

# ADOPTED BUDGET



**TOWN OF SOUTHWEST RANCHES**  
**FISCAL YEAR 2018 - 2019**  
**OCTOBER 1, 2018 - SEPTEMBER 30, 2019**

**TOWN OF SOUTHWEST RANCHES, FLORIDA**  
**ADOPTED BUDGET**  
**Fiscal Year 2018-2019**



**TOWN COUNCIL**



Mayor  
Doug McKay



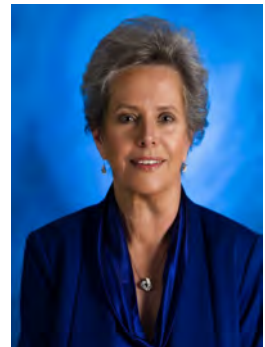
Vice Mayor  
Freddy Fisikelli



Councilmember  
Steve Breitzkreuz



Councilmember  
Gary Jablonski



Councilmember  
Denise Schroeder



## **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

Martin D. Sherwood, CPA, CGMA, CGFO - Town Financial Administrator

### **Administrative & Support Staff**

---

Emily Aceti - Community Services Manager

Danielle Caban - Executive Assistant to Town Administrator

Philip Chorath - Engineer 1

Jack Fisher, CBO, CFM - Building Official

Jeff Katims, AICP, CNU-A - Planning Department

Susan Kutz - Administrative Specialist

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

Rod Ley, PE, LEED AP - Town Engineer

Sandy Luongo - General Services Manager

Venessa Redman - Accounting Clerk

Mara Semper - Procurement & Budget Officer

Ivette Solera, CMC - Deputy Town Clerk

Robert Solera - Community Development Director

Richard Strum - Controller

Lee Bennett - Volunteer Fire Chief

Steven Anascavage - Assistant Volunteer Fire Chief

Fiscal Year 2018—2019



## 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 Appendix (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 Appendix.

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



## **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, 2018 and ending September 30, 2019, 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 1(A)-(C)) 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, explains the variances in expenditures from the prior year (FY 17/18) budget to projected prior year expenditures, explains the variances in expenditures from the projected prior year (FY 17/18) to adopted current year (FY 18/19,) and identifies 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 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 Communications/Transparency Device**

As a communications/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.

# TABLE OF CONTENTS

Title Page	
Administrative Staff	i
How the Budget is Organized	ii
A Reader's Guide	iii
Table of Contents	iv - vi

## **Budget Overview**

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Budget Overview Contents Summary	1
Town Administrator & Town Financial Administrator Adopted Budget Transmittal Letter	1 (A)-(C)
Town Administrator & Town Financial Administrator Proposed Budget Transmittal Letter	2-8(A)
Council Adopted Budget Calendar for FY 2018-2019	9
Millage Maximums	10
Capital Improvement Project Requests -Funded and Not Funded	11
Five Year Capital Improvement Plan-All Funds Project Expenditure Summary	12
Five Year Capital Improvement Plan-All Funds Funding Source Summary	13
Capital Improvement Projects (CIP)-Funded and Not Funded	14-33
Program Modifications -Funded and Not Funded	34-56
Fire Assessment Worksheet	57
Solid Waste Assessment Worksheet	58
Adopted Cost Allocation Plan for Special Assessments	59
Organizational Chart	60
Personnel Complement	61

## **Governmental Funds**

---

Governmental Funds Summary	62
<b>General Fund</b>	
General Fund Fund Summary	63
Revenue Summary Chart (Where the Funds Come From?)	64
Operating Revenue Detail	65
Revenue Sources Description	66-67
Expenditure Summary Chart (Where the Funds Go?)	68
Expenditure Summary by Type	69-70
Expenditures Summary by Department	71
Expenditure Chart by Function	72

**General Fund Departmental Budgets**

<i>Legislative Dept Description &amp; Objectives</i>	73
Expenditures	74
<i>Town Attorney Dept Description &amp; Objectives</i>	75-76
Expenditures	77
<i>Executive Dept Description &amp; Objectives</i>	78-79
Expenditures	80
<i>Finance Dept Department Description and Objectives</i>	81-83
Expenditures	84
<i>Town Clerk Dept Description and Objectives</i>	85-86
Expenditures	87
Contractual GIS Technician Services Program Modification	88
<i>Building Services Dept Description &amp; Objectives</i>	89-90
Expenditures	91
<i>Community Development Dept.: Code Enforcement &amp; Zoning Division Description &amp; Objectives</i>	92-95
Expenditures	96
Code Enforcement-Level of Service Increase	97
<i>Planning Services Dept Description and Objectives</i>	98-99
Expenditures	100
<i>Public Works: Engineering &amp; CS Department Description and Objectives</i>	101-104
Expenditures	105
<i>Public Safety-Police Department Description and Objectives</i>	106-108
Expenditures	109
<i>Public Safety-Fire Administration &amp; Volunteer Fire Services Description and Objectives</i>	110-116
Expenditures Fire Administration	117
Fire Station Alerting System CIP	118
Fire Wells Replacement and Installation CIP	119
Expenditures Volunteer Fire Services	120
Volunteer Fire Apparatus Replacement Program Modification	121
Public Safety Communication Equipment Replacement Program Modification	122
Self-Contained Breathing Apparatus (SCBA) Replacement Program Modification	123
Bunker Gear Replacement Program Modification	124
Fire Assessment Worksheet	125
Adopted Cost Allocation Plan for Special Assessments	126
<i>Parks, Recreation, and Open Space (PROS) Department Description and Objectives</i>	127-128
Expenditures	129
<i>Non-Departmental Description</i>	130
Expenditures	131
Information Technology Replacement Program Modification	132

<b><u>Capital Projects Fund Description</u></b>	133
Fund Summary	134
Fund Revenues	135
Fund Expenditures	136
Public Safety-Fire Rescue Modular Facilities CIP	137
Frontier Trails Conservation Area CIP	138
Town Hall Complex Safety, Lightning and Drainage Improvements CIP	139
<b><u>Debt Service Fund Description</u></b>	140
Fund Summary	141
Fund Revenues	142
Fund Expenditures	143
<b><u>Special Revenue Funds Description</u></b>	144
<b><u>Transportation Fund Description and Objectives</u></b>	145-147
Transportation Fund Summary	148
Transportation Fund Revenues	149
Transportation Fund Expenditures	150
Drainage Improvement Projects CIP	151
Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR) CIP	152
<b><u>Volunteer Fire Fund Description</u></b>	153
Volunteer Fire Fund Summary	154
Volunteer Fire Fund Revenues	155
Volunteer Fire Fund Expenditures	156
Volunteer Fire Department Increase in Shift Personnel Program Modification	157
<b><u>Enterprise Fund</u></b>	
Enterprise Fund Summary	158
<b><u>Solid Waste Fund</u></b>	159
Solid Waste Fund Description	160
Solid Waste Fund Summary	161
Solid Waste Fund Revenues	162
Solid Waste Expenditures	163
Solid Waste Assessment Worksheet	164
Adopted Cost Allocation Plan for Special Assessments	165
<b><u>Appendix</u></b>	
Appendix Contents Summary	166
Fund Descriptions	167-169
Glossary	170-177





## Budget Overview



2018 Town of Southwest Ranches Rural Public Arts & Design Advisory Board Photo Contest

Submitted by: Debbie Morris

This section contains summary information about the Adopted Budget.

It includes:

- 1) Town Administrator and Town Financial Administrator's adopted budget transmittal letter
- 2) Town Administrator and Town Financial Administrator's proposed budget transmittal letter
- 3) Town's budget calendar
- 4) Millage information
- 5) Summary 5-year capital improvement plan
- 6) Summary of adopted schedule of financing
- 7) Fire Assessment information
- 8) Solid Waste Assessment information
- 9) Organizational Chart
- 10) Personnel Complement

**FY 2018-2019**



Town of Southwest Ranches  
13400 Griffin Road  
Southwest Ranches, FL 33330-2628

(954) 434-0008 Town Hall  
(954) 434-1490 Fax

***Town Council***

**Doug McKay, Mayor**  
**Freddy Fisikelli, Vice Mayor**  
**Steve Breitzkreuz, Council Member**  
**Gary Jablonski, Council Member**  
**Denise Schroeder, Council Member**

***Town Administration***

**Andrew D. Berns, MPA, Town Administrator**  
**Russell Muñiz, MBA, MPA, MMC, Assistant Town Administrator/Town Clerk**  
**Keith M. Poliakoff, JD, Town Attorney**  
**Martin D. Sherwood, CPA, CGMA, CGFO, Town Financial Administrator**

October 1, 2018

## **FY 2019 Adopted Budget Transmittal Letter**

Honorable Mayor and Town Council Members  
Town of Southwest Ranches, Florida

Dear Mayor and Town Council Members:

In accordance with Sections 3.03, 3.11 and 4.04 of the Town Charter, we are pleased to submit the Approved Operating Budget for the fiscal year beginning October 1, 2018 and ending September 30, 2019, which is a balanced budget as required by Florida Statutes. A balanced budget is defined as revenues and other sources equaling expenditures/expenses and other uses including reserves. For FY 2018-19, the townwide combined uses of funds including operations, transfers and fund balance/reserves total \$17,778,801. The Approved General Fund operating portion of the budget is \$12,738,712.

### **BUDGET DIRECTION**

The strategic goals and priorities established by Staff and confirmed by Town Council were used as a guide to prioritize funding in the FY 2018-19 budget. The Approved budget supports these goals and priorities while at the same time maintaining the Town's outstanding service levels, with expenditures strategically linked to the goals, objectives, core businesses, and existing obligations of the Town. The strategic goals include:

### **GUIDING PRINCIPLES**

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

The Town of Southwest Ranches' FY 2019 Adopted Budget results from a long, cooperative, transparent and participatory process. Consistent with the transparency of this process, this letter supplements (rather than replaces) the transmittal letter that accompanied the FY 2019 Proposed Budget. A copy of that letter immediately follows this one on pages 2-8. The intention of this letter is to highlight the modifications resulting

from our process between proposal and adoption. The balance of this book reflects the programs, projects, staffing, and service levels adopted for the Town of Southwest Ranches by the Town Council for the FY 2019 budget year (October 1, 2018 – September 30, 2019).

### **Adopted Millage and Rate Summary**

The aggregate value (the value of all properties within the Town combined) increased 3.11% (net of new construction and reassessments of existing properties) with the January 2018 Broward County Property Appraiser's July 1st certified assessment which effects the millage maximums allowed by state law. This budget provides for continual funding for year five (5) of the Transportation Surface Drainage Ongoing Rehabilitation (TSDOR) project within the total operating millage as well as other capital projects and program modifications. Together these elements maintain services to the community and continues to invest in maintenance and improvement projects.

The forecasted expenditure increases acknowledged in prior year budgets have come to the forefront. For many years the Town has benefitted from below market rates for some of its services as a result of solid negotiation tactics. Now, those negotiated agreements have expired resulting in increases to even basic local governmental services. The budget document is based upon the most current financial information available. Since none of us can predict the future with certainty, staff must assume that, in presenting this budget, all amounts used can be reasonably relied upon. In particular, uncertainty in the economy and its impact on the Town's health care costs, legislative actions, federal policies and regulations among other factors could have a significant impact on the Town's operating revenues and expenses.

The total millage first proposed by staff was 4.9890 mills for operations, quality of life improvements and TSDOR. As a result of the Mayor and Town Council budget workshop of August 2018, the aggregate proposed millage rate was revised and reduced to 4.9509. Subsequently, after the September 2018 first public hearing date, a current year (FY 19) reduced rate of 4.8311 was approved. Consequently, the adopted total millage rate is 4.8311 mills per \$1,000, an increase from the FY 2017-18 adopted rate of 4.4629. A home with a taxable value of \$250,000 in the Town of Southwest Ranches will pay \$1,207.78 in total ad valorem taxes or \$92 higher (or \$7.67 monthly) than the same rate applied as the prior year. But it is \$39 lower (or \$3.25 monthly) than what was originally proposed.

The modifications from the original proposed to adopted budget to accomplish the above \$39 (or \$3.25 monthly) reduction include: 1) reducing personnel services performance based funding (\$16,437); 2) reducing funding for General Fund operating contingencies (\$110,962); 3) reducing transportation fund transfers (\$27,426) primarily related to elimination of the pavement striping/markers CIP; 4) reducing a capital project fund transfer (\$25,000) related to the Frontier Trails CIP; 5) reduction in Legal Department expenses including provisional lawsuits and prosecutions (\$58,500); and 6) reduction of ground maintenance-PROS, including an elimination of a previous year's adopted program modification (\$39,151). Partly offsetting the aforementioned reductions was the



Town Council's desire to newly provide funding for a Code Enforcement Division-Level of Service increase program modification in the amount of \$64,816. All other Capital Improvement Projects and Program Modifications for FY 2019 were adopted by the Town Council as recommended in the FY 2019 Proposed Budget Book.

Through the process of checks and balances between administrative proposals and final adoption, several changes to community priority funding were obviously accomplished. This process ensured that all and only those items which are Council priorities are balanced with the interest of not over-burdening taxpayers. While only a super-majority (4 of 5 Council Members) was ultimately required, the Town of Southwest Ranches' millage rate became the eighth (8<sup>th</sup>) smallest of all thirty-one (31) Broward County municipal services rates (or lowest 26%).

### **Adopted Service Rates Summary**

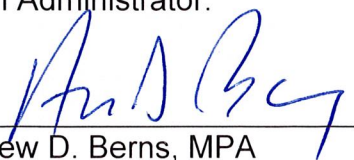
FY 2019 adopted Fire Protection Assessment rates were further reduced throughout all property categories through Council policy direction as follows: 1) the elimination of a recommended study to update existing fire protection assessment methodology (\$50,000) and; 2) a reduction in the contingency for a Town Volunteer Fire apparatus (\$25,000). The FY 2019 residential Solid Waste rates recommended in the FY 2019 Proposed budget were adopted with no changes.

### **Summary Comments**

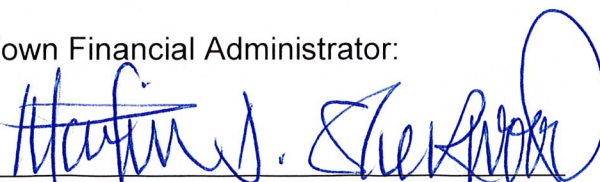
In summary, the significant change in the Town of Southwest Ranches Adopted FY 2019 Budget compared to the FY 2019 Proposed Budget was the elimination or reduction of funding in all three major expenditure categories: Personnel, Operating (includes program modifications) and several Capital projects. Fundamental or core municipal government operations remain unchanged while acknowledging that the costs to the Town and (as pass-through fees) to residents of the Town have increased as a result of market and/or contractual costs beyond the Town's control. At the same time, the Town Council has ensured that total Town millage rate has increased to maintain sustainability.

This budget incorporates the recommendations and analysis of your professional staff. These Approved programs and staffing support the Goals and Policy Agenda Priorities established by Town Council. I wish to thank the Mayor and Town Council for sharing your priorities and ideas throughout the budget process so that they could be reflected in the Approved budget. Finally, we extend our appreciation to the Department Heads and their staff for their dedication to the timely and effective completion of the budget.

Town Administrator:

  
Andrew D. Berns, MPA

Town Financial Administrator:

  
Martin D. Sherwood, CPA, CGMA, CGFO



Town of Southwest Ranches  
13400 Griffin Road  
Southwest Ranches, FL 33330-2628

(954) 434-0008 Town Hall  
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***Town Council***

**Doug McKay, Mayor**  
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**Keith M. Poliakoff, JD, Town Attorney**  
**Martin D. Sherwood, CPA, CGMA, CGFO, Town Financial Administrator**

July 13, 2018

## **FY 2018 Proposed Budget Transmittal Letter**

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

It is our pleasure to provide you with administration's Fiscal Year 2018/2019 Proposed Annual Budget – a fundamental instrument in the management of municipal government. This Budget meets all the requirements of State Law, and also represents an effort to deliver required services and infrastructure systems under sound principals of fiscal sustainability. The budget plan for the next fiscal year balances the Town's financial resources with current programming and services levels while maintaining a solid financial position.

The proposed budget before you was prepared with the goal of keeping costs to residents down wherever possible while meeting Town Council priorities and policy direction. It is conservative in approach with revenues estimated on the low end of a probable range and expenditures estimated on the high end of a probable range. However, where exact calculations were possible, they were utilized.

### **Proposed Millage and Rate Summary**

The Broward County Property Appraiser (BCPA) has certified a total estimated taxable value for real and personal property of \$1,417,686,965 for the Town of Southwest Ranches. The aggregate increase to the Town's assessed valuations has increased by 4.27% which is positive. These increases in property values are due, at least in part, to Town Council policy and Town Management in addition to a constantly improving housing market. However, it does place the Town within the bottom 20% of growth communities in all of Broward County. With the current gross valuation for one mill (1.000) at \$1,417,687 (\$1,417,686,965/1000), a simple calculation puts the net anticipated receipts per mill at \$1,346,803 (net mill @ .95% pursuant to Florida Statutes).

As a result of a number of factors, including \$256,000 in contractual, market rate increases required for both Police and Fire services; \$225,000 proposed for forthcoming litigation needs; \$145,000 in emergency line of credit interest projected due to Hurricane Irma to satisfy debt service covenants; \$63,706 general fund impact from Florida Statute 170.01 (4) pertaining to a new fire assessment exemption granted to vacant agricultural parcels and finally, a \$111,000 increase in contingency for our forthcoming budget workshops and public hearings, the millage proposed to be set by all members of Town Council (5 out of 5) is 4.9890 mills. This rate would result in an additional \$889,832 in net property taxes.

A chart of the range of millages and their resulting revenues and budgetary impacts is presented later in this document. The proposed millage (4.9890) is considered an increase of 15.26% to maintain the proposed services. The rate adjustment is approximately \$165 for each \$250,000 in Town taxable value. This rate, plus General Fund restricted fire control fund balance appropriation of \$160,000 continues to fund general government operations, TSDOR (\$450,000) and other capital improvement projects.

### ***Fire Assessment Rates:***

The impact of the Town's Public Safety Services agreement which returned to market rates commencing last fiscal year is not limited to the millage. The fire suppression, education, and prevention services resulting from the interlocal agreement with the Town of Davie (Davie) for Public Safety Services – Fire results in a total impact to the overall Davie fire component of \$141,859 which includes an annual \$50,000 provision for a future Town fire vehicle. The total expenditure increases directly for fire assessment purposes are \$184,676 and this includes mostly all capital improvements and program modifications for the Town of Southwest Ranches Volunteer Fire Services (primarily for a \$50,000 provision for a Volunteer Fire Apparatus plus \$42,942 for an increase in shift personnel as well as \$40,192 in communication equipment).

Appropriately; 1) management and staff are budgeting conservatively and 2) an increase to the fire assessment is needed for residential health, life and safety. The proposed increases are apportioned according to rules of equity established by the State of Florida and present fire study methodology and are as follows: 1) residential = \$43.46 per dwelling unit, 2) Commercial = 13 cents per square foot, 3) Industrial/Warehouse = 15 cents per square foot, 4) Institutional = 2 cents per square foot, and 5) Vacant/Non-Agricultural (formally called Vacant/Agricultural) = \$7.07 per acre. One important change to the fire assessment for FY 2018/2019 to note is that a new enacted Florida Statute 170.01 (4) granted a 100% Fire Assessment exemption to all vacant agricultural land in the State of Florida. This exemption comprises 642 of 1,450 vacant acres within the Town of Southwest Ranches and which amounts to \$63,706 that must newly be absorbed through General Fund millage. Accordingly, a Fire Protection Rate Assessment Study is proposed as a program modification to mitigate this impact as well as provide a methodology update in accordance with best practices.



### ***Solid Waste Assessment Rates:***

As a reminder, for the period from FY 2013 through FY 2017, the Town of Southwest Ranches benefitted from a below market priced five-year contract negotiated for solid and bulk waste collection, recycling and disposal services which had an overall rate decrease of approximately 35% and of which savings were directly passed through to community members. This contract expired during FY 2017 and which the vendor was obviously anxious to terminate at the end of the contract term. As an alternative to losing solid waste collection services, a competitive bid process was initiated and ultimately, the Town's new service provider – Waste Pro, Inc was awarded a contract which called for an initial increase of approximately 73% (\$1,380,865 vs. \$797,582) for FY 2017/2018. However, with Staff keeping an eye toward balancing burdens while maintaining effective and desirable services, Town Council approved a general increase below market last fiscal year utilizing unrestricted Solid Waste fund net assets of \$300,894 resulting in only an approximate 25% net increase “smoothed” across all collection parcel sizes.

Moving forward to FY 2018/2019, unfortunately, the aforementioned previous fiscal year subsidy is not sustainable to obtain then maintain a fully user based operation. Therefore, it is recommended and proposed that the residential assessment rate for up to 41,200 in lot square footage would increase from \$455.54 to \$614.74 (approximately 35%) while the assessment rate for more than 106,999 of lot square footage would increase from \$683.60 to \$948.37 (approximately 39%) in FY 2019. It shall be noted that the above proposed rates also conservatively include the maximum impact potential of a solid and bulk waste disposal contract generation “true-up” factor as well as small anticipated expenditure increases to the Town in the form of mandated contractual consumer price and fuel indices adjustments. Future year increases seem probable to remain a fully user based funded operation.

The following table represents in summary form the degree to which the proposed budget impacts residents.

<b>Cost Name</b>	<b>FY 2019 Proposed Budget Change</b>
Ad valorem (Property Tax) Rate: 4.6548 GF Operating Rate + 0.3342 TSDOR = 4.9890 mills	.5261 mills increase. Representing GF Operating = \$173 - TSDOR = \$8 (decrease) totaling \$165 net increase on \$250,000 of taxable value
Fire Assessment Rate(s)	\$43.46 increase per residential dwelling unit.
Solid Waste Assessment Rate(s)	Continued recovery toward market rates anticipated. 35%-39% increase depending on parcel lot size square footage.

## **Budget Document Notes**

Coupled with an increased demand on residents in the Fiscal Year 2018-2019 Proposed Budget, is a commitment to progress. Accompanying the goal of the Town Administrator and Financial Administrator to continue transparency with our financial position was an objective to present an informative and comprehensive public budget document. This document represents those efforts. This budget is a summary document. It does not show every penny of every line item (although that information is available). It presents information in summary form to better enable a focus on policy concerns. Rather than directing attention to whether we can save a dollar on a particular purchase, it encourages the Town Council and public to focus on broader issues such as whether they wish to pay for infrastructure improvements or program modifications.

This summary style document is about information and accountability. What each department is responsible for is detailed in the departmental descriptions. Prior year departmental spending over the past several years is represented through historical data. Future years financing requirements are addressed in the 5-Year Capital Improvement Plan (5-Year CIP). Proposed changes / modifications to existing ways serving residents are disclosed in "program modification" pages. The availability of Fund Balance dollars is disclosed. The objectives of each department in the promotion of Town Council policies for the coming fiscal year are disclosed. Anticipated future needs and desires of our professional departmental leaders are also represented. On a final note about the document, references to fiscal years (such as FY 2019) are a short-hand for the year ending September 30, 2019. Fiscal Year 2019 may also be represented as FY 2019, FY 18/19, or FY 19. Wherever standardization is possible, it has been utilized.

## **General Fund**

The proposed funding method relies upon an increase to the recurring operating millage to cover shortfalls of funding for basic, essential services (primarily Police and Fire Rescue protection) and for some hopefully, non-recurring (i.e. Hurricane line of credit interest). It also reflects best practices decisions concerning contracting for services. The lowest priced responsible bidder for all Public Safety Services was the Town of Davie. The proposed millage increase funds this essential public service and continues to fund on-going capital improvement projects like the Transportation Surface and Ongoing Rehabilitation Project (TSDOR). Additional funding transfers for capital improvement projects include: 1) Drainage Improvements 2) Frontier Trails Conservation Area and 3) Pavement Striping and Markers. Ultimately, the unassigned General Fund Fund balance after all proposed funding, is expected to remain slightly over 19% which is in excess of the 15% - 18% recommended by the Governmental Finance Officers Association (GFOA).

### **Capital Improvements Planning**

The Proposed FY 2019 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 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 asset 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.

Twenty Capital Improvement Projects were submitted during inter-departmental budget discussions and have been included in the 5-Year CIP. However, twelve projects are not being recommended in the Proposed FY 2019 Budget either because funding is not needed until future years or, more commonly, sufficient financial resources cannot be identified.

### **Capital Improvement Projects**

While the total ad valorem revenues dedicated through the General Fund to Capital Improvement Projects remains relatively small, the Town continues to show its commitments through this proposed budget. Eight capital improvement projects prioritized by Town Council, Advisory Boards, residents and staff are funded for FY 2019. One of which is funded in part through grant funding. The following table located on the next page provides information on the projects that this proposed FY 2019 budget funds.

Proposed <b>Funded</b> FY 2018/2019 Capital Improvement Project Requests		
Department	Project Name	Total FY 2019 Project Amount*
Public Safety - Fire Admin	Fire Station Alerting System	\$ 80,000
Public Safety - Fire Admin	Fire Wells Replacement and Installation	\$ 30,000
<b>General Fund Total</b>	<b>Total</b>	<b>\$ 110,000</b>
Public Safety - Fire Admin	Public Safety-Fire Rescue Modular Facilities	\$ 160,000
Parks and Open Space	Frontier Trails Conservation Area	\$ 100,000
Townwide	Town Hall Complex Safety, Drainage & Mitigation Improvements	\$ 5,000
<b>Capital Projects Fund Total</b>	<b>Total</b>	<b>\$ 265,000</b>
Transportation	Drainage Improvement Projects*	\$ 674,250
Transportation	Transportation Surface Drainage & Ongoing Rehabilitation (TSDOR)	\$ 450,000
Transportation	Pavement Striping and Markers	\$ 26,735
<b>Transportation Fund Total</b>	<b>Total</b>	<b>\$ 1,150,985</b>
<b>All Funds</b>	<b>Total</b>	<b>\$ 1,525,985</b>

\*Note: Not all of the project costs for the Drainage Improvement 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 ten capital improvements projects are not funded in the proposed budget for FY 2019 and are identified in the following table. There are many potential reasons for a project being deferred. A few are: 1) Funding may not be available, 2) managing additional projects may be too cumbersome or 3) project timing suggests that a delay is appropriate. A detailed description of each proposed project can be found elsewhere in this document.

Proposed <b>Not Funded</b> FY 2018/2019 Capital Improvement Project Requests**		
Department	Project Name	Total FY 2019 Project Amount
Public Safety-Volunteer Fire	Volunteer Fire Rescue Extraction & Thermo Imaging Equipment	\$ 46,040
<b>General Fund Total</b>	<b>Total</b>	<b>\$ 46,040</b>
Parks and Open Space	Southwest Meadows Sanctuary Park	\$ 211,095
Parks and Open Space	Country Estates Park	\$ 150,000
Parks and Open Space	PROS Entranceway Signage	\$ 60,000
Parks and Open Space	Calusa Corners Park	\$ 50,000
Parks and Open Space	Country Estates Park Ballfield Improvement	\$ 31,726
Parks and Open Space	Sunshine Ranches Equestrian Park Playground Rehabilitation	\$ 25,700
<b>Capital Projects Fund Total</b>	<b>Total</b>	<b>\$ 528,521</b>
Transportation	Guardrails Installation Project	\$ 440,000
Transportation	SW 210 Terrace Roadway Improvement	\$ 150,000
Transportation	Townwide Entranceway Signage	\$ 10,000
<b>Transportation Fund Total</b>	<b>Total</b>	<b>\$ 600,000</b>
<b>All Funds</b>	<b>Total</b>	<b>\$ 1,174,561</b>

\*\*Note: The above Not Funded does not include an anticipated expenditure of approximately \$422k for Street Lighting in FY's 2020-2022 or \$5.4 million in FY 2023 for a Public Safety Facility. Narrative explanation for this project is provided among the Not Funded Capital Improvement Projects.

As the table on the previous page shows, funding of these projects as requested would result in an additional expenditure of approximately \$1,174,561 or a net millage increase of .8721 in FY 2019.

The eleventh and twelfth capital improvement projects which were submitted, but not included on the previous page FY 2019 project amount as they request funding in later years. These requests come from Public Works: Engineering and comprise Street Lighting on Griffin Road west of I-75 and the construction of a Public Safety Facility which can also serve as an Emergency Operations Center in the estimated total cost of \$422,000 and \$5,400,000, respectively.

### **Program Modifications**

Even while looking forward to discussing financing options for quality of life infrastructure improvements, some quality of life improvements is recommended and funded. In the current budget development cycle eight program modifications were proposed. Whether funded in the FY 2019 Proposed Budget or not, each program modification request is presented in this document with an explanation of the project and its anticipated costs.

Of the twenty-four proposed program modifications, eight were funded. The following table represents all requested program modifications with their associated costs. To assist in evaluating programs, the associated costs which have a corresponding net millage equivalent are identified. The below table shows the funded millage, if applicable in modifications cost of \$33,000 representing a 0.0097 millage equivalent which is absorbed into the FY 2019 Proposed Budget without requiring a millage rate increase. Additionally, funded fire assessment costs totaling \$188,987 does not require any additional fire assessment rate increase.

### **Requested Program Modifications**

<b><i>Proposed <span style="color: red;">Funded</span> Millage</i></b>	<b>Cost</b>	<b>Millage Equivalent, if applicable</b>
Contractual GIS Technician Services	\$20,000	N/A
Information Technology Replacement	<u>\$13,000</u>	<u>0.0097</u>
<b>Sub-total</b>	<b><u>\$33,000</u></b>	<b><u>0.0097</u></b>
<b><i>Proposed <span style="color: red;">Funded</span> Fire Assessment</i></b>		
Fire Protection Rate Assessment Study	\$50,000	N/A
Volunteer Fire Apparatus Replacement	\$50,000	N/A
Vol. Fire Dept. Increase in Shift Personnel	\$42,942	N/A
Vol. Fire Communication Equip.	\$40,192	N/A
Vol. Fire SCBA Replacement Program	\$ 3,045	N/A
Volunteer Fire Bunker Gear Replacement	<u>\$ 2,808</u>	N/A
<b>Sub-total</b>	<b><u>\$188,987</u></b>	
<b>Grand Total Proposed Funded</b>	<b><u>\$221,987</u></b>	

**Requested Program Modifications  
(Continued)**

<b><i>Proposed <del>Not Funded</del> Millage</i></b>	<b>Cost</b>	<b>Millage Equivalent</b>
Code Enforcement-Level of Service Incr.	\$64,816	0.0482
Right of Way: Increased Level of Service	\$52,339	0.0389
Stormwater Master Plan	\$50,000	0.0372
Griffin Road-West Median Replanting	\$43,465	0.0323
Townwide Parks Add'l Maint.	\$25,699	0.0191
Rolling Oaks Passive Open Space Park Wetland Improvement	\$20,720	0.0154
Increased LOS for Griffin Rd Litter	\$19,500	0.0145
Town Hall Exterior Re-Painting	\$17,500	0.0130
Townwide Vehicle Replacement Program	\$15,000	0.0112
Maintenance Services Staff: Part-Time	\$13,794	0.0103
Town Website Redesign	\$12,000	0.0090
Sign Code Overhaul	\$12,000	0.0090
Increase in Customer Service Staff (PT)	\$11,756	0.0088
Comprehensive Plan Update: DIA	\$10,000	0.0075
Council Chambers Camera	<u>\$ 5,000</u>	<u>0.0038</u>
<b>Total Proposed Not Funded</b>	<b><u>\$373,589</u></b>	<b><u>0.2782</u></b>

**Summary Comments**

We look forward to continued discussions with the Town Council over the next few months to further refine this budget. We will have multiple opportunities for further discussion via a budget workshop (Tuesday August 21<sup>st</sup>, 2018) before this process culminates with two customary but formal public hearings and plan adoption in September. In the meantime, if either of us may be of service clarifying any information, or otherwise addressing any of your FY 2018/2019 Proposed Budget concerns, please feel free to contact us directly.

Town Administrator:

***Andrew D. Berns***

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Andrew D. Berns, MPA

Town Financial Administrator:

***Martin D. Sherwood***

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Martin D. Sherwood, CPA CGMA CGFO



## TOWN OF SOUTHWEST RANCHES, FL

### Council Approved Budget Calendar for FY 2018-2019

Tuesday, February 6, 2018	Town Financial Administrator meets with Town Administrator for General Direction
Tuesday, February 13, 2018	Budget Kick-Off with Department Heads and Staff/Advisory Bd Liaisons
Thursday, February 22, 2018	Memo to Town Council- Proposed Budget Calendar for FY 2018-2019 presented at regular Council meeting
March 9th to May 18th, 2018	Town Administrator and Town Financial Administrator to meet individually with Town Council members to obtain policy direction
Monday, March 12, 2018	Department Descriptions, Accomplishments, Goals and Objectives Due from Department Heads
Monday, March 19, 2018	Departmental and Advisory Boards Capital Improvement (> \$24,999) and Program Modification Requests Due
Monday, March 26, 2018	Departmental and Advisory Boards operating and capital outlay (\$1,000 but < \$25,000) requests and justification due
Friday, March 30, 2018	Department Revenue Estimates Due from Department Heads
Wednesday, April 4, 2018	Departmental Meetings (9:30-11:00 am; 1:00-2:30PM; 3:00-4:30PM)
Thursday, April 5, 2018	Departmental Meetings (9:30-11:00 am; 1:00-2:30PM; 3:00-4:30PM)
Friday, April 6, 2018	Departmental Meetings (9:30-11:00 am; 1:00-2:30PM; 3:00-4:30PM)
Friday, May 18, 2018	Town Financial Administrator meets with Town Administrator and Town Attorney (preliminary condition assessment/recommendations/modifications) - post council direction
Monday, May 21, 2018 to ongoing	Draft Proposed FY 2018-2019 Departmental Sectional worksheets Distributed
Friday, June 1, 2018	Estimated Tax roll information available from Property Appraiser
Monday, June 4, 2018	Comments/Corrections Due on Draft-Administrators/Attorney/Departments
Sunday, July 1, 2018	Certified Taxable Values Received from Property Appraiser
Friday, July 13, 2018	Final Proposed Budget finished, printing begins & distribution commences
Thursday, July 26, 2018	Preliminary Millage Rate and Initial FY 2018-2019 Fire Protection and Solid Waste (SW) special assessment Adoption at July Regular Council Meeting (all via resolutions)
Tuesday, July 31, 2018	First Budget Hearing for Broward County School Board
Friday, August 3, 2018	Deadline to send the Preliminary Millage Rate and Initial FY 2018-2019 Fire Protection and SW special assessment to the Broward County Property Appraiser Office and the Broward County Treasury Division
Tuesday, August 21, 2018	Budget Workshop on Proposed Budget (7 PM)- Mayor and Town Council (Community Invited)
On or prior to August 23, 2018	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 23, 2018	August regular Council Meeting
On or prior to August 24, 2018	Notice for First Public Hearing through TRIM notice sent by Property Appraisers' office
Wednesday, September 5, 2018	Second Budget Hearing for Broward County School Board
Wednesday, September 12, 2018	First Public Hearing for Tentative Millage and Budget Adoption introduced for FY 2018-2019 (via ordinances). Final Fire Protection and SW special assessment Adoption (via resolutions) @ 6:00PM. September Regular Council meeting @ 7:30PM
Thursday, September 13, 2018	<b>TBD: First Budget Hearing for Broward County Government</b>
Friday, September 14, 2018	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
Tuesday, September 18, 2018	Deadline for Newspaper advertisement submission
Saturday, September 22, 2018	First Date: advertisement can run for second public hearing
Tuesday, September 25, 2018	Last Date: advertisement can run for second public hearing
Tuesday, September 25, 2018	<b>TBD: Second Budget Hearing for Broward County Government</b>
Thursday, September 27, 2018	Second Public Hearing for Final Millage and Budget Adoption (via ordinances) @ 6:00 PM. September Regular Council meeting @ 7:00PM

**Fiscal Year 2019 Millage Maximums and Related Information  
(Based on Certified Assessment Information)**

Millage Name	Votes Required	Maximum Millage	Total Resulting Net Revenues	Net Revenue Change (from <u>original</u> proposed funding level)	FY 2019 levy increase on \$250,000 taxable value
Current Year Roll-Back Rate	3	4.3283	\$5,829,366	(\$889,832)	\$0
Maximum Majority Vote	3	4.3919	\$5,915,022	(\$804,176)	\$16
FY 2017-2018 Adopted Rate (Town of SWR Operating 4.1017 + TSDOR .3612 Rates)	4	4.4629	\$6,010,645	(\$708,553)	\$34
FY 2018-2019 Final Adopted Rate (Town of SWR Operating 4.4969 + TSDOR .3342 Rates) Maximum Super Majority Rate	4	4.8311	\$6,506,538	(\$212,660)	\$126
FY 2018-2019 Tentative Proposed Rate (Town of SWR Operating 4.6167 + TSDOR .3342 Rates)	5	4.9509	\$6,667,885	(\$51,313)	\$156
FY 2018-2019 Original Proposed Rate (Town of SWR Operating 4.6548 + TSDOR .3342 Rates)	5	4.9890	\$6,719,198	\$0	\$165
Unanimous (Maximum)	5	10.0000	\$13,468,026	\$6,748,828	\$1,418

### Adopted **Funded** FY 2018/2019 Capital Improvement Project Requests

Department	Project Name	Total FY 2019 Project Amount*
Public Safety - Fire Admin	Fire Station Alerting System	\$ 80,000
Public Safety - Fire Admin	Fire Wells Replacement and Installation	\$ 30,000
<b>General Fund Total</b>	<b>Total</b>	<b>\$ 110,000</b>
Public Safety - Fire Admin	Public Safety-Fire Rescue Modular Facilities	\$ 160,000
Parks and Open Space	Frontier Trails Conservation Area	\$ 75,000
Townwide	Town Hall Complex Safety, Drainage & Mitigation Improvements	\$ 5,000
<b>Capital Projects Fund Total</b>	<b>Total</b>	<b>\$ 240,000</b>
Transportation	Drainage Improvement Projects*	\$ 674,250
Transportation	Transportation Surface Drainage & Ongoing Rehabilitation (TSDOR)	\$ 450,000
<b>Transportation Fund Total</b>	<b>Total</b>	<b>\$ 1,124,250</b>
<b>All Funds</b>	<b>Total</b>	<b>\$ 1,474,250</b>

\*Note: Not all of the project costs for the Drainage Improvement 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 2018/2019 Capital Improvement Project Requests\*\*

Department	Project Name	Total FY 2019 Project Amount
Public Safety-Volunteer Fire	Volunteer Fire Rescue Extraction & Thermo Imaging Equipment	\$ 46,040
<b>General Fund Total</b>	<b>Total</b>	<b>\$ 46,040</b>
Parks and Open Space	Southwest Meadows Sanctuary Park	\$ 211,095
Parks and Open Space	Country Estates Park	\$ 150,000
Parks and Open Space	PROS Entranceway Signage	\$ 60,000
Parks and Open Space	Calusa Corners Park	\$ 50,000
Parks and Open Space	Country Estates Park Ballfield Improvement	\$ 31,726
Parks and Open Space	Sunshine Ranches Equestrian Park Playground Rehabilitation	\$ 25,700
<b>Capital Projects Fund Total</b>	<b>Total</b>	<b>\$ 528,521</b>
Transportation	Guardrails Installation Project	\$ 440,000
Transportation	SW 210 Terrace Roadway Improvement	\$ 150,000
Transportation	Pavement Striping and Markers	\$ 26,735
Transportation	Townwide Entranceway Signage	\$ 10,000
<b>Transportation Fund Total</b>	<b>Total</b>	<b>\$ 626,735</b>
<b>All Funds</b>	<b>Total</b>	<b>\$ 1,201,296</b>

\*\*Note: The above Not Funded does not include an anticipated expenditure of approximately \$422k for Street Lighting in FY's 2020-2022 or \$5.4 million in FY 2023 for a Public Safety Facility. Narrative explanation for this project is provided among the Not Funded Capital Improvement Projects.

