

# TOWN OF MEDLEY, FLORIDA

Annual Budget FY 2024-2025



# TOWN OF MEDLEY, FLORIDA

## TOWN COUNCIL



ROBERTO MARTELL  
MAYOR



EDGAR AYALA  
VICE-MAYOR



LIZELH RODRIGUEZ  
COUNCILWOMAN



IVAN PACHECO  
COUNCILMAN



KARINA PACHECO  
COUNCILWOMAN

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## MAYOR'S MESSAGE



September 8, 2024

To the Town Council and Citizens of the Town of Medley, Florida:

As authorized by Florida Statutes Section 200.165 and Article IV, Sections 2 and 3 of the Town Charter, we are pleased to present for Town Council review and public comment the Fiscal Year (FY) 2024-2025 Proposed Operating and Capital Budget. The budget stresses financial viability and sustainability while continuing to invest in public safety and critical infrastructure and puts tax dollars to work at improving the quality of life in Medley. With a sound fiscal approach, we have prepared a Proposed Budget that provides for short-term and long-term strategic goals. We look forward to working collaboratively with our Town Council, Department Heads, and the people in formulating a final budget that continues our collective goals of promoting the health, safety and prosperity of our residents and businesses.

Respectfully submitted,

Mayor Roberto Martell



GENERAL FUND REVENUES,  
EXPENDITURES, AND FINANCIAL TRENDS

## GENERAL FUND REVENUES

Ad Valorem tax revenues is the General Fund largest source of revenue and represent 50% of the total General fund revenues. Ad valorem tax revenue is based on both real and personal property assessments for property located within the boundaries of the Town. The assessed taxable values for 2024 is \$5,795,357,513, which is subject to appeals, is 12% higher than last year's Final Gross Taxable Value of \$5,192,600,352. The increase is due to growth in taxable property values.

Intergovernmental revenues, which account for 3% of total revenues, include the Town's allocation of state communications services taxes, state and county sales taxes, state and county local option gas taxes, county transportation surtax, and state revenue sharing proceeds. The amounts budgeted are based on estimates provided by the Florida Department of Revenue and Miami-Dade County.

The largest amount of intergovernmental revenue received is from the Communications Services Tax (CST). CST combines state and local communications services taxes consolidating the Franchise Fees for Telecommunications, Franchise Fees for Cable Television, and the Utility Tax for Telecommunications. The tax is applied to all communications service bills issued to customers on or after October 1, 2001. The reason this revenue source has decreased in recent years is due to competition in the wireless market, decreased demand for telephone and cable, and changes by the State legislature.

In 2002, the County approved a half-percent sales surtax to fund transit and transportation projects. The County distributes a portion of amounts collected to the municipalities based on population. Because certain shared revenues are based on residential population, the Town does not receive amounts which are remotely comparable with municipalities of similar size.

The category of revenue recognizes Charges for Town Services which accounts for approximately \$561,981.70 of the Town's General Fund revenues. The category includes revenue for administrative charges to all enterprise and special funds for services provided to the operations from administrative departments.

Franchise Fees includes revenue generated from electric sales by Florida Power & Light (FPL) and by Florida City Gas to customers within the Town's municipal boundaries. The fees are established by the franchise agreement between the Town and the Utility.

Utility Taxes includes Electric utility taxes and Gas Utility Tax which is derived from a 10% tax levied on each customer's electric bill from Florida Power & Light and gas bill from several providers of natural and propane gas companies.

Host Fee accounts for 9% of total revenues. The Medley Landfill is owned and operated by Waste Management, Inc. Waste Management pays a host fee to the Town based on a development agreement between the Town and Waste Management, Inc. In recent years the landfill has expanded accounting for the increase in revenues.

Local Business Taxes is a business tax receipt, formerly known as an Occupation License, is a tax assessment required for any business performing services or selling goods, advertising goods for sale, or advertising the performance of services for a fee. It is expected that Business Tax receipts will



generate \$450,000 based on the invoiced amounts for the FY 2023-2024. The budgeted amount is 104.5% more than FY 2022-2023 due to the addition of the businesses in the Annexed area. This amount includes a share of the County's Business Tax Receipts.

Pressure Vessel Fees is a fee of \$150 charged per pressure vessel. Miami-Dade County Code Compliance Department requires that the Town inspect all pressure vessels within the Town's municipal boundaries. The budgeted revenues are estimated based on current revenues.

Alarm Registration Fees – The Town requires registration of business burglar alarm systems and a payment of an annual fee. Budgeted revenues are based on a \$50 fee for new registrations and \$35 renewal fee.

Mobile Home Fees is an intergovernmental revenue and are proceed the Town receives from an annual license tax levied on all mobile home licenses and park trailers. The State and the Town levy the tax receives a portion of that amount. The revenue estimated is based on current levels.

The Alcoholic Beverage License Tax represents a portion of the annual state license tax levied on manufacturers, distributors, vendors, brokers, sales agents, and importers of alcoholic beverages collected within the municipality. This is also an intergovernmental revenue.

Police Revenues includes false alarm billings and reimbursement of HITDA expenses such as vehicle rentals and the overtime for the officers assigned to the HITDA task force. In addition, the Town bills for private off-duty work performed by its officers including a 20% surcharge to cover additional costs incurred such as vehicle expense, payroll taxes and workers compensation.

Judgement and Fines are revenues from traffic citations issued by the police officers for infractions which occur within the Town's boundaries. Miami-Dade Clerk's office collect the monies and distribute to the Town. Red Light Camera citations are also included in this revenue.

Interest Earnings are earning from investments of surplus funds. The Town has a conservative investment policy. Funds may only be invested in direct obligations of the United States Government, its agencies, or instrumentalities to the payment of which the full faith and credit of the government of the United States is pledged, local government surplus funds trust funds, and collateralized or insured certificates of deposit and other evidence of deposits in financial institutions, including money market and public funds checking accounts.

Most of the Town's investments are certificates of deposits, money market, and public funds checking accounts with regional and national financial institutions. A portion is also invested in local government surplus funds trust funds. Investment interest rates have increased substantially. The Town have since contracted all institutions to make sure all are accounts are receiving the better interest rates.

Lakeside Rentals is a Retirement Park operated by the Town and is operated at a age- and income-restricted mobile home park. There are 83 mobile home tenants paying either \$125, \$225 or \$450 per month in land rent, depending on the date of their lease. On September 8, 2021, mobile-home land rents for new tenants-existing tenants were grandfathered in under the old rent structure of \$125 or \$225, will pay \$450 per month.

Other Miscellaneous Revenues include lien letter fees, insurance proceeds, auction proceeds of surplus assets, certain employee reimbursement, and other.

### **FORFEITURE REVENUE FUND**

Federal and State Agencies allocate these monies which can only be spent on non-budgeted police department enhancements and cannot be budgeted. The Forfeiture Fund is a special revenue fund. A budget is not prepared for this fund.

### **BUILDING FUND REVENUE**

Building Permits must be issued to any individual or business that performs construction work within the corporate limits of the Town. The building permit revenues include fees issued for building, radon, code compliance, structural, mechanical, electrical, plumbing, roofing, paving and drainage, and miscellaneous other permits. The fees are based on a percentage of the job cost in accordance with the rate structure established by the Town Ordinance. The objective of the fee is to offset the cost of providing the related service. Revenues can only be used to support the costs of running the department. Historically, permit fees are difficult to estimate and can vary significantly from year to year. Permit fee revenue is usually a good indicator of economic health.

## **GENERAL FUND EXPENDITURES**

General Fund expenditure for the fiscal year 2024/25 budget is estimated at \$27,667,233.

Personnel cost reflect a net increase of 2% across all operations in comparison to the fiscal year 2023/24 budget. These costs include the contractually negotiated union increases for the fiscal year 2024/25 as well as all other benefits including pension, medical, and workers compensation costs. Also included are the estimated general wage for all employees not included in approved union contracts and the cost associated with the adjustment of minimum wages to \$15/hours as well as contingency funds budgeted to respond to contract negotiations for the PBA union employees.

## EXECUTIVE SUMMARY

### Taxable Values

Taxable property values for 2024 have increased by approximately 12% from \$5.1 billion to \$5.7 billion, including new construction.

### Town of Medley Taxable Values

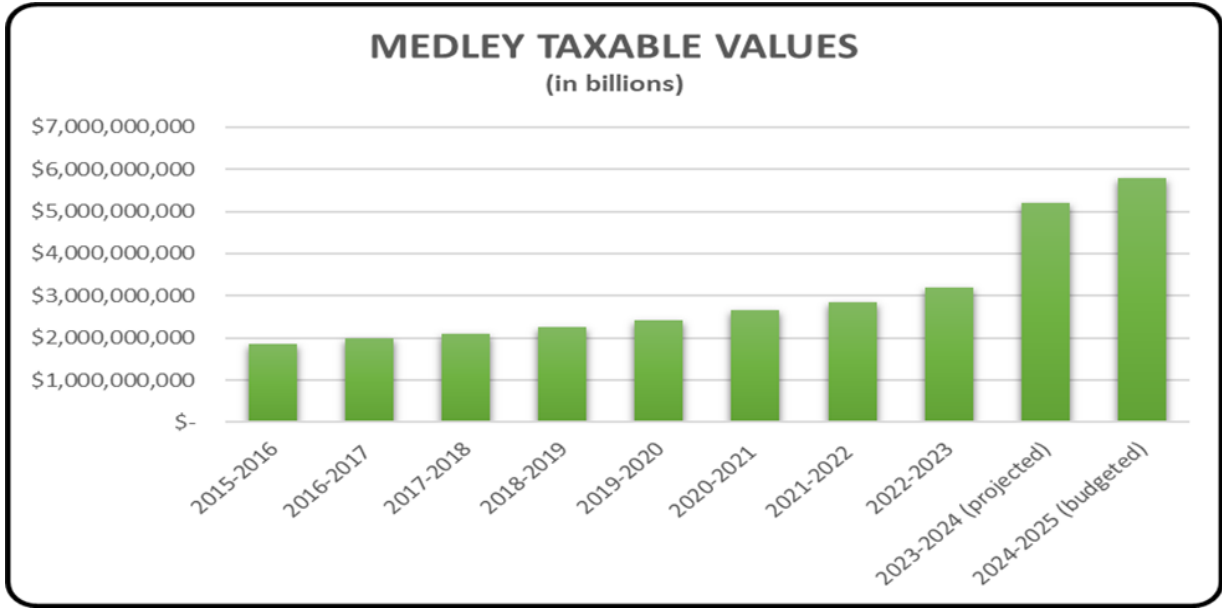
2024 Taxable Value	\$ 5,795,357,513	
2023 Taxable Value	<u>5,192,600,352</u>	
<b>Net Increase</b>	<b>\$ 602,757,161</b>	<b>12%</b>

#### Analysis of Taxable Value Increase:

Increase in Current Values	\$ 557,000,871	
New Construction and Annexations	<u>45,756,290</u>	
<b>Total Increase in Taxable Value</b>	<b>\$ 602,757,161</b>	

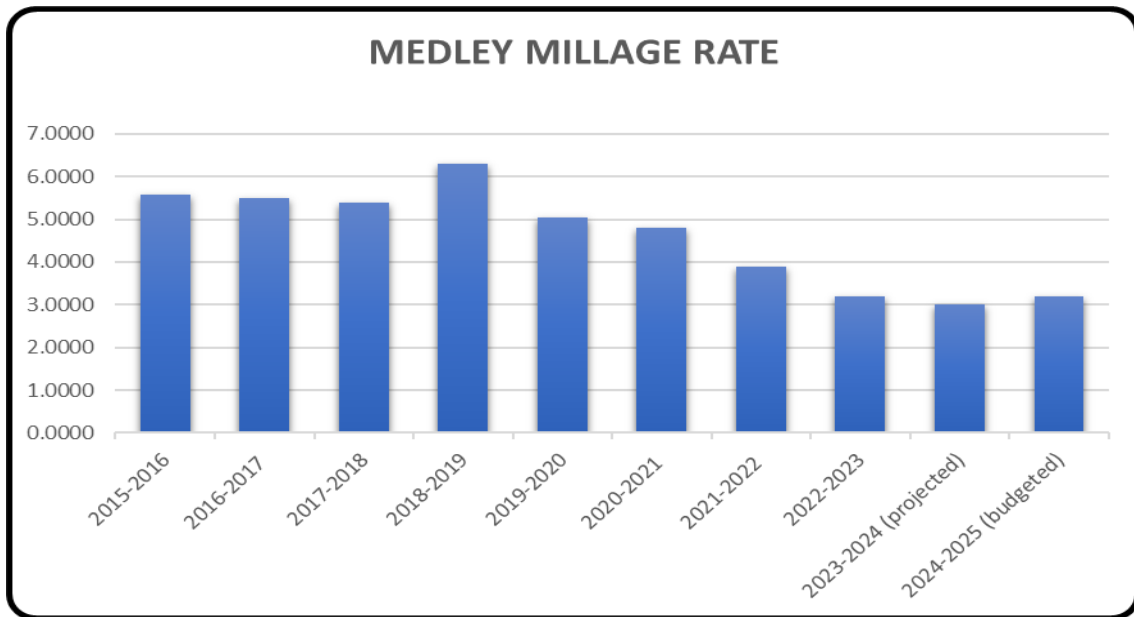
Table 1

Fiscal Year	Operating Millage Rate	Gross Taxable Values Per DR-420	Final Gross Assessed Values	Budgeted Ad Valorem Revenues	Total Collections
2024-2025 (budgeted)	3.2000	\$5,795,357,513		\$17,617,887	
2023-2024 (projected)	3.0000	\$5,192,600,352	\$5,111,681,674	\$14,798,911	
2022-2023	3.2000	\$3,205,242,164	\$3,198,104,616	\$9,743,936	\$9,812,523
2021-2022	3.9000	\$2,833,900,262	\$2,790,391,921	\$10,249,600	\$10,419,822
2020-2021	4.8000	\$2,648,409,817	\$2,587,968,530	\$11,726,749	\$12,202,333
2019-2020	5.0500	\$2,419,004,278	\$2,350,367,510	\$11,605,173	\$11,536,559
2018-2019	6.3000	\$2,263,979,563	\$2,229,833,474	\$13,549,918	\$13,545,489
2017-2018	5.4000	\$2,093,417,657	\$2,072,398,518	\$10,339,233	\$10,845,954
2016-2017	5.5000	\$1,986,106,744	\$1,930,678,807	\$9,977,408	\$9,939,329
2015-2016	5.5791	\$1,862,288,597	\$1,799,733,285	\$9,520,400	\$9,550,304



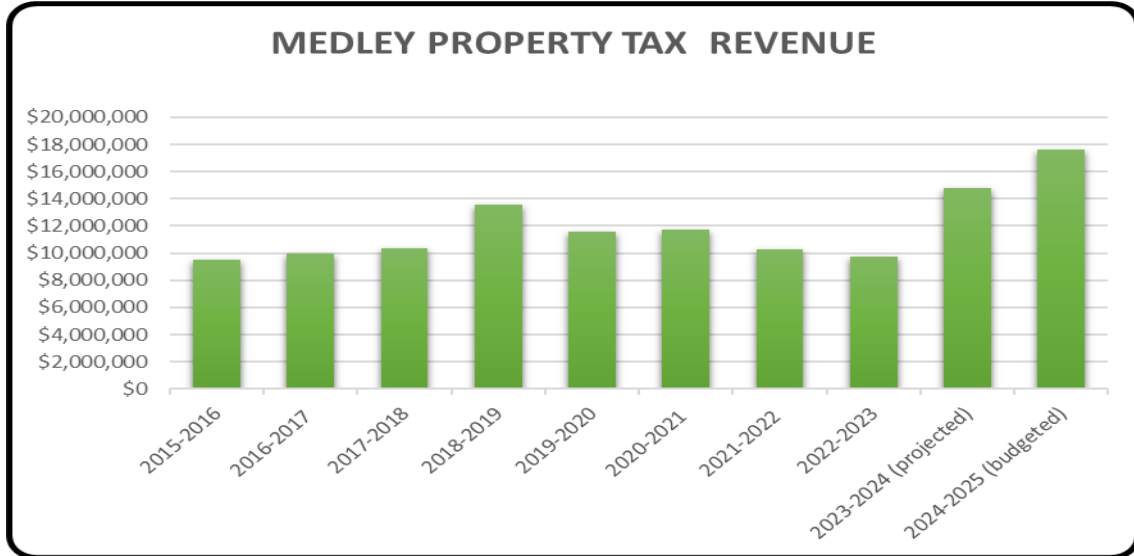
**Town Millage Rate**

The Table below provides ten years of history of the Town’s millage rate. The millage rate of 3.2000 mills is proposed for the fiscal year 2024/2025, this rate is 0.2000 mills more than the rate in the current year.



**Property Tax Revenue**

The property tax millage rate of 3.2000 mills will generate approximately \$18.5 million in fiscal year 2024/25. Property tax revenue that supports General Fund operations are budgeted at \$17.6 million, which is an increase of \$2.90 million, from 2023/24 budget.



**Intergovernmental Revenue**

The largest amount of intergovernmental revenue received is from the Communications Services Tax (CST). CST combines state and local communications services taxes consolidating the Franchise Fees for Telecommunications, Franchise Fees for Cable Television, and the Utility Tax for Telecommunications. The tax is applied to all communications service bills issued to customers on or after October 1, 2001. The reason this revenue source has decreased in recent years is due to competition in the wireless market, decreased demand for telephone and cable, and changes by the State legislature. These revenues have remained stable over the past ten-years. Inflationary pressure has increased these revenue sources.

In 2002, the County approved a half-percent sales surtax to fund transit and transportation projects. The County distributes a portion of amounts collected to the municipalities based on population. Because certain shared revenues are based on residential population, the Town does not receive amounts which are remotely comparable with municipalities of similar size.

Table 2

Fiscal Year	Sales Taxes	Local Option Gas Taxes	Revenue Sharing	Transportation Surtaxes	Communications Services Taxes	Total
2024-2025 (budgeted)	\$110,289	\$93,139	\$34,177	\$54,200	\$700,000	\$991,805
2023-2024 (projected)	\$106,529	\$90,000	\$31,000	\$55,000	\$578,900	\$861,429
2022-2023	\$101,456	\$89,748	\$28,850	\$54,204	\$550,138	\$824,396
2021-2022	\$99,962	\$80,420	\$27,851	\$59,900	\$521,394	\$789,527
2020-2021	\$74,646	\$78,815	\$22,530	\$39,545	\$547,254	\$762,790
2019-2020	\$53,200	\$76,107	\$19,532	\$30,512	\$499,160	\$678,511
2018-2019	\$66,138	\$87,118	\$21,071	\$35,089	\$485,936	\$695,352
2017-2018	\$65,736	\$85,105	\$20,781	\$34,243	\$479,006	\$684,871
2016-2017	\$63,954	\$86,907	\$20,409	\$33,789	\$464,068	\$669,127
2015-2016	\$65,646	\$83,723	\$19,992	\$31,766	\$522,641	\$723,768

**Franchise Fees and Utility Taxes**

The electric franchise fee revenue is generated from electric sales by Florida Power & Light (FPL) within the Town’s municipal boundaries. The fees are established by the franchise agreement between the Town and the Utility.

The franchise fee revenue for gas is generated from gas sales by Florida City Gas to customers within the municipal boundaries of the Town. The fees are established by the franchise agreement between the Town and the Utility. The 2024-2025 budgeted amount is estimated based on a five-year average.

The Electric Utility Tax is derived from a 10% tax levied within the Town’s boundaries on each customer’s electric bill from Florida Power & Light.

The Gas Utility Tax is derived from a 10% tax levied on each customer’s gas bill from several providers of natural and propane gas companies. The 2024-2025 budgeted amount is estimated based on a five-year average.

Fees and taxes paid by customers on the purchase of gas and electric are reflected on Table 3 follow:

Table 3

Fiscal Year	Franchise Fees Electricity	Utility Taxes Electricity	Franchise Fees Gas	Utility Taxes Gas	Total
2024-2025 (budgeted)	\$2,000,000	\$1,800,000	\$80,000	\$185,000	\$4,065,000
2023-2024 (projected)	\$1,875,792	\$1,700,000	\$83,248	\$157,000	\$3,816,040
2022-2023	\$1,640,000	\$1,520,536	\$75,000	\$156,000	\$3,391,536
2021-2022	\$1,773,631	\$1,537,046	\$73,316	\$171,213	\$3,555,206
2020-2021	\$1,487,817	\$1,374,965	\$61,968	\$132,810	\$3,057,560
2019-2020	\$1,069,620	\$1,352,587	\$56,924	\$104,235	\$2,583,366
2018-2019	\$1,144,562	\$1,377,608	\$62,847	\$132,542	\$2,717,559
2017-2018	\$970,265	\$1,355,436	\$64,913	\$109,067	\$2,499,681
2016-2017	\$948,886	\$1,318,943	\$76,312	\$91,049	\$2,435,190
2015-2016	\$938,015	\$1,277,204	\$43,118	\$96,741	\$2,355,078

**Host Fee**

The Medley Landfill, which accounts for 9% of total revenues, is owned and operated by Waste Management, Inc. Waste Management pays a host fee to the Town based on a development agreement between the Town and Waste Management, Inc. In recent years, the landfill has expanded, accounting for the increase in revenues.

Table 4

Fiscal Year	Host Fee
2024-2025 (budgeted)	\$2,250,000
2023-2024 (projected)	\$2,250,000
2022-2023	\$2,155,714
2021-2022	\$2,077,235
2020-2021	\$2,129,295
2019-2020	\$1,941,399
2018-2019	\$1,667,198
2017-2018	\$2,079,969
2016-2017	\$1,713,340
2015-2016	\$1,694,508

**Change in Full-time Equivalent (FTE)**

Total full-time equivalent (FTE) positions for 2024/25 are budget at 122 FTEs for all Town operations which includes 6 new FTEs. The budget also includes 26 PTEs. Total number of positions included in the budget is 154.

The approved budget includes the addition of the following nine FTEs identified by department:

Finance Department – one Accountant to provide support for grants management from award to reporting to close out and compliance.

Capital Improvement Project (CIP) – convert the parttime Administrative Assistant to a full-time position. The department has several projects in progress, from design to construction.

Hot meal Program – one full time Van Helper to replace staff.

Public Works – five full time laborers and one Right of Way Coordinator.



### **Employee Wages**

The current Federation of Public Employees (FPE) union contract was renegotiated for period of three (3) years expiring September 30, 2025, and approved by Town Council on March 6<sup>th</sup>, 2023. The budget includes approved 4% increase for union employees with an annual salary of \$58,000 and under, and 3% increase for union employees whose annual salary exceeds \$58,000.

Effective October 1, 2022, all employee making less than \$15/hour had their hourly wages increased to \$15.00/hour and was also given a 4% increase.

The current Police Benevolent Association (PBA) union contract was renegotiated for a period of three (3) years expiring September 30, 2026, and was approved by Town Council on July 1<sup>st</sup>, 2024. The budget includes the approved 3% increase for union employees.

