

TOWN OF MEDLEY ANNUAL BUDGET FY 2025 - 2026



TOWN OF MEDLEY, FLORIDA
TOWN COUNCIL



ANA 'LILY' STEFANO
MAYOR



ARTURO JINETE
VICE MAYOR



LIZELH RODRIGUEZ
COUNCILWOMAN



EDGAR AYALA
COUNCILMAN



LOURDEZ RODRIGUEZ
COUNCILWOMAN

ACKNOWLEDGEMENT

The Mayor and Council would like to extend appreciation to the staff who contributed their time and effort in preparation of this budget. Special thanks to the finance team, department heads and support personnel whose collaboration and hard work ensured a comprehensive and transparent budgeting process. Your contribution are vital to the successful planning and operation of the Town.



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Mayor's Message: Fiscal Year 2025–2026 Budget

To the Honorable Council Members, Residents, Employees, and Business Partners of the Town of Medley:

It is with extraordinary pride and a deep sense of responsibility that I present the Town of Medley's Adopted Budget for Fiscal Year 2025–2026, my first as your newly elected Mayor. Since assuming office in November 2024, my administration has been focused on listening, learning, and leading with transparency, accountability, and a forward-looking vision for our Town's future.

While this budget reflects continuity in sound fiscal management, it also marks the beginning of a new chapter for Medley. I am committed to building on the progress of past administrations while advancing new priorities focused on sustainability, economic vitality, and enhanced quality of life for all who live, work, and do business in our Town.

The FY25–26 Budget is balanced, responsible, and positions us well for the future. It maintains our strong financial reserves and keeps the ad valorem millage rate steady. In a time of economic uncertainty for many municipalities, Medley remains fiscally strong, a credit to prudent planning and the resilience of our local economy.

Priorities for This Fiscal Year

In shaping this budget, my administration has focused on several key areas:

1. Infrastructure & Resilience

We are investing in infrastructure projects that safeguard our community from stormwater improvements and roadway enhancements to upgrades in public facilities. These projects not only address today's needs but prepare Medley for future growth and environmental challenges.

2. Public Safety & Services

Maintaining the safety of our residents and businesses remains a top priority. This budget includes funding for technology, training, and equipment to ensure our Police and Emergency Services departments have the tools they need to serve and protect effectively.



3. Community & Quality of Life

We are expanding services for our seniors, youth, and families, from transportation and recreational programs to wellness initiatives. These investments strengthen the fabric of our community and support the people who make Medley such a special place.

4. Economic Development & Business Support

Medley's industrial and commercial sectors are the backbone of our economy. This budget supports initiatives to streamline permitting, enhance infrastructure in our business corridors, and foster an environment where businesses can thrive.

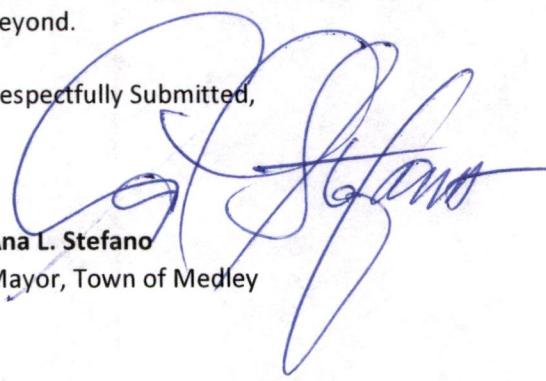
A Commitment to Partnership

The success of our Town depends on collaboration. I am grateful to the Town Council for their partnership in shaping this budget and to our dedicated staff who work tirelessly to deliver services each day. I also extend my heartfelt appreciation to our residents and business community for your trust and engagement.

Looking Ahead

This is a time of both opportunity and responsibility. Together, we will continue to strengthen Medley's position as a leader in fiscal stewardship, community wellbeing, and smart growth. I am honored to serve as your Mayor and am confident that, working together, we will achieve great things for our Town in the year ahead and beyond.

Respectfully Submitted,


Ana L. Stefano
Mayor, Town of Medley





GENERAL FUND REVENUES, EXPENDITURES, AND FINANCIAL TRENDS



GENERAL FUND REVENUES

Ad Valorem tax revenues is the General Fund largest source of revenue and represent more than 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 2025 are \$6,502,028,956, which is subject to appeals, is 11.99% higher than last year's Final Gross Taxable Value of \$5,722,417,561. The increase is due to growth in taxable property values.

Intergovernmental 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 \$267,000 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 6% 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 for the FY 2025-2026.

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 2025-26 budget is estimated at \$35,368,352.

Personnel cost does not reflect a cost-of-living adjustment for the fiscal year 2025/26 budget for members of the Federation of Public Employee (FPE) Union. The Town is in negotiation with the FPE union. Upon completion of the negotiation, general personnel cost will be revisited. The budget does reflect the cost-of-living adjustment for the Police Benevolent Association (PBA). Personnel cost also include other benefits including pension, medical, and workers compensation costs.



EXECUTIVE SUMMARY

Taxable Values

Taxable property values for 2025 have increased by approximately 10.87% from \$5.7 billion to \$6.5 billion, including new construction.

Town of Medley Taxable Values

2025 Taxable Value	\$ 6,502,028,956
2024 Taxable Value	<u>5,722,417,561</u>
Net Increase	\$ 779,611,395 11.99%

Analysis of Taxable Value Increase:

Increase in Current Values	\$ 701,463,163
New Construction and Annexations	<u>78,148,232</u>
Total Increase in Taxable Value	\$ 779,611,395

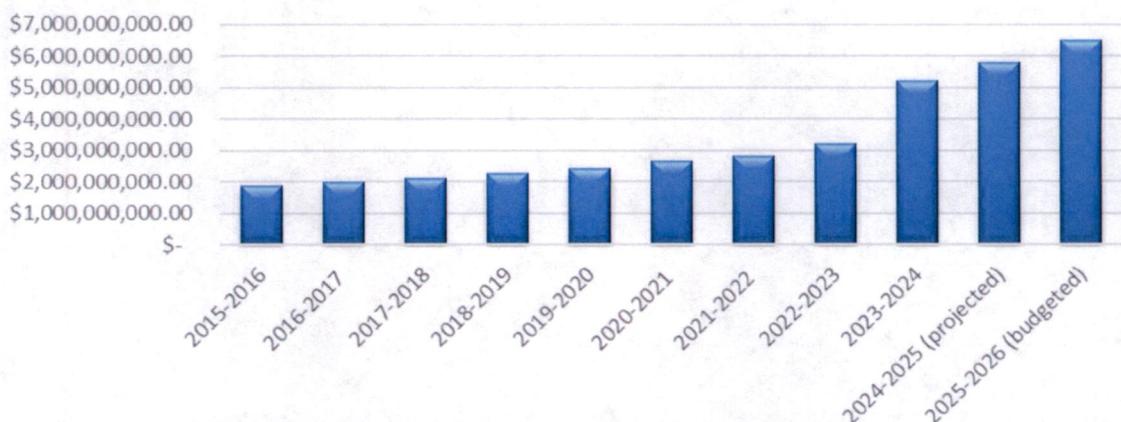
TABLE 1

Fiscal Year	Operating Millage Rate	Gross Taxable Values Per DR-420	Final Gross Assessed Values	Budgeted Ad Valorem Revenues	Total Collections
2025-2026 (budgeted)	3.8500	\$6,502,028,956		\$23,781,170	
2024-2025 (projected)	3.2000	\$5,795,357,513	\$5,722,417,561	\$17,617,887	
2023-2024	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



MEDLEY TAXABLE VALUES

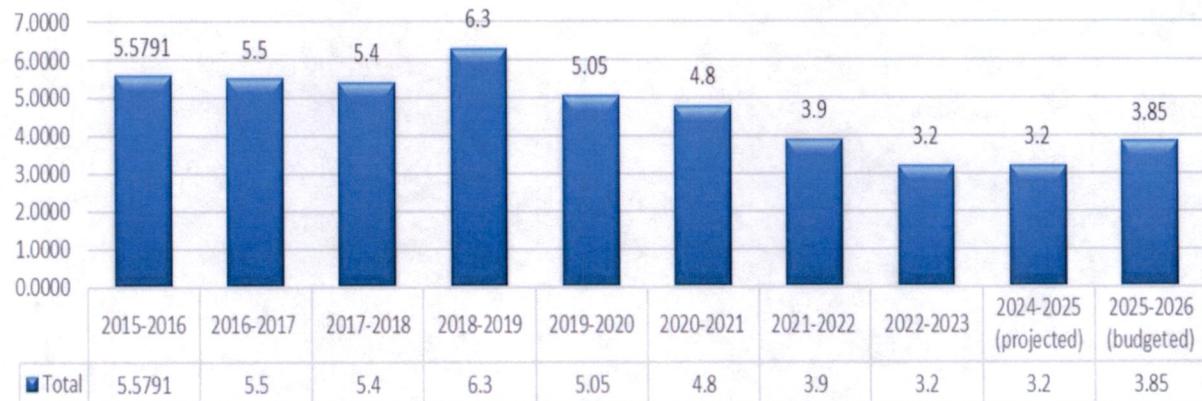
(IN BILLIONS)



Town Millage Rate

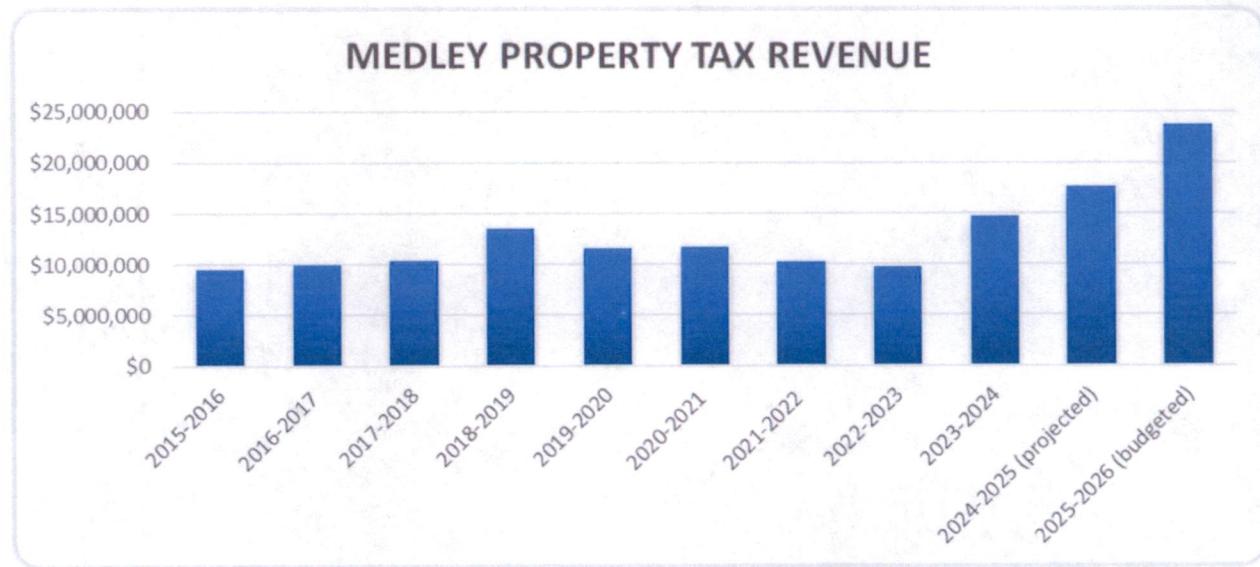
The Table below provides ten years of history of the Town's millage rate. The millage rate of 3.8500 mills is proposed for the fiscal year 2025/2026, this rate is 0.6500 mills more than the rate in the current year.

MEDLEY MILLAGE RATE



Property Tax Revenue

The property tax millage rate of 3.8500 mills will generate approximately \$25 million in fiscal year 2025-26. Property tax revenue that supports General Fund operations are budgeted at \$23 million, which is an increase of \$6.1 million, from 2024-25 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
2025-2026 (budgeted)	\$111,000	\$91,000	\$34,177	\$54,200	\$700,000	\$990,377
2024-2025 (projected)	\$110,289	\$93,139	\$34,177	\$54,200	\$700,000	\$991,805
2023-2024	\$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 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.

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
2025-2026 (budgeted)	\$2,000,000	\$1,800,000	\$80,000	\$185,000	\$4,065,000
2024-2025 (projected)	\$2,000,000	\$1,800,000	\$80,000	\$185,000	\$4,065,000
2023-2024	\$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
2014-2015	\$951,582	\$1,242,097	\$41,623	\$92,250	\$2,327,552

Host Fee

The Medley Landfill, which accounts for 6% 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.

Table 4

Fiscal Year	Host Fee
2025-2026 (budgeted)	\$2,250,000
2024-2025 (projected)	\$2,250,000
2023-2024	\$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
2014-2015	\$1,309,946



Change in Full-time Equivalents (FTE)

Total full-time equivalent (FTE) positions for 2025/26 are budget at 133 FTEs for all Town operations which includes 23 new FTEs. The budget also includes 38 PTEs which includes 9 new PTEs. Total number of positions included in the budget is 171. The total doe

The approved budget includes the addition of the following twenty-three (23) FTEs identified by department:

Code Enforcement – Two (2) Code Enforcement Officers

Capital Improvement Project (CIP) – One (1) Administrative Assistant

Finance Department – One (1) Cashier and One (1) Grants Writer, Manager and Coordinator

Police Department – Three (3) Officers and One (1) Executive Assistant

Public Works – Three (3) Laborer II, One (1) Foreman, and One (1) Mechanic Helper

Social Services and Parks and Recreation Department – One (1) Supervisor

Building Department – Two (2) Building Clerks

Water and Sewer Department – One (1) Meter Reader, One (1) Meter Locator, One (1) Lift Station Mechanic, One (1) Field Tech, and Two (2) Laborer II

Employee Wages

The current Federation of Public Employees (FPE) union contract is being renegotiated for period of three (3) years beginning October 1, 2025.

Effective October 1, 2022, all employee making less than \$15/hour had their hourly wages increased to \$15.00/hour and received their cost-of-living adjustment.

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 1st, 2024. The budget includes the approved 3% increase for union employees.

Town Pension Costs

The actuary report for the Employee's Pension Plan as of October 1st, 2024, indicates that a minimum required Town contribution of \$1,335,242 is required for fiscal year 2025/26.

The actuary report for the Police Officers' Retirement System indicates that the Town' minimum required contribution for the fiscal year 2025/26 is 16.4% of the annual payroll. The required contribution from the combination of Town and State sources for fiscal year 2025/26 is 20.1% of the projected annual 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 2025-2026, the cost of medical care for employees is budgeted at \$3,623,729 across all Town operations and includes an estimated 15% contract increase. The medical care for the General Fund is estimated at \$3,071,114.

Property and Liability Insurance

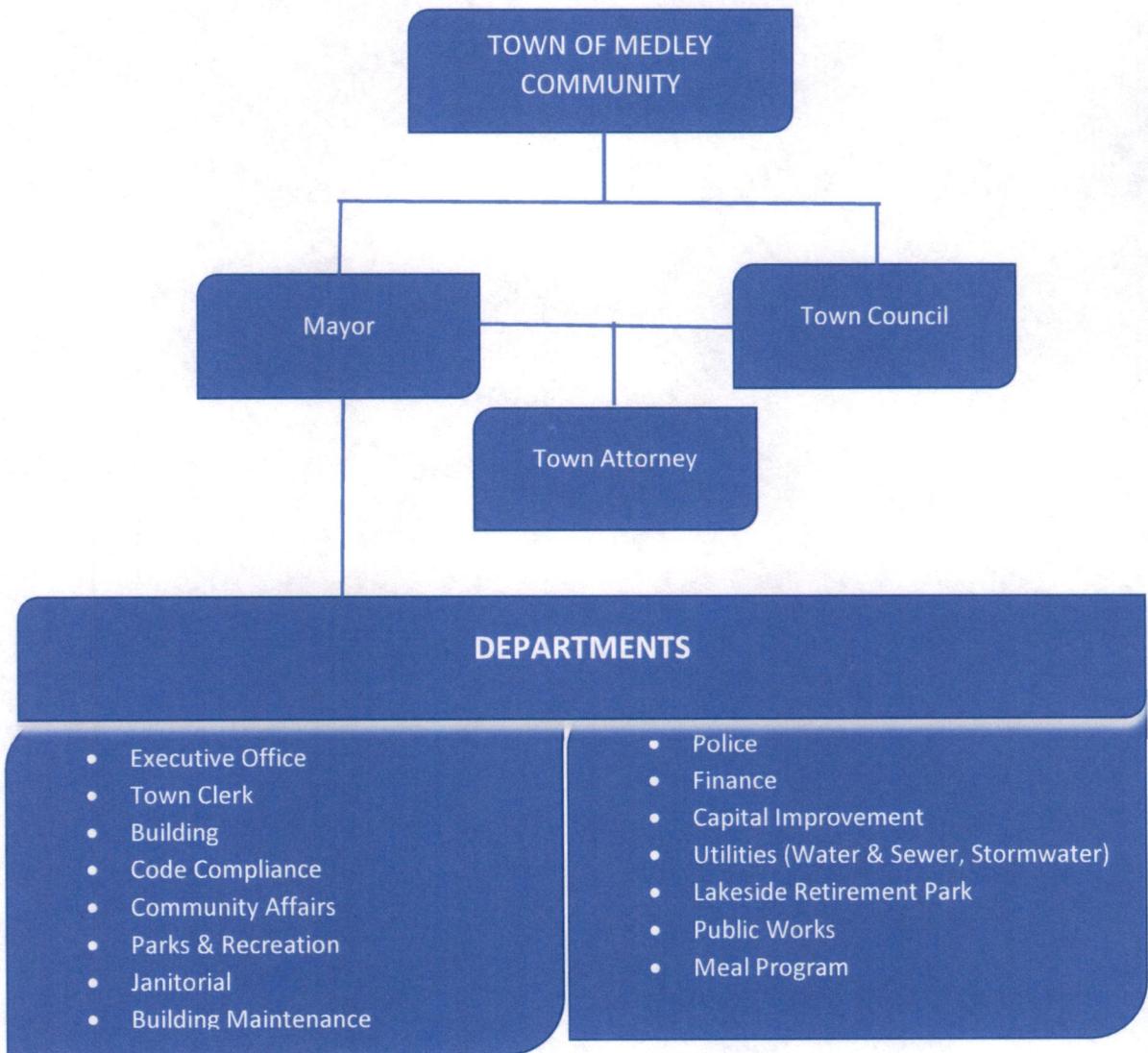
The Town's budget for property and liability risks for fiscal year 2025/26 is estimated at \$1.55 million and is allocated to each town departments.