**Five Year Capital Improvement Plan**  
**All Funds Project Expenditure Summary FY 2019 - FY 2023**

Department Name	Project Name	FY 2019		FY 2020		FY 2021		FY 2022		FY 2023		Total
<b>Public Safety/ General Fund &amp; Capital Projects Fund</b>	Fire Station Alerting System	80,000	FA	-		-		-		-		80,000
	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 Modular Facilities	160,000	GF-FB	-		-		-		-		160,000
	Volunteer Fire Rescue Extraction & Thermo Imaging Equipment	46,040	NF	-		-		-		-		46,040
	Emergency Operations Center	-		-		-		-		5,400,000	NF	5,400,000
<b>Townwide/Capital Projects Fund</b>	Town Hall Complex Safety, Drainage & Mitigation Improvements	5,000	CIP-FB	166,575	CIP-FB, G	-		-		-		171,575
<b>Parks, Recreation &amp; Open Space/ Capital Projects Fund</b>	Frontier Trails Conservation Area	75,000	GF Tfr	125,000	NF	223,500	NF	689,650	NF	841,500	NF	1,954,650
	Country Estates Park	150,000	NF	175,000	NF	240,000	NF	229,575	NF	270,425	NF	1,065,000
	PROS Entranceway Signage	60,000	NF	40,000	NF	-		-		-		100,000
	Calusa Corners Park	50,000	NF	296,000	NF	503,225	NF	195,500	NF	211,000	NF	1,255,725
	Country Estates Park Ballfield Improvement	31,726	NF	-		-		-		-		31,726
	Sunshine Ranches Equestrian Park Playground Rehabilitation	25,700	NF	-		-		-		-		25,700
	Southwest Meadows Sanctuary Park	211,095	NF	518407	NF	518407	NF	518407	NF	518407	NF	2,284,723
<b>Public Works: Engineering/ Transportation Fund</b>	Drainage Improvement Projects	674,250	TFB, GF Tfr, G	485,000	GF Tfr, G	92,000	GF Tfr	92,000	GF Tfr	138,000	GF Tfr	1,481,250
	Transportation Surface Drainage & Ongoing Rehabilitation (TSDOR)	450,000	GF Tfr (mill=.3342)	495,000	GF Tfr (mill=TBD)	495,000	GF Tfr (mill=TBD)	495,000	GF Tfr (mill=TBD)	495,000	GF Tfr (mill=TBD)	2,430,000
	Pavement Striping and Markers	26,735	NF	33,265	GAS, GF Tfr	50,000	GAS, GF Tfr	50,000	GAS, GF Tfr	50,000	GAS, GF Tfr	210,000
	Guardrails Installation Project	440,000	NF	390,000	NF	205,000	NF	205,000	NF	-		1,240,000
	SW 210 Terrace Roadway Improvement	150,000	NF	95,000	NF	704,500	NF	704,500	NF	-		1,654,000
	Townwide Entranceway Signage	10,000	NF	10,000	NF	10,000	NF	10,000	NF	-		40,000
	Street Lighting	-		25,000	TFB	201,000	NF	196,000	NF	-		422,000
	<b>PROJECT TOTALS</b>	<b>\$2,675,546</b>		<b>\$2,884,247</b>		<b>\$3,272,632</b>		<b>\$3,415,632</b>		<b>\$7,954,332</b>		<b>\$20,202,389</b>

Funding Source Code	Funding Source Name
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
TFB	Transportation Fund Fund Balance

## Five Year Capital Improvement Plan - All Funds Funding Source Summary FY 2019 - FY 2023

	Source Name	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
<b>CIP-FB</b>	Capital Projects Fund Fund Balance	5,000	16,575	-	-	-	21,575
<b>DEBT</b>	DEBT-General Obligation or otherwise	-	-	-	-	-	-
<b>FA</b>	Fire Assessment	110,000	30,000	30,000	30,000	30,000	230,000
<b>G</b>	Grant Funding	490,000	400,000	-	-	-	890,000
<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	160,000	-	-	-	-	160,000
<b>GF Tfr</b>	General Fund Transfer from Operating Revenues	649,250	758,265	632,000	632,000	678,000	3,349,515
<b>NF</b>	Not Funded	1,201,296	1,649,407	2,605,632	2,748,632	7,241,332	15,446,299
<b>TFB</b>	Transportation Fund Fund Balance	60,000	25,000	-	-	-	85,000
<b>Totals</b>		<b>2,675,546</b>	<b>2,884,247</b>	<b>3,272,632</b>	<b>3,415,632</b>	<b>7,954,332</b>	<b>20,202,389</b>

# FUNDED

Town of Southwest Ranches Capital Improvement Project							
<b>Project</b>	<b>Fire Station Alerting System</b>						
<b>Priority</b>	<b>Public Safety #2</b>			<b>Project Manager</b>	<b>Lee Bennett, Volunteer Fire Chief</b>		
<b>Department</b>	<b>Public Safety - Fire</b>			<b>Division</b>	<b>Fire Administration</b>		
<b>Project Location</b>	<b>17220 Griffin Road Southwest Ranches, FL 33331</b>						
<b>Fiscal Year</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>Total</b>	<b>Prior Years</b>
<b>Plans and Studies</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Engineering, Architecture &amp; Permitting</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Land Acquisition/Site preparation</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Construction</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Equipment/Furnishings</b>	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Other (Specify)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL COST:</b>	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Revenue Source</b>	<b>FA</b>						
<b>Description (Justification and Explanation)</b>							
<p>Broward County is in the process of upgrading its emergency communication system. Currently, replacement will be completed and will become fully online during March of 2019. This capital project is critical and a necessary component for operations.</p> <p>The current station alerting system inside Station 112/82 is not compatible with the new Broward Communication System and will need to be replaced prior to March of 2019. Station Alerting Systems are a mandatory part of the Broward County Emergency Communication System and are present in all fire stations.</p> <p>Other Broward County municipal Fire Departments have reported an estimated installation cost between \$80,000 and \$115,000 for each of their stations. The Volunteer Fire Chief believes that the installation in Station 112/82 will be on the lower end of these estimated costs but an exact price quote cannot be obtained from the vendor until the new modular units are in place and the new station is operational. Funding is provided and budgeted via a component of the annual Fire Assessment fee.</p>							
<b>Annual Impact on Operating Budget</b>							
<b>Personnel</b>	\$ -		No anticipated material impact to annual operating budget.  Twenty (20) year life expectancy				
<b>Operating</b>	\$ -						
<b>Replacement Cost</b>	\$ 4,000						
<b>Revenue/Other</b>	\$ -						
<b>Total</b>	\$ -						



# 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>Sandy Luongo, 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 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</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	\$150,000	\$193,494
<b>Other</b>							
<b>TOTAL COST</b>	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000	\$193,494
<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=\$113,494</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 proposed 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 #256 fire wells pursuant to a 2017 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.</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 Modular Facility						
Priority	Public Safety #3			Project Manager	Rod Ley, P.E. & Sandy Luongo, GSM		
Department	Public Works			Division	Public Works: Engineering		
Project Location	17220 Griffin Road, Southwest Ranches, FL 33331						
Fiscal Year	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total	Prior Years
Plans and Surveys	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500
Engineering/Architecture	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 4,315
Land Acquisition/ Site Preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,031
Construction	\$ 155,500	\$ -	\$ -	\$ -	\$ -	\$ 155,500	\$ 344,103
Equipment/Furnishings		\$ -	\$ -	\$ -	\$ -	\$ -	
Other: Temporary Housing		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,254
TOTAL COST	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ 160,000	\$ 402,203
Revenue Source	GF-FB					GF-FB	CIP-FB=\$188,600 GF-FB=\$213,603
Description (Justification and Explanation)							
<p>The Town's existing modular buildings that separately house the Davie Fire-Rescue and the Volunteer Fire-Rescue Departments at 17220 Griffin Road have reached their life cycle and are also required to be replaced pursuant to contractual commitments. This project was funded in FY 2016, FY 2017 and FY 2018 in the amount of \$402,203. The Town replaced both Fire Station's modular buildings with a single modular building (triple wide) that meets the requirements of the Florida Building Code, for use by both contractual entities: Town of Davie Fire-Rescue and the SWR Volunteer Fire-Rescue. The modular building included separate sleeping quarters for a minimum of three (3) Davie personnel, separate sleeping quarters for the Volunteers, two unisex bathrooms and showers, kitchen, dayroom, and one office. Site options included: (1) 36' switchback aluminum handicap ramp, (1) set of aluminum steps with 5'x5' landing and delivery/installation of ramp and step, electrical hook-ups, plumbing hook- ups/manifold, sprinkler connections, fire alarm system and temporary housing. Although the Town replaced the modular building in FY 2018, as per the Town's agreement with Davie Fire Rescue, the Town must now install perimeter fencing, security lighting, network video management, access control doors, and a minimum of nine (9) security cameras which requires funding via the utilization of an additional \$160,000 in General Fund restricted Fire Control Fund Balance.</p> <p>This estimate includes a six percent contingency to account for permitting and unforeseen issues in construction. The existing vehicle equipment canopies are not being replaced.</p>							
Annual Impact on Operating Budget							
Personnel	\$ -		No material impact since Fire Rescue modulars already existed within budget.  Estimated Annual based on 20 year service life (\$469,259 / 20 years).				
Operating	\$ -						
Replacement Costs	Year 2039	\$ 23,462					
Revenue/Other	\$ -						
Total	\$ 21,338						

# FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Frontier Trails Conservation Area						
Priority	PROS #1			Project Manager	December Lauretano-Haines, PROS Manager		
Department	Parks, Recreation and Open Space			Division	N/A		
Project Location	30-Acre Frontier Trails Park at SW 193 Lane and SW 51 Manor						
Fiscal Year	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total	Prior Years
Plans and Studies	\$ 3,750	\$ 8,250	\$ 6,000	\$ 2,500	\$ 2,000	\$ 22,500	\$ -
Engineering, Architecture & Permitting	\$ 10,500	\$ 34,500	\$ 55,000	\$ 40,000	\$ 67,000	\$ 207,000	\$ 621,368
Land Acquisition/Site preparation	\$ 4,125	\$ 9,375	\$ 12,000	\$ 53,600	\$ 6,400	\$ 85,500	\$ 2,439,425
Construction	\$ 43,500	\$ 48,500	\$ 144,200	\$ 500,800	\$ 709,000	\$ 1,446,000	\$ -
Equipment/Furnishings	\$ 13,125	\$ 24,375	\$ 6,300	\$ 92,750	\$ 57,100	\$ 193,650	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 75,000	\$ 125,000	\$ 223,500	\$ 689,650	\$ 841,500	\$ 1,954,650	\$ 3,060,793
Revenue Source	GF Tfr	NF	NF	NF	NF	GF Tfr=\$75,000 NF=\$1,879,650	G=\$2,372,363 CIP-FB=\$688,430
Description (Justification and Explanation)							
<p>Frontier Trails Conservation Area remains the first priority for development by the Recreation, Forestry, and Natural Resources Advisory Board. Commitments for development at Frontier Trails retain only those developments 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 for this park to supplement the Town's budget.</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> <p>Extension of timeline for development is necessary.</p> <p>Because the property is undeveloped with no infrastructure, the first phase in Year 1 (FY 2018) required substantial engineering and earthwork to provide for minimal parking and a small picnic shelter. In years 2, 3 and 4, development concept envisions incremental improvements to multi-use trails, preservation of the archaeological area, addition of historical and environmental education signs. The potential for this site to serve as offsite mitigation for developers of other sites is still accounted for with construction of wetlands envisioned in final phases of site development in the latter years of 4 and 5. Costs were estimated based on original management plan estimates prepared by professional consultants and updated in accordance with similar development the town has completed in other locations.</p> <p>In Fiscal Year 2019, with \$75,000, project improvements are anticipated to include: Engineering, surveying, permitting \$14,250 Earthwork, clearing, grubbing, grading, drainage \$4,125 Second picnic pavilion and nature trail signage \$56,625 The Town capital project fund balance contribution of \$20,000 and the receipt of \$30,000 in grant funding from the Southwest Ranches Parks Foundation, totaling \$50,000 afforded the following improvements and carryovers for the project in Fiscal Years 2018 and 2019, respectively. Engineering, surveying, permitting \$6,938 Earthwork, clearing, grubbing, grading \$6,862 Driveway/ Parking \$9,200 Small picnic shelter \$27,000</p> <p>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: 2039	\$ 9,683					
Revenue/Other	\$ -						
Total	\$ 53,149						

# FUNDED

Town of Southwest Ranches Capital Improvement Project							
<b>Project</b>	Town Hall Complex Safety, Drainage, Mitigation Improvements						
<b>Priority</b>	Townwide			<b>Project Manager</b>	Rod Ley, P.E.		
<b>Department</b>	Public Works			<b>Division</b>	Engineering		
<b>Project Location</b>	13400 Griffin Road Southwest Ranches, FL 33330						
<b>Fiscal Year</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>Total</b>	<b>Prior Years</b>
Plans and Surveys	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,700
Engineering/Architecture	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 4,000
Land Acquisition/Site Preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ 131,575	\$ -	\$ -	\$ -	\$ 131,575	\$ -
Equipment/Furnishings	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000	\$ 7,500
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL COST</b>	\$ 5,000	\$ 166,575	\$ -	\$ -	\$ -	\$ 171,575	\$ 15,200
<b>Revenue Source</b>	CIP-FB	CIP-FB=\$16,575 G=\$150,000				CIP-FB=\$21,575 G=\$150,000	CIP-FB
<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 procurement, 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 providing in excess of \$150,000 in funding for eligible hazard mitigation expenditures, revised engineering/architecture has been deferred from FY 2018 to FY 2019. The parking lot/drainage construction and mitigation expenses was appropriately deferred to FY 2020 to allow for receipt of FEMA restricted Grant funds as well as a competitive procurement process to be completed during FY 2019. \$35,000 will be utilized for existing Town Hall generator retrofitting improvements.</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	Drainage Improvement Projects						
Priority	Transportation #2			Project Manager	Rod Ley, P.E.		
Department:	Public Works: Engineering			Division	Engineering		
Project Location	Various locations in Town limits.						
Fiscal Year	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,200
Engineering/Architecture	\$ 140,000	\$ 25,000	\$ 20,000	\$ 20,000	\$ 30,000	\$ 235,000	\$ 149,586
Land Acquisition/Site Preparation	\$ -	\$ -	\$ -	\$ -	\$ -		
Construction	\$ 534,250	\$ 460,000	\$ 72,000	\$ 72,000	\$ 108,000	\$ 1,246,250	\$ 1,303,864
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other (Hardware)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST	\$ 674,250	\$ 485,000	\$ 92,000	\$ 92,000	\$ 138,000	\$ 1,481,250	\$ 1,462,650
Revenue Source	TFB=\$60,000 GF Trf=\$124,250 G=\$490,000	GF Trf=\$235,000 G=\$250,000	GF Trf	GF Trf	GF Trf	TFB=\$60,000 GF Tfr=\$681,250 G=\$740,000	G=\$700,446 GF Trf=\$665,510 TFB=\$96,694
Description (Justification and Explanation)							
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 & 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. The Florida Department of Environmental Protection awarded the Town a grant in the amount of \$340,000 with a \$60,000 match in FY 2018. The Town expended \$100,000 of this grant in FY 2018. The remaining grant and match in the amount of \$300,000 is carryovered and will be completed in FY 2019. The Town is anticipating to be awarded a \$500,000 grant from the Florida Department of Environmental Protection with a \$100,000 match for the Green Meadows Drainage Project during FY 2019 (\$600,000 in total). This project will also commence in FY 2019 with a \$250,000 budget (grant) with the remainder amount of \$350,000 budgeted (\$250,000 grant + \$100,000 match) and projected to be completed during FY 2020. The Town is also budgeting \$124,250 for the SW 50th Street and SW 182nd Avenue in FY 2019. The FY 2019 – 2023 priorities are as follows:							
Projects							Estimated Cost
Carryover DEP projects from FY 2018: \$240k (Grant) + \$60k match (TFB)							\$300,000
Green Meadows Drainage: (Grant)							\$250,000
SW 50 Street and SW 182 Avenue Drainage: (GF-Tfr)							\$124,250
Sub-total FY 2019							\$674,250
Green Meadows Drainage \$250k (Grant) + \$100k match (GF-Tfr)							\$350,000
SW 50 Street and SW 202 Avenue Drainage: (GF-Tfr)							\$135,000
Sub-total FY 2020							\$485,000
Construct an outfall from SW 62nd Street cul-de-sac towards north to canal through 16541 SW 62nd St. (GF-Tfr)							\$92,000
Construct outfall from SW 59th Court towards north to canal thru 16900 Block of SW 59th Court (GF-Tfr)							\$92,000
SW 54th Street and 17400 block interconnect (GF-Tfr)							\$138,000
Grand Total FY's 2019-2023							\$1,481,250
Annual Impact on Operating Budget							
Personnel	\$		Estimated annual maintenance cost to comply with NPDES requirements.				
Operating	\$5,000						
Replacement Costs	Year:	\$					
Revenue/Other	\$						
Total	\$5,000						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Project	Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR) Program						
Priority	Transportation #1			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Various locations within the Town's municipal boundaries.						
Fiscal Year	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total	Prior Years
Planning / Permitting	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 15,000	\$ -
Engineering Design and Surveying	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 675,000	\$ 330,911
Land Mitigation (Legal)	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000	\$ 9,358
Construction including Contingency & Inflation	\$ 302,000	\$ 340,050	\$ 347,000	\$ 347,000	\$ 347,000	\$ 1,683,050	\$ 1,165,719
Construction Reserve/Replenishment	\$ -	\$ 6,950	\$ -	\$ -	\$ -	\$ 6,950	\$ -
Total Project Cost	\$ 450,000	\$ 495,000	\$ 495,000	\$ 495,000	\$ 495,000	\$ 2,430,000	\$ 1,505,988
Revenue Source	GF Tfr=\$450,000 (mill=.3342)	GF Tfr (mill=TBD)	GF Tfr (mill=TBD)	GF Tfr (mill=TBD)	GF Tfr (mill=TBD)	GF Tfr	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. Per the direction of the Drainage and Infrastructure Advisory Board (DIAB), the TSDOR program annual budget has been revised and capped at a not to exceed amount of \$495,000 that includes a 10% contingency, if necessary, that would serve to replenish the TSDOR contingency reserve set at a minimum amount of \$200,000. Based on this direction, the TSDOR program schedule has been extended to a 25+ year period, and the amount available in the contingency reserve will fluctuate depending on the actual cost of construction and approved project delivery method. 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. All legal expenses associated with unforeseen FY 2021 road segment right-of-way issues are included in the FY 2019 budget projection (two-year window). All consulting costs for surveying, design, permitting, and contract bid document preparation for FY 2020 road segments were included in the FY 2019 budget projection (one-year window). Construction administration and related inspection services for FY 2019 road segments are included in the FY 2019 budget projection. A Construction Reserve amount of \$200,000 was collected in FY 2015 (initial year) to facilitate planned construction commencing the first quarter (October-December) of each successive year commencing FY 2016 until the TSDOR Program is completed and is replenished or utilized annually, pursuant to Council budget discretion. The following road segment improvements are scheduled for construction during FY 2019:

<b>FY 2019 ROAD SEGMENTS</b>	<b>SEGMENT COST**</b>
SW 188th Avenue from Griffin Road to Dead End (1.47 Miles)	TBD
SW 51st Manor from SW 188th Avenue to Dead Ends (0.12 Miles)	TBD
SW 54th Place from SW 188th Avenue to Dead Ends (0.12 Miles)	TBD
SW 57th Court from SW 188th Avenue to Dead Ends (0.12 Miles)	TBD
Stirling Road from SW 188th Avenue to Dead Ends (0.11 Miles)	TBD
SW 63rd from SW 185th Way west of SW 188th Avenue (0.25 Miles)	TBD
SW 186th Way from SW 61st Court to Cul-de-sac (0.23 Miles)	TBD
SW 61st Court from SW 185th Way to SW 186th Way (0.08 Miles)	TBD
FY 2019 Total Construction including Contingency and Inflation	\$302,000
FY 2020 Road Segments Engineering Design and Surveying	\$135,000
Construction Reserve/Replenishment - none necessary for FY 2019	\$0
Planning / Permitting	\$3,000
<b>FY 2019 Segments TOTAL:</b>	\$440,000
<b>FY 2020 Land Mitigation (Legal) TOTAL:</b>	\$10,000
<b>FY 2019 Grand TOTAL:</b>	\$450,000

\*\* Segment costs assume full public right of way is available October 1, 2018.

	<b>FY 2015 (initial year)</b>	<b>FY 2016&amp;FY 2017 (original Bud'ts)</b>	<b>FY 2018 (original Bud less TFB funding)</b>	<b>Less: Total Expenditures thru 9/30/2018 (est.)</b>	<b>SUB-TOTAL</b>	<b>FY 19 Reserve Replenishment/ (Utilization)-Net</b>	<b>TOTAL @ 9/30/2019 (est.)</b>
Construct.\Committ. Reserve(detail):	\$ 374,200	\$ 961,700	\$ 470,000	\$ (1,505,988)	\$ 299,912	\$0	\$ 299,912

### Annual Impact on Operating Budget

<b>Personnel</b>	\$ -	ESTIMATED MAINTENANCE FOR UNFORSEEN DAMAGES TO 2019
<b>Operating</b>	\$ -	
<b>Replacement Cost</b>	<b>FY 2019</b> \$ 5,000	
<b>Revenue/Other</b>	\$ -	
<b>Total</b>	\$ 5,000	



# NOT FUNDED

Town of Southwest Ranches Capital Improvement Project																																											
Project	Volunteer Fire Department Rescue Extrication & Thermo Imaging Equipment																																										
Priority	Public Safety #4			Project Manager	Lee Bennett, Volunteer Fire Chief																																						
Department	Public Safety - Fire			Division	Volunteer Fire Department																																						
Project Location	17220 Griffin Road Southwest Ranches, FL 33331																																										
Fiscal Year	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total	Prior Years																																				
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																																				
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																																				
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																																				
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																																				
Equipment/Furnishings	\$ 46,040	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																																				
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																																				
<b>TOTAL COST:</b>	\$ 46,040	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																																				
Revenue Source	NF																																										
<b>Description (Justification and Explanation)</b>																																											
<p>Rescue tools are a basic firefighting tool and needed to extricate victims from vehicle accidents by cutting away portions of vehicles to get to trapped and injured persons. VFD does not presently own a set of operational rescue tools. Additionally, an Airbag set is needed to bring set to same standard as conformity with a set utilized by Davie FR. A thermal imaging camera (TIC) is a basic firefighting tool used to locate fires, victims and dangerous situations on emergency scenes. VFD's TIC is no longer operational and needs replacement. Both rescue tools and TICs are standard equipment on fire apparatus in Broward County and these items are needed to equip Engine 82 to that same level. Grant funding has been and will be continued to be pursued for basic rescue tool set and TIC. Purchase/Replacement of equipment is a life safety issue.</p> <p>Purchases of rescue tools and replacement of equipment and broken TIC are life safety issues.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Genesis S53 Spreader 2.0</td> <td style="width: 10%; text-align: center;">1</td> <td style="width: 50%; text-align: right;">\$10,995</td> </tr> <tr> <td>Genesis C195 Cutter</td> <td style="text-align: center;">1</td> <td style="text-align: right;">\$10,995</td> </tr> <tr> <td>Genesis 22-45 Eforce RAM</td> <td style="text-align: center;">1</td> <td style="text-align: right;">\$ 9,875</td> </tr> <tr> <td>Genesis 110 VAC Adapter</td> <td style="text-align: center;">1</td> <td style="text-align: right;">\$ 1,035</td> </tr> <tr> <td>Genesis E28 3-pack batteries</td> <td style="text-align: center;">2</td> <td style="text-align: right;">\$ 2,500</td> </tr> <tr> <td>Shipping</td> <td></td> <td style="text-align: right;">\$ 375</td> </tr> <tr> <td>Less: Vendor Discount</td> <td></td> <td style="text-align: right;">(\$2,000)</td> </tr> <tr> <td>MSA Evolution 6000 TIC</td> <td style="text-align: center;">1</td> <td style="text-align: right;">\$ 6,750</td> </tr> <tr> <td>MSA Evolution 6000 TIC Vehicle Mount Kit</td> <td style="text-align: center;">1</td> <td style="text-align: right;">\$ 645</td> </tr> <tr> <td>Genesis Flat Form Airbag 22x22"</td> <td style="text-align: center;">2</td> <td style="text-align: right;">\$ 2,645</td> </tr> <tr> <td>Genesis Airbag Controller Kit</td> <td style="text-align: center;">1</td> <td style="text-align: right;">\$ 2,225</td> </tr> <tr> <td><b>TOTAL</b></td> <td></td> <td style="text-align: right;"><u>\$46,040</u></td> </tr> </table>								Genesis S53 Spreader 2.0	1	\$10,995	Genesis C195 Cutter	1	\$10,995	Genesis 22-45 Eforce RAM	1	\$ 9,875	Genesis 110 VAC Adapter	1	\$ 1,035	Genesis E28 3-pack batteries	2	\$ 2,500	Shipping		\$ 375	Less: Vendor Discount		(\$2,000)	MSA Evolution 6000 TIC	1	\$ 6,750	MSA Evolution 6000 TIC Vehicle Mount Kit	1	\$ 645	Genesis Flat Form Airbag 22x22"	2	\$ 2,645	Genesis Airbag Controller Kit	1	\$ 2,225	<b>TOTAL</b>		<u>\$46,040</u>
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<b>TOTAL</b>		<u>\$46,040</u>																																									
<b>Annual Impact on Operating Budget</b>																																											
Personnel	\$ -		No anticipated material impact to annual operating budget  Batteries cost amortized over 3-5 years																																								
Operating	\$ -																																										
Replacement Cost	\$ 1,000																																										
Revenue/Other	\$ -																																										
Total	\$ -																																										

# NOT FUNDED

## Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Southwest Meadows Sanctuary Park						
Priority	PROS #4			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 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total	Prior Years
Plans and Studies	\$ 6,420	\$ 13,825	\$ 13,825	\$ 13,825	\$ 13,825	\$ 61,718	\$ 8,902
Engineering, Architecture & Permitting	\$ 10,475	\$ 23,569	\$ 23,569	\$ 23,569	\$ 23,569	\$ 104,750	\$ 853,783
Land Acquisition/Site preparation	\$ 23,850	\$ 53,663	\$ 53,663	\$ 53,663	\$ 53,663	\$ 238,500	\$ 7,941,812
Construction	\$ 163,250	\$ 411,375	\$ 411,375	\$ 411,375	\$ 411,375	\$ 1,808,751	\$ 49,999
Equipment/Furnishings	\$ 7,100	\$ 15,975	\$ 15,975	\$ 15,975	\$ 15,975	\$ 71,000	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 211,095	\$ 518,406	\$ 518,406	\$ 518,406	\$ 518,406	\$ 2,284,719	\$ 8,854,496
Revenue Source	NF	NF	NF	NF	NF	NF	G=\$7,991,811 CIP-FB=\$862,685
Description (Justification and Explanation)							
<p>The Recreation, Forestry, and Natural Resources Advisory Board has ranked Southwest Meadows Sanctuary Park development into the position for 4th priority for Fiscal Year 2019. Development of the site fulfills objectives, policies and goals of the Town's Comprehensive Plan and Charter.</p> <p>Acquisition was supported by two matching grant sources: Florida Communities Trust and Broward County Land Preservation Open Space grants. The Town's obligation is to develop the recreational amenities identified in the Grant Management Plan.</p> <p>Development of this site is not currently supported by grants. Costs were based on original management plan estimates prepared by professional consultants and updated in accordance with reductions in commitments. Changes in market conditions may be anticipated to result in some increased costs.</p> <p>Commitments for development at the Southwest Meadows Sanctuary site retain only those developments 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. Extension of timeline for development is needed.</p> <p>The Town's parks system is designed to include: increased water storage and storm water runoff filtering; providing community parks; promoting and preserving environmental and recreational areas; providing access to water and open space; constructing and linking 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 (\$71,000 / 20 years = \$3,550). Professional coordination for educational programs is planned through grants and user fees.				
Operating	\$ 65,352						
Replacement Cost	Year: 2039	\$ 3,550					
Revenue/Other	\$ -						
Total	\$ 68,902						

# NOT FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Country Estates Park						
Priority	PROS #5(a)			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 2019	FY 2020	FY 2021	FY 2022	FY 2023	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	\$ 105,500	\$ 428,812
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,172,855
Construction	\$ 105,000	\$ 135,000	\$ 158,000	\$ 183,000	\$ 240,200	\$ 821,200	\$ 624,114
Equipment/Furnishings	\$ 15,275	\$ 17,000	\$ 21,250	\$ 15,275	\$ 10,425	\$ 68,800	\$ 106,723
Other (Wetlands)	\$ -	\$ -	\$ 34,250	\$ -	\$ -	\$ 34,250	\$ 25,000
TOTAL COST:	\$ 150,000	\$ 175,000	\$ 240,000	\$ 229,575	\$ 270,425	\$ 1,034,775	\$ 3,404,547
Revenue Source	NF	NF	NF	NF	NF	NF	G=\$2,328,685 CIP-FB & GF Tfr=\$1,075,862
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 2019, making this location 4th in the list of priorities for development. Funding for improvement of the play fields is a key element needed at this location.</p> <p>Commitments for development of the site include a pond and fishing pier. Significant portions of this development including 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 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: 2039	\$ 5,336					
Revenue/Other							
Total	\$ 47,252						

# NOT FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Parks, Recreation and Open Space (PROS) Entranceway Signage						
Priority	PROS #7			Project Manager	December Lauretano Haines, PROS Manager and Susan Kutz, Admin Spec.		
Department	PROS			Division	PROS		
Project Location	Various						
Fiscal Year	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	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 entrances though-out 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 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 joint effort of the Rural Public Arts and Design (RPAD) and the Recreation, Forestry and Natural Resources (RFNRB) Advisory Boards are planned as follows (order of priority): FY 2019: Rolling Oaks Park FY 2019: Country Estates Park FY 2019: Calusa Corners Park FY 2020: Frontier Trails FY 2020: Southwest Meadows Sanctuary Park</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	\$ -						

# NOT FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Calusa Corners Park						
Priority	PROS #2			Project Manager	December Lauretano-Haines		
Department	Parks, Recreation and Open Spaces			Division	N/A		
Project Location	11-Acre Calusa Corners Park at Griffin between Dykes Road and Hawkes Bluff Avenue						
Fiscal Year	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	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	\$ 23,795	\$ 161,000	\$ 418,475	\$ 189,000	\$ 211,000	\$ 1,003,270	\$ 55,029
Equipment/Furnishings	\$ 26,205	\$ 31,000	\$ 35,000	\$ 6,500	\$ -	\$ 98,705	\$ 50,087
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 50,000	\$ 296,000	\$ 503,225	\$ 195,500	\$ 211,000	\$ 1,255,725	\$ 7,610,070
Revenue Source	NF	NF	NF	NF	NF	NF=\$1,255,725	G=\$7,044,457 CIP-FB= \$565,613
Description (Justification and Explanation)							
<p>The Recreation, Forestry, and Natural Resources Advisory Board has retained development of the following elements in Calusa Corners Park as their 2nd priority for Fiscal Year 2019: a second piece of playground equipment and/or a second picnic shelter.</p> <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 the drainage interconnect and wetland area was completed in 2018 through funding and cooperation from the South Florida Water Management District and South Broward Drainage District with matching funds from the Town.</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	\$ -		If fully funded, projected operating budget costs would include mowing/landscape maintenance (\$14,640), routine facilities maintenance (\$7,800), mitigation/wetlands maintenance (\$1,236), playground maintenance (\$5,400), sign maintenance (\$434), and funding for replacement over the useful life of amenities (\$98,705 / 20 years = \$4,395).				
Operating	\$ 29,510						
Replacement Cost	Year: 2039	\$ 4,395					
Revenue/Other	\$ -						
Total	\$ 33,905						

# NOT FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Country Estates Park BallField Improvement						
Priority	PROS #5(b)			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 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Construction	\$ 31,726	\$ -	\$ -	\$ -	\$ -	\$ 31,726	
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other (Wetlands)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL COST:	\$ 31,726	\$ -	\$ -	\$ -	\$ -	\$ 31,726	
Revenue Source	NF					NF	
Description (Justification and Explanation)							
<p>Due to concerns about flooding at Country Estates Park, the Drainage and Infrastructure Advisory Board decided to modify the open space play field fill material from an organic based fill to a material more suitable for drainage. This material, although effective in allowing for surface water percolation, was not ideal for establishing grass seed. As a result, the grass has spotty coverage and the areas where the seed was never established are rocky and unsuitable for a field surface. Public concern has caused staff to revisit this issue to improve conditions affordably. Over the existing surface, a 2- to 3-inch layer of organic fill is recommended, followed by re-seeding to attempt to establish a more suitable play surface. Although it would offer better coverage, sod is not considered an affordable option* because of the large size of the area (roughly 107,000 square feet).</p> <p>Based on the latest bid received (\$14.50/CY per cubic yard installed), two options regarding quantities of fill have been considered:</p> <ul style="list-style-type: none"><li>• a two-inch thick layer of organic fill (shrinkage factor 20%); 792 CY of material: <b>\$11,484.</b></li><li>• a three-inch thick layer of organic fill (shrinkage factor 20%); 1,188 CY of material: <b>\$17,226.</b></li><li>• Re-seeding the field: approximately <b>\$14,500.</b></li><li>• Anticipated cost for either 2" or 3" of fill, and seed is either \$25,984 or <b>\$31,726 respectively.</b></li></ul> <p>*By comparison to the cost of seeding, applying Argentine Bahia sod over the prepared area using contract rates would cost roughly \$86,937, for a total cost of either \$98,422 or \$104,163</p> <p>Further development required to complete the site includes playground, restroom, picnic shelter, multi-use trail, improved wetlands, parking, landscaping, environmental education and the open space play field as discussed on a separate CIP located on page 23 within this adopted budget book.</p>							
Annual Impact on Operating Budget							
Personnel			Operating budget costs include mowing/landscape maintenance (\$15,600) as also included within page ____ of this proposed budget book. Funding for replacement over the useful life of amenities (\$31,726 / 20 years = \$1,058).				
Operating	\$ 15,600						
Replacement Cost	Year: 2039	\$ 1,058					
Revenue/Other							
Total	\$ 16,658						

# NOT FUNDED

Town of Southwest Ranches Capital Improvement Project												
Project	Sunshine Ranches Equestrian Park Playground Rehabilitation											
Priority	PROS #6		Project Manager	December Lauretano-Haines								
Department	Parks, Recreation and Open Spaces		Division	N/A								
Project Location	Sunshine Ranches Equestrian Park											
Fiscal Year	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total	Prior Years					
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
Equipment/Funishings	\$ 25,700	\$ -	\$ -	\$ -	\$ -	\$ 25,700	\$ 176,154					
TOTAL COST	\$ 25,700	\$ -	\$ -	\$ -	\$ -	\$ 25,700	\$ -					
Revenue Source	NF					NF	G=\$84,000 GF Tfr=\$92,154					
Description (Justification and Explanation)												
<p>The Sunshine Ranches Equestrian Park playground equipment was completed in 2006. Monthly inspections and only spot repairs have been made when required. Playground components were designed and customized for Southwest Ranches. Playground components have held up very well, but some components are in need of replacement due to weathering and age in service. A replacement of the below components will ensure the facility remains safe and attractive to all in accordance with the Town's strategic plan.</p> <p>The playground consists of two age-specific play structures: the "Barn" (age 5-12) and the "Tractor" (age 2-5); and two age-specific swing sets. Upgrading select components will preserve the safety of residents and users as well as maintain the unique, attractive themed quality on which the playground is based. Components priced for replacement include:</p> <p>1. Shade fabric over Barn and Tractor play structures</p> <p>2. Various swing set hardware and parts which require regular replacement for wear.</p> <p><b>Barn Structure components:</b> 3. silo roof</p> <p>4. barn panels (6)</p> <p><b>Tractor Structure components:</b> 5. sound chimes panel</p> <p>6. tic-tac-toe panel</p> <p>7. tubing kit for the talk tubes</p> <p>Cost estimates were established on Manufacturer's rates with "piggyback" pricing for equipment, freight, and installation.</p>												
Annual Impact on Operating Budget												
Personnel			The current annual operating impact pertaining to maintenance of the irrigation system based on existing contractual rates. funding for replacement over the useful life of amenities (\$25,700 / 20 years = \$1,285).									
Operating	\$ 8,300											
Replacement Costs	Year: 2039	1,285										
Revenue/Other												
Total	\$ 9,585											



