



FY 2019-2020

Adopted Budget

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MOCA PLAZA IMPROVEMENTS
Funded by the North Miami Community
Redevelopment Agency, completed in 2018.

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CITY OF NORTH MIAMI, FLORIDA

Annual Budget for Fiscal Year 2019-2020

SUBMITTED BY:

**City Manager
Larry M. Spring, Jr., CPA**

PREPARED BY:

**Budget Director
Rosalind Ray Morgan, CPA**

**Budget Administrator
Roy Brown**

**Budget Administrative Coordinator
Terrie Boulton**

Elected Officials



Mayor
Philippe Bien-Aime



Councilman
Scott Galvin



Councilwoman
Mary Estimé-Irvin



Councilwoman
Carol Keys, Esq.



Councilman
Alix Desulme, Ed.D.



City Clerk
Vanessa Joseph, 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, 2018

Christopher P. Morrill

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, 2018.

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 sixth consecutive year that the City of North Miami has received this notable award.



The City of North Miami is advancing its commitment to performance management and strategic planning. The FY 2019-20 Budget Book demonstrates its utility as a financial plan, policy document, operations guide, and a communications device that is divided into four sections.

SECTION ONE: INTRODUCTION

The Introduction section provides an overview of the City and the FY 2019-20 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, Housing and Social Services, Information Technology, Library, Mayor/Council, Museum of Contemporary Art, Non-Departmental, Parks & Recreation, Personnel, Police, Public Works, Purchasing, Fleet, CRA, Risk Management, and Utilities. Each department section includes expenditure and staffing charts, prior year accomplishments, upcoming initiatives, performance measures, core responsibilities and planned expenditures.

SECTION FOUR: CAPITAL IMPROVEMENT PLAN

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

SECTION FIVE: APPENDIX

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

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Section One:

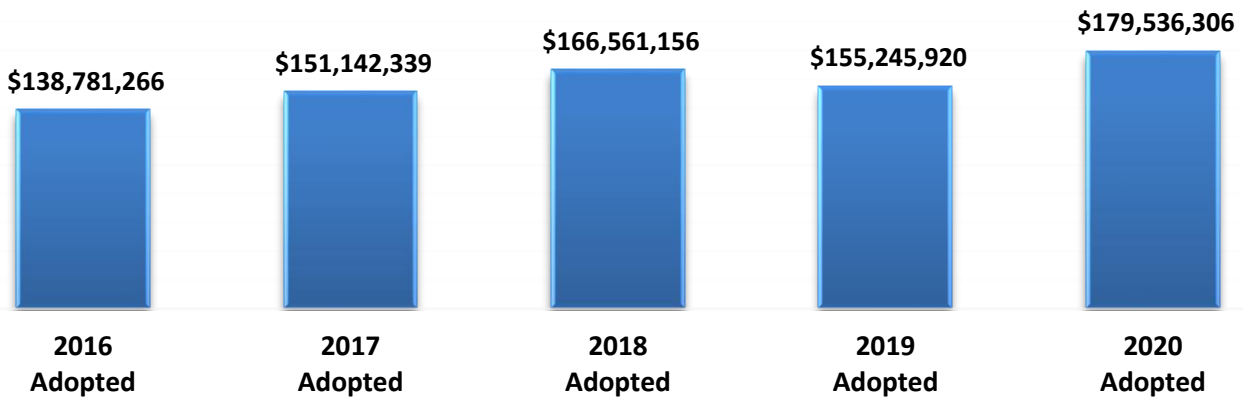
Introduction



October 1, 2019

Honorable Mayor and City Council:

I am pleased to present a balanced operating budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020. The Adopted Budget for the City of North Miami, Florida is hereby submitted in accordance with the requirements of the City Charter. It presents a financial plan to provide the best possible services to our residents. The FY 2019-20 Adopted Budget totals \$179,536,306 and represents a 15.6 percent increase from the FY 2018-19 Adopted Budget of \$155,245,920. As in the previous year, this budget allocates the resources to support the level of service our residents and businesses have come to expect. Please note that Funding for capital projects is included in the operating budget. For presentation purposes, they are shown in the Capital Improvement Plan.



Overview of FY 2019-20 Budget Book

- Integrates a holistic and proactive approach to governmental management that strives for accountability and transparency.
- Presents major demographics of the City’s population, businesses and economy.
- Includes a section on major revenues comprised of actual, estimated and budgeted revenues.
- Captures each department’s structure through organization charts and personnel detail.
- Defines department core responsibilities, prior year accomplishments and FY 2019-20 major projects and initiatives.
- Presents expenditure history by department.
- This FY 2019-20 Adopted Budget will be submitted to the GFOA (Government Finance Officers Association) for the presentation award. The FY 2018-19 Adopted Budget earned the City its sixth consecutive award.

Short-term Factors/Economic Assessment

The economy continues to show visible signs of economic improvement. Recognizing this, our goals in preparing this budget were to:

- Continue to provide basic levels of service in the most equitable and efficient manner, and focus on those parts of the City where the services are most needed, particularly affordable housing.
- Strategically position North Miami for the challenges of tremendous economic growth and expansion.
- Support essential City services without increases in service fees such as water and sewer and stormwater utility.
- Increase the inventory of affordable housing.
- Keep the property tax millage constant.

General Fund

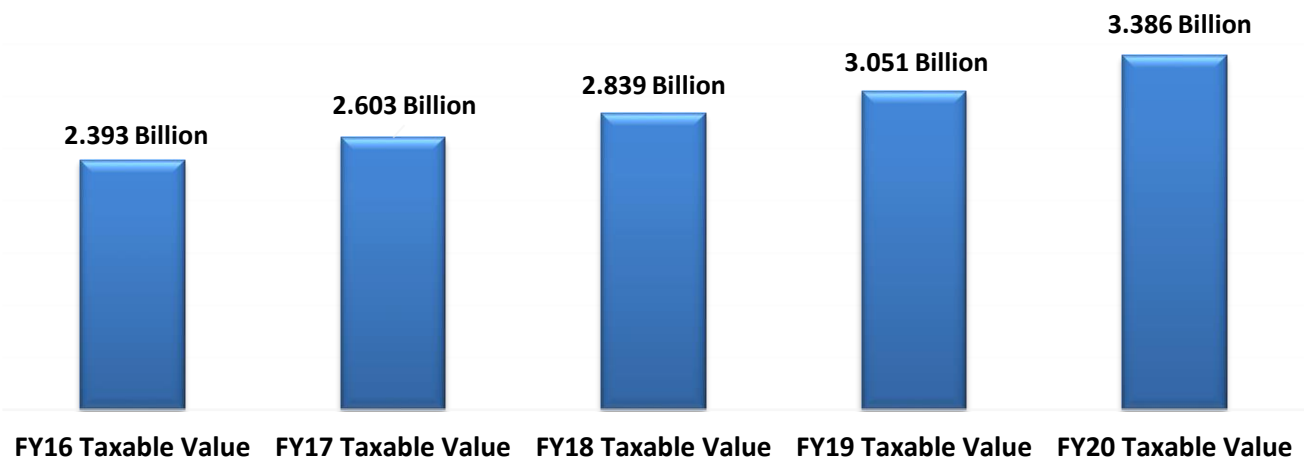
The FY 2019-20 adopted general fund budget is \$74.1 million which is a 6.5 percent increase more than the FY 2018-19 adopted budget of \$69.53 million. The \$4.5 million increase is due to \$2.5 million of housing funds from the North Miami Community Redevelopment Agency (NMCRA) and a \$2 million increase in contingency reserves.

The general fund includes funding for the City's new Customer Service Center, opened in June 2019. Residents are able to pay utility bills, certificates of use and code violations; apply for Golden Passports (allows the elderly to use the County's transportation system free of charge) and open/close utility accounts. Funding is also included for expansion of the online portal whereby citizens will be able to pay for occupational licenses, building permits and certificates of use online. Last fiscal year we eliminated the online fee residents were assessed for paying utility bills online.

Funding of \$435,000 of general fund support is earmarked for street resurfacing.

Ad Valorem Taxes

For the sixth consecutive year, North Miami realized an increase in the City's assessed taxable value as reported by the Property Appraiser. For FY 2019-20 the City's assessed taxable value is \$3.386 billion and represents an 11 percent increase from the previous year of \$3.051 billion. The majority of the growth took place in the NMCRA. This is a clear indication that our CRA tax dollars are hard at work.



The adopted operating millage rate for FY 2019-20 is 7.5 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 7.4398. The rolled-back rate is defined by the Truth in Millage act (TRIM) as the rate that generates the same tax revenue as the current year, less new construction, additions, deletions and rehabilitative improvements.

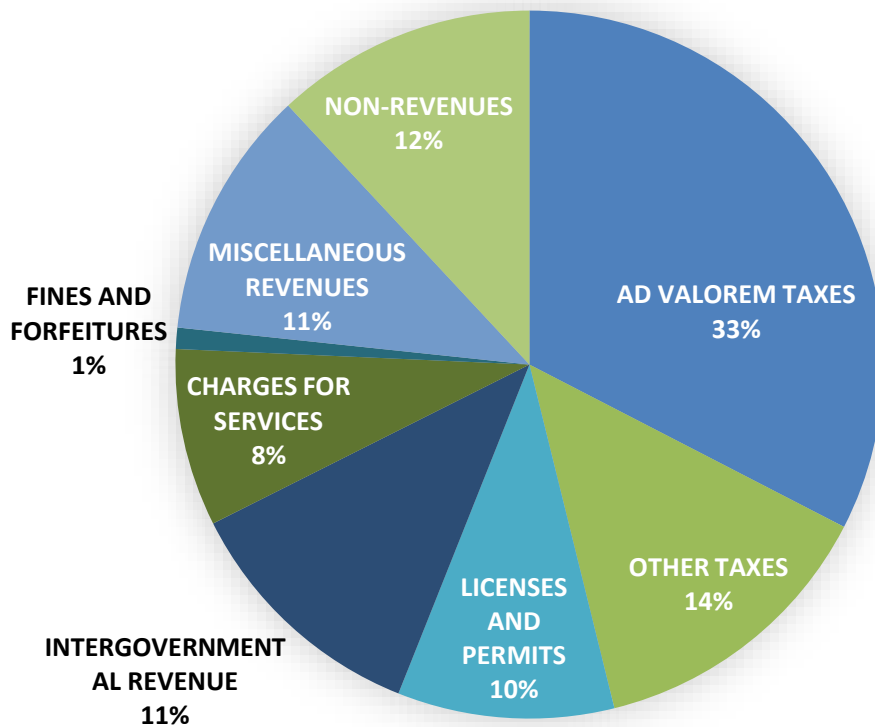
The 11 percent increase in property values generated \$2.510 million more in property tax revenue at the same millage rate of 7.5 from the previous year, from \$22.889 million to \$25.397 million. A portion of the City's ad valorem revenue is shared with the NMCRA in the form of tax increment financing (TIF). The NMCRA's TIF amount increased from \$3.929 million to \$5.274 million, a 34 percent increase from the previous year. Pursuant to the interlocal agreement between the City and the NMCRA, a portion of the TIF is returned to the City for value increases on the east side of the NMCRA boundary. State law requires all property tax revenue to be budgeted at 95 percent.

FY 2019-20 Adopted Millage Rate

Components	FY18-19	Same Millage Rate 7.5000		
	Baseline for Comparison	Projection	Difference to Baseline	% Increase/Decrease
Total Taxable Value *	3,051,694,309	3,386,305,971	334,611,662	11.0%
Millage Rate	7.5000	7.5000	0.00	0%
Ad Valorem Taxes at 100%	22,887,707	25,397,295	2,509,587	11.0%
Ad Valorem Taxes at 95%	21,743,322	24,127,430	2,384,108	
City of North Miami Gross Ad Valorem Taxes	18,958,871	20,123,488	1,164,617	6.1%
City of North Miami CRA Gross Ad Valorem Taxes	3,928,836	5,273,807	1,344,971	34.2%

Ad valorem tax revenue of \$25.397 million is 32 percent of the general fund. Other major categories of general fund revenue include intergovernmental revenues (\$8.26 million), charges for services (\$7.02 million) and miscellaneous revenues (\$8.37 million).

The chart below depicts the breakdown of the various general fund revenue types complete with percentages for the FY 2019-20 Budget.



Transportation Funds

In 2002, Miami-Dade County voters approved a half-cent tax for transportation. The Half-cent Transportation Surtax Fund was created to provide cities and the County with its prorated share of the surtax proceeds. Allocations are based on each jurisdiction's population and the funds must be used for transportation improvements. FY 2019-20 surtax revenue is \$2.7 million, a 6.25 percent increase from last year. The Three-Cent Local Option Gas Tax, established in 1994 also provides funding for transportation related capital projects. The estimated revenue budgeted from this source is \$268,106. Below is a list of FY 2019-20 transportation related projects.

Transportation Projects	
Pedestrian and Bicycle Bridge	\$ 110,000
Sidewalks and ROW Improvements	\$ 432,349
125th Street Downtown FDOT Grant	\$ 1,293,926
CEI for NE 151st Street	\$ 180,000
Street Resurfacing	\$ 254,701
Sidewalks and ROW Improvements (General Fund)	\$ 435,000
	\$ 2,705,976

The NoMi Express, a free community bus service provided by the City, is also funded from the Half-Cent Transportation Surtax Fund. The service includes a mobile application whereby residents can submit, track and view nearby services requests online through their smartphones or computers. The application supports multiple languages through its One Voice Translation feature via the web portal.

ENTERPRISE FUNDS

Stormwater Utility

The FY 2019-20 budget for the stormwater utility fund is \$4.14 million, a 5.7 percent decrease from the previous year's budget of \$4.39 million. The monthly stormwater fee remains unchanged at \$6.19 per equivalent residential unit (ERU). The current monthly fee funds system maintenance only. We must begin addressing needed infrastructure improvements, therefore I will be recommending a fee increase in FY 2020-21.

Water and Sewer Operation and Maintenance

The FY 2019-20 budget for water and sewer operations and maintenance total \$59.62 million, an increase of \$10.25 million more than FY 2018-19, due primarily to additional capital projects of \$4.5 million and \$4 million in increased reserves.

On May 21, 2013, the Miami-Dade County Board of County Commissioners authorized execution of a Consent Decree between the County, the United States and the Florida Department of Environmental Protection (EPA), for improvements to the county's wastewater collection and treatment system. The Consent Decree, which includes the City of North Miami, was executed and became effective December 6, 2013. The City has provided its list of infrastructure improvements to the County, which requires approval by the federal EPA. Once approved, the City has a minimum of three years to complete the improvements.

The City is moving forward with infrastructure improvements; however, rate increases will be needed to complete all of the projects included we have in the Consent Decree. Therefore, we recommended, and the Council approved in November 2019, the hiring of a consultant to update the City's water and sewer rate study. This study will enable staff to make recommendations to the Council regarding the level, timing and period of rate increases. I plan to present these recommendations to the Council this fiscal year for inclusion in the FY2020-21 Budget.

The water and sewer projects in FY 2019-20 include:

Water & Sewer Projects	
Upgrade of Existing Lime Softening Water Plant	\$ 7,098,804
Sanitary Sewer Rehabilitation	\$ 8,700,000
Lift Station Rehabs	\$ 585,000
Water Meter Replacement	\$ 4,000,000
Water Main Improvements	\$ 700,000
Water Line Replacements	\$ 250,000
Stormwater Vehicle Replacement	\$ 120,000
Water & Sewer Vehicle Replacement	\$ 200,000
	\$ 21,653,804

FINANCIAL SUMMARY

THE PROPOSED OPERATING BUDGET EXPENDITURES OF THE CITY OF NORTH MIAMI IS 15.64% MORE THAN LAST YEAR'S TOTAL OPERATING EXPENDITURES

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUE FUNDS</u>	<u>DEBT SERVICE FUNDS</u>	<u>CAPITAL PROJECTS FUNDS</u>	<u>ENTERPRISE FUNDS</u>	<u>INTERNAL SERVICE FUNDS</u>	<u>TOTALS</u>
Millage Rate Per \$1,000	7.5000						7.5000
ESTIMATED REVENUES:							
Ad Valorem Taxes	24,127,430	8,606,146	-	-	-	-	32,733,576
Other Taxes	10,041,296	-	-	-	-	-	10,041,296
Licenses & Permits	7,326,202	-	-	-	-	-	7,326,202
Intergovernmental Revenue	8,559,325	3,800,459	-	523,422	-	25,000	12,908,206
Charges for Services	6,006,557	-	-	-	32,273,147	-	38,279,704
Fines & Forfeitures	718,300	536,863	-	-	-	-	1,255,163
Miscellaneous Revenues	8,436,766	3,403,938	-	-	203,000	2,343,481	14,387,185
Intragovernmental Revenue	2,838,329	-	-	-	-	-	2,838,329
Other Financing Sources	6,000,000	-	1,784,363	-	-	-	7,784,363
TOTAL REVENUES & OTHER FINANCING SOURCES	74,054,205	16,347,406	1,784,363	523,422	32,476,147	2,368,481	127,554,024
Bond Reserves	-	-	-	-	-	4,394,600	4,394,600
Other Reserves	-	9,459,360	-	-	7,718,801	2,592,943	19,771,104
Beginning Balances	-	30,000	-	-	25,597,717	2,188,861	27,816,578
TOTAL ESTIMATED REVENUE SOURCES, RESERVES AND BEGINNING BALANCES	74,054,205	25,836,766	1,784,363	523,422	65,792,665	11,544,885	179,536,306
EXPENDITURES/EXPENSES:							
General Government Service	18,025,120	20,300	-	-	-	-	18,045,420
Public Safety	30,415,963	536,863	-	-	-	-	30,952,826
Physical Environment	4,149,579	4,492,360	-	-	34,978,984	-	43,620,923
Transportation	4,672,092	2,731,000	-	523,422	-	-	7,926,514
Economic Environment	133,919	12,904,794	-	-	-	-	13,038,713
Human Services	523,810	151,449	-	-	-	-	675,259
Culture/Recreation	7,723,570	-	-	-	-	-	7,723,570
Debt Services	-	-	1,784,363	-	464,008	-	2,248,371
Internal Services	1,757,983	-	-	-	-	5,354,329	7,112,312
Other Financing Sources	1,500,857	-	-	-	-	-	1,500,857
TOTAL EXPENDITURES/EXPENSES	68,902,893	20,836,766	1,784,363	523,422	35,442,992	5,354,329	132,844,765
Bond Reserves	-	-	-	-	-	-	-
Other Reserves	5,151,312	5,000,000	-	-	30,349,673	6,190,556	46,691,541
TOTAL APPROPRIATED EXPENDITURES AND RESERVES	74,054,205	25,836,766	1,784,363	523,422	65,792,665	11,544,885	179,536,306

FY 2019-20 Budget Highlights and Priorities

The City of North Miami continues to move forward year by year. Our major goals are economic development, affordable housing and improving the quality of life of our residents. Major budget highlights relating to these goals include:

- Updating the City's Land Development Regulations to allow for more affordable housing.
- Completing roadway resurfacing and new sidewalks with additional funding of \$435,000 and \$100,000, respectively.
- Increasing by 15 percent, participation in our Performing Arts Camp, Outdoor Camp and Enchanted Forest Day Camp.
- Completing the Cagni Park North Project, Griffing Community Senior Center Revitalization project; North Miami Athletic Stadium bleachers installation.
- Ensuring that all City residents are accounted for in the 2020 Census.
- Branding our parks with uniform signage and landscaping.
- Beginning the accreditation process of our Parks and Recreation Department through the Commission for Accreditation of Park and Recreation Agencies.
- Presenting six to eight provocative and innovative exhibitions examining the art of our time at MOCA.
- Expanding MOCA educational programming for children, teens and adults by ten percent; identify 20 percent additional funding; and develop targeted membership campaigns to attract new members.
- Opening a food pantry in joint partnership with Feeding South Florida and Florida Blue (opened October 2019).
- Expediting the building plans review process and inspections for major projects including the: SolèMia downtown parcel and 37 story condo building, 67-unit condo building, Cagni Park and Red Gardens projects, and the University of Miami Medical Facility project.
- Received re-accreditation for our Police Department and MOCA.

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

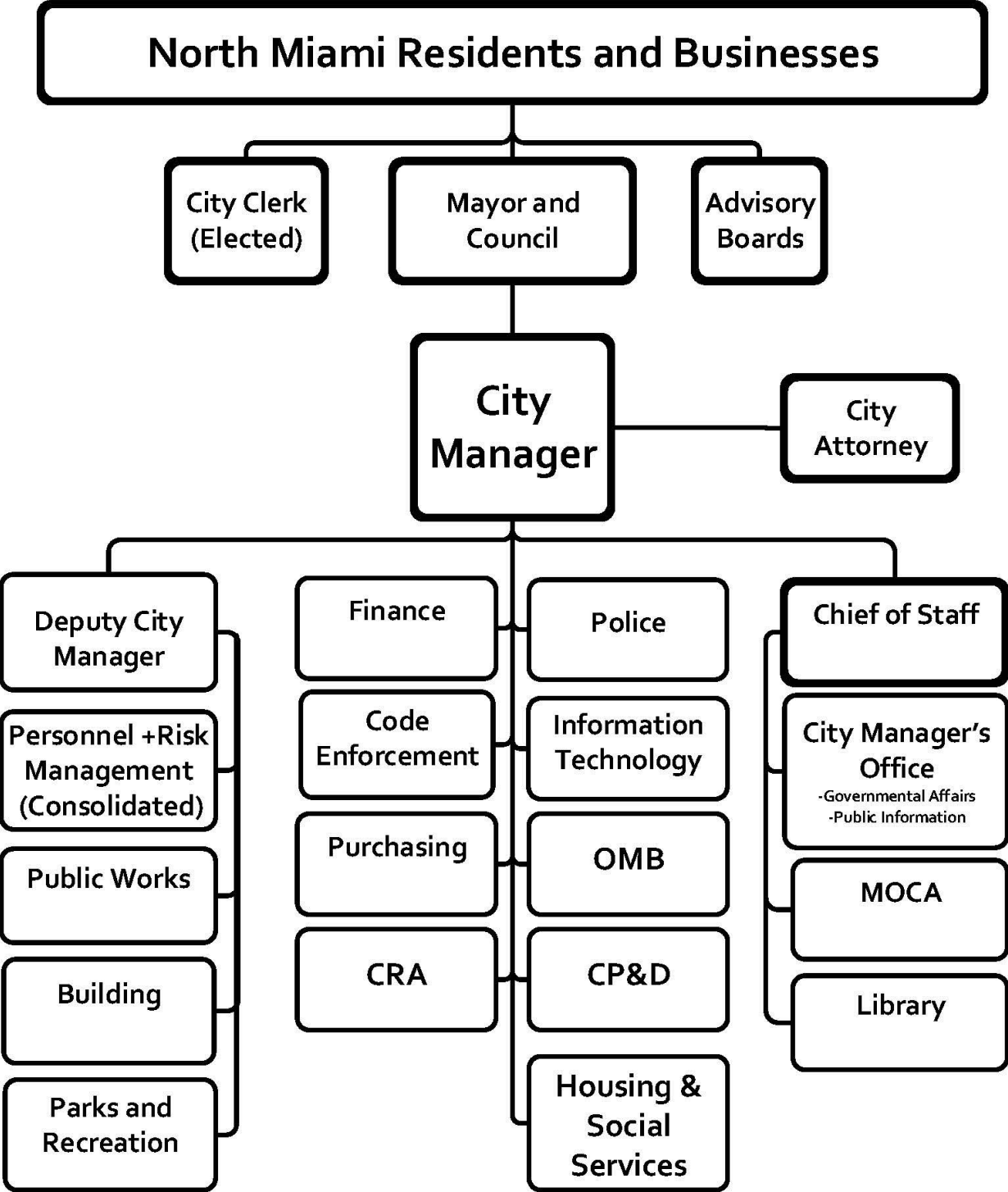
Integration of the Strategic Management Plan and the Budget

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

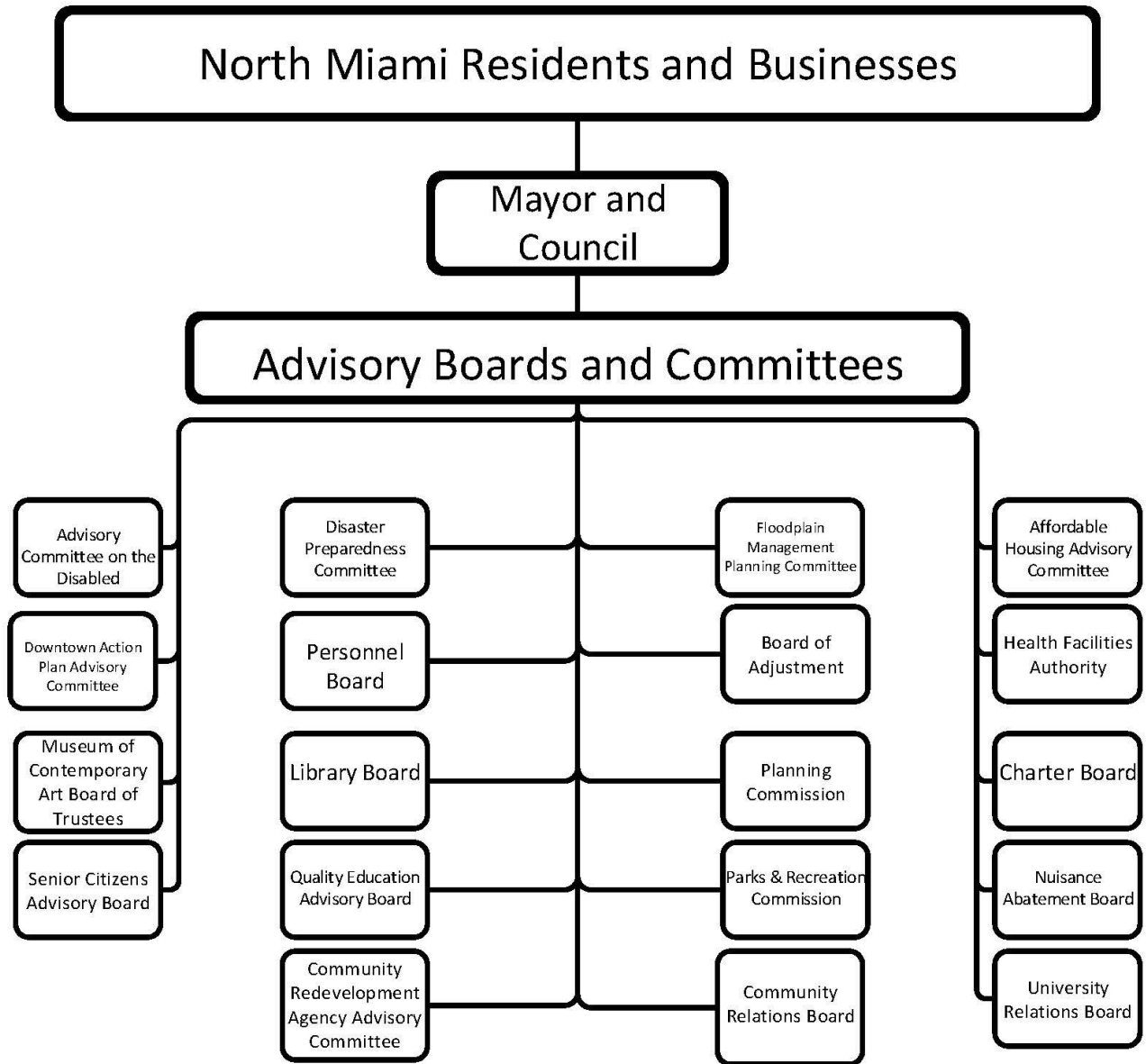
The five-year Capital Improvement Plan (CIP) is organized into six categories: Facilities, Parks, Technology, Transportation, Vehicle Replacement, and Water & Sewer projects. The CIP includes ongoing projects, new projects, and projects in progress that require additional funding. The CIP also includes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

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

City of North Miami Organizational Structure

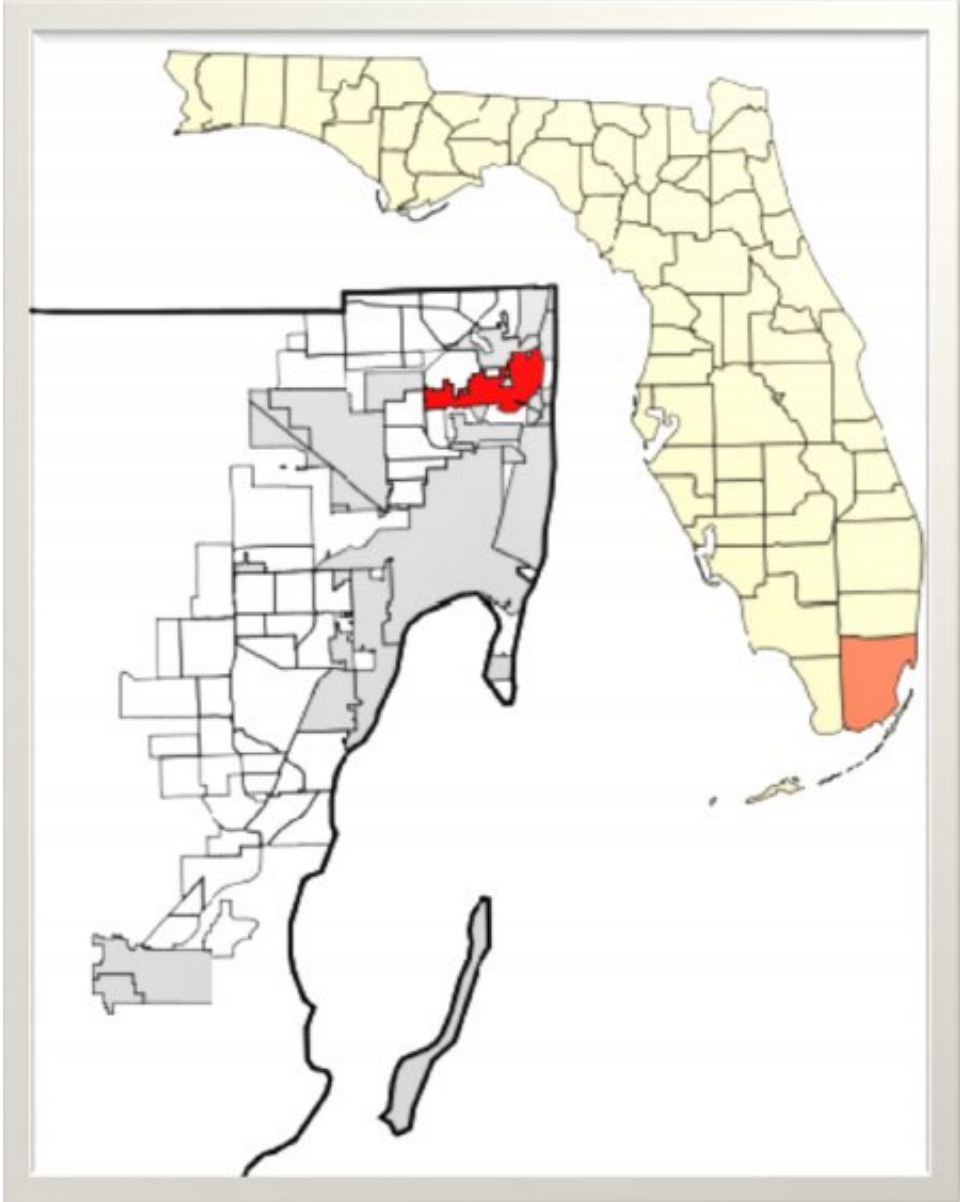


Advisory Boards and Committees



City Overview

The City of North Miami is located in Miami-Dade County, Florida in the northeast part of the county. The City is approximately 10 miles north of 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 where the temperature averages 85 degrees with an average rainfall of 66.04 inches per year. Outdoor activities are enjoyed throughout the year and we welcome our residents to our amazing indoor facilities.





About North Miami

North Miami has a rich history dating back to the 1800's. After becoming incorporated on February 5, 1926, the City 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 fastest growing 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, Housing and Social Services, 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.

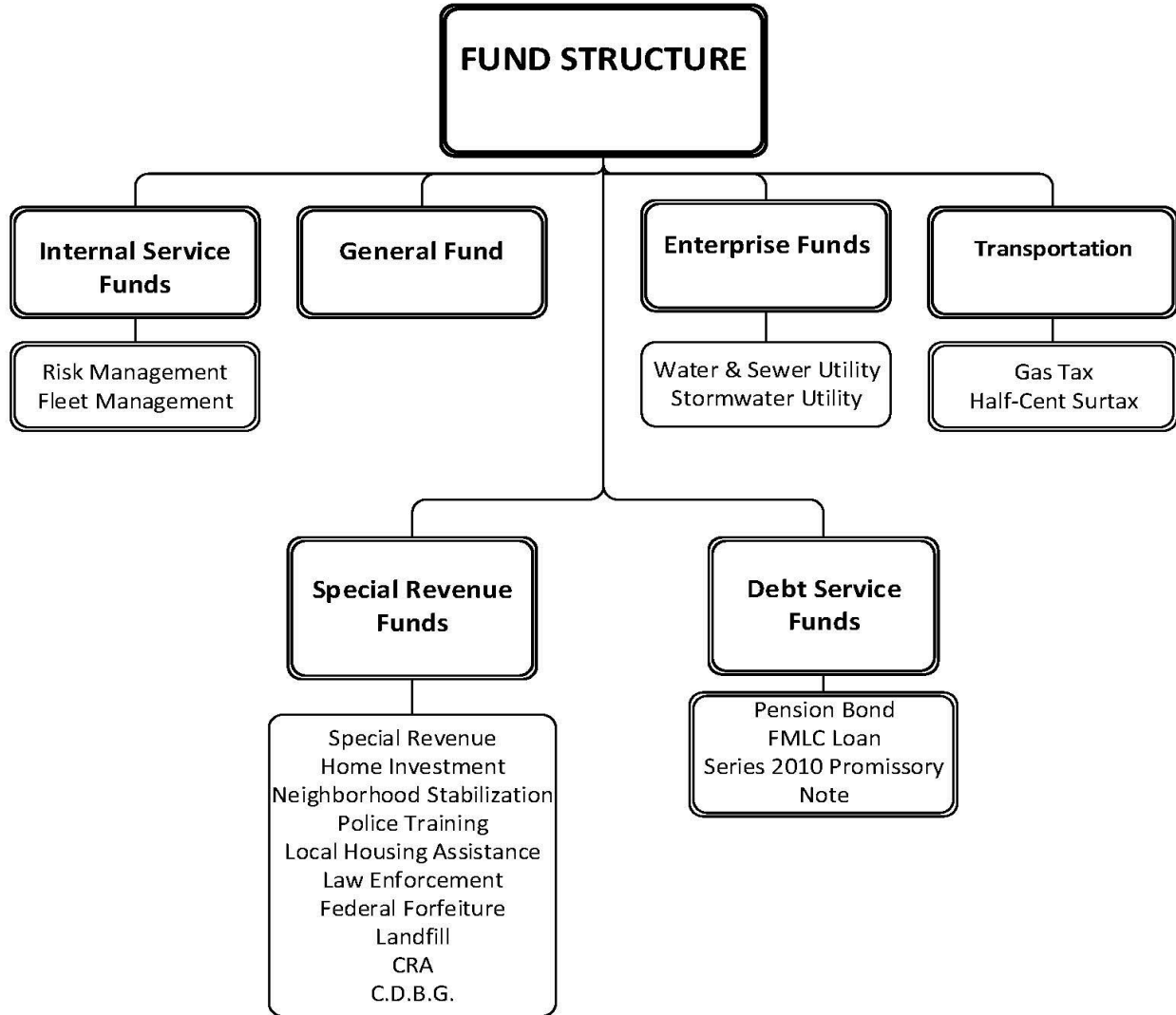
Our Community

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 SoLèMia Miami in June 2015. In January 2019, developers began leasing twin 17-story apartment towers called The Shoreline with 397 rental units, ranging from studio apartments to three-bedroom penthouses. SolèMia includes South Florida's first man-made lagoon, a seven-acre blue pool and an exclusive island for the mini-city. The next project phases include the construction of a 33-story condo tower and seven stories of apartments that will be placed up for rent.

In February 2016, the North Miami City Council designated a 16-block area of NW 7th Avenue between NW 199th and NW 135th as the Chinatown Cultural Arts and Innovation District. The master plan, prepared by urban developers Keith & Schnars, was completed in July 2017 and cost the City \$175,000. In November 2017, the NMCRA approved the master plan and committed to spending a minimum of \$3 million on infrastructure, streetscape and business grants. The District, which will feature two ornate gates leading into the region's first Chinatown, will celebrate Chinese art, culture and innovation. The hope is that this forward-looking plan will put the City on the international map, attract new business, create jobs and raise property values in the area.

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 Fund* is used as a pass-through 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 USHUD for housing assistance.

ENTERPRISE 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 funding 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.

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 Transit System Surtax proceeds. The monies received can be used toward projects and programs such as public transportation operations, street lighting, and transit system enhancements.

DEBT SERVICE FUNDS

The *DEBT SERVICE FUNDS* are 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.

INTERNAL SERVICE FUNDS

INTERNAL SERVICE FUNDS are 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.

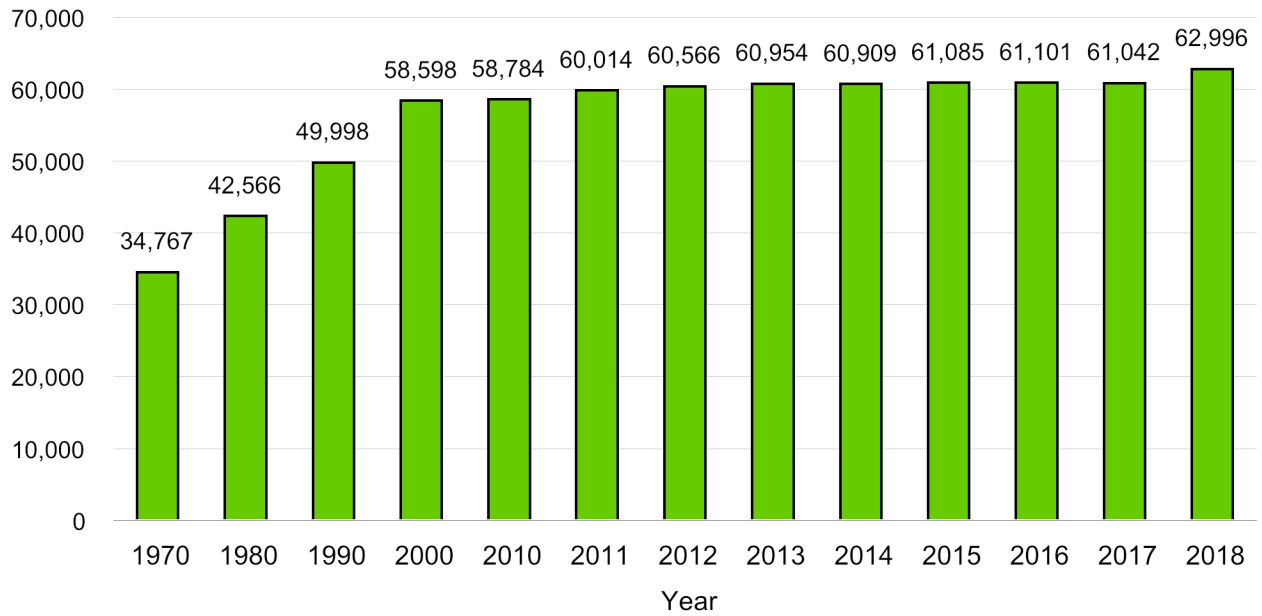
FLEET MANAGEMENT - This fund is used to account for the costs and funding of providing motor vehicles and heavy equipment to other departments.

Relationship Between Departments and Funds

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

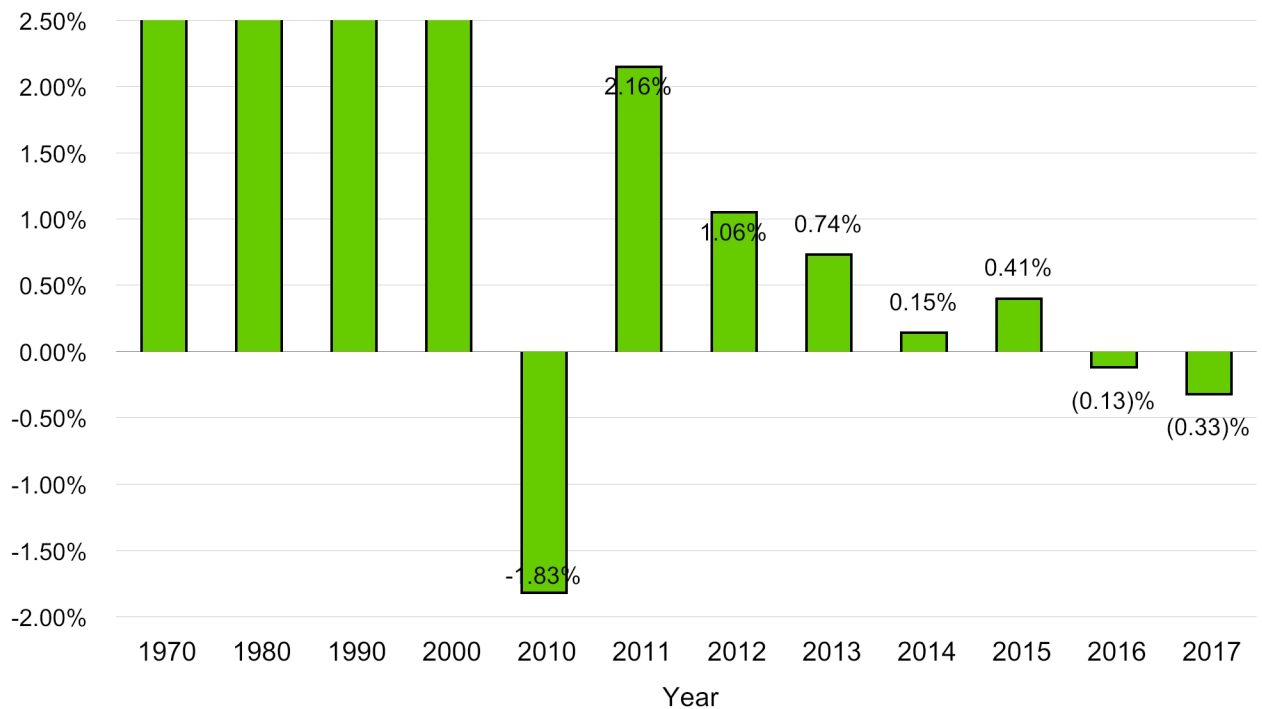
ECONOMY AND DEMOGRAPHICS

Population Trend



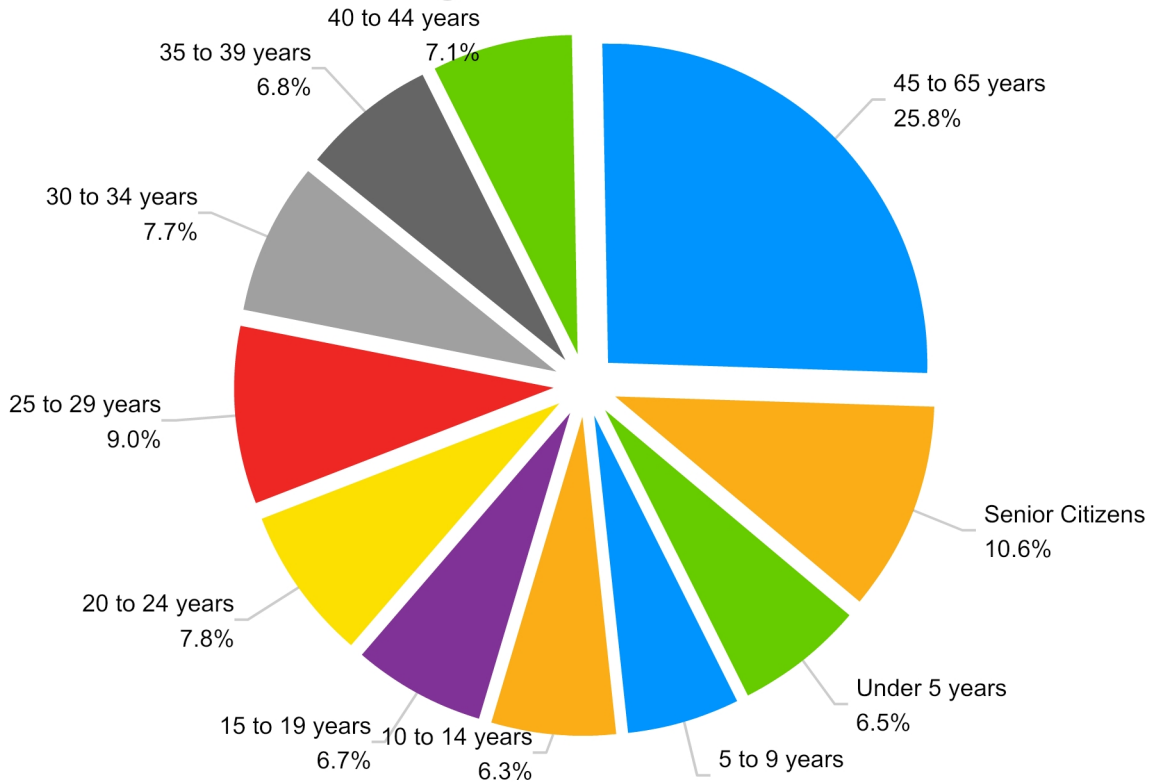
U.S. Census Bureau <http://www.census.gov/en.html>

Population Percentage Change

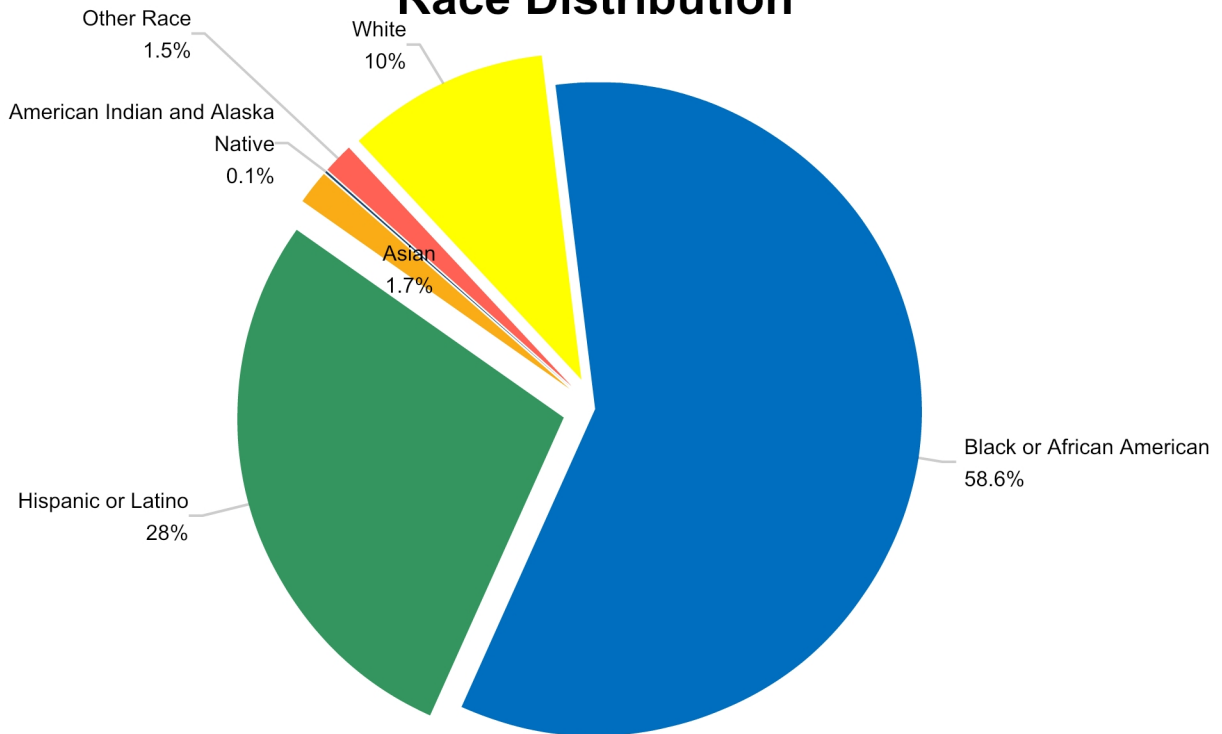


ECONOMY AND DEMOGRAPHICS

Age Distribution



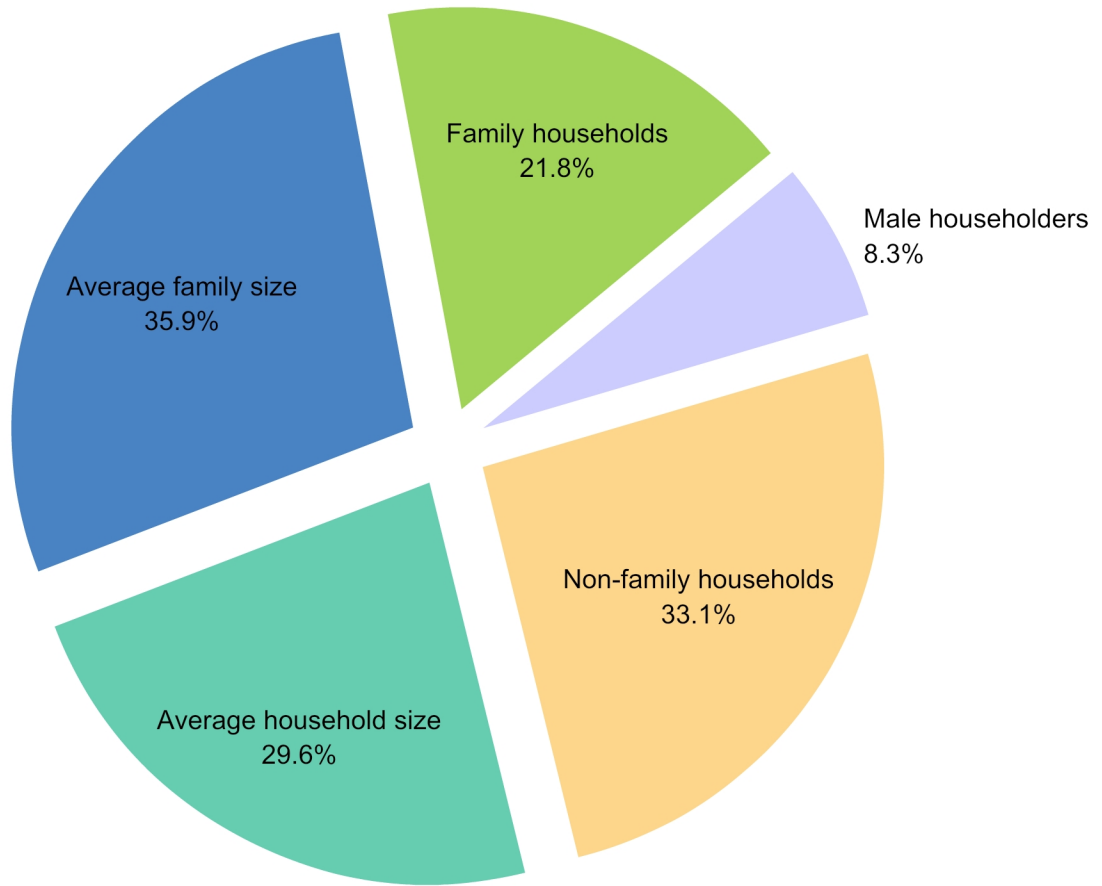
Race Distribution



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

ECONOMY AND DEMOGRAPHICS

North Miami Household by Type



Housing Tenure	
Owner-occupied housing units	44.5%
Renter-occupied housing units	55.5%

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

ECONOMY AND DEMOGRAPHICS

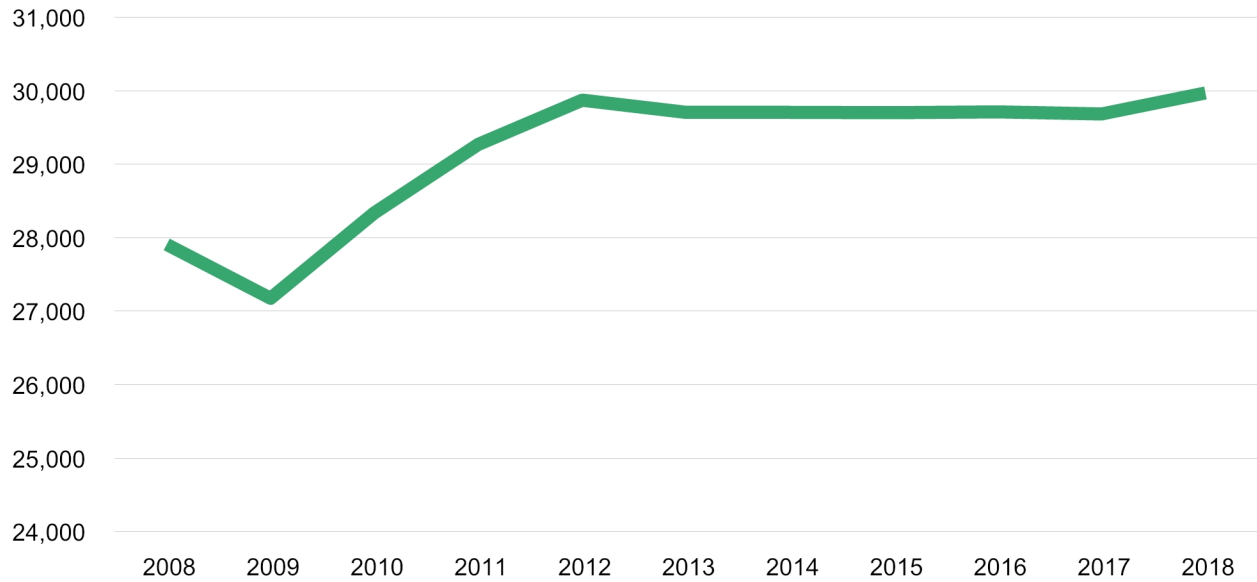
Education
Elementary schools
Arch Creek Elementary School
Benjamin Franklin Elementary School
Biscayne Gardens Elementary School
David Lawrence Jr. K-8
Gratigny Elementary
North Miami Elementary School
Natural Bridge Elementary School
W. J. Bryan Elementary School
Middle schools
Thomas Jefferson Middle School
North Miami Middle School
High schools
Alonzo & Tracy Mournig 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%

