RESOLUTION NO. 2026-

A RESOLUTION OF THE VILLAGE OF PINECREST, FLORIDA, AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH BOWMAN CONSULTING GROUP, LTD. FOR THE TRANSPORTATION ASSESSMENT STUDY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Village pursuant to Section 2-289 of the Code of Ordinances, the Village Council may waive competitive bidding requirements for professional services when the services require specialized knowledge, training, experience, and the exercise of professional judgment, and the services to be provided by Bowman Consulting Group, Ltd. qualify as professional services exempt from competitive bidding; and

WHEREAS, the Village currently funds right-of-way improvements through the Transportation Fund, which is primarily supported by local option gas tax revenues that typically generate approximately $430,000 annually; and

WHEREAS, based on prior budget discussions and the Village's Strategic Plan workshop, the Village has determined that a dedicated transportation funding mechanism may be necessary to provide a sustainable funding source for future transportation improvements and related infrastructure needs; and

WHEREAS, the Village desires to conduct a Transportation Funding Study to evaluate the feasibility of establishing a valid special assessment under Florida law, including an analysis demonstrating that assessed properties receive a special benefit from the funded improvements and that the assessment methodology is fairly and reasonably apportioned; and

WHEREAS, Bowman Consulting Group, Ltd. ("Bowman") has submitted a proposal dated June 30, 2026, to perform the Transportation Funding Study, including revenue requirement projections, coordination with the Village Attorney regarding statutory requirements, development of an allocation methodology, and presentation of findings to the Village Council, for a fixed fee not to exceed $33,325, with an optional implementation phase subject to future Council direction; and

WHEREAS, the Village Manager wishes to enter into an agreement with Bowman Consulting Group, Ltd. for *a Transportation Assessment Study*;

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF PINECREST, FLORIDA, AS FOLLOWS:

Section 1. That the Village Council hereby authorizes the Village Manager to enter into the attached agreement with Bowman Consulting Group, Ltd. for a Transportation Assessment Study, in amount not to exceed $33,325.

Section 2. This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 14th day of July, 2026.

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Joseph M. Corradino, Mayor

Attest:

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Priscilla Torres, MMC
Village Clerk

Approved as to Form and Legal Sufficiency:

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Mitchell Bierman
Village Attorney

Consent Agenda

DATE: July 8, 2026

TO: The Honorable Mayor and Members of the Village Council

FROM: Yocelyn Galiano, ICMA-CM, Village Manager

RE: Transportation Fee Study

Right-of-way improvements in the Village of Pinecrest are currently funded through the Transportation Fund, with local option gas tax revenues that typically provide approximately $430,000 per year. Based on last year's budget discussions and the Strategic Plan workshop, I am recommending that the Village proceed with the establishment of a dedicated transportation funding mechanism. This study will develop the analysis and methodology necessary to satisfy the statutory requirements for a valid special assessment under Florida law, namely that the assessed properties derive a special benefit from the funded improvements and that the assessment be fairly and reasonably apportioned. Under its June 30, 2026 proposal, Bowman Consulting Group, Ltd. (Bowman) would project the Village's revenue requirements, coordinate with the Village Attorney on the statutory basis for the assessment, develop the allocation methodology, and present its findings to the Village Council. The required scope is a fixed fee not to exceed $33,325, funded from the Transportation Fund, with an optional implementation phase not to exceed $26,500 that would proceed only upon Council direction.

This engagement is exempt from the Village's competitive bidding procedures as a contract for professional services. A professional service is one performed by an individual who belongs to a learned profession or whose occupation requires a high level of training and proficiency. Bowman's economic, financial, and ratemaking work is predominantly intellectual in character, requires the consistent exercise of discretion and judgment, and depends on specialized skills, training, and experience in municipal finance not customarily found in the mechanical arts or skilled trades. The services accordingly qualify as professional services and are exempt from competitive bidding.

Staff has reviewed the proposed scope and finds it appropriate. It is recommended that the Village Council waive the competitive bidding requirement and authorize the Village Manager to execute a professional services agreement with Bowman Consulting Group, Ltd. for the Transportation Funding Study, in an amount not to exceed $33,325.

June 30, 2026

Yocelyn Galiano
Village Manager
Village of Pinecrest
10800 Red Road
Pinecrest, Florida 33156

Re: Transportation Funding Study Proposal

Dear Ms. Galiano,

The Village of Pinecrest (Village) has requested evaluation of methodology and potential development of a Transportation funding mechanism for the Village. Following conversations with you and your colleagues discussing your specific goals, Bowman is pleased to propose a transportation funding study scope of services and cost estimate, along with an optional task plan, for your consideration.

We will support you by offering our project team's expertise in financial analysis and ratemaking for municipal governments across Florida and the U.S. Our team includes experts in municipal consulting and finance. I, Vita Quinn, MBA, will be your Project Manager. My expertise is in providing economic, financial, and management consulting services to public agencies including cities, towns, counties, and special purpose districts. I will be your **point of contact** and lead the majority of project work.