# NOT FUNDED

Town of Southwest Ranches															
Capital Improvement Project															
<b>Project</b>	<b>Guardrails Installation Project</b>														
<b>Priority</b>	Transportation #3			<b>Project Manager</b>	Rod Ley, P.E.										
<b>Department</b>	Public Works			<b>Division</b>	Engineering										
<b>Project Location</b>	Various locations in Town limits.														
<b>Fiscal Year</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>Total</b>	<b>Prior Years</b>								
<b>Plans and Studies</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -									
<b>Design &amp; Permitting</b>	\$ 88,000	\$ 78,000	\$ 40,000	\$ 40,000	\$ -	\$ 246,000	\$ 159,230								
<b>Land Acquisition</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -									
<b>Construction</b>	\$ 352,000	\$ 312,000	\$ 165,000	\$ 165,000	\$ -	\$ 994,000	\$ 498,868								
<b>Furnishings</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -									
<b>Other (Specify)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -									
<b>TOTAL COST:</b>	\$ 440,000	\$ 390,000	\$ 205,000	\$ 205,000	\$ -	\$ 1,240,000	\$ 658,098								
<b>Revenue Source</b>	NF	NF	NF	NF	NF	NF	<b>G=\$581,072</b> <b>GF-FB=\$4,750</b> <b>TFB=\$2,700</b> <b>GAS/TFB=\$69,576</b>								
<b>Description (Justification and Explanation)</b>															
<p>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 &amp; Infrastructure Advisory Board (DIAB) has approved a list of guardrails projects for the period. The list of guardrails installation projects, in order of priority, are below.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Hancock Road from Griffin Road to Stirling Road - 6,075 LF (FY 19)</td> <td style="text-align: right;">\$ 440,000</td> </tr> <tr> <td>Hancock Road from Stirling Road to Sheridan Street - 5,400 LF(FY 20)</td> <td style="text-align: right;">\$ 390,000</td> </tr> <tr> <td>TBD by Drainage Improvement Advisory Board (FY 21 &amp; FY 22)</td> <td style="text-align: right;"><u>\$ 410,000</u></td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><u><u>\$ 1,240,000</u></u></td> </tr> </table>								Hancock Road from Griffin Road to Stirling Road - 6,075 LF (FY 19)	\$ 440,000	Hancock Road from Stirling Road to Sheridan Street - 5,400 LF(FY 20)	\$ 390,000	TBD by Drainage Improvement Advisory Board (FY 21 & FY 22)	<u>\$ 410,000</u>	<b>Total</b>	<u><u>\$ 1,240,000</u></u>
Hancock Road from Griffin Road to Stirling Road - 6,075 LF (FY 19)	\$ 440,000														
Hancock Road from Stirling Road to Sheridan Street - 5,400 LF(FY 20)	\$ 390,000														
TBD by Drainage Improvement Advisory Board (FY 21 & FY 22)	<u>\$ 410,000</u>														
<b>Total</b>	<u><u>\$ 1,240,000</u></u>														
<b>Annual Impact on Operating Budget</b>															
<b>Personnel</b>			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.												
	\$ -														
<b>Operating</b>	\$ 5,000														
<b>Replacement Cost</b>	<b>Year:</b>	\$ -													
<b>Revenue/Other</b>	\$ -														
<b>Total</b>	\$ 5,000														

# NOT FUNDED

Town of Southwest Ranches Capital Improvement Project							
<b>Project</b>	<b>SW 210th Terrace Roadway Improvement</b>						
<b>Priority</b>	Transportation #5			<b>Project Manager</b>	Rod Ley, P.E.		
<b>Department</b>	Public Works			<b>Division</b>	Engineering		
<b>Project Location</b>	SW 210th Terrace						
<b>Fiscal Year</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>Total</b>	<b>Prior Years</b>
<b>Plans and Studies</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
<b>Engineering, Architecture &amp; Permitting</b>	\$ 150,000	\$ 95,000				\$ 245,000	
<b>Land Acquisition/Site Preparation</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Construction</b>	\$ -	\$ -	\$ 704,500	\$ 704,500	\$ -	\$ 1,409,000	
<b>Equipment/Furnishings</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL COST:</b>	\$ 150,000	\$ 95,000	\$ 704,500	\$ 704,500	\$ -	\$ 1,654,000	\$ 15,000
<b>Revenue Source</b>	NF	NF	NF	NF	NF	NF	GAS/TFB
<b>Description (Justification and Explanation)</b>							
<p>The SW 210 Terrace roadway improvement project, from Stirling Road to SW 54th Place, consists of reconstructing of an existing rural street, approximately half mile in length and 24 feet in width, with grassed swales, pavement paint striping and signage. The project includes some associated roadway drainage improvements consisting of pipes and inlets. Staff anticipates that the required rights-of-way will be donated at no cost to the Town.</p> <p>The Town presently does not maintain the street due to lack of public road right-of-way. The Town received complaints from residents regarding the bad condition of the road. The street will provide a north - south access for the residents and businesses in the area. The paved road will help the landscape and nursery businesses along the corridor improve their business accessibility.</p>							
<b>Annual Impact on Operating Budget</b>							
<b>Personnel</b>			This is the anticipated annual provision for repaving cost at the end of expected pavement life.				
<b>Operating</b>							
<b>Replacement Cost</b>	<b>Year: 2049</b>	\$55,133					
<b>Revenue/Other</b>							
<b>Total</b>							

# NOT FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Town Entranceway Signage						
Priority	Transportation #7			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Various						
Fiscal Year	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	\$ 6,000	\$ 10,850
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500	\$ -	\$ 34,000	\$ 87,588
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ 40,000	\$ 98,438
Revenue Source	NF	NF	NF	NF		NF	GF Tfr
Description (Justification and Explanation)							
<p>The Rural Public Arts Advisory Board (RPAB) has requested continued funding for entranceway signage to beautify the Town of Southwest Ranches and to give a sense of place and pride to the community. The RPAB has created signage for the Town, and now is requesting continued funding. Eight (8) large signs were installed commencing in FY 2014 (and one available as a spare) as follows: 1) in the median on Griffin Road west of Flamingo Road, facing westbound traffic; 2) Griffin Road median, east of 148th Avenue (Volunteer Road – by Seven's Brothers Nursery), facing eastbound traffic and at Griffin Road median; 3) Griffin Road SW 202 Ave facing eastbound; 4) Dykes and Sheridan Street respectively; 5) 172 Ave and Sheridan street; 6) SW 185 and Sheridan Street; (7) Stirling Road near SW 127th Avenue; (8) Griffin Road and Bonaventure. One additional sign is available and is intended to be utilized as a replacement spare.</p> <p>Moving forward, the RPAB is proposing to install smaller interior entranceway signs at neighborhood entrances. For example; Stirling Road and Dykes Road; Stirling Road and Volunteer Road. Public Works / Transportation Engineering division is responsible for the procurement, permitting, construction, and installation of these signage. Each smaller townwide entranceway sign costs \$7,500 maximum, but the Town has incrementally added \$1,000 per sign for landscaping and solar lighting. Surveying, permitting and maintenance of traffic requirements varies, to a maximum of \$1,500 per sign location.</p>							
Annual Impact on Operating Budget							
Personnel	\$ -		No anticipated material impact to annual operating budget				
Operating	\$ -						
Replacement Cost	\$ -						
Revenue/Other	\$ -						
Total	\$ -						

# 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</b>			<b>Division</b>	<b>Engineering</b>																							
<b>Project Location</b>	<b>Various town streets (non-TSDOR).</b>																											
<b>Fiscal Year</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>Total</b>	<b>Prior Years</b>																					
Plans and Studies						\$ -	\$ 13,850																					
Engineering, Architecture & Permitting						\$ -																						
Land Acquisition/Site preparation						\$ -																						
Construction	\$ 26,735	\$ 33,265	\$ 50,000	\$ 50,000	\$ 50,000	\$ 210,000	\$ 417,251																					
Equipment/Furnishings						\$ -																						
Other (Specify)						\$ -																						
<b>TOTAL COST:</b>	\$ 26,735	\$ 33,265	\$ 50,000	\$ 50,000	\$ 50,000	\$ 210,000	\$ 431,101																					
<b>Revenue Source</b>	<b>NF</b>	<b>GAS=\$5,000 GF Tfr=\$28,265</b>	<b>GAS=\$5,000 GF Tfr=\$45,000</b>	<b>GAS=\$5,000 GF Tfr=\$45,000</b>	<b>GAS=\$5,000 GF Tfr=\$45,000</b>	<b>NF=\$26,735 GAS=\$20,000 GF Tfr=\$163,265</b>	<b>GAS=\$18,246 TFB=\$135,000 GF Tfr=\$227,855 GF-FB=\$50,000</b>																					
<b>Description (Justification and Explanation)</b>																												
<p>The Town desires to maintain Town street pavement markings and signage program, such as centerline and edge of pavement striping and good reflective pavement markers, at an acceptable level of service by identifying, prioritizing and implementing an annual streets pavement markings and signage installation plan. This program provides a safer transportation network throughout the Town. The Town's Drainage &amp; Infrastructure Advisory Board (DIAB) has approved a list of streets for striping and markers installation for FY 2019 and FY 2020 as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tbody> <tr> <td>* All striping on Stirling Road from Dykes Road to SW 166th Avenue (0.5 miles)</td> <td style="text-align: right;">\$12,120</td> <td></td> </tr> <tr> <td>* SW 166th Avenue from SW 63rd to SW 69th (2,500 LF)</td> <td style="text-align: right;">4,375</td> <td></td> </tr> <tr> <td>* Appaloosa Trail from Stirling to Old Sheridan (1 Mile)</td> <td style="text-align: right;">10,240</td> <td style="text-align: right;">26,735</td> </tr> <tr> <td>* Melaleuca Road from Stirling Road to SW 56th Street (2300 LF)</td> <td style="text-align: right;">4,025</td> <td></td> </tr> <tr> <td>* Melaleuca Road from Stirling Road to Old Sheridan (1 Mile)</td> <td style="text-align: right;">10,240</td> <td></td> </tr> <tr> <td>* SW 188th from Griffin Road to SW 63rd Street (7900 LF)</td> <td style="text-align: right;">19,000</td> <td style="text-align: right;">33,265</td> </tr> <tr> <td style="text-align: right;"><b>TOTAL:</b></td> <td style="text-align: right;"><b>\$60,000</b></td> <td style="text-align: right;"><b>\$60,000</b></td> </tr> </tbody> </table>								* All striping on Stirling Road from Dykes Road to SW 166th Avenue (0.5 miles)	\$12,120		* SW 166th Avenue from SW 63rd to SW 69th (2,500 LF)	4,375		* Appaloosa Trail from Stirling to Old Sheridan (1 Mile)	10,240	26,735	* Melaleuca Road from Stirling Road to SW 56th Street (2300 LF)	4,025		* Melaleuca Road from Stirling Road to Old Sheridan (1 Mile)	10,240		* SW 188th from Griffin Road to SW 63rd Street (7900 LF)	19,000	33,265	<b>TOTAL:</b>	<b>\$60,000</b>	<b>\$60,000</b>
* All striping on Stirling Road from Dykes Road to SW 166th Avenue (0.5 miles)	\$12,120																											
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* SW 188th from Griffin Road to SW 63rd Street (7900 LF)	19,000	33,265																										
<b>TOTAL:</b>	<b>\$60,000</b>	<b>\$60,000</b>																										
<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: 2027</b>	\$ 50,000																										
<b>Revenue/Other</b>	\$ -																											
<b>Total</b>	\$ 50,000																											

# NOT FUNDED

## Town of Southwest Ranches Capital Improvement Project

Project	Street Lighting						
Priority	Transportation #6			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Griffin Road - West of I-75						
Fiscal Year	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	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)							
<p>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.</p> <p>The Public Works Department, Engineering division will be responsible for the procurement, permitting, construction, and installation of the decorative lighting. These cost estimates are based on proposals received in 2009 for electrical energy source. Staff is continuing to research potential grant opportunities which may mandate solar energy power utilization and therefore reduce electrical operating costs. Staff has held meetings with FPL and initiated initial design. FPL design does not include trenching and conduit from hand-hole to street light location. Expenditures and their respective funding sources are deferred until FY 2020.</p>							
Annual Impact on Operating Budget							
Personnel	\$ -		Includes estimated electricity costs upon completion, bulb and ballast replacement, etc				
Operating	\$ 8,400						
Replacement Cost							
Revenue/Other							
Total	\$ 8,400						

# NOT FUNDED

Town of Southwest Ranches Capital Improvement Project							
<b>Project</b>	Public Safety Facility\Emergency Operations Center (EOC)						
<b>Priority</b>	Public Safety #5			<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 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>Total</b>	<b>Prior Years</b>
<b>Plans and Studies</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Engineering, Architecture &amp; Permitting</b>	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 350,000	
<b>Land Acquisition/Site preparation</b>	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000	
<b>Construction</b>	\$ -	\$ -	\$ -	\$ -	\$ 4,775,000	\$ 4,775,000	
<b>Equipment/Furnishings</b>	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	
<b>Other (Specify)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL COST:</b>	\$ -	\$ -	\$ -	\$ -	\$ 5,400,000	\$ 5,400,000	
<b>Revenue Source</b>					NF	NF	
<b>Description (Justification and Explanation)</b>							
<p>The Town of Southwest Ranches has future 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. The Town owns five acres of land at the intersection of SW 163 Avenue and Griffin Road. The construction of an EOC within the planned Public Safety Facility will provide additional response to more than 175,000 residents and regional disasters.</p> <p>This Public Safety Facility will improve emergency management capabilities of preparedness, response, recovery and mitigation by enhancing our capabilities to better respond to, coordinate and recover from emergency events. The current system of providing these emergency services from modular trailers that the police and fire services operate from is not sufficient to meet the needs of the Town's residents. 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.</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, Florida

## FY 2019 Program Modification

### Contractual GIS Technician Services

Department Name	Division Name	Fund	Priority	Fiscal Impact
Town Clerk	Town Clerk	General	1	\$20,000

#### Justification and Description

This request is for the utilization of a Geographic Information Systems (GIS) Technician to leverage the current GIS software system to a greater potential. The current GIS system was acquired in November of 2016. The system was acquired to assist with wetlands determinations, assist with the planning and maintenance of the Town's Capital Projects, and to assist other departments by providing geographical representation of other Town projects. It has an annual software maintenance renewal fee. While several layers, including parcels, wetlands, fire wells, and fire and police zones, have been developed by staff and through acquisition by the County, the development of new layers has proven challenging given staff's other duties and responsibilities. To be more responsive to the greater number of Town Council and resident desire for additional GIS layers, it is proposed that a GIS Technician be utilized on a contractual basis.

This option is preferred rather than hiring part-time staff or seeking interns for controlling the work, and the quality and accuracy will be better utilizing a contracted vendor. Funding is proposed (#800 hours @ \$25 per) via the existing restricted building technology fund balance and which is in compliance with a Town Attorney opinion enabling such treatment therefore having no impact on the proposed millage rate.

The Assistant Town Administrator/Town Clerk and Town Engineer lead the GIS program. Once in place the GIS Technician will be tasked with creating layers that track proposed and actual TSDOR construction, ROW acquisition, and public/private roads during Fiscal Year 2019 and thereafter subject to restricted building technology funding availability.

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

If not funded, the development of additional GIS layers to address the growing demands of residents and the Town Council will not progress timely, thereby resulting in inferior service delivery. Instead of utilizing the services of a contracted vendor, the Town could choose to hire a part-time employee with the skillset required. The Town could also choose to seek interns to perform this work. This latter option is not recommended as the risk in doing so is great as there has historically been a lack of accountability when interns have been utilized and could lead to errors in accuracy, resulting in potential liability to the Town as well as negative public image.

#### Required Resources

Line item	Title or Description of request	Cost
001-1800-512-34100	Professional Services-GIS Technician	\$20,000



# FUNDED

Town of Southwest Ranches, Florida

## FY 2019 Program Modification

### Volunteer Fire Apparatus Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Public Safety - Fire	Volunteer Fire	General	5	\$25,000

#### Justification and Description

Both NFPA recommendations and empirical evidence show that Class A pumpers have an expected lifespan of 20 years of front line service. In order to fund the SWR Volunteer Fire Department's strategic plan to replace apparatus at the most efficient and economic level, funding should be set aside on a yearly basis. This policy also matches the Town of Davie Fire Rescue requirement for the same type of program that is mandated in their current contract with the Town. Apparatus will be purchased as needed to replace the current Engine 82 and then older apparatus will be moved to reserve status or sold to further offset costs depending on their condition. Setting aside funding and budgeting via a component of the annual Fire Assessment will also minimize interest charges when apparatus purchases are financed.

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

FISCAL YEAR	AMOUNT	STATUS
FY 2018-2019	\$25,000	FUNDED
FY 2019-2020	\$25,000	
FY 2020-2021	\$25,000	
FY 2021-2022	\$25,000	
FY 2022-2023	\$25,000	
FY 2023-2024	\$25,000	
FY 2024-2025	\$25,000	
FY 2025-2026	\$25,000	
FY 2026-2027	\$25,000	
FY 2027-2028	\$25,000	
FY 2028-2037	\$250,000	
TOTAL:	\$500,000	

Timely replacement of fire apparatus is a life safety issue.

#### Required Resources

Line item	Title or Description of request	Cost
001-3200-522-99100	Contingency-Apparatus Replacement	\$25,000

# FUNDED

Town of Southwest Ranches, Florida

## FY 2019 Program Modification

### Volunteer Fire Communication Equipment Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Public Safety - Fire	Volunteer Fire	General	1	\$40,192

#### Justification and Description

The Town of Davie and Broward County will be switching to TDMA technology during FY 2017–2019, making the existing SWR Volunteer Fire Department (VFD) communication radios and accessory equipment obsolete. For the initial year, The VFD requires one (1) mobile truck radios, including installation (current wiring is not compatible) and ten (10) portable radios and related accessory and back-up battery equipment. Ultimately, they also are requesting a total of fifteen (15) portable (hand-held) radios for firefighters, including back-up batteries, microphones and radio holsters. However, this request comprises a two-year radio replacement strategy, including accessory equipment, as per the following below schedule as the minimum recommendation by the SWR VFD Fire Chief and the SWR Fire Advisory Board. Proposed funding and budgeting is via an annual component of the imposed Fire Assessment fee.

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

Radios, including accessory equipment currently owned by the Fire Department, will be obsolete as of FY 2017 – 2019 and replacement is required pursuant to the following schedule:

	<b>##\$ Mobile/ Vehicle Radios</b>	<b>##\$ Portable Radios &amp; Accessory Equip.</b>	<b>TOTAL ##\$</b>	<b>STATUS</b>
FY 2017-2018	#1/\$ 4,972	#10/\$46,333	#11/\$51,305	Actual
FY 2018-2019	<u>#2/\$11,620</u>	<u># 5/\$28,572</u>	<u># 7/\$40,192</u>	<b>FUNDED</b>
Total	<u>#3/\$16,592</u>	<u>#15/\$74,905</u>	<u>#18/\$91,497</u>	

Timely replacement of radios and accessory equipment is a life safety issue.

#### Required Resources

Line item	Title or Description of request	Cost
001-3200-522-64100	Machinery & Equipment	\$40,192

# FUNDED

Town of Southwest Ranches, Florida

## FY 2019 Program Modification

### Volunteer Fire Self-Contained Breathing Apparatus Bottle Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Public Safety - Fire	Volunteer Fire	General	2	\$3,045

#### Justification and Description

Self-Contained Breathing Apparatus, (SCBA), presently on-hand, have a life expectancy of fifteen (15) years after which they cannot be used. This request is for SCBA replacement bottles only of existing SCI Manufacturing for the SWR Volunteer Fire Department with thirty (30) year life expectancy tanks. The requested amount is for replacement bottle equipment only, and as necessary per the following schedule.

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

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

SCI SCBA bottles, currently owned by the Volunteer Fire Department will reach the end of their useful lives and require replacement pursuant to the following schedule:

	<b>Bottles</b>	<b>SCBA Bottles</b>	<b>STATUS</b>
	<u>#</u>	<u>@ \$1,015 w/valves, \$910 w/o*</u>	
FY 2014 – 2015	10	\$ 10,150	Actual
FY 2015 – 2016	4	4,050	Actual
FY 2016 – 2017	4	2,900	Actual
FY 2017 – 2018	7	7,105	Funded
FY 2018 – 2019	3	3,045	<b>FUNDED</b>
Total	<u>28</u>	<u>\$ 26,210</u>	

The proposed FY 2019 total represents scheduled bottles and valves that are required to be replaced under this replacement program. SCBA bottles have a 30-year life and are approximately \$910 per SCBA bottle + \$105 for valves, if deemed necessary. Timely replacement of SCBA bottles are a life safety issue. Subsequent to FY 2019, the replacement for SCBA bottles is projected to reconvene during FY 2045-2046.

\*Amount per bottle was increased to \$910 w/o valves because of cost increases of bottles during FY 2018. The volunteer fire department recycles valves and does not purchase new ones unless necessary.

Line item	Title or Description of request	Cost
001-3200-522-64100	Machinery & Equipment	\$3,045

# FUNDED

Town of Southwest Ranches, Florida

## FY 2019 Program Modification

### Volunteer Fire Bunker Gear Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Public Safety - Fire	Volunteer Fire	General	3	\$2,808

#### Justification and 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 fire fighting. This request is for bunker gear replacement for the SWR Volunteer Fire Department. The requested amount below is for replacement equipment only as needed per the following schedule. However, the Fire Department's costs will be reduced by amounts received (to be determined(TBD) and estimated) by a FMIT safety grant. Proposed funding is via an annual component of the imposed Fire Assessment.

Replacement of outdated bunker gear is a life safety issue.

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

Bunker gear, specifically pants and jackets, currently owned by the Fire Department reach the end of their useful lives pursuant to the following schedule:

	Pants	Jackets	Pants @\$938	Jackets @\$1,216	FMIT Grant	Total (net)	STATUS
FY 2014 – 2015	23	23	\$19,205*	\$24,817*	-\$2,910	\$41,112	Actual
FY 2015 – 2016	10	10	8,920*	11,570*	-\$1,000	19,490	Actual
FY 2016 – 2017	5	5	4,690	6,080	-\$3,000 TBD	7,770	Actual
FY 2017 – 2018	2	2	1,876	2,432	-\$3,000 TBD	1,308	Actual
FY 2018 – 2019	2	2	1,876	2,432	-\$1,500 TBD	2,808	<b>FUNDED</b>
FY 2019 – 2020	2	2	1,876	2,432	-\$3,000 TBD	1,308	
FY 2020 – 2021	2	2	1,876	2,432	-\$3,000 TBD	1,308	
FY 2021 – 2022	2	2	1,876	2,432	-\$3,000 TBD	1,308	
FY 2022 - 2023	2	2	1,876	2,432	-\$3,000 TBD	1,308	
<b>Total</b>	<b>50</b>	<b>50</b>	<b>\$44,071</b>	<b>\$57,059</b>		<b>\$77,720</b>	

\*Bunker Gear for FY 2014-2015 and FY 2015-2016 were slightly lower. Current pricing is reflected above. Timely replacement of bunker gear is a life safety issue.

#### Required Resources

Line item	Title or Description of request	Cost
001-3200-522-64100	Machinery & Equipment	\$2,808

# FUNDED

Town of Southwest Ranches, Florida

## FY 2019 Program Modification

### Information Technology Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non Departmental	Town Clerk	General	1	\$13,000

#### Justification and Description

This request is for the replacement of the host server for the virtual environment located in the IT equipment storage room at Town Hall. The current server was purchased as part of the transition to our Tamarac/Information Technology services provider in 2013 and has outlived its recommended useful life.

#### Host Server for Virtual Environment Replacement Schedule:

Make/(#)	Model	Orig. Acquisition Date(s)
Dell	PowerEdge R420 Server	5/9/2013

We are in the process of developing spec for both Dell and Cisco servers for the replacement. Staff consultation with the City of Tamarac is ongoing and a final recommendation for Town Council consideration will be forthcoming in accordance with the Town's Procurement Policy.

The estimated cost to replace the server (Dell: Esxi Host Server) was provided by our information technology consultant: City of Tamarac. No additional software is required as the Town currently has and will be renewing our maintenance agreement with VMWare for server software. Upon delivery of the new server the VMWare software will be loaded onto the new server.

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

If not funded, network reliability and the reliability of numerous applications such as our records management program and our financial software could be compromised as these programs rely on the server to process inputs and program requests. Replacement ensures a stable environment for our network and associated applications and ensures Town operational efficiency.

#### Required Resources

Line item	Title or Description of request	Cost
001-3900-519-64100	Machinery & Equipment	\$13,000

# FUNDED

Town of Southwest Ranches, Florida

## FY 2019 Program Modification

### Volunteer Fire Department Increase in Shift Personnel

Department Name	Division Name	Fund	Priority	Fiscal Impact
Public Safety - Fire	Volunteer Fire	Volunteer Fire Fund	4	\$42,942

#### Justification and Description

SWR VFD Engine 82 is currently staffed by two personnel each on a 24-hour shift daily during the fiscal year. This number is below the minimum apparatus crew staffing that exists throughout South Florida.

Prior to 2016, a total of three (3) personnel staffed Engine 82. This is the desired minimum crew staffing. A three person crew also meets the amount of personnel recommended by the Fire Safety Study commissioned by the Town. Further, it matches the minimum crew structure of all other engine companies in the surrounding area. Lastly, the last Insurance Services Organization (ISO) audit for the Town was done in 2014 when three personnel were staffing Engine 82. The number of firefighters available within ten minutes of an initial alarm was a large part of the reason why the Town's ISO rating improved during that audit. A new audit is scheduled for 2018/2019. If the third firefighter is not in place at the time of the new audit, representing a net 17% decrease in total Davie and Volunteer shift personnel (1/6<sup>th</sup>) from the prior audit, it may result in a declining audit score which, in turn, may result in higher homeowner insurance rates for the Town's residents.

Because of operational assignments, a three person crew is needed to most efficiently accomplish assigned tasks on an emergency scene. A three person crew allows two firefighters to enter burning structures (the third remains outside at the pump panel of the engine) as recommended by NFPA and OSHA standards.

Funding is requested for a \$100/day volunteer firefighter stipend to accomplish this crew staffing structure which triggers payroll taxes and workman's compensation costs.

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

Providing three firefighters on the duty crew strengthens life safety issues.

#### Required Resources

Line item	Title or Description of request	Cost
102-3200-522-13100	Part-Time Salaries & Wages	\$36,500
102-3200-522-21100	Payroll Taxes	\$2,792
102-3200-522-24100	Workers Compensation	\$3,650

# FUNDED

Town of Southwest Ranches, Florida

## FY 2019 Program Modification

### Code Enforcement-Level of Service Increase

Department Name	Division Name	Fund	Priority	Fiscal Impact
Community Development: Code Enforcement	Code Enforcement	General	1	\$64,816

#### Justification and Description

Members of Council have expressed their desire to increase the assets needed to provide the necessary service due to the increase in duties related to code enforcement, zoning review and zoning inspections. As such, our contractual services provider, Code Services, Inc (CSI), is proposing:

- One (1) additional Code Enforcement Officer, entry level (1), with an annual salary of **\$38,000**. This new position will alleviate the amount of time that the existing Community Development Director needs to allocate to Code Enforcement, assisting our current Code Enforcement Officer.
- Our current Code Enforcement Officer, after a lengthy process of studying and gathering of experience, has acquired Level III Code Enforcement Certification issued by the Florida Association of Code Enforcement Officers. This certification allows the Code Enforcement Officer to perform Director's duties in his absence and be able to assist the Town Attorney during litigation proceedings for code enforcement Cases in the Court of Law. In addition, this officer is assisting the Community Development Director by performing zoning inspections, as required. As such, we are requesting an increase in the amount of \$634 per month (**\$7,608** annually,) bringing him to a salary amount in accordance with his current duties and expertise.
- The current CSI contract provides for a total of 128 hours per month maximum, allocated to the Administrative Coordinator. An increase in the duties and amount of work that has been generated requires increasing the number of hours to 160 hours per month. As such, we are proposing an increase in the amount of \$1,559 monthly (**\$18,708** annually.)
- It is the desire of the Town Council to have a combined integration of Code Enforcement Cases with information available on the Town's website about the cases for residents. Currently a link is provided to a pdf form that gives this information, but has no search capability at all. Code Services Inc. has engaged the services of IworQ, a web base company. This program provides for a module with GIS capabilities. This capability will be available to the residents in the form of a searchable map. The information that will be displayed relates to any violations, types of violations and the latest information as to the Department's action for specific properties or properties near their surroundings. In addition, it will be integrated to the GIS system that the Town is currently developing. As such, we request a fee of **\$500** annually that will cover the maintenance, quarterly updates, and availability of the search engine to residents and visitors at large.

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

If the requested additional amounts and new overall personnel is not obtained, the level of service that the Department provides to the Town will not be as expected. The response time to incidents will not be as fast as the Town residents have become accustomed. Currently the response time has been diminished due to the amount of cases and paperwork required to prepare the cases for the Special Magistrate docket of cases. If the program is not implemented, the Council request will not be possible, and the residents will not receive the necessary tools to interact with the Department and be up to date on the daily operations of the Department. This action will result in a continuous increase of phone calls, use of staff time to provide information daily, and the impression that no actions are being taken by the Department to answer and address complaints, which is far from the reality.

#### Required Resources

Line item	Title or Description of request	Cost
001-2300-524-34100	Code Enforcement – Level Of Service Increase	\$64,816



# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2019 Program Modification

### Maintenance Services Staff: Part-Time

Department Name	Division Name	Fund	Priority	Fiscal Impact
Executive	Executive	General	5	\$13,794

#### Justification and Description

The Town has an increased need for handyman services for Town Hall, Fire Department, Parks and Town right-of ways. The hiring of a part-time staff handyman, supervised by the General Services Manager, would provide as needed maintenance and preventive maintenance on demand ensuring Town Facilities will sustain optimal appearance and operations.

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

Currently, the Town secures handyman services through a private vendor who must be scheduled in advance. This does not allow timely repairs to services that need immediate attention, nor does it allow for planning of preventive maintenance such as pressure cleaning, painting, or for repairs needed on demand.

The impact of not providing this service will not allow staff to address maintenance issues on demand and as needed.

The current average for a Handyman in Florida is \$15 per hour.

\$15 X 20 hour per week X 52 weeks = \$15,600

Add: Payroll Tax expenses = 1,194

Less: Estimated contractual services cost savings = (3,000)

Total \$13,794

#### Required Resources

Line item	Title or Description of request	Cost
001-1400-512-13100	PT Salaries	\$15,600
001-1400-512-21100	Payroll Tax expense	1,194
Various	Less: contractual cost savings	(3,000)

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2019 Program Modification

### Town Website Redesign

Department Name	Division Name	Fund	Priority	Fiscal Impact
Town Clerk	Town Clerk	General	2	\$12,000

#### Justification and Description

This request is for the provision of a redesign of the Town website. The Town's website has remained in its current form since 2013. While the website is serviceable, its appearance is dated. The current website utilizes Wordpress architecture which is not user friendly. While this architecture provides a stable platform, it is difficult to manage and perform modifications. Although the Town has an ongoing agreement with a sole-source vendor, Paktolus Solutions, LLC., to assist with maintenance and modifications to the Town's website, when a change is needed, it often requires such modification at an hourly rate. If the software platform for the website were easier to use, staff could perform these changes internally. Additionally, the current website is not "mobile" friendly, making it difficult for users to avail on their mobile devices.

A redesign would "freshen" the look and feel of our website and would allow for a more interactive experience for users through enhanced online forms and portals to facilitate the exchange of information between website visitors and Town staff. Staff consultation with the City of Tamarac is ongoing and a final recommendation for Town Council consideration will be forthcoming in accordance with the Town's Procurement Policy.

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

If not funded, no immediate adverse impact would occur, but the utilization of the website might not live up to the expectations of visitors to the website on mobile devices. Additionally, municipal websites are expected to be Web Content Accessibility Guideline (WCAG) 2.0 compliant. These guidelines are intended to ensure that websites are accessible for those with impairments. A website redesign would ensure that the Town website would meet the latest WCAG guidelines for accessibility.

#### Required Resources

Line item	Title or Description of request	Cost
001-1800-512-34100	Consulting Service	\$12,000

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2019 Program Modification

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

Department Name	Division Name	Fund	Priority	Fiscal Impact
Executive	Executive	General	1	\$11,756

#### Justification and Description

The responsibilities of the Executive Department have increased which requires the current Administrative Specialist to assist the General Services Manager (GSM) on a full-time basis to accomplish administrative, operational, facility and emergency management related responsibilities. During the past three years, the Town routinely secured the services from volunteers, but this practice has proved to be inefficient as volunteers work on an average on one (1) day per week, at 4 hours, requiring a significant amount of time for training and the length of service is short term.

Currently, the Administrative Specialist works 20 hours per week away from the front desk with 10 of these hours dedicated to the development of the monthly newsletter. The remaining 10 hours are utilized to assist the GSM in customer service (CS) responsibilities regarding solid waste, recycling and bulk waste services, facility maintenance coordination for Town Hall and the Fire Department, and continuous emergency management preparation and recovery responsibilities. The Administrative Specialist is also most proficient and skilled in graphic design and is often requested to create graphic design services for all departments. These responsibilities have grown to require additional hours of assistance from the Administrative Specialist away from the rigors of front desk duties.

Currently the Town has employed a part-time CS Administrative Assistant at the front desk working twenty-five (25) hours per week. The most fiscally sound solution would be to add a second part time CS Administrative at seventeen and one half (17.5) hours per week. This would allow for cross training and flexing the responsibilities of the front desk and provide coverage during voluntary and involuntary leave of absences.

This position, along with the current part time Customer Service Assistant, will cover 8.5 hours of operations in accordance with the Town's work schedule providing consistent services at the front desk. The total for both positions will be forty-two and one half (42.5) hours per week (not to exceed 2210 hours annually.) There are no benefits associated with either of these positions.

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

Should this position not be funded, the department's resources will continue to be overextended, with increased workload added to the administrative, operational, and facility related responsibilities and jeopardize staff's ability to carry out the Town's mission and vision statements and provide outstanding customer service.

(\$12 per hour x 3.5 hours per day x 5 days per week x 52 weeks = \$10,920)

#### Required Resources

Line item	Title or Description of request	Cost
001-1400-512-13100	Part-Time Salaries & Wages	\$10,920
001-1400-512-21100	Payroll Taxes	\$836

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2019 Program Modification

### Sign Code Overhaul

Department Name	Division Name	Fund	Priority	Fiscal Impact
Planning Services	Planning Services	General	2	\$12,000

#### Justification and Description

Supreme Court decision *Reed v. Gilbert* requires the Town to update the Sign Code.

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

The *Reed* decision rendered fundamental aspects of the Town's sign regulations unconstitutional. Most government sign regulations were similarly affected, and municipalities across Broward County and throughout South Florida, and have been revising their sign codes accordingly. Historically, sign codes have been one of the most litigated areas of municipal zoning regulation alongside adult uses and property rights challenges—all on constitutional grounds. For example, the *Reed* decision came about because a church challenged the Arizona municipal Town of Gilbert's sign regulations. The risk of maintaining unconstitutional regulations provides the potential for legal challenge with associated costs, and the invalidation of the regulations, which the Town would be compelled to correct.

#### Required Resources

Line item	Title or Description of request	Cost
001-2500-515-34320	Sign Code Overhaul	\$12,000

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2019 Program Modification

### Comprehensive Plan Update: Data, Inventory & Analysis

Department Name	Division Name	Fund	Priority	Fiscal Impact
Planning Services	Planning Services	General	1	\$10,000

#### Justification and Description

This request is to update the data, inventory and analysis ("DIA") that forms the foundation for the Comprehensive Plan. The Town did not have any census data when the first draft of the Comprehensive Plan was adopted in May 2003. Accordingly, the DIA has not been updated since FY 2003.

The Comprehensive Plan Advisory Board has prioritized this project and will complete it over a two-year, phase-in period. The total estimated cost is \$20,000. The hourly cost estimate provided by the Town's contractual firm The Mellgren Group is 160 hours at \$125 per hour and would be phased-in over a two-year period at \$10,000 per fiscal year. It includes updating the data and analysis, updating and cleaning up objectives and policies where desired, and also recertifying The Comprehensive Plan throughout Broward County.

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

Sec. 163.3177 of Florida Statutes establishes the data requirements that comprehensive plans must utilize, and requires that the plan have a 10-year planning period based upon relevant and appropriate data and analysis.

#### Required Resources

Line item	Title or Description of request	Cost
001-2500-515-34330	Comprehensive Plan Update: Data, Inventory & Analysis	\$10,000

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2019 Program Modification

### Townwide Parks Add'l Maintenance Level of Service Increase

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Parks, Recreation and Open Spaces	General	3	\$25,699

#### Justification and Description

This level of service increase request is for approval for additional annual mulch replenishment and fertilization at parks currently with planted landscape areas. If approved, the level of service increase would allow for additional planted areas to be treated and maintained than what was provided moving forward from the Fiscal Year 2016-2017 budget process (\$21,151 for coverage at certain parks in select locations and appropriately retained within the FY 2017-2018 budget). Accordingly, this program modification increases the level of service an additional \$25,699 to allow for a more comprehensive maintenance to be tentatively allocated at the following locations:

- Sunshine Ranches Equestrian Park – \$9,798 (mulch); \$2,500 (fertilization)
- Rolling Oaks Park – \$8,712 (mulch); \$2,350 (fertilization)
- Country Estates Fishing Hole Park – \$727 (mulch); \$330 (fertilization)
- Founder's Trailside Park – \$897 (mulch); \$385 (fertilization)

This maintenance increase would provide benefits to Town parks, including increased growth of plant material, enhanced appearance, correction of nutrient deficiencies from fertilization and, reduction of temperature fluctuations, prevention of packing and crusting, conservation of moisture, weed control, and addition of beneficial organic matter to improve the soil.

These services will improve the appearance of the park landscaped areas and will be performed in adherence with Green Industries Best Management Practices for the preservation of water resources.

Cost estimates were established using existing area calculations and current contracted rates.

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

If not funded, the level of maintenance will remain the same and no improvement in appearance will be anticipated.

#### Required Resources

Line item	Title or Description of request	Cost
001-3600-572-46040	Grounds Maintenance – Parks	\$25,699

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2019 Program Modification

### Rolling Oaks Passive Open Space Park Wetland Improvement

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Parks, Recreation and Open Spaces	General	5	\$20,720

#### Justification and Description

This request is for the improvement of two of three existing wetlands at Rolling Oaks Passive Open Space park.

The Rolling Oaks Park improvements were substantially completed in 2007, satisfying most grant commitments for development. However, wetlands renovation at the site is one outstanding obligation.

At present, the ponds on site are choked with vegetation, including invasive exotics, which continue to spread and regenerate. Managing control of invasive exotic growth is achieved more efficiently with more comprehensive initial cleanup, followed by regular maintenance.

While contributing to the site's water storage, the ponds currently add no aesthetic or recreational benefit. Ultimately, they were intended to remain as part of the park's passive resource-based recreation, providing public access to water bodies for freshwater fishing and wildlife viewing opportunities.

Upgrading the two most visible ponds by removing invasive exotics and planting native species will fulfill objectives and policies of the Town's Comprehensive Plan and Charter, illustrate the Town's commitment to promoting and preserving environmental and public recreational areas, and provide significant enhancement of wildlife species diversity on the site.