Worker's Compensation

The Town budget for worker's compensation in fiscal year 2025/26 is estimated at \$350K.



TOWN OF MEDLEY ORGANIZATIONAL CHART





TOWN'S HISTORY



COMMUNITY PROFILE

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 5th, 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.



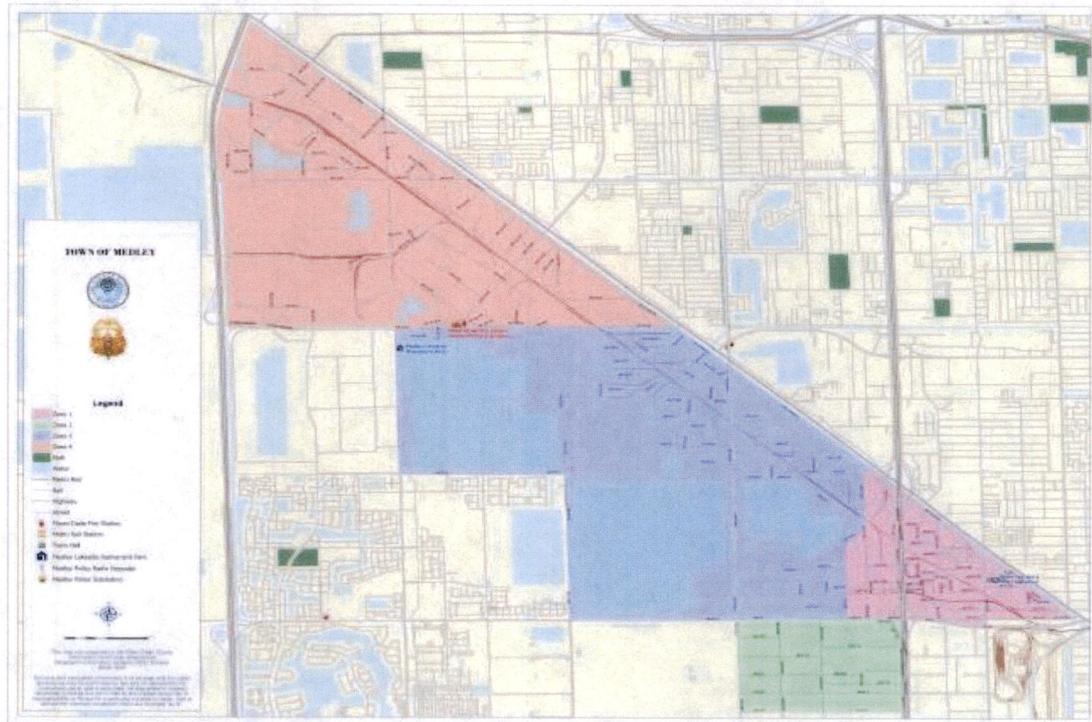
COMMUNITY PROFILE

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.
- Urbieto 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.
- 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		
Community Affairs	X		
Finance	X		
Building Maintenance	X		
General Services	X		
CIP	X		
Code Compliance	X		
Community Affairs	X		
Police	X		
Social Services and Parks & Recreation	X		
Hot Meals - Human Services	X		
Public Works	X		
Building Department		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
2025-2026 (budgeted)	\$11,153,561	\$3,623,729	\$2,747,853	\$17,525,142
2024-2025 (projected)	\$10,258,232	\$2,740,399	\$2,390,000	\$15,388,631
2023-2024	\$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

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 Town has consistently exceeded the retirement required Annual Required Contribution.



GOVERNMENT-WIDE PROPOSED OPERATING BUDGET
FY 2025-2026 REVENUE AND EXPENDITURE

ESTIMATED REVENUES:	GENERAL FUND	SPECIAL REVENUE FUND	UTILITY FUNDS	TOTAL ALL FUNDS
Millage per \$1000				
Ad Valorem Taxes	3.85	23,781,170		23,781,170
Intergovernmental Revenue		961,177		961,177
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		267,000		267,000
Grants		50,116		50,116
Police Revenue		849,000		849,000
Judgements, Fines, and Citations		1,675,000		1,675,000
Miscellaneous		1,150,000		1,150,000
Lakeside Rent		220,000		220,000
Special Assessment Districts		351,531		351,531
Special Revenue Fund		54,200		54,200
Charges for Services	-	2,846,000	11,925,372	14,771,372
TOTAL SOURCES	36,124,194	2,846,000	11,925,372	50,895,566
Transfers In (Operating Transfer)	901,478	-	-	901,478
Fund Balances/Reserves/Net Assets	31,221,632	3,183,602	14,362,197	48,767,431
TOTAL REVENUES, TRANSFERS & BALANCES	68,247,305	6,029,602	26,287,569	100,564,476
EXPENDITURES:				
General Government Services	6,813,226	2,788,330		9,601,556
Public Safety	11,279,868			11,279,868
Code Compliance	656,347			656,347
Public Works	2,937,384		10,610,246	13,547,630
Transportation	154,432			154,432
Capital Improvement Projects	756,302			756,302
Hot Meal Program	2,053,094			2,053,094
Lakeside Real Estate	441,793			441,793
Social Services and Parks and Recreation	2,246,774			2,246,774
Community Affairs	556,924			556,924
Debt Service	723,441		333,452	1,056,893
Capital Outlay	6,000,000		1,000,000	7,000,000
Miami-Dade Mitigation Fee	548,767		86,758	635,525
Contingency	300,000	250,000	250,000	800,000
Total Expenditures	35,468,352	3,038,330	12,280,456	50,787,138
Transfers Out	-	425,995	475,483	901,478
Fund Balance/Reserves/Net Assets	32,778,952	2,565,277	13,531,630	48,875,859
TOTAL APPROPRIATED EXPENDITURES, TRANSFERS, RESERVES & BALANCES	68,247,305	6,029,602	26,287,569	100,564,476



GENERAL FUND
STATEMENT OF REVENUES AND EXPENDITURES

ACCOUNT DESCRIPTION	ADOPTED	ADOPTED	PROPOSED
	FY 2023-2024	FY 2024-2025	FY 2025-2026
Beginning Unrestricted Fund Balance	\$ 22,147,037	\$ 27,908,153	\$ 29,664,312
Revenues			
Ad Valorem Taxes	14,798,911	17,617,887	23,781,170
Intergovernmental Revenue	1,037,140	960,605	961,177
Special Revenue Fund	54,200	54,200	54,200
Franchise Fess	2,080,000	2,080,000	2,080,000
Utility Taxes	1,970,000	1,985,000	1,985,000
Host Fee-Landfill	2,250,000	2,250,000	2,250,000
Business Tax Receipts	450,000	450,000	450,000
Other Fees	338,000	349,000	267,000
Impact Fees	-	-	-
Grants	4,751,000	50,116	50,116
Police Revenue	550,000	849,000	849,000
Judgements, Fines, and Citations	2,175,000	2,175,000	1,675,000
Miscellaneous	605,500	1,153,000	1,150,000
Lakeside Rent	206,000	206,000	220,000
Special Assessment Districts	351,531	351,351	351,531
Administrative Transfers In	561,982	737,936	901,478
Debt Proceeds	-	-	-
Total Budgeted Revenues	32,179,264	31,269,275	37,025,672
Transfers from closed enterprise funds	-	-	-
Transfer (to) from Special Fund (Building Fund)	-	-	-
Total Available Resources	54,326,301	59,177,428	66,689,984
Departmental Expenditures			
General Administration	3,731,164	5,901,059	6,813,226
Public Safety	9,489,266	10,984,206	11,279,868
Code Compliance	420,288	555,148	656,347
Public Works	1,645,232	2,820,591	2,937,384
Capital Improvement	344,614	902,172	756,302
Lakeside Real Estate	237,419	394,457	441,793
Hot Meal	1,787,101	2,067,518	2,053,094
Social Services and Parks and Recreation	1,244,882	1,508,558	2,246,774
Community Affairs	-	-	556,924
Transportation	54,200	154,432	154,432
Debt Service	723,761	723,441	723,441
Capital Outlay	6,178,239	2,768,750	6,000,000
Land Acquired (per deal)	-	-	-
Operating Transfer-Building Special Revenue Fund	-	-	-
Miami-Dade Mitigation Fee - Annexed Area Contingency	561,982	532,784	548,767
Total Expenditures	26,418,148	29,513,116	35,468,352
Source (Use) of Funds	\$ 5,761,116	\$ 1,756,159	\$ 1,557,320
Ending Unrestricted Fund Balance	\$ 27,908,153	\$ 29,664,312	\$ 31,221,632



BUILDING SPECIAL FUND
STATEMENT OF REVENUES AND EXPENDITURES

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ADOPTED FY 2023-2024	ADOPTED FY 2024-2025	PROPOSED FY 2025-2026
BEGINNING FUND BALANCE		1,945,710	3,114,418	3,801,927
REVENUES				
101-00000-321200	CHANGE OF CONTRACTOR	2,000	2,000	2,000
101-00000-322000	BUILDING PERMITS	2,500,000	2,500,000	2,000,000
101-00000-322001	BUILDING PERMITS-RADON	95,000	95,000	95,000
101-00000-322002	BUILDING PERMITS-CODE COMPLIANCE	50,000	-	-
101-00000-322004	BUILDING PERMITS-MISCELLANEOUS	25,000	25,000	25,000
101-00000-322005	BUILDING PERMITS-MECHANICAL	47,000	60,000	75,000
101-00000-322006	BUILDING PERMITS-ELECTRICAL	95,000	95,000	120,000
101-00000-322007	BUILDING PERMITS-PLUMBING	20,000	40,000	45,000
101-00000-322008	BUILDING PERMITS-ROOFING	60,000	60,000	100,000
101-00000-322009	BUILDING PERMITS-PAVING & DRAINAGE	48,000	48,000	100,000
101-00000-322011	BUILDING PERMITS-SIGN	-	3,000	6,000
101-00000-322012	BUILDING PERMITS-FENCE	-	-	-
101-00000-322014	EDUCATION FEES FOR BUILDING DEPT	-	-	-
101-00000-322016	FLOOD PLAN REVIEW	-	-	25,000
101-00000-329115	TECHNOLOGY FEE	350,000	350,000	250,000
101-00000-341300	ADMINISTRATIVE SERVICE FEES	2,000	3,000	3,000
Total Budgeted Revenues		3,294,000	3,281,000	2,846,000
101-00000-381000	SOURCE (USE) OF FUNDS	-	-	618,325
Total Revenue				3,464,325
Total Available Resources		5,239,710	6,395,418	6,647,927
EXPENDITURES				
101-51500-411000	BUILDING OFFICIAL WAGES	124,100	127,808	150,500
101-51500-411002	BUILDING STAFF WAGES	241,908	239,730	253,652
101-51500-412000	BUILDING & ZONING INSPECTOR WAGES	-	-	236,500
101-51500-412007	ALLOCATED SALARIES (GF)	136,532	257,936	425,995
101-51500-421000	PAYROLL TAXES	27,849	28,117	49,719
101-51500-422300	401A TOWN CONTRIBUTIONS	27,303	28,000	47,861
101-51500-422400	DEFINED BENEFIT PLAN	105,000	105,000	250,000
101-51500-423000	MEDICAL & LIFE INSURANCE	94,000	95,000	130,414
101-51500-423300	DISABILITY INSURANCE	5,000	5,000	2,643
101-51500-423400	LONG-TERM CARE INSURANCE	4,000	4,000	4,291
101-51500-431000	PROFESSIONAL FEES	905,000	1,200,000	1,200,000
101-51500-431100	COMPUTER CONSULTING	35,000	40,000	40,000
101-51500-431400	PRE-EMPLOYMENT	100	150	250
101-51500-434007	STATE & COUNTY FEES	85,000	85,000	100,000
101-51500-442000	UNIFORMS	2,500	2,500	3,750
101-51500-4xxxxx	EMPLOYEE APPRECIATION	-	-	7,000
101-51500-443000	UTILITIES	13,500	13,500	13,500
101-51500-444000	LEASE AND RENTALS	-	15,000	30,000
101-51500-445000	INSURANCE	35,000	35,000	55,000
101-51500-446000	REPAIRS & MAINTENANCE	8,000	15,000	15,000
101-51500-449000	MISCELLANEOUS	-	250	250
101-51500-449002	EDUCATION REIMBURSEMENTS	-	-	1,500
101-51500-450000	VEHICLE MAINTENANCE	1,000	1,000	1,000
101-51500-450100	GASOLINE	500	500	500
101-51500-451000	OFFICE EXPENSES	50,000	20,000	20,000
101-51500-452000	OPERATING SUPPLIES	8,000	40,000	40,000
101-51500-454000	DUES, SUBSCRIPTIONS & TRAINING	5,000	35,000	35,000
101-51500-461000	NEW VEHICLE	56,000	-	100,000
101-51500-464000	NEW PERMITTING SOFTWARE	155,000	-	-
	CONTINGENCY	-	200,000	250,000
TOTAL EXPENDITURES		2,125,292	2,593,491	3,464,325
SOURCE (USE) OF FUNDS		1,168,708	687,509	(618,325)
ENDING FUND BALANCE		3,114,418	3,801,927	3,183,602



WATER & SEWER FUND
STATEMENT OF REVENUES AND EXPENDITURES

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ADOPTED FY 2023-2024	ADOPTED FY 2024-2025	PROPOSED FY 2025-2026
BEGINNING FUND BALANCE		6,625,840	6,625,840	5,901,741
REVENUES				
010-00000-334900	GRANT REVENUE-FDOT & ARPA	-	-	-
010-00000-325105-SW0285	PELMAD DISTRICT	410,000	410,000	410,000
010-00000-343301	RESIDENTIAL WATER FEES	45,000	45,000	45,000
010-00000-343302	RESIDENTIAL SEWER FEES	53,000	53,000	53,000
010-00000-343303	COMMERCIAL WATER FEES	3,180,000	3,200,000	3,200,000
010-00000-343304	COMMERCIAL SEWER FEES	3,550,000	3,600,000	3,600,000
010-00000-343305	LATE FEES	105,000	105,000	105,000
010-00000-343307	FIRE SPRINKLER BILLINGS	25,000	32,000	32,000
010-00000-343602	INSTALLATION & CONNECTION FEES	90,000	90,000	90,000
010-00000-343603	SEWER SYSTEM MISCELLANEOUS CHARGES	70,000	70,000	70,000
010-00000-361000	INTEREST EARNINGS	50,000	300,000	250,000
010-00000-369000	MISCELLANEOUS	3,000	5,000	5,000
010-00000-381000	OPERATING TRANSFER FROM STORMWATERF	-	107,687	158,160
	TOTAL BUDGETED REVENUES	7,581,000	8,017,687	8,018,160
	Source/(Use) of Fund Equity	-	724,099	1,155,885
	TOTAL REVENUE	7,581,000	8,741,786	9,174,045
EXPENDITURES				
010-53600-411000	EXECUTIVE WAGES	127,545	131,342	98,080
010-53600-412000	TECHNICAL STAFF WAGES	443,903	486,535	623,594
010-53600-412001	ADMINISTRATIVE STAFF WAGES	114,763	127,408	128,970
010-53600-412007	WAGES ALLOCATED FROM GENERAL FUND	198,275	250,000	252,768
010-53600-421000	PAYROLL TAXES	50,700	57,014	66,062
010-53600-422300	401A TOWN CONTRIBUTIONS	65,000	67,000	63,125
010-53600-422400	DEFINED BENEFIT PLAN	270,000	300,000	300,000
010-53600-423000	MEDICAL & LIFE INSURANCE	315,000	325,000	327,401
010-53600-423300	DISABILITY INSURANCE	83,000	15,000	6,476
010-53600-423400	LONG-TERM CARE INSURANCE	8,000	9,000	4,582
010-53600-431000	PROFESSIONAL FEES	750,000	800,000	800,000
010-53600-431100	COMPUTER CONSULTING	8,500	9,500	9,500
010-53600-431400	PRE-EMPLOYMENT	1,000	1,000	1,000
010-53600-432000	AUDITING	25,000	35,000	35,000
010-53600-438000	WATER PURCHASED	950,000	1,200,000	1,200,000
010-53600-439000	SEWER TREATED	1,600,000	2,700,000	2,700,000
010-53600-442000	UNIFORMS	8,500	9,000	7,500
	EMPLOYEE APPRECIATION	-	-	5,000
010-53600-443000	UTILITIES	120,000	130,000	130,000
010-53600-444000	RENTALS AND LEASES	-	60,000	16,000
010-53600-445000	INSURANCE	115,000	130,000	130,000
010-53600-446000	REPAIRS & MAINTENANCE	15,000	15,000	15,000
010-53600-446010	WATER MAINTENANCE AND REPAIRS	300,000	562,000	562,000
010-53600-446020	SEWER MAINTENANCE AND REPAIRS	570,000	780,000	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	30,000	30,000
010-53600-449015	BAD DEBTS	18,000	18,000	18,000
010-53600-450000	VEHICLE MAINTENANCE	25,000	20,000	20,000
010-53600-450100	GASOLINE	28,000	28,000	28,000
010-53600-450200	HEAVY EQUIPMENT REPAIRS	60,000	60,000	60,000
010-53600-451000	OFFICE SUPPLIES	40,000	35,000	35,000
010-53600-452000	OPERATING SUPPLIES	19,000	20,000	20,000
010-53600-452001	SAFETY EQUIPMENT OPERATING SUPP	1,200	4,000	4,000
010-53600-452010	WATER METERS, PIPS AND OTHER SUPPLIES	30,000	30,000	30,000
010-53600-453000	ROAD MATERIALS	15,000	27,000	27,000
010-53600-454000	DUES, SUBSCRIPTIONS & TRAINING	20,000	20,000	20,000
010-53600-455000	SMALL & LARGE EQUIPMENT	5,000	5,000	350,000
010-53600-460000	CAPITAL OUTLAY	1,016,627	-	-
010-53600-472000	PRINCIPAL & INTEREST EXPENSE	141,988	141,987	141,987
	CONTINGENCY	-	100,000	125,000
	TOTAL EXPENSES	7,581,000	8,741,786	9,174,045
	Source/(Use) of Fund Equity	-	(724,099)	(1,155,885)
	ENDING FUND EQUITY	\$ 6,625,840	\$ 5,901,741	\$ 4,745,856