Source: City of North Miami Community Planning & Development

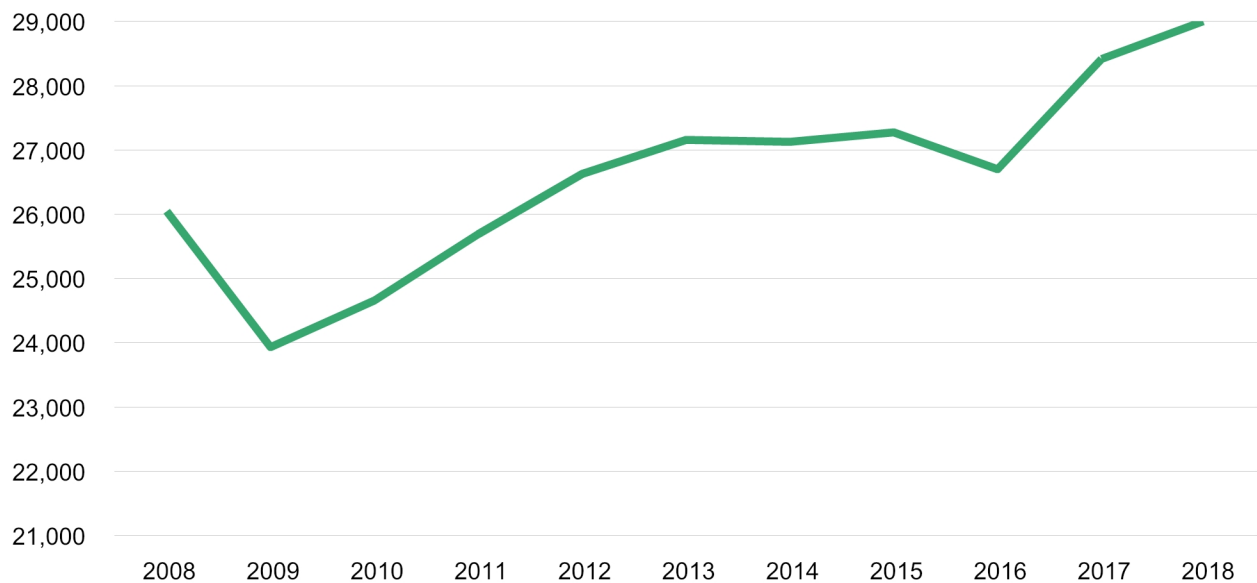
ECONOMY AND DEMOGRAPHICS

North Miami Labor Force



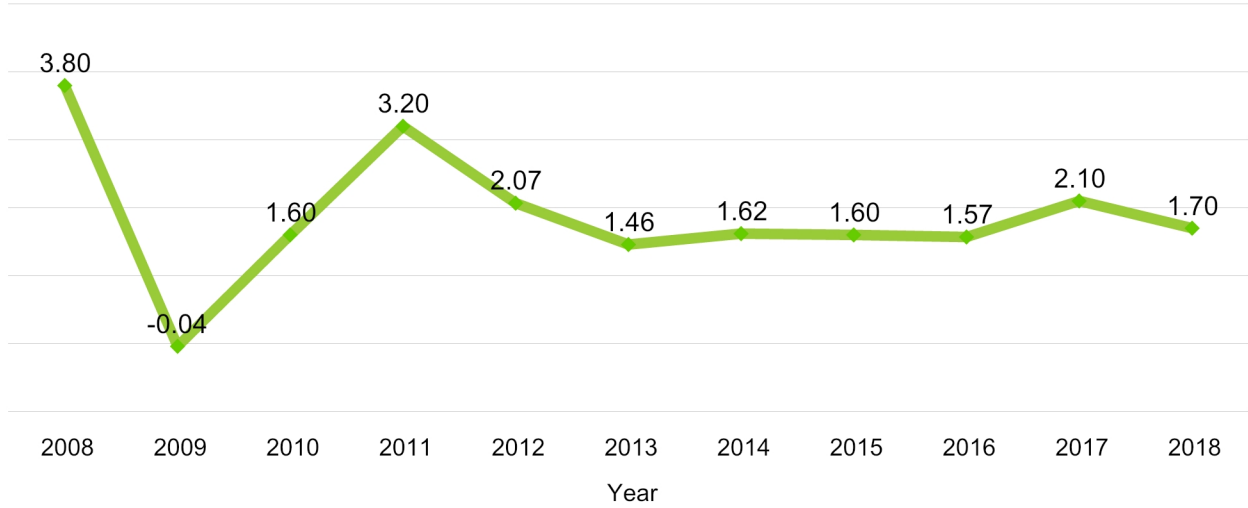
U.S. Census Bureau <http://www.census.gov/en.html>

North Miami Employment



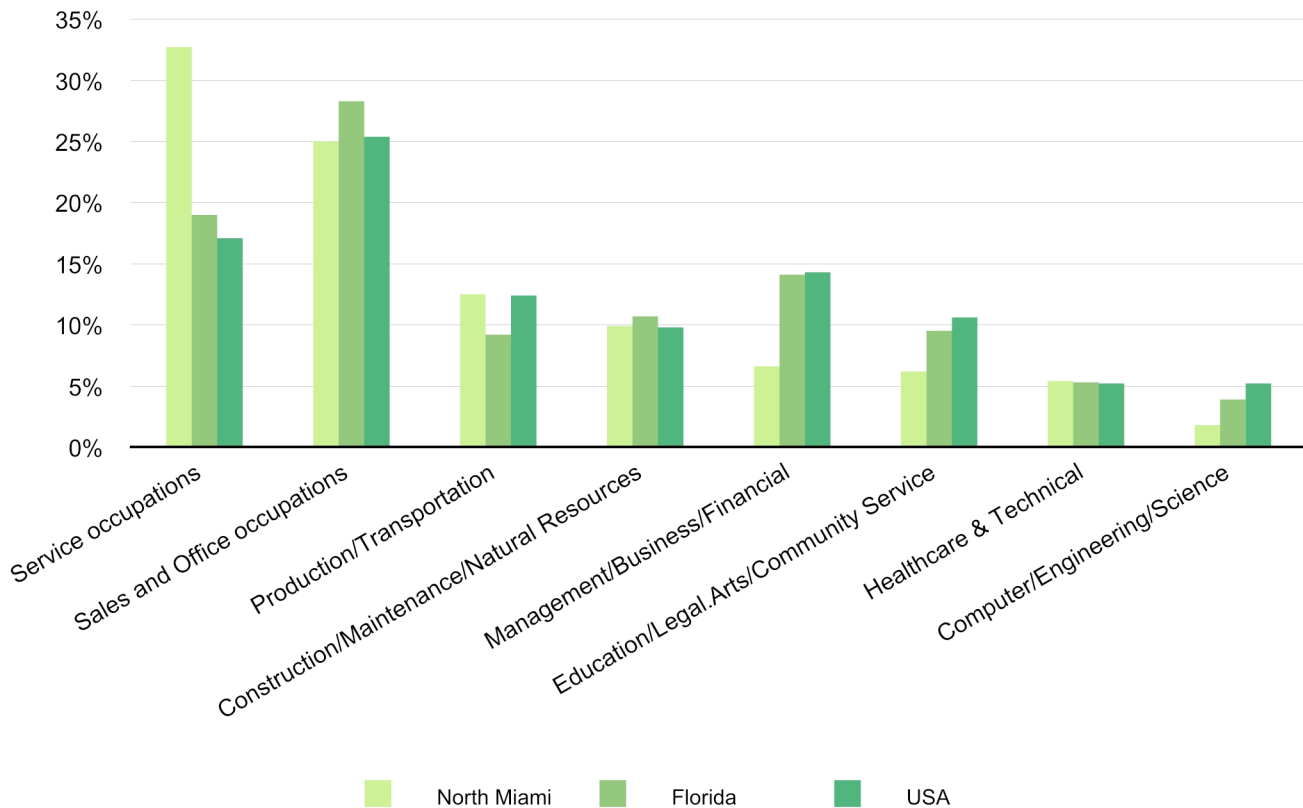
ECONOMY AND DEMOGRAPHICS

Consumer Price Index Average Annual Percentage Change



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

Industry



ECONOMY AND DEMOGRAPHICS

2019 North Miami Top Establishments		
Businesses	Totals	Rank
Professional, Scientific, and Technical Services	336	1
Health Care	197	2
Real Estate & Rentals	186	3
Beauty/Barbershops & Manicure/Pedicure Salons	170	4
Banking, Finance & Insurance	163	5
Construction	137	6
Restaurants	132	7
Wholesalers	82	8
Manufacturing	74	9
Telecommunication	46	10

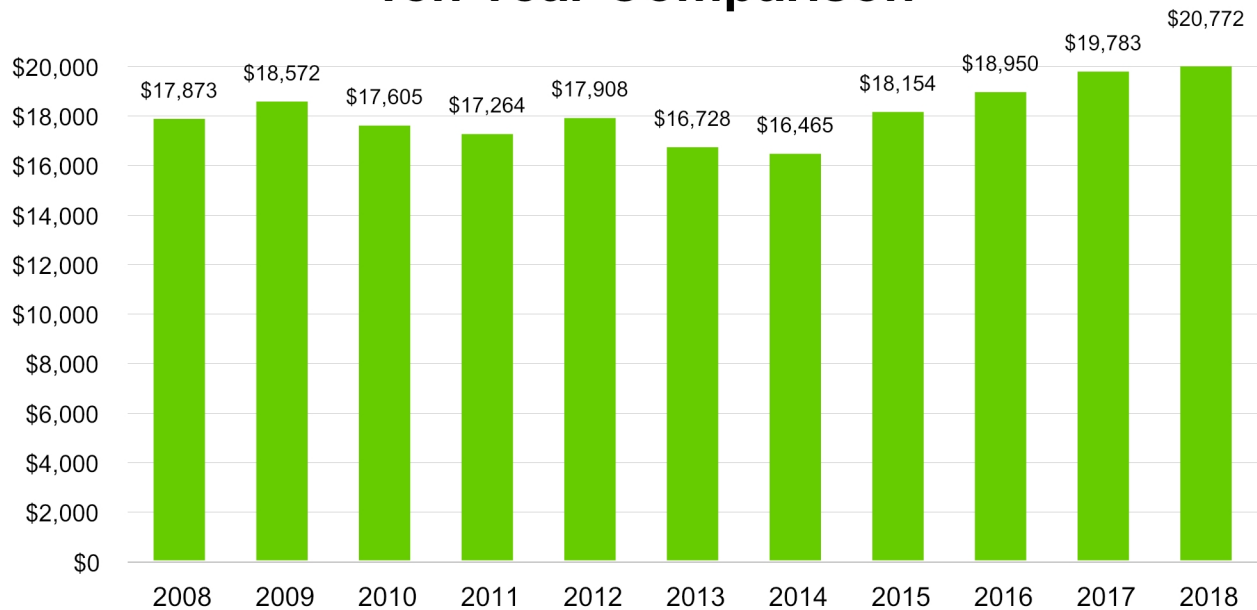
North Miami Economic Development Division

Land Use	Square Feet	Percent
Commercial	23,971,616	9.38%
Industrial	6,856,192	2.68%
Planned Development	11,047,201	4.32%
Parks / Open Space	70,518,084	27.59%
Bay Shore Zone	259,877	0.10%
Total Commercial/Green Space/Industrial Use	112,652,970	
Mixed Use Low	3,396,680	1.33%
Mixed Use Medium	8,368,299	3.27%
Mixed Use High	523,170	0.20%
Total Mixed Use	12,288,149	
Low Density Residential	102,781,207	40.21%
Medium Density Residential	4,743,180	1.86%
High Density Residential	23,143,861	9.05%
Total Residential	130,668,248	53.80%
Total Area	142,956,397	100.00%

North Miami Community Planning and Development Department

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

	2018 Actual	2019 Estimated	2020 Budget
Revenue Total	57,732,065	63,839,026	71,554,205
Expenditure Total	(61,016,868)	(66,506,796)	(74,054,205)
Net Change in Fund Balance	(55,564)	(947,569)	2,500,000
Total Other Financing Sources (uses)	(3,340,367)	(3,615,339)	0
Fund Balances - Beginning	(4,842,075)	(8,182,442)	(11,797,781)
Fund Balances - Ending	(8,182,442)	(11,797,781)	(11,797,781)

Landfill Closure

	2018 Actual	2019 Estimated	2020 Budget
Revenue Total	32,341	34,078	33,000
Expenditure Total	(508,126)	(468,291)	(5,000,000)
Total Other Financing Sources (uses)	0	0	0
Net Change in Fund Balance	(475,785)	(434,213)	(4,967,000)
Fund Balances - Beginning	10,369,358	9,893,573	9,459,360
Fund Balances - Ending	9,893,573	9,459,360	4,492,360

CRA

	2018 Actual	2019 Estimated	2020 Budget
Revenue Total	3,302,615	3,928,836	5,273,807
Expenditure Total	(2,380,379)	(5,384,815)	(7,488,436)
Total Other Financing Sources (uses)	(1,190,000)	(549,440)	0
Net Change in Fund Balance	(267,764)	(2,005,419)	(2,214,629)
Fund Balances - Beginning	4,487,812	4,220,048	2,214,629
Fund Balances - Ending	4,220,048	2,214,629	0

Other Funds

	2018 Actual	2019 Estimated	2020 Budget
Revenue Total	49,764,647	50,326,275	45,031,379
Expenditure Total	(68,146,110)	(73,564,946)	(92,993,665)
Net Change in Fund Balance	1,245,564		
Total Other Financing Sources (uses)	(17,135,899)	(23,238,671)	(47,962,286)
Fund Balances - Beginning	88,336,856	71,200,957	47,962,286
Fund Balances - Ending	71,200,957	47,962,286	0

Total Governmental Funds

	2018 Actual	2019 Estimated	2020 Budget
Revenue Total	110,831,668	118,128,215	121,892,391
Expenditure Total	(132,051,483)	(145,924,848)	(179,536,306)
Total Other Financing Sources (uses)	0	(1,497,009)	2,500,000
Net Change in Fund Balance	(21,219,815)	(29,293,642)	(55,143,915)
Fund Balances - Beginning	98,351,951	77,132,136	47,838,494
Fund Balances - Ending	77,132,136	47,838,494	(7,305,421)

BUDGET OVERVIEW

FINANCIAL POLICIES

Structure

The financial statements of the City of North Miami are 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.
- 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 Council 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 OMB 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 OMB prepares payroll projections, expense and revenue worksheets, the Capital Improvement Plan, and supplemental data.

Request Stage: Prior to budget submittal, 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 OMB staff for review. Staff analyzes these budgets for accuracy and content making sure budget guidelines have been followed. In late June/July, OMB staff prepares a tentative budget for review by the City Manager. On July 1, taxable values are received and if necessary, additional department meetings are held and certified revisions are made to the tentative budget.

Proposed Budget Stage: In August, OMB staff prepares the final tentative budget document and submits to the Council for review. 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, including the CIP (Capital Improvements Plan). Following the Council's approval of the budget, OMB 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, OMB 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

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

Budget Amendment - An increase or decrease in budgeted expenditures within the same fund. The budgeted fund total is changed.

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

BUDGET OVERVIEW

City of North Miami 2019-20 Budget Calendar Schedule of Activities and Work Plan

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 10 and 11										
	3 Grant Directors and budget users access to OpenGov to start budget planning process Feb 13										
	4 Follow Up training by Budget Staff with All other Departments										
	5 Announce Exp year-end estimate exercise at staff meeting March 16 with due date										
	6 FY20 Payroll projections with HR, IT										
	7 Start Rev Year-end Estimates and future year forecasts on April 1 and complete by 29th										
	8 City Manager Budget Meetings with Departments April 8 through May 8										
	9 Hold Budget Workshop May 19 with Council to get FY20 Priorities										
	10 Compile FY18/19 CAFR reconciliation, FY20 Year-end estimates, and FY21 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 30, Set Proposed Millage Cap and Budget Hearing										
	15 Property appraiser July 1 values										
	Revisit year-end estimates and revenue projections										
	16 Incorporate CM Comments and Present Final Proposed Budget to the CM July 15										
	17 Trim Process: Calculations, Advertisements, Dates for Budget Hearings (certification due before Aug 4)										
	18 Hold September Budget Hearings										
	19 Prepare and submit TRIM Package to Florida Department of Revenue										

KEY	
Plan	
In Progress	
Complete	

BUDGET OVERVIEW

TRIM PROCEDURES

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

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

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

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

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

BUDGET OVERVIEW

Debt Management

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

FMLC Series 2016 Refunding (Stormwater)

The purpose of this loan was to provide financial assistance for the planning and designing of the City's sewer rehabilitation project. As of September 30, 2019, the total loan amount outstanding is \$1,185,000.

Pension Obligation Note - Series 2010

On February 1, 2010, the City debt in the amount of \$17.685 million for the purpose of refunding the City's outstanding Taxable Special Refunding Bonds (Pension), Series 2002, and to pay a termination fee due with respect to a related interest rate swap. As of September 30, 2019, the amount outstanding is \$1,325,000.

Drinking Water State Revolving Loan Fund

The purpose of this loan was to provide assistance for the City's water treatment filters rehabilitation project. As of September 30 2019, the total amount outstanding is \$2,899,611.

	Matures	Beginning Balance - October 1, 2019	Reductions	Ending Balance	Due Within One Year
FMLC Series 2016 Refunding (Stormwater)	FY 2022	1,185,000	(385,000)	800,000	385,000
City of North Miami Promissory Note	FY 2029	13,235,000	(830,000)	12,405,000	885,000
Drinking Water State Revolving Loan Fund	FY 2036	2,899,611	(462,968)	2,436,643	486,042
TOTALS		17,319,611	(1,677,968)	15,641,643	1,756,042

BUDGET OVERVIEW

BUDGETARY ACCOUNTING

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

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

BUDGET OVERVIEW

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

Long-Term Challenges

The budget for FY 2019-20 has been adopted, however we face a number of long-term challenges. Below is a list of challenges the City will be working to address in future budgets.

- 1. Land Use Regulations:** Of the City's total land area, approximately four percent is allocated to commercial uses and approximately three percent to light industrial uses. The City is undergoing redevelopment through the Community Redevelopment Agency (CRA). The CRA incentives will assist in attracting new development at higher intensities that will likely spur economic development. Changes in land use have led to the creation of mixed-use categories encouraging the creation of downtown mixed-use. The completion of a portion of SolèMia and continued development will contribute tremendously to the City's tax base next fiscal year and increase even more in coming years.
- 2. Sea level, Climate change:** The City continues to seek funding to conduct a vulnerability study and development of an Adaptation Action Area Plan which will provide a means to identify those areas deemed most vulnerable to sea level rise and other climate change impacts including but not limited to extreme high tides, heavy local rain events and storm surge for the purpose of prioritizing funding and adaptation planning. This budget includes funding to address some of these concerns.
- 3. Performance measurement and management:** Access to financial and non-financial performance measures are important as they are one of the tools that help us determine whether we are on track. As a public sector entity, we should publicly report on the City's performance, to demonstrate the responsible use of taxpayer-funded resources. Performance measures should communicate the strategy and plans of the City, track performance against targets in order to take corrective action as necessary, evaluate employee performance and guide senior managers in developing future strategies and operations. Moving forward, we will be reviewing these measures to ensure they are aligned with the aforementioned.
- 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 City's Revenue Manual:** This document is a comprehensive reference source that discusses all revenues collected by the City.

Financial Issues

The general fund is currently in a deficit position, due primarily to a restatement of revenue in accordance with requirements of the Governmental Accounting Standards Board (GASB). Our plan is to eliminate this deficit within five years or less beginning with this budget. Prior year budgets have included carryover which was not realized. This budget includes no carryover and our revenue and expenditure estimates are conservative. The Office of Management and Budget will be monitoring department budgets and as necessary implement savings plans to ensure compliance with its budget allocation. We are preparing a deficit reduction plan and expect to present it to the City Council in the coming months.

BUDGET OVERVIEW

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

Immediate Needs of the Next Year Budget

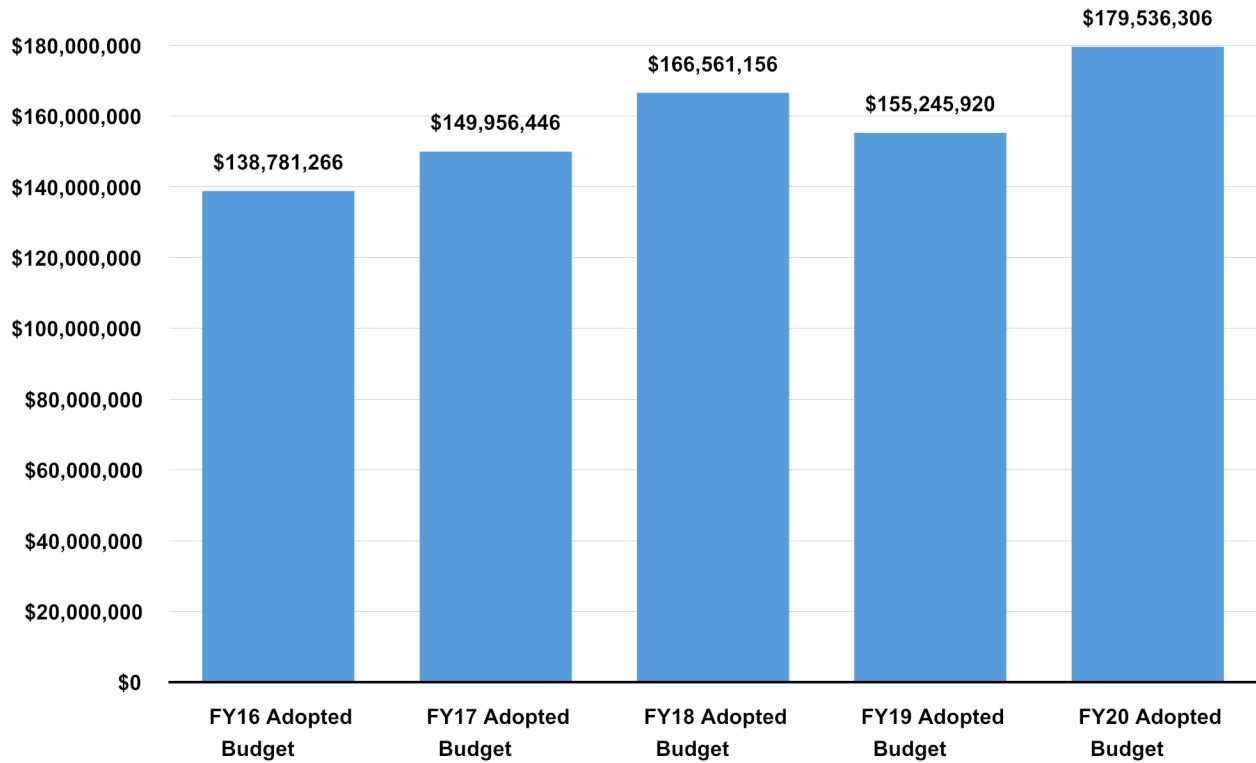
This budget continues to include funding for on-going maintenance and major improvements to our water and sewer and stormwater utility infrastructure. It also includes new sidewalks and right-of-way improvements, main corridor improvements, street resurfacing, facility improvements and fleet purchases. In addition to \$3 million of improvements along on of the City's major streets, the next budget will include the same type of improvements in varying amounts.

Impact on Residents

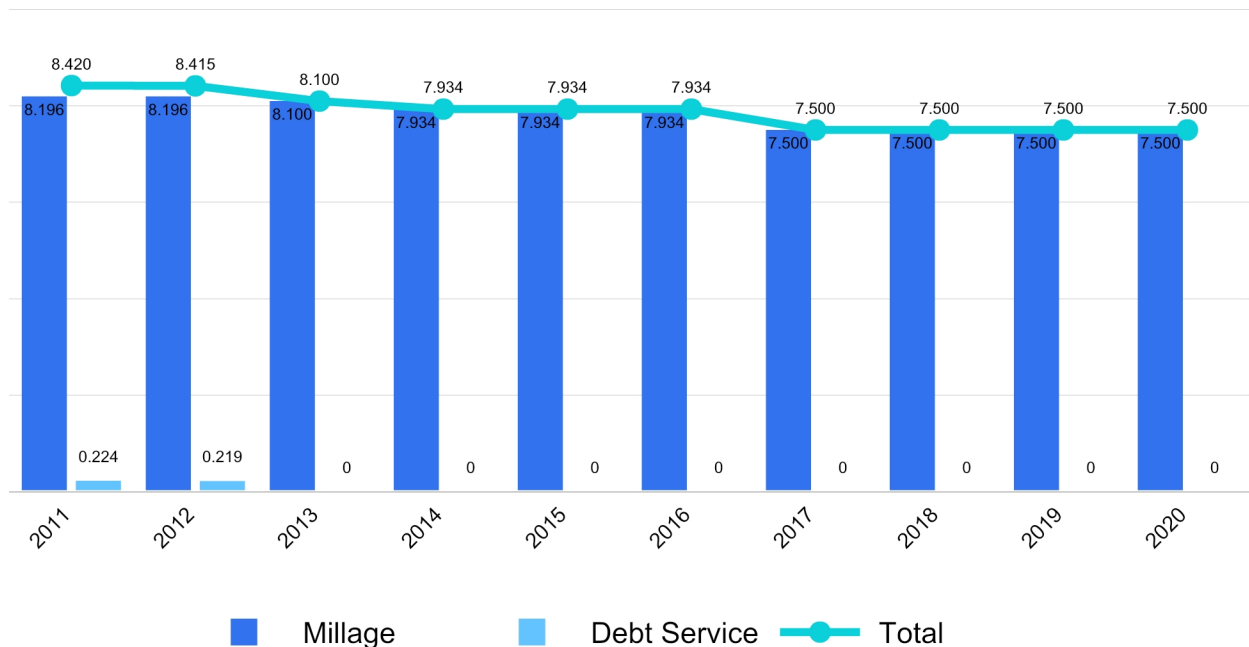
In addition to the millage rate, solid waste, water and sewer and stormwater utility fees remain the same in this budget. Although the costs to provide these services have increased, the City has been able to absorb the additional expenditures by creating more efficiencies and generating additional revenues through economic development activities.

BUDGET IN BRIEF

BUDGET HISTORY



NORTH MIAMI MILLAGE COMPARISON



BUDGET IN BRIEF

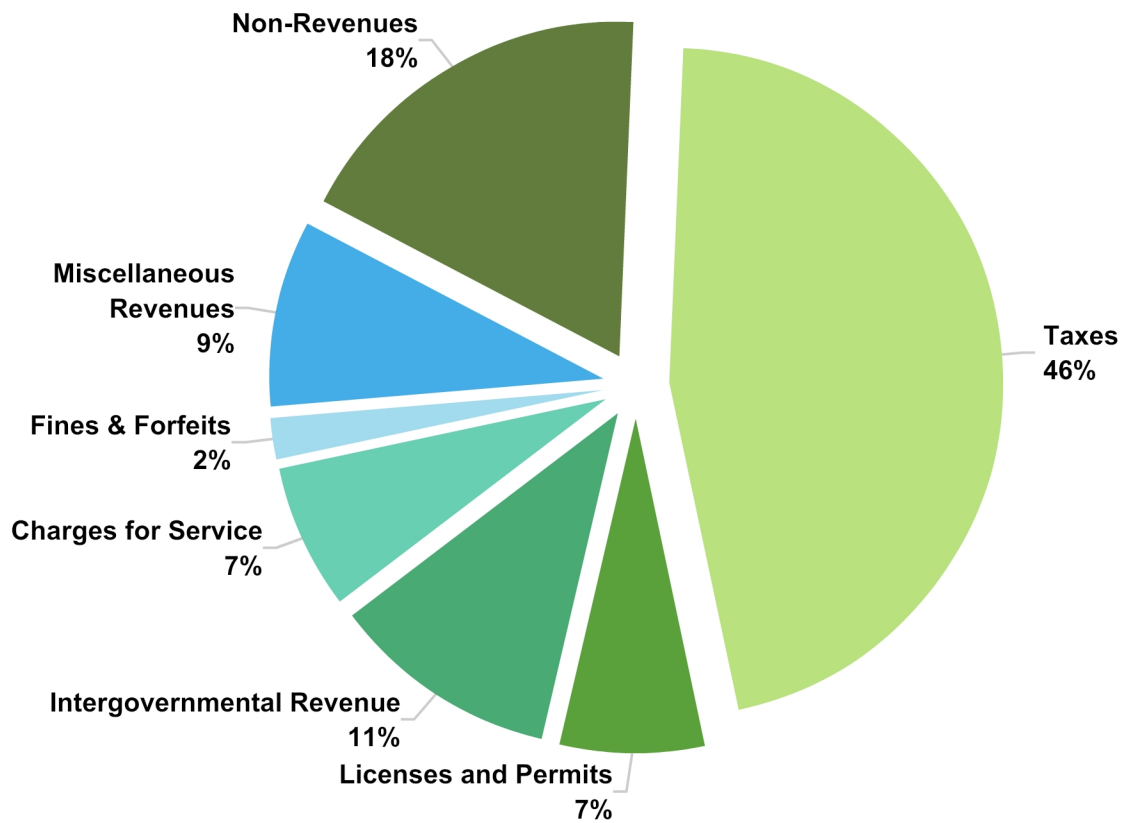
Revenue

TAXES	FY18 Actuals	FY19 Y/E Estimates	FY20 Budget
Ad Valorem	\$ 20,374,849	\$ 22,130,725	\$ 24,127,430
General Sales and Use Tax	784,910	778,019	801,360
Franchise Fees	3,992,099	4,291,028	4,376,529
Utility Service Taxes	3,217,405	3,548,576	3,663,407
Communications Service Tax	1,203,462	1,100,000	1,200,000
Taxes Total	\$ 29,572,725	\$ 31,848,348	\$ 34,168,726
LICENSES AND PERMITS	FY18 Actuals	FY19 Y/E Estimates	FY20 Budget
Occupational Licenses	\$ 402,416	\$ 409,833	\$ 411,831
Building Permits	2,973,830	3,002,777	6,539,320
Other Licenses, Fees, & Permits	373,563	375,651	375,051
Licenses & Permits Total	\$ 3,749,809	\$ 3,788,261	\$ 7,326,202
INTERGOVERNMENTAL REVENUE	FY18 Actuals	FY19 Y/E Estimates	FY20 Budget
Federal Grants	\$ —	\$ —	\$ —
Grants from Local Units	6,626	1,500	1,500
State Grants	—	1	1
State Shared Revenues	7,727,603	7,930,695	8,462,976
Shared Revenue from Local Units	87,198	93,909	94,848
Intergovernmental Revenue Total	\$ 7,821,427	\$ 8,026,105	\$ 8,559,325
CHARGES FOR SERVICE	FY18 Actuals	FY19 Y/E Estimates	FY20 Budget
Charges for Service	\$ 617,495	\$ 638,480	\$ 634,854
Public Safety	1,299,360	1,331,611	1,652,000
Physical Environment	2,839,118	2,542,110	2,805,903
Culture/Recreation	784,391	833,528	913,800
Charges for Service Total	\$ 5,540,364	\$ 5,345,729	\$ 6,006,557
FINES & FORFEITS	FY18 Actuals	FY19 Y/E Estimates	FY20 Budget
Judgments & Fines	\$ 689,134	\$ 427,615	\$ 500,000
Library Fines	3,054	3,000	3,300
Violation of Local Ordinances	103,512	90,800	150,000
Other Fines/Or Forfeits	103,959	70,500	65,000
Fines & Forfeits Total	\$ 899,659	\$ 591,915	\$ 718,300
MISCELLANEOUS REVENUES	FY18 Actuals	FY19 Y/E Estimates	FY20 Budget
Interest and Other Earnings	\$ 620,277	\$ 556,599	\$ 562,312
Rents & Royalties	2,767,899	3,325,389	3,279,177
Contributions/Donations	87,537	84,563	63,583
Disposition of Fixed Assets	1,750,400	1,756,545	1,750,400
Miscellaneous Revenues	2,487,377	2,750,216	2,781,294
Miscellaneous Revenues Total	\$ 7,713,490	\$ 8,473,312	\$ 8,436,766
NON-REVENUES	FY18 Actuals	FY19 Y/E Estimates	FY20 Budget
Interfund Transfer	\$ (3,031,173)	\$ (3,928,836)	\$ (5,273,807)
Contribution From Enterprise	5,967,396	8,065,204	8,112,136
Non-Operating Sources	—	2,027,116	3,500,000
Special Revenue (CRA Contribution)	1,190,000	549,440	2,500,000
Non-Revenues Total	\$ 4,126,223	\$ 6,712,924	\$ 8,838,329
Revenue Sources	FY18 Actuals	FY19 Y/E Estimates	FY20 Budget
Taxes	\$ 29,572,725	\$ 31,848,348	\$ 34,168,726
Licenses and Permits	3,749,809	3,788,261	7,326,202
Intergovernmental Revenue	7,821,427	8,026,105	8,559,325
Charges for Service	5,540,364	5,345,729	6,006,557
Fines and Forfeits	899,659	591,915	718,300
Miscellaneous Revenues	7,713,490	8,473,312	8,436,766
Non-Revenues	4,126,223	6,712,924	8,838,329
Total General Fund Revenue	\$ 59,423,697	\$ 64,786,594	\$ 74,054,205

BUDGET IN BRIEF

GENERAL FUND REVENUES

FROM WHERE IT COMES



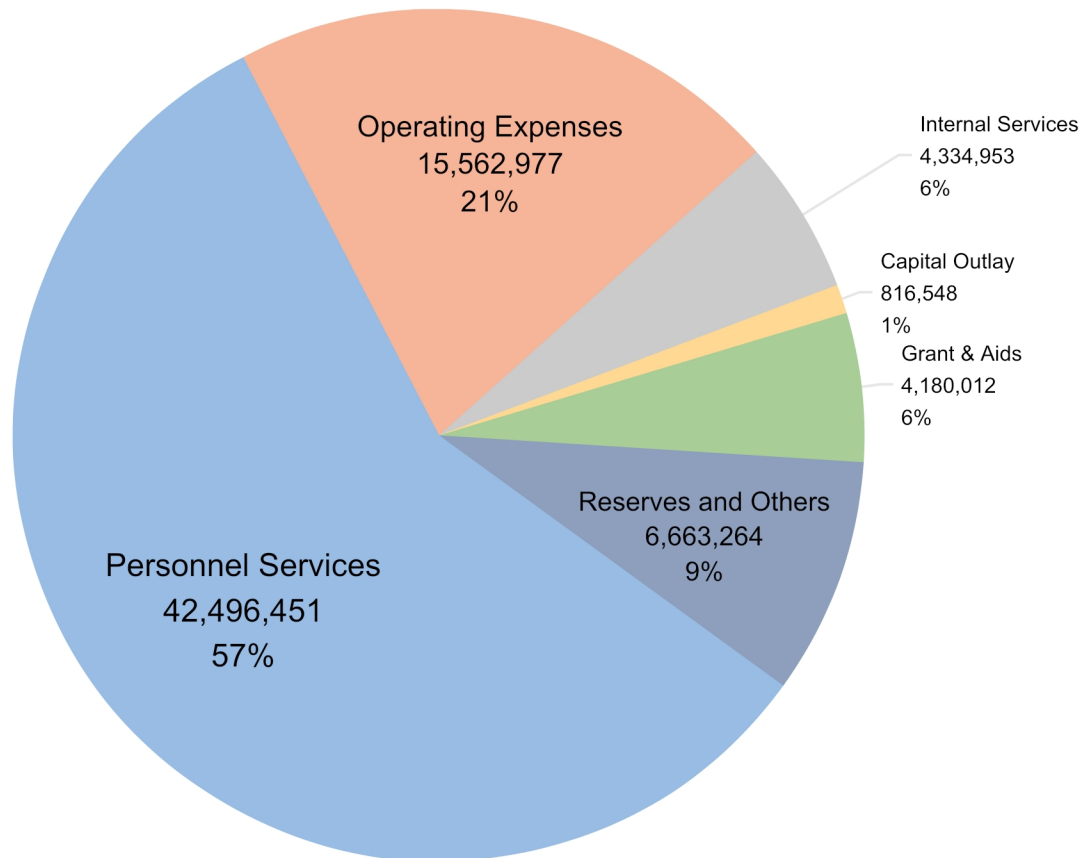
Taxes (includes \$24.1 million Ad Valorem)	\$34,168,726
Non-Revenues	\$8,838,829
Intergovernmental Revenues	\$8,559,325
Miscellaneous Revenues	\$8,436,766
Licenses & Permits	\$7,326,202
Charges for Service	\$6,006,557
Fines & Forfeitures	\$718,300
Total General Fund Revenues	\$74,054,705

BUDGET IN BRIEF

General Fund

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	39,128,697	41,940,744	43,111,746	42,496,451
Operating Expenses	14,150,788	16,601,132	16,532,256	15,562,977
Internal Services	2,740,621	1,125,124	1,126,617	4,334,953
Operating Budget	56,020,106	59,667,000	60,770,619	62,394,381
Capital Outlay	502,682	880,464	1,730,311	816,548
Debt Service	0	0	0	0
Grants & Aids	1,661,986	4,243,291	2,324,397	4,180,012
Reserves & Other	1,241,390	9,007,615	1,681,469	6,663,264
Total Budget	59,426,164	73,798,370	66,506,796	74,054,205

GENERAL FUND BUDGET BY CATEGORY



BUDGET IN BRIEF

Department	FY18	FY19			FY20	INCREASE (DECREASE)	PERCENT CHANGE
	ACTUAL EXPENSE	ADOPTED BUDGET	AMENDED BUDGET	ESTIMATED EXPENSE	ADOPTED BUDGET		
Building	1,508,382	1,683,812	1,641,895	1,630,243	1,901,498	217,686	13%
City Attorney	1,382,339	1,288,010	1,513,010	1,424,765	1,120,607	(167,403)	-13%
City Clerk	709,319	632,822	632,823	656,782	648,525	15,703	2%
City Manager	2,759,906	2,967,542	3,006,310	3,028,315	3,149,181	181,639	6%
Code Compliance	1,646,016	5,401,981	5,412,798	5,188,179	5,783,532	381,551	7%
CP&D	1,865,009	1,688,819	5,046,489	3,132,359	1,059,066	3,643,941	216%
Finance	3,328,552	3,623,127	3,658,727	3,517,083	3,689,114	65,987	2%
Information Technology	1,754,019	2,180,025	2,182,668	2,123,210	1,946,017	(234,008)	-11%
Library	1,054,236	1,175,728	1,156,971	1,100,365	1,201,972	26,244	2%
Mayor/Council	1,447,424	1,168,129	1,236,215	1,396,894	1,505,663	337,534	29%
MOCA	1,814,492	1,420,096	1,976,710	1,796,450	1,583,044	162,948	11%
Non-Departmental	2,367,087	4,347,486	4,635,432	(947,588)	5,918,935	1,571,449	36%
Office of Management & Budget	324,302	351,249	337,306	357,876	437,077	85,828	24%
Parks	8,039,310	7,023,992	7,033,161	7,587,440	6,696,440	(327,552)	-5%
Personnel	901,741	864,334	864,640	772,442	881,037	16,703	2%
Police	25,534,295	30,175,950	29,671,042	29,944,660	28,784,913	(1,391,037)	-5%
Public Works	2,459,334	2,930,929	3,186,516	3,187,037	3,874,739	943,810	32%
Purchasing	530,401	604,157	605,657	610,284	578,964	0	0%
Housing and Social Services	0	0	0	0	3,293,881	3,293,881	0%
TOTAL - GENERAL FUND	59,426,164	69,528,188	73,798,370	66,506,796	74,054,205	4,526,017	7%

SPECIAL REVENUE FUNDS	FY18	FY19			FY20	INCREASE (DECREASE)	PERCENT CHANGE
	ACTUAL EXPENSE	ADOPTED BUDGET	AMENDED BUDGET	ESTIMATED EXPENSE	ADOPTED BUDGET		
C.D.B.G. Entitlement	508,751	756,678	1,227,661	761,573	757,246	568	0%
CRA	5,215,450	8,238,894	11,931,449	10,137,745	11,946,084	3,707,190	45%
Federal Forfeiture Fund	140,309	79,721	79,721	62,452	307,329	227,608	286%
FEMA Disaster Recovery	3,652,340	0	0	0	0	0	0%
Half Cent Transportation Surtax	3,721,368	2,540,536	3,998,805	3,875,567	2,731,000	190,464	7%
Home Investment Partnership Program	90,746	300,908	615,083	105,412	269,234	(31,674)	-11%
Justice Assistance Grant	26,549	0	0	0	0	0	0%
Landfill Closure Fund	508,126	9,922,280	9,922,280	0	9,492,360	(429,920)	-4%
Law Enforcement Trust Fund	59,079	139,927	147,321	75,927	229,534	89,607	64%
Library Grants	0	26,641	0	0	0	(26,641)	-100%
Miscellaneous Grants	717,019	0	111,195	0	20,300	20,300	0%
Neighborhood Stabilization Program	158,294	30,000	219,528	111,932	30,000	0	0%
Police Training Fund	9,089	8,880	8,880	8,880	0	(8,880)	-100%
State Housing Initiative Program	155,987	51,922	388,013	162,873	53,679	1,757	3%
Rucks Park Project Fund	11,227	0	20,842	0	0	0	0%
TOTAL - SPECIAL REV	14,974,334	22,096,387	28,670,778	15,302,361	25,836,766	3,740,379	17%

DEBT SERVICE FUNDS	FY18	FY19			FY20	INCREASE (DECREASE)	PERCENT CHANGE
	ACTUAL EXPENSE	ADOPTED BUDGET	AMENDED BUDGET	ESTIMATED EXPENSE	ADOPTED BUDGET		
Pension Obligation Bond	2,023,934	1,789,538	1,789,538	0	1,784,363	(5,175)	0%
TOTAL - DEBT SERVICE FUNDS	2,023,934	1,789,538	1,789,538	0	1,784,363	(5,175)	0%

BUDGET IN BRIEF

CAPITAL PROJECTS FUNDS	FY18	FY19			FY20		
	ACTUAL EXPENSE	ADOPTED BUDGET	AMENDED BUDGET	ESTIMATED EXPENSE	ADOPTED BUDGET	INCREASE (DECREASE)	PERCENT CHANGE
Transportation Gas Tax	351,928	281,102	607,650	323,500	523,422	242,320	86%
TOTAL - CAPITAL PROJECT FUNDS	351,928	281,102	607,650	323,500	523,422	242,320	86%
ENTERPRISE FUNDS	FY18	FY19			FY20	INCREASE (DECREASE)	PERCENT CHANGE
	ACTUAL EXPENSE	ADOPTED BUDGET	AMENDED BUDGET	ESTIMATED EXPENSE	ADOPTED BUDGET		
W & S	32,902,720	49,372,814	71,126,563	62,478,403	59,532,531	10,159,717	21%
Water Fire Flow Demand	0	682,913	1,188,920	0	2,121,996	1,439,083	211%
Stormwater Utility	2,733,519	4,389,308	4,913,934	4,197,692	4,138,138	(251,170)	-6%
TOTAL - ENTERPRISE FUNDS	35,636,239	54,445,035	77,229,417	66,676,095	65,792,665	11,347,630	21%
INTERNAL SERVICE FUNDS	FY18	FY19			FY20	INCREASE (DECREASE)	PERCENT CHANGE
	ACTUAL EXPENSE	ADOPTED BUDGET	AMENDED BUDGET	ESTIMATED EXPENSE	ADOPTED BUDGET		
Risk Management	1,901,711	3,369,857	3,374,940	2,501,100	4,896,424	1,526,567	45%
Fleet Management	2,473,682	3,735,778	5,778,516	4,035,729	6,648,461	2,912,683	78%
TOTAL - INTERNAL SERVICE	4,375,393	7,105,635	9,153,456	6,536,829	11,544,885	4,439,250	62%
TOTAL - ALL FUNDS	116,787,992	155,245,885	191,249,209	155,345,581	179,536,306	24,290,421	16%

BUDGET IN BRIEF

CITYWIDE FULL-TIME EMPLOYEES (FTE)

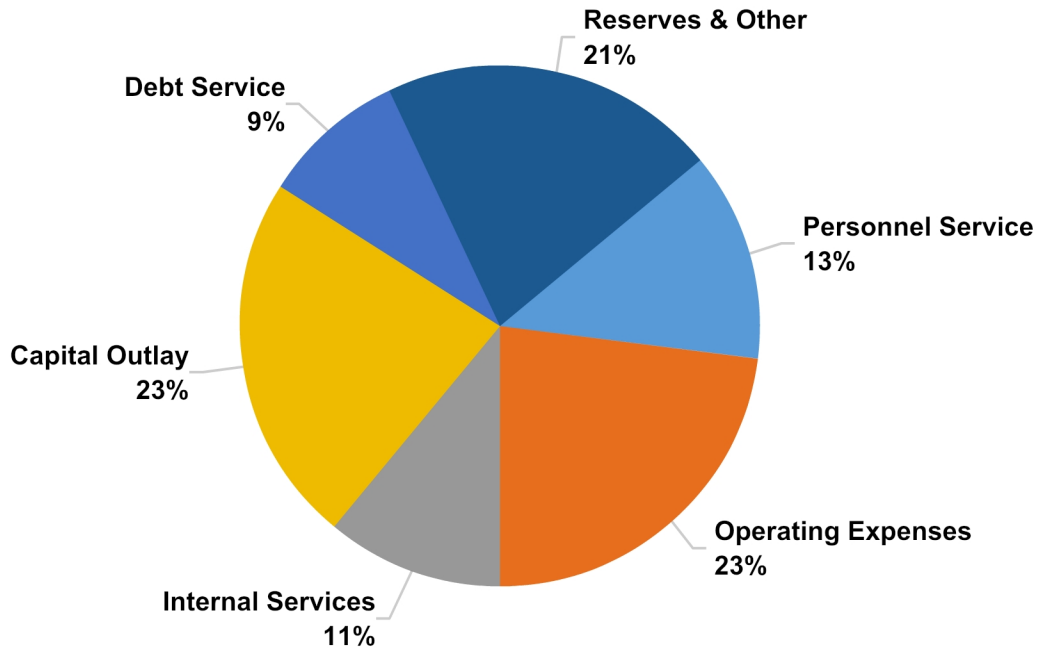
Department	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20
Mayor & Council's Office	2	2	3	3	4
City Manager's Office	8	8	14	16	18
City Clerk	4	4	4	3	5
Finance	24	35	38	41	41
City Attorney Office	5	6	6	6	5
Personnel	5	5	5	6	6
Information Technology	10	10	6	7	7
Police*	159	167	168	191	192
Community Planning & Development	7	8	9.5	11.5	7
Public Works	21	20	24	24	24
Budget	2	2	3	3	3
Parks & Recreation	48	50	47	51	53
Museum of Contemporary Arts	6	7	2	1	1
Building	5	12	12	13	14
Code Compliance	13	13	16	20	21
Library	8	8	9	9	10
Purchasing	3	3	4	5	5
Housing and Social Services	—	—	—	—	4
Totals for all Departments	330	360	370.5	410.5	420

*Police - 1 Animal Control Officer (transfer from Code Compliance)

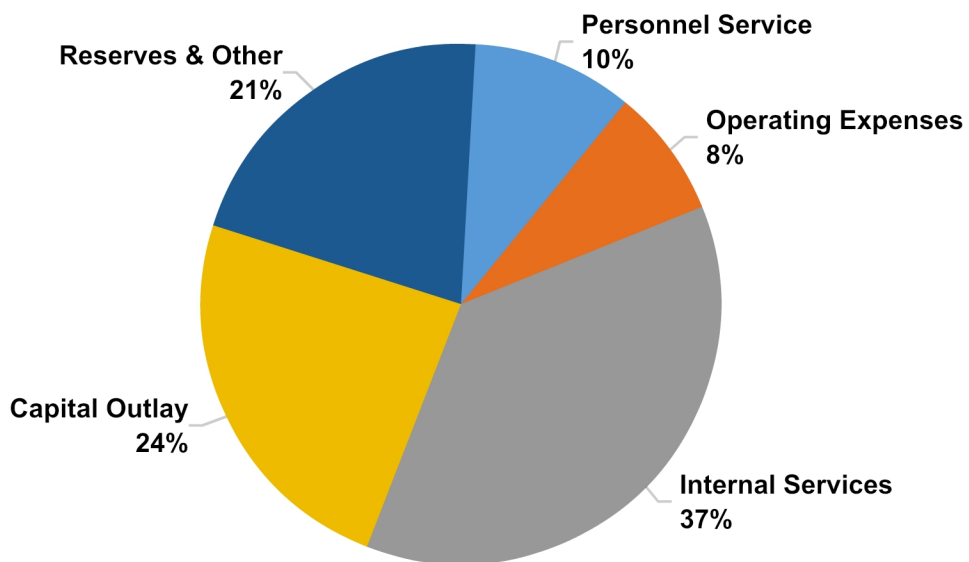
All Other Funds	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20
Stormwater	8	9	9	9	9
Water & Sewer	62	67	67	67	67
Housing	2	2	2	3	3
Transportation	5	5	6	6	2
Risk Management	4	3	4	4	4
Fleet	10	10	10	10	10
Community Redevelopment Agency	3	3	3	4	4
Total Other Funds	94	99	101	103	99
Total Citywide FTEs	424	459	471.5	513.5	519

BUDGET IN BRIEF

FY19/20 STORMWATER Total Budget : \$4,138,138



FY19/20 WATER & SEWER Total Budget : \$59,532,531



BUDGET IN BRIEF

City of North Miami CAPITAL IMPROVEMENT PROGRAM SCHEDULE (FY 19/20 - 23/24)								
Project	Dept.	Category	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	TOTAL PROJECT ESTIMATE
David Lawrence High School NE 151 Street	Public Works	Transportation	\$ —	\$ 3,000,000	\$ —	\$ —	\$ —	\$ 3,000,000
Sidewalks and ROW Improvements	Public Works	Transportation	\$ 435,000	\$ 250,000	\$ 250,000	\$ 300,000	\$ 300,000	\$ 1,535,000
Pedestrian and Bicycle Bridge	1/2 Cent Transp.	Transportation	\$ 110,000	\$ 70,000	\$ 900,000	\$ —	\$ —	\$ 1,080,000
Sidewalks and ROW Improvements	1/2 Cent Transp.	Transportation	\$ 432,349	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,232,349
125th Street Downtown FDOT Grant	1/2 Cent Transp.	Transportation	\$ 1,293,926	\$ —	\$ —	\$ —	\$ —	\$ 1,293,926
CEI for NE 151 Street	1/2 Cent Transp.	Transportation	\$ 180,000	\$ —	\$ —	\$ —	\$ —	\$ 180,000
Street Resurfacing	Gas Tax	Transportation	\$ 254,701	\$ 290,000	\$ 290,000	\$ 290,000	\$ 290,000	\$ 1,414,701
Upgrade of Existing Lime Softening Water Plant	Water & Sewer	Water	\$ 7,098,804	\$ 98,804	\$ 98,804	\$ 450,000	\$ 450,000	\$ 8,196,412
Sanitary Sewer Rehabilitations	Water & Sewer	Water	\$ 8,700,000	\$ 1,100,000	\$ 1,425,000	\$ 1,425,000	\$ 1,425,000	\$ 14,075,000
Lift Station Rehab	Water & Sewer	Water	\$ 585,000	\$ 1,585,000	\$ 635,000	\$ 1,680,000	\$ 680,000	\$ 5,165,000
Water Meter Replacement	Water & Sewer	Water	\$ 4,000,000	\$ 4,000,000	\$ —	\$ —	\$ —	\$ 8,000,000
Water Main Improvements	Water & Sewer	Water	\$ 700,000	\$ 1,500,000	\$ 200,000	\$ 1,500,000	\$ 200,000	\$ 4,100,000
Water Line Replacements	Water & Sewer	Water	\$ 250,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,450,000
Stormwater Improvements - Basin Construction	Stormwater	Water	\$ —	\$ 1,300,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 10,300,000
Vehicle Replacement	Stormwater	Vehicle Replacement	\$ 120,000	\$ —	\$ 120,000	\$ —	\$ 120,000	\$ 360,000
Vehicle Replacement	Water & Sewer	Vehicle Replacement	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
Equipment and Vehicle Replacement	Fleet	Vehicle Replacement	\$ 390,000	\$ 487,000	\$ 487,000	\$ 437,000	\$ 450,000	\$ 2,251,000
Motor Pool Facility Improvements	Fleet	Vehicle Replacement	\$ 40,000	\$ 80,000	\$ —	\$ —	\$ —	\$ 120,000
Fuel Pumps	Fleet	Vehicle Replacement	\$ 40,000	\$ —	\$ —	\$ —	\$ —	\$ 40,000
TOTAL PROJECTS COSTS			\$24,829,780	\$14,460,804	\$8,105,804	\$9,782,000	\$7,615,000	\$64,793,388

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. The year’s total capital budget is forecasted as \$24,829,780.

Section Two:

Major Revenue Sources

Major Revenue Sources

This section presents the City's major revenues to the General Fund in a graph format, over a six-year period. A description and source of the revenue is also provided.

