



Town of Miami Lakes Memorandum

To: Honorable Mayor and Councilmembers

From: Edward Pidermann, Town Manager

Subject: Budget Amendment FY2019-20 - 1st Reading

Date: March 09, 2020

Recommendation

Approve amendment to the FY 2019-20 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 amendments are described below and summarized in Exhibit A.

Background

The unrestricted General Fund Balance at the beginning of FY 2018-19 was \$5,048,869 per the audited financials. During the budget process, Council approved the transfer of \$506,000 from fund balance. This amount included \$400,000 for litigation reserve that was not utilized, \$24,000 for various committees unused balances, and \$82,000 for projects that were not completed within the fiscal year. In addition, \$769,000 was transferred during the carryforward amendment of which \$684,445 was utilized to fund capital projects and \$84,555 for operational expenses for a total amount of \$1,275,000. This reduced the fund balance to \$3,773,869, of this amount \$500,000 is currently earmarked for Hurricane Irma disallowances.

GENERAL FUND – CARRY FORWARD

At the end of FY2018-19, operations are estimated to result in a net deficit of (\$785,833). However, as a result of the \$1,275,000 fund balance transfer during the year, there will be a budget surplus of \$489,167. From the net surplus \$342,500 was already approved through the budget adoption process for the litigation/settlement reserve. With the remaining \$146,667 staff is proposing to carry forward and appropriate funds as follows:

1. Donations - \$25,013

At the Mayors Annual Gala donations were received by individuals and the local business community to benefit the Special Needs Advisory Board in order to fund specific events and enhance certain programs and activities.

2. Balances from projects that commenced but were not completed - \$17,203

- Asset Management Software - \$7,252
- ADA Doors at Mary Collins Community Center \$3,150
- Mayor's Gala Donation for Special Needs Advisory Board - \$6,801

Of the \$146,667 carryforward balance \$42,216 was used to complete prior year projects which are mentioned above, and the remaining **\$104,451** will be utilized to fund operations and security enhancements which are detailed below.

3. Restore items eliminated from the Budget - \$46,451

During the FY2019-20 budget process, items were reduced or eliminated to accommodate the loss of the Franchise Fee revenue. Staff is proposing to restore the following items:

- Travel & per diem expenses for administrative staff (\$6,476)
- Lobbyist services (\$24,000)
- Subscriptions & memberships (\$5,500)
- Administrative staff training and education (\$6,475)
- Mayor and Council training and education (\$4,000)

4. Professional Services - \$23,000

For additional services for the bond counsel related to the natural disaster line of credit.

5. Security Enhancements at Government Center - \$35,000

Installation of card readers access control for elevators and second floor glass entry door at Town Hall. These funds will be transferred into the Capital Projects Fund.

GENERAL FUND – AMENDMENT

In addition to the above mentioned carry forward, the Series 2010 Special Obligation Bond for construction of Government Center matured in February 2020, and the new CD requirement is for \$541,561.82 instead of \$673,113.78 thus providing an excess of \$131,551.96. Since the source of these dollars were revenues from the Electric Utility Taxes (General Fund) which supports the bond payments, we are returning this overage to the General Fund. These funds will be allocated as follows:

- \$40,000 for bank fees related to the issuance of the line of credit.
- \$65,000 for Dawn Jenkins Litigation
- \$21,551 for the 170th Bridge Park Litigation
- \$5,000 for the Federal single audit

If approved this will increase the General Fund budget from \$17,359,992 to \$17,638,210.

SPECIAL REVENUE FUNDS

Transportation Gas Tax

This budget amendment carries forward the balance of \$42,608 which will be allocated to the following:

- For roadway striping & sign replacement -\$10,000
- Road system maintenance and repairs-\$32,608

This adjustment will increase the Transportation Gas Tax budget from \$402,537 to \$445,145.

Transit (PTP 20%)

This budget amendment carries forward the balance of \$8,687 which will be allocated for bus shelter maintenance and repairs. This adjustment will increase the Transit budget from \$393,371 to \$402,058.

Tree Ordinance-Black Olive Removal Program

This budget amendment carries forward the balance of \$52,614 and will be allocated to the black olive tree program line item. This adjustment increases the Tree Ordinance Program budget from \$37,370 to \$89,984. These funds will be utilized for the West Lakes Reforestation Phase 4 Project.

