DH) (E)	40	90,314	133,682
408	PLANNING, ZONING & DEVELOPMENT DIRECTOR (DH) (E)	40	90,314	133,682
164	INFORMATION TECHNOLOGY DIRECTOR (DH) (E)	40	90,314	133,682
325	LIBRARY DIRECTOR (DH) (E)	40	90,314	133,682
823	MOGA DIRECTOR/CHIEF CURATOR (DH) (E)	40	90,314	133,682
860	PARKS & RECREATION DIRECTOR (DH) (E)	40	90,314	133,682
150	PERSONNEL ADMINISTRATION DIRECTOR (DH) (E)	40	90,314	133,682
137	PURCHASING DIRECTOR (DH) (E)	40	90,314	133,682
160	RISK MANAGER (DH) (E)	40	90,314	133,682
716	POLICE MAJOR (E)	38-SM	83,464	123,731
421	CAPITAL PROJECT MANAGER (E)	37	78,000	115,606
452	PUBLIC INFORMATION MANAGER (DH) (E)	37	78,000	115,606
160	RISK MANAGER (DH) (E)	37	79,552	115,603
721	POLICE COMMANDER/EMERGENCY MANAGER (E)	36-SM	75,592	112,190
180	ASST. CITY ATTORNEY (E)	36	74,110	110,011
218	INTERNAL AUDITOR (E)	32	60,923	90,313
735	POLICE EXECUTIVE ASSISTANT (E)	32	60,923	90,313
165	ASST. TO THE CITY MANAGER (JB) (E)	29	52,541	78,000
114	PARALEGAL (JB) (E)	29	52,541	78,000
126	SENIOR EXECUTIVE ASSISTANT TO THE CITY MANAGER (JB) (E)	29	52,541	78,000
41	ADMINISTRATIVE ASSISTANT TO THE CITY MANAGER (JB) (E)	28	49,837	74,110



City of North Miami, Florida
 Classification and Pay Plan
 (Unclassified Positions)

Effective: October 1, 2018 - September 30, 2019

Class Number	Class Title	Numerical Pay Grade	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
113	LEGAL ADMINISTRATIVE ASSISTANT	28	49,837	74,110
115	EXECUTIVE ASSISTANT TO THE CITY MANAGER	28	49,837	74,110



City of North Miami, Florida
 Classification and Pay Plan
 Classified Positions

Effective: October 1, 2018 - September 30, 2019

Class Number	Class Title	Numerical Pay Grade	Union/Non Union	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
215	ACCOUNTANT	29	N	52,541	78,000
161	ADMINISTRATIVE ASSISTANT	28	N	49,837	74,110
111	ADMINISTRATIVE COORDINATOR (CONFIDENTIAL)	25	N	42,994	64,085
222	ASST. BUDGET DIRECTOR	34	N	67,350	99,611
156	ASST. CITY CLERK (JB) (E)	28	N	49,837	74,110
220	ASST. FINANCE DIRECTOR (ADH) (E)	37	N	78,000	115,606
163	ASST. INFORMATION TECHNOLOGY DIRECTOR (ADH) (E)	34	N	67,350	99,611
315	ASST. LIBRARY DIRECTOR (ADH) (E)	34	N	67,350	99,611
824	ASST. MOCA DIRECTOR (ADH) (E)	34	N	67,350	99,611
820	ASST. MOCA DIRECTOR OF BUSINESS (ADH) (E)	34	N	67,350	99,611
857	ASST. PARKS & RECREATION DIRECTOR (ADH) (E)	34	N	67,350	99,611
149	ASST. PERSONNEL ADMIN. DIRECTOR (ADH) (E)	34	N	67,350	99,611
411	ASST. PLANNING, ZONING & DEV DIRECTOR (ADH) (E)	34	N	67,350	99,611
404	ASST. PUBLIC WORKS DIRECTOR (ADH) (E)	41	N	94,931	140,442
139	ASST. PURCHASING DIRECTOR (ADH) (E)	34	N	67,350	99,611
407	ASST. TO THE PUBLIC WORKS DIRECTOR (JB) (E)	28	N	49,837	74,110
141	BODY WORN CAMERA (BWC) ADMINISTRATOR (JB) (E)	28	N	49,837	74,110
223	BUDGET ADMINISTRATOR (JB) (E)	28	N	49,837	74,110
224	BUDGET ANALYST (JB) (E)	26	N	45,157	67,350
423	BUILDING & ZONING COMPLIANCE ADMINISTRATOR (JB) (E)	29	N	52,541	78,000
421	BUILDING ADMINISTRATIVE COORDINATOR	25	N	42,994	64,085
415	BUILDING INSPECTOR	29	N	52,541	78,000
418	BUILDING PLANS EXAMINER (JB) (E)	31	N	58,032	85,987
433	BUSINESS DEVELOPMENT COORDINATOR (JB) (E)	22	N	37,066	55,162
235	BUSINESS TAX MANAGER	34	N	67,350	99,611
234	BUSINESS TAX SPECIALIST	18	N	30,368	45,157
130	BUYER	22	N	37,066	55,162
442	C.D.B.G. ADMINISTRATOR (JB) (E)	25	N	42,994	64,085
965	CHEMIST	25	N	42,994	64,085
217	CHIEF ACCOUNTANT (JB) (E)	30	N	55,161	81,827
430	CHIEF BUILDING INSPECTOR	30	N	55,161	81,827
426	CHIEF ELECTRICAL INSPECTOR	30	N	55,161	81,827



