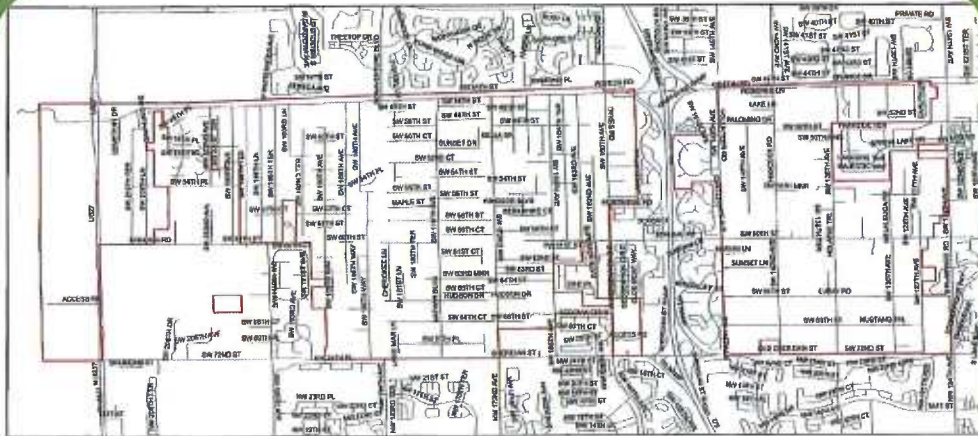
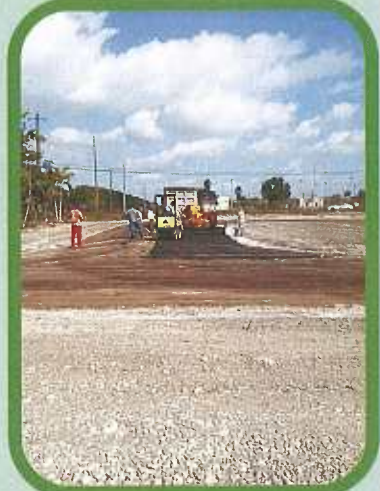


TOWN OF  
SOUTHWEST RANCHES, FLORIDA  
PROPOSED BUDGET  
FISCAL YEAR 2013-2014

OCTOBER 1, 2013 – SEPTEMBER 30, 2014



Legend  
Southwest Ranches Boundary



**TOWN OF SOUTHWEST RANCHES  
PROPOSED BUDGET  
Fiscal Year 2013-2014**



**TOWN COUNCIL:**



Mayor  
Jeff Nelson



Vice Mayor  
Steve Breitkreuz



Councilmember  
Doug McKay



Councilmember  
Freddy Fisikelli



Councilmember  
Gary Jablonski





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

### **Administrative Staff**

---

Andrew D. Berns  
Town Administrator

Keith Poliakoff, JD  
Town Attorney

Erika Gonzalez-Santamaria, CMC  
Town Clerk

Martin D. Sherwood, CPA CGFO  
Town Financial Administrator

Fiscal Year 2013—2014

## How The Budget is Organized

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

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

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

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

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



## **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, 2013 and ending September 30, 2014, 2) the level to which those services will be provided and 3) what modifications to previous year practices and policies are recommended for collection of revenue and distribution of resources. The Town Administrator's and Town Finance Administrator's adopted 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 12/13) budget to projected prior year expenditures, explains the variances in expenditures from the projected prior year (FY 12/13) to Proposed current year (FY 13/14), 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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## Budget Overview

This section contains summary information about the Proposed Budget.

It includes:

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

**FY 2013-2014**



## **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*  
**Steve Breitzkreuz**, *Vice Mayor*  
**Freddy Fisikelli**, *Council Member*  
**Gary Jablonski**, *Council Member*  
**Doug McKay**, *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 11, 2013

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 2013/2014 Proposed Budget. It has been our collective pleasure to continue our service to the Town of Southwest Ranches as your Town Administrator and Town Financial Administrator. We have come to know and appreciate the goals and objectives of the Town Council, Advisory Boards 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**

This proposed budget recognizes that a simple majority vote by Council members could set the millage as high as 4.5505 mills which would result in a one year increase of approximately \$187 per \$250,000 in taxable valuation per property. The cumulative increase (across all property owners) would be \$650,000 higher than proposed.

By comparison, the establishment of the Fiscal Year 2012/2013 adopted rate (3.9042 mills) would result in an increased levy of \$26 per \$250,000 in taxable value. This budget is balanced and improves the community standard of living utilizing a rate, known as the Town's "historical rate" (3.9404 mills), and which is much closer to the FY 2012/2013 adopted rate. This proposed budget book millage rate of 3.9404 mills projects in an increased property levy of \$35 per \$250,000 in taxable value.

A chart of the range of millages and their resulting revenues and budgetary impacts is presented later in this document. The effect of applying the proposed 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. Other service rate changes are nearly a wash (reduced in some areas and increased in others). For the second year, the Town of Southwest Ranches will see a reduction in the cost of solid waste (garbage) collection to our residents. This reduction is made possible by negotiated services which provide for one vendor (Southern Waste Systems – SWS) to collect solid waste and for a second vendor (Sun Bergeron) to dispose of the waste collected. The aggregate solid waste collection and disposal savings is projected at over \$91,537 in the coming year. This represents in up to a 7.25% reduction in solid waste assessment(s).

With the Solid Waste Assessment Rate fine-tuned to provide a nearly 38% reduction in cost over the past few years, attention is turning to Fire Assessment and Fire Services practices. The increases to expenditures proposed for Fire Services in this budget does two things. They provide for a study to identify the optimal long term service provision process for the Town while also providing for an increase to cover the Town of Southwest Ranches costs. The Town's increase results from an annual indexing increase built into the existing Fire Rescue contract with the Town of Davie. It is expected that the current year's expenses will result in continued services and/or property protection services for years to come.

Description	FY 2013/2014 Proposed Budget Change
Ad valorem (Property Tax) Rate	\$35 on \$250,000 of taxable value
Solid Waste Assessment Rate(s)	Up to a 7.25% decrease
Fire Assessment Rate(s)	An increase overall due to annual indexing on the existing Davie Fire Rescue contract and to provide for a comprehensive Townwide fire operational study.

### **Budget Document Notes**

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 capital\infrastructure improvements.

This summary style document is about information and accountability. What each department is responsible for is detailed in the departmental descriptions. Prior year departmental spending over the past several years is represented through historical data. Future years financing requirements are addressed in the 5-Year Capital Improvement Plan (5-Year CIP). Proposed changes / modifications to existing ways of 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.

In our first budget (FY 2013) as Town Administrator and Town Financial Administrator, the "Program Modification" and "Capital Improvement" forms were introduced as a new method for achieving transparency and providing additional information to all concerned parties about the improvements and activities of the Town of Southwest Ranches. We are pleased to report that many of the programs and projects introduced through those tools have been implemented or are well underway.

On a final note about this entire budget book document, references to fiscal years (such as FY 2014) are a short-hand for the year ending September 30, 2014. Fiscal Year 2014 may also be represented as FY 2014, FY 13/14, or FY 14. Wherever standardization is possible, it has been utilized.

#### **Capital Improvements Planning Funded in FY 2014**

The Proposed FY 2014 Budget utilizes loan funding (received in FY 12/13), grant funding and General Fund Transfers (FY 2014) to make the many improvements represented in the following table. These nine (9) funded projects represent almost half of the projects which the Town Council, Advisory Boards, residents, and staff have identified as a priority.

<b>Department</b>	<b>Project Name</b>	<b>Total FY 2014 Project Amount*</b>
Public Safety - Fire Administration	Fire Wells Replacement and Installation	\$ 25,000
<b>General Fund Total</b>	<b>Total</b>	<b>\$ 25,000</b>
PROS	Fishing Hole Park at Country Estates*	\$ 289,363
PROS	Rolling Oaks Passive Open Space and Barn*	\$ 356,001
Townwide	Town Hall Complex Roof Replacement	\$ 50,000
Townwide	Utility Vehicle	\$ 27,675
<b>Capital Projects Fund Total</b>	<b>Total</b>	<b>\$ 723,039</b>
Transportation	Drainage Improvement Projects	\$ 100,000
Transportation	Pavement Striping & Markers	\$ 40,000
Transportation	Guardrails Installation Project	\$ 30,000
Transportation	Townwide Entranceway Signage	\$ 15,000
<b>Transportation Fund Total</b>	<b>Total</b>	<b>\$ 185,000</b>
<b>All Funds</b>	<b>Total</b>	<b>\$933,039</b>

## Capital Improvement Projects **Not Funded** in FY 2014

An additional 12 projects are identified below. These additional 12 are not funded in the proposed budget for FY 2014. There are a number of potential reasons for a project being moved. A few are: 1) managing additional projects may be too cumbersome, 2) funding may not be available or 3) project timing suggests that a delay is appropriate. A detailed description of each proposed project may be found within this document.

Department	Project Name	Total FY 2014 Project Amount*
Public Safety - Volunteer Fire Service	Volunteer Fire Pumper/Tanker Vehicle and Equipment	\$ 60,000
<b>Volunteer Fire Services</b>	<b>Total</b>	<b>\$ 60,000</b>
PROS	Frontier Trails Conservation Areas	\$ 390,930
PROS	Southwest Meadows Sanctuary	\$ 211,095
PROS	Calusa Corners	\$ 100,000
PROS	Covered Dock on C-11 Canal	\$ 100,000
<b>Capital Projects Fund Total</b>	<b>Total</b>	<b>\$ 802,025</b>
Transportation	SW 210 Terrace Road Improvement	\$ 150,000
Transportation	Streets Paving	\$ 125,000
Transportation	Roadside Drainage Swales	\$ 61,000
Transportation	Street Repairs (non-emergency)	\$ 52,500
Transportation	Sidewalk Repairs	\$ 32,000
Transportation	Street Lightning	\$ 30,000
Transportation	SW 60th Street Widening Project	\$ 15,000
<b>Transportation Fund Total</b>	<b>Total</b>	<b>\$ 465,500</b>
<b>All Funds</b>	<b>Total</b>	<b>\$1,327,525</b>

\*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.

### Program Modifications

While not all of the aforementioned and desirable Capital Improvement Projects are proposed for FY 2014 funding, almost half are expected to be substantively in-progress or completed. In addition, five program modifications are funded within this proposed budget. These include: 1) an increase to maintenance and appearance at Fishing Hole Park to maintain the facility, 2) the partial replacement of central air conditioning units for Town Hall to replace an aging system as well as increase efficiency, 3) the Townwide Fire Service Operational Study to provide long-term direction to maximize



future efficiencies and fire and EMS services protection, 4) the TSDOR Program Implementation and Assessment Study to develop a transportation surface and drainage rehabilitation program to extend the life of the Town's roadways and 5) implementation of the NPDES Program necessary to meet 5-year regulatory compliance mandates.

The costs, anticipated efficiencies, compliance issues, and other detailed information concerning each of these proposals are contained further in this document. Each is found within its respective fund and departmental section.

### **Personnel Changes**

This balanced proposal includes funding necessary for the reclassification of five positions to better reflect the work demanded of the incumbents. These are, in no particular order: 1) the "Assistant Finance Director" to "Controller," 2) the "Deputy Town Clerk" to "Procurement and Special Projects Coordinator," 3) the "Executive Assistant to the Town Manager" to "Administrative Coordinator," 4) the "Records Clerk" to "Records and Code Enforcement Coordinator" and 5) a "General Services Coordinator" to "General Services Manager."

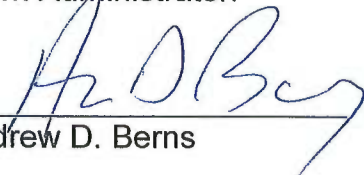
### **Other Items of Note:**

A few other changes to the proposed financing and operational plan (FY 2014 Proposed Budget) include savings in the General Fund in the areas of Code Enforcement and Information Technology. General Fund expenditure increases of note include an increase in budgeted payments to Broward Sheriff's Office of approximately \$100,000 based on the annual adjustments contained within the contract and an increase in legal expenditures of \$70,000. The increase in the legal department budget better captures the actual historical expenditures, allows for trending of costs and anticipates continuing costs associated with outstanding or potential litigation.

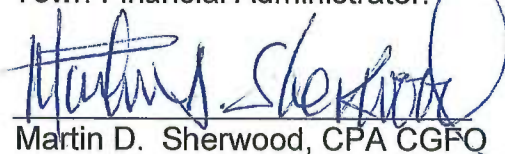
### **Summary Comments**

As always, we look forward to continued discussions with the Town Council over the next several months to further refine this budget. Specific opportunities for discussion include the budget workshop, scheduled for Tuesday, August 20, 2013 at 7pm and the 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 FY 2013/2014 Proposed Budget, please feel free to contact us directly.

Town Administrator:

  
Andrew D. Berns

Town Financial Administrator:

  
Martin D. Sherwood, CPA CGFO

## TOWN OF SOUTHWEST RANCHES, FL

### Council Approved Budget Calendar for FY 2013-2014

Friday, February 15, 2013	Town Financial Administrator meets with Town Administrator for General Direction
Tuesday, February 19, 2013	Budget Kick-Off with Department Heads and Staff/Advisory Bd Liaisons
Thursday, February 28, 2013	Memo to Town Council- Proposed Budget Calendar for FY 2013-2014 presented at regular Council meeting
March 4 to April 26th, 2013	Town Administrator and Town Financial Administrator to meet individually with Town Council members to obtain policy direction
Friday, March 15, 2013	Department Descriptions, Accomplishments, Goals and Objectives Due from Department Heads
Friday, March 22, 2013	Departmental and Advisory Boards Capital Improvement (> \$24,999) and Program Modification Requests Due
Friday, March 29, 2013	Departmental and Advisory Boards operating and capital outlay (\$1,000 but < \$25,000) requests and justification due
Friday, April 05, 2013	Department Revenue Estimates Due from Department Heads
Wednesday, April 10, 2013	Departmental Meetings (9:30-11:00 am; 1:00-2:30PM; 3:00-4:30PM)
Thursday, April 11, 2013	Departmental Meetings (9:30-11:00 am; 1:00-2:30PM; 3:00-4:30PM)
Friday, April 12, 2013	Departmental Meetings (9:30-11:00 am; 1:00-2:30PM; 3:00-4:30PM)
Friday, May 03, 2013	Town Financial Administrator meets with Town Administrator and Town Attorney (preliminary condition assessment/recommendations/modifications) - post council direction
Friday, May 17, 2013 to ongoing	Draft Proposed FY 2013-2014 Departmental Sectional worksheets Distributed
Friday, May 31, 2013	Estimated Tax roll information available from Property Appraiser
Monday, June 10, 2013	Comments/Corrections Due on Draft-Administrators/Attorney/Departments
Monday, July 01, 2013	Certified Taxable Values Received from Property Appraiser
Friday, July 12, 2013	Final Proposed Budget finished, printing begins & distribution commences
Thursday, July 25, 2013	Preliminary Millage Rate and Initial FY 2013-2014 Fire Protection and Solid Waste (SW) special assessment Adoption at July Regular Council Meeting (all via resolutions)
Tuesday, July 30, 2013	First Budget Hearing for Broward County School Board
Friday, August 02, 2013	Deadline to send the Preliminary Millage Rate and Initial FY 2013-2014 Fire Protection and SW special assessment to the Broward County Property Appraiser Office and the Broward County Treasury Division
August	Notice for First Public Hearing through TRIM notice sent by Property Appraisers' office
Tuesday, August 20, 2013	Budget Workshop on Proposed Budget (7 PM)- Mayor and Town Council (Community Invited)
Thursday, August 22, 2013	August regular Council Meeting
Tuesday, September 10, 2013	First Budget Hearing for Broward County Government
Thursday, September 12, 2013	First Public Hearing for Tentative Millage and Budget Adoption introduced for FY 2013-2014 (via ordinances). Final Fire Protection and SW special assessment Adoption (via resolutions) @ 6:00PM. September Regular Council Meeting @ 7:30PM
Monday, September 16, 2013	Deadline to send the adopted Final Fire Protection and SW special assessment to the Broward County Property Appraiser Office and the Broward County Treasury Division
Tuesday, September 17, 2013	Second Budget Hearing for Broward County School Board
Thursday, September 19, 2013	Deadline for Sun Sentinel Advertisement submission
Saturday, September 21, 2013	First Date: advertisement can run for second public hearing
Monday, September 23, 2013	Last Date: advertisement can run for second public hearing
Tuesday, September 24, 2013	Second Budget Hearing for Broward County Government
Thursday, September 26, 2013	Second Public Hearing for Final Millage and Budget Adoption (via ordinances) @ 6:00 PM. September Regular Council Meeting @ 7:00PM



**Fiscal Year 2014 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 2014 levy increase on \$250,000 taxable value
Current Year Roll-Back Rate	3	3.8012	\$4,051,326	(\$148,360)	\$0
FY 2012-2013 Adopted Rate	3	3.9042	\$4,161,104	(\$38,582)	\$26
Town of Southwest Ranches Historic Rate (Used for FY 2013-2014 Proposed Budget)	3	3.9404	\$4,199,686	\$0	\$35
Adjusted Current Year Roll- Back Rate	3	4.4749	\$4,769,357	\$569,671	\$168
Maximum Majority Vote	3	4.5505	\$4,849,931	\$650,246	\$187
Maximum Super Majority Rate	4	5.0056	\$5,334,978	\$1,135,292	\$301
Unanimous	5	10.0000	\$10,658,019	\$6,458,333	\$1,550



## Proposed **Funded** FY 2013/2014 Capital Improvement Project Requests

Department	Project Name	Total FY 2014 Project Amount*
Public Safety - Fire Admin	Fire Wells Replacement and Installation	\$ 25,000
<b>General Fund Total</b>	<b>Total</b>	<b>\$ 25,000</b>
Parks and Open Space	Rolling Oaks Passive Open Space and Barn*	\$ 356,001
Parks and Open Space	Fishing Hole Park at Country Estates*	\$ 289,363
Townwide	Town Hall Complex Roof Replacement	\$ 50,000
Townwide	Utility Vehicle	\$ 27,675
<b>Capital Projects Fund Total</b>	<b>Total</b>	<b>\$ 723,039</b>
Transportation	Drainage Improvement Projects	\$ 100,000
Transportation	Pavement Striping & Markers	\$ 40,000
Transportation	Guardrails Installation Project	\$ 30,000
Transportation	Townwide Entranceway Signage	\$ 15,000
<b>Transportation Fund Total</b>	<b>Total</b>	<b>\$ 185,000</b>
<b>All Funds</b>	<b>Total</b>	<b>\$933,039</b>

\*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 2013-2014 Capital Improvement Project Requests

Department	Project Name	Total FY 2014 Project Amount*
Public Safety - Vol. Fire	Volunteer Fire Pumper/Tanker Vehicle and Equipment	\$ 60,000
<b>Volunteer Fire Services</b>	<b>Total</b>	<b>\$ 60,000</b>
Parks and Open Space	Frontier Trails Conservation Areas	\$ 390,930
Parks and Open Space	Southwest Meadows Sanctuary	\$ 211,095
Parks and Open Space	Calusa Corners	\$ 100,000
Parks and Open Space	Covered Dock on C-11 Canal	\$ 100,000
<b>Capital Projects Fund Total</b>	<b>Total</b>	<b>\$ 802,025</b>
Transportation	SW 210 Terrace Road Improvement	\$ 150,000
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\*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 2014 - FY 2018**

Department Name	Project Name	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Total
Public Safety	Fire Wells Replacement and Installation	25,000	25,000	25,000	25,000	25,000	125,000
Parks, Recreation & Open Space/Capital Projects	Rolling Oaks Passive Open Space and Barn	356,001	25,000	10,000	61,000		452,001
	Fishing Hole Park at Country Estates	289,363	184,484				473,847
Townwide-Capital Projects / General Services	Town Hall Roof Replacement	50,000	50,000	50,000			150,000
	Townwide Utility Vehicle	27,675					27,675
Engineering / Transportation	Drainage Improvement Projects	100,000	100,000	100,000	100,000	100,000	500,000
	Pavement Striping and Markers	40,000	50,000	50,000	50,000	50,000	240,000
	Guardrails Installation Project	30,000	178,000	135,000	135,000		478,000
	Townwide Entranceway Signage	15,000	15,000	15,000	15,000	15,000	75,000
<b>PROJECT TOTALS</b>		<b>\$933,039</b>	<b>\$627,484</b>	<b>\$385,000</b>	<b>\$386,000</b>	<b>\$190,000</b>	<b>\$2,521,523</b>

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

**Five Year Capital Improvement Plan - All Funds Funding Source Summary**  
**FY 2014 - FY 2018**

Source Code	Source Name	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Total
CIP-FB	Capital Projects Fund Fund Balance	465,335					465,335
TFB	Transportation Fund Fund Balance	35,000					35,000
G	Grant Funding	82,770					82,770
GAS	Local Option Gas Taxes	35,000	50,000	50,000	50,000	50,000	235,000
GF Tfr	General Fund Transfer from Operating	289,934	165,000	165,000	115,000	115,000	849,934
GF-FB	General Fund Fund Balance (Reserves)						0
DEBT	DEBT-General Obligation or otherwise						0
FA	Fire Assessment	25,000	25,000	25,000	25,000	25,000	125,000
SA	Special Assessment						0
NF	Not Funded		387,484	145,000	196,000		728,484
<b>Totals</b>		<b>933,039</b>	<b>627,484</b>	<b>385,000</b>	<b>386,000</b>	<b>190,000</b>	<b>2,521,523</b>