Peoples Transportation Plan (PTP 80%)

This budget amendment carries forward the balance of \$60,516 which will be allocated to the following:

- Professional services required for the Transportation Manager vacancy - \$5,000
- Street lighting repair & maintenance-\$12,000
- Contingency reserves-\$43,516

This adjustment will increase the Peoples Transportation Plan (PTP 80%) budget from \$1,196,565 to \$1,257,081.

Mobility Fee Trust Account Fund

This budget amendment carries forward a balance of \$126,163 which will be allocated to contingency reserves for future projects. This increases the Mobility Fee Trust Account Fund from \$217,750 to \$343,913.

Special Revenues-Other

This budget amendment carries forward a balance of \$399,885, due to new revenue sources in lieu of Large Park (\$199,885) and in lieu of Greenway (\$200,000) from the Lucida development that was received in FY2018-19. These funds will be allocated to contingency reserves for future projects. This increases the Special Revenues-Other Fund from \$300,000 to \$699,885.

IMPACT FEE FUNDS

This budget amendment carries forward a fund balance of \$327,034 and re-budgets \$86,620 for adaptive signalization. These funds will be allocated as follows:

- Parks Improvement Impact Fee will carry forward a balance of \$80,119 and will be allocated to contingency reserve for future projects. This increases the Parks Improvement budget from \$240,691 to \$320,810.
- Parks Open Space Impact Fee will carry forward a balance of \$205,988. Of this amount \$130,898 will be reserved for future projects and the remaining \$75,090 will be transferred to the Parks Capital Projects fund to complete Bree's Courtyard and the 170th Greenway Trail Park. This increases the Parks Open Space budget from \$1,242,205 to \$1,448,193.
- Public Safety Impact Fees will carry forward a balance of \$40,927. Of this balance \$15,927 will be allocated towards the installation and purchase of license plate recognition software and the remaining \$25,000 will be transferred to the Facilities Capital Project fund in order to fund security enhancements for Police personnel at Government Center. This increases the Public Safety Impact Fees budget from \$143,889 to \$184,816.
- Road Impact Fees has no fund balance however, this budget amendment increases (\$86,620) the revenue and expense budgets to include the remainder of the contribution in-lieu of road impact fee (50%) to complete the Adaptive Signalization project. This increases the Road Impact Fees budget from \$273,634 to \$360,254.

If this approved this amendment will increase the total Impact Fee Fund budget from \$1,900,419 to \$2,314,073.

BUILDING DEPARTMENT FUND

This budget amendment carries forward a balance of \$93,525 and will be allocated to contingency reserve. This increases the Building department fund from \$4,038,442 to \$4,131,967.

NEIGHBORHOOD SERVICE DISTRICTS

This budget amendment carries forward a balance of \$65,048 for all districts and will be allocated as follows:

1. Miami Lakes Section One carries forward a balance of \$23,464 which will be allocated as follows:
 - Security Guard holiday pay adjustment \$2,046
 - Contingency reserve \$21,418.

2. Loch Lomond carries forward a balance of \$9,757 which will be allocated as follows:
 - Security guard holiday pay adjustment \$5,412.
 - Contingency reserve \$4,345.
3. Royal Oaks Section One carries forward a balance of \$16,082 which will be allocated as follows:
 - Security guard holiday pay adjustment \$4,534
 - Contingency reserve \$11,548
4. Royal Oaks East carries forward a balance of \$15,277 which will be allocated as follows:
 - Security guard holiday pay adjustment \$4,534
 - Contingency reserve \$10,743
5. Lake Patricia assumed a carryforward balance of \$3,535 however an adjustment of -\$112 reduced the budget balance to \$3,423. This will reduce the contingency reserve budget by \$112.
6. Lake Hilda carries forward a balance of \$580 which will be allocated to contingency reserve.

If approved this will increase the Neighborhood Service Districts budget from \$1,739,778 to \$1,804,826.