Cost estimates were established on rates provided by contractors for cleanup, planting, and ongoing maintenance.

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

If not funded, invasive exotics in the wetlands will continue to spread and regenerate.

#### Required Resources

Line item	Title or Description of request	Cost
001-3600-572-46060	Lake Maintenance – Initial cleanup and planting	\$18,800
001-3600-572-46060	Lake Maintenance – Ongoing maintenance costs	\$1,920



# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2019 Program Modification

### Town Hall Exterior Re-Painting

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

#### Justification and Description

In 2011, prior to Town staff occupancy, the exterior of the Town Hall municipal complex located at 13400 Griffin Road, was painted in addition to other renovations. As such, the last painting of the exterior was over seven (7) years ago and needs updating. The amount requested represents cost of paint and materials, as well as the labor performed professionally. This project was originally requested within the FY 2017 budget and, due to the fact that it is proposed as not funded for FY 2019, will therefore continue to be deferred until FY 2020.

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

During 2016/2017, a new hardened roof was installed resulting in the need to either patch or resurface areas that have been damaged, therefore requiring a fresh coat of paint for a uniform and professional appearance throughout the entire municipal complex.

#### Required Resources

Line item	Title or Description of request	Cost
001-3900-519-46010	Town Hall Exterior Repainting	\$17,500

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2019 Program Modification

### Townwide Vehicle Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Executive	General	4	\$15,000

#### **Justification and Description**

This request is to fund a five (5) year vehicle replacement program for two (2) of the Town's aging vehicles at Town Hall for \$15,000 per fiscal year, totaling \$75,000 during FY's 2019-2023. A new vehicle was purchased in March 2018 which replaced a third town vehicle that reached its end-of-life cycle. Currently the mileage of the two (2) remaining vehicles has over 125k miles, has incurred high maintenance and repair costs and are reaching their end-of-life cycle.

#### **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, one of these vehicles reached the end of its useful life and was replaced during FY 2018.

The remaining two (2) vehicles are reaching their end-of-life cycle in the next few years. 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.

	AMOUNT	STATUS
FY 2018-2019	\$15,000	NOT FUNDED
FY 2019-2020	\$15,000	
FY 2020-2021	\$15,000	
FY 2021-2022	\$15,000	
FY 2022-2023	\$15,000	
<b>TOTAL</b>	<b>\$75,000</b>	

The impact of not funding this request would greatly limit Town Staff to conduct these vital functions.

#### **Required Resources**

Line item	Title or Description of request	Cost
001-3900-513-64100	Machinery & Equipment	\$15,000

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2019 Program Modification

### Council Chambers Camera

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Town Clerk	General	3	\$5,000

#### Justification and Description

This request is for the installation of a new camera in the Council Chambers that will be positioned in such a way to capture speakers at the lectern. It will allow for a switch between camera shots to allow for those viewing meeting videos to see speakers as they address the Town Council rather than only seeing them from the rear of the Chambers. An estimate was solicited which recommended a Sony Robotic camera with infrared remote and 6 presets. The camera, wiring, and tie-in to our existing system will cost approximately \$5,000. The provision of this camera will provide a more dynamic viewing experience for those watching Town Council meeting videos. Staff consultation with the City of Tamarac is ongoing and a final recommendation for Town Council consideration will be forthcoming in accordance with the Town's Procurement Policy.

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

If not funded, no adverse impact will occur. We currently have cameras in the Chambers that capture the meeting proceedings. However, the cameras do not capture the speakers positioned at the lectern. Therefore, nonverbal cues and gestures are not being recorded which would enhance the viewing experience for those watching the meeting videos at home or on YouTube.

#### Required Resources

Line Item	Title or Description of request	Cost
001-3900-519-64100	Machinery & Equipment	\$5,000

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2019 Program Modification

### Right of Way: Increased Level of Service

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Community Services	Transportation	4	\$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. Increased mowing (from #24x to #28x per year) was funded in the amount of \$15,435 during the FY 2017 budget process and continues to be funded as follows:

	Griffin Road	Townwide/ROW	TOTAL	Status
Increased Mowing	\$15,115	\$ 320	\$15,435	FUNDED

#### **FY 2019 Program Modification:**

Fertilization	\$ 7,893	\$ 4,446	\$12,339
Mulch	<u>\$29,000</u>	<u>\$11,000</u>	<u>\$40,000</u>
<b>Total</b>	<b><u>\$36,893</u></b>	<b><u>\$15,446</u></b>	<b><u>\$52,339</u></b>

This FY 2019 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 current 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	\$15,446
101-5100-541-53110	Road Materials-Griffin Road Maintenance	\$36,893

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2019 Program Modification

### Stormwater Master Plan

Department Name	Division Name	Fund	Priority	Fiscal Impact
Public Works	Engineering	Transportation	1	\$50,000

#### Justification and Description

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.

The fiscal impact amount of \$50,000 has been estimated by the Town's Engineer.

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

The SWMP is intended to provide the Town with long-range comprehensive stormwater management system planning. This is done through the accumulation and evaluation of data such as topography, hydrology, stormwater inventory, and condition assessment of current flooding and water quality problem areas. Once the data is reviewed, hydraulic and hydrologic models are created to qualitatively and quantitatively evaluate the performance of Town's drainage conveyance and storage ways. The data from the models will enable the Town to identify system deficiencies and the respective corrective actions necessary. A major benefit of a SWMP is the CIP element which would enable the Town to prioritize stormwater retrofit projects, floodplain analyses, and water quality projects.

#### Required Resources

Line item	Title or Description of request	Cost
101-5100-541-31010	Stormwater Master Plan	\$50,000

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2019 Program Modification

### Griffin Road-West Median Replanting

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Community Services	Transportation	2	\$43,465

#### Justification and Description

This request is for funding to remediate medians on Griffin Road based upon Residents' concerns and the need for more efficient maintenance. The project proposes to replant select areas of median on Griffin Road with species proven to thrive with minimal monthly maintenance. Only shrubs currently performing well will be selected for replacement areas.

The Griffin Road landscape was much debated during the Griffin Road Widening. In November 2009, the project failed Southwest Ranches' final landscape inspection, with over 205 documented deficiencies in the County's installation. Of all the documented issues with the project, the number of shrubs planted was a repeated problem, with thousands fewer planted than specified. Lack of adequate plant coverage is a factor in the overgrowth of weeds. A period of 20 months passed with little maintenance by the County for the problematic, newly-planted material. Town Staff were directed not to begin maintenance by the Town Attorney until the case was settled.

During this period, plants already compromised were further affected by lack of maintenance. As a result, many of the plants were overtaken by weed growth and many areas were unable to recover. Deficiencies in all 23 medians began to show and worsen.

Settlement was achieved in 2011 and funds of \$86,587 were accepted from Broward County for deficiencies. The Town assumed responsibility for maintenance in July of that year. Although the Town's contractor performed an initial cleanup, and began regular maintenance, bed areas continued to be a problem, especially in the medians along the western portion of the road. Since then, the Town has increased maintenance frequencies and our current contractor is more effectively maintaining the right of way, but planted areas that failed have never been remediated.

Irrigation system repairs were completed in Fiscal Year 2016/2017, and the system is fully functional. This ensured delivery of water needed for establishment of new plantings and for ongoing maintenance in dry season.

Costs were conservatively calculated based on square foot area to be planted in areas of greatest potential impact or need, at current contract rates.

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

If not funded, the medians will continue to have a meager, unkempt appearance, especially in the western portion of the Griffin Road corridor.

#### Required Resources

Line item	Title or Description of request	Cost
101-5100-541-53110	Road Materials-Griffin Road Maintenance	\$43,465

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2019 Program Modification

### Increased Level of Service for Griffin Road Litter

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Community Services	Transportation	1	\$19,500

#### Justification and Description

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

The Town's landscape maintenance contractor has provided a proposal for value-added service to be performed an additional 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 conservatively calculated based on number of miles to be covered by one laborer each for the north side, south side, and median, plus a supervisor to drive support and pickup full bags, and 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	\$19,500

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2019 Program Modification

### Fire Protection Rate Assessment Study

Department Name	Division Name	Fund	Priority	Fiscal Impact
Public Safety – Fire Admin	Executive	General	6	\$50,000

#### Justification and Description

The current Fire Protection Rate Assessment (FPRA) study was performed during FY 2011 by Willdan Financial Services. Since then, the Town has changed Public Safety-Fire contractors numerous times, most recently resulting in a successful long-term partnership agreement with a municipal neighbor, the Town of Davie-Fire Rescue Services. Additionally, a fire operational study was performed during 2013/2014 when the Town Council decided that the Southwest Ranches Volunteer Fire Rescue, Inc. continue to provide Fire Protection support services within the Town's boundaries. These factors as well as increased, but controlled, rural growth and the implications of new Florida Statute 170.01(4) Fire Assessment rate exemption to most Agricultural classified properties, necessitates a review and re-assessment of present rate methodology.

Fire protection assessment rates are designed to ensure that the Town has the ability to fund fire services for the benefit of all properties in the Town, including costs related to salaries, benefits, daily operations, including volunteer stipends, capital facilities, equipment and apparatus to maintain established national and state fire service mandates. A fire assessment report is prepared in connection with the levy of non-ad valorem assessments, which reflect the proportional special benefit that properties receive from fire suppression and protection services, facilities, and fire related programs. In accordance with both statutory and case law, costs related to Emergency Medical Services are considered non-fundable because these services do not provide special benefits to properties within the Town. Additionally, costs related to automatic response (automatic aid) are considered a general benefit to the public at large; however, since the Town contracts for the same services as historically provided by contract, all incidents occurring within the Town are considered. Therefore, only expenditures that must be excluded from this updated Fire Assessment are costs associated with Emergency Medical Services.

The fiscal impact amount of \$50,000 has been estimated by the Town's Financial Administrator and is proposed to be funded as a component of the Fire Assessment fee.

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

The FPRA is intended to provide the Town with an equitable cost sharing and recovery method from its users of appropriate service. This is done through the accumulation and evaluation of historical fire protection and rescue response data. Ultimately, the data from the study will enable the Town to impose and enact a revised cost allocation pursuant to and in accordance with Florida Statutes.

#### Required Resources

Line item	Title or Description of request	Cost
001-3100-522-31010	Professional Services	\$50,000



**Town of Southwest Ranches**  
**Adopted FY 2018/2019**  
**Fire Assessment Worksheet**

**Sources:**

Fire Administration Department  
 Volunteer Fire Service Department  
 Volunteer Fire Fund

Expenditures	Total FY 2018-2019 Adopted	General Fund Portion	Fire Assessment Portion
% Allocation per Consultant Study for FR Contractual Services Only		57.70%	42.30%

**Direct Expenses:**

Fire Rescue Contractual Service	\$	3,326,859	\$	1,919,598	\$	1,407,261
Operating Expenses		281,938		N/A		281,938
Non-Operating Debt		29,486		N/A		29,486
Capital Outlay		156,045		N/A		156,045
<b>Sub-Total</b>	<b>\$</b>	<b>3,794,328</b>	<b>\$</b>	<b>1,919,598</b>	<b>\$</b>	<b>1,874,730</b>

**Other Expenses**

Publication & Notification Costs		1,513
Statutory Discount		97,275
Collections Cost		19,247
Fire Assessment Cost Allocation of Townwide Personnel/Contractual Costs		209,855
Fire Protection/Control Contingency		25,000
<b>Total Fire Assessment Expenses</b>	<b>\$</b>	<b>2,227,620</b>

**Based On Consultant Study**

Property Category	Assess Unit Type	% Effort Allocation	Amount	Total Original Proposed Rates FY 18/19	Total Adopted Rates FY 18/19	Total Assessed Rates FY 17/18	Difference: Increase
Residential - 2577 Units	Per Dwelling Unit	62.8912%	1,400,977	561.95	543.65	518.49	25.16
Commercial - 337,404 SF	Per Sq.Ft. Bldg Area	15.0283%	334,773	1.03	0.99	0.90	0.09
Indust/Warehouse - 116,025 SF	Per Sq.Ft. Bldg Area	9.5818%	213,446	1.90	1.84	1.75	0.09
Institutional - 481,033 SF	Per Sq.Ft. Bldg Area	6.2499%	139,224	0.30	0.29	0.28	0.01
Vacant/Non-Agricul.-1,450 Acres	Per Acre	6.2488%	139,200	99.23	96.00	92.16	3.84
<b>Total</b>		<b>100%</b>	<b>\$ 2,227,620</b>				

**Town of Southwest Ranches  
Adopted FY 2018/2019  
Solid Waste Assessment Worksheet**

**Sources:**

WastePro of Florida, Inc Contract  
Broward County Property Appraiser  
Munilytics Consultant Study

Description	Solid Waste & Recycling	Bulk Waste	Total Adopted FY 18/19
% Allocation Direct Expenses Only	44%	56%	

**Direct Expenses:**

Solid Waste Collection	\$ 410,748	\$ -	\$ 410,748
Recycling Collection	\$ 106,123	\$ -	\$ 106,123
Bulk Waste Collection	\$ -	\$ 378,144	\$ 378,144
Solid Waste Disposal	\$ 149,148	\$ -	\$ 149,148
Bulk Waste Disposal	\$ -	\$ 482,484	\$ 482,484
<b>Sub-Total Cost of Service</b>	<b>\$ 666,020</b>	<b>\$ 860,629</b>	<b>\$ 1,526,649</b>

**Other Expenses**

Statutory Discount	\$ 75,190
Collections Cost and Other	\$ 28,998
Townwide Personnel\Contractual Costs	\$ 258,314
<b>Total Solid Waste Assessment Expenses</b>	<b>\$ 1,889,150</b>

**Based On Consultant Study**

Assessment	Lot Sq Ft. Range	Number of Units in Range	Solid Waste Cost Per Unit	Bulk Waste Cost Per Unit	Total Adopted Rates FY 18/19	Total Assessed Rates FY 17/18	Difference: Increase
A	- 41,200	406	\$ 318.95	\$ 295.83	\$ 614.78	\$ 455.44	\$ 159.34
B	41,201 46,999	426	\$ 318.95	\$ 347.18	\$ 666.13	\$ 491.08	\$ 175.05
C	47,000 62,999	414	\$ 318.95	\$ 418.34	\$ 737.29	\$ 541.97	\$ 195.32
D	63,000 95,999	449	\$ 318.95	\$ 454.03	\$ 772.98	\$ 564.47	\$ 208.51
E	96,000 106,999	460	\$ 318.95	\$ 505.93	\$ 824.88	\$ 605.47	\$ 219.41
F	107,000 >107,000	429	\$ 318.95	\$ 629.42	\$ 948.37	\$ 683.60	\$ 264.77

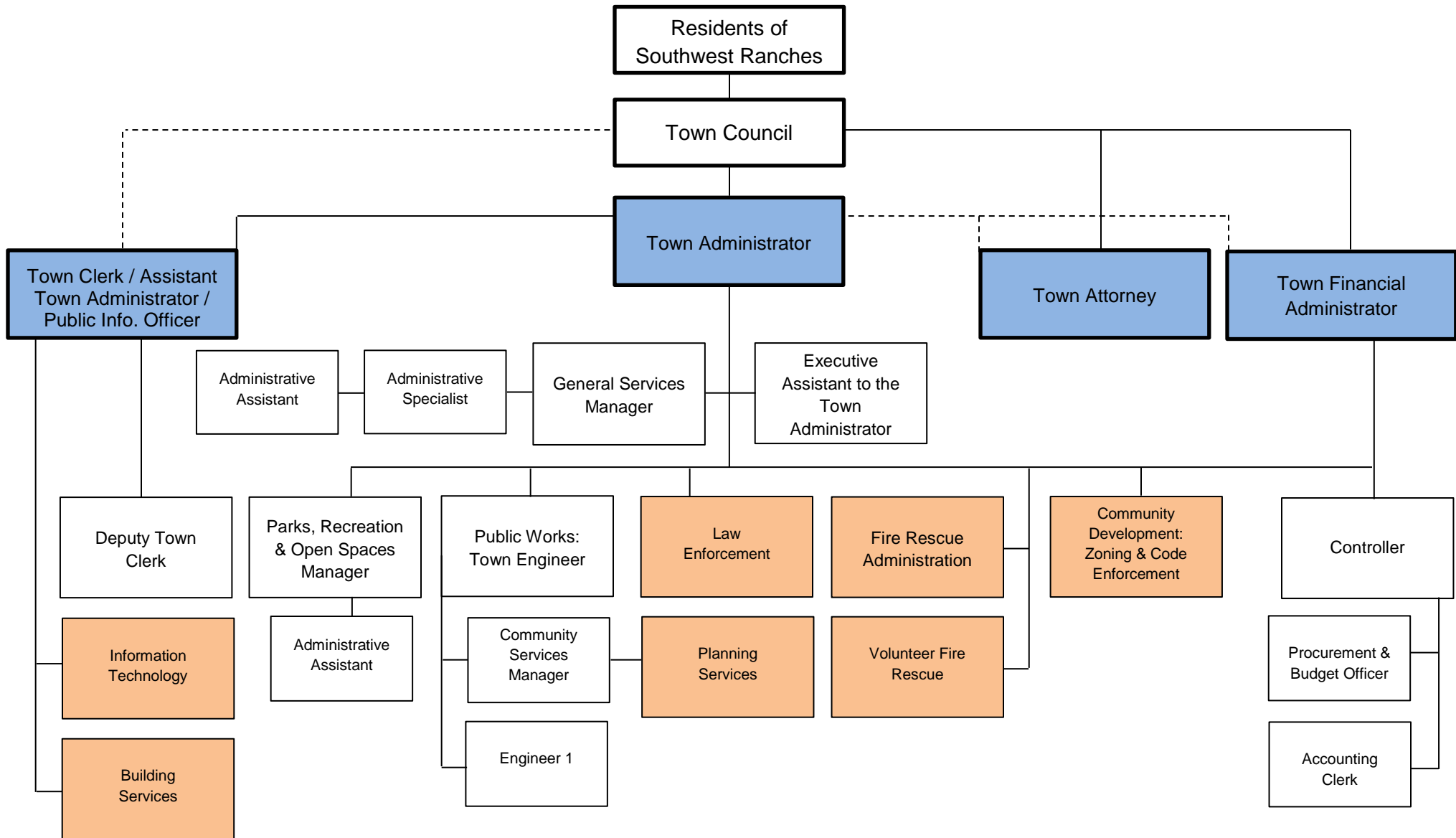
**Town of Southwest Ranches, FL**  
**Adopted Cost Allocation Plan for FY 2019 Special Assessments**

<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	87%	\$ 60,454	5%	\$ 3,474	8%	\$ 5,559	
<b>Attorney</b>	\$ 736,500	89%	\$ 658,500	4%	\$ 30,000	7%	\$ 48,000	
<b>Executive</b>	\$ 450,392	65%	\$ 291,541	20%	\$ 90,772	15%	\$ 68,079	
<b>Finance</b>	\$ 392,255	70%	\$ 273,660	15%	\$ 59,297	15%	\$ 59,297	
<b>Clerk</b>	\$ 197,027	88%	\$ 173,183	5%	\$ 9,935	7%	\$ 13,909	
<b>Public Works</b>	\$ 253,532	98%	\$ 248,421	1%	\$ 2,556	1%	\$ 2,556	
<b>Code Enforce.</b>	\$ 220,516	66%	\$ 145,780	28%	\$ 62,280	6%	\$ 12,456	
<b>PROS</b>	\$ 112,759	100%	\$ 112,759	0%	\$ -	0%	\$ -	
<b>Totals</b>	<b>\$ 2,432,468</b>		<b>\$ 1,964,297</b>		<b>\$ 258,314</b>		<b>\$ 209,855</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 2018\2019



Positions appointed by the Town Council



Contracted Services



Indirect Relationship



# TOWN OF SOUTHWEST RANCHES PERSONNEL COMPLEMENT



		ADOPTED FY 2018		ADOPTED FY 2019	
Fund	Department	Full Time	Part Time	Full Time	Part Time
General Fund	Legislative	-	5	-	5
	Executive	4	1	4	1
	Finance	4	-	4	-
	Town Clerk	2	-	2	-
	Public Works: Engineering & Community Services	2.5	-	2.5	-
	Parks, Recreation & Open Space	1	1	1	1
Transportation Fund	Public Works: Engineering & Community Services	0.5	-	0.5	-
<b>Total all Funds</b>		14	7	14	7



## Governmental Funds

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



2018 Town of Southwest Ranches Rural Public Arts & Design Advisory Board Photo Contest

*Submitted by: Richard Sullivan*

Included in this section is:

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

**FY 2018-2019**

## General Fund Summary Fiscal Year 2019

### FY 2018 Estimated

Estimated Total Revenues	12,708,445
Estimated Expenditures & Encumbrances	(12,553,045)
Estimated FY 2018 Year End Difference	<u>155,400</u>

### FY 2019 Projected Unassigned Fund Balance

Audited Unassigned Fund Balance 9/30/2017	2,704,947
Estimated FY 2018 Year End Difference	155,400
Appropriated Fund Balance FY 2018	(498,433)
Restricted Fund Bal for Build. Technology FY 2018	(26,515)
Restricted Fund Bal for Fire Control FY 2018	<u>137,729</u>
Projected Unassigned Fund Balance 9/30/2018	2,473,128
Appropriated Fund Balance FY 2019	(160,000)
Appropriated Restricted Fund Balance FY 2019	<u>169,394</u>
Projected Unassigned Fund Balance 9/30/2019	<u>2,482,522</u>

### FY 2019 Budget Summary

#### Adopted Revenues

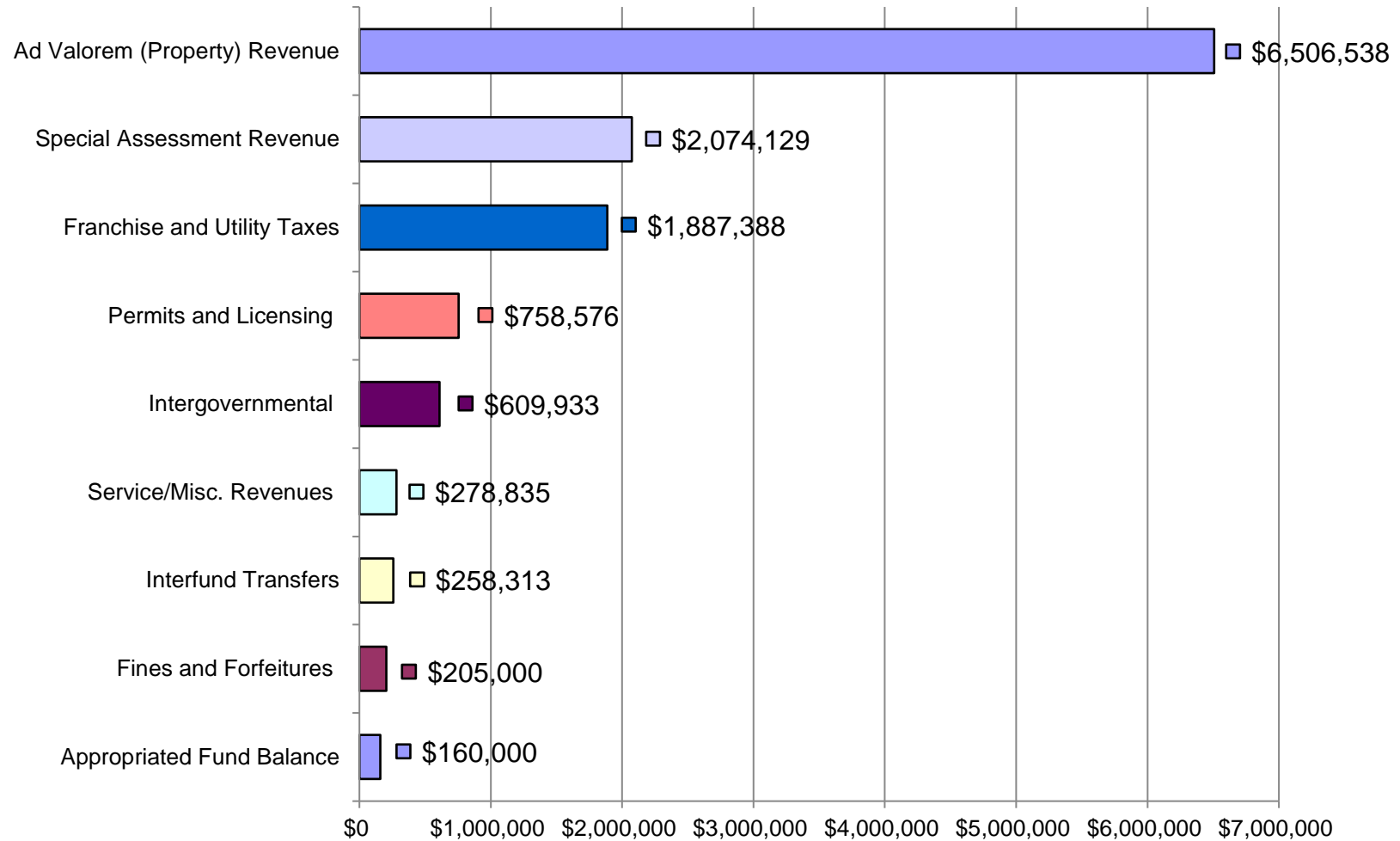
Property Tax	6,506,538
Utility and Franchise Taxes	1,887,388
Permits/Licenses/Inspections	758,576
Intergovernmental Revenues	609,933
Services Revenues	118,500
Fines & Forfeitures	205,000
Miscellaneous Revenues	2,492,777
Appropriated Fund Balance	<u>160,000</u>
<b>Total Revenue</b>	<b><u>12,738,712</u></b>

#### Adopted Expenditures

Personnel Costs	1,480,391
Operating Items	8,634,197
Capital Outlay	183,545
Non-Operating Expenses	<u>2,440,579</u>
<b>Total Expenditures</b>	<b><u>12,738,712</u></b>

Note: There is an additional \$1,203,890 in Non-spendable, Committed and Restricted Fund Balance in the General Fund as of 9/30/2017

## Total General Fund \$12,738,712 Where Do the Funds Come From?





## GENERAL FUND OPERATING REVENUE

Line Item Prefix: 001-0000-:		FY 2016 Actual	FY 2017 Actual	FY 2018 Current Budget	FY 2018 Projected	FY 2019 Adopted
311-31110	Current & Delinquent Real/Pers. Property	5,106,037	5,495,085	5,807,872	5,796,988	6,506,538
<b>TOTAL</b>	<b>Total Ad valorem Property Taxes</b>	<b>5,106,037</b>	<b>5,495,085</b>	<b>5,807,872</b>	<b>5,796,988</b>	<b>6,506,538</b>
314-31410	Electric Utility	798,646	812,587	831,815	845,161	862,064
314-31480	Gas Utility	36,372	49,051	32,493	37,237	36,306
315-31500	Communications Services Taxes	391,584	373,096	380,347	353,799	313,021
<b>TOTAL</b>	<b>Utility Fees</b>	<b>1,226,601</b>	<b>1,234,735</b>	<b>1,244,655</b>	<b>1,236,197</b>	<b>1,211,391</b>
323-32310	Electric Franchise	594,422	593,117	609,527	614,180	626,464
323-32370	Solid Waste Franchise	10,455	45,217	43,611	43,404	43,788
323-32395	Towing Franchise	9,162	5,634	7,455	5,472	5,746
<b>TOTAL</b>	<b>Franchise Fees</b>	<b>614,038</b>	<b>643,968</b>	<b>660,593</b>	<b>663,056</b>	<b>675,997</b>
316-31600	Business Tax Receipts	7,729	7,191	7,661	7,884	7,884
322-32200	Building Permits - Regulatory Fees	52,550	49,165	34,091	59,091	38,636
322-32207	Building Permits - Contractor	478,003	390,963	340,909	590,909	386,364
322-32225	Building Permits - SWR	159,499	130,321	113,636	196,970	128,788
322-32240	Building Permits - Admin Fees	66,681	30,704	31,818	31,515	20,606
322-32290	Fire Inspection Service & Fees	14,027	15,356	12,500	14,636	13,000
329-32901	Planning & Zoning Review Fees	106,491	94,677	100,000	104,000	105,000
324-32461	Impact Fee-Residential-Parks/Recreation	7,884	6,090	2,436	6,496	3,248
329-32905	In House Engineering/Fire Review Fees	65,329	54,988	53,900	53,900	53,900
329-32909	Lobbyist Fees / Registrations	300	350	150	50	150
329-32910	Certificate of Use Registration	2,630	1,599	1,000	1,000	1,000
<b>TOTAL</b>	<b>Permits/Licenses/Inspection</b>	<b>961,122</b>	<b>781,404</b>	<b>698,101</b>	<b>1,066,451</b>	<b>758,576</b>
331-33120	U.S. Public Safety Grant	-	-	128,641	-	-
331-33126	U.S. Public Safety Grant-FDLE	1,000	-	-	-	-
335-33512	State Revenue Sharing (Sales Tax)	121,823	124,420	123,463	123,207	123,823
335-33515	Beverage License	1,994	1,994	1,994	1,358	1,358
335-33518	State 1/2 Cent Sales Tax	483,380	491,312	489,813	510,265	484,752
<b>TOTAL</b>	<b>Intergovernmental - Federal/State</b>	<b>608,198</b>	<b>617,726</b>	<b>743,911</b>	<b>634,830</b>	<b>609,933</b>
341-34191	Election Qualifying Fees	500	-	200	300	-
342-34260	Ambulance Fees	151,240	116,423	126,000	97,009	108,000
347-34720	Parks/Rec & Open Spaces Serv Charge	11,047	10,197	10,500	10,500	10,500
<b>TOTAL</b>	<b>Services Revenues</b>	<b>162,787</b>	<b>126,620</b>	<b>136,700</b>	<b>107,809</b>	<b>118,500</b>
351-35150	Traffic Judgment/Fines	113,386	112,242	117,000	118,190	117,000
354-35402	False Alarm Fines	6,600	15,350	8,500	7,150	8,000
358-35820	Law Enforcement Seizures	-	1,108	-	-	-
359-35901	Code Enforcement/Lien Recovery	92,697	57,037	130,000	44,896	65,000
359-35902	Code Enforcement/Lien Recovery-Legal	89,613	28,736	15,000	15,250	15,000
<b>TOTAL</b>	<b>Fines &amp; Forfeitures</b>	<b>302,295</b>	<b>214,473</b>	<b>270,500</b>	<b>185,486</b>	<b>205,000</b>
325-32520	Special Assessment Fire	1,728,689	1,772,551	2,033,226	2,053,558	2,074,129
361-36110	Interest Earnings	16,656	37,204	39,375	60,753	62,307
362-36210	Cell Tower	59,031	61,952	63,451	63,980	66,028
364-36400	Disposition of Fixed Assets	165	19,250	-	1,750	-
366-36620	Contrib/Donation for Educa/Scholarships	10,700	20,891	7,500	17,600	10,000
369-36931	Other Misc Rev Settlements/Hurricane	-	-	-	39,314	-
369-36990	Other Misc Revenues	21,397	26,001	24,000	20,426	22,000
381-38112	Transfer From Volunteer Fund	-	-	36,049	36,049	-
382-38240	Reimbursement/Contrib from Solid Waste	185,828	205,427	225,765	225,765	258,313
399-39900	Appropriated Fund Balance	-	-	464,243	498,433	160,000
<b>TOTAL</b>	<b>Miscellaneous Revenues</b>	<b>2,022,465</b>	<b>2,143,276</b>	<b>2,893,609</b>	<b>3,017,629</b>	<b>2,652,777</b>
<b>GRAND TOTAL</b>		<b>11,003,544</b>	<b>11,257,288</b>	<b>12,455,941</b>	<b>12,708,445</b>	<b>12,738,712</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).

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. For FY 2013, Amendment 1 limits Towns to a millage rate of the roll-back rate, plus the adjustment for growth in per capita Florida income. For this year, that amount is 1.0147%.

For FY 2018, the Town of Southwest Ranches' Mayor and Town Council adopted a total rate of 4.4629 representing the Town's operating rate of 4.0579 plus an on-going TSDOR CIP rate of 0.4050. For FY 2019, the Town of Southwest Ranches adopted a total rate of 4.8311 representing the Towns operating rate of 4.4969 plus 0.3342 pertaining to the TSDOR CIP.

### **Sales and Use Taxes**

The State of Florida has a 6.0% sales tax which the Town receives a portion. 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 \$1,066,451 in General Fund revenues for FY 2018 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 \$634,830 in General Fund revenues for FY 2018 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. Total FY 2019 general fund fines and forfeitures are proposed at \$205,000.

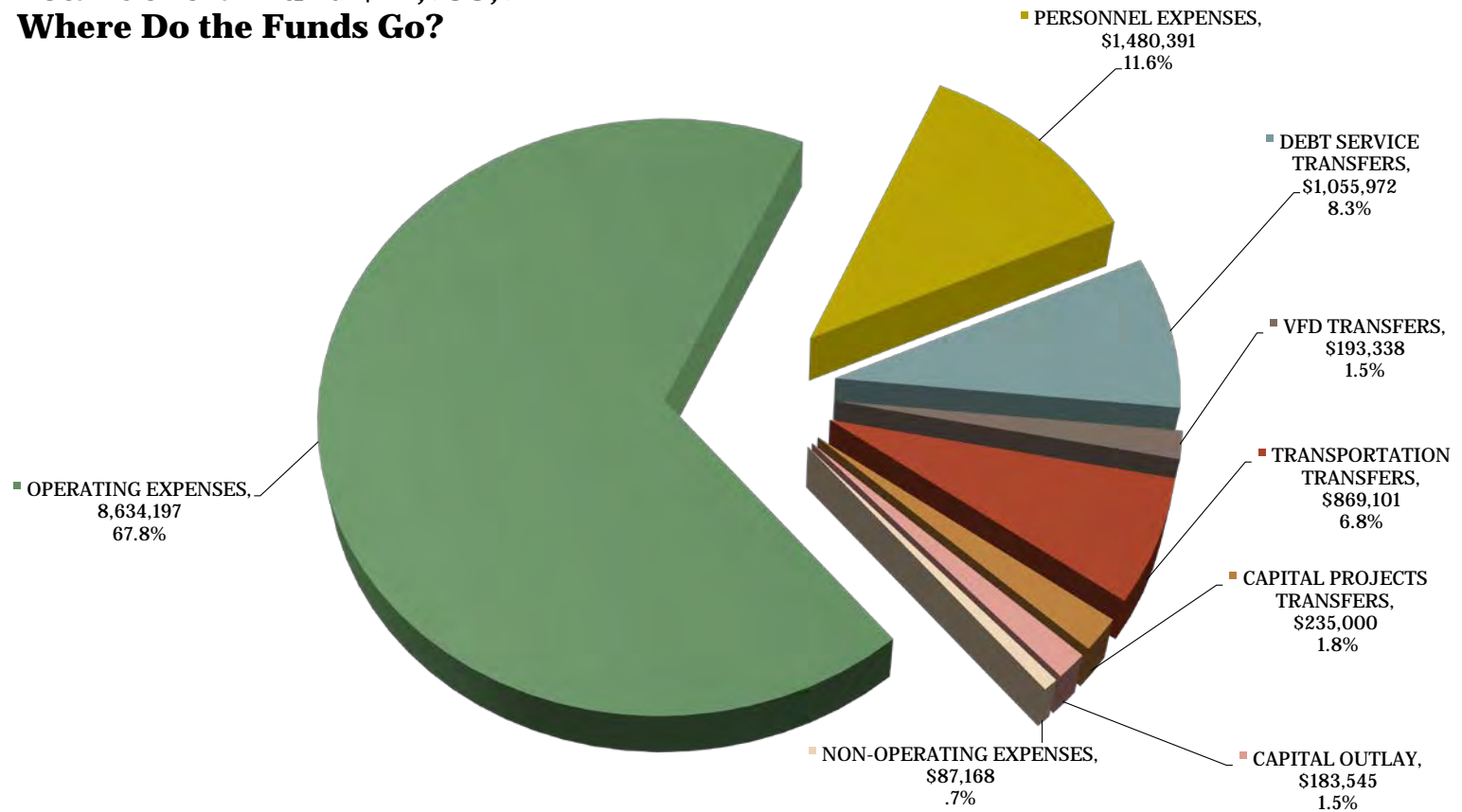
### **Miscellaneous Revenues**

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 2018, staff anticipates \$2,519,196 in miscellaneous revenues. In FY 2019 staff projects \$2,492,777 in miscellaneous revenues.

### **Appropriations:**

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 2018, staff anticipates the use of \$498,433 in unassigned fund balance. For FY 2019 Town proposes the use of \$160,000 in restricted General Fund Balance.