## FUNDED

### Town of Southwest Ranches, Florida Capital Improvement Project

<b>Project:</b>	<b>Fire Wells Replacement and Installation</b>						
<b>Priority:</b>	<b>Public Safety - #1</b>			<b>Project Manager:</b>	<b>Fire Chiefs</b>		
<b>Department:</b>	<b>Fire Administration</b>			<b>Division:</b>			
<b>Project Location:</b>	<b>Townwide</b>						
<b>Fiscal Year:</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>Total</b>	<b>Prior Years</b>
<b>Plans and Studies:</b>							
<b>Construction:</b>	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000	\$105,,000
<b>Other :</b>							
<b>TOTAL COST:</b>	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000	\$105,,000
<b>Revenue Source:</b>	FA	FA	FA	FA	FA	FA	GF=\$80,000 FA=\$25,000
<b>Description (Justification and Explanation)</b>							
<p>The Town Council has determined that it is in the best interest of the health, safety and welfare of its residents to provide services for the replacement and installation including drilling of fire protection water wells. Annual funding is permitted and proposed as a new component of the Fire Special Assessment at a cost of approximately \$3,125 - \$5,000 each (for up to 8 wells)</p> <p>There are a limited number of fire hydrants serviced by the City of Sunrise Utilities, but the majority of the Town is dependent on fire wells. The location of such and functionality has an impact on the well being of the residency and an impact on the insurance rating of the municipality. As a municipality, the health safety and welfare of the citizenry is paramount.</p> <p>Historically fire wells may be damaged, test dry or sand infiltrated in which case they must be replaced. "Whether of not your local government has adopted the Uniform Fire Code or recognizes the NFPA standards, they have an impact on your community's fire insurance rating. When your jurisdiction is inspected by the Insurance Services Office, the inspector will use current regulations and standards as a basis for your rating. Ignoring the standards when new development takes place will have a cumulative adverse impact on your community's fire insurance premiums and in some situations can contribute to some liability on the part of the local government agency."</p> <p>Inadequate funding may lead to impaired health safety and welfare of the community, in addition to increases in insurance.</p>							
<b>Annual Impact on Operating Budget</b>							
<b>Personnel:</b>				The current annual operating impact pertaining to all the fire wells are estimated and are also funded as part of the Fire Special Assessment within the "other current charges" account of the Fire Admin department budget			
<b>Operating:</b>	10,000						
<b>Replacement Costs:</b>							
<b>Revenue/Other:</b>							
<b>Total:</b>							

**FUNDED**

Town of Southwest Ranches Capital Improvement Project							
Project	Fishing Hole Park at Country Estates						
Priority	PROS #1			Project Manager	December Lauretano-Haines		
Department	Parks Recreation and Open Space			Division	N/A		
Project Location	Fishing Hole Park - 16 acres at 18900 Griffin Road						
Fiscal Year	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47,043
Engineering, Architecture & Permitting	\$ 3,250	\$ 4,000	\$ -	\$ -	\$ -	\$ 7,250	\$ 418,468
Land Acquisition/Site preparation	\$ 14,440	\$ 27,714	\$ -	\$ -	\$ -	\$ 42,154	\$ 2,158,415
Construction	\$ 162,950	\$ 133,770	\$ -	\$ -	\$ -	\$ 296,720	\$ 307,558
Equipment/Furnishings	\$ 83,723	\$ 19,000	\$ -	\$ -	\$ -	\$ 102,723	\$ 23,000
Other (Wetlands)	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -
TOTAL COST:	\$ 289,363	\$ 184,484	\$ -	\$ -	\$ -	\$ 473,847	\$ 2,954,484
Revenue Source	GF Tfr=\$97,259 G=\$82,770 CIP-FB=109,334	NF				GF Tfr=\$97,259 G=\$82,770 CIP-FB=109,334 NF=\$184,484	G=\$2,195,915 CIP-FB & GF Tfr =\$758,569
Description (Justification and Explanation)							
<p>The Recreation, Forestry, and Natural Resources Advisory Board has identified completion of portions of Fishing Hole Park development (including equestrian amenities planned but not funded in the management plan) as their top priority for Fiscal Year 2014.</p> <p>Acquisition and development of the Fishing Hole site fulfills objectives and policies of the Town's Comprehensive Plan and promotes primary goals of the Town's Charter. The Town's parks system is designed to meet Comprehensive plan standards, including: developing increased water storage and urban stormwater runoff filtering capacity; providing community parks for residents; promoting and preserving environmental and public recreational areas; providing public access to water bodies and open space areas; constructing and linking multi-use Greenway recreational trails throughout the Town.</p> <p>Acquisition was supported by two matching grant sources: Florida Communities Trust and Broward County Land Preservation Open Space grants. The Town's obligation is to develop the recreational amenities identified in the Grant Management Plan. Development of portions of this site is currently supported by four Broward County grants totaling \$395,000. Three 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.</p> <p>Commitments for development at the Fishing Hole include playground, restroom, open space play fields, picnic and environmental education pavilion, pond, fishing pier, multi-use trail, improved wetlands, parking, and landscaping. Significant portions of development will be completed in Fiscal Year 2013/2014. Extensions of timelines for development will be requested and approval is anticipated. Outside of grant commitments, the community has also identified equestrian amenities as development priorities for this site. Estimated costs for equestrian amenities to be constructed in FY 2015 are included but not currently funded.</p>							
Annual Impact on Operating Budget							
Personnel	\$ 7,500		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.				
Operating	\$ 36,000						
Replacement Cost	Year: 2035	\$ 16,000					
Revenue/Other	\$ -						
Total	\$ 59,500						

# FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Rolling Oaks Passive Open Space & Barn						
Priority	PROS #2			Project Manager	December Lauretano-Haines		
Department	Parks Recreation and Open Space			Division	N/A		
Project Location	46-Acre Rolling Oaks Park at 17630 SW 56 Street						
Fiscal Year	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Total	Prior Years
Plans and Studies	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ 74,000
Engineering, Architecture & Permitting	\$ 42,847	\$ -	\$ -	\$ -	\$ -	\$ 42,847	\$ 297,808
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ 8,000	\$ -	\$ 8,000	\$ 2,836,350
Construction	\$ 251,614	\$ 25,000	\$ 10,000	\$ 26,500	\$ -	\$ 313,114	\$ 332,805
Equipment/Furnishings	\$ 55,540	\$ -	\$ -	\$ 26,500	\$ -	\$ 82,040	\$ 13,000
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 356,001	\$ 25,000	\$ 10,000	\$ 61,000	\$ -	\$ 452,001	\$ 3,553,963
Revenue Source	CIB-FB=\$356,001	NF	NF	NF		CIB-FB=\$356,001 NF=\$87,000	G=\$2,625,000 CIP-FB=\$928,963
Description (Justification and Explanation)							
<p>The Recreation, Forestry, and Natural Resources Advisory Board has identified completion of portions of Rolling Oaks Park development (renovation/repurposing of the Barn planned but not committed to in the management plan) as their second priority for Fiscal Year 2014.</p> <p>Acquisition and development of the Rolling Oaks site fulfills objectives and policies of the Town's Comprehensive Plan and promotes primary goals of the Town's Charter. The Town's parks system is designed to meet Comprehensive plan standards, including: developing increased water storage and runoff filtering; providing community parks for residents; promoting and preserving A35 environmental and public recreational areas; providing public access to water bodies and open space areas; constructing and linking multi-use greenway recreational trails throughout the Town.</p> <p>Acquisition was supported by two matching grant sources: Florida Recreation Development Assistance Program (FRDAP) and Broward County Land Preservation Bond Open Space (BCLPB-OS) grants. The Town's obligation is to develop the recreational amenities identified in the Grant Management Plan. 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. Development of this site is not currently supported by grants; however, the PROS Department has been able to make progress in fulfilling grant obligations that were not related to CIP projects, including planting and establishment of native trees and landscaping on the site.</p> <p>All FRDAP and most BCLPB-OS commitments for development at the Rolling Oaks site have largely been satisfied. Developments include fitness trail, nature education, passive recreational open space, freshwater fishing, parking, multi-use trail, and native landscaping. Development in 2014 will include design/build renovation/re-purposing of the site's existing barn structure for human recreational use, which has been deferred in multiple Fiscal Year cycles. Development during Fiscal Year 15, 16, and 17 will include archaeological preservation and education, improvement of existing wetlands and restoration of existing windmill. Additionally, the community will likely seek approval for a playground to be constructed on site in the future.</p>							
Annual Impact on Operating Budget							
Personnel	\$ 4,000		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.				
Operating	\$ 26,000						
Replacement Cost	Year: 2031	\$ 35,000					
Revenue/Other	\$ -						
Total	\$ 65,000						



# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Project	Townwide/PROS Utility Vehicle Acquisition						
Priority	TOWNWIDE #1			Project Manager	December Lauretano-Haines		
Department	Townwide/PROS			Division	N/A		
Project Location	Town Hall						
Fiscal Year	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Total	Prior Years
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment/Furnishings	\$ 26,900	\$ -	\$ -	\$ -	\$ -	\$ 26,900	\$ -
Other (installation of amber safety light)	\$ 775	\$ -	\$ -	\$ -	\$ -	\$ 775	\$ -
TOTAL COST:	\$ 27,675	\$ -	\$ -	\$ -	\$ -	\$ 27,675	\$ -
Revenue Source	GF Tfr					GF Tfr	

### Description (Justification and Explanation)

Currently, staff's personal pick-up truck is utilized to perform all PROS and multiple department on and off-road transportation and towing of equipment, materials, supplies, and personnel in the course of daily work and routine property inspections and maintenance. At 13 years old with over 150,000 miles, staff's personal vehicle is at the end of its life and will no longer be suitable for Town use. Additionally, Staff is unable to replace the vehicle with a comparable one that can be effectively utilized for the Town's daily parks and property operational needs.

This vehicle will be used primarily by PROS staff, with additional use permitted by other personnel to carry out essential Town functions including engineering, solid waste, maintenance and other inspections. It is intended that this vehicle be parked overnight at Town Hall.

Total costs include purchase price and other costs for purchase and mounting of safety lighting not available as standard equipment from factory. Purchase price is based upon a fleet-ordered vehicle with state government price concessions. Specifications are similar to existing Staff vehicle, including standard 3.7 liter V6 engine, automatic transmission, and vinyl interior. Additional features include tow package with trailer brake controls, limited slip differential and 4 wheel drive necessary for certain field work, power window, lock, and mirror controls, and includes a 5-year/100,000-mile, bumper-to-bumper extended warranty.

### Annual Impact on Operating Budget

Personnel		Routine maintenance costs are estimated at \$500. Fuel is estimated at \$96 per week x 52. Insurance per Florida League of Cities.
Operating	\$ 5,500	
Replacement Cost		
Revenue/Other	\$ -	
Total	\$ 5,500	

**FUNDED**

Town of Southwest Ranches							
Capital Improvement Project							
Project	Town Hall Roof Replacement						
Priority	Townwide #2			Project Manager	Willie Nabong, Town Engineer		
Department	Public Works			Division	Engineering		
Project Location	Town Hall Complex: 13400 Griffin Road						
Fiscal Year	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 50,000	\$ 50,000	\$ 50,000			\$ 150,000	\$ -
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Easement documentation & recording)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL COST:</b>	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ 150,000	\$ -
Revenue Source	GF Trf	GF Trf	GF Trf			GF Trf	
<b>Description (Justification and Explanation)</b>							
<p>Townwide operations including public safety occupy the Town Hall Complex building located at 13400 Griffin Road since October 2011. Prior to occupancy, the Town hired IBI Group to complete a building inspection report. Inspectors determined the asphalt shingle roof was in fair to good condition but there were signs that roofing repairs had been performed to repair leaks and prior wind damage. The 2010 building inspection report stated this type of roof, originally constructed in 1998, has a typical warranty life of approximately 13-15 years. Therefore, based on life expectancy it should be replaced between 2011 to an upper limit range of 2013 (1 – 3 years of the report).</p> <p>Accordingly, during pre-occupancy renovations, the Town Council decided to defer the replacement of the roof from the scope of work. Instead, the building was hardened by strengthening the roof trusses, installing accordion hurricane shutters, and most recently installing a permanent generator.</p> <p>The Town needs to harden Town Hall to provide emergency police services that are rated to withstand the impact and effects of a major hurricane. Staff realizes that communities that cannot rely on their own critical infrastructure are extremely vulnerable to disasters. Incorporating mitigation measures in our Town Hall and Police Department is crucial for minimizing the disruption of our critical operations, enhancing our resistance to damage, and our ability to function without interruption during and in the aftermath of hazard events.</p> <p>The Town has received estimates for two types of roofing. An asphalt shingle roof replacement with dimensional or architectural shingles and a back metal canopy, similar to the existing roof, is \$75,000. A metal standing seam roof with a hurricane category 5 rating and a back metal canopy is \$150,000. Both estimates include new energy efficient insulation. Staff is proposing to establish and fund a roof reserve, over three (3) fiscal years at 50k per year, for the metal version to be installed on or before the June 1, 2016 hurricane season.</p>							
<b>Annual Impact on Operating Budget</b>							
Personnel	\$ -		Estimated annual based on 15 year service life (\$150,000/15).				
Operating	\$ -						
Replacement Cost	Year: fifteen	\$ 10,000					
Revenue/Other	\$ -						
Total	\$ 10,000						

# FUNDED

Town of Southwest Ranches																									
Capital Improvement Project																									
Project	Guardrails Installation Project																								
Priority	Trans #1			Project Manager	Willie Nabong, Town Engineer																				
Department	Public Works			Division	Engineering																				
Project Location	Various locations in Town limits.																								
Fiscal Year	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Total	Prior Years																		
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																			
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																			
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																			
Construction	\$ 30,000	\$ 178,000	\$ 135,000	\$ 135,000	\$ -	\$ 478,000	\$ 30,000																		
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																			
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																			
<b>TOTAL COST:</b>	\$ 30,000	\$ 178,000	\$ 135,000	\$ 135,000	\$ -	\$ 478,000	\$ 30,000																		
Revenue Source	GAS / TFB	NF	NF	NF			GAS / TFB																		
<b>Description (Justification and Explanation)</b>																									
<p>The Town desires to provide and maintain an acceptable level of safe roadway networks by identifying, prioritizing and installing guardrails. The Town's Drainage &amp; Infrastructure Advisory Board (DIAB) has approved a list of guardrails projects. The list of guardrails installation projects includes:</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 70%;">* Stirling Road, Phase I, south side, from Hancock Road to Holatee Trail, 293 LF(7/7/11)</td> <td style="width: 10%; text-align: right;">\$ 30,000</td> <td style="width: 20%; text-align: right;">FY 2014</td> </tr> <tr> <td>* Stirling Road, Phase I, south side, from Hancock Road to Holatee Trail, 421 LF(7/7/11)</td> <td style="text-align: right;">\$ 43,000</td> <td style="text-align: right;">FY 2015</td> </tr> <tr> <td>* Stirling Road, Phase II, south side, from Hancock Road to Holatee Trail, 1320 LF(7/7/11)</td> <td style="text-align: right;">\$ 135,000</td> <td style="text-align: right;">FY 2015</td> </tr> <tr> <td>* Stirling Road, Phase I, south side, from Holatee Trail to Melaleuca Dr, 1320 LF</td> <td style="text-align: right;">\$ 135,000</td> <td style="text-align: right;">FY 2016</td> </tr> <tr> <td>* Stirling Road, Phase II, south side, from Holatee Trail to Melaleuca Dr, 1320 LF</td> <td style="text-align: right;"><u>\$ 135,000</u></td> <td style="text-align: right;">FY 2017</td> </tr> <tr> <td><b>TOTAL COST:</b></td> <td style="text-align: right;"><u>\$ 478,000</u></td> <td></td> </tr> </tbody> </table>								* Stirling Road, Phase I, south side, from Hancock Road to Holatee Trail, 293 LF(7/7/11)	\$ 30,000	FY 2014	* Stirling Road, Phase I, south side, from Hancock Road to Holatee Trail, 421 LF(7/7/11)	\$ 43,000	FY 2015	* Stirling Road, Phase II, south side, from Hancock Road to Holatee Trail, 1320 LF(7/7/11)	\$ 135,000	FY 2015	* Stirling Road, Phase I, south side, from Holatee Trail to Melaleuca Dr, 1320 LF	\$ 135,000	FY 2016	* Stirling Road, Phase II, south side, from Holatee Trail to Melaleuca Dr, 1320 LF	<u>\$ 135,000</u>	FY 2017	<b>TOTAL COST:</b>	<u>\$ 478,000</u>	
* Stirling Road, Phase I, south side, from Hancock Road to Holatee Trail, 293 LF(7/7/11)	\$ 30,000	FY 2014																							
* Stirling Road, Phase I, south side, from Hancock Road to Holatee Trail, 421 LF(7/7/11)	\$ 43,000	FY 2015																							
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* Stirling Road, Phase II, south side, from Holatee Trail to Melaleuca Dr, 1320 LF	<u>\$ 135,000</u>	FY 2017																							
<b>TOTAL COST:</b>	<u>\$ 478,000</u>																								
<b>Annual Impact on Operating Budget</b>																									
Personnel	\$ -		Guardrails repair periodic inspections. Replacement is required after a crash or when determined necessary during inspection, estimated cost \$5,000 for approximately 100 lineal feet; or maintenance of timber offset blocks, reflectors and other parts.																						
Operating	\$ -																								
Replacement Cost	Year:	\$ 5,000																							
Revenue/Other	\$ -																								
Total	\$ 5,000																								



**FUNDED**

Town of Southwest Ranches  
**Capital Improvement Project**

Project	Pavement Striping and Markers						
Priority	Trans #2			Project Manager	Willie Nabong, Town Engineer		
Department	Public Works			Division	Engineering		
Project Location	Various town streets.						
<b>Fiscal Year</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>Total</b>	<b>Prior Years</b>
Plans and Studies						\$ -	
Engineering, Architecture & Permitting						\$ -	
Land Acquisition/Site preparation						\$ -	
Construction	\$ 40,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 240,000	\$ 50,000
Equipment/Furnishings						\$ -	
Other (Specify)						\$ -	
<b>TOTAL COST:</b>	\$ 40,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 240,000	\$ 50,000
Revenue Source	GAS / TFB	GAS	GAS	GAS	GAS	GAS 220,000 TFB 20,000	GAS 25,000 TFB 25,000
<b>Description (Justification and Explanation)</b>							
<p>The Town desires to maintain Town street paint striping and markers, such as centerline and edge of pavement striping 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 &amp; Infrastructure Advisory Board (DIAB) has approved a list of streets for striping and markers installation. The list includes:</p> <ul style="list-style-type: none"> <li>* Edge lines on Stirling Road from Volunteer Rd to Appaloosa Trail: 3.5 Miles</li> <li>* Add chevron on speed humps on SW 172 Ave (6 ea.); and SW 199th Ave (6 ea.)</li> <li>* Edge lines on SW 166th Avenue from Griffin Rd to SW 63rd Manor (1.5 miles)</li> <li>* Edge lines on SW 172 Avenue from Griffin Rd to Sheridan St; 2.25 miles</li> <li>* Edge lines on SW 178 Avenue from Griffin Rd to SW 70 Place (2.2 miles)</li> <li>* Stop bar and lane striping: SW 166 Ave at SW 63rd Manor</li> <li>* Edge lines on Hancock Road, from Griffin to Old Sheridan Rd. (2.31 Miles)</li> <li>* Repaint stop bar and Right turn arrow at SW 202 Avenue and Griffin Road Intersection</li> <li>* Repaint stripe median on Palomino Drive between Volunteer Road and Thoroughbred Lane.</li> <li>* Repaint double yellow centerline striping with RPM and edge lines on SW 193rd Ave from Griffin to SW 192 (0.50 mile)</li> <li>* Repaint stop bar and North Bound Right turn Arrow on SW 195th Terrace at Griffin Road</li> <li>* SW 196th Lane and Griffin Road: North Bound Right turn Arrow and stop bar-repainting</li> <li>* Edge lines on SW 186th Avenue from Griffin Road to SW 185th Way (including SW 55th Street) (0.95 mile)</li> <li>* Edge lines on SW 185th Way from SW 55th Street to Sheridan Street</li> <li>* Pedestrian Crossing on Stirling Road at Volunteer Road</li> </ul>							
<b>Annual Impact on Operating Budget</b>							
Personnel			\$ -	Estimated annual cost for re-striping and markers replacement.			
Operating			\$ -				
Replacement Cost	Year: 8	\$ 50,000					
Revenue/Other			\$ -				
Total			\$ 50,000				

