

# TOWN OF SOUTHWEST RANCHES, FLORIDA

## ADOPTED ANNUAL BUDGET & FIVE YEAR CAPITAL IMPROVEMENT PROGRAM

*Fiscal Year 2022-2023*



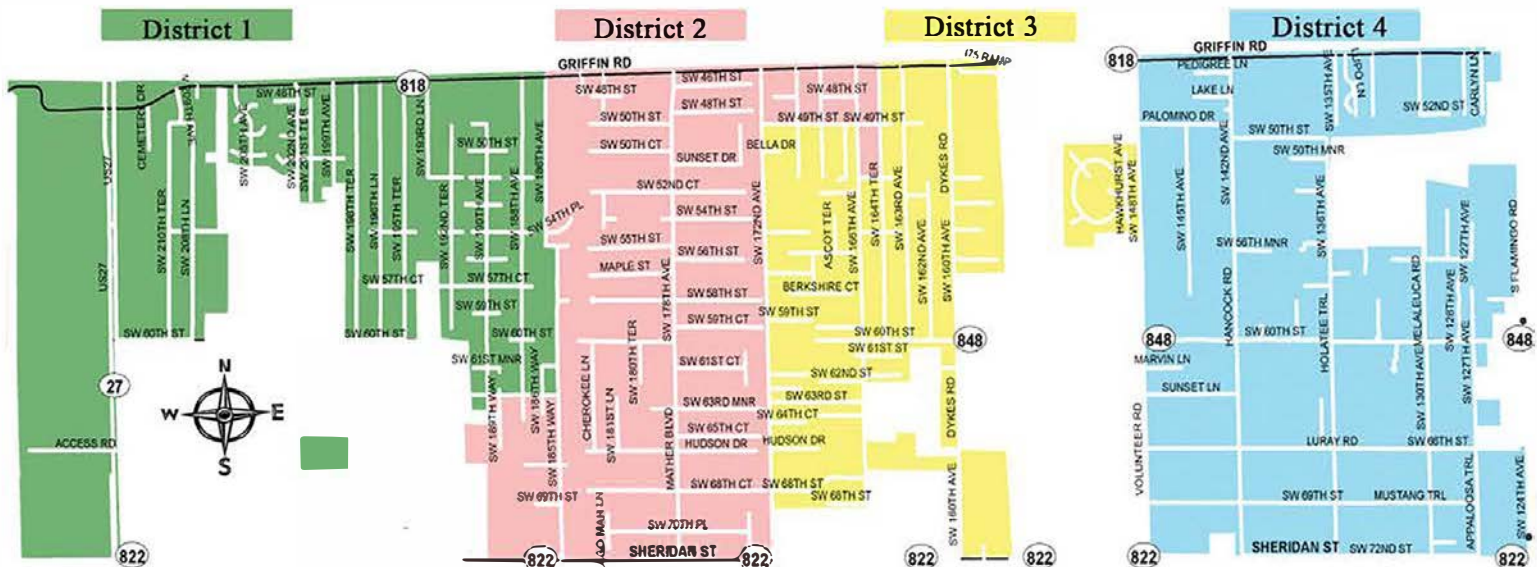
# TOWN OF SOUTHWEST RANCHES, FLORIDA

## ADOPTED BUDGET

Fiscal Year 2022-2023



### Town Council



Bob Hartmann  
District 1



Gary Jablonski  
District 2



Steve Breitreuz  
Mayor



Jim Allbritton  
District 3



David S. Kuczynski  
District 4

\*New District Map not available at time of printing.





## **TOWN OF SOUTHWEST RANCHES, FLORIDA**

### **Town Charter Officers**

---

Andrew D. Berns, MPA - Town Administrator

Russell C. Muñiz, MBA, MPA, MMC - Assistant Town Administrator /Town Clerk

Keith Poliakoff, JD - Town Attorney

Emil C. Lopez, CPM, MAcc - Town Financial Administrator

### **Administrative & Support Staff**

---

December Lauretano-Haines - Parks, Recreation & Open Spaces Manager

Rod Ley, PE, LEED AP - Public Works Director & Town Engineer

Emily Aceti - Community Services Manager

Sandy Luongo - General Services Manager

Julio Medina - Community Development Director

Brian Dillon - Building Official

Jeff Katims, AICP, CNU-A - Planning Department

Lee Bennett - Volunteer Fire Chief

William Updegraff - Assistant Volunteer Fire Chief

Debra Ruesga - Deputy Town Clerk

Dan Stewart - Records & Administrative Coordinator

Danielle Caban - Executive Assistant to Town Administrator

Richard Strum - Controller

Venessa Redman CPPB – Sr. Procurement & Budget Officer

Arianna Durbeej, MBA - Accountant

Philip Chorath - Engineer 1

Susan Kutz - Administrative Specialist

Fiscal Year 2022—2023



## How the Budget is Organized?

This guide is provided to assist the reader in understanding the construction and layout of this year's budget document. It is suggested that the reader quickly scan the Table of Contents (located near the front of the document,) the Appendices (located near the back of the document,) and to take note of the sections set off with tabs.

The budget document includes all anticipated funds to be received by the Town and all anticipated funds to be expended (or encumbered) by the Town during the fiscal year. Each fiscal year for Florida municipalities runs from October 1 through September 30. The document also includes transfers, where appropriate, from one fund to another. Since the allocation to be transferred is accounted for as received funding in each of the funds, the reader is cautioned that the addition of all revenues/incomes across funds overstates the total resources available for allocation.

This budget document is generally organized by fund. Each fund includes revenues, expenditures and a description of each department and/or program budgeted for that fund. The General Fund has the largest number of departments, as it is the operating fund for many of the Town's services and activities, whereas the Capital Projects Fund and the Transportation Fund sections have the largest number of projects as it includes the annual allocations as well as the 5-year Capital Improvement Plan detailing multi-year capital improvement projects.

Expenditures and revenues for the Town are budgeted within a variety of fund types and funds within types. The funds are listed in bold in the Table of Contents and are tabbed throughout the document. The specific funds belonging to those types are in italics. For clarification of the differences, please consult the Appendices.

This document serves at least four purposes: 1) policy establishment, 2) operational guidance, 3) financial planning, and 4) communication / transparency.



2021 Town of Southwest Ranches Rural Public Arts & Design Advisory Board Photo Contest  
Submitted by: Mathew Morris



## **A Reader's Guide**

### **The Budget as a Policy Document**

As a policy document, the Budget indicates: 1) the services the Town will provide during the twelve-month period beginning October 1, 2022 and ending September 30, 2023; 2) the level to which those services will be provided; and 3) what modifications to previous year practices and policies are recommended for collection of revenue and distribution of resources. The Town Administrator's and Town Financial Administrator's adopted budget message (located on pages 1a-1d) summarizes the challenges and opportunities for the coming year.

### **The Budget as an Operations Guide**

As an operations guide, the Budget indicates how revenues are generated and services are delivered to the community. The departmental budget sections provide a multi-year history of expenditures, explain the variances in expenditures from the prior year current budget to projected year expenditures, explain the variances in expenditures from the projected prior year to adopted current year (FY 2022/2023) and identify adopted funded personnel positions.

### **The Budget as a Financial Plan**

As a financial plan, the budget outlines the cost of Town services and how those services will be funded. Revenues are projected based on historical, trend, and known internal and external factors requiring alterations. Intergovernmental revenues have been confirmed to the extent possible with local, state, and federal agencies. Expenditures are projected. Debt service payments related to capital improvement projects or emergency line of credit needs are incorporated within the debt service fund. There is also a process which allows the reader to determine the level and type of fund balance (reserves) for each fund carried over from the previous fiscal year and expected to be available at the end of the budget year.

### **The Budget as a Communication/Transparency Device**

As a communication/transparency device, the budget seeks to provide useful information to many audiences. These include: 1) residents and prospective new residents, 2) business owners and prospective investors, 3) the Town Council 4) the Town Administrator, Town Financial Administrator, and operating departments, 5) granting agencies, 6) lenders, and 7) oversight agencies. The document's organization is designed to allow for easy and quick access and disclosure to relevant information for each of these audiences.

The document is organized in compliance with current best practices for budgetary reporting. The coding and accounting system reflected herein conforms to the State of Florida's Department of Financial Services (DFS) requirements as well as Generally Accepted Accounting Principles (GAAP). Finally, this document reflects the continuing implementation of standards published by the Government Accounting Standards Board (GASB).

Once the format is understood, this budget provides a user-friendly roadmap to the Town's financial and operational performance in the current fiscal year and adopted for next year.

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## Budget Overview



2021 Town of Southwest Ranches Rural Public Arts & Design Advisory Board Photo Contest  
Submitted by: Mystic H. Duke

This section contains summary information about the Adopted Budget.

It includes:

- 1) Town Administrator & Town Financial Administrator's adopted budget transmittal letter
- 2) Town Administrator & Town Financial Administrator's proposed budget transmittal letter
- 3) Town's budget calendar
- 4) Millage information
- 5) Funded / Not Funded CIP's
- 6) Summary 5-year capital improvement plan
- 7) Summary of adopted schedule of financing
- 8) Funded / Not Funded Program Modifications
- 9) Fire Assessment information
- 10) Solid Waste Assessment information
- 11) Organizational Chart
- 12) Personnel Complement

**FY 2022-2023**



**Town of Southwest Ranches**  
13400 Griffin Road  
Southwest Ranches, FL 33330-2628  
(954) 434-0008 Town Hall  
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web: [www.southwestranches.org](http://www.southwestranches.org)

**Town Council**  
**Steve Breitkreuz**, Mayor  
**Gary Jablonski**, Vice Mayor  
**Jim Allbritton**, Council Member  
**Bob Hartmann**, Council Member  
**David S. Kuczenski**, Council Member

**Town Administration**  
**Andy D. Berns, MPA**, Town Administrator  
**Russell Muñiz, MBA, MPA, MMC**, Asst. Town Administrator/Town Clerk  
**Keith M. Poliakoff, JD**, Town Attorney  
**Emil C. Lopez, CPM, MAcc**, Town Financial Administrator

## **FY 2022 Adopted Budget Transmittal Letter**

October 1, 2022

Honorable Mayor and Town Council  
Town of Southwest Ranches  
13400 Griffin Road  
Southwest Ranches, Florida 33330

In accordance with Sections 3.03(e), 3.11 and 4.04 of the Charter of the Town of Southwest Ranches, and as per Florida Statutes, we are pleased to present the Adopted Budget for the fiscal year beginning October 1, 2022 and ending September 30, 2023, along with the five-year Capital Improvement Program (CIP).

Over the past two years, the Town thru resiliency, efficient cost planning and conservative revenue projections has weathered the effects of a global pandemic and most recently, high fuel prices, significant supply chain issues and the highest rate of inflation in over forty (40) years.

Furthermore, as many economists expect that the United States economy will enter into a recession during the 2<sup>nd</sup> to 3<sup>rd</sup> quarter of FY 2022-2023, it is important that the Town continue its fiscally responsible approach of prudent cost planning and conservative revenue projections which are included in this budget. This will serve the Town well in times of uncertainty.

The budget reflects the collective wisdom and policies of the Town Council that was established over several months of budget discussions, a budget workshop and two public hearings. For FY 2022-2023, the Townwide combined uses of funds including operations, transfers and fund balance/reserves total \$27,086,246. The Approved General Fund operating portion of the budget is \$18,815,195.



## **Budget Direction**

The strategic goals and priorities outlined by Staff and confirmed by Town Council continue to be used as a guide to prioritize funding in the FY 2022-2023 budget. The Adopted Budget supports these goals and priorities while at the same time maintaining the Town's outstanding service levels. Expenditures are strategically linked to the goals, objectives, core businesses, and existing obligations of the Town. The strategic goals include the following "**Guiding Principles**":

- Sound Governance
- Enhanced Resource Management
- Reliable Public Safety
- Improved Infrastructure
- Cultivating a Vibrant Community

Strategic priorities form the basis for how we develop goals for the future and deploy resources necessary to pursue and achieve those goals. As the Town continues to experience controlled growth, it is critical for the Town to continue to pay very close attention to the rising cost of services and continued monitoring of the ongoing effects of a persistent and rampant inflation.

The Town of Southwest Ranches FY 2022-2023 Adopted Budget results from a long, cooperative, transparent, and participatory process. Consistent with the transparency of this process, this FY 2022-2023 Adopted Budget transmittal letter supplements (rather than replaces) the transmittal letter that accompanied the FY 2022-2023 Proposed Budget. A copy of that letter immediately follows this one on pages 2-10. The intention of this letter is to highlight the modifications resulting from our process between proposal and adoption.

## **Proposed versus Adopted Budget Highlights**

The following changes were made to the budget since it was presented to Town Council on July 28, 2022:

- Residential Fire Assessment rate was reduced from \$889.66 (Proposed) to \$764.44 (Adopted). For this, the Town used a general fund subsidy of \$307,880 and unassigned fund balance (reserves) of \$194,952 for a total of \$502,832.
- Millage Rate of 4.1500 (Proposed) was further reduced to 3.9000 (Adopted). The newly adopted millage rate resulted in a decrease in ad valorem revenue to the Town of \$456,146. To offset the lower revenue, the Town utilized debt service savings attained thru loan refinancing in reducing its debt service payment by this amount. It is important to note that we feel this reduction in debt service payment is sustainable due to expected debt coming off the Town's financials and prudent cost planning.

## **Adopted Millage and Rate Summary**

The aggregate increase to the Town's assessed valuations when compared to last year's is 14.79% or \$241,464,183. This increase places the Town as the 4th highest percentage

increase among Broward County's 31 municipalities. The increase is generally attributable to over \$48 million (\$48,388,840) of new taxable value associated to new construction and building improvements that was a result of Council policy, Town Management and families wanting to make the Town of Southwest Ranches their home.

The adopted millage is 3.9000 mills. This is a reduction from the proposed millage rate of 4.1500 and lower than last year adopted millage rate of 4.2500 (FY2021-2022). As a result, property owners without a change in net taxable value will receive a real cash reduction of 8.24% in the Town of Southwest Ranches portion of their tax bill due to the proposed reduction in the millage rate from 4.2500 to 3.9000. It is important to note that FY 2023 eligible "Save our Homes" exemption property owners increase in net taxable value will not exceed 1.4%.

After adopting the new millage rate, the Town of Southwest Ranches' millage rate is now fourth (4<sup>th</sup>) lowest of all thirty-one (31) Broward County municipal services rates.

### **Adopted Service Rates Summary**

#### **Fire Assessment**

The FY 2022-2023 adopted rates addresses fire personnel, fire operations, planning, and capital improvements related to fire services such as: prevention, awareness, and suppression. The rates for fire assessment are the result of an adopted Fire Protection Assessment Methodology study conducted in 2021, as directed by the Town Council.

The adopted rates resulted in a reduction to the "combined non-residential" rates and an increase to the "acreage" and "residential" rates as compared to the previous year. However, it is important to note that as per Town Council recommendations, a substantial reduction to the "residential" rate (\$889.66 Proposed vs. \$764.44 Adopted) as well as to the "combined non-residential" (\$0.8633 Proposed vs. \$0.7418 Adopted) was provided to the residents. For this, the Town used a general fund subsidy of \$307,880 and unassigned fund balance (reserves) of \$194,952 for a total of \$502,832.

#### **Solid Waste Assessment**

Town Council approved a contract with WM (Formerly Waste Management) on July 28, 2022, for solid waste, recyclables, bulk waste collection and disposal franchise agreement. The FY 2022-2023 residential total Solid Waste rates for all parcel categories reflects a significant increase. This is primarily due to an increase in rates across all lines of services (Solid Waste, Recyclables, and Bulk Waste).

- Solid Waste Cost Per Unit Increase: \$217.67 or 67.42% (FY22 \$322.86 vs. FY23 \$540.53).
- Bulk Waste Cost Per Unit Increase: \$212.42 average per parcel lot or 53.51% (FY22 average \$396.97 vs. FY23 average \$609.39).
- The average increase per parcel lot size (overall parcel lot average) is \$430 or approximately 60%.

Administration expects a much-anticipated improvement in services.

## **Summary Comments**

The core municipal government operations of the Town remain unchanged while acknowledging that costs have increased because of market and/or contractual costs beyond the Town's control, elevated fuel prices, and high inflation. With this in mind, the Town Council invested in human capital by approving a 6% cost of living adjustment (COLA) as well as an increase of its pension match to all Town employees.

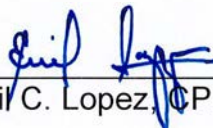
The development of this year's Adopted Budget incorporates the recommendations and analysis of Town personnel while fully supporting the goals, policies, and priorities established by Town Council. We are extremely grateful to the Town Council for their continued support and our residents for their engagement and feedback.

Finally, we extend our appreciation to the Department Heads and their staff for their dedication to the timely and effective completion of the budget. The preparation of the budget could not have been accomplished without the dedicated efforts of the entire staff of the Finance & Budget Department. Special recognition to Rich Strum, Controller and Venessa Redman, Senior Procurement and Budget Officer for their dedication, expertise, and assistance in compiling this document.

Town Administrator

  
\_\_\_\_\_  
Andrew D. Berns, MPA

Town Financial Administrator

  
\_\_\_\_\_  
Emil C. Lopez, CPM, MAcc



**Town of Southwest Ranches**  
13400 Griffin Road  
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**Keith M. Poliakoff, JD**, Town Attorney  
**Emil C. Lopez, CPM, MAcc**, Town Financial Administrator

July 28, 2022

## **FY 2023 Proposed Budget Transmittal Letter**

Honorable Mayor and Town Council  
Town of Southwest Ranches  
13400 Griffin Road  
Southwest Ranches, Florida 33330

The preparation of the budget is complex in nature as it consists of many different and/or interrelated parts that are needed for the request of resources and the available revenues to match. The objective of the Town's budget is to fulfill demonstrable needs rather than numerous wants and maintaining healthy financial reserves. It reflects the community's priorities and values through funding of services, programs and projects that support the quality of life for the Citizens of the Town of Southwest Ranches.

The catalyst of the budget is the team that performs the duties associated with the services the Town provides as well as equipping the team with necessary resources, tools and training to ensure this is accomplished. This FY 2022-2023 Proposed Budget invests in our biggest asset; human capital and recommends much needed infrastructure investments.

The FY 2022-2023 Proposed Budget directs sufficient resources to meet Council policy objectives while not overburdening taxpayers. Also, it includes American Recovery Plan Act (ARPA) funds allocated by Council to various projects that meet ARPA guidelines and restrictions. The Town has received \$1,992,646 million or 50% of the total amount that has been allocated to the Town of Southwest Ranches (\$3,985,292). The remaining 50% is projected to be received this year.

References to fiscal years (FY) such as FY 2022, FY 21/22 are shorthand for the year ending September 30, 2022. References to fiscal years (FY) such as FY 2023, FY 22/23 are shorthand for the year ending September 30, 2023. Wherever standardization is possible, it has been utilized.



## **Proposed Millage and Assessment Rates Summary:**

### **Background**

On July 1<sup>st</sup>, 2022, the Broward County Property Appraiser (BCPA) certified a total estimated taxable value for real and personal property of \$1,920,612,934 for the Town of Southwest Ranches. The aggregate increase to the Town's assessed valuations when compared to last year's is 14.79% or \$241,464,183. This increase places the Town as the 4<sup>th</sup> highest percentage increase among Broward County's 31 municipalities. The increase is generally attributable to over \$48 million (\$48,388,840) of new taxable value associated to new construction and building improvements that was a result of Council policy, Town Management and families wanting to make the Town of Southwest Ranches, their home.

### **Truth-In-Millage (TRIM a/k/a "Millage")**

Town Administration is recommending reducing the millage rate from 4.2500 in FY 2021-2022 to 4.150 in the FY 2022-2023 Proposed Budget. The proposed millage rate (4.1500) will result in a decrease in ad valorem revenue to the Town of \$182,458. We are confident that with the millage reduction, the Town will generate sufficient resources to meet Council policy objectives while bringing much needed relief to taxpayers.

The FY 2022-2023 Proposed Budget is funded at a combined millage rate of 4.1500 mills for operating improvements and will require, per Florida Statute, a simple-majority vote by Council members (3 out of 5 voting in support). On every \$500,000 of taxable value, this rate represents a combined \$197 dollar increase from "current year rollback rate" of 3.7561 mills and represents a decrease of \$50 from last year (FY21/22) adopted millage rate (4.2500 \$247 vs. 4.1500 \$197). **It is noted that pursuant to section 193.155(1) Florida Statutes related to "Save Our Homes", eligible property owners change in net taxable value will not exceed 1.4%.**

### **Fire Assessment Rates**

This rate addresses fire personnel, fire operations, planning, and capital improvements related to fire services such as: prevention, awareness, and suppression. The rates for fire assessment are the result of an adopted 2021 Fire Protection Assessment Methodology providing for combining of Commercial/Institutional/Warehouse & Industrial

References to fiscal years (FY) such as FY 2022, FY 21/22 are shorthand for the year ending September 30, 2022. References to fiscal years (FY) such as FY 2023, FY 22/23 are shorthand for the year ending September 30, 2023. Wherever standardization is possible, it has been utilized.

Categories, the contractual increase from the Town of Davie as well as operational increases when compared to FY 2021-2022. Increases for each residential category unit as well as for warehouse/industrial/institutional per square building footage are proposed and funded at \$199.66 and 0.0319, respectively. It is worth mentioning that last year's residential rate of \$764.44 was reduced to \$690.00 by Town Council with the utilization of \$306,310 previously allocated to a construction project.

<b>Property Category</b>	<b>FY22/23 Proposed</b>	<b>FY21/22 Adopted</b>	<b>Prop vs. Adop Increase</b>
Combined Non-Residential	\$0.8633	\$0.8314	\$0.0319
Acreage	\$146.68	\$75.96	\$70.72
Residential	\$889.66	\$690.00	\$199.66

This proposed budget also funds program modifications related to the Volunteer Fire operations to improve planning for fire vehicles and safety equipment. Additionally, it includes the contractual escalator with the Town's service contract with the Town of Davie at 7.5% which is the main driver for the year-over-year increase as it represents 64%.

For FY 2023, fourteen (14) veterans have qualified for and claimed this exemption (a change from nine (9) in the prior year. The total dollar impact to the Town's General Fund for the veteran's exemption (qualified disabled veterans) is \$12,455 (\$889.66 X 14 residents). It shall also be noted that the General Fund millage impact of imposed FS 170.01 (4) pertaining to a full Fire Assessment exemption for vacant agricultural property is approximately \$163,548 (1,115 acres X \$146.68).

### **Solid Waste Assessment Rates**

The Town's contract with Waste Pro, Inc. expires on September 30, 2022. In anticipation, the Town, on March 31, 2022, posted a request for proposal (RFP) for "Solid Waste, Recyclables, Bulk Waste Collection and Disposal Franchise Agreement" with a deadline of May 13, 2022. The Town received four (4) bids and the selection committed ranked Waste Management, Inc. of Florida with the highest score.

Town Administration will be presenting to Council during the July 28, 2022, meeting, an agreement for review and approval. The rates included in the FY 2022-2023 Proposed Budget are not yet final and reflects the best effort to provide a firm estimate of the total solid waste assessment expenses. As such, Administration expects a significant cost

References to fiscal years (FY) such as FY 2022, FY 21/22 are shorthand for the year ending September 30, 2022. References to fiscal years (FY) such as FY 2023, FY 22/23 are shorthand for the year ending September 30, 2023. Wherever standardization is possible, it has been utilized.

increase combined with a much-anticipated improvement in services. Total proposed solid waste assessment expenses have been estimated at \$2,947,722 from \$1,700,171

in FY2021-2022. This is primarily due to an increase in rates across all lines of services (Solid Waste, Recyclables, and Bulk Waste).

For FY 2023, fourteen veterans have qualified for and claimed the 100% service-connected qualified disabled exemption (five more than the prior year). The total approximate dollar impact to the Town's Solid Waste Fund from fourteen (14) Property Appraiser designated 100% service-connected qualified disabled veterans with a 50% reduction is \$8,050 (\$1,150 avg. x 50% x 14 residents).

### **General Fund**

The proposed funding method utilizes nominal appropriations from restricted fund balances to continue the existing quality of services expected from the Town of Southwest Ranches and recommends a millage rate reduction to 4.1500 from 4.2500. The proposed millage, funds on-going protective services, a few program modifications, and priority capital improvement projects like the Transportation Surface and Ongoing Rehabilitation Project (TSDOR). Over \$844,000 in transfers to the debt fund is also achieved as are transfers to fund other necessary items. As these and other necessary transfers are identified during yearly ongoing operations, it is important to mention that the General Fund unassigned fund balance remains well above the 15% - 18% recommended by the Governmental Finance Officers Association (GFOA).

### **Capital Improvements Planning**

The Proposed FY 2022-2023 Budget includes a section which serves as an important planning tool and a highlight of the way in which this budget balances Council priorities with available resources. The section is the "Five-Year Capital Improvement Plan." This plan may also be referred to as the 5-Year CIP and should not be confused with the Capital Projects Fund. The latter only includes capital projects of a governmental nature funded within a fiscal year.

The aim of the 5-Year CIP is to identify all capital assets and infrastructure projects which are recommended or scheduled to occur within the next 5 fiscal years within the Town. For each project within the plan there is a detailed page providing an explanation of the project and additional detail. This coordinated 5-Year CIP serves as a quick reference for a project timeline and identifies current and future funding requirements to bring those projects to completion. The project detail pages within the plan provide information to all concerned parties about individual projects.

References to fiscal years (FY) such as FY 2022, FY 21/22 are shorthand for the year ending September 30, 2022. References to fiscal years (FY) such as FY 2023, FY 22/23 are shorthand for the year ending September 30, 2023. Wherever standardization is possible, it has been utilized.

## Capital Improvements

This proposed budget balances Council priorities with available resources in the area of Capital Improvement Projects (CIPs). The following eleven (11) CIPs are funded. More specifically, as it pertains to the Drainage Improvement Projects (\$2,807,444), funding is available and proposed mostly from grant sources thus reducing the millage otherwise necessary, and only requiring the Town's required portion (\$705,000).

### Proposed **Funded** FY 2022/2023 Capital Improvement Project Requests

Department	Project Name	Project Amount*
Public safety-Fire Admin	Fire Wells Replacement and Installation	\$ 30,000
Public safety-Fire Admin	Public Safety-Fire Rescue Apparatus Protective Awning	\$ 25,240
	<b>General Fund Total</b>	<b>\$ 55,240</b>
Parks and Open Space	Country Estates Fishing Hole Park Open Space Play Field Improvement	\$ 69,500
Parks and Open Space	Southwest Meadows Sanctuary Park Grant Requirements	\$ 45,000
Townwide	Town Hall Complex Safety, Drainage, Mitigation Improvements	\$ 180,000
	<b>Capital Projects Fund Total</b>	<b>\$ 294,500</b>
Transportation	Drainage Improvement Projects: Non-Surtax	\$ 2,807,744
Transportation	Transportation Surface & Drainage Ongoing Rehabilitation (TSDOR): Non-Surtax	\$ 155,000
Transportation	Municipal Capital Surtax Projects	\$ 43,000
	<b>Transportation Fund Total</b>	<b>\$ 3,005,744</b>
ARPA	Public Safety Facility\Emergency Operations Center (EOC)	\$ 1,730,500
ARPA	SW Meadows Sanctuary Park - ARPA Roadway, Parking and Restroom Facilities	\$ 1,300,000
ARPA	Dykes Road Piping	\$ 571,050
	<b>All Funds</b>	<b>\$ 6,957,034</b>

\*Note: Not all of the project costs for the Drainage Improvement and TSDOR Projects detailed within the Transportation Fund are funded exclusively by the Town of Southwest Ranches. Narrative explanation is provided on its Capital Improvement Project Page.

An additional eight (8) capital improvements projects are not funded in the proposed budget for FY 2022-2023 and are identified in the following table. Some of the common potential reasons for a project being deferred are: 1) funding may not be available, 2) managing additional projects may be too cumbersome or 3) project timing and/or awards suggests that a delay is appropriate.

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### Proposed **Not Funded** FY 2022/2023 Capital Improvement Project Requests

Department	Project Name	Total FY 2022 Project Amount
Parks and Open Space	Calusa Corners Park	\$ 296,000
Parks and Open Space	Country Estates Park	\$ 150,000
Parks and Open Space	Frontier Trails Conservation Area	\$ 125,000
Parks and Open Space	Entranceway Signage	\$ 60,000
	<b>Capital Projects Fund Total</b>	<b>\$ 631,000</b>
Transportation	Guardrails Installation Project	\$ 390,000
Transportation	Surface and Drainage Ongoing Rehabilitation (TSDOR): Surtax	\$ -
Transportation	Street Lighting	\$ -
Transportation	Pavement Striping and Markers	\$ -
	<b>Transportation Fund Total</b>	<b>\$ 390,000</b>
	<b>All Funds</b>	<b>\$ 1,021,000</b>

Funding of these projects as requested, would result in an additional expenditure of approximately \$1,021,000 and a net millage increase of 0.5500 in FY 2023.

### **Program Modifications**

Twelve (12) projects are currently proposed for funding in this budget of the fourteen (14) requests submitted. Whether funded in the FY 2023 Proposed Budget or not, each program modification request is presented in this document with an explanation of the project and its anticipated costs.

The following tables represent all requested program modifications, divided between funded and not funded with their associated costs for those funded. To assist in evaluating the program modifications, the associated costs have a corresponding net millage equivalent, identified where millage would be impacted.

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## Proposed Program Modifications

### Proposed **Funded** FY 2022/2023 Program Modification Requests

<b>Funded</b> Millage	Project Name	Project Amount	Millage Equivalent, if applicable
	Stormwater Master Plan	\$ 250,000	N/A
	Assistant Engineer	\$ 132,800	N/A
	Network Switches Technology Replacements	\$ 32,000	0.0175
	Customer Service Administrative Asst	\$ 29,697	0.0163
	Playground Equipment Maintenance Service	\$ 22,500	0.0123
	Townwide Vehicle Replacement Program	\$ 17,500	0.0096
	Council Chamber Technology Replacements - Projectors	\$ 17,000	0.0093
	Annual Stormwater Facility Maintenance	\$ 10,000	0.0055
	Rolling Oaks Periodic fire ant control	\$ 8,750	0.0048
	Southwest Meadows Preserve - LOS Inc. Portable Toilets	\$ 8,415	0.0046
	Classification, Job Descriptions and Compensation Study	\$ 7,100	0.0039
	Office Furniture Replacement	\$ 6,000	0.0033
	Southwest Meadows Preserve - LOS Inc. Mowing & fire ant control	\$ 5,635	0.0031
	Rolling Oaks Increase AC Maintenance	\$ 3,500	0.0019
<b>Total</b>		<b>\$ 550,897</b>	
<b>Funded</b> Fire Assessment	Project Name	Project Amount	Millage Equivalent,
	Volunteer Fire (SCBA) Equipment Replacement	\$ 110,634	N/A
	Volunteer Fire Apparatus Replacement	\$ 55,500	N/A
	VFD Stipends	\$ 53,637	N/A
	Volunteer Fire Bunker Gear Replacement Program	\$ 14,008	N/A
	Water Well System Protective Covers	\$ 9,000	N/A
	Volunteer Fire PPE Bunker Gear Cleaning and Sanitizing	\$ 4,550	N/A
<b>Total</b>		<b>\$ 247,329</b>	
<b>Grand Total Funded</b>		<b>\$ 798,226</b>	

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References to fiscal years (FY) such as FY 2022, FY 21/22 are shorthand for the year ending September 30, 2022. References to fiscal years (FY) such as FY 2023, FY 22/23 are shorthand for the year ending September 30, 2023. Wherever standardization is possible, it has been utilized.

## Proposed Not Funded FY 2022/2023 Program Modification Requests

<b>Not Funded Millage</b>	<b>Cost</b>	<b>Millage Equivalent, if applicable</b>
Griffin Road Litter Removal	\$ 66,000	0.0362
Right of Way: Increased Level of Service	\$ 52,339	0.0287
<b>Sub-total</b>	<b>\$ 118,339</b>	
<b>Not Funded Fire Assessment</b>		
		N/A
<b>Sub-total</b>		
<b>Grand Total Not Funded</b>	<b>\$ 118,339</b>	

### Organizational Changes

The proposed budget is funded and includes the following personnel changes:

- Combining the never filled Engineering Inspector position with the vacant Engineer I position. There is a net savings to the Town of \$19,675. See program modification.
- Converting a Part-Time Customer Service Administrative Assistant to full time to expand services while adding flexibility in taking many other administrative duties. The financial impact is \$29,697. See program modification.
- Transferring Administrative Specialist position from the Executive Department to the Public Works Department. Task and responsibilities of this position are closely related to Public Works. There is no financial impact to the Town.
- Human Capital Investment: with inflation running at a 40-year high, we are proposing a 6% cost of living adjustment (COLA) to all Town employees, an increase of the General Employees match from 7% to 10%, and the Management (charter) Employees match from 12% to 15%. The impact of this recommendation is \$142,106.

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## **Summary Comments**

The FY 2022-2023 Proposed Budget embraces Council's fiscal responsibility and stewardship. In doing so, Administration has responsibly managed operations and continues to make the most of limited resources. Therefore, we are recommending much needed relief to our constituents in a form of a millage reduction from 4.2500 to 4.1500. This reduction reflects increases in taxable property values the Town has seen, over the last two years of over 8% and 14% respectively.

Many of the funded items will directly improve the appearance of the Town while others focus on improved customer service. The proposed budget may be modified pursuant to Town Council's review and discussions over the coming weeks. Specific opportunities for discussion include the budget workshop, scheduled for Tuesday, August 16, 2022, two formal public hearings and plan adoption in September (Monday, September 12<sup>th</sup> and Thursday, September 22<sup>nd</sup>, respectively).

We want to extend our heartfelt appreciation to our Controller Rich Strum, Sr. Procurement & Budget Officer Venessa Redman, Susan Kutz, all Department Directors and their staff for the hard work and dedication in developing this proposed budget. We are grateful for the confidence, trust, and support of our Mayor, Vice Mayor, and the Council Members.

Town Administrator:

*Andrew Berns*

Andrew D. Berns, MPA

Town Financial Administrator:

*Emil Lopez*

Emil C Lopez, CPM, MAcc

References to fiscal years (FY) such as FY 2022, FY 21/22 are shorthand for the year ending September 30, 2022. References to fiscal years (FY) such as FY 2023, FY 22/23 are shorthand for the year ending September 30, 2023. Wherever standardization is possible, it has been utilized.

**TOWN OF SOUTHWEST RANCHES, FL**  
**Council Adopted Budget Calendar for FY 2022-2023**

Monday, February 7, 2022	Town Financial Administrator meets with Town Administrator for General Direction
Thursday, February 10, 2022	Memo to Town Council- Proposed Budget Calendar for FY 2022-2023 presented at regular Council meeting
Tuesday, February 15, 2022	Budget Kick-Off with Department Heads and Staff/Advisory Bd Liaisons
March 7th to June 6th, 2022	Town Administrator and Town Financial Administrator to meet individually with Town Council members to obtain policy direction
Monday, March 7, 2022	Department Descriptions, Accomplishments, Goals and Objectives Due from Department Heads
Monday, March 14, 2022	Departmental and Advisory Boards Capital Improvement (> \$24,999) and Program Modification Requests Due
Tuesday, March 22, 2022	Departmental and Advisory Boards operating and capital outlay (\$1,000 but < \$25,000) requests and justification due
Friday, April 1, 2022	Department Revenue Estimates Due from Department Heads
Wednesday, April 6, 2022	Departmental Meetings (9:30-11:00 am; 1:00-2:30PM; 3:00-4:30PM)
Thursday, April 7, 2022	Departmental Meetings (9:30-11:00 am; 1:00-2:30PM; 3:00-4:30PM)
Friday, April 8, 2022	Departmental Meetings (9:30-11:00 am; 1:00-2:30PM; 3:00-4:30PM)
Friday, May 13, 2022	Town Financial Administrator meets with Town Administrator and Town Attorney (preliminary condition assessment/recommendations/modifications) - post council direction
Monday, May 16, 2022 to ongoing	Draft Proposed FY 2022-2023 Departmental Sectional worksheets distributed
Wednesday, June 1, 2022	Estimated Tax roll information available from Property Appraiser
Wednesday, June 1, 2022	Comments/Corrections Due on Draft-Administrators/Attorney/Departments
Friday, July 1, 2022	Certified Taxable Values Received from Property Appraiser
Wednesday, July 13, 2022	Final Proposed Budget finished, printing begins & distribution commences
Thursday, July 28, 2022	Preliminary Millage Rate and Initial FY 2022-2023 Fire Protection and Solid Waste (SW) special assessment Adoption at July Regular Council Meeting (all via resolutions)
Tuesday, August 2, 2022	First Budget Hearing for Broward County School Board
Wednesday, August 4, 2022	Deadline to send the Preliminary Millage Rate and Initial FY 2022-2023 Fire Protection and SW special assessment to the Broward County Property Appraiser Office and the Broward County Treasury Division
Tuesday, August 16, 2022	Budget Workshop on Proposed Budget (7 PM)- Mayor and Town Council (Community Invited)
On or prior to August 23, 2022	Notice for First Public Hearing through TRIM notice sent by Property Appraisers' office
On or prior to August 23, 2022	Town advertises its non-ad valorem Special Assessments. Advertisement must run at least 20 days prior to final public hearing for assessment adoption
Thursday, August 25, 2022	August regular Council Meeting
Thursday, September 8, 2022	First Budget Hearing for Broward County Government
Monday, September 12, 2022	First Public Hearing for Tentative Millage and Budget Adoption introduced for FY 2022-2023 (via resolution and ordinance, respectively). Final Fire Protection and SW special assessment Adoption (via resolutions) @ 6:00PM. September Regular Council meeting @ 7:30PM
Tuesday, September 13, 2022	Second Budget Hearing for Broward County School Board
Thursday, September 15, 2022	Deadline to send the adopted Final Fire Protection and SW special assessment to the Broward County Property Appraiser Office and the Broward County Treasury Division
Thursday, September 15, 2022	Deadline for Newspaper advertisement submission
Saturday, September 17, 2022	First Date: advertisement can run for second public hearing
Tuesday, September 20, 2022	Last Date: advertisement can run for second public hearing
Tuesday, September 20, 2022	Second Budget Hearing for Broward County Government
Thursday, September 22, 2022	Second Public Hearing for Final Millage and Budget Adoption (via resolution and ordinance, respectively) @ 6:00 PM. September Regular Council meeting @ 7:00PM
Sunday, September 25, 2022	Deadline to send the adopted Final Millage and Budget Adoption to the Broward County Property Appraiser Office and the Broward County Treasury Division

**Fiscal Year 2023 Millage Maximums and Related Information  
(Based on Certified Assessment Information)**

Millage Name	Votes Required	Maximum Millage	Total Resulting Net Revenues	Net Revenue Change (from prior year adopted rate funding level)	FY 2023 levy increase per \$500,000 of taxable value*
Current Year Roll-Back Rate (Town of SWR Operating 3.7981 + TSDOR .0000 Rates)	3	3.7981	\$6,929,946	(\$185,924)	\$0
<b>FY 2022-2023 Adopted Rates (Town of SWR Operating 3.9000 + TSDOR .0000 Rates)</b>	<b>3</b>	<b>3.9000</b>	<b>\$7,115,871</b>	<b>\$317,860</b>	<b>\$51</b>
Adjusted Current Year Roll-Back Rate	3	4.2295	\$7,717,071	\$601,200	\$216
Maximum Majority Vote	3	4.4887	\$8,190,003	\$1,074,132	\$345
Maximum Super Majority Rate	4	4.9376	\$9,009,058	\$1,893,187	\$570
Unanimous (Maximum)	5	10.0000	\$18,245,823	\$11,129,952	\$3,101

**Note:** \* Property owners without a change in net taxable value will receive a real cash reduction of 8.24% in their Town of Southwest Ranches portion of their tax bill due to the adopted reduction in the millage rate from 4.2500 to 3.9000. It is important to note that FY 2023 eligible "Save our Homes" exemption property owners change in net taxable value will not exceed 1.4%.



## Adopted **Funded** FY 2022/2023 Capital Improvement Project Requests

Department	Project Name	Total FY 2022 Project Amount*
Public safety-Fire Admin	Fire Wells Replacement and Installation	\$ 30,000
Public safety-Fire Admin	Public Safety-Fire Rescue Apparatus Protective Awning	\$ 25,240
	<b>General Fund Total</b>	<b>\$ 55,240</b>
Parks and Open Space	Country Estates Fishing Hole Park Open Space Play Field Improvement	\$ 69,500
Parks and Open Space	Southwest Meadows Sanctuary Park Grant Requirements	\$ 45,000
Townwide	Town Hall Complex Safety, Drainage, Mitigation Improvements	\$ 180,000
	<b>Capital Projects Fund Total</b>	<b>\$ 294,500</b>
Transportation	Drainage Improvement Projects: Non-Surtax	\$ 2,807,744
Transportation	Transportation Surface & Drainage Ongoing Rehabilitation (TSDOR): Non-Surtax	\$ 155,000
Transportation	Municipal Capital Surtax Projects	\$ 43,000
	<b>Transportation Fund Total</b>	<b>\$ 3,005,744</b>
ARPA	Public Safety Facility\Emergency Operations Center (EOC)	\$ 1,730,500
ARPA	SW Meadows Sanctuary Park - ARPA Roadway, Parking and Restroom Facilities	\$ 1,300,000
ARPA	Dykes Road Piping	\$ 571,050
	<b>All Funds</b>	<b>\$ 6,957,034</b>

\*Note: Not all of the project costs for the Drainage Improvement and TSDOR Projects detailed within the Transportation Fund are funded exclusively by the Town of Southwest Ranches. Narrative explanation is provided on its Capital Improvement Project Page.

