



# VILLAGE OF KEY BISCAIYNE

Office of the Village Manager

## MEMORANDUM

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

*Village Manager*  
John C. Gilbert

DATE: June 21, 2016  
TO: Honorable Mayor and Members of the Village Council  
FROM: John C. Gilbert, Village Manager  
RE: FY2017-2021 (FY17-21) Capital Improvement Projects (CIP)

Enclosed is a preliminary 5-year CIP for FY17-21. For this Budget Workshop I am recommending that we focus on funding FY17 Projects.

The attached Proposed CIP includes seven (7) new recommended Projects. The total amount of funds needed for continuing/new proposed Projects for FY17 is \$3,048,300 and will be entirely funded by the excess revenue over expenditures in the General Fund Budget.

A reevaluation of all previous Capital Improvement Projects resulted in a transfer of seventeen (17) Projects into the General Fund Budget. In addition, a total of twenty-one (21) Projects have been completed to-date.

No final decisions are made at this workshop. Final action will be taken at our Budget Hearings in September.



**Village of Key Biscayne**  
**PROPOSED Capital Improvement Plan**  
**Fiscal Years 2017 - 2021**

**Village of Key Biscayne**  
**Capital Improvement Plan - Summary**

FY2017-FY2021

	<b>Encumbered FUNDS</b>	
<b>Restricted/Committed Reserves</b>		
Building Inspections	\$1,461,641	Restricted-For Building Department expenditures only
Compensated Absences	\$603,640	Assigned-25% of total Employee time banks
Emergencies	\$4,000,000	Committed - For emergency expenses (i.e. natural disasters)
Fire Code Violations	\$221,023	Restricted- For Fire prevention expenditures
Fire Grant Revenue (UASI)	\$44,480	Restricted-Urban Area Security Initiative Grant-Anti Terrorist Training & Equipment
Fire Rescue Transport Fees	\$1,448,053	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
Law Enforcement Seizures	\$148,713	Restricted-May only be used for law enforcement purposes
Prepays	\$268,176	Nonspendable-Prepaid insurance
Land Acquisition/Open Space Land Trust	\$6,136,934	Restricted- To purchase land (open space)
Working Capital	\$4,329,206	Assigned-To fund proposed capital improvement needs
<b>Sub-Total Restricted Reserves</b>	<b>\$18,751,866</b>	

		FY2017	FY2018	FY2019	FY2020	FY2021
		Funds Needed	Funds Needed	Funds Needed	Funds Needed	Funds Needed
<b>Assigned Reserves</b>						
Burying Powerlines	\$148,480	\$0	\$0	\$0	\$0	\$0
Community Center Equip Reserve	\$20,000	\$50,000	\$0	\$0	\$0	\$0
Community Center Expansion	\$21,954	\$0	\$0	\$0	\$0	\$0
Landscape Master Plan	\$75,227	\$0	\$0	\$0	\$0	\$0
Maint Reserve- Community Center	\$237,646	\$50,000	\$100,000	\$100,000	\$100,000	\$100,000
Maint Reserve- Fire Station	\$95,949	\$150,000	\$0	\$0	\$0	\$0
Maint Reserve- Police/Admin	\$2,751	\$50,000	\$25,000	\$25,000	\$25,000	\$0
Master Plan Initiatives (MPI)	\$18,583	\$0	\$0	\$0	\$0	\$0
Playing Fields	\$451,126	\$500,000	\$0	\$0	\$0	\$0
Recreation Facilities	\$359,734	\$0	\$0	\$0	\$0	\$0
Traffic Calming Plan	\$75,325	\$312,000	\$0	\$0	\$0	\$0
Village Goes Green	\$72,809	\$15,000	\$15,000	\$15,000	\$15,000	\$0
Village Hall Parking Lot Purchase	\$1,500,000	\$0	\$0	\$0	\$0	\$0
<b>Sub-Total Assigned Reserves</b>	<b>\$3,079,584</b>	<b>\$1,127,000</b>	<b>\$140,000</b>	<b>\$140,000</b>	<b>\$140,000</b>	<b>\$100,000</b>
<b>Total Restricted/Assigned</b>	<b>\$21,831,450</b>	<b>\$1,127,000</b>	<b>\$140,000</b>	<b>\$140,000</b>	<b>\$140,000</b>	<b>\$100,000</b>

<b>Capital Improvement Plan- SEE ATTACHED LIST OF PROJECTS FOR EACH CATEGORY LISTED BELOW</b>						
Cultural	\$276,430	\$50,000	\$0	\$0	\$0	\$0
Information Technology	\$184,871	\$71,000	\$50,000	\$50,000	\$0	\$0
Maintenance	\$500,935	\$255,300	\$60,300	\$60,300	\$170,300	\$60,300
Public Safety- Fire	\$95,000	\$0	\$0	\$0	\$0	\$0
Building, Zoning, Planning & Public Works	\$4,225,488	\$925,000	\$296,000	\$268,000	\$268,000	\$63,000
Recreation and Open Space	\$2,985,340	\$620,000	\$0	\$0	\$0	\$0
<b>Sub-Total CIP Encumbrances</b>	<b>\$8,268,064</b>	<b>\$1,921,300</b>	<b>\$406,300</b>	<b>\$378,300</b>	<b>\$438,300</b>	<b>\$123,300</b>
<b>Total</b>	<b>\$30,099,514</b>	<b>\$3,048,300</b>	<b>\$546,300</b>	<b>\$518,300</b>	<b>\$578,300</b>	<b>\$223,300</b>

