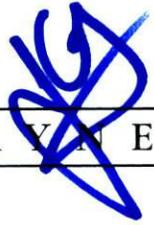




# VILLAGE OF KEY BISCAIYNE

Office of the Village Manager



## MEMORANDUM

*Village Council*  
Mayra P. Lindsay, *Mayor*  
Edward London, *Vice Mayor*  
Franklin H. Caplan  
Luis E de la Cruz  
Gary R. Gross  
Theodore Holloway  
Michael E. Kelly

*Village Manager*  
John C. Gilbert

DATE: September 13, 2016

TO: Honorable Mayor and Members of the Village Council

FROM: John C. Gilbert, Village Manager

RE: Proposed Budget FY2016-17

### RECOMMENDATION

The goal of the proposed budget for FY2016-17, as in previous years, is to support the level of services the Village provides to its residents and visitors while minimizing and/or reducing expenditures.

Property Values for FY2016-17 increased approximately 8% (\$617,536,353). Last year the Village experienced an increase of 15.29% (\$1,024,091,295).

On July 20<sup>th</sup>, 2016, the proposed millage rate of 3.0 was certified to the Department of Revenue. **The enclosed budget maintains the same millage rate of 3.0.**

Budgetary figures have been updated since the June Budget Workshop to include current information from the State shared revenues, as well as, the ongoing review and needs of Departmental line item budgets that continued throughout the summer. Additionally, on July 11<sup>th</sup>, Village Directors participated in a Florida International University (FIU)-Government Budgeting Best Practices Workshop presented by Professor Alfredo Riverol. The workshop provided a comprehensive approach to government budgeting practices in Florida. The recommendation to comprise the departmental descriptions, prior year goals and objectives along with performance indicators as part of the proposed FY2016-17 budget to Council has been included.

The Cost Of Living Adjustment (COLA) for the proposed FY2016-17 Budget is based on the Consumer Price Index (CPI) for all urban consumers for the Miami/Ft. Lauderdale area (all items indexed) published by the Department of Labor Bureau of Labor Statistics for the twelve (12) month change from April 2015 to April 2016 and is being reflected as a 1.4% COLA for all eligible employees.

Some assumptions included within this budget are:

- Insurance, Property and Liability premium costs remain at the same rate for the proposed budget based upon the recommendation from our Commercial Insurance Broker, Brown & Brown.
- Workers Compensation premium costs reflect an estimated 10% increase based upon the recommendation from our Commercial Insurance Broker, Brown & Brown.
- Life and Health Insurance premium costs reflects a 5% increase based upon a recommendation from our Health Insurance Broker of Record Services, National Marketing Group. The long-term Disability Insurance premium costs reflects a 27.6% increase.
- Police Officers, Sergeants and Lieutenants- COLA based on CPI a 1.4%; Step of 5% for eligible personnel; Shift Differential of 3% reflecting **existing labor contract obligations**.
- Fire Department- COLA based on CPI at 1.4%; Step of 5% for eligible personnel; Life, Health, Disability Insurance and Pension Retirement Contribution costs reflect the **existing labor contract obligations**.
- General Employees- COLA based on CPI at 1.4%; merit of up to 4% for eligible personnel reflecting **existing labor contract obligations**.
- All exempt employees- COLA based on CPI at 1.4%; Step of 5% for eligible personnel.
- Cost Sharing for certain Public Works Division employee's salary is pro-rated from the Stormwater Enterprise Fund and from the Building, Zoning and Planning Department- as in previous years.

The following budgetary changes occurred from the Budget Workshop held on June 21, 2016:

### Revenues

Revenues were adjusted to reflect updated information from the State of Florida and Village revenue generating activities.

### Expenditures

Total expenditures are increasing by \$2,713,413 or 9.85%.

### Manager

The main significant budgetary change in this operating budget since the Budget Workshop is an increase to the Professional Services line item of \$50,000 to conduct a Feasibility Study to determine the need for a Key Biscayne 911 System or other viable options.

### Police

The significant budgetary changes in this operating budget since the Budget Workshop is an increase in Acting Pay of \$17,000, an increase of \$4,000 to Range Expenses, an increase of \$10,000 to Subscriptions and Memberships and an increase of \$8,000 to the Capital Outlay line item.

There are no other significant budgetary changes to this budget.

### Parks

The main significant budgetary change in this operating budget since the Budget Workshop is an increase to the **A.S.K. Club** line item by \$20,000.

There are no other significant budgetary changes to this operating budget.

### Athletics

The main significant budgetary change in this operating budget since the Budget Workshop is an increase of \$5,000 for the proposed Sports Eye Injury program.

As another budget that has revenue producing activities, it may appear that the proposed budget of \$804,069 is the total fiscal impact to the General Fund budget, but in fact, this is offset by projected revenues of \$560,800.

I have directed Department Director's to make themselves available at your request to discuss any questions, thoughts or concerns you may have. I strongly urge the Council to take advantage of this opportunity in an effort to make the Budget Hearings more efficient and effective.

**ORDINANCE NO. 2016-**

**AN ORDINANCE OF THE VILLAGE OF KEY BISCAYNE,  
FLORIDA; ADOPTING THE BUDGETS FOR THE FISCAL  
YEAR COMMENCING OCTOBER 1, 2016 THROUGH  
SEPTEMBER 30, 2017 PURSUANT TO FLORIDA STATUTE  
200.065 (TRIM BILL); PROVIDING FOR AN EFFECTIVE  
DATE.**

**WHEREAS**, the Village Manager presented to the Village Council a "Tentative General Fund Operating Budget" for the fiscal year commencing October 1, 2016 and the Village Council scheduled the public hearing required by Section 200.065(2)(c) of the Florida Statutes to be held on September 13, 2016 at 7:00 p.m.; and

**WHEREAS**, the Property Appraiser has properly noticed the public hearing scheduled for September 13, 2016, at 7:00 p.m., in the Council Chamber, located at 560 Crandon Boulevard, Key Biscayne, Florida, as required by Chapter 200 of the Florida Statutes; and

**WHEREAS**, said public hearing, as required by Section 200.065 (2)(c), was held by the Village Council on September 13, 2016, commencing at 7:00 p.m. as previously noticed and the public and all interested parties having had an opportunity to address their comments to the Village Council, and the Village Council having had an opportunity to amend the tentative budget as it deemed appropriate and having considered the comments of the public regarding the tentative budget and having complied with the "TRIM" requirements of the Florida Statutes; and

**WHEREAS**, pursuant to Section 200.065(2)(d) of the Florida Statutes, a final public hearing to adopt the budgets for the fiscal year commencing on October 1, 2016, through September 30, 2017, was held, as advertised, on Tuesday, September 27, 2016, at 7:00 p.m., in the Council Chamber, located at 560 Crandon Boulevard, Key Biscayne, Florida and the Council considered comments from the public.

**NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE COUNCIL OF KEY  
BISCAYNE, FLORIDA:**

**Section 1.** Upon prior adoption of the final millage rate, which is hereby ratified, the attached budgets of the Village of Key Biscayne for the fiscal year commencing October 1, 2016, are hereby approved and adopted.

**Section 2.** This Ordinance shall be effective upon adoption on second reading, and shall be applicable from and after October 1, 2016.

PASSED AND ADOPTED on the first reading this 13<sup>th</sup> day of September, 2016.

PASSED AND ADOPTED on the second reading this 27<sup>th</sup> day of September, 2016.

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MAYOR MAYRA PEÑA LINDSAY

ATTEST:

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CONCHITA H. ALVAREZ, MMC, VILLAGE CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

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VILLAGE ATTORNEY