Our proposed scope of services includes the following activities: 1. Kickoff meeting to discuss your key issues, establish the project schedule and gather data, and a thorough review of the data provided; 2. Projection of revenue requirements; 3. Engagement with the Village's attorneys to determine the best type of revenue mechanism to fund its roadways; 4. Development of the Village's Transportation Fee; and, 5. Preparation of a technical memorandum detailing the results of the analysis, along with a PowerPoint presentation detailing results that will be presented at a meeting with your Council.

The following pages describe our proposed scope of services, detailed work plan, and cost estimate. We are submitting this proposal for your review and feedback and look forward to the opportunity to serve you.

Sincerely,

Vita Quinn
Director, Strategy Advisor & Practice Development
vita.quinn@Bowman.com
386-546-7719

Village of Pinecrest, FL

Transportation Funding Study

BACKGROUND

The Village of Pinecrest, one of 34 municipalities in Miami-Dade County, has approximately 18,000 residents. Roadway and street services in the Village are currently funded through the General Fund. As the Village has not previously had a dedicated revenue stream to fund these services, the Village would like to consider available revenue mechanisms, a potential methodology, financial outlook, and cost to serve residents to validate that the revenue will adequately meet the Village's revenue requirements.

WORK PLAN

Our work plan below details the tasks, meetings with Village staff and attorneys, and final deliverables that will be included in this study. This proposal is fixed fee and includes our anticipated time and expenses to complete the tasks described below. To the extent that the Village wishes to engage Bowman for meetings or other services not defined herein, the cost for these meetings or hourly rates for services can be found at the end of this section under Hourly Rates.

Compile and Review Existing Information

To begin, our Bowman team will schedule a kickoff meeting with Village staff to discuss key issues, near and long-term goals, and metrics that you consider to be most important to the Village's financial performance. At this meeting we will also distribute our data request, discuss the items required for the analysis, and the platform we will use for data transfer.

We will establish who will be involved in the process, the key members of our team and your key staff, and discuss the project schedule for interactive work sessions with your staff, meetings with your Council, and final deliverables.

We will work with Village staff to identify and obtain all information relevant to understanding your existing operations and costs for provision of service to customers. Once we start to receive the data, we will begin an in-depth review. We will also review any other data provided and remain in contact if we need clarification prior to our first interactive work session. Items we will request may include:

- Parcel/property assessor data
- Historical and budgeted operating expenses
- Debt service schedules and coverage requirements
- Capital improvement plan and fleet/equipment inventory
- Current staffing and projected future hiring
- Village ordinances and policies relevant to the analysis
- Legal and financial concerns and/or regulatory and policy restrictions

Revenue Sufficiency and Interactive Meetings

Bowman uses an interactive approach that allows input from you as we develop customized financial solutions. We will perform a revenue sufficiency analysis to determine the long-term sustainability of your projected revenue, including a 10-year financial management plan and associated plan of rate adjustments.

During meetings with your staff, we display the models and work with you to test multiple *"what if"* scenarios that consider your financial sensitivity to changes in various variables. For each scenario considered, we will identify the necessary revenue adjustments, including any borrowing that may be required, and the associated financial, fund balance, and customer impacts.

The results are displayed in a simple, graphical format that allows for easy comparison of scenarios. Some of the steps in this process are detailed in the following sections.

Expense Projection

To project your revenue requirements, we review your historical budgeted and executed operating expenses, all planned capital improvements and associated funding sources, existing debt service, available and recommended operating, capital, and debt service reserves, and any financial policies and reserve requirements dictated by policies of the Village. We also consider your goals to address during the study, such as cash reserve targets, operational changes, or hiring needs.

We will study near-term changes in capital and labor costs and how this can affect your expenses. Using cost escalators, we estimate your future expense increases and the nature of any expenses that may be tied to a contract or are one-time/temporary. As we tailor our financial model to your financial dynamics, we identify any other issues or questions affecting financial performance to discuss with you during our first interactive meeting. Our model will utilize the above-mentioned data and assumptions to create projections of revenues, operating expenses, capital spending, and fund balances.

Capital Program Review

One of the largest expenditures driving the need for rate increases is the cost of capital outlay required to meet current and future service needs and regulatory requirements. In addition, there are renewal and replacement cost requirements to preserve the reliability and useful life of your streets and other assets. The Village must consistently fund replacements or incur increases in repair and maintenance costs.

We will perform a review of your capital program, including vehicle/equipment replacements and the anticipated sources of funds available to pay for these projects. This discussion of funding is important to reducing the impact of capital on the need for revenue. Recognizing this, we will:

- Review the level of your budgeted capital spending vs needed capital investment,
- Consider the priority of individual items within your capital plan,
- Review all restricted and unrestricted funds available for projects,
- Discuss timing of project expenditures, and
- Consider external funding sources, such as grants or loans, that may mitigate rate impacts.