Major revenues:

Ad Valorem Taxes

State Shared Revenue

Contributions from Enterprise Operations

Building Permits

Franchise Fees

Utility Service Taxes

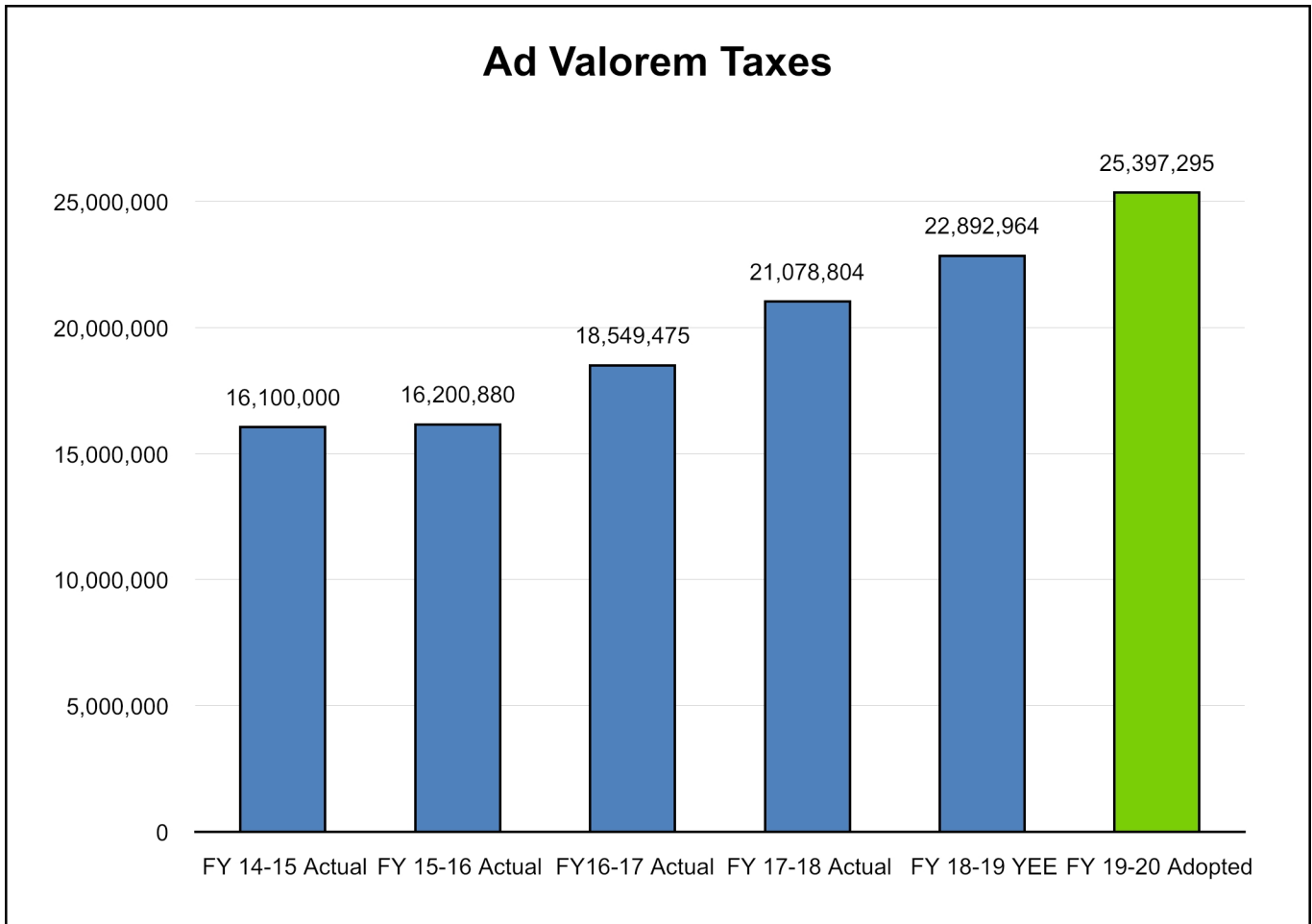
Rents and Royalties

Communications Services Taxes

General Sales & Use Tax

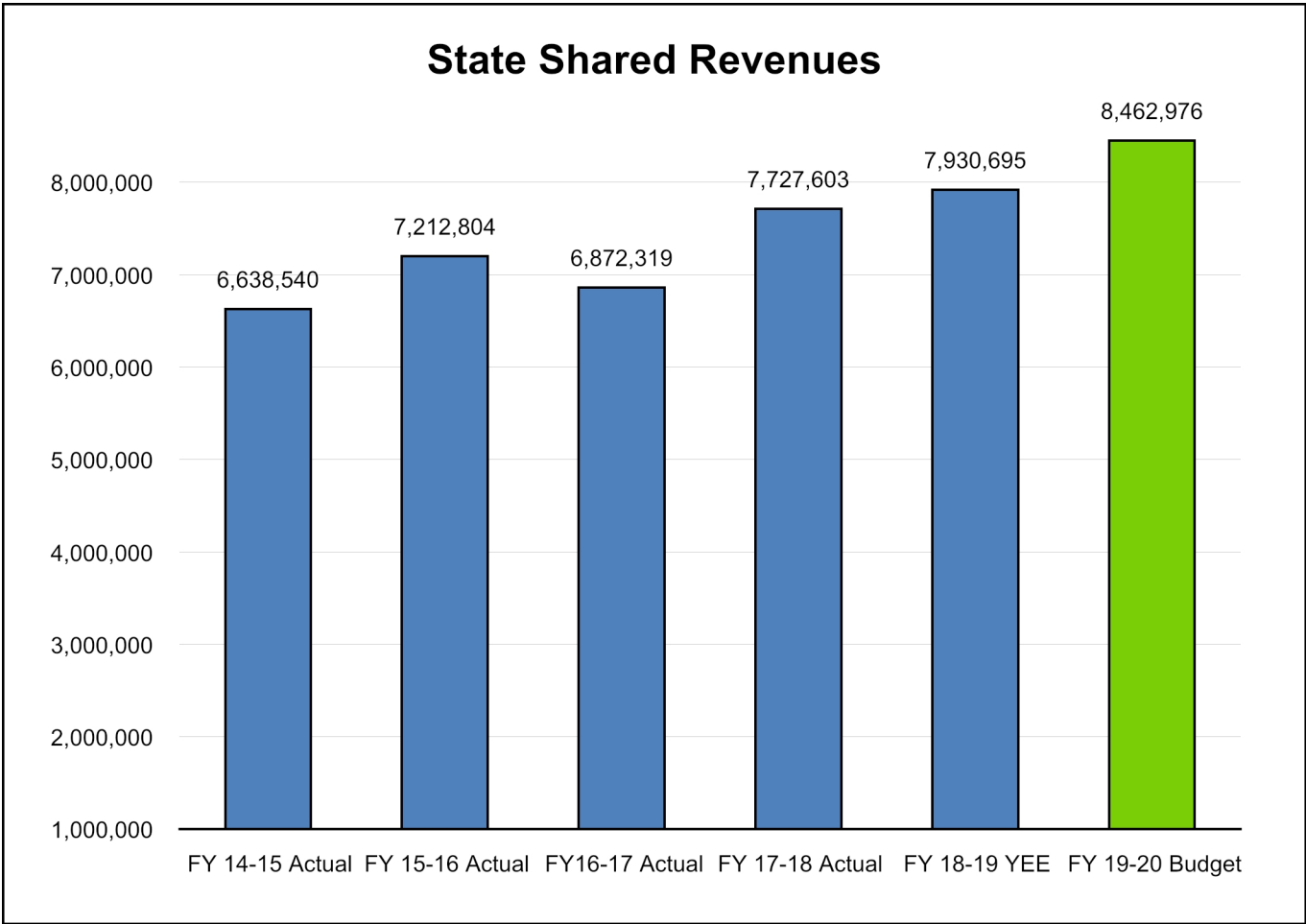
Judgments and Fines

Ad Valorem Taxes



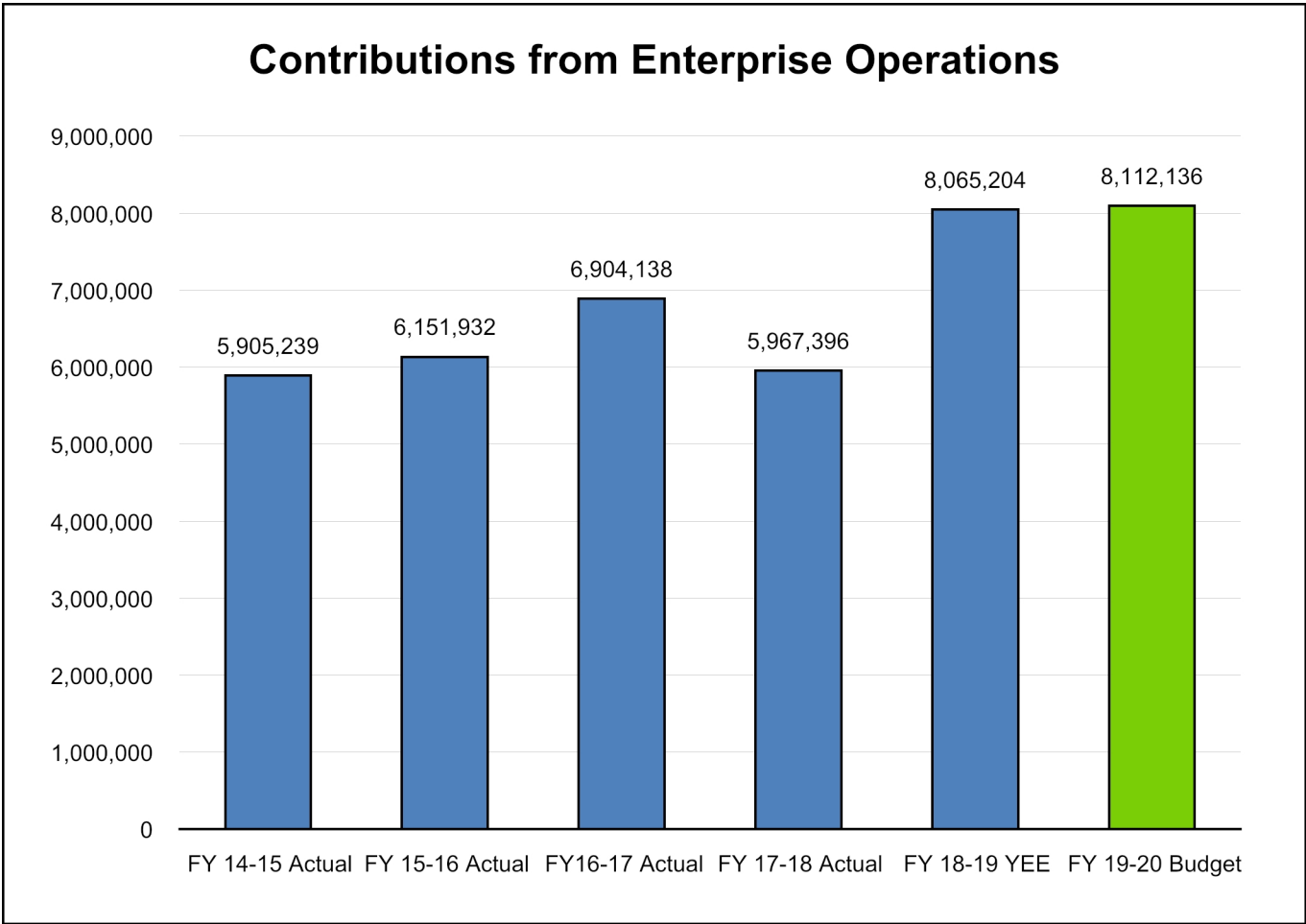
The Ad Valorem Tax is a levy against the taxable value of real and personal property. The City Council sets the millage rate annually prior to October 1st. One mill is \$1 of tax per \$1,000 of taxable assessed value. The adopted operating millage for FY 2019-20 is 7.5000. The adopted rate for the past four years has been 7.5000. The year-end estimate for FY 2018-19 is \$22,892,964. Ad Valorem tax revenue for FY 2019-20 is budgeted at \$25,397,295. This is a 10.9% increase from the prior year-end estimate.

State Shared Revenues



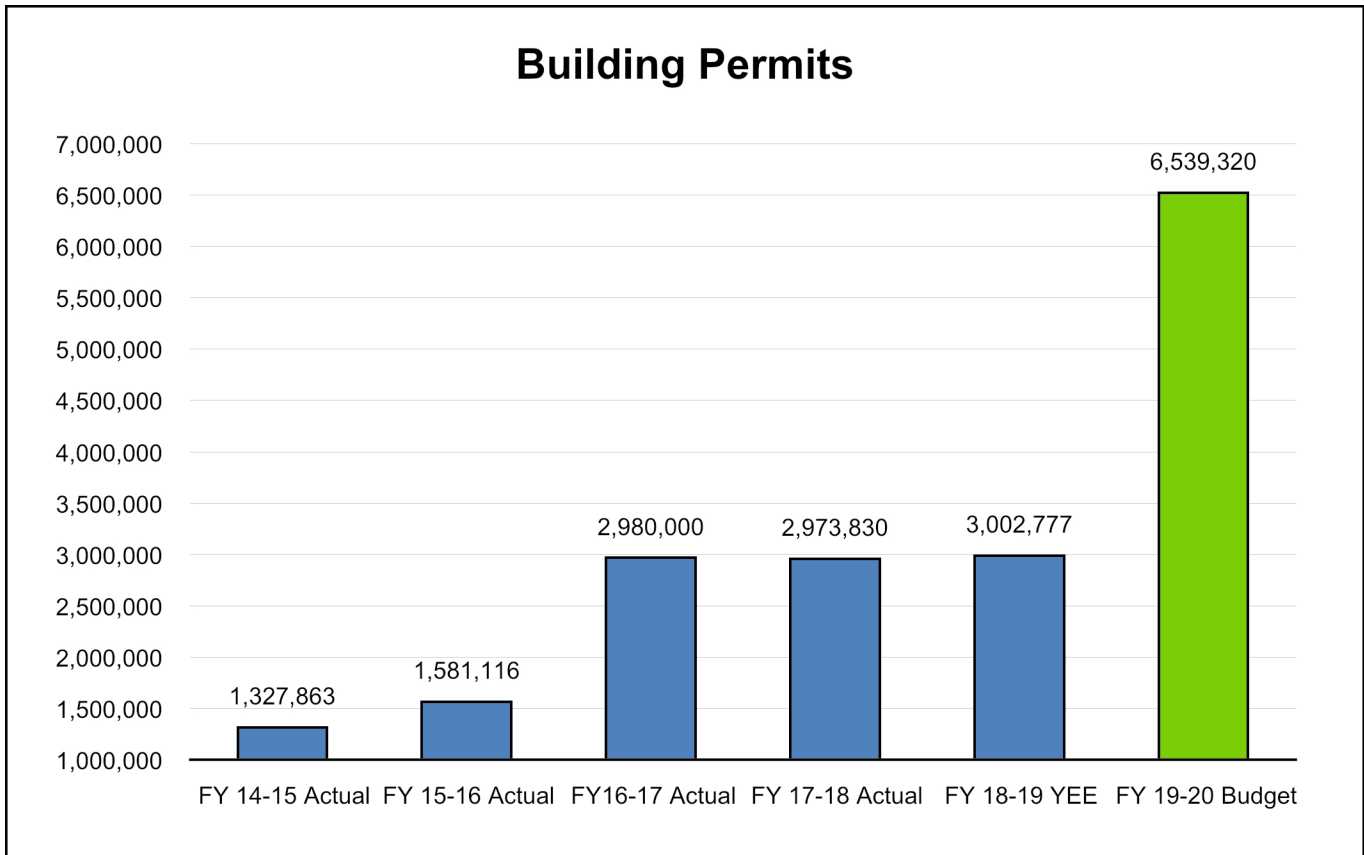
The State of Florida's Department of Revenue administers the Revenue Sharing Program, which shares a net of cigarette tax collections and sales and use tax collections with local governments. FY 2018-19 is estimated at \$7,930,695. Revenue for FY 2019-20 is forecasted at \$8,462,976.

Contributions from Enterprise Operations



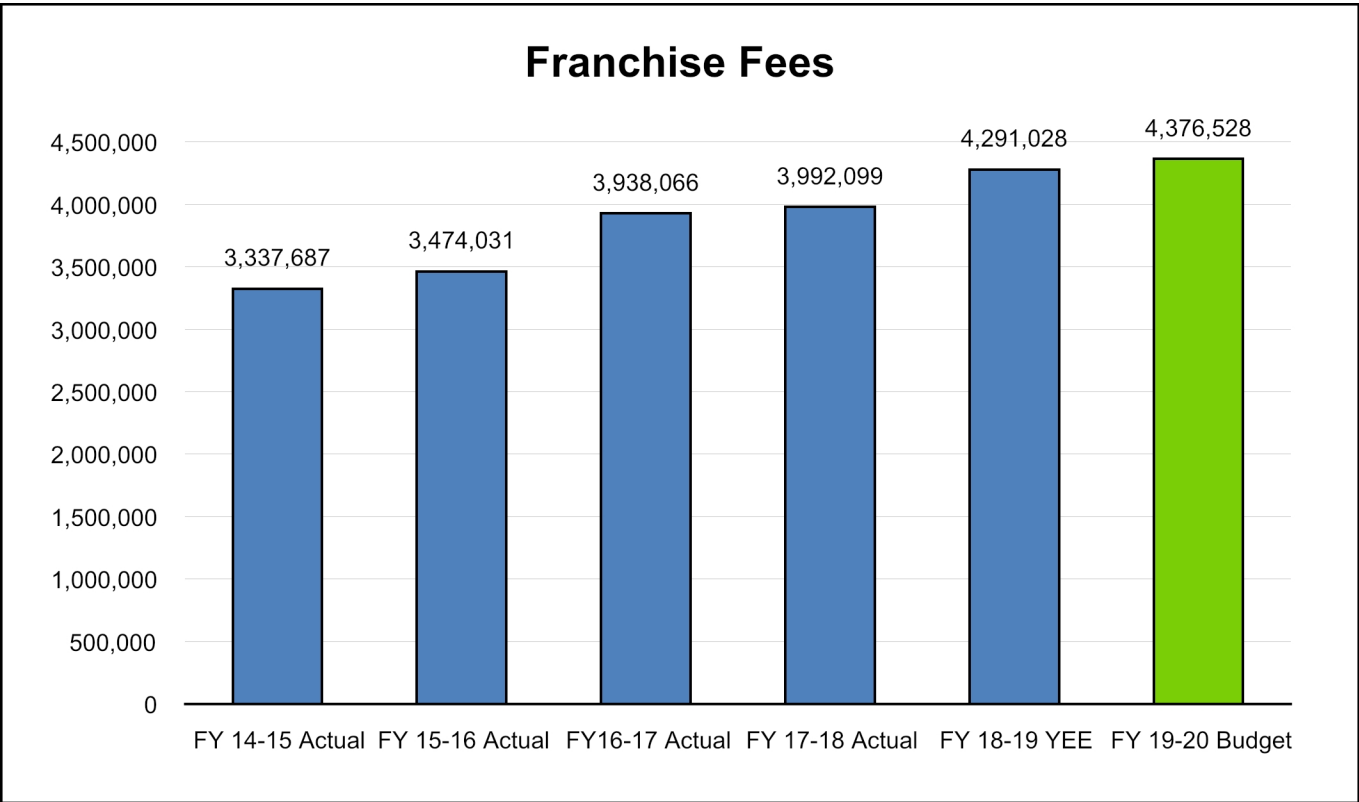
Enterprise funds are used and reported as business-type activities in the government wide financial statements. The City uses enterprise funds to account for its Water and Sewer and Stormwater operations. Solid waste is no longer included. Revenue from FY 2018-19 is estimated at \$8,065,204. Revenue from enterprise funds for FY 2019-20 is forecasted at \$8,112,136.

Building Permits



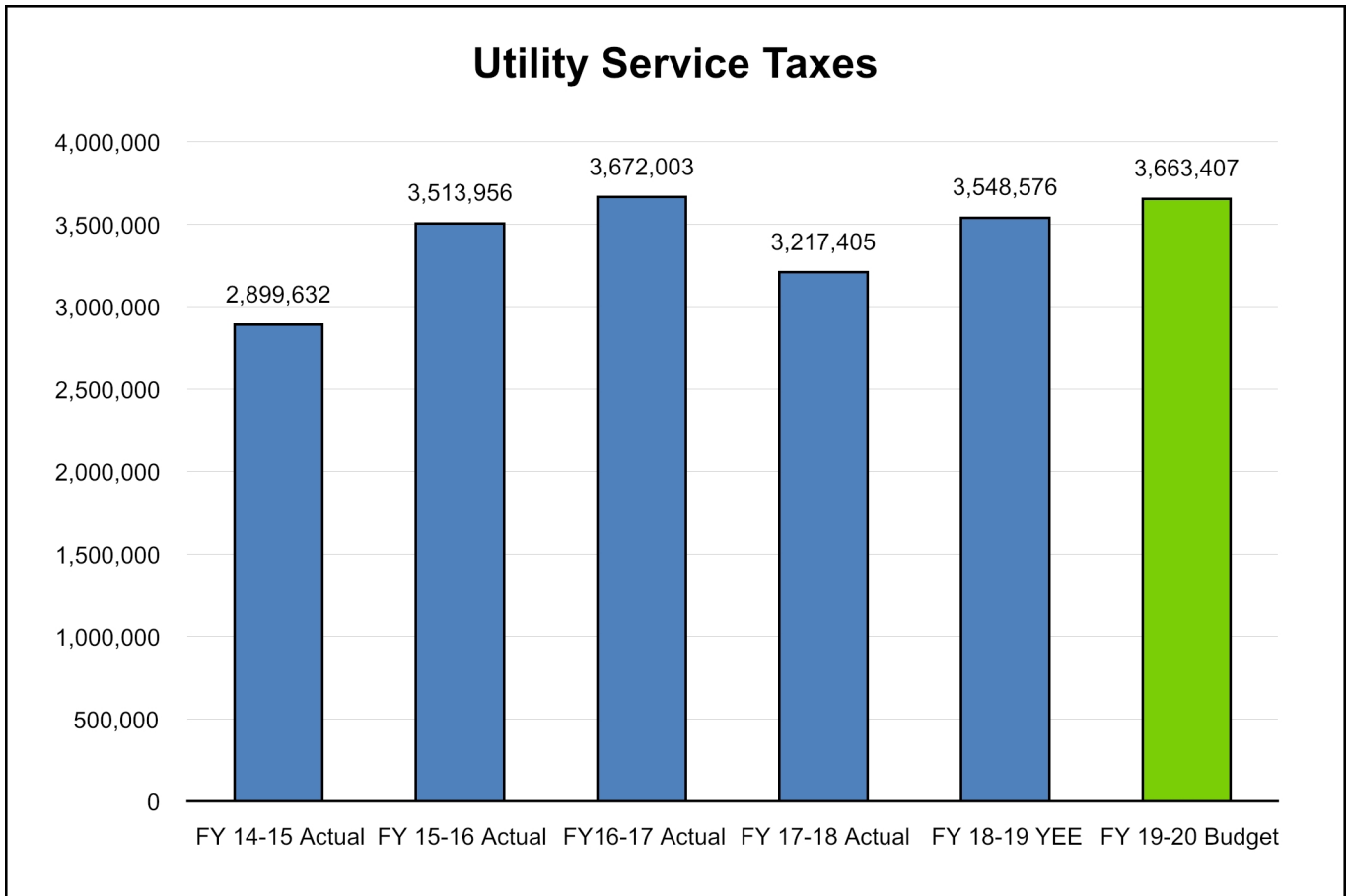
The Building and Minimum Housing Division ensures that any improvements to residential or commercial property such as new construction, interior renovation, structural demolition, or other installations are reviewed prior to the commencement of the work and inspected both during and after the completion of the permitted work. This process ensures that buildings and accessory structures are safe for occupancy and use. 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, has contributed to the City's tax base. 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 FY 2019-20 are forecasted at \$6,539,320 which is an increase from FY 2018-19 estimated budget of \$3,002,777. The anticipated increase is due to new development.

Franchise Fees



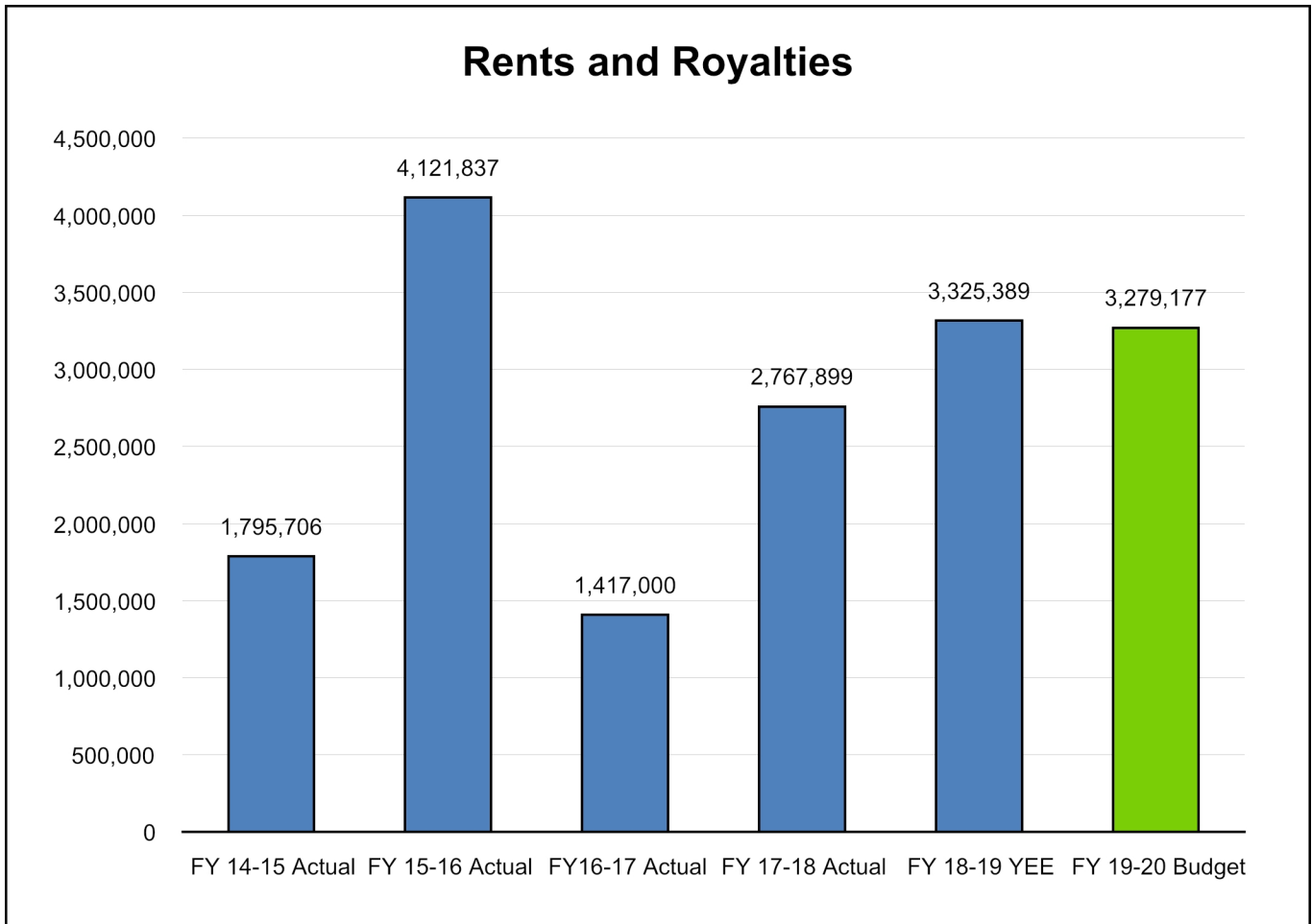
Franchise fees (or taxes) are payments received from electric, gas, telephone, and cable providers within city limits. Payments are made in exchange for each provider's use of public right-of-way to conduct their business within the City. This revenue source is expected to continue rising in FY 2019-20 with a budgeted amount of \$4,376,528.

Utility Service Taxes



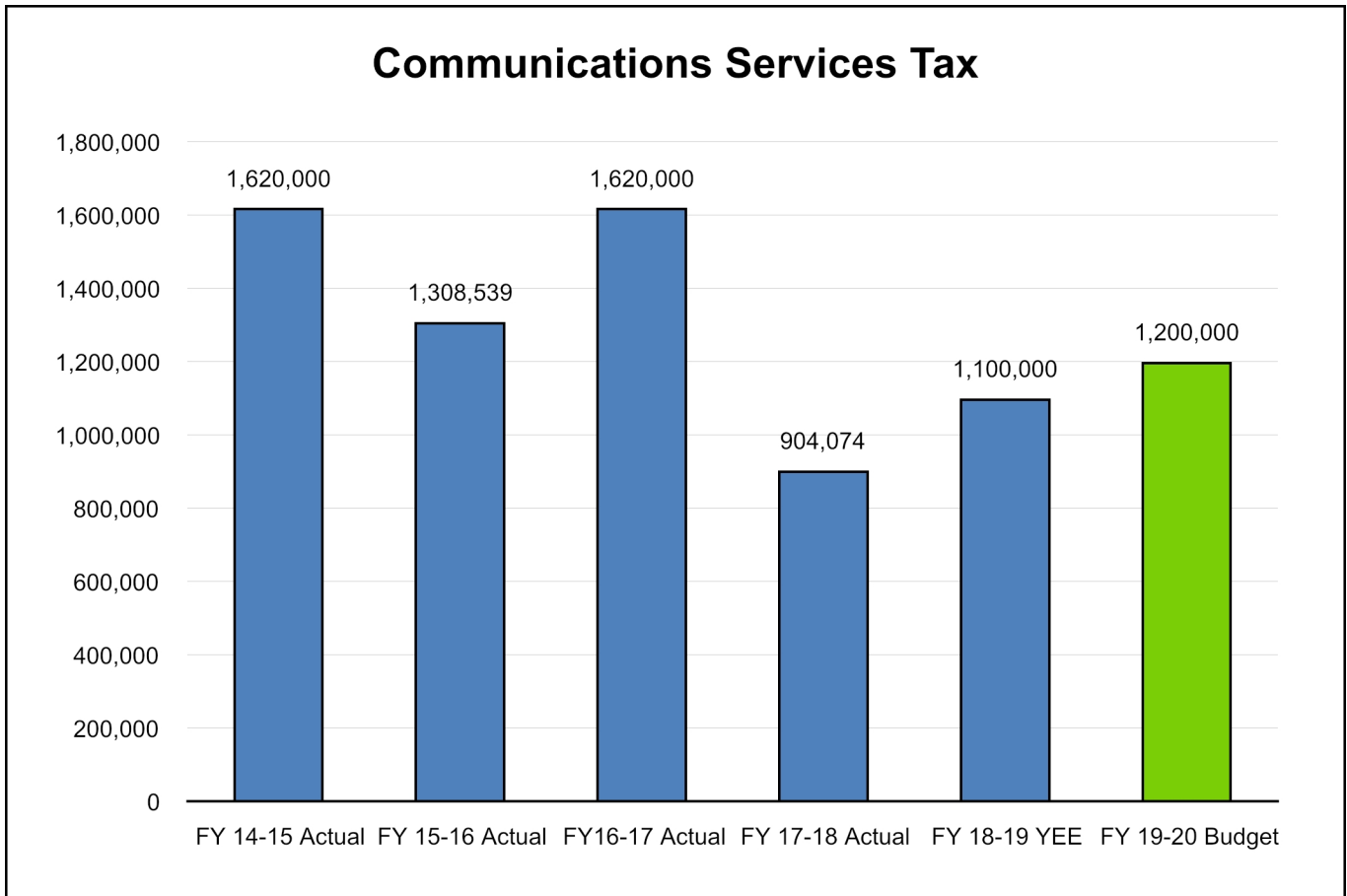
A Utility Service Tax or Public Service Tax is levied on the purchase of electricity. It is derived from taxes on fuel oil, natural gas, and FP&L. Revenue for FY 2019-20 is forecasted at \$3,663,407.

Rents and Royalties



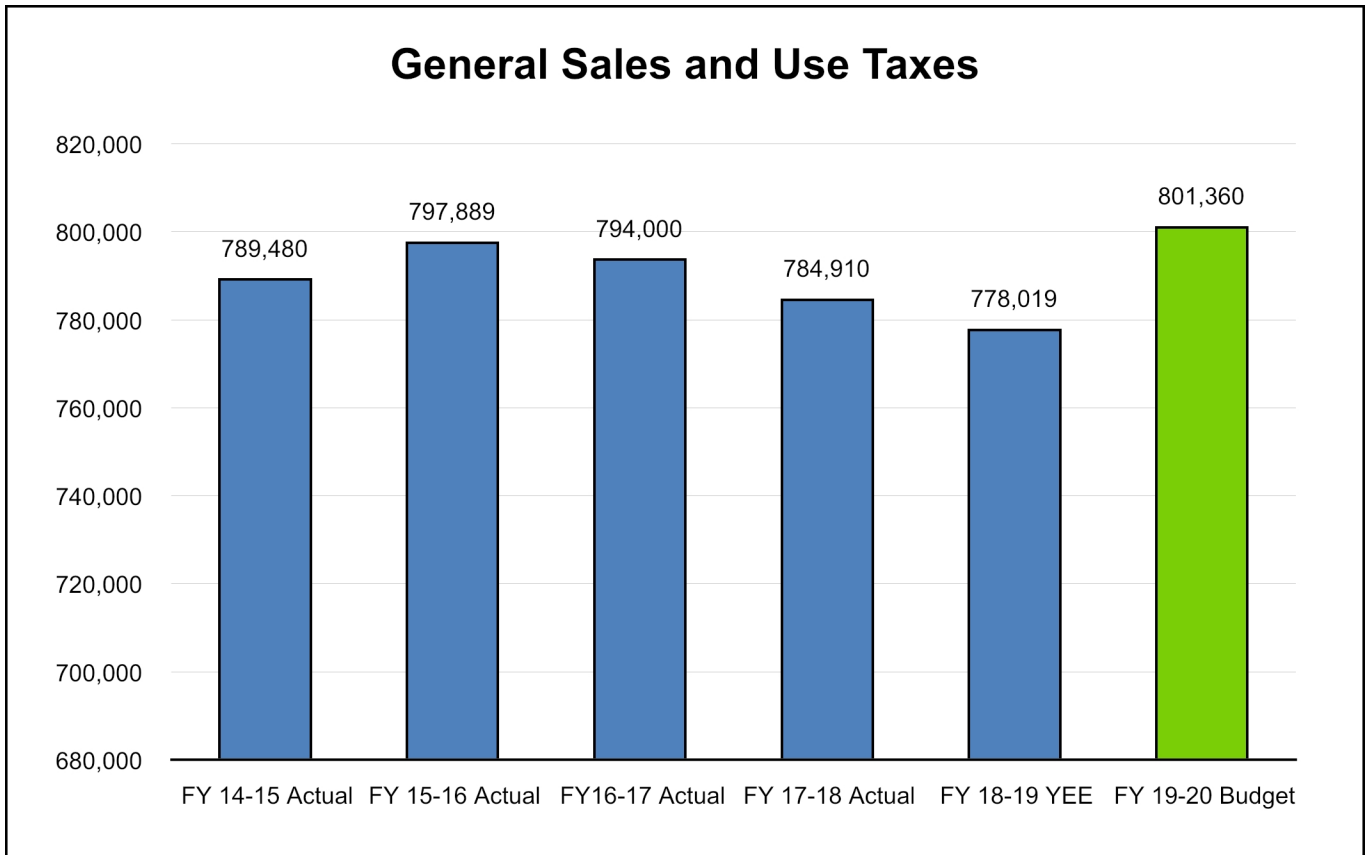
This revenue source includes rents and royalties from City Council approved leases and other agreements. Examples of these agreements include Bellsouth mobility lease, Biscayne Landing lease, and rental revenue from the library. Revenue for FY 2019-20 is expected to decrease to 3,279,177 from FY 2018-19 year end estimate of \$3,325,389. The slight decrease in expected revenue this year is due to a dip in revenue expected for Biscayne Landing.

Communications Services Tax



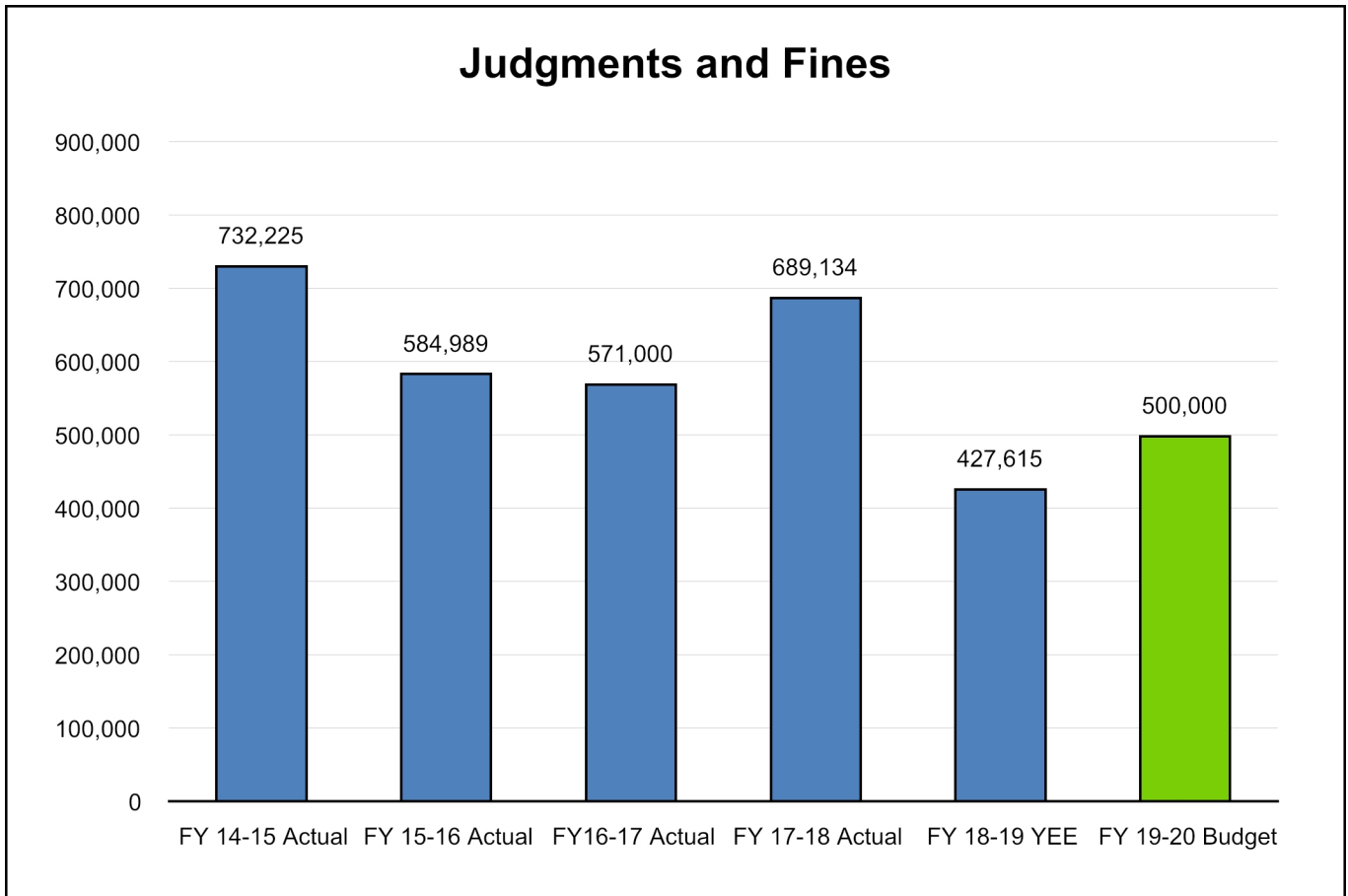
Communication services tax applies to telecommunication, video, direct-to-home satellite, and related communications services. Revenue for FY 2019-20 is forecasted at \$1,200,000. This is a slight increase from FY 2018-19 projection of \$1,100,000.

General Sales and Use Taxes



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 is levied on the consumption of fuel. As a result of more fuel efficient vehicles and increased usage in public transportation, gas prices have increased and revenues have suffered. Nevertheless, this source is expected to demonstrate a slight increase from FY 2018-19 estimated revenue of \$778,019 to \$801,360.

Judgments and Fines



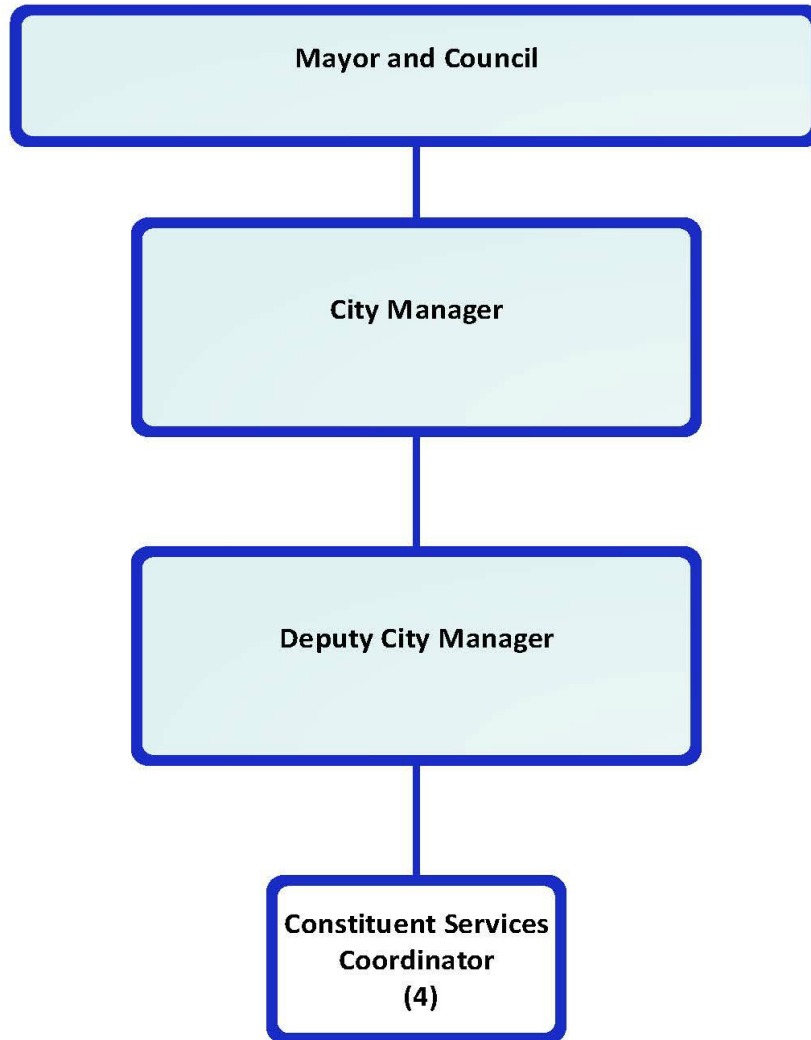
This revenue category includes fines from metro court, code enforcement, special magistrate, and permit penalties. Revenue for FY 2019-20 is forecasted at \$500,000; a slight increase from FY 2018-19 projected revenue of \$427,615.

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. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	537,631	564,167	542,644	667,055
Operating Expenses	896,899	654,478	840,326	682,434
Internal Services	5,208	5,792	2,146	10,597
Operating Budget	1,439,738	1,224,437	1,385,116	1,360,086
Capital Outlay	0	0	0	135,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	7,686	11,778	11,778	10,577
Total Budget	1,447,424	1,236,215	1,396,894	1,505,663

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Constituent Service Coordinator	26	4

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

2019-20 Operating Budget: 1,360,086
2018-19 Operating Budget: 1,224,437
Dollar Change: 135,649
Percentage Change: 11.08%

2019-20 Personnel - F.T.E. 4.00
2018-19 Personnel - F.T.E. 3.00
Personnel Change: 1.00

Budget Objectives Form

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

Objective:

\$ 1,505,663 Provide leadership and policy-making responsive to the needs of North Miami residents. Carry out legislative policies, ensure community services and supervise the City Manager and City Attorney's performance.

ACTIVITIES:

- \$ 482,737 001 **Mayor/Council Office:** 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.

- \$ 246,750 002 **Mayor's Office:** Provide the legislative branch of North Miami's government which determines policy that ensures quality public service at acceptable cost; provides residents with an office in which to seek information on matters of concern.

- \$ 194,044 003 **District 1 Office:** Provide policy direction that ensures quality public service at acceptable cost; provides District 1 residents with an office in which to seek information on matters of concern.

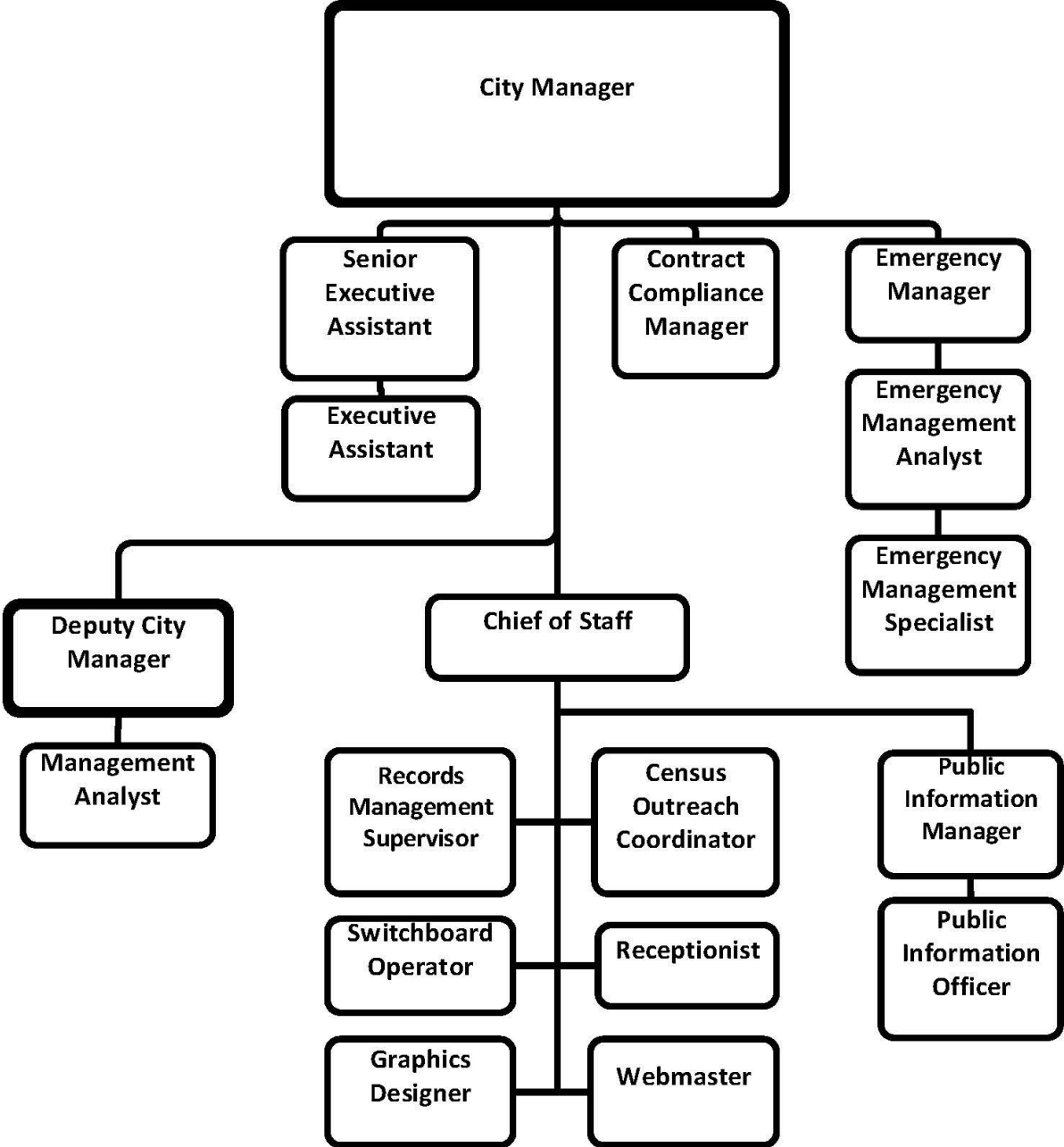
- \$ 194,044 004 **District 2 Office:** Provide policy direction that ensures quality public service at acceptable cost; provides District 2 residents with an office in which to seek information on matters of concern.

- \$ 194,044 005 **District 3 Office:** Provide policy direction that ensures quality public service at acceptable cost; provides District 3 residents with an office in which to seek information on matters of concern.

- \$ 194,044 006 **District 4 Office:** Provide policy direction that ensures quality public service at acceptable cost; provides District 4 residents with an office in which to seek information on matters of concern.

CITY MANAGER'S OFFICE

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



Budget Summary Form

Department: City Manager

Dept # 02

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	1,684,369	2,155,849	2,130,062	2,225,799
Operating Expenses	978,350	752,445	799,739	766,157
Internal Services	29,429	24,825	25,323	76,448
Operating Budget	2,692,148	2,933,119	2,955,124	3,068,404
Capital Outlay	4,128	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	63,630	73,191	73,191	80,777
Total Budget	2,759,906	3,006,310	3,028,315	3,149,181

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
Senior 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 Administrator	27	1
Public Information Officer	27	1
Management Analyst	26	1
Census Outreach Coordinator	25	1
Webmaster	24	1
Emergency Management Specialist	24	1
Graphics Designer	21	1
Records Management Supervisor	20	1
Switchboard Operator	16	1
Receptionist	18	1
Total # of Full-Time Employees		18

2019-20 Operating Budget:	3,068,404
2018-19 Operating Budget:	2,933,119
Dollar Change:	135,285
Percentage Change:	4.61%
2019-20 Personnel - F.T.E.	18.00
2018-19 Personnel - F.T.E.	16.00
Personnel Change:	2.00

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	1,153,519	1,587,552	1,544,184	1,580,234
Operating Expenses	121,201	116,935	156,774	74,095
Internal Services	24,643	21,846	21,994	63,410
Operating Budget	1,299,363	1,726,333	1,722,952	1,717,739
Capital Outlay	4,128	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	48,575	48,009	48,009	60,882
Total Budget	1,352,066	1,774,342	1,770,961	1,778,621

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

2019-20 Operating Budget:	1,257,181
2018-19 Operating Budget:	1,081,464
Dollar Change:	175,717
Percentage Change:	16.25%
2019-20 Personnel - F.T.E.	10.00
2018-19 Personnel - F.T.E.	10.00
Personnel Change:	—

Budget Objectives Form

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

Objective:

\$ 1,778,621 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:

\$ 1,365,762 001 **City Manager's Office:** Provide leadership to the City administration, implement the policies and directives of the City Council, manage and supervise City staff and projects, and responds to residents' needs for information and services. Administer the City's Self-Insured Liability and Workers' Compensation Programs.

\$ 412,859 002 **Emergency Management:** Create, maintain and update the City's emergency operations plans (EOP, COOP, CEMP). These plans provide the framework for how we respond to emergencies and disasters. Develop and implement training programs that provide the knowledge, skills and abilities necessary to handle the various occurrences we may encounter. Implement a comprehensive outreach program that provides information, training and education to the community as well as our numerous community partners. Provide timely and up to date communications and information to the community across several platforms to ensure sufficient coverage during normal operations as well as during emergency operations. Build working relationships with area businesses, organizations and institutions at the local, state, and federal level to increase our ability to respond to emergencies and disasters. Engage the whole community in our preparedness activities to mitigate the effects of various hazards whether natural or man-made to include natural disasters, terrorist attacks, civil unrest, active shooter incidents, pandemic outbreaks, structural fires, train derailments, plane crashes or any number of hazards that exist in our community.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	527,450	547,356	562,764	578,062
Operating Expenses	491,497	347,854	345,461	259,155
Internal Services	2,531	2,495	2,845	13,038
Operating Budget	1,021,478	897,705	911,070	850,255
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	9,860	21,094	21,094	19,895
Total Budget	1,031,338	918,799	932,164	870,150

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
Receptionist	18	1
Switchboard Operator	18	1
Total # of Full-Time Employees		7

2019-20 Operating Budget: 850,255
2018-19 Operating Budget: 897,705
Dollar Change: (47,450)
Percentage Change: (5.29)%

2019-20 Personnel - F.T.E. 7.00
2018-19 Personnel - F.T.E. 6.00
Personnel Change: 1.00

Budget Objectives Form

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

Objective:

\$ 870,150 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:

\$ 870,150 001 **Public Relations/Information:** Allow for the dissemination of information to the public and media organizations via press releases, fact sheets or other information tools. Coordinate special events, promotions and outreach efforts to various facets of the community.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	3,400	20,941	23,114	67,503
Operating Expenses	365,652	287,656	297,504	432,907
Internal Services	2,255	484	484	—
Operating Budget	371,307	309,081	321,102	500,410
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	5,195	4,088	4,088	—
Total Budget	376,502	313,169	325,190	500,410

PERSONNEL SERVICES DETAIL:

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

2019-20 Operating Budget:	500,410
2018-19 Operating Budget:	309,081
Dollar Change:	<u>191,329</u>
Percentage Change:	<u>61.90%</u>

2019-20 Personnel - F.T.E.	1.00
2018-19 Personnel - F.T.E.	0.00
Personnel Change:	<u>1.00</u>

Budget Objectives Form

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

Objective:

\$ 500,410 **Governmental Affairs Manager:** Coordinates legislative programs and provide comprehensive grant administration and management for the City; facilitate and promote proactive relations and serve as the external contact for local, state and federal agencies; provide external affairs and protocol support; assist with the interpretation and analysis of legislation to appropriate staff; prepare the legislative agenda; identify and develop intergovernmental resources, coordinate the preparation of grant applications, monitor the implementation of grant funded programs; coordinate projects as assigned by the City Manager.

ACTIVITIES:

- \$ 465,935 001 **Governmental Affairs:** Fund salary and operating expenses for the Governmental Affairs Manager, Sister Cities membership and lobbyist professionals to lobby on behalf of the City. Seek funding and promote the Council's legislative agenda at the federal and state levels.