# FUNDED

Town of Southwest Ranches							
Capital Improvement Project							
Project	Drainage Improvement Project						
Priority	Trans #3			Project Manager	Willie Nabong, Town Engineer		
Department	Public Works			Division	Engineering		
Project Location	Various locations in Town limits.						
Fiscal Year	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000	\$ 5,000
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 79,000	\$ 79,000	\$ 79,000	\$ 79,000	\$ 79,000	\$ 395,000	\$ 95,000
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	\$ 100,000
Revenue Source	GF Trf	GF Trf	GF Trf	GF Trf	GF Trf	GF Trf	GF Trf
Description (Justification and Explanation)							
The Town desires to provide and maintain an acceptable level of roadway drainage service by identifying, prioritizing and implementing an annual street drainage plan. The Town's Drainage & Infrastructure Advisory Board (DIAB) has approved a list of streets drainage projects. A drainage project is scheduled for implementation only when rights-of-way or easement are resolved. The list of drainage projects includes over 18 projects available in priority order. The FY 2014 & 2015 priorities are :							
* Construct headwalls and extension of the drainage pipe under Thoroughbred Lane at W. Palomino Drive. (Grant funds committed by CBWCD).						\$50,000	
* Construct 630 LF drainage pipe outfall by connecting the catch basin at 5801 SW 195th Terrace to 5800 SW 196th Lane which has an outfall to Canal 13.						\$50,000	
* Construct additional catch basin and outfall from Dykes Rd east side to the canal.						\$25,000	
* Construct catch basins and pipes under SW 54th Place and SW 196th Lane, and connect to the existing inlet.						\$25,000	
* Construct 630 LF drainage pipe outfall by connecting the catch basin at 5601 SW 195th Terrace to 5600 SW 196 Lane, which has an outfall to Canal 13.						\$50,000	
Total for FY 2014 & 2015						\$200,000	
Annual Impact on Operating Budget							
Personnel			\$ -	Estimated annual maintenance cost to clean the catch basin and pipes.			
Operating			\$ -				
Replacement Cost	Year: two	\$ 5,000					
Revenue/Other			\$ -				
Total			\$ 5,000				

**FUNDED**

Town of Southwest Ranches							
<b>Capital Improvement Project</b>							
Project	Town Entranceway Signage(s)						
Priority	Trans #4			Project Manager	G.D. Nabong, P.E., Town Engineer		
Department	Public Works			Division	Engineering		
Project Location	Various						
<b>Fiscal Year</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>Total</b>	<b>Prior Years</b>
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 12,500	\$ 2,500
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 62,500	\$ 7,500
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL COST:</b>	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000	\$ 10,000
Revenue Source	GF-Tfr	GF-Tfr	GF-Tfr	GF-Tfr	GF-Tfr	GF-Tfr	GF-Tfr
<b>Description (Justification and Explanation)</b>							
<p>The Rural Public Arts Advisory Board has requested funding for entranceway signage to beautify the Town of Southwest Ranches and to give a sense of place to the community. The Board has created conceptual signage for the Town, but lacks the funding to implement the signage. These funds will be used to design / build a prototype that will be easy to replicate for multiple locations. The Public Works / Engineering Department will be responsible for the procurement, permitting, construction, and installation of the signage. It is estimated that 10-15 signs in total are required with a phase-in of 2-3 signs @ \$5k per sign over five fiscal years</p>							
<b>Annual Impact on Operating Budget</b>							
Personnel	\$ -						
Operating	\$ -						
Replacement Cost							
Revenue/Other							
Total							



## FUNDED

### Town of Southwest Ranches Capital Improvement Project

Project	Townwide/PROS Utility Vehicle Acquisition						
Priority	TOWNWIDE #1			Project Manager	December Lauretano-Haines		
Department	Townwide/PROS			Division	N/A		
Project Location	Town Hall						
<b>Fiscal Year</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>Total</b>	<b>Prior Years</b>
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment/Furnishings	\$ 26,900	\$ -	\$ -	\$ -	\$ -	\$ 26,900	\$ -
Other (installation of amber safety light)	\$ 775	\$ -	\$ -	\$ -	\$ -	\$ 775	\$ -
<b>TOTAL COST:</b>	\$ 27,675	\$ -	\$ -	\$ -	\$ -	\$ 27,675	\$ -
Revenue Source	GF Tfr					GF Tfr	
<b>Description (Justification and Explanation)</b>							
<p>Currently, staff's personal pick-up truck is utilized to perform all PROS and multiple department on and off-road transportation and towing of equipment, materials, supplies, and personnel in the course of daily work and routine property inspections and maintenance. At 13 years old with over 150,000 miles, staff's personal vehicle is at the end of its life and will no longer be suitable for Town use. Additionally, Staff is unable to replace the vehicle with a comparable one that can be effectively utilized for the Town's daily parks and property operational needs.</p> <p>This vehicle will be used primarily by PROS staff, with additional use permitted by other personnel to carry out essential Town functions including engineering, solid waste, maintenance and other inspections. It is intended that this vehicle be parked overnight at Town Hall.</p> <p>Total costs include purchase price and other costs for purchase and mounting of safety lighting not available as standard equipment from factory. Purchase price is based upon a fleet-ordered vehicle with state governmental price concessions. Specifications are similar to existing Staff vehicle, including standard 3.7 liter V6 engine, automatic transmission, and vinyl interior. Additional features include tow package with trailer brake controls, limited slip differential and 4 wheel drive necessary for certain field work, power window, lock, and mirror controls, and includes a 5-year/100,000-mile, bumper-to-bumper extended warranty.</p>							
<b>Annual Impact on Operating Budget</b>							
Personnel			Routine maintenance costs are estimated at \$500. Fuel is estimated at \$96 per week x 52. Insurance per Florida League of Cities.				
Operating	\$ 5,500						
Replacement Cost							
Revenue/Other	\$ -						
Total	\$ 5,500						

**NOT FUNDED**

Town of Southwest Ranches  
**Capital Improvement Project**

Project	Calusa Corners						
Priority	PROS #3			Project Manager	December Lauretano-Haines		
Department	Parks Recreation and Open Space			Division	N/A		
Project Location	11-Acre Calusa Corners Park at Griffin between Dykes Road and Hawkes Bluff Avenue						
Fiscal Year	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Total	Prior Years
Plans and Studies	\$ 8,000	\$ 22,000	\$ 42,500	\$ -	\$ -	\$ 72,500	\$ 26,214
Engineering, Architecture & Permitting	\$ 10,000	\$ 10,000	\$ 49,750	\$ -	\$ -	\$ 69,750	\$ 529,399
Land Acquisition/Site preparation	\$ 10,000	\$ 72,000	\$ 110,000	\$ -	\$ -	\$ 192,000	\$ 6,939,341
Construction	\$ 72,000	\$ 200,000	\$ 408,475	\$ -	\$ -	\$ 680,475	\$ -
Equipment/Furnishings	\$ -	\$ -	\$ 3,500	\$ -	\$ -	\$ 3,500	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 100,000	\$ 304,000	\$ 614,225	\$ -	\$ -	\$ 1,018,225	\$ 7,494,954
Revenue Source	NF	NF	NF			NF	G=\$6,939,341 CIP-FB=\$555,613

**Description (Justification and Explanation)**

The Recreation, Forestry, and Natural Resources Advisory Board has identified Calusa Corners Park development as their third priority for Fiscal Year 2014. Development of the site fulfills objectives, policies and goals of the Town's Comprehensive Plan and Charter. The Town's parks system is designed to include: increased water storage and stormwater runoff filtering; providing community parks; promoting and preserving environmental and recreational areas; providing access to water and open space; constructing and linking multi-use trails throughout the Town.

Acquisition was supported by two matching grant sources: Florida Communities Trust and Broward County Land Preservation Open Space grants. The Town's obligation is to develop the recreational amenities identified in the Grant Management Plan. 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. Development of this site is not currently supported by grants. Proposed development during Fiscal Year 2014 will include a small picnic shelter and phase one elements of a playground. With some development, the site can be opened to the public for recreational use, illustrating to our granting agency partners the Town's commitment to our grant obligations and bettering the chance for extensions for final development.

Commitments for development at the Calusa Corners site retain only those developments necessary to satisfy grant requirement. Development will include volleyball, equestrian ring, playground, picnic facilities, open space play fields, fishing pier, multi-use trail, historical and environmental education, wetlands, parking, landscaping and interconnection between two distinct water storage areas. Extension of timeline for development will be requested in 2013/2014.

**Annual Impact on Operating Budget**

Personnel	\$ 4,000	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.
Operating	\$ 26,000	
Replacement Cost	Year: 2035 \$ 10,000	
Revenue/Other	\$ -	
Total	\$ 40,000	

**NOT FUNDED**

Town of Southwest Ranches  
**Capital Improvement Project**

Project	Southwest Meadows Sanctuary						
Priority	PROS #4			Project Manager	December Lauretano-Haines		
Department	Parks Recreation and Open Space			Division	N/A		
Project Location	26-Acre Southwest Meadows Sanctuary Park at Griffin between Dykes Road and SW 163 Avenue						
Fiscal Year	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	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	NF	NF				NF=2,284,719	G=\$7,991,811 CIP-FB=\$862,685

**Description (Justification and Explanation)**

The Recreation, Forestry, and Natural Resources Advisory Board has identified Southwest Meadows Sanctuary Park development as their fourth priority for Fiscal Year 2014. Development of the site fulfills objectives, policies and goals of the Town's Comprehensive Plan and Charter. The Town's parks system is designed to include: increased water storage and stormwater runoff filtering; providing community parks; promoting and preserving environmental and recreational areas; providing access to water and open space; constructing and linking multi-use trails throughout the Town.

Acquisition was supported by two matching grant sources: Florida Communities Trust and Broward County Land Preservation Open Space grants. The Town's obligation is to develop the recreational amenities identified in the Grant Management Plan. Development of this site is not currently supported by grants. 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 retain only those developments necessary to satisfy grant requirement. Development 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 will be requested in 2013-2014.

**Annual Impact on Operating Budget**

Personnel	\$ 7,500	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.
Operating	\$ 56,000	
Replacement Cost	Year: 2035 \$ 18,000	
Revenue/Other	\$ -	
Total	\$ 81,500	



**NOT FUNDED**

Town of Southwest Ranches							
Capital Improvement Project							
Project	Frontier Trails Conservation Area						
Priority	PROS #5			Project Manager	December Lauretano-Haines		
Department	Parks Recreation and Open Space			Division	N/A		
Project Location	30-Acre Frontier Trails Park at SW 193 Lane and SW 51 Manor						
Fiscal Year	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	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	NF	NF				NF=\$1,954,650	G=\$2,342,363 CIP-FB=\$668,430
<b>Description (Justification and Explanation)</b>							
<p>The Recreation, Forestry, and Natural Resources Advisory Board has identified Frontier Trails Park development as their fifth priority for Fiscal Year 2014. Development of the site fulfills objectives, policies and goals of the Town's Comprehensive Plan and Charter. The Town's parks system is designed to include: increased water storage and stormwater runoff filtering; providing community parks; promoting and preserving environmental and recreational areas; providing access to water and open space; constructing and linking multi-use trails throughout the Town.</p> <p>Acquisition was supported by two matching grant sources: Florida Communities Trust and Broward County Land Preservation Open Space grants. The Town's obligation is to develop the recreational amenities identified in the Grant Management Plan. Development of this site is not currently supported by grants. 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.</p> <p>Commitments for development at the Frontier Trails site retain only those developments necessary to satisfy grant requirement. Development 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 will be requested in 2013/2014. The site's wetlands are still an alternative to be constructed as offsite mitigation for projects by a developer.</p>							
<b>Annual Impact on Operating Budget</b>							
Personnel	\$ 7,500		Projected operating budget costs include Park Coordination, routine facilities maintenance, insurance, utilities, funding for replacement over the useful life of amenities. Costs for mitigation resource management is planned to be by developer; professional coordination for educational programs is planned through grants and user fees.				
Operating	\$ 16,000						
Replacement Cost	Year: 2035	\$ 15,000					
Revenue/Other	\$ -						
Total	\$ 38,500						

**NOT FUNDED**

Town of Southwest Ranches <b>Capital Improvement Project</b>							
Project	Covered Dock on C-11 Canal						
Priority	PROS #6			Project Manager	G.D. Nabong, P.E., Town Engineer		
Department	Public Works			Division	Engineering		
Project Location	C-11 canal across from Town Hall (13400 Griffin Road)						
<b>Fiscal Year</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>Total</b>	<b>Prior Years</b>
Plans and Studies	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -
Engineering, Architecture & Permitting	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -
Land Acquisition/Site preparation	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -
Construction	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL COST:</b>	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -
Revenue Source	NF					NF	
<b>Description (Justification and Explanation)</b>							
The Rural Public Arts Advisory Board has requested funding for a dock/pavilion on the C-11 Canal across from Town Hall to give a sense of place to the community. The Board has created conceptual drawings for the Town, but lacks the funding to implement the construction. The Public Works / Engineering Department will be responsible for the procurement, permitting, construction, and installation of the pavilion. The pavilion will be a feature on the existing multi-purpose trail. Potential grant funding will be pursued to offset the total project cost.							
Personnel							
Operating	\$0.00						
Replacement Cost							
Revenue/Other							
Total							

**NOT FUNDED**

Town of Southwest Ranches

**Capital Improvement Project**

Project	Roadside Drainage Swales						
Priority	Trans #5			Project Manager	Willie Nabong, Town Engineer		
Department	Public Works			Division	Engineering		
Project Location	Various locations in Town limits.						
Fiscal Year	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000	
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000	
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Easement documentation & recording)	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 5,000	\$ -
TOTAL COST:	\$ 61,000	\$ 61,000	\$ 61,000	\$ 61,000	\$ 61,000	\$ 305,000	\$ -
Revenue Source	NF	NF	NF	NF	NF	NF	

**Description (Justification and Explanation)**

The Town desires to provide and maintain acceptable levels of roadside drainage service by identifying, prioritizing and implementing an annual roadside drainage swale restoration plan. The Town's Drainage & Infrastructure Advisory Board (DIAB) has approved a list of streets drainage projects. A comprehensive plan will be developed upon completion of the Transportation Surface and Drainage Ongoing Rehabilitation program. A roadside drainage project is scheduled for implementation only when rights-of-way or easements are resolved. The list of roadside drainage projects includes:

SW 51st Manor: north side from SW 188th Avenue intersection to canal (SW 188th);  
 SW 54th Street: north side from SW 188th Avenue intersection to canal (SW 188th);  
 SW 63rd Street: Both sides; from SW 185th Way intersection to canal (SW188th);  
 SW 208th Avenue, one side from SW 209th to dead end south.  
 SW 209th Avenue, both sides from Griffin to SW 50th Street.  
 SW 210th Terrace: east side, 300 LF  
 SW 172nd Avenue, west side, from Griffin Road to extg. inlet, 330 feet  
 SW 166th Avenue, west side from Stirling Road to SW 63rd Mnr  
 Stirling Road, median from Volunteer Rd to east 200 feet.  
 SW 54th Place, north side, from SW 195th Terrace to SW 196th Ln  
 SW corner of SW 202nd Avenue & SW 50th Street  
 SW 52nd Court (Carolton) Cul-de-sac

**Annual Impact on Operating Budget**

Personnel	\$ -	Estimated maintenance cost to regrade the grassed swales.
Operating	\$ -	
Replacement Cost	Year: Ten \$ 10,000	
Revenue/Other	\$ -	
Total	\$ 10,000	



**NOT FUNDED**

**Town of Southwest Ranches  
Capital Improvement Project**

Project	Streets Repairs (non-emergency)						
Priority	Trans #6			Project Manager	Willie Nabong, Town Engineer		
Department	Public Works			Division	Engineering		
Project Location	Various locations within the town limits						
Fiscal Year	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (R/W documentation & processing)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 52,500	\$ -	\$ -	\$ -	\$ -	\$ 52,500	\$ -
Revenue Source	NF	NF	NF	NF	NF	NF	

**Description (Justification and Explanation)**

The Town desires to maintain Town streets at acceptable levels of service by identifying, prioritizing and implementing an annual street paving/resurfacing plan. The Town is developing a Transportation Surface and Drainage Ongoing Rehabilitation Program (TSDOR) will identify funding sources for the program. In the meantime, two streets were identified for paving ahead of TSDOR due to the pothole conditions on these two streets. In the long run the cost of potholes repairs on these streets will be more that paving these two streets. The street repair program funding includes repairs of public roadways to eliminate unsafe condition such as a roadside shoulder one foot between the edge of pavement and the top of canal bank by the installation of riprap.

\* SW 128th Avenue from SW 56th Street to north dead end; 1400 LFx14 ft.

\* SW 62nd Street from SW 156th Avenue to dead end west; 1060 LF x 22 ft. SW 62nd Street was previously ranked priority #11 by the Drainage and Infrastructure Advisory Board.

\* Hancock Road, southeast and northeast corners of Palomino Drive.

\* Stirling Road, southwest corner of Holatee Trail.

**Annual Impact on Operating Budget**

Personnel	\$ -	Estimated reduction in annual potholes repair costs.
Operating	\$ 5,000	
Replacement Cost	Year: \$ -	
Revenue/Other	\$ -	
<b>Total</b>	<b>\$ 5,000</b>	

# NOT FUNDED

## Town of Southwest Ranches Capital Improvement Project

Project	Sidewalk Repairs						
Priority	Trans #7			Project Manager	Willie Nabong, Town Engineering		
Department	Public Works			Division	Engineering		
Project Location	Volunteer Road (SW 148th Avenue), frontage of Ivanhoe Estates						
Fiscal Year	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 32,000	\$ -	\$ -	\$ -	\$ -	\$ 32,000	\$ -
Revenue Source	NF	NF	NF	NF	NF	NF	

### Description (Justification and Explanation)

This project consists of repairing and replacing approximately 2300 lineal feet of broken concrete sidewalks along the west side of Volunteer Road, along the Ivanhoe Estates frontage. The Town has a liability for the public use of the sidewalks located in the Town's road right-of-way. The total cost includes \$5,000.00 for the removal of 330 Lineal feet of broken concrete sidewalks along the west side of Dykes Road in the FPL transmission corridor located north of Stoneridge Lake Subdivision and south of the canal.

### Annual Impact on Operating Budget

Personnel	\$ -		Removal of the broken sidewalks on dykes Road will eliminate future maintenance costs. Replacement cost at end of expected life of concrete sidewalks, 2300 lineal feet.
Operating	\$ -		
Replacement Cost	Year: 2034	\$ 32,000	
Revenue/Other	\$ -		
Total	\$ 32,000		

**NOT FUNDED**

Town of Southwest Ranches							
Capital Improvement Project							
Project	Streets Paving						
Priority	Trans #8			Project Manager	Willie Nabong, Town Engineer		
Department	Public Works			Division	Engineering		
Project Location	Various locations within the Town limits						
Fiscal Year	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000	\$ 6,000
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 600,000	\$862,938
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (R/W documentation & processing)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 625,000	\$ 868,938
Revenue Source	NF	NF	NF	NF	NF	NF	TFB
Description (Justification and Explanation)							
<p>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 &amp; Infrastructure Advisory Board (DIAB) has approved a list of streets for paving. The streets are scheduled for paving only when road rights-of-way 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 over 49,376 linear feet of roadway and parking area. A detailed list of projects is available. The Town is developing a Transportation Surface and Drainage Ongoing Rehabilitation Program (TSOOR) that will identify funding sources for the program.</p>							
Annual Impact on Operating Budget							
Personnel	\$ -		Estimated reduction in annual potholes repair costs.				
Operating	\$ 10,000						
Replacement Cost	Year:	\$ -					
Revenue/Other	\$ -						
Total	\$ 10,000						



**NOT FUNDED**

Town of Southwest Ranches							
Capital Improvement Project							
Project	SW 60th Street Widening Project						
Priority	Trans #9			Project Manager	Willie Nabong, Town Engineering		
Department	Public Works			Division	Engineering		
Project Location	Stirling Road (SW 60th Street) west of Mather Blvd. (SW 178th Avenue).						
Fiscal Year	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ 15,000					\$ 15,000	\$ -
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction		\$ 40,000				\$ 40,000	\$ -
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 15,000	\$ 40,000	\$ -	\$ -	\$ -	\$ 55,000	\$ -
Revenue Source	NF	NF	NF	NF	NF	NF	
<b>Description (Justification and Explanation)</b>							
<p>The SW 60th Street widening project consists of street widening one lane to two lanes of road by replacing the existing crossing with a 36 LF - 54" diameter reinforced concrete pipe (RCP) with headwalls. This will provide an 18' wide pavement with a 16 ft. wide grassed shoulder. The two lane 18 feet wide roadway will provide a safer roadway for motorists. The added grassed shoulders will provide a separate equestrian access across the canal. The project is located at Stirling Road west of Mather Rd (SW 178 Ave).</p>							
<b>Annual Impact on Operating Budget</b>							
Personnel	\$ -		Expected pothole repair.				
Operating	\$ -						
Replacement Cost	Year: 15	\$ 500					
Revenue/Other	\$ -						
Total	\$ 500						

# NOT FUNDED

Town of Southwest Ranches

## Capital Improvement Project

Project	Street Lighting						
Priority	Trans #10			Project Manager	G.D. Nabong, P.E., Town Engineer		
Department	Public Works			Division	Engineering		
Project Location	Various Griffin Road locations - West of I-75						
Fiscal Year	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Total	Prior Years
Plans and Studies	-	-	-	-	-	-	-
Engineering, Architecture & Permitting	\$ 30,000	-	-	-	-	\$ 30,000	-
Land Acquisition/Site preparation	-	-	-	-	-	-	-
Construction	-	\$ 196,000	\$ 196,000	-	-	\$ 392,000	-
Equipment/Furnishings	-	-	-	-	-	-	-
Other (Specify)	-	-	-	-	-	-	-
TOTAL COST:	\$ 30,000	\$ 196,000	\$ 196,000	-	-	\$ 422,000	-
Revenue Source	NF	NF	NF			NF	
Description (Justification and Explanation)							

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

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

The Public Works / Engineering Department will be responsible for the procurement, permitting, construction, and installation of the decorative lighting. These cost estimates are based on proposals received in 2009 for electrical energy source. Staff is researching potential grant opportunities which may mandate solar energy power utilization and therefore reduce electrical operating costs.