## Adopted **Not Funded** FY 2022/2023 Capital Improvement Project Requests

Department	Project Name	Total FY 2022 Project Amount
Parks and Open Space	Calusa Corners Park	\$ 296,000
Parks and Open Space	Country Estates Park	\$ 150,000
Parks and Open Space	Frontier Trails Conservation Area	\$ 125,000
Parks and Open Space	Entranceway Signage	\$ 60,000
	<b>Capital Projects Fund Total</b>	<b>\$ 631,000</b>
Transportation	Guardrails Installation Project	\$ 390,000
Transportation	Surface and Drainage Ongoing Rehabilitation (TSDOR): Surtax	\$ -
Transportation	Street Lighting	\$ -
Transportation	Pavement Striping and Markers	\$ -
	<b>Transportation Fund Total</b>	<b>\$ 390,000</b>
	<b>All Funds</b>	<b>\$ 1,021,000</b>

**Five Year Capital Improvement Plan**  
**All Funds Project Expenditure Summary FY 2023 - FY 2027**

Department Name	Project Name	FY 2023	-	FY 2024	-	FY 2025	-	FY 2026	-	FY 2027	-	Total
<b>Public Safety/ General Fund &amp; Capital Projects Fund</b>	Fire Wells Replacement and Installation	30,000	FA	30,000	FA	30,000	FA	30,000	FA	30,000	FA	150,000
	Public Safety-Fire Rescue Apparatus Protective Awning	25,240	FA	-	NF	-	NF	-	NF	-	NF	25,240
	Emergency Operations Center	1,730,500	ARPA	-		-		-		4,825,000	NF	6,555,500
<b>Townwide / Capital Projects Fund</b>	TH Complex Safety, Drainage, Mitigation Improvements	180,000	G	-		-		-		-		180,000
<b>Parks, Recreation &amp; Open Space/ Capital Projects Fund</b>	SW Meadows Sanctuary Park	45,000	CIP-FB	308,031	NF	318,406	NF	318,406	NF	318,406	NF	1,308,249
	SW Meadows Sanctuary Park- Rdway, Parking & Restroom Facilities	1,300,000	ARPA	-	NF	-	NF	-	NF	-	NF	1,300,000
	Calusa Corners Park	296,000	NF	503,225	NF	195,500	NF	211,000	NF	211,000	NF	1,416,725
	Country Estates Park (page 26 in last years book)	150,000	NF	175,000	NF	240,000	NF	229,575	NF	270,425	NF	1,065,000
	Country Estates FH Park Open Space Play Field Improvement	69,500	GF-Tfr	-	NF	-	NF	-	NF	-	NF	69,500
	Frontier Trails Conservation Area	125,000	NF	223,500	NF	689,650	NF	841,500	NF	841,500	NF	2,721,150
	PROS Entranceway Signage	60,000	NF	40,000	NF	-	NF	-	NF	-	NF	100,000
<b>Public Works: Engineering/ Transportation Fund</b>	Surface & Drainage Ongoing Rehabilitation (TSDOR): Surtax	43,000	STx	-	NF	-	NF	-	NF	-	NF	43,000
	Surface and Drainage Ongoing Rehabilitation (TSDOR): Non-Surtax	155,000	TFB (mill=none)	155,000	GF-Tfr (mill=TBD)	155,000	GF-Tfr (mill=TBD)	155,000	GF-Tfr (mill=TBD)	155,000	GF-Tfr (mill=TBD)	775,000
	Drainage Improvement Projects: Surtax	-		-		-		-		4,566,042	NF	4,566,042
	Drainage Improvement Projects: Non-Surtax	2,807,744	G, TFB, GF Tfr, GF FB	138,000	GF Tfr	138,000	GF Tfr	138,000	GF Tfr	138,000	GF Tfr	3,359,744
	Pavement Striping and Markers	-	NF	20,000	GAS, GF Tfr	20,000	GAS, GF Tfr	20,000	GAS, GF Tfr	20,000	GAS, GF Tfr	80,000
	Guardrails Installation Project	390,000	NF	390,000	NF	205,000	NF	205,000	NF	-	NF	1,190,000
	Street Lighting	-		25,000	TBF	201,000	NF	196,000	NF		NF	422,000
	Dykes Road Piping	571,050	ARPA	-	NF	-	NF	-	NF	-	NF	571,050
<b>PROJECT TOTALS</b>		<b>\$7,978,034</b>		<b>\$2,007,756</b>		<b>\$2,192,556</b>		<b>\$2,344,481</b>		<b>\$11,375,373</b>		<b>\$25,898,200</b>

Funding Source Code	Funding Source Name
ARPA	American Recovery Plan Act
CIP-FB	Capital Projects Fund Fund Balance
DEBT	DEBT-General Obligation or otherwise
FA	Fire Assessment
G	Grant Funding
GAS	Local Option Gas Taxes
GF-FB	General Fund Fund Balance
GF Tfr	General Fund Transfer from Operating Revenues
NF	Not Funded
STx	Mobility Advancement Program/Transportation Surtax
TFB	Transportation Fund Fund Balance

**Five Year Capital Improvement Plan  
All Funds Funding Source Summary FY 2023 - FY 2027**

	Source Name	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total
<b>ARPA</b>	American Recovery Plan Act	3,601,550	-	-	-	-	3,601,550
<b>CIP-FB</b>	Capital Projects Fund Fund Balance	45,000	-	-	-	-	45,000
<b>DEBT</b>	DEBT-General Obligation or otherwise	-	-	-	-	-	0
<b>FA</b>	Fire Assessment	55,240	30,000	30,000	30,000	30,000	175,240
<b>G</b>	Grant Funding	2,282,654	-	-	-	-	2,282,654
<b>GAS</b>	Local Option Gas Taxes	-	5,000	5,000	5,000	5,000	20,000
<b>GF-FB</b>	General Fund Fund Balance	-	-	-	-	-	0
<b>GF Tfr</b>	General Fund Transfer from Operating Revenues	269,500	308,000	308,000	308,000	308,000	1,501,500
<b>NF</b>	Not Funded	1,021,000	1,639,756	1,849,556	2,001,481	11,032,373	17,544,166
<b>STx</b>	Mobility Advancement Program/Transportation Surtax	43,000	-	-	-	-	43,000
<b>TFB</b>	Transportation Fund Fund Balance	660,090	25,000	-	-	-	685,090
<b>Totals</b>		<b>7,978,034</b>	<b>2,007,756</b>	<b>2,192,556</b>	<b>2,344,481</b>	<b>11,375,373</b>	<b>25,898,200</b>

## Adopted **Funded** FY 2022/2023 Program Modification Requests

<b>Funded</b> Millage Project Name	Project Amount	Millage Equivalent, if applicable
Stormwater Master Plan	\$ 250,000	N/A
Assistant Engineer	\$ 132,800	N/A
Network Switches Technology Replacements	\$ 32,000	0.0175
Customer Service Administrative Asst	\$ 29,697	0.0163
Playground Equipment Maintenance Service	\$ 22,500	0.0123
Townwide Vehicle Replacement Program	\$ 17,500	0.0096
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Southwest Meadows Preserve - LOS Inc. Portable Toilets	\$ 8,415	0.0046
Classification, Job Descriptions and Compensation Study	\$ 7,100	0.0039
Office Furniture Replacement	\$ 6,000	0.0033
Southwest Meadows Preserve - LOS Inc. Mowing & fire ant control	\$ 5,635	0.0031
Rolling Oaks Increase AC Maintenance	\$ 3,500	0.0019
<b>Total</b>	<b>\$ 550,897</b>	
<b>Funded</b> Fire Assessment Project Name	Project Amount	Millage Equivalent,
Volunteer Fire (SCBA) Equipment Replacement	\$ 110,634	N/A
Volunteer Fire Apparatus Replacement	\$ 55,500	N/A
VFD Stipends	\$ 53,637	N/A
Volunteer Fire Bunker Gear Replacement Program	\$ 14,008	N/A
Water Well System Protective Covers	\$ 9,000	N/A
Volunteer Fire PPE Bunker Gear Cleaning and Sanitizing	\$ 4,550	N/A
<b>Total</b>	<b>\$ 247,329</b>	
<b>Grand Total Funded</b>	<b>\$ 798,226</b>	

## Adopted Not **Funded** FY 2022/2023 Program Modification Requests

<b>Not Funded</b> Millage	Cost	Millage Equivalent, if applicable
Griffin Road Litter Removal	\$ 66,000	0.0362
Right of Way: Increased Level of Service	\$ 52,339	0.0287
<b>Sub-total</b>	<b>\$ 118,339</b>	
<b>Not Funded</b> Fire Assessment		N/A
<b>Sub-total</b>		
<b>Grand Total Not Funded</b>	<b>\$ 118,339</b>	

**Town of Southwest Ranches**  
**Adopted FY 2022/2023**  
**Fire Assessment Worksheet**

**Sources:**

Fire Administration Department  
Volunteer Fire Service Department  
Volunteer Fire Fund

Expenditures	Total FY 2022-2023 Adopted	General Fund Portion	Fire Assessment Portion
% Allocation per Consultant Study for FR Contractual Services Only		40.00%	60.00%

**Direct Expenses:**

Fire Rescue Contractual Service	\$ 4,089,898	\$ 1,635,959	\$ 2,453,939
Operating Expenses	431,684	N/A	431,684
Non-Operating Debt	29,485	N/A	29,485
Capital Outlay	154,642	-	154,642
Fire Protection/Control Contingency	55,500	N/A	55,500
<b>Sub-Total</b>	<b>\$ 4,761,209</b>	<b>\$ 1,635,959</b>	<b>\$ 3,125,250</b>

**Other Expenses**

Publication & Notification Costs			1,431
Statutory Discount			124,628
Collections Cost			44,511
Fire Assessment Cost Allocation of Townwide Personnel/Contractual Costs			250,747
Fire Protective Awning - Fire Truck			25,240
<b>LESS: FY 2022/2023 Council Approved Subsidy</b>			<b>(502,832)</b>
<b>Total Fire Assessment Expenses</b>			<b>\$ 3,068,975</b>

**Based On 2023 Consultant Study**

Property Category	Assess Unit Type	% Apportioned	Amount	Adopted Rates FY 22/23	Adopted Rates FY 21/22	Difference: Increase Decrease
Combined Non-Res: Commercial-321,601 SF	Per Sq.Ft. Bldg Area	7.77%	238,460	\$ 0.7418	\$ 0.8314	\$ (0.0896)
Combined Non-Res: Institutional-554,082 SF	Per Sq.Ft. Bldg Area	13.41%	411,550	\$ 0.7418	\$ 0.8314	\$ (0.0896)
Combined Non-Res: Warehouse/Indust-116,500 SF	Per Sq.Ft. Bldg Area	2.82%	86,545	\$ 0.7418	\$ 0.8314	\$ (0.0896)
Acreage - 1,858 Acres	Per Acre	7.63%	234,163	\$ 126.04	\$ 75.96	\$ 50.0800
Residential - 2,705 Units	Per Unit	67.73%	2,078,616	\$ 764.44	\$ 690.00	\$ 74.44
Government - Exempt - 41,339 SF	Per Sq.Ft. Bldg Area	0.64%	19,641			
<b>Total</b>		<b>100%</b>	<b>\$ 3,068,975</b>			



**Town of Southwest Ranches**  
**Adopted FY 2022/2023**  
**Solid Waste Assessment Worksheet**

**Sources:**

Waste Management  
Broward County Property Appraiser  
Munilytics Consultant Study

Description	Solid Waste & Recycling	Bulk Waste	Total Adopted FY 22/23
% Allocation Direct Expenses Only	48.82%	51.18%	

**Direct Expenses:**

Solid Waste Collection	\$ 691,956	\$ -	\$ 691,956
Recycling Collection	\$ 199,590	\$ -	\$ 199,590
Recycling Processing	\$ 92,863	\$ -	\$ 92,863
Bulk Waste Collection	\$ -	\$ 917,019	\$ 917,019
Solid Waste Disposal	\$ 268,593	\$ -	\$ 268,593
Bulk Waste Disposal	\$ -	\$ 491,076	\$ 491,076
<b>Sub-Total Cost of Service</b>	<b>\$ 1,253,002</b>	<b>\$ 1,408,095</b>	<b>\$ 2,661,097</b>

**Other Expenses**

Statutory Discount	\$ 123,432
Collections Cost and Other	\$ 44,755
Townwide Personnel\Contractual Costs	\$ 283,125
<b>Total Solid Waste Assessment Expenses</b>	<b>\$ 3,112,409</b>

**Based On Consultant Study**

Assessment	Lot Sq Ft. Range	Number of Units in Range	Solid Waste Cost Per Unit FY 22/23	Bulk Waste Cost Per Unit FY 22/23	Adopted Rates FY 22/23	Adopted Rates FY 21/22	Difference: Increase (Decrease)
A	- 41,200	409	\$ 540.53	\$ 421.95	\$ 962.48	\$ 593.01	\$ 369.47
B	41,201 46,999	450	\$ 540.53	\$ 472.20	\$ 1,012.72	\$ 638.88	\$ 373.84
C	47,000 62,999	424	\$ 540.53	\$ 584.90	\$ 1,125.43	\$ 703.33	\$ 422.10
D	63,000 95,999	480	\$ 540.53	\$ 604.30	\$ 1,144.83	\$ 730.85	\$ 413.98
E	96,000 106,999	478	\$ 540.53	\$ 698.55	\$ 1,239.07	\$ 773.17	\$ 465.90
F	107,000 >107,000	446	\$ 540.53	\$ 874.44	\$ 1,414.97	\$ 879.74	\$ 535.23

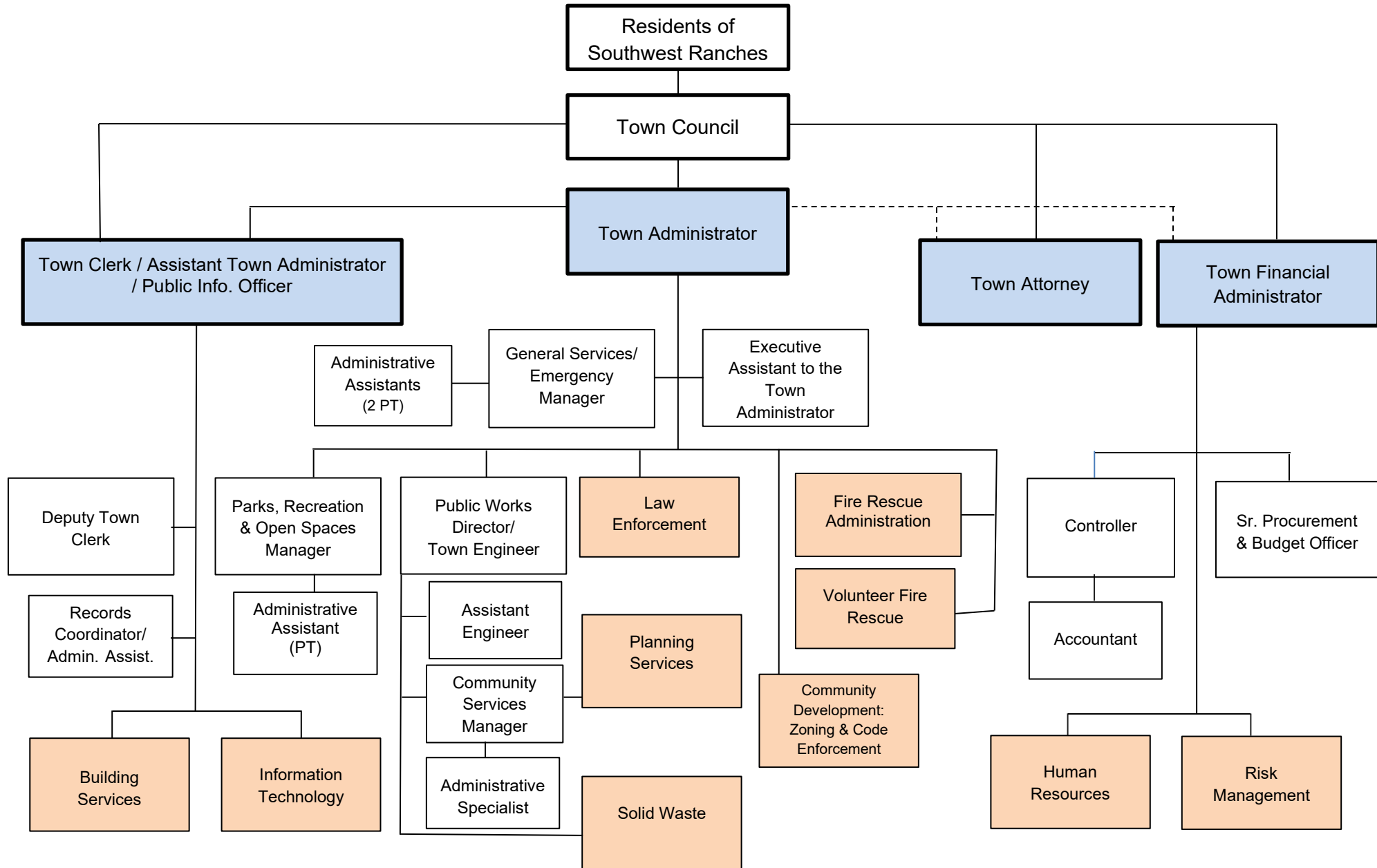
**Town of Southwest Ranches, FL**  
**Adopted Cost Allocation Plan for FY 2023 Special Assessments**

<i>Townwide Personnel &amp; Contractual Costs *</i>		<i>General Fund Allocation</i>		<i>Solid Waste Assessment Cost Allocation</i>		<i>Fire Assessment Cost Allocation</i>	
Department	Cost	%	Allocation	%	Allocation	%	Allocation
Legislature	\$ 69,487	86%	\$ 59,759	5%	\$ 3,474	9%	\$ 6,254
Attorney	\$ 620,000	90%	\$ 560,538	4%	\$ 25,254	6%	\$ 34,207
Executive	\$ 561,608	77%	\$ 431,745	9%	\$ 50,545	14%	\$ 79,318
Finance	\$ 563,406	71%	\$ 399,173	11%	\$ 61,975	18%	\$ 102,258
Clerk	\$ 304,129	92%	\$ 279,488	4%	\$ 12,294	4%	\$ 12,346
Public Works	\$ 447,226	82%	\$ 366,690	17%	\$ 76,028	1%	\$ 4,508
Code Enforce.	\$ 255,020	74%	\$ 189,611	21%	\$ 53,554	5%	\$ 11,855
PROS	\$ 150,085	100%	\$ 150,085	0%	\$ -	0%	\$ -
<b>Totals</b>	<b>\$ 2,970,961</b>		<b>\$ 2,437,089</b>		<b>\$ 283,125</b>		<b>\$ 250,747</b>

\* Note: Does not include the Volunteer Fire Fund as their personnel cost is already 100% & 0% allocated to the Fire Assessment & Solid Waste Assessment, respectively.



# TOWN OF SOUTHWEST RANCHES ORGANIZATIONAL CHART Fiscal Year 2022-2023



Positions appointed by the Town Council



Contracted Services



Indirect Relationship



# TOWN OF SOUTHWEST RANCHES PERSONNEL COMPLEMENT



		ADOPTED FY 2022		ADOPTED FY 2023	
Fund	Department	Full Time	Part Time	Full Time	Part Time
General Fund	Legislative	-	5	-	5
	Executive	4	2	4	1
	Finance & Budget	4.5	-	4.5	-
	Town Clerk	2.5	-	2.5	-
	Public Works: Engineering & Community Services	3.5	-	3.5	-
	Parks, Recreation & Open Space	1	1	1	1
Transportation Fund	Public Works: Engineering & Community Services	0.5	-	0.5	-
<b>Total all Funds</b>		<b>16</b>	<b>8</b>	<b>16</b>	<b>7</b>



## Governmental Funds



2021 Town of Southwest Ranches Rural Public Arts & Design Advisory Board Photo Contest  
Submitted by: David Benneett

This section contains information about three of the Town's funds: the General Fund, the Capital Projects and the Debt Service Fund.

Included in this section is:

- 1) Summary information for the funds
- 2) Summary information about adopted Town revenues
- 3) Summary information on adopted departmental expenditures by type
- 4) Departmental information
- 5) Adopted departmental expenditures, and other information related to these three funds.

**FY 2022-2023**

## General Fund Summary Fiscal Year 2023

### FY 2022 Estimated

Estimated Total Revenues	16,126,493
Estimated Expenditures & Encumbrances	(15,421,843)
Estimated FY 2022 Year End Difference	<u>704,650</u>

### FY 2023 Projected Unassigned Fund Balance

Audited Unassigned Fund Balance 9/30/2021	5,525,870
Estimated FY 2022 Year End Difference	704,650
Appropriated Fund Balance FY 2022	(1,030,739)
Appropriated Assigned Balance FY 2022	<u>17,500</u>
Projected Unassigned Fund Balance 9/30/2022	5,217,281
Appropriated Fund Balance FY 2023	(269,514)
Appropriated Restricted Fund Balance FY 2023	41,676
Appropriated Assigned Balance FY 2023	<u>17,500</u>
Projected Unassigned Fund Balance 9/30/2023	<u>5,006,943</u>

### FY 2023 Budget Summary

#### Adopted Revenues

Property Tax	7,115,870
Utility and Franchise Taxes	2,002,263
Permits/Licenses/Inspections	1,738,087
Intergovernmental Revenues	4,237,150
Services Revenues	103,996
Fines & Forfeitures	224,130
Miscellaneous Revenues	3,124,185
Appropriated Fund Balance	<u>269,514</u>
<b>Total Revenue</b>	<b><u>18,815,195</u></b>

#### Adopted Expenditures

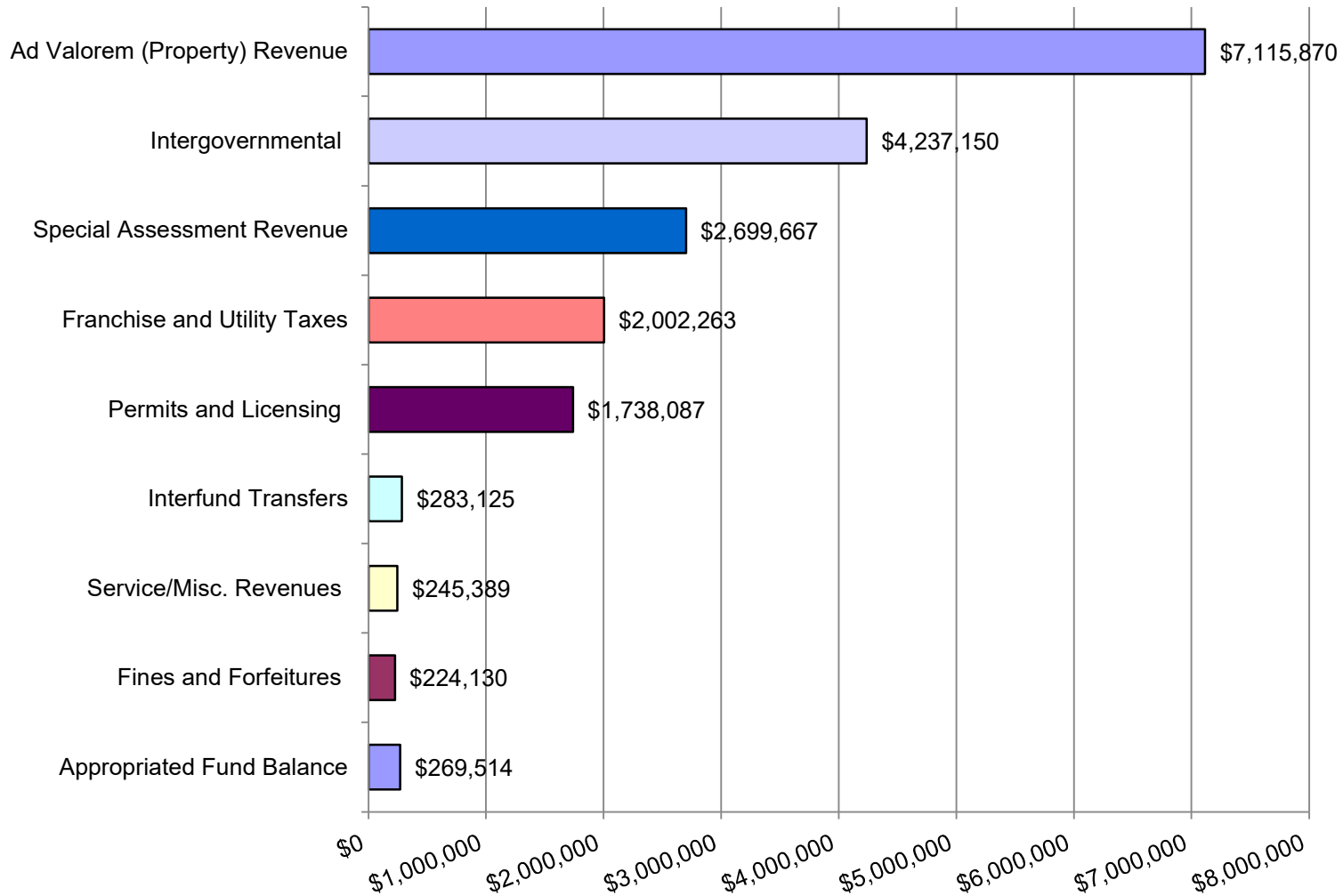
Personnel Costs	2,095,941
Operating Items	11,000,158
Capital Outlay	3,836,432
Non-Operating Expenses	<u>1,882,665</u>
<b>Total Expenditures</b>	<b><u>18,815,195</u></b>

Note: There is an additional \$808,104 in Non-spendable, Restricted, Committed, and Assigned Fund Balance in the General Fund as of 9/30/2021



## Total General Fund by Function: \$18,815,195

### Where Do the Funds Come From?



## GENERAL FUND OPERATING REVENUE

Line Item Prefix: 001-0000:-		FY 2020 Actual	FY 2021 Actual	FY 2022 Current Budget	FY 2022 Projected	FY 2023 Adopted
311-31110	Current & Delinquent Real/Pers. Property	6,633,544	6,402,260	6,798,011	6,798,011	7,115,870
<b>TOTAL</b>	<b>Total Ad valorem Property Taxes</b>	<b>6,633,544</b>	<b>6,402,260</b>	<b>6,798,011</b>	<b>6,798,011</b>	<b>7,115,870</b>
314-31410	Electric Utility	888,633	915,342	874,028	870,818	896,943
314-31480	Gas Utility	44,149	43,876	41,958	43,156	44,450
315-31500	Communications Services Taxes	288,500	306,315	284,866	305,515	314,680
<b>TOTAL</b>	<b>Utility Fees</b>	<b>1,221,282</b>	<b>1,265,533</b>	<b>1,200,852</b>	<b>1,219,488</b>	<b>1,256,073</b>
323-32310	Electric Franchise	616,187	644,821	633,876	669,364	689,445
323-32370	Solid Waste Franchise	46,180	49,353	50,886	45,905	47,282
323-32395	Towing Franchise	6,167	8,787	6,803	9,187	9,463
<b>TOTAL</b>	<b>Franchise Fees</b>	<b>668,533</b>	<b>702,961</b>	<b>691,565</b>	<b>724,457</b>	<b>746,190</b>
316-31600	Business Tax Receipts	8,088	9,070	8,083	3,458	3,562
322-32200	Building Permits - Regulatory Fees	86,379	119,394	84,234	103,363	106,464
322-32207	Building Permits - Contractor	945,431	1,403,659	765,766	1,066,661	842,343
322-32225	Building Permits - SWR	315,145	467,886	255,255	355,553	366,220
322-32240	Building Permits - Admin Fees	41,117	53,361	30,631	40,462	41,676
322-32290	Fire Inspection Service & Fees	15,067	13,079	14,000	24,125	24,849
329-32901	Planning & Zoning Review Fees	218,785	270,423	215,000	215,000	230,000
324-32461	Impact Fee-Residential-Parks/Recreation	12,445	30,195	13,804	10,353	10,664
329-32905	In House Engineering/Fire Review Fees	80,440	109,046	70,428	108,123	111,367
329-32909	Lobbyist Fees / Registrations	500	50	200	75	77
329-32910	Certificate of Use Registration	1,040	1,199	800	840	866
<b>TOTAL</b>	<b>Permits/Licenses/Inspection</b>	<b>1,724,439</b>	<b>2,477,361</b>	<b>1,458,201</b>	<b>1,928,015</b>	<b>1,738,087</b>
331-33120	U.S. Public Safety Grant	2,313	116,388	-	10,638	-
331-33151	Fed Grant-Eco. Envir.-FEMA\Hurr Irma&Dorian	3,486	-	-	-	-
332-33200	Other Financial Assistance-Federal Source	-	44,743	-	46,276	-
332-33220	Other Financial Assistance-Fed Source - ARPA	-	-	3,000	3,000	3,601,550
332-33201	Other Financial Assistance-County Source	-	62,910	-	-	-
334-33420	State Grant - Public Safety	-	1,073	46,378	-	-
334-33451	State Grat-Eco. Envir.-FEMA\Hurr Irma&Dorian	581	-	-	-	-
335-33512	State Revenue Sharing (Sales Tax)	125,496	131,312	119,783	146,024	123,376
335-33515	Beverage License	1,994	2,141	2,209	3,139	-
335-33518	State 1/2 Cent Sales Tax	470,633	549,599	497,304	550,197	512,223
337-33710	Local Government Grant-General Government	-	-	7,500	7,500	-
<b>TOTAL</b>	<b>Intergovernmental - Federal/State/Other</b>	<b>604,504</b>	<b>908,165</b>	<b>676,174</b>	<b>766,773</b>	<b>4,237,150</b>
341-34191	Election Qualifying Fees	700	-	-	-	1,000
342-34260	Fire Rescue (Ambulance) Fees	108,622	166,689	108,000	92,338	95,108
347-34720	Parks/Rec & Open Spaces Serv Charge	2,908	1,065	7,658	8,092	7,888
<b>TOTAL</b>	<b>Services Revenues</b>	<b>112,230</b>	<b>167,754</b>	<b>115,658</b>	<b>100,430</b>	<b>103,996</b>
351-35150	Traffic Judgment/Fines	106,790	40,652	67,744	55,411	57,074
354-35402	False Alarm Fines	2,600	7,397	2,500	4,050	4,172
358-35820	Law Enforcement Seizures	-	135	-	-	-
359-35901	Code Enforcement/Lien Recovery	59,458	27,649	75,000	69,383	71,464
359-35902	Code Enforcement/Lien Recovery-Legal	137,171	605,265	50,000	473,138	91,421
<b>TOTAL</b>	<b>Fines &amp; Forfeitures</b>	<b>306,019</b>	<b>681,098</b>	<b>195,244</b>	<b>601,982</b>	<b>224,130</b>
325-32520	Special Assessment Fire	2,016,750	2,672,885	2,546,708	2,546,708	2,699,667
361-36110	Interest Earnings	76,052	16,613	20,420	16,031	16,512
362-36210	Cell Tower	68,189	70,437	72,774	69,774	71,868
364-36400	Disposition of Fixed Assets	21,125	2,400	-	-	-
366-36610	Contrib/Donations from Private Sources	-	-	29,427	29,584	-
366-36620	Contrib/Donation for Educa/Scholarships	34,200	39,875	20,000	42,017	43,278
369-36990	Other Misc Revenues	28,520	17,266	16,500	9,452	9,736
382-38240	Reimbursement/Contrib from Solid Waste	251,160	263,917	243,032	243,032	283,125
399-39900	Appropriated Fund Balance	-	-	1,030,739	1,030,739	269,514
<b>TOTAL</b>	<b>Miscellaneous Revenues</b>	<b>2,495,997</b>	<b>3,083,393</b>	<b>3,979,601</b>	<b>3,987,338</b>	<b>3,393,699</b>
<b>GRAND TOTAL</b>		<b>13,766,547</b>	<b>15,688,526</b>	<b>15,115,306</b>	<b>16,126,493</b>	<b>18,815,195</b>

## **REVENUE SOURCES**

### **Ad Valorem Tax**

The Broward County Property Appraiser's Office sets the Town's assessed and taxable values of property. Ad valorem translates from Latin, "according to value." This is the property tax paid based upon the assessed value of one's property and it is calculated by a millage rate. Each mill generates \$1 of tax revenue for every \$1,000 of taxable property value. Taxable value may differ from assessed value because of exemptions, the most common of which is the \$25,000 to \$50,000 homestead exemption, and another \$25,000 in exemption for homeowners aged 65 or greater, subject to income requirements. The maximum millage a Town may levy is 10 mills, but this can only be accomplished through a unanimous vote of all Council members (not just those present).

For FY 2022, the Town of Southwest Ranches' Mayor and Town Council adopted a total rate of 4.2500. For FY 2023, the Town of Southwest Ranches adopted a total rate of 3.9000. Under the Save our Homes provisions (Amendment 10), all homestead properties can only have an annual increase of assessed value of either 3% or the CPI, whichever is less.

### **Sales and Use Taxes**

The State of Florida has a 6.0% sales tax which the Town receives a portion while Broward County has a 1% surtax of which all municipalities in Broward County are to receive 0.1%. In addition, the Town receives revenue sharing funds from the State for cigarette taxes, motor fuel, alcohol and beverage licenses, and mobile home licenses. Broward County assesses an additional 2 cents motor fuel tax which is shared with the local governments.

### **Utility, Franchise, and Local Business Taxes**

The Town collects three types of utility, franchise, and local business taxes: electric, gas, and pro-rata Broward County local business taxes. Utility taxes may be levied at a maximum rate of 10% for each utility. Since Fiscal Year 2002, the Town has been prohibited from collecting taxes on telephone franchises, telephone utility taxes, and cable television franchise taxes. These taxes (considered Communication Services) are now collected by the State of Florida's Department of Revenue and re-distributed to municipalities according to use records at a rate of 5.22%.

### **Permits/Licenses/and Inspections**

Licenses, permits and inspection fees are collected for services performed at specific properties for the benefit of particularly property owners. Building permit categories include structural, electrical, plumbing, roofing and mechanical permits. To comply with the policy objective to obtain full cost recovery, effective May 1, 2012, the Town receives 25% of building permits for cost recovery. Revenue is generally stable at a base level unless there is commercial development underway. The Town projects \$1,928,015 in General Fund revenues for FY 2022 for these combined sources.

### **Intergovernmental Revenue**

The Town receives recurring revenues from revenue sharing programs with the State of Florida. The Town receives periodic intergovernmental revenues from the United States of America in the form of assistance grants for specific projects. All disbursements of State revenues are based on receipts by the State and the Town's population. The Department of Revenue updated their revenue estimates many times in preparation of the current budget cycle and continues to do so. The Town is required to use not less than 95% of these projected numbers as a base for budgeting, so revisions are required. The Town projects \$766,773 in General Fund revenues for FY 2022 for these combined sources.

### **Services Revenues**

This category includes all fees generated from services provided by the Town. This includes Parks, Recreation and Open Spaces fees and Fire Rescue (Ambulance) Services and similar items.

### **Fines and Forfeitures**

Funds to promote public safety and other projects are received by the Town from fines, forfeitures, and/or seizures connected with illegal behavior in the community. Those funds are restricted to, and accounted for, in the Town's fines and forfeiture fund, lien collection fees, lien search services. Fines for the general fund derive from code enforcement and parking violations. For FY 2022, staff anticipates \$601,982 in miscellaneous revenues.

### **Miscellaneous Revenues**

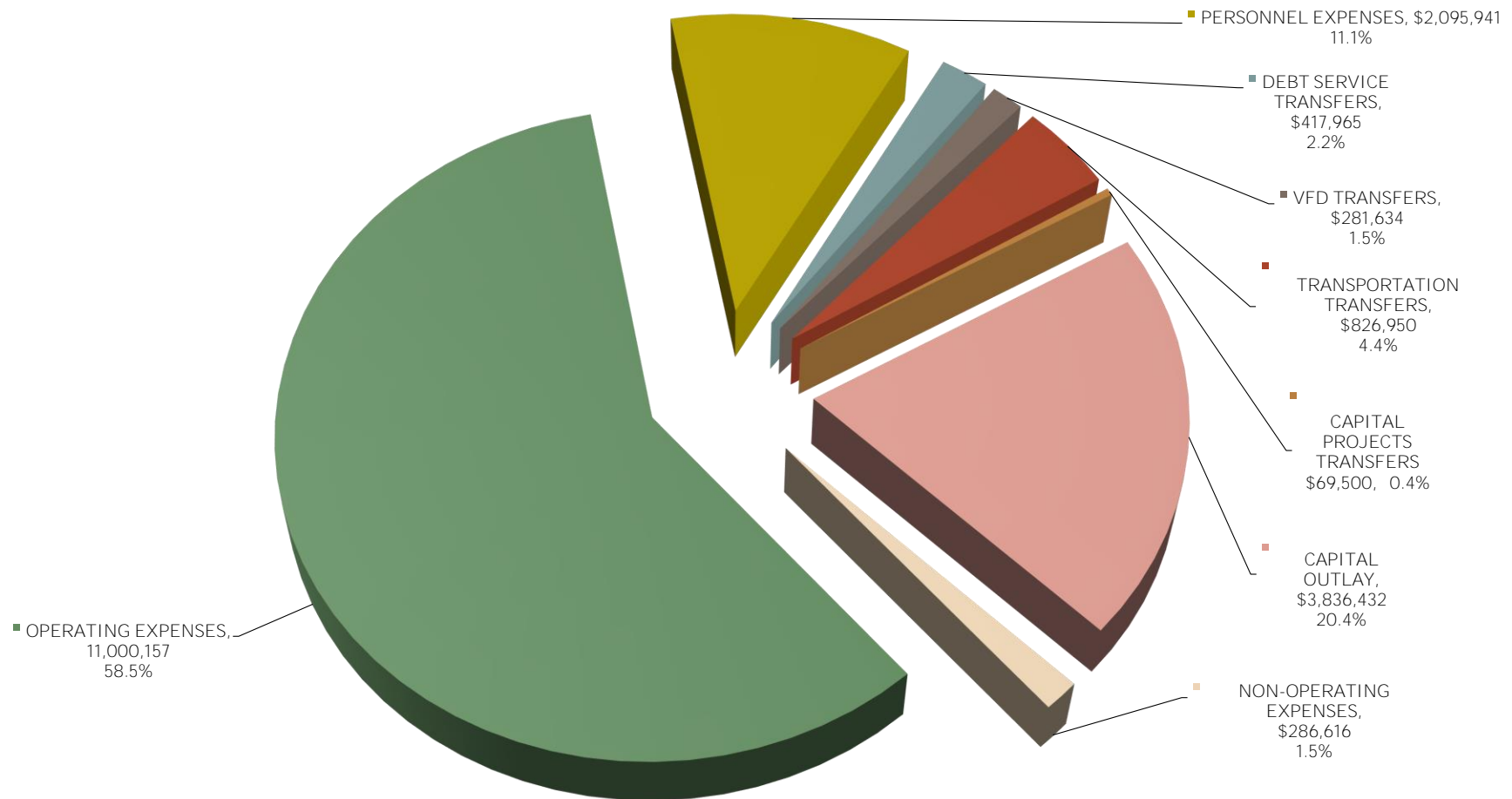
Any revenues that the Town receives which do not reasonably conform to any of the above identified categories are included in this category. This category includes interest earnings, receipts from the disposition of assets by sale, fire protection assessments, and similar items. Interfund Transfers between other funds may also be captured here. For FY 2022, staff anticipates \$3,987,338 in miscellaneous revenues.

### **Appropriations**

An authorization to make expenditures and to incur obligations for a specific purpose. Appropriations are usually limited in amount and as to the time when it may be spent, normally a fiscal year. Technical definitions of revenue usually do not cover appropriations. Nevertheless, these are funds which are being brought out of the restricted, assigned or unassigned fund balance, if necessary. In FY 2022, staff anticipates the use of \$1,030,739 in appropriated fund balance.

## Total General Fund Expenditures: \$18,815,195

### Where Do the Funds Go?



## GENERAL FUND EXPENDITURE SUMMARY BY TYPE

Line Item		FY 2020 Actual	FY 2021 Actual	FY 2022 Current Budget	FY 2022 Projected	FY 2023 Adopted
12100	Regular Salaries & Wages	1,184,316	1,246,949	1,389,232	1,387,138	1,566,701
13100	Part-Time Salaries & Wages	29,567	30,197	47,857	43,326	37,061
14100	Overtime	465	-	1,817	-	-
21100	Payroll Taxes	86,842	90,531	106,975	107,050	119,587
22100	Retirement Contribution	77,151	81,750	115,642	110,279	173,588
23100	Life & Health Insurance	98,224	116,109	138,447	144,145	177,511
24100	Workers Compensation	7,205	10,647	18,380	16,625	21,494
25100	Unemployment Compensation	118	-	-	143	-
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>1,483,889</b>	<b>1,576,182</b>	<b>1,818,350</b>	<b>1,808,705</b>	<b>2,095,941</b>
31010	Professional Services	244,888	197,863	206,600	231,729	214,400
31020	Lawsuits and Prosecutions	32,668	148,445	155,000	507,965	300,000
31030	Lawsuits - Code Enforcement	290,070	250,788	200,000	130,178	150,000
31040	Lawsuits - Planning and Zoning	5,382	3,185	5,000	3,000	5,000
31090	Lobbyist	48,000	48,000	48,000	48,000	48,000
32100	Accounting and Auditing	40,460	40,090	50,500	37,460	50,500
34100	Other Contractual Services	7,658,817	8,324,795	8,201,201	8,350,058	8,931,485
34300	Other Contractual Svcs - P&Z Permits	88,553	165,363	130,000	135,000	140,000
34310	Other Contractual Svcs - P&Z Hearings	119,142	71,333	85,000	80,000	90,000
34320	Other Contractual Svcs - P&Z Town Req	14,607	26,045	24,000	15,000	22,000
34330	Other Contractual Svcs - P&Z Land Use	19,223	27,459	35,000	35,000	30,000
40100	Mileage Reimbursement	1,686	213	1,500	500	1,650
41100	Telecommunications	19,920	31,488	95,546	95,046	34,980
525-41100	Telecommunications - Emergency	1,922	7,015	-	2,940	-
42100	Postage	19,686	20,422	23,500	22,500	22,500
43100	Electricity	33,579	39,610	47,500	46,500	49,500
43110	Water & Sewer	15,444	36,964	34,263	47,131	42,063
44020	Building Rental/Leasing	3,504	3,641	4,000	4,000	5,000
44030	Equipment Leasing	15,327	12,507	15,500	14,500	12,000
45100	Property and Liability Insurance	112,157	117,404	121,000	142,494	132,830
46010	Maintenance Service/Repair Contracts	13,032	14,442	20,500	21,500	45,200
46020	Building Maintenance	17,575	40,331	25,200	26,900	37,600
525-46020	Building Maintenance - Emergency	1,150	10,965	-	1,036	-
46030	Equipment Maintenance	33,643	47,568	66,540	70,600	72,090
46040	Grounds Maintenance-Parks	196,771	202,930	208,821	232,339	228,481
46050	Tree Maintenance/Preservation	34,700	34,541	35,000	35,000	35,450
46060	Lake Maintenance	17,880	17,880	54,920	54,920	22,050
46110	Miscellaneous Maintenance	24,322	36,021	10,300	10,400	10,300
525-46110	Miscellaneous Maint - Emergency	669	-	-	-	-
46120	Vehicle Maintenance	24,617	21,842	22,500	26,500	26,000
46500	Software Maintenance	52,251	53,468	63,889	65,436	64,639
525-46500	Software Maintenance - Emergency	300	-	-	-	-
48100	Promotional Activities/Newsletter	24,307	24,535	26,000	25,500	25,500
48110	Promotional Activities/Town Events	25,977	10,573	26,195	15,975	24,890
49100	Other Current Charges	759	4,340	3,500	611	8,500
525-49100	Other Current Charges - Emergency	-	4,800	-	-	-



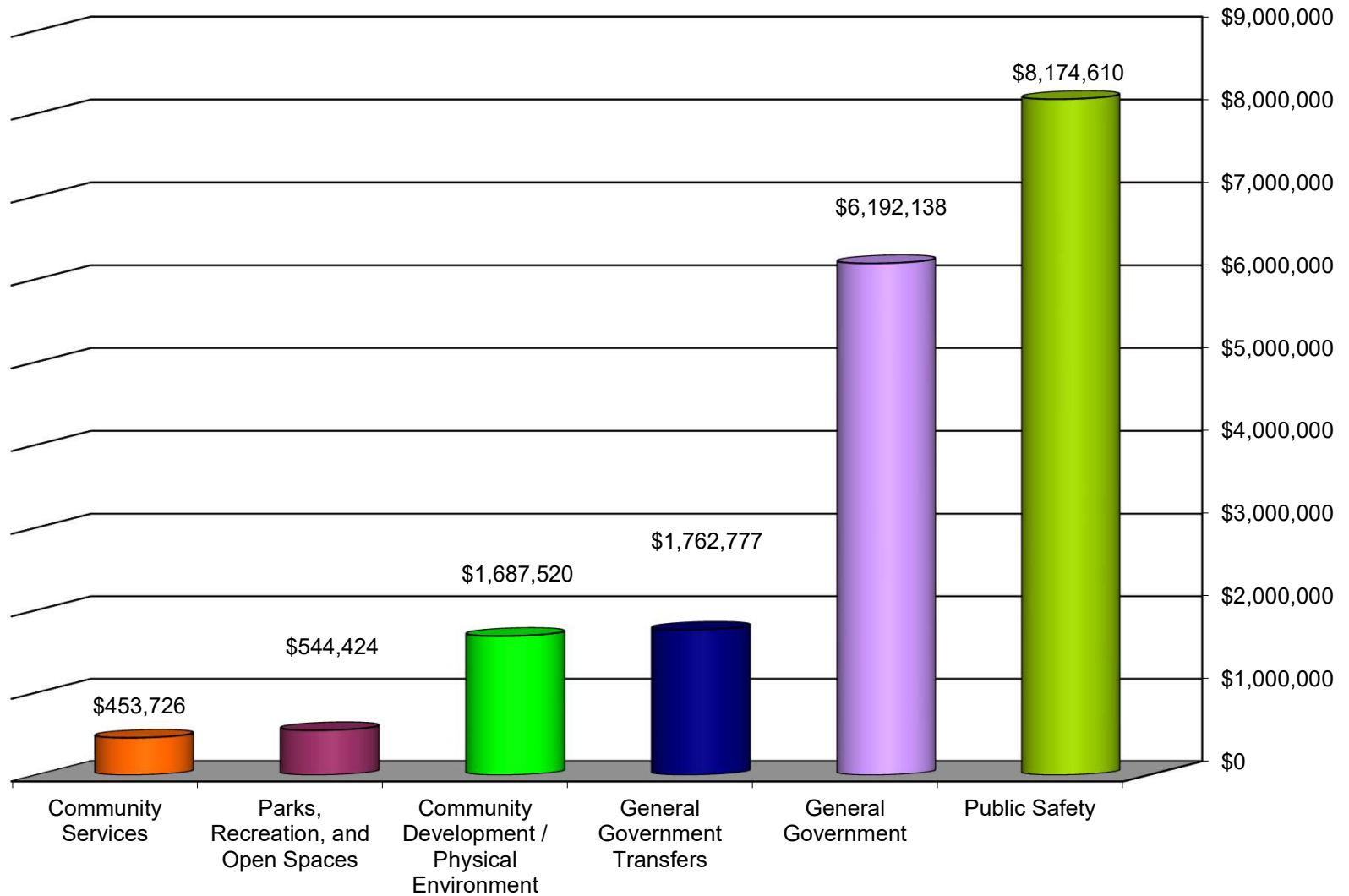
## GENERAL FUND EXPENDITURE SUMMARY BY TYPE

Line Item		FY 2020 Actual	FY 2021 Actual	FY 2022 Current Budget	FY 2022 Projected	FY 2023 Adopted
49110	Legal Advertisement	27,366	17,030	13,500	14,000	15,000
51100	Office Supplies	18,946	21,950	21,500	24,500	22,500
525-51100	Office Supplies - Emergency	7,697	5,941	-	301	-
52140	Uniforms	784	-	2,000	2,000	2,000
52160	Gasoline	7,978	8,073	15,000	15,500	16,000
52900	Miscellaneous Operating Supplies	11,935	9,251	15,000	15,000	15,000
525-52900	Misc Op Supp - Emergency	356	10,345	-	5,134	-
54100	Subscriptions and Memberships	6,939	7,930	9,565	8,928	9,850
55100	Training and Education	5,117	4,992	14,300	8,300	12,500
55200	Conferences and Seminars	3,131	2,611	16,850	22,750	24,700
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>9,343,235</b>	<b>10,184,987</b>	<b>10,154,190</b>	<b>10,652,131</b>	<b>11,000,158</b>
522-61100	Land	-	-	-	19,500	1,730,500
519-63100	Infrastructure - General	-	-	54,439	54,439	-
63120	Infrastructure - Fire Wells	17,610	15,337	30,000	18,000	30,000
572-63140	Infrastructure - Southwest Meadows	-	-	-	-	1,300,000
541-63260	Infrastructure - Drainage	-	-	-	-	571,050
64100	Machinery and Equipment	35,565	283,407	585,879	557,588	204,882
525-64100	Machinery and Equipment - Emergency	11,332	44,818	-	-	-
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>64,507</b>	<b>343,561</b>	<b>670,319</b>	<b>649,527</b>	<b>3,836,432</b>
82100	Aid to Private Organizations	61,624	45,213	27,100	38,100	32,100
91101	Transfers to Transportation Fund	1,322,404	752,310	989,818	989,818	826,950
91102	Transfers to Volunteer Fire Fund	195,013	219,435	227,354	223,320	281,634
91201	Transfers to Debt Service Fund	1,028,791	1,304,655	1,004,741	1,004,741	417,965
91301	Transfers to Capital Projects Fund	72,000	22,107	-	-	69,500
99100	Contingency-Operating	-	650	150,434	-	181,516
99100	Contingency-TW Vehicle Program	-	-	17,500	-	17,500
99100	Contingency - Fire Apparatus Replace	-	-	55,500	55,500	55,500
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>2,679,832</b>	<b>2,344,370</b>	<b>2,472,447</b>	<b>2,311,479</b>	<b>1,882,665</b>
<b>TOTAL</b>	<b>GENERAL FUND</b>	<b>13,571,464</b>	<b>14,449,101</b>	<b>15,115,306</b>	<b>15,421,843</b>	<b>18,815,195</b>

## General Fund Expenditure Summary by Department

Department	FY 2020 Actual	FY 2021 Actual	FY 2022 Current Budget	FY 2022 Projected	FY 2023 Adopted
Legislative	184,398	187,411	152,587	169,054	163,537
Town Attorney	512,358	557,145	525,000	836,572	620,000
Executive	544,872	541,171	601,516	592,122	628,183
Finance & Budget	430,754	465,674	537,231	566,051	624,406
Town Clerk	267,623	276,559	360,193	367,381	383,534
Building Services	1,031,931	1,523,090	850,000	1,000,000	1,150,000
Code Dev : Code Enforce & Zoning	306,931	383,022	352,016	367,016	395,020
Planning Services	153,647	124,837	144,500	130,000	142,500
Public Works : Engineering & C.S.	239,010	271,552	365,214	291,527	453,726
Public Safety - Police	2,899,711	2,962,872	3,702,744	3,682,852	3,388,161
Public Safety - Fire Admin+VF Svcs	3,856,064	4,201,632	4,338,409	4,310,211	4,786,449
Parks, Recreation and Open Spaces	407,635	453,679	541,523	575,097	544,424
Non-Departmental	2,736,528	2,500,456	2,519,987	2,393,874	1,929,905
ARPA	-	-	124,385	140,085	3,605,350
<b>Total</b>	<b>13,571,464</b>	<b>14,449,101</b>	<b>15,115,306</b>	<b>15,421,843</b>	<b>18,815,195</b>

## General Fund Expenditures by Function



# Legislative Department

## Services, Functions, and Activities:

The Town of Southwest Ranches, Florida is a Council-Administrator form of government. The Town of Southwest Ranches Charter provides a detailed explanation of the associated rights, responsibilities and prohibitions governing the Council.

The Legislative Department consists of the Mayor, Vice Mayor and three Town Council members who all are assigned to specific districts. They are identified by name and title on the title page of this document. Collectively, the legislative body is responsible principally for setting the general policy of the Town. The Town Council makes six critically important appointments on behalf of the Town and provides oversight to those appointments. The appointments are: 1) Town Administrator, 2) Town Attorney, 3) Town Financial Administrator, 4) Town Clerk, 5) Town Advisory Board members and 6) the Town's External Auditor.