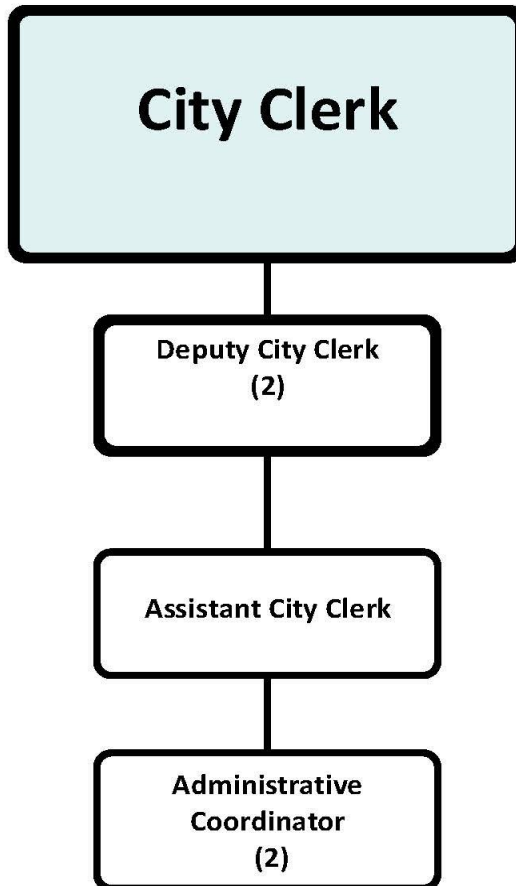
- \$ 4,230 002 **Keep North Miami Beautiful program:** Provide ongoing clean-up efforts and events throughout the year as a Keep America Beautiful affiliate. This is the tenth year of the program.

- \$ 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:

- Record, edit and distribute minutes of council meetings.
- Act as a liaison between the City Council and the public.
- Record data and ensure that documents are stored, filed and maintained correctly.
- Prepare and maintain official reports, legal documents, financial records, and reference material.
- Coordinate and supervise municipal elections.
- Transcribe, type and proofread documents.
- Distribute public correspondence and ensure that municipal records are accessible to the public.
- Maintain and index the Minutes, Ordinances, and Resolutions adopted by the legislative body.
- Process passport applications
- Publish and post public notices as required by law
- Serve as the custodian of election documents
- Maintain the Code of Ordinances
- Administer, supervise and certify all City of North Miami elections
- Maintain listings of City Boards, Commissions and Committees
- Issue Public Service Announcements regarding services offered by the City Clerk

FY 19 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 20 Major Projects and Initiatives:

- 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 records and legislative documents in as many different mediums as possible.

Performance Measures:

Clerk Performance Measures	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target
Percentage of Commission Minutes transcribed within 3 days	100%	95%	95%	98%	100%
% of agendas for regular scheduled meetings available to public by the deadline (≥ 72 hours prior to the meeting)	100%	98%	100%	100%	100%
Number of Passports Processed	5,600	6,100	6,500	6,500	7,200

Budget Summary Form

Department: City Clerk
Dept # 03 / 407

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	323,798	324,354	309,419	442,121
Operating Expenses	356,883	291,899	326,136	177,733
Internal Services	15,434	1,753	7,753	19,127
Operating Budget	696,115	618,006	643,308	638,981
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	13,204	14,816	13,474	9,544
Total Budget	709,319	632,822	656,782	648,525

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Deputy City Clerk	34	2
Assistant City Clerk	28	1
Administrative Coordinator	25	2

Total # of Full-Time Employees 5

2019-20 Operating Budget: 638,981
2018-19 Operating Budget: 618,006
Dollar Change: 20,975
Percentage Change: 3.39%

2019-20 Personnel - F.T.E. 5.00
2018-19 Personnel - F.T.E. 4.00
Personnel Change: 1.00

Budget Objectives Form

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

Objective:

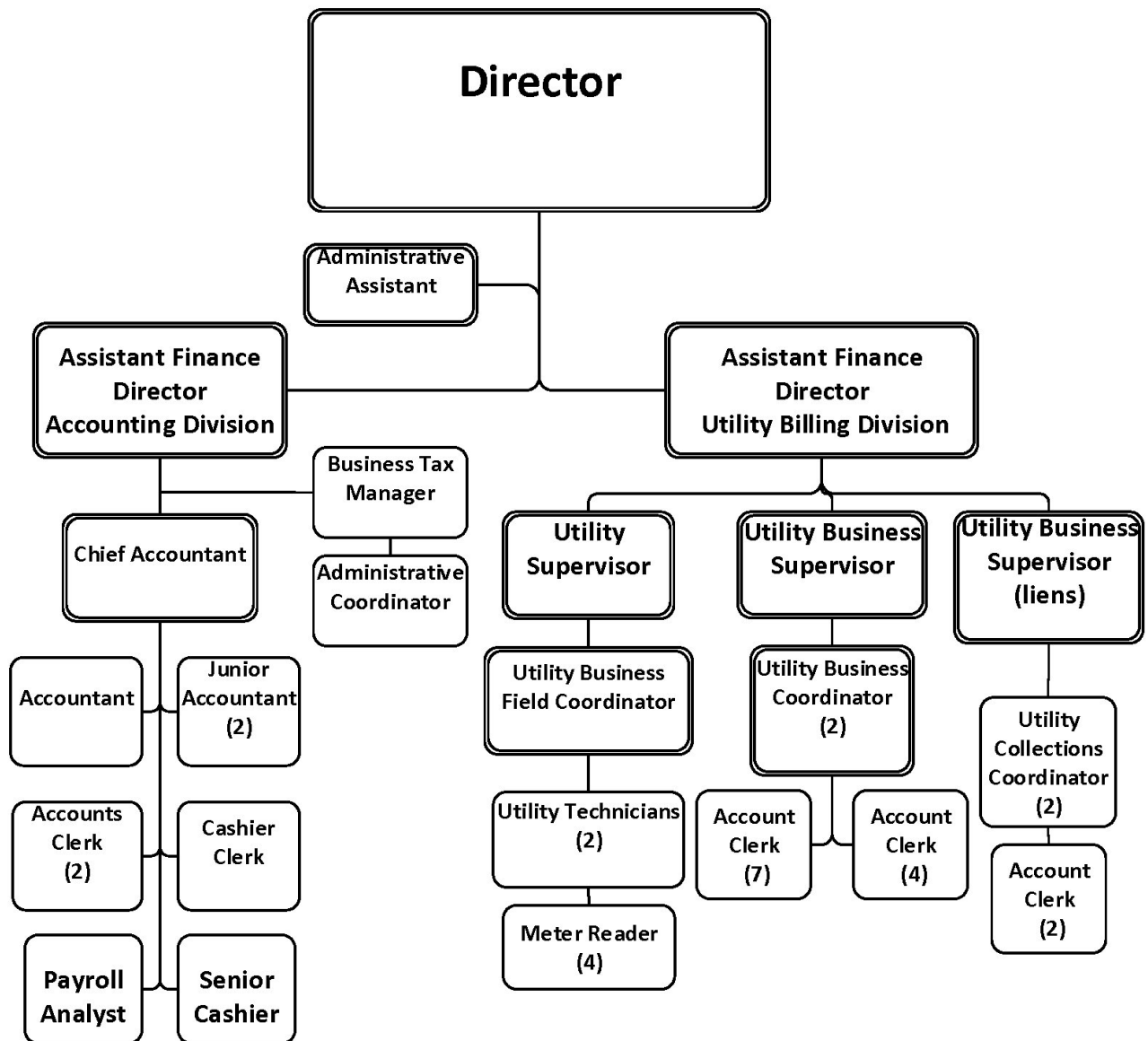
\$ 648,525 Carry out the diverse functions and mandated duties of the City Clerk's Office.

ACTIVITIES:

- \$ 429,790 001 **City Clerk:** 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.
- \$ 218,735 002 **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.

FINANCE

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



FINANCE

Core Responsibilities:

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

FY19 Major Accomplishments:

- Awarded the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the 24th year.
- Opened the City of North Miami Customer Service Center at 811 NE 125th Street which serves as a one stop for utility billing and BTR customers.
- Implemented Tyler Cashiering system which decentralized the recording of cash receipts, allowing departments to perform this function at the department level, thus improving the timeliness of revenue/cash reporting and posting.
- Implemented a no fee payment portal for utility billing.

FY20 Major Projects and Initiatives:

- Issue the 2019 CAFR by March 31, 2020.
- Receive the 2019 GFOA Award for Excellence in Financial Reporting.
- Streamline and consolidate the City's lien assessing and collection process.
- Expand the online payment portal to other City services including Certificates of Use.
- Implement a standard month-end closing process.
- Conduct a city-wide inventory of capital assets including machinery and equipment.
- Begin the process to implement the Gravity software to prepare the CAFR.
- Implement Utility Bills assistance program to help residents pay their utility bill.

FINANCE

Performance Measures:

Finance Performance Measures	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target
Invoices processed	16,918	19,788	17,946	20,294	20,000
Days Early (late) in submitting CAFR	0	0	0	-26	0
Invoice Turnaround (days)	36	35	30	30	30
Electronic payments received in Utility Billing	\$2,131,743	\$3,783,318	\$3,500,000	\$4,559,829	\$4,500,000
Number of vendor payments issued	17,345	10,314	9,594	20,127	18,000
Payroll checks/Direct deposit transactions	29,675	31,034	29,882	31,586	31,000
Current Business Tax Customers	N/A	2,731	2,800	6,772	7,000
Number of new Business Tax Receipts	N/A	367	225	300	200
Business Tax Revenue	390,000	402,810	397,000	413,381	403,831

Budget Summary Form

Department: Finance
Dept # 04

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	2,820,435	3,084,343	2,947,922	3,120,376
Operating Expenses	353,993	411,216	407,273	321,775
Internal Services	44,348	47,781	46,500	138,139
Operating Budget	<u>3,218,776</u>	<u>3,543,340</u>	<u>3,401,695</u>	<u>3,580,290</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	109,776	115,388	115,388	108,824
Total Budget	<u><u>3,328,552</u></u>	<u><u>3,658,728</u></u>	<u><u>3,517,083</u></u>	<u><u>3,689,114</u></u>

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
Administrative Coordinator	17	1
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
Total # of Full-Time Employees		<u><u>41</u></u>

2019-20 Operating Budget:	3,580,290
2018-19 Operating Budget:	<u>3,543,340</u>
Dollar Change:	<u>36,950</u>
Percentage Change:	<u>1.04%</u>
2019-20 Personnel - F.T.E.	41
2018-19 Personnel - F.T.E.	<u>41</u>
Personnel Change:	<u><u>0</u></u>

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	558,991	601,301	604,488	647,237
Operating Expenses	205,859	297,586	307,104	227,563
Internal Services	7,366	7,529	6,249	20,185
Operating Budget	772,216	906,416	917,841	894,985
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	18,351	18,005	18,005	24,115
Total Budget	790,567	924,421	935,846	919,100

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
Administrative Coordinator	25	1
Total # of Full-Time Employees		5

2019-20 Operating Budget:	894,985
2018-19 Operating Budget:	906,416
Dollar Change:	-11,431
Percentage Change:	(1.26)%
2019-20 Personnel - F.T.E.	5.00
2018-19 Personnel - F.T.E.	5.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

\$ 919,100 Manage the Finance Department's four operating divisions (Administration, Accounting, Utility Billing, Liens, and Business Tax Receipts); and conduct the annual independent audit as required by State law and the City Charter.

ACTIVITIES:

\$ 566,775 001 **Finance Administration:** The Finance Department was created and is guided by provisions of the City Charter to ensure a clear division of duties and necessary internal controls over the City's cash and investments, revenues, expenditures, capital assets, utility billing, accounts receivable, accounts payable, accounting, payroll, and administrative support for the City's two pension plans. Ensure efficient financial operations of the City; provide management and administrative support to other Finance divisions; bill and collect for miscellaneous services for operating departments; coordinate the external audit; provide financial administration for grants.

\$ 161,236 002 **Annual Independent Audit:** Contract with an independent audit firm to conduct an annual audit of the City's financial records as required by Florida Statutes (Section 11.45) and the City Charter (Article 11, Section 9(14)). Includes the Federal and Single Audits. Retain the services of an independent third-party audit firm to conduct internal audits and reviews as needed.

\$ 191,089 003 **Business Tax Receipts:** Process and approve applications and receive payment from businesses requesting to do business in the City.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	659,916	744,321	677,369	745,507
Operating Expenses	14,562	11,738	12,245	10,115
Internal Services	12,689	7,513	7,513	19,695
Operating Budget	687,167	763,572	697,127	775,317
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	29,283	26,322	26,322	26,343
Total Budget	716,450	789,894	723,449	801,660

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Chief Accountant	33	1
Accountant	29	2
Senior Cashier	26	1
Payroll Analyst	26	1
Junior Accountant	23	1
Account Clerk	21	4
Total # of Full-Time Employees		10

2019-20 Operating Budget: 775,317
2018-19 Operating Budget: 763,572
Dollar Change: 11,745
Percentage Change: 1.54%

2019-20 Personnel - F.T.E. 10.00
2018-19 Personnel - F.T.E. 10.00
Personnel Change: 0.00

Budget Objectives Form

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

Objective:

\$ 801,660 Process and record financial transactions accurately and timely, prepare monthly financial reports, invest City funds, reconcile bank accounts, submit required reports to agencies, including other governments and process payments to vendors and employees on a timely basis.

ACTIVITIES:

\$ 551,218 001 **Accounting:** Prepare financial statements and provide control of funds and payments for the City and ensure 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.

\$ 159,535 002 **Central Cashier:** Provide a centralized location for residents and City departments to conduct cash transactions and ensure proper internal controls over financial transaction processing.

\$ 90,907 003 **Payroll:** Prepare weekly payroll for over 500 employees including input, calculation and distribution; manage payroll direct deposits and transmission of data to financial institutions and associated registers; prepare electronic fund transfers to financial institutions for payroll deposits, IRS payroll tax and other deductions to respective county and federal agencies.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	1,381,012	1,469,028	1,390,807	1,438,533
Operating Expenses	121,157	101,686	87,424	83,597
Internal Services	22,208	21,231	21,230	89,650
Operating Budget	<u>1,524,377</u>	<u>1,591,945</u>	<u>1,499,461</u>	<u>1,611,780</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	56,668	62,711	62,711	48,453
Total Budget	<u>1,581,045</u>	<u>1,654,656</u>	<u>1,562,172</u>	<u>1,660,233</u>

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	25	1
Account Clerk	21	11
Meter Reader II	19	2
Meter Reader	18	4
Total # of Full-Time Employees		<u><u>22</u></u>

2018-19 Operating Budget: 1,611,780
2017-18 Operating Budget: 1,591,945
Dollar Change: 19,835
Percentage Change: 1.25%

2018-19 Personnel - F.T.E. 22.00
2017-18 Personnel - F.T.E. 22.00
Personnel Change: 0.00

Budget Objectives Form

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

Objective:

\$ 1,660,233 Accurately and efficiently provide meter reading, customer service, and billing for the City's approximately 22,000 water, sewer, sanitation, recycling, grease trap, backflow and stormwater utility customers.

ACTIVITIES:

- \$ 1,041,300 001 **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.

- \$ 569,733 002 **Field Operations:** Provide quarterly/monthly water meter reads. Provide support documents and field surveillance of existing meter area conditions. Provide water meter turn on/off service for initial/conclusion of accounts as required by customer. Investigate leaks, address customer consumption inquiries and minor meter repairs, provide collection assistance for delinquent accounts and field assistance to Public Works.

- \$ 49,200 003 **Vehicles:** Funding for the maintenance and repair of vehicles used by Meter Readers and other Field Operations staff.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	220,516	269,693	275,258	289,099
Operating Expenses	12,415	206	500	500
Internal Services	2,085	11,508	11,508	8,609
Operating Budget	235,016	281,407	287,266	298,208
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	5,474	8,350	8,350	9,913
Total Budget	240,490	289,757	295,616	308,121

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

2019-20 Operating Budget: 298,208
2018-19 Operating Budget: 281,407
Dollar Change: 16,801
Percentage Change: 5.97%

2019-20 Personnel - F.T.E. 4.00
2018-19 Personnel - F.T.E. 4.00
Personnel Change: 0.00

Budget Objectives Form

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

Objective:

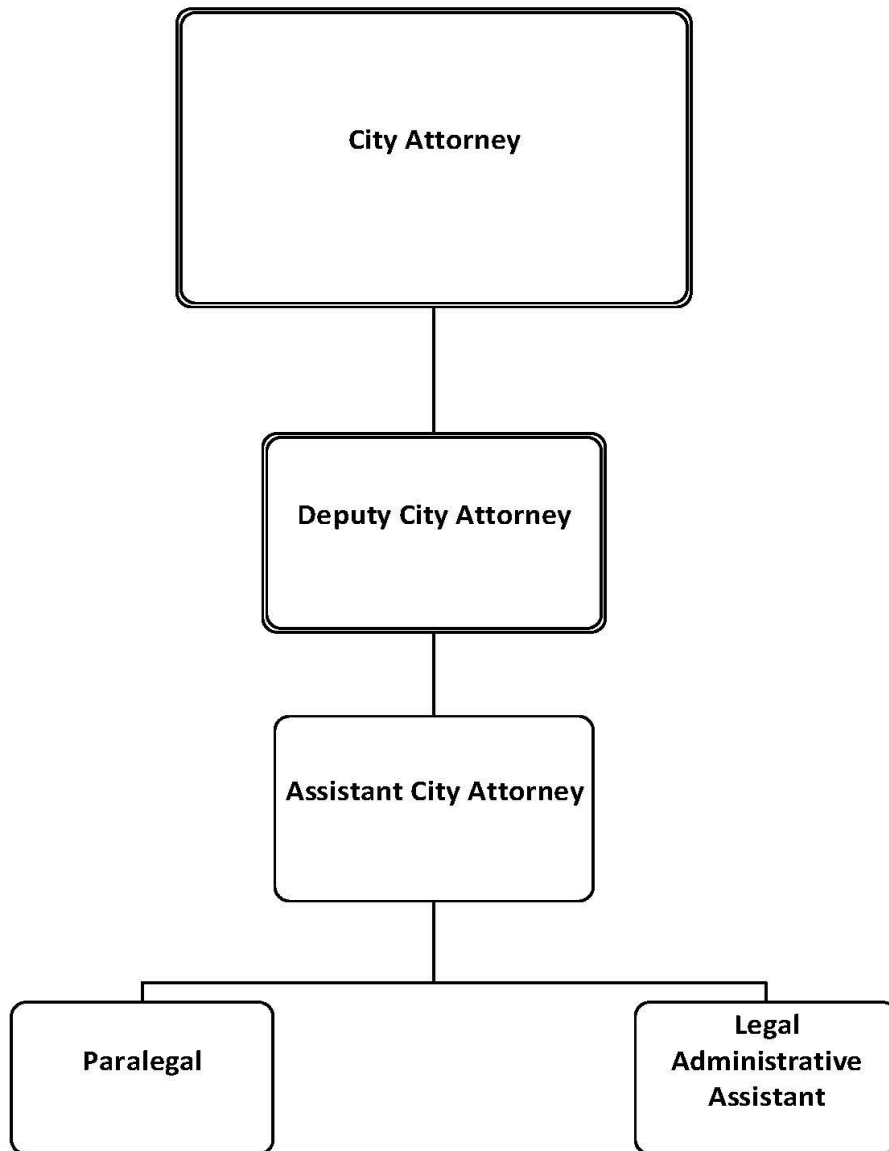
\$ 308,121 Ensure collection of the City's past due/lien receivables including charges for utility services, miscellaneous services and code enforcement violations.

ACTIVITIES:

\$ 308,121 001 **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. Collect funds on recorded and past due liens. Correlate and process forms with outside collection services to recover revenues and costs.

CITY ATTORNEY'S OFFICE

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



CITY ATTORNEY'S OFFICE

Core Responsibilities:

- Serve as the City's legal counsel
- Advise city leaders on matters relating to ethics, personnel, ordinances, contracts, land use, taxes and finance.
- Inform the appropriate elected officials and city staff as laws are being debated in the state legislature or Congress.
- Draft city laws and contracts memorandum to ensure the city's legal interests are not compromised.
- Advises the City Council on the legal issues when changes in city laws are before the Council.
- Stay informed on changes to local, state and federal laws that may impact the city.

FY 19 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 with Amendments.
- Continued to reduce paper usage by e-filing all litigation pleadings and utilizing e-storage for litigation files.
- Transitioned from an outdated paper system to new document management software to more efficiently manage and track internal work orders and contracts.
- Implemented new initiatives for the Clean City Task Force.
- Appointed attorneys to each active City Board to avoid conflicts of interest (started in FY18)
- More than \$3.2 million has been collected in code enforcement liens since the commencement of the lien collection initiative in 2010.
- Sixteen cases involving the City as a named party were addressed by the City Attorney
- Drafted 144 resolutions and 16 ordinances.
- Received 809 internal work orders from various city departments requesting document review; drafting and reviewing documents for legal sufficiency - public records requests, Conditional Certificates of Re-occupancy, Unity of Titles, Releases of Lien, Memorandums of Understanding, Requests for Proposals, Requests for Quotes, IFBs, etc.
- Served as the legal adviser for various boards, including the Planning Commission, Board of Adjustment, Code Enforcement, Personnel, etc.).
- Served as the prosecutor on Ticket Appeal hearings.
- This office has prosecuted (65) appeals of Civil Violation Tickets.
- 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.

FY 20 Major Projects and Initiatives

- Continue to update the City's Code of Ordinances with the ultimate goal of reorganizing, rewriting and modernizing the Code.
- Implement a new residential parking Ordinance.
- Launch educational campaign for Clean City Task Force.
- Address legal issues under the Clean City Task Force, including:
 - Illegal dumping
 - Foreclosures
 - Address long standing problematic properties in the City

CITY ATTORNEY'S OFFICE

- Conduct more Public Records Request workshops for City Employees .
- Continue to reduce paper usage by e-filing all litigation pleadings, utilizing e-storage for litigation files, internal work order requests and contracts.
- Two Equal Employment Opportunity Commission (EEOC) cases involving the City as a named Defendant are being handled in house.
- Twenty one foreclosure actions filed by third parties and naming the city as a defendant are being handled by our office.

Performance Measures

City Attorney Performance Measures	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target
# of Contracts	96	115	90	19	50
# of Litigation Matters	7	21	15	16	15
# of Resolutions	183	158	190	144	200
# of Ordinances	30	13	30	16	30

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	982,445	1,059,334	1,020,255	885,052
Operating Expenses	339,305	403,258	352,492	166,939
Internal Services	13,883	8,541	10,141	28,298
Operating Budget	1,335,633	1,471,133	1,382,888	1,080,289
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	46,706	41,877	41,877	40,318
Total Budget	1,382,339	1,513,010	1,424,765	1,120,607

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
City Attorney	50-CA	1
Deputy City Attorney	46	1
Assistant City Attorney	36	1
Paralegal	29	1
Legal Administrative Assistant	28	1
Total # of Full-Time Employees		5

2019-20 Operating Budget:	1,080,289
2018-19 Operating Budget:	1,471,133
Dollar Change:	-390,844
Percentage Change:	-26.57%

2019-20 Personnel - F.T.E.	5.00
2018-19 Personnel - F.T.E.	6.00
Personnel Change:	-1.00

Budget Objectives Form

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

Objective:

\$ 1,120,607 Provide professional, impartial and ethical legal counsel to the City Council, City Boards, Commissions, City Manager and City Staff.

ACTIVITIES:

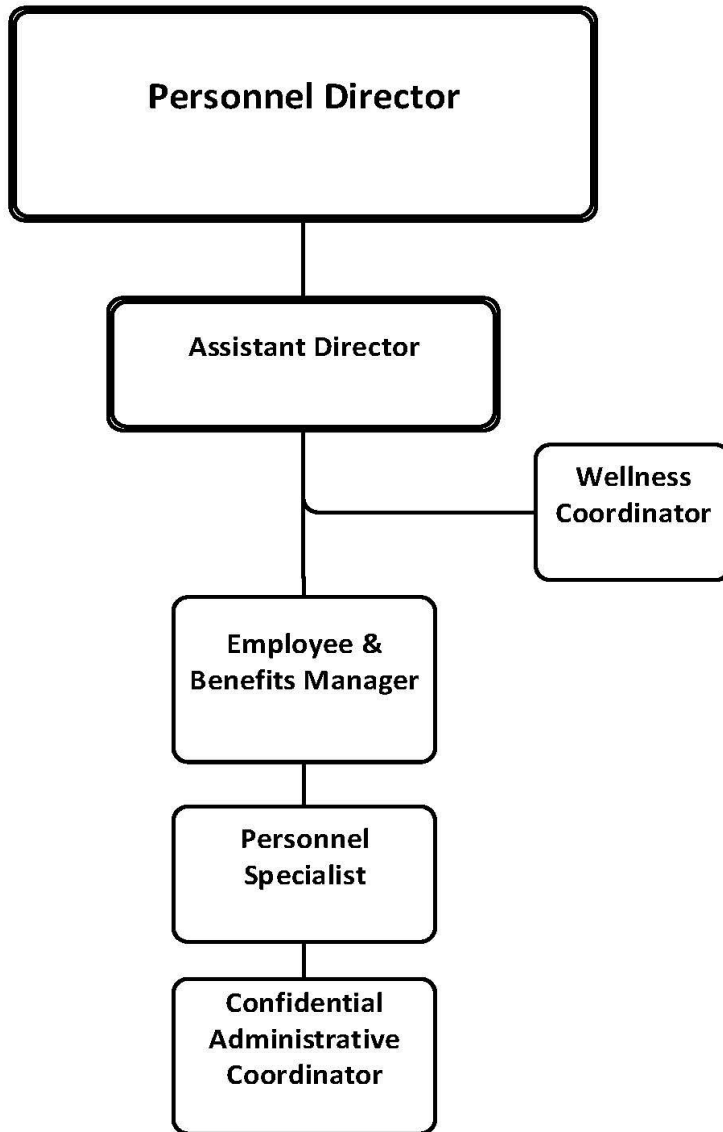
\$ 1,015,438 001 **City Attorney's Office:** Provide in-house legal counsel to the City Council, City Boards, City Manager and City Staff.

\$ 100,169 002 **Contractual Outside Counsel/Case Costs In-House and Outside Counsel:** Provide contractual legal services to advise the City Council and City Manager on legal matters in specialized areas; provides legal services to pursue the collection of City liens; and provides legal counsel to the Code Enforcement, Personnel and Nuisance Abatement Boards and to the Special Magistrate (non-lawyer).

\$ 5,000 003 **Contractual Outside Counsel/Liens**

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:

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

FY19 Major Accomplishments:

- Successfully transitioned the City's new health and benefits insurance carrier.
- Implemented the DocuSign system to expedite the contract approval process.
- Created a new performance evaluation system.
- Continued the employee Wellness Program focusing on:
 - Weekly physical activities including Yoga, Zumba, weight lifting, etc.
 - Educational sessions i.e. monthly health awareness, mental health, nutrition etc.
 - Individual wellness counseling.
 - Stretching, breathing and meditation exercises.
 - On site annual physical examinations.
- Received third place for the 2018 Healthiest Employers Award presented by the South Florida Business Journal.
- Received a certificate of recognition from the Florida Worksite Wellness Awards.
- Coordinated and hosted the following professional development and training:
 - Leadership Series in partnership with Barry University; offered to management and regular employees.
 - Five day staff retreats (a on communication, team building, collaboration, conflict and emotional intelligence).
 - Protocol and Etiquette Business Workshop.
 - Coordinated and hosted the following
- Coordinated and hosted the following employee wellness events:
 - Employee picnic for over 400 staff and family members.
 - Yearly mammogram screening.
 - Quarterly Blood Donor Bank Drive.
 - Employee Awards Luncheon during Public Service Recognition Week in May.
 - Florida Retirement System (FRS) workshop session
- Drafted a quarterly employee newsletter

PERSONNEL

FY20 Major Projects and Initiatives:

- Continue development and updating of governing documents, including the Civil Service Rules Employee Handbook, Administrative Regulations and Personnel Policies and Procedures.
- Continue partnerships with departments to strengthen practices identified by the Florida Benchmarking Consortium.
- Use Laserfiche to upload newly designed performance evaluations which will make the approval process more efficient.
- Purchase additional Laserfiche licenses to fully integrate the electronic performance evaluation process.
- Begin implementation of the City's Employee Morale Building initiatives.

Performance Measures:

Personnel Performance Measures	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target
# Total City Employees	385	422	432	439	450
# Employees Processed (Hired)	51	36	50	51	30
# Applications Received	3,289	3,973	3,840	4,484	3,389
Turnover Rate	9.9	6.6	5.32	10.7	4.4
Number of days to fill an employment request	17	21	30	30	30

Budget Summary Form

Department: Personnel Administration
Dept / Div # 06 / 417

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	696,651	707,804	684,576	718,291
Operating Expenses	171,888	125,088	60,700	116,188
Internal Services	10,482	7,456	2,874	20,971
Operating Budget	879,021	840,348	748,150	855,450
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	22,720	24,292	24,292	25,587
Total Budget	901,741	864,640	772,442	881,037

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

2019-20 Operating Budget:	855,450
2018-19 Operating Budget:	840,348
Dollar Change:	15,102
Percentage Change:	1.80%

2019-20 Personnel - F.T.E.	6.00
2018-19 Personnel - F.T.E.	6.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

\$ 881,037 Hire and train qualified employees for all City departments; ensure employees, retirees and elected officials are provided City benefits; ensure all employees are treated fairly and equitably in compliance with federal and state laws, local regulations, City ordinances, and Civil Service Rules.

ACTIVITIES:

- \$ 795,865 001 **Personnel Administration Services:** Coordinate and implement personnel services including recruiting, testing, interviewing prospective employees, and placement; maintain and/or manage position control listing, classification and pay rates, employee records; and employee benefits and billings; comply with COBRA (Consolidated Omnibus Budget Reconciliation Act), FMLA (Family and Medical Leave Act), ADA (Americans with Disabilities Act), FLSA (Fair Labor Standards Act) and HIPAA (Health Insurance Portability and Accountability Act) regulations; maintain accurate records of participants covered under the health/dental, life insurance, and flexible benefits plans; administer collective bargaining agreements; process Equal Opportunity, discrimination and harassment complaints/charges; oversee Employee Assistance, Violence in the Workplace, and Drug Free Workplace programs; provide assistance during Personnel Board appeal hearings; and comply with the Federal Omnibus Transportation Employee Testing Act of 1991.

- \$ 4,075 002 **U.S. DOT Alcohol and Drug Testing Program:** Contract with a third party to administer random selection and testing of employees to comply with the U.S. Department of Transportation Alcohol and Drug Testing Program for Commercial Motor Vehicle Drivers; and provide required training for supervisors and employees on an annual basis.

- \$ 16,801 003 **Specialized Training:** Provide funding for employees to attend seminars and workshops that will improve their job skills and knowledge.

- \$ 500 004 **Employee Training Program:** Increase employee awareness of City policies and federal, state and local laws. Annual training is provided by City staff and outside consultants.

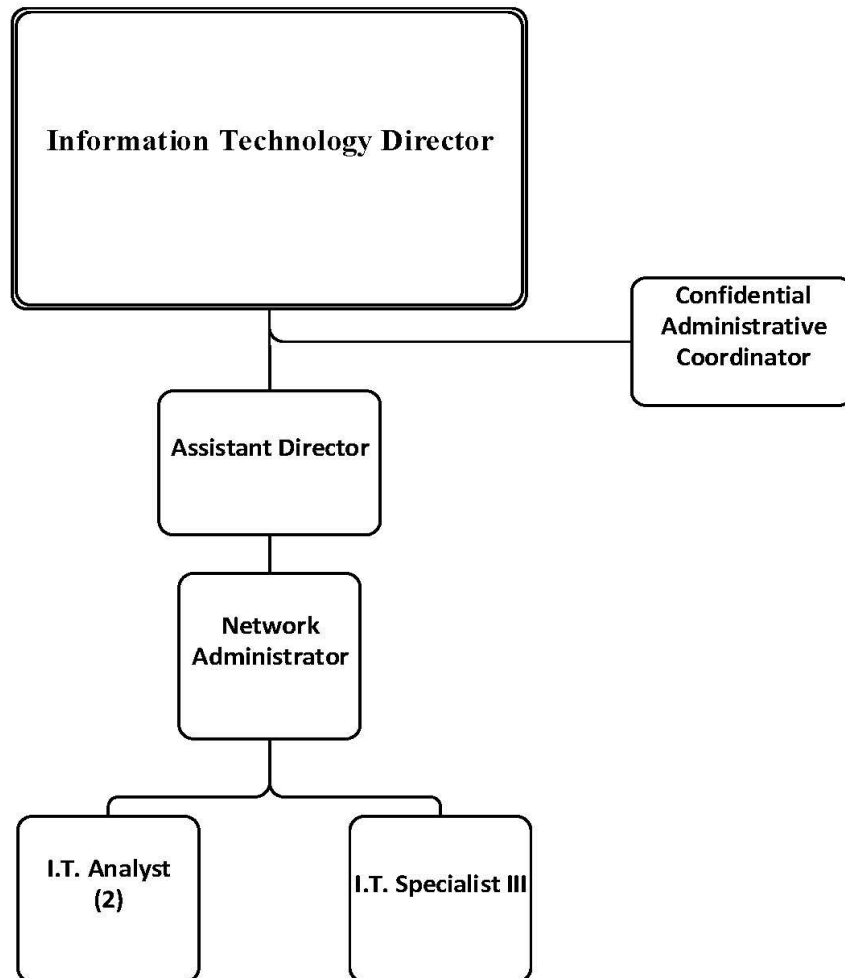
Budget Objectives Form

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

- \$ 50,000 005 **Tuition Reimbursement:** Reimburse collective bargaining unit employees at the in-state undergraduate rate, for completing college coursework or technical classes to increase knowledge and skills, which will prepare them for job promotions. Reimbursement may not exceed 18 semester credits.
- \$ 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 (Commercial Driver’s License) drug testing program, and background checks for current employees.
- \$ 6,000 007 **Employee Appreciation:** Purchase service awards to be presented to employees quarterly and annually. Provide funds for an annual Employee Appreciation Day.
- \$ 3,000 010 **Supervisory Training** (max. 25 employees per 1 day session)
- \$ 2,000 011 **Wellness Program:** Provide funding for community event registrations, t-shirts, supplies, health risk assessments, nutrition/health screenings and seminars.

INFORMATION TECHNOLOGY

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



INFORMATION TECHNOLOGY

Core Responsibilities:

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

FY19 Major Accomplishments:

- Implemented contract compliance work-flow in Laserfiche to automate contract compliance process.
- Installed new firewall system and event log monitoring for CJIS (Criminal Justice Information Systems) compliance in the Police Department.
- Implemented new Agenda Management System for Public Meetings which centralizes the agenda, video and minutes in one location. It allows constituents to quickly access the results of a particular agenda item.
- 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.
- Completed transition to ExecuTime time and attendance system for all departments.
- Implemented Tyler Cashiering System for Finance Department, resulting in the centralization of all departmental cashiering activities.
- Implemented Online Payment Portal "Tyler Payments". Usage is fee free and no minimum payment is required.
- Transitioned Police Department landlines to Comcast.

FY20 Major Projects and Initiatives:

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

INFORMATION TECHNOLOGY

Performance Measures:

IT Performance Measures	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target
Number of Tickets per month	350	275	345	353	300	300
Number of tickets completed within 3 days or less	348 (99.5%)	260 (91.6%)	329 (95.5%)	351 (99.4%)	99%	99%
Number of servers	64	74	80	80	85	75
Number of work stations	400	400	400	450	450	450
Percentage Up-time	97%	98.99%	98.99%	99%	99.8%	100%
# of system Down episodes	5	2	4	2	1	1

Budget Summary Form

Department: Information Technology
Dept # 07

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	729,340	781,517	747,872	793,826
Operating Expenses	844,260	1,146,519	1,120,706	966,010
Internal Services	23,998	13,645	13,645	34,928
Operating Budget	1,597,598	1,941,681	1,882,223	1,794,764
Capital Outlay	113,072	210,930	210,930	120,513
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	43,349	30,057	30,057	30,740
Total Budget	1,754,019	2,182,668	2,123,210	1,946,017

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	2
IT Analyst	25	1
Total # of Full-Time Employees		7

2019-20 Operating Budget:	1,794,764
2018-19 Operating Budget:	1,941,681
Dollar Change:	(146,917)
Percentage Change:	-7.57%

2019-20 Personnel - F.T.E.	7.00
2018-19 Personnel - F.T.E.	7.00
Personnel Change:	0.00

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	218,091	231,582	221,163	244,895
Operating Expenses	270,263	511,079	546,259	394,560
Internal Services	5,700	1,480	1,480	6,500
Operating Budget	494,054	744,141	768,902	645,955
Capital Outlay	0	85,000	85,000	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	24,350	11,873	11,873	11,078
Total Budget	518,404	841,014	865,775	657,033

PERSONNEL SERVICES DETAIL:

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

2019-20 Operating Budget: 645,955
2018-19 Operating Budget: 744,141
Dollar Change: (98,186)
Percentage Change: -13.19%

2019-20 Personnel - F.T.E. 2.00
2018-19 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:

\$ 657,033 Provide quality service and guidance using the latest technology and respond efficiently to the growing needs of our community. To provide departments with technical support in the following areas: PC network operation, Network Infrastructure and ERP systems.

ACTIVITIES:

- \$ 403,748 001 **Administration:** Manage the administrative functions of the department, including monitoring the department's budget and providing support to department heads. Distribute paper to users Citywide. Operate and maintain the audio system at City Hall Council Chambers.

- \$ 253,285 002 **Network and Phone Telecommunications:** Provide phone, fax, Internet and wireless communication services to City facilities and staff. Provide centralized processing of wireless and voice telecommunications.

- \$ — 003 **ERP Systems and Applications:** Manage City and Police Department ERP Systems: EDEN, New World and ExecuTime. Manage document management systems Laserfiche and Tyler Content Manager. Manage Agenda system for Council Meeting, CRA, Code, Planning and Board of Adjustment.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	511,249	550,135	526,709	548,931
Operating Expenses	573,997	694,440	574,447	571,450
Internal Services	18,298	12,165	12,165	28,428
Operating Budget	1,103,544	1,256,740	1,113,321	1,148,809
Capital Outlay	113,072	66,730	125,930	120,513
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	18,999	18,184	18,184	19,662
Total Budget	1,235,615	1,341,654	1,257,435	1,288,984

PERSONNEL SERVICES DETAIL:

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

2019-20 Operating Budget: 1,148,809
2018-19 Operating Budget: 1,256,740
Dollar Change: (107,931)
Percentage Change: -8.59%

2019-20 Personnel - F.T.E. 5.00
2018-19 Personnel - F.T.E. 5.00
Personnel Change: 0.00

Budget Objectives Form

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

Objective:

\$ 1,288,984 Facilitate communication and support of existing and emerging information technologies and continued operation of the network system. To provide Internet access support, network support for laptops, monitor the wireless networks and telecommunications. Provide computer applications to user departments and necessary changes.

ACTIVITIES:

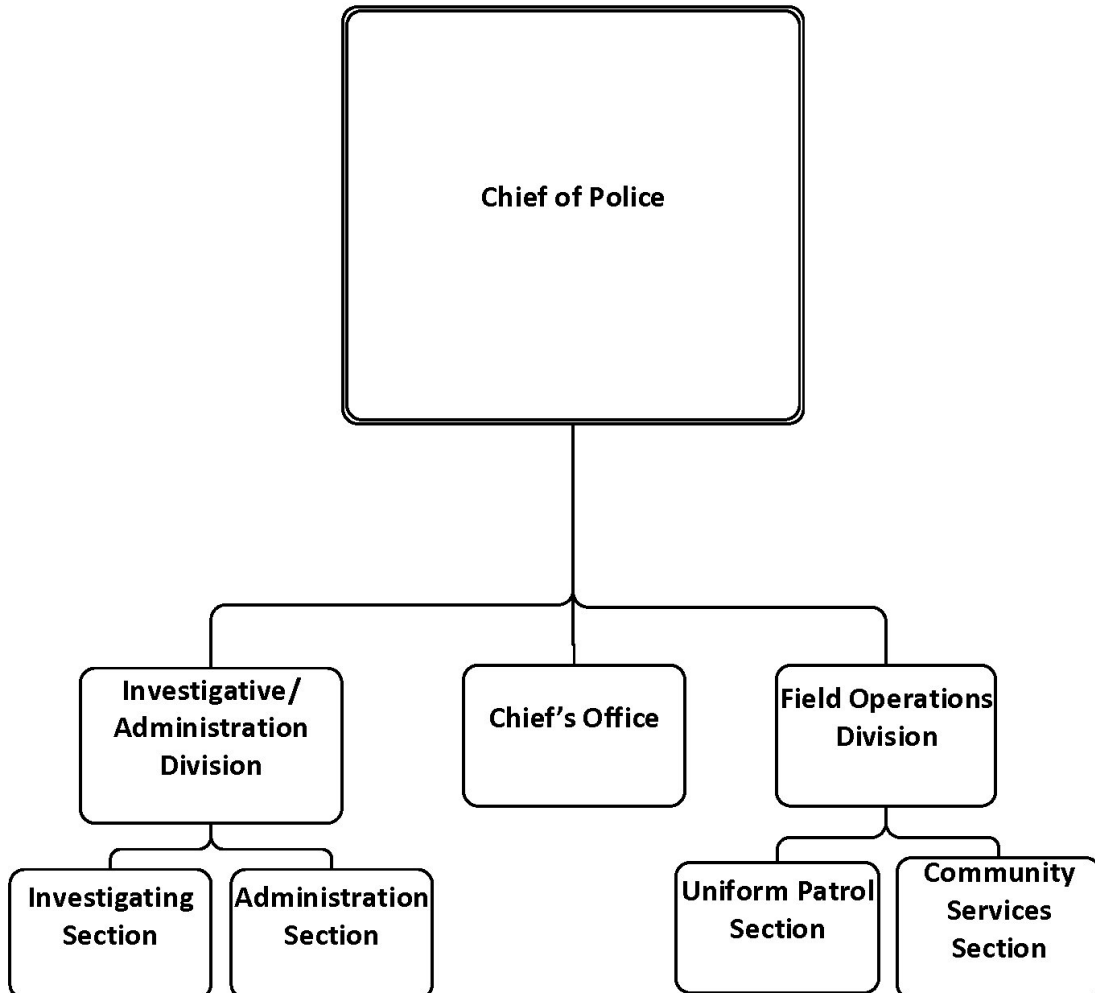
\$ 860,856 001 **Network and Systems Security:** Provide continued operation of the City's Network, consisting of City Hall Campus and remote facilities. Monitor network and wireless systems and telecommunications Citywide. Monitor and respond to infrastructure and software threats. Management of Network and Server Infrastructure and Systems.

\$ 411,128 002 **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.

\$ 17,000 003 **Vehicles:** Maintenance costs and vehicle replacement costs for vehicle.

POLICE

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.



POLICE

Core Responsibilities:

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

FY19 Major Accomplishments:

- Operated the School Safety Officer Program whereby law enforcement officers are stationed at all North Miami elementary and K-8 schools.
- Continued weekly Police Bike Rides in the business districts and residential neighborhoods to increase community engagement.
- Provided NARCAN training and treatment devices to sworn personnel to treat individuals suspected of an opioid overdose.
- Improved community engagement through social and other traditional media, focusing on safety and crime prevention.
- Collaborated with local stakeholders, partnered with the public, and mentored our youth, through the Bigs in Blue Program, and the Miami Dolphins' Football Unites initiative.
- Continued various proactive crime prevention details such as "Grinch Busters", High Visibility Enforcement (HIVE), Frequent Felon Follow-ups (Triple F) in an effort to reduce crime and the fear of crime.
- Continued to recruit, hire, train, and mentor the most qualified and diverse workforce, which includes a creative mixture of ages, ethnicities, skill sets, experiences, and socio-economic statuses.
- Completed the Police Executive Research Forum (PERF) review of the Department's Use of Force and Training policies. The recommendations were used to improve operations, resulting in a significant reduction in complaints and use of force incidents officers.

FY20 Major Projects and Initiatives:

- Maintain our commitment to building community trust through transparency and engagement.
- Continue to reduce the fear of crime and improve the quality of life in the city through proactive crime prevention and investigative initiatives.
- Provide sworn and civilian personnel by providing state-of-the-art equipment, and practical training.
- Increasing sworn officer staffing levels.
- 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 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target
Grants Applied for	7	6	6	5	8
Part I Crimes	3,035	3,129	2,866	2,910	2,875
Arrests	2,352	1,451	1,113	1,218	1,310
Tickets	21,007	13,744	15,524	11,876	13,350
Calls for service	45,757	46,610	49,862	48,065	49,628

Budget Summary Form

Department: Police
Dept # 08

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	20,953,550	24,019,736	24,027,853	21,754,138
Operating Expenses	2,447,603	3,264,712	3,491,909	3,641,629
Internal Services	1,579,212	1,455,579	1,455,014	2,594,262
Operating Budget	24,980,365	28,740,027	28,974,776	27,990,029
Capital Outlay	47,022	142,385	97,718	10,000
Debt Service	0	0	0	0
Grants & Aids	5,000	5,000	5,000	7,000
Reserves & Other	501,908	783,630	867,166	777,884
Total Budget	25,534,295	29,671,042	29,944,660	28,784,913

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Chief	44-SM	1
Assistant Police Chief	41-SM	2
Police Major	38-SM	5
Police Commander	36-SM	6
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
Code Compliance Officer	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 **192**

2019-20 Operating Budget:	27,990,029
2018-19 Operating Budget:	28,740,027
Dollar Change:	-749,998
Percentage Change:	-2.61%
 2019-20 Personnel - F.T.E.	 192.00
2018-19 Personnel - F.T.E.	192.00
Personnel Change:	0.00

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	1,387,099	1,223,114	1,335,943	1,274,194
Operating Expenses	180,227	99,318	196,733	206,345
Internal Services	48,261	85,170	85,170	118,836
Operating Budget	1,615,587	1,407,602	1,617,846	1,599,375
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	64,511	52,936	52,936	41,101
Total Budget	1,680,098	1,460,538	1,670,782	1,640,476

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

2019-20 Operating Budget:	1,599,375
2018-19 Operating Budget:	1,407,602
Dollar Change:	191,773
Percentage Change:	13.62%
2019-20 Personnel - F.T.E.	7.00
2018-19 Personnel - F.T.E.	7.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

\$ 1,640,476 Manage and direct all Police Department operations in compliance with city of ordinances, Miami-Dade County ordinances, Florida Statutes and certain federal laws.

ACTIVITIES:

\$ 1,640,476 001 **Chief's Office:** Provide 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. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	10,330,220	11,858,948	12,090,706	10,756,998
Operating Expenses	904,008	1,225,141	1,251,349	1,040,180
Internal Services	875,113	974,948	974,948	1,390,466
Operating Budget	12,109,341	14,059,037	14,317,003	13,187,644
Capital Outlay	0	149	2,146	10,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	95,554	365,296	365,296	404,453
Total Budget	12,204,895	14,424,482	14,684,445	13,602,097

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Major	38-SM	1
Police Commander	36-SM	3
Police Sergeant	31S	10
Police Officer	28O	83
Administrative Coordinator	25	1
Public Service Aide	17	3
Total # of Full-Time Employees		101

2019-20 Operating Budget:	13,187,644
2018-19 Operating Budget:	14,059,037
Dollar Change:	(871,393)
Percentage Change:	-6.20%
2019-20 Personnel - F.T.E.	101.00
2018-19 Personnel - F.T.E.	101.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

\$ 13,602,097 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:

- \$ 12,941,277 001 **Uniform Patrol:** Patrol city streets; enforce traffic laws; respond to calls for police service; and apprehend criminal offenders.
- \$ 487,760 002 **Canine Unit:** Enhance the officers' ability to engage in specialized functions through the use of trained canines (dogs). Canines are trained in the detection of narcotics, explosives, and incendiary devices which significantly reduce threats posed to officers while conducting investigations. Work includes but is not limited to, building and vehicle searches, tracking of suspects at large and regular patrol duties.
- \$ 173,060 003 **Public Service Aides:** Handle various police-related duties that do not require a sworn officer such as minor traffic accidents, parking violations and writing routine reports.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	2,933,072	3,007,074	3,443,166	2,982,740
Operating Expenses	176,189	223,606	208,191	771,219
Internal Services	265,217	12,505	12,505	444,296
Operating Budget	3,374,478	3,243,185	3,663,862	4,198,255
Capital Outlay	18,874	14,290	5,300	0
Debt Service	0	0	0	0
Grants & Aids	5,000	5,000	5,000	7,000
Reserves & Other	92,375	103,173	103,173	91,815
Total Budget	3,490,727	3,365,648	3,777,335	4,297,070

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
Code Compliance Officer	25	1
Total # of Full-Time Employees		20

2019-20 Operating Budget: 4,198,255
2018-19 Operating Budget: 3,243,185
Dollar Change: 955,070
Percentage Change: 29.45%

2019-20 Personnel - F.T.E. 20.00
2018-19 Personnel - F.T.E. 19.00
Personnel Change: 1.00

Budget Objectives Form

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

Objective:

\$ 4,297,070 Provide specialized police and public services to improve residents' quality of life, including community and school programs, safety and order in city parks, animal control, enforcement of city zoning ordinances and continued participation in the Police Explorer Program and the Police Athletic League

ACTIVITIES:

- \$ 864,296 001 **Administration:** Provide management and supervision of the diverse functions, i.e. designing, implementing, and coordinating innovative enforcement and public service activities.
- \$ 1,353,162 002 **Community Services Unit:** Provide specialized patrol officers to maintain an ongoing awareness of community needs and concerns; implement community programs such as the Neighborhood Mobile Patrol, Crime Prevention Program, and Citizen's Police Academy.
- \$ 190,465 003 **School Resource Officers:** Fund two police officers from the COPS (Community Oriented Policing Services) in School grant and the general fund.
- \$ 37,627 004 **Citizens' Crime Watch Program:** Provide funds to coordinate neighborhood Crime Watch programs and other crime prevention initiatives within the City.
- \$ 7,000 005 **Police Explorer Program:** Provide funds to sponsor 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.
- \$ 239,094 006 **Animal Control:** Capture and control of stray animals for the safety and well-being of the residents of North Miami; collect deceased animals to eliminate health hazards; enforce City ordinances related to animals.
- \$ 1,072,019 007 **Traffic Unit:** Provide funding for patrol officers with specialized training in vehicular and pedestrian traffic investigations; placement of speed monitoring units at locations with numerous speeding violations; and review of accident reports prior to submission to the state.
- \$ 147,251 008 **School Crossing Guard Program:** School Crossing Guard Program: Provide school crossing guards at North Miami, Natural Bridge, William Jennings Bryan, Gratigny, Holy Family and Ben Franklin elementary schools, to ensure the safety of school children crossing streets before and after school.
- \$ 386,156 009 **Marine Patrol:** Patrol City waterways and enforce safety boating regulations; deter boaters from causing high-speed wakes that damage boats and sea walls; and rescue boaters who are in distress.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	3,848,724	4,985,157	4,506,284	3,724,629
Operating Expenses	145,989	175,050	216,790	90,905
Internal Services	307,571	335,055	334,990	537,350
Operating Budget	4,302,284	5,495,262	5,058,064	4,352,884
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	173,681	168,292	251,828	144,086
Total Budget	4,475,965	5,663,554	5,309,892	4,496,970

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Major	38-SM	1
Police Commander	36-SM	1
Police Sergeant	31S	3
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		35

2019-20 Operating Budget: 4,352,884
2018-19 Operating Budget: 5,495,262
Dollar Change: (1,142,378)
Percentage Change: -20.79%

2019-20 Personnel - F.T.E. 35.00
2018-19 Personnel - F.T.E. 36.00
Personnel Change: -1.00

Budget Objectives Form

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

Objective:

\$ 4,496,970 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:

- \$ 2,881,785 001 **General Investigations / Special Victims Unit:** Conduct criminal investigations and write investigative reports; identify and apprehend offenders; assist the State in the prosecution of criminal offenders; provide support for the Uniform Patrol Division; conduct investigations in cases involving domestic violence, child abuse, sex crimes involving family members, exploitation of the elderly, sexual predators, and missing persons; act as a liaison with authorities, families and schools in an effort to identify and reduce domestic-related crimes.

- \$ 1,283,878 002 **Crime Suppression Team:** Use specially trained detectives to investigate vice and narcotics violations, organized crime and criminal organizations using surveillance, infiltration, cultivation of informants and vice operations.

- \$ 248,235 003 **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.

- \$ 89,282 004 **Crime Analysis:** Analyze crime data and other relevant information derived from crime scenes, police reports and other sources; identify crime similarities and trends and pinpoint "hot spots" of criminal activity; prepare and distribute B.O.L.O. (be on the lookout) information and statistical crime reports.