**Total General Fund \$12,738,712**  
**Where Do the Funds Go?**



## GENERAL FUND EXPENDITURE SUMMARY BY TYPE

Line Item		FY 2016 Actual	FY 2017 Actual	FY 2018 Current Budget	FY 2018 Projected	FY 2019 Adopted
12100	Regular Salaries & Wages	1,014,324	1,067,834	1,128,532	1,129,067	1,159,462
13100	Part-Time Salaries & Wages	44,124	22,490	25,798	23,745	27,512
14100	Overtime	84	778	1,103	1,125	1,365
525-14100	Overtime - Emergency	-	8,192	-	10,802	-
21100	Payroll Taxes	73,254	77,138	84,336	86,251	88,299
22100	Retirement Contribution	46,432	57,616	61,425	73,673	75,776
23100	Life & Health Insurance	77,079	82,676	93,154	98,348	108,078
24100	Workers Compensation	10,659	9,276	14,741	14,302	14,898
25100	Unemployment Compensation	-	-	5,000	-	5,000
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>1,265,956</b>	<b>1,326,000</b>	<b>1,414,089</b>	<b>1,437,314</b>	<b>1,480,391</b>
31010	Professional Services	171,327	171,797	198,850	203,946	219,100
31020	Lawsuits and Prosecutions	280,746	287,502	300,000	431,253	441,500
31030	Lawsuits - Code Enforcement	96,264	99,007	95,000	106,538	100,000
31040	Lawsuits - Planning and Zoning	5,775	7,755	10,000	7,694	10,000
31090	Lobbyist	42,090	42,135	48,000	48,000	48,000
32100	Accounting and Auditing	47,101	43,158	57,009	46,367	58,944
34100	Other Contractual Services	5,708,403	5,784,181	6,404,950	6,618,377	6,808,626
525-34100	Other Contractual Serv. - IRMA	-	4,205	-	365	
34300	Other Contractual Svcs - P&Z Permits	66,296	53,612	61,000	50,000	60,000
34310	Other Contractual Svcs - P&Z Hearings	31,609	46,158	40,000	54,000	45,000
34320	Other Contractual Svcs - P&Z Town Req	31,801	7,486	17,250	17,250	17,250
34330	Other Contractual Svcs - P&Z Land Use	23,119	18,346	22,500	20,000	22,500
40100	Mileage Reimbursement	53	12	1,450	225	1,400
41100	Telecommunications	26,775	22,809	25,550	20,760	22,760
525-41100	Telecommunications - Emergency	-	339	-	-	-
42100	Postage	18,930	20,476	23,000	21,000	23,000
525-42100	Postage - Emergency	-	-	-	58	-
43100	Electricity	26,418	30,686	34,600	35,200	35,800
43110	Water & Sewer	25,501	17,399	21,050	20,950	20,950
525-43110	Water & Sewer - Emergency	-	1,524	-	680	-
44020	Building Rental/Leasing	3,769	3,877	2,896	3,108	3,208
44030	Equipment Leasing	19,308	19,150	21,500	21,500	20,167
45100	Property and Liability Insurance	99,779	98,356	113,714	105,982	110,221
46010	Maintenance Service/Repair Contracts	12,942	13,362	30,192	30,192	16,192
46020	Building Maintenance	21,282	21,124	24,500	20,000	21,500
46030	Equipment Maintenance	28,313	27,098	33,940	29,140	32,579
46040	Grounds Maintenance-Parks	178,523	198,758	231,800	231,800	192,649
525-46040	Ground Maintenance-Emergency	-	6,920	-	15,725	-
46050	Tree Maintenance/Preservation	22,802	35,182	31,500	31,500	31,500
46060	Lake Maintenance	15,780	15,780	15,780	15,780	15,780
46110	Miscellaneous Maintenance	30,408	40,782	25,420	20,720	30,000
525-46110	Miscellaneous Maint - Emergency	-	-	-	2,638	-
46120	Vehicle Maintenance	19,078	24,938	19,000	17,500	18,500
46500	Software Maintenance	32,614	26,857	36,850	34,650	43,806
48100	Promotional Activities/Newsletter	23,803	23,483	25,000	23,944	25,000
48110	Promotional Activities/Town Events	23,957	21,847	22,500	20,470	22,500

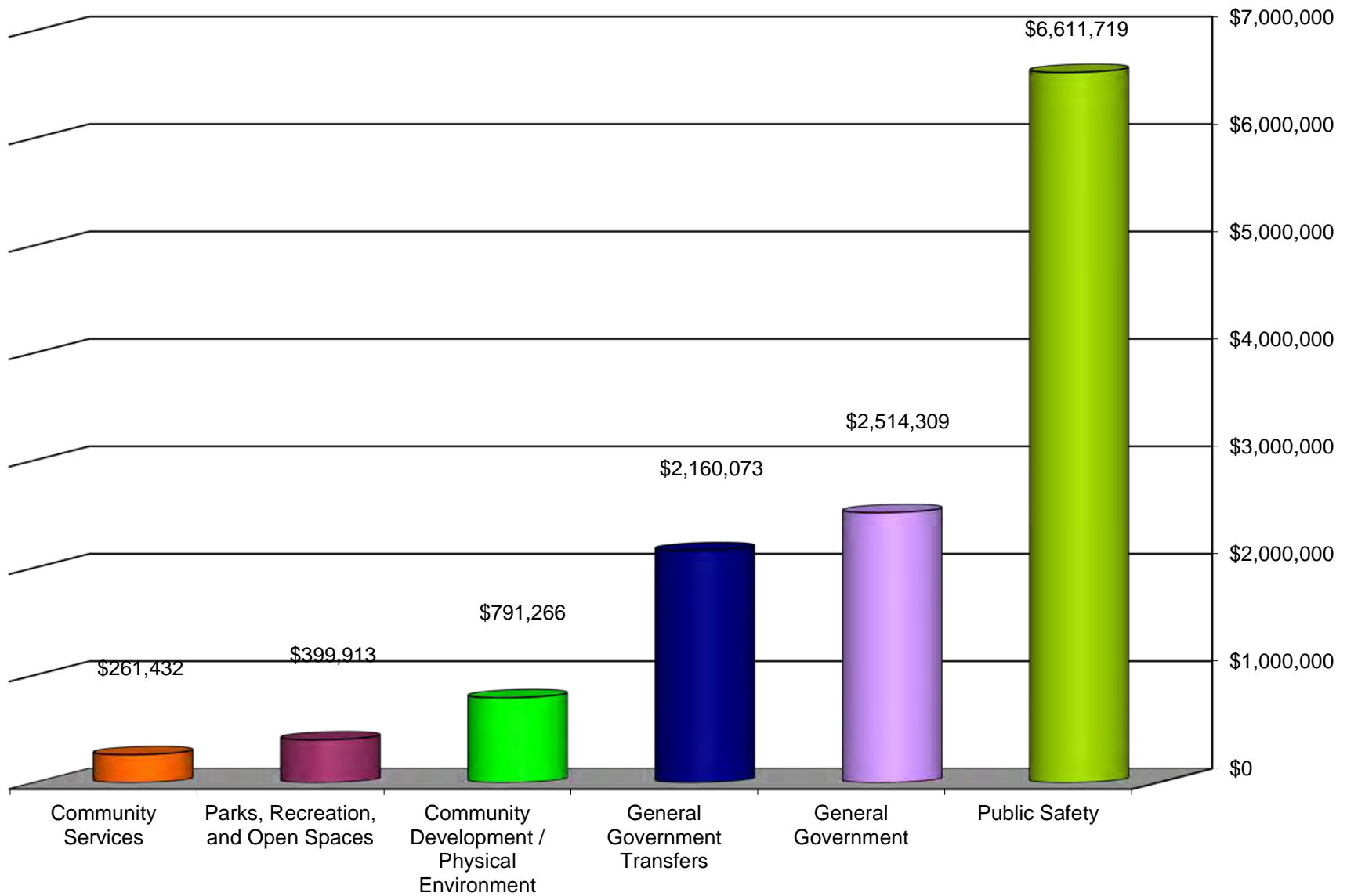
## GENERAL FUND EXPENDITURE SUMMARY BY TYPE

Line Item		FY 2016 Actual	FY 2017 Actual	FY 2018 Current Budget	FY 2018 Projected	FY 2019 Adopted
49100	Other Current Charges	4,300	3,567	41,593	36,904	11,250
49110	Legal Advertisement	11,793	14,366	12,000	10,000	12,000
51100	Office Supplies	25,082	20,751	21,500	21,500	21,500
52140	Uniforms	1,489	66	2,000	2,000	2,000
52160	Gasoline	11,623	10,978	16,000	11,500	15,000
525-52160	Gasoline - Emergency	-	6,544	-	-	-
52900	Miscellaneous Operating Supplies	8,478	7,500	7,500	8,000	11,000
525-52900	Misc Op Supp - Emergency	-	39	-	-	-
54100	Subscriptions and Memberships	6,312	6,628	11,065	9,755	11,065
55100	Training and Education	4,771	4,579	15,350	12,100	14,850
55200	Conferences and Seminars	8,434	12,574	17,100	16,500	17,100
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>7,216,847</b>	<b>7,323,691</b>	<b>8,138,909</b>	<b>8,455,571</b>	<b>8,634,197</b>
63100	Infrastructure - General	-	-	-	-	-
63120	Infrastructure - Fire Wells	21,095	21,095	30,000	17,500	30,000
64100	Machinery and Equipment	56,245	40,568	348,628	113,114	153,545
525-64100	Machinery and Equipment - Emergency	-	-	-	4,509	-
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>77,339</b>	<b>61,662</b>	<b>378,628</b>	<b>135,123</b>	<b>183,545</b>
82100	Aid to Private Organizations	14,977	43,142	34,924	45,024	17,600
91101	Transfers to Transportation Fund	1,012,341	913,393	1,196,243	1,196,243	869,101
91102	Transfers to Volunteer Fire Fund	105,899	144,280	149,324	149,324	193,338
91201	Transfers to Debt Service Fund	2,356,487	938,347	970,670	1,004,860	1,055,972
91301	Transfers to Capital Projects Fund	607,500	145,350	129,586	129,586	235,000
99100	Contingency-Operating	-	-	20,685	-	44,568
99100	Contingency - Fire Apparatus Replace	-	-	22,883	-	25,000
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>4,097,204</b>	<b>2,184,512</b>	<b>2,524,315</b>	<b>2,525,037</b>	<b>2,440,579</b>
<b>TOTAL</b>	<b>GENERAL FUND</b>	<b>12,657,347</b>	<b>10,895,865</b>	<b>12,455,941</b>	<b>12,553,045</b>	<b>12,738,712</b>

## General Fund Expenditure Summary by Department

Department	FY 2016 Actual	FY 2017 Actual	FY 2018 Current Budget	FY 2018 Projected	FY 2019 Adopted
Legislative	130,871	160,172	163,411	167,572	146,087
Town Attorney	534,601	546,907	570,000	718,445	736,500
Executive	451,962	476,415	505,271	516,042	523,982
Finance	337,629	395,973	438,872	435,433	460,999
Town Clerk	239,789	223,873	226,181	225,951	264,287
Building Services	530,553	444,333	375,000	650,000	425,000
Code Dev : Code Enforce & Zoning	198,008	185,249	214,700	204,700	280,516
Planning Services	86,529	71,989	80,750	91,250	85,750
Public Works : Engineering & C.S.	205,237	226,261	250,311	250,521	261,431
Public Safety - Police	2,342,221	2,386,777	2,670,000	2,609,792	2,792,391
Public Safety - Fire Admin+VF Svcs	2,951,243	3,073,834	3,843,963	3,558,525	3,819,328
Parks, Recreation and Open Spaces	361,554	411,897	434,791	447,029	399,913
Non-Departmental	4,287,150	2,292,184	2,682,691	2,677,784	2,542,528
<b>Total</b>	<b>12,657,347</b>	<b>10,895,865</b>	<b>12,455,941</b>	<b>12,553,045</b>	<b>12,738,712</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.

### Personnel Complement

Position Title	Adopted FY 2018			Adopted FY 2019		
	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 2016 Actual	FY 2017 Actual	FY 2018 Current Budget	FY 2018 Projected	FY 2019 Adopted
Suffix	Object Description					
12100	Regular Salaries & Wages	63,000	63,000	63,000	63,000	63,000
21100	Payroll Taxes	4,820	4,820	4,820	4,820	4,820
24100	Workers Compensation	1,100	1,155	1,667	1,667	1,667
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>68,920</b>	<b>68,975</b>	<b>69,487</b>	<b>69,487</b>	<b>69,487</b>
31090	Lobbyist	42,090	42,135	48,000	48,000	48,000
40100	Mileage Reimbursement	-	-	1,000	-	1,000
49100	Other Current Charges	2,694	529	2,000	61	2,000
54100	Subscriptions and Memberships	1,137	1,549	2,500	2,000	2,500
55200	Conferences & Seminars	1,054	3,843	4,000	3,000	4,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>46,974</b>	<b>48,055</b>	<b>57,500</b>	<b>53,061</b>	<b>57,500</b>
82100	Other Grants/Aid	14,977	43,142	34,924	45,024	17,600
99100	Contingency	-	-	1,500	-	1,500
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>14,977</b>	<b>43,142</b>	<b>36,424</b>	<b>45,024</b>	<b>19,100</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>130,871</b>	<b>160,172</b>	<b>163,411</b>	<b>167,572</b>	<b>146,087</b>

### Major Variance from Current Budget FY 2018 to Projected FY 2018

Code	Amount	Explanation
82100	\$10,100	Higher SEAB scholarships than anticipated

### Major Variance or Highlights of the Departmental Budget - FY 2018 Projected to FY 2019 Adopted

Code	Amount	Explanation
82100	(\$27,424)	Lower due to Neighborhood Grant anticipated to be complete

## **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 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. The Town Attorney supports the Town Administrator, Town Financial Administrator and all Town departments by preparing, negotiating, and reviewing contracts, 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 2017/2018 Accomplishments:**

- Successfully thwarted the attempted de-annexation of Town property by the City of Pembroke Pines.
- Successfully prosecuted illegal, for-profit mansion parties held within the Town.
- Assisted Town in successfully achieving a \$500,000 grant from the Florida Legislature.
- Successfully obtained payment of over \$5,000 for reimbursement of the damaged guardrail on 178<sup>th</sup> Avenue and 60<sup>th</sup> Street.
- Provided ongoing legal assistance with the Transportation Surface & Drainage Ongoing Rehabilitation (TSDOR) CIP program.
- Collected, with the assistance of Code Enforcement, over \$50,000 in code enforcement fines.
- Successfully assisted Town in closing on a new \$10,000,000 tax-exempt, bank qualified emergency line of credit.
- Worked on Capital Project and new program modification contract implementation.
- Drafted numerous procurements and related contracts. Assisted town in fully implementing and complying with new federal 2 CFR Section 200 procurement guidelines.

- Protected Town's legal interests relating to its sovereignty.
- Worked on issues relating to telecommunication and water delivery.
- Worked on issues relating to sober homes.
- Worked on issues relating to cannabis regulations.
- Completed Charter Officials contract renegotiations.

#### **Issues:**

- 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 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 2018/2019 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 and 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 2016 Actual	FY 2017 Actual	FY 2018 Current Budget	FY 2018 Projected	FY 2019 Adopted
Suffix	Account Description					
31010	Professional Services	151,815	152,643	165,000	172,960	185,000
31020	Lawsuits & Prosecutions - General	280,746	287,502	300,000	431,253	441,500
31030	Lawsuits - Code Compliance	96,264	99,007	95,000	106,538	100,000
31040	Lawsuits - Planning & Zoning	5,775	7,755	10,000	7,694	10,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>534,601</b>	<b>546,907</b>	<b>570,000</b>	<b>718,445</b>	<b>736,500</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>534,601</b>	<b>546,907</b>	<b>570,000</b>	<b>718,445</b>	<b>736,500</b>

### Major Variance from Current Budget FY 2018 to Projected FY 2018

Code	Amount	Explanation
31020	\$131,253	External Litigation higher than anticipated
31030	\$11,538	Higher code compliance cases/lawsuits than anticipated

### Major Variance or Highlights of the Departmental Budget - FY 2018 Projected to FY 2019 Adopted

Code	Amount	Explanation
31010	\$12,040	Higher provision for anticipated litigation in FY 19
31020	\$10,247	Higher provision for anticipated litigation in FY 19

## 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, the Executive Assistant to the Town Administrator, and the Front Desk Customer Service Team consisting of the Administrative Specialist, Administrative Assistant and Customer Service Volunteers. The Executive Department's responsibility is to provide leadership, direction, administrative oversight, 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 the continuity of operations after an emergency or disaster incident such as a hurricane. Accordingly, the General Services Manager also assists and serves as the designated Emergency Manager.

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, as well as advises Council on any other significant issues.

### FY 2017/2018 Accomplishments (\* - strategic plan initiative)

- Successfully implemented a newly negotiated combined contract for Police and Emergency Fire Rescue services for the Town with the Town of Davie. \*
- Successfully transitioned a new vendor for Solid Waste, Recycling and Bulk services. \*
- Continuation of the Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR) program. \*
- Completed Guardrails along Griffin Road. \*
- Secured via a competitive procurement a new vendor for Fire Well installation and repairs. \*
- State Appropriations- successfully worked with our state lobbyists to secure \$340,000 in funding for various drainage projects. \*
- Emergency Management: Town facilities were well secured, clean-up commenced following Hurricane Irma in an orderly manner.
- Implemented the use of various social media to improve communications with residents. \*

**Issues:**

- Continuing management of the TSDOR capital improvement project.
- Explore opportunities for the former CCA property in advance of its scheduled principal balloon payment.
- Increase training opportunities for Staff.
- Pursue grants and other funding options to increase operational effectiveness.
- Ensure compliance with FEMA guidelines, including new 2 CFR section 200 requirements, to qualify for and maximize Town reimbursement.

**Fiscal Year 2018/2019 Performance Objectives: (\* - strategic plan initiative)**

- Secure opportunities for the former CCA property. \*
- Complete the Modular Building for Emergency Fire Services. \*
- Update existing Administrative Policy and Procedures as well as implementation of new Administrative Policies and Procedures.
- Long-term development of the TSDOR-roadway repaving plan.
- Update and continue to improve Emergency Management Plans. \*
- Locate and secure a site for a permanent Public Safety Building/EOC. \*
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

**Personnel Complement:**

	Adopted FY 2018			Adopted FY 2019		
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			1		
Administrative Assistant		1			1	
<b>Total</b>	<b>4</b>	<b>1</b>		<b>4</b>	<b>1</b>	

## Executive Department Expenditures

Line Item Prefix: 001-1400-512-:		FY 2016 Actual	FY 2017 Actual	FY 2018 Current Budget	FY 2018 Projected	FY 2019 Adopted
Code Suffix	Object Description					
12100	Regular Salaries & Wages	316,126	323,579	341,899	339,801	347,802
13100	Part-Time Salaries & Wages	-	11,905	14,332	12,825	15,587
14100	Overtime	-	-	-	-	-
525-14100	Overtime - Emergency	-	5,516	-	10,569	-
21100	Payroll Taxes	20,476	22,909	24,183	25,329	25,444
22100	Retirement Contribution	18,198	17,578	20,455	25,390	25,820
23100	Life & Health Insurance	31,301	30,714	29,978	31,492	34,369
24100	Workers Compensation	630	688	1,274	1,261	1,311
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>386,732</b>	<b>412,889</b>	<b>432,121</b>	<b>446,667</b>	<b>450,332</b>
31010	Professional Services	3,500	3,500	4,500	7,386	5,000
40100	Mileage Reimbursement	-	-	150	75	150
42100	Postage - Newsletter	10,579	9,890	12,000	10,000	12,000
48100	Promotional Activities / Newsletter	23,803	23,483	25,000	23,944	25,000
48110	Promotional Activities / Town Events	23,957	21,847	22,500	20,470	22,500
54100	Subscriptions and Memberships	1,236	1,714	2,000	2,000	2,000
55100	Training and Education	796	468	2,000	1,000	2,000
55200	Conferences and Seminars	1,359	2,624	3,500	4,500	3,500
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>65,230</b>	<b>63,526</b>	<b>71,650</b>	<b>69,375</b>	<b>72,150</b>
99100	Contingency	-	-	1,500	-	1,500
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>-</b>	<b>-</b>	<b>1,500</b>		<b>1,500</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>451,962</b>	<b>476,415</b>	<b>505,271</b>	<b>516,042</b>	<b>523,982</b>

### Major Variance from Current Budget FY 2018 to Projected FY 2018

Code	Amount	Explanation
22100	\$4,935	Increase due to higher 401(K) match awarded in FY 2018
31010	\$2,886	Increase due to temporary contractual help required

### Major Variance or Highlights of the Departmental Budget - FY 2018 Projected to FY 2019 Adopted

Code	Amount	Explanation
23100	\$2,877	Increase needed for higher anticipated insurance cost
31010	(\$2,386)	Decrease due to timing of hiring a part time receptionist



# Finance Department

## Services, Functions, and Activities:

The Finance 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, 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.

Budgeting responsibilities include: development, revision, publication, managing the adoption process, implementation, monitoring the budget throughout the year, 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 minimally 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 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 minimally include providing necessary training and communication on finance related items, providing information for departmental research/reports and Town Council communications, supporting requests of the Town

Council and all other interested parties, assisting with the identification of service resources.

Purchasing and Contracts Management responsibilities include: reviewing departmental proposals for purchases, assisting with reviews of letters of interest and similar documents, monitoring and managing Town-wide contracts, assisting with grant compliance and other special revenue management and seeking Townwide efficiencies in the purchasing function.

Risk and Emergency Management responsibilities include, but it is not limited to: safety and risk management including compliance, risk related policy development and recommendations, Florida & Grants PA website initiation and maintenance, FEMA coordination, documentation including requests for reimbursement.

### **Fiscal Year 2017/2018 Accomplishments (\*strategic plan initiatives):**

- Timely filed an award eligible Comprehensive Annual Financial Report (CAFR) for FY 2017 without external audit management comments\*.
- Continued to provide a quarterly expense to budget analysis to Town Council and interested parties, on the Town's financial condition\*.
- Obtained "best-offer" Bank proposals then evaluated and advised resulting in a Council approval of a 10 million emergency line of credit with a 125 basis-point reduction in interest expense.
- Negotiated and consolidated the existing Town Disability Insurance carrier to a lower renewal cost.
- Successfully migrated the FY 2018 residential Fire Assessment and Solid Waste/ Recycling fees to the Property Appraiser.
- Improved and streamlined as well as increased invoicing and collections of public hearing cost recovery/public hearing matters with the assistance of Code Enforcement, Engineering and Legal Departments\*.
- Successfully updated and managed the Townwide Defined Contribution retirement program.
- Issued the Town's first fully 2 CFR section 200 federal compliance procurement.
- Fully integrated a purchasing policy manual comprising all the existing Town's procurement codifications.
- Continued to successfully manage a segregated operating millage into two components: Regular operating and TSDOR\*.
- Successfully in compliance with newly revised and imposed debt service covenants.
- Participated in transitioning a new vendor for Solid Waste, Recycling and Bulk services operations and accounting reporting.
- Managed Hurricane Irma cash flow and emergency management FEMA and State-DHS reimbursement procedures.
- Created and distributed the "budget brief" pamphlet which gave residents and users an overview of FY 2018 adopted budget.
- Updated the terms and conditions on the Town's purchase order form and established a control to ensure department heads are transmitting the form to vendors.

- Revised the Town's Master Project list to include the tracking of all projects funded during the fiscal year and maintain continuous update of these projects through completion.

#### **Issues:**

- Southwest Ranches Volunteer Fire Rescue, Inc. (a blended component unit), a number of human resources processes have become retained by the Volunteers. This retention results in delays in volunteer application approval.
- 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 resources.
- Department would like to always be consulted with more lead time regarding purchasing and/or policy changes which effect the Town's financial condition or processes.

#### **Fiscal Year 2018/2019 Performance Objectives:**

- To assist with the timing of funding for newly approved Transportation capital project infrastructure (TSDOR and State Appropriation Grant) needs.
- To expand and increase existing Abila financial software functionalities to increase performance and efficiencies.
- To manage all approved existing and/or refinanced debt issuance required to fund capital improvements.
- Competitively procure the services for an Independent Auditor in accordance with Town Charter.
- Comply with all financial aspects of the new Solid & Bulk Waste and Recycling services contract.
- Continue to facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

#### **Personnel Complement:**

	Adopted FY 2018			Adopted FY 2019		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
<b>Town Financial Administrator</b>	1			1		
<b>Controller</b>	1			1		
<b>Procurement &amp; Budget Officer</b>	1			1		
<b>Accounting Clerk</b>	1			1		
<b>Total</b>	4			4		

## Finance Department Expenditures

Line Item Prefix: 001-1600-513-:		FY 2016 Actual	FY 2017 Actual	FY 2018 Current Budget	FY 2018 Projected	FY 2019 Adopted
Code Suffix	Object Description					
12100	Regular Salaries & Wages	235,822	283,497	298,896	302,146	307,575
14100	Overtime	84	778	1,103	1,125	1,365
525-14100	Overtime - Emergency	-	1,474	-	233	-
21100	Payroll Taxes	16,672	20,514	21,963	22,821	23,380
22100	Retirement Contribution	11,956	16,139	17,633	21,827	22,178
23100	Life & Health Insurance	21,940	25,095	31,396	33,230	36,641
24100	Workers Compensation	460	598	1,072	1,084	1,115
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>286,934</b>	<b>348,095</b>	<b>372,063</b>	<b>382,466</b>	<b>392,255</b>
32100	Accounting and Auditing	47,101	43,158	57,009	46,367	58,944
49100	Other Current Charges	845	15	1,000	500	1,000
54100	Subscriptions and Memberships	985	1,270	2,000	1,750	2,000
55100	Training and Education	40	564	1,800	1,350	1,800
55200	Conferences and Seminars	1,724	2,871	3,500	3,000	3,500
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>50,695</b>	<b>47,878</b>	<b>65,309</b>	<b>52,967</b>	<b>67,244</b>
99100	Contingency	-	-	1,500	-	1,500
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>-</b>	<b>-</b>	<b>1,500</b>	<b>-</b>	<b>1,500</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>337,629</b>	<b>395,973</b>	<b>438,872</b>	<b>435,433</b>	<b>460,999</b>

### Major Variance from Current Budget FY 2018 to Projected FY 2018

Code	Amount	Explanation
22100	\$4,194	Increase due to higher 401(K) match awarded in FY 2018
32100	(\$10,642)	Lower auditing expenses than anticipated

### Major Variance or Highlights of the Departmental Budget - FY 2018 Projected to FY 2019 Adopted

Code	Amount	Explanation
32100	\$12,577	Increase to accommodate a State and Federal single audit

# **Town Clerk Department**

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

The Town Clerk and Deputy Town Clerk provide administrative services for the Town Council, the Local Planning Agency, and the municipal corporation. The Town Clerk is a charter official and reports to the Town Administrator, the Town Council and 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. The Assistant Town Administrator assigned responsibilities include management of the Town of 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 vendor for building department services, C.A.P. Government, Inc.

The Town Clerk 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 and supervision of elections. Services provided to the Town Council include scheduling, minute taking, agenda preparation, advertising and other duties related to coordination of Town Council meetings, recording and retention of documents. The Deputy Town Clerk not only acts with all the authority of the Town Clerk during periods of absence but also serves as the Staff Liaison for the School and Education Advisory Board (SEAB). Information Technology responsibilities comprise active, internal management of daily computer resource reliability and its efficient utilization. It also includes managing the Interlocal Agreement for 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, as well as managing and supervising Town website content.

## **Fiscal Year 2017/2018 Accomplishments:**

- Oversaw the commencement of implementation and enhancement of the Geographic Information System (GIS) to improve service delivery.
- Installation of new firewall allowing for increased internet and network speed.
- Established social media presence for Town on Facebook and Twitter.
- Established a YouTube Channel for Town thereby creating enhanced access for Town residents of Town Council meetings.
- Successfully migrated several hundred permit files from Town's building permit services provider Cap Government, Inc. that date back to 2006 into Town's enterprise records management system.
- Successful implementation of a telephone backup system that will provide seamless telephone service in the event of an outage with primary service.
- Provided introductory records management training to all town staff.
- Received, processed and completed a total of 103 public records requests from October 1, 2017 to September 30, 2018 while acknowledging these requests within 2 business days 97% of the time, exceeding the performance measures outlined in the Town's Strategic Plan.

- Posted 27 meeting notices at least 2 days prior to meeting 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.

#### **Issues:**

- Significant investment in information technology to fund replacement program to include computers, servers, and peripherals.
- Full utilization by Town Council of an electronic agenda.
- Digitization of closed planning contractor permit files.
- Development of a written general public records and email retention policy.
- Town should also have a written disaster plan policy on how records will be preserved during a severe weather event.

#### **Fiscal Year 2018/2019 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.
- Maintain computer hardware with an average age of five years or less, subject to funding availability.
- 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.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

#### **Personnel Complement:**

	Adopted FY 2018			Adopted FY 2019		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Clerk	1			1		
Deputy Town Clerk	1			1		
<b>Total</b>	<b>2</b>			<b>2</b>		

## Town Clerk Department Expenditures

Line Item prefix: 001-1800-512-:		FY 2016 Actual	FY 2017 Actual	FY 2018 Current Budget	FY 2018 Projected	FY 2019 Adopted
Suffix	Object Description					
12100	Regular Salaries & Wages	170,907	145,288	154,875	154,875	161,070
13100	Part-Time Salaries & Wages	6,721	-	-	-	-
525-14100	Overtime - Emergency	-	72	-	-	-
21100	Payroll Taxes	11,672	9,363	11,848	11,848	12,322
22100	Retirement Contribution	10,060	11,280	9,844	12,994	13,643
23100	Life & Health Insurance	7,588	7,121	8,060	8,531	9,410
24100	Workers Compensation	342	284	554	554	581
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>207,290</b>	<b>173,409</b>	<b>185,181</b>	<b>188,801</b>	<b>197,027</b>
34100	Other Contractual Services	8,929	22,719	13,250	13,250	37,860
40100	Mileage Reimbursement	-	12	100	-	100
46500	Software Maintenance	7,944	5,880	7,650	7,650	5,800
49100	Other Current Charges	-	3,023	1,000	250	4,500
49110	Legal Advertisement	11,793	14,366	12,000	10,000	12,000
54100	Subscriptions and Memberships	1,282	1,365	2,000	1,500	2,000
55100	Training and Education	1,485	1,322	2,000	1,500	2,000
55200	Conferences and Seminars	1,067	1,777	3,000	3,000	3,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>32,499</b>	<b>50,464</b>	<b>41,000</b>	<b>37,150</b>	<b>67,260</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>239,789</b>	<b>223,873</b>	<b>226,181</b>	<b>225,951</b>	<b>264,287</b>

### Major Variance from Current Budget FY 2018 to Projected FY 2018

Code	Amount	Explanation
22100	\$3,150	Increase due to higher 401(K) match awarded in FY 2018

### Major Variance or Highlights of the Departmental Budget - FY 2018 Projected to FY 2019 Adopted

Code	Amount	Explanation
34100	\$24,610	Increase due to Program Mod for GIS Consultant
49100	\$4,250	Increase due to anticipated election expenses

# FUNDED

Town of Southwest Ranches, Florida

## FY 2019 Program Modification

### Contractual GIS Technician Services

Department Name	Division Name	Fund	Priority	Fiscal Impact
Town Clerk	Town Clerk	General	1	\$20,000

#### Justification and Description

This request is for the utilization of a Geographic Information Systems (GIS) Technician to leverage the current GIS software system to a greater potential. The current GIS system was acquired in November of 2016. The system was acquired to assist with wetlands determinations, assist with the planning and maintenance of the Town's Capital Projects, and to assist other departments by providing geographical representation of other Town projects. It has an annual software maintenance renewal fee. While several layers, including parcels, wetlands, fire wells, and fire and police zones, have been developed by staff and through acquisition by the County, the development of new layers has proven challenging given staff's other duties and responsibilities. To be more responsive to the greater number of Town Council and resident desire for additional GIS layers, it is proposed that a GIS Technician be utilized on a contractual basis.

This option is preferred rather than hiring part-time staff or seeking interns for controlling the work, and the quality and accuracy will be better utilizing a contracted vendor. Funding is proposed (#800 hours @ \$25 per) via the existing restricted building technology fund balance and which is in compliance with a Town Attorney opinion enabling such treatment therefore having no impact on the proposed millage rate.

The Assistant Town Administrator/Town Clerk and Town Engineer lead the GIS program. Once in place the GIS Technician will be tasked with creating layers that track proposed and actual TSDOR construction, ROW acquisition, and public/private roads during Fiscal Year 2019 and thereafter subject to restricted building technology funding availability.

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

If not funded, the development of additional GIS layers to address the growing demands of residents and the Town Council will not progress timely, thereby resulting in inferior service delivery. Instead of utilizing the services of a contracted vendor, the Town could choose to hire a part-time employee with the skillset required. The Town could also choose to seek interns to perform this work. This latter option is not recommended as the risk in doing so is great as there has historically been a lack of accountability when interns have been utilized and could lead to errors in accuracy, resulting in potential liability to the Town as well as negative public image.

#### Required Resources

Line item	Title or Description of request	Cost
001-1800-512-34100	Professional Services-GIS Technician	\$20,000



## **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 safeguard the health, safety, and welfare of Town residents and the business community through the enforcement of building codes and standards. CAP administers and enforces minimum housing/unsafe structure regulations relating to permitting that affect property structures and the environment. CAP inspectors and plan reviewers are FEMA certified, NIMS certified for emergency services. CAP implements the minimum requirements of the Florida Building Code (FBC) and Broward County Administrative Provisions currently in effect to safeguard the public health, safety, and general welfare.

CAP ensures that certified Inspectors:

- Perform the required inspections in structural, electrical, plumbing, and mechanical trades.
- Schedule and track inspections for the zoning, landscaping, engineering, and fire departments.
- Issue certificates of occupancy and certificates of completion.
- Maintain continuing education requirements and annual license certifications.

CAP Building Responsibilities:

- Requires property owners or contractors who they hire to get a permit for any new construction or alterations to an existing residential or commercial building. This ensures conformance with the Florida Building Code and all applicable building codes, laws, rules and resolutions in effect in Broward County.
- Performs inspections to verify work is done according to these laws which protect the health safety and welfare of the public while helping the business or home owner avoid enforcement penalties for non-compliant work.

### **FY 2017/2018 Accomplishments:**

- Assisted Town with organizing building plans in order to be scanned by another contractor.
- Continued development of Staff to be more efficient. This includes the clarification of duties and responsibilities, educational classes which provide training, and, during hurricane season, helping with the functions needed in order to make the Town safe.
- Maintained turnaround time for a single family residential permit to less than a week, once the plans have been assigned to the building department.

- Southwest Ranches ISO rating (The Building Code Effectiveness Grading Schedule Result) put us at a top 2.0% of the nation's highest rated Building Departments. Both Residential and Commercial maintained a 2 rating (where a rating of 1 is highest and 10 is the lowest. This can result in lowering the resident's insurance premiums. (This evaluation is based on the education, training and volume of CAP personnel.

#### **Issues:**

- Due to increased volume, CAP has been unable to participate in monthly staff meetings to be better informed of current or future happenings within the Town of Southwest Ranches.
- Documents are submitted by contractors and property owners, and at times do not have all required paperwork. Permitting process has been revised to prevent building department review unless prior approval has been received from engineering and zoning.
- Ongoing follow up with customers to close out expired, incomplete or opened permits.
- Citizenserve software is capable of registration of contractors on file. However utilization and processing to promote efficiency is not being fully utilized.

#### **FY 2018/2019 Performance Objectives:**

- Continue to proactively attract economic development investors to the town
- Town Website enhancements including a) Instructions on how to use the Portal, b) A link to the Portal "permit on line link", c) A link to a fillable inspection request that can be emailed, d) A link to the fee schedule.
- Continue to improve internal departmental operations and customer service thru training and development of all staff.
- Improve CAP internal controls for documentation, storage and notification of permits and licenses.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

## Building Services Department Expenditures

Line Item Prefix: 001-2100-524-:		FY 2016 Actual	FY 2017 Actual	FY 2018 Current Budget	FY 2018 Projected	FY 2019 Adopted
Suffix	Object Description					
34100	Other Contractual Services	530,553	440,128	375,000	650,000	425,000
525-34100	Other Contractual Serv. - IRMA	-	4,205			
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>530,553</b>	<b>444,333</b>	<b>375,000</b>	<b>650,000</b>	<b>425,000</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>530,553</b>	<b>444,333</b>	<b>375,000</b>	<b>650,000</b>	<b>425,000</b>

### Major Variance from Current Budget FY 2018 to Projected FY 2018

Code	Amount	Explanation
34100	\$275,000	Higher due to increased residential development than anticipated

### Major Variance or Highlights of the Departmental Budget - FY 2018 Projected to FY 2019 Adopted

Code	Amount	Explanation
34100	(\$225,000)	Anticipated reduction 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 Code Services Inc., a contractual firm consisting of a Community Development Director, a Code Enforcement Officer, a Landscape Inspector, and an Administrative Coordinator. This Department is responsible for the health, safety and welfare of the residents of the Town of Southwest Ranches through the enforcement of Code and Zoning regulations as established by the Town Council on a reactive basis, with the following issues in a proactive manner: overgrown properties, property maintenance, bulk and fill. The Department provides support to the Engineering Department by performing inspection services as needed. The Department also provides support to the Finance Department with the Annual Fire Inspection fees (Commercial) as well as supporting the Clerk's Office with its record requests.

Furthermore, the Department oversees all Zoning Permit plan reviews for additions, detached structures, and overall development, performing all zoning inspections, and issuance of Certificates of Use for local businesses. The Department also reviews, inspects and monitors tree removals, property clearing and Landscape reviews.

The Department's philosophy is to provide as much information as possible to residents and visitors to educate them in matters related to potential code violation, sections of the code that affect each resident of our Town, and zoning issues that may arise from time to time. This is accomplished daily by meeting with residents, via articles which are placed in our newsletter, and in a link within the Department Town's webpage. The purpose of this philosophy has been labeled by our mission motto as "Correction and Compliance via Education."

### **Fiscal Year 2017/2018 Accomplishments (\*strategic plan initiatives):**

- Collection of outstanding lien fees that were due to the Town, from violations and corrective actions, that were undertaken by contractors.
- Closure of outstanding cases where liens have not been paid and properties have been either sold or abandoned with the assistance of the Legal Department.
- Continued enforcement and assistance with the Police and Fire Departments providing notices for false alarms based on their reports.
- Sweep and cleanup of main road ways of debris and signs illegally placed, based on complaints or proactive action.
- Streamlined and quick turnaround of zoning inspections as well as zoning plan reviews of applications for permits in the community.
- Promoted Public Safety via publishing 12 information articles related to fill, work without a permit, and overgrown properties either developed or vacant that have failed to be maintained. \*
- Issued 1,510 violations pertaining to maintenance of a rural lifestyle and property values. \*

- Quick and effective turnaround on plan review and landscape inspections for new development, tree removals, and land clearing.
- 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.

#### **Issues:**

- The amounts of complaints received by the Code Enforcement department continues to increase, as residents become more familiar with the code enforcement services that the Town provides since we are primarily reactive and therefore not proactive. Residents are accustomed to our rural lifestyle, and as such, realize that loud noise plays a role in their failure to enjoy their properties to the fullest. As such, complaints related to loud noise during parties have increased during this fiscal year. Additionally, these parties often do not have the required outdoor permits. A response by the Police Department, triggers a response by Code Enforcement in the form of a Notice of Hearing. This Notice of Hearing is issued to account and collect for the Police Department's effort to close these parties without a permit and return the community back to its original rural and quiet way.
- Other complaints have increased related to farm animals, domestic animals, and the lack of maintenance of properties. In regard to the farm and domestic animals, we have been working with the Police Department with inspection assistance and identifying ownership via their reports. We continue to work with the Police Department to take care of animal nuisances. Animal nuisances can present themselves in various forms. Among them, dogs loose around the Town, cattle that may have escaped from properties, noise created by animals as well as animals that are not being taken care of or are abandoned by the owners. The Police Department tends to be the first investigative agency involved and a report is provided to us. The reports serve to ascertain the location and ownership, which helps us to work with the owners to correct the issue prior to issuing a violation. Violations that are issued, which are almost always the result of repeat offences, are taken to special magistrate to recover the expenditure that a response by Town Police costs the residents.
- In regard to maintenance of properties, a contractor provides correction and the fees are collected via the lien process. A request for assistance and correction is sent to various contractors whom reside in the Town of Southwest Ranches and outside of the Town. We continue to update a database created to have a clear idea of locations with this issue, and to provide the police department with this information.
- We continue enforcement based on proactive action and citizens' complaints action of removal of signs placed on townwide right of way. The number of signs and actions have been diminished by the constant action taken by the department. These signs, often called "snipe signs," advertise everything from painting, roofing,

garage sales, to screen enclosures and computer repair. These snipe signs are scattered along the main and interior roadways. Leaving these signs out on the right of way for any period of time can cause them to increase in numbers dramatically and present a hazard, not to mention a blight to our community. Legislation has given authorization for any resident to remove these signs as they are to be considered trash.