The authoritative responsibilities of the Town Council are designated in the Town Charter and include: 1) the referenced appointments, 2) establishment of administrative departments through the adopted budget, 3) levying taxes and assessments, 4) authorizing bond issuance, 5) adopting plats, 6) adopting and modifying the official Town map, 7) regulating and restricting development consistent with governing laws, 8) adopting, modifying, and carrying out rehabilitation of blighted areas, 9) addressing neighborhood development, 10) granting public utility franchises, 11) providing for employee benefits, 12) dealing with administrative services solely through the Town Administrator and Town Financial Administrator, 13) appointing interim Council members in the event of a vacancy of office, if less than one year remains in the unexpired term, and 14) providing Town ceremonial functions. The Legislative budget also includes the Town's outside lobbyists who assist the Town at the County, State, and Federal levels, and includes all Council agenda as well as public hearing video recording services.

## Personnel Complement

Position Title	Adopted FY 2022			Adopted FY 2023		
	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Mayor		1			1	
Vice Mayor		1			1	
Town Councilors		3			3	
<b>Total</b>		<b>5</b>			<b>5</b>	

## Legislative Department Expenditures

Line Item Prefix: 001-1000-511-:		FY 2020 Actual	FY 2021 Actual	FY 2022 Current Budget	FY 2022 Projected	FY 2023 Adopted
Suffix	Object Description					
12100	Regular Salaries & Wages	61,000	63,000	63,000	63,000	63,000
21100	Payroll Taxes	4,667	4,820	4,820	4,820	4,820
24100	Workers Compensation	784	1,129	1,667	1,667	1,667
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>66,450</b>	<b>68,949</b>	<b>69,487</b>	<b>69,487</b>	<b>69,487</b>
31090	Lobbyist	48,000	48,000	48,000	48,000	48,000
34100	Other Contractual Services	5,825	5,260	1,500	3,256	4,100
40100	Mileage Reimbursement	-	-	1,000	-	1,000
49100	Other Current Charges	61	845	-	61	-
54100	Subscriptions and Memberships	938	938	1,000	1,000	1,000
55200	Conferences & Seminars	1,501	1,233	3,000	9,150	7,850
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>56,324</b>	<b>56,276</b>	<b>54,500</b>	<b>61,467</b>	<b>61,950</b>
64100	Machinery and Equipment	-	16,974	-	-	-
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>16,974</b>	<b>-</b>	<b>-</b>	<b>-</b>
82100	Other Grants/Aid	61,624	45,213	27,100	38,100	32,100
99100	Contingency	-	-	1,500	-	-
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>61,624</b>	<b>45,213</b>	<b>28,600</b>	<b>38,100</b>	<b>32,100</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>184,398</b>	<b>187,411</b>	<b>152,587</b>	<b>169,054</b>	<b>163,537</b>

### Major Variance from Current Budget FY 2022 to Projected FY 2022

Code	Amount	Explanation
55200	\$6,150	Higher Conferences & Seminars than anticipated

### Major Variance or Highlights of the Departmental Budget - FY 2022 Projected to FY 2023 Adopted

Code	Amount	Explanation

# **Town Attorney Department**

## **Services, Functions, and Activities:**

Town Attorney Departmental Services ("Town Attorney") are provided to the Town of Southwest Ranches through a contractual agreement. Additionally, the Town Attorney advises the Southwest Ranches Volunteer Fire Rescue, Inc. (a blended component unit of the Town in accordance with generally accepted governmental standards) on contractual and staffing matters. The Town Attorney and his staff work closely with the Town Administrator and Town Staff to accomplish the goals of the Mayor and Town Council. The Town Attorney is a Charter Officer who reports directly to the Town Council. He and the other attorneys within the firm provide legal counsel and representation on all legal and legislative matters affecting the Town of Southwest Ranches. The Town Attorney is the primary legal counsel for the Town, Town Council, Code Enforcement, and all Advisory Boards. The Town Attorney provides legal advice at regular and special Council meetings, and, as requested, monitors local, state, and federal legislation in conjunction with the Town's lobbyist, which is under this Department. The Town Attorney supports the Town Administrator, Town Financial Administrator and all Town departments by preparing, negotiating, and reviewing contracts and procurements, preparing and approving all Ordinance and Resolution language, providing legal representation and advice on all areas of operation including personnel, police, fire, public works, parks and open spaces, building, planning & zoning, code enforcement, ethics, debt, public records and matters unique to the Town. The Town Attorney also oversees all litigation including those pertaining to liens, foreclosures, municipal prosecutions, and lawsuits filed by or against the Town.

## **FY 2021/2022 Accomplishments:**

- Represent the Town in Municipal Prosecutions
  - SWR v. Sanso
  - SWR v. Williams
  - SWR v. Rubio
  
- Represent the Town in ongoing litigation of the following cases:
  - SWR v. Meyers
  - SWR v. Perez
  - SWR v. Prince
  - SWR v. Morales
  - SWR v. Leon/Cabrera
  - SWR v. Goodman
  - SWR v. Arce
  - SWR v. City of Pembroke Pines

- Successfully prevailed in Money Judgment Cases:
  - SWR v. Goodman
  - SWR v. Rosenthal
- Ongoing litigation defense of the Town on the following cases:
  - Wells Fargo v. Caprio
  - Park Tree Investments v. Lynch
  - Bank of New York Mellon v. Padilla
  - 5901 SW 162 Ave, LLC v. SWR
  - Supreme Organics v. SWR
  - Pembroke Pines v. SWR (119 Case)
  - US Bank v. Monnot
  - NG Solutions v. Garcia
  - Layfield v. McKay/SWR
  - West Coast v. Hames
- Successfully obtained Money Judgments more than \$340,280.00.
- Collected, with the assistance of Code Enforcement, over \$123,921 in code enforcement fines.
- Reviewed Numerous Public Records Requests.
- Drafted numerous procurements and related contracts.
- Successfully assisted Town in Bond claim with DBI and secured new contractor.
- Worked on negotiating and papering two of the Town's largest contracts including Public Safety and Waste Removal.
- Worked on negotiating and papering an agreement to sell the Town's CCA property.

#### **Issues (22/23):**

- Continue to find ways to resolve and to better protect the Town relating to legal issues with surrounding Municipalities pertaining to growth and development.
- Continue to provide counsel and to draft Ordinances and Resolutions requested by the Council to preserve and to protect the Town's rural lifestyle.
- Continue to draft contracts requiring legal expertise including those relating to the provision of public services.
- Work to resolve in advance or to bring to conclusion all pending litigation in the most cost effective and timely manner.
- Obtain new non-advalorem revenue opportunities, wherever possible supporting diversification.
- Assist Council to analyze and enact other revenue sources.
- Advise on the use and future disposition of all real and personal property classifications.



**FY 2022/2023 Performance Objectives:**

- Continue to deliver effective, prompt sound legal advice to Town Council, Boards, Town Administrator, Town Financial Administrator, and all other departments.
- Prevail in lawsuits brought against the Town and by the Town in the most cost-efficient manner.
- Continue to educate Town Council and all Town staff on issues for compliance with ethics requirements in Broward County.
- Ensure adoption of effective legislation to run a smooth, efficient, lawful government that carries out the goals and policies of the elected officials.
- Monitor local, state, and federal legislation that may affect the Town.
- Work to develop additional revenue sources & contractual savings for the Town.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

## Town Attorney Department Expenditures

Line Item Prefix: 001-1200-514-:		FY 2020 Actual	FY 2021 Actual	FY 2022 Current Budget	FY 2022 Projected	FY 2023 Adopted
Suffix	Account Description					
31010	Professional Services	184,239	154,726	165,000	195,429	165,000
31020	Lawsuits & Prosecutions - General	32,668	148,445	155,000	507,965	300,000
31030	Lawsuits - Code Compliance	290,070	250,788	200,000	130,178	150,000
31040	Lawsuits - Planning & Zoning	5,382	3,185	5,000	3,000	5,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>512,358</b>	<b>557,145</b>	<b>525,000</b>	<b>836,572</b>	<b>620,000</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>512,358</b>	<b>557,145</b>	<b>525,000</b>	<b>836,572</b>	<b>620,000</b>

### Major Variance from Current Budget FY 2022 to Projected FY 2022

Code	Amount	Explanation
31010	\$30,429	Higher mostly due to contract renewal for Fire/Police and MP3
31020	\$352,965	Higher mostly due to Pembroke Pines cases
31030	(\$69,822)	Lower Code Compliance activity than anticipated

### Major Variance or Highlights of the Departmental Budget - FY 2022 Projected to FY 2023 Adopted

Code	Amount	Explanation
31010	(\$30,429)	Professional services projected in FY2023 back to normal prior years amount
31020	(\$207,965)	Lawsuits/litigation projected in FY 2023 back to normal prior years amount
31030	\$19,822	Higher Code Compliance activity anticipated

# Executive Department

## **Services, Functions, and Activities:**

The Town Administrator, as the head of Town Governance, provides centralized oversight and management to all Town Departments' staff, programs, services, and operations. The Executive Department team includes the General Services Manager/Emergency Manager, the Executive Assistant to the Town Administrator, and the Customer Service Team consisting of two (2) part time Front Desk Administrative Assistants. The Executive Department's responsibility is to provide leadership, direction, administrative oversight, and support, and to establish systems in the most efficient and responsible manner. This initiative empowers the Town's employees to embrace the Town's Vision and Mission, thereby anticipating and exceeding customer expectations and directives approved by the Town Council, always with the focus on providing excellent customer service.

The Executive Department also, under the direction of the Town Administrator, provides the leadership and guidance to Town Council, staff, and residents in the preparation, recovery, and continuity of operations after an emergency incident such as a hurricane.

Additionally, the Town Administrator enforces Town Laws and Ordinances, makes recommendations to the Town Council, appoints and removes employees, confers with the Legal Department on legal and legislative issues, submits a fiscally sound and balanced annual budget in conjunction with the Town Financial Administrator, and advises Council on any other significant issues.

## **FY 2021/2022 Accomplishments:**

- Through extensive research, advertised, interviewed, and recommended the most qualified candidate for the vacated Financial Administrator position.
- Activated Emergency Orders from Town Administrator in relation to COVID-19.
- Provided leadership and Emergency Management operations during the COVID-19 pandemic.
- Secured personal protective equipment (PPE) for Town staff and Fire Department staff.
- Ensured Town was eligible to receive appropriate funding related to CARES Act, and FDLE Act related to Covid-19 Expenses.
- Submitted FEMA grant application for COVID-19.
- Continue to develop and implement and update the Town's Operational Policies and Procedures.
- Successfully prepared with the Finance & Budget department and presented a balanced Budget for 2022.
- Participated in Broward County Solid Waste Technical Authority with representation for the Working Group (WG) and Technical Advisory Committee (TAC) in the development of the countywide ILA for an Integrated Solid Waste system for Broward County and its municipalities.
- Oversight of Code Compliance, Building Department, Davie Fire Rescue, SWR VFD and Davie Police.

- Coordinated a Town-wide Drainage workshop following a significant weather event.
- Completed Town Hall exterior painting.
- Conducted a successful competitive procurement process resulting in hiring the most responsive vendor to haul and dispose the Town's Solid Waste, Recycling and Bulk waste and bulk waste material.
- Completed Roof Repair and water intrusion repairs at the Fire Department.
- Formed planning committee for 9/11 memorial. Carried out a successful event.
- Successfully advertised for and secured contracts for emergency debris haulers (3) and debris monitoring (1) contracts.
- Participated in several county wide emergency management exercises and conducted a tabletop exercise for Town Staff.
- Secured a vendor through the Town's competitive bid process to provide preventative maintenance services, repair and testing of the Town's two (2) generators. (Town Hall and Fire Department).
- Completed the security access upgrades in Town Hall's lobby area, completing the Town Hall security project.
- Completed the Town wide fire well painting project of approximately 292 fire wells.
- Worked with our Lobbyists to secure funding during the Legislative Session.
- Negotiated a new Public Safety Contract with Town of Davie for Police and Emergency services.
- Secured a location for future Fire Station/ Emergency Operations Center (EOC).
- Negotiated and implemented a successful Public Private Partnership on Town-owned 25 acres.
- Began planning for use of ARPA funding, subject to Council oversight.

#### **FY 2022/2023 Issues:**

- Manage continued response to COVID-19 health and fiscal challenges and Town-wide impacts.
- Continue the management of the TSDOR capital improvement project, as well as other surtax funded projects.
- Oversee implementation of Public Private Partnership (P3) on Town-owned 25 acres.
- Increase training opportunities for staff.
- Pursue grants and other funding options to increase operational effectiveness.
- Ensure compliance with FEMA and FDERM guidelines to maximize Town reimbursement.
- Continue to monitor and advance ARPA funded projects.

#### **FY 2022/2023 Performance Objectives:**

- Analyze and implement Strategic Plan findings. \*
- Maximize effectiveness of P3 implementation. \*
- Continue Long-term development of the TSDOR-roadway repaving plan. \*
- Update and continue to improve Emergency Management Plans. \*
- Continue planning for the development of a permanent Public Safety Building/EOC. \*

- Continue to identify opportunities for improvement and enhanced customer service.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

**Personnel Complement:**

	Adopted FY 2022			Adopted FY 2023		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Administrator (TA)	1			1		
General Services Manager	1			1		
Executive Assistant to TA	1			1		
Administrative Specialist	1					
Administrative Assistant	0	2		1	1	
<b>Total</b>	<b>4</b>	<b>2</b>		<b>4</b>	<b>1</b>	

## Executive Department Expenditures

Line Item Prefix: 001-1400-512-:		FY 2020 Actual	FY 2021 Actual	FY 2022 Current Budget	FY 2022 Projected	FY 2023 Adopted
Code Suffix	Object Description					
12100	Regular Salaries & Wages	367,891	372,809	389,082	393,991	399,142
13100	Part-Time Salaries & Wages	17,042	17,621	33,796	29,400	21,743
14100	Overtime	465		1,817	-	-
21100	Payroll Taxes	26,162	25,600	29,388	30,008	29,097
22100	Retirement Contribution	27,542	28,080	36,896	37,324	50,064
23100	Life & Health Insurance	37,600	39,328	38,525	42,910	60,058
24100	Workers Compensation	619	948	1,512	1,514	1,505
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>477,320</b>	<b>484,386</b>	<b>531,016</b>	<b>535,147</b>	<b>561,608</b>
31010	Professional Services	4,800	7,794	5,000	5,000	12,100
42100	Postage - Newsletter	9,316	10,319	12,500	11,500	11,500
48100	Promotional Activities / Newsletter	24,307	24,535	26,000	25,500	25,500
48110	Promotional Activities / Town Events	25,977	10,273	17,000	7,475	7,475
54100	Subscriptions and Memberships	3,053	2,633	3,000	3,000	3,000
55100	Training and Education	99	381	2,000	1,000	2,000
55200	Conferences and Seminars	-	200	3,500	3,500	3,500
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>67,552</b>	<b>56,135</b>	<b>69,000</b>	<b>56,975</b>	<b>65,075</b>
99100	Contingency	-	650	1,500	-	1,500
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>-</b>	<b>650</b>	<b>1,500</b>	<b>-</b>	<b>1,500</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>544,872</b>	<b>541,171</b>	<b>601,516</b>	<b>592,122</b>	<b>628,183</b>

### Major Variance from Current Budget FY 2022 to Projected FY 2022

Code	Amount	Explanation
48110	(\$9,525)	Lower due to Town's Birthday party rescheduled to 25th year anniversary

### Major Variance or Highlights of the Departmental Budget - FY 2022 Projected to FY 2023 Adopted

Code	Amount	Explanation
23100	\$17,148	Higher mostly due to adopted hire of Full Time Admin Assistant (\$12K)
31010	\$7,100	Higher due to Program Mod for Compensation Study

# FUNDED

Town of Southwest Ranches, Florida

## FY 2023 Program Modification

### Increase in Customer Service Staff: Administrative Assistant (PT) to (FT)

Department Name	Division Name	Fund	Priority	Fiscal Impact
Executive	Executive	General	1	\$29,697

#### Justification and Description

The Executive Department currently has two (2) part-time positions that provide front desk, receptionist, and general customer service. Given the volume of public traffic, in person and/or via phone, additional administrative duties are limited. The General Services Manager (GSM) supervises these positions with broad and diverse responsibilities at Town Hall, Fire Department, and as the Emergency Manager. These duties include but are not limited to the following:

Facility maintenance and operational management	Some Human Resources tasks
Emergency Management preparedness and operations	Procurement and contract management
Special Events	Fleet Management
Customer service	Policies and Procedures
Budget Preparedness and Management for Executive, Non-Departmental and Fire Department	

#### Recommendation:

This program modification is requesting to convert one part-time Administrative Assistant position to a full-time position. Proceeding with this change will allow the newly established full-time position to work the front desk 20 hours a week while assisting the GSM with the additional 20 hours, with many other administrative duties. Financial Impact breakdown is listed below:

Status	Annual Salary	Life & Health Ins.	401K	Total Salary	Variance
Part Time (20 hours current)	\$15,600	N/A	N/A	\$15,600	N/A
Full Time (40 hours adopted)	\$31,200	\$11,913	\$2,184	\$45,297	\$29,697

#### Funding Source:

This will be funded via "truth-in-millage" (TRIM) – taxes.

#### Alternative/Adverse Impacts if not funded:

Should this position not be funded, the GSM resources will continue to be overextended, with increased workload pertaining to administration, operational, facility and Emergency Management. This would jeopardize staff's ability to carry out the Town's mission and vision statements and provide outstanding customer service.

#### Required Resources

Line item	Title or Description of Request	Cost
001-1400-512-12100	Regular Salaries & Wages	\$31,200.00
001-1400-512-2XXXX	Fringe Benefits	\$14,097
	Total	\$45,297



# FUNDED

Town of Southwest Ranches, Florida

## FY 2023 Program Modification

### Classification, Job Descriptions and Compensation Study

Department Name	Division Name	Funding Source	Dept. Priority	Fiscal Impact
Executive	Administration	General Fund	1	\$7,100

#### Justification and Description

A Classification and Compensation plan serves a number of purposes. It is an aid to ensuring that the Town remains competitive in the market for quality employees. It assists in identifying which positions, if any, are more or less valued in the Town relative to the market. It provides a standardized set of positions and position characteristics / requirements to aid in classification of any newly redefined positions. It establishes approved limits for certain positions and position types which guide personnel hiring practices.

The Town of Southwest Ranches does not have an adopted Classification and Compensation Plan. Since 2017 there have been a variety of changes to position responsibilities, changes in the market, changes to compensation variances and changes to the Town's organizational structure. This program modification funds a new Classification scale, job description revisions and Compensation Study with a qualified, independent professional vendor.

The Classification and Compensation Study will provide a comprehensive analysis of all positions, update job descriptions, ensure positions are correctly classified, and compare salary ranges to comparable municipalities (with and/or without employee benefits factored) to establish recommended classification and salary ranges. The study will also support future negotiation initiatives. Once completed and reviewed, a recommended Classification and Compensation Plan would be submitted to the Town Council for policy review and adoption.

#### Alternative/Adverse Impacts if not funded:

Absence of an updated Classification and Compensation Plan has resulted in ad hoc comparisons on an "as needed" basis and as time permits. This process generates information which is less reliable for internal parity (relation of one position to another within the Town) and less valid for external market conditions (relation of a Town of Southwest Ranches position to similar positions outside of the Town). Without an adopted plan, these conditions are likely to continue.

#### Required Resources

Line item	Title or Description of request	Cost
001-1400-512-31010	Classification and Compensation Study	\$7,100

## Finance & Budget Department

### Services, Functions, and Activities:

The Finance and Budget Department provides for the effective, lawful, and efficient management of the Town's financial matters. Chief areas of responsibility include: 1) departmental administration, 2) accounting, 3) payroll, 4) human resources, 4) budgeting, 5) financial reporting, 6) banking, 7) treasury management, 8) debt management, 9) fixed asset management, 10) internal support, 11) purchasing and contracts management and support, and 12) risk and emergency management. Each of these areas requires their own (and often unique) reporting and documentation procedures.

Administration entails addressing the functions typical of managing a department: personnel issues, schedule development, policy development, coordination with internal and external agencies, and ensuring appropriate compliance with contract and legal requirements.

Accounting functions include but are not necessarily limited to: accounts payable; accounts receivable; calculating interest; cost control; prevention of errors and frauds; compliance with generally accepted accounting principles; compliance with Federal, State, and Town laws and ordinances; cash management; deposits; and payroll functions.

Payroll and Human Resources includes, but is not necessarily limited to: ensuring compliance with Federal Internal Revenue Service requirements as well as Fair Labor Standards and other Federal, State and local requirements, development, reviewing and processing hours and benefit calculations for payroll purposes, and ensuring fund availability for the twenty-six (26) regular payrolls each year, calculating retroactive payments and other pay and benefits adjustments as part of the regular cycle or special payrolls. Management and evaluation of employees' performance records and files. Evaluate and recommend all employee benefit proposals annually as submitted by the Town agent of record.

Budgeting responsibilities include development, revision, publication, managing the adoption process, implementation and monitoring the budget throughout the year, including budget adjustments, purchase order maintenance, and 5-year Capital Improvement Plan coordination.

Banking Relations includes but is not necessarily limited to: ensuring transfers are completed, maintaining a professional working relationship with bank officials, bank account reconciliation, interest allocations and the like.

Treasury Management responsibilities include: Identifying available balances for investment, reviewing placement options to ensure each conforms to Town fiscal policy, managing the transfer and regularly reviewing yields and other investment options.

Debt Management involves: the identification of debt needs, researching available options for debt placement, issuing and/or refinancing debt, avoiding positive arbitrage, and managing repayment.

Fixed Asset Management involves: Identifying and tracking all capital assets owned by the Town, calculating depreciation and budgeting it where appropriate and complying

with external audit requirements established by the Governmental Accounting Standards Board (GASB).

Internal Support functions include providing necessary training and communication on finance related items, information for departmental research/reports and Town Council communications. Also included is to assist with the identification of service resources, as well as with the creation of policies and procedures

Procurement, Vendors and Contracts Management responsibilities include: Reviewing departmental requisitions for purchases, assisting with reviews of letters of interest and similar documents, monitoring, and managing Town-wide vendors and contracts. Assist with grant compliance and other special revenue management and seeking Townwide efficiencies in the purchasing functions by processing all procurements greater than \$25,000 by formal solicitation and assisting departments as needed with quotes required for purchases under the threshold.

Risk and Emergency Management responsibilities include, but it is not limited to: Safety and risk management including claims submission, compliance, risk related policy development and recommendations. GrantsPA and FloridaPA website initiation and maintenance including oversight of a financial/grant assistance contractor, FEMA and F-DEM coordination, documentation including requests for reimbursement.

#### **FY 2021/2022 Accomplishments (\*strategic plan initiatives):**

- Timely filed an award eligible Comprehensive Annual Financial Report (CAFR) for FY 2021 without external audit management comments or weaknesses in internal controls. \*
- Received no violations or exceptions by the Florida Department of Revenue regarding Budget millage certification and therefore in full compliance with all millage levy requirements pursuant to Florida Statutes. \*
- Reviewed Property Liability Insurance renewal premium to reduce potential fiscal impact to the Town by approximately 7%.
- Timely met (04/30/22) State and Local Fiscal Recovery Funds (SLFRF) requirements as it pertains to ARPA funds.
- Continued to provide a quarterly expense to budget analysis to Town Council and interested parties on the Town's financial condition\*.
- Increased invoicing, deposit requirements and collections of public hearing cost recovery/public hearing matters with the assistance of Code Enforcement, Engineering and Legal Departments\*.
- Coordinated, reviewed and timely filed FY 2021 IRS form 990 for the Southwest Ranches Volunteer Fire Rescue, Inc
- Coordinated, reviewed and timely filed FY 2021 IRS form 990 for the Southwest Ranches Historical Society.
- Prepared and timely filed Annual Financial Report (AFR) with the Florida Department of Financial Services
- Prepared and timely filed the EDR report with the Office of Economic and Demographic Research (EDR).

- Added one (1) new detailed accounting policy and procedures to the existing departmental manual and updated the Purchase order document with new required regulations to better protect the Town.
- Continued to successfully manage a segregated operating millage into two components: Regular operating and TSDOR\*.
- Continued monitoring fire protection assessment to proactively address potential issues that may impact assessment rates.
- Continued to successfully manage competitive bidding for all Town procurements resulting in increased number of bids receive.
- Initiated a total of fourteen (16) competitive procurements resulting in a Townwide expenditure savings of approximately \$2,128,635. Two bids are currently open and will be evaluated in July. The P3 bid saving is not included.
- Copies of the Purchasing Manual have been distributed to staff for use until Municode complete the numbering and codifying of the Ordinance. Until then all references refer to the ordinance 2022-005 rather than a Section number
- Reached Hurricane Irma and Hurricane Dorian FEMA and F-DOR “close-out” status

#### **Issues:**

- Difficulty exists in maintaining required functions as a result of, at least in part, continually increasing Government Accounting Standards Board (GASB) reporting requirements and modifications to other reporting processes, coupled with a limited availability of financial/personnel resources.
- Management of 330 vendors, their respective W9s, insurance certificates, bonds, contract renewals, new legal regulation requirements is all processed manually resulting in challenges to stay ahead of expiration dates
- Volume of requests from Departments as it pertains to procurement items (e.g. purchase orders, budget adjustments, policies, tasks, consulting) has increased resulting in having to expand availability on other financial/budget requirements.

#### **Fiscal Year 2022/2023 Performance Objectives:**

- To assist with the timing & segregation of funding for newly approved Transportation capital project infrastructure (TSDOR & Drainage Mobility Advancement Program and State Appropriation Grant).
- Research existing accounting/financial software that possesses functionalities currently required by the Town (e.g., project module, reporting, etc.)
- Research existing budget software that possesses functionalities currently required by the Town. Budget is currently being done 100% manually.
- To improve town procurement by leveraging technology to lower costs, reduce risk, and pursue innovative methods to increase quality and value of bids.
- Continue to comply with an updated 2021 fire assessment methodology study.
- Comply with financial aspects of the Solid & Bulk Waste and Recycling services contract.

- Continue to facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.
- Continue to monitor ARPA reporting requirements and keep abreast of new guidance as it's been released (State and Local Fiscal Recovery Funds - SLFRF).

**Personnel Complement:**

Position Title	Adopted FY 2022			Adopted FY 2023		
	Full Time	Part Time	Temp	Full Time	Part Time	Temp
<b>Town Financial Administrator</b>	1			1		
<b>Controller</b>	1			1		
<b>Sr. Procurement &amp; Budget Officer</b>	1			1		
<b>Accountant</b>	1			1		
<b>Records &amp; Administrative Coordinator</b>	.5			.5		
<b>Total</b>	<b>4.5</b>			<b>4.5</b>		

## Finance and Budget Department Expenditures

Line Item Prefix: 001-1600-513-:		FY 2020 Actual	FY 2021 Actual	FY 2022 Current Budget	FY 2022 Projected	FY 2023 Adopted
Code Suffix	Object Description					
12100	Regular Salaries & Wages	311,905	334,068	369,022	410,963	425,231
21100	Payroll Taxes	22,505	24,478	28,230	31,439	32,530
22100	Retirement Contribution	21,750	23,506	32,687	30,541	49,673
23100	Life & Health Insurance	26,700	38,391	45,473	48,179	54,451
24100	Workers Compensation	625	789	1,319	1,469	1,520
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>383,487</b>	<b>421,232</b>	<b>476,731</b>	<b>522,591</b>	<b>563,406</b>
31010	Professional Services	2,843	-	-	-	-
32100	Accounting and Auditing	40,460	40,090	50,500	37,460	50,500
49100	Other Current Charges	-	74	1,000	-	1,000
54100	Subscriptions and Memberships	1,275	1,830	2,000	1,500	2,000
55100	Training and Education	2,690	2,422	2,000	1,000	2,000
55200	Conferences and Seminars	-	26	3,500	3,500	5,500
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>47,268</b>	<b>44,442</b>	<b>59,000</b>	<b>43,460</b>	<b>61,000</b>
99100	Contingency	-	-	1,500	-	-
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>-</b>	<b>-</b>	<b>1,500</b>	<b>-</b>	<b>-</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>430,754</b>	<b>465,674</b>	<b>537,231</b>	<b>566,051</b>	<b>624,406</b>

### Major Variance from Current Budget FY 2022 to Projected FY 2022

Code	Amount	Explanation
12100	\$41,941	Increase mostly attributable to overlap of accounting positions
32100	(\$13,040)	Lower auditing expenses than anticipated

### Major Variance or Highlights of the Departmental Budget - FY 2022 Projected to FY 2023 Adopted

Code	Amount	Explanation
32100	\$13,040	Increases to accommodate multiple state & Federal single audits

## **Town Clerk Department**

### **Services, Functions, and Activities:**

The Town Clerk department provides administrative services for the Town Council, the Local Planning Agency, and the municipal corporation. The department staff is comprised of the Town Clerk, the Deputy Town Clerk and a Records and Administrative Coordinator currently shared with the Finance Department. The Town Clerk is a charter official and reports to the Town Administrator and the Town Council. The Town Clerk is responsible for giving notice of public meetings and maintaining an accurate record of all proceedings. In addition, the Town Clerk serves as the Financial Disclosure Coordinator with the Florida Commission on Ethics; serves as the Records Management Liaison with the Florida Department of State; and maintains custody of Town records including agreements, contracts, ordinances, resolutions, and proclamations.

The Town Clerk also serves as the Assistant Town Administrator and acts with all the authority of the Town Administrator during periods of his absence. Assistant Town Administrator responsibilities include management of the Davie Police contract, Information Technology oversight, as well as oversight of the building permit process which requires the coordination of the Engineering, Zoning and Planning function along with the Town's contracted vendors for building department services, C.A.P. Government, Inc. and code enforcement/planning services, by JA Medina, LLC.

The Assistant Town Administrator/Town Clerk also serves as the Public Information Officer (PIO). As such, the Department provides a variety of information services to the public, the Town Council, and to Town staff. Services provided to the public include coordination of information requests, supervision of elections, and all public information communication including all communication pieces for the website, social media, and press releases. Services provided to the Town Council include scheduling, minute taking, agenda preparation, advertising, qualifying for election and campaign report filing coordination and other duties related to coordination of Town Council meetings, recording and retention of documents.

Information Technology responsibilities comprise active management of daily computer resource reliability and efficient utilization. It also includes managing the Interlocal Agreement for IT services with the City of Tamarac. Also, within the scope of this responsibility are tasks such as evaluating, managing, planning, budgeting for information technology needs, including Town website content.

The Deputy Town Clerk can perform all responsibilities of the Town Clerk in their absence. The Deputy Town Clerk also serves as the Staff Liaison for the School and Education Advisory Board (SEAB).

The Records and Administrative Coordinator performs specialized administrative professional work in the management and preservation of Town records. Work primarily

involves receipt, storage, retention, retrieval and disposition of permanent, temporary, and vital records.

### **Fiscal Year 2021/2022 Accomplishments:**

- Hired an experienced Records and Administrative Coordinator to facilitate the efficient management of the Town's records management program.
- Completed Town Website redesign to update the Town's online presence and ensure information is easily accessible.
- Completed a successful review of the Charter with the Charter Review Committee.
- Completed a successful review of the Town Council District Boundaries with a consultant.
- Completely consolidated and refined the various Town development fee schedules into one Comprehensive Fee Schedule.
- Secured grant funding and Town vendor funding to acquire a self-service Lobby kiosk to assist with customer service for Town Hall visitors.
- Oversaw the further enhancement of the Geographic Information System (GIS) with the utilization of a contracted vendor to improve service delivery thereby allowing the general public to leverage this system for their individual needs.
- Increased social media presence for Town with more than 1,500 Facebook and 600 Twitter followers.
- Successfully migrated several hundred permit files from Town's building permit services provider Cap Government, Inc. into Town's enterprise records management system. An additional 26 boxes are prepped and ready to be sent out for imaging.
- Town Council meetings are now livestreamed via YouTube utilizing new camera system that is operated by Town Clerk staff, negating the need to pay contractor to record the meetings.
- Upgrade of the Town's surveillance camera system. Estimated Completion – July 2022.
- Successfully implemented the electronic campaign reporting system for the November 2022 election.
- Successful update and implementation of Code Supplement 11 to the Town's Code of Ordinances.
- Received, processed, and completed a total of 72 public records requests from October 2021 to March 1, 2022 while acknowledging these requests within 2 business days 97% of the time, exceeding the performance measures outlined in the Town's Strategic Plan. 183 public records requests were processed for FY 2020-2021.
- Posted 50 meeting notices from October 1, 2021 to March 1, 2020 at least 2 days prior to meeting date 100% of the time in conformance with the performance measure outlined in the Town's Strategic Plan\*.
- All approved Regular Town Council Meetings, Special Town Council Meetings and Advisory Board minutes have been posted online.



**Fiscal Year 2022/2023 Issues:**

- Development of a written general public records and email retention policy. (Records Coordinator responsibility).
- Need to develop a written disaster plan policy on how records will be preserved during a severe weather event (a Records Coordinator responsibility).
- Streamline the digitization of closed planning contractor permit files by receiving them electronically once a Certificate of Occupancy or Completion is issued or the permit has been finalized and closed. Ideally these records should be immediately uploaded into LaserFiche (Records Management Software) for proper archival value.
- Identification and remediation of files in Laserfiche that have not been properly indexed for Optical Character Recognition (OCR).
- Full utilization by Town Council of an electronic agenda is needed.

**Fiscal Year 2022/2023 Performance Objectives:**

- Respond to 95% of records requests within 2 business days.
- Post 100% of executed resolutions, ordinances, and agreements online.
- Post 100% of meeting notices and agendas at least 2 business days prior to the scheduled meeting.
- All content on Town website should be ADA compliant.
- Maintain computer hardware with an average age of five years or less.
- Advertise and post all notices of public proceedings as required by law; in addition, provide appropriate updates to the Town website for use by the public.
- Represent the Town in various business association groups, including the Broward County Municipal Clerks Association, Broward City County Managers Association, and Florida City County Managers Association.
- Continue to administer the codification of the Town Charter and Code through contract with Municipal Code Corporation.
- Provide timely information to other organizations, agencies, Town residents, and the general public.
- Continue to provide assistance to all Departments concerning Town needs.

**Personnel Complement:**

Position Title	Adopted FY 2022			Adopted FY 2023		
	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Clerk	1			1		
Deputy Town Clerk	1			1		
Records & Administrative Coordinator	.5			.5		
Total	2.5			2.5		

## Town Clerk Department Expenditures

Line Item prefix: 001-1800-512-:		FY 2020 Actual	FY 2021 Actual	FY 2022 Current Budget	FY 2022 Projected	FY 2023 Adopted
Suffix	Object Description					
12100	Regular Salaries & Wages	170,668	176,403	204,444	208,689	236,821
21100	Payroll Taxes	12,214	12,896	15,640	15,965	18,117
22100	Retirement Contribution	14,229	15,085	20,647	20,729	29,757
23100	Life & Health Insurance	6,801	9,598	14,826	16,734	18,633
24100	Workers Compensation	273	428	731	746	800
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>204,183</b>	<b>214,410</b>	<b>256,288</b>	<b>262,863</b>	<b>304,129</b>
34100	Other Contractual Services	26,880	31,379	38,505	38,505	39,005
40100	Mileage Reimbursement	-		100	100	100
46500	Software Maintenance	5,980	7,792	13,300	13,300	13,550
49100	Other Current Charges	-	3,000	-	-	5,000
49110	Legal Advertisement	27,366	17,030	13,500	14,000	15,000
54100	Subscriptions and Memberships	844	781	1,500	1,613	1,750
55100	Training and Education	739	1,510	2,000	1,000	1,500
55200	Conferences and Seminars	1,631	656	2,500	3,500	3,500
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>63,440</b>	<b>62,149</b>	<b>71,405</b>	<b>72,018</b>	<b>79,405</b>
64100	Machinery and Equipment	-	-	32,500	32,500	-
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>32,500</b>	<b>32,500</b>	<b>-</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>267,623</b>	<b>276,559</b>	<b>360,193</b>	<b>367,381</b>	<b>383,534</b>

### Major Variance from Current Budget FY 2022 to Projected FY 2022

Code	Amount	Explanation

### Major Variance or Highlights of the Departmental Budget - FY 2022 Projected to FY 2023 Adopted

Code	Amount	Explanation
64100	(\$32,500)	Lower due to completion of FY 2022 projects

# Building Services Department

## Services, Functions, and Activities:

Building Services Departmental functions are outsourced to CAP Government, Inc. (CAP.) The mission of the Building Department is to protect the health, safety, and welfare of Town residents and businesses through enforcement of building codes and standards. CAP enforces the Florida Building Code (FBC) and other related regulations as well as administers the building permit and inspection process. All CAP's building code professionals are all properly licensed and certified. In addition, CAP personnel are FEMA certified for flood plain regulation and NIMS certified for emergency services.

CAP ensures that all Building Code personnel:

- Maintain continuing education requirements and annual certifications for all licensed Building Code professionals.
- Administer all building permit functions and processes.
- Perform and complete all required plan reviews, permitting and inspections for structural, electrical, plumbing, and mechanical trades in the timeframes required by the FBC.
- Schedule and track plan reviews and inspections for Zoning, Engineering and Fire departments.
- Consult with residents, contractors, design professionals and City staff to facilitate proper and timely implementation of applicable regulations and processes.
- Issue permits, certificates of occupancy (C/O's), certificates of completion (CC's), temporary certificates of occupancy (TCO's) and other related documents and approvals in compliance with the FBC.

CAP Building Code Responsibilities:

- Perform plan reviews of construction projects to ensure that the project meets the requirements of the FBC prior to the issuance of the permit.
- Perform inspections of the project to verify work is done according to the FBC and the approved plans.
- Process, issue and retain all required documentation related to permitting, inspections and occupancy.
- Ensure proper documentation of approvals from all applicable agencies.
- Ensure that contractors performing permitted construction are properly qualified and licensed. Also ensure that "owner builder" applicants are properly assisted during the permit/inspection process.
- Perform building code related services for unsafe structures and code enforcement as necessary.

**FY 2021/2022 Accomplishments:**

- Goal 1a, Objective 1: CAP staff acknowledges or responds to all public records and other requests within two (2) business days.
- Goal 2, Objective 2: CAP staff participates in City customer service training sessions as requested. In addition, CAP provides customer service training and coaching sessions to CAP staff.
- Goal 2b, Objective 1: 100% of CAP FBC professionals successfully complete continuing education programs and are certified and licensed.
- Goal 2b, Objective 2: The building permit process is streamlined with web-based access, electronic documents and e-processing.
- Goal 3c, Objective 4: CAP FBC professionals are NIMS certified and participate in the Town's Emergency Operations as requested.
- Successfully responded to COVID 19 issues and the Town's related policies while maintaining uninterrupted or delayed building code services.
- Successfully transitioned from an in-person, paper-based process to a web-based, electronic process for permit applications, plan review and inspections.
- Assisted Town Clerk with organizing building plans for scanning into the Town's records management system.
- Maintained a one-week plan review turnaround time for completed applications of new single-family homes.
- Updated and improved "The Building Permit and Inspections" webpage on the Town's website.

**FY 2022/2023 Issues:**

- Permit fee payments are limited to in-person transactions or manual credit card payments thereby reducing web-based efficiencies.
- Expired permits and abandoned applications need follow-up and enforcement.
- Electronic permit files need to be transferred to a usable format for the Town's records management system.

**FY 2022/2023 Performance Objectives:**

- Continue to ensure that all permit applications are processed efficiently and that applicants are properly informed and assisted.
- Continue to properly enforce the FBC with high quality customer service.
- Coordinate with the Town to provide on-line permit fee payments.
- Follow-up on expired permits and abandoned applications for code compliance.
- Continue to improve internal departmental operations and controls with SOP's, staff training and management in coordination with Town staff.
- Continue to implement the performance measures from the Town's Strategic Plan.

## Building Services Department Expenditures

Line Item Prefix: 001-2100-524-:		FY 2020 Actual	FY 2021 Actual	FY 2022 Current Budget	FY 2022 Projected	FY 2023 Adopted
Suffix	Object Description					
34100	Other Contractual Services	1,031,931	1,523,090	850,000	1,000,000	1,150,000
TOTAL	OPERATING EXPENSES	1,031,931	1,523,090	850,000	1,000,000	1,150,000
TOTAL	Department Total	1,031,931	1,523,090	850,000	1,000,000	1,150,000

### Major Variance from Current Budget FY 2022 to Projected FY 2022

Code	Amount	Explanation
34100	\$150,000	Higher due to increased in residential development

### Major Variance or Highlights of the Departmental Budget - FY 2022 Projected to FY 2023 Adopted

Code	Amount	Explanation
34100	\$150,000	Higher due to expected increase in residential development

# **Community Development Department: Code Enforcement (CE) & Zoning Division**

## **Services, Functions, and Activities:**

Code Enforcement services and Zoning Plans processing are managed by J.A. Medina LLC, a contractual firm (and will be mentioned as “the departments” from here forward). The departments consist of a Community Development Director, Code Enforcement Officers, Landscape Inspector, and an Administrative Coordinator. These departments are essential in guaranteeing the health, safety, and welfare of the Town of Southwest Ranches residents by enforcing Code and Zoning regulations established by the Town’s council. By doing so, also helping maintain property values in the area. The department operates on a reactive basis, in the exemption of overgrown vegetation, bulk trash violations, and unpermitted fill and lighting that are proactively cited. Acknowledging, addressing, and compelling residents to resolve violations in a timely manner is imperative to assuring the superb quality of life in our town.

These departments provide support and assistance to various divisions in innumerable ways within Town Hall; including the Engineering, Building, Town Clerk, Town Attorney, and Public Works Departments. The engineering branch receives assistance by the departments executing and aiding with violations pertaining to fill, easements, and berms. The building department is assisted in the matters of expired permits and illegal work without permits. Also, with necessities for zoning reviews, approvals, and on-site inspections. The departments also diligently work to assist the Town’s Clerk office to guarantee all records requests relating to Code are executed in a timely manner. The departments have been crucial in assisting with requests from the town attorney’s office as well. The town’s public works receives detailed images and descriptions regarding properties with ongoing bulk or general trash issues. Not to mention the numerous miscellaneous tasks and predicaments that have abruptly transpired and have been impeccably maneuvered by the departments. Even Broward County’s Property Appraisers office relies on assistance from the departments in providing inspections for properties that have executed work without permits and do not match BCPA’s database.

The Zoning department does extensive work and is an indispensable part in the Town’s development. The department oversees and facilitates all zoning permit plan reviews for commercial locations, new single-family residences, entire subdivision build outs, additions, detached structures, and overall development. Zoning currently coordinates all planning and development review activities including ordinance amendments, rezoning, variances, issuance of certificates of use for local businesses, and zoning inspections. Also, the department reviews, inspects, and monitors all tree removals, landscaping, property clearing, special event permits, and irrigation work conducted in the Town.

The departments believe it is crucial to help alleviate the residents’ concerns by being clear and knowledgeable when assisting residents and publishing information. The departments strive to educate and support the residents to be knowledgeable on the Town’s code and zoning issues that may pertain to or affect them. When meeting with residents, the departments make the upmost effort to assure residents walk away with peace of mind that their concerns were heard and addressed. Besides the thorough in-

person education of residents, the departments dispense vast amounts of information via the town website, and articles published in the Town's newsletters. All these efforts help to fulfil the goal of the departments to carry out divisions that foster voluntary compliance, quick corrections of violations, and the evasion of violations all together. These efforts assure that the quintessential rural lifestyle that the Town of Southwest Ranches advertises is irrefutably illustrated.

### **FY 2021/2022 Accomplishments**

- Actively collecting outstanding charges of liens and citations owed to the Town.
- Closure of unsettled cases where liens have not been paid and properties have been either sold or abandoned with the assistance of the Legal Department.
- Mailing and helping collect Police/Fire Departments notices for false alarms based on their reports.
- Assisted in creating a new town website to assure residents have a clear and knowledgably source for information.
- Assisting to alleviate the stresses caused by bulk vendor issues.
- Collection of any signs illegally placed, based on complaints or proactive action.
- Enhanced the plan review process with other Departments by introducing and efficiently utilizing the Electronic Permit Review.
- Streamlined a quick turnaround of Zoning inspections as well as Zoning plan review for permits in the community.
- Promoted public safety and awareness by publishing informational articles pertaining to unauthorized fill, prohibited lighting, work without a permit, and overgrown properties both developed and vacant.
- Issued 333 notices of violations pertaining to failure to maintain properties or nuisances related to failure to adhere to our rural lifestyle and affect property values.
- Quick and effective turnaround on plan review and landscape inspections for new development, special event permits, tree removals, and land clearing.
- Swift turnaround time and procedure concerning residents' complaints.
- The process for lien searches has been restructured to expedite and now have same day turnaround time.
- The Supervisor has received cross training in zoning aspects to facilitate the needs of the residents and while ensuring coverage and vast knowledge.
- Tracking of sober homes in our community via the issuance and inspection of Certificates of Use. The Department performs an inspection of the location to

assure compliance with the maximum allowed residency that is permitted under our code.

- Hired, trained, and assured newly hired Code Enforcement Officer obtained state certification from the Florida Association of Code Enforcement within first available opportunity.
- Developed an efficient system with the Administrative Coordinator that guarantees the precise and swift execution of all documentation for the Code department as well as hearings and special legal requests from the Town Attorney.
- Worked closely with the county to develop a Covid-19 response plan to commercial businesses not following proper COVID regulations which resulted in multiple Code liens.
- Established and practiced a safe COVID free environment with both colleagues and residents.
- Procures newer and more reliable vehicles for Code Officers to conduct patrols and inspections. This ensured consistent availability of vehicles and improved Code appearance by providing uniform vehicles for the Code Department.
- The Code department has partaken in multiple Circuit Court proceedings which have attributed to positive results for both the Town and residents who have relied on testimony by Code Officers to obtain favorable results.
- Assisted the Town Attorney's Office to prepare for multiple legal proceedings that contributed in the Town's advantageous results.
- Mitigated multiple derelict properties which resulted in fines being collected and properties being brought up to Code.
- Improved aesthetics of Town by effectively enforcing Town Code to properly maintain properties and their respective right of ways.

### **Strategic Performance Measures**

- Reduce response time from when complaints are received (within 24 hours) by improving departmental procedures which would allow Code Officers both ample time in the field, as well as abundant office time.
- Reducing turnaround time for Zoning plan review by providing training to various staff.
- Cultivating impeccable customer service skills by providing specific training, such as effective communicating, conflict resolution, and time management.
- Increase productivity by creating job descriptions for all personnel, which outline specific responsibilities and expectations. This also provides standards which



allow individual staff members the ability to see whether they are meeting the expectations established by the department.

