



**CITY OF OPA-LOCKA**  
FLORIDA



# PROPOSED FY 2025 BUDGET





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# City of Opa-locka

## City Commission

**FISCAL YEAR 2025**



John H. Taylor Jr.  
Major



Natasha L. Ervin  
Vice Major



Dr. Sherelean Bass  
Commissioner



Joseph L. Kelley  
Commissioner



Veronica J. Williams  
Commissioner



**City of Opa-locka Administration**

Darvin E. Williams, City Manager

Joanna Flores, City Clerk

Burnadette Norris-Weeks, City Attorney

George Ellis, Jr., Assistant City Manager

Shamecca Lawson, Assistant City Manager

Bob Anathan, Financial Services Director

Aria Austin, Public Works Director

Philppot Walker, Information Technology Director

Gregory Gay, Community Development Director

Adelina Gross, CIP Manager

Kenneth Ottley, Police Chief

King Leonard, Building & Grounds Maintenance Operations Manager

Marilyn Petite-Frere, Building & Licenses Manager

Zonya Ray, Parks & Recreation Director

Niema Walker, Finance Director

Mary Adams, Human Resources Director

Wilma Wilcox, Code Enforcement Manager

**State of Florida Financial Emergency Board**

Melinda Miguel, Chief Inspector General

**Board Members**

Andrew R. Collins, Board Chair

Angela Knecht

Kim Mills

Vernita Nelson

J.D. Patterson, Jr.

Frank Rollason

**Legal**

Brian Hunter, Attorney



Budget Message To Be Provided Separately



## **READER'S GUIDE**

The City of Opa-locka Fiscal Year 2025 Proposed budget is intended to serve four purposes:

### **The Budget as a Policy Guide**

As a policy document, the budget indicates what services the City will provide during the twelve-month period beginning October 1, 2024 through September 30, 2025. The Budget Message summarizes the issues facing the City of Opa-locka and how the budget addresses these issues. The Funds Overview includes descriptions of all funds, including their purpose, sources of funding and how they are used. The Departmental budget sections provide accomplishments, major goals, Fiscal Year 2025 objectives and measurements for each department.

### **The Budget as a Financial Plan**

As a financial plan, the budget outlines how much City services will cost and how they will be funded. The Budget Overview section provides a summary of the budget, including major revenue and expenditure categories. Within this section, there is a discussion of the City's accounting structure and budgetary policies. The budget document includes appropriations for operating funds for capital improvement purposes. The Safe Neighborhood Capital Improvement Plan and the Water-Sewer, People's Transportation Plan, Stormwater CIP Fund and Capital Improvement Plan provide five-year guides to infrastructure investments. Information about the City's debt is summarized with the Debt Service section.

### **The Budget as an Operations Guide**

As an operations guide, the budget indicates how services will be delivered to the community. The Departmental budget sections outline the number of positions and the department appropriations approved by the City Commission for the provision of services by each department. Departmental performance measurements provide a tool for assessing the work of various City functions. Organizational charts are provided to show how each department is structured for efficient and effective accomplishment of responsibilities.

### **The Budget as a Communications Device**

The budget is designed to be user-friendly with summary information in text, tables and graphs. The budget is an "electronically oriented" document: easy navigation is available through the use of embedded bookmarks and by use of the interactive table of contents. A glossary is included for reference. In addition to this reader's guide, the table of contents which follows provides a listing of the various topics in this budget document. Finally, the budget includes the Budget Message section, which provides the reader with a condensed analysis of the fiscal plans for the City for the upcoming fiscal year.





### **READER'S GUIDE (CONTINUED)**

The Fiscal Year 2025 budget is present by fund, which include the following funds.

#### **Governmental Funds**

- General Fund
- Debt Service (CIP) Fund
- Debt Service (CIP) Fund
- Safe Neighborhood Capital Improvement Program (CIP) Fund
- Town Center Fund
- People's Transportation Program Fund
- Special Law Enforcement Fund
- Law Enforcement Training Fund

#### **Proprietary Funds**

- Water-Sewer Operating Fund
- Water-Sewer CIP Fund
- Stormwater Operating Fund
- Stormwater CIP Fund

#### **Internal Services Funds**

- IT Internal Services
- Risk Management

#### **Blended Component Unit (Independent Government Agency)**

- Community Redevelopment Agency (CRA) Fund

In each of these funds there is a summary sheet of the revenues, expenditures and reserve balances. This is followed by revenue and expenditure detail.

The General Fund, the Water-Sewer Operation and Stormwater Operation Funds sections also provide information on the departments and divisions within those funds. More detailed information is provided in each fund, department and other fund summaries.

The department budget presentations consist of a narrative description and a summary of staffing information. The departmental budget section consists of the department's costs by summary categories (personnel services, operating and departmental capital outlay) and also in detail. Non-operating costs (debt payments and interfund transfers) are also shown in the budget sections, when appropriate. Additionally, each budget section includes one or more pages providing underlying expenditure details for each account.

The capital projects sections represent those projects which will improve the effectiveness of the delivery of City services and/or enhance the community's quality of life. Information included for these funds consist of a summary of the requests, a table of current year recommended appropriations and a description of each project. Funding sources for recommended projects are also identified.

Copies of this document are available for review upon request at the City Clerk's Office, Fourth Floor, 780 Fisherman Street, Opa-locka.



## COMMUNITY PROFILE

The City of Opa-locka, located in the northwest section of Miami-Dade County, was founded in 1925 by Glenn H. Curtiss, a pioneer aviator, airplane manufacturer and real estate developer. In the 1920's he also developed the Cities of Hialeah and Miami Springs. The name "Opa-locka" is derived from the Seminole Indian word Opatishawockalocka and means "big island covered with many trees in the swamp". The City is envisioned by many as the Baghdad of Miami-Dade County and was incorporated in 1926.

The entire City was developed with an Arabian theme which was carried throughout all phases of the City's development, including streets named Aladdin, Sharazad, Sesame, Caliph, Ali Baba and Sinbad. Opa-locka's Moorish architecture is more of a design theme than a specific style. Architect Bernard E. Mueller collaborated upon the design of the City with planner Clinton McKenzie. Mueller's designs for the buildings were inspired by the book, The 1001 Tales of the Arabian Nights, from which stories he created an elaborate architectural motif of domes, minarets and arches. Significantly, City Hall, the first major structure with the City, was inspired from a description of the palace of Emperor Kosroushah in "The Talking Bird", one of the stories in the book. The mosque-like building, with domes, minarets and arches, provides a distinctive iconic presence for the City.

Opa-locka is primarily a commercial community with 27% of its property tax base being residential properties. It's 4.5 square miles in size and assumes an irregular shape defined by the following boundaries: NW 151<sup>st</sup> Street on the north; NW 135<sup>th</sup>, NW 127<sup>th</sup> and NW 119<sup>th</sup> Streets on the south; NW 17<sup>th</sup>, NW 27<sup>th</sup> and NW 37<sup>th</sup> Avenues on the east and NW 47<sup>th</sup> Avenue on the west.

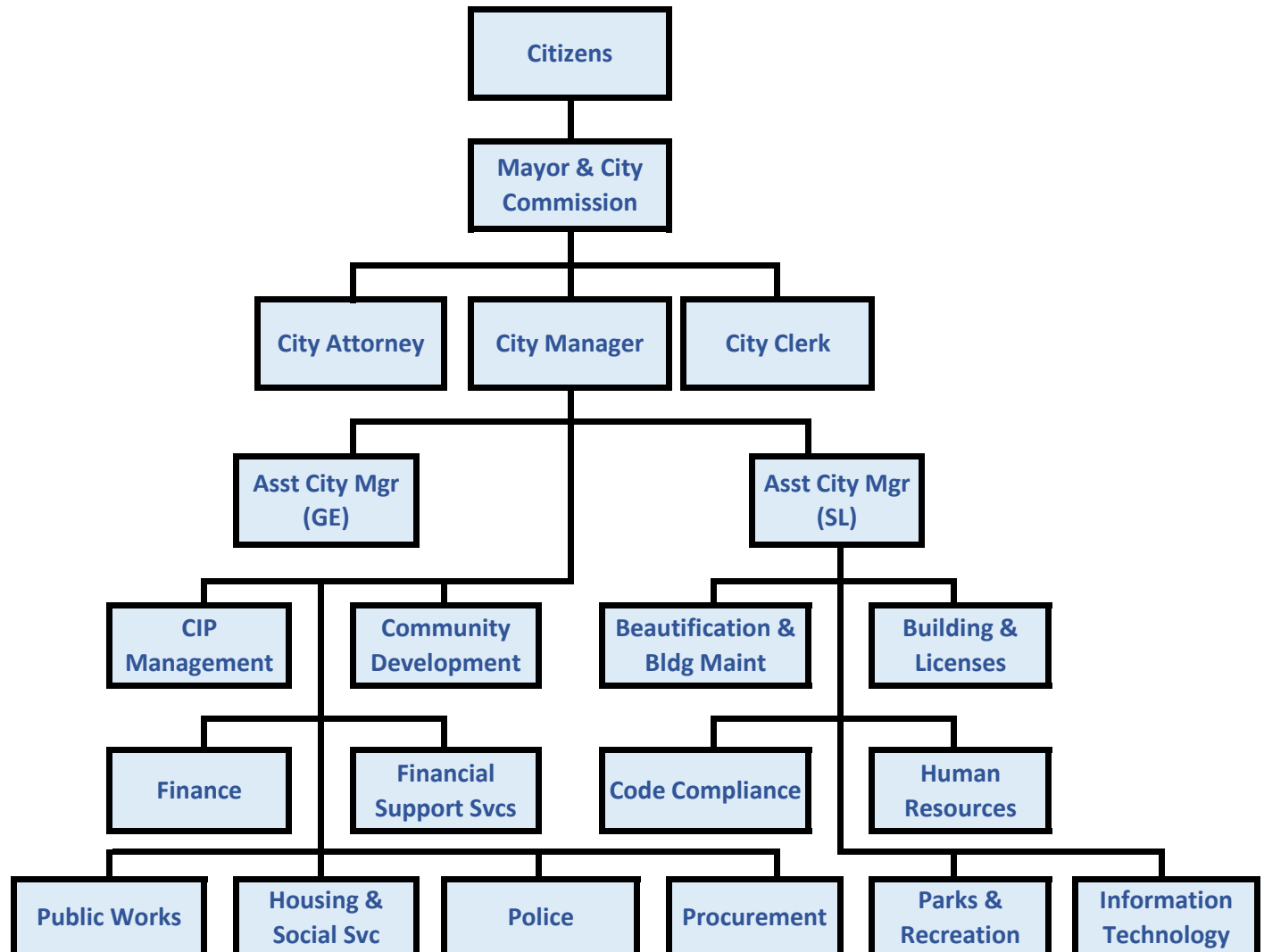
A Commission-Manager form of municipal government governs the City. The City Commission is comprised of five members, the Mayor, Vice-Mayor and three Commissioners. The City Manager, City Attorney and City Clerk are appointed by the Commission. Collectively, these three appointed officials are responsible for overseeing all aspects of the City government with most of the administrative and operational functions falling under the purview of the City Manager.

The City has three utilities: a potable water distribution system with customers in the City and adjacent areas, with water provided by the County; a sewer collection and transmission system, with wastewater processed by the County; and a stormwater drainage system. The latter two services are only for customers within City limits. Two local franchised contractors handle commercial waste. The City contracts with Miami-Dade County for residential trash and recycling services. The City provides its own police service while fire and ambulance services are provided by the County.

The Opa-locka Airport is located within City limits on land owned by Miami-Dade County. The airport is managed by the County. Consequently, the airport isn't reflected in the City's budget.



City of Opa-locka  
Organization Chart



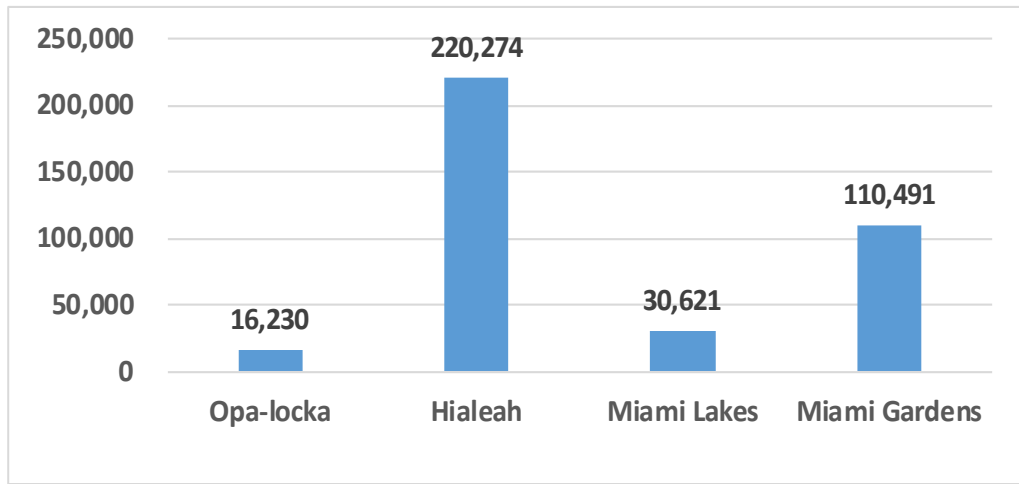


## Miscellaneous Statistics

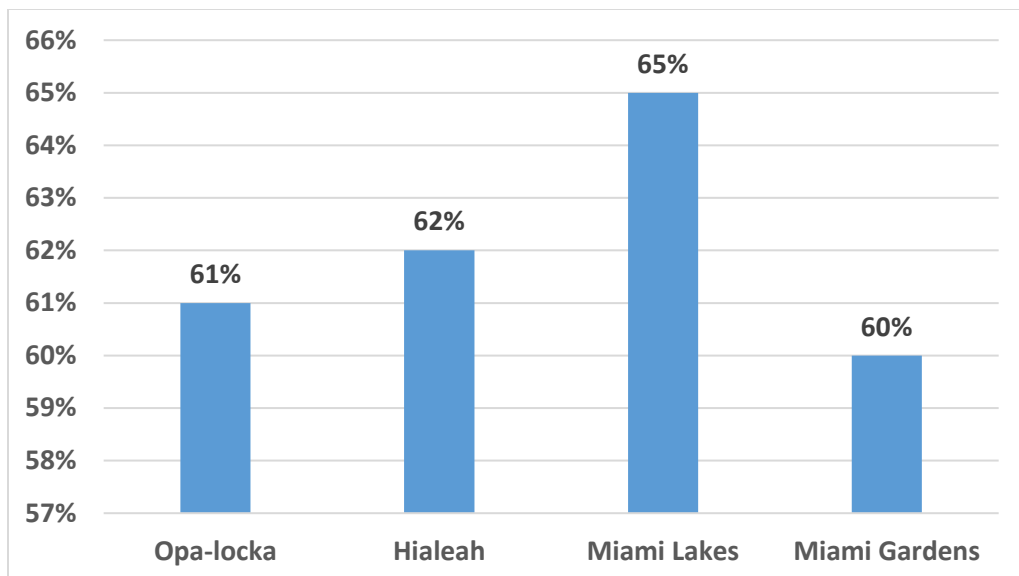
Form of Government: Commission / Manager

Year Of Incorporation: 1926

Population



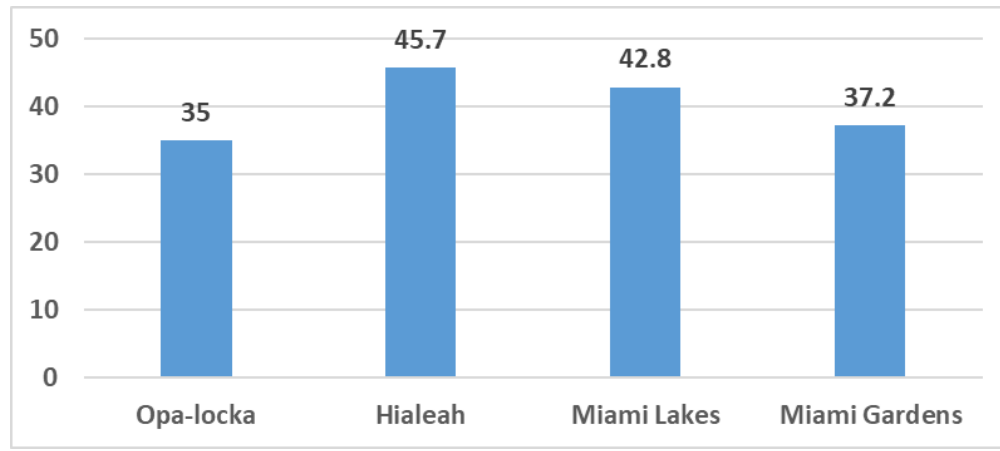
Percentage Of Population Between Ages Of 18 & 64



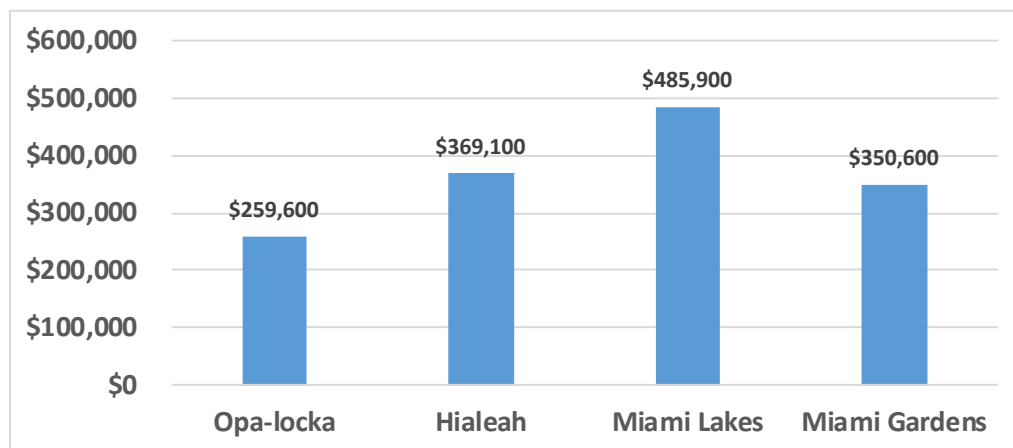


## Miscellaneous Statistics – Continued

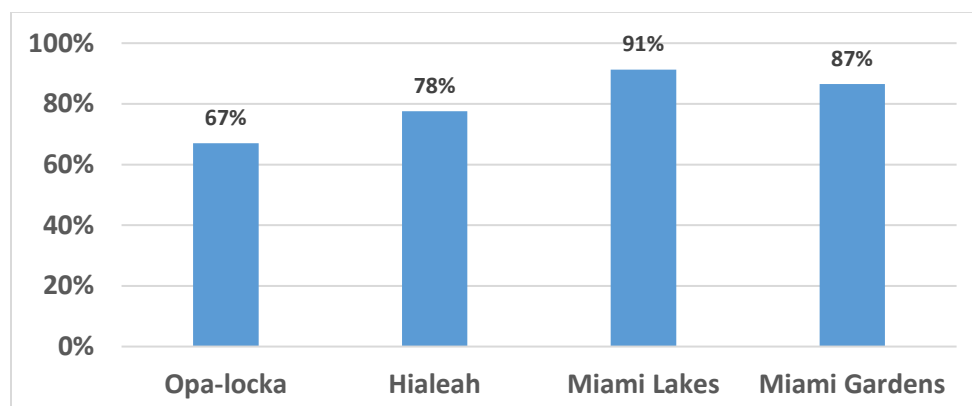
Median Age of Population



Median Value of Owner-Occupied Residences



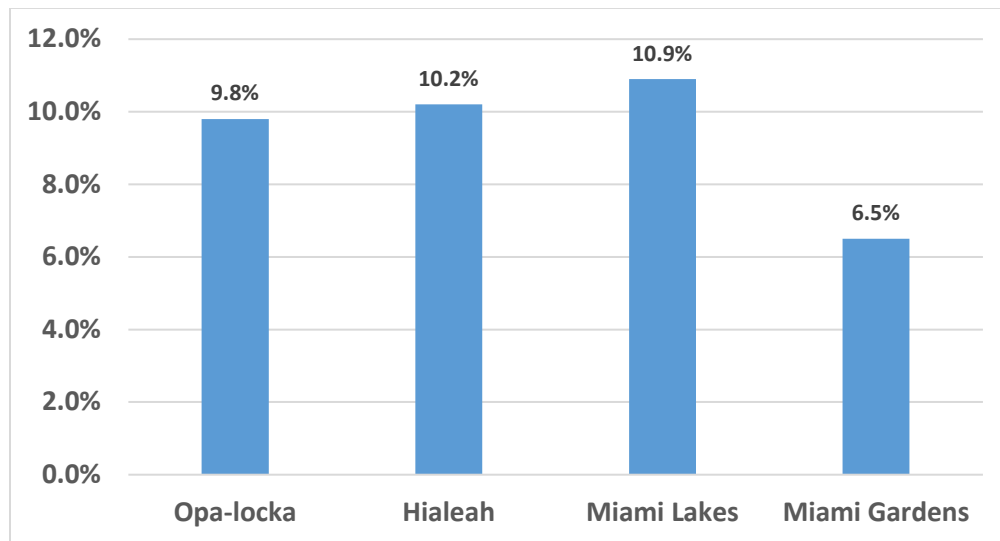
High School Graduate or higher



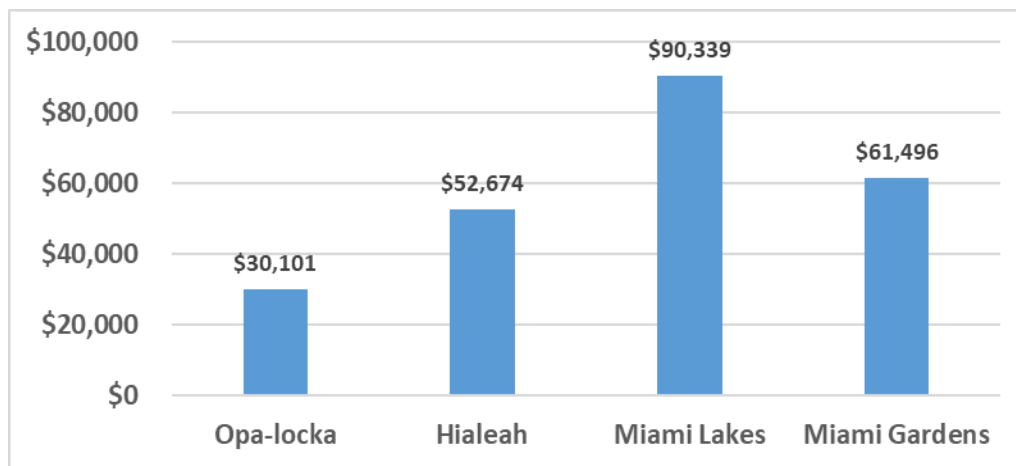


## Miscellaneous Statistics – Continued

Residents that moved Since Previous Year



Median Household Income







## **FINANCIAL POLICIES & BACKGROUND**

### **Budget Control**

After the budget has been finally adopted by the City Commission in September, budgetary control is maintained at the account level, with the Finance department and Budget Administrator providing support to departments in the administration of their budgets. Any change to any account is presented to the City Commission for approval by ordinance.

### **Debt Policy**

The debt policy is approved by the City Commission and implemented by the City Manager. Currently there is no statutory or charter debt limitation, but debt is limited by the City's ability to satisfactorily cover the resultant debt service. In accordance with Section 4.11 of the Charter, the City can incur debt only with the approval of a majority of the City Commission. Long-term debt is used to pay for capital investment and is never used to fund ongoing operations. Because the use of and benefit from infrastructure resulting from the investment of debt is usually available for decades, it is considered appropriate that the resultant debt service is also repaid over decades.

### **Long-Term Debt Structure**

Long-term debt of the City's governmental activities, excluding compensated absences and capital leases, include the following:

- (a) Series 2011 A&B Capital Improvement Revenue bonds, bearing annual interest rates on the Series A and Series B bonds ranging from approximately 3.31% to 3.89% and are payable from revenue pledged from State Revenue Sharing and Local Government  $\frac{1}{2}$  Cent Sales Tax revenue with annual debt service payments of approximately \$686,684 through FY 26.
- (b) Series 2015 Capital Improvement Revenue Note for \$8,600,000 bearing annual interest rates ranging from 2.65% to 4.25% with a maturity date of July 1, 2025 and are payable by a lien on the following pledged revenues – FPL Utility Tax and the State Communications Services Tax.

Long-term debt of the City's enterprise (utility) funds, excluding compensated absences and capital leases, consists of the following:

- (a) State Revolving Loan Project No. WW800050 – for \$2.375 million, bearing interest at a rate of 1.53% due in 40 semi-annual payments of \$69,620 from June 15, 2007 through December, 15, 2026, including interest, secured by a lien on Pledged Revenue as defined the State Revolving Fund loan agreement.
- (b) State Revolving Loan Project No. WW130300 – for \$512,000, bearing interest at a rate of 1.53% due in 40 semi-annual payments of \$15,644 from January 15, 2017 through June, 15, 2036, including interest, secured by a lien on Pledged Revenue as defined the State Revolving Fund loan agreement.
- (c) State Revolving Loan Project No. WW130301 – for \$6.531 million, interest-free, due in 40 semi-annual payments of \$166,545 from July 15, 2018 through June, 15, 2032, including interest, secured by a lien on Pledged Revenue as defined the State Revolving Fund loan agreement.



- (d) State Revolving Loan Project No. DW130330 – for \$240,000, bearing interest at a rate of 2.53% due in 40 semi-annual payments of \$6,061 from October 15, 2016 through April, 15, 2028, including interest, secured by a lien on Pledged Revenue as defined the State Revolving Fund loan agreement.
- (e) State Revolving Loan Project No. DW130331 – for \$2.801 million, bearing interest at a rate of 1.21% due in 40 semi-annual payments of \$79,075 from July 15, 2018 through January, 15, 2038, including interest, secured by a lien on Pledged Revenue as defined the State Revolving Fund loan agreement.
- (f) State Revolving Loan Project No. SW130320 – for \$197,000, bearing interest at a rate of 1.63% due in 40 semi-annual payments of \$5,239 from January 15, 2017 through July, 15, 2036, including interest, secured by a lien on Pledged Revenue as defined the State Revolving Fund loan agreement.
- (g) On August 4, 2017, the City entered into an agreement with Miami-Dade County (“County”) for (1) sewer disposal service, (2) administer the meter reading, billing and collection of water, sanitary sewage and stormwater utility charges and (3) acknowledged delinquent charges of \$5.5 million to be repaid, including a 3% annual interest rate, in monthly payments of \$100,091 starting as of October, 2018. Additionally, the City anticipates an additional debt obligation to the County for \$2.5 million for the purchase and installation of new water meters throughout the City’s water service area.
- (h) The City currently owes the State approximately \$2,740,243 for red light camera fees due to the State for its share of fees received up to September 30, 2019 but not forwarded. The City has had discussions with the State in regards to possibly modifying this debt.

#### **Debt Covenants**

Series 2011 A and Series 2011 B Capital improvement Revenue Bonds for debt service is provided by a pledge of guaranteed state revenue sharing funds and the half-cent sales tax. Reserves must be maintained equal to the maximum bond service requirement. On September 30, 2020 the City had on deposit with the bond trustee a reserve account insurance policy which unconditionally and irrevocably guarantees the full and complete payment required to be made by or on behalf of the City.

On June 3, 2014, as authorized by City Ordinance #13-40, the City entered into an agreement with City National Bank of Florida for issuance of the Series 2014 Capital Improvement Revenue Note for the purpose of acquiring, constructing, installing and equipping an administration building. Debt service is provided by a pledge if guaranteed state communications services tax revenue, public service tax revenues and all investment income except for Rebate fund. In May, 2015, this was rolled up into the Series 2015 Note.

Pledged Revenue – The City’s agreement under the State of Florida Revolving Loan Fund Program, utilized for the Enterprise Funds, requires the City to generate Pledged Revenues, as defined by the agreement, from the services furnished by its water and sewer systems equal to or exceeding 1.15 times the sum of the semiannual loan payments, in regard to which the City is in compliance.

#### **Reserve Policy**

The reserve policy is approved by the City Commission and implemented by the City Manager. The General Fund is required to reserve a minimum of five hundred thousand dollars (\$500,000) annually. Three hundred thousand dollars (\$300,000) shall be available for use, with City Commission approval, to fund unanticipated budget issues, emergencies / natural disasters which may arise or potential expenditure overruns which can’t be offset through other sources. This reserve level shall be replenished at the



beginning of each fiscal year so that it is available on an ongoing basis. Two hundred thousand dollars (\$200,000) shall remain unspent to provide for year-end reserve.

The City shall also provide a reserve for uncompensated absences and other employee benefit liabilities. The City is required to budget sixty-five thousand dollars (\$65,000) annually in the General Fund and seventeen thousand, five hundred dollars (\$17,500) in the Water-Sewer Fund to build the reserves sufficient to cover base liabilities for each fund.

If a budget shortfall is determined, a written plan will be forwarded from the City Manager to the City Commission within a reasonable timeframe that may include the reduction of services, increases in fees and rates, or some combination thereof.

In accordance with a recommendation of the recent State Operational Audit, the City is moving toward establishing recognized Governmental Finance Officer Association (GFOA) reserve standards for the General Fund, Water-Sewer Fund and Stormwater Fund which recommends fund balances equal to at least two-months of operating expenditures for each of these funds and requires development and implementation of a recovery plan when fund balances fall below these targets.

#### **Accounting, Auditing & Financial Reporting**

An independent audit in accordance with the Governmental Accounting Standards Board (GASB) will be performed annually. Also, the City will produce financial reports in accordance with Generally Accepted Accounting Principles (GAAP) as outlined by GASB. The accounting, auditing and financial reporting policy is considered administrative and is approved by the City Manager.

#### **Capital Improvement Plan (CIP)**

In the Five-Year Recovery Plan the City has identified the funding resources anticipated to be available over the next five years. Engineering consultants are in the process of evaluating the City's infrastructure and will identify and prioritize the projects to be undertaken in the next five years, which will become the basis of the Capital Improvement Plan.

#### **Five-Year Financial and Stabilization Plan**

On May 13, 2016, the City Mayor and Commission declared a financial state of emergency. In response. On June 1, 2016, Governor Rick Scott issued Executive Order 16-135 declaring the City of Opa-locka to be in a state of Financial Emergency under Florida Statute Section 218.503.

On June 8, 2016, the City entered into a State and Local Agreement of Cooperation with the State in conjunction with Executive Order 16-135. The City agreed to submit to the State a Financial Recovery Plan (FRP) for a five-year period to include balanced recurring revenues and expenditures as well as estimated reserves for the period. This plan must meet the requirements of section 218.503(3)(h), Florida Statutes, including, but not limited to, providing for payments in full of all financial obligations currently due, or which will come due. The underlying assumptions for all revenue and expenditure estimates contained in the plan are to be explicitly indicated.



A Commission-approved plan was submitted to the State on August 1, 2018 but was returned unapproved with further modification and/or clarification required. An updated plan was submitted on August 31, 2020 and was approved by the State without modification being required.



## **BUDGET DEVELOPMENT PROCESS**

### **Development Process**

The budget process is guided by direction from the City Commission as it determines how to meet the needs of the community in a cost-effective manner. Every Commission meeting involves deliberation about what services the City should provide, at what level and at what cost. The decisions made by the Commission throughout the year provide a general path for the budget deliberations to follow. City employees provide the professional perspective as to the most efficient and effective way to implement Commission guidance. Residents have the opportunity to express their preferences for City services and funding mechanisms through formal budget public hearings as well as individual agenda items during the year.

### **Basis Of Budgeting**

The basis of budgeting is the same as the basis of accounting. The GAAP basis of accounting for governmental funds is modified accrual. Under the modified accrual basis, revenues are recognized when they become susceptible to accrual, i.e., measurable and available to finance City operations. Modified accrual accounting is used for budgeting for proprietary funds, but is then converted to the accrual basis of accounting in producing the annual result. The accrual basis of accounting is utilized by proprietary funds and pension and non-expendable trust funds. Under the accrual basis, revenues are recognized in the accounting period in which they are earned, if objectively measurable, whether collected sooner or later. Expenses, not expenditures, are recognized when the benefits of the costs incurred are deemed to have been consumed or expired. Long-term liabilities are accounted for through these funds. Depreciation of fixed assets is recorded in the accounts of these funds as well.

Generally Accepted Accounting Principles (GAAP) are uniform minimum standards of and guideline to financial accounting and reporting. GAAP establishes appropriate measurement and classification criteria for financial reporting. Adherence to GAAP provides a reasonable degree of comparability among the financial reports of state and local governmental units.

### **Budget Process**

The budget process is a formalized annual occurrence that requires the input and collaboration between the respective City departments, the City Manager, the City Commission and citizens. In general, the budget development process and content requirements of the City's annual budget are stated in the Charter, Section 4.5 and the Code of Ordinances, Chapter 19.6. Consistent with these requirements, the City Manager prepares a proposed budget. Detailed budget requests are made by each department and approved by the City Manager.

The City Manager's proposed budget is considered by the City Commission. AT least two public hearings are scheduled. Prior to October 1, the City Commission must normally adopt a budget. If failing to adopt a budget by this deadline, in accordance with Section 4.5 of the Charter, the current year budget will prorated into 15-day periods and subsequently passed by resolution until the following year budget is



subsequently adopted. The budget may be the same as proposed by the City Manager or may contain those amendments which the City Commission approves. While the City remains in a state of financial emergency under State control, the City will submit the proposed budget to the State by August 1<sup>st</sup>, for State review and guidance and to be returned to the City within 20 business days for modification as required, formal Commission adoption and subsequent implementation.

After subsequently adopted by the City Commission, the budget is loaded into the City budget system and posted on the City website. The adopted budget is a balanced budget as required by Section 166.241 of Florida Statutes. A budget is considered balanced when all funding sources (revenue, loans, transfers-in and available and allowable reserves) equal each funds expenditures.

The specific steps taken to prepare the annual budget are as follows:

1. The City Manager meets with department heads to outline the general philosophy for the upcoming budget, discuss the financial and economic conditions and establish budgetary guidelines.
2. The Budget Administrator conducts budget workshops for City departments to discuss and implement budget development schedules, budget forms and procedural guidelines.
3. Departments prepare budget requests and submit them to the Budget Administrator.
4. The Budget Administrator estimates budgetary limitations and prepares recommendations on the submitted departmental budgets.
5. Each department head meets with the City Manager to discuss the department's needs and wants and the Budget Administrator's recommendations. The result of this meeting will be a departmental budget which becomes a component of the proposed budget the City Manager subsequently submits to the Commission for preliminary discussion.
6. On June 1<sup>st</sup>, the City receives from the County Property Appraiser a preliminary estimate of the City's property tax base for the coming year. This provides a preliminary assessment as to whether the City's proposed expenditures can be funded with the estimated property tax as one of the primary sources of funding. If the estimated property tax base is significantly less than originally estimated, proposed expenditures are reviewed for reductions to bring them in line with the indicated property tax revenue.
7. On July 1<sup>st</sup>, the City receives a Certification of Taxable Value (DR-420) from the County Property Appraiser which provides the official property tax base upon which the budget will be based.
8. To meet TRIM requirements, the City Manager presents to the City Commission for its adoption the City's preliminary millage rate and time and place of the September budget hearings for inclusion on the TRIM Notices sent out by the County Property Appraiser in the latter part of August.
9. Prior to August 1<sup>st</sup> the City Manager presents the proposed budget to the City Commission for comments, revision as appropriate and subsequent preliminary approval.
10. While the City is in a state of financial emergency, the proposed budget is submitted to the State by August 1<sup>st</sup> for review, comment and guidance for amendment as appropriate. State guidance will be provided with 20 business days of submission.





11. The first public hearing on the tentative millage rate and tentative budget is conducted during the first two weeks in September. At this hearing, the City Commission adopts the millage rate and budget to be deliberated at the second public hearing.
12. The adopted tentative budget is posted on the City's website.
13. The second public hearing is conducted within fifteen days of the first public hearing to adopt the final millage rate and budget after notice having been provided by being advertised in a local newspaper two to five days in advance of the meeting.
14. If the City is still in a state of financial emergency and the final adopted budget is different than the budget the State approved in August, the budget is again submitted to the State for review, comment and guidance for amendment as appropriate. The State will respond within 20 business days.
15. Upon final adoption, the County Property Appraiser, the County Tax Collector and the State Department of Revenue are provided with the legislation adopting the final millage rate within three days.
16. The County Property Appraiser sends the City the Certification of Final Taxable Value (DR-422) for the City to complete and return within three days.
17. The adopted budget is entered into the City's budgeting system and is posted on the City's website.
18. Within 30 days of adoption of the final millage rate and budget, the Certificate of Compliance (DR-487) and accompanying documents (DR-422, DR-420MM, advertisements and minutes) are forwarded to the State to complete the process.



## FUND DESCRIPTIONS

Governmental accounting systems are organized and operated on a fund basis. Individual resources are allocated to, and accounted for, in separate accounting entities identified as funds, based upon the purposes for which they are to be spent and the means by which spending activities are legally controlled.

Governmental units should establish and maintain those funds required by law and for sound financial administration. Only the minimum number of funds consistent with legal and operating requirements should be established because unnecessary funds result in inflexibility, undue complexity and inefficient financial administration.

Individual funds are classified into three broad categories: Governmental, Propriety and Fiduciary.

### Governmental Funds

Governmental Funds are subdivided into five categories: General Fund, Special Revenue Funds, Capital Projects Funds, Debt Service Funds and Permanent Funds.

General Fund – Accounts for all financial resources except those required to be accounted for in another fund.

Special Revenue Fund – Accounts for the proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes.

Debt Service Fund – Accounts for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Capital Projects Fund – Accounts for financial resources to be used for acquisition or construction of major capital facilities or projects.

Permanent Fund – Accounts for resources that can't be expended but must be held in perpetuity. This budget doesn't include any Permanent Fund activity.

### General Fund

The General Fund serves as the primary reporting vehicle for current governmental operations. The General Fund, by definition, accounts for all current financial resources not required by law or administrative action to be accounted for in another fund. The major sources of revenue for the General Fund include: ad valorem (property) taxes, franchises fees and intergovernmental revenues. The major departments funded in this fund include: Commission, City Manager, City Attorney, City Clerk, Finance, Human Resources, Community Development, Parks and Recreation, Police, Public Works, Building & Licenses, Code Enforcement, Beautification and Maintenance Divisions and Town Center.



## Special Revenue Funds

Special Revenue Funds are used to account for the proceeds of specific sources, other than expendable trusts or major capital projects that are legally restricted to expenditures for specific purposes. The following Special Revenue Funds are being actively used by the City at this time.

Special Law Enforcement Fund – Used for the proceeds from the State’s Special Law Enforcement Trust fund, fines, forfeitures and seizures. Has significant restrictions on how funds can be used.

Law Enforcement Training Trust Fund – Surcharge on County court costs to provide training funds for the Police Department

Peoples’ Transportation Plan Fund – Used for the proceeds derived from the County half penny transit surtax. At least 20% of these funds are annually required to be used for transit-related projects such as the community bus service while the remainder is to be used for roadway improvement. Although capital projects are done within this fund, since it is funded by dedicated revenue, it is classified as a Special Revenue Fund rather than a Capital Projects Fund (below).

## Debt Service Fund

This fund accounts for the repayment of the Series 2011 A&B Capital Improvement Revenue Bonds and the Series 2015 A&B Capital Improvement Note. The following revenue sources are pledged against this debt service: State Revenue Sharing revenue, Local Government Half-Cent Sales Tax, FPL Utility Tax and Communication Services Tax. The surplus of these revenues over and debt service is annually transferred into the General Fund for general use. Annual debt service requirements for this debt is as follows:

	<u>2011 Bond</u>	<u>2015 Note</u>	<u>Total</u>
FY 20	\$686,635	\$ 523,212	\$1,209,847
FY 21	\$686,684	\$ 523,212	\$1,209,896
FY 22	\$686,087	\$ 523,212	\$1,209,299
FY 23	\$685,817	\$ 523,212	\$1,209,029
FY 24	\$685,832	\$ 523,212	\$1,209,044
FY 25	\$683,608	\$ 523,212	\$1,206,820
Beyond	\$683,032	\$2,926,313	\$3,609,345

## Capital Project Funds

Capital Projects Funds are used to account for the acquisition and improvement of major facilities other than those financed by Proprietary Funds (below). Although there are two funds within which Governmental Capital Projects are completed, the Safe Neighborhood Capital Improvement Fund and the Peoples’ Transportation Plan, since the latter fund receives only dedicated revenue, it is classified as a Special Revenue Fund rather than a Capital Projects Fund.



Safe Neighborhood Capital Improvement Fund – Used for projects such as City buildings, parks and roadway improvement. Funding sources include General Fund, grants and loans.

### **Proprietary Funds**

Enterprise Fund – Accounts for operations (1) that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the cost of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (2) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purpose. The City operates four funds in this category:

Water-Sewer Operating Fund – Accounts for the revenue received and the expense incurred in the distribution of potable water, the collection and transmission of wastewater and customer services. Also provides funds not required for operations to the Water-Sewer CIP Fund.

Water-Sewer CIP Fund – Utilizes grants, loans and surplus funds provided the by Water-Sewer Operating Fund to invest in water and sewer infrastructure projects.

Stormwater Fund – Accounts for the revenue received and the expense incurred in maintaining and improving the stormwater collection and transmission to remove excessive rainwater from City streets in a timely manner. Includes the sweeping of City streets to keep debris out of the collection and transmission infrastructure. Also provides funds not required for operations to the Stormwater CIP Fund.

Stormwater CIP Fund – Utilizes grants, loans and surplus funds provided the by Stormwater Operating Fund to invest in water and sewer infrastructure projects.

### **Blended Component Unit**

Community Redevelopment Agency (CRA) Fund – Used for the proceeds of Tax Increment Financing (TIF) contributed by the City and the County to the CRA. These contributions are based on the improvement in taxable value within the CRA area from a baseline established at the time of the CRA creation. These funds are to be used to enhance redevelopment and economic development within the CRA area. This fund is an independent government agency governed by the CRA Board rather than the City Commission and is not included in the City's budget.



## **FUND BALANCE**

The City's Reserve Policy requires the General Fund to reserve a minimum of five hundred thousand dollars (\$500,000) annually. Three hundred thousand dollars (\$300,000) shall be available for use, with City Commission approval, to fund unanticipated budget issues, emergencies / natural disasters which may arise or potential expenditure overruns which can't be offset through other sources. This reserve level shall be replenished at the beginning of each fiscal year so it is available on an ongoing basis. Two hundred thousand dollars (\$200,000) shall remain unspent to provide for year-end reserve.

Florida Statute Section 166.241 requires budgets to be balanced. If additional fund balance is available above the limit intended to be maintained by that fund, fund balance may be used for one-time expenditures when other funding sources are insufficient to fund expenditures deemed to be appropriate for the current fiscal year.

The General Fund, the Water-Sewer Fund and the Stormwater Fund, the City's three primary operating funds, are intended to maintain a fund balance to be available for emergencies and to ensure sufficient working capital for daily transactions. As result of a recommendation from the recently completed State Operational Audit, the City is in the process of implementing an unrestricted fund balance policy applicable to these funds. This policy is based on the Governmental Finance Officer Association (GFOA) recommended standard that the fund balance should be at least equal to two months of regular operating expenditures. Additionally, if extenuating circumstances cause fund balance to fall below this threshold, the City will develop and implement a plan to restore fund balance to the minimum required level within a two-year period after the fiscal year in which the decline in fund balance occurred.



# Citywide Summary

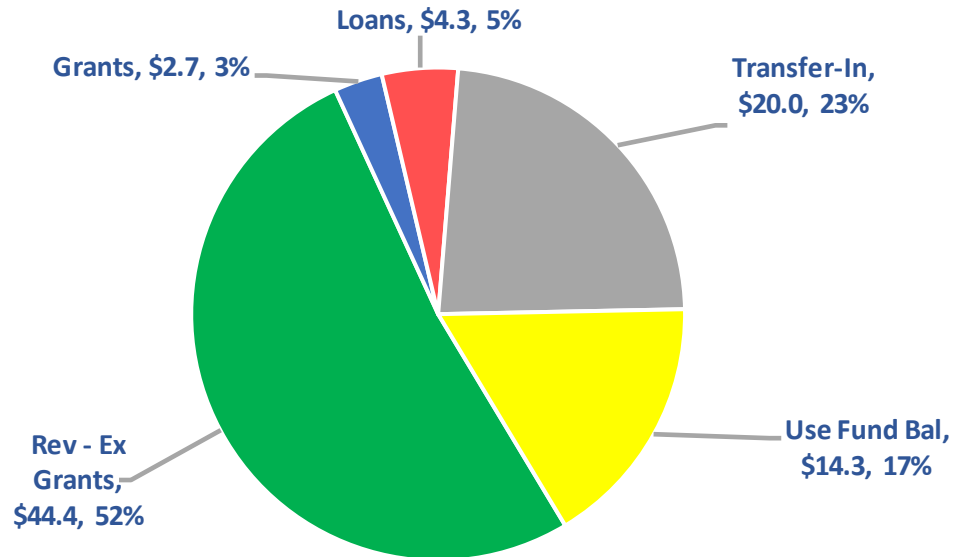




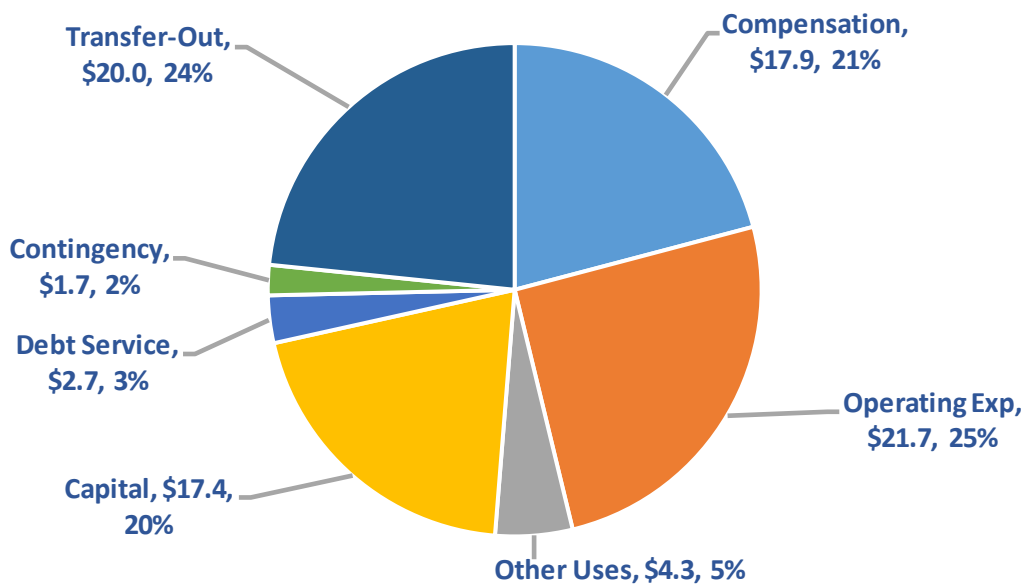


## FY2025 Citywide Funding & Expense

### Citywide Funding - \$85.7M



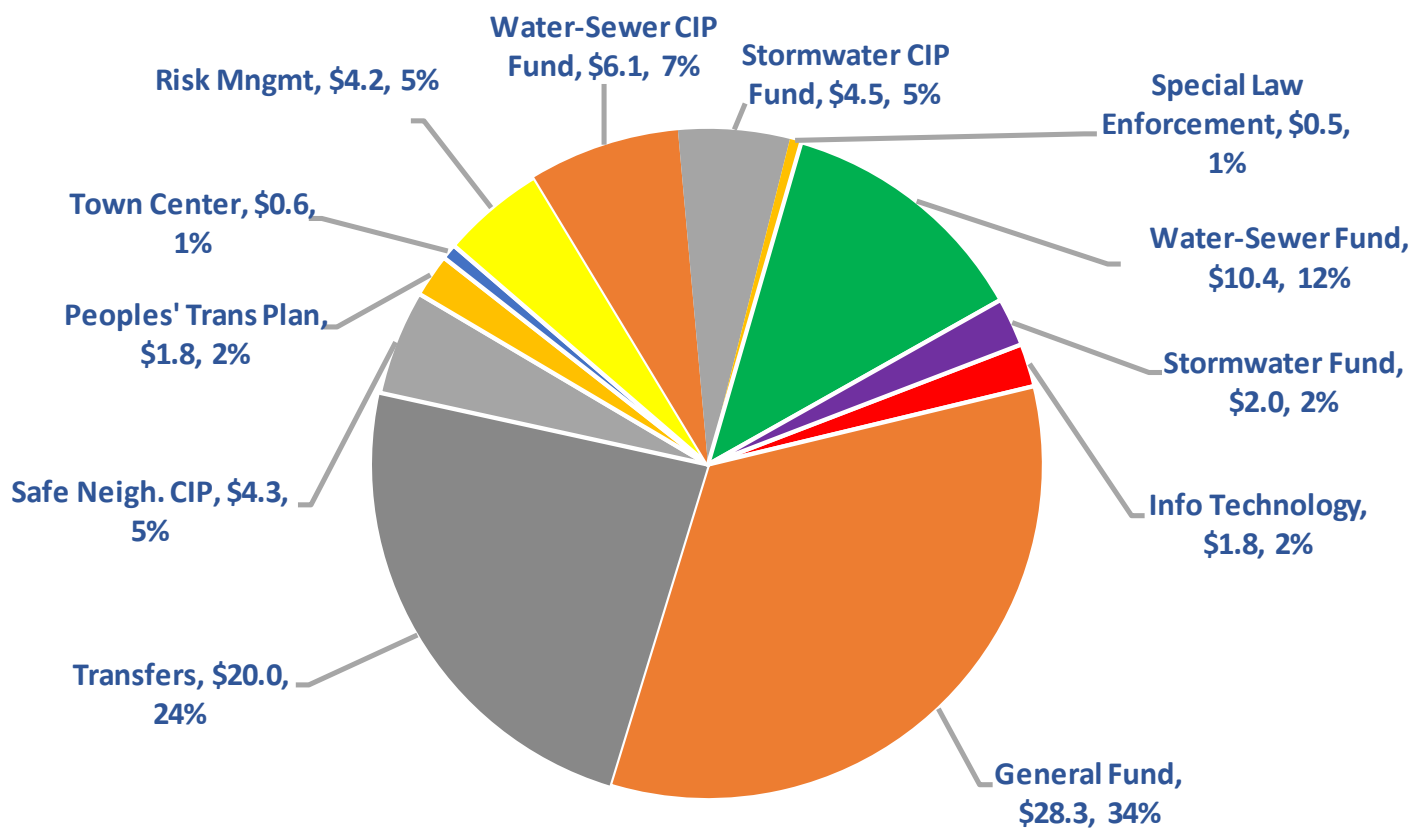
### Citywide Expenditure - \$85.7M





## FY 2025 Citywide Expenditure by Fund

### Citywide Expenditure - \$85.7M





**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

**Citywide - Summary**

	FY 23	FY 24			FY 25	
Account Title	Actual (Uaudited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
<b><u>Funding</u></b>						
Revenue - Ex Grants	37,983,022	43,695,833	41,725,362	(1,970,470)	44,374,896	2,649,533
Grants	1,416,414	7,024,342	3,842,686	(3,181,656)	2,721,708	(1,120,978)
<b>Total Revenue</b>	<b>39,399,436</b>	<b>50,720,175</b>	<b>45,568,048</b>	<b>(5,152,127)</b>	<b>47,096,604</b>	<b>1,528,556</b>
Loans	353,376	4,419,600	1,153,376	(3,266,224)	4,266,224	3,112,848
<b>Total</b>	<b>39,752,812</b>	<b>55,139,775</b>	<b>46,721,424</b>	<b>(8,418,351)</b>	<b>51,362,828</b>	<b>4,641,404</b>
Transfers-In	15,159,327	25,360,688	15,846,498	(9,514,190)	20,043,058	4,196,559
<b>Total Funding</b>	<b>54,912,139</b>	<b>80,500,463</b>	<b>62,567,922</b>	<b>(17,932,541)</b>	<b>71,405,885</b>	<b>8,837,963</b>
<b><u>Expenditure</u></b>						
Salaries	10,389,346	11,599,276	11,065,624	(533,652)	12,744,359	1,678,735
Benefits	3,816,553	4,665,962	4,286,922	(379,040)	5,163,595	876,673
<b>Total Compensation</b>	<b>14,205,898</b>	<b>16,265,238</b>	<b>15,352,546</b>	<b>(912,692)</b>	<b>17,907,954</b>	<b>2,555,408</b>
Operating Expense	15,597,801	21,626,075	18,827,820	(2,798,255)	21,717,804	2,889,984
Other Uses	589,824	5,854,619	2,041,698	(3,812,921)	4,331,933	2,290,235
Capital	5,769,414	26,155,763	11,604,144	(14,551,619)	17,359,373	5,755,229
Debt Service	3,312,727	3,569,289	3,371,928	(197,362)	2,672,077	(699,851)
Contingency	25,854	1,563,089	800,000	(763,089)	1,700,000	900,000
<b>Total Expense Ex Transfer-Out</b>	<b>39,501,518</b>	<b>75,034,073</b>	<b>51,998,135</b>	<b>(23,035,938)</b>	<b>65,689,141</b>	<b>13,691,006</b>
Transfer Out	15,230,902	25,360,688	15,846,498	(9,514,190)	20,043,058	4,196,559
<b>Total Expense</b>	<b>54,732,420</b>	<b>100,394,761</b>	<b>67,844,633</b>	<b>(32,550,128)</b>	<b>85,732,198</b>	<b>17,887,565</b>
<b>Add't To / (Use Of) Fund Balance</b>	<b>179,719</b>	<b>(19,894,298)</b>	<b>(5,276,711)</b>	<b>14,617,587</b>	<b>(14,326,313)</b>	<b>(9,049,602)</b>



**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

**Citywide - By Fund**

	FY 23	FY 24			FY 25	
Account Title	Actual (Uaudited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
<b><u>Revenue</u></b>						
General Fund	37,983,022	22,718,756	22,744,674	23,418	24,076,772	1,332,098
Debt Service Fund	4,654,064	5,115,700	5,250,000	134,300	5,525,000	275,000
Safe Neighborhood CIP Funding	1,571,569	4,471,000	2,754,642	(1,716,358)	932,000	(1,822,642)
People's Transportation Fund	638,210	1,500,000	767,500	(732,500)	1,760,000	992,500
Town Center Fund	268,085	331,746	321,744	(10,002)	314,892	(6,852)
LETTF Training Fund	2,217	2,500	2,500	-	2,500	-
Special Law Enforcement Fund	337,363	260,000	320,000	60,000	265,000	(55,000)
<b>Total Governmental Funds</b>	<b>46,870,945</b>	<b>34,399,702</b>	<b>32,161,060</b>	<b>(2,241,142)</b>	<b>32,876,164</b>	<b>715,104</b>
Water-Sewer Op Fund	10,490,352	11,650,605	9,877,418	(1,773,187)	10,339,627	462,209
Stormwater Op Fund	1,993,911	2,450,368	2,542,266	91,898	2,065,383	(476,883)
Water-Sewer CIP Fund	-	419,500	128,848	(290,652)	290,652	161,804
Stormwater CIP Fund	-	1,500,000	533,456	(966,544)	1,424,778	891,322
<b>Total Proprietary Funds</b>	<b>12,484,263</b>	<b>16,020,473</b>	<b>13,081,988</b>	<b>(2,938,485)</b>	<b>14,120,440</b>	<b>1,038,452</b>
ARPA	109,497	300,000	325,000	25,000	100,000	(225,000)
<b>Total Revenue All Funds</b>	<b>59,464,704</b>	<b>50,720,175</b>	<b>45,568,048</b>	<b>(5,154,627)</b>	<b>47,096,604</b>	<b>1,528,556</b>
<b>Loans</b>	<b>-</b>	<b>4,419,600</b>	<b>1,153,376</b>	<b>(3,266,224)</b>	<b>4,266,224</b>	<b>3,112,848</b>
<b>Transfers In</b>	<b>15,159,327</b>	<b>25,360,688</b>	<b>15,846,498</b>	<b>(9,514,190)</b>	<b>20,043,058</b>	<b>4,196,559</b>
<b>Total Citywide Funding</b>	<b>74,624,031</b>	<b>80,500,463</b>	<b>62,567,922</b>	<b>(17,935,041)</b>	<b>71,405,885</b>	<b>8,837,963</b>
<b><u>Expenditure (Ex Transfers Out)</u></b>						
General Fund	17,941,081	28,667,034	21,826,617	(6,848,887)	28,322,655	6,496,038
Debt Service Fund	1,319,824	1,351,522	1,210,922	(140,201)	1,162,759	(48,163)
Safe Neighborhood CIP Fund	3,413,285	11,581,296	5,880,242	(5,701,054)	4,288,400	(1,591,842)
Peoples' Transportation Fund	638,210	1,539,500	767,500	(772,000)	1,760,000	992,500
Town Center Fund	669,698	670,695	595,750	(74,945)	628,375	32,625
LETTF Training Fund	-	50,000	5,000	(45,000)	50,000	45,000
Special Law Enforcement Fund	51,500	624,761	611,866	(12,895)	423,541	(188,325)
Risk Internal Services Fund	3,524,068	3,889,983	3,881,554	(8,429)	4,244,673	363,119
IT Internal Service Fund	1,102,119	1,378,538	1,113,040	(265,498)	1,753,482	640,442
<b>Total Governmental Funds</b>	<b>28,659,784</b>	<b>49,753,330</b>	<b>35,892,491</b>	<b>(13,868,909)</b>	<b>42,633,885</b>	<b>6,741,394</b>
Water-Sewer Fund	9,053,466	11,344,914	10,904,682	(440,232)	10,448,590	(456,092)
Stormwater Fund	984,094	1,655,380	1,158,213	(497,167)	1,968,582	810,369
Water-Sewer CIP Fund	101,566	8,422,499	2,641,348	(5,781,151)	6,112,583	3,471,235
Stormwater CIP Fund	627,584	3,592,186	1,161,569	(2,430,617)	4,525,000	3,363,431
<b>Total Proprietary Funds</b>	<b>10,766,711</b>	<b>25,014,979</b>	<b>15,865,812</b>	<b>(9,149,167)</b>	<b>23,054,755</b>	<b>7,188,943</b>
ARPA	75,023	265,764	239,832	(25,932)	500	(239,332)
<b>Total Exp - Ex Transfer Out</b>	<b>39,501,518</b>	<b>75,034,073</b>	<b>51,998,135</b>	<b>(23,044,008)</b>	<b>65,689,141</b>	<b>13,691,006</b>
<b>Transfers Out</b>	<b>15,230,902</b>	<b>25,360,688</b>	<b>15,846,498</b>	<b>(9,514,190)</b>	<b>20,043,058</b>	<b>4,196,559</b>
<b>Total Citywide Expenditure</b>	<b>54,732,420</b>	<b>100,394,761</b>	<b>67,844,633</b>	<b>(32,558,198)</b>	<b>85,732,198</b>	<b>17,887,565</b>
<b>Add't To / (Use Of) Fund Bal</b>	<b>19,891,611</b>	<b>(19,894,298)</b>	<b>(5,276,711)</b>	<b>14,623,157</b>	<b>(14,326,313)</b>	<b>(9,049,602)</b>

