

# TOWN OF SOUTHWEST RANCHES, FLORIDA



# PROPOSED BUDGET FOR FISCAL YEAR 2012-2013





# TOWN OF SOUTHWEST RANCHES PROPOSED BUDGET Fiscal Year 2012-2013



#### **TOWN COUNCIL:**



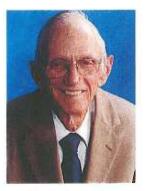
Mayor Jeff Nelson



Vice Mayor Doug McKay



Councilmember Steve Breitkreuz



Councilmember Freddy Fisikelli



Councilmember Gary Jablonski



## TOWN OF SOUTHWEST RANCHES, FLORIDA Administrative Staff

Andrew D. Berns Town Administrator

> Keith Poliakoff Town Attorney

Martin D. Sherwood, CPA CGFO Town Financial Administrator

Fiscal Year 2012—2013

#### 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 October1 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.

#### 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, 2012 and ending September 30, 2013, 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 proposed Budget Message (immediately following this page) 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 11/12) budget to projected prior year expenditures, explains the variances in expenditures from the projected prior year (FY 11/12) to proposed current year (FY 12/13), and identifies 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 are incorporated within the debt service fund. There is also a new process which allows the reader to determine the level of 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 Device

As a communications 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 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 Financial Services Department (FFSD) 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 proposed for next year.

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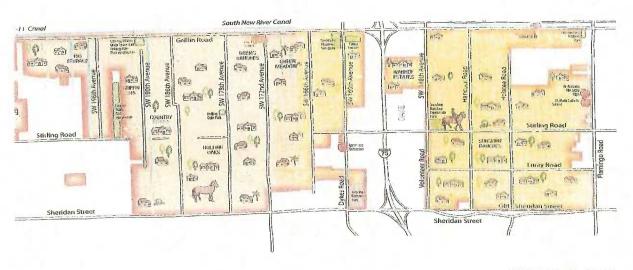
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#### **Budget Overview**



FY 2012-2013



#### **Budget Overview**

This section contains summary information about the Proposed Budget.

It includes:

1) the Town Administrator and Town Financial Administrator's transmittal letter

2) the Town's budget calendar

3) millage information

4 the summary 5 year capital improvement plan

5) the summary proposed schedule of financing

6) Fire Assessment information

7) Solid Waste Assessment information

8) Personnel Compliment



#### **Town of Southwest Ranches**

13400 Griffin Road Southwest Ranches, FL 33330-2628

(954) 434-0008 Town Hall (954) 434-1490 Fax Town Council
Jeff Nelson, Mayor
Doug McKay, Vice Mayor
Steve Breitkreuz, Council Member
Freddy Fisikelli, Council Member
Gary Jablonski, Council Member

Andy Berns, Town Administrator Keith M. Poliakoff, Town Attorney Erika Gonzalez-Santamaria, CMC, Town Clerk Martin D. Sherwood, CPA CGFO, Town Financial Administrator

July 12, 2012

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 2012/2013 Proposed Budget. It has been our collective pleasure to begin our services to the Town of Southwest Ranches within the past several months as your Town Administrator and Town Financial Administrator. During that time we have come to know and appreciate the goals and objectives of the Town Council and the Town's residents.

The proposed budget before you was prepared with the goal of keeping costs to residents down wherever possible while meeting Town Council 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. Where exact calculations were possible, they were utilized.

#### Proposed Millage and Rate Summary

The aggregate increase to the Town's assessed valuations has increased by 1.38% placing the Town within the top third growth communities in all of Broward County. As a result of a number of factors, the maximum millage which could be set by a majority of Town Council votes is 4.5962 mills. This rate would result in an additional \$684,475 in property taxes which could be utilized to offset some capital improvement expenses.

With the goal of reducing the burden to taxpayers, the proposed budget is balanced at the Town of Southwest Ranches' historic rate of 3.9404 mills. A chart of the range of millages and their resulting revenues and budgetary impacts is presented later in this document. In short, there is no proposed change to the property tax millage rate to balance this budget.

Maintaining the rate means that an average household will experience an increase of 1.38% or less in the Town's portion of their property tax bill. The effect of applying the historic rate to each individual property may vary depending upon the exemptions they

have in place, whether they have made improvements to their property and a variety of other factors.

At least a portion of the nominal (1.38%) increase will be offset by a reduction in solid waste assessment costs. Following the direction of the Town Council service provision for solid waste (garbage) collection, the contractual provider has been changed. The result is a substantial savings of approximately 30% per residential customer for solid waste and recycling collections.

In general, no other rate changes are proposed while some service level increases, discussed later, will be improved. The following table represents in summary form the degree to which the proposed budget limits resident burdens. The table shows that the Town of Southwest Ranches will generally be requesting less of our residents in the coming fiscal year. The balance of this letter addresses proposals for "doing more" with "less".

Cost Name	FY 2013 Proposed Budget Change
Ad valorem (Property Tax) Rate	No change
Solid Waste Assessment Rate(s)	A 30% decrease overall
Fire Assessment Rate(s)	A decrease or no change except for a 3.5% increase for Vacant/Ag designation

#### **Budget Document Changes**

Coupled with a reduced demand on residents in the Fiscal Year 2012 – 2013 Proposed Budget, is a commitment to do more. Accompanying the goal of the Town Administrator and Financial Administrator to be more transparent with our financial position was an objective to make a more informative and comprehensive public budget document. This document represents those efforts. The reader will notice substantial difference when comparing this document to the line-item budgets of prior years.

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.

This new 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 (reserve) 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. Admittedly, this new format takes some adjustment to read (and even more to produce!). Given time, however, it will come to be appreciated, expected and anticipated. On a final note about the document, references to fiscal years (such as FY 2013) are a short-hand for the year ending September 30, 2013. Fiscal Year 2013 may also be represented as FY 2013, FY 12/13, or FY 13. Wherever standardization is possible, it has been utilized.

#### **Capital Improvements Planning**

The Proposed FY 2013 Budget includes a new section which serves as an important planning tool. The new 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.

Fifteen Capital Improvement Projects were submitted during inter-departmental budget discussions. Eight of the projects have been included in the 5-Year CIP. The 7 projects not included are not being recommended in the Proposed FY 2013 Budget either because funding is not needed until future years or, more commonly, sufficient financial resources cannot be identified.

#### Capital Improvement Projects Not Funded in FY 2013

Six of the capital improvements not included are provided in the following table. The project name, a brief explanation of the project, requested FY 2013 funding, and total requested project funding are provided. Detail pages on each of these projects can be found elsewhere in this document.

Сар	ital Improvement Projects Not Funde	a in FY 2013	
Project Name	Brief Description	FY 2013 Request	Total 5 Year Request
Calusa Corners	Park Amenities Enhancement	\$31,000	\$949,225
Southwest Meadows Sanctuary	Park Amenities Enhancement	\$211,095	\$2,284,719
Frontier Trails Conservation	Park Amenities Enhancement	\$390,930	\$1,954,650
	Sub-totals	\$633,025	\$5,188,594
Stirling St. (SW 60th) Widening	Widens SW 60th from 1 lane to 2	\$50,000	\$50,000
Streets Paving Program	Paving Improvement Program	\$205,000	\$1,025,000
	Sub-totals	\$255,000	\$1,075,000
Fire Pumper / Tanker Purchase	Purchases & Equips Replacement	\$60,000	\$600,000
	Sub-totals	\$60,000	\$600,000
	Total Requests Unfunded in Proposed FY 2013 Budget	\$948,025	\$6,863,594

As the table above shows, funding of these projects as requested would result in an additional expenditure of approximately \$6,863,594 over the next five years. The \$948,025 expenditure to fund these requests in FY 2013 represents a net millage increase of .9083 mills.

The seventh capital improvement project which was submitted, but not included in FY 2013 Proposed Budget requests funding in years beyond the 5-Year CIP. That request comes from Planning, Zoning & Engineering and requests the construction of a Public Safety Facility which can serve as an Emergency Operations Center. The cost is estimated at \$5,400,000.

#### Capital Improvement Projects Funded in FY 2013 and Beyond

Eight capital improvement projects are fully funded for their FY 2013 needs. The *Telephone/Communication (VOIP) System Replacement* project will be completed during FY 2013. It will replace the current telephone system with a voice-over-internet protocol (VOIP) system which should reduce future costs, increase functionality, and prove more reliable. This project is funded with a one-time use of unassigned General

Fund fund balance (reserves) of \$30,000. This project requires no funding in "out-years" (years beyond FY 2013).

The seven remaining projects do require funding in out-years. Funding to complete three of those seven has been identified. The *Fire Wells Replacement and Installation project* can be supported by Fire Assessment collections with little impact to that fund or operations. The *Drainage Improvement Projects* can be funded by maintenance of a modest \$100,000 annual transfer from the General Fund. Finally, the out-years of the *Pavement Striping and Markers* project can be fully funded through restricted gas-tax collections. Additional information on all of these projects is available throughout this document.

#### Financing Alternatives for Capital Improvement Project Out-years

A glance at the 5-Year CIP reveals four projects with a funding code of "NF" in future years. This code represents "Not Funded" which means that funding to complete the project element in the corresponding fiscal year needs to be identified. The four projects currently carrying that designation in their out-years (FY 2014 - FY 2017) are:

- 1. Fishing Hole Park and Country Estates: \$554,472 in FY 2014 has not been identified.
- 2. Rolling Oaks Passive Open Space and Barn: \$138,750 (total) in FY 2014 and FY 2015 has not been identified.
- 3. Guardrails Installation Project: \$540,000 (total) for out-years has not been identified.
- 4. SW 210<sup>th</sup> Terrace Road Improvements: \$1,654,000 of additional funding needs to be identified to complete this project.

Strategies exist for funding the out-years. Use of all General Fund reserves leaving no operating or emergency capital is an alternative (funding the first three of the four projects) but will create cash/liquidity issues. Cancelling one or more project is not being recommended at present. Delaying one or more projects may not be prudent. Increasing the millage rate (approximately .8000mills) would fund the projects, but significantly increase property tax payments. Issuing new debt increases recurring debt payments equivalent to approximately 0.1894 mills.

Each alternative has its advantages and disadvantages and none are being recommended with the FY 2013 Proposed Budget document. Use of the 5-Year CIP process has helped, however, to bring these financial planning concerns to the forefront.

#### **Program Modifications**

Even while looking forward to discussing financing options for quality of life infrastructure improvements, some quality of life improvements are recommended and funded. In the current budget development cycle eight program modifications were

proposed. Whether funded in the FY 2013 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 eight proposed program modifications, five were funded. The following table represents all requested program modifications with their associated costs. To assist in evaluating programs, the associated costs have a corresponding net millage equivalent. The table shows that the funded \$20,740 in modifications represents a 0.0199 mill equivalent which is absorbed into the FY 2013 Proposed Budget without needing a millage rate increase.

#### **Requested Program Modifications**

Funded	Cost	Millage Equivalent
Classification and Compensation Study	\$7,500	0.0072
Reduction in Town Newsletters	(\$18,000)	-0.0172
Website Redesign and Maintenance	\$18,240	0.0175
Town Hall A/C Replacement	\$5,000	0.0048
Community Forestry Prog. Enhance	\$8,000	0.0077
Sub-total	\$20,740	0.0199
Not Funded	Cost	Millage Equivalent
Townwide Parks Maintenance Increase	\$13,914	0.0133
Fishing Hole Park Maint. Increase	\$18,276	0.0175
Griffin Road Increase Maintenance	\$13,275	0.0127
Sub-total	\$45,465	0.0436
Grand Total	\$66,205	0.0635

#### Summary Comments

We look forward to continued discussions with the Town Council over the next several months to further refine this budget. We will have multiple opportunities for further discussion over the next few months via a budget workshop (August 21<sup>st</sup>) before this process culminates with two formal public hearings and plan adoption in September. In the meantime, if either of us may be of service in your understanding of the new layout, clarifying any information, or otherwise addressing any of your FY 2012/2013 Proposed Budget concerns, please feel free to contact us directly.

Town Administrator:

Andrew D. Berns

Town Financial Administrator:

Martin D. Sherwood, CPA CGFO

	N OF SOUTHWEST RANCHES, FL oproved Budget Calendar for FY 2012-2013
Tuesday, May 15, 2012	Town Financial Administrator meets with Town Administrator for General Direction
Wednesday, May 16, 2012 to ongoing	Distribution of Capital Project Worksheets to Department Heads/Staff
Friday, June 01, 2012	Budget Kick-Off with Department Heads
Friday, June 01, 2012	Estimated Tax roll information available from Property Appraiser
Monday, June 4 to Friday, June 29th, 2012 Thursday, June 14, 2012	Memo to Town Council- Proposed Budget Calendar for FY 2012-2013 presented at regular
Friday, June 08, 2012	Departmental Capital Improvement (> \$24,999) and Program Modification Requests Due
	Department Descriptions and Revenue Estimates Due from Department Heads Departmental operating and capital outlay (\$1,000 but < \$25,000) requests and justification
Thursday, June 21, 2012	Departmental Meetings (9 - 10:30 am; 10:45 - 12:15PM; 12:45 AM - 2PM)
Friday, June 22, 2012	Departmental Meetings (9 - 10:30 am; 10:45 - 12:15PM; 12:45 AM - 2PM)
Monday, June 25, 2012	Town Financial Administrator meets with Town Administrator and Town Attorney (preliminary condition assessment/recommendations/modifications) - post council direction
Tuesday, June 26, 2012 to ongoing	Draft Proposed FY 2012 Departmental Sectional worksheets Distributed
Sunday, July 01, 2012	Certified Taxable Values Received from Property Appraiser
Monday, July 09, 2012	Comments / Corrections Due on Draft - Administrators/Attorney/Departments
Friday, July 13, 2012	Final Proposed Budget finished, printing begins & distribution commences
Thursday, July 26, 2012	Preliminary Millage Rate and Initial Fire Protection and Solid Waste (SW) special assessmen Adoption at Regular Council Meeting (all via resolutions)
August	Notice for First Public Hearing through TRIM notice sent by Property Appraisers' office
Tuesday, August 21, 2012 Wednesday, August 1st and Tuesday,	Budget Workshop on Proposed Budget (7 PM)- Mayor and Town Council (Community Invited
September 11th, 2012	First and Second Budget Hearings for Broward County School Board
Monday, September 10th and Thursday, September 27nd, 2012	First and Second Budget Hearings for Broward County Government
Wednesday, September 12, 2012	First Public Hearing for Tentative Millage and Budget Adoption introduced for FY 2012-2013 (via ordinances). Final Fire Protection and SW special assessment Adoption (via resolutions)
Thursday, September 13, 2012	September Regular Council Meeting
Saturday, September 15, 2012	Deadline to send the adopted Final Fire Protection and SW special assessment to the Proper Appraiser Office and the Broward County Revenue Collection Department
Sunday, September 23, 2012	Deadline for Sun Sentinel Advertisement submission
Wednesday, September 26, 2012	First Date: advertisement can run for second public hearing
Thursday, September 27, 2012	Last Date: advertisement can run for second public hearing
Thursday, September 27, 2012	September Regular Council Meeting
Monday, October 01, 2012	Second Public Hearing for Final Millage and Budget Adoption (via ordinances) @ 7:00 PM

### Fiscal Year 2013 Millage Maximums and Related Information (Based on Certified Assessment Information)

Millage Name	Votes Required	Maximum Millage	Total Resulting Net Revenues	Net Revenue Change (from proposed funding level)	FY 2013 levy increase on \$250,000 taxable value
Current Year Roll-Back Rate	3	3.9042	\$4,102,334	(\$10,361)	\$0
Town of Southwest Ranches Historic Rate (Used for FY 2012 and for FY 2013 Proposed Budget)	3	3.9404	\$4,112,695	\$0	\$9
Adjusted Current Year Roll- Back Rate	3	4.3995	\$4,591,870	\$479,174	\$115
Maximum Majority Vote	3	4.5962	\$4,797,171	\$684,475	\$173
Maximum Super Majority Rate	4	5.0558	\$5,276, <mark>86</mark> 7	\$1,164,171	\$288
Unanimous	5	10.0000	\$10,437,254	\$6,324,558	\$1,524

Proposed Funded FY 2012/2013 Capital Improvement Project Requests

Department	Project Name	1 - 1	al FY 2013 ect Amount*
Public Safety - Fire Admin	Fire Wells Replacement and Installation	\$	25,000
Non-Departmental	Telephone\Communications (VOIP) System Replacement	\$	30,000
General Fund Total	Total	\$	55,000
Parks and Open Space	Fishing Hole Park at Country Estates*	\$	398,943
Parks and Open Space	Rolling Oaks Passive Open Space and Barn*	\$	110,768
Capital Projects Fund Total	Total	\$	509,711
Transportation	Drainage Improvement Projects	\$	100,000
Transportation	Guardrails Installation Project	\$	30,000
Transportation	Pavement Striping & Markers	\$	50,000
Transportation	SW 210th Terrace Road Improvement	\$	15,000
Transportation Fund Total	Total	\$	195,000
All Funds	Total		\$759,711

<sup>\*</sup>Note: Not all of the project costs for the Parks, Recreation and Open Space (PROS) projects are an expense to the Town of Southwest Ranches. Narrative explanation is provided on each Capital Improvement Project Page

Proposed Unfunded FY 2012-2013 Capital Improvement Project Requests

Department	Project Name	al FY 2013 ect Amount*
Public Safety - Vol. Fire	Volunteer Fire Pumper/Tanker Vehicle and Equipment	\$ 60,000
Volunteer Fire Services	Total	\$ 60,000
Parks and Open Space	Calusa Corners	\$ 31,000
Parks and Open Space	Southwest Meadows Sanctuary	\$ 211,095
Parks and Open Space	Frontier Trails Conservation Areas	\$ 390,930
Capital Projects Fund Total	Total	\$ 633,025
Transportation	Stirling Street (SW 60th) Widening Project	\$ 50,000
Transportation	Streets Paving	\$ 205,000
Transportation Fund Total	Total	\$ 255,000
All Funds	Total	 \$948,025

<sup>\*</sup>Note: Not all of the project costs for the Parks, Recreation and Open Space (PROS) projects are an expense to the Town of Southwest Ranches. Narrative explanation is provided on each Capital Improvement Project Page

# Five Year Capital Improvement Plan All Funds Project Expenditure Summary FY 2013 - FY 2017

Department Name	Project Name	FY 2013		FY 2014		FY 2015		FY 2016		FY 2017		Total
Public Safety	Fire Wells Replacement and Installation	25,000	FA	25,000	FA	25,000	FA	25,000	FA	25,000	FA	125,000
Executive	Telephone\Communication(VOIP) System Replace	30,000	GF-FB									30,000
Parks, Recreation & Open Space	Fishing Hole Park at Country Estates	398,943	G, CIP-FB, GF Tfr	554,472	₽.							953,415
	Rolling Oaks Passive Open Space and Barn	110,768	CIP-FB	69,375	L N	69,375	F/S					249,518
Engineering	Drainage Improvement Projects	100,000	GF Tfr	100,000	GF Tfr	100,000	GF Tfr	100,000	GF Tfr	100,000	GF Tfr	500,000
	Guardrails Installation Project	30,000	GAS, TFB	135,000	Ä	135,000	L.	135,000	N-F	135,000	N.	570,000
	Pavement Striping and Markers	20,000	GAS, TFB	50,000	GAS	50,000	GAS	50,000	GAS	50,000	GAS	250,000
	SW 210th Terrace Road Improvements	15,000	GAS, TFB	150,000	m.	95,000	AN	704,500	Ą	704,500	Ä	1,669,000
	PROJECT TOTALS		\$759,711	ès	\$1.083.847		\$474.375		\$1.014.500		\$1.014.500	\$4.346.933

Funding Source Code	Funding Source Name
CIP-FB	Capital Projects Fund Fund Balance
TFB	Transportation Fund Fund Balance
5	Grant Funding
GAS	Local Option Gas Taxes
41 30	General Fund Transfer from Operating Revenues or
= 5	Fund Balance (Reserves)
GF-FB	General Fund Fund Balance (Reserves)
DEBT	DEBT-General Obligation or otherwise
FA	Fire Special Assessment
SA	Special Assessment
LN	Not Funded

# Five Year Capital Improvement Plan-All Funds Funding Source Summary FY 2013 - FY 2017

Source Code	Source Name	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total
CIP-FB	Capital Projects Fund Fund Balance	237,214					237,214
TFB	Transportation Fund Fund Balance	47,500					47,500
ტ	Grant Funding	135,000					135,000
GAS	Local Option Gas Taxes	47,500	50,000	50,000	50,000	50,000	247,500
GF Tfr	General Fund Transfer from Operating	237,497	100,000	100,000	100,000	100,000	637,497
GF-FB	General Fund Fund Balance (Reserves)	30,000					30,000
DEBT	DEBT-General Obligation or otherwise						0
FA	Fire Special Assessment	25,000	25,000	25,000	25,000	25,000	125,000
SA	Special Assessment						0
NF	Not Funded		908,847	299,375	839,500	839,500	2,887,222
				The second secon			