City of North Miami, Florida
 Classification and Pay Plan
 Classified Positions

Effective: October 1, 2018 - September 30, 2019

Class Number	Class Title	Numerical Pay Grade	Union/Non Union	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
427	CHIEF MECHANICAL INSPECTOR	30	N	55,161	81,827
428	CHIEF PLUMBING INSPECTOR	30	N	55,161	81,827
429	CHIEF STRUCTURAL INSPECTOR	30	N	55,161	81,827
402	CITY ENGINEER (E)	35	N	70,658	104,582
437	CITY PLANNER (JB) (E)	33	N	64,085	94,931
401	CIVIL ENGINEER (JB) (E)	29	N	52,541	78,000
414	CODE ADMINISTRATOR (JB) (E)	29	N	52,541	78,000
425	CODE COMPLIANCE COORDINATOR	24	N	40,934	60,923
416	CODE COMPLIANCE MANAGER (JB) (E)	30	N	55,161	81,827
95	COMMUNITY EDUCATION COORDINATOR	30	N	55,161	81,827
171	CONSTITUENT SERVICES AIDE	18	N	30,368	45,157
172	CONSTITUENT SERVICES COORDINATOR	26	N	45,157	67,350
173	CONTRACT COMPLIANCE MANAGER (JB) (E)	30	N	55,161	81,827
229	CREDIT & COLLECTIONS COORDINATOR	22	N	37,066	55,162
709	CRISIS INTERVENTION SPECIALIST	21	N	35,131	52,541
535	CUSTODIAN LEADWORKER	18	N	30,368	45,157
550	CUSTOMER SERVICE LIAISON (JB) (E)	26	N	45,157	67,350
910	CUSTOMER SERVICE REPRESENTATIVE	20	N	33,426	49,837
128	DATA BASE ADMINISTRATOR (JB) (E)	28	N	49,837	74,110
119	DATA PROCESSING ADMINISTRATOR (JB) (E)	33	N	64,085	94,931
155	DEPUTY CITY CLERK (ADH) (E)	34	N	67,350	99,611
403	DRAFTING TECHNICIAN	20	N	33,426	49,837
448	ECONOMIC DEVELOPMENT MANAGER (JB) (E)	33	N	64,085	94,321
444	ECONOMIC DEVELOPMENT SPECIALIST (JB) (E)	29	N	52,541	78,000
862	EDUCATION COORDINATOR	22	N	37,066	55,162
866	EDUCATION CURATOR (JB) (E)	24	N	40,934	60,923
453	ELECTRICAL INSPECTOR	29	N	52,541	78,000
417	ELECTRICAL PLANS EXAMINER (JB) (E)	31	N	58,032	85,987
140	EMERGENCY MANAGEMENT ANALYST (JB) (E)	27	N	47,486	70,658
96	EMERGENCY MANAGEMENT SPECIALIST	24	N	40,934	60,923
151	EMPLOYMENT & BENEFITS MANAGER	33	N	64,085	94,321
569	EQUIPMENT MAINTENANCE SUPERVISOR	28	N	49,837	74,110

City of North Miami, Florida
 Classification and Pay Plan
 Classified Positions

Effective: October 1, 2018 - September 30, 2019

Class Number	Class Title	Numerical Pay Grade	Union/Non Union	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
639	FACILITY MAINTENANCE COORDINATOR	22	N	37,066	55,162
640	FACILITY MAINTENANCE SUPERVISOR (JB) (E)	28	N	49,837	74,110
660	FLEET SUPERINTENDENT (JB) (E)	30	N	55,161	81,827
615	FLEET SUPERVISOR	28	N	49,837	74,110
123	GIS SPECIALIST (JB) (E)	28	N	49,837	74,110
174	GOVERNMENTAL AFFAIRS MANAGER (JB) (E)	30	N	55,161	81,827
434	GRANTS ADMINISTRATOR (JB) (E)	27	N	47,486	70,658
432	GRANTS WRITER (JB) (E)	25	N	42,994	64,085
440	GRAPHICS DESIGNER	21	N	35,131	52,541
446	HOUSING ADMINISTRATOR (JB) (E)	28	N	49,837	74,110
447	HOUSING AND SOCIAL SERVICES MANAGER (JB) (E)	33	N	64,085	94,321
441	HOUSING COORDINATOR	26	N	45,157	67,350
439	HOUSING SERVICES ADMINISTRATIVE SPECIALIST	18	N	30,368	45,157
108	INFORMATION PROCESSING COORDINATOR	22	N	37,066	55,162
116	INFORMATION TECHNOLOGY ANALYST (JB) (E)	25	N	42,994	64,085
131	INFORMATION TECHNOLOGY SPECIALIST I	22	N	37,066	55,162
132	INFORMATION TECHNOLOGY SPECIALIST II (JB) (E)	24	N	40,934	60,923
133	INFORMATION TECHNOLOGY SPECIALIST III (JB) (E)	26	N	45,157	67,350
101	INTERPRETER	18	N	30,368	45,157
212	JUNIOR ACCOUNTANT	23	N	38,875	58,032
650	LEAK DETECTION TECHNICIAN	21	N	35,131	52,541
312	LIBRARIAN (JB) (E)	25	N	42,994	64,085
313	LIBRARY MANAGER (JB) (E)	30	N	55,161	81,827
97	MANAGEMENT ANALYST (JB) (E)	26	N	45,157	67,350
454	MECHANICAL INSPECTOR	29	N	52,541	78,000
419	MECHANICAL PLANS EXAMINER (JB) (E)	31	N	58,032	85,987
905	METER READER I	18	N	30,368	45,157
906	METER READER II	19	N	31,741	47,486
813	MOCA ADMINISTRATOR (JB) (E)	27	N	47,486	70,658
129	NETWORK ADMINISTRATOR (JB) (E)	29	N	52,541	78,000
122	NETWORK SPECIALIST (JB) (E)	24	N	40,934	60,923
848	NURSERY SPECIALIST	21	N	35,131	52,541