Intentionally Blank



**FY 25 Capital Improvement Program Proposed Budget**

Projects	Total City	Safe Neighbor CIP	People's Trans Plan	Water- Sewer CIP	Storm Water CIP
ADA Upgrade	80,000	80,000	-	-	-
Artscape	31,250	31,250	-	-	-
Burlington Canal - PH I	-	-	-	-	-
Burlington Canal - PH II	750,000	-	-	-	750,000
Cairo Lane	5,696,224	-	800,000	3,321,224	1,575,000
Code Enforcement Office	-	-	-	-	-
Commerce North	500,000	-	-	-	500,000
County Tree Program	-	-	-	-	-
Demolition	-	-	-	-	-
Fire Station/HR Bldg	450,000	450,000	-	-	-
Gateways	218,900	218,900	-	-	-
Helen Miller - Ingram Park Renovation	1,050,000	1,050,000	-	-	-
Historic City Hall	50,000	50,000	-	-	-
Ingram Park Court Restoration	-	-	-	-	-
Municipal Complex AC	800,000	800,000	-	-	-
North District Water Distribution	-	-	-	-	-
NW 38th CT (132 - 135 St)	200,000	-	-	-	200,000
NW 127 St Canal	750,000	-	-	-	750,000
NW 131 St	600,000	-	-	-	600,000
NW 133 St	200,000	-	-	200,000	-
Pump Station #4 Relocation	704,427	-	-	704,427	-
Pump Station #9 Rehabilitation	506,432	-	-	506,432	-
Pump Station #12 Rehabilitation	-	-	-	-	-
Pump Station #16 Rehabilitation	480,500	-	-	480,500	-
Pump Station Flow Meters	900,000	-	-	900,000	-
PW HQ Renovation	-	-	-	-	-
Resiliency Study	150,000	-	-	-	150,000
Resurfacing Improvements	155,000	-	155,000	-	-
Roadway Assessment Program	-	-	-	-	-
Segal Park Improvements	50,000	50,000	-	-	-
Sesame Street Bridge	675,000	675,000	-	-	-
Sherbondy Basketball Court	50,000	50,000	-	-	-
Sidewalks	437,000	282,000	155,000	-	-
Smart Covers	-	-	-	-	-
Street Safety Analysis	20,000	20,000	-	-	-
Transfer Station	-	-	-	-	-
Trees (Medians & Swales)	31,250	31,250	-	-	-
Urban & Community Forestry	500,000	500,000	-	-	-
<b>Total Projects</b>	<b>16,035,983</b>	<b>4,288,400</b>	<b>1,110,000</b>	<b>6,112,583</b>	<b>4,525,000</b>



## Staffing

	FY 24 BGT		FY 25 Prop		Incr / (Decr) FY 24 BGT	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
<b><u>Governmental Funds</u></b>						
City Manager	11.0	-	11.0	-	-	-
City Clerk	5.0	-	5.0	-	-	-
HR	4.0	-	4.0	-	-	-
Housing & Soc Svc	-	-	2.0	-	2.0	-
Finance	9.0	-	10.0	-	1.0	-
CD	6.0	-	5.0	-	(1.0)	-
Building & License	7.0	6.0	8.0	6.0	1.0	-
Parks & Recreation	11.0	14.0	13.0	14.0	2.0	-
Police						
Sworn	50.0	-	48.0	-	(2.0)	-
Other	16.0	12.0	16.0	12.0	-	-
Code	8.0	-	10.0	-	2.0	-
Building & Grounds Maint	15.0	-	15.0	-	-	-
Public Works						
Admin	5.0	-	5.0	-	-	-
Streets	4.0	-	4.0	-	-	-
Vehicle Maint	2.0	-	3.0	1.0	1.0	1.0
Solid Waste	3.0	-	-	-	(3.0)	-
<b>Total Governmental Funds</b>	<b>156.0</b>	<b>32.0</b>	<b>159.0</b>	<b>33.0</b>	<b>3.0</b>	<b>1.0</b>
<b><u>Enterprise Funds</u></b>						
Utility Bill/Cust Svc	-	-	-	-	-	-
Meters / Line Maint	3.3	-	3.0	-	(0.3)	-
Water	4.8	-	4.0	-	(0.8)	-
Sewer	6.8	-	9.0	-	2.3	-
CIP	3.0	1.0	3.0	-	-	(1.0)
Stormwater	4.3	-	8.0	-	3.8	-
<b>Total Enterprise Funds</b>	<b>22.0</b>	<b>1.0</b>	<b>27.0</b>	<b>-</b>	<b>5.0</b>	<b>(1.0)</b>
<b><u>Internal Service Fund</u></b>						
IT	4.0	-	3.0	-	(1.0)	-
<b>Total Internal Service Funds</b>	<b>4.0</b>	<b>-</b>	<b>3.0</b>	<b>-</b>	<b>(1.0)</b>	<b>-</b>
<b>Total City</b>	<b>182.0</b>	<b>33.0</b>	<b>189.0</b>	<b>33.0</b>	<b>7.0</b>	<b>-</b>

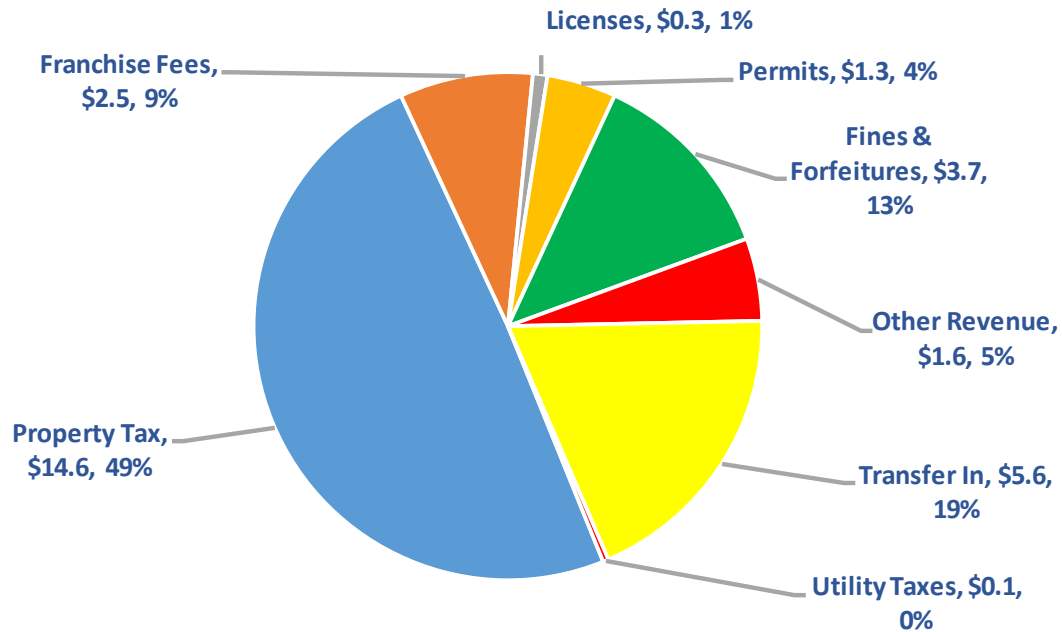
# General Fund Summary



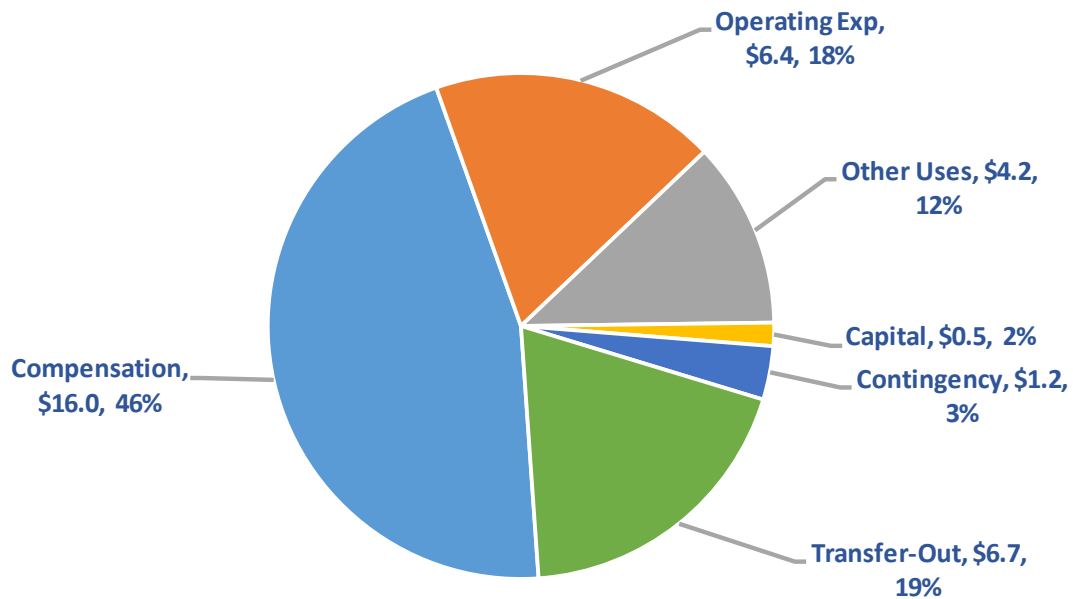


## General Fund Funding & Expense

### General Fund Funding Sources - \$35.0M



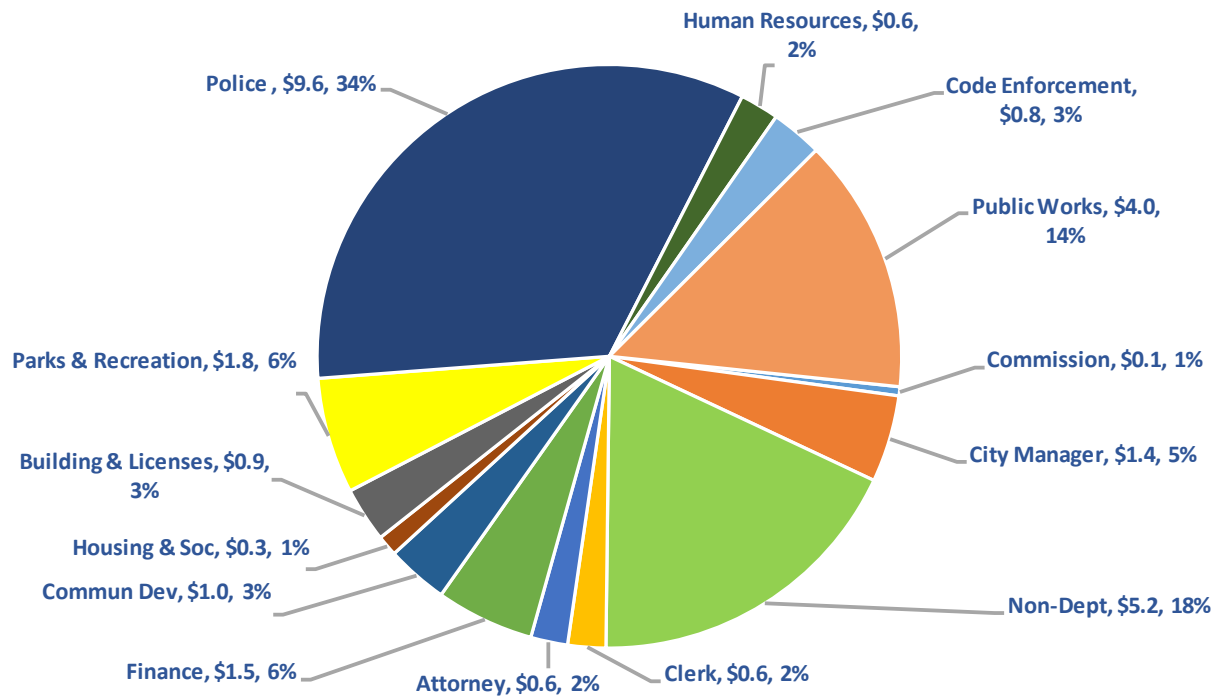
### General Fund Expenditure - \$35.0M





## General Fund Expenditure By Department

General Fund Expenditure By Department - \$28.3M





**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

**General Fund Summary**

	FY 23	FY 24			FY 25	
Account Title	Actual (Uaudited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
<b><u>Funding</u></b>						
<b><u>Revenue</u></b>						
Ad Valorem	11,725,779	13,749,780	13,749,780	-	14,601,797	852,017
Utility Taxes	87,730	90,640	101,800	11,160	104,650	2,850
Franchise Fees	1,931,814	2,436,989	2,510,708	73,719	2,516,869	6,161
Licenses	307,712	256,876	267,092	7,716	274,038	6,947
Permits	1,084,775	1,150,582	1,278,686	128,104	1,305,820	27,134
Charges For Services	291,398	95,023	122,750	27,727	225,713	102,963
Fines & Forfeitures	2,875,943	3,695,585	3,340,000	(355,585)	3,713,166	373,166
Other Revenue	868,360	942,666	1,189,335	246,669	1,173,441	(15,894)
Grants & Donations	151,511	267,524	167,524	(100,000)	146,278	(21,246)
Interest Earned	9,145	33,090	17,000	(16,090)	15,000	(2,000)
<b>Total Revenue</b>	<b>19,334,167</b>	<b>22,718,756</b>	<b>22,744,674</b>	<b>23,418</b>	<b>24,076,772</b>	<b>1,332,098</b>
Loans	-	1,400,000	-	(1,400,000)	-	-
<b>Total Loans</b>	<b>-</b>	<b>1,400,000</b>	<b>-</b>	<b>(1,400,000)</b>	<b>-</b>	<b>-</b>
Transfer In	7,160,294	4,765,321	4,815,717	50,396	5,599,914	784,196
<b>Total Funding</b>	<b>26,494,462</b>	<b>28,884,076</b>	<b>27,560,391</b>	<b>(1,326,185)</b>	<b>29,676,686</b>	<b>2,116,295</b>
<b><u>Expenditure</u></b>						
Salaries	9,399,649	10,573,687	10,222,163	(351,524)	11,361,039	1,138,876
Benefits	3,475,685	4,227,512	3,967,052	(260,460)	4,648,234	681,182
<b>Total Compensation</b>	<b>12,875,334</b>	<b>14,801,199</b>	<b>14,189,215</b>	<b>(611,984)</b>	<b>16,009,273</b>	<b>1,820,058</b>
Operating Expense	4,039,698	7,306,224	5,551,100	(1,755,124)	6,424,694	873,594
Other Uses	520,370	4,588,173	775,252	(3,821,391)	4,166,848	3,391,596
Capital	479,824	922,100	811,050	(111,050)	521,840	(289,210)
Contingency	25,854	1,049,338	500,000	(549,338)	1,200,000	700,000
<b>Total Expense Ex Transfer Out</b>	<b>17,941,081</b>	<b>28,667,034</b>	<b>21,826,617</b>	<b>(6,848,887)</b>	<b>28,322,655</b>	<b>6,496,038</b>
Transfer Out	6,429,665	11,648,799	7,003,629	(4,645,170)	6,725,370	(278,259)
<b>Total Expense</b>	<b>24,370,746</b>	<b>40,315,834</b>	<b>28,830,246</b>	<b>(11,494,058)</b>	<b>35,048,025</b>	<b>6,217,779</b>
<b>(Use Of)/Add To Fund Balance</b>	<b>2,123,716</b>	<b>(11,431,757)</b>	<b>(1,269,855)</b>	<b>10,167,873</b>	<b>(5,371,339)</b>	<b>(4,101,485)</b>
<b><u>Fund Balance - Unassigned</u></b>						
<b>Beginning</b>	<b>13,006,678</b>	<b>13,524,178</b>	<b>13,524,178</b>	<b>-</b>	<b>12,254,323</b>	<b>(1,269,855)</b>
<b>(Use Of)/Add To Fund Balance</b>	<b>2,123,716</b>	<b>(11,431,757)</b>	<b>(1,269,855)</b>	<b>10,167,873</b>	<b>(5,371,339)</b>	<b>(4,101,485)</b>
<b>Ending</b>	<b>15,130,394</b>	<b>857,444</b>	<b>12,254,323</b>	<b>10,167,873</b>	<b>6,882,984</b>	<b>(5,371,339)</b>



**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

**General Fund - Funding**

001		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	<b><u>Funding Summary</u></b>						
	<b><u>Revenue</u></b>						
	Ad Valorem	11,725,779	13,749,780	13,749,780	-	14,601,797	852,017
	Utility Taxes	87,730	90,640	101,800	11,160	104,650	2,850
	Franchise Fees	1,931,814	2,436,989	1,597,156	73,719	2,516,869	6,161
	Licenses	307,712	256,876	267,092	7,716	274,038	6,947
	Permits	1,084,775	1,150,582	1,278,686	128,104	1,305,820	27,134
	Charges For Services	291,398	95,023	122,750	27,727	225,713	102,963
	Fines & Forfeitures	2,875,943	3,695,585	3,340,000	(355,585)	3,713,166	373,166
	Other	868,360	942,666	1,189,335	246,669	1,173,441	(15,894)
	Grants & Donations	151,511	267,524	167,524	(100,000)	146,278	(21,246)
	Interest Earned	9,145	33,090	17,000	(16,090)	15,000	(2,000)
	<b>Total Revenue</b>	<b>19,334,167</b>	<b>22,718,756</b>	<b>21,831,122</b>	<b>23,418</b>	<b>24,076,772</b>	<b>1,334,098</b>
	Transfers-In	7,160,294	4,765,321	4,815,717	50,396	5,599,914	784,196
	Loans	-	1,400,000	-	(1,400,000)	-	-
	<b>Total Funding</b>	<b>26,494,462</b>	<b>28,884,076</b>	<b>26,646,839</b>	<b>(1,326,185)</b>	<b>29,676,686</b>	<b>2,118,295</b>
	<b><u>Funding Detail</u></b>						
3111100	<b>Ad Valorem Taxes</b>	<b>11,725,779</b>	<b>13,749,780</b>	<b>13,749,780</b>	<b>-</b>	<b>14,601,797</b>	<b>852,017</b>
	<b><u>Utility Taxes</u></b>						
314400	Utility Tax - City Gas	60,093	61,800	61,800	-	63,530	1,730
314900	Utility Tax - Other	27,637	28,840	40,000	11,160	41,120	1,120
	<b>Total Utility Taxes</b>	<b>87,730</b>	<b>90,640</b>	<b>101,800</b>	<b>11,160</b>	<b>104,650</b>	<b>2,850</b>
	<b><u>Franchise Fees</u></b>						
313100	Franchise Fee - F.P.L.	1,275,765	1,583,035	858,726	(83,035)	1,550,000	50,000
313111	Franchise Fee - Great Waste	165,552	283,528	254,707	66,472	290,000	(60,000)
313170	Franchise Fee-Commercial Waste	482,634	562,158	477,648	87,842	668,200	18,200
313400	Franchise Fee - City Gas	1,938	1,986	-	(1,486)	1,987	1,487
313600	Franchise Fee - Bench Ads	-	-	-	-	-	-
313700	Franchise Fee - BFI	-	-	-	-	-	-
369906	Nu-Way Towing Services Inc	-	-	-	-	-	-
369907	Sunshine Towing Inc	3,375	3,708	2,625	-	-	(3,708)
369908	Dolphin Towing & Recovery	250	-	-	-	-	-
369909	Downtown Towing Company	2,300	2,575	3,450	3,925	6,682	182
	<b>Total Franchise Fees</b>	<b>1,931,814</b>	<b>2,436,989</b>	<b>1,597,156</b>	<b>73,719</b>	<b>2,516,869</b>	<b>6,161</b>
	<b><u>Licenses</u></b>						
321050	Occupation Licenses - City	244,259	216,300	216,300	-	222,356	6,056
321150	Occupation Licenses-Field Inspection	20,280	5,000	20,000	15,000	12,500	(7,500)
321200	Occupation Licenses-Late Penalty	2,810	5,150	1,500	(3,650)	1,542	42
322310	Contractor Licenses	6,470	5,305	8,000	2,696	7,500	(500)
322510	Boat & Vessel	-	-	2,500	-	2,500	-
335140	Mobile Home Licenses	-	-	-	-	-	-
335150	Alcoholic Beverages	12,598	11,330	5,000	(6,330)	5,140	140
338200	Occupation Licenses - County	21,296	13,792	13,792	-	22,500	8,708
	<b>Total Licenses</b>	<b>307,712</b>	<b>256,876</b>	<b>267,092</b>	<b>7,716</b>	<b>274,038</b>	<b>6,947</b>



**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

**General Fund - Funding**

001		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	<b><u>Permits</u></b>						
322110	Building Permits	683,647	696,286	875,000	178,714	892,500	17,500
322130	Alarm Registration Fees	100	186	186	-	150	(36)
322200	Electrical Permits	71,577	82,400	40,000	(42,400)	40,800	800
322300	Plumbing Permits	38,164	51,500	51,500	-	52,530	1,030
322301	Mechanical Permits	42,565	41,200	30,000	(11,200)	30,000	-
322400	Certificate Of Occupancy	254	5,150	5,000	(150)	5,140	140
322410	Certificate Of Use	148,759	123,600	145,000	21,400	149,060	4,060
322500	Landlord Permits	99,209	144,200	130,000	(14,200)	133,640	3,640
322510	Boats & Vesels Permits	400	4,000	1,000	(3,000)	1,000	-
322600	Special Event Permits	100	2,060	1,000	(1,060)	1,000	-
	<b>Total Permits</b>	<b>1,084,775</b>	<b>1,150,582</b>	<b>1,278,686</b>	<b>128,104</b>	<b>1,305,820</b>	<b>27,134</b>
	<b><u>Services</u></b>						
341200	Zoning & Subdivision Fees	44,733	25,750	42,500	16,750	43,690	1,190
341210	Impact Fees	164,054	-	10,000	10,000	113,606	103,606
341300	Xerox Copies	5,450	5,150	5,150	-	5,294	144
341400	Notary Fees	1,005	250	1,250	1,000	750	(500)
347210	Recreation Activity Fees	10,010	10,300	10,300	-	10,500	200
347230	Rental Of Park Facilities Fees	31,009	20,600	25,000	4,400	20,600	(4,400)
347250	Summer Program Receipts	-	-	-	-	-	-
347270	Recreation Football Program	-	-	-	-	-	-
354110	Code Enforcement Late Fees	11,135	10,300	9,000	(1,300)	10,000	1,000
354111	Code Enforcement Inspection Fees	8,500	7,725	6,500	(1,225)	6,500	-
354112	Code Enforcement Postage Fees	4,030	3,605	3,605	-	3,605	-
354115	Code Enforcement Landlord/Tenant	-	-	-	-	-	-
354116	Code Enforcement Release Fees	1,960	1,648	1,250	(398)	1,285	35
354120	Code Enforcement Board Admin Fees	9,513	6,695	6,695	-	6,882	187
369970	Qualifying Fees	-	3,000	1,500	(1,500)	3,000	1,500
	<b>Total Charges For Services</b>	<b>291,398</b>	<b>95,023</b>	<b>122,750</b>	<b>27,727</b>	<b>225,713</b>	<b>102,963</b>
	<b><u>Fines &amp; Forfeitures</u></b>						
351100	Court Fines - County	394,295	360,500	355,000	(5,500)	355,000	-
354100	Local Ordinance Violations	430,427	475,860	430,000	(45,860)	430,000	-
354108	Code Enforce Amnesty App Fee	3,550	2,575	3,500	925	3,500	-
354109	Code Enforce Citation	149,935	5,150	300,000	294,850	200,000	(100,000)
354140	Red Light Camera Fines	1,854,765	2,800,000	2,200,000	(600,000)	2,671,724	471,724
369960	Lien Search & Release Charges	42,972	51,500	51,500	-	52,942	1,442
	<b>Total Fines &amp; Forfeitures</b>	<b>2,875,943</b>	<b>3,695,585</b>	<b>3,340,000</b>	<b>(355,585)</b>	<b>3,713,166</b>	<b>373,166</b>



**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

**General Fund - Funding**

001		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	<b><u>Other</u></b>						
369940	Restitutions	-	-	18,000	18,000	5,000	(13,000)
338110	School Crossing Guard Program	31,612	23,175	30,000	6,825	32,000	2,000
338400	Police Operations Share	2,435	12,731	60,000	47,269	20,000	(40,000)
342100	Police A/R & O/R	1,538	6,365	30,000	23,635	15,000	(15,000)
342120	Off-Duty Revenue	460,814	643,145	777,000	133,856	875,000	98,000
359120	Returned Check Penalties	203	206	200	(6)	200	-
362100	Lease & Rental Income	-	1,400	1,250	(150)	1,250	-
364100	Sale Of Fixed Assets	58,694	50,000	50,000	-	50,000	-
364120	Auction Proceeds	14,081	15,450	15,450	-	15,000	(450)
369900	Other Miscellaneous Revenue	230,710	50,000	85,000	35,000	50,000	(35,000)
364110	Lost Fixed Assets Insurance Reimbursement	234	258	750	493	250	(500)
369940	Cost Reimbursements	-	15,000	32,500	17,500	15,000	(17,500)
369942	Insurance Reimburesments	21,675	75,000	40,000	(35,000)	45,000	5,000
369950	Witness Fees	57	-	85	85	-	(85)
371008	Teen Upward Bound (Rent)	43,909	49,337	47,900	(1,437)	49,241	1,341
381601	Lobbyist Registration Fee	2,400	600	1,200	600	500	(700)
	<b>Total Other</b>	<b>868,360</b>	<b>942,666</b>	<b>1,189,335</b>	<b>246,669</b>	<b>1,173,441</b>	<b>(15,894)</b>
	<b><u>Grants &amp; Donations</u></b>						
334700	Grants	149,000	100,000	-	(100,000)	-	-
334781	State Revolv Fund (Pri Year Paymnt)	-	16,513	16,513	(0)	-	(16,513)
347900	Donation	1,011	1,011	1,011	-	500	(511)
366915	Special Events Donations	1,500	-	-	-	-	-
366200	CRA Funds to City	-	150,000	150,000	-	95,778	(54,222)
366999	Other Contributions & Donations	-	-	-	-	50,000	50,000
	<b>Total Grants &amp; Donations</b>	<b>151,511</b>	<b>267,524</b>	<b>167,524</b>	<b>(100,000)</b>	<b>146,278</b>	<b>(21,246)</b>
361100	Interest Earned	9,145	33,090	17,000	(16,090)	15,000	(2,000)
	<b>Total Revenue</b>	<b>19,334,167</b>	<b>22,718,756</b>	<b>21,457,869</b>	<b>23,418</b>	<b>24,076,772</b>	<b>1,334,098</b>
399010	Loan	-	1,400,000	-	(1,400,000)	-	-
	<b>Total Loan</b>	<b>-</b>	<b>1,400,000</b>	<b>-</b>	<b>(1,400,000)</b>	<b>-</b>	<b>-</b>
	<b><u>Transfer In</u></b>						
383031	Vehicle Maint Fees	136,809	162,868	183,296	20,429	195,198	11,902
381440	Admin Reimburse - Water & Sewer	420,819	504,530	431,021	(73,509)	519,001	87,979
389050	Admin Reimburse - Stormwater	76,807	114,360	97,698	(16,662)	114,266	16,568
389061	Admin Reimburse - T.C.O. Electric	-	-	-	-	-	-
389062	Admin Reimburse - Town Center	21,636	-	-	-	-	-
389063	Admin Reimburse - CRA	-	-	-	-	-	-
381105	Transfer In - ARPA	-	75,000	50,000	(25,000)	409,208	359,208
381230	Transfer In - CIP Debt Service	6,504,223	3,908,563	4,053,702	145,139	4,362,241	308,540
	<b>Total Transfer-In</b>	<b>7,160,294</b>	<b>4,765,321</b>	<b>4,815,717</b>	<b>50,396</b>	<b>5,599,914</b>	<b>784,196</b>
	<b>Total Funding</b>	<b>26,494,462</b>	<b>28,884,076</b>	<b>26,273,586</b>	<b>(1,326,185)</b>	<b>29,676,686</b>	<b>2,118,295</b>





**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

**General Fund Expenditure**

	FY 23	FY 24			FY 25	
Account Title	Actual (Uaudited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
Salaries	9,399,649	10,573,687	10,222,163	(351,524)	11,361,039	1,138,876
Benefits	3,475,685	4,227,512	3,967,052	(260,460)	4,648,234	681,182
<b>Total Compensation</b>	<b>12,875,334</b>	<b>14,801,199</b>	<b>14,189,215</b>	<b>(611,984)</b>	<b>16,009,273</b>	<b>1,820,058</b>
Operating Expense	4,039,698	7,306,224	5,551,100	(1,755,124)	6,424,694	873,594
Other Uses	520,370	4,588,173	775,252	(3,821,391)	4,166,848	3,391,596
Capital	479,824	922,100	811,050	(111,050)	521,840	(289,210)
Contingency	25,854	1,049,338	500,000	(549,338)	1,200,000	700,000
<b>Total Expense Ex Transfer Out</b>	<b>17,941,081</b>	<b>28,667,034</b>	<b>21,826,617</b>	<b>(6,848,887)</b>	<b>28,322,655</b>	<b>6,496,038</b>
Transfer Out	-	-	-	-	-	-
<b>Total Expense</b>	<b>17,941,081</b>	<b>28,667,034</b>	<b>21,826,617</b>	<b>(6,848,887)</b>	<b>28,322,655</b>	<b>6,496,038</b>
<b><u>Expense (By Division)</u></b>						
Commission	137,571	147,535	127,040	(20,495)	142,890	15,850
City Manager	894,388	1,196,740	1,174,604	(22,136)	1,365,601	190,997
Non-Department	1,000,833	4,328,638	653,270	(3,683,838)	3,953,513	3,300,243
Clerk	358,884	453,782	363,450	(90,332)	595,646	232,196
Attorney	477,051	643,500	551,000	(92,500)	579,000	28,000
Finance	1,069,041	1,636,499	1,351,054	(285,445)	1,538,726	187,672
Human Resources	265,181	629,799	478,706	(151,093)	610,605	131,899
Housing & Social Servises	-	47,911	22,692	(25,219)	325,669	252,977
Planning & Community Dev	404,538	1,394,861	811,264	(583,597)	966,743	155,479
Building & Licenses	681,924	839,005	769,330	(69,675)	861,599	92,269
Parks & Recreation	1,112,803	2,184,267	1,542,438	(641,829)	1,818,227	275,789
Police	7,830,647	9,481,723	9,362,059	(119,664)	9,550,654	188,595
Code Enforcement	653,091	663,789	581,725	(82,064)	806,296	224,571
PW - Admin	478,623	522,515	448,019	(74,495)	592,413	144,393
PW - Bldg Maintenance	814,919	1,891,528	1,749,341	(142,187)	1,832,010	82,669
PW - Streets	1,024,795	571,206	476,563	(94,643)	637,105	160,542
PW - Trash	47,943	148,116	101,692	(46,424)	-	(101,692)
PW - Vehicle Maintenance	662,997	836,282	762,370	(73,912)	945,959	183,589
Contingency	25,854	1,049,338	500,000	(549,338)	1,200,000	700,000
Transfer-Out	6,429,665	11,648,799	7,003,629	(4,645,170)	6,725,370	(278,259)
<b>Total Expense</b>	<b>24,370,746</b>	<b>40,315,834</b>	<b>28,830,246</b>	<b>(11,494,058)</b>	<b>35,048,025</b>	<b>6,167,779</b>

# General Fund Divisions



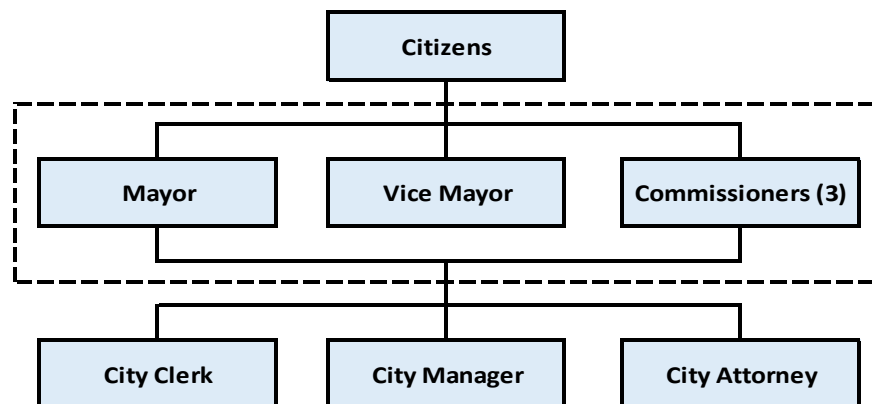
# City Commission



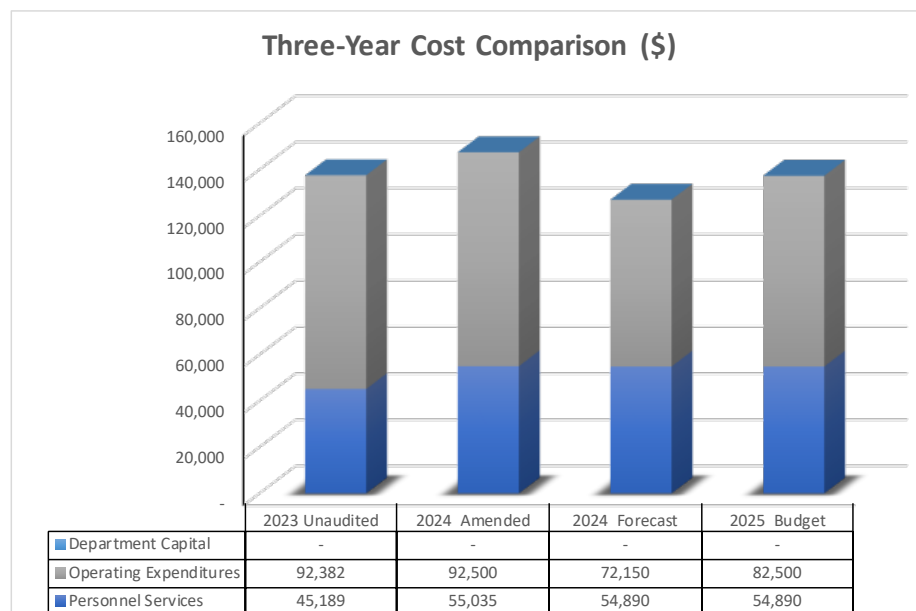


## CITY COMMISSION

**Mission** – Development of the goals and priorities through the budget and strategic plan process that provide continuous progress in making the City a better place to live, work and recreate and provides City services which address the broad needs of the highly diverse residential, commercial and institutional components of the community in an effective and respectful manner.



**Goal** – A safe, law abiding, affordable, clean and attractive city with pleasant residential neighborhoods, a thriving commercial area and a vital downtown which attracts residents and visitors for leisure and entertainment, enabled by a City government which provides excellent and responsive customer service in addressing the broad needs of a highly diverse community, including providing an excellent City infrastructure.





**FISCAL YEAR 2025  
ANNUAL PROPOSED OPERATING BUDGET**

**Commission**

10		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	<b><u>Salaries</u></b>						
511110	Salaries - Executive	31,625	-	-	-	-	-
511120	Salaries - Regular	-	33,090	33,000	(90)	33,000	-
	<b>Total Salaries</b>	<b>31,625</b>	<b>33,090</b>	<b>33,000</b>	<b>(90)</b>	<b>33,000</b>	<b>-</b>
	<b><u>Benefits</u></b>						
511210	FICA	3,975	2,530	2,525	(5)	2,525	-
511220	Retirement	9,589	19,415	19,365	(50)	19,365	-
511230	Life And Health Insurance	-	-	-	-	-	-
	<b>Total Benefits</b>	<b>13,564</b>	<b>21,945</b>	<b>21,890</b>	<b>(55)</b>	<b>21,890</b>	<b>-</b>
	<b>Total Compensation</b>	<b>45,189</b>	<b>55,035</b>	<b>54,890</b>	<b>(145)</b>	<b>54,890</b>	<b>-</b>
	<b><u>Operating Expense</u></b>						
511306	Monthly Allowance - Mayor	138	3,600	1,000	(2,600)	3,600	2,600
511307	Monthly Allowance - Commission	666	14,400	2,000	(12,400)	14,400	12,400
511400	Travel	9,217	25,000	25,000	-	26,500	1,500
511482	State Of The City	5,200	14,000	14,000	-	10,000	(4,000)
511493	General Expenses	1,903	3,500	3,500	-	3,500	-
511510	Office Supplies	2,856	3,000	200	(2,800)	2,500	2,300
511520	Operating Supplies	-	-	-	-	-	-
511521	Clothing / Uniforms	1,494	2,000	2,000	-	2,000	-
512523	Special Supplies	3,949	5,000	2,500	(2,500)	5,000	2,500
511540	Memberships	1,950	5,000	5,000	-	5,000	-
511542	Employee Training	519	500	500	-	500	-
511545	Scholarship	5,000	5,000	4,950	(50)	5,000	50
515547	Conferences & Meetings	1,490	11,500	11,500	-	10,000	(1,500)
572403	Special Events	58,001	-	-	-	-	-
	<b>Total Operating Expense</b>	<b>92,382</b>	<b>92,500</b>	<b>72,150</b>	<b>(20,350)</b>	<b>88,000</b>	<b>15,850</b>
	<b>Total Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Expense</b>	<b>137,571</b>	<b>147,535</b>	<b>127,040</b>	<b>(20,495)</b>	<b>142,890</b>	<b>15,850</b>



### City Commission - Footnote Detail

Account Name	Footnote Detail	Proposed Budget (\$)
Monthly Allowance - Mayor	Allowance to allow Mayor to expend \$300 per month in addressing the needs of and communicating with the community and other City stake holders in accordance with the City Code of Ordinances	3,600
Monthly Allowance - Commissioners	Allowance to allow each Commissioners to expend \$300 per month in addressing the needs of and communicating with the community and other City stake holders in accordance with the City Code of Ordinances	14,400
Travel	US Conference of Mayors – Washington DC - January	3,000
	NLC -Washington DC - March	7,500
	FI League of Cities – Stuart April	7,500
	Tallahassee (multiple trips 3 nights)	6,750
	FPC Leo – Chicago	1,750
	<b>Total</b>	<b>26,500</b>
State of the City	Annual presentation to the public regarding City progress and future goals. Rented equipment, public relations and refreshments for the public	15,000
General Expenses	Miscellaneous unanticipated requirements	3,500
Office Supplies	Miscellaneous office materials supporting Commission requirements	2,500
Clothing / Uniforms	Miscellaneous branded clothing, primarily shirts, worn when representing the City	2,000
Special Supplies	Miscellaneous for Commission presentations, awards, proclamations and related events	5,000
Memberships	Florida League of Cities	2,000
	US Conference of Mayors	1,500
	FL Black Caucus	750
	Misc	750
	<b>Total</b>	<b>5,000</b>
Employee Training	Florida League of Cities / Other Commission training	500
Scholarships	Up to five \$1,000 grants to assist community students with post-secondary education	5,000
Conferences & Meetings	FL League of Cities	2,500
	African American Mayors Assoc	1,000
	US Conference of Mayors	1,500
	Miami Dade County – Board Meetings	500
	Miscellaneous Memberships	4,500
	<b>Total</b>	<b>10,000</b>

# City Manager



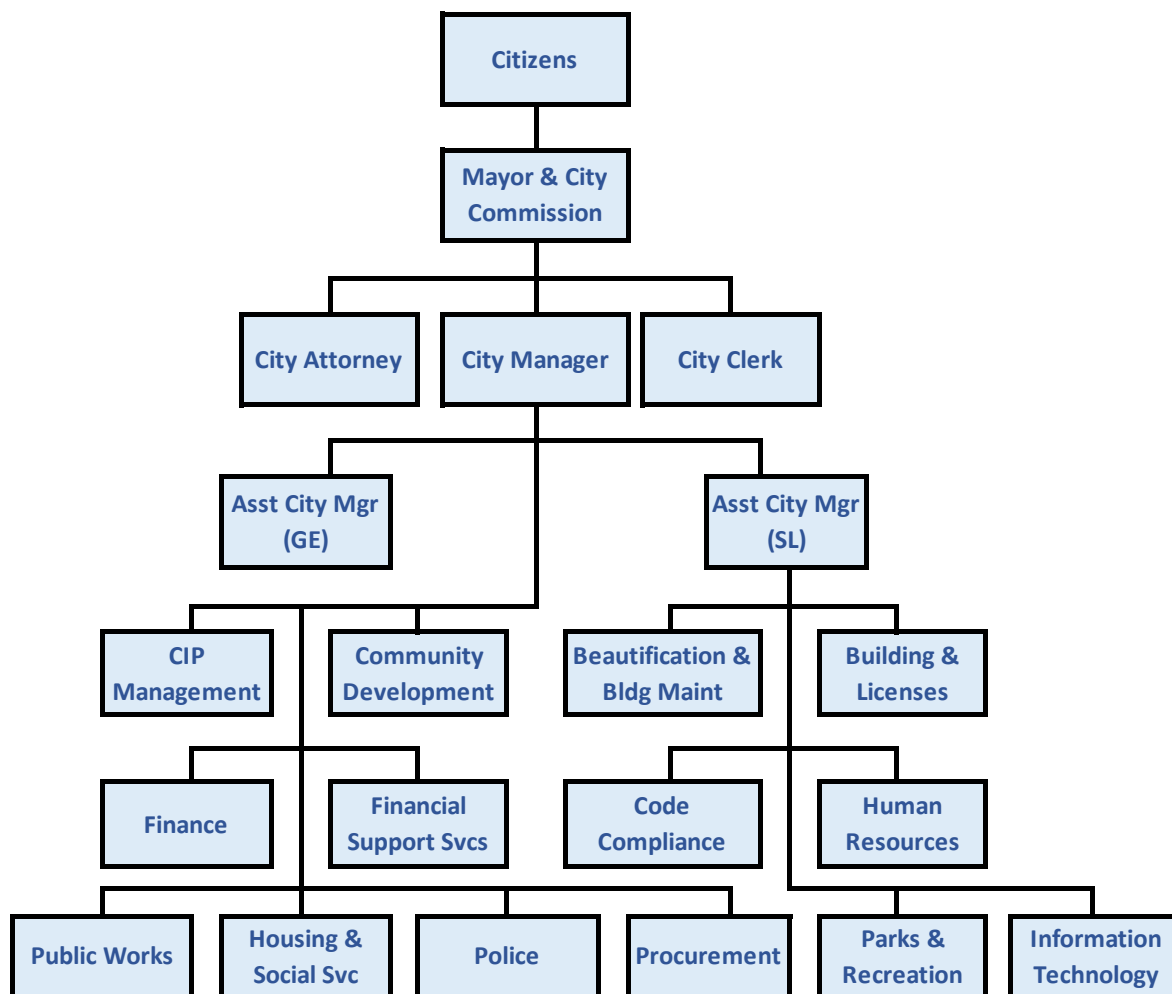


## CITY MANAGER

**Mission** - The City Manager, as the administrative head of the City Government, provides the primary source of leadership and is responsible for the efficiency and effectiveness of all departments. The Office of the City Manager is the liaison for administrative functions and the Commission.

The Office of the City Manager executes all City resolutions and ordinances, directs all City departments and participates in Commission meetings as an active, but non-voting, member. The City Manager makes recommendations to the City Commission to adopt measures which are necessary or urgent and performs other duties which are required by ordinances and resolutions of the City Commission. The City Manager develops programs to implement the policies and Strategic Plan established the by the City Commission.

The mission of the City Manager's Office is to provide leadership to the City by empowering staff with all of the necessary support and resources needed to better serve the residents and business owners in the community.







**Goal** - Provide leadership to and develop a high performance City staff able to provide thoughtful, well-reasoned recommendations to the City Commission and to carry out the Commission's policies and direction in an effective and efficient manner to achieve Commission goals.

**Objectives FY 25:**

- Support initiatives that promote economic growth, attract new businesses, and create jobs.
- Allocate resources to support affordable housing initiatives.
- Ensure funding for disaster preparedness and resilience measures to protect the community from natural and man-made disasters.
- Implement measures to control costs and improve efficiency across all departments.
- Prioritize funding to maintain essential city services such as public safety, sanitation, and infrastructure.
- Provide clear and accessible budget information to the public, ensuring transparency and accountability.
- Invest in training and development programs for city employees to improve skills and service delivery.
- Develop a workforce plan that addresses current and future staffing needs and promotes a diverse and inclusive workplace.
- Implement clear communication strategies to inform all stakeholders

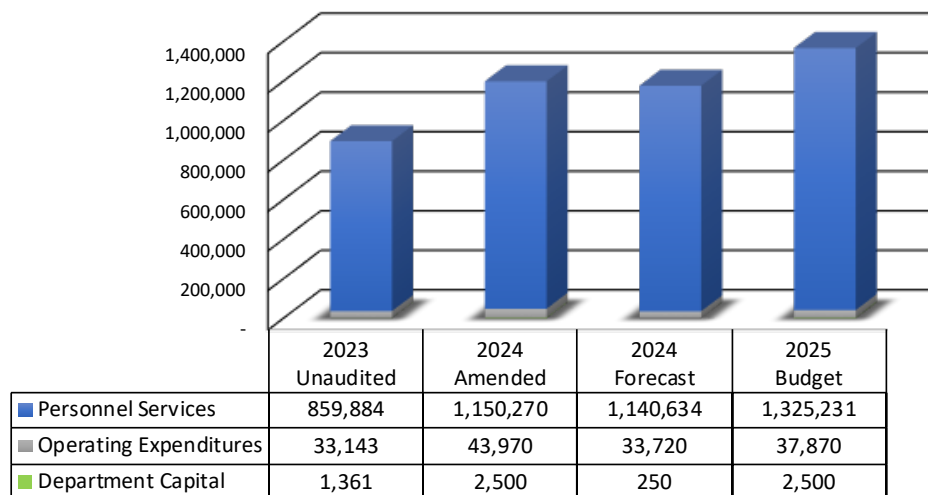




**Budget Summary –**

<b>Position Summary - City Manager's Office</b>						
	<b>FY 23 BGT</b>		<b>FY 24 BGT</b>		<b>FY 25 Prop</b>	
<b>Full Time (FT) / Part Time (PT)</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>
City Manager	1	-	1	-	1	-
Assistant City Manager	2	-	2	-	2	-
Executive Secretary	1	-	1	-	1	-
Receptionist	1	-	-	-	-	-
Budget Administrator	1	-	1	-	1	-
Purchasing Officer	-	-	-	-	-	-
Chief of Staff	-	-	-	-	-	-
Special Assistant to City Manger	-	1	-	-	-	-
Legislative Aide / Assistant	-	-	1	-	1	-
Internal Auditor	1	-	-	-	-	-
Admin Assistant	-	-	1	-	1	-
Senior Budget Analyst	-	-	1	-	1	-
PR / Events Coordinator	-	-	1	-	1	-
<b>Total</b>	<b>7</b>	<b>1</b>	<b>9</b>	<b>0</b>	<b>9</b>	<b>0</b>
<b>Full Time Equivalent</b>	<b>7</b>	<b>0.5</b>	<b>9</b>	<b>0.0</b>	<b>9</b>	<b>0.0</b>

**Three-Year Cost Comparison (\$)**





**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

**City Manager**

12		FY 23	FY 24			FY 25	
ACCT	<u>Account Title</u>	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	<b><u>Salaries</u></b>						
512110	Salaries - Executive	402,279	-	-	-	-	-
512120	Salaries - Regular	262,007	865,020	844,584	(20,436)	977,170	132,586
512140	Salaries - Overtime	591	200	200	-	200	-
	<b>Total Salaries</b>	<b>664,877</b>	<b>865,220</b>	<b>844,784</b>	<b>(20,436)</b>	<b>977,370</b>	<b>132,586</b>
	<b><u>Benefits</u></b>						
512210	FICA	50,141	61,053	62,609	1,556	71,011	8,402
512220	Retirement	99,944	155,629	153,944	(1,685)	181,088	27,144
512230	Life And Health Insurance	44,921	68,368	79,297	10,929	95,762	16,465
	<b>Total Benefits</b>	<b>195,006</b>	<b>285,050</b>	<b>295,850</b>	<b>10,800</b>	<b>347,861</b>	<b>52,011</b>
	<b>Total Compensation</b>	<b>859,884</b>	<b>1,150,270</b>	<b>1,140,634</b>	<b>(9,636)</b>	<b>1,325,231</b>	<b>184,597</b>
	<b><u>Operating Expense</u></b>						
512340	Other Contract Services	3,712	5,000	750	(4,250)	5,000	4,250
512400	Travel & Per Diem	7,792	8,500	6,500	(2,000)	5,000	(1,500)
512420	Postage & Freight	129	750	250	(500)	150	(100)
512493	General Expense	5,000	4,000	4,000	-	3,500	(500)
512510	Office Supplies	3,609	4,000	4,000	-	4,000	-
515547	Conference & Meetings	1,961	6,720	6,720	-	5,220	(1,500)
519540	Memberships	6,125	10,000	10,000	-	10,000	-
512541	Educational Costs	4,815	5,000	1,500	(3,500)	5,000	3,500
	<b>Total Operating Expense</b>	<b>33,143</b>	<b>43,970</b>	<b>33,720</b>	<b>(10,250)</b>	<b>37,870</b>	<b>4,150</b>
	<b><u>Capital</u></b>						
512642	Furniture & Fixtures	1,361	2,500	250	(2,250)	2,500	2,250
	<b>Total Capital</b>	<b>1,361</b>	<b>2,500</b>	<b>250</b>	<b>(2,250)</b>	<b>2,500</b>	<b>2,250</b>
	<b>Total Expense</b>	<b>894,388</b>	<b>1,196,740</b>	<b>1,174,604</b>	<b>(22,136)</b>	<b>1,365,601</b>	<b>190,997</b>



### City Manager - Footnote Detail

Account Name	Footnote Detail	Proposed Budget (\$)
Travel & Per Diem	Travel to Tallahassee, training sites, professional conferences and elsewhere as appropriate	5,000
Other Contracted Services	Miscellaneous Services	5,000
Postage & Freight	Miscellaneous	150
General Expense	Miscellaneous unanticipated expenditures	3,500
Office Supplies	Miscellaneous	4,000
Memberships	Miami-Dade League of Cities	2,000
	Miami-Dade City & County Management	300
	International Association of Administrative Professionals	200
	Florida League of Cities	2,500
	International Inst of Muni Clerk	500
	International City/County Management Association	1,500
	CIO Magazine	1,000
	Florida City & County Management Association	1,000
	Other	1,000
	<b>Total</b>	<b>10,000</b>
Education	Professional Development – City Manager Office staff	5,000
Conferences & Meetings	Miami-Dade Monthly Meetings and Others	720
	GFOA, Managers	2,500
	Miscellaneous	2,000
	<b>Total</b>	<b>5,220</b>
Furniture	City Manager Office staff requirements, Office Chairs	2,500

# General Fund Non-Department





## GENERAL FUND – NON-DEPARTMENT

**Mission** – This division is an administrative division used to record charges which are across all General Fund divisions. Charges include public information services, rental storage space for City records, General Fund employees receiving payment for accumulated earned leave time when departing City employment, General Fund contingency to offset revenue shortfalls and/or unexpected significant expenditures and transfers to other funds for services received by the General Fund.

**Goal** – N/A – This is an administrative division with no operational responsibilities

**Current Year Accomplishments** – N/A – This is an administrative division with no operational responsibilities

**FY 25 Objectives** – N/A – This is an administrative division with no operational responsibilities

**Measurements** – N/A – This is an administrative division with no operational responsibilities





**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

**Non-Department**

19		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	<b><u>Operating Expense</u></b>						
519312	Other Professional Services	265,456	542,000	207,500	(334,500)	392,000	184,500
519340	Other Contracted Services	544	173,000	45,000	(128,000)	60,000	15,000
519430	Electric Gas Water	129,017	160,305	123,600	(36,705)	148,350	24,750
519440	Rentals & Leases	42,636	50,333	55,388	5,055	58,188	2,800
515491	Other Advertising	19,149	35,000	20,000	(15,000)	30,000	10,000
519493	General Expenses	23,661	60,000	51,530	(8,470)	50,000	(1,530)
	<b>Total Operating Expense</b>	<b>480,463</b>	<b>1,020,638</b>	<b>503,018</b>	<b>(517,620)</b>	<b>738,538</b>	<b>235,520</b>
	<b><u>Other Uses</u></b>						
519554	Donations To Non-Profits	-	29,700	20,000	(9,700)	-	(20,000)
581922	Employee Leave Payout - Wages	90,938	200,000	82,368	(117,632)	150,000	67,632
581928	Employee Leave Payout - FICA/Med	6,096	20,000	6,712	(13,288)	11,475	4,763
581929	Employee Leave Payout - Retire	-	26,200	13,172	(13,028)	23,000	9,828
514380	Legal Settlements	-	3,000,000	-	(3,000,000)	3,000,000	3,000,000
519801	Grant - Relocation Assistance	17,500	-	-	(8,470)	-	-
519997	Tax Payments	22,000	32,100	28,000	(4,100)	30,500	2,500
	<b>Total Other Uses</b>	<b>136,535</b>	<b>3,308,000</b>	<b>150,252</b>	<b>(3,166,218)</b>	<b>3,214,975</b>	<b>3,064,723</b>
	<b><u>Contingency</u></b>						
519390	Contingency	25,854	1,049,338	500,000	(549,338)	1,200,000	700,000
	<b>Total Contingency</b>	<b>25,854</b>	<b>1,049,338</b>	<b>500,000</b>	<b>(549,338)</b>	<b>1,200,000</b>	<b>700,000</b>
	<b>Total Expense Ex Transfer Out</b>	<b>642,851</b>	<b>5,377,976</b>	<b>1,153,270</b>	<b>(4,233,176)</b>	<b>5,153,513</b>	<b>4,000,243</b>
	<b><u>Transfer Out</u></b>						
519441	Information Tech Charges	948,262	1,186,093	957,658	(228,434)	1,541,088	583,430
519442	Risk Management Charges	2,866,183	2,897,208	2,890,930	(6,278)	3,557,722	666,791
581320	Transfer Out - Safe Neigh CIP	1,841,716	6,485,296	2,263,100	(4,222,196)	1,193,900	(1,069,200)
581925	Transfer Out - Water-Sewer Fund	166,660	163,508	170,890	7,382	119,177	(51,713)
581926	Transfer Out - Town Center	554,798	772,309	706,427	(65,882)	313,483	(392,944)
581927	Transfer Out - Debt Service Fund	52,047	144,385	14,623	(129,762)	-	(14,623)
	<b>Total Transfer Out</b>	<b>6,429,665</b>	<b>11,648,799</b>	<b>7,003,629</b>	<b>(4,645,170)</b>	<b>6,725,370</b>	<b>(278,259)</b>
	<b>Total Expense</b>	<b>7,072,516</b>	<b>17,026,776</b>	<b>8,156,899</b>	<b>(8,878,347)</b>	<b>11,878,883</b>	<b>3,721,984</b>



### Non-Department - Footnote Detail

Account Name	Footnote Detail	Proposed Budget (\$)
Other Professional Services	Public Information Services	100,000
	Grant Writing Services	80,000
	Lobbying Services, Federal, State, Local	150,000
	Annexation Consultant	25,000
	Parking Meter Study	22,000
	Details N/A	15,000
	<b>Total</b>	<b>392,000</b>
Other Contract Services	Mail-Out Service	10,000
	Misc. Services	50,000
	<b>Total</b>	<b>60,000</b>
Electric, Gas & Water	Electricity – Total City electricity usage other than streetlights and wastewater pump stations and Town Center	98,250
	Water – Total City water usage other than Town Center	40,100
	Other	10,000
	<b>Total</b>	<b>148,350</b>
Rentals & Leases	Copier	3,888
	Parking Lot (Adjacent to Sherbondy Village Community Center)	6,300
	Storage Units	45,000
	Miscellaneous	3,000
	<b>Total</b>	<b>58,188</b>
Other Advertising	RFP Advertising	25,000
	Get out and Vote	5,000
	<b>Total</b>	<b>30,000</b>
General Expense	Miscellaneous unanticipated expenditures	50,000
Sick / Annual Leave Reserve (Wages, FICA/Med & Retirement)	Pay-Out for unused leave time when departing City employment	184,475
Tax Payments	Property Taxes	30,500
Contingency	Provided for major unknown events such as hurricane damage, major economic downturn, etc.	1,200,000
Information Tech Charges	General Fund payment to the Information Technology Internal Services fund for services provided.	1,541,088
Risk Management Charges	General Fund payment to the Risk Management Internal Services fund for services provided.	3,557,722
Transfer To Safe Neighborhood CIP	To fund CIP projects in Safe Neighborhood CIP Fund	1,913,900
Rental Expense	Occupancy charges for use of Town Center	313,483
Legal Settlement	Contingency for Solid Waste Legal Settlement	3,000,000



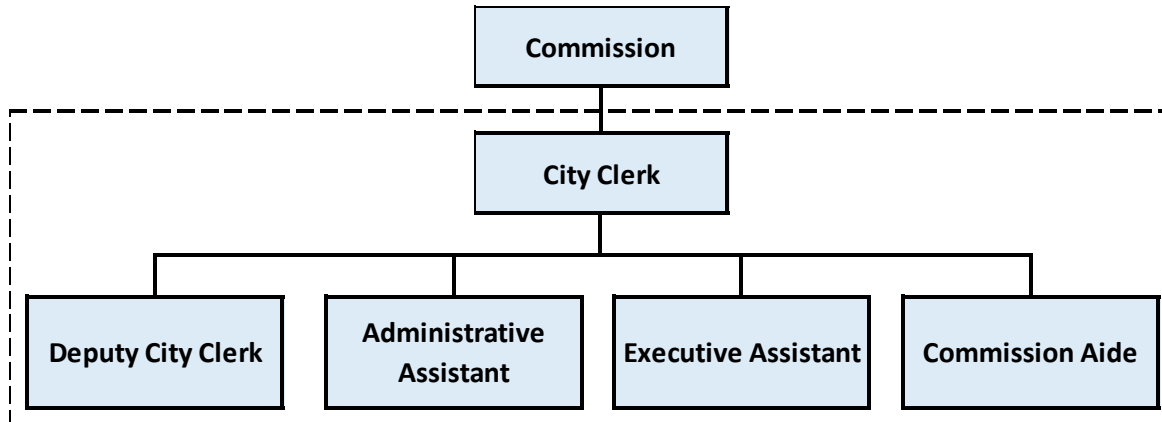
# City Clerk





## CITY CLERK

**Mission –** The mission of the City Clerk’s Office is to assist the City Commission in meeting the legal requirements of the legislative process and provide quality service while performing administrative functions for the residents, staff, and constituents of Opa-locka in an efficient, courteous, and professional manner.