For all employees not included in approved union contracts, the general wage increases as reflected in the FBE and the PBA contracts, respectively, are included in the approved budget.

### **Town Pension Costs**

The actuary report for the Employee's Pension Plan as of January 1, 2023, indicates that a minimum required Town contribution of \$990,000 is required for fiscal year 2023/24.

The actuary report for the Police Officers' Retirement System indicates that the Town' minimum required contribution for the fiscal year 2023/24 is 13.8% of the annual payroll. The required contribution from the combination of Town and State sources for fiscal year 2023/24 is 20.4% of the actual payroll realized in the year. The Town must make a one-time adjustment to account for the actual monies received from the State.

### **Medical Benefit Costs**

In fiscal year 2023/24, the cost of medical care for employees is budgeted at \$2.8 million across all Town operations, this includes an estimated 5% contract increase. The medical care for the General Fund is estimated at \$2.3 million. Revenues from payroll deductions are budgeted to offset this expense.

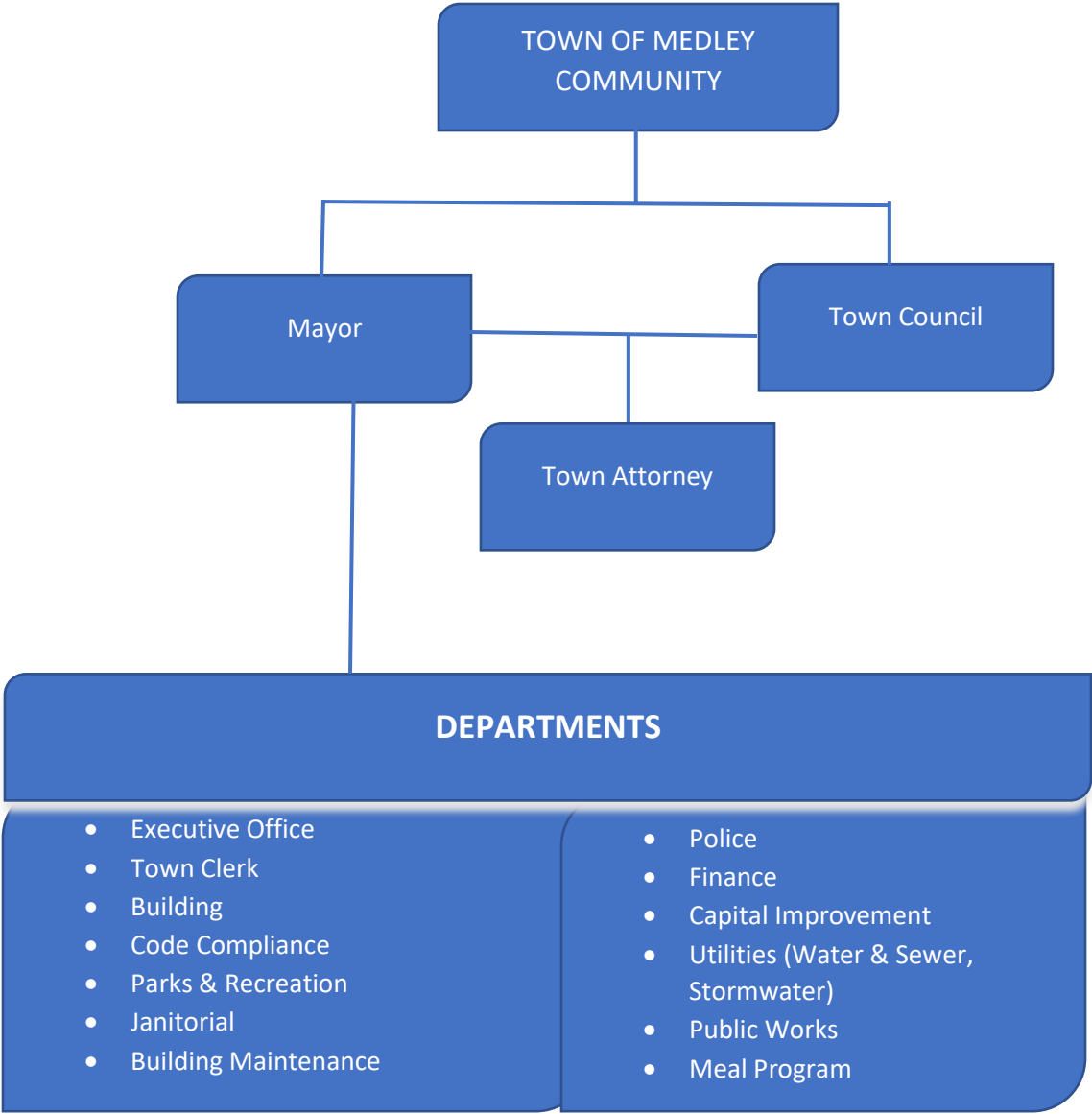
### **Property and Liability Insurance**

The Town's budget for property and liability risks for fiscal year 2024/25 is estimated at \$1.55 million and is allocated to each town departments.

### **Worker's Compensation**

The Town budget for worker's compensation in fiscal year 2024/25 is estimated at \$257K. an increase of 3%

**TOWN OF MEDLEY ORGANIZATIONAL CHART**





## **TOWN HISTORY**

## **COMMUNITY PROFILE**

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The Town of Medley was incorporated in 1949 and now occupies ten (10) square miles in northwest Miami-Dade County. The Town is primarily an industrial community with 1,100 residents and approximately 4,000 businesses which, when adding workers and visitors together, bring the daytime weekday population to approximately 90,000.

On April 5<sup>th</sup>, 2023, the Town entered an Annexation Interlocal Agreement with Miami-Dade County. The conclusion of a 20-year process. With the Annexed area the Town added approximately 2,200 business and approximately 30,000 workers and visitors. This brings the Town total number of businesses to approximately 4,000 and a daytime weekday workers and visitors population to approximately 90,000.

Medley has a Utilities and a Stormwater Department which provides and maintains water and sewer services and stormwater drains to Town residents and businesses. Its Public Works Department is dedicated to the improvement of the appearance and quality of this primarily industrial community. Public Works Department is also responsible for the maintenance of the Town's Parks, roads, collection, and removal of solid waste in addition to other duties.

The Town also has a building & zoning inspector, plumbing inspector, electrical inspector, and a Code Compliance Department which work in conjunction to enforce state-mandated codes including Uniform Building, Plumbing, Mechanical, Fire and National Electrical Codes, as well as Town of Medley Ordinances and State of Florida statutes.

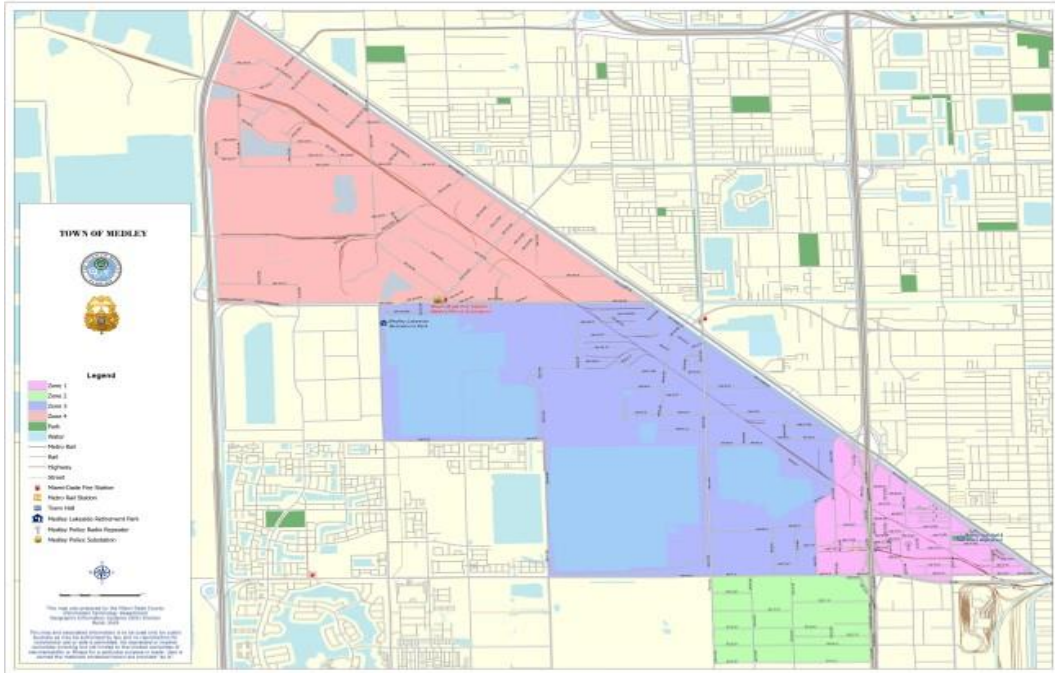
The Town's outstanding Police Department consists of 47 sworn Police Officers and 9 civilians. The mission of the Medley Police Department is to work in partnership with the community to protect life and property, solve problems, and enhance the quality of life for all our citizens.

The Town of Medley is conveniently located and accessible to all types of transportation resources. The Miami International Airport is three miles southeast and the Opa-locka Airport/ Metro-Dade General Aviation facility is six miles northeast. Nearby major roadways are the Homestead extension of the Florida Turnpike, the Palmetto Expressway, U.S. Route 27, and the Northwest 74th Street connector to and from Hialeah. In addition, the Town of Medley houses the Metro Rail Palmetto Station located at 7701 N.W. 79 Avenue as part of the Miami-Dade Transit system, which supplements the Miami-Dade Bus system. The FEC railroad freight line plays a vital role in the business community by servicing many Medley businesses along its tracks. The Town of Medley attracts both small and large businesses. Sysco Foods Services of South Florida alone occupies approximately 550,000 square feet of industrial space on its own campus.

**Other businesses and industries located in Medley are:**

- The Southern corporate office of Florida East Coast Railroad and the FEC warehouse complex called Beacon Station.
- Urbietta Oil Company which has been recognized as one of the fastest growing privately owned Hispanic businesses in the United States.
- TA Associates/Gateway Properties, which has more than 350 warehouses in Medley.
- U.S. Cold Storage.
- Imagina has programming and production studios World-renowned Imagina has completed a state-of-the-art production facility on N.W. 74th Street.
- Preferred Freezer Corp.
- Federal Express
- AAR Landing Gear
- Seaboard Marine
- B/E Aerospace
- Prologis Real Estate Investment Trust.
- Medley is home to U.S. Foundry, and the Titan America/Tarmac building products entity as well as SuperMix and Super Block, which also serve the construction industry.
- Lincoln Property Company with over 36 acres of land which includes 670,000 square feet of industrial warehousing.
- Lowell Dunn Companies.
- Gamma Delta operating as Lakeview Industrial Park.
- Pelmad Industrial Park.
- Cemex building material complex.
- Sysco
- Waste Management
- Florida Wood Recycling
- VeneVision International Recording Studio
- Pepsico, Inc
- Mowi USA, LLC
- Mr-Glass Doors and Window Manufacturing
- ECO Window System
- Lawson Windows and Doors
- SeaVee Boats
- Pino's Windows Corporation

# MAP OF MEDLEY - INCLUDES ANNEXED AREAS





## **Policy – Budget and Finance**

**Accounting Procedures** – It is the policy of the Town Council to establish and maintain a standard of accounting practices on a basis consistent with Generally Accepted Accounting Procedures (GAAP), and the Governmental Accounting Standards Board (GASB), and the standard practices of the Government Finance Officers Association of the United States and Canada (GFOA). The Town will also comply with the rules of the Auditor General and the Uniform Accounting System as required by the State of Florida.

Governmental, Special Revenue and Fiduciary Funds utilize the modified accrual basis of accounting under which revenues and related assets are recorded when measurable and available to finance operations during the year. Proprietary Funds use the accrual basis of accounting which recognizes revenues when earned and expenses when incurred. All appropriations lapse at year-end.

**Balanced Budget** – It is the policy of the Town Council to adopt a balanced budget for all funds. The Town will avoid budget and accounting practices that balance the budget at the expense of future budgets. The Town will also avoid budgeting any unrealized investment gains due to the Town’s practice of holding investments until maturity.

**Budgetary Position Control** - It is a policy of the Town Council that the total number of permanent full-time and part-time positions (full-time equivalents) approved in the annual operating budget may not be exceeded without prior approval by Town Council.

**Capital Improvement Budget and Capital Improvement Plan** – It is the policy of the Town Council to adopt a five-year Capital Improvement Plan and budget with summarizes the project scope, estimated cost estimates by project, method of financing, and anticipated operating costs of each project. It is the intention of the Town Council that appropriations for capital projects continue until completion of the project.

**Governmental funds** - The Town of Medley uses four Governmental Funds: The General Fund and three Special Revenue Funds. The General Fund is the primary governmental reporting unit and accounts for traditional governmental services such as Public Safety, Public Works, Culture and Recreation, Social Services, Code Compliance, and administrative functions. Revenues such as property taxes, utility taxes, and franchise fees are recorded in the General Fund. By state statute, the General Fund is the only fund for which a budget is required. However, the Town also prepares budgets for its Building Fund and Proprietary Funds, or Enterprise Funds as described below.

Fund balance is any excess of assets over liabilities for a fund. A negative fund balance is sometimes called a deficit.

The Town incorporates governmental debt service, governmental capital projects, and transportation as separate line items in the General Fund budget.

Transportation accounts for the expenditures used from restricted revenues from the Citizens’ Independent Transportation Trust (CITT), which is a County 0.5% sales tax surcharge.

**Special Revenue Funds** - include the Town of Medley Foundation, Inc., the Building Fund, and the Law Enforcement Trust Fund.



- The Town of Medley Foundation, Inc. was established by the Town Council which sits as the Foundation's Board of Directors. The Foundation receives donations from individuals and businesses for the benefit of the Town's residents as determined by the Board of Directors. The Foundation does not prepare an annual budget.
- The Law Enforcement Trust Fund is used to account for the resources accumulated from the sale of forfeited property and other public safety fines. All proceeds are to be used for law enforcement purposes only. A budget is not prepared for this fund as by its definition use of funds are to be for unbudgeted, nonoperating type expenditures.
- Although these special revenues funds do not prepare budgets, they are included as part of the Town's year-end audited financial statements.
- A budget has been prepared for the Building Fund which by law can only generate revenues to cover its expenses.

**Proprietary funds** - The Town adopts budgets for its two proprietary or enterprise type funds. The Town uses Enterprise Funds to account for its Water and Wastewater Utility Fund and its Stormwater Utility Fund. Each fund reports as a separate entity.

- It is the policy that all Enterprise Fund operations shall be self-supporting and shall pay administrative and other appropriate service charges to General Fund Operations for support.
- The proprietary funds use the full accrual basis for both budgeting and financial accounting, which is like a private-sector business.
- Proprietary funds derive their revenue from user fees and charges rather than by taxes. Expenditures incurred in the proprietary funds for capital projects are capitalized and depreciated over their useful lives. By contrast, there is no depreciation expenditure in the General Fund. Debt service is also recorded differently.
- In the General Fund, debt issued is a source of funds and repayments are a use of funds. In proprietary funds, debt service proceeds increase debt liability and repayments decrease the liability and increase interest expense.

**Fiduciary funds** - Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are used to report assets held in a trust for others which cannot be used to support the Town's own programs.

- The Town has two Fiduciary Funds: The Town of Medley Police Pension Plan & the Town of Medley General Employees' Pension Plan.
- The Town's contributions to the Plans are determined each year by an actuary. Budgets for the two fiduciary funds are not presented in the Town's budget.

**Debt Service** – Town of Medley is obligated to pay monthly principal and interest on long-term debt. The Debt Service reflects the Town planned and ongoing obligation as part of its normal financial management. Debt service accounts for the payments of principal and interest of long-term debt. Fund accounting considers debt service principal payments as a use of resources and is therefore an expenditure. Proceeds from debt is considered and accounted for as a source of funds. Capital outlay accounts for all governmental expenditures for capital purchases. This includes purchases of vehicles, road & bridge improvements, building improvements, other infrastructure improvements, and single item purchases greater than \$5,000 in cost with a useful life of over 2 years. The General Fund does not capitalize these items and there is no depreciation recorded.

**Debt Interest** – The Town is required to pay interest on the money it borrows which is recognized as part of the debt service. The terms of loan states the amount of interest that must be paid. It is the cost of the debt owed on the debt.

**Bad Debt** – The Town estimate the uncollectable payments from its customers. It is an expense used to reflect the portion of the Town’s receivables that the Town will be unable to collect. It is the amount of debt that the Town estimate that must be written off if customers do not pay.



## **BUDGET GUIDE**

## **GOVERNMENTAL ORGANIZATION**

The Town of Medley, Florida (the Town) was incorporated in 1949 under Chapter 165 of the Florida Statutes. The Town operates under a Council form of government. The Town's Governing Body consists of a five-member voting Town Council comprised of the mayor and four Council members. The Mayor serving as the Chief Administrative Officer of the Town.

As authorized by its charter the following services: public safety, highways and streets, sanitation, health and social services, culture and recreation, public works, improvements, planning and zoning, water and sewer utilities, stormwater utilities and general administrative services.

The Town complies with accounting principles generally accepted in the United States of America. The Town's reporting entity applies all relevant Government Accounting Standard Board ("GASB") pronouncements.

## **BUDGET PROCESS**

### **Truth In Millage (TRIM)**

The annual budget procedures follow the requirements of Florida Statute Chapter 200.65 known as TRIM (Truth in Millage). On July 1 of each year, the Town receives the Certification of Taxable Value (Form DR-420) from the Property Appraiser's Office stating the taxable value for the Town of Medley. During the month of July, the Town holds a budget workshop(s) where the budget is discussed in detail and a preliminary millage rate is set by the Town Council. Within 35 days from the day of certification of the DR-420, the preliminary millage is reported to the State and Property Appraiser. The Property Appraiser mails the Notice of Proposed Taxes to all property owners with the proposed millage rate within 55 days after the certification date. In September two public hearings are held to inform the public and receive their comments. At these hearings, a final millage rate and budget is adopted by ordinance by the Town Council. The final millage rate cannot exceed the preliminary rate previously adopted except by re-notifying all affected property owners by mail.

Except for capital projects, there are no encumbrances outstanding at year-end. All outstanding purchase orders are canceled, and appropriations lapse at that time.

Although not required by law, budgets are prepared for the Town's two enterprise funds: Water/Sewer Utility and Stormwater Utility.

The appropriated budget is prepared by fund, function, and department. The government's department heads may make transfers of appropriations within their department. Transfers of appropriations between departments require the approval of the Town Council. The legal level of budgetary control (i.e., the level at which expenditures may not legally exceed appropriations) is the fund level.

## Capital Budget Process

The Town Engineer and various department directors submit plans, which are incorporated as part of the five-year capital improvement program. The source of funding is identified five years before the actual expenditures are made. There may be capital projects which are incorporated as part of the five-year program which do not have an identifiable funding source as of this time.

Capital expenditures are an integral part of the annual budget and follow the same approval process as the operating budget. Over the last several years an emphasis has been placed on capital improvements as the Town's infrastructure needs are many.

## Public Participation

Public participation in the budget process is encouraged. Two public hearings, required by state law, are held in September for the adoption of the budget ordinances. These mandated public hearings for ordinance adoption complete the process of public participation in the budget process.

## Department/Fund Structure

Department	General Fund	Special Fund	Enterprise Fund
Town Council	X		
Administrative/Executive/Legal	X		
Town Clerk	X		
Finance	X		
Building Maintenance	X		
General Services	X		
CIP	X		
Code Compliance	X		
Building		X	
Police	X		
Parks & Recreation	X	X	
Human Services	X	X	
Public Works	X		
Water & Sewer			X
Stormwater			X



**GOVERNMENT WIDE**

**BUDGET SUMMARY**

**PROPOSED OPERATING BUDGET REVENUE AND EXPENDITURE**

**PERSONNEL SERVICES – GOVERNMENT WIDE**

Fiscal Year	Salaries and Wages	Medical Insurance	Retirement Benefits	Total
2024-2025 (budgeted)	\$10,258,232	\$2,740,399	\$2,390,000	\$15,388,631
2023-2024 (projected)	\$9,527,522	\$2,847,376	\$2,376,891	\$14,751,789
2022-2023	\$9,740,532	\$2,711,787	\$2,263,706	\$14,716,025
2021-2022	\$9,712,194	\$2,733,454	\$2,579,532	\$15,025,180
2020-2021	\$9,502,045	\$2,654,632	\$2,094,630	\$14,251,307
2019-2020	\$9,356,775	\$2,656,170	\$2,740,891	\$14,753,836
2018-2019	\$8,671,859	\$2,442,683	\$2,123,944	\$13,238,487
2017-2018	\$8,321,599	\$2,211,281	\$2,266,959	\$12,799,840
2016-2017	\$7,856,935	\$2,181,011	\$2,107,582	\$12,421,820
2015-2016	\$7,491,395	\$1,889,350	\$2,367,888	\$11,725,101
2014-2015	\$7,095,658	\$1,678,152	\$2,147,727	\$10,921,537

Personnel services includes employee salaries and wages, medical insurance, and retirement benefits. Eighty-Five (85) percent of the Town’s full-time employees are unionized. The increase in salaries and wages represent the negotiated wage increase per applicable union contracts.

The Town has consistently exceeded the required Annual Required Contribution.

