NOTE: A three-minute maximum time limit will be imposed on all comments from the public, regardless of the subject matter. A request form is available from the Deputy Town Clerk; fill it in and return it to her prior to the start of the meeting. When you speak, you must come to the podium in the front and clearly state your name and address for the record. Please turn off or mute your cell phone or pager at the start of the meeting.

TOWN OF BAY HARBOR ISLANDS
BUDGET PUBLIC HEARING
September 24, 2015

AGENDA

CALL TO ORDER: 5:01 p.m.

PLEDGE OF ALLEGIANCE:

ROLL CALL:

1 . **Consideration** and **Approval** of an ordinance on **second** reading to levy the Town's property tax millage Enclosed is a copy of the proposed ordinance.

AN ORDINANCE PROVIDING FOR A MILLAGE OF 4.55 WHICH IS 5.4% MORE THAN THE ROLLED-BACK RATE FOR THE TOWN OF BAY HARBOR ISLANDS FOR THE CURRENT YEAR, A.D. 2015; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

STAFF RECOMMENDATION: Council Discretion. **POLL VOTE**

2. **Consideration** and **Approval** of an ordinance on **second** reading making appropriations for the operation of the General Fund, Water Fund, Sewer Fund, Parking Fund, Solid Waste Fund, Causeway Fund, and Stormwater Fund. Enclosed is a copy of the proposed ordinance.

AN ORDINANCE MAKING APPROPRIATIONS FOR THE GENERAL, WATER, SEWER, PARKING, SOLID WASTE, CAUSEWAY, AND STORMWATER FUNDS FOR THE YEAR BEGINNING OCTOBER 1, 2015 AND ENDING SEPTEMBER 30, 2016, IN THE TOTAL SUM OF $18,128,139; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

STAFF RECOMMENDATION: Council Discretion. **POLL VOTE**

ADJOURNMENT: Approximately 5:25 p.m.

Pursuant to Florida Statutes 286.0105, the Town hereby advises the public that should any person decide to appeal any decision of the Town Council with respect to any matter to be considered at this meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

AGENDA ITEM REPORT
September 24, 2015

ITEM NUMBER:

ITEM: 1 . Consideration and **Approval** of an ordinance on **second** reading to levy the Town's property tax millage Enclosed is a copy of the proposed ordinance.

DESCRIPTION:
The estimates of operating and capital expenditures for the fiscal year beginning October 1, 2015, and ending September 30, 2016, it is hereby agreed that a millage of 4.55 is needed.

The millage of 4.55 is 5.4% more than the rolled-back rate.

RECOMMENDED ACTION:
Council Discretion.

FINANCIAL ANALYSIS:

BUDGET IMPACT:

Submitted By: Alba Chang, Deputy Town Clerk

ATTACHMENTS

1.	Memo - Finance Director	Memo - Finance Director.pdf
2.	proposed ordinance	Ord. MILL.pdf

MEMORANDUM

DATE: September 17, 2015

TO: Mayor and Council

THROUGH: Ronald J. Wasson, Town Manager

FROM: Alan Short, Finance Director

SUBJECT: **BUDGET WORK PAPERS FOR FISCAL 2015/2016**

Changes subsequent to July 28th Workshop Meeting and September 16 Budget Hearing

- Clarified that $50,000 funding for Town Hall improvements intended for exploration of all options for renovation, expansion, and relocation (page 6 – page references are for this memorandum).
- Corrected typographical error: the 15/16 budget includes the fourth (not third) of ten planned reserve "paybacks" for the 98th Street park (page 10).
- Increased funding for Seniors-on-the-go to $5,000 (page 10).
- Added funding ($5,000) for a spring egg hunt (page 10).
- Added $15,000 for a master meter for the "brown" lot (page 13).
- Changed proposed solid waste fee increase to 3% (page 13).
- Reinstated $5,000 for development of phone "app" for Town's website (page 5).

General Comments and Budget Assumptions

The Town's taxable value for the upcoming budget year is $778,065,824; up from last year's July 1st number of $698,927,405. On the expenditure side, we budgeted for an increase of 11% in the cost of health insurance. Miami-Dade County has indicated wholesale rates for sewage disposal will increase by 8.9%, and Miami Beach has also signaled a possible increase in their surcharge for transmission of our wastewater through the Miami Beach system to Miami-Dade facilities.

The current budget draft assumes a millage of 4.55, down from last year's 4.9 and the prior year's 5.25. The proposed millage is 5.4% more than the rolled-back rate of 4.3165. The rolled-back rate is the rate that produces a tax levy equal to that of the preceding year. Based on the current July 1, 2014 certification of taxable value for operating purposes of $778,065,824, the millage rate of 4.55 will yield revenue of $3,363,190, or about $110,000 more than was anticipated at this time last year.

A 10% increase in our sewage rates is proposed to offset increased costs anticipated due to the proposed increase in the Miami-Dade wholesale sewage rate and possible increases in the Miami Beach surcharge. We pay Miami Beach to transmit our sewage to Miami-Dade; their rates are based on the Miami-Dade wholesale rates plus a surcharge to cover their costs. The sewage disposal rate coverage covenant related to the loan from the State Revolving Fund requires revenues less operation and maintenance expenses (excluding depreciation and debt service) to equal or exceed $90,011 (1.15 times annual debt service). The current budget draft provides a debt coverage amount of about $976,970.

A 3% increase is solid waste rates is proposed as the first of three annual increases totaling the 10% needed to eliminate operating deficits in the solid waste fund. The Town last increased solid waste rates in 2000. The Town's contract for waste disposal includes provisions for annual CPI adjustments and for increases in dumping fees and the increased costs can no longer be absorbed.

Transfers from the enterprise funds to the general fund declined slightly in aggregate to a total of $1,654,486. Of this amount, about $327,500 is necessary to fund the portion of Community Enhancements debt service not funded by shared Transportation Surtax receipts. The balance represents support of general fund operations by the enterprise funds.

The present draft of the budget projects net revenues available for debt coverage of approximately $2,800,000 in the Causeway fund. The rate covenant requires that net revenues be at least $1,411,662.