- \$ (6,210) 005 **Crisis Intervention Services:** Provide funding for a specialist trained in crisis emergency response, counseling, referrals and emergency placement of crime victims. The specialist has the language skills necessary to communicate with the City's large Haitian community. Grant funds of \$52,851 are available to offset expenses.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	2,454,435	2,945,049	2,651,754	3,015,577
Operating Expenses	1,041,190	1,541,597	1,618,846	1,532,980
Internal Services	83,050	47,901	47,401	103,314
Operating Budget	3,578,675	4,534,547	4,318,001	4,651,871
Capital Outlay	28,148	127,946	90,272	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	75,787	93,933	93,933	96,429
Total Budget	3,682,610	4,756,426	4,502,206	4,748,300

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Major	38-SM	2
Police Sergeant	31S	2
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		29

2019-20 Operating Budget: 4,651,871
2018-19 Operating Budget: 4,534,547
Dollar Change: 117,324
Percentage Change: 2.59%

2019-20 Personnel - F.T.E. 29.00
2018-19 Personnel - F.T.E. 28.00
Personnel Change: 1.00

Budget Objectives Form

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

Objective:

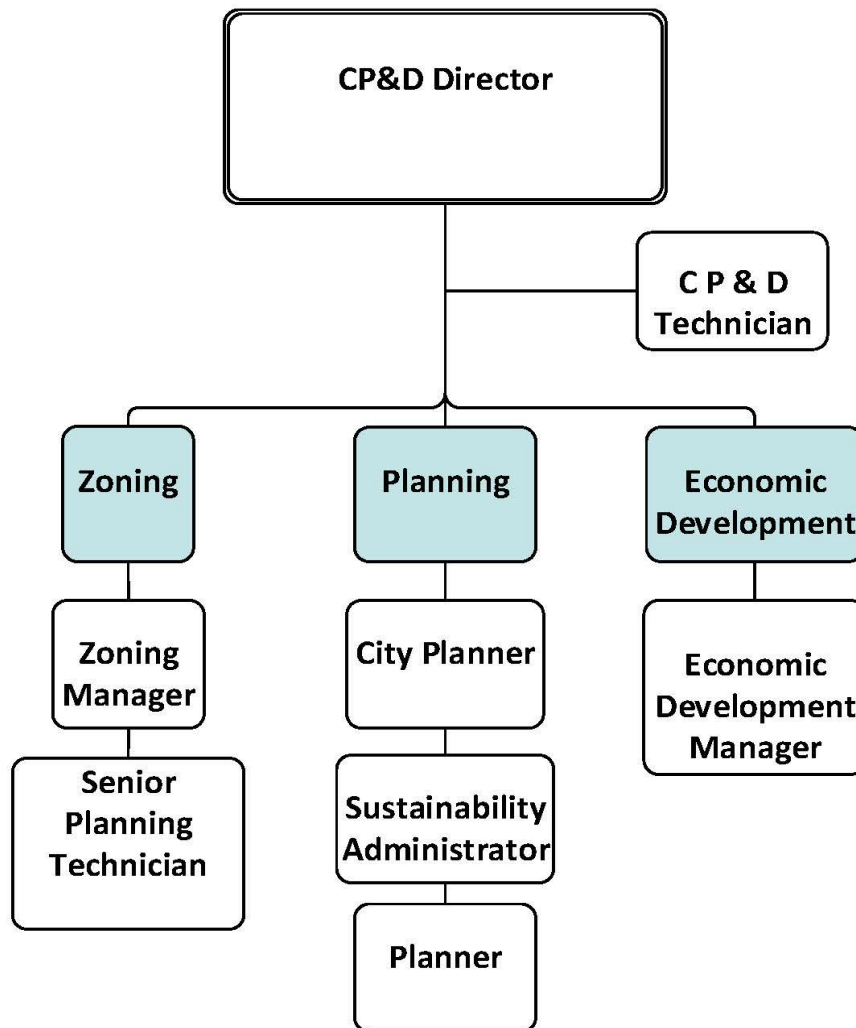
\$ 4,748,300 Provide efficient and effective services in the following areas: police records management functions, lobby reception, vehicle fleet, property and evidence control, and building maintenance.

ACTIVITIES:

- \$ 1,539,848 001 **Records/ID Bureau:** Process and enter data; archive 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; operate the ID Bureau by photographing and fingerprinting arrestees; process subpoenas served on police personnel.
- \$ 380,101 002 **Quartermaster:** Order and issue uniforms, equipment, and supplies to department personnel; handle Property Room operations; store and issue firearms and supplies; and ensure firearms in evidence are processed under Miami-Dade Police Department's "Drug Fire" Program.
- \$ 429,683 003 **Building Operations and Maintenance:** Administer building service contracts and ensure that services, equipment and supplies are available to operate the facility.
- \$ 97,558 004 **Lobby Receptionists:** Provide three part time receptionists for the switchboard and reception desk on the first floor of the police building.
- \$ 965,755 005 **Human Resources and Career Development:** Recruit personnel and conduct background investigations; and coordinate training of department personnel.
- \$ 1,335,355 006 **Communications:** Dispatch police officers to emergencies and to residents requesting police assistance; make inquiries and entries to the FCIC/NCIC (Florida Crime Information Center/National Crime Information Center); assign case numbers; and provide 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:

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

FY19 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.
- Awarded \$148,800 in grant funding to support planning, sustainability, economic development and housing initiatives.
- Hosted Mayor's Quarterly Business Luncheon with attendance from approximately 500 guests which included local residents and business owners.
- Recipient of The Beacon Council's 2018 Beacon Award for Business Climate and Policy.
- Project management and coordination of Transit Oriented Development Master Plan.
- Recipient of the 2019 International Economic Development Council Bronze Award for Green Commercial Rehabilitation Creative Financing (assisting approximately 20 North Miami businesses to date)
- Recipient of the 2018 FGBC Green Achievement Award for Certified Green Local Government- City Highest Score Finalist

FY20 Major Projects and Initiatives:

- Attract and open 10 percent more new quality businesses in the city than in the previous year.
- Create the first international trade center and hub within the City of 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 Economic Development Administration (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.
- Update the City's Land Development Regulations to encourage affordable housing regulations
- Conduct a vulnerability assessment and adaptation plan.
- Acquire at least \$50,000 in grant funding to support planning, sustainability and economic development initiatives.
- Collaborate with the Van Alen Institute for appropriate resiliency design and development of repetitive loss and severe repetitive loss properties.
- Complete major updates to the Land Development Regulations (LDR), i.e., Neighborhood Development Overlay (NRO), Special Transit Oriented Districts (STOD), Transit Oriented Districts (TOD) and Landscaping/Trees requirements.
- Renovate the Irons Manor Fountain and Collaborate with North Miami Community Redevelopment Agency (NMCRA) on Irons Manor Fountain Renovation and Liberty Gardens Park construction.
- Implement Resilient NoMi Plan.

COMMUNITY PLANNING & DEVELOPMENT DEPARTMENT

Performance Measures:

CP&D Performance Measures	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target
Development applications processed	1,000	1,098	556	1,500	1,500
Tree mitigation/inspections	145	110	102	150	200
Number of annexation applications completed and transmitted	8	0	4	4	4

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	1,007,274	1,034,241	1,181,770	812,781
Operating Expenses	748,207	1,601,085	1,242,942	185,531
Internal Services	25,756	22,229	16,570	27,263
Operating Budget	1,781,237	2,657,555	2,441,282	1,025,575
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	47,403	2,349,440	560,000	0
Reserves & Other	32,249	39,494	131,077	33,491
Total Budget	1,860,889	5,046,489	3,132,359	1,059,066

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
CP&D Director	40	1
City Planner	33	1
Economic Development Manager	33	1
Sustainability Administrator/Arborist	26	1
Planner	27	1
CP&D Technician	20	1
Social Services Coordinator	26	1
Senior Planning Technician	22	1
Total # of Full-Time Employees		8

2019-20 Operating Budget:	1,025,575
2018-19 Operating Budget:	2,657,555
Dollar Change:	(1,631,980)
Percentage Change:	-61.41%

2019-20 Personnel - F.T.E.	8.00
2018-19 Personnel - F.T.E.	11.50
Personnel Change:	-3.50

Budget Objectives Form

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

Objective:

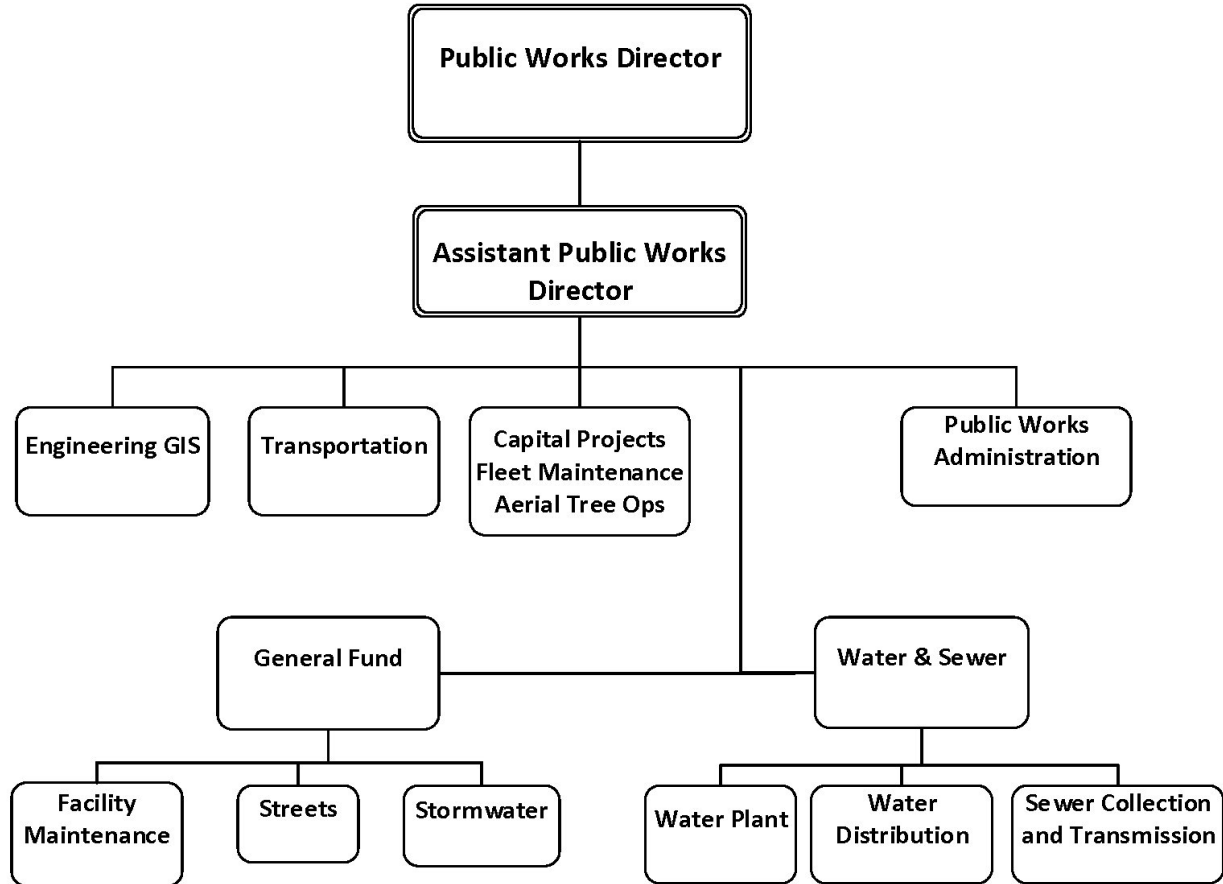
\$ 1,059,065 **Objective:** Oversee and manage the Community Planning and Development Department including Planning, Zoning, Sustainability, and Economic Development divisions.

ACTIVITIES:

- \$ 423,050 001 **Administration:** Oversee and manage the department which consists of Planning, Zoning, Sustainability Economic and Business Development personnel and activities; and to provide clerical support to the department.
- \$ 412,834 002 **Planning Services:** Provide professional support to the Planning Commission, Board of Adjustment, 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.
- \$ 142,440 003 **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.
- \$ 10,661 004 **Sustainability/Green Initiative:** Provide funds for memberships in various "Green" organizations to promote the City Council's mandate and the City's Comprehensive Plan policies for sustainability; and provide funds to promote green and sustainable projects, programs, training, and initiatives.
- \$ 70,080 007 **Denmark Property on NW 7th Ave:**

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:

- Manage transportation projects including traffic calming studies and implementation, bicycle network plans and construction, bus bench and shelter management, roadways, and right-of-way maintenance, the employee transportation options program and NoMi Express - North Miami's free bus service.
- Provide engineering, project management, GIS/CADD (Geographic Information Systems/Computer Aided Design and Drafting) services, and financial analysis to ensure the City's needs are met in an efficient manner.
- Ensure pumping and treatment of raw water and potable water meet all federal, state and local requirements to ensure all customers have clean and pleasant drinking water.
- Operate and maintain 44 sanitary sewer lift stations, which collect and transport wastewater from customers to a Miami-Dade County sewer treatment facility.
- Install, repair and maintain water meters, water mains, service lines and fire hydrants for over 90,000 customers.
- Repair and maintain the sewer gravity mains, sewer force mains and address all emergency sewer line backups and breaks.
- Maintain and repair City streets, City-owned parking lots, bridges, seawalls, sidewalks and potholes.
- Maintain and repair seven City-owned buildings; and oversee the contracted janitorial service provider.
- Comply with the NPDES (National Pollutant Discharge Elimination System) permit requirements: Maintain the City's stormwater system by cleaning leaves and debris from manholes, catch basins and exfiltration systems; sweep curbed roads along streets within the City.
- Maintain the department's fleet of 430 vehicles and equipment.
- Maintain 16,000 trees located in the City's right-of-way.

FY19 Major Accomplishments:

- Completed \$310,000 of roadway resurfacing throughout the City.
- Completed \$100,000 new sidewalk installations and repairs throughout the City.
- Completed the Water Plant Filter Rehabilitation Project, funded by the state revolving loan fund).
- Installed new SCADA (Supervisory Control and Data Acquisition) System.
- Installed Traffic Data Collection.
- Installed two traffic circles located at Northeast 4th Avenue and 127th Street and Northeast 10th Avenue and 123rd Street
- Implemented the Asset Management System to account for utility assets.

FY20 Major Projects and Initiatives:

- Upgrade stormwater system based on priorities established in the Master Plan (Arch Creek North/South Drainage Project).
- Upgrade three sanitary sewer lift stations.
- Upgrade the Winson Water Plant.
- Complete sidewalk improvements and street resurfacing
- Install new 16-inch watermain along Northeast 18th Avenue
- Install two traffic circles at Northeast 10th Avenue and 131st Street and Northeast 4th Avenue and 131st Street

PUBLIC WORKS

Performance Measures:

Public Works Performance Measures	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target
Percent of work orders/inspections completed on time (Department-wide)	85%	85%	88%	90%	95%
Linear Feet of sidewalk repaired/installed	34,919 ft.	5,200 ft.	28,056	5,000 ft	20,000 ft.
Linear Feet of streets repaired/installed	11,534 ft.	24,969 ft.	15,265 ft.	15,000 ft.	20,000 ft.
# Customer Complaints/Calls	5,000	4,975	4,950	4,000	3,000

Budget Summary Form

Department: Public Works
Dept # 10

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	1,516,512	1,819,424	1,752,520	1,909,062
Operating Expenses	419,240	690,565	670,077	1,047,023
Internal Services	287,391	333,752	333,765	369,617
Operating Budget	2,223,143	2,843,741	2,756,362	3,325,702
Capital Outlay	178,413	273,878	359,078	485,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	57,778	68,897	71,597	64,036
Total Budget	2,459,334	3,186,516	3,187,037	3,874,738

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Public Works Director	44	1
Assistant Public Works Director	28	1
Rights-of-Way Supervisor	28	1
Streets Coordinator	25	1
Trades Mechanic	20	2
Heavy Equipment Operator	20	8
Maintenance Mechanic	18	2
Motor Equipment Operator	18	1
General Maintenance Worker	15	6
Custodian	15	1
Total # of Full-Time Employees		24

2019-20 Operating Budget: 3,325,702
2018-19 Operating Budget: 2,843,741
Dollar Change: 481,961
Percentage Change: 16.95%

2019-20 Personnel - F.T.E. 24.00
2018-19 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. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	588,411	791,607	764,788	732,627
Operating Expenses	32,824	10,848	12,288	83,383
Internal Services	13,673	15,289	15,302	51,757
Operating Budget	634,908	817,744	792,378	867,767
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	15,800	29,615	29,615	28,758
Total Budget	650,708	847,359	821,993	896,525

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Public Works Director	44	1
Assistant to the Public Works Director	28	1
Rights-of-Way Supervisor	28	1
Heavy Equipment Operator	22	3

Total # of Full-Time Employees 6

2019-20 Operating Budget: 867,767
2018-19 Operating Budget: 817,744
Dollar Change: 50,023
Percentage Change: 6.12%

2019-20 Personnel - F.T.E. 6.00
2018-19 Personnel - F.T.E. 8.00
Personnel Change: -2.00

Budget Objectives Form

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

Objective:

\$ 896,525 Manage and coordinate the activities of the Public Works Department various divisions: Administration, Streets, Facility Maintenance, Water and Sewer, Stormwater, Fleet Management, Transportation and Tree Operations.

ACTIVITIES:

- \$ 371,202 001 **Public Works Administration:** Establish goals to meet those of the City Council and the residents of North Miami; provide department managers with information, ideas, and support services to enable them to operate and manage their divisions efficiently; prepare and monitor the department's various budgets including: the general fund, two transportation funds, two enterprise funds and the fleet management fund.
- \$ 35,000 002 **Vehicles Maintenance & Replacement:** Repairs and maintenance of vehicles.
- \$ 490,323 003 **Right-of-way/Aerial and Tree Operations:** Maintain trees on City properties including swales, parkways, medians, monuments, cul-de-sacs, and canal ends; includes trimming, shaping, and repairing trees as well as removing and replacing trees as necessary.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	732,563	832,211	788,841	982,892
Operating Expenses	85,421	358,910	344,880	679,866
Internal Services	259,752	303,115	303,115	288,745
Operating Budget	1,077,736	1,494,236	1,436,836	1,951,503
Capital Outlay	132,393	239,732	334,732	485,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	34,338	31,985	34,685	28,528
Total Budget	1,244,467	1,765,953	1,806,253	2,465,031

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Streets Coordinator	25	1
Heavy Equipment Operator	20	5
Maintenance Mechanic	18	2
Motor Equipment Operator	18	2
General Maintenance Worker	15	5
Total # of Full-Time Employees		15

2019-20 Operating Budget:	1,951,503
2018-19 Operating Budget:	1,494,236
Dollar Change:	457,267
Percentage Change:	30.60%
2019-20 Personnel - F.T.E.	15.00
2018-19 Personnel - F.T.E.	13.00
Personnel Change:	2.00

Budget Objectives Form

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

Objective:

\$ 2,465,031 Maintain the City rights-of-way including streets, alleys, and sidewalks, to provide safe, passable rights-of-way for City residents and visitors; install new curbs, gutters, and sidewalks and resurface City streets and alleyways as approved annually through the budget process; maintain streets, striping, signage, traffic calming devices and City parking lots.

ACTIVITIES:

- \$ 101,282 001 **Streets Administration:** Provide supervisory support for the Streets Division including: scheduling projects, communicating with vendors, coordinating and directing work crews, responding to resident complaints and inspecting work done by outside contractors.

- \$ 539,452 002 **Street Maintenance:** Perform general maintenance of City streets, City-owned parking lots, vacant lots, bridges and seawalls; supervise maintenance contracts for City-owned lots; stripe parking lots, repair brick pavers, and remove graffiti from City structures; hang street banners and decorative light pole banners throughout the year, to provide residents with an aesthetically pleasing and safer environment in which to live.

- \$ 250,346 003 **Patching, Street Repair and Rights-of-Way Maintenance:** Repair City streets and rights-of-way damaged due to utility-related projects, including permanent and temporary asphalt patches and pothole repairs.

- \$ 204,699 004 **Permanent Concrete Construction:** Construct and maintain sidewalks, curbs and gutters, and sidewalk-to-street handicap ramps throughout the City and assist in street maintenance and other street construction projects.

- \$ 189,280 005 **Contractual Lawn Maintenance:** Provide and oversee monthly contract for mowing and cleaning services for various City-owned lots to ensure that areas are maintained on a regular basis.

- \$ 580,608 006 **Storm Drain Construction & Repair:** Improve the City's stormwater drainage system through minor construction and retrofit projects that are prioritized according to the adopted Stormwater Master Plan II. Major projects will be completed by outside contractors.

- \$ 164,364 007 **Commercial Corridor Improvement Program:** Maintain the City's commercial corridors using the City-funded Clean Team.

- \$ 435,000 Sup **Street Resurfacing:** Improve streets and sidewalks

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	195,538	195,606	198,891	193,543
Operating Expenses	300,995	320,807	312,909	283,774
Internal Services	13,966	15,348	15,348	29,115
Operating Budget	510,499	531,761	527,148	506,432
Capital Outlay	46,020	34,146	24,346	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	7,640	7,297	7,297	6,750
Total Budget	564,159	573,204	558,791	513,182

PERSONNEL SERVICES DETAIL:

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

2019-20 Operating Budget: 506,432
2018-19 Operating Budget: 531,761
Dollar Change: (25,329)
Percentage Change: -4.76%

2019-20 Personnel - F.T.E. 3.00
2018-19 Personnel - F.T.E. 3.00
Personnel Change: 0.00

Budget Objectives Form

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

Objective:

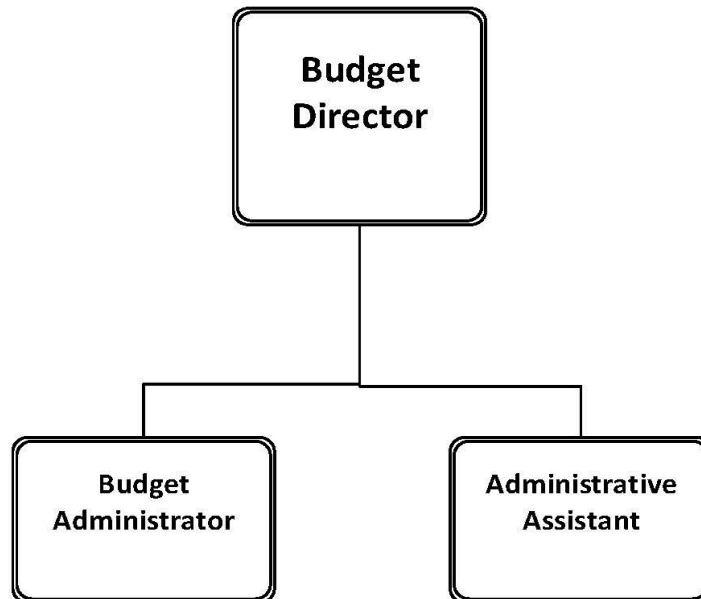
\$ 513,182 Provide facility maintenance and housekeeping services to ensure that residents and employees have an aesthetically pleasing and safe environment.

ACTIVITIES:

- \$ 400,548 001 **Facility Maintenance & Operation:** Maintain and repair seven City buildings: City Hall, the Motor Pool, the Water and Sewer Operations Center, Water Plant, the Building and Zoning Annex, the Community Planning and Development (CP&D) Annex and the Library. Services performed include painting, carpentry work, building alterations, furniture restoration, minor electrical and plumbing repairs, ceiling repairs, as well as interior and exterior building maintenance. Provide technical support and advice relating to maintenance of the Police Station and MOCA buildings, when requested.
- \$ 87,434 002 **Custodial Services:** Provide daily housekeeping services at four facilities: City Hall, the Building and Zoning Annex and the CP&D Annex. A City staffer is present at City Hall during evening hours to oversee the janitorial service contract.
- \$ 25,200 003 **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 tentative and adopted budget book
- Reduce operational expenditures through the increased use of technology

FY19 Major Accomplishments:

- Implemented the OpenGov budgeting software and used it for Budgeting and Planning for FY19.
- Secured the GFOA budget award for the sixth consecutive year.
- Launched the OpenGov Transparency Portal.

FY20 Major Projects and Initiatives:

- 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.
- Update the City’s Revenue Manual.
- Develop a compact and comprehensive "Guide to the Budget" for residents.

Performance Measures:

OMB Performance Measures	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target
Percentage difference between General Fund ending balance Actual vs. Year-End Estimates	5%	4%	1.36%	5%	5%
Percentage difference between All Funds actual beginning balance and Final budget beginning balance	13%	16%	18%	5%	5%
Secured the Government Finance Officers Association Distinguished Budget Award	YES	YES	YES	YES	YES
Create a more robust city reserve	\$5,000,000	\$ 5,000,000	\$5,000,000	\$5,000,000 0	\$5,000,000 0

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	266,253	304,018	324,076	377,956
Operating Expenses	41,980	18,589	19,135	40,465
Internal Services	3,046	1,585	1,551	6,869
Operating Budget	311,279	324,192	344,762	425,290
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	13,023	13,114	13,114	11,787
Total Budget	324,302	337,306	357,876	437,077

PERSONNEL SERVICES DETAIL:

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

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

2019-20 Operating Budget: 425,290
2018-19 Operating Budget: 324,192
Dollar Change: 101,098
Percentage Change: 31.18%

2019-20 Personnel - F.T.E. 3.00
2018-19 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:

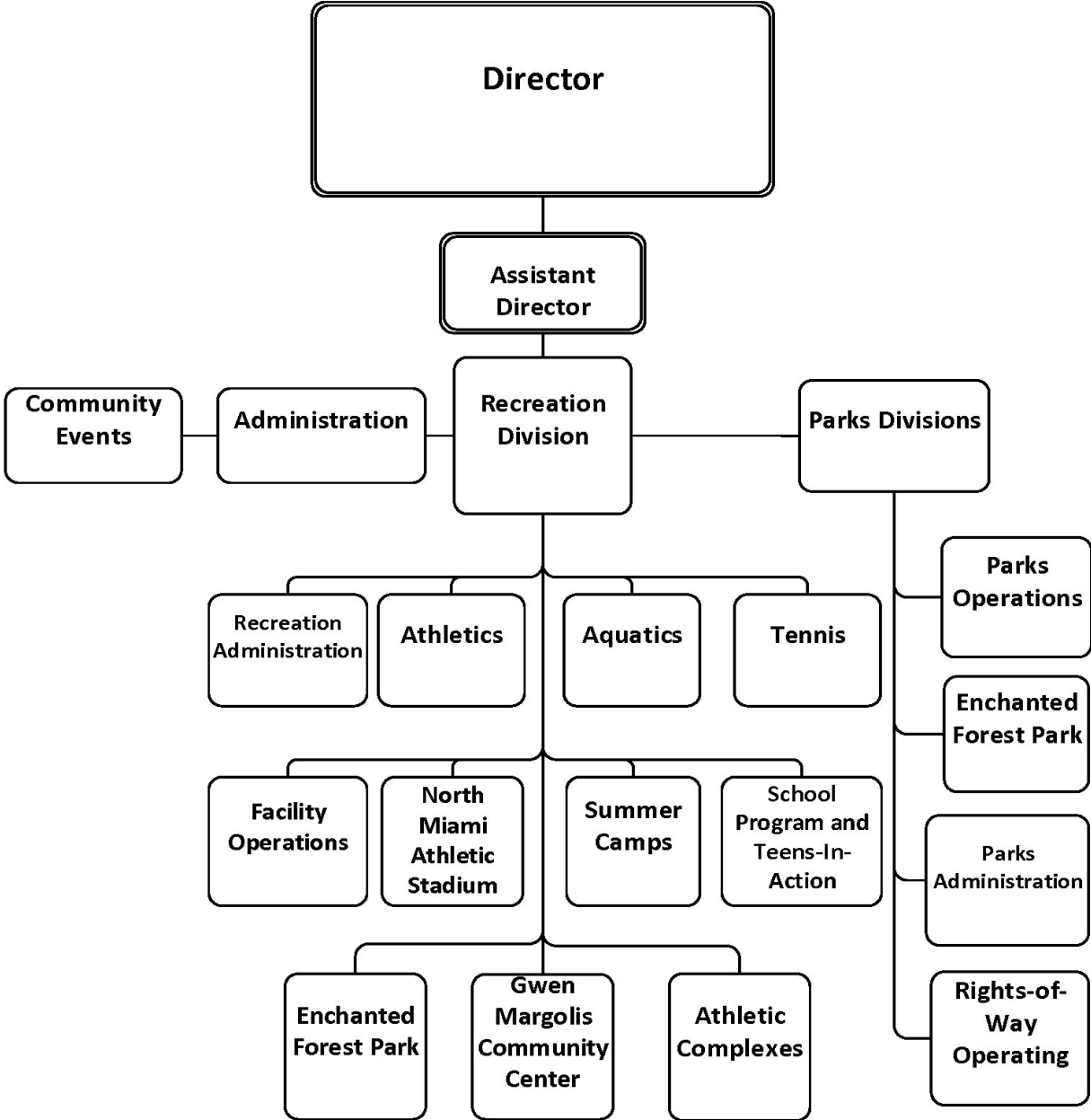
\$ 437,077 Prepare and monitor the City's annual operating and capital budgets.

ACTIVITIES:

\$ 437,077 001 **Budget Administration:** Monitor revenues and expenditures revenues to ensure funds are received as anticipated and expended in accordance with authorized appropriations. Review and prepare tentative, proposed and final budgets for consideration by the City Manager, City Council and City residents.

PARKS & RECREATION

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



PARKS & RECREATION

Core Responsibilities:

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

FY19 Major Accomplishments:

- Continued to develop and increase participation of the Youth Athletics Program which includes the youth track and field, pee wee sports, competitive football and cheer and the youth basketball programs.
- Open Thomas Sasso Pool Year-Round - the pool was once only open during the summer months, with the new renovations, and heated pool, it is able to stay open year round.
- Continued third year of youth baseball sports program and the Mean Green North Miami Baseball Academy.
- Used funding of \$30,000 from the USA Soccer Foundation Grant to increase the Youth Soccer Program.
- Hosted three commemorative events: Black History Month in February, Haitian Heritage Month in May and Hispanic Heritage Month in September.
- Collaborated with Alonso Mourning for the Zoe's Winter Groove event that took place at the North Miami Athletic Stadium.
- Installed a turf field and eight rubberized tracks at the North Miami Athletic Stadium.
- Purchased outdoor movie equipment and offered free outdoor movies throughout the City.
- Completed the Pepper Park and Overbrook Playground Replacement Project.
- Increased participation in the Teen Basketball Summer Hoops and Youth Winter Basketball programs.
- Collaboration with the SWAG Camp, offering a free camp to 40 local youth at the Clyde Judson Community Center.
- Received \$44,000 from the Summer Food Service Program grant, allowing us to serve more than 5,000 lunches and snacks during summer 2019.

FY20 Major Projects & Initiatives:

- Implement the City of North Miami Youth Competitive Sports Program city-wide by offering a comprehensive youth sports program to include travel and year-round sports specific programs.
- Develop a policy and procedures manual for the Parks and Recreation Department.
- Increase participation in Performing Arts Camp, Outdoor Camp, and Enchanted Forest Day Camp by 15 percent from the previous year.
- Commence construction of the Cagni Park North Project.
- Complete the 135th Street Pocket Park Project.
- Begin the Griffing Community Center revitalization project.
- Brand all parks with uniformed signage and landscaping.
- Begin the process of becoming accredited through the Commission for Accreditation of Parks & Recreation Agencies (CAPRA).
- Completion of the North Miami Athletic Stadium bleachers installation.
- Purchase of a new portable stage.

PARKS & RECREATION

Performance Measures:

Parks and Rec Performance Measures	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target
Total \$ value of all grants/donations/sponsorships secured	600,000	330,755	650,000	850,000	800,000
# Special events/Community Events	36	25	25	42	38
% of time active space in use (ball fields, meeting rooms)	80%	85%	85%	85%	85%
# of capital improvement projects that included Parks and Recreation Department	8	7	10	7	3
% of increase out of four health related programs available to recreation centers and parks annually	25%	25%	25%	25%	25%

Budget Summary Form

Department: Parks & Recreation

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	3,716,813	4,029,753	3,643,388	3,864,961
Operating Expenses	3,683,473	2,196,069	2,358,471	1,995,289
Internal Services	383,295	421,122	418,758	672,830
Operating Budget	7,783,581	6,646,944	6,420,617	6,533,080
Capital Outlay	87,622	194,635	1,005,000	0
Debt Service	0	0	0	0
Grants & Aids	10,500	44,254	19,500	19,500
Reserves & Other	157,607	147,328	142,323	143,860
Total Budget	8,039,310	7,033,161	7,587,440	6,696,440

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
Special Events Supervisor	28	1
Parks Supervisor	28	1
Administrative Assistant	28	2
Assistant to P&R Director	28	1
Assistant Parks Supervisor	27	1
Recreation Supervisor	25	2
Parks Naturalist	24	2
Parks Specialist	24	2
Parks Coordinator	22	1
Recreation Coordinator	22	2
Trades Mechanic	22	3
Recreation Specialist	21	5
Heavy Equipment Operator	20	1
Recreation Leader II	20	2
Maintenance Mechanic	20	4
Lifeguard	20	1
Motor Equipment Operator	18	6
Recreation Leader I	18	4
General Maintenance Worker	18	8
Total # of Full-Time Employees		53

2019-20 Operating Budget:	6,533,080
2018-19 Operating Budget:	6,646,944
Dollar Change:	(113,864)
Percentage Change:	-1.71%

2019-20 Personnel - F.T.E.	53.00
2018-19 Personnel - F.T.E.	51.00
Personnel Change:	2.00

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	511,520	622,267	534,601	550,640
Operating Expenses	123,775	103,814	112,934	70,941
Internal Services	20,431	9,640	10,340	33,061
Operating Budget	655,726	735,721	657,875	654,642
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	20,480	24,033	24,033	22,350
Total Budget	676,206	759,754	681,908	676,992

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
Assistant to P&R Director	28	1
Parks Coordinator	22	1
Total # of Full-Time Employees		5

2019-20 Operating Budget: 654,642
2018-19 Operating Budget: 735,721
Dollar Change: (81,079)
Percentage Change: -11.02%

2019-20 Personnel - F.T.E. 5.00
2018-19 Personnel - F.T.E. 5.00
Personnel Change: 0.00

Budget Objectives Form

Department: Parks and Recreation

Division: Administration

Dept. #: 12

Division #: 460

Objective:

\$ 676,992 Provide administrative support services, direction, and leadership for the Parks and Recreation divisions whose departmental responsibilities include maintaining over 95 acres of developed park land, 400 landscaped medians, canal ends, and public areas, 23 activity centers, coordinating numerous community events, and providing programming for more than 60,000 residents.

ACTIVITIES:

\$ 625,371	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.
\$ 35,621	002	Office Space: Provide funding for rent and other operating costs for temporary office space.
\$ 16,000	003	Vehicles: Funding for the maintenance and replacement of vehicles.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	234,176	205,500	202,109	194,447
Operating Expenses	40,766	10,708	14,879	14,160
Internal Services	11,253	10,960	9,989	52,395
Operating Budget	286,195	227,168	226,977	261,002
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	12,200	8,209	8,209	7,578
Total Budget	298,395	235,377	235,186	268,580

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Recreation Supervisor	25	2

Total # of Full-Time Employees 2

2019-20 Operating Budget:	261,002
2018-19 Operating Budget:	227,168
Dollar Change:	<u>33,834</u>
Percentage Change:	<u>14.89%</u>
2019-20 Personnel - F.T.E.	2.00
2018-19 Personnel - F.T.E.	2.00
Personnel Change:	<u>0.00</u>

Budget Objectives Form

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

Objective:

\$ 268,580 Provide administrative support, leadership, supervision, and direction for employees responsible for the City's recreation programs, services, and facilities.

ACTIVITIES:

\$ 212,580 001 **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.

\$ 48,000 003 **Vehicles:** Funding for the maintenance and replacement of 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. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	425,573	419,403	384,851	388,028
Operating Expenses	817,764	637,039	647,813	492,254
Internal Services	28,432	33,954	33,954	28,496
Operating Budget	1,271,769	1,090,396	1,066,618	908,778
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	8,000	40,754	16,000	16,000
Reserves & Other	14,710	13,965	13,965	13,444
Total Budget	1,294,479	1,145,115	1,096,583	938,222

PERSONNEL SERVICES DETAIL:

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

2019-20 Operating Budget: 908,778
2018-19 Operating Budget: 1,090,396
Dollar Change: (181,618)
Percentage Change: -16.66%

2019-20 Personnel - F.T.E. 5.00
2018-19 Personnel - F.T.E. 5.00
Personnel Change: 0.00

Budget Objectives Form

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

Objective:

\$ 938,222 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:

- \$ 163,071 001 **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.

- \$ 164,434 002 **Ray Cagni Park Operations:** Supervise and maintain the athletic complex at Cagni Park to accommodate the leisure needs of the residents of North Miami and the surrounding community.

- \$ 116,292 003 **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.

- \$ 170,514 004 **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.

- \$ 33,545 005 **Youth Athletic Camp:** Administer, plan, direct, and supervise athletics program for youth and adults.

- \$ 19,200 006 **Vehicle:** Funding for the maintenance and replacement of vehicles.

- \$ 43,590 007 **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.

- \$ 227,576 008 **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. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	157,723	157,416	154,985	147,218
Operating Expenses	230,191	154,571	240,027	112,120
Internal Services	1,330	664	664	2,910
Operating Budget	389,244	312,651	395,676	262,248
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	5,687	5,609	5,609	5,017
Total Budget	394,931	318,260	401,285	267,265

PERSONNEL SERVICES DETAIL:

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

2019-20 Operating Budget: 262,248
2018-19 Operating Budget: 312,651
Dollar Change: (50,403)
Percentage Change: -16.12%

2019-20 Personnel - F.T.E. 2.00
2018-19 Personnel - F.T.E. 2.00
Personnel Change: 0.00

Budget Objectives Form

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

Objective:

\$ 267,265 Provide two aquatic facilities and qualified personnel to conduct a variety of recreational and educational aquatic programs in accordance with HRS regulations.

ACTIVITIES:

- | | | |
|------------|-----|---|
| \$ 260,465 | 001 | Sasso Pool Operation: Operate a public swimming pool and Wet-Tot-Lot on a year-round basis for open public swimming, swimming lessons and party rentals. |
| \$ 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. |
| \$ 5,100 | 003 | Pre-School Swim Program: Provides qualified instruction, bus transportation, and supplies to teach up to 75 three to five year old children how to swim. |

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	205,531	202,674	202,925	191,875
Operating Expenses	382,865	38,186	359,553	30,846
Internal Services	2,025	961	—	4,251
Operating Budget	590,421	241,821	562,478	226,972
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	8,659	8,124	8,124	7,330
Total Budget	599,080	249,945	570,602	234,302

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Tennis Pro	31	1
Recreation Leader I	18	1
Total # of Full-Time Employees		2

2019-20 Operating Budget: 226,972
2018-19 Operating Budget: 241,821
Dollar Change: (14,849)
Percentage Change: -6.14%

2019-20 Personnel - F.T.E. 2.00
2018-19 Personnel - F.T.E. 2.00
Personnel Change: 0.00

Budget Objectives Form

Department: Parks and Recreation

Division: Tennis

Dept. #: 12

Division #: 464

Objective:

\$ 234,302 Provide tennis instruction, programs, tournaments, leagues, and tennis services for Penny Sugarman Tennis Center, Pepper Park and Cagni Park.

ACTIVITIES:

\$ 231,192 001 **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.

\$ 3,110 002 **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. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	283,925	272,101	225,380	380,260
Operating Expenses	229,783	233,398	37,866	205,304
Internal Services	2,648	1,260	1,056	5,688
Operating Budget	516,356	506,759	264,302	591,252
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	11,326	10,646	8,923	9,807
Total Budget	527,682	517,405	273,225	601,059

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Recreation Coordinator	22	1
Recreation Leader II	20	2
Recreation Leader I	18	3
Total # of Full-Time Employees		6

2019-20 Operating Budget: 591,252
2018-19 Operating Budget: 506,759
Dollar Change: 84,493
Percentage Change: 16.67%

2019-20 Personnel - F.T.E. 6.00
2018-19 Personnel - F.T.E. 4.00
Personnel Change: 2.00

Budget Objectives Form

Department: Parks and Recreation

Division: Facility Operations

Dept. #: 12

Division #: 465

Objective:

\$ 601,059 Operate programs in Sunkist Grove Community Center, Keystone Community Center, and Griffing Adult Center.

ACTIVITIES:

\$ 185,048 001 **Sunkist Grove Community Center:** Operate Sunkist Grove Community Center, including a computer lab, drop-in evening program, weekend rentals, and camps.

\$ 232,606 002 **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.

\$ 77,089 003 **Keystone Center and School Skills Program:** Operation of Keystone Community Center, which includes a program for children ages 3 - 5, weekend rentals, and camps.

\$ 106,316 004 **Teen Programming:** Plan, administer and direct teen programming.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	62,382	79,927	75,494	103,842
Operating Expenses	152,758	60,944	59,710	40,830
Internal Services	1,725	3,000	3,000	4,111
Operating Budget	216,865	143,871	138,204	148,783
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	3,640
Total Budget	216,865	143,871	138,204	152,423

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Administrative Coordinator	28	1
Total # of Full-Time Employees		1

2019-20 Operating Budget: 148,783
2018-19 Operating Budget: 143,871
Dollar Change: 4,912
Percentage Change: 3.41%

2019-20 Personnel - F.T.E. 1.00
2018-19 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:

\$ 152,423 Provide administrative support for Parks Division operations and to keep the Parks Operations Center operational.

ACTIVITIES:

\$ 123,613 001 **Parks Administration:** Provide direct supervision, administration, operational control, coordination, and clerical support to the Parks Division.

\$ 28,810 002 **Parks Operations Center Expenses:** Provide funding for operating expenditures including utilities (water and sewer, telephones, electricity, and sanitation collection charges), contractual services (maintenance of the air conditioning and burglar alarm) and office machines.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	12,915	3,182	7,036	2,291
Operating Expenses	182,106	98,399	109,480	79,975
Internal Services	0	0	0	0
Operating Total	195,021	101,581	116,516	82,266
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	195,021	101,581	116,516	82,266

PERSONNEL SERVICES DETAIL:

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

2019-20 Operating Budget: 82,266
2018-19 Operating Budget: 101,581
Dollar Change: (19,315)
Percentage Change: -19.01%

2019-20 Personnel - F.T.E. 0.00
2018-19 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:

\$ 82,266 Provide the staff and supplies to maintain the North Miami Athletic Stadium.

ACTIVITIES:

\$ 82,266 001 **Complex Operations:** 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.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	639,095	731,807	691,284	661,807
Operating Expenses	211,780	173,076	126,321	170,499
Internal Services	48,555	52,856	52,856	109,060
Operating Budget	899,430	957,739	870,461	941,366
Capital Outlay	87,622	149,635	960,000	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	28,629	26,022	26,022	25,278
Total Budget	1,015,681	1,133,396	1,856,483	966,644

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Parks Superintendent	30	1
Parks Specialist	24	1
Trades Mechanic	22	2
Maintenance Mechanic	20	2
General Maintenance Worker	18	3
Total # of Full-Time Employees		9

2019-20 Operating Budget: 941,366
2018-19 Operating Budget: 957,739
Dollar Change: (16,373)
Percentage Change: -1.71%

2019-20 Personnel - F.T.E. 9.00
2018-19 Personnel - F.T.E. 10.00
Personnel Change: -1.00

Budget Objectives Form

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

Objective:

\$ 966,644 Maintain four major park facilities, 11 passive parks, a pool and seven recreation centers. Support City events and activities budgeted in other decision units as well as respond to emergencies and complaints.

ACTIVITIES:

\$ 872,244 001 **Facility Operations:** Maintain the City's Parks and Recreation facilities which include buildings, grounds, pools, and playgrounds.

\$ 94,400 002 **Vehicles:** Funding for maintenance and replacement of vehicles and equipment.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	1,176,003	1,070,764	997,166	982,246
Operating Expenses	316,307	357,748	346,382	86,180
Internal Services	263,970	253,786	253,786	410,505
Operating Budget	1,756,280	1,682,298	1,597,334	1,478,931
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	39,840
Total Budget	1,804,555	1,730,645	1,645,681	1,518,771

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Parks Supervisor	28	1
Assistant Parks Supervisor	27	1
Parks Coordinator	22	1
Parks Specialist	24	1
Heavy Equipment Operator	22	1
Trades Mechanic	22	1
Maintenance Mechanic	20	2
Motor Equipment Operator	20	6
General Maintenance Worker	18	5
Total # of Full-Time Employees		19

2019-20 Operating Budget:	1,478,931
2018-19 Operating Budget:	1,682,298
Dollar Change:	<u>(203,367)</u>
Percentage Change:	<u>-12.09%</u>
2019-20 Personnel - F.T.E.	19.00
2018-19 Personnel - F.T.E.	15.00
Personnel Change:	<u>4.00</u>

Budget Objectives Form

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

Objective:

\$ 1,518,771 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:

\$ 799,176 001 **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.

\$ 332,195 002 **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.

\$ 387,400 004 **Vehicles:** Funding for the maintenance and replacement of vehicles.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	85,262	172,923	97,866	99,557
Operating Expenses	68,482	56,044	24,963	65,482
Internal Services	1,670	1,775	847	5,227
Operating Budget	155,414	230,742	123,676	170,266
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	3,550	6,564	3,282	5,910
Total Budget	158,964	237,306	126,958	176,176

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Parks Naturalist	24	2
Total # of Full-Time Employees		2

2019-20 Operating Budget: 170,266
2018-19 Operating Budget: 230,742
Dollar Change: (60,476)
Percentage Change: -26.21%

2019-20 Personnel - F.T.E. 2.00
2018-19 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:

\$ 176,176 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:

- \$ 165,475 001 **Facility Operations and Maintenance:** Provide funding for the operation, programming, and maintenance of the park grounds, facilities, and structures.
- \$ 8,901 002 **Facility Programming:** Provide nature programming and maintenance of nature exhibits at the facility including guided tours, various workshops, and special nature-related events.
- \$ 1,800 003 **Vehicle:** Funding for the maintenance and replacement of vehicles.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	5,705	4,559	0	4,858
Operating Expenses	115,706	74,850	16,855	83,300
Internal Services	0	0	0	0
Operating Budget	121,411	79,409	16,855	88,158
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	121,411	79,409	16,855	88,158

PERSONNEL SERVICES DETAIL:

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

2019-20 Operating Budget: 88,158
2018-19 Operating Budget: 79,409
Dollar Change: 8,749
Percentage Change: 11.02%

2019-20 Personnel - F.T.E. 0.00
2018-19 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:

\$ 88,158 Provide cooperative programming with public schools during the public school system breaks.

ACTIVITIES:

\$ 88,158 001 **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.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	86,657	151,618	98,785	153,974
Operating Expenses	657,804	392,558	556,546	485,210
Internal Services	11,440	12,972	12,972	17,126
Operating Budget	755,901	557,148	668,303	656,310
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	2,500	2,500	2,500	2,500
Reserves & Other	4,019	4,112	4,112	3,666
Total Budget	762,420	563,760	674,915	662,476

PERSONNEL SERVICES DETAIL:

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

Total # of Full-Time Employees 1

2019-20 Operating Budget: 656,310
2018-19 Operating Budget: 557,148
Dollar Change: 99,162
Percentage Change: 17.80%

2019-20 Personnel - F.T.E. 1.00
2018-19 Personnel - F.T.E. 1.00
Personnel Change: 0.00

Budget Objectives Form

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

Objective:

\$ 662,476 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:

- \$ 135,927 001 **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.
- \$ 80,513 002 **WinterNational Parade:** Promote and produce North Miami's 31st annual Thanksgiving Day parade.
- \$ 56,668 003 **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.
- \$ 16,459 004 **Haunted Trails:** Promote and produce a Halloween party for children as well as families in the Enchanted Forest Park.
- \$ 321,633 005 **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.
- \$ 31,453 006 **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.
- \$ 15,000 009 **Vehicle:** Funding for the maintenance and replacement of vehicles.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	2,516	1,806	4,194	1,508
Operating Expenses	65,426	60,488	9,173	54,288
Internal Services	0	0	0	0
Operating Budget	67,942	62,294	13,367	55,796
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	67,942	62,294	13,367	55,796

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2019-20 Operating Budget: 55,796
2018-19 Operating Budget: 62,294
Dollar Change: (6,498)
Percentage Change: -10.43%

2019-20 Personnel - F.T.E. 0.00
2018-19 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:

\$ 55,796 Provide a facility for public assembly activities including private, non-profit, government, civic and educational functions.

ACTIVITIES:

\$ 55,796 001 **GMCC Operations:** Provide facility for functions, including rental staff, and contractual cleaning.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	0	2,410	0	2,410
Operating Expenses	2,059	3,900	3,900	3,900
Internal Services	0	0	0	0
Operating Budget	2,059	6,310	3,900	6,310
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	1,000	1,000	1,000
Reserves & Other	0	0	0	0
Total Budget	2,059	7,310	4,900	7,310

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2019-20 Operating Budget: 6,310
2018-19 Operating Budget: 6,310
Dollar Change: 0
Percentage Change: 0.00%

2019-20 Personnel - F.T.E. 0.00
2018-19 Personnel - F.T.E. 0.00
Personnel Change: 0.00

Budget Objectives Form

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

Objective:

\$ 7,310 Provide 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:** Provide employment for up to 23 high school students that are City residents and interested in public service. Students work in various City departments performing tasks, completing projects and learning governmental operations.

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

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	23,296	(2,327,757)	(171,710)	6,695
Operating Expenses	1,875,981	526,637	235,188	260,428
Internal Services	134,400	(1,378,371)	(1,378,371)	0
Operating Budget	2,033,677	(3,179,491)	(1,314,893)	267,123
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	333,410	335,000	385,000	500,500
Reserves & Other	0	7,479,923	(17,695)	5,151,312
Total Budget	2,367,087	4,635,432	(947,588)	5,918,935

PERSONNEL SERVICES DETAIL:

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

2018-19 Operating Budget: 267,123
2017-18 Operating Budget: -3,179,491
Dollar Change: 3,446,614
Percentage Change: -108.40%

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 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 and Reserves:** Provides funds for reimbursement to Florida Unemployment Compensation Fund for benefits paid.

- \$ 7,350,000 002 **Miscellaneous Expenses and 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:** 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

FY20 Supplemental/CIP Request

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

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 FY 2019-20 are listed below:

Project Estimates:

Object Code	Description	Prior Years	FY 19/20	FY 21/21	FY 21/22	FY 22/23	FY 23/24	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 19/20	FY 21/21	FY 21/22	FY 22/23	FY 23/24	Total Estimate
General Fund	001	100%	500,500	500,500					500,500
Total		100%	500,500	500,500					500,500

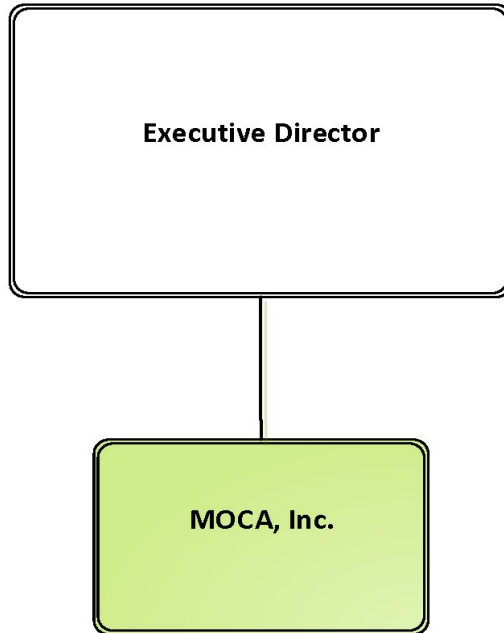
Budget Office Use Only

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

FY 20 Operating Cost: \$ —
FY 20 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:

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

FY19 Major Accomplishments:

- Presented seven contemporary art exhibitions including:
 - 09/06/18-11/04/18 *Mira Lehr: Tracing the Red Thread*
 - 11/27/18-03/24/19 *AFRICOBRA: Messages to the People*
 - 04/23/19-08/11/19 *PÓTOPRENS: The Urban Artists of Port-au-Prince*
 - 05/11/19-11/24/19 *AFRICOBRA: Nation Time*
 - 05/29/19-06/02/19 *ProjectART*
 - 09/05/19-10/20/19 *South Florida Cultural Consortium Exhibition*
 - 09/05/19-10/20/19 *Collection Focus: Works on Paper from the 1960s-1980s*
- Provided educational experiences to 3,500 children and families and increased public programs:
 - Increased age diversity by adding Sunday Stories program for ages one to five
 - Increased educational and public programs, including
 - Women on the Rise!
 - MOCA Moving Images
 - Sunday Stories
 - Re-structured teen after-school program to improve teacher to student ratio and developed higher accountability standards. Updated the branding of Teen Art Force. Increased community partnerships and secured new funding through the Miami Foundation.
 - Expanded MOCA Makers, a new adult workshop program, taught by local artists.
 - Secured funding to provide 26 scholarships to students ages 6-13 attending MOCA Summer Camps
- AFRICOBRA exhibition selected for inclusion at the 2019 Venice Biennale, raising MOCA's profile internationally.
 - The overall success and historical significance of the AFRICOBRA exhibition is proven by its inclusion at the Venice Biennale, a true mark of achievement for the institution, and will lead to new opportunities for growth and sustainability for years to come.
 - The second iteration, AFRICOBRA: Nation Time, represents the first time any institution from the State of Florida has been chosen for this exhibition. Established in 1895, and expecting over 500,000 visitors, the Venice Biennale is one of the most prestigious cultural institutions in the world.
 -

MUSEUM OF CONTEMPORARY ARTS

- Support for this initiative included the Knight Foundation (\$150,000); Terra Foundation (\$75,000); Greater Miami Convention and Visitors Bureau (\$20,000); and other individual gifts (\$30,000).
- Increased public awareness of MOCA via local, national and international press, including features in Miami Today, Modern Luxury Magazine, Miami Herald, Artforum, Art News, Art Newspaper and Forbes.
 - *AFRICOBRA: Messages to the People* at MOCA and *AFRICOBRA: Nation Time* at the Venice Biennale have both garnered an outstanding level of press coverage and placed international attention on the museum and its new director. According to the latest marketing report, the release for Nation Time was picked up by 152 websites and reached an audience of 86,195,964.
 - AFRICOBRA was reviewed in Art in America and featured on Art Loft during the week of 4/1
- Increased contributed revenue by 202%.
 - New foundation support includes:
 - Green Family Foundation (\$25,000)
 - Knight Foundation (Strategic Planning \$100,000, AFRICOBRA \$150,000)
 - Elizabeth Firestone Graham Foundation (\$10,000)
 - Terra Foundation (\$75,000)
 - Funding Arts Network (\$8,000)
 - Increased support from Miami Dade County from \$125,000 to \$175,000
 - Initiated Curator's Circle, an upper-level membership program that continues to grow.
- MOCA has successfully completed the first and final phases of American Alliance of Museums re-accreditation process
 - Board of Directors approved core documents, including Mission, Vision, Code of Ethics, Emergency Plan, and Collections Management Policy
 - Created and approved a 3-year Bridge Plan in advance of 5-year Strategic Plan to be completed in 2021
 - Grew the Board of Trustees to 8 members and confirmed Bill Lehman as Board Chair
 - Filled vacant senior leadership positions, including Curator of Education, Director of Development, Exhibitions & Projects Manager and Director of Operations
 - Added additional support staff in the Education, Exhibitions, and Development Departments.
- Exhibited selections from the museum's permanent collection and began the creation of written scholarship about these artworks.

