



V I L L A G E O F K E Y B I S C A Y N E

Office of the Village Manager

Village Council
Mayra P. Lindsay, *Mayor*
Franklin H. Caplan, *Vice Mayor*

MEMORANDUM

Luis F. de la Cruz
Theodore Holloway
Michael E. Kelly
Edward London
James S. Taintor

DATE: September 8, 2015
TO: Honorable Mayor and Members of the Village Council
FROM: John C. Gilbert
RE: Five (5) Year Capital Improvements Plan for FY2016-2020

Village Manager
John C. Gilbert

RECOMMENDATION

It is requested that the Village Council review the attached Proposed Five (5) Year Capital Improvements Plan (CIP) for FY2016-2020.

BACKGROUND

During the Budget Workshop (June 16, 2015), the Village Council reviewed and discussed the Five (5) Year CIP for FY2016-2020 and the Restricted/Committed and Assigned Reserves.

Since the Workshop, the following modifications by Department have been made to the CIP:

Manager:

- Category: Assigned Reserve
Project Name: Educational Initiatives (Encumbered Funds) \$42,187 was transferred to the General Fund in the Manager's departmental budget therefore, no longer listed as a CIP Assigned Reserve.
- Category: Assigned Reserve
Project Name: Maintenance Reserve- Police/Administration (FY2016 Funds Needed) was decreased by \$50,000.

Recreation:

- Category: Assigned Reserve
Project Name: Calusa Park (Encumbered Funds) was decreased to reflect a \$200,000 project cost thereby showing a new balance of \$263,885.

- Category: Assigned Reserve
Project Name: Maintenance Reserve- Community Center (FY2016 Funds Needed) was reduced by \$50,000.
- Category: Assigned Reserve
Project Name: Playing Fields (FY2016 Funds Needed) was decreased by \$200,000.
- Category: Assigned Reserve
Project Name: Recreational Facilities (FY2016 Funds Needed) was reduced by \$75,000.
- Category: Recreation and Open Space
Project Name: Community Center Expansion (FY2016 Funds Needed) was increased by \$600,000.

Fire:

- Category: Assigned Reserve
Project Name: Maintenance Reserve- Fire Station (FY2016 Funds Needed) was increased by \$50,000.

Building, Zoning, Planning and Public Works:

- Category: Assigned Reserve
Project Name: Traffic Calming (FY2016 Funds Needed) was reduced by \$180,000.
- Category: Maintenance
Project Name: Maintenance: Traffic Circles (FY2016 Funds Needed) was reduced by \$200,000.
- Category: Maintenance
Project Name: Replacement: Crandon Sprinkler Timers from Battery to Electric (FY2016 Funds Needed) was decreased by \$43,000.
- Category: Building, Zoning, Planning and Public Works
Project Name: Beach Renourishment-Annual Monitoring (FY2016 Funds Needed) was increased by \$25,000.
- Category: Building, Zoning, Planning and Public Works
Project Name: Crandon Blvd. LED Flasher at E Heather Dr. (FY2016 Funds Needed) was increased by \$35,000.

- Category: Building, Zoning, Planning and Public Works
Project Name: Curbing on Streets Surrounding KB K-8 School (FY2016 Funds Needed) project FY2016 Funds Needed decreased by a total of \$50,000 due to the Safe Routes to School grant funding.

As part of our ongoing need to identify existing funding sources (**Encumbered Funds**) to cover future project needs in the community, the following projects will be funded by the CIP Assigned Reserve Master Plan Initiatives (MPI).

- Category: Building, Zoning, Planning and Public Works
Project Name: Street Lighting Phase V- Fernwood Rd, Westwood Dr, West Heather Dr (Total Project Cost: \$810,000).
- Category: Recreation and Open Space
Project Name: 530 Crandon Park Construction (Total Project Cost: \$1,400,000).

The CIP FY2016 deficit of **\$3,828,534** will be funded entirely by the General Fund-Excess Revenues over Expenditures at the current millage rate of 3.0.