- Monthly staff meetings to discuss accomplishments, departmental issues, and conceptualize ways to improve the department.
- Established quarterly reviews, to assure staff is aware of both individual assets and deficiencies.
- Improving accountability and reducing human error with plan review by introducing a secondary plan reviewer to ensure proper reviews are conducted.
- Improve Code Magistrate hearings by adapting and gaining familiarization with virtual proceedings.
- Re-evaluated procedures for Code Magistrate hearings by establishing and maintaining a system in place to deter human error or unpreparedness. As well as catching and revising multiple issues with Final Orders.
- Established open lines of communications between colleagues to assure department fluidity and rapid issue resolution.

#### **Departmental Issues:**

- There has been a steady upsurge of complaints received by our departments, which is reflected in the quantity of calls that we have encountered. We can attribute this to residents becoming more familiar with the code enforcement services that the Town provides since we are primarily reactive when it comes to code enforcement violations.
- Residents have been in distraught to know they are no longer allowed to make anonymous complaints, and that we are not proactive on certain matters.
- There have been new concerns related to the Night Sky Ordinance. There has been new construction with lighting that is conflictive with the Town's intent to preserve the dark skies.
- We continue to work with the Legal Department, to collect old liens and new imposed liens on properties that are not homestead. Letters of demand for payment are being sent via the Legal Department.
- Code Enforcement assists the Police Department by maneuvering all non-emergency public nuisances. These are minor crimes that affect health, morals, safety, comfort, convenience, or welfare of a community. Most matters are resolved by providing the violators with a notice that their actions are having an adverse effect on their community. Such issues include noise complaints, hazardous materials not being properly contained or disposed, as well as malarial ponds and pools, however this creates a dangerous atmosphere for Code Officers that requires additional training for improved Officer Safety.

- Due to an influx in new construction an increase in permit submittals has created the need to reevaluate the current Zoning fee schedule to determine whether an increase in fees may be required.
- Due to new legislation passed by the State, which provides more protection and rights to farming operations, Code Enforcement will experience an increase in nuisance violations due to the lack of education available to residents as to acceptable agricultural activities.
- Due to new legislation passed by the State, Code has experienced issues in what home-businesses residents can operate from their residences. Thus, making certain aspects of the Town Code unenforceable.
- Due to the ongoing issues with the waste contractor, Code has had a flux in criticism concerning matters with pick up and unsightly debris near resident's properties. As well as uncertainty as to when to impose bulk violations proactively.
- Due to the pandemic, we've observed delays with mailings. This caused residents to obtain violation notices belated than they customarily would. To amend this, the department began posting all notices of violations in addition to mailing them.
- Code Enforcement experienced scarce training availability due to a shortage of classes being offered and classes quickly filling up due to the pandemic.
- Lack of funding has affected the ability to retain experienced employees, therefore creating turnover every couple of years.

#### **Fiscal Year 2022/2023 Performance Objectives:**

- The Department will continue updating the foreclosure list of properties that present problems or abandonment. Continue to work with other regulatory agencies to expedite the process. Continue to aid in correcting these issues via a private contractor and assessing a lien on the property to pay for mitigation.
- Continue constant updating of the compiled tracking list of Town wide properties which are subject to outstanding liens and/or code compliance is an ongoing effort. This list will also provide the necessary information to schedule properties for foreclosure action by the Town to collect outstanding fines and/or negotiate settlements.
- Continue to assure staff and residents are as well-informed on matters regarding to Code and Zoning, and or any laws that may change or affect pertaining to the departments.
- Retrieve signs from right of ways and identify the repeat violators. Create an information log of the responsible parties.
- Continue to enforce and distribute information related to bulk to our service provider as well as in the monthly newsletter to inform residents of the regulations.
- As requested by the Town Council, the Department will enforce issues related to Nurseries and Landscape Companies locations and functions based on

complaints from residents. These issues relate to the parking of vehicles at the various properties and improperly using them as a staging area.

- Utilization and implementation of upcoming changes to the Town Website to assure a higher quality service, supplementary, and facile resources for residents.
- The implementation of the Code Enforcement Hotline has offered a great new addition to the tools that our residents have to report violations during the night and weekends as well. A voicemail triggers an email that is sent to the Code Enforcement Director enabling tracking and enhanced response time.
- Sustain vigorous nighttime inspections to assure properties are adhering to the Night Sky Ordinance as desired by Council and the residents.
- Continue to assist any divisions within Town Hall and sister agencies to assure highest quality resident care and satisfaction.
- Continue to facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.
- Provide training and learning possibilities to improve knowledge and Officer experience.

## Community Development Department : Code Enforcement (CE) and Zoning Division Expenditures

Line Item Prefix: 001-2300		FY 2020 Actual	FY 2021 Actual	FY 2022 Current Budget	FY 2022 Projected	FY 2023 Adopted
Suffix	Object Description					
515-34300	Other Contractual Services-P&Z Permits	88,553	165,363	130,000	135,000	140,000
524-31010	Professional Services	10,063	9,844	12,500	12,500	12,500
524-34100	Other Contractual Services	208,316	207,816	209,516	219,516	242,520
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>306,931</b>	<b>383,022</b>	<b>352,016</b>	<b>367,016</b>	<b>395,020</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>306,931</b>	<b>383,022</b>	<b>352,016</b>	<b>367,016</b>	<b>395,020</b>

### Major Variance from Current Budget FY 2022 to Projected FY 2022

Code	Amount	Explanation
524-34100	\$10,000	Higher due to anticipated contract review in FY 2022

### Major Variance or Highlights of the Departmental Budget - FY 2022 Projected to FY 2023 Adopted

Code	Amount	Explanation
524-34100	\$23,004	Increase due to incentive based agreement change to Medina LLC

# **Planning Services Department**

## **Services, Functions, and Activities:**

The Planning Services Department protects the Town's rural character through planning, review of developmental proposals, maintaining and periodically updating the Town's Comprehensive Plan and Unified Land Development Code. Planning functions are outsourced to SEPI, LLC (f/k/a the Mellgren Planning Group). The Planning Department's services include assisting residents in determining how their property may be used or developed; answering development inquiries, which often involves explaining the Town's unique rural lifestyle preservation to developers and real estate interests; explaining platting requirements; processing public hearing items that include land use plan amendments, re-zonings, plats, waivers of plat, site plans, and variances.

The Planning Department also provides technical liaison services to the Comprehensive Plan Advisory Board (CPAB) and provides professional input and testimony to the Town Council concerning planning and development matters. The department administers and maintains the Unified Land Development Code and Comprehensive Plan, the latter of which addresses Future Land Use, Housing, Transportation, Recreation and Open Space, Conservation, Utilities, Public School/Institutional Facilities, Intergovernmental Coordination, and Capital Improvements. SEPI regularly coordinates the Town's efforts with the Town Attorney's office and serves as the Town's representative on the Broward County School Board Staff Working Group.

## **FY 2021/2022 Accomplishments (Strategic Plan initiatives)**

- Reviewed and processed 9 public hearing items (10/1/21 – 3/15/22, including several items initiated in FY 2020/2021).
- Issued 12 zoning letters (10/1/21 – 3/15/21).
- Assisted the new Code Enforcement Director in undertaking zoning permit review duties.
- Maintained a database of group homes and sober homes.
- Worked with Administration, Comprehensive Plan Advisory Board and Town Council to advance several comprehensive plan amendment and ULDC initiatives to preserve the Town's rural character.
- Began the process of updating elements of the comprehensive plan.
- Continued representing the Town on the staff working Group as mandated by the Interlocal agreement with the Broward County School Board and Broward County Commission.
- Monitored county initiatives that impact the Town, coordinated with Administration, and advocated for the Town.
- Produced quarterly and annual development reports for the School Board as required by Interlocal agreement.

- Coordinated with the Town Administrator and Town Attorney with regard to other potential policy issues.

#### **Issues:**

- The Comprehensive Plan has been amended several times since the last update of the Unified Land Development Code, such that the Code is not fully consistent with the Plan as required by Ch. 163. Florida Statutes.
- The Future Land Use Element of the Comprehensive Plan will need to be recertified by the Broward County Planning Council during FY 2021/2022.
- Multiple Council members commented during a workshop that the land development regulations need to be comprehensively revisited to reflect the maturation of the Town's policy environment.
- The Town's sign regulations need to be revised to reflect new case law.
- The state legislature enacted several new zoning preemptions that require Unified Land Development Regulations amendments. This is expected to be an ongoing pattern.

#### **FY 2022/2023 Performance Objectives**

- To continue to facilitate policy discussions about various lifestyle issues as they pertain to land development regulations, and to continue to update the Comprehensive Plan and Unified Land Development Regulations to reflect such prevailing policy direction.
- To communicate the Town's values to developers, potential residents, and other governmental agencies.
- To update the adopted goals, objectives and policies of the Comprehensive Plan, and to update the data, inventory and analysis of the Future Land Use and Transportation Elements.
- To maintain, periodically evaluate, and update sound land use policies that enhance, preserve, conserve, and improve the livability of the Town.
- To promote awareness of the vital role long-term planning has in shaping the future growth and character of the community.
- To continue facilitating and complying with specified departmental performance measures of the Town's Strategic Plan.

## Planning Services Expenditures

Line Item Prefix: 001-2500-515-:		FY 2020 Actual	FY 2021 Actual	FY 2022 Current Budget	FY 2022 Projected	FY 2023 Adopted
Suffix	Object Description					
34310	Other Contractual Svcs - Public Hearings	119,142	71,333	85,000	80,000	90,000
34320	Other Contractual Svcs - Town Planning	14,607	26,045	24,000	15,000	22,000
34330	Other Contractual Svcs - Land Use Planning	19,223	27,459	35,000	35,000	30,000
49100	Other Current Charges	675	-	500	-	500
TOTAL	OPERATING EXPENSES	153,647	124,837	144,500	130,000	142,500
TOTAL	Department Total	153,647	124,837	144,500	130,000	142,500

### Major Variance from Current Budget FY 2022 to Projected FY 2022

Code	Amount	Explanation
34310	(\$5,000)	Lower due to fewer anticipated Public Hearings
34320	(\$9,000)	Lower than anticipated activities in Town Planning

### Major Variance or Highlights of the Departmental Budget - FY 2022 Projected to FY 2023 Adopted

Code	Amount	Explanation
34310	\$10,000	Higher due to continuation of ongoing projects
34320	\$7,000	Higher due to comprehensive fee schedule updated pricing

# **Public Works Department: Engineering Services (ES) and Community Services (CS) Divisions**

## **Services, Functions, and Activities:**

The Public Works Department prioritizes the capital infrastructure improvement needs and maintenance of public works facilities including buildings, streets, drainage, traffic signs and guardrails. The department also manages special projects and programs including the E-911 Street Addressing, telecommunications program, and solid waste operations. Staff monitors professional consultants to perform engineering, surveying, planning, building inspections and other capital project services. Staff assists with managing capital improvement projects including the preparation of construction specifications, contract management, and inspections.

The Town Engineer serves as primary liaison to the Infrastructure and Drainage Advisory Board (DIAB), the Community Rating System (CRS) Coordinator, the National Pollutant Discharge Elimination System (NPDES) Coordinator, and the designated contract manager for community capital improvement projects. Public Works Department staff provides citizens with assistance on issues related to the CRS and National Flood Insurance Program (NFIP). It also administers the implementation of the Town's NPDES program.

The Public Works Department oversees all operations and maintenance functions for the Town's public works facilities, including streets, drainage and the Transportation Surface Drainage and Ongoing Rehabilitation (TSDOR) Program. The Public Works Department oversees post-disaster (e.g., tropical storm event, etc.) damage assessments and debris management operations. The Town Engineer personnel component is allocated herein (50%) and within the Transportation Fund (50%).

Engineering Services (ES) is a division of the Public Works Department. ES conducts engineering plan reviews and inspections of development including filling, excavating, and re-grading of lands on primarily a cost recovery basis. Staff assists the regulated community with interpretations of the Unified Land Development Code (ULDC) of the Town's Code of Ordinances. Staff provides technical assistance to other departments including the Code Enforcement & Zoning Department by providing code interpretations and inspections of code violation activities.

Community Services (CS) is also a division of the Public Works Department and identifies all grant sources and develops grant applications for Town departments including Public Works, Fire Rescue & Volunteer Fire Services, Police, and Parks, Recreation and Open Space Departments. Staff manages approved grants and the implementation of programs funded by multiple sources (e.g., Mobility Advancement Program involving Broward



County Surtax) to ensure compliance with regulatory agency requirements. CS staff oversees and performs contract compliance for the Planning Services and Community Development: Zoning Division as well as provide liaison functions to the Comprehensive Plan Advisory Board (CPAB.) Staff also provides input to the Town Advisory Boards and Town Council concerning the development of policies and procedures concerning reviews and the development of the Town's Comprehensive Plan addressing various elements, including Future Land Use, Housing, Transportation, Recreation and Open Space, Conservation, Utilities, Public School/Institutional Facilities, Intergovernmental Coordination, and Capital Improvements.

**FY 2021/2022 Accomplishments:**

- Received and processed more than 332 engineering development construction permit applications.
- Awarded the following grants:
  - \$43,000 of Broward County Surtax funding for SW 54<sup>th</sup> Place Drainage Improvements.
  - \$355,000 for the Country Estates Drainage and Water Quality Improvement Project.
  - \$1,919 FMIT Safety Grant for Bunker Gear
  - \$46,377.50 grant from the Division of State Fire Marshall's Florida Firefighter Assistance Program to purchase five (5) Self-Contained Breathing Apparatus (SCBA) with no required Town match.
  - \$13,000 Urban and Community Forestry Grant to help with the native plantings in Calusa Corners Park
- In accordance with Priority Area D "Improved Infrastructure" Goal 2(d), Objectives 2 and 3 of the Town's Strategic Plan to "improve water resource management" the department, completed the following drainage improvements:
  - Completed construction of a Drainage Improvement Project at SW 182<sup>nd</sup> Avenue and SW 50<sup>th</sup> Street, which was the first completed project in Broward County using Surtax funds.
  - Completed construction of Drainage Improvement Project on SW 202 Avenue.
  - Completed construction of the Green Meadows Drainage Improvements, which were funded by a \$500,000 grant from Florida Department of Environmental Protection.
  - Completed construction of Phase II of the Dykes Road Drainage Improvements, which was funded by a \$200,000 Florida Department of Environmental Protection grant and \$43,000 Surtax grant.
  - Completed surveying and design of the Country Estates Drainage and Water Quality Improvement Project.

- In accordance with Priority Area D “Improved Infrastructure” Goal 3(d) of the Town’s Strategic Plan to improve road conditions management, the department completed the following:
  - Completed construction of the Fiscal Year 2021 road segments of the TSDOR Program (SW 196<sup>th</sup> Avenue, SW 199<sup>th</sup> Avenue, SW 201<sup>st</sup> Terrace, SW 202<sup>nd</sup> Avenue and associated side streets) with \$737,045 Broward County Surtax funding.
  - Completed construction of the Fiscal Year 2022 road segments of the TSDOR Program (Carlyn Lane, SW 128<sup>th</sup> Avenue, SW 130<sup>th</sup> Avenue, SW 52<sup>nd</sup> Street, SW 133<sup>rd</sup> Avenue, Lupo Lane, SW 134<sup>th</sup> Avenue and Holatee Trail - from Stirling Road to Old Sheridan Street) with \$1,223,165 Broward County Surtax funding.
  - Completed surveying and design of SW 162<sup>nd</sup> Avenue, SW 163<sup>rd</sup> Avenue, SW 49<sup>th</sup> Street from SW 163<sup>rd</sup> Avenue to the dead end, SW 53<sup>rd</sup> Street from SW 163<sup>rd</sup> Avenue to SW 162<sup>nd</sup> Avenue, and SW 164<sup>th</sup> Terrace TSDOR segments so we can submit the 3.37 miles of roadway as a shovel-ready Surtax Rehab and Maintenance project once the County accepts applications.
  - Completed various roadway striping projects.
  - Completed Right of Way acquisition of the Fiscal Year 2024 road segments of the Transportation and Surface Drainage On-Going Rehabilitation (TSDOR) Program.
  - Completed construction of the Hancock Road Guardrail project, which was funded by a \$375,000 FDOT grant.
  - Began developing the Stormwater Master Plan with a \$250,000 grant from the Department of Economic Development.
  - Began the development of a TSDOR Study.
  - Awarded new roadway maintenance contract.
  
- In accordance with Priority Area D “Improved Infrastructure” Goal 2(d,) Objective 4 of the Town’s Strategic Plan to improve water resource management the department completed the following:
  - Completed recertification of CRS Program by FEMA and ISO
  - Submitted the NPDES Annual Report on a timely basis.
  - Developed the Town’s Geographic Information System (GIS) program and provided multiple public facing maps that are now on the Town’s website.

**Issues:**

- Availability of funding for stormwater facility maintenance.
- Inadequate staffing to perform necessary routine inspections.
- Inadequate staffing to perform necessary clerical work.
- Inadequate staffing to manage newly reassigned Solid Waste contract.

- Availability of funds for mapping and documentation preparation for an improved CRS rating.
- Availability of funds to expand the GIS database.
- Availability of funds for ongoing street maintenance and repairs.
- Availability of funds for the Drainage and Infrastructure Advisory Board project list.
- Availability of funds for critical capital projects, including an adopted emergency operations center.
- Monitoring changes to Federal, State and Local grant requirements.
- Lack of storage space to house all active permit files.
- Lack of office space for personnel.
- Hiring challenges due to competitive market compared to current available benefit packages.

#### **FY 2022/2023 Performance Objectives:**

- Develop and implement new policies and procedures to assist with the management of the new Solid Waste Agreement
- Maintain CRS rating and requirements.
- Continue development of GIS database and infrastructure within imposed budgetary constraints.
- Prepare the NPDES Annual Report.
- Develop a Five-Year Plan for Drainage Projects.
- Complete construction of funded road and drainage capital improvement projects.
- Continue to monitor and secure grant funding for capital improvement projects as well as a planned permanent public safety – emergency management complex.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

#### **Personnel Complement:**

	Adopted FY 2022			Adopted FY 2023		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
<b>Town Engineer</b>	.5			.5		
<b>Community Services Manager</b>	1			1		
<b>Engineer I</b>	1			-		
<b>Assistant Engineer</b>	-			1		
<b>Administrative Specialist</b>	-			1		
<b>Engineering Inspector</b>	1			-		
<b>Total</b>	<b>3.5</b>			<b>3.5</b>		

## Public Works Department: Engineering and Community Services Division Expenditures

Line Item Prefix: 001-2600:		FY 2020 Actual	FY 2021 Actual	FY 2022 Current Budget	FY 2022 Projected	FY 2023 Adopted
Suffix	Object Description					
515-12100	Regular Salaries & Wages	192,665	218,397	278,451	224,394	347,791
515-21100	Payroll Taxes	14,629	15,917	21,301	17,166	26,606
515-22100	Retirement Contribution	9,620	10,908	19,446	15,658	34,621
515-23100	Life & Health Insurance	18,082	19,195	29,297	22,145	25,631
515-24100	Workers Compensation	3,545	5,345	10,069	8,115	12,577
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>238,542</b>	<b>269,762</b>	<b>358,564</b>	<b>287,477</b>	<b>447,226</b>
539-40100	Mileage Reimbursement	313	213	150	300	300
539-49100	Other Current Charges	40	240	1,000	250	1,000
539-54100	Subscriptions and Memberships	115	597	1,250	1,000	1,250
539-55100	Training and Education	-	340	1,500	1,000	1,200
539-55200	Conferences and Seminars	-	400	2,750	1,500	2,750
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>468</b>	<b>1,789</b>	<b>6,650</b>	<b>4,050</b>	<b>6,500</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>239,010</b>	<b>271,552</b>	<b>365,214</b>	<b>291,527</b>	<b>453,726</b>

### Major Variance from Current Budget FY 2022 to Projected FY 2022

Code	Amount	Explanation
515-12100	(\$54,057)	Lower due to Engineering Inspector position not being filled

### Major Variance or Highlights of the Departmental Budget - FY 2022 Projected to FY 2023 Adopted

Code	Amount	Explanation
515-12100	\$122,617	Higher mostly due to departmental personnel change from Executive

# FUNDED

Town of Southwest Ranches, Florida

## FY 2023 Program Modification

### Assistant Engineer

Department Name	Division Name	Fund	Priority	Fiscal Impact
Public Works	Engineering	Public Works		(\$19,675)

#### **Justification and Description**

Under limited supervision, performs professional civil engineering work in the design, inspection, construction and maintenance of public works projects and facilities. Also coordinates and reviews design and construction of private projects to ensure compatibility with Town ordinances and facilities. Is responsible for closely inspecting projects under construction and ensuring existing facilities are maintained in accordance with proper engineering practices and techniques.

The employee reviews plans and permits for various engineering projects; reviews drawings; issues specifications; performs calculations; determines compliance with codes and standards; and undertakes designs, permitting, and project management tasks when assigned to do so. Responsibilities include engineering inspections of new developments, roads, and utility infrastructure. The position also evaluates results, initiates reports, and manages assigned programs.

Work is performed independently and requires technical discretion and judgment. Reports to Public Works Director.

#### **Fiscal Impact Analysis**

Position	Salary	Fringe Benefits	Total Salary
Engineer I	\$ 58,368	\$20,551	\$ 78,919
Engineering Inspector	\$ 54,912	\$18,644	\$ 73,556
<b>Total</b>	<b>\$113,280</b>	<b>\$39,195</b>	<b>\$152,475</b>

Assistant Engineer	\$105,000	\$27,800	\$132,800
<b>Cost / (Savings)</b>	<b>(\$8,280)</b>	<b>(\$11,395)</b>	<b>(\$19,675)</b>

#### **Alternative / Adverse Impacts if not funded:**

If not funded, the Department's resources will continue to be overextended. The Town will have to pay contractors inflated costs for each project and permitting reviews.

#### **Required Resources**

Line item	Title or Description of request	Cost
001-2600-515-12100	Assistant Engineer	<b>\$105,000</b>
001-2600-515-2xxxx	Fringe Benefits	<b>\$27,800</b>

# Public Safety - Police Department

## Services, Functions, and Activities:

The Public Safety - Police Department is managed primarily under a contractual agreement with the Town of Davie, Florida. The Police Department provides for law enforcement operations required to maintain peace and order within the community, protection of life and property, and maintain the highest level of police services in a professional, courteous, ethical, and judicious manner. The Department is responsible for: 1) receiving, dispatching and responding to public safety calls; 2) addressing crime concerns, traffic, parking and quality of life issues; 3) preventing crimes through proactive policing and crime prevention programs and events; 4) conducting criminal investigations; 5) conducting internal investigations; 6) maintaining professional accreditation standards and 7) managing public record requests and court subpoena services, property and evidence functions, fleet and equipment upkeep, calibration and services, asset forfeiture funds, and grants. Additional responsibilities include emergency and disaster management services, when necessary.

## Fiscal Year 2021/2022 Accomplishments:

### Strategic Plan Priority Areas:

#### ➤ ***Priority Area C: Reliable Public Safety***

- Goal 1c – Protect our community
  - Posted over 1000 articles/informational bulletins on all social media outlets.
  - Hosted four (4) “Drug Take Back” events during the reporting year.
  - Hosted two (2) community outreach events at the South Florida Hindu Temple.
  - Attended homeowner association (HOA) meetings at Rolling Oaks, Country Estates, and Sunshine Ranches.
  - Attended the Southwest Ranches annual SoFlo Chili Fest and Car Show community event.
  - The Traffic Unit participated in a motorcycle demonstration at the Cow Pie Bingo Festival event at Sunshine Ranches Equestrian Park.

#### ➤ ***Priority Area D: Improved Infrastructure***

- Goal 3d – Improve Road Conditions

- The Davie Police Department directed resources to speed and traffic concerns during FY 2021/2022. Prioritizing these resources resulted in an increase in operational patrols and citations issued during the reporting year. The strategy for the operational patrols included an increase in visibility and enforcement which assisted in the reduction of the speeding incidents, providing safer roadways for the community. The statistical data is indicated below.
  - Enforced maximum load restrictions on Town roads; one (1) citation issued.
  - Issued 1,598 citations throughout the Town.
  - Responded to 149 traffic crashes within the Town.

➤ **Priority Area E: Cultivate a Vibrant Community**

- Goal 2e – Enhance community outreach
  - The Police Department continues to promote education and communication through a variety of outlets. During FY 2021/2022, the Media Relations Unit disseminated vital information through all social media outlets. The Unit identified opportunities to engage the community through social media programs such as the #9pmRoutine – *Lock it or Lose it*, #SeasonofSafety – *Arrive Alive, Don't Drink and Drive*; #FeelGoodFriday, as well as, periodic Crime Alerts and Safety Tips.
    - Operated very active social media accounts. The key focus for all social media sites included providing public information related to community outreach programs and events as well as crime activity/trends. The Department's Media Relations Unit posted over 1,000 articles, safety alerts, informational bulletins, and crime concerns on Facebook, Twitter, and Instagram.
    - Participated in four (4) Drug-Take Back Events during the reporting year.
    - Due to continued COVID-19 precautions during FY2021/2022, many Town events and the Citizens Police Academy were canceled or postponed.

**Issues 2022/2023:**

- Continue speed-related traffic enforcement for roadways: 166<sup>th</sup> Avenue, 172<sup>nd</sup> Avenue, Hancock Road, Stirling Road, Mustang Trail and 185<sup>th</sup> Way.
- Identify strategies and operational plans to address concerns related to auto conveyance, mail theft and residential burglary incidents.
- Continue to identify outreach programs and opportunities to engage the Southwest Ranches community.

## **Fiscal Year 2022/2023 Performance Goals and Objectives:**

- Provide the Town of Southwest Ranches with proactive and responsive enforcement activity that meets the Town's Rural Lifestyle.
- Address and respond promptly to complaints concerning traffic issues and concerns. Promote roadway safety through the deployment of signboards and newsletters. Work in partnership with local and state agencies to address roadway hazards and concerns.
- Solicit and identify concerns from residents through association meetings, civic forums, Town Council meetings, and other special events held within the Town.
- Provide reassurance to the community through timely response and deployment of resources that all received concerns and issues are a priority to the Department.
- Evaluate personnel deployment to ensure that the Police Department's assets are being utilized in an efficient and effective manner and to make recommendations as needed.

### **Strategic Plan Priority Areas:**

- Priority Area C: Reliable Public Safety
  - Goal 1c – Protect our community
    - Provide valuable safety information via online and distributed publications to promote a safer community.
    - Provide enhanced training and educational workshops to Town schools and businesses on safety topics.
    - Continue to engage in social media posting of informational bulletins, articles, and crime concerns throughout FY 2022/2023.
    - Continue to partner with local businesses and not-for-profit entities to assist in community outreach programs.
- Priority Area D: Improved Infrastructure
  - Goal 3d – Improve Road Conditions
    - Continue to enforce traffic laws (to include maximum load restrictions) on roadways within Southwest Ranches. Specifically, to address speeding concerns along the roadways.
    - Attend community meetings regarding traffic control design and maintenance.
    - Utilize community meetings, Town events, social media outlets, and traffic signboards to communicate traffic concerns (i.e., warning for future traffic enforcement, upcoming road maintenance.)



- Priority Area E: Cultivate a Vibrant Community:
  - Goal 2e – Enhance community outreach
    - Increase communication to promote the Town’s programs and services.
    - Provide enhanced safety training to Town businesses and educational institutions.
    - Encourage and promote safety guidance for the prevention of victimization to the community using educational bulletins posted on our social media outlets and through in-person association group meetings (i.e. HOA meetings).
    - Continue to disseminate information via Facebook, Twitter, and Instagram.
    - Continue to participate in planned Town events and community outreach initiatives during FY 2022/2023. Continue to hold Civilian Police Academy classes and promote participation.

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## Public Safety-Police Department Expenditures

Line Item Prefix: 001-3000-521-:		FY 2020 Actual	FY 2021 Actual	FY 2022 Current Budget	FY 2022 Projected	FY 2023 Adopted
Suffix	Object Description					
34100	Other Contractual Svcs-Police	2,899,711	2,915,844	3,288,290	3,275,391	3,388,162
43100	Electricity	-	299	-	-	-
525-34100	Other Cont. Svcs-Police - Emerg	-	-	-	-	-
525-49100	Other Current Charges - Emerg	-	4,800	-	-	-
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>2,899,711</b>	<b>2,920,943</b>	<b>3,288,290</b>	<b>3,275,391</b>	<b>3,388,162</b>
64100	Machinery and Equipment	-	5,586	414,454	407,461	-
525-64100	Machinery and Equipment - Emerg	-	36,344	-	-	-
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>41,930</b>	<b>414,454</b>	<b>407,461</b>	<b>-</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>2,899,711</b>	<b>2,962,872</b>	<b>3,702,744</b>	<b>3,682,852</b>	<b>3,388,162</b>

### Major Variance from Current Budget FY 2022 to Projected FY 2022

Code	Amount	Explanation

### Major Variance or Highlights of the Departmental Budget - FY 2022 Projected to FY 2023 Adopted

Code	Amount	Explanation
34100	\$112,771	Higher due to FY23 Fire contractual escalator
64100	(\$407,461)	Decrease due to Townwide cameras installation in FY 2022

# **Public Safety - Fire Rescue Department**

## **Davie Fire Rescue Services, Functions, and Activities:**

The Town of Southwest Ranches has a contract with the Town of Davie, Florida (Davie) to provide primary fire protection and rescue services to the entire Town. The Davie Fire Rescue Department also works in conjunction with the Southwest Ranches Volunteer Fire Rescue, Inc. (a financial blended component unit of the Town of Southwest Ranches) as requested by Town Administration.

Davie Fire Rescue provides the following services:

### **a) Fire Protection Services and Rescue – Emergency Medical Services (EMS)**

- Provide 2 ALS Type I Pumpers (Stations 91 and 112).
- Provide 2 ALS Rescue Transport Units (Stations 91 and 112).
- Provide 2 Company Officers, 2 Driver Engineers, and 4 Firefighter Paramedics 24 hours a day, seven days a week (Stations 91 and 112). Additionally, Davie Fire Rescue has 1 ALS Type I Pumper and 1 ALS Rescue Transport Unit at station 68 to improve response. These units include 1 Company Officer, 1 Driver Engineer, and 3 Firefighter Paramedics.
- Provide emergency and non-emergency response and command to all fire and EMS incidents within Southwest Ranches.
- Provide response and command of all emergency disaster services incidents in Southwest Ranches.
- Provide Special Operations response to include Dive Rescue and assist with Large Animal Rescue.
- Provide Southwest Ranches Volunteer Firefighters with both EMS and fire training that is also provided to Davie Fire Rescue personnel.
- Provide Davie's Medical Director as the Medical Director for Southwest Ranches firefighters for Basic Life Support oversight.
- Provide cooperative and good faith effort regarding an active role of Southwest Ranches Volunteer Firefighters in providing EMS and Fire Protection to Southwest Ranches residents.
- Provide support with dispatching services to Southwest Ranches Volunteer Firefighters through Broward Regional Communications Center.
- Provide monthly reports addressing the status and activities of EMS, fire protection, and fire & life safety services in Southwest Ranches.
- Provide back-up units, as necessary.
- Provide a liaison between Davie and Southwest Ranches.

- b) Fire & Life Safety Services Fire Investigations and Inspections
  - Provide a Fire Marshal as the Chief Fire Code Official.
  - Provide annual fire safety inspections to all occupancies as required by the current edition of the Florida Fire Prevention Code
  - Provide non-residential, commercial, and multi-family residents and group home fire plan review and fire construction review.
  - Conduct inspection and testing of fire wells (dry hydrants) once a year per the National Fire Protection Association (NFPA) #1142 Standard on water Supply for Suburban and Rural Firefighting.
- c) Public relations services
  - Conduct Community Emergency Response Team (CERT) FEMA 20-hour training for Southwest Ranches residents.
  - Provide station and unit demonstrations to Southwest Ranches residents.
  - Provide fire prevention and smoke trailer activities to Southwest Ranches residents.
  - Provide blood pressure checks at fire station 112.
  - Provide “Safe Haven” program for newborns.
  - Provide CPR/AED and Stop the Bleed training to Southwest Ranches residents.
- d) Public Information Officer (PIO) services for fire related or high-profile incidents

## **Davie Fire Rescue Fiscal Year 2021/2022 Accomplishments:**

### **Awards and Recognition**

- **Assistant Chief Gonzalez and Battalion Chief Moran** received the Florida Department of Health (DOH) and the Emergency Medicine Learning & Resource Center’s Emergency Medical Services (EMS) Educator of the Year award. The award was presented during the 2021 Excellence in EMS Awards Ceremony on Sept. 29, 2021. This award recognizes individuals who assumed a leadership role in emergency medical care education, demonstrate excellence and contribute to making a positive impact in the community
- **Chief Downey was featured in Fire Service Women of Vision and Leadership Booklet authored by Chief Dennis Compton well-respected fire service author throughout the world.** Chief Compton wrote this project was well received. It has been an honor for me to showcase these 31 terrific leaders and role models for all to learn about. The many responses I’ve received, and the hundreds of comments the women themselves have received, have been nothing short of amazing! The most common comment to me from both inside and outside of the fire service is that people had no idea that women played such critical leadership roles at the local, state, and national levels of fire and emergency services. It leads me to believe that fire service leaders (men and women) need to do a much better job of communicating those facts. However, the feedback I’ve appreciated most has come from the featured women themselves. They sincerely

enjoyed not only their own profile, but those of their colleagues as well. I could not ask for more gratification for my work.

- **Davie Fire Rescue Advanced Life Support (ALS) Competition Team** has placed amongst the top ranking in multiple competitions. In 2021, The ALS team competed at the North Vehicle Rescue Association's ALS Medical Challenge and the Palm Beach Panther ALS Challenge. ALS competitions challenge fire rescue personnel by presenting challenging scenarios involving multiple patients that need critical, life-saving skills, to be performed quickly and proficiently. These scenarios stress responders by presenting the worst of the worst patients using real people and high-fidelity manikins. Fire Rescue agencies compete against one another not just at each competition but also in the Florida Cup, which evaluates how well the teams placed in each of the events throughout the State of Florida. Our team is currently in the top three for this year's Florida Cup. In 2021, the team placed fifth in the North American Vehicle Rescue Association's ALS Medical Challenge and third in the Palm Beach Panther ALS Challenge. We are incredibly proud of their high-ranking scores that directly represent the amount of dedication and time spent training for these events. The personnel use these skills on all emergency calls in Davie as well, assuring the best care possible is being provided to our patients.
- **American Heart Association's Mission: Lifeline® EMS Gold Plus Award** was awarded to Davie Fire Rescue and Southwest Ranches Fire Rescue (Joint Application) for implementing quality improvement measures for the treatment of patients who experience severe heart attacks.

#### Fire & Life Safety Division FY 2022 data (as of 2/16/2022)

- Completed 160 Annual Inspections of Commercial Occupancies
- Completed 38 Plan Reviews
- Completed 1 Site Plan Reviews
- Completed 298 Annual Inspections of SWR Fire Wells (dry hydrants)
- Completed 26 Building Permit Inspections
- Conducted 0 Inspector Investigation

#### Fire Operations and Emergency Medical Services

- Davie Fire Rescue responded to 686 incidents in Southwest Ranches.

#### Southwest Ranches Fire Rescue Training Completed for FY 2021

- Southwest Ranches Fire Volunteers attended 2571 hours of training comprising:
    - Fire – 1510
    - EMS – 1061
- COVID restricted some facility training

## **Provided Target Solutions (on-line) monthly training**

### **All Personnel**

Firefighter Orientation and Safety  
Firefighter PPE  
Firefighting Foams  
Forcible Entry into a Structure  
Ground Ladders  
Loss Control  
Portable Extinguishers  
Protection of Evidence Cause and Origin

### **EMS**

HIPAA – Awareness  
Tracheostomies Advanced  
Acute Coronary Syndromes  
Fundamentals of 12-Lead ECG Operation and Interpretation  
Suctioning the Patient Airway  
Allergies and Anaphylaxis Basic  
HIV/AIDS Awareness  
Femur Fractures  
Pediatric Assessment  
Basics of EMS Operations at an MCI

### **Driver Engineer**

Driver Safety Orientation for EVO's  
Emergency Vehicle Characteristics  
Emergency Vehicle Operations  
Impaired Driving for EVO's

### **Hazardous Material**

Combustible and Flammable Liquids  
Compressed Gas Safety  
Hazard Communication, Respiratory Protection  
Radiation Safety, Confined Space

### **Officer Development**

Fire Investigations  
Firefighter Health and Safety  
Government Structure  
Incident Response Safety  
Incident Scene Communications  
Incident Scene Management  
Information Management  
Labor Relations

## **Davie Fire Rescue Fiscal Year 2022/2023 Issues and Performance Goals and Objectives:**

As all municipalities and fire rescue agencies across the world, Davie Fire Rescue has had another challenging year dealing with the COVID-19 pandemic from the shortages of personnel protective equipment (PPE), personnel shortage due to COVID-19 and maintain the point of dispensing (POD) COVID testing and supply chain issues.

COVID initiatives by Davie Fire Rescue created and implemented multiple strategies to reduce personnel exposure to COVID-19 that have been used as best practices by the Florida Fire Chief's Association such as: Monthly communication updates, maintain increased decontamination processes for all calls which include electrostatic disinfecting rescue units after a possible COVID calls and disinfecting fire stations at a minimum of once a day.

Even with the pandemic we have strived to continue to offer programs and increase the health, safety, and wellness program throughout the department.

We continue to work towards a comprehensive Health, Safety and Wellness Program, even more so in these challenging times. We focused on training and education of our personnel on the issues, concerns, questions, and focused on fact-based guidelines in dealing with COVID-19, which could affect personnel and their families. In addition, established regular updates on best practices for COVID-19 to stay up with the latest in equipment to protect for our personnel, medical supplies to best treat our patients, and continuous monitoring of our personnel to keep them healthy and at work.

During the COVID pandemic, we recognized the need to have a dedicated medical staff member oversee the response, including communication and testing with employees out sick, workers compensation issues, public education, POD management, COVID testing, etc. We are exploring opportunities to initiate a start a pilot Community Paramedic (CP) program to best respond to the needs of employees and our residents by having a dedicated staffed position to be responsible for the management of any future pandemic or significant event. The CP would oversee testing, treatment including vaccination (or other treatment at the POD) and be the vital link between Human resources and Fire Rescue.

The evolution of EMS and out-of-hospital care has included the development of a new practitioner, commonly termed CP, and a new practice paradigm. The CP is the provision of healthcare using patient-centered, mobile resources in the out-of-hospital environment.

Davie Fire Rescue would like to implement a monthly Davie Fire Rescue and Southwest Ranches logistic meeting to discuss station conditions, security, and other items as needed. As we all know the fire station represents one of the largest capital investments. The need to protect that investment from fire, burglary and vandalism is a real concern. The fire stations should have four rings of security:

- 1) Monthly safety inspection
- 2) Security fencing on the perimeter
- 3) Security cameras
- 4) Door access control systems

- 5) Smoke and carbon monoxide detectors. Davie Fire Rescue facilities continue to be inspected monthly for compliance with NFPA 101, Life Safety Code, to identify and correct health and safety hazards. In addition, we have added a quarterly facility safety checklist for compliance with NFPA 1500. The conditions that create hazards for members are addressed and rectified.

#### Emergency Management Communication Project

In any event or incident, communications are key in maintaining situational awareness and control of resources. Redundancy in communications is a mitigation factor that can provide continuity in operations to accomplish situational awareness of a situation and resources.

The Town of Davie Community Emergency Response Team (CERT) was established to augment Town resources with volunteers who are trained in multiple areas including search and rescue, emergency communications and first aid procedures. The purpose of CERT members being trained in communications procedures, receiving, and passing information, is to provide an additional method of redundancy should the Town suffer a catastrophic loss of communications such as telephones, the internet, or other means. This project would be accomplished by purchasing the HAM/Amateur radio equipment as well as having CERT members trained to be HAM/Amateur radio operators.

The Town of Davie is making improvements to the CERT radio operations in several locations in the Town that will have HAM/amateur radio equipment prepositioned to carry out communications tasks. The addition of the Ham/Amateur radio locations will benefit the Town pre and post storm or disaster and can be used throughout the Town of Davie and Southwest Ranches. Further improvements may be needed to enhance communications throughout all areas.

#### Occupational Safety and Health Program

Working with the Davie Town Risk Manager we established a Crash Prevention and Review Program, a component of the Occupational Safety and Health Program, for the management of the crash prevention. This requires providing instruction in safe work practices; training and testing all fire department driver/operators; and periodically surveying operations, procedures, equipment, and facilities to ensure safe practices.

Firefighter Mental Health – We continue to provide faith, medical, and psychological based support for our personnel by providing chaplaincy, peer to peer support, and clinicians for our personnel. We continue working with Risk Management to enhance our Employee Assistance Program (EAP) to assist members and their families with substance abuse, stress, and family or personal problems that may affect a member's work performance. We have added additional resources which include a list of vetted clinicians, new first responder friendly substance abuse and emotional support facilities for our personnel. We continue to look at ways to be proactive in reducing the effects of stress on personnel and have incorporated a therapy dog into our department. The Fire Chiefs Association of Broward County has established a Health and Safety Committee which has developed countywide policies on Behavioral Health Assistance Programs and Chaplaincy and Spiritual Care. We continue to develop our relationship with Nova



Southeastern University's (NSU) Psychology program and instituted a Clinician Response Team to assist in evaluating our personnel during stressful events. In addition, we collaborated with NSU to develop a Firefighter Intervention Team program (F.I.T. program). The F.I.T. program provides education to our personnel on cardiac health, sleeping patterns, mindfulness, fitness, and nutrition.

In 2018, Davie Fire Rescue was awarded a Class 1 Insurance Services Office (ISO) Public Protection Classification. ISO is an independent company that serves insurance companies, communities, fire departments, insurance regulators, and others by providing information about risk and which Davie continually strives to maintain. ISO's expert staff collects information about municipal fire suppression efforts in communities throughout the United States. In each of those communities, ISO analyzes the relevant data and assigns a Public Protection Classification – a number from 1 to 10. Class 1 represents an exemplary fire protection service. There are over 50,000 fire departments and only 330 are a class 1.

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## Public Safety-Fire Administration Expenditures

Line Item Prefix: 001-3100-522-:		FY 2020 Actual	FY 2021 Actual	FY 2022 Current Budget	FY 2022 Projected	FY 2023 Adopted
Suffix	Object Description					
31010	Professional Services	27,765	18,032	3,600	3,600	6,000
34100	Other Contractual Services-Fire	3,473,498	3,628,412	3,789,440	3,789,440	4,089,898
49100	Other Current Charges	-	-	-	-	-
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>3,501,263</b>	<b>3,646,444</b>	<b>3,793,040</b>	<b>3,793,040</b>	<b>4,095,898</b>
63120	Infrastructure - Fire Wells	17,610	15,337	30,000	18,000	30,000
64100	Machinery and Equipment	8,750	151,982	24,244	2,946	25,240
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>26,360</b>	<b>167,319</b>	<b>54,244</b>	<b>20,946</b>	<b>55,240</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>3,527,623</b>	<b>3,813,763</b>	<b>3,847,284</b>	<b>3,813,986</b>	<b>4,151,138</b>

### Major Variance from Current Budget FY 2022 to Projected FY 2022

Code	Amount	Explanation
63120	(\$12,000)	Decrease due to lower fire well expenditures than anticipated
64100	(\$21,298)	Decrease due to protective awning not completed in FY 2022

### Major Variance or Highlights of the Departmental Budget - FY 2022 Projected to FY 2023 Adopted

Code	Amount	Explanation
34100	\$300,458	Provision for up to 7.5% contractual escalator
63120	\$12,000	Higher due to accommodate on anticipated fire wells expenditure
64100	\$22,294	Increase due to protective awning anticipated completion in FY 2023

# FUNDED

Town of Southwest Ranches Capital Improvement Project							
<b>Project</b>	<b>Fire Wells Replacement and Installation</b>						
<b>Priority</b>	<b>Public Safety #1</b>	<b>Project Manager</b>	<b>General Services Manager</b>				
<b>Department</b>	<b>Public Safety - Fire</b>	<b>Division</b>	<b>Fire Administration</b>				
<b>Project Location</b>	<b>Townwide</b>						
<b>Fiscal Year</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2027</b>	<b>Total</b>	<b>Prior Years</b>
<b>Plans and Studies</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Construction</b>	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 239,521
<b>Other</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL COST</b>	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 239,521
<b>Revenue Source</b>	<b>FA</b>	<b>FA</b>	<b>FA</b>	<b>FA</b>	<b>FA</b>	<b>FA</b>	<b>GF=\$80,000 FA=\$159,521</b>
<b>Description (Justification and Explanation)</b>							
<p>The Town Council has determined that it is in the best interest of the health, safety and welfare of its residents to provide services for the replacement and installation, including drilling, of fire protection water wells. Annual funding is permitted and adopted as a component of the Fire Special Assessment at a cost of approximately \$3,000 - \$7,500 each (for up to 4 wells annually).</p> <p>There are a limited number of fire hydrants serviced by the City of Sunrise Utilities, but the majority of the Town is dependent on #298 fire wells pursuant to a 2021 Town of Davie Fire Marshall report. The location of such and functionality has an impact on the well-being of the residency and an impact on the insurance rating of the municipality. As a municipality, the health, safety and welfare of the citizenry is paramount.</p> <p>Historically, fire wells may be damaged, test dry or sand infiltrated in which case they must be replaced. "Whether or not your local government has adopted the Uniform Fire Code or recognizes the NFPA standards, they have an impact on your community's fire insurance rating. When your jurisdiction is inspected by the Insurance Services Office, the inspector will use current regulations and standards as a basis for your rating. Ignoring the standards when new development takes place will have a cumulative adverse impact on your community's fire insurance premiums and in some situations can contribute to some liability on the part of the local government agency." Inadequate funding may lead to impaired health safety and welfare of the community, in addition to increases in insurance for residents. Adopted funding is via an annual component of the imposed Fire Assessment.</p>							
<b>Annual Impact on Operating Budget</b>							
<b>Personnel</b>							
<b>Operating</b>							
<b>Replacement Costs</b>							
<b>Revenue/Other</b>							
<b>Total</b>							

# FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Public Safety-Fire Rescue Apparatus Protective Awning						
Priority	Public Safety #2			Project Manager	General Service Manager		
Department	Public Safety - Fire Admin			Division	Public Safety Fire Admin		
Project Location	17220 Griffin Road						
Fiscal Year	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment/Furnishings	\$ 25,240	\$ -	\$ -	\$ -	\$ -	\$ 25,240	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 25,240	\$ -	\$ -	\$ -	\$ -	\$ 25,240	\$ -
Revenue Source	FA					FA	
<b>Description (Justification and Explanation)</b>							
<p>The Town of Southwest Ranches has one (1) centrally located fire modular station at 17220 Griffin Road.</p> <p>Due to the installation of a new emergency generator on-site, a portion of the structure and awning protecting a fire apparatus needed to be removed. Accordingly, the VFD fire trucks needs new protective awning for approximately 14 feet by 30 feet to house two apparatus-one for the existing and another to house an expected forthcoming apparatus, including the aluminum, frame and roll up curtains of approximately 9 feet by 14 feet as the current awnings are at its end of life. During inclement weather, the fire trucks need to be protected from the elements when stationed at the Fire Department. The Town desires to secure the most responsive vendor to provide and install protective awning at the modular fire station for safety purposes. Funding is adopted via an appropriation of the annual Fire Assessment.</p> <p>The Town will purchase and install protective awning during 2023 which includes vinal polyester fabric with UV top coat.</p> <p>Without the awning, firefighters are subject to inclement weather which may cause delays in response times, endangers lives and increases threats to our residents and their property.</p>							
<b>Annual Impact on Operating Budget</b>							
Personnel			Funding for replacement over the useful lifespan of the equipment/furnishing (\$25,240 over 10 years)				
Operating							
Replacement Cost		\$2,524					
Revenue/Other							
Total		\$2,524					

## Public Safety-Volunteer Fire Services Expenditures

Line Item Prefix: 001-3200-522-:		FY 2020 Actual	FY 2021 Actual	FY 2022 Current Budget	FY 2022 Projected	FY 2023 Adopted
Suffix	Object Description					
31010	Professional Services	15,179	7,467	15,500	14,000	15,000
41100	Telecommunications	4,489	13,062	13,000	14,000	15,000
43100	Electricity	10,687	11,796	12,500	12,500	13,500
43110	Water & Sewer	2,487	10,478	7,500	8,000	8,000
46020	Building Maintenance	6,612	12,835	6,000	8,500	18,500
46030	Equipment Maintenance	5,253	8,617	14,000	12,000	21,550
46110	Miscellaneous Maintenance	315	1,828	1,500	1,500	1,500
46120	Vehicle Maintenance & Repair	21,205	16,521	18,500	24,000	22,000
52140	Uniforms	784	-	2,000	2,000	2,000
52160	Gasoline	6,547	6,839	10,000	10,500	11,000
52900	Miscellaneous Operating Supplies	9,737	6,429	12,000	12,000	12,000
525-52900	Miscellaneous Op Supplies - Emerg	356	10,345	-	5,134	-
55100	Training & Education	323	-	5,000	2,500	4,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>83,974</b>	<b>106,219</b>	<b>117,500</b>	<b>126,634</b>	<b>144,050</b>
64100	Machinery and Equipment	19,968	32,729	61,286	61,286	124,642
525-64100	Machinery and Equipment - Emerg	-	-	-	-	-
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>19,968</b>	<b>32,729</b>	<b>61,286</b>	<b>61,286</b>	<b>124,642</b>
99100	Contingency - Fire Apparatus Rpl	-	-	55,500	55,500	55,500
581-91201	Transfer to Debt Service Fund	29,486	29,486	29,485	29,485	29,485
581-91102	Transfer to Volunteer Fire Fund	195,013	219,435	227,354	223,320	281,634
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>224,499</b>	<b>248,921</b>	<b>312,339</b>	<b>308,305</b>	<b>366,619</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>328,441</b>	<b>387,869</b>	<b>491,125</b>	<b>496,225</b>	<b>635,311</b>

### Major Variance from Current Budget FY 2022 to Projected FY 2022

Code	Amount	Explanation
46120	\$5,500	Higher due to greater anticipated repairs on aging apparatus

### Major Variance or Highlights of the Departmental Budget - FY 2022 Projected to FY 2023 Adopted

Code	Amount	Explanation
46020	\$10,000	Higher due to anticipated costs for intallation of new floors at VFR site
46030	\$9,550	Higher due to additional equipment maintenance needed in FY 2023
64100	\$63,356	Higher due to additional purchase of SCBA's in FY 2023

## **Public Safety – Volunteer Fire Rescue Services Department**

### **Southwest Ranches (SWR) Volunteer Fire Rescue Services, Functions, and Activities:**

The Volunteer Fire Rescue Services Department is comprised of the primary operational and capital elements of the SWR Volunteer Fire Rescue, Inc (a financial blended component unit of the Town of Southwest Ranches) under a contractual agreement.