**Goal –** Provide accurate information and maximize access to municipal government.

### Budget Summary –

Position Summary City Clerk						
	FY 24 BGT		FY 25 Prop		Difference	
Full Time (FT) / Part Time (PT)	FT	PT	FT	PT	FT	PT
City Clerk	1	-	1	-	-	-
Deputy City Clerk	1	-	-	-	(1)	-
Assistant City Clerk	-	-	1	-	1	-
Executive Assistant	1	-	1	-	-	-
Admin Assistant	1	-	1	-	-	-
Commission Aide	1	-	1	-	-	-
Legislative Aide	-	-	-	-	-	-
<b>Total</b>	<b>5</b>	<b>-</b>	<b>5</b>	<b>-</b>	<b>-</b>	<b>-</b>



**FY 25 Objectives-**

- Fully implement the City's Public Records Management Policy through the execution of an RFQ for a vendor who can assist the City with the management of all its public records.
- Continue providing access to the City's official records and legislative documents through as many different media as possible.
- Continue seeking new ways to utilize technology and best business practices to provide effective and efficient service to the public and the Commission.
- Explore further expansion of services and options available to the public through the City Clerk's webpage.

**FY 25 Measurements-**

- Begin the Public Records Management evaluation process for public records being stored by the City, to ensure that all records are properly accounted for and are either archived or destroyed per Florida law. Target = 25%
- Meeting minutes available to the public on the City's website within 30 days from the conclusion of the meeting – Target = 100%
- Regular Commission meeting agenda packets delivered to City Commission at least 3 days before the meeting – Target = 100%
- Resolutions/ordinances posted online within 30 business days of final Commission action and State approval – Target = 100%
- Copy legislative documents available on Laserfiche from prior to 2020 to Civic Clerk – Target = 100%

**Current Year Accomplishments-**

- Online campaign finance reporting for the November 2024 election.
- Digital conversion of City Commission Agendas by providing Elected Officials and Board Members access to a digital Board Portal, where the Agendas for all City Meetings can be accessed and annotated.
- Ongoing training on Civic Clerk for all Board Clerks, allowing members of the public to have easier access to all agendas and public meeting documentation.
- Ongoing training for all City Staff on the JustFOIA Public Records Request management platform, to refresh City Staff on the process used to respond to all public records requests.
- Maintained and enhanced the City Clerk's webpage with the most updated information in addition to further simplifying the information access process, to continue promoting transparency and easy access to public records.
- Monitored and/or processed the responses to public records requests, ensuring compliance with the State of Florida's public records laws.
- Transcribed Commission Meeting Minutes and processed Lobbyist Registrations.
- City Clerk and staff attended training for professional development to monitor changes in laws and regulations that impact public records, elections, and legal notices



- Coordinated trainings from the Miami-Dade Commission on Ethics and Public Trust for all City Board Members.
- Ensured that all Elected Officials and Board Members completed all financial disclosures as required by Florida law.
- Effectively prepared all public meeting agendas and minutes, including the legal advertising
- Coordinated/attended 40+ commission meetings, workshops, and special meetings
- Prepared and administered the department budget

#### **FY 24 Objective Results-**

- Conduct the 2024 election with integrity and transparency, ensuring that every Citizen in Opa-locka is provided a convenient and secure opportunity to allow their voice to be heard through the vote they cast on their election ballot.
  - **IN PROGRESS**
- Continue providing access to the City's official records and legislative documents through as many different mediums as possible.
- Find new ways to utilize technology and best business practices to provide effective and efficient service to the public and the Commission.
- Explore further expansion of services and options available to the public through the City Clerk's webpage.
  - **ACCOMPLISHED:** *City Clerk's Staff worked to update the layout of the City Meetings and Agendas page, making it easier for the public to navigate to find the meeting documentation for a specific date, and also simplifying the process to register for updates on future meetings and agendas.*





**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

**City Clerk**

16		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	<b><u>Salaries</u></b>						
512110	Salaries - Executive	94,040	-	472	472	-	(472)
512120	Salaries - Regular	113,724	241,251	206,533	(34,718)	276,567	70,034
512130	Salaries - Part Time	-	500	500	-	500	-
	<b>Total Salaries</b>	<b>207,763</b>	<b>241,751</b>	<b>207,505</b>	<b>(34,246)</b>	<b>277,067</b>	<b>69,562</b>
	<b><u>Benefits</u></b>						
512210	FICA	15,714	21,785	15,838	(5,947)	21,196	5,358
512220	Retirement	54,705	66,442	55,853	(10,589)	66,304	10,451
512230	Life And Health Insurance	40,277	42,772	28,772	(14,000)	45,447	16,675
	<b>Total Benefits</b>	<b>110,695</b>	<b>130,999</b>	<b>100,463</b>	<b>(30,536)</b>	<b>132,947</b>	<b>32,484</b>
	<b>Total Compensation</b>	<b>318,459</b>	<b>372,750</b>	<b>307,968</b>	<b>(64,782)</b>	<b>410,014</b>	<b>102,046</b>
	<b><u>Operating Expense</u></b>						
512312	Other Professional Services	19,715	23,850	10,350	(13,500)	141,000	130,650
512340	Other Contracted Services	-	12,500	12,500	-	3,500	(9,000)
512400	Travel & Per Diem	1,049	3,000	200	(2,800)	3,000	2,800
512420	Postage & Freight	322	900	900	-	600	(300)
512440	Rentals & Leases	6,068	9,292	9,292	-	9,332	40
511470	Printing & Binding	-	1,000	250	(750)	1,000	750
512490	Legal Advertising	8,642	15,000	15,000	-	15,000	-
512493	General Expense	797	2,000	500	(1,500)	2,000	1,500
512510	Office Supplies	2,423	4,000	2,000	(2,000)	4,000	2,000
521521	Clothing & Uniform Expense	500	500	100	(400)	1,600	1,500
512540	Memberships	534	890	890	-	1,000	110
512541	Education	375	1,300	500	(800)	1,300	800
515547	Conferences & Meetings	-	1,300	500	(800)	1,300	800
	<b>Total Operating Expense</b>	<b>40,425</b>	<b>75,532</b>	<b>52,982</b>	<b>(22,550)</b>	<b>184,632</b>	<b>131,650</b>
	<b><u>Capital</u></b>						
512642	Furniture & Fixtures	-	5,500	2,500	(3,000)	1,000	(1,500)
	<b>Total Capital</b>	<b>-</b>	<b>5,500</b>	<b>2,500</b>	<b>(3,000)</b>	<b>1,000</b>	<b>(1,500)</b>
	<b>Total Expense</b>	<b>358,884</b>	<b>453,782</b>	<b>363,450</b>	<b>(90,332)</b>	<b>595,646</b>	<b>232,196</b>



### City Clerk - Footnote Detail

Account Name	Footnote Detail	Proposed Budget (\$)
Other Professional Services	Ordinance Codification	20,000
	CivicPlus Software	1,500
	Miami Dade Elections	7,000
	Records Management Consultant	100,000
	Minutes Transcribed	12,000
	Other	500
	<b>Total</b>	<b>141,000</b>
Other Contracted Service	Temporary Staff	3,500
Travel	Travel to educational sites, conferences and other locations as appropriate	3,000
Postage & Freight	Miscellaneous	600
Rentals & Leases	Copier	4,684
	Postage Machine	2,148
	Other	2,500
	<b>Total</b>	<b>9,332</b>
Legal Advertising	Statutory advertising	15,000
Printing & Binding	Any Outside Printing and Binding as needed	1,000
General Expense	Miscellaneous unanticipated expenditures	2,000
Office Supplies	Miscellaneous	4,000
Clothing & Uniforms	Miscellaneous Uniforms	1,600
Memberships	International Institute of Municipal Clerks	450
	Miami-Dade Municipal Clerk Association	200
	Florida Association of Municipal Clerks	350
	<b>Total</b>	<b>1,000</b>
Education Costs	Florida Association of Clerks – Fall Academy (2)	1,300
Conferences & Meeting	IIMC Conference fee	500
	FI Clerks	800
	<b>Total</b>	<b>1,300</b>
Furniture	Chairs	1,000

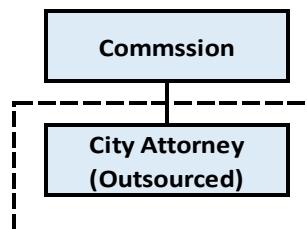
# City Attorney





## CITY ATTORNEY

**Mission** – To provide legal guidance to the City Commission and City Manager on all issues having legal implications, both prospectively and retroactively. Prepares all resolutions and ordinances, ensuring legal correctness. Reviews all contracts for adherence to procurement requirements and equitableness of terms. Represents the City in all litigation. Participates in all public hearings and union negotiations. Provides legal guidance as issues arise.







**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

**City Attorney**

28		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	<b>Total Compensation</b>	-	-	-	-	-	-
	<b>Operating Expense</b>						
514310	Outside Professional Services	47,815	177,500	85,000	(92,500)	175,000	90,000
514312	City Attorney Litigation	220,717	140,000	140,000	-	140,000	-
514370	City Attorney Retainer	208,520	264,000	264,000	-	264,000	-
514380	Settlement Fees	-	62,000	62,000	-	-	(62,000)
	<b>Total Operating Expense</b>	477,051	643,500	551,000	(92,500)	579,000	28,000
	<b>Total Contingency</b>	-	-	-	-	-	-
	<b>Total Expense</b>	477,051	643,500	551,000	(92,500)	579,000	28,000



**City Attorney - Footnote Detail**

<b>Account Name</b>	<b>Footnote Detail</b>	<b>Proposed Budget (\$)</b>
Outside Professional Services	Outside litigation and related services	175,000
City Attorney Litigation Services	Legal services provided by City Attorney for services outside those included in contractual base services	140,000
City Attorney Fees	City Attorney contractual base fee retainer	264,000

# Human Resources

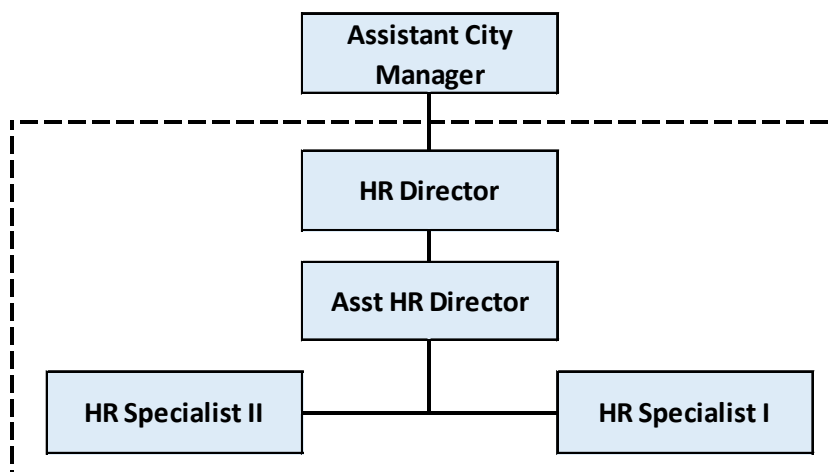




## HUMAN RESOURCES

**Mission** - The Human Resources Department (HRD) manages and provides strategic recruitment, compensation, benefits, labor relations, personnel testing, and career development services. The Department advocates for safety, diversity, and equity in employment for the City of Opa-locka.

HRD is a core and vital component of our governmental system; HRD works with all City departments, union representatives, the City Manager's Office, the City Attorney's Office, and the City Clerk's Office. The Department monitors the City's diversity management, fair employment practices, and encourages an impartial work environment in the City of Opa-locka.

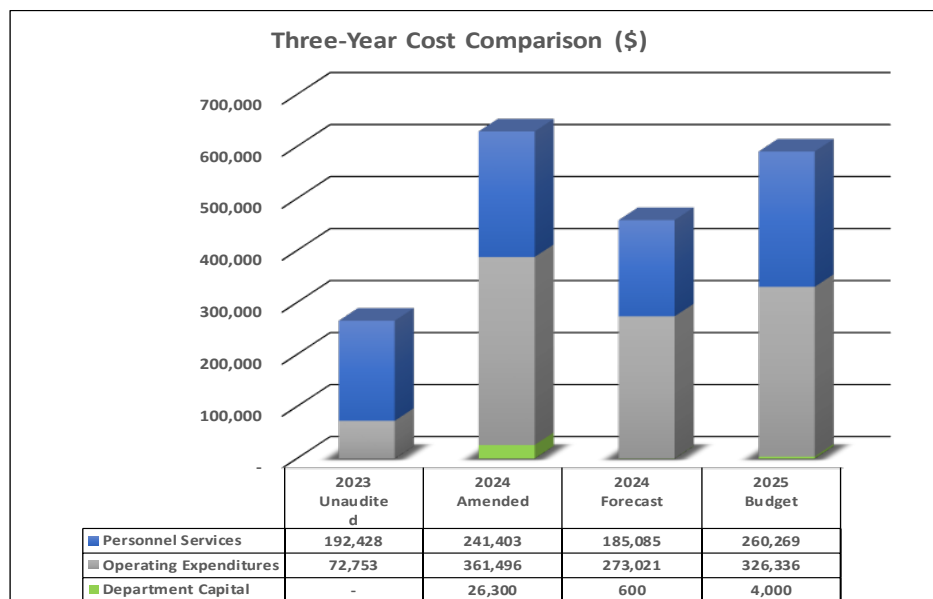


**Goal** – Provide an employment environment that nurtures a standardized hiring, testing, and discipline process to ensure an equitable and merit-based personnel system is in place that will increase recruitment efforts and retention of City staff to serve the community and its needs better.



### Budget Summary -

Position Summary City Clerk						
	FY 24 BGT		FY 25 Prop		Difference	
Full Time (FT) / Part Time (PT)	FT	PT	FT	PT	FT	PT
HR Director	1	-	1	-	-	-
HR Specialist II	-	-	1	-	1	-
HR Specialist I	-	-	1	-	1	-
Admin Assistant	-	-	-	-	-	-
Personnel Tech	1	-	-	-	(1)	-
Asst HR Director	-	-	1	-	1	-
Senior Personnel Specialist	2	-	-	-	(2)	-
<b>Total</b>	<b>4</b>	<b>-</b>	<b>4</b>	<b>-</b>	<b>-</b>	<b>-</b>



### FY 25 Goals & Objectives:

1. Talent Acquisition and Retention: Implement strategies to attract top talent, streamline the hiring process, and enhance employee retention through competitive benefits and career development opportunities. Additional and on-going training of HR Recruiter to expedite more efficiently the processes of; Recruiting and Applicant Tracking, Building an Applicant Pipeline for critical roles, On-boarding New Hires, Off-boarding Terminating employees
2. Employee Engagement: Develop initiatives to foster a positive work culture, promote employee well-being, and enhance engagement through regular feedback mechanisms and recognition programs. Create and maintain an Annual HR Event Calendar.
3. Creating, Updating, and Implementing HR/Employment Policies



4. Training and Development: Create comprehensive training programs to up-skill employees and enhance their professional growth, aligning with organizational goals and individual career paths. Develop a training program for the management staff. Additionally, ensure Contract compliance per the PBA and ACFCE Union Agreements are conducted, verified, and formally tracked.
5. Other Legal Compliance: Ensure the City's employees & Assist Manager receive notifications to meet all local, state and federal employment law compliances. Become knowledgeable and very familiar with the City's two Union Agreements. Provide suggestions and recommendations regarding areas that need to be addressed for legal compliance. Become knowledgeable and very familiar with the City's two Union Agreements. Provide suggestions and recommendations regarding areas that need to be addressed for legal compliance.
6. Diversity, Equity, and Inclusion (DEI): Implement policies and practices to promote diversity, equity, and inclusion within the workplace, fostering a culture of belonging and respect for all employees.
7. Performance Management: Establish, for HR and assist Directors, for their employees to establish transparent performance evaluation processes, including setting clear goals, providing regular feedback, and implementing fair performance assessments to drive employee development and organizational success.
8. HR Technology Integration: Utilize the budgeted funds to invest in HR technologies to streamline processes, improve data analytics for informed decision-making, and enhance overall efficiency in HR operations.
9. Compliance and Risk Management: Ensure compliance with employment laws and regulations, mitigate risks related to HR practices, and maintain accurate record-keeping to protect the organization from legal liabilities.
10. Strategic HR Planning: Collaborate with CM and ACM to align HR strategies with their overall business objectives, anticipate future workforce needs, and proactively address challenges to support organizational growth and sustainability.
11. Understanding Business Goals: Regularly engage with ACM to understand the City's short-term and long-term HR objectives.
12. Other HR Support as requested by Management:



**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

**Human Resources**

13		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	<b><u>Salaries</u></b>						
513110	Salaries - Executive	53,954	-	-	-	-	-
513120	Salaries - Regular	82,978	169,066	144,401	(24,665)	196,014	51,613
513140	Salaries - Overtime	-	-	-	-	-	-
	<b>Total Salaries</b>	<b>136,932</b>	<b>169,066</b>	<b>144,401</b>	<b>(24,665)</b>	<b>196,014</b>	<b>51,613</b>
	<b><u>Benefits</u></b>						
513210	FICA	10,387	17,907	11,046	(6,861)	14,995	3,949
513220	Retirement	17,391	31,762	19,594	(12,168)	26,716	7,122
513230	Life And Health Insurance	13,946	22,668	10,044	(12,624)	22,544	12,500
513250	Unemployment Compensation	13,772	-	-	-	-	-
	<b>Total Benefits</b>	<b>55,495</b>	<b>72,337</b>	<b>40,684</b>	<b>(31,653)</b>	<b>64,255</b>	<b>23,571</b>
	<b>Total Compensation</b>	<b>192,428</b>	<b>241,403</b>	<b>185,085</b>	<b>(56,318)</b>	<b>260,269</b>	<b>75,184</b>
	<b><u>Operating Expense</u></b>						
513311	Employee Physicals	9,595	11,210	7,210	(4,000)	7,500	290
513312	Other Professional Services	-	151,000	151,000	-	168,000	17,000
513340	Other Contracted Services	33,790	116,500	83,500	(33,000)	82,500	(1,000)
513398	Employee Recognition	4,412	15,000	10,000	(5,000)	21,500	11,500
513400	Travel & Per Diem	-	4,500	-	(4,500)	3,000	3,000
513420	Postage	184	500	500	-	150	(350)
513440	Rentals & Leases	4,631	19,111	14,611	(4,500)	16,111	1,500
513493	General Expense	1,663	2,500	750	(1,750)	2,500	1,750
513510	Office Supplies	1,482	2,750	1,250	(1,500)	2,000	750
521521	Clothing & Uniforms	-	500	200	(300)	650	450
513540	Memberships	-	1,000	-	(1,000)	2,500	2,500
513542	Employee Training	15,160	23,925	3,500	(20,425)	14,925	11,425
515530	Advertising	1,836	11,500	500	(11,000)	3,500	3,000
515547	Conferences & Meetings	-	1,500	-	(1,500)	1,500	1,500
	<b>Total Operating Expense</b>	<b>72,753</b>	<b>361,496</b>	<b>273,021</b>	<b>(88,475)</b>	<b>326,336</b>	<b>53,315</b>
	<b><u>Other Uses</u></b>						
513250	Unemployment Compensation	-	20,000	20,000	-	20,000	-
	<b>Total Other Uses</b>	<b>-</b>	<b>26,300</b>	<b>20,000</b>	<b>(6,300)</b>	<b>20,000</b>	<b>-</b>
	<b><u>Capital</u></b>						
513642	Furniture & Equipment	-	600	600	-	4,000	3,400
	<b>Total Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,000</b>	<b>3,400</b>
	<b>Total Expense</b>	<b>265,181</b>	<b>629,199</b>	<b>478,106</b>	<b>(151,093)</b>	<b>610,605</b>	<b>131,899</b>



### Human Resources - Footnote Detail

Account Name	Footnote Detail	Proposed Budget (\$)
Employee Physicals	20 Regular Employee Physicals @ \$50 Per Physical	1,000
	15 Police Physicals @ \$300 Per Physical	4,500
	Other	2,000
	<b>Total</b>	<b>7,500</b>
Other Professional Services	HR Director Services	168,000
Other Contracted Services	ADP Personnel Services	18,500
	Background Checks	2,000
	Youth Summer Program Match	50,000
	Temp Labor	12,000
	<b>Total</b>	<b>82,500</b>
Employee Recognition	Employee Appreciation Events	11,000
	National Police, Parks, Public Works Weeks	6,000
	Helping Hands	2,500
	Employee Recognition Awards	1,000
	Employee Service Awards	1,000
	<b>Total</b>	<b>21,500</b>
Postage	Miscellaneous	150
Travel & Per Diem	Travel to Conferences SHRM	3,000
Rentals & Leases	Copier	4,111
	Timeclocks	10,500
	Other	1,500
	<b>Total</b>	<b>16,111</b>
General Expense	Miscellaneous unanticipated small expenditures	2,500
Office Supplies	Miscellaneous	2,000
Clothing & Uniforms	City branded clothing, primarily shirts, for office and other City events usage	650
Memberships	Society for HR Management Membership	2,500
Employee Training	National Seminar Training access	425
	Other, CPR, First Aid, Customer Service, Management	5,000
	Director Training OSHA	5,000
	Commercial Driver License training	4,500
	<b>Total</b>	<b>14,925</b>
Conferences & Meetings	Miscellaneous Conference Fees	1,500
Furniture & Equipment	Desk and Chairs	4,000
Advertising	Govjobs.com	2,000
	Other	1,500
	<b>Total</b>	<b>3,500</b>



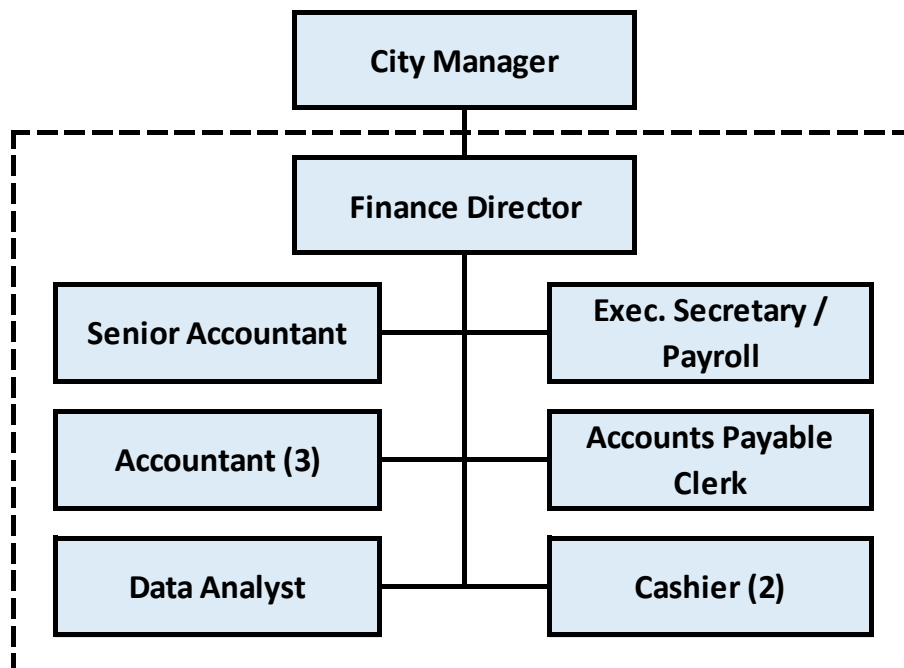
# Finance





## Finance

**Mission** - The Finance Department's mission is to provide competent and comprehensive financial services for the City Administration to enable all departments to work in the best interest of the community. The Department manages the City's public funds and financial resources in the most cost-effective and efficient manner. The Department is responsible for accounts payable, accounts receivable, general ledger, cash management, and providing debt information to the public, decision makers and to City management. The Department is also responsible for the preparation of routine accounting reports as well as preparing the City's annual financial statement. The Department is also responsible for safeguarding the City's assets through appropriate controls.



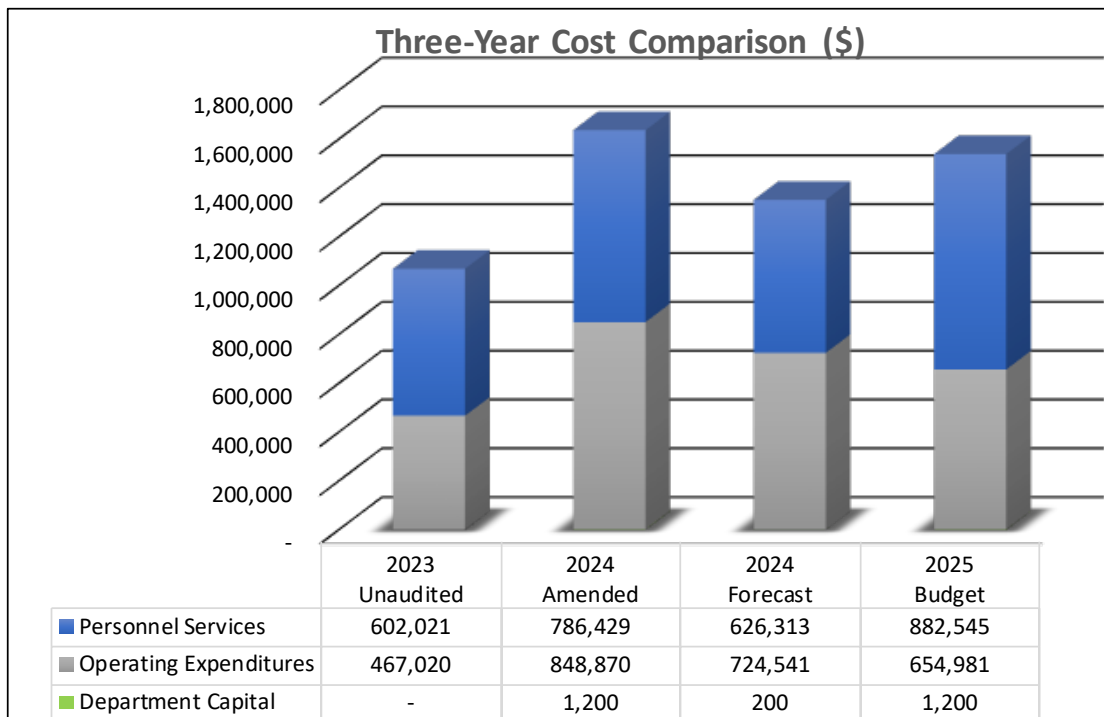
**Goal** - To provide a very high standard of accountability and transparent comprehensive financial services to City staff, the public, bond rating and governmental agencies while safeguarding the City's financial assets and physical assets through appropriate controls.



**Budget Summary –**

Position Summary - Finance						
Full Time (FT) / Part Time (PT)	FY 24 BGT		FY 25 Prop		Difference	
	FT	PT	FT	PT	FT	PT
Finance Director	1	-	1	-	-	-
Senior Accountant	2	-	1	-	(1)	-
Accountant II	1	-	-	-	(1)	-
Accountant	2	-	3	-	1	-
Grant Administrator*	-	-	-	-	-	-
Executive Secretary / Payroll	1	-	1	-	-	-
AP Clerk	1	-	1	-	-	-
Purchasing Officer*	-	-	-	-	-	-
Data Analyst	-	-	1	-	1	-
Cashier	1	-	2	-	1	-
<b>Total</b>	<b>9</b>	<b>-</b>	<b>10</b>	<b>-</b>	<b>1</b>	<b>-</b>

\*moved to division 12





**Priorities – Fully Functional Finance Department Current In All Requirements With Fully Documented and Implemented Policies and Procedures**

**Current Year Accomplishments -**

- Continued progress on issuing delinquent financial audits with completion of FY 22 Annual Financial Statement and Audit Reports for the City and OCRA
- Increased staff capability with a promotion of an Accountant
- Implemented a several policies and procedures across staff in response to State Operational Audit findings
- Maintained compliance with all debt, special revenue and grant obligations
- Consolidation of Utility Billing and Finance department for more cohesive performance

**FY 25 Objectives -**

- Implementation of a City-wide ERP system which will support future growth
- Timely submit all mandated financial reports
- Recruit to fill vacant positions to include a Data Analyst
- Continue participation in continuing education, ethics training, and other governmental accounting-based seminars
- Develop a Financial policies and procedure manual
- Research, identify and implement best practices per GAAP
- Provide quarterly financial results in accordance with the City Charter
- Implement, monitor, and adjust practices according to the Financial policies and procedure manual
- Issue Annual Financial Statement and Audit Report by deadline

**FY 25 Measurements -**

- Delivery of monthly Revenue and Expenditure reports across all funds
- Timely preparation of monthly bank reconciliations





**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

**Finance**

17		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	<b><u>Salaries</u></b>						
513110	Salaries - Executive	139,366	-	-	-	-	-
513120	Salaries - Regular	325,022	571,667	476,890	(94,777)	662,352	185,462
513140	Salaries - Overtime	30	5,000	1,500	(3,500)	3,500	2,000
	<b>Total Salaries</b>	<b>464,418</b>	<b>576,667</b>	<b>478,390</b>	<b>(98,277)</b>	<b>665,852</b>	<b>187,462</b>
	<b><u>Benefits</u></b>						
513210	FICA	34,391	46,208	36,594	(9,614)	50,935	14,341
513220	Retirement	53,345	110,345	64,918	(45,427)	90,755	25,837
513230	Life And Health Insurance	49,867	53,209	46,411	(6,798)	75,003	28,592
	<b>Total Benefits</b>	<b>137,603</b>	<b>209,762</b>	<b>147,923</b>	<b>(61,839)</b>	<b>216,693</b>	<b>68,770</b>
	<b>Total Compensation</b>	<b>602,021</b>	<b>786,429</b>	<b>626,313</b>	<b>(160,116)</b>	<b>882,545</b>	<b>256,232</b>
	<b><u>Operating Expense</u></b>						
513312	Other Professional Services	299,598	513,000	422,000	(91,000)	373,000	(49,000)
513320	Accounting & Auditing	96,096	200,000	200,000	-	150,000	(50,000)
513340	Other Contract Services	34,394	61,450	37,000	(24,450)	58,000	21,000
513400	Travel	-	5,250	3,500	(1,750)	5,250	1,750
513420	Postage	3,140	4,629	3,500	(1,129)	2,000	(1,500)
513440	Rentals & Leases	3,383	4,011	4,011	-	4,131	120
513493	General Expenses	21,508	4,000	1,500	(2,500)	4,000	2,500
513510	Office Supplies	1,886	5,000	3,500	(1,500)	6,500	3,000
513520	Operating Expense	6,915	2,500	2,500	-	2,500	-
513529	Credit Card Fee	-	44,000	42,000	(2,000)	42,000	-
513540	Memberships	100	450	450	-	750	300
521521	Clothing & Uniforms	-	2,000	2,000	-	2,000	-
513542	Training	-	2,580	2,580	-	3,200	620
515547	Conferences & Meetings	-	-	-	-	1,650	1,650
	<b>Total Operating Expense</b>	<b>467,020</b>	<b>848,870</b>	<b>724,541</b>	<b>(124,329)</b>	<b>654,981</b>	<b>(69,560)</b>
	<b><u>Capital</u></b>						
513642	Furniture & Fixtures	-	1,200	200	(1,000)	1,200	-
	<b>Total Capital</b>	<b>-</b>	<b>1,200</b>	<b>200</b>	<b>(1,000)</b>	<b>1,200</b>	<b>1,000</b>
	<b>Total Expense</b>	<b>1,069,041</b>	<b>1,636,499</b>	<b>1,351,054</b>	<b>(285,445)</b>	<b>1,538,726</b>	<b>187,672</b>



### Finance - Footnote Detail

Account Name	Footnote Detail	Proposed Budget (\$)
Other Professional Services	Financial Consultants	350,000
	Temporary Staffing	15,000
	Florida League of City –GASB analysis	8,000
	<b>Total</b>	<b>373,000</b>
Accounting & Auditing	Auditing services – Two Audits	150,000
Travel	Hotel, PerDiem Miscellaneous	5,250
Other Contracted Services	Payroll Services	58,000
Postage	Miscellaneous	2,000
Rental & Leases	Copier Lease	1,731
	Copier – Usage	2,400
	<b>Total</b>	<b>4,131</b>
General Expense	Small Miscellaneous Expenses	4,000
Credit Card Fees	Merchant Services	42,000
Office Supplies	Standard office supplies	6,500
Operating Expense	Unanticipated operational expenses	2,500
Clothing & Uniforms	Uniforms	2,000
Memberships	FGFOA membership	750
Training	FGFOA school of accounting	3,200
Conferences & Meetings	Miscellaneous Fees for Conferences and Meetings	1,650
Furniture & Fixtures	Conference Room Chairs	1,200

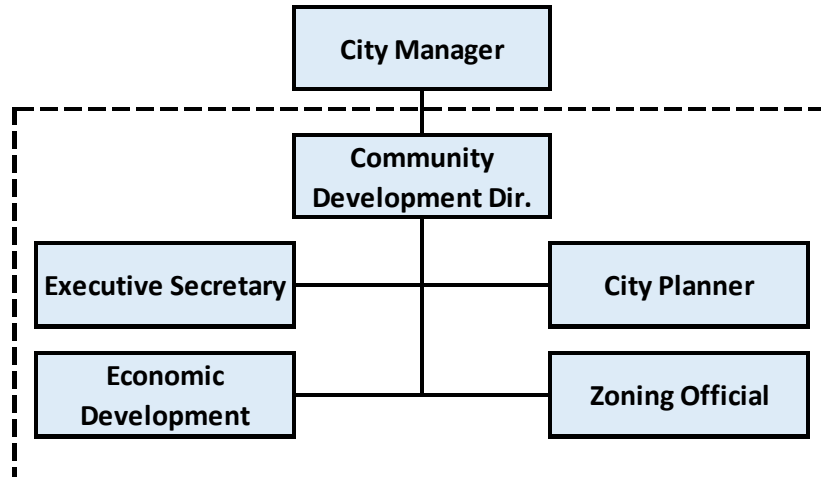
# Community Development





## PLANNING AND COMMUNITY DEVELOPMENT

**Mission** – Establishing the direction of all growth, development and redevelopment programs within the City, including ensuring that all development conforms to these guidelines and that programs are implemented to encourage further development within the City.



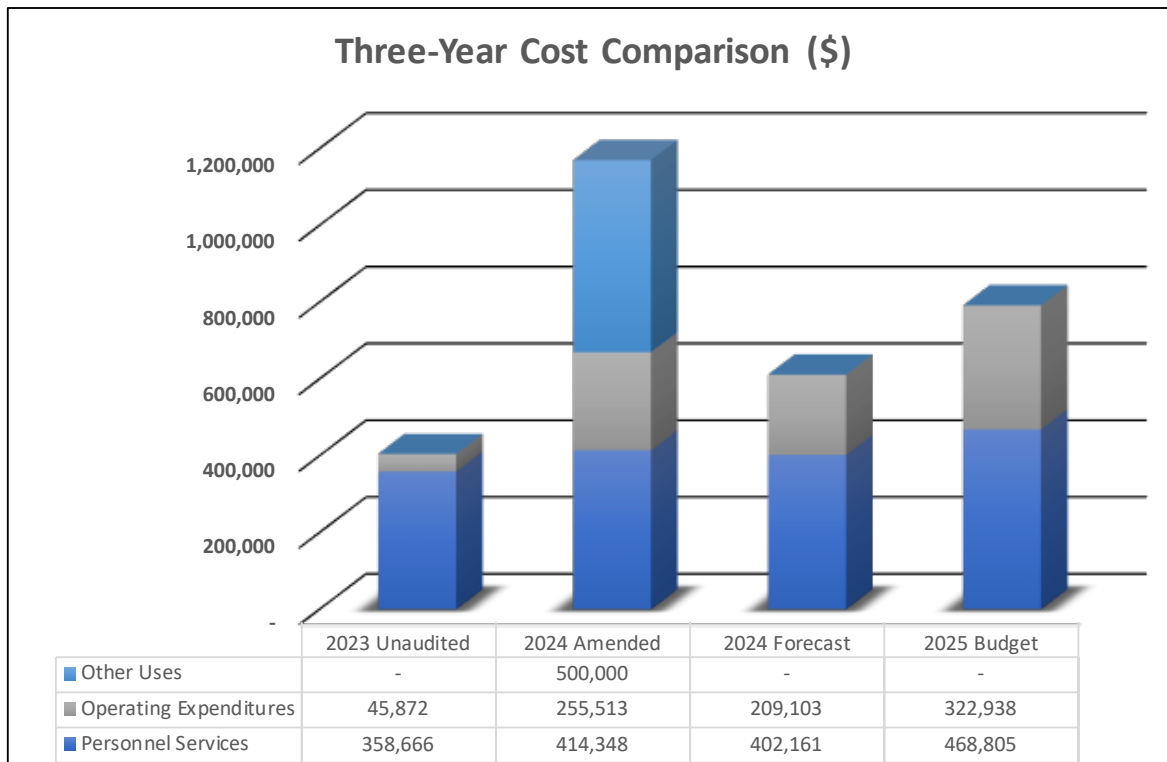
**Goal** – Creating a destination, a City of attractive and peaceful residential neighborhoods, a thriving commercial district and a downtown area that attracts residents and others for entertainment and leisure and attracts investment and business creation.

**Staffing** – Increase the number of staff and enhance their opportunities to be trained and be more efficient. New City Planner, increase in wages/salary for Executive Administrative Assistant, increase efficiency for Zoning Official and utilize 20-25% of the Interim CRA Manager for economic development activities.

### **Budget Summary –**

Position Summary - Community Development						
	FY 24 BGT		FY 25 Prop		Difference	
Full Time (FT) / Part Time (PT)	FT	PT	FT	PT	FT	PT
Planning & Community Dev Director	1	-	1	-	-	-
Zoning Official	1	-	1	-	-	-
Executive Secretary	-	-	1	-	1	-
City Planner	1	-	1	-	-	-
Economic Development	1	-	1	-	-	-
Admin Assistant	1	-	-	-	(1)	-
<b>Total</b>	<b>5</b>	<b>-</b>	<b>5</b>	<b>-</b>	<b>-</b>	<b>-</b>





**FY 25 Objectives -**

- Completion of codification of zoning code to facilitate access to this information for anyone interested in undertaking development in the city.
- Focus on promoting logistical support development in concert with Amazon development.
- Develop economic incentives for business development expansion and retention and mixed-use development opportunities for elderly, veterans and persons in need of affordable housing.
- Reduction of upfront development fees to incentivize development.
- Reduction parking requirements to incentivize development while amending the zoning code to allow for mechanical and tandem parking operations.
- Upgrade of the signage code.
- Upgrade the Industrial zoning designation.
- Upgrade street peddler and mobile vendor application and review process.
- Develop project site proformas to evaluate possible future property tax base implications.
- Increase in Mixed use and Residential development in the downtown areas and commercial corridors.



**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

**Community Development**

37		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	<b><u>Salaries</u></b>						
515110	Salaries - Executive	90,235	-	-	-	-	-
515120	Salaries - Regular	189,015	308,031	307,269	(762)	354,128	46,859
515130	Salaries - Part-Time	-	-	-	-	-	-
515140	Salaries - Overtime	-	1,000	-	(1,000)	1,000	1,000
	<b>Total Salaries</b>	<b>279,250</b>	<b>309,031</b>	<b>307,269</b>	<b>(1,762)</b>	<b>355,128</b>	<b>47,859</b>
	<b><u>Benefits</u></b>						
515210	FICA	19,492	29,816	23,508	(6,308)	27,168	3,660
515220	Retirement	32,543	42,888	41,696	(1,192)	48,404	6,708
515230	Life And Health Insurance	27,381	32,613	29,688	(2,925)	38,105	8,417
	<b>Total Benefits</b>	<b>79,417</b>	<b>105,317</b>	<b>94,892</b>	<b>(10,425)</b>	<b>113,677</b>	<b>18,785</b>
	<b>Total Compensation</b>	<b>358,666</b>	<b>414,348</b>	<b>402,161</b>	<b>(12,187)</b>	<b>468,805</b>	<b>66,644</b>
	<b><u>Operating Expense</u></b>						
515312	Other Professional Services	24,302	162,500	149,615	(12,885)	237,500	87,885
515340	Other Contract Services	15,067	53,000	38,000	(15,000)	37,000	(1,000)
515400	Travel & Per Diem	-	3,500	750	(2,750)	3,500	2,750
515420	Postage	-	650	250	(400)	150	(100)
515440	Rentals & Leases	1,080	5,388	5,388	-	5,388	-
515470	Printing And Binding	-	2,000	1,200	(800)	2,000	800
515493	General Expense	239	2,500	1,000	(1,500)	10,000	9,000
515510	Office Supplies & Expense	806	2,500	2,500	-	2,500	-
515530	Advertisements	4,379	13,500	6,500	(7,000)	17,500	11,000
515540	Memberships	-	5,475	3,500	(1,975)	2,900	(600)
515541	Education	-	3,000	200	(2,800)	3,000	2,800
515547	Conferences & Meetings	-	1,500	200	(1,300)	1,500	1,300
	<b>Total Operating Expense</b>	<b>45,872</b>	<b>255,513</b>	<b>209,103</b>	<b>(46,410)</b>	<b>322,938</b>	<b>113,835</b>
	<b><u>Other Uses</u></b>						
515531	Community Historic Grant	-	100,000	100,000	-	100,000	-
5776001	Devel. Assist. Affor. Housing	-	500,000	-	(500,000)	-	-
515544	Commercial Grants	-	75,000	50,000	(25,000)	75,000	25,000
515548	Residential Maint Asst	-	50,000	50,000	-	-	(50,000)
	<b>Total Other Uses</b>	<b>-</b>	<b>725,000</b>	<b>200,000</b>	<b>(525,000)</b>	<b>175,000</b>	<b>(25,000)</b>
	<b>Total Expense</b>	<b>404,538</b>	<b>1,394,861</b>	<b>811,264</b>	<b>(583,597)</b>	<b>966,743</b>	<b>155,479</b>



### Community Development - Footnote Detail

Account Name	Footnote Detail	Proposed Budget (\$)
Other Professional Services	Update to City Impact Fees	50,000
	Economic Development Plan	5,000
	Environmental Study Phase 2	100,000
	Property Appraisals / Plan Survey	60,000
	Development Agreement Recording	10,000
	Other Miscellaneous	12,500
	<b>Total</b>	<b>237,500</b>
Other Contract Services	Board Minutes preparation	3,000
	Chamber of Commerce Development	24,000
	Miscellaneous	10,000
	<b>Total</b>	<b>37,000</b>
Travel & Per Diem	Travel – American Planning Association Conference	3,500
Postage	Miscellaneous	150
Rentals & Leases	Copier	5,388
Printing and Binding	Zoning Maps	2,000
General Expense	Miscellaneous small unanticipated expenditures	2,500
	Chamber of Commerce Expenses	7,500
	<b>Total</b>	<b>10,000</b>
Office Supplies	Miscellaneous	2,500
Advertisements	Development Agreement Advertising	17,500
Memberships	American Planning Association, Zoning Official Asssoc.	2,900
Education	Professional Development	3,000
Conferences and Meetings	American Planning Association (APA) Conference fees	1,500
Community Historic Grant	Grants to residents with historic residences to assist in their restoration to historic characteristics.	100,000
Commercial Grants	Small Business Economic Grants	75,000

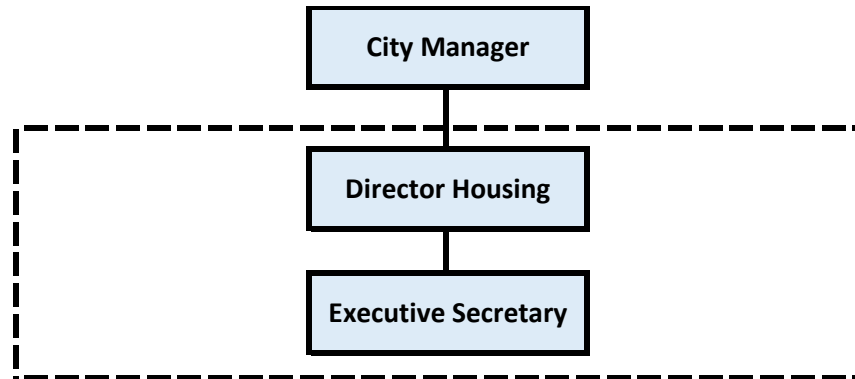
# Housing & Social Services





## HOUSING & SOCIAL SERVICES

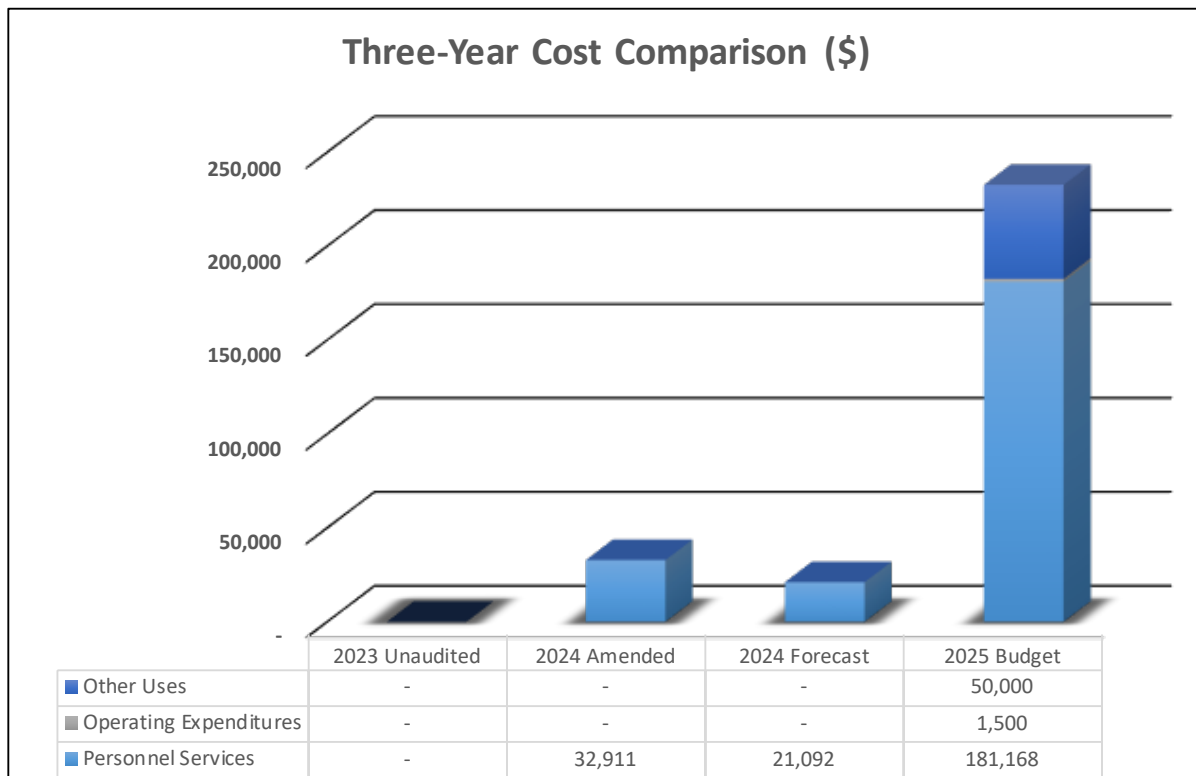
**Mission** – The Housing & Social Services Division is dedicated to enhancing the quality of life for our community by ensuring access to safe, affordable housing and providing comprehensive social service



**Goal** – The primary goal of a Housing and Social Services Department is to enhance the well-being and quality of life for individuals and families by ensuring access to safe, affordable housing and providing essential social services.

### **Budget Summary –**

Position Summary - Housing & Social Svc						
	FY 24 BGT		FY 25 BGT		Difference	
Full Time (FT) / Other	FT	PT	FT	PT	FT	PT
Director of Housing & Social Svc	-	-	1	-	1	-
Executive Secretary	-	-	1	-	1	-
Total	0	-	2	-	2	-



**FY 25 Objectives -**

- Expand the supply of affordable housing to reduce homelessness and ensure low-income families have access to safe, stable housing.
- Enhance the quality and safety of existing housing, particularly for low-income and vulnerable populations.
- Increase opportunities for homeownership among low and moderate-income families to promote economic stability and wealth building.
- Ensure comprehensive support for individuals and families through robust social services.
- Collaborate with various stakeholders to maximize resources and impact.
- Seek funding sources to leverage department programs



**FISCAL YEAR 2025  
ANNUAL PROPOSED OPERATING BUDGET**

**Housing & Social Services**

70		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	<b><u>Salaries</u></b>						
512120	Salaries - Regular	-	21,727	17,399	(4,328)	137,263	119,864
512140	Salaries - Overtime	-	-	-	-	-	-
	<b>Total Salaries</b>	-	21,727	17,399	(4,328)	137,263	119,864
	<b><u>Benefits</u></b>						
512210	FICA	-	3,624	1,332	(2,292)	10,500	9,168
512220	Retirement	-	6,250	2,361	(3,889)	18,709	16,348
512230	Life And Health Insurance	-	1,310	-	(1,310)	14,696	14,696
	<b>Total Benefits</b>	-	11,184	3,693	(7,491)	43,905	40,212
						-	
	<b>Total Compensation</b>	-	32,911	21,092	(11,819)	181,168	160,076
	<b><u>Operating Expense</u></b>						
512312	Other Professional Services	-	-	-	-	25,000	25,000
512340	Other Contracted Services	-	-	-	-	50,000	50,000
512420	Postage & Freight	-	1,250	500	(750)	2,000	1,500
512440	Rentals & Leases	-	-	-	-	2,811	2,811
512493	General Expense	-	5,000	500	(4,500)	6,000	5,500
512510	Office Supplies	-	1,250	100	(1,150)	1,250	1,150
512520	Operating Expense	-	7,500	500	(7,000)	5,000	4,500
512540	Memberships	-	-	-	-	1,500	1,500
	<b>Total Operating Expense</b>	-	15,000	1,600	(13,400)	93,561	91,961
	<b><u>Other Uses</u></b>						
5776001	Devel. Assist. - Affordable Housing	-	-	-	-	-	-
515548	Residential Maintenance Assistance	-	-	-	-	50,000	50,000
	<b>Total Other Uses</b>	-	-	-	-	50,000	50,000
	<b><u>Capital</u></b>						
512642	Furniture & Fixtures	-	-	-	-	940	940
	<b>Total Capital</b>	-	-	-	-	940	940
	<b>Total Expense</b>	-	47,911	22,692	(25,219)	325,669	302,977



### Housing & Social Services - Footnote Detail

Account Name	Footnote Detail	Proposed Budget (\$)
Other Professional Services	To be identified	25,000
Other Contract Services	To be identified	50,000
Postage	Postage	2,000
Rental & Leases	Printer & Copier	2,811
Office Supplies	Miscellaneous	1,250
General Expense	Miscellaneous Expenses	6,000
Operating Expenses	Miscellaneous Operating Expenses	5,000
Memberships	Miscellaneous Memberships	1,500
Residential Maint Assistance	Grants to residents for Maintenance Assistance	50,000
Furniture & Equipment	Desk and Chair	940



# Building & Licenses

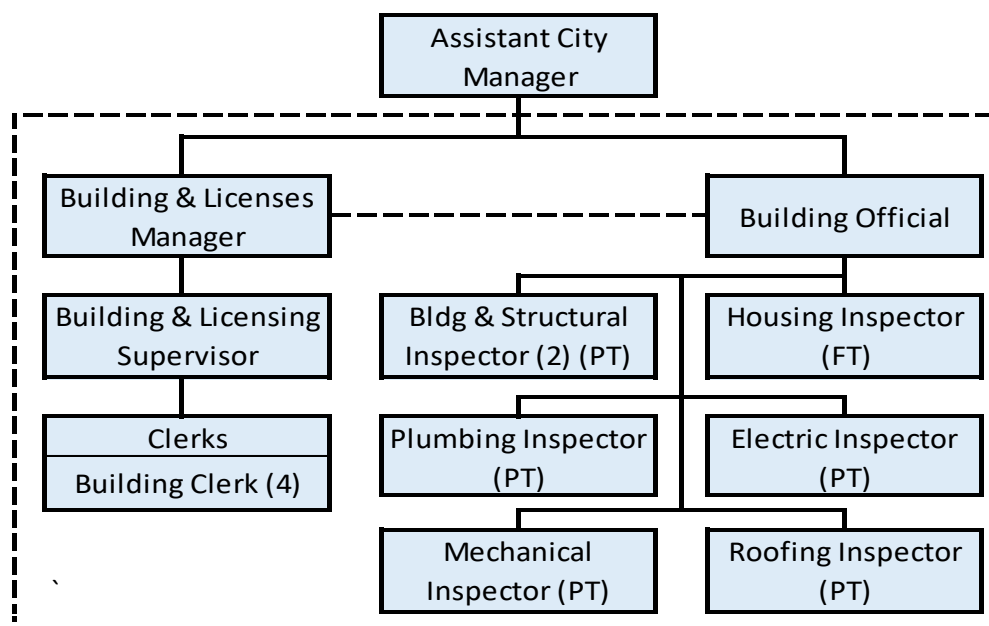




## BUILDING & LICENSES

**Mission** – Provide safe and resilient structures through the effective application of construction code standards, professional inspections and quality customer service, embodying courtesy, respectfulness, and integrity to the City’s citizens and contractors.

The Building and Licenses department issues occupational licenses, building, electrical, mechanical, roofing, and plumbing permits, and certificates of occupancy. In addition, the department enforces building and zoning codes in accordance with City and South Florida Building Code.

