



VILLAGE OF KEY BISCAYNE

Office of the Village Manager



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

MEMORANDUM

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

DATE: September 21, 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

During the 1st Budget Hearing on September 8th, 2015, the Village Council, by consensus, authorized the Manager and Staff to make modifications to the Five (5) Year Capital Improvement Plan (CIP), the Restricted/Committed Reserves and the Assigned Reserves.

Towards this effort, the following modifications are being recommended by Staff:

- Category: Assigned Reserve
Reserve: Calusa Park (Encumbered Funds) \$239,606 was transferred to the Restricted/Committed Reserve- Working Capital in order to fund the funds needed for the FY2016 CIP.
- Category: Assigned Reserve
Reserve: Playing Fields (Encumbered Funds) \$218,364 was transferred to the Restricted/Committed Reserve- Working Capital in order to fund the funds needed for the FY2016 CIP.
- Category: Capital Improvement Plan- Recreation and Open Space
Project Name: Village Recreation Bus (Encumbered Funds) \$82,644 was transferred to the Restricted/Committed Reserve- Working Capital in order to fund the funds needed for the FY2016 CIP.

The following new projects and funding amounts were added at Council direction:

- Category: Assigned Reserve
Project Name: Beach Club
A total of \$700,000 was transferred from the Land Acquisition/Open Space Land Trust- Restricted/Committed Reserve in order to fund this project.
- Category: Assigned Reserve
Project Name: Burying Powerlines (\$150,000)
- Category: Assigned Reserve
Project Name: Village Hall Parking Lot Purchase (\$2,000,000).
- Category: Capital Improvement Plan- Building, Zoning, Planning and Public Works
Project Name: Beach Park- Planning & Conceptual Design (\$50,000)
- Category: Capital Improvement Plan- Building, Zoning, Planning and Public Works
Project Name: Library- Planning & Conceptual Design (\$35,000)
- Category: Capital Improvement Plan- Building, Zoning, Planning and Public Works
Project Name: Civic Center Parking Study
A total of \$21,000 was transferred from the Master Plan Initiatives-Assigned Reserve in order to fund this project.
- Category: Capital Improvement Plan- Building, Zoning, Planning and Public Works
Project Name: Separated Bike Lane Study (\$20,000)

The capital needs for FY2016 total **\$4,957,534** and will be funded partially by the General Fund- Excess Revenues over Expenditures-\$2,501,202 (see attached revised General Fund Budget Summary) and the remaining balance \$2,456,332 will be obtained by the Working Capital- Restricted/Committed Reserve.

With the entire balance of the Working Capital-Restricted/Committed Reserve utilized in order to fund the FY2016 CIP there is no available funding to service NEW debt in FY2016.



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 FUNDED	
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	\$0	\$0	Assigned-To fund proposed capital improvement needs
Land Acquisition/Open Space Land Trust	\$7,300,000	\$0	Committed- By Council action for Land Acquisition
Sub-Total Restricted Reserves	\$14,557,716	\$300,000	

		FY2016 FUNDED	FY2017 Funds Needed	FY2018 Funds Needed	FY2019 Funds Needed	FY2020 Funds Needed
		Assigned Reserves				
<i>BEACH CLUB</i>	\$700,000	\$0	\$0	\$0	\$0	\$0
<i>BURYING POWERLINES</i>	\$0	\$150,000	\$0	\$0	\$0	\$0
Calusa Park	\$0	\$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)	\$105,411	\$0	\$0	\$0	\$0	\$0
Playing Fields	\$690,900	\$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
<i>VILLAGE HALL PARKING LOT PURCHASE</i>	\$0	\$2,000,000	\$0	\$0	\$0	\$0
Sub-Total Assigned Reserves	\$2,793,313	\$2,335,000	\$470,000	\$310,000	\$310,000	\$310,000
Total Restricted/Assigned	\$17,351,029	\$2,635,000	\$470,000	\$310,000	\$310,000	\$310,000

