



Town of Miami Lakes Memorandum

To: Honorable Mayor & Councilmembers

From: Edward Pidermann, Town Manager

Subject: Adoption of Budget for FY 2019-20 - Changes from 1st Reading

Date: September 24, 2019

Recommendation:

It is recommended that the Town Council adopt the Fiscal Year 2019-20 Budget as amended on second reading and presented in Exhibit A to the Ordinance.

Background

The Town Manager's FY 2019-20 Budget Message presented at the First Budget Hearing on September 10, 2019 is attached for reference.

CHANGES FROM FIRST READING

GENERAL FUND

There are four modifications made to the Proposed Fiscal Year 2019-20 General Fund Budget as directed by Town Council at the First Budget Hearing held on September 10, 2019. These modifications include 1) restoring Mayor/Council Subscriptions & Membership, 2) restoring Mayor/Council Travel & Per Diem, 3) restoring Administration Subscriptions & Memberships, and 4) adjusting legal services retainage. Staff was directed to provide recommendations to accommodate these changes in the FY 2019-20 General Fund Operating Budget.

In addition to the above modifications, the Budget was also adjusted to include \$10,000 to the Special Needs Advisory Board.

The changes are described below and summarized in the attachment to this memorandum.

1. Restore Mayor /Council Subscriptions & Membership – \$7,000

Staff was directed to restore publications and membership line item in order to maintain memberships with the Florida League of Cities (\$4,000) and the Miami-Dade League of Cities (\$3,000). These memberships provide organizational framework for municipalities to work together in a united and coordinated way.

2. Restore Mayor/ Council Travel & Per Diem – \$15,000

Staff was directed to restore travel and per diem line item for transportation, hotel accommodations and meals for the Mayor (\$3,000) and Council (\$2,000 each) in order to attend conferences.

3. Restore Administration Subscriptions & Memberships – \$1,000

Staff was directed to restore subscriptions and membership line item in order to maintain the Miami-Dade County City Managers Associations (\$1,000) membership.

4. Legal Services Adjustment - \$25,000

Staff was directed to increase the Town Attorney's legal services by \$25,000 successive of a six-month review. Our full-time attorney services reflect the time dedicated to special call and regular council meetings, fielding and doing legal research, preparing ordinance and resolutions, and assisting the Procurement Manager and others with legal issues regarding contracts for building, land use and code enforcement.

5. Committee Adjustment – Special Needs Advisory Board - \$10,000

Presently, the FY 2019-2020 Proposed Budget does not include funds for the Special needs Advisory Board. The Town Manager directed staff to fund this committee line item (\$10,000).

The above items represent a redistribution of funds and has no impact to the General Fund Budget and is reflected in attachment to the Ordinance – Exhibit. The budget line items impacted are highlighted in Attachment 1 – Summary of Changes.

SPECIAL REVENUE FUND

There are three modifications made to the Proposed Fiscal Year 2019-20 Special Taxing District Budget as directed by Town Council at the First Budget Hearing. These modifications include reducing the assessment rate for 1) Loch Lomond 2) Royal Oaks Section One, and 3) Royal Oaks East.

The changes are described below:

1. Loch Lomond

During the budget process the Loch Lomond board requested to approve a golf cart as their rover vehicle. Golf carts are not permitted on public roadways so no change to the vehicle rate was made at that time. However, Low Speed Vehicles are permitted thus allowing a reduction to the vehicle hourly rate. This reduction to the vehicle rate allowed for a total reduction of \$236.60 to their assessment rate. The proposed special assessment is being reduced from \$2,726.40 to \$2,489.80 for FY20.

2. Royal Oaks Section One

During the budget process this district was unsuccessful in obtaining a quorum. Council requested staff review the budget in order to reduce the reserves and the special assessment rate for FY20. The reserves were capped at fifteen percent (15%) and a capital improvement line item was also established at fifteen percent (15%) from the total operating budget. The proposed special assessment is being reduced from \$800.14 to \$706.89 for FY20.

3. Royal Oaks East

Council requested staff review the budget in order to reduce the reserves and the special assessment rate for FY20. The reserves were capped at twenty percent (20%) and a capital improvement line item was also established at twenty percent (20%) from the total operating budget. The proposed special assessment is being reduced from \$977.73 to \$769.33 for FY 20.

It should be noted that these adjustments reduce the total Special Taxing Districts Fund from \$1,853,723 to \$1,739,778.

CAPITAL PROJECTS FUND

The Proposed Budget on first reading includes a transfer of \$125,000 from the People's Transportation Plan (PTP 80%) to the Capital Projects Fund for Royal Oaks Drainage Improvement project. The budget line item detail reflects an inter-fund transfer of \$125,000 from PTP 80% to the Transportation Improvement budget, and an intra-fund transfer of \$125,000 from Transportation Improvement to Stormwater Improvement within the Capital Projects Fund. To create accounting efficiency and transparency, the intra-fund transfer has been eliminated to reflect a direct transfer of funds from PTP (80%) to the Stormwater Improvement fund. It should be noted that this adjustment has no impact to Royal Oaks Drainage project allocation (\$919,907), however, it reduces the total Capital Projects Fund from \$11,750,590 to \$11,625,590.

ATTACHMENTS:

FY 2019-20 Budget Message

Attachment 1 – Summary of Changes

Exhibit A – FY 2018-2019 Budget Line Item Detail

Budget Ordinance in Second Reading