- 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.
- In addition to the previously mentioned database, we have created a database with a list of homestead properties which currently have a lien against them. The liens cannot be enforced as case law prevents the Town from doing so. However, once the properties are sold we can pursue collections of these liens.
- We have engaged a new company that will provide a new code enforcement program to house all the old records and new records. The program will allow for field inspection by the office and real-time issuance of notices from the field, as well as creation of cases. This action will allow for a more advance tracking system and faster response to complaints. The system is web-based and available to residents for research as to the status of the complaint or the status of the case for a specific location.
- To protect our residents and provide them with the means to receive emergency assistance, the Department is also working with the Police Department to determine those residential locations which lack a displayed number in a conspicuous location of the residence. The number identifies the location for a rapid response from emergency services.
- Legislation was created by the Legal Department and passed by our Council related to the excessive expenditure of Town resources. This is related to constant calls emanating from various locations for a multitude of issues from loose dogs to noise complaints to other issues. As such the Department tracks with Police help of these calls. Once the calls have reach a certain amount as indicated by the Ordinance, a notice for the property owner to appear at a hearing is issued. At the hearing, given that the issue is irreparable, the Department looks to recover as much as possible the expense, and the property owner becomes responsible. Lack of payment based on the generated Special Magistrate Order becomes a lien on the property.
- Code Enforcement assists the Police Department by handling all non-emergency public nuisances. These are minor crimes that affect health, morals, safety, comfort, convenience, or welfare of a community. Most issues are resolved by providing the violators with a notice that their actions are having an adverse effect

on their neighbors. This process helps alleviate the time spent by other resources from the Town and County. Such issues include noise complaints, hazardous materials not being properly contained, as well as malarial ponds and pools. The education provided by the department provides owners with the knowledge needed to conduct their business properly and avoid potential disasters.

**Fiscal Year 2018/2019 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 the undertaking.
- Will 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 the Police Department to monitor the location during night time hours. Schedule properties for foreclosure action by the Town to collect outstanding fines and settle the violations.
- Implement a new database program that will streamline the issuance, tracking and monitoring of properties real time.
- Will continue to pick up signs from the right of way, and identify the repeat violators. Create an information log of the responsible parties and take them through the process of citation and special magistrate to curb the amount of snipe signs out on swale areas.
- Will continue to enforce and provide information related to bulk on a personal basis 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 Company locations and functions. These issues relate to the parking of vehicles at the various properties and using them as staging area for the companies. These properties are not being used as a nursery but rather as staging area for businesses as previously indicated. Articles will be provided in the Town flyer and sent to owners to provide information of the regulations.
- Continue to facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

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

Line Item Prefix: 001-2300		FY 2016 Actual	FY 2017 Actual	FY 2018 Current Budget	FY 2018 Projected	FY 2019 Adopted
Suffix	Object Description					
515-34300	Other Contractual Services-P&Z Permits	66,296	53,612	61,000	50,000	60,000
524-31010	Professional Services	7,913	7,838	9,000	10,000	11,000
524-34100	Other Contractual Services	123,800	123,800	144,700	144,700	209,516
TOTAL	OPERATING EXPENSES	198,008	185,249	214,700	204,700	280,516
TOTAL	Department Total	198,008	185,249	214,700	204,700	280,516

### Major Variance from Current Budget FY 2018 to Projected FY 2018

Code	Amount	Explanation
34300	(\$11,000)	Decrease due to less construction than what was anticipated

### Major Variance or Highlights of the Departmental Budget - FY 2018 Projected to FY 2019 Adopted

Code	Amount	Explanation
34100	\$64,816	Higher due to Prog Mod for Code Enforcement LOS Increase
34300	\$10,000	Forecast approx 20% increase in volume for forthcoming year



# FUNDED

Town of Southwest Ranches, Florida

## FY 2019 Program Modification

### Code Enforcement-Level of Service Increase

Department Name	Division Name	Fund	Priority	Fiscal Impact
Community Development: Code Enforcement	Code Enforcement	General	1	\$64,816

#### Justification and Description

Members of Council have expressed their desire to increase the assets needed to provide the necessary service due to the increase in duties related to code enforcement, zoning review and zoning inspections. As such, our contractual services provider, Code Services, Inc (CSI), is proposing:

- One (1) additional Code Enforcement Officer, entry level (1), with an annual salary of **\$38,000**. This new position will alleviate the amount of time that the existing Community Development Director needs to allocate to Code Enforcement, assisting our current Code Enforcement Officer.
- Our current Code Enforcement Officer, after a lengthy process of studying and gathering of experience, has acquired Level III Code Enforcement Certification issued by the Florida Association of Code Enforcement Officers. This certification allows the Code Enforcement Officer to perform Director's duties in his absence and be able to assist the Town Attorney during litigation proceedings for code enforcement Cases in the Court of Law. In addition, this officer is assisting the Community Development Director by performing zoning inspections, as required. As such, we are requesting an increase in the amount of \$634 per month (**\$7,608** annually,) bringing him to a salary amount in accordance with his current duties and expertise.
- The current CSI contract provides for a total of 128 hours per month maximum, allocated to the Administrative Coordinator. An increase in the duties and amount of work that has been generated requires increasing the number of hours to 160 hours per month. As such, we are proposing an increase in the amount of \$1,559 monthly (**\$18,708** annually.)
- It is the desire of the Town Council to have a combined integration of Code Enforcement Cases with information available on the Town's website about the cases for residents. Currently a link is provided to a pdf form that gives this information, but has no search capability at all. Code Services Inc. has engaged the services of IworQ, a web base company. This program provides for a module with GIS capabilities. This capability will be available to the residents in the form of a searchable map. The information that will be displayed relates to any violations, types of violations and the latest information as to the Department's action for specific properties or properties near their surroundings. In addition, it will be integrated to the GIS system that the Town is currently developing. As such, we request a fee of **\$500** annually that will cover the maintenance, quarterly updates, and availability of the search engine to residents and visitors at large.

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

If the requested additional amounts and new overall personnel is not obtained, the level of service that the Department provides to the Town will not be as expected. The response time to incidents will not be as fast as the Town residents have become accustomed. Currently the response time has been diminished due to the amount of cases and paperwork required to prepare the cases for the Special Magistrate docket of cases. If the program is not implemented, the Council request will not be possible, and the residents will not receive the necessary tools to interact with the Department and be up to date on the daily operations of the Department. This action will result in a continuous increase of phone calls, use of staff time to provide information daily, and the impression that no actions are being taken by the Department to answer and address complaints, which is far from the reality.

#### Required Resources

Line item	Title or Description of request	Cost
001-2300-524-34100	Code Enforcement – Level Of Service Increase	\$64,816

# **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 The Mellgren Planning Group (TMPG.) The Planning Department's services include assisting residents in determining how their property may be used or developed; 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 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. TMPG 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 2017/2018 Accomplishments (\*strategic plan initiatives):**

- Reviewed and processed 12 public hearing items (some are still in process.)
- Issued 36 zoning letters.
- Coordinated with representatives of a 40-acre residential development, 4 church expansions, and Circle S Farms development as Veterinary Academy.
- Maintained a database of group homes.
- Drafted and processed 4 Town-initiated comprehensive plan text amendments and updated the document for distribution.
- Drafted and processed 5 Town-initiated land development code plan text amendments.
- 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.
- 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 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 data, inventory and analysis (“DIA”) that forms the foundation for the Comprehensive Plan and which is required by Florida law has never been updated and is completely out-of-date.
- Zoning regulations will be required to implement the Employment Center land use category, if adopted.

**FY 2018/2019 Performance Objectives**

- To communicate the Town’s values to developers, potential residents, and other governmental agencies.
- 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 of the community.
- To update the Unified Land Development Regulations to reflect prevailing policy direction on various lifestyle issues
- Continue to facilitate and comply with specified departmental performance measures of the Town’s Strategic Plan.

## Planning Services

Line Item Prefix: 001-2500-515-:		FY 2016 Actual	FY 2017 Actual	FY 2018 Current Budget	FY 2018 Projected	FY 2019 Adopted
Suffix	Object Description					
34310	Other Contractual Svcs - Public Hearings	31,609	46,158	40,000	54,000	45,000
34320	Other Contractual Svcs - Town Planning	31,801	7,486	17,250	17,250	17,250
34330	Other Contractual Svcs - Land Use Planning	23,119	18,346	22,500	20,000	22,500
49100	Other Current Charges	-	-	1,000	-	1,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>86,529</b>	<b>71,989</b>	<b>80,750</b>	<b>91,250</b>	<b>85,750</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>86,529</b>	<b>71,989</b>	<b>80,750</b>	<b>91,250</b>	<b>85,750</b>

### Major Variance from Current Budget FY 2018 to Projected FY 2018

Code	Amount	Explanation
34310	\$14,000	Increase due to more than anticipated Public Hearing items

### Major Variance or Highlights of the Departmental Budget - FY 2018 Projected to FY 2019 Adopted

Code	Amount	Explanation
34310	(\$9,000)	Less than anticipated Public Hearing items

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

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

The Public Works Department prioritizes the capital infrastructure improvements 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 program. 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, and bid documents, contract management, and inspections.

The Town Engineer serves as primary liaison to the Infrastructure and Drainage Advisory Board (DIAB), the Floodplain Management 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 National Flood Insurance Program (NFIP) and 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 new 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 proposed 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. Staff also prepares construction bid documents and processes purchasing solicitations for capital improvement and Transportation fund projects.

Community Services (CS) is also a division of the Public Works Department and identifies grant sources and develops grant applications for Town departments including Public Works, Fire Rescue Services, the Town's Police and Parks, Recreation and Open Space Departments. Staff manages approved grants and the implementation of programs

funded by multiple sources to ensure compliance with regulatory agency requirements. CS staff oversees 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 review 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 2017/2018 Accomplishments:**

- Received and processed more than 243 development construction permit applications.
- 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 from Frontier Trails Park to the intersection of SW 195<sup>th</sup> Terrace and SW 54<sup>th</sup> Place.
  - Completed construction of the Dykes Road Drainage and Water Quality Project, which is funded in part by a \$100,000 grant from South Florida Water Management District and in-kind services from South Broward Drainage District.
  - Awarded \$500,000 from Florida Department of Environmental Protection for the Green Meadows Drainage Project, which will commence construction in 2019-2020 and estimated to be completed in FY 2019-2020.
  - Completed surveying and design of the following drainage projects, which were funded by a \$340,000 Florida Department of Environmental Protection grant and will be constructed in FY 2018/2019:
    - Construct catch basin adjacent to 5501 SW 136th Avenue (Holatee Trail) with associated piping and headwall structure connecting to the Central Broward Water Control District (CBWCD) S-33 Canal on the east side of Holatee Trail.
    - Upgrade culverts and restoration of eastside swale along Dykes Road from Huntridge Drive to Calusa Corners Park with new underdrain and headwall connections at SW 51<sup>st</sup> Manor, SW 53<sup>rd</sup> Court, SW 54<sup>th</sup> Place and SW 56<sup>th</sup> Street. New outfalls will connect to the South Broward Drainage District (SBDD) No. 10 Canal.
    - Install catch basins and associated piping at the intersection of SW 54th Place and SW 188th Avenue, connecting westward to the South Broward Drainage District (SBDD) No. 12 Canal.

- Grade swales and install drainage pipe to connect an existing catch basin on SW 178<sup>th</sup> Avenue and SW 46<sup>th</sup> Street to the South Broward Drainage District (SBDD) Rolling Oaks Lateral Canal.
  - Install catch basins and associated piping at the SW 201<sup>st</sup> Avenue cul-de-sac, connecting to the South Broward Drainage District (SBDD) Canal.
- Completed the design of the Frontier Trails Park Improvements.
  - Completed the temporary relocation of the two fire departments.
  - Completed construction of the fire modular replacement.
  - Completed the installation of lightning protection at Town Hall.
  - Completed the installation of guardrails along Stirling Road (Phase II,) which was funded by a \$300,000 grant from the Florida Department of Transportation.
  - Completed construction and permitting of the Town's entranceway signs along Griffin Road near Bonaventure Boulevard and Dykes Road.
  - 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 survey of the Fiscal Year 2019 road segments of the Transportation and Surface Drainage On-Going Rehabilitation (TSDOR) Program.
    - Completed Right of Way acquisition of the Fiscal Year 2020 road segments of the Transportation and Surface Drainage On-Going Rehabilitation (TSDOR) Program.
  - 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:
    - Submitted draft Bacteriological Pollution Control Plan in compliance with the fecal coliform bacteria total maximum daily loading (TMDL) as established by the Florida Department of Environmental Protection (FDEP).
    - Submitted the NPDES Annual Report on a timely basis.
  - Launched the Town's Geographic Information System (GIS) program.

### **Issues:**

- Availability of funds to expand the GIS database.
- Availability of funding 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 a proposed emergency operations center.
- Monitoring changes to Federal, State and Local grant requirements.
- Inability to award contracts due to lack of funding.

- Delayed Capital Project schedules and inflated construction pricing, due to Hurricane Irma.
- Inadequate staffing to perform necessary routine inspections.
- Lack of storage space to house all active permit files.

#### **FY 2018/2019 Performance Objectives:**

- Continue development of GIS database and infrastructure within imposed budgetary constraints.
- Complete Fiscal Year 2019 components of the Transportation and Surface Drainage On-Going Rehabilitation (TSDOR) Program road construction.
- Complete Fiscal Year 2020 TSDOR program road design and bid document preparation.
- Complete Fiscal Year 2021 TSDOR program road improvement Right of Way acquisition.
- Prepare the NPDES Annual Report.
- Develop a Five-Year Plan for Drainage Projects.
- Develop WBID 3279 Monitoring / Action Plan based on NPDES requirements.
- 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 2018			Adopted FY 2019		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Engineer	.5			.5		
Community Services Manager	1			1		
Engineer I	1			1		
<b>Total</b>	<b>2.5</b>			<b>2.5</b>		



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

Line Item Prefix: 001-2600:		FY 2016 Actual	FY 2017 Actual	FY 2018 Current Budget	FY 2018 Projected	FY 2019 Adopted
Suffix	Object Description					
515-12100	Regular Salaries & Wages	162,722	183,857	194,862	194,246	202,015
525-14100	Overtime - Emergency	-	800	-	-	-
515-21100	Payroll Taxes	12,111	13,834	14,907	14,860	15,454
515-22100	Retirement Contribution	2,895	9,193	9,743	9,712	10,198
515-23100	Life & Health Insurance	8,936	12,624	15,852	16,779	18,488
515-24100	Workers Compensation	3,975	4,571	7,047	7,024	7,376
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>190,639</b>	<b>224,879</b>	<b>242,411</b>	<b>242,621</b>	<b>253,532</b>
539-34100	Other Contractual Services	12,262	-	-	-	-
539-40100	Mileage Reimbursement	53	-	150	150	150
539-49100	Other Current Charges	406	-	1,750	1,750	1,750
539-54100	Subscriptions and Memberships	936	-	1,750	1,750	1,750
539-55100	Training and Education	941	958	2,750	2,750	2,750
539-55200	Conferences and Seminars	-	424	1,500	1,500	1,500
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>14,597</b>	<b>1,382</b>	<b>7,900</b>	<b>7,900</b>	<b>7,900</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>205,237</b>	<b>226,261</b>	<b>250,311</b>	<b>250,521</b>	<b>261,431</b>

**Major Variance from Current Budget FY 2018 to Projected FY 2018**

Code	Amount	Explanation
23100	\$927	Higher insurance costs than anticipated

**Major Variance or Highlights of the Departmental Budget - FY 2018 Projected to FY 2019 Adopted**

Code	Amount	Explanation
12100	\$7,769	Annual provision for merit pay adjustments

## **Public Safety - Police Department**

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

The Public Safety - Police Department is managed under a contractual agreement with the Town of Davie, Florida. The Public Safety - Police Department provides for police operations required to maintain peace and order within the community, to provide for the protection of life and property, and to provide 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 problems, 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 2017/2018 Accomplishments:**

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

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

- Goal 1c – Protect our community
  - Successfully transitioned and upgraded protective services from a Public Services Aid to a Public Safety Coordinator.
  - Provide necessary information via newsletter to promote a safe community
  - Posted 358 articles/informational bulletins on Facebook
  - Posted 700 tweets on Twitter

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

- Goal 3d – Improve Road Conditions
  - Enforced maximum load restrictions on Town roads
  - Issued 464 speeding citations. Of those, two were for speed excess of 50mph over the posted limit.
- Goal 4: Improved implementation of traffic control design & maintenance policies
  - The Traffic Unit participated in six operational patrols for speed-related concerns along the Town's roadways. The Traffic Unit also deployed the traffic counters as requested.

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

- Goal 2e – Enhance community outreach
  - Increased communication to promote the Town’s programs and services
  - Operated a very active Facebook and Twitter account. The main focus of both social media sites is to provide the public information related to community programs and events as well as crime activity/trends.
  - As previously mentioned, posted over 1,000 articles, safety alerts, informational bulletins, and crime concerns on Facebook and Twitter.
  - Participated in 36 HOA meetings.
  - The Police Department’s Mounted Unit participated in two events at Greentree Preparatory School.
  - The Police Department’s Youth Services Unit - School Resource Program - conducted Active Killer Training for all staff and faculty at Greentree Preparatory School and The Master’s Academy.
  - Assisted the Town with the Drug-Take Back Event during the fiscal year.
  - Held two Citizen’s Police Academy sessions which included Town of Southwest Ranches resident participation.

**Issues FY 2018/2019:**

- Continue speed-related traffic enforcement along Griffin Road.
- School safety concerns at Hawkes Bluff Elementary, The Master’s Academy and Archbishop McCarthy High School in regard to police personnel staffing.
- Illegal dumping concerns along Sheridan Street and Griffin Road.

**Fiscal Year 2018/2019 Performance Goals and Objectives:**

- Provide the Town of Southwest Ranches with their “Hometown Police Department” through proactive and responsive enforcement activity that meets the Town’s Rural Lifestyle.
- Address and respond promptly to complaints concerning traffic issues and enforcement. Promote roadway safety through sign boards 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, Town Council meetings and other special events held within the Town.
- Ensure community members that their input and concerns regarding their neighborhoods are important through timely response and feedback.

- 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 necessary information via newsletter as another means to promote a safe community.

Continue to engage in social media posting of articles, crime concerns and informational bulletins throughout FY 2018/19.

- Priority Area D: Improved Infrastructure:
  - Goal 3d – Improve Road Conditions
    - Enforcement of maximum load restrictions on Town roads : Continue enforcing traffic laws (to include maximum load restrictions) on roadways within Southwest Ranches.

- Improved implementation of traffic control design & maintenance policies

The Police Department will utilize social media and traffic sign boards to communicate traffic concerns (i.e. warning for future traffic enforcement, upcoming road maintenance.)

Continue to work with Broward County Code Compliance to address the illegal dumping issues along Sheridan Street and Griffin Road.

- Priority Area E: Cultivate a Vibrant Community:
  - Goal 2e – Enhance community outreach
    - Increase communication to promote the Town's programs and services
    - Continue to disseminate information via Facebook and Twitter.
    - Continue to staff and attend Town events during FY 2018/2019. Continue to hold Civilian Police Academy classes and promote Southwest Ranches participation.
    - The Police Department's Special Operations Unit personnel will attend monthly HOA meetings throughout the upcoming fiscal year.

## Public Safety-Police Department Expenditures

Line Item Prefix: 001-3000-521-:		FY 2016 Actual	FY 2017 Actual	FY 2018 Current Budget	FY 2018 Projected	FY 2019 Adopted
Suffix	Object Description					
34100	Other Contractual Svcs-Police	2,334,899	2,386,777	2,670,000	2,609,427	2,792,391
525-34100	Other Cont. Svcs-Police - Emerg	-	-	-	365	-
TOTAL	OPERATING EXPENSES	2,334,899	2,386,777	2,670,000	2,609,792	2,792,391
64100	Machinery and Equipment	7,322	-	-	-	-
TOTAL	CAPITAL OUTLAY	7,322	-	-	-	-
TOTAL	Department Total	2,342,221	2,386,777	2,670,000	2,609,792	2,792,391

### Major Variance from Current Budget FY 2018 to Projected FY 2018

Code	Amount	Explanation
34100	(\$60,573)	Lower than anticipated Public Safety Contractual services required

### Major Variance or Highlights of the Departmental Budget - FY 2018 Projected to FY 2019 Adopted

Code	Amount	Explanation
34100	\$182,964	Provision for up to 4.5% contractual escalator & higher PS services anticipated

## **Public Safety - Fire Administration and Volunteer Fire Services Departments**

### **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**

- Provide 2 ALS Type I Pumpers (Sta. 91 and 112).
- Provide 2 ALS Rescue Transport Units (Sta. 91 and 112).
- Provide 2 Company Officers, 2 Driver Engineers, and 4 Firefighter Paramedics 24 hours a day, seven days a week (Sta. 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 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.
- 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.
  - Inspection and testing of fire wells (dry hydrants) will be conducted 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 2017/2018 Accomplishments:**

#### Fire & Life Safety Division FY 2018 data (as of 10/17/2018)

- Completed 169 Annual Inspections
- Completed 32 Plan Reviews
- Completed 4 Site Plan Reviews
- In January 2018, began the annual inspections of all Town of Southwest Ranches 260 fire wells (dry hydrants).
- Completed 35 Building Permit Inspections
- Conducted 12 Complaint Investigations

#### Fire Operations and Emergency Medical Services

- In 2018, Davie Fire Rescue responded to 839 incidents in Southwest Ranches.
- Davie Fire Rescue was awarded a Class 1 Insurance Services Office (ISO) Public Protection Rating
- Davie Fire Rescue was awarded the Florida Department of Health (DOH) EMS Provider of the Year for 2018
- Chief Downey was awarded the 2018 Fire Chief of the Year by the Florida Fire Chiefs Association.
- Dr. Peter Antevy was awarded the National Medical Director of the Year for 2018 by the National Association of EMS Physicians (NAEMSP)

## Southwest Ranches Volunteer Fire Training Completed for 2018

Southwest Ranches Fire Volunteers attended 2292 hours of training

### Fire Training conducted

- Performed daily in-house training with Southwest Ranches Volunteer Firefighters.
- Maintained active role in working with Southwest Ranches Volunteer Firefighters on all incidents.
- SWR fire personnel participated with Davie Fire Rescue in monthly training at Broward Fire Academy, Stations 38 and 104.
- Fire scenario's providing water supply to Davie units, at the Broward Fire Academy (BFA).
- "Extrication Training with Pro-Tec"

### Provided Target Solutions (on-line) monthly training for Fire for 2018

- Firefighter Orientation and Safety
- Firefighter Personal Protective Equipment
- Firefighting Foam
- Forcible Entry into a Structure
- Ground Ladders
- Loss Control
- Portable Extinguishers
- Protection of Evidence of Fire Origin and Cause
- Combustible and Flammable Liquids
- Spill Prevention and Control
- Compressed Gas Safety
- Hazard Communication
- Radiation Safety
- Confined Space Entry

### EMS Training conducted

- Advanced Cardiac Life Support (ACLS) renewal
- Cardiac arrest Pit Crew CPR training
- Patient Assessment
- Davie Unit Familiarization
- Bag Valve Mask Use and Intravenous Set Up
- Quarterly Medical Director meetings
- Mental Health Awareness and resources available
- Conducted HIPAA training and bio-waste training
- SWR personnel attended the First There, First Care EMS conference
- Offered SWR personnel to participate in tuberculosis (TB) testing and flu vaccinations



Provided Target Solutions (on-line) monthly training for EMS for 2018

- Driving Safety
- Obstetrical Emergencies Basic
- Pediatric Burns Advanced
- Pediatric Cardiac Burns Advanced
- Pediatric Emergencies Basic
- Pediatric Shock Advanced
- Pediatric Trauma Advanced
- HIV/AIDS Awareness Infectious
- Disease Control
- Managing Multiple Casualties
- Medication Errors

**Davie Fire Rescue Fiscal Year 2018/2019 Issues and Performance Goals and Objectives:**

Davie Fire Rescue continues to work towards a comprehensive Health, Safety and Wellness Program. The program includes elements such as policies, standard operating procedures, and training to achieve common organizational health and safety goals. A Health Safety and Wellness Committee was established and serves as an advisory capacity to the Fire Chief. The purpose of the committee is to conduct research, develop recommendations, and review safety matters. The committee meets at least semiannually.

In addition, we have a strong position on firefighter's psychological, emotional and physical wellness and have established a peer to peer team and we have added two chaplains to provide support to firefighters. We are working to reduce chemical/carcinogen exposures to firefighters and provide procedures for decon, rehab and gear cleaning. All of these initiatives will have a positive effect on the health and safety of firefighters. To further our goals, we have joined the Regional and State Collaborative Health and Safety Committee as well as partnered with the University of Miami for firefighter cancer research.

Policies Development - Risk Management Plan. Policy 135 is the designated risk management plan. The risk management plan is an attempt to define what you do, determine the level of risk of those activities, and decide what can be done to minimize this risk through controls (e.g., operating procedures and training.) Occupational Safety and Health Program, Policy 136 has been established to provide occupational safety and health objectives for all department activities.

Training, Education, and Standards - From a safety and health perspective, training is delivered to prevent occupational accidents, deaths, injuries, and illnesses. The intent is to ensure that members possess the knowledge and skills they require to perform their work in a safe manner that does not pose a hazard to themselves or others. Part of this program includes having qualified training officers and requiring all Battalions Chiefs to attend a 40-hour Incident Safety Officer course.

Working with the 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.

Facility Safety - A 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) security fencing on the perimeter; 2) security cameras; 3) door access control systems; 4) smoke and carbon monoxide detectors. Our facilities are inspected monthly for compliance with NFPA 101, Life Safety Code, to identify and correct health and safety hazards. The conditions that create hazards for members are addressed and rectified.

Firefighter Mental Health – We now have the honor of having two Chaplains working with us to provide for the needs of our firefighters as well as ceremonial duties. We have established a Peer to Peer group that will assist with immediate needs of a firefighter and make recommendations for further assistance with EAP/Wellness, CISM and Chaplains. We are 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 also work directly with the County CISM program to deal with the aftermath of a critical incidents and hopefully mitigating problems resulting from critical incident stress.

Davie Fire Rescue continues to work towards the goal of becoming an accredited Fire Rescue Agency. Staff continues to work toward this goal in combination with its day to day responsibilities

Davie Fire Rescue recently completed a department review from the Insurance Service offices (ISO) and is hopeful to become a Class 2 with the possibility of obtaining a Class 1 ISO rating. In March of 2013, our (ISO) rating went from a Class 5/9 rating to a single rating of Class 3 Townwide.

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

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

- 1) Operations, including oversight of approximately 45 Volunteer Firefighters working cohesively with Davie Fire Rescue.
- 2). Respond to emergency and non-emergency incidents.
- 3) Training all Firefighters, Driver-Engineers, Officers, and probationary members
- 4) Making sure all shifts and special events are sufficiently staffed by appropriate Firefighters
- 5) Overseeing and monitoring finances including submitting check requests to the Finance Department for payment to vendor providers as budgeted.
- 6) Handling procurement to purchase and maintain all fire apparatus and equipment
- 7) Arranging for Firefighters to be prepared for Large Animal Technical Rescue.

- 8) Acting as a liaison with neighboring fire & police departments.
- 9) Provide fire prevention and public information services.
- 10) Provide detailed monthly reports to the Town regarding emergency responses.

### **Southwest Ranches Volunteer Fire Rescue FY 2017/2018 Accomplishments**

Continued the Department's formal training program with drill nights on a weekly basis. Each volunteer firefighter receives approximately 144 hours of training through this program on an annual basis.

Continued the Department's computer based fire and EMS training. Each volunteer firefighter receives approximately 48 hours of training through this program on an annual basis. This training is in addition to the training received during drill nights.

Department members have recorded a total of 3470 training hours through March 2018. This training has been digitally recorded directly with the Florida State Fire Marshal's Office and the Florida Department of Health as applicable.

Successfully implemented the Department's Emergency Action plan in response to Hurricane Irma's impact on the area. Coordinated with The Town's emergency operations center and Davie Fire Rescue in mitigating this incident.

Maintained the Department's Training Division with a staffing level of 7. The training division personnel provide their services on a volunteer basis.

Trained an additional five personnel as driver/engineers. Each driver/engineer receives approximately 100 hours of training before becoming departmentally certified for the position. An additional 5 personnel are expected to become certified before the end of this fiscal year.

One recruit was certified as firefighters (Level II) through Barry University. Each recruit was required to complete approximately 520 hours of training before receiving their certification as firefighters. This training was completed on a voluntary basis.

Two additional recruits were certified as volunteer firefighters (Level I) through the City of Plantation Fire Academy. Each recruit is required to complete 310 hours of training before becoming state certified as a volunteer firefighter. This training is completed on a voluntary basis.

Completed another successful fundraising year for the Department. Personnel have contributed approximately 165 volunteer hours for fundraising through March 2018.

Conducted five fire prevention and/or community service details within the community. Personnel have contributed approximately 170 volunteer hours toward community service details through March 2018.

Provided two (2) personnel to staff our engine for immediate basic life support medical or fire suppression response within the Town 24 hours/7 days a week. These personnel work in conjunction with Davie Fire Rescue.

Continued to work with the Broward Sheriff's Office to implement new dispatching protocols necessary for the full transition to a new countywide digital communication system. This implementation will continue through the next fiscal year.

Began the purchasing program for digital radios that will be compatible with the new countywide system that is expected to be in place by March of 2019.

Identified the need for a set of extrication equipment to be purchased and placed on Engine 82. A Federal Grant Application was submitted in an effort to minimize the fiscal impact of this equipment to the Town.

Began the process of replacing the Town's fire station with a newly purchased modular trailer. This process is expected to be completed in the summer of 2018.

Conducted annual firewell testing in conjunction with Davie Fire Rescue through the entire Town. Personnel have voluntarily contributed a total of 156 hours on this annual project.

Began the process of a complete equipment inventory tracking system to account for all equipment assets.

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

- It is recommended that additional firefighter/EMT/Paramedics be recruited and retained to assure a strong core of fully trained personnel specifically for our Town.
- The Department has identified performance issues with the Engine 82, which is the primary response vehicle used by the Department. The Department has been diligently working with the manufacturer and dealer of the vehicle in an effort to have those problems rectified. As of this time, the matter has been referred to the Town attorney.

#### **Southwest Ranches Volunteer Fire Rescue Fiscal Year 2018/2019 Performance Objectives:**

- Continue to formalize our apparatus maintenance procedures to maximize preventive maintenance and minimize costs.
- Continue to provide formal training for all personnel.
- 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.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.
- Coordinate the upgrades to the Department's radio communication systems so that those systems meet the new Broward County digital standard.
- Complete the equipment tracking inventory system.

## Public Safety-Fire Administration Expenditures

Line Item Prefix: 001-3100-522-:		FY 2016 Actual	FY 2017 Actual	FY 2018 Current Budget	FY 2018 Projected	FY 2019 Adopted
Suffix	Object Description					
13100	Part-Time Salaries & Wages	30,231	-	-	-	-
21100	Payroll Taxes	2,313	-	-	-	-
24100	Workers Compensation	2,400	-	-	-	-
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>34,944</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
31010	Professional Services	1,000	-	2,750	1,100	2,000
34100	Other Contractual Services-Fire	2,686,174	2,793,621	3,185,000	3,185,000	3,326,859
49100	Other Current Charges	-	-	33,843	33,843	-
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>2,687,174</b>	<b>2,793,621</b>	<b>3,221,593</b>	<b>3,219,943</b>	<b>3,328,859</b>
63120	Infrastructure - Fire Wells	21,095	21,095	30,000	17,500	30,000
64100	Machinery and Equipment	-	-	-	-	80,000
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>21,095</b>	<b>21,095</b>	<b>30,000</b>	<b>17,500</b>	<b>110,000</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>2,743,213</b>	<b>2,814,716</b>	<b>3,251,593</b>	<b>3,237,443</b>	<b>3,438,859</b>

### Major Variance from Current Budget FY 2018 to Projected FY 2018

Code	Amount	Explanation
63120	(\$12,500)	Decrease due to lower fire well expenditures than anticipated

### Major Variance or Highlights of the Departmental Budget - FY 2018 Projected to FY 2019 Adopted

Code	Amount	Explanation
34100	\$141,859	Increased 4.5% pursuant to fire safety contractual commitment
49100	(\$33,843)	Temporary facilities no longer required in FY 2019
63120	\$12,500	Increase due to higher anticipated expenses in FY 2019
64100	\$80,000	Increase due to CIP for the Fire Alerting System

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

<b>Project</b>	<b>Fire Station Alerting System</b>						
<b>Priority</b>	<b>Public Safety #2</b>			<b>Project Manager</b>	<b>Lee Bennett, Volunteer Fire Chief</b>		
<b>Department</b>	<b>Public Safety - Fire</b>			<b>Division</b>	<b>Fire Administration</b>		
<b>Project Location</b>	<b>17220 Griffin Road Southwest Ranches, FL 33331</b>						
<b>Fiscal Year</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>Total</b>	<b>Prior Years</b>
<b>Plans and Studies</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Engineering, Architecture &amp; Permitting</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Land Acquisition/Site preparation</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Construction</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Equipment/Furnishings</b>	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Other (Specify)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL COST:</b>	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Revenue Source</b>	<b>FA</b>						
<b>Description (Justification and Explanation)</b>							
<p>Broward County is in the process of upgrading its emergency communication system. Currently, replacement will be completed and will become fully online during March of 2019. This capital project is critical and a necessary component for operations.</p> <p>The current station alerting system inside Station 112/82 is not compatible with the new Broward Communication System and will need to be replaced prior to March of 2019. Station Alerting Systems are a mandatory part of the Broward County Emergency Communication System and are present in all fire stations.</p> <p>Other Broward County municipal Fire Departments have reported an estimated installation cost between \$80,000 and \$115,000 for each of their stations. The Volunteer Fire Chief believes that the installation in Station 112/82 will be on the lower end of these estimated costs but an exact price quote cannot be obtained from the vendor until the new modular units are in place and the new station is operational. Funding is provided and budgeted via a component of the annual Fire Assessment fee.</p>							
<b>Annual Impact on Operating Budget</b>							
<b>Personnel</b>	\$ -	No anticipated material impact to annual operating budget.  Twenty (20) year life expectancy					
<b>Operating</b>	\$ -						
<b>Replacement Cost</b>	\$ 4,000						
<b>Revenue/Other</b>	\$ -						
<b>Total</b>	\$ -						

# 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>Sandy Luongo, 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 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</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	\$150,000	\$193,494
<b>Other</b>							
<b>TOTAL COST</b>	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000	\$193,494
<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=\$113,494</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 proposed 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 #256 fire wells pursuant to a 2017 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.</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>							

## Public Safety-Volunteer Fire Services Expenditures

Line Item Prefix: 001-3200-522-:		FY 2016 Actual	FY 2017 Actual	FY 2018 Current Budget	FY 2018 Projected	FY 2019 Adopted
Suffix	Object Description					
31010	Professional Services	7,099	7,816	17,600	12,500	16,100
41100	Telecommunications	7,035	5,998	4,000	4,000	4,000
43100	Electricity	7,653	7,994	8,000	9,000	9,000
43110	Water & Sewer	4,233	2,904	4,000	4,000	4,000
46020	Building Maintenance	6,711	10,080	10,500	6,000	7,500
46030	Equipment Maintenance	5,002	2,409	9,800	5,000	7,000
46110	Miscellaneous Maintenance	1,388	2,329	1,750	1,750	2,000
46120	Vehicle Maintenance & Repair	14,393	16,161	14,000	12,500	12,500
52140	Uniforms	1,489	66	2,000	2,000	2,000
52160	Gasoline	6,650	7,682	10,000	8,000	10,000
52900	Miscellaneous Operating Supplies	5,431	5,719	4,500	5,000	8,000
55100	Training & Education	980	150	5,000	4,000	4,500
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>68,064</b>	<b>69,309</b>	<b>91,150</b>	<b>73,750</b>	<b>86,600</b>
64100	Machinery and Equipment	27,567	16,045	299,528	64,014	46,045
525-64100	Machinery and Equipment - Emerg	-	-	-	4,509	-
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>27,567</b>	<b>16,045</b>	<b>299,528</b>	<b>68,523</b>	<b>46,045</b>
99100	Contingency - Fire Apparatus Rpl	-		22,883	-	25,000
581-91201	Transfer to Debt Service Fund	6,500	29,485	29,485	29,485	29,486
581-91102	Transfer to Volunteer Fire Fund	105,899	144,280	149,324	149,324	193,338
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>112,399</b>	<b>173,765</b>	<b>201,692</b>	<b>178,809</b>	<b>247,824</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>208,030</b>	<b>259,118</b>	<b>592,370</b>	<b>321,082</b>	<b>380,469</b>

### Major Variance from Current Budget FY 2018 to Projected FY 2018

Code	Amount	Explanation
31010	(\$5,100)	Decrease due to reduction in overall volunteer turnover
46020	(\$4,500)	Lower than anticipated building maintenance
46030	(\$4,800)	Lower than anticipated equipment maintenance
64100	(\$235,514)	Lower than anticipated due to SCBA grant not awarded

### Major Variance or Highlights of the Departmental Budget - FY 2018 Projected to FY 2019 Adopted

Code	Amount	Explanation
31010	\$3,600	Higher professional svcs anticipated
52900	\$3,000	Increase due to additional provision for medical supplies
64100	(\$17,969)	Decrease due to Prog Mod for Communication Equip lower in FY 19
91102	\$44,014	Higher due to increase in shift personnel (from 2 to 3)
99100	\$25,000	Increase provision for new Volunteer Fire Apparatus reserve



# FUNDED

Town of Southwest Ranches, Florida

## FY 2019 Program Modification

### Volunteer Fire Apparatus Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Public Safety - Fire	Volunteer Fire	General	5	\$25,000

#### Justification and Description

Both NFPA recommendations and empirical evidence show that Class A pumpers have an expected lifespan of 20 years of front line service. In order to fund the SWR Volunteer Fire Department's strategic plan to replace apparatus at the most efficient and economic level, funding should be set aside on a yearly basis. This policy also matches the Town of Davie Fire Rescue requirement for the same type of program that is mandated in their current contract with the Town. Apparatus will be purchased as needed to replace the current Engine 82 and then older apparatus will be moved to reserve status or sold to further offset costs depending on their condition. Setting aside funding and budgeting via a component of the annual Fire Assessment will also minimize interest charges when apparatus purchases are financed.