## Cultural

Description: Non-Operational	*Funding Source(s)	Project Cost	Encumbered FUNDS	FY2017 Funds Needed	FY2018 Funds Needed	FY2019 Funds Needed	FY2020 Funds Needed	FY2021 Funds Needed
VILLAGE ARTWORK- ARTWORK THROUGHOUT THE VILLAGE ONGOING	CIP	\$205,006	\$80,006	\$50,000	\$0	\$0	\$0	\$0
CULTURAL PARK FACILITY CONSTRUCTION- MATCHING GRANT	CIP	\$400,000	\$196,424	\$0	\$0	\$0	\$0	\$0
<b>Total Cultural</b>			<b>\$276,430</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

*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

<i>ONGOING PROJECT</i>	*Funding	Project	Encumbered	FY2017	FY2018	FY2019	FY2020	FY2021
Description: Operational/Restricted	Source(s)	Cost	FUNDS	Funds Needed				
COMMUNITY CENTER- COMPUTER LAB	CIP	\$61,993	\$22,993	\$27,000	\$0	\$0	\$0	\$0
POLICE OPERATING SYSTEMS- SOFTWARE	CIP	\$90,000	\$6,000	\$24,000	\$30,000	\$30,000	\$0	\$0
POLICE SERVER AND FIREWALL REPLACEMENT- HARDWARE	CIP	\$115,878	\$55,878	\$20,000	\$20,000	\$20,000	\$0	\$0
<b>Description: Non-Operational</b>			<b>Encumbered</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>
			<b>FUNDS</b>	<b>Funds Needed</b>				
COMMUNITY CENTER PROGRAM	CIP	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$0
<b>Total Information Technology</b>			<b>\$184,871</b>	<b>\$71,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>

***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

<b>ONGOING PROJECTS</b>	<b>*Funding</b>	<b>Project</b>	<b>Encumbered</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>
<b>Description: Operational/Restricted</b>	<b>Source(s)</b>	<b>Cost</b>	<b>FUNDS</b>	<b>Funds Needed</b>				
MAINTENANCE- COMMUNITY CENTER EXTERIOR FAÇADE	CIP	\$21,597	\$21,597	\$0	\$0	\$0	\$0	\$0
MAINTENANCE- OTHER FACILITIES	CIP	\$120,078	\$45,078	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
MAINTENANCE- SIDEWALK REPAIRS	CIP	\$150,000	\$0	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
MAINTENANCE- TRAFFIC CIRCLES	CIP	\$106,000	\$106,000	\$0	\$0	\$0	\$0	\$0
MAINTENANCE- VILLAGE HALL CAMERAS AND CARD SYSTEM	CIP	\$35,833	\$9,333	\$5,300	\$5,300	\$5,300	\$5,300	\$5,300
REPLACEMENT- TREES	CIP	\$85,913	\$20,913	\$25,000	\$10,000	\$10,000	\$10,000	\$10,000
<i>REPLACEMENT: COMM. CENTER WEIGHT ROOM EQUIP</i>	CIP	\$329,314	\$219,314	\$0	\$0	\$0	\$110,000	\$0
<i>REPLACEMENT: COMM. CNTR 2ND FL CARPET/PAINTING</i>	CIP	\$80,000	\$0	\$80,000	\$0	\$0	\$0	\$0
<i>REPLACEMENT: COMM. CENTER CAMERA SYSTEM</i>	CIP	\$100,000	\$0	\$100,000	\$0	\$0	\$0	\$0
<i>MAINTENANCE- STREET SIGNS</i>	CIP	\$78,700	\$78,700	\$0	\$0	\$0	\$0	\$0
<b>Total Maintenance</b>			<b>\$500,935</b>	<b>\$255,300</b>	<b>\$60,300</b>	<b>\$60,300</b>	<b>\$170,300</b>	<b>\$60,300</b>

*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

Description: Non-Operational	*Funding Source(s)	Project Cost	Encumbered FUNDS	FY2017 Funds Needed	FY2018 Funds Needed	FY2019 Funds Needed	FY2020 Funds Needed	FY2021 Funds Needed
FIRE STATION VENTALATION	CIP	\$95,000	\$95,000	\$0	\$0	\$0	\$0	\$0
<b>Total Public Safety-Fire</b>			<b>\$95,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

