

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

**First Reading Date:** February 5, 2025

**Second Reading Date:** March 4, 2025

**Presenter's Name and Title:** Yenevin Capote, Interim Assistant Director, Management & Budget

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

**Temp. Ord. Number:** #O1840

**Item Description:** (FIRST READING) Temp. Ord. #O1840 APPROVING THE FIRST AMENDMENT TO THE FISCAL YEAR 2025 OPERATING AND CAPITAL IMPROVEMENT PROGRAM BUDGET; AND PROVIDING FOR AN EFFECTIVE DATE. (Management & Budget Interim Assistant Director Yenevin Capote)

Consent ☐ Resolution ☐ Ordinance ☒ Quasi-Judicial ☐ Public Hearing ☒

**Instructions for the Office of the City Clerk: NONE**

**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 a \_\_\_\_\_ 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 by the City Commission.

**Fiscal Impact:** Yes ☒ No ☐

**REMARKS:** General Fund 001, Risk Fund 502, 2017 CIP Loan Fund 389, 2022 CIP Loan Fund 394, Capital Projects Fund 395, adjusted as provided in the Memo.


**Content:**

- Agenda Item Memo from the City Manager to City Commission
- Ordinance TO 1840
  - Exhibit A: GENERAL FUND (001)
  - Exhibit B: RISK MANAGEMENT FUND (502)
  - Exhibit C: 2017 CIP LOAN FUND (389)
  - Exhibit D: 2022 CIP LOAN FUND (394)
  - Exhibit E: CAPITAL PROJECTS FUND (395)



**CITY OF MIRAMAR  
INTEROFFICE MEMORANDUM**

**TO:** Mayor, and City Commissioners

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

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

**DATE:** January 30, 2025

**RE:** FIRST READING of Temp. Ord. No. 1840 Budget Amendment for FY25

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**RECOMMENDATION:** The City Manager recommends approval of Temp. Ord. No. 1840, providing for the first budget amendment of the Fiscal Year 2025 Operating and Capital Improvement Program Budgets.

**ISSUE:** Pursuant to Section 2-203(a), City Commission approval is required to amend the budget by passage of an ordinance.

**BACKGROUND:** Per F.S. 166.241(5), the governing body can amend the Fiscal Year 2025 Operating and Capital Improvement Program Budgets only through an ordinance.

**DISCUSSION:**

**General Fund (001):** The City is requesting to reappropriate \$115,215 from the General Fund for the Miramar Regional Park Aquatics Complex Renovations (CIP Project #51040) to make the required repairs to the Water Park Playground that has been closed due to required maintenance.

**Risk Fund (502):** Funding in the amount of \$235,000 is requested for required additional expenses for the Human Resources (HR) Department Office Renovations (CIP Project No. 53030). The Risk Management Division of the HR Department is responsible for mitigating risks to protect employees, services, and property while ensuring City operations continue. A proposed office restructure is necessary to address space limitations, providing additional offices, record-keeping areas, and designated spaces for confidential meetings and training to enhance efficiency and service delivery. Funding for these additional expenses will come from the Risk Management fund balance.

**2017 CIP Loan Fund (389):** We are requesting to close out Sunset Lakes Academy Playground (CIP Project #52102) which has been completed. We are requesting to reprogram the remaining balance of \$7,304 to the Miramar Regional Park Aquatics Complex Renovations (CIP Project #51040) to make the required repairs to the Water Park Playground that has been closed due to required maintenance.

**2022 CIP Loan Fund (394):** We are requesting to close out the Miramar Blvd Westbound Left Turn at Buttonwood (CIP Project #52098). The remaining funds in the amount of \$7,645 are available to be reprogrammed. We are requesting that the remaining funds be reprogrammed to the Miramar Regional Park Aquatics Complex Renovations (CIP Project #51040) to make required repairs to the Water Park Playground that has been closed due to required maintenance.