STORMWATER UTILITY FUND
STATEMENT OF REVENUES AND EXPENDITURES

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ADOPTED FY 2023-2024	ADOPTED FY 2024-2025	PROPOSED FY 2025-2026
BEGINNING FUND EQUITY		7,821,579	7,862,149	9,291,023
REVENUES				
030-00000-343300	UTILITY USER FEES	3,740,242	3,075,162	3,075,162
030-00000-361000	INTEREST EARNINGS	208,007	200,000	200,000
030-00000-325100-SW-0115	DISTRICT 01-79A	-	305,746	305,746
030-00000-325105-SW-0285	DISTRICT 09-PELAMD	110,000.00	326,304	326,304
	TOTAL BUDGETED REVENUES	4,058,249	3,907,212	3,907,212
	FUND RESERVES			
	TOTAL REVENUE	4,058,249	3,907,212	3,907,212
EXPENDITURE				
030-53800-412000	TECHNICAL STAFF WAGES	198,381	421,328	208,086
030-53800-412007	WAGES ALLOCATED FROM GENERAL FUND	227,175	230,000	222,715
030-53800-412009	SALARIES AND WAGES OF EXECUTIVE - ALLOCAT	-	107,687	158,160
030-53800-421000	PAYROLL TAXES	32,555	31,000	17,333
030-53800-422300	401A TOWN CONTRIBUTIONS	31,917	36,000	16,363
030-53800-422400	DEFINED BENEFIT PLAN	127,000	127,000	40,000
030-53800-423000	MEDICAL & LIFE INSURANCE	120,000	200,000	81,686
030-53800-423300	DISABILITY INSURANCE	3,600	3,600	1,893
030-53800-423400	LONG-TERM CARE INSURANCE	6,000	4,500	1,435
030-53800-431000	PROFESSIONAL	276,200	300,000	350,000
030-53800-431100	COMPUTER CONSULTING	2,000	2,000	2,000
030-53800-432000	AUDITING	10,000	15,000	15,000
030-53800-442000	UNIFORMS	1,500	3,000	5,000
	EMPLOYEE APPRECIATION	-	-	5,000
030-53800-443000	UTILITIES	12,000	25,000	25,000
030-53800-444000	LEASE AND RENTALS	-	25,000	25,000
	Ford F-450 CHASSIS - FINANCED	-	75,000	75,000
030-53800-445000	INSURANCE	60,000	65,000	65,000
030-53800-446000	REPAIRS & MAINTENANCE	12,000	12,000	12,000
030-53800-446040	DRAINAGE SYSTEM R & M	167,000	200,000	200,000
030-53800-446050	CANAL MAINTENANCE	35,000	40,000	70,000
030-53800-446060	NPDES FEES AND PERMITS	-	5,000	5,000
030-53800-450000	VEHICLE MAINTENANCE	12,000	5,000	5,000
030-53800-450100	GASOLINE	11,000	17,000	17,000
030-53800-450200	HEAVY EQUIPMENT REPAIRS	82,000	85,000	40,000
030-53800-4502XX	HEAVY EQUIPMENT	-	-	450,000
030-53800-451000	OFFICE SUPPLIES	4,500	4,500	4,500
030-53800-452000	OPERATING SUPPLIES	9,500	18,000	18,000
030-53800-452001	SAFETY EQUIPMENT OPERATING SUPPLIES	-	2,500	2,500
030-53800-453000	ROAD MATERIALS AND SUPPLIES	1,500	20,000	20,000
030-53800-454000	DUES, SUBSCRIPTIONS & TRAINING	3,000	20,000	20,000
030-53800-455000	SMALL EQUIPMENT	40,000	-	-
030-53800-460000	CAPITAL OUTLAY	2,253,628	-	1,000,000
	DEBT PRINCIPAL REPAYMENT	141,948	-	-
030-53800-471000	DEBT SERVICE-MIAMI DADE BONDS	17,045	158,992	158,992
030-53800-471002	DEBT SERVICE-ANNEXED	86,758	86,758	86,758
030-53800-472000	DEBT SERVICE-INTEREST	32,473	32,473	32,473
	CONTINGENCY	-	100,000	125,000
	TOTAL EXPENSES	4,017,680	2,478,338	3,581,894
	Source/(Use) of Fund Equity	40,570	1,428,874	325,318
	ENDING FUND EQUITY	\$ 7,862,149	\$ 9,291,023	\$ 9,616,341



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 \$7,380,900.00 as of October 1st, 2025.
- Enterprise Lease Program is a five (5) years lease for the Town's Fleet of new vehicles with an outstanding Principal Balance of \$855,437.58 as of October 1st, 2025.
- Annexation Mitigation Payment was agreed to in the agreement with Miami-Dade County and has an outstanding balance of \$1,113,998.00 as of September 2025.

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.

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 \$347,028.00.





GENERAL FUND



GENERAL FUND REVENUE BY SOURCE

The Town of Medley, Florida

General Fund – Revenues

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ADOPTED FY 2023-2024	ADOPTED FY2024-2025	PROPOSED FY2025-2026
<u>AD VALOREM TAXES</u>				
	AD VALOREM TAXES DR-420			
	LESS VALUE ADJUSTMENTS			
001-00000-311000	AD VALOREM TAXES-CURRENT	14,798,911	17,617,887	23,781,170
001-00000-311100	AD VALOREM TAXES-DELINQUENT	-		
	TOTAL AD VALOREM TAXES	14,798,911	17,617,887	23,781,170
<u>INTERGOVERNMENTAL REVENUES</u>				
001-00000-312000	LOCAL OPTION SALES TAXES	103,289	110,289	111,000
001-00000-312100	LOCAL OPTION GAS TAXES	93,139	93,139	91,000
001-00000-312200	LOCAL OPTION SALES SURTAX	224,677	-	-
001-00000-335120	STATE REVEUE SHARING	34,177	34,177	34,177
001-00000-315000	COMMUNICATION SERVICE TAXES	558,858	700,000	700,000
001-00000-335140	MOBILE HOME LICENSES	5,000	5,000	5,000
001-00000-335150	ALCOHOLIC BEVERAGE LICENSES	18,000	18,000	20,000
	TOTAL INTERGOVERNMENTAL REVENUES	1,037,140	960,605	961,177
001-00000-312400	LOCAL OPTION TRANSPORTATION SURTAX	54,200	54,200	54,200
<u>FRANCHISE FEES</u>				
001-00000-323100	FRANCHISE FEE-ELECTRIC-FPL	2,000,000	2,000,000	2,000,000
001-00000-323400	FRANCHISE FEES-GAS-FPL	80,000	80,000	80,000
	TOTAL FRANCHISE FEES	2,080,000	2,080,000	2,080,000
<u>UTILITY TAXES</u>				
001-00000-314100	UTILITY TAXES ELECTRIC-FPL	1,800,000	1,800,000	1,800,000
001-00000-314400	UTILITY TAXES GAS-VARIOUS	170,000	185,000	185,000
	TOTAL UTILITY TAXES	1,970,000	1,985,000	1,985,000
001-00000-323700	LANDFILL HOST FEES-WASTE MANAGEMENT	2,250,000	2,250,000	2,250,000
001-00000-321000	BUSINESS TAX RECEIPTS	450,000	450,000	450,000
<u>OTHER FEES</u>				
001-00000-321001	CERTIFICATE OF USE	35,000	35,000	37,000
001-00000-321100	PRESSURE VESSEL FEES	50,000	50,000	45,000
001-00000-321200	CHANGE OF CONTRACTOR	-	-	-
001-00000-321300	ALARM REGISTRATION	35,000	35,000	35,000
001-00000-322015	ENGINEERING FEES	-	9,000	5,000
001-00000-322013	PLAN REVIEWS	-	2,000	2,000
001-00000-322300	COST RECOVERY	-	-	-
001-00000-329000	OTHER LICENSES, FEES & PERMITS	55,000	55,000	55,000
001-00000-329100	RIGHT OF WAY FEES	35,000	35,000	35,000
001-00000-329105	LOBBYIST FEES	3,000	3,000	3,000
001-00000-329110	ZONING LETTER	50,000	50,000	50,000
001-00000-329115	TECHNOLOGY & EDUCATION FEES	75,000	75,000	-
001-00000-341300	ADMINISTRATIVE FEES	-	-	-
001-00000-354100	ADMINISTRATIVE FEES CODE COMPLIANCE	-	-	-
	TOTAL OTHER FEES	338,000	349,000	267,000



GENERAL FUND REVENUE BY SOURCE

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PROPOSED FY 2023-2024	PROPOSED FY2024-2025
<u>POLICE USER FEES</u>			
001-00000-342900	OFF DUTY REIMBURSEMENT	550,000	834,000
001-00000-342900	OTHER	-	-
001-00000-342900	FBI/IRS REIMBURSEMENTS	-	-
001-00000-342900	FALSE ALARMS	-	15,000
001-00000-342900	WORKERS COMPENSATION	-	-
	TOTAL POLICE USER FEES	550,000	849,000
<u>GRANT REVENUE</u>			
001-00000-334900	CDGD LAKESIDE COMMUNITY CENTER	-	-
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	1,500,000	-
001-00000-334900	MEDLEY PALMETTO STATION PED WALKWAY	-	-
001-00000-334900	NWSRD NW116W-NW121W-FDOT	-	-
001-00000-334901	GRANT MONEY FROM FEMA	-	-
001-00000-334907	POLICE JAGD GRANTS	-	-
001-00000-334908	POLICE EXPLORER GRANT	-	-
	TOTAL GRANT REVENUE	4,751,000	50,116
<u>JUDGEMENT AND FINES</u>			
001-00000-351000	JUDGEMENT AND FINES-TRAFFIC TICKETS	2,000,000	2,000,000
001-00000-354100	JUDGEMENT AND FINES-CODE COMPLIANCE	175,000	175,000
	TOTAL JUDGEMENT AND FINES	2,175,000	2,175,000
<u>MISCELLANEOUS REVENUES</u>			
001-00000-361000	INTEREST INCOME	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	104,000	353,000
001-00000-369002	STREET NAMING	-	-
	TOTAL MISCELLANEOUS REVENUE	605,500	1,153,000
001-00000-362001	LAKESIDE RENT	206,000	220,000
<u>SPECIAL ASSESSMENT DISTRICTS-REVENUE</u>			
001-00000-325100	DISTRICT 01-79AVE	176,110	176,110
001-00000-325105	DISTRICT PELMAD	175,421	175,421
001-00000-325110	SANDERSON DISTRICT	-	-
001-00000-325115	CURTIS DISTRICT	-	-
	TOTAL SPECIAL ASSESSMENT DISTRICTS-REVENUE	351,531	351,531
001-00000-381000	OPERATING TRANSFER - BUILDING FUND	-	425,995
001-00000-381001	OPERATING TRANSFER - W&S FUND	-	252,768
001-00000-381002	OPERATING TRANSFER - BUILDING FUND	561,982	737,936
		561,982.00	737,936.00
	TOTAL GENERAL FUND REVENUE	\$ 32,179,264	\$ 31,269,275
			\$ 37,025,672





GENERAL FUND EXPENDITURE

BY DEPARTMENT



TOWN COUNCIL



Town Council

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 serve on the Board of the Town's Foundation.

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, benefits and cost for the Councilmembers. The Town Council's budget does not include the mayor's salary, benefits and other cost. The council voted in fiscal year 2023 to freeze their salary at the FY2023 pay rate. As such, the salaries of the Mayor and the Councilmembers are budgeted at the fiscal year 2023 rates.
- The budget includes the benefits, such as health insurance, pension, and operating expenditures.



Town Council

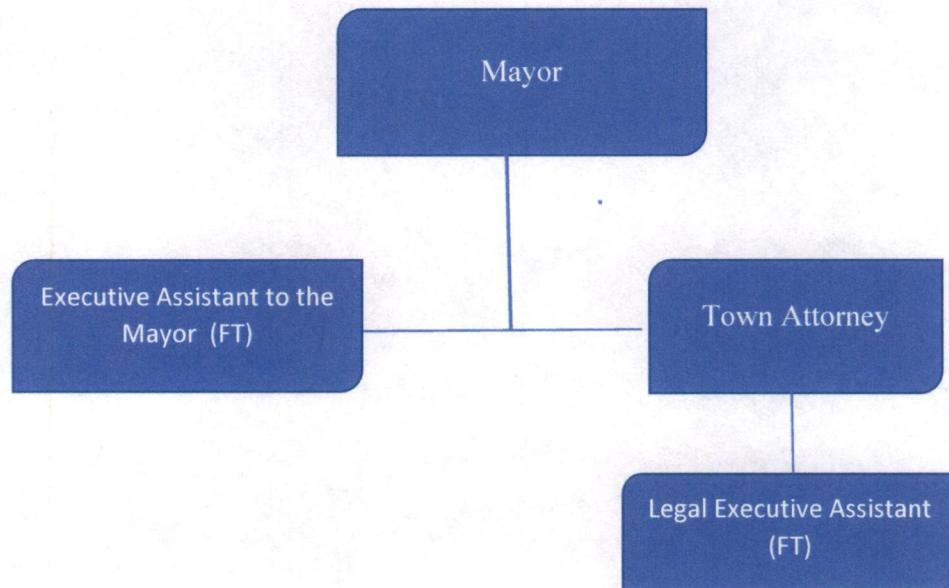
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ADOPTED	ADOPTED	PROPOSED
		FY 2023-2024	FY 2024-2025	FY 2025-2026
001-51100-411000	COUNCIL WAGES	241,518.00	241,518.00	241,518.00
001-51100-412000	PAYROLL TAXES	18,114.00	18,113.86	18,476.14
001-51100-422300	401A TOWN CONTRIBUTIONS	21,636.00	20,000.00	18,000.00
001-51000-422400	DEFINED BENEFIT PLAN	-	-	74,596.74
001-51100-423000	LIFE AND HEALTH INSURANCE	74,138.00	93,205.65	88,753.01
001-51100-423300	DISABILITY INSURANCE	500.00	250.00	-
001-51100-423400	LONG TERM CARE INSURANCE	-	1,500.00	5,515.20
001-51100-442000	UNIFORMS	2,000.00	2,000.00	2,000.00
001-51100-443000	UTILITIES & TELEPHONE	1,000.00	3,500.00	3,500.00
001-51100-444000	RENTALS AND LEASES	-	8,000.00	8,000.00
001-51100-450000	VEHICLE MAINTANENCE	-	500.00	500.00
001-51100-450100	GASOLINE	20.00	200.00	200.00
001-51100-451000	OFFICE SUPPLIES & POSTAGE	2,000.00	20,000.00	20,000.00
001-51100-454000	PUBLICATIONS, DUES & TRAINING	8,700.00	9,000.00	20,000.00
		369,626.00	417,787.51	501,059.09



EXECUTIVE OFFICE



Executive Office



Executive Office – 3 FTEs



Executive Office

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, and the Legal Executive Assistant.
- Cost based on the estimated time worked by these individuals for the Enterprise Funds (Stormwater Fund and Water & Sewer Fund) and Special Building Fund are transferred from the respective funds into the General Fund.
- The Town Attorney provides services to all funds.



Executive Office

Budget Summary

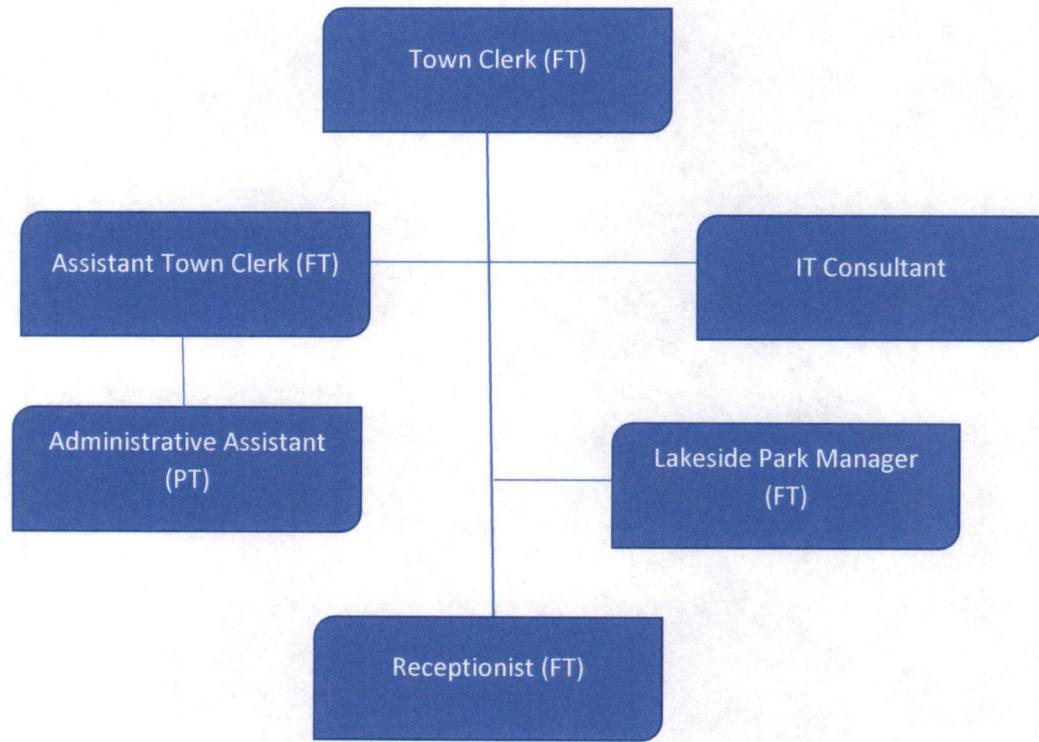
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ADOPTED FY 2023-2024	ADOPTED FY 2024-2025	PROPOSED FY 2025-2026
001-51200-411000	EXECUTIVE OFFICE WAGES	230,872	232,672	231,372
001-51200-411001	RECEPTIONIST WAGES	-	24,836	-
001-51200-411002	EXECUTIVE OFFICE STAFF WAGES	125,405	131,665	57,150
001-51200-411003	LEGAL ADMINISTRATIVE ASSISTANT	-	-	53,228
001-51200-421000	PAYROLL TAXES	27,178	29,519	26,144
001-51200-422300	401A TOWN CONTRIBUTIONS	27,368	33,000	25,519
001-51200-422400	DEFINED BENEFIT PLAN	2,500	3,000	111,000
001-51200-423000	LIFE AND HEALTH INSURANCE	72,000	82,000	105,909
001-51200-423300	DISABILITY INSURANCE	2,500	2,600	3,345
001-51200-423400	LONG-TERM CARE INSURANCE	7,000	1,200	6,010
001-51200-4xxxxx	VEHICLE STIPEND	-	-	14,400
001-51200-431000	PROFESSIONAL FEES	261,000	250,000	450,000
001-51200-431100	COMPUTER CONSULTANT	-	9,500	12,000
001-51200-431400	PRE-EMPLOYMENT	-	-	100
001-51300-437000	PROGRAM	7,000	9,000	30,000
001-51300-437008	MEDICAL TRANSPORTATION	6,000	6,000	3,000
001-51200-442000	UNIFORM	2,250	1,750	1,750
001-51200-443000	UTILITIES & TELEPHONES	1,650	15,000	15,000
001-51200-446000	REPAIRS & MAINTENANCE	-	18,000	20,000
001-51200-449000	OTHER CURRENT CHGS & OBLIG	-	10,500	15,000
001-51200-449002	EMPLOYEE EDUCATION ASSISTANCE	1,500	1,500	1,500
001-51200-450000	VEHICLE MAINTANENCE	-	1,000	30,000
001-51200-450012	FDOT - FREEBEE TRANSIT	-	100,232	100,232
001-51200-450100	GASOLINE	200	200	500
001-51200-451000	OFFICE SUPPLIES & POSTAGE	20,000	38,000	50,000
001-51200-452000	OPERATING SUPPLIES	3,000	5,500	30,000
001-51200-454000	DUE, SUBSCRIPTIONS & TRAINING	7,000	20,000	30,000
001-51200-4xxxxx	EMPLOYEE APPRECIATION	-	-	30,000
001-51200-496000	CONTINGENCY	-	200,000	300,000
		804,423	1,226,674	1,753,158



OFFICE OF THE TOWN CLERK



Office of the Town Clerk



Town Clerk Office - 3 FTEs and 1 PTE



Office of the Town Clerk

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 Records Management Liaison Officer (RMLO), 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.