City of North Miami, Florida
 Classification and Pay Plan
 Classified Positions

Effective: October 1, 2018 - September 30, 2019

Class Number	Class Title	Numerical Pay Grade	Union/Non Union	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
816	PARKS AND RECREATION SPECIALIST	21	N	35,131	52,541
854	PARKS COORDINATOR	25	N	42,994	64,085
858	PARKS SUPERINTENDENT (JB) (E)	30	N	55,161	81,827
852	PARKS SUPERVISOR (JB) (E)	28	N	49,837	74,110
37	PASSPORT COORDINATOR	28	N	49,837	74,110
213	PAYROLL ANALYST (JB) (E)	26	N	45,157	67,350
211	PAYROLL COORDINATOR (JB) (E)	21	N	35,131	52,541
148	PERSONNEL ADMINISTRATOR (JB) (E)	30	N	55,161	81,827
145	PERSONNEL SPECIALIST (JB) (E)	24	N	40,934	60,923
435	PLANNER (JB) (E)	27	N	47,486	70,658
443	PLANNING TECHNICIAN	21	N	35,131	52,541
455	PLUMBING INSPECTOR	29	N	52,541	78,000
420	PLUMBING PLANS EXAMINER (JB) (E)	31	N	58,032	85,987
736	POLICE ADMINISTRATOR (JB) (E)	33	N	64,085	94,321
734	POLICE COMMUNICATIONS SUPERVISOR	28	N	49,837	74,110
703	POLICE OFFICER TRAINEE	25T	N	43,846	65,416
707	POLICE PROPERTY CLERK	18	N	30,368	45,157
107	POLICE RECORDS SUPERVISOR	28	N	49,837	74,110
117	PROGRAMMER/ANALYST (JB) (E)	27	N	47,486	70,658
450	PUBLIC INFORMATION OFFICER (JB) (E)	27	N	47,486	70,658
451	PUBLIC INFORMATION SPECIALIST	24	N	40,934	60,923
405	PUBLIC WORKS OPERATIONS CHIEF (JB) (E)	32	N	60,923	90,313
135	PURCHASING AGENT (JB) (E)	28	N	49,837	74,110
39	RECEPTIONIST	18	N	30,368	45,157
106	RECORDS MANAGEMENT SUPERVISOR	20	N	33,426	49,837
815	RECREATION COORDINATOR	22	N	37,066	55,162
821	RECREATION PROGRAMMER (E)	26	N	45,157	67,350
822	RECREATION SUPERINTENDENT (JB) (E)	28	N	49,837	74,110
817	RECREATION SUPERVISOR (JB) (E)	25	N	42,994	64,085
512	RIGHTS-OF-WAY INSPECTOR	18	N	30,368	45,157
552	RIGHTS-OF-WAY SUPERVISOR	28	N	49,837	74,110
162	RISK & SAFETY MANAGER (JB) (E)	33	N	64,085	94,321

City of North Miami, Florida
 Classification and Pay Plan
 Classified Positions

Effective: October 1, 2018 - September 30, 2019

Class Number	Class Title	Numerical Pay Grade	Union/Non Union	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
159	RISK ANALYST	26	N	45,157	67,350
456	ROOFING INSPECTOR	29	N	52,541	78,000
158	SAFETY OFFICER (JB) (E)	25	N	42,994	64,085
545	SANITATION COORDINATOR	22	N	37,066	55,162
551	SCADA TECHNICIAN	23	N	38,875	58,032
214	SENIOR ACCOUNTANT (JB) (E)	26	N	45,157	67,350
209	SENIOR CASHIER	26	N	45,157	67,350
406	SENIOR CIVIL ENGINEER (JB) (E)	32	N	60,923	90,313
134	SENIOR INFORMATION TECHNOLOGY SPECIALIST	28	N	49,837	74,110
436	SENIOR PLANNING TECHNICIAN	22	N	37,066	55,162
811	SENIOR PROGRAM COORDINATOR	25	N	42,994	64,085
449	SENIOR PUBLIC INFORMATION OFFICER (JB) (E)	31	N	58,032	85,987
98	SOCIAL SERVICES ADMINISTRATOR (JB) (E)	28	N	49,837	74,110
99	SOCIAL SERVICES COORDINATOR	26	N	45,157	67,350
819	SPECIAL EVENTS SUPERVISOR (JB) (E)	28	N	49,837	74,110
520	STREETS COORDINATOR	22	N	37,066	55,162
526	STREETS SUPERVISOR (JB) (E)	28	N	49,837	74,110
424	SUSTAINABILITY ADMINISTRATOR (JB) (E)	26	N	45,157	67,350
840	SWIMMING POOL OPERATOR	20	N	33,426	49,837
138	SYSTEMS ADMINISTRATOR (E)	28	N	49,837	74,110
118	SYSTEMS ANALYST (JB) (E)	27	N	47,486	70,658
825	TENNIS SUPERINTENDENT (JB) (E)	31	N	58,032	85,987
144	TRAINING SPECIALIST (JB) (E)	30	N	55,161	81,827
413	TRANSPORTATION MANAGER (JB) (E)	33	N	64,085	94,321
431	TRANSPORTATION PLANNER (JB) (E)	27	N	47,486	70,658
38	TRANSPORTATION SPECIALIST (JB) (E)	24	N	40,934	60,923
236	UTILITY BILLING PROJECT MANAGER (JB) (E)	30	N	55,161	81,827
228	UTILITY BUSINESS COORDINATOR	25	N	42,994	64,085
230	UTILITY BUSINESS SUPERVISOR (JB) (E)	28	N	49,837	74,110
227	UTILITY COLLECTIONS COORDINATOR	25	N	42,994	64,085
567	UTILITY COORDINATOR	25	N	42,994	64,085
585	UTILITY SUPERINTENDENT (JB) (E)	30	N	55,161	81,827