**Capital Projects Fund (395):**

- Parks Restroom Facilities (CIP Project #51017) all planned projects have been completed. We are requesting that the remaining funds in the amount of \$15,825 be reprogrammed to Restroom Additions (CIP Project #51043) to support the ongoing installations under this project.
- Miramar Regional Aquatics Complex Renovations (CIP Project #51040): We are requesting additional funding in the amount of \$135,404 in construction to make required repairs to the Water Park Playground that has been closed due to required maintenance. The following funds have been identified to be reprogrammed in support of this project:
  - Fire Station 107 (CIP Project #53012) has been substantially completed and we have identified available funds in the amount of \$20,000.
  - Art in the Parks (CIP Project #51035) has no current planned projects and we have identified available funds in the amount of \$190.
  - A transfer in the amount of \$115,215 from the General Fund has been identified to support this project.

**ANALYSIS:** The following items are included in the first Fiscal Year 2025 budget amendment:

**General Fund (001) – Exhibit A**

**Expenses (\$0 adjustment)**

- Fire-Rescue Department: Decrease \$4,969 from vehicles purchase as these funds were carried forward from FY 2024 unexpended funds. Funds will not be utilized in FY 2025 and are therefore available for reprogramming to capital projects fund (395).
- Non-departmental: Decrease \$75,000 from building renovation, \$30,000 from minor building repairs, and \$5,246 from vehicles purchase as these funds were carried forward from FY 2024 unexpended funds. Funds will not be utilized in FY 2025 and are therefore available for reprogramming to capital projects fund.

- Transfer out to Capital Projects Fund (395): Increase \$115,215 transfer out to the capital projects fund (395) for the Miramar Regional Park Aquatics Complex Renovations (CIP Project #51040) to make the required repairs to the Water Park Playground that has been closed due to required maintenance.

#### Risk Management Fund (502) – Exhibit B

##### Revenues (\$235,000 adjustment)

- Appropriation of Fund Balance: Increase \$235,000 from Risk Fund Balance to appropriate funding to the HR Department Renovations Project (CIP Project #53030) as shown below.

##### Expenses (\$235,000 adjustment)

- HR Department Office Renovations Project (CIP Project #53030): Increase of \$235,000, (\$85,000 in construction and \$150,000 in FF&E) for the additional expenses being realized.

#### 2017 CIP Loan Fund (389) – Exhibit C

##### Expenses (\$0 adjustment)

- Sunset Lakes Academy Playground (CIP Project #52102): Decrease \$7,304 from contingency, as this project is being closed out and remaining funds are available for reprogramming.
- Miramar Regional Aquatics Complex Renovations (CIP Project #51040): Increase \$7,304 in construction. Additional funding is needed to perform necessary maintenance to the Water Park Playground.

#### 2022 CIP Loan Fund (394) – Exhibit D

##### Expenses (\$0 adjustment)

- Miramar Blvd Westbound Left Turn at Buttonwood (CIP Project #52098): Decrease \$7,645 from construction as this project has been completed and remaining funds are available to be reprogrammed.
- Miramar Regional Park Aquatics Complex Renovations (CIP Project #51040): Increase \$7,645 in construction. Funding to make required repairs to the Water Park Playground that has been closed due to required maintenance.

#### Capital Projects Fund (395) – Exhibit E

##### Revenues (\$115,215 adjustment)

- Transfers: Increase \$115,215 transfer in from the General Fund to appropriate funding to the Miramar Regional Park Aquatics Complex Renovations (CIP Project #51040) to make the required repairs to the Water Park Playground that has been closed due to required maintenance.

Expenses (\$115,215 adjustment)

- Parks Restroom Facilities (CIP Project #51017): Decrease \$15,825 (\$1,094 in construction and \$14,731 in contingency) as all planned projects have been completed.
- Restroom Additions (CIP Project #51043): Increase \$15,825 in construction to support the ongoing installation in the project.
- Fire Station 107 (CIP Project #53012): Decrease \$20,000 in construction as project has been substantially completed and funds are available for reprogramming.
- Art in the Parks (CIP Project #51035): Decrease \$190 in construction as there are no current planned projects.
- Miramar Regional Park Aquatics Complex Renovations (CIP Project #51040): Increase \$135,404 in construction. Funding to make required repairs to the Water Park Playground that has been closed due to required maintenance.