Salaries: A 2% across-the-board increase was budgeted for general employees and a 1% increase for police. Allowances for step increases were also included in the current budget: 2.5% for general employees and 5% for police. Employees earning the maximum for their pay grade do not receive step increases.

Health insurance costs for employees were estimated assuming an 11% rate increase based on discussions with our insurer and our broker. We will of course continue to explore options in hope of reducing the increase.

Workers' compensation costs are projected to be fairly constant. We may realize some savings in the causeway fund based on declining payrolls (due to closing the toll plaza). Premiums for the property, automobile, and liability package have increased in recent years. The cost of the ICW Bridge inland marine policy will be increasing substantially (by about $72,000).

The allocation method for distributing general government salary costs between the General Fund and the Town's other funds is based on proportion of operating revenues, except that no allocation is made to the solid waste fund since its operations are subcontracted. The actual percentage allocations used change slightly from year to year based upon the preceding year's actual operating results.

Health insurance costs are allocated between funds on the same basis. I am also allocating general insurance costs (except where those costs can be specifically identified) based upon proportion of operating revenues. Allocation of workers' compensation insurance costs reflects the different rates charged for different job classifications where possible, as well as specific identification. Where neither of those methods was feasible, proportion of operating revenues was used as an allocation basis.

Pension costs were budgeted based on the October 1, 2014 actuarial valuation report which determines the required contribution for fiscal 2015/2016.

I have projected investment earnings conservatively based upon the current (extremely low) Federal Funds Rate.

General Fund

Legislative

Professional Services ($13,200) - services related to the newsletter.

Travel and per diem ($7,500) - funding for travel to conferences and meetings.

Communications ($19,560) - newsletter postage and mailing.

Insurance ($1,661) – allocated portion of insurance costs.

Printing & binding ($37,200) – newsletter.

Promotional Activities ($3,500) – promotional materials ($1,500) and promotional advertising ($2,000).

Other current charges ($12,850) - expenses associated with attendance at League of Cities meetings ($5,000), donations to the schools and other groups ($5,000), Keep America Beautiful membership ($1,000), Miami Beach High School scholarship award ($1,000), and plaques and awards ($850).

Operating Supplies ($1,500) – shirts, name tags, badges.

Publications & Training ($5,250) – attendance at conferences and seminars ($4,500), and memberships to professional and civic organizations ($750).

Capital Outlay ($20,000) – upgrade Council Chambers sound system.

Executive

Personal Services ($219,363) – this amount includes the general fund portion for 5 full-time employees.

Professional Services ($51,000) - $41,500 for the Town's lobbyist; $7,000 for preparation of grant applications, $2,500 for appraisals (land/TDR's).

Other Contractual Services ($5,000) – $5,000 for special projects.

Travel and Per Diem ($9,600) – funding for the Manager's auto and telephone expense allowance ($5,100), and travel related to lobbying and grants ($4,500).

Communication services ($45,000) – telephone ($25,000), FEDEX charges ($1,000), cell phone charges ($900), and postage ($18,100).

Rentals & Leases ($1,500) - funding for rental of postage meter.

Insurance ($4,152) – allocated portion of insurance cost.

Printing & Binding ($3,000) – printing costs for letterhead, envelopes, business cards, and brochures.

Promotional Activities ($12,000) - Employee dinner ($8,000) and holiday party ($4,000).

Other Current Charges ($7,000) – postal permit ($450) and newspaper ads ($6,550).

Operating Supplies ($1,900) – water for Annex ($650), and petty cash purchases ($1,250).

Books, Publications, Memberships, & Training ($5,500) – Memberships & seminars.

Town Clerk's Office

Personal Services ($101,153) - the General Fund portion of the salaries of the Town Clerk, Assistant Clerk, and a new administrative aide is budgeted here.

Other Contractual Services ($26,485) - $7,500 for ordinance codification, $2,347 for the technical support for the Council Chambers recording system, $2,750 for Laserfiche support, $6,000 for technical support for the agenda management system, $1,888 for support for A/V equipment, $3,500 for minutes transcription, and $2,500 for posting the minutes on the internet.

Travel & Per Diem ($3,000) – travel to conferences and seminars for training.

Communication Services ($500) - FEDEX charges.

Rentals & Leases ($13,964) – lease for a color copier ($2,964), per-copy charges ($7,500), and rental of outside storage ($3,500).

Insurance ($1,661) – allocated portion of insurance costs.

Repairs and Maintenance ($4,200) - copier maintenance.

Printing & Binding ($1,250) - brochures, business cards, letterhead, occupational license supplies.

Other Current Charges ($40,000) - $20,000 for legal advertising; $20,000 for election expenses.

Office Supplies ($15,000) – envelopes, staples, binders. Funding for all departments has been centralized with the Town Clerk.

Operating Supplies ($10,000) – scan documents in lieu of storage.

Books, Publications, Memberships, & Training ($2,150) – Memberships ($450), seminars ($1,200), and Daily Business Review subscription ($500).

Financial and Administrative
Personal Services ($108,084) – the General Fund portion of the salaries and benefits for the Finance Director and staff of three.

Professional Services ($31,700) - 385 hours of supplemental accounting services.

Accounting and Auditing ($09,720) - the General Fund portion of the annual audit is included here.

Other Contractual Services ($6,000) - includes funding for the support agreement for financial system software.

Travel & Per Diem ($1,340) - travel, meals, and lodging for conference and seminar attendance.

Communication Services ($600) – postage, courier, and FEDEX charges.

Rentals and Leases ($4,800) – lease payments and per-copy charges for network-capable color copier.

Insurance ($830) – allocated portion of overall insurance cost.

Repairs & Maintenance ($250) – repairs to copy machine and other office equipment.

Printing & Binding ($750) – the cost for replenishing check stock.

Other Current Charges ($500) – GFOA Certificate of Achievement program participation fee.

Books, Publications, Memberships, & Training ($1,580) –Florida Administrative Weekly ($100), GFOA membership ($205), FGFOA membership ($50), GASB subscription ($200), FGFOA local chapter dues ($25), and continuing profession education ($1,000).

Information Technology
Personal Services ($46,846) – the General Fund portion of the salaries and benefits for the Information Technology specialist.

