

**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, Management & Budget

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

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

**Item Description:** (FIRST 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. (Management & 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 Development Fund, Public Safety Outside Services Fund, and Capital 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)



**CITY OF MIRAMAR  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and City Commissioners  
**FROM:** Dr. Roy L. Virgin, City Manager   
**BY:** Carmen Dominguez, Assistant Director of Management & Budget  
**DATE:** October 31, 2024  
**RE:** FIRST 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. Due to the ongoing year-end closing process, this item is subject to change between first and second readings.

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

General Fund 001 – Exhibit A

Revenues (\$2,985,600 adjustment)

- 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 \$427,500 primarily due to higher than anticipated lump sum payouts, non-pensionable earnings, and FICA/MICA.
- Procurement: Increase \$37,400 due to higher than anticipated lump sum payouts.
- Management & Budget: Decrease \$93,700 as a result of savings in consulting services.

- Police: Increase \$1,395,000 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 \$387,200 as a result of savings in professional and contractual services.
- Economic Development & Housing: Increase \$163,400 primarily due to higher than anticipated lump sum payouts, tuition reimbursement, and HDHP health insurance (Aetna).
- Parks & Recreation: Increase \$326,000 primarily due to overtime costs.
- Cultural Affairs: Increase \$286,200 primarily due to higher than anticipated lump sum payouts, overtime costs, and theater productions costs carried forward from prior fiscal year FY 2023.
- Non-Departmental: Decrease \$2,154,600 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.

#### Economic Development Fund 006 – Exhibit B

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

- Appropriation of Fund Balance: Decrease \$1,115,600 use of fund balance as unexpended operating costs as shown below will be funded in FY 2025 to fund ongoing economic development activities.

##### 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 (\$36,600 adjustment)

- Appropriation of Fund Balance: Increase \$36,600 use of fund balance to fund the overage in personnel services as shown below.

##### Expenses (\$36,600 adjustment)

- Personnel Services: Increase \$108,300 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.

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.

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09/24/24  
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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 “D,” 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

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

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10/29/24

**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 “D,” 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, 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

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	_____

Ord. No. \_\_\_\_\_

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

REVENUE/EXPENSE TYPE	ACCOUNT DESCRIPTION	BUDGET LINE ITEM	BUDGET CODE NO.	AMOUNT
<b>SOURCE OF FUNDS</b>				
<b>APPROPRIATION OF FUND BALANCE</b>				
APPROPRIATION OF FUND BALANCE	APPROPRIATION OF FUND BALANCE	001-00-000-000-000-	399999-	\$ 2,985,600
	<b>TOTAL APPROPRIATION OF FUND BALANCE</b>			<b>\$ 2,985,600</b>
<b>TOTAL SOURCE OF FUNDS</b>				
				<b>\$ 2,985,600</b>
<b>USE OF FUNDS</b>				
<b>OFFICE OF THE CITY MANAGER</b>				
PERSONNEL SERVICES	LUMP SUM PAYOUT - ACCRUED TIME	001-05-050-512-000-	601205-	\$ 188,900
PERSONNEL SERVICES	LUMP SUM PAYOUT - ACCRUED TIME	001-05-100-512-000-	601205-	178,800
PERSONNEL SERVICES	NON-PENSIONABLE EARNINGS	001-05-100-512-000-	601210-	46,100
PERSONNEL SERVICES	FICA & MICA	001-05-050-512-000-	602100-	6,200
PERSONNEL SERVICES	FICA & MICA	001-05-100-512-000-	602100-	7,500
	<b>TOTAL OFFICE OF THE CITY MANAGER</b>			<b>\$ 427,500</b>
<b>PROCUREMENT</b>				
PERSONNEL SERVICES	LUMP SUM PAYOUT - ACCRUED TIME	001-11-120-513-000-	601205-	\$ 32,400
PERSONNEL SERVICES	LUMP SUM PAYOUT - ACCRUED TIME	001-11-121-513-000-	601205-	5,000
	<b>TOTAL PROCUREMENT</b>			<b>\$ 37,400</b>
<b>MANAGEMENT &amp; BUDGET</b>				
OPERATING EXPENSE	CONSULTING SERVICES	001-15-153-513-000-	603192-	\$ (55,500)
OPERATING EXPENSE	CONSULTING SERVICES	001-15-154-513-000-	603192-	(38,200)
	<b>TOTAL MANAGEMENT &amp; BUDGET</b>			<b>\$ (93,700)</b>
<b>POLICE</b>				
PERSONNEL SERVICES	OVERTIME-GENERAL	001-20-201-521-000-	601400-	\$ 645,000
PERSONNEL SERVICES	OVERTIME-GENERAL	001-20-204-521-000-	601400-	106,500
PERSONNEL SERVICES	OVERTIME-GENERAL	001-20-205-521-000-	601400-	73,000
PERSONNEL SERVICES	OVERTIME-SPECIAL EVENTS	001-20-201-521-000-	601402-	108,400