***Italics: New Project***

*Funding Source(s):*

\*CIP- Capital Improvement Plan

\*CL- Capital Lease

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

## Building, Zoning, Planning and Public Works

<b>ONGOING PROJECTS</b>	<b>*Funding</b>	<b>Project</b>	<b>Encumbered</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>
<b>Description: Operational/Restricted</b>	<b>Source(s)</b>	<b>Cost</b>	<b>FUNDS</b>	<b>Funds Needed</b>				
BEACH RENOURISHMENT- RENOURISHMENT	FEMA/CIP	\$3,100,000	\$2,933,224	\$0	\$0	\$0	\$0	\$0
DUNE RESTORATION	CIP	\$172,878	\$52,878	\$25,000	\$25,000	\$25,000	\$25,000	\$20,000
SMALL/MID-SIZE LANDSCAPING PROJECTS	CIP	\$286,386	\$186,386	\$0	\$25,000	\$25,000	\$25,000	\$25,000
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<b>Description: Non-Operational</b>	<b>*Funding</b>	<b>Project</b>	<b>Encumbered</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>
	<b>Source(s)</b>	<b>Cost</b>	<b>FUNDS</b>	<b>Funds Needed</b>				
OCEAN LANE DRIVE STREETScape MASTER PLAN	CIP	\$65,000	\$65,000	\$0	\$0	\$0	\$0	\$0
UPLIGHTING LED REPLACEMENT PROGRAM	CIP	\$73,000	\$73,000	\$0	\$0	\$0	\$0	\$0
STREET LIGHTING PHASE V- FERNWOOD RD, WESTWOOD DR, WEST HEATHER DR	MPI	\$810,000	\$810,000	\$0	\$0	\$0	\$0	\$0
BEACH PARK- PLANNING & CONCEPTUAL DESIGN	CIP	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0
LIBRARY- PLANNING & CONCEPTUAL DESIGN	CIP	\$35,000	\$35,000	\$0	\$0	\$0	\$0	\$0
SEPARATED BIKE LANE STUDY	CIP	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$0
<u>VILLAGE HALL PARKING GARAGE CONSTRUCTION</u> - *TBD	CIP/DEBT	\$5,980,000	\$0	\$500,000	\$200,000	\$200,000	\$200,000	\$200,000
<u>SAFEROUTES TO SCHOOL GRANT</u>	CIP	\$900,000	\$0	\$80,000	\$0	\$0	\$0	\$0
<u>BEACH PARK-CONSTRUCTION</u> - *TBD	CIP	\$250,000	\$0	\$250,000	\$0	\$0	\$0	\$0
<u>ADA IMPROVEMENTS</u>	CIP	\$200,000	\$0	\$70,000	\$46,000	\$18,000	\$18,000	\$18,000
<b>Total Public Works</b>			<b>\$4,225,488</b>	<b>\$925,000</b>	<b>\$296,000</b>	<b>\$268,000</b>	<b>\$268,000</b>	<b>\$263,000</b>

*Italics: New Project*

*Funding Source(s):*

\*CIP- Capital Improvement Plan

\*CO- Capital Outlay

\*GFR- General Fund Reserves

\*RI- Roadway Improvement

\*MPI- Master Plan Initiatives

**\*TBD-** Project Estimate ONLY

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

## Recreation and Open Space

ONGOING PROJECTS	*Funding	Project	Encumbered	FY2017	FY2018	FY2019	FY2020
Description: Operational/Restricted	Source(s)	Cost	FUNDS	Funds Needed	Funds Needed	Funds Needed	Funds Needed
COMMUNITY CENTER EXPANSION- CONSTRUCTION	DEV	\$2,069,859	\$1,219,931	\$0	\$0	\$0	\$0
COMMUNITY CENTER GENERATOR	CIP	\$75,000	\$75,000	\$0	\$0	\$0	\$0
VILLAGE GREEN IMPROVEMENTS	CIP	\$192,504	\$52,504	\$120,000	\$0	\$0	\$0
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Description: Non-Operational	*Funding	Project	Encumbered	FY2017	FY2018	FY2019	FY2020
	Source(s)	Cost	FUNDS	Funds Needed	Funds Needed	Funds Needed	Funds Needed
<i>530 CRANDON PARK CONSTRUCTION</i>	CIP,MPI	\$668,272	\$668,272	\$0	\$0	\$0	\$0
VILLAGE GREEN DOG PARK	CIP	\$912,000	\$719,633	\$0	\$0	\$0	\$0
PRESBYTERIAN CHURCH PLAYING FIELDS	CIP	\$250,000	\$250,000	\$0	\$0	\$0	\$0
<u>VILLAGE EXERCISE COURSE</u>	CIP	\$80,000	\$0	\$80,000	\$0	\$0	\$0
<u>COMMUNITY CENTER POOL DECK RESURFACING</u>	CIP	\$70,000	\$0	\$70,000	\$0	\$0	\$0
<u>401 HAMPTON LANE</u>	CIP	\$100,000	\$0	\$350,000	\$0	\$0	\$0
<b>Total Recreation and Open Space</b>			<b>\$2,985,340</b>	<b>\$620,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

*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**