Personnel	\$ -	includes estimated electricity costs
Operating	\$ 6,000	
Replacement Cost		
Revenue/Other		
<b>Total</b>	<b>\$ 6,000</b>	

# NOT FUNDED

Town of Southwest Ranches							
Capital Improvement Project							
Project	SW 210th Terrace Roadway Improvement						
Priority	Trans #11			Project Manager	G.D. "Willie" Nabong, P.E.		
Department	Public Works			Division	Transportation		
Project Location	SW 210th Terrace from Stirling Road to SW 54th Place.						
Fiscal Year	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Engineering, Architecture & Permitting	\$ 150,000	\$ 95,000				\$ 245,000	
Land Acquisition/Site Preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Construction	\$ -	\$ -	\$ 704,500	\$ 704,500	\$ -	\$ 1,409,000	
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other (Documentation for Rights-of-Way)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
TOTAL COST:	\$ 150,000	\$ 95,000	\$ 704,500	\$ 704,500	\$ -	\$ 1,654,000	\$ 15,000
Revenue Source	NF	NF	NF	NF	NF	NF	GAS/TFB
Description (Justification and Explanation)							
<p>The SW 210 Terrace roadway improvement project, from Stirling Road to SW 54th Place, consists of reconstructing of an existing rural street, approximately half mile in length and 24 feet in width, with grassed swales, pavement paint striping and signage. The project includes some associated roadway drainage improvements consisting of pipes and inlets. Staff anticipates that the required rights-of-way will be donated at no cost to the Town.</p> <p>The Town presently does not maintain the street due to lack of public road right-of-way. The Town received complaints from residents regarding the bad condition of the road. The street will provide a north - south access for the residents and businesses in the area. The paved road will help the landscape and nursery businesses along the corridor improve their business accessibility.</p>							
Annual Impact on Operating Budget							
Personnel	\$0		This is an anticipated repaving cost at the end of expected pavement life.				
Operating	\$0						
Replacement Cost	Year:	\$58,000					
Revenue/Other	\$0						
Total	\$58,000						



# FUNDED

Town of Southwest Ranches, Florida

## FY 2013/2014 Program Modification

### Townwide Fire Service Operational Study

Department Name	Division Name	Fund	Priority	Fiscal Impact
Public Safety- Fire	Administration	General	1	\$40,000

#### Justification and Description

There have been numerous discussions to determine the long-term direction for the Town's Public Safety - Fire service. To that end, during FY 12/13 the Town Council established a Fire Advisory Board, (FAB), to assist in determining what would be best options for the Town. The FAB unanimously agreed the Town should hire an independent consultant to investigate and research then report on the various options. This operational study would include the long term viability and cost effectiveness of the following approaches (not all inclusive):

- To retain fire operations as is, utilizing a full service, contracted fire and EMS department along with the Volunteer department.
- To increase the Volunteer department's role including evaluating the possibility of assuming and expanding operations to full service thereby eliminating the need for a contractual fire/EMS service provider.
- To decrease the Volunteer department's role including evaluating the possibility of eliminating any Volunteer support thereby strictly utilizing a contractual fire/EMS service provider.

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

It is necessary to determine the best, most cost effective direction for the Town's fire service. At the end of the 5 year contract with Davie Fire Rescue, the cost will be considerably higher. The existing equipment used by the Volunteer department is old, exceeds NFPA standards, needing replacement.

If Volunteer fire department services are determined to be retained or increased, it will need:

- A newer engine/tanker to replace the current 18 year old 1,000 gallon engine who's maintenance costs have increased substantially each year. The current engine could then be utilized as a spare engine, which the volunteer department does not currently have.
- Handheld radios with the new TDMA technology in order to continue to communicate with dispatchers and other units when this technology goes into effect in approximately 2017.
- A newer brush truck to replace the current brush truck which no longer meets the legal specifications due to being overweight for its chassis. This truck is used within the Town, as well as assisting neighboring cities, towns and the Division of Forestry.
- The volunteers would like to hire a few firefighter/EMT/Medics to assure a strong core of fully trained personnel specifically for our Town.
- Updated Personal Protective Equipment.

#### Required Resources

Line item	Title or Description of request	Cost
001-3100-522-31010	Professional Services: Townwide Fire Service Operational Study	\$40,000

# FUNDED

Town of Southwest Ranches, Florida

## FY 2014 Program Modification

### Fishing Hole Park Maintenance Increase

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	PROS - FH	General	1	\$18,276

#### Justification and Description

This request is for the addition of maintenance at the Country Estates Fishing Hole. Originally requested but not funded in FY 2013, this program modification becomes even more necessary as development of the property continues.

The property currently does not receive maintenance. With the completion of development of portions of the site in FY 2013, at least a portion of this site will be required to be open for public use. Additionally, Council has expressed the desire to develop the trail around the perimeter for public recreation, including equestrian use. This cannot be accomplished safely without ongoing maintenance on the site. Additionally, any value of remaining nursery stock will continue to decline as overgrowth continues to outpace planted stock. Currently, large portions of the site are impassable and this situation will worsen when annual rainfall increases.

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 \$1523 per maintenance visit.

If not funded, without maintenance on site, the public recreational areas cannot be opened for public use and the Town will be in violation of our grants. Additionally, value of any remaining sellable material will decrease. As overgrowth continues to increase over time, greater maintenance or clearing costs will result.

#### **Required Resources**

Line item	Title or Description of request	Cost
001-3600-572-34100	Other Contractual Services, with increased LOS	\$18,276

# FUNDED

Town of Southwest Ranches, Florida

## FY 2014 Program Modification

### Town Hall A/C Replacement

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Executive-General Services	General	1	\$13,000

#### 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 were eleven (11) aging central air units servicing the Town Hall complex. It is anticipated that up to three (3) will be replaced in FY 12/13 leaving eight (8) units that remain to be replaced. There is a possibility that two to four of these units may fail at any time since they all vary in age. The requested funding is for replacement of up to two compressor(s) in FY 13/14 only in an event of failure or near failure.

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

#### Required Resources

Line item	Title or Description of request	
001-3900-519-64100	Town Hall A/C Replacement	\$13,000



# FUNDED

## Town of Southwest Ranches, Florida FY 2014 Program Modification

### National Pollutant Discharge Elimination System Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Engineering		Transportation	1	\$62,000

#### Justification and Description

The Town is a co-permittee with Broward County as the lead permittee on federal National Pollutant Discharge Elimination System (NPDES) permit No. FLS 000016-003. The federal permit requires:

- \* The new five-year NPDES permit issued last year requires compliance with the total maximum daily loading (TMDL) requirements. In year 2013/14 the Town of Southwest Ranches, Cooper City and F.D.O.T. will be performing coliform tests for stormwater discharges to North Fork Snake Creek (S-30) located west of Flamingo Road between Griffin Road and Sheridan Street; and prepare a report to the Florida Dept. of Environmental Protection (FDEP). In the west side of Town, the Memorandum of Agreement (MOA) between the Town, SFWMD and SBDD requires implementation of best management practices to reduce pollutant discharges offsite which includes water quality testing.
- \* Monitoring of NPDES related activities year round and preparation of the annual report.
- \* Submitting inventory and mapping of the drainage system including outfalls.

Funds are budgeted annually to pay for FDEP permit fees and the Town's share of cost for NPDES related services by Broward County in accordance with an agreement executed by the Town and Broward County.

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

If not funded, the Town will not be in compliance with the federal NPDES permit and potentially liable for monetary fines. Alternative annual report preparation will be pursued, e.g., preparation by in-house staff which will result in cost savings.

#### Required Resources

Line item	Title or Description of request	Cost
101-5100-541-31010 Prof. Svcs/Studies/Surveys	Water quality testing	\$5,000
	Drainage System (Ph I) and Major Outfall inventory	\$30,000
	BMP Implementation per MOA	\$2,000
	Annual report consulting services	\$25,000

**Total \$62,000**

# FUNDED

Town of Southwest Ranches, Florida

## FY 2013/2014 Program Modification

### TSDOR Program Implementation and Assessment Study

Department Name	Division Name	Fund	Priority	Fiscal Impact
Engineering/Finance		Transportation	2	\$45,000

#### Justification and Description

The Town of Southwest Ranches desires to develop a transportation surface and drainage ongoing rehabilitation (TSDOR) program with the goal of preserving and extending the life of the Town's asphalt paved streets and provide an acceptable level of service on roadside drainage. To meet these goals, the Town needs to hire an engineering firm to perform streets condition assessment and develop improvement cost estimate. The consultant will utilize the estimated costs for paving all Town streets, appurtenant roadside swale restoration, and annual maintenance for pavement and pothole repairs and roadside swale re-grading and re-grassing developed and obtained by an independent engineering firm.

In order to develop the TSDOR program a fair and equitable source of funding must be clearly defined and identified. A fiscal consulting firm will be hired to identify various sources of funding, then present and discuss with Council the pros and cons of the various options including estimated cost for their development and implementation. If necessary, it is also proposed that the consultant provide legally acceptable assessment methodology services as well as implementation assistance.

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

If not funded, the Town's proposed TSDOR program will not be implemented.

#### Required Resources

Line Item	Title or Description of request	Cost
101-5100-541-31010	Professional Services – engineering and fiscal services for studies, surveys, analysis and implementation.	\$45,000

**Town of Southwest Ranches**  
**Proposed FY 2013/2014**  
**Fire Assessment Worksheet**

**Sources:**

Fire Administration Department  
 Volunteer Fire Service Department  
 Volunteer Fire Fund

Expenditures	Total FY 2013-2014 Proposed	General Fund Portion	Fire Assessment Portion
% Allocation per Consultant Study for FR Contractual Services Only		57.70%	42.30%

**Direct Expenses:**

Fire Rescue Contractual Service	\$ 2,483,520	\$ 1,432,991	\$ 1,050,529
Personnel Expenses	58,682	N/A	58,682
Operating Expenses	472,750	N/A	472,750
Non-Operating Debt	18,122	N/A	18,122
Capital Outlay	30,000	N/A	30,000
<b>Sub-Total</b>	<b>\$ 3,063,074</b>	<b>\$ 1,432,991</b>	<b>\$ 1,630,083</b>

**Other Expenses**

Publication & Notification Costs	5,000
Statutory Discount	83,389
Collections Cost	32,701
Fire Assessment Cost Allocation of Townwide Personnel/Contractual Costs	101,604
<b>Total Fire Assessment Expenses</b>	<b>\$ 1,852,777</b>

**Based On Consultant Study**

Property Category	Assess Unit Type	% Effort Allocation	Amount	Total Proposed Rates FY 13/14	Total Assessed Rates FY 12/13	Difference Increase
<b>Residential - 2468 Units</b>	Per Dwelling Unit	62.8912%	1,165,234	472.14	442.51	29.63
<b>Commercial - 331,260 SF</b>	Per Sq.Ft. Bldg Area	15.0283%	278,441	0.84	0.78	0.06
<b>Indust/Warehouse - 115,497 SF</b>	Per Sq.Ft. Bldg Area	9.5818%	177,529	1.54	1.32	0.22
<b>Institutional - 514,598 SF</b>	Per Sq.Ft. Bldg Area	6.2499%	115,797	0.23	0.20	0.03
<b>Vacant/Agricultural - 1,537 Acre</b>	Per Acre	6.2488%	115,776	75.33	51.53	23.80
<b>Total</b>		<b>100%</b>	<b>\$ 1,852,777</b>			



# Town of Southwest Ranches

Proposed FY 2013/2014

## Solid Waste Assessment Worksheet

### Sources:

SWS Contract

Broward County Property Appraiser

Munilytic Consultant Study

Description	Solid Waste & Recycling	Bulk Waste	Total Proposed FY 13/14
% Allocation Direct Expenses Only	65%	35%	

### Direct Expenses:

Solid Waste Collection	\$ 275,502	\$ -	\$ 275,502
Recycling Collection	\$ 48,250	-	48,250
Bulk Waste Collection	-	103,648	103,648
Solid Waste Disposal	\$ 166,220	-	166,220
Bulk Waste Disposal	-	154,579	154,579
<b>Sub-Total</b>	<b>\$ 489,566</b>	<b>\$ 258,019</b>	<b>\$ 748,199</b>

### Other Expenses

Statutory Discount	31,175
Collections Cost	34,910
Townwide Personnel\Contractual Costs	183,326
Net Assets Available for Rate Stabilization	79,809
<b>Total Solid Waste Assessment Expenses</b>	<b>\$ 1,077,419</b>

### Based On Consultant Study

Assessment	Lot Sq Ft. Range	Number of Units in Range	Solid Waste Cost Per Unit	Bulk Waste Cost Per Unit	Total Proposed Rates FY 13/14	Total Assessed Rates FY 12/13	Difference (Decrease)
A	- 41,200	400	284.27	103.81	388.08	418.68	(30.60)
B	41,201 46,999	413	284.27	122.42	406.69	435.30	(28.61)
C	47,000 62,999	406	284.27	146.07	430.34	455.94	(25.60)
D	63,000 95,999	430	284.27	160.84	445.12	468.98	(23.86)
E	96,000 106,999	421	284.27	185.93	470.20	489.03	(18.83)
F	107,000 >107,000	412	284.27	218.61	502.88	514.60	(11.72)

# Town of Southwest Ranches, FL

## Proposed Cost Allocation Plan for 2014 Special Assessments

Townwide Personnel & Contractual Costs *		General Fund Allocation		Solid Waste Assessment Cost Allocation		Fire Assessment Cost Allocation	
Department	Cost	%	Allocation	%	Allocation	%	Allocation
Council	\$ 63,000	87%	\$ 54,810	8%	\$ 5,040	5%	\$ 3,150
Attorney	\$ 455,000	89%	\$ 404,950	8%	\$ 36,400	3%	\$ 13,650
Executive	\$ 294,688	70%	\$ 206,282	18%	\$ 53,044	12%	\$ 35,363
Finance	\$ 197,379	70%	\$ 138,165	15%	\$ 29,607	15%	\$ 29,607
Clerk	\$ 134,029	90%	\$ 120,626	5%	\$ 6,701	5%	\$ 6,701
Building	\$ 155,672	100%	\$ 155,672	0%	\$ -	0%	\$ -
Code	\$ 131,335	50%	\$ 65,668	40%	\$ 52,534	10%	\$ 13,134
PROS	\$ 63,038	100%	\$ 63,038	0%	\$ -	0%	\$ -
<b>Totals</b>	<b>\$ 1,494,141</b>		<b>\$ 1,209,211</b>		<b>\$ 183,326</b>		<b>\$ 101,604</b>

\* Note: Does not include the Public Safety-Fire Admin Department as their personnel cost is already 100% & 0% allocated to the Fire Assessment & Solid Waste Assessment, respectively.

## Personnel Complement

		FY 2013		FY 2014	
Fund	Department	Full Time	Part Time	Full Time	Part Time
General Fund	Legislative	5	0	5	0
	Executive	2	1	4	0
	Finance	2	1	2	1
	Town Clerk	3	1.5	2.8	0
	Code Enforcement	0	0.5	0.2	0
	Planning/Zoning, Engineering & CS	2.5	0	2.5	0
	Public Safety - Fire Admin	0	2	0	2
	Parks/Rec & Open Space	1	0	1	0
Transportation Fund		0.5	0	0.5	0
<b>Total all funds</b>		16	6	18	3





## Governmental Funds

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

Included in this section is:

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

**FY 2013-2014**

# General Fund Summary Fiscal Year 2014

## FY 2013 Estimated

Estimated Total Revenues	8,894,321
Estimated Expenditures & Encumbrances	<u>(8,854,215)</u>
Estimated FY 2013 Year End Difference	<u>40,106</u>

## FY 2014 Projected Unassigned Fund Balance

Audited Unassigned Fund Balance 9/30/2012	2,494,249
Estimated FY 2013 Year End Difference	<u>40,106</u>
Projected Unassigned Fund Balance 9/30/2013	<u>2,534,355</u>
Appropriated Fund Balance FY 2013	<u>(40,106)</u>
Projected Unassigned Fund Balance 9/30/2014	<u>2,494,249</u>

## FY 2014 Budget Summary

### Proposed Revenues

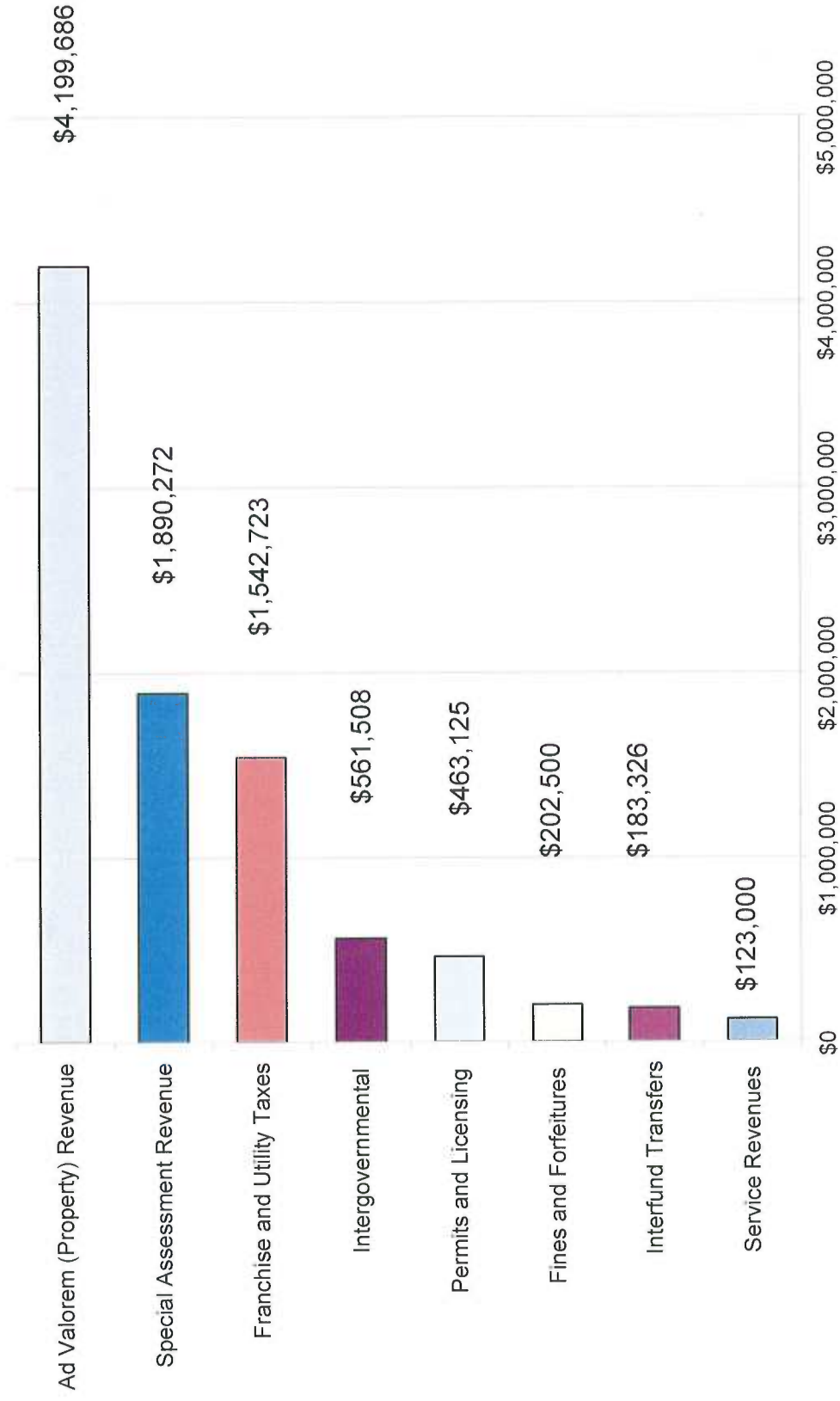
Property Tax	4,199,686
Franchise and Utility Taxes	1,542,723
Permits/Licenses/Inspections	463,125
Intergovernmental Revenues	561,508
Services Revenues	123,000
Fines	202,500
Miscellaneous Revenues	2,033,492
Appropriated Fund Balance	<u>40,106</u>
<b>Total Revenue</b>	<b><u>9,166,140</u></b>