City of North Miami, Florida
 Classification and Pay Plan
 Classified Positions

Effective: October 1, 2018 - September 30, 2019

Class Number	Class Title	Numerical Pay Grade	Union/Non Union	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
568	UTILITY SUPERVISOR (JB) (E)	28	N	49,837	74,110
962	WATER PLANT COORDINATOR	25	N	42,994	64,085
587	WATER PLANT SUPERINTENDENT (JB) (E)	30	N	55,161	81,827
570	WATER PLANT SUPERVISOR (JB) (E)	28	N	49,837	74,110
146	WELLNESS COORDINATOR	28	N	49,837	74,110
412	ZONING MANAGER (JB) (E)	33	N	64,085	94,321
210	ACCOUNT CLERK	21	WH-COLLAR	35,131	52,541
40	ADMINISTRATIVE COORDINATOR	25	WH-COLLAR	42,994	64,085
104	ADMINISTRATIVE SPECIALIST	22	WH-COLLAR	37,065	55,162
708	CITIZENS CRIME WATCH COORDINATOR	18	WH-COLLAR	30,368	45,157
103	CLERICAL TECHNICIAN	18	WH-COLLAR	30,368	45,157
410	CODE COMPLIANCE OFFICER	25	WH-COLLAR	42,994	64,085
100	COMMUNITY PLANNING & DEV. TECHNICIAN	22	WH-COLLAR	37,065	55,162
704	CRIME ANALYST	22	WH-COLLAR	37,065	55,162
706	CRIME SCENE TECHNICIAN	26	WH-COLLAR	45,157	67,350
445	HOUSING INSPECTOR	27	WH-COLLAR	47,486	70,658
438	HOUSING SERVICES AIDE	18	WH-COLLAR	30,368	45,157
305	LIBRARY AIDE I	18	WH-COLLAR	30,368	45,157
310	LIBRARY AIDE II	20	WH-COLLAR	33,426	49,837
409	MINIMUM HOUSING OFFICER	25	WH-COLLAR	42,994	64,085
105	PERMIT PROCESSING COORDINATOR	22	WH-COLLAR	37,065	55,162
120	PERMIT PROCESSOR	20	WH-COLLAR	33,426	49,837
730	POLICE COMMUNICATIONS OPERATOR	25	WH-COLLAR	42,994	64,085
109	POLICE RECORDS TECHNICIAN	19	WH-COLLAR	31,741	47,486
702	PUBLIC SERVICE AIDE	20	WH-COLLAR	33,426	49,837
740	QUARTERMASTER	25	WH-COLLAR	42,994	64,085
127	STOCK CLERK	18	WH-COLLAR	30,368	45,157
125	STOREKEEPER	22	WH-COLLAR	37,066	55,162
121	SWITCHBOARD OPERATOR	18	WH-COLLAR	30,368	45,157
571	UTILITY TECHNICIAN	18	WH-COLLAR	30,368	45,157
124	WEBMASTER (JB) (E)	26	WH-COLLAR	45,157	67,350
112	WORD PROCESSING SPECIALIST	19	WH-COLLAR	31,741	47,486

City of North Miami, Florida
 Classification and Pay Plan
 Classified Positions

Effective: October 1, 2018 - September 30, 2019

Class Number	Class Title	Numerical Pay Grade	Union/Non Union	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
530	CUSTODIAN	18	IUPA BLU-COLLAR	30,368	45,157
630	ELECTRICIAN	25	IUPA BLU-COLLAR	42,994	64,085
629	ELECTRICIAN'S AIDE	20	IUPA BLU-COLLAR	33,426	49,837
610	FLEET MECHANIC	23	IUPA BLU-COLLAR	38,875	58,032
605	FLEET MECHANIC'S AIDE	20	IUPA BLU-COLLAR	33,426	49,837
505	GENERAL MAINTENANCE WORKER	18	IUPA BLU-COLLAR	30,368	45,157
515	HEAVY EQUIPMENT OPERATOR	22	IUPA BLU-COLLAR	37,066	55,162
835	LIFEGUARD	20	IUPA BLU-COLLAR	33,426	49,837
635	MAINTENANCE MECHANIC	20	IUPA BLU-COLLAR	33,426	49,837
510	MOTOR EQUIPMENT OPERATOR	20	IUPA BLU-COLLAR	33,426	49,837
814	PARKS NATURALIST	24	IUPA BLU-COLLAR	40,934	60,923
855	PARKS SPECIALIST	24	IUPA BLU-COLLAR	40,934	60,923
634	PLUMBER	27	IUPA BLU-COLLAR	47,486	70,658
805	RECREATION AIDE	18	IUPA BLU-COLLAR	30,368	45,157
810	RECREATION LEADER I	18	IUPA BLU-COLLAR	30,368	45,157
812	RECREATION LEADER II	20	IUPA BLU-COLLAR	33,426	49,837
818	RECREATION SPECIALIST	24	IUPA BLU-COLLAR	40,934	60,923
632	SENIOR ELECTRICIAN	27	IUPA BLU-COLLAR	47,486	70,658
637	TRADES MECHANIC	22	IUPA BLU-COLLAR	37,066	55,162
915	UTILITY BUSINESS FIELD COORDINATOR	24	IUPA BLU-COLLAR	40,934	60,923
566	UTILITY CREW LEADER	18	IUPA BLU-COLLAR	30,368	45,157
960	WATER PLANT OPERATOR	23	IUPA BLU-COLLAR	38,875	58,032
955	WATER PLANT OPERATOR TRAINEE	20	IUPA BLU-COLLAR	33,426	49,837
625	WELDER	25	IUPA BLU-COLLAR	42,994	64,085