**GOVERNMENT-WIDE PROPOSED OPERATING BUDGET  
FY 2024-2025 REVENUE AND EXPENDITURE**

ESTIMATED REVENUES:		SPECIAL			
		GENERAL FUND	REVENUE FUND	UTILITY FUNDS	TOTAL ALL FUNDS
	<b>Millage per \$1000</b>				
Ad Valorem Taxes	<b>3.2000</b>	17,617,887			17,617,887
Intergovernmental Revenue		960,605			960,605
Franchise Fees		2,080,000			2,080,000
Utility Taxes		1,985,000			1,985,000
Host Fee - Landfill		2,250,000			2,250,000
Business Tax Receipts		450,000			450,000
Other Fees		349,000			349,000
Grants		50,116			50,116
Police Revenue		849,000			849,000
Judgements, Fines, and Citations		2,175,000			2,175,000
Miscellaneous		1,153,000			1,153,000
Lakeside Rent		206,000			206,000
Special Assessment Districts		351,531			351,531
Special Revenue Fund		54,200			54,200
Charges for Services		-	3,281,000	11,924,899	15,205,899
<b>TOTAL SOURCES</b>		<b>30,531,339</b>	<b>3,281,000</b>	<b>11,924,899</b>	<b>45,737,238</b>
Transfers In		737,936	-	-	737,936
Fund Balances/Reserves/Net Assets		27,908,153	3,114,418	14,487,989	45,510,560
<b>TOTAL REVENUES, TRANSFERS &amp; BALANCES</b>		<b>59,177,428</b>	<b>6,395,418</b>	<b>26,412,888</b>	<b>91,985,734</b>
<b>EXPENDITURES:</b>					
General Government Services		4,696,786	2,135,555		6,832,341
Public Safety		10,670,053			10,670,053
Code Compliance		555,148			555,148
Public Works		2,820,591		10,119,914	12,940,505
Transportation		154,432			154,432
Capital Improvement Projects		652,172			652,172
Hot Meal Program		2,067,518			2,067,518
Lakeside Real Estate		317,000			317,000
Social Services and Parks and Recreation		1,508,558			1,508,558
Debt Service		723,441		420,210	1,143,651
Capital Outlay		2,768,750		-	2,768,750
Miami-Dade Mitigation Fee		532,784			532,784
Contingency		200,000	200,000	200,000	600,000
<b>Total Expenditures</b>		<b>27,667,233</b>	<b>2,335,555</b>	<b>10,740,124</b>	<b>40,742,912</b>
Transfers Out			257,936	480,000	737,936
Fund Balance/Reserves/Net Assets		31,510,195	3,801,927	15,192,764	50,504,886
<b>TOTAL APPROPRIATED EXPENDITURES, TRANSFERS, RESERVES &amp; BALANCES</b>		<b>59,177,428</b>	<b>6,395,418</b>	<b>26,412,888</b>	<b>91,985,734</b>



**GENERAL FUND  
STATEMENT OF REVENUES AND EXPENDITURES**

ACCOUNT DESCRIPTION	BUDGET	ADOPTED	PROPOSED
	FY 2022-2023	FY 2023-2024	FY 2024-2025
<b>Beginning Unrestricted Fund Balance</b>	\$ 22,024,706	\$ 22,147,037	\$ 27,908,153
<b>Revenues</b>			
Ad Valorem Taxes	9,743,936	14,798,911	17,617,887
Intergovernmental Revenue	810,199	1,037,140	960,605
Special Revenue Fund	54,204	54,200	54,200
Franchise Fess	1,700,000	2,080,000	2,080,000
Utility Taxes	1,650,000	1,970,000	1,985,000
Host Fee-Landfill	1,950,000	2,250,000	2,250,000
Business Tax Receipts	220,000	450,000	450,000
Other Fees	371,790	338,000	349,000
Impact Fees	-	-	-
Grants	672,000	4,751,000	50,116
Police Revenue	328,338	550,000	849,000
Judgements, Fines, and Citations	1,725,000	2,175,000	2,175,000
Miscellaneous	112,000	605,500	1,153,000
Lakeside Rent	205,000	206,000	206,000
Special Assessment Districts	351,559	351,531	351,351
Sale of Surplus Property	-	-	-
Administrative Transfers In	-	561,982	737,936
Debt Proceeds	-	-	-
<b>Total Budgeted Revenues</b>	<b>19,894,026</b>	<b>32,179,264</b>	<b>31,269,275</b>
Transfers from closed enterprise funds	-	-	-
Transfer (to) from Special Fund (Building Fund)	(2,000,000)	-	-
<b>Total Available Resources</b>	<b>41,918,732</b>	<b>54,326,301</b>	<b>59,177,428</b>
<b>Departmental Expenditures</b>			
General Administration	3,550,242	3,731,164	4,696,786
Public Safety	8,767,309	9,489,266	10,670,053
Code Compliance	313,487	420,288	555,148
Public Works	1,716,922	1,645,232	2,820,591
Capital Improvement	186,834	344,614	652,172
Lakeside Real Estate	237,419	237,419	317,000
Hot Meal	1,803,795	1,787,101	2,067,518
Social Services and Parks and Recreation	1,142,217	1,244,882	1,508,558
Transportation	54,200	54,200	154,432
Debt Service	776,400	723,761	723,441
Capital Outlay	1,318,170	6,178,239	2,768,750
Land Acquired (per deal)	2,050,000	-	-
Operating Transfer-Building Special Revenue Fund	2,000,000	-	-
Miami-Dade Mitigation Fee - Annexed Area	-	561,982	532,784
Contingency	-	-	200,000
<b>Total Expenditures</b>	<b>23,916,995</b>	<b>26,418,148</b>	<b>27,667,233</b>
<b>Source (Use) of Funds</b>	<b>\$ (4,022,969)</b>	<b>\$ 5,761,116</b>	<b>\$ 3,602,042</b>
<b>Ending Unrestricted Fund Balance</b>	<b>\$ 18,001,737</b>	<b>\$ 27,908,153</b>	<b>\$ 31,510,195</b>

**BUILDING SPECIAL FUND  
STATEMENT OF REVENUES AND EXPENDITURES**

ACCOUNT NUMBER	ACCOUNT DSCRIPTION	BUDGETED FY 2022-2023	ADOPTED FY 2023-2024	PROPOSED FY 2024-2025
<b>BEGINNING FUND BALANCE</b>		-	1,945,710	3,114,418
<b>REVENUES</b>				
101-00000-321200	CHANGE OF CONTRACTOR	-	2,000	2,000
101-00000-322000	BUILDING PERMITS	1,100,000	2,500,000	2,500,000
101-00000-322001	BUILDING PERMITS-RADON	46,000	95,000	95,000
101-00000-322002	BUILDING PERMITS-CODE COMPLIANCE	45,000	50,000	-
101-00000-322004	BUILDING PERMITS-MISCELLANEOUS	10,000	25,000	25,000
101-00000-322005	BUILDING PERMITS-MECHANICAL	30,000	47,000	60,000
101-00000-322006	BUILDING PERMITS-ELECTRICAL	85,000	95,000	95,000
101-00000-322007	BUILDING PERMITS-PLUMBING	20,000	20,000	40,000
101-00000-322008	BUILDING PERMITS-ROOFING	42,000	60,000	60,000
101-00000-322009	BUILDING PERMITS-PAVING & DRAINAGE	22,000	48,000	48,000
101-00000-322011	BUILDING PERMITS-SIGN	2,000	-	3,000
101-00000-322012	BUILDING PERMITS-FENCE	2,000	-	-
101-00000-322014	EDUCATION FEES FOR BUILDING DEPT	-	-	-
101-00000-329115	TECHNOLOGY FEE	-	350,000	350,000
101-00000-341300	ADMINISTRATIVE SERVICE FEES	-	2,000	3,000
<b>Total Budgeted Revenues</b>		1,404,000	3,294,000	3,281,000
101-00000-381000	Transfer (to) from General Fund	2,000,000	-	-
<b>Total Available Resources</b>		3,404,000	5,239,710	6,395,418
<b>EXPENDITURES</b>				
101-51500-411000	BUILDING OFFICIAL WAGES	-	124,100	127,808
101-51500-412000	BUILDING & ZONING WAGES	381,937	241,908	239,730
101-51500-412007	ALLOCATED SALARIES (GF)	51,500	136,532	257,936
101-51500-421000	PAYROLL TAXES	29,218	27,849	28,117
101-51500-422300	401A TOWN CONTRIBUTIONS	28,645	27,303	28,000
101-51500-422400	DEFINED BENEFIT PLAN	105,000	105,000	105,000
101-51500-423000	MEDICAL & LIFE INSURANCE	94,000	94,000	95,000
101-51500-423300	DISABILITY INSURANCE	5,000	5,000	5,000
101-51500-423400	LONG-TERM CARE INSURANCE	4,000	4,000	4,000
101-51500-431000	PROFESSIONAL FEES	393,190	905,000	1,200,000
101-51500-431100	COMPUTER CONSULTING	25,000	35,000	40,000
101-51500-431400	PRE-EMPLOYMENT	-	100	150
101-51500-434007	STATE & COUNTY FEES	85,000	85,000	85,000
101-51500-442000	UNIFORMS	4,800	2,500	2,500
101-51500-443000	UTILITIES	3,000	13,500	13,500
101-51500-444000	LEASE AND RENTALS	-	-	15,000
101-51500-445000	INSURANCE	35,000	35,000	35,000
101-51500-446000	REPAIRS & MAINTENANCE	2,000	8,000	15,000
101-51500-449000	MISCELLANEOUS	1,000	-	250
101-51500-449002	EDUCATION REIMBURSEMENTS	2,500	-	-
101-51500-450000	VEHICLE MAINTENANCE	1,000	1,000	1,000
101-51500-450100	GASOLINE	2,000	500	500
101-51500-451000	OFFICE EXPENSES	80,000	50,000	20,000
101-51500-452000	OPERATING SUPPLIES	1,000	8,000	40,000
101-51500-454000	DUES, SUBSCRIPTIONS & TRAINING	12,500	5,000	35,000
101-51500-461000	NEW VEHICLE	56,000	56,000	-
101-51500-464000	NEW PERMITTING SOFTWARE	55,000	155,000	-
	CONTINGENCY	-	-	200,000
<b>TOTAL EXPENDITURES</b>		1,458,290	2,125,292	2,593,491
<b>SOURCE (USE) OF FUNDS</b>		(54,290)	1,168,708	687,509
<b>ENDING FUND BALANCE</b>		1,945,710	3,114,418	3,801,927

**WATER & SEWER FUND**  
**STATEMENT OF REVENUES AND EXPENDITURES**

ACCOUNT NUMBER	ACCOUNT DSCRIPTION	BUDGETED FY 2022-2023	PROPOSED FY 2023-2024	PROPOSED FY 2024-2025
<b>BEGINNING FUND BALANCE</b>			6,625,840	6,625,840
<b>REVENUES</b>				
010-00000-334900	GRANT REVENUE-FDOT & ARPA	222,127	-	-
010-00000-325105-SW0285	PELMAD DISTRICT	-	410,000	410,000
010-00000-325110	SANDERSON DISTRICT			
010-00000-325115	CURTIS DISTRICT			
010-00000-343300	UTILITY USER FEES-ADJUSTMENTS		-	-
010-00000-343301	RESIDENTIAL WATER FEES	41,000	45,000	45,000
010-00000-343302	RESIDENTIAL SEWER FEES	49,000	53,000	53,000
010-00000-343303	COMMERCIAL WATER FEES	3,180,000	3,180,000	3,200,000
010-00000-343304	COMMERCIAL SEWER FEES	3,400,000	3,550,000	3,600,000
010-00000-343305	LATE FEES	100,000	105,000	105,000
010-00000-343307	FIRE SPRINKLER BILLINGS	19,355	25,000	32,000
010-00000-343600	WATER & SEWER OTHER	-	-	-
010-00000-343601	JOINT USER FEES-PENNSUCO	-	-	-
010-00000-343602	INSTALLATION & CONNECTION FEES	115,000	90,000	90,000
010-00000-343603	SEWER SYSTEM MISCELLANEOUS CHARGES	14,400	70,000	70,000
010-00000-361000	INTEREST EARNINGS	16,000	50,000	300,000
010-00000-369000	MISCELLANEOUS	3,000	3,000	5,000
010-00000-369100	GAIN/LOSS ON EQUIPMENT SALE	-	-	-
010-00000-381000	OPERATING TRANSFER	-	-	107,687
	<b>TOTAL BUDGETED REVENUES</b>	<b>7,159,882</b>	<b>7,581,000</b>	<b>8,017,687</b>
	Fund Reserves	-	-	-
	<b>TOTAL REVENUE</b>	<b>7,159,882</b>	<b>7,581,000</b>	<b>8,017,687</b>
<b>EXPENDITURES</b>				
010-53600-411000	DIRECTORS WAGES	83,700	127,545	131,342
010-53600-412000	TECHNICAL STAFF WAGES	463,086	443,903	486,535
010-53600-412001	ADMINISTRATIVE STAFF WAGES	72,500	114,763	127,408
010-53600-412005	SALARIES & WAGES CAPITAL PROJECTS	-	-	-
010-53600-412006	SALARIES & WAGES FINANCE	-	-	-
010-53600-412007	WAGES ALLOCATED FROM GENERAL FUND	192,500	198,275	250,000
010-53600-412009	SALARIES & WAGES EXECUTIVE	-	-	-
010-53600-421000	PAYROLL TAXES	62,102	50,700	57,014
010-53600-422300	401A TOWN CONTRIBUTIONS	60,884	65,000	67,000
010-53600-422400	DEFINED BENEFIT PLAN	246,219	270,000	300,000
010-53600-422900	OPEB EXPENSE FOR RETIREES	-	-	-
010-53600-423000	MEDICAL & LIFE INSURANCE	297,044	315,000	325,000
010-53600-429000	OPEB EXPENSE FOR RETIREES	-	-	-
010-53600-423300	DISABILITY INSURANCE	7,300	83,000	15,000
010-53600-423400	LONG-TERM CARE INSURANCE	7,100	8,000	9,000
010-53600-431000	PROFESSIONAL FEES	400,000	750,000	800,000
010-53600-431100	COMPUTER CONSULTING	8,500	8,500	9,500
010-53600-431400	PRE-EMPLOYMENT	1,000	1,000	1,000
010-53600-432000	AUDITING	20,000	25,000	35,000
010-53600-438000	WATER PURCHASED	885,000	950,000	1,200,000
010-53600-439000	SEWER TREATED	1,400,000	1,600,000	2,700,000
010-53600-442000	UNIFORMS	8,500	8,500	9,000
010-53600-443000	UTILITIES	85,000	120,000	130,000
010-53600-444000	RENTALS AND LEASES	-	-	60,000
010-53600-445000	INSURANCE	115,000	115,000	130,000
010-53600-446000	REPAIRS & MAINTENANCE	5,000	15,000	15,000
010-53600-446010	WATER MAINTENANCE AND REPAIRS	175,000	300,000	562,000
010-53600-446020	SEWER MAINTENANCE AND REPAIRS	410,000	570,000	780,000
010-53600-449000	MISCELLANEOUS	1,000	1,000	1,000
010-53600-449002	EMPLOYEE EDUCATIONAL REIMBURSEMENT	2,000	2,000	2,000
010-53600-449010	FEC LICENSES	19,000	19,000	30,000
010-53600-449015	BAD DEBTS	18,000	18,000	18,000
010-53600-450000	VEHICLE MAINTENANCE	25,000	25,000	20,000
010-53600-450100	GASOLINE	22,000	28,000	28,000
010-53600-450200	HEAVY EQUIPMENT REPAIRS	16,000	60,000	60,000
010-53600-451000	OFFICE SUPPLIES	22,000	40,000	35,000
010-53600-452000	OPERATING SUPPLIES	14,000	19,000	20,000
010-53600-452001	SAFETY EQUIPMENT OPERATING SUPP	-	1,200	4,000
010-53600-452010	WATER METERS, PIPS AND OTHER SUPPLIES	30,000	30,000	30,000
010-53600-453000	ROAD MATERIALS	15,000	15,000	27,000
010-53600-454000	DUES, SUBSCRIPTIONS & TRAINING	20,000	20,000	20,000
010-53600-455000	SMALL EQUIPMENT	2,000	5,000	5,000
010-53600-460000	CAPITAL OUTLAY	-	1,016,627	-
010-53600-459000	DEPRECIATION	812,832	-	-
010-53600-472000	PRINCIPAL & INTEREST EXPENSE	17,231	141,988	141,987
	CONTINGENCY	-	-	100,000
	<b>TOTAL EXPENSES</b>	<b>6,041,498</b>	<b>7,581,000</b>	<b>8,741,786</b>
	Source/(Use) of Fund Equity	1,118,384	-	(724,099)
	<b>ENDING FUND EQUITY</b>	<b>\$ -</b>	<b>\$ 6,625,840</b>	<b>\$ 5,901,741</b>

**STORMWATER UTILITY FUND  
STATEMENT OF REVENUES AND EXPENDITURES**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	BUDGET FY 2022-2023	ADOPTED FY 2023-2024	PROPOSED FY 2024-2025
<b>BEGINNING FUND EQUITY</b>			7,821,579	7,862,149
<b>REVENUES</b>				
030-00000-334900	GRANTS-PROJECT-0121	\$ 412,000	\$ -	\$ -
030-00000-334900	GRANTS-PROJECT-0107	200,000	-	-
030-00000-334900	GRANTS-PROJECT-0130	125,000	-	-
030-00000-334900	GRANTS-VULNERABILITY ASSESSMENT	174,600	-	-
030-00000-343300	UTILITY USER FEES	2,619,623	3,740,242	3,075,162
030-00000-361000	INTEREST EARNINGS	15,000	208,007	200,000
030-00000-361999	UNREALIZED INTEREST INCOME	-	-	-
030-00000-369000	MISCELLANEOUS	-	-	-
030-00000-325100-SW-0115	DISTRICT 01-79A	-	-	305,746
030-00000-325110	SANDERSON DISTRICT	-	-	-
030-00000-325115	CURTIS DISTRICT	-	-	-
030-00000-325105-SW-0285	DISTRICT 09-PELAMD	-	110,000.00	326,304
	<b>TOTAL BUDGETED REVENUES</b>	3,546,223	4,058,249	3,907,212
	<b>FUND RESERVES</b>			
	<b>TOTAL REVENUE</b>	3,546,223	4,058,249	3,907,212
<b>EXPENDITURE</b>				
030-53800-412000	TECHNICAL STAFF WAGES	198,386	198,381	421,328
030-53800-412007	WAGES ALLOCATED FROM GENERAL FUND	220,558	227,175	230,000
030-53800-412009	SALARIES AND WAGES OF EXECUTIVE - ALLOCATED	-	-	107,687
030-53800-421000	PAYROLL TAXES	32,049	32,555	31,000
030-53800-422300	401A TOWN CONTRIBUTIONS	31,421	31,917	36,000
030-53800-422400	DEFINED BENEFIT PLAN	124,015	127,000	127,000
030-53800-422900	OPEB	-	-	-
030-53800-423000	MEDICAL & LIFE INSURANCE	114,000	120,000	200,000
030-53800-423300	DISABILITY INSURANCE	3,200	3,600	3,600
030-53800-423400	LONG-TERM CARE INSURANCE	5,500	6,000	4,500
030-53800-431000	PROFESSIONAL	275,000	276,200	300,000
030-53800-431100	COMPUTER CONSULTING	2,000	2,000	2,000
030-53800-431400	PRE-EMPLOYMENT	-	-	-
030-53800-432000	AUDITING	10,000	10,000	15,000
030-53800-442000	UNIFORMS	1,200	1,500	3,000
030-53800-443000	UTILITIES	12,000	12,000	25,000
030-53800-444000	LEASE AND RENTALS	-	-	25,000
	Ford F-450 CHASSIS - FINANCED	-	-	75,000
030-53800-445000	INSURANCE	58,000	60,000	65,000
030-53800-446000	REPAIRS & MAINTENANCE	5,000	12,000	12,000
030-53800-446040	DRAINAGE SYSTEM R & M	167,949	167,000	200,000
030-53800-446050	CANAL MAINTENANCE	35,000	35,000	40,000
030-53800-446060	NPDES FEES AND PERMITS	-	-	5,000
030-53800-449000	MISCELLANEOUS	-	-	-
030-53800-449015	BAD DEBTS	-	-	-
030-53800-450000	VEHICLE MAINTENANCE	10,000	12,000	5,000
030-53800-450100	GASOLINE	11,000	11,000	17,000
030-53800-450200	HEAVY EQUIPMENT REPAIRS	65,000	82,000	85,000
030-53800-451000	OFFICE SUPPLIES	4,500	4,500	4,500
030-53800-452000	OPERATING SUPPLIES	7,200	9,500	18,000
030-53800-452001	SAFETY EQUIPMENT OPERATING SUPPLIES	-	-	2,500
030-53800-453000	ROAD MATERIALS AND SUPPLIES	-	1,500	20,000
030-53800-454000	DUES, SUBSCRIPTIONS & TRAINING	3,000	3,000	20,000
030-53800-455000	SMALL EQUIPMENT	-	40,000	-
030-53800-459000	DEPRECIATION	550,000	-	-
030-53800-460000	CAPITAL OUTLAY	-	2,253,628	-
	DEBT PRINCIPAL REPAYMENT	-	141,948	-
030-53800-471000	DEBT SERVICE-MIAMI DADE BONDS	14,000	17,045	158,992
030-53800-471002	DEBT SERVICE-ANNEXED	-	86,758	86,758
030-53800-472000	DEBT SERVICE-INTEREST	38,089	32,473	32,473
	CONTINGENCY	-	-	100,000
	<b>TOTAL EXPENSES</b>	1,998,067	4,017,680	2,478,338
	<b>Source/(Use) of Fund Equity</b>	1,548,156	40,570	1,428,874
	<b>ENDING FUND EQUITY</b>	\$ 9,471,238	\$ 7,862,149	\$ 9,291,023

## **DEBT SERVICE**

The Town does not have a separate Debt Service Fund. Debt service is accounted for in the respective Funds.

The General Fund Debt service consist of following:

- TD Bank Capital Improvement Refunding Revenue Note Series 2021 with an outstanding Principal Balance of \$7,920,800.00 as of October 1<sup>st</sup>, 2024.
- Enterprise Lease Program is a five (5) years lease for the Town's Fleet of new vehicles with an outstanding Principal Balance of \$1,063,240.91 as of September 2024.
- Annexation Mitigation Payment was agreed to in the agreement with Miami-Dade County and has an outstanding balance of \$1,646,782.00 as of September 2024.

The Water and Sewer Fund Debt service consist of the following:

- State Revolving Fund Phase III Loan which has an outstanding amount of \$312,713.65.
- State Revolving Fund Phase I Loan has been paid off.

The Stormwater Fund Debt service consist of the following:

- State Revolving Fund Loan which has an outstanding Principal Balance of \$1,554,409.32.
- Stormwater Utility Bond Debt Service as required by the Annexation Agreement of 2023 has an outstanding balance of \$433,785.00.