### Proposed Expenditures

Personnel Costs	1,131,497
Operating Items	6,541,277
Capital Outlay	58,000
Non-Operating Expenses	<u>1,435,366</u>
<b>Total Expenditures</b>	<b><u>9,166,140</u></b>

Note: There is an additional \$391,938 in Non-spendable, Committed and Restricted Fund Balance in the General Fund as of 9/30/2012

## Where Do the Funds Come From?





## GENERAL FUND OPERATING REVENUE

Line Item Prefix: 001-0000-:		FY 2011 Actual	FY 2012 Actual	FY 2013 Current Budget	FY 2013 Projected	FY 2014 Proposed
311-31110	Current & Delinquent Real Property	4,303,701	4,105,338	4,074,912	4,019,739	4,199,686
<b>TOTAL</b>	<b>Total Ad valorem Property Taxes</b>	<b>4,303,701</b>	<b>4,105,338</b>	<b>4,074,912</b>	<b>4,019,739</b>	<b>4,199,686</b>
323-32310	Electric Franchise	573,740	555,873	470,000	518,893	500,000
323-32370	Solid Waste Franchise	46,793	38,015	17,000	24,400	18,484
323-32395	Towing Franchise	-	4,809	5,200	5,800	5,570
<b>TOTAL</b>	<b>Franchise Fees</b>	<b>620,533</b>	<b>598,696</b>	<b>492,200</b>	<b>549,093</b>	<b>524,054</b>
314-31410	Electric Utility	654,966	675,133	620,000	678,755	650,000
314-31480	Gas Utility	8,184	12,276	10,000	65,000	22,000
315-31500	Communications Services Taxes	415,943	405,215	388,000	367,715	346,669
<b>TOTAL</b>	<b>Utility Fees</b>	<b>1,079,094</b>	<b>1,092,623</b>	<b>1,018,000</b>	<b>1,111,470</b>	<b>1,018,669</b>
316-31600	Business Tax Receipts	12,863	7,873	9,000	6,977	6,500
322-32200	Building Permits	275,784	263,672	75,000	36,911	25,000
322-32225	Building Permits - Post May 1st 2012	-	101,048	200,000	247,478	233,750
322-32290	Building Permit - Admin Fees	-	-	-	43,673	41,250
329-32905	In House Engineering Fees	-	26,118	15,000	25,000	25,000
329-32910	Certificate of Use Registration	3,668	2,675	2,125	2,325	2,125
322-32290	Fire Inspection Service & Fees	160,074	176,886	10,000	11,433	11,400
329-32901	Planning & Zoning Review Fees	190,067	120,444	112,000	118,000	118,000
329-32909	Lobbyist Fees / Registrations	-	-	100	350	100
<b>TOTAL</b>	<b>Permits/Licenses/Inspection</b>	<b>642,456</b>	<b>698,715</b>	<b>423,225</b>	<b>492,147</b>	<b>463,125</b>
331-33120	FDLE Grant	13,000	-	50,000	10,000	10,000
331-33139	Federal Grant-Other Physical Environment	-	9,734	8,000	8,000	-
335-33512	State Revenue Sharing (Sales Tax)	120,870	116,014	119,343	112,983	128,232
335-33518	1/2 Cent Sales Tax	445,402	403,729	421,500	418,442	423,276
<b>TOTAL</b>	<b>Intergovernmental - Federal/State</b>	<b>579,272</b>	<b>529,476</b>	<b>598,843</b>	<b>549,425</b>	<b>561,508</b>
341-550	Election Qualifying Fees	-	500	-	-	-
342-34260	Ambulance Fees	-	-	130,000	108,000	122,500
347-34720	Parks/Rec & Open Spaces Serv Charge	3,662	-	1,000	515	500
<b>TOTAL</b>	<b>Services Revenues</b>	<b>3,662</b>	<b>500</b>	<b>131,000</b>	<b>108,515</b>	<b>123,000</b>
351-35150	Traffic Judgment/Fines	75,076	85,315	75,000	57,983	55,000
358-35820	Law Enforcement Seizures	1,200	2,500	-	2,485	-
359-35901	Code Enforcement/Lien Recovery	305,965	113,862	150,000	129,387	130,000
359-35902	Code Enforcement/Lien Recovery-Legal	-	21,462	25,000	14,000	15,000
354-35401	Tree Preservation Fines	-	-	1,116	-	-
354-35402	False Alarm Fines	-	2,403	1,500	3,990	2,500
<b>TOTAL</b>	<b>Fines &amp; Forfeitures</b>	<b>382,241</b>	<b>225,542</b>	<b>252,616</b>	<b>207,845</b>	<b>202,500</b>
361-36110	Interest Earnings	17,694	27,088	15,000	7,885	8,000
325-32520	Special Assessment Fire	1,268,043	1,671,447	1,645,025	1,607,809	1,778,666
369-905	Disposition of Fixed Assets	-	-	-	-	-
362-36210	Cell Tower	59,641	57,414	58,000	60,699	60,000
366-36610	Contrib/Donations from Private Sources	-	1,400	9,000	500	-
366-36620	Contrib/Donation for Educa/Scholarships	-	-	2,500	4,025	2,500
388-200	Insurance Proceeds	5,001	-	-	-	-
369-907	Other Misc Rev-Cty Resource Recovery	-	-	-	-	-
369-36990	Other Misc Revenues	27,172	8,278	5,000	677	1,000
359-35902	Other Misc Revenues-Legal cost recovery	-	20,000	-	-	-
382-38240	Reimbursement/Contrib from Solid Waste	-	128,701	174,492	174,492	183,326
342-100	Intrafund Transfer - Fire	185,000	-	-	-	-
399-39900	Appropriated Fund Balance	-	-	115,446	-	40,106
<b>TOTAL</b>	<b>Miscellaneous Revenues</b>	<b>1,562,551</b>	<b>1,914,327</b>	<b>2,024,463</b>	<b>1,856,087</b>	<b>2,073,598</b>
<b>GRAND TOTAL</b>		<b>9,173,509</b>	<b>9,165,219</b>	<b>9,015,259</b>	<b>8,894,321</b>	<b>9,166,140</b>

## **REVENUE SOURCES**

### **Ad Valorem Tax**

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

Under the Save our Homes provisions (Amendment 10), all homestead properties can only have an annual increase of assessed value of either 3% or the CPI, whichever is less. For FY 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 1.02%.

For FY 2012, the Town of Southwest Ranches' Mayor and Town Council adopted the same rate as FY2011 (3.9404 mills). For FY 2013, the adopted rate is equal to the roll back rate of 3.9042 mills.

### **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 (Local Business) Taxes**

The Town collects three types of franchise, utility, and occupational (local business) taxes: electric, gas, and pro-rata Broward County occupational (local business) 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 classified 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 for cost recovery. Revenue is generally stable at a base level unless there is commercial development underway. The Town projects \$463,125 in General Fund revenues for FY 2014 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 2014 general fund fines and forfeitures are projected at \$202,500.

**Miscellaneous Revenues**

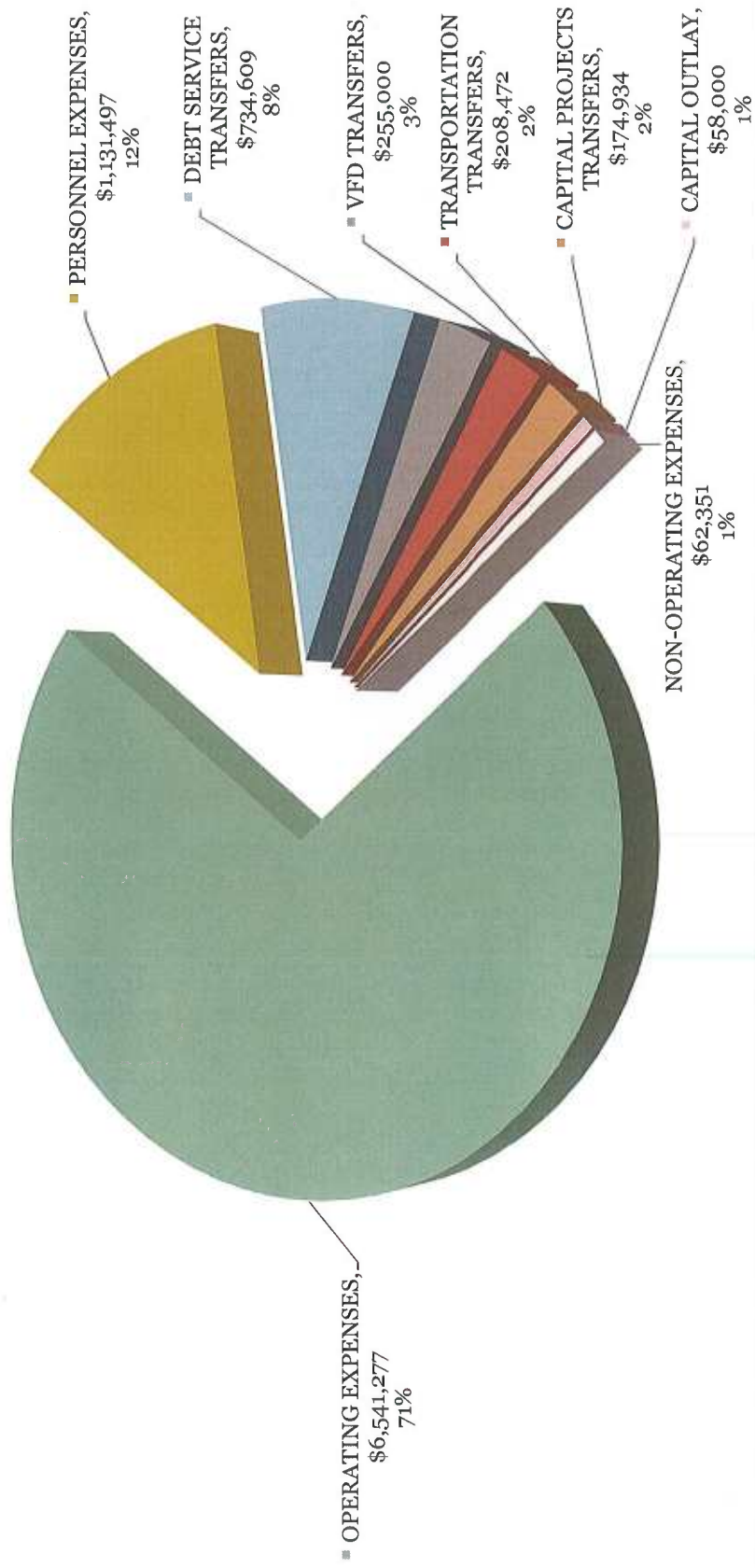
Any revenues that the Town receives which do not reasonably conform to any of the above identified categories are included in this category. This category includes interest earnings, receipts from the disposition of assets by sale, and similar items. Interfund Transfers between other funds may also be captured here. In FY 2014, staff anticipates \$2,073,598 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), if necessary.



## Where Do the Funds Go?



## GENERAL FUND EXPENDITURE SUMMARY BY TYPE

Line Item		FY 2011 Actual	FY 2012 Actual	FY 2013 Current Budget	FY 2013 Projected	FY 2014 Proposed
12100	Regular Salaries	718,093	841,732	875,300	891,800	945,575
13100	FT/PT-No Benefits	-	-	45,000	48,000	20,566
14100	Overtime	1,184	180	-	-	-
21100	Payroll Taxes	48,149	60,852	71,979	72,350	73,992
22100	Retirement Contribution	4,000	3,500	-	-	-
23100	Life & Health Insurance	27,123	37,985	47,200	49,200	79,700
24100	Workers Compensation	1,516	1,750	6,554	6,554	6,664
25100	Unemployment Compensation	12,659	3,594	5,000	-	5,000
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>812,724</b>	<b>949,593</b>	<b>1,051,033</b>	<b>1,067,904</b>	<b>1,131,497</b>
31010	Professional Services	417,112	439,742	341,250	295,750	318,100
31020	Lawsuits and Prosecutions	86,862	157,332	60,000	245,000	175,000
31030	Lawsuits - Code Enforcement	55,766	55,598	50,000	40,000	40,000
31040	Lawsuits - Planning and Zoning	-	-	12,000	5,000	10,000
31090	Lobbyist	40,017	35,000	45,000	35,000	-
32100	Accounting and Auditing	51,000	58,892	48,500	42,723	55,750
34100	Other Contractual Services	5,898,234	5,305,743	5,049,600	4,869,169	5,161,696
34300	Other Contractual Svcs - P&Z Permits	-	124,835	75,000	68,000	75,000
34310	Other Contractual Svcs - P&Z Hearings	-	-	37,000	51,500	40,500
34320	Other Contractual Svcs - P&Z Town Req	-	24,274	25,000	23,000	10,000
34330	Other Contractual Svcs - P&Z Land Use	-	-	-	-	20,000
40100	Mileage Reimbursement	2,753	6,574	9,550	7,350	5,750
41100	Telecommunications	13,544	17,291	26,650	31,650	26,650
42100	Postage	13,809	17,647	15,750	18,000	18,000
43100	Electricity	24,147	33,899	54,000	45,500	48,500
43110	Water	-	-	1,000	814	1,000
44020	Building Rental/Leasing	38,351	21,909	7,500	5,000	5,000
45100	Property and Liability Insurance	96,286	89,404	107,809	96,873	102,500
46010	Maintenance Service/Repair Contracts	6,277	20,222	12,500	12,500	13,000
46020	Building Maintenance	8,975	12,603	22,950	32,000	29,500
46030	Equipment Maintenance	61,551	69,746	77,900	77,900	25,600
46040	Grounds Maintenance-Parks	10,385	10,021	20,000	20,000	18,095
46050	Tree Maintenance/Preservation	3,302	28,000	45,993	25,116	25,116
46060	Lake Maintenance	4,716	8,640	9,000	8,640	8,640
46110	Miscellaneous Maintenance	30,215	11,557	16,496	4,000	12,500
46120	Vehicle Maintenance	-	12,563	17,500	18,890	25,000
46500	Software Maintenance	7,159	23,522	29,240	29,000	27,000
46900	Miscellaneous Maintenance & Repair	4,932	8,844	10,000	8,500	10,000
48100	Promotional Activities/Newsletter	35,831	27,341	31,750	31,000	36,500
48110	Promotional Activities/Town Events	21,223	7,784	22,000	20,000	20,000
49100	Other Current Charges	146,968	80,569	43,500	31,200	47,500
49110	Legal Advertisement	14,425	14,851	20,000	16,000	18,000
51100	Office Supplies	21,120	27,041	25,000	25,000	25,000
52140	Uniforms	-	1,528	9,950	4,950	5,000
52160	Gasoline	-	6,176	17,500	19,888	25,000
52900	Miscellaneous Operating Supplies	-	33,059	5,750	12,000	12,000
54100	Subscriptions and Memberships	7,397	5,867	9,260	9,755	9,835
55100	Training and Education	4,380	3,406	19,500	13,118	18,595
55200	Conferences and Seminars	7,144	4,433	11,000	9,166	15,950
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>7,133,879</b>	<b>6,805,913</b>	<b>6,442,398</b>	<b>6,308,952</b>	<b>6,541,277</b>

## GENERAL FUND EXPENDITURE SUMMARY BY TYPE

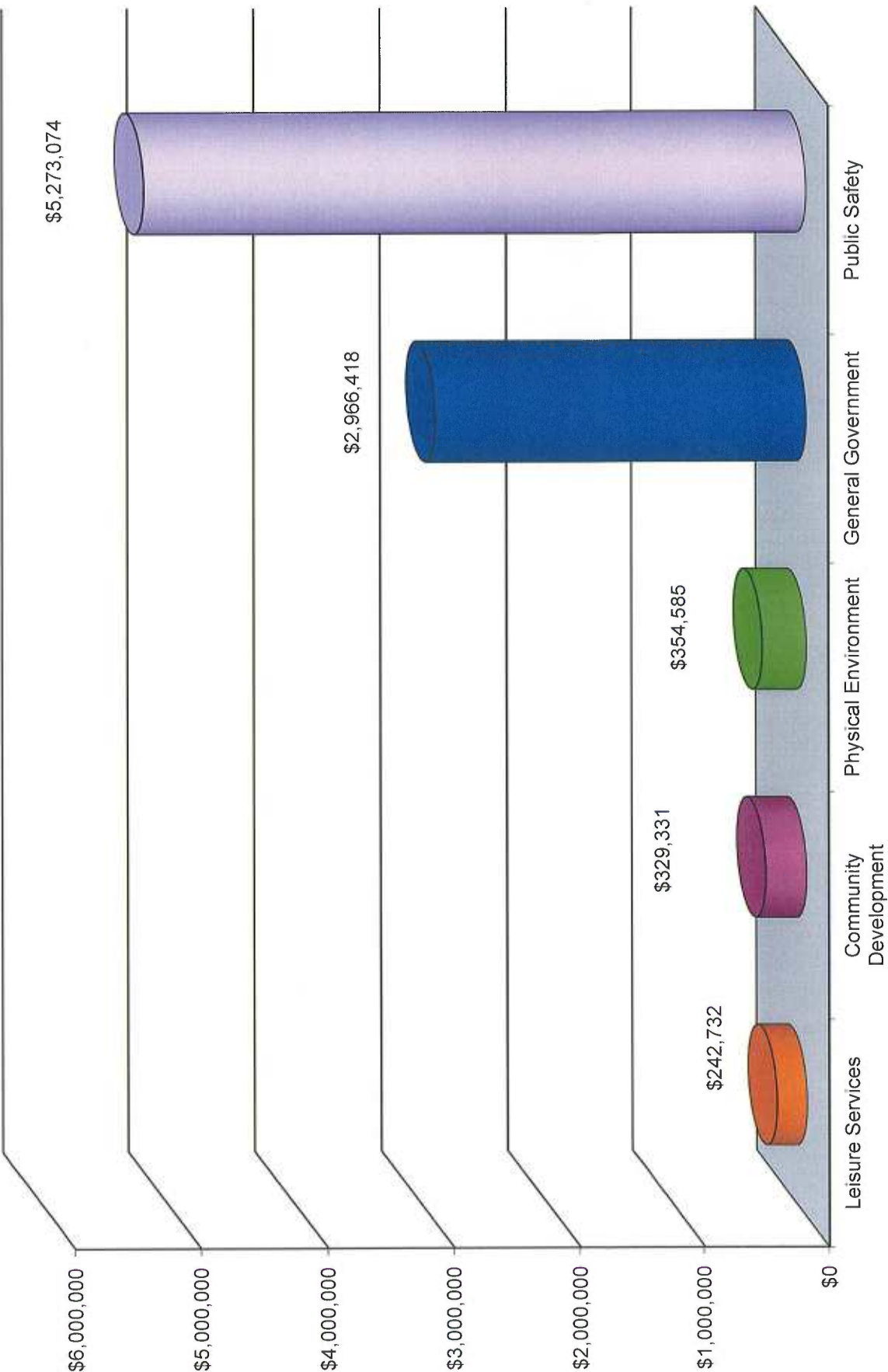
63100	Improvements other than Building	12,999	-	25,000	25,000	25,000
63300	Infrastructure - Entranceway Signage	-	-	-	10,000	-
64100	Machinery and Equipment	7,240	12,152	168,469	117,000	33,000
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>20,239</b>	<b>12,152</b>	<b>193,469</b>	<b>152,000</b>	<b>58,000</b>
82100	Aid to Private Organizations	328	3,828	6,500	6,500	8,542
91001	Transfers-Intra-Governmental to GF	-	-	-	-	-
91101	Transfers to Transportation Fund	181,200	-	113,500	113,500	208,472
91102	Transfers to Volunteer Fire Fund	-	252,368	256,000	256,000	255,000
91201	Transfers to Debt Service Fund	400,000	653,122	735,938	735,938	734,609
91301	Transfers to Capital Projects Fund	117,576	210,000	137,497	137,497	174,934
99100	Contingency/Reserve-Operating	3,306	989	78,924	75,924	27,396
99100-2	Contingency/Reserve - IT Replenishment	-	-	-	-	26,413
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>702,410</b>	<b>1,120,307</b>	<b>1,328,359</b>	<b>1,325,359</b>	<b>1,435,366</b>
<b>TOTAL</b>	<b>GENERAL FUND</b>	<b>8,669,251</b>	<b>8,887,966</b>	<b>9,015,259</b>	<b>8,854,215</b>	<b>9,166,140</b>



## General Fund Expenditures Summary by Department

Department	FY 2011 Actual	FY 2012 Actual	FY 2013 Current Budget	FY 2013 Projected	FY 2014 Proposed
Legislative	115,535	111,475	129,000	118,000	88,542
Town Attorney	472,548	590,149	385,000	515,000	455,000
Executive	392,649	331,695	355,910	358,460	411,862
Finance	229,267	236,791	258,590	256,413	289,030
Town Clerk	183,991	204,031	265,342	259,802	217,682
Building Services/Engineering	294,674	347,842	238,000	232,550	211,155
Code Enforcement	237,256	228,209	222,079	155,270	143,430
Planning & Zoning	264,927	311,698	302,850	308,350	329,331
Public Safety - Police	2,125,522	2,109,604	2,150,000	2,001,740	2,210,000
Public Safety - Fire Admin+VF Svcs	3,149,411	3,000,336	2,931,750	2,913,444	3,063,074
Parks and Open Spaces	155,032	184,401	232,373	208,188	242,732
Non-Departmental	1,048,439	1,231,735	1,544,365	1,526,998	1,504,302
<b>Total</b>	<b>8,669,251</b>	<b>8,887,966</b>	<b>9,015,259</b>	<b>8,854,215</b>	<b>9,166,140</b>

General Fund Expenditures by Function



# Legislative Department

## Services, Functions, and Activities:

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

The Legislative Department consists of the Mayor, Vice Mayor and three 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 six critically important appointments on behalf of the Town and provides oversight to those appointments. The appointments are: 1) Town Attorney, 2) Town Advisory Board members, 3) Town Administrator, 4) Town Financial Administrator, 5) Town Clerk and 6) 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, if less than one year remains in the unexpected term, and 14) providing Town ceremonial functions.

