VILLAGE OF KEY BISCAYNE

Office of the Village Manager

MEMORANDUM

Village Council
Franklin H. Caplan, *Mayor*
Michael W. Davey, *Vice Mayor*
Theodore J. Holloway
Michael E. Kelly
Mayra P. Lindsay
Ed London
James S. Taintor

Village Manager
John C. Gilbert

DATE: September 9, 2014

TO: Honorable Mayor and Members of the Village Council

FROM: John C. Gilbert, Village Manager

RE: Proposed FY2015-19 Capital Improvement Plan

RECOMMENDATION

It is recommended the Village Council review the attached Five (5) Year Capital Improvement Plan (CIP) for FY2015 thru FY2019.

Final approval of the Capital Improvement Plan will occur at the 2nd Budget Hearing on September 23rd, via a Resolution.

BACKGROUND

Attached please find the following documents:

1. Summary Sheet inclusive of the balances for the Restricted/Committed Reserves, Assigned Reserves and the totals for all categories within the CIP.

2. Proposed projects within eight (8) different categories of the CIP for FY2015 thru FY2019. All new projects are identified in green italic font.

The items in the CIP have been reviewed by staff and some projects/purchases have been pushed out to later years. Notwithstanding, the CIP for FY 2015 has a deficit of $5,879,903 which would be reduced by the available funding source of the Restricted/Committed Reserve-Working Capital line item.

Village of Key Biscayne

DRAFT Capital Improvement Plan

Fiscal Years 2015 - 2019

Village of Key Biscayne

Proposed Capital Improvement Plan - Summary

FY2015-FY2019

	Encumbered FUNDS						
Restricted/Commited Reserves							
Building Inspections	$926,095	Restricted-For Building Department expenditures only					
Capital Lease	$0						
Compensated Absences	$654,875	Assigned-25% of total Employee time banks					
Emergencies	$4,000,001	Committed - For emegency expenses (i.e. natural disasters)					
Fire Code Violations	$199,368	Restricted- For Fire prevention expenditures (is used to pay p/t inspector and in 2015 p/t community outreach employee)					
Fire Grant Revenue (UASI)	$132,685	Restricted-Urban Area Security Initiative Grant-Anti Terrorist Training & Equipment					
Fire Rescue Transport Fees	$975,439	Committed-Used to offset costs of providing Fire Rescue transportation					
Labor Negotiations	$90,000	Committed-To cover costs resulting from labor negotiations that exceed budgeted amounts, such as back pay					
Law Enforcement Seizures	$176,028	Restricted-May only be used for law enforcement purposes. (Investigations, training, equipment, drug and gang awareness programs)					
Prepaids	$272,330	Nonspendable-Prepaid insurance					
Working Capital	$2,377,971	Assigned-To fund proposed capital improvement needs					
Sub-Total Restricted Reserves	**$9,804,792**						
			FY2015 Funds Needed	**FY2016 Funds Needed**	**FY2017 Funds Needed**	**FY2018 Funds Needed**	**FY2019 Funds Needed**
Assigned Reserves							
Calusa Park	$553,786		$0	$0	$0	$0	$0
Community Center Equip Reserve	$0		$20,000	$20,000	$20,000	$20,000	$20,000
Community Center Expansion	$115,193		$0	$0	$0	$0	$0
Completed Project Excess	$0		$0	$0	$0	$0	$0
Developer Contribution	$0		$0	$0	$0	$0	$0
Contingencies	$3,470		$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	$186,572		$50,000	$0	$0	$0	$0
Maint Reserve- Community Center	$218,024		$100,000	$100,000	$100,000	$100,000	$100,000
Maint Reserve- Fire Station	$70,748		$0	$0	$0	$0	$0
Maint Reserve- Police/Admin	$0		$0	$0	$0	$0	$0
Master Plan Initiatives	$1,694,757		$0	$0	$0	$0	$0
Playing Fields	$633,990		$309,641	$0	$0	$0	$0
Recreation Facilities	$351,200		$75,000	$75,000	$75,000	$75,000	$75,000
Traffic Calming Plan	$129,875		$5,500	$5,500	$5,500	$5,500	$5,500
Village Goes Green	$48,438		$15,000	$15,000	$15,000	$15,000	$15,000
Sub-Total Assigned Reserves	**$5,048,239**						
Total Restricted/Assigned	**$14,853,031**		**$575,141**	**$215,500**	**$215,500**	**$215,500**	**$215,500**
Capital Improvement Plan- ***SEE ATTACHED LIST OF PROJECTS FOR EACH CATEGORY LISTED BELOW***							
Cultural	$155,953		$200,000	$0	$0	$0	$0
General Government	$486,988		$0	$0	$0	$0	$0
Information Technology	$339,252		$9,900	$241,400	$20,290	$15,400	$9,900
Maintenance	$491,315		$680,300	$40,300	$40,300	$40,300	$40,300
Public Safety- Fire	$469,665		$209,637	$372,628	$218,777	$257,128	$218,777
Public Safety- Police	$544,825		$373,275	$78,400	$244,500	$78,400	$78,400
Public Works	$2,868,100		$2,826,650	$76,745	$72,000	$72,000	$12,000
Recreation and Open Space	$1,952,550		$1,005,000	$5,000	$5,000	$5,000	$5,000
Sub-Total CIP Encumbrances	**$7,308,647**		**$5,304,762**	**$814,473**	**$600,867**	**$468,228**	**$364,377**
Total	**$22,161,678**		**$5,879,903**	**$1,029,973**	**$816,367**	**$683,728**	**$579,877**

