



Office of the Town Manager

Rafael G. Casals, ICMA-CM, CFM
Town Manager

MEMORANDUM

To: Honorable Mayor and Town Council

From: Rafael G. Casals, Town Manager

Date: June 11, 2018

Re: Fiscal Year 2018-19 Budget *Visioning* Workshop

BACKGROUND AND ANALYSIS

In prior years, the Town has typically held its budget workshops in July and August. In an effort to gain better insight into the Town Council's *vision* for the upcoming fiscal year, Town Staff, in consultation with the Council, decided to hold a "Budget *Visioning* Workshop" in the month of June. During this First Budget Workshop, plans and ideas for the upcoming budget year will be discussed openly and freely in a "brainstorm" style session.

This First Budget Workshop will not be a review of "budget numbers", but rather a vision including plans and ideas for the budget for the upcoming fiscal year. Following this first Budget Workshop, Town Staff will develop a detailed financial budget incorporating the plans and ideas agreed upon and will present such to the Mayor and Town Council during our second Budget Workshop scheduled for July 9, 2018. The third Budget Workshop is currently scheduled for July 23, 2018.

One particular financial trend which, I must advise the Council on is the actual "dips" into our Fund Reserves for the past three (3) years:

	Budgeted	Actual	
	Dip	Dip	
Fiscal Year 2014-15	(3,445,772)	(865,675)	}
Fiscal Year 2015-16	(3,786,628)	(403,166)	
Fiscal Year 2016-17	(3,461,737)	(1,778,740)	
Fiscal Year 2017-18	(4,411,581)	To Be Determined	





To start the thought process ahead of the June workshop, Town Staff has identified several items for the Council to consider. The items include, but are not limited to:

- Preliminary Property Value Estimates from the Property Appraiser indicate an approximate 5.9% increase in property values for 2017. This is subject to change and the “certified” taxable value will be issued by the Property Appraiser on or before July 1st.
- Unless directed otherwise by the Town Council, Town Staff currently anticipates no change in Town and Police staffing

While Town Staff continues to anticipate budgeting in order to maintain the current levels of service in our Fiscal Year 2018-19 budget, we are anticipating budgeting for some of the following significant initiatives:

- **Cutler Bay Town Center Improvements**

- Lobby Improvements
- Security Cameras
- Window Tinting / Hardening

- **General Government**

- Social Media Campaign
- Creating an intra-net for Town staff
- Creating a Business Continuity Operation IT Plan

- **Parks & Recreation Department**

- Various park improvements (non-impact fees), such as foul ball and perimeter fencing, netting, and re-sodding at various parks.

- **Public Works Department**

- Continue sidewalk replacement and ADA ramps program funded with gas taxes
- Continued neighborhood roadway resurfacing projects (PTP funds)





- Possible increase the hours of operation to Circulator bus route (PTP funds)
- Construction of Traffic Calming devices throughout Town based on adopted Traffic Calming Master Plan

The proposed initiatives listed above are aligned with the Town's 2014-19 Strategic Master Plan, adopted via Resolution #14-71 in October 2014. This "living work in progress" guides the Town's actions needed to achieve our mission, vision and goals.

Town Staff and I identified action items that have been completed as of June 2018, as well as those items that are still pending (Attachment "A"). This updated Master Plan may serve as a guide during this First Budget Visioning Workshop.

Town Staff looks forward to discussing the above items with the Town Council at our First Budget Visioning Workshop and to gain further insight from the Town Council as to the programs and initiatives it would like for Town Staff to incorporate into the upcoming 2018-19 Fiscal Year budget.