#### **Funded**

	C	Town of Soc apital Im	uthwest Rand						
Project:	Fire Wells Re	placement a	and Instal	llati	on				
Priority:	Public Safety	/ - #1		Proj <i>I</i> lan	ect ager:	Fire Chiefs			
Department:	Fire Adminis	tration		Divis	sion:	General Services Coordinator			
Project Location:	Town-wide		- Adam						
Fiscal Year:	FY 2013	FY 2014	FY 2015		FY 2016	FY 2017	Total	Prior Years	
Plans and Studies:									
Construction:	\$25,000	\$25,000	\$25,00	00	\$25,000	\$25,000	\$125,000	\$80,000	
Other:									
TOTAL COST:	\$25,000	\$25,000	\$25,00	00	\$25,000	\$25,000	\$125,000	\$80,000	
Revenue Source:	FA	FA	FA		FA	FA		GF	
the replacement and installacomponent of the Fire Spectomponent of the Fire Spectomponent of the Fire Spectomponent of the Fire Spectomponent of the municipality. As a milestorically fire wells may be government has adopted the insurance rating. When you standards as a basis for you impact on your community's government agency."  Inadequate funding may lease the section of the Fire Spectomponent agency. The section is a section of the Fire Spectomponent agency. The section of the Fire Spectomponent agency. The section is a section of the Fire Spectomponent agency. The section is a section of the Fire Spectomponent agency. The section is a section of the Fire Spectomponent agency. The section is a section of the Fire Spectomponent agency in the section of the Fire Spectomponent agency is a section of the Fire Spectomponent agency in the section of the Fire Spectomponent agency is a section of the Fire Spectomponent agency in the section of the Fire Spectomponent agency is a section of the Fire Spectomponent agency is a section of the Fire Spectomponent agency in the section of the Fire Spectomponent agency is a section of the Fire Spectomponent agency is a section of the Fire Spectomponent agency in the section of the Fire Spectomponent agency is a section of the Fire Spectomponent agency is a section of the Fire Spectomponent agency is a section of the Fire Spectomponent agency in the section of the Fire Spectomponent agency is a section of the Fire Spectomponent agency	cial Assessment a of fire hydrants so and functionality unicipality, the hea e damaged, test of the Uniform Fire Co ar jurisdiction is insur ur rating. Ignoring as fire insurance pr	t a cost of appropriet a cost of appropriet that an impact of alth safety and vary or sand infilt ode or recognized spected by the lather standards were miums and in the safety and water safety safety and water safety and water safety and water safety	eximately \$3 Dity of Sunrison the well by welfare of the rated in whice the NFPA is unance Sewhen new desome situati	se Ut eing e cit ch ca sta ervic evel ions	illities, but the of the residen izenry is paran ase they must had ards, they hes Office, the ippment takes pan contribute	n (for up to 8 well majority of the T cy and an impact nount.  The replaced. "What impact of the sector will use to some liability."	own is dependent on the insurar the ther of not your commune current regulation the part of the control of the part of the control of the con	ent on fire nce rating ur local ity's fire tions and verse he local	
Personnel	1								
Operating		10,000	are estima	ated	and are also	ng impact perta funded as par	t of the Fire Sp	pecial	
Replacement Costs					ithin the "oth nent budget	er current cha	rges" account	of the Fire	
Revenue/Other									
Total									

#### **Funded**

#### Town of Southwest Ranches, Florida **Capital Improvement Project** Telephone/Communications (VOIP) System Replacement **Project: Project** Executive - #1 **Executive Department Priority:** Manager: Department: **General Fund** Division: **General Services Coordinator Project Location: Town Administrative Offices** Prior Fiscal Year: FY 2017 FY 2013 FY 2014 FY 2015 **FY 2016** Total Years Plans and Studies: Engineering/ Architecture: Land Acquisition/ Site Preparation: Construction: Equipment/ \$15,000 \$15,000 Furnishings: \$15,000 \$15,000 Other (Installation): \$30,000 \$30,000 TOTAL COST: Revenue Source: GF-FB **Description (Justification and Explanation)** In FY 11/12, the Town of Southwest Ranches relocated to a larger Town Hall facility at 13400 Griffin Road. increased square footage of the Town Hall allowed for additional office space, conference rooms and Council Chambers. Unfortunately, the Town's existing phone system hardware purchased in 2005 cannot be upgraded to facilitate the additional connections needed nor accommodate voice over internet protocol (VOIP) technology that will enable the Town to recover and provide customer service during emergencies or disasters. The existing system/hardware is over 10 years old and cannot be expanded to accommodate our office space, conference rooms, or Council Chambers. During the current year phone service alternatives and delivery methods were researched prior to relocation, however, due to cost constraints of moving into the new Town Hall and unforeseen items, a new phone system was not funded. An RFP is in development and it is anticipated that a new system be in place prior to the end of the FY 2012 Hurricane season. **Annual Impact on Operating Budget** Currently phone, fax and T-1 service for the Town runs Personnel: approximately \$1,400 per month. It is anticipated that monthly recurring costs will decrease slightly. Operating: No additional annual impacts are anticipated to result from this **Replacement Costs:** replacement program. NOTE: Pending results of an RFP and service provider an additional T-1 line may be required to run Revenue/Other: voice over internet protocol (VOIP) technology. Total:

#### Town of Southwest Ranches, Florida Capital Improvement Project Project Fishing Hole Park at Country Estates Project Priority PROS #1 December Lauretano-Haines Manager Department Division Parks Recreation and Open Space N/A **Project Location** Fishing Hole Park - 16 acres at 18900 Griffin Road FY 2017 FY 2013 FY 2014 FY 2015 FY 2016 Total **Prior Years Fiscal Year** Plans and Studies \$ 11,666 \$ 47,043 \$ 11,666 Engineering, Architecture 62,364 \$ 125,364 386,968 63,000 \$ & Permitting Land Acquisition/Site 125,000 \$ 100,000 \$ 225,000 \$ 2,095,915 preparation Construction \$ 568,385 35,615 202,943 \$ 365,442 Equipment/Furnishings \$ 23,000 8,000 \$ 15,000 Other (Specify) TOTAL COST: \$ 554,472 \$ 953,415 \$ 2,565,541 398,943 G=\$135,000 Revenue Source NF GF Tfr= \$137,497 CIP-FB=\$126,446

#### **Description (Justification and Explanation)**

Acquisition and future development of the Country Estates Fishing Hole site fulfills objectives and policies of the Town's Comprehensive Plan and effectively promotes primary goals of the Town's Charter. The Town's parks system is designed to meet adopted Comprehensive plan standards, including: developing increased water storage and urban stormwater runoff filtering capacity in a drainage basin recognized to be deficient; providing community parks for residents; promoting and preserving the environmental and public recreational benefits of unique natural areas; providing enhanced public access to water bodies and open space areas; constructing and linking multi-use Greenway recreational trails throughout the Town.

Acquistion was supported by 3 grant sources which matched each other, FCT and Broward County Land Preservation Open Space grants. In exchange for acquisition support, the Town is obligated to develop the recreational amenities identified in Florida's Statewide Comprehensive Outdoor Recreation Plan (SCORP), which served as the basis of demand and need for recreational resources and facilities planned for the development of Fishing Hole Park. Development is currently supported by Broward County 3 grants totaling \$135,000. Two of these are 50% matching grants and one is non-matching. Costs were estimated based on management plan estimates prepared by professional consultants and updated in accordance with reductions in commitments and changes in market conditions.

Commitments for development at the Fishing Hole site have been reduced significantly from original concept, retaining only those developments necessary to satisfy granting agency partners' scoring systems. Developments will include playground, restroom, open space play fields, picnic and environmental education pavilion, pond, fishing pier, multi-use trail, improved wetlands, parking, and landscaping. Extension of timeline for development is planned to be requested.

Annua	<b>Impact</b>	on Oper	rating l	Budget
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Personnel			
Operating		\$ 36,000	
Replacement Cost	Year: 2035	\$ 16,000	
Revenue/Other		\$	Projected operating budget costs include Park Coordination, mitigation resource management, routine facilities maintenance, insurance, utilities,
Total		\$	and funding for replacement over the useful life of amenities.

		Cap		own of So al Imp			<sup>nches</sup> t <b>Projec</b>	t				
Project	Ro	lling Oaks	Pa	ssive Op	en S	pace & I	3arn					
Priority	Р	ROS - #2					Project Manager	Decembe	r L	auretano	-Ha	ines
Department	Pa	rks Recrea	atio	n and Op	en S	pace	Division	N/A				
Project Location	46-	Acre Rolli	ng	Oaks Par	k at	17630 S	W 56 Stree					
Fiscal Year		FY 2013		FY 2013 FY 2014 FY		Y 2015	FY 2016	FY 2017		Total	P	rior Years
Plans and Studies	\$	6,000							\$	6,000	\$	68,000
Engineering, Architecture & Permitting	\$	17,000							\$	17,000	\$	275,140
Land Acquisition/Site preparation			\$	11,375	\$	11,375			\$	22,750	\$	2,836,350
Construction	\$	87,768	\$	51,000	\$	51,000			\$	189,768	\$	245,037
Equipment/Furnishings			\$	7,000	\$	7,000			\$	14,000	\$	13,000
Other (Specify)												
TOTAL COST:	\$	110,768	\$	69,375	\$	69,375	!		\$	249,518	\$	3,437,527
Revenue Source		CIP-FB		NF		NF					CIP	\$2,200,000 - -\$1,237,527

#### **Description (Justification and Explanation)**

Acquisition and development of the Holling Oaks r assive Open Space r ark runnis objectives and policies of the Town's Charter. The Town's parks system is Comprehensive Plan and effectively promotes primary goals of the Town's Charter. The Town's parks system is designed to meet adopted Comprehensive plan standards, including: developing increased water storage and urban stormwater runoff filtering capacity in a drainage basin recognized to be deficient; providing community parks for residents; promoting and preserving the environmental and public recreational benefits of unique natural areas; providing enhanced public access to water bodies and open space areas; constructing and linking multi-use Greenway recreational trails throughout the Town.

Acquistion was supported by 2 grant sources which matched each other in prior years: Broward County Land Preservation Open Space program and the Florida Recreation Development Assistance Program. In exchange for acquisition support, the Town is obligated to develop the recreational amenities identified in Florida's Statewide Comprehensive Outdoor Recreation Plan (SCORP), which served as the basis of demand and need for recreational resources and facilities planned for the development of Rolling Oaks. Costs were estimated based on management plan estimates prepared by professional consultants and updated in accordance with reductions in commitments and changes in market conditions.

Commitments for development at the Rolling Oaks site have largely been satisfied. Reductions to development plan have been requested where possible. Developments include fitness trail, nature education, passive recreational open space, freshwater fishing, parking, multi-use trail, and native landscaping. Future development will include repoyation/re

#### Annual Impact on Operating Budget

			Personnel
	26,000	\$	Operating
P	35,000	\$ Year: 2031	Replacement Cost
n	-	\$	Revenue/Other
n o	61,000	\$	Total

Projected operating budget costs include Park Coordination, mitigation resource management, routine facilities maintenance, insurance, utilities, and funding for replacement over the useful life of amenities.

			UNDED				
		Town of Sout	hwest Ranches				
Project	Drainage Imp			i i ioject			
Priority	Transportation		Ojcoto	Project Manager	Willie Nabon	g, Town Er	ngineer
Department	Transportation	on Fund		Division	Engineering		
Project Location	Various loca		Town limits	- See the pro		der of prior	itv belov
Fiscal Year	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total	Prior
	F1 2013	F1 2014	F1 2015	F1 2010	712017	Total	Years
Plans and Studies							
Engineering, Architecture & Permitting	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000	
Land Acquisition/Site preparation							
Construction	\$89,000	\$89,000	\$89,000	\$89,000	\$89,000	\$445,000	
Equipment/Furnishings							
Other (Easement documentation & recording)	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$5,000	
TOTAL COST:	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000	
Revenue Source	GF Trf	GF Trf	GF Trf	GF Trf	GF Trf		
	Des	cription (Just	ification and	Explanation)			
Note: This project extends be provide and maintain an accestreet drainage plan. The Toprojects. A drainage project are resolved. The list of drainare:  1. Construct headwalls and ext 2. Construct 630 LF drainage project hane which has an outfall.	eptable level of a pwn's Drainage & is scheduled for nage projects ind ension of the drain ipe outfall by con-	roadway draina k Infrastructure implementation cludes over a compage pipe under necting the catcle	age service by Advisory Boa n only when dozen projects SW 52nd Stre	videntifying, pr ard (DIAB) has rights-of-way (p available in pr et at SW 130 Av	ioritizing and im approved a list preferred methoriority order. The re. (7/7/2011)	plementing a of streets dra d) and/or eas	in annual ainage sements
Annual Impact on Operating	Budget						
Personnel		0.00					
Operating		0.00					
Replacement Cost	Year:	0.00					
Revenue/Other		0.00					
Total		0.00					

	and the second of the second o						
		Town of Sout	hwest Ranche	s, Florida			
	(	Capital Imp	orovemen	t Project			
Project	Guardrails In	stallation Pro	oject				
Priority	Transportation	on #2		Project Manager	Willie Nabon	g, Town Eng	gineer
Department	Public Works			Division	Engineering		
Project Location	Various locat	ions in town	limits.				
Fiscal Year	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total	Prior Years
Plans and Studies							
Engineering, Architecture & Permitting							
Construction	\$30,000	\$135,000	\$135,000	\$135,000	\$135,000	\$570,000	\$50,00
Equipment/Furnishings							
Other (Specify)							
TOTAL COST:	\$30,000	\$135,000	\$135,000	\$135,000	\$135,000	\$570,000	\$50,00
Revenue Source	GAS / TFB	NF	NF	NF	NF		
	Des	cription (Just	ification and	Explanation)			
The Town desires to provinstalling guardrails. The Town list of guardrails installation properties of guardrails installation properties of guardrails on Stirlin LF(7/7/11)  Contruct guardrails on Stirlin LF(7/7/11)  Install guardrail across the brown contruct guardrails on Stirlin Contruct guardrails on Stirlin Contruct guardrails on Stirlin Total  Annual Impact on Operating	vn's Drainage & projects includes: g Road, Ph I, so g Road, Ph II, so ridge at Melaleu g Road, Ph I, so g Road, Ph I, so	Infrastructure A  uth side, from I  outh side, from  ca Dr at SW 50  uth side, from I	Advisory Board Hancock Road Hancock Road 6th St. Holatee Trail t	d (DIAB) has a d to Holatee Tra d to Holatee Tra o Melaleuca Da	oproved a list of ail, 1320 rail, 2650 r, 1320 LF	\$135,000 \$135,000 \$135,000 \$30,000 \$135,000 \$135,000	nd bjects. The
Personnel							
Operating		0.00					
	Year:	0.00					
Replacement Cost	real.	0.00					
Revenue/Other		0.00					
Total		0.00		the state of the s		Control State on State of	

	C	Town of apital Imp	Southwest Ra Droveme				
Project	Pavement St	riping and M	arkers				
Priority	Transportation	on #3		Project Manager	Willie Nabong	j, Town En	gineer
Department	Public Works	1		Division	Engineering		
Project Location	Various town	streets.					
Fiscal Year	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total	Prior Years
Plans and Studies							
Engineering, Architecture & Permitting							
Construction	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000	
Other (Specify)							
TOTAL COST:	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000	
Revenue Source	GAS/TFB	GAS	GAS	GAS	GAS		

#### **Description (Justification and Explanation)**

The Town desires to maintain Town streets paint striping and markers such as centerline and edge of pavement stripings, and reflective pavement markers, at an acceptable level of service by identifying, prioritizing and implementing an annual streets striping and markers installation plan. This program provides a safer transportation network throughout the town. The Town's Drainage & Infrastructure Advisory Board (DIAB) has approved a list of streets for striping and markers installation. The current list includes seventeen areas of identified concerns. A complete listing of all identified locations is available upon request.

nual Impact on Operatir	g Budget		<b>建筑型。</b> 第二十二
Personnel		\$0.00	
Operating		\$0.00	
Replacement Cost	Year: 8	\$50,000.00	Estimated annual cost for re-striping and markers replacement.
Revenue/Other	\$0.00		
Total		\$50,000.00	

#### **Town of Southwest Ranches** Capital Improvement Project SW 210th Terrace Road Improvements Project **Project** Priority G.D. "Willie" Nabong, P.E. **Transportation #4** Manager Division Transportation Department Transportation Fund Stirling Road to SW 54th Place **Project Location** Prior FY 2017 FY 2016 Total **Fiscal Year** FY 2013 FY 2014 FY 2015 Years Plans and Studies Engineering, Architecture \$245,000 \$150,000 \$95,000 & Permitting Land Acquisition/Site \$0 Preparation \$704,500 \$704,500 \$1,409,000 Construction \$0 Equipment/Furnishings Other (Documentation for \$15,000 \$15,000 Rights-of-Way) TOTAL COST: \$15,000 \$150,000 \$95,000 \$704,500 \$704,500 \$1,669,000 GAS / TFB NF NF NF Revenue Source NF

#### **Description (Justification and Explanation)**

This project, from Stirling Road to SW 54th Place, consists of reconstruction of an existing rural street approximately half mile in length, 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. The project anticipates that the required rights-of-way will be donated at no cost to the Town. However, for FY 2013 surveys and/or legal expenses will be incurred to obtain title to the ROW's

The Town presently does not maintain the street. 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.

#### **Annual Impact on Operating Budget**

Personnel		\$0		
Operating		\$0 The anticipated repaving cost at the end of		
Replacement Cost	Year: 2037	\$2,300	\$58,000. Assuming a 25 year lifespan, the annualized replacement cost would be approximately \$2,300 per year.	
Revenue/Other		\$0	cost would be approximately \$2,000 per year.	
Total		\$2,300		

	FY 12	Town of 9	Southwest			oject		
Project:	Volunteer Fi	•						
	2			Project Manager:		Volunteer Fir	e Chief	
Department:	Public Safety-	Volunteer Fir	e Svcs	Divi	sion:			
Project Location:	Townwide							
Fiscal Year:	FY 2013	FY 2014	FY 20	15	FY 2016	FY 2017	5 Year Total	Prior Years
Plans and Studies:								
Construction:								
Equipment/ Furnishings:	60,000	60,000	60,	000	60,000	60,000	300,000	
Other (Specify):								
TOTAL COST:	60,000	60,000	60,	000	60,000	60,000	300,000	
Revenue Source:	FA	FA	FA		FA	FA		
The asset (\$500,000 lease/purchase agreeme and 10 years reserve) ar The request is to pur assigned to this area by Town for its FY 11/12 bu contractual providers wa carry 2500 gallons of wa has previously identified apparatus will also be the apparatus that was built engine will become our remeet the current recomm Code 1901. The reques	ent with a 10 yeard will have an exchase a pumpe the Broward Shudget the funding is negotiated. The ralong with all this as a crucial efront line replain 1995 and has reserve apparatured new pumper ted new pumper and will have been the serve apparatured new pumper ted new pumper and will have a serve apparatured the server app	ar lifespan. The estimated resider/tanker fire aperiff's Office Fig was not. Additional to main accement for the careached the cus. Additional is for front-line r-tanker will mestimated to main accement for the cus. Additional is for front-line r-tanker will mestimated to the cus.	e anticipadual valus oparatus ire Rescutitionally, nker will ard firefiglatain or in e Departend of its justificat apparati	ated li e of \$ and e ue Div staff need hting o creas ment's usef tion fo us list	ife of this asset 175,000.00.  equipment to revision. Althous deferred a Rife to be fully equipment for the fire super current Engul life as a first the purchased in Nationa	replace the pungh this purchase Precommendatipped with a 12 a class 1 apparession servicine. The current-line response is that our cult Fire Protection	ars (10 years apper/tanker the was appro- ation until a c 250 gpm fire puratus. The Duratus. The Tow- nt engine is and aunit. The current engine of	front-line nat was ved by the hange in bump and repartment n. This n rrent does not
Annual Impact on Ope							- <u> </u>	
Personal:								
Operating: Replacement Costs:	Year:	N/A \$22,500	\$300,00	0-75,	000 residual v	values = \$225	,000/10 years	
Revenue/Other:								
Total:		\$22,500						

			Ca			outhwest R	<sub>anches</sub> nt Project				
Project	Calu	ısa Corn	ers								
Priority							Project Manager	December Lauretano-Haines			nes
Department	Parks Recreation and Open Space				Space	Division	N/A				
Project Location	11-A	cre Calu	ısa	Corners	Parl	k at Griffi	n between i	Oykes Road a	and	Hawkes B	luff Avenue
Fiscal Year	F	Y 2013	F	Y 2014	1	FY 2015	FY 2016	FY 2017		Total	Prior Years
Plans and Studies	\$	10,000	\$	22,000	\$	42,500		1-07-71	\$	74,500	\$ 26,214
Engineering, Architecture & Permitting	\$	5,000	\$	10,000	\$	49,750			\$	64,750	\$ 529,399
Land Acquisition/Site preparation	\$	3,000	\$	72,000	\$	110,000			\$	185,000	\$ 6,939,341
Construction	\$	13,000	\$	200,000	\$	408,475			\$	621,475	
Equipment/Furnishings					\$	3,500			\$	3,500	
Other (Specify)											
TOTAL COST:	\$	31,000	\$	304,000	\$	614,225			\$	949,225	\$ 7,494,954
Revenue Source											Grant: \$6,939,341

#### **Description (Justification and Explanation)**

Acquisition and future development of the Calusa Corners site fulfills objectives and policies of the Town's Comprehensive Plan and effectively promotes primary goals of the Town's Charter. The Town's parks system is designed to meet adopted Comprehensive plan standards, including: developing increased water storage and urban stormwater runoff filtering capacity in a drainage basin recognized to be deficient; providing community parks for residents; promoting and preserving the environmental and public recreational benefits of unique natural areas; providing enhanced public access to water bodies and open space areas; constructing and linking multi-use Greenway recreational trails throughout the Town.

Acquistion was supported by 2 grant sources which matched each other, FCT and Broward County Land Preservation Open Space grants. In exchange for acquisition support, the Town is obligated to develop the recreational amenities identified in Florida's Statewide Comprehensive Outdoor Recreation Plan (SCORP), which served as the basis of demand and need for recreational resources and facilities planned for the development of Calusa Corners. Costs were estimated based on management plan estimates prepared by professional consultants and updated in accordance with reductions in commitments and changes in market conditions.

Commitments for development at the Calusa Corners site have been reduced significantly from original concept, retaining only those developments necessary to satisfy granting agency partners' scoring systems. Developments will include volleyball, equestrian ring, picnic facilities, open space play fields, fishing pier, multi-use trail, historical and environmental education,

#### **Annual Impact on Operating Budget**

\$	26,000	
r: 2035 \$	10,000	
\$	Projected operation	
\$	36,000 utilities, and fund	

Projected operating budget costs include Park Coordination, mitigation esource management, routine facilities maintenance, insurance, utilities, and funding for replacement over the useful life of amenities.