Summary of Services Provided

Official Proceedings Management

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.

Records Management

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.

Recording Official Documents

Files liens, release of liens, and other official records.

Elections

Establishes the election schedule for municipal elections and coordinates election activities with the Miami Dade County Elections Department.

Legislative/Lobbyist

Coordinates the Town's legislative priorities and appropriation requests with federal and state lobbyists and tracks proposed legislation through both House and Senate.

Risk Management

Responsible for Risk Management Activities, including Workman's Comp and Property Damage claims. Coordinate with Legal and the Finance Departments.

IT Management

The Town Clerk serves as the Chief Technology Officer which is responsible for the overall technical aspects of the organization, including technology strategy and implementation, managing operations, projects, personnel, and services.



Office of the Town Clerk

Lakeside Retirement Community

The Town Clerk is the operational manager for the Lakeside retirement park.

Budget Highlights

- The Clerk's office is supported by four (4) full time positions and one (1) part-time position.
- Three (3) full-time and the one (1) part-time employee provides service for the Enterprise Funds (Stormwater Fund and the Water & Sewer Fund) and the Building Fund which are separately budgeted.
- One (1) full-time employee serves as the on-site manager for Lakeside Retirement Park.
- The Clerk's office is supported by one (1) Professional Consultant. The consultant provides technology services for all departments.

Budget Summary

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ADOPTED	ADOPTED	PROPOSED
		FY 2023-2024	FY 2024-2025	FY 2025-2026
001-51000-411000	TOWN CLERK EXECUTIVE WAGES	168,310	101,803	204,497
001-51000-411001	RECEPTIONIST WAGES	-	-	32,137
001-51000-411002	TOWN CLERK STAFF WAGE	-	71,652	24,836
001-51000-421000	PAYROLL TAXES	12,608	12,986	20,002
001-51000-422300	401A TOWN CONTRIBUTIONS	12,700	15,000	19,243
001-51000-422400	DEFINED BENEFIT PLAN	-	-	52,000
001-51000-423000	LIFE AND HEALTH INSURANCE	10,000	60,098	89,677
001-51000-423300	DISABILITY INSURANCE	100	1,454	2,124
001-51000-423400	LONG-TERM CARE INSURANCE	2,000	1,000	1,493
001-51000-431000	PROFESSIONAL FEES	-	-	-
001-51000-431100	COMPUTER CONSULTANT SERV.	-	9,000	50,000
001-51000-442000	UNIFORM	1,000	1,000	1,750
001-51000-4xxxxx	EMPLOYEE APPRECIATION	-	-	1,500
001-51000-443000	UTILITIES & TELEPHONES	1,000	14,000	14,000
001-51000-446000	REPAIRS & MAINTENANCE	-	4,000	5,000
001-51000-449000	OTHER CURRENT CHGS & OBLIG	-	-	2,000
001-51000-450100	GASOLINE	150	150	150
001-51000-451000	OFFICE SUPPLIES & POSTAGE	2,000	10,000	20,000
001-51000-452000	OPERATING SUPPLIES	2,000	1,500	50,000
001-51000-454000	DUES, SUBSCRIPTIONS & TRAINING	8,000	10,000	15,000
		219,868	313,643	605,409



COMMUNITY AFFAIRS DEPARTMENT



Community Affairs Department



Community Affairs Department

Budget Summary

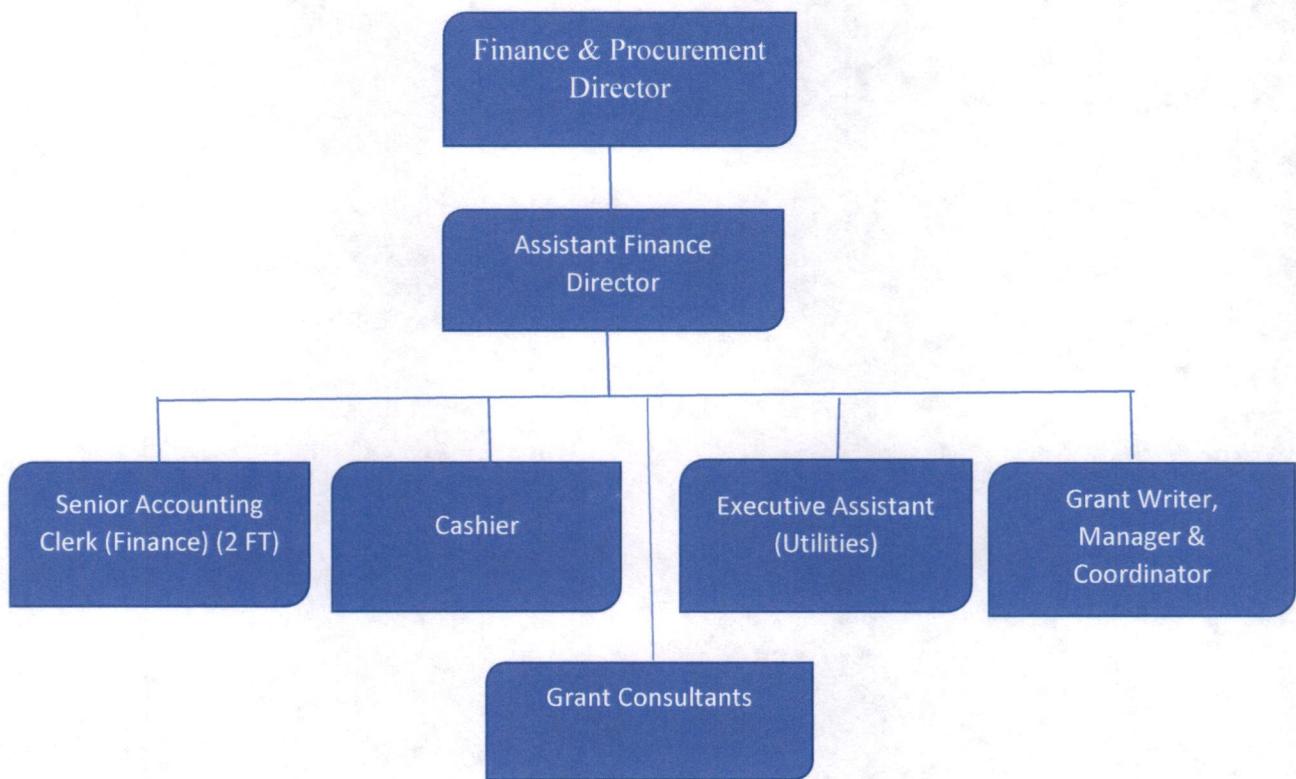
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ADOPTED	ADOPTED	PROPOSED
		FY 2023-2024	FY2024-2025	FY 2025-2026
001-5XX00-411000	EXECUTIVE WAGES	-	-	72,600
001-5XX00-411001	STAFF WAGES	-	-	55,647
001-5XX00-421000	PAYROLL TAXES	-	-	9,811
001-5XX00-422300	401A TOWN CONTRIBUTIONS	-	-	9,619
001-5XX00-422400	DEFINED BENEFIT PLAN	-	-	40,000
001-5XX00-423000	MEDICAL INSURANCE	-	-	52,114
001-5XX00-423300	DISABILITY INSURANCE	-	-	919
001-5XX00-423400	LONG TERM CARE INSURANCE	-	-	1,018
001-5XX00-437000	PROGRAMS	-	-	145,244
001-5XX00-437002	THANKSGIVING DAY	-	-	14,000
001-5XX00-437005	CHRISTMAS EXPENSE	-	-	50,000
001-5XX00-43700X	VALENTINES DAY	-	-	4,000
001-5XX00-437007	INDEPENDENCE DAY	-	-	25,000
001-5XX00-437008	EASTER	-	-	5,000
001-5XX00-43700X	SENIOR TRIP TO KEYS/EVENTS	-	-	59,000
001-5XX00-442000	UNIFORM	-	-	1,000
001-5xxx-4xxxxx	EMPLOYEE APPRECIATION	-	-	1,000
001-5XX00-451000	OFFICE SUPPLIES	-	-	8,200
001-5XX00-449000	RESERVE FOR UNEXPECTED EVENTS	-	-	18,000
		-	-	572,172



FINANCE DEPARTMENT



Finance Department



Finance – 6 FTEs



Finance Department

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.

Summary of Service Provided

Administration

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.

The Department sets financial policies for the overall management of the Town. Operating independently of changing circumstance and conditions, these policies 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.

Accounting

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 & expenditure forecasting and monitoring and risk management.

Budget

Offer accurate financial planning information to the Town's management team, the Town Council, other Town departments, Town citizens and businesses 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.



Finance Department

Debt & Specialized Accounting

The Debt & 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.

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.

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.

Payroll

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.

Procurement

Procurement is responsible for the centralized management of the procurement function 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.

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.



Finance Department

Budget Highlights

- The Finance Department is supported by five (5) full time positions, one staff is exclusively for the Utility departments. The department seek to add two (2) full time position in this FY 2026 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 financial audit services, financial advisory services as needed, other post-employment benefits (OPEB) Actuary Report and consulting fees, and for disclosure monitoring consulting.

Budget Summary

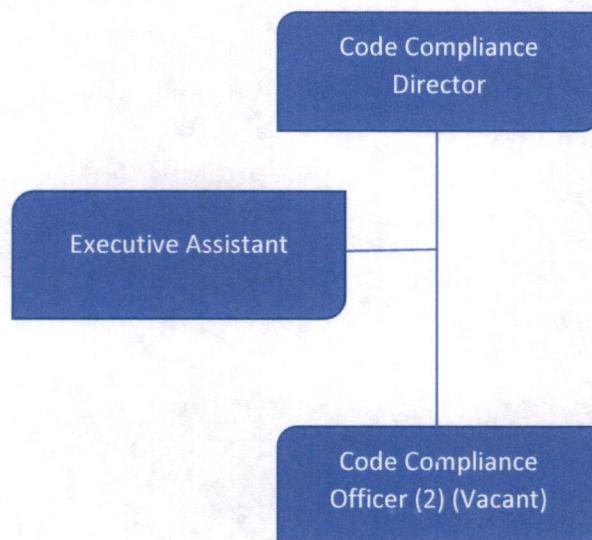
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ADOPTED FY 2023-2024	ADOPTED FY2024-2025	PROPOSED FY 2025-2026
001-51300-411000	FINANCE EXECUTIVE WAGES	105,560	108,712	219,196
001-51300-412000	FINANCE STAFF WAGES	193,899	210,970	208,999
001-51300-421000	PAYROLL TAXES	22,549	24,456	32,757
001-51300-422300	401A TOWN CONTRIBUTIONS	20,000	35,000	31,620
001-51300-422400	DEFINED BENEFIT PLAN	269,763	269,763	96,200
001-51300-423000	LIFE AND HEALTH INSURANCE	76,000	60,000	115,867
001-51300-423001	WELLNESS FUND EXPENSE	-	10,000	15,000
001-51300-423300	DISABILITY INSURANCE	1,700	4,300	3,793
001-51300-423400	LONG-TERM CARE INSURANCE	3,000	18,000	1,943
001-51300-431000	PROFESSIONAL FEES	30,000	30,000	100,000
001-51300-431100	COMPUTER CONSULTANT	136,500	9,500	30,000
001-51300-431400	PRE-EMPLOYMENT & PHYSICALS	-	150	150
001-51300-432000	AUDITING	95,000	100,000	200,000
001-51300-437000	PROGRAM EXPENSES	-	-	-
001-51300-442000	UNIFORM	2,000	2,000	3,000
001-51300-4xxxxx	EMPLOYEE APPRECIATION	-	-	3,500
001-51300-443000	UTILITIES & TELEPHONES	125,000	80,000	90,000
001-51300-445000	INSURANCE	960,000	1,200,000	1,500,000
001-51300-446000	REPAIR & MAINTENANCE	-	50,000	50,000
001-51300-449002	EMPLOYEE EDUCATION ASSISTANCE	-	-	7,200
001-51300-450100	GASOLINE	50	100	100
001-51300-451000	OFFICE SUPPLIES & POSTAGE	25,000	45,000	50,000
001-51300-452000	OPERATING SUPPLIES	25,000	10,000	40,000
001-51300-454000	DUE, SUBSCRIPTIONS & TRAINING	8,000	9,000	20,000
		2,099,021	2,276,951	2,819,324



CODE COMPLIANCE DEPARTMENT



Code Compliance Department



Code Compliance – 4 FTEs



Code Compliance Department

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

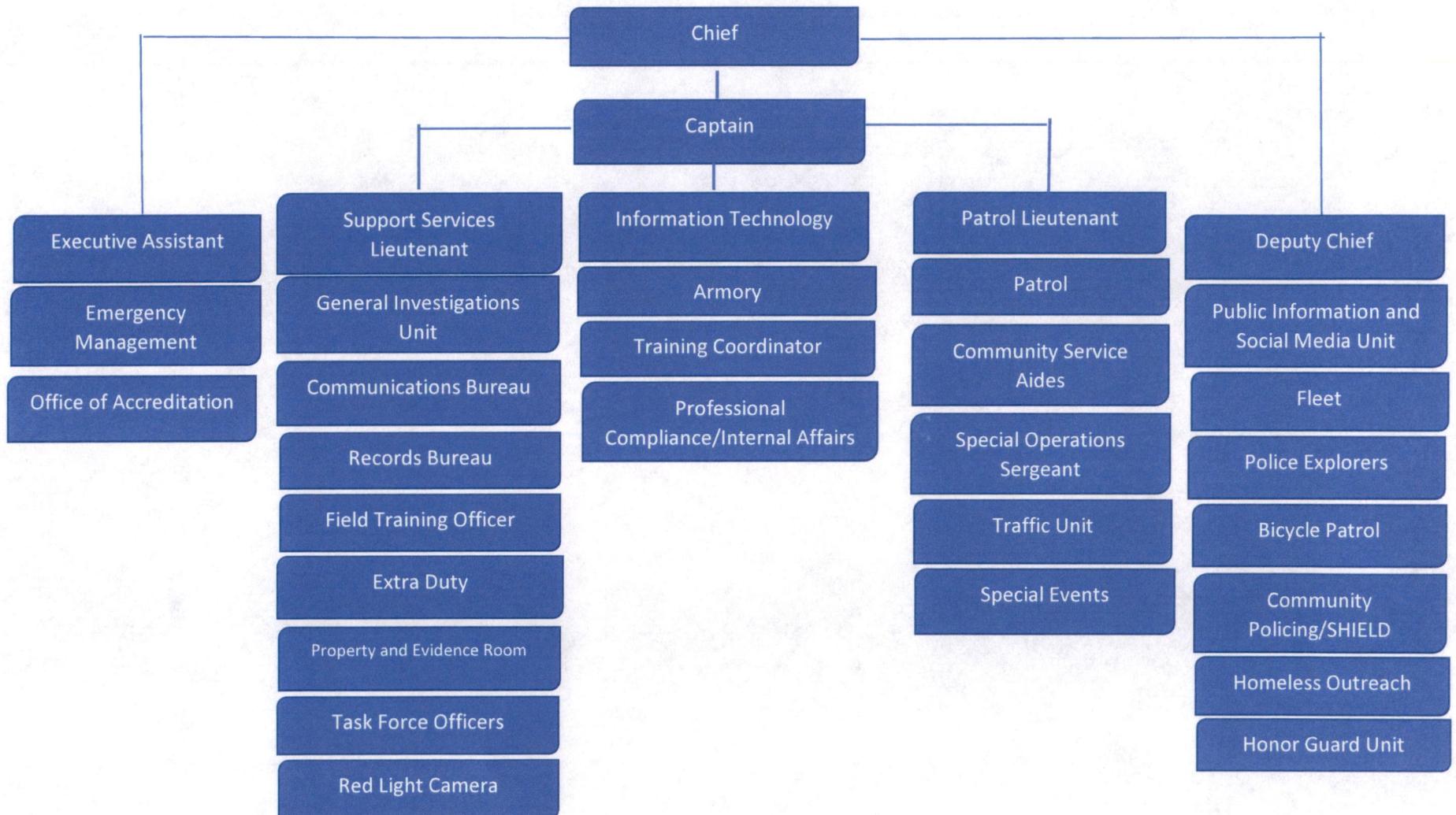
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ADOPTED FY 2023-2024	ADOPTED FY 2024-2025	PROPOSED FY 2025-2026
001-52400-411000	CODE EXECUTIVE WAGES	97,698	100,624	103,634
001-52400-412000	CODE COMPLIANCE WAGES	140,000	135,500	149,850
001-52400-412001	CODE ENFORCEMENT ADMIN SALARI	-	57,530	57,538
001-52400-421000	PAYROLL TAXES	11,401	22,113	23,968
001-52400-422300	401A TOWN CONTRIBUTIONS	11,005	15,000	23,145
001-52400-422400	DEFINED BENEFIT PLAN	25,000	25,000	46,416
001-52400-423000	MEDICAL & LIFE INSURANCE	31,834	70,000	86,682
001-52400-423300	DISABILITY INSURANCE	1,200	2,331	2,403
001-52400-423400	LONG-TERM CARE INSURANCE	3,000	2,500	1,560
001-52400-431000	PROFESSIONAL FEES	80,000	80,000	100,000
001-52400-431100	COMPUTER CONSULTING	3,500	9,000	9,000
001-52400-431400	PRE-EMPLOYMENT & PHYSICALS	-	150	150
001-52400-442000	UNIFORMS	1,500	2,000	2,000
001-52400-4xxxxx	EMPLOYEE APPRECIATION	-	-	2,000
001-52400-443000	UTILITIES	3,000	13,500	13,500
001-52400-444000	RENTAL AND LEASES	-	9,500	9,500
001-52400-446000	REPAIRS & MAINTENANCE	-	500	2,500
001-52400-449000	MISCELLANEOUS	200	200	200
001-52400-449002	EMPLOYEE EDUCATION ASSISTANCE	-	-	2,500
001-52400-450000	VEHICLE MAINTENANCE	2,500	1,500	1,500
001-52400-450100	GASOLINE	2,500	500	500
001-52400-451000	OFFICE SUPPLIES	2,250	3,900	10,000
001-52400-452000	OPERATING SUPPLIES	700	2,800	2,800
001-52400-454000	DUES, SUBSCRIPTIONS & TRAINING	3,000	1,000	5,000
001-52400-461000	VEHICLE PURCHASE & EQUIPMENT	-	-	60,000
		\$ 420,288	\$ 555,148	\$ 656,347



POLICE DEPARTMENT



Police Department



Police – 59 FTEs



Police Department

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.