Cultural

Description: Non-Operational	*Funding Source(s)	Total Project Cost	Encumbered FUNDS	FY2015 Funds Needed	FY2016 Funds Needed	FY2017 Funds Needed	FY2018 Funds Needed	FY2019 Funds Needed
VILLAGE ARTWORK- ARTWORK THROUGHOUT THE VILLAGE ONGOING	CIP	$155,953	$155,953	$0	$0	$0	$0	$0
CULTURAL PARK FACILITY CONSTRUCTION- MATCHING GRANT	CIP	$400,000	$0	$200,000	$0	$0	$0	$0
Total Cultural			**$155,953**	**$200,000**	**$0**	**$0**	**$0**	**$0**

Italics: New Project

Funding Source(s):

*CIP- Capital Improvement Plan

Project Manager: Jud Kurlancheek, Building, Zoning and Planning Director
Todd Hofferberth, Parks and Recreation Director

General Government

ONGOING PROJECT **Description: Debt Service**	***Funding Source(s)**	**Total Project Cost**	**Encumbered FUNDS**	**FY2015 Funds Needed**	**FY2016 Funds Needed**	**FY2017 Funds Needed**	**FY2018 Funds Needed**	**FY2019 Funds Needed**
KEY BISCAYNE SCHOOL IMPROVEMENT MAST HS AND KB K-8 SCHOOL	GFDS	$11,500,000	$486,988	$0	$0	$0	$0	$0
Total General Government			**$486,988**	**$0**	**$0**	**$0**	**$0**	**$0**

Funding Source(s):

*GFDS- General Fund Debt Service

Project Manager: John C. Gilbert, Village Manager

Information Technology

ONGOING PROJECT Description: Operational/Restricted	*Funding Source(s)	Total Project Cost	Encumbered FUNDS	FY2015 Funds Needed	FY2016 Funds Needed	FY2017 Funds Needed	FY2018 Funds Needed	FY2019 Funds Needed
ADMIN SERVER REPLACEMENT	CIP	$17,901	$761	$0	$0	$0	$0	$0
ADMIN/FIRE NOTEBOOKS	CIP	$26,400	$18,471	$0	$0	$2,500	$5,500	$0
ADMIN/FIRE WORK STATION REPLACEMENT	CIP	$32,939	$4,471	$3,900	$7,800	$3,900	$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	$16,993	$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	$9,000	$0	$0	$0
POLICE OPERATING SYSTEMS UPGRADES	CIP	$81,590	$23,295	$0	$9,000	$0	$0	$0
POLICE SERVER AND FIREWALL REPLACEMENT	CIP	$7,890	$2,962	$0	$0	$7,890	$0	$0
POLICE WORK STATION REPLACEMENT	CIP	$28,800	$18,823	$0	$9,600	$0	$0	$0
VILLAGEWIDE PHONE SYSTEM UPGRADE	CIP	$150,000	$150,000	$0	$0	$0	$0	$0

Description: Non-Operational	*Funding Source(s)	Total Project Cost	Encumbered FUNDS	FY2015 Funds Needed	FY2016 Funds Needed	FY2017 Funds Needed	FY2018 Funds Needed	FY2019 Funds Needed
1. EMERGENCY MANAGEMENT- COOP DATA STORAGE	CIP	$90,000	$90,000	$0	$0	$0	$0	$0
2. FINANCE/HUMAN RESOURCES/CIP SOFTWARE	CIP	$200,000	$0	$0	$200,000	$0	$0	$0
Total Information Technology		**$1,185,958**	**$339,252**	**$9,900**	**$241,400**	**$20,290**	**$15,400**	**$9,900**

