



Town of Miami Lakes Memorandum

To: Honorable Mayor and Councilmembers

From: Edward Pidermann, Town Manager

Subject: Budget Amendment FY2023-24 - 1st Reading

Date: April 9, 2024

Recommendation

Approve amendment to the FY 2023-24 Budget to carry over prior year's estimated surplus to fund the following: (1) projects that were budgeted and commenced in the prior year but not completed, (2) allocate donations and or sponsorship funds for the committees that were not utilized in the prior year, and (3) allocate funds for one-time operating and/or capital improvement expenditures. In addition, this budget amendment recognizes grants awarded to the Town, as well as donations received for specific Town events.

The proposed amendments are described below and summarized in Exhibit A.

FUND BALANCE

In accordance with the Town's audited financials as reported in the FY2023 Annual Comprehensive Financial Report, the General Fund unassigned fund balance at the end of FY2022-23 and at the beginning of FY2023-24 is \$5,791,693. Per Ordinance 21-273 the Town shall maintain a minimum unassigned fund balance equal to an average of two months of the total adopted general fund budget which is \$3,395,604 or 16.67%.

At the end of FY 2022-23, operations resulted in a net surplus of \$415,781. This surplus is the result of lower-than-expected revenues (-\$469,726) and expenditures underbudget (\$885,507). The significant expenditure line-items contributing to the expenditures underbudget were as follows:

- Reserve line-item (fund balance reserve requirement during the FY22-23 budget process) (\$314,305).
- Reserve line-item (legal/settlement) (\$206,520).

Of the \$415,781 operational surplus, \$206,520 was already approved through the budget adoption process for the litigation/settlement reserve, the remaining \$209,261 will be carried forward into FY2023-24.

Revenues	(\$469,726)
Expenditures	\$885,507
Operational Surplus	\$415,781

Operational Surplus	\$415,781
Adopted Legal Reserve	(\$206,520)
Carryforward Balance	\$209,261

\$ 5,791,693	2023 Annual Comprehensive Report (FY2022-23 Ending Balance and FY2023-24 Beginning Balance).
(3,395,604)	Fund Balance requirement per Ordinance 21-273.
(206,520)	Legal reserves adopted during FY2023-24 budget process.
\$ 2,189,569	Fund Balance Reserve
(209,261)	Operational surplus from FY 2022-23 carried forward into FY 2023-24.
(494,160)	Required Administrative Allocations
\$ 1,486,148	Fund Balance Reserve available for Council Initiatives & Administrative recommendations.

GENERAL FUND

In addition to the carry forward balance of \$209,261 an administrative allocation is required of \$494,160 from the fund balance reserve for a total allocation of \$703,421. The allocations will be as follows:

1. Franchise Fee-Surplus (\$330,701)

Per Ordinance 2019-247 any monies more than the Franchise Fee revenue of \$1,275,000 shall be used specifically for Town infrastructure projects. A total of \$15,403 was not utilized in FY22-23 and \$315,298 was collected in excess revenue than the \$1,275,000 in the prior year and therefore is required to be carried forward into FY23-24. These excess revenues shall be allocated as follows:

- Tree Trimming (\$130,000)
- Sidewalk Repair & Replacement (\$90,000)
- Street Light Repair & Replacement (\$20,298)
- Tree Removal (\$20,000)
- Tree Planting (\$70,403)

2. Committee's / Donations (\$98,061)

Per Resolution 23-1885 Section 4, any sponsorship dollars collected will be used first toward committee expenses. Budgeted, general fund dollars will be used only after sponsorship dollars have been exhausted. Unused sponsorship dollars in any fiscal year may be carried forward into the next fiscal year. Unused, budgeted general fund dollars will be forfeited and not carried forward into the next fiscal year.

a) Youth Activities Task Force (\$245)

The Youth Activities Task Force collected a total of \$15,316 in sponsorship dollars in FY22-23. Of that amount, \$6,450 for Halloween, \$1,200 for Movies in the Park, and \$7,666 for Spring Fling. All sponsorship dollars were exhausted apart from Spring Fling (\$245) and will be carried forward into FY23-24.

b) Veterans Affairs Committee (\$17,030)

The Veterans Affairs Committee collected a total of \$55,674 in FY22-23. Of that, \$48,600 was utilized for the 5K Run, and \$7,074 for Military Tribute Banners. All the sponsorship dollars were exhausted apart from the 5K Run (\$17,030) and will therefore be carried forward into FY23-24.

c) Special Needs Advisory Board (\$80,786)

At the FY2022-2023 Annual Mayors Annual Gala, individuals and the local business community received donations to benefit the Special Needs Advisory Board to fund specific events and enhance certain programs and activities. The remaining balance from the above-mentioned Gala that was not utilized in the prior year was \$48,483, the donations received and awarded to this committee at the FY2022-2023 Mayors Gala were \$32,303. These funds will be carried forward and allocated to the Special Needs Advisory Board as directed by the committee.