**GENERAL FUND**

## GENERAL FUND REVENUE BY SOURCE

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	BUDGETED FY 2022-2023	PROPOSED FY 2023-2024	PROPOSED FY2024-2025
	<b>AD VALOREM TAXES</b>			
	AD VALOREM TAXES DR-420	9,743,936		
	LESS VALUE ADJUSTMENTS			
001-00000-311000	AD VALOREM TAXES-CURRENT		14,798,911	17,617,887
001-00000-311100	AD VALOREM TAXES-DELINQUENT		-	
	<b>TOTAL AD VALOREM TAXES</b>	9,743,936	14,798,911	17,617,887
	<b>INTERGOVERNMENTAL REVENUES</b>			
001-00000-312000	LOCAL OPTION SALES TAXES	91,173	103,289	110,289
001-00000-312100	LOCAL OPTION GAS TAXES	89,748	93,139	93,139
001-00000-312200	LOCAL OPTION SALES SURTAX	-	224,677	-
001-00000-335120	STATE REVEUE SHARING	29,511	34,177	34,177
001-00000-315000	COMMUNICATION SERVICE TAXES	578,986	558,858	700,000
001-00000-335140	MOBILE HOME LICENSES	4,781	5,000	5,000
001-00000-335150	ALCOHOLIC BEVERAGE LICENSES	16,000	18,000	18,000
	<b>TOTAL INTERGOVERNMENTAL REVENUES</b>	810,199	1,037,140	960,605
001-00000-312400	<b>LOCAL OPTION TRANSPORTATION SURTAX</b>	54,204	54,200	54,200
	<b>FRANCHISE FEES</b>			
001-00000-323100	FRANCHISE FEE-ELECTRIC-FPL	1,640,000	2,000,000	2,000,000
001-00000-323400	FRANCHISE FEES-GAS-FPL	60,000	80,000	80,000
	<b>TOTAL FRANCHISE FEES</b>	1,700,000	2,080,000	2,080,000
	<b>UTILITY TAXES</b>			
001-00000-314100	UTILITY TAXES ELECTRIC-FPL	1,481,000	1,800,000	1,800,000
001-00000-314400	UTILITY TAXES GAS-VARIOUS	169,000	170,000	185,000
	<b>TOTAL UTILITY TAXES</b>	1,650,000	1,970,000	1,985,000
001-00000-323700	<b>LANDFILL HOST FEES-WASTE MANAGEMENT</b>	1,950,000	2,250,000	2,250,000
001-00000-321000	<b>BUSINESS TAX RECEIPTS</b>	220,000	450,000	450,000
	<b>OTHER FEES</b>			
001-00000-321001	CERTIFICATE OF USE	25,000	35,000	35,000
001-00000-321100	PRESSURE VESSEL FEES	35,000	50,000	50,000
001-00000-321200	CHANGE OF CONTRACTOR	990	-	-
001-00000-321300	ALARM REGISTRATION	28,963	35,000	35,000
001-00000-322015	ENGINEERING FEES	9,000	-	9,000
001-00000-322013	PLAN REVIEWS	2,086	-	2,000
001-00000-322300	COST RECOVERY	6,188	-	-
001-00000-329000	OTHER LICENSES, FEES & PERMITS	51,366	55,000	55,000
001-00000-329100	RIGHT OF WAY FEES	25,470	35,000	35,000
001-00000-329105	LOBBYIST FEES	2,640	3,000	3,000
001-00000-329110	ZONING LETTER	8,540	50,000	50,000
001-00000-329115	TECHNOLOGY & EDUCATION FEES	171,547	75,000	75,000
001-00000-341300	ADMINISTRATIVE FEES	5,000	-	-
001-00000-354100	ADMINISTRATIVE FEES CODE COMPLIANCE	-	-	-
	<b>TOTAL OTHER FEES</b>	371,790	338,000	349,000
	<b>BUILDING PERMITS</b>			
001-00000-322000	BUILDING PERMITS			
001-00000-322001	BUILDING PERMITS-RADON			
001-00000-322002	BUILDING PERMITS-CODE COMPLIANCE			
001-00000-322004	BUILDING PERMITS-MISCELLANEOUS			
001-00000-322005	BUILDING PERMITS-MECHANICAL			
001-00000-322006	BUILDING PERMITS-ELECTRICAL			
001-00000-322007	BUILDING PERMITS-PLUMBING			
001-00000-322008	BUILDING PERMITS-ROOFING			
001-00000-322009	BUILDING PERMITS-PAVING & DRAINAGE			
001-00000-322010	BUILDING PERMITS-IMAGING			
001-00000-322011	BUILDING PERMITS-SIGN			
001-00000-322012	BUILDING PERMITS-FENCE			
001-00000-322014	BUILDING PERMITS-EDUCATION			
	<b>TOTAL BUILDING PERMITS</b>	-		
001-00000-324320	<b>IMPACT FEES-MIAMI DADE COUNTY</b>			-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	BUDGETED FY	PROPOSED FY	PROPOSED
		2022-2023	2023-2024	FY2024-2025
	<b><u>POLICE USER FEES</u></b>			
001-00000-342900	OFF DUTY REIMBURSEMENT	241,859	550,000	834,000
001-00000-342900	OTHER	8,328	-	-
001-00000-342900	FBI/IRS REIMBURSEMENTS	63,151	-	-
001-00000-342900	FALSE ALARMS	15,000	-	15,000
001-00000-342900	WORKERS COMPENSATION		-	-
	<b>TOTAL POLICE USER FEES</b>	<b>328,338</b>	<b>550,000</b>	<b>849,000</b>
	<b><u>GRANT REVENUE</u></b>			
001-00000-334900	CDGD LAKESIDE COMMUNITY CENTER	200,000	-	-
001-00000-334900	FDOT TRANSPORTATION STUDY		-	50,116.00
001-00000-334900	MIAMI-DADE STUDY -0314		-	-
001-00000-334900	BULKHEAD WALL/TOBIE WILSON AREA	-	3,251,000	-
001-00000-334900	FEMA -COVID 19		-	-
001-00000-334900	MIAMI-DADE CARES ACT		-	-
001-00000-334900	FDOT SIDEWALK MP		-	-
001-00000-334900	DEO LAKESIDE SEAWALL LS 0304		-	-
001-00000-334900	NW 99 TERRACE FDOT GRANT	125,000	1,500,000	-
001-00000-334900	MEDLEY PALMETTO STATION PED WALKWAY	47,000	-	-
001-00000-334900	NWSRD NW116W-NW121W-FDOT	300,000	-	-
001-00000-334901	GRANT MONEY FROM FEMA		-	-
001-00000-334907	POLICE JAGD GRANTS		-	-
001-00000-334908	POLICE EXPLORER GRANT	-	-	-
	<b>TOTAL GRANT REVENUE</b>	<b>672,000</b>	<b>4,751,000</b>	<b>50,116</b>
	<b><u>JUDGEMENT AND FINES</u></b>			
001-00000-351000	JUDGEMENT AND FINES-TRAFFIC TICKETS	1,575,000	2,000,000	2,000,000
001-00000-359100	JUDGEMENT AND FINES-CODE COMPLIANCE	150,000	175,000	175,000
	<b>TOTAL JUDGEMENT AND FINES</b>	<b>1,725,000</b>	<b>2,175,000</b>	<b>2,175,000</b>
	<b><u>MISCELLANEOUS REVENUES</u></b>			
001-00000-361000	INTEREST INCOME	52,000	500,000	800,000
001-00000-361999	UNREALIZED INTEREST INCOME		1,500	
001-00000-366001	DONATION FOR KIDS EVENTS		-	
001-00000-366002	DONATION FOR SENIOR EVENTS		-	
001-00000-366003	MYSC PROGRAM REGISTRATION FEES		-	-
001-00000-369000	MISCELLANEOUS	60,000	104,000	353,000
001-00000-369002	STREET NAMING		-	-
	<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>112,000</b>	<b>605,500</b>	<b>1,153,000</b>
001-00000-362001	<b><u>LAKESIDE RENT</u></b>	<b>205,000</b>	<b>206,000</b>	<b>206,000</b>
	<b><u>SALE OF SURPLUS PROPERTY</u></b>			
001-00000-369300	SALE OF LAND		-	-
	<b>TOTAL SURPLUS</b>		<b>-</b>	<b>-</b>
001-00000-384000	<b><u>DEBT PROCEEDS</u></b>			
	<b><u>SPECIAL ASSESSMENT DISTRICTS-REVENUE</u></b>			
001-00000-325100	DISTRICT 01-79AVE	176,110	176,110	176,110
001-00000-325105	DISTRICT PELMAD	175,449	175,421	175,421
001-00000-325110	SANDERSON DISTRICT	-	-	-
001-00000-325115	CURTIS DISTRICT	-	-	-
	<b>TOTAL SPECIAL ASSESSMENT DISTRICTS-REVENUE</b>	<b>351,559</b>	<b>351,531</b>	<b>351,531</b>
001-00000-381000	OPERATING TRANSFER		561,982	737,936
	<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$ 19,894,026</b>	<b>\$ 32,179,264</b>	<b>\$ 31,269,275</b>





**GENERAL FUND EXPENDITURE  
BY DEPARTMENT**

## **Town Council**

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### **Department Objective**

The Town Council is the legislative body that governs the Town and has a fiduciary responsibility to the citizens. The Town councilmembers also serves on the Town's Foundation Board.

**Town Council.** As set by the Town Charter, the Town Council consists of five (5) members, the Mayor, the Vice-Mayor, and three (3) Councilmembers. These individuals serve in the capacity of elected officials for the voters of the Town and act as the legislative body of the municipality. Councilperson terms are for four years with two seats up for election every two years. There are no limits on the number of terms a Councilperson can serve. Regular Council meetings are held on the first Mondays of each month at 07:00PM. Special sessions are held as needed.

Benefits include full medical coverage, life insurance and pension. The Council's responsibilities include but not limited to approving the annual budget by ordinance; reviewing and adopting resolutions and ordinances; promote a diverse and strong local economy that attracts businesses and jobs; foster and maintain a strong sense of community, identity and of place, and set all Town policies and procedures.

### **Mayor**

The Mayor is a voting member of the Town Council and per the Town's Charter acts as the Chief Administrative Officer of the Town. The Mayor presides at the meetings of the Town Council and is recognized as the head of the Town government. The mayor is responsible for but not limited to implementing the policies and directives of the will of the majority of the Town Council, including adherence to all rules, regulations and policies, preparation, and submission of an annual budget, ensure the fiscal health of the Town, and to monitor all department activities. Terms are for four years. There are no limits on the number of terms the mayor can serve.

### **Budget Highlights**

- The Town Council budget includes salaries for the Councilmembers. The Town Council's budget does not include the Mayor's salary. The salaries of the Mayor and the Councilmembers have not been increased in this budget. The council voted in fiscal year 2023 to freeze their salary at the FY2023 pay rate.
  
- The budget includes the benefits, such as health insurance, pension, and operating expenditures.

**Town Council**

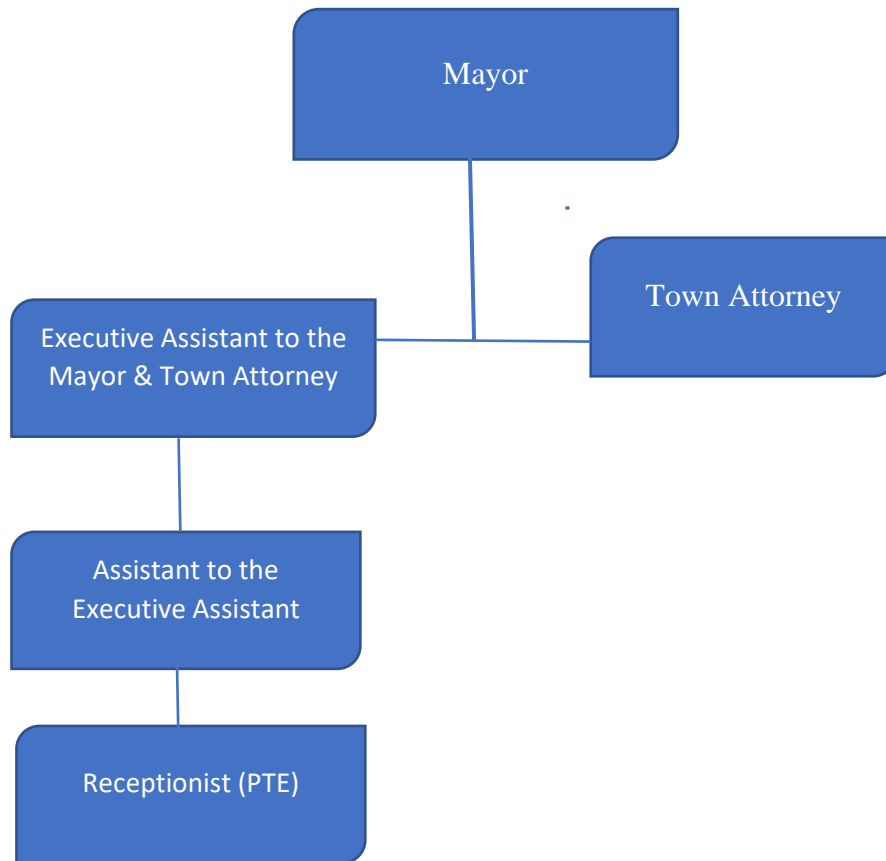
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**Budget Summary**

ACCOUNT NUMBER	ACCOUNT DSCRIPTION	BUDGETED FY 2022-2023	ADOPTED FY 2023-2024	PROPOSED FY2024-2025
001-51100-411000	COUNCIL WAGES	\$ 288,486	\$ 241,518	\$ 241,518
001-51100-412000	PAYROLL TAXES	\$ -	\$ 18,114	\$ 18,114
001-51100-422300	401A TOWN CONTRIBUTIONS	\$ -	\$ 21,636	\$ 20,000
001-51100-423000	LIFE AND HEALTH INSURANCE		\$ 74,138	\$ 93,206
001-51100-423300	DISABILITY INSURANCE	\$ -	\$ 500	\$ 250
001-51100-423400	LONG TERM CARE INSURANCE	\$ -	\$ -	\$ 1,500
001-51100-442000	UNIFORMS	\$ -	\$ 2,000	\$ 2,000
001-51100-443000	UTILITIES & TELEPHONE		\$ 1,000	\$ 3,500
001-51100-444000	RENTALS AND LEASES	\$ -	\$ -	\$ 8,000
001-51100-450000	VEHICLE MAINTANENCE	\$ -	\$ -	\$ 500
001-51100-450100	GASOLINE	\$ -	\$ 20	\$ 200
001-51100-451000	OFFICE SUPPLIES & POSTAGE	\$ -	\$ 2,000	\$ 20,000
001-51100-454000	PUBLICATIONS, DUES & TRAINING	\$ -	\$ 8,700	\$ 9,000
		\$ 288,486	\$ 369,626	\$ 417,788

## Executive Office

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**Executive Office – 3 FTEs and 1 PTE**

## **Executive Office**

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### **Department Objective**

The objective of the Executive Office is to support the Town Council vision, mission and strategic direction and ensure that the Town of Medley provides the services and infrastructure necessary for high quality of life for its citizens and businesses.

The Mayor is a voting member of the Town Council and acts as the Chief Administrative Officer of the Town. The Mayor is responsible for but not limited to implementing the policies and directives of the will of the majority of the Town Council, including adherence to all rules, regulations and policies, preparation, and submission of an annual budget, ensure the fiscal health of the Town, and to monitor all department activities.

### **Budget Highlight**

- The Executive Office includes the Mayor, Executive Assistant to the Mayor/Town Attorney, Administrative Assistant and Receptionist.
- Cost based on the estimated time worked by these individuals for the Enterprise Funds and Special Building Fund are transferred from the respective funds into the General Fund.
- There have been no significant changes in the Executive Office.

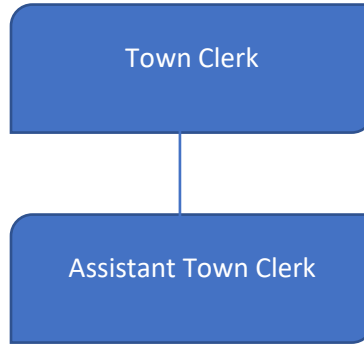
## Executive Office

### Budget Summary

ACCOUNT NUMBER	ACCOUNT DSCRIPTION	BUDGETED	ADOPTED	PROPOSED
		FY 2022-2023	FY 2023-2024	FY2024-2025
001-51200-411000	EXECUTIVE OFFICE WAGES	231,000	230,872	232,672
001-51200-411001	RECEPTIONIST WAGES	23,000	-	24,836
001-51200-411002	EXECUTIVE OFFICE STAFF WAGES	123,917	125,405	131,665
001-51200-421000	PAYROLL TAXES		27,178	29,519
001-51200-422300	401A TOWN CONTRIBUTIONS		27,368	33,000
001-51200-422400	DEFINED BENEFIT PLAN		2,500	3,000
001-51200-423000	LIFE AND HEALTH INSURANCE		72,000	82,000
001-51200-423300	DISABILITY INSURANCE		2,500	2,600
001-51200-423400	LONG-TERM CARE INSURANCE		7,000	1,200
001-51200-431000	PROFESSIONAL FEES		261,000	250,000
001-51200-431100	COMPUTER CONSULTANT		-	9,500
001-51200-431400	PRE-EMPLOYMENT		-	-
001-51300-437000	PROGRAM	7,000	7,000	9,000
001-51300-437008	MEDICAL TRANSPORTATION	-	6,000	6,000
001-51200-442000	UNIFORM		2,250	1,750
001-51200-443000	UTILITIES & TELEPHONES		1,650	15,000
001-51200-446000	REPAIRS & MAINTENANCE		-	18,000
001-51200-449000	OTHER CURRENT CHGS & OBLIG		-	10,500
001-51200-449002	EMPLOYEE EDUCATION ASSISTANCE		1,500	1,500
001-51200-450000	VEHICLE MAINTANENCE		-	1,000
001-51200-450100	GASOLINE		200	200
001-51200-451000	OFFICE SUPPLIES & POSTAGE		20,000	38,000
001-51200-452000	OPERATING SUPPLIES		3,000	5,500
001-51200-454000	DUE, SUBSCRIPTIONS & TRAINING		7,000	20,000
		377,917	804,423	926,442

**Office of the Town Clerk**

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**Town Clerk - 2 FTEs**

**Office of the Town Clerk**

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**Department Objective**

The Town Clerk serves as the Corporate Secretary of the Town, the official Secretary of the Legislative body, the official records custodian of the Town, and the supervisor of elections. The objective is to receive, organize, maintain, preserve, and disseminate the Town current and historical knowledge.

The Office of the Town Clerk ensure that all public meetings are properly notice to the public and maintains an accurate record of all public hearings.

<b>Summary of Services Provided</b>
<b>Official Proceedings Management</b>
Process items presented to the Town Council for official action and follow-up. Prepares a written summary of official proceedings and actions taken by the Town Council and Board. Ordinance and Resolutions are distributed under this function.
<b>Records Management</b>
Coordinates retention and destruction of official records. This function includes maintenance of the Town Code and distribution of supplements. Part of this program is to provide information to other departments, citizens, etc. by searching through town records. Maintain and update an integrated document management system that captures official town documents including minutes, and agendas in an electronic format, establishes workflow for processing the agenda, and facilitate research of information.
<b>Recording Official Documents</b>
Files liens, release of liens, and other official records.
<b>Elections</b>
Establishes the election schedule for municipal elections and coordinates election activities with the Miami Dade County Elections Department.
<b>Legislative/Lobbyist</b>
Coordinates the Town’s legislative priorities and appropriation requests with federal and state lobbyists and tracks proposed legislation through both House and Senate.
<b>Risk Management</b>
Responsible for Risk Management Activities, including Workman’s Comp and Property Damage claims. Coordinate with Legal and the Finance Departments.
<b>Lakeside Retirement Community</b>
The Town Clerk is the operational manager for the Lakeside retirement park.

**Budget Highlights**

- The Clerk’s office is supported by two (2) full time positions.
- Each employee provides service for the Enterprise Funds and the Building Fund which are separately budgeted.



**Office of the Town Clerk**

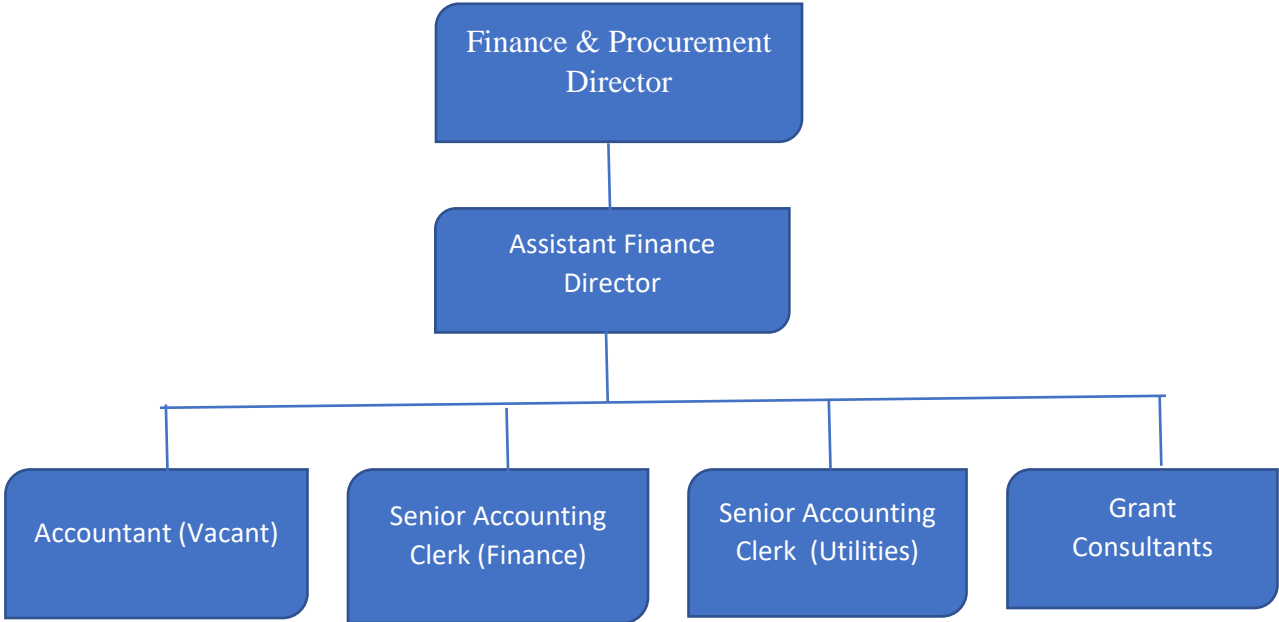
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**Budget Summary**

ACCOUNT NUMBER	ACCOUNT DSCRIPTION	BUDGETED FY 2022-2023	ADOPTED FY 2023-2024	PROPOSED FY2024-2025
001-51000-411000	CLERK WAGES		168,310	173,455
001-51000-421000	PAYROLL TAXES		12,608	12,986
001-51000-422300	401A TOWN CONTRIBUTIONS		12,700	15,000
001-51000-422400	DEFINED BENEFIT PLAN		-	-
001-51000-423000	LIFE AND HEALTH INSURANCE		10,000	60,098
001-51000-423300	DISABILITY INSURANCE		100	1,454
001-51000-423400	LONG-TERM CARE INSURANCE		2,000	1,000
001-51000-431000	PROFESSIONAL FEES		-	-
001-51000-431100	COMPUTER CONSULTANT SERV.		-	9,000
001-51000-442000	UNIFORM		1,000	1,000
001-51000-443000	UTILITIES & TELEPHONES		1,000	14,000
001-51000-446000	REPAIRS & MAINTENANCE		-	4,000
001-51000-450100	GASOLINE		150	150
001-51000-451000	OFFICE SUPPLIES & POSTAGE		2,000	10,000
001-51000-452000	OPERATING SUPPLIES		2,000	1,500
001-51000-454000	DUES, SUBSCRIPTIONS & TRAINING		8,000	10,000
			219,868	313,643

**Finance Department**

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**Finance – 5 FTEs**

## Finance Department

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### **Department Objective**

The objective of the Finance Department is to serve the Town of Medley with effective coordination of the fiscal management of the Town by efficiently providing timely, responsive, and comprehensive financial planning, support services and reporting to all Town departments, Town Executive Team, the Town Council, Citizens, Businesses, and Community Partners.