CITY OF NORTH MIAMI
SALARY SCHEDULE IUPA BLUE & WHITE COLLAR/NON-BARGAINING EMPLOYEES
EFFECTIVE: 10/01/2018 - 9/30/2019

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
18	Annual	\$30,368.00	\$31,740.80	\$33,425.60	\$35,131.20	\$37,065.60	\$40,934.40	\$42,993.60	\$45,156.80
	Monthly	\$2,531	\$2,645	\$2,785	\$2,928	\$3,089	\$3,411	\$3,583	\$3,763
	Weekly	\$583.85	\$610.37	\$642.60	\$675.65	\$712.78	\$747.46	\$787.03	\$826.61
	Hourly	\$14.60	\$15.26	\$16.07	\$16.89	\$17.82	\$18.69	\$19.68	\$20.67
19	Annual	\$31,740.80	\$33,425.60	\$35,131.20	\$37,065.60	\$38,875.20	\$40,934.40	\$42,993.60	\$44,886.40
	Monthly	\$2,645	\$2,785	\$2,928	\$3,089	\$3,240	\$3,411	\$3,583	\$3,763
	Weekly	\$610.37	\$642.60	\$675.65	\$712.78	\$747.46	\$787.03	\$826.61	\$868.22
	Hourly	\$15.26	\$16.07	\$16.89	\$17.82	\$18.69	\$19.68	\$20.67	\$21.71
20	Annual	\$33,425.60	\$35,131.20	\$37,065.60	\$38,875.20	\$40,934.40	\$42,993.60	\$44,886.40	\$46,936.80
	Monthly	\$2,785	\$2,928	\$3,089	\$3,240	\$3,411	\$3,583	\$3,763	\$3,957
	Weekly	\$642.60	\$675.65	\$712.78	\$747.46	\$787.03	\$826.61	\$868.22	\$913.10
	Hourly	\$16.07	\$16.89	\$17.82	\$18.69	\$19.68	\$20.67	\$21.71	\$22.83
21	Annual	\$35,131.20	\$37,065.60	\$38,875.20	\$40,934.40	\$42,993.60	\$44,886.40	\$46,936.80	\$49,032.00
	Monthly	\$2,928	\$3,089	\$3,240	\$3,411	\$3,583	\$3,763	\$3,957	\$4,153
	Weekly	\$675.65	\$712.78	\$747.46	\$787.03	\$826.61	\$868.22	\$913.10	\$958.39
	Hourly	\$16.89	\$17.82	\$18.69	\$19.68	\$20.67	\$21.71	\$22.83	\$23.96
22	Annual	\$37,065.60	\$38,875.20	\$40,934.40	\$42,993.60	\$44,886.40	\$46,936.80	\$49,032.00	\$51,158.88
	Monthly	\$3,089	\$3,240	\$3,411	\$3,583	\$3,763	\$3,957	\$4,153	\$4,378
	Weekly	\$712.78	\$747.46	\$787.03	\$826.61	\$868.22	\$913.10	\$958.39	\$1,010.21
	Hourly	\$17.82	\$18.69	\$19.68	\$20.67	\$21.71	\$22.83	\$23.96	\$25.26
23	Annual	\$40,934.40	\$42,993.60	\$44,886.40	\$46,936.80	\$49,032.00	\$51,158.88	\$53,304.00	\$55,486.40
	Monthly	\$3,411	\$3,583	\$3,763	\$3,957	\$4,153	\$4,378	\$4,597	\$4,836
	Weekly	\$747.46	\$787.03	\$826.61	\$868.22	\$913.10	\$958.39	\$1,010.21	\$1,060.80
	Hourly	\$18.69	\$19.68	\$20.67	\$21.71	\$22.83	\$23.96	\$25.26	\$26.52
24	Annual	\$42,993.60	\$44,886.40	\$46,936.80	\$49,032.00	\$51,158.88	\$53,304.00	\$55,486.40	\$57,704.00
	Monthly	\$3,583	\$3,763	\$3,957	\$4,153	\$4,378	\$4,597	\$4,836	\$5,077
	Weekly	\$787.03	\$826.61	\$868.22	\$913.10	\$958.39	\$1,010.21	\$1,060.80	\$1,115.88
	Hourly	\$19.68	\$20.67	\$21.71	\$22.83	\$23.96	\$25.26	\$26.52	\$27.90
25	Annual	\$44,886.40	\$46,936.80	\$49,032.00	\$51,158.88	\$53,304.00	\$55,486.40	\$57,704.00	\$60,000.00
	Monthly	\$3,763	\$3,957	\$4,153	\$4,378	\$4,597	\$4,836	\$5,077	\$5,340
	Weekly	\$826.61	\$868.22	\$913.10	\$958.39	\$1,010.21	\$1,060.80	\$1,115.88	\$1,171.78
	Hourly	\$20.67	\$21.71	\$22.83	\$23.96	\$25.26	\$26.52	\$27.90	\$29.29