CAPITAL PROJECTS FUND

At the beginning of FY 2018-19, the Capital Projects Fund had \$1,374,174 available to fund capital improvements throughout the Town, as per the audited financials. During the year, the Fund received \$3,862,451 in inter-governmental revenues, grant reimbursements, and inter-fund transfers to fund additional capital improvements. Approximately \$2,859,492 was spent on completing or substantially completing budgeted projects. The completed projects include Phase 3 of West Lakes neighborhood reforestation, Royal Oaks Park field lighting retrofit, Mary Collins Community Center playground renovations, pocket parks furniture, Windmill Gate Road improvements, and Miami Lakeway South street resurfacing.

The FY 2019-20 Adopted Budget, however, assumed a net carry-forward of \$1,470,818 for those projects that were not completed in FY 2019. This budget amendment adjusts the carry-forward amount for the difference of \$906,316 and re-appropriates the remaining balances for these projects. The carryforward amount of \$906,316, interfund transfer of \$221,710 and grant revenues of \$89,980 which will be discussed later in this memorandum, increases the FY 2019-20 Capital Projects Fund Budget from \$11,625,590 to \$12,843,595.

- Facilities & Equipment will carry forward a balance of \$2,618 which will be appropriated to Infrastructure for security enhancements. Additionally, a transfer of \$35,000 from General Fund and \$25,000 from Public Safety Impact Fees will be allocated to the infrastructure line item for security enhancements at Town Hall and the Police personnel parking lot. This increases the Facilities & Equipment sub-fund budget from \$14,362 to \$76,980.
- Parks Improvements assumed a carryforward balance of \$1,281,163 however an adjustment of \$170,731 is required to reduce the carry forward amount to \$1,110,432. We also anticipated to receive \$200,000 from the Florida Department of Agriculture for the Royal Oaks LED retrofit lighting grant, however since the funds were not received in FY2018-19 we will re-budget the funds into FY2019-20. In addition, a total of \$75,090 will be transferred from Parks Open Space Impact fee into the Parks Capital Projects Fund in order to complete the 170th Greenway Trail Park and Bree's Courtyard. The funds will be allocated as follows:
 - 170th Greenway Trail - \$60,000
 - Bree's Courtyard - \$15,090
 - Contingency reserve - \$2,985
 - MLOP Master Plan - \$2,663
 - MLOP Works of Art - \$12,085
 - Mini Parks Machinery & Equipment- \$11,536

This increases the Parks Capital Fund budget from \$1,481,163 to \$1,585,522.

- Transportation Improvements Fund carries forward a balance of \$688,348 and will be allocated as follows:

- Safe Routes to School - \$191,680
- Business Park East (60th Avenue) - \$432,764
- 67th Avenue Widening - \$13,237
- Contingency Reserve - \$50,667

Additionally, the Town received \$25,000 in grant revenues for the MiGlo Walking and Bike Trail and an interfund transfer of \$86,620 is to include the remainder of the contribution in-lieu of road impact fee to complete the Adaptive Signalization project. This budget amendment increases the Transportation Improvement budget from \$7,290,158 to \$8,090,126.

- Stormwater Improvements will carry forward a balance of \$386,081. The FY2019-20 adopted budget assumed grant revenues would be received in the current fiscal year however grant revenues came in prior year. The Canal Stabilization (-\$370) and Royal Oaks Drainage (-\$134,650) adjustments are to properly reflect grant funds. The allocations for the Stormwater Improvement Fund will be as follows:
 - West Lakes Drainage- \$22,470
 - Adjust Royal Oaks Drainage - -\$71,789
 - Canal Stabilization Phase 2 -\$288,067
 - Contingency Reserve -\$12,313

This budget amendment increases the Stormwater Improvement Fund from \$2,839,907 to \$3,090,968.

STORMWATER UTILITY FUND

The Asset Management Software that was budgeted in the previous fiscal year is approximately 75% complete. This budget amendment carries forward a balance of \$10,912 which will be allocated as follows:

- Software – Project Balance for Asset Management - \$10,112
- Remote Access Data Plan - \$500
- Machinery and Equipment - \$300

This budget increases the Stormwater Utility Fund budget from \$1,147,370 to \$1,158,282.

Attachments:

Ordinance

Exhibit A – FY 2019-20 Amended Budget