3. Balances from prior year (\$64,309)

- a) Town Website Phase I (\$60,309)
- b) Utility Box Beautification (\$4,000)

4. Required Allocations – (\$210,350)

- a) Legal Advertising (\$15,000)
- b) Estimated Election Costs (\$120,000)
- c) Network Support Contract Increase (\$6,570)
- d) Emergency AV Broadcast Equipment Upgrade (\$20,600)
- e) Computer Software Licenses Cisco System Upgrade (\$5,500)
- f) LPR Repair & Maintenance not covered by Impact Fees (\$6,500)
- g) Entry Feature Fountain Repair (\$700)
- h) Transfer to Parks Capital Projects Fund to MLOP Masterplan (\$35,480)
 - At the April 11, 2023, Council Meeting the Council approved that any of the projects not completed with the carryover funds within the fiscal year (FY 22-23) that the remainder of the monies go toward the MLOP Masterplan Project. The following are the projects that were not completed or have a project balance.
 - Relief Programs (Disability & Seniors) (\$1,480)
 - Grant Support (\$34,000)

The remaining available fund balance reserve of \$1,486,148 may be allocated for the following recommendations and initiatives:

Administrative Recommendations			Council Initiatives		
1	Transfer back to MLOP (Used to balance FY23-24 budget)	\$499,322	1	Town Police Department Study	\$150,000
2	Police Overtime Initiatives	\$120,000	2	Art in Public Places (154th Underpass Column Artwork)	\$27,000
3	Infrastructure Sinking Fund	\$150,000	3	Veterans Park Playground Lighting	\$15,000
4	Litter Crew	\$66,000	4	Utility Box Beautification (to complete project)	\$2,800
5	Fourth of July Fireworks	\$10,000	5	Mini Park Capital Program (3 Phases)	\$383,700
6	Lighting Upgrade (Cow Pen Rd.)	\$70,000	6	K-9 Cove Improvements	\$25,000
7	MLOP Ground Maintenance	\$26,568	7	Veterans Park Exercise Equipment	\$50,000
8	MLOP Improvements (Equipment)	\$20,000	8	Renewable Energy Feasibility Study	\$40,000
9	ROP Grounds Maintenance	\$43,209	9	Pedestrian Lit Crosswalk Townwide (6 Phases)	\$837,292
10	ROP Improvements (Equipment)	\$8,000	10	Pickleball Courts at BGSH	\$50,000
11	Pocket Parks Ground Maintenance	\$75,549	11	Senior Citizen & Disability Relief Program	\$77,000
12	Beach Park Maintenance	\$24,057			
13	Pocket Park Non Capital	\$7,100			
14	Neighborhood Parks Grounds	\$10,723			
15	ROW Grounds Maintenance	\$42,926			
16	Cul-de-Sac Maintenance	\$7,019			
17	Curbing (170th Trail Park)	\$40,000			
18	ROP Rubber Playground Surface Replacement	\$45,000			
19	Townwide Community Survey	\$15,000			
20	ROP Basketball Court Resurfacing	\$8,000			
21	ROP Field Lighting LED Retrofit (2 Fields)	\$275,000			

SPECIAL REVENUE FUNDS

1. Tree Ordinance-Black Olive Removal Program

This budget assumed a carry forward balance of \$15,624 during the budget process, however an adjustment of - \$15,224 will decrease this budget to \$400. This adjustment will also decrease the Tree Ordinance Black Olive Removal Program budget from \$20,624 to \$5,400.

2. Transportation Gas Tax

This budget amendment carries forward an additional balance of \$45,404, which will be allocated to signage. An additional \$5,000 will be transferred to the signage line-item from the Road System Maintenance line-item to complete the town-wide twenty-five mile per hour signage project. This adjustment will increase the Transportation Gas Tax budget from \$616,345 to \$661,749.

3. Peoples Transportation Plan (PTP 80%)

This budget amendment carries forward an additional balance of \$1,420,641 which will be allocated to the transfer out to the Transportation Capital Projects Fund towards 59th Avenue Roadway Extension Project. This adjustment will increase the Peoples Transportation Plan overall budget from \$1,546,797 to \$2,967,438.

4. Transit (PTP 20%)

This budget amendment carries forward an additional balance of \$8,719 which will be allocated to contingency reserve line-item. An additional \$30,000 will be transferred to the transit circulator line item to increase our current transit services and \$35,000 will also be transferred to repair & maintenance to repair our bus shelters town wide. This adjustment will increase the Transit budget from \$862,222 to \$870,941.

5. Micro Mobility Fund

This budget assumed a carry forward balance of \$49,600 during the budget process, however an adjustment of - \$23,000 will decrease this budget to \$26,600. This adjustment will also decrease the Repair & Maintenance Sidewalk line-item.