Capital Improvement Plan- SEE ATTACHED LIST OF PROJECTS FOR EACH CATEGORY LISTED BELOW						
Cultural	\$310,126	\$0	\$75,000	\$75,000	\$75,000	\$75,000
Information Technology	\$368,837	\$162,254	\$271,742	\$66,852	\$63,852	\$57,352
Maintenance	\$778,317	\$82,300	\$101,800	\$79,300	\$79,300	\$84,300
Public Safety- Fire	\$192,532	\$115,980	\$20,980	\$3,574	\$3,574	\$3,574
Public Safety- Police	\$15,841	\$5,000	\$2,500	\$2,500	\$2,500	\$2,500
Building, Zoning, Planning & Public Works	\$4,661,230	\$440,000	\$72,000	\$72,000	\$62,000	\$62,000
Recreation and Open Space	\$3,096,274	\$1,517,000	\$87,644	\$5,000	\$5,000	\$5,000
Sub-Total CIP Encumbrances	\$9,423,157	\$2,322,534	\$631,666	\$304,226	\$291,226	\$289,726
Total	\$26,774,186	\$4,957,534	\$1,101,666	\$614,226	\$601,226	\$599,726

Cultural

Description: Non-Operational	*Funding Source(s)	Project Cost	Encumbered FUNDS	FY2016 FUNDED	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	Project	Encumbered	FY2016	FY2017	FY2018	FY2019	FY2020
Description: Operational/Restricted	Source(s)	Cost	FUNDS	FUNDED	Funds Needed	Funds Needed	Funds Needed	Funds Needed
ADMIN SERVER REPLACEMENT	CIP	\$20,000	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$0
ADMIN/FIRE NOTEBOOKS	CIP	\$26,000	\$2,988	\$0	\$4,500	\$4,500	\$4,500	\$4,000
ADMIN/FIRE WORK STATION REPLACEMENT	CIP	\$32,939	\$672	\$5,000	\$3,900	\$3,900	\$3,900	\$3,900
COMMUNITY CENTER- COMPUTER LAB	CIP	\$51,522	\$22,993	\$0	\$3,000	\$6,000	\$3,000	\$5,000
NETWORK INFRASTRUCTURE	CIP	\$33,000	\$0	\$7,000	\$7,000	\$7,000	\$7,000	\$4,000
POLICE NOTEBOOKS	CIP	\$9,000	\$0	\$9,000	\$0	\$0	\$0	\$0
POLICE OPERATING SYSTEMS- SOFTWARE	CIP	\$16,000	\$0	\$6,000	\$2,500	\$2,500	\$2,500	\$2,500
POLICE SERVER AND FIREWALL REPLACEMENT- HARDWARE	CIP	\$67,890	\$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	Project	Encumbered	FY2016	FY2017	FY2018	FY2019	FY2020
	Source(s)	Cost	FUNDS	FUNDED	Funds Needed	Funds Needed	Funds Needed	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
<u>3. POLICE VEHICLE GPS</u>	CIP	\$60,361	\$0	\$18,521	\$10,460	\$10,460	\$10,460	\$10,460
<u>4. POLICE BODY CAMERAS</u>	CIP	\$151,351	\$0	\$41,383	\$27,492	\$27,492	\$27,492	\$27,492
Total Information Technology			\$368,837	\$162,254	\$271,742	\$66,852	\$63,852	\$57,352

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	Project	Encumbered	FY2016	FY2017	FY2018	FY2019	FY2020
Description: Operational/Restricted	Source(s)	Cost	FUNDS	FUNDED	Funds Needed	Funds Needed	Funds Needed	Funds Needed
MAINTENANCE- COMMUNITY CENTER EXTERIOR FAÇADE	CIP	\$49,500	\$21,597	\$0	\$5,000	\$7,500	\$7,500	\$7,500
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	\$10,000	\$0	\$0	\$0
MAINTENANCE- OTHER FACILITIES	CIP	\$168,000	\$55,629	\$0	\$15,000	\$15,000	\$15,000	\$15,000
MAINTENANCE- SIDEWALK REPAIRS	CIP	\$85,000	\$427	\$15,000	\$10,000	\$10,000	\$10,000	\$10,000
MAINTENANCE- TRAFFIC CIRCLES	CIP	\$160,000	\$108,040	\$0	\$0	\$10,000	\$10,000	\$10,000
MAINTENANCE- VILLAGE HALL CAMERAS AND CARD SYSTEM	CIP	\$42,400	\$5,300	\$5,300	\$5,300	\$5,300	\$5,300	\$5,300
MAINTENANCE- VILLAGE HALL EXTERIOR FACADE	CIP	\$30,000	\$0	\$10,000	\$5,000	\$5,000	\$5,000	\$5,000
REPLACEMENT- TREES	CIP	\$140,000	\$16,535	\$25,000	\$25,000	\$25,000	\$25,000	\$30,000
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	\$50,000	\$25,000	\$0	\$25,000	\$0	\$0	\$0
REPLACEMENT: DOG STATIONS (50)	CIP	\$8,000	\$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
Total Maintenance			\$778,317	\$82,300	\$101,800	\$79,300	\$79,300	\$84,300