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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 FIRST AMENDMENT OF  
THE FISCAL YEAR 2025 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 2025 Operating and Capital Improvement Program Budget; and

**WHEREAS**, the proposed amendment to the Fiscal Year 2025 Operating and Capital Improvement Program Budget is set forth in Exhibits "A-E," 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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**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 & 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 amend to approve the first amendment of the Fiscal Year 2025 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 2025 Operating and Capital Improvement Program Budget as set forth in Exhibits “A-E,” 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.

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



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

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

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

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

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CITY OF MIRAMAR  
EXHIBIT "A"  
BUDGET REVISION  
GENERAL FUND (001)

REVENUE/EXPENSE TYPE	ACCOUNT DESCRIPTION	BUDGET LINE ITEM	BUDGET CODE NO.	AMOUNT
<b>USE OF FUNDS</b>				
<b><u>FIRE-RESCUE</u></b>				
CAPITAL OUTLAY	VEHICLES PURCHASE	001-30-302-529-000-	606440-	\$ (4,969)
	<b>TOTAL FIRE-RESCUE</b>			<b>\$ (4,969)</b>
<b><u>NON-DEPARTMENTAL</u></b>				
CAPITAL OUTLAY	BUILDING RENOVATION	001-90-000-519-000-	606210-	\$ (75,000)
CAPITAL OUTLAY	MINOR BUILDING REPAIRS	001-90-000-519-000-	606211-	(30,000)
CAPITAL OUTLAY	VEHICLES PURCHASE	001-90-000-519-000-	606440-	(5,246)
	<b>TOTAL NON-DEPARTMENTAL</b>			<b>\$ (110,246)</b>
<b><u>TRANSFERS</u></b>				
TRANSFERS	TRANSFER OUT TO CAPITAL PROJECTS FUND (395)	001-90-000-581-000-	691395-	\$ 115,215
	<b>TOTAL TRANSFERS</b>			<b>\$ 115,215</b>
<b>TOTAL USE OF FUNDS</b>				<b>\$ -</b>

Exhibit B

CITY OF MIRAMAR  
EXHIBIT "B"  
BUDGET REVISION  
RISK MANAGEMENT FUND (502)

REVENUE/EXPENSE TYPE	ACCOUNT DESCRIPTION	BUDGET LINE ITEM	BUDGET CODE NO.	AMOUNT
<b>SOURCE OF FUNDS</b>				
APPROPRIATION OF FUND BALANCE	APPROPRIATION OF FUND BALANCE	502-00-000-000-000-	399999-	\$ 235,000
<b>TOTAL SOURCE OF FUNDS</b>				<b>\$ 235,000</b>
<b>USE OF FUNDS</b>				
<b>CAPITAL IMPROVEMENT PROGRAM</b>				
<b>HR Department Office Renovations (CIP Project #53030)</b>				
CIP	CIP-CONSTRUCTION	502-06-800-513-000-	606510-53030	\$ 85,000
CIP	CIP-FURNITURE, FIXTURES & EQUIPMENT	502-06-800-513-000-	606511-53030	150,000
<b>TOTAL HR DEPT OFFICE RENOVATIONS</b>				<b>\$ 235,000</b>
<b>TOTAL USE OF FUNDS</b>				<b>\$ 235,000</b>

CITY OF MIRAMAR  
EXHIBIT "C"  
BUDGET REVISION  
2017 CIP LOAN FUND (389)