## Personnel Complement

Position Title	Adopted FY 2013			Proposed FY 2014		
	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Mayor	1			1		
Vice Mayor	1			1		
Town Councilors	3			3		
<b>Total</b>	<b>5</b>			<b>5</b>		



## Legislative Department Expenditures

Line Item Prefix: 001-1000-511-:		FY 2011 Actual	FY 2012 Actual	FY 2013 Current Budget	FY 2013 Projected	FY 2014 Proposed
Suffix	Object Description					
12100	Regular Salaries	63,000	63,000	63,000	63,000	63,000
21100	Payroll Taxes	4,820	4,820	4,900	4,900	4,900
24100	Workers Compensation	425	500	1,100	1,100	1,100
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>68,245</b>	<b>68,320</b>	<b>69,000</b>	<b>69,000</b>	<b>69,000</b>
31090	Lobbyist	40,017	35,000	45,000	35,000	-
40100	Mileage Reimbursement	-	-	1,000	1,000	1,000
49100	Other Current Charges and Obligations	1,125	1,105	3,000	1,000	2,500
54100	Subscriptions and Memberships	1,149	657	1,500	2,000	2,000
55200	Conferences & Seminars	2,924	2,566	2,000	3,500	4,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>45,215</b>	<b>39,328</b>	<b>52,500</b>	<b>42,500</b>	<b>9,500</b>
82100	Other Grants/Aid	328	3,828	6,500	6,500	8,542
99100	Contingency	1,748	-	1,000	-	1,500
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>2,076</b>	<b>3,828</b>	<b>7,500</b>	<b>6,500</b>	<b>10,042</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>115,535</b>	<b>111,475</b>	<b>129,000</b>	<b>118,000</b>	<b>88,542</b>

### Major Variance from Current Budget FY 2013 to Projected FY 2013

Code	Amount	Explanation
31090	(\$10,000)	Elimination of lobbyist spending effective 6/1/2013
55200	\$1,500	Increase due to Broward Days, Tallahassee

### Major Variance or Highlights of the Departmental Budget - FY 2013 Projected to FY 2014 Proposed

Code	Amount	Explanation
31090	(\$35,000)	Decrease due to elimination of Lobbyist spending
55200	\$2,000	Increase due to cost of Broward Days
82100	\$2,042	Increase due to request for additional funding & new 211

## **Town Attorney Department**

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

Town Attorney Departmental Services are 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 all 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 including those pertaining to liens, foreclosures and lawsuits filed by and against the Town.

### **FY 2012/2013 Accomplishments:**

- Finalized solid waste collection and disposal procurements and related agreements.
- Drafted numerous procurements relating to infrastructure and capital projects.
- Drafted numerous contracts resulting in tremendous cost savings for the Town.
- Prevailed in litigation matters brought against the Town.
- Prevailed in Circuit Court litigation matter.
- Foreclosed on various properties related to Code Enforcement liens for the benefit of the Town.
- Assisted the Finance Department in refinancing the Town's debt.

**Issues:**

- Continue to find ways to resolve and to better protect the Town relating to legal issues with surrounding Municipalities pertaining to growth and development.
- Continue to draft contracts requiring legal expertise including those relating to the provision of Public Safety services.
- Working to resolve or to bring to conclusion all pending litigation in the most cost effective and timely manner.
- Work to help Council analyze and to help enact other revenue sources including but not limited to special assessments and/or general obligation bonds.

**FY 2013/2014 Performance Objectives:**

- To continue to deliver effective, prompt sound legal advice to Town Council, Boards, Town Administrator, and all other departments.
- To continue to prevail in lawsuits brought against the Town in the most cost efficient manner and to discourage future frivolous lawsuits.
- To continue to educate Town Council and all Town staff on issues for compliance with 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.
- Work to insure a fair and adequate distribution of residual funds being held by Broward County from the former Resource Recovery Board.



## Town Attorney Department Expenditures

Line Item Prefix: 001-1200-514-:		FY 2011 Actual	FY 2012 Projected	FY 2013 Current Budget	FY 2013 Projected	FY 2014 Proposed
Suffix	Account Description					
31010	Professional Services	329,920	377,219	263,000	225,000	230,000
31020	Lawsuits & Prosecutions - General	86,862	157,332	60,000	245,000	175,000
31030	Lawsuits - Code Compliance	55,766	55,598	50,000	40,000	40,000
31040	Lawsuits - Planning & Zoning	-	-	12,000	5,000	10,000
TOTAL	OPERATING EXPENSES	472,548	590,149	385,000	515,000	455,000
TOTAL	Department Total	472,548	590,149	385,000	515,000	455,000

### Major Variance from Current Budget FY 2013 to Projected FY 2013

Code	Amount	Explanation
31010	(\$38,000)	Decrease due to reduction in Town legal services
31020	\$185,000	Increase due to higher than expected litigation
31030	(\$10,000)	Decrease due to reduction in code violations

### Major Variance or Highlights of the Departmental Budget - FY 2013 Projected to FY 2014 Proposed

Code	Amount	Explanation
31020	(\$70,000)	Decrease due to anticipated reduction in litigation

# **Executive Department**

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

The Executive Department provides centralized management of all Town operations. The department head is the Town Administrator who is also the head of Town government. The Executive Department's responsibility is to provide leadership and direction, administrative oversight, support, and systems in the most efficient and responsible manner. This initiative empowers the Town Departments to anticipate and meet customer expectations necessary to complete objectives and policy directives approved by the Town Council.

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

## **Fiscal Year 2012/2013 Accomplishments:**

- Staff reorganization and update of personnel manual
- Solid waste and bulk collection transition to SWS
- Implementation of grant funded recycling cart project
- Fire and EMS services transition to Davie Fire Department
- Phase one completion for Fishing Hole Park
- Enhanced staff training and participation in Emergency Preparedness operations
- Implemented an Emergency Communications program for residents
- Development and implementation of new Website
- Continued development of long term strategy plan to improve the Town's roadways
- Implement detailed reporting and tracking data base for Town projects and grants
- Improved communication and interaction with Town Council and community residents
- Increased employee performance and morale by promoting positive office atmosphere

## **Issues:**

- Transition of solid waste disposal and recycling vendor
- Development of roadway re-paving plan
- Review of future direction for Volunteer Fire Department
- Staff development enhancement and opportunities

- Efficiency of IT support and equipment
- Maximize Town's purchasing capabilities
- Update of inefficient, obsolete or absent standard operating procedures (SOP's)

#### **Fiscal Year 2013/2014 Performance Objectives:**

- Develop plan and identify potential funding source for roadway repaving
- Present Volunteer Fire Department plan to Council and implement
- Further implementation of organizational and staffing changes
- Increase training opportunities for Town staff
- Complete Rolling Oaks Barn renovation
- Prepare and implement a fiscally responsible budget that reflects Town Council goals and objectives
- Increase communication and public awareness within the community
- Transition of IT support, phones and equipment
- Identify grants and other funding sources to maximize the Town's purchasing power
- Review, develop and implement internal SOP's for all Town positions

#### **Personnel Complement:**

Position Title	Adopted FY 2013			Proposed FY 2014		
	Full Time	Part Time	Temp	Full Time	Part Time	Temp
<b>Town Administrator</b>	1			1		
<b>Executive Assistant to Town Administrator</b>	1					
<b>Administrative Coordinator</b>		1		1		
<b>General Services Manager</b>				1		
<b>Procurement and Special Projects Coordinator</b>				1		
<b>Total</b>	<b>2</b>	<b>1</b>		<b>4</b>		

Note: The following position reclassifications and/or transfers are proposed for the FY 2013/FY2014 budget period: Executive Assistant to Town Administrator reclassified to General Services Manager; Administrative Coordinator- P/T to F/T via a transfer and reclassification of an Administrative Specialist from the Planning/Zoning and Engineering Department; Procurement and Special Projects Coordinator via a transfer and reclassification of Deputy Clerk from the Clerks Department.



## Executive Department Expenditures

Line Item Prefix: 001-1400-512-:		FY 2011 Actual	FY 2012 Actual	FY 2013 Current Budget	FY 2013 Projected	FY 2014 Proposed
Code Suffix	Object Description					
12100	Regular Salaries	223,409	216,382	245,000	254,000	294,688
14100	Overtime	1,184	-	-	-	-
21100	Payroll Taxes	17,714	16,436	19,000	19,000	22,544
22100	Retirement Contribution	-	3,500	-	-	-
23100	Life & Health Insurance	9,189	11,431	15,000	15,000	22,000
24100	Workers Compensation	354	300	660	660	880
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>251,850</b>	<b>248,049</b>	<b>279,660</b>	<b>288,660</b>	<b>340,112</b>
31010	Professional Services	75,691	45,468	13,000	13,000	5,500
40100	Mileage Reimbursement	-	-	1,000	300	750
48100	Promotional Activities / Newsletter	35,831	27,341	31,750	31,000	36,500
48110	Promotional Activities / Town Events	21,223	7,784	22,000	20,000	20,000
54100	Subscriptions and Memberships	3,240	2,029	3,500	3,500	3,500
54200	Training and Education	-	-	1,000	500	1,000
55200	Conferences and Seminars	3,256	35	3,000	1,500	3,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>139,241</b>	<b>82,657</b>	<b>75,250</b>	<b>69,800</b>	<b>70,250</b>
99100	Contingency	1,558	989	1,000	-	1,500
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>1,558</b>	<b>989</b>	<b>1,000</b>	<b>-</b>	<b>1,500</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>392,649</b>	<b>331,695</b>	<b>355,910</b>	<b>358,460</b>	<b>411,862</b>

### Major Variance from Current Budget FY 2013 to Projected FY 2013

Code	Amount	Explanation

### Major Variance or Highlights of the Departmental Budget - FY 2013 Projected to FY 2014 Adopted

Code	Amount	Explanation
12100	\$40,688	Transfer of personnel + provision for performance reviews
23100	\$7,000	Increase for Affordable HC Act + transition on employee coverage
31010	(\$7,500)	Decrease due to completion of Cody Study in FY 13
48100	\$5,500	Increase to accommodate change in newsletter vendor

# 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) information technology, 11) internal support, and 12) purchasing and contracts management and support. Each of these areas requires their own (and often unique) reporting and documentation procedures.

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

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

Payroll and Human Resources includes, but is not necessarily limited to: ensuring compliance with Federal Internal Revenue Service requirements as well as Fair Labor Standards and other Federal, State and local requirements, development, reviewing and processing hours and benefit calculations for payroll purposes, and ensuring fund availability for the twenty-six (26) regular payrolls each year, calculating retroactive payments and other pay and benefits adjustments as part of the regular cycle or special payrolls.

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

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

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

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

Fixed Asset Management involves: identifying and tracking all capital assets owned by the Town, calculating depreciation and budgeting it where appropriate and complying with external audit requirements established by the Governmental Accounting Standards Board (GASB).

Information Technology responsibilities (new for FY 2013/2014) include: managing the Interlocal agreement for services with the City of Tamarac, evaluating information technology needs, and evaluating options for resolution of the needs.

Internal Support 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.

Purchasing and Contracts Management responsibilities include: reviewing departmental proposals for purchases, assisting with reviews of letters of interest and similar documents,

monitoring and managing Town-wide contracts, assisting with grant compliance and other special revenue management and seeking Town-wide efficiencies in the purchasing function.

### **Fiscal Year 2012/2013 Accomplishments**

- Timely filed an award eligible Comprehensive Annual Financial Report (CAFR) for FY 2012.
- Implemented a financial reporting process that provided a quarterly expense to budget analysis to Town Council and interested parties, on the Town's financial condition.
- Successfully migrated the FY 2013 residential Fire Assessment fee to the Property Appraiser.
- Implemented invoicing and collection for newly imposed annual Fire Inspection Fees.
- Reconciled Alcohol and Beverage license fees Townwide with the State of Florida and recovered, with the assistance of our Code Enforcement Department, up to three years of license fees.
- Changed object codes to comply with State of Florida: Department of Financial Services' and Auditor General requirements.
- Improved the timeliness of Bank Reconciliations.
- Instituted vendor controls to comply with federal requirements.
- Negotiated a favorable loan renewal/modification of the Town's Emergency Line of Credit.

### **Issues:**

- During the period of change in processes of the Southwest Ranches Volunteer Fire Rescue, Inc. (a blended component unit), a number of routine financial processes have become delayed. This delay in turn runs the risk of creating compliance delays.
- Difficulty exists in maintaining required functions as a result of, at least in part, continually increasing Government Accounting Standards Board (GASB) reporting requirements and modifications to other reporting processes, coupled with a limited availability of financial resources.
- 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 2013/2014 Performance Objectives:**

- To investigate financing alternatives for Transportation capital project infrastructure needs.
- To coordinate the transition of the Volunteer Fire Fund, a blended component unit, operating account to the Towns software.
- Assume departmental responsibility over Information Technology as well as provide for a seamless transition of IT support, phones and equipment with a new IT service provider.
- To expand and increase existing SAGE financial software functionalities to increase performance and efficiencies.
- To manage all approved existing and/or refinanced debt issuance required to fund capital improvements.



**Personnel Complement:**

<b>Position Title</b>	<b>Adopted FY 2013</b>			<b>Proposed FY 2014</b>		
	<b>Full Time</b>	<b>Part Time</b>	<b>Temp</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Temp</b>
<b>Town Financial Administrator</b>	<b>1</b>			<b>1</b>		
<b>Assistant Town Financial Administrator</b>	<b>1</b>					
<b>Controller</b>				<b>1</b>		
<b>Accounting Clerk</b>		<b>1</b>			<b>1</b>	
<b>Total</b>	<b>2</b>	<b>1</b>		<b>2</b>	<b>1</b>	

Note: The following position reclassification is proposed for the FY 2014 budget period: Assistant Town Financial Administrator to Controller



## Finance Department Expenditures

Line Item Prefix: 001-1600-513-:		FY 2011 Actual	FY 2012 Actual	FY 2013 Current Budget	FY 2013 Projected	FY 2014 Proposed
Code Suffix	Object Description					
12100	Regular Salaries	159,376	160,167	163,700	168,200	176,813
13100	FT/PT-No Benefits	-	-	17,000	20,000	20,566
21100	Payroll Taxes	6,846	11,598	14,300	14,300	15,101
22100	Retirement Contribution	4,000	-	-	-	-
23100	Life & Health Insurance	4,125	2,648	5,000	5,000	10,000
24100	Workers Compensation	200	200	440	440	550
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>174,547</b>	<b>174,612</b>	<b>200,440</b>	<b>207,940</b>	<b>223,030</b>
32100	Accounting and Auditing	51,000	58,892	48,500	42,723	55,750
40100	Mileage Reimbursement	-	202	1,250	750	750
49100	Other Current Charges	69	15	900	500	1,000
54100	Subscriptions and Memberships	807	1,490	2,000	2,000	2,000
54200	Training and Education	2,443	1,015	1,000	1,000	1,500
55200	Conferences and Seminars	400	565	3,500	1,500	3,500
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>54,719</b>	<b>62,179</b>	<b>57,150</b>	<b>48,473</b>	<b>64,500</b>
99100	Contingency	-	-	1,000		1,500
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>-</b>	<b>-</b>	<b>1,000</b>	<b>-</b>	<b>1,500</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>229,267</b>	<b>236,791</b>	<b>258,590</b>	<b>256,413</b>	<b>289,030</b>

### Major Variance from Current Budget FY 2013 to Projected FY 2013

Code	Amount	Explanation
32100	(\$5,777)	State and Federal Single Audits not required
55200	(\$2,000)	State FGFOA Conference held locally for FY 2013

### Major Variance or Highlights of the Departmental Budget - FY 2013 Projected to FY 2014 Proposed

Code	Amount	Explanation
12100	\$8,613	Provision for performance reviews
23100	\$5,000	Increase for Affordable HC Act + transition on employee coverage
32100	\$13,027	Increase due for possible State and Federal Single Audits
55200	\$2,000	State FGFOA Conference held in Orlando for FY 2014

## **Department of the Town Clerk**

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

The Town Clerk provides secretariat 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. The Department provides a variety of information services to the public, the Town Council, and to Town staff. Services provided to the public include coordination of information requests and supervision of elections. Services provided to the Town Council include scheduling, minute taking, agenda preparation, advertising and other duties related to coordination of Town Council meetings, recording and retention of documents. Procurement and Contracts Management are also part of the responsibility of the Department which includes the management of all requests for proposal, requests for qualifications, invitations to bid and requests for quotes.

### **Fiscal Year 2012/2013 Accomplishments:**

- Retrieved 34 boxes of old records from the storage unit. These records were scanned, stored and/or destroyed consistent with state statute.
- Initiated scanning of all Town documents for easy look up and retrieval.
- Received, processed and completed a total of 120 public records requests from October 1, 2012 to September 30, 2013.
- Conducted one (1) Town wide elections successfully.
- Candidate's information and Financial Reports were posted on the Town's website.
- Complied with State Law by posting 45 public notices and advertisements.
- Completed twenty-three Regular Town Council Meetings, one Workshop, one Executive Session, two Special Town Council Meetings and twelve Special Master Hearings from October 1, 2012 to September 30, 2013.

### **Issues:**

- Full time staff required to continue records management program
- Development of a written email retention policy and general public records policy
- Town should also have a written disaster plan policy on how records will be preserved during a severe weather event.
- Training and procedures for staff development for the proper retention and destruction processes.

## Fiscal Year 2013/2014 Performance Objectives:

The following objectives were 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, Local Planning Agency, Town Workshops, Special Council meetings and Board of Directors meeting agenda packets.
- Create and maintain accurate minutes and notes of all meetings held by the Town Council in its legislative and in its quasi-judicial capacity; meeting include the Town Council, Local Planning Agency, Town Workshops, Special Council meetings and Board of Directors meetings.
- Act as the records custodian for the Town and disseminate information to the public as necessary.
- Serve as Supervisor of Elections for the Town's local election.
- Advertise and post all notices of public proceedings as required by law; in addition, provide appropriate updates to the Town website for use by the public.
- Continue to maintain an organized public records management system, utilizing document imaging as appropriate, in order to provide public records in a timely and reasonable manner.
- Provide editing assistance for the Southwest Rancher Newsletter in order to insure accuracy with regard to the dissemination of appropriate information provided to the public.
- Assist with promotional/editorial support of annual Town events, as necessary.
- Represent the Town in various business association groups, including the Broward County Municipal Clerks Association.
- Continue to administer the review the codification of the Town Charter and Code through contract with Municipal Code Corporation.
- Provide timely information to other organizations, agencies, Town residents, and the general public.
- Continue to provide assistance to all Departments concerning Town needs.