		NO.	T FUND	ED				
		Town of Capital Im	Southwest R					
Project	Southwest Meado	ows Sanctual	rv					
Priority				Project Manager	December Lauretano-Haines			
Department	Parks Recreation	pace	Division	N/A				
Project Location	26-Acre Southwe	st Meadows	Sanctuary I	Park at Griff	in between Dy	/kes Road ar	nd SW 163 Avenue	
Fiscal Year	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total	Prior Years	
Plans and Studies	6,420	55,298				61,718	8,902	
Engineering, Architecture & Permitting	10,475	94,275				104,750	853,783	
Land Acquisition/Site preparation	23,850	214,650				238,500	7,941,812	
Construction	163,250	1,645,501				1,808,751	49,999	
Equipment/Furnishings	7,100	63,900				71,000		
Other (Specify)								
TOTAL COST:	211,095	2,073,624				2,284,719	8,854,496	
Revenue Source							G=\$7,991,811 CIP-FB=\$862,685	
	Des	cription (Jus	tification a	nd Explanati	ion)	N. E. HYLE		
Acquisition and future developer and effectively promotes prima standards, including: developing deficient; providing community areas; providing enhanced publishroughout the Town.  Acquistion was supported by 2 exchange for acquisition supported by 100 of the provided publishroughout price of the provided price of the pr	ry goals of the Town's ng increased water storn parks for residents; prolic access to water boot grant sources which rort, the Town is obligate.	Charter. The Trage and urban romoting and pridies and open simulations and the charter of the ch	Fown's parks stormwater reserving the space areas; other, FCT and recreations	system is des unoff filtering of environmental constructing a d Broward Cor al amenities id	igned to meet ac capacity in a drai and public recre and linking multi- unty Land Prese lentified in Florid	dopted Compre inage basin rece eational benefit use Greenway rvation Open S a's Statewide O	hensive plan ognized to be s of unique natural recreational trails pace grants. In Comprehensive	

Outdoor Recreation Plan (SCORP), which served as the basis of demand and need for recreational resources and facilities planned for the development of Southwest Meadows Sanctuary. Costs were estimated based on management plan estimates prepared by professional consultants and updated in accordance with reductions in commitments and changes in market conditions.

Commitments for development at the Southwest Meadows Sanctuary site have been reduced significantly from original concept, retaining only those developments necessary to satisfy granting agency partners' scoring systems. Developments will include 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 planned to be requested.

#### Annual Impact on Operating Budget

Personnel		\$ 7,500	
Operating		\$ 56,000	
Replacement Cost	Year: 2035	\$ 18,000	
Revenue/Other		\$	Projected operating budget costs include Park Coordination, mitigation
Total		\$ 81,500	resource management, routine facilities maintenance, insurance, utilities and funding for replacement over the useful life of amenities.

		Town of So	outhwest Ra	nches, Florid	a			
		Capital In	nproven	nent Pro	ject			
Project	Frontier Trails	Conservat	ion Area					
Priority				Project Manager	December Lauretano-Haines			
Department	Parks Recreat	ion and Ope	en Space	Division	N/A			
Project Location	30-Acre Front	ier Trails Pa	rk at SW 1	193 Lane a	nd SW 51 Ma	anor		
Fiscal Year	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total	Prior Years	
Plans and Studies	4,500	18,000				22,500		
Engineering, Architecture & Permitting	41,400	165,600				207,000	614,430	
Land Acquisition/Site preparation	17,100	68,400				85,500	2,396,363	
Construction	289,200	1,156,800				1,446,000		
Equipment/Furnishings	8,100	32,400				40,500		
Other (Specify)	30,630	122,520				153,150		
TOTAL COST:	390,930	1,563,720				1,954,650	3,010,793	
Revenue Source							G=\$2,342,363 CIP-FB=\$668,430	

#### **Description (Justification and Explanation)**

Acquisition and rotate development of the Fromier Trails Conservation Area site familis objectives and policies of the Fown's Comprehensive Plan and effectively promotes primary goals of the Town's Charter. The Town's parks system is designed to meet adopted Comprehensive Plan standards, including: developing increased water storage and urban stormwater runoff filtering capacity in a drainage basin recognized to be deficient; providing community parks for residents; promoting and preserving the environmental and public recreational benefits of unique natural and significant archaeological areas; providing enhanced public access to water bodies and open space areas; constructing and linking multi-use Greenway recreational trails throughout the Town.

Acquisition was supported by 2 grant sources which matched each other, FCT and Broward County Land Preservation Open Space grants. In exchange for acquisition support, the Town is obligated to develop the recreational amenities identified in Florida's Statewide Comprehensive Outdoor Recreation Plan (SCORP), which served as the basis of demand and need for recreational resources and facilities planned for the development of Frontier Trails Conservation Area. Costs were estimated based on management plan estimates prepared by professional consultants and updated in accordance with reductions in commitments and changes in market conditions.

Commitments for development at the Frontier Trails site have been reduced significantly from original concept, retaining only those developments necessary to satisfy granting agency partners' scoring systems. Developments will include playground, restroom, picnic facilities, fishing pier, multi-use trail, environmental and archaeological preservation and education, wetlands, parking, and landscaping. Extension of timeline for development is planned to be requested. The site's wetlands are still an alternative to be constructed as effects mitigation for projects by a developer.

#### Annual Impact on Operating Budget

Personnel			
Operating		\$ 16,000	
Replacement Cost	Year: 2035	\$ 15,000	Projected operating budget costs include Park Coordination, routine facilities maintenance, insurance, utilities, funding for replacement
Revenue/Other		\$	over the useful life of amenities. Costs for mitigation resource
Total		\$ 31,000	management is planned to be by developer; professional coordination for educational programs is planned through grants and user fees.

			ithwest Ranch				
Dreinet	Stirling Stree			nt Project			
Project Priority	Suring Stree	et (SW OUTI)	widening r	Project	Willie Nabor	ng, Town Eng	jineering
Department	Transportation	on Fund		Manager Division	Engineering		
Project Location	Stirling Stree	et west of M	ather Road	(SW 178th A	venue)		
Fiscal Year	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total	Prior Years
Plans and Studies							
Engineering, Architecture & Permitting	\$15,000					\$15,000	
Land Acquisition/Site preparation						-26 2420-4	
Construction	\$35,000					\$35,000	
Equipment/Furnishings							
Other (Specify)							
TOTAL COST:	\$50,000					\$50,000	
Revenue Source							
	Des	cription (Jus	stification an	d Explanation	)		
This project consists of strediameter RCP culvert with honorous will provide a safet across the canal. The project	neadwalls; 18' wi rodway for mot	ide pavement orists. The ac	t and 16 ft. wi	de grassed sh shoulders will	oulders. The two provide a separ	lane - 18 feet	wide
Annual Impact on Operati	ng Budget						
Personnel		0.00					
Operating		0.00					
Replacement Cost	Year:	0.00					
Revenue/Other		0.00					
Total		0.00					

#### Town of Southwest Ranches, Florida **Capital Improvement Project** Project Streets Paving Project Priority Willie Nabong, Town Engineer Manager Department Transportation Fund Division Engineering Various locations within the town limits **Project Location Fiscal Year** FY 2013 FY 2014 FY 2015 FY 2016 FY 2017 Total **Prior Years** Plans and Studies Engineering, Architecture \$5,000 \$5,000 \$5,000 \$5,000 \$5,000 \$25,000 & Permitting Land Acquisition/Site preparation Construction \$200,000 \$200,000 \$200,000 \$200,000 \$200,000 \$1,000,000 \$1,661,677 Equipment/Furnishings Other TOTAL COST: \$205,000 \$205,000 \$205,000 \$205,000 \$205,000 \$1,025,000 \$1,661,677 Revenue Source Trans and TFB

The Town desires to maintain Town streets at an acceptable level of service by identifying, prioritizing and implementing an annual street paving/resurfacing plan. The Town's Drainage & Infrastructure Advisory Board (DIAB) has approved a list of streets for paving The streets are scheduled for paving only, when road rights-of-way and funding are resolved. Funds will not be used for

for paving. The streets are scheduled for paving only when road rights-of-way and funding are resolved. Funds will not be used for purchase of rights-of-way. Paving is performed by the Town's contractor in accordance with an executed continuing contract. The list includes 24 separate projects resulting in the paving of over 49,376 linear feet of roadway and parking area. A detailed list of projects is available.

Description (Justification and Explanation)

Personnel		\$0.00	
Operating		\$10,000.00	Estimated reduction in annual pot holes repair costs.
eplacement Cost	Year:	\$0.00	
Revenue/Other		\$0.00	
Total		\$10,000.00	

#### UNFUNDED

				ect		
Public Safe						
			Project Manager	G.D. Naboi	Engineer	
Planning, Z	oning & Engi	neering	Division			
Griffin Road	d and SW 163	Avenue				
FY 13	FY 14	FY 15	FY 16	FY 17	Total	Prior Years
					\$	
					\$ 350,000	
					\$	
					\$ 5,000,000	
					\$ 50,000	
1					\$	
\$ -	\$ -	\$	- \$	- \$	- \$ 5,400,000	
ate as an Eme d. The constru	re plans to consergency Operation of an EO	truct a Public	Safety Facility The Town own	y to house both	land at the inters	section of SW
	ai disasters.					
	0.00					
	\$0.00	,				
		-				
	Planning, Z Griffin Road FY 13  Sheet FY 13  Ches has futurate as an Emed. The construits and region	Capital Ir Public Safety Facility  Planning, Zoning & Engi Griffin Road and SW 163  FY 13  FY 14  S  Description (  Ches has future plans to consate as an Emergency Operate  The construction of an EO  Ints and regional disasters.	Public Safety Facility  Planning, Zoning & Engineering  Griffin Road and SW 163 Avenue  FY 13 FY 14 FY 15  \$ - \$ - \$  Description (Justification ate as an Emergency Operations Center. In the construction of an EOC within the points and regional disasters.	Public Safety Facility  Project Manager  Planning, Zoning & Engineering  Criffin Road and SW 163 Avenue  FY 13  FY 14  FY 15  FY 16  Sylvariant	Capital Improvement Project  Public Safety Facility  Project Manager Planning, Zoning & Engineering  Griffin Road and SW 163 Avenue  FY 13 FY 14 FY 15 FY 16 FY 17  S - S - S - S - S - S - S - S - S - S	Capital Improvement Project Public Safety Facility  Project Manager Planning, Zoning & Engineering Priject Priject Planning, Zoning & Engineering Project Manager  Project Manager G.D. Nabong, P.E., Town Project Project Manager  G.D. Nabong, P.E., Town Project Project Manager Project Manager G.D. Nabong, P.E., Town Stall Priject Stall Provide additionand regional disasters.  Project Manager G.D. Nabong, P.E., Town Stall Priject Stal

Town of Southwest Ranches, Florida

### FY 12/13 Program Modification

### Classification and Compensation Study

Department Name	Division Name	Funding Source	Dept. Priority	Fiscal Impact
Executive	Administration	General Fund	1	\$7,500

### Justification and Description

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

The Town of Southwest Ranches does not have an adopted Classification and Compensation Plan. Since 2001 (inception) there have been a variety of changes to position responsibilities, changes in the market, and changes to the Town's organizational structure. This program modification funds a new Classification and Compensation Study with a qualified, independent professional.

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

### Alternative/Adverse Impacts if not funded:

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

Required Resources				
Line item	Title or Description of request	Cost		
001-2000-512-4911	Classification and Compensation Study	\$7,500		

Town of Southwest Ranches, Florida

### **FY 12/13 Program Modification**

### **Reduction in Frequency of Town Newsletter**

Department Name	rtment Name Division		Priority	Fiscal Impact	
Executive	General Services	General	2	(\$18,000.00)	

### **Justification and Description**

Currently the Southwest Rancher is a monthly publication. As a cost savings measure, it is recommended that the newsletter go to a bi-monthly publication. Reducing the publication from 12 to 6 will result in contractual, printing, design and postage cost reductions.

FY 2011/2012 expenditures are estimated to total \$35,257. \$14,457 is projected for FY 2012/2013 resulting in an \$18,000 savings.

### Alternative/Adverse Impacts if not funded:

Alternative means of public outreach would be pursued, via internet at relatively no out-of-pocket cost. This is considered a green initiative that will result in a reduced Town carbon footprint.

Required Resources			
Line item Title or Description of request			
Southwest Rancher Newsletter printing & fulfillment	(\$6,500)		
	(\$7,000)		
Postage	(\$4,500)		
	Title or Description of request  Southwest Rancher Newsletter printing & fulfillment  Pre-Press design		

Town of Southwest Ranches, Florida

### FY 12/13 Program Modification

### Website Redesign and Maintenance

Department Name	Division Name	Fund	Priority	Fiscal Impact
Town Clerk	Administration	General	1	\$18,240

### **Justification and Description**

This project involves the migration of the current website (<u>www.southwestranches.org</u>) to a new web-based content management system developed by a professional website design firm.

The content will be managed by town staff and will allow the staff to update announcements, news, how to pages without having to know code, update calendars, public notices, documents and other programming. This is done through simple and easy to use administrative screens. It will effectively cut maintenance costs and maintain the website directly through browser based forms, redirect existing technical resources toward more important areas.

The cost estimate includes the following: the migration of the current website files and components for immediate updates, a new content system, new features such as a management notification link, RSS feeds, and many other features. Pertinent redesign will be comprehensive and includes the consulting content migration, and custom graphic design.

There are many options being offered for flexibility with how the Town pays for its website including some financing options.

### Alternative/Adverse Impacts if not funded:

In this project is not funded, the website will: not be updated accordingly, continue to have outdated information, and official documents will not be updated for public use.

Rea	uired	Resor	urces
1100	411 94	110001	MI 000

Line item	Title or Description of request	(Cost Savings)
001-2400-519-4650	Town Website Redesign	\$18,240

Town of Southwest Ranches, Florida

### FY 12/13 Program Modification

### Town Hall A/C Replacement

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Executive-General Services	General	1	\$5,000

### **Justification and Description**

This request is for a central air conditioner (s) replacement. The requested amount is for replacement equipment only if needed.

### Alternative/Adverse Impacts if not funded:

There are 11 aging central air units servicing the Town Hall complex. There is a possibility that one to two of these units may fail at any time since they all vary in age. The requested funding is for replacement of one to two compressor(s) only in an event of failure.

A new unit has a higher SEER rating which is more energy efficient, so there will be an energy and cost savings resulting from decreased power utilization.

Required Resources				
Line item	Title or Description of request			
001-7900-539-6410	Town Hall A/C Replacement	\$5,000		

Town of Southwest Ranches, Florida

### **FY 13 Program Modification**

### **Community Forestry Program Enhancement**

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	PROS-Forestry	General	3	\$8,000

### **Justification and Description**

Upgrades are needed to the Town's Community Forestry Management Plan and Public Space Tree Canopy Inventory, which has increased annually through proactive partnerships and successful grant administration.

Department budget affords only minimal maintenance on a rotating schedule for an ever-increasing asset. Additional funding for program enhancement has been awarded from the State Division of Forestry's National Urban and Community Forestry grant program to facilitate more comprehensive, long-term planning and asset management of the Town's Community Forestry Program, including:

- 1. Hardware, software and training for upgrades to the Town's Public Space Tree Inventory
- 2. Consultant assistance for improvements to the Town's Forestry Management Plan

Costs were estimated based on proposals from vendors, consultants, and staff records. The Program is funded through the PROS General Fund budget for \$8,000 grant funding plus \$8,000 matching funds.

The Program fulfills objectives and policies of the Council by meeting adopted Comprehensive plan standards, including: improvement of air quality, reduced erosion, protection and enhancement of critical ecological systems integral to the Town's natural environment, moderated temperatures, increased property values and enhanced economic vitality, sense of place and well-being for our residents.

### Alternative/Adverse Impacts if not funded:

If not funded, staff will not be able to accept the grant, for which we have received notification of partial award from original application [for total project costs of \$39,910 and will not be able to efficiently capture data needed for effective and efficient management of the Town's Forestry investment.

Required Resources				
Line item	Title or Description of request	Cost - (New positions- add 32% for benefits)		
001-6000-572-4605	Tree Maintenance/Preservation	\$16,000		
001-0000-331-3900	Grant Receipts	(\$8,000)		

### NOT FUNDED

Town of Southwest Ranches, Florida

### **FY 2013 Program Modification**

### **Griffin Road Increased Maintenance**

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS		Transportation	1	\$13,275

### **Justification and Description**

This request is for increased landscape and other maintenance levels on Griffin Road in order to improve the appearance based upon Council inquiries, Residents' concerns, and efficiency of operation.

The current level is 16 times per year. This is substantially lower than a minimum recommended maintenance level. At this rate, efficiency is greatly decreased so that each maintenance visit requires more contract staff and equipment resources than wood be needed for more regular maintenance. The proposed level is 22 times per year.

Cost estimate was established using current contract rates. The use of current contract rates creates a potential problem: should the current contract fail to continue, all rates for maintenance can be expected to be much higher.

### Alternative/Adverse Impacts if not funded:

Alternatives for lesser levels of service may be considered at a cost of \$1,975 per maintenance visit.

If not funded, the cycle of inefficient maintenance will create greater problems over time as overgrowth outpaces scheduled maintenance visits.

Line item	Title or Description of request	Cost - (New positions- add 32% for benefits )
101-5320	Road Materials-Griffin Road Maintenance	\$13,275

### **NOT FUNDED**

Town of Southwest Ranches, Florida

### **FY 2013 Program Modification**

### **Townwide Parks Maintenance Increase**

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Parks	General	2	\$13,914

### **Justification and Description**

This request is for approval for increased maintenance levels of service for the following properties:

Town Hall (TH, Sunshine Ranches Equestrian Park (SREP), Southwest Meadows Sanctuary park landscaped areas (SWMS), Rolling Oaks Park Butterfly Garden (ROBG), and Frontier Trails Park (FT).

Frequency and type of service at each property differ. All properties are currently budgeted for lower-than-minimum recommended maintenance levels.

The 5 properties prioritized for increase by the department represent highest-profile/use areas or properties currently scheduled for lower-than-minimum recommended levels of service. AT TH and SREP, the recommendation proposes to bring these 2 higher profile properties up to the minimum level of service in order to improve the properties' appearance based upon Council inquiries and residents' concerns. Additionally, irrigation system repair is underfunded and the system's condition can be expected to require more repairs as its age increases further.

At SWMS, ROBG, and FT, current maintenance has proven inadequate for efficient maintenance, presenting recurring problems with completion of prescribed maintenance on existing scheduled visits.

Increasing levels of service at these properties will provide for a more efficient use of contract resources and improve the effectiveness of professional staff in completing inspections.

Cost estimates were established using current contracted specifications and rates for maintenance at each property. The use of current contract rates creates a potential problem: should the current contract fail to continue, all rates for maintenance can be expected to be much higher.

### Alternative/Adverse Impacts if not funded:

Alternatives for lesser increased levels of service may be considered and costs have been calculated for this at a lesser fiscal impact of \$13,284 annually.

If not funded, the cycle of inefficient maintenance will create greater problems over time as overgrowth outpaces scheduled maintenance visits.

Line item	Title or Description of request	Cost
3410	Other Contractual Services	\$13,914

### **NOT FUNDED**

Town of Southwest Ranches, Florida

### **FY 2013 Program Modification**

### Fishing Hole Park Maintenance Increase

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Parks - FH	General	3	\$18,276

### **Justification and Description**

This request is for the addition of maintenance at the Country Estates Fishing Hole.

The property currently does not receive maintenance. Until June 2011, the Town's Nursery Management contractor had responsibility for maintenance. However, the contractor did not perform this duty and with the expiration of the management contract in 2011, there has been no maintenance on site within Fiscal Year 2012 and none anticipated in FY 2013.

Without maintenance, the value of the remaining nursery stock will continue to decline as overgrowth outpaces the planted stock. Currently, overgrowth has created an impassable situation for tasks such as annual nursery inventory, planning and surveying for development.

A cost estimate for a minimal basic maintenance for overgrowth control and access inside the property has been established based upon current contract rates comparable to the size and needs of the property.

### Alternative/Adverse Impacts if not funded:

Alternatives for lesser levels of service may be considered at a cost of \$1,523 per maintenance visit.

If not funded, without maintenance on site, value of sellable material will decrease. Over time, as overgrowth continues to increase in size, greater maintenance or clearing costs will be realized.

Line item	Title or Description of request	Cost - (New positions- add 32% for benefits)
3410	Other Contractual Services, with increased LOS	\$18,276

### **Town of Southwest Ranches** Proposed FY 2012/2013

### **Fire Assessment Worksheet**

Sources: Fire Administration Department Volunteer Fire Service Department Volunteer Fire Fund

Expenditures	F	Total Y 2012-2013 Proposed	G	eneral Fund Portion	A	Fire ssessment Portion
% Allocation per Consultant Study for FR Contractual Services Only				57.70%		42.30%
Direct Expenses: Fire Rescue Contractual Service	\$	2,388,000	\$	1,377,876	\$	1,010,124
Personnel Expenses	Ψ	58,682	Ψ	N/A	Ψ	58.682
Operating Expenses		400,196		N/A		400,196
Non-Operating Debt		18,122		N/A		18,122
Capital Outlay		33,000		N/A		33,000
Sub-Total	\$	2,898,000	\$	1,377,876	\$	1,520,124
Other Expenses Publication & Notification Costs Statutory Discount Collections Cost						5,000 86,579 33,000
Fire Assessment Cost Allocation of	Town	wide				
Personnel\Contractual Costs						76,102
Restricted Fund Balance for Rate St	tabiliz	ation				5,875
Total Fire Assessment Expenses					\$	1,726,680

Based	On	Cons	ultant	Study	V
-------	----	------	--------	-------	---

Property Category	Assess Unit Type	% Effort Allocation	Amount	Total Proposed Rates FY 12/13	Total Assessed Rates FY 11/12	Difference Increase (Decrease)
Residential - 2454 Units	Per Dwelling Unit	62.8912%	1,085,930	442.51	442.51	0.00
Commercial - 331,702 SF	Per Square Foot	15.0283%	259,491	0.78	0.80	(0.02)
Indust/Warehouse - 125,036 SF	Per Square Foot	9.5818%	165,447	1.32	1.32	0.00
Institutional - 531,932 SF	Per Square Foot	6.2499%	107,916	0.20	0.21	(0.01)
Vacant/Agricultural - 2,094 Acre	Per Acre	6.2488%	107,897	51.53	49.80	1.73
Total		100%	\$ 1,726,680			

### Town of Southwest Ranches Proposed FY 2012/2013

### **Solid Waste Assessment Worksheet**

### Sources:

SWS Contract Broward County Property Appraiser Munilytic Consultant Study

mannyao oonoalan otaay					
Description	-	Solid Vaste & ecycling	Bulk Waste	Pr	Total oposed FY 12/13
% Allocation Direct Expenses Only		69.00%	31.00%		
Direct Expenses:					
Solid Waste Collection	\$	272,838	\$ _	\$	272,838
Recycling Collection	\$	47,784			47,784
Bulk Waste Collection		-	102,646		102,646
Solid Waste Disposal	\$	255,541	-		255,541
Bulk Waste Disposal		-	153,084		153,084
Sub-Total	\$	576,163	\$ 255,730	\$	831,893
Other Expenses					
Statutory Discount					34,662
Collections Cost					44,957
Solid Waste Assessment Cost Allocation of					474 400
Townwide Personnel\Contractual Costs					174,492
Net Assets Available for Rate Stabilization				-	54,300
Total Solid Waste Assessment Expenses				\$	1,140,304

### **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 Proposed Rates FY 12/13	Total Assessed Rates FY 11/12	Difference Increase (Decrease)
Α		41,200	400	321.30	97.38	418.68	591.89	(173.21)
В	41,201	46,999	410	321.30	114.00	435.30	617.85	(182.55)
C	47,000	62,999	405	321.30	134.64	455.94	653.34	(197.40)
D	63,000	95,999	422	321.30	147.68	468.98	676.39	(207.41)
E	96,000	106,999	418	321.30	167.73	489.03	708.27	(219.24)
F	107,000	>107,000	403	321.30	193.30	514.60	758.22	(243.62)

Townwide Personnel Contractual Costs *	ersi	onnel & osts *	General Fund Allocation	ind Al	location	Solid Waste Assessment Cost Allocation	Asse Nocat	essment	Fire Assessment Cost Allocation	ssessmen: Allocation	t Cost
Department		Cost	%	A	Allocation	%	A	Allocation	%	A	Allocation
Council	69	63,000	87%	49	54,810	8%	G	5,040	2%	₩	3,150
Attorney	<del>()</del>	385,000	95%	69	354,200	2%	4	19,250	3%	↔	11,550
Executive	€>	245,000	%92	<del>()</del>	186,200	12%	4	29,400	12%	₩	29,400
Finance	4	165,000	%02	↔	115,500	15%	49	24,750	15%	G	24,750
Clerk	4	145,040	%06	49	130,536	2%	69	7,252	2%	4	7,252
Building	€	187,040	100%	4	187,040	%0	4	8	%0	69	
Code	<del>()</del>	222,000	%09	49	133,200	40%	69	88,800	%0	69	
PROS	4	50,000	100%	49	50,000	%0	69		%0	4	
Totals	49	1,462,080		4	1,211,486		49	174,492		4	76,102

Purpose: This cost allocation chart shows the distribution of Townwide Personnel and Contractual Costs distributed between the General Fund and the Towns two special assessments

### **FY 2013 Personnel Complement**

	[	FY	2012	FY	2013
Fund	Department	Full Time	Part Time	Full Time	Part Time
General Fund	Legislative	5	0	5	0
	Executive	2	1	2	1
	Finance	2	0	2	0
	Town Clerk	3	0.5	3	0.5
	Code Enforcement	0	0.5	0	0.5
	Planning/Zoning & Engineering	2.5	0	2.5	0
	Public Safety - Fire Admin	0	2	0	2
	Parks/Rec & Open Space	1	0	1	0
Transportation Fur	nd	0.5	0	0.5	0
Total		16	4	16	4



### **Governmental Funds**

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

summary information for the funds
 summary information about projected Town revenues

Included in this section is:

3) summary information on proposed departmental expenditures by type
4) departmental information

5) proposed departmental expenditures, and other information related to these three funds.