In meetings with Village staff, we will review the level of capital or types of projects the Village historically cash funds from rate revenues. We will evaluate the pros and cons of alternative capital funding practices, and financial considerations associated with leveraging debt financing.

We will consider whether the Village could optimize its use of cash and debt funding to maximize cash reserves, improve the long-term stability of revenues, and limit risk. Working with Village staff, we will develop a recommended capital funding plan for the identified capital and future capital needs.

Financial Management Plan

Based on our analysis and interactions with staff, we will develop a projection of operations and maintenance expenses, capital investment, debt service payments, and the resulting fund balances in each year of the projection period.

The final step is to review the scenarios the Village may wish to consider for project timing and funding, policy changes, or sensitivity to changes in any of the assumptions used in the analysis and then develop a long-term plan of revenue adjustments for each scenario. Working with you, we identify the scenario that best reflects your anticipated and desired outcomes while minimizing rate impacts to your customers. This will provide the revenue requirement for further analysis.

Transportation Revenue Mechanism

Because the Village has not yet selected a funding mechanism for roadway improvements, the first step will be to evaluate the revenue options available under Florida law. Potential mechanisms may include non-ad valorem special assessments, transportation or mobility-related fees where authorized, excise taxes, or other dedicated revenue sources. Each alternative carries unique legal, policy, and administrative considerations.

We will work closely with the Village's legal counsel to review the applicable statutory authority, local charter provisions, and relevant case law to identify the revenue mechanisms available to the Village. Legal counsel will also advise on the procedural requirements associated with each alternative, including any required public hearings, ordinances, notices, or voter approvals.

Methodology Development

Following completion of the legal review, we will develop one or more allocation methodologies consistent with the funding mechanisms identified by the Village's legal counsel. Each methodology will establish how the required revenue would be apportioned among benefiting properties or other paying entities and will be evaluated based on equity, transparency, administrative feasibility, and consistency with the applicable legal framework.

The methodology will include defined assumptions, allocation factors, and corresponding analytical approach to support a future fee or assessment calculation. Alternative methodologies will be presented to Village staff and legal counsel for discussion and refinement prior to presentation to the Village Council for policy direction.

Presentation of Methodology & Findings

Following completion of the legal review and methodology evaluation, we will prepare a technical memorandum documenting the funding alternatives considered, the legal framework provided by the Village's attorneys, and the methodologies developed for allocating costs under each potential revenue mechanism. The memorandum will summarize the analysis performed, key assumptions, advantages and limitations of each approach, and our recommendations for the Village's consideration.

A draft technical memorandum will be provided to Village staff for review and comment. Following staff review, we will incorporate feedback and prepare a memorandum suitable for distribution to Council.

In addition to the written memorandum, we will prepare a presentation summarizing the available funding alternatives, the methodology associated with each option, and the policy considerations for the Village Council. We will attend one Council workshop or meeting to present the findings, answer questions, and facilitate discussion regarding the available funding mechanisms. The purpose of this meeting is to obtain policy direction regarding whether the Village wishes to proceed with development of a specific assessment methodology or consider another revenue mechanism. No assessment calculations or implementation activities are included in this task.

TOTAL REQUIRED TASKS $33,325

OPTIONAL TASK PLAN

Assessment Development & Revenue Allocation

Upon receiving direction from the Village Council to proceed with a specific funding mechanism and allocation methodology, we will calculate the assessments necessary to generate the adopted revenue requirement. Using the approved methodology, we will determine the allocation among the paying entities and prepare the supporting calculations, schedules, and documentation necessary for implementation.

Presentation of Results & Implementation Assistance

Technical Memorandum

Following completion of the assessment calculations, we will update the technical memorandum to document the final methodology, assessment calculations, revenue projections, and supporting analysis. The memorandum will summarize the assumptions used, allocation methodology, assessment calculations, and recommended assessment schedule. A draft memorandum will be provided to Village staff for review and comment. Following incorporation of staff feedback, we will prepare a final technical memorandum suitable for Village Council consideration and adoption.

Village Council Presentation

We will prepare a PowerPoint presentation summarizing the assessment methodology, key assumptions, proposed assessment schedule, anticipated revenues, and policy considerations. We will participate in one virtual meeting with the Village Council to present the findings, respond to questions from elected officials and staff, and provide technical support during Council's consideration of the proposed assessment.

Assessment Roll Preparation

Upon adoption, we will prepare the assessment roll and supporting documentation necessary for submission to the Property Appraiser and Tax Collector for placement on the annual non-ad valorem assessment roll. This task includes preparation of the assessment file in the format required by the applicable agencies but does not include administration of the assessment program, annual updates, or implementation services beyond the initial assessment roll preparation.

TOTAL OPTIONAL TASKS **$26,500**