



# VILLAGE OF KEY BISCAIYNE



Office of the Village Manager

## MEMORANDUM

*Village Council*

Franklin H. Caplan, *Mayor*

Mayra P. Lindsay, *Vice Mayor* DATE: September 11, 2013

Michael W. Davey

Theodore J. Holloway

Michael E. Kelly

Ed London

James S. Taintor

TO: Honorable Mayor and Members of the Village Council

FROM: John C. Gilbert, Village Manager

*Village Manager*

John C. Gilbert

RE: Proposed FY2014-18 Capital Improvement Plan

During the June 18<sup>th</sup>, 2013 Budget Workshop, Council requested the Capital Improvement Plan (CIP) be reformatted to clearly distinguish priorities, operational and non-operational projects. Attached are the **Operational** and **Non-Operational** projects separated within each of the eight (8) categories. The Non-Operational projects identified in the applicable categories were prioritized numerically by Staff; one (1) being the most important.

Additionally, attached is a newly created category entitled, "Capital Projects". This worksheet encompasses projects mentioned during the Strategic Planning process. I recommend the Council prioritize this list of projects in order to incorporate the necessary projects into the FY2014 Capital Improvement Plan to properly identify and allocate funding. The amount of total funds needed for the FY2014 CIP is \$3,020,666.

Final approval of the Capital Improvement Plan will occur at the 2<sup>nd</sup> Budget Hearing on September 24<sup>th</sup>, via a Resolution.



**Village of Key Biscayne**  
**Proposed Capital Improvement Plan**  
**Fiscal Years 2014 - 2018**

**Village of Key Biscayne**  
**Proposed Capital Improvement Plan - Summary**  
FY2014-FY2018

	Carry Over Prior Yrs Balance
<b>Restricted/Committed Reserves</b>	
Building Inspections	\$756,685
Capital Lease	\$604,000
Compensated Absences	\$500,137
Emergencies	\$4,000,001
Fire Code Violations	\$116,478
Fire Grant Revenue (UASI)	\$31,667
Fire Rescue Transport Fees	\$768,269
Labor Negotiations	\$90,000
Law Enforcement Seizures	\$149,240
Prepays	\$303,918
<b>Sub-Total Restricted Reserves</b>	<b>\$7,320,395</b>

<b>Unassigned Reserves</b>	
Reserved Carry Forward	\$2,246,122
Working Capital	\$1,000,000
<b>Sub-Total Unassigned Reserves</b>	<b>\$3,246,122</b>

		FY2014 Funds Needed	FY2015 Funds Needed	FY2016 Funds Needed	FY2017 Funds Needed	FY2018 Funds Needed
<b>Assigned Reserves</b>						
Calusa Park	\$553,786	\$0	\$0	\$0	\$0	\$0
Community Center Equip Reserve	\$0	\$14,844	\$14,844	\$14,844	\$14,844	\$14,844
Community Center Expansion	\$115,193	\$0	\$0	\$0	\$0	\$0
Completed Project Excess	\$40,000	\$0	\$0	\$0	\$0	\$0
Developer Contribution	\$0	\$0	\$0	\$0	\$0	\$0
Contingencies	\$64,123	\$0	\$0	\$0	\$0	\$0
Educational Initiatives	\$42,187	\$0	\$0	\$0	\$0	\$0
Land Acquisition/Open Space Land Trust	\$1,000,000	\$0	\$0	\$0	\$0	\$0
Landscape Master Plan	\$180,000	\$70,000	\$0	\$0	\$0	\$0
Maint Reserve- Community Center	\$240,508	\$103,828	\$100,000	\$100,000	\$100,000	\$0
Maint Reserve- Fire Station	\$78,756	\$106,266	\$0	\$0	\$0	\$0
Maint Reserve- Police/Admin	\$23,460	\$100,000	\$0	\$0	\$0	\$0
Master Plan Initiatives	\$1,694,757	\$0	\$0	\$0	\$0	\$0
Playing Fields	\$324,349	\$309,641	\$309,641	\$0	\$0	\$0
Recreation Facilities	\$316,517	\$74,613	\$75,000	\$75,000	\$75,000	\$75,000
Traffic Calming Plan	\$15,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000
Village Goes Green	\$34,018	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
<b>Sub-Total Assigned Reserves</b>	<b>\$4,722,654</b>					
<b>Total Restricted/Unassigned/Assigned</b>	<b>\$15,289,171</b>	<b>\$914,192</b>	<b>\$634,485</b>	<b>\$324,844</b>	<b>\$324,844</b>	<b>\$224,844</b>

