

City of North Miami Beach
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MEMORANDUM

TO: Honorable Mayor and City Commission
FROM: Sheron Stewart, Budget Administrator
VIA: Darwin Williams, City Manager
Tarik Rahmani, Chief Financial Officer and Interim Deputy City Manager
DATE: February 17, 2026
SUBJECT: Budget Transfer – Public Works Augmentation Services

EXECUTIVE SUMMARY:

On November 17, 2025, the Mayor and City Commission adopted Resolution No. R2025-141, which established a comprehensive policy governing internal budget transfers, approval thresholds, and reporting requirements to ensure fiscal transparency and accountability.

During the normal course of operations in Fiscal Year 2025–2026, the City periodically identifies the need to realign budgeted resources to address operational demands while remaining within the total adopted budget. The Chief Financial Officer has met with the City Manager and Department Heads to review departmental needs and identify appropriate budget modifications.

The Public Works Department is currently experiencing significant staffing shortages in key technical and operational positions. These vacancies have impacted the Department's ability to effectively manage capital and operational projects, maintain regulatory compliance, and support critical infrastructure initiatives. To address these challenges, the Department has identified the need for staff augmentation services through professional services contracts.

DISCUSSION:

The Public Works Department has available salary and related benefits vacancy savings resulting from unfilled positions during the fiscal year. These savings can be repurposed to support staff augmentation services without increasing the overall FY 2025–2026 adopted budget.

Pursuant to the City's Budget Control Policy, the City Manager has administrative authority to approve budget transfers up to a specified threshold. Under this authority, the City Manager previously approved a budget transfer of \$100,000 from salary and benefits accounts to the Public Works professional services account to partially fund the required staff augmentation services.

The total funding need for these services is \$300,000. The remaining \$200,000 exceeds the City Manager's administrative transfer authority and therefore requires approval by the City Commission. Additionally, the Public Works professional services account does not currently have sufficient appropriations to fully fund the anticipated purchase order without this additional transfer. The transfer will be as follows:

Stormwater				
Amount	From: Account Number	From: Expense Account Title	To: Account Number	To: Expense Account Title
\$ 44,365	400821-538120	Salaries Full Time	400821-538130	Professional Services
\$ 3,394	400821-538210	FICA	400821-538131	Professional Services
\$ 1,500	400821-538235	Health Insurance	400821-538132	Professional Services
\$ 742	400821-538240	Worksman Comp Self Insurance	400821-538133	Professional Services
\$ 50,000				

Public Works Admin				
Amount	From: Account Number	Expense	To: Account Number	To: Expense Account Title
\$ 85,616	010800-534120	Salaries Full Time	010800-534310	Professional Services
\$ 2,754	010800-534210	FICA	010800-534310	Professional Services
\$ 5,897	010800-534235	Health Insurance	010800-534310	Professional Services
\$ 420	010800-534236	Group Life Insurance	010800-534310	Professional Services
\$ 1,314	010800-534240	Worksman Comp Self Insurance	010800-534310	Professional Services
\$ 96,000				

Public Works CIP				
Amount	From: Account Number	Account Title	To: Account Number	To: Expense Account Title
\$ 35,079	010860-539120	Salaries Full Time	010860-539310	Professional Services
\$ 4,779	010860-539210	FICA	010860-539310	Professional Services
\$ 6,250	010860-539219	401k	010860-539310	Professional Services
\$ 5,997	010860-539235	Health Insurance	010860-539310	Professional Services
\$ 451	010860-539236	Group Life Insurance	010860-539310	Professional Services
\$ 1,445	010860-539240	Worksman Comp Self Insurance	010860-539310	Professional Services
\$ 54,000				
\$ 200,000		Grand Total Transfer		

Approval of this resolution will provide the necessary spending authority to fully fund the staff augmentation services and ensure continuity of Public Works operations.

FISCAL IMPACT:

There is no fiscal impact to the City's overall FY 2025–2026 adopted budget. This action reallocates existing budgeted funds from salary and related benefits vacancy savings to professional services within the Public Works Department.

- Previously approved transfer (City Manager authority): **\$100,000**
- Requested Commission approval: **\$200,000**
- Total budget transfer for staff augmentation services: **\$300,000**

RECOMMENDATION:

Approve Resolution No. R2026-XX authorizing a budget transfer in the amount of \$200,000 from salaries and related benefit accounts the professional serviced account with Public Works department to support staff augmentation Services