

**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:** SECOND 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. (Passed 1<sup>st</sup> Reading 09/12/19) (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 *For [Signature]*

**BY:** Norman Mason, Management & Budget Director

**DATE:** September 19, 2019

**RE:** **SECOND 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.

Attachment 1: Changes from the Proposed Budget

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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**

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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

**TO:** Honorable Mayor, Vice-Mayor and Commissioners  
**FROM:** Vernon Hargray, City Manager *V. Hargray*  
**DATE:** September 23, 2019  
**RE:** Changes to the FY 2020 tentative Budget as presented on September 12

Please find below all changes to the tentative budget as it will be presented during the second reading on September 25, 2019. The changes address immediate needs of the City as identified by extensive meetings with executive staff and individually with the Commission. City staff has worked hard to bring forth a fiscally responsible and balanced budget that still addresses the core needs of the City as well as funding the General Fund 12% stabilization, emergency reserves, OPEB and Pension trust funds.

**General Fund:**

<b>Revenue</b>	
Increase of billboard revenue	325,000
<b>Total</b>	<b>\$ 325,000</b>

<b>Expenses</b>	
3% Cola adjustment for Commissioners' aides	13,500
Segregating the Amphitheater's revenues & expenses	-
Moving Sr. HR Administrator position from Parks & Recreation to HR	-
Moving Public Policy Research Assistant position from the Office of the City Manager to HR and retitle to HR Generalist	-
Converting 4 long term part-time positions in Social Services to full time status (cost to be absorbed in FY 20 savings)	-
Moving the Business Inclusion Diversity program from the Office of the City Manager to the Economic & Business Development Department	-
Increasing attrition projections in Parks & Recreation	(100,000)
Increasing various event budgets in Parks & Recreation	481,000
Increasing funding to CIP Projects Fund 395	172,000
Decreasing Consulting Services in Management & Budget	(56,000)
Decreasing transfer out to Debt Service Fund 203	(185,500)
Reduce Land Purchase (Budget to be transferred to Economic Dev. Fund)	(2,400,000)
Reduce Economic Incentive (Budget to be transferred to Economic Dev. Fund)	(500,000)
Transfer out to Economic Development Fund	2,900,000
<b>Total General Fund Expenses</b>	<b>\$ 325,000</b>

**Economic Development Fund**

<b>Revenue</b>	
Increase transfer in from General Fund	2,900,000
Billboard revenue (dedicated for economic development)	20,000
<b>Total</b>	<b>\$ 2,920,000</b>

<b>Expenses</b>	
Increase Land Purchase	2,400,000
Increase Economic Incentive	520,000
<b>Total</b>	<b>\$ 2,920,000</b>

**Debt Service Fund 203**

<b>Revenue</b>	
Increase use of debt fund balance (assigned to debt service only)	185,000
Decrease transfer in from General Fund	(185,000)
<b>Total</b>	<b>\$ 0.00</b>

**FY 2020 CIP Loan Fund 391**

<b>Expenses</b>	
51026 - Harbour Lakes Park Improvements - Playground equipment	100,000
52077 - Buffer wall along Pembroke Road adjacent to University Park plat	300,000
51006 - Amphitheater @ Miramar Regional Park: Stage enclosure	700,000
51025 - Miramar Regional Park High Performance Tennis Complex (redirecting funds)	(700,000)
Decrease appropriated fund balance (future funding)	(400,000)
<b>Total</b>	<b>\$ 0.00</b>

**Capital Projects Fund 395**

<b>Revenue</b>	
Transfer in from General Fund	172,000
<b>Total</b>	<b>\$ 172,000</b>

<b>Expenses</b>	
52036 - Landscaping & Beautification - Miramar Pkwy, Miramar Blvd, Red Road Gateway & East University Dr. (Adding Miramar Blvd to the project)	100,000
51006 - Amphitheater @ Miramar Regional Park (re-programming of funds)	(110,208)
51027 - Miramar Regional Park Wi-Fi infrastructure	182,208
<b>Total</b>	<b>\$ 172,000</b>

**Utility Fund 410**

<b>Revenue</b>	
Increased water and wastewater sales revenues per rate study	1,900,000
Decrease Appropriation of Fund Balance	(597,525)
<b>Total</b>	<b>\$ 1,302,475</b>

<b>Expenses</b>	
Increase Appropriated Fund Balance	802,475
Increase contingency	500,000
<b>Total</b>	<b>\$ 1,302,475</b>

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