



## Town of Miami Lakes Memorandum

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**To:** Honorable Mayor and Town Councilmembers  
**From:** Alex Rey, Town Manager  
**Subject:** FY 2018-19 Carryforward Budget Amendment  
**Date:** 1/15/2019

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### Recommendation:

Approve amendment to the FY 2018-19 Budget to carry over the prior year's estimated surplus to fund the following: (1) projects that were budgeted and commenced in the prior year but not completed, and (2) allocate funds for one-time operating and/or capital improvement expenditures. In addition, this budget amendment recognizes grants awarded to the Town, as well as donations received for specific Town events. The proposed line item modifications are described below and summarized in Exhibit A.

### Background:

#### GENERAL FUND

The unrestricted General Fund Balance at the beginning of FY 2017-18 was \$4,349,056 per the audited financials. During the year, Council approved the transfer of \$545,442 from Fund Balance for litigation/settlement reserve (\$500,000), annual leave cash-out as part of the employee retention program (\$15,000), phone system upgrade (\$20,442) and donations for the Youth Activity Task Force (\$10,000). This reduced the General Fund Balance to \$3,803,614.

At the end of FY 2017-18, operations are estimated to result in a net surplus of approximately \$1,275,000. This includes \$400,000 from the litigation reserve that was not utilized, \$163,330 from projects not completed during the year, \$242,000 from hurricane related deferrals on tree trimming and grounds maintenance, \$106,000 savings from police patrol services, and \$363,670 in operational savings.

From the net surplus, \$506,000 was approved for carry forward into FY 2018-19 through the budget adoption process. This included the remaining litigation/settlement reserve (\$400,000), various Committees unused balances (\$24,000), and projects/operational expenses that were not completed within the fiscal year (\$82,000). With the remaining \$769,000 surplus, staff is recommending to appropriate funds as follows:

1. Miami Lakes Optimist Park (MLOP) Master Plan project - \$391,670

The FY 2019 Adopted Budget provides funding for the completion of MLOP Master Plan field design work and construction documents (\$553,625). This budget amendment includes \$128,234 carryforward as seen in the Capital Projects Fund section of this memorandum, as well as \$391,670 from the General Fund surplus for a total budget of \$1,073,529 to fund the project on the pay-as-you-go program.

2. Optimist Clubhouse Storage Facility - \$150,000

The FY 2019 Adopted Budget includes \$80,000 to replace the roof and renovate the interior of the storage facility at Optimist Park. Due to a change in scope, additional funding is required to completely remodel the structure, update electrical, plumbing and mechanical systems to meet current Code, reconfigure interior spaces making the building ADA accessible, and aesthetically update the exterior of the building to make it consistent with MLOP Clubhouse. Total project cost is \$230,000.

3. Pocket Park Sod Restoration - \$100,000

As a result of Hurricane Irma, many of the Town's parks suffered sod damage due to fallen debris and uprooted trees. Staff has estimated that approximately \$300,000 is needed in sod repairs in the parks for safety and aesthetic purposes. In FY 2018, Council approved \$115,000 in areas with the highest amount of damages. Staff is now requesting \$100,000 to continue with the repairs.

4. Restore items eliminated from Budget - \$32,000

At the FY 2018-19 Budget Hearing, items were eliminated or reduced to accommodate the reduction in millage rate. Staff is proposing to restore funding for the social media plan implementation (\$27,000) that was previously approved by Council in FY 2018, as well as the Mayor and Council's travel and per diem (\$5,000) to the full amount.

5. Balances from projects that commenced but were not completed - \$57,330

- IT servers, workstations and Financial Transparency Module - \$23,500
- ROP air condition replacement - \$14,275
- MLOP lightning detection equipment - \$5,000
- Town Manager Selection Committee expenses - \$5,000

- Mayor's Gala donations for Special Needs Advisory Board - \$9,555

6. Town Manager vacation and sick leave payout - \$38,000

If approved, the above items represent an increase of \$769,000 to the FY2018-19 General Fund Operating Budget. **See attached Exhibit A.**

## SPECIAL REVENUE FUNDS

**People's Transportation Plan (PTP 80%)** – In FY 2018, Council approved funding for a traffic study in the Egan Lane neighborhood to determine if traffic volumes warrant and if the roadway network can accommodate diverted traffic due to a proposed closure of the north end of Egan Lane at its intersection with Miami Lakes Drive, so as to reduce speed and cut-through traffic in the neighborhood. Funds are carried forward from the prior year to complete the study - \$12,300. This amendment increases the FY 2018-19 PTP 80% Budget to \$1,114,422.

**Transit (PTP 20%)** – The traffic assessment for the proposed Park-and-Ride Transit Facility located on NW 77<sup>th</sup> Avenue south of NW 154<sup>th</sup> Street is approximately 48% complete. This assessment will analyze the potential benefit to vehicular traffic flow as well as the transit route benefit and single-occupant vehicle traffic reduction from the proposed park-and-ride transit facility. Funds are carried forward from prior year to complete the study - \$35,568. This amendment increases the FY 2018-19 Transit (PTP 20%) Budget to \$420,456.