CITY OF NORTH MIAMI
SALARY SCHEDULE IUPA BLUE & WHITE COLLAR/NON-BARGAINING EMPLOYEES
EFFECTIVE: 10/01/2018 - 9/30/2019

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
25T	Annual	\$43,846.40	\$48,464.00	\$50,856.00	\$53,601.60	\$56,284.80	\$59,196.80	\$62,192.00	\$65,416.00
	Monthly	\$3,654	\$4,039	\$4,238	\$4,467	\$4,690	\$4,933	\$5,183	\$5,451
	Weekly	\$843.34	\$931.87	\$977.98	\$1,030.61	\$1,082.42	\$1,138.32	\$1,195.85	\$1,258.00
	Hourly	\$21.08	\$22.15	\$23.30	\$24.45	\$25.77	\$27.06	\$28.46	\$29.90
26	Annual	\$45,156.80	\$47,486.40	\$49,836.80	\$52,540.80	\$55,161.60	\$58,032.00	\$64,084.80	\$67,350.40
	Monthly	\$3,763	\$3,957	\$4,153	\$4,378	\$4,597	\$4,836	\$5,077	\$5,340
	Weekly	\$868.22	\$913.10	\$958.39	\$1,010.21	\$1,060.80	\$1,115.88	\$1,171.78	\$1,232.57
	Hourly	\$21.71	\$22.83	\$23.96	\$25.26	\$26.52	\$27.90	\$29.29	\$30.81
27	Annual	\$47,486.40	\$49,836.80	\$52,540.80	\$55,161.60	\$58,032.00	\$64,084.80	\$67,350.40	\$70,657.60
	Monthly	\$3,957	\$4,153	\$4,378	\$4,597	\$4,836	\$5,077	\$5,340	\$5,613
	Weekly	\$913.10	\$958.39	\$1,010.21	\$1,060.80	\$1,115.88	\$1,171.78	\$1,232.57	\$1,295.20
	Hourly	\$22.83	\$23.96	\$25.26	\$26.52	\$27.90	\$29.29	\$30.81	\$32.38
28	Annual	\$49,836.80	\$52,540.80	\$55,161.60	\$58,032.00	\$64,084.80	\$67,350.40	\$70,657.60	\$74,110.40
	Monthly	\$4,153	\$4,378	\$4,597	\$4,836	\$5,077	\$5,340	\$5,613	\$5,888
	Weekly	\$958.39	\$1,010.21	\$1,060.80	\$1,115.88	\$1,171.78	\$1,232.57	\$1,295.20	\$1,358.64
	Hourly	\$23.96	\$25.26	\$26.52	\$27.90	\$29.29	\$30.81	\$32.38	\$33.97
29	Annual	\$52,540.80	\$55,161.60	\$58,032.00	\$64,084.80	\$67,350.40	\$70,657.60	\$74,110.40	\$78,000.00
	Monthly	\$4,378	\$4,597	\$4,836	\$5,077	\$5,340	\$5,613	\$5,888	\$6,176
	Weekly	\$1,010.21	\$1,060.80	\$1,115.88	\$1,171.78	\$1,232.57	\$1,295.20	\$1,358.64	\$1,425.14
	Hourly	\$25.26	\$26.52	\$27.90	\$29.29	\$30.81	\$32.38	\$33.97	\$35.63
30	Annual	\$55,161.60	\$58,032.00	\$64,084.80	\$67,350.40	\$70,657.60	\$74,110.40	\$78,000.00	\$81,827.20
	Monthly	\$4,597	\$4,836	\$5,077	\$5,340	\$5,613	\$5,888	\$6,176	\$6,500
	Weekly	\$1,060.80	\$1,115.88	\$1,171.78	\$1,232.57	\$1,295.20	\$1,358.64	\$1,425.14	\$1,499.81
	Hourly	\$26.52	\$27.90	\$29.29	\$30.81	\$32.38	\$33.97	\$35.63	\$37.50
31	Annual	\$58,032.00	\$64,084.80	\$67,350.40	\$70,657.60	\$74,110.40	\$78,000.00	\$81,827.20	\$85,987.20
	Monthly	\$4,836	\$5,077	\$5,340	\$5,613	\$5,888	\$6,176	\$6,500	\$7,166
	Weekly	\$1,115.88	\$1,171.78	\$1,232.57	\$1,295.20	\$1,358.64	\$1,425.14	\$1,499.81	\$1,653.62
	Hourly	\$27.90	\$29.29	\$30.81	\$32.38	\$33.97	\$35.63	\$37.50	\$39.34
32	Annual	\$60,923.20	\$64,084.80	\$67,350.40	\$74,110.40	\$78,000.00	\$81,827.20	\$85,987.20	\$90,313.60
	Monthly	\$5,077	\$5,340	\$5,613	\$6,176	\$6,500	\$6,819	\$7,166	\$7,526
	Weekly	\$1,171.78	\$1,232.57	\$1,295.20	\$1,358.64	\$1,425.14	\$1,499.81	\$1,573.66	\$1,736.86
	Hourly	\$29.29	\$30.81	\$32.38	\$33.97	\$35.63	\$37.50	\$39.34	\$41.34