Summary of Services Provided

Office of the Chief/Command Staff

Criminal Investigations

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.

Patrol

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.

Support Services

Communications Section

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 59 full time equivalent (FTEs) position.
- The budget includes funds for acquiring new police vehicles.
- The budget also provides funds for a K-9 Unit.



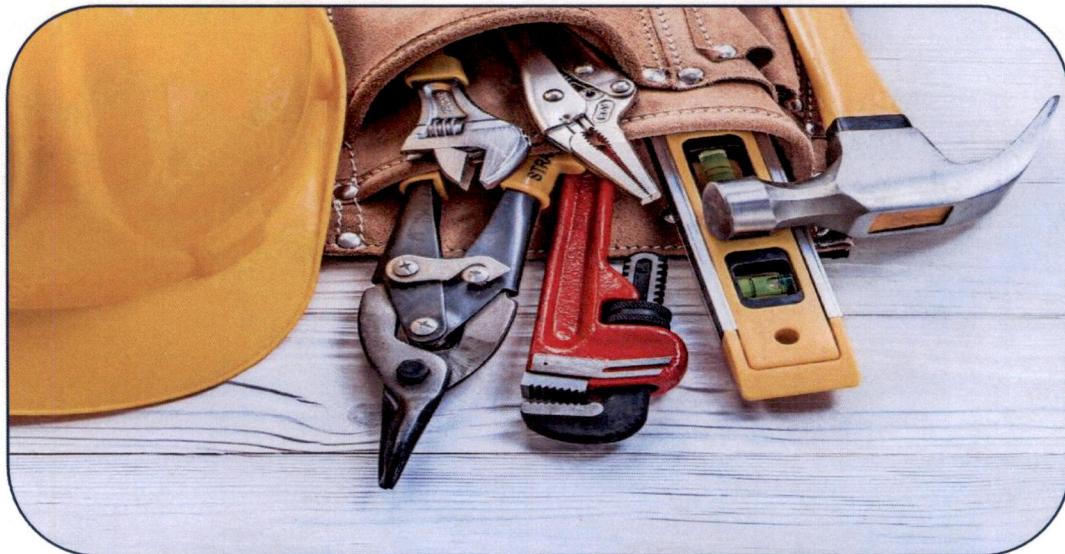
Police Department

Budget Summary

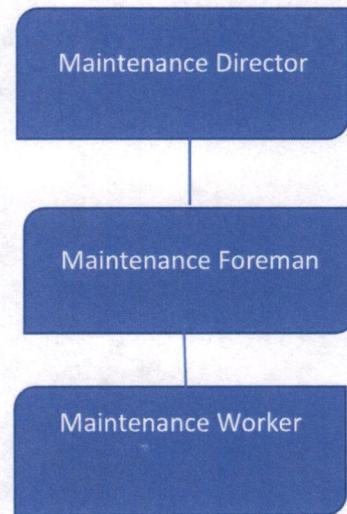
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ADOPTED FY 2023-2024	ADOPTED FY 2024-2025	PROPOSED FY 2025-2026
001-52100-411000	COMMAND STAFF WAGES	\$ 564,758	\$ 586,023	673,836
001-52100-412000	POLICE OFFICERS WAGES	3,596,909	3,832,445	3,986,400
001-52100-412001	COMM. OFFICERS WAGES	285,867	317,095	322,774
001-52100-412002	ADMINISTRATIVE WAGES	201,740	196,426	187,671
001-52100-412003	OFF DUTY PAY	225,000	450,000	500,000
001-52100-412005	GENERAL SERVICES PD	78,000	78,000	55,940
001-52100-412008	SERVICE AIDES	61,743	67,419	35,500
001-52100-421000	PAYROLL TAXES	328,000	382,455	397,686
001-52100-422300	401A TOWN CONTRIBUTIONS	45,000	50,000	44,159
001-52100-422400	DEFINED BENEFIT PLAN	900,000	1,000,000	1,000,000
001-52100-422500	DEFINED BENEFIT PLAN-GENERAL	110,000	110,000	146,982
001-52100-423000	MEDICAL & LIFE INSURANCE	1,500,000	1,600,000	1,806,250
001-52100-423300	DISABILITY INSURANCE	36,000	45,000	43,000
001-52100-423400	LONG-TERM CARE INSURANCE	22,000	20,000	25,950
001-52100-431000	PROFESSIONAL FEES	475,584	475,000	500,000
001-52100-431100	COMPUTER CONSULTING	30,000	45,000	84,000
001-52100-431400	PRE-EMPLOYMENT & PHYSICALS	11,432	7,000	10,000
001-52100-435000	INVESTIGATIONS	-	-	-
001-52100-435001	INVESTIGATIONS-HIDTA	-	2,500	3,000
001-52100-437000	PROGRAM	8,400	9,000	15,000
001-52100-437001	EXPLORER PROGRAM	5,000	5,000	10,000
001-52100-442000	UNIFORMS	73,853	90,000	90,000
001-52100-4xxxxx	EMPLOYEE APPRECIATION	-	-	15,000
001-52100-443000	UTILITIES	131,920	132,000	132,000
001-52100-444000	RENTALS AND LEASES - ENTERPRISE	-	400,000	171,220
001-52100-444001	RENTALS HIDTA	13,200	13,200	13,000
001-52100-445000	INSURANCE	15,000	20,000	30,000
001-52100-446000	REPAIRS & MAINTENANCE	15,000	35,000	40,000
001-52100-449000	MISCELLANEOUS	2,250	8,000	9,000
001-52100-449002	EDUCATIONAL ASSISTANCE	10,000	-	10,000
001-52100-450000	VEHICLE MAINTENANCE	120,420	30,000	80,000
001-52100-450100	GASOLINE	148,464	168,000	170,000
001-52100-451000	OFFICE SUPPLIES	247,990	247,990	200,000
001-52100-452000	OPERATING SUPPLIES	93,916	187,000	187,000
001-52100-452030	AMMUNITION AND TARGETS	15,170	30,000	30,000
001-52100-454000	DUES, SUBSCRIPTIONS & TRAINING	30,250	30,500	30,500
001-52100-461000	VEHICLE PURCHASE & EQUIPMENT	86,400	-	214,000
	K-9 UNIT	-	-	10,000
		\$ 9,489,266	\$ 10,670,053	\$ 11,279,868



MAINTENANCE DEPARTMENT



Maintenance Department



Building Maintenance – 3 FTEs



Maintenance Department

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

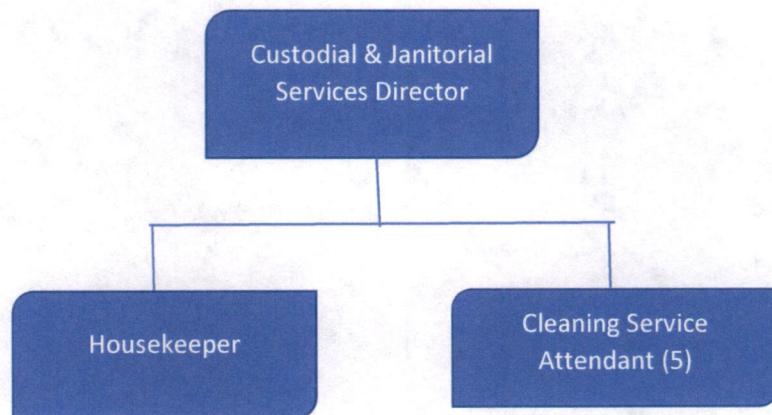
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ADOPTED FY 2023-2024	ADOPTED FY2024-2025	PROPOSED FY 2025-2026
001-51600-411000	MAINTENANCE EXECUTIVE WAGES	-	81,451	85,200
001-51600-412002	MAINTENANCE STAFF WAGES	155,946	88,637	88,934
001-51600-421000	PAYROLL TAXES	11,479	13,012	13,222
001-51600-422300	401A TOWN CONTRIBUTIONS	-	4,000	12,724
001-51600-422400	DEFINED BENEFIT PLAN	-	-	49,306
001-51600-423000	MEDICAL & LIFE INSURANCE	-	50,000	64,515
001-51600-423300	DISABILITY INSURANCE	-	1,500	1,505
001-51600-423400	LONG-TERM CARE INSURANCE	2,000	2,000	1,061
001-51600-431000	PROFESSIONAL FEES	-	-	-
001-51600-446000	REPAIRS & MAINTENANCE	92,000	95,000	95,000
001-51600-442000	UNIFORM	1,500	1,500	1,500
001-51600-4xxxxx	EMPLOYEE APPRECIATION	-	-	1,500
001-51600-443000	UTILITIES & TELEPHONES	1,000	1,700	5,000
001-51600-444000	RENTALS AND LEASES	-	15,000	12,000
001-51600-450000	VEHICLE MAINTENANCE	10,000	5,000	10,000
001-51600-450100	GASOLINE	2,000	2,000	2,000
001-51600-451000	OFFICE SUPPLIES & POSTAGE	500	1,000	2,000
001-51600-452000	OPERATING SUPPLIES	-	1,800	3,500
		276,425	363,600	448,967



CUSTODIAL AND JANITORIAL SERVICES



Custodial and Janitorial Service Department



Custodial and Janitorial Service Department

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 five (5) part-time positions.
- Each employee provides services for the Enterprise Funds and the Building Fund which are budgeted separately.

Budget Summary

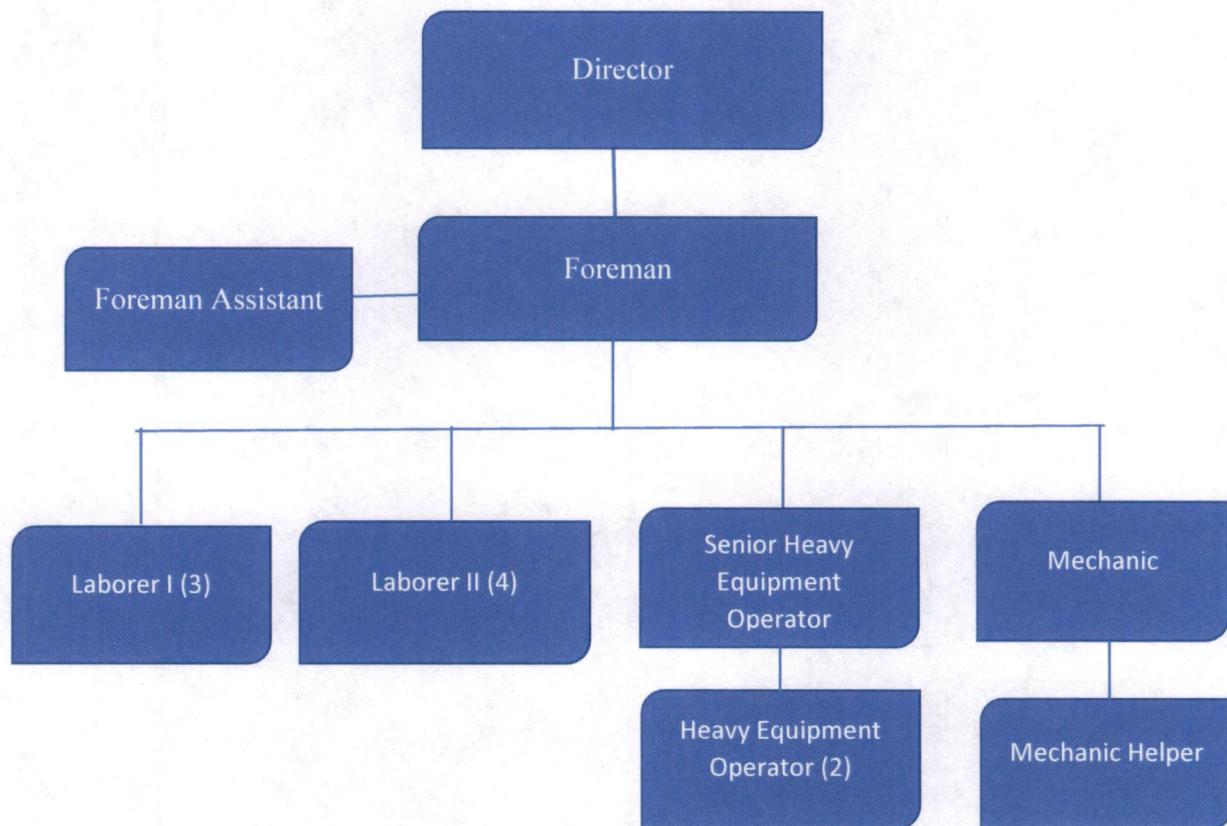
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ADOPTED FY 2023-2024	ADOPTED FY2024-2025	PROPOSED FY 2025-2026
001-51400-411000	CUSTODIAL SERVICES EXECUTIVE WAGES	-	76,360	80,910
001-51400-412004	CUSTODIAL SERVICES WAGES	195,829	132,756	180,218
001-51400-421000	PAYROLL TAXES	14,813	15,997	19,976
001-51400-422300	401A TOWN CONTRIBUTIONS	14,687	6,000	19,240
001-51400-422400	DEFINED BENEFIT PLAN	-	50,000	32,080
001-51400-423000	MEDICAL & LIFE INSURANCE	45,000	30,000	50,436
001-51400-423300	DISABILITY INSURANCE	6,500	2,500	1,007
001-51400-423400	LONG-TERM CARE INSURANCE	5,000	3,000	821
	HOME CARE SERVICES (CLEANING)	20,000	20,000	-
001-51400-442000	UNIFORMS	1,200	1,750	2,250
001-51400-4xxxxx	EMPLOYEE APPRECIATION	-	-	2,500
001-51400-443000	UTILITIES	5,000	3,000	4,000
001-51400-444000	RENTAL & LEASES	-	9,600	-
001-51400-446000	REPAIRS & MAINTENANCE	-	1,000	6,000
001-51400-450000	VEHICLE MAINTENANCE	10,000	1,000	1,200
001-51400-450100	GASOLINE	7,000	400	500
001-51400-451000	OFFICE SUPPLIES	120,000	20,000	2,000
001-51400-452000	OPERATING SUPPLIES	25,000	25,000	10,000
		470,029	398,363	413,137



PUBLIC WORKS DEPARTMENT



Public Works Department



Public Works – 15 FTEs



Public Works Department

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.

Summary of Services Provided

Administration and Maintenance

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 rights-of-way for the citizens and visitors of Medley.

Budget Highlights

- The budget includes 1 Department Head, 1 Foreman, 1 assistant foreman, and 12 full-time Staff – five (5) of the positions are currently vacant.
- The budget includes funding for lease of heavy-duty vehicles.



