

**CITY OF MIRAMAR  
PROPOSED CITY COMMISSION AGENDA ITEM**

**First Reading Date:** November 6, 2024

**Second Reading Date:** November 20, 2024

**Presenter's Name and Title:** Carmen Dominguez, Assistant Director, Mgmt. & Budget

**Prepared By:** Carmen Dominguez, Assistant Director of Mgmt. & Budget

**Temp. Ord. Number:** #O1835

**Item Description:** (SECOND READING) Temp. Ord. No. 1835, APPROVING THE END-OF-YEAR AMENDMENT TO THE FISCAL YEAR 2024 OPERATING AND CAPITAL IMPROVEMENT PROGRAM BUDGET; AND PROVIDING FOR AN EFFECTIVE DATE. (Passed 1<sup>st</sup> Reading on 11/6/2024) (Mgmt. & Budget Assistant Director Carmen Dominguez)

Consent  Resolution  Ordinance  Quasi-Judicial  Public Hearing

**Instructions for the Office of the City Clerk:**

**Public Notice** – As Required by the Sec. \_\_\_\_\_ of the City Code and/or Sec. \_\_\_\_\_, Florida Statutes, public notice for this item was provided as follows: on \_\_\_\_\_, in an \_\_\_\_\_ ad in the \_\_\_\_\_; by the posting the property on \_\_\_\_\_ and/or by sending mailed notice to property owners within \_\_\_\_\_ feet of the property on \_\_\_\_\_. (Fill in all that apply)

**Special Voting Requirement** – As required by Sec. \_\_\_\_\_, of the City Code and/or Sec. \_\_\_\_\_ Florida Statutes, approval of this item requires a \_\_\_\_\_ (unanimous 4/5ths etc. vote of the City Commission).

**Fiscal Impact:** Yes  No

**REMARKS:** General Fund, Economic Dev Fund, Public Safety Outside Services Fund, Capital Grants Fund, CIP Grants Fund, Park Development Fund, Utility Fund, Capital Improv Revenue Bonds 2015 Fund, and Federal Grants Fund, adjusted as provided in the Memo.

**Content:**

- Agenda Item Memo from the City Manager to City Commission
- Ordinance TO No. 1835
  - Exhibit A: GENERAL FUND (001)
  - Exhibit B: ECONOMIC DEVELOPMENT FUND (006)
  - Exhibit C: PUBLIC SAFETY OUTSIDE SERVICES FUND (145)
  - Exhibit D: CAPITAL GRANTS FUND (395)
  - Exhibit E: CIP GRANTS FUND (393)
  - Exhibit F: PARK DEVELOPMENT FUND (387)
  - Exhibit G: UTILITY FUND (410)

- **Exhibit H: CAPITAL IMPROV REVENUE BONDS 2015 FUND (203)**
- **Exhibit I: CAPITAL GRANTS FUND (162)**



**CITY OF MIRAMAR  
INTEROFFICE MEMORANDUM**

**TO:** Mayor, Vice Mayor and City Commissioners

**FROM:** Dr. Roy L. Virgin, City Manager

**BY:** Carmen Dominguez, Assistant Director of Management & Budget

**DATE:** November 14, 2024

**RE:** SECOND READING of Temp. Ord. No. 1835, Final Budget Amendment of FY24 Operating and Capital Improvement Program Budgets.

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**RECOMMENDATION:** The City Manager recommends approval of Temp. Ord. No. 1835, providing for the fourth and final budget amendment of the Fiscal Year 2024 Operating and Capital Improvement Program Budgets.

**ISSUE:** Pursuant to Florida Statutes Section 166.241(4), the City's final FY24 budget amendment must be adopted within 60 days following the end of the Fiscal Year. Budget amendments are required to adjust for unanticipated revenues and expenditures that have occurred since the adoption of the original budget.

**BACKGROUND:** The following items are included in the final Fiscal Year 2024 budget amendment:

**General Fund 001 – Exhibit A**

**Revenues (2,985,600 adjustment)**

- Fines & Forfeitures: Increase \$108,600 as a result of higher than anticipated revenues from local ordinance violations.
- Transfers: Decrease \$108,600 transfers in from Public Safety Outside Services Fund (145) to offset higher than projected personnel costs related to Police special duty pay.
- Appropriation of Fund Balance: Increase \$2,985,600 use of fund balance to fund the transfer out to the Capital Projects Fund (395) due to shortfall from prior fiscal year 2023.