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	*Funding	Project	Encumbered	FY2016	FY2017	FY2018	FY2019	FY2020
Description: Operational/Restricted	Source(s)	Cost	FUNDS	FUNDED	Funds Needed	Funds Needed	Funds Needed	Funds Needed
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			Encumbered	FY2016	FY2017	FY2018	FY2019	FY2020
	Source(s)	Cost	FUNDS	FUNDED	Funds Needed	Funds Needed	Funds Needed	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			\$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)	Project Cost	Encumbered FUNDS	FY2016 FUNDED	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	\$2,500	\$2,500	\$2,500	\$2,500
Total Public Safety- Police		\$35,000	\$15,841	\$5,000	\$2,500	\$2,500	\$2,500	\$2,500

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	Project	Encumbered	FY2016	FY2017	FY2018	FY2019	FY2020
Description: Operational/Restricted	Source(s)	Cost	FUNDS	FUNDED	Funds Needed	Funds Needed	Funds Needed	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 MONITORING (FY13-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	\$0	\$50,000	\$50,000	\$50,000	\$50,000
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
Description: Non-Operational	*Funding	Project	Encumbered	FY2016	FY2017	FY2018	FY2019	FY2020
	Source(s)	Cost	FUNDS	FUNDED	Funds Needed	Funds Needed	Funds Needed	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	\$73,000	\$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
9. STREET LIGHTING PHASE V- FERNWOOD RD, WESTWOOD DR, WEST HEATHER DR	MPI	\$810,000	\$810,000	\$0	\$0	\$0	\$0	\$0
10. BACKFLOW CERTIFICATION	CIP	\$10,000	\$0	\$10,000	\$0	\$0	\$0	\$0
11. BEACH PARK- PLANNING & CONCEPTUAL DESIGN	CIP	\$50,000	\$0	\$50,000	\$0	\$0	\$0	\$0
12. LIBRARY- PLANNING & CONCEPTUAL DESIGN	CIP	\$35,000	\$0	\$35,000	\$0	\$0	\$0	\$0
13. CIVIC CENTER PARKING STUDY	MPI	\$21,000	\$21,000	\$0	\$0	\$0	\$0	\$0
14. SEPARATED BIKE LANE STUDY	CIP	\$20,000	\$0	\$20,000	\$0	\$0	\$0	\$0
Total Public Works			\$4,661,230	\$440,000	\$72,000	\$72,000	\$62,000	\$62,000

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 Source(s)	Project Cost	Encumbered FUNDS	FY2016 FUNDED	FY2017 Funds Needed	FY2018 Funds Needed	FY2019 Funds Needed	FY2020 Funds Needed
Description: Operational/Restricted								
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	\$0	\$0	\$82,644	\$0	\$0	\$0
Description: Non-Operational								
1. 530 CRANDON BLVD/DOG PARK 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 PATHWAY EASEMENT TO PARKING LOT	CIP	\$33,000	\$33,000	\$0	\$0	\$0	\$0	\$0
4. <u>VILLAGE GREEN DOG PARK</u>	CIP	\$912,000	\$0	\$912,000	\$0	\$0	\$0	\$0
Total Recreation and Open Space			\$3,096,274	\$1,517,000	\$87,644	\$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