

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

Meeting Date: September 12, 2019

Second Reading Date: September 25, 2019

Presenter's Name and Title: Norman Mason, Director, Management & Budget

Temp. Ord. Number: O1729

Item Description: (First Reading) Temp. Ord. No. O1729, ADOPTING THE TENTATIVE OPERATING AND CAPITAL IMPROVEMENT PROGRAM AS THE CITY OF MIRAMAR'S FINAL BUDGET FOR FISCAL YEAR 2020, ALLOCATING, APPROPRIATING, AND AUTHORIZING EXPENDITURES IN ACCORDANCE WITH AND FOR THE PURPOSES STATED IN SAID BUDGET, EXCEPTING CERTAIN APPROPRIATIONS AND EXPENDITURES FROM REQUIRING FURTHER CITY COMMISSION ACTION; AUTHORIZING BUDGETARY CONTROL BY DEPARTMENT TOTAL FOR ALL APPROPRIATIONS; PROVIDING FOR THE AUTHORIZATION OF ALL BUDGETED EMPLOYMENT POSITIONS; PROVIDING FOR THE CREATION OF BALANCED REVENUE AND EXPENDITURE ACCOUNTS FOR RECEIPT OF MONIES BY GIFT, GRANT, OR OTHERWISE, AND THE MANAGEMENT AND DISBURSEMENT THEREOF; PROVIDING THAT THE BUDGET HEREBY ADOPTED MAY BE ADJUSTED OR MODIFIED BY ORDINANCE; PROVIDING FOR THE AUTHORIZATION TO LAPSE ALL ENCUMBRANCES OUTSTANDING ON SEPTEMBER 30, 2019; PROVIDING AUTHORIZATION TO RE-APPROPRIATE LAPSED CAPITAL OUTLAY AND CAPITAL IMPROVEMENT ENCUMBRANCES IN THE 2020 FISCAL YEAR. (Management & Budget Director Norman Mason)

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 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 of the City Commission).

Fiscal Impact: Yes ☒ No ☐

REMARKS: Provides budgeted revenues and expenditures for all funds.


Content:

- **Agenda Item Memo from the City Manager to City Commission**
- **Ordinance TO O1729**
- **Attachment 1 :Changes from the Proposed Budget**



**CITY OF MIRAMAR
INTEROFFICE MEMORANDUM**

TO: Mayor, Vice Mayor, & City Commissioners

FROM: Vernon E. Hargray, City Manager 

BY: Norman Mason, Management & Budget Director

DATE: September 5, 2019

RE: FIRST READING of Temp Ord No. 1729, adopting the Operating and Capital Improvement Program Budget for Fiscal Year 2020

RECOMMENDATION: The City Manager recommends approval of Temp. Ord. No. 1729, adopting the Operating and Capital Improvement Program Budget for Fiscal Year 2020 ("FY 2020").

ISSUE: This Ordinance adopts the Operating and Capital Improvement Program Budget for Fiscal Year 2020. Changes from the FY 2020 Proposed Budget are outlined in Attachment 1.

BACKGROUND: In accordance with Chapter 200.065, Florida Statutes, a taxing authority is required to adopt a final budget by a Resolution or Ordinance. The adoption of the budget and the millage levy Resolution or Ordinance shall be approved by separate votes.

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**CITY OF MIRAMAR
MIRAMAR, FLORIDA**

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF MIRAMAR, FLORIDA, ADOPTING THE TENTATIVE OPERATING AND CAPITAL IMPROVEMENT PROGRAM AS THE CITY OF MIRAMAR'S FINAL BUDGET FOR FISCAL YEAR 2020, ALLOCATING, APPROPRIATING, AND AUTHORIZING EXPENDITURES IN ACCORDANCE WITH AND FOR THE PURPOSES STATED IN SAID BUDGET, EXCEPTING CERTAIN APPROPRIATIONS AND EXPENDITURES FROM REQUIRING FURTHER CITY COMMISSION ACTION; AUTHORIZING BUDGETARY CONTROL BY DEPARTMENT TOTAL FOR ALL APPROPRIATIONS; PROVIDING FOR THE AUTHORIZATION OF ALL BUDGETED EMPLOYMENT POSITIONS; PROVIDING FOR THE CREATION OF BALANCED REVENUE AND EXPENDITURE ACCOUNTS FOR RECEIPT OF MONIES BY GIFT, GRANT, OR OTHERWISE, AND THE MANAGEMENT AND DISBURSEMENT THEREOF; PROVIDING THAT THE BUDGET HEREBY ADOPTED MAY BE ADJUSTED OR MODIFIED BY ORDINANCE; PROVIDING FOR THE AUTHORIZATION TO LAPSE ALL ENCUMBRANCES OUTSTANDING ON SEPTEMBER 30, 2019; PROVIDING AUTHORIZATION TO RE-APPROPRIATE LAPSED CAPITAL OUTLAY AND CAPITAL IMPROVEMENT ENCUMBRANCES IN THE 2020 FISCAL YEAR ; AND PROVIDING FOR AN EFFECTIVE DATE.