REVENUE/EXPENSE TYPE	ACCOUNT DESCRIPTION	BUDGET LINE ITEM	BUDGET CODE NO.	AMOUNT
<div>USE OF FUNDS</div>				
<u>CAPITAL IMPROVEMENT PROGRAM</u>				
<u>Sunset Lakes Academy Playground (CIP Project #52102)</u>				
CIP	CIP-CONTINGENCY	389-63-801-572-000-	606520-52102	\$ (7,304)
	TOTAL SUNSET LAKES ACADEMY PLAYGROUND			\$ (7,304)
<u>Miramar Regional Aquatics Complex Renovations (CIP Project #51040)</u>				
CIP	CIP-CONSTRUCTION	389-60-800-572-000-	606510-51040	\$ 7,304
	TOTAL MIR REG AQUATICS COMPLEX RENOVATIONS			\$ 7,304
<div>TOTAL USE OF FUNDS</div>				\$ -

CITY OF MIRAMAR  
EXHIBIT "D"  
BUDGET REVISION  
2022 CIP LOAN FUND (394)

REVENUE/EXPENSE TYPE	ACCOUNT DESCRIPTION	BUDGET LINE ITEM	BUDGET CODE NO.	AMOUNT
USE OF FUNDS				
CAPITAL IMPROVEMENT PROGRAM				
Miramar Blvd Westbound Left Turn at Buttonwood (CIP Project #52098)				
CIP	CIP-CONSTRUCTION	394-55-802-541-000-	606510-52098	\$ (7,645)
	TOTAL MIR BLVD WBOUND L TURN AT BUTTONWOOD			\$ (7,645)
Miramar Regional Aquatics Complex Renovations (CIP Project #51040)				
CIP	CIP-CONSTRUCTION	394-60-800-572-000-	606510-51040	\$ 7,645
	TOTAL MIR REG AQUATICS COMPLEX RENOVATIONS			\$ 7,645
TOTAL USE OF FUNDS				\$ -

CITY OF MIRAMAR  
EXHIBIT "E"  
BUDGET REVISION  
CAPITAL PROJECTS FUND (395)

REVENUE/EXPENSE TYPE	ACCOUNT DESCRIPTION	BUDGET LINE ITEM	BUDGET CODE NO.	AMOUNT
<b>SOURCE OF FUNDS</b>				
TRANSFERS	TRANSFER IN FROM GENERAL FUND (001)	395-00-000-000-000-	381001-	\$ 115,215
<b>TOTAL SOURCE OF FUNDS</b>				<b>\$ 115,215</b>
<b>USE OF FUNDS</b>				
<b>CAPITAL IMPROVEMENT PROGRAM</b>				
<b>Parks Restroom Facilities (CIP Project #51017)</b>				
CIP	CIP-CONSTRUCTION	395-60-802-572-000-	606510-51017	\$ (1,094)
CIP	CIP-CONTINGENCY	395-60-802-572-000-	606520-51017	\$ (14,731)
<b>TOTAL PARKS RESTROOM FACILITIES</b>				<b>\$ (15,825)</b>
<b>Restroom Additions (CIP Project #51043)</b>				
CIP	CIP-CONSTRUCTION	395-60-800-572-000-	606510-51043	\$ 15,825
<b>TOTAL RESTROOM ADDITIONS</b>				<b>\$ 15,825</b>
<b>Fire Station 107 (CIP Project #53012)</b>				
CIP	CIP-CONSTRUCTION	395-53-800-522-000-	606510-53012	\$ (20,000)
<b>TOTAL FIRE STATION 107</b>				<b>\$ (20,000)</b>
<b>Art in the Parks (CIP Project #51035)</b>				
CIP	CIP-CONSTRUCTION	395-60-810-572-000-	606510-51035	\$ (190)
<b>TOTAL ART IN THE PARKS</b>				<b>\$ (190)</b>
<b>Miramar Regional Aquatics Complex Renovations (CIP Project #51040)</b>				
CIP	CIP-CONSTRUCTION	395-60-800-572-000-	606510-51040	\$ 135,404
<b>TOTAL MIR REG AQUATICS COMPLEX RENOVATIONS</b>				<b>\$ 135,404</b>
<b>TOTAL USE OF FUNDS</b>				<b>\$ 115,215</b>