<b>Summary of Service Provided</b>
<b>Finance</b>
<p><b><u>Administration</u></b> – Responsible for the effective coordination of all Town financial and accounting function to provide dependable, timely, and accurate financial information to the stakeholders of the organization including the Town Council, Town Management, Town Citizens, and Businesses, as well as outside customers. The Administration function is responsible for the daily management of the Town’s cash flow and invests the funds to maximize investment earnings within safety and liquidity parameters. The Administration function is also responsible for the oversight of the investments of the General Employees’ and Police’ Pension Funds.</p> <p>The Department sets financial policies for the overall management of the Town. Operating independently of changing circumstance and conditions, these polices assist the decision-making process of the Mayor and Town Council, and Administration. Send out invoices for False Alarm, and Miscellaneous invoices such as additional coverages for long term care. Red light camera administration.</p>
<p><b><u>Debt &amp; Specialized Accounting</u></b> – The Debt &amp; Specialized Accounting is responsible to coordinate and monitor the debt issued by the Town and provides Town management with accounting and financial analysis for special projects as needed.</p>
<p><b><u>Accounting</u></b> – Accounting is responsible for coordinating the maintenance and operation of the computerized financial records system, the maintenance of the official accounting records, asset management and filing of all non-payroll returns. The Accounting function is also responsible for the prompt and accurate payment of the Town’s financial obligations, the prompt and accurate recording of the monies the Town receives, and the coordination with departments in accounting for grants. The financial operations of the Town include accounts payable, accounts receivables, utility bills, audits, budgeting, capital projects accounting, cash management, collections, debt administration, financial analysis, financial reporting, preparation of applicable local, state, and federal reports, fixed asset reporting, payroll processing, revenue &amp; expenditure forecasting and monitoring and risk management.</p>
<p><b><u>Payroll</u></b> – Payroll is responsible for the administration of employee and pension payrolls, maintaining compliance with IRS, Social Security Administration, Worker’s Compensation, and Unemployment rules and regulations; working with Pension organization in getting employee pension entitlement calculations; and the processing of all garnishments, tax levies, and child support orders for Town employees and pensioners.</p>

**Finance Department**

**Employee Benefits** – Coordinate employee open enrollment and is responsible for Employee Pension Plan, Money Purchase Pension Plan (401A), Deferred Compensation Plan (457K), financial/retirement planning, health, dental, vision, life and disability insurance programs, analyzing, evaluating negotiating benefit services and coverage with providers, vendors, and consultants; wellness initiatives aimed at improving the health of Town employees; meet the regulatory reporting requirements of the Affordable Care Act, oversee the Employee Navigator and BS&A Payroll software modules.

**Procurement** – Procurement is responsible for the centralized management of the procurement function in order to maximize the Town’s purchasing power. The program provides standard purchasing guidelines and ensures fair and equitable treatment of Town vendors. The program also administers the procurement card process.

**Budget**  
Offer accurate financial planning information to the Town’s management team, the Town Council, other Town departments, Town citizens and businesses in order to increase confidence in Town leadership and provide comprehensive budgeting data to all customers.

Budget prepares and presents the Town’s annual Operating and Capital Improvement Budget, as well as ensure the Town’s compliance with the State of Florida’s “Truth-in-Millage” (TRIM) act to inform how proposed changes may affect property owners’ property taxes.

**Risk Management**  
The Finance Department work closely with the Legal Office and the Office of the Town Clerk to protect the Town’s assets from risks of accidents or loss, and to assist employees in performing their jobs safely. The department monitors the Town’s general liability, auto liability, commercial property, and Workers’ Compensation insurance.

**Grants Management**  
Coordinate with the various departments and with the Town Grant Writers consultants. Provide information as needed per Grantor. Ensure that the grant requirements are met for procuring services and reporting purposes. Create policies for procurement, financial tracking of grant project related expenditures and revenues in the Town financial software, reconcile grant revenue and reimbursement request with Grantor financial system. Prepare the Schedule of Expenditures of Federal, State and Local Awards for financial auditor.

## Finance Department

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### **Budget Highlights**

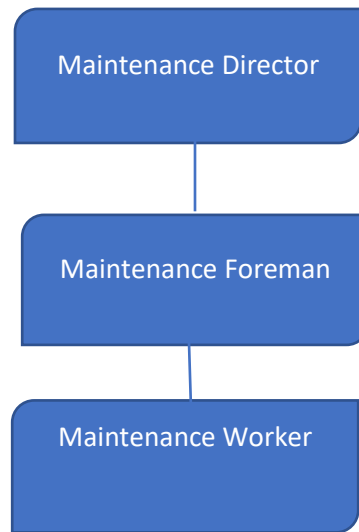
- The Finance Department is supported by 4 full time positions, one staff is exclusively for the Utility departments. The department seek to add 1 full time position to the 2023/24 budget.
- Each employee perform work for the Enterprise Funds and the Building Fund which are separately budgeted. Estimated time worked for these funds are allocated to those funds.
- Operating expenditure includes fees for external audit services, financial advisory services as needed, other post-employment benefits (OPEB) Actuary Report and consulting fees, and for disclosure monitoring consulting.

### **Budget Summary**

ACCOUNT NUMBER	ACCOUNT DSCRIPTION	BUDGETED FY 2022-2023	ADOPTED FY 2023-2024	PROPOSED FY2024-2025
001-51300-411000	FINANCE DEPT. WAGES	191,618	105,560	108,712
001-51300-412000	FINANCE DEPT. STAFF WAGES	-	193,899	210,970
001-51300-421000	PAYROLL TAXES	90,235	22,549	24,456
001-51300-422300	401A TOWN CONTRIBUTIONS	88,700	20,000	35,000
001-51300-422400	DEFINED BENEFIT PLAN	313,366	269,763	269,763
001-51300-423000	LIFE AND HEALTH INSURANCE	175,116	76,000	60,000
001-51300-423001	WELLNESS FUND EXPENSE	-	-	10,000
001-51300-423300	DISABILITY INSURANCE	6,500	1,700	4,300
001-51300-423400	LONG-TERM CARE INSURANCE	19,000	3,000	18,000
001-51300-431000	PROFESSIONAL FEES	230,000	30,000	30,000
001-51300-431100	COMPUTER CONSULTANT	60,000	136,500	9,500
001-51300-431400	PRE-EMPLOYMENT & PHYSICALS	-	-	150
001-51300-432000	AUDITING	62,223	95,000	100,000
001-51300-437000	PROGRAM EXPENSES	-	-	-
001-51300-442000	UNIFORM	10,000	2,000	2,000
001-51300-443000	UTILITIES & TELEPHONES	125,000	125,000	80,000
001-51300-445000	INSURANCE	930,590	960,000	1,200,000
001-51300-446000	REPAIR & MAINTENANCE	92,000	-	50,000
001-51300-449002	EMPLOYEE EDUCATION ASSISTANCE	5,000	-	-
001-51300-450100	GASOLINE	7,000	50	100
001-51300-451000	OFFICE SUPPLIES & POSTAGE	111,919	25,000	45,000
001-51300-452000	OPERATING SUPPLIES	25,000	25,000	10,000
001-51300-454000	DUE, SUBSCRIPTIONS & TRAINING	45,000	8,000	9,000
		2,588,267	2,099,021	2,276,951

## Maintenance Department

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**Building Maintenance – 3 FTEs**

## Maintenance Department

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### Department Objective

The Maintenance Department provides services and comprehensive maintenance programs for the Town-owned buildings and structures. The program provides the maintenance and repair of primary and secondary building components and system. Emphasis is placed on ensuring that all town-owned facilities remain hazard-free, in optimum working condition, and aesthetically pleasing.

### Budget Highlight

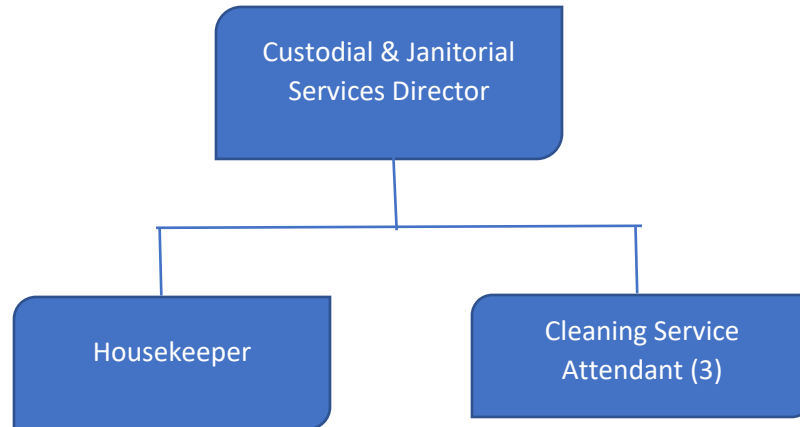
- The Maintenance Department is supported by three (3) full time position.
- Each employee provide service for the Enterprise Funds and the Building Fund which are separately budgeted.

### Budget Summary

ACCOUNT NUMBER	ACCOUNT DSCRIPTION	BUDGETED FY 2022-2023	ADOPTED FY 2023-2024	PROPOSED FY2024-2025
	MAINTENANCE DIRECTOR'S WAGES	-	-	81,451
001-51600-412002	MAINTENANCE STAFF WAGES	160,649	155,946	88,637
001-51600-421000	PAYROLL TAXES		11,479	13,012
001-51600-422300	401A TOWN CONTRIBUTIONS			4,000
001-51600-422400	DEFINED BENEFIT PLAN			-
001-51600-423000	MEDICAL & LIFE INSURANCE			50,000
001-51600-423300	DISABILITY INSURANCE			1,500
001-51600-423400	LONG-TERM CARE INSURANCE		2,000	2,000
001-51600-431000	PROFESSIONAL FEES		-	-
001-51600-446000	REPAIRS & MAINTENANCE	-	92,000	95,000
001-51600-442000	UNIFORM		1,500	1,500
001-51600-443000	UTILITIES & TELEPHONES		1,000	1,700
001-51600-444000	RENTALS AND LEASES	-	-	15,000
001-51600-450000	VEHICLE MAINTENANCE	-	10,000	5,000
001-51600-450100	GASOLINE		2,000	2,000
001-51600-451000	OFFICE SUPPLIES & POSTAGE		500	1,000
001-51600-452000	OPERATING SUPPLIES		-	1,800
		160,649	276,425	363,600

## Custodial and Janitorial Service Department

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**General Services – 2 FTEs and 3PTEs**



## Custodial and Janitorial Service Department

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### Department Objective

The department support the custodial and janitorial services of Town Hall and the Police Administration Building, the Public Working Administration Building, Parks and Recreational building, gym facilities with the emphasis on ensuring that these facilities remain in an optimum condition and are aesthetically pleasing.

### Budget Highlight

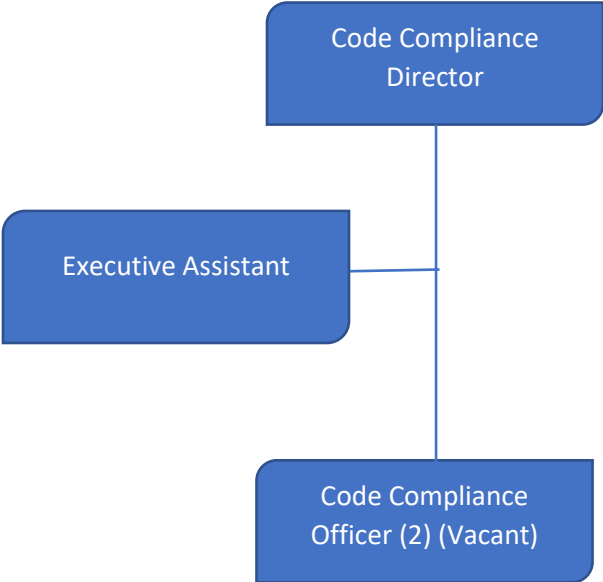
- Custodial and Janitorial Service Department is supported by two (2) full time positions and three (3) part-time positions.
- Each employee provides services for the Enterprise Funds and the Building Fund which are budgeted separately.

### Budget Summary

ACCOUNT NUMBER	ACCOUNT DSCRIPTION	BUDGETED FY 2022-2023	ADOPTED FY 2023-2024	PROPOSED FY2024-2025
	CUSTODIAL SERVICES DIRECTOR'S WAGE	-	-	76,360
001-51400-412004	CUSTODIAL SERVICES WAGES		195,829	132,756
001-51400-421000	PAYROLL TAXES		14,813	15,997
001-51400-422300	401A TOWN CONTRIBUTIONS		14,687	6,000
001-51400-422400	DEFINED BENEFIT PLAN		-	50,000
001-51400-423000	MEDICAL & LIFE INSURANCE		45,000	30,000
001-51400-423300	DISABILITY INSURANCE		6,500	2,500
001-51400-423400	LONG-TERM CARE INSURANCE		5,000	3,000
	HEMOCARE SERVICES (CLEANING)		20,000	20,000
001-51400-442000	UNIFORMS		1,200	1,750
001-51400-443000	UTILITIES		5,000	3,000
001-51400-444000	RENTAL & LEASES		-	9,600
001-51400-446000	REPAIRS & MAINTENANCE		-	1,000
001-51400-450000	VEHICLE MAINTENANCE		10,000	1,000
001-51400-450100	GASOLINE		7,000	400
001-51400-451000	OFFICE SUPPLIES		120,000	20,000
001-51400-452000	OPERATING SUPPLIES		25,000	25,000
		\$ -	\$ 470,029	\$ 398,363

**Code Compliance Department**

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**Code Compliance – 4 FTEs**

## Code Compliance Department

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### Department Objective

The Code Compliance Department is responsible for attaining compliance with the various town codes. The department ensures that owners maintain properties in compliance with community standards established in the Code of Ordinances. The program is both compliant driven and proactive and focuses on various aspects of property maintenance such as overgrowth, yard parking, debris, etc. The Program strives to achieve voluntary compliance. Absent voluntary compliance, code inspectors initiate enforcement.

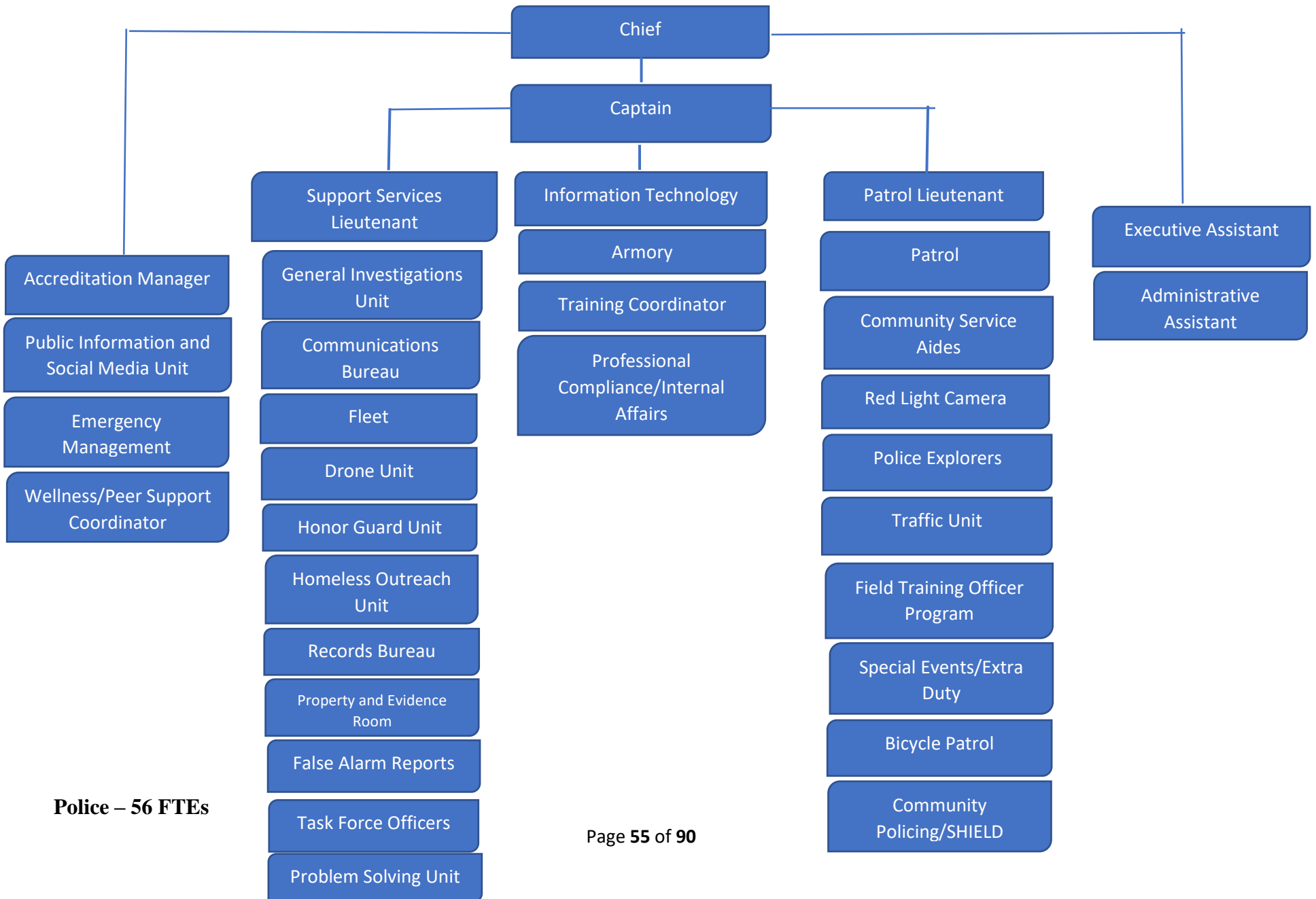
### Budget Highlight

- Code Compliance is currently supported by two (2) full time positions. The department seek to add two (2) additional position for the 2024-2025 budget year.
- Works in conjunction with the Building Department.

### Budget Summary

ACCOUNT NUMBER	ACCOUNT DSCRIPTION	BUDGET FY 2022-2023	ADOPTED FY 2023-2024	PROPOSED FY2024-2025
001-52400-411000	DEPT HEAD SALARY	-	97,698	100,624
001-52400-412000	CODE COMPLIANCE WAGES	139,745	140,000	135,500
001-52400-412001	CODE ENFORCEMENT ADMIN SALARIES	-	-	57,530
001-52400-421000	PAYROLL TAXES	10,690	11,401	22,113
001-52400-422300	401A TOWN CONTRIBUTIONS	10,481	11,005	15,000
001-52400-422400	DEFINED BENEFIT PLAN	21,622	25,000	25,000
001-52400-423000	MEDICAL & LIFE INSURANCE	31,834	31,834	70,000
001-52400-423300	DISABILITY INSURANCE	1,014	1,200	2,331
001-52400-423400	LONG-TERM CARE INSURANCE	2,257	3,000	2,500
001-52400-431000	PROFESSIONAL FEES	80,000	80,000	80,000
001-52400-431100	COMPUTER CONSULTING	3,000	3,500	9,000
001-52400-431400	PRE-EMPLOYMENT & PHYSICALS	-	-	150
001-52400-442000	UNIFORMS	800	1,500	2,000
001-52400-443000	UTILITIES	3,000	3,000	13,500
001-52400-444000	RENTAL AND LEASES	-	-	9,500
001-52400-44600	REPAIRS & MAINTENANCE	-	-	500
001-52400-449000	MISCELLANEOUS	200	200	200
001-52400-449002	EMPLOYEE EDUCATION ASSISTANCE	-	-	-
001-52400-450000	VEHICLE MAINTENANCE	2,500	2,500	1,500
001-52400-450100	GASOLINE	1,200	2,500	500
001-52400-451000	OFFICE SUPPLIES	2,144	2,250	3,900
001-52400-452000	OPERATING SUPPLIES	-	700	2,800
001-52400-454000	DUES, SUBSCRIPTIONS & TRAINING	3,000	3,000	1,000
		\$ 313,487	\$ 420,288	\$ 555,148

# Police Department



**Police – 56 FTEs**

## **Police Department**

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### **Department Objective**

The objective of the Police Department is to consistently provide effective, professional, and dependable law enforcement services for every citizen, business, and visitor within the Town of Medley. The Police Department operates with a community policing philosophy that seeks to further the Town Council's Strategic Direction of providing cost effective municipal services that reinforce the Town of Medley's standing as a safe community for the Town's residents and visitors. The Police Department is accredited by the Commission for Florida Law Enforcement Accreditation (CFA). The Police Department continually prepares and trains for emergencies and disasters.

<b>Summary of Services Provided</b>
<b>Office of the Chief/Command Staff</b>
<b>Criminal Investigations</b>
The General Investigation Unit for the Medley Police Department is a specialized division responsible for conducting in-depth investigations into a wide range of criminal activities. This unit plays a crucial role in gathering evidence, identifying suspects, and building cases to support prosecution. Detectives within the Medley Police Department's General Investigation Unit are trained to handle various types of cases, including Robberies, Fraud, Commercial/Residential Burglaries, Sexual Assaults, and other serious crimes. They work closely with other law enforcement agencies, forensic experts, and prosecutors to ensure a thorough and comprehensive investigation process. The primary goal of the unit is to bring offenders to justice and contribute to maintaining public safety and order in the community.
<b>Patrol</b>
The Patrol Division is the foundation of the department's community policing philosophy, through direct and focused interaction with residents and business community. The Patrol Division is tasked with the deployment of uniform personnel to provide and efficient response to crime and quality of life issues.
<b>Support Services</b>
<b>Communications Section</b>
The Communications Section supports the optimal use and timely response of employees and resources through the dispatch and coordination of department resources, oversees the Computer Aided Dispatch system that allow for measures of department performance, and is able to operate a reliable, interoperable radio system that allows for an efficient response during a disaster or emergency.