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

ONGOING PROJECTS Description: Operational/Restricted	*Funding Source(s)	Total Project Cost	Encumbered FUNDS	FY2015 Funds Needed	FY2016 Funds Needed	FY2017 Funds Needed	FY2018 Funds Needed	FY2019 Funds Needed
MAINTENANCE- COMMUNITY CENTER EXTERIOR FAÇADE	CIP	$49,500	$49,500	$0	$0	$0	$0	$0
MAINTENANCE- COMMUNITY CENTER LIFT STATION	CIP	$4,500	$4,500	$0	$0	$0	$0	$0
MAINTENANCE- FIRE EXTERIOR FAÇADE	CIP	$32,500	$32,500	$0	$0	$0	$0	$0
MAINTENANCE- OTHER FACILITIES	CIP	$167,340	$142,115	$0	$0	$0	$0	$0
MAINTENANCE- SIDEWALK REPAIRS	CIP	$75,000	$2,435	$15,000	$15,000	$15,000	$15,000	$15,000
MAINTENANCE- TRAFFIC CIRCLES	CIP	$160,000	$111,965	$10,000	$10,000	$10,000	$10,000	$10,000
MAINTENANCE- VILLAGE HALL CAMERAS AND CARD SYSTEM	CIP	$26,500	$5,300	$5,300	$5,300	$5,300	$5,300	$5,300
MAINTENANCE- VILLAGE HALL EXTERIOR FACADE	CIP	$43,000	$43,000	$0	$0	$0	$0	$0
REPLACEMENT- TREES	CIP	$140,000	$100,000	$50,000	$10,000	$10,000	$10,000	$10,000
REPLACEMENT- CRANDON SPRINKLER TIMERS FROM BATTERY TO ELECTRIC	CIP	$50,000	$0	$50,000	$0	$0	$0	$0
REPLACEMENT: RECYCABLE TRASH CANS (50)	CIP	$25,000	$0	$25,000	$0	$0	$0	$0
REPLACEMENT: DOG STATIONS (30)	CIP	$15,000	$0	$15,000	$0	$0	$0	$0
REPLACEMENT: CHANNEL 77 EQUIPMENT	CIP	$15,000	$0	$15,000	$0	$0	$0	$0
REPLACEMENT: COMMUNITY CENTER WEIGHT ROOM EQUIP	CIP	$450,000	$0	$450,000	$0	$0	$0	$0
REPLACEMENT: VILLAGEWIDE ELECTRICAL PANELS	CIP	$45,000	$0	$45,000	$0	$0	$0	$0
Total Maintenance		**$1,298,340**	**$491,315**	**$680,300**	**$40,300**	**$40,300**	**$40,300**	**$40,300**

Italics: New Project

Funding Source(s):

*CIP- Capital Improvement Plan

Project Manager: Paul Abbott, Building Manager

Jud Kurlancheek, Building, Zoning and Planning Director

Public Safety- Fire

ONGOING PROJECTS Description: Operational/Restricted	*Funding Source(s)	Total Project Cost	Encumbered FUNDS	FY2015 Funds Needed	FY2016 Funds Needed	FY2017 Funds Needed	FY2018 Funds Needed	FY2019 Funds Needed
EMERGENCY COMMUNICATION SYSTEM (BDA)	CIP	$100,000	$0	$100,000	$0	$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	$77,862	$42,000	$42,000	$42,000	$42,000	$42,000
FIRE APPARATUS KR2- LEASE	CIP	$225,000	$77,862	$42,000	$42,000	$42,000	$42,000	$42,000
FIRE BUILDING FIXTURES AND EQUIPMENT- LIGHTS, DOORS, ETC.	CIP	$23,285	$4,657	$4,657	$4,657	$4,657	$4,657	$4,657
FIRE HOSE	CIP	$28,592	$14,296	$3,574	$3,574	$3,574	$3,574	$3,574
FIRE RESCUE EQUIPMENT- ROPE KITS, DEFIBILLATATORS, ETC.	CIP	$93,630	$93,630	$0	$0	$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	$121,842	$52,218	$17,406	$17,406	$17,406	$17,406	$17,406