MUSEUM OF CONTEMPORARY ARTS

FY20 Major Projects and Initiatives:

- Present six to eight provocative and innovative exhibitions examining the art of our time.
- Provide challenging and interactive educational and interpretive art programming to all ages.
- Protect and conserve MOCA's collection of over 450 works of contemporary art.
- Continue to 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 weekly educational initiatives.
- Develop targeted membership campaigns to cultivate new members.
- Identify 20% additional funding.

Performance Measures:

MOCA Performance Measures	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target
Exhibits organized (#)	8	8	7	7	8
MOCA Memberships	166	102	116	150	250
Students Served via MOCA Education Programs	5,000	3,100	3,100	3,500	3,700

Budget Summary Form

Department: Museum of Contemporary Art
Dept # 14 / 482

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	329,310	235,338	224,902	233,541
Operating Expenses	164,608	207,319	192,195	169,896
Internal Services	18,507	15,062	15,062	19,457
Operating Budget	512,425	457,719	432,159	422,894
Capital Outlay	3,500	0	0	0
Debt Service	0	0	0	0
Grants & Aids	1,265,673	1,509,597	1,354,897	1,153,012
Reserves & Other	32,894	9,394	9,394	7,138
Total Budget	1,814,492	1,976,710	1,796,450	1,583,044

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Director	40	1

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

2019-20 Operating Budget:	422,894
2018-19 Operating Budget:	457,719
Dollar Change:	(34,825)
Percentage Change:	-7.61%

2019-20 Personnel - F.T.E.	1.00
2018-19 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:

\$ 1,583,044 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:

- \$ 247,653 001 **MOCA Administrative Staff:** Provide management and coordination of the exhibits and programs offered throughout the year by the Museum of Contemporary Art including seven exhibitions, 12 Jazz at MOCA concerts, lectures, cultural events, children's classes, teen programs, and other art programming.

- \$ 1,108,612 002 **Museum Specialized Services:** Provide for the services required of a first-class museum including curatorial, preparatory, development, educational, communications, and operational services.

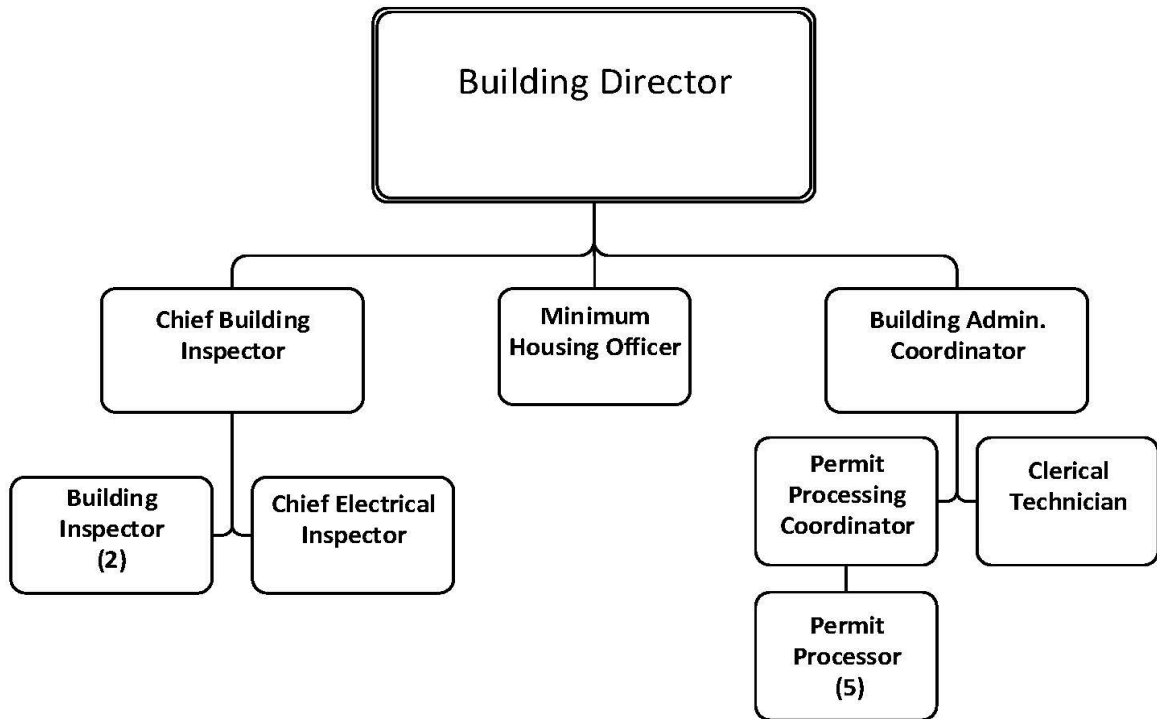
- \$ 165,379 003 **Building Operations:** Provide the maintenance and upkeep of the 23,000 square foot MOCA building, including utilities, security and other contractual building services.

- \$ 52,400 004 **Jazz at MOCA:** Provide 12 outdoor jazz concerts in the MOCA Plaza at no charge for the entertainment and enjoyment of City residents and visitors.

- \$ 9,000 005 **Vehicle:** Funding for the maintenance of vehicles.

BUILDING

Mission statement: To safeguard the health, safety, and welfare of City residents and the business community through the enforcement of building codes and standard. To this end, the department issues building permits based on approvals of plans for residential and commercial projects.



BUILDING

Core Responsibilities:

- Protect the lives and property of those that live, work and visit the City of North Miami.
- Provide plan review for all applications presented for permitting.
- Provide inspection services for all permitted work.
- Ensure compliance with Florida Statutes relating to the Florida Building Code.
- Confirm that construction sites are maintained in a safe condition.
- Educate the public about regulations and construction within the floodplain.

FY19 Major Accomplishments:

- Started the process to certify Permit Technicians.
- Issued final Certificates of Occupancy for two major projects - Costco and SolçMia Rental Towers and various small and medium sized-projects.
- Warren Henry Car Dealership

FY20 Major Projects and Initiatives:

- Issue Certificate of Occupancy for the Warren Henry Dealership and other projects
- Issue inspections and/or plan reviews for
 - The 1st building SolèMia downtown parcel.
 - 37 story condo building SolèMia project.
 - New Storage Building on 151st Street.
 - Plan Review and Inspection Services for Causeway Village.
 - 67 unit condo building 9th Avenue.
 - Cagni Park project.
 - Red Gardens project.
 - University of Miami Hospital project
- Continue process Permit Technician certification.

Performance Measures:

Building Performance Measures	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target
Building Inspections	9,700	10,692	11,689	11,500	12,000
Building Permits Applied	2,800	3,100	3,081	3,100	3,250
Building Permits Issued	2,650	2,892	2,757	2,900	3,000
Certificate of use inspection	450	440	353	400	400
Re-Occupancy Applies	1,100	982	831	850	800
Re-Occupancy Inspected	1,050	934	821	825	775

Budget Summary Form

Department: Building
Dept Div #: 15 / 441

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	1,068,216	1,260,356	1,210,627	1,285,269
Operating Expenses	333,527	312,285	353,424	495,856
Internal Services	46,026	22,621	19,559	75,553
Operating Budget	1,447,769	1,595,262	1,583,610	1,856,678
Capital Outlay	13,958	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	46,655	46,633	46,633	44,820
Total Budget	1,508,382	1,641,895	1,630,243	1,901,498

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	2
Building Administrative Coordinator	25	1
Minimum Housing Officer	25	1
Permit Processing Coordinator	22	1
Permit Processor	20	5
Clerical Technician	18	1
Total # of Full-Time Employees		14

2019-20 Operating Budget: 1,856,678
2018-19 Operating Budget: 1,595,262
Dollar Change: 261,416
Percentage Change: 16.39%

2019-20 Personnel - F.T.E. 14.00
2018-19 Personnel - F.T.E. 12.00
Personnel Change: 2.00

Budget Objectives Form

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

Objective:

\$ 1,901,498 Ensure that construction meets the requirements of the Florida Building Code, City Land Development Regulations, the City's Comprehensive Plan, Life Safety and Fire Code requirements, Accessibility and any other applicable codes; and ensure that minimum housing standards are maintained to protect the health, safety and welfare of the residents.

ACTIVITIES:

- \$ 1,754,015 001 **Building Services:** Provide to the public a full complement of building related services, from permit processing to plan review and permit issuance for all related building progress inspections in the disciplines of building, roofing, electrical, mechanical, structural, and Community Rating System (CRS).

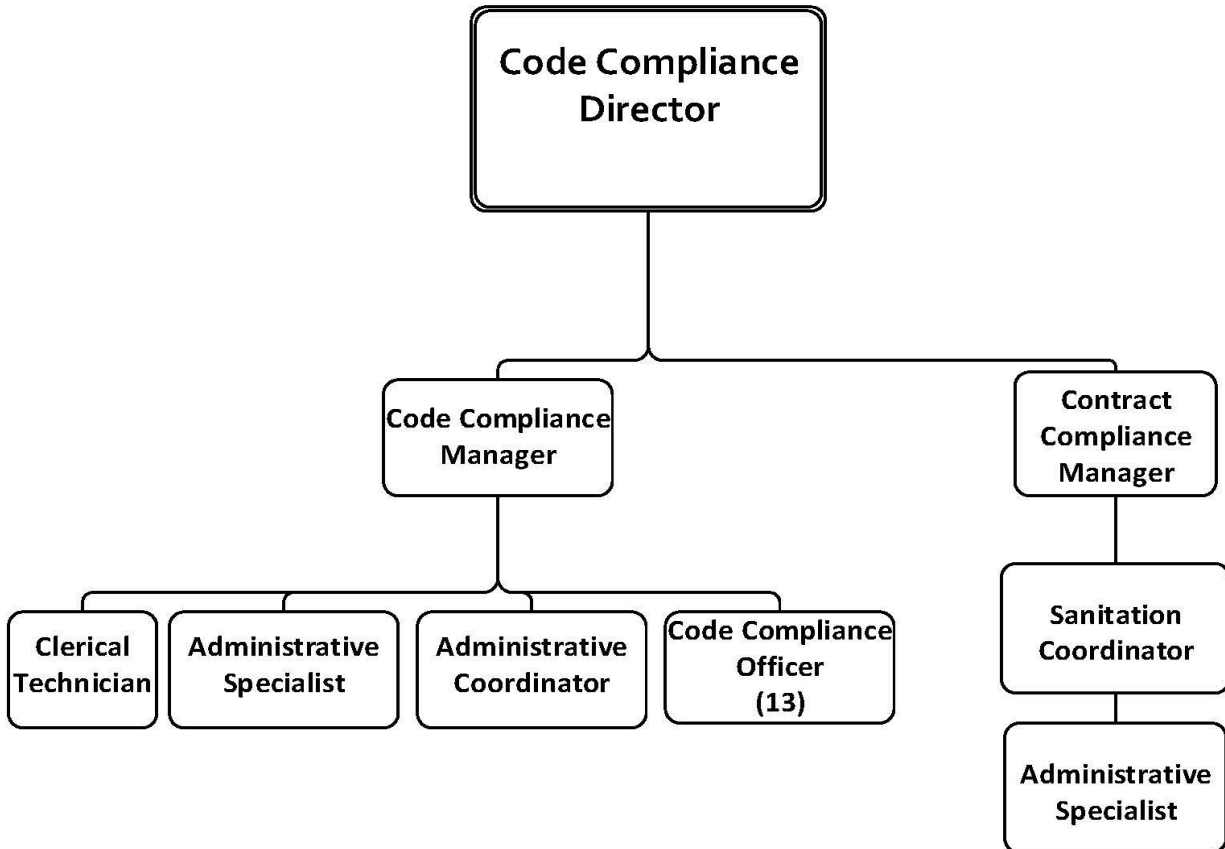
- \$ 100,805 002 **Minimum Housing:** Enforce the Minimum Housing, Re-Occupancy and BND (Building No Permit) issues to protect the health, safety and welfare of the public. Staffs the Special Magistrate process and bring cases of noncompliance to both the Magistrate and the Code Enforcement Board.

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

- \$ 38,400 004 **Vehicle:** Funding for the maintenance of vehicles.

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:

- 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; and rules and laws relating to residential, commercial, waterways, and multi-family properties.
- Enforce building codes and land development, certificate of use and business tax regulations.
- Educate residents and business owners on municipal, county and state codes, in order to bring about voluntary compliance.
- Educate residents on the safe and humane treatment of animals to increase compliance and improve public awareness; investigate complaints and enforce violations of the City's code, relating to the treatment of animals.
- Improve public awareness of the Abandoned Real Property Registration Program and its benefits.
- Reduce the number of false alarm calls received and increase compliance and public awareness through the False Alarm Reduction Program.
- Enforce sanitation rules and encourage compliance by educating residents and business owners.

FY19 Major Accomplishments:

- Cross-trained Code Compliance Officers on various sections of the Code to ensure continuous coverage throughout the City.
- Increased Special Magistrate hearings from one to two hearings per month to ensure cases are heard in a more expeditious manner and to increase compliance.
- Assumed responsibility of the Sanitation Division, previously in the Public Works Department. The division is responsible for managing the Sanitation services contract and coordinating special pickups, cleanups and other services as deemed necessary.
- Relocated to the City's new Customer Service Center along with Utility Billing, Business Taxes and the Central Cashier to better serve the residents and create a central location for residents to conduct City business.

FY20 Major Projects and Initiatives:

- Re-brand the department to create more customer service friendly approach.
- Increase public service messages on various media outlets including TV, printed fliers, website, and social media.
- Increase community outreach efforts by doing workshops - "Coffee with Code", "Staff Walk and Talks", attending homeowner association meetings and conducting code compliance sweeps.
- Ensure all Code Compliance staff is knowledgeable in all areas of the code as it relates to code compliance.
- Amend Chapter 21 of the Code of Ordinances to implement a more efficient policy for the code compliance process.

CODE COMPLIANCE

Performance Measures:

Code Compliance Performance Measures	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target
Average number of days cases are open	136	119	100	52	50
Number of cases initiated by a Citizen	2,813	1,196	1,216	574	500
Number of cases initiated by a Code Compliance Officer	11,051	8,576	9,436	7,673	8,000
Number of courtesy notices issues	621	737	647	1,586	2,000
Overall compliance rate	97%	95%	95%	86%	90%
Abandoned property registration compliance rate	N/A	46%	79%	88%	95%

Budget Summary Form

Department: Code Compliance

Dept / Div #: 16 / 440

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	1,274,284	1,515,240	1,193,595	1,443,799
Operating Expenses	223,440	3,733,097	3,814,700	4,100,491
Internal Services	103,168	108,768	124,191	178,580
Operating Budget	<u>1,600,892</u>	<u>5,357,105</u>	<u>5,132,486</u>	<u>5,722,870</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	45,124	55,693	55,693	60,662
Total Budget	<u><u>1,646,016</u></u>	<u><u>5,412,798</u></u>	<u><u>5,188,179</u></u>	<u><u>5,783,532</u></u>

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Code Compliance Director	40	1
Contract Compliance Manager	30	1
Code Compliance Manager	30	1
Administrative Coordinator	25	1
Code Compliance Officer	25	13
Sanitation Coordinator	22	1
Administrative Specialist	22	2
Clerical Technician	18	1
Total # of Full-Time Employees		<u><u>21</u></u>

2019-20 Operating Budget:	5,722,870
2018-19 Operating Budget:	<u>5,357,105</u>
Dollar Change:	<u>365,765</u>
Percentage Change:	<u>6.83%</u>

2019-20 Personnel - F.T.E.	21.00
2018-19 Personnel - F.T.E.	<u>16.00</u>
Personnel Change:	<u>5.00</u>

Budget Objectives Form

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

Objective:

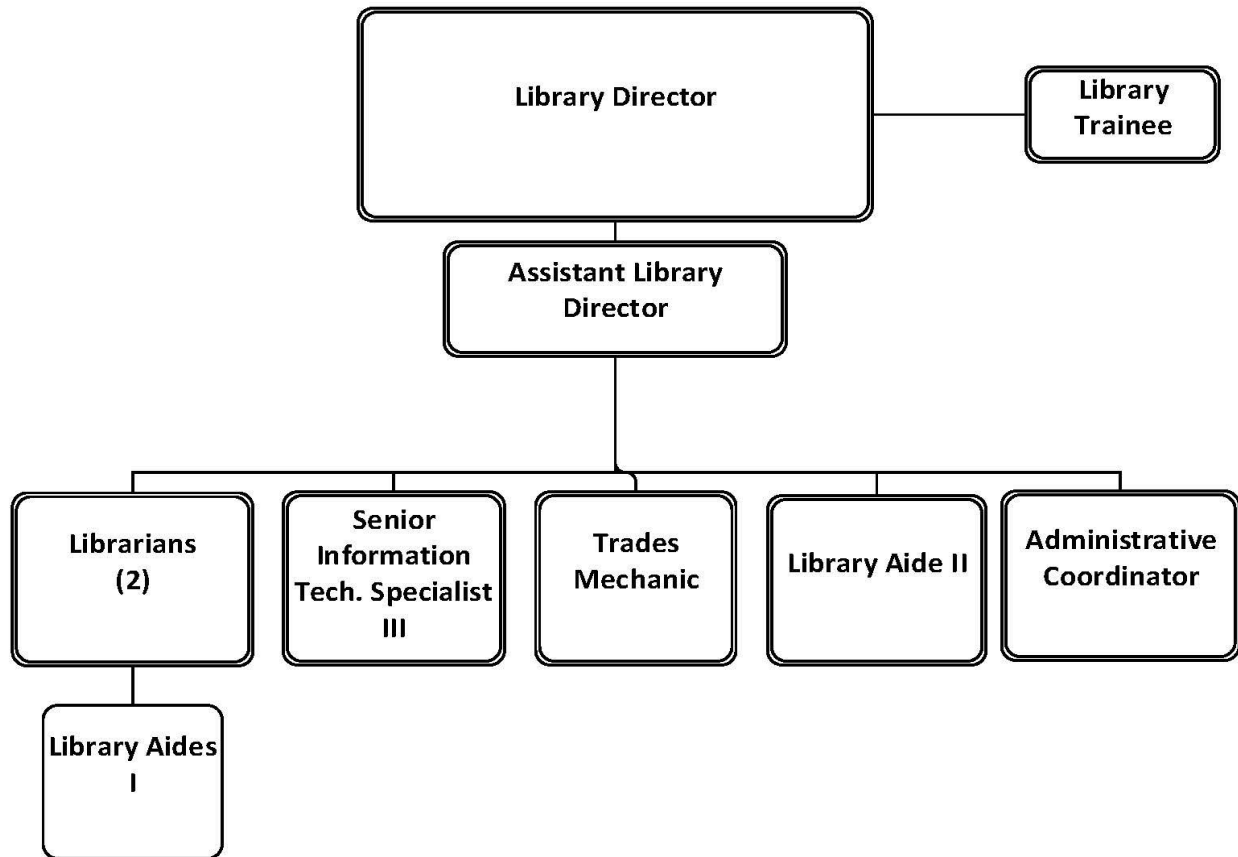
\$ 5,783,532 Ensure consistent, thorough and responsive code enforcement services to North Miami residential and business communities.

ACTIVITIES:

- \$ 1,486,233 001 **Code Compliance:** Enforce residential and commercial code regulations; undertake education and outreach initiatives to promote an enhanced quality of life for the residents; promote a more aesthetically pleasing environment in the City's business districts; preserve and increase property values and the elimination of blight; and provide staff support to the Special Magistrate.
- \$ 18,403 002 **Special Magistrate:** Preside over code compliance and minimum housing Cases.
- \$ 119,200 003 **Vehicle:** Funding for the maintenance and replacement of vehicles for Code Compliance Officers
- \$ 4,159,696 005 **Sanitation Services:** Receive complaints and requests from residential sanitary customers and ensure they are resolved on a timely basis for garbage and trash. Also address and resolve complaints from commercial customers.

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 library-related City-wide initiatives and programs.
- Offer personalized services to meet individual needs for computer instruction, job search, e-government access, and other one-on-one support.
- Continue growing and improving the library's virtual presence for those who access library resources and services online.
- Apply innovative library technologies to streamline processes and enhance patrons' library experience.
- Provide library collections that introduce ideas, build skills, support lifelong learning and spark creativity.
- Develop a collection in all formats, housed in the library and available online.
- Collaborate with public and private schools in the North Miami Feeder School Pattern and vicinity to serve the needs of the students, educators, and parents by coordinating efforts and maintaining continued reciprocal communication.
- Play an active role in the preservation of the City's historical records in collaboration with the Greater North Miami Historical Society.

FY 19 MAJOR ACCOMPLISHMENTS:

- Expanded and created new and innovative Teen programs this year when the Teen Coordinator became a Full Time position. We feature new daily activities, special programs and partnerships with the High School, and much more.
- Creation of the North Miami Memory Project resulting from digitization of the Greater North Miami Historical Society archived photographs and the collection of oral stories, that were curated with funds from a Florida Humanities Council grant. The exhibit is on permanent display at the Library and the oral stories can be accessed online.
- Expanded service hours by ten hours per week resulting in the addition of new programs including field trips to the library; senior programs offered in the morning such as Yoga for Older Adults, a meditation and nutrition series, and the English Café.
- One of five libraries in the nation visited by the President of the American Library Association (ALA) as part of the national campaign - "Strong Libraries = Strong Communities". Activities included a Family Fun Day that was attended by more than 600 children, teens, and adults, and a Rally for America's Libraries that featured speeches by City Officials, community activists, local and state library leaders, and the ALA President.
- Showcased three major art exhibits and art appreciation programs honoring Black History, Haitian and Hispanic Heritage months. These exhibits and related programming in partnership with MOCA (Museum of Contemporary Art) and other organizations, contribute to the cultural enrichment of families and youth in our community. Children from neighboring schools visited the exhibits on field trips to the library.
- Continued the Summer Reading Program for children and teens in support of school readiness; encouraged learning and reading for the joy of it, by offering weekly special performances, reading

LIBRARY

FY 20 MAJOR PROJECTS AND INITIATIVES:

- Bring at least one major art exhibit and art appreciation program that will contribute to the cultural enrichment of families and youth in our community, in partnership with MOCA and other organizations. This year’s art exhibition and related programming series will be in honor of Haitian History Month.
- Continue developing and implementing teen programs targeting the after school student population by strengthening the ongoing relationship established with the North Miami Sr. High School and Middle schools.
- Seek new grant funding and new community partners to support early literacy, adult ESL (English as a Second Language) programs, adult literacy addressing information and financial literacy and computer skills.
- Continue to seek grant opportunities for innovative new technologies relating to library services such as expanding points of services via a fully automated library kiosk.
- Continue to recruit, retain, and support quality employees by providing ongoing staff development opportunities that include taking online webinars offered by the State Library and/or the Southeast Florida Library and Information Network (SEFLIN), and attending local, state and national Library conferences with additional support from Friends of the Library.
- Offer a Summer Reading Program for children and teens to support school readiness and encourage learning and reading for the joy of it.
- Continue growing the library’s French-Creole and Spanish Language collections by dedicating five percent of the book budget to improve our city’s ethnic, linguistic, and economic diversity.
- Use additional funding to increase collection development of print materials, including the business, career, and computer sections that need a total “makeover.”
- Continue our current partnerships and develop new partnerships with community organizations, area schools, local universities and colleges, community business, and our own Downtown Book Center Library Café to bring a wealth of informational, educational, and recreational programs for all ages.
- Seek funding to create new sources of revenue to enhance the library experience such as expanding our printing services to the “One Mobil Printing Solution” where patrons will be able to scan, fax, copy or print remotely or at the library.
- Continue to research implementation of a new fees and fines structure with a friendlier “no late fees” policy that will focus on getting the books returned.
- Continue to seek new opportunities of collaboration with neighboring municipal libraries and the Miami Dade Public Library System.

Performance Measures:

Library Performance Measures	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 20 Target
Number of new registered borrowers	1,580	2,300	3,840	5,500	5,625	6,000
Average number of library visits per door count per month	5,535	4,800	8,760	10,800	11,254/ monthly	12,000/ monthly
Total Circulation of library materials	2,176	20,000	57,502	65,000	46,735	49,035
Total annual number of patrons attending library programs	9,881	8,667	21,827	25,727	13,424	14,000
Number of computer hours	2,300	15,000	11,915	15,825	29,972	30,422

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	707,922	816,550	775,218	876,006
Operating Expenses	250,115	185,508	230,533	212,323
Internal Services	8,851	4,655	4,607	18,266
Operating Budget	966,888	1,006,713	1,010,358	1,106,595
Capital Outlay	54,967	117,836	57,585	66,035
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	32,381	32,422	32,422	29,342
Total Budget	1,054,236	1,156,971	1,100,365	1,201,972

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Library Director	40	1
Assistant Library Director	34	1
Information Tech. Specialist III	28	1
Librarian	25	2
Librarian Trainee	25	1
Administrative Coordinator	25	1
Trades Mechanic	22	1
Library Aide II	20	1
Library Aide I	18	1
Total # of Full-Time Employees		10

2019-20 Operating Budget: 1,106,595
2018-19 Operating Budget: 1,006,713
Dollar Change: 99,882
Percentage Change: 9.92%

2019-20 Personnel - F.T.E. 10.00
2018-19 Personnel - F.T.E. 9.00
Personnel Change: 1.00

Budget Objective Form

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

Objective:
 1,179,352 Manage the Public Library and provide necessary materials, technology and public services.

ACTIVITIES:

966,911 001 **Department Administration:** Manage and administer the department to optimize funding, staff output, patron satisfaction, facility maintenance, safety, and security.

185,457 002 **Collection Development:** Identify, procure, catalog, process, organize and store print, non-print, and subscription materials appropriate for a multicultural community.

550 003 **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 various user groups in the City - general public, school, business, civic, institution and government.

26,434 004 **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.

Budget Summary Form

Department: Library
Division: Library State Aid
Dept / Division #: 17 / 491

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	1,293	0	0	0
Operating Expenses	23,815	0	0	22,620
Internal Services	0	0	0	0
Operating Budget	25,108	0	0	22,620
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	25,108	0	0	22,620

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions

Total # of Full-Time Employees 0

2019-20 Operating Budget:	22,620
2018-19 Operating Budget:	0
Dollar Change:	<u>22,620</u>
Percentage Change:	<u>#DIV/0!</u>
2019-20 Personnel - F.T.E.	0.00
2018-19 Personnel - F.T.E.	9.00
Personnel Change:	<u>-9.00</u>

Budget Objective Form

Department: Library
Division: Library State Aid
Dept. # 17
Division #: 491

Objective:

22,620 Use state funds to enhance library services to the citizens of North Miami.

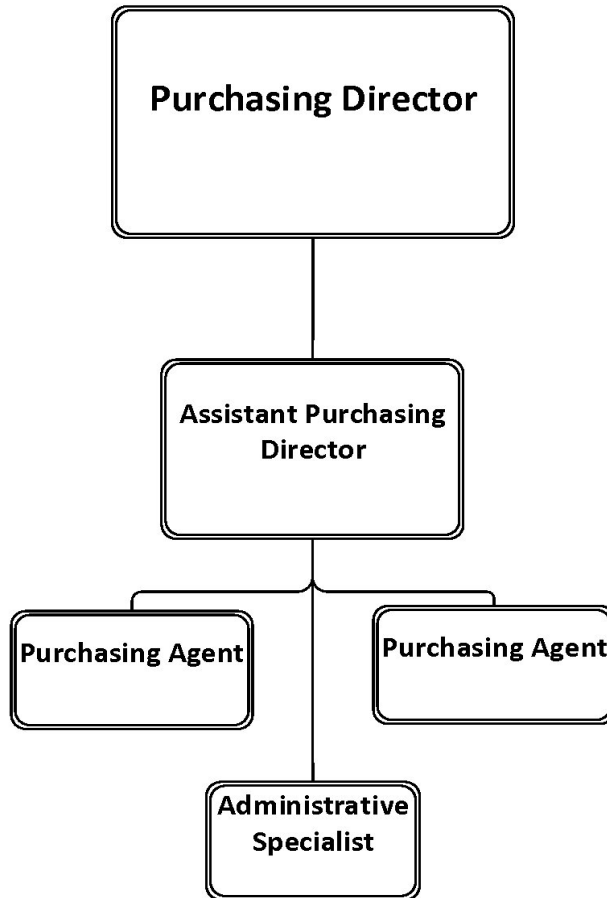
ACTIVITIES:

- 8,020 001 **Administrative Cost:** Enhance services to the public by providing staff trained in the latest library technology applications, relevant programs, and services. To keep up with the latest development in the Library field through memberships and networking.

- 14,600 002 **Public Services:** Assist patrons with their needs for recreational, informational, cultural and educational materials by: presenting programs and informational support to the varied user groups in the City - general public, school, business, civic, institution and government.

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:

- Procure goods and services for the City in accordance and ensure fair, transparent and competitive bidding opportunities for all qualified vendors, in accordance with City ordinances, state and federal regulations and best practices.
- Provide City staff, vendors and the general public with information relating to the procurement of goods and services, maintenance services, professional consulting services, and capital project contracts.

FY19 Major Accomplishments:

- Issued 57 bid solicitations and request for proposals for both the City administration and the North Miami Community Redevelopment Agency (CRA), for major capital improvement projects throughout the City including major roadway and sewer system improvements.
- Submitted more than 69 Council agenda items to the City Council and the CRA Board for review and approval.
- Managed the City's P-Card program and provided oversight of purchases totaling over \$800,000.
- Established a new pre-qualified pool of consultants in accordance with the CCNA (Consultant's Competitive Negotiation Act), which governs the acquisition of professional architectural, engineering, landscape architectural and survey and mapping services.

FY20 Major Projects and Initiatives:

- Engage stakeholders in a collaborative effort to seek input and recommendations for organizational improvements and increased efficiencies relating to the provision of our services.
- Conduct a comprehensive assessment of our solicitation and bidding process in an effort to streamline the procurement process, encourage increased competition, improve performance measures reporting and provide more feedback to stakeholders regarding ongoing projects.
- Continue professional development with cooperative associations to ensure adherence with best practices in the industry.
- Reach out to interested vendors by participating in regional trade shows and conducting workshops for local vendors.

Performance Measures:

Purchasing Performance Measures	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target
P-card purchase dollar amount	500,000	400,000	762,189	833,192	750,000
Number of solicitations issued	55	70	63	57	80
# Bids Issued	37	45	51	40	55
#RFPs/RFQs Issued	18	25	12	17	25
Total purchasing department purchasing dollar volume	\$59,500,000	\$75,400,000	\$64,363,628	\$93,604,433	\$135,000,000
Total value of all solicitations	\$30,000,000	\$40,000,000	\$31,588,762	\$68,171,409	\$100,000,000

Budget Summary Form

Department: Purchasing
Dept / Div #: 18 / 411

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	490,598	562,078	566,757	524,787
Operating Expenses	16,916	16,312	16,310	16,619
Internal Services	8,187	7,579	7,529	16,800
Operating Budget	515,701	585,969	590,596	558,206
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	14,700	19,688	19,688	20,758
Total Budget	530,401	605,657	610,284	578,964

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Purchasing Director	40	1
Assistant Purchasing Director	34	1
Purchasing Agent	28	2
Administrative Specialist	22	1
Total # of Full-Time Employees		5

2019-20 Operating Budget:	558,206
2018-19 Operating Budget:	585,969
Dollar Change:	-27,763
Percentage Change:	-4.74%

2019-20 Personnel - F.T.E.	5.00
2018-19 Personnel - F.T.E.	4.00
Personnel Change:	1.00

Budget Objectives Form

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

Objective:

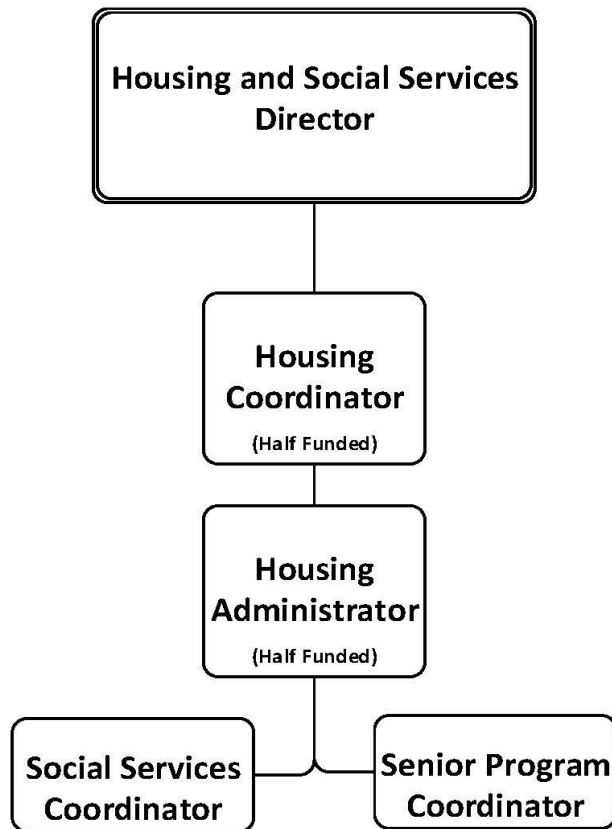
\$ 578,964 Support the City's operations with an uninterrupted flow of materials and services by promoting a sincere commitment to develop specifications and by providing customer friendly service to all departments in obtaining their requirements in the most efficient and cost-effective manner in accordance with the Purchasing Ordinance. The City's auction of surplus items is now done through an online service, and no longer requires funds to be appropriated for staff time at the auction. Instead these funds will now be appropriated for training of the purchasing staff.

ACTIVITIES:

\$ 578,964 001 **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 AND SOCIAL SERVICES

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



HOUSING AND SOCIAL SERVICES

Core Responsibilities:

- Partner with residents, businesses and developers to maintain existing housing stock through the City's rehabilitation and facade program; increase the inventory of affordable housing while improving the overall quality of life of City residents.
- Focus on prevention as well as remediation of problems within the community.
- Provide direct social services programs to older adults and youth through partnerships with local organizations.

FY19 Major Accomplishments:

- Streamlined the housing contract process. All agreements are now executed electronically via Docusign and tracked through the contract repository.
- Rehabilitated 36 homes using CDBG (Community Development Block Grant Program), HOME (Home Investment Partnerships Program) and SHIP (State housing Initiatives Program) funds.
- Rehabilitated 43 homes in the City through the Housing Beautification Program using North Miami Community Redevelopment Area and General funds.
- Assisted two moderate income families with down payment assistance and closing costs.
- Assisted one displaced family with rental assistance
- Provided social services to 100 senior residents, including meals, field trips, computer classes, health screening, health prevention measures, cognitive games and legal and social service referrals.

FY20 Major Projects and Initiatives:

- Inaugurate the first food pantry in joint partnership with Feeding South Florida and Florida Blue.
- Implement and adopt the USHUD (Housing and Urban Development) five-year Consolidated Plan.
- Update and adopt the Local Housing Assistance Plan (LHAP).
- Assist one hundred 100 residents through the Housing Beautification program in partnership with the North Miami Community Redevelopment Agency (NMCRA).
- Provide home rehabilitation assistance to thirty 30 homeowners.
- Provide residents with continued assistance, counseling and education through various programs in partnership with Community Based Organizations CBOs' recipients.
- Use CHDO (Community Housing Development Organization) funds for three housing units for low to moderate and older North Miami residents (55 years and over).
- Continue to provide social services to 120 senior residents.
- Add two new services directed to senior citizens: Golden Passport Senior services and fresh grocery service offered on Monday, Wednesday and Fridays.
- Prepare multi-family housing development grant program guidelines in partnership with NMCRA.
- Update and adopt city-wide housing guidelines.

HOUSING AND SOCIAL SERVICES

Performance Measures:

Housing and Social Services Performance Measures	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target
Program Assistance applications processed	1,000	1,098	556	1,500	1,500
Federal housing funds expended	\$676,720	\$900,000	\$645,000	\$1,053,888	\$1,100,000
Units rehabbed or applicants assisted	35	56	42	97	125
Number of residents assisted through Community Based Organizations	n/a	n/a	n/a	1,522	1,500
Number of youth assisted through YOB (Youth Opportunity Board)	n/a	n/a	n/a	33	40
Number of senior citizens served	n/a	\$ —	\$ —	110	120
Family served by the NOMI Food Pantry	n/a	n/a	n/a	n/a	250-500

Budget Summary Form

Department: Housing and Social Services
Dept / Div #: 09 / 493

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personnel Services	—	—	—	391,861
Operating Expenses	—	—	—	363,266
Internal Services	—	—	—	26,947
Operating Budget	—	—	—	782,074
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	2,500,000
Reserves & Other	—	—	—	11,807
Total Budget	—	—	—	3,293,881

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Zoning Manager	33	1
Housing Administrator	28	0.5
Housing Coordinator	26	0.5
Social Services Coordinator	26	1
Senior Program Coordinator	25	1

Total # of Full-Time Employees 4

2019-20 Operating Budget: 782,074
2018-19 Operating Budget: 0
Dollar Change: 782,074
Percentage Change: #DIV/0!

2019-20 Personnel - F.T.E. 4.00
2018-19 Personnel - F.T.E. 0.00
Personnel Change: 4.00

Budget Objectives Form

Department: Housing and Social Services
Division: Housing and Social Services
Dept. #: 09
Division #: 439

Objective:

\$ 3,293,881 Partner with philanthropists, federal and state agencies and local organizations to improve the quality of life of North Miami residents.

ACTIVITIES:

\$ 793,881 001 **Housing Services:** Provide services to North Miami Residents using grant funds as well as through the various grant-funded Housing Rehabilitation Programs as well as City and NMCRA funded beautification/rehabilitation programs.

\$ 2,500,000 002 **Social Services:** Provide resources and support to North Miami older adults and youth through various activities including but not limited to wellness, educational programs, nutritional support, tutoring and counseling services.

Housing Funds

Budget Summary Form

Department: C.D.B.G. Housing and Social Services
Dept #: 115 - Community Development Block Grant

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personal Services	146,254	216,803	165,962	44,721
Operating Expenses	108,267	143,722	88,743	269,583
Internal Services	2,597	4,405	3,932	10,313
Operating Budget	<u>257,118</u>	<u>364,930</u>	<u>258,637</u>	<u>324,617</u>
Capital Outlay	12,431	58,032	37,431	25,000
Debt Service	0	0	0	0
Grants & Aids	239,202	856,536	465,505	407,629
Reserves & Other	0	(51,837)	0	0
Total Budget	<u><u>508,751</u></u>	<u><u>1,227,661</u></u>	<u><u>761,573</u></u>	<u><u>757,246</u></u>

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Housing Manager	33	1
Inspector	25	1
Total # of Full-Time Employees		<u><u>2</u></u>

2019-20 Operating Budget:	324,617
2018-19 Operating Budget:	364,930
Dollar Change:	<u>(40,313)</u>
Percentage Change:	<u>(11.05)%</u>
2019-20 Personnel - F.T.E.	2.00
2018-19 Personnel - F.T.E.	2.00
Personnel Change:	<u><u>0.00</u></u>

Budget Summary Form

Department: C.D.B.G. Housing and Social Services
Division: C.D.B.G. Programs
Dept / Div #: 09 / 22

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personal Services	146,254	216,803	165,962	44,721
Operating Expenses	108,267	143,722	88,743	269,583
Internal Services	2,597	4,405	3,932	10,313
Operating Budget	<u>257,118</u>	<u>364,930</u>	<u>258,637</u>	<u>324,617</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	236,381	701,726	415,505	377,629
Reserves & Other	0	(51,837)	0	0
Total Budget	<u>493,499</u>	<u>1,014,819</u>	<u>674,142</u>	<u>702,246</u>

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Housing Manager	33	1
Housing Inspector	25	1

Total # of Full-Time Employees 2

2019-20 Operating Budget: 324,617
2018-19 Operating Budget: 364,930
Dollar Change: (40,313)
Percentage Change: (11.05)%

2019-20 Personnel - F.T.E. 2.00
2018-19 Personnel - F.T.E. 2.00
Personnel Change: 0.00

Budget Objectives Form

Department: C.D.B.G. Housing and Social Services
Division: C.D.B.G. Programs
Dept #: 625
Division #: 09

Objective:

\$ 702,246 Coordinate, implement, monitor and ensure all related USHUD (Housing and Urban Development) criteria are met, including amending/updating the Consolidated Plan, Annual Action Plan.

ACTIVITIES:

- \$ 151,449 001 **Program Administration:** Provide the required technical assistance for program implementation. Procure consulting services for Fair Housing, Consolidated Plan, and Annual Action Plan activities.

- \$ 397,210 002 **Housing Rehabilitation:** Implement grant requirements.

- \$ 113,587 003 **Public Services:** Partner with Community Based Organizations to provide services to the community. Provide funding for the YOB (Youth Opportunity Board) summer internship program.

- \$ 40,000 004 **CDBG Recovery**

Budget Summary Form

Department: C.D.B.G. Housing and Social Services
Division: C.D.B.G. Projects
Dept / Div #: 09 / 626

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
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	12,431	58,032	37,431	25,000
Debt Service	0	0	0	0
Grants & Aids	2,821	154,810	50,000	30,000
Reserves & Other	0	0	0	0
Total Budget	15,252	212,842	87,431	55,000

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2019-20 Operating Budget: 0
2018-19 Operating Budget: 0
Dollar Change: 0
Percentage Change: 100%

2019-20 Personnel - F.T.E. 0.00
2018-19 Personnel - F.T.E. 0.00
Personnel Change: 0.00

Budget Objectives Form

Department: C.D.B.G. Housing and Social Services
Division: C.D.B.G. Projects
Dept #: 09
Division #: 626

Objective:

\$ 55,000 Provide assistance to homeowners that reside on the property including those that are 62 years or older with funding for home repairs. Provide funding for improvements to city facilities.

ACTIVITIES:

\$ 55,000 001 **Economic Development:** Help empower business owners through the Community Planning & Development Department's Economic Development section.

Budget Summary Form

Department: HIPP Housing and Social Services
Dept / Div #: 116 - HOME Investment Partnership Program

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personal Services	20,609	72,964	3,784	25,213
Operating Expenses	0	0	388	1,710
Internal Services	235	87	87	0
Operating Budget	20,844	73,051	4,259	26,923
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	69,902	584,993	101,153	242,311
Reserves & Other	0	(42,961)	0	0
Total Budget	90,746	615,083	105,412	269,234

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Housing Inspector	27	1

Total # of Full-Time Employees 1

2019-20 Operating Budget:	26,923
2018-19 Operating Budget:	73,051
Dollar Change:	<u>(46,128.00)</u>
Percentage Change:	<u>(63.14)%</u>

2019-20 Personnel - F.T.E.	1.00
2018-19 Personnel - F.T.E.	1.00
Personnel Change:	<u>0.00</u>

Budget Objectives Form

Department: Housing and Social Services
Division: HOME Investment Partnership Program
Dept #: 09
Division #: 540

Objective:

\$ 269,234 Expand the supply of single family and multi-family housing that is decent, safe, sanitary and affordable, for low and moderate-income residents, through new construction and rehabilitation. This will be accomplished by partnering with non-profit housing groups - Community Housing Development Organizations (CHDO) for project specific housing activities.

ACTIVITIES:

- \$ 26,923 001 **Program Administration:** Ensures that all construction or repairs meets specifications. Includes funding for one Housing Inspector.

- \$ 40,385 002 **Community Housing Development Organization (CHDO):** Includes funding to local non-profit housing entity to develop affordable housing for the community.

- \$ 40,000 003 **Down payment Assistance Program to First-Time Home-buyers:** Provide funding to low to moderate first-time home-buyers for acquisition and/or rehabilitation of homes.

- \$ 157,926 004 **Housing Rehabilitation Program:** Assist existing homeowners with the repair and rehabilitation of owner-occupied units.

- \$ 4,000 007 **Tenant Base Rent Assistance (TBRA):** Provide one-time assistance to individual households to cover urgent rental housing expenses.

Budget Summary Form

Department: NSP Housing & Social Services
Dept / Div #: 118 - Neighborhood Stabilization Program

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personal Services	62,252	0	0	0
Operating Expenses	89,930	85,159	5,195	0
Internal Services	107	0	0	0
Operating Budget	152,289	85,159	5,195	0
Capital Outlay	6,005	134,369	106,737	30,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	158,294	219,528	111,932	30,000

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2019-20 Operating Budget: 0
2018-19 Operating Budget: 85,159
Dollar Change: (85,159)
Percentage Change: —%

2019-20 Personnel - F.T.E. 0.00
2018-19 Personnel - F.T.E. 0.00
Personnel Change: 0.00

Budget Objectives Form

Department: Housing and Social Services
Division: Neighborhood Stabilization Program
Dept #: 09
Division #: 547

Objective:

\$ 30,000 Coordinate, implement and monitor all grants to ensure compliance with the Neighborhood Stabilization Program (NSP) guidelines.

ACTIVITIES:

\$ — 001 **Program Administration:** Includes funding for one NSP Program Specialist.

\$ 30,000 002 **Renter Activities:** Provide funding for the purchase and rehabilitation of foreclosed and abandoned properties, and offer these properties for sale to low income individuals and families.

Budget Summary Form

Department: SHIP Housing & Social Services
Dept / Div #: 125 - State Housing Initiatives Partnership Program

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personal Services	9,528	0	0	0
Operating Expenses	3,670	38,606	1,806	5,368
Internal Services	157	0	117	0
Operating Budget	13,355	38,606	1,923	5,368
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	142,632	349,407	160,950	48,311
Reserves & Other	0	0	0	0
Total Budget	155,987	388,013	162,873	53,679

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2019-20 Operating Budget:	5,368
2018-19 Operating Budget:	38,606
Dollar Change:	<u>(33,238)</u>
Percentage Change:	<u>(86.10)%</u>

2019-20 Personnel - F.T.E.	0.00
2018-19 Personnel - F.T.E.	0.00
Personnel Change:	<u>0.00</u>

Budget Objectives Form

Department: Housing & Social Services
Division: State Housing Initiative Program/Local Housing Assistance
Dept.# 22
Division #: 618

Objective:

\$ 53,679 Provide affordable housing assistance to low- and moderate-income residents of the City of North Miami.

ACTIVITIES:

\$ — 001 **Program Administration** - Coordinate, monitor and implement the Local Housing Assistance Program and to ensure all related SHIP criteria are met.

\$ 53,679 002 **Home Ownership and Single-Family Rehabilitation Strategies:** 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. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personal Services	394,330	427,279	424,131	219,430
Operating Expenses	1,497,314	1,873,668	1,763,578	1,215,806
Internal Services	3,541	2,223	2,223	51,569
Operating Budget	1,895,185	2,303,170	2,189,932	1,486,805
Capital Outlay	1,826,183	1,695,635	1,685,635	1,244,195
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	3,721,368	3,998,805	3,875,567	2,731,000

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Transportation Manager	33	1
Transportation Specialist	24	1

Total # of Full-Time Employees 2

2019-20 Operating Budget: 1,486,805
2018-19 Operating Budget: 2,303,170
Dollar Change: (816,365)
Percentage Change: (35.45)%

2019-20 Personnel - F.T.E. 2.00
2018-19 Personnel - F.T.E. 6.00
Personnel Change: (4.00)

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personal Services	160,204	181,151	185,199	185,940
Operating Expenses	697,574	937,916	1,017,643	802,176
Internal Services	1,301	1,120	1,120	4,277
Operating Budget	859,079	1,120,187	1,203,962	992,393
Capital Outlay	0	24,000	24,000	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	859,079	1,144,187	1,227,962	992,393

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Transportation Manager	33	1
Transportation Specialist	24	1
Total # of Full-Time Employees	2	

2019-20 Operating Budget:	992,393
2018-19 Operating Budget:	1,120,187
Dollar Change:	(127,794)
Percentage Change:	(11.41)%
2019-20 Personnel - F.T.E.	2.00
2018-19 Personnel - F.T.E.	2.00
Personnel Change:	—

Budget Objectives Form

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

Objective:

\$ 992,393 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:

- \$ 137,305 001 **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.
- \$ 797,338 002 **NoMi Express:** Operate a transit circulatory service within the City to make it easier for residents to move about on public transportation.
- \$ 57,750 003 **Transportation Options Program:** Provide discount bus passes on Miami-Dade County buses to increase transit ridership.

Budget Summary Form

Department: 1/2 Cent Transportation Surtax
Division: Public Works Projects
Dept / Div #: 09 / 551

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personal Services	234,126	246,128	238,932	33,490
Operating Expenses	799,740	935,752	745,935	413,630
Internal Services	2,240	1,103	1,103	47,292
Operating Budget	1,036,106	1,182,983	985,970	494,412
Capital Outlay	1,826,183	1,671,635	1,661,635	1,244,195
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	2,862,289	2,854,618	2,647,605	1,738,607

PERSONAL SERVICES DETAIL:

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

2019-20 Operating Budget: 494,412
2018-19 Operating Budget: 1,182,983
Dollar Change: (688,571)
Percentage Change: (58.21)%

2019-20 Personnel - F.T.E. —
2018-19 Personnel - F.T.E. 4.00
Personnel Change: (4.00)

Budget Objectives Form

Department: 1/2 Cent Transportation Surtax
Division: Transportation Administration
Dept #: 09
Division #: 551

Objective:

\$ 1,738,607 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:

- \$ 494,412 001 **Patch Repair:** General Patching Street Repair, and Rights-of-Way maintenance throughout the City.
- \$ 110,000 Sup **Install/Repair Sidewalks:** Repair sidewalks and install handicap ramps throughout the City to improve accessibility
- \$ 521,846 Sup **Downtown Improvements:** Revitalize NE 125th Street with bulbous, trees, street furniture, and lighting
- \$ 432,349 Sup **Roadway and Right-of-Way Improvements:** Provide and maintain the City's infrastructure including roadways, sidewalks, traffic calming and right-of-way.
- \$ 180,000 Sup **CEI for NE 151st ST Widening:** Widening of NE 151st Street

Budget Summary Form

Department: Transportation - Gas Tax
Dept #: 09

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
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	351,928	607,650	323,500	281,102
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	242,320
Total Budget	351,928	607,650	323,500	523,422

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2019-20 Operating Budget: —
2018-19 Operating Budget: —
Dollar Change: —
Percentage Change: 0%

2019-20 Personnel - F.T.E. 0.00
2018-19 Personnel - F.T.E. 0.00
Personnel Change: 0.00

Enterprise Funds

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personal Services	4,611,001	5,822,286	4,847,529	5,709,013
Operating Expenses	4,719,089	5,034,599	5,302,486	4,796,798
Internal Services	21,334,175	21,566,820	22,343,589	21,938,468
Operating Budget	30,664,265	32,423,705	32,493,604	32,444,279
Capital Outlay	0	29,726,281	29,791,908	14,465,000
Debt Service	25,166	236,000	34,718	111,000
Grants & Aids	0	0	0	0
Reserves & Other	202,263	8,740,577	215,157	12,512,252
Total Budget	30,891,694	71,126,563	62,535,387	59,532,531

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Assistant Public Works Director	41	2
City Engineer	35	2
Operations Chief	32	2
Sr. Civil Engineer	30	1
Utility Superintendent	30	2
Water Plant Superintendent	30	1
Water Plant Supervisor	28	1
GIS Specialist	28	1
Senior Electrician	27	1
Plumber	25	1
Electricians	25	2
Scada Technician	23	1
Utility Coordinator	25	5
Water Plant Operator	23	9
Administrative Specialist	22	2
Heavy Equipment Operator	22	7
Trades Mechanic	22	9
Drafting Technician	20	1
Storekeeper	22	1
Leak Detection Technician	21	3
Maintenance Mechanic	20	4
Motor Equipment Operator	20	2
General Maintenance Worker	18	7
Total # of Full-Time Employees		67

2019-20 Operating Budget	32,444,279
2018-19 Operating Budget	32,423,705
Dollar Change:	<u>20,574</u>
Percentage Change:	<u>0.06%</u>
2019-20 Personnel - F.T.E.	67.00
2018-19 Personnel - F.T.E.	67.00
Personnel Change:	<u>0.00</u>

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personal Services	956,187	1,419,898	1,120,582	1,418,074
Operating Expenses	2,814,183	3,051,333	3,045,497	2,900,264
Internal Services	4,082,652	4,341,611	4,342,461	4,375,498
Operating Budget	7,853,022	8,812,842	8,508,540	8,693,836
Capital Outlay	0	460,459	441,400	200,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	39,202	8,582,038	56,718	12,363,796
Total Budget	7,892,224	17,855,339	9,006,658	21,257,632

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Assistant Public Works Director	41	2
City Engineer	35	2
Operations Chief	32	2
Sr. Civil Engineer	30	1
GIS Specialist	28	1
Administrative Specialist	22	2
Drafting Technician	20	1
Total # of Full-Time Employees		11

2019-20 Operating Budget	8,693,836
2018-19 Operating Budget	8,812,842
Dollar Change:	(119,006)
Percentage Change:	(1.35)%
2019-20 Personnel - F.T.E.	11.00
2018-19 Personnel - F.T.E.	11.00
Personnel Change:	—

Budget Objectives Form

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

Objective:

\$ 21,257,632 Provide operational, administrative, engineering, drafting and clerical support to the Water & Sewer Division of the Public Works Department.