Professional Services ($50,000) – maintenance of Building & Code software ($12,000); cabling, printer, and software support ($3,000), fiber optic installation and configuration ($10,000); acquire and install new software for building, code enforcement, and business licensing ($25,000).

Communications Services ($19,800) – mobile telephones ($1,800; install fiber optic internet connection to replace multiple T-1 connections ($18,000).

Insurance ($830) – allocated portion of overall insurance cost.

Repairs and Maintenance ($10,000) – computer parts and repairs for all departments ($2,000); website maintenance ($3,000); and phone "app" for Town website ($5,000).

Operating Supplies ($34,500) – server software and licenses ($6,000); security licenses ($6,500); replacement computers, monitors, and printers for all departments ($6,500); server replacements ($8,500); Cisco Switches ($2,000); WatchGuard firewall ($3,000); remote access (LOGMEIN) license ($2,000).

Books, Publications, Memberships, & Training ($2,500) – staff training.

Legal
Legal services ($118,000) – $48,000 for the Town Attorney's retainer; $70,000 for litigation and special counsel.

Public Buildings
Other Contractual Services ($51,020) - $30,000 for a cleaning service, $3,000 for pest control, $7,200 for elevator maintenance, $7,200 for HVAC maintenance, $2,520 for generator maintenance, and $1,100 for other services.

Communication Services ($1,800) – telephone services.

Utility Services ($47,400) - electricity ($17,400) and water for Town properties ($30,000).

Insurance ($11,049) – allocated portion of insurance costs.

Repairs & Maintenance ($32,850) – maintenance of Town Hall and Annex including air conditioning systems, elevators, doors, locks, lighting and electrical systems.

Operating Supplies ($6,900) – consumables used in the operation of Town Hall (bathroom supplies, light bulbs, cleaning supplies, paper goods).

Capital Outlay ($58,000) -$8,000 to repair the roof of covered passageway between Town Hall and the Annex, and $50,000 to explore options for the expansion and/or relocation of Town Hall and prepare a conceptual design for same.

Law Enforcement
Personal Services ($3,348,261) - salaries for members of the PBA bargaining unit were projected based upon 5% step increases and a 1% across-the-board (COLA) increase. Twenty-two full time sworn positions are budgeted (same as last year), a new part-time officer's position (Accreditation Coordinator), along with seven civilian positions.

Professional services ($11,740) –legal transcripts ($1,000), polygraph examinations ($740), and legal services ($10,000).

Other Contractual Services ($33,165) – promotional examinations ($1,800); scheduling and payroll software ($3,000); database fees (Tritech) ($5,440); Code Red ($4,800); Power DMS ($2,575); support for laptops (Tritech) ($4,000); evidence tracking software ($2,950); FACELOGICS ($600); LPR user fees ($8,000).

Travel & Per Diem ($5,000) – travel for training, seminars, and meetings.

Communication Services ($22,000) - $6,220 for cell phones, $12,000 for regular phone services (local and long distance) and T-1 internet service, and $3,780 for wireless hotspots.

Rentals and Leases ($90,891) – leases for sixteen vehicles ($87,771), and copier rental ($3,120).

Insurance ($48,992) – allocated portion of overall insurance cost.

Repairs and Maintenance ($61,436) - $51,436 for repairs and maintenance to vehicles and equipment, and $10,000 for boat maintenance.

Printing and Binding ($1,200) – police report and other administrative forms, case cards, business cards, and stationary.

Promotional Activities ($400) – trophies and awards for officers and citizens.

Other Current Charges ($11,710) – cost of police chiefs' monthly meeting ($4,000); applicant physicals ($1,540), applicant psychological screening ($1,500), LEO Awards Gala ($3,000), the court stand-by program ($720), e-Notify electronic subpoena program ($200), and application fee for accreditation ($750).

Operating Supplies ($131,503) - $69,815 for gasoline, $9,000 for marine patrol fuel and oil, $52,688 for uniforms, insignia, uniform cleaning, ammunition, photo supplies, and first aid and other supplies.

Books, Publications, Memberships, & Training ($15,540) - $1,500 for memberships, $4,068 for investigative data bases, $720 for Law Enforcement Handbooks, $1,800 for on line training, and $7,452 for firearms training and qualifications.

Capital Outlays ($92,720) - $3,267 for Tasers, $4,060 for rifle racks, $20,000 for police vehicle equipment (lights, sirens, and prisoner cages), $17,250 for mobile radios, $6,500 for surveillance equipment, $4,800 for dispatch equipment, $1,000 for a police bicycle, $2,000 for office furniture, $15,593 for body armor, $11,250 for fleet tracking system, $7,000 for building improvements for dispatch and property.

Building Department

Personal Services ($293,994) - includes funding for salaries and benefits for three full-time building department employees.

Professional services ($163,675) – funding for Town Planning (redevelopment reviews, zoning amendments, comprehensive plan amendments - $160,000), and temporary building official services ($3,675).

Other Contractual Services ($4,000) – scan old plans to digital storage.

Travel & Per Diem ($2,100) – travel to conferences and seminars for recertification.

Communication Services ($9,000) – telephone and fax lines, air cards for laptops, and cell phones ($7,800), and FEDEX charges ($1,200).

Rentals and Leases ($1,260) – copier lease.

Insurance ($6,643) – allocated portion of insurance expense.

Repairs and Maintenance ($3,500) –charges for color copier ($1,500); and carpet repairs ($2,000).

Printing and Binding ($650) - Brochures, cards, forms, and new code enforcement manual.

Operating Supplies ($2,410) – vehicle fuel and consumable supplies.

Books, Publications, Memberships, & Training ($1,495) –staff training and memberships in professional organizations.

Code Enforcement

Personal Services ($81,874) - includes funding for salaries and benefits for one full-time code enforcement officer.

Professional services ($6,500) – funding for Town Attorney attendance at special master hearings

Travel & Per Diem ($2,000) – travel to annual conference.

Communication Services ($3,450) - $3,000 for regular phone service and $450 for a mobile phone.

Insurance ($1,661) – allocated portion of insurance expense.

Repairs and Maintenance ($3,000) – repairs to equipment such as telephones, radios, fax machines, and vehicles ($1,000), and lawn service for private properties ($2,000).

Printing and Binding ($850) - Brochures, cards, forms, and new code enforcement manual.