<b>Capital Improvement Plan- Encumbrances</b>						
Cultural	\$80,953	\$75,000	\$0	\$0	\$0	\$0
General Government	\$767,132	\$0	\$0	\$0	\$0	\$0
Information Technology	\$141,671	\$235,581	\$9,900	\$41,400	\$20,290	\$15,400
Maintenance	\$391,814	\$373,326	\$40,300	\$40,300	\$40,300	\$40,300
Public Safety- Fire	\$372,208	\$180,847	\$472,628	\$218,777	\$257,128	\$218,777
Public Safety- Police	\$331,335	\$223,275	\$223,275	\$78,400	\$244,500	\$78,400
Public Works	\$1,977,850	\$908,445	\$199,445	\$130,445	\$117,000	\$72,000
Recreation and Open Space	\$2,039,008	\$110,000	\$5,000	\$5,000	\$5,000	\$5,000
<b>Sub-Total CIP Encumbrances</b>	<b>\$6,101,971</b>	<b>\$2,106,474</b>	<b>\$950,548</b>	<b>\$514,322</b>	<b>\$684,218</b>	<b>\$429,877</b>
<b>Total</b>	<b>\$21,391,142</b>	<b>\$3,020,666</b>	<b>\$1,585,033</b>	<b>\$839,166</b>	<b>\$1,009,062</b>	<b>\$654,721</b>

## Cultural

Description: Non-Operational	*Funding Source(s)	Prior Yrs Balance	FY2014	FY2015	FY2016	FY2017	FY2018
VILLAGE ARTWORK- ARTWORK THROUGHOUT THE VILLAGE ONGOING	CIP	\$80,953	\$75,000	\$0	\$0	\$0	\$0
<b>Total Cultural</b>		\$80,953	\$75,000	\$0	\$0	\$0	\$0

*Funding Source(s):*

\*CIP- Capital Improvement Plan

***Project Manager: Jud Kurlancheek, Building, Zoning and Planning Director***

## General Government

Description: Debt Service	*Funding Source(s)	Total Project Cost	Prior Yrs Balance	FY2014	FY2015	FY2016	FY2017	FY2018
KEY BISCAYNE SCHOOL IMPROVEMENT MAST HS AND KB K-8 SCHOOL	GFDS, CIP	\$23,000,000	\$767,132	\$0	\$0	\$0	\$0	\$0
<b>Total General Government</b>			<b>\$767,132</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

*Funding Source(s):*

\*CIP- Capital Improvement Plan

\*GFDS- General Fund Debt Service

(\$186,763) Debt Service Amt FY2013-2014 General Fund Budget Funds - \$5,575,000 Loan

