

TOWN OF MIAMI LAKES

MEMORANDUM

To: Honorable Mayor and Town Council

From: Edward Pidermann, Town Manager

Subject: Ordinance in 2nd Reading Approving, Adopting and Ratifying Non-Ad Valorem Special Roll and Special Assessment District Rates for Security Guard and Lake Maintenance Neighborhood Service Districts.

Date: September 8th, 2020

Recommendation

It is recommended that the Town Council approve the Non-Ad Valorem Special Roll, listed in Exhibit A and the Proposed FY 2020-21 assessment rates for the active Security Guard and Multipurpose Maintenance areas listed in Exhibit B. Non-ad-valorem assessments for Neighborhood Service Districts represent a cost share assigned to a group of properties to pay all or part of the cost associated with a specific public service or improvement primarily benefiting those properties. All lots and parcels within the districts are unique due to their geographical boundaries, affected property owners, and levels of service.

The attached Ordinance relates to the rates for each Neighborhood Service District. The Town of Miami Lakes has determined that the services provided by these Neighborhood Service Districts will offer special benefits to properties within each district not exceeding amounts of special assessments to be levied. Therefore, it is hereby recommended that the proposed rates being assessed in Exhibit B, be approved, and adopted. The final assessments will have to be approved prior to September 15, 2020.

Background

In 2014, residents who were living within the six (6) Neighborhood Service Districts in Town expressed interest in transferring these services from Miami-Dade County with the goal of receiving services provided directly by the Town. The Town Council approved the request to transfer the six (6) Neighborhood Service Districts by resolution on September 5, 2017 and subsequently on January 21, 2018 a vote was conducted via mail-in ballot sent to those within the district boundaries. All six (6) districts received a majority vote ratifying the transfer to the Town effective October 1, 2018.

After the transfer, the Town began identifying contracts that can be piggy-backed and services that can be provided by current Town contractors to prevent gaps in services. The Town executed Change Orders with current Town Vendors for Janitorial and Landscape Maintenance for four (4) Neighborhood Service Districts as these services were being provided “in-house” by Miami-Dade County. Furthermore, the Town piggy-backed a Lake Maintenance Services contract issued by Miami-Dade County that was issued in 2017 due to the competitive rates that were negotiated with the two (2) Lake Maintenance Neighborhood Service Districts.

In March 2019, the Town issued an RFP (Request for Proposals) to access more cost-effective contracts to present the residents of each district with alternative options for security guard services. Four of these Neighborhood Service Districts (Miami Lakes Loch Lomond, Miami Lakes Section 1, Royal Oaks East, and Royal Oaks Section 1) were organized for the purpose of providing security guard services to the residents living within the district. The Town performed its Due Diligence review and put together an Evaluation Committee to rank the proposals. At the June 19, 2019 Council Meeting, the Town Council approved the Manager’s recommendation of awarding contracts to SFM Security Services, Inc, the highest ranked proposer, Kent Security Services, Inc. (“Kent”), the second highest ranked proposer, and FPI Security Services, Inc. (“FPI”), the third highest ranked proposer.

In April 2019, the Town began meeting with each district to review current and proposed budgets for next fiscal year along with obtaining recommendations for levels of service. An approved budget was later ratified and set in place for the 2019-20 FY.

Starting in February 2020, the Town began meeting with its Neighborhood Service Districts again to discuss status of services and begin reviewing budgets for the coming 2020-21 FY.

The specific relevant information for each of the districts is outlined below:

Loch Lomond – Guard Gate District

On May 14th, the Town of Miami Lakes met with the residents of the Loch Lomond district to review the current level of service along with the current budget and presented the proposed budget. At this meeting, the board approved the purchasing and installation of two new gate arms to update the 22+ year old system that was in place. This was an anticipated expense that was planned into the current FY budget which had also reduced the Loch Lomond assessment rate by \$236.60 while accounting for the upgrade.

As for the proposed budget, there was some discussion as the budget did not have any major changes from the previous year other than a decrease in gate arm repairs now that the new gate arms have been installed. The board requested to have adjusted proposed budget sent to them for a final review.

On March 21st, the board reconvened to finalize the approval of the budget, which was met with unanimous approval. The district was able to maintain the exact same assessment rate of \$2,489.80 while keeping to the 10% minimum in reserves (Resolution 20-1654).

Royal Oaks East & Section One – Guard Gate District *(Now combined to form Royal Oaks NSD Advisory Board)*

On February 25th, the advisory board met to finalize elections and to begin the review of the past year in terms of level of service. The board discussed the progression of SFM and highlighted the need for LPRs to assist when the phone camera system is down. The board then approved the LPR purchase and requested further documentation on the bid for guard gate arm replacements before approving the project.