### **Budget Highlights**

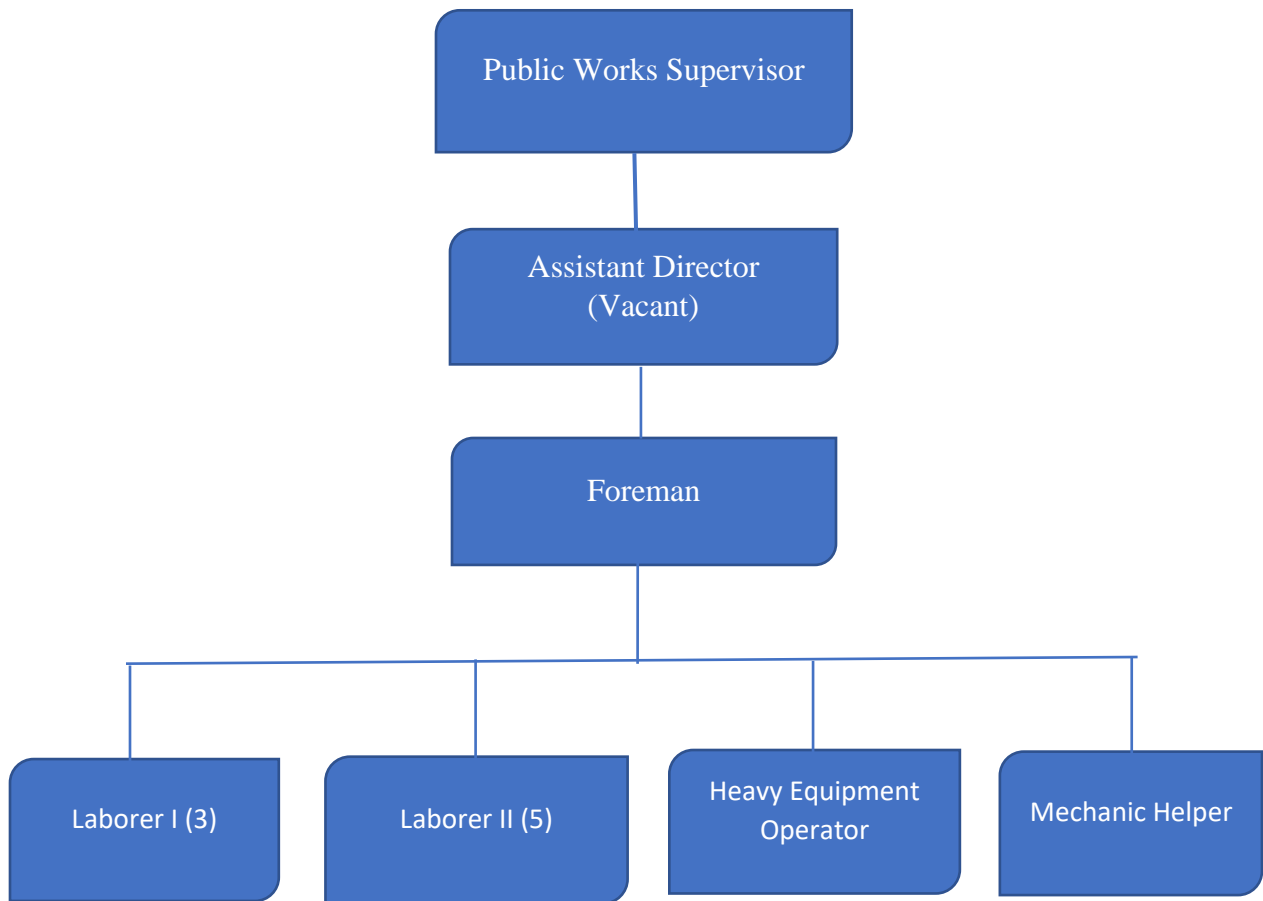
- The Police Department is supported by 56 full time equivalent (FTEs) position.

## **Budget Summary**

ACCOUNT NUMBER	ACCOUNT DSCRIPTION	BUDGET	ADOPTED	PROPOSED
		FY 2022-2023	FY 2023-2024	FY2024-2025
001-52100-411000	COMMAND STAFF WAGES	\$ 594,557	\$ 564,758	\$ 586,023
001-52100-412000	POLICE OFFICERS WAGES	3,411,419	3,596,909	3,832,445
001-52100-412001	COMM. OFFICERS WAGES	357,555	285,867	317,095
001-52100-412002	ADMINISTRATIVE WAGES	148,795	201,740	196,426
001-52100-412003	OFF DUTY PAY	216,888	225,000	450,000
001-52100-412005	GENERAL SERVICES PD	-	78,000	78,000
001-52100-412007	GENERAL SERVICES WAGES	74,988	-	-
001-52100-412008	SERVICE AIDES	52,380	61,743	67,419
001-52100-421000	PAYROLL TAXES	366,939	328,000	382,455
001-52100-422300	401A TOWN CONTRIBUTIONS	40,929	45,000	50,000
001-52100-422400	DEFINED BENEFIT PLAN	800,000	900,000	1,000,000
001-52100-422500	DEFINED BENEFIT PLAN-GENERAL	102,057	110,000	110,000
001-52100-423000	MEDICAL & LIFE INSURANCE	1,351,000	1,500,000	1,600,000
001-52100-423300	DISABILITY INSURANCE	34,938	36,000	45,000
001-52100-423400	LONG-TERM CARE INSURANCE	19,980	22,000	20,000
001-52100-431000	PROFESSIONAL FEES	410,000	475,584	475,000
001-52100-431100	COMPUTER CONSULTING	30,000	30,000	45,000
001-52100-431400	PRE-EMPLOYMENT & PHYSICALS	4,253	11,432	7,000
001-52100-435000	INVESTIGATIONS	3,000	-	-
001-52100-435001	INVESTIGATIONS-HIDTA	-	-	2,500
001-52100-437000	PROGRAM	9,000	8,400	9,000
001-52100-437001	EXPLORER PROGRAM	8,000	5,000	5,000
001-52100-442000	UNIFORMS	36,600	73,853	90,000
001-52100-443000	UTILITIES	120,000	131,920	132,000
001-52100-444000	RENTALS AND LEASES	-	-	400,000
001-52100-444001	RENTALS HIDTA	10,000	13,200	13,200
001-52100-445000	INSURANCE	22,000	15,000	20,000
001-52100-446000	REPAIRS & MAINTENANCE	15,000	15,000	35,000
001-52100-449000	MISCELLANEOUS	4,432	2,250	8,000
001-52100-449002	EDUCATIONAL ASSISTANCE	4,000	10,000	-
001-52100-449010	BAD DEBTS	-	-	-
001-52100-450000	VEHICLE MAINTENANCE	90,000	120,420	30,000
001-52100-450100	GASOLINE	151,600	148,464	168,000
001-52100-451000	OFFICE SUPPLIES	185,000	247,990	247,990
001-52100-452000	OPERATING SUPPLIES	45,000	93,916	187,000
001-52100-452030	AMMUNITION AND TARGETS	10,000	15,170	30,000
001-52100-454000	DUES, SUBSCRIPTIONS & TRAINING	37,000	30,250	30,500
001-52100-455000	SMALL EQUIPMENT	-	-	-
001-52100-461000	VEHICLE PURCHASE & EQUIPMENT	-	86,400	-
		\$ 8,767,310	\$ 9,489,266	\$ 10,670,053

**Public Works Department**

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**Public Works – 13 FTEs**

## **Public Works Department**

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### **Department Objective**

The Public Works Department's (PWD) mission is to provide a safe and an aesthetically pleasing infrastructure for the residents, business owners, and visitors of the Town of Medley. The PWD is responsible for the maintenance of the Public Right-of-Way, Town Roads, Facilities, Beautification Projects, maintenance of certain railroad crossing and residential recycling. Furthermore, the Department oversees traffic and transportation operations, fleet maintenance, and sustainability efforts. The Department is also responsible for performing and monitoring many other duties to achieve the goal of providing exceptional public service.

<b>Summary of Services Provided</b>
<b>Administration and Maintenance</b>
Centralize long term and short-term management of the Town's rights of way and infrastructure. The maintenance division is responsible for the maintenance of the public right-of-way (ROW), ensuring assets with the right of way are maintained in good working condition. Responsible for the maintenance and repair of the Town's paved streets, and for the replacement and construction of sidewalks, curbs, and gutters, to ensure safe and well-maintained right-of-ways for the citizens and visitors of Medley.

### **Budget Highlights**

- The budget includes 1 Department Head, 1 assistant director, 10 full-time Staff, and 2 assistant foremen.
  
- The Department will seek to add additional employees.



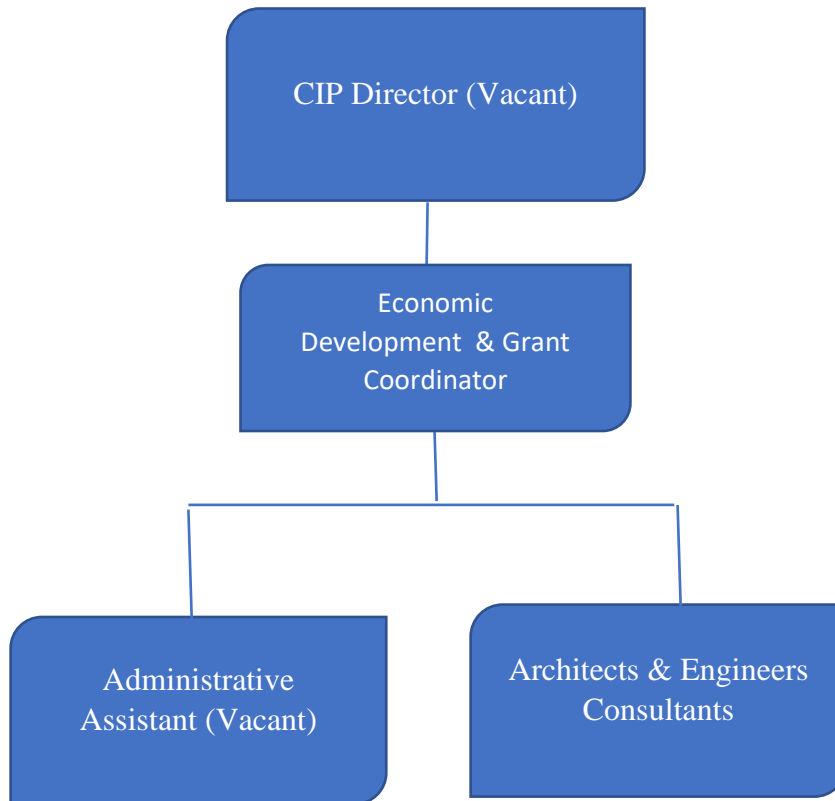
## Public Works Department

### Budget Summary

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	BUDGET BY 2022-2023	ADOPTED FY 2023-2024	PROPOSED FY 2024-2025
001-53900-411000	PUBLIC WORKS DIRECTOR		102,123	93,670
001-53900-412000	PUBLIC WORKS WAGES	\$ 592,242	538,802	646,596
001-53900-412008	PUBLIC WORKS ALLOCATED WAGES	8,694	10,000	-
001-53900-421000	PAYROLL TAXES	45,972	47,807	56,630
001-53900-422300	401A TOWN CONTRIBUTIONS	45,070	48,000	48,000
001-53900-422400	DEFINED BENEFIT PLAN	151,591	175,000	180,000
001-53900-423000	MEDICAL & LIFE INSURANCE	230,298	250,000	248,565
001-53900-423300	DISABILITY INSURANCE	5,424	6,000	7,000
001-53900-423400	LONG-TERM CARE INSURANCE	11,693	15,000	16,000
001-53900-431000	PROFESSIONAL FEES	-	-	-
001-53900-431000	PROFESSIONAL FEES-SPECIAL ASSESSMENT DISTRICTS	-	-	-
001-53900-431100	COMPUTER CONSULTING	-	-	8,480
001-53900-431400	PRE-EMPLOYMENT	1,000	1,000	150
001-53900-442000	UNIFORMS	8,600	8,500	8,500
001-53900-443000	UTILITIES	77,000	80,000	80,000
001-53900-444000	LEASE AND RENTAL	1,000	1,000	50,000
001-53900-445000	INSURANCE	1,500	2,000	2,000
001-53900-446000	REPAIRS & MAINTENANCE	54,000	60,000	15,000
001-53900-446010	REPAIRS TO NW 121 WAY BRIDGE	145,000	-	-
001-53900-446011	REPAIRS TO NW 105 WAY BRIDGE	75,000	-	-
001-53900-446012	PARCEL B	-	-	-
	ROAD REPAIR	-	-	900,000
001-53900-449000	MISCELLANEOUS	1,000	1,000	1,000
001-53900-449002	EMPLOYEE EDUCATION ASSISTANCE	-	2,500	1,000
001-53900-450000	VEHICLE MAINTENANCE	22,000	22,000	15,000
001-53900-450100	GASOLINE	45,000	45,000	15,000
001-53900-450200	HEAVY EQUIPMENT	4,000	5,000	5,000
	HEAVY EQUIPMENT-PURCHASE	-	-	100,000
001-53900-451000	OFFICE SUPPLIES	1,500	2,500	7,000
001-53900-452000	OPERATING SUPPLIES	10,500	12,000	25,000
001-53900-452001	SAFETY EQUIPMENT	-	2,500	2,500
001-53900-453000	ROAD MATERIALS AND SUPPLIES	40,000	72,000	130,000
001-53900-453100	RAILROAD CROSSINGS	104,839	105,000	105,000
001-53900-454000	DUES, SUBSCRIPTIONS & TRAINING	12,000	6,000	1,500
001-53900-455000	SMALL EQUIPMENT	6,500	8,500	25,000
001-53900-456000	RECYCLING FEES	15,500	16,000	27,000
		\$ 1,716,923	\$ 1,645,232	\$ 2,820,591

## Capital Improvement Projects Department

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**CIP – 2 FTEs**

## **Capital Improvement Projects Department**

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### **Department Objective**

Provide cost effective municipal and infrastructure services.

<b>Summary of Services Provided</b>
<b>Engineering</b> Manages the design, criteria, and construction phases of capital projects for all the Town departments. The CIP department oversees engineering, environmental, construction administration and architectural consultant contracts, landscape architecture, project bidding and construction contract award. The department also provides project management and inspection services. The department work with contracted Engineer's of Record for the project.
<b>Transportation</b> Is responsible for the planning, design, and operation of the Town's transportation network, including review of developments for the impact on adjacent street systems, coordination of street lighting, and traffic studies. The department coordinate with other agencies, such as FDOT, on transportation improvement and upgrades.
<b>Public Outreach Activities</b> As the Town representative on project, the department has assumed the responsibility of being the liaison to the residents and business community, communicating the importance and the necessity of projects and the impact that can be expected as the project progress.
<b>Financial Planning</b> The department work with contractors to ensure that the project does not exceed the approved cost without proper justification.
<b>Planning and Zoning</b> The department works closely with the Building Department for planning and zoning issues including maintaining community-wide policy and program planning as mandated by state and local laws.

### **Budget Highlights**

- The department budget consists of two (2) full time employees: an Economic Development and Grant Coordinator, and an Administrative Aide which is currently vacant.
- The department contract with engineering consultants for its daily engineering services.
- Estimated cost for hours worked for enterprise and building funds are allocated to those funds.

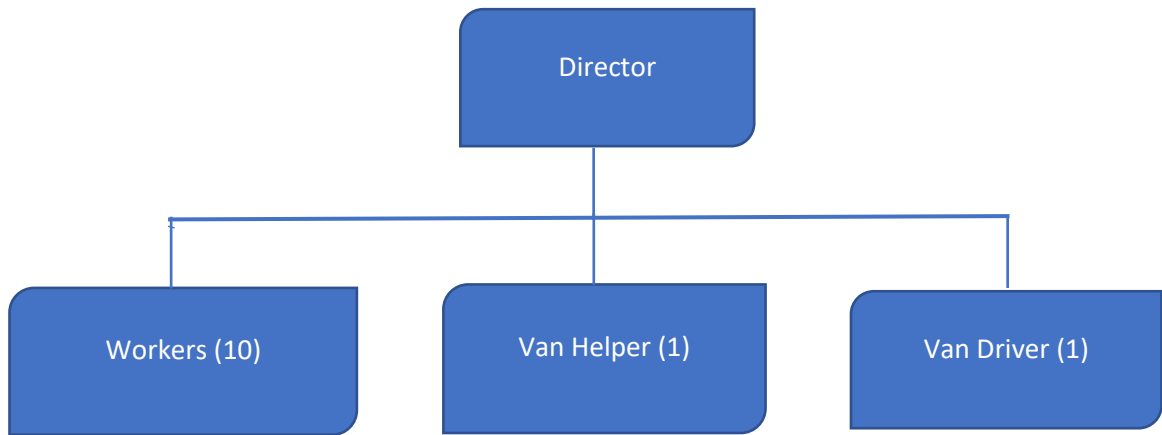
## Capital Improvement Projects Department

### Budget Summary

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	BUDGET FY 2022-2023	PROPOSED FY 2023-2024	PROPOSED FY 2024-2025
001-55900-411000	DIRECTOR WAGES		113,800	-
001-55900-412000	DEPARTMENT WAGES	\$ 68,288	\$ 47,300	\$ 119,900
001-55900-421000	PATROLL TAXES	5,224	12,247	9,172
001-55900-422300	401A TOWN CONTRIBUTIONS	5,122	11,008	5,000
001-55900-422400	DEFINED BENEFIT PLAN	15,000	15,000	10,000
001-55900-423000	MEDICAL & LIFE INSURANCE	16,000	25,000	10,000
001-55900-423300	DISABILITY INSURANCE	500	1,000	1,000
001-55900-423400	LONG-TERM CARE INSURANCE	500	1,000	1,000
001-55900-431000	PROFESSIONAL FEES	52,000	26,000	450,000
001-55900-431100	COMPUTER CONSULTING	4,000	4,000	9,000
001-55900-431400	PRE-EMPLOYMENT	-	150	100
001-55900-442000	UNIFORMS	1,000	1,500	1,000
001-55900-443000	UTILITIES	1,000	1,000	12,000
001-55900-446000	REPAIRS & MAINTENANCE	200	200	7,000
001-55900-449000	MISCELLANEOUS	1,000	1,000	1,000
001-55900-450000	VEHICLE MAINTENANCE	1,000	1,000	-
001-55900-451000	OFFICE SUPPLIES	12,000	1,000	12,000
001-55900-452000	OPERATING SUPPLIES	1,000	4,000	3,000
001-55900-454000	DUES, SUBSCRIPTIONS & TRAINING	3,000	1,000	1,000
		\$ 186,834	\$ 267,205	\$ 652,172

## Hot Meal Program

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**Hot Meal – 7 FTEs & 6 PTEs**

## Hot Meal Program

### Department Objective

The objective of the Hot Meal Program is to ensure that all residents of the Town is provided with nutritional meals to improve and maintain the health and welfare of the residents.

<b>Summary of Services Provided</b>
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Provide free hot lunches to all residents over the age of 60, Monday through Friday. Provide weekend cold lunch for Medley residents 2 years of age and older.
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### Budget Highlights

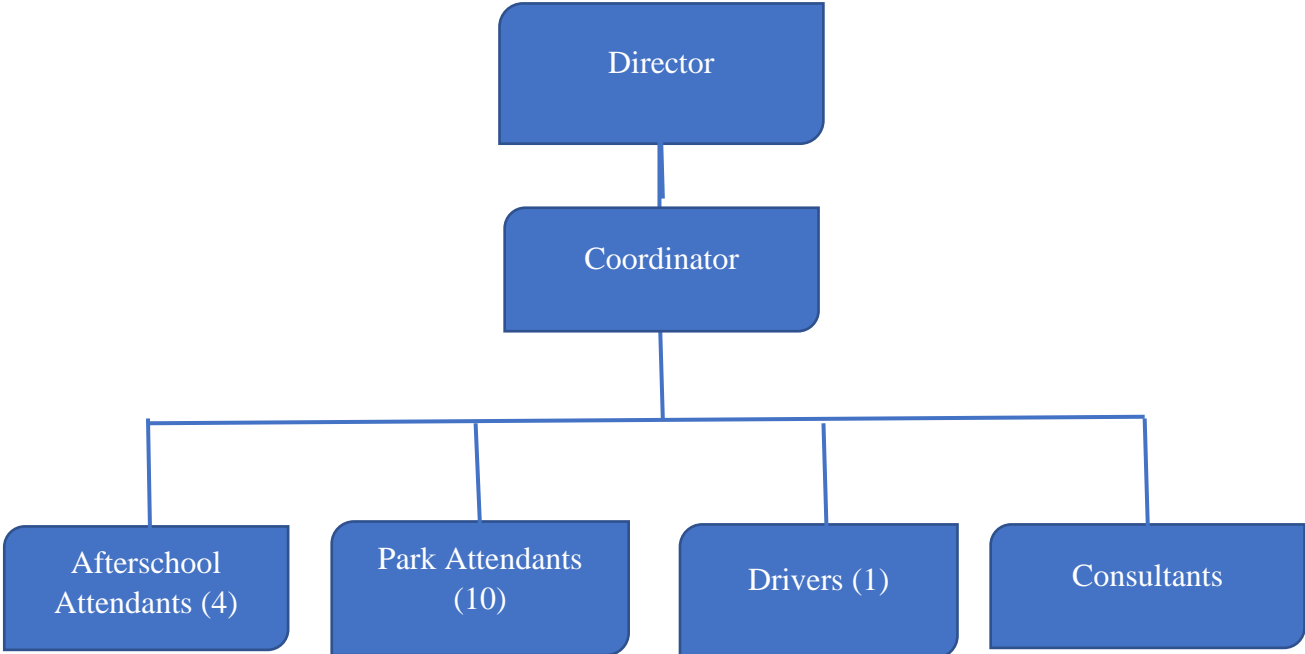
- The Hot Meal Department's staff includes 1 full-time Hot Meal Program Director, 4 full-time and 6 part-time Hot Meal Program Workers and Attendants, 1 full-time Hot Meal Van Driver, 2 full time and 1 part-time Hot Meal Van Helper. When needed, personnel from other departments also work in this department performing duties such as hot meal van driver.

### Budget Summary

ACCOUNT NUMBER	ACCOUNT DSCRIPTION	BUDGET FY 2022-2023	ADOPTED FY 2023-2024	PROPOSED FY 2024-2025
001-56900-411000	MEAL DIRECTOR WAGES		\$ 75,434	\$ 79,758
001-56900-412000	MEAL PROGRAM WAGES	\$ 346,946	\$ 293,612	\$ 510,459
001-56900-412002	MEAL PROGRAM DELIVERY WAGES	122,831	-	-
001-56900-412003	VAN HELPER WAGES		96,410	-
001-56900-412004	MEDICAL TRANSPORTATION WAGES		-	-
001-56900-412005	GENERAL SERVICE WAGES	34,019	-	-
001-56900-421000	PAYROLL TAXES	38,540	33,000	45,152
001-56900-422300	401A TOWN CONTRIBUTIONS	28,688	22,000	22,000
001-56900-422400	DEFINED BENEFIT PLAN	74,877	70,000	70,000
001-56900-423000	MEDICAL & LIFE INSURANCE	160,000	170,000	170,000
001-56900-423300	DISABILITY INSURANCE	4,000	5,000	5,000
001-56900-423400	LONG-TERM CARE INSURANCE	5,000	6,500	6,500
001-56900-431000	PROFESSIONAL FEES	-	-	-
001-56900-431100	COMPUTER CONSULTANT SERV	-	-	9,000
001-56900-437000	PROGRAM EXPENSES-HOT MEALS	741,000	770,000	800,000
001-56900-437007	HOMECARE SERVICES	99,000	-	-
001-56900-437008	MEDICAL TRANSPORTATION	12,389	-	-
001-56900-437009	WEEKEND MEALS	-	125,000	190,000
001-56900-442000	UNIFORMS	5,800	6,500	6,500
001-56900-443000	UTILITIES	25,000	20,000	20,000
001-56900-444000	LEASE AND RENTAL	-	-	10,000
001-56900-445000	INSURANCE	-	-	-
001-56900-446000	REPAIRS & MAINTENANCE	9,000	25,000	25,000
001-56900-449000	MISCELLANEOUS	-	500	150
001-56900-450000	VEHICLE MAINTENANCE	10,000	10,000	10,000
001-56900-450100	GASOLINE	9,000	5,000	4,000
001-56900-451000	OFFICE SUPPLIES	2,500	2,000	2,000
001-56900-451000-COVID19	OFFICE SUPPLIES-COVID19	-	-	-
001-56900-452000	OPERATING SUPPLIES	75,204	80,145	82,000
001-56900-463000	IMPROVEMENTS	20,000	-	-
		\$ 1,823,794	\$ 1,816,101	\$ 2,067,518

Social Services and Parks and Recreation Department

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**Parks & Recreation – 3 FTEs & 14 PTEs**

## **Social Services and Parks and Recreation Department**

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### **Department Objective**

The objective of the Parks and Recreation Department is to foster a healthy, vibrant, and livable community in which we achieve economic, social, and environmental sustainability through parks and recreation activities to the residents and visitors of the Town.