The SWR Volunteer Fire Chiefs provide leadership and are responsible for:

- 1) Operations, including oversight of approximately 40 Volunteer Firefighters working cohesively with Davie Fire Rescue.
- 2) Respond to emergency and non-emergency incidents.
- 3) Train all Volunteer Firefighters, Driver-Engineers, Officers, and probationary members. Ensure all shifts and special events are sufficiently staffed by appropriate Firefighters, coordinating with the Town on special projects.
- 4) Overseeing and monitoring finances including submitting check requests to the Finance & Budget Department for payment to vendor providers as budgeted.
- 5) Preparing purchase orders to purchase and maintain all fire apparatus and equipment.
- 6) Prepare and arrange Volunteer Firefighters for Large Animal Technical Rescue Certification.
- 7) Act as a liaison with neighboring fire & police departments.
- 8) Provide fire prevention and public information services.
- 9) Provide detailed monthly reports to the Town regarding emergency responses.

### **Southwest Ranches Volunteer Fire Rescue FY 2021/2022 Accomplishments:**

Implemented effective safety protocols to ensure that both Firefighters and the public were protected during the Covid-19 pandemic.

- 1) Proactively ordered and maintained an inventory of personal protective equipment to ensure that emergency response levels were maintained during the Covid-19 pandemic.
- 2) Building Maintenance: Gutters, soil trenches- floor repair. Awning replaced and added to fire Station.
- 3) Awarded safety compliance from Fire Marshal's office. Very detailed report regarding FD operations, SOP'S. This compliance made it possible to obtain grants.
- 4) Adopted a revised training program during the Covid-19 pandemic that relied on shift and online training to maintain Firefighter effectiveness.

- 5) Adopted a new protocol that monthly meetings were to be held via remote Zoom software during the Covid-19 pandemic.
- 6) Continue training at the Broward Fire Academy in 2021 and 2022. Both the Training Division personnel and Firefighters provide their time on a volunteer basis when attending training.
- 7) Implemented several drive-by parade community service detail during the Covid-19 pandemic to help the community celebrate events.
- 8) Completed a Federal Assistance to Firefighters Grant (AFG) application that requested funding toward replacing the obsolete Self-Contained Breathing Apparatus (SCBA) air-packs that are currently in service with the Department. We were awarded 5 new SCBA'S.
- 9) Participated in conducting annual fire well testing in conjunction with Davie Fire Rescue throughout the entire Town. Personnel have voluntarily contributed a total of 140 hours on this annual project.
- 10) Implemented an emergency plan regarding SCBA replacement parts after being advised that the manufacturer would no longer make those parts. This plan included both purchasing and having used SCBA units donated so that the Department could maintain sufficient inventory to keep the SCBA's functioning until they can be replaced.

### **Southwest Ranches Volunteer Fire Rescue Issues:**

- The Department continued to identify performance issues with Fire Engine 82, which is the primary response vehicle used by the Volunteer Department. The Town's Fire Advisory Board has formally recommended the purchase of a replacement apparatus, which will be revisited per the Council once E82 is paid off.
- The Department has determined that Attack Truck 82 no longer meets the operational needs of the Department and should be replaced. The Department has presented a strategic apparatus replacement program to the Fire Advisory Board regarding the replacement of this apparatus as well. Still on going will replace with automatic transmission.
- Turnover personnel- high turnover low stipend personnel pay.
- As noted above, the Department's Self-Contained Breathing Apparatus (SCBA) units have exceeded their recommended lifespan and the manufacturer is no longer making replacement parts for them. Replacement of these units has been identified as a priority since they are now considered obsolete. The Department has currently submitted an application for funding through another AFG. A successful AFG funding award would partially offset the cost of replacing the SCBA units. Grant awarded for (5) new SCBA's 2022-2023- need 10 more new Scott SCBA'S.
- The Department has identified a continuing issue with the moisture in the flooring of the modular fire station that has necessitated an almost continual replacement of portions of the floor. The Department is working with Town Staff to identify and

remediate the cause of the moisture to minimize repair costs in the future.

- The Town received a grant to purchase and install an emergency generator at the fire station. The installation of this generator, however, will force the Department to relocate apparatus parking areas. The Department is working with Town Staff to resolve this issue. The new generator has been installed and is in service.

## **Southwest Ranches Volunteer Fire Rescue Fiscal Year 2022/2023 Performance Objectives:**

- Continue to formalize our apparatus maintenance procedures to maximize preventive maintenance and minimize costs.
- Continue to maintain and adjust safety protocols during the ongoing Covid-19 pandemic to ensure the safety of both Firefighters and the public.
- Continue to adjust our formal training program during the ongoing Covid-19 pandemic to maximize its effectiveness while maintaining safety. Under current protocols, the Department believes that we can meet our previous goal of holding training sessions at the Broward Fire Academy at least 20 times per year.
- Continue to provide community event support to the Town.
- Continue to research grant opportunities and assist in the application of same so that funding can be obtained for equipment and/or training at a minimal cost to the Town.
- Increase the roster to recruit and retain experienced personnel to serve the Town.
- Research for a replacement apparatus, based on the Fire Advisory Board's recommendation and Town Council approval, that will meet the operational needs of the Department and maximize the effectiveness of its emergency response. The actual delivery of a new apparatus will be approximately 12 to 14 months after ordered.
- Follow and adjust the strategic apparatus replacement program. The current plans are to utilize the current Engine 82 (becoming Engine 282) as a reserve engine once the new Engine 82 has been delivered.
- Replace the current Attack Truck 82 with an apparatus that is more suited to the Town's unique operational needs. These needs include a 4x4 and more wildland type fire suppression capabilities.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan



# FUNDED

Town of Southwest Ranches, Florida

## FY 2023 Program Modification

### Volunteer Fire Self-Contained Breathing Apparatus (SCBA) Equipment Replacement

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety	General Fund		\$110,634

#### Justification & Description

The Volunteer Fire Department actual "Self-Contained Breathing Apparatus" (SCBA) is obsolete and/or have reached the end of their service life. Additionally, SCBA in inventory was manufactured by a company that is no longer in business (Survivair). As it currently stands, the equipment does not meet the National Fire Protection Association (NFPA) standards (NFPA 1981, 2013 edition).

NFPA 1981 is the Standard for Open Circuit Self-Contained Breathing Apparatus for Fire and Emergency Services. The standards were last revised in 2013. The standards consider SCBA the most important and widely used tool in the fire service today. Its use has greatly expanded the capacities of firefighters when performing fire attack and searches or hazmat and technical rescue operations while successfully reducing the number of firefighter fatalities and injuries related to inadequate respiratory protection.

This program modification is requesting the replacement of the obsolete SCBA inventory.

A full SCBA package includes:

- 1 Air Pack
- 2 Air Bottles
- 1 Mask. Masks are individually fitted. For this reason and in following NFPA Standards, extra masks are needed to be purchased so that each firefighter is issued with their own fitted mask.

The Department researched manufacturers and determined that SCOTT (brand) are being used by other municipalities' Fire Departments and is also a verified replacement. SCOTT X3 air packs are standard equipment with all of the neighboring Fire Departments as well thus maintaining full compatibility with those Departments. The Fire Advisory Board has recommended on other occasions that firefighters be equipped with SCOTT X3 air packs for this same reason. As such, the Volunteer Fire Department recommends that SCOTT be purchased at one time so that it may be placed into service together. It is important to note that spreading this purchase over multiple years is not an option as firefighters must train with the same air packs as the ones being used in real life. Proceeding otherwise, would increase the risk of a firefighter becoming confused and create a life-threatening situation.

#### Recommended purchase:

- 10 SCOTT X3 air pack packages – includes a total of 20 SCOTT SCBA cylinders. These 20 cylinders can be converted for use with the SCOTT air packs with the purchase of valve assembly units. Therefore, no additional SCBA cylinders will be required to be purchased.

# FUNDED

Town of Southwest Ranches, Florida

## FY 2023 Program Modification

### Volunteer Fire Self-Contained Breathing Apparatus (SCBA) Equipment Replacement

- This represents 1 air pack package for each seat on active apparatus. There is a total of 10 seats.
- This represents 10 additional air pack packages for use in training and/or as spare sets.
- 1 SCOTT Emergency RIT Pack – this unit will replace the Town's homemade emergency RIT and maximize the interoperability with neighboring Fire Departments. It is necessary in a mutual aid capacity.
- 40 SCOTT Vision C5 Face pieces – Masks are individually fitted. Following NFPA Standards, extra masks are needed to be purchased so that each firefighter is issued with their own fitted mask

Item	Quantity	Unit Price	Total Cost
Scott X3 Airpack package	5	\$10,379.00	\$51,895.00
Scott SCBA Cylinders	20	\$ 1,828.00	\$ 36,560.00
Scott Vision C5 Facepieces	40	\$ 456.00	\$ 18,240.00
Scott 4.5 Emergency RIT pack including NxG 45 min air cylinder with snap change fittings	1	\$ 3,939.00	\$ 3,939.00
<b>Totals:</b>		<b>\$16,602.00</b>	<b>\$110,634.00</b>

#### Funding Source:

This will be funded via an annual component of the Fire Assessment

#### **Alternative / Adverse Impact if not funded**

The Volunteer Fire Department actual "Self-Contained Breathing Apparatus" (SCBA) is obsolete and/or have reached the end of their service life. Additionally, SCBA in inventory was manufactured by a company that is no longer in business (Survivair). As it currently stands, the equipment does not meet the National Fire Protection Association (NFPA) standards (NFPA 1981, 2013 edition).

It is important to note that spreading this purchase over multiple years is not an option as firefighters must train with the same air packs as the ones being used in real life. Proceeding otherwise, would increase the risk of a firefighter becoming confused and create a life-threatening situation.

#### **Required Resources**

Line Item	Title or Description of Request	Cost
001-3200-522-64100	Machinery & Equipment	<b>\$110,634</b>

# FUNDED

Town of Southwest Ranches, Florida

## FY 2023 Program Modification

### Volunteer Fire Apparatus Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
<b>Volunteer Fire Department</b>	<b>Public Safety-VFD</b>	<b>General</b>		<b>\$55,500</b>

#### Justification & Description

Both, the National Fire Protection Association (NFPA) recommendations and empirical evidence show that a Class "A" pumper has an expected lifespan of 10-15 years of front-line service. In order to fund the VFD's strategic plan to replace apparatus at the most efficient and economic level, funding should be set aside on a yearly basis. Setting aside funding will also minimize interest charges and impact to the annual Fire Assessment when apparatus purchases are financed.

Apparatus will be purchased as needed to replace the current Engine 82 and older apparatus will be moved to reserve status or sold to further offset costs depending on their condition. Due to existing issues with the current Engine 82, the Department will first purchase a new engine that meets its needs and specification. Once the new engine is purchased, the current Engine 82 will become a reserve engine and renamed as "Engine 282".

Under the Department's revised strategic apparatus replacement plan, approved by the Fire Advisory Board in 2020, there will no longer be a need to purchase a reserve pumper. As a result, previous funding set aside for a reserve pumper or attack truck, will be directed toward ancillary equipment.

Fiscal Year	Primary Pumper (New)	Ancillary Equipment (New)	Total	Status
2018-2019	\$ 25,000	\$ 0	\$ 25,000	Actual
2019-2020	\$ 29,000	\$ 10,000	\$ 39,000	Not Funded
2020-2021	\$ 29,000	\$ 10,000	\$ 39,000	Actual
2021-2022	\$ 48,000	\$ 7,500	\$ 55,500	Actual
2022-2023	\$ 48,000	\$ 7,500	\$ 55,500	Adopted
2023-2024	\$ 48,000	\$ 7,500	\$ 55,500	TBD *
2024-2025	\$ 48,000	\$ 7,500	\$ 55,500	TBD *
2025-2026	\$ 48,000	\$ 7,500	\$ 55,500	TBD *
2026-2027	\$ 48,000	\$ 7,500	\$ 55,500	TBD *
2027-2028	\$ 48,000	\$ 7,500	\$ 55,500	TBD *
2028-2029	\$ 48,000	\$ 7,500	\$ 55,500	TBD *
2029-2030	\$ 48,000	\$ 7,500	\$ 55,500	TBD *
2030-2031	\$ 48,000	\$ 7,500	\$ 55,500	TBD *
2031-2032	\$ 48,000	\$ 7,500	\$ 55,500	TBD *
2032-2033	\$ 48,000	\$ 7,500	\$ 55,500	TBD *
<b>TOTAL</b>	<b>\$659,000</b>	<b>\$110,000</b>	<b>\$769,000</b>	

\* To Be Determined

# FUNDED

Town of Southwest Ranches, Florida

## FY 2023 Program Modification

### Volunteer Fire Apparatus Replacement Program

#### Funding Source

Adopted funding is via an annual component of the imposed Fire Assessment.

#### **Alternative / Adverse Impact if not funded**

In order to fund the VFD's strategic plan to replace apparatus at the most efficient and economic level, funding should be set aside on a yearly basis. Setting aside funding will also minimize interest charges and impact to the annual Fire Assessment when apparatus purchases are financed.

#### **Required Resources**

Line Item	Title or Description of Request	Cost
001-3200-522-99100	Contingency – VFD Fire App Replacement	<b>\$55,500</b>

# FUNDED

Town of Southwest Ranches, Florida

## FY 2023 Program Modification

### Volunteer Fire Bunker Gear Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General		<b>\$14,008</b>

#### Justification & Description

Bunker gear, consisting of pants and jackets, have a life expectancy of ten (10) years after which they can no longer be certified as safe for interior firefighting by the National Fire Protection Association (NFPA).

In 2022, 12 sets were removed for service due to the 10-year expiration date. The request to fund 6 sets assures that the Departments inventory of needed gears for FY 2022-2023, is met. The remainder 6 sets will be requested for following fiscal year's budget (FY2023/2024).

According to the following schedule, bunker gear currently owned by the Fire Department has reached the end of its useful lives:

Fiscal Year	Pants * Qty	Jackets * Qty	Pants Total	Jacket Total	FMIT Grant	Total (net)	Status
2014-2015	23	23	\$19,205	\$24,817	(\$2,190)	\$41,112	Actual
2015-2016	10	10	\$ 8,920	\$11,570	(\$1,000)	\$19,490	Actual
2016-2017	05	05	\$ 4,690	\$ 6,080	(\$3,000)	\$ 7,770	Actual
2017-2018	02	02	\$ 1,876	\$ 2,432	(\$3,000)	\$ 1,308	Actual
2018-2019	02	02	\$ 1,876	\$ 2,432	(\$1,500)	\$ 2,808	Actual
2019-2020	02	02	\$ 1,876	\$ 2,432	(\$ 500)	\$ 3,808	Actual
2020-2021	02	02	\$ 1,876	\$ 2,432	(\$ 500)	\$ 3,808	Actual
2021-2022	02	02	\$ 1,876	\$ 2,432	(\$ 500)	\$ 3,808	Actual

\* Pants price: \$938 / Jackets Price: \$1,216

#### Recommended Purchase:

Fiscal Year	Pants * Qty	Jackets * Qty	Pants Total	Jacket Total	FMIT Grant	Total (net)	Status
2022-2023	06	06	\$6,336	\$8,172	(\$ 500) **	\$14,008	Funded

\* Pants price: \$1,056 / Jackets Price: \$1,362

\*\* To be determine (TBD)

# FUNDED

Town of Southwest Ranches, Florida

## FY 2023 Program Modification

### Volunteer Fire Bunker Gear Replacement Program

Funding Source:

This will be funded via an annual component of the Fire Assessment

**Alternative / Adverse Impact if not funded**

Bunker gears have a life expectancy of ten (10) years after which they can no longer be certified as safe for interior firefighting by the National Fire Protection Association (NFPA). Additionally, replacement of outdated bunker gear is a life safety issue.

**Required Resources**

Line Item	Title or Description of Request	Cost
001-3200-522-64100	Machinery & Equipment	<b>\$14,008</b>

# FUNDED

Town of Southwest Ranches, Florida

## FY 2023 Program Modification

### Water Well System Protective Covers

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	N/A	General		\$9,000

#### Justification and Description

There are four (4) water well systems at Town Facilities.

Three (3) of these systems do not have protective covering.

They are located at:

- Town Hall
- Fire Department
- Rolling Oaks Park.

Currently these systems are open to the elements and do not have protection from the Sun or inclement weather and It has been recommended by the vendor to provide covering such as the system has in Country Estates Park. In order to extend the life of the systems.

Upon research there are several types of protective coverings, and the average cost is \$3,000 each including material and labor for installation.

#### Alternative/Adverse Impacts if not funded:

Failure to fund the protective coverings will allow the well systems to break down at a higher rate than those that are covered.

#### Required Resources

Line item	Title or Description of request	Cost
001-3200-522-46030	Building Maintenance/Fire Department	\$3,000
001-3600-572-46030	Building Maintenance/PROS	\$3,000
001-3900-519-46030	Building Maintenance/Non Departmental	\$3,000

# FUNDED

Town of Southwest Ranches, Florida

## FY 2023 Program Modification

### Volunteer Fire Department PPE Bunker Gear Cleaning and Sanitizing

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General		\$4,550

#### Justification and Description

In 2019 the 1851 National Fire Protection Administration (NFPA), who sets standards and requirements for how fire departments select, track, inspect, clean, repair, store and retire personal protective equipment (PPE) which includes bunker gear has required Fire Departments to conduct a once per year advanced cleaning of PPE. In 2020 the requirement increased to twice per year when ever the gear is exposed to products of combustion such as fire gasses and smoke particles. The Town's Bunker gear consists of pants and jackets and is included in this requirement. The estimates do not include repairs.

The requested amount for the twice per year cleaning is as follows.

Number of Bunker Gear Units= 35	Cost Per Unit	Total Cost
First annual cleaning	\$70	\$2,450
Second annual cleaning	\$60	\$2,100
<b>Annual Cost =</b>		<b>\$4,550</b>

#### Alternative/Adverse Impacts if not funded:

Failure To complete the twice per year cleaning will result non-compliance of the 1851 NFPA and may expose firefighters to health and safety risks associated with improper maintenance and contamination.

#### Required Resources

Line item	Title or Description of request	Cost
001-3200-522-46030	Misc. Maintenance	\$4,550



**Town of Southwest Ranches**  
**Adopted FY 2022/2023**  
**Fire Assessment Worksheet**

**Sources:**

Fire Administration Department  
Volunteer Fire Service Department  
Volunteer Fire Fund

Expenditures	Total FY 2022-2023 Adopted	General Fund Portion	Fire Assessment Portion
% Allocation per Consultant Study for FR Contractual Services Only		40.00%	60.00%
<b>Direct Expenses:</b>			
Fire Rescue Contractual Service	\$ 4,089,898	\$ 1,635,959	\$ 2,453,939
Operating Expenses	431,684	N/A	431,684
Non-Operating Debt	29,485	N/A	29,485
Capital Outlay	154,642	-	154,642
Fire Protection/Control Contingency	55,500	N/A	55,500
<b>Sub-Total</b>	<b>\$ 4,761,209</b>	<b>\$ 1,635,959</b>	<b>\$ 3,125,250</b>
<b>Other Expenses</b>			
Publication & Notification Costs			1,431
Statutory Discount			124,628
Collections Cost			44,511
Fire Assessment Cost Allocation of Townwide Personnel/Contractual Costs			250,747
Fire Protective Awning - Fire Truck			25,240
<b>LESS: FY 2022/2023 Council Approved Subsidy</b>			<b>(502,832)</b>
<b>Total Fire Assessment Expenses</b>			<b>\$ 3,068,975</b>

**Based On 2023 Consultant Study**

Property Category	Assess Unit Type	% Apportioned	Amount	Adopted Rates FY 22/23	Adopted Rates FY 21/22	Difference: Increase Decrease
<b>Combined Non-Res: Commercial-321,601 SF</b>	Per Sq.Ft. Bldg Area	7.77%	238,460	\$ 0.7418	\$ 0.8314	\$ (0.0896)
<b>Combined Non-Res: Institutional-554,082 SF</b>	Per Sq.Ft. Bldg Area	13.41%	411,550	\$ 0.7418	\$ 0.8314	\$ (0.0896)
<b>Combined Non-Res: Warehouse/Industrial-116,500 SF</b>	Per Sq.Ft. Bldg Area	2.82%	86,545	\$ 0.7418	\$ 0.8314	\$ (0.0896)
<b>Acreage - 1,858 Acres</b>	Per Acre	7.63%	234,163	\$ 126.04	\$ 75.96	\$ 50.0800
<b>Residential - 2,705 Units</b>	Per Unit	67.73%	2,078,616	\$ 764.44	\$ 690.00	\$ 74.44
<b>Government - Exempt - 41,339 SF</b>	Per Sq.Ft. Bldg Area	0.64%	19,641			
<b>Total</b>		<b>100%</b>	<b>\$ 3,068,975</b>			

**Town of Southwest Ranches, FL**  
**Adopted Cost Allocation Plan for FY 2023 Special Assessments**

<i><b>Townwide Personnel &amp; Contractual Costs *</b></i>		<i><b>General Fund Allocation</b></i>		<i><b>Solid Waste Assessment Cost Allocation</b></i>		<i><b>Fire Assessment Cost Allocation</b></i>	
<b>Department</b>	<b>Cost</b>	<b>%</b>	<b>Allocation</b>	<b>%</b>	<b>Allocation</b>	<b>%</b>	<b>Allocation</b>
<b>Legislature</b>	\$ 69,487	86%	\$ 59,759	5%	\$ 3,474	9%	\$ 6,254
<b>Attorney</b>	\$ 620,000	90%	\$ 560,538	4%	\$ 25,254	6%	\$ 34,207
<b>Executive</b>	\$ 561,608	77%	\$ 431,745	9%	\$ 50,545	14%	\$ 79,318
<b>Finance</b>	\$ 563,406	71%	\$ 399,173	11%	\$ 61,975	18%	\$ 102,258
<b>Clerk</b>	\$ 304,129	92%	\$ 279,488	4%	\$ 12,294	4%	\$ 12,346
<b>Public Works</b>	\$ 447,226	82%	\$ 366,690	17%	\$ 76,028	1%	\$ 4,508
<b>Code Enforce.</b>	\$ 255,020	74%	\$ 189,611	21%	\$ 53,554	5%	\$ 11,855
<b>PROS</b>	\$ 150,085	100%	\$ 150,085	0%	\$ -	0%	\$ -
<b>Totals</b>	<b>\$ 2,970,961</b>		<b>\$ 2,437,089</b>		<b>\$ 283,125</b>		<b>\$ 250,747</b>

\* Note: Does not include the Volunteer Fire Fund as their personnel cost is already 100% & 0% allocated to the Fire Assessment & Solid Waste Assessment, respectively.

# **Parks, Recreation, and Open Space (PROS) Department**

## **Services, Functions, and Activities:**

The Department of Parks, Recreation, and Open Space (PROS) is responsible for administration, supervision and coordination of services related to recreation, community service, public works, facility management and operations, rentals, rights of way, forestry, and grounds maintenance.

Key activities include contract management; planning, development/improvement, and maintenance of public property; management and maintenance of urban forest canopy; special event planning; grants administration; community service administration; risk management for parks and rights of way. Customer Service also falls within the scope of this function.

The PROS department shares responsibility with the Public Works: Engineering & Community Services divisions, Executive and Non-Departmental Departments for services affecting public property. Due to the Town's permit fee schedule, this department also administers non-cost recoverable tree removal permits and inspections.

The Department administers funding from General Operating, Transportation and Capital improvement fund accounts while also providing services to Council, Staff, residents, and the general public.

## **Fiscal Year 2021/2022 Accomplishments (\*Strategic Plan Initiatives):**

- Completed upgrades at park facilities at Country Estates, Sunshine Ranches Equestrian, and Rolling Oaks Parks, upgraded Playground and fitness trail fixtures utilizing funds derived from lien recovery without affecting operating budget.
- Completed the Town's renewal of Certification as a National Wildlife Federation Community Wildlife Habitat. The project requires ongoing coordination of volunteers, residents, and other agencies, creation or maintenance of habitat areas at private properties, schoolyards, and public properties, providing community outreach, promoting the Town's Programs and services.
- Partnered with outside agencies and other industry professionals on tree giveaways, wildlife species counting and reporting, mentorship for habitat creation, maintenance, and documentation, promoting the Town's programs, services, and active involvement with initiatives such as Broward County Water Matters Day, National Wildlife Federations' Certified Wildlife Habitat program and Mayors Monarch Pledge, North American Butterfly Association Broward Chapter's quarterly butterfly counts, and provided mentoring to encourage City of Tamarac's Community Wildlife Habitat Certification.
- Secured the Town's Annual Tree City USA designation and Tree City USA Growth awards providing environmental stewardship in the Town, supporting goals in the Town's Strategic Plan to improve land and water resources management and continuing to meet the goals set in the Town's Comprehensive plan.

**Issues:**

- Securing sufficient revenue to continue development and maintenance of park properties in accordance with acquisition grant requirements.
- Maximize the department's efficiency and ability to serve multiple purposes.
- Managing increased demand and utilization of park facilities.
- Furthering the Town's recreational and educational programs.
- Providing improved management and maintenance of public lands.

**Fiscal Year 2022/2023 Performance Objectives:**

- Continue implementation of funded segments of the capital program.
- Identify and obtain funding for existing unfunded capital improvements at:
  - a. Southwest Meadows Sanctuary
  - b. Frontier Trails Park
  - c. Calusa Corners Park
  - d. Country Estates Park
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

**Personnel Complement:**

	Adopted FY 2022			Adopted FY 2023		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Parks, Recreation and Open Space Manager	1			1		
Administrative Assistant		1			1	
Total	1	1		1	1	

## Parks and Open Spaces Department Expenditures

Line Item Prefix: 001-3600-572-:		FY 2020 Actual	FY 2021 Actual	FY 2022 Current Budget	FY 2022 Projected	FY 2023 Adopted
Suffix	Object Description					
12100	Regular Salaries & Wages	80,187	82,271	85,233	86,101	94,715
13100	Part Time Salaries & Wages	12,526	12,576	14,061	13,926	15,318
21100	Payroll Taxes	6,666	6,821	7,596	7,652	8,418
22100	Retirement Contribution	4,009	4,170	5,966	6,027	9,471
23100	Life & Health Insurance	9,041	9,598	10,326	14,177	18,738
24100	Workers Compensation	1,359	2,008	3,082	3,114	3,425
<b>TOTAL</b>	<b>PERSONAL EXPENSES</b>	<b>113,788</b>	<b>117,443</b>	<b>126,264</b>	<b>130,997</b>	<b>150,085</b>
40100	Mileage Reimbursement	1,372	0	250	100	250
41100	Communication Services	2,867	3,524	3,600	3,600	3,780
43100	Electricity	4,427	8,725	12,000	11,000	12,000
43110	Water & Sewer	9,787	17,692	16,763	24,131	21,063
46010	Maintenance Service/Repair Co	-	-	-	-	23,700
46020	Building Maintenance	-	-	6,200	5,900	6,100
46030	Equipment Maintenance	-	3,109	24,100	24,100	15,000
46040	Ground Maintenance-Parks	196,771	202,930	208,821	232,339	228,481
46050	Tree Maintenance/Preservation	34,700	34,541	35,000	35,000	35,450
46060	Lake Maintenance	17,880	17,880	54,920	54,920	22,050
46110	Misc Maintenance & Repair	21,864	31,772	1,800	1,900	1,800
48110	Promotional Activities/PROS Ev	-	300	9,195	8,500	17,415
52900	Misc Operating Supplies	2,198	2,821	3,000	3,000	3,000
54100	Subscriptions and Memberships	715	1,152	815	815	850
55100	Training and Education	1,266	339	1,800	1,800	1,800
55200	Conferences and Seminars	0	95	1,600	1,600	1,600
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>293,847</b>	<b>324,879</b>	<b>379,864</b>	<b>408,705</b>	<b>394,339</b>
64100	Machinery and Equipment	-	11,356	35,395	35,395	-
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>11,356</b>	<b>35,395</b>	<b>35,395</b>	<b>-</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>407,635</b>	<b>453,679</b>	<b>541,523</b>	<b>575,097</b>	<b>544,424</b>

### Major Variance from Current Budget FY 2022 to Projected FY 2022

Code	Amount	Explanation
43110	\$7,368	Higher due to additional expense for eye wash stations at parks
46040	\$23,518	Higher due to unanticipated additional irrigation repairs

### Major Variance or Highlights of the Dept. Budget - FY 2022 Projected to FY 2023 Adopted

Code	Amount	Explanation
46010	\$23,700	Higher due to Program Mod for maintenance of playground equip
46030	(\$9,100)	Lower due to less anticipated equipment maintenance
46060	(\$32,870)	Lower due to Program Mod in FY 2022 for wetland improvement
48110	\$8,915	Higher due to increase in Level of Service at Farmers Mkt

# FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Country Estates Fishing Hole Park Open Space Play Field Improvement						
Priority	PROS #2			Project Manager	December Lauretano-Haines, PROS Manager		
Department	Parks, Recreation and Open Space			Division	N/A		
Project Location	Country Estates Park - 16 acres at 18900 Griffin Road						
Fiscal Year	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Construction	\$ 69,500	\$ -	\$ -	\$ -	\$ -	\$ 69,500	
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other (Wetlands)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL COST:	\$ 69,500	\$ -	\$ -	\$ -	\$ -	\$ 69,500	
Revenue Source	GF-Tfr \$69,500					GF-Tfr \$69,500	
Description (Justification and Explanation)							
<p>As a result of improvements for drainage on this field, the surface is rocky and unsuitable for most ball play sports. In FY 2022, lien recovery funding in the amount of \$31,726 was insufficient to achieve the desired result of improving the ball field surface and was reallocated by Council for in the amounts of \$12,100 for improvement of fencing along SW 190th Avenue and 19,626 to be used for a adopted artistic entrance feature.</p> <p>This request for funding to remediate the existing play field surface with donated/TSDOR recovered organic fill, followed by re-seeding to attempt to establish a more suitable play surface, and chain link fencing to protect the surface improvements from vehicular vandalism, breaks down as follows:</p> <ul style="list-style-type: none"><li>• spreading the donated/TSDOR recovered organic fill material: \$6,000.</li><li>• Re-seeding the field: approximately \$14,400.</li><li>• fencing and gates \$49, 100.</li></ul>							
Annual Impact on Operating Budget							
Personnel			Operating budget costs include mowing/landscape maintenance (\$15,600) Funding for replacement over the useful life of amenities (\$69,500 / 20 years = \$3,475).				
Operating	\$ 15,600						
Replacement Cost	Year: 2043	\$ 3,475					
Revenue/Other							
Total	\$ 19,075						

# FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Southwest Meadows Sanctuary Park						
Priority	PROS #1a			Project Manager	December Lauretano-Haines, PROS Manager		
Department	Parks, Recreation and Open Spaces			Division	N/A		
Project Location	22-Acre Southwest Meadows Sanctuary Park at Griffin between Dykes Road and SW 163 Avenue						
Fiscal Year	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total	Prior Years
Plans and Studies	\$ -	\$ 13,825	\$ 13,825	\$ 13,825	\$ 13,825	\$ 55,298	\$ 8,902
Engineering, Architecture & Permitting	\$ -	\$ 23,569	\$ 23,569	\$ 23,569	\$ 23,569	\$ 94,275	\$ 853,783
Land Acquisition/Site preparation	\$ -	\$ 53,663	\$ 53,663	\$ 53,663	\$ 53,663	\$ 214,650	\$ 7,941,812
Construction	\$ 45,000	\$ 201,000	\$ 211,375	\$ 211,375	\$ 211,375	\$ 880,126	\$ 49,999
Equipment/Furnishings	\$ -	\$ 15,975	\$ 15,975	\$ 15,975	\$ 15,975	\$ 63,900	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 45,000	\$ 308,031	\$ 318,406	\$ 318,406	\$ 318,406	\$ 1,308,249	\$ 8,854,496
Revenue Source	CIP-FB	NF	NF	NF	NF	CIP-FB=\$45,000 NF=\$1,263,249	G=\$7,991,811 CIP-FB=\$862,685
Description (Justification and Explanation)							
<p>Southwest Meadows Sanctuary Park ranks at 1st priority for Fiscal Year 2023. Acquisition was supported by matching grant sources from the Florida Communities Trust and Broward County Land Preservation Open Space grants. Development of the site fulfills objectives, policies and goals of the Town's Comprehensive Plan and Charter, as well as the Town's obligation to develop recreational amenities identified in the Grant Management Plan. Recent events on the adjacent Southwest Meadows Preserve and awarded ARPA funding have intersected, enabling development on the site to be prioritized.</p> <p>This funding request for FY 2023 will incorporate funding carried over from FY 2022, adopted from Capital Project Fund assigned fund balance in the amount of \$45,000, which was reprioritized from the Frontier Trails CIP project in 2021. This amount will be used to provide support funding as needed for a funded 1,300,000 ARPA project to satisfy grant commitments with development of a restroom building with storage, electricity, water, septic or sewer, stabilized grass parking and driveway/ drive aisle improvements, connecting access from Griffin Road to Dykes Road.</p> <p>Commitments for development at the Southwest Meadows Sanctuary site retain only those improvements necessary to satisfy current grant requirements, including: playground, restroom, open space play fields, trailhead facilities, fishing pier, multi-use trail, historical and environmental education amenities, wetlands, parking, landscaping and neighborhood park facilities.</p> <p>The Town's parks system seeks to: increase water storage and storm water runoff filtering; provide community parks; promote and preserve environmental and recreational areas; provide access to water and open space; construct and link recreational facilities with multi-use trails throughout the Town.</p>							
Annual Impact on Operating Budget							
Personnel			If fully funded, projected operating budget costs would include mowing / landscape maintenance (\$30,000), routine facilities maintenance (\$17,664), mitigation/wetlands maintenance (\$1,800), playground maintenance (\$5,400), well/water system maintenance (\$3,120), electricity (\$2,832), historical facilities maintenance(\$3,312), Health Dept. annual registration (\$790), sign maintenance (\$434), and funding for replacement over the useful life of amenities (\$65,352 / 20 years = \$3,267). Professional coordination for educational programs is planned through grants and user fees.				
Operating	\$ 65,352						
Replacement Cost	Year: 2043	\$ 3,267					
Revenue/Other	\$ -						
Total	\$ 68,619						

# NOT FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Calusa Corners Park						
Priority	PROS # 5			Project Manager	December Lauretano-Haines, PROS Manager		
Department	Parks, Recreation and Open Spaces			Division	N/A		
Project Location	11-Acre Calusa Corners Park at 4701 Hawkes Bluff Avenue						
Fiscal Year	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total	Prior Years
Plans and Studies	\$ 22,000	\$ -	\$ -	\$ -	\$ -	\$ 22,000	\$ 26,214
Engineering, Architecture & Permitting	\$ 10,000	\$ 49,750	\$ -	\$ -	\$ -	\$ 59,750	\$ 539,399
Land Acquisition/Site preparation	\$ 72,000	\$ -	\$ -	\$ -	\$ -	\$ 72,000	\$ 6,939,341
Construction	\$ 161,000	\$ 418,475	\$ 189,000	\$ 211,000	\$ 211,000	\$ 1,190,475	\$ 55,029
Equipment/Furnishings	\$ 31,000	\$ 35,000	\$ 6,500	\$ -	\$ -	\$ 72,500	\$ 50,087
Other-Landscaping	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 296,000	\$ 503,225	\$ 195,500	\$ 211,000	\$ 211,000	\$ 1,416,725	\$ 7,610,070
Revenue Source	NF	NF	NF	NF	NF	NF= \$1,416,725	G= \$7,044,457 CIP-FB= \$565,613
Description (Justification and Explanation)							
<p>Commitments for development at the Calusa Corners site retain only those amenities currently necessary to satisfy grant requirements, including open space play fields, fishing pier, historic and environmental education, wetlands, and interconnection between two distinct water storage areas. Improvements completed to date include development of playground, picnic facilities, multi-use trail, parking, and landscaping, which were funded by three (3) grants from the Florida Recreation Development Assistance Program. Development of this park's drainage interconnect and associated wetland area was completed in 2019 and recorded in the Towns Transportation fund through funding and cooperation from the South Florida Water Management District and South Broward Drainage District with matching funds from the Town. Grant funded development of the Calusa Corners Park in 2022 included the addition of native and beneficial exotic species and some environmental education.</p> <p>Acquisition of Calusa Corners as an addition to the Southwest Meadows Sanctuary park was achieved through two matching grant sources: Florida Communities Trust and Broward County Land Preservation Open Space grants. The Town's obligation is to continue to develop the recreational amenities identified in the Grant Management Plan. Development costs in the management plan were prepared by professional consultants and have been updated in accordance with reductions in commitments. Changes in market conditions may be anticipated to result in some increased costs.</p> <p>Development of the site fulfills objectives, policies and goals of the Town's Comprehensive Land Use Plan and Town Charter. The Town's parks system is designed to include: increased water storage and stormwater runoff filtering; providing community parks; promoting and preserving environmental and recreational areas; providing access to water bodies and open space; constructing and linking multi-use trails throughout the Town.</p>							
Annual Impact on Operating Budget							
Personnel	\$ -						
Operating							
Replacement Cost	Year: 2043						
Revenue/Other	\$ -						
Total	\$ -						



# FUNDED

Town of Southwest Ranches, Florida

## FY 2023 Program Modification

### PROS Playground Equipment Maintenance Services

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Parks, Recreation and Open Spaces	General	1	\$22,500

#### Justification and Description

This request is for approval of quarterly playground inspection and minor repair and maintenance services for parks currently in use with playgrounds or user-based amenities @ approximately \$595 per visit per facility, including:

Sunshine Ranches Equestrian Park – playground equipment  
 Rolling Oaks Park – fitness trail equipment  
 Country Estates Fishing Hole Park – playground equipment  
 Calusa Corners Park – playground equipment

The contract will cover the costs of minor equipment and hardware, labor and repairs, as needed.

Anticipated annual cost breakdown is as follows:

Inspections: \$11,925

Materials and labor: \$10,575

The Town now manages user-based amenities at four (4) locations. The Town's current facilities maintenance contract provides for general inspection and reporting, but does not provide personnel with training specific to the maintenance of user-based amenities or ability to perform minor repairs, as necessary, except on a case-by-case basis.

The Town's playground and park assets have expanded to the point where risk management dictates proactive management of the resources as a safety-related issue. Authorizing performance of specialized regular inspections and minor repair services by properly certified personnel is an appropriate measure to ensure that user-based recreational amenities remain safe and in good repair.

Cost estimates were derived from contractors who perform these services locally.

#### Alternative/Adverse Impacts if not funded:

If not funded, efficient management of the playground asset will not be provided for in accordance with best management practices, resulting in potential losses of use and/or potential harm to users.

#### Required Resources

Line item	Title or Description of request	Cost
001-3600-572-46010	Grounds Maintenance – Parks	\$22,500

# FUNDED

Town of Southwest Ranches, Florida

## FY 2023 Program Modification

### Rolling Oaks Passive Open Space Park Level of Service Increase - Periodic fire ant control

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Parks, Recreation and Open Space	General	5	\$8,750

#### Justification and Description

This request is for a level of service increase at Rolling Oaks Passive Open Space Park.

Rolling Oaks Park is used for multiple Town and Town-related outdoor events each year.

At present, the maintenance contract provides for mowing maintenance, but does not provide for fire ant control. Due to the ubiquitous nature of these potentially dangerous pests, the Town has never attempted to manage their presence at open space parks but has provided warning signs to alert the public of their presence.

In the past, the Rolling Oaks Civic Association's volunteers provided service to spread town-provided ant control material in advance of the multiple outdoor events hosted annually in the 8-acre west pasture and directly surrounding the building. The Association has not offered volunteer service in recent years but has requested the Town treat the area.

Managing control of fire ants is not a matter of eradication, but with initial knock-down doses of liquid insecticide, followed by routine bi-monthly granular ant bait treatments, some control can be achieved.

Cost estimates were established on rates provided by contractors.

#### Alternative/Adverse Impacts if not funded:

If not funded, fire ant control will not be provided for Town events.

#### Required Resources

Line item	Title or Description of request	Cost
001-3600-572-46040	Grounds Maintenance – Fire ant control initial service	\$1,750
001-3600-572-46060	Grounds Maintenance – Fire ant control ongoing maintenance costs	\$7,000

# FUNDED

Town of Southwest Ranches, Florida

## FY 2023 Program Modification

### Southwest Meadows Preserve Level of Service (LOS) Increase - Farmer's Market Portolets

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Parks, Recreation and Open Space	General	2b	\$8,415

#### Justification and Description

This request is for a level of service increase at the Southwest Meadows Preserve, the newly named five (5) acre Town property adjacent to the Southwest Meadows Sanctuary park.

The long-awaited weekly farmer's market event will be ongoing from late September through late April, annually.

As yet undeveloped, the site offers no restroom facilities. As a condition of the Town's agreement with the market vendor, the town provides portolets and hand wash stations. This request is for an increased level of service to provide the portolets over the course of the entire year of market days.

Cost estimates were established on rates provided by contractors at a rate of \$935 per 28-day cycle.

#### Alternative/Adverse Impacts if not funded:

If not funded, there will be no restrooms for Farmer's Market.

#### Required Resources

Line item	Title or Description of request	Cost
001-3600-572-48110	Events – Portolets and handwash stations with weekly service to support Farmer's Market September through April	\$8,415

# FUNDED

Town of Southwest Ranches, Florida

## FY 2023 Program Modification

### Southwest Meadows Preserve Level of Service (LOS) Increase - Mowing and fire ant control

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Parks, Recreation and Open Space	General	2a	\$5,635

#### Justification and Description

This request is for a level of service increase at the Southwest Meadows Preserve, the newly named 5 acre Town property adjacent to the Southwest Meadows Sanctuary park.

The Aster Knight Southwest Ranches Parks Foundation utilized the site in 2022 for a carnival, which illustrated how this property can become a vital outdoor event location to serve the Town. Since then, the long-awaited weekly farmer's market was hosted in March and April, experiencing great success. This event is planned to be ongoing from late September through late April, annually.

Current maintenance level of service is the absolute minimum: bushhog mowing only at a frequency of once per month. No fire ant control is provided. Due to the substantial weekly foot traffic over the entire site for the farmer's market, increased mowing and control of stinging fire ants is needed.

This request will increase the level of service to incorporate finish mowing at a frequency of 20 times per year with 4 months of bushhog mowing the off-season months (May - August). Ant control is planned with initial treatment and bi monthly follow up treatments.

Managing control of fire ants is not a matter of eradication, but with initial knock-down doses of liquid insecticide, followed by routine bi-monthly granular ant bait treatments, some control can be achieved.

Cost estimates were established on rates provided by contractors.

#### Alternative/Adverse Impacts if not funded:

If not funded, property will not be in suitable condition for Farmer's Market.

#### Required Resources

Line item	Title or Description of request	Cost
001-3600-572-46040	Grounds Maintenance – Finish Mowing with bushhog mowing in the off season	<b>\$4,760</b>
001-3600-572-46040	Grounds Maintenance – Fire ant control initial service	<b>\$175</b>
001-3600-572-46040	Grounds Maintenance – Fire ant control ongoing maintenance costs	<b>\$700</b>

# FUNDED

Town of Southwest Ranches, Florida

## FY 2023 Program Modification

### Rolling Oaks Passive Open Space Park Level of Service Increase - Air conditioner maintenance

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Parks, Recreation and Open Space	General	5	\$3,500

#### Justification and Description

This request is for a level of service increase at Rolling Oaks Passive Open Space park.