#### Expenses (\$2,985,600 adjustment)

- Office of the City Manager: Increase \$441,200 primarily due to higher than anticipated lump sum payouts, non-pensionable earnings, and FICA/MICA.
- Human Resources: Decrease -\$74,600 as a result of departmental savings in professional services.
- Financial Services: Increase \$20,000 due to higher than anticipated lump sum payouts.
- Procurement: Increase \$37,400 due to higher than anticipated lump sum payouts.
- Management & Budget: Decrease -\$212,200 as a result of departmental savings in consulting services and employee salaries due to vacancies.
- Police: Increase \$1,864,500 primarily due to overtime costs related to various unanticipated operational and staffing needs, special events staffing and higher than anticipated DROP Transfer participants.
- Building, Planning & Zoning: Decrease -\$567,700 as a result of savings in professional and contractual services, software license and maintenance, landscape services, and tree trimming.
- Economic Development & Housing: Increase \$190,300 primarily due to higher than anticipated lump sum payouts, tuition reimbursement, and HDHP health insurance (Aetna).
- Public Works: Increase \$317,100 attributed to higher than projected overtime costs.
- Parks & Recreation: Increase \$528,200 primarily due to overtime costs and higher than anticipated lump sum payouts.
- Social Services: Increase \$31,000 due to overtime costs.
- Cultural Affairs: Increase \$318,200 primarily due to higher than anticipated lump sum payouts, overtime costs, FICA/MICA, health insurance (PPO), and theater productions costs that carried forward from prior fiscal year FY 2023.
- Non-Departmental: Decrease -\$2,904,200 from savings in professional services, emergency preparedness, and unexpended Appropriated Fund Balance.
- Transfers: Increase \$2,985,600 transfer out to Capital Projects Fund (395) to account for shortfall in prior year FY 2023, and increase \$10,800 transfer out to CIP Revenue Bond 2015 Fund (203) to offset the lower than projected interest earnings in Fund 203.

#### Economic Development Fund 006 – Exhibit B

#### Revenues (-\$1,115,600 adjustment)

- Appropriation of Fund Balance: Decrease -\$1,115,600 use of fund balance as funding for unexpended operating costs, as shown below, were accounted for in the FY25 budget.

Expenses (-\$1,115,600 adjustment)

- Operating Expenses: Decrease -\$1,115,600 in unexpended operating costs in the following line items as funds have been budgeted in FY 2025 to fund ongoing economic development activities.
  - Consulting Services: Decrease -\$47,500 remaining balance.
  - R&M Buildings: Decrease -\$403,500 remaining balance.
  - Building Renovation: Decrease -\$100,000 remaining balance.
  - Economic Incentive: Decrease -\$564,600 remaining balance.

Public Safety Outside Services Fund 145 – Exhibit C

Revenues (\$0 adjustment)

- Appropriation of Fund Balance: Increase \$20,000 use of fund balance to offset the shortage from lower than projected revenue from Fire Special Details as shown below.
- Fire Special Details: Decrease -\$20,000 as a result of higher than anticipated revenue from fire special details.

Expenses (\$0 adjustment)

- Personnel Services: Increase \$180,300 due to higher than anticipated costs for special duty pay and FICA/MICA related to Public Safety Outside Services.
- Appropriated Fund Balance: Decrease -\$71,700 in unexpended appropriated fund balance to offset the higher than anticipated personnel costs related to Public Safety Outside Services as shown above.
- Transfers: Decrease -\$108,600 transfer out to the General Fund to offset the higher than anticipated personnel costs related to Public Safety Outside Services as shown above.

Capital Projects Fund 395 – Exhibit D

Revenues (\$2,985,600 adjustment)

- Transfer in from General Fund (001): Increase \$2,985,600 transfer in from General Fund (001) to account for shortfall in prior year FY 2023.

Expenses (\$2,985,600 adjustment)

- Appropriated Fund Balance: Increase \$2,985,600 appropriated fund balance to account for shortfall in prior year FY 2023.

## CIP Capital Grants Fund 393 – Exhibit E

### Expenses (\$0 adjustment)

- Repair/Replacement of Existing Sidewalks (CIP Project #52063): Decrease -\$768,400 in construction. This project provides for repair of existing sidewalks throughout the city. Phase I of the project has been completed and there is \$768,400 remaining under Phase II. This is a Broward County grant funded project and they have approved the City's request to utilize the remaining funds for additional roadway resurfacing. Therefore, remaining funds are being reprogrammed as shown below.
- Street Construction & Resurfacing-Variou Locations (CIP Project #52022): Increase \$768,400 in construction for additional roadway resurfacing.

## Park Development Fund 387 – Exhibit F

### Revenues (\$0 adjustment)

- Permits, Fees, Special Assessment: Increase \$1,648,000 as a result of higher than anticipated park impact fees.
- Appropriation of Fund Balance: Decrease -\$1,648,000 use of fund balance due to higher than anticipated park impact fees as shown above.

## Utility Fund 410 – Exhibit G

### Revenues (\$363,025 adjustment)

- Intergovernmental Revenue: Increase \$363,025 Federal Grants-State & Local Fiscal Recovery Funds (SLFRF) to fund the West Water Treatment Plant Capacity Improvements & Upgrades (CIP Project #52092) as shown below.

### Expenses (\$363,025 adjustment)

- Water Service Line/Main Repair/Replacement (CIP Project #52072): Decrease -\$32,329 in construction. This project is being closed out and replaced by the Water Distribution System Improvements (CIP Project #52104). As such, remaining funds in the amount of \$32,329 will be reprogrammed as shown below.
- Water Distribution System Improvements (CIP Project #52104): Increase \$32,329 in construction for ongoing comprehensive water distribution system improvements.
- West Water Treatment Plant Capacity Improvements & Upgrades (CIP Project #52092): Increase \$363,025 in construction. Initial SLFRF funds allocated and approved by Ordinance #24-11 for this project.