FY 2012-2013

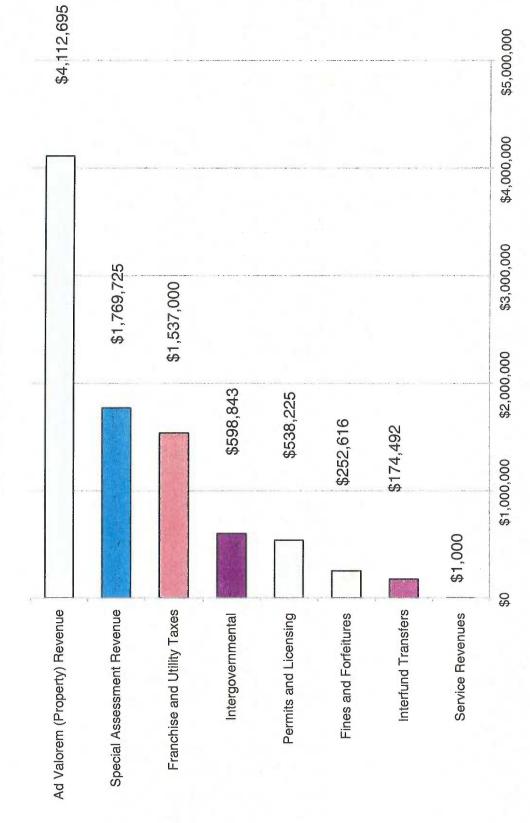
### General Fund Summary Fiscal Year 2013

### FY 2012 Estimated

Estimated Total Revenues	8,855,080
Estimated Expenditures & Encumbrances	(8,943,556)
Estimated FY 2012 Year End Difference	(88,476)
FY 2013 Projected Unassigned Fund E	Balance
Unaudited Unassigned Fund Balance 9/30/2011	2,360,778
Estimated FY 2012 Year End Difference	(88,476)
Projected Unassigned Fund Balance 9/30/2012	2,272,302
Appropriated Fund Balance FY 2013	(30,000)
Projected Unassigned Fund Balance 9/30/2013	2,242,302
FY 2013 Budget Summary	
Projected Revenues	
Property Tax	4,112,695
Franchise and Utility Taxes	1,537,000
Permits/Licenses/Inspections	538,225
Intergovernmental Revenues	598,843
Services Revenues	1,000
Fines and Forefeitures	252,616
Miscellaneous Revenues	1,914,217
Appropriated Fund Balance	30,000
Total Revenue	8,984,596
Proposed Expenditures	
Personnel Costs	1,010,031
Operating Items	6,606,855
Capital Outlay	135,000
Non-Operating Expenses	1,232,710
Total Expenditures	8,984,596
4	

Note: There is an additional \$236,621 in Non-spendable, Committed and Restricted Fund Balance in the General Fund

## Where Do the Funds Come From?



Total General Fund Revenues: \$8,984,596

### **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 mils, 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 2012, 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 approximately 3.9%.

For the current year, FY 2012, the Town of Southwest Ranches' Mayor and Town Council adopted the same rate as FY 2011 (3.9404 mils).

Sales and Use Taxes

This category of taxes includes the local option sales tax and resort taxes. These are taxes generated by local jurisdictions under authorization by the State of Florida.

Franchise, Utility and Occupational (Business) Taxes

The Town collects three types of franchise, utility, and occupational (business) taxes: electric, gas, and pro-rata Broward County Occupational Taxes. Utility taxes may be levied at a maximum rate of 10% for each utility. The later has traditionally not been considered a franchise tax. However, the State of Florida's Department of Financial Services now requires that it be represented as a tax.

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. Revenue is generally stable at a base level unless there is commercial development underway. The Town projects \$538,225 in General Fund revenues for FY 2013 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.

### **Services Revenues**

This category includes all fees generated from services provided by the Town. This includes parks, recreation and open spaces fees; Fire Protection assessment, Solid Waste assessment, lien collection fees, lien search 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. Fines for the general fund derive from code enforcement and parking violations. Total FY 2013 general fund fines and forfeitures are projected at \$252,616.

### 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, and similar items. Interfund Transfers between other funds may also be captured here. In FY 2013, staff anticipates \$1,914,217 in miscellaneous revenues.

### **Appropriations:**

Technical definitions of revenue usually do not cover appropriations. Nevertheless, these are funds which are being brought out of the unassigned fund balance (surplus). To fund the purchase of a telephone\Communications voice over internet protocol system.

### **GENERAL FUND OPERATING REVENUE**

	Line Item Prefix: 001-0000-:	FY 2010 Actual	FY 2011 Actual	FY 2012 Projected	FY 2013 Proposed
311-1000	Current & Delinquent Real Property	4,574,566	4,303,701	4,102,334	4,112,695
TOTAL	Total Ad valorem Property Taxes	4,574,566	4,303,701	4,102,334	
323-1000	Electric Franchise	571,442	573,740	490,000	490,000
323-7000	Solid Waste Franchise	-	46,793	35,000	17,000
TOTAL	Franchise Tax	571,442	620,533	525,000	507,000
314-1000	Electric Utility	652,854	654,966	600,000	620,000
314-4000	Gas Utility	7,030	8,184	10,000	10,000
315-0100	Telecommunication Simplification Tax	434,186	415,943	400,000	400,000
TOTAL	Utility Fees	1,094,070	1,079,094	1,010,000	1,030,000
316-0000	Business Tax Receipts	7,602	12,863	9,000	9,000
322-1000	Building Permits	299,800	275,784	250,000	75,000
322-1010	Building Permits - Post May 1st 2012	-	-	20,000	200,000
322-8000	Certificate of Use	-	3,668	2,125	2,125
329-0010	Fire Inspection Service	162,407	160,074	140,000	140,000
329-0020	Planning & Zoning Review Fees	191,654	190,067	110,000	112,000
329-0030	Lobbyist Fees / Registrations	101,00	100,001	100	100
TOTAL	Permits/Licenses/Inspection	661,463	642,456	531,225	538,225
331-2100	U.S. Public Safety Grant	73,499	13,000	-	50,000
331-3000	U.S. Emergency Management Grant	73,997	- 10,000		30,000
331-3900	Federal Grant-Other Physical Environment	13,991		8,000	8,000
335-1200	State Revenue Sharing	118,475	120,870	120,000	119,343
335-1800	1/2 Cent Sales Tax	428,572	445,402	405,000	421,500
337-3000	Local Government Grant-Physical Envir	420,012	440,402	15,500	421,500
TOTAL	Intergovernmental - Federal/State	694,543	579,272		E00 040
341-9000	Election Qualifying Fees		519,212	548,500 500	598,843
347-2000	Parks/Rec & Open Spaces Serv Charge	-	3,662	500	1 000
TOTAL	Services Revenues	_	3,662	500	1,000 1,000
351-5000	Traffic Judgement/Fines	72,892	75,076	72,000	75,000
358-2000	Law Enforcement Seizures	12,032	1,200	72,000	75,000
359-4000	Code Enforcement/Lien Recovery	302,188	305,965	141,000	150,000
359-4010	Code Enforcement/Lien Recovery-Legal	302,100	303,803	25,000	
359-4020	Tree Preservation Fines		-	8,000	25,000
359-4100	False Alarm Fines	_	-		1,116
TOTAL	Fines & Forfeitures	375,080	382,241	500	1,500
361-1000	Interest Earnings	57,045	17,694	246,500 16,600	252,616
325-2000	Special Assessment Fire	1,257,817	1,268,043	1,566,652	15,000
364-1000	Disposition of Fixed Assets	58	1,200,043	1,500,052	1,645,025
362-1000	Cell Tower	58,958	59,641	62.500	- -
366-0000	Contrib/Donations from Private Sources	36,936	39,041	62,500 9,000	58,000
366-0050	Contrib/Donation for Educa/Scholarships	-	-	9,000	9,000
369-1201	Insurance Proceeds	-	- E 001	-	-
369-9007	Other Misc Rev-Cty Resource Recovery	22 520	5,001	-	**
369-9010	Other Misc Revenues	23,529	27 472	45.000	7 500
	Other Misc Revenues - Towing	60,094	27,172	15,000	7,500
869-9020		-	-	5,000	5,200
869-9030	Other Misc Revenues-Legal cost recovery	-	-	20,000	477.400
82-4100	Reimbursement/Contrib from Solid Waste	400.000	405.000	128,701	174,492
	Intrafund Transfer - Fire	106,960	185,000	67,568	
	Appropriated Fund Balance	4 504 404	4 500 551	4.001.001	30,000
OTAL	Miscellaneous Revenues	1,564,461	1,562,551	1,891,021	1,944,217
RAND TO	OTAL	9,535,625	9,173,509	8,855,080	8,984,596

### \_\_NON-OPERATING EXPENSES, \$503,772 6% PERSONNEL EXPENSES, \$1,010,031 11% DEBT SERVICE TRANSFERS, \$728,938 8% CAPITAL OUTLAY, \$135,000 1% Where Do the Funds Go? OPERATING EXPENSES, \$6,606,855 74%

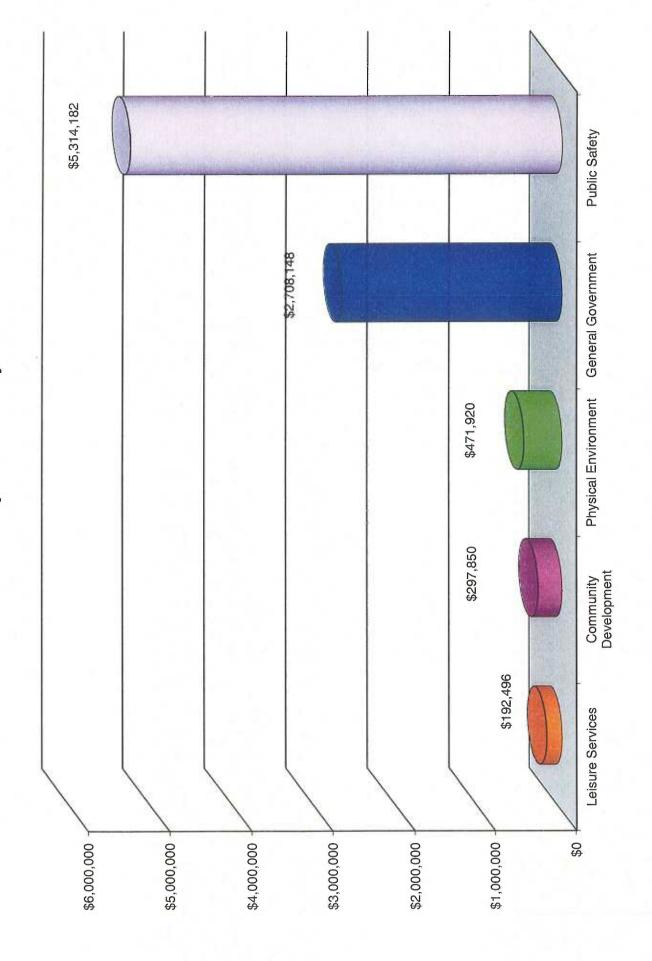
### GENERAL FUND EXPENDITURE SUMMARY BY TYPE

	Line Item	FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budaet	FY 2012 Projected	FY 2013 Proposed
1210	Regular Salaries	853,511	718,093	787,800	864,100	882,60
1410	Overtime		1,184	1,250	750	-
2110	Payroll Taxes	59,260	48,149	62,800	67,967	68,67
2210	Retirement Contribution	11,687	4,000	3,500	3,500	-
2310	Life & Health Insurance	28,413	27,123	45,450	43,450	47,20
2410	Workers Compensation	598	1,516	1,750	2,550	6,55
2510	Unemployment Compensation	-	12,659	6,000	7,000	5,00
TOTAL	PERSONNEL EXPENSES	953,469	812,724	908,550	989,317	1,010,03
3103	Lobbyist	35,000	40,017	59,000	37,000	45,00
3110	Professional Services	327,539	417,112	335,250	487,988	309,00
3111	Lawsuits and Prosecutions	78,893	86,862	60,000	125,000	60,00
3112	Lawsuits - Code Enforcement	27,175	55,766	50,000	70,000	50,00
3113	Lawsuits - Planning and Zoning	-	-	-	-	12,00
3210	Accounting and Auditing	51,000	51,000	55,000	48,500	48,50
3410	Other Contractual Services	6,409,208	5,898,234	5,392,316	5,320,216	5,301,782
3430	Other Contractual Svcs - P&Z Permits			-	-	75,000
3435	Other Contractual Svcs - P&Z Hearings	-	-	-	-	37,000
3440	Other Contractual Svcs - P&Z Town	-	-	35,000	30,000	25,000
4010	Travel & Per Diem	2,509	2,753	7,750	7,050	9,550
4110	Telecommunications	18,331	13,544	20,000	20,000	27,50
4111	Postage	11,994	13,809	20,000	20,000	15,750
4310	Electricity	15,280	24,147	39,000	31,250	54,000
1311	Water				1,000	1,000
1402	Building Rental/Leasing	33,697	38,351	20,500	22,967	7,500
\$510	Property and Liability Insurance	55,381	96,286	102,677	102,677	107,811
1601	Maintenance Service/Repair Contracts	17,708	6,277	19,000	30,000	12,500
1602	Building Maintenance	7,886	8,975	17,000	17,000	20,000
1603	Equipment Maintenance	25,449	61,551	75,000	75,000	77,500
1604	Grounds Maintenance	10,292	10,385	20,000	20,000	20,000
1605	Tree Maintenance/Preservation	13,382	3,302	28,000	28,000	25,116
1606	Lake Maintenance	6,580	4,716	8,900	8,900	9,000
611	Miscellaneous Maintenance	-	30,215	-	-	3,996
612	Vehicle Maintenance	-	-	-	-	17,500
650	Software Maintenance	9,521	7,159	20,000	11,750	29,240
690	Miscellaneous Maintenance & Repair	7,758	4,932	10,000	8,000	10,000
810	Promotional Activities/Newsletter	25,879	35,831	25,000	25,000	13,750
811	Promotional Activities/Town Events	7,092	21,223	22,000	22,000	22,000
910	Legal Advertisement	13,386	14,425	21,500	20,000	20,000
911	Other Current Charges	92,664	146,968	344,500	302,200	41,900
110	Office Supplies	25,788	21,120	25,000	25,000	25,000
214	Uniforms	_	_	-	_	9,950
216	Gasoline	-		-	5,000	17,500
290	Miscellaneous Operating Supplies	-	-	-	10,250	5,750
410	Subscriptions and Memberships	6,443	7,397	8,510	7,260	9,260
420	Conferences and Seminars	7,589	7,144	10,000	4,900	11,000
510	Training and Education	2,529	4,380	5,000	4,000	19,500
OTAL	OPERATING EXPENSES	7,345,953	7,133,879	6,855,903	6,947,907	6,606,855

### GENERAL FUND EXPENDITURE SUMMARY BY TYPE

6310	Improvements other than Building	73,549	12,999	-	-	25,000
6410	Machinery and Equipment	7,107	7,240	170,000	62,000	110,000
TOTAL	CAPITAL OUTLAY	80,656	20,239	170,000	62,000	135,000
7110	Principal	12,596	-	-	-	
7210	Interest	5,526			-	-
TOTAL	DEBT SERVICE	18,122		-	-	
8210	Aid to Private Organizations	1,000	328	2,828	2,828	8,470
9101	Transfers-Intra-Governmental to GF			76,382	76,382	_
9120	Transfers to Debt Service Fund	500,250	400,000	653,122	653,122	728,938
9130	Transfers to Capital Projects Fund	80,000	117,576	210,000	210,000	137,497
91XX	Transfers to Transportation Fund	400,000	181,200	- 1	-	100,000
91XX	Transfers to Volunteer Fire Fund	62,233	-		-	251,500
9310	Contingency/Reserve	2,701	3,306	2,000	2,000	6,305
TOTAL	NON-OPERATING EXPENSES	1,046,184	702,410	944,332	944,332	1,232,710
TOTAL	GENERAL FUND	9,444,384	8,669,251	8,878,785	8,943,556	8,984,596

# General Fund Expenditures by Function



### General Fund Expenditures Summary by Department

Department	FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Proposed
Legislative	112,930	115,535	138,828	113,928	130,970
Town Attorney	423,307	472,548	385,000	620,000	385,000
Executive	426,310	392,649	341,250	362,588	332,410
Finance Support Services	275,445	229,267	222,800	228,530	241,590
Town Clerk	135,032	183,991	213,300	204,760	234,500
Building Services/Engineering	313,885	294,674	287,000	272,750	238,000
Code Enforcement	230,731	237,256	238,300	233,550	233,920
Planning & Zoning	358,130	264,927	371,050	300,550	297,850
Public Safety - Police	2,087,873	2,125,522	2,108,716	2,108,716	2,416,182
Public Safety - Fire Admin+VF Svcs	3,517,956	3,149,411	3,117,504	3,053,626	2,898,000
Parks and Open Spaces	283,885	155,032	194,360	197,665	192,496
Non-Departmental	1,278,900	1,048,439	1,260,677	1,246,894	1,383,679
Total	9,444,384	8,669,251	8,878,785	8,943,556	8,984,596

### **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 additional Town Councilors. 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 direction of the town. The Town Council makes five critically important appointments on behalf of the Town and provides oversight to those appointments. The appointments are: 1) Town Attorney, 2) Town Board members, 3) Town Administrator, 4) Town Financial Administrator and 5) the Town's external auditor.

The powers and responsibilities of the Town Council designated in the Town Charter include, among others: 1) previously referenced appointments, 2) establishing 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 Councilors in the event of a vacancy of office, and 14) providing Town ceremonial functions.

### **Personnel Complement**

	Funde	d FY 201	2	Fund	ded FY 201	3
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Mayor	1			1		
Vice Mayor	1			1		
Town Councilmembers	3			3		
Total	5			5		

### Legislative Department Expenditures

Line Item Prefix: 001-1000-511-:		FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Proposed
Suffix	Object Description					
1210	Regular Salaries	63,000	63,000	63,000	63,000	63,000
2110	Payroll Taxes	4,819	4,820	5,000	4,900	4,900
2410	Workers Compensation	248	425	500	500	1,100
TOTAL	PERSONAL EXPENSES	68,067	68,245	68,500	68,400	69,000
3190	Lobbyist	35,000	40,017	59,000	37,000	45,000
4010	Mileage Reimbursement	-		-	-	1,000
4910	Other Current Charges and Obligations	3,036	1,125	3,000	1,000	3,000
5410	Subscriptions and Memberships	1,789	1,149	1,500	1,000	1,500
5520	Conferences & Seminars	3,039	2,924	3,000	2,700	2,000
TOTAL	OPERATING EXPENSES	42,864	45,215	66,500	41,700	52,500
8310	Other Grants/Aid	1,000	328	2,828	2,828	8,470
9910	Contingency	999	1,748	1,000	1,000	1,000
TOTAL	NON-OPERATING EXPENSES	1,999	2,076	3,828	3,828	9,470
TOTAL	Department Total	112,930	115,535	138,828	113,928	130,970

### Major Variance from Current Budget FY 2012 to Projected FY 2012

Code	Amount	Explanation
4910	(\$2,000)	Decrease in spending than originally budgeted

Major Variance or Highlights of the Departmental Budget - FY 2012 Projected to FY 2013 Proposed

Code	Amount	Explanation
8310	\$5,642	Increase reflects amounts requested + prov. for SWR edu/scholarship
2410	\$600	W/C adjusted rate increase
3190	(\$14,000)	Decrease expenditure proposed by Legal
4010	\$1,000	New line item funded from account # 5520 (\$3,000 - \$2,000 = \$1,000)

### **Town Attorney Department**

### Services, Functions, and Activities:

Town Attorney Departmental Services are currently provided to the Town of Southwest Ranches through a contractual agreement. 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 Advisory Boards. The Town Attorney provides legal advice at regular and special Council meetings, and as requested. The Town Attorney supports the Town Administrator and all town departments by preparing 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, zoning, code enforcement, ethics, debt, public records and matters unique to the Town. The Town Attorney also oversees all litigation pertaining to liens, foreclosures and lawsuits filed by and against the Town.

