



City of Miami

Legislation

Resolution: R-_____

City Hall
3500 Pan American Drive
Miami, FL 33133
www.miamigov.com

File Number: _____

Final Action Date: _____

A RESOLUTION OF THE MIAMI CITY COMMISSION, WITH ATTACHMENT(S), APPROVING AND ADOPTING THE ANNUAL BUDGET OF THE WYNWOOD BUSINESS IMPROVEMENT DISTRICT ("BID"), ATTACHED AND INCORPORATED, IN THE AMOUNT OF \$1,301,000 TO PROVIDE FOR THE MANAGEMENT, OPERATION, AND MAINTENANCE OF THE BID FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2022 AND ENDING SEPTEMBER 30, 2023.

WHEREAS, the City of Miami ("City") established, approved, and adopted the Wynwood Business Improvement District ("BID") pursuant to Ordinance No. 13404, adopted September 12, 2013, as amended by Ordinance No. 13453, adopted May 8, 2014; and

WHEREAS, the BID was established to stabilize and improve retail and other businesses within Wynwood through promotion, management, marketing, and other similar services including, but not limited to, coordination, funding, implementation, and maintenance of infrastructure improvements, security, sanitation, and other projects; and

WHEREAS, Section 2-1323 of the Code of the City of Miami, Florida, as amended, provides that the BID shall submit its annual budget for its management, operation, and maintenance to the City Commission for approval; and

WHEREAS, the BID Board reviewed and approved the BID's budget for Fiscal Year 2019-2020 on August 4, 2022; and

WHEREAS, the BID requests the approval of the budget for the Fiscal Year commencing October 1, 2022 and ending September 30, 2023 in the amount of \$1,301,000;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE CITY OF MIAMI, FLORIDA:

Section 1. The recitals and findings contained in the Preamble to this Resolution are adopted by reference and incorporated as if fully set forth in this Section.

Section 2. The BID's Fiscal Year 2022-2023 budget, attached and incorporated, in the amount of \$1,301,000 for the Fiscal Year commencing October 1, 2022 and ending September 30, 2023 is approved and adopted.

Section 3. This Resolution shall become effective immediately upon its adoption and signature of the Mayor.¹

APPROVED AS TO FORM AND CORRECTNESS:

¹ If the Mayor does not sign this Resolution, it shall become effective at the end of ten (10) calendar days from the date it was passed and adopted. If the Mayor vetoes this Resolution, it shall become effective immediately upon override of the veto by the City Commission.



FILE ID: _____

LAW DEPARTMENT
Matter ID No. _____Date: August 17, 2022Requesting Department: Wynwood BIDCommission Meeting Date: September 2022District Impacted: Wynwood BIDType: ☒ Resolution ☐ Ordinance ☐ Emergency Ordinance ☐ Discussion Item ☐ Other _____Subject: 2022-2023 Wynwood Business Improvement District Operational Budget -**Purpose of Item:**

A RESOLUTION OF THE MIAMI CITY COMMISSION, WITH ATTACHMENT(S), APPROVING AND ADOPTING THE ANNUAL BUDGET OF THE WYNWOOD BUSINESS IMPROVEMENT DISTRICT ("BID"), ATTACHED AND INCORPORATED AS COMPOSITE EXHIBIT "A", IN THE AMOUNT OF \$1,301,000.00 TO PROVIDE FOR THE MANAGEMENT, OPERATION, AND MAINTENANCE OF THE BID FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2022 AND ENDING SEPTEMBER 30, 2023.

Background Information:

WHEREAS, the City of Miami ("City") established, approved, and adopted the Wynwood Business Improvement District ("BID") pursuant to Ordinance No. 13404, adopted September 12, 2013, as amended by Ordinance No. 13453, adopted May 8, 2014, Ordinance 13554, adopted September 24, 2015, and Ordinance No. 13835, adopted April 25, 2019; and

WHEREAS, pursuant to Chapter 2, Article XI, Division 21 of the Code of the City of Miami, Florida, as amended ("City Code"), the BID was established to stabilize and improve retail and other businesses within Wynwood through promotion, management, marketing, and other similar services including, but not limited to, coordination, funding, implementation, and maintenance of infrastructure improvements, security, sanitation, and other projects

Budget Impact AnalysisX Yes ☐ No Is this item related to revenue?X Yes ☐ No Is this item an expenditure? If so, please identify funding source below.

General Account No: _____

Special Revenue Account No: _____

CIP Project No: _____

☐ Yes X No Is this Item funded by bonds?Start Up Capital Cost: NoneMaintenance Cost: NoneTotal Fiscal Impact: \$ 1,301,000.00

Does the item require approval from the following departments?

No Grants

No Procurement

No Risk

Final Approvals

(SIGN AND DATE)

Dept. Director _____

**all other approvals will be done through Accela*

Wynwood BID
City of Miami 2022-2023
Budget:

BUSINESS
IMPROVEMENT
DISTRICT

WYNWOOD

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2021-22 Projection	FY 2022-23 Proposed	Difference	Notes
Number of Full-Time Positions	5	5	5	5	4	5	0	
Revenue								
Folio Assessments	\$722,340	\$658,561	\$774,407	\$766,000	\$776,292	\$690,000	\$84,000	FY23: The Wynwood BID will continue to use Miami Dade County for the collection of annual assessments, which are \$35 charge per annum assessment collections totaling \$50,000. The Wynwood BID currently has about 150+ property owners, while the SW-block District FY23 - The Wynwood BID collected over 80% of assessments via use of Miami Dade County's annual tax roll prior to the County deadline on April 1st, thus avoiding having to transfer funds from accounts to fulfill BID operation expenses. The following rates apply Adj., Ground Floor Rate @/.5024 sq ft, Upper Floor rate @/.1214 sq ft. There was \$620K billed (\$24K net discounts/penalties) + 95% expected collections, and collected \$617,589 for current assessments as of 5.23.21.
Deferred Collections	\$5,473	\$0	\$0	\$175,000	\$67,068	\$50,000	-\$124,000	FY23: The Wynwood BID have collected are expected to try to collect the remaining assessments from 2013-2021, now that Miami Dades County will be collecting via Ad Valorem tax role. The BID totalling \$67,068. FY22: Based on previous annual trends, the Wynwood BID expects to collect approximately \$55K, in assessments placed from 2013-2021. Please note that the Wynwood BID had collected \$300,043 in past due assessments, since 2010, which is the largest collection of past assessments due to Initiative By Bid, City of Miami Legal and Bookkeeping Office.
Road Trust/Parking Trust Fund and Public Benefit Trust Fund	\$156,000	\$120,000	\$468,000	\$394,000	\$1,280,000	\$356,000	\$0	FY23: The Wynwood BID has conservatively projects \$490K for parking waivers this coming year. FY22: The Wynwood BID are expected to collect \$1,76,000 by the end of this fiscal year for potential parking waivers, as per project that have encountered a package waiver application. Please note budgetary Parking Waiver fees reflect set of .00% contribution to the Parking Waiver Trust fund as required by city Ordinance 13356. Each space is currently priced at \$10,000 per space. Parking waiver expense uses are restricted in nature.
Interest Income	\$0	\$3,130	\$19,240	\$0	\$1,400	\$95,000	\$35,000	FY23: As per the recent approval of the Wynwood Public Benefit Trust Fund in FY22, the Wynwood BID will be depositing funds that are currently held in the City of Miami. To be paid to work on an interest-bearing account, in order to earn more income than the existing Trust Funds' bank accounts. When the funds move to the new account, there will be some costs associated with it. The cost of opening the account would be around \$5k and monthly maintenance fee of \$100. The Wynwood BID currently has \$10,000 in the Wynwood Tree Trust earning \$.66 a month, and \$1,197,000 in Parking Trust Fund that averages \$146.71 yearly, based on recent deposits.
Revenue Grand Total	\$882,813	\$781,661	\$1,261,647	\$1,125,000	\$2,113,760	\$1,301,000	-\$41,000	
Expenditures								
Office Staff Salary and Wages (C)	\$209,865	\$221,500	\$249,500	\$251,850	\$259,906	\$249,000	-\$2,500	FY23: No increases have been scheduled, in light of annual performance evaluation that occurs yearly. FY22: On June 3, 2021 BID received a performance bonus for a perfect annual performance review for the 2nd year in row, totaling \$24K. Monthly pay increased from \$2,083 to \$2,084. On May 18, 2021, we were notified that our salary schedule went up to \$2,101 per month. Project Manager, FY22: Preparation for next fiscal year, in light of the fact that the bid will be in its first full year, FY23: Project Mgr currently earns \$55K. In FY23, the Wynwood BID also needs a \$500 bonus every December. Marketing Mgr position has been vacant since April 22, and scheduled to be rehired as of August 22.
Clean Team Full Time Personnel (2)	\$70,000	\$70,000	\$70,000	\$79,000	\$79,120	\$79,000	\$0	FY23: The Wynwood BID currently contracts (6) clean team members totaling approximately 150-170 weekly hours, seven days a week, and are in charge of cleaning the District's 47 block District. Two of the cleaners are currently slated as full time workers, each earning \$31K and \$3X respectively, after working for the BID for 10-year. Budget will remain well thresholds due to efficient management by Project Manager of the program and hours used by staff.
FICA Taxes	\$10,500	\$25,000	\$26,500	\$28,000	\$24,451	\$28,000	\$0	FY23: Average payroll taxes are \$1,431.70 for per full-time (3) office staff and (2) clean team staff members through 31 weeks. Remaining 21 weeks should total less since Chris Hoffman has left the BID as of 4/18/23. FY22: Average payroll taxes per month were above the budgeted totals suggested this fiscal year by \$3,521, due to being first year of additional FICA start working at BID offices.
Life and Health Insurance	\$11,177	\$12,500	\$12,972	\$13,500	\$8,500	\$14,000	\$900	FY23: The average healthcare invoice for United Health total is \$1,084 per month. FY22: Average Healthcare for full-time office staff averages \$1,038 monthly. However, Chris Hoffman left the Wynwood BID in April 2022, thus the invoices have been cut in half since 5/22.
D&O Insurance	\$11,500	\$12,000	\$12,507	\$13,500	\$13,052	\$13,000	-\$500	FY23: Wynwood BID will budget \$13,500 for new fiscal Year, as requested by Wynwood BID O-Distance since we have increased the number of Board Members in FY21. FY21: The annual D&O Insurance Liability Monthly Premium totaled \$12,972 for this current fiscal year, thus the BID will increase budget amount, since we have now added two additional Wynwood Board of Director's. Wynwood BID renews policy in January and will pay the entire year upfront versus monthly.
Accounting and Annual Auditing	\$51,500	\$59,000	\$59,500	\$59,500	\$59,100	\$60,000	\$500	FY23: The Wynwood BID currently has a professional services agreement with CSEV totaling \$25,000 annually for the annual collection of accounting and bookkeeping services for the Wynwood BID. As of October 2021, the contract expires on November 30, 2021. The contract renewal price was approved by the BID for the Board of Directors to renew. FY21: The bookkeeping and assessment expenses worst from \$3,000 monthly to \$4,000 as per BEO 01-2020B renewed in 3rd quarter of 2019 and evaluated July 2019.
Training	\$2,000	\$0	\$0	\$0	\$0	\$0	\$0	FY23: As of December 2020, the Wynwood BID has hired Shirts and Bowens as a lobbyist group for the Wynwood BID. The dues are \$500 per month totaling \$6,000.
Contracted Lobbying Services - Shirfs Bowen	\$0	\$4,500	\$6,000	\$6,000	\$6,000	\$6,000	\$0	FY23: The Wynwood BID will seek to move to Sentinel Wynwood located at 51 NW 26 St. to a larger space totaling 2,100 square feet for a monthly total of \$5,000 per month. They will require a security deposit of \$15,000 which is included in FY22 budget. FY22: As of September 1, 2021, the Wynwood BID will incur an annual increase to \$4,260 per month increase from previous total of \$3,500 per month, as per 2nd year agreement with landlord.
Office Rent	\$75,211	\$57,300	\$75,252	\$48,000	\$67,600	\$60,000	\$12,000	FY23: The Wynwood BID will look for an increase in expenditures for next fiscal year, for the building of PR agency, social media and photography. There is no ERP that is currently be released to the stability of RFP. Services are to help promote and assist the businesses. The BID will release several event small grants to assist other businesses with permitted events that contribute to the District. FY22: The Wynwood BID has been paying \$6,000 for PR services and expect to be under budget due to the cancellation of agreement in June 2021, in addition to the vacancy of the marketing coordinator position in April 2022, thus why we expect those items to be under budget.
Advertising and Related Costs	\$188,600	\$190,695	\$245,929	\$362,000	\$183,065	\$362,000	\$0	FY23: The BID will seek input from the board to continue initiatives from previous year and/or add additional terms for the Community. FY22: The Wynwood BID donated \$5,000 for the City of Miami Code Enforcement sound meters and recording cameras, as per commitment by the Wynwood BID. Le. Wynwood Noise Plot Program that passed first reading on 7/21/21., also introduced small metering grants totaling \$50,000 and a retail study scheduled for 4th quarter of fiscal year.
Sitescapce	\$0	\$0	\$0	\$90,000	\$79,061	\$81,000	\$1,000	FY23: In light of trouble from previous fiscal year, the BID will budget a slightly higher or total for new subscriptions with Vieg Florida, GNCOR, in addition to ProChes flow, offer CU, Microsoft Office and all other things. FY22: The total totals are currently at \$12,500 but without the new subscriptions for GNCOR and Visit Florida. BID also pays for parking for clean team members, in addition to animal City and Country dues.
Subscriptions, Memberships, and Licenses	\$10,908	\$12,621	\$8,500	\$11,121	\$12,500	\$14,000	\$2,079	FY23: The Wynwood BID will allocate funding for new equipment in the office, and the creation of a network for the office, so staff can share material efficiently. FY21: The Wynwood BID item was increased to \$20,000 to preemptively prepare for the proposed moving of office in May 2020. We also purchased a product that is the same one that the City of Miami uses, in addition to wall art.
Equipment & Furniture	\$6,620	\$15,500	\$11,000	\$14,320	\$19,500	\$11,000	\$8,200	FY23: The Wynwood BID are expecting to continue donations to the City of Miami Police Department, procurement of signage and infrastructure planning, train studies, rubber mulching and other forms of need for our community. We are also scheduled to donate \$80,000 to the Police Department for additional camera and license plate readers, which now exceeds \$500,000 since we began this initiative. FY22: The Wynwood BID donated \$250,000 towards the originally scheduled total of

Wynwood BID 2022-2023 Detailed Budget:



Wynwood Business Improvement District "BID" Budget 2022-2023:



INCOME:	Approved 2022 Budget	Income 10.1.21 to 5.3.22	Projected Income 5.4.22 to 9.30.22:	Projected Income FY22:	Proposed 2023 Budget:	Comments:
BID Assessments:	\$ 766,000	\$ 696,292	\$ 80,000	\$ 776,292	\$ 830,000	FY23: The Wynwood BID will continue to use Miami Dade County for the collection of annual assessments, with a 1% change, for annual assessment collections, totaling \$830,000. The Wynwood BID currently has about 150+ property owners, within the 30-block District. FY22 - The Wynwood BID collected over 30% of assessments, via use of Miami Dade County's annual tax roll prior to the County deadline on April 1st, thus avoiding having to transfer funds from accounts to fulfill BID operation expenses. The following rates apply Adj. Ground Floor Rate @ \$0.24 sq. ft. Upper Floor Rate @ 0.12 sq. ft. There was \$820K billed - \$24K net discounts/penalties) x 95% expected collections, and collected \$617,589 for current assessments as of 5.27.21.
Deferred Collections:	\$ 175,000	\$ 60,000	\$ 7,068	\$ 67,068	\$ 50,000	FY23: The Wynwood BID have collected are expected to try to collect the remaining assessments from 2013-2021, now that Miami Dade County will be collecting via Ad Valorem tax rolls. The BID totaling \$67,068. FY22: Based on previous annual trends, the Wynwood BID expects to collect approximately \$35K, in assessments placed from 2013-2021. Please note that the Wynwood BID has collected \$330,403 in past due assessments, since 2019, which is the largest collection of past assessments due to initiative by BID, City of Miami Legal and Bookkeeping office.
Tree Trust Fund	\$ 24,000	\$ -	\$ 93,000	\$ 93,000	\$ 6,000	FY23: The Wynwood BID currently has a tree trust fund with the City of Miami, that is currently housed at Bank OZK, totaling \$14,000, however since no funds were collected in previous year the BID will lower its estimated income. FY22: The Wynwood BID expected to collect a conservative estimate of \$24,000, which equates for 6 total trees, that equal \$3,000 per contribution, however none were processed by the City of Miami. The City of Miami currently has \$20K in their account that has not been transferred to the BID.
Restricted - Parking Waivers:	\$ 360,000	\$ 84,000	\$ 1,092,000	\$ 1,176,000	\$ 360,000	FY23: The Wynwood BID has conservatively projects \$360K for parking waivers this coming year. FY22: The Wynwood BID are expected to collect \$1,176,000 by the end of this fiscal year for potential parking waivers, as per projects that have occurred a parking waiver application. Please note: budgeted Parking Waiver fees reflect net of 10% contribution to the Parking Waiver Trust fund as required by City Ordinance 13556. Each space is currently priced at \$12,000 per space. Parking waiver expense uses are restricted in nature.
Interest Income Tree Trust, Pub Ben, & Trust Fund	\$ -	\$ 660	\$ 740	\$ 1,400	\$ 35,000	FY23: As per the recent approval of the Wynwood Public Benefit Trust Fund in FY22, the Wynwood BID will be depositing funds that are currently at the City of Miami, to be put to work on an interest earning account, in tandem with the Parking Trust Fund and Tree Trust Fund Accounts, thus why the larger estimation for the coming year. The estimates we have received are about 6% returns, with little to no risk to principle once opened in 2023. FY22: The Wynwood BID currently has \$14,000 in the Wynwood Tree Trust earning \$66 a month, and \$1,197,000 in Parking Trust Fund that averages \$116.71 yearly, based on recent deposits.
Total Income:	\$ 1,325,000	\$ 840,952	\$ 1,272,808	\$ 2,113,760	\$ 1,301,000	

EXPENSES:	Approved 2022 Budget	Expense 10.1.21 to 5.3.22	Projected Expense 5.4.22 to 9.30.22:	Final Projected Expenses FY22:	Proposed 2023 Budget:	Comments:
Clean Team	\$ 188,000	\$ 104,941	\$ 73,126	\$ 178,067	\$ 198,000	FY23 - The Wynwood BID will be sharing our office with the Omni CRA clean team, as per agreement between ED's of both organizations in May 2022. The BID will also continue to transfer services to the City of Miami Purple Shirt team that the Omni CRA uses. The BID will commit to pay for any fees associated with the transfer, if approved by the Board and City of Miami. FY22 - The Wynwood BID currently has (7) clean team personnel, working approximately almost 200 hours per week for the cleaning of the 47 block District, seven days a week. Budget will remain with thresholds due to efficient management by Project Manager of the program and hours used by staff.
Marketing & Advertising:	\$ 362,000	\$ 53,712	\$ 128,500	\$ 182,212	\$ 361,600	FY23: The Wynwood BID will seek an increase in expenditures for next fiscal year, for the bundling of PR agency, social media and photography. There is an RFP that is currently be released to the public as of 8.2.21. Services are to help promote and assist the businesses. The BID will also release special event small grants to assist our businesses with permitted events that contribute to the District. FY22: The Wynwood BID has been paying \$6,000 for PR services and expect to be under budget due to the cancellation of agreement in June 2022, in addition to the vacancy of the marketing coordinator position in April 2022, thus why we expect these line items to be under budget.
Office Staffing	\$ 251,500	\$ 150,545	\$ 109,061	\$ 259,606	\$ 248,700	FY23: Please note that Wynwood staff consists of (3) full-time personnel for the maintenance of a 47 block District, which happens to be the busiest neighborhood within the City of Miami, when it comes to visitors, events and tourism. The Wynwood BID has reflected increases for promoted Marketing and Project Manager for Wynwood. FY22: The Wynwood BID is over budget on Executive Director line item due to performance annual evaluation, which was the 12th straight for E.D., in May 2022. Project Manager was also given a raise to \$55,000 and the Marketing Coordinator position was vacated in April 2022.
Office Operation Expenses:	\$ 195,700	\$ 123,567	\$ 82,109	\$ 205,676	\$ 206,700	FY23: The Wynwood BID's list of expenses are for office utilities, equipment and supplies, rent, furniture, D&O insurance, FICA, Health care, Licenses, Bookkeeping and annual audit dues. FY22: - The Wynwood BID office suffered a catastrophic flood in November '21, where thousands of dollars in damages occurred, in addition to the \$15,000 deposit scheduled to be paid to the new landlord in August 2022, which is part of the new BID office initiative, thus why over budget.
Capital Expenses:	\$ 247,800	\$ 3,589	\$ 368,600	\$ 372,189	\$ 205,000	FY23: The Wynwood BID are expecting to continue donations to the City of Miami Police Department, procurement of signage and infrastructure planning, train studies, rubber mulching and other items of need for our community. We are also scheduled to donate \$80,000 to the Police Department for additional cameras and license plate readers, which now exceeds \$500,000 since we began this initiative. FY22: The Wynwood BID will donate \$250,000 versus the originally scheduled total of \$118,000 to the City of Miami Police Department to expedite coverage for the District prior to Basal 22. VMS signage installations were also donated to the PD department, that were not budgeted. \$12,000 in rubber mulching installations throughout the District, to avoid trip and fall cases for the City of Miami. The Wynwood BID also installs banners throughout the District on street thoroughfares throughout the year.
Streetscape	\$ 80,000	\$ 4,061	\$ 75,000	\$ 79,061	\$ 81,000	FY23: The BID will seek input from the Board to continue initiatives from previous year and/or add additional items for the Community. FY22: The Wynwood BID donated \$5,000 for the City of Miami Code Enforcement sound meters and recording cameras, as per commitment by the Wynwood BID, i.e. Wynwood Noise Pilot Program that passed first reading on 7.21.21., also introduced small matching grants totaling \$50,000 and a retail study scheduled for 4th quarter of fiscal year.
Total Expenses:	\$ 1,325,000	\$ 440,415	\$ 836,396	\$ 1,276,811	\$ 1,301,000	

NET OPERATING INCOME:

Total:	\$ -	\$ 400,537	\$ 436,412	\$ 836,949	\$ -	At the conclusion of FY22, the Wynwood BID anticipates a surplus of \$836,949 due to the efficient collection of Dade County Assessments (year #13), items placed and collected, in tandem with the parking waiver dues collected by the BID, via tracking Warrant Notices, and following up with developers before invoicing them.
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Wynwood Business Improvement District "BID" Clean Team Budget 2022-2023:

Expense:	Approved 2022 Budget	Expenses 10.1.21 to 5.3.22	Projected Expenses 5.4.22 to 9.30.22:	Total Projected 2021-2022 Expenses:	Proposed 2023 Budget:	Comments:
Wynwood Clean Team	\$ 104,379	\$ 48,960	\$ 33,166	\$ 82,126	\$ 100,000	FY'23: The Wynwood BID currently contracts (6) clean team members totaling approximately 150-170 weekly hours, seven days a week, and are in charge of cleaning the District's 47 block District, without the help of any City of Miami department. The Wynwood BID will be sharing our office with the Omni CRA clean team, as per agreement between ED's of both organizations in May 2022. The BID will also continue to transfer services to the City of Miami Purple Shirt team that the Omni CRA uses. The BID will commit to pay for any fees associated with the transfer, if approved by the Board and City of Miami. FY'22 - The Wynwood BID currently has (7) clean team personnel, working approximately almost 200 hours per week for the cleaning of the 47 block District, seven days a week. Budget will remain with thresholds due to efficient management by Project Manager of the program and hours used by staff. During this fiscal year, the Wynwood BID cut the hours of the staff during the pandemic to ensure there safety, however we increased their hours as the months progressed, thus why we had a surplus in this line item. Entire team makes approximately \$1,580 per hour.
Clean Team Supervisor	\$ 42,000	\$ 23,560	\$ 18,360	\$ 41,920	\$ 42,000	FY'23: Clean team supervisor's hourly total will remain the same for the next current year, due to the Wynwood BID's initiative to transfer the BID clean team service to the Purple Shirt team being used by the CRA, as per the request of the City of Miami Legal Department in May 2021. FY'22 - Clean team supervisor makes \$19.00 hourly, \$760 weekly and \$39,520 yearly and was applied a \$1.00 hourly increase this fiscal year, now totaling \$41,580. They also receive a \$500 bonus for the holidays.
Art Basel Portable Toilet Rentals	\$ 1,000	\$ 6,244	\$ 2,000	\$ 8,244	\$ 7,000	FY'23: The Wynwood BID will assume that there will be an Art Basel \$1,500 Week and \$2,300 Halloween night in December 2022, thus we will commit to providing toilet rentals during Basel week, to assist the City of Miami. FY'22: The Wynwood BID did not use the funds for this City of Miami contribution for portable toilet rentals along NW 2nd Avenue during Basel week due to pandemic.
Clean Team Assistant	\$ 31,000	\$ 18,600	\$ 12,600	\$ 31,200	\$ 31,000	FY'23: Clean team assistant is currently making 15.00 per hour, as per annual raise in June 2020. FY'22 - The Wynwood BID keeps both full time clean team members employed throughout pandemic to ensure they received payment during turbulent times. They were all given safety equipment by the BID and asked to stay separated since the garbage was minimal due to everything being closed for a large portion of this year.
Sanitation Supplies/Machinery/ Uniforms, COVID, Safety Equipment)	\$ 11,500	\$ 7,577	\$ 7,000	\$ 14,577	\$ 18,000	FY'23: The Wynwood BID will seek to request the same total as previous year, in light of the Covid equipment and materials that our staff needs, daily cleaning equipment and materials for the continuation of the parking expansion initiative with the City of Miami FY'22: The Wynwood BID used funds for Covid protection equipment, mosquito dunks, and safety materials that our staff needs, in addition to daily cleaning equipment and materials to pick up. Wynwood BID also pays for new uniforms at the beginning of every fiscal year.
Total:	\$ 189,879	\$ 104,941	\$ 73,126	\$ 178,067	\$ 198,000	



Wynwood Business Improvement District "BID" Public Relations and Marketing Budget 2022-2023:

Expense:	Approved 2022 Budget	Expenses 10.1.21 to 5.3.22	Projected Expenses 5.4.22 to 9.30.22:	Total Projected 2021-2022 Expenses:	Proposed 2023 Budget:	Comments:
PR + Communications Services, Social Media	\$ 105,000	\$ 36,674	\$ 6,000	\$ 42,674	\$ 81,600	FY'23: The Wynwood BID bundled PR agency, social media, photography and design, via RFP released in FY'22, which was subsequently won by Jacober Creative, totaling \$6,800 per month, as per City of Miami agreement. FY'22: Kivrit PR, charged \$6,000 monthly and concluded their services on June 1, 2022 for the BID's PR. Kivrit professional services agreement the fee associated with PR services is \$6,000 per month, totaling \$72,000, per year, in addition to the inclusion of social media services into this line item.
Photography/Video:	\$ -	\$ -	\$ -	\$ -	\$ 20,000	FY'23: The Wynwood BID will budget photography for 2023 to begin using imagery with our public relations efforts to now market Wynwood as a destination.
Website/Email/Hosti ng Dues:	\$ 15,000	\$ 6,939	\$ 7,500	\$ 14,439	\$ 15,000	FY'23: The Wynwood BID will introduce a new line item to identify the costs associated with the website and email server dues for easier budget allocations moving forward.
Marketing Materials	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 25,000	FY'23: The BID will continue to print promotional materials such as annual report. Maps and other wayfinding materials have been moved to wayfinding line items. FY'22: The BID has been able to use parking waiver allowable funds to continue to provide parking and wayfinding information in the right of way and within printed maps. We will print out additional annual reports and begin producing the 2022 Annual report this summer.
Hotel Association Initiative:	\$ -	\$ -	\$ -	\$ -	\$ 15,000	FY'23: The BID will aspire to create a conglomerate local Hotels, as one team, to allow us to leverage our partners and hotel rooms for more services from the GMCVB, Visit Florida, Enterprise Florida.
BID Board Re- Election Materials/Marketing :	\$ -	\$ -	\$ -	\$ -	\$ 40,000	FY'23: The Wynwood BID are scheduled to go for re-election in FY'23 and the BID will continue to print promotional materials, editorial placements, and booklets, similar to Annual Report.
Advertising	\$ 75,000	\$ 6,930	\$ 40,000	\$ 46,930	\$ 100,000	FY'23: Continuation of recovery efforts while focusing on new campaigns focused on businesses, residential developments and office space. FY'22: Increasing advertisement budget to allow for additional ad buys to promote the neighborhood and to amplify all recovery efforts. Budget item is under budget for FY'21 due to pausing advertising efforts during COVID guidelines.
Event Partnership Programming	\$ 50,000	\$ -	\$ 30,000	\$ 30,000	\$ 25,000	FY'23: In FY'22 the BID plans on bringing back neighborhood-wide programming, such as the Wynwood Film Series, once safe to do so. FY'22: The Wynwood BID executed two different programming initiatives to assist the Wynwood Arts District during the pandemic. Museum of Graffiti and the Wynwood Walls initiatives were all participants to kick start the economy.
City of Miami Partnership Initiatives for Community	\$ 2,000	\$ 3,169	\$ 2,000	\$ 5,169	\$ 10,000	FY'23: The Wynwood BID will seek minimal funds for community oriented initiatives such as the City of Miami Police Department Christmas elderly food donation, Roberto Clemente Safe Halloween Night, National Night Out, if they will still occur next fiscal year, with the exception of the annual gala sponsorship due to uncertainty with Covid in the next current year. FY'22: Funds unused due to the cancellation of all events due to pandemic.
Small Grants Marketing Events Initiatives - NEW	\$ 100,000	\$ -	\$ 30,000	\$ 15,000	\$ 20,000	FY'23: The Wynwood BID wishes to introduce small grant program for the District members, that would call for matching grants to assist with the repairs of facades, painting, murals, installation of glass and other improvements.
Creative Services	\$ 10,000	\$ -	\$ 8,000	\$ 8,000	\$ 10,000	FY'23: The BID will commission new videography and creative media for promotional use. FY'22: Wayfinding banners change outs were facilitated via this line item. The Wynwood Newsletter was also in this line item but was not completed, thus monies were not used. Videography and other services were scheduled for this item but have not been used due to pandemic.
Total:	\$ 362,000	\$ 53,712	\$ 128,500	\$ 167,212	\$ 361,600	



Wynwood Business Improvement District "BID" Office & Utility Budget 2022-2023:

EXPENSES	Approved 2022 Budget	Expenses 10.1.21 to 5.3.22	Projected Expenses 5.4.22 to 9.30.22:	Total Projected 2021-2022 Expenses:	Proposed 2023 Budget:	Comments:
Office Utilities	\$ 4,500	\$ 2,907	\$ 1,500	\$ 4,407	\$ 5,000	FY'23: The Wynwood BID's Comcast monthly services total \$253 per month (\$5,036 yearly). FPL totals have increased \$90 dollars per month at the new office space, Crystal Springs water averages \$300 yearly. The new space will also be larger, i.e. 2,000 sq. ft. versus 1,000 sq. ft. FY'22: Comcast monthly services total \$225 per month (\$2,700 yearly), FPL was \$200 monthly (\$2,400 yearly), Crystal Springs water \$300 yearly. In light of the utility savings were are forecasting being under budget for this current fiscal year.
Office Equipment & Supplies	\$ 7,200	\$ 3,004	\$ 3,900	\$ 6,904	\$ 7,200	FY'23: Line item is for Office Depot weekly orders, Adobe Acrobat yearly membership, copier services, printing, which is about 2,000 pages a month, office supplies and meeting materials and binders for Board Members. FY'22: Line items is used for weekly office supplies and office equipment are expected to total \$5,455 by the end of the fiscal year.
Office Rent	\$ 48,000	\$ 38,340	\$ 29,260	\$ 67,600	\$ 60,000	FY'23: The Wynwood BID will seek to move to Sentral Wynwood located at 51 NW 26 St. to a larger space totaling 2,100 square feet for a monthly total of \$5,000 per month. They will require a security deposit of \$15,000 which is included in FY'22 budget. FY'22: As of September 1, 2021 the Wynwood BID will incur an annual increase to \$4,260 per month increase from previous total of \$3,500 per month, as per 2nd year agreement with landlord.
Office Furniture/Equipment	\$ 7,000	\$ 4,000	\$ 2,000	\$ 6,000	\$ 10,500	FY'23: The Wynwood BID will allocate funding for new equipment, furniture, for the new office at Sentral. The BID will host a GMCVB welcome center and Omni CRA clean team. FY'22: The Wynwood BID budgeted \$7,000. We also purchased a podium that is the same one that the City of Miami uses, in addition to wall art.
Office/D&O Insurance	\$ 13,500	\$ 13,052	\$ -	\$ 13,052	\$ 13,500	FY'23: Wynwood BID will budget \$13,500 for new fiscal year, as required by Wynwood BID Ordinance since we have increased the number of Board Members in FY'21. FY'22: The annual D&O Insurance Liability Monthly Premium totaled \$12,972 for this current fiscal year, thus the BID will increase budget amount, since we have now added two additional Wynwood Board of Director's. Wynwood BID renews policy in January 2022 and will pay the entire year upfront versus monthly.
Payroll Taxes, FICA	\$ 28,000	\$ 11,516	\$ 10,000	\$ 21,516	\$ 28,000	FY'23: Average payroll taxes are \$1,431.70 for payroll taxes for (3) office staff and (2) clean team staff members through 31 weeks. Remaining 21 weeks should total less since Chris Hoffman has left the BID as of 4/18/23. FY'22: Average payroll taxes per month were above the budgeted totals budgeted this fiscal year by \$3,521, due to being first year of additional in-house staff working at BID office.
Health Insurance	\$ 14,500	\$ 7,472	\$ 2,800	\$ 10,272	\$ 14,500	FY'23: The average healthcare invoice for United Health total is \$1,038 per month. FY'22: Average Healthcare for full-time office staff averages \$1,038 monthly, however Chris Hoffman left the Wynwood BID in April 2022, thus the invoices have been cut in half since 5/22.
Licensing, Fees, Dues, Parking Reimbursements:	\$ 5,000	\$ 7,106	\$ 1,149	\$ 8,255		FY'23: In light of totals from previous fiscal year, the BID will budget \$5,500 for PayChex fees, CU and Adobe. Paychex is paid \$3,986.32 per year for processing of PayChex, Florida Dept of Opportunity \$200, FY'22: Executive Director received a reimbursement from Paychex for overtaxing allowances for three years, totaling \$5113 in December and Florida Department \$200 and Paychex dues totaling \$76.66 per pay period.
Contracted Dues, Lobbyists NEW	\$ 6,000	\$ 1,500	\$ 4,500	\$ 6,000	\$ 6,000	FY'23: The Wynwood BID has hired Shurts and Bowen as a lobbyist group for the Wynwood BID. The dues are \$500 per month totaling \$6,000. The Wynwood BID scheduled are currently paying \$500 per month.
Bookkeeping	\$ 48,000	\$ 24,000	\$ 24,000	\$ 48,000	\$ 48,000	FY'23 - The Wynwood BID currently has a professional services agreement with CCSG totaling \$4,000 a month for the annual collection of assessments and bookkeeping services for the Wynwood BID. An Annual Tax Report and Monthly Financials are also provided to the BID for the Board of Director's to review. FY'22: The bookkeeping and assessment expenses went from \$3,000 monthly to \$4,000 as per RFQ 01-202019 released in 1st quarter of 2019 and evaluated July 2019. FY'19: The monthly costs for bookkeeping, assessment, parking waiver services totaled \$3,000 monthly.
Meeting Spaces/Retreat	\$ 2,500	\$ 1,070	\$ 1,500	\$ 2,570	\$ 2,700	FY'23 - The BID will request two hundred dollars more than the previous fiscal year for our annual Director retreat that requires the rental of equipment and potential meeting space during the Spring of every year. FY'22: The Wynwood BID forecasted \$2,500 for annual Wynwood Director Board of Director's retreat that occurred on April 28th, 2021.
Annual Audit	\$ 11,500	\$ 9,600	\$ 1,500	\$ 11,100	\$ 11,500	FY'23 - The BID will request \$11,500 for our annual auditing services and subsequent event audit that is conducted every November, as per City of Miami Ordinance regulation requirements. FY'22: The Wynwood BID's annual and subsequent audits totaled \$9,500 but can be augmented if the City of Miami requests any additional information, thus why we have surplus. The annual audit came back clean for the 7th year in a row.
Total:	\$ 195,700	\$ 123,567	\$ 82,109	\$ 205,676	\$ 206,700	



Wynwood Business Improvement District "BID" Staffing Budget 2022-2023:

Wynwood BID Staff Salaries:	Approved 2022 Budget	Expenses 10.1.21 to 5.3.22	Projected Expenses 5.1.21 to 9.30.22:	Total Projected 2021-2022 Expenses:	Proposed 2023 Budget:	Comments:
Executive Director (Manny Gonzalez)	\$ 131,500	\$ 78,394	\$ 78,105	\$ 156,499	\$ 131,500	FY'23: No increases have been scheduled, in light of annual performance evaluation that occurs yearly. FY'22: On June 3, 2021 ED received a performance bonus for a perfect annual performance review, for the 12th year in a row, totalling \$25K. Manny Gonzalez, Executive Director was hired May 15, 2017 and received an increase in salary to \$131,500, in August 2020. Executive Director package includes (2) week vacation, \$400 car allowance and \$100 phone allowance, as per same agreement given during tenure at Coconut Grove BID in 2013.
Executive Director Car Allowance	\$ 4,800	\$ 9,967	\$ 2,000	\$ 11,967	\$ 6,000	FY'23 - Executive Director was being taxed on his car allowance of \$400, since initial hiring in May 2017, which has been the same arrangement for allowances, since my initial contract at the Coconut Grove BID in 2013. Paychex provided a check totalling \$5906, which was subsequently refunded by the US government to the Bidding April 2022. Paychex also re-inbursed the BID for the amount due for the historical collection of data for the past four years. The E.D. has requested not to increase totals, by choice annually.
Executive Director Phone Allowance	\$ 1,200	\$ 800	\$ 400	\$ 1,200	\$ 1,200	FY'23 - Executive Director currently receives a phone allowance of \$100, which has been the same since my initial Executive Director, contract at the Coconut Grove BID in 2013. The E.D. has requested not to increase totals, by choice annually. Executive Director was being taxed on his car allowance of \$400, since initial hiring in May 2017, which has been the same arrangement for allowances, since my initial contract at the Coconut Grove BID in 2013. Paychex provided a check totalling \$5906, which was subsequently refunded by the US government to the Bidding April 2022.
Project Manager (Aleksander Sanchez)	\$ 50,000	\$ 26,923	\$ 28,556	\$ 55,479	\$ 60,000	FY'23: Proposed increase for Project Coordinator has been included for the next fiscal year, in light of promotion in prior year to Project Manager and excelling in new initiatives, in light of the office being run by two employees. Has had (3) straight perfect evaluations. FY'22: Project Coordinator currently earns \$53K, as per increase due to exceptional evaluation in April 2021 and receives a \$500 bonus every December. V Project Coordinator previously earned \$45K, and had an evaluation conducted in April 2020.
Marketing/PR Manager	\$ 64,000	\$ 34,461	\$ -	\$ 34,461	\$ 50,000	FY'23: The Marketing/PR Mgr. position will be modified to allow for more administrative, business liaison and marketing versus strictly marketing, due to the hiring of new PR firm Jacob Creative. FY'22: Marketing Coordinator earns \$64,000, after exceptional evaluation in April 2021. Previous salary was \$59K during previous fiscal year. Marketing/PR Manager Coordinator was hired May 2018 and resigned in April 2022.
Total:	\$ 251,500	\$ 150,545	\$ 109,061	\$ 259,606	\$ 248,700	



Wynwood Business Improvement District "BID" Streetscape Budget 2022-2023:

Expense:	Approved 2022 Budget	Expenses 10.1.21 to 5.3.22	Projected Expenses 5.4.22 to 9.30.22:	Total Projected Expenses FY'22:	Proposed 2023 Budget:	Comments:
Small Scale Grant Program:	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	FY'23: The BID wishes to re-introduce small scale grants in in FY'23, similar to the release of the project the previous fiscal year, that would continue the good-will of matching funds for repair of facades, painting, windows, doors and other applicable initiatives. FY'22: The Wynwood BID released its first ever small grant program package to the District members, as of June 2022, for a "two for one" matching program up to \$5,000. The program will allow businesses to make improvements to lighting, security, outdoor furniture and mural installations that will be required to be maintained for up to 3 years.
Retail Analysis Study Wynwood BID:	\$ 25,000	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	FY'23: The Wynwood BID will reach continue to its annual retail analysis that will call for a full retail report of the District, for land-owners to use to for their tenants and also learn more about the retail needs for the District and to ensure the businesses here continues to evolve and remain successful. FY'22: The BID is expected to contract retail report provider once the summer months are over the market begins to correct itself to normality once school begins.
Code Enforcement Cameras & Sound Meters - Donation	\$ 5,000	\$ 4,061	\$ -	\$ 4,061	\$ 6,000	FY'23: The Wynwood BID will seek to extend the pilot noise ordinance in September 2022, as per the sunseting of the one year pilot program. The BID will budget same amount as previous years to donate machines to Code Enforcement and Miami PD as needed. FY'22: As per the Wynwood's BID pilot noise ordinance program that is scheduled to sunset on September 30, 2022, the City of Miami Code Compliance department and the BID partnered for a year long test program to allow outdoor venues and residences co-exist. The BID committed to buying cameras and sound machines for the Code enforcement team, totaling \$4,061.

TOTAL:	\$ 80,000	\$ 4,061	\$ 75,000	\$ 79,061	\$ 81,000	
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Wynwood Business Improvement District "BID" Planning, Capital & Infrastructure Budget 2022-2023:

Expense:	Approved 2022 Budget	Expenses 10.1.21 to 5.3.22	Projected Expenses 5.4.22 to 9.30.22:	Total Projected Expenses FY'22:	Proposed 2023 Budget:	Comments:
Neighborhood Signage/Wayfinding Studies/Kiosks:	\$ 10,000	\$ 3,589	\$ 6,000	\$ 9,589	\$ 30,000	FY'23: The Wynwood BID are expecting to procure and begin the installation of street signage installations for the District, due to our growing need to help visitors traverse the District. City of Miami PW and Miami Dade County need to sign an interlocal agreement in order for the project to begin. FY'21: The Wynwood BID hired Merje to provide a report on the proposed signage locations and types of signs we would need for the directional portion of the project.
NEW - AI Placer Transportation AI Software	\$ -	\$ -	\$ 18,000	\$ 18,000	\$ 18,000	FY'23 - The BID wishes to continue the possibility of extending the agreement with AI Placer in August 2023, if the software delivers on our expectations. FY'22 - The Wynwood BID has elected to contract AI Placer Software for insights into what is happening in the vicinity of a property, including traffic volumes for road segments, crime history near the property, and a view of nearby real estate development. The annual contract is \$18K, and Lincoln Road and Design District both use it.
Arc Geo Donation - City of Miami	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ -	FY'23/22: The Wynwood BID has asked the Planning Department for a updated invoice that the BID can pay the \$50,000 donation that was agreed upon when the Streetscape Master Plan Documents were paid for by the City of Miami. The item has been on the budget for two consecutive years.
195 Exit Studies/Material for long term initiative:	\$ -	\$ -	\$ -	\$ -	\$ 15,000	FY'23: The Wynwood BID are working with FDOT to possibly secure an exit interchange on NW 29 St. and 6th Avenue.
NEW - Donation to PD - Installation of VMS Signage in District	\$ -	\$ -	\$ 6,800	\$ 6,800	\$ 7,000	FY'23: In light of the new sound ordinance in the State of Florida, which began on July 1, 2022, the Wynwood BID installed VMS signage on NW 20 St. and North Miami Ave and NW 2nd Ave and also on NW 29 St. on North Miami Ave and NW 2nd Ave for a month.
Parking Marketing, Initiatives and Pandemic Restaurant Initiatives:	\$ 12,000	\$ -	\$ -	\$ -	\$ -	FY'23: Minimal funds have been allocated for this coming year due to program being handed off to each restaurant owner. FY'22: Line item was for additional marketing banners, initiatives and rental of water filled barricades, totaling almost 30 restaurants since the program was opened in the Summer of 2020. This was an unbudgeted line item due to the Pandemic's unexpected appearance.
Wynwood BID Donation #3/4 - camera Initiative/LPR's to City of Miami PD.	\$ 118,000	\$ -	\$ 250,000	\$ 250,000	\$ 85,000	FY'23: The Wynwood BID will request \$85,000 for any uncovered areas left from the massive installation in FY'22, and for additional license plate readers if needed. The BID has donated almost \$500,000 to the City of Miami, since we began this initiative three years ago. FY'22: The Wynwood BID will seek to donate the third donation of our camera initiative with the City of Miami PD Department, totaling \$250,000 versus the original budgeted of \$118,000, in an effort to expedite the "sealing" of the District w cameras and plate readers. We have also requested sound cameras to be installed, similar to Miami Beach. All donations have to be approved by the City of Miami Commission.
Train Station Transit Studies:	\$ 15,800	\$ -	\$ 15,800	\$ 15,800	\$ 10,000	FY'22: Item was not budgeted for current fiscal year and deals with the Wynwood BID's attempt to submit a proposal to the Miami Dade County TPO for the analysis of a train station on North Miami and NW 27 St., which was submitted as a possible station location. The Wynwood BID allocated funding mid-year for approval of a Tri-Rail station feasibility study that was conducted to look at current demographics, number of schools, residents, projected development and other statistics that were requested by the TPO.
Public Sidewalk Rubber Mat Initiative to prevent trip & falls - Donation to City of Miami PW	\$ 12,000	\$ -	\$ 12,000	\$ 12,000	\$ 25,000	FY'23: The Wynwood BID has requested funding to assist in preventing trip and falls along major thoroughfares on NW 2 Ave and North Miami Ave, as needed. FY'22: Requested funds for this current fiscal year will focus on North Miami Avenue, now that the street is finished before the end of this fiscal year. The BID has been donating installations on NW 2nd Ave and North Miami for (4) four years, in an effort to provide safety to visitors and pedestrians.
Wynwood Way Finding Banners	\$ 30,000	\$ -	\$ 10,000	\$ 10,000	\$ 15,000	FY'23 The Wynwood BID will budget less than FY'22, in light of the trend of the banner dues from the previous year. The banners are used for different special event partnerships throughout the year, i.e. Basel Week, We Trek, Pride, and other new events. FY'22: - The Wynwood BID has used funds for temporary banners for the application of sidewalk cafe permit holders, totaling \$20,573. The Museo Vault banner, pole and trash bin logo faceplates totaled \$10,447. The Wynwood BID currently has 184 total water barricades, via BID donation, to Wynwood restaurants during the pandemic.
Total:	\$ 247,800	\$ 3,589	\$ 368,600	\$ 372,189	\$ 205,000	

Wynwood BID

Budget Memorandum:



BUSINESS
IMPROVEMENT
DISTRICT

WYNWOOD



Date: August 17, 2022

To: Honorable Mayor Suarez and the City of Miami Commission

From: Wynwood Business Improvement District "BID"

Re: Wynwood Business Improvement District "BID" - FY'23 Operating Budget Approval

Enclosed is the proposed Wynwood Business Improvement District "BID" operating budget packet for fiscal year FY'23 for your review totaling \$1,301,000. The Wynwood BID are pleased to announce the continuation of the successful initiatives that were introduced in FY'22, in addition to the introduction of new projects aimed at cementing our commitment to serve the local community, City of Miami and visitors alike.

