

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

First Reading Date: November 5, 2025

Second Reading Date: November 17, 2025

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

Prepared By: Yenevin Capote, Assistant Director of Management & Budget

Temp. Ord. Number: #O1854

Item Description: (SECOND READING) Temp. Ord. No. 1854, APPROVING THE END-OF-YEAR AMENDMENT TO THE FISCAL YEAR 2025 OPERATING AND CAPITAL IMPROVEMENT PROGRAM BUDGET; AND PROVIDING FOR AN EFFECTIVE DATE.

(Management & Budget Assistant Director Yenevin Capote)

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, Debt Services Funds, Capital Grants Fund, Utility Fund and Stormwater Fun adjusted as provided in the Memo.

Content:

- **Agenda Item Memo from the City Manager to City Commission**
- **Ordinance TO No. 1854**
 - **Exhibit A: GENERAL FUND (001)**
 - **Exhibit B: ECONOMIC DEVELOPMENT FUND (006)**
 - **Exhibit C: PUBLIC SAFETY OUTSIDE SERVICES FUND (145)**
 - **Exhibit D: AFFORDABLE HOUSING TRUST FUND (170)**
 - **Exhibit E: DEBT SERVICE FUND (201)**
 - **Exhibit F: DEBT SERVICE FUND (203)**
 - **Exhibit G: DEBT SERVICE FUND (206)**

- **Exhibit H: PARK DEVELOPMENT FUND (387)**
- **Exhibit I: 2022 CIP LOAN FUND (394)**
- **Exhibit J: UTILITY FUND (410)**
- **Exhibit K: HEALTH INSURANCE FUND (501)**
- **Exhibit L: INFORMATION TECHNOLOGY FUND (504)**

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City of Miramar's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: (SECOND READING) Temp. Ord. No. 1854, APPROVING THE END-OF-YEAR AMENDMENT TO THE FISCAL YEAR 2025 OPERATING AND CAPITAL IMPROVEMENT PROGRAM BUDGET; AND PROVIDING FOR AN EFFECTIVE DATE. (Management & Budget Assistant Director Yenevin Capote)

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Miramar is of the view that a business impact estimate is not required by state law¹ for the proposed ordinance, but the City of Miramar is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- The proposed ordinance is required for compliance with Federal or State law or regulation;
- The proposed ordinance relates to the issuance or refinancing of debt;
- The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- The proposed ordinance is an emergency ordinance;
- The ordinance relates to procurement; or
- The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
 - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City of Miramar hereby publishes the following information:

¹ See Section 166.041(4)(c), Florida Statutes.

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City of Miramar, if any:

- (a) An estimate of direct compliance costs that businesses may reasonably incur;
- (b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
- (c) An estimate of the City of Miramar's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

4. Additional information the governing body deems useful (if any):

[You may wish to include in this section the methodology or data used to prepare the Business Impact Estimate. For example: City of Miramar staff solicited comments from businesses in the City of Miramar as to the potential impact of the proposed ordinance by contacting the chamber of commerce, social media posting, direct mail or direct email, posting on City of Miramar's website, public workshop, etc. You may also wish to include efforts made to reduce the potential fiscal impact on businesses. You may also wish to state here that the proposed ordinance is a generally applicable ordinance that applies to all persons similarly situated (individuals as well as businesses) and, therefore, the proposed ordinance does not affect only businesses].



**CITY OF MIRAMAR
INTEROFFICE MEMORANDUM**

TO: Mayor, Vice Mayor and City Commissioners

FROM: Dr. Roy L. Virgin, City Manager

BY: Yenevin Capote, Assistant Director of Management & Budget

DATE: October 30, 2025

RE: SECOND READING of Temp. Ord. No. 1854, Final Budget Amendment of FY25 Operating and Capital Improvement Program Budgets.

RECOMMENDATION: The City Manager recommends approval of Temp. Ord. No.1854, providing for the third and final budget amendment of the Fiscal Year 2025 Operating and Capital Improvement Program Budgets.

ISSUE: Pursuant to Florida Statutes Section 166.241(4), the City's final FY25 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 2025 budget amendment:

General Fund 001 – Exhibit A

Revenues \$0.00 adjustment)

- Capital Lease Proceeds: Decrease \$8,000,000 budget allocated in FY2025. Proceeds received in FY2024 and included in Fund Balance. Increase Appropriation of Fund Balance by the same amount of \$8,000,000 accordingly.

Expenses (\$0.00 Net adjustment)

- Human Resources: Increase \$397,800 primarily due to higher than anticipated personnel cost due to recent retirement and personnel changes including Lump Sum Payout, FICA/MICA, and pension.
- Legal: Increase \$158,100 due to higher than expected legal services.

- Financial Services: Increase \$75,500 due to higher than anticipated personnel cost (Lumo Sum Payout).
- Procurement: Increase \$13,900 due to higher than anticipated personnel cost (Lump Sum Payout).
- Fire Rescue: Increase \$1,272,700 due to higher than anticipated overtime cost.
- Public Works: Increase \$334,100 due to higher than anticipated overtime cost.
- Cultural Affairs: Increase \$405,900 due to higher than expected Theater Production and personnel cost.
- Debt Services: Decrease \$78,100 from saving in the 2017 radio lease principal & interest line item.
- Non-Departmental: Decrease \$2,739,800 from savings in emergency preparedness, professional services, and other operating expenses to reconcile departments that experienced higher than anticipated expenses in FY2025.
- Transfer: Increase \$81,800 transfer out to Public Safety Outside Services Fund (145) to account for higher than anticipated cost for special duty pay and Increase \$78,100 transfer out to Debt Services Fund 201 to account for higher than anticipated debt services cost and operating expenses.