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

Section 1: That the tentative Fiscal Year 2020 ("FY 2020") Operating and Capital Improvement Program Budget, approved by the City Commission on September 12, 2019, is established and adopted as the City of Miramar's final budget for the 2020 Fiscal Year.

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Section 2: That the budget may be amended or adjusted by a motion approved by a majority vote of the City Commission at the public hearing in accordance with State Statutes.

Section 3: Subject to the adjustment and/or amendment process authorized in Section 2, amounts allocated in said budget for expenditure effective October 1, 2019 are authorized in accordance with the purposes as set forth in said budget, except that no funds shall be deemed authorized for expenditure in those instances where specific and additional City Commission action and authorization is required as provided in Chapter 2, Article VI, Division 1 of the Miramar City Code, as well as other applicable law.

Section 4: That the FY 2020 Operating and Capital Improvement Program Budget establishes limitations on expenditures by department total, said limitation meaning that the total sum allocated to each department for operating expenses may not be increased or decreased without specific authorization by a duly enacted Ordinance effecting such amendment or transfer. However, specific line item amounts may be exceeded so long as excesses exist in other line items within said department budget. When such excess expenditures occur, the City Manager or designee is authorized to transfer such unencumbered appropriations from one line item to another to balance the deficiency.

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Section 5: That the amounts allocated to Capital Improvement Program projects are specific authorizations for each project and may be expended only for that specific purpose. The amount allocated to each project may not be exceeded, increased, or decreased, or funds transferred to or from projects without specific City Commission authorization by a duly enacted Ordinance effecting such amendment or transfer.

Section 6: That the “Program Revenues, Expenditures & Position Summary” included within each department budget and supporting documents not included in the budget enumerates all authorized budgeted positions. All personnel filling said authorized positions shall be paid pursuant to and in accordance with the City of Miramar’s Comprehensive Pay Plan or Collective Bargaining Agreements in effect at any given time for said position.

Section 7: That when the City of Miramar receives monies from any source, be it private or governmental, by grant, gift, or otherwise, to which there is attached, as a condition of acceptance, any limitation regarding the use or expenditure of the monies received, the funds so received will be established in the Operating Budget upon acceptance of the grant, gift, or otherwise by the City Commission, but said monies shall only be disbursed and applied toward the purposes for which the funds were received. To ensure the integrity of the Operating Budget and the integrity of the monies received by the City under grants or gifts, all monies received as contemplated

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above must, upon receipt, be segregated and accounted for based upon generally accepted accounting principles and placed into separate revenue and expenditure accounts established to properly account for all such funds and expenditures. Any money drawn from the established expenditure accounts may only be disbursed and applied within the limitations placed upon the gift or grant.

Section 8: That upon the passage and adoption of the FY 2020 Budget for the City of Miramar, if the City Manager determines that an Operating Department total will exceed its original appropriation, he is hereby authorized and directed to prepare such Resolutions or Ordinances as may be necessary and proper to administratively and publicly adjust or modify any line items from the Budget.

Section 9: That all outstanding encumbrances at September 30, 2019, shall lapse at that time; and all lapsed capital outlay and capital improvement encumbrances and available balances for active projects shall be re-appropriated in the 2020 fiscal year.

Section 10: If any section, sentence, clause, or phrase of this Ordinance is held to be invalid or unconstitutional by any Court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Ordinance.

Section 11: All Ordinances or parts of Ordinances, insofar as they are inconsistent or in conflict with the provisions of this Ordinance, are hereby repealed.

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Section 12: This Ordinance shall take effect on October 1, 2019.

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


Requested by Administration

Commissioner Winston F. Barnes
Commissioner Maxwell B. Chambers
Commissioner Yvette Colbourne
Vice Mayor Alexandra P. Davis
Mayor Wayne M. Messam

Voted



CITY OF MIRAMAR
OFFICE OF THE CITY MANAGER
INTER-OFFICE MEMORANDUM

TO: Honorable Mayor, Vice-Mayor and Commissioners
FROM: Vernon Hargray, City Manager 
DATE: August 18, 2019
RE: Fiscal Year 2020 Budget Revisions

Please see below the highlights of changes to the tentative budget as it will be presented on September 12, 2019. These changes address immediate needs of the City, while keeping our promise to be fiscally responsible and presenting a budget that deals with challenges that face the City for the next two years. The tentative budget pays for our core public safety programs using core recurring revenues; maintains the levels of service our residents have come to expect; funds the 12% stabilization fund as well as the emergency fund, OPEB and Pension trust funds; addresses the impact of collective bargaining and pension increases and funds critical CIP needs.