IMPACT FEE FUNDS

The Impact Fee Fund carries forward an additional \$44,333 these funds will be adjusted and allocated as follows:

1. **Public Safety Impact Fees** assumed a carryforward balance of \$259,038 during the budget process, however, an adjustment of \$1,735 increases the carryforward budget balance to \$260,773. This adjustment will increase the machinery & equipment line-item.
2. **Parks Improvement Impact Fee** assumed a carry forward balance of \$490,910 during the budget process, however, an adjustment of \$4,117 increases the carry forward budget balance to \$495,027. This adjustment will also increase the transfer out to parks capital projects fund line-item.
3. **Parks Open Space Impact Fee** assumed a carry forward balance of \$1,544,281 during the budget process, however, an adjustment of \$38,481 increases the carry forward budget balance to \$1,582,762. This adjustment also increases the contingency reserve amount.

This budget amendment will increase the total Impact Fee Fund budget from \$4,191,867 to \$4,236,200.

BUILDING DEPARTMENT FUND

This Building Department Fund assumed a carry forward balance of \$1,817,771 during the budget process, however, an adjustment of \$123,200 increases the total carryforward budget balance to \$1,940,972 for the total Building Fund. This balance is broken out between Building Administration (\$986,695) and Building Technology sub-fund (\$954,276).

Building Administration Fund

The additional carryforward balance for the Building Administrative Fund of \$109,183 will be allocated to the contingency reserve line item.

Building Technology Fund

The additional carryforward balance for the Building Technology sub-fund of \$14,017 will also be allocated to the contingency reserve line item.

This budget amendment increases the total Building Department Fund from \$3,247,771 to \$3,370,971.

NEIGHBORHOOD SERVICE DISTRICTS

This Neighborhood Service Districts carries forward an additional balance of \$11,917 and will be allocated as follows:

1. **Miami Lakes Section One** assumed a carryforward balance of \$24,806 during the budget process, however an adjustment of \$1,534 increasing the total carryforward balance to \$26,340. This adjustment will also decrease the contingency reserve amount.
2. **Loch Lomond** carries forward an additional balance of \$3,683 which will be allocated to contingency reserve line-item.
3. **Royal Oaks Section One** carries forward an additional balance of \$2,128 which will be allocated to contingency reserve line-item.
4. **Royal Oaks East** carries forward an additional balance of \$378 which will be allocated to contingency reserve line-item.
5. **Lake Patricia** assumed a carryforward balance of \$13,688 during the budget process, however an adjustment of \$1,486 increases the total carryforward budget balance to \$15,174. This adjustment will also increase the contingency reserve allocation. In addition, a transfer of \$1,500 from contingency reserve will be transferred to the water treatment service line-item for an additional cycle of fish stocking to the lake.
6. **Lake Hilda** assumed a carryforward balance of \$20,034 during the budget process, however an adjustment of \$2,708 increases the total carryforward balance to \$22,742. This adjustment will also increase the contingency reserve line-item. In addition, a transfer of \$1,500 from contingency reserve will be transferred to the water treatment service line-item for an additional cycle of fish stocking to the lake.

This budget amendment will increase the Neighborhood Service Districts total budget from \$1,751,752 to \$1,763,669.

DEBT SERVICE FUND

The Debt Service Fund assumed a carryforward balance of \$992,504 during the budget process, however an adjustment of \$2,944 increases the carryforward amount to \$995,448. This adjustment will also increase the contingency reserve line-item.

CAPITAL PROJECTS FUND

1. **Parks Improvements** assumed a carryforward balance of \$2,598,920 during the budget process, however an adjustment of -\$21,109 decreases the carry forward amount to \$2,577,811. This fund also increases the transfer in

amount from Parks Impact Fees Park Improvements by an additional \$4,117, and a transfer in from general fund \$35,480. The funds will be allocated as follows:

- a) Increase contingency reserve (\$82)
- b) Increase MLOP Masterplan (\$4,117) Additional Impact Fee Transfer In
- c) Increase MLOP Masterplan (\$35,480) Additional General Fund Transfer In
- d) Reduce project balance for Entrance Feature (-\$21,191).

This increases the total Parks Capital Fund budget from \$3,614,830 to \$3,633,318.

2. **Transportation Improvements** assumed a carryforward balance of \$4,633,154 during the budget process, however an adjustment of -\$1,151,196 decreases the carry forward budget amount to \$3,481,958. In addition, grant revenue funds were adjusted anticipating that the funds would have been received in the current fiscal year but were received in the prior year.

- Miami Lakes Park West Bicycle & Pedestrian Grant was reduced by -\$79,345.
- Safe Routes to School Bob Graham Grant was reduced by -\$184,876.
- NW 154 Street Palmetto Expressway Turn lakes grant was reduced by -\$36,272.