Economic Development Fund 006 – Exhibit B

Revenues (-\$1,364,600 adjustment)

- Appropriation of Fund Balance: Decrease \$1,364,600 use of fund balance as unexpended operating costs, as shown below, will be funded in FY 2026 for ongoing economic development activities.

Expenses (-\$1,364,600 adjustment)

- Operating Expenses: Decrease \$1,364,600 in unexpended operating costs in the following line items as funds have been budgeted in FY 2026 to fund ongoing economic development activities.
 - Administrative Expenses: Decrease \$912,400 remaining balance.
 - Building Renovation: Decrease \$4,000 remaining balance.
 - Consulting Services: Decrease \$28,100 remaining balance.
 - Economic Incentive: Decrease \$253,000 remaining balance.
 - R&M Buildings: Decrease \$399,300 remaining balance
 - Appropriated Fund Balance: Increase \$232,200

Public Safety Outside Services Fund 145 – Exhibit C

Revenues (\$387,800 adjustment)

- Fire Special Details: Increase \$24,000 due to additional revenue received.
- PD Special Detail Administration Fees: Increase \$24,200 due to additional revenue received.
- Police Special Details: Increase \$257,800 due to additional revenue received.
- Transfer From General Fund: Increase \$81,800 to fund the overage in personnel services as shown below.

Expenses (\$387,800 adjustment)

- Personnel Services: Increase \$387,800 due to higher than anticipated costs for special duty pay and FICA/MICA related to Public Safety Outside Services.

Affordable Housing Fund 170 – Exhibit D

Revenue (\$3,000,000 adjustment)

- Decrease \$3,000,000 from developer contribution to reflect committed amount from Cleghorn Shoe Corporation & Sunbeam Development Corporation as per the executed agreement of \$5,000,000.

Expenses (\$3,000,000 adjustment)

- Decrease \$3,000,000 from grants to others to reflect committed amount from Cleghorn Shoe Corporation & Sunbeam Development Corporation as per the executed agreement of \$5,000,000.

Debt Services Fund 201 – Exhibit E

Revenues (\$78,100 adjustment)

- Transfer: Increase \$78,100 transfer from Fund 001 due to higher than anticipated debt services and operating cost.

Expenses (\$78,100 adjustment)

- Personnel Services: Increase \$387,800 due to higher than anticipated costs for special duty pay and FICA/MICA related to Public Safety Outside Services.

Debt Services Fund 203 – Exhibit F

Expenses (\$986,100 Transfer)

- Decrease -\$986,100 from Debt Services Fund 203 to reflect the refunding of the 2015 CIP Bonds, which were refinanced using proceeds from the Refunding Revenue Bonds, Series 2024 (Fund 206).
- Increase \$986,100 Transfer to Fund 206 Refunding Revenue Bond Series 2024

Debt Services Fund 206 – Exhibit G

Revenues (\$986,100 Transfer)

- Increase \$986,100 Transfer from Fund 203 due to refunding of the 2015 CIP Bonds with the Refunding revenue Bond Series 2024 Fund 206.

Expenses (\$986,100 Transfer)

- Increase \$986,100 Refunding Revenue Bond Series 2024.

Park Development Fund 387 – Exhibit H

Revenues (\$274,000 Adjustment)

- Increase \$274,000 appropriation fund balance to support the amphitheater noise reduction project.

Expenses (\$274,000 adjustment)

- Increase \$274,000 to support the construction of the amphitheater noise reduction project.

2022 CIP Loan Fund 394 – Exhibit I

Expenses (\$0.00 Net adjustment)

- Decrease -\$23,200 transfer from the eastbound turn lane along Miramar parkway project to the amphitheater noise reduction project.
- Increase \$23,200 from the eastbound turn lane along Miramar parkway project to support the amphitheater noise reduction project.

Utility Fund 410 – Exhibit J

Revenues (\$3,771,920 adjustment)

- Increase a total of \$3,771,920 appropriation of fund balance to support the construction cost of the EWTP improvement project and the design cost for the regional biosolids solutions facility project.

Expenses (\$3,771,920 adjustment)

- Increase a total of \$271,920 to support the construction cost of the East Water Treatment Plant (EWTP) improvement project and a total of \$3,500,000 for the design cost for the regional biosolids solutions facility project.

Health Insurance 501 – Exhibit K

Revenues (\$933,000 adjustment)

- Increase \$933,000 appropriation of fund balance to reconcile higher than expected High-Deductible Health Plan (HDHP) claims.

Expenses (\$933,000 adjustment)

- Increase \$933,000 due to higher than expected HDHP claims.

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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 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” through “K”, 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 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 third 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” through “K”, 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, Yvette Colbourne

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

<u>Requested by Administration</u>	<u>Voted</u>
Commissioner Maxwell B. Chambers	_____
Commissioner Avril Cherasard	_____
Commissioner Carson "Eddy" Edwards	_____
Vice Mayor Yvette Colbourne	_____
Mayor Wayne M. Messam	_____

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