(\$767,132) CIP Prior Yrs Balance Funds- \$7,000,000 Loan for FY2013-2014

**Project Manager: John C. Gilbert, Village Manager**

## Information Technology

Description: Operational/Restricted	*Funding Source(s)	Total Project Cost	Prior Yrs Balance	FY2014	FY2015	FY2016	FY2017	FY2018
ADMIN SERVER REPLACEMENT	CIP	\$17,901	\$0	\$8,181	\$0	\$0	\$0	\$0
ADMIN/FIRE NOTEBOOKS	CIP	\$26,400	\$12,971	\$5,500	\$0	\$0	\$2,500	\$5,500
ADMIN/FIRE WORK STATION REPLACEMENT	CIP	\$32,939	\$12,945	\$5,900	\$3,900	\$7,800	\$3,900	\$3,900
BUILDING PERMIT SOFTWARE ONGOING MAINTENANCE	GFRB	\$440,000	\$0	\$0	\$0	\$0	\$0	\$0
COMMUNITY CENTER- COMPUTER LAB	CIP	\$51,522	\$16,494	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
NETWORK INFRASTRUCTURE	CIP	\$33,000	\$5,471	\$0	\$0	\$0	\$0	\$0
POLICE NOTEBOOKS	CIP	\$25,916	\$8,004	\$0	\$0	\$9,000	\$0	\$0
POLICE OPERATING SYSTEMS UPGRADES	CIP	\$81,590	\$33,223	\$0	\$0	\$9,000	\$0	\$0
POLICE SERVER AND FIREWALL REPLACEMENT	CIP	\$7,890	\$2,962	\$0	\$0	\$0	\$7,890	\$0
POLICE WORK STATION REPLACEMENT	CIP	\$28,800	\$19,601	\$0	\$0	\$9,600	\$0	\$0
VILLAGEWIDE GIS	GFRB	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0
VILLAGEWIDE PHONE SYSTEM UPGRADE	CIP	\$150,000	\$0	\$150,000	\$0	\$0	\$0	\$0
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Description: Non-Operational	*Funding Source(s)	Total Project Cost	Prior Yrs Balance	FY2014	FY2015	FY2016	FY2017	FY2018
1. EMERGENCY MANAGEMENT- COOP DATA STORAGE	CIP	\$90,000	\$30,000	\$60,000	\$0	\$0	\$0	\$0
2. FINANCE CIP SOFTWARE	CIP	\$200,000	\$0	\$0	\$200,000	\$0	\$0	\$0
<b>Total Information Technology</b>			<b>\$141,671</b>	<b>\$235,581</b>	<b>\$9,900</b>	<b>\$41,400</b>	<b>\$20,290</b>	<b>\$15,400</b>

*Funding Source(s):*

\*CIP- Capital Improvement Plan

\*GFRB- General Fund Reserves- Building Inspections

**Project Managers: Michael Fleming, Information Technology Administrator**

**Charles R. Press, Police Chief**

**Eric Lang, Fire Chief**

## Maintenance

Description: Operational/Restricted	*Funding Source(s)	Prior Yrs Balance	FY2014	FY2015	FY2016	FY2017	FY2018
MAINTENANCE- COMMUNITY CENTER EXTERIOR FAÇADE	CIP	\$49,500	\$0	\$0	\$0	\$0	\$0
MAINTENANCE- COMMUNITY CENTER LIFT STATION	CIP	\$4,500	\$0	\$0	\$0	\$0	\$0
MAINTENANCE- FIRE EXTERIOR FAÇADE	CIP	\$32,500	\$0	\$0	\$0	\$0	\$0
MAINTENANCE- FIRE OVERHEAD DOOR OPERATOR	CIP	\$0	\$0	\$0	\$0	\$0	\$0
MAINTENANCE- OTHER FACILITIES	CIP	\$117,340	\$50,000	\$0	\$0	\$0	\$0
MAINTENANCE- SIDEWALK REPAIRS	CIP	\$0	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
MAINTENANCE- TRAFFIC CIRCLES	CIP	\$91,974	\$28,026	\$10,000	\$10,000	\$10,000	\$10,000
MAINTENANCE- VILLAGE HALL CAMERAS AND CARD SYSTEM	CIP	\$53,000	\$5,300	\$5,300	\$5,300	\$5,300	\$5,300
MAINTENANCE- VILLAGE HALL EXTERIOR FACADE	CIP	\$43,000	\$0	\$0	\$0	\$0	\$0
REPLACEMENT- TREES	CIP	\$0	\$100,000	\$10,000	\$10,000	\$10,000	\$10,000
ROADWAY IMPROVEMENTS	CIP	\$0	\$175,000	\$0	\$0	\$0	\$0
<b>Total Maintenance</b>		<b>\$391,814</b>	<b>\$373,326</b>	<b>\$40,300</b>	<b>\$40,300</b>	<b>\$40,300</b>	<b>\$40,300</b>