Other Current Charges ($550) – recording fees for liens and other documents.

Operating Supplies ($2,000) – vehicle fuel ($1,300), and uniforms ($700).

Books, Publications, Memberships, & Training ($1,650) – FACE memberships, conferences, and seminars.

Other Public Safety

4,000 hours were budgeted. Total budgeted expenditures for the department are $44,656.

Streets & Parkways
Personal Services ($304,081) - includes funding for salaries and benefits for five full-time streets and parkways employees, three of whom are partially charged to enterprise funds.

Other Contractual Services ($169,655) – funding for the landscape maintenance contract ($73,480), additional landscaping services ($48,000), rejuvenation of corner landscaping ($48,000) and software fees ($175).

Communication Services ($6,600) – funding for mobile telephones ($2,640), landline phones ($3,600) and FEDEX, UPS, or courier charges ($360).

Utility Services ($102,000) - electricity for street lighting ($75,600), and water for landscape irrigation ($26,400).

Rentals & Leases ($1,500) – saws, lifts, grinders, and other rented equipment.

Insurance ($8,549) – allocation of overall insurance cost.

Repairs and Maintenance ($45,000) - funding for gutter repairs, license agreement parking maintenance, asphalt and concrete repairs, street light parts and repairs, vehicle repairs and parts, and other repairs and parts.

Other Current Charges ($920) – vaccinations, drug/alcohol testing, medical charges for minor injuries.

Operating Supplies ($36,100) – various consumables used by the department: vehicle fuel, uniforms and cleaning, plant materials, chemicals, hardware supplies, small tools.

Books, Publications, Memberships, & Training ($6,520) – staff training and professional organization memberships.

Public Transportation
Other Contractual Services ($84,800) – estimate based upon five day per week service.

Operating Supplies ($11,000) – gasoline and other supplies.

Public Library
Funding to reimburse the $100 cost of annual membership in the County library system ($20,000).

Recreation
Personal Services ($264,410) - includes funding for salary and benefits for four full-time recreation employees.

Other Contractual Services ($50,000) – landscape maintenance for parks.

Travel and Per Diem ($400) – travel to meetings and conferences.

Communication Services ($2,000) – three mobile phones.

Utilities ($15,000) - electricity costs at parks and tennis courts ($5,000), and water usage at parks ($10,000).

Rentals & Leases ($20,000) – contracted transportation ($10,000) and lease of one bus ($10,000) for recreation program participants.

Insurance ($9,473) – allocated portion of general insurance plus funding for recreation liability policy.

Repairs and Maintenance ($20,000) –Tot Lot repairs ($500), 92nd Street Park repairs ($5,000), fencing repairs for all parks ($4,000), painting at Tot Lot ($500), 98th Street Park repairs ($8,000), and electrical repairs ($2,000).

Promotional Activities ($1,000) – promotions for summer camp and aftercare.

Other current charges ($334,150) - funding for Town Picnic ($20,000 – a contribution of $20,000 from the Broad family is anticipated), eight movies ($2,600), ten Storytelling at the Park sessions ($2,250), the 5K/10K Run ($15,000), Seniors-on-the-Go ($5,000), Tai Chi ($3,200), Pee Wee Soccer ($4,000), summer camp ($35,500), aftercare ($200,000), language program ($4,000), computer class ($3,000), Halloween parade ($3,000), other recreation programs ($2,600), Veterans' Day parade ($3,000), awards program ($6,000), snow day ($20,000), and spring egg hunt ($5,000).

Operating Supplies ($15,000) – signs, janitorial supplies, and other supplies for parks and recreation programs.

Capital Outlay ($20,000) – exercise equipment for West Island parks.

Transfer to Reserves – the fourth of ten planned $65,000 budgeted "transfers" to replenish reserves appropriated last year to construct the 98th Street Park improvements.

Debt Service

The total amount of the debt service ($541,583) for fiscal 2016 on the December 2003 League of Cities bond issue is budgeted here. The 2003 bonds were partially refinanced three years ago to take advantage of low interest rates. As a result, annual debt service declined by more than $65,000. Resources from the water, sewer and stormwater funds, along with 80% of the receipts from the transportation surtax are utilized to fund the cost. Contributions from the other funds have been budgeted as revenues for the general fund.

Water Fund
No increase in water rates is proposed.

Personal Services ($320,296) - includes funding for salaries and benefits for water department personnel, the water billing clerk, and allocated general administrative salaries.

Water Purchases ($600,000) – water purchases from Miami-Dade Water and Sewer.

Accounting & Auditing ($4,640) – allocated portion of the Town's audit costs.

Other contractual services ($18,600) - water quality, bacterial, and disinfectant by-product testing, and the annual water utility operating permit.

Communication Services ($980) – mobile telephone service and FEDEX charges.

Insurance ($18,453) – allocated portion of insurance expense.

Repairs & Maintenance ($10,200) – vehicle maintenance, meters and installations, emergency water main repairs, and plumbing fittings.

Other Current Charges ($3,600) – utility location, vaccinations, drug testing, minor medical services and Department of Health testing after water main repairs.

Operating Supplies ($19,000) – vehicle fuel ($1,800), uniforms and cleaning, safety equipment, and tools ($2,000), water meters for inventory ($7,500), miscellaneous parts and supplies ($7,700).

Publications & Training ($5,500) – training for AMR meters ($4,500), and miscellaneous staff training ($1,000).

Transfer to General Fund ($185,000) - this amount is primarily to fund the year's debt service on the $9.4 million borrowed for the Community Enhancements Project.

Sewer Fund
A sewer rate increase of 10% is proposed. Miami-Dade County is increasing its wholesale sewage rate by 8.9% and Miami Beach is conducting a study of their costs for transmission of wastewater through their system that likely will result in a further increase to the Town.

Personal Services ($363,286) - includes funding for salaries and benefits for sewer department personnel and allocated general administrative salaries.

Sewage Disposal ($690,000) – sewage disposal fees paid to Miami Beach.

Accounting & Auditing ($6,380) – allocated portion of the Town's audit costs.

Other Contractual Services ($4,300) – software fees, maintenance contract for air compressors, and meter calibration services.

Communications ($3,240) – 3 mobile telephones ($2,340) and express freight charges for replacement parts ($900).