<b>Summary of Services Provided</b>
<b>Recreation Programming</b>
The Town runs numerous programs for its residents including an afterschool and summer camp program for all children through high school age. Other programs include events such as Halloween, Thanksgiving, Christmas, Easter, and July 4th parties; and activities such as fitness classes, arts and crafts, bingo and domino night, music night, karaoke, and other recreational activities for the seniors.
The Town also provides an incentive to all High School Graduates; sponsors a youth club for ages 13 through 18; contributes to youth sports programs and through the Medley Foundation, provides up to \$8,400 in start-up grants to college students. The Town also provides school bus transportation to local schools.

### **Budget Highlights**

- The budget includes 1 full-time Park and Recreation Director, 5 part-time Park Attendants, 8 Afterschool Attendants (1 full-time supervisor), 1 Part-Time School Bus Driver (when needed 2 maintenance and janitorial employees also drive school buses), and 1 School Bus Helper.
  
- The pool has reopened and operated by a consultant that provide the Town with lifeguards and other pool related program and services.



## Social Services and Parks and Recreation Department

### Budget Summary

ACCOUNT NUMBER	ACCOUNT DSCRIPTION	BUDGET FY 2022-2023	PROPOSED FY 2023-2024	PROPOSED FY 2024-2025
001-57200-411000	DIRECTORS WAGES	\$ 133,975	\$ 93,454	\$ 96,288
001-57200-412000	PARK ATTENDANT WAGES	102,914	126,028	-
001-57200-412002	AFTERSCHOOL/SUMMER CAMP WAGES	199,046	300,000	573,064
001-57200-412007	POOL WAGES	37,303	-	-
001-57200-412008	SCHOOL BUS WAGES	73,082	80,000	-
001-57200-421000	PAYROLL TAXES	41,793	45,100	51,205
001-57200-422300	401A TOWN CONTRIBUTIONS	11,379	13,000	13,000
001-57200-422400	DEFINED BENEFIT PLAN	33,399	36,000	36,000
001-57200-423000	MEDICAL & LIFE INSURANCE	171,625	190,000	200,000
001-57200-423300	DISABILITIY INSURANCE	1,200	1,500	1,500
001-57200-423400	LONG-TERM CARE INSURANCE	500	1,000	1,000
001-57200-431000	PROFESSIONAL FEES	-	60,000	250,000
001-57200-431100	COMPUTER CONSULTING	-	-	9,000
001-57200-431400	PRE-EMPLOYMENT	-	-	-
001-57200-437000	NON AGE RESTRICTED OTHER PROGRAMS	10,000	10,000	10,000
001-57200-437001	CHILDREN EVENTS	8,000	2,000	2,000
001-57200-437002	THANKSGIVING EXPENSES	20,000	15,000	20,000
001-57200-437003	SPORT PROGRAMS	1,000	2,000	2,000
001-57200-437004	SUMMER CAMP PROGRAM	13,000	10,000	12,000
001-57200-437005	CHRISTMAS EXPENSES	20,000	15,000	5,000
001-57200-437006	AFTERSCHOOL PROGRAM EXPENSES	28,000	25,000	20,000
001-57200-437007	JULY 4 EXPENSES	10,000	5,000	5,000
001-57200-437008	EASTER EXPENSES	6,000	5,000	5,500
001-57200-437009	WEEKEND MEAL EXPENSES	127,000	-	-
001-57200-437010	MYSC PROGRAM EXPENSES	5,000	5,000	7,000
001-57200-437011	HOMECARE SERVICES	-	30,000	30,000
001-57200-442000	UNIFORMS	4,800	4,800	5,000
001-57200-443000	UTILITITES	12,000	12,000	30,000
001-57200-445000	INSURANCE	1,700	2,000	2,000
001-57200-446000	REPAIRS & MAINTENANCE	25,000	20,000	40,000
001-57200-449000	MISCELLANEOUS	1,000	1,000	1,500
001-57200-449002	EMPLOYEE EDUCATION ASSISTANT	6,000	3,000	1,000
001-57200-450000	VEHICLE MAINTENANCE	12,000	10,000	10,000
001-57200-450100	GASOLINE	10,000	10,000	10,000
001-57200-451000	OFFICE SUPPLIES	7,000	6,000	8,000
001-57200-452000	OPERATING SUPPLIES	7,000	10,000	40,000
001-57200-452002	OPERATING SUPPLIES AFTERSCHOOL	-	-	11,000
001-57200-454000	DUES, SUBSCRIPTIONS & TRAINING	1,500	1,000	500
001-57200-455000	SMALL EQUIPMENT		-	-
		\$ 1,142,216	\$ 1,149,882	\$ 1,508,558

## Lakeside Retirement Park

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### Objectives

The Lakeside Retirement Park is to provide affordable housing to individuals 55 years and older with low income.

### Budget Highlights

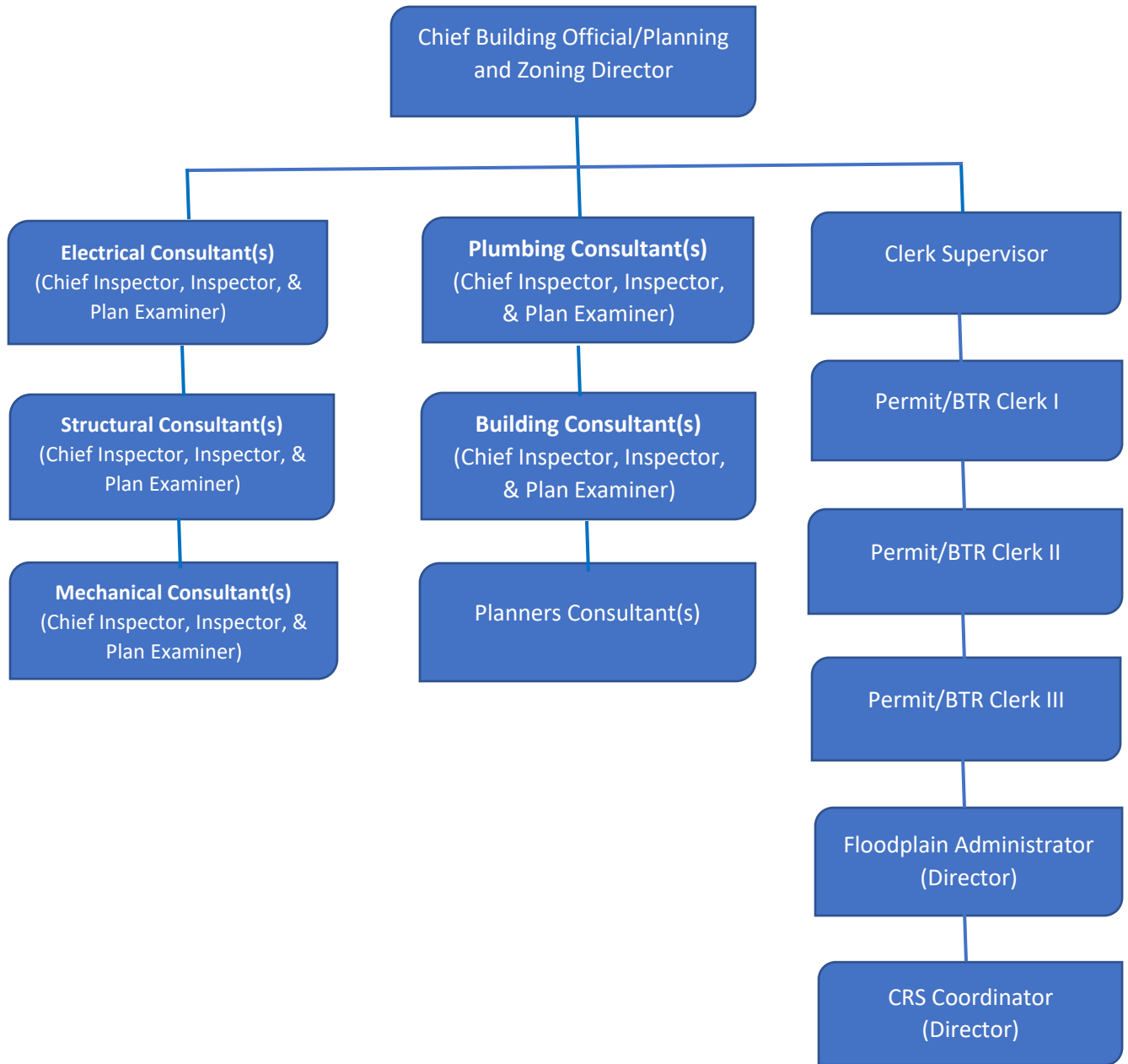
- The Town has a 20-year lease extension on the land.
- Each homeowner is required to pay a monthly land rent.
- The Town pays for the first 2,500 gallons of water and sewer used by the residents.

### Budget Summary

ACCOUNT NUMBER	ACCOUNT DSCRIPTION	BUDGET FY 2022-2023	ADOPTED FY 2023-2024	PROPOSED FY 2024-2025
001-56800-431000	PROFESSIONAL FEES	20,000	10,000	55,000
001-56800-434008	SECURITY GUARDS	-	-	-
001-56800-443000	UTILITIES	16,000	30,000	33,000
001-56800-444000	RENT	145,519	145,519	170,000
001-56800-445000	INSURANCE	1,300	1,300	1,500
001-56800-446000	REPAIRS & MAINTENANCE	50,000	25,000	25,000
001-56800-449000	MISCELLANEOUS	1,000	500	500
001-56800-449010	REAL ESTATE TAXES	16,831	18,600	17,000
001-56800-451000	OFFICE EXPENSE	-	-	-
001-56800-452000	OPERATING SUPPLIES	-	1,500	-
001-56800-453000	ROAD MATERIALS AND SUPPLIES	14,000	5,000	15,000
		\$ 264,650	237,419	317,000

**Building Department Special Revenue Fund**

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**Building – 5 FTEs**

## **Building Department Special Revenue Fund**

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### **Department Objective**

To facilitate the development of the town economy through diversifying the economic base, increasing economic opportunity, and fostering community engagement. The department goals and objective will be achieved by working with the town’s citizens and business community to plan, build and maintain a vibrant and competitive Medley.

<b>Summary of Services Provided</b>
<b>Development Review</b>
Development Review is responsible for assisting residents, business owners, and design and construction professionals to comply with Town’s development codes. This accomplished by building permit issuance.
<b>Construction Services</b>
The department is responsible for building plan review and inspection functions. The building plan review function involves the technical review of architectural and engineering plans for construction of buildings and structures in accordance with the Florida Building Code. The building inspection function ensures that construction is in accordance with the Florida Building Code which includes the building, structural, electrical, plumbing, and mechanical trades.
<b>Business Tax Receipts</b>
Responsible for the issuance of and enforcement of business tax receipts for businesses as provided for by the Florida Statutes and required Town ordinance. In addition, the department works with the Code Compliance to conduct sweeps for the purpose of locating and notifying businesses of the need to obtain the proper business tax receipt.

### **Budget Highlights**

- Building Department is supported by 5 full time equivalent positions which include a director, 1 supervisor, and 3 full-time clerks.
- Operating expenditures include funding the Town contracts all inspection work to an independent building inspection company and the town’s migration to BS&A cloud.
- Beginning October 1, 2022, the operations of the Building Department were accounted for in a separate special revenue fund, Building Fund. This will continue for the new budget year.
- Transfers for fiscal year 2023/24 include \$136,532 to the General Fund.

## Building Department Special Revenue Fund

### Budget Summary

ACCOUNT NUMBER	ACCOUNT DSCRIPTION	BUDGETED FY 2022-2023	ADOPTED FY 2023-2024	PROPOSED FY 2024-2025
<b>EXPENDITURES</b>				
101-51500-411000	BUILDING OFFICIAL WAGES	-	124,100	127,808
101-51500-412000	BUILDING & ZONING WAGES	381,937	241,908	239,730
101-51500-412007	ALLOCATED SALARIES (GF)	51,500	136,532	257,936
101-51500-421000	PAYROLL TAXES	29,218	27,849	28,117
101-51500-422300	401A TOWN CONTRIBUTIONS	28,645	27,303	28,000
101-51500-422400	DEFINED BENEFIT PLAN	105,000	105,000	105,000
101-51500-423000	MEDICAL & LIFE INSURANCE	94,000	94,000	95,000
101-51500-423300	DISABILITY INSURANCE	5,000	5,000	5,000
101-51500-423400	LONG-TERM CARE INSURANCE	4,000	4,000	4,000
101-51500-431000	PROFESSIONAL FEES	393,190	905,000	1,200,000
101-51500-431100	COMPUTER CONSULTING	25,000	35,000	40,000
101-51500-431400	PRE-EMPLOYMENT	-	100	150
101-51500-434007	STATE & COUNTY FEES	85,000	85,000	85,000
101-51500-442000	UNIFORMS	4,800	2,500	2,500
101-51500-443000	UTILITIES	3,000	13,500	13,500
101-51500-444000	LEASE AND RENTALS	-	-	15,000
101-51500-445000	INSURANCE	35,000	35,000	35,000
101-51500-446000	REPAIRS & MAINTENANCE	2,000	8,000	15,000
101-51500-449000	MISCELLANEOUS	1,000	-	250
101-51500-449002	EDUCATION REIMBURSEMENTS	2,500	-	-
101-51500-450000	VEHICLE MAINTENANCE	1,000	1,000	1,000
101-51500-450100	GASOLINE	2,000	500	500
101-51500-451000	OFFICE EXPENSES	80,000	50,000	20,000
101-51500-452000	OPERATING SUPPLIES	1,000	8,000	40,000
101-51500-454000	DUES, SUBSCRIPTIONS & TRAINING	12,500	5,000	35,000
101-51500-461000	NEW VEHICLE	56,000	56,000	-
101-51500-464000	NEW PERMITTING SOFTWARE	55,000	155,000	-
<b>TOTAL EXPENDITURES</b>		<b>1,458,290</b>	<b>2,125,292</b>	<b>2,393,491</b>

## Other Expenditure Categories

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### Transportation Expenditures

The Town receives its share of taxes from the Citizens Independent Transportation Trust Fund. These revenues are restricted for use in transit and transportation expenditures. Transit and transportation expenditures include road maintenance, railroad crossing maintenance, acquisition of right-of-way, roadway improvements and expansion, shuttle bus transportation, etc. The amount of revenue received is approximately \$54,200 which covers a very small percentage of what is spent.

The Town was awarded a Florida Department of Transportation (FDOT) Public Transit Service Development Program Grant. This revenue is restricted to On-Demand, Door-to-Door Electric Transportation within the Town. The Town entered into an agreement with BEEFREE, LLC as approved by Resolution C-2180. BEEFREE will provide the vehicle, will provide drivers, and monthly report showing data and analytics related to ridership. The amount of revenue received is \$50,116.00 with the Town providing an equal match of \$50,116.00.

### Debt Service

The Town does not have a separate Debt Service Fund. Governmental Debt Service is accounted for in the General Fund. Debt service consists of the following:

- **TD Bank Capital Improvement Refunding Revenue Note Series 2021.** Monthly principal payments of \$51,700 plus interest at 1.72% per annum through December 2036, collateralized by non-ad valorem revenue.
- **Enterprise Lease Program.** The Town piggybacked on Sourcewell contract with Enterprise Fleet Management, Inc. The agreement gives the Town access to Fleet management services, Open-end leases, Maintenance management programs, Vehicle performance data reporting, Fleet planning technology, and License, title, and registration services.
- **Annexation Mitigation Payments** – Per the annexation agreement with Miami-Dade County, Medley agreed to pay four (4) mitigation payments to the County starting April 1<sup>st</sup>, 2024, with the first payment of \$517,243, second payment of \$532,784, third payment of \$548,767, and the fourth payment of \$565,231.

### **Major Capital Expenditures Funded by the General Fund**

The Town's capital expenditures budget includes projects not completed during FY 2023-2024. In addition, major projects to be undertaken during the 2024-2025 fiscal year have been approved by the Town Council as part of the Town's Comprehensive Plan. Many of the projects shown in Capital Improvement Plan section of the budget are multi-year and maybe in process through FY 2029.

### **Fund Balance**

Unreserved General Fund balance at the end of fiscal year 2025 is projected to be \$31.5M.



**ENTERPRISE FUNDS**  
**REVENUE, EXPENDITURE AND FINANCIAL TRENDS**



## WATER AND SEWER FUND

### USER FEES

The Town operates a water/wastewater utility system. Water is purchased and wastewater (sewer) is treated from/by Miami-Dade Water and Sewer (WASD) and resold to customers within our service area.

The Town has approximately 1,400 water/wastewater customers, approximately 150 waters only customers, and approximately five (5) wastewater only customers. Water/sewer charges are billed monthly based on meter readings. There is a minimum charge for those commercial customers who use less than 5,000 gallons in the month. User fees are set with the goal to recover 100% of the operating costs plus amounts sufficient to pay-off debt service and fund capital improvements. The Miami Dade Water & Sewer Department is proposing a 3.38% and 7.72% increase in wholesale water and sewer rates, respectively.

Shortly after FY 2023-year end, the Town will calculate its water/sewer true-up and may adjust its water and sewer rates accordingly. Any increase or decrease approved by the County Commission will be considered when adjusting our rates.

The current monthly water/wastewater (sewer) rates are as follows:

Table 6

Water Rates (Monthly)		
Residential	Minimum 0-2,500 gallons	\$ -
	Minimum 2,501-5000 gallons	\$ 5.23
	All over 5,000 gallons, per 1,000 gallons	\$ 2.24
Lakeside Community	Minimum first 2,500 gallons	\$ -
	Minimum 2,501-5000 gallons	\$ 5.23
	All over 5,000 gallons, per 1,000 gallons	\$ 2.24
Commercial	Minimum 0-5,000 gallons (per size of meter)	\$ 53.50
	5/8"-3/4"	\$ 53.50
	1"	\$ 54.50
	1.5"	\$ 55.50
	2"	\$ 56.50
	3"	\$ 57.50
	6"	\$ 59.50
	All over 5,000 gallons, per 1,000 gallons	\$ 9.34

**WATER AND SEWER FUND**

Table 7

Sewer Rates (Monthly)		
Residential	Minimum 0-2,500 gallons	\$ -
	Minimum 2,501-5000 gallons	\$ 8.91
	All over 5,000 gallons, per 1,000 gallons	\$ 3.17
Lakeside Community	Minimum base first 2,500 gallons	\$ -
	Minimum base for 2,501-5,000 gallons	\$ 8.91
	All over 5,000 gallons, per 1,000 gallons	\$ 3.17
Commercial	Minimum 0-5,000 gallons (per size of meter)	\$ 66.28
	5/8"-3/4"	\$ 76.51
	1"	\$ 77.51
	1.5"	\$ 78.51
	2"	\$ 79.51
	3"	\$ 80.51
	6"	\$ 82.51
	All over 5,000 gallons, per 1,000 gallons	\$16.79

On September 8, 2021, effective November 1, 2021, the Council removed the Lakeside Community rate structure. The new rate structure will be the same as the residential rates above.

Commercial sales make up 98% of total water and sewer sales. Table 8 summarized water/sewer revenues since fiscal year 2013.

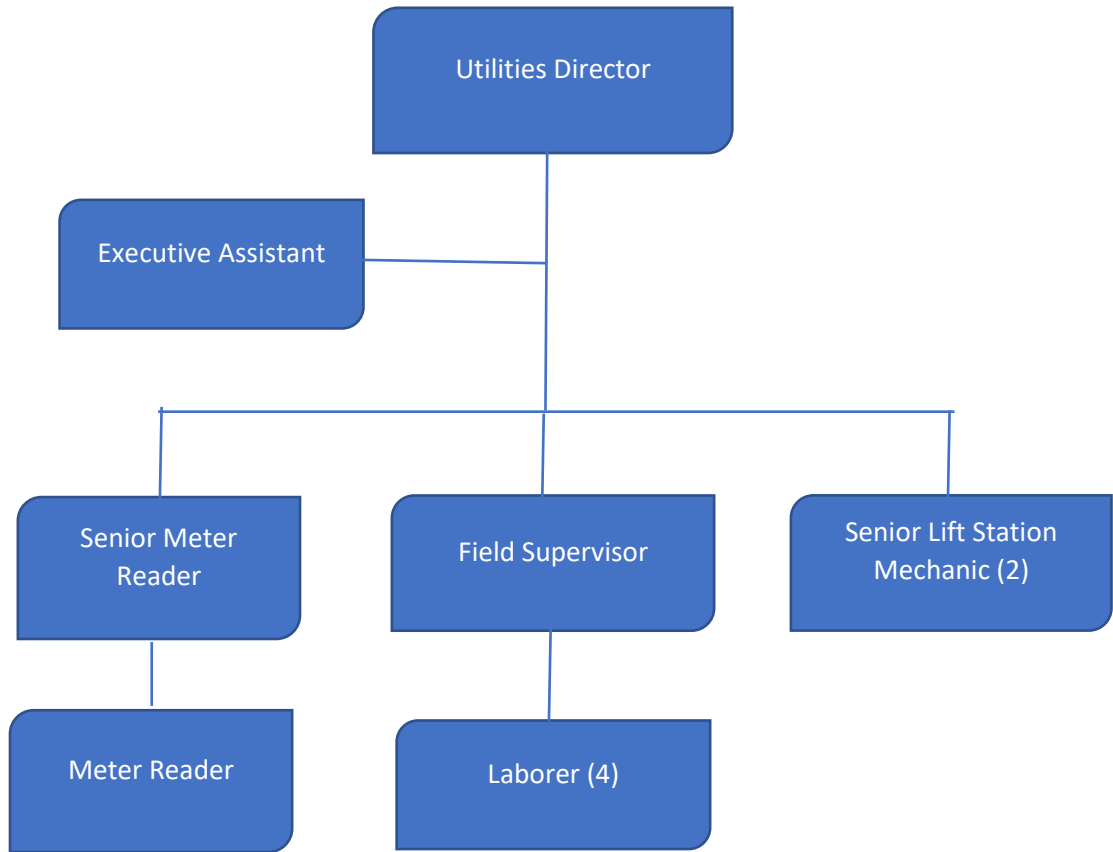
Water/sewer other includes late fees, connection charges, fire sprinkler fees, and joint user fees.