## CAPITAL PROJECTS FUND

At the beginning of FY 2017-18, the Capital Projects Fund had \$3,104,429 available to fund capital improvements throughout the Town, as per the audited financials. During the year, the Fund received \$1,900,870 in inter-governmental revenues, grant reimbursements, and inter-fund transfers to fund additional capital improvements. Approximately \$3,631,125 was spent on completing or substantially completing budgeted projects. These projects include Town Hall emergency generator, Lake Sarah Roadway and Drainage improvements, West Lake Neighborhood Reforestation Phases I and II, 82<sup>nd</sup> Avenue and Oak Lane reconfiguration, pocket parks sod restoration Phase I, contribution for design services of 146/160 Streets Underpasses, Maddens Hammock biodiversity study, and impact windows and doors replacement at Mary Collins Community Center. *The remaining \$1,374,173 is earmarked for the projects that were budgeted but not completed in FY 2018, and therefore available for carryforward to be re-appropriated in FY 2019.*

The FY 2018-19 Adopted Budget, however, assumed a net carry-forward of \$1,314,426 for those projects that were not completed in FY 2018. This budget amendment adjusts the carry-forward amount for the difference of \$59,747 and re-appropriates the remaining balances for these projects. In addition, due to timing, \$550,000 in grant revenues were not received in the prior year and is also re-budgeted to offset the project expense. The projects are listed in the chart below and detailed in Exhibit A attachment.

Detail - Capital Projects Fund Carryover	
<b>Drainage Improvement Projects:</b>	
Lake Sarah Grants (SFWMD & FDEP)	\$ (425,000)
Canal Bank Stabilization Phase 2 Grant	\$ (125,000)
Lake Sarah Roadway & Drainage project	\$ 170,000
Royal Oaks Roadway & Drainage project	\$ 2,694
West Lake Roadway & Drainage project	\$ 17,500
Canal Bank Stabilization Phase 2 project	\$ 31,766
<b>Parks Improvement Projects:</b>	
Miami Lakes Optimist Park Master Plan	\$ 128,234
MLOP Art in Public Places	\$ 15,000
Pocket Parks furniture	\$ 65,000
<b>Transportation Improvement Projects:</b>	
Safe Routes to School	\$ 32,000
NW 59th Avenue Extension/Storage & Boat Yard	\$ 6,760
Adaptive Signalization	\$ 72,204
Miami Lakeway South	\$ 2,659
NW 60th Avenue Complete Street Implementation	\$ 82,494
Adjustment to Contingencies/Reserves	\$ (16,562)
<b>TOTAL</b>	<b>\$ 59,749</b>

## STORMWATER UTILITY FUND

The Stormwater Master Plan Update as well as the Lake Quality Assessment Study that were budgeted in the previous fiscal year are approximately 50% complete. This budget amendment carries forward the balances in the amount of \$20,524 and \$28,842, respectively, which increases the FY 2018-19 Stormwater Utility Fund Budget from \$1,321,351 to \$1,370,717. Both projects are estimated to be completed by early spring of 2019.

## GRANTS AND DONATIONS

**Grant Award** – The Florida Department of Transportation (FDOT) under the Safe Routes to School (SRTS) Program awarded the Town a grant in

the amount of \$241,143 with no matching funds required for the Bob Graham Education Center Project. The project includes widening the eastside school campus frontage sidewalk, reconstruction of crosswalks and connector ramps, and installation of pedestrian railings around storm drain drop-offs along NW 79<sup>th</sup> Avenue, from NW 167<sup>th</sup> Terrace to NW 155<sup>th</sup> Street, and NW 82<sup>nd</sup> Avenue at NW 162<sup>nd</sup> Street. The grant covers the period FY 2021 to FY 2023 and as such, only an amendment to the Five-Year Capital Improvement Plan is required at this time. See attached **Exhibit B**.

**Donations** - During the year, donations are received from individuals and the business community for the Committees to fund specific events and enhance certain activities and programs. This budget amendment increases the General Fund by recognizing the donations received and appropriates said funds for expenditure. To date, donations totaling \$52,017 were received from sponsors for the following: Veterans Committee 5K Run (\$30,100); Elderly Affairs Committee Community Forum (\$600) and Senior Social (\$1,500); Youth Activity Task Force Halloween Haunted House (\$4,200), Hispanic Heritage (\$1,000) and Movies in the Park (\$1,429); the Veterans' Day Parade (2,700) and the Special Needs Advisory Board (\$2,000). Donations received from the Mayor's Annual Gala (\$8,488 in FY 2019) will benefit the Special Needs Advisory Committee as approved by Council.

**ATTACHMENTS:**

Description

**Ordinance**

**Exhibit A- FY 2018-19 Amended Budget**

**Exhibit B- FY 2018-19 Five Year Capital Improvement Plan**