Description: Non-Operational	*Funding Source(s)	Total Project Cost	Encumbered FUNDS	FY2015 Funds Needed	FY2016 Funds Needed	FY2017 Funds Needed	FY2018 Funds Needed	FY2019 Funds Needed
1. AEDs	CIP	$40,000	$40,000	$0	$0	$0	$0	$0
2. STATION ALERTING SYSTEM	CIP	$115,500	$0	$0	$115,500	$0	$0	$0
Total Public Safety-Fire		**$2,049,551**	**$469,665**	**$209,637**	**$372,628**	**$218,777**	**$257,128**	**$218,777**

Italics: New Project

Funding Source(s):

*CIP- Capital Improvement Plan

*CL- Capital Lease

Project Manager: Eric Lang, Fire Chief

Building, Planning, Zoning and Public Works

ONGOING PROJECTS Description: Operational/Restricted	*Funding Source(s)	Total Project Cost	Encumbered FUNDS	FY2015 Funds Needed	FY2016 Funds Needed	FY2017 Funds Needed	FY2018 Funds Needed	FY2019 Funds Needed
BANNERS- HOLIDAYS, LIGHTHOUSE, SNOW, ART SHOW, STARS AND STRIPS	CIP	$24,000	$24,000	$0	$0	$0	$0	$0
BEACH RENOURISHMENT- ANNUAL MONITORING (FY13-FY15)	CIP	$99,000	$15,114	$33,000	$0	$0	$0	$0
BEACH RENOURISHMENT- RENOURISHMENT	FEMA/CIP	$3,100,000	$1,105,593	$2,000,000	$0	$0	$0	$0
DUNE RESTORATION	CIP	$90,000	$50,000	$10,000	$10,000	$10,000	$10,000	$0
MAINTENANCE VEHICLE- BEACH MONITORING	CIP	$12,000	$0	$2,000	$2,000	$2,000	$2,000	$2,000
NEW PUBLIC WORKS YARD	CIP	$250,000	$69,525	$180,000	$0	$0	$0	$0
SEAGRASS RESTORATION- ANNUAL MONTORING (FY12-FY15)	CIP	$121,201	$84,993	$36,000	$0	$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	$236,816	$80,000	$50,000	$50,000	$50,000	$0
STREET SIGNS- REPLACE VILLAGEWIDE-	RI,CIP	$240,000	$147,255	$0	$0	$0	$0	$0
WHITEFLY PEST CONTROL	CIP	$63,000	$62,745	$0	$0	$0	$0	$0
MAINTENANCE VEHICLE- TRUCK F250 (4X4)	CIP	$19,500	$0	$2,905	$0	$0	$0	$0

Description: Non-Operational	*Funding Source(s)	Total Project Cost	Encumbered FUNDS	FY2015 Funds Needed	FY2016 Funds Needed	FY2017 Funds Needed	FY2018 Funds Needed	FY2019 Funds Needed
1. VILLAGEWIDE CROSSWALK SAFETY IMPROVEMENTS	CIP	$50,000	$5,837	$10,000	$10,000	$10,000	$10,000	$10,000
2. CRANDON BLVD LED FLASHER AT E. HEATHER DR	CIP	$45,000	$45,000	$0	$0	$0	$0	$0
3. RESURFACING EAST OF CRANDON EXCEPT HOLIDAY COLONY	CIP	$390,000	$295,863	$90,000	$0	$0	$0	$0
4. UPLIGHTING LED REPLACEMENT PROGRAM	CIP	$45,000	$45,000	$45,000	$0	$0	$0	$0
5. STREET LIGHTING PHASE III- HARBOR DR FROM SUNSET CR TO W MASHTA	CIP	$105,000	$80,000	$25,000	$0	$0	$0	$0
6. STREET LIGHTING PHASE IV- MASHTA DR FROM HARBOR DR CR TO CRANDON	CIP	$150,000	$150,000	$0	$0	$0	$0	$0
7. MAINTENANCE VEHICLE- TRUCK F150 (4X4)	CIP	$18,980	$0	$4,745	$4,745	$0	$0	$0
8. NEW SIDEWALK- GLENRIDGE FROM WOODCREST LN TO MCINTYRE ST	CIP	$67,500	$0	$67,500	$0	$0	$0	$0
9. NEW SIDEWALK- RIDGEWOOD FROM HAMPTON LN TO MCINTYRE ST	CIP	$67,500	$0	$67,500	$0	$0	$0	$0
10. NEW SIDEWALK- GLENRIDGE FROM W. MASHTA TO WEST ENID	CIP	$27,000	$0	$27,000	$0	$0	$0	$0
11. NEW SIDEWALK- RIDGEWOOD FROM W. MASHTA TO WEST ENID	CIP	$30,000	$0	$30,000	$0	$0	$0	$0
12. NEW SIDEWALK- WEST ENID FROM TO HARBOR DRIVE	CIP	$51,000	$0	$51,000	$0	$0	$0	$0
13. OCEAN LANE DRIVE STREETSCAPE MASTER PLAN	CIP	$65,000	$0	$65,000	$0	$0	$0	$0
Total Public Works		**$6,130,681**	**$2,868,100**	**$2,826,650**	**$76,745**	**$72,000**	**$72,000**	**$12,000**