### Issues:

- Continuing legal issues with surrounding Municipalities pertaining to growth and development
- Contractual issues requiring legal expertise relating to the provision as well as potential expansion of Public Safety services
- > Working to resolve or bring to conclusion pending legal matters in the most cost effective and timely manner
- Challenges exist to create other revenue sources for Townwide Infrastructure improvements including but not limited to special assessments and/or general obligation bonds.

### Fiscal Year 2013 Goals/Objectives:

- > To continue to deliver effective, prompt sound legal advice to Town Council, Boards, Town Administrator, and all other departments.
- > To continue to educate Town Council and all town staff on issues for compliance with new ethics requirements in Broward County.
- > To ensure adoption of effective legislation to run a smooth, efficient, lawful government that carries out the goals and policies of the elected officials.
- > To monitor local, state and federal legislation that may affect the Town.
- > To work to develop additional revenue sources and contractual savings for the Town.

### **Town Attorney Department Expenditures**

Line Item Prefix: 001-1500-514-:		FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Proposed
Suffix	Account Description					
3110	Professional Services	317,239	329,920	275,000	425,000	263,000
3111	Lawsuits & Prosecutions - General	78,893	86,862	60,000	125,000	60,000
3112	Lawsuits - Code Compliance	27,175	55,766	50,000	70,000	50,000
3113	Lawsuits - Planning & Zoning	-		-		12,000
TOTAL	OPERATING EXPENSES	423,307	472,548	385,000	620,000	385,000
TOTAL	Department Total	423,307	472,548	385,000	620,000	385,000

Major Variance from Current Budget FY 2012 to Projected FY 2012

Code	Amount	Explanation
3110	\$150,000	Increase due to extraordinary litigation during FY 12
3111	\$65,000	Line item underfunded for FY 12
3112	\$20,000	Line item underfunded for FY 12

Major Variance or Highlights of the Departmental Budget - FY 2012 Projected to FY 2013 Proposed

Code	Amount	Explanation
3110	(\$112,000)	Amount reduced to equal prior year original budget
3111	(\$65,000)	Amount reduced to equal prior year original budget
3113	\$12,000	New line item funded from account # 3110 (275k-263k=12k)

### **Executive Department**

### Services, Functions, and Activities:

The Executive Department provides for the centralized management of all Town functions. The department head is the Town Administrator who is the administrative head of the Town government. The Executive Department mission is to provide leadership and direction, administrative oversight, support, and systems which empower the Town Departments to anticipate and meet customer expectations necessary to complete the objectives and policy directives approved by the Town Council, and to also meet the Town Council's vision for the Town in the most efficient and responsible manner of the reasonable alternatives.

Additionally, the Town Administrator supports enforcing Town laws and ordinances, making recommendations to the Town Council relative to ordinances and resolutions, appointing and removing subordinate officers and employees, obtaining and administering grant funding, submitting an annual budget, and advising the Town Council on the financial condition of the Town.

### Issues:

- Negotiating a Law Enforcement contract
- > Transition of Solid Waste services
- > Transition of Fire services
- Review of organizational structure, staffing and compensation

### Fiscal Year 2013 Primary Objectives:

- To prepare and implement a fiscally responsible budget that reflects Town Council goals and objectives
- > To conduct a personnel and classification study
- > To increase communication and public awareness within the community

### Personnel Complement:

-6120111161 Complement						
	Funde	ed FY 20	12	Funded FY 2013		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Administrator	1			1		
Assistant to Town Administrator	1			1		
Administrative Coordinator		1			1	
Total	2	1		2	1	

Note: The Administrative Coordinator was originally funded in FY 2012 as a part-time position in the now defunct Administrative Services department. For FY 2013 this position is retained as part-time and transferred to the Executive Department.

### **Executive Department Expenditures**

Line Item Prefix: 001-2000-512-:		FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Proposed
Code Suffix	Object Description					
1210	Regular Salaries	354,320	223,409	228,000	233,000	245,000
1410	Overtime	-	1,184		-	-
2110	Payroll Taxes	25,165	17,714	19,700	19,700	19,000
2210	Retirement Contribution	и		3,500	3,500	
2310	Life & Health Insurance	4,312	9,189	11,750	11,750	15,000
2410	Workers Compensation	350	354	300	300	660
TOTAL	PERSONAL EXPENSES	384,147	251,850	263,250	268,250	279,660
3110	Professional Services	2,000	75,691	22,500	43,488	7,500
4010	Mileage Reimbursement	-	-	1,000	250	1,000
4810	Promotional Activities / Newsletter	25,879	35,831	25,000	25,000	13,750
4811	Promotional Activities / Town Events	7,092	21,223	22,000	22,000	22,000
5110	Office Supplies	102	-		-	100
5410	Subscriptions and Memberships	2,099	3,240	3,500	2,500	3,500
5510	Training and Education	~	•	-		1,000
5520	Conferences and Seminars	3,289	3,256	3,000	100	3,000
TOTAL.	OPERATING EXPENSES	40,461	139,241	77,000	93,338	51,750
9910	Contingency	1,702	1,558	1,000	1,000	1,000
TOTAL	NON-OPERATING EXPENSES	1,702	1,558	1,000	1,000	1,000
TOTAL	Department Total	426,310	392,649	341,250	362,588	332,410

Major Variance from Current Budget FY 2012 to Projected FY 2012

Code	Amount	Explanation
3110	\$20,988	Unbudgeted expense for Interim Town Administrator

Major Variance or Highlights of the Departmental Budget - FY 2012 Projected to FY 2013 Proposed

Code Amount		Explanation		
1210	\$12,000	Increase for full-time Town Administrator		
3110	(\$35,988)	Decrease to amount for personnel/classification prog modification		
4810	(\$11,250)	Decrease for newsletter program modification		
5510	\$1,000	Training for Admin Services Coordinator		

### Funded

### Town of Southwest Ranches, Florida

Capital	Improvement	<b>Project</b>
CO COLOR IL COLI	THE PARTIE OF A CHILL	

Project:	Telephone/Communications (VOIP) System Replacement								
Priority:	Executive - #1	Executive - #1			ject nager:	Executive Department			
Department:	General Fund			Division: General Services Coord			rices Coordir	inator	
Project Location:	Town Adminis	trative Offic	es						
Fiscal Year:	FY 2013	FY 2014	FY 20	15	FY 2016	FY 2017	Total	Prior Years	
Plans and Studies:					ang a manahani daga sa kada daga daga daga daga kan sa manahan daga sa manahan daga sa manahan daga sa manahan	4 1 Dec / 10			
Engineering/ Architecture:								3834 pro-150 - 20 Table Co.	
Land Acquisition/ Site Preparation:									
Construction:								age to the second second	
Equipment/ Furnishings:	\$15,000						\$15,000		
Other (installation):	\$15,000						\$15,000		
TOTAL COST:	\$30,000						\$30,000		
Revenue Source:	GF-FB			- C					

### **Description (Justification and Explanation)**

In FY 11/12, the Town of Southwest Ranches relocated to a larger Town Hall facility at 13400 Griffin Road. increased square footage of the Town Hall allowed for additional office space, conference rooms and Council Chambers. Unfortunately, the Town's existing phone system hardware purchased in 2005 cannot be upgraded to facilitate the additional connections needed nor accommodate voice over internet protocol (VOIP) technology that will enable the Town to recover and provide customer service during emergencies or disasters. system/hardware is over 10 years old and cannot be expanded to accommodate our office space, conference rooms, or Council Chambers. During the current year phone service alternatives and delivery methods were researched prior to relocation, however, due to cost constraints of moving into the new Town Hall and unforeseen items, a new phone system was not funded.

An RFP is in development and it is anticipated that a new system be in place prior to the end of the FY 2012 Hurricane season.

### **Annual Impact on Operating Budget**

Personnel:	Currently phone, fax and T-1 service for the Town runs approximately \$1,400 per month. It is anticipated that monthly
Operating:	recurring costs will decrease slightly.
Replacement Costs:	No additional annual impacts are anticipated to result from this replacement program. <b>NOTE:</b> Pending results of an RFP and
Revenue/Other:	service provider an additional T-1 line may be required to run voice over internet protocol (VOIP) technology.
Total:	

Town of Southwest Ranches, Florida

### FY 12/13 Program Modification

### Classification and Compensation Study

Department Name	Division Name	Funding Source	Dept. Priority	Fiscal Impact
Executive	Administration	General Fund	1	\$7,500

### **Justification and Description**

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

The Town of Southwest Ranches does not have an adopted Classification and Compensation Plan. Since 2001 (inception) there have been a variety of changes to position responsibilities, changes in the market, and changes to the Town's organizational structure. This program modification funds a new Classification and Compensation Study with a qualified, independent professional.

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

### Alternative/Adverse impacts if not funded:

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

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Title or Description of request	Cost		
Classification and Compensation Study	\$7,500		
	Title or Description of request		

Town of Southwest Ranches, Florida

### FY 12/13 Program Modification

### Reduction in Frequency of Town Newsletter

Department Name	Division Name	Fund	Priority	Fiscal Impact
Executive	General Services	General	2	(\$18,000.00)

### **Justification and Description**

Currently the Southwest Rancher is a monthly publication. As a cost savings measure, it is recommended that the newsletter go to a bi-monthly publication. Reducing the publication from 12 to 6 will result in contractual, printing, design and postage cost reductions.

FY 2011/2012 expenditures are estimated to total \$35,257. \$14,457 is projected for FY 2012/2013 resulting in an \$18,000 savings.

### Alternative/Adverse Impacts if not funded:

Alternative means of public outreach would be pursued, via internet at relatively no out-of-pocket cost. This is considered a green initiative that will result in a reduced Town carbon footprint.

	Required Resources	
Line item	Title or Description of request	(Cost Savings)
001-2000-519-4810	Southwest Rancher Newsletter printing & fulfillment	(\$6,500)
001-2000-519-3110	Pre-Press design	(\$7,000)
001-2000-519-4111	Postage	(\$4,500)

### **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, and 11) purchasing and contracts management and support. Each of these areas requires their own (often unique) reporting and documentation procedures.

<u>Administration</u> entails addressing the functions typical of managing a department: personnel issues, schedule development, policy development, co-ordination with internal and external agencies, and ensuring appropriate compliance with contract and legal requirements.

<u>Accounting</u> 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.

<u>Payroll and Human Resources</u> 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.

<u>Budgeting</u> responsibilities include: development, revision, publication, managing the adoption process, implementation, monitoring the budget throughout the year, and 5- year Capital Improvement Plan coordination.

<u>Banking Relations</u> 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.

<u>Treasury Management</u> 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.

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

<u>Fixed Asset Management</u> 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).

<u>Internal Support</u> functions minimally include providing necessary training and communication on finance related items, providing information for departmental research/reports, supporting requests of the Town Council and all other interested parties, assisting with the identification of service resources.

<u>Purchasing and Contracts Management</u> 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 Town-wide efficiencies in the purchasing function.

- During the period of change in external auditors and the retirement of a key staff member, a number of routine financial processes became delayed. The result has been that the department is in catch-up mode which in turn has delayed the release of the fiscal year-end 2011 financial statements. This delay in turn runs the risk of creating compliance delays. Staff needs to get ahead of the curve and into a position where it can do some pro-active planning and scheduling.
- Difficulty exists in maintaining required functions as a result of, at least in part, continually increasing Government Accounting Standards Board reporting requirements and modifications to other reporting processes, coupled with a limited availability of financial and personnel resources.
- While generally well functioning, the 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 2013 Primary Objectives:

- > To implement a finance reporting process that provides an expense to budget analysis to the Town Council and interested parties, on the Town's financial condition.
- > To coordinate the Volunteer Fire Fund, a blended component unit, in changing its year end in conformity with the Town's to September 30<sup>th.</sup>
- > To change object codes to comply with State of Florida: Department of Financial Services' and Auditor General requirements
- > To improve the timeliness of bank account reconciliations
- > To expand and increase existing SAGE financial software functionalities to increase performance and efficiencies
- > To manage all approved debt issuance required to fund capital improvements
- To institute vendor controls to comply with federal requirements

### **Personnel Complement:**

	Funded FY 2012 Funded FY		inded FY 2013	' 2013		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Financial Administrator	1			1		
Assistant Town Financial Administrator	1			1		
Total	2			2		

### **Finance Department Expenditures**

Line	Item Prefix: 001-2100-513-:	FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Proposed
Code Suffix	Object Description					
1210	Regular Salaries	185,440	159,376	145,000	160,000	165,000
2110	Payroll Taxes	12,116	6,846	11,100	12,240	13,000
2210	Retirement Contribution	11,687	4,000	_	-	-
2310	Life & Health Insurance	12,404	4,125	5,000	3,000	5,000
2410	Workers Compensation		200	200	440	440
TOTAL	PERSONAL EXPENSES	221,647	174,547	161,300	175,680	183,440
3210	Accounting and Auditing	51,000	51,000	55,000	48,500	48,500
4010	Mileage Reimbursement		-	750	400	1,250
4910	Other Current Charges	_	69	500	200	900
5110	Office Supplies	169	_		-	
5410	Subscriptions and Memberships	950	807	1,250	1,500	2,000
5510	Training and Education	918	2,443	2,500	1,500	1,000
5520	Conferences and Seminars	761	400	1,500	750	3,500
TOTAL	OPERATING EXPENSES	53,798	54,719	61,500	52,850	57,150
9910	Contingency	-	_	-	-	1,000
TOTAL	NON-OPERATING EXPENSES			64		1,000
TOTAL	Department Total	275,445	229,267	222,800	228,530	241,590

### Major Variance from Current Budget FY 2012 to Projected FY 2012

Code Amount		Explanation
1210	\$15,000	Salary adjustment between new Town Financial Admin - PT to FT
3210	(\$9,500)	New auditor savings adjustment due to RFP

Major Variance or Highlights of the Departmental Budget - FY 2012 Projected to FY 2013 Proposed

Code Amount		Explanation	
4010	\$850	Increase due to increased bank deposit frequency	
5520	\$2,000	New Town Financial Admin licenses/Professional Certifications	
9910	\$1,000	Charter officer discretionary funding proposed	

# **Department of the Town Clerk**

#### Services, Functions, and Activities:

The Town Clerk provides secretarial 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 and the Town Council. The Town Clerk is responsible for giving notice of public meetings and maintaining an accurate record of all proceedings. In addition, the Town Clerk serves as the Financial Disclosure Coordinator with the Florida Commission on Ethics; serves as the Records Management Liaison with the Florida Department of State; and maintains custody of Town records including agreements, contracts, ordinances, resolutions, and proclamations.

#### Issues:

- > Concern over staff availability to categorize the existing records management room in a timely manner
- > The Town's current website is not up-to-date as the existing software program is not user friendly
- > Options to reduce the dependence of the outside storage facility is in process

#### Fiscal Year 2013 Primary Goals and Objectives:

The following objectives where developed to provide a description of the anticipated accomplishments for this office as they relate to the Town Council's Goals and Objectives.

- Complete and distribute Town Council and Local Planning Agency meeting agenda packets timely.
- Create and maintain accurate minutes of Town Council and Local Planning Agency and Planning Board meetings.
- > Administer the publication of the Town Charter and Code.
- > Publish and Advertise public notices as required by law.
- Continue to make progress in implementing as well as maintaining a records management system.
- > Act as the records custodian for the Town and disseminate information to the public as necessary.

#### Personnel Complement:

	Fui	Funded FY 2012			Funded FY 2013		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp	
Town Clerk	1			1			
Deputy Town Clerk	1			1			
Administrative Specialist	1	.5		1	.5		
Total	3	.5		3	.5		

# **Town Clerk Department Expenditures**

Line Item prefix: 001-2400-519-:		FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Proposed
Suffix	Object Description					
1210	Regular Salaries	99,295	125,929	139,700	142,500	146,000
2110	Payroll Taxes	7,117	8,845	10,700	11,000	11,500
2310	Life & Health Insurance	5,481	6,646	15,000	15,000	13,000
2410	Workers Compensation	-	300	300	660	660
TOTAL	PERSONAL EXPENSES	111,893	141,721	165,700	169,160	171,160
3410	Other Contractual Services	4,988	<b>pa</b>	14,600	10,500	14,600
4010	Mileage Reimbursement	69	-	1,000	1,000	1,000
4650	Software Maintenance	1,812	120	6,000	500	18,240
4910	Other Current Charges	360	24,409	-	-	5,000
4911	Legal Advertisement	13,386	14,425	21,500	20,000	20,000
5110	Office Supplies	153	_	-		-
5410	Subscriptions and Memberships	760	1,381	1,500	1,500	1,500
5510	Training and Education	1,611	1,936	2,000	2,000	2,000
5520	Conferences and Seminars	-	aAs	1,000	100	1,000
TOTAL	OPERATING EXPENSES	23,139	42,271	47,600	35,600	63,340
TOTAL	Department Total	135,032	183,991	213,300	204,760	234,500

Major Variance from Current Budget FY 2012 to Projected FY 2012

Code	Amount	Explanation
4650	(\$5,500)	Savings due to website lack of funding

Code Amount		Explanation
4650	\$17,740	Increase for website update program modification
1210	\$6,300	Increase due to full year impact of Admin Assist to FT status
4910	\$5,000	Increase necessary for Town elections

### **FUNDED**

Town of Southwest Ranches, Florida

# FY 12/13 Program Modification

# Website Redesign and Maintenance

Department Name	Division Name	Fund	Priority	Fiscal Impact
Town Clerk	Administration	General	1	\$18,240

#### **Justification and Description**

This project involves the migration of the current website (<u>www.southwestranches.org</u>) to a new web-based content management system developed by a professional website design firm.

The content will be managed by town staff and will allow the staff to update announcements, news, how to pages without having to know code, update calendars, public notices, documents and other programming. This is done through simple and easy to use administrative screens. It will effectively cut maintenance costs and maintain the website directly through browser based forms, redirect existing technical resources toward more important areas.

The cost estimate includes the following: the migration of the current website files and components for immediate updates, a new content system, new features such as a management notification link, RSS feeds, and many other features. Pertinent redesign will be comprehensive and includes the consulting content migration, and custom graphic design.

There are many options being offered for flexibility with how the Town pays for its website including ome financing options.

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

In this project is not funded, the website will: not be updated accordingly, continue to have outdated information, and official documents will not be updated for public use.

	lesources

Line item	Title or Description of request	(Cost Savings)
001-2400-519-4650	Town Website Redesign	\$18,240

# **Building Services Department**

#### Services, Functions, and Activities:

The Building Services Department is managed by a contractual firm consisting of a Building Director, Building Permit Clerk, Chief Building Official, Electrical, Plumbing, and Mechanical Inspectors and includes one primary area of responsibility: Building Code compliance.

<u>Building Code Services:</u> The Department provides a number of services to the residents and commercial property developers of our Town with the aim of ensuring that all buildings and other regulated structures do not pose injury and/or death hazards in any reasonably predictable environment (sunshine to hurricane). Some of the specific services include:

□ Plan Review/Inspections	
Permit Issuance	
☐ Track Permit Activity	
☐ Schedule/Perform field Inspections	
☐ Certificates of Occupancy	
☐ Certificates of Completion	
☐ Information Requests	
□ Record Requests	
☐ Expedited Services including After Hour Services, upon request	

In addition to reducing risks to life, the department seeks to minimize risk to property. Minimizing hazards through compliance with State of Florida Building Code and appropriate Federal agencies has its complement. Contractor staff also assists, and guides homeowners/contractors through the permit process on new construction, remodeling, or adding to an existing structure.

#### Fiscal Year 2012 Primary Objectives:

- > To continue to maintain full level of service and ensure all personnel have completed all the continuing education credits and training to maintain their licenses
- > To expand on upgrading the Building Services Department software for resident and contractor access to check the status of their project

# **Building Services Department Expenditures**

Line Item Prefix: 001-2500-524-:		FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Proposed
Suffix	Object Description					
3410	Other Contractual Services	306,598	292,002	269,000	265,000	225,000
4010	Mileage Reimbursement	478	-	2,000	2,000	2,000
4910	Other Current Charges	6,729	2,672	15,000	5,000	10,000
5110	Office Supplies	80	-	-	<b>a.</b>	-
5420	Conferences and Seminars	-	-	1,000	750	1,000
TOTAL	OPERATING EXPENSES	313,885	294,674	287,000	272,750	238,000
TOTAL	Department Total	313,885	294,674	287,000	272,750	238,000

Major Variance from Current Budget FY 2012 to Projected FY 2012

Code	Amount	Explanation
4910	(\$10,000)	Decrease - lower then expected Engineering cost recovery

Code Amount		Explanation
3410	(\$45,000)	Reduction in new contract that recovers Town portion of costs
4910	(\$5,000)	Increase for antcipated Engineering cost recovery

# Planning\Zoning and Engineering Department

#### Services, Functions, and Activities:

The Planning\Zoning and Engineering Department is new in FY 12/13 although the services are not. This department includes two primary functions: Planning & Zoning and Engineering. The Planning & Zoning functions are outsourced to The Mellgren Planning Group (TMPG) consisting of multi-lingual professionals who are responsible for updating and maintaining the comprehensive plan, land development regulations, and providing full service planning and zoning functions on primarily a cost recovery basis. The purpose of Planning and Zoning is to establish and enforce development criteria such as setbacks, building heights, landscaping and signs, to assure that Southwest Ranches rural town appearance and atmosphere is preserved. All plans for development, whether it be a new building, the modification of or addition to an existing building, the addition of items such as swimming pools, fences and signs, require a building permit application which is reviewed by Zoning. TMPG is available on a full time basis and performs the following work:

- > Provides assistance and general information to the public for an array of P&Z matters
- Coordinates the building permit process
- > Reviews building permits for zoning compliance
- Provides landscape inspections
- Coordinates with code compliance, town attorney, engineering, drainage districts and County environmental protection
- > Researches and prepares open permit letters
- > Prepares Certificates of Use
- > Attends Broward County School Board Staff Working Group meetings
- Reviews and coordinates public hearing items that include land use plan amendments, rezoning's, plats, site plans and variances
- > Writes ordinances and land development regulations
- > Staffs Comprehensive Plan Advisory Board
- Prepares special studies and analyses as requested
- Tracks growth management legislation and Broward County initiatives
- Provides GIS and mapping services

The Engineering service component is provided under the management of an in-house, Town Engineer on a cost recovery basis. The Town Engineer conducts development plan review and inspections, including filling, re-grading, excavating, and clearing of lands. Staff provides technical assistance to other departments including the Codes Compliance Department by providing codes interpretations and inspections of code violation activities. The Town Engineer also reports to the Town Administrator whose personnel component is allocated here and within the Transportation Fund.