The transfer amount of \$1,341,228 from PTP to the Capital Fund for 59th Avenue was not completed in the prior year and therefore will be transferred. Additionally, \$79,413 will also be transferred and utilized towards this project. The funds will be adjusted and allocated as follows to the expense line-items:

- 59th Avenue Roadway Extension (\$66,014)
 - Reduce project balance by (-\$15,985)
 - Increase funding due to prior year Gas Tax Revenue coming in higher (\$2,586)
 - Increase funding from additional PTP Fund (\$79,413)
- Safe Routes to School Bob Graham reduce project balance (-\$90,355)
- Miami Lakes Park West Bicycle & Pedestrian Improvement project reduce project balance (-\$44,345)
- Miami Lakes Green 2.0 (146th Greenway) project balance increase (\$10,682)
- Miami Lakes NW 154th Street & Palmetto Expressway Turn Lanes project balance increase (\$10,633)
- Fairway Drive Bike Lane & Crosswalk Improvements project balance decrease (-\$8,296)
- Contingency Reserve increase (\$24,619)

This budget amendment reduces the Capital Transportation Improvement budget from \$17,344,128 to \$17,313,080.

3. **Stormwater Improvements** assumed a carry forward balance of \$151,635 during the budget process, however, an adjustment of \$11,613 increases the carry forward budget balance to \$163,248. In addition, grant revenue funds were adjusted anticipating that the funds would have been received in the current fiscal year but were received in the prior year.

- Reduce Grant Royal Oaks First Addition by -\$2,856.

These budget adjustments also increase the contingency reserve line-item by -\$8,757.

This budget amendment increases the Stormwater Improvement Fund from \$540,959 to \$549,716.

INFRASTRUCTURE SINKING FUND

This Infrastructure Sinking Fund assumed a carryforward balance of \$370,004 during the budget process, however an adjustment of \$1,559 increases the carry forward budget amount to \$371,563. Therefore, increasing the contingency reserve amount by \$1,559.

STORMWATER SERIES 2021 BOND FUND

This Stormwater Series 2021 Bond Fund assumed a carryforward balance of \$10,263,253 during the budget process, however, an adjustment of \$21,497 decreasing the carryforward budget balance to \$10,241,756. The funds will be adjusted and allocated as follows:

- Contingency reserve (\$15,569)

- West Lakes Gardens 2nd Addition (-\$17,387)
- Alameda Northwest Drainage (-\$57,068)
- West Lake Gardens Drainage (-\$220,992)
- Royal Oaks 6th Addition Drainage (-\$25,935)
- Royal Oaks 8th Addition Drainage (-\$3,976)
- Royal Lakes 1st Addition Drainage (371,310)
- NW 159th Terrace Drainage (-\$34,110)
- NW 166th Street Drainage (-\$14,199)
- NW 83rd Place North Drainage (-\$7,901)
- Loch Lomond Drainage (\$11,320)
- Commerce Way Drainage (\$15,325)
- Canal Bank Stabilization (\$1,081)
- West Lake Gardens 1st Addition (-\$68,842)
- Genesis Oak Gardens (\$7,053)
- Francesca Mary Drainage (\$7,255)

This adjustment increases the Stormwater Series 2021 Bond fund from \$10,263,253 to \$10,241,756.

AMERICAN RESCUE PLAN ACT FUND

The Town received the full ARPA grant funds in the amount of \$15.7million. For accounting purposes, this amount is recorded as unearned grant revenue and is reclassified as revenue when the funds are spent. In FY22 \$522,845 was spent, and in FY23 \$308,664 was spent on projects, therefore only \$308,664 was recognized as revenue in FY23, leaving a balance of \$14,878,767. For budget purposes, this amendment re-budgets the balance as revenue in the ARPA revenue line item and carries forward the interest income of \$35,796 earned in FY22 and \$530,932 earned in the prior year, for a total budget of \$15,445,495. The adjustments and allocations for the project balances are as follows:

- Big Cypress Drainage (-\$1,521)
- NW 158th Street Drainage (-\$961)
- Royal Pointe (NW 158th Terrace) (\$1,626)
- Sevilla Estates Phase 1 (\$1,504)
- Sevilla Estates Phase 2 (\$1,910)
- Royal Oaks Sec D / 2nd 5th Addition (-\$9,450)
- Florinda Estates (-\$179)
- Royal Gardens Estates Phase 1 (-\$179)
- Royal Oaks 3rd and 4th Addition (-\$392)
- Contingency Reserve (\$128,098)

This budget amendment increases the American Rescue Plan Act Fund from \$15,325,039 to \$15,445,495.

Attachments:

Ordinance on First Reading

Exhibit A - FY 2023-24 Amended Budget