Utility Services ($72,000) - electricity for sewage pumps.

Rentals & Leases ($5,000) – rental charges for backup sewer pump.

Insurance ($27,679) – allocated portion of Town's overall insurance costs.

Repairs and Maintenance ($64,600) – repairs to vehicles, sewer line cleaning, and various plumbing, electrical, welding, lift station, sewage pump repairs, and sewer line point repairs.

Other Current Charges ($1,200) – utility location services, vaccinations, drug testing, and minor medical services.

Operating Supplies ($16,900) – fuel for vehicles ($4,800), inventory for repairs ($8,800), and other consumable supplies ($3,300).

Capital Outlay ($355,000) - $300,000 for sewer lateral lines, $30,000 for remote monitoring system (SCADIA), and $25,000 for a backhoe.

Debt Service ($75,320) - this amount covers interest and principal payments for the semiannual loan repayments to the State Revolving Loan Fund. This loan was used to help fund the major sewer infrastructure recapitalization carried out in past years.

Transfer to General Fund ($442,665) - this amount will be used to fund the year's debt service on funds borrowed for the Community Enhancements Project.

Parking Fund

Parking receipts estimates are based on recent experience and current rates. Rental income from the Miami-Dade Fire Department is included in the amount of $120,000.

Personal Services ($186,907) - wages and related benefits for the parking enforcement specialist as well as a portion of the salary cost for the Town's coin counting, sorting, and wrapping operation, and an allocated portion of general administrative salaries.

Accounting & Auditing ($2,900) – allocated portion of the cost of the Town's audit.

Other Contractual Services ($3,000) – Fire alarm system maintenance and monitoring.

Communications ($12,600) –wireless data connections for master parking meters ($11,100), and cell phone for parking enforcement specialist ($1,500).

Utility Services ($19,800) – Electricity for parking garage ($14,400) and water charges ($5,400)

Rentals and Leases ($15,860) – funding for lease of lots 9, 10, 12, & 13 (located in the business district parking lot adjacent to Town Hall).

Insurance ($11,533) – allocated portion of overall insurance cost.

Repairs & Maintenance ($16,000) – repairs to parking garage, lots, and meters and parking enforcement vehicle ($5,000), air conditioning annual contract ($4,500), and elevator service contract for parking garage ($6,500).

Printing & Binding ($3,100) – parking permits and forms.

Other Current Charges ($9,000) – taxes on land leased for use as municipal parking.

Operating Supplies ($6,800) – supplies for the master meters and garage.

Capital Outlay ($185,000) – resurface/restripe lots ($20,000), master meters (2) for 95th Street lot ($30,000), replace 8 master meters on Kane Concourse ($120,000), and 1 master meter for the Brown lot ($15,000).

Debt Service ($355,701) – interest ($93,701) and principal ($262,000) on the parking garage loan.

Solid Waste Fund

Operating Revenues – a three percent increase in solid waste rates to our residents is proposed as the first year of a three-year rate increase totaling ten percent. Rates were last raised in 2000. Our contract for waste disposal includes provisions for annual increases based on CPI and dumping fees and the Town cannot continue to absorb those increases without incurring operating deficits. Revenues have also been negatively affected by the recent demolition of multifamily buildings on the East Island.

Solid Waste Disposal ($759,849) - consists of an estimate for regular service of $701,049, along with $58,800 for daily service. Costs for regular service are estimated based upon the agreement with the solid waste contractor, and include an estimate for increases based upon changes in County tipping fees and contractual CPI adjustments.

Accounting & Auditing ($2,900) – allocated portion of Town's audit cost.

Other Contractual Services ($4,200) - tipping fees incurred by the Town.

Repairs & Maintenance ($1,000) – vehicle maintenance.

Other Current Charges ($800) – dumping permit from Miami-Dade county.

Operating Supplies ($6,075) - vehicle fuel ($2,575), and recycling bins and lids ($3,500).

Causeway Fund
Revenue estimates were prepared based upon the first eight months of 2014/2015 adjusted for historical seasonal fluctuations. Despite extensive construction activity on the bridge and road resurfacing by FDOT, revenues are only slightly below last year.

Personal Services ($1,250,094) – wages and related benefits for toll plaza, bridge, and causeway maintenance personnel, and allocated charges for general administrative salaries. Projected payroll costs have declined significantly due to the closure of the Toll Plaza.

Professional Services ($185,000) - $7,000 to partially fund lobbyist contract, $25,000 for the annual engineer's report, $70,000 for service and support for the toll management and collection system (Transcore), and $83,000 for a bridge maintenance contract.

Accounting & Auditing ($20,300) – allocated portion of the Town's audit cost.

Other Contractual Services ($300,000) - $250,000 for landscaping services and supplies, and $50,000 for pressure cleaning Kane Concourse sidewalks.

Communication Services ($40,000) – T-1 data lines ($38,000), and mobile telephones ($2,000).

Utility Services ($50,000) – electricity ($20,000) and water ($30,000).

Rentals & Leases ($200,000) – holiday decorative lighting.

Insurance ($281,068) – the inland marine policy on the bridge is budgeted at $190,352, and the boiler and machinery policy on the bridge is estimated at $5,372. In addition, an allocated portion of the Town's overall insurance cost for property, liability, and workers' compensation is charged here.

Repairs & Maintenance ($150,000) – for tolling equipment, the four bridges and roadways, and any improvements on the causeway corridor such as fencing, signage, sprinkler systems or lighting. Air conditioning, electrical, lighting, and mechanical repairs are included along with repairs to causeway vehicles.

Printing & Binding ($1,500) – brochures, flyers, and forms for use at the toll plaza or bridge.

Operating Supplies ($30,000) – $15,000 for gas and diesel fuel, and $15,000 for uniforms and other consumable supplies.

Capital Outlay ($95,000) – artificial turf for medians ($40,000), electronic signs ($5,000), and replacement of two trucks ($50,000).

Debt Service ($1,120,836) - includes principal ($810,000) and interest ($310,836) for the Series 2012 Promissory Note issued to fund the SunPass conversion and causeway corridor rehabilitation project.

Transfers ($1,065,000) – transfer to the general fund.