Below are some highlights of this year's proposed budget:

- \$85,000 has been budgeted for the Wynwood BID's fourth "donation" to the City of Miami Police Department for HD public safety surveillance system. Please note the Wynwood BID donated \$250,000 to the City of Miami Police Department for the highest density of security cameras within the City of Miami due to our on-going partnership.
- \$198,000 allocated towards BID staffing for street cleaning services for the District, which amounts to approximately 13K hours of public right of way cleaning coverage for our 50 block District, that does not have City of Miami assistance since our inception in 2013.
- \$50,000 has been budgeted for neighborhood community grants to allow for applicants to obtain a grant totaling up to \$5,000 for improvements on storefronts.
- \$25,000 for public sidewalk rubber mulching installations throughout the District, to help the City of Miami not receive "trip & fall" lawsuits for empty tree beds throughout the District.
- \$361,600 has been allocated towards marketing initiatives to assist businesses and the District during this COVID pandemic.
- \$30,000 has been allocated for street signage improvements in Wynwood, since there is no direct route to get to District from surrounding highways and streets.
- \$5,000 donation to Code Compliance for sound monitors and cameras, as per our agreement and promise to the City of Miami if the second reading of the noise reading passes.

We respectfully request your approval of this proposed budget at your scheduled City of Miami Commission this coming September. If you have any questions, please feel free to contact me at your earliest convenience.

Sincerely,

A handwritten signature in black ink, appearing to read 'Manny Gonzalez'.

Manny Gonzalez
Executive Director

Wynwood BID
Establishment & Purpose
Sec 2-1316

BUSINESS
IMPROVEMENT
DISTRICT

WYNWOOD

DIVISION 21. - WYNWOOD BUSINESS IMPROVEMENT DISTRICT BOARD

Sec. 2-1316. - Establishment and purpose.

The Wynwood Business Improvement District Board of the city ("BID board") is herewith established for a period of ten years to improve and strengthen the area known as the Wynwood Arts District as more particularly described in Resolution No. 13-0228 adopted on June 13, 2013 through promotion, management, marketing, and other similar services, including but not limited to, coordination, funding, implementation and maintenance of infrastructure improvements, and other projects. The Wynwood Arts District shall be described herein as the "area." The BID board shall be the board charged with managing the Wynwood Business Improvement District ("BID").

(Ord. No. 13404, § 2, 9-12-13; Ord. No. 13453, § 2, 5-8-14)

Sec. 2-1317. - Composition of board; terms, filling of vacancies.

(a) The BID board shall have nine members, seven of which are voting members, two of which are non-voting. The seven voting BID board members must be commercial property owners in the district. Beyond the first year, all terms will be for two years. To ensure a voice for North Miami Avenue, at least one of the nine board seats shall be dedicated to a property owner from North Miami Avenue. The two non-voting members shall be either retail, cultural arts, office, or restaurant established business owners in the district.

(1) The BID board, on the recommendation of the current chair, will form a slate selection committee which will formulate a slate from among property owners who have been self-nominated or nominated by other property owners. After approval by the BID board, the slate will be put to an up-or-down as a whole vote by the commercial property owners of the BID, with one vote allowed per assessed folio. Guidelines will be issued by the BID staff which will give deadlines and acceptable manner for casting votes. The board shall be sworn and seated on or about the first day of the month of October.

(2) Selecting and seating of future board members beyond the first year of the BID. The BID board will finalize and establish the method for electing and seating of future BID board members in the by-laws developed by them for the BID in the first year of operations.

(b) At the first meeting of the BID board, the members will determine lengths of terms for the initial BID board. Three of the seven members will serve initial terms of one year. Four members will serve initial terms of two years. In years "two" and beyond of the BID, all terms will be for two years. Among the members of the board who serve an initial one-year term, the maximum time they may serve, if re-elected, is a total of seven years—either consecutively or intermittently. Among the members of

the board who serve an initial two-year term, the maximum time they may serve, if elected, is a total of six years—either consecutively or intermittently.

(c) Members shall continue to serve until their successors have been elected and seated. Appointments to fill board vacancies shall be made by the chair and confirmed by a majority of the board for the unexpired term only.

(d) Quorum shall consist of a majority four of voting members.

(e) The BID board shall have the power to establish committees and appoint the members to the various committees, consistent with any standards for standing committees provided for explicitly in sections herein.

(f) Protection from personal liability. The BID board shall maintain officers and director's liability insurance coverage at all times, in an amount and in a form satisfactory to the city's director of risk management. Nothing in this section shall be construed in any way to limit or waive sovereign immunity.

(Ord. No. 13404, § 2, 9-12-13; Ord. No. 13453, § 2, 5-8-14; Ord. No. 13554, § 2, 9-24-15; Ord. No. 13835, § 2, 4-25-19)

Sec. 2-1318. - Qualifications of members.

(a) All members of the BID board shall be "affected commercial property owners" in the area.

(b) All members of the BID board shall be individuals of outstanding reputation for integrity, responsibility and business ability and acumen.

(c) Convicted felons may not serve on the BID board.

(d) Before assuming the duties of the office, each member shall take and subscribe to the oath of office required of officials of the city.

(Ord. No. 13404, § 2, 9-12-13)

Sec. 2-1319. - Meetings; parliamentary authority, rules and regulations; compensation of members.

The parliamentary authority of the BID board shall be Robert's Rules of Order for Small Boards and Associations. The BID board shall hold regular meetings no less often than once each quarter. Special meetings may be held when called in the manner provided in the by-laws of the BID. All meetings of the BID board shall be open to the public. Each member of the BID board shall serve without remuneration.

(Ord. No. 13404, § 2, 9-12-13)

Sec. 2-1320. - Removal of members.

Notwithstanding anything in the Code to the contrary, by resolution specifying facts sufficient to advise a BID board member as to the basis for his or her removal and after reasonable notice to the BID board member and an opportunity for the member to

be heard, the BID board, by a 51 percent vote of the board, may remove a board member, so long as the reason for removal is one or more of the following:

- (1) If the member ceases to meet the qualifications and integrity criteria set forth herein or any additional qualifications set forth in the BID board by-laws;
- (2) If the member is not current with timely payment of BID assessment(s) due;
- (3) For purposes of this section, being absent from three regular BID board meetings or committee meetings—or a combination thereof—during a calendar year shall constitute good cause for removal; or
- (4) For one or more violations of the Sunshine Law, as reviewed by the Board and the Miami-Dade County Commission on Ethics.

(Ord. No. 13404, § 2, 9-12-13)

Sec. 2-1321. - Powers and duties.

- (a) The BID board shall have the power to:
 - (1) Subject to city commission approval, which approval shall not be unreasonably withheld, appoint an executive director and fix the terms of engagement and compensation of the executive director.
 - (2) Prepare an annual budget to be presented to the city commission for approval.
 - (3) Plan, propose, and implement programs and services for the purpose of stabilizing and improving the BID through promotion, management, marketing, and other similar services, such as streetscape improvements.
 - (4) Plan and propose to the city and the city commission, within the area, land use and zoning policies, public improvements, including but not limited to renovation, repair, remodeling, reconstruction or other changes in existing buildings and streetscape which in the opinion of the BID board will aid in the economic growth of the area.
 - (5) Recommend to the city commission the acquisition by purchase or otherwise, of any land and any other property, real or personal, or any rights or interests therein, which it may determine is reasonably necessary for any project or purpose of this article.
 - (6) Cooperate with any governmental agency or public body for the purposes authorized herein.
 - (7) Solicit and accept grants in cooperation with the city office of grants administration. The BID staff shall contact the office of grants administration for assistance in project planning, proposal writing, application assembly, and monitoring financial and budgetary compliance with grantor agency guidelines. All grant applications shall be submitted to the office of grants administration for review and coordination prior to submission. The BID board shall be responsible for implementing and managing all of its grants. Any and all other contributions and financial support from individuals, private business interests,

the general public, governmental entities, corporations and organizations, foundations and other philanthropic entities shall follow the approvals established by the city.

(8) Exercise all powers incidental to the effective and expedient exercise of the foregoing powers to the extent not in conflict or inconsistent herewith.

(9) The city manager may delegate to the executive director the authority to execute contracts consistent with the provisions of chapter 18, article III, subject to BID board approval.

(Ord. No. 13404, § 2, 9-12-13; Ord. No. 13554, § 2, 9-24-15)

Sec. 2-1322. - Employees generally.

(a) *Executive director.* The executive director shall serve at the pleasure of the BID board and shall be a person of good moral character and have a reputation for integrity, responsibility and business ability. No member of the BID board shall be eligible to hold the position of executive director. Before entering upon the duties of his/her office, the executive director shall take and subscribe to the oath as required of members of the BID board. Subject to the approval of the BID board, and direction by it when necessary, he/she shall have general supervision over and be responsible for the preparation of plans and the performance of the functions of the BID in the manner authorized in this article. He/she shall attend all meetings of the BID board and shall render periodic reports covering the activities and financial condition of the BID. The executive director shall have no civil service rights or privileges.