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

<b>REVENUE/EXPENSE TYPE</b>	<b>ACCOUNT DESCRIPTION</b>	<b>BUDGET LINE ITEM</b>	<b>BUDGET CODE NO.</b>	<b>AMOUNT</b>
PERSONNEL SERVICES	OVERTIME-SPECIAL EVENTS	001-20-202-521-000-	601402-	57,800
PERSONNEL SERVICES	DROP TRANSFER	001-20-200-521-000-	601561-	160,400
PERSONNEL SERVICES	DROP TRANSFER	001-20-201-521-000-	601561-	243,900
<b>TOTAL POLICE</b>				<b>\$ 1,395,000</b>
<b><u>BUILDING, PLANNING &amp; ZONING</u></b>				
OPERATING EXPENSE	PROF SVCS-OTHER	001-41-401-515-000-	603190-	\$ (219,400)
OPERATING EXPENSE	CONTRACT SVCS-OTHER	001-41-404-524-000-	603400-	(167,800)
<b>TOTAL BUILDING, PLANNING &amp; ZONING</b>				<b>\$ (387,200)</b>
<b><u>ECONOMIC DEVELOPMENT &amp; HOUSING</u></b>				
PERSONNEL SERVICES	LUMP SUM PAYOUT - ACCRUED TIME	001-43-432-552-000-	601205-	\$ 121,700
PERSONNEL SERVICES	LUMP SUM PAYOUT - ACCRUED TIME	001-43-431-554-000-	601205-	8,600
OPERATING EXPENSE	TUITION REIMBURSEMENT	001-43-431-554-000-	605510-	13,900
OPERATING EXPENSE	TUITION REIMBURSEMENT	001-43-432-552-000-	605510-	4,500
PERSONNEL SERVICES	HDHP AETNA	001-43-431-554-000-	602312-	14,700
<b>TOTAL ECONOMIC DEV &amp; HOUSING</b>				<b>\$ 163,400</b>
<b><u>PARKS &amp; RECREATION</u></b>				
PERSONNEL SERVICES	OVERTIME-GENERAL	001-60-600-572-000-	601400-	\$ 48,200
PERSONNEL SERVICES	OVERTIME-GENERAL	001-60-602-572-000-	601400-	40,400
PERSONNEL SERVICES	OVERTIME-GENERAL	001-60-604-572-000-	601400-	22,000
PERSONNEL SERVICES	OVERTIME-GENERAL	001-60-605-574-000-	601400-	24,700
PERSONNEL SERVICES	OVERTIME-GENERAL	001-60-606-572-061-	601400-	54,300
PERSONNEL SERVICES	OVERTIME-GENERAL	001-60-608-572-000-	601400-	24,300
PERSONNEL SERVICES	OVERTIME-SPECIAL EVENTS	001-60-605-574-000-	601402-	112,100
<b>TOTAL PARKS &amp; RECREATION</b>				<b>\$ 326,000</b>
<b><u>CULTURAL AFFAIRS</u></b>				
PERSONNEL SERVICES	LUMP SUM PAYOUT - ACCRUED TIME	001-68-100-573-000-	601205-	\$ 27,300
PERSONNEL SERVICES	LUMP SUM PAYOUT - ACCRUED TIME	001-68-684-579-000-	601205-	6,000
PERSONNEL SERVICES	OVERTIME-GENERAL	001-68-683-573-000-	601400-	9,600
PERSONNEL SERVICES	OVERTIME-GENERAL	001-68-684-579-000-	601400-	9,800
PERSONNEL SERVICES	OVERTIME-GENERAL	001-68-685-573-000-	601400-	21,300
OPERATING EXPENSE	THEATRE PRODUCTIONS	001-68-685-573-000-	604891-	212,200
<b>TOTAL CULTURAL AFFAIRS</b>				<b>\$ 286,200</b>
<b><u>NON-DEPARTMENTAL</u></b>				
APPROPRIATED FUND BALANCE	APPROPRIATED FUND BALANCE	001-90-000-519-000-	609990-	\$ (1,922,800)
OPERATING EXPENSE	PROF SVCS-OTHER	001-90-000-519-000-	603190-	(119,800)
OTHER USES	EMERGENCY PREPAREDNESS	001-90-000-519-000-	609980-93808	(112,000)
<b>TOTAL NON-DEPARTMENTAL</b>				<b>\$ (2,154,600)</b>
<b><u>TRANSFERS</u></b>				
TRANSFERS	TRFR TO CAPITAL PROJECTS	001-90-000-581-000-	691395-	\$ 2,985,600
<b>TOTAL TRANSFERS</b>				<b>\$ 2,985,600</b>
<b>TOTAL USE OF FUNDS</b>				<b>\$ 2,985,600</b>