CITY OF NORTH MIAMI
SALARY SCHEDULE IUPA BLUE & WHITE COLLAR/NON-BARGAINING EMPLOYEES
EFFECTIVE: 10/01/2018 - 9/30/2019

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
33	Annual	\$67,350.40	\$70,657.60	\$74,110.40	\$78,000.00	\$81,827.20	\$85,987.20	\$90,313.60	\$94,931.20
	Monthly	\$5,613	\$5,888	\$6,176	\$6,500	\$6,819	\$7,166	\$7,526	\$7,911
	Weekly	\$1,232.57	\$1,358.64	\$1,425.14	\$1,499.81	\$1,573.66	\$1,653.62	\$1,736.86	\$1,825.60
	Hourly	\$30.81	\$32.38	\$33.97	\$35.63	\$37.50	\$39.34	\$41.34	\$43.42
34	Annual	\$67,350.40	\$70,657.60	\$74,110.40	\$78,000.00	\$81,827.20	\$85,987.20	\$90,313.60	\$94,931.20
	Monthly	\$5,613	\$5,888	\$6,176	\$6,500	\$6,819	\$7,166	\$7,526	\$7,911
	Weekly	\$1,232.57	\$1,358.64	\$1,425.14	\$1,499.81	\$1,573.66	\$1,653.62	\$1,736.86	\$1,825.60
	Hourly	\$30.81	\$32.38	\$33.97	\$35.63	\$37.50	\$39.34	\$41.34	\$43.42
35	Annual	\$70,657.60	\$74,110.40	\$78,000.00	\$81,827.20	\$85,987.20	\$90,313.60	\$94,931.20	\$104,582.40
	Monthly	\$5,888	\$6,176	\$6,500	\$6,819	\$7,166	\$7,526	\$7,911	\$8,301
	Weekly	\$1,358.64	\$1,425.14	\$1,499.81	\$1,573.66	\$1,653.62	\$1,736.86	\$1,825.60	\$1,915.56
	Hourly	\$33.97	\$35.63	\$37.50	\$39.34	\$41.34	\$43.42	\$45.64	\$47.89
36	Annual	\$74,110.40	\$78,000.00	\$81,827.20	\$85,987.20	\$90,313.60	\$94,931.20	\$104,582.40	\$110,011.20
	Monthly	\$6,176	\$6,500	\$6,819	\$7,166	\$7,526	\$7,911	\$8,301	\$8,715
	Weekly	\$1,425.14	\$1,573.66	\$1,653.62	\$1,736.86	\$1,825.60	\$1,915.56	\$2,011.03	\$2,115.48
	Hourly	\$35.63	\$37.50	\$39.34	\$41.34	\$43.42	\$45.64	\$47.89	\$50.28
37	Annual	\$81,827.20	\$85,987.20	\$90,313.60	\$94,931.20	\$99,611.20	\$104,582.40	\$110,011.20	\$115,606.40
	Monthly	\$6,819	\$7,166	\$7,526	\$7,911	\$8,301	\$8,715	\$9,168	\$9,634
	Weekly	\$1,499.81	\$1,653.62	\$1,736.86	\$1,825.60	\$1,915.56	\$2,011.03	\$2,115.48	\$2,223.19
	Hourly	\$37.50	\$39.34	\$41.34	\$43.42	\$45.64	\$47.89	\$50.28	\$52.89
38	Annual	\$85,987.20	\$90,313.60	\$94,931.20	\$99,611.20	\$104,582.40	\$110,011.20	\$115,606.40	\$121,305.60
	Monthly	\$7,166	\$7,526	\$7,911	\$8,301	\$8,715	\$9,168	\$9,634	\$10,109
	Weekly	\$1,653.62	\$1,736.86	\$1,825.60	\$1,915.56	\$2,011.03	\$2,115.48	\$2,223.19	\$2,332.94
	Hourly	\$39.34	\$41.34	\$43.42	\$45.64	\$47.89	\$50.28	\$52.89	\$55.58
39	Annual	\$90,313.60	\$94,931.20	\$99,611.20	\$104,582.40	\$110,011.20	\$115,606.40	\$121,305.60	\$127,441.60
	Monthly	\$7,526	\$7,911	\$8,301	\$8,715	\$9,168	\$9,634	\$10,109	\$10,620
	Weekly	\$1,736.86	\$1,825.60	\$1,915.56	\$2,011.03	\$2,115.48	\$2,223.19	\$2,332.94	\$2,450.86
	Hourly	\$41.34	\$43.42	\$45.64	\$47.89	\$50.28	\$52.89	\$55.58	\$58.32
40	Annual	\$94,931.20	\$99,611.20	\$104,582.40	\$110,011.20	\$115,606.40	\$121,305.60	\$127,441.60	\$133,681.60
	Monthly	\$7,911	\$8,301	\$8,715	\$9,168	\$9,634	\$10,109	\$10,620	\$11,140
	Weekly	\$1,825.60	\$1,915.56	\$2,011.03	\$2,115.48	\$2,223.19	\$2,332.94	\$2,450.86	\$2,570.81
	Hourly	\$43.42	\$45.64	\$47.89	\$50.28	\$52.89	\$55.58	\$58.32	\$61.27