(b) *Staff.* Subject to the specific policy directives and goals of the BID board, budget limitations, and the approval of the board, the executive director may engage such staff members as are necessary for the efficient operation of the BID. Staff members shall have no civil service rights or privileges.

(Ord. No. 13404, § 2, 9-12-13)

Sec. 2-1323. - Annual budget; source of funds.

(a) The BID board shall establish a fiscal year which coincides with that of the city. Within 60 days following the effective date of the enactment of the ordinance from which this division derives, the BID board shall submit to the city commission, in a form acceptable to the city manager, a BID board budget for adoption and ratification by the city commission. Commencing with fiscal year 2014-2015, consistent with the city's budget process, the BID board shall submit to the city manager, a BID board budget pertaining to management, operation and maintenance expenditures and delineating the financial responsibility of the city for certain categories including but not limited to: insurance, security, utilities and maintenance to be approved by the city commission. Nothing contained herein shall be construed to prohibit the BID board from submitting a supplemental budget to the city commission for approval.

- (b) As needed, the BID will revise budgets and submit these revisions to the city commission for approval. BID expenditures shall comply with city procedures for acquisition of goods and services.
- (c) In conjunction with the submission of the budget, the BID board shall submit a plan reflecting the proposed operations, activities, improvements, and maintenance plans for the forthcoming fiscal year.
- (d) No provision contained in this division shall be construed to violate the Anti-Deficiency Act, as set forth in sections 18-500—18-503.
- (e) The operations of the BID board shall be principally financed from the following sources and such other sources as may be secured:
 - (1) Proceeds of a special assessment as authorized by resolution.
 - (2) Contributions, gifts, and/or donations to the BID board for the performance of its functions.
 - (3) Such parking waiver fees as are authorized.
 - (4) Such parking surcharge fees as are authorized.
 - (5) Such sidewalk cafe fees as are authorized.
 - (7) Such other fees as are authorized.
 - (8) Grant funds.

(Ord. No. 13404, § 2, 9-12-13)

Sec. 2-1324. - Annual report and audit.

The BID board shall submit to the mayor and city commission an annual report and an annual audit. The audit shall be performed by an external auditor who is a certified public accountant.

(Ord. No. 13404, § 2, 9-12-13)

Sec. 2-1325. - Notices and filing of records.

The BID shall publicly notice meetings of board and committees at the city. The BID shall keep a record of all motions passed at board and committee meetings.

(Ord. No. 13404, § 2, 9-12-13)

Sec. 2-1326. - Sunshine.

The BID will be governed by the Sunshine Law and will schedule appropriate training for each member of the board and staff in this regard.

(Ord. No. 13404, § 2, 9-12-13)

Sec. 2-1327. - Counsel.

The office of the city attorney shall provide legal services to the BID board as may be necessary and requested by the BID board.

(Ord. No. 13404, § 2, 9-12-13)

Sec. 2-1328. - Inapplicability of sunset provision.

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The BID board shall not be subject to the provisions of section 2-892 of the Code.

(Ord. No. 13404, § 2, 9-12-13)

Sec. 2-1328.1. - Wynwood design review committee.

(a) *Establishment.* There is hereby established a standing committee of the BID, to be known as the Wynwood Design Review Committee ("WDRC"), for the purpose of recommending to the director of planning and zoning and the Urban Development Review Board ("UDRB"), pursuant to the Wynwood NRD-1 and Miami 21, the zoning ordinance of the city, as amended or superseded, whether the design of developments and/or improvements to properties within the boundaries of the Wynwood NRD-1 are compatible with the cultural and architectural character of the Wynwood Arts District and guidelines that may be adopted from time to time.

(b) *Membership.*

(1) *Composition; appointment.* The WDRC shall consist of seven members and one alternate, to be appointed by the BID board, or any successor body designated by the city commission.

(2) *Qualifications.* It is intended that members of the WDRC shall be persons of experience, mature judgment and background; having knowledge of the Wynwood Arts District; and having the ability, special professional training and interest to act in the public interest in order to make informed and equitable decisions concerning art, architecture, urban, physical and site design for developments within the Wynwood NRD-1 boundaries. To that end, qualifications of members shall be as follows:

a. **BID members.** At least three members shall be individuals who are members of the BID. Each member shall have been living or working within the Wynwood NRD-1 boundaries for at least two years.

b. **Professional members.** Two members shall be professionals, licensed by the State of Florida (or professional equivalent) as an architect, landscape architect, urban designer, planner, engineer, general contractor or attorney. Each member shall have been living or working in the city for at least two years.

c. Tenant/cultural member. Two members shall be a tenant with an active lease within the Wynwood NRD-1 boundaries, artist, or cultural institution representative.

d. Alternate. The alternate member shall satisfy the qualifications set forth either in subsection (2)a. or b. above.

e. During the qualification process, members of the BID shall be encouraged to submit names of persons and their qualifications to the BID board through the BID's executive director.

(3) *Terms of office.* Members of the WDRC shall be appointed to the following terms. Two of the BID members, one of the professional members, and one of the tenant/cultural members shall be appointed for an initial term of one year. All other appointments to the WDRC thereafter shall be for a term of one year. Notwithstanding the above, individual WDRC members may serve until his/her successor is appointed.

(4) *Vacancies.* Vacancies in the membership of the WDRC shall be filled by the BID board, and shall be only for the unexpired term of the member affected.

(5) *Removal.* Members of the WDRC may be removed with or without cause by vote of not less than three members of the BID board; however, any member or alternate member of the WDRC who fails to comply with the attendance requirements contained in section 2-886 of this Code shall be automatically removed in the manner prescribed under section 2-889 of this Code. Following said removal, the BID board shall fill the vacancy pursuant to subsection (4) above.

(c) *Functions, powers and duties generally.* In addition to such other powers, duties and authority as may be set forth elsewhere in this City Code and in the zoning ordinance, the WDRC is hereby authorized to:

(1) Review and recommend to the director of planning and zoning for approval, approval with conditions or disapproval of all applications within the Wynwood NRD-1 boundaries for which the WDRC is specifically designated for such role. Said review shall be pursuant to city guidelines and standards or such design guides contained in the requirements of the applicable zoning district text, Wynwood NRD-1, and any design guides adopted by the BID from time to time.

(2) Require submission to the WDRC of all information as may be reasonably necessary for the WDRC to evaluate completely the proposed structure of improvement.

(3) To recommend, from time to time, to the director of planning and zoning amendments to the city guides and standards applicable to the Wynwood Arts District.

(4) Adopt and amend rules of procedure.

(5) Where the UDRB has jurisdiction to review projects, review and recommend to the Urban Design Review Board ("UDRB") such projects for approval, approval with conditions, or disapproval, with reasons for such recommendation stated in writing.

(6) In conformity with chapter 10 of the City Code, and other applicable regulations, recommend legislation for security screens and shutters in the Wynwood Arts District.

(d) *Proceedings.* The WDRC shall meet at least once each month, except for August, and all meetings shall be open to the public. The WDRC shall establish rules of procedure necessary to its governing and the conduct of its affairs, in keeping with the applicable provisions of the City Charter and City Code. Such rules of procedure shall be available in written form to persons appearing before the WDRC and to the public upon request. The WDRC shall not defer or continue an item before taking affirmative action to recommend approval, approval with conditions or disapproval, unless requested by an applicant or the director of planning and zoning.

(e) *Voting; quorum.* All decisions and recommendations of the WDRC shall require a concurring vote of a majority of the members present, except if the WDRC's action results in a tie vote, and there are no further motions put forth, the recommendation to the director of planning and zoning or UDRB, as applicable, shall reflect a tie vote. Three members shall constitute a quorum.

(Ord. No. 13554, § 2, 9-24-15)

Editor's note— Ord. No. 13554, § 2, adopted September 24, 2015, enacted provisions intended for use as section 2-1329. Inasmuch as there are already provisions so designated, and at the discretion of the editor, said provisions have been redesignated as section 2-1328.1.

Secs. 2-1309—2-1315. - Reserved.