### FY 2012-2013 Goals and Objectives:

> To continue to foster strong working relationships with building, code compliance and legal departments

- To review and examine fee deposit schedules to ensure full cost recovery for all departments prior to public hearing date and/or project closeout
- > To continue in-office cross training to ensure full-time service to customers year round
- > To coordinate with the Building Department to close out "inactive" permits

# **Personnel Complement:**

	Fur	Funded FY 2012			Funded FY 2013			
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp		
Town Engineer	.5			.5				
Community Services Liaison	1			1				
Administrative Specialist	1			1				
Total	2.5			2.5				

# Comprehensive Planning, Zoning, Engineering Department Expenditures

Line Item Prefix: 001-2700-515-:		FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Proposed
Suffix	Object Description				·····	
1210	Regular Salaries	65,250	66,880	139,600	139,600	139,600
1410	Overtime	_	_	1,000	500	-
2110	Payroll Taxes	4,750	4,431	10,700	10,700	10,700
2310	Life & Health Insurance	2,704	3,398	9,500	9,500	10,000
2410	Workers Compensation	-	79	250	250	550
TOTAL	PERSONAL EXPENSES	72,704	74,788	161,050	160,550	160,850
3430	Other Contractual Svcs - P&Z Permits	-			-	75,000
3435	Other Contractual Svcs - P&Z Hearings	-		_	-	37,000
3440	Other Contractual Svcs - P&Z Town		-	35,000	30,000	25,000
TOTAL	OPERATING EXPENSES	285,426	190,139	210,000	140,000	137,000
TOTAL	Department Total	358,130	264,927	371,050	300,550	297,850

Major Variance from Current Budget FY 2012 to Projected FY 2012

Code	Amount	Explanation
3410	(\$65,000)	Actual projected lower than budgeted
and the same of the same		

Code Amount		Explanation
3410	(\$110,000)	Reduction for new account itemization between #3430 and #3435
3430	\$75,000	Increase due to new account itemization from #3410 above
3435	\$37,000	Increase due to new account itemization from #3410 above

# **Code Enforcement Services Department**

#### Services, Functions, and Activities:

The Code Enforcement Services Department is managed by a contractual firm consisting of a Code Enforcement Director and an Inspector. 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. This includes issuing violations for: work without permits, fill violations, bulk trash violations, and overgrown properties and property maintenance issues.

#### Issues:

- The Code Enforcement Department has received numerous complaints about properties in foreclosure. These properties are often overgrown and present an attractive nuisance to children.
- The Code Enforcement Department has received complaints from citizens about the proliferation of signs placed in the right of way. These signs, often called "snipe signs," advertise everything from painting, roofing, to screen and computer repair and are scattered along the roadway. Leaving these signs out for any period of time can cause them to increase in number dramatically and present a hazard.
- The Code Enforcement Department is often asked for a list of properties with outstanding liens and/or properties in foreclosure. A list of these properties with outstanding code issue will assist law enforcement and other agencies in an effort to maintain these properties and the community.

#### Fiscal Year 2013 Primary Objectives:

- > To establish a foreclosure list of properties that are problematic and in the foreclosure process. This list will be provided to other regulatory agencies as a way to provide an expeditious team approach to a problematic situation.
- > To compile a tracking list of Townwide properties that is subject to outstanding liens and/or code Enforcement deficiencies.

- > To assist with the transition to a new solid waste and bulk trash provider. Assistance and oversight will be provided to ensure a smooth transition from the previous waste provider to a new provider in an effort to provide the citizens with a seamless changeover.
- > To create a program to remove snipe signs illegally placed within the Town right of way within twenty-four hours.

#### **Personnel Complement:**

	Funded FY 2012		Funded FY 2013			
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Administrative Specialist		.5			.5	
Total		.5			.5	

# **Code Enforcement Department Expenditures**

Line Item Prefix: 001-2600-524-:		FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Proposed
Suffix	Object Description					
1210	Regular Salaries	23,516	25,299	22,500	25,000	22,000
1410	Overtime	_	_	250	250	-
2110	Payroll Taxes	1,023	1,935	1,700	1,700	1,700
2410	Workers Compensation	-	79	100	100	220
TOTAL	PERSONAL EXPENSES	24,539	27,313	24,550	27,050	23,920
3110	Professional Services	8,300	11,500	13,750	7,500	10,000
3410	Other Contractual Services	197,892	198,443	200,000	199,000	200,000
TOTAL	OPERATING EXPENSES	206,192	209,943	213,750	206,500	210,000
TOTAL	Department Total	230,731	237,256	238,300	233,550	233,920

Major Variance from Current Budget FY 2012 to Projected FY 2012

Code	Amount	Explanation

Code	Amount	Explanation

# **Public Safety - Police Department**

#### Services, Functions, and Activities:

The Public Safety - Police Department is managed under a contractual agreement with the Broward County Sheriffs Office. 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 management services.

# **Public Safety: Police Department Expenditures**

Lin	e Item Prefix: 001-3000-521-:	FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Proposed
Suffix	Object Description					
3450	Other Contractual Svcs-Police	2,087,873	2,125,522	2,108,716	2,108,716	2,366,182
TOTAL	OPERATING EXPENSES	2,087,873	2,125,522	2,108,716	2,108,716	2,366,182
6410	Machinery and Equipment	-	-	-	-	50,000
TOTAL	CAPITAL OUTLAY	-	<del>-</del>	- 1	-	50,000
TOTAL	Department Total	2,087,873	2,125,522	2,108,716	2,108,716	2,416,182

Major Variance from Current Budget FY 2012 to Projected FY 2012

Code	Amount	Explanation

Code	Amount	Explanation
3450	\$282,466	Annual contractual increase + provision for increase in scope of services
6410	\$50,000	Increase for public safety grant expenditures 100% offset by revenues

# Public Safety - Fire Administration and Volunteer Fire Services Departments

#### Services, Functions, and Activities:

The Town has entered into a contractual agreement with the Town of Davie, Florida (Davie) to provide primary fire protection and rescue services to the entire Town. Additionally, the Town has professional Volunteer Fire contractors that primarily provide fire protection support.

In addition to monitoring the current Fire-Rescue provider contract and assuring that the volunteers work seamlessly with Davie, the Town's Fire Chiefs provide leadership and are responsible for:

1) Operations, including oversight of 30 to 50 volunteer firefighters; 2). Respond to emergency and non-emergency incidents; 3) Training all firefighters and driverengineers; 4) Making sure all shifts and special events are sufficiently staffed by appropriate personnel; 5) Overseeing and monitoring finances including submitting check requests to the Finance Department for payment to vendor providers which is budgeted in the Volunteer Fire Services Department; 6) Handling procurement to purchase and maintain all fire apparatus and equipment; 7) Arranging for volunteers, Town residents and others to be trained at a Large Animal Technical Rescue Awareness class at no cost to the Town; 8) Maintaining a K-9 search team which continues to train, attend special functions and is available to the Town and surrounding communities also at no cost to the Town; 9) Acting as a liaison with neighboring fire & police departments.

#### Issues:

- > The Department desires to hire firefighting and Emergency Medical Services (EMS) personnel so that at the end of the contract with Davie, the Town would have negotiating power with future contracting cities.
- > There are locations within the Town that have been identified for well replacement and/or new wells which need attention.
- Due to aging apparatus, Engine 82 and Brush 82 have exceeded NFPA recommendations for first-out vehicles.
- > A need for aging and more Protective Equipment for our Volunteers, including bunker gear, fire boots, helmets, hoods, gloves and facemasks exist.
- > A long-term vision is desired from Town Council to determine the future role of the Volunteers in providing fire and/or EMS services to the Town.

### Fiscal Year 2013 Primary Objectives:

> To insure a smooth transition for our new primary Fire protection and rescue service provider

- > To hire and staff additional firefighters and train more drivers.
- > To purchase and equip a tanker, if funded.
- > To carry out the wishes of the Town Council and serve the residents of Southwest Ranches.

# **Personnel Complement:**

	Funded FY 2012			Funded FY 2013		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Volunteer Fire Chief		1			1	
Assistant Volunteer Fire Chief		1			1	
Total		2			2	

# Public Safety-Fire Administration Expenditures

Line	e Item Prefix: 001-3100-522-:	FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Proposed
Suffix	Object Description					
1210	Regular Salaries	60	3,960		48,000	52,000
2110	Payroll Taxes	-	303	-	3,672	3,978
2410	Workers Compensation	and the same of th	•	-	200	2,704
TOTAL	PERSONAL EXPENSES		4,263	-	51,872	58,682
3110	Professional Services	<b>1</b>	98	24,000	12,000	12,000
3475	Other Contractual Services-Fire	3,405,639	2,913,820	2,520,000	2,520,000	2,388,000
4910	Other Current Charges	_	-	_	791	10,000
4920	Fire Assessment Discounts	-	-	_	-	-
TOTAL	OPERATING EXPENSES	3,405,639	2,913,820	2,544,000	2,532,000	2,410,000
586-9101	Transfer-Intra-Governmental-GF	-	-	76,382	76,382	-
TOTAL	NON-OPERATING EXPENSES	-	-	76,382	76,382	<u>-</u>
6310	Improvements other than Building		-	-	-	25,000
TOTAL.	CAPITAL OUTLAY	-		_	-	25,000
TOTAL	Department Total	3,405,639	2,918,083	2,620,382	2,660,254	2,493,682

Major Variance from Current Budget FY 2012 to Projected FY 2012

Code	Amount	Explanation
1210	\$48,000	Salaries for Chief and Assistant Chief not originally budgeted
2110	\$3,700	Payroll Taxs for Chief and Assistant Chief not originally budgeted
3110	(\$12,000)	Wildan Study Decrease

0440		
2410	\$2,500	W/C Adjusted Rate Increase
3475	(\$132,000)	Decrease for new Davie Fire Contract
4910	\$10,000	Increase for maintanemnce of existing Town Fire Wells
6310	\$25,000	Increase for replacement of existing Fire Wells per Capital Outlay
9101	(\$76,382)	Elimination of provision for Intra-Gov Charges

# **Funded**

	C	Town of So apital Im						
Project:	Fire Wells Re	eplacement	and Ins	tallat	ion			
Priority:	Public Safety	<i>y</i> - #1		Proj Man	ect ager:	Fire Chiefs		
Department:	Fire Adminis	tration		Divi	sion:	General Se	rvices Coor	dinator
Project Location:	Town-wide							
Fiscal Year:	FY 2013	FY 2014	FY 201	15	FY 2016	FY 2017	Total	Prior Years
Plans and Studies:								
Construction:	\$25,000	\$25,000	\$25,	000	\$25,000	\$25,000	\$125,000	\$80,00
Other:								
TOTAL COST:	\$25,000	\$25,000	\$25,	000	\$25,000	\$25,000	\$125,000	\$80,00
Revenue Source:	FA	FA	FA		FA	FA		GF
the replacement and installar component of the Fire Special Finere are a limited number of wells. The location of such a of the municipality. As a mundistorically fire wells may be government has adopted the insurance rating. When your standards as a basis for your mpact on your community's government agency."  Annual Impact on Oper	al Assessment at of fire hydrants see and functionality his nicipality, the heat damaged, test de Uniform Fire Cojurisdiction is insignating fire insurance pred to impaired heat	t a cost of appropriet and the Control of the Contr	oximately solution the well welfare of rated in when the NFF insurance when new some situate.	\$3,125 rise Ut being the citi nich ca PA star Servic develo ations	is - \$5,000 each cilities, but the cofthe resident izenry is paramase they must burdards, they have Office, the imprent takes paramase can contribute	offor up to 8 well majority of the Tr cy and an impact nount. De replaced. "Whe ave an impact or nspector will use alace will have a to some liability	ls) own is dependent on the insurar mether of not your communic current regular cumulative advon the part of the	ent on fire nce rating ur local ity's fire tions and erse ne local
	rating budget							
Personnel:		10,000					ining to all the	
Operating: Replacement Costs:	No.	10,000	Assessm	ent w	ithin the "othe	tunded as part er current char	of the Fire Sp ges" account	ecial of the Fire
Revenue/Other:				-				

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

L	ine Item Prefix: 001-3200-522-:	FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Proposed
Suffix	Object Description					MONEY CONTRACTOR OF THE PROPERTY OF THE PROPER
3110	Professional Services	-	-			16,500
3495	Other Contractual Services-VF Svcs	•	84,448	4		_
4110	Telecommunications	· ·			-	7,500
4310	Electricity	9	-	-	_	15,000
4601	Maintenance Service/Repair Contracts	11,700	669	4,000	15,000	-
4602	Building Maintenance		•	-	sale	3,000
4603	Equipment Maintenance	-		a		2,500
4611	Miscellaneous Maintenance		30,215	•	24	3,996
4612	Vehicle Maintenance & Repair	-	_	-	-	17,500
4910	Other Current Charges	82,495	115,997	325,000	295,000	12,500
5214	Uniforms	-	-	-	-	9,950
5216	Gasoline		-	_	5,000	17,500
5290	Miscellaneous Operating Supplies	-		-	10,250	5,750
5510	Training & Education	-	_		0	15,000
TOTAL	OPERATING EXPENSES	94,195	231,328	329,000	325,250	126,696
6410	Machinery and Equipment	-		150,000	50,000	8,000
TOTAL	CAPITAL OUTLAY		-	150,000	50,000	8,000
7110	Principal	12,596	-	_	•	-
7210	Interest	5,526	-	I		-
TOTAL	DEBT SERVICE	18,122	_	==	-	_
581-9201	Transfer to Debt Service Fund	_	-	18,122	18,122	18,122
581-9301	Transfer to Volunteer Fire Fund	-	_	a	-	251,500
TOTAL	NON-OPERATING EXPENSES		•	18,122	18,122	269,622
TOTAL	Department Total	112,317	231,328	497,122	393,372	404,318

Major Variance from Current Budget FY 2012 to Projected FY 2012

Code	Amount	<b>Explanation</b>

Code	Amount	Explanation

# Town of Southwest Ranches Proposed FY 2012/2013

#### **Fire Assessment Worksheet**

Sources:

Fire Administration Department Volunteer Fire Service Department Volunteer Fire Fund

Expenditures	Expenditures  FY 2012-2013 Proposed  From Portion		A	Fire ssessment Portion	
% Allocation per Consultant Study for FR Contractual Services Only			57.70%		42.30%
Direct Expenses: Fire Rescue Contractual Service Personnel Expenses Operating Expenses Non-Operating Debt Capital Outlay Sub-Total	\$	2,388,000 58,682 400,196 18,122 33,000 <b>2,898,000</b>	\$ 1,377,876 N/A N/A N/A N/A 1,377,876	\$	1,010,124 58,682 400,196 18,122 33,000 1,520,124
Other Expenses Publication & Notification Costs Statutory Discount Collections Cost Fire Assessment Cost Allocation of T Personnel\Contractual Costs Restricted Fund Balance for Rate Sta Total Fire Assessment Expenses				\$	5,000 86,579 33,000 76,102 5,875 <b>1,726,680</b>

**Based On Consultant Study** 

Property Category	Assess Unit Type	% Effort Allocation	Amount	Total Proposed Rates FY 12/13	Total Assessed Rates FY 11/12	Difference Increase (Decrease)
Residential - 2454 Units	Per Dwelling Unit	62.8912%	1,085,930	442.51	442.51	0.00
Commercial - 331,702 SF	Per Square Foot	15.0283%	259,491	0.78	0.80	(0.02)
Indust/Warehouse - 125,036 SF	Per Square Foot	9.5818%	165,447	1.32	1.32	0.00
Institutional - 531,932 SF	Per Square Foot	6.2499%	107,916	0.20	0.21	(O (H)
Vacant/Agricultural - 2,094 Acre	Per Acre	6.2488%	107,897	51.53	49.80	1.73
Total		100%	\$ 1,726,680			

Townwide Personne	rsor	nnel &	Concrete	A Pour	"Josephon	Solid Waste Assessment	e Asse	ssment	Fire Assessment Cost	smen	t Cost
Contractual Costs	Co	sts *	General Fund Allocation		location	Cost Allocation	//ocat	ion	Allo	Allocation	
Department	Ú	Cost	%	A	Allocation	%	A	Allocation	%	A	Allocation
Council	40	63,000	87%	क	54,810	%8	69	5,040	2%	69	3,150
Attorney \$	(1)	385,000	95%	€9	354,200	2%	↔	19,250	3%	69	11,550
Executive \$	7	245,000	%92	69	186,200	12%	4	29,400	12%	69	29,400
Finance	-	165,000	%02	क	115,500	15%	₩	24,750	15%	69	24,750
Clerk	5	145,040	%06	69	130,536	2%	₩	7,252	2%	69	7,252
Building \$	F	187,040	100%	ક્ર	187,040	%0	<del>()</del>	g	%0	4	
Code	2	222,000	%09	69	133,200	40%	₩	88,800	%0	ક	
PROS \$	€₽	50,000	100%	G	50,000	%0	€9-	1	%0	₩.	
Totals	\$ 1,462,	162,080		49	1,211,486		49	174,492		ଜ	76,102

Purpose: This cost allocation chart shows the distribution of Townwide Personnel and Contractual Costs distributed between the General Fund and the Towns two special assessments

# 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, 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; 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 Town Engineer, Executive, and Non-Departmental Departments for administrating services affecting Town property.

#### Issues:

- Providing landscape maintenance to meet resident demands in a cost effective manner.
- > Providing sufficient tree canopy maintenance to meet resident expectations.
- > Difficulty in securing grant programs/revenues which do not require matching commitments from the Town.
- > Advisory Board review and approval process required for recurring/routine PROS maintenance.

#### Fiscal Year 2013 Primary Goals and Objectives:

- To implement segments of the capital projects program depending on funding including improvements at:
  - a. Country Estates Fishing Hole Park
  - b. Rolling Oaks Passive Open Space Park barn structure
  - c. Southwest Meadows Sanctuary
  - d. Calusa Corners
- > To improve the Townwide landscaping maintenance program, if funded
- > To develop an improved Urban Forest Canopy inventory and management plan

# **Personnel Complement:**

	Fun	ded FY 20	)12	Fi	3	
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Parks, Recreation and Open Space Coordinator	1			1		
Total	4			1		

# Parks and Open Spaces Department Expenditures

Lin	ne Item Prefix: 001-6000-572-:	FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Proposed
Suffix	Object Description					
1210	Regular Salaries	62,690	50,240	50,000	53,000	50,000
2110	Payroll Taxes	4,270	3,255	3,900	4,055	3,900
2310	Life & Health Insurance	3,512	3,764	4,200	4,200	4,200
2410	Workers Compensation	-	79	100	100	220
TOTAL	PERSONAL EXPENSES	70,472	57,338	58,200	61,355	58,320
3410	Other Contractual Services	100,399	54,361	65,000	65,000	65,000
4010	Mileage Reimbursement	1,962	2,753	3,000	3,400	3,300
4310	Electricity	5,860	7,686	9,000	8,250	9,000
4311	Water		-	a	1,000	1,000
4604	Grounds Maintenance	10,292	10,385	20,000	20,000	20,000
4605	Tree Maintenance/Preservation	13,382	3,302	28,000	28,000	25,116
4606	Lake Maintenance	6,580	4,716	8,900	8,900	9,000
4911	Other Current Charges	44	107	500	-	-
5410	Subscriptions and Memberships	845	820	760	760	760
5510	Training and Education	-	-	500	500	500
5520	Conferences and Seminars	500	564	500	500	500
TOTAL	OPERATING EXPENSES	139,864	84,694	136,160	136,310	134,176
3310	Infrastructure	73,549	12,999			CM.
TOTAL	CAPITAL OUTLAY	73,549	12,999		jo	•
TOTAL	Department Total	283,885	155,032	194,360	197,665	192,496

Major Variance from Current Budget FY 2012 to Projected FY 2012

Code	Amount	Explanation
1210	\$3,000	Over Budget due to unanticipated Increase
		MAD A

Code	Amount	Explanation
4311	\$1,000	Increase dut to sperated out Water from other Utilities
4605	(\$2,884)	Decrease in spending for Townwide Tree Maintenance

#### **FUNDED**

Town of Southwest Ranches, Florida

# **FY 13 Program Modification**

# **Community Forestry Program Enhancement**

Department Name	Division Name	Fund	Priority	Fiscal Impact		
PROS	PROS-Forestry	General	3	\$8,000		

#### **Justification and Description**

Upgrades are needed to the Town's Community Forestry Management Plan and Public Space Tree Canopy Inventory, which has increased annually through proactive partnerships and successful grant administration.

Department budget affords only minimal maintenance on a rotating schedule for an ever-increasing asset. Additional funding for program enhancement has been awarded from the State Division of Forestry's National Urban and Community Forestry grant program to facilitate more comprehensive, long-term planning and asset management of the Town's Community Forestry Program, including:

- 1. Hardware, software and training for upgrades to the Town's Public Space Tree Inventory
- 2. Consultant assistance for improvements to the Town's Forestry Management Plan

Costs were estimated based on proposals from vendors, consultants, and staff records. The Program is funded through the PROS General Fund budget for \$8,000 grant funding plus \$8,000 matching funds.

The Program fulfills objectives and policies of the Council by meeting adopted Comprehensive plan standards, including: improvement of air quality, reduced erosion, protection and enhancement of critical ecological systems integral to the Town's natural environment, moderated temperatures, increased property values and enhanced economic vitality, sense of place and well-being for our residents.

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

If not funded, staff will not be able to accept the grant, for which we have received notification of partial award from original application [for total project costs of \$39,910 and will not be able to efficiently capture data needed for effective and efficient management of the Town's Forestry investment.