## Personnel Complement:

	Adopted FY 2013			Proposed FY 2014		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Clerk	1			1		
Deputy Town Clerk	1					
Administrative Specialist	1	.5		1		
Records Clerk		1		.8		
Total	3	1.5		2.8		

Note: The following position reclassifications and/or transfers are proposed for the FY 2014 budget period: Records Clerk- P/T to F/T shared with Code Enforcement Dept. and Deputy Clerk transferred to the Executive Dept. and reclassified as Procurement and Special Projects Coordinator. P-T Admin Specialist eliminated



## Town Clerk Department Expenditures

Line Item prefix: 001-1800-512-:		FY 2011 Actual	FY 2012 Actual	FY 2013 Current Budget	FY 2013 Projected	FY 2014 Proposed
Suffix	Object Description					
12100	Regular Salaries	125,929	143,398	146,000	146,000	134,029
13100	FT/PT-No Benefits	-		28,000	28,000	-
21100	Payroll Taxes	8,845	9,523	14,342	14,342	10,253
23100	Life & Health Insurance	6,646	11,635	13,000	15,000	25,500
24100	Workers Compensation	300	300	660	660	550
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>141,721</b>	<b>164,857</b>	<b>202,002</b>	<b>204,002</b>	<b>170,332</b>
34100	Other Contractual Services	-	15,350	14,600	14,600	13,600
40100	Mileage Reimbursement	-	768	1,000	500	750
46500	Software Maintenance	120	5,363	18,240	18,000	5,000
49100	Other Current Charges	24,409	-	5,000	2,200	5,000
49110	Legal Advertisement	14,425	14,851	20,000	16,000	18,000
54100	Subscriptions and Memberships	1,381	931	1,500	1,500	1,500
55100	Training and Education	1,936	1,891	2,000	2,000	2,000
55200	Conferences and Seminars	-	20	1,000	1,000	1,500
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>42,271</b>	<b>39,174</b>	<b>63,340</b>	<b>55,800</b>	<b>47,350</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>183,991</b>	<b>204,031</b>	<b>265,342</b>	<b>259,802</b>	<b>217,682</b>

### Major Variance from Current Budget FY 2013 to Projected FY 2013

Code	Amount	Explanation

### Major Variance or Highlights of the Departmental Budget - FY 2013 Projected to FY 2014 Proposed

Code	Amount	Explanation
12100	(\$11,971)	Transfer/reclass of personnel + provision for performance reviews
13100	(\$28,000)	Reclassification of personnel
23100	\$10,500	Increase for Affordable HC Act + transition on employee coverage
46500	(\$13,000)	Completion of Website redesign



# **Building Services Department**

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

Building Services Departmental functions are outsourced to CAP Government, Inc. (CAP). The mission of the Building Department is to safeguard the health, safety, and welfare of Town residents and the business community through the enforcement of building codes and standards. CAP administers and enforces minimum housing/unsafe structure regulations and other county ordinances relating to permitting that affect land, property structures and the environment. CAP inspector's and plan reviewers are FEMA certified NIMS qualified emergency service Of Development Services implements the minimum requirements of the Florida Building Code (FBC) and Broward County Administrative Provisions currently in effect to safeguard the public health, safety, and general welfare.

CAP ensures that certified inspectors:

- Perform the required inspections in structural, electrical, plumbing, and mechanical trades
- Schedule and track inspections for the zoning, landscaping, engineering, and fire departments
- Issue certificates of occupancy

## **CAP Building Responsibilities:**

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

## **FY 2012/2013 Accomplishments**

- Reorganization of Staff to be more efficient. This includes the clarification of duties and responsibilities, providing training and shifting the professional atmosphere of the Department.
- Implemented computerized permit system that is used Department-wide, by customers, other departments and residents.

- Through new processes and procedures shortened permit turnaround time to an average of one to three days for routine permits.

**Issues:**

- The desire to create environmentally friendly programs and processes requires significant human and capital investment.
- Improved processes for all documentation, storage and notification of permits and licenses is continual.

**FY 2013/2014 Performance Objectives:**

- Proactively attract economic development investors in the town
- Implement creative solutions to continue to improve the quality of life for all Town residents, businesses, and visitors
- Improve internal Departmental operations and customer service
- Organize Staff into proper divisional teams and provide appropriate organizational structure and leadership.

## Building Services Department Expenditures

Line Item Prefix: 001-2100-524-:		FY 2011 Actual	FY 2012 Actual	FY 2013 Current Budget	FY 2013 Projected	FY 2014 Proposed
Suffix	Object Description					
34100	Other Contractual Services	292,002	337,904	225,000	222,500	200,300
40100	Mileage Reimbursement	-	1,705	2,000	1,500	1,500
49100	Other Current Charges	2,672	7,485	10,000	7,500	7,500
55100	Training and Education	-	-	-	250	500
55200	Conferences and Seminars	-	747	1,000	800	1,355
TOTAL	OPERATING EXPENSES	294,674	347,842	238,000	232,550	211,155
TOTAL	Department Total	294,674	347,842	238,000	232,550	211,155

### Major Variance from Current Budget FY 2013 to Projected FY 2013

Code	Amount	Explanation
49100	(\$2,500)	Decrease - lower then expected Engineering mileage reimbursment

### Major Variance or Highlights of the Departmental Budget - FY 2013 Projected to FY 2014 Proposed

Code	Amount	Explanation
34100	(\$22,200)	Reduction in new construction - full cost recovery



# **Planning\Zoning, Engineering and CS Department**

## **Planning & Zoning**

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

Planning and Zoning functions are outsourced to The Mellgren Planning Group. The Planning and Zoning Department provides full-time resident assistance in all areas of planning, zoning and land use, and works to protect the Town's rural character through planning and review of development proposals.

The Planning and Zoning Department's services include assisting residents in determining how their property may be used or developed; explaining zoning regulations and platting requirements; processing public hearing items that include re-zonings, platting, site plans and variances; providing general information to the public; issuing certificates of use for occupational licensing; and coordinating zoning, engineering and building permit review.

The department conducts development plan review and inspections, and coordinates with county, regional and state government agencies with regard to planning and development matters. Staff provides technical assistance to other departments including Code Compliance by providing codes interpretations for code violation activities and testifying at hearings. Staff also coordinates extensively with Engineering and the Town Attorney.

The department provides liaison services to the Comprehensive Plan Advisory Board (CPAB), and provides professional input and testimony to the Town Council concerning planning and development matters. The department regularly coordinates with Engineering, the Code Compliance Department and Town Attorney's office.

The department administers and maintains the Unified Land Development Code and Comprehensive Plan, the latter of which addresses Future Land Use, Housing, Transportation, Recreation and Open Space, Conservation, Utilities, Public School Facilities, Intergovernmental Coordination, and Capital Improvements.

### **Fiscal Year 2012/2013 Accomplishments**

- Continued to achieve the primary objectives stated above
- Reviewed and processed approximately 80 development permit applications
- Reviewed and processed twelve public hearing items
- Drafted and managed four Town-initiated comprehensive plan amendments
- Drafted one code amendment
- Facilitated CPAB in evaluating and making recommendations regarding standards for rural roads, water and sewer extensions, and potential corridor development

- Assisted Drainage and Infrastructure Board with potential roadway alignment and extension
- Represented the Town on the Staff Working Group as mandated by the interlocal agreement with the Broward County School Board and County Commission
- Continued to implement cost recovery
- Produced the annual development report for the School Board as required by interlocal agreement
- Mapped and inventoried equestrian trail alignments
- Coordinated with the Town Administrator with regard to potential policy issues.

#### **Issues:**

- The Town does not require a permit or permit fee for a resident to remove invasive or exotic trees. The issue that Planning & Zoning continues to face is that residents are clearing with no permit, claiming that all growth removed was invasive or exotic. Without a permit and fee for inspection, there is no way to control the matter.

#### **Fiscal Year 2013/2014 Performance Objectives:**

- To continue the strong working relationships with building, engineering, code compliance and legal departments.
- To continue in-office cross training to ensure full-time service to customers year round.
- To communicate the Town's values to developers, potential residents, and other governmental agencies.
- To develop sound land use policies that enhance, preserve, conserve, and improve the livability of the Town
- To promote awareness of the vital role long-term planning has in shaping the future growth of the community.
- To maintain an up-to-date Comprehensive Land Use Plan on the Town's website.

## **Engineering and Community Service (CS)**

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

The Engineering service component is provided under the management of an in-house Town Engineer on a cost recovery basis. The Town Engineer conducts plan review and inspections of proposed development including filling, excavating, and re-grading of lands. Staff assists the regulated community with interpretations of the Unified Land Development Code (ULDC) of the Town's Code of Ordinances. Staff provides technical assistance to other departments including the Codes Enforcement Department by providing codes interpretations and inspections of code violation activities. Staff also draft bid documents and process purchasing solicitation.

The Town Engineer acts as the staff liaison to the Infrastructure and Drainage Advisory Board (DIAB), the Floodplain Management Coordinator, the National Pollutant Discharge Elimination System (NPDES) Coordinator, and the designated contract manager for community capital improvement projects. The Engineering Department staff provides citizens with assistance on issues related to the National Flood Insurance Program (NFIP); and administers the implementation of the Town's NPDES program.

The Town Engineer reports to the Town Administrator and performs other functions in operating and maintaining the Town's public works facilities. The Town Engineer also performs damage assessment and coordinates debris management after a hurricane event. Personnel component is allocated herein and in the Transportation Fund.

The Community Services Department identifies grant sources and develops grant applications for Town departments including Fire Rescue Services, the Town's Police Department and Parks, Recreation and Open Space Department. Staff manages approved grants and the implementation of programs funded by multiple sources to ensure compliance with federal, state, county and corporate grant requirements.

The department provides staff liaison to the Comprehensive Plan Advisory Board (CPAB). Staff provides input to the Advisory Boards and Town Council concerning the development of policies and procedures concerning review and the development of the Town's Comprehensive Plan which addresses various elements including Future Land Use, Housing, Transportation, Recreation and Open Space, Conservation, Utilities, Public School Facilities, Intergovernmental Coordination, and Capital Improvements.

Community Services assists the Engineering Department in the prioritization of infrastructure capital improvements needs and maintenance of public works facilities including streets, drainage, traffic signs and guardrails. The department manages special projects and programs including the E-911 Street Addressing. Staff monitors the operations of firms contracted to perform engineering, planning, building inspections and capital project services. The department manages capital improvement projects including the preparation of construction specifications, and bid documents, contract management, and inspections.

Community Services liaison provides administrative support to the Towns Engineer in development permit processing, monitoring, filing and coordination with other departments and agencies regarding planning and zoning, building construction, and environmental reviews.



## **Fiscal Year 2012/2013 Accomplishments:**

- Prepared the NPDES Annual Report and submitted to the State.
- Performed (237, as of May 16, 2013) development permit application reviews and inspections.
- Completed construction of SW 210<sup>th</sup> Terrace drainage improvement.
- Completed the restriping pavement centerline on Stirling Road, Hancock Road, Mustang Trail, SW 166<sup>th</sup> Avenue, SW 172<sup>nd</sup> Avenue and SW 178<sup>th</sup> Avenue; and the stop bars at streets intersections along Stirling Road, SW 178<sup>th</sup> Avenue, and at the Fire Station 36.
- Completed the repaving of SW 166<sup>th</sup> Avenue from Stirling Road to dead end south, including some drainage improvements; and SW 59<sup>th</sup> Court.
- Completed the drainage improvements at SW 172<sup>nd</sup> Avenue and SW 63<sup>rd</sup> Manor intersection.
- Repaired guardrails at SW 178<sup>th</sup> Avenue, and at Luray Road.
- Installed reflective tapes on guardrails.
- Completed the drainage improvement at Stirling Road median east of Volunteer Road.
- Completed the SW 52<sup>nd</sup> Street Culvert improvement project.
- Completed the paving of the parking lot at Fishing Hole Park.
- Completed solicitation and contract for fire well installation and repairs.
- Successfully managed and oversaw compliance and construction of the Broward County Phase 1 Grant for development of the parking lot and playground in the Country Estates Fishing Hole Park
- Obtained \$75,000.00 Grant from Broward County for Phase 3 of Country Estates Fishing Hole Park improvements
- Obtained grant from the Florida Department of Law Enforcement for the purchase of tablets for police use
- Oversaw construction of the Town Hall exterior improvements, which included the emergency generator, dumpster enclosure, monument sign, flagpole and memorial brick pavers
- Managed \$500,000.00 U.S. Department of Justice Grant for purchases and reimbursements.

## **Issues:**

- Availability of funds for potholes repairs.
- Availability of funds for various capital projects, including the Town's emergency management center.
- Monitoring changes to federal, State and local grant requirements.



### **Fiscal Year 2013/2014 Primary Objectives:**

- Continue review and inspection of development proposals.
- Implement the Transportation and Surface Drainage On-Going Rehabilitation (TSDOR).
- Implement the Town's floodplain management program based on the newly adopted flood insurance rate maps (FIRM).
- Evaluate adoption of a model floodplain management ordinance meeting federal NFIP requirements.
- Prepare the NPDES Annual Report.
- Evaluate best management practices in conjunction with the coliform bacteria total maximum daily loading (TMDL) in meeting Florida Department of Environmental Protection (FDEP) requirements in compliance with the federal NPDES.
- Solicit a continuing surveying services contract.
- Continue to provide staff liaison to the Infrastructure and Drainage Advisory Board (DIAB) and the Comprehensive Plan Advisory Board (CPAB)
- Complete design, permitting and construction of funded capital improvement projects.
- Seek grant funding for capital improvements.
- Community Services will continue to assist the Town Engineer in implementation of various programs.

### **Personnel Complement:**

	<b>Adopted FY 2013</b>			<b>Proposed FY 2014</b>		
<b>Position Title</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Temp</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Temp</b>
<b>Town Engineer</b>	.5			.5		
<b>Community Services Liaison</b>	1			1		
<b>Administrative Specialist</b>	1			1		
<b>Total</b>	<b>2.5</b>			<b>2.5</b>		

## Comprehensive Planning/Zoning, Engineering CS Department Expenditures

Line Item Prefix: 001-2500-515-:		FY 2011 Actual	FY 2012 Actual	FY 2013 Current Budget	FY 2013 Projected	FY 2014 Proposed
Suffix	Object Description					
12100	Regular Salaries	66,880	139,390	139,600	143,600	155,672
14100	Overtime	-	98	-	-	
21100	Payroll Taxes	4,431	9,943	10,700	10,700	11,909
23100	Life & Health Insurance	3,398	7,909	10,000	10,000	13,200
24100	Workers Compensation	79	250	550	550	550
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>74,788</b>	<b>157,589</b>	<b>160,850</b>	<b>164,850</b>	<b>181,331</b>
34300	Other Contractual Svcs - P&Z Permits	-	124,835	75,000	68,000	75,000
34310	Other Contractual Svcs - P&Z Hearings	-	-	37,000	51,500	40,500
34320	Other Contractual Svcs - P&Z Town	-	24,274	25,000	23,000	10,000
34330	Other Contractual Svcs - P&Z Land Use	-	-	-	-	20,000
49100	Other Current Charges	-	5,000	5,000	1,000	2,500
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>190,139</b>	<b>154,108</b>	<b>142,000</b>	<b>143,500</b>	<b>148,000</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>264,927</b>	<b>311,698</b>	<b>302,850</b>	<b>308,350</b>	<b>329,331</b>

### Major Variance from Current Budget FY 2013 to Projected FY 2013

Code	Amount	Explanation
34300	(\$7,000)	Decrease projected in P&Z Permits
34310	\$14,500	Increase projected in P&Z Hearings

### Major Variance or Highlights of the Departmental Budget - FY 2013 Projected to FY 2014 Proposed

Code	Amount	Explanation
12100	\$12,072	Provision for performance reviews
23100	\$3,200	Increase for Affordable HC Act + transition on employee coverage
34300	\$7,000	Increase in anticipated P&Z Permits
34310	(\$11,000)	Decrease in anticipated P&Z Hearings
34320	(\$13,000)	Decrease due to new account itemization for #34330 (Comp Plan Bd)
34330	\$20,000	Increase new acct itemization part from #34320 for Comp Plan Board

# **Code Enforcement Services Department**

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

The Code Compliance Services Department is managed by a contractual firm consisting of a Code Compliance 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 in a reactive basis such as work without permits, nuisance, overgrown properties and property maintenance. The Department also provides under the Town Council guidance with pro-active enforcement when it comes to bulk and fill issues. The Department's philosophy is to provide as much information as possible to residents and visitors in an effort to educate in matters related to code violation and sections of the code that affect each resident of our Town.

## **Fiscal Year 2012/2013 Accomplishments**

- Collection of outstanding fire fees for the Financial Department via disclosure in the lien search process
- Collection of outstanding lien fees that were due to the Town for violations and corrective action that was undertaken by the Town of Southwest Ranches' contractor
- Sweep and cleanup of main road ways of debris and signs illegally placed

## **Issues:**

- The Code Enforcement Department continues to receive complaints about properties in foreclosure. These properties are often overgrown and present an attractive nuisance to children. As such the Department has implemented a correction process. A contractor provides correction and the fees are collected via the lien process.
- The Code Enforcement Department continues to receive 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. Recently legislation was passed by the Council giving authorization for any residents to remove these signs as they are to be considered trash.
- 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. The Department continues to update this property list.



### **Fiscal Year 2013/2014 Performance Objectives:**

- The Department will continue updating the foreclosure list of properties that are problematic or abandoned. Continue to work with other regulatory agencies in an effort to expedite the process. Continue to provide assistance in correcting these issues via a private contractor and assessing a lien on the property to pay for the undertaking.
- The Department will continue updating the compiled tracking list of Town wide properties which are subject to outstanding liens and/or code compliance. This list will also provide the necessary information to BSO in an effort to monitor the location during night time hours. Schedule properties for foreclosure action by the Town to collect outstanding fines and abate the violations.
- The Department will continue to monitor the service that is being provided to residents by the Waste Collection Company for efficiency and outstanding service. In addition we will continue to identify those locations where the private contractor has damaged the swale area while performing their pick up of bulk, to correct this issue and maintain those areas.
- The Department will continue to pick up snipe signs from the right of way, and identify the repeat violators. Create an information log of the responsible parties and take them thru the process of citation and special magistrate in an effort to curve the amount of snipe signs out on the swale area.

### **Personnel Complement:**

	Adopted FY 2013			Proposed FY 2014		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Administrative Specialist		.5				
Records Clerk				.2		
Total		.5		.2		

## Code Enforcement Department Expenditures

Line Item Prefix: 001-2300-524-:		FY 2011 Actual	FY 2012 Actual	FY 2013 Current Budget	FY 2013 Projected	FY 2014 Proposed
Suffix	Object Description					
12100	Regular Salaries	25,299	22,018	11,000	7,000	6,335
14100	Overtime	-	83	-	-	-
21100	Payroll Taxes	1,935	1,690	859	550	485
23100	Life & Health Insurance	-	-	-	-	1,500
24100	Workers Compensation	79	100	220	220	110
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>27,313</b>	<b>23,891</b>	<b>12,079</b>	<b>7,770</b>	<b>8,430</b>
31010	Professional Services	11,500	5,875	10,000	7,500	10,000
34100	Other Contractual Services	198,443	198,443	200,000	140,000	125,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>209,943</b>	<b>204,318</b>	<b>210,000</b>	<b>147,500</b>	<b>135,000</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>237,256</b>	<b>228,209</b>	<b>222,079</b>	<b>155,270</b>	<b>143,430</b>

### Major Variance from Current Budget FY 2013 to Projected FY 2013

Code	Amount	Explanation
12100	(\$4,000)	Reduction due in Town provided staff hours
31010	(\$2,500)	Reduction due to number of Code cases decline
34100	(\$60,000)	Reduction due to revised contract with CSI

### Major Variance or Highlights of the Departmental Budget - FY 2013 Projected to FY 2014 Proposed

Code	Amount	Explanation
34100	(\$15,000)	Reduction due to full year of new contract with CSI

# **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.

## **Fiscal Year 2013/2014 Performance Objectives:**

- To provide the Town of Southwest Ranches with their "Hometown Police Department" through proactive and responsive enforcement activity that meets the Town's Rural Lifestyle.
  - a. Address and respond to complaints concerning traffic issues and enforcement. Promote roadway safety through sign boards and newsletters.
  - b. Provide training on handling loose farm animals in a safe and humane manner.
  - c. Solicit and identify concerns from residents through association meetings, Town Council meetings and other events held within the Town.
  - d. Ensure community members that their input and concerns regarding their neighborhoods are important through timely response and feedback.
- To provide the highest possible level of police services to the Town of Southwest Ranches in a fiscally efficient manner.
  - a. Ensure that personnel are deployed in a manner that addresses crime trends and calls for service.
  - b. Increase the number of personnel in the contract to provide investigative services and additional patrol capabilities.
  - c. Monitor needs and uses of overtime and expenditures to ensure fiscal responsibility of the budget.

- Provide effective analysis of crime trends and citizen complaints to identify response actions to those trends.
- a. Personnel will monitor reports, calls for service, the Chief's Log, Hot Spot Mapping and BSO database information to identify crime trends within the command.
  - b. Command and Investigative staff will evaluate crime trends to determine effective responses.
  - c. Personnel will develop and monitor operational plans and/or responses to crime trends.



## Public Safety: Police Department Expenditures

Line Item Prefix: 001-3000-521-:		FY 2011 Actual	FY 2012 Actual	FY 2013 Current Budget	FY 2013 Projected	FY 2014 Proposed
Suffix	Object Description					
34100	Other Contractual Svcs-Police	2,125,522	2,109,604	2,100,000	1,991,740	2,200,000
TOTAL	OPERATING EXPENSES	2,125,522	2,109,604	2,100,000	1,991,740	2,200,000
64100	Machinery and Equipment	-	-	50,000	10,000	10,000
TOTAL	CAPITAL OUTLAY	-	-	50,000	10,000	10,000
TOTAL	Department Total	2,125,522	2,109,604	2,150,000	2,001,740	2,210,000

### Major Variance from Current Budget FY 2013 to Projected FY 2013

Code	Amount	Explanation
34100	(\$108,260)	FY 2013 projected lower then original budget

### Major Variance or Highlights of the Departmental Budget - FY 2013 Projected to FY 2014 Proposed

Code	Amount	Explanation
34100	\$208,260	FY 2014 projected Contract adjustment increase (5% FY 13 + 5% FY 14)

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

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

The Town has 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 and animal rescue services.