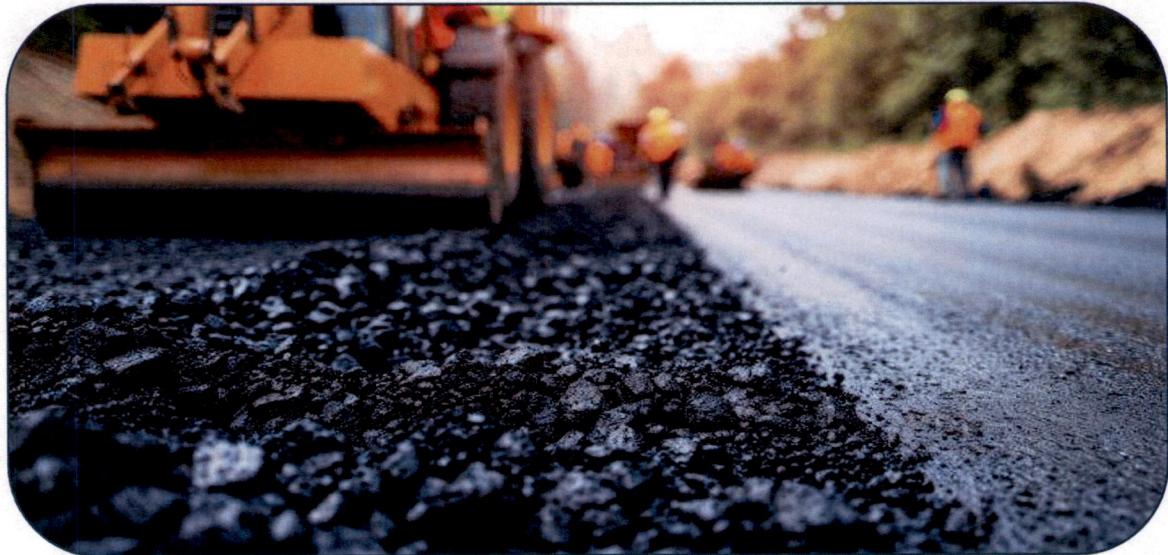
Public Works Department

Budget Summary

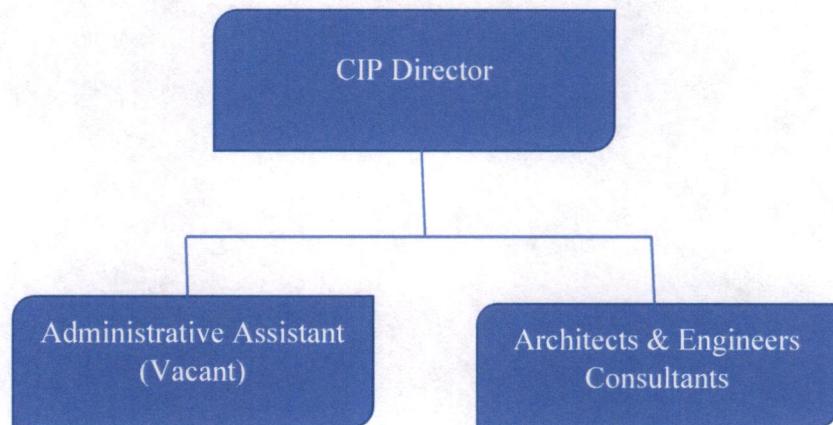
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ADOPTED	ADOPTED	PROPOSED
		FY 2023-2024	FY2024-2025	FY 2025-2026
001-53900-411000	PUBLIC WORKS EXECUTIVE WAGES	102,123	93,670	96,980
001-53900-412000	PUBLIC WORKS WAGES	538,802	646,596	646,346
001-53900-412008	PUBLIC WORKS ALLOCATED WAGES	10,000	-	-
001-53900-421000	PAYROLL TAXES	47,807	56,630	56,864
001-53900-422300	401A TOWN CONTRIBUTIONS	48,000	48,000	54,752
001-53900-422400	DEFINED BENEFIT PLAN	175,000	180,000	227,644
001-53900-423000	MEDICAL & LIFE INSURANCE	250,000	248,565	293,765
001-53900-423300	DISABILITY INSURANCE	6,000	7,000	5,723
001-53900-423400	LONG-TERM CARE INSURANCE	15,000	16,000	5,560
001-53900-431100	COMPUTER CONSULTING	-	8,480	9,000
001-53900-431400	PRE-EMPLOYMENT	1,000	150	250
001-53900-442000	UNIFORMS	8,500	8,500	7,500
001-53900-4xxxxx	EMPLOYEE APPRECIATION	-	-	5,000
001-53900-443000	UTILITIES	80,000	80,000	80,000
001-53900-444000	LEASE AND RENTAL	1,000	50,000	40,000
001-53900-445000	INSURANCE	2,000	2,000	5,000
001-53900-446000	REPAIRS & MAINTENANCE	60,000	15,000	15,000
001-53900-4xxxxx	ROAD REPAIR	-	900,000	900,000
001-53900-449000	MISCELLANEOUS	1,000	1,000	1,000
001-53900-449002	EMPLOYEE EDUCATION ASSISTANCE	2,500	1,000	1,000
001-53900-450000	VEHICLE MAINTENANCE	22,000	15,000	15,000
001-53900-450100	GASOLINE	45,000	15,000	15,000
001-53900-450200	HEAVY EQUIPMENT	5,000	5,000	15,000
001-53900-461003	HEAVY EQUIPMENT-PURCHASE	-	100,000	100,000
001-53900-451000	OFFICE SUPPLIES	2,500	7,000	7,000
001-53900-452000	OPERATING SUPPLIES	12,000	25,000	25,000
001-53900-452001	SAFETY EQUIPMENT	2,500	2,500	2,500
001-53900-453000	ROAD MATERIALS AND SUPPLIES	72,000	130,000	130,000
001-53900-453100	RAILROAD CROSSINGS	105,000	105,000	105,000
001-53900-454000	DUES, SUBSCRIPTIONS & TRAINING	6,000	1,500	1,500
001-53900-455000	SMALL EQUIPMENT	8,500	25,000	35,000
001-53900-456000	RECYCLING FEES	16,000	27,000	35,000
		\$ 1,645,232	\$ 2,820,591	\$ 2,937,384



CAPITAL IMPROVEMENT PROJECTS DEPARTMENT



Capital Improvement Projects Department



CIP – 2 FTEs



Capital Improvement Projects Department

Department Objective

Provide cost effective municipal and infrastructure services.

Summary of Services Provided

Engineering

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.

Transportation

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.

Public Outreach Activities

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.

Financial Planning

The department work with contractors to ensure that the project does not exceed the approved cost without proper justification.

Planning and Zoning

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

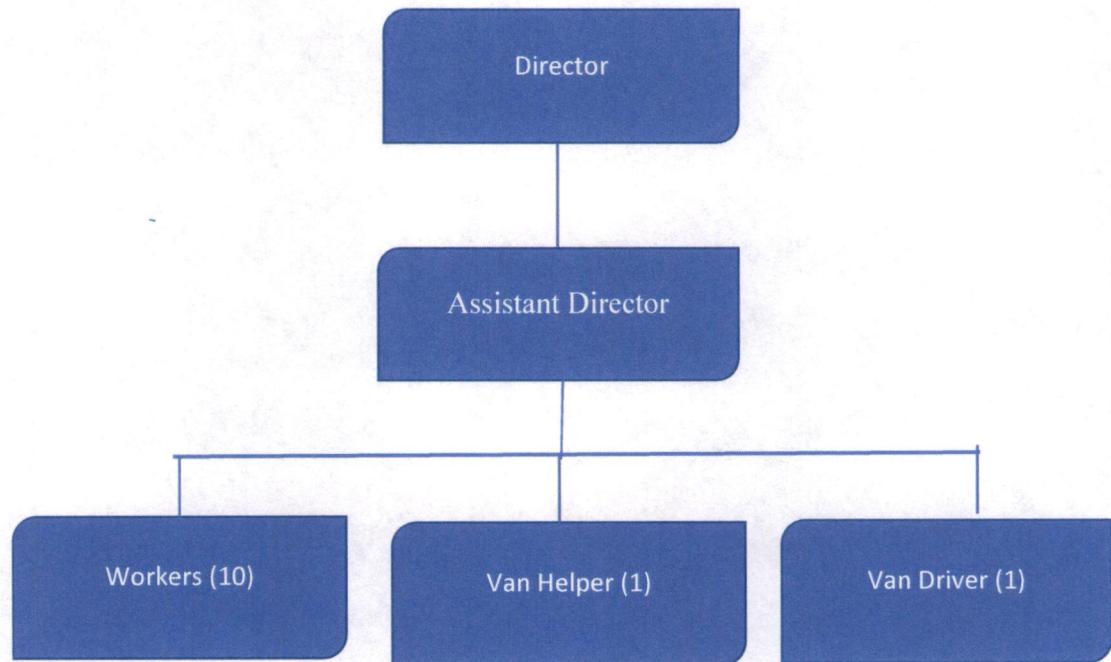
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PROPOSED	ADOPTED	PROPOSED
		FY 2023-2024	FY 2024-2025	FY 2025 -2026
001-55900-411000	EXECUTIVE WAGES	113,800	-	100,500
001-55900-412000	DEPARTMENT WAGES	47,300	119,900	52,500
001-55900-421000	PAYROLL TAXES	12,247	9,172	11,705
001-55900-422300	401A TOWN CONTRIBUTIONS	11,008	5,000	11,475
001-55900-422400	DEFINED BENEFIT PLAN	15,000	10,000	12,000
001-55900-423000	MEDICAL & LIFE INSURANCE	25,000	10,000	26,485
001-55900-423300	DISABILITY INSURANCE	1,000	1,000	1,683
001-55900-423400	LONG-TERM CARE INSURANCE	1,000	1,000	1,354
001-55900-431000	PROFESSIONAL FEES	26,000	450,000	450,000
001-55900-431100	COMPUTER CONSULTING	4,000	9,000	9,000
001-55900-431400	PRE-EMPLOYMENT	150	100	100
001-55900-442000	UNIFORMS	1,500	1,000	1,000
001-55900-4xxxxx	EMPLOYEE EDUCATION ASSISTANCE	-	-	1,500
001-55900-4xxxxx	EMPLOYEE APPRECIATION	-	-	1,000
001-55900-444000	RENTAL AND LEASE	-	-	15,000
001-55900-443000	UTILITIES	1,000	12,000	12,000
001-55900-446000	REPAIRS & MAINTENANCE	200	7,000	7,000
001-55900-449000	MISCELLANEOUS	1,000	1,000	2,000
001-55900-450000	VEHICLE MAINTENANCE	1,000	-	-
001-55900-451000	OFFICE SUPPLIES	1,000	12,000	20,000
001-55900-452000	OPERATING SUPPLIES	4,000	3,000	15,000
001-55900-454000	DUES, SUBSCRIPTIONS & TRAINING	1,000	1,000	5,000
		\$ 267,205	\$ 652,172	\$ 756,302



HOT MEAL PROGRAM



Hot Meal Program



Hot Meal – 5 FTEs & 9 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.

Summary of Services Provided

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.

Budget Highlights

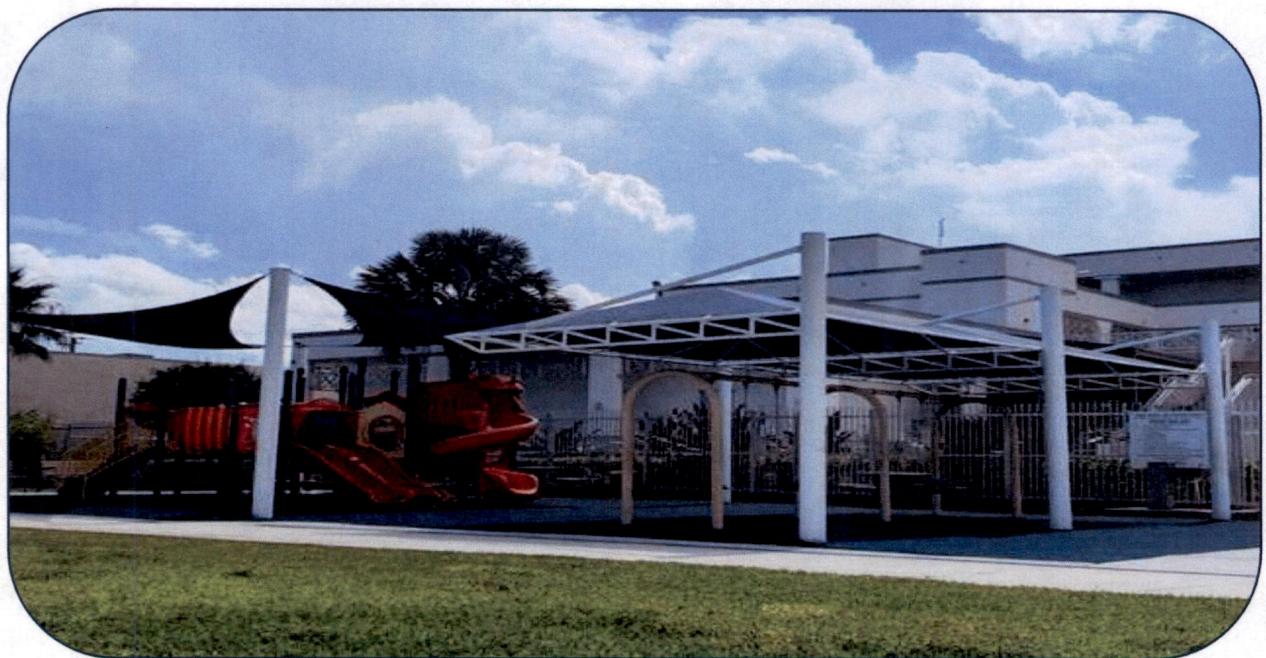
The Hot Meal Department's staff includes 1 full-time Hot Meal Program Director, a proposed Assistant Director, 3 full-time and 6 part-time Hot Meal Program Workers and Attendants, 1 full-time Hot Meal Van Driver, 2 full time and 1 part-time Hot Meal Van Helper. When needed, personnel from other departments also work in this department performing duties such as hot meal van driver.

Budget Summary

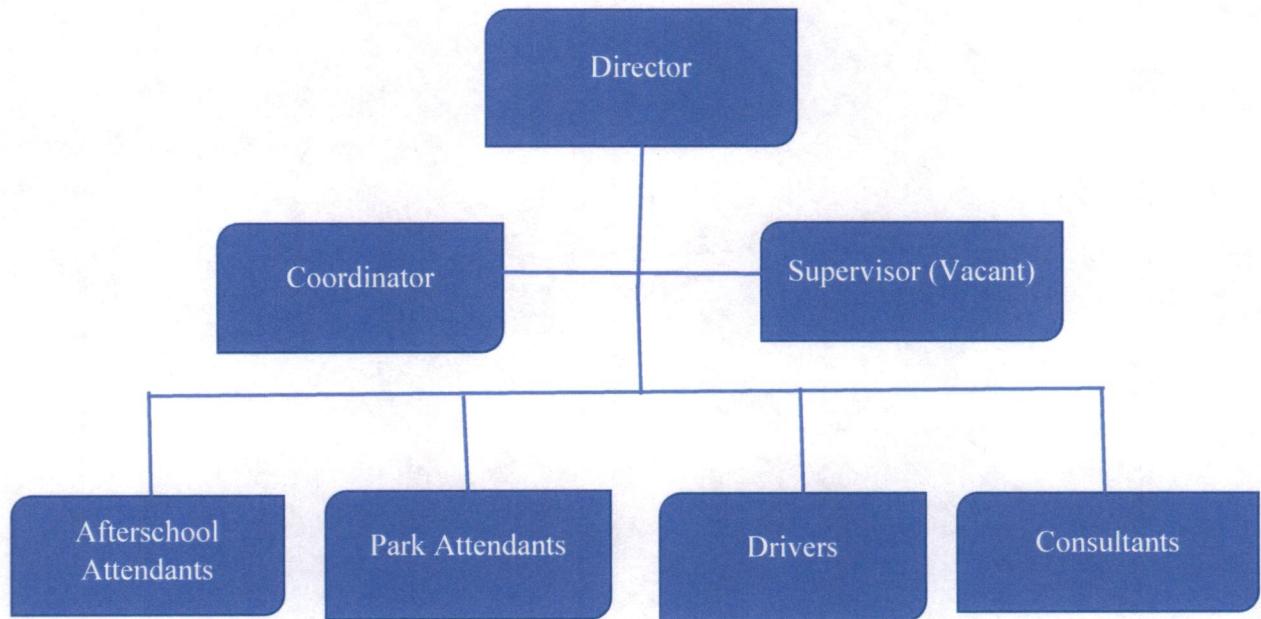
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ADOPTED FY 2023-2024	ADOPTED FY 2024-2025	PROPOSED FY 2025-2026
001-56900-411000	EXECUTIVE WAGES	75,434	79,758	134,699
001-56900-412000	MEAL PROGRAM STAFF WAGES	293,612	510,459	403,158
001-56900-412002	MEAL PROGRAM DELIVERY WAGES	-	-	-
001-56900-412003	VAN HELPER WAGES	96,410	-	-
001-56900-412004	MEDICAL TRANSPORTATION WAGES	-	-	-
001-56900-412005	GENERAL SERVICE WAGES	-	-	-
001-56900-421000	PAYROLL TAXES	33,000	45,152	41,574
001-56900-422300	401A TOWN CONTRIBUTIONS	22,000	22,000	40,136
001-56900-422400	DEFINED BENEFIT PLAN	70,000	70,000	70,000
001-56900-423000	MEDICAL & LIFE INSURANCE	170,000	170,000	196,624
001-56900-423300	DISABILITY INSURANCE	5,000	5,000	2,971
001-56900-423400	LONG-TERM CARE INSURANCE	6,500	6,500	4,032
001-56900-431000	PROFESSIONAL FEES	-	-	-
001-56900-431100	COMPUTER CONSULTANT SERV	-	9,000	9,000
001-56900-437000	PROGRAM EXPENSES-HOT MEALS	770,000	800,000	800,000
001-56900-437007	HOMECARE SERVICES	-	-	-
001-56900-437008	MEDICAL TRANSPORTATION	-	-	-
001-56900-437009	WEEKEND MEALS	125,000	190,000	190,000
001-56900-442000	UNIFORMS	6,500	6,500	4,750
001-56900-443000	EMPLOYEE APPRECIATION	-	-	3,000
001-56900-444000	UTILITIES	20,000	20,000	20,000
001-56900-444000	LEASE AND RENTAL	-	10,000	10,000
001-56900-445000	INSURANCE	-	-	-
001-56900-446000	REPAIRS & MAINTENANCE	25,000	25,000	25,000
001-56900-449000	MISCELLANEOUS	500	150	150
001-56900-450000	VEHICLE MAINTENANCE	10,000	10,000	10,000
001-56900-450100	GASOLINE	5,000	4,000	4,000
001-56900-451000	OFFICE SUPPLIES	2,000	2,000	2,000
001-56900-451000-COVID19	OFFICE SUPPLIES-COVID19	-	-	-
001-56900-452000	OPERATING SUPPLIES	80,145	82,000	82,000
001-56900-463000	IMPROVEMENTS	-	-	-
		\$ 1,816,101	\$ 2,067,518	\$ 2,053,094



SOCIAL SERVICE AND PARKS AND RECREATION DEPARTMENT



Social Services and Parks and Recreation Department



Parks & Recreation – 3 FTEs & 17 PTEs



Social Services and Parks and Recreation Department

Department Objective

The mission of the Social Services and Parks and Recreation Department is to foster a healthy, vibrant, and inclusive community by delivering high-quality social services, diverse recreational programs, and the thoughtful stewardship of parks and public spaces. Our goal is to enhance the quality of life for all residents and visitors of the Town through initiatives that support individual well-being, promote community engagement, and encourage sustainable practices.

Through collaboration with residents, local organizations, and regional partners, we aim to build a resilient, welcoming, and livable community for current and future generations.

Summary of Services Provided

The Town of Medley offers a wide range of programs and services for residents of all ages. For children through high school, the Town provides before-care, after-school, and summer camp programs, as well as school bus transportation to local schools. To support youth development, the Town offers incentives for high school graduates, sponsors a youth club for ages 13 to 18, and provides grants to youth sports programs. Through the Medley Foundation, eligible college students may also receive start-up grants of up to \$8,400.

In addition, the Town provides a variety of services and recreational opportunities for the entire community. Residents can enjoy well-maintained parks, playgrounds, batting cages, a walking path, a linear park, and a fully equipped gym facility.