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

FISCAL YEAR	AMOUNT	STATUS
FY 2018-2019	\$25,000	FUNDED
FY 2019-2020	\$25,000	
FY 2020-2021	\$25,000	
FY 2021-2022	\$25,000	
FY 2022-2023	\$25,000	
FY 2023-2024	\$25,000	
FY 2024-2025	\$25,000	
FY 2025-2026	\$25,000	
FY 2026-2027	\$25,000	
FY 2027-2028	\$25,000	
FY 2028-2037	\$250,000	
TOTAL:	\$500,000	

Timely replacement of fire apparatus is a life safety issue.

#### Required Resources

Line item	Title or Description of request	Cost
001-3200-522-99100	Contingency-Apparatus Replacement	\$25,000

# FUNDED

Town of Southwest Ranches, Florida

## FY 2019 Program Modification

### Volunteer Fire Communication Equipment Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Public Safety - Fire	Volunteer Fire	General	1	\$40,192

#### Justification and Description

The Town of Davie and Broward County will be switching to TDMA technology during FY 2017–2019, making the existing SWR Volunteer Fire Department (VFD) communication radios and accessory equipment obsolete. For the initial year, The VFD requires one (1) mobile truck radios, including installation (current wiring is not compatible) and ten (10) portable radios and related accessory and back-up battery equipment. Ultimately, they also are requesting a total of fifteen (15) portable (hand-held) radios for firefighters, including back-up batteries, microphones and radio holsters. However, this request comprises a two-year radio replacement strategy, including accessory equipment, as per the following below schedule as the minimum recommendation by the SWR VFD Fire Chief and the SWR Fire Advisory Board. Proposed funding and budgeting is via an annual component of the imposed Fire Assessment fee.

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

Radios, including accessory equipment currently owned by the Fire Department, will be obsolete as of FY 2017 – 2019 and replacement is required pursuant to the following schedule:

	<b>##\$ Mobile/ Vehicle Radios</b>	<b>##\$ Portable Radios &amp; Accessory Equip.</b>	<b>TOTAL ##\$</b>	<b>STATUS</b>
FY 2017-2018	#1/\$ 4,972	#10/\$46,333	#11/\$51,305	Actual
FY 2018-2019	<u>#2/\$11,620</u>	<u># 5/\$28,572</u>	<u># 7/\$40,192</u>	<b>FUNDED</b>
Total	<u>#3/\$16,592</u>	<u>#15/\$74,905</u>	<u>#18/\$91,497</u>	

Timely replacement of radios and accessory equipment is a life safety issue.

#### Required Resources

Line item	Title or Description of request	Cost
001-3200-522-64100	Machinery & Equipment	\$40,192

# FUNDED

Town of Southwest Ranches, Florida

## FY 2019 Program Modification

### Volunteer Fire Self-Contained Breathing Apparatus Bottle Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Public Safety - Fire	Volunteer Fire	General	2	\$3,045

#### Justification and Description

Self-Contained Breathing Apparatus, (SCBA), presently on-hand, have a life expectancy of fifteen (15) years after which they cannot be used. This request is for SCBA replacement bottles only of existing SCI Manufacturing for the SWR Volunteer Fire Department with thirty (30) year life expectancy tanks. The requested amount is for replacement bottle equipment only, and as necessary per the following schedule.

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

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

SCI SCBA bottles, currently owned by the Volunteer Fire Department will reach the end of their useful lives and require replacement pursuant to the following schedule:

	<b>Bottles</b>	<b>SCBA Bottles</b>	<b>STATUS</b>
	<b>#</b>	<b>@ \$1,015 w/valves, \$910 w/o*</b>	
FY 2014 – 2015	10	\$ 10,150	Actual
FY 2015 – 2016	4	4,050	Actual
FY 2016 – 2017	4	2,900	Actual
FY 2017 – 2018	7	7,105	Funded
FY 2018 – 2019	3	3,045	<b>FUNDED</b>
Total	<u>28</u>	\$ <u>26,210</u>	

The proposed FY 2019 total represents scheduled bottles and valves that are required to be replaced under this replacement program. SCBA bottles have a 30-year life and are approximately \$910 per SCBA bottle + \$105 for valves, if deemed necessary. Timely replacement of SCBA bottles are a life safety issue. Subsequent to FY 2019, the replacement for SCBA bottles is projected to reconvene during FY 2045-2046.

\*Amount per bottle was increased to \$910 w/o valves because of cost increases of bottles during FY 2018. The volunteer fire department recycles valves and does not purchase new ones unless necessary.

Line item	Title or Description of request	Cost
001-3200-522-64100	Machinery & Equipment	\$3,045

# FUNDED

Town of Southwest Ranches, Florida

## FY 2019 Program Modification

### Volunteer Fire Bunker Gear Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Public Safety - Fire	Volunteer Fire	General	3	\$2,808

#### Justification and 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 fire fighting. This request is for bunker gear replacement for the SWR Volunteer Fire Department. The requested amount below is for replacement equipment only as needed per the following schedule. However, the Fire Department's costs will be reduced by amounts received (to be determined(TBD) and estimated) by a FMIT safety grant. Proposed funding is via an annual component of the imposed Fire Assessment.

Replacement of outdated bunker gear is a life safety issue.

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

Bunker gear, specifically pants and jackets, currently owned by the Fire Department reach the end of their useful lives pursuant to the following schedule:

	Pants	Jackets	Pants @\$938	Jackets @\$1,216	FMIT Grant	Total (net)	STATUS
FY 2014 – 2015	23	23	\$19,205*	\$24,817*	-\$2,910	\$41,112	Actual
FY 2015 – 2016	10	10	8,920*	11,570*	-\$1,000	19,490	Actual
FY 2016 – 2017	5	5	4,690	6,080	-\$3,000 TBD	7,770	Actual
FY 2017 – 2018	2	2	1,876	2,432	-\$3,000 TBD	1,308	Actual
FY 2018 – 2019	2	2	1,876	2,432	-\$1,500 TBD	2,808	<b>FUNDED</b>
FY 2019 – 2020	2	2	1,876	2,432	-\$3,000 TBD	1,308	
FY 2020 – 2021	2	2	1,876	2,432	-\$3,000 TBD	1,308	
FY 2021 – 2022	2	2	1,876	2,432	-\$3,000 TBD	1,308	
FY 2022 - 2023	2	2	1,876	2,432	-\$3,000 TBD	1,308	
<b>Total</b>	<b>50</b>	<b>50</b>	<b>\$44,071</b>	<b>\$57,059</b>		<b>\$77,720</b>	

\*Bunker Gear for FY 2014-2015 and FY 2015-2016 were slightly lower. Current pricing is reflected above. Timely replacement of bunker gear is a life safety issue.

#### Required Resources

Line item	Title or Description of request	Cost
001-3200-522-64100	Machinery & Equipment	\$2,808

**Town of Southwest Ranches**  
**Adopted FY 2018/2019**  
**Fire Assessment Worksheet**

**Sources:**

Fire Administration Department  
 Volunteer Fire Service Department  
 Volunteer Fire Fund

Expenditures	Total FY 2018-2019 Adopted	General Fund Portion	Fire Assessment Portion
% Allocation per Consultant Study for FR Contractual Services Only		57.70%	42.30%

**Direct Expenses:**

Fire Rescue Contractual Service	\$ 3,326,859	\$ 1,919,598	\$ 1,407,261
Operating Expenses	281,938	N/A	281,938
Non-Operating Debt	29,486	N/A	29,486
Capital Outlay	156,045	N/A	156,045
<b>Sub-Total</b>	<b>\$ 3,794,328</b>	<b>\$ 1,919,598</b>	<b>\$ 1,874,730</b>

**Other Expenses**

Publication & Notification Costs	1,513
Statutory Discount	97,275
Collections Cost	19,247
Fire Assessment Cost Allocation of Townwide Personnel/Contractual Costs	209,855
Fire Protection/Control Contingency	25,000
<b>Total Fire Assessment Expenses</b>	<b>\$ 2,227,620</b>

**Based On Consultant Study**

Property Category	Assess Unit Type	% Effort Allocation	Amount	Total Original Proposed Rates FY 18/19	Total Adopted Rates FY 18/19	Total Assessed Rates FY 17/18	Difference: Increase
<b>Residential - 2577 Units</b>	Per Dwelling Unit	62.8912%	1,400,977	561.95	<b>543.65</b>	518.49	25.16
<b>Commercial - 337,404 SF</b>	Per Sq.Ft. Bldg Area	15.0283%	334,773	1.03	<b>0.99</b>	0.90	0.09
<b>Indust/Warehouse - 116,025 SF</b>	Per Sq.Ft. Bldg Area	9.5818%	213,446	1.90	<b>1.84</b>	1.75	0.09
<b>Institutional - 481,033 SF</b>	Per Sq.Ft. Bldg Area	6.2499%	139,224	0.30	<b>0.29</b>	0.28	0.01
<b>Vacant/Non-Agricul.-1,450 Acres</b>	Per Acre	6.2488%	139,200	99.23	<b>96.00</b>	92.16	3.84
<b>Total</b>		<b>100%</b>	<b>\$ 2,227,620</b>				

**Town of Southwest Ranches, FL**  
**Adopted Cost Allocation Plan for FY 2019 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	87%	\$ 60,454	5%	\$ 3,474	8%	\$ 5,559
<b>Attorney</b>	\$ 736,500	89%	\$ 658,500	4%	\$ 30,000	7%	\$ 48,000
<b>Executive</b>	\$ 450,392	65%	\$ 291,541	20%	\$ 90,772	15%	\$ 68,079
<b>Finance</b>	\$ 392,255	70%	\$ 273,660	15%	\$ 59,297	15%	\$ 59,297
<b>Clerk</b>	\$ 197,027	88%	\$ 173,183	5%	\$ 9,935	7%	\$ 13,909
<b>Public Works</b>	\$ 253,532	98%	\$ 248,421	1%	\$ 2,556	1%	\$ 2,556
<b>Code Enforce.</b>	\$ 220,516	66%	\$ 145,780	28%	\$ 62,280	6%	\$ 12,456
<b>PROS</b>	\$ 112,759	100%	\$ 112,759	0%	\$ -	0%	\$ -
<b>Totals</b>	<b>\$ 2,432,468</b>		<b>\$ 1,964,297</b>		<b>\$ 258,314</b>		<b>\$ 209,855</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 all 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 2017/2018 Accomplishments (\*Strategic Plan Initiatives):**

- Completed refurbishment of playground surfacing at Country Estates Fishing Hole and Sunshine Ranches Equestrian Parks in furtherance of goals in the Town's Strategic Plan to improve land management, improve water resources management and promote the Town's sense of place. \*
- Completed initial structural pruning for oak trees on Griffin Road Right of Way, as well as pruning for other rights of way within the Town to improve land and water resources management.\*
- With Public Works, oversaw improvements at Country Estates Fishing Hole and Founder's Trailside Parks, supporting goals of the Town's Strategic Plan to build a sense of community and promote the Town's sense of place. \*
- Managed rentals of park facilities at Country Estates, Rolling Oaks and Sunshine Ranches Equestrian Parks, in compliance with goal and objectives and performance measures of the Town's Strategic Plan to Cultivate a Vibrant Community. \*
- Hosted or facilitated 33 community events serving residents and the general public to Cultivate a Vibrant Community, building a sense of community and increasing the number and participation in Town events.\*
- Coordinated volunteer participation to provide a series of monthly articles focusing on Wildlife Habitat and Tree education to enhance community outreach and promote the Town's Programs and services.\*
- Secured the Town's annual 11<sup>th</sup> Annual Tree City USA designation and 7<sup>th</sup> 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.\*

- Provided instruction on Green Industries Best Management Practices to industry professionals in partnership with State of Florida, University of Florida, and Broward County Extension Education Division to promote the Town's programs and services.\*

#### **Issues:**

- Securing sufficient revenue to continue development 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 for park facilities.
- Further the Town's recreational and educational programs.
- Provide improved management and maintenance of public lands.

#### **Fiscal Year 2018/2019 Performance Objectives:**

- Continue implementation of funded segments of the capital program.
- Identify and obtain funding for existing unfunded capital improvements at:
  - a. Frontier Trails Park
  - b. Southwest Meadows Sanctuary
  - c. Calusa Corners Park
  - d. Country Estates Park
  - e. Rolling Oaks Park Wetlands
- Improve the Town's Public Space Tree Inventory and Urban Forest Management Plan.
- Comply with departmental performance measures in the Town's Strategic Plan.

#### **Personnel Complement:**

	Adopted FY 2018			Adopted FY 2019		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Parks, Recreation and Open Space Manager	1			1		
Administrative Assistant		1			1	
<b>Total</b>	<b>1</b>	<b>1</b>		<b>1</b>	<b>1</b>	



## Parks and Open Spaces Department Expenditures

Line Item Prefix: 001-3600-572-:		FY 2016 Actual	FY 2017 Actual	FY 2018 Current Budget	FY 2018 Projected	FY 2019 Adopted
Suffix	Object Description					
12100	Regular Salaries & Wages	65,746	68,614	75,000	75,000	78,000
13100	Part Time Salaries & Wages	7,173	10,585	11,466	10,920	11,925
14100	Overtime	-	-	-	-	-
525-14100	Overtime - Emergency	-	330	-	-	-
21100	Payroll Taxes	5,190	5,698	6,615	6,573	6,879
22100	Retirement Contribution	3,324	3,426	3,750	3,750	3,938
23100	Life & Health Insurance	7,313	7,121	7,868	8,316	9,169
24100	Workers Compensation	1,752	1,980	3,127	2,712	2,848
<b>TOTAL</b>	<b>PERSONAL EXPENSES</b>	<b>90,498</b>	<b>97,754</b>	<b>107,826</b>	<b>107,271</b>	<b>112,759</b>
40100	Mileage Reimbursement	-	-	50	-	-
41100	Communication Services	3,324	3,560	3,800	2,760	2,760
43100	Electricity	4,378	5,826	10,600	7,200	7,800
43110	Water & Sewer	12,439	7,425	9,550	9,450	9,450
525-43110	Water & Sewer - Emergency	-	1,524	-	680	-
46040	Ground Maintenance-Parks	178,523	198,758	231,800	231,800	192,649
525-46040	Ground Maintenance-Emergency	-	6,920	-	15,725	-
46050	Tree Maintenance/Preservation	22,802	35,182	31,500	31,500	31,500
46060	Lake Maintenance	15,780	15,780	15,780	15,780	15,780
46110	Misc Maintenance & Repair	22,316	34,467	16,670	16,670	20,000
525-46110	Misc Maint & Repair - Emerg	-	-	-	1,438	-
52900	Misc Operating Supplies	3,047	1,781	3,000	3,000	3,000
525-52900	Misc Op Supp - Emergency	-	39	-	-	-
54100	Subscriptions and Memberships	735	730	815	755	815
55100	Training and Education	529	1,117	1,800	1,500	1,800
55200	Conferences and Seminars	3,231	1,035	1,600	1,500	1,600
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>267,104</b>	<b>314,143</b>	<b>326,965</b>	<b>339,758</b>	<b>287,154</b>
64100	Machinery and Equipment	3,952	-	-	-	-
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>3,952</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>361,554</b>	<b>411,897</b>	<b>434,791</b>	<b>447,029</b>	<b>399,913</b>

### Major Variance from Current Budget FY 2018 to Projected FY 2018

Code	Amount	Explanation
43100	(\$3,400)	Lower electrical expenses than anticipated

### Major Variance or Highlights of the Departmental Budget - FY 2018 Projected to FY 2019 Adopted

Code	Amount	Explanation
46110	\$3,330	Higher due to replacement of an incline bench budgeted

## **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 to General Fund 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, postage and office supplies.

There are no personnel associated with this allocation center.

## Non-Departmental Expenditures

Line Item Prefix: 001-3900-:		FY 2016 Actual	FY 2017 Actual	FY 2018 Current Budget	FY 2018 Projected	FY 2019 Adopted
Suffix	Object description					
519-25100	Unemployment Compensation	-	-	5,000	-	5,000
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>-</b>		<b>5,000</b>	<b>-</b>	<b>5,000</b>
519-34100	Other Contractual Services	11,787	17,136	17,000	16,000	17,000
519-41100	Telecommunications	16,415	13,251	17,750	14,000	16,000
525-41100	Telecommunications - Emergency	-	339	-	-	-
519-42100	Postage-Townwide	8,351	10,586	11,000	11,000	11,000
525-42100	Postage-Townwide - Emergency	-	-	-	58	-
519-43100	Electricity	14,387	16,865	16,000	19,000	19,000
519-43110	Water & Sewer	8,829	7,070	7,500	7,500	7,500
519-44020	Building Rental/Leasing	3,769	3,877	2,896	3,108	3,208
519-44030	Equipment Leasing	19,308	19,150	21,500	21,500	20,167
519-45100	Property and Liability Insurance	99,779	98,356	113,714	105,982	110,221
519-46010	Maintenance Service/Repair Contracts	12,942	13,362	30,192	30,192	16,192
519-46020	Building Maintenance	14,571	11,044	14,000	14,000	14,000
519-46030	Equipment Maintenance	23,311	24,690	24,140	24,140	25,579
519-46110	Miscellaneous Maintenance	6,704	3,986	7,000	2,300	8,000
525-46110	Miscellaneous Maintenance - Emerg	-	-	-	1,200	-
519-46120	Vehicle Maintenance	4,685	8,777	5,000	5,000	6,000
519-46500	Software Maintenance	24,670	20,977	29,200	27,000	38,006
519-49100	Other Current Charges	355	-	1,000	500	1,000
519-51100	Office Supplies	25,082	20,751	21,500	21,500	21,500
519-52160	Gasoline	4,973	3,295	6,000	3,500	5,000
525-52160	Gasoline - Emergency	-	6,544	-	-	-
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>299,918</b>	<b>300,057</b>	<b>345,392</b>	<b>327,480</b>	<b>339,373</b>
519-64100	Machinery and Equipment	17,404	24,523	49,100	49,100	27,500
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>17,404</b>	<b>24,523</b>	<b>49,100</b>	<b>49,100</b>	<b>27,500</b>
519-99100	Contingency	-	-	16,185	-	40,068
581-91101	Transfers to Transportation Fund	1,012,341	913,393	1,196,243	1,196,243	869,101
581-91201	Transfers to Debt Service Fund	2,349,987	908,862	941,185	975,375	1,026,486
581-91301	Transfers to Capital Projects Fund	607,500	145,350	129,586	129,586	235,000
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>3,969,828</b>	<b>1,967,605</b>	<b>2,283,199</b>	<b>2,301,204</b>	<b>2,170,655</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>4,287,150</b>	<b>2,292,184</b>	<b>2,682,691</b>	<b>2,677,784</b>	<b>2,542,528</b>

### Major Variance from Current Budget FY 2018 to Projected FY 2018

Code	Amount	Explanation
519-46110	(\$4,700)	Less Beautification grants awarded

### Major Variance or Highlights of the Departmental Budget - FY 2018 Projected to FY 2019 Adopted

Code	Amount	Explanation
519-46010	(\$14,000)	Prog Mod for Council Chambers Floor Project completed under budget
519-46110	\$5,700	Higher due to provision for Beautification grants
519-46500	\$11,006	Increase due to anticipated VMWARE and other Misc Maint

# FUNDED

Town of Southwest Ranches, Florida

## FY 2019 Program Modification

### Information Technology Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non Departmental	Town Clerk	General	1	\$13,000

#### Justification and Description

This request is for the replacement of the host server for the virtual environment located in the IT equipment storage room at Town Hall. The current server was purchased as part of the transition to our Tamarac/Information Technology services provider in 2013 and has outlived its recommended useful life.

#### Host Server for Virtual Environment Replacement Schedule:

Make/(#)	Model	Orig. Acquisition Date(s)
Dell	PowerEdge R420 Server	5/9/2013

We are in the process of developing spec for both Dell and Cisco servers for the replacement. Staff consultation with the City of Tamarac is ongoing and a final recommendation for Town Council consideration will be forthcoming in accordance with the Town's Procurement Policy.

The estimated cost to replace the server (Dell: Esxi Host Server) was provided by our information technology consultant: City of Tamarac. No additional software is required as the Town currently has and will be renewing our maintenance agreement with VMWare for server software. Upon delivery of the new server the VMWare software will be loaded onto the new server.

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

If not funded, network reliability and the reliability of numerous applications such as our records management program and our financial software could be compromised as these programs rely on the server to process inputs and program requests. Replacement ensures a stable environment for our network and associated applications and ensures Town operational efficiency.

#### Required Resources

Line item	Title or Description of request	Cost
001-3900-519-64100	Machinery & Equipment	\$13,000

## **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. The fund provides a place to account for improvements which cannot be assigned (per above.) 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 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 2019

### FY 2018 Estimated

Estimated Capital Projects Revenues	388,859
Estimated Expenditures & Encumbrances	<u>(348,980)</u>
Estimated FY 2018 Year End Difference	<u>39,879</u>

### Projected Assigned/Committed/Restricted Fund Balance

Audited Assigned/Committed/Restricted Fd Bal 9/30/2017	317,131
Estimated FY 2018 Year End Difference	39,879
Appropriated Fund Balance FY 2018	<u>(229,273)</u>
Projected Assigned/Committed/Restricted Fd Bal 9/30/2018	<u>127,737</u>
Appropriated Fund Balance FY 2019	<u>(5,000)</u>
Projected Assigned/Committed/Restricted Fd Bal 9/30/2019	<u>122,737</u>

### FY 2019 Budget Summary

#### Adopted Revenues

Transfer from General Fund	235,000
Appropriated Fund Balance	<u>5,000</u>
<b>Total Revenues</b>	<b><u>240,000</u></b>

#### Adopted Expenditures

Capital Outlay	<u>240,000</u>
<b>Total Expenditures</b>	<b><u>240,000</u></b>

## Capital Projects Fund Revenues

Line Item Prefix: 301-0000-:		FY 2016 Actual	FY 2017 Actual	FY 2018 Current Budget	FY 2018 Projected	FY 2019 Adopted
Suffix	Object description					
331-33170	Federal Grant-Culture/Recreation	2,053		-	-	-
334-33470	State Grant-Culture/Recreation	-	150,000	100,000	-	-
361-36110	Interest Earnings	1,610	3,229	-	-	-
366-36610	Contributions-Private Sources & Donations	34,000	50,116	30,000	30,000	-
381-38101	Transfer from General Fund	607,500	145,350	129,586	129,586	235,000
384-38400	Loan Proceeds-Series 2016	7,750,000	-	-	-	-
399-39900	Appropriated Fund Balance	-	-	229,273	229,273	5,000
<b>TOTAL</b>	Miscellaneous Revenues	8,395,163	348,695	488,859	388,859	240,000
<b>TOTAL</b>		<b>8,395,163</b>	<b>348,695</b>	<b>488,859</b>	<b>388,859</b>	<b>240,000</b>

## Capital Projects Fund Expenditures

Line Item Prefix: 301-5300-:		FY 2016 Actual	FY 2017 Actual	FY 2018 Current Budget	FY 2018 Projected	FY 2019 Adopted
572-61100	Land	8,137,813	10,000	-	-	-
522-62150	Buildings-Fire Control Modulares	-	-	275,416	275,432	160,000
572-62120	Buildings-Rolling Oaks Barn	-	10,260	-	-	-
539-62140	Buildings-Town Hall/Public Safety	196,066	1,510	12,500	12,500	5,000
572-63160	Infrastructure-Calusa Corners	3,991	109,564	50,000	-	-
572-63170	Infrastructure-Sunshine Ranches Equestrian Park	-	31,869	-	-	-
572-63180	Infrastructure-Gary A. Poliakoff Founders Park	-	61,219	25,243	25,348	-
572-63200	Infrastructure-Country Estates Park	2,272	152,365	10,700	10,700	-
572-63220	Infrastructure-Frontier Trails Park	-	-	100,000	10,000	75,000
572-63300	Infrastructure - Parks Entranceway Signage	-	-	15,000	15,000	-
522-64100	Machinery and Equip-Fire Control	206,497	-	-	-	-
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>8,546,639</b>	<b>376,787</b>	<b>488,859</b>	<b>348,980</b>	<b>240,000</b>
<b>TOTAL</b>	<b>CAPITAL PROJECTS FUND</b>	<b>8,546,639</b>	<b>376,787</b>	<b>488,859</b>	<b>348,980</b>	<b>240,000</b>



# FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Public Safety-Fire Rescue Modular Facility						
Priority	Public Safety #3			Project Manager	Rod Ley, P.E. & Sandy Luongo, GSM		
Department	Public Works			Division	Public Works: Engineering		
Project Location	17220 Griffin Road, Southwest Ranches, FL 33331						
Fiscal Year	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total	Prior Years
Plans and Surveys	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500
Engineering/Architecture	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 4,315
Land Acquisition/ Site Preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,031
Construction	\$ 155,500	\$ -	\$ -	\$ -	\$ -	\$ 155,500	\$ 344,103
Equipment/Furnishings		\$ -	\$ -	\$ -	\$ -	\$ -	
Other: Temporary Housing		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,254
TOTAL COST	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ 160,000	\$ 402,203
Revenue Source	GF-FB					GF-FB	CIP-FB=\$188,600 GF-FB=\$213,603
Description (Justification and Explanation)							
<p>The Town's existing modular buildings that separately house the Davie Fire-Rescue and the Volunteer Fire-Rescue Departments at 17220 Griffin Road have reached their life cycle and are also required to be replaced pursuant to contractual commitments. This project was funded in FY 2016, FY 2017 and FY 2018 in the amount of \$402,203. The Town replaced both Fire Station's modular buildings with a single modular building (triple wide) that meets the requirements of the Florida Building Code, for use by both contractual entities: Town of Davie Fire-Rescue and the SWR Volunteer Fire-Rescue. The modular building included separate sleeping quarters for a minimum of three (3) Davie personnel, separate sleeping quarters for the Volunteers, two unisex bathrooms and showers, kitchen, dayroom, and one office. Site options included: (1) 36' switchback aluminum handicap ramp, (1) set of aluminum steps with 5'x5' landing and delivery/installation of ramp and step, electrical hook-ups, plumbing hook- ups/manifold, sprinkler connections, fire alarm system and temporary housing. Although the Town replaced the modular building in FY 2018, as per the Town's agreement with Davie Fire Rescue, the Town must now install perimeter fencing, security lighting, network video management, access control doors, and a minimum of nine (9) security cameras which requires funding via the utilization of an additional \$160,000 in General Fund restricted Fire Control Fund Balance.</p> <p>This estimate includes a six percent contingency to account for permitting and unforeseen issues in construction. The existing vehicle equipment canopies are not being replaced.</p>							
Annual Impact on Operating Budget							
Personnel	\$ -		No material impact since Fire Rescue modulars already existed within budget.  Estimated Annual based on 20 year service life (\$469,259 / 20 years).				
Operating	\$ -						
Replacement Costs	Year 2039	\$ 23,462					
Revenue/Other	\$ -						
Total	\$ 21,338						

# FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Frontier Trails Conservation Area						
Priority	PROS #1			Project Manager	December Lauretano-Haines, PROS Manager		
Department	Parks, Recreation and Open Space			Division	N/A		
Project Location	30-Acre Frontier Trails Park at SW 193 Lane and SW 51 Manor						
Fiscal Year	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total	Prior Years
Plans and Studies	\$ 3,750	\$ 8,250	\$ 6,000	\$ 2,500	\$ 2,000	\$ 22,500	\$ -
Engineering, Architecture & Permitting	\$ 10,500	\$ 34,500	\$ 55,000	\$ 40,000	\$ 67,000	\$ 207,000	\$ 621,368
Land Acquisition/Site preparation	\$ 4,125	\$ 9,375	\$ 12,000	\$ 53,600	\$ 6,400	\$ 85,500	\$ 2,439,425
Construction	\$ 43,500	\$ 48,500	\$ 144,200	\$ 500,800	\$ 709,000	\$ 1,446,000	\$ -
Equipment/Furnishings	\$ 13,125	\$ 24,375	\$ 6,300	\$ 92,750	\$ 57,100	\$ 193,650	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 75,000	\$ 125,000	\$ 223,500	\$ 689,650	\$ 841,500	\$ 1,954,650	\$ 3,060,793
Revenue Source	GF Tfr	NF	NF	NF	NF	GF Tfr=\$75,000 NF=\$1,879,650	G=\$2,372,363 CIP-FB=\$688,430
Description (Justification and Explanation)							
<p>Frontier Trails Conservation Area remains the first priority for development by the Recreation, Forestry, and Natural Resources Advisory Board. Commitments for development at Frontier Trails retain only those developments 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 for this park to supplement the Town's budget.</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> <p>Extension of timeline for development is necessary.</p> <p>Because the property is undeveloped with no infrastructure, the first phase in Year 1 (FY 2018) required substantial engineering and earthwork to provide for minimal parking and a small picnic shelter. In years 2, 3 and 4, development concept envisions incremental improvements to multi-use trails, preservation of the archaeological area, addition of historical and environmental education signs. The potential for this site to serve as offsite mitigation for developers of other sites is still accounted for with construction of wetlands envisioned in final phases of site development in the latter years of 4 and 5. Costs were estimated based on original management plan estimates prepared by professional consultants and updated in accordance with similar development the town has completed in other locations.</p> <p>In Fiscal Year 2019, with \$75,000, project improvements are anticipated to include: Engineering, surveying, permitting \$14,250 Earthwork, clearing, grubbing, grading, drainage \$4,125 Second picnic pavilion and nature trail signage \$56,625 The Town capital project fund balance contribution (20k) and the receipt of \$50,000 in grant funding from the Southwest Ranches Parks Foundation, funding allotment totaling \$50,000 afforded the following improvements and carryovers for the project in Fiscal Years 2018 and 2019, respectively. Engineering, surveying, permitting \$6,938 Earthwork, clearing, grubbing, grading \$6,862 Driveway/ Parking \$9,200 Small picnic shelter \$27,000</p> <p>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: 2039	\$ 9,683					
Revenue/Other	\$ -						
Total	\$ 53,149						

# FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Town Hall Complex Safety, Drainage, Mitigation Improvements						
Priority	Townwide			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	13400 Griffin Road Southwest Ranches, FL 33330						
Fiscal Year	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total	Prior Years
Plans and Surveys	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,700
Engineering/Architecture	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 4,000
Land Acquisition/Site Preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ 131,575	\$ -	\$ -	\$ -	\$ 131,575	\$ -
Equipment/Furnishings	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000	\$ 7,500
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST	\$ 5,000	\$ 166,575	\$ -	\$ -	\$ -	\$ 171,575	\$ 15,200
Revenue Source	CIP-FB	CIP-FB=\$16,575 G=\$150,000				CIP-FB=\$21,575 G=\$150,000	CIP-FB
Description (Justification and Explanation)							
<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 procurement, 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 providing in excess of \$150,000 in funding for eligible hazard mitigation expenditures , revised engineering/architecture has been deferred from FY 2018 to FY 2019. The parking lot/drainage construction and mitigation expenses was appropriately deferred to FY 2020 to allow for receipt of FEMA/restricted Grant funds as well as a competitive procurement process to be completed during FY 2019. \$35,000 will be utilized for existing Town Hall generator retrofitting improvements.</p>							
Annual Impact on Operating Budget							
Personnel	\$ -		No anticipated material impact to the operating budget.				
Operating	\$ -						
Replacement Costs							
Revenue/Other	\$ -						
Total							

## **DEBT SERVICE FUND**

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. 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 Emergency Line of Credit.

## Debt Service Fund Summary Fiscal Year 2019

### FY 2018 Estimated

Estimated Debt Service Revenue	1,111,615
Estimated Expenditures & Encumbrances	<u>(970,983)</u>
Estimated FY 2018 Year End Difference	<u><u>140,632</u></u>

### Projected Assigned Fund Balance

Audited Assigned Fund Balance 9/30/2017	25,266
Estimated FY 2018 Year End Difference	140,632
Appropriated Assigned Fund Balance for FY 2018	<u>-</u>
Projected Assigned Fund Balance 9/30/2018	<u>165,898</u>
Appropriated Assigned Fund Balance for FY 2019	<u>-</u>
Projected Assigned Fund Balance 9/30/2019	<u><u>165,898</u></u>

### FY 2019 Budget Summary

#### Adopted Revenues

Transfer from General Fund	1,055,972
Appropriated Assigned Fund Balance	<u>-</u>
<b>Total Revenues</b>	<u><b>1,055,972</b></u>

#### Adopted Expenditures

Debt Service	910,584
Transfer to Solid Waste Fund	<u>145,388</u>
<b>Total Expenditures</b>	<u><b>1,055,972</b></u>

## Debt Service Fund Revenues

Line Item: 201-0000:		FY 2016 Actual	FY 2017 Actual	FY 2018 Current Budget	FY 2018 Projected	FY 2019 Adopted
381-38101	Transfer from General Fund	2,356,487	938,347	970,670	970,670	1,055,972
381-38112	Transfer from Volunteer Fire Fund	19,000	-	-	-	-
384-38400	Loan/Debt Proceeds	-	-	-	140,945	
399-39900	Appropriated Assigned Fund Balance	-	-	-	-	-
<b>TOTAL</b>	Miscellaneous Revenues	2,375,487	938,347	970,670	1,111,615	1,055,972
<b>TOTAL</b>	<b>DEBT SERVICE FUND</b>	<b>2,375,487</b>	<b>938,347</b>	<b>970,670</b>	<b>1,111,615</b>	<b>1,055,972</b>

## Debt Service Fund Expenditures

Line Item Prefix: 201-5200-517:		FY 2016 Actual	FY 2017 Actual	FY 2018 Current Budget	FY 2018 Projected	FY 2019 Adopted
Suffix	Object Description					
71100	Principal	2,164,128	545,808	558,423	558,423	575,798
525-71100	Principal - Emergency				65,574	
72100	Interest	199,714	379,352	342,747	342,747	326,988
525-72100	Interest - Emergency				559	2,798
73100	Other Debt Service Costs	36,099	-	69,500	2,500	5,000
525-73100	Other Debt Service Costs - Emergency	-	-	-	1,180	-
<b>TOTAL</b>	<b>DEBT SERVICE</b>	<b>2,399,942</b>	<b>925,160</b>	<b>970,670</b>	<b>970,983</b>	<b>910,584</b>
581-91401	Transfers to Solid Waste Fund	-	-	-	-	145,388
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>				<b>-</b>	<b>145,388</b>
<b>TOTAL</b>	<b>DEBT SERVICE FUND</b>	<b>2,399,942</b>	<b>925,160</b>	<b>970,670</b>	<b>970,983</b>	<b>1,055,972</b>

### Major Variance from Current Budget FY 2018 to Projected FY 2018

Code	Amount	Explanation
525-71100	\$65,574	Payoff of Series 2013 LOC in FY 2018
73100	(\$67,000)	Sr 2018/Hurricane IRMA Emerg LOC loan costs incurred primarily in SW Fd

### Major Variance or Highlights of the Departmental Budget - FY 2018 Projected to FY 2019 Adopted

Code	Amount	Explanation
71100	\$17,375	Higher due to normal amortization increase to principal
525-71100	(\$65,574)	Lower due to payoff of Series 2013 LOC in FY 2018
72100	(\$15,759)	Lower due to normal amortization decrease to interest
581-91401	\$145,388	Tfr to SW Fd to accomodate Hurricane IRMA interest costs

## Debt Service Disclosure

Description/Type	Total P & I FY 2016 Actual	Total P & I FY 2017 Actual	Total P & I FY 2018 Projected	Total P & I FY 2019 Proposed	Total P & I FY 2020 & Thereafter
FMLC Bond Series 2001A-PROS	1,718,356	-	-	-	-
TD Bk Series 2013-Refund/Improvement Rev Bds	236,997	239,308	236,320	237,936	1,657,241
TD Bk Series 2011-New Town Hall Refinance	286,523	286,535	286,523	286,522	644,686
TD Bk Series 2016-Public Purpose Land Acq.	-	272,865	251,875	251,875	10,205,781
TD Bk Series 2018 - Emergency LOC-Govt Fds	-	-	66,133	2,798	-
TD Bk Series 2018-Emergency LOC-Enterprise/SW Fd	-	-	-	145,388	-
Centennial Bk Road Paving/Drainage Loan	96,967	96,967	96,967	96,967	251,070
TD Equip. Fince-Rosenbauer Pumper Note Pay	25,000	29,485	29,485	29,486	117,941
Other Debt Service Costs incl Emergency LOC	36,099	-	3,680	5,000	-
<b>Total Debt Service</b>	<b>\$ 2,399,942</b>	<b>\$ 925,160</b>	<b>\$ 970,983</b>	<b>\$ 1,055,972</b>	<b>\$ 12,876,719</b>



## Special Revenue Funds

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.



2018 Town of Southwest Ranches Rural Public Arts & Design Advisory Board Photo Contest

*Submitted by: Dario Martinez*

**FY 2018-2019**



# 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, traffic control devices, including pavement markings and signage, guardrails, traffic calming systems. Works closely with the PROS Coordinator as needed regarding Town-wide right-of-way landscape maintenance.
- Maintaining the tertiary stormwater drainage infrastructure system including roadside swales, interconnecting ditches, drainage pipes, inlets 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 contract bids 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 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 2017/2018 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 from Frontier Trails Park to the intersection of SW 195<sup>th</sup> Terrace and SW 54<sup>th</sup> Place.
  - Completed construction of the Dykes Road Drainage and Water Quality Project, which is funded in part by a \$100,000 grant from South Florida Water Management District and in-kind services from South Broward Drainage District.