Rolling Oaks Park has multiple air conditioning units for which regular maintenance service is currently provided for in a Townwide contract used for multiple Town facilities, including parks, the Town Hall and the Public Safety Facility.

At present, the maintenance contract provides for maintenance to be approved from the executive department.

Managing costs for routine quarterly air conditioning maintenance from within the PROS department's budget may assist to achieve more reliable metrics on parks department asset maintenance costs.

Cost estimates were established based on contractors current rates.

#### Alternative/Adverse Impacts if not funded:

If not funded, air conditioning maintenance will continue to be measured as a cost for the executive or non-departmental budget.

#### Required Resources

Line item	Title or Description of request	Cost
001-3600-572-46010	Building Maintenance – quarterly a/c maintenance	\$3,500

# FUNDED

Town of Southwest Ranches, Florida

## FY 2023 Program Modification

### Water Well System Protective Covers

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	N/A	General		\$9,000

#### Justification and Description

There are four (4) water well systems at Town Facilities.

Three (3) of these systems do not have protective covering.

They are located at:

- Town Hall
- Fire Department
- Rolling Oaks Park.

Currently these systems are open to the elements and do not have protection from the Sun or inclement weather and It has been recommended by the vendor to provide covering such as the system has in Country Estates Park. In order to extend the life of the systems.

Upon research there are several types of protective coverings, and the average cost is \$3,000 each including material and labor for installation.

#### Alternative/Adverse Impacts if not funded:

Failure to fund the protective coverings will allow the well systems to break down at a higher rate than those that are covered.

#### Required Resources

Line item	Title or Description of request	Cost
001-3200-522-46030	Building Maintenance/Fire Department	\$3,000
001-3600-572-46030	Building Maintenance/PROS	\$3,000
001-3900-519-46030	Building Maintenance/Non Departmental	\$3,000

## **Non-Departmental Allocation Center**

### **Services, Functions, and Activities:**

The Non-Departmental allocation center is an allocation center for general fund expenditures (primarily operating, capital or other) which are not otherwise classified or identifiable. It includes any inter/intra fund transfers as expenditures from the general fund. This includes transfers to the Capital Projects, Debt Service and Transportation funds. General contingency and additions/provisions to General Fund balance dollars are allocated here as well.

This allocation center may include other centralized costs which are not easily distributed across Departments. Examples include information technology, various Town property maintenance accounts, property and liability insurance, utilities, preventive maintenance supplies, postage, and office supplies.

There are no personnel associated with this allocation center.

## Non-Departmental Expenditures

Line Item Prefix: 001-3900:-		FY 2020 Actual	FY 2021 Actual	FY 2022 Current Budget	FY 2022 Projected	FY 2023 Adopted
Suffix	Object description					
519-25100	Unemployment Compensation	118	-	-	143	-
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>118</b>		<b>-</b>	<b>143</b>	<b>-</b>
519-34100	Other Contractual Services	12,657	12,995	23,950	23,950	17,800
519-41100	Telecommunications	12,564	14,901	17,000	15,500	16,200
525-41100	Telecommunications - Emergency	1,922	7,015	-	2,940	-
519-42100	Postage-Townwide	10,369	10,103	11,000	11,000	11,000
519-43100	Electricity	18,465	18,789	23,000	23,000	24,000
519-43110	Water & Sewer	3,170	8,795	10,000	15,000	13,000
519-44020	Building Rental/Leasing	3,504	3,641	4,000	4,000	5,000
519-44030	Equipment Leasing	15,327	12,507	15,500	14,500	12,000
519-45100	Property and Liability Insurance	112,157	117,404	121,000	142,494	132,830
519-46010	Maintenance Service/Repair Contracts	13,032	14,442	20,500	21,500	21,500
519-46020	Building Maintenance	10,963	27,496	13,000	12,500	13,000
525-46020	Building Maintenance - Emerg	1,150	10,965	-	1,036	-
519-46030	Equipment Maintenance	28,390	35,842	28,440	34,500	35,540
519-46110	Miscellaneous Maintenance	2,143	2,420	7,000	7,000	7,000
525-46110	Miscellaneous Maintenance - Emerg	669	-	-	-	-
519-46120	Vehicle Maintenance	3,412	5,321	4,000	2,500	4,000
519-46500	Software Maintenance	46,271	45,676	50,589	52,136	51,089
525-46500	Software Maintenance - Emerg	300	-	-	-	-
519-49100	Other Current Charges	(17)	180	1,000	300	1,000
519-51100	Office Supplies	18,946	21,950	21,500	24,500	22,500
525-51100	Office Supplies - Emerg	7,697	5,941	-	301	-
519-52160	Gasoline	1,431	1,234	5,000	5,000	5,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>324,521</b>	<b>377,616</b>	<b>376,479</b>	<b>413,657</b>	<b>392,459</b>
519-64100	Machinery and Equipment	6,847	64,780	15,000	15,000	55,000
525-64100	Machinery and Equipment - Emerg	11,332	8,474	-	-	-
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>18,179</b>	<b>73,254</b>	<b>15,000</b>	<b>15,000</b>	<b>55,000</b>
519-99100	Contingency	-	-	145,934	-	487,896
519-99100	Contingency - TW Vehicle Replace	-	-	17,500	-	17,500
581-91101	Transfers to Transportation Fund	1,322,404	752,310	989,818	989,818	826,950
581-91201	Transfers to Debt Service Fund	999,305	1,275,169	975,256	975,256	844,626
581-91301	Transfers to Capital Projects Fund	72,000	22,107	-	-	69,500
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>2,393,709</b>	<b>2,049,586</b>	<b>2,128,508</b>	<b>1,965,074</b>	<b>2,246,472</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>2,736,528</b>	<b>2,500,456</b>	<b>2,519,987</b>	<b>2,393,874</b>	<b>2,693,931</b>

### Major Variance from Current Budget FY 2022 to Projected FY 2022

Code	Amount	Explanation
43110	\$5,000	Higher due to vendor change vendor & increase in water cost
45100	\$21,494	Higher due to increase in prop. assessed value plus new additions
46030	\$6,060	Higher than expected Equipment Maintenance

### Major Variance or Highlights of the Departmental Budget - FY 2022 Projected to FY 2023 Adopted

Code	Amount	Explanation
34100	(\$6,150)	Lower due to Redistricting expense incurred in FY 2022
64100	\$40,000	Increase mostly due to Network Switch Replacements in FY 2023



# FUNDED

Town of Southwest Ranches, Florida

## FY 2023 Program Modification

### Technology Replacements

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Town Clerk	General	1	\$32,000

#### Justification and Description

This request is for the replacement of network switches that reside in the Town Hall IT closet. These switches have been in place since the Town began receiving support services from the City of Tamarac (2013) and are at the end of their useful life. As such, the current switches are no longer supported by Cisco and would not be able to provide any support or replacement should the current switches fail. The acquisition will consist of a Core Network Switch (Cisco Catalyst 9300 - Layer 3) and a 48-port Network Switch (Catalyst 9300 - Layer 2) and the associated integration services. Purchase of these switches will also maintain compliance with the Town's agreement with the City of Tamarac.

#### Alternative/Adverse Impacts if not funded:

If not funded, should the current switches fail our network infrastructure would be at risk as the current switches are no longer supported by Cisco and support or replacements would not be provided. This would create a challenging support environment for our Information Technology Services provider (City of Tamarac), possibly leading to a prolonged work stoppage and would be in violation of our agreement with them.

#### Required Resources

Line item	Title or Description of request	Cost
001-3900-519-64100	Network Switches Replacement	\$32,000

# FUNDED

Town of Southwest Ranches, Florida

## FY 2023 Program Modification

### Townwide Vehicle Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Executive	General	2	\$17,500

#### Justification and Description

This request is to fund a four (4) year vehicle replacement program for two (2) of the Town's aging vehicles at Town Hall for \$17,500 per fiscal year, totaling \$70,000 during FY's 2020-2023. New vehicles were purchased in 2018 and 2021 which replaced town vehicles that reached its end-of-life cycle. Vehicles were surplused in 2020 and 2021 and the mileage of the remaining vehicle, exceeds 125k miles. The vehicle has incurred high maintenance and repair costs, and has reached the end-of-life cycle. The Program Modification for the Vehicle Replacement Program was funded for the first two of the four-year program in FY's 2020 & 2021 upon which a vehicle was procured. There are two (2) additional years to meet the requirements of this program.

#### Alternative/Adverse Impacts if not funded:

During FY 2014, as per the agreement with the Town of Davie Police Department (PD), the Town of Southwest Ranches allocated eight (8) of the most mechanically efficient vehicles to the Davie PD that were purchased during the transition from BSO to Davie PD services. The Town of Southwest Ranches retained the next best three (3) for its Fleet. As mentioned above, two of these vehicles reached the end of its useful life and was replaced during FY 2018 and FY 2021. The remaining vehicle is reaching its end-of-life cycle. Currently, these vehicles are used by staff to respond to Townwide business including but not limited to: meetings, inspections, events and park activities. They are also used to travel outside of the Town to attend business meetings and trainings. Additionally, these vehicles are required to be utilized for damage control and rapid impact assessments in the event of a serious storm, emergency or natural disaster. Due to inclement weather and hazardous conditions, utility trucks or suburban utility vehicles (SUV) will be required to provide appropriate services. The impact of not funding this request would greatly limit Town Staff to conduct these vital functions.

	<u>AMOUNT</u>	<u>STATUS</u>
FY 2019-2020	\$17,500	FUNDED
FY 2020-2021	\$17,500	FUNDED
FY 2021-2022	\$17,500	<b>FUNDED</b>
FY 2022-2023	\$17,500	Adopted
<u>TOTAL</u>	<u>\$70,000</u>	

#### Required Resources

Line item	Title or Description of request	Cost
001-3900-519-99100	Contingency – TW Vehicle Replacement	<b>\$17,500</b>

# FUNDED

Town of Southwest Ranches, Florida

## FY 2023 Program Modification

### Council Chamber Technology Replacements - Projectors

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Town Clerk	General	1	\$17,000

#### Justification and Description

This request is for the replacement of two projectors in the Council Chambers. The projectors in Council Chambers were purchased in 2016. While they have not exceeded their useful life, technology improvements have drastically improved the image quality of new projectors. Replacement will allow us to more clearly present media to Council Meeting attendees. The estimated cost includes the purchase of two 4K projectors (or better) and the associated consulting, installation, and materials to install on site.

#### Alternative/Adverse Impacts if not funded:

If not funded, no severe adverse effects would occur. The current projectors are serviceable and within their useful life cycle. However, image quality of the current cameras is substandard as compared to current offerings available in the marketplace.

#### Required Resources

Line item	Title or Description of request	Cost
001-3900-519-64100	Council Chamber Technology Replacements - Projectors	\$17,000

# FUNDED

Town of Southwest Ranches, Florida

## FY 2023 Program Modification

### Office Furniture Replacement

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	N/A	General		\$6,000

#### Justification and Description

The current office furniture at Town Hall has been acquired at different stages since the inception of the Town. Some furniture was donated, and others procured. A current inventory and inspection of Town furniture, in the following categories shows what office furniture is needed:

Item	Quantity	Cost Each	Total
Staff/Guest/Conference Room Chair	19	\$200.00	\$3,800.00
Executive Chair	4	\$300.00	\$1,200.00
Staff New Desk System	4	\$1,000.00	\$4,000.00
Executive Desk System	2	\$3,000.00	\$6,000.00
File Cabinets/ Misc.	3	\$1,000.00	\$3,000.00
<b>TOTAL</b>			<b>\$18,000.00</b>

#### Alternative/Adverse Impacts if not funded:

Failure to fund the replacement of Town Hall office furniture will result in further deterioration of furniture disallowing the town staff to conduct business with vendors, customers and residents.

To assist with burden of the expense the Furniture will be expended over a three-year period as follows:

FY 2022 - 2023	\$6,000
FY 2023 - 2024	\$6,000
FY 2024 - 2025	\$6,000
<b>Total</b>	<b>\$18,000</b>

#### Required Resources

Line item	Title or Description of request	Cost
001-3900-519-64100	Office Supplies	\$6,000

# FUNDED

Town of Southwest Ranches, Florida

## FY 2023 Program Modification

### Water Well System Protective Covers

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	N/A	General		\$9,000

#### Justification and Description

There are four (4) water well systems at Town Facilities.

Three (3) of these systems do not have protective covering.

They are located at:

- Town Hall
- Fire Department
- Rolling Oaks Park.

Currently these systems are open to the elements and do not have protection from the Sun or inclement weather and It has been recommended by the vendor to provide covering such as the system has in Country Estates Park. In order to extend the life of the systems.

Upon research there are several types of protective coverings, and the average cost is \$3,000 each including material and labor for installation.

#### Alternative/Adverse Impacts if not funded:

Failure to fund the protective coverings will allow the well systems to break down at a higher rate than those that are covered.

#### Required Resources

Line item	Title or Description of request	Cost
001-3200-522-46030	Building Maintenance/Fire Department	\$3,000
001-3600-572-46030	Building Maintenance/PROS	\$3,000
001-3900-519-46030	Building Maintenance/Non Departmental	\$3,000

## **American Rescue Plan Act (ARPA)**

### **Services, Functions, and Activities:**

The American Rescue Plan Act (ARPA) was established in 2021 to provide relief funds to state, local, and tribal Governments which have been negatively impacted by the Coronavirus pandemic. There are rule provisions to how Governments can use these funds to build back a bigger and stronger economy. From the funds allocated to the TSWR from ARPA, Town Council has directed town staff to begin projects that are within the guidelines of APRA that are expected to commence in FY 2022 with a majority of them scheduled in FY 2023. Therefore, beginning in FY2023 a new department (ARPA) has been formed which outlines these projects commencing.

There are no personnel associated with this allocation center.

## American Recovery Plan Act (ARPA) Expenditures

Line Item Prefix: 001-3920-:		FY 2020 Actual	FY 2021 Actual	FY 2022 Current Budget	FY 2022 Projected	FY 2023 Adopted
Suffix	Object description					
519-31010	Professional Services	-	-	5,000	1,200	3,800
519-41100	Telecommunications	-	-	61,946	61,946	-
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>-</b>	<b>-</b>	<b>66,946</b>	<b>63,146</b>	<b>3,800</b>
522-61100	Land	-	-	-	19,500	1,730,500
519-63100	Infrastructure - General			54,439	54,439	
572-63140	Infrastructure - Southwest Meadows	-	-	-	-	1,300,000
541-63260	Infrastructure - Drainage	-	-	-	-	571,050
512-64100	Machinery and Equipment	-	-	3,000	3,000	-
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>57,439</b>	<b>76,939</b>	<b>3,601,550</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>-</b>	<b>-</b>	<b>124,385</b>	<b>140,085</b>	<b>3,605,350</b>

### Major Variance from Current Budget FY 2022 to Projected FY 2022

Code	Amount	Explanation
522-61100	\$19,500	Higher due to initial cost of EOC facility

### Major Variance or Highlights of the Departmental Budget - FY 2022 Projected to FY 2023 Adopted

Code	Amount	Explanation
519-41100	(\$54,439)	Lower due to VOIP Phone Services in FY 2022
522-61100	\$1,711,000	Higher due to EOC facility
572-63140	\$1,300,000	Higher due to roadway, parking, restroom project (SW Meadows Park)
541-63260	\$571,050	Higher due to Dykes Road pipe drainage project

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

<b>Project</b>	Public Safety Facility\Emergency Operations Center (EOC)						
<b>Priority</b>	Public Safety #3			<b>Project Manager</b>	Rod Ley, P.E.		
<b>Department</b>	Public Works			<b>Division</b>	Engineering		
<b>Project Location</b>	Griffin Road and SW 163 Avenue						
<b>Fiscal Year</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2027</b>	<b>Total</b>	<b>Prior Years</b>
<b>Plans and Studies</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Engineering, Architecture &amp; Permitting</b>	\$ 980,500	\$ -	\$ -	\$ -		\$ 980,500	\$ -
<b>Land Acquisition/Site preparation</b>	\$ 750,000	\$ -	\$ -	\$ -		\$ 750,000	\$ -
<b>Construction</b>	\$ -	\$ -	\$ -	\$ -	\$ 4,775,000	\$ 4,775,000	\$ -
<b>Equipment/Furnishings</b>	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -
<b>Other (Specify)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL COST:</b>	\$ 1,730,500	\$ -	\$ -	\$ -	\$ 4,825,000	\$ 6,555,500	\$ -
<b>Revenue Source</b>	ARPA				NF	NF	
<b>Description (Justification and Explanation)</b>							
<p>The Town of Southwest Ranches has plans to construct a Public Safety Facility to house both the Town's contracted police and fire services and to operate as an Emergency Operations Center (EOC). The Town desires to purchase land and obtain design plans with American Rescue Plan Act funding (ARPA).</p> <p>This Public Safety Facility will improve emergency management capabilities of preparedness, response, recovery and mitigation by enhancing the Town's respond, coordination, and recover from emergency events. Currently, the police and fire services operate from modular trailers to provide these emergency services. This method of operation is not sufficient to meet the needs of the Town's residents. Additionally, the Town has no facilities to provide emergency police, fire and EMS services that are rated to withstand the impact and effects of a major hurricane. The construction of an EOC within the planned Public Safety Facility will provide additional response to residents and regional disasters.</p>							
<b>Annual Impact on Operating Budget</b>							
<b>Personnel</b>			Annual Impact to operating budget to be determined (TBD)				
<b>Operating</b>							
<b>Replacement Cost</b>							
<b>Revenue/Other</b>							
<b>Total</b>							



# FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Southwest Meadows Sanctuary Park - ARPA Roadway, Parking and Restroom Facilities						
Priority	PROS #1			Project Manager	December Lauretano-Haines, PROS Manager		
Department	Parks, Recreation and Open Spaces			Division	N/A		
Project Location	22-Acre Southwest Meadows Sanctuary Park at Griffin between Dykes Road and SW 163 Avenue						
Fiscal Year	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ 156,000	\$ -	\$ -	\$ -	\$ -	\$ 156,000	\$ -
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 1,139,000	\$ -	\$ -	\$ -	\$ -	\$ 1,139,000	\$ -
Equipment/Furnishings	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 1,300,000	\$ -	\$ -	\$ -	\$ -	\$ 1,300,000	\$ -
Revenue Source	ARPA	NF	NF	NF	NF	ARPA \$1,300,000	
Description (Justification and Explanation)							
<p>Southwest Meadows Sanctuary Park ranks at 1st priority for Fiscal Year 2023. Acquisition was supported by matching grant sources from the Florida Communities Trust and Broward County Land Preservation Open Space grants. Development of the site fulfills objectives, policies and goals of the Town's Comprehensive Plan and Charter, as well as the Town's obligation to develop recreational amenities identified in the Grant Management Plan. Recent events on the adjacent Southwest Meadows Preserve and awarded ARPA funding have intersected, enabling development on the site to be prioritized.</p> <p>Funding for FY 2023 will incorporate 1,300,000 from ARPA funding with funding carried over from FY 2022, adopted from Capital Project Fund assigned fund balance in the amount of \$45000 reprioritized from the Frontier Trails CIP project in 2021. This amount will be used to help meet the Town's grant-funded obligations by providing a restroom building with storage, electricity, water, septic or sewer, stabilized grass parking and driveway/ drive aisle improvements, connecting access from Griffin Road to Dykes Road. Costs were estimated based on recent comparable projects in other cities prepared by professional consultants. Changes in market conditions may result in increased costs.</p> <p>Commitments for development at the Southwest Meadows Sanctuary site retain only those improvements necessary to satisfy current grant requirements, including: playground, restroom, open space play fields, trailhead facilities, fishing pier, multi-use trail, historical and environmental education amenities, wetlands, parking, landscaping and neighborhood park facilities.</p> <p>The Town's parks system seeks to: increase water storage and storm water runoff filtering; provide community parks; promote and preserve environmental and recreational areas; provide access to water and open space; construct and link recreational facilities with multi-use trails throughout the Town.</p>							
Annual Impact on Operating Budget							
Personnel			If fully funded, projected operating budget costs would include mowing / landscape maintenance (\$30,000), routine facilities maintenance (\$17,664), mitigation/wetlands maintenance (\$1,800), playground maintenance (\$5,400), well/water system maintenance (\$3,120), electricity (\$2,832), historical facilities maintenance(\$3,312), Health Dept. annual registration (\$790), sign maintenance (\$434), and funding for replacement over the useful life of amenities (\$65,352 / 20 years = \$3,267). Professional coordination for educational programs is planned through grants and user fees.				
Operating	\$ 65,352						
Replacement Cost	Year: 2043	\$ 3,267					
Revenue/Other	\$ -						
Total	\$ 68,619						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Project	Dykes Road Piping						
Priority				Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Dykes Road						
Fiscal Year	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 571,050	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 571,050	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue Source	ARPA						

### Description (Justification and Explanation)

This project consists of constructing a piped drainage collection system and drainage inlets along Dykes Road to improve the conveyance performance of the existing swales. This project will ensure that Dykes Road is less prone to flooding. Due to the regional significance of this project, the Town Council has identified American Recovery Plan Act (ARPA) funding to be used for this project. The proposed improvements include the extension of twin 48" RCP culvert pipes that will connect the existing Calusa Corners drainage system with the proposed Southwest Meadows Sanctuary drainage system via underground trenching across Dykes Road. The South Broward Drainage District is providing the engineering design and construction engineering inspection services as in-kind services.

### Annual Impact on Operating Budget

<b>Personnel</b>	\$ -	Estimated annual maintenance cost to comply with NPDES requirements.
<b>Operating</b>	\$ 5,000	
<b>Replacement Cost</b>		
<b>Revenue/Other</b>		
<b>Total</b>	\$ 5,000	

## **Capital Projects Fund**

The Capital Projects Fund is a type of General Governmental Fund. As such, it provides for projects which are not assignable to specific enterprise or restricted revenue functions. To be a qualified project for this fund, the anticipated value of the asset created generally must have an estimated value of at least \$25,000. An asset for these purposes is an item which is not generally consumed for operating purposes and which has an expected life of not less than three years.

Funding for capital project items generally comes from surplus revenues from other governmental funds (particularly the general governmental operating fund – also known as the “General Fund”.) Additional revenue may derive from debt service proceeds, grants, contributions & donations, interest earnings or other permissible fund transfers.

Expenditures for this fund are not generally restricted, just assigned. Provided that the project adopted meets the above qualifications, and appropriations are approved by the Town Council, the adopted project qualifies for funding in this fund.

The Capital Projects Fund is closely related to, but not synonymous with, the 5-Year Capital Improvement Plan. The 5-Year Capital Improvement Plan anticipates all the likely improvements to occur within the Town over the next five years. This planning document assists in identifying future resource needs and outlining project schedules and prioritization in planning the timing of projects. Wherever possible, the projects included in the 5-Year Capital Improvement Plan have identified funding sources for each year of appropriation.

There are no personnel associated with this fund within the Town of Southwest Ranches. Details on each of the funded projects only within the 5-Year Capital Improvement Plan follow the financial pages of this fund.

## Capital Projects Fund Summary Fiscal Year 2023

### FY 2022 Estimated

Estimated Capital Projects Revenues	55,450
Estimated Expenditures & Encumbrances	<u>(55,450)</u>
Estimated FY 2022 Year End Difference	<u><u>0</u></u>

### FY 2023 Projected Assigned/Committed/Restricted Fund Balance

Audited Assigned/Committed/Restricted Fd Bal 9/30/2021	211,076
Estimated FY 2022 Year End Difference	0
Appropriated Fund Balance FY 2022	<u>(87,450)</u>
Projected Assigned/Committed/Restricted Fd Bal 9/30/2022	<u>123,626</u>
Appropriated Fund Balance FY 2023	<u>(45,000)</u>
Projected Assigned/Committed/Restricted Fd Bal 9/30/2023	<u><u>78,626</u></u>

### FY 2023 Budget Summary

#### Adopted Revenues

Grant Reimbursements	180,000
Transfer from General Fund	69,500
Appropriated Fund Balance	<u>45,000</u>
<b>Total Revenues</b>	<u><b>294,500</b></u>

#### Adopted Expenditures

Capital Outlay	<u>294,500</u>
<b>Total Expenditures</b>	<u><b>294,500</b></u>

## Capital Projects Fund Revenues

Line Item Prefix: 301-0000-:		FY 2020 Actual	FY 2021 Actual	FY 2022 Current Budget	FY 2022 Projected	FY 2023 Adopted
Suffix	Object description					
331-33170	Federal Grant-Culture/Recreation	-	-	180,000	-	180,000
361-36110	Interest Earnings	2,676	705	-	-	-
366-36610	Contributions-Private Sources & Donations	-	30,000	-	-	-
381-38101	Transfer from General Fund	72,000	22,107	-	-	69,500
399-39900	Appropriated Fund Balance	-	-	87,450	55,450	45,000
TOTAL	Miscellaneous Revenues	74,676	52,812	267,450	55,450	294,500
<b>TOTAL</b>		<b>74,676</b>	<b>52,812</b>	<b>267,450</b>	<b>55,450</b>	<b>294,500</b>

## Capital Projects Fund Expenditures

Line Item Prefix: 301-5300-:		FY 2020 Actual	FY 2021 Actual	FY 2022 Current Budget	FY 2022 Projected	FY 2023 Adopted
521-64100	Machinery & Equip-Law Enforcement		28,093	-	-	
522-62150	Buildings-Fire Control Modulares	5,818	22,107	-	-	-
539-62140	Buildings-Town Hall/Public Safety	6,250	14,895	180,000	-	180,000
572-63140	Infrastructure-Southwest Meadows			60,000	15,000	45,000
572-63160	Infrastructure-Calusa Corners			27,450	40,450	-
572-63170	Infrastructure-Sunshine Ranches Equestrian Park			-	-	-
572-63200	Infrastructure-Country Estates Park	-		-	-	69,500
572-63220	Infrastructure-Frontier Trails Park	720		-	-	-
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>12,788</b>	<b>65,095</b>	<b>267,450</b>	<b>55,450</b>	<b>294,500</b>
<b>TOTAL</b>	<b>CAPITAL PROJECTS FUND</b>	<b>12,788</b>	<b>65,095</b>	<b>267,450</b>	<b>55,450</b>	<b>294,500</b>

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

<b>Project</b>	<b>Town Hall Complex Safety, Drainage, Mitigation Improvements</b>						
<b>Priority</b>	Townwide			<b>Project Manager</b>	Rod Ley, P.E.		
<b>Department</b>	Public Works : Engineering			<b>Division</b>	Engineering		
<b>Project Location</b>	13400 Griffin Road Southwest Ranches, FL 33330						
<b>Fiscal Year</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2027</b>	<b>Total</b>	<b>Prior Years</b>
<b>Plans and Surveys</b>	\$ 12,600	\$ -	\$ -	\$ -	\$ -	\$ 12,600	\$ 1,511
<b>Engineering/Architecture</b>	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ 14,000	\$ -
<b>Land Acquisition/ Site Preparation</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Construction</b>	\$ 153,400	\$ -	\$ -	\$ -	\$ -	\$ 153,400	\$ -
<b>Equipment/ Furnishings</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,370
<b>Other</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL COST</b>	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ 180,000	\$ 29,881
<b>Revenue Source</b>	G=\$180,000					G=\$180,000	GF TFR=\$12,000 CIP-FB \$17,881
<b>Description (Justification and Explanation)</b>							
<p>This request is for resurfacing, reshaping, and drainage improvements for creating a safer and stronger Town Hall Parking lot to also weather the impact of a natural disaster. The Public Works Department, Engineering Division will be responsible for the permitting, and construction of the enhanced drainage and safety improvements. The parking lot floods after minor rain events, which has created potholes and uneven pedestrian pathway surfaces. This project was originally funded in the FY 2016 budget with restricted debt service funding for public safety improvements in the amount of \$36,775, but had to be delayed after plans, scope, and bids received exceeded the budgeted amount. However, based on Town Council direction and recent Hurricane IRMA PAP-DAC execution by the Town Administrator provided \$180,000 in funding for eligible hazard mitigation expenditures. The project funding approval from FEMA (est. @ \$180,000) has since been further delayed due to COVID-19. Therefore parking lot/drainage design, construction and mitigation expenses were appropriately deferred to FY 2022 to allow for receipt of FEMA\restricted Grant funds as well as a competitive procurement process to be completed during FY 2023.</p>							
<b>Annual Impact on Operating Budget</b>							
<b>Personnel</b>			No anticipated material impact to the operating budget.				
<b>Operating</b>							
<b>Replacement Costs</b>							
<b>Revenue/Other</b>							
<b>Total</b>							

# FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Country Estates Fishing Hole Park Open Space Play Field Improvement						
Priority	PROS #2			Project Manager	December Lauretano-Haines, PROS Manager		
Department	Parks, Recreation and Open Space			Division	N/A		
Project Location	Country Estates Park - 16 acres at 18900 Griffin Road						
Fiscal Year	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Construction	\$ 69,500	\$ -	\$ -	\$ -	\$ -	\$ 69,500	
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other (Wetlands)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL COST:	\$ 69,500	\$ -	\$ -	\$ -	\$ -	\$ 69,500	
Revenue Source	GF-Tfr \$69,500					GF-Tfr \$69,500	
Description (Justification and Explanation)							
<p>As a result of improvements for drainage on this field, the surface is rocky and unsuitable for most ball play sports. In FY 2022, lien recovery funding in the amount of \$31,726 was insufficient to achieve the desired result of improving the ball field surface and was reallocated by Council for in the amounts of \$12,100 for improvement of fencing along SW 190th Avenue and 19,626 to be used for a proposed artistic entrance feature.</p> <p>This request for funding to remediate the existing play field surface with donated/TSDOR recovered organic fill, followed by re-seeding to attempt to establish a more suitable play surface, and chain link fencing to protect the surface improvements from vehicular vandalism, breaks down as follows:</p> <ul style="list-style-type: none"><li>• spreading the donated/TSDOR recovered organic fill material: \$6,000.</li><li>• Re-seeding the field: approximately \$14,400.</li><li>• fencing and gates \$49, 100.</li></ul>							
Annual Impact on Operating Budget							
Personnel			Operating budget costs include mowing/landscape maintenance (\$15,600) Funding for replacement over the useful life of amenities (\$69,500 / 20 years = \$3,475).				
Operating	\$ 15,600						
Replacement Cost	Year: 2043	\$ 3,475					
Revenue/Other							
Total	\$ 19,075						



# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Southwest Meadows Sanctuary Park						
Priority	PROS #1a			Project Manager	December Lauretano-Haines, PROS Manager		
Department	Parks, Recreation and Open Spaces			Division	N/A		
Project Location	22-Acre Southwest Meadows Sanctuary Park at Griffin between Dykes Road and SW 163 Avenue						
Fiscal Year	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total	Prior Years
Plans and Studies	\$ -	\$ 13,825	\$ 13,825	\$ 13,825	\$ 13,825	\$ 55,298	\$ 8,902
Engineering, Architecture & Permitting	\$ -	\$ 23,569	\$ 23,569	\$ 23,569	\$ 23,569	\$ 94,275	\$ 853,783
Land Acquisition/Site preparation	\$ -	\$ 53,663	\$ 53,663	\$ 53,663	\$ 53,663	\$ 214,650	\$ 7,941,812
Construction	\$ 45,000	\$ 201,000	\$ 211,375	\$ 211,375	\$ 211,375	\$ 880,126	\$ 49,999
Equipment/Furnishings	\$ -	\$ 15,975	\$ 15,975	\$ 15,975	\$ 15,975	\$ 63,900	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 45,000	\$ 308,031	\$ 318,406	\$ 318,406	\$ 318,406	\$ 1,308,249	\$ 8,854,496
Revenue Source	CIP-FB	NF	NF	NF	NF	CIP-FB=\$45,000 NF=\$1,263,249	G=\$7,991,811 CIP-FB=\$862,685
Description (Justification and Explanation)							
<p>Southwest Meadows Sanctuary Park ranks at 1st priority for Fiscal Year 2023. Acquisition was supported by matching grant sources from the Florida Communities Trust and Broward County Land Preservation Open Space grants. Development of the site fulfills objectives, policies and goals of the Town's Comprehensive Plan and Charter, as well as the Town's obligation to develop recreational amenities identified in the Grant Management Plan. Recent events on the adjacent Southwest Meadows Preserve and awarded ARPA funding have intersected, enabling development on the site to be prioritized.</p> <p>This funding request for FY 2023 will incorporate funding carried over from FY 2022, adopted from Capital Project Fund assigned fund balance in the amount of \$45,000, which was reprioritized from the Frontier Trails CIP project in 2021. This amount will be used to provide support funding as needed for a funded 1,300,000 ARPA project to satisfy grant commitments with development of a restroom building with storage, electricity, water, septic or sewer, stabilized grass parking and driveway/ drive aisle improvements, connecting access from Griffin Road to Dykes Road.</p> <p>Commitments for development at the Southwest Meadows Sanctuary site retain only those improvements necessary to satisfy current grant requirements, including: playground, restroom, open space play fields, trailhead facilities, fishing pier, multi-use trail, historical and environmental education amenities, wetlands, parking, landscaping and neighborhood park facilities.</p> <p>The Town's parks system seeks to: increase water storage and storm water runoff filtering; provide community parks; promote and preserve environmental and recreational areas; provide access to water and open space; construct and link recreational facilities with multi-use trails throughout the Town.</p>							
Annual Impact on Operating Budget							
Personnel			If fully funded, projected operating budget costs would include mowing / landscape maintenance (\$30,000), routine facilities maintenance (\$17,664), mitigation/wetlands maintenance (\$1,800), playground maintenance (\$5,400), well/water system maintenance (\$3,120), electricity (\$2,832), historical facilities maintenance(\$3,312), Health Dept. annual registration (\$790), sign maintenance (\$434), and funding for replacement over the useful life of amenities (\$65,352 / 20 years = \$3,267). Professional coordination for educational programs is planned through grants and user fees.				
Operating	\$ 65,352						
Replacement Cost	Year: 2043	\$ 3,267					
Revenue/Other	\$ -						
Total	\$ 68,619						

# NOT FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Calusa Corners Park						
Priority	PROS # 5			Project Manager	December Lauretano-Haines, PROS Manager		
Department	Parks, Recreation and Open Spaces			Division	N/A		
Project Location	11-Acre Calusa Corners Park at 4701 Hawkes Bluff Avenue						
Fiscal Year	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total	Prior Years
Plans and Studies	\$ 22,000	\$ -	\$ -	\$ -	\$ -	\$ 22,000	\$ 26,214
Engineering, Architecture & Permitting	\$ 10,000	\$ 49,750	\$ -	\$ -	\$ -	\$ 59,750	\$ 539,399
Land Acquisition/Site preparation	\$ 72,000	\$ -	\$ -	\$ -	\$ -	\$ 72,000	\$ 6,939,341
Construction	\$ 161,000	\$ 418,475	\$ 189,000	\$ 211,000	\$ 211,000	\$ 1,190,475	\$ 55,029
Equipment/Furnishings	\$ 31,000	\$ 35,000	\$ 6,500	\$ -	\$ -	\$ 72,500	\$ 50,087
Other-Landscaping	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 296,000	\$ 503,225	\$ 195,500	\$ 211,000	\$ 211,000	\$ 1,416,725	\$ 7,610,070
Revenue Source	NF	NF	NF	NF	NF	NF= \$1,416,725	G= \$7,044,457 CIP-FB= \$565,613
Description (Justification and Explanation)							
<p>Commitments for development at the Calusa Corners site retain only those amenities currently necessary to satisfy grant requirements, including open space play fields, fishing pier, historic and environmental education, wetlands, and interconnection between two distinct water storage areas. Improvements completed to date include development of playground, picnic facilities, multi-use trail, parking, and landscaping, which were funded by three (3) grants from the Florida Recreation Development Assistance Program. Development of this park's drainage interconnect and associated wetland area was completed in 2019 and recorded in the Towns Transportation fund through funding and cooperation from the South Florida Water Management District and South Broward Drainage District with matching funds from the Town. Grant funded development of the Calusa Corners Park in 2022 included the addition of native and beneficial exotic species and some environmental education.</p> <p>Acquisition of Calusa Corners as an addition to the Southwest Meadows Sanctuary park was achieved through two matching grant sources: Florida Communities Trust and Broward County Land Preservation Open Space grants. The Town's obligation is to continue to develop the recreational amenities identified in the Grant Management Plan. Development costs in the management plan were prepared by professional consultants and have been updated in accordance with reductions in commitments. Changes in market conditions may be anticipated to result in some increased costs.</p> <p>Development of the site fulfills objectives, policies and goals of the Town's Comprehensive Land Use Plan and Town Charter. The Town's parks system is designed to include: increased water storage and stormwater runoff filtering; providing community parks; promoting and preserving environmental and recreational areas; providing access to water bodies and open space; constructing and linking multi-use trails throughout the Town.</p>							
Annual Impact on Operating Budget							
Personnel	\$ -						
Operating							
Replacement Cost	Year: 2043						
Revenue/Other	\$ -						
Total	\$ -						

# NOT FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Country Estates Park						
Priority	PROS #4			Project Manager	December Lauretano-Haines, PROS Manager		
Department	Parks, Recreation and Open Space			Division	N/A		
Project Location	Country Estates Park - 16 acres at 18900 Griffin Road						
Fiscal Year	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total	Prior Years
Plans and Studies	\$ 1,725	\$ -	\$ -	\$ 3,300	\$ -	\$ 5,025	\$ 47,043
Engineering, Architecture & Permitting	\$ 28,000	\$ 23,000	\$ 26,500	\$ 28,000	\$ 19,800	\$ 125,300	\$ 428,268
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,172,855
Construction	\$ 105,000	\$ 135,000	\$ 158,000	\$ 183,000	\$ 240,200	\$ 821,200	\$ 657,046
Equipment/Furnishings	\$ 15,275	\$ 17,000	\$ 21,250	\$ 15,275	\$ 10,425	\$ 79,225	\$ 106,723
Other (Wetlands)	\$ -	\$ -	\$ 34,250	\$ -	\$ -	\$ 34,250	\$ 25,000
TOTAL COST:	\$ 150,000	\$ 175,000	\$ 240,000	\$ 229,575	\$ 270,425	\$ 1,065,000	\$ 3,436,935
Revenue Source	NF	NF	NF	NF	NF	NF	G=\$2,348,685 CIP-FB & GF Tfr=\$1,056,524 GF-FB=\$31,726
Description (Justification and Explanation)							
<p>Due to completion of multiple improvements rendering the Country Estates park usable for public recreation, the focus for development remains on other projects in Fiscal Year 2023, making this location 4th in the list of priorities for development. Funding for improvement of the play fields, a key element, was not completed during FY 2021/2022 and its revised costs have been incorporated into a separate request for FY 2023.</p> <p>Commitments for development of the site include a pond and fishing pier. Significant portions of this development include a playground, restroom, picnic shelter, multi-use trail, improved wetlands, parking, landscaping, open space play fields, and environmental education were completed between 2014 and 2017. Future development of pond and fishing pier have been estimated using a phased funding approach. Outside of grant commitments, the community has also identified equestrian amenities as development priorities for this site.</p> <p>Development of the Country Estates site fulfills objectives and policies of the Town's Comprehensive Plan and promotes primary goals of the Town's Charter. The Town's parks system is designed to meet Comprehensive plan standards, including: developing increased water storage and runoff filtering; providing community parks for residents; promoting and preserving environmental and public recreational areas; providing public access to water bodies and open space areas; constructing and linking multi-use greenway recreational trails throughout the Town.</p> <p>Acquisition was supported by two matching grant sources: Florida Communities Trust and Broward County Land Preservation Bond Open Space (BCLPB-OS) grants. The Town's continuing obligation is to develop the recreational amenities identified in the Grant Management Plan. Development of the site has been supported by multiple grants from Broward County and the State of Florida Grant. Development costs were based on original management plan value engineering by professional consultants and updated in accordance with reductions in commitments and changes in market conditions as projects were procured. Further development of this site is not currently supported by grants.</p>							
Annual Impact on Operating Budget							
Personnel			Operating budget costs include mowing/landscape maintenance (\$15,600), routine facilities maintenance (\$8,832), mitigation/wetlands maintenance (\$7,140), playground maintenance (\$5,400), well/water system maintenance (\$3,120), Electricity (\$600), Health Dept. annual registration (\$790), sign maintenance (\$434), and funding for replacement over the useful life of amenities (\$106,723 / 20 years = \$5,336). Future operating costs will include maintenance of other improvements not currently funded for development (fishing pond, pier, equestrian arena)				
Operating	\$ 41,916						
Replacement Cost	Year: 2043	\$ 5,336					
Revenue/Other							
Total	\$ 47,252						

# NOT FUNDED

## Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Frontier Trails Conservation Area						
Priority	PROS #3			Project Manager	December Lauretano-Haines, PROS Manager		
Department	Parks, Recreation and Open Space			Division	N/A		
Project Location	30-Acre Frontier Trails Park at 19300 SW 51 Manor						
Fiscal Year	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total	Prior Years
Plans and Studies	\$ 8,250	\$ 6,000	\$ 2,500	\$ 2,000	\$ 2,000	\$ 20,750	\$ -
Engineering, Architecture & Permitting	\$ 34,500	\$ 55,000	\$ 40,000	\$ 67,000	\$ 67,000	\$ 263,500	\$ 624,019
Land Acquisition/Site preparation	\$ 9,375	\$ 12,000	\$ 53,600	\$ 6,400	\$ 6,400	\$ 87,775	\$ 2,396,363
Construction	\$ 48,500	\$ 144,200	\$ 500,800	\$ 709,000	\$ 709,000	\$ 2,111,500	\$ 62,256
Equipment/Furnishings	\$ 24,375	\$ 6,300	\$ 92,750	\$ 57,100	\$ 57,100	\$ 237,625	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 125,000	\$ 223,500	\$ 689,650	\$ 841,500	\$ 841,500	\$ 2,721,150	\$ 3,082,638
Revenue Source	NF	NF	NF	NF	NF	NF=\$2,721,150	
Description (Justification and Explanation)							
<p>Frontier Trails Conservation Area remains a high priority for development at priority #3. Public Works/Engineering's "Country Estates Drainage Project" will connect through the site, providing for drainage improvements to fulfill the goal of providing water storage and runoff filtering within the park.</p> <p>Commitments for development at Frontier Trails retain only those amenities necessary to satisfy current grant requirements, including picnic facilities, fishing pier, multi-use trail, environmental and archaeological preservation and education, wetlands, parking, and landscaping. The Town will continue to pursue grant funding to supplement the Town's budget.</p> <p>Previous phases provided for minimal parking and a small picnic shelter (partially funded with \$30k from the Southwest Ranches Parks Foundation). Staff continues to work on a prospective partnership for this site to serve as offsite mitigation for developers of other sites in exchange for construction of wetlands and other park features. For this reason, planning for development is deferred to make full use of the benefits the Town would gain from such a partnership. For years 2 through 5, the development concept envisions incremental improvements to multi-use trails, preservation of the archaeological area, addition of historical and environmental education signs.</p> <p>Acquisition of this site was achieved through two matching grant sources: Florida Communities Trust and Broward County Land Preservation Open Space grants. The Town's continuing obligation is to develop the recreational amenities identified in the Grant Management Plan. Development of the site fulfills objectives, policies and goals of the Town's Comprehensive Plan and Charter. The Town's parks system is designed to provide water storage and runoff filtering; environmental and recreational areas; access to water and open space; and to link multi-use trails.</p>							
Annual Impact on Operating Budget							
Personnel			If fully funded, projected operating budget costs would include mowing /landscape maintenance (\$31,200), routine facilities maintenance (\$8,832), mitigation/wetlands maintenance (\$3,000), sign maintenance (\$434), and funding for replacement over the useful life of amenities (\$193,650 / 20 years = \$9,683). Professional coordination for educational programs is planned through grants and user fees.				
Operating	\$ 43,466						
Replacement Cost	Year: 2043	\$ 9,683					
Revenue/Other	\$ -						
Total	\$ 53,149						

# NOT FUNDED

## Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	PROS Entranceway Signage						
Priority	PROS #6			Project Manager	December Lauretano Haines, PROS Manager and Susan Kutz, Admin Spec.		
Department	Parks, Recreation and Open Space			Division	N/A		
Project Location	Various						
Fiscal Year	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ 6,000	\$ 4,000	\$ -	\$ -	\$ -	\$ 10,000	\$ 2,500
Construction	\$ 54,000	\$ 36,000	\$ -	\$ -	\$ -	\$ 90,000	\$ 17,500
Equipment/ Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 60,000	\$ 40,000	\$ -	\$ -	\$ -	\$ 100,000	\$ 20,000
Revenue Source	NF	NF				NF	GF Tfr
Description (Justification and Explanation)							
<p>In 2004, Southwest Ranches defined the Town's Rural Identification Program with design standards for the purpose of creating a strong sense of place and community by establishing a visual identity through decorative and wayfinding signage at Town entry points, parks, and neighborhood entrances. The Rural Public Arts and Design Advisory Board has worked to incorporate the design standards into rights-of-way and Town entrances throughout the past several fiscal years. The current phase will be to create the permanent entrance signs for Town parks in conformance with the Rural Program Identification Manual. The Gary A. Poliakoff Founders' Park was funded and completed in 2018. It has been determined that it would be more cost effective to the Town to competitively procure and therefore construct five (5) Park Entranceway signs over two fiscal years rather than one per year over five years.</p> <p>The locations and designs for park entranceway signs to be installed, determined by the Rural Public Arts and Design (RPAD) Advisory Board are planned as follows (order of priority): FY 2023: Southwest Meadows Sanctuary/Preserve FY 2023: Rolling Oaks FY 2023: Country Estates FY 2024: Calusa Corners Park FY 2024: Frontier Trails</p> <p>Estimated costs for the procurement, permitting, construction, and installation of the signs are composed of sign costs in the amount of \$17,500 each, with \$1,000 per sign for landscaping and solar lighting; and a maximum of \$1,500 per sign location for surveying and permitting.</p>							
Annual Impact on Operating Budget							
Personnel	\$ -		No anticipated material impact to annual operating budget				
Operating	\$ -						
Replacement Cost	\$ -						
Revenue/Other	\$ -						
Total	\$ -						

## **Debt Service Fund**

### **Services, Functions, and Activities:**

This fund is used for the purpose of budgeting debt on projects of a general governmental nature which include Capital Projects and Transportation Fund improvements. Additionally, this fund is used to budget line of credit debt incurred due to Town declared emergencies or disasters including acting as a pass-through entity to the Solid Waste enterprise fund for allocable budgeted interest and/or principal received directly from the General Fund, when applicable. More particularly, this fund has been created to support accounting for debt service payments resulting from a full faith and credit borrowing pursuant to an annual pledge to budget and appropriate funding for payment and retirement of forthcoming principal and interest. The Town has no general obligation debt which would require approval via a Townwide voter referendum. Existing Debt consists of Loans, Notes Payable and an available Emergency Line of Credit.