The following Capital projects set as priorities (not in any particular order) for FY2015-2017 by Council do not have an identified funding source:

1. Virginia Key Playing Fields
2. Renovations to the Library
3. Purchase and Development of the Police Parking Lot
4. Burying of the Power Lines
5. Purchase of Land
6. Beach Club



Village of Key Biscayne
PROPOSED Capital Improvement Plan
Fiscal Years 2016 - 2020

Village of Key Biscayne
Capital Improvement Plan - Summary

FY2016-FY2020

	Encumbered FUNDS	FY2016 Funds Needed
Restricted/Committed Reserves		
Building Inspections	\$1,064,478	\$0 Restricted-For Building Department expenditures only
Capital Lease	\$421,319	\$300,000 Assigned- Vehicle Leases
Compensated Absences	\$256,774	\$0 Assigned-25% of total Employee time banks
Emergencies	\$4,000,001	\$0 Committed - For emergency expenses (i.e. natural disasters)
Fire Code Violations	\$165,313	\$0 Restricted- For Fire prevention expenditures
Fire Grant Revenue (UASI)	\$45,455	\$0 Restricted-Urban Area Security Initiative Grant-Anti Terrorist Training & Equipment
Fire Rescue Transport Fees	\$1,214,152	\$0 Committed-Used to offset costs of providing Fire Rescue transportation
Labor Negotiations	\$90,000	\$0 Committed-To cover costs resulting from labor negotiations that exceed budgeted amounts
Law Enforcement Seizures	\$224	\$0 Restricted-May only be used for law enforcement purposes
Prepays	\$0	\$0 Nonspendable-Prepaid insurance
Working Capital	\$1,660,307	\$0 Assigned-To fund proposed capital improvement needs
Land Acquisition/Open Space Land Trust	\$8,000,000	\$0 Committed- By Council action for Land Acquisition
Sub-Total Restricted Reserves	\$16,918,023	\$300,000

	Encumbered FUNDS	FY2016	FY2017	FY2018	FY2019	FY2020
		Funds Needed				
Assigned Reserves						
Calusa Park	\$263,885	\$0	\$0	\$0	\$0	\$0
Community Center Equip Reserve	\$5,691	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Community Center Expansion	\$98,582	\$0	\$0	\$0	\$0	\$0
Landscape Master Plan	\$230,490	\$0	\$0	\$0	\$0	\$0
Maint Reserve- Community Center	\$285,396	\$50,000	\$100,000	\$100,000	\$100,000	\$100,000
Maint Reserve- Fire Station	\$110,731	\$50,000	\$25,000	\$25,000	\$25,000	\$25,000
Maint Reserve- Police/Admin	\$0	\$50,000	\$50,000	\$25,000	\$25,000	\$25,000
Master Plan Initiatives (MPI)	\$134,411	\$0	\$0	\$0	\$0	\$0
Playing Fields	\$909,264	\$0	\$50,000	\$50,000	\$50,000	\$50,000
Recreation Facilities	\$371,584	\$0	\$75,000	\$75,000	\$75,000	\$75,000
Traffic Calming Plan	\$134,855	\$0	\$135,000	\$0	\$0	\$0
Village Goes Green	\$59,673	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Sub-Total Assigned Reserves	\$2,604,562					
Total Restricted/Assigned	\$19,522,585	\$785,000	\$470,000	\$310,000	\$310,000	\$310,000

Capital Improvement Plan- SEE ATTACHED LIST OF PROJECTS FOR EACH CATEGORY LISTED BELOW

	Encumbered FUNDS	FY2016	FY2017	FY2018	FY2019	FY2020
Cultural	\$310,126	\$0	\$75,000	\$75,000	\$75,000	\$75,000
Information Technology	\$368,837	\$168,254	\$260,742	\$55,852	\$50,352	\$50,352
Maintenance	\$778,317	\$552,300	\$91,800	\$66,800	\$66,800	\$66,800
Public Safety- Fire	\$192,532	\$115,980	\$20,980	\$3,574	\$3,574	\$3,574
Public Safety- Police	\$15,841	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Building, Zoning, Planning & Public Works	\$4,640,230	\$385,000	\$72,000	\$72,000	\$12,000	\$12,000
Recreation and Open Space	\$3,161,639	\$1,517,000	\$5,000	\$5,000	\$5,000	\$5,000
Sub-Total CIP Encumbrances	\$9,467,522	\$2,743,534	\$530,522	\$283,226	\$217,726	\$217,726
Total	\$28,990,107	\$3,828,534	\$1,000,522	\$593,226	\$527,726	\$527,726

Cultural

Description: Non-Operational	*Funding Source(s)	Total Project Cost	Encumbered FUNDS	FY2016 Funds Needed	FY2017 Funds Needed	FY2018 Funds Needed	FY2019 Funds Needed	FY2020 Funds Needed
VILLAGE ARTWORK- ARTWORK THROUGHOUT THE VILLAGE ONGOING	CIP	\$155,953	\$131,523	\$0	\$75,000	\$75,000	\$75,000	\$75,000
CULTURAL PARK FACILITY CONSTRUCTION- MATCHING GRANT	CIP	\$400,000	\$178,603	\$0	\$0	\$0	\$0	\$0
Total Cultural			\$310,126	\$0	\$75,000	\$75,000	\$75,000	\$75,000