ACTIVITIES:

- \$ 1,774,559 001 **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.
- \$ 12,367,173 003 **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.
- \$ 74,252 004 **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.
- \$ 200,000 Sup **Equipment for Water & Sewer:** Provide funding for Water and Sewer equipment.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personal Services	673,372	843,196	761,641	833,374
Operating Expenses	368,107	427,586	407,564	345,866
Internal Services	166,303	192,061	192,061	257,762
Operating Budget	1,207,782	1,462,843	1,361,266	1,437,002
Capital Outlay	0	5,363,490	5,234,553	525,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	34,052	31,884	31,884	28,213
Total Budget	1,241,834	6,858,217	6,627,703	1,990,215

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Senior Electrician	27	1
Utility Coordinator	25	1
Electrician	25	2
Scada Technician	23	1
Trades Mechanic	22	3
Maintenance Mechanic	20	2
General Maintenance Worker	18	1
Total # of Full-Time Employees		11

2019-20 Operating Budget:	1,437,002
2018-19 Operating Budget:	1,462,843
Dollar Change:	(25,841)
Percentage Change:	(1.77)%
2019-20 Personnel - F.T.E.	11.00
2018-19 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:

\$ 1,990,215 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:

- \$ 894,857 001 **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.

- \$ 328,958 002 **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.

- \$ 400,000 003 **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.

- \$ 241,400 004 **Vehicle:** Funding for the maintenance and replacement of vehicles.

- \$ 125,000 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. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personal Services	914,233	1,155,874	949,689	1,088,737
Operating Expenses	624,523	1,107,228	972,158	1,093,621
Internal Services	6,170,118	4,876,725	5,652,644	4,841,676
Operating Budget	<u>7,708,874</u>	<u>7,139,827</u>	<u>7,574,491</u>	<u>7,024,034</u>
Capital Outlay	0	12,412,089	12,770,019	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves and Other	42,815	41,100	41,000	39,400
Total Budget	<u><u>7,751,689</u></u>	<u><u>19,593,016</u></u>	<u><u>20,385,510</u></u>	<u><u>7,063,434</u></u>

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	23	9
Leak Detection Technician	21	2
Total # of Full-Time Employees		<u><u>14</u></u>

2019-20 Operating Budget: 7,024,034
2018-19 Operating Budget: 7,139,827
Dollar Change: (115,793)
Percentage Change: (1.62)%

2019-20 Personnel - F.T.E. 14.00
2018-19 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:

\$ 7,063,434 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:

- \$ 2,246,675 001 **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.

- \$ 4,773,359 002 **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.

- \$ 43,400 003 **Vehicle:** Funding for the maintenance and replacement of vehicles.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personal Services	1,391,123	1,536,031	1,372,112	1,522,322
Operating Expenses	271,692	206,360	294,298	216,748
Internal Services	193,778	220,997	220,997	354,138
Operating Budget	1,856,593	1,963,388	1,887,407	2,093,208
Capital Outlay	0	7,636,683	7,519,156	5,040,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	56,951	54,132	54,132	52,314
Total Budget	1,913,544	9,654,203	9,460,695	7,185,522

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Utility Superintendent	30	1
Plumber	25	1
Utility Coordinator	25	3
Trades Mechanic	22	4
Heavy Equipment Operator	22	3
StoreKeeper	22	1
Leak Detection Technician	21	1
Maintenance Mechanic	20	1
Motor Equipment Operator	20	1
General Maintenance Worker	18	3
Total # of Full-Time Employees		19

2019-20 Operating Budget: 2,093,208
2018-19 Operating Budget: 1,963,388
Dollar Change: 129,820
Percentage Change: 6.61%

2019-20 Personnel - F.T.E. 19.00
2018-19 Personnel - F.T.E. 19.00
Personnel Change: —

Budget Objectives Form

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

Objective:

\$ 7,185,522 Ensure 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:

\$ 1,310,615 001 **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.

\$ 551,107 002 **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.

\$ 323,800 004 **Vehicle:** Funding for the maintenance and replacement of vehicles.

\$ 700,000 Sup **Water Main Improvement Projects -** Water Main Improvement needed identified in the system wide Hydraulic Model

\$ 4,000,000 Sup **Water Line Replacement**

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personal Services	676,086	867,287	643,505	846,506
Operating Expenses	640,584	242,092	582,969	240,299
Internal Services	10,721,324	11,935,426	11,935,426	12,109,394
Operating Budget	12,037,994	13,044,805	13,161,900	13,196,199
Capital Outlay	0	3,853,560	3,826,780	8,700,000
Debt Service	25,166	236,000	34,718	111,000
Grants & Aids	0	0	0	0
Reserves & Other	29,243	31,423	31,423	28,529
Total Budget	12,092,403	17,165,788	17,054,821	22,035,728

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Utility Superintendent	30	1
Heavy Equipment Operator	22	4
Trades Mechanic	22	2
Maintenance Mechanic	20	1
Motor Equipment Operator	20	1
General Maintenance Worker	18	3

Total # of Full-Time Employees 12

2019-20 Operating Budget: 13,196,199
2018-19 Operating Budget: 13,044,805
Dollar Change: 151,394
Percentage Change: 1.16%

2019-20 Personnel - F.T.E. 12.00
2018-19 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:

\$ 22,035,728 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:

- \$ 920,339 001 **Sewer Maintenance & Installation:** Locate, repair, and maintain the sewer gravity mains, sewer force mains and laterals throughout the City; install sewer mains and laterals for new services; and handles all emergency sewer line backups and breaks.

- \$ 199,340 002 **Sewer T.V. Crew:** Provide "in-house" TV monitoring of approximately 10 miles of pipes annually; cleans and seals approximately 225,000 feet of sewer lines annually; and provide continuous preventative maintenance of the sewer lines that have been sealed or replaced.

- \$ 11,852,649 003 **Sewage Disposal Fees:** Provide 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.

- \$ 252,400 005 **Vehicle:** Funding for the maintenance and replacement of vehicles.

- \$ 8,600,000 Sup **Sanitary Sewer Improvements:** 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. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
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	506,007	486,248	500,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	682,913	0	1,621,996
Total Budget	0	1,188,920	486,248	2,121,996

PERSONAL SERVICES DETAIL:

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

2019-20 Operating Budget:	—
2018-19 Operating Budget:	—
Dollar Change:	—
Percentage Change:	0.00%
2019-20 Personnel - F.T.E.	0.00
2018-19 Personnel - F.T.E.	0.00
Personnel Change:	0.00

Budget Summary Form

Department: Public Works - Stormwater Utility
Dept #: 10

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personal Services	516,462	675,479	567,560	666,230
Operating Expenses	1,250,796	1,176,714	1,172,006	1,180,400
Internal Services	495,087	502,960	500,110	577,075
Operating Budget	2,262,345	2,355,153	2,239,676	2,423,705
Capital Outlay	0	1,884,626	1,468,000	160,000
Debt Service	74,478	464,008	464,008	464,008
Grants & Aids	0	0	0	0
Reserves & Other	396,696	210,147	26,008	1,090,425
Total Budget	2,733,519	4,913,934	4,197,692	4,138,138

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Stormwater/Streets Superintendent	30	1
GIS Specialist	28	1
Stormwater Coordinator	25	1
Heavy Equipment Operator	22	3
Administrative Specialist	22	1
Motor Equipment Operator	20	1
General Maintenance Worker	18	1

Total # of Full-Time Employees 9

2019-20 Operating Budget:	2,423,705
2018-19 Operating Budget:	2,355,153
Dollar Change:	68,552
Percentage Change:	2.91%

2019-20 Personnel - F.T.E.	9.00
2018-19 Personnel - F.T.E.	9.00
Personnel Change:	0.00

Budget Objectives Form

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

\$ 4,138,138 Maintain the City's storm sewer system including; administrative engineering services; cleaning, removing, testing and disposing of debris from manholes, catch basins and infiltration systems; and street sweeping services.

ACTIVITIES:

\$ 618,462 001 **Stormwater Engineering:** Administer environmental compliance with the NPDES permit requirements; inspect all private and public drainage projects; administer planning and design review for compliance with federal, state and county requirements as well as design permitting and project management of capital improvement drainage projects as prioritized in the adopted Stormwater Master Plan Phase II; ensure compliance with the National Flood Insurance (NFIP) community rating system program; submit grant procurement materials; and provides assistance in the design of drainage projects and maintenance of the storm sewer atlas.

\$ 373,176 002 **Storm Drain Maintenance:** Maintain the City's stormwater system by cleaning leaves and debris from manholes, catch basins, and infiltration systems, cleaning 31 canal ends and removing debris from the storm sewer system. Reimburse Miami-Dade County for services it provides in maintaining the City's storm sewer system.

\$ 95,262 003 **Street Sweeping:** Clean and maintain 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:** Reimburse Miami-Dade County for water quality monitoring of 7 major outfalls. This expense is related to Phase II of the EPA National Pollutant Discharge System (NPDES) Permit. The monitoring program was renewed for an additional five years effective October 1, 2015.

\$ 21,850 006 **Public Awareness & Education:** Provide information to the public about the consequences of contaminated stormwater runoff and the need to protect the stormwater system from illegal dumping. Provide information to the public regarding the annual City Wide Flood Plain Management brochure, the contractor's brochure and the realtor's brochure. Provide membership to the Flood Plain Manager's Association and funds to attend the annual conference for the City's designated Flood Plain Manager in order to remain abreast of current issues and regulations; provide promotional items to be handed out to students in presentations given about the utility and its functions.

\$ 1,547,118 008 **Debt Service, Insurance Costs and Reserves:** Provide debt service for Storm Water Revenue Bonds, a fully funded reserve for the payment of unused vacation and sick leave payout for Stormwater employees and the Stormwater Utility Funds prorata share of the FY13 debt service on the 2010 Pension Obligation Bonds.

\$ 1,178,101 009 **Interfund Transfers:** Provide reimbursement to the General Fund for various services that the Fund provides the Stormwater Utility Fund as well as an "In Lieu of Taxes" payment representing funds that the General Fund would receive if the utility were privately owned.

\$ 40,000 **Sup Operations Equipment**

\$ 120,000 **Sup Vehicles Maintenance and Replacement**

Internal Service

Funds

Budget Summary Form

Department: Risk Management Fund
Dept #: 02

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personal Services	394,981	437,417	482,349	458,945
Operating Expenses	1,481,397	2,116,663	1,993,463	1,992,205
Internal Services	7,925	8,606	8,454	11,110
Operating Budget	1,884,303	2,562,686	2,484,266	2,462,260
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	17,408	812,254	16,834	2,434,164
Total Budget	1,901,711	3,374,940	2,501,100	4,896,424

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Risk Management Director	40	1
Risk and Safety Manager	33	1
Risk Analyst	26	1
Administrative Coordinator	25	1
Total # of Full-Time Employees		4

2019-20 Operating Budget: 2,462,260
2018-19 Operating Budget: 2,562,686
Dollar Change: (100,426)
Percentage Change: (3.92)%

2019-20 Personnel - F.T.E. 4.00
2018-19 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. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personal Services	274,316	351,338	396,620	371,676
Operating Expenses	1,266,458	1,106,241	1,051,748	1,039,705
Internal Services	7,787	8,206	8,154	10,810
Operating Budget	1,548,561	1,465,785	1,456,522	1,422,191
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	23,952	808,969	13,549	784,779
Total Budget	1,572,513	2,274,754	1,470,071	2,206,970

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Risk Management Director	40	1
Risk and Safety Manager	33	1
Administrative Coordinator	25	1
Total # of Full-Time Employees		3

2019-20 Operating Budget:	1,422,191
2018-19 Operating Budget:	1,465,785
Dollar Change:	(43,594)
Percentage Change:	(2.97)%
2019-20 Personnel - F.T.E.	3.00
2018-19 Personnel - F.T.E.	3.00
Personnel Change:	—

Budget Objectives Form

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

Objective:

\$ 2,206,970 Produce a fiscally sound budget to insulate the City from financial impacts of tort liability, employment liability, litigation and employee injuries. Maintaining an appropriate funding level is of paramount importance to the financial health of the Risk Management Program. The City currently has a fully self-insured program for Automobile liability and General Liability losses. Claims arising from these segments are adjusted within the Risk Management Division. Although the City is protected by sovereign immunity, having adequate loss reserve is important for the economic viability of the Risk Management Program. The City adopts risk transfer methods to respond to losses from Police, Public Officials' and Employment related exposures. Retention of these exposures would present greater risk compared to the benefits of insurance procurement. A proactive and robust safety program has also been implemented to augment the Risk Management Program and promote risk averse behavior among employees. Additionally, an annual actuarial evaluation of the Auto and General Liability program helps in preserving their financial soundness.

ACTIVITIES:

- \$ 2,160,874 001 **Risk Management Administration:** Efficiently manage the City's self-insured Automobile and General Liability Program which includes: Identifying hazards before they occur, analyzing hazards and recommending corrective measures; claims investigation, claims adjustment, attending mediation and engaging in claim settlement with insurers, attorneys on pre-litigated cases or other third parties. The Safety Program enhances the Risk Management Program through a Safety Program that provides ongoing specialized training (such as: trenching/shoring, Lock Out Tag Out, Permit Required Confined Space, Global Harmonizing System, Blood Borne Pathogen etc.). Ongoing monthly safety training is also provided on topics such as: Defensive Driving, Ergonomics in the Workplace; Fire Safety, Lifting & Back Safety) etc. Written Safety Programs and policies are available on many salient topics and training is provided to employees to ensure compliance. A safety Incentive Program is incorporated to encourage safe work practices. The City has also implemented a Drive Cam Program which is aiding in behavior modification. The Subrogation Program is another key component of the General liability and Automobile Liability program wherein earnest efforts are made to recover losses to City property and injuries to personnel (Workers' Compensation recovery) from liable parties.

- \$ 38,896 002 **Safety Program:** Promote the maintenance of a safe and healthy working environment supported by a comprehensive safety agenda that includes: implementation of Citywide safety policies and procedures, adoption of OSHA Standards, ongoing employee safety training, facility and job site inspections, behavior modification through Drive Cam program and a safety incentive program. Risk Management also reviews and monitors contracts to assure that risk and safety related requirements are incorporated.

- \$ 7,200 003 **Vehicle:** Maintenance and vehicle replacement. The vehicle is used primarily for field work relative to accident investigation, job site and facility inspections and attendance at risk and safety related meetings and/or conferences.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personal Services	139,748	86,079	85,729	87,269
Operating Expenses	214,939	1,010,422	941,715	952,500
Internal Services	138	400	300	300
Operating Budget	354,825	1,096,901	1,027,744	1,040,069
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	3,456	3,285	3,285	1,649,385
Total Budget	358,281	1,100,186	1,031,029	2,689,454

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Risk Analyst	26	1
Total # of Full-Time Employees		1

2019-20 Operating Budget:	1,040,069
2018-19 Operating Budget:	1,096,901
Dollar Change:	(56,832)
Percentage Change:	(5.18)%
2019-20 Personnel - F.T.E.	1.00
2018-19 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:

\$ 2,689,454 The City's Workers Compensation self-insurance program delivers expedient and efficient medical, indemnity and disability benefits to employees who are injured as a result of work related injuries. These benefits are delivered pursuant to the provisions of Florida Statutes 440. Risk Management maintains Excess Workers' Compensation insurance coverage as a stop loss to catastrophic claims. Additionally, the City ensures the economic- viability of its Workers' Compensation Program through the performance of an annual "professional actuarial analysis" that evaluates historical loss data and recommends appropriate funding levels.

ACTIVITIES:

\$ 2,689,454 001 **Workers' Compensation Program:** The City engages a Third Party Administrator (TPA) to assist in administering the Workers Compensation Program in conformance with the provisions of Florida Statute 440. Having a TPA is fiscally responsible in ensuring that reserves are appropriately managed, claims are adequately investigated, medical services are timely provided and settlements and indemnity payments are processed timely to avoid state fees and penalties. The TPA also ensures the appropriate application of F.S 440 in claims administration which helps to reduce litigation, eliminate penalties for late payment and assure compliance with all legislative changes. A full time Risk Analyst assists in managing the Workers' Compensation Program. This position ensures efficient delivery of services to employees, assists in employee accommodation for modified duty work, managing the claims payment account (ensuring funding levels are met), reconciling check register/bank balances, generating trend and loss reports to target employee training needs and prevent repeated injury occurrence.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personal Services	714,955	898,161	780,606	859,094
Operating Expenses	1,312,762	2,378,174	2,536,660	2,401,956
Internal Services	56,516	52,034	52,086	65,806
Operating Budget	2,084,233	3,328,369	3,369,352	3,326,856
Capital Outlay	0	2,059,038	631,947	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	389,449	391,109	34,430	3,321,605
Total Budget	2,473,682	5,778,516	4,035,729	6,648,461

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Capital Projects Manager	37	1
Fleet Supervisor	25	1
Fleet Welder	25	1
Fleet Mechanic	23	3
Storekeeper	22	1
Fleet Mechanic Trainee	22	2
Stock Clerk	18	1
Total # of Full-Time Employees		10

2019-20 Operating Budget:	3,326,856
2018-19 Operating Budget:	3,328,369
Dollar Change:	(1,513)
Percentage Change:	(0.05)%
2019-20 Personnel - F.T.E.	10.00
2018-19 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:

\$ 6,648,461 Maintain and repair all vehicles, moving equipment, and most small equipment owned by the City. Continue the Preventative Maintenance Program in order to reduce downtime and costly repairs. Operate and maintain a centralized fueling facility.

ACTIVITIES:

- \$ 1,970,683 001 **Payroll and Insurance:** Provide 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.
- \$ 1,527,580 002 **Vehicle Parts and 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.
- \$ 3,147,198 003 **Operations and Building Support:** Provide funds for the indirect costs in support of the Motor Pool Operation and Building.
- \$ 3,000 004 **Fuel Services to other Municipalities:** Sell gasoline, diesel fuel and CNG fueling, to 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: Law Enforcement Trust

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personal Services	0	0	0	0
Operating Expenses	51,084	119,927	60,927	45,000
Internal Services	0	0	0	0
Operating Budget	51,084	119,927	60,927	45,000
Capital Outlay	7,995	27,394	15,000	10,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	174,534
Total Budget	59,079	147,321	75,927	229,534

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2019- 20 Operating Budget:	45,000
2018-19 Operating Budget:	119,927
Dollar Change:	<u>(74,927)</u>
Percentage Change:	<u>(62.48)%</u>

2019-20 Personnel - F.T.E.	0.00
2018-19 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. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personal Services	0	0	0	0
Operating Expenses	140,309	75,254	57,452	150,800
Internal Services	0	0	0	0
Operating Budget	140,309	75,254	57,452	150,800
Capital Outlay	0	4,467	5,000	62,800
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	93,729
Total Budget	140,309	79,721	62,452	307,329

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2019-20 Operating Budget:	150,800
2018-19 Operating Budget:	75,254
Dollar Change:	<u>75,546</u>
Percentage Change:	<u>100.39%</u>

2019-20 Personnel - F.T.E.	0.00
2018-19 Personnel - F.T.E.	0.00
Personnel Change:	<u>0.00</u>

Budget Summary Form

Fund: Landfill Closure

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personal Services	0	0	0	0
Operating Expenses	508,126	4,922,280	0	5,000,000
Internal Services	0	0	0	0
Operating Budget	508,126	4,922,280	0	5,000,000
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	4,492,360
Total Budget	508,126	9,922,280	0	9,492,360

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2019-20 Operating Budget:	5,000,000
2018-19 Operating Budget:	4,922,280
Dollar Change:	<u>77,720</u>
Percentage Change:	<u>1.58%</u>
2019-20 Personnel - F.T.E.	0.00
2018-19 Personnel - F.T.E.	0.00
Personnel Change:	<u>0.00</u>

Budget Summary Form

Fund: Library Aid Grant

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personal Services	0	0	0	0
Operating Expenses	25,530	22,965	21,222	20,300
Internal Services	0	0	0	0
Operating Budget	25,530	22,965	21,222	20,300
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	25,530	22,965	21,222	20,300

PERSONAL SERVICES DETAIL:

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

2019-20 Operating Budget:	20,300
2018-19 Operating Budget:	22,965
Dollar Change:	(2,665)
Percentage Change:	(11.60)%
2019-20 Personnel - F.T.E.	0.00
2018-19 Personnel - F.T.E.	0.00
Personnel Change:	0.00

Budget Summary Form

Fund: Pension Obligation Bond

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
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	2,023,934	1,789,538	1,774,493	1,784,363
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	2,023,934	1,789,538	1,774,493	1,784,363

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2019-20 Operating Budget: —

2018-19 Operating Budget: —

Dollar Change: —

Percentage Change: 0.00%

2019-20 Personnel - F.T.E. 0.00

2018-19 Personnel - F.T.E. 0.00

Personnel Change: 0.00

Budget Summary Form

Fund: Community Redevelopment Agency (CRA)

EXPENDITURE CATEGORY	Actual Expend. FY18	Amended Budget FY19	Est. Expend. FY19	Adopted Budget FY20
Personal Services	372,377	501,248	501,848	450,000
Operating Expenses	2,469,026	4,141,888	3,627,340	4,889,118
TIF Refunds	242	1,000	500	500
Operating Budget	<u>2,841,645</u>	<u>4,644,136</u>	<u>4,129,688</u>	<u>5,339,618</u>
Capital Outlay	553,980	3,343,633	2,028,616	2,406,466
Debt Service	0	0	0	0
Grants & Aids	1,819,825	3,943,680	3,979,441	4,200,000
Reserves & Other	0	0	0	0
Total Budget	<u><u>5,215,450</u></u>	<u><u>11,931,449</u></u>	<u><u>10,137,745</u></u>	<u><u>11,946,084</u></u>

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		<u><u>4</u></u>

2019-20 Operating Budget:	5,339,618
2018-19 Operating Budget:	4,644,136
Dollar Change:	<u>695,482</u>
Percentage Change:	<u>14.98%</u>

2019-20 Personnel - F.T.E.	4.00
2018-19 Personnel - F.T.E.	4.00
Personnel Change:	<u>0.00</u>

Section Four

Capital Improvement Plan



Procedures

The Capital Improvement Plan (CIP) is an official statement of public policy regarding long range capital development in the City of North Miami. A capital improvement is defined as a capital expenditure resulting in the acquisition, improvement or addition to fixed assets in the form of land, buildings or improvements, more or less permanent in character, and durable equipment with a life expectancy of more than five years. The Five-Year CIP is produced and adopted as its own document, separate from the annual city operation budget. The annual operating budget and the CIP are created as companion documents each fiscal year. Since CIP projects have the potential to significantly impact the annual operating budget, the two shall be created in unison.

Policies

The City of North Miami's CIP policies provides a framework for the development of current CIP activities and the planning for future projects. These policies include:

- 1) The City will develop and update a five-year CIP on an annual basis.
- 2) All projects in the Comprehensive Improvement Element (CIE) of the City's Comprehensive Plan will be included in the CIP.
- 3) In the development of the CIP, the City will review the operational impact of each project.
- 4) An appointed CIP committee will review and evaluate each project, based on established criteria, prior to any project being included in the CIP.
- 5) All CIP projects listed in the first three (3) years of each program should have viable funding sources.

Review Process

Departments must submit annual updates and new requests for the CIP to a review committee for evaluation. During the review process, consideration is given to each CIP project's impact on operating costs during the upcoming year as well as future years. In addition, determination of projects to be included in the CIP for funding purposes is based upon established criteria to rank each project accordingly:

The CIP Committee, which consists of Department Directors and Project Managers, ranks CIP requests based on the below criteria and recommends to the City Manager which projects should be included in the CIP. The City Manager has final approval of the CIP prior to submission to the City Council. Projects tentatively approved by the City Manager for the new fiscal year are then incorporated into the proposed operating budget, along with any increases or decreases in operating costs, and submitted as part of the proposed annual operating budget for City Council adoption.

Category Criteria

- Moderate Cost Benefit (Results in a moderate cost savings to the City)
- Quality of Life (Will result in maintaining or improving the quality of life for NM residents)
- Critical Repairs/Improvements
- Required by Law, Regulation or Mandate



October 1, 2019

Honorable Mayor and City Council:

In accordance with Florida Statute 163.3177, I am pleased to present the Capital Improvement Plan (CIP) FY 2019-20 through FY 2023-24. The CIP is a planning document that sets forth the City's capital improvements to ensure that municipal infrastructure and facilities are appropriate and adequate to serve the needs of its community. The CIP was approved and adopted by the City Council. The Plan includes funded as well as unfunded projects. As federal, state and other external funding opportunities become available, portions of this document will be included in funding requests to demonstrate the need and funding shortfall(s).

The City's CIP is comprised of six categories: Facilities, Parks, Transportation, Vehicle Replacement and Water and Sewer. This CIP which totals \$24.82 million and 20 projects, includes funded projects in three categories as described below.

Funding for capital projects is included in the operating budget. For presentation purposes, they are shown in the Capital Improvement Plan.

Facilities

In FY 2019-20 there are no funded capital projects for Facilities. \$253,000 will be considered for funding in FY 2020-21 for repairs and necessary improvements to the City Hall building.

Transportation

A total of \$2.70 million is allocated for five high priority projects in FY 2019-20. More than 50 percent (\$1.7 million) of these funds are allocated for improvements to the City's main corridor to make it aesthetically pleasing and more accessible by pedestrians. Improvements include tree planting, landscaping, lighting, curb extensions and installation of furniture along the corridor for public use. Funding is also allocated for replacement of the NE 131st Street bridge over the Biscayne Canal; and will address safety and Americans with Disabilities Act issues and allow bicycling. Funding for construction, engineering and inspection costs are included for the widening of Northeast 151st Street. County and private funds are being provided for the construction phase. The FY 2019-20 capital budget also includes funding of \$1.12 million for sidewalk and right-of-way improvements and street resurfacing.

Vehicle Replacement

Funding of \$790,000 is earmarked for planned fleet and equipment replacement for Parks and Recreation, Police, Public Works and others, \$40,000 for improvement to our motor pool facility and \$40,000 for replacement of fuel pumps.



Water/Sewer and Stormwater Projects

Improvements of \$21.33 million are included in the FY 2019-20 capital budget and include: Upgrade of the existing lime softening water plant (\$7.1 million), sanitary sewer improvements (\$8.7 million), replacement of water meters (\$4 million), water main improvements (\$700,000) and water line replacements (\$250,000).

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.

Impact of Capital Improvements on Operating Budget

As new capital projects are completed and placed into operation, we anticipate there will be minimal impact on the operating budget. Sidewalk improvements and resurfacing will not necessarily require increased manpower, as some of them are completed by in-house staff who are also responsible for maintenance. As it relates to improvements to our water and sewer infrastructure, we do not anticipate additional staffing requirements. For many years, the City has devoted substantial resources to the rehabilitation and upgrade of its gravity collection system, pump stations, and force mains and therefore maintenance demands are minimal. For other improvements including our parks and other facilities, all factors are taken into consideration as we prepare both our capital and operating budgets to ensure that adequate funds are included in the current years' and future operating budgets to sufficiently support our operating needs of new assets.

Respectfully submitted,

Larry M. Spring, Jr., CPA

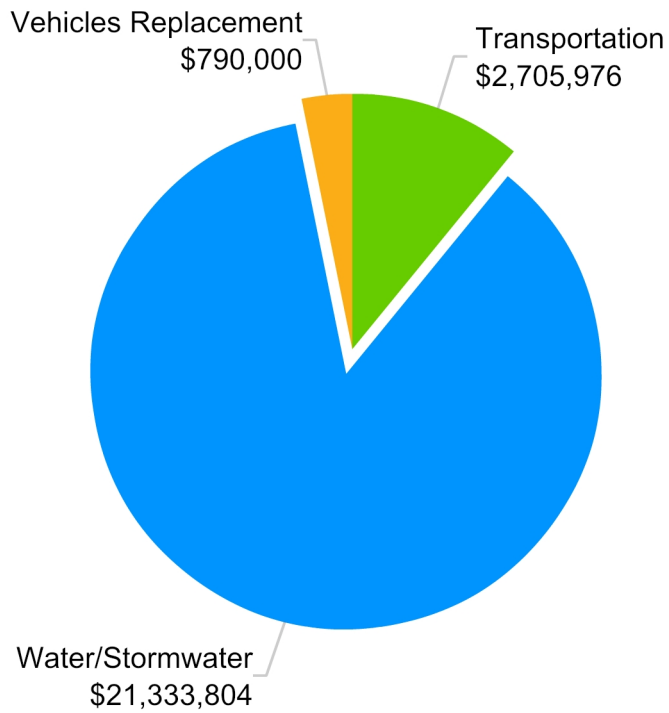
City Manager

City of North Miami								
CAPITAL IMPROVEMENT PROGRAM SCHEDULE (FY 19/20 - 23/24)								
Project	Dept.	Category	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	TOTAL PROJECT ESTIMATE
City Hall Repairs and Improvements	Public Works	Facilities	\$ —	\$ 253,000	\$ 185,000	\$ 93,500	\$ 115,000	\$ 646,500
David Lawrence High School NE 151 Street	Public Works	Transportation	\$ —	\$ 3,000,000	\$ —	\$ —	\$ —	\$ 3,000,000
Sidewalks and ROW Improvements	Public Works	Transportation	\$ 435,000	\$ 250,000	\$ 250,000	\$ 300,000	\$ 300,000	\$ 1,535,000
Pedestrian and Bicycle Bridge	1/2 Cent	Transportation	\$ 110,000	\$ 70,000	\$ 900,000	\$ —	\$ —	\$ 1,080,000
Sidewalks and ROW Improvements	1/2 Cent	Transportation	\$ 432,349	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,232,349
125th Street Downtown FDOT Grant	1/2 Cent	Transportation	\$ 1,293,926	\$ —	\$ —	\$ —	\$ —	\$ 1,293,926
CEI for NE 151 Street	1/2 Cent	Transportation	\$ 180,000	\$ —	\$ —	\$ —	\$ —	\$ 180,000
Street Resurfacing	Gas Tax	Transportation	\$ 254,701	\$ 290,000	\$ 290,000	\$ 290,000	\$ 290,000	\$ 1,414,701
Upgrade of Existing Lime Softening Water Plant	W&S	Water	\$ 7,098,804	\$ 98,804	\$ 98,804	\$ 450,000	\$ 450,000	\$ 8,196,412
Sanitary Sewer Rehabilitations	W&S	Water	\$ 8,700,000	\$ 1,100,000	\$ 1,425,000	\$ 1,425,000	\$ 1,425,000	\$14,075,000
Lift Stations Rehab	W&S	Water	\$ 585,000	\$ 1,585,000	\$ 635,000	\$ 1,680,000	\$ 680,000	\$ 5,165,000
Water Meter Replacement	W&S	Water	\$ 4,000,000	\$ 4,000,000	\$ —	\$ —	\$ —	\$ 8,000,000
Water Main Improvements	W&S	Water	\$ 700,000	\$ 1,500,000	\$ 200,000	\$ 1,500,000	\$ 200,000	\$ 4,100,000
Water Line Replacements	W&S	Water	\$ 250,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,450,000
Stormwater Improvements - Basin	Stormwater	Water	\$ —	\$ 1,300,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$10,300,000
Vehicle Replacement	Stormwater	Vehicle Repl.	\$ 120,000	\$ —	\$ 120,000	\$ —	\$ 120,000	\$ 360,000
Vehicle Replacement	W&S	Vehicle Repl.	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
Equipment and Vehicle Replacement	Fleet	Vehicle Repl.	\$ 390,000	\$ 487,000	\$ 487,000	\$ 437,000	\$ 450,000	\$ 2,251,000
Motor Pool Facility Improvements	Fleet	Vehicle Repl.	\$ 40,000	\$ 80,000	\$ —	\$ —	\$ —	\$ 120,000
Fuel Pumps	Fleet	Vehicle Repl.	\$ 40,000	\$ —	\$ —	\$ —	\$ —	\$ 40,000
TOTAL PROJECTS COSTS			\$24,829,780	\$14,713,804	\$8,290,804	\$9,875,500	\$7,730,000	\$65,439,888

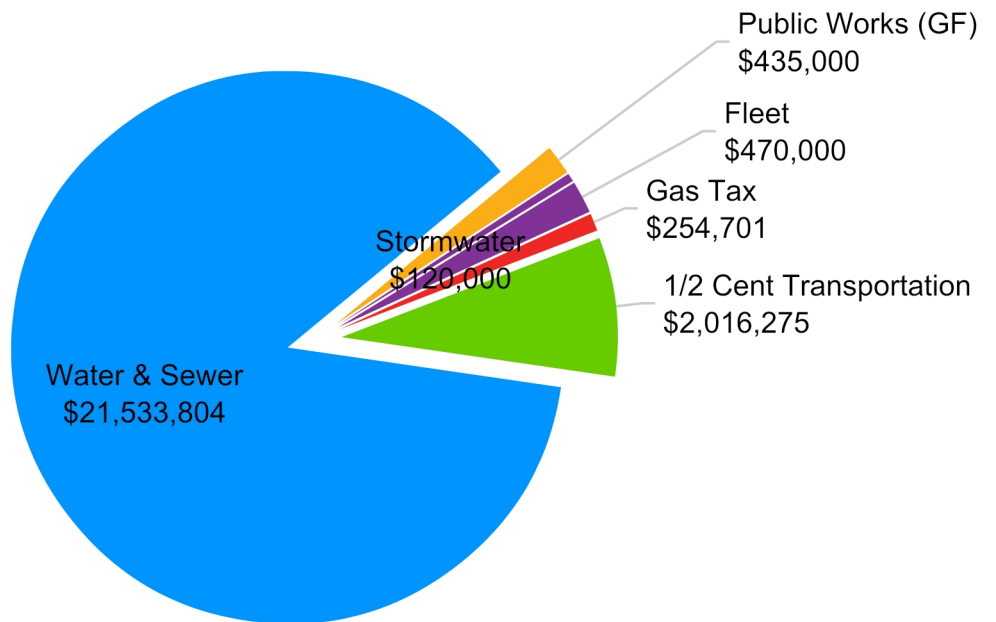
City of North Miami						
SCHEDULE BY DEPARTMENT (FY19/20 - 23/24)						
Departments	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	TOTAL PROJECT
1/2 Cent Transportation	\$ 2,016,275	\$ 270,000	\$ 1,100,000	\$ 200,000	\$ 200,000	\$ 3,786,275
Public Works - Gen. Fund	\$ 435,000	\$ 3,503,000	\$ 435,000	\$ 393,500	\$ 415,000	\$ 5,181,500
Transportation Gas Tax	\$ 254,701	\$ 290,000	\$ 290,000	\$ 290,000	\$ 290,000	\$ 1,414,701
Water & Sewer	\$ 21,533,804	\$ 8,783,804	\$ 2,858,804	\$ 5,555,000	\$ 3,255,000	\$ 41,986,412
Stormwater	\$ 120,000	\$ 1,300,000	\$ 3,120,000	\$ 3,000,000	\$ 3,120,000	\$ 10,660,000
Fleet	\$ 470,000	\$ 567,000	\$ 487,000	\$ 437,000	\$ 450,000	\$ 2,411,000
TOTAL COSTS	\$24,829,780	\$14,713,804	\$8,290,804	\$9,875,500	\$7,730,000	\$65,439,888

City of North Miami						
SCHEDULE BY CATEGORY (FY19/20 - 23/24)						
Category	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	TOTAL PROJECT
Facilities	\$ —	\$ 253,000	\$ 185,000	\$ 93,500	\$ 115,000	\$ 646,500
Transportation	\$ 2,705,976	\$ 3,810,000	\$ 1,640,000	\$ 790,000	\$ 790,000	\$ 9,735,976
Water	\$ 21,333,804	\$ 9,883,804	\$ 5,658,804	\$ 8,355,000	\$ 6,055,000	\$ 51,286,412
Vehicle Replacement	\$ 790,000	\$ 767,000	\$ 807,000	\$ 637,000	\$ 770,000	\$ 3,771,000
TOTAL COSTS	\$24,829,780	\$14,713,804	\$8,290,804	\$9,875,500	\$7,730,000	\$65,439,888

Capital Projects by Category



Capital Projects by Department



FACILITIES

IN THIS SECTION:

- City Hall Repairs and Improvements

FY20 Supplemental/CIP Request

Project Description:	City Hall Repairs and Improvements		
Department:	Public Works		Project #
Division:	Facility Maintenance		Totals
Account Number:	001-10-452000-519-612-000		Request Type
Project Location:	City Hall		Priority Level
			—
			Replacement
			Critical Repairs

Objective:

Repairs and necessary improvements to the City Hall building.

Justification:

Funds are needed to continue major improvements and repairs to the City Hall building.

Project Estimates:

Object Code	Description	Prior Years	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total Estimate
612	1st and 2nd Floor Restrooms			75,000	50,000			125,000
605	LED lights. Signage			35,000	35,000	35,000	35,000	140,000
612	Elevator			13,000		8,500		21,500
612	3rd and 4th Floor A/C Replacement			80,000			30,000	110,000
	Basement			50,000	100,000	50,000	50,000	250,000
Total				253,000	185,000	93,500	115,000	646,500

Funding Source	Fund #	% Funding	Prior Years	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total Estimate
Gen Fund	001	100%			253,000	185,000	93,500	115,000	646,500
									—
Total		100%			253,000	185,000	93,500	115,000	646,500

Budget Office Use Only

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

FY 20 Operating Cost: \$ —
FY 20 Capital Cost: \$ —
Future Years' Estimated Annual Cost: \$ 646,500

TRANSPORTATION

IN THIS SECTION:

- 125th Street Downtown FDOT Grant
- CEI for NE 151st Street
- David Lawrence High School NE 151st Street
- Pedestrian and Bicycle Bridge
- Sidewalks and ROW Improvements
- Sidewalks and ROW Improvements (General Fund)
- Street Resurfacing

FY20 Supplemental/CIP Request

Project Description:	125th Street Downtown FDOT Grant		
Department:	Public Works		Project #
Division:	Transportation		Totals
Account Number:	185-09-551000-541-618-000		1,293,926
Project Location:	NE 125th ST from NE 6th Ave to NE 10th Ave	Request Type	New Request
		Priority Level	Critical Repairs

Objective:

Revitalize and improve the appearance of 125th Street, the City's main corridor. Improvements include curb extensions, tree planting, 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 visitors. As it is a large project, funds have been accumulated in Surtax over several years. The total cost for the project is estimated to be \$1,293,926 and the City has secured an FDOT grant for \$728,000. Therefore, these funds are needed in FY2020 to cover the full construction costs and to hire a construction engineer and inspection (CEI) consultant

Project Estimates:

Object Code	Description	Prior Years	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total Estimate
618	Downtown Streetscape Improvements		1,293,926					1,293,926
Total			1,293,926					1,293,926

Funding Source	Fund #	% Funding	Prior Years	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total Estimate
1/2 Cent	185	40%		521,971					521,971
Grants	FDOT	60%		771,955					771,955
Total		100%		1,293,926					1,293,926

Budget Office Use Only

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

FY 20 Operating Cost: \$ —
FY 20 Capital Cost: \$ 1,293,926
Future Years' Estimated Annual Cost: \$ —

FY20 Supplemental/CIP Request

Project Description:	CEI for NE 151st Street Widening		
Department:	Public Works		Project #
Division:	Transportation		Totals
Account Number:	185-09-551000-541-618-000		180,000
Project Location:	Various Locations	Request Type	New Request
		Priority Level	Critical Repairs

Objective:

Hire a construction engineer and inspector for the widening of NE 151st Street.

Justification:

Miami-Dade County and SolèMia are undertaking a widening of NE 151st Street from Biscayne Blvd to just south of the bend at Bay Vista Blvd. The City would like to see the widening of the road further south to include the entrance and exit to David K. Lawrence K-8 school to alleviate the bottleneck and provide access to and from Florida International University. The extension to the widening project is estimated to cost under \$2 million dollars and the County will reimburse the City for all expenses.

Project Estimates:

Object Code	Description	Prior Years	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total Estimate
618	CEI for Capital Project		180,000					180,000
Total			180,000					180,000

Funding Source	Fund #	% Funding	Prior Years	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total Estimate
1/2 Cent	185	100%		180,000					180,000
Total		100%		180,000					180,000

Budget Office Use Only

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

FY 20 Operating Cost: \$ —
FY 20 Capital Cost: \$ 180,000
Future Years' Estimated Annual Cost: \$ —

FY20 Supplemental/CIP Request

Project Description:	Pedestrian and Bicycle Bridge over Biscayne Canal at NE 131st Street		
Department:	Public Works		Project #
Division:	Transportation		Totals
Account Number:	185-09-551000-541-618-000		110,000
Project Location:	Biscayne Canal at NE 131st Street	Request Type	New Request
		Priority Level	Critical Repairs

Objective:

Replace existing bridge over the Biscayne Canal with an ADA compliant and safe bridge.

Justification:

The City has committed to improving the mobility options for residents to include safe and convenient bicycle and pedestrian facilities. 131st Street is one of only 3 east-west corridors that connect the City by going under I-95 and over the Biscayne Canal (the others being 125th and 135th Streets). NE 125th and NE 135th are both 4 lane major arterials and not conducive to bicycle traffic while 131st Street is a single-family residential area with 2 lanes. Connecting this corridor over the Biscayne Canal is an existing ped-bike bridge which has been determined to be unsound and must be replaced.

Project Estimates:

Object Code	Description	Prior Years	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total Estimate
311	Design, geotechnical, CEI	20,000	60,000		100,000			180,000
312	Striping & Signage 131st Street		50,000					50,000
608	Bridge Span, Footings (150ft)				800,000			800,000
618	Pathways, landscaping, lighting			70,000				70,000
Total			110,000	70,000				1,100,000

Funding Source	Fund #	% Funding	Prior Years	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total Estimate
1/2 Cent	185	27%	20,000	110,000	70,000	100,000			300,000
		73%				800,000			800,000
Total		100%		110,000	70,000	900,000			1,100,000

Budget Office Use Only

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

FY 20 Operating Cost: \$ 110,000
FY 20 Capital Cost: \$ —
Future Years' Estimated Annual Cost: \$ 970,000

FY20 Supplemental/CIP Request

Project Description:	Sidewalks and Right-Of-Way Improvements		
Department:	Public Works		Project #
Division:	Transportation		Totals
Account Number:	185-09-551000-541-618-000		432,349
Project Location:	Various Locations	Request Type	Additional Funds
		Priority Level	Critical Repairs

Objective:

Provide and maintain the City's transportation infrastructure including roadways, sidewalks, traffic calming devices and right-of-way.

Justification:

Based on a needs-based analysis, funds will be expended to install traffic calming devices, stormwater drainage, sidewalks, other right-of-way improvements, street lighting, resurface roadways.

Project Estimates:

Object Code	Description	Prior Years	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total Estimate
618	Roadway Improvements		182,349	200,000	200,000	200,000	200,000	982,349
618	Traffic Calming		250,000					250,000
Total			432,349	200,000	200,000	200,000	200,000	1,232,349

Funding Source	Fund #	% Funding	Prior Years	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total Estimate
1/2 Cent	185	100%		432,349	200,000	200,000	200,000	200,000	1,232,349
Total		100%		432,349	200,000	200,000	200,000	200,000	1,232,349

Budget Office Use Only

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

FY 20 Operating Cost: \$ —
FY 20 Capital Cost: \$ 432,349
Future Years' Estimated Annual Cost: \$ 800,000

FY20 Supplemental/CIP Request

Project Description:	Sidewalks and Right-Of-Way Improvements		
Department:	Public Works		Project #
Division:	Streets		Totals
Account Number:	001-10-450000-541-618-000		435,000
Project Location:	Citywide	Request Type	Replacement
		Priority Level	Critical Repairs

Objective:

Repair or build sidewalks and improve roadways within City limits.

Justification:

Due to regular traffic use, weather conditions, etc., many of the roads and sidewalks in the City are in need of repair. Based on the FY 2016-17 Right-of-Way Condition survey, resident feedback, and future needs, funds will be expended to repair or replace sidewalks and roadways.

Project Estimates:

Object Code	Description	Prior Years	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total Estimate
618	Sidewalk & Roadway Improvements		435,000	250,000	250,000	300,000	300,000	1,535,000
Total			435,000	250,000	250,000	300,000	300,000	1,535,000

Funding Source	Fund #	% Funding	Prior Years	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total Estimate
Gen Fund	001	100%		435,000	250,000	250,000	300,000	300,000	1,535,000
Total		100%		435,000	250,000	250,000	300,000	300,000	1,535,000

Budget Office Use Only

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

FY 20 Operating Cost: \$ —
FY 20 Capital Cost: \$ 435,000
Future Years' Estimated Annual Cost: \$ 1,100,000

FY20 Supplemental/CIP Request

Project Description:	Street Resurfacing		
Department:	Public Works		Project #
Division:	Transportation - Gas Tax		Totals
Account Number:	370-09-620000-541-618-000		254,701
Project Location:	Various Locations	Request Type	New Request
		Priority Level	Improvement

Objective:

Resurface streets, including milling where required, within City limits. All work is prioritized based on the severity of damage.

Justification:

The majority of the paved streets have been resurfaced by the Streets Division. 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 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total Estimate
618	Roadway Improvements		254,701	290,000	290,000	290,000	290,000	1,414,701
Total			254,701	290,000	290,000	290,000	290,000	1,414,701

Funding Source	Fund #	% Funding	Prior Years	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total Estimate
Gas Tax	370	100%		254,701	290,000	290,000	290,000	290,000	1,414,701
Total		100%		254,701	290,000	290,000	290,000	290,000	1,414,701

Budget Office Use Only

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

FY 20 Operating Cost: \$ —
FY 20 Capital Cost: \$ 254,701
Future Years' Estimated Annual Cost: \$ 1,160,000

WATER

IN THIS SECTION:

- Lift Station Rehab
- Sanitary Sewer Rehabilitation
- Stormwater Improvement - Basin
- Upgrade of Existing Lime Softening Water Plant
- Water Meter Replacement
- Water Main Improvements
- Water Line Replacements

FY20 Supplemental/CIP Request

Project Description:	Lift Station Rehab	
Department:	Public Works	Project #
Division:	Utility Equipment Maintenance	Totals
Account Number:	420-10-644000-536-608-000	585,000
Project Location:	Various Locations	Request Type
		Replacement
		Priority Level
		Critical Repairs

Objective:

Provide 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 revitalization and maintenance schedule has been developed to proactively address these and other possible risks.

Project Estimates:

Object Code	Description	Prior Years	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total Estimate
605	Telemetry		25,000	25,000	25,000	20,000	20,000	115,000
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	200,000	1,000,000
312	Eco Drops		60,000	60,000	60,000	60,000	60,000	300,000
608	Design and Construction		200,000		250,000		300,000	750,000
600	Station Rehab			1,200,000		1,300,000		2,500,000
Total			585,000	1,585,000	635,000	1,680,000	680,000	5,165,000

Funding Source	Fund #	% Funding	Prior Years	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total Estimate
W&S	420	100%		585,000	1,585,000	635,000	1,680,000	680,000	5,165,000
Total		100%		585,000	1,585,000	635,000	1,680,000	680,000	5,165,000

Budget Office Use Only

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

FY 20 Operating Cost: \$ 60,000
FY 20 Capital Cost: \$ 525,000
Future Years' Estimated Annual Cost: \$ 4,580,000

FY20 Supplemental/CIP Request

Project Description:	Sanitary Sewer Rehabilitation - Gravity Improvements		
Department:	Public Works		Project #
Division:	Sewer Collection and Disposal	Totals	8,700,000
Account Number:	420-10-650000-536-641-000	Request Type	Replacement
Project Location:	Various Locations	Priority Level	Critical Repairs

Objective:

Provide funds to implement a 20-year rehabilitation and maintenance schedule for the City's Sanitary Sewer System. Take corrective action to satisfy requirements of 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 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total Estimate
641	Gravity Sewer Improvement		100,000	100,000	100,000	100,000	100,000	500,000
641	Sewer Line & Manhole Rehab		6,000,000	1,000,000	1,000,000	1,000,000	1,000,000	10,000,000
641	NE 135th Force Main		1,000,000					1,000,000
641	NW 12th Force Main		1,600,000					1,600,000
704					325,000	325,000	325,000	975,000
Total			8,700,000	1,100,000	1,425,000	1,425,000	1,425,000	14,075,000

Funding Source	Fund #	% Funding	Prior Years	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total Estimate
W&S	420	100%		8,700,000	1,100,000	1,425,000	1,425,000	1,425,000	14,075,000
Total		100%		8,700,000	1,100,000	1,425,000	1,425,000	1,425,000	14,075,000

Budget Office Use Only

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

FY 20 Operating Cost: \$ —
FY 20 Capital Cost: \$ 8,700,000
Future Years' Estimated Annual Cost: \$ 5,375,000

FY20 Supplemental/CIP Request

Project Description:	Stormwater Improvement - Basin Construction		
Department:	Public Works - Stormwater		Project #
Division:	Stormwater Maintenance and Operation		Totals
Account Number:	490-10-621000-538-620-000	Request Type	New Request
Project Location:	Various Locations	Priority Level	Improvement

Objective:

Funds needed to continue construction of priority drainage as outlines 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 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total Estimate
620	Basin Construction			1,000,000	3,000,000	3,000,000	3,000,000	10,000,000
620	Stormwater Master Plan			300,000				300,000
Total				1,300,000	3,000,000	3,000,000	3,000,000	10,300,000

Funding Source	Fund #	% Funding	Prior Years	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total Estimate
Stormwater	490	100%			1,300,000	3,000,000	3,000,000	3,000,000	10,300,000
Total		100%			1,300,000	3,000,000	3,000,000	3,000,000	10,300,000

Budget Office Use Only

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

FY 20 Operating Cost: \$ —
FY 20 Capital Cost: \$ —
Future Years' Estimated Annual Cost: \$10,300,000

FY20 Supplemental/CIP Request

Project Description:	Upgrade of Existing Lime Softening Water Plant		
Department:	Public Works		Project #
Division:	Water Plant	Totals	7,098,804
Account Number:	420-10-646000-536-699-000	Request Type	Replacement
Project Location:	Various Locations	Priority Level	Critical Repairs

Objective:

Rehabilitate the existing Lime Softening Water Treatment Plant in order to operate more efficiently and comply with industry standards.

Justification:

A Water Plant Feasibility Study was conducted to review the feasibility of upgrading the existing Lime Softening Treatment Plant, constructing a reverse osmosis (RO) treatment plant adjacent to the existing plant, and blending the water from different aquifers. Construction of RO has been the been deferred. 1. Filter rehabilitation (Projected started 3/18 cost is \$3M) 2. Wells (completed in FY16) 3. WTP Rehabilitation Project (cost is \$1.5M) 4. New Water Storage Tanks are being developed. This project requires the services of contractors and engineers to design and build the Water Plant. Phase 4 funding source will come from the utility fund.

Project Estimates:

Object Code	Description	Prior Years	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total Estimate
699	Gravity Sewer Improvement		7,000,000					7,000,000
705	NE 135th Force Main		98,804	98,804	98,804	98,804	98,804	494,020
Total			7,098,804	98,804	98,804	98,804	98,804	7,494,020

Funding Source	Fund #	% Funding	Prior Years	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total Estimate
W&S	420	100%		7,098,804	98,804	98,804	98,804	98,804	7,494,020
Total		100%		7,098,804	98,804	98,804	98,804	98,804	7,494,020

Budget Office Use Only

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

FY 20 Operating Cost: \$ —
FY 20 Capital Cost: \$ 7,098,804
Future Years' Estimated Annual Cost: \$ 395,216

FY20 Supplemental/CIP Request

Project Description:	Water Main Improvements	
Department:	Public Works	Project #
Division:	Water Distribution	Totals
Account Number:	420-10-649003-536-636-000	700,000
Project Location:	Various Locations	Request Type
		Replacement
		Priority Level
		Critical Repairs

Objective:

Improve water main improvements through-out the City as 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 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total Estimate
636	Design		200,000		200,000		200,000	600,000
636	Water Main Improvement		500,000	1,500,000		1,500,000		3,500,000
Total			700,000	1,500,000	200,000	1,500,000	200,000	4,100,000

Funding Source	Fund #	% Funding	Prior Years	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total Estimate
W&S	420	100%		700,000	1,500,000	200,000	1,500,000	200,000	4,100,000
Total		100%		700,000					4,100,000

Budget Office Use Only

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

FY 20 Operating Cost: \$ —
FY 20 Capital Cost: \$ 700,000
Future Years' Estimated Annual Cost: \$ 3,450,000

FY20 Supplemental/CIP Request

Project Description:	Water Meter Replacement		
Department:	Public Works		Project #
Division:	Water Distribution	Totals	4,000,000
Account Number:	420-10-649000-536-691-000	Request Type	Replacement
Project Location:	Various Locations	Priority Level	Critical Repairs

Objective:

Replace malfunctioning water meters.

Justification:

The current water meters are now at the end of their useful life. Changing out these meters will provide accurate meter readings. Metering is a critical part of conserving the City's water supply, ensuring water resources are protected, allowing it to remain healthy and able to supply the growing population. At present, the water and sewer utility has numerous meters that are not registering or are unable to be read. This level is requesting funds for the replacement of these meters ensuring all customers are given an accurate bill as well as reducing the liability on the City's Billing Department.

Project Estimates:

Object Code	Description	Prior Years	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total Estimate
691	Load-All		4,000,000	4,000,000				8,000,000
Total			4,000,000	4,000,000				8,000,000

Funding Source	Fund #	% Funding	Prior Years	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total Estimate
W&S	420	100%		4,000,000	4,000,000				8,000,000
Total		100%		4,000,000	4,000,000				8,000,000

Budget Office Use Only

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

FY 20 Operating Cost: \$ —
FY 20 Capital Cost: \$ 4,000,000
Future Years' Estimated Annual Cost: \$ 4,000,000

FY20 Supplemental/CIP Request

Project Description:	Water Line Replacements	
Department:	Public Works	Project #
Division:	Water Distribution	Totals
Account Number:	420-10-649003-536-636-000	Request Type
Project Location:	Various Locations	Priority Level
		300,000
		Replacement
		Critical Repairs

Objective:

Fund a 30-year replacement schedule of water lines throughout the City of North Miami.