Funding Source(s):

\*CIP- Capital Improvement Plan

**Project Manager: Paul Abbott, Building Manager**

**Jud Kurlancheek, Building, Zoning and Planning Director**

## Public Safety- Fire

Description: Operational/Restricted	*Funding Source(s)	Total Project Cost	Prior Yrs Balance	FY2014	FY2015	FY2016	FY2017	FY2018	
EMERGENCY COMMUNICATION SYSTEM (BDA)	CIP	\$100,000	\$0	\$0	\$100,000	\$0	\$0	\$0	
FIRE APPARATUS KQ1 & KE2	CIP	\$1,000,000	\$109,140	\$0	\$109,140	\$109,140	\$109,140	\$109,140	
FIRE APPARATUS KR1- LEASE	CIP	\$225,000	\$77,557	\$42,000	\$42,000	\$42,000	\$42,000	\$42,000	
FIRE APPARATUS KR2- LEASE	CIP	\$225,000	\$77,557	\$42,000	\$42,000	\$42,000	\$42,000	\$42,000	
FIRE BUILDING FIXTURES AND EQUIPMENT- LIGHTS, DOORS, ETC.	CIP	\$23,285	\$0	\$4,657	\$4,657	\$4,657	\$4,657	\$4,657	
FIRE HOSE	CIP	\$21,444	\$10,722	\$3,574	\$3,574	\$3,574	\$3,574	\$3,574	
FIRE RESCUE EQUIPMENT- ROPE KITS, DEFIBILLATATORS, ETC.	CIP	\$62,420	\$62,420	\$31,210	\$0	\$0	\$0	\$0	
STATION ALERTING SYSTEM	CIP	\$115,500	\$0	\$0	\$115,500	\$0	\$0	\$0	
SUPPORT VEHICLES- 2 UNITS	CIP	\$76,702	\$0	\$0	\$38,351	\$0	\$38,351	\$0	
TURNOUT GEAR-PANTS, JACKETS, BOOTS, HELMETS	CIP	\$87,030	\$34,812	\$17,406	\$17,406	\$17,406	\$17,406	\$17,406	
<b>Description: Non-Operational</b>									
1. AEDs	CIP	\$40,000	\$0	\$40,000	\$0	\$0	\$0	\$0	
<b>Total Public Safety-Fire</b>				<b>\$372,208</b>	<b>\$180,847</b>	<b>\$472,628</b>	<b>\$218,777</b>	<b>\$257,128</b>	<b>\$218,777</b>

*Funding Source(s):*

\*CIP- Capital Improvement Plan

\*CL- Capital Lease

**Project Manager: Eric Lang, Fire Chief**

## Public Safety- Police

Description: Operational/Restricted	*Funding Source(s)	Total Project Cost	Prior Yrs Balance	FY2014	FY2015	FY2016	FY2017	FY2018
CAPITAL LEASE- 2 MOTORCYCLES	CIP	\$42,000	\$7,450	\$8,400	\$8,400	\$8,400	\$8,400	\$8,400
CAPITAL LEASE- 20 VEHICLES	CIP	\$650,829	\$144,875	\$144,875	\$144,875	\$0	\$152,000	\$0
CAPITAL LEASE- 3 VEHICLES	CIP	\$80,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
CAPITAL LEASE- 7 VEHICLES	CIP	\$225,000	\$90,000	\$45,000	\$45,000	\$45,000	\$59,100	\$45,000
CAPITAL LEASE- MARINE PATROL BOAT	CIP	\$101,000	\$55,000	\$0	\$0	\$0	\$0	\$0
POLICE FLOOR FIXTURES AND EQUIPMENT- DOORS, LIGHTS, ETC.	CIP	\$35,000	\$14,010	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
<b>Total Public Safety- Police</b>				<b>\$331,335</b>	<b>\$223,275</b>	<b>\$223,275</b>	<b>\$78,400</b>	<b>\$244,500</b>