R	e	a	u	ľ	e	d	F	t	25	0	u	r	C	es	1

Line item	Title or Description of request	Cost - (New positions- add 32% for benefits)
001-6000-572-4605	Tree Maintenance/Preservation	\$16,000
001-0000-331-3900	Grant Receipts	(\$8,000)

# Non-Departmental Allocation Center

#### Services, Functions, and Activities:

The Non-Departmental allocation center is an allocation center for those few general fund expenditures which are not otherwise classified or identifiable. It includes any inter/intra fund transfers as expenditures from the general fund. In the current year this includes a transfer to the Capital Projects fund to fund a transportation project. General contingency and reserve dollars are allocated here as well.

This allocation center may include other centralized costs which are not easily distributed. In Fiscal Year 2013, for example, the portion of the Town's property and liability insurance to cover the Town Hall building is included in this allocation center rather than distributed across the departments within Town Hall.

There are no personnel associated with this allocation center.

### Non Departmental Expenditures

Line Item Prefix: 001-7900-:		FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Proposed
Suffix	Object description					
590-2510	Unemployment Compensation	-	12,659	6,000	7,000	5,000
TOTAL	PERSONAL EXPENSES	_	12,659	6,000	7,000	5,000
590-3410	Other Contractual Services	20,393	39,499	40,000	42,000	43,000
590-4110	Telecommunications	18,331	13,544	20,000	20,000	20,000
590-4111	Postage	11,994	13,809	20,000	20,000	15,750
590-4310	Electricity	9,420	16,461	30,000	23,000	30,000
590-4402	Building Rental/Leasing	33,697	38,351	20,500	22,967	7,500
590-4510	Property and Liability Insurance	55,381	96,286	102,677	102,677	107,811
590-4601	Maintenance Service/Repair Contracts	6,008	5,608	15,000	15,000	12,500
590-4602	Building Maintenance	7,886	8,975	17,000	17,000	17,000
590-4603	Equipment Maintenance	25,449	61,551	75,000	75,000	75,000
590-4650	Software Maintenance	7,709	7,039	14,000	11,250	11,000
590-4690	Miscellaneous Maintenance & Repair	7,758	4,932	10,000	8,000	10,000
590-4910	Other Current Charges	-	2,590	500	1,000	500
590-5110	Office Supplies	25,284	21,120	25,000	25,000	25,000
TOTAL	OPERATING EXPENSES	229,310	329,765	389,677	382,894	375,061
590-6410	Machinery and Equipment	7,107	7,240	20,000	12,000	52,000
TOTAL	CAPITAL OUTLAY	7,107	7,240	20,000	12,000	52,000
581-9120	Transfers to Debt Service Fund	500,250	400,000	635,000	635,000	710,816
581-9130	Transfers to Capital Projects Fund	80,000	117,576	210,000	210,000	137,497
581-91XX	Transfers to Transportation Fund	400,000	181,200	N	-	100,000
581-91XX	Transfer to VFF*	62,233	-	_	2.5	•
590-9910	Contingency/Reserve		-	- ]		3,305
TOTAL.	NON-OPERATING EXPENSES	1,042,483	698,776	845,000	845,000	951,618
TOTAL	Department Total	1,278,900	1,048,439	1,260,677	1,246,894	1,383,679

NOTE\* The transfer to VFF is reflected in Public Safety-VF Services for FY 2013

#### Major Variance from Current Budget FY 2012 to Projected FY 2012

Code	Amount	Explanation

Code	Amount	Explanation

### **FUNDED**

Town of Southwest Ranches, Florida

# FY 12/13 Program Modification

# Town Hall A/C Replacement

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Executive-General Services	General	1	\$5,000

#### Justification and Description

This request is for a central air conditioner (s) replacement. The requested amount is for replacement equipment only if needed.

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

There are 11 aging central air units servicing the Town Hall complex. There is a possibility that one to two of these units may fail at any time since they all vary in age. The requested funding is for replacement of one to two compressor(s) only in an event of failure.

A new unit has a higher SEER rating which is more energy efficient, so there will be an energy and cost savings resulting from decreased power utilization.

Required Resources							
Line item	Title or Description of request						
001-7900-539-6410	Town Hall A/C Replacement	\$5,000					

# Capital Projects Fund

The Capital Projects Fund is a type of General Governmental Fund. As such, it provides for projects which are not assignable to specific enterprise or restricted revenue functions. 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 must have an estimated value of at least \$25,000. As 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 interest earnings or other permissible fund transfers.

Expenditures for this fund are not generally restricted. Provided that the project proposed meets the above qualifications, and appropriations are allowed by the Town Commission, the proposed 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 of 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 proposed projects within the 5 Year Capital Improvement Plan follow the financial pages of this fund.

# Capital Projects Fund Summary Fiscal Year 2013

# FY 2012 Estimated

FY 2012 Projected Revenues	642,573
Estimated Expenditures & Encumbrances	(435,668)
Estimated FY 2012 Year End Difference	206,906
Projected Assigned Fund Balance	
Unaudited Assigned Fund Balance 9/30/2011	334,623
Appropriated Fund Balance FY 2012	(141,450)
Estimated FY 2012 Year End Difference	206,906
Projected Assigned Fund Balance 9/30/2012	400,079
Appropriated Fund Balance FY 2013	(237,214)
Projected Assigned Fund Balance 9/30/2013	162,865
FY 2013 Budget Summary	
Projected Revenues	
Interest Income	407 500
Grant Reimbursments	197,500
Interfund Transfers	137,497 237,214
Appropriated Fund Balance  Total Revenue	572,211
Total Nevenue	012,211
Proposed Expenditures	
Operating Items	**
Capital Outlay	572,211
Total Expenditures	572,211

### **Capital Projects Fund Revenues**

Line Item		FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Proposed		
301-0000-								
361-1000	Interest Earnings	5,004	4,500	-	1,500			
331-2100	FDLE Grant	25,000	55,500	13,000	125,000	62,500		
331-3900	Federal Grant-Other Physical Environment	-	-	-	1,623	-		
337-3000	Local Government Grant-Physical Envir	-	-	-	-	135,000		
354-0010	Fines-Local Ordinance Violation-Tree Preservation		_	13,000	13,000			
381-0010	Transfer from General Fund	80,000	117,576	210,000	210,000	137,497		
381-2010	Transfer from Debt Service	1,903,656	400,000	-	150,000	-		
394-0000	Appropriated Assigned Fund Balance	_	-	141,450	141,450	237,214		
TOTAL	Miscellaneous Revenues	2,013,660	577,576	377,450	642,573	572,211		
TOTAL		2,013,660	577,576	377,450	642,573	572,211		

# Capital Projects Fund Expenditures

	Line Item Prefix: 301-4400-:	FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Proposed
537-4610	Repair and Maintenance-Tree Preservation	-	-	13,000	13,000	
537-4612	Repair and Maintenance- Urban Tree Pruning		4,305	1,000	1,000	
TOTAL	OPERATING EXPENSES	-	4,305	14,000	14,000	
539-6212	Buildings-Rolling Oaks Barn	_	86,025	113,898	6,630	110,768
539-62XX	Buildings-Town Hall/Public Safety	1,961,385	365,090		150,000	_
539-6310	Infrastructure-General	19,363	10,291	-	-	
539-6312	Infrastructure-Fire Wells		-	80,000	80,000	
539-6314	Infrastructure-Southwest Meadows	-	-	2,000	2,000	_
539-6316	Infrastructure-Calusa Corners		_	2,000	2,000	-
539-6320	Infrastructure-Fishing Hole Park	-	13,556	150,552	56,038	398,943
539-6322	Infrastructure-Frontier Trails Park	_	-	2,000	-	•
539-63XX	Infrastructure-Non Vehicle Bridges	14,658	-	-	-	-
539-6410	Machinery and Equipment	-	58,800		125,000	62,500
TOTAL	CAPITAL OUTLAY	1,995,406	533,763	350,450	421,668	572,211
TOTAL	CAPITAL PROJECTS FUND	1,995,406	538,068	364,450	435,668	572,211

#### **FUNDED**

	(	Town of Sor Capital Im							oliskas ("m. kalikha dena Lave samo e me	
Project	Fishing Hole	Park at Coun	try Estates							
Priority	PROS #1			Project Manager	December Lauretano-Haines					
Department	Parks Recrea	ition and Ope	n Space	Division	N/A					
Project Location	Fishing Hole	Park - 16 acr	es at 18900	Griffin Road				iguni. Jica		
Fiscal Year	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017		Total	P	ior Years	
Plans and Studies	\$ -	\$ 11,666				\$	11,666	\$	47,043	
Engineering, Architecture & Permitting	\$ 63,000	\$ 62,364				\$	125,364	\$	386,968	
Land Acquisition/Site preparation	\$ 125,000	\$ 100,000				\$	225,000	\$	2,095,915	
Construction	\$ 202,943	\$ 365,442				\$	568,385	\$	35,615	
Equipment/Furnishings	\$ 8,000	\$ 15,000				\$	23,000			
Other (Specify)										
TOTAL COST:	\$ 398,943	\$ 554,472				\$	953,415	\$	2,565,541	
Revenue Source	G=\$135,000 GF Tfr= \$137,497 CIP-FB=\$126,446	NF								

#### **Description (Justification and Explanation)**

Acquisition and future development of the Country Estates Fishing Hole site fulfills objectives and policies of the Town's Comprehensive Plan and effectively promotes primary goals of the Town's Charter. The Town's parks system is designed to meet adopted Comprehensive plan standards, including: developing increased water storage and urban stormwater runoff filtering capacity in a drainage basin recognized to be deficient; providing community parks for residents; promoting and preserving the environmental and public recreational benefits of unique natural areas; providing enhanced public access to water bodies and open space areas; constructing and linking multi-use Greenway recreational trails throughout the Town.

Acquistion was supported by 3 grant sources which matched each other, FCT and Broward County Land Preservation Open Space grants. In exchange for acquisition support, the Town is obligated to develop the recreational amenities identified in Florida's Statewide Comprehensive Outdoor Recreation Plan (SCORP), which served as the basis of demand and need for recreational resources and facilities planned for the development of Fishing Hole Park. Development is currently supported by Broward County 3 grants totaling \$135,000. Two of these are 50% matching grants and one is non-matching. Costs were estimated based on management plan estimates prepared by professional consultants and updated in accordance with reductions in commitments and changes in market conditions.

Commitments for development at the Fishing Hole site have been reduced significantly from original concept, retaining only those developments necessary to satisfy granting agency partners' scoring systems. Developments will include playground, restroom, open space play fields, picnic and environmental education pavilion, pond, fishing pier, multi-use trail, improved wetlands, parking, and landscaping. Extension of timeline for development is planned to be requested.

Annual Impact on Operating Budget											
Personnel											
Operating		\$	36,000								
Replacement Cost	Year: 2035	\$	16,000								
Revenue/Other		\$		Projected operating budget costs include Park Coordination, mitigation resource management, routine facilities maintenance, insurance, utilities, and							
Total		\$		funding for replacement over the useful life of amenities.							

	<b></b>	Ca		own of Stallmp			nches it Projec	it		- 1901 V. V. S.	·- p.v.		
Project	Rollin	ıg Oaks	s Pa	ssive Op	en Sp	ace &	Barn						
Priority		)S - #2					Project Manager	Project					
Department	Parks Recreation and Open Space						Division	N/A					
Project Location	46-Ac	re Rolli	ing	Oaks Pai	rk at 1	7630 S	W 56 Street	:					
Fiscal Year	FY	2013	F	Y 2014	FY	2015	FY 2016	FY 2017		Total	P	rior Years	
Plans and Studies	\$	6,000							\$	6,000	\$	68,000	
Engineering, Architecture & Permitting	\$	17,000							\$	17,000	\$	275,140	
Land Acquisition/Site preparation			\$	11,375	\$	11,375			\$	22,750	\$	2,836,350	
Construction	\$ 8	37,768	\$	51,000	\$ 5	51,000			\$	189,768	\$	245,037	
Equipment/Furnishings			\$	7,000	\$	7,000			\$	14,000	\$	13,000	
Other (Specify)													
TOTAL COST:	\$ 11	10,768	\$	69,375	\$ 6	9,375			\$	249,518		3,437,527	
Revenue Source	CIF	2-FB		NF	P	VF .					CIP.	\$2,200,000 \$1,237,527	

#### Description (Justification and Explanation)

Acquisition and development of the Rolling Oaks Passive Open Space Park fulfills objectives and policies of the Town's Comprehensive Plan and effectively promotes primary goals of the Town's Charter. The Town's parks system is designed to meet adopted Comprehensive plan standards, including: developing increased water storage and urban stormwater runoff filtering capacity in a drainage basin recognized to be deficient; providing community parks for residents; promoting and preserving the environmental and public recreational benefits of unique natural areas; providing enhanced public access to water bodies and open space areas; constructing and linking multi-use Greenway recreational trails throughout the Town.

Acquistion was supported by 2 grant sources which matched each other in prior years: Broward County Land Preservation Open Space program and the Florida Recreation Development Assistance Program. In exchange for acquisition support, the Town is obligated to develop the recreational amenities identified in Florida's Statewide Comprehensive Outdoor Recreation Plan (SCORP), which served as the basis of demand and need for recreational resources and facilities planned for the development of Rolling Oaks. Costs were estimated based on management plan estimates prepared by professional consultants and updated in accordance with reductions in commitments and changes in market conditions.

Commitments for development at the Rolling Oaks site have largely been satisfied. Reductions to development plan have been requested where possible. Developments include fitness trail, nature education, passive recreational open

#### **Annual Impact on Operating Budget**

-				
	Personnel			
	Operating		\$ 26,000	
	Replacement Cost	Year: 2031	\$ 35,000	Projected operating budget costs include Park Coordination,
	Revenue/Other		\$	initigation resource management, routine facilities
	Total		\$	maintenance, insurance, utilities, and funding for replacement over the useful life of amenities.

# **DEBT SERVICE FUND**

This fund is used for the purpose of budgeting debt on projects of a general governmental nature including Capital Projects and Transportation improvements. More particularly this fund has been created to support accounting for debt 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 requires approval via a Townwide referendum.

# Debt Service Fund Summary Fiscal Year 2013 FY 2012 Estimated

Estimated Debt Service Revenue	653,622
Estimated Expenditures & Encumbrances	(754,844)
Estimated FY 2012 Year End Difference	(101,222)

# FY 2013 Projected Assigned Fund Balance

Unaudited Assigned Fund Balance 9/30/2011	164,278
Estimated FY 2012 Year End Difference	(101,222)
Projected Assigned Fund Balance 9/30/2012	63,055
Appropriated Assigned Fund Balance for FY 2013	tay.
Projected Assigned Fund Balance 9/30/2013	63,055

# FY 2013 Budget Summary

Projected Revenue	
Interest Earnings	-
Transfer from General Fund	728,938
Appropriated Assigned Fund Balance	
Total Revenues	728,938
Proposed Expenditures	
Debt Service	728,938
Non-Operating Costs	-
Total Expenditures	728,938
	The state of the s

#### **Debt Service Fund Revenues**

Line Item: 201-0000:		FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Proposed	
361-1000	Interest Earnings	25,020	1,500	500	500	-	
381-1000	Transfer from General Fund	500,250	400,000	653,122	653,122	728,938	
392-0000	Appropriated Assigned Fund Balance	-	-	-	-	-	
TOTAL	Miscellaneous Revenues	525,270	401,500	653,622	653,622	728,938	
TOTAL	DEBT SERVICE FUND	525,270	401,500	653,622	653,622	728,938	

## **Debt Service Fund Expenditures**

Line Item Prefix: 201-3300-517:		FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Proposed
Suffix	Object Description					
7110	Principal	105,000	110,000	247,000	307,440	428,026
7210	Interest	225,113	233,343	366,122	270,930	295,912
7310	Other Debt Service Costs	44,854	22,121	40,000	26,474	5,000
TOTAL	DEBT SERVICE	374,967	365,464	653,122	604,844	728,938
581-9103	Transfer to Capital Projects Fund	1,903,656	400,000	-	150,000	-
TOTAL	NON-OPERATING EXPENSES	1,903,656	400,000		150,000	-
TOTAL	DEBT SERVICE FUND	2,278,623	765,464	653,122	754,844	728,938

#### Major Variance from Current Budget FY 2012 to Projected FY 2012

Code	Amount	Explanation
7110	\$60,440	increase to actual - amount originally underbudgeted
7210	(\$95,132)	decrease to actual - amount originally overbudgeted
7310	(\$13,526)	decrease to actual - amount originally overbudgeted
581-9103	\$150,000	increase to cover new Town Hall improvements\Tfr not originally budgeted

Major Variance or Highlights of the Departmental Budget - FY 2012 Projected to FY 2013 Proposed

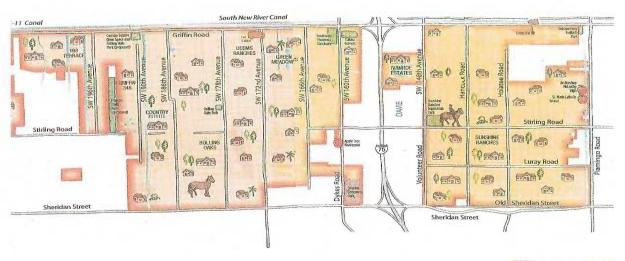
Code	Amount	Explanation
7110	\$120,586	increase to cover scheduled debt principal due in FY 2013
7210	\$24,982	increase to cover scheduled debt interest due in FY 2013
7310	(\$21,474)	expected decrease in refinancings
581-9103	(\$150,000)	New Town Hall acquisition/improvements transfers completed

#### **Debt Service Disclosure**

		ent service disclosure		
		Total P & I	Total P & I	Total P & I
	Description/Type	FY 2014	FY 2012	FY 2013
		and thereafter		
	FLMLC 2001 A Bond Series-PROS	5,823,275	322,325	321,325
	TD Bank - New Town Hall Refinance	1,998,585	214,892	286,523
	CBB Road Paving/Drainage Loan	816,089	40,403	96,967
1	Pierce Pumper Cap Lease	126,858	18,122	18,122
	Other Debt Service Costs		26,474	5,000
	<b>Total Debt Service</b>	\$ 8,764,807	\$ 622,216	\$ 727,937



# Special Revenue Funds



FY 2012-2013



# 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 must 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 associates with that fund.

# **Transportation Fund**

#### Services, Functions, and Activities:

The Transportation Fund, primarily administrated through the Town Engineer, assists in developing, coordinating, planning, organizing, overseeing, and managing the Town's public works operation and maintenance responsibilities. This includes the following:

- Maintains all Town roads, signage, guard rails, pavement striping, rights-of-way, and traffic calming.
- Maintains Town storm-water systems and tertiary drainage including headwalls and catch basins.
- Completes construction of funded capital improvement projects including drainage projects and resurfacing projects.
- Maintains records, develops contract bids, oversees contract implementation, performance, and maintaining compliance with state and federal regulations and the Town's ordinances, rules and administrative regulations.
- Assures optimum contractual activity in the maintenance of all Town transportation facilities and infrastructure.
- Coordinates all facets of the municipal storm sewer system (MS4) under the National Pollution Discharge Elimination System (NPDES) program.
- Administers the Town's participation in the National Flood Insurance Program (NFIP) and National Pollution Discharge Elimination System (NPDES) under the MS4 program.
- Works closely with the Town Engineer to fulfill requirements and complete necessary documents for the annual report.
- Acts as staff liaison to the Drainage and Infrastructure Advisory Board.

#### Issues:

- ➤ 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 is needed.
- > Facilities inventory is available for asset management.

### Fiscal Year 2013 Primary Objectives:

- > To prepare a phased drainage inventory.
- > To solicit a new streets, drainage and traffic sign's maintenance contract.
- > To prepare a signs inventory with GPS location.
- > To complete construction of funded transportation capital improvement projects.