Stormwater Fund
Revenue estimates assume no increase in the stormwater fee.

Personal Services ($51,963) - wages and related benefits for the Town's street sweeping operation are charged here, along with allocated general administrative salaries.

Professional Services ($35,000) – engineering services to commission deep well injection pumps ($30,000), and FEMA/NPDES consulting services ($5,000).

Accounting & Auditing ($1,160) – an allocated portion of the Town's audit cost.

Other Contractual Services ($105,000) – groundwater testing for injection wells ($25,000), and street sweeping contract ($80,000).

Travel and Per Diem ($455) – travel for NPDES training.

Utility Services ($1,200) – electricity for deep well injection pumps.

Insurance ($4,613) – an allocated portion of overall insurance costs.

Repairs and Maintenance ($57,200) – vacuum clean basins and culverts ($26,000), point repairs of outfalls ($3,500), repairs to street sweeper ($700), valley gutter repairs ($25,000), and hazardous waste removal ($2,000).

Operating Supplies ($10,500) – drainage nets for catch basins ($10,000), consumable supplies and NPDES Annual Surveillance Fee ($500).

Publications & Training ($2,000) – NPDES training.

Capital Outlay ($84,000) –lining of storm outfalls.

ORDINANCE NO. _______

AN ORDINANCE PROVIDING FOR A MILLAGE OF 4.55 WHICH IS 5.4% MORE THAN THE ROLLED-BACK RATE FOR THE TOWN OF BAY HARBOR ISLANDS FOR THE CURRENT YEAR, A.D. 2015; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the legislative charter of the TOWN OF BAY HARBOR ISLANDS, FLORIDA, provides, among other things, that the Town Council shall determine the amount and fix the rate of taxation and make the annual tax levy for the current year,

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF BAY HARBOR ISLANDS HEREBY ORDAINS:

Section 1. That after careful consideration of the estimates of receipts and operating and capital expenditures for the fiscal year beginning October 1, 2015, and ending September 30, 2016, it is hereby agreed that a millage of 4.55 is needed.

The millage of 4.55 is 5.4% more than the rolled-back rate.

Section 2. That the Town Clerk is hereby directed to certify a copy of this ordinance and to forward the same to the Board of County Commissioner of Miami-Dade County, Florida, for the purpose of noting the levy on the assessment roll for the tax year A.D. 2015 and for the purpose of collection of taxes upon the taxable property within the corporate limits of said Town.

Section 3. The provisions of this Ordinance are declared to be severable and if any section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Ordinance, but they shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

Section 4. This ordinance shall become effective immediately upon passage by the Town Council on second reading.

PASSED AND ADOPTED THIS 16th DAY OF SEPTEMBER 2015 on first reading.

PASSED AND ADOPTED THIS 24th DAY OF SEPTEMBER 2015 on second reading.

____

MAYOR

ATTEST:

____

TOWN CLERK

AGENDA ITEM REPORT
September 24, 2015

ITEM NUMBER:

ITEM: 2. Consideration and **Approval** of an ordinance on **second** reading making appropriations for the operation of the General Fund, Water Fund, Sewer Fund, Parking Fund, Solid Waste Fund, Causeway Fund, and Stormwater Fund. Enclosed is a copy of the proposed ordinance.

DESCRIPTION:
The proposed ordinance seeks appropriations from the Town's General, Water, Sewer, Parking, Solid Waste, Causeway, and Stormwater Funds for the use of the several department of the Town for the fiscal year beginning October 1, 2015 and ending September 30, 2016 in the amount of $18,128,139.00

RECOMMENDED ACTION:
Council Discretion.

FINANCIAL ANALYSIS:

BUDGET IMPACT:

Submitted By: Alba Chang, Deputy Town Clerk

ATTACHMENTS

1.	proposed ordinance	Ord. appropriations.pdf
2.	exhibit A	Exhibit A Revised9-18-15.pdf

ORDINANCE NO. ______

AN ORDINANCE MAKING APPROPRIATIONS FOR THE GENERAL, WATER, SEWER, PARKING, SOLID WASTE, CAUSEWAY, AND STORMWATER FUNDS FOR THE YEAR BEGINNING OCTOBER 1, 2015 AND ENDING SEPTEMBER 30, 2016, IN THE TOTAL SUM OF $18,128,139; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

THE TOWN COUNCIL OF THE TOWN OF BAY HARBOR ISLANDS HEREBY ORDAINS:

Section 1. That the amounts as detailed on Exhibit “A” entitled “Town of Bay Harbor Islands Proposed Operating Budgets 2015-20165", attached hereto and made a part hereof, aggregating Eighteen Million One Hundred Twenty-eight Thousand One Hundred Thirty-nine Dollars and No cents ($18,128,139) or so much thereof as may be necessary, are hereby appropriated in the Town’s General, Water, Sewer, Parking, Solid Waste, Causeway, and Stormwater Funds for the use of the several departments of the Town for the fiscal year beginning October 1, 2015 and ending September 30, 2016.

Section 2. That the budgets of the Town may be amended during the budget year by a motion approved by the Town Council to include the carryforward of unexpended appropriations from the previous year’s budget or to authorize additional appropriations of available funds.

Section 3. The provisions of this Ordinance are declared to be severable and if any section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Ordinance, but they shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

Section 4. This ordinance shall become effective immediately upon passage by the Town Council on second reading.

PASSED AND ADOPTED THIS 16th DAY OF SEPTEMBER 2015 on first reading.

PASSED AND ADOPTED THIS 24th DAY OF SEPTEMBER 2015 on second reading.