## Capital Improvement Revenue Bonds 2015 Fund 203 – Exhibit H

### Revenues (\$0 adjustment)

- Interest Earnings: Decrease -\$10,800 due to lower than projected interest earnings.
- Transfers: Increase \$10,800 transfer in from the General Fund to offset the lower than anticipated interest earnings as shown above.

## Federal Grants Fund 162 – Exhibit I

### Revenues (-\$363,025 adjustment)

- Intergovernmental Revenue: Decrease -\$363,025 Federal Grants-State & Local Fiscal Recovery Funds (SLFRF) as the need for this type of assistance has decreased significantly post COVID-19. Reprogram funds to the West Water Treatment Plant Capacity Improvements & Upgrades (CIP Project #52092) as shown below.

### Expenses (-\$363,025 adjustment)

- Operating Expenses: Decrease -\$363,025 in the following operating expenses as the need for rental/mortgage and small business technologies assistance has lessened significantly post COVID-19:
  - Administrative Services-CRA -\$4,405
  - Foreclosure Prevention -\$48,211
  - Rental Assistance -\$35,409
  - Professional Services-Other -\$175,000
  - Noncap Equipment (Item less 5000) -\$100,000Reprogram funds to the West Water Treatment Plant Capacity Improvements & Upgrades (CIP Project #52092). Initial SLFRF funds allocated and approved by Ordinance #24-11 for this project.

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**CITY OF MIRAMAR  
MIRAMAR, FLORIDA**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF  
MIRAMAR, FLORIDA, APPROVING THE END-OF-YEAR AMENDMENT  
OF THE FISCAL YEAR 2024 OPERATING AND CAPITAL  
IMPROVEMENT PROGRAM BUDGET; AND PROVIDING FOR AN  
EFFECTIVE DATE.**

**WHEREAS**, based upon the periodic review and analysis of current budgetary commitments and obligations, the projected needs and requirements of the City and the recommendations of the City Manager, and with the concurrence of the Finance Director as to Accounting Principles, it is deemed necessary to adjust, amend, and implement the Fiscal Year 2024 Operating and Capital Improvement Program Budget; and

**WHEREAS**, the proposed amendment to the Fiscal Year 2024 Operating and Capital Improvement Program Budget is set forth in Exhibits "A" through "I", attached hereto and made a part hereof; and

**WHEREAS**, Section 2-203(a) of the City Code provides that "if during the fiscal year, revenues in excess of those estimated in the budget are available for appropriation, the City Commission may make supplemental appropriations for the year up to the amount of such excess"; and

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00/00/00

**WHEREAS**, this Ordinance will provide funds for additional new projects and unanticipated expenses, as well as for projects that have been previously approved; and

**WHEREAS**, the City Manager and the Management and Budget Director recommend approval of this Ordinance, providing funds for additional new projects and unanticipated expenses, as well as for projects that have been previously approved; and

**WHEREAS**, the City Commission deems it to be in the best interest of the citizens and residents of the City of Miramar to approve the fourth amendment of the fiscal year 2024 operating and capital improvement budget.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF MIRAMAR, FLORIDA, AS FOLLOWS:**

**Section 1:** That the foregoing “**WHEREAS**” clauses are ratified and confirmed as being true and correct and are made a specific part of this Ordinance.

**Section 2:** That it approves the amendment of the Fiscal Year 2024 Operating and Capital Improvement Program Budget as set forth in Exhibits “A” through “I”, attached hereto and made a part hereof.

**Section 3:** If any clause, section, or other part or application of this Ordinance shall be held by any court of competent jurisdiction to be unconstitutional or invalid,

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such unconstitutional or invalid part or application shall be considered as eliminated and shall not affect the validity of the remaining portions or applications, which shall remain in full force and effect.

**Section 4:** That the appropriate City officials are authorized to do all things necessary and expedient to carry out the intent and purpose of this Ordinance.

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**Section 5:** That this Ordinance shall take effect immediately upon its adoption on second reading.

**PASSED FIRST READING:** \_\_\_\_\_

**PASSED AND ADOPTED ON SECOND READING:** \_\_\_\_\_

\_\_\_\_\_  
Mayor, Wayne M. Messam

\_\_\_\_\_  
Vice Mayor, Alexandra P. Davis

ATTEST:

\_\_\_\_\_  
City Clerk, Denise A. Gibbs

I HEREBY CERTIFY that I have approved this ORDINANCE as to form:

\_\_\_\_\_  
City Attorney  
Austin Pamies Norris Weeks Powell, PLLC

<b>Requested by Administration</b>	<b>Voted</b>
Commissioner Winston F. Barnes	_____
Commissioner Maxwell B. Chambers	_____
Commissioner Yvette Colbourne	_____
Vice Mayor Alexandra P. Davis	_____
Mayor Wayne M. Messam	_____

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