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

Information Technology

ONGOING PROJECT	*Funding	Total Project	Encumbered	FY2016	FY2017	FY2018	FY2019	FY2020	
Description: Operational/Restricted	Source(s)	Cost	FUNDS	Funds Needed					
ADMIN SERVER REPLACEMENT	CIP	\$17,901	\$0	\$5,000	\$0	\$0	\$0	\$0	
ADMIN/FIRE NOTEBOOKS	CIP	\$26,400	\$2,988	\$0	\$2,500	\$5,500	\$0	\$0	
ADMIN/FIRE WORK STATION REPLACEMENT	CIP	\$32,939	\$672	\$5,000	\$3,900	\$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	\$22,993	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	
NETWORK INFRASTRUCTURE	CIP	\$33,000	\$0	\$7,000	\$0	\$0	\$0	\$0	
POLICE NOTEBOOKS	CIP	\$25,916	\$0	\$9,000	\$0	\$0	\$0	\$0	
POLICE OPERATING SYSTEMS- SOFTWARE	CIP	\$81,590	\$0	\$6,000	\$2,500	\$2,500	\$2,500	\$2,500	
POLICE SERVER AND FIREWALL REPLACEMENT- HARDWARE	CIP	\$7,890	\$0	\$60,750	\$7,890	\$0	\$0	\$0	
POLICE WORK STATION REPLACEMENT	CIP	\$28,800	\$0	\$9,600	\$0	\$0	\$0	\$0	
VILLAGEWIDE PHONE SYSTEM UPGRADE	CIP	\$150,000	\$103,705	\$0	\$0	\$0	\$0	\$0	
COUNCIL CHAMBER UPGRADE AUDIO AND VISUAL	CIP	\$150,000	\$148,479	\$0	\$0	\$0	\$0	\$0	
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Description: Non-Operational	*Funding	Total Project	Encumbered	FY2016	FY2017	FY2018	FY2019	FY2020	
	Source(s)	Cost	FUNDS	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	
3. POLICE VEHICLE GPS	CIP	\$60,361	\$0	\$18,521	\$10,460	\$10,460	\$10,460	\$10,460	
4. POLICE BODY CAMERAS	CIP	\$151,351	\$0	\$41,383	\$27,492	\$27,492	\$27,492	\$27,492	
Total Information Technology				\$1,547,670	\$368,837	\$168,254	\$260,742	\$55,852	\$50,352

Italics: New Project

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	*Funding	Total Project	Encumbered	FY2016	FY2017	FY2018	FY2019	FY2020
Description: Operational/Restricted	Source(s)	Cost	FUNDS	Funds Needed				
MAINTENANCE- COMMUNITY CENTER EXTERIOR FAÇADE	CIP	\$49,500	\$21,597	\$0	\$5,000	\$5,000	\$5,000	\$5,000
MAINTENANCE- COMMUNITY CENTER LIFT STATION	CIP	\$4,500	\$4,500	\$0	\$0	\$0	\$0	\$0
MAINTENANCE- FIRE EXTERIOR FAÇADE	CIP	\$32,500	\$2,396	\$20,000	\$0	\$0	\$0	\$0
MAINTENANCE- OTHER FACILITIES	CIP	\$167,340	\$55,629	\$0	\$10,000	\$10,000	\$10,000	\$10,000
MAINTENANCE- SIDEWALK REPAIRS	CIP	\$75,000	\$427	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
MAINTENANCE- TRAFFIC CIRCLES	CIP	\$160,000	\$108,040	\$0	\$15,000	\$15,000	\$15,000	\$15,000
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	\$0	\$35,000	\$5,000	\$5,000	\$5,000	\$5,000
REPLACEMENT- TREES	CIP	\$140,000	\$16,535	\$25,000	\$10,000	\$10,000	\$10,000	\$10,000
REPLACEMENT- CRANDON SPRINKLER TIMERS FROM BATTERY TO ELECTRIC	CIP	\$50,000	\$43,142	\$7,000	\$0	\$0	\$0	\$0
REPLACEMENT: RECYCABLE TRASH CANS (50)	CIP	\$25,000	\$25,000	\$0	\$25,000	\$0	\$0	\$0
REPLACEMENT: DOG STATIONS (50)	CIP	\$15,000	\$1,996	\$0	\$1,500	\$1,500	\$1,500	\$1,500
REPLACEMENT: CHANNEL 77 EQUIPMENT	CIP	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$0
REPLACEMENT: COMMUNITY CENTER WEIGHT ROOM EQUIP	CIP	\$450,000	\$450,000	\$0	\$0	\$0	\$0	\$0
REPLACEMENT: VILLAGEWIDE ELECTRICAL PANELS	CIP	\$45,000	\$28,755	\$0	\$0	\$0	\$0	\$0
MAINTENANCE- BEACH PARK	CIP	\$445,000	\$0	\$445,000	\$0	\$0	\$0	\$0
Total Maintenance		\$1,743,340	\$778,317	\$552,300	\$91,800	\$66,800	\$66,800	\$66,800