____
MAYOR

ATTEST:

____
TOWN CLERK

TOWN OF BAY HARBOR ISLANDS
Proposed Operating Budgets
2015-2016

Draft date 9/18/2015
Exhibit A Revised

		Proposed Budget 2015-2016
GENERAL FUND		
GENERAL GOVERNMENT		
Legislative (Town Council):		
Executive Salaries	$	7
Professional Services		13,200
Other Contractual Services		
Travel and Per Diem		7,500
Communications		19,560
Insurance		1,661
Printing and Binding		37,200
Promotional Activities		3,500
Other Current Charges and Obligations		12,850
Office Supplies		
Operating Supplies		1,500
Books, Publications, Memberships, & Training		5,250
Captial Outlays		20,000
Executive (Town Manager):		
Salaries & Wages	$	156,255
Overtime Pay		
FICA Taxes		11,954
Retirement Contribution		29,444
Group Insurance		18,533
Workers' Compensation		2,396
Unemployment Compensation		781
Professional Services		51,000
Other Contractual Services		5,000
Travel & Per Diem		9,600
Communication Services		45,000
Rentals & Leases		1,500
Insurance		4,152
Repairs & Maintenance		-
Printing and Binding		3,000
Promotional Activities		12,000
Other Current Charges and Obligations		7,000
Office Supplies		
Operating Supplies		1,900
Books, Publications, Memberships, & Training		5,500

		Proposed Budget 2015-2016
Town Clerk's Office:		
Salaries & Wages		73,642
Overtime Pay		1,473
FICA Taxes		5,746
Retirement Contribution		6,996
Group Insurance		12,109
Workers' Compensation		819
Unemployment Compensation		368
Other Contractual Services		26,485
Travel & Per Diem		3,000
Communication Services		500
Rentals & Leases		13,964
Insurance		1,661
Repairs & Maintenance		4,200
Printing and Binding		1,250
Other Current Charges and Obligations		40,000
Office Supplies		15,000
Operating Supplies		10,000
Books, Publications, Memberships, & Training		2,150
Financial & Administrative:		
Personal Services:		
Salaries & Wages	$	74,457
Overtime Pay		3,723
FICA Taxes		5,981
Retirement Contribution		7,073
Group Insurance		15,234
Workers' Compensation		1,244
Unemployment Compensation		372
Professional Services		31,700
Accounting and Auditing		19,720
Other Contractual Services		6,000
Travel & Per Diem		1,340
Communication Services		600
Rentals and Leases		4,800
Insurance		830
Repairs & Maintenance		250
Printing and Binding		750
Other Current Charges and Obligations		500
Books, Publications, Memberships, & Training		1,580

TOWN OF BAY HARBOR ISLANDS
Proposed Operating Budgets
2015-2016

Draft date 9/18/2015
Exhibit A Revised

	Proposed Budget 2015-2016
Information Technology	
Personal Services:	
Salaries & Wages	$ 32,713
Overtime Pay	1,636
FICA Taxes	2,628
Retirement Contribution	3,108
Group Insurance	6,127
Workers' Compensation	470
Unemployment Compensation	164
Professional Services	50,000
Communication Services	19,800
Insurance	830
Repairs & Maintenance	10,000
Operating Supplies	34,500
Books, Publications, Memberships, & Training	2,500
Legal:	
Professional Services	118,000
TOTAL DEPARTMENT OF GENERAL GOVERNMENT	$ 1,165,236

	Proposed Budget 2015-2016
GENERAL FUND (Continued)	
DEPARTMENT OF PUBLIC BUILDINGS	
Other Contractual Services	51,020
Communication Services	1,800
Utility Services	47,400
Rentals and Leases	
Insurance	11,049
Repairs & Maintenance	32,850
Other Current Charges and Obligations	
Office Supplies	
Operating Supplies	6,900
Capital Outlay	58,000
TOTAL DEPARTMENT OF PUBLIC BUILDINGS	$ 209,019
POLICE DEPARTMENT	
Salaries & Wages	$ 2,237,761
Overtime Pay	200,000
FICA Taxes	186,489
Retirement Contribution	313,287
Group Insurance	353,961
Workers' Compensation	45,574
Unemployment Compensation	11,189
Professional Services	11,740
Other Contractual Services	33,165
Travel & Per Diem	5,000
Communication Services	22,000
Rentals and Leases	90,891
Insurance	48,992
Repairs & Maintenance	61,436
Printing and Binding	1,200
Promotional Activities	400
Other Current Charges and Obligations	11,710
Operating Supplies	131,503
Books, Publications, Memberships, & Training	15,540
Capital Outlay	92,720
TOTAL POLICE DEPARTMENT	$ 3,874,558

		Proposed Budget 2015-2016
GENERAL FUND (CONTINUED)		
BUILDING INSPECTIONS DEPARTMENT		
Salaries & Wages	$	221,381
Overtime Pay		
FICA Taxes		16,936
Retirement Contribution		21,031
Group Insurance		29,831
Workers' Compensation		3,708
Unemployment Compensation		1,107
Professional Services		163,675
Other Contractual Services		4,000
Travel and per diem		2,100
Communication Services		9,000
Rentals and Leases		1,260
Insurance		6,643
Repairs and Maintenance		3,500
Printing and Binding		650
Operating Supplies		2,410
Books, Publications, Memberships, & Training		1,495
TOTAL BUILDING INSPECTIONS DEPARTMENT	$	488,727
CODE ENFORCEMENT DEPARTMENT		
Salaries & Wages	$	54,526
FICA Taxes		4,171
Retirement Contribution		5,180
Group Insurance		16,829
Workers' Compensation		895
Unemployment Compensation		273
Professional Services		6,500
Travel and per diem		2,000
Communication Services		3,450
Insurance		1,661
Repairs and Maintenance		3,000
Printing and Binding		850
Other Current Charges and Obligations		550
Operating Supplies		2,000
Books, Publications, Memberships, & Training		1,650
TOTAL CODE ENFORCEMENT DEPARTMENT	$	103,535

		Proposed Budget 2015-2016
GENERAL FUND (CONTINUED)		
DEPARTMENT OF OTHER PUBLIC SAFETY		
Salaries & Wages	$	40,190
FICA Taxes		3,075
Workers' Compensation		690
Unemployment Compensation		201
Operating Supplies		500
TOTAL DEPARTMENT OF OTHER PUBLIC SAFETY	$	44,656
DEPARTMENT OF STREETS & PARKWAYS		
Salaries & Wages	$	201,897
Overtime Pay		4,038
FICA Taxes		15,754
Retirement Contribution		19,180
Group Insurance		59,784
Workers' Compensation		2,419
Unemployment Compensation		1,009
Other Contractual Services		169,655
Communications		6,600
Utility Services		102,000
Rentals & Leases		1,500
Insurance		7,473
Repairs and Maintenance.		45,000
Other Current Charges and Obligations		920
Operating Supplies		36,100
Books, Publications, Memberships, & Training		6,520
TOTAL DEPARTMENT OF STREETS & PARKWAYS	$	679,849
DEPARTMENT OF PUBLIC TRANSPORTATION		
Other Contractual Services	$	84,800
Operating Supplies		11,000
TOTAL DEPARTMENT OF PUBLIC TRANSPORTATION	$	95,800