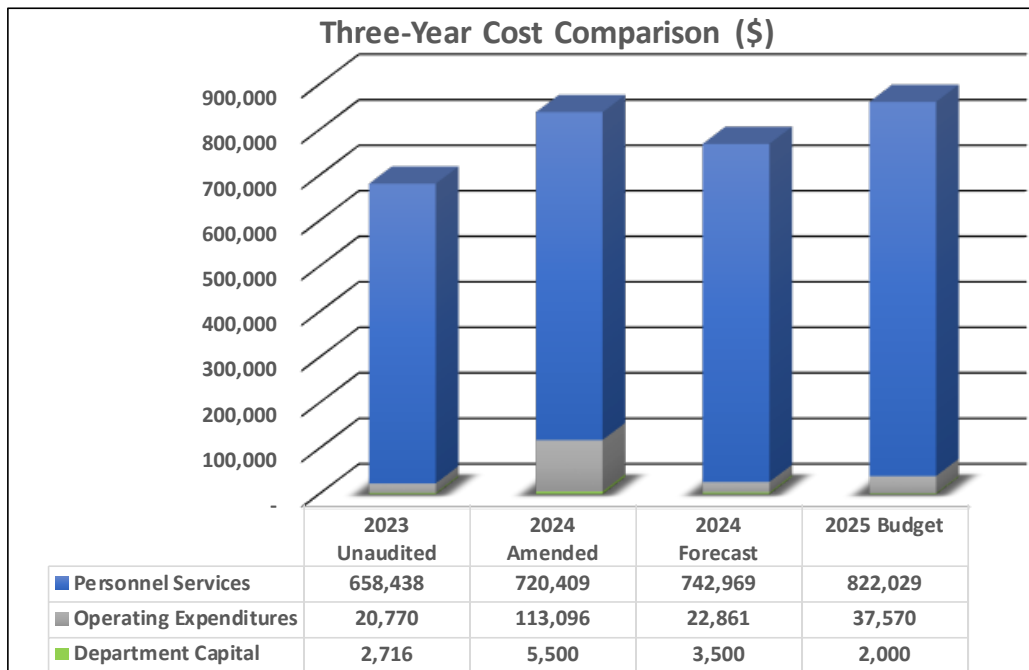


**Goal** – Provide Building Services in a highly automated, rigorous, and effective manner resulting in well-built and resilient properties reasonably immune to adverse conditions which also benefit from the City’s continued involvement in the National Flood Insurance Program (NFIP) and Community Rating System to lessen the threat of flooding, resulting in improved insurance rates. The Building & Licenses Department also supports the City Beautification Program through the maintenance and enforcement of the City’s color palette of acceptable colors for building exteriors.



**Budget Summary –**

Position Summary - Building & Licenses						
	FY 24 BGT		FY 25 BGT		Difference	
Full Time (FT) / Part Time (PT)	FT	PT	FT	PT	FT	PT
Building Director	-	-	-	-	-	-
Building & Licensing Mgr	1	-	1	-	-	-
Building & Licensing Supv	1	-	1	-	-	-
Building Official	1	-	1	-	-	-
City Engineer	-	-	-	-	-	-
Building Inspector	-	1	-	1	-	-
Building Clerk	3	-	4	-	1	-
Admin Assist	-	-	-	-	-	-
Min Housing Inspector	1	-	1	-	-	-
Chief Mechanical Inspector	-	1	-	1	-	-
Electrical Inspector	-	1	-	1	-	-
Plumbing Inspector	-	1	-	1	-	-
Roofing Inspector	-	-	-	1	-	1
Structural / Building Inspector	-	-	-	1	-	1
Housing Inspector	-	1	-	-	-	(1)
CRS / Flood Plain Mgr	-	1	-	-	-	(1)
<b>Total</b>	<b>7</b>	<b>6</b>	<b>8</b>	<b>6</b>	<b>1</b>	<b>-</b>





### Objectives FY-25-Automation:

- Provide a self-service Portal for our customers.
- Implement electronic applications/ plans submission and review.
- Finalize automation of automated computation of Permitting and Business Tax Receipt Fees.
- Further improvement in plan review turnaround time.

### Measurements:

- Small permit applications-instead of two- three weeks-target-7 business days based on manpower.
- Large permit applications-instead of four weeks plus-22 business days-based on manpower.
- Cases forwarded to the County Unsafe Structures Board-Target = 3 cases (based on City's approval)





**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

**Building & Licenses**

30		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	<b><u>Salaries</u></b>						
524110	Salaries - Executive	128,842	-	-	-	-	-
524120	Salaries - Regular	254,443	369,950	378,911	8,961	435,409	56,498
524130	Salaries - Part Time	124,101	166,595	180,022	13,427	180,865	843
521140	Salaries - Overtime	2,534	5,000	5,000	-	5,000	-
	<b>Total Salaries</b>	<b>509,919</b>	<b>541,545</b>	<b>563,933</b>	<b>22,388</b>	<b>621,274</b>	<b>57,341</b>
	<b><u>Benefits</u></b>						
524210	FICA	37,494	41,429	43,140	1,711	47,530	4,390
524220	Retirement	72,318	73,488	76,525	3,037	84,682	8,157
524230	Life And Health Insurance	38,708	63,947	59,371	(4,576)	68,543	9,172
	<b>Total Benefits</b>	<b>148,519</b>	<b>178,864</b>	<b>179,036</b>	<b>172</b>	<b>200,755</b>	<b>21,719</b>
	<b>Total Compensation</b>	<b>658,438</b>	<b>720,409</b>	<b>742,969</b>	<b>22,560</b>	<b>822,029</b>	<b>79,060</b>
	<b><u>Operating Expense</u></b>						
524312	Other Professional Services	6,435	6,500	2,500	(4,000)	6,500	4,000
524340	Other Contract Services	-	77,500	4,000	(73,500)	5,500	1,500
524400	Travel & Per Diem	-	5,200	2,500	(2,700)	5,200	2,700
524420	Postage	2,298	4,500	4,500	-	1,600	(2,900)
524440	Rentals & Leases	2,508	3,611	3,611	-	3,700	89
524470	Printing & Binding	1,193	1,700	1,200	(500)	1,750	550
515480	Promotional Activity	-	1,000	-	(1,000)	1,000	1,000
524493	General Expense	6,213	6,500	1,500	(5,000)	4,500	3,000
524510	Office Supplies	2,123	2,100	750	(1,350)	2,100	1,350
524540	Memberships	-	985	350	(635)	1,720	1,370
524541	Educational Costs	-	1,500	750	(750)	1,500	750
515547	Conference & Meeting	-	2,000	1,200	(800)	1,000	(200)
521521	Clothing & Uniforms	-	-	-	-	1,500	1,500
	<b>Total Operating Expense</b>	<b>20,770</b>	<b>113,096</b>	<b>22,861</b>	<b>(90,235)</b>	<b>37,570</b>	<b>14,709</b>
	<b><u>Capital</u></b>						
524642	Office Furniture & Equipment	2,716	3,500	3,500	-	2,000	(1,500)
	<b>Total Capital</b>	<b>2,716</b>	<b>5,500</b>	<b>3,500</b>	<b>(2,000)</b>	<b>2,000</b>	<b>(1,500)</b>
	<b>Total Expense</b>	<b>681,924</b>	<b>839,005</b>	<b>769,330</b>	<b>(69,675)</b>	<b>861,599</b>	<b>92,269</b>



### Building & Licenses - Footnote Detail

Account Name	Footnote Detail	Proposed Budget (\$)
Other Professional Services	External Engineering Plan Review (Complex Structures)	2,000
	County Unsafe Structure Board – 4 Cases @ \$750	2,500
	Other	2,000
	<b>Total</b>	<b>6,500</b>
Travel	Travel – Conferences (FEMA, Building Officials, Flood Plain	5,200
Other Contract Services	Temporary Permitting Staff	5,500
Postage	Landlord Tenant Permit	500
	Business Tax Receipts	600
	40-Year Inspections	500
	<b>Total</b>	<b>1,600</b>
Rentals & Leases	Copiers	3,700
Printing & Binding	Plan Duplication	1,750
Promotional Activity	Educational Brochures	1,000
General Expense	Miscellaneous Unanticipated Expense	4,500
Office Supplies	Miscellaneous	2,100
Clothing & Uniforms	Staff Uniforms	1,500
Memberships	Professional Memberships & Licenses	1,720
Educational Costs	Educational costs for staff	1,500
Conferences & Meetings	Conference Fees (FEMA, Building Officials, Flood Plain)	1,000
Office Furniture & Equipment	Chairs for Department, Drafting Table	2,000

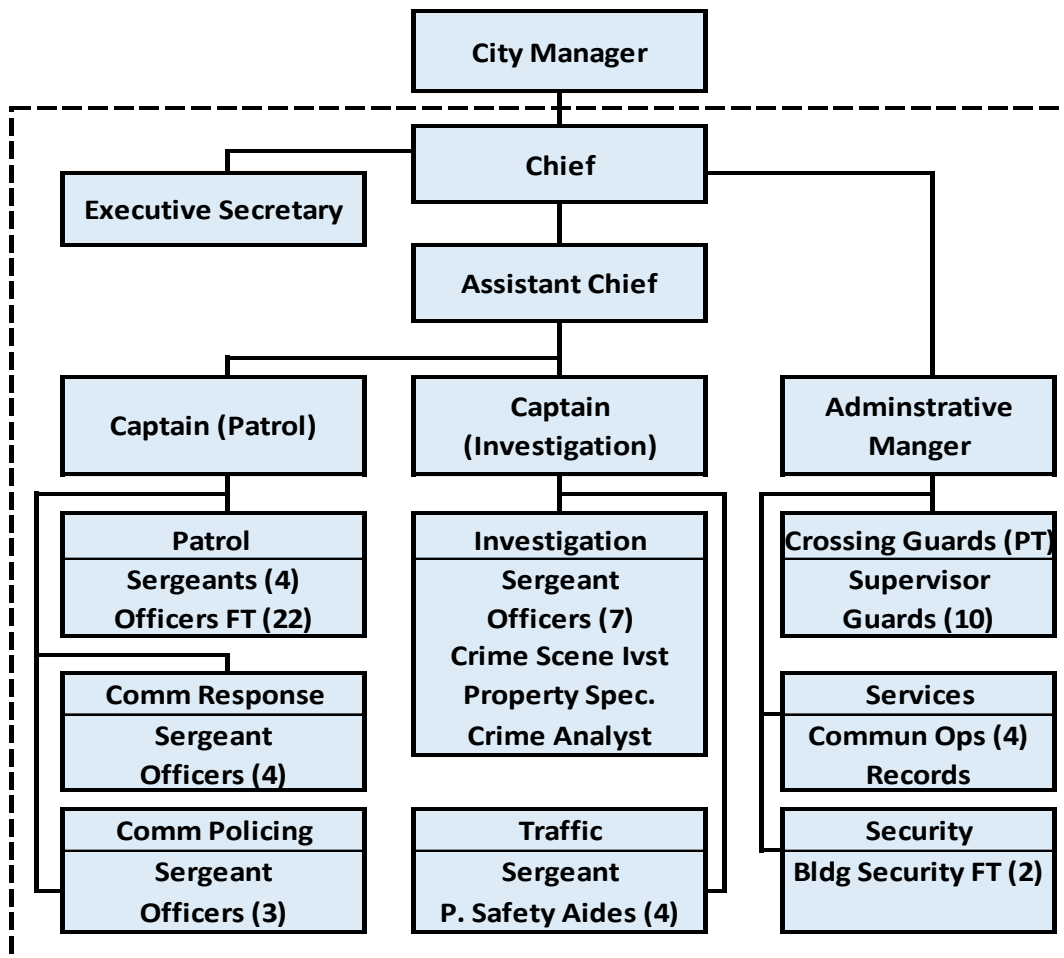
# Police Department





## POLICE DEPARTMENT

**Mission** – The mission of the City of Opa-locka Police Department is to enhance the quality of life, environment, and safety of our citizens, employees, businesses and visitors in an atmosphere of courtesy, integrity and quality service.



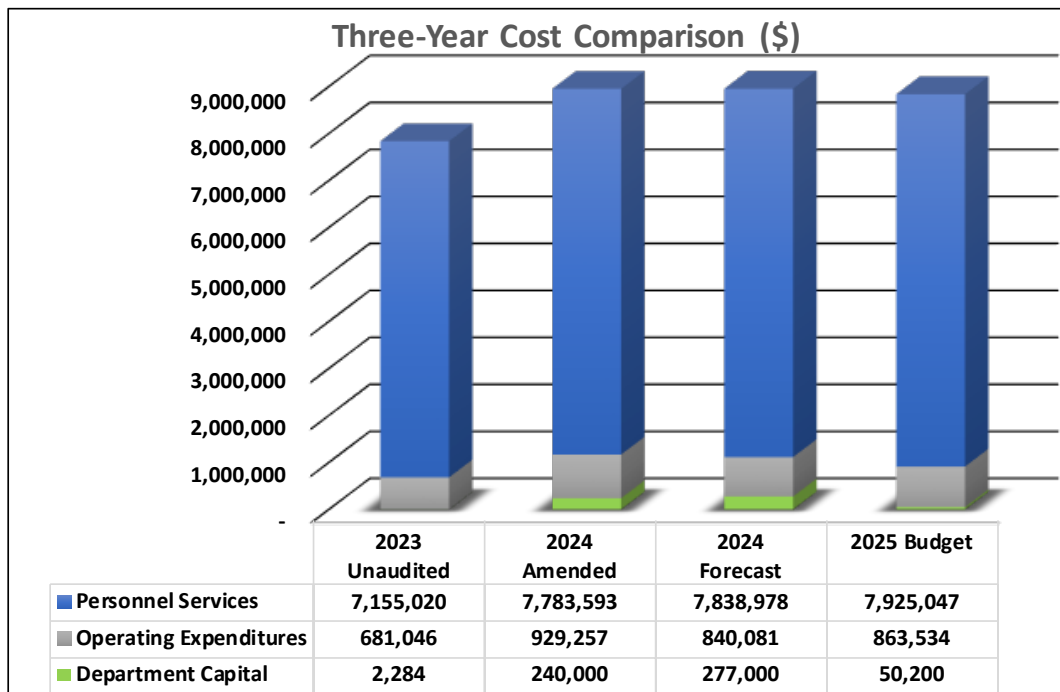




**Goal** – Establish and function as a highly effective Police department noted for providing excellent, respectful and trusted public safety to the community.

**Budget Summary -**

Position Summary - Police						
	FY 24 BGT		FY 25 BGT		Difference	
Full Time (FT) / Part Time (PT)	FT	PT	FT	PT	FT	PT
Chief	1	-	1	-	-	-
Assistant Chief	-	-	1	-	1	-
Captain	2	-	2	-	-	-
Sergeant	9	-	8	-	-1	-
Lieutenant	1	-	-	-	-1	-
Detectives	8	-	8	-	-	-
Officers	29	-	28	-	-1	-
<b>Total Sworn Officer</b>	<b>50</b>	<b>0</b>	<b>48</b>	<b>0</b>	<b>-2</b>	<b>-</b>
Crime Analyst	1	-	1	-	-	-
Communication Operator	4	-	4	-	-	-
Accreditation Manager	-	-	-	-	-	-
Administrative Manager	1	-	1	-	-	-
Property Specialist	1	-	1	-	-	-
Crime Scene Investigator	1	-	1	-	-	-
Community Outreach	-	-	-	-	-	-
Public Safety Aide	4	-	4	-	-	-
Records Clerk	1	-	1	-	-	-
Executive Secretary	1	-	1	-	-	-
Crossing Guard Supervisor	-	1	-	1	-	-
Crossing Guards	-	10	-	10	-	-
Security Guard	1	1	2	-	1	-1
<b>Total Non-Sworn</b>	<b>15</b>	<b>12</b>	<b>16</b>	<b>11</b>	<b>1</b>	<b>-1</b>
<b>Total</b>	<b>65</b>	<b>12</b>	<b>64</b>	<b>11</b>	<b>-1</b>	<b>-1</b>



#### **FY 25 Objectives -**

- To provide exceptional service, Officers must always remain professional, respond to calls for service in a timely manner; and must carry out their duties cheerfully and sincerely.
- The Department will hire a diverse group of Officers that are both certified and non-certified and to enhance our Field Training Officer program to ensure efficiency and effectiveness.
- The Department will continue to recommend and implement a robust collection of training and continued education classes for Officers, Supervisors, and Police Executives.
- The Department will continue promoting multi-agency training programs to maximize the effectiveness and efficiency of our manpower and build collaboration with partner agencies.
- Become an accredited Police Department ensures we are using best practices and that we are operating in accordance with prescribed standards, policies, and procedures.
- Identify funding to accomplish the replacement of outdated Controlled Electronic Weapons (CEW-Tasers 10)
- Field Community Response Team
- Establish and Fund Opa-locka Police Officers Foundation.
- Establish and Fund PAL
- Identify funding to accomplish the acquisition of Field Force Training equipment.
- Establish and Equip Mobil Field Force
- Identify funding to accomplish the acquisition of Tactical Response Team equipment.
- Establish and Equip Tactical Response Team
- Complete Traffic study and identify vendor to purchase and install Cameras in the CRA zone.



**FY 25 Measurements -**

- Complete reorganization of the Police Department
- Completion of the modernization and refreshing of the Police Fleet
- Lower Crime Rate; Increase Community Engagements
- Upgrade agency-wide (50) CEWs (Tasers 10)
- Installation of six (6) additional Red Light Cameras
- PAL program funded and engaging with the community.
- OLPD Foundation established and funded.
- Overall crime rate lowered by 3%
- Equipping, training and deploying Tactical Response Team
- Equipping, training and deploying Mobile Field Force





**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

**Police Department**

26		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	<b><u>Salaries</u></b>						
521110	Salaries - Executive	92,709	-	-	-	-	-
521120	Salaries - Regular	4,509,196	4,911,687	4,904,678	(7,009)	4,804,454	(100,224)
521130	Salaries - Part Time	16,290	169,059	131,516	(37,543)	153,284	21,768
521140	Salaries - Overtime	417,742	320,000	396,000	76,000	365,000	(31,000)
521150	Longevity	3,000	31,500	42,500	11,000	43,500	1,000
	<b>Total Salaries</b>	<b>5,038,938</b>	<b>5,432,246</b>	<b>5,474,694</b>	<b>42,448</b>	<b>5,366,238</b>	<b>(108,456)</b>
	<b><u>Benefits</u></b>						
521210	FICA	376,942	380,364	418,819	38,455	410,514	(8,305)
521220	Retirement	1,307,214	1,463,812	1,484,624	20,812	1,596,493	111,869
521230	Life And Health Insurance	431,925	507,171	460,841	(46,330)	551,802	90,961
	<b>Total Benefits</b>	<b>2,116,082</b>	<b>2,351,347</b>	<b>2,364,284</b>	<b>12,937</b>	<b>2,558,809</b>	<b>194,525</b>
	<b>Total Compensation</b>	<b>7,155,020</b>	<b>7,783,593</b>	<b>7,838,978</b>	<b>55,385</b>	<b>7,925,047</b>	<b>86,069</b>
	<b><u>Operating Expense</u></b>						
521312	Other Professional Services	9,777	28,000	28,000	-	39,000	11,000
521340	Other Contracted Services	66,388	123,000	47,000	(76,000)	49,000	2,000
521400	Travel & Per Diem	-	10,000	5,000	(5,000)	10,000	5,000
521420	Postage	134	150	150	-	250	100
521440	Rentals & Leases	14,757	19,208	19,208	-	12,996	(6,212)
521466	Repair & Maint - Veh & Equip	-	6,000	2,500	(3,500)	6,000	3,500
521467	Repair & Maint - Mach & Equip	7,572	17,000	17,000	-	17,000	-
521493	General Expenses	2,077	7,000	7,000	-	7,000	-
521510	Office Supplies	3,963	6,000	6,000	-	6,000	-
521520	Operating Expense	24,868	28,500	28,500	-	25,000	(3,500)
521521	Clothing & Uniform Expense	12,602	30,000	30,000	-	40,000	10,000
521528	Software Maintenance	37,463	175,470	175,470	(0)	184,235	8,765
521540	Memberships	1,250	1,900	1,900	-	4,900	3,000
515547	Conferences & Meetings	-	6,000	5,000	(1,000)	5,000	-
521547	Special Supplies	1,873	2,500	1,500	(1,000)	2,500	1,000
521549	Community Policing	4,273	12,000	12,500	500	10,000	(2,500)
521644	Public Safety Equipment	3,001	13,000	13,000	-	9,800	(3,200)
521648	Vehicle Lease	468,420	419,029	422,853	3,824	412,853	(10,000)
529535	Police Explorer Program	-	7,000	7,000	-	10,000	3,000
579398	Employee Recognition	-	10,000	9,000	(1,000)	9,000	-
529160	Honor Guard	7,703	-	-	-	8,000	8,000
521645	Canine Unit	7,703	7,500	2,500	(5,000)	-	(2,500)
	<b>Total Operating Expense</b>	<b>681,046</b>	<b>929,257</b>	<b>841,081</b>	<b>(88,176)</b>	<b>868,534</b>	<b>29,953</b>
	<b><u>Other Uses</u></b>						
512497	Red Light Camera Service (ATS)	-	528,873	405,000	(123,873)	706,873	301,873
	<b>Total Other Uses</b>	<b>-</b>	<b>528,873</b>	<b>405,000</b>	<b>(123,873)</b>	<b>706,873</b>	<b>301,873</b>
	<b><u>Capital</u></b>						
521641	Automotive Equipment	2,284	5,000	5,000	-	42,000	37,000
521642	Office Furniture & Equipment	-	85,000	122,000	37,000	7,500	(114,500)
521648	Computer Equipment	-	150,000	150,000	-	700	(149,300)
	<b>Total Capital</b>	<b>2,284</b>	<b>240,000</b>	<b>277,000</b>	<b>37,000</b>	<b>50,200</b>	<b>(226,800)</b>
	<b>Total Expense</b>	<b>7,838,350</b>	<b>9,481,723</b>	<b>9,362,059</b>	<b>(119,664)</b>	<b>9,550,654</b>	<b>191,095</b>



### Police Department - Footnote Detail

Account Name	Footnote Detail	Proposed Budget (\$)
Other Professional Services	Special Magistrate – Red Light Camera	9,000
	Consultant for Admin	24,000
	Counseling	6,000
	<b>Total</b>	<b>39,000</b>
Other Contract Services	Body Camera Service	39,000
	Other	10,000
	<b>Total</b>	<b>49,000</b>
Travel & Per Diem	Education sites, conferences and other travel as required	10,000
Postage	Miscellaneous	250
Rentals & Leases	Containers (crime-related material)	2,400
	Copiers	10,596
	<b>Total</b>	<b>12,996</b>
Repair & Maint – Veh & Equip	Motorcycle Repair	6,000
Repair & Maint – Mach & Equip	Radio repair	17,000
General Expense	Miscellaneous unanticipated small expense	7,000
Red Light Camera Service	Fee for Installation and Maintenance of Cameras	706,873
Office Supplies	Miscellaneous small office supply materials	6,000
Operating Expense	Bar Coded Armbands	1,000
	Forensic & Crime Scene Investigation Supplies	6,800
	Waste Management	1,300
	Contraband Destruction	1,500
	County Court Standby program	3,400
	Motorcycle Equipment	1,500
	Challenge Coins	1,500
	License Plates	3,000
	Miscellaneous	5,000
	<b>Total</b>	<b>25,000</b>
Clothing & Uniform Expense	Updated Uniforms	40,000



### Police Department - Footnote Detail

Account Name	Footnote Detail	Proposed Budget (\$)
Software Maintenance	Central Square	75,000
	Off-Duty Management - PowerDetails	3,000
	IA Pro - Internal Affairs Management	11,000
	PowerDMS - Policy & Proc Management	3,200
	Barracuda Firewall	16,000
	Office 365	33,000
	Ai-Reporting (\$500 per user)	25,000
	Lexipol – Policy Development	18,035
	<b>Total</b>	<b>184,235</b>
Memberships	Florida Association of Police Chiefs	600
	Miami-Dade Chiefs Association	2,200
	Other	2,100
	<b>Total</b>	<b>4,900</b>
Educational Costs	In Law Enforcement Training Trust Fund in FY 25	
Conferences & Meetings	Conference and Meeting fees	5,000
Police Explorer Program	Community outreach program to allow community youth to gain familiarity and participate in Police-related activities	10,000
Community Policing	Miscellaneous expense incurred in working with the community	10,000
Special Supplies	Batons, Cases, Tourniquets Other	2,500
Automotive Equipment	Fit-Out for new vehicles	5,000
	Radio Mounts	25,000
	Wraps – PSA	12,000
	<b>Total</b>	<b>42,000</b>
Furniture	Lockers	7,500
Public Safety Equipment	Fire Extinguishers	1,800
	Car Safety Hammer	500
	Other	7,500
	<b>Total</b>	<b>9,800</b>
Employee Recognition	Esprit de Corps expenditures	9,000
Vehicle Leases	Leasing of Vehicles	412,853
Honor Guard	Uniform, Travel, Equip	8,000

# Code Compliance

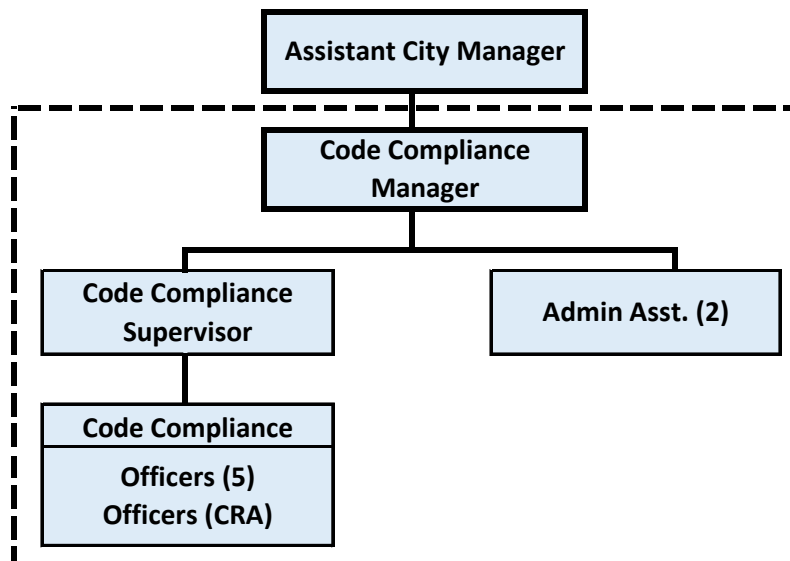




## CODE COMPLIANCE

**Mission** – Monitor the City to ensure adherence to the City’s Code of Ordinances to maintain and enhance the City’s health, safety, aesthetics and quality of life the education, counseling, and as necessary, enforcement through citations and fines to obtain compliance with the City Code, demonstrating professionalism, courtesy, respect and integrity.

The primary objective of the Code Enforcement Department is to patrol the City daily and monitor for Code compliance. Where violations are noted, ample time is provided to bring the property into compliance. The Department’s goal is to encourage voluntary compliance. However, when not corrected timely or where violations are deemed to be threats to health and safety, egregious or unnecessarily repetitive, immediate fines are assessed. The Department also outreaches to the community to educate them on the importance of adhering to the City’s Code.



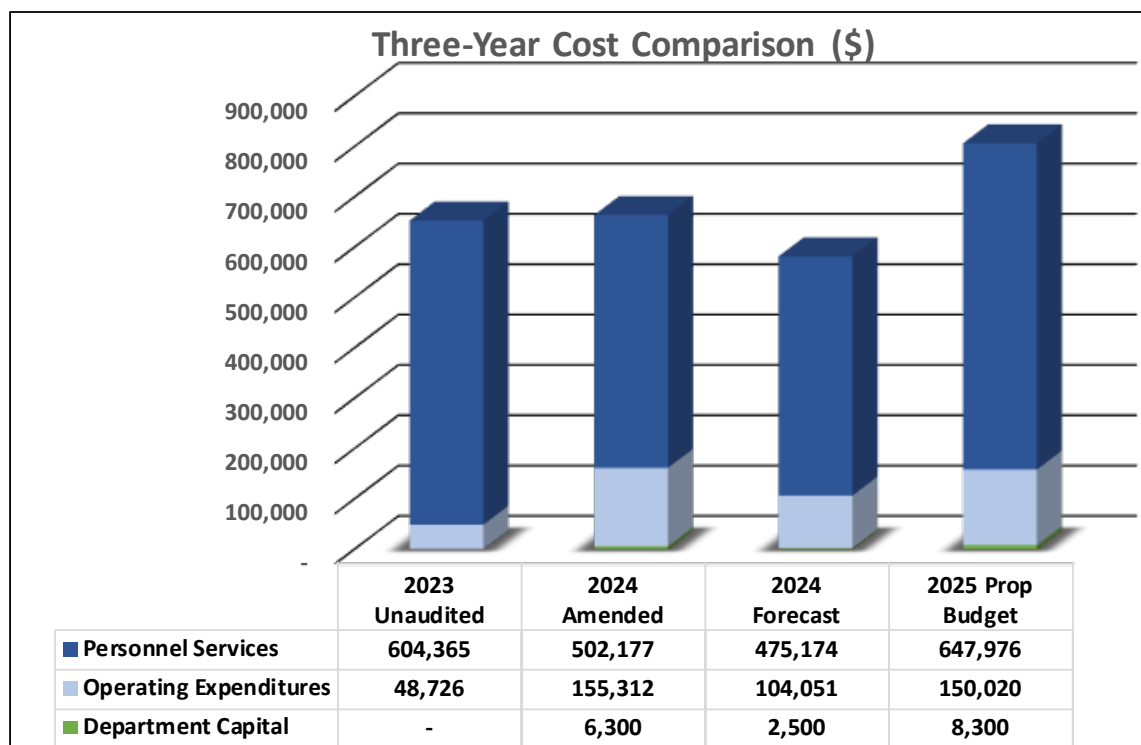
**Goal** – All residential, commercial, and industrial properties in compliance with City ordinances. Elimination of illegal dumping, minimize parking issues throughout the City and ensure all businesses obtain current licenses, resulting in a cleaner and more attractive City.





**Budget Summary:**

Position Summary - Code Compliance						
	FY 24 BGT		FY 25 BGT		Difference	
Full Time (FT) / Part Time (PT)	FT	PT	FT	PT	FT	PT
Code Compliance Manager	1	-	1	-	-	-
Code Compliance Supervisor	1	-	1	-	-	-
Code Compliance Officers	4	-	5	-	1	-
Code Compliance Officers CRA	-	-	1	-	1	-
Senior Office Assistant	-	-	-	-	-	-
Admin. Assistant	2	-	2	-	-	-
<b>Total</b>	<b>8</b>	<b>-</b>	<b>10</b>	<b>-</b>	<b>2</b>	<b>-</b>





**FY 25 Objectives -**

- Ensure that all businesses operating without a current license identified and reported through continued enforcement.
- All Code Enforcement Officers receive certification through Florida Association for Code Enforcement (F.A.C.E.)
- Reduce derelict and abandoned buildings through joint efforts with Building and Police departments
- Decrease illegal dumping through a coordinated effort with Miami-Dade county.
- Eliminate commercial vehicles parked in residential districts.
- Promote code compliance, educating the public regarding City ordinances in our effort to prevent future violations
- Maintain aesthetic value in our residential neighborhoods by having the removal of damaged and untagged vehicles
- Monitor all areas of our community effectively reducing the number of individuals working without permits, illegal construction
- Implement a process to release liens within ten business days of confirmed compliance and payment. **i.e: E-Recording**
- Regularly review and update policies and procedures to align with current laws and best practices
- Produce regular reports detailing activities, lien status for informational purposes
- Keep comprehensive records of all code compliance actions, including lien filings and releases

**FY 25 Measurements -**

- Identify 100% of commercial vehicles parking in residential zones and removed 90% through enforcement efforts
- Decrease number of violations for permits by 15% achieving self-compliance
- Enforcement of unlicensed businesses increase by 28% per code compliance records.

**Results vs. FY 24 Objectives -**

- Decrease number of abandoned/unsightly properties. **Results:** – Eight properties from our absentee property list have been remodeled.
- Reduce illegal dumping. **Results:** Ongoing process, combined efforts of Code Enforcement & Police task forces has shown a decrease in overall illegal dumping which has also resulted in multiple arrests and greater public input and awareness.
- Increase the number of water vessels registrations annually. **Results:** 27 notices have been issued resulting in multiple new registrations.
- Utilize the Build Better Opa-Locka application (community reporting system for reporting of issues requiring Code Enforcement attention) to improve responsiveness. **Results:** ongoing process; began to receive grievances through code enforcement email system by the public resulting in better code compliance and public awareness and familiarity with the Build Better Opa-Locka app.



**Results vs. FY 24 Measurements -**

- Business Tax Receipts – **Results:** Follow up on all businesses reported by Building & Licenses as being non-responsive to the annual mail-out of tax receipt renewal correspondence of non-responsive businesses. – **Results:** of all notices sent over 60% compliance was achieved.
- New vehicles for department – **Results:** – acquired and already being utilized.
- Code Enforcement complaints received through Build Better Opa -locka system – **Results:** Multiple complaints received which led to a positive impact and response.
- Reduction of illegal dumping – **Results:** Several violators have been caught through our task force efforts and community reporting.





**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

**Code Compliance**

23		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	<b><u>Salaries</u></b>						
521120	Salaries - Regular	481,127	367,900	351,334	(16,566)	476,913	125,579
521140	Salaries - Overtime	252	2,500	1,750	(750)	2,500	750
	<b>Total Salaries</b>	<b>481,379</b>	<b>370,400</b>	<b>353,084</b>	<b>(17,316)</b>	<b>479,413</b>	<b>126,329</b>
	<b><u>Benefits</u></b>						
521210	FICA	35,927	30,095	27,010	(3,085)	36,674	9,664
521220	Retirement	40,516	53,384	47,912	(5,472)	65,345	17,433
521230	Life And Health Insurance	41,050	48,298	47,168	(1,130)	66,544	19,376
	<b>Total Benefits</b>	<b>117,493</b>	<b>131,777</b>	<b>122,090</b>	<b>(9,687)</b>	<b>168,563</b>	<b>46,473</b>
	<b>Total Compensation</b>	<b>598,872</b>	<b>502,177</b>	<b>475,174</b>	<b>(27,003)</b>	<b>647,976</b>	<b>172,802</b>
	<b><u>Operating Expense</u></b>						
521312	Other Professional Services	10,800	37,000	12,000	(25,000)	12,000	-
521340	Other Contracted Services	9,095	16,000	13,000	(3,000)	22,600	9,600
521400	Travel & Per Diem	-	1,500	500	(1,000)	1,500	1,000
521420	Postage	15,500	16,000	9,500	(6,500)	14,500	5,000
521440	Rentals & Leases	-	3,000	3,000	-	3,000	-
511470	Printing & Binding	-	1,000	500	(500)	1,000	500
521493	General Expense	-	2,000	200	(1,800)	2,000	1,800
521510	Office Supplies	1,017	1,500	1,000	(500)	1,500	500
521511	Lien Recording Charges	284	1,500	1,000	(500)	4,025	3,025
521520	Operating Expense	1,658	2,000	250	(1,750)	2,000	1,750
521521	Clothing & Uniform Expense	1,324	4,500	4,500	-	4,400	(100)
515540	Memberships	-	1,000	200	(800)	1,000	800
521541	Educational Costs	-	5,000	200	(4,800)	2,500	2,300
515547	Conferences & Meetings	-	3,500	200	(3,300)	1,000	800
521648	Vehicle Lease	9,049	59,812	58,001	(1,811)	76,995	18,994
	<b>Total Operating Expense</b>	<b>48,726</b>	<b>155,312</b>	<b>104,051</b>	<b>(51,261)</b>	<b>150,020</b>	<b>45,969</b>
	<b><u>Capital</u></b>						
521642	Office Furniture & Equipment	-	6,300	2,500	(3,800)	5,300	2,800
521646	Computer Equipment	-	-	-	-	3,000	3,000
	<b>Total Capital</b>	<b>-</b>	<b>6,300</b>	<b>2,500</b>	<b>(3,800)</b>	<b>8,300</b>	<b>5,800</b>
	<b>Total Expense</b>	<b>647,598</b>	<b>663,789</b>	<b>581,725</b>	<b>(82,064)</b>	<b>806,296</b>	<b>224,571</b>



### Code Compliance - Footnote Detail

Account Name	Footnote Detail	Proposed Budget (\$)
Other Professional Services	Special Magistrate services	12,000
Other Contracted Services	Body Camera	4,200
	Lien Search	15,000
	Miscellaneous	3,400
	<b>Total</b>	<b>22,600</b>
Travel & Pier Diem	Local travel, parking, etc.	1,500
Postage	Code Enforcement violation correspondence	14,500
Rentals & Leases	Copier Maintenance and Usage	3,000
Printing & Binding	Brochure Printing	1,000
General Expense	Miscellaneous unanticipated small expenditures	2,000
Office Supplies	Miscellaneous office supplies	1,500
Lien Recording Charges	County charges for filling liens	4,025
Operating Expense	Miscellaneous field materials	2,000
Clothing & Uniforms	Uniforms	4,400
Memberships	Membership fees	1,000
Education	Officer Code Enforcement training	2,500
Conference & Meetings	Conference fees	1,000
Auto Lease	Leasing of four vehicles	76,995
Office Furniture & Equipment	Miscellaneous office furniture	5,300
Computer Equipment	Printer for New Vehicle	3,000

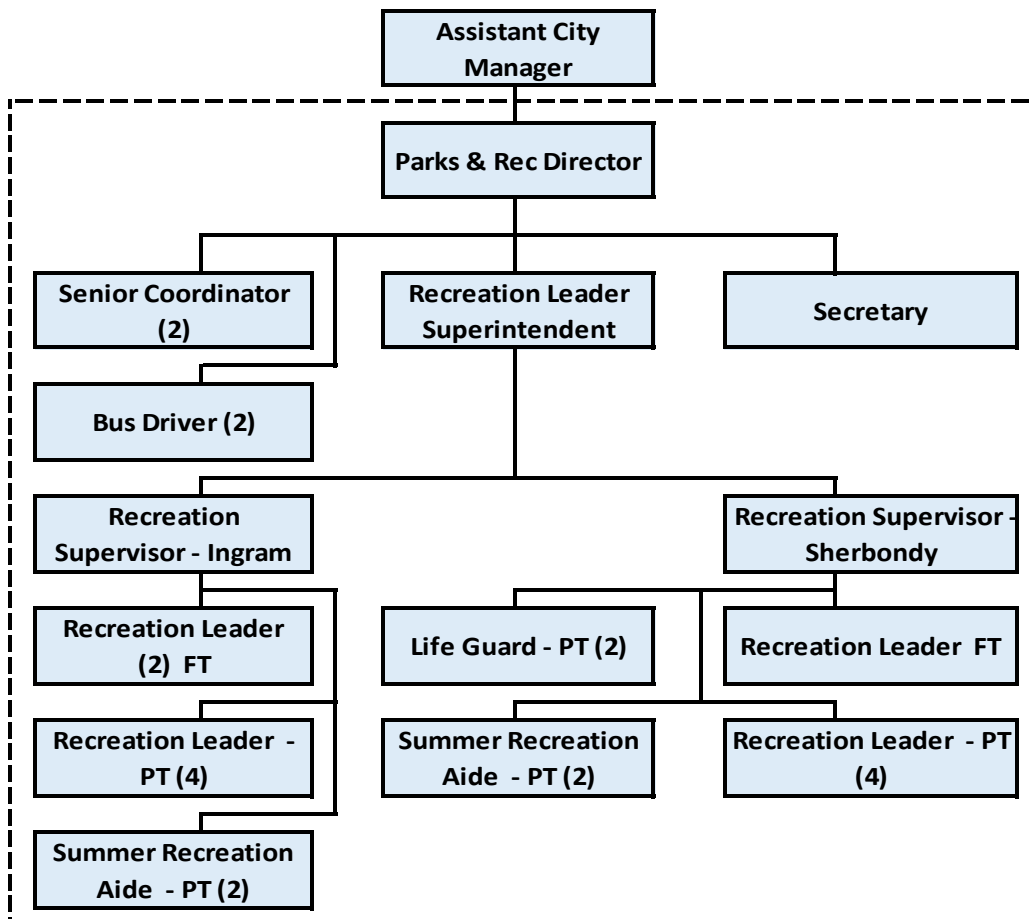
# Parks & Recreation





## PARKS & RECREATION

**Mission** – Enhancing the quality of life for the residents and visitors by providing outstanding sports, recreation and cultural arts facilities, program and parks that protect the environment, contribute to the economic and social vitality of the community, and foster healthy lifestyles, creativity, and cultural diversity.



**Goal** – Provide professional and diverse leisure opportunities through inclusive parks, facilities, programs, and open space, ensuring that Opa-locka is a desirable place to live, work, and play.



**Budget Summary –**

<b>Position Summary - Parks &amp; Recreation</b>						
	<b>FY 24 BGT</b>		<b>FY 25 Prop</b>		<b>Difference</b>	
<b>Full Time (FT) / Part Time (PT)</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>
Parks & Recreation Director	1	-	1	-	-	-
Recreation Leader Superintendent	1	-	1	-	-	-
Senior Citizens Coordinator	1	-	2	-	1	-
Assistant Director Parks & Rec	-	-	-	-	-	-
Recreation Leader Supervisor	3	-	2	-	(1)	-
Parks & Recreation Leader	2	8	3	8	1	-
Bus Driver	1	-	2	-	1	-
Executive Secretary	1	-	1	-	-	-
P&R Leader Life Guard	-	2	-	2	-	-
Community Out Reach	-	-	-	-	-	-
Recreation Aide - Summer	-	4	-	4	-	-
Park Maintenance Aide	-	-	-	-	-	-
<b>Total</b>	<b>10</b>	<b>14</b>	<b>12</b>	<b>14</b>	<b>2</b>	<b>-</b>

**FY 25 Objectives -**

- Implement parks-oriented software to enhance administrative procedures
- Complete consultant-prepared Parks & Recreation Master Plan.
- Seek additional grants to further enhance Parks & Recreation facilities and programs
- Continue to partner with other agencies, e.g., P-SWAPS – provider of swimming instruction, to increase the range of programs offered by the City. Partner with New Worlds Reading (Children’s Literacy Initiative) for our residents.
- Operate After School Programs at Ingram and Sherbondy Parks
- Promote fitness programs.
- Conduct grassroots outreach program with Parks & Recreation staff going out into the community to make the community aware of programs being offered by the Department
- Implement programs focused on at-risk youth through athletics
- Implement new programs to attract more seniors to the Parks

**FY 25 Measurements -**

- Increase youth and teen participation in Parks & Recreation programs – Target = 50%
- Increase participation in Senior programs – Target = 50%
- Increase participation in athletic programs – Target – 50%







**Parks & Recreation - Part I**

72		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	<b><u>Salaries</u></b>						
572110	Salaries - Executive	88,462	-	-	-	-	-
572120	Salaries - Regular	325,992	479,902	427,880	(52,022)	558,397	130,517
572130	Salaries - Part Time	94,989	299,279	221,926	(77,353)	272,130	50,204
572140	Salaries - Overtime	21,028	15,000	15,000	-	15,000	-
	<b>Total Salaries</b>	<b>530,471</b>	<b>794,181</b>	<b>664,806</b>	<b>(129,375)</b>	<b>845,527</b>	<b>180,721</b>
	<b><u>Benefits</u></b>						
572210	FICA	39,502	61,678	50,861	(10,817)	64,687	13,826
572220	Retirement	63,020	109,400	90,214	(19,186)	115,246	25,032
572230	Life And Health Insurance	35,214	78,327	68,402	(9,925)	98,047	29,645
	<b>Total Benefits</b>	<b>137,736</b>	<b>249,405</b>	<b>209,477</b>	<b>(39,928)</b>	<b>277,980</b>	<b>68,503</b>
	<b>Total Compensation</b>	<b>668,207</b>	<b>1,043,586</b>	<b>874,283</b>	<b>(169,303)</b>	<b>1,123,507</b>	<b>249,224</b>



**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

**Parks & Recreation - Part II**

72		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	<b>Total Compensation</b>	668,207	1,043,586	874,283	(169,303)	1,123,507	249,224
	<b>Operating Expense</b>						
572312	Other Professional Services	44,950	76,000	47,500	(28,500)	82,000	34,500
572340	Other Contracted Services	4,647	3,000	2,500	(500)	5,000	2,500
572400	Travel & Per Diem	1,399	3,500	200	(3,300)	5,000	4,800
572403	Special Events	99,689	443,411	184,051	(259,360)	300,550	116,499
572420	Postage	85	100	100	-	200	100
572440	Rentals & Leases	4,581	3,120	3,120	-	3,120	-
511470	Printing & Binding	-	1,000	250	(750)	1,000	750
572461	Building Repair & Maintenance	-	2,000	-	(2,000)	-	-
572463	Pool Maintenance	11,950	15,750	15,750	-	14,550	(1,200)
572467	Repair & Maint - Mach & Equip	-	1,000	500	(500)	2,500	2,000
572482	After-School Program	8,070	13,000	4,000	(9,000)	13,000	9,000
572483	Out Of School Camp	-	1,250	1,000	(250)	1,500	500
572487	Football	22,237	31,000	31,000	-	31,000	-
572488	Basketball	1,473	4,400	4,010	(390)	5,600	1,590
572489	Track	1,690	6,000	6,000	-	6,000	-
572490	Baseball (Little Leagues)	-	2,700	500	(2,200)	2,950	2,450
572491	Cheerleading	2,072	4,800	4,009	(791)	5,800	1,791
572492	Soccer	-	3,500	1,250	(2,250)	1,250	-
572493	General Expense	2,939	6,000	6,000	-	6,500	500
572494	Drama	-	5,000	5,000	-	3,000	(2,000)
572510	Office Supplies	2,669	3,500	3,500	-	3,500	-
572520	Operating Expense	-	-	-	-	3,500	3,500
572522	Uniforms	867	3,000	2,000	(1,000)	3,000	1,000
572540	Memberships	882	1,950	1,200	(750)	4,300	3,100
572541	Educational Costs	717	3,000	1,250	(1,750)	3,000	1,750
515547	Conferences & Meetings	-	1,200	200	(1,000)	2,400	2,200
572552	Seniors Services	17,196	122,500	24,265	(98,235)	44,000	19,735
572553	Summer Camp Program	7,487	11,000	11,000	-	11,000	-
	<b>Total Operating Expense</b>	240,281	772,681	360,155	(412,526)	565,220	205,065
	<b>Capital</b>						
572630	Improvement - Other Than Bldg	88,300	100,000	50,000	(50,000)	106,500	56,500
572640	Machinery & Equipment	6,565	20,000	20,000	-	20,000	-
572642	Furniture & Equipment	-	3,000	3,000	-	3,000	-
572646	Computers	-	10,000	-	(10,000)	-	-
572648	Vehicle Purchase	109,449	235,000	235,000	-	-	(235,000)
	<b>Total Capital</b>	204,314	368,000	308,000	(60,000)	129,500	(178,500)
	<b>Total Expense</b>	1,112,803	2,184,267	1,542,438	(641,829)	1,818,227	275,789



## Parks & Recreation - Footnote Detail – Page I

Account Name	Footnote Detail	Proposed Budget (\$)
Other Professional Services	Fitness Program	6,000
	Other	5,000
	Master Plan Rollover	71,000
	<b>Total</b>	<b>82,000</b>
Other Contracted Services	Miscellaneous	5,000
Travel & Per Diem	State & National Parks & Recreation Conferences	6,000
Special Events	Arabian Nights	150,000
	Baby Shower	2,100
	Bike / Run Opa-locka	1,000
	Black History Month	3,250
	Breast Cancer Month	2,000
	Christmas Toys Celebration	6,000
	Christmas Tree Lighting	5,000
	City Birthday Celebration	10,000
	Community Chess Tournament	2,000
	Conga Locka	9,000
	Domino Tournament	400
	Earth Day	1,500
	Easter Event	2,500
	Fishing Tournament	200
	Gun Buy-back	5,000
	Halloween Fun Night	4,000
	July 4th	30,000
	Juneteenth	5,000
	Karioke	10,000
	Meet Me Monday	200
	Memorial Day Pool Party	1,700
	MLK Walk	3,000
	Monthly Bingo	24,000
	National Day of Prayer	1,500
	New Commission Inauguration	2,500
	Qrt Clean Opa-locka	2,000
	Mayor Business Lunch	2,000
	ReUnion Picnic	700
	School Book Bag (\$20 per)	4,000
	Thaksgiving Turkeys	3,500
	Veterans Day	1,000
	Women's History Month	3000
	Yearly Health Fair	2,500
	<b>Total</b>	<b>300,550</b>
Postage	Miscellaneous Mailings	200
Rentals & Leases	Copier	3,120
Building Repair & Maintenance	Details Not Available	2,000
Pool Maintenance	Monthly pool maintenance	14,550
Repair & Maint - Machine & Equip	Funds for Machinery and Equip repairs	2,500
After-School Program	Supplies & Equipment	5,500
	Snacks, Field Trips, Special Events	4,000
	Kids Eating Healthy	1,500
	Operation Safe Flying	2,000
	<b>Total</b>	<b>13,000</b>
Out-Of-School Camp	Single Days	250
	Winter Camp - 2 Weeks	750
	Spring Camp - One Week	500
	<b>Total</b>	<b>1,500</b>
Football	Equipment	12,000
	League Fees	5,000
	Uniforms	5,000
	Awards	1,000
	Officials	5,500
	Travel	2,000
	Other	500
	<b>Total</b>	<b>31,000</b>
Basketball	Uniforms	2,000
	Awards	800
	Equipment	1200
	Additional Expenses	1000
	.	600
	<b>Total</b>	<b>5,600</b>



## Parks & Recreation - Footnote Detail – Page II

Account Name	Footnote Detail	Proposed Budget (\$)
Track	Awards / Banquet	2000
	Equipment	500
	Uniforms	500
	Registration Fees	3,000
	<b>Total</b>	<b>6,000</b>
Baseball (Little League)	Uniforms	900
	Awards	300
	Equipment	1,250
	League Fees	500
	<b>Total</b>	<b>2,950</b>
Cheerleading	Uniforms	1,500
	Awards	300
	Competition	1500
	Additional Expense	1000
	Travel	1,500
	<b>Total</b>	<b>5,800</b>
Soccer	Equipment	750
	Travel	500
	<b>Total</b>	<b>1,250</b>
General Expense	Miscellaneous expense for unidentified requirements	6,500
Office Supplies	Miscellaneous Office Supplies	3,500
Drama	Costumes and Other Miscellaneous	3,000
Operating Expense	Miscellaneous Operating Expenses	3,500
Uniforms (Staff)	Staff uniforms	3,000
Memberships	FRPA, NRPA, Other	4,300
Education	Miscellaneous staff development	3,000
Conferences & Meetings	Conference & Meetings tuition	2,400
Seniors Services	Food	16,000
	Trips	5,000
	Fitness	1,500
	T-Shirts	4,000
	Special Events	5,000
	Supplies & Equipment	3,000
	Grandparents Day	2,500
	Computer / Phone Education	3,500
	Arts & Crafts	3,500
	<b>Total</b>	<b>44,000</b>
Summer Camp	Clothing (Shirts)	1,000
	Special Events	3,000
	Field Trips	5,000
	Supplies	2,000
	<b>Total</b>	<b>11,000</b>
Improvements Other than Bldg	Playground Renovations	100,000
	Mats for Gym	6,500
	<b>Total</b>	<b>106,500</b>
Machinery & Equipment	Electric Golf Cart	10,000
	Food Service Equipment	5,000
	Other	5,000
	<b>Total</b>	<b>20,000</b>
Printing & Binding	Brochures	1,000
Furniture and Equipment	Tables / Chairs	3,000

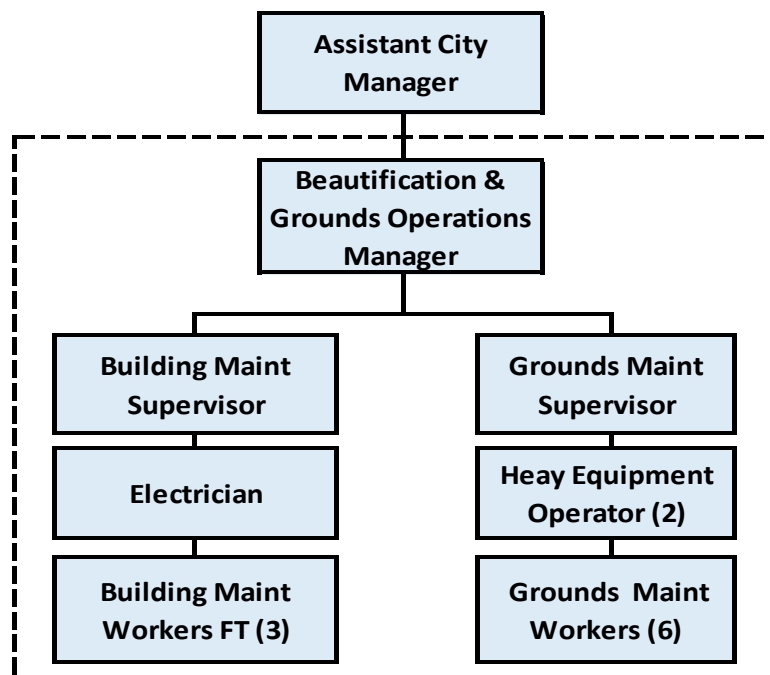
# Beautification & Maintenance





## BEAUTIFICATION & GROUNDS MAINTENANCE

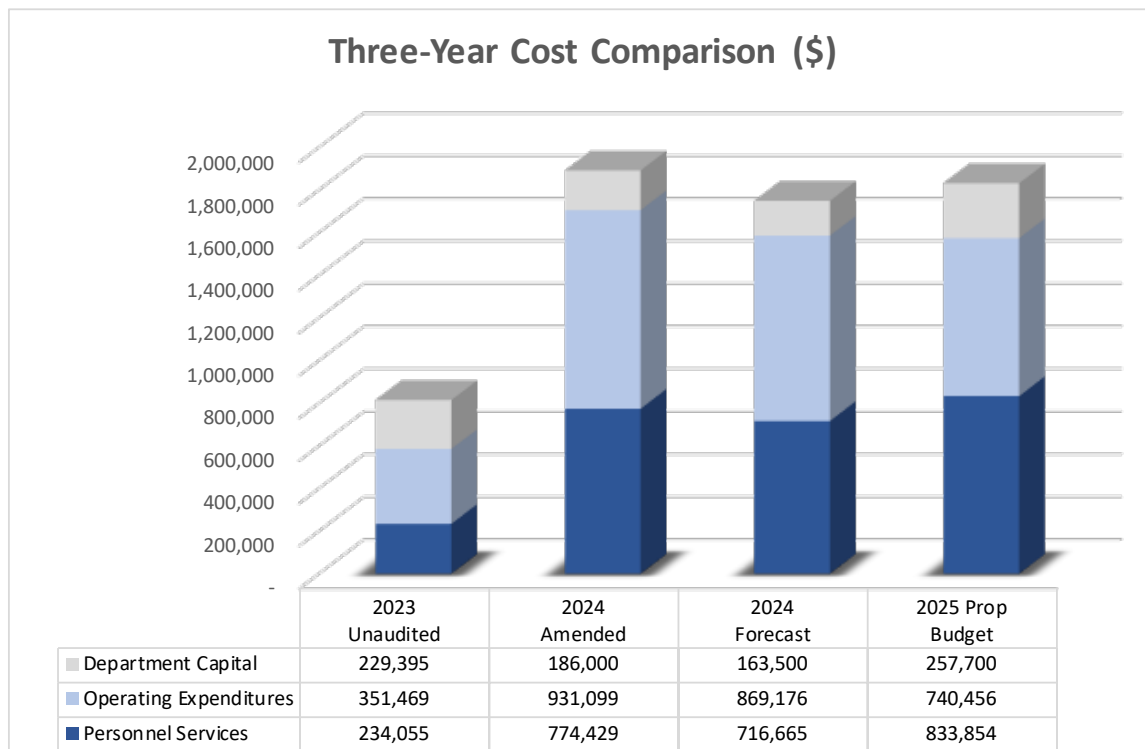
**Mission** – The Beautification & Maintenance division will continue its efforts to provide maintenance and enhancement to the City’s parks, public grounds, road right-of-way and City facilities. We are committed to taking action to make the City of Opa-locka a cleaner, litter-free place to live, work, and play.



**Goal** – To provide quality maintenance, repair, and operations to City facilities and grounds with a commitment to ensuring safe, reliable, and sustainable facilities for residents, businesses, visitors, and employee of the City of Opa-locka while beautifying the City.