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	*Funding Source(s)	Total Project Cost	Encumbered FUNDS	FY2016 Funds Needed	FY2017 Funds Needed	FY2018 Funds Needed	FY2019 Funds Needed	FY2020 Funds Needed
Description: Operational/Restricted								
EMERGENCY COMMUNICATION SYSTEM (BDA)	CIP	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$0
FIRE EQUIPMENT- FIRE HOSE ROPE KITS PANTS JACKETS & HELMETS	CIP	\$100,000	\$68,524	\$20,980	\$20,980	\$3,574	\$3,574	\$3,574
Description: Non-Operational								
*Funding Source(s)								
Total Project Cost								
Encumbered FUNDS								
FY2016 Funds Needed								
FY2017 Funds Needed								
FY2018 Funds Needed								
FY2019 Funds Needed								
FY2020 Funds Needed								
1. AEDs	CIP	\$40,000	\$24,008	\$0	\$0	\$0	\$0	\$0
<u>2. FIRE STATION VENTALATION</u>	CIP	\$95,000	\$0	\$95,000	\$0	\$0	\$0	\$0
Total Public Safety-Fire		\$335,000	\$192,532	\$115,980	\$20,980	\$3,574	\$3,574	\$3,574

Italics: New Project

Funding Source(s):

****CIP- Capital Improvement Plan***

****CL- Capital Lease***

Project Manager: Eric Lang, Fire Chief

Public Safety- Police

ONGOING PROJECTS	*Funding Source(s)	Total Project Cost	Encumbered FUNDS	FY2016 Funds Needed	FY2017 Funds Needed	FY2018 Funds Needed	FY2019 Funds Needed	FY2020 Funds Needed
Description: Operational/Restricted								
POLICE FLOOR FIXTURES AND EQUIPMENT- DOORS, LIGHTS, ETC.	CIP	\$35,000	\$15,841	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Total Public Safety- Police		\$35,000	\$15,841	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000

Italics: New Project

Funding Source(s):