## Debt Service Fund Summary Fiscal Year 2023

### FY 2022 Estimated

Estimated Debt Service Revenue	1,004,769
Estimated Expenditures & Encumbrances	<u>(1,004,769)</u>
Estimated FY 2022 Year End Difference	<u><u>(0)</u></u>

### FY 2023 Projected Assigned Fund Balance

Audited Assigned Fund Balance 9/30/2021	568,639
Estimated FY 2022 Year End Difference	(0)
Appropriated Assigned Fund Balance for FY 2022	<u>-</u>
Projected Assigned Fund Balance 9/30/2022	<u>568,639</u>
Appropriated Assigned Fund Balance for FY 2023	<u>(456,146)</u>
Projected Assigned Fund Balance 9/30/2023	<u><u>112,493</u></u>

### FY 2023 Budget Summary

#### Adopted Revenues

Transfer from General Fund	417,965
Appropriated Assigned Fund Balance	<u>456,146</u>
<b>Total Revenues</b>	<u><b>874,111</b></u>

#### Adopted Expenditures

Debt Service	874,111
Non-Operating Expenses	<u>-</u>
<b>Total Expenditures</b>	<u><b>874,111</b></u>

## Debt Service Fund Revenues

Line Item: 201-0000:		FY 2020 Actual	FY 2021 Actual	FY 2022 Current Budget	FY 2022 Projected	FY 2023 Adopted
361-36110	Interest - Equity in Pooled Cash	-	556	-	-	-
381-38101	Transfer from General Fund	1,028,791	1,304,655	1,004,741	1,004,769	417,965
384-38400	Loan/Debt Proceeds	-	-	-	-	-
399-39900	Appropriated Assigned Fund Balance	-	-	-	-	456,146
<b>TOTAL</b>	<b>Miscellaneous Revenues</b>	<b>1,028,791</b>	<b>1,305,211</b>	<b>1,004,741</b>	<b>1,004,769</b>	<b>874,111</b>
<b>TOTAL</b>	<b>DEBT SERVICE FUND</b>	<b>1,028,791</b>	<b>1,305,211</b>	<b>1,004,741</b>	<b>1,004,769</b>	<b>874,111</b>



## Debt Service Fund Expenditures

Line Item Prefix: 201-5200-517:		FY 2020 Actual	FY 2021 Actual	FY 2022 Current Budget	FY 2022 Projected	FY 2023 Adopted
Suffix	Object Description					
71100	Principal	588,432	607,042	819,688	819,646	706,749
525-71100	Principal - Emergency	-	-	-	-	-
72100	Interest	317,535	299,733	178,553	178,623	161,362
525-72100	Interest - Emergency	-	-	-	-	-
73100	Other Debt Service Costs	-	47,420	6,500	6,500	6,000
<b>TOTAL</b>	<b>DEBT SERVICE</b>	<b>905,967</b>	<b>954,195</b>	<b>1,004,741</b>	<b>1,004,769</b>	<b>874,111</b>
519-99100	Contingency - Debt Service Provision	-	-	-	-	-
581-91401	Transfers to Solid Waste Fund	29,868	-	-	-	-
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>29,868</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL</b>	<b>DEBT SERVICE FUND</b>	<b>935,835</b>	<b>954,195</b>	<b>1,004,741</b>	<b>1,004,769</b>	<b>874,111</b>

### Major Variance from Current Budget FY 2022 to Projected FY 2022

Code	Amount	Explanation

### Major Variance or Highlights of the Departmental Budget - FY 2022 Projected to FY 2023 Adopted

Code	Amount	Explanation
71100	(\$112,897)	Lower due to the maturity of the TD 2011 & Centennial Road Repair Loan
72100	(\$17,261)	Lower due to the maturity of the TD 2011 & Centennial Road Repair Loan

## Debt Service Disclosure

Description/Type	Total P & I FY 2020 Actual	Total P & I FY 2021 Actual		Total P & I FY 2022 Projected	Total P & I FY 2023 Adopted	Total P & I FY 2024 & Thereafter
TD Bk Series 2013-Refund/Improvement Rev Bds	241,117	241,925		242,118	241,559	715,163
TD Bk Series 2011-New Town Hall Refinance	286,523	286,522		71,652	-	-
TD Bk Series 2016-Public Purpose Land Acq.	251,875	251,875		-	-	-
TD Bk Series 2021-Public Purp Land Acq.Refinance	-	-		597,069	597,069	7,761,892
TD Bk Series 2018 - Emergency LOC-Govt Fds				-	-	-
TD Bk Series 2018-Emergency LOC-Enterprise/SW Fd	29,868			-	-	-
Centennial Bk Road Paving/Drainage Loan	96,967	96,968		57,944	-	-
TD Equip. Fince-Rosenbauer Pumper Note Pay	29,485	29,485		29,486	29,483	-
Other Debt Service Costs incl Emergency LOC		47,420		6,500	6,000	-
<b>Total Debt Service</b>	<b>\$ 935,835</b>	<b>\$ 954,195</b>		<b>\$ 1,004,769</b>	<b>\$ 874,111</b>	<b>\$ 8,477,055</b>



## Special Revenue Funds



2021 Town of Southwest Ranches Rural Public Arts & Design Advisory Board Photo Contest  
Submitted by: Juliette Coley

This section contains summary information about the Town's Special Revenue Funds.

These funds are governmental in nature but have revenues which are restricted and must therefore be used for specific types of functions.

The Two Special Revenue Funds are:

- 1) Transportation Fund
- 2) Volunteer Fire Fund

Information about these funds includes: a fund summary, summary revenues, summary expenditures with expenditure history, and modification to the programs, and a copy of any Capital Improvements Projects which are associated with that fund.

**FY 2022-2023**

# Transportation Fund

## Services, Functions, and Activities:

The Public Works Department oversees the planning, development, and implementation of the Town's Transportation Fund, including related public works operations and maintenance responsibilities. More specifically, this includes:

- Maintaining all streets and traffic control devices, including pavement markings and signage, guardrails, traffic calming systems.
- Maintaining the tertiary stormwater drainage infrastructure system including roadside swales, interconnecting ditches, drainage pipes, stormwater structures and headwalls.
- Accomplishing construction of all annually funded capital improvements related to roadway drainage and resurfacing projects.
- Overseeing the development, implementation, and maintenance of roadway contracts, including all related records, construction specifications and ensuring contract performance remains in compliance with all jurisdictional federal, state, and local agency regulations and the Town's ordinances, rules, and administrative regulations.
- Assuring optimum contractual activity in the maintenance of all transportation facilities and infrastructure.
- Administering and coordinating compliance with the municipal separate storm sewer system (MS4) within the National Pollutant Discharge Elimination System (NPDES) program. Prepares and submits all required documentation for the NPDES annual report.
- Overseeing community participation in the Community Rating System (CRS) Program.
- Overseeing community participation in the National Flood Insurance Program (NFIP).
- Providing a professional liaison to the Drainage and Infrastructure Advisory Board.

The PROS Department administers portions of the Town's Transportation Fund related to management of all right-of-way and Griffin Road landscape maintenance and improvements.

## FY 2021/2022 Accomplishments:

- In accordance with Priority Area D "Improved Infrastructure" Goal 2d, Objectives 2 and 3 of the Town's Strategic Plan to improve water resource management the department completed the following drainage improvements:
  - Completed construction of a Drainage Improvement Project at SW 182<sup>nd</sup> Avenue and SW 50<sup>th</sup> Street, which was the first completed project in Broward County using Surtax funds.
  - Completed construction of Drainage Improvement Project on SW 202 Avenue.

- Completed construction of the Green Meadows Drainage Improvements, which were funded by a \$500,000 grant from Florida Department of Environmental Protection.
  - Completed construction of Phase II of the Dykes Road Drainage Improvements, which was funded by a \$200,000 Florida Department of Environmental Protection grant and \$43,000 Surtax grant.
  - Completed surveying and design of the Country Estates Drainage and Water Quality Improvement Project.
- Awarded the following grants to supplement the Transportation Fund:
- \$43,000 of Broward County Surtax funding for SW 54<sup>th</sup> Place Drainage Improvements.
  - \$355,000 for the Country Estates Drainage and Water Quality Improvement Project.
- In accordance with Priority Area D “Improved Infrastructure” Goal 3d of the Town’s Strategic Plan to improve road conditions management the department completed the following:
- Completed construction of the Fiscal Year 2021 road segments of the TSDOR Program (SW 196<sup>th</sup> Avenue, SW 199<sup>th</sup> Avenue, SW 201<sup>st</sup> Terrace, SW 202<sup>nd</sup> Avenue and associated side streets) with \$737,045 Broward County Surtax funding.
  - Completed construction of the Fiscal Year 2022 road segments of the TSDOR Program (Carlyn Lane, SW 128<sup>th</sup> Avenue, SW 130<sup>th</sup> Avenue, SW 52<sup>nd</sup> Street, SW 133<sup>rd</sup> Avenue, Lupo Lane, SW 134<sup>th</sup> Avenue and Holatee Trail - from Stirling Road to Old Sheridan Street) with \$1,223,165 Broward County Surtax funding.
  - Completed surveying and design of SW 162<sup>nd</sup> Avenue, SW 163<sup>rd</sup> Avenue, SW 49<sup>th</sup> Street from SW 163<sup>rd</sup> Avenue to the dead end, SW 53<sup>rd</sup> Street from SW 163<sup>rd</sup> Avenue to SW 162<sup>nd</sup> Avenue, and SW 164<sup>th</sup> Terrace TSDOR segments so we can submit the 3.37 miles of roadway as a shovel-ready Surtax Rehab and Maintenance project once the County accepts applications.
  - Completed various roadway striping projects.
  - Completed Right of Way acquisition of the Fiscal Year 2024 road segments of the Transportation and Surface Drainage On-Going Rehabilitation (TSDOR) Program.
  - Completed construction of the Hancock Road Guardrail project, which was funded by a \$375,000 FDOT grant.
  - Began developing the Stormwater Master Plan with a \$250,000 grant from the Department of Economic Development.
  - Began the development of a TSDOR Study.
  - Awarded new roadway maintenance contract.

- In accordance with Priority Area D “Improved Infrastructure” Goal 2d, Objective 4 of the Town’s Strategic Plan to improve water resource management the department completed the following:
  - Completed Community Rating System (CRS) Program recertification.
  - Prepared and submitted to the Florida Department of Environmental Protection (FDEP) the Town’s NPDES Annual Report.
  - Developed several public interfacing GIS maps that are now available on the Town’s website.

#### **Issues:**

- Improvement of right-of-way maintenance levels of service and increased areas of maintenance at sustainable costs.
- Availability of funding to complete stormwater systems maintenance.
- Insufficient drainage system data to satisfy the NPDES permit requirement and for tertiary drainage master planning.
- Improvement on infrastructure maintenance level of service at a sustainable cost without outside funding sources.
- Availability of funding for ongoing street maintenance and repairs.
- Availability of funds for the Drainage & Infrastructure Advisory Board project list.
- Lack of storage space to house all active engineering permit files.
- Availability of funds to address aging and damaged guardrail.
- Availability of funds for mapping and documentation preparation for improved CRS rating.
- Capped TSDOR funding is extending program duration significantly.
- Changes in Broward County Surtax project eligibility requirements
- Economic and schedule impacts due to workforce and material shortages.

#### **FY 2022/2023 Performance Objectives:**

- Develop plan to expend ARPA funds
- Evaluate the stormwater design requirements
- Review fill permit process
- Utilize monthly newsletter as an educational tool for drainage issues
- Develop Stormwater Master Plan
- Complete Fiscal Year 2025 TSDOR program road improvement Right of Way acquisition (pending Mobility Advancement Program - f/k/a Transportation Surtax funding availability).
- Further develop and expand GIS database.
- Complete construction of all funded capital improvement projects within or under budget.
- Continue to provide liaison assistance to the Drainage and Infrastructure Advisory Board.
- Develop a Five-Year Plan for Drainage and Mobility Advancement Program - (f/k/a Transportation Surtax) Projects.

- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

**Personnel Complement:**

	Adopted FY 2022			Adopted FY 2023		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Public Works Director	.5			.5		
Total	.5			.5		

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# Municipal Transportation Fund Summary

## Fiscal Year 2023

### FY 2022 Estimated

Estimated Transportation Revenue	4,735,261
Estimated Expenditures & Encumbrances	<u>(4,142,100)</u>
Estimated FY 2022 Year End Difference	<u><u>593,161</u></u>

### FY 2023 Projected Restricted/Committed Fund Balance

Audited Restricted/Committed Fund Balance 9/30/2021	1,942,494 *
Estimated FY 2022 Year End Difference	593,161
Appropriated Restricted/Committed Fund Balance FY 2022	<u>(754,852)</u>
Projected Restricted/Committed Fund Balance 9/30/2022	1,780,803 *
Appropriated Restricted/Committed Fund Balance FY 2023	<u>(505,090)</u>
Projected Restricted/Committed Fund Balance 9/30/2023	<u><u>1,275,713</u></u> *

### FY 2023 Budget Summary

#### Adopted Revenues

Intergovernmental Revenues	2,525,791
Interest Earnings	5,253
Transfer From General Fund	826,950
Appropriated Restricted/Committed Fund Balance	<u>505,090</u>
<b>Total Revenues</b>	<b><u><u>3,863,084</u></u></b>

#### Adopted Expenditures

Personnel Costs	100,740
Operating Items	756,600
Capital Outlay	<u>3,005,744</u>
<b>Total Expenditures</b>	<b><u><u>3,863,084</u></u></b>

#### NOTE:

\* Includes the Transportation Surface and Drainage Ongoing Rehabilitation Program (TSDOR) Construction Contingency/Committed Fund Balance of \$276,725 for FY 2021 and other Transportation Committed Fund Balance of 1,115,220 for FY 2021.

## Municipal Transportation Revenues

Line Item Prefix: 101-0000-:		FY 2020 Actual	FY 2021 Actual	FY 2022 Current Budget	FY 2022 Projected	FY 2023 Adopted
312-31241	First Local Option Gas Tax (.06)	72,330	73,040	76,533	79,403	80,777
312-31242	2nd Local Option(51.27%of.03)+ Transit(26%of.01)Gas Tax(.05 in total)	50,927	51,211	54,213	55,922	56,953
334-33449	State Grant - Transportation	560,206	148,871	1,299,999	750,140	2,352,654
335-33512	State Revenue Share-Gas Tax (.08)	36,428	36,499	35,117	34,376	35,407
338-33846	Local Shared Revs-Brwd Cty Surtax-Drainage	-	71,133	59,807	52,868	-
338-33848	Local Shared Revs-Brwd Cty Surtax-TSDOR	-	-	1,960,210	1,960,210	-
<b>TOTAL</b>	<b>Intergovernmental Revenues</b>	<b>719,891</b>	<b>380,753</b>	<b>3,485,879</b>	<b>2,932,917</b>	<b>2,525,791</b>
					-	-
361-36110	Interest Earnings	26,330	6,406	5,000	5,100	5,253
369-36990	Other Miscellaneous Revenues	-	-	52,574	52,574	-
381-38101	Transfer From General Fund	1,322,404	752,310	989,818	989,818	826,950
399-39900	Appropriated Restricted/Committed Fd Balance	-	-	754,852	754,852	505,090
<b>TOTAL</b>	<b>Miscellaneous Revenues</b>	<b>1,348,734</b>	<b>758,716</b>	<b>1,802,244</b>	<b>1,802,344</b>	<b>1,337,293</b>
<b>TOTAL</b>		<b>2,068,625</b>	<b>1,139,470</b>	<b>5,288,123</b>	<b>4,735,261</b>	<b>3,863,084</b>



## Municipal Transportation Fund Expenditures

Line Item Prefix: 101-5100-541:		FY 2020 Actual	FY 2021 Actual	FY 2022 Current Budget	FY 2022 Projected	FY 2023 Adopted
12100	Regular Salaries & Wages	71,091	72,926	75,525	74,870	83,137
21100	Payroll Taxes	5,438	5,242	5,778	5,728	6,360
22100	Retirement Contribution	3,522	3,664	3,744	5,191	8,236
23100	Life & Health Insurance	-	-	167	-	-
24100	Workers Compensation	1,174	1,789	2,731	2,707	3,006
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>81,225</b>	<b>83,621</b>	<b>87,945</b>	<b>88,496</b>	<b>100,740</b>
31010	Professional Services/Studies/Surveys	9,255	26,660	361,471	111,471	285,000
40100	Mileage Reimbursement	313	300	300	500	500
46010	Maintenance Service/Repair Contracts	67,727	82,814	81,348	81,348	81,348
46015	Stormwater Maintenance	-	-	-	-	10,000
49100	Other Current Charges	2,963	2,324	5,000	4,000	5,000
53100	Road Materials-Gen. &/or Emergency	133,744	161,276	150,000	160,000	175,000
53110	Road Materials-Griffin Road Maintenance	149,200	155,197	159,752	159,752	159,752
53200	Traffic Signs/Wayfair	22,763	48,592	35,000	35,000	40,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>385,965</b>	<b>477,162</b>	<b>792,871</b>	<b>552,071</b>	<b>756,600</b>
63260	Infrastructure-Drainage:Non-Surtax	518,043	147,225	1,566,753	660,979	2,807,744
63265	Infrastructure - Drainage:Surtax	-	71,326	77,509	77,509	-
63280	Infrastructure-Rd Pave/TSDOR:Non-Surtax	228,305	726,338	93,164	93,164	155,000
63285	Infrastructure-Rd Pave/TSDOR:Surtax	-	-	2,048,621	2,048,621	-
63290	Infrastructure - Municipal Cap Surtax Proj	-	-	-	-	43,000
63320	Infrastructure - Guardrails	96,701	10,441	591,995	591,995	-
63360	Infrastructure - Striping/Markers	-	29,459	14,265	14,265	-
64100	Machinery & Equipment	-	-	15,000	15,000	-
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>843,049</b>	<b>984,788</b>	<b>4,407,307</b>	<b>3,501,533</b>	<b>3,005,744</b>
<b>TOTAL</b>	<b>TRANSPORTATION FUND</b>	<b>1,310,239</b>	<b>1,545,572</b>	<b>5,288,123</b>	<b>4,142,100</b>	<b>3,863,084</b>

### Major Variance from Current Budget FY 2022 to Projected FY 2022

Code	Amount	Explanation
31010	(\$250,000)	Lower due to Stormwater Master Plan not complete in FY2022
63260	(\$905,774)	Lower due to Non-Surtax projects not completed in FY2022

### Major Variance or Highlights of the Departmental Budget - FY 2022 Projected to FY 2023 Adopted

Code	Amount	Explanation
31010	\$173,529	Higher due to Stormwater Master Plan complete in FY2023
63260	\$2,146,765	Higher due to additional drainage projects in FY2023
63265	(\$77,509)	Lower due to Non-Surtax funding not available in 2023
63280	\$61,836	Higher due to additional road segments projects in FY2023
63285	(\$2,048,621)	Lower due to Non-Surtax funding not available in 2023
63290	\$43,000	Higher due to Green Meadows drainage project in FY2023
63320	(\$591,995)	Lower due to completion of project in 2022
63360	(\$14,265)	Lower due to completion of Striping in FY 2022
64100	(\$15,000)	Lower due to completion of project in 2022

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Drainage Improvement Projects: Non-Surtax						
Priority	Transportation #2(b)			Project Manager	Rod Ley, P.E.		
Department:	Public Works: Engineering			Division	Engineering		
Project Location	Various locations in Town limits.						
Fiscal Year	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,200
Engineering/Architecture	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 120,000	\$ 273,446
Land Acquisition/	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 2,807,744	\$ 108,000	\$ 108,000	\$ 108,000	\$ 108,000	\$ 3,239,744	\$ 3,253,849
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 181,190
TOTAL COST	\$ 2,807,744	\$ 138,000	\$ 138,000	\$ 138,000	\$ 138,000	\$ 3,359,744	\$ 3,717,684
Revenue Source	G= \$2,102,654 GF-Tfr =\$200,000 TFB=\$505,090	GF Tfr	GF Tfr	GF Tfr	GF Tfr	G= \$2,102,654 GF-Tfr =\$752,000 TFB=\$505,090	G=\$2,315,964 GF Tfr=\$979,723 TFB=\$171,997 GF-FB=\$250,000
Description (Justification and Explanation)							
<p>The Town desires to provide and maintain a reasonable planning level of roadway drainage service by identifying, prioritizing and implementing an annual street drainage improvement plan. The Town's Drainage &amp; Infrastructure Advisory Board (DIAB) has approved a list of street drainage projects. A drainage project is scheduled for implementation only when rights-of-way or easements are resolved.</p> <p>The Town was awarded \$200,000 from FDEP with a \$100,000 Town match in FY 20 for the Dykes Road Slip Lining and Dykes Road / SW 54th Place Connection. A carryover of \$220,900 is required, utilizing \$120,900 of Grant + \$100,000 transportation fund balance , and the project will be completed in FY 23. The Town is also budgeting for completion of two projects. a) Country Estates Drainage Project that connects SW 51st Manor to SW 54th Place (interconnect through the Frontier Trails Park) in FY 2022 with a \$355,000 grant from FDEP (less the surveying (-\$17,000) and design (-\$38,140) that was completed in FY 22) with a \$100,000 match; b) SW 185th Way and SW 63rd Street drainage improvment via Carryover (TFB \$305,090) + FDEP Grant of \$479,306. The Town is also budgeting for the Green Meadows along SW 164th Terrace Drainage Improvements (Grant of \$793,166 with \$100,000 match) and the SW 54th Place Drainage Extension to Ivanhoe Canal (Grant of \$409,422 with \$100,000 match). The Town The FY 2023 – 2027 priorities are as follows:</p>							
Projects						Estimated Cost	
Dykes Road Slip Lining and Dykes Road / SW 54th Place Connection: (\$120,900 Grant carryover(G) + \$100,000 TFB/match carryover from FY20)						\$220,900	
Country Estates Drainage from SW 51st Manor to SW 54th Place (Carryover \$299,860 Grant (G) + \$100,000 TFB/match carryover from FY22)						\$399,860	
SW 185th Way and SW 63rd Street (Carryover TFB 305,090 + \$479,306 FDEP Grant)						\$784,396	
Green Meadows along SW 164th Terrace Drainage Improvements Design & Surveying (Grant of \$793,166 with \$100,000 match)						\$893,166	
Southwest Ranches - SW 54th Place Drainage Extension to Ivanhoe Canal Design & Surveying (Grant of \$409,422 with \$100,000 match)						\$509,422	
Sub-total FY 2023						\$2,807,744	
FY 2024: SW 54th Street and 17400 block interconnect (GF-Tfr)						\$138,000	
FY 2025: Future Project TBD (GF-Tfr)						\$138,000	
FY 2026: Future Project TBD (GF-Tfr)						\$138,000	
Sub-total FY's 2024-2027						\$414,000	
Grand Total FY's 2023-2027						\$3,221,744	
Annual Impact on Operating Budget							
Personnel	\$		Estimated annual maintenance cost to comply with NPDES requirements.				
Operating	\$5,000						
Replacement Costs	Year: 2041	\$					
Revenue/Other	\$						
Total	\$5,000						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Project	Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR): Non-Surtax						
Priority	Transportation #1(b)			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Various locations within the Town's municipal boundaries.						
Fiscal Year	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total	Prior Years
Planning / Permitting	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000	\$ -
Engineering Design and Surveying	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 700,000	\$ 498,234
Land Mitigation (Legal)	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000	\$ 9,358
Construction including Contingency & Inflation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,298,725
Construction Reserve: Replenishment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Project Cost	\$ 155,000	\$ 155,000	\$ 155,000	\$ 155,000	\$ 155,000	\$ 775,000	\$ 2,806,317
Revenue Source	GF Tfr	GF Tfr (mill=TBD)	GF Tfr (mill=TBD)	GF Tfr (mill=TBD)	GF Tfr (mill=TBD)	TFB = \$83,790 GF Tfr = 620,000	GF Tfr

### Description (Justification and Explanation)

The Town implemented a Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR) program with the goal of preserving and extending the life of the Town's paved streets. Depending on existing road conditions, construction costs include new pavement surfacing, truing and leveling, full depth reclamation and/or rehabilitation, and drainage swale improvements. Maintenance costs will be addressed within annual operating budgets and are not included in this CIP budget projection. The Town Council has provided direction to pursue Surtax dollars instead of funding construction. Surtax R&M dollars will not fund surveying or design. The Town will routinely incur expenses (e.g. planning, design) to be able to submit the following road segments for Surtax funding consideration: SW 166th Avenue, SW 51st Manor, SW 52nd Place, SW 54th Place and SW 59th Court. All legal expenses (\$20,000) associated with unforeseen FY 2025 road segment right-of-way issues are also included in the FY 2023 budget projection (two-year window) and will also be funded via the committed TSDOR contingency/reserve fund Balance.

#### COST\*\*

<b>FY 2023 NEW ROAD SEGMENTS</b>	
SW 166th Avenue, SW 51st Manor, SW 52nd Place, SW 54th Place and SW 59th Court (Design, Permitting)	\$140,000

#### FUTURE

Holatee Trail (Stirling Rd. to E. Palomino Dr.), Hunter Lane, SW 134th Ave, Luray Road	\$140,000
Stirling Rd (Dykes Rd. to SW 166 Ave) and SW 166 Ave Side Streets: SW 61 St., SW 62 St., SW 63 Mr, SW 64 St., SW 69 St.	\$140,000
FY 2023 Total Design and Permitting	\$140,000
FY 2024 Road Segments Engineering Design and Surveying	\$140,000
Construction Reserve: Replenishment	\$0
Planning / Permitting	\$5,000
<b>FY 2023 Segments TOTAL:</b>	\$140,000
<b>FY 2024 Land Mitigation (Legal) TOTAL:</b>	\$10,000
<b>FY 2023 Grand TOTAL:</b>	\$155,000

\*\* Segment costs assume full public right of way is available

	<b>FY 15 &amp; 16 &amp; 17 &amp; 18 &amp; 19 (orig. Bud'ts)</b>	<b>FY 2020 (orig + current Budget)</b>	<b>FY 2021 (orig + current Budget)</b>	<b>Less: Total Expenditures thru 9/30/2021 (est.)</b>	<b>SUB-TOTAL @ 9/30/2021 (est.)</b>	<b>FY 2022 Reserve Replenishment/ (Utilization)-Net</b>	<b>TOTAL @ 9/30/2022 (est.)</b>
<b>Construct.\Committ. Reserve(detail):</b>	\$ 2,255,900	\$ 870,214	\$ -	\$ (2,961,317)	\$ 164,797	(\$155,000)	\$ 9,797

### Annual Impact on Operating Budget

<b>Personnel</b>	\$ -	ESTIMATED MAINTENANCE FOR UNFORSEEN DAMAGES TO 2022
<b>Operating</b>	\$ -	
<b>Replacement Cost</b>	<b>FY 2022</b> \$ 5,000	
<b>Revenue/Other</b>	\$ -	
<b>Total</b>	\$ 5,000	

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Project	Municipal Capital Surtax Projects						
Priority	Transportation # 2(a)			Project Manager	Rod Ley, P.E.		
Department:	Public Works			Division	Engineering		
Project Location	Various locations within Town limits.						
Fiscal Year	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering/Architecture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition/ Site Preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 43,000	\$ -	\$ -	\$ -	\$ -	\$ 43,000	\$ 176,507
Equipment/ Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Hardware)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST	\$ 43,000	TBD	TBD	TBD	\$ -	\$ 43,000	\$ 176,507
Revenue Source	STx					STx	STx \$124,000 TFB 52,507
Description (Justification and Explanation)							
<p>In November 2018, Broward County voters approved a 30-year sales surtax (also known as “Penny for Transportation”) to fund statutorily permissible transportation expenditures. The Town submitted the Green Meadows Drainage Project along SW 54th Place, and the project has been determined statutorily eligible for funding and subsequently approved for funding by the Broward County Board of County Commissioners. The grant agreement was approved in FY 2022 totaling \$43,000, and the work will be completed in FY 2023.</p> <p>Broward County has now limited the eligibility requirements for Municipal Capital Projects to three criteria:Traffic Calming, New Roadway or Bridge, or Widen Existing Roadway or Bridge. If a submitted project includes an element above, then these additional transportation-related improvements can be included in the project: ADA Accommodations, Bicycle Lanes, Drainage, Guardrails, Landscaping, Sidewalks, Signage, Sound Walls, and Street Lighting. Staff has identified the following three projects that are eligible for consideration and submitted them for consideration in FY 2022 in three (3) phases: Planning (3%), Design (12%), then Construction.</p>							
Projects							Cost
Green Meadows Drainage (SWRA-022)							\$43,000
Future Potential Projects (Not Funded)							Estimated Total Cost
Green Meadows Traffic Calming							\$3,231,500
SW 185th Way / SW 186th Ave Traffic Calming and Drainage							\$575,000
Dykes Road Roadway Capacity and Drainage Improvements							\$2,875,000
Grand Total FY's 2023-2027							\$6,724,500
Annual Impact on Operating Budget							
Personnel	\$		Estimated annual maintenance cost to comply with NPDES requirements.				
Operating	\$5,000						
Replacement Costs	Year: 2041 \$						
Revenue/Other	\$						
Total	\$5,000						

# FUNDED

Town of Southwest Ranches, Florida

## FY 2023 Program Modification

### Stormwater Master Plan

Department Name	Division Name	Fund	Priority	Fiscal Impact
Public Works	Engineering	Transportation	1	\$250,000

#### Justification and Description

The Town was awarded a \$250,000 Rebuild Florida Grant in FY 2021 from the Florida Department of Economic Opportunity (DEO). In FY 2022, the Town signed the contract documents and advertised the Request for Proposals. The Stormwater Master Plan (SWMP) will be formulated to achieve the following objectives:

- (1) Identify and address flooding issues and develop solutions to improve the flood protection level of service (LOS) including transportation areas;
- (2) Be a defensible planning tool that guides the Town's long-term stormwater management activities and resources;
- (3) Develop a Capital Improvement Program (CIP) with sustained implementation strategies;
- (4) Help the Town comply with National Pollutant and Discharge Elimination System (NPDES) stormwater regulations, and
- (5) Develop policies and strategies to maximize the Town's Community Rating System (CRS) rating.

Ultimately, this program modification will have no TRIM/Millage/Taxes impact as its cost is 100% covered by a grant.

#### Alternative/Adverse Impacts if not funded:

If the Town does not complete this project, the Town will lose a \$250,000 grant with no required Town match as well as be unable to address and identify flooding issues which persist throughout the Town.

#### Required Resources

Line item	Title or Description of request	Cost
101-5100-541-31010	Stormwater Master Plan	\$250,000

# FUNDED

Town of Southwest Ranches, Florida

## FY 2023 Program Modification

### Annual Stormwater Facility Maintenance

Department Name	Division Name	Fund	Priority	Fiscal Impact
Public Works	Engineering	Transportation	2	\$10,000

#### Justification and Description

The Town has completed dozens of drainage projects that include the installation of catch basins and pipes. All stormwater management systems require periodic maintenance. Appropriate operation and maintenance activities ensure that stormwater infrastructure will continue to function properly and yield expected water quality and environmental benefits, decrease liability, meet legal standards, and protect our financial investment. Furthermore, it is a requirement of our NPDES permit and our Community Rating System rating to maintain these facilities. Fiscal impact determined by Public Works staff from historical Purchase Orders.

#### Alternative / Adverse Impacts if not funded:

Lack of maintenance has caused flooding on local roadways. If this is not funded, the Town will continue to see decreasing service levels of its stormwater infrastructure.

#### Required Resources

Line item	Title or Description of request	Cost
101-5100-541-46015	Stormwater Maintenance	\$10,000

# NOT FUNDED

## Town of Southwest Ranches Capital Improvement Project

Project	Guardrails Installation Project						
Priority	Transportation #3			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Various locations in Town limits.						
Fiscal Year	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design & Permitting	\$ 100,000	\$ 78,000	\$ 40,000	\$ 40,000	\$ -	\$ 258,000	\$ 264,630
Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 290,000	\$312,000	\$165,000	\$165,000	\$ -	\$ 932,000	\$ 860,209
Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 390,000	\$390,000	\$205,000	\$205,000	\$ -	\$ 1,190,000	\$ 1,124,839
Revenue Source	NF	NF	NF	NF		NF	G=\$956,072 GF-FB=\$104,696 GAS/TFB=\$64,071

### Description (Justification and Explanation)

The Town desires to provide and maintain a reasonable planning level of safe roadway networks by identifying, prioritizing and installing guardrails. The Town's Drainage & Infrastructure Advisory Board (DIAB) has approved a list of guardrail projects for the period. The list of guardrail installation projects, in order of priority, are below.

Hancock Road from Stirling Road to Sheridan Street - 5,400 LF(FY 23)	\$	390,000
TBD by Drainage Improvement Advisory Board (FY 24 & FY 25)	\$	<u>595,000</u>
<b>Total FY 23-25</b>	<b>\$</b>	<b><u>985,000</u></b>

### Annual Impact on Operating Budget

Personnel	\$ -		Guardrails require periodic inspections. Replacement is required after a crash or when determined necessary during inspection at an estimated cost \$5,000 for approximately 100 lineal feet; or maintenance of timber offset blocks, reflectors and other parts.
Operating	\$ 5,000		
Replacement Cost	Year:	\$ -	
Revenue/Other	\$ -		
Total	\$ 5,000		

# NOT FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR): Surtax						
Priority	Transportation #1(a)			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Various locations within the Town's municipal boundaries.						
Fiscal Year	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total	Prior Years
Planning / Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering Design and Surveying	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Mitigation (Legal)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction including Contingency & Inflation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,960,210
Construction Reserve: Replenishment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Project Cost	\$ -	TBD	TBD	TBD	TBD	\$ -	\$ -
Revenue Source	STx	STx	STx	STx	STx	STx	N/A
Description (Justification and Explanation)							
<p>The Town implemented a Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR) program with the goal of preserving and extending the life of the Town's paved streets. Depending on existing road conditions, construction costs include new pavement surfacing, grading and leveling, full depth reclamation and/or rehabilitation, and drainage swale improvements. Maintenance costs will be addressed within annual operating budgets and are not included in this CIP budget projection. The Town Council has provided direction to pursue Broward County Rehabilitation and Maintenance (R&amp;M) Surtax dollars instead of funding construction. As a result the two year funding cycle is suspended until the Town Council provides direction to reinstate the TSDOR program schedule. The Town will submit the following shovel ready road segments for Surtax funding consideration in whenever the County begins accepting applications for R&amp;M Projects: SW 164th Terrace, SW 163rd Avenue, SW 162nd Avenue, SW 53rd Street as well as SW 166th Avenue, SW 51st Manor, SW 52nd Place, SW 54th Place and SW 59th Court. R&amp;M funding will not pay for surveying or design. Therefore, the Town Council will need to fund surveying and design for upcoming TSDOR projects to be eligible for future projects.</p>							
FUTURE ROAD SEGMENTS						COST**	
SW 164th Terrace, SW 163rd Avenue, SW 162nd Avenue, SW 53rd Street (Construction)						TBD	
SW 166th Avenue, SW 51st Manor, SW 52nd Place, SW 54th Place and SW 59th Court (Construction)						TBD	
Holatee Trail (Stirling Rd. to E. Palomino Dr.), Hunter Lane, SW 134th Ave, Luray Road						TBD	
Stirling Rd (Dykes Rd. to SW 166 Ave) and SW 166 Ave Side Streets: SW 61 St., SW 62 St., SW 63 Mr, SW 64 St., SW 69 St.						TBD	
** Segment costs assume full public right of way is available						FY 2023-2027 Grand TOTAL: \$0	
Annual Impact on Operating Budget							
Personnel			\$ -	ESTIMATED MAINTENANCE FOR UNFORSEEN DAMAGES TO 2022			
Operating			\$ -				
Replacement Cost	FY 2022	\$ 5,000					
Revenue/Other			\$ -				
Total			\$ 5,000				



# NOT FUNDED

## Town of Southwest Ranches Capital Improvement Project

Project	Street Lighting						
Priority	Transportation #5			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Griffin Road - West of I-75						
Fiscal Year	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ -	\$ 25,000	\$ 5,000	\$ -	\$ -	\$ 30,000	\$ -
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ 196,000	\$ 196,000	\$ -	\$ 392,000	\$ -
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ -	\$ 25,000	\$ 201,000	\$ 196,000	\$ -	\$ 422,000	\$ -
Revenue Source		TFB	NF	NF		TFB=\$25,000 NF=\$397,000	

### Description (Justification and Explanation)

The Town desires to install decorative lighting along Griffin Road from Interstate 75 west to US 27 to illuminate the street blade signs. The lighting will match the existing decorative street lighting on the east side of Griffin Road.

The first phase of development are the following eleven intersections: Southwest Meadows Sanctuary Park, SW 163 Avenue, SW 164 Terrace, SW 166 Avenue, SW 168 Avenue, SW 170 Avenue, SW 172 Avenue, Fire Station, SW 178 Avenue, SW 186 Lane, and SW 188th Avenue. The second phase of development will include SW 190 Avenue, SW 193 Lane, SW 195 Terrace, SW 196 Lane, SW 199 Avenue, SW 202 Avenue, SW 205 Avenue and SW 209 Avenue.

The Public Works Department will be responsible for the permitting, construction, and installation of the decorative lighting. These cost estimates are based on proposals received in 2009 for electrical energy source. Staff has held meetings with FPL and initiated initial design during FY's 2016 and 2017. FPL design does not include trenching and conduit from hand-hole to street light location. Expenditures and their respective funding sources were deferred until FY 2024. Staff is continuing to research potential grant opportunities which may mandate solar energy power utilization and therefore reduce electrical operating costs.

### Annual Impact on Operating Budget

<b>Personnel</b>	\$ -	Includes estimated electricity costs upon completion, bulb and ballast replacement, etc
<b>Operating</b>	\$ 8,400	
<b>Replacement Cost</b>		
<b>Revenue/Other</b>		
<b>Total</b>	\$ 8,400	

# NOT FUNDED

Town of Southwest Ranches Capital Improvement Project							
<b>Project</b>	<b>Pavement Striping and Markers</b>						
<b>Priority</b>	<b>Transportation #4</b>			<b>Project Manager</b>	<b>Rod Ley, P.E.</b>		
<b>Department</b>	<b>Public Works : Engineering</b>			<b>Division</b>	<b>Engineering</b>		
<b>Project Location</b>	<b>Various town streets (non-TSDOR)</b>						
<b>Fiscal Year</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2027</b>	<b>Total</b>	<b>Prior Years</b>
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,850
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition/ Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 80,000	\$ 444,637
Equipment/ Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL COST:</b>	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 80,000	\$ 458,487
<b>Revenue Source</b>	<b>NF</b>	<b>GAS=\$5,000 GF Tfr=\$15,000</b>	<b>GAS=\$5,000 GF Tfr=\$15,000</b>	<b>GAS=\$5,000 GF Tfr=\$15,000</b>	<b>GAS=\$5,000 GF Tfr=\$15,000</b>	<b>GAS=\$20,000 GF Tfr=\$60,000 TFB=\$14,265</b>	<b>GAS=\$18,897 TFB=\$135,000 GF Tfr=\$254,590 GF-FB=\$50,000</b>
<b>Description (Justification and Explanation)</b>							
<p>The Town desires to postpone the Town street pavement markings and signage program, such as centerline and edge of pavement striping and good reflective pavement markers.</p>							
<b>Annual Impact on Operating Budget</b>							
<b>Personnel</b>	\$ -		Estimated annual cost for re-striping and markers replacement in eight years.				
<b>Operating</b>	\$ -						
<b>Replacement Cost</b>	<b>Year: 2030</b>	\$ 30,000					
<b>Revenue/Other</b>	\$ -						
<b>Total</b>	\$ 30,000						

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2023 Program Modification

### PROS Griffin Road Litter Removal

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Community Services – Griffin Road	Transportation	3	\$66,000

#### Justification and Description

This request is for funding to provide regular weekly litter removal from Rights of Way on Griffin Road based upon Residents' concerns and Councilmembers' need to respond for improved community appearance.

The project proposes to provide service to North side, south side and medians along the entire 7 mile stretch of Griffin Road from Flamingo Road to US 27.

The Town's contractor performs maintenance on the Griffin Road landscape 28 times per year. Litter removal is provided at each maintenance visit as part of the Contract.

With 52 weeks in the year, a total of 24 additional weeks exist with no service along the right of way which is maintained by the Town. Litter comes from: trucks with unsecured loads; pedestrians, cyclists, and motorists who do not use litterbags, receptacles, or car ashtrays; improperly covered business dumpsters; and household trash scattered before or during collection.

An outside contractor has provided a breakdown of pricing and services to be performed. To cover the area on a weekly basis, the service is proposed for 24 times per year. This will ensure removal of litter at least once each week for ongoing maintenance and improvement of the Town's appearance.

Costs were calculated based by the contractor based on number of miles to be covered by two laborers using utility vehicles to be able to cover the north side, south side, and median without the need for an additional support vehicle to pickup full bags, provide empty ones.

#### Alternative/Adverse Impacts if not funded:

If not funded, maintenance along the Griffin Road corridor will continue as it currently is, with periods where trash remains on the landscaped areas until mowing day.

#### **Required Resources**

Line item	Title or Description of request	Cost
101-5100-541-53110	Road Materials-Griffin Road Maintenance Contractual Services, with increased LOS	\$66,000

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2023 Program Modification

### Right of Way: Increased Level of Service

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Community Services	Transportation	1	\$52,339

#### Justification and Description

This request is for Funding to provide for fertilization and mulch applications to improve the appearance of Rights-of-Way maintained by the Town based upon Council inquiries and Residents' concerns.

	<u>Griffin Road</u>	<u>Townwide/ROW</u>	<u>TOTAL</u>	<u>Status</u>
<b>FY 2023 Program Modification:</b>				
Fertilization	\$ 7,893	\$ 4,446	\$12,339	<b>NOT FUNDED</b>
Mulch	<u>\$29,000</u>	<u>\$11,000</u>	<u>\$40,000</u>	<b>NOT FUNDED</b>
<b>Total</b>	<b><u>\$36,893</u></b>	<b><u>\$15,446</u></b>	<b><u>\$52,339</u></b>	

This FY 2023 program modification requests an increase of \$36,893 for Griffin Road maintenance, other than mowing, and an increase of \$15,446 for general Right of Way maintenance, other than mowing, totaling \$52,339.

Cost estimates were established using previous contract rates.

#### Alternative/Adverse Impacts if not funded:

Alternatives for lesser levels of service may be considered.

If not funded, overall appearance of the area will not be significantly improved.

#### **Required Resources**

Line Item	Title or Description of request	Cost
101-5100-541-46010	Maintenance Service / Repair Contracts	<b>\$15,446</b>
101-5100-541-53110	Road Materials-Griffin Road Maintenance	<b>\$36,893</b>

## **Public Safety - Volunteer Fire Services Fund**

### **Services, Functions, and Activities:**

The Voluntary Fire Services Fund is considered a blended component unit of the Town. In accordance with generally accepted governmental standards and accounting principles this fund is presented within the Town as a special revenue fund. It is an IRS 501(c)(4) non-profit corporation whose Board of Directors consist of the entire membership of the Town Council who preside and transact business independently.

Presently, this fund is comprised of a team of approximately 35 independent, professional volunteer firefighters who primarily provide additional Fire protection support to the entire Town and to lessen the burdens of government by protecting life and property against fire, disaster, natural catastrophe or other calamity in the Town of Southwest Ranches, Florida, and when, if requested, offer mutual aid and assistance to any surrounding municipality or other governmental entity.

## Volunteer Fire Fund Summary Fiscal Year 2023

### FY 2022 Estimated

Estimated Volunteer Fire Fund Revenues	237,444
Estimated Expenditures & Encumbrances	(224,320)
Estimated FY 2022 Excess of Revenue over Expenditures	<u>13,124</u>

### FY 2023 Projected Restricted Fund Balance

Audited Restricted Fund Balance 9/30/2021	33,524
Estimated FY 2022 Excess of Revenue over Expenditures	13,124
Appropriated Restricted Fund Balance in FY 2022	<u>-</u>
Projected Restricted Fund Balance 9/30/2022	<u>46,648</u>
Appropriated Restricted Fund Balance in FY 2023	<u>-</u>
Projected Restricted Fund Balance 9/30/2023	<u>46,648</u>

### FY 2023 Budget Summary

#### Adopted Revenues

Contributions/Private Sources	10,000
Transfer from General Fund	281,634
Appropriated Restricted Fund Balance	<u>-</u>
<b>Total Revenues</b>	<b><u>291,634</u></b>

#### Adopted Expenditures

Personnel Costs	263,295
Operating Items	<u>28,339</u>
<b>Total Expenditures</b>	<b><u>291,634</u></b>

## Volunteer Fire Fund Revenues

Line Item Prefix: 102-0000-:		FY 2020 Actual	FY 2021 Actual	FY 2022 Current Budget	FY 2022 Projected	FY 2023 Adopted
364-36400	Disposition of Assets	-	-	-	-	-
366-36610	Contributions/Donations-Private Sources	5,763	5,377	10,000	10,000	10,000
361-36117	Interest Earnings	772	176	-	90	-
381-38101	Transfer from General Fund	195,013	219,435	227,354	227,354	281,634
399-39900	Appropriated Fund Balance	-	-	-	-	-
<b>TOTAL</b>	<b>Non-Operating Revenue</b>	<b>201,548</b>	<b>224,989</b>	<b>237,354</b>	<b>237,444</b>	<b>291,634</b>
<b>TOTAL</b>	<b>VOLUNTEER FIRE FUND</b>	<b>201,548</b>	<b>224,989</b>	<b>237,354</b>	<b>237,444</b>	<b>291,634</b>

**Note: The VFF is a blended component unit of the Town and whose annual budget was/is not adopted by the Town Council. However, it is presented for transparency purposes.**

## Volunteer Fire Fund Expenditures

Line Item Prefix: 102-3200-522:		FY 2020 Actual	FY 2021 Actual	FY 2022 Current Budget	FY 2022 Projected	FY 2023 Adopted
Suffix Code	Object Description					
13100	Part-Time Salaries & Wages	156,034	176,099	176,000	176,000	225,825
21100	Payroll Taxes	11,937	13,472	13,464	13,464	17,276
24100	Workers Compensation	16,343	16,476	20,166	18,779	20,194
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>184,314</b>	<b>206,047</b>	<b>209,630</b>	<b>208,243</b>	<b>263,295</b>
45100	Property and Liability Insurance	14,665	14,543	17,724	15,077	18,339
48110	Promotional Activities	848	-	10,000	1,000	10,000
49100	Other Current Charges	630	9,676	-	-	-
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>16,143</b>	<b>24,218</b>	<b>27,724</b>	<b>16,077</b>	<b>28,339</b>
581-91001	Transfer to General Fund	-	-	-	-	-
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL</b>	<b>VOLUNTEER FIRE FUND</b>	<b>200,457</b>	<b>230,265</b>	<b>237,354</b>	<b>224,320</b>	<b>291,634</b>

**Note:** The VFF is a blended component unit of the Town and whose annual budget was/is not adopted by the Town Council. However, it is presented for transparency purposes.