Italics: New Project

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

Public Safety- Police

ONGOING PROJECTS Description: Operational/Restricted	*Funding Source(s)	Total Project Cost	Encumbered FUNDS	FY2015 Funds Needed	FY2016 Funds Needed	FY2017 Funds Needed	FY2018 Funds Needed	FY2019 Funds Needed
CAPITAL LEASE- 2 MOTORCYCLES	CIP	$42,000	$7,300	$8,400	$8,400	$8,400	$8,400	$8,400
CAPITAL LEASE- 20 VEHICLES	CIP	$650,829	$289,750	$144,875	$0	$152,000	$0	$0
CAPITAL LEASE- 3 VEHICLES	CIP	$80,000	$40,000	$20,000	$20,000	$20,000	$20,000	$20,000
CAPITAL LEASE- 7 VEHICLES	CIP	$225,000	$135,000	$45,000	$45,000	$59,100	$45,000	$45,000
POLICE FLOOR FIXTURES AND EQUIPMENT- DOORS, LIGHTS, ETC.	CIP	$35,000	$17,775	$5,000	$5,000	$5,000	$5,000	$5,000
MARINE PATROL BOAT	CIP	$110,000	$55,000	$55,000	$0	$0	$0	0
Description: Non-Operational	***Funding Source(s)**	**Total Project Cost**	**Encumbered FUNDS**	**FY2015 Funds Needed**	**FY2016 Funds Needed**	**FY2017 Funds Needed**	**FY2018 Funds Needed**	**FY2019 Funds Needed**
1. LICENSE PLATE READER (LPR)	CIP	$95,000	$0	$95,000	$0	$0	$0	0
Total Public Safety- Police		**$1,237,829**	**$544,825**	**$373,275**	**$78,400**	**$244,500**	**$78,400**	**$78,400**

Italics: New Project

Funding Source(s):

*CIP- Capital Improvement Plan

*CL- Capital Lease

Project Manager: Charles R. Press, Police Chief

Recreation and Open Space

ONGOING PROJECTS Description: Operational/Restricted	*Funding Source(s)	Total Project Cost	Encumbered FUNDS	FY2015 Funds Needed	FY2016 Funds Needed	FY2017 Funds Needed	FY2018 Funds Needed	FY2019 Funds Needed
530 CRANDON BLVD SAMPLING	CIP	$15,000	$11,708	$0	$0	$0	$0	$0
COMMUNITY CENTER EXPANSION- CONSTRUCTION	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
VILLAGE GREEN IMPROVEMENTS	CIP	$188,364	$158,798	$5,000	$5,000	$5,000	$5,000	$5,000
VILLAGE RECREATION BUS	CIP	$82,644	$82,644	$0	$0	$0	$0	$0

Description: Non-Operational	*Funding Source(s)	Total Project Cost	Encumbered FUNDS	FY2015 Funds Needed	FY2016 Funds Needed	FY2017 Funds Needed	FY2018 Funds Needed	FY2019 Funds Needed
1. 530 CRANDON BLVD DESIGNATED USE	CIP	$100,000	$100,000	$0	$0	$0	$0	$0
2. 530 CRANDON PARK CONSTRUCTION	CIP	$1,000,000	$0	$1,000,000	$0	$0	$0	$0
3. CALUSA PARK DESIGN-FROM HARBOR DRIVE EASEMENT TO PARK	CIP	$28,000	$24,400	$0	$0	$0	$0	$0
5. CALUSA PARK PATHWAY DESIGN-TRAIL FROM EASEMENT TO PARKING LOT	CIP	$33,000	$0	$0	$0	$0	$0	$0
Total Recreation and Open Space		**$2,961,008**	**$1,952,550**	**$1,005,000**	**$5,000**	**$5,000**	**$5,000**	**$5,000**

Italics: New Project

Funding Source(s):

*CIP- Capital Improvement Plan

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

Project Manager: Todd Hofferberth, Parks and Recreation Director