*CIP- Capital Improvement Plan

*CL- Capital Lease

Project Manager: Charles R. Press, Police Chief

Building, Zoning, Planning and Public Works

ONGOING PROJECTS	*Funding	Total Project	Encumbered	FY2016	FY2017	FY2018	FY2019	FY2020		
Description: Operational/Restricted	Source(s)	Cost	FUNDS	Funds Needed						
BANNERS- HOLIDAYS, LIGHTHOUSE, SNOW, ART SHOW, STARS AND STRIPS	CIP	\$24,000	\$9,090	\$0	\$0	\$0	\$0	\$0		
BEACH RENOURISHMENT- ANNUAL MONITORING (FY13-FY15)	CIP	\$99,000	\$0	\$25,000	\$0	\$0	\$0	\$0		
BEACH RENOURISHMENT- RENOURISHMENT	FEMA/CIP	\$3,100,000	\$3,007,899	\$0	\$0	\$0	\$0	\$0		
DUNE RESTORATION	CIP	\$90,000	\$44,483	\$10,000	\$10,000	\$10,000	\$0	\$0		
MAINTENANCE VEHICLE- BEACH MONITORING	CIP	\$12,000	\$6,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000		
SEAGRASS RESTORATION- ANNUAL MONTORING (FY12-FY15)	CIP	\$121,201	\$42,660	\$0	\$0	\$0	\$0	\$0		
SEAGRASS RESTORATION- BISCAYNE NATIONAL PARK	CO,GFR	\$500,000	\$28,407	\$0	\$0	\$0	\$0	\$0		
SMALL/MID-SIZE LANDSCAPING PROJECTS	CIP	\$500,000	\$216,143	\$50,000	\$50,000	\$50,000	\$0	\$0		
STREET SIGNS- REPLACE VILLAGEWIDE (STOP, YIELD & INFORMATIONAL SIGNS)	RI,CIP	\$240,000	\$66,555	\$170,000	\$0	\$0	\$0	\$0		
WHITEFLY PEST CONTROL	CIP	\$63,000	\$10,000	\$0	\$0	\$0	\$0	\$0		
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Description: Non-Operational	*Funding	Total Project	Encumbered	FY2016	FY2017	FY2018	FY2019	FY2020		
	Source(s)	Cost	FUNDS	Funds Needed						
1. VILLAGEWIDE CROSSWALK SAFETY IMPROVEMENTS	CIP	\$50,000	\$5,354	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000		
2. CRANDON BLVD LED FLASHER AT E. HEATHER DR	CIP	\$45,000	\$31,820	\$35,000	\$0	\$0	\$0	\$0		
3. RESURFACING EAST OF CRANDON EXCEPT HOLIDAY COLONY	CIP	\$390,000	\$44,886	\$0	\$0	\$0	\$0	\$0		
4. UPLIGHTING LED REPLACEMENT PROGRAM	CIP	\$45,000	\$0	\$73,000	\$0	\$0	\$0	\$0		
5. STREET LIGHTING PHASE III- HARBOR DR FROM SUNSET CR TO W MASHTA	CIP	\$105,000	\$73,867	\$0	\$0	\$0	\$0	\$0		
6. STREET LIGHTING PHASE IV- MASHTA DR FROM HARBOR DR CR TO CRANDON	CIP	\$150,000	\$143,508	\$0	\$0	\$0	\$0	\$0		
7. OCEAN LANE DRIVE STREETScape MASTER PLAN	CIP	\$65,000	\$65,000	\$0	\$0	\$0	\$0	\$0		
8. OCEAN DRIVE AND E.HAEATHER ADDITIONAL GOLF CART PARKING	CIP	\$41,000	\$34,558	\$0	\$0	\$0	\$0	\$0		
<u>9. STREET LIGHTING PHASE V- FERNWOOD RD, WESTWOOD DR, WEST HEATHER DR</u>	MPI	\$810,000	\$810,000	\$0	\$0	\$0	\$0	\$0		
<u>10. BACKFLOW CERTIFICATION</u>		\$10,000	\$0	\$10,000	\$0	\$0	\$0	\$0		
Total Public Works				\$6,703,201	\$4,640,230	\$385,000	\$72,000	\$72,000	\$12,000	\$12,000

Italics: New Project

Funding Source(s):

*CIP- Capital Improvement Plan

*CO- Capital Outlay

*GFR- General Fund Reserves

*RI- Roadway Improvement

*MPI- Master Plan Initiatives

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

Recreation and Open Space

ONGOING PROJECTS	*Funding	Total Project	Encumbered	FY2016	FY2017	FY2018	FY2019	FY2020
Description: Operational/Restricted	Source(s)	Cost	FUNDS	Funds Needed				
530 CRANDON BLVD SAMPLING	CIP	\$15,000	\$10,896	\$0	\$0	\$0	\$0	\$0
COMMUNITY CENTER EXPANSION- CONSTRUCTION	DEV	\$2,069,859	\$1,469,859	\$600,000	\$0	\$0	\$0	\$0
COMMUNITY CENTER GENERATOR	CIP	\$75,000	\$75,000	\$0	\$0	\$0	\$0	\$0
VILLAGE GREEN IMPROVEMENTS	CIP	\$88,000	\$47,504	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
VILLAGE RECREATION BUS	CIP	\$82,644	\$82,644	\$0	\$0	\$0	\$0	\$0
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Description: Non-Operational	*Funding	Total Project	Encumbered	FY2016	FY2017	FY2018	FY2019	FY2020
Description: Non-Operational	Source(s)	Cost	FUNDS	Funds Needed				
1. 530 CRANDON BLVD DESIGNATED USE	CIP	\$100,000	\$60,015	\$0	\$0	\$0	\$0	\$0
2. 530 CRANDON PARK CONSTRUCTION	CIP,MPI	\$1,400,000	\$1,400,000	\$0	\$0	\$0	\$0	\$0
3. CALUSA PARK DESIGN-FROM HARBOR DRIVE EASEMENT TO PARK	CIP	\$28,000	\$15,721	\$0	\$0	\$0	\$0	\$0
<u>4. VILLAGE GREEN DOG PARK</u>	CIP	\$912,000	\$0	\$912,000	\$0	\$0	\$0	\$0
Total Recreation and Open Space		\$3,830,503	\$3,161,639	\$1,517,000	\$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

*MPI- Master Plan Initiatives

Project Manager: Todd Hofferberth, Parks and Recreation Director