The board reconvened on March 10th to finalize the approval for gate arm replacement systems and to review the FY 20-21 budget. The board reviewed two other quotes for the gate arm replacement bid to compare and then approved unanimously. The gate arms have been installed and LPR's are being shipped and expected to be installed in the coming weeks.

The board approved the proposed FY 20-21 budget as it was presented with some recommendations on how to use the future capital outlay and infrastructure funds. These items included upgrading the guard houses with fresh coats of paint, electrical upgrades, and some landscaping enhancements.

The district's FY 20-21 proposed special assessment for the East section was reduced by \$62.44 (\$706.89) which in turn lowered the amount kept in reserves for the coming year while maintaining 10% as required (Resolution 20-1654). Royal Oaks Section One maintained their assessment rate of \$706.89 and now both districts have matching assessments and very similar overall budgets.

Miami Lakes Section One – Guard Gate District

On May 20th, the Town met with the residents of Miami Lakes Section One district and presented the proposed budget impact. The new proposed budget plans for an assessment decrease while still allocating thirty-two thousand dollars (\$32,000) to the repair & maintenance account next fiscal year to purchase new light pole fixtures for their district.

The board was able to review and eventually approve the replacement of new guard gate systems which allowed the budget year end projections for FY 19-20 to be reduced as all gate arms were upgraded and no repairs to the one damaged one were necessary.

The advisory board approved the FY 20-21 budget as proposed which reduced the assessment rate by \$77.00 bringing their rate down to \$208.37. This was done by reducing their contingency reserves down to the 10% minimum while still planning for future improvements.

Lake Hilda & Lake Patricia

On July 20th, the Town met with the residents from both districts to discuss next fiscal year's budget. Some of the residents were concerned with the algae levels in each lake and requested if anything can be done to mitigate this issue. The current lake vendor, Solitude, was in attendance and stated they have also noticed an increase over the last couple of years which can be attributed to changes in climate, wind, and drought conditions. Apparently, this is a seasonal issue which is occurring across the State in the summer months. The vendor informed the residents that this algae is not harmful for the lake and is a normal natural occurrence which is already being treated twice in the summer months (April – September) for a total of eighteen (18) cycles annually.

The special assessment rates for both Lake Patricia (\$231.46) and Lake Hilda (157.92) are proposed to remain the same for FY21. The Town is actively monitoring the contract for lake services piggy backed from the county which is set to expire this year.

In an effort to ensure the level of quality desired, the Town will be looking to issue an RFP to secure services directly aligned with its own terms and scope to better serve its lake residents.

Evaluation

The Town was able to meet with all districts virtually to discuss current status of the services provided while also planning and finalizing budgets for the next fiscal year. New LED Gate Arm Pedestals were installed at the four (4) Guard Gate Districts. LPR cameras are being installed at the Royal Oaks District this current FY. There were no assessment increases across the board.

Preliminary Assessments

The fiscal impact is only for those homeowners within the boundaries of the Neighborhood Service Districts.

These funds will accrue from the special assessments paid by the property owners of folios within the active Neighborhood Service Districts. A summary table with the budgets for each district and the rate is provided below.

<u>District Name</u>	<u>District Type</u>	<u>Number of Units</u>	<u>Budget FY 19-20</u>	<u>Proposed Assessment Rate for FY 20-21</u>
Miami Lakes Section One	Security Guard	841	\$285.37	\$208.37
Loch Lomond	Security Guard	188	\$2,489.80	\$2,489.80
Royal Oaks Section One	Security Guard	589	\$706.89	\$706.89
Royal Oaks East	Security Guard	533.5	\$769.33	\$706.89
Lake Patricia	Lake Maintenance	72.5	\$231.46	\$231.46
Lake Hilda	Lake Maintenance	111	\$157.92	\$157.92

Timeline

On August 18th, 2020 at a regular Town Council Meeting, the council reviewed the ordinance in first reading approving, adopting, and ratifying non-ad valorem special roll and special assessment district rates for security guard and lake maintenance neighborhood service districts. The ordinance passed unanimously.

Since then there has been no changes to any proposed revenues or expenses for FY20-21'. The only adjustments made have been to year end projections that have considerations for current FY expenses.

Per Florida Statute, changes to the folio and rates can be made before September 15, 2020. The final rate will appear on the Tax Bill. It should be noted that only reductions to the unit count can be made after November 1, 2020.

Attachments:

Ordinance in 1st Reading – Neighborhood Service Districts

Exhibit A – 2020 Folio File Non-Ad Valorem Special Roll

Exhibit B – 2020 Rate File Non-Ad Valorem Special Roll

Exhibit C - Proposed Budget for Neighborhood Service Districts