	Proposed Budget 2015-2016
GENERAL FUND (CONTINUED)	
DEPARTMENT OF PUBLIC LIBRARY	
Other Contractual Services	$ 20,000
TOTAL PUBLIC LIBRARY	$ 20,000
DEPARTMENT OF RECREATION	
Salaries & Wages	$ 202,142
FICA Taxes	15,464
Group Insurance	42,570
Workers' Compensation	3,223
Unemployment Compensation	1,011
Other Contractual Services	50,000
Travel and Per Diem	400
Communication Services	2,000
Utility Services	15,000
Rentals & Leases	20,000
Insurance	9,473
Repairs and Maintenance.	20,000
Promotional Activities	1,000
Other Current Charges and Obligations	334,150
Operating Supplies	15,000
Capital Outlay	20,000
Transfer to reserves	65,000
TOTAL DEPARTMENT OF RECREATION	$ 816,433
DEBT SERVICE	
Principal	295,000
Interest	246,583
TOTAL DEBT SERVICE	$ 541,583
TOTAL GENERAL FUND APPROPRIATIONS	$8,039,396

		Proposed Budget 2015-2016
WATER FUND		
WATER DEPARTMENT		
Salaries & Wages	$	218,604
Overtime Pay		10,930
FICA Taxes		17,559
Retirement Contribution		20,767
Group Insurance		47,218
Workers' Compensation		4,125
Unemployment Compensation		1,093
Water Purchases		600,000
Accounting and Auditing		4,640
Other Contractual Services		18,600
Communications		980
Insurance		18,453
Repairs & Maintenance		10,200
Other Current Charges and Obligations		3,600
Operating Supplies		19,000
Books, Publications, Memberships, & Training		5,500
Transfer to General Fund		185,000
TOTAL WATER DEPARTMENT/FUND APPROPRIATIONS	$	1,186,269

TOWN OF BAY HARBOR ISLANDS
Proposed Operating Budgets
2015-2016

Draft date 9/18/2015
Exhibit A Revised

	Proposed Budget 2015-2016
SEWER FUND	
SEWER DEPARTMENT	
Salaries & Wages	$ 225,567
Overtime Pay	45,113
FICA Taxes	20,707
Retirement Contribution	21,429
Group Insurance	45,816
Workers' Compensation	3,526
Unemployment Compensation	1,128
Sewage Disposal	690,000
Professional Services	30,000
Accounting and Auditing	6,380
Other Contractual Services	4,300
Communications	3,240
Utility Services	72,000
Rentals and Leases	5,000
Insurance	27,679
Repairs & Maintenance	64,600
Other Current Charges and Obligations	1,200
Operating Supplies	16,900
Capital Outlay:	355,000
Debt Service (Int & Principal):	75,320
Transfer to General Fund	442,655
TOTAL SEWER DEPARTMENT/FUND APPROPRIATIONS	$ 2,157,560

	Proposed Budget 2015-2016
PARKING FUND	
PARKING DEPARTMENT	
Salaries & Wages	$ 125,681
Overtime Pay	11,311
FICA Taxes	10,480
Retirement Contribution	11,940
Group Insurance	25,146
Workers' Compensation	1,721
Unemployment Compensation	628
Accounting and Auditing	2,900
Other Contractual Services	3,000
Communications	12,600
Utility Services	19,800
Rentals and Leases	15,860
Insurance	11,533
Repairs & Maintenance	16,000
Printing and Binding	3,100
Other Current Charges and Obligations	9,000
Operating Supplies	6,800
Capital Outlay	185,000
Interest Payments	93,701
Principal Payments	262,000
TOTAL PARKING DEPARTMENT/FUND APPROPRIATIONS	$ 828,201
SOLID WASTE FUND	
DEPARTMENT OF SOLID WASTE	
Solid Waste Disposal - Regular	701,049
Solid Waste Disposal - Daily	58,800
Professional Services	
Accounting and Auditing	2,900
Other contractual Services	4,200
Repairs & Maintenance	1,000
Other Current Charges and Obligations	800
Operating Supplies	6,075
TOTAL SOLID WASTE DEPARTMENT/FUND APPROPRIATIONS	$ 774,824

	Proposed Budget 2015-2016
CAUSEWAY FUND	
CAUSEWAY DEPARTMENT	
Salaries & Wages	$ 861,999
Overtime Pay	38,790
FICA Taxes	68,910
Retirement Contribution	81,890
Group Insurance	188,440
Workers' Compensation	5,755
Unemployment Compensation	4,310
Professional Services	185,000
Accounting and Auditing	20,300
Other Contractual Services	300,000
Communication Services	40,000
Utility Services	50,000
Rentals and Leases	200,000
Insurance	281,068
Repairs & Maintenance	150,000
Printing and Binding	1,500
Operating Supplies	30,000
Capital Outlay	95,000
Interest Payments	310,836
Principal Payments	810,000
Transfer to General Fund	1,065,000
TOTAL CAUSEWAY DEPARTMENT/FUND APPROPRIATIONS	$ 4,788,798

	Proposed Budget 2015-2016
STORMWATER FUND	
STORMWATER DEPARTMENT	
Salaries & Wages	40,607
FICA Taxes	3,106
Retirement Contribution	3,858
Group Insurance	3,400
Workers' Compensation	789
Unemployment Compensation	203
Professional Services	35,000
Accounting and Auditing	1,160
Other Contractual Services	105,000
Travel and Per Diem	455
Utility Services	1,200
Insurance	4,613
Repairs & Maintenance	57,200
Operating Supplies	10,500
Books, Publications, Memberships, & Training	2,000
Capital Outlay	84,000
TOTAL STORMWATER DEPARTMENT/FUND APPROPRIATIONS	$ 353,091
ALL FUNDS' TOTAL APPROPRIATIONS	$ 18,128,139