### Budget Summary -

Position Summary - Beautification & Maintenance						
	FY 24 BGT		FY 25 Prop		Difference	
Full Time (FT) / Part Time (PT)	FT	PT	FT	PT	FT	PT
PW Superintendent	-	-	-	-	-	-
Building Operations Manager	1		1			-
Field Supervisor	-	-	-	-	-	-
Building & Maint Super	1	-	1	-	-	-
Grounds Super	-	-	1		1	-
Electrician	1	-	1	-	-	-
Maintenance Worker	9	-	9	1	-	-
Carpenter Helper	-	-	-	-	-	-
Heavy Equipment Operator	2	-	2	-	-	-
Arborist	1	-	-	-	(1)	-
<b>Total</b>	<b>15</b>	<b>-</b>	<b>15</b>	<b>1</b>	<b>-</b>	<b>-</b>



**FY 25 Objectives:**

- Develop initiatives and work with internal departments to control illegal dumping around the City
- Continue City wide Tree Pruning program
- Repair City irrigation infrastructure as needed
- Procure and utilize new Bucket and Clam Trucks to continue to clean and beautify the City
- Procure and utilize new Pressure washer equipment to continue to clean and beautify the City
- Hire additional staff to improve timing and quality of Building Maintenance & Beauty of the City

**Measures FY 25**

- Track illegal dumping by tons – strive for a 20% reduction year over year
- Decrease landscaping casualties by increasing watering schedule and Arborist – measure replacement of number of trees needing to be replace on annual bases
- Continue City Beautification Master Plan



**Current Year Accomplishments -**

- Exterior Painting of City-owned facilities
- Exterior upgrades to City facilities
- Ongoing maintenance of City facilities
- Phase 1 of water efficient toilets
- Installation of new automatic security gate
- Phase 1 of installation of LED lighting

**FY 24 Objectives -**

- Prepare and Implement a Citywide Beautification Plan
- Upgrade City medians to bring curb appeal
- Phase 2 of water efficient toilets
- Phase 2 of installation of LED lighting
- Flooring replacement at Sherbondy Village
- Interior upgrades at Public Works facility
- Conduct energy audit of City facilities
- Ongoing maintenance of City owned facilities
- Increase productivity







**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

**Beautification & Maintenance**

39		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	<b><u>Salaries</u></b>						
541120	Salaries-Regular	134,097	527,394	511,936	(15,458)	589,762	77,826
541130	Salaries-Part-Time	-	-	-	-	-	-
541140	Salaries - Overtime	7,443	11,500	9,500	(2,000)	9,500	-
	<b>Total Salaries</b>	<b>141,540</b>	<b>538,894</b>	<b>521,436</b>	<b>(17,458)</b>	<b>599,262</b>	<b>77,826</b>
	<b><u>Benefits</u></b>						
541210	FICA	10,289	47,919	39,889	(8,030)	45,844	5,955
541220	Retirement	47,668	85,004	70,761	(14,243)	81,680	10,919
541230	Life And Health Insurance	34,558	102,612	84,579	(18,033)	107,068	22,489
	<b>Total Benefits</b>	<b>92,515</b>	<b>235,535</b>	<b>195,229</b>	<b>(40,306)</b>	<b>234,592</b>	<b>39,363</b>
	<b>Total Compensation</b>	<b>234,055</b>	<b>774,429</b>	<b>716,665</b>	<b>(57,764)</b>	<b>833,854</b>	<b>117,189</b>
	<b><u>Operating Expense</u></b>						
541340	Other Contracted Services	195,126	514,200	489,462	(24,738)	363,192	(126,270)
541341	Uniform Rental/Laundry	3,560	7,596	7,596	-	9,386	1,790
541431	Solid Waste Disposal Fee	4,183	45,000	35,000	(10,000)	40,000	5,000
541440	Rentals & Leases	27,991	140,180	139,270	(910)	63,750	(75,520)
541521	Clothing & Uniform Expense	1,096	2,000	2,000	-	2,000	-
541541	Education	-	3,000	1,500	(1,500)	3,000	1,500
541461	Building Repair & Maint	90,528	120,000	119,971	(29)	120,523	552
541462	Grounds Maintenance	9,577	20,000	8,500	(11,500)	65,000	56,500
541467	Repairs - Mach & Equip	488	500	500	-	750	250
541493	General Expense	6,229	3,000	2,000	(1,000)	3,000	1,000
541520	Operating Expense	2,163	500	500	-	500	-
541551	Maintenance Supplies	10,528	38,500	32,502	(5,998)	32,000	(502)
541648	Vehicles - Leased	-	36,623	30,375	(6,248)	37,355	6,980
	<b>Total Operating Expense</b>	<b>351,469</b>	<b>931,099</b>	<b>869,176</b>	<b>(61,923)</b>	<b>740,456</b>	<b>(128,720)</b>
	<b><u>Capital</u></b>						
541620	Building Improvement	162,987	121,000	61,000	(60,000)	25,000	(36,000)
541630	Improvements Other Than Building	37,697	15,000	52,500	37,500	60,000	7,500
541640	Machinery & Equipment	28,711	50,000	50,000	-	172,700	122,700
	<b>Total Capital</b>	<b>229,395</b>	<b>186,000</b>	<b>163,500</b>	<b>(22,500)</b>	<b>257,700</b>	<b>94,200</b>
	<b>Total Expense</b>	<b>814,919</b>	<b>1,891,528</b>	<b>1,749,341</b>	<b>(142,187)</b>	<b>1,832,010</b>	<b>82,669</b>



### Beautification Maintenance - Footnote Detail

Account Name	Footnote Detail	Proposed Budget (\$)
Other Contracted Services	Plumbing Upgrade	10,000
	Landscaping – My Lawn	205,000
	Christmas Street Decorations	15,000
	Christmas Town Center Decorations	15,000
	Landscaping – Miscellaneous	10,000
	Tree Trimming Service	50,000
	Locksmith	5,000
	Cleaning, Pest Control, Fire Alarm	10,000
	Arborist Contracted	20,000
	Other	23,192
	<b>Total</b>	<b>363,192</b>
Uniform Rental / Laundry	Employee uniform rental	9,386
Solid Waste Disposal Fee	Tipping Fees levied by the County for dumping	40,000
Rental & Leases	Bucket Truck Rental as needed	20,000
	Clam Truck Rental as needed	15,000
	Water Truck Rental as needed	20,000
	Temp office at Ingram Park	3,750
	Other Rentals	5,000
	<b>Total</b>	<b>63,750</b>
Clothing & Uniform Expense	Protective Shoes and Hazmat Suits	2,000
Building Repair and Maint.	Electrical	8,000
	Elevator Quarterly Maintenance	8,240
	Elevator – Other	4,100
	Fire Alarm Maintenance	5,150
	Fence Repair	4,500
	Fire Alarm Other	7,725
	A/C Repair	16,500
	Janitorial Services	53,808
	Other	12,500
	<b>Total</b>	<b>120,523</b>
Grounds Maintenance	Lawn and Tree Maintenance	15,000
	Irrigation Repair (roundabouts)	50,000
	<b>Total</b>	<b>65,000</b>
Repairs – Machines -Equipment	Repair of Public Works Equipment	750
General Expense	For small unanticipated expenditures for which no other account is applicable	3,000
Education	Arborist Training	3,000
Operating Expense	Miscellaneous	500
Maintenance Supplies	Small supplies needed from hardware stores etc	32,000
Vehicles – Leased	Payment for vehicle lease and Maintenance	37,355
Improvements Other Than Building	Funds for improvements other than buildings, Park Enhancements, Lighting	60,000



### Beautification Maintenance - Footnote Detail

Account Name	Footnote Detail	Proposed Budget (\$)
Machinery & Equipment	Trailer Pressure Washer	13,700
Machinery & Equipment Building Improvements	Bucket Truck (Financed 4 yrs)	72,000
	Dump Trailer	15,000
	Clam Truck (Financed 4 yrs)	72,000
	<b>Total</b>	<b>172,700</b>
Building Improvements	Public Works Server Room	2,500
	Blinds & Paint Public Works	7,500
	Other	15,000
	<b>Total</b>	<b>25,000</b>

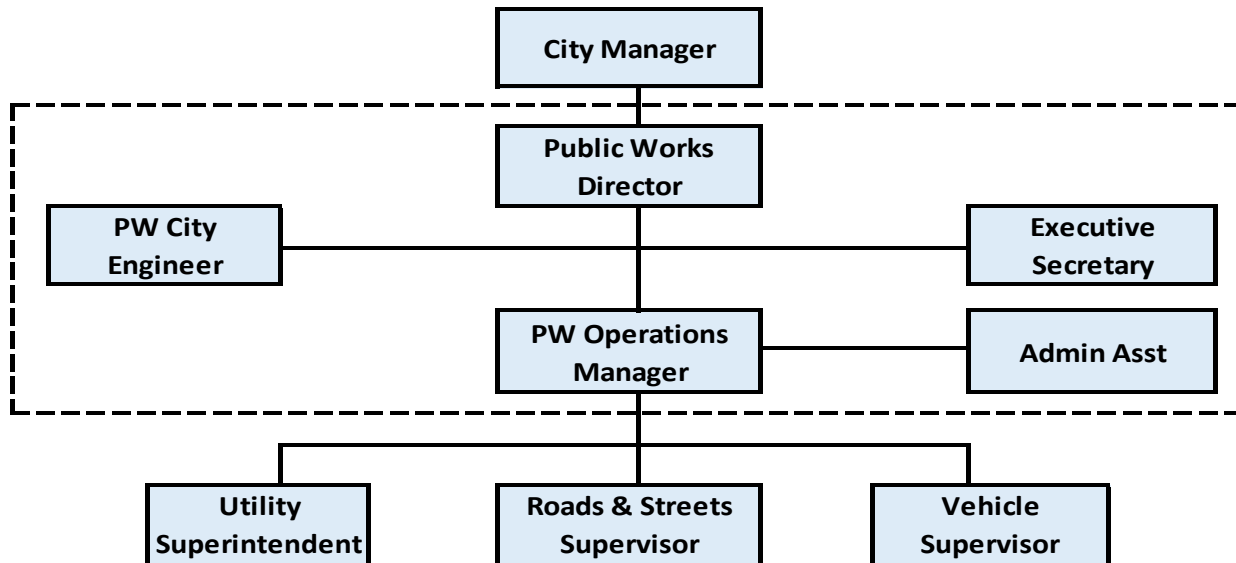
# Public Works Administration





## PUBLIC WORKS – ADMINISTRATION

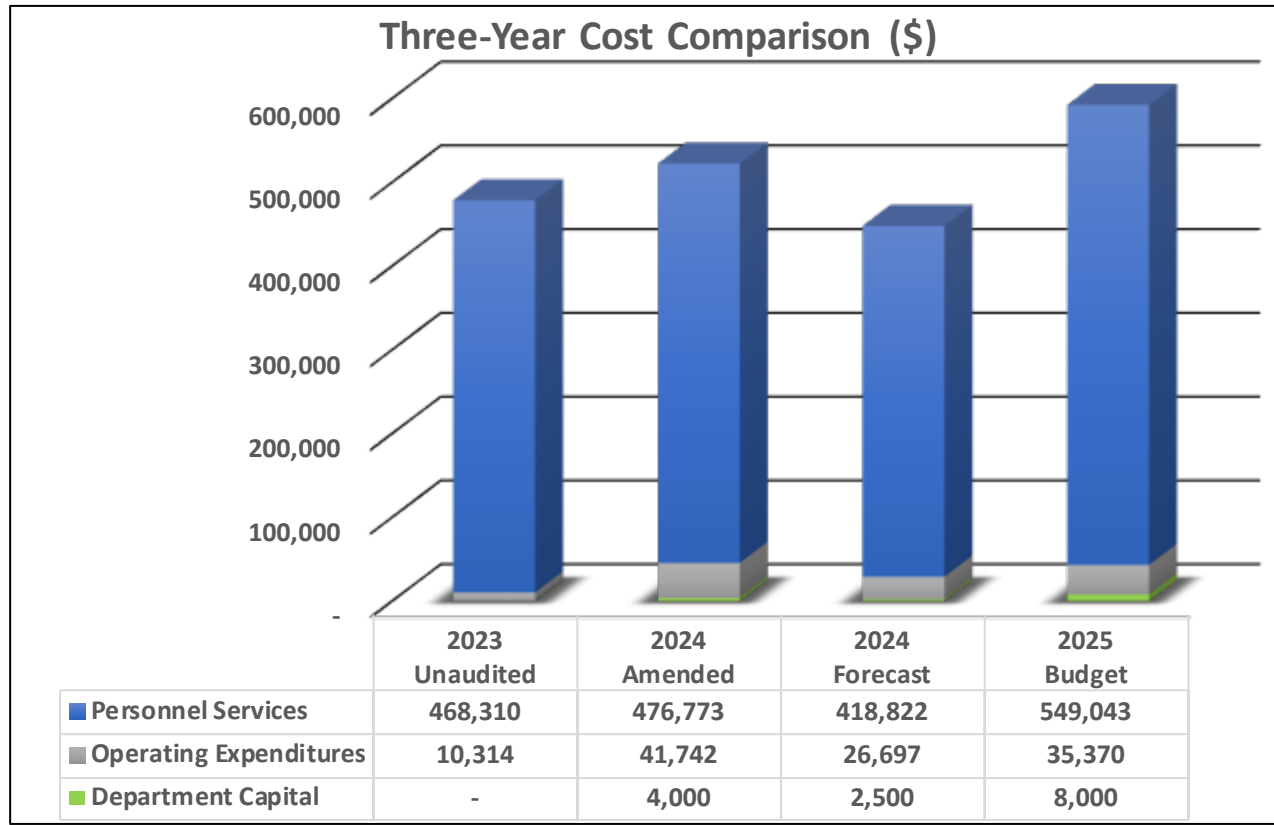
**Mission** – Coordinate the activities of three Public Works divisions and four Public Utilities divisions to ensure continuing cost-effective and customer-focused services in addressing City priorities in a quality and responsive manner. Serve as the primary point of contact in working with Miami-Dade County water and sewer services to ensure coordination and agreement in the way the County provides and charges for water and sewer service for the City and bills the majority of the City’s utility customers.



**Goal** – A City served by excellent, cost-effective, customer service-oriented Public Works and Public Utilities services and supported by a City infrastructure system that adequately meets the community’s utility needs. Additional goals indicated in the Public Works and Public Utilities sections.

### **Budget Summary –**

Position Summary - PW Administration						
	FY 24 BGT		FY 25 Prop		Difference	
Full Time (FT) / Part Time (PT)	FT	PT	FT	PT	FT	PT
Public Works Director	1	-	1	-	-	-
City Engineer	1	-	1	-	-	-
Executive Secretary	2	-	1	-	-1	-
CIP Project Manager	-	-	-	-	-	-
Cip Project Coordinator	-	-	-	-	-	-
PW Superintendent	-	-	-	-	-	-
Public Works Ops Manager	1	-	1	-	-	-
Administrative Assist	-	-	1	-	1	-
<b>Total</b>	<b>5</b>	<b>-</b>	<b>5</b>	<b>-</b>	<b>0</b>	<b>-</b>



**Current Year Accomplishments** – Accomplishments indicated in the Public Works and Public Utilities divisions.

**FY 25 Objectives** – FY 24 Objectives indicated in the Public Works and Public Utilities division sections.

**Measurements** – Measurements indicated in the Public Works and Public Utilities division sections.





**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

**Public Works - Admin**

32		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	<b><u>Salaries</u></b>						
541110	Salaries - Executive	122,659	-	-	-	-	-
541120	Salaries - Regular	231,751	347,291	312,987	(34,304)	412,074	99,087
541140	Salaries - Overtime	570	-	-	-	500	500
	<b>Total Salaries</b>	<b>354,980</b>	<b>347,291</b>	<b>312,987</b>	<b>(34,304)</b>	<b>412,574</b>	<b>99,587</b>
	<b><u>Benefits</u></b>						
541210	FICA	25,126	29,589	23,944	(5,645)	31,561	7,617
541220	Retirement	47,375	52,487	42,473	(10,014)	56,233	13,760
541230	Life And Health Insurance	40,829	47,406	39,418	(7,988)	48,675	9,257
	<b>Total Benefits</b>	<b>113,330</b>	<b>129,482</b>	<b>105,835</b>	<b>(23,647)</b>	<b>136,469</b>	<b>30,634</b>
	<b>Total Compensation</b>	<b>468,310</b>	<b>476,773</b>	<b>418,822</b>	<b>(57,951)</b>	<b>549,043</b>	<b>130,221</b>
	<b><u>Operating Expense</u></b>						
541340	Other Contracted Services	2,851	2,500	500	(2,000)	2,500	2,000
541400	Travel	-	2,400	1,200	(1,200)	2,400	1,200
541420	Postage	167	350	200	(150)	150	(50)
541440	Rentals & Leases	2,338	3,578	3,578	-	3,578	-
511470	Printing & Binding	-	2,000	-	(2,000)	2,000	2,000
541493	General Expense	-	2,500	1,500	(1,000)	3,000	1,500
541510	Office Supplies	2,200	4,000	3,000	(1,000)	3,000	-
541540	Memberships	2,735	3,700	3,002	(698)	3,900	898
541521	Clothing & Uniform Expense	-	3,700	2,500	(1,200)	1,500	(1,000)
541541	Educational Costs	22	-	-	-	-	-
515547	Conferences & Meetings	-	2,000	750	(1,250)	2,000	1,250
541648	Vehicle Lease	-	15,014	10,467	(4,546)	11,342	874
	<b>Total Operating Expense</b>	<b>10,314</b>	<b>41,742</b>	<b>26,697</b>	<b>(15,044)</b>	<b>35,370</b>	<b>8,672</b>
	<b><u>Capital</u></b>						
541642	Furniture & Equipment	-	4,000	2,500	(1,500)	3,000	500
541646	Computers	-	-	-	-	5,000	5,000
	<b>Total Capital</b>	<b>-</b>	<b>4,000</b>	<b>2,500</b>	<b>(1,500)</b>	<b>8,000</b>	<b>5,500</b>
	<b>Total Expense</b>	<b>478,623</b>	<b>522,515</b>	<b>448,019</b>	<b>(74,495)</b>	<b>592,413</b>	<b>144,393</b>



### Public Works - Administration - Footnote Detail

Account Name	Footnote Detail	Proposed Budget
Other Contracted Services	Miscellaneous Services	2,500
Travel	Travel – Conferences, Hotels, Transportation	2,400
Postage	Miscellaneous mailing	150
Printing & Binding	Miscellaneous Printing and Binding of Plans	2,000
Rentals & Leases	Copier	3,578
General Expense	Miscellaneous Minor Unanticipated Expenditures	3,000
Office Supplies	Miscellaneous	3,000
Clothing & Uniforms	Uniforms for Staff	1,500
Memberships	American Water Works Assoc	2,650
	American Public Works Assoc	450
	FL Strm Assoc (FSA)	500
	Professional Engineering License	250
	<b>Total</b>	<b>3,900</b>
Conferences & Meetings	Conferences – AWAA, APWA	2,000
Furniture & Equipment	Monitors	3,000
Computers	Conference Room Monitor (video conf)	5,000
Auto Lease	Vehicle Lease	11,342



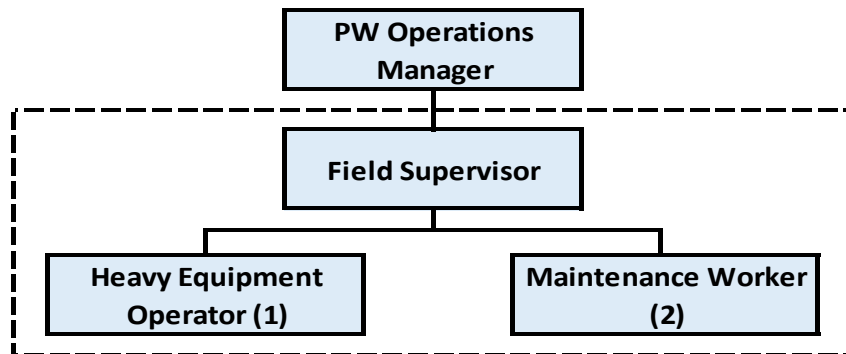
# Roads & Sidewalks





## PUBLIC WORKS – ROADS & SIDEWALKS

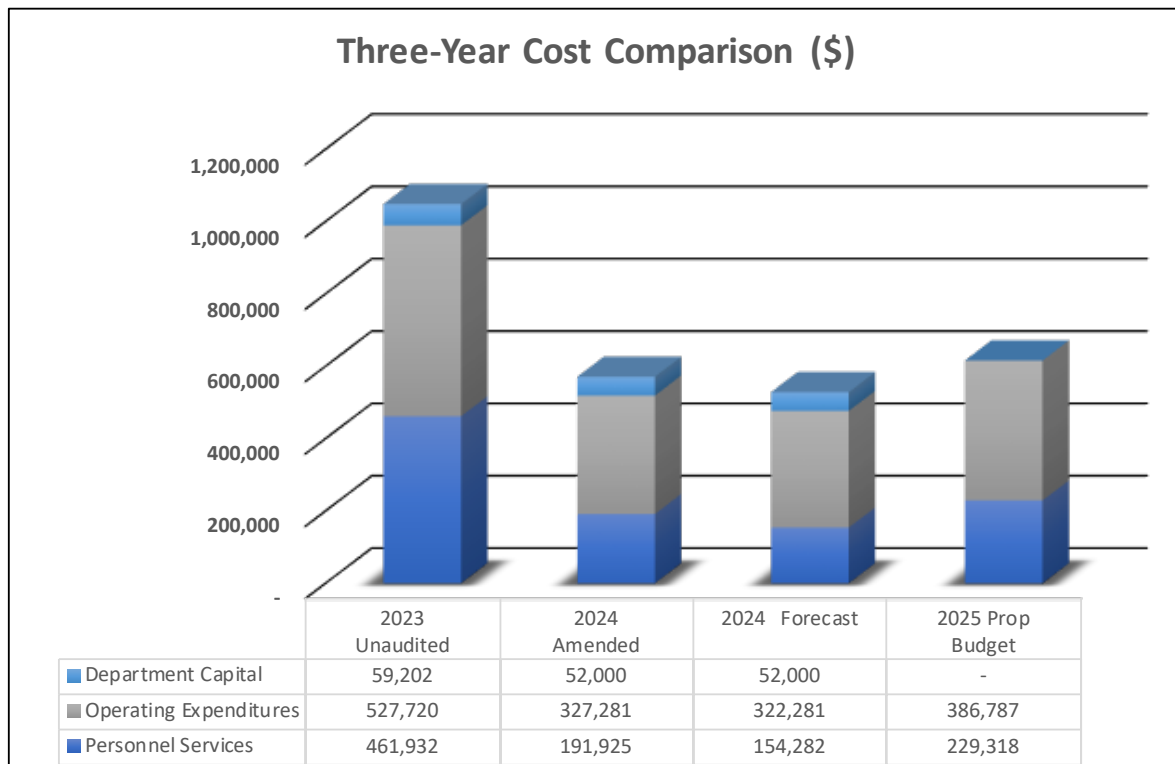
**Mission** – Maintenance, repair and construction activities, including resurfacing and pothole mitigation and sidewalks for all City streets, alleys and rights-of way and medians. Removal of illegal dumping.



**Goal** – Safe, well-maintained City roadway system. Streets rated at least a “5” on average and no street rated worse than an “8” in a 1 to 10 rating system with 1 = excellent.

### **Budget Summary –**

Position Summary - Roads and Streets						
	FY 24 BGT		FY 25 BGT		Difference	
Full Time (FT) / Part Time (PT)	FT	PT	FT	PT	FT	PT
Field Supervisor	1	-	1	-	-	-
Maintenance Worker	2	-	2	-	-	-
Heavy Equipment Operator	1	-	1	-	-	-
Utility Worker	-	-	-	-	-	-
<b>Total</b>	<b>4.0</b>	<b>-</b>	<b>4.0</b>	<b>-</b>	<b>0</b>	<b>-</b>



**Current Year Accomplishments –**

- Sidewalk repair program for beautification and safety purposes.
- Ongoing pothole patching program

**FY 25 Objectives –**

- Ongoing pothole patching program
- Continuation of sidewalk repair program
- Initiate installation of high intensity streetlights throughout the City to increase safety and serve as a deterrence to illegal dumping.

**FY 24 Measurements -**

- Repaired sidewalk – Target = 100 linear feet

**Results - FY 24 Objectives -**

- Continued focus on identification and repair of potholes – **Significant reduction in number of potholes – Ongoing problem**
- Continued sidewalk repairs – **Ongoing - \$25,000 project**



**Results - FY 24 Measurements -**

- Repaired 60 feet – sidewalks.
- Utilized 150 yards of asphalt in the mitigation of potholes.





**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

**Public Works - Roads and Sidewalks**

41		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	<b><u>Salaries</u></b>						
541120	Salaries-Regular	330,417	133,118	111,039	(22,079)	167,131	56,092
541140	Salaries - Overtime	28,274	10,000	10,000	-	6,000	(4,000)
	<b>Total Salaries</b>	<b>358,690</b>	<b>143,118</b>	<b>121,039</b>	<b>(22,079)</b>	<b>173,131</b>	<b>52,092</b>
	<b><u>Benefits</u></b>						
541210	FICA	26,550	13,626	9,260	(4,366)	13,244	3,984
541220	Retirement	35,276	24,170	16,425	(7,745)	23,598	7,173
541230	Life And Health Insurance	41,416	11,011	7,558	(3,453)	19,345	11,787
	<b>Total Benefits</b>	<b>103,242</b>	<b>48,807</b>	<b>33,243</b>	<b>(15,564)</b>	<b>56,187</b>	<b>22,944</b>
	<b>Total Compensation</b>	<b>461,932</b>	<b>191,925</b>	<b>154,282</b>	<b>(37,643)</b>	<b>229,318</b>	<b>75,036</b>
	<b><u>Operating Expense</u></b>						
541312	Other Professional Services	24,400	-	-	-	-	-
541340	Other Contracted Services	240,771	91,625	91,625	-	97,000	5,375
541341	Uniform Rental/Laundry	3,846	2,456	2,456	-	1,976	(480)
541430	Electricity, Gas & Water	193,117	198,500	198,500	-	201,700	3,200
541431	Tipping Fees	20,812	2,000	2,000	-	3,000	1,000
541440	Rentals & Leases	19,885	-	-	-	-	-
541463	Grounds Maintenance	784	-	-	-	-	-
541467	Repairs - Machinery & Equipme	-	500	500	-	1,000	500
541493	General Expense	4,933	3,000	3,000	-	3,000	-
541520	Operating Expense	2,926	6,500	6,500	-	6,500	-
541521	Clothing & Uniform Expense	100	700	700	-	700	-
541530	Road Materials & Supplies	14,225	20,000	15,000	(5,000)	20,000	5,000
541550	Small Tools & Supplies	1,922	2,000	2,000	-	2,000	-
541648	Vehicle Lease	-	-	-	-	45,911	45,911
	<b>Total Operating Expense</b>	<b>527,720</b>	<b>327,281</b>	<b>322,281</b>	<b>(5,000)</b>	<b>382,787</b>	<b>60,506</b>
	<b><u>Capital</u></b>						
541640	Machinery & Equipment	35,143	52,000	-	(52,000)	25,000	25,000
	<b>Total Capital</b>	<b>35,143</b>	<b>52,000</b>	<b>-</b>	<b>(52,000)</b>	<b>25,000</b>	<b>25,000</b>
	<b>Total Expense</b>	<b>1,024,795</b>	<b>571,206</b>	<b>476,563</b>	<b>(94,643)</b>	<b>637,105</b>	<b>160,542</b>



### Public Works – Roads & Sidewalks - Footnote Detail

Account Name	Footnote Detail	Proposed Budget
Other Contracted Services	Asphalt	30,000
	Sidewalk Grinding	12,000
	Sidewalks - Replace	30,000
	Sidewalks - Repair	15,000
	Miscellaneous	10,000
	<b>Total</b>	<b>97,000</b>
Uniform Rental / Laundry	Employee uniform rental	1,976
Electricity, Gas, Water	City Streetlights	201,700
Repairs - Machinery	Miscellaneous	1,000
General Expense	Miscellaneous unanticipated expenses	3,000
Operating Expense	Safety Products	2,500
	Sand	2,500
	Miscellaneous	1,500
	<b>Total</b>	<b>6,500</b>
Clothing & Uniform Expense	Protective equipment, steel toe shoes	700
Road Materials & Supplies	Concrete, mulch, gravel, etc.	15,000
	Purchase Cement Mixer	5,000
	<b>Total</b>	<b>20,000</b>
Small Tools & Supplies	Miscellaneous	2,000
Vehicle Lease	Backhoe Lease	30,144
	Pick-up Trucks	15,767
	<b>Total</b>	<b>45,911</b>
Machinery & Equipment	Electric Street Sign	25,000

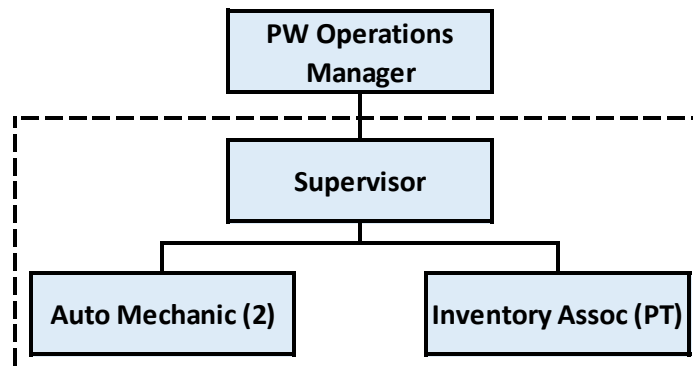
# Vehicle Maintenance





## PUBLIC WORKS – VEHICLE MAINTENANCE

**Mission –** Cost-effective maintenance service for all City vehicles and heavy equipment, assemble / modify equipment or tools and assist in repair of other ancillary equipment.

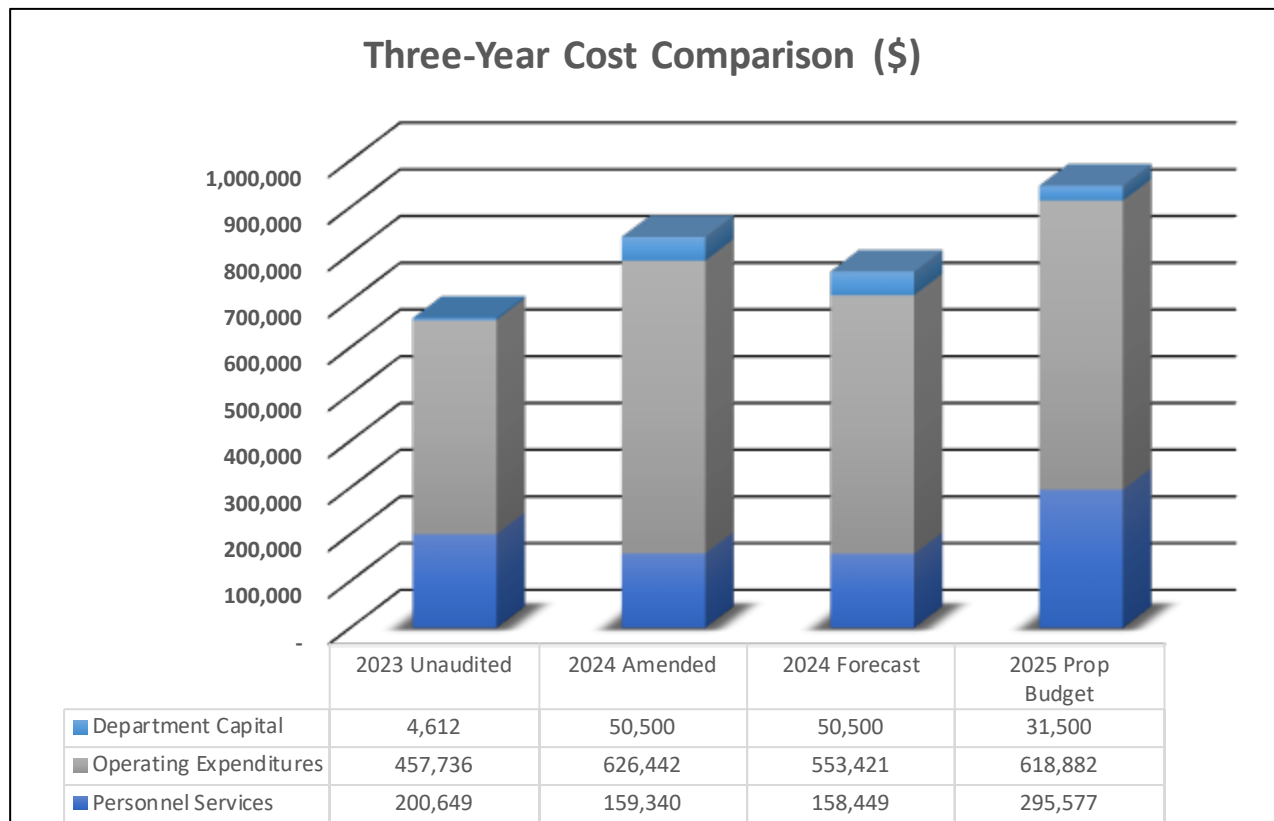


**Goal -** Reduce need for unscheduled costly and often preventable repairs by performing scheduled preventative maintenance through implementation of tracking and scheduling procedures identifying optimum scheduling of preventative maintenance to identify issues before they become costly failures

### Budget Summary –

Position Summary - Vehicle Maintenance						
	FY 24 BGT		FY 25 BGT		Difference	
Full Time (FT) / Part Time (PT)	FT	PT	FT	PT	FT	PT
Auto Mechannic	2	-	2	-	-	-
Mechanic Helper	-	-	-	-	-	-
Administrative Assistant	-	-	-	-	-	-
Auto Mechanic Supervisor	-	-	1	-	1	-
Inventory Associate	-	-	-	1	-	1
<b>Total</b>	<b>2</b>	<b>-</b>	<b>3</b>	<b>-</b>	<b>1</b>	<b>1</b>





**Current Year Accomplishments -**

- Implement the use of Fleetio software for repair parts and tires inventory tracking system
- Acquired appropriate tire changing and balancing equipment to eliminate outsourcing to improve turnaround time and provide savings
- Improved overall turnaround time through improving staff productivity
- Removed unused fuel tank to meet DERM requirements
- Installed fleetwide GPS tracking
- Managed City relationship with Enterprise leasing to upgrade City's vehicle fleet

**FY 25 Objectives -**

- Implementation of aggressive vehicle preventative maintenance program
- Put Vehicle Parts supplier out to bid

**FY 24 Measurements -**

- Percentage of total service events (excluding accidents) that are preventative maintenance service events – Target = 60%
- Put Vehicle Parts supplier out to bid – Target = Yes



**Results - FY 24 Objectives -**

- Reduce the number of unscheduled repairs by scheduling a minimum of 100 preventative maintenance events per year. - **TBD**
- Implement fleet management software – **80% Completed**
- Request formal competitive bids for parts supplier – **Completed**
- Remove abandoned gasoline storage tank - **Pending**

**Results - FY 24 Measurements -**

- Ratio of preventative maintenance events to total repairs (excluding accidents) – Target = 60% preventative maintenance - **TBD**
- Parts supplier competitive bid process – Target = Yes





**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

**Public Works - Vehicle Maintenance**

49		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	<b><u>Salaries</u></b>						
541120	Salaries-Regular	151,641	116,773	117,247	474	219,926	102,679
541140	Salaries - Overtime	1,785	2,500	1,500	(1,000)	2,000	500
	<b>Total Salaries</b>	<b>153,426</b>	<b>119,273</b>	<b>118,747</b>	<b>(526)</b>	<b>221,926</b>	<b>103,179</b>
	<b><u>Benefits</u></b>						
541210	FICA	11,440	9,124	9,085	(39)	16,978	7,893
541220	Retirement	18,215	16,185	16,115	(70)	30,248	14,133
541230	Life And Health Insurance	17,568	14,758	14,502	(256)	26,425	11,923
	<b>Total Benefits</b>	<b>47,223</b>	<b>40,067</b>	<b>39,702</b>	<b>(365)</b>	<b>73,651</b>	<b>33,949</b>
	<b>Total Compensation</b>	<b>200,649</b>	<b>159,340</b>	<b>158,449</b>	<b>(891)</b>	<b>295,577</b>	<b>137,128</b>
	<b><u>Operating Expense</u></b>						
541340	Other Contracted Services	66,880	75,000	75,000	-	75,000	-
541341	Uniform Rental/Laundry	1,999	1,692	1,692	-	1,482	(210)
541440	Rentals & Leases	-	500	500	-	500	-
541450	Gas, Oil, Grease	293,059	386,450	344,429	(42,021)	367,000	22,571
541466	Vehicle Repair - Accidents	49,227	71,000	50,000	(21,000)	90,000	40,000
541493	General Expense	486	3,000	3,000	-	3,000	-
541520	Operating Expense	1,983	2,000	2,000	-	3,000	1,000
541521	Clothing & Uniform Expense	-	300	300	-	400	100
541542	Parts & Repairs	21,609	50,000	40,000	(10,000)	45,000	5,000
541543	Tires & Wheels	21,521	33,000	33,000	-	30,000	(3,000)
541550	Small Tools & Supplies	973	3,500	3,500	-	3,500	-
541648	Vehicle Lease/Purchase	-	-	-	-	-	-
	<b>Total Operating Expense</b>	<b>457,736</b>	<b>626,442</b>	<b>553,421</b>	<b>(73,021)</b>	<b>618,882</b>	<b>65,461</b>
	<b><u>Capital</u></b>						
541640	Machinery & Equipment	4,612	49,000	49,000	-	30,000	(19,000)
541642	Computer Equipment	-	1,500	1,500	-	1,500	-
	<b>Total Capital</b>	<b>4,612</b>	<b>50,500</b>	<b>50,500</b>	<b>-</b>	<b>31,500</b>	<b>(19,000)</b>
	<b>Total Expense</b>	<b>662,997</b>	<b>836,282</b>	<b>762,370</b>	<b>(73,912)</b>	<b>945,959</b>	<b>183,589</b>



### Public Works – Vehicle Maintenance - Footnote Detail

Account Name	Footnote Detail	Proposed Budget (\$)
Other Contracted Services	Vehicle repairs performed by vendors	75,000
Uniform Rental / Laundry	Employee uniform rental	1,482
Rentals & Leases	Miscellaneous	500
Gas, Oil, Grease	Gasoline for City Vehicles	362,000
	Oil	5,000
	<b>Total</b>	<b>367,000</b>
Vehicle Repair - Accidents	Repairs related to accidents	90,000
General Expense	DERM	2,000
	Other	1,000
	<b>Total</b>	<b>3,000</b>
Operating Expense	Miscellaneous minor expense	3,000
Clothing & Uniform Expense	Protective shoes	400
Parts	Parts required for repairs performed by City staff	45,000
Tires & Wheels	Replacement tires	30,000
Small Tools & Supplies	Miscellaneous	3,500
Machinery & Equipment	Miscellaneous Machinery & Equip (Lift)	30,000
Computer Equipment	Specialized Software	1,500

# Solid Waste





**PUBLIC WORKS – SOLID WASTE**

**\*\* The Solid Waste Division is merging with the Beautification Division to leverage their similarities and enhance administrative efficiency.**

**Budget Summary –**

Position Summary - Trash Removal						
	FY 24 BGT		FY 25 BGT		Difference	
Full Time (FT) / Part Time (PT)	FT	PT	FT	PT	FT	PT
Transfer Station Supervisor	1	-	-	-	-1	-
Heavy Equip Operator	1	-	-	-	-1	-
Maintenance Worker	1	-	-	-	-1	-
<b>Total</b>	<b>3</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-3</b>	<b>-</b>



**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

**Public Works - Trash Removal**

50		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	<b><u>Salaries</u></b>						
541120	Salaries-Regular	39,791	69,187	57,689	(11,498)	-	(57,689)
541140	Salaries - Overtime	156	1,000	1,000	-	-	(1,000)
	<b>Total Salaries</b>	<b>39,948</b>	<b>70,187</b>	<b>58,689</b>	<b>(11,498)</b>	<b>-</b>	<b>(58,689)</b>
	<b><u>Benefits</u></b>						
541210	FICA	3,054	7,436	4,490	(2,946)	-	(4,490)
541220	Retirement	4,555	13,188	7,964	(5,224)	-	(7,964)
541230	Life And Health Insurance	157	5,010	307	(4,703)	-	(307)
	<b>Total Benefits</b>	<b>7,765</b>	<b>25,634</b>	<b>12,761</b>	<b>(12,873)</b>	<b>-</b>	<b>(12,761)</b>
	<b>Total Compensation</b>	<b>47,713</b>	<b>95,821</b>	<b>71,450</b>	<b>(24,371)</b>	<b>-</b>	<b>(71,450)</b>
	<b><u>Operating Expense</u></b>						
534340	Other Contracted Services	-	38,000	28,000	(10,000)	-	(28,000)
541341	Uniform Rental/Laundry	229	1,892	1,892	-	-	(1,892)
534493	General Expense	-	2,000	250	(1,750)	-	(250)
535440	Rentals & Leases	-	3,000	-	(3,000)	-	-
541431	Tipping Fees	-	7,000	-	(7,000)	-	-
535521	Clothing & Uniform Expense	-	403	100	(303)	-	(100)
	<b>Total Operating Expense</b>	<b>229</b>	<b>52,295</b>	<b>30,242</b>	<b>(22,053)</b>	<b>-</b>	<b>(30,242)</b>
	<b><u>Capital</u></b>						
534640	Machinery & Equipment	-	-	-	-	-	-
534648	Truck Purchase	-	-	-	-	-	-
	<b>Total Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Expense</b>	<b>47,943</b>	<b>148,116</b>	<b>101,692</b>	<b>(46,424)</b>	<b>-</b>	<b>(101,692)</b>



### Public Works – Solid Waste - Footnote Detail

Account Name	Footnote Detail	Proposed Budget
Uniform Rental/Laundry	Uniform rental for staff	0
Other Contracted Services	Howlers	0
General Expense	Miscellaneous unanticipated expenses	0
Rentals & Leases	Wheel Loader	0
Tipping fee	Dumping fees for disposal	0
Clothing & Uniform Expense	Protective Clothing Allowance	0



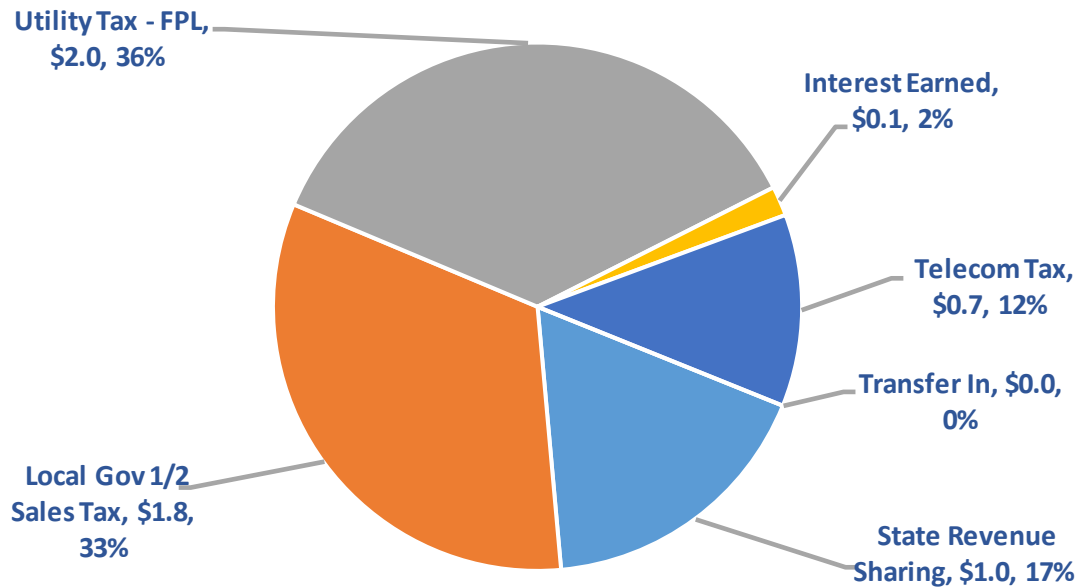
# Debt Service Fund



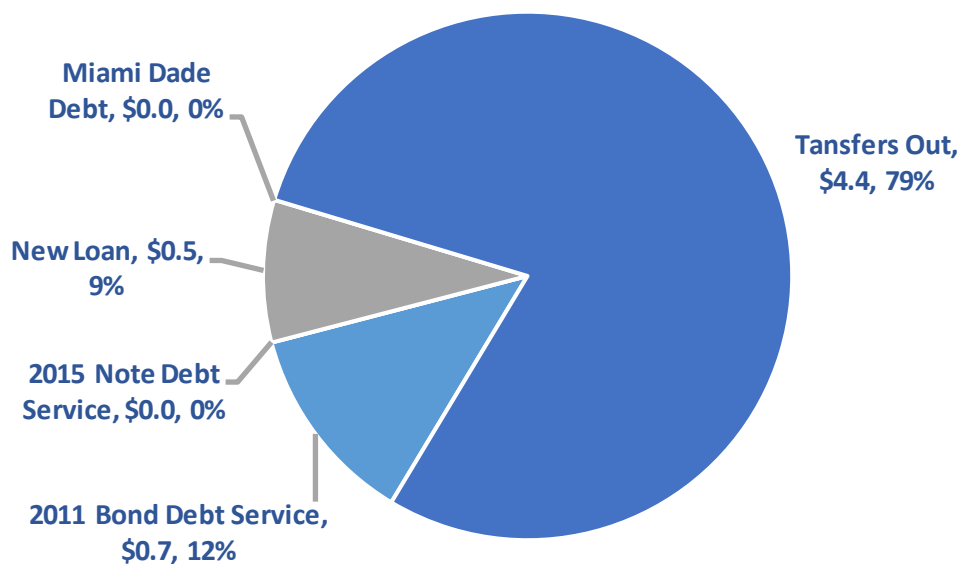


## Debt Service Revenue & Expense

### Debt Service Revenue - \$5.5M



### Debt Service Expenditure - \$5.5M





## DEBT SERVICE

**Mission** - The mission of this fund is to record the annual debt service payments related to the 2011 A&B Capital Improvement Revenue Bonds and the 2015 Capital Improvement Note related to the purchase the Municipal Complex at 780 Fisherman Street. This fund also reflects the revenue sources pledged against this debt. State Revenue Sharing Revenue and Local Government ½ Cent Sales Tax Revenue have been pledged against the 2011 bond and FPL Utility Tax and the State Telecommunications Tax have been pledged against the 2015 note. The surplus of the pledged revenue over the debt service normally goes to the General Fund to be used to pay for General Fund expenditures. This fund is also used to fund the General Fund portion of the debt owed to Miami-Dade County for unpaid services incurred at the time the City entered into Financial Emergency status.

**Goal** – NA – This is an administrative fund with no operational responsibilities.

**Current Year Accomplishments** – Forecasted to provide \$3.7 million to the General Fund as surplus pledged funds above what was required to cover current year debt service.

**FY 25 Objectives** – NA – This is an administrative fund with no operational responsibilities.

**FY 25 Measurements** – NA – This is an administrative fund with no operational responsibilities.





**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

Debt Service - Summary							
		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	<b>Funding</b>						
<b>230</b>	<b>Revenue</b>						
	<u>FY 11 Bond-Related Revenue</u>						
335120	State Revenue Sharing	878,626	849,750	925,000	75,250	965,000	40,000
335180	Local Gov 1/2 Sales Tax	1,495,689	1,854,000	1,700,000	(154,000)	1,810,000	110,000
	<b>Total FY 11 Bond-Related Revenue</b>	<b>2,374,315</b>	<b>2,703,750</b>	<b>2,625,000</b>	<b>(78,750)</b>	<b>2,775,000</b>	<b>150,000</b>
	<u>FY 15 Note-Related Revenue</u>						
314100	Utility Tax - FPL	1,750,279	1,699,500	1,900,000	200,500	2,000,000	100,000
314500	Telecom Tax	473,572	592,250	600,000	7,750	650,000	50,000
	<b>Total FY 15 Note-Related Revenue</b>	<b>2,223,851</b>	<b>2,291,750</b>	<b>2,500,000</b>	<b>208,250</b>	<b>2,650,000</b>	<b>150,000</b>
361100	Interest Earnings	55,898	120,200	125,000	4,800	100,000	(25,000)
	<b>Total Revenue</b>	<b>4,654,064</b>	<b>5,115,700</b>	<b>5,250,000</b>	<b>134,300</b>	<b>5,525,000</b>	<b>275,000</b>
	<u>Transfer In</u>						
381010	From General Fund	52,047	144,385	14,623	(129,762)	-	(14,623)
381320	From Safe Neigh CIP	-	-	-	-	-	-
	<b>Total Transfer In</b>	<b>52,047</b>	<b>144,385</b>	<b>14,623</b>	<b>(129,762)</b>	<b>-</b>	<b>(14,623)</b>
	Transfer In	-	-	-	-	-	-
	<b>Total Funding</b>	<b>4,706,111</b>	<b>5,260,085</b>	<b>5,264,623</b>	<b>4,538</b>	<b>5,525,000</b>	<b>260,377</b>
<b>83</b>	<b>Expenditure</b>						
	<b>Debt Service</b>						
	<u>FY 11 Bond</u>						
513710	Bond Principal	662,320	624,000	624,000	-	645,000	21,000
513720	Bond Interest	82,235	59,525	59,525	-	36,301	(23,224)
	<b>Total Debt Service - FY 11 Bond</b>	<b>744,555</b>	<b>683,525</b>	<b>683,525</b>	<b>-</b>	<b>681,301</b>	<b>(2,224)</b>
	<u>FY 15 Note</u>						
513711	2015 Bond Principal	339,427	352,242	264,182	(88,061)	-	(264,182)
513721	2015 Bond Interest	183,785	170,970	128,228	(42,743)	-	(128,228)
	<b>Total Debt Service - FY 15 Note</b>	<b>523,212</b>	<b>523,212</b>	<b>392,409</b>	<b>(130,803)</b>	<b>-</b>	<b>(392,409)</b>
	<u>Miami-Dade Debt</u>						
517722	Principal	49,886	31,680	14,623	(17,057)	-	(14,623)
517723	Interest	2,161	365	-	(365)	-	-
	<b>Total Miami-Dade Debt Service</b>	<b>52,047</b>	<b>32,045</b>	<b>14,623</b>	<b>(17,422)</b>	<b>-</b>	<b>(14,623)</b>
	<u>2024 Loan</u>						
513712	Principal	-	42,340	45,365	3,024	181,458	136,094
513722	Interest	-	70,000	75,000	5,000	300,000	225,000
	<b>Total 2024 Loan Debt Service</b>	<b>-</b>	<b>112,340</b>	<b>120,365</b>	<b>8,024</b>	<b>481,458</b>	<b>361,094</b>
	<b>Total Debt Service Ex Transfer Out</b>	<b>1,319,814</b>	<b>1,351,122</b>	<b>1,210,922</b>	<b>(140,201)</b>	<b>1,162,759</b>	<b>(48,163)</b>
	<u>Transfer Out</u>						
513910	Transfer Out - Surplus To Gen Fund	6,504,223	3,908,563	4,053,702	145,139	4,362,241	308,540
581320	Transfer Out To Safe Neighborhood	73,129	-	-	-	-	-
	<b>Total Transfer Out</b>	<b>6,577,352</b>	<b>3,908,563</b>	<b>4,053,702</b>	<b>145,139</b>	<b>4,362,241</b>	<b>308,540</b>
	<b>Total Expense</b>	<b>7,897,166</b>	<b>5,259,685</b>	<b>5,264,623</b>	<b>4,938</b>	<b>5,525,000</b>	<b>260,377</b>
	<b>Fund Balance - Restricted</b>						
	<b>Beginning</b>	<b>4,099,413</b>	<b>908,348</b>	<b>908,348</b>	<b>-</b>	<b>908,348</b>	<b>-</b>
	Beginning - Adjusted	4,099,413	908,348	908,348	-	908,348	-
	(Use Of)/Add To Fund Balance	(3,191,065)	-	-	-	-	-
	<b>Ending</b>	<b>908,348</b>	<b>908,348</b>	<b>908,348</b>	<b>-</b>	<b>908,348</b>	<b>143</b>



**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

<b>Debt Service - Expenditures</b>							
		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
<b>83</b>	<b>Expenditure</b>						
	<b>Debt Service</b>						
	<b>FY 11 Bond</b>						
513710	Bond Principal	662,320	624,000	624,000	-	645,000	21,000
513720	Bond Interest	82,235	59,525	59,525	-	36,301	(23,224)
	<b>Total Debt Service - FY 11 Bond</b>	<b>744,555</b>	<b>683,525</b>	<b>683,525</b>	<b>-</b>	<b>681,301</b>	<b>(2,224)</b>
	<b>FY 15 Note</b>						
513711	2015 Bond Principal	339,427	352,242	264,182	(88,061)	-	(264,182)
513721	2015 Bond Interest	183,785	170,970	128,228	(42,743)	-	(128,228)
	<b>Total Debt Service - FY 15 Note</b>	<b>523,212</b>	<b>523,212</b>	<b>392,409</b>	<b>(130,803)</b>	<b>-</b>	<b>(392,409)</b>
	<b>Miami-Dade Debt</b>						
517722	Principal	49,886	31,680	14,623	(17,057)	-	(14,623)
517723	Interest	2,161	365	-	(365)	-	-
	<b>Total Miami-Dade Debt Service</b>	<b>52,047</b>	<b>32,045</b>	<b>14,623</b>	<b>(17,422)</b>	<b>-</b>	<b>(14,623)</b>
	<b>2024 Loan</b>						
513712	Principal	-	42,340	45,365	3,024	181,458	136,094
513722	Interest	-	70,000	75,000	5,000	300,000	225,000
	<b>Total 2024 Loan Debt Service</b>	<b>-</b>	<b>112,340</b>	<b>120,365</b>	<b>8,024</b>	<b>481,458</b>	<b>361,094</b>
	<b>Total Debt Service Ex Transfer Out</b>	<b>1,319,814</b>	<b>1,351,122</b>	<b>1,210,922</b>	<b>(140,201)</b>	<b>1,162,759</b>	<b>(48,163)</b>
	<b>Transfer Out</b>						
513910	Transfer Out - Surplus To Gen Fund	6,504,223	3,908,563	4,053,702	145,139	4,362,241	308,540
581320	Transfer Out To Safe Neighborhood	73,129	-	-	-	-	-
	<b>Total Transfer Out</b>	<b>6,577,352</b>	<b>3,908,563</b>	<b>4,053,702</b>	<b>145,139</b>	<b>4,362,241</b>	<b>308,540</b>
	<b>Total Expense</b>	<b>7,897,166</b>	<b>5,259,685</b>	<b>5,264,623</b>	<b>4,938</b>	<b>5,525,000</b>	<b>260,377</b>



### Debt Service - Footnote Detail

Account Name	Footnote Detail	Proposed Budget (\$)
FY 11 Bond Debt Service - Principal	Principal payment on FY 11 bond issued to refund FY 94 bond and to finance capital improvement	645,000
FY 11 Bond Debt Service - Interest	Interest payment on FY 11 bond	36,301
FY 15 Bond Debt Service - Principal	Principal payment on FY 15 note issued to refund FY 14 bond and to purchase 780 Fisherman Street	0
FY 15 Bond Debt Service - Interest	Interest payment on FY 15 note	0
Miami Dade Debt - Principal	Principal payment on Miami Dade Debt issued to repay Water & Sewer obligations incurred from prior years	0
Miami Dade Debt - Interest	Interest payment on Miami Dade Debt	0
2024 Loan – Principal	Principal payments on FY 24 bond	181,458
2024 Loan - Interest	Interest payments on FY 24 bond	300,000
Transfer Out To General Fund	Funds transferred to the General Fund which are the surplus funds remaining from the pledged funds after the annual debt service is paid	4,362,241

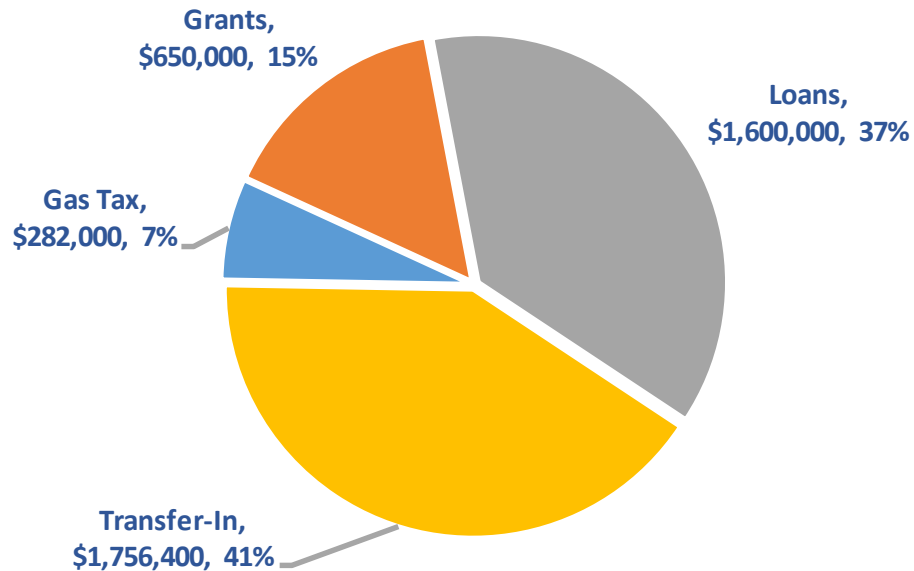
# Safe Neighborhood CIP Fund



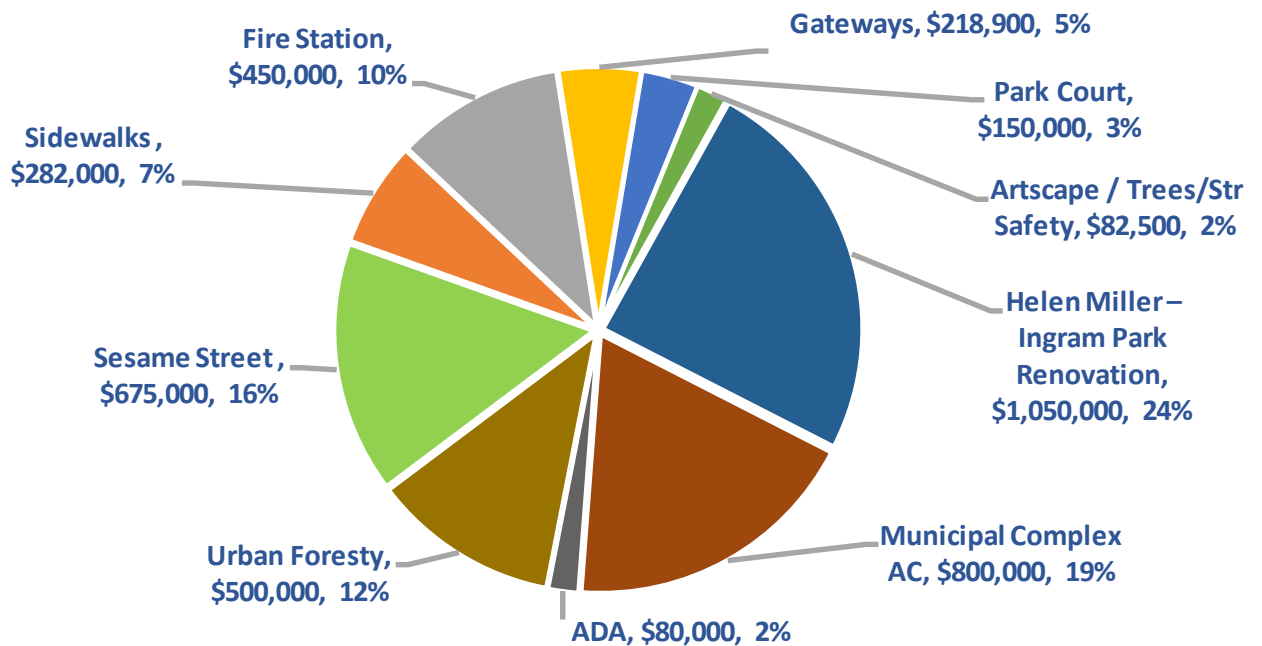


## Safe Neighborhood CIP Revenue & Expense

### Safe Neighborhood CIP Funding - \$4.3M



### Safe Neighborhood CIP Expenditure - \$4.3M







### **SAFE NEIGHBORHOOD CIP FUND**

**Mission** – To use gas tax revenue and other sources of funds such as grants, loans and General Fund revenue to maintain and improve roadways (all gas tax revenue to be used only for roadways) and other governmental Capital Improvements Program (CIP) projects as appropriate.