CITY OF MIRAMAR  
EXHIBIT "B"  
BUDGET REVISION  
ECONOMIC DEVELOPMENT FUND (006)

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	006-00-000-000-000-	399999-	\$ (1,115,600)
<b>TOTAL SOURCE OF FUNDS</b>				<b>\$ (1,115,600)</b>
<b>USE OF FUNDS</b>				
<b>ECONOMIC DEVELOPMENT &amp; HOUSING</b>				
OPERATING EXPENSE	CONSULTING SVCS	006-43-432-552-000-	603192-53033	\$ (47,500)
OPERATING EXPENSE	R&M BUILDINGS	006-43-432-552-000-	604620-53033	(403,500)
DEPARTMENTAL CAPITAL OUTLAY	BUILDING RENOVATION	006-43-432-552-000-	606210-53033	(100,000)
GRANTS & AIDS	ECONOMIC INCENTIVE	006-43-432-552-041-	608250-04303	(564,600)
<b>TOTAL ECONOMIC DEVELOPMENT &amp; HOUSING</b>				<b>\$ (1,115,600)</b>
<b>TOTAL USE OF FUNDS</b>				<b>\$ (1,115,600)</b>

CITY OF MIRAMAR  
 EXHIBIT "C"  
 BUDGET REVISION  
 PUBLIC SAFETY OUTSIDE SERVICES FUND (145)

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	145-00-000-000-000-	399999-	\$ 36,600
<b>TOTAL SOURCE OF FUNDS</b>				<b>\$ 36,600</b>
<b>USE OF FUNDS</b>				
<b>PERSONNEL EXPENSE</b>				
PERSONNEL SERVICES	SPECIAL DUTY PAY	145-20-000-521-000-	601310-	\$ 101,200
PERSONNEL SERVICES	FICA & MICA	145-20-000-521-000-	602100-	10,600
PERSONNEL SERVICES	SPECIAL DUTY PAY	145-30-000-529-000-	601310-03005	(3,500)
<b>TOTAL PERSONNEL</b>				<b>\$ 108,300</b>
<b>APPROPRIATED FUND BALANCE</b>				
APPROPRIATED FUND BALANCE	APPROPRIATED FUND BALANCE	145-90-000-521-000-	609990-	\$ (71,700)
<b>TOTAL APPROPRIATED FUND BALANCE</b>				<b>\$ (71,700)</b>
<b>TOTAL USE OF FUNDS</b>				<b>\$ 36,600</b>

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

REVENUE/EXPENSE TYPE	ACCOUNT DESCRIPTION	BUDGET LINE ITEM	BUDGET CODE NO.	AMOUNT
	<b>SOURCE OF FUNDS</b>			
TRANSFERS	TRFR FR GENERAL FUND	395-00-000-000-000-	381001-	\$ 2,985,600
	<b>TOTAL SOURCE OF FUNDS</b>			<b>\$ 2,985,600</b>
	<b>USE OF FUNDS</b>			
<b>APPROPRIATED FUND BALANCE</b>				
APPROPRIATED FUND BALANCE	APPROPRIATED FUND BALANCE	395-90-000-590-000-	609990-	\$ 2,985,600
	<b>TOTAL APPROPRIATED FUND BALANCE</b>			<b>\$ 2,985,600</b>
	<b>TOTAL USE OF FUNDS</b>			<b>\$ 2,985,600</b>