### Major Variance from Current Budget FY 2022 to Projected FY 2022

Code	Amount	Explanation
48110	(\$9,000)	Lower than anticipated fund raising expenses

### Major Variance or Highlights of the Departmental Budget - FY 2022 Projected to FY 2023 Adopted

Code	Amount	Explanation
13100	\$49,825	Higher due to anticipated increase in Volunteer stipend per shift
48110	\$9,000	Higher anticipated fund raising expenses



# FUNDED

Town of Southwest Ranches, Florida

## FY 2023 Program Modification

### VFD Stipends

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety	General Fund		\$53,637

#### Justification & Description

In 2011 the Town Council changed the fire service delivery model. While the change was being planned in 2010, the Department was asked to staff an Engine 24/7 with three (3) personnel. That service model also included three (3) personnel from Pembroke Pines who were contracted to provide fire services for the Town. The service model remained the same since 2014 and was the model recommended as the most efficient use of resources to provide the level of service to the Town by the Fire Study commissioned in 2014.

After a thorough Review in 2014, the Department and Town Administrator agreed on providing a stipend of \$200 per 24-hour shift for each member for a total of \$600 per day. That amount was budgeted when a new service model took effect in June 2011 through September 2014. Subsequently, the Town Council voted to reduce the on-duty Engine crew to two (2) personnel and decreased the stipend amount to \$125 and \$100 per person (\$225 total per day). Due to safety and operational concerns, the Fire Advisory Board recommended that starting in FY2019, the staffing level be returned to three (3) on duty personnel per shift. This was approved by Town Council and the third "on-duty" member would also be giving a \$100 per shift stipend (\$325 per day).

At the starting of year 2020 and commencing at the February 2020 Fire Advisory Board meeting, the Board discussed the proposal with members of the public and Town Executive department for reinstating/increasing the personnel stipends. It was agreed that an immediate increase was warranted and as a result, a \$25 per/shift increase was granted (July 1, 2020 – September 30, 2020). It was also suggested to return the stipends to the original levels during the following three (3) fiscal years to minimize its financial impact.

The Volunteer Department members on shift continue to work side by side, including all holidays with the contract providers (currently Davie Fire Rescue) to provide professional services. Department members are often first on scenes and are able to provide both and are able to provide both fire suppression and Basic Life Support (ALS) services when the rescue arrives. They are in integral part of the Towns fire rescue response plan.

It should also be noted the following:

- Training Chief: important team member that holds an Administrative and Supervisory position. This position has never received a stipend thus is now included.

# FUNDED

Town of Southwest Ranches, Florida

## FY 2023 Program Modification

### VFD Stipends

- Fire Chief and Assistant Chief: both positions have not had a stipend adjustment/increase in over ten (10) years

#### **Recommended Stipends**

After a review of current personnel stipends and salaries the below amounts are being adopted.

Position	Current Stipend (shift)	Adopted Stipend	Rate Change	Annual Increase
Fire Fighter	\$125 p/shift	\$150 p/shift	\$25 p/shift	\$ 9,125
Driver Engineer	\$125 p/shift	\$175 p/shift	\$25 p/shift	\$18,250
Fire Officer	\$150 p/shift	\$200 p/shift	\$50 p/shift	\$18,250
Training Chief	\$ 0	\$100 p/month	\$100 p/month	\$ 1,200
Fire Officer-Admin	\$ 2,000 p/year	10%	\$200 p/year	\$ 200
Assistant Chief	\$10,000 p/year	10%	\$1,000 p/year	\$ 1,000
Fire Chief	\$18,000 p/year	10%	\$1,800 p/year	\$ 1,800
<b>Sub-Total</b>				<b>\$49,825</b>
Payroll Taxes				\$ 3,812
<b>TOTAL</b>				<b>\$53,637</b>

#### Funding Source

Adopted funding is via an annual component of the imposed Fire Assessment.

#### **Alternative / Adverse Impact if not funded**

Because the stipend amount has remained low, the Department has had difficulty filling shifts. Boosting the stipend will positively impact recruiting as well as lowering the volume of turnover which will save on recruiting, background efforts and its applicable costs.

#### **Required Resources**

Line Item	Title or Description of Request	Cost
	VFD Stipends	\$49,825
	Payroll Taxes	\$3,812



## Enterprise Fund



2021 Town of Southwest Ranches Rural Public Arts & Design Advisory Board Photo Contest  
Submitted by: Patricia Hooton

This section contains general information about the  
Town's Enterprise Fund.

The enterprise fund for the Town is:

- 1) Solid Waste Collection

Information about these funds includes: a fund summary, summary revenues,  
summary expenditures with expenditure history.

**FY 2022-2023**



## Solid Waste Fund



2021 Town of Southwest Ranches Rural Public Arts & Design Advisory Board Photo Contest  
Submitted by: Lisa Koscs

The Town of Southwest Ranches, Florida contracts its solid waste (garbage) collection, disposal, and recycling services. The Town offers quality services at competitive rates.

Information about this fund includes: a fund summary of finances, a narrative summary of the fund's operations, a summary of revenues, a summary of expenditures with expenditure history, and modifications to the programs, and a copy of any Capital Improvement Projects which are associated with this fund.

**FY 2022-2023**

## **Solid Waste Fund**

The Solid Waste Fund is operated under exclusive contractual agreements for the Town under the primary oversight of the Public Works Department. A goal of the Town and contractor is to provide for the regular and courteous removal and disposal of solid waste, recycling and bulk trash materials consistent with balancing quality services at an affordable cost.

The Town's contract with Waste Pro Inc. expires on September 30, 2022. In anticipation, the Town, on March 31, 2022, posted a request for proposal (RFP) for "Solid Waste, Recyclables, Bulk Waste Collection and Disposal Franchise Agreement" with a deadline of May 13, 2022. The Town received four (4) bids and the selection committed ranked Waste Management, Inc. of Florida with the highest score. Town Administration will be presenting to Council during the July 28, 2022, meeting, an agreement for review and approval.

Waste Management employs their own solid, recycling, and bulk waste collection crews who provide services consistent with its published collections schedule. Additional contractor solid waste and recycling collection responsibilities include the environmentally responsible delivery and disposal of waste materials. The approved contract also imposes sanctions, fines and penalty provisions if service delivery falls below Town expectations.

General Town administrative support services provide several services for this fund (such as: customer service, general management, public works, code compliance, finance & budget (for residential collection and accounts payable) and legal. The Solid Waste Fund offsets some of these costs with a service payment/transfer to the General Fund of \$283,125 to reimburse (i.e., cost recovery) a portion of its overall personnel costs.

The FY 2022-2023 Adopted Budget includes rates that are not yet final and reflects the best effort to provide a firm estimate of the total solid waste assessment expenses. Because of contractual agreement negotiations and current economic conditions (e.g., inflation at 40-years high), Administration expects a significant cost increase in rates across all lines of services (Solid Waste, Recyclables, and Bulk Waste) combined with a much-anticipated improvement in services.

Further, it is important to note that residential rates are not impacted from emergency disaster recovery efforts. A Series 2018, \$10 million emergency line of credit debt service is available to draw upon in the event of a future disaster, if necessary. Ultimately, Town will facilitate, assist and transition the change to the new contractor in the most ideal manner causing the least amount of impact to customers while processing their waste in the most efficient and environmentally sound manner.



## Solid Waste Fund Summary Fiscal Year 2023

### FY 2022 Estimated

Estimated Solid Waste Fund Service Revenue	1,709,612
Estimated Expenditures & Encumbrances	<u>(1,702,671)</u>
Estimated FY 2022 Excess of Revenue over Expenditures	<u><u>6,941</u></u>

### FY 2023 Projected Unrestricted Net Position

Audited Unrestricted Net Position 9/30/2021	795,365
Estimated FY 2022 Excess of Revenue over Expenditures	6,941
Appropriated Unrestricted Net Position in FY 2022	-
Projected Unrestricted Net Position 9/30/2022	<u>802,306</u>
Appropriated Unrestricted Net Position in FY 2023	-
Projected Unrestricted Net Position 9/30/2023	<u><u>802,306</u></u>

### FY 2023 Budget Summary

#### Adopted Revenues

Service Revenues	2,944,222
Interest Earnings	3,500
Appropriated Unrestricted Net Assets	-
<b>Total Revenues</b>	<u><b>2,947,722</b></u>

#### Adopted Expenditures

Operating Items	2,664,597
Non-Operating Costs	283,125
<b>Total Expenditures</b>	<u><b>2,947,722</b></u>

## Solid Waste Fund Revenues

Line Item Prefix: 401-0000:		FY 2020 Actual	FY 2021 Actual	FY 2022 Current Budget	FY 2022 Projected	FY 2023 Adopted
325-32524	Solid Waste Assessment	802,899	810,937	797,203	797,203	1,437,260
325-32525	Solid Waste Assessment - Delinquent	357	785	-	-	-
325-32526	Bulk Waste Assessment	910,566	919,896	908,409	908,409	1,506,962
325-32527	Bulk Waste Assessment - Delinquent	705	1,215	-	-	-
331-33151	Federal Grants - FEMA - Irma	14,874	-	-	-	-
334-33451	State Grants - FEMA - Irma	55,738	39	-	-	-
<b>TOTAL</b>	<b>Service Revenues</b>	<b>1,785,139</b>	<b>1,732,872</b>	<b>1,705,612</b>	<b>1,705,612</b>	<b>2,944,222</b>
369-36990	Other Miscellaneous Revenues	65	195	-	-	-
381-38120	Transfer from Debt Service Fund	29,868	-	-	-	-
389-38910	Interest Earnings	20,098	3,936	5,000	4,000	3,500
398-39800	Appropriated Unrestricted Net Assets	-	-	-	-	-
<b>TOTAL</b>	<b>Miscellaneous Revenues</b>	<b>50,031</b>	<b>4,131</b>	<b>5,000</b>	<b>4,000</b>	<b>3,500</b>
<b>TOTAL</b>	<b>SOLID WASTE</b>	<b>1,835,169</b>	<b>1,737,003</b>	<b>1,710,612</b>	<b>1,709,612</b>	<b>2,947,722</b>

## Solid Waste Fund Expenditures

		FY 2020 Actual	FY 2021 Actual	FY 2022 Current Budget	FY 2022 Projected	FY 2023 Adopted
Suffix Code	Object Description					
31010	Professional Services	403	345	4,000	4,000	3,500
34200	Recycling Expense	105,862	107,579	108,936	108,462	292,453
34202	Solid Waste Collection Expense	409,353	415,803	421,049	421,029	691,956
34203	Solid Waste Disposal Expense	146,891	147,960	149,480	149,477	268,593
34205	Bulk Waste Collection Expense	376,780	382,993	387,826	387,882	917,019
34206	Bulk Waste Disposal Expense	379,598	382,362	386,289	386,289	491,076
49100	Other Current Charges	-		5,000	2,500	-
525-49901	Hurricane Irma - Debris Monitoring	-		-	-	-
525-49902	Hurricane Irma - Debris Removal	-		-	-	-
525-49910	Hurricane Irma-Grant/Public Assistance	323	-	4,000	-	-
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>1,419,210</b>	<b>1,437,041</b>	<b>1,466,580</b>	<b>1,459,639</b>	<b>2,664,597</b>
525-72100	Interest - Emergency LOC	16,092	-	-	-	-
525-73100	Other Debt Svc Costs-Emergency LOC	175	-	-	-	-
<b>TOTAL</b>	<b>DEBT SERVICE</b>	<b>16,267</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
581-91001	Transfer to General Fund	251,160	263,917	243,032	243,032	283,125
99100	Contingency	-		1,000	-	
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>251,160</b>	<b>263,917</b>	<b>244,032</b>	<b>243,032</b>	<b>283,125</b>
<b>TOTAL</b>	<b>SOLID WASTE FUND</b>	<b>1,686,637</b>	<b>1,700,958</b>	<b>1,710,612</b>	<b>1,702,671</b>	<b>2,947,722</b>

### Major Variance from Current Budget FY 2022 to Projected FY 2022

Code	Amount	Explanation

### Major Variance or Highlights of the Fund Budget - FY 2022 Projected to FY 2023 Adopted

Code	Amount	Explanation
34200	\$183,991	Higher due to cost of service for new contractual vendor
34202	\$270,927	Higher due to cost of service for new contractual vendor
34203	\$119,116	Higher due to cost of service for new contractual vendor
34205	\$529,137	Higher due to cost of service for new contractual vendor
34206	\$104,787	Higher due to cost of service for new contractual vendor



**Town of Southwest Ranches**  
**Adopted FY 2022/2023**  
**Solid Waste Assessment Worksheet**

**Sources:**

Waste Management  
Broward County Property Appraiser  
Munilytics Consultant Study

Description	Solid Waste & Recycling	Bulk Waste	Total Adopted FY 22/23
% Allocation Direct Expenses Only	48.82%	51.18%	

**Direct Expenses:**

Solid Waste Collection	\$ 691,956	\$ -	\$ 691,956
Recycling Collection	\$ 199,590	\$ -	\$ 199,590
Recycling Processing	\$ 92,863	\$ -	\$ 92,863
Bulk Waste Collection	\$ -	\$ 917,019	\$ 917,019
Solid Waste Disposal	\$ 268,593	\$ -	\$ 268,593
Bulk Waste Disposal	\$ -	\$ 491,076	\$ 491,076
<b>Sub-Total Cost of Service</b>	<b>\$ 1,253,002</b>	<b>\$ 1,408,095</b>	<b>\$ 2,661,097</b>

**Other Expenses**

Statutory Discount	\$ 123,432
Collections Cost and Other	\$ 44,755
Townwide Personnel\Contractual Costs	\$ 283,125
<b>Total Solid Waste Assessment Expenses</b>	<b>\$ 3,112,409</b>

**Based On Consultant Study**

Assessment	Lot Sq Ft. Range	Number of Units in Range	Solid Waste Cost Per Unit FY 22/23	Bulk Waste Cost Per Unit FY 22/23	Adopted Rates FY 22/23	Adopted Rates FY 21/22	Difference: Increase (Decrease)
A	- 41,200	409	\$ 540.53	\$ 421.95	\$ 962.48	\$ 593.01	\$ 369.47
B	41,201 46,999	450	\$ 540.53	\$ 472.20	\$ 1,012.72	\$ 638.88	\$ 373.84
C	47,000 62,999	424	\$ 540.53	\$ 584.90	\$ 1,125.43	\$ 703.33	\$ 422.10
D	63,000 95,999	480	\$ 540.53	\$ 604.30	\$ 1,144.83	\$ 730.85	\$ 413.98
E	96,000 106,999	478	\$ 540.53	\$ 698.55	\$ 1,239.07	\$ 773.17	\$ 465.90
F	107,000 >107,000	446	\$ 540.53	\$ 874.44	\$ 1,414.97	\$ 879.74	\$ 535.23

**Town of Southwest Ranches, FL**  
**Adopted Cost Allocation Plan for FY 2023 Special Assessments**

<i><b>Townwide Personnel &amp; Contractual Costs *</b></i>		<i><b>General Fund Allocation</b></i>		<i><b>Solid Waste Assessment Cost Allocation</b></i>		<i><b>Fire Assessment Cost Allocation</b></i>	
<b>Department</b>	<b>Cost</b>	<b>%</b>	<b>Allocation</b>	<b>%</b>	<b>Allocation</b>	<b>%</b>	<b>Allocation</b>
<b>Legislature</b>	\$ 69,487	86%	\$ 59,759	5%	\$ 3,474	9%	\$ 6,254
<b>Attorney</b>	\$ 620,000	90%	\$ 560,538	4%	\$ 25,254	6%	\$ 34,207
<b>Executive</b>	\$ 561,608	77%	\$ 431,745	9%	\$ 50,545	14%	\$ 79,318
<b>Finance</b>	\$ 563,406	71%	\$ 399,173	11%	\$ 61,975	18%	\$ 102,258
<b>Clerk</b>	\$ 304,129	92%	\$ 279,488	4%	\$ 12,294	4%	\$ 12,346
<b>Public Works</b>	\$ 447,226	82%	\$ 366,690	17%	\$ 76,028	1%	\$ 4,508
<b>Code Enforce.</b>	\$ 255,020	74%	\$ 189,611	21%	\$ 53,554	5%	\$ 11,855
<b>PROS</b>	\$ 150,085	100%	\$ 150,085	0%	\$ -	0%	\$ -
<b>Totals</b>	<b>\$ 2,970,961</b>		<b>\$ 2,437,089</b>		<b>\$ 283,125</b>		<b>\$ 250,747</b>

\* Note: Does not include the Volunteer Fire Fund as their personnel cost is already 100% & 0% allocated to the Fire Assessment & Solid Waste Assessment, respectively.



## Appendices



2021 Town of Southwest Ranches Rural Public Arts & Design Advisory Board Photo Contest  
Submitted by: George Morris

This final section of the budget document provides supplemental explanations and assistance for those who may need or desire it.

The two components contained here are:

- 1) a description of the funds used by the Town.
- 2) a general glossary of terms as they are used throughout this document.

**FY 2022-2023**

## FUND DESCRIPTIONS

Governmental accounting systems are organized and operated on a fund basis. Individual resources are allocated to, and accounted for, in separate accounting entities--identified as funds--based upon the purposes for which they are to be spent and how spending activities are controlled.

Governmental units establish and maintain funds required by law for sound financial administration. Only the minimum number of funds consistent with legal and operating requirements are established because unnecessary funds result in inflexibility, undue complexity, and inefficient financial administration.

Individual funds are classified into three broad categories: Governmental, Proprietary, and Fiduciary.

### GOVERNMENTAL FUND TYPES

Governmental Fund Types are subdivided into four sections: General Fund, Special Revenue Funds, Debt Service Funds, and Capital Project Funds.

**General Fund-** General revenue funds are used to account for and report all financial resources which are not required to be accounted for in other fund types.

**Special Revenue Funds-** Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or limited to expenditure for specified purposes other than debt service or major capital projects.

**Debt Service Funds-** Debt service funds are used to assign resources to meet current and future debt service requirements on long-term debt

**Capital Projects Funds-** Capital projects funds are used to account for and report financial resources that are restricted, limited, or assigned to expenditure for the acquisition or construction of major capital facilities.

### FUND 001 - GENERAL FUND

The General Fund of a government unit serves as the primary reporting vehicle for current government operations. The General Fund, by definition, accounts for all current financial resources not required by law or administrative action to be accounted for in another fund. The major sources of revenue for the General Fund include: Ad valorem taxes, franchise taxes, and intergovernmental revenues. The major departments funded here are: Legislative, Executive, Town Attorney, Finance & Budget, Town Clerk, Building Services, Code Enforcement & Zoning, Planning Services, Public Works: Engineering & Community Services, Public Safety-Police and Fire, and, Parks, Recreation and Open Spaces.

## **FUND 101 – TRANSPORTATION FUND**

The Transportation Fund is a type of special revenue fund. The revenues received for that fund have specific limitations on their use. This fund is used to account for the portions of gas tax, mobility advancement program surtax and other transportation revenues (including a dedicated portion of the Towns Ad Valorem millage that comprises the Transportation surface and drainage ongoing rehabilitation project (known as TSDOR: Non-Surtax), which is committed to transportation and roadway improvements. The Transportation Fund is also closely associated with a five-year Capital Improvement Plan. The Town Engineer manages the Transportation Fund, with policy guidance from the Drainage and Infrastructure Advisory Board.

## **FUND 201 – DEBT SERVICE FUND**

This fund is used for the purpose to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

## **FUND 301 – CAPITAL PROJECTS FUND**

This fund is used for the purpose of budgeting general capital improvement projects with costs of \$25,000 and over and which create assets which are expected to survive for three years or more. As a governmental fund type it shares with the general fund a feature of only including those items which must not be budgeted elsewhere. Consequently, capital improvement projects that are associated with specific special revenue, proprietary, or fiduciary funds are not budgeted in the capital projects fund.

The Capital Projects Fund is closely associated with a five-year Capital Improvement Plan. The Capital Improvement Plan, however, includes all major capital improvements across all fund types. It includes the forecast of substantial capital investments and anticipated for the upcoming budget year and for an additional four years.

## **PROPRIETARY FUND TYPES**

Proprietary Fund Types are budgeted by the Town as Enterprise Funds.

***Enterprise Funds-*** Enterprise funds are used to account for operations: (a) that are financed and operated in a manner similar to private business enterprises--where the intent of the governing body is that the costs of providing goods or services to the public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

## **Fund 401- SOLID WASTE COLLECTION FUND**

The Solid Waste Collection Fund is a type of enterprise fund. The Town through an Independent Contractor provides solid waste, bulk waste and recycling collection and disposal services to customers within the Town. Charges for the services are made based upon the type of service (residential, commercial, and recycling) and the cost for disposal of the materials collected. This business-like enterprise also provides for contractual oversight of operations, maintenance, collections, disposal, and planning elements. The fund primarily operates under the management of the Public Works Department with the assistance of the Code Enforcement Department.

## **FIDUCIARY FUND TYPES**

***Fiduciary (Trust and Agency) Funds-*** Fiduciary Funds are used to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other trust funds. The Town of Southwest Ranches has no Fiduciary (Trust and/or Agency) Funds.

## GLOSSARY

**Account:** A financial reporting unit for budgeting, management, or accounting purposes. All budgetary transactions, whether revenue or expenditure are recorded in accounts.

**Accounting Standards:** The generally accepted accounting principles (GAAP) promulgated by the Government Accounting Standards Board (GASB), which guide the recording and reporting of financial information by state and local governments. The standards establish guidelines as when transactions are recognized, the types and purposes of funds, and the content and organization of the annual financial report.

**Accrual Basis:** A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

**Activity:** A department effort contributing to the achievement of a specific set of program objectives; the smallest unit of the program budget.

**Activity Measure:** Data collected to determine how effective or efficient a program is in achieving its objective.

**Adopted Budget:** The budget as approved by the Town Council prior to the beginning of the fiscal year and after two public hearings.

**ADA:** This acronym refers to the United States Federal Americans with Disabilities Act.

**Advanced Life Support (ALS):** The resuscitation efforts that extend beyond basic Cardiopulmonary Resuscitation.

**Ad Valorem Taxes:** Of Latin origins, this literally translates “according to value.” It commonly refers to property taxes, levied on both real and personal property, according to the property’s valuation (tax roll) and tax rate (millage).

**Allocation:** Allocations represent the amount of funds designated for specific purposes. The Town appropriates funds based on an allocation plan annually and periodically throughout the year. Allocations within funds may be shifted under certain conditions without requiring a change to the appropriation. *See appropriation.*

**Amended Budget:** The current budget, resulting from changes to the Adopted Budget. An example of a common change would be a line item transfer of funds based on receiving a grant.

**Amendment 1:** An Amendment to the State constitution which has effectively frozen the ability of local governments to raise rates above the average percentage increase to wages reported to the State of Florida.

**Annual Salary Adjustment:** An adjustment to compensation provided on an annual basis. Like a COLA, it is an annual and recurring increase. Unlike a COLA, it is not necessarily linked to consumer priced indexing (CPI).

**Annualize:** This is the process of standardizing resources over a twelve-month figure irrespective of the timing of the resource (one-time, mid-year recurring, etc.).

**Appropriation:** A legal authorization to incur obligations and make expenditures for identified appropriation centers. Modifications within the appropriation centers are changes to allocations and generally permissible without violating the legal authorization unless they result in a change to the total appropriation.

**Assessed Valuation:** The valuation set upon real estate and certain personal property by the Broward County Property Appraiser as a basis for levying property taxes. See *Taxable Valuation and Market Value*.

**Asset:** Any resource owned or held by a government which has monetary value.

**Assigned Fund Balance:** These are amounts that the Town intends to use for a specific purpose; the intent shall be expressed by Town Council or by a Town official or other Board to which the Town Council delegates that authority.

**Audit:** An examination of records of financial accounts to check for accuracy.

**Authorized Positions:** Employee positions which both exist within the personnel complement (whether vacant or filled) and are funded.

**Automated External Defibrillator (AED):** A portable electronic device that automatically diagnoses the life-threatening cardiac arrhythmias of ventricular fibrillation and pulseless ventricular tachycardia and is able to treat them through defibrillation, the application of electricity which stops the arrhythmia, allowing the heart to reestablish an effective rhythm.

**Available (Unassigned) Fund Balance:** This refers to funds remaining from prior years, which are available for appropriation and expenditure in the current year.

**Balanced Budget:** A budget in which current revenues equal current expenditures. The legal requirements for a balanced budget may be set by the state or local government.

**Base Budget:** Projected cost of continuing the existing levels of service in the current budget year.

**Benchmark:** A point of reference from which measurements may be made. A benchmark is something that serves as a standard by which other performance indicators may be evaluated or compared.

**Bond:** A long-term I.O.U. or promise to pay. It is a promise to repay a specified amount of money (the face amount of the bond plus interest) on particular dates (the debt service payments). Bonds are primarily used to finance large scale capital projects. See *General Obligation Bond and Revenue Bond*

**Bond Ordinance:** A law approving the sale of government bonds that specifies how revenues may be spent.



**Bond Proceeds:** Revenues generated by the sale of municipal bonds.

**Bond Refinancing:** The payoff and re-issuance of bonds, to obtain better terms.

**Broward Metropolitan Planning Organization (MPO):** A transportation policy-making board comprised of 19 voting members including representatives from the South Florida Regional Transportation Authority/Tri-Rail (SFRTA), the Broward County School Board, three Broward County Commissioners, and local governments. The MPO is responsible for transportation planning and funding allocation in Broward County. The Broward MPO works with the public, planning organizations, government agencies, elected officials, and community groups to develop transportation plans.

**Budget:** A plan of financial activity for a specified period (fiscal year) indicating all planned revenues and expenses for the budget period.

**Budget Amendment:** A revision of the adopted budget that, when approved by the Council, replaces the original provision. Budget amendments occur throughout the fiscal year, as spending priorities shift.

**Budgetary Basis:** This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: cash, accrual, or modified accrual.

**Budget Calendar:** The schedule of key dates, which a government follows in the preparation and adoption of the budget.

**Budgetary Control:** The control or management of a government in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.

**Capital Assets:** Assets of significant value (greater than \$1,000) and having a useful life of several years. Capital assets are also called fixed assets.

**Capital Budget:** The appropriation of bonds, reserves, or operating revenue for improvements to facilities and other infrastructure of long-term duration.

**Capital Improvements:** Expenditures related to the acquisition, expansion, or rehabilitation of an element of the physical infrastructure of the government.

**Capital Improvement Program (CIP):** An expenditure plan incurred each year over a fixed number of years to meet capital needs arising from the long-term needs of the government.

**Capital Outlay:** Fixed assets which have a value of \$1,000 or more and have a useful economic lifetime of more than one year; or, assets of any value if the nature of the item is such that it is available to be controlled for custody purposes as a fixed asset.

**Capital Project:** Major construction, acquisition, or renovation activities which add value to the physical assets of a government, or significantly increase their useful life. Also

called capital improvements.

**Cash Basis:** A basis of accounting which recognizes transactions only when cash is increased or decreased.

**Cash Flow:** The net cash balance at any given point. The treasurer prepares a cash budget that projects the inflow, outflow, and net balance of cash reserves on a daily, weekly, and/or monthly basis.

**Chart of Accounts:** This is a set of codes held in common throughout the State of Florida and established for use by the State of Florida Department of Financial Services for use by all governmental entities.

**Collective Bargaining Agreement:** A legal contract between the employer and a verified representative of a recognized bargaining unit (CBU – collective bargaining unit) for specific terms and conditions of employment (e.g., hours, working conditions, salary, fringe benefits, and matters affecting health and safety of employees).

**Committed Fund Balance:** Amounts that have self-imposed limitations, established through actions of the Town Council, the Town's highest level of decision-making authority, set in place prior to the end of the period. These amounts cannot be used for any other purpose unless the Town Council takes the same action to remove or change the constraint.

**Communication Services Taxes (CST):** Taxes applied to telecommunications, cable, direct-to-home satellite, and related services. CST revenue is collected and distributed by the State of Florida.

**Constant or Real Dollars:** The presentation of dollar amounts adjusted for inflation to reflect the real purchasing power of money as compared to a certain point in time.

**Consumer Price Index (CPI):** A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living. Sometimes broadly called an "inflationary index."

**Contingency:** A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

**Contractual Services:** Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include utilities, rent, maintenance agreements, and professional consulting services.

**Conversion:** A "status change" from either part-time to full-time or full-time to part-time. There are no changes to the pay grade/step of the position.

**Cost-of-Living Adjustment (COLA):** An increase in salaries to offset the adverse effect of inflation on compensation. *See Annual Salary Adjustment.*

**Debt Service:** The payments of principal and / or interest on borrowed money according to a predetermined payment schedule.

**Dedicated Tax:** A tax levied in order to support a specific government program or purpose.

**Deficit:** The excess liability of an entity over its assets; or the excess of expenditures or expenses over revenues during a single accounting period.

**Department:** The basic organizational unit of government, either utilizing employees or contractors, which is functionally unique in its delivery of services.

**Depreciation:** A reduction in the value of an asset over a period due to wear and tear.

**Disbursement:** Payment for goods or services that have been delivered and invoiced.

**Division:** An allocation center within a Department maintained separately to reflect costs more transparently for unique or dissimilar types of functions.

**Employee (or Fringe) Benefits:** Contributions made by a government to meet commitments or obligations for an employee's compensation package other than salary. Included are the government's share of costs for Social Security and the various health, and life insurance plans.

**Encumbrance:** The lawful commitment of funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure. Purchase orders are one way in which encumbrances are created.

**Enterprise Funds:** Funds used to account for services supported primarily by service charges; for example: solid waste.

**Expenditure:** The payment of cash on the transfer of property or services for the purpose of acquiring an asset, service or settling a loss.

**Expense:** Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest, or other charges.

**Fiscal Policy:** A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs, and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding. Utilizing debt so that future generations share in the cost of capital projects is an example.

**Fiscal Year:** A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. For municipalities in the State of Florida, this twelve (12) month period is October 1 to September 30.

**Fixed Assets:** Assets of long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.

**Franchise Fee:** Fees assessed on public utility corporations in return for granting a

privilege to operate inside the Town limits. Examples include gas operators and electric companies.

**Full Faith and Credit:** A pledge of a government's ad valorem taxing power to repay debt obligations. The Town of Southwest Ranches has no debt of this type.

**Fund:** A fiscal entity with revenues and expenses which are segregated for the purpose of carrying out a specific purpose or activity.

**Fund Balance:** The cumulative difference of all revenue and expenditures from the government's creation. It can also be the difference between fund assets and fund liabilities, known as net assets which serves as a measure of financial resources.

**GAAP:** This acronym stands for Generally Accepted Accounting Principles. It is a set of uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

**General Fund:** The major fund in most governmental units, the General Fund accounts for all activities not accounted for in other funds. Most tax-funded functions, such as police and fire rescue(ambulance), are accounted for in the General Fund.

**General Obligation (G.O.) Bond:** This type of bond is backed by the full faith, credit, and taxing power of the government. G.O. Bonds must be approved by the voters. The Town has no debt of this type.

**Goal:** A statement of broad direction, purpose or intent based on the needs of the community. Goals may be of short, middle, or long-term duration.

**Governmental Accounting Standards Board (GASB):** GASB is the non-governmental body charged with establishing and maintaining generally accepted standards for state and local governments.

**Grants:** A contribution by a government or other organization to support a function or project. Grants may be classified as either operational or capital, depending upon the use of funds.

**Growth Rate:** A term related to millage growth under Amendment 1. This item is defined as the "adjustment for growth in per capita Florida income."

**Hazmat Response Team:** A group of trained personnel who respond to releases of hazardous materials for the purpose of control or stabilization of the incident.

**Homestead Exemption:** Florida law provides property tax relief of \$50,000 off the taxable value for properties that qualify. Every person who has legal or equitable title to real property in the State of Florida and who resides on the property on January 1 and in good faith makes it his or her permanent home is eligible for a homestead exemption.

**Indirect Cost:** A cost necessary for the functioning of the organization, but which cannot be directly assigned to one service.

**Infrastructure:** The physical assets of a government system (e.g., streets, roadways, public buildings, and parks).

**Interfund Transfers:** The movement of monies between funds of the same governmental entity.

**Intergovernmental Revenue:** Funds received from federal, state, and other local government sources in the form of grants, shared revenues, and other payments.

**Interlocal Agreement:** An interlocal agreement is a written contract between local government agencies such as a City, a county, a school board, or a constitutional office. Any time a public service involves the joint operations and budgets of two or more local government agencies, an interlocal agreement must be drawn up and approved by all parties involved.

**Levy:** To impose taxes for the support of government activities.

**Long-term Debt:** Debt with a maturity of more than one year after date of issuance.

**Mandate:** A requirement from a higher level of government that a lower level of government perform a task in a way, or perform a task to meet a standard, often without compensation from the higher level of government.

**Market Valuation:** This represents the amount that an asset may sell for on the open market. Market Valuations have a correlation to assessed valuation (as one changes, so does the other) although there may be a time lag. Assessed valuation (the lower amount established by the Property Appraiser) is reduced by exemptions (Save-our-Homes, Homestead, and others) to arrive at the Taxable Valuation.

**Millage (Mill):** The property tax rate which is based on the valuation of property. One mill is equivalent to one dollar of taxes for each \$1,000 of taxable property valuation.

**Mission:** A clear and concise statement that focuses on the purpose of the program and sets program goals to align practices with values. A mission statement is an actionable plan for a program's future, which includes the objectives, how these objectives will be reached, who is responsible for performance and why the program must meet its goals.

**National Pollutant Discharge Elimination System:** A permit program, which controls water pollution by regulating point sources that discharge pollutants into waters of the United States.

**New Position:** A position that is added to a department/division with corresponding compensation either during the fiscal year or included as part of the budget process.

**Non-Spendable Fund Balance:** Amounts that are inherently not spendable because of their form (such as inventory or prepaids).

**Object of Expenditure:** An expenditure classification, referring to the lowest and most detailed level of classification, such as electricity, office supplies, gasoline, and furniture.

**Objective:** Something to be accomplished in specific, well-defined, and measurable terms and that is achievable within a specific time frame. All objectives should support at least one goal.

**Obligations:** Responsibilities, including financial, which a government may be legally required to meet with its resources.

**Operating Budget:** That portion of a budget that deals with recurring expenditures such as salaries, electric bills, postage, printing, office supplies, and gasoline. The operating budget may be a separate document from the capital budget, or a consolidated document may be prepared that has one section devoted to operating expenditures and another to capital expenditures. Taken together, the operating and the capital budgets should equal the total amount of spending for the fiscal period.

**Operating Expenses:** The cost for supplies, materials and equipment required for a department to function.

**Operating Revenue:** Unrestricted funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day operations.

**Ordinance:** An enactment of a legislative body that requires a public hearing and two readings before it is in effect. Ordinances often require or limit behavior and have penalties for non-compliance.

**P-CARD:** A company charge card that allows goods and services to be procured without using the traditional purchasing process.

**Pay-as-you-go Basis:** A term used to describe a financial policy by which capital purchases are financed from current revenues and/or undesignated fund balance (available reserve) rather than through borrowing.

**Performance budget:** A budget format that includes 1.) performance goals and objectives and 2.) demand, workload, efficiency, and effectiveness (outcome or impact) measures for each governmental program.

**Personnel Services:** Expenditures for salaries, wages, and fringe benefits of a government's employees.

**Prior-year Encumbrances:** Obligations from previous fiscal years in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation, and for which a part of the appropriation is reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated.

**Productivity:** The cost per unit of goods or services, holding quality constant.

Productivity increases when the cost per unit goes down, but quality remains constant or increases.

**Program:** A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the government is responsible.

**Program Based Budget:** A method of budgeting whereby the services provided to the residents are broken down in identifiable service programs or performance units. A unit can be a department, a division, or a workgroup. Each program has an identifiable service or output and objectives to effectively provide the service. The effectiveness and efficiency of providing the service by the program is measured by performance indicators.

**Proprietary Funds:** The funds used to account for operations that are financed and operated in a manner similar to private business enterprises, where (a) the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

**Purchase Order:** An agreement to buy goods and services from a specific vendor, with a promise to pay on delivery.

**Purpose:** A broad statement of the goals, in terms of meeting public service needs, that a department is organized to meet. A purpose or mission is a statement of reason supported by goals which are in turn supported by specific objectives which may/may not be measurable.

**Reclassification:** The assignment of a new job classification and/or pay grade to an existing position as a result of permanent changes to the position's assigned duties and responsibilities.

**Resolution:** A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

**Resources:** Total amounts available for appropriation including estimated revenues, fund transfers, and fund balances.

**Restricted Fund Balance:** Amounts that have externally enforceable limitations on use. These amounts are constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government).

**Revenue:** Sources of income.

**Revenue Bond:** This type of bond is backed only by revenues, which come from a specific enterprise or project, such as gas taxes for a transportation infrastructure project.

**Roll-back Rate:** The tax rate which when applied to the current year's adjusted taxable value, generates the same ad valorem tax revenue as the prior year.

**Senate Bill 115:** Passed by Florida legislature restricting local ability to raise rates beyond the restraints of Amendment 1 by requiring that roll-back rates be established on what the taxable valuation would have been had Amendment 1 not passed.

**Service Lease:** A lease under which the lessor maintains and services the asset. Leasing vehicles for a Department would be an example.

**Service Level:** Services or products which comprise actual or expected output of a given program. Focus is on result, not measures of workload.

**Special Revenue Fund:** Funds that account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

**Statute:** A law enacted by a legislative body.

**Taxable Valuation:** This is the amount determined by the Property Appraiser after any discounts and/or exemptions have been applied to the assessed valuation. This reduced figure is the one against which governments may levy a tax.

**Taxes:** Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against persons or property for current or permanent benefit, such as special assessments or permitting fees.

**Temporary Positions:** An employee who fills a temporary or short-term position. Such employees provide contingency staffing for government operations during peak workloads, or to address temporary staffing needs. Temporary employees are paid on a per-hour basis, and do not receive benefits.

**TRIM:** This acronym stands for Truth in Millage (Section 200.065, Florida Statute). It is often associated with the TRIM notice (or preliminary tax bill) which arrives prior to the final determination of taxation rates.

**Trust Funds:** A fund established to receive money that the local government holds on behalf of individuals or other governments; the government holding the money has little or no discretion over it. Examples include employee pension funds and taxes collected for other governments.

**Trust and Agency Funds:** Funds that account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other trust funds.

**Unencumbered Balance:** The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

**Unassigned Fund Balance:** The portion of a fund's balance which is not obligated or specifically designated as either non-spendable, restricted, committed, or assigned and is therefore available for any purpose.



**User Charges:** The payment of a fee for direct receipt of a public service by the party who benefits from the service.

**Utility Taxes:** Municipal charges on consumers of various utilities such as electricity, gas, water, telecommunications.

**Variable Cost:** A cost that increases/decreases with increases/decreases in the amount of service provided such as the electric bill.

**Working cash:** Excess of readily available assets over current liabilities, or cash on hand equivalents, which may be used to satisfy cash flow needs.

**Zero-Based Budgeting:** A budget process which assumes that the base budget for operations is zero and requires justification for all expenditure funding requests.

**ORDINANCE NO. 2022-014**

**AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING THE BUDGET OF THE TOWN OF SOUTHWEST RANCHES FOR FISCAL YEAR 2022-2023, COMMENCING OCTOBER 1, 2022, AND ENDING SEPTEMBER 30, 2023; PROVIDING FOR A BUDGET BASIS; PROVIDING FOR EXPENDITURE OF FUNDS; PROVIDING FOR CARRYOVER OF FUNDS; PROVIDING FOR NOTICE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; AND, PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Southwest Ranches is a municipality located in Broward County, Florida; and

**WHEREAS**, a public hearing was held on the tentative millage and budget on Monday, September 12, 2022, at 6:00 P.M.; and

**WHEREAS**, a Public Hearing on the Town of Southwest Ranches' final budget for Fiscal Year 2022-2023 was held at 6:00 P.M. on Thursday, September 22, 2022, at the Southwest Ranches Council Chambers, 13400 Griffin Road, Southwest Ranches, Florida, 33330; and

**WHEREAS**, the amount available from taxation and other revenues equals the total appropriations for expenditures and fund balance/reserves.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA THAT THE FOLLOWING ORDINANCE IS CREATED IN ACCORDANCE WITH THE TOWN CHARTER:**

**Section 1: Budget Adoptions.** The Town of Southwest Ranches budget for Fiscal Year 2022-2023, a copy of which is attached hereto and incorporated herein by reference as Exhibit "A," is hereby approved and adopted and shall become effective at the beginning of the 2022-2023 Fiscal Year, and the Town's funds may be expended commencing October 1, 2022, and ending September 30, 2023.

**Section 2: Budget Basis.** The proposed expenditures in the budget are as shown in the budget and by reference made a part hereof. The budget is based upon the gross taxable value of real and personal property of \$1,920,612,934.

**Section 3: Expenditure of Funds.** No funds of the Town shall be expended except pursuant to duly approved appropriations or for the payment of bonds, notes, or other indebtedness duly authorized by the Council and only from such funds so authorized.

**Section 4: Carryover of Funds.** Funds of the Town's current Fiscal Year 2021-2022 adopted budget as well as budget amendments pursuant to subsequent resolutions as indicated in Section 5 of this Ordinance not expended during Fiscal Year 2021-2022 may be used and expended during subsequent fiscal years.

**Section 5: Amendments.** The Town of Southwest Ranches budget for the Fiscal Year 2022-2023, may be amended, if required, by a Resolution of the Town Council.

**Section 6: Notice.** The Town Clerk or designee is directed to forward certified copies of this Ordinance to the Broward County Property Appraiser, the Broward County Revenue Collector and the Florida Department of Revenue.

**Section 7: Severability.** If any one or more of the provisions of this Ordinance shall be held contrary to any express provision of law or contrary to the policy of express law, though not expressly prohibited or against public policy, or shall for any reason whatsoever be held invalid, then such provision shall be null and void and shall be separate from the remaining provisions, and shall in no way affect the validity of all other provisions of this Ordinance.

**Section 8: Conflict.** That all Sections or parts of Sections of the Code of Ordinances or parts of Ordinances, and all Resolutions, or parts of Resolution, in conflict are hereby repealed to the extent of such conflict.

**Section 9: Effective Date.** This Ordinance shall be effective immediately upon its adoption.

**PASSED ON FIRST READING** this 12<sup>nd</sup> day of September, 2022 on a motion made by Vice Mayor Jablonski and seconded by Council Member Allbritton.

**PASSED AND ADOPTED ON SECOND READING** this 22<sup>nd</sup> day of September, 2022, on a motion made by Vice Mayor Jablonski and seconded by Council Member Hartmann.

Breitkreuz	<u>Yes</u>
Jablonski	<u>Yes</u>
Allbritton	<u>Yes</u>
Hartmann	<u>Yes</u>
Kuczenski	<u>Yes</u>

Ayes	<u>5</u>
Nays	<u>0</u>
Absent	<u>0</u>

**[Signatures on Following Page]**

  
Steve Breitkreuz, Mayor

ATTEST:

  
Russell Muñiz, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:

  
Keith M. Poliakoff, J.D., Town Attorney  
1001.164.01



# BUDGET SUMMARY

## Town of Southwest Ranches, Florida - Fiscal Year 2022 - 2023

THE PROPOSED OPERATING BUDGET EXPENDITURES OF THE TOWN OF SOUTHWEST RANCHES ARE 26.2% MORE THAN LAST YEARS TOTAL OPERATING EXPENDITURES

General Fund 3.9000  
Voted Debt 0.0000

	GENERAL FUND	CAPITAL PROJECTS FUND	TRANSPORTATION FUND	VOLUNTEER FIRE FUND	DEBT SERVICE FUND	SOLID WASTE FUND	TOTAL ALL FUNDS
<b>ESTIMATED REVENUES:</b>							
TAXES: Millage per \$1,000							
Ad Valorem Taxes 3.9000	7,115,870	0	0	0	0	0	7,115,870
Ad Valorem Taxes 0.0000 (voted debt)	0	0	0	0	0	0	0
Franchise/Utility Taxes	2,002,263	0	0	0	0	0	2,002,263
Sales & Use Taxes	635,600	0	0	0	0	0	635,600
Permits/Licenses/Inspections	1,738,087	0	0	0	0	0	1,738,087
Intergovernmental	3,601,550	180,000	2,525,791	0	0	0	6,307,341
Charges for Services	103,996	0	0	0	0	2,944,222	3,048,218
Fines & Forfeitures	224,130	0	0	0	0	0	224,130
Loan Proceeds	0	0	0	0	0	0	0
Special Fire Assessment	2,699,667	0	0	0	0	0	2,699,667
Miscellaneous Revenues	141,393	0	5,253	10,000	0	3,500	160,146
<b>TOTAL SOURCES</b>	<b>18,262,556</b>	<b>180,000</b>	<b>2,531,044</b>	<b>10,000</b>	<b>0</b>	<b>2,947,722</b>	<b>23,931,322</b>
Interfund Transfers - In	283,125	69,500	826,950	281,634	417,965	0	1,879,174
Fund Balance/Reserves/Net Assets	269,514	45,000	505,090	0	456,146	0	1,275,750
<b>TOTAL REVENUES, TRANSFERS &amp; BALANCES</b>	<b>18,815,195</b>	<b>294,500</b>	<b>3,863,084</b>	<b>291,634</b>	<b>874,111</b>	<b>2,947,722</b>	<b>27,086,246</b>
<b>EXPENDITURES/EXPENSES</b>							
General Government	2,499,000	0	0	0	0	0	2,499,000
Law Enforcement	3,388,161	0	0	0	0	0	3,388,161
Fire Rescue Services	4,786,449	0	0	291,634	0	0	5,078,083
Community Services (Planning, Zoning & Engineering)	736,226	0	0	0	0	0	736,226
Physical Environment (Permits/Code/Roads/Solid Waste/TH)	1,405,020	180,000	3,863,084	0	0	2,664,597	8,112,701
Parks, Recreation and Open Space	544,424	114,500	0	0	0	0	658,924
ARPA - Intergovernmental	3,605,350	0	0	0	0	0	3,605,350
Debt Service	0	0	0	0	874,111	0	874,111
Contingency	254,516	0	0	0	0	0	254,516
<b>TOTAL EXPENDITURES/EXPENSES</b>	<b>17,219,146</b>	<b>294,500</b>	<b>3,863,084</b>	<b>291,634</b>	<b>874,111</b>	<b>2,664,597</b>	<b>25,207,072</b>
Interfund Transfers - Out	1,596,049	0	0	0	0	283,125	1,879,174
Fund Balance/Reserves/Net Assets	0	0	0	0	0	0	0
<b>TOTAL APPROPRIATED EXPENDITURES TRANSFERS, RESERVES &amp; BALANCES</b>	<b>18,815,195</b>	<b>294,500</b>	<b>3,863,084</b>	<b>291,634</b>	<b>874,111</b>	<b>2,947,722</b>	<b>27,086,246</b>

THE TENTATIVE, ADOPTED, AND/OR FINAL BUDGETS ARE ON FILE IN THE TOWN CLERK'S OFFICE (13400 GRIFFIN ROAD, SOUTHWEST RANCHES, FL 33330-2628) AS A PUBLIC RECORD.



**TOWN OF SOUTHWEST RANCHES, FLORIDA**  
**13400 GRIFFIN ROAD**  
**SOUTHWEST RANCHES, FL 33330**  
**(954) 434-0008**  
**[www.southwestranches.org](http://www.southwestranches.org)**