- Completed surveying and design of the following drainage projects, which were funded by a \$340,000 Florida Department of Environmental Protection grant and will be constructed in FY 2018/2019:
  - Construct catch basin adjacent to 5501 SW 136th Avenue (Holatee Trail) with associated piping and headwall structure connecting to the Central Broward Water Control District (CBWCD) S-33 Canal on the east side of Holatee Trail.
  - Upgrade culverts and restoration of eastside swale along Dykes Road from Huntridge Drive to Calusa Corners Park with new underdrain and headwall connections at SW 51<sup>st</sup> Manor, SW 53<sup>rd</sup> Court, SW 54<sup>th</sup> Place and SW 56<sup>th</sup> Street. New outfalls will connect to the South Broward Drainage District (SBDD) No. 10 Canal.
  - Install catch basins and associated piping at the intersection of SW 54th Place and SW 188th Avenue, connecting westward to the South Broward Drainage District (SBDD) No. 12 Canal.
  - Grade swales and install drainage pipe to connect an existing catch basin on SW 178<sup>th</sup> Avenue and SW 46<sup>th</sup> Street to the South Broward Drainage District (SBDD) Rolling Oaks Lateral Canal.
  - Install catch basins and associated piping at the SW 201<sup>st</sup> Avenue cul-de-sac, connecting to the South Broward Drainage District (SBDD) Canal.
- Awarded \$500,000 from Florida Department of Environmental Protection for the Green Meadows Drainage Improvements, which will be constructed during FY's 2019 and 2020.
- Completed the installation of guardrails along Stirling Road (Phase II), which was funded by a \$300,000 grant from the Florida Department of Transportation.
- Completed construction and permitting of the Town's entranceway signs along Griffin Road near Bonaventure Boulevard and Dykes Road.
- 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 survey and design of the Fiscal Year 2019 road segments of the Transportation and Surface Drainage On-Going Rehabilitation (TSDOR) Program.
  - Completed Right of Way acquisition of the Fiscal Year 2020 road segments of the Transportation and Surface Drainage On-Going Rehabilitation (TSDOR) Program.
- 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:
  - Prepared and submitted to the Florida Department of Environmental Protection (FDEP) the Town's NPDES Annual Report.

- Developed a Bacterial Pollution Control Plan as required by the Florida Department of Environmental Protection (FDEP) National Pollutant Discharge Elimination System (NPDES) Municipal Storm Sewer System (MS4) Permit Number FLS000016-003.

#### **Issues:**

- Improvement of right-of-way maintenance levels of service and increased areas of maintenance at sustainable costs.
- There is 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.
- Unable to award contracts due to lack of funding.
- Hurricane Irma delayed Capital Project schedules.
- Inadequate staffing to perform necessary routine inspections.
- Lack of storage space to house all active permit files.

#### **FY 2018/2019 Performance Objectives:**

- Complete Fiscal Year 2019 components of the Transportation and Surface Drainage On-Going Rehabilitation (TSDOR) Program road construction.
- Complete Fiscal Year 2020 TSDOR program road design and bid document preparation.
- Complete Fiscal Year 2021 TSDOR program road improvement Right of Way acquisition.
- 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 Projects
- Develop WBID 3279 Monitoring / Action Plan based on NPDES requirements.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

#### **Personnel Complement:**

	Adopted FY 2018			Adopted FY 2019		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Engineer	.5			.5		
Total	.5			.5		

# Municipal Transportation Fund Summary

## Fiscal Year 2019

### FY 2018 Estimated

Estimated Transportation Revenue	2,446,263
Estimated Expenditures & Encumbrances	<u>(1,893,093)</u>
Estimated FY 2018 Year End Difference	<u><u>553,170</u></u>

### Projected Restricted/Committed Fund Balance

Audited Restricted/Committed Fund Balance 9/30/2017	1,295,800 *
Estimated FY 2018 Year End Difference	553,170
Appropriated Restricted/Committed Fund Balance FY 2018	<u>(660,694)</u>
Projected Restricted/Committed Fund Balance 9/30/2018	1,188,276 *
Appropriated Restricted/Committed Fund Balance FY 2019	<u>(60,000)</u>
Projected Restricted/Committed Fund Balance 9/30/2019	<u><u>1,128,276 *</u></u>

### FY 2019 Budget Summary

#### Adopted Revenues

Intergovernmental Revenues	668,453
Interest Earnings	1,000
Transfer From General Fund	869,101
Appropriated Restricted/Committed Fund Balance	<u>60,000</u>
<b>Total Revenues</b>	<b><u><u>1,598,554</u></u></b>

#### Adopted Expenditures

Personnel Costs	77,564
Operating Items	396,740
Capital Outlay	<u>1,124,250</u>
<b>Total Expenditures</b>	<b><u><u>1,598,554</u></u></b>

#### NOTE:

\* Includes the Transportation Surface and Drainage Ongoing Rehabilitation Program (TSDOR) Construction Contingency/Committed Fund Balance of \$593,825 for FY 2017 and projections of \$299,912 for both FY's 2018 and 2019.

## MUNICIPAL TRANSPORTATION REVENUES

Line Item Prefix: 101-0000-:		FY 2016 Actual	FY 2017 Actual	FY 2018 Current Budget	FY 2018 Projected	FY 2019 Adopted
312-31241	First Local Option Gas Tax (.06)	77,371	79,693	79,359	78,251	81,186
312-31242	Second Local Option Gas Tax (.03)	55,426	57,154	56,717	55,468	57,562
334-33449	State Grant - Transportation	605,359	142,897	594,282	265,350	490,000
335-33512	State Revenue Share-Gas Tax (.08)	37,920	38,927	42,320	39,507	39,705
337-33740	Local Grant - SFWMD/CBWCD/SBDD	7,000	-	150,000	150,000	-
<b>TOTAL</b>	<b>Intergovernmental Revenues</b>	<b>783,076</b>	<b>318,671</b>	<b>922,678</b>	<b>588,576</b>	<b>668,453</b>
361-36110	Interest Earnings	2,146	7,977	500	750	1,000
381-38101	Transfer From General Fund	1,012,341	913,393	1,196,243	1,196,243	869,101
399-39900	Appropriated Restricted/Committed Fd Balance	-	-	660,694	660,694	60,000
<b>TOTAL</b>	<b>Miscellaneous Revenues</b>	<b>1,014,487</b>	<b>921,370</b>	<b>1,857,437</b>	<b>1,857,687</b>	<b>930,101</b>
<b>TOTAL</b>		<b>1,797,564</b>	<b>1,240,041</b>	<b>2,780,115</b>	<b>2,446,263</b>	<b>1,598,554</b>

## Municipal Transportation Fund Expenditures

Line Item Prefix: 101-5100-541:		FY 2016 Actual	FY 2017 Actual	FY 2018 Current Budget	FY 2018 Projected	FY 2019 Adopted
12100	Regular Salaries & Wages	47,466	59,961	64,772	64,155	66,721
525-14100	Overtime-Emergency-Hurricane Irma	-	88	-	-	-
21100	Payroll Taxes	3,494	4,594	4,954	4,908	5,104
22100	Retirement Contribution	(2,008)	2,998	3,239	3,208	3,368
23100	Life & Health Insurance	1,267		175	170	175
24100	Workers Compensation	1,037	1,331	1,830	1,830	2,196
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>51,256</b>	<b>68,972</b>	<b>74,970</b>	<b>74,271</b>	<b>77,564</b>
31010	Professional Services/Studies/Surveys	18,602	23,124	30,763	38,500	38,500
34100	Other Contractual Services	12,262	-	-	-	-
40100	Mileage Reimbursement	-	80	150	150	150
46010	Maintenance Service/Repair Contracts	62,399	59,726	59,765	59,765	74,765
49100	Other Current Charges	2,325	-	7,475	3,106	3,325
53100	Road Materials-Gen. &/or Emergency	81,795	92,858	140,000	140,000	130,000
525-53100	Road Mat-Gen.&/or Emerg-Hurricane Irma	-	-	-	350	-
53110	Road Materials-Griffin Road Maintenance	105,691	161,337	147,154	143,154	135,000
53200	Traffic Signs	8,393	18,816	18,000	18,000	15,000
525-53200	Traffic Signs-Emergency-Hurricane Irma	-	14,580	-	-	-
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>291,466</b>	<b>370,520</b>	<b>403,307</b>	<b>403,025</b>	<b>396,740</b>
61100	Land	23,065		-	-	-
63260	Infrastructure - Drainage	235,853	115,502	993,726	425,738	674,250
63280	Infrastructure - Roadway Paving/TSDOR	598,086	30,853	975,221	675,334	450,000
63300	Infrastructure - TW Entranceway Signage	28,185	19,799	8,054	11,013	-
63320	Infrastructure - Guardrails	237,220	44,940	266,982	245,257	-
63340	Infrastructure - Roadway Improvements	78,568	113,988	-	-	-
63360	Infrastructure - Striping/Markers	29,652	55,497	57,855	58,455	-
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>1,230,629</b>	<b>380,579</b>	<b>2,301,838</b>	<b>1,415,797</b>	<b>1,124,250</b>
<b>TOTAL</b>	<b>TRANSPORTATION FUND</b>	<b>1,573,352</b>	<b>820,071</b>	<b>2,780,115</b>	<b>1,893,093</b>	<b>1,598,554</b>

### Major Variance from Current Budget FY 2018 to Projected FY 2018

Code	Amount	Explanation
31010	\$7,737	Higher professional services than anticipated
49100	(\$4,369)	Lower due to less permit fees than anticipated
63260	(\$567,988)	Lower expenses due to Hurricane IRMA
63280	(\$299,887)	Lower expenses on TSDOR project than anticipated

### Major Variance or Highlights of the Departmental Budget - FY 2018 Projected to FY 2019 Adopted

Code	Amount	Explanation
46010	\$15,000	Higher due to additional repairs/maintenance anticipated
53100	(\$10,000)	Lower due to less anticipated repairs expected
63280	(\$225,334)	Lower due to regular funding for TSDOR project in FY 2019
63300	(\$11,013)	Lower due to Entranceway Signage not funded in FY 2019
63320	(\$268,550)	Lower due to no Grant funding anticipated for FY 2019
63360	(\$58,455)	Lower due to no striping/markers anticipated in FY2019

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Drainage Improvement Projects						
Priority	Transportation #2			Project Manager	Rod Ley, P.E.		
Department:	Public Works: Engineering			Division	Engineering		
Project Location	Various locations in Town limits.						
Fiscal Year	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,200
Engineering/Architecture	\$ 140,000	\$ 25,000	\$ 20,000	\$ 20,000	\$ 30,000	\$ 235,000	\$ 149,586
Land Acquisition/Site Preparation	\$ -	\$ -	\$ -	\$ -	\$ -		
Construction	\$ 534,250	\$ 460,000	\$ 72,000	\$ 72,000	\$ 108,000	\$ 1,246,250	\$ 1,303,864
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other (Hardware)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST	\$ 674,250	\$ 485,000	\$ 92,000	\$ 92,000	\$ 138,000	\$ 1,481,250	\$ 1,462,650
Revenue Source	TFB=\$60,000 GF Trf=\$124,250 G=\$490,000	GF Trf=\$235,000 G=\$250,000	GF Trf	GF Trf	GF Trf	TFB=\$60,000 GF Trf=\$681,250 G=\$740,000	G=\$700,446 GF Trf=\$665,510 TFB=\$96,694
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. The Florida Department of Environmental Protection awarded the Town a grant in the amount of \$340,000 with a \$60,000 match in FY 2018. The Town expended \$100,000 of this grant in FY 2018. The remaining grant and match in the amount of \$300,000 is carryovered and will be completed in FY 2019. The Town is anticipating to be awarded a \$500,000 grant from the Florida Department of Environmental Protection with a \$100,000 match for the Green Meadows Drainage Project during FY 2019 (\$600,000 in total). This project will also commence in FY 2019 with a \$250,000 budget (grant) with the remainder amount of \$350,000 budgeted (\$250,000 grant + \$100,000 match) and projected to be completed during FY 2020. The Town is also budgeting \$124,250 for the SW 50th Street and SW 182nd Avenue in FY 2019. The FY 2019 – 2023 priorities are as follows:</p>							
Projects						Estimated Cost	
Carryover DEP projects from FY 2018: \$240k (Grant) + \$60k match (TFB)						\$300,000	
Green Meadows Drainage: (Grant)						\$250,000	
SW 50 Street and SW 182 Avenue Drainage: (GF-Tfr)						\$124,250	
Sub-total FY 2019						\$674,250	
Green Meadows Drainage \$250k (Grant) + \$100k match (GF-Tfr)						\$350,000	
SW 50 Street and SW 202 Avenue Drainage: (GF-Tfr)						\$135,000	
Sub-total FY 2020						\$485,000	
Construct an outfall from SW 62nd Street cul-de-sac towards north to canal through 16541 SW 62nd St. (GF-Tfr)						\$92,000	
Construct outfall from SW 59th Court towards north to canal thru 16900 Block of SW 59th Court (GF-Tfr)						\$92,000	
SW 54th Street and 17400 block interconnect (GF-Tfr)						\$138,000	
Grand Total FY's 2019-2023						\$1,481,250	
Annual Impact on Operating Budget							
Personnel	\$		Estimated annual maintenance cost to comply with NPDES requirements.				
Operating	\$5,000						
Replacement Costs	Year:	\$					
Revenue/Other	\$						
Total	\$5,000						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Project	Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR) Program						
Priority	Transportation #1			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Various locations within the Town's municipal boundaries.						
Fiscal Year	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total	Prior Years
Planning / Permitting	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 15,000	\$ -
Engineering Design and Surveying	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 675,000	\$ 330,911
Land Mitigation (Legal)	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000	\$ 9,358
Construction including Contingency & Inflation	\$ 302,000	\$ 340,050	\$ 347,000	\$ 347,000	\$ 347,000	\$ 1,683,050	\$ 1,165,719
Construction Reserve/Replenishment	\$ -	\$ 6,950	\$ -	\$ -	\$ -	\$ 6,950	\$ -
Total Project Cost	\$ 450,000	\$ 495,000	\$ 495,000	\$ 495,000	\$ 495,000	\$ 2,430,000	\$ 1,505,988
Revenue Source	GF Tfr=\$450,000 (mill=.3342)	GF Tfr (mill=TBD)	GF Tfr (mill=TBD)	GF Tfr (mill=TBD)	GF Tfr (mill=TBD)	GF Tfr	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. Per the direction of the Drainage and Infrastructure Advisory Board (DIAB), the TSDOR program annual budget has been revised and capped at a not to exceed amount of \$495,000 that includes a 10% contingency, if necessary, that would serve to replenish the TSDOR contingency reserve set at a minimum amount of \$200,000. Based on this direction, the TSDOR program schedule has been extended to a 25+ year period, and the amount available in the contingency reserve will fluctuate depending on the actual cost of construction and approved project delivery method. 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. All legal expenses associated with unforeseen FY 2021 road segment right-of-way issues are included in the FY 2019 budget projection (two-year window). All consulting costs for surveying, design, permitting, and contract bid document preparation for FY 2020 road segments were included in the FY 2019 budget projection (one-year window). Construction administration and related inspection services for FY 2019 road segments are included in the FY 2019 budget projection. A Construction Reserve amount of \$200,000 was collected in FY 2015 (initial year) to facilitate planned construction commencing the first quarter (October-December) of each successive year commencing FY 2016 until the TSDOR Program is completed and is replenished or utilized annually, pursuant to Council budget discretion. The following road segment improvements are scheduled for construction during FY 2019:

<b>FY 2019 ROAD SEGMENTS</b>	<b>SEGMENT COST**</b>
SW 188th Avenue from Griffin Road to Dead End (1.47 Miles)	TBD
SW 51st Manor from SW 188th Avenue to Dead Ends (0.12 Miles)	TBD
SW 54th Place from SW 188th Avenue to Dead Ends (0.12 Miles)	TBD
SW 57th Court from SW 188th Avenue to Dead Ends (0.12 Miles)	TBD
Stirling Road from SW 188th Avenue to Dead Ends (0.11 Miles)	TBD
SW 63rd from SW 185th Way west of SW 188th Avenue (0.25 Miles)	TBD
SW 186th Way from SW 61st Court to Cul-de-sac (0.23 Miles)	TBD
SW 61st Court from SW 185th Way to SW 186th Way (0.08 Miles)	TBD
FY 2019 Total Construction including Contingency and Inflation	\$302,000
FY 2020 Road Segments Engineering Design and Surveying	\$135,000
Construction Reserve/Replenishment - none necessary for FY 2019	\$0
Planning / Permitting	\$3,000
<b>FY 2019 Segments TOTAL:</b>	<b>\$440,000</b>
<b>FY 2020 Land Mitigation (Legal) TOTAL:</b>	<b>\$10,000</b>
<b>FY 2019 Grand TOTAL:</b>	<b>\$450,000</b>

\*\* Segment costs assume full public right of way is available October 1, 2018.

	<b>FY 2015 (initial year)</b>	<b>FY 2016&amp;FY 2017 (original Bud'ts)</b>	<b>FY 2018 (original Bud less TFB funding)</b>	<b>Less: Total Expenditures thru 9/30/2018 (est.)</b>	<b>SUB-TOTAL</b>	<b>FY 19 Reserve Replenishment/ (Utilization)-Net</b>	<b>TOTAL @ 9/30/2019 (est.)</b>
Construct.\Committ. Reserve(detail):	\$ 374,200	\$ 961,700	\$ 470,000	\$ (1,505,988)	\$ 299,912	\$0	\$ 299,912

### Annual Impact on Operating Budget

<b>Personnel</b>	\$ -	ESTIMATED MAINTENANCE FOR UNFORSEEN DAMAGES TO 2019
<b>Operating</b>	\$ -	
<b>Replacement Cost</b>	<b>FY 2019</b> \$ 5,000	
<b>Revenue/Other</b>	\$ -	
<b>Total</b>	\$ 5,000	



## **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 45 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 2019

### FY 2018 Estimated

Estimated Volunteer Fire Fund Revenue	199,921
Estimated Expenditures & Encumbrances	(188,461)
Estimated FY 2018 Excess of Revenue over Expenditures	<u>11,460</u>

### FY 2019 Projected Restricted Fund Balance

Audited Restricted Fund Balance 9/30/2017	68,937
Estimated FY 2017 Excess of Revenue over Expenditures	11,460
Appropriated Restricted Fund Balance in FY 2018	(38,447)
Projected Restricted Fund Balance 9/30/2018	<u>41,950</u>
Appropriated Restricted Fund Balance in FY 2019	0
Projected Restricted Fund Balance 9/30/2019	<u>41,950</u>

### FY 2019 Budget Summary

#### Adopted Revenues

Contributions/Private Sources	10,000
Transfer from General Fund	193,338
Appropriated Restricted Fund Balance	-
<b>Total Revenues</b>	<b><u>203,338</u></b>

#### Adopted Expenditures

Personnel Costs	175,063
Operating Items	28,275
Capital Outlay	-
<b>Total Expenditures</b>	<b><u>203,338</u></b>

## Volunteer Fire Fund Revenues

Line Item Prefix: 102-0000-:		FY 2016 Actual	FY 2017 Actual	FY 2018 Current Budget	FY 2018 Projected	FY 2019 Adopted
364-36400	Disposition of Assets			-	1,550	-
366-36610	Contributions/Donations-Private Sources	14,810	12,752	10,000	10,000	10,000
361-36117	Interest Earnings	227	443	-	600	-
381-38101	Transfer from General Fund	105,899	144,280	149,324	149,324	193,338
399-39900	Appropriated Fund Balance	-	-	38,447	38,447	-
<b>TOTAL</b>	<b>Non-Operating Revenue</b>	<b>120,937</b>	<b>157,474</b>	<b>197,771</b>	<b>199,921</b>	<b>203,338</b>
<b>TOTAL</b>	<b>VOLUNTEER FIRE FUND</b>	<b>120,937</b>	<b>157,474</b>	<b>197,771</b>	<b>199,921</b>	<b>203,338</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 2016 Actual	FY 2017 Actual	FY 2018 Current Budget	FY 2018 Projected	FY 2019 Adopted
Suffix Code	Object Description					
13100	Part-Time Salaries & Wages	82,341	112,621	112,125	112,125	148,625
21100	Payroll Taxes	6,300	8,616	8,578	8,578	11,370
24100	Workers Compensation	-	9,167	10,312	10,983	15,068
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>88,641</b>	<b>130,403</b>	<b>131,015</b>	<b>131,686</b>	<b>175,063</b>
45100	Property and Liability Insurance	18,381	15,250	18,309	15,226	18,275
48110	Promotional Activities	3,425	3,065	10,000	5,000	10,000
49100	Other Current Charges	4,841	664	-	500	-
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>26,648</b>	<b>18,978</b>	<b>28,309</b>	<b>20,726</b>	<b>28,275</b>
64100	Machinery and Equipment	-	-	2,398	-	-
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>			<b>2,398</b>	<b>-</b>	<b>-</b>
581-91001	Transfer to General Fund	-	-	36,049	36,049	-
581-91201	Transfer to Debt Service Fund	19,000	-	-	-	-
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>19,000</b>	<b>-</b>	<b>36,049</b>	<b>36,049</b>	<b>-</b>
<b>TOTAL</b>	<b>VOLUNTEER FIRE FUND</b>	<b>134,288</b>	<b>149,382</b>	<b>197,771</b>	<b>188,461</b>	<b>203,338</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 2018 to Projected FY 2018

Code	Amount	Explanation
48110	(\$5,000)	Lower than anticipated fund raising expenses
64100	(\$2,398)	Lower than anticipated vehicle expenditures

### Major Variance or Highlights of the Departmental Budget - FY 2018 Projected to FY 2019 Adopted

Code	Amount	Explanation
13100	\$36,500	Higher due to program mod adopted for additional staffing
48110	\$5,000	Higher anticipated fund raising expenses
91001	(\$36,049)	No contributions for vehicle replacements budgeted

# FUNDED

Town of Southwest Ranches, Florida

## FY 2019 Program Modification

### Volunteer Fire Department Increase in Shift Personnel

Department Name	Division Name	Fund	Priority	Fiscal Impact
Public Safety - Fire	Volunteer Fire	Volunteer Fire Fund	4	\$42,942

#### Justification and Description

SWR VFD Engine 82 is currently staffed by two personnel each on a 24-hour shift daily during the fiscal year. This number is below the minimum apparatus crew staffing that exists throughout South Florida.

Prior to 2016, a total of three (3) personnel staffed Engine 82. This is the desired minimum crew staffing. A three person crew also meets the amount of personnel recommended by the Fire Safety Study commissioned by the Town. Further, it matches the minimum crew structure of all other engine companies in the surrounding area. Lastly, the last Insurance Services Organization (ISO) audit for the Town was done in 2014 when three personnel were staffing Engine 82. The number of firefighters available within ten minutes of an initial alarm was a large part of the reason why the Town's ISO rating improved during that audit. A new audit is scheduled for 2018/2019. If the third firefighter is not in place at the time of the new audit, representing a net 17% decrease in total Davie and Volunteer shift personnel (1/6<sup>th</sup>) from the prior audit, it may result in a declining audit score which, in turn, may result in higher homeowner insurance rates for the Town's residents.

Because of operational assignments, a three person crew is needed to most efficiently accomplish assigned tasks on an emergency scene. A three person crew allows two firefighters to enter burning structures (the third remains outside at the pump panel of the engine) as recommended by NFPA and OSHA standards.

Funding is requested for a \$100/day volunteer firefighter stipend to accomplish this crew staffing structure which triggers payroll taxes and workman's compensation costs.

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

Providing three firefighters on the duty crew strengthens life safety issues.

#### Required Resources

Line item	Title or Description of request	Cost
102-3200-522-13100	Part-Time Salaries & Wages	\$36,500
102-3200-522-21100	Payroll Taxes	\$2,792
102-3200-522-24100	Workers Compensation	\$3,650



## Enterprise Fund

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.



2018 Town of Southwest Ranches Rural Public Arts & Design Advisory Board Photo Contest

*Submitted by: Brendan Agiar*

**FY 2018-2019**

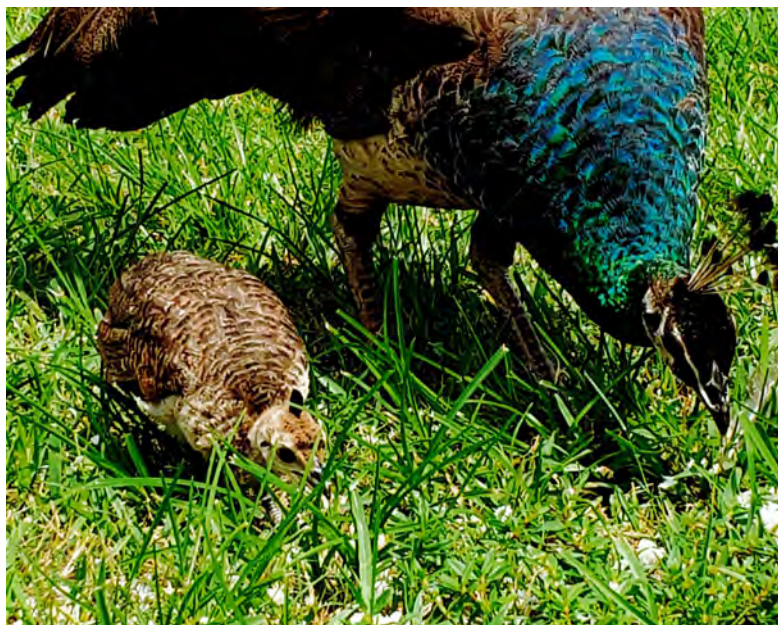


## Solid Waste Fund

The Town of Southwest Ranches, Florida contracts its solid waste (garbage) collection, disposal and recycling services. The Town offers quality services at competitive rates. Changes in total rates are adopted for FY 2019.

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.

There are no modifications to the programs or any Capital Improvement Projects associated with this fund.



2018 Town of Southwest Ranches Rural Public Arts & Design Advisory Board Photo Contest

*Submitted by: Cathy Simmon*

**FY 2018-2019**

## **Solid Waste Fund**

The Solid Waste Fund is operated under exclusive contractual agreements for the Town under the primary oversight of the Executive, Community Development; and Code Enforcement Services departments. A goal of the Town and contractor are 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.

Currently, a recently new approved contractual vendor, effective 10/1/2017, 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 new approved contract also imposes significant sanctions, fines and penalty provisions if service delivery falls below Town expectations.

General Town administrative support services provide a number of services for this fund (such as: customer service, general management, code compliance, finance (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 \$258,313 to reimburse (i.e. cost recovery) a portion of its overall personnel costs.

The current budget proposes and overall necessitates changes to the solid waste special assessment fees for each range of lot square footage in order to attain full known cost recovery of 35% to 39%. Increases/Decreases to solid waste, recycling and bulk waste contractual formulas occur based on annual pass-through adjustments due to changes in indices comprising of the consumer price index and fuel cost. Additionally, and as anticipated, the cost of service includes an increase of \$300,894, as compared to the prior fiscal year, solely due to no further subsidy or “smoothing” of all rates via the utilization of unrestricted Solid Waste Fund net assets in accordance with Council policy direction. Also, the rates proposed for FY 2018/2019 conservatively include the maximum upside impact from a forthcoming one-time “true-up” (or true-down”) based on actual tonnage collected during the initial contractual fiscal year if attained. Subsequently, only the changes in consumer price and fuel indexes will exist to obtain and then remain a fully funded user based operation. Further, it is important to note that rates will not be affected from Townwide solid and bulk waste recovery efforts during FY 2017-2018 from Hurricane Irma. Our new Series 2018 \$10 million emergency LOC debt service “covenant to budget and appropriate” provision necessitates that interest expense incurred until FEMA and the State of Florida reimburses the Town be transferred from the general fund utilizing the debt service fund as a conduit as part of the Ad Valorem TRIM process.

Ultimately, Town staff will continue to facilitate, assist and transition the change to our contractor, Waste Pro, Inc. in the most ideal manner during this post Hurricane Irma period and causing the least amount of impact to customers while attempting to increase the Town’s recycling tonnage while continuing to process their waste in the most efficient and environmentally sound manner.



## Solid Waste Fund Summary Fiscal Year 2019

### FY 2018 Estimated

Estimated Solid Waste Fund Service Revenue Estimated	1,608,803
Expenditures & Encumbrances	(5,182,183)
Estimated FY 2018 Excess of Expenditures over Revenue	<u>(3,573,380)</u>

### Projected Unrestricted Net Position

Audited Unrestricted Net Position 9/30/2017	420,668
Estimated FY 2018 Excess of Expenditures over Revenue	(3,573,380)
Appropriated Unrestricted Net Position in FY 2018	(300,894)
Projected Unrestricted Net Position 9/30/2018	<u>(3,453,606)</u>
Appropriated Unrestricted Net Position in FY 2019	-
Projected Unrestricted Net Position 9/30/2019	<u>(3,453,606)</u>

### FY 2019 Budget Summary

#### Adopted Revenues

Service Revenues	1,793,962
Transfer From Debt Service Fund	145,388
Interest Earnings	2,875
Appropriated Unrestricted Net Assets	-
<b>Total Revenues</b>	<u><b>1,942,225</b></u>

#### Adopted Expenditures

Operating Items	1,535,649
Debt Service	145,388
Non-Operating Costs	261,188
<b>Total Expenditures</b>	<u><b>1,942,225</b></u>

## Solid Waste Fund Revenues

Line Item Prefix: 401-0000-:		FY 2016 Actual	FY 2017 Actual	FY 2018 Current Budget	FY 2018 Projected	FY 2019 Adopted
325-32524	Solid Waste Assessment	688,890	687,450	617,926	610,117	789,343
325-32525	Solid Waste Assessment - Delinquent	(32)	96	-	325	-
325-32526	Bulk Waste Assessment	355,191	359,418	696,810	688,158	1,004,619
325-32527	Bulk Waste Assessment - Delinquent	(21)	56	-	258	-
343-34340	Recycling Revenues	9,267	17,291	5,628	3,301	-
<b>TOTAL</b>	<b>Service Revenues</b>	<b>1,053,295</b>	<b>1,064,311</b>	<b>1,320,364</b>	<b>1,302,159</b>	<b>1,793,962</b>
369-36990	Other Miscellaneous Revenues	-	-	-	-	-
381-38120	Transfer from Debt Service Fund	-	-	-	-	145,388
389-38910	Interest Earnings	5,147	10,223	5,700	5,750	2,875
398-39800	Appropriated Unrestricted Net Assets	-	-	300,894	300,894	-
<b>TOTAL</b>	<b>Miscellaneous Revenues</b>	<b>5,147</b>	<b>10,223</b>	<b>306,594</b>	<b>306,644</b>	<b>148,263</b>
<b>TOTAL</b>	<b>SOLID WASTE</b>	<b>1,058,442</b>	<b>1,074,534</b>	<b>1,626,958</b>	<b>1,608,803</b>	<b>1,942,225</b>

## Solid Waste Fund Expenditures

Line Item Prefix: 401-4100-534:		FY 2016 Actual	FY 2017 Actual	FY 2018 Current Budget	FY 2018 Projected	FY 2019 Adopted
Suffix Code	Object Description					
31010	Professional Services	833	1,966	4,000	2,500	4,000
34200	Recycling Expense	50,617	50,776	102,309	102,309	106,123
34202	Solid Waste Collection Expense	289,369	289,362	395,986	395,986	410,748
34203	Solid Waste Disposal Expense	164,352	165,481	144,527	146,897	149,149
34205	Bulk Waste Collection Expense	108,552	108,587	364,553	364,553	378,144
34206	Bulk Waste Disposal Expense	162,522	164,869	373,490	373,490	482,485
49100	Other Current Charges	750	1,395	5,000	1,000	5,000
525-49901	Hurricane Irma - Debris Monitoring	-	69,707	-	552,043	-
525-49902	Hurricane Irma - Debris Removal	-	585,633	-	3,003,994	-
525-49910	Hurricane Irma-Grant/Public Assistance	-	-	-	13,646	-
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>776,994</b>	<b>1,437,778</b>	<b>1,389,865</b>	<b>4,956,418</b>	<b>1,535,649</b>
525-72100	Interest - Emergency LOC	-	-	-	57,322	145,388
525-73100	Other Debt Svc Costs-Emergency LOC	-	-	-	50,390	-
<b>TOTAL</b>	<b>DEBT SERVICE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>107,711</b>	<b>145,388</b>
581-91001	Transfer to General Fund	185,828	205,427	225,765	225,765	258,313
99100	Contingency	-	-	11,328	-	2,875
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>185,828</b>	<b>205,427</b>	<b>237,093</b>	<b>225,765</b>	<b>261,188</b>
<b>TOTAL</b>	<b>SOLID WASTE FUND</b>	<b>962,822</b>	<b>1,643,205</b>	<b>1,626,958</b>	<b>5,182,183</b>	<b>1,942,225</b>

### Major Variance from Current Budget FY 2018 to Projected FY 2018

Code	Amount	Explanation
525-49901	\$552,043	Hurricane Irma expenditures unanticipated
525-49902	\$3,003,994	Hurricane Irma expenditures unanticipated
525-49910	\$13,646	Hurricane Irma expenditures unanticipated
525-71100	\$1,470,805	Series 2013 Emergency LOC proceeds unanticipated
525-72100	\$12,541	Series 2013 Emergency LOC proceeds unanticipated
525-73100	\$50,390	Series 2013 Emergency LOC proceeds unanticipated

### Major Variance or Highlights of the Fund Budget - FY 2018 Projected to FY 2019 Adopted

Code	Amount	Explanation
34206	\$108,995	Bulk disposal budgeted at max "true-up" generation factor
525-71100	(\$1,470,805)	Series 2013 Emergency LOC refi via Series 2018 LOC in 2018
525-72100	(\$12,541)	Series 2013 Emergency LOC refi via Series 2018 LOC in 2018
525-73100	(\$50,390)	Series 2013 Emergency LOC refi via Series 2018 LOC in 2018

**Town of Southwest Ranches  
Adopted FY 2018/2019  
Solid Waste Assessment Worksheet**

**Sources:**

WastePro of Florida, Inc Contract  
Broward County Property Appraiser  
Munilytics Consultant Study

Description	Solid Waste & Recycling	Bulk Waste	Total Adopted FY 18/19
% Allocation Direct Expenses Only	44%	56%	

**Direct Expenses:**

Solid Waste Collection	\$ 410,748	\$ -	\$ 410,748
Recycling Collection	\$ 106,123	\$ -	\$ 106,123
Bulk Waste Collection	\$ -	\$ 378,144	\$ 378,144
Solid Waste Disposal	\$ 149,148	\$ -	\$ 149,148
Bulk Waste Disposal	\$ -	\$ 482,484	\$ 482,484
<b>Sub-Total Cost of Service</b>	<b>\$ 666,020</b>	<b>\$ 860,629</b>	<b>\$ 1,526,649</b>

**Other Expenses**

Statutory Discount	\$ 75,190
Collections Cost and Other	\$ 28,998
Townwide Personnel\Contractual Costs	\$ 258,314
<b>Total Solid Waste Assessment Expenses</b>	<b>\$ 1,889,150</b>

**Based On Consultant Study**

Assessment	Lot Sq Ft. Range	Number of Units in Range	Solid Waste Cost Per Unit	Bulk Waste Cost Per Unit	Total Adopted Rates FY 18/19	Total Assessed Rates FY 17/18	Difference: Increase
A	- 41,200	406	\$ 318.95	\$ 295.83	\$ 614.78	\$ 455.44	\$ 159.34
B	41,201 46,999	426	\$ 318.95	\$ 347.18	\$ 666.13	\$ 491.08	\$ 175.05
C	47,000 62,999	414	\$ 318.95	\$ 418.34	\$ 737.29	\$ 541.97	\$ 195.32
D	63,000 95,999	449	\$ 318.95	\$ 454.03	\$ 772.98	\$ 564.47	\$ 208.51
E	96,000 106,999	460	\$ 318.95	\$ 505.93	\$ 824.88	\$ 605.47	\$ 219.41
F	107,000 >107,000	429	\$ 318.95	\$ 629.42	\$ 948.37	\$ 683.60	\$ 264.77

**Town of Southwest Ranches, FL**  
**Adopted Cost Allocation Plan for FY 2019 Special Assessments**

Townwide Personnel & Contractual Costs *			General Fund Allocation		Solid Waste Assessment Cost Allocation		Fire Assessment Cost Allocation	
Department	Cost	%	Allocation	%	Allocation	%	Allocation	
Legislature	\$ 69,487	87%	\$ 60,454	5%	\$ 3,474	8%	\$ 5,559	
Attorney	\$ 736,500	89%	\$ 658,500	4%	\$ 30,000	7%	\$ 48,000	
Executive	\$ 450,392	65%	\$ 291,541	20%	\$ 90,772	15%	\$ 68,079	
Finance	\$ 392,255	70%	\$ 273,660	15%	\$ 59,297	15%	\$ 59,297	
Clerk	\$ 197,027	88%	\$ 173,183	5%	\$ 9,935	7%	\$ 13,909	
Public Works	\$ 253,532	98%	\$ 248,421	1%	\$ 2,556	1%	\$ 2,556	
Code Enforce.	\$ 220,516	66%	\$ 145,780	28%	\$ 62,280	6%	\$ 12,456	
PROS	\$ 112,759	100%	\$ 112,759	0%	\$ -	0%	\$ -	
Totals	\$ 2,432,468		\$ 1,964,297		\$ 258,314		\$ 209,855	

\* 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.



## Appendix

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.



2018 Town of Southwest Ranches Rural Public Arts & Design Advisory Board Photo Contest

*Submitted by: sarah calderbank*

**FY 2018-2019**

## 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, 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 DESCRIPTIONS

## **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 and 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), 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 DESCRIPTIONS

### **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 Executive 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

**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.

**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.

**Ad Valorem Taxes:** Of Latin origins, this fairly 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.

**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.

**Authorized Positions:** Employee positions which both exist within the personnel complement (whether vacant or filled) and are funded.

## GLOSSARY

**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.

**Base Budget:** Projected cost of continuing the existing levels of service in the current budget year.

**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 Refinancing:** The payoff and re-issuance of bonds, to obtain better terms.

**Budget:** A plan of financial activity for a specified period of time (fiscal year) indicating all planned revenues and expenses for the budget period.

**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.

# GLOSSARY

**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.

**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.

**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.

**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.

**Deficit:** The excess liability of an entity over its assets; or the excess of expenditures or expenses over revenues during a single accounting period.

## GLOSSARY

**Department:** The basic organizational unit of government, either utilizing employees or contractors, which is functionally unique in its delivery of services.

**Division:** An allocation center within a Department maintained separately to more transparently reflect costs 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.

**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 considered to be the difference between fund assets and fund liabilities, known as net assets which serves as a measure of financial resources.

## GLOSSARY

**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 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.

**Grants:** A contribution by a government or other organization to support a particular 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."

**Indirect Cost:** A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one service.

**Infrastructure:** The physical assets of a government system as a whole (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.

**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.

**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.

**Non-Spendable Fund Balance** – Amounts that are inherently not spendable because of their form (such as inventory or prepaids).

## GLOSSARY

**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 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.

**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.

**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.

**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.

**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.

## GLOSSARY

**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.

**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 particular 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.

**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.



## GLOSSARY

**Unassigned Fund Balance:** The portion of a fund's balance which is not obligated or specifically designated as either nonspendable, 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.

**Zero-Based Budgeting:** A budget process which assumes that the base budget for operations is zero and requires justification for all expenditure funding requests.



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