**Goal** – Identify priority roadway projects and other City properties requiring renovation and execute cost-effective restoration projects to make best use of available funding.

#### **FY 25 Objectives:**

- Initiate construction of Cairo Lane project (roadway portion in Safe Neighborhood Fund)
- Restoration of Basketball and Tennis Courts Ingram Park
- Replacement of Railroad Crossings Codadad St and Opa-locka Blvd.
- Swales Restoration and Tree Planting
- ADA Assessment for City Owned Buildings and Facilities

#### **Current Year Accomplishments**

- Relocation of Police Station to 1<sup>st</sup> Floor of Government Building
- Completed Pavement and City Assets Assessment
- Initiate renovation for Historic City Hall
- Initiate design for Historic Fire Station restoration project
- Installation of 2.7 miles of sidewalks Ongoing
- Installation of Trees various locations throughout the City
- Initiate Replacement/Renovation of Entry Gateway Signs
- Public Works Building Roof Replacement
- Initiated the Street Safety Analysis (SS4A)
- Initiated the Sesame Street Culvert Replacement
- Initiated the Trails Replacement Segal Park
- Initiated the Citywide Vulnerability Assessment

#### **Results vs. FY 24 Objectives:**

- New fences at five City parks for security and beautification – Results: Three completed in FY 23
- Initiate construction of Cairo Lane project (roadway portion in Safe Neighborhood Fund) – Results: Deferred until FY 25
- Initiate Historic City Hall restoration project – Results: Final Phase
- Initiate Historic Fire Station restoration project – Results: Design On-going
- Install 2.7 miles of sidewalks – Results: On-going.
- Complete roadway portion of Pump Station #4 relocation: Results: Permitting Phase



**Results vs. FY 24 Measurements**

- Installation of sidewalks – Target = 2.7 miles – Results: On-going
- Street Safet Analysis – Target = Yes – Results: On-going
- Pavement and City Assets Condition Assessment – Target = Yes – Results: Done
- Relocation of Police Department-Target= Yes - Results: Done
- Restoration of Basketball and Tennis Courts Ingram Park – Target = No – Results: Under Evaluation
- Development of Citywide Flood and Critical Assets Plan – Target = Yes – Results: Initiated





Safe Neighborhood CIP Fund - Summary

ACCT	Account Title	FY 23	FY 24			FY 25	
		Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
<b>320</b>	<b>Revenue</b>						
312405	Gas Tax - Local Option (1-6)	183,303	214,000	208,000	(6,000)	208,000	-
312410	Gas Tax - Local Option (1-5)	69,026	82,000	74,000	(8,000)	74,000	-
361100	Interest	1,178	-	-	-	-	-
	<b>Total Revenue - Ex Grants</b>	<b>253,508</b>	<b>296,000</b>	<b>282,000</b>	<b>(14,000)</b>	<b>282,000</b>	<b>-</b>
	<b>Grants</b>						
331696	SN CIP Grant-CDBG AL (MDC/CDBG)	75,866	-	-	-	-	-
331689	Cultural Facilities Grant - HCH	-	500,000	500,000	-	-	(500,000)
331698	CDBG (MDC/PHCD)	-	-	-	-	-	-
331694	GOB Grant - Historic City Hall	-	600,000	600,000	-	-	(600,000)
334700	Grants - Other	353,423	1,000,000	-	(1,000,000)	-	-
334710	County Tree (GREEN) Grant	-	100,000	100,000	-	-	(100,000)
334723	Urban Forestry Grant	-	50,000	-	(50,000)	-	-
334738	Urban Forestry Grant - Federal	-	500,000	-	(500,000)	500,000	500,000
334739	Courts FRDAP	-	50,000	-	(50,000)	150,000	150,000
334740	Street Safey Analysis Grant	-	200,000	147,642	(52,358)	-	(147,642)
334741	Segal Park FRDAP	-	50,000	-	(50,000)	-	-
334742	State Grant - Police Station	-	1,125,000	1,125,000	-	-	(1,125,000)
	<b>Total Grants</b>	<b>429,289</b>	<b>4,175,000</b>	<b>2,472,642</b>	<b>(1,702,358)</b>	<b>650,000</b>	<b>(1,822,642)</b>
	<b>Total Revenue</b>	<b>682,796</b>	<b>4,471,000</b>	<b>2,754,642</b>	<b>(1,716,358)</b>	<b>932,000</b>	<b>(1,822,642)</b>
	<b>Loans</b>						
399010	2025 New Loan	-	-	800,000	800,000	1,600,000	800,000
	<b>Total Loans</b>	<b>-</b>	<b>-</b>	<b>800,000</b>	<b>800,000</b>	<b>1,600,000</b>	<b>800,000</b>
	<b>Transfer-In</b>						
381001	From General Fund	3,749,871	6,485,296	2,263,100	(4,222,196)	1,193,900	(1,069,200)
381105	From ARPA Fund	-	625,000	62,500	(562,500)	562,500	500,000
381180	From CRA Fund	-	-	-	-	-	-
381230	From Debt Service	-	-	-	-	-	-
	<b>Total Transfer-In</b>	<b>3,749,871</b>	<b>7,110,296</b>	<b>2,325,600</b>	<b>(4,784,696)</b>	<b>1,756,400</b>	<b>(569,200)</b>
	<b>Total Funding</b>	<b>4,432,668</b>	<b>11,581,296</b>	<b>5,880,242</b>	<b>(5,701,054)</b>	<b>4,288,400</b>	<b>(1,591,842)</b>
<b>44</b>	<b>Expenditure</b>						
	Capital	3,375,285	11,581,296	5,880,242	(5,701,054)	4,288,400	(1,591,842)
	<b>Total Expense Ex Transfer Out</b>	<b>3,375,285</b>	<b>11,581,296</b>	<b>5,880,242</b>	<b>(5,701,054)</b>	<b>4,288,400</b>	<b>(1,591,842)</b>
	<b>Total Transfer Out</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Expenditure</b>	<b>3,375,285</b>	<b>11,581,296</b>	<b>5,880,242</b>	<b>(5,701,054)</b>	<b>4,288,400</b>	<b>(1,591,842)</b>
	<b>(Use of)/Add To Fund Balance</b>	<b>1,057,383</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Fund Balance - Unassigned</b>						
	Beginning	(976,510)	80,873	80,873	-	80,873	-
	(Use Of)/Add To Fund Balance	1,057,383	-	-	-	-	-
	Ending	80,873	80,873	80,873	-	80,873	-



**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

**Safe Neighborhood CIP Fund - Capital Expenditure**

		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
<b>44</b>	<b>Expense</b>						
	<b>Capital</b>						
541800	Resurfacing Improvements	26,281	504,700	504,700	-	-	(504,700)
541819	County Trees Grant	120,088	125,000	125,000	-	-	(125,000)
541820	Cairo Lane	26,661	830,000	30,700	(799,300)	-	(30,700)
541822	Demolition	435,415	425,000	23,500	(401,500)	-	(23,500)
541823	Historic City Hall	195,728	2,082,908	2,082,908	-	-	(2,082,908)
541828	NW 133 ST Improvements (Road)	-	100,000	14,466	(85,534)	-	(14,466)
541835	Sidewalks	444,979	350,000	282,000	(68,000)	282,000	-
541838	Parks - Fences	215,408	-	-	-	-	-
541839	Police Station	1,708,197	459,927	459,927	-	-	(459,927)
541840	Sesame Street Bridge	35,510	900,000	225,000	(675,000)	675,000	450,000
541841	Fire Station/HR Bldg	-	451,000	101,000	(350,000)	450,000	349,000
541842	RR Crossing - Codadad Street	523	209,296	209,296	-	-	(209,296)
541843	RR Crossing - Opa-locka Blvd	523	257,066	257,066	-	-	(257,066)
543638	NW 131 St Road Improve - Drainage	29,222	112,499	2,826	(109,673)	-	(2,826)
541844	Commission Chambers Relocation	149,750	25,000	20,900	(4,100)	-	(20,900)
541845	PW HQ Hardening	-	205,000	150,000	(55,000)	-	(150,000)
541847	Gateways	-	218,900	218,900	-	218,900	-
541848	Ingram Park Court Restoration	-	-	-	-	50,000	50,000
541850	Roadway Assessment Program	25,000	125,000	125,000	-	-	(125,000)
538638	Helen Miller - Ingram Park Renovation	-	1,150,000	-	(1,150,000)	1,050,000	1,050,000
538639	Artscape	-	62,500	31,250	(31,250)	31,250	-
541852	Municipal Complex AC	-	1,000,000	800,000	(200,000)	800,000	-
541853	Trees (Medians & Swales)	-	62,500	31,250	(31,250)	31,250	-
541854	Code Enforcement Office	-	75,000	-	(75,000)	-	-
541855	Sherbondy Basketball Court	-	50,000	-	(50,000)	50,000	50,000
541856	Urban & Community Forestry	-	100,000	-	(100,000)	-	-
541857	Street Safety Analysis	-	250,000	184,553	(65,447)	20,000	(164,553)
541858	ADA Upgrade	-	200,000	-	(200,000)	80,000	80,000
541860	Solid Waste Transfer Station	-	700,000	-	(700,000)	-	-
541861	Segal Park	-	50,000	-	(50,000)	50,000	50,000
541862	Urban & Community Forestry - Federal	-	500,000	-	(500,000)	500,000	-
	<b>Total Capital</b>	<b>3,413,285</b>	<b>11,581,296</b>	<b>5,880,242</b>	<b>(5,701,054)</b>	<b>4,288,400</b>	<b>(2,091,842)</b>



### Safe Neighborhood CIP - Footnote Detail

Account Name	Footnote Detail	Proposed Budget (\$)
Sesame Street Bridge	Restoration of the Sesame Street Bridge	675,000
Sidewalks	Continuation of the program to install sidewalks throughout the City.	282,000
Fire Station/HR Bldg	Restoration of Fire Station Bldg. to be utilized as a recreation space by the Community	450,000
Gateways	Repair and renovate Gateways Phase 1	218,900
Ingram Park Court	Renovations to the courts at Ingram Park funded by FRDAP Grant	50,000
Artscape	Creative space to celebrate the arts within the community funded by ARPA	31,250
Helen Miller – Ingram Park Renovation	To upgrade both parks, recreation building, pavilions, a walking trail, renovated athletic courts	1,050,000
Municipal Complex AC	Renovation and replacement of the AC system for the City Municipal Complex	800,000
Sherbondy Basketball Court	Restoration of the Sherbondy basketball court. Funded by a State grant	50,000
Trees (Median & Swales)	Assessment for tree inventories and add if needed to medians and swales funded by ARPA	31,250
Street Safety Analysis	Assessment to create a strategy to eliminate all traffic fatalities and severe injuries, while increasing safe, healthy, equitable mobility for all.	20,000
ADA Upgrade	ADA assessment to create a strategy to upgrade all City builds to be ADA compliant.	80,000
Segal Park	Walking trail renovation funded by FRDAP grant	50,000
Urban & Community Forestry	Assessment for tree inventories funded by federal grant	500,000

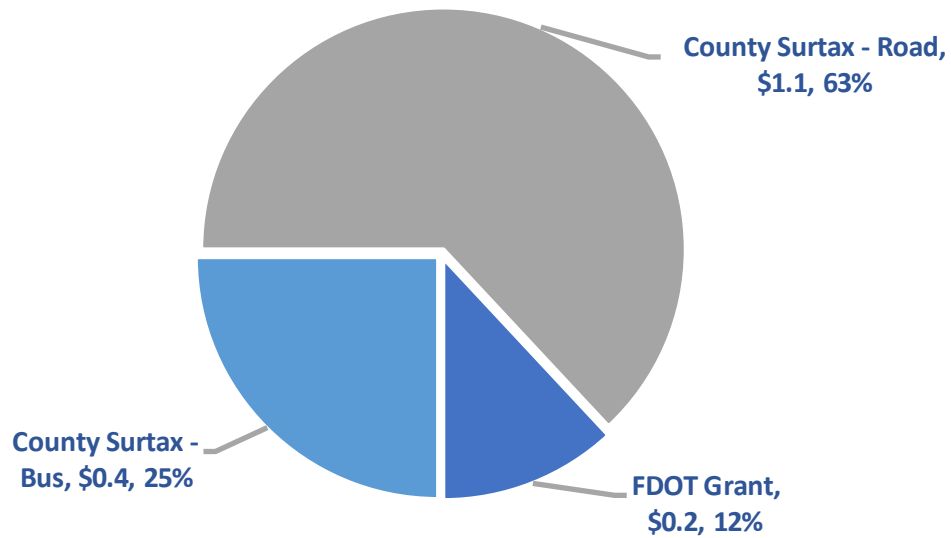
# People's Transportation Plan



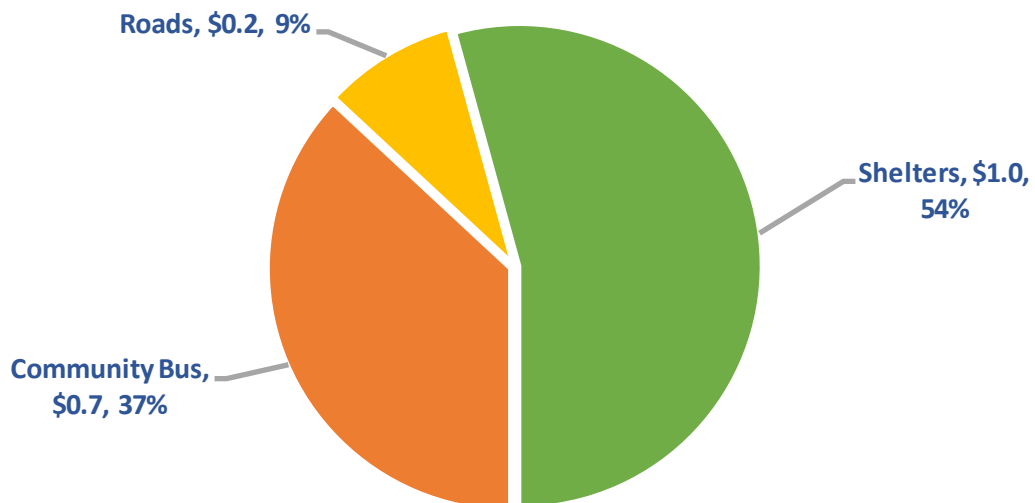


## Peoples Transportation Plan Revenue & Expense

### People's Trans Plan Funding - \$1.8M



### People's Trans Plan Expenditure - \$1.8M







## PEOPLES' TRANSPORTATION PLAN

**Mission** – To use funds provided by the County Citizen's Independent Transportation Trust (CITT) program to operate a community bus service and to maintain and improve the City's roadway system.

**Goal** – Operate a community bus service maximizing the availability of public transportation to the community. Identify priority roadway projects requiring renovation and execute cost-effective roadway restoration projects to make best use of available CITT funding.

### Current Year Accomplishments

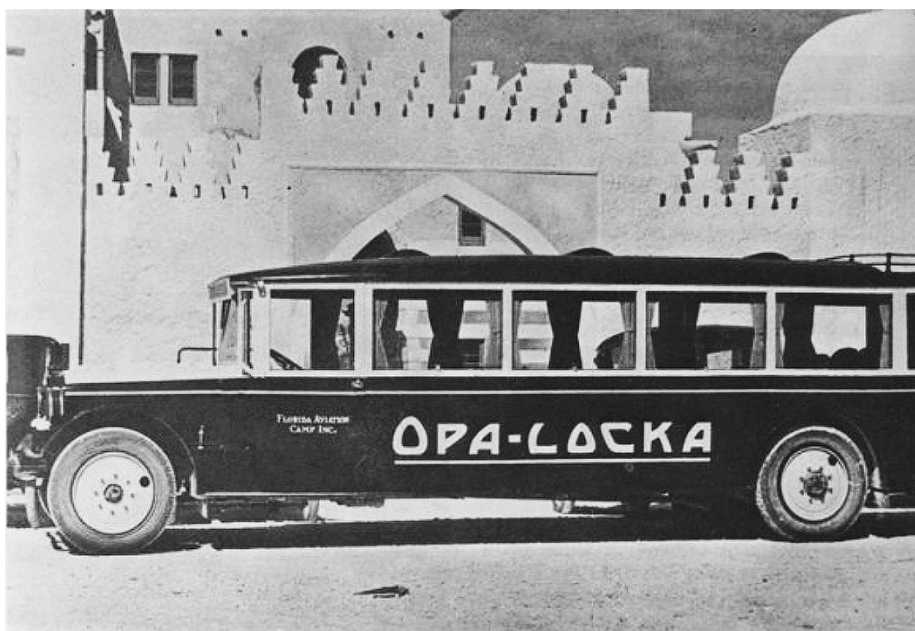
- Operated the Community Bus Northern Route program
- 4.5 lane-miles of milling and resurfacing
- NW 133<sup>rd</sup> Street Improvements
- NW 147<sup>th</sup> Street Improvements

### FY 25 Objectives

- 4.5 lane-miles of roadway resurfacing
- Operate the Community Bus Northern and Southern Routes funded by the County Citizen's Independent Transportation Trust Fund (CITT) and a Florida Department of Transportation (FDOT) grant.

### Results vs. FY 24 Objectives

- Implement second, larger community bus route funded by the County Citizen's Independent Transportation Trust Fund (CITT) and a Florida Department of Transportation (FDOT) grant. – Results – Deferred to FY 24
- 3 lane-miles of roadway resurfacing – Results – Exceeded







**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

**Peoples' Transportation Plan - Summary**

ACCT	Account Title	FY 23	FY 24			FY 25	
		Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
<b>176</b>	<b><u>Revenue</u></b>						
334950	CITT - Bus	201,520	475,000	278,000	(197,000)	440,000	162,000
334951	CITT - Roads	436,689	800,000	439,500	(360,500)	1,110,000	670,500
	FDOT Grant	-	225,000	50,000	(175,000)	210,000	160,000
381001	Transfer In (General Fund)	-	-	-	-	-	-
	<b>Total Funding</b>	<b>638,210</b>	<b>1,500,000</b>	<b>767,500</b>	<b>(732,500)</b>	<b>1,760,000</b>	<b>992,500</b>
<b>47</b>	<b><u>Expenditure</u></b>						
	<b><u>Operating Expense</u></b>						
541340	Other Contracted Services	-	-	-	-	-	-
541342	Community Bus Expense	201,520	700,000	328,000	(372,000)	650,000	322,000
	<b>Total Operating Expense</b>	<b>201,520</b>	<b>700,000</b>	<b>328,000</b>	<b>(372,000)</b>	<b>650,000</b>	<b>322,000</b>
	<b><u>Capital</u></b>						
541800	Resurfacing Improvements	310,794	-	-	-	155,000	155,000
541815	NW 147 St Improve (Road)	125,895	39,500	39,500	-	-	(39,500)
541816	Bus Shelters	-	-	-	-	-	-
541820	Cairo Lane	-	400,000	-	(400,000)	800,000	800,000
541828	NW 133 St Improve (Road)	-	-	-	-	-	-
541835	Sidewalks	-	-	-	-	155,000	155,000
541840	Sesame Street Bridge	-	400,000	400,000	-	-	(400,000)
	<b>Total Capital</b>	<b>436,689</b>	<b>439,500</b>	<b>39,500</b>	<b>(400,000)</b>	<b>1,110,000</b>	<b>1,070,500</b>
	<b>Total Expenditure</b>	<b>638,210</b>	<b>1,139,500</b>	<b>367,500</b>	<b>(772,000)</b>	<b>1,760,000</b>	<b>1,392,500</b>
	<b>(Use Of)/Add To Fund Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



People's Transportation Plan - Expenditure

		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
<b>47</b>	<b><u>Operating Expense</u></b>						
541340	Other Contracted Services	-	-	-	-	-	-
541342	Bus Circulator Expense	201,520	700,000	328,000	(372,000)	650,000	322,000
	<b>Operating Expense</b>	<b>201,520</b>	<b>700,000</b>	<b>328,000</b>	<b>(372,000)</b>	<b>650,000</b>	<b>322,000</b>
	<b><u>Capital Expense</u></b>						
541630	Improve Other Than Bldg	-	-	-	-	-	-
541800	Resurfacing Improvements	310,794	-	-	-	155,000	155,000
541815	NW 147 St Improve (Road)	125,895	39,500	39,500	-	-	(39,500)
541816	Bus Shelters	-	-	-	-	-	-
541820	Cairo Lane	-	400,000	-	(400,000)	800,000	800,000
541828	NW 133 St Improve (Road)	-	-	-	-	-	-
541835	Sidewalks	-	-	-	-	155,000	155,000
541840	Sesame Street Bridge	-	400,000	400,000	-	-	(400,000)
	<b>Capital</b>	<b>436,689</b>	<b>839,500</b>	<b>439,500</b>	<b>(400,000)</b>	<b>1,110,000</b>	<b>670,500</b>
	<b>Total Expenditure</b>	<b>638,210</b>	<b>1,539,500</b>	<b>767,500</b>	<b>(772,000)</b>	<b>1,760,000</b>	<b>992,500</b>



### **People's Transportation Plan - Footnote Detail**

<b>Account Name</b>	<b>Footnote Detail</b>	<b>Proposed Budget (\$)</b>
Community Bus	New Ride share transportation circular bus service, to be funded by County CITT funds and a Federal DOT grant	650,000
Resurfacing Improvements	A continuation of the City program to resurface all roadways in the City for which it is responsible. To be funded by County CITT funds	155,000
Sidewalks	Re-surfacing sidewalks	155,000
Cario Lane	Funding for resurfacing Cario Lane	800,000

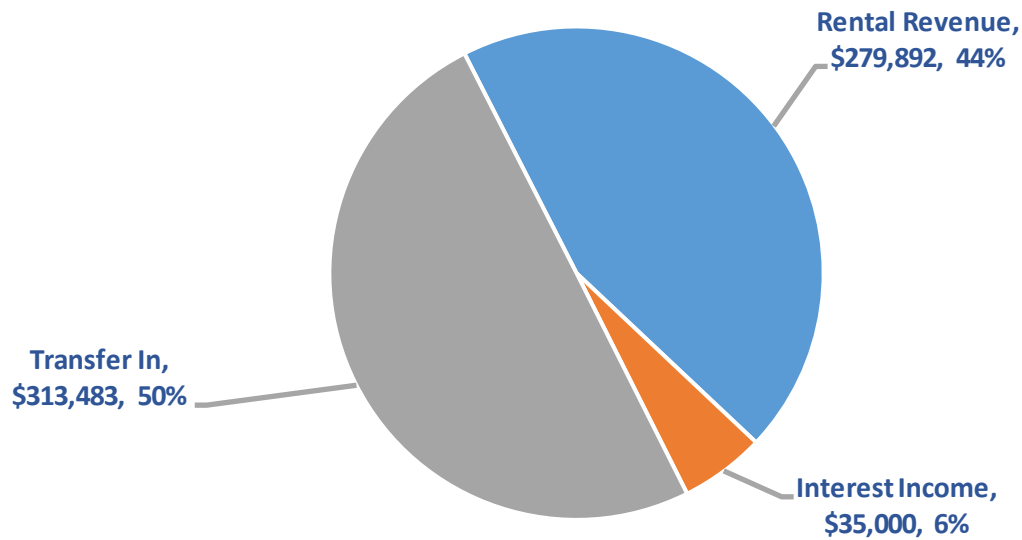
# Town Center



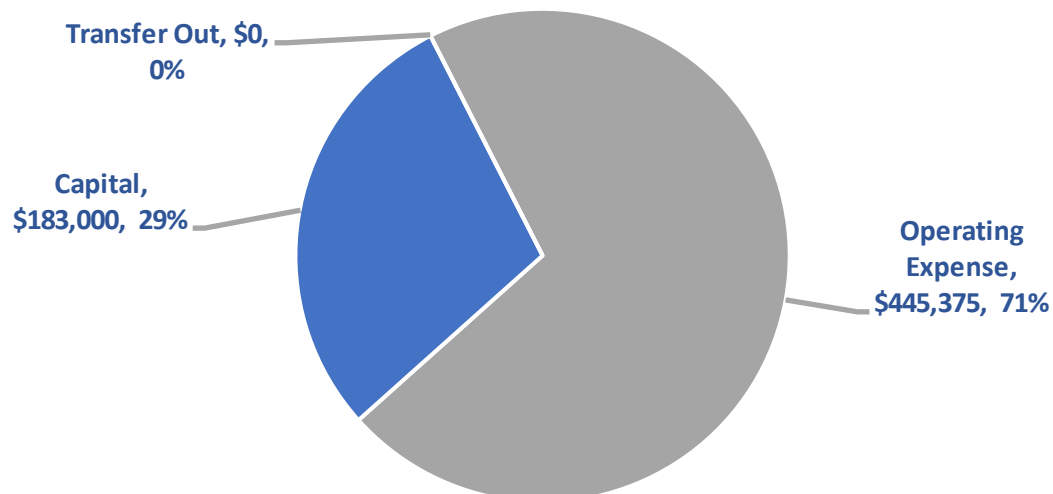


## Town Center Revenue & Expense

### Town Center Revenue - \$0.6M



### Town Center Expenditure - \$0.6M





## TOWN CENTER

**Mission** – Provide clean, safe, attractive workspaces for City staff, tenants, and visitors who frequent the facility. Maintain a great working relationship with tenants to ensure their issues are handled in a timely and equitable manner.

**Goal** – A Safe, attractive, cost-effective building providing excellent working conditions for staff and a welcoming environment for tenants and visitors while generating sufficient rental.

### Current Year Accomplishments -

- Replaced exterior signage
- Completed exterior painting and sealing of building to eliminate weather-related leaks and damage
- Installation of water efficient toilets on the 4<sup>th</sup> Floor
- Irrigation installation adjacent to the building
- Installation of LED Lighting on the 4<sup>th</sup> Floor Lobby and common areas
- Reconfigured offices to meet staff and Commission needs

### FY 25 Objectives -

- Initiate the process to determine ADA compliance and solutions
- Phase 2 of installing water efficient toilets
- Phase 2 of Installation of LED Lighting
- On going maintenance
- Refloor 4<sup>th</sup> Floor
- Interior painting and other upgrades
- Increase building security with the help of the Police Department
- Replacement of Air Conditioning system





**Town Center - Summary**

490		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	<b><u>Funding</u></b>						
	<b><u>Revenue</u></b>						
371005	Rent - Art Academy Of Excellence	-	-	-	-	-	-
371006	Rent - S FL School Of Excellence	268,085	296,746	271,744	(25,002)	279,892	8,148
361100	Interest Income	-	35,000	50,000	15,000	35,000	(15,000)
	<b>Total Revenue</b>	<b>268,085</b>	<b>331,746</b>	<b>321,744</b>	<b>(10,002)</b>	<b>314,892</b>	<b>(6,852)</b>
	<b><u>Transfer-In</u></b>						
	Transfer In	554,798	772,309	706,427	(65,882)	313,483	(392,944)
	<b>Total Transfer-In</b>	<b>554,798</b>	<b>772,309</b>	<b>706,427</b>	<b>(65,882)</b>	<b>313,483</b>	<b>(392,944)</b>
	<b>Total Funding</b>	<b>822,883</b>	<b>1,104,055</b>	<b>1,028,171</b>	<b>(75,884)</b>	<b>628,375</b>	<b>(399,797)</b>
	<b><u>Expense</u></b>						
	Operating Expense	583,923	561,695	510,750	(50,945)	445,375	(65,375)
	Capital	85,775	109,000	85,000	(24,000)	183,000	98,000
	<b>Total Expense Ex Trans Out</b>	<b>669,698</b>	<b>670,695</b>	<b>595,750</b>	<b>(74,945)</b>	<b>628,375</b>	<b>32,625</b>
	Transfer Out	153,185	433,360	432,421	(939)	-	(432,421)
	<b>Total Expense</b>	<b>822,883</b>	<b>1,104,055</b>	<b>1,028,171</b>	<b>(75,884)</b>	<b>628,375</b>	<b>(399,796)</b>



### Town Center - Expense

62		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	<b>Total Compensation</b>	-	-	-	-	-	-
	<b><u>Operating Expense</u></b>						
519312	Other Professional Services	-	-	-	-	-	-
519340	Other Contracted Services	259,115	306,545	306,500	(45)	201,000	(105,500)
519430	Electric, Gas, Water	136,215	159,650	137,835	(21,815)	161,875	24,040
519440	Rentals	-	5,000	2,500	(2,500)	5,000	2,500
519461	Repair & Maint - Building	40,453	45,000	20,000	(25,000)	30,000	10,000
519493	General Expense	675	3,000	3,000	-	5,000	2,000
519494	Real Estate Tax	147,465	42,500	40,915	(1,585)	42,500	1,585
	<b>Total Operating Expense</b>	583,923	561,695	510,750	(50,945)	445,375	(65,375)
	<b><u>Capital</u></b>						
519620	Building Improvements	85,775	109,000	85,000	(24,000)	183,000	98,000
519640	Machinery & Equipment	-	-	-	-	-	-
	<b>Total Capital</b>	85,775	109,000	85,000	(24,000)	183,000	98,000
	<b>Total Expense Ex Trans Out</b>	669,698	670,695	595,750	(74,945)	628,375	32,625
	<b><u>Transfer Out</u></b>						
519442	Insurance Charge - Risk	131,549	433,360	432,421	(939)	-	(432,421)
519462	General Fund - Admin	21,636	-	-	-	-	-
	<b>Total Transfer Out</b>	153,185	433,360	432,421	(939)	-	(432,421)
	<b>Total Expense</b>	822,883	1,104,055	1,028,171	(75,884)	628,375	(399,796)





### Town Center - Footnote Detail

Account Name	Footnote Detail	Proposed Budget (\$)
Other Contracted Services	Security services	69,000
	Janitorial services	79,000
	Elevator maintenance	10,000
	A/C repairs	25,000
	Electrical repairs	6,000
	Mold Remediation	10,000
	Advertising	1,545
	Locksmith	2,000
	Fire panel maintenance	2,500
	Other	3,500
	<b>Total</b>	<b>201,000</b>
Electric, Gas, Water	Electricity	76,375
	Water	85,000
	Gas	500
	<b>Total</b>	<b>161,875</b>
Rentals	Temporary air condition units as needed	5,000
Building Repair & Maintenance	Unplanned repairs as needed	30,000
General Expense	For small unanticipated expenditures for which no other account is applicable	5,000
Real Estate Tax	Tenant will pay the property tax bill other than the portion of the bill related to the City	42,500
Building Improvements	Toilet replacement	20,000
	Facility Access & Security	10,000
	Interior Pain	65,000
	Refloor	75,000
	Other	13,000
	<b>Total</b>	<b>183,000</b>

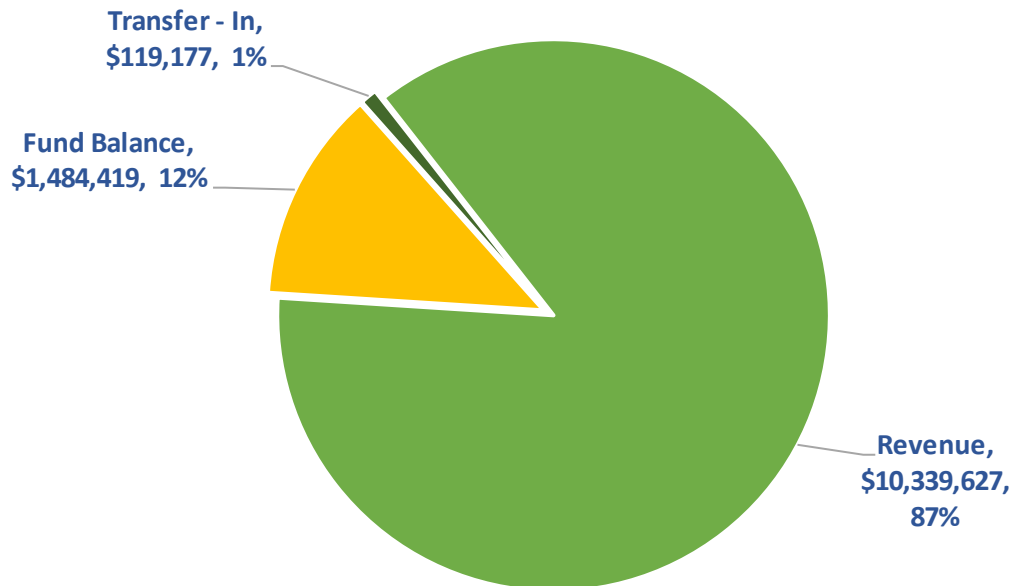
# Water-Sewer Operating Fund Summary



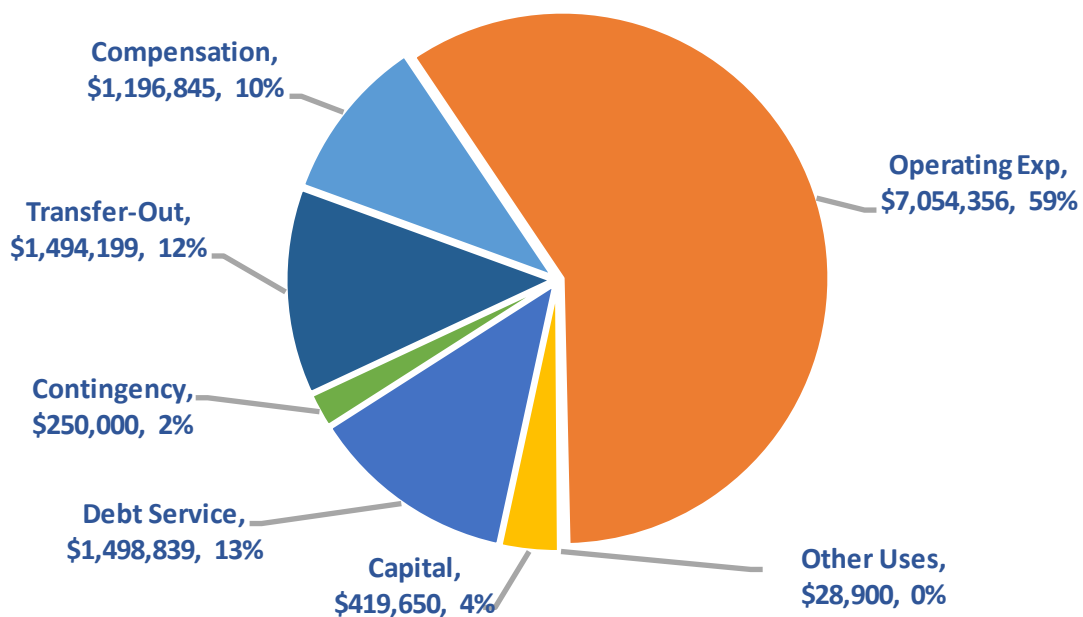


## Water-Sewer Operating Fund Revenue & Expense

### Water-Sewer Fund Funding - \$11.9M



### Water-Sewer Fund Expenditure - \$11.9M





Water Sewer Operating Fund - Summary

	FY 23	FY 24			FY 25	
Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
<b>Funding</b>						
Revenue - Ex Grants	10,490,352	11,572,655	9,799,468	(1,773,187)	10,339,627	540,159
Grants	-	77,950	77,950	-	-	(77,950)
Transfer In	195,136	224,271	202,300	(21,971)	119,177	(83,123)
<b>Total Funding</b>	<b>10,685,488</b>	<b>11,874,876</b>	<b>10,079,718</b>	<b>(1,795,158)</b>	<b>10,458,804</b>	<b>379,086</b>
<b>Expense</b>						
Salary	668,276	561,183	548,539	(12,644)	870,149	321,610
Benefits	244,455	255,755	196,391	(59,364)	326,696	130,305
<b>Total Compensation</b>	<b>912,731</b>	<b>816,938</b>	<b>744,930</b>	<b>(72,008)</b>	<b>1,196,845</b>	<b>451,915</b>
Operating Expense	5,981,082	6,673,709	6,529,039	(144,670)	7,054,356	525,317
Other Uses	-	1,028,900	1,028,900	-	28,900	(1,000,000)
Capital	297,619	440,000	338,753	(101,247)	419,650	80,897
Debt Service	1,862,034	2,127,588	2,113,060	(14,528)	1,498,839	(614,221)
Contingency	-	257,779	150,000	(107,779)	250,000	100,000
<b>Total Expense Ex Transfer Out</b>	<b>9,053,466</b>	<b>11,344,914</b>	<b>10,904,682</b>	<b>(440,232)</b>	<b>10,448,590</b>	<b>(456,092)</b>
Transfer Out	1,245,476	1,322,956	1,255,894	(67,062)	1,494,632	238,738
<b>Total Expense</b>	<b>10,298,943</b>	<b>12,667,870</b>	<b>12,160,577</b>	<b>(507,293)</b>	<b>11,943,223</b>	<b>(217,354)</b>
<b>(Use of)/Add To Working Capital</b>	<b>386,545</b>	<b>(792,994)</b>	<b>(2,080,859)</b>	<b>(1,287,865)</b>	<b>(1,484,419)</b>	<b>596,439</b>
<b>Working Capital</b>						
<b>Beginning</b>	<b>2,934,859</b>	<b>3,321,404</b>	<b>3,321,404</b>	<b>-</b>	<b>1,240,545</b>	<b>(2,080,859)</b>
(Use of)/Add to Working Capital	386,545	(792,994)	(2,080,859)	(1,287,865)	(1,484,419)	596,440
<b>Ending</b>	<b>3,321,404</b>	<b>2,528,410</b>	<b>1,240,545</b>	<b>-</b>	<b>(243,874)</b>	<b>(1,484,419)</b>



**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

**Water & Sewer Operating Fund - Revenue**

440		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	<b><u>Funding Revenue</u></b>						
341210	Impact Fees	266,070	500,000	10,000	(490,000)	296,009	286,009
343310	Water Revenue	5,350,345	5,612,371	4,885,194	(727,177)	5,214,945	329,751
343320	Tampering Violation Fee	-	-	-	-	250	250
343330	Fire Line Charge	447	1,031	-	(1,031)	500	500
343341	Returned Checks	157	206	-	(206)	200	200
343348	New Service Application	600	309	500	191	500	-
343349	Water Sewer Verification	10,425	7,210	7,210	-	7,210	-
343350	Water Service Installation	16,603	7,210	7,800	590	7,800	-
343360	Non-Ad Valorem Fire	86,894	92,150	92,150	-	92,150	-
343510	Sewer Revenue	4,724,267	5,318,035	4,421,511	(896,524)	4,719,962	298,451
361050	Water & Sewer / Lien Int	1,224	-	-	-	-	-
361100	Interest Earned	16,562	33,000	95,000	62,000	-	(95,000)
364100	Sale Of Fixed Assets	16,562	-	280,000	280,000	-	(280,000)
369900	Other Miscellaneous Revenue	696	1,030	-	(1,030)	-	-
369901	DERM Revenue Service Fee	(2,723)	-	-	-	-	-
369902	Excise Tax	411	-	-	-	-	-
369960	Lien Search & Release Charge	1,532	-	-	-	-	-
369961	Miami-Dade Lien Release	80	103	103	-	100	(3)
369962	Opa-locka Lien Release	200	-	-	-	-	-
	<b>Total Revenue</b>	<b>10,490,352</b>	<b>11,572,655</b>	<b>9,799,468</b>	<b>(1,773,187)</b>	<b>10,339,627</b>	<b>540,159</b>
	<b><u>Total Transfer In</u></b>						
381001	Transfer In From General Fund	167,998	163,508	170,890	7,382	119,177	(51,713)
	<b>Total Transfer In</b>	<b>167,998</b>	<b>163,508</b>	<b>170,890</b>	<b>7,382</b>	<b>119,177</b>	<b>(51,713)</b>
	<b>Total Funding</b>	<b>10,658,350</b>	<b>11,736,163</b>	<b>9,970,358</b>	<b>(1,765,805)</b>	<b>10,458,804</b>	<b>488,446</b>



### Water-Sewer Operating - Total Expense

	FY 23	FY 24			FY 25	
Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
<b>Salaries</b>						
Executive	13,865	-	-	-	-	-
Regular	629,889	545,683	537,039	(8,644)	861,649	324,610
Part-Time	-	-	-	-	-	-
Overtime	24,522	15,500	11,500	(4,000)	8,500	(3,000)
<b>Total Salaries</b>	<b>668,276</b>	<b>561,183</b>	<b>548,539</b>	<b>(12,644)</b>	<b>870,149</b>	<b>321,610</b>
<b>Benefits</b>						
FICA	49,490	60,885	41,964	(18,921)	66,563	24,599
Retirement	87,364	93,743	74,438	(19,305)	118,600	44,162
Life & Health	107,602	101,127	79,989	(21,138)	141,533	61,544
<b>Total Benefits</b>	<b>244,455</b>	<b>255,755</b>	<b>196,391</b>	<b>(59,364)</b>	<b>326,696</b>	<b>130,305</b>
<b>Total Compensation</b>	<b>912,731</b>	<b>816,938</b>	<b>744,930</b>	<b>(72,008)</b>	<b>1,196,845</b>	<b>451,915</b>
Operating Expense	5,981,082	6,673,709	6,529,039	(144,670)	7,054,356	525,317
Other Uses	-	1,028,900	1,028,900	-	28,900	(1,000,000)
Capital	297,619	440,000	338,753	(101,247)	419,650	80,897
Debt Service	1,862,034	2,127,588	2,113,060	(14,528)	1,498,839	(614,221)
Contingency	-	257,779	150,000	(107,779)	250,000	100,000
<b>Total Expense Ex Transfer Out</b>	<b>9,053,466</b>	<b>11,344,914</b>	<b>10,904,682</b>	<b>(440,232)</b>	<b>10,448,590</b>	<b>(456,092)</b>
Transfer Out	1,245,476	1,322,956	1,255,894	(67,062)	1,494,632	238,738
<b>Total Expense</b>	<b>10,298,943</b>	<b>12,667,870</b>	<b>12,160,577</b>	<b>(507,293)</b>	<b>11,943,223</b>	<b>(217,354)</b>
<b>Division Expense</b>						
Water	1,692,773	2,363,836	2,231,580	(132,256)	2,728,499	496,919
Wastewater Collection & Trans	4,420,247	4,866,094	4,738,133	(127,962)	5,003,472	265,340
Service Lines	183,419	158,752	126,286	(32,467)	329,116	202,830
Water-Sewer Finance	3,802,976	4,981,283	4,790,854	(190,429)	3,528,121	(1,262,733)
Water-Sewer CIP	199,528	297,904	273,724	(24,180)	354,015	80,291
<b>Total - Water Sewer Fund</b>	<b>10,298,943</b>	<b>12,667,870</b>	<b>12,160,577</b>	<b>(507,293)</b>	<b>11,943,223</b>	<b>(217,354)</b>

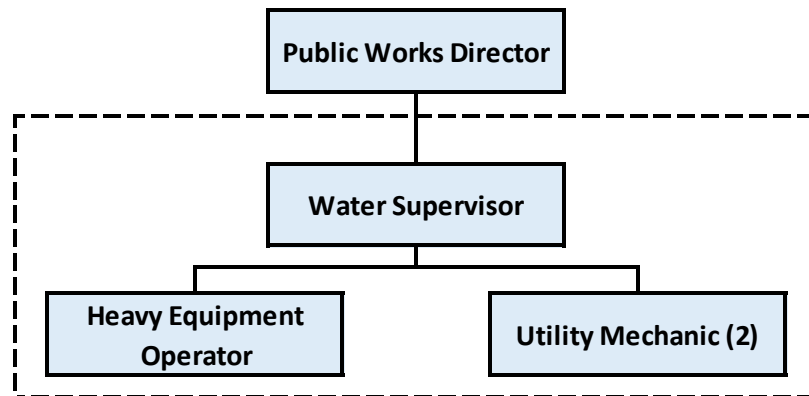
# Water Distribution Division





## WATER DISTRIBUTION

**Mission** – Cost-effective delivery of safe drinking and effective fire suppression water

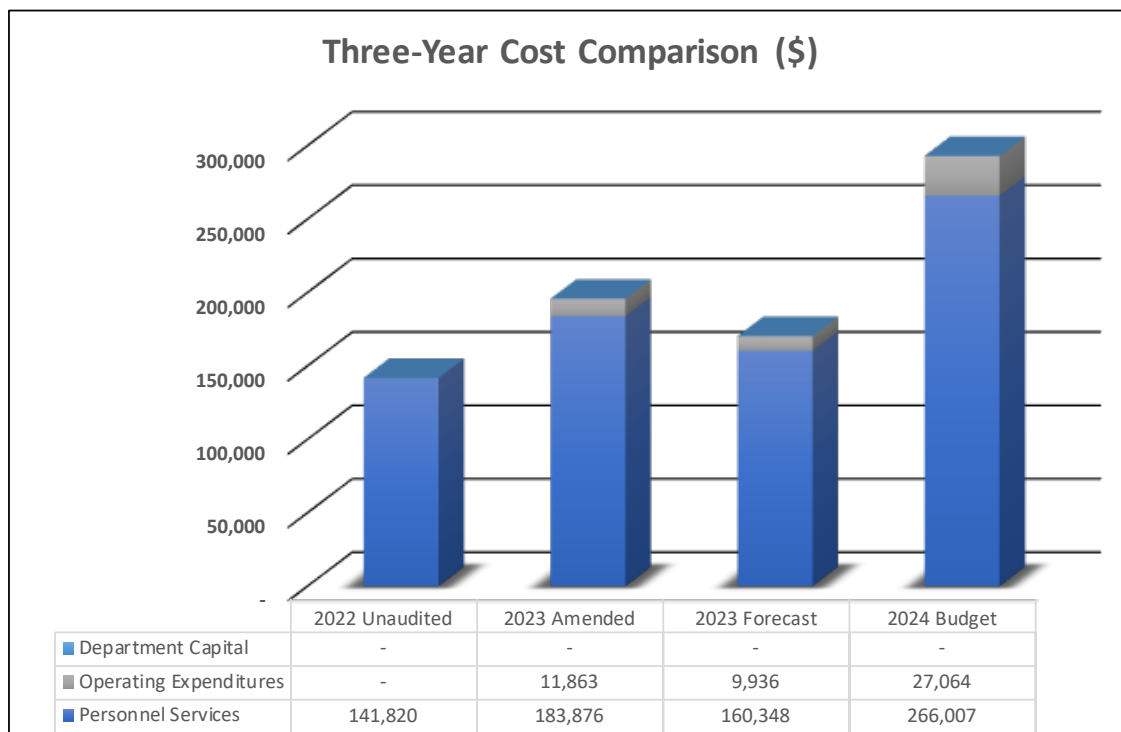


**Goal** – Water distribution infrastructure providing safe drinking with a water loss percentage less than 10% and delivering water at an appropriate pressure to a fully functional hydrant network to provide excellent fire protection capability throughout the service area.

### Budget Summary –

Position Summary - Water Distribution						
	FY 24 BGT		FY 25 BGT		Difference	
Full Time (FT) / Part Time (PT)	FT	PT	FT	PT	FT	PT
Public Utility Superinten	0.25	-	0	-	-0.25	-
Water Supervisor	0.7	-	1	-	0.3	-
Utility Mechanic	3	-	2	-	-1	-
Heavy Equip Operator	0.5	-	1	-	0.5	-
<b>Total</b>	<b>4.45</b>	<b>-</b>	<b>4</b>	<b>-</b>	<b>-0.45</b>	<b>-</b>
<b>Full Time Equivalent</b>	<b>4.45</b>	<b>-</b>	<b>4</b>	<b>-</b>	<b>-0.45</b>	<b>-</b>





**Current Year Accomplishments -**

- 26 hydrants repairs
- Five major water main breaks repaired.
- Passed annual water quality test and subsequent audit of results
- Passed lead, copper and asbestos quadrennial test.
- Ongoing routine maintenance.
- Installation of 18 water quality testing stations, to accomplish our testing requirements.

**FY 25 Objectives -**

- Implement water loss detection system
- Implement program of exercising valves to mitigate possibility of inoperable valves
- Continue to repair leaks to further improve water loss metric.
- Physical inventory of lead water service lines.





**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

**Water-Sewer - Water Distribution**

64		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	<b><u>Salaries</u></b>						
533120	Salaries - Regular	96,646	120,090	115,950	(4,140)	187,273	71,323
533140	Salaries - Overtime	5,434	3,500	1,500	(2,000)	1,500	-
	<b>Total Salaries</b>	<b>102,079</b>	<b>123,590</b>	<b>117,450</b>	<b>(6,140)</b>	<b>188,773</b>	<b>71,323</b>
	<b><u>Benefits</u></b>						
533210	FICA	7,218	16,438	8,985	(7,453)	14,442	5,457
533220	Retirement	16,462	19,161	15,939	(3,222)	25,729	9,790
533230	Life And Health Insurance	16,060	24,687	17,974	(6,713)	37,063	19,089
	<b>Total Benefits</b>	<b>39,740</b>	<b>60,286</b>	<b>42,898</b>	<b>(17,388)</b>	<b>77,234</b>	<b>34,336</b>
	<b>Total Compensation</b>	<b>141,820</b>	<b>183,876</b>	<b>160,348</b>	<b>(23,528)</b>	<b>266,007</b>	<b>105,659</b>
	<b><u>Operating Expense</u></b>						
533312	Other Professional Services	39,793	63,000	56,000	(7,000)	61,500	5,500
533340	Other Contracted Services	31,735	24,000	24,000	-	25,000	1,000
533341	Uniform Rental/Laundry	1,598	2,820	2,820	-	1,976	(844)
533433	Purchase Of Water	1,368,500	1,683,477	1,696,923	13,446	2,081,502	384,579
533440	Rentals & Leases	7,000	4,000	1,000	(3,000)	4,000	3,000
533467	Repairs - Machinery & Equipment	4,455	6,000	3,000	(3,000)	4,000	1,000
564493	General Expense	-	5,000	2,000	(3,000)	5,000	3,000
533520	Operating Expense	5,641	52,000	52,000	-	28,000	(24,000)
533521	Clothing & Uniform Expense	189	800	800	-	800	-
533547	Special Supplies	-	-	-	-	1,000	1,000
533555	Small Tools & Supplies	892	1,000	1,000	-	1,000	-
541542	Parts & Repairs	-	13,000	10,000	(3,000)	27,000	17,000
533648	Vehicle Lease	-	11,863	9,936	(1,927)	27,064	17,128
	<b>Total Operating Expense</b>	<b>1,459,804</b>	<b>1,866,960</b>	<b>1,859,479</b>	<b>(7,481)</b>	<b>2,267,842</b>	<b>408,363</b>
	<b><u>Capital</u></b>						
5336309	Fire Hydrants	83,150	162,000	70,000	(92,000)	92,150	22,150
533640	Machinery & Equipment	8,000	151,000	141,753	(9,247)	102,500	(39,253)
	<b>Total Capital</b>	<b>91,150</b>	<b>313,000</b>	<b>211,753</b>	<b>(101,247)</b>	<b>194,650</b>	<b>(17,103)</b>
	<b>Total Expense</b>	<b>1,692,773</b>	<b>2,363,836</b>	<b>2,231,580</b>	<b>(132,256)</b>	<b>2,728,499</b>	<b>496,919</b>



### Water-Sewer – Water Distribution - Footnote Detail

Account Name	Footnote Detail	Proposed Budget (\$)
Other Professional Services	Consultant – water quality	18,000
	Water testing M-D	5,000
	Locator Service	5,000
	Sunshine State	10,000
	MD Dept of Health	6,000
	Miscellaneous	17,500
	<b>Total</b>	<b>61,500</b>
Other Contracted Services	Services as may be needed	25,000
Uniform Rental / Laundry	Employee uniform rental	1,976
Water purchase	749 million gallons with a 9.7% rate increase	2,081,502
Rentals & Leases	Miscellaneous as needed	4,000
Repairs – Machinery & Equipment	Miscellaneous unplanned repairs as needed	4,000
General Expense	Miscellaneous unplanned small expenses	5,000
Operating Expense	Repair material	3,000
	Odor Control System	25,000
	<b>Total</b>	<b>28,000</b>
Clothing & Uniform Expense	Steel toe shoes & Hazmat clothes	800
Small Tools & Supplies	Miscellaneous	1,000
Special Supplies	Wet Suits	1,000
Parts & Repairs	Specialized Parts (Brass parts)	27,000
Vehicle Lease	Vehicle lease	7,863
Fire Hydrants	Fire hydrant repairs	92,150
Machinery & Equipment	Hot Tapping Machine	22,500
	Exercise Equipment	80,000
	<b>Total</b>	<b>102,500</b>
Vehicle Lease	Pick-up Trucks	27,064

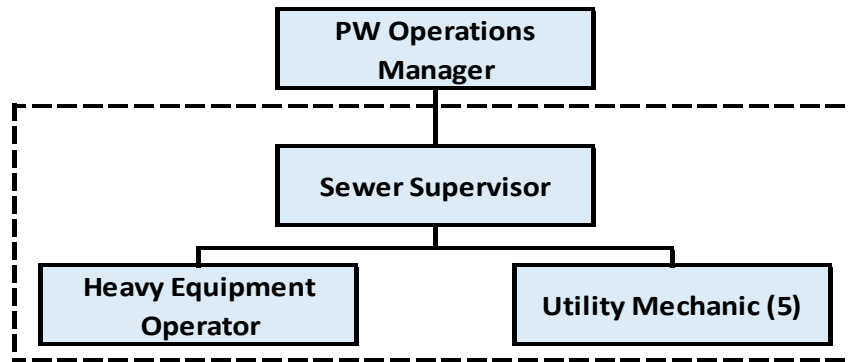
# Wastewater Collection & Transmission Division





## WASTEWATER COLLECTION & TRANSMISSION

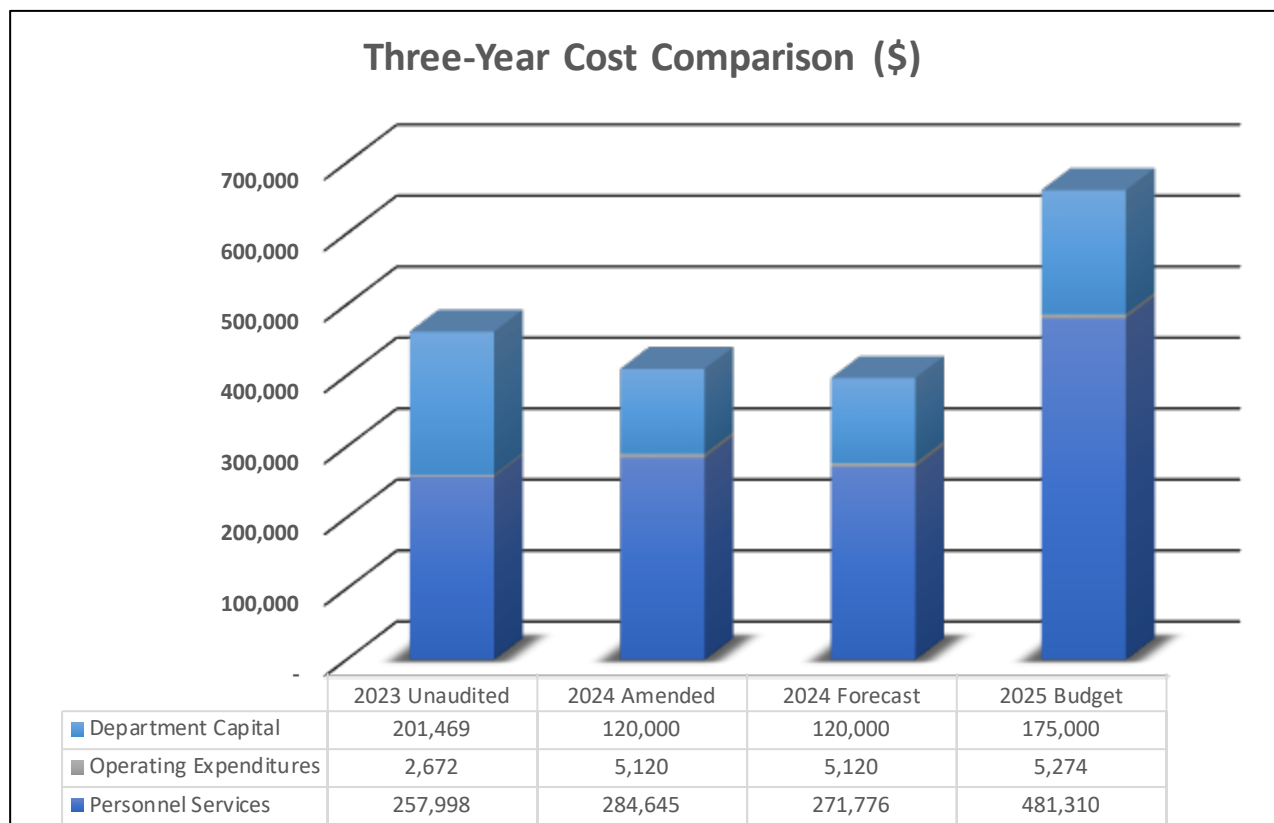
**Mission** – Cost-effective and sanitary collection and transmission of wastewater while providing excellent customer service in working with customers in regard to wastewater issue.