CITY OF NORTH MIAMI
SALARY SCHEDULE IUPA BLUE & WHITE COLLAR/NON-BARGAINING EMPLOYEES
EFFECTIVE: 10/01/2018 - 9/30/2019

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
41	Annual	\$94,931.20	\$99,611.20	\$104,582.40	\$110,011.20	\$115,606.40	\$121,305.60	\$127,441.60	\$133,681.60
	Monthly	\$7,911	\$8,301	\$8,715	\$9,168	\$9,634	\$10,109	\$10,620	\$11,140
	Weekly	\$1,825.60	\$1,915.56	\$2,011.03	\$2,115.48	\$2,223.19	\$2,332.94	\$2,450.86	\$2,570.81
	Hourly	\$45.64	\$47.89	\$50.28	\$52.89	\$55.58	\$58.32	\$61.27	\$64.27
42	Annual	\$99,611.20	\$104,582.40	\$110,011.20	\$115,606.40	\$121,305.60	\$127,441.60	\$133,681.60	\$140,441.60
	Monthly	\$8,301	\$8,715	\$9,168	\$9,634	\$10,109	\$10,620	\$11,140	\$11,703
	Weekly	\$1,915.56	\$2,011.03	\$2,115.48	\$2,223.19	\$2,332.94	\$2,450.86	\$2,570.81	\$2,700.96
	Hourly	\$47.89	\$50.28	\$52.89	\$55.58	\$58.32	\$61.27	\$64.27	\$67.52
43	Annual	\$104,582.40	\$110,011.20	\$115,606.40	\$121,305.60	\$127,441.60	\$133,681.60	\$140,441.60	\$147,513.60
	Monthly	\$8,715	\$9,168	\$9,634	\$10,109	\$10,620	\$11,140	\$11,703	\$12,293
	Weekly	\$2,011.03	\$2,115.48	\$2,223.19	\$2,332.94	\$2,450.86	\$2,570.81	\$2,700.96	\$2,836.82
	Hourly	\$50.28	\$52.89	\$55.58	\$58.32	\$61.27	\$64.27	\$67.52	\$70.92
44	Annual	\$110,011.20	\$115,606.40	\$121,305.60	\$127,441.60	\$133,681.60	\$140,441.60	\$147,513.60	\$154,918.40
	Monthly	\$9,168	\$9,634	\$10,109	\$10,620	\$11,140	\$11,703	\$12,293	\$12,910
	Weekly	\$2,115.48	\$2,223.19	\$2,332.94	\$2,450.86	\$2,570.81	\$2,700.96	\$2,836.82	\$2,979.22
	Hourly	\$52.89	\$55.58	\$58.32	\$61.27	\$64.27	\$67.52	\$70.92	\$74.48
45	Annual	\$115,606.40	\$121,305.60	\$127,441.60	\$133,681.60	\$140,441.60	\$147,513.60	\$154,918.40	\$162,864.00
	Monthly	\$9,634	\$10,109	\$10,620	\$11,140	\$11,703	\$12,293	\$12,910	\$13,572
	Weekly	\$2,223.19	\$2,332.94	\$2,450.86	\$2,570.81	\$2,700.96	\$2,836.82	\$2,979.22	\$3,131.81
	Hourly	\$55.58	\$58.32	\$61.27	\$64.27	\$67.52	\$70.92	\$74.48	\$78.30
46	Annual	\$121,305.60	\$127,441.60	\$133,681.60	\$140,441.60	\$147,513.60	\$154,918.40	\$162,864.00	\$170,872.00
	Monthly	\$10,109	\$10,620	\$11,140	\$11,703	\$12,293	\$12,910	\$13,572	\$14,239
	Weekly	\$2,332.94	\$2,450.86	\$2,570.81	\$2,700.96	\$2,836.82	\$2,979.22	\$3,131.81	\$3,286.03
	Hourly	\$61.27	\$64.27	\$67.52	\$70.92	\$74.48	\$78.30	\$82.15	\$86.26
47	Annual	\$127,441.60	\$133,681.60	\$140,441.60	\$147,513.60	\$154,918.40	\$162,864.00	\$170,872.00	\$179,420.80
	Monthly	\$10,620	\$11,140	\$11,703	\$12,293	\$12,910	\$13,572	\$14,239	\$14,952
	Weekly	\$2,450.86	\$2,570.81	\$2,700.96	\$2,836.82	\$2,979.22	\$3,131.81	\$3,286.03	\$3,450.46
	Hourly	\$64.27	\$67.52	\$70.92	\$74.48	\$78.30	\$82.15	\$86.26	\$90.58
48	Annual	\$133,681.60	\$140,441.60	\$147,513.60	\$154,918.40	\$162,864.00	\$170,872.00	\$179,420.80	\$188,406.40
	Monthly	\$11,140	\$11,703	\$12,293	\$12,910	\$13,572	\$14,239	\$14,952	\$15,701
	Weekly	\$2,570.81	\$2,700.96	\$2,836.82	\$2,979.22	\$3,131.81	\$3,286.03	\$3,450.46	\$3,623.04
	Hourly	\$67.52	\$70.92	\$74.48	\$78.30	\$82.15	\$86.26	\$90.58	\$95.11



CITY OF NORTH MIAMI
SALARY SCHEDULE IUPA BLUE & WHITE COLLAR/NON-BARGAINING EMPLOYEES
EFFECTIVE: 10/01/2018 - 9/30/2019

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
49	Annual	\$140,441.60	\$154,918.40	\$162,864.00	\$170,872.00	\$179,420.80	\$188,406.40	\$197,828.80	\$207,708.80
	Monthly	\$11,703	\$12,910	\$13,572	\$14,239	\$14,952	\$15,701	\$16,486	\$17,309
	Weekly	\$2,700.96	\$2,836.82	\$2,979.22	\$3,131.81	\$3,450.46	\$3,623.04	\$3,804.40	\$3,994.32
	Hourly	\$67.52	\$70.92	\$74.48	\$78.30	\$86.26	\$90.58	\$95.11	\$99.86
50	Annual	\$147,513.60	\$154,918.40	\$162,864.00	\$170,872.00	\$179,420.80	\$188,406.40	\$197,828.80	\$207,708.80
	Monthly	\$12,293	\$13,572	\$14,239	\$14,952	\$15,701	\$16,486	\$17,309	\$21,694
	Weekly	\$2,836.82	\$2,979.22	\$3,131.81	\$3,286.03	\$3,450.46	\$3,623.04	\$3,804.40	\$5,006.57
	Hourly	\$70.92	\$74.48	\$78.30	\$82.15	\$86.26	\$90.58	\$95.11	\$125.16

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.

Property Tax: A tax levied on the assessed value of real property. This tax is also known as ad valorem tax.

Glossary

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.

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.

Glossary

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: Acronym for Bioscience Research Protection Overlay, which protects the lands which have been identified for the bioscience research/biotechnology industry.

CPM: Acronym for Central Performance Measure.

EAR: Acronym for Evaluation and Appraisal Report.

EDE: Acronym for Economic Development Element.

FAU: Acronym for Florida Atlantic University. (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: Acronym for Florida Department of Transportation (www.dot.state.fl.us).

FLUE: Acronym for Future Land Use Element.

FLUM: Acronym for Future Land Use Map

FRS: Acronym for the Florida Retirement System (www.myfrs.com)

FTE: Acronym for full time equivalent employee.

GAAP: Acronym for Generally Accepted Accounting Principles (www.fasab.gov) Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principle.

HOA: Acronym for Homeowners Association.

LDR: Acronym for 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: Acronym for National Council on Compensation Insurance (www.ncci.com)

NCDC: Acronym for North County Dispatch Center

POA: Acronym for Property Owners Association

TRIM: Acronym for Truth in Millage - see Truth in Millage Law.