Table 8

Fiscal Year	Water/Sewer Sales	Water/Sewer Other	Contributed Capital	Assesment District	Grants
2024 - 2025 (budgeted)	\$6,800,000	\$290,000	\$0	\$410,000	\$0
2023 - 2024 (projected)	\$6,700,000	\$248,755	\$0	\$410,000	\$0
2022 - 2023	\$6,670,000	\$267,755	\$0	\$0	\$222,127
2021 - 2022	\$6,839,714	\$392,047	\$0	\$489,456	\$500,000
2020 - 2021	\$5,930,222	\$222,469	\$0	\$0	\$0
2019 - 2020	\$5,279,199	\$238,153	\$0	\$0	\$0
2018 - 2019	\$5,355,279	\$156,160	\$203,600	\$0	\$3,330
2017 - 2018	\$5,324,753	\$219,936	\$0	\$0	\$0
2016 - 2017	\$5,137,943	\$191,718	\$189,879	\$0	\$0
2015 - 2016	\$4,972,433	\$261,775	\$255,000	\$0	\$90,790
2014 - 2015	\$5,070,680	\$768,020	\$0	\$0	\$2,076,878

**WATER AND SEWER FUND**

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**Water & Sewer – 11 FTEs**

## WATER AND SEWER FUND

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### **Department Objective**

The objective of the Water and Sewer Department is to provide water and wastewater management services to the citizens and businesses of the Town.

<b>Summary of Services Provided</b>
<b>Administration</b>
The department is responsible for the administration, regulatory compliance, permitting, and intergovernmental relations regarding the Town's water and sewer programs. Responsibilities includes, but not limited to, the capital improvement plan, planning, and engineering support.
<b>Regulatory Compliance</b>
The program monitors and address regulatory compliance with the appropriate agencies. Responsible for meeting compliance deadlines and enforcing environmental regulations.

### **Budget Highlights**

- The Water and Sewer Fund is a self-supporting enterprise operation established to fund all operating, maintenance, and improvements necessary.
- Water and Sewer Fund is supported by 15 full-time employees including the Department Director, Assistant Director, and Administrative Staff.
- Water and Sewer Fund reimburses the General Fund for administrative services such as Executive, Finance, Legal, Town Clerk and Capital Improvement departments functions.
- Certain water personnel salaries and wages are allocated to the stormwater department.
- Operating expenses include \$950,000 for water purchases from Miami-Dade County, a 7% increase in funding from prior year and \$1,600,000 for sewer processing, a 14.29% increase over the 2022/23 budget. The amounts projected are based on Miami-Dade Water and Sewer projections.

## WATER AND SEWER FUND

### Budget Summary

ACCOUNT NUMBER	ACCOUNT DSCRIPTION	BUDGETED FY 2022-2023	PROPOSED FY 2023-2024	PROPOSED FY 2024-2025
<b>EXPENDITURES</b>				
010-53600-411000	DIRECTORS WAGES	83,700	127,545	131,342
010-53600-412000	TECHNICAL STAFF WAGES	463,086	443,903	486,535
010-53600-412001	ADMINISTRATIVE STAFF WAGES	72,500	114,763	127,408
010-53600-412005	SALARIES & WAGES CAPITAL PROJECTS	-	-	-
010-53600-412006	SALARIES & WAGES FINANCE	-	-	-
010-53600-412007	WAGES ALLOCATED FROM GENERAL FUND	192,500	198,275	250,000
010-53600-412009	SALARIES & WAGES EXECUTIVE	-	-	-
010-53600-421000	PAYROLL TAXES	62,102	50,700	57,014
010-53600-422300	401A TOWN CONTRIBUTIONS	60,884	65,000	67,000
010-53600-422400	DEFINED BENEFIT PLAN	246,219	270,000	300,000
010-53600-422900	OPEB EXPENSE FOR RETIREES	-	-	-
010-53600-423000	MEDICAL & LIFE INSURANCE	297,044	315,000	325,000
010-53600-429000	OPEB EXPENSE FOR RETIREES	-	-	-
010-53600-423300	DISABILITY INSURANCE	7,300	83,000	15,000
010-53600-423400	LONG-TERM CARE INSURANCE	7,100	8,000	9,000
010-53600-431000	PROFESSIONAL FEES	400,000	750,000	800,000
010-53600-431100	COMPUTER CONSULTING	8,500	8,500	9,500
010-53600-431400	PRE-EMPLOYMENT	1,000	1,000	1,000
010-53600-432000	AUDITING	20,000	25,000	35,000
010-53600-438000	WATER PURCHASED	885,000	950,000	1,200,000
010-53600-439000	SEWER TREATED	1,400,000	1,600,000	2,700,000
010-53600-442000	UNIFORMS	8,500	8,500	9,000
010-53600-443000	UTILITIES	85,000	120,000	130,000
010-53600-444000	RENTALS AND LEASES	-	-	60,000
010-53600-445000	INSURANCE	115,000	115,000	130,000
010-53600-446000	REPAIRS & MAINTENANCE	5,000	15,000	15,000
010-53600-446010	WATER MAINTENANCE AND REPAIRS	175,000	300,000	562,000
010-53600-446020	SEWER MAINTENANCE AND REPAIRS	410,000	570,000	780,000
010-53600-449000	MISCELLANEOUS	1,000	1,000	1,000
010-53600-449002	EMPLOYEE EDUCATIONAL REIMBURSEMENT	2,000	2,000	2,000
010-53600-449010	FEC LICENSES	19,000	19,000	30,000
010-53600-449015	BAD DEBTS	18,000	18,000	18,000
010-53600-450000	VEHICLE MAINTENANCE	25,000	25,000	20,000
010-53600-450100	GASOLINE	22,000	28,000	28,000
010-53600-450200	HEAVY EQUIPMENT REPAIRS	16,000	60,000	60,000
010-53600-451000	OFFICE SUPPLIES	22,000	40,000	35,000
010-53600-452000	OPERATING SUPPLIES	14,000	19,000	20,000
010-53600-452001	SAFETY EQUIPMENT OPERATING SUPP	-	1,200	4,000
010-53600-452010	WATER METERS, PIPS AND OTHER SUPPLIES	30,000	30,000	30,000
010-53600-453000	ROAD MATERIALS	15,000	15,000	27,000
010-53600-454000	DUES, SUBSCRIPTIONS & TRAINING	20,000	20,000	20,000
010-53600-455000	SMALL EQUIPMENT	2,000	5,000	5,000
010-53600-460000	CAPITAL OUTLAY	-	1,016,627	-
010-53600-459000	DEPRECIATION	812,832	-	-
010-53600-472000	PRINCIPAL & INTEREST EXPENSE	17,231	141,988	141,987
	CONTINGENCY	-	-	100,000
	<b>TOTAL EXPENSES</b>	<b>6,041,498</b>	<b>7,581,000</b>	<b>8,741,786</b>

## **WATER AND SEWER FUND**

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### **Debt Service**

Debt service consists of the following:

- SRF Phase I Loan is a loan under the Florida Department of Environmental Protection revolving credit line facility for wastewater/sewer repairs. These repairs were performed in FY 2002-2003. Interest of 2.70% per annum (Phase 1) and 2.80% per annum (Phase 2), payable in semi-annual principal and interest payments of \$43,025 on November 15 and May 15 through May 15, 2024, uncollateralized.
  
- SRF Phase III Loan is a loan under the Florida Department of Environmental Protection revolving credit line facility for wastewater/sewer repairs. These repairs were performed in FY 2009-2010. Interest of 2.05% per annum (Phase 1) and 2.54% per annum (Phase 2), payable in semi-annual principal and interest payments of \$28,218 on October 15 and April 15 through May 15, 2026, uncollateralized. Grant previously subsidizing 70% of debt service has been fully funded and \$1,825,760 of the loan balance has been paid off.

### **Capital Expenditures**

Detailed throughout this document. Total budgeted capital expenditures for the Water and Sewer Department are \$ 0.

## STORMWATER FUND

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### USER FEES

The Town of Medley Stormwater Utility was established to plan, construct, operate, and maintain the stormwater management systems within the Town’s boundaries. The Stormwater Utility ensures that all drains and outlets are free and allows excess stormwater runoff to flow freely from the drainage system. Fees for services are set with the goal to recover 100% of the operating costs, plus amounts sufficient to pay-off debt service and fund capital improvements.

The property owners are billed a utility fee based on the Equivalent Residential Unit (ERU). The property’s ERU is the statistically estimated average of imperious area of residential developed properties per dwelling unit. For commercial properties, the ERU value is assigned based on one ERU per 1,487 square feet of imperious area. The stormwater utility fee is a monthly fee of \$4.00 per ERU for both commercial and residential properties.

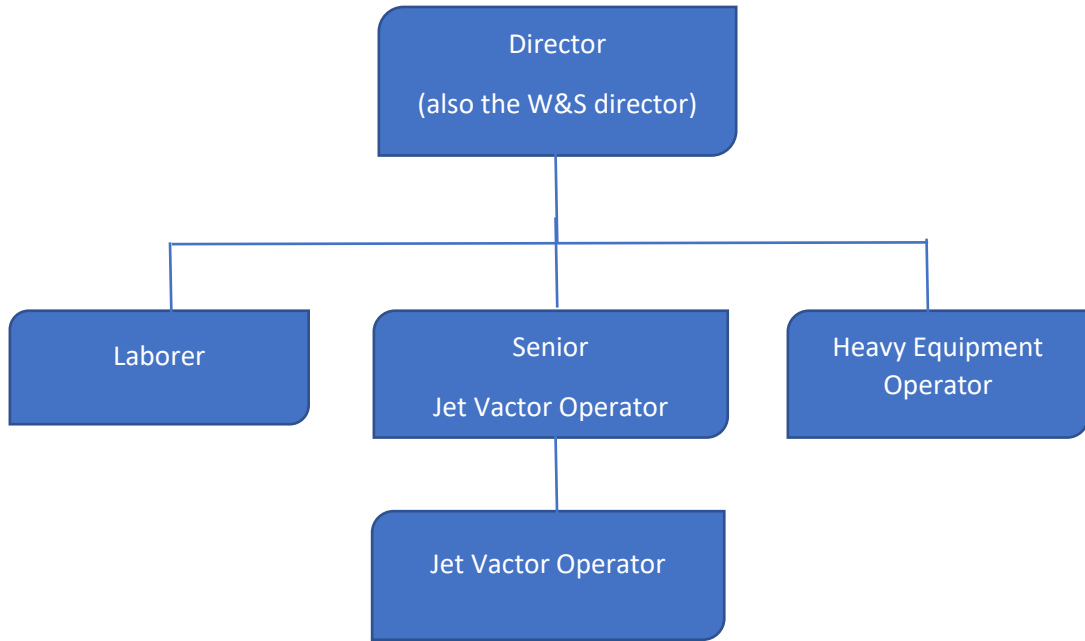
Beginning October 01, 2020, the Town Council amended its Stormwater Ordinance to provide for the use of the Uniform Method of Collection under 197.3632, Florida Statues. This allows the Town to change its collection method of Stormwater fees from direct billing to the uniform method whereby most property owners will be billed a non-ad valorem assessment on their property tax bills. The stormwater fees are being collected under Miami- Dade non-ad valorem districts 1651 and 1653.

Table 9

Fiscal Year	User Fee	Assesment District	Grants
2024-2025 (Budgeted)	\$3,075,162	\$305,746	\$0
2023-2024 (projected)	\$3,740,242	\$0	\$0
2022-2023	\$2,685,513	\$0	\$1,237,000
2021-2022	\$2,685,513	\$946,281	\$912,000
2020-2021	\$2,614,928	\$929,468	\$0
2019-2020	\$2,842,254	\$0	\$0
2018-2019	\$2,337,507	\$0	\$0
2017-2018	\$2,098,663	\$0	\$150,000
2016-2017	\$2,162,115	\$0	\$133,979
2015-2016	\$2,233,933	\$0	\$0
2014-2015	\$2,515,173	\$0	\$0

**STORMWATER FUND**

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**STORMWATER – 4 FTEs**



## **STORMWATER FUND**

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### **Department Objective**

Stormwater department is responsible for maintenance and repair of the Town's Stormwater pipes, ditches, manholes, catch basins, and all other drainage structures. This includes a proactive street sweeping program to intercept pollutants from entering the Stormwater system.

### **Budget Highlight**

- The Stormwater Fund is a self-supporting enterprise operation.
- Payroll costs include 4 full-time employees working exclusively on drainage maintenance and operations. The Water & Sewer Director also serves as the Stormwater Director.
- Other employees budgeted include allocated payroll from the Executive, Finance, Legal, Building, and Water Departments. An estimated amount of their wages is allocated to stormwater operations; the amount allocated being based on estimated hours worked in the department.
- Professional Fees include legal, engineers, and National Pollutant Discharge Elimination System (NPDES) costs. Engineering costs directly associated with a major project are capitalized to the cost of the project.
- Drainage and Canal Maintenance includes normal routine maintenance of the drainage system and the shared cost to maintain the Russian Colony Canal.

## STORMWATER FUND

### Budget Summary

ACCOUNT NUMBER	ACCOUNT DSCRIPTION	BUDGET FY 2022-2023	ADOPTED FY 2023-2024	PROPOSED FY 2024-2025
<b>EXPENDITURE</b>				
030-53800-412000	TECHNICAL STAFF WAGES	198,386	198,381	421,328
030-53800-412007	WAGES ALLOCATED FROM GENERAL FUND	220,558	227,175	230,000
030-53800-412009	SALARIES AND WAGES OF EXECUTIVE - ALLOCATED	-	-	107,687
030-53800-421000	PAYROLL TAXES	32,049	32,555	31,000
030-53800-422300	401A TOWN CONTRIBUTIONS	31,421	31,917	36,000
030-53800-422400	DEFINED BENEFIT PLAN	124,015	127,000	127,000
030-53800-422900	OPEB	-	-	-
030-53800-423000	MEDICAL & LIFE INSURANCE	114,000	120,000	200,000
030-53800-423300	DISABILITY INSURANCE	3,200	3,600	3,600
030-53800-423400	LONG-TERM CARE INSURANCE	5,500	6,000	4,500
030-53800-431000	PROFESSIONAL	275,000	276,200	300,000
030-53800-431100	COMPUTER CONSULTING	2,000	2,000	2,000
030-53800-431400	PRE-EMPLOYMENT	-	-	-
030-53800-432000	AUDITING	10,000	10,000	15,000
030-53800-442000	UNIFORMS	1,200	1,500	3,000
030-53800-443000	UTILITIES	12,000	12,000	25,000
030-53800-444000	LEASE AND RENTALS	-	-	25,000
	Ford F-450 CHASSIS - FINANCED	-	-	75,000
030-53800-445000	INSURANCE	58,000	60,000	65,000
030-53800-446000	REPAIRS & MAINTENANCE	5,000	12,000	12,000
030-53800-446040	DRAINAGE SYSTEM R & M	167,949	167,000	200,000
030-53800-446050	CANAL MAINTENANCE	35,000	35,000	40,000
030-53800-446060	NPDES FEES AND PERMITS	-	-	5,000
030-53800-449000	MISCELLANEOUS	-	-	-
030-53800-449015	BAD DEBTS	-	-	-
030-53800-450000	VEHICLE MAINTENANCE	10,000	12,000	5,000
030-53800-450100	GASOLINE	11,000	11,000	17,000
030-53800-450200	HEAVY EQUIPMENT REPAIRS	65,000	82,000	85,000
030-53800-451000	OFFICE SUPPLIES	4,500	4,500	4,500
030-53800-452000	OPERATING SUPPLIES	7,200	9,500	18,000
030-53800-452001	SAFETY EQUIPMENT OPERATING SUPPLIES	-	-	2,500
030-53800-453000	ROAD MATERIALS AND SUPPLIES	-	1,500	20,000
030-53800-454000	DUES, SUBSCRIPTIONS & TRAINING	3,000	3,000	20,000
030-53800-455000	SMALL EQUIPMENT	-	40,000	-
030-53800-459000	DEPRECIATION	550,000	-	-
030-53800-460000	CAPITAL OUTLAY	-	2,253,628	-
	DEBT PRINCIPAL REPAYMENT	-	141,948	-
030-53800-471000	DEBT SERVICE-MIAMI DADE BONDS	14,000	17,045	158,992
030-53800-471002	DEBT SERVICE-ANNEXED	-	86,758	86,758
030-53800-472000	DEBT SERVICE-INTEREST	38,089	32,473	32,473
	CONTINGENCY	-	-	100,000
	<b>TOTAL EXPENSES</b>	<b>1,998,067</b>	<b>4,017,680</b>	<b>2,478,338</b>

## **STORMWATER FUND**

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### **Debt Service**

Debt service consists of the following:

- Revolving Fund Loan – Florida Department of Environmental Protection, interest of 1.95% per annum, payable in semi-annual principal and interest payments of \$90,019 on March 15 and September 15 through March 15, 2034, collateralized by stormwater user charges.
  
- Stormwater Utility Bond Debt Service – The Miami-Dade annexation agreement required that the Town pay the County the remaining stormwater utility debt service payments for the Annexed property in the amount of \$86,757 per year through to the end of year calendar 2029. Each payment must be made before or on March 1<sup>st</sup> of each year.

### **Capital Expenditures**

Detailed throughout this document. Total budgeted capital expenditures for the Stormwater Department are \$ 0.



**CAPITAL IMPROVEMENT PLAN**

In accordance with the Town policy, the five-year Capital Improvement Program has been reviewed and updated for the 2024/25 budget. The purpose of the Capital Improvement Program is to plan, improve life in Medley, and better manage growth in our community.

Capital Projects outlined in the budget and in the five (5) year capital plan are vital to the Town's growth and economic well-being.

The following pages describe the projects and show their projected timing and funding sources, as well as any additional operating costs.

## **Administration of the Capital Improvement Program**

### **Policies and Procedures**

Capital Projects are utilized to account for resources used in the acquisition and construction of capital facilities and fixed assets. The appropriation of annual funds to the Capital Improvement Program is included in the budget of the specific source of the funds. Individual project budgets for the Capital Improvement Program are approved on a multi-year program basis and do not lapse at year-end.

### **Responsibility**

It is the responsibility of the Capital Improvement Department director to anticipate the need for Capital improvement expenditures in advance of having to initiate projects. In term of the Enterprise Funds, it the responsibility of the utilities director to anticipate capital improvement needs of the department. It is also the responsibility of the directors to ensure that the long-range capital objectives interface with the Town's long-range plans.

## **Definitions**

**Capital Improvement Project:** A property acquisition, a major construction undertaking, or a major improvement to an existing facility or property, with a minimum useful life of at least three (3) years and a cost greater than \$25,000.

**Capital Improvement Program:** A comprehensive schedule of approved capital improvement projects indicating priority as to urgency of need and ability to finance. The program shall be for five-year period, the first year of which shall be adopted as the next fiscal year's capital budget. The program shall be revised annually and projected an additional year to allow for changed conditions and circumstances. Each fiscal year, the capital improvement program shall be submitted to the Town Council for approval.

**Ongoing Projects:** Ongoing projects do not automatically lose the previous year's budgeted amount, but are cumulative in nature, i.e., the previous fiscal year's remaining balance is added to the new approved budgeted amount.

**Capital Improvement Plan  
FY 25 thru FY 29**

Description	Project #	Estimated Project Cost	FY-24	FY-25	FY-26	FY-27	FY-28	FY 29
<b>G (Grants) (County, Florida and/or Federal)</b>								
NW 96 Street (Segment 87A-SRD) Improvements	0113-1	1,500,000	100,000	1,400,000				
NW 99 TERRACE CONNECTOR (NEW 3-LANE ROAD) FPL, Quantities	0130-1	2,000,000	1,500,000	-				
Lakeside Community Center Renovations - Phase 2	0204-3	718,750	250,000	268,750	-	-	-	-
NW 93 Street (Segment 87Ave) Drainage Improvement (Upto FEC RRX)	0209-1	1,500,000	-	300,000	-	-	-	-
TWP Canal C-6 Bulkhead - Segment 2	0214-2	3,251,000	3,251,000	-	-	-	-	-
Town of Medley Sidewalk Master Plan	0343-1		-	-				
Medley Palmetto Station Ped Walkway	0402-1		-	-				
Vulnerability Assessment & Adaptation Action Plan	0501-1		-	-				
NW 97 AVE & 109 ST. IMPROVEMENTS (Miami Container-HILCO)	0297-1	1,647,620	73,850	-				
NW 89 Avenue Roadway and Drainage Improvements (FEC Letter)	0156-2	1,300,000	200,000	800,000				
<b>GR Total</b>			<b>\$5,374,850</b>	<b>2,768,750</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>PW/GF (General Fund)</b>								
Pelmad Industrial Park Drainage Improv - Phase 2	0285-1		120,000					
MPS Medley Public Services Facility	0292-2		3,000,000					
NW 97 Ave NW 109 St Water & Sewer Utilities Improv	0296-1		73,850					
Tobie Wilson Recreational Center (Safe Building)	0500-1		3,000,000					
<b>GF Total</b>			<b>6,193,850</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>SW (Stormwater)</b>								
Stormwater Pump Station No. 2 and Retention Area	0121-1		2,153,628					
Pelmad Industrial Park Drainage Improv - Phase 2	0285-1		100,000					
<b>NW 80 Street and NW 77 Court Street Improvement</b>	0316-1							
<b>SW Total</b>			<b>2,253,628</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>WS (Water &amp; Sewer)</b>								
Pelmad Industrial Park Drainage Improv - Phase 2	0285-1		25,000					
Replacement of Asbestos Cement (ACP) Water Mains	0313-1							
Riverside East Water Dist Syst and Fire Proct Impr	0321-1							
<b>Lakeview District W&amp;S Master Meters</b>	0361-1		200,000					
Wastewater Master Meter P-42 Relocation	0368-1							
<b>Wastewater Pump Station 001</b>	0375-1		791,627					
NW 78 St & 77 St Water Distribution System Improv	0416-1							
NW 82 St Water Dist Syst Improv (76-74A)	0417-1							
<b>WS Total</b>			<b>1,016,627</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>GRAND TOTAL</b>			<b>14,838,955</b>	<b>2,768,750</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