**Goal** – Wastewater collection and transmission infrastructure with an Inflow and Infiltration (I&I) rate of less than 30% of total wastewater processed with implementation of Supervisory Control and Data Acquisition (SCADA) technology.

### Budget Summary –

Position Summary - Wastewater						
	FY 24 BGT		FY 25 BGT		Difference	
Full Time (FT) / Part Time (PT)	FT	PT	FT	PT	FT	PT
Public Utility Superintendent	0.25	-	-	-	0.25	-
Sewer Supervisor	1	-	1	-	-	-
Heavy Equip Op	0.5	-	1	-	0.5	-
Utility Mechanic	5	-	7	-	2	-
<b>Total</b>	<b>6.75</b>	<b>-</b>	<b>9</b>	<b>-</b>	<b>2.75</b>	<b>-</b>



**Current Year Accomplishments -**

- Removed pump stations 4 & 8 from moratorium, by reducing the Inflow and Infiltration (I&I) rate.
- Sewer modeling project required by DERM 80% complete pending the installation of flow meters to 100% and active.
- Smoke tested collection basins 4 & 8 to identify additional sources of I&I systems passed.
- Replaced two pumps master station failures due to excessive pressure, caused by County station 300.
- Ongoing routine maintenance including in-house cleaning of gravity mains.

**FY 25 Objectives -**

- Work with private commercial property owners through enforcement in service areas 5 & 7 to repair private collection systems to satisfy all requirements to remove DERM moratorium.
- Installation of the flow meters at all pump stations as part of sewer modeling project to provide continuous remote operational information in regard to status of each station, satisfying another DERM requirement, in addition to monitoring extraneous flows in the service area.
- Convert landscaping to drought tolerant xeriscaping at five pump stations.
- Seek grants and/or loans



**FY 25 Measurements -**

- I&I reductions – Target = 25%
- Sewer main cleaning – Target = 100,000 linear feet.





Wastewater Collection & Transmission

35		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	<b>Salaries</b>						
535120	Salaries - Regular	185,889	190,334	188,693	(1,641)	341,671	152,978
535140	Salaries - Overtime	14,451	8,000	8,000	-	5,000	(3,000)
	<b>Total Salaries</b>	<b>200,340</b>	<b>198,334</b>	<b>196,693</b>	<b>(1,641)</b>	<b>346,671</b>	<b>149,978</b>
	<b>Benefits</b>						
535210	FICA	14,459	19,287	15,049	(4,238)	26,518	11,469
535220	Retirement	19,965	31,083	26,691	(4,392)	47,251	20,560
535230	Life And Health Insurance	23,235	35,941	33,343	(2,598)	60,870	27,527
	<b>Total Benefits</b>	<b>57,658</b>	<b>86,311</b>	<b>75,083</b>	<b>(11,228)</b>	<b>134,639</b>	<b>59,556</b>
	<b>Total Compensation</b>	<b>257,998</b>	<b>284,645</b>	<b>271,776</b>	<b>(12,869)</b>	<b>481,310</b>	<b>209,534</b>
	<b>Operating Expense</b>						
535312	Other Professional Services	379,160	161,750	119,415	(42,335)	95,000	(24,415)
535340	Other Contracted Services	171,910	220,000	216,477	(3,523)	243,000	26,523
535341	Uniform Rental/Laundry	2,215	4,876	4,876	-	4,446	(430)
535430	Electric, Gas, Water	95,543	113,200	113,200	-	118,860	5,660
535432	Sewage Disposal	3,277,642	3,885,476	3,830,959	(54,517)	3,773,373	(57,586)
535440	Rentals & Leases	8,005	5,000	5,000	-	5,000	-
535493	General Expense	4,606	11,000	8,000	(3,000)	5,500	(2,500)
535467	Repairs - Machinery & Equip	-	-	-	-	4,000	4,000
535521	Clothing & Uniform Expense	1,787	3,000	3,000	-	3,000	-
535523	Maintenance	14,352	18,500	15,000	(3,500)	18,500	3,500
535525	Chemicals/Horticultural	2,889	5,000	4,000	(1,000)	4,000	-
535555	Small Tools & Supplies	-	5,000	-	(5,000)	8,000	8,000
535648	Vehicle Lease	2,672	5,120	5,120	-	5,274	154
	<b>Total Operating Expense</b>	<b>3,960,779</b>	<b>4,437,922</b>	<b>4,325,047</b>	<b>(112,875)</b>	<b>4,287,952</b>	<b>(37,095)</b>
	<b>Capital</b>						
535630	Improvements - Other	-	-	-	-	-	-
535640	Machinery & Equipment	-	5,000	5,000	-	25,000	20,000
	<b>Total Capital</b>	<b>201,469</b>	<b>125,000</b>	<b>125,000</b>	<b>-</b>	<b>200,000</b>	<b>75,000</b>
	<b>Total Expense</b>	<b>4,420,247</b>	<b>4,847,567</b>	<b>4,721,823</b>	<b>(125,744)</b>	<b>4,969,262</b>	<b>247,439</b>





## Water-Sewer – Wastewater Collection & Transmission - Footnote Detail

Account Name	Footnote Detail	Proposed Budget (\$)
Other Professional Services	Sewer Flow Testing	50,000
	System Cleaning	20,000
	Compliance Services (Eco Tech)	25,000
	<b>Total</b>	<b>95,000</b>
Other Contract Services	Electrical Upgrades (\$3k per unit)	21,000
	Fat Oils Grease Control	72,000
	Lateral Lining	50,000
	Repairs	35,000
	Blow-Out	35,000
	New Base for Pumpstation 11-D	30,000
	<b>Total</b>	<b>243,000</b>
Uniform Rental / Laundry Service	Employee uniforms	4,446
Electric, Gas, Water	Electricity for 19 pump stations	118,860
Sewage disposal	940 million gallons with a 6% price increase.	3,773,373
Rentals & Leases	Back-Up Generator rental as needed.	5,000
Repairs – Machinery & Equip	Miscellaneous	4,000
General Expense	Miscellaneous unanticipated small expenditures	5,500
Clothing & Uniform Expense	Protective clothing – hazardous work conditions, Steel toe shoes	3,000
Maintenance	Unplanned repairs as needed	18,500
Chemicals / Horticultural	Degreasers and disinfectants	4,000
Parts & Repairs	Small Brass Parts	8,000
Improvements – Other	Utility conversion for Truck	25,000
Small Tools & Supplies	Miscellaneous	6,000
Vehicle Lease	Department Vehicles	34,210
Machinery & Equipment	Grinder Pump	35,000
	Sewer Camera	90,000
	Other	25,000
	Odor Control	25,000
	<b>Total</b>	<b>175,000</b>

# Water-Sewer Finance & Services Division





## WATER-SEWER FINANCE SERVICES

**Mission** – In FY 24, staff has been consolidated with Finance, carrying out many of the same duties previously done in this division. This division will now serve as the consolidation point for Water-Sewer debt and other cross-fund expenses such as Water-Sewer billing cost, debt service and Fund Contingency.

**Budget Summary and Staffing** – Please refer to the Finance Department for FY 2024 information.





**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

**Water-Sewer - Finance / Customer Service**

61		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	<b>Total Compensation</b>	179,300	-	-	-	-	-
	<b>Operating Expense</b>						
513320	Accounting & Auditing	50,368	-	-	-	-	-
513340	Other Contracted Services	439,515	233,000	233,000	-	244,750	11,750
513420	Postage & Freight	-	-	-	-	-	-
513493	General Expenses	644	4,000	4,000	-	4,000	-
513510	Office Supplies	1,129	-	-	-	-	-
513511	Lien Recording Charge	50	2,060	1,000	(1,060)	2,000	1,000
514370	Legal Counsel	11,964	-	-	-	-	-
533529	Credit Card Fee	12,496	5,000	5,000	-	5,000	-
	<b>Total Operating Expense</b>	516,166	244,060	243,000	(1,060)	255,750	12,750
	<b>Other Uses</b>						
514380	Legal Settlements	-	1,000,000	1,000,000	-	-	(1,000,000)
535916	Leave Pay-Out - Wages	-	25,000	25,000	-	25,000	-
535917	Leave Pay-Out - FICA / Medicare	-	1,600	1,600	-	1,600	-
535918	Leave Pay-Out - Retirement	-	2,300	2,300	-	2,300	-
	<b>Total Other Uses</b>	-	1,028,900	1,028,900	-	28,900	(1,000,000)
	<b>Debt Service</b>						
513723	State Revolving Loan	429,549	639,883	639,302	(581)	375,626	(263,676)
535542	Debt Due To M-D - Principal	1,344,300	1,422,180	1,420,468	(1,712)	1,106,205	(314,263)
533720	Debt Due To M-D - Interest	88,185	65,525	53,290	(12,235)	17,008	(36,282)
	<b>Total Debt Service</b>	1,862,034	2,127,588	2,113,060	(14,528)	1,498,839	(614,221)
	<b>Contingency</b>						
513992	Contingency	-	257,779	150,000	(107,779)	250,000	100,000
	<b>Total Contingency</b>	-	257,779	150,000	(107,779)	250,000	100,000
	<b>Total Expense Ex Transfer Out</b>	2,557,500	3,658,327	3,534,960	(123,367)	2,033,489	(1,501,471)
	<b>Transfer Out</b>						
513441	Information Tech Charge	131,249	164,168	132,550	(31,618)	176,830	44,280
513442	Insurance Charge - Risk	460,295	497,655	496,577	(1,078)	611,112	114,535
513449	Vehicle Service Charge	131,547	156,604	176,246	19,643	187,690	11,444
533391	Admin Expense To Gen Fund	420,819	504,530	431,021	(73,509)	519,001	87,979
581925	Water-Sewer CIP Fund	101,566	-	19,500	19,500	-	(19,500)
	<b>Total Transfer Out</b>	1,143,910	1,322,956	1,236,394	(86,562)	1,494,632	258,238
	<b>Total Expense</b>	3,701,410	4,981,283	4,771,354	(209,929)	3,528,121	(1,243,233)



### Water-Sewer - Finance - Footnote Detail

Account Name	Footnote Detail	Proposed Budget (\$)
Other Contracted Services	County billing service	244,750
General Expense	Miscellaneous Expenses	4,000
Lien Recording Charge	Fee for Lien recording	2000
Credit Card Fee	Merchant Services Fee	5,000
Leave Pay-out	Wages Leave Pay-out	25,000
Leave Pay-out FICA	FICA Leave Pay-out	1,600
Leave Pay-out Retirement	Retirement Leave Pay-out	2,300
State Revolving Loan	Debt Service – SRL – CS12080000	0
	Debt Service – SRL – WW-800050	205,741
	Debt Service – SRL – WW-130300	31,052
	Debt Service – SRL – WW-130301	138,836
	<b>Total</b>	<b>375,626</b>
Debt Due to Miami-Dade	Principal and interest payment for unpaid water purchased and wastewater processed prior to FY 19. Includes debt service on additional debt related to purchase and installation of new meters for the City's entire service area	1,23,213
Contingency	Contingency for Water-Sewer Fund for unanticipated additional expenditures or revenue shortfalls	250,000
Information Technology Charge	Payment to Information Technology Internal Services Fund for IT support	176,396
Insurance	Payment to Risk Management Internal Services Fund for insurance	611,112
Vehicle Service Charge	Payment for vehicle maintenance charges	155,612
General Fund Administrative Services	Payment to the General Fund for administrative services received by the Water-Sewer Fund	519,001
Water – Sewer CIP Fund	Transfer to the Water-Sewer CIP Fund for Water-Sewer CIP projects	0

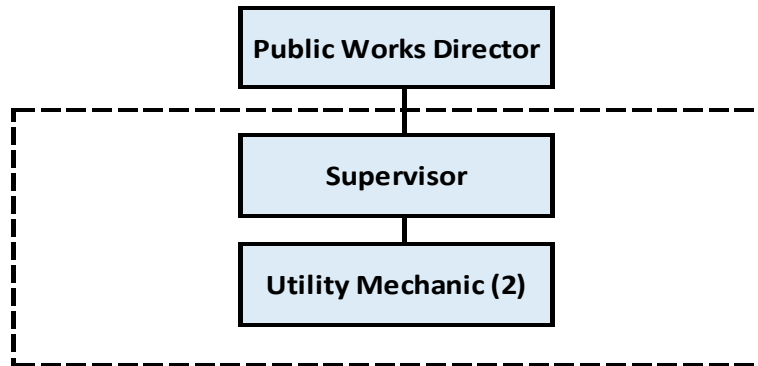
# Water Service Line & Meter Maintenance Division





### WATER SERVICE LINE & METER MAINTENANCE

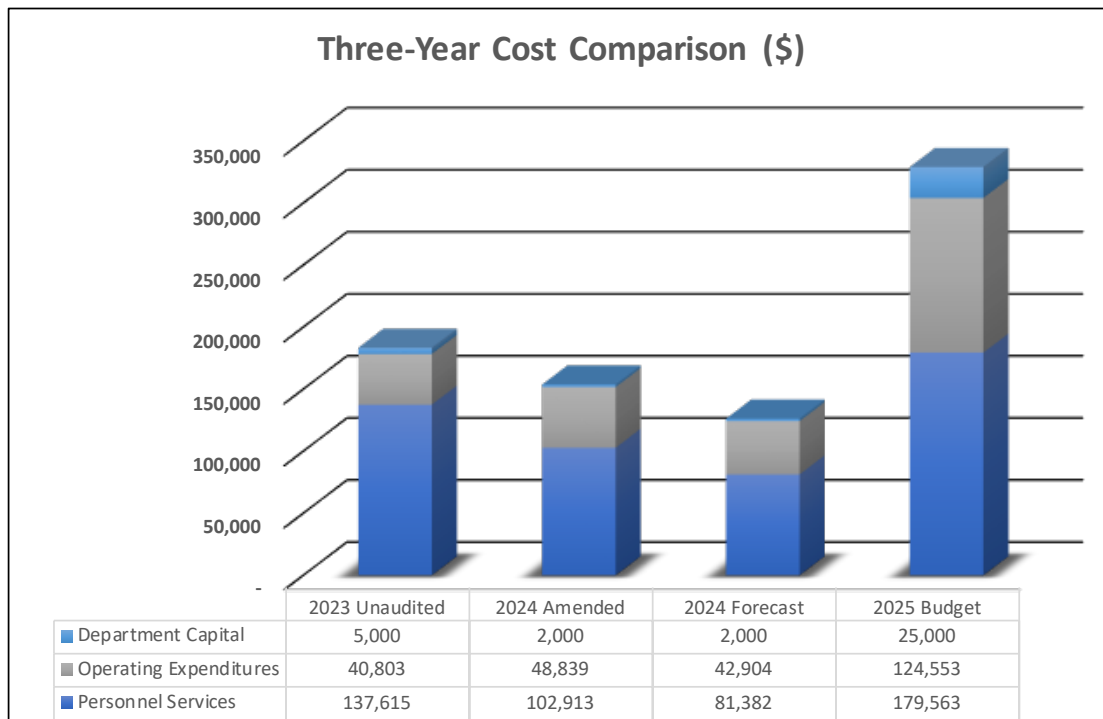
**Mission** – Maintain water distribution services for service lines running from water mains to customer meters, including maintenance of meter boxes. Provide excellent customer service in responding to customer water service issues and needs.



**Goal** – Minimize service line and meter box water loss and provide timely response to customer water service issues and needs.

#### Budget Summary –

Position Summary - Service Line & Meter						
	FY 24 BGT		FY 25 BGT		Difference	
Full Time (FT) / Part Time (PT)	FT	PT	FT	PT	FT	PT
Public Utility Superintendent	0.25	-	-	-	-0.25	-
Water Meter Supervisor	1	-	1	-	-	-
Utility Mechanic	2	-	2	-	-	-
Water Meter Reader	1	-	-	-	-1	-
<b>Total</b>	<b>4.25</b>	<b>-</b>	<b>3</b>	<b>-</b>	<b>-1.25</b>	<b>-</b>



**Current Year Accomplishments -**

- Replaced 300 meter boxes.
- Replaced more than 70 service lines.
- Marked meter boxes to assist County meter readers
- Completed other routine repairs

**FY 25 Objectives -**

- Replace meter boxes as required.
- Replace leaking service lines as identified
- Support County meter readers when appropriate







**Water-Sewer - Service Lines & Meter Maintenance**

63		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	<b><u>Salaries</u></b>						
533120	Salaries - Regular	98,533	60,786	58,959	(1,827)	130,360	71,401
533140	Salaries - Overtime	4,637	4,000	2,000	(2,000)	2,000	-
	<b>Total Salaries</b>	<b>103,171</b>	<b>64,786</b>	<b>60,959</b>	<b>(3,827)</b>	<b>132,360</b>	<b>71,401</b>
	<b><u>Benefits</u></b>						
533210	FICA	7,687	11,994	4,662	(7,332)	10,124	5,462
533220	Retirement	12,230	11,275	8,272	(3,003)	18,041	9,769
533230	Life And Health Insurance	14,528	14,858	7,489	(7,369)	19,038	11,549
	<b>Total Benefits</b>	<b>34,444</b>	<b>38,127</b>	<b>20,423</b>	<b>(17,704)</b>	<b>47,203</b>	<b>26,780</b>
	<b>Total Compensation</b>	<b>137,615</b>	<b>102,913</b>	<b>81,382</b>	<b>(21,531)</b>	<b>179,563</b>	<b>98,181</b>
	<b><u>Operating Expense</u></b>						
533340	Other Contracted Services	20,828	6,000	5,000	(1,000)	56,000	51,000
533341	Uniform Rental/Laundry	849	2,156	2,156	-	1,482	(674)
533440	Rentals & Leases	350	1,000	500	(500)	1,000	500
533462	Repair And Maintenance	12,207	20,770	15,770	(5,000)	30,000	14,230
533520	Operating Expense	2,102	7,000	7,000	-	7,000	-
533521	Clothing & Uniform Expense	195	900	300	(600)	900	600
533555	Small Tools Minor Equipment	4,272	5,000	5,000	-	5,000	-
533648	Vehicle Lease	-	11,013	7,178	(3,836)	23,171	15,993
	<b>Total Operating Expense</b>	<b>40,803</b>	<b>53,839</b>	<b>42,904</b>	<b>(10,936)</b>	<b>124,553</b>	<b>81,649</b>
	<b><u>Capital</u></b>						
533640	Machinery & Equipment	5,000	2,000	2,000	-	25,000	23,000
	<b>Total Capital</b>	<b>5,000</b>	<b>2,000</b>	<b>2,000</b>	<b>-</b>	<b>25,000</b>	<b>23,000</b>
	<b>Total Expense</b>	<b>183,419</b>	<b>158,752</b>	<b>126,286</b>	<b>(32,467)</b>	<b>329,116</b>	<b>202,830</b>



## Water-Sewer – Service Line & Meter Maintenance - Footnote Detail

Account Name	Footnote Detail	Proposed Budget (\$)
Uniform Rental / Laundry	Employee uniform rental and laundry service	1,486
Other Contracted Services	Line Stops and other services	6,000
	Raise Wet Well Pump 10	20,000
	Lead – Pipe Detection	30,000
	<b>Total</b>	<b>56,000</b>
Rentals & Leases	Miscellaneous	1,000
Repair & Maintenance	Build-up of Parts Inventory (Brass)	10,000
	Miscellaneous	20,000
	<b>Total</b>	<b>30,000</b>
Service Line Repair & Maintenance	Repairs Parts As Needed	5,000
Operating Expense	Miscellaneous small expenditures	7,000
Clothing & Uniform Expense	Safety shoes and hazmat clothing	900
Small Tools Minor Equipment	Miscellaneous	5,000
Vehicle Lease	Vehicle Lease	23,171
Machinery & Equipment	Utility Truck Add-on	25,000

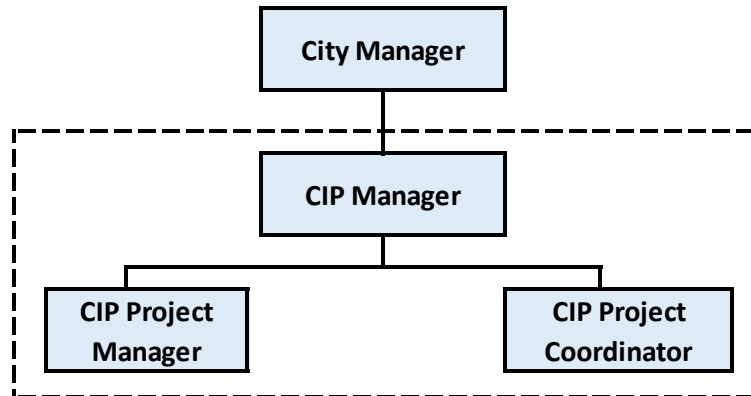
# Water-Sewer CIP Management Division





## WATER-SEWER CAPITAL IMPROVEMENT PROGRAM MANAGEMENT

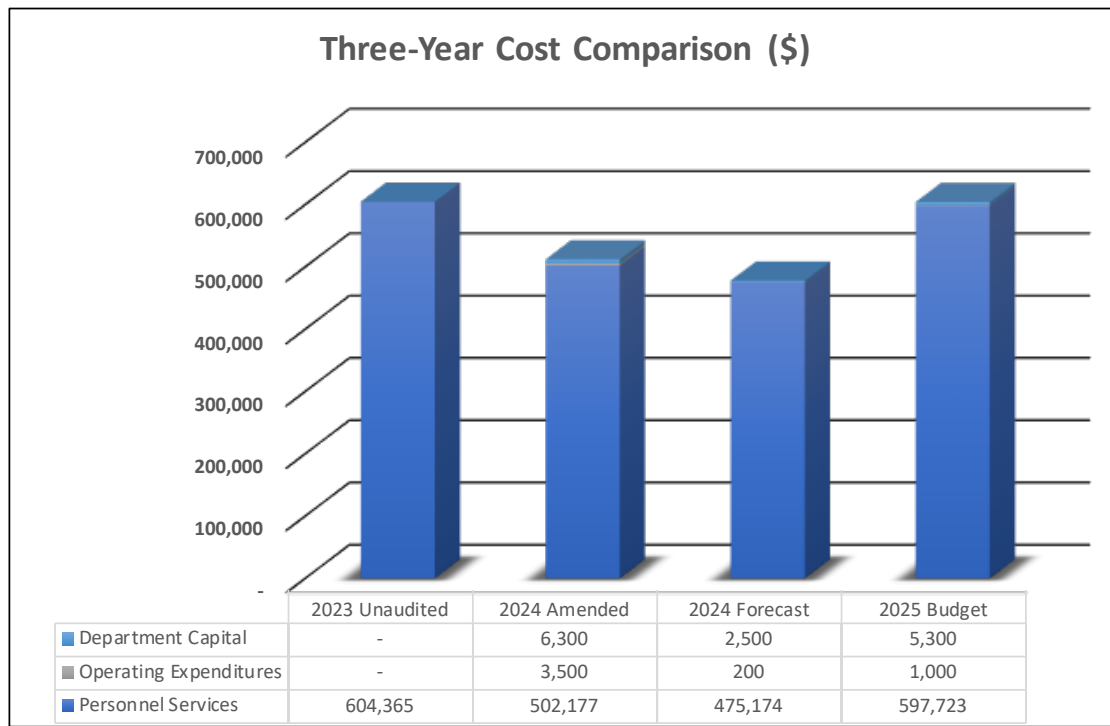
**Mission** – Identify and respond to City infrastructure requirements through development and management of prioritized cost-effective projects, including identifying funding sources (loans, grants).



**Goal** – Continuous progress in improving City infrastructure with on-schedule, cost-effective projects, including aggressive seeking of grant opportunities.

### Budget Summary -

Position Summary - Water Sewer CIP						
	FY 24 BGT		FY 25 BGT		Difference	
Full Time (FT) / Other	FT	PT	FT	PT	FT	PT
Public Works Director	-	-	-	-	-	-
CIP Manager	1	-	1	-	-	-
CIP Project Manager	1	-	1	-	-	-
CIP Project Coordinator	1	-	1	-	-	-
GIS Analyst	-	1	-	-	-	-1
<b>Total</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>-1</b>



**Current Year Accomplishments -**

- Details in Safe Neighborhood CIP Fund, PTP Fund, Water-Sewer CIP Fund and Stormwater CIP Fund Sections.

**FY 25 Objectives -**

- Details in Safe Neighborhood CIP Fund, PTP Fund, Water-Sewer CIP Fund and Stormwater CIP Fund Sections.



**FISCAL YEAR 2025  
ANNUAL PROPOSED OPERATING BUDGET**

**CIP Management**

75		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	<b><u>Salaries</u></b>						
535110	Salaries - Executive	13,865	-	-	-	-	-
535120	Salaries - Regular	125,260	174,473	173,437	(1,036)	202,345	28,908
	<b>Total Salaries</b>	<b>139,126</b>	<b>174,473</b>	<b>173,437</b>	<b>(1,036)</b>	<b>202,345</b>	<b>28,908</b>
	<b><u>Benefits</u></b>						
535210	FICA	11,149	13,166	13,268	102	15,479	2,211
535220	Retirement	21,452	32,224	23,536	(8,688)	27,579	4,043
535230	Life And Health Insurance	24,271	25,641	21,183	(4,458)	24,562	3,379
	<b>Total Benefits</b>	<b>56,873</b>	<b>71,031</b>	<b>57,987</b>	<b>(13,044)</b>	<b>67,620</b>	<b>9,633</b>
	<b>Total Compensation</b>	<b>195,999</b>	<b>245,504</b>	<b>231,424</b>	<b>(14,080)</b>	<b>269,965</b>	<b>38,541</b>
	<b><u>Operating Expense</u></b>						
535312	Other Professional Services	-	25,000	25,000	-	55,000	30,000
535340	Other Contracted Services	2,573	7,500	4,500	(3,000)	7,500	3,000
535400	Travel	-	-	-	-	1,500	1,500
535420	Postage	-	-	-	-	150	150
535440	Rentals & Leases	-	3,600	-	(3,600)	3,600	3,600
538493	General Expense	956	1,000	1,000	-	1,000	-
529510	Office Supplies	-	1,500	1,200	(300)	1,500	300
535520	Operating Expense	-	10,000	8,000	(2,000)	10,000	2,000
535540	Pubs/Subs/Memberships	-	600	600	-	600	-
535541	Educational Cost	-	3,200	2,000	(1,200)	3,200	1,200
535648	Vehicle Lease/Purchase	-	-	-	-	-	-
	<b>Total Operating Expense</b>	<b>3,529</b>	<b>52,400</b>	<b>42,300</b>	<b>(10,100)</b>	<b>84,050</b>	<b>41,750</b>
	<b>Total Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Expense</b>	<b>199,528</b>	<b>297,904</b>	<b>273,724</b>	<b>(24,180)</b>	<b>354,015</b>	<b>80,291</b>



### Water-Sewer – CIP - Footnote Detail

Account Name	Footnote Detail	Proposed Budget (\$)
Other Professional Services	Survey of Parks to include Sherbondy and Segal	55,000
Other Contracted Services	Project Signage	7,500
Travel	Travel for Staff	1,500
Postage	Postage	150
Rental & Leases	Copier Lease and Maintenance	3,600
General Expenses	Miscellaneous expenses for CIP operations	1,000
Operating Expense	New Road Cones and Barricades	10,000
Membership Dues	Professional Association dues	600
Office Supplies	Routine office supplies required to support operations	1,500
Educational Cost	GIS & IDD Training	3,200

# Water-Sewer CIP Fund

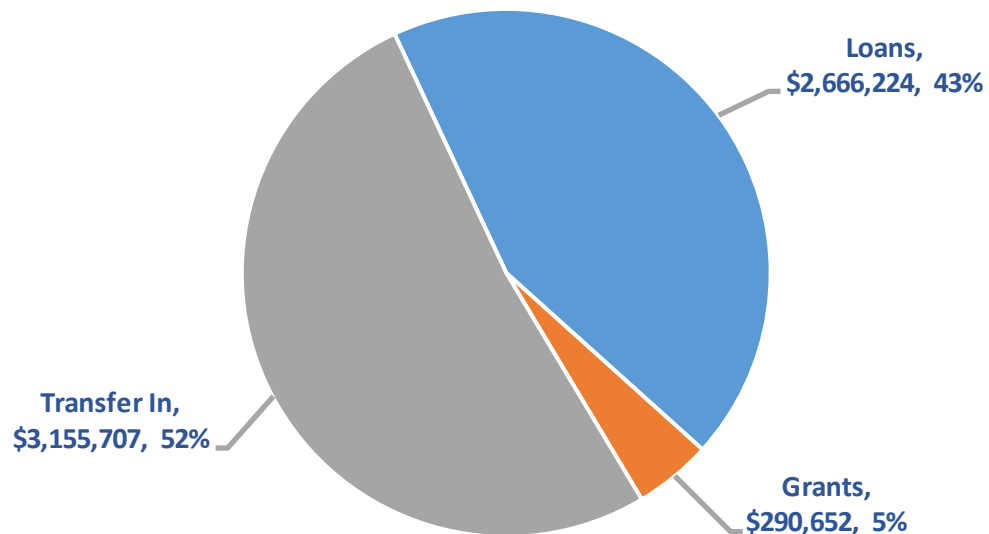




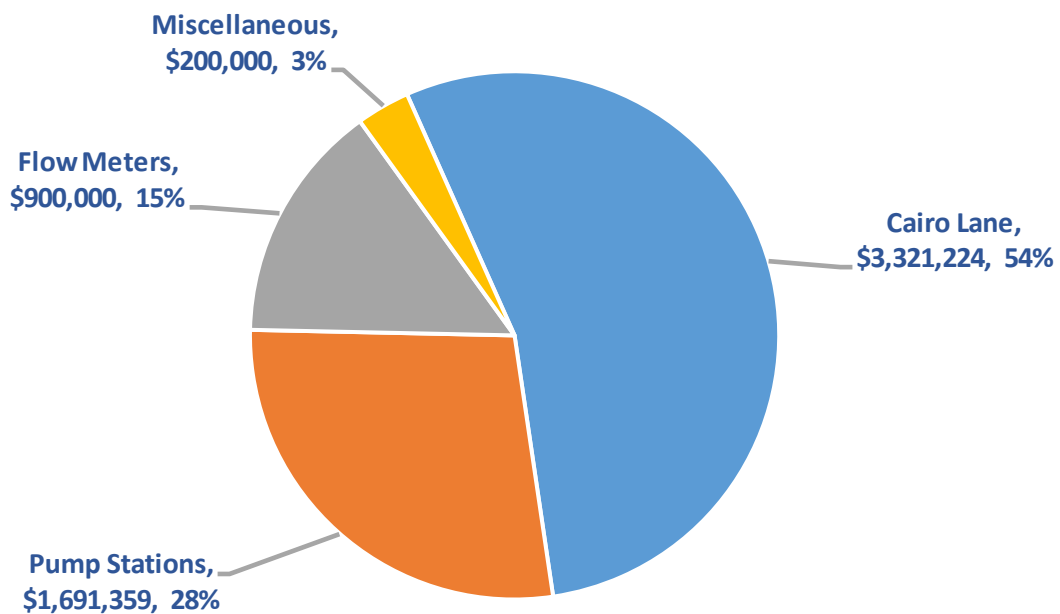


## Water-Sewer CIP Revenue & Expense

### Water-Sewer Fund CIP Funding - \$6.1M



### Water-Sewer Fund CIP Expenditure - \$6.1M





## WATER-SEWER CIP FUND

**Mission** – To use surplus funds from the Water-Sewer Fund, grants, and loans to rehabilitate the City’s water distribution system to ensure the availability of safe drinking water, maintain excellent water pressure for fire suppression, experience minimal water loss throughout the system, and ensure that all components of the system are fully operational at all times. Additionally, utilize these same sources of funding to rehabilitate the City’s wastewater collection and transmission system to fully satisfy all DERM requirements, minimize inflow and infiltration (I&I), and ensure that the system’s capacity is sufficient for both current and future volumes and that all components of the system are fully operational at all times.

**Goal** – Identify priority projects and ensure that funding sources are sought to allow the completion of these projects.

### **Current Year Accomplishments**

- Rehabilitation of Pump Stations #9 & #16 Design Completed
- Cairo Lane project completion (Water Portion) Under Final Permitting
- Pump Station #4 relocation Under Permitting
- Miami Gardens Service Line Replacement-Construction Initiated
- Smart Covers – 19 pump stations On-going

### **FY 25 Objectives**

- Rehabilitation of Pump Stations #9 & #16-Construction
- Cairo Lane project completion (Water Portion) Under Final Phase of Permitting
- Pump Station #4 relocation Under Permitting
- Flow meter installation – 19 pump stations. FY 25
- Rehabilitation of Pump Station #12

### **Results vs. FY 24 Objectives**

- Pump Station #4 relocation – Construction – Results: Under Permitting
- Miami Gardens Service Line Replacement – Construction – Results: On-going
- Cairo Lane – Construction – Results: Under Final Phase of Permitting



**Water-Sewer CIP Fund - Summary**

		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
<b>445</b>	<b>Grants</b>						
334700	County GDBG Grant	-	419,500	128,848	(290,652)	290,652	161,804
	<b>Total Grants</b>	-	419,500	128,848	(290,652)	290,652	161,804
	<b>Total Revenue</b>	-	419,500	128,848	(290,652)	290,652	161,804
	<b>Loans</b>						
	SRF Loan - WW13031	-	2,666,224	-	(2,666,224)	2,666,224	2,666,224
	North Water Dist Svc Line	-	-	-	-	-	-
	<b>Total Loans</b>	-	2,666,224	-	(2,666,224)	2,666,224	2,666,224
	<b>Transfer-In</b>						
381001	From ARPA Fund	-	5,336,775	2,493,000	(2,843,775)	3,155,707	662,707
381180	From Water-Sewer Op Fund	101,566	-	19,500	19,500	-	(19,500)
	<b>Total Transfer-In</b>	101,566	5,336,775	2,512,500	(2,824,275)	3,155,707	643,207
	<b>Total Funding</b>	101,566	8,422,499	2,641,348	(5,781,151)	6,112,583	3,471,235
<b>86</b>	<b>Expenditure</b>						
	Capital	101,566	8,422,499	2,641,348	(5,781,151)	6,112,583	3,471,235
	Contingency	-	-	-	-	-	-
	<b>Total Expenditure</b>	101,566	8,422,499	2,641,348	(5,781,151)	6,112,583	3,471,235
	<b>Total Expenditure</b>	101,566	8,422,499	2,641,348	(5,781,151)	6,112,583	3,471,235
	<b>Fund Balance - Unassigned</b>						
	<b>Beginning</b>	(530,498)	(530,498)	(530,498)	-	(530,498)	-
	(Use Of)/Add To Fund Balance	-	-	-	-	-	-
	<b>Ending</b>	(530,498)	(530,498)	(530,498)	-	(530,498)	-



**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

**Water-Sewer CIP Expenditure**

86		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	<b>Capital</b>						
5356308	Smart Covers	-	280,000	280,000	-	-	(280,000)
5356315	Cairo Lane (Water-Sewer Portion)	-	3,034,224	-	(3,034,224)	3,321,224	3,321,224
5356317	Pump Station #12 Rehabilitation	1,500	-	19,500	19,500	-	(19,500)
535635	Pump Station #9 Rehabilitation	1,500	700,000	219,500	(480,500)	506,432	286,932
535636	Pump Station #4 Relocation	50,945	833,275	128,848	(704,427)	704,427	575,579
535638	North District Water Distribution	17,071	425,000	425,000	-	-	(425,000)
535641	Manhole Rehabilitation	-	-	-	-	-	-
535642	NW 133rd Street - Sewer Reloc	20,425	400,000	200,000	(200,000)	200,000	-
535650	Pump Station #16 Rehabilitation	1,500	800,000	319,500	(480,500)	480,500	161,000
543638	NW 131st St Drainage	8,625	-	-	-	-	-
5356335	Pump Station Flow Meters	-	900,000	-	(900,000)	900,000	900,000
TBD	Sewer Modeling Update	-	150,000	150,000	-	-	(150,000)
TBD	135th Water Main	-	500,000	500,000	-	-	(500,000)
TBD	Water Meter Relocation Rutland	-	195,000	195,000	-	-	(195,000)
TBD	Sesame Main Relocation (Dollar Gen)	-	205,000	204,000	(1,000)	-	(204,000)
	<b>Total CIP</b>	<b>101,566</b>	<b>8,422,499</b>	<b>2,641,348</b>	<b>(5,781,151)</b>	<b>6,112,583</b>	<b>3,471,235</b>
	<b>Total Expense</b>	<b>101,566</b>	<b>8,422,499</b>	<b>2,641,348</b>	<b>(5,781,151)</b>	<b>6,112,583</b>	<b>3,471,235</b>



### Water-Sewer CIP Fund - Footnote Detail

Account Name	Footnote Detail	Proposed Budget (\$)
Cairo Lane (Water-Sewer Portion)	Water-Sewer portion of an anticipated \$5.4 million project to restore Cairo Lane. This portion funded by an awarded State Revolving Fund loan and ARPA funds	3,321,224
Pump Station #9 Rehabilitation	Major pump station upgrade in capacity and reliability. Tentatively recommended to be funded with ARPA funds.	506,432
Pump Station #4 Relocation	Major pump station upgrade in capacity and reliability and to be relocated away from the roadway. Primarily funded by a CDBG grant and ARPA funds.	704,427
NW 133 <sup>rd</sup> Street – Sewer Relocation	Major pump station upgrade and relocation to increase capacity and reliability.	200,000
Pump Stations #16 Rehabilitation	Major pump station upgrade in capacity and reliability and is being funded by ARPA funds	480,500
Pump Station Flow Meters	Meters to sense abnormal Waste Water Flow to identify potential pump station issues and is being funded by ARPA funds	900,000

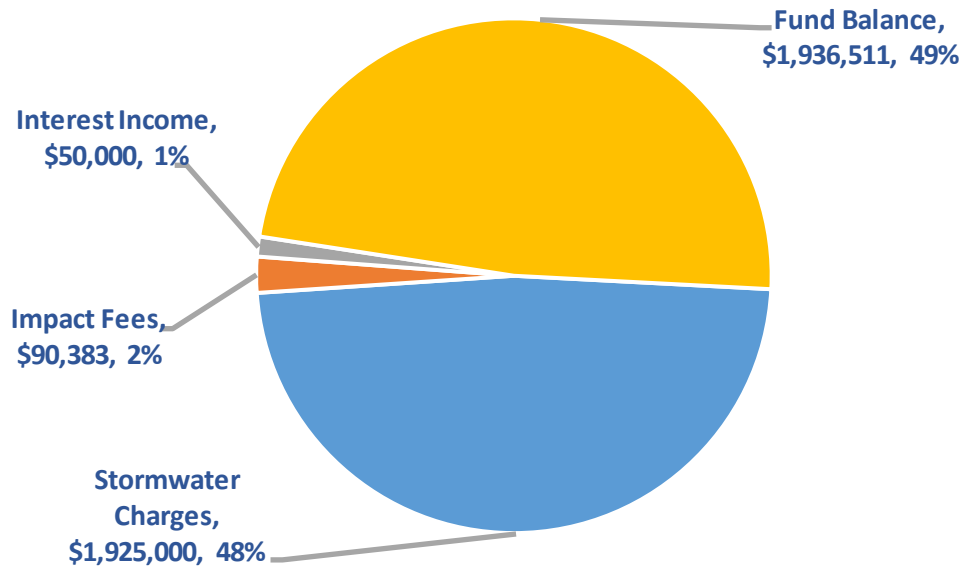
# Stormwater Operating Fund



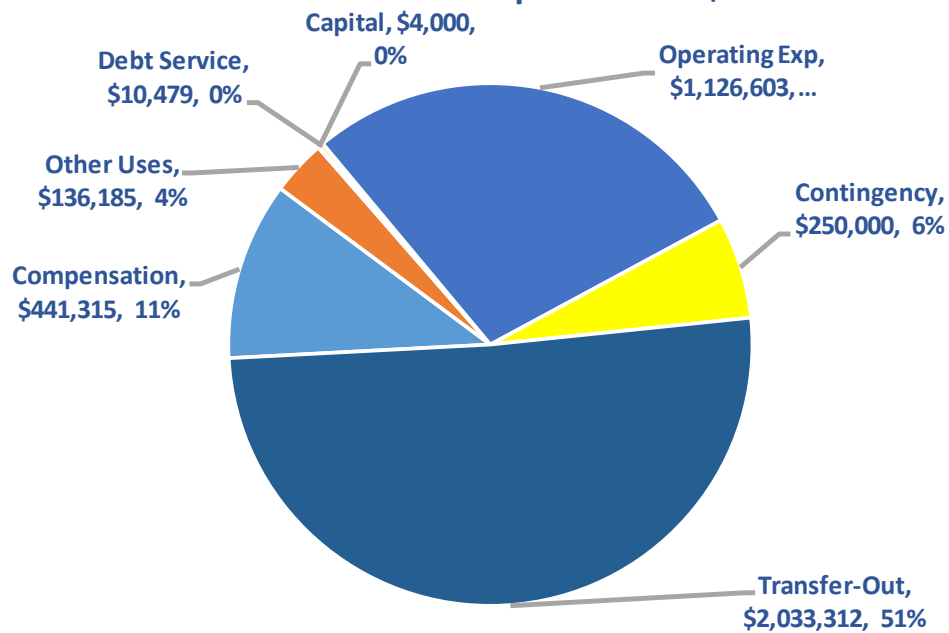


## Stormwater Operating Fund Revenue & Expenses

### Stormwater Fund Funding - \$4.0M



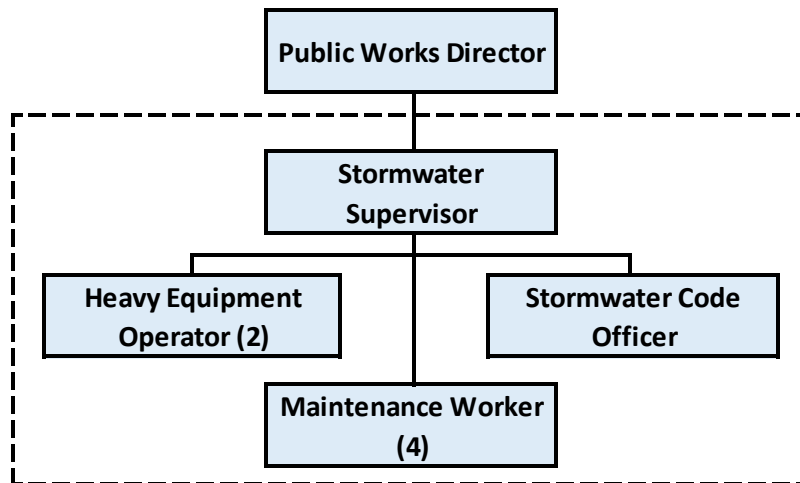
### Stormwater Fund Expenditure - \$4.0M





## STORMWATER

**Mission** – Enhance and maintain the City’s stormwater drainage system while adhering to all environmental requirements. Respond to flooding events which overwhelm the City’s drainage system.

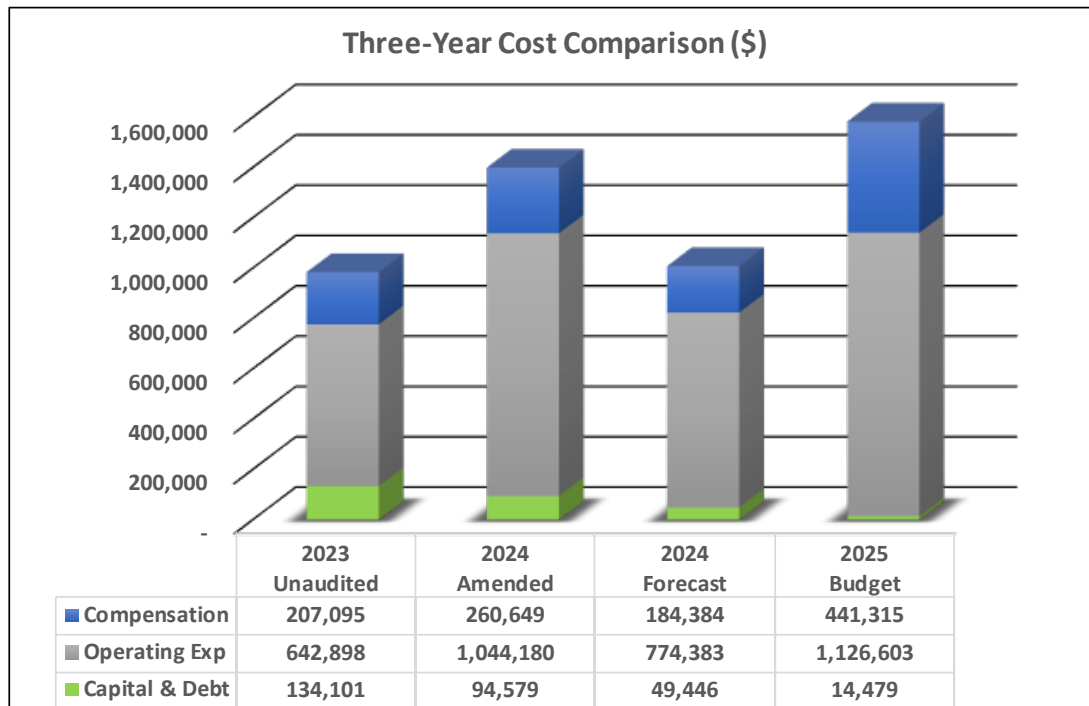


**Goal** – A stormwater drainage system designed for engineering criteria, to be defined in studies, to deploy systems that will handle most South Florida rain events with a minimum of flooding and rapid run-off. This will help whenever a rain event overwhelms the drainage system. To ensure streets are clear of all material which could potentially impede stormwater drainage.

### Budget Summary –

Position Summary - Stormwater						
	FY 24 BGT		FY 25 BGT		Difference	
Full Time (FT) / Part Time (PT)	FT	PT	FT	PT	FT	PT
Utility Superintendent	0.25	-		-	-0.25	-
Stormwater Supervisor	1	-	1	-	-	-
Maintenance Worker	-	-	4	-	4	-
Heavy Equip Operator	2	-	2	-	-	-
Stormwater Code Officer	1	-	1	-	-	-
<b>Total</b>	4.25	-	8	-	3.75	-
<b>Full Time Equivalent</b>	4.25	-	8	-	3.75	-





**Commission Priorities – Beautification, Infrastructure -**

**Current Year Accomplishments**

- Completed stormwater master plan, setting the direction for future construction
- Increased street sweeping from three days per week to five for cleaner streets and to mitigate the impact of trash entering and clogging the drainage system.
- Increased frequency of County’s aesthetic maintenance of City canals to reduce unsightly litter in our waterways.

**FY 25 Objectives -**

- Completion the assessment and video evaluation of the citywide stormwater collection system, consisting of 450 Inlets, 19,330 exfiltration piping, that is currently known.
- Maintain increased street sweeping.
- Further enhance canal maintenance





**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

**Stormwater Operating Fund - Summary**

		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
343800	<b><u>Funding</u></b>						
	<b><u>Revenue</u></b>						
	Stormwater Revenue	1,993,911	2,450,368	2,542,266	91,898	2,065,383	(476,883)
	<b>Total Revenue</b>	1,993,911	2,450,368	2,542,266	91,898	2,065,383	(476,883)
	<b>Total Funding</b>	1,993,911	2,450,368	2,542,266	91,898	2,065,383	(476,883)
	<b><u>Expense</u></b>						
	Salary	158,419	185,888	131,297	(54,591)	317,156	185,859
	Benefits	48,676	74,761	53,087	(21,674)	124,159	71,072
	<b>Total Compensation</b>	207,095	260,649	184,384	(76,265)	441,315	256,931
	Operating Expense	642,898	1,044,180	774,383	(269,797)	1,126,603	352,220
	Other Uses	-	-	-	-	136,185	136,185
	Capital	3,222	4,000	1,500	(2,500)	4,000	2,500
	Debt Service	130,879	90,579	47,946	(42,633)	10,479	(37,467)
	Contingency	-	255,972	150,000	(105,972)	250,000	100,000
	<b>Total Expense Ex Transfer Out</b>	984,094	1,655,380	1,158,213	(497,167)	1,968,582	810,369
	Transfer Out	825,223	1,260,235	495,352	(764,882)	2,033,399	1,538,047
	<b>Total Expense</b>	1,809,317	2,915,615	1,653,565	(1,262,049)	4,001,981	2,348,416
	<b>(Use of)/Add To Working Capital</b>	184,594	(465,247)	888,701	1,353,947	(1,936,598)	(2,825,299)
	<b><u>Working Capital</u></b>						
	<b>Beginning</b>	3,058,483	3,243,077	3,243,077	-	4,131,778	888,701
	(Use Of)/Add To Working Capital	184,594	(465,247)	888,701	1,353,947	(1,936,598)	(2,825,299)
	<b>Ending</b>	3,243,077	2,777,830	4,131,778	1,353,947	2,195,180	(1,936,598)



**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

**Stormwater Operating Fund Expense**

43		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	<b><u>Salaries</u></b>						
538120	Salaries - Regular	151,496	179,888	127,297	(52,591)	313,156	185,859
538140	Salaries - Overtime	6,924	6,000	4,000	(2,000)	4,000	-
	<b>Total Salaries</b>	<b>158,419</b>	<b>185,888</b>	<b>131,297</b>	<b>(54,591)</b>	<b>317,156</b>	<b>185,859</b>
	<b><u>Benefits</u></b>						
538210	FICA	11,679	14,067	10,045	(4,022)	24,262	14,217
538220	Retirement	17,425	24,953	17,817	(7,136)	43,229	25,412
538230	Life And Health Insurance	19,572	35,741	25,225	(10,516)	56,668	31,443
	<b>Total Benefits</b>	<b>48,676</b>	<b>74,761</b>	<b>53,087</b>	<b>(21,674)</b>	<b>124,159</b>	<b>71,072</b>
	<b>Total Compensation</b>	<b>207,095</b>	<b>260,649</b>	<b>184,384</b>	<b>(76,265)</b>	<b>441,315</b>	<b>256,931</b>
	<b><u>Operating Expense</u></b>						
538312	Other Professional Services	78,005	48,360	47,960	(400)	55,500	7,540
538340	Other Contracted Services	443,803	742,640	505,443	(237,197)	726,000	220,557
538341	Uniform Rental/Laundry	1,094	3,548	3,548	-	3,952	404
538440	Rentals And Leases	850	6,000	3,000	(3,000)	6,000	3,000
538467	Repairs - Machinery & Equip	18,813	33,000	28,000	(5,000)	25,000	(3,000)
538493	General Expense	2,385	4,400	3,400	(1,000)	4,400	1,000
538521	Clothing & Uniform Expense	-	1,300	1,100	(200)	1,200	100
538523	Special Supplies	6,145	2,000	1,000	(1,000)	2,000	1,000
538525	Chemicals/Horticultural	-	2,000	2,000	-	2,000	-
538541	Educational Costs	2,300	-	-	-	2,500	2,500
538648	Vehicle Lease	85,176	146,932	146,932	-	253,051	106,119
541431	Tipping Fees	4,327	54,000	32,000	(22,000)	45,000	13,000
	<b>Total Operating Expense</b>	<b>642,898</b>	<b>1,044,180</b>	<b>774,383</b>	<b>(269,797)</b>	<b>1,126,603</b>	<b>352,220</b>
	<b><u>Other Uses</u></b>						
514380	Legal Settlements	-	-	-	-	-	-
538596	Penalties	-	-	-	-	136,185	136,185
	<b>Total Other Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>136,185</b>	<b>136,185</b>
	<b><u>Capital</u></b>						
538640	Machinery & Equipment	3,222	4,000	1,500	(2,500)	4,000	2,500
	<b>Total Capital</b>	<b>3,222</b>	<b>4,000</b>	<b>1,500</b>	<b>(2,500)</b>	<b>4,000</b>	<b>2,500</b>
	<b><u>Debt Service</u></b>						
538723	State Revolving Loan	10,479	10,479	10,479	-	10,479	-
535542	Miami-Dade Debt - Principal	115,900	79,190	36,557	(42,633)	-	(36,557)
533720	Miami-Dade Debt - Interest	4,500	910	910	-	-	(910)
	<b>Total Debt Service</b>	<b>130,879</b>	<b>90,579</b>	<b>47,946</b>	<b>(42,633)</b>	<b>10,479</b>	<b>(37,467)</b>
	<b><u>Contingency</u></b>						
538992	Working Capital Reserve	-	255,972	150,000	(105,972)	250,000	100,000
	<b>Total Contingency</b>	<b>-</b>	<b>255,972</b>	<b>150,000</b>	<b>(105,972)</b>	<b>250,000</b>	<b>100,000</b>
	<b><u>Transfer Out</u></b>						
538391	Reimbursement - Admin Cost	76,807	114,360	97,698	(16,662)	114,266	16,568
538441	Information Tech Charge	22,608	28,278	22,832	(5,446)	35,564	12,732
538442	Insurance Charge - Risk	66,040	61,760	61,626	(134)	75,840	14,214
538449	Vehicle Service Charge	5,262	6,264	7,050	786	7,508	458
513917	Stormwater CIP Fund	627,584	988,810	274,737	(714,073)	1,800,222	1,525,485
581925	Water Sewer Fund (CIP Charge)	26,922	60,763	31,410	(29,353)	-	(31,410)
	<b>Total Transfer Out</b>	<b>825,223</b>	<b>1,260,235</b>	<b>495,352</b>	<b>(764,882)</b>	<b>2,033,399</b>	<b>1,538,047</b>
	<b>Total Expense</b>	<b>1,809,317</b>	<b>2,915,615</b>	<b>1,653,565</b>	<b>(1,262,049)</b>	<b>4,001,981</b>	<b>2,348,416</b>



### Stormwater - Footnote Detail

Account Name	Footnote Detail	Proposed Budget (\$)
Other Professional Services	Compliance support	22,500
	Lab testing	5,000
	NPDES Report Consultants	20,000
	Other	8,000
	<b>Total</b>	<b>55,500</b>
Other Contracted Services	Fountain maintenance	5,000
	Canal maintenance	300,000
	FL Dept of Environment	1,000
	World Petroleum	25,000
	FloTech Assessment	20,000
	Drainage System Maintenance	350,000
	Other	25,000
	<b>Total</b>	<b>726,000</b>
Uniform Rental / Laundry	Employee uniform services	3,952
Rentals	Specialized equipment for repairs	6,000
Repairs – Machinery & Equipment	Street sweeper maintenance	25,000
General Expense	FL Dept of Environment	600
	NPDES	800
	Other	3,000
	<b>Total</b>	<b>4,400</b>
Clothing & Uniform Expense	Protective shoes, Hazmat, Gas Masks	1,200
Special Supplies	Spill containment kits	2,000
Chemicals / Horticultural	Mosquito repellant	2,000
Educational Costs	MS4 & Stormwater Inspector	2,000
Vehicle Lease	New Vacuum Truck	131,101
	Street Sweeper (Financed)	81,250
	Crane Truck	40,700
	<b>Total</b>	<b>253,051</b>
Tipping Fees	Tipping fees for Street sweeper	45,000
Machinery & Equipment	Miscellaneous	4,000
Debt Service	Repayment of Principal and Interest on debt	90,579
Contingency	Stormwater Fund contingency for unanticipated expenditures and/or revenue shortfalls	250,000
Reimbursement – Admin Cost	Transfer to the General Fund for administrative support	114,266
Information Technology Charge	Transfer to Information Technology Internal Services Fund for IT support	35,476
Risk Management Charge	Transfer to Risk Management Internal Services Fund for insurance coverage	75,840
Vehicle Service Charge	Recovery of vehicle maintenance services	7,508
Stormwater CIP Fund	131 Street Additional Cost	100,000
	Cairo Lane	250,222
	Burlington Canal Phase II	750,000
	Commerce North	500,000
	NW 38 <sup>th</sup> Court	200,000
	<b>Total</b>	<b>1,800,222</b>

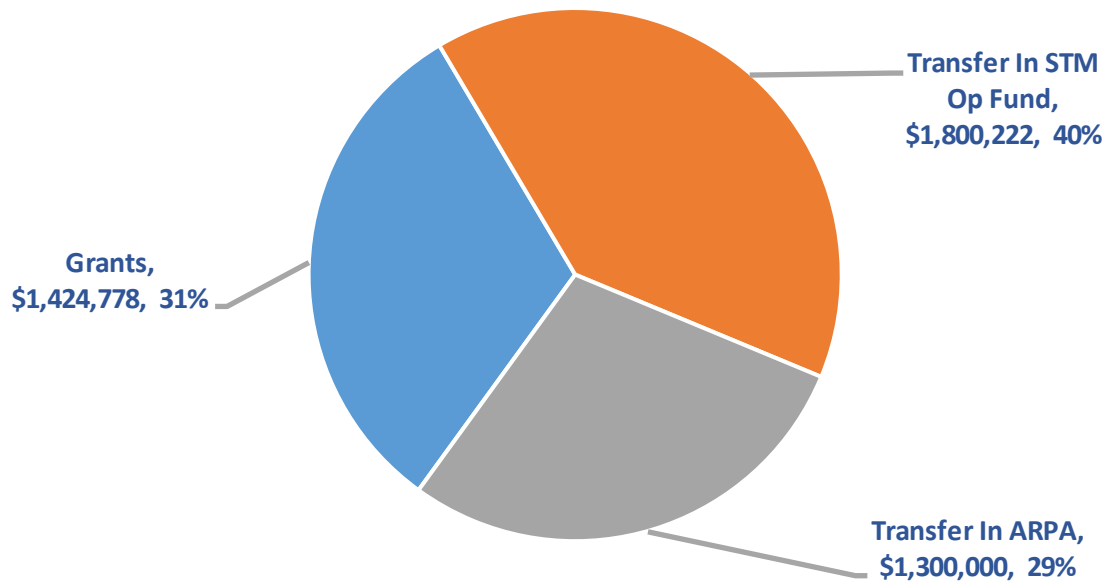
# Stormwater CIP Fund



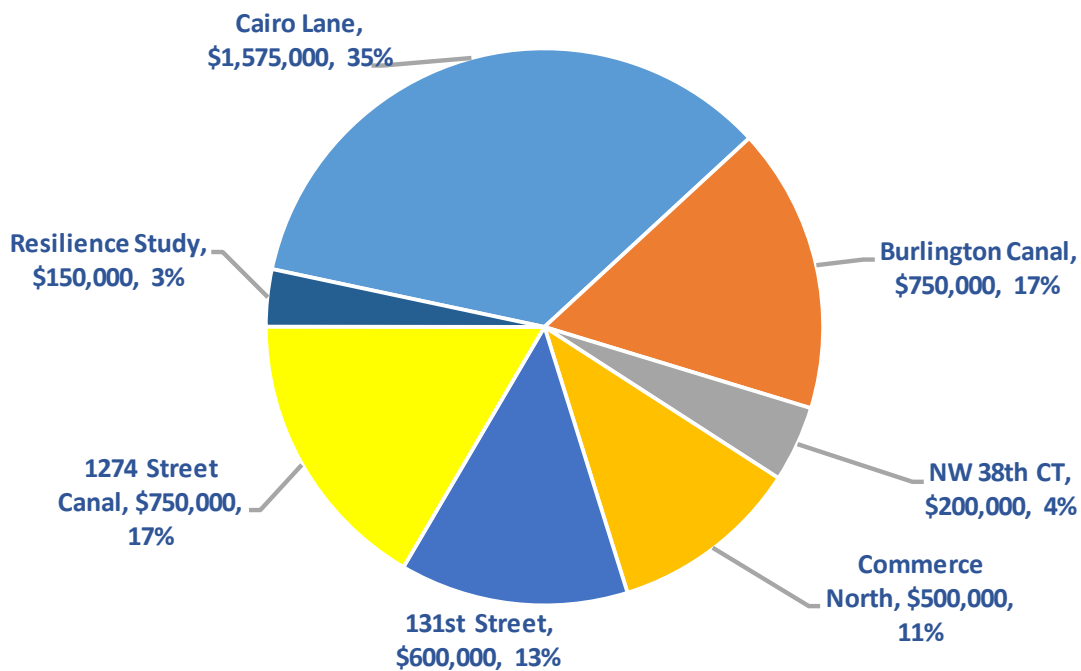


## Stormwater CIP Fund Revenue & Expense

### Stormwater Fund CIP Funding - \$4.5M



### Stormwater Fund CIP Expenditure - \$4.5M





## WATER-SEWER CIP FUND

**Mission** – To use surplus funds from the Water-Sewer Fund, grants, and loans to rehabilitate the City’s water distribution system to ensure the availability of safe drinking water, maintain excellent water pressure for fire suppression, experience minimal water loss throughout the system, and ensure that all components of the system are fully operational at all times. Additionally, utilize these same sources of funding to rehabilitate the City’s wastewater collection and transmission system to fully satisfy all DERM requirements, minimize inflow and infiltration (I&I), and ensure that the system’s capacity is sufficient for both current and future volumes and that all components of the system are fully operational at all times.