*Funding Source(s):*

\*CIP- Capital Improvement Plan

\*CL- Capital Lease

**Project Manager: Charles R. Press, Police Chief**

## Public Works

Description: <b>Operational/Restricted</b>	*Funding Source(s)	Total Project Cost	Prior Yrs Balance	FY2014	FY2015	FY2016	FY2017	FY2018	
BANNERS- HOLIDAYS, LIGHTHOUSE, SNOW, ART SHOW, STARS AND STRIPS	CIP	\$24,000	\$0	\$24,000	\$0	\$0	\$0	\$0	
BEACH RENOURISHMENT- ANNUAL MONITORING (FY13-FY15) ONGOING	CIP	\$99,000	\$0	\$33,000	\$33,000	\$0	\$0	\$0	
BEACH RENOURISHMENT- RENOURISHMENT	FEMA/CIP	\$3,100,000	\$1,143,715	\$0	\$0	\$0	\$0	\$0	
DUNE RESTORATION	CIP	\$0	\$0	\$50,000	\$10,000	\$10,000	\$10,000	\$10,000	
MAINTENANCE VEHICLE- BEACH MONITORING	CIP	\$12,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
PUBLIC WORKS YARD	CIP	\$70,000	\$69,525	\$0	\$0	\$0	\$0	\$0	
SEAGRASS RESTORATION- ANNUAL MONITORING (FY12-FY15) ONGOING	CIP	\$108,000	\$49,201	\$36,000	\$36,000	\$0	\$0	\$0	
SEAGRASS RESTORATION- BISCAYNE NATIONAL PARK	CO,GFR	\$500,000	\$450,358	\$0	\$0	\$0	\$0	\$0	
SMALL/MID-SIZE LANDSCAPING PROJECTS	CIP	\$500,000	\$42,216	\$200,000	\$50,000	\$50,000	\$50,000	\$50,000	
STREET SIGNS- REPLACE VILLAGEWIDE	RI,CIP	\$240,000	\$65,000	\$0	\$0	\$0	\$0	\$0	
WHITEFLY PEST CONTROL	CIP	\$180,000	\$18,195	\$45,000	\$45,000	\$45,000	\$45,000	\$0	
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Description: <b>Non-Operational</b>	*Funding Source(s)	Total Project Cost	Prior Yrs Balance	FY2014	FY2015	FY2016	FY2017	FY2018	
1. MAINTENANCE VEHICLE- TRUCK F250 (4X4)	CIP	\$33,000	\$7,895	\$8,700	\$8,700	\$8,700	\$0	\$0	
2. VILLAGEWIDE CROSSWALK SAFETY IMPROVEMENTS	CIP	\$50,000	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	
3. CRANDON BLVD LED FLASHER AT E. HEATHER DR	CIP	\$45,000	\$0	\$45,000	\$0	\$0	\$0	\$0	
4. RESURFACING EAST OF CRANDON EXCEPT HOLIDAY COLONY	CIP	\$300,000	\$0	\$300,000	\$0	\$0	\$0	\$0	
5. UPLIGHTING REPLACEMENT PROGRAM	CIP	\$45,000	\$45,000	\$0	\$0	\$0	\$0	\$0	
6. STREET LIGHTING PHASE III- HARBOR DR FROM SUNSET CR TO W MASHTA	CIP	\$80,000	\$80,000	\$0	\$0	\$0	\$0	\$0	
7. STREET LIGHTING PHASE IV- MASHTA DR FROM HARBOR DR CR TO CRANDON	CIP	\$150,000	\$0	\$150,000	\$0	\$0	\$0	\$0	
8. MAINTENANCE VEHICLE- TRUCK F150 (4X4)	CIP	\$28,470	\$4,745	\$4,745	\$4,745	\$4,745	\$0	\$0	
<b>Total Public Works</b>				<b>\$1,977,850</b>	<b>\$908,445</b>	<b>\$199,445</b>	<b>\$130,445</b>	<b>\$117,000</b>	<b>\$72,000</b>