Budget Highlights

- The budget includes 1 full-time Director, 1 full-time Supervisor (vacant), 1 full time bus driver, 1 part time Coordinator, and 16 part-time Park Attendants, Afterschool Attendants, School Bus Driver.
- 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 DESCRIPTION	ADOPTED FY 2023-2024	ADOPTED FY 2024-2025	PROPOSED FY 2025-2026
001-57200-411000	EXECUTIVE WAGES	93,454	96,288	174,705
001-57200-412000	PARK ATTENDANT WAGES	126,028	-	-
001-57200-412002	AFTERSCHOOL/SUMMER CAMP WAGES	300,000	573,064	478,159
001-57200-412008	SCHOOL BUS WAGES	80,000	-	94,987
001-57200-421000	PAYROLL TAXES	45,100	51,205	54,049
001-57200-422300	401A TOWN CONTRIBUTIONS	13,000	13,000	52,164
001-57200-422400	DEFINED BENEFIT PLAN	36,000	36,000	37,000
001-57200-423000	MEDICAL & LIFE INSURANCE	190,000	200,000	150,099
001-57200-423300	DISABILITY INSURANCE	1,500	1,500	1,641
001-57200-423400	LONG-TERM CARE INSURANCE	1,000	1,000	470
001-57200-431000	PROFESSIONAL FEES	60,000	250,000	300,000
001-57200-431100	COMPUTER CONSULTING	-	9,000	9,000
001-57200-431400	PRE-EMPLOYMENT	-	-	500
001-57200-437000	NON AGE RESTRICTED OTHER PROGRAMS	10,000	10,000	-
001-57200-437001	CHILDREN EVENTS	2,000	2,000	3,500
001-57200-437002	THANKSGIVING EXPENSES	15,000	20,000	-
001-57200-437003	SPORT PROGRAMS	2,000	2,000	6,500
001-57200-437004	SUMMER CAMP PROGRAM	10,000	12,000	15,000
001-57200-437005	CHRISTMAS EXPENSES	15,000	5,000	-
001-57200-437006	AFTERSCHOOL PROGRAM EXPENSES	25,000	20,000	20,000
001-57200-437007	JULY 4 EXPENSES	5,000	5,000	-
001-57200-437008	EASTER EXPENSES	5,000	5,500	1,000
001-57200-437010	MYSC PROGRAM EXPENSES	5,000	7,000	20,000
001-57200-437011	HOME CARE SERVICES	30,000	30,000	60,000
001-57200-442000	UNIFORMS	4,800	5,000	5,500
001-57200-4xxxx	EMPLOYEE APPRECIATION	-	-	4,000
001-57200-443000	UTILITIES	12,000	30,000	30,000
001-57200-445000	INSURANCE	2,000	2,000	5,000
001-57200-446000	REPAIRS & MAINTENANCE	20,000	40,000	40,000
001-57200-449000	MISCELLANEOUS	1,000	1,500	2,000
001-57200-449002	EMPLOYEE EDUCATION ASSISTANT	3,000	1,000	1,000
001-57200-450000	VEHICLE MAINTENANCE	10,000	10,000	10,000
001-57200-450100	GASOLINE	10,000	10,000	10,000
001-57200-451000	OFFICE SUPPLIES	6,000	8,000	8,000
001-57200-452000	OPERATING SUPPLIES	10,000	40,000	40,000
001-57200-452002	OPERATING SUPPLIES AFTERSCHOOL	-	11,000	11,000
001-57200-454000	DUES, SUBSCRIPTIONS & TRAINING	1,000	500	1,500
001-57200-463000	PARK IMPROVEMENTS	-	-	600,000
		\$ 1,149,882	\$ 1,508,558	\$ 2,246,774



LAKESIDE RETIREMENT PARK



Lakeside Retirement Park

Objectives

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

Budget Highlights

- The budget includes a full time Park Manager
- 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 DESCRIPTION	ADOPTED FY 2023-2024	ADOPTED FY2024-2025	PROPOSED FY 2025-2026
001-56800-412000	STAFF SALARIES	-	-	67,450
001-56800-421000	PAYROLL TAXES	-	-	5,160
001-56800-422300	401A TOWN CONTRIBUTIONS	-	-	5,059
001-56800-422400	DEFINED BENEFIT PLAN	-	-	10,000
001-56800-423000	MEDICAL & LIFE INSURANCE	-	-	13,170
001-56800-423300	DISABILITY INSURANCE	-	-	551
001-56800-423400	LONG-TERM CARE INSURANCE	-	-	403
001-56800-431000	PROFESSIONAL FEES	10,000	55,000	10,000
001-56800-442000	UNIFORMS	-	-	500
	EMPLOYEE APPRECIATION	-	-	500
001-56800-443000	UTILITIES	30,000	33,000	35,000
001-56800-444000	RENT	145,519	170,000	170,000
001-56800-445000	INSURANCE	1,300	1,500	15,000
001-56800-446000	REPAIRS & MAINTENANCE	25,000	25,000	25,000
001-56800-449000	MISCELLANEOUS	500	500	500
001-56800-449010	REAL ESTATE TAXES	18,600	17,000	20,000
001-56800-451000	OFFICE SUPPLIES	-	-	5,000
001-56800-452000	OPERATING SUPPLIES	1,500	-	30,000
001-56800-453000	ROAD MATERIALS AND SUPPLIES	5,000	15,000	20,000
001-56800-454000	DUES, SUBSCRIPTIONS & TRAINING	-	-	3,000
001-56800-461000	VEHICLE PURCHASE	-	-	1,000
001-56800-463000	IMPROVEMENTS	-	-	4,000
001-56800-464000	MACHINERY AND EQUIPMENT	-	-	500
		237,419	317,000	441,793

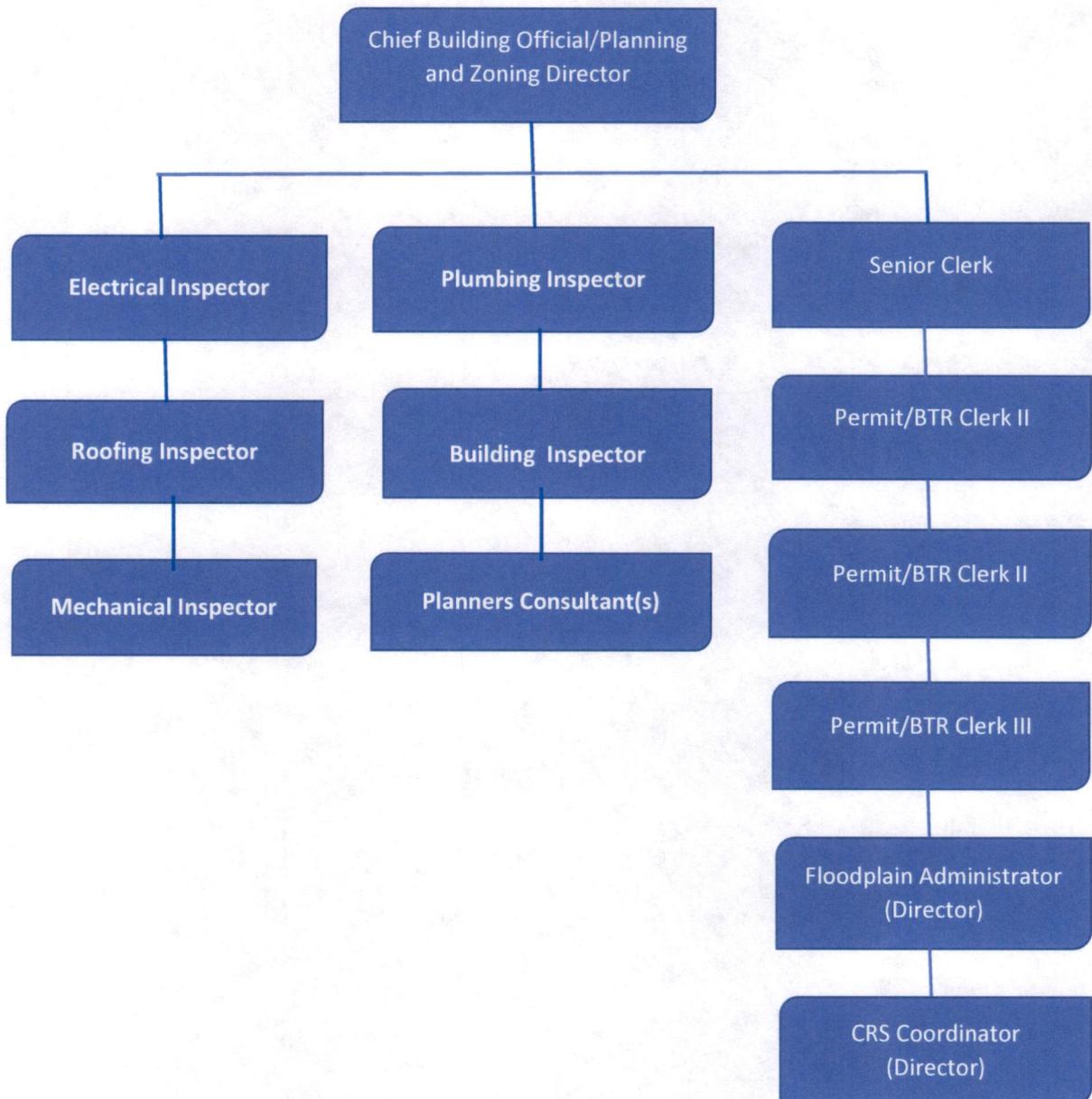




SPECIAL REVENUE FUND
REVENUE, EXPENDITURE AND FINANCIAL TRENDS



Building Department Special Revenue Fund



Building – 5 FTEs and 5 PTEs



Building Department Special Revenue Fund

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.

Summary of Services Provided

Development Review

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.

Construction Services

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.

Business Tax Receipts

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.



Building Department Special Revenue Fund

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ADOPTED FY 2023-2024	ADOPTED FY 2024-2025	PROPOSED FY 2025-2026
REVENUES				
101-00000-321200	CHANGE OF CONTRACTOR	2,000	2,000	2,000
101-00000-322000	BUILDING PERMITS	2,500,000	2,500,000	2,000,000
101-00000-322001	BUILDING PERMITS-RADON	95,000	95,000	95,000
101-00000-322002	BUILDING PERMITS-CODE COMPLIANCE	50,000	-	-
101-00000-322004	BUILDING PERMITS-MISCELLANEOUS	25,000	25,000	25,000
101-00000-322005	BUILDING PERMITS-MECHANICAL	47,000	60,000	75,000
101-00000-322006	BUILDING PERMITS-ELECTRICAL	95,000	95,000	120,000
101-00000-322007	BUILDING PERMITS-PLUMBING	20,000	40,000	45,000
101-00000-322008	BUILDING PERMITS-ROOFING	60,000	60,000	100,000
101-00000-322009	BUILDING PERMITS-PAVING & DRAINAGE	48,000	48,000	100,000
101-00000-322011	BUILDING PERMITS-SIGN	-	3,000	6,000
101-00000-322012	BUILDING PERMITS-FENCE	-	-	-
101-00000-322014	EDUCATION FEES FOR BUILDING DEPT	-	-	-
101-00000-322016	FLOOD PLAN REVIEW	-	-	25,000
101-00000-329115	TECHNOLOGY FEE	350,000	350,000	250,000
101-00000-341300	ADMINISTRATIVE SERVICE FEES	2,000	3,000	3,000
Total Budgeted Revenues		3,294,000	3,281,000	2,846,000

Budget Highlights

- Building Department is supported by 5 full time equivalent positions which include 1 director, 1 Senior Clerk, 1 Clerk III, and 2 Clerk II.
- The budget also includes 5 part time inspectors (Building, Electrical, Mechanical, Plumbing, and Roofing Inspectors).
- Operating expenditures include funding the Town contracts for consultants
- 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 2025/26 include \$425,995 to the General Fund.



Building Department Special Revenue Fund

Budget Summary

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ADOPTED FY 2023-2024	ADOPTED FY2024-2025	PROPOSED FY 2025-2026
EXPENDITURES				
101-51500-411000	BUILDING OFFICIAL WAGES	124,100	127,808	150,500
101-51500-411002	BUILDING STAFF WAGES	241,908	239,730	253,652
101-51500-412000	BUILDING & ZONING INSPECTOR WAGES	-	-	236,500
101-51500-412007	ALLOCATED SALARIES (GF)	136,532	257,936	425,995
101-51500-421000	PAYROLL TAXES	27,849	28,117	49,719
101-51500-422300	401A TOWN CONTRIBUTIONS	27,303	28,000	47,861
101-51500-422400	DEFINED BENEFIT PLAN	105,000	105,000	250,000
101-51500-423000	MEDICAL & LIFE INSURANCE	94,000	95,000	130,414
101-51500-423300	DISABILITY INSURANCE	5,000	5,000	2,643
101-51500-423400	LONG-TERM CARE INSURANCE	4,000	4,000	4,291
101-51500-431000	PROFESSIONAL FEES	905,000	1,200,000	1,200,000
101-51500-431100	COMPUTER CONSULTING	35,000	40,000	40,000
101-51500-431400	PRE-EMPLOYMENT	100	150	250
101-51500-434007	STATE & COUNTY FEES	85,000	85,000	100,000
101-51500-442000	UNIFORMS	2,500	2,500	3,750
101-51500-4xxxxx	EMPLOYEE APPRECIATION	-	-	7,000
101-51500-443000	UTILITIES	13,500	13,500	13,500
101-51500-444000	LEASE AND RENTALS	-	15,000	30,000
101-51500-445000	INSURANCE	35,000	35,000	55,000
101-51500-446000	REPAIRS & MAINTENANCE	8,000	15,000	15,000
101-51500-449000	MISCELLANEOUS	-	250	250
101-51500-449002	EDUCATION REIMBURSEMENTS	-	-	1,500
101-51500-450000	VEHICLE MAINTENANCE	1,000	1,000	1,000
101-51500-450100	GASOLINE	500	500	500
101-51500-451000	OFFICE EXPENSES	50,000	20,000	20,000
101-51500-452000	OPERATING SUPPLIES	8,000	40,000	40,000
101-51500-454000	DUES, SUBSCRIPTIONS & TRAINING	5,000	35,000	35,000
101-51500-461000	NEW VEHICLE	56,000	-	100,000
101-51500-464000	NEW PERMITTING SOFTWARE	155,000	-	-
	CONTINGENCY	-	200,000	250,000
TOTAL EXPENDITURES		2,125,292	2,593,491	3,464,325





OTHER CATEGORIES



Other Expenditure Categories

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 1st, 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.



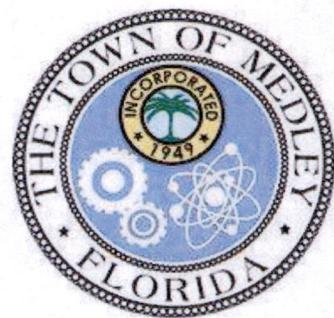
Major Capital Expenditures Funded by the General Fund

The Town's capital expenditures budget includes projects not completed during FY 2024-2025. In addition, major projects to be undertaken during the 2025-2026 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 2026 is projected to be \$31.2M.





ENTERPRISE FUND – WATER & SEWER REVENUE, EXPENDITURE AND FINANCIAL TRENDS



WATER AND SEWER DEPARTMENT

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 DEPARTMENT

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
2025 - 2026 (budgeted)	\$6,800,000	\$290,000	\$0	\$410,000	\$0
2024 - 2025 (projected)	\$6,800,000	\$290,000	\$0	\$410,000	\$0
2023 - 2024	\$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



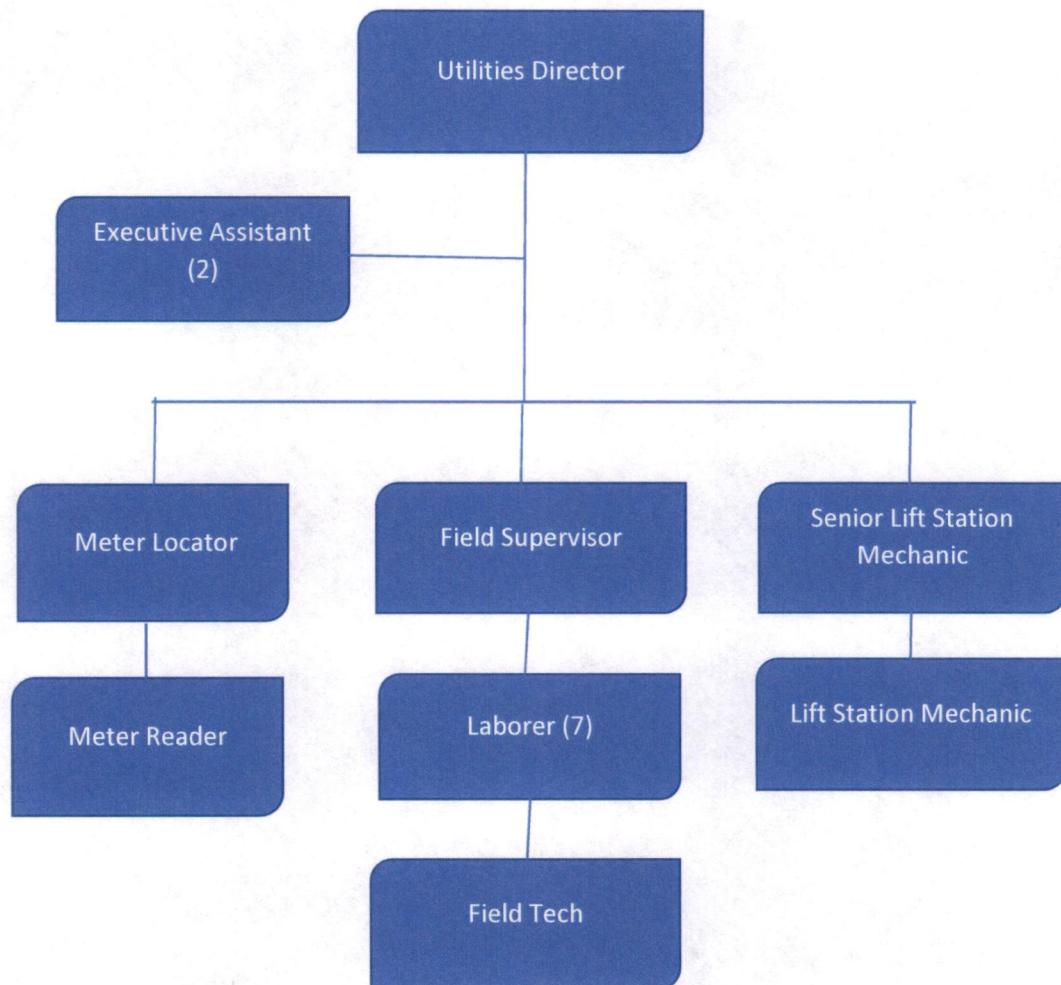
WATER AND SEWER DEPARTMENT

REVENUE BY SOURCE

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ADOPTED FY 2023-2024	ADOPTED FY 2024-2025	PROPOSED FY 2025-2026
010-00000-334900	GRANT REVENUE-FDOT & ARPA	-	-	-
010-00000-325105-SW0285	PELMAD DISTRICT	410,000	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	45,000	45,000	45,000
010-00000-343302	RESIDENTIAL SEWER FEES	53,000	53,000	53,000
010-00000-343303	COMMERCIAL WATER FEES	3,180,000	3,200,000	3,200,000
010-00000-343304	COMMERCIAL SEWER FEES	3,550,000	3,600,000	3,600,000
010-00000-343305	LATE FEES	105,000	105,000	105,000
010-00000-343307	FIRE SPRINKLER BILLINGS	25,000	32,000	32,000
010-00000-343600	WATER & SEWER OTHER	-	-	-
010-00000-343601	JOINT USER FEES-PENNSUCO	-	-	-
010-00000-343602	INSTALLATION & CONNECTION FEES	90,000	90,000	90,000
010-00000-343603	SEWER SYSTEM MISCELLANEOUS CHARGES	70,000	70,000	70,000
010-00000-361000	INTEREST EARNINGS	50,000	300,000	250,000
010-00000-369000	MISCELLANEOUS	3,000	5,000	5,000
010-00000-369100	GAIN/LOSS ON EQUIPMENT SALE	-	-	-
010-00000-381000	OPERATING TRANSFER FROM STORMWATER	-	107,687	158,160
	TOTAL BUDGETED REVENUES	7,581,000	8,017,687	8,018,160
	Source/(Use) of Fund Equity	-	724,099	1,155,885
	TOTAL REVENUE	7,581,000	8,741,786	9,174,045



WATER AND SEWER DEPARTMENT



Water & Sewer – 16 FTEs



WATER AND SEWER DEPARTMENT

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.