**Goal** – Identify priority projects and ensure that funding sources are sought to allow the completion of these projects.

### **Current Year Accomplishments**

- Rehabilitation of Pump Stations #9 & #16 Design Completed
- Cairo Lane project completion (Water Portion) Under Final Permitting
- Pump Station #4 relocation Under Permitting
- Miami Gardens Service Line Replacement-Construction Initiated
- Smart Covers – 19 pump stations On-going

### **FY 25 Objectives**

- Rehabilitation of Pump Stations #9 & #16-Construction
- Cairo Lane project completion (Water Portion) Under Final Phase of Permitting
- Pump Station #4 relocation Under Permitting
- Flow meter installation – 19 pump stations. FY 25
- Rehabilitation of Pump Station #12

### **Results vs. FY 24 Objectives**

- Pump Station #4 relocation – Construction – Results: Under Permitting
- Miami Gardens Service Line Replacement – Construction – Results: On-going
- Cairo Lane – Construction – Results: Under Final Phase of Permitting



**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

**Stormwater CIP Fund - Summary**

		FY 23	FY 24			FY 25
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed
	<b><u>Grants</u></b>					
334700	Grants-Other	-	1,500,000	229,978	(1,270,022)	1,400,000
334781	Grants - SRF	-	-	303,478	303,478	24,778
	<b>Total Grants</b>	-	1,500,000	533,456	(966,544)	1,424,778
	<b><u>Loans</u></b>					
384120	WW 111310	-	-	-	-	-
384110	DW 111331	-	-	-	-	-
	Burlington Canal	353,376	353,376	353,376	-	-
	<b>Total Loans</b>	353,376	353,376	353,376	-	-
	<b><u>Transfer In</u></b>					
381320	ARPA	-	750,000	-	(750,000)	1,300,000
381010	Stormwater Op Fund	627,584	988,810	274,737	(714,073)	1,800,222
	<b>Total Transfer In</b>	627,584	1,738,810	274,737	(1,464,073)	3,100,222
	<b>Total Funding</b>	980,960	3,592,186	1,161,569	(2,430,617)	4,525,000
	<b><u>Capital</u></b>					
	Capital	627,584	3,592,186	1,161,569	(2,430,617)	4,525,000
	<b>Total Capital</b>	627,584	3,592,186	1,161,569	(2,430,617)	4,525,000
	<b>(Use of)/Add To Working Capital</b>	353,376	-	-	-	-
	<b><u>Working Capital</u></b>					
	<b>Beginning</b>	-	353,376	353,376	-	353,376
	(Use Of)/Add To Working Capital	-	-	-	-	-
	<b>Ending</b>	353,376	353,376	353,376	-	353,376





**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

**Stormwater CIP Expenditure**

87		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	<b>CIP</b>						
543638	131st Street Project	134,654	600,000	129,978	(470,022)	600,000	470,022
5386315	Cairo Lane	109,810	1,025,000	129,978	(895,022)	1,575,000	1,445,022
5356328	Burlington Canal - PH I	14,122	767,186	767,186	-	-	(767,186)
5356328	Burlington Canal - PH II	-	-	-	-	750,000	750,000
5356328	Burlington Canal - PH III	-	-	-	-	-	-
541825	NW 147 St - Drainage	315,424	-	-	-	-	-
541828	NW 133 St - Drainage	-	-	-	-	-	-
5386336	NW 38th CT (132 - 135 St)	-	200,000	-	(200,000)	200,000	200,000
5386335	Commerce North	-	-	-	-	500,000	500,000
5386334	127 Street Canal	53,574	750,000	34,427	(715,573)	750,000	715,573
5386338	Resiliency Study	-	250,000	100,000	(150,000)	150,000	50,000
	<b>Total CIP</b>	<b>627,584</b>	<b>3,592,186</b>	<b>1,161,569</b>	<b>(2,430,617)</b>	<b>4,525,000</b>	<b>3,363,431</b>



### FY 25 Stormwater CIP Funding Matrix

Projects	Total	Funding Sources					
		Storm Ops	ARPA	Resiliency Grant	CDBG Grant	SRF	DEO Grant
131st Street	600,000	100,000	-	-	500,000	-	-
Cairo Lane	1,575,000	250,222	1,300,000	-	-	24,778	-
Burl. Canal - PH I	-	-	-	-	-	-	-
Burl. Canal - PH II	750,000	750,000	-	-	-	-	-
NW 38th CT (132 - 135 St)	200,000	200,000	-	-	-	-	-
Commerce North	500,000	500,000	-	-	-	-	-
127 Street Canal	750,000	-	-	-	-	-	750,000
NW 30 Ave & 132 Street	-	-	-	-	-	-	-
Resiliency Study	150,000	-	-	150,000	-	-	-
<b>Total</b>	<b>4,525,000</b>	<b>1,800,222</b>	<b>1,300,000</b>	<b>150,000</b>	<b>500,000</b>	<b>24,778</b>	<b>750,000</b>



### **Stormwater CIP Fund - Footnote Detail**

<b>Account Name</b>	<b>Footnote Detail</b>	<b>Proposed Budget (\$)</b>
131 <sup>st</sup> Street Project	Phase I of drainage and pavement improvement. Funded by CDBG grant and Stormwater fund	600,000
Cairo Lane (Stormwater Portion)	This is part of an estimated \$5.6 million project, with the remainder, in the Water-Sewer fund and funded by an available State Revolving Fund loan. If State funding isn't available for the stormwater portion of this project, it will be funded from alternate sources	1,575,000
Burlington Canal PH I	Phase II of a three-phase project to fully restore this canal. It is tentatively recommended that this phase be funded with Stormwater Funds	750,000
NW 38 <sup>th</sup> Court	This is a high priority drainage project. It will be funded from the Stormwater Operating Fund.	200,000
Commerce North	The entire project for Commerce North is estimated to be in the \$8 million range. Funding has been requested from SRF for the majority of the project. This budgeted amount is the initial phase for design and planning.	500,000
127 <sup>th</sup> Street Canal	Dredging a portion of the 127 <sup>th</sup> Street Canal passing through the City to improve the canal's ability to handle stormwater. Funded by Florida State Department of Economic Opportunity (DEO) grant.	750,000
Resiliency Study	A critical vulnerability study and plan assessment to identify problem flood areas and to help develop an infrastructure plan	150,000

# American Rescue Plan Act (ARPA) Fund





## ARPA FUND

**Mission** – This fund serves as a repository for funds received under the American Rescue Plan Act (ARPA) until the funds are allocated to projects, normally for water-sewer and stormwater projects.

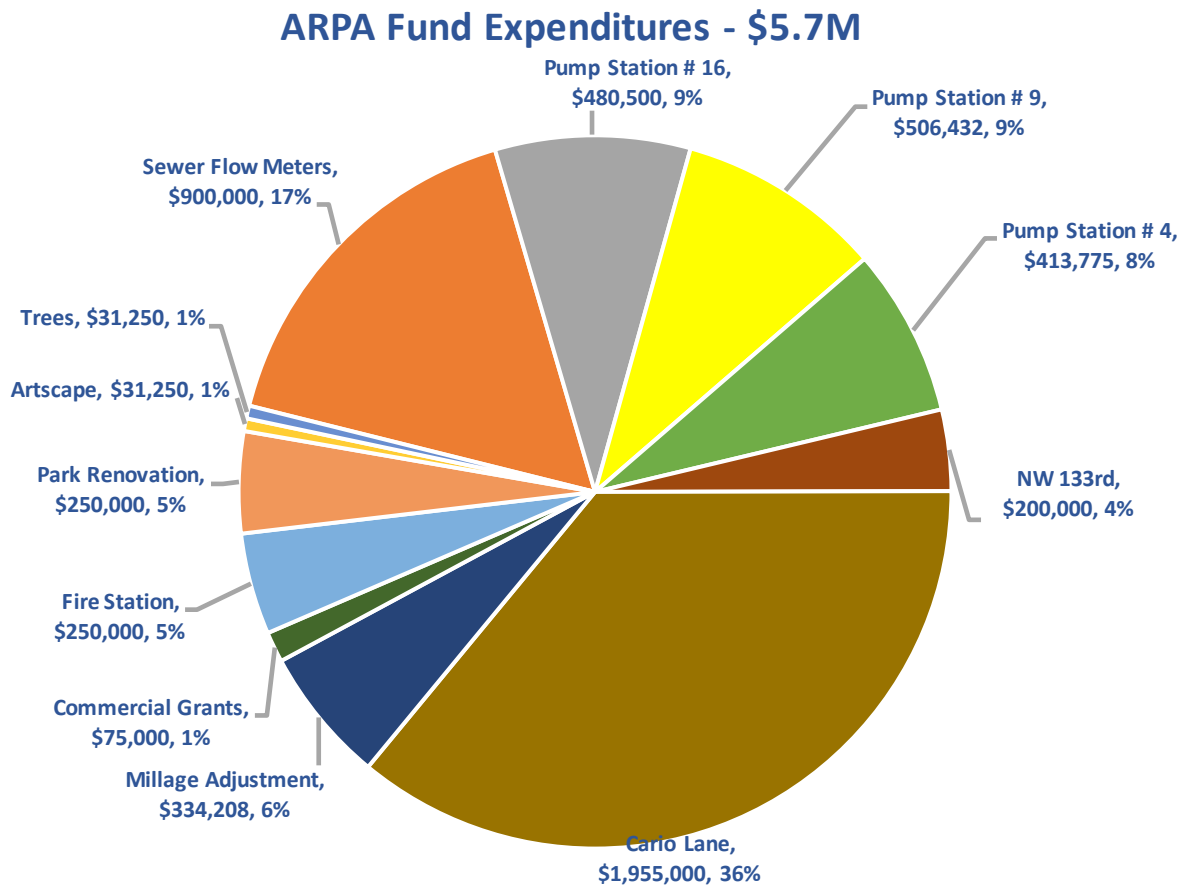
**Goal** – Ensure that all ARPA funds are allocated to projects by December, 2024 to be in compliance with program requirements that all ARPA funds must be encumbered to projects by December 31, 2024.

### Current Year Accomplishments

- Allocated \$7,225,00 of ARPA funds to multiple projects in Safe Neighborhood CIP, Water-Sewer CIP and Stormwater CIP to be in compliance with ARPA requirements.

### FY 25 Objectives

- Allocate ARPA funds to projects as determined by the City Commission.





**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

**ARPA Fund - Summary**

		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
<b>105</b>	<b><u>Grants</u></b>						
334700	ARPA	-	-	-	-	-	-
	Interest Income	109,497	300,000	325,000	25,000	100,000	(225,000)
	<b>Total Grants</b>	109,497	300,000	325,000	25,000	100,000	(225,000)
	<b>Total Funding</b>	109,497	300,000	325,000	25,000	100,000	(225,000)
	<b><u>Expense</u></b>						
	Operating Expense	5,569	28,218	2,286	(25,932)	500	(1,786)
	Other Uses	69,454	237,546	237,546	-	-	(237,546)
	<b>Total Expense Ex Trans Out</b>	75,023	265,764	239,832	(25,932)	500	(239,332)
	<b><u>Transfer Out</u></b>						
	To Safe Neighborhood CIP Fund	-	625,000	62,500	(562,500)	562,500	500,000
	To Water-Sewer CIP Fund	-	5,336,775	2,493,000	(2,843,775)	3,155,707	662,707
	To Stormwater CIP Fund	-	750,000	-	(750,000)	1,300,000	1,300,000
	To General Fund	-	75,000	50,000	(25,000)	409,208	359,208
	<b>Total Transfer Out</b>	-	6,786,775	2,605,500	(4,181,275)	5,427,415	2,821,915
	<b>Total Expense</b>	75,023	7,052,539	2,845,332	(4,207,207)	5,427,915	2,582,583
	<b>(Use of)/Add To Working Capital</b>	34,473	(6,752,539)	(2,520,332)	4,232,207	(5,327,915)	(2,807,583)
	<b><u>Fund Balance</u></b>						
	<b>Beginning</b>	-	-	-	-	-	-
	Prior Period Adjustment	-	-	-	-	-	-
	Beginning - Adjusted	7,957,572	7,992,045	7,992,045	-	5,471,713	(2,520,332)
	(Use Of)/Add To Fund Balance	34,473	(6,752,539)	(2,520,332)	4,232,207	(5,327,915)	(2,807,583)
	<b>Ending</b>	34,473	1,239,506	5,471,713	4,232,207	143,798	(5,327,915)



**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

**ARPA Fund Expenditure**

15		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fc\$U
	<b><u>Operating Expense</u></b>						
538312	Other Professional Services	5,569	27,718	1,786	(25,932)	-	(1,786)
538493	General Expense	-	500	500	-	500	-
	<b>Total Operating Expense</b>	<b>5,569</b>	<b>28,218</b>	<b>2,286</b>	<b>(25,932)</b>	<b>500</b>	<b>(1,786)</b>
	<b><u>Other Uses</u></b>						
515545	Homeownership/Rental Assist	69,454	237,546	237,546	-	-	(237,546)
	<b>Total Other Uses</b>	<b>69,454</b>	<b>237,546</b>	<b>237,546</b>	<b>-</b>	<b>-</b>	<b>(237,546)</b>
	<b>Total Expense Ex Transfer Out</b>	<b>75,023</b>	<b>265,764</b>	<b>239,832</b>	<b>(25,932)</b>	<b>500</b>	<b>(239,332)</b>
	<b><u>Transfer Out</u></b>						
538902	<b><u>To Water-Sewer CIP Fund</u></b>						
	Northern Water District Service Lines - PH 1	-	425,000	425,000	-	-	(425,000)
	Sewer Flow Meters	-	900,000	-	(900,000)	900,000	900,000
	Pump Station #16	-	800,000	319,500	(480,500)	480,500	161,000
	Pump Station #9	-	700,000	219,500	(480,500)	506,432	286,932
	Pump Station #4 Relocation	-	413,775	-	(413,775)	413,775	413,775
	Smart Covers	-	280,000	280,000	-	-	(280,000)
	NW 133rd Street	-	400,000	200,000	(200,000)	200,000	-
	Cairo Lane	-	368,000	-	(368,000)	655,000	655,000
	Sewer System Modeling	-	150,000	150,000	-	-	-
	NW 135th Street Water	-	500,000	500,000	-	-	-
	Sesame St. Water Main	-	205,000	204,000	(1,000)	-	(204,000)
	Rutland Water Main	-	195,000	195,000	-	-	(195,000)
	<b>Total - Water-Sewer CIP Fund</b>	<b>-</b>	<b>5,336,775</b>	<b>2,493,000</b>	<b>(2,843,775)</b>	<b>3,155,707</b>	<b>1,312,707</b>
538903	<b><u>To Stormwater CIP Fund</u></b>						
	Cairo Lane	-	750,000	-	(750,000)	1,300,000	1,300,000
	<b>Total - Stormwater CIP Fund</b>	<b>-</b>	<b>750,000</b>	<b>-</b>	<b>(750,000)</b>	<b>1,300,000</b>	<b>1,300,000</b>
538909	<b><u>To General Fund</u></b>						
	Commercial Grants	-	75,000	50,000	(25,000)	75,000	25,000
	Offset Millage Rate	-	-	-	-	334,208	334,208
	<b>Total - To General Fund</b>	<b>-</b>	<b>75,000</b>	<b>50,000</b>	<b>(25,000)</b>	<b>409,208</b>	<b>359,208</b>
581320	<b><u>To Safe Neighborhood CIP Fund</u></b>						
	Fire Station	-	250,000	-	(250,000)	250,000	250,000
	Helen Miller / Ingram Park Renov	-	250,000	-	(250,000)	250,000	250,000
	Artscape	-	62,500	31,250	(31,250)	31,250	-
	Trees (Medians & Swales)	-	62,500	31,250	(31,250)	31,250	-
	<b>Total - Safe Neighborhood CIP Fund</b>	<b>-</b>	<b>625,000</b>	<b>62,500</b>	<b>(562,500)</b>	<b>562,500</b>	<b>500,000</b>
	<b>Total Transfer Out</b>	<b>-</b>	<b>6,786,775</b>	<b>2,605,500</b>	<b>(4,181,275)</b>	<b>5,427,415</b>	<b>3,471,915</b>
	<b>Total Expense</b>	<b>75,023</b>	<b>7,052,539</b>	<b>2,845,332</b>	<b>(4,207,207)</b>	<b>5,427,915</b>	<b>3,232,583</b>



## Stormwater CIP Fund - Footnote Detail

### ARPA Fund - Footnote Detail

Account Name	Footnote Detail	Proposed Budget (\$)
General Expense	Bank Fees	500
Sewer Flow Meters	See Water Sewer CIP	900,000
Pump Station #16	See Water Sewer CIP	480,500
Pump Station #9	See Water Sewer CIP	506,432
Pump Station #4 Relocation	See Water Sewer CIP	413,775
Cairo Lane	See Water Sewer CIP	655,000
NW 133rd Street	See Water Sewer CIP	200,000
Cairo Lane	See Stormwater CIP	1,300,000
Commercial Grants	Small Business Grant Comm Dev	75,000
Offset Millage	Fund Millage Rate Adjustment	334,208
Fire Station	Fire Station, see Safe Neighborhood CIP	250,000
Park Renovation	Ingram and Helen Miller, see Safe Neighborhood	250,000
Artscape	See Safe Neighborhood CIP	31,250
Trees	See Safe Neighborhood CIP	31,250



# Risk Management Internal Services Fund





## RISK MANAGEMENT

**Mission** – Conduct programs to (1) protect City assets from loss and/or damage, (2) maximize employee safety and (3) minimize third party claims against the City, and ensure proper insurance coverage in place to limit the City’s financial exposure upon occurrence of any of these events.

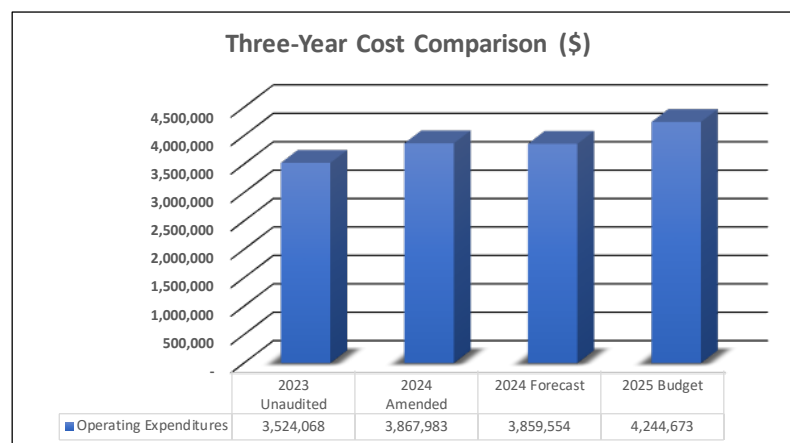
**Goal** – An environment where safety, preservation of City assets and the elimination of causes of third party claims is emphasized with cost-effective insurance in place when loss does occur.

### **Current Year Accomplishments -**

- Upgraded asset insurance coverage based on identification and recommendations resulting from consultant asset study.
- Processed all claims in conjunction with the Florida Municipal Insurance Trust (FMIT) to ensure expeditious processing and fair resolution.
- Obtain an Agent of Record to evaluate competitive insurance providers

### **FY 25 Objectives -**

- Ensure all City assets properly insured
- Research root causes of City losses and develop recommendations for corrective action
- Put the insurance service out to bid to evaluate competitive offerings in view of having been with the Florida Municipal Insurance Trust for an extended period.
- Increase City safety training and education to reduce injury and losses
- Obtain services from a new insurance provider if recommended from the Agent of Record evaluation and approved by the City Commission





### Risk Management - Summary

		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	<b>Funding</b>						
	Transfer In	3,524,068	3,889,983	3,881,554	(8,429)	4,244,673	363,119
	<b>Total Funding</b>	3,524,068	3,889,983	3,881,554	(8,429)	4,244,673	363,119
	<b>Expense</b>						
	Salary	-	-	-	-	-	-
	Benefits	863	22,000	22,000	-	-	(22,000)
	<b>Total Compensation</b>	863	22,000	22,000	-	-	(22,000)
	Operating Expense	3,523,205	3,867,983	3,859,554	(8,429)	4,244,673	385,119
	<b>Total Expense</b>	3,524,068	3,889,983	3,881,554	(8,429)	4,244,673	363,119
	<b>Over / (Under)</b>	-	-	-	-	-	-



**Risk Management - Expense**

84		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	<b><u>Salaries</u></b>						
513110	Salaries Executive	-	-	-	-	-	-
	<b>Total Salaries</b>	-	-	-	-	-	-
	<b><u>Benefits</u></b>						
513210	FICA	-	-	-	-	-	-
513240	Worker's Compensation	863	20,000	20,000	-	-	(20,000)
513245	Accidental Death	-	2,000	2,000	-	-	(2,000)
	<b>Total Benefits</b>	863	22,000	22,000	-	-	(22,000)
	<b>Total Compensation</b>	863	22,000	22,000	-	-	(22,000)
	<b><u>Operating Expense</u></b>						
513240	Worker's Compensation	-	-	-	-	20,000	20,000
513245	Accidental Death	-	-	-	-	2,000	2,000
513312	Other Professional Services	1,463	10,000	10,000	-	10,000	-
513392	Motor Vehicle Claims	8,106	61,000	61,000	-	40,000	(21,000)
513393	Property Damage Claims	-	-	-	-	-	-
513394	General Liability - Deductible	-	-	-	-	-	-
513420	Postage	13	50	50	-	50	-
513521	Clothing & Uniforms	-	-	-	-	-	-
513451	Insurance Premium	3,446,111	3,726,633	3,718,204	(8,429)	4,122,323	404,119
513452	General Liability - Deductible	67,511	70,000	70,000	-	50,000	(20,000)
513493	General Expense	-	300	300	-	300	-
	<b>Total Operating Expense</b>	3,523,205	3,867,983	3,859,554	(8,429)	4,244,673	385,119
	<b>Total Expense</b>	3,524,068	3,889,983	3,881,554	(8,429)	4,244,673	363,119



### Risk Management - Footnote Detail

Account Name	Footnote Detail	Proposed Budget (\$)
Workers Compensation	Prior ongoing claims from when City was self-insured	20,000
Accidental Death	Insurance associated with police officers	2,000
Motor Vehicle Claims	Motor vehicle claims	40,000
Postage	Miscellaneous	50
Insurance Premium	Entire amount of coverage for entire City	4,122,323
Other Professional Services	Legal and medical services required for evaluation of prior Workers comp claims	10,000
General liability - Deductible	Deductible portion of general liability insurance paid by the City	50,000
General Expense	Miscellaneous small unanticipated expenditures	300

# Information Tech. Internal Services Fund



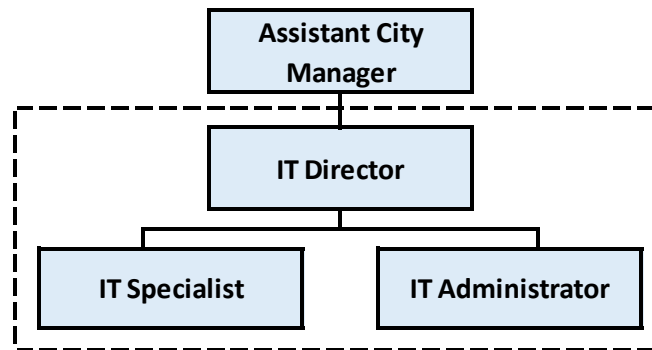


## INFORMATION TECHNOLOGY

**Mission** – Delivering cost-effective technological solutions to provide citizens, businesses, and City employees with convenient access to information and services.

The I.T. Department contributes to an efficient and productive City government using modern information technologies to improve citizen access to government information and services. Emphasis is also on deployment of advanced technology throughout the organization to enhance productivity and enable the organization to accomplish more with less. This is accomplished through continually identifying and sponsoring new technological applications that will benefit the city.

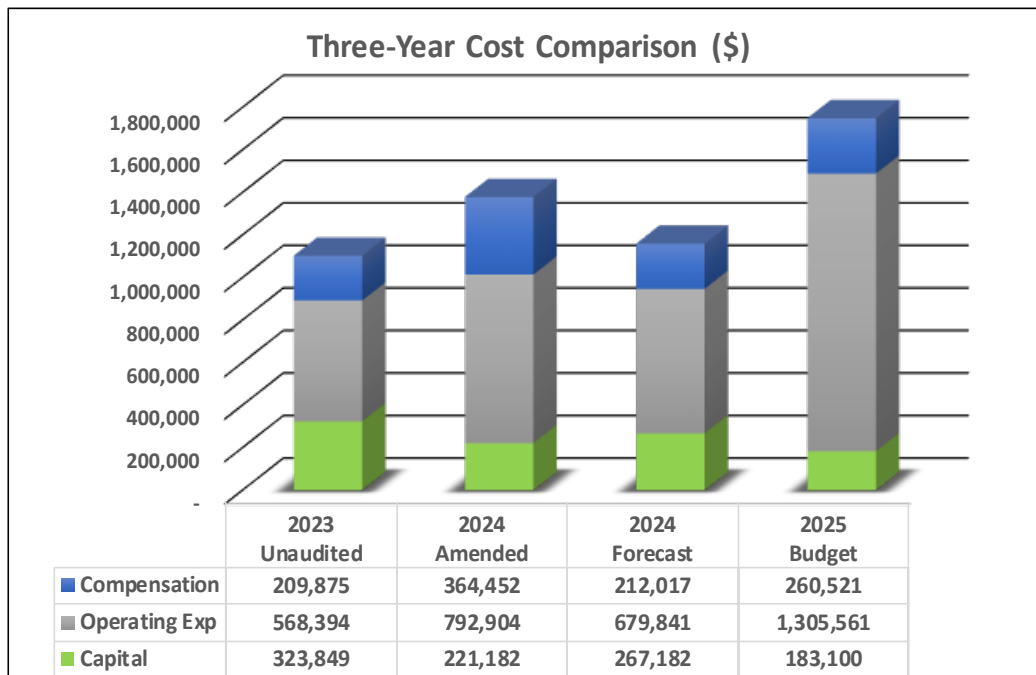
This is an internal service which is part of the General Fund. It recovers its cost each year and has no fund balance.



**Goal** – Serve as an agent for change through continual streamlining and improving of City processes and services driven by implementation of evolving innovations of hardware and software technologies to maximize the benefits of automation while maintaining an extremely high level of information technology security.

### Budget Summary -

Position Summary - IT						
	FY 24 BGT		FY 25 Prop		Difference	
Full Time (FT) / Part Time (PT)	FT	PT	FT	PT	FT	PT
IT Director	1	-	1	-	-	-
IT Specialist	1	-	1	-	-	-
IT Adminstrator	1	-	1	-	-	-
IT Specialist Law-Enforcement	1	-	-	-	(1)	-
<b>Total</b>	4	-	3	-	(1)	-
<b>Full Time Equivalent</b>	4	-	3	-	(1)	-



#### **FY2025 Goals**

- Implemented and centralized network and server monitoring (continued)
- Increased number of security cameras

#### **FY 25 Division Objectives -**

- Continuous effort to improve the IT infrastructure
  - Improve Confidentiality
    - Data at rest
    - Data while traverse the network
  - Improve Integrity
    - No code /low code Technology
    - Data Loss Prevention Technology
  - Improve Availability
    - Implement core device redundancy
  - Update outdated server software
    - Police department servers
    - City network servers
    - Replace laptops in the Police Department
- City Hall
  - Complete the build out as planned
    - Phase II of secure access, all doors that leads to sensitive areas
    - Elevator security by access card system





- Historic City Hall
  - Install a small IT infrastructure
  - Install cameras
  - Install phone at security desk
- Physical Security at Helen Miller
  - Access control
    - Install card readers at selected doors
    - Install card reader in the elevator
    - Install surveillance cameras in blind spots
- Illegal Dumping
  - Add more cameras in selected areas





IT Services - Summary

	FY 23	FY 24			FY 25	
Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
<b>Funding</b>						
Transfer In	1,102,119	1,378,538	1,113,040	(265,498)	1,753,482	640,442
<b>Total Funding</b>	1,102,119	1,378,538	1,113,040	(265,498)	1,753,482	640,442
<b>Expense</b>						
Salary	163,001	278,518	163,625	(114,893)	196,015	32,390
Benefits	46,874	85,934	48,392	(37,542)	64,506	16,114
<b>Total Compensation</b>	209,875	364,452	212,017	(152,435)	260,521	48,504
Operating Expense	568,394	792,904	679,841	(113,063)	1,305,561	625,720
Other Uses	-	-	-	-	-	-
Capital	323,849	221,182	221,182	-	187,400	(33,782)
<b>Total Expense Ex Transfer Out</b>	1,102,119	1,378,538	1,113,040	(265,498)	1,753,482	640,442
Transfer Out	-	-	-	-	-	-
<b>Total Expense</b>	1,102,119	1,378,538	1,113,040	(265,498)	1,753,482	640,442
<b>Over / (Under)</b>	-	-	-	-	-	-



**FISCAL YEAR 2025  
ANNUAL OPERATING BUDGET**

**IT - Expense**

85		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	<b>Salaries</b>						
512110	Salaries - Executive	91,197	-	-	-	-	-
512120	Salaries - Regular	71,805	278,518	163,625	(114,893)	196,015	32,390
	<b>Total Salaries</b>	<b>163,001</b>	<b>278,518</b>	<b>163,625</b>	<b>(114,893)</b>	<b>196,015</b>	<b>32,390</b>
	<b>Benefits</b>						
512210	FICA	12,383	21,306	12,518	(8,788)	14,995	2,477
512220	Retirement	18,276	37,795	22,204	(15,591)	26,717	4,513
512230	Life And Health Insurance	16,215	26,833	13,670	(13,163)	22,794	9,124
	<b>Total Benefits</b>	<b>46,874</b>	<b>85,934</b>	<b>48,392</b>	<b>(37,542)</b>	<b>64,506</b>	<b>16,114</b>
	<b>Total Compensation</b>	<b>209,875</b>	<b>364,452</b>	<b>212,017</b>	<b>(152,435)</b>	<b>260,521</b>	<b>48,504</b>
	<b>Operating Expense</b>						
512340	Other Contracted Services	17,420	40,000	20,000	(20,000)	30,000	10,000
512411	Telephone	140,182	211,000	166,500	(44,500)	174,000	7,500
512413	Internet	28,854	70,200	36,500	(33,700)	103,200	66,700
512420	Postage	78	200	200	-	200	-
512493	General Expenses	-	2,000	500	(1,500)	2,500	2,000
512510	Office Supplies	343	600	300	(300)	600	300
512523	Special Supplies	6,787	7,500	4,000	(3,500)	7,500	3,500
512528	Software Licensing	374,731	451,341	451,341	-	985,361	534,020
512540	Memberships	-	200	-	(200)	200	200
515547	Conferences and Meetings	-	2,000	500	(1,500)	2,000	1,500
512648	Vehicle Lease	-	7,863	-	(7,863)	-	-
	<b>Total Operating Expense</b>	<b>568,394</b>	<b>792,904</b>	<b>679,841</b>	<b>(113,063)</b>	<b>1,305,561</b>	<b>625,720</b>
	<b>Capital</b>						
512646	Computer Equipment	323,849	221,182	221,182	-	187,400	(33,782)
	<b>Total Capital</b>	<b>323,849</b>	<b>221,182</b>	<b>221,182</b>	<b>-</b>	<b>187,400</b>	<b>(33,782)</b>
	<b>Total Expense</b>	<b>1,102,119</b>	<b>1,378,538</b>	<b>1,113,040</b>	<b>(265,498)</b>	<b>1,753,482</b>	<b>640,442</b>



### Information Technology - Footnote Detail

Account Name	Footnote Detail	Proposed Budget (\$)
Other Contracted Services	Camera monitoring service	15,000
	Other	15,000
	<b>Total</b>	<b>30,000</b>
Telephone	AT&T Elevator & Sherbondy	6,000
	AT&T Mobility (Mobile Phone)	144,000
	Interactive Services (City phone system)	24,000
	<b>Total</b>	<b>174,000</b>
Software	Adobe Pro Licenses	6,000
	Agenda Management (CivicPlus)	50,000
	Agenda Management (Granicus)	500
	Archiving Software (Archivesocial)	3,000
	ASCAP	1,000
	Carahsoft Technology	36,000
	Central Square	50,000
	Cisco FDM	2,000
	Community Notification (Onsolve Code-Red)	11,400
	Dynamic Doc (Laserfiche)	11,520
	ERP Annual License	100,000
	ERP Installation	500,000
	Fleet Maint Software (Rarestep)	22,000
	GIS (ESRI)	9,915
	Help Desk	1,676
	Justfoia	6,300
	MalWareBytes Antivirus	12,250
	Microsoft Volume License-Software House	30,000
	Network Security - Barracuda	13,000
	Office 365 Migration (city part)	40,000
	Security Camera Software	15,000
	SSL Renewal	700
	VMWare Workspace One	15,800
	Zoom (CDW Government)	2,500
	Other Software	20,000
	LUMU	12,500
	Historic City Hall internet	3,000
	Easy Vote	3,000
	EMC	3,000
	Blackfish	2,500
	Broadcast System	800
	<b>Total</b>	<b>985,361</b>



### Information Technology - Footnote Detail

Account Name	Footnote Detail	Proposed Budget (\$)
Internet	Network Innovation (Parks Internet)	4,800
	Peerless (City Internet)	16,800
	OPATV (Comcast)	36,000
	City Internet (Call One)	9,600
	Granite Office Communication	36,000
	<b>Total</b>	<b>103,200</b>
Postage	Miscellaneous mailing	200
General Expense	Miscellaneous expenses	2,500
Office Supplies	Miscellaneous	600
Special Supplies	Special Computer related supplies	7,500
Memberships	FLGISA	200
Conferences & Meetings	Conference fees	2,000
Vehicle Lease	Vehicle	7,863
Computer Equipment	Thermal Printer (Police and Code Vehicles)	4,000
	Rugged Laptops (Police and PW)	35,000
	ERP Hardware	15,000
	UPS Batteries (Software House)	6,000
	Monitor Cameras	50,000
	PW Server Box	1,750
	New FY25 High speed comptr	2,100
	Monitor (Lrg) confrc rm PW	3,000
	Rugged Lap-top comptr WS	3,250
	Comptr Commission Monitor 3rd flr	5,000
	Printer for Asst Chief	1,500
	Additional Entry for Pol Dept (16 more)	30,000
	Laptop for Code	2,500
	Desktop for Code	1,800
	Additional Cmptr Housing Insector	1,500
	Computer Lab Sherbondy (10 stat)	12,500
	Monitors, Cables & Accessories	2,500
	Miscellaneous	10,000
	<b>Total</b>	<b>187,400</b>

# Special Law Enforcement





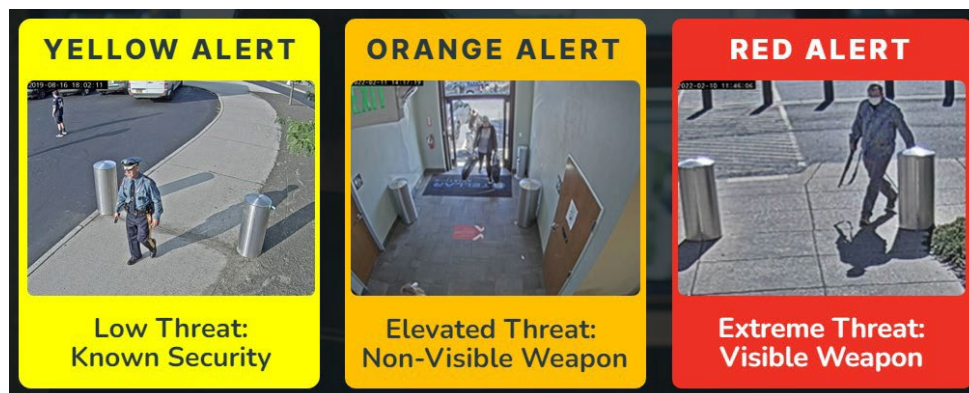
## SPECIAL LAW ENFORCEMENT FUND

**Mission** – Police Department can receive funds from participation in joint-agency investigations where assets associated with criminal activities are seized and subsequently liquidated with a share of the proceeds going to the Police Department. The uses to which these funds can be applied is greatly restricted, resulting in an accumulation of cash over time.

**Goal** – Make available supplemental funding to assist Police Department in fulfilling its duties.

### FY 25 Objectives

- Funds will be used for leasing Police vehicles and acquisition of additional bullet proof vests.
- Funds will be used to purchase new technology called Shotspotter and Safepoint to help the department quickly locate where a gun shot came from as well as increase Town Center Security





**Special Law Enforcement Fund - Summary**

		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
<b>165</b>	<b><u>Revenue</u></b>						
369900	Law Enforcement Training	-	-	-	-	-	-
338100	Court Forfeiture	330,998	250,000	300,000	50,000	250,000	(50,000)
364120	Auction Proceeds	-	-	-	-	-	-
361100	Interest	-	10,000	20,000	10,000	15,000	(5,000)
369900	Other Miscellaneous Revenue	6,366	-	-	-	-	-
	<b>Total Revenue</b>	<b>337,363</b>	<b>260,000</b>	<b>320,000</b>	<b>60,000</b>	<b>265,000</b>	<b>(55,000)</b>
<b>65</b>	<b><u>Expense</u></b>						
	<b><u>Operating Expense</u></b>						
521312	Other Professional Services	18,000	12,000	-	(12,000)	12,000	12,000
521340	Other Contract Services	-	110,000	123,400	13,400	117,900	(5,500)
521466	Repair & Maint - Vehicle Equipment	-	45,000	45,000	-	5,000	(40,000)
521645	Canine Unit	-	8,000	-	(8,000)	-	-
521547	Special Supplies	-	170,000	170,000	-	30,000	(140,000)
521648	Vehicle Lease	33,500	255,761	249,466	(6,295)	251,141	1,675
	<b>Total Operating Expense</b>	<b>51,500</b>	<b>600,761</b>	<b>587,866</b>	<b>(12,895)</b>	<b>416,041</b>	<b>(171,825)</b>
	<b><u>Capital</u></b>						
521644	Public Safety Equipment	-	24,000	24,000	-	7,500	(16,500)
	<b>Total Capital</b>	<b>-</b>	<b>24,000</b>	<b>24,000</b>	<b>-</b>	<b>7,500</b>	<b>(16,500)</b>
	<b>Total Expense</b>	<b>51,500</b>	<b>624,761</b>	<b>611,866</b>	<b>(12,895)</b>	<b>423,541</b>	<b>(188,325)</b>
	<b>(Use Of)/Add To Fund Balance</b>	<b>285,863</b>	<b>(364,761)</b>	<b>(291,866)</b>	<b>72,895</b>	<b>(158,541)</b>	<b>133,325</b>
	<b><u>Fund Balance - Unassigned</u></b>						
	<b>Beginning</b>	<b>377,547</b>	<b>663,410</b>	<b>663,410</b>	<b>-</b>	<b>371,544</b>	<b>(291,866)</b>
	<b>(Use Of)/Add To Fund Balance</b>	<b>285,863</b>	<b>(364,761)</b>	<b>(291,866)</b>	<b>-</b>	<b>(158,541)</b>	<b>(291,866)</b>
	<b>Ending</b>	<b>663,410</b>	<b>298,649</b>	<b>371,544</b>	<b>-</b>	<b>213,002</b>	<b>(583,733)</b>





### Special Law Enforcement - Footnote Detail

Account Name	Footnote Detail	Proposed Budget (\$)
Other Contract Services	To purchase Shotspotter & Safepoint	117,900
Other Professional Services	Sergeant Exams	12,000
Special Supplies	Bullet Proof Vests	30,000
Repair & Maint	Vehicle Cages	5,000
Public Safety Equipment	Purchase AED's	7,500
Vehicle Leases	Lease of Undercover Vehicles	251,141

# Law Enforcement Training Trust Fund (LETF)





## LAW ENFORCEMENT TRAINING TRUST FUND

**Mission** – This is a new fund which receives funding from Miami-Dade County court fees to be used for training purposes.

**Goal** – Make available funding to allow City to fund potential recruit training costs while attending the Miami-Dade Police Academy and for other department training purposes.

### **Current Year Accomplishments**

- This was a newly identified fund in FY 22 and wasn't utilized this year.

### **FY 25 Objectives**

- Will be used to support Police Department training and to sponsor trainees at the County Police Academy.





Law Enforcement Training Trust Fund - Summary

		FY 23	FY 24			FY 25	
ACCT	Account Title	Actual (Not Audited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
<b>179</b>	<b><u>Revenue</u></b>						
361100	Fund Interest Earned	-	-	-	-	-	-
334770	Local Law Enf Block Grant	-	-	-	-	-	-
335210	Law Enforcement Training	2,217	2,500	2,500	-	2,500	-
	<b>Total Revenue</b>	<b>2,217</b>	<b>2,500</b>	<b>2,500</b>	<b>-</b>	<b>2,500</b>	<b>-</b>
<b>66</b>	<b><u>Expense</u></b>						
	<b><u>Operating Expense</u></b>						
521541	Education Costs	-	50,000	5,000	(45,000)	30,000	25,000
521547	Special Supplies	-	-	-	-	20,000	20,000
	<b>Total Operating Expense</b>	<b>-</b>	<b>50,000</b>	<b>5,000</b>	<b>(45,000)</b>	<b>50,000</b>	<b>45,000</b>
	<b>(Use Of)/Add To Fund Balance</b>	<b>2,217</b>	<b>(47,500)</b>	<b>(2,500)</b>	<b>45,000</b>	<b>(47,500)</b>	<b>(45,000)</b>
	<b><u>Fund Balance - Unassigned</u></b>						
	<b>Beginning</b>	<b>121,186</b>	<b>123,402</b>	<b>123,402</b>	<b>-</b>	<b>120,902</b>	<b>(2,500)</b>
	<b>(Use Of)/Add To Fund Balance</b>	<b>2,217</b>	<b>(47,500)</b>	<b>(2,500)</b>	<b>45,000</b>	<b>(47,500)</b>	<b>(45,000)</b>
	<b>Ending</b>	<b>123,402</b>	<b>75,902</b>	<b>120,902</b>	<b>45,000</b>	<b>73,402</b>	<b>(47,500)</b>



### Special Law Enforcement - Footnote Detail

Account Name	Footnote Detail	Proposed Budget (\$)
Education	Schools, Academy, Other	30,000
Special Supplies	Ammunition, Other training material	20,000



**Glossary:**

**Accrual Basis** - A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when the cash is received or spent.

**Adopted Budget** - The original budget as approved by the City Commission at the beginning of the fiscal year.

**Ad Valorem Taxes** - Commonly referred to as property taxes, levied on both real and personal property, according to the property's valuation and tax rate.

**Amended Budget** - The current budget, resulting from changes to the Adopted Budget. An example of a common change would be a line-item transfer of funds.

**Annualize** - Taking changes that occurred mid-year and calculating their costs for a full year, for the purpose of preparing an annual budget.

**Appropriation** - A legal authorization to incur obligations and make expenditures for specific purposes.

**Assessed Valuation** - The valuation set upon real estate and certain personal property by the Property Appraiser as a basis for levying property taxes.

**Asset** - Resources owned or held by a government which has monetary value.

**Authorized Positions** - Employee positions, which are authorized in the adopted budget, to be filled during the year.

**Available (Undesignated) Fund Balance** - This refers to funds remaining from prior years, which are available for appropriation and expenditure in the current year.

**Balanced Budget** - A budget is considered balanced when the revenues of all funds equal the expenditures of all funds.

**Base Budget** - Projected cost of continuing the existing levels of service in the current budget year.

**Bond** - A long-term I.O.U. or promise to pay. It is a promise to repay a specified amount of money (the face amount of the bond) on a particular date (the maturity date). Bonds are primarily used to finance capital projects.

**General Obligation (G.O.) Bond** - This type of bond is backed by the full faith, credit and taxing power of the government.

**Revenue Bond** - This type of bond is backed only by revenues, which come from a specified enterprise project, such as a hospital or toll road.

**Bond Refinancing** - The payoff and re-issuance of bonds, to obtain better interest rates and/or bond conditions.

**Budget** - A plan of financial activity for a specified period (fiscal year) indicating all planned revenues and expenses for the budget period.

**Budgetary Basis** - This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of the three forms: GAAP, cash, or modified accrual.

**Budget Calendar** - The schedule of key dates, which a government follows in the preparation and adoption of the budget.

**Budgetary Control** - The control or management of a government in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.

**Capital Assets** - Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

**Capital Budget** - The appropriation of bonds or operating revenue for improvements to facilities, and (other infrastructure.



**Capital Expenditures** - Expenditures related to the acquisition, expansion or rehabilitation of an element of the physical plant of the government - sometime referred to as infrastructure.

**Capital Improvement Program (C.I.P.)** - An expenditure plan incurred each year over a fixed number of years to meet capital needs arising from the long term needs of the government.

**Capital Outlay** - Fixed assets which have a value of \$750 or more and have a useful economic lifetime of more than one year; or assets of any value if the nature of the item is such that it must be controlled for custody purposes as a fixed asset.

**Capital Project** - Major construction, acquisition, or renovation activities which add value to the physical assets of a government, or significantly increase their useful life. Also called capital improvements.

**Cash Basis** - A basis of accounting which recognizes transactions only when cash is increased or decreased.

**Collective Bargaining Agreement** - A legal contract between the employer and a verified representative of a recognized bargaining unit for specific terms and conditions of employment (e.g. hours, working conditions, salary, fringe benefits, and matters affecting health and safety of all employees).

**Constant or Real Dollars** - The presentation of dollar amounts adjusted for inflation to reflect the real purchasing power of money as compared to a certain point in time.

**Consumer Price Index (CPI)** - A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e. economic inflation).

**Contingency** - A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

**Contractual Services** - Services rendered to a government by private firms, individuals, or other government agencies. Examples include utilities, rent, maintenance agreements, and professional consulting services.

**Cost-of-Living Adjustment (COLA)** - An increase in salaries to offset the adverse effect of inflation on compensation.

**Debt Service** - The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

**Deficit** - The excess liability of an entity over its assets; or the excess of expenditure or expenses over Revenues during a single accounting period.

**Department** - The basic organizational unit of a government which is functionally unique in its delivery of services.

**Depreciation** - A noncash expense that reduces the value of an asset because of wear and tear, age, or obsolescence.

**Employee (or Fringe) Benefits** - Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included are the government's share of the costs for Social Security and the various pension, medical, and life insurance plans.

**Encumbrance** - The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure.

**Expenditure** - The payment of cash or the transfer of property or services for the purpose of acquiring an asset, service, or settling a loss.

**Expense** - Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest or other charges.

**Fiscal Policy** - A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs, and capital investment. Fiscal policy provides an agreed- upon set of principles for the planning and programming of government budgets and their funding.

**Fiscal Year** - A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. For the City of Opa-locka, this twelve (12) month period is October 1 to September 30.



**Fixed Assets** - Assets of long-term character that are intended to continue to be held or used, such as land, buildings, machinery, furniture and other equipment.

**Franchise Fee** - Fees assessed on public utility corporations in return for granting a privilege to operate inside the City limits, e.g. water, electricity, cable television.

**Full Faith and Credit** - A pledge of a government's taxing power to repay debt obligations.

**Fund** - A fiscal entity with revenues and expenses which are segregated for the purpose of carrying out a specific purpose or activity.

**Find Balance** - The excess of the assets of a fund over its liabilities, reserves, and carry-over.

**GAAP** - Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

**Goal** - A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless.

**Grants** - A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital, depending upon the grantee.

**Intergovernmental Revenue** - Funds received from federal, state and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.

**Levy** - To impose taxes in support of government activities.

**Line-item Budget** - A budget prepared along departmental lines that focuses on what is to be bought.

**Long-term Debt** - Debt with a maturity date of more than one year after the date of issuance.

**Mill** - The property tax rate which is based on the valuation of property. A tax rate of one mill produces one dollar of taxes on each \$1,000 of assessed property valuation.

**Indirect Cost** - A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one service.

**Infrastructure** - The physical assets of a government (e.g. streets, water, sewers, public buildings and parks).

**Interfund Transfers** - The movement of monies between funds of the same governmental entity.

**Object of Expenditures** - An expenditure classification, referring to the lowest and most detailed level of classification, such as electricity, office supplies, asphalt, and furniture.

**Objective** - Something to be accomplished in specific, well-defined, and measurable terms and that is achievable within a specific time frame.

**Obligations** - Amounts which a government may be legally required to meet out of its resources. They include not only actual liabilities, but also encumbrances not yet paid.

**Operating Expenses** - The cost for personnel, materials and equipment required for a department to function.

**Operating Revenue** - Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

**Pay-as-you-go Basis** - A term used to describe a financial policy by which capital outlays are financed from current revenues rather than through borrowing.

**Personnel Services** - Expenditures for salaries, wages, and fringe benefits of a government's employees.

**Prior-year Encumbrances** - Obligations from previous fiscal years in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated.





**Program** - A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the government is responsible.

**Purpose** - A broad statement of the goals, in terms of meeting public service needs, that a department is organized to meet.

**Reserve** - An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

**Resolution** - A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

**Resources** - Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

**Revenue** - Sources of income financing the operations of government.

**Rolled-back Rate** - The tax rate when applied to the current year's adjusted taxable value, generates the same ad valorem tax revenue as the prior year.

**Source of Revenue** - Revenues are classified according to their source or point of origin.

**Taxes** - Compulsory charges levied by government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

**Temporary Positions** - An employee who fills a temporary or short-term position. provide contingency staffing for government operations during peak workloads, or to address temporary staffing needs. Temporary employees are paid on a per-hour basis, and do not receive benefits.

**Transfers In/Out** - Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

**TRIM** - Truth in millage (Section 200.065, Florida Statute)

**Unencumbered Balance** - The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

**Unreserved Fund Balance** - The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

**User Charges** - The payment of a fee for direct receipt of public service by the party who benefits from the service.

**Utility Taxes** - Municipal charges on consumers or various utilities such as electricity, gas, water, and telecommunications.



**Acronyms:**

**ADA** - Americans with Disabilities Act  
**ARRA** - American Recovery & Reinvestment Act of 2009  
**CAD** - Computer Aided Dispatch  
**CAFR** - Comprehensive Annual Financial Report  
**CDBG** - Community Development Block Grant  
**CET** - Community Empowerment Team  
**CIP** - Capital Improvement Plan COLA - Cost of Living Adjustment CPI - Consumer Price Index  
**CRA** - Community Redevelopment Agency  
**DARE** - Drug Awareness Resistance Education  
**DEP** - Department of Environmental Protection  
**DJJ** - Department of Juvenile Justice (Opa-locka Police Youth Academy)  
**EEOC** - Equal Employment Opportunity Commission  
**ERU** - Environmental Resource Unit  
**FDEP** - Florida Department of Environmental Protection  
**FDLE** - Florida Department of Law Enforcement  
**FOOT** - Florida Department of Transportation  
**FEMA** - Federal Emergency Management Association  
**FMLA** - Family Medical Leave Act  
**FPL** - Florida Power & Light  
**RDAP** - Florida Recreation Development Assistance Program  
**FTE** - Full Time Equivalent  
**FY** - Fiscal Year  
**GAAP** - Generally Accepted Accounting Principles  
**GASB** - Government Accounting Standards Board  
**GFOA** - Government Finance Officers Association  
**GIS** - Geographic Information System  
**GOB** - General Obligation Bond  
**GIU** - General Investigative Unit  
**HUD** - Housing and Urban Development  
**ICMA** - International City/County Management Association  
**IT** - Information Technology  
**JARC** - Job Access Reverse Commute  
**LCIR** - Legislative Committee on Intergovernmental Relations  
**LEED** - Leadership in Energy and Environmental Design  
**LLEBG** - Local Law Enforcement Block Grant  
**MLK** - Martin Luther King  
**MOU** - Memorandum of Understanding  
**M/WBE** - Minority and Women Business Enterprise  
**NACSLB** - National Advisory Council on State and Local Budgeting  
**NAPOT** - Nominal Average Pump Operating Time  
**NPDES** - National Pollution Discharge Elimination System  
**OCED** - Office of Community and Economic Development  
**PTP** - People's Transportation Plan



**R & R** - Repair and Replacement  
**RFQ/RFP** - Request for Qualifications/Request for Proposal  
**ROW**- Right of Way  
**SEA** - Service Efforts and Accomplishments  
**SFWMD** - South Florida Water Management District  
**SFRTA** - South Florida Regional Transit Authority  
**SLE** - Special Law Enforcement  
**SNP** - Safe Neighborhood Parks (Miami Dade County)  
**RF** - State Revolving loan Fund  
**TIF** - Tax Increment Financing  
**TRIM** - Truth in millage  
**VAWA**- Violence Against Women Act  
**VOCA** - Victims of Crime Act