General Fund:

Revenue	
Billboard Revenue reduced to account for a realistic buildout schedule	\$ -382,000
Added Community Engagement Program revenue	150,000
State Revenue revised projections	-68,000
Ad Valorem Taxes: Delinquencies increased per trend	200,000
Miscellaneous Revenue increased to more accurately account for sale of Block 2	100,000
Total	\$ -

Expenses	
Janitorial services increase due to new bid	\$ 141,500
Added funding in Commission for special events	125,000
Commission funding for proclamations, training, printing and marketing	65,000
Professional services in HR for internal investigations	60,000
New position in Finance: Accounting Systems Analyst	93,400
Cultural Arts funding for theater productions	399,500
Teen Advisory Council funded for 2020	10,000
CIP operational impacts for landscape maintenance associated with road projects	56,100
Police Pension actuarial valuation change	25,700
Vehicle Stipend Policy	64,800
Internal Auditor fees	130,000

Other Miscellaneous (net)	1,000
Fleet internal Charge decreased due to depreciation	-1,172,000
Total General Fund Expenses	\$ -

Debt Service Fund 201

Revenue	
Appropriation of Fund Balance	165,000
Total	165,000

Expenses	
Debt Service for proposed 2020 CIP \$10M loan	165,000
Total	165,000

CIP Revenue Bond Fund 388

Revenue	
Appropriation of fund balance	265,000
Total	265,000

Expenses	
51003-Park Improvements: Shirley Branca Park Pavilion	100,000
51005-Ansin Sports Complex-Phase II : Mondo Track Repairs	100,000
52036-Landscape & Beautification Miramar Pkwy, Miramar Blvd, Red Rd & University Dr.	50,000
51024-911 Remembrance Monument	15,000
Total	265,000

A new fund was created to account for the receipt and expenses related to the \$10 million CIP bank loan:

New Fund: FY 2020 CIP Loan Fund 391

Revenue	
Loan Proceeds	10,000,000
Total	10,000,000

Expenses	
53025-Historic Miramar Innovation & Technology Village	4,000,000
52061-Pembroke Road Extension from SW 184 Ave to US27/Mir Extension	1,500,000
51025-Regional Park High Performance Tennis Complex	700,000
52022-Street Construction & Resurfacing: Monarch Lakes Blvd	300,000
Appropriated Fund Balance (Committed to project 53025 in FY21)	3,500,000
Total	10,000,000

Capital Projects Fund 395

Expenses	
53016-Facilities Capital Improvement: Town Center Cooling Towers	130,000
52082-Wetland Assessment & Development	-130,000
Total	-

Utility Fund

Revenue	
Increased appropriation of fund balance	597,500
Total	597,600

Operating Expenses	
Contractual Services	220,000
Overtime	231,000
Advertising Costs	48,000
Professional Services & Equipment	69,500
Other Miscellaneous (Net)	-2,700
Fleet Internal Service Charge	-198,800
Capital Improvement	
52078-SCADA Cybersecurity Improvement	230,600
Total	597,600

CIAC Fund 414

Expenses	
52065-Raw Water Main-Huntington Wellfield	-300,000
52085-Sustainable Renewable Energy & Conservation	300,000
Total	-

Internal Service Funds**Health Fund 501**

Revenue	
Allocations and charge out to the departments	125,700
Total	125,700

Expenses	
Contingency	200,000
Health and dental premiums	-65,500
Other miscellaneous (net)	-8,800
Total	125,700

Risk Fund 502

Revenue	
Allocations and charge out to the departments	-3,100
Total	-3,100

Expenses	
Decreased Allocations	-3,100
Total	-3,100

Fleet Fund 503

Revenue	
Decreased Allocations	-1,444,900
Total	-1,444,900

Expenses	
Reduced budgeted depreciation	-1,495,000
Vehicle purchases and reserves	64,200
Other miscellaneous (net)	-14,100
Total	-1,444,900

Information Technology Fund 504

Revenue	
Allocations and charge out to the departments	-50,000
Total	-50,000

Expenses	
Miscellaneous S&B and allocations	-50,000
Total	-50,000

Should you have any questions or require additional information, please let me know.

C: City Manager's Senior Executive Team
City Attorney
City Clerk
Directors