Justification:

The City annually budgets to repair, replace and maintain water meters, mains and service lines; test water meters and repairs or replace defective units; install backflow prevention devices and certify proper function upon installation. Due to an increasing number of repairs and defective units, a 30-year schedule will be implemented to replace water lines through the City. Current funding for service lines will remain in place for emergency repairs.

Project Estimates:

Object Code	Description	Prior Years	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total Estimate
636	4,000 LF pf Lrg dia. Pipe		200,000	250,000	250,000	250,000	250,000	1,200,000
636	29,000 ft of small dia. Pipe		25,000	25,000	25,000	25,000	25,000	125,000
605	Fire Hydrants		25,000	25,000	25,000	25,000	25,000	125,000
Total			250,000	300,000	300,000	300,000	300,000	1,450,000

Funding Source	Fund #	% Funding	Prior Years	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total Estimate
W&S	420	100%		250,000	300,000	300,000	300,000	300,000	1,450,000
Total		100%		250,000	300,000	300,000	300,000	300,000	1,450,000

Budget Office Use Only

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

FY 20 Operating Cost: \$ —
FY 20 Capital Cost: \$ 300,000
Future Years' Estimated Annual Cost: \$ 1,200,000

VEHICLE REPLACEMENT

IN THIS SECTION:

- Fuel Pumps
- Motor Pool Facility Improvements
- Equipment and Vehicle Replacement (Various Department)

FY20 Supplemental/CIP Request

Project Description:	Fuel Pumps		
Department:	Public Works	Project #	
Division:	Fleet	Totals	\$40,000
Account Number:	520-10-670000-590-605-000	Request Type	Replacement
Project Location:	Motor Pool - 1855 NE 142 Street	Priority Level	Critical Repairs

Objective:

Replace fuel pumps utilized to fuel the City's fleet of vehicles and equipment.

Justification:

The Motor fueling station was constructed in the 1980's and minor improvements have been made over the years. The diesel and unleaded fuel pumps are over twenty years old and replacement is required before the pumps break and emergency repair/replacement is required. The diesel pump has pumped over 850,000 gallons of fuel since it was installed and the unleaded pumps (two) have each pumped over a million gallons of fuel since they were installed. Replacement will insure that the facility will continue to function as required for the foreseeable future.

Project Estimates:

Object Code	Description	Prior Years	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total Estimate
605	Fuel Pumps		40,000					40,000
Total			40,000					40,000

Funding Source	Fund #	% Funding	Prior Years	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total Estimate
Fleet	520	100%		40,000					40,000
Total		100%		40,000					40,000

Budget Office Use Only

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

FY 20 Operating Cost: \$ —
FY 20 Capital Cost: \$ 40,000
Future Years' Estimated Annual Cost: \$ —

FY20 Supplemental/CIP Request

Project Description:	Motor Pool Facility Improvements		
Department:	Public Works		Project #
Division:	Fleet		Totals
Account Number:	520-10-670000-590-6**-000		\$40,000
Project Location:	Motor Pool - 1855 NE 142 Street		Request Type
			Replacement
			Priority Level
			Critical Repairs

Objective:

Make repairs and improvements to enhance the Motorpool.

Justification:

The main structure was built in the 1960's and additional rooms were added in the 1970's. Over time, the roof has deteriorated to a point where replacement is required. Over the past three years, repairs have been made to various sections of the roof on several occasions to stop leaks. The Motorpool is a designated operational emergency command center therefore, this facility must remain open and secure before, during and following a storm event. Additionally, renovations and repairs are required for the gas shack roof. Finally, the Heavy Equipment Vehicle Lifts need to be replaced in order to lift large vehicles safely off the ground for maintenance and repairs.

Project Estimates:

Object Code	Description	Prior Years	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total Estimate
612	Motorpool Roof			80,000				80,000
612	Gas Shack Roof			20,000				20,000
605	Heavy Equipment Lifts		40,000					40,000
Total			40,000	100,000				140,000

Funding Source	Fund #	% Funding	Prior Years	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total Estimate
Fleet	520	100%		40,000	100,000				140,000
Total				40,000	100,000				140,000

Budget Office Use Only

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

FY 20 Operating Cost: \$ —
FY 20 Capital Cost: \$ 40,000
Future Years' Estimated Annual Cost: \$ 100,000

FY20 Supplemental/CIP Request

Project Description:	Vehicle and Equipment Replacement		
Department:	Public Works		Project #
Division:	Fleet	Totals	950,000
Account Number:	520-10-670000-590-601-000	Request Type	Replacement
Project Location:	Citywide	Priority Level	Regulatory Req.

Objective:

Replace vehicles and equipment that have been in service beyond their useful life.

Justification:

The vehicles being identified for replacement have been in service for ten or more years and have been in the fleet at least three years longer than their originally projected useful life. The equipment being identified for replacement has been in service for twelve or more years and has been in the fleet at least four years longer than their originally projected useful life. The replacement vehicles will be used to provide necessary services to the community and for law enforcement.

Project Estimates:

Object Code	Description	Prior Years	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total Estimate
601	Police Vehicles - Lease		210,000	157,000	157,000	157,000	170,000	851,000
601	Vehicles - Various Departments		180,000	180,000	180,000	180,000	180,000	900,000
601	Public Works - Water & Sewer		200,000	200,000	200,000	200,000	200,000	1,000,000
601	Public Works - Stormwater		120,000		120,000		120,000	360,000
605	Public Works - Stormwater		40,000	40,000	40,000	40,000	40,000	200,000
Total			750,000	577,000	697,000	577,000	710,000	3,311,000

Funding Source	Fund #	% Funding	Prior Years	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total Estimate
Fleet	520	52%		390,000	487,000	487,000	437,000	450,000	2,251,000
W&S	420	32%		200,000	300,000	300,000	300,000	300,000	1,400,000
Stormwater	490	16%		160,000	40,000	160,000	40,000	160,000	560,000
Total		100%		750,000	827,000	947,000	777,000	910,000	4,211,000

Budget Office Use Only

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

FY 20 Operating Cost: \$ —
FY 20 Capital Cost: \$ 950,000
Future Years' Estimated Annual Cost: \$ 3,461,000

Section Five

Appendix

City of North Miami, Florida
 Classification and Pay Plan
 (Unclassified Positions)

Effective: October 1, 2019 - September 30, 2020

Class Number	Class Title	Numerical Pay Grade	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
175	CITY MANAGER (CM) (E)	50	150,467	265,533
185	CITY ATTORNEY (DH) (E)	50	150,467	265,533
183	DEPUTY CITY ATTORNEY (ADH) (E)	46	123,739	183,019
170	DEPUTY CITY MANAGER (DCM) (E)	46	123,739	183,019
725	POLICE CHIEF (DH) (E)	44-SM	114,442	169,437
167	CHIEF OF STAFF (E)	44	112,216	166,109
225	FINANCE DIRECTOR (DH) (E)	44	112,216	166,109
400	PUBLIC WORKS DIRECTOR (DH) (E)	44	112,216	166,109
722	ASST. POLICE CHIEF (ADH) (E)	41-SM	98,738	146,120
221	BUDGET DIRECTOR (DH) (E)	40	92,123	136,365
422	BUILDING DIRECTOR (DH) (E)	40	92,123	136,365
399	CODE COMPLIANCE DIRECTOR (DH) (E)	40	92,123	136,365
408	PLANNING, ZONING & DEVELOPMENT DIRECTOR (DH) (E)	40	92,123	136,365
164	INFORMATION TECHNOLOGY DIRECTOR (DH) (E)	40	92,123	136,365
325	LIBRARY DIRECTOR (DH) (E)	40	92,123	136,365
823	MOCA DIRECTOR/CHIEF CURATOR (DH) (E)	40	92,123	136,365
860	PARKS & RECREATION DIRECTOR (DH) (E)	40	92,123	136,365
150	PERSONNEL ADMINISTRATION DIRECTOR (DH) (E)	40	92,123	136,365
137	PURCHASING DIRECTOR (DH) (E)	40	92,123	136,365
160	RISK DIRECTOR (DH) (E)	40	92,123	136,365
716	POLICE MAJOR (E)	38-SM	85,134	126,214
421	CAPITAL PROJECT MANAGER (E)	37	79,560	117,915
452	PUBLIC INFORMATION MANAGER (DH) (E)	37	79,560	117,915
721	POLICE COMMANDER/EMERGENCY MANAGER (E)	36-SM	77,106	114,442
180	ASST. CITY ATTORNEY (E)	36	75,587	112,195
218	INTERNAL AUDITOR (E)	32	62,150	92,123
735	POLICE EXECUTIVE ASSISTANT (E)	32	62,150	92,123
165	ASST. TO THE CITY MANAGER (JB) (E)	29	53,602	79,560
114	PARALEGAL (JB) (E)	29	53,602	79,560
126	SENIOR EXECUTIVE ASSISTANT TO THE CITY MANAGER (JB) (E)	29	53,602	79,560
41	ADMINISTRATIVE ASSISTANT TO THE CITY MANAGER (JB) (E)	28	50,835	75,587
115	EXECUTIVE ASSISTANT TO THE CITY MANAGER (JB) (E)	28	50,835	75,587

City of North Miami, Florida

Classification and Pay Plan

Classified Positions

Effective: October 1, 2019 - September 30, 2020

Class Number	Class Title	Numerical Pay Grade	Union/Non Union	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
215	ACCOUNTANT (JB) (E)	29	N	53,602	79,560
161	ADMINISTRATIVE ASSISTANT	28	N	50,835	75,587
111	ADMINISTRATIVE COORDINATOR (CONFIDENTIAL)	25	N	43,846	65,374
222	ASST. BUDGET DIRECTOR (ADH) (E)	34	N	68,702	101,608
156	ASST. CITY CLERK (JB) (E)	28	N	50,835	75,587
220	ASST. FINANCE DIRECTOR (ADH) (E)	37	N	79,560	117,915
163	ASST. INFORMATION TECHNOLOGY DIRECTOR (ADH) (E)	34	N	68,702	101,608
315	ASST. LIBRARY DIRECTOR (ADH) (E)	34	N	68,702	101,608
824	ASST. MOCA DIRECTOR (ADH) (E)	34	N	68,702	101,608
820	ASST. MOCA DIRECTOR OF BUSINESS (ADH) (E)	34	N	68,702	101,608
857	ASST. PARKS & RECREATION DIRECTOR (ADH) (E)	34	N	68,702	101,608
149	ASST. PERSONNEL ADMIN. DIRECTOR (ADH) (E)	34	N	68,702	101,608
411	ASST. PLANNING, ZONING & DEV. DIRECTOR (ADH) (E)	34	N	68,702	101,608
404	ASST. PUBLIC WORKS DIRECTOR (ADH) (E)	41	N	96,824	143,250
139	ASST. PURCHASING DIRECTOR (ADH) (E)	34	N	68,702	101,608
407	ASST. TO THE PUBLIC WORKS DIRECTOR (JB) (E)	28	N	50,835	75,587
141	BODY WORN CAMERA (BWC) ADMINISTRATOR (JB) (E)	28	N	50,835	75,587
223	BUDGET ADMINISTRATOR (JB) (E)	28	N	50,835	75,587
224	BUDGET ANALYST (JB)(E)	26	N	46,051	68,702
423	BUILDING & ZONING COMPLIANCE ADMINISTRATOR (JB) (E)	29	N	53,602	79,560
421	BUILDING ADMINISTRATIVE COORDINATOR	25	N	43,846	65,374
415	BUILDING INSPECTOR	29	N	53,602	79,560
418	BUILDING PLANS EXAMINER (JB) (E)	31	N	59,197	87,714
433	BUSINESS DEVELOPMENT COORDINATOR (JB) (E)	22	N	37,814	56,264
235	BUSINESS TAX MANAGER (JB)(E)	34	N	68,702	101,608
234	BUSINESS TAX SPECIALIST	18	N	30,971	46,051
130	BUYER	22	N	37,814	56,264
442	C.D.B.G. ADMINISTRATOR (JB) (E)	25	N	43,846	65,374
965	CHEMIST	25	N	43,846	65,374
217	CHIEF ACCOUNTANT (JB) (E)	33	N	65,374	96,824
430	CHIEF BUILDING INSPECTOR	30	N	56,264	83,470
426	CHIEF ELECTRICAL INSPECTOR	30	N	56,264	83,470

City of North Miami, Florida

Classification and Pay Plan

Classified Positions

Effective: October 1, 2019 - September 30, 2020

Class Number	Class Title	Numerical Pay Grade	Union/Non Union	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
427	CHIEF MECHANICAL INSPECTOR	30	N	56,264	83,470
428	CHIEF PLUMBING INSPECTOR	30	N	56,264	83,470
429	CHIEF STRUCTURAL INSPECTOR	30	N	56,264	83,470
402	CITY ENGINEER (E)	35	N	72,072	106,683
437	CITY PLANNER (JB) (E)	33	N	65,374	96,824
401	CIVIL ENGINEER (JB) (E)	29	N	53,602	79,560
414	CODE ADMINISTRATOR (JB) (E)	29	N	53,602	79,560
425	CODE COMPLIANCE COORDINATOR	24	N	41,746	62,150
416	CODE COMPLIANCE MANAGER (JB) (E)	30	N	56,264	83,470
95	COMMUNITY EDUCATION COORDINATOR (JB) (E)	30	N	56,264	83,470
171	CONSTITUENT SERVICES AIDE	18	N	30,971	46,051
172	CONSTITUENT SERVICES COORDINATOR	26	N	46,051	68,702
173	CONTRACT COMPLIANCE MANAGER (JB) (E)	30	N	56,264	83,470
229	CREDIT & COLLECTIONS COORDINATOR	22	N	37,814	56,264
709	CRISIS INTERVENTION SPECIALIST	21	N	35,838	53,602
535	CUSTODIAN LEADWORKER	18	N	30,971	46,051
550	CUSTOMER SERVICE LIAISON (JB) (E)	26	N	46,051	68,702
910	CUSTOMER SERVICE REPRESENTATIVE	20	N	34,091	50,835
128	DATA BASE ADMINISTRATOR (JB) (E)	28	N	50,835	75,587
119	DATA PROCESSING ADMINISTRATOR (JB) (E)	33	N	65,374	96,824
155	DEPUTY CITY CLERK (ADH) (E)	34	N	68,702	101,608
403	DRAFTING TECHNICIAN	20	N	34,091	50,835
448	ECONOMIC DEVELOPMENT MANAGER (JB) (E)	33	N	65,374	96,824
444	ECONOMIC DEVELOPMENT SPECIALIST (JB) (E)	29	N	53,602	79,560
862	EDUCATION COORDINATOR	22	N	37,814	56,264
866	EDUCATION CURATOR (JB) (E)	24	N	41,746	62,150
453	ELECTRICAL INSPECTOR	29	N	53,602	79,560
417	ELECTRICAL PLANS EXAMINER (JB) (E)	31	N	59,197	87,714
140	EMERGENCY MANAGEMENT ANALYST (JB) (E)	27	N	48,443	72,072
96	EMERGENCY MANAGEMENT SPECIALIST	24	N	41,746	62,150
151	EMPLOYMENT & BENEFITS MANAGER (JB) (E)	33	N	65,374	96,824
569	EQUIPMENT MAINTENANCE SUPERVISOR	28	N	50,835	75,587

City of North Miami, Florida

Classification and Pay Plan

Classified Positions

Effective: October 1, 2019 - September 30, 2020

Class Number	Class Title	Numerical Pay Grade	Union/Non Union	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
639	FACILITY MAINTENANCE COORDINATOR	22	N	37,814	56,264
640	FACILITY MAINTENANCE SUPERVISOR (JB) (E)	28	N	50,835	75,587
660	FLEET SUPERINTENDENT (JB) (E)	30	N	56,264	83,470
615	FLEET SUPERVISOR	28	N	50,835	75,587
123	GIS SPECIALIST (JB) (E)	28	N	50,835	75,587
174	GOVERNMENTAL AFFAIRS MANAGER (JB) (E)	30	N	56,264	83,470
434	GRANTS ADMINISTRATOR (JB) (E)	27	N	48,443	72,072
432	GRANTS WRITER (JB) (E)	25	N	43,846	65,374
440	GRAPHICS DESIGNER	21	N	35,838	53,602
446	HOUSING ADMINISTRATOR (JB) (E)	28	N	50,835	75,587
447	HOUSING AND SOCIAL SERVICES MANAGER (JB) (E)	33	N	65,374	96,824
441	HOUSING COORDINATOR	26	N	46,051	68,702
439	HOUSING SERVICES ADMINISTRATIVE SPECIALIST	18	N	30,971	46,051
108	INFORMATION PROCESSING COORDINATOR	22	N	37,814	56,264
116	INFORMATION TECHNOLOGY ANALYST (JB) (E)	25	N	43,846	65,374
131	INFORMATION TECHNOLOGY SPECIALIST I	22	N	37,814	56,264
132	INFORMATION TECHNOLOGY SPECIALIST II (JB) (E)	24	N	41,746	62,150
133	INFORMATION TECHNOLOGY SPECIALIST III (JB) (E)	26	N	46,051	68,702
101	INTERPRETER	18	N	30,971	46,051
212	JUNIOR ACCOUNTANT	23	N	39,645	59,176
650	LEAK DETECTION TECHNICIAN	21	N	35,838	53,602
312	LIBRARIAN (JB) (E)	25	N	43,846	65,374
313	LIBRARY MANAGER (JB) (E)	30	N	56,264	83,470
97	MANAGEMENT ANALYST (JB)(E)	26	N	46,051	68,702
454	MECHANICAL INSPECTOR	29	N	53,602	79,560
419	MECHANICAL PLANS EXAMINER (JB) (E)	31	N	59,197	87,714
905	METER READER I	18	N	30,971	46,051
906	METER READER II	19	N	32,386	48,433
813	MOCA ADMINISTRATOR (JB) (E)	27	N	48,443	72,072
129	NETWORK ADMINISTRATOR (JB) (E)	29	N	53,602	79,560
122	NETWORK SPECIALIST (JB) (E)	24	N	41,746	62,150
848	NURSERY SPECIALIST	21	N	35,838	53,602

City of North Miami, Florida

Classification and Pay Plan

Classified Positions

Effective: October 1, 2019 - September 30, 2020

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	35,838	53,602
854	PARKS COORDINATOR	25	N	43,846	65,374
858	PARKS SUPERINTENDENT (JB) (E)	30	N	56,264	83,470
852	PARKS SUPERVISOR (JB) (E)	28	N	50,835	75,587
37	PASSPORT COORDINATOR	28	N	50,835	75,587
213	PAYROLL ANALYST (JB)(E)	26	N	46,051	68,702
211	PAYROLL COORDINATOR (JB) (E)	21	N	35,838	53,602
148	PERSONNEL ADMINISTRATOR (JB) (E)	30	N	56,264	83,470
145	PERSONNEL SPECIALIST (JB) (E)	24	N	41,746	62,150
435	PLANNER (JB) (E)	27	N	48,443	72,072
443	PLANNING TECHNICIAN	21	N	35,838	53,602
455	PLUMBING INSPECTOR	29	N	53,602	79,560
420	PLUMBING PLANS EXAMINER (JB) (E)	31	N	59,197	87,714
736	POLICE ADMINISTRATOR (JB) (E)	33	N	65,374	96,824
734	POLICE COMMUNICATIONS SUPERVISOR	28	N	50,835	75,587
703	POLICE OFFICER TRAINEE	25T	N	44,720	66,726
707	POLICE PROPERTY CLERK	18	N	30,971	46,051
107	POLICE RECORDS SUPERVISOR	28	N	50,835	75,587
117	PROGRAMMER/ANALYST (JB) (E)	27	N	48,443	72,072
450	PUBLIC INFORMATION OFFICER (JB) (E)	27	N	48,443	72,072
451	PUBLIC INFORMATION SPECIALIST	24	N	41,746	62,150
405	PUBLIC WORKS OPERATIONS CHIEF (JB)	32	N	62,150	92,123
135	PURCHASING AGENT (JB) (E)	28	N	50,835	75,587
39	RECEPTIONIST	18	N	30,971	46,051
106	RECORDS MANAGEMENT SUPERVISOR	20	N	34,091	50,835
815	RECREATION COORDINATOR	22	N	37,814	56,264
821	RECREATION PROGRAMMER (E)	26	N	46,051	68,702
822	RECREATION SUPERINTENDENT (JB) (E)	28	N	50,835	75,587
817	RECREATION SUPERVISOR (JB) (E)	25	N	43,846	65,374
512	RIGHTS-OF-WAY INSPECTOR	18	N	30,971	46,051
552	RIGHTS-OF-WAY SUPERVISOR (JB) (E)	28	N	50,835	75,587
162	RISK & SAFETY MANAGER (JB) (E)	33	N	65,374	96,824

City of North Miami, Florida

Classification and Pay Plan

Classified Positions

Effective: October 1, 2019 - September 30, 2020

Class Number	Class Title	Numerical Pay Grade	Union/Non Union	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
159	RISK ANALYST	26	N	46,051	68,702
456	ROOFING INSPECTOR	29	N	53,602	79,560
158	SAFETY OFFICER (JB) (E)	25	N	43,846	65,374
545	SANITATION COORDINATOR	22	N	37,814	56,264
551	SCADA TECHNICIAN	23	N	39,645	59,176
214	SENIOR ACCOUNTANT (JB) (E)	26	N	46,051	68,702
209	SENIOR CASHIER	26	N	46,051	68,702
406	SENIOR CIVIL ENGINEER (JB) (E)	32	N	62,150	92,123
42	SENIOR CONTRACT COMPLIANCE MANAGER (JB)	34	N	68,702	101,608
134	SENIOR INFORMATION TECHNOLOGY SPECIALIST	28	N	50,835	75,587
436	SENIOR PLANNING TECHNICIAN	22	N	37,814	56,264
811	SENIOR PROGRAM COORDINATOR	25	N	43,846	65,374
449	SENIOR PUBLIC INFORMATION OFFICER (JB) (E)	31	N	59,197	87,714
98	SOCIAL SERVICES ADMINISTRATOR (JB) (E)	28	N	50,835	75,587
99	SOCIAL SERVICES COORDINATOR	26	N	46,051	68,702
819	SPECIAL EVENTS SUPERVISOR (JB) (E)	28	N	50,835	75,587
520	STREETS COORDINATOR	25	N	43,846	65,374
526	STREETS SUPERVISOR (JB) (E)	28	N	50,835	75,587
424	SUSTAINABILITY ADMINISTRATOR (JB) (E)	26	N	46,051	68,702
840	SWIMMING POOL OPERATOR	20	N	34,091	50,835
138	SYSTEMS ADMINISTRATOR (E)	28	N	50,835	75,587
118	SYSTEMS ANALYST (JB) (E)	27	N	48,443	72,072
825	TENNIS SUPERINTENDENT (JB) (E)	31	N	59,197	87,714
144	TRAINING SPECIALIST (JB) (E)	30	N	56,264	83,470
413	TRANSPORTATION MANAGER (JB) (E)	33	N	65,374	96,824
431	TRANSPORTATION PLANNER (JB) (E)	27	N	48,443	72,072
38	TRANSPORTATION SPECIALIST (JB) (E)	24	N	41,746	62,150
236	UTILITY BILLING PROJECT MANAGER (JB) (E)	30	N	56,264	83,470
228	UTILITY BUSINESS COORDINATOR	25	N	43,846	65,374
230	UTILITY BUSINESS SUPERVISOR (JB) (E)	28	N	50,835	75,587
227	UTILITY COLLECTIONS COORDINATOR	25	N	43,846	65,374
567	UTILITY COORDINATOR	25	N	43,846	65,374

City of North Miami, Florida
 Classification and Pay Plan
 Classified Positions

Effective: October 1, 2019 - September 30, 2020

Class Number	Class Title	Numerical Pay Grade	Union/Non Union	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
585	UTILITY SUPERINTENDENT (JB) (E)	30	N	56,264	83,470
568	UTILITY SUPERVISOR (JB) (E)	28	N	50,835	75,587
962	WATER PLANT COORDINATOR	25	N	43,846	65,374
587	WATER PLANT SUPERINTENDENT (JB) (E)	30	N	56,264	83,470
570	WATER PLANT SUPERVISOR (JB)(E)	28	N	50,835	75,587
146	WELLNESS COORDINATOR	28	N	50,835	75,587
412	ZONING MANAGER (JB) (E)	33	N	65,374	96,824

City of North Miami, Florida
 Classification and Pay Plan
 BPA Positions

Effective: October 1, 2019 - September 30, 2020

Class Number	Class Title	Numerical Pay Grade	Union/Non Union	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
705	POLICE OFFICER	28O	U	59,155	87,589
710	POLICE SERGEANT	31S	U	70,096	103,646

IUPA Blue Collar
Classification and Pay Plan
Bargaining Units

Effective: October 1, 2019 - September 30, 2020

Class Number	Class Title	Numerical Pay Grade	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
530	CUSTODIAN	18	30,971	46,051
630	ELECTRICIAN	25	43,846	65,374
629	ELECTRICIAN'S AIDE	20	34,091	50,835
610	FLEET MECHANIC	23	39,645	59,176
605	FLEET MECHANIC'S AIDE	20	34,091	50,835
505	GENERAL MAINTENANCE WORKER	18	30,971	46,051
515	HEAVY EQUIPMENT OPERATOR	22	37,814	56,264
835	LIFEGUARD	20	34,091	50,835
635	MAINTENANCE MECHANIC	20	34,091	50,835
510	MOTOR EQUIPMENT OPERATOR	20	34,091	50,835
814	PARKS NATURALIST	24	41,746	62,150
855	PARKS SPECIALIST	24	41,746	62,150
634	PLUMBER	27	48,443	72,072
805	RECREATION AIDE	18	30,971	46,051
810	RECREATION LEADER I	18	30,971	46,051
812	RECREATION LEADER II	20	34,091	50,835
818	RECREATION SPECIALIST	24	41,746	62,150
632	SENIOR ELECTRICIAN	27	48,443	72,072
637	TRADES MECHANIC	22	37,814	56,264
915	UTILITY BUSINESS FIELD COORDINATOR	24	41,746	62,150
566	UTILITY CREW LEADER	18	30,971	46,051
960	WATER PLANT OPERATOR	23	39,645	59,176
955	WATER PLANT OPERATOR TRAINEE	20	34,091	50,835
625	WELDER	25	43,846	65,374

IUPA White Collar
Classification and Pay Plan
Bargaining Units

Effective: October 1, 2019 - September 30, 2020

Class Numb	Class Title	Numerical Pay Grade	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
210	ACCOUNT CLERK	21	35,838	53,602
40	ADMINISTRATIVE COORDINATOR	25	43,846	65,374
104	ADMINISTRATIVE SPECIALIST	22	37,814	56,264
708	CITIZENS CRIME WATCH COORDINATOR	18	30,971	46,051
103	CLERICAL TECHNICIAN	18	30,971	46,051
410	CODE COMPLIANCE OFFICER	25	43,846	65,374
100	COMMUNITY PLANNING & DEV. TECHNICIAN	22	37,814	56,264
704	CRIME ANALYST	22	37,814	56,264
706	CRIME SCENE TECHNICIAN	26	46,051	68,702
445	HOUSING INSPECTOR	27	48,443	72,072
438	HOUSING SERVICES AIDE	18	30,971	46,051
305	LIBRARY AIDE I	18	30,971	46,051
310	LIBRARY AIDE II	20	34,091	50,835
409	MINIMUM HOUSING OFFICER	25	43,846	65,374
105	PERMIT PROCESSING COORDINATOR	22	37,814	56,264
120	PERMIT PROCESSOR	20	34,091	50,835
730	POLICE COMMUNICATIONS OPERATOR	25	43,846	65,374
109	POLICE RECORDS TECHNICIAN	19	32,386	48,443
702	PUBLIC SERVICE AIDE	20	34,091	50,835
740	QUARTERMASTER	25	43,846	65,374
127	STOCK CLERK	18	30,971	46,051
125	STOREKEEPER	22	37,814	56,264
121	SWITCHBOARD OPERATOR	18	30,971	46,051
571	UTILITY TECHNICIAN	18	30,971	46,051
124	WEBMASTER (JB) (E)	26	46,051	68,702
112	WORD PROCESSING SPECIALIST	19	32,386	48,443

CITY OF NORTH MIAMI
SALARY SCHEDULE IUPA BLUE & WHITE COLLAR/NON-BARGAINING EMPLOYEES
EFFECTIVE: 10/01/2019 - 9/30/2020

Pay Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
18	Annual	\$30,971.20	\$32,385.60	\$34,091.20	\$35,838.40	\$37,814.40	\$39,644.80	\$41,745.60	\$43,846.40	\$46,051.20
	Monthly	\$2,581.00	\$2,699.00	\$2,841.00	\$2,987.00	\$3,151.00	\$3,304.00	\$3,479.00	\$3,654.00	\$3,838.00
	Weekly	\$595.52	\$622.80	\$655.45	\$689.16	\$727.03	\$762.41	\$802.77	\$843.14	\$885.59
	Hourly	\$14.89	\$15.57	\$16.39	\$17.23	\$18.18	\$19.06	\$20.07	\$21.08	\$22.14
19	Annual	\$32,385.60	\$34,091.20	\$35,838.40	\$37,814.40	\$39,644.80	\$41,745.60	\$43,846.40	\$46,051.20	\$48,443.20
	Monthly	\$2,699.00	\$2,841.00	\$2,987.00	\$3,151.00	\$3,304.00	\$3,479.00	\$3,654.00	\$3,838.00	\$4,037.00
	Weekly	\$622.80	\$655.45	\$689.16	\$727.03	\$762.41	\$802.77	\$843.14	\$885.59	\$931.60
	Hourly	\$15.57	\$16.39	\$17.23	\$18.18	\$19.06	\$20.07	\$21.08	\$22.14	\$23.29
20	Annual	\$34,091.20	\$35,838.40	\$37,814.40	\$39,644.80	\$41,745.60	\$43,846.40	\$46,051.20	\$48,443.20	\$50,835.20
	Monthly	\$2,841.00	\$2,987.00	\$3,151.00	\$3,304.00	\$3,479.00	\$3,654.00	\$3,838.00	\$4,037.00	\$4,236.00
	Weekly	\$655.45	\$689.16	\$727.03	\$762.41	\$802.77	\$843.14	\$885.59	\$931.60	\$977.56
	Hourly	\$16.39	\$17.23	\$18.18	\$19.06	\$20.07	\$21.08	\$22.14	\$23.29	\$24.44
21	Annual	\$35,838.40	\$37,814.40	\$39,644.80	\$41,745.60	\$43,846.40	\$46,051.20	\$48,443.20	\$50,835.20	\$53,601.60
	Monthly	\$2,987.00	\$3,151.00	\$3,304.00	\$3,479.00	\$3,654.00	\$3,838.00	\$4,037.00	\$4,236.00	\$4,467.00
	Weekly	\$689.16	\$727.03	\$762.41	\$802.77	\$843.14	\$885.59	\$931.60	\$977.56	\$1,030.80
	Hourly	\$17.23	\$18.18	\$19.06	\$20.07	\$21.08	\$22.14	\$23.29	\$24.44	\$25.77
22	Annual	\$37,814.40	\$39,644.80	\$41,745.60	\$43,846.40	\$46,051.20	\$48,443.20	\$50,835.20	\$53,601.60	\$56,264.00
	Monthly	\$3,151.00	\$3,304.00	\$3,479.00	\$3,654.00	\$3,838.00	\$4,037.00	\$4,236.00	\$4,467.00	\$4,689.00
	Weekly	\$727.03	\$762.41	\$802.77	\$843.14	\$885.59	\$931.60	\$977.56	\$1,030.80	\$1,082.02
	Hourly	\$18.18	\$19.06	\$20.07	\$21.08	\$22.14	\$23.29	\$24.44	\$25.77	\$27.05
23	Annual	\$39,644.80	\$41,745.60	\$43,846.40	\$46,051.20	\$48,443.20	\$50,835.20	\$53,601.60	\$56,254.00	\$59,176.00
	Monthly	\$3,304.00	\$3,479.00	\$3,654.00	\$3,838.00	\$4,037.00	\$4,236.00	\$4,467.00	\$4,689.00	\$4,931.00
	Weekly	\$762.41	\$802.77	\$843.14	\$885.59	\$931.60	\$977.56	\$1,030.80	\$1,082.02	\$1,138.40
	Hourly	\$19.06	\$20.07	\$21.08	\$22.14	\$23.29	\$24.44	\$25.77	\$27.05	\$28.45
24	Annual	\$41,745.60	\$43,846.40	\$46,051.20	\$48,443.20	\$50,835.20	\$53,601.60	\$56,264.00	\$59,196.80	\$62,150.40
	Monthly	\$3,479.00	\$3,654.00	\$3,838.00	\$4,037.00	\$4,236.00	\$4,467.00	\$4,689.00	\$4,933.00	\$5,179.00
	Weekly	\$802.77	\$843.14	\$885.59	\$931.60	\$977.56	\$1,030.80	\$1,082.02	\$1,138.40	\$1,195.21
	Hourly	\$20.07	\$21.08	\$22.14	\$23.29	\$24.44	\$25.77	\$27.05	\$28.46	\$29.88
25	Annual	\$43,846.40	\$46,051.20	\$48,443.20	\$50,835.20	\$53,601.60	\$56,264.00	\$59,196.80	\$62,150.40	\$65,374.40
	Monthly	\$3,654.00	\$3,838.00	\$4,037.00	\$4,236.00	\$4,467.00	\$4,689.00	\$4,933.00	\$5,179.00	\$5,448.00
	Weekly	\$843.14	\$885.59	\$931.60	\$977.56	\$1,030.80	\$1,082.02	\$1,138.40	\$1,195.21	\$1,257.22
	Hourly	\$21.08	\$22.14	\$23.29	\$24.44	\$25.77	\$27.05	\$28.46	\$29.88	\$31.43

CITY OF NORTH MIAMI
SALARY SCHEDULE IUPA BLUE & WHITE COLLAR/NON-BARGAINING EMPLOYEES
EFFECTIVE: 10/01/2019 - 9/30/2020

Pay Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
25T	Annual	\$44,720.00	\$46,987.20	\$49,441.60	\$51,875.20	\$54,683.20	\$57,408.00	\$60,382.40	\$63,440.00	\$66,726.40
	Monthly	\$3,727.00	\$3,916.00	\$4,120.00	\$4,323.00	\$4,557.00	\$4,784.00	\$5,032.00	\$5,287.00	\$5,561.00
	Weekly	\$860.00	\$903.60	\$950.80	\$997.54	\$1,051.60	\$1,104.07	\$1,161.09	\$1,220.00	\$1,283.16
	Hourly	\$21.50	\$22.59	\$23.77	\$24.94	\$26.29	\$27.60	\$29.03	\$30.50	\$32.08
26	Annual	\$46,051.20	\$48,443.20	\$50,835.20	\$53,601.60	\$56,264.00	\$59,196.80	\$62,150.40	\$65,374.40	\$68,702.40
	Monthly	\$3,838.00	\$4,037.00	\$4,236.00	\$4,467.00	\$4,689.00	\$4,933.00	\$5,179.00	\$5,448.00	\$5,725.00
	Weekly	\$885.59	\$931.60	\$977.56	\$1,030.80	\$1,082.02	\$1,138.40	\$1,195.21	\$1,257.22	\$1,321.10
	Hourly	\$22.14	\$23.29	\$24.44	\$25.77	\$27.05	\$28.46	\$29.88	\$31.43	\$33.03
27	Annual	\$48,443.20	\$50,835.20	\$53,601.60	\$56,264.00	\$59,196.80	\$62,150.40	\$65,374.40	\$68,702.40	\$72,072.00
	Monthly	\$4,037.00	\$4,236.00	\$4,467.00	\$4,689.00	\$4,933.00	\$5,179.00	\$5,448.00	\$5,725.00	\$6,006.00
	Weekly	\$931.60	\$977.56	\$1,030.80	\$1,082.02	\$1,138.40	\$1,195.21	\$1,257.22	\$1,321.10	\$1,385.81
	Hourly	\$23.29	\$24.44	\$25.77	\$27.05	\$28.46	\$29.88	\$31.43	\$33.03	\$34.65
28	Annual	\$50,835.20	\$53,601.60	\$56,264.00	\$59,196.80	\$62,150.40	\$65,374.40	\$68,702.40	\$72,072.00	\$75,587.20
	Monthly	\$4,236.00	\$4,467.00	\$4,689.00	\$4,933.00	\$5,179.00	\$5,448.00	\$5,725.00	\$6,006.00	\$6,299.00
	Weekly	\$977.56	\$1,030.80	\$1,082.02	\$1,138.40	\$1,195.21	\$1,257.22	\$1,321.10	\$1,385.81	\$1,453.65
	Hourly	\$24.44	\$25.77	\$27.05	\$28.46	\$29.88	\$31.43	\$33.03	\$34.65	\$36.34
29	Annual	\$53,601.60	\$56,264.00	\$59,196.80	\$62,150.40	\$65,374.40	\$68,702.40	\$72,072.00	\$75,587.20	\$79,560.00
	Monthly	\$4,467.00	\$4,689.00	\$4,933.00	\$5,179.00	\$5,448.00	\$5,725.00	\$6,006.00	\$6,299.00	\$6,630.00
	Weekly	\$1,030.80	\$1,082.02	\$1,138.40	\$1,195.21	\$1,257.22	\$1,321.10	\$1,385.81	\$1,453.65	\$1,529.80
	Hourly	\$25.77	\$27.05	\$28.46	\$29.88	\$31.43	\$33.03	\$34.65	\$36.34	\$38.25
30	Annual	\$56,264.00	\$59,196.80	\$62,150.40	\$65,374.40	\$68,702.40	\$72,072.00	\$75,587.20	\$79,560.00	\$83,470.40
	Monthly	\$4,689.00	\$4,933.00	\$5,179.00	\$5,448.00	\$5,725.00	\$6,006.00	\$6,299.00	\$6,630.00	\$6,956.00
	Weekly	\$1,082.02	\$1,138.40	\$1,195.21	\$1,257.22	\$1,321.10	\$1,385.81	\$1,453.65	\$1,529.80	\$1,605.13
	Hourly	\$27.05	\$28.46	\$29.88	\$31.43	\$33.03	\$34.65	\$36.34	\$38.25	\$40.13
31	Annual	\$59,196.80	\$62,150.40	\$65,374.40	\$68,702.40	\$72,072.00	\$75,587.20	\$79,560.00	\$83,470.40	\$87,713.60
	Monthly	\$4,933.00	\$5,179.00	\$5,448.00	\$5,725.00	\$6,006.00	\$6,299.00	\$6,630.00	\$6,956.00	\$7,309.00
	Weekly	\$1,138.40	\$1,195.21	\$1,257.22	\$1,321.10	\$1,385.81	\$1,453.65	\$1,529.80	\$1,605.13	\$1,686.70
	Hourly	\$28.46	\$29.88	\$31.43	\$33.03	\$34.65	\$36.34	\$38.25	\$40.13	\$42.17
32	Annual	\$62,150.40	\$65,374.40	\$68,702.40	\$72,072.00	\$75,587.20	\$79,560.00	\$83,470.40	\$87,713.60	\$92,123.00
	Monthly	\$5,179.00	\$5,448.00	\$5,725.00	\$6,006.00	\$6,299.00	\$6,630.00	\$6,956.00	\$7,309.00	\$7,677.00
	Weekly	\$1,195.21	\$1,257.22	\$1,321.10	\$1,385.81	\$1,453.65	\$1,529.80	\$1,605.13	\$1,686.70	\$1,771.59
	Hourly	\$29.88	\$31.43	\$33.03	\$34.65	\$36.34	\$38.25	\$40.13	\$42.17	\$44.29

CITY OF NORTH MIAMI
SALARY SCHEDULE IUPA BLUE & WHITE COLLAR/NON-BARGAINING EMPLOYEES
EFFECTIVE: 10/01/2019 - 9/30/2020

Pay Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
33	Annual	\$65,374.40	\$68,702.40	\$72,072.00	\$75,587.20	\$79,560.00	\$83,470.40	\$87,713.60	\$92,123.20	\$96,824.00
	Monthly	\$5,448.00	\$5,725.00	\$6,006.00	\$6,299.00	\$6,630.00	\$6,956.00	\$7,309.00	\$7,677.00	\$8,069.00
	Weekly	\$1,257.22	\$1,321.10	\$1,385.81	\$1,453.65	\$1,529.80	\$1,605.13	\$1,686.70	\$1,771.59	\$1,862.11
	Hourly	\$31.43	\$33.03	\$34.65	\$36.34	\$38.25	\$40.13	\$42.17	\$44.29	\$46.55
34	Annual	\$68,702.40	\$72,072.00	\$75,587.20	\$79,560.00	\$83,470.40	\$87,713.60	\$92,123.20	\$96,824.00	\$101,608.00
	Monthly	\$5,725.00	\$6,006.00	\$6,299.00	\$6,630.00	\$6,956.00	\$7,309.00	\$7,677.00	\$8,069.00	\$8,467.00
	Weekly	\$1,321.10	\$1,385.81	\$1,453.65	\$1,529.80	\$1,605.13	\$1,686.70	\$1,771.59	\$1,862.11	\$1,953.87
	Hourly	\$33.03	\$34.65	\$36.34	\$38.25	\$40.13	\$42.17	\$44.29	\$46.55	\$48.85
35	Annual	\$72,072.00	\$75,587.20	\$79,560.00	\$83,470.40	\$87,713.60	\$92,123.20	\$96,824.00	\$101,608.00	\$106,683.20
	Monthly	\$6,006.00	\$6,299.00	\$6,630.00	\$6,956.00	\$7,309.00	\$7,677.00	\$8,069.00	\$8,467.00	\$8,890.00
	Weekly	\$1,385.81	\$1,453.65	\$1,529.80	\$1,605.13	\$1,686.70	\$1,771.59	\$1,862.11	\$1,953.87	\$2,051.60
	Hourly	\$34.65	\$36.34	\$38.25	\$40.13	\$42.17	\$44.29	\$46.55	\$48.85	\$51.29
36	Annual	\$75,587.20	\$79,560.00	\$83,470.40	\$87,713.60	\$92,123.20	\$96,824.00	\$101,608.00	\$106,683.20	\$112,195.20
	Monthly	\$6,299.00	\$6,630.00	\$6,956.00	\$7,309.00	\$7,677.00	\$8,069.00	\$8,467.00	\$8,890.00	\$9,350.00
	Weekly	\$1,453.65	\$1,529.80	\$1,605.13	\$1,686.70	\$1,771.59	\$1,862.11	\$1,953.87	\$2,051.60	\$2,157.60
	Hourly	\$36.34	\$38.25	\$40.13	\$42.17	\$44.29	\$46.55	\$48.85	\$51.29	\$53.94
37	Annual	\$79,560.00	\$83,470.40	\$87,713.60	\$92,123.20	\$96,824.00	\$101,608.00	\$106,683.20	\$112,216.00	\$117,915.20
	Monthly	\$6,630.00	\$6,956.00	\$7,309.00	\$7,677.00	\$8,069.00	\$8,467.00	\$8,890.00	\$9,351.00	\$9,826.00
	Weekly	\$1,529.80	\$1,605.13	\$1,686.70	\$1,771.59	\$1,862.11	\$1,953.87	\$2,051.60	\$2,158.00	\$2,267.66
	Hourly	\$38.25	\$40.13	\$42.17	\$44.29	\$46.55	\$48.85	\$51.29	\$53.95	\$56.69
38	Annual	\$83,470.40	\$87,713.60	\$92,123.20	\$96,824.00	\$101,608.00	\$106,683.20	\$112,216.00	\$117,915.20	\$123,739.20
	Monthly	\$6,956.00	\$7,309.00	\$7,677.00	\$8,069.00	\$8,467.00	\$8,890.00	\$9,351.00	\$9,826.00	\$10,312.00
	Weekly	\$1,605.13	\$1,686.70	\$1,771.59	\$1,862.11	\$1,953.87	\$2,051.60	\$2,158.00	\$2,267.66	\$2,379.60
	Hourly	\$40.13	\$42.17	\$44.29	\$46.55	\$48.85	\$51.29	\$53.95	\$56.69	\$59.49
39	Annual	\$87,713.60	\$92,123.20	\$96,824.00	\$101,608.00	\$106,683.20	\$112,216.00	\$117,915.20	\$123,739.20	\$130,000.00
	Monthly	\$7,309.00	\$7,677.00	\$8,069.00	\$8,467.00	\$8,890.00	\$9,351.00	\$9,826.00	\$10,312.00	\$10,833.00
	Weekly	\$1,686.70	\$1,771.59	\$1,862.11	\$1,953.87	\$2,051.60	\$2,158.00	\$2,267.66	\$2,379.60	\$2,499.87
	Hourly	\$42.17	\$44.29	\$46.55	\$48.85	\$51.29	\$53.95	\$56.69	\$59.49	\$62.50
40	Annual	\$92,123.20	\$96,824.00	\$101,608.00	\$106,683.20	\$112,216.00	\$117,915.20	\$123,739.20	\$130,000.00	\$136,364.80
	Monthly	\$7,677.00	\$8,069.00	\$8,467.00	\$8,890.00	\$9,351.00	\$9,826.00	\$10,312.00	\$10,833.00	\$11,364.00
	Weekly	\$1,771.59	\$1,862.11	\$1,953.87	\$2,051.60	\$2,158.00	\$2,267.66	\$2,379.60	\$2,499.87	\$2,622.22
	Hourly	\$44.29	\$46.55	\$48.84	\$51.29	\$53.95	\$56.69	\$59.49	\$62.50	\$65.56

CITY OF NORTH MIAMI
SALARY SCHEDULE IUPA BLUE & WHITE COLLAR/NON-BARGAINING EMPLOYEES
EFFECTIVE: 10/01/2019 - 9/30/2020

Pay Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
41	Annual	\$96,824.00	\$101,608.00	\$106,683.20	\$112,216.00	\$117,915.20	\$123,739.20	\$130,000.00	\$136,364.80	\$143,249.60
	Monthly	\$8,069.00	\$8,467.00	\$8,890.00	\$9,351.00	\$9,826.00	\$10,312.00	\$10,833.00	\$11,364.00	\$11,937.00
	Weekly	\$1,862.11	\$1,953.87	\$2,051.60	\$2,158.00	\$2,267.66	\$2,379.60	\$2,499.87	\$2,622.22	\$2,754.98
	Hourly	\$46.55	\$48.85	\$51.29	\$53.95	\$56.69	\$59.49	\$62.50	\$65.56	\$68.87
42	Annual	\$101,608.00	\$106,683.20	\$112,216.00	\$117,915.20	\$123,739.20	\$130,000.00	\$136,364.80	\$143,249.60	\$150,467.20
	Monthly	\$8,467.00	\$8,890.00	\$9,351.00	\$9,826.00	\$10,312.00	\$10,833.00	\$11,364.00	\$11,937.00	\$12,539.00
	Weekly	\$1,953.87	\$2,051.60	\$2,158.00	\$2,267.66	\$2,379.60	\$2,499.87	\$2,622.22	\$2,754.98	\$2,893.56
	Hourly	\$48.85	\$51.29	\$53.95	\$56.69	\$59.49	\$62.50	\$65.56	\$68.87	\$72.34
43	Annual	\$106,683.20	\$112,216.00	\$117,915.20	\$123,739.20	\$130,000.00	\$136,364.80	\$143,249.60	\$150,467.20	\$158,017.60
	Monthly	\$8,890.00	\$9,351.00	\$9,826.00	\$10,312.00	\$10,833.00	\$11,364.00	\$11,937.00	\$12,539.00	\$13,168.00
	Weekly	\$2,051.60	\$2,158.00	\$2,267.66	\$2,379.60	\$2,499.87	\$2,622.22	\$2,754.98	\$2,893.56	\$3,038.80
	Hourly	\$51.29	\$53.95	\$56.69	\$59.49	\$62.50	\$65.56	\$68.87	\$72.34	\$75.97
44	Annual	\$112,216.00	\$1,117,915.20	\$123,739.20	\$130,000.00	\$136,364.80	\$143,249.60	\$150,467.20	\$158,017.60	\$166,108.80
	Monthly	\$9,351.00	\$9,826.00	\$10,312.00	\$10,833.00	\$11,364.00	\$11,937.00	\$12,539.00	\$13,168.00	\$13,842.00
	Weekly	\$2,158.00	\$2,267.66	\$1,379.60	\$2,499.87	\$2,622.22	\$2,754.98	\$2,893.56	\$3,038.80	\$3,194.44
	Hourly	\$53.95	\$56.69	\$59.49	\$62.50	\$65.56	\$68.87	\$72.34	\$75.97	\$79.86
45	Annual	\$117,915.20	\$123,739.20	\$130,000.00	\$136,364.80	\$143,249.60	\$150,467.20	\$158,017.60	\$166,129.60	\$174,283.20
	Monthly	\$9,826.00	\$10,312.00	\$10,833.00	\$11,364.00	\$11,937.00	\$12,539.00	\$13,168.00	\$13,844.00	\$14,524.00
	Weekly	\$2,267.66	\$2,379.60	\$2,499.87	\$2,622.22	\$2,754.98	\$2,893.56	\$3,038.80	\$3,194.80	\$3,351.75
	Hourly	\$56.69	\$59.49	\$62.50	\$65.56	\$68.87	\$72.34	\$75.97	\$79.87	\$83.79
46	Annual	\$123,739.20	\$130,000.00	\$136,364.80	\$143,249.60	\$150,467.20	\$158,017.60	\$166,129.60	\$174,283.20	\$183,019.20
	Monthly	\$10,312.00	\$10,833.00	\$11,364.00	\$11,937.00	\$12,539.00	\$13,168.00	\$13,844.00	\$14,524.00	\$15,252.00
	Weekly	\$2,379.60	\$2,499.87	\$2,622.22	\$2,754.98	\$2,893.56	\$3,038.80	\$3,194.80	\$3,351.75	\$3,519.47
	Hourly	\$59.49	\$62.50	\$65.56	\$68.87	\$72.34	\$75.97	\$79.87	\$83.79	\$87.99
47	Annual	\$130,000.00	\$136,364.80	\$143,249.60	\$150,467.20	\$158,017.60	\$166,129.60	\$174,283.20	\$183,019.20	\$192,171.20
	Monthly	\$10,833.00	\$11,364.00	\$11,937.00	\$12,539.00	\$13,168.00	\$13,844.00	\$14,524.00	\$15,252.00	\$16,014.00
	Weekly	\$2,499.87	\$2,622.22	\$2,754.98	\$2,893.56	\$3,038.80	\$3,194.80	\$3,351.75	\$3,519.47	\$3,695.50
	Hourly	\$62.50	\$65.56	\$68.87	\$72.34	\$75.97	\$79.87	\$83.79	\$87.99	\$92.39
48	Annual	\$136,364.80	\$143,249.60	\$150,467.20	\$158,017.60	\$166,129.60	\$174,283.20	\$183,019.20	\$192,171.20	\$201,780.80
	Monthly	\$11,364.00	\$11,937.00	\$12,539.00	\$13,168.00	\$13,844.00	\$14,524.00	\$15,252.00	\$16,014.00	\$16,815.00
	Weekly	\$2,622.22	\$2,754.98	\$2,893.56	\$3,038.80	\$3,194.80	\$3,351.75	\$3,519.47	\$3,695.50	\$3,880.49
	Hourly	\$65.56	\$68.87	\$72.34	\$75.97	\$79.87	\$83.79	\$87.99	\$92.39	\$97.01

CITY OF NORTH MIAMI
SALARY SCHEDULE IUPA BLUE & WHITE COLLAR/NON-BARGAINING EMPLOYEES
EFFECTIVE: 10/01/2019 - 9/30/2020

Pay Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
49	Annual	\$143,249.60	\$150,467.20	\$158,017.60	\$166,129.60	\$174,283.20	\$183,019.20	\$192,171.20	\$201,780.80	\$211,868.80
	Monthly	\$11,937.00	\$12,539.00	\$13,168.00	\$13,844.00	\$14,524.00	\$15,252.00	\$16,014.00	\$16,815.00	\$17,656.00
	Weekly	\$2,754.98	\$2,893.56	\$3,038.80	\$3,194.80	\$3,351.75	\$3,519.47	\$3,695.50	\$3,880.49	\$4,074.21
	Hourly	\$68.87	\$72.34	\$75.97	\$79.87	\$83.79	\$87.99	\$92.39	\$97.01	\$101.86
50	Annual	\$150,467.20	\$158,017.60	\$166,108.80	\$174,283.20	\$208,000.00	\$218,400.00	\$229,320.00	\$240,780.80	\$265,532.80
	Monthly	\$12,539.00	\$13,168.00	\$13,842.00	\$14,524.00	\$17,333.00	\$18,200.00	\$19,110.00	\$20,065.00	\$22,128.00
	Weekly	\$2,893.56	\$3,038.80	\$3,194.44	\$3,351.75	\$4,000.00	\$4,200.00	\$4,410.00	\$4,630.40	\$5,106.40
	Hourly	\$72.34	\$75.97	\$79.86	\$83.79	\$100.00	\$105.00	\$110.25	\$115.76	\$127.66

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: Central Performance Measure.

EAR: Evaluation and Appraisal Report.

EDE: Economic Development Element.

FAU: 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: Florida Department of Transportation (www.dot.state.fl.us).

FLUE: Future Land Use Element.

FLUM: Future Land Use Map

FRS: Florida Retirement System (www.myfrs.com)

FTE: Full time equivalent employee.

GAAP: 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: Homeowners Association.

LDR: Land Development Regulations, which refers to the section of the City's Code that provides development standards, criteria, and regulations consistent with the City's Comprehensive Plan

NCCI: National Council on Compensation Insurance (www.ncci.com)

NCDC: North County Dispatch Center

POA: Property Owners Association

TRIM: Truth in Millage - see Truth in Millage Law.