**Funding Source(s):**

- \*CIP- Capital Improvement Plan
- \*CO- Capital Outlay
- \*GFR- General Fund Reserves
- \*RI- Roadway Improvement

**Project Manager: Jud Kurlancheek, Building, Zoning and Planning Director**

## Recreation and Open Space

Description: Operational/Restricted	*Funding Source(s)	Total Project Cost	Prior Yrs Balance	FY2014	FY2015	FY2016	FY2017	FY2018
530 CRANDON BLVD SAMPLING	CIP	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$0
CALUSA PARK IMPROVEMENTS-FROM HARBOR DRIVE EASEMENT TO PARK	CIP	\$28,000	\$28,000	\$0	\$0	\$0	\$0	\$0
CALUSA PARK PATHWAY- TRAIL FROM EASEMENT TO PARKING LOT	CIP	\$33,000	\$0	\$0	\$0	\$0	\$0	\$0
COMMUNITY CENTER EXPANSION	DEV	\$1,500,000	\$1,500,000	\$0	\$0	\$0	\$0	\$0
COMMUNITY CENTER GENERATOR	CIP	\$75,000	\$75,000	\$0	\$0	\$0	\$0	\$0
NORTH VILLAGE GREEN LIGHTING	CIP	\$180,000	\$180,000	\$0	\$0	\$0	\$0	\$0
VILLAGE GREEN IMPROVEMENTS	CIP	\$40,000	\$158,364	\$10,000	\$5,000	\$5,000	\$5,000	\$5,000
VILLAGE RECREATION BUS	CIP	\$92,894	\$82,644	\$0	\$0	\$0	\$0	\$0
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Description: Non-Operational	*Funding Source(s)	Total Project Cost	Prior Yrs Balance	FY2014	FY2015	FY2016	FY2017	FY2018
1. 530 CRANDON BLVD DESIGNATED USE	CIP	\$100,000	\$0	\$100,000	\$0	\$0	\$0	\$0
<b>Total Recreation and Open Space</b>				<b>\$2,039,008</b>	<b>\$110,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>

*Funding Source(s):*

\*CIP- Capital Improvement Plan

\*DEV- Developer Contribution- Consultatio Resolution provides for Land Acquistlon and/or Community Center Expansion

**Project Manager: Todd Hofferberth, Parks and Recreation Director**

## Capital Projects

**\*\*\*For Village Council Prioritization**

Description: Non-Operational	*Funding Source(s)	Total Project Cost	FY2014	FY2015	FY2016	FY2017	FY2018
ENTRY BLOCK	30 Yr LOAN	\$11,000,000	\$706,784	\$0	\$0	\$0	\$0
PARKING LOT	20 Yr LOAN	\$2,800,000	\$186,440	\$0	\$0	\$0	\$0
UNDERGROUND POWERLINES	30 Yr LOAN	\$15,800,000	\$1,108,203	\$0	\$0	\$0	\$0
SENIOR/CULTURAL CENTER	20 Yr LOAN	\$7,500,000	\$491,379	\$0	\$0	\$0	\$0
STORMWATER	20 Yr GF-SWF	\$3,200,000	\$212,510	\$0	\$0	\$0	\$0
PUBLIC WORKS YARD	CIP	\$250,000	\$250,000	\$0	\$0	\$0	\$0
<b>Total Capital Projects</b>		<b>\$40,550,000</b>	<b>\$2,955,316</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

*Funding Source(s):*

\*GF- General Fund

\*SWF- Stormwater Fund

\*CIP- Capital Improvement Plan