# **Personnel Complement:**

	Fu	nded FY	2012	F	unded FY 2	2013
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Engineer	.5			.5		
Total	.5			.5		

# Muncipal Transportation Fund Summary Fiscal Year 2013

# FY 2012 Estimated

Estimated Transportation Revenue	909,111
Estimated Expenditures & Encumbrances	(903,387)
Estimated FY 2012 Year End Difference	5,724

# FY 2013 Projected Restricted Fund Balance

Unaudited Restricted Fund Balance 9/30/2011	696,179
Estimated FY 2012 Year End Difference	5,724
Appropriated Restricted Fund Balance FY 2012	(374,027)
Projected Restricted Fund Balance 9/30/2012	327,876
Appropriated Restricted Fund Balance FY 2013	(160,993)
Projected Restricted Fund Balance 9/30/2013	166,883

# FY 2013 Budget Summary

Projected Revenues	
Inter-Governmental Revenues	161,326
Interest Earnings	2,500
Transfer From General Fund	100,000
Appropriated Restricted Reserves	160,993
Total Revenues	424,819
Proposed Expenditures	
Personnel Costs	53,810
Operating Items	176,009
Capital Outlay	195,000
Non-Operating Costs	
Total Expenditures	424,819

#### **MUNICIPAL TRANSPORTATION REVENUES**

	Line Item Prefix: 101-0000-:	FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Proposed
312-4100	First Local Option Gas Tax (.06)	85,639	87,282	89,000	84,000	75,000
312-4100	Second Local Option Gas Tax (.03)	61,722	63,122	64,000	61,000	54,100
335-9000	Gas Tax (.08)	48,422	52,512	38,000	34,000	32,226
	Broward County - Griffin Road Maint	-	86,587	_		-
	Grants	182,022	96,606	-	724	-
TOTAL	Intergovernmental Revenues	377,805	386,109	191,000	179,724	161,326
384-0000	Loan Proceeds	439,139		360,860	360,860	-
381-1000	Transfer From General Fund	400,000	181,200	-	-	100,000
361-1000	Interest Earnings	3,002	14,391	5,000	5,000	2,500
392-0000	Reappropriated Restricted Fd Bal	•	-	734,887	363,527	160,993
TOTAL	Miscellaneous Revenues	842,141	195,591	1,100,747	729,387	263,493
TOTAL		1,219,946	581,700	1,291,747	909,111	424,819

## **Municipal Transportation Fund Expenditures**

	Line Item Prefix: 101-8500-541:	FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Proposed
1210	Regular Salaries	77,167	113,742	47,500	47,500	47,500
2110	Payroll Taxes	5,443	9,753	3,700	3,700	3,700
2310	Life & Health Insurance	141		2,500		2,500
2410	Workers Compensation	-	150	100	100	110
TOTAL	PERSONNEL EXPENSES	82,751	123,644	53,800	51,300	53,810
3101	Professional Services/Studies/Surveys	-	3,755	11,000	1,000	8,000
3410	Other Contractual Services	-	16,000	-	-	
4010	Mileage Reimbursement	- 1-		1,000	1,000	1,000
4601	Maintenance Service/Repair Contracts	103,774	65,594	65,000	65,000	65,000
4911	Other Current Charges	-		5,000	1,000	2,922
5310	Road Materials-Gen. &/or Emergencies	43,887	42,611	65,000	40,000	40,000
5320	Road Materials-Griffin Road Maintenance	26,218	41,347	49,087	49,087	49,087
5330	Traffic Signs	18,591	10,732	10,000	14,000	10,000
TOTAL	OPERATING EXPENSES	192,470	180,039	206,087	171,087	176,009
	Infrastructure - Drainage	182,907	220,993	200,000	110,000	100,000
	Infrastructure - Roadway Paving	412,714	8,103	720,860	520,000	-
	Infrastructure - Entranceway Enhancement	-		6,000	1,000	
	Infrastructure - Guard Rails	-		100,000	50,000	30,000
	Infrastructure - Roadway Improvements	-	_	-	-	15,000
g .	Infrastructure - Striping/Markers	100	•	-	-	50,000
TOTAL	CAPITAL OUTLAY	595,621	229,096	1,026,860	681,000	195,000
9310	Contingency/Reserve		-		-	
TOTAL	NON-OPERATING EXPENSES		-	•	•	-
TOTAL	TRANSPORTATION FUND	870,842	532,779	1,286,747	903,387	424,819

The Contract of the Contract of the Annual Contract of the Con	E	OMDED		en de la companya de				
		A CONTRACTOR	t Project					
Drainage Imp	provement Pr	ojects	Project					
Transportation	on - #1		Manager Manager	Willie Nabong, Town Engineer				
Transportation	on Fund		Division	Engineering				
Various locat	tions within 1	Town limits	- See the pro	ject list in or	EV 2017 Total Prior			
FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Prior Years			
\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000			
\$89,000	\$89,000	\$89,000	\$89,000	\$89,000	\$445,000			
\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$5,000			
\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000	-1		
GF Trf	GF Trf	GF Trf	GF Trf	GF Trf				
Desc	cription (Justi	fication and I	Explanation)					
evel of roadway drainage & Infras I for implementat ncludes over a d ension of the draina pe outfall by conne	drainage service tructure Advisor tion only when lozen projects age pipe under the catch	ce by identifyir bry Board (DIA rights-of-way available in pri SW 52nd Street	ng, prioritizing a  B) has approve (preferred met iority order. The t at SW 130 Ave	and implementined a list of streethod) and/or easte FY 2013 prion (7/7/2011)	ng an annual ets drainage sements are	street projects. A		
519(6[0]6[5]								
	0.00							
	0.00							
Year:	0.00							
	0.00							
						2		
	Transportation Transportation Transportation Various locat FY 2013 \$10,000 \$1,000 \$1,000 \$1,000 \$100,000 GF Trf  Desired the 5-Year evel of roadway trainage & Infrast for implemental includes over a dension of the drain per outfall by connected the control of the drain per outfall by connected t	Town of Sout Capital Imp Drainage Improvement Pr Transportation - #1 Transportation Fund Various locations within Transportation FY 2013 FY 2014  \$10,000 \$10,000  \$10,000 \$1,000  \$1,000 \$1,000  \$1,000 \$1,000  \$1,000 \$1,000  GF Trf GF Trf  Description (Justice Processing Street of Transportation only when includes over a dozen projects a consion of the drainage pipe under street of the Canal 13; (7/7/11)  Budget  0.00  0.00  Year: 0.00	Town of Southwest Ranches  Capital Improvement  Drainage Improvement Projects  Transportation - #1  Transportation Fund  Various locations within Town limits  FY 2013 FY 2014 FY 2015  \$10,000 \$10,000 \$10,000  \$89,000 \$89,000 \$89,000  \$1,000 \$1,000 \$1,000  \$100,000 \$100,000 \$100,000  GF Trf GF Trf GF Trf  Description (Justification and I evel of roadway drainage service by identifying rainage & Infrastructure Advisory Board (DIA of or implementation only when rights-of-way includes over a dozen projects available in primation of the drainage pipe under SW 52nd Street per outfall by connecting the catch basin at 5801 Street per outfall by connecting the catch basin at 580	Town of Southwest Ranches, Florida  Capital Improvement Project  Drainage Improvement Projects  Transportation -#1  Transportation Fund  Various locations within Town limits - See the profess  FY 2013  FY 2014  FY 2015  FY 2016  \$10,000  \$10,000  \$10,000  \$10,000  \$10,000  \$10,000  \$10,000  \$100	Town of Southwest Ranches, Florida  Capital Improvement Project  Drainage Improvement Projects  Transportation -#1  Transportation Fund  Various locations within Town limits - See the project list in ord  FY 2013  FY 2014  FY 2015  FY 2016  FY 2017  \$10,000  \$10,000  \$10,000  \$10,000  \$10,000  \$10,000  \$1,000	Town of Southwest Ranches, Florida  Capital Improvement Project  Drainage Improvement Projects  Transportation -#1  Project Manager  Transportation Fund  Division  Engineering  Various locations within Town limits - See the project list in order of prior  FY 2013  FY 2014  FY 2015  FY 2016  FY 2017  Total  \$10,000  \$10,000  \$10,000  \$10,000  \$10,000  \$10,000  \$10,000  \$10,000  \$10,000  \$1,000  \$		

		Town of Sout	thwest Ranche	es, Florida				
		Capital Imp	orovemen	t Project				
Project	Guardrails I	nstallation Pr	oject					
Priority	Transportati	Transportation #2			Willie Nabon	g, Town En	gineer	
Department	Public Work	s		Division	Engineering			
Project Location	Various loca	rious locations in town limits.						
Fiscal Year	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total	Prior Years	
Plans and Studies								
Engineering, Architecture & Permitting	2000							
Construction	\$30,000	\$135,000	\$135,000	\$135,000	\$135,000	\$570,000	\$50,000	
Equipment/Furnishings								
Other (Specify)								
TOTAL COST:	\$30,000	\$135,000	\$135,000	\$135,000	\$135,000	\$570,000	\$50,000	
Revenue Source	GAS / TFB	NF	NF	NF	NF			
The Town desires to proving the Town desires to proving the town of the Town The list of guardrails installated the town of the town of the town of the town desired the town of the town	vn's Drainage & tion projects incl	Infrastructure / udes:	Advisory Boar	d (DIAB) has a	pproved a list of	, prioritizing a f guardrails pr \$135,000	nd ojects.	
Contruct guardrails on Stirlin LF(7/7/11)	g Road, Ph II, s	outh side, from	Hancock Roa	d to Holatee To	rail, 2650	\$135,000		
nstall guardrail across the b	ridge at Melaleu	uca Dr at SW 56	6th St.			\$30,000		
Contruct guardrails on Stirlin	g Road, Ph I, so	outh side, from I	Holatee Trail t	o Melaleuca D	r, 1320 LF	\$135,000		
Contruct guardrails on Stirlin	g Road, Ph II, s	outh side, from	Holatee Trail	to Melaleuca D	r, 2650 LF	\$135,000		
Γotal Annual impact on ⊙peratin						\$570,000		
Personnel	64-14056-18							
		0.00						
Operating  Replacement Cost	Year:	0.00						
	rear.	0.00						
Revenue/Other		0.00						
Total		0.00						

	C		Southwest Reproveme	anches <b>nt Projec</b> 1			
Project	Pavement St	avement Striping and Markers					
Priority	Transportation	Transportation #3			Willie Nabong	j, Town En	gineer
Department	Public Works			Division	Engineering		
Project Location	Various town	streets.					
Fiscal Year	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total	Prior Years
Plans and Studies							
Engineering, Architecture & Permitting							
Construction	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000	
Other (Specify)							
TOTAL COST:	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000	
Revenue Source	GAS / TFB	GAS	GAS	GAS	GAS		

#### Description (Justification and Explanation)

The Town desires to maintain Town streets paint striping and markers such as centerline and edge of pavement stripings, and reflective pavement markers, at an acceptable level of service by identifying, prioritizing and implementing an annual streets striping and markers installation plan. This program provides a safer transportation network throughout the town. The Town's Drainage & Infrastructure Advisory Board (DIAB) has approved a list of streets for striping and markers installation. The current list includes seventeen areas of identified concerns. A complete listing of all identified locations is available upon request.

nittal Impaie (on Operati	nii Etiologia		
Personnel		\$0.00	
Operating		\$0.00	
Replacement Cost	Year: 8	\$50,000.00	Estimated annual cost for re-striping and markers replacement.
Revenue/Other	\$0.00		
Total		\$50,000.00	

#### **Town of Southwest Ranches** Capital Improvement Project Project SW 210th Terrace Road Improvements **Project** Transportation #4 G.D. "Willie" Nabong, P.E. **Priority** Manager Department **Transportation Fund** Division **Transportation Project Location** Stirling Road to SW 54th Place Prior Fiscal Year FY 2013 FY 2014 FY 2015 FY 2016 FY 2017 Total Years Plans and Studies Engineering, Architecture & \$150,000 \$95,000 \$245,000 Permitting Land Acquisition/Site \$0 Preparation Construction \$704,500 \$704,500 \$1,409,000 Equipment/Furnishings \$0 Other (Documentation for \$15,000 \$15,000 Rights-of-Way) TOTAL COST: \$15,000 \$150,000 \$95,000 \$704,500 \$704,500 \$1,669,000 GAS / TFB Revenue Source NF NF NF NF

This project, from Stirling Road to SW 54th Place, consists of reconstruction of an existing rural street approximately half mile in length, 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. The project anticipates that the required rights-of-way will be donated at no cost to the Town. However, for FY 2013 surveys and/or legal expenses will be incurred to obtain title to the ROW's

**Description (Justification and Explanation)** 

The Town presently does not maintain the street. 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.

Annual Impact on Operating Budget

Revenue/Other

Total

Personnel		\$0	
Operating		\$0	The auticinated warming part of the and of averaged a surrout life in
Replacement Cost	Year: 2037		The anticipated repaying cost at the end of expected pavement life is \$58,000. Assuming a 25 year lifespan, the annualized replacement

\$0

\$2,300

cost would be approximately \$2,300 per year.

# **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 principals 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 but preside and transact business independently.

Presently, this fund is comprised of a team of 30-50 independent, professional volunteer firefighters who primarily provide additional Fire protection support to the entire Town.

# Volunteer Fire Fund Summary Fiscal Year 2013

## FY 2012 Estimated

FT 2012 EStilliated	
Estimated Volunteer Fire Fund Revenue	256,000
Estimated Expenditures & Encumbrances	(256,000)
Estimated FY 2012 Excess of Revenue over Expenditures	0
FY 2013 Projected Restricted Fund Balance	
Unaudtied Restricted Fund Balance 9/30/2011	40,376
Estimated FY 2012 Excess of Revenue over Expenditures	0
Projected Restricted Fund Balance 9/30/2012	40,376
Approriated Restricted Fund Balance in FY 2013	0
Projected Restricted Fund Balance 9/30/2013	40,376
FY 2013 Budget Summary	
Projected Revenues	

Projected Revenues	
Non-Operating Revenues	261,500
Appropriated Restricted Fund Balance	-
Total Revenues	261,500
Proposed Expenditures	
Operating Items	261,500
Total Expenditures	261,500

# **Volunteer Fire Fund Revenues**

Line Item Prefix: 102-0000-:		0000-: FY 2010 FY 20 Actual * Actual		FY 2012 Current Budget*	FY 2012 Projected	FY 2013 Proposed
366-0000	Contributions/Donations-Private Sources	-	-		10,000	10,000
389-1000	Interest Earnings		-		-	
381-1000	Transfer from General Fund	-	-		246,000	251,500
TOTAL	Non-Operating Revenue	•			256,000	261,500
TOTAL	VOLUNTEER FIRE FUND		-	-	256,000	261,500

Note: \*The VFF is a blended component unit of the Town and whose annual budget was/is not adopted by the Town Council. However, commencing FY 2013 it is presented in this budget book for transparency purposes.

# **VOLUNTEER FIRE Fund Expenditures**

Line Item Prefix: 102-4000-522:		FY 2010 Actual *	FY 2011 Actual *	FY 2012 Current Budget *	FY 2012 Projected	FY 2013 Proposed
Suffix Code	Object Description					
3410	Other Contractual Services	_	-	-	221,000	224,000
4510	Property and Liability Insurance	-	-	~	25,000	27,500
4810	Promotional Activities	_	_	•	10,000	10,000
TOTAL	OPERATING EXPENSES		-	-	256,000	261,500
TOTAL	VOLUNTEER FIRE FUND	-		-	256,000	261,500

Note: \*The VFF is a blended component unit of the Town and whose annual budget was/is not adopted by the Town Council. However, commencing FY 2013 it is presented in this budget book for transparency purposes.

#### Major Variance from Current Budget FY 2012 to Projected FY 2012

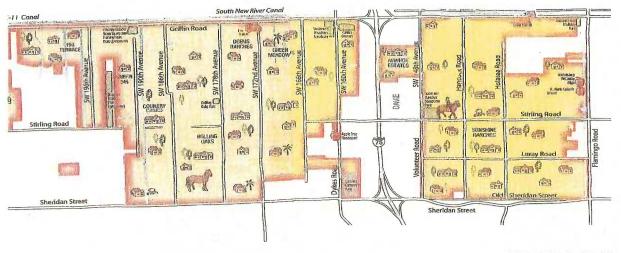
Code	Amount	Explaination

Major Variance or Highlights of the Departmental Budget - FY 2012 Projected to FY 2013 Proposed

Code	Amount	Explaination
4510	\$2,500	Increase for new Davie ALS Transport Unit



# **Enterprise Fund**





# **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.



# Solid Waste Fund

The Town of Southwest Ranches, Florida contracts its solid waste (garbage) collection. The Town offers quality services at reasonable rates. A reduction in rates is anticipated for FY 2013.

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

### Solid Waste Fund

The Solid Waste fund is operated under an exclusive contractual agreement for the Town under the primary oversight of the Executive and Code Compliance departments. A goal of the Town and contractor is to provide for the regular and courteous removal and disposal of solid waste, recycling and bulk trash materials consistent with balancing quality services at an affordable cost.

Currently, the contractual firm employs its own solid waste collection crews who provide services consistent with its published collections schedule. Additional contractor solid waste collection responsibilities include the environmentally responsible delivery and disposal of waste materials.

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 \$174,492 to reimburse a portion of its overall personnel costs.

The current budget proposes a thirty percent (30%) rate decrease to its Solid Waste special assessment fee in accordance with a competitive negotiation process and the resulting change to a new contractor in FY 12/13. Town staff are expected to facilitate, assist and transition the change in contractor to all property owners in the most seamless manner.

# Solid Waste Fund Summary Fiscal Year 2013

### FY 2012 Estimated

Estimated Solid Waste Fund Service Revenue Estimated Expenditures & Encumbrances Estimated FY 2012 Excess of Revenue over Expenditures	1,546,624 (1,532,207) 14,417
FY 2013 Projected Unrestricted Net Assets	
Audited Unrestricted Net Assets 9/30/2011 Estimated FY 2012 Excess of Revenue over Expenditures	291,448 14,417
Projected Unrestricted Net Assets 9/30/2012 Appropriated Unrestricted Net Assets in FY 2013 Projected Unrestricted Net Assets 9/30/2013	305,865
FY 2013 Budget Summary	
Projected Revenues	

Proj	ectea	Revenues
0		

Service Revenues	1,075,685
Interest Earnings	2,000
Total Revenues	1,077,685
Proposed Expenditures	
Operating Items	846,893
Non-Operating Costs	230,792
Total Expenditures	1,077,685

#### **Solid Waste Fund Revenues**

	Line Item Prefix: 401-0000-:	FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Proposed
323-700x	Solid Waste Franchise Fee	45,672			-	
325-2400	Solid Waste Assessment	1,606,132	1,620,856	1,621,976	1,544,624	1,027,901
343-4410	Recycling Revenues	- 1	-	-	-	47,784
TOTAL	Services Revenues	1,651,804	1,620,856	1,621,976	1,544,624	1,075,685
		-	-	-	-	-
389-1000	Interest Earnings	10,118	8,500	-	2,000	2,000
TOTAL	Miscellaneous Revenues	10,118	8,500	-	2,000	2,000
TOTAL	SOLID WASTE	1,661,922	1,629,356	1,621,976	1,546,624	1,077,685

## **Solid Waste Fund Expenditures**

Li	ne Item Prefix: 401-4000-534:	FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Proposed
Suffix Code	Object Description					
1210	Regular Salaries	27,331	69,808	-	-	
1410	Overtime		696	•		-
2110	Payroll Taxes	439	4,961	-	j-	-
2410	Workers Compensation		75		-	-
TOTAL	PERSONNEL EXPENSES	27,770	75,540	-	- 1	*
3110	Professional Services		28,297	48,000	30,361	15,000
3410	Other Contractual Services	1,360,996	1,253,860	1,367,922	1,368,000	784,109
3420	Recycling Expense	-			-	47,784
4910	Other Current Charges	28,068	20,563	-	5,145	-
4920	Discounts Taken	_	-	77,352	-	-
TOTAL	OPERATING EXPENSES	1,389,540	1,302,855	1,493,275	1,403,506	846,893
581-9101	Transfer to General Fund			128,701	128,701	174,492
9910	Contingency	-		_	-	56,300
TOTAL	NON-OPERATING EXPENSES		-	128,701	128,701	230,792
TOTAL	SOLID WASTE FUND	1,417,310	1,378,395	1,621,976	1,532,207	1,077,685

#### Major Variance from Current Budget FY 2012 to Projected FY 2012

Code	Amount	Explanation
3110	(\$17,639)	Professional services lower than budgeted
4920	(\$77,352)	Statutory discount relected as a component of revenues (net)

Major Variance or Highlights of the Fund Budget - FY 2012 Projected to FY 2013 Proposed

Code	Amount	Explanation
3110	(\$15,361)	Lower anticipated professional services required
3410	(\$782,741)	Reduction due to new SW contractual agreement
3420	\$47,784	Increase an offset to #3410 above - provision for new account
9101	\$45,791	Increase in personnel/contract svs due to contractor change

# **Town of Southwest Ranches** Proposed FY 2012/2013

### **Solid Waste Assessment Worksheet**

#### Sources:

**SWS Contract** 

**Broward County Property Appraiser** Munilytic Consultant Study

Description	Solid Vaste & ecycling	Bulk Waste	Pr	Total oposed FY 12/13
% Allocation Direct Expenses Only	69.00%	31.00%		
Direct Expenses:				
Solid Waste Collection	\$ 272,838	\$	\$	272,838
Recycling Collection	\$ 47,784	•		47,784
Bulk Waste Collection	-	102,646		102,646
Solid Waste Disposal	\$ 255,541	où		255,541
Bulk Waste Disposal	-	153,084		153,084
Sub-Total	\$ 576,163	\$ 255,730	\$	831,893
Other Expenses				
Statutory Discount				34,662
Collections Cost				44,957
Solid Waste Assessment Cost Allocation of				474 400
Townwide Personnel\Contractual Costs				174,492
Net Assets Available for Rate Stabilization			CHEROSONIO	54,300
Total Solid Waste Assessment Expenses			\$	1,140,304

#### **Based On Consultant Study**

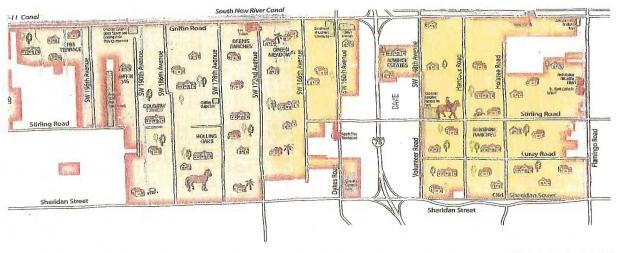
Assessment	Lot Sq	Ft. Range	Number of Units in Range	Solid Waste Cost Per Unit	Bulk Waste Cost Per Unit	Total Proposed Rates FY 12/13	Total Assessed Rates FY 11/12	Difference Increase (Decrease)
A	=	41,200	400	321.30	97.38	418.68	591.89	(173.21)
В	41,201	46,999	410	321.30	114.00	435.30	617.85	(182.55)
C	47,000	62,999	405	321.30	134.64	455.94	653.34	(19740)
D	63,000	95,999	422	321.30	147.68	468.98	676.39	(20741)
E	96,000	106,999	418	321.30	167.73	489.03	708.27	(219.24)
F	107,000	>107,000	403	321.30	193.30	514.60	758.22	(243 62)

Personnel & General Fund Allocation					
70	Solid Waste Assessment Cost Allocation	ssessment cation	Fire Assessment Cost Allocation	ssessment (Allocation	Cost
Department Cost % Allocation	%	Allocation	%	Allo	Allocation
Council \$ 63,000 87% \$ 54,810	8%	\$ 5,040	2%	49	3,150
<b>Attorney</b> \$ 385,000 92% \$ 354,200	2%	\$ 19,250	3%	₩	11,550
69	12%	\$ 29,400	12%	69	29,400
Finance \$ 165,000 70% \$ 115,500	15%	\$ 24,750	15%	€	24,750
040	2%	\$ 7,252	2%	€>	7,252
Building \$ 187,040 100% \$ 187,040	%0	↔	%0	69	ı
Code \$ 222,000 60% \$ 133,200	40%	\$ 88,800	%0	49	1
PROS \$ 50,000 100% \$ 50,000	%0	₩	%0	4	•
Totals \$ 1,462,080 \$ 1,211,486		\$ 174,492		\$	76,102

Purpose: This cost allocation chart shows the distribution of Townwide Personnel and Contractual Costs distributed between the General Fund and the Towns two special assessments



# **Appendix**



FY 2012-2013



# **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.

### **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 the means by which 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: the 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 set aside 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 Compliance, Planning/Zoning/Engineering, Public Safety-Police and Fire, Parks 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, which is restricted 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 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 and recycling collection 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 operates under the management of the Executive 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 Agency) Funds.

**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 State's 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 Miami-Dade 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 City intends to use for a specific purpose; the intent shall be expressed by City Council or by a City official or other Board to which the City Council delegates that authority.

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

**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.

**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 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, workings 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 City Council, the City'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 City 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.

**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 in excess of salary. Included are the government's share of costs for Social Security and the various pension, medical, 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, and can be known as fund equity.

**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).

**Object of Expenditure:** An expenditure classification, referring to the lowest and most detailed level of classification, such as electricity, office supplies, asphalt, 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 personnel, 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.

**Reserve:** An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

**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.

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