Summary of Services Provided

Administration

The department is responsible for the administration, regulatory compliance, permitting, and intergovernmental relations regarding the Town's water and sewer programs. Responsibilities include, but not limited to, the capital improvement plan, planning, and engineering support.

Regulatory Compliance

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 16 full-time employees including the Department Director and Administrative Staff.
- Water and Sewer Fund reimburses the General Fund for administrative services such as Executive, Finance, Legal, Town Clerk, Building Maintenance, Custodial Services and Capital Improvement departments functions. A transfer of \$252,768.
- Certain water personnel salaries and wages are allocated to the stormwater department.
- Operating expenses include \$1,200,000 for water purchases from Miami-Dade County and \$2,700,000 for sewer processing. The amounts projected are based on Miami-Dade Water and Sewer projections.



WATER AND SEWER DEPARTMENT

Budget Summary

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ADOPTED FY 2023-2024	ADOPTED FY2024-2025	PROPOSED FY 2025-2026
010-53600-411000	EXECUTIVE WAGES	127,545	131,342	98,080
010-53600-412000	TECHNICAL STAFF WAGES	443,903	486,535	623,594
010-53600-412001	ADMINISTRATIVE STAFF WAGES	114,763	127,408	128,970
010-53600-412007	WAGES ALLOCATED FROM GENERAL FUND	198,275	250,000	252,768
010-53600-421000	PAYROLL TAXES	50,700	57,014	66,062
010-53600-422300	401A TOWN CONTRIBUTIONS	65,000	67,000	63,125
010-53600-422400	DEFINED BENEFIT PLAN	270,000	300,000	300,000
010-53600-423000	MEDICAL & LIFE INSURANCE	315,000	325,000	327,401
010-53600-423300	DISABILITY INSURANCE	83,000	15,000	6,476
010-53600-423400	LONG-TERM CARE INSURANCE	8,000	9,000	4,582
010-53600-431000	PROFESSIONAL FEES	750,000	800,000	800,000
010-53600-431100	COMPUTER CONSULTING	8,500	9,500	9,500
010-53600-431400	PRE-EMPLOYMENT	1,000	1,000	1,000
010-53600-432000	AUDITING	25,000	35,000	35,000
010-53600-438000	WATER PURCHASED	950,000	1,200,000	1,200,000
010-53600-439000	SEWER TREATED	1,600,000	2,700,000	2,700,000
010-53600-442000	UNIFORMS	8,500	9,000	7,500
	EMPLOYEE APPRECIATION	-	-	5,000
010-53600-443000	UTILITIES	120,000	130,000	130,000
010-53600-444000	RENTALS AND LEASES	-	60,000	16,000
010-53600-445000	INSURANCE	115,000	130,000	130,000
010-53600-446000	REPAIRS & MAINTENANCE	15,000	15,000	15,000
010-53600-446010	WATER MAINTENANCE AND REPAIRS	300,000	562,000	562,000
010-53600-446020	SEWER MAINTENANCE AND REPAIRS	570,000	780,000	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	30,000	30,000
010-53600-449015	BAD DEBTS	18,000	18,000	18,000
010-53600-450000	VEHICLE MAINTENANCE	25,000	20,000	20,000
010-53600-450100	GASOLINE	28,000	28,000	28,000
010-53600-450200	HEAVY EQUIPMENT REPAIRS	60,000	60,000	60,000
010-53600-451000	OFFICE SUPPLIES	40,000	35,000	35,000
010-53600-452000	OPERATING SUPPLIES	19,000	20,000	20,000
010-53600-452001	SAFETY EQUIPMENT OPERATING SUPP	1,200	4,000	4,000
010-53600-452010	WATER METERS, PIPS AND OTHER SUPPLIES	30,000	30,000	30,000
010-53600-453000	ROAD MATERIALS	15,000	27,000	27,000
010-53600-454000	DUES, SUBSCRIPTIONS & TRAINING	20,000	20,000	20,000
010-53600-455000	SMALL & LARGE EQUIPMENT	5,000	5,000	350,000
010-53600-460000	CAPITAL OUTLAY	1,016,627	-	-
010-53600-459000	DEPRECIATION	-	-	-
010-53600-472000	PRINCIPAL & INTEREST EXPENSE	141,988	141,987	141,987
	CONTINGENCY	-	100,000	125,000
	TOTAL EXPENSES	7,581,000	8,741,786	9,174,045



WATER AND SEWER DEPARTMENT

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.





**ENTERPRISE FUND – STORMWATER
REVENUE, EXPENDITURE AND FINANCIAL TRENDS**



STORMWATER DEPARTMENT

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 Statutes. 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
2025-206 (budgeted)	\$3,075,162	\$305,746	\$0
2024-2025 (projected)	\$3,075,162	\$305,746	\$0
2023-2024	\$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



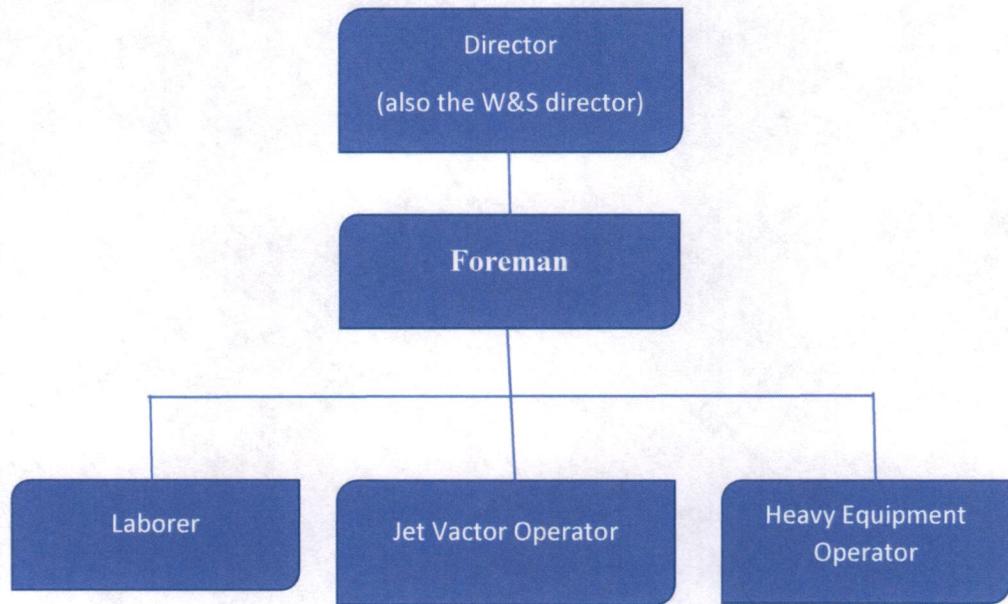
STORMWATER DEPARTMENT

REVENUE BY SOURCE

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ADOPTED FY 2023-2024	ADOPTED FY2024-2025	PROPOSED FY 2025-2026
REVENUES				
030-00000-334900	GRANTS-PROJECT-0121	\$ -	\$ -	\$ -
030-00000-334900	GRANTS-PROJECT-0107	-	-	-
030-00000-334900	GRANTS-PROJECT-0130	-	-	-
030-00000-334900	GRANTS-VULNERABILITY ASSESSMENT	-	-	-
030-00000-343300	UTILITY USER FEES	3,740,242	3,075,162	3,075,162
030-00000-361000	INTEREST EARNINGS	208,007	200,000	200,000
030-00000-361999	UNREALIZED INTEREST INCOME	-	-	-
030-00000-369000	MISCELLANEOUS	-	-	-
030-00000-325100-SW-0115	DISTRICT 01-79A	-	305,746	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	326,304
TOTAL BUDGETED REVENUES		4,058,249	3,907,212	3,907,212



STORMWATER DEPARTMENT



STORMWATER – 4 FTEs



STORMWATER DEPARTMENT

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 DEPARTMENT

Budget Summary

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ADOPTED FY 2023-2024	ADOPTED FY 2024-2025	PROPOSED FY 2025-2026
EXPENDITURE				
030-53800-412000	TECHNICAL STAFF WAGES	198,381	421,328	208,086
030-53800-412007	WAGES ALLOCATED FROM GENERAL FUND	227,175	230,000	222,715
030-53800-412009	SALARIES AND WAGES OF EXECUTIVE - ALLOCATED	-	107,687	158,160
030-53800-421000	PAYROLL TAXES	32,555	31,000	17,333
030-53800-422300	401A TOWN CONTRIBUTIONS	31,917	36,000	16,363
030-53800-422400	DEFINED BENEFIT PLAN	127,000	127,000	40,000
030-53800-423000	MEDICAL & LIFE INSURANCE	120,000	200,000	81,686
030-53800-423300	DISABILITY INSURANCE	3,600	3,600	1,893
030-53800-423400	LONG-TERM CARE INSURANCE	6,000	4,500	1,435
030-53800-431000	PROFESSIONAL	276,200	300,000	350,000
030-53800-431100	COMPUTER CONSULTING	2,000	2,000	2,000
030-53800-432000	AUDITING	10,000	15,000	15,000
030-53800-442000	UNIFORMS	1,500	3,000	5,000
	EMPLOYEE APPRECIATION	-	-	5,000
030-53800-443000	UTILITIES	12,000	25,000	25,000
030-53800-444000	LEASE AND RENTALS	-	25,000	25,000
	Ford F-450 CHASSIS - FINANCED	-	75,000	75,000
030-53800-445000	INSURANCE	60,000	65,000	65,000
030-53800-446000	REPAIRS & MAINTENANCE	12,000	12,000	12,000
030-53800-446040	DRAINAGE SYSTEM R & M	167,000	200,000	200,000
030-53800-446050	CANAL MAINTENANCE	35,000	40,000	70,000
030-53800-446060	NPDES FEES AND PERMITS	-	5,000	5,000
030-53800-450000	VEHICLE MAINTENANCE	12,000	5,000	5,000
030-53800-450100	GASOLINE	11,000	17,000	17,000
030-53800-450200	HEAVY EQUIPMENT REPAIRS	82,000	85,000	40,000
030-53800-4502XX	HEAVY EQUIPMENT	-	-	450,000
030-53800-451000	OFFICE SUPPLIES	4,500	4,500	4,500
030-53800-452000	OPERATING SUPPLIES	9,500	18,000	18,000
030-53800-452001	SAFETY EQUIPMENT OPERATING SUPPLIES	-	2,500	2,500
030-53800-453000	ROAD MATERIALS AND SUPPLIES	1,500	20,000	20,000
030-53800-454000	DUES, SUBSCRIPTIONS & TRAINING	3,000	20,000	20,000
030-53800-455000	SMALL EQUIPMENT	40,000	-	-
030-53800-460000	CAPITAL OUTLAY	2,253,628	-	1,000,000
	DEBT PRINCIPAL REPAYMENT	141,948	-	-
030-53800-471000	DEBT SERVICE-MIAMI DADE BONDS	17,045	158,992	158,992
030-53800-471002	DEBT SERVICE-ANNEXED	86,758	86,758	86,758
030-53800-472000	DEBT SERVICE-INTEREST	32,473	32,473	32,473
	CONTINGENCY	-	100,000	125,000
	TOTAL EXPENSES	4,017,680	2,478,338	3,581,894



STORMWATER DEPARTMENT

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 1st of each year.

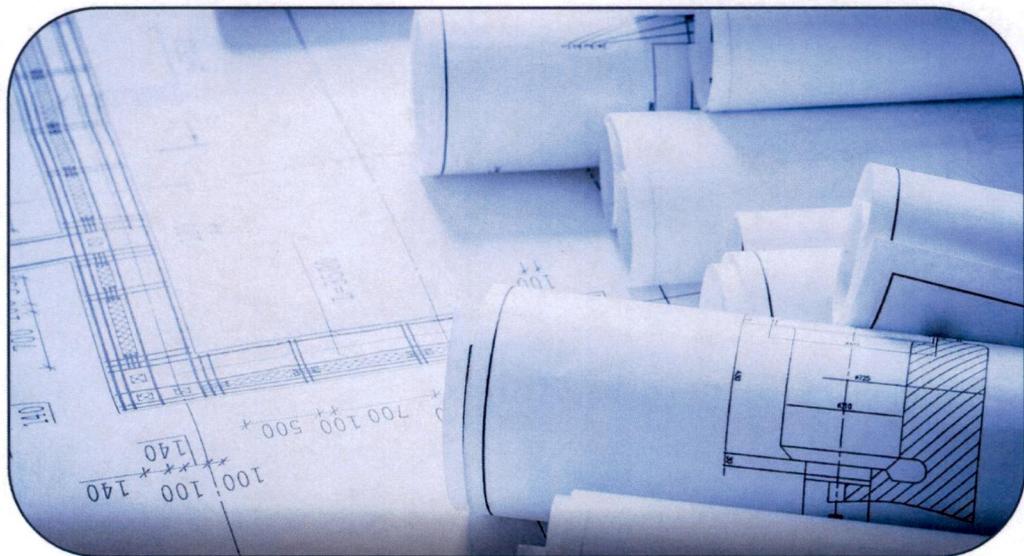
Capital Expenditures

Detailed throughout this document. Total budgeted capital expenditures for the Stormwater Department are \$1,000,000.00.





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 is 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.



Town of Medley, Florida
Capital Improvement Plan
FY 25-26
ANNUAL BUDGET

No	G	Current Projects	Proj. #	Estimated Project Cost	Previous Funding	Increase or Decrease	Current Project Funding	FY 25-26 Stormwater (SW)	FY 25-26 Public Work (PW)	FY 25-26 Water & Sewer (W&S)	Total Grants (SG, FG, CR)	FY 25-26 General Funds	Balance Remaining To Be Funded	FY-2026
1		NW 116 Way and NW 106 Terrace Drainage Improvement	0114-1	700,000		700,000	700,000	200,000	250,000			250,000		700,000
2	SG	NW 96 Street (Segment 87A-SRD) Improvements	0113-1	3,500,000	1,500,000	2,000,000	3,500,000				1,200,000	800,000		2,000,000
3	SG	Stormwater Pump Station No. 2 and Retention Area (Backup Generator)	0121-1	350,000	350,000		350,000							
4	FG	NW 99 TERRACE CONNECTOR (Lighting Improvements)	0130-1	1,500,000	1,500,000		1,500,000				1,500,000			
5	CR	Lakeside Community Center Renovations - Phase 2	0204-3	450,000	450,000		450,000				200,000			
6	SG	NW 93 Street (Segment 87Ave to RRX) Road Widening (ROW)	0209-1	1,475,000	800,000	675,000	1,475,000				500,000	675,000		675,000
7	FG	TWP Canal C-6 Bulkhead - Segment 2	0214-2	3,251,000	3,251,000		3,251,000				3,251,000			
8	FG	Wastewater Pump Station 001	0375-1	1,300,000	1,050,000	250,000	1,300,000				250,000	442,000		250,000
9	SG	NW 97 AVE & 109 ST. IMPROVEMENTS (Miami Container-HILCO)	0297-1	3,000,000	573,850	2,426,150	3,000,000	300,000	100,000		500,000	2,026,150		2,426,150
10	SG	NW 89 Avenue Roadway and Drainage Improvements (FEC Letter)	0156-2	1,550,000	1,400,000	150,000	1,550,000	150,000			400,000	1,000,000		150,000
11		MPS Medley Public Services Facility	0292-2	450,000	3,000,000	450,000	3,450,000					450,000		450,000
12		Paving, Resurfacing and Restoration Project (NW 82nd St, NW 77th St, NW 89th Ct)	N/A	120,000		120,000	120,000			120,000				120,000
13		Paving, Resurfacing and Restoration Project (NW 118th Way, NW 121st Way, NW South River Dr. (NW 125th St))	N/A	140,000		140,000	140,000			140,000				140,000
14		Paving, Resurfacing and Restoration Project (NW 90th St, NW 71st St.)	N/A	100,000		100,000	100,000			100,000				100,000
15		Paving, Resurfacing and Restoration Project (NW S. River Drive and 109th St.)	N/A	140,000		140,000	140,000			140,000				140,000
16		NW S. River Drive Drainage Improvements (from NW 79th Ave to NW 93rd St)	N/A	2,000,000		200,000	200,000	200,000				1,800,000	200,000	
17		Paving, Resurfacing and Restoration Project NW S. River Drive Drainage (from NW 109th St to NW 108th St)	N/A	200,000		200,000	200,000	150,000	50,000					200,000
18		Parcel B	0238-1	800,000		800,000	800,000					800,000		800,000
19		Wastewater Pump Station 200	N/A	1,400,000		500,000	500,000			500,000			900,000	500,000
		TOTAL		22,426,000	13,874,850	8,851,150	22,726,000	1,000,000	900,000	750,000	7,993,000	6,001,150	2,700,000	8,851,150

Legend
SG - State Grant
FG - Federal Grant
CR - County Grant