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 35 to 45 volunteer firefighters; 2). Respond to emergency and non-emergency incidents; 3) Training all firefighters and driver-engineers; 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.

## **FY 2012/2013 Accomplishments:**

- Successfully transitioned our operations from Pembroke Pines Fire Rescue and integrated VFD operations with Davie Fire Rescue.
- Completed all training performance objectives including formalizing the training division.
- Conducted over 2400 hours of practical, hands-on evolution training.
- Added ten new members and three certified fire instructors to our roster as potential replacements
- Assisted Davie, Sunrise and Miramar Fire Rescue with responses to brush fires receiving commendation letters.
- Revised the Department's Standard Operating Guidelines
- Commenced operations as a complete first due response with Engine 82
- Acquired a child trauma kit for our first due response
- Successful fundraising year for the Department
- Formalized our driver engineer and new recruitment training programs with training guides and written performance objectives. Added a Fire Marshall bureau.
- Acquired and restored, from fundraising revenues, a 1975 pumper to be used for additional fundraising purposes.

- Assisted Davie Fire Rescue with fire well testing and surveying.

#### **Issues:**

- It is recommended that additional firefighter/EMT/Medics Volunteers be hired and retained to assure a strong core of fully trained personnel specifically for our Town.
- 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. Additionally, high maintenance costs justify investment in newer vehicles (engine and a spare).
- Volunteer Personal Protective Equipment (PPE) requires updating.
- Urgent need to plan for radios with new TDMA technology before 2017 to be able to continue to communicate with dispatchers and other units.
- Existing need for a permanent concrete or steel building to protect the all responders and to keep them in service within our Town regardless of the weather.
- 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 2013/2014 Performance Objectives:**

- Continue to formalize our apparatus maintenance procedures to maximize preventive maintenance and minimize costs.
- Continue to formalize and increase the training for all members
- Continue to provide community event support to the Town.
- Increase the roster of career personnel to retain trained personnel
- To assist the Town Administrator in issuing a Townwide Fire Operational Study that will provide options (services and respective costs) including the future role of the Volunteers in providing fire and/or EMS services to the Town.

#### **Personnel Complement:**

Position Title	Adopted FY 2013			Proposed FY 2014		
	Full Time	Part Time	Temp	Full Time	Part Time	Temp
<b>Volunteer Fire Chief</b>		1			1	
<b>Assistant Volunteer Fire Chief</b>		1			1	
<b>Total</b>		2			2	



## Public Safety-Fire Administration Expenditures

Line Item Prefix: 001-3100-522-:		FY 2011 Actual	FY 2012 Actual	FY 2013 Current Budget	FY 2013 Projected	FY 2014 Proposed
Suffix	Object Description					
12100	Regular Salaries	3,960	46,800	52,000	52,000	52,000
21100	Payroll Taxes	303	3,580	3,978	3,978	3,978
24100	Workers Compensation	-	-	2,704	2,704	2,704
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>4,263</b>	<b>50,380</b>	<b>58,682</b>	<b>58,682</b>	<b>58,682</b>
31010	Professional Services	-	10,000	5,000	-	41,000
34100	Other Contractual Services-Fire	2,913,820	2,520,000	2,388,000	2,388,000	2,483,520
49100	Other Current Charges	-	-	10,000	10,000	25,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>2,913,820</b>	<b>2,530,000</b>	<b>2,403,000</b>	<b>2,398,000</b>	<b>2,549,520</b>
63120	Improvements other than Building	-	-	25,000	25,000	25,000
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>2,918,083</b>	<b>2,580,380</b>	<b>2,486,682</b>	<b>2,481,682</b>	<b>2,633,202</b>

### Major Variance from Current Budget FY 2013 to Projected FY 2013

Code	Amount	Explanation

### Major Variance or Highlights of the Departmental Budget - FY 2013 Projected to FY 2014 Projected

Code	Amount	Explanation
31010	\$41,000	Increase for fire operational study (40k) + contingency provision (1k)
34100	\$95,520	Increase 4% Contractual Adjustment
49100	\$15,000	Increase for Fire Well Maintenance



## FUNDED

### Town of Southwest Ranches, Florida Capital Improvement Project

<b>Project:</b>	<b>Fire Wells Replacement and Installation</b>						
<b>Priority:</b>	<b>Public Safety - #1</b>			<b>Project Manager:</b>	<b>Fire Chiefs</b>		
<b>Department:</b>	<b>Fire Administration</b>			<b>Division:</b>			
<b>Project Location:</b>	<b>Townwide</b>						
<b>Fiscal Year:</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>Total</b>	<b>Prior Years</b>
<b>Plans and Studies:</b>							
<b>Construction:</b>	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000	\$105,,000
<b>Other :</b>							
<b>TOTAL COST:</b>	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000	\$105,,000
<b>Revenue Source:</b>	<b>FA</b>	<b>FA</b>	<b>FA</b>	<b>FA</b>	<b>FA</b>	<b>FA</b>	<i>GF=\$80,000 FA=\$25,000</i>
<b>Description (Justification and Explanation)</b>							
<p>The Town Council has determined that it is in the best interest of the health, safety and welfare of its residents to provide services for the replacement and installation including drilling of fire protection water wells. Annual funding is permitted and proposed as a new component of the Fire Special Assessment at a cost of approximately \$3,125 - \$5,000 each (for up to 8 wells)</p> <p>There are a limited number of fire hydrants serviced by the City of Sunrise Utilities, but the majority of the Town is dependent on fire wells. The location of such and functionality has an impact on the well being of the residency and an impact on the insurance rating of the municipality. As a municipality, the health safety and welfare of the citizenry is paramount.</p> <p>Historically fire wells may be damaged, test dry or sand infiltrated in which case they must be replaced. "Whether of not your local government has adopted the Uniform Fire Code or recognizes the NFPA standards, they have an impact on your community's fire insurance rating. When your jurisdiction is inspected by the Insurance Services Office, the inspector will use current regulations and standards as a basis for your rating. Ignoring the standards when new development takes place will have a cumulative adverse impact on your community's fire insurance premiums and in some situations can contribute to some liability on the part of the local government agency."</p> <p>Inadequate funding may lead to impaired health safety and welfare of the community, in addition to increases in insurance.</p>							
<b>Annual Impact on Operating Budget</b>							
<b>Personnel:</b>				The current annual operating impact pertaining to all the fire wells are estimated and are also funded as part of the Fire Special Assessment within the "other current charges" account of the Fire Admin department budget			
<b>Operating:</b>	10,000						
<b>Replacement Costs:</b>							
<b>Revenue/Other:</b>							
<b>Total:</b>							

# FUNDED

Town of Southwest Ranches, Florida

## FY 2013/2014 Program Modification

### Townwide Fire Service Operational Study

Department Name	Division Name	Fund	Priority	Fiscal Impact
Public Safety- Fire	Administration	General	1	\$40,000

#### Justification and Description

There have been numerous discussions to determine the long-term direction for the Town's Public Safety - Fire service. To that end, during FY 12/13 the Town Council established a Fire Advisory Board, (FAB), to assist in determining what would be best options for the Town. The FAB unanimously agreed the Town should hire an independent consultant to investigate and research then report on the various options. This operational study would include the long term viability and cost effectiveness of the following, approaches (not all inclusive):

- To retain fire operations as is, utilizing a full service, contracted fire and EMS department along with the Volunteer department.
- To increase the Volunteer department's role including evaluating the possibility of assuming and expanding operations to full service thereby eliminating the need for a contractual fire/EMS service provider.
- To decrease the Volunteer department's role including evaluating the possibility of eliminating any Volunteer support thereby strictly utilizing a contractual fire/EMS service provider.

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

It is necessary to determine the best, most cost effective direction for the Town's fire service. At the end of the 5 year contract with Davie Fire Rescue, the cost will be considerably higher. The existing equipment used by the Volunteer department is old, exceeds NFPA standards, needing replacement.

If Volunteer fire department services are determined to be retained or increased, it will need:

- A newer engine/tanker to replace the current 18 year old 1,000 gallon engine who's maintenance costs have increased substantially each year. The current engine could then be utilized as a spare engine, which the volunteer department does not currently have.
- Handheld radios with the new TDMA technology in order to continue to communicate with dispatchers and other units when this technology goes into effect in approximately 2017.
- A newer brush truck to replace the current brush truck which no longer meets the legal specifications due to being overweight for its chassis. This truck is used within the Town, as well as assisting neighboring cities, towns and the Division of Forestry.
- The volunteers would like to hire a few firefighter/EMT/Medics to assure a strong core of fully trained personnel specifically for our Town.
- Updated Personal Protective Equipment.

#### Required Resources

Line item	Title or Description of request	Cost
001-3100-522-31010	Professional Services: Townwide Fire Service Operational Study	\$40,000

## Public Safety-Volunteer Fire Services Expenditures

Line Item Prefix: 001-3200-522-:		FY 2011 Actual	FY 2012 Actual	FY 2013 Current Budget	FY 2013 Projected	FY 2014 Proposed
Suffix	Object Description					
31010	Professional Services	-	1,180	50,250	50,250	31,600
	Other Contractual Services-VF Svcs	84,448	19,615	-	-	-
41100	Telecommunications	-	-	6,650	6,650	6,650
43100	Electricity	-	3,314	15,000	14,000	14,000
	Maintenance Service/Repair Contracts	669	-	-	-	-
46020	Building Maintenance	-	-	5,950	15,000	12,500
46030	Equipment Maintenance	-	-	2,900	2,900	4,000
46110	Miscellaneous Maintenance	30,215	11,557	16,496	4,000	12,500
46120	Vehicle Maintenance & Repair	-	12,563	17,500	18,890	25,000
49100	Other Current Charges	115,997	60,474	-	-	-
52140	Uniforms	-	1,528	9,950	4,950	5,000
52160	Gasoline	-	6,176	17,500	15,500	17,500
52900	Miscellaneous Operating Supplies	-	33,059	5,750	12,000	12,000
55100	Training & Education	-	-	15,000	8,500	11,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>231,328</b>	<b>149,466</b>	<b>162,946</b>	<b>152,640</b>	<b>151,750</b>
64100	Machinery and Equipment	-	-	8,000	5,000	5,000
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>8,000</b>	<b>5,000</b>	<b>5,000</b>
581-91201	Transfer to Debt Service Fund	-	18,122	18,122	18,122	18,122
581-91102	Transfer to Volunteer Fire Fund	-	252,368	256,000	256,000	255,000
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>-</b>	<b>270,490</b>	<b>274,122</b>	<b>274,122</b>	<b>273,122</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>231,328</b>	<b>419,956</b>	<b>445,068</b>	<b>431,762</b>	<b>429,872</b>

**Town of Southwest Ranches  
Proposed FY 2013/2014  
Fire Assessment Worksheet**

**Sources:**

Fire Administration Department  
Volunteer Fire Service Department  
Volunteer Fire Fund

Expenditures	Total FY 2013-2014 Proposed	General Fund Portion	Fire Assessment Portion
% Allocation per Consultant Study for FR Contractual Services Only		57.70%	42.30%

**Direct Expenses:**

Fire Rescue Contractual Service	\$ 2,483,520	\$ 1,432,991	\$ 1,050,529
Personnel Expenses	58,682	N/A	58,682
Operating Expenses	472,750	N/A	472,750
Non-Operating Debt	18,122	N/A	18,122
Capital Outlay	30,000	N/A	30,000
<b>Sub-Total</b>	<b>\$ 3,063,074</b>	<b>\$ 1,432,991</b>	<b>\$ 1,630,083</b>

**Other Expenses**

Publication & Notification Costs	5,000
Statutory Discount	83,389
Collections Cost	32,701
Fire Assessment Cost Allocation of Townwide Personnel/Contractual Costs	101,604
<b>Total Fire Assessment Expenses</b>	<b>\$ 1,852,777</b>

**Based On Consultant Study**

Property Category	Assess Unit Type	% Effort Allocation	Amount	Total Proposed Rates FY 13/14	Total Assessed Rates FY 12/13	Difference Increase
Residential - 2468 Units	Per Dwelling Unit	62.8912%	1,165,234	472.14	442.51	29.63
Commercial - 331,260 SF	Per Sq.Ft. Bldg Area	15.0283%	278,441	0.84	0.78	0.06
Indust/Warehouse - 115,497 SF	Per Sq.Ft. Bldg Area	9.5818%	177,529	1.54	1.32	0.22
Institutional - 514,598 SF	Per Sq.Ft. Bldg Area	6.2499%	115,797	0.23	0.20	0.03
Vacant/Agricultural - 1,537 Acre	Per Acre	6.2488%	115,776	75.33	51.53	23.80
<b>Total</b>		<b>100%</b>	<b>\$ 1,852,777</b>			



# Town of Southwest Ranches, FL

## Proposed Cost Allocation Plan for 2014 Special Assessments

Townwide Personnel & Contractual Costs *		General Fund Allocation		Solid Waste Assessment Cost Allocation		Fire Assessment Cost Allocation	
Department	Cost	%	Allocation	%	Allocation	%	Allocation
Council	\$ 63,000	87%	\$ 54,810	8%	\$ 5,040	5%	\$ 3,150
Attorney	\$ 455,000	89%	\$ 404,950	8%	\$ 36,400	3%	\$ 13,650
Executive	\$ 294,688	70%	\$ 206,282	18%	\$ 53,044	12%	\$ 35,363
Finance	\$ 197,379	70%	\$ 138,165	15%	\$ 29,607	15%	\$ 29,607
Clerk	\$ 134,029	90%	\$ 120,626	5%	\$ 6,701	5%	\$ 6,701
Building	\$ 155,672	100%	\$ 155,672	0%	\$ -	0%	\$ -
Code	\$ 131,335	50%	\$ 65,668	40%	\$ 52,534	10%	\$ 13,134
PROS	\$ 63,038	100%	\$ 63,038	0%	\$ -	0%	\$ -
<b>Totals</b>	<b>\$ 1,494,141</b>		<b>\$ 1,209,211</b>		<b>\$ 183,326</b>		<b>\$ 101,604</b>

\* Note: Does not include the Public Safety-Fire Admin Department as their personnel cost is already 100% & 0% allocated to the Fire Assessment & Solid Waste Assessment, respectively.

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

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

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

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

The PROS department shares responsibility with the Town Engineer, Community Services and Administrative Services, Executive, and Non-Departmental Departments for services affecting public property. Due to changes in the Town's permit fee schedule, the Department now administers all non-cost-recoverable tree removal permits and inspections.

The department administers funding from Operating, Transportation and Capital improvement accounts; providing services to Council, Staff, and the public.

## **Fiscal Year 2012/2013 Accomplishments**

- Established controversial amendment to Park Policy with no negative repercussions.
- Hosted 9 major and 2 minor parks/forestry/natural resources-related events serving thousands of residents and the general public.
- Secured grant funding and developed improved urban forest canopy inventory and management plan.
- Won the Broward County "Emerald Award" for Sunshine Ranches Equestrian Park for excellence in protecting and preserving our environment by creating and maintaining model an exceptional Florida-friendly landscape.
- Secured the Town's 7<sup>th</sup> year as Tree City USA designation
- Secured the Town's 4<sup>th</sup> year Tree City USA Growth Award
- Secured extension of development deadlines for non-funded acquisition-grant-related improvements at Calusa Corners, Southwest Meadows Sanctuary, and Frontier Trails Parks.

## **Issues:**

- Providing Town wide landscape maintenance to meet resident demands and best management practices in a cost-effective manner.
- Providing sufficient tree canopy maintenance to meet resident expectations.
- Assisting residents and council in accomplishing tree canopy goals while administering non-cost-recoverable tree removal inspections and permitting.

- Managing cases of noncompliance with Town's Tree Preservation and Abuse Ordinance; documenting, appraising and providing mitigation strategies for improperly removed trees as a result of changes to permitting requirements.
- Securing sufficient revenue for development of grant-acquired park properties in accordance with acquisition grant deadlines.

**Fiscal Year 2013/2014 Performance Objectives:**

- Implementation of segments of the capital program, including funded improvements at:
  - a. Country Estates Fishing Hole Park
  - b. Rolling Oaks Passive Open Space Park barn structure
- Identify and obtain funding for non-funded capital improvements at:
  - c. Calusa Corners
  - d. Southwest Meadows Sanctuary
  - e. Frontier Trails Park
- Improvement of Town wide landscaping maintenance program

**Personnel Complement:**

	Adopted FY 2013			Proposed FY 2014		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Parks, Recreation and Open Space Coordinator	1			1		
Total	1			1		

## Parks and Open Spaces Department Expenditures

Line Item Prefix: 001-3600-572-:		FY 2011 Actual	FY 2012 Actual	FY 2013 Current Budget	FY 2013 Projected	FY 2014 Proposed
Suffix	Object Description					
12100	Regular Salaries	50,240	50,577	55,000	58,000	63,038
21100	Payroll Taxes	3,255	3,262	3,900	4,580	4,822
23100	Life & Health Insurance	3,764	4,362	4,200	4,200	7,500
24100	Workers Compensation	79	100	220	220	220
<b>TOTAL</b>	<b>PERSONAL EXPENSES</b>	<b>57,338</b>	<b>58,300</b>	<b>63,320</b>	<b>67,000</b>	<b>75,580</b>
34100	Other Contractual Services	54,361	60,329	79,000	74,329	97,276
40100	Mileage Reimbursement	2,753	3,899	3,300	3,300	1,000
43100	Electricity	7,686	6,971	9,000	6,500	7,000
43110	Water	-	-	1,000	814	1,000
46040	Ground Maintenance-Parks	10,385	10,021	20,000	20,000	18,095
46050	Tree Maintenance/Preservation	3,302	28,000	45,993	25,116	25,116
46060	Lake Maintenance	4,716	8,640	9,000	8,640	8,640
49110	Other Current Charges	107	6,480	-	-	3,000
54100	Subscriptions and Memberships	820	760	760	755	835
54200	Training and Education	-	500	500	868	2,595
55100	Conferences and Seminars	564	500	500	866	2,595
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>84,694</b>	<b>126,101</b>	<b>169,053</b>	<b>141,188</b>	<b>167,152</b>
	Infrastructure	12,999	-	-		
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>12,999</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>155,032</b>	<b>184,401</b>	<b>232,373</b>	<b>208,188</b>	<b>242,732</b>

### Major Variance from Current Budget FY 2013 to Projected FY 2013

Code	Amount	Explanation
34100	\$9,329	Increase for additional maintenance at Fishing Hole Park
46040	(\$14,000)	Decrease to fund 34100 additional maint. At Fishing Hole Park

### Major Variance or Highlights of the Departmental Budget - FY 2013 Projected to FY 2014 Proposed

Code	Amount	Explanation
12100	\$5,038	Provision for performance reviews
23100	\$3,300	Increase for Affordable HC Act + transition on employee coverage
34100	\$22,947	Increase due to additional maint. At FHP and Rolling Oaks Barn
40100	(\$2,300)	Decrease from new utility town truck online
49110	\$3,000	Increase for park supplies



# FUNDED

Town of Southwest Ranches, Florida

## FY 2014 Program Modification

### Fishing Hole Park Maintenance Increase

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	PROS - FH	General	1	\$18,276

#### Justification and Description

This request is for the addition of maintenance at the Country Estates Fishing Hole. Originally requested but not funded in FY 2013, this program modification becomes even more necessary as development of the property continues.

The property currently does not receive maintenance. With the completion of development of portions of the site in FY 2013, at least a portion of this site will be required to be open for public use. Additionally, Council has expressed the desire to develop the trail around the perimeter for public recreation, including equestrian use. This cannot be accomplished safely without ongoing maintenance on the site. Additionally, any value of remaining nursery stock will continue to decline as overgrowth continues to outpace planted stock. Currently, large portions of the site are impassable and this situation will worsen when annual rainfall increases.

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 \$1523 per maintenance visit.

If not funded, without maintenance on site, the public recreational areas cannot be opened for public use and the Town will be in violation of our grants. Additionally, value of any remaining sellable material will decrease. As overgrowth continues to increase over time, greater maintenance or clearing costs will result.

#### **Required Resources**

Line item	Title or Description of request	Cost
001-3600-572-34100	Other Contractual Services, with increased LOS	\$18,276

## **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 2014, 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: 001-3900-:		FY 2011 Actual	FY 2012 Actual	FY 2013 Current Budget	FY 2013 Projected	FY 2014 Proposed
Suffix	Object description					
519-25100	Unemployment Compensation	12,659	3,594	5,000	-	5,000
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>12,659</b>	<b>3,594</b>	<b>5,000</b>	<b>-</b>	<b>5,000</b>
519-34100	Other Contractual Services	39,499	44,497	43,000	38,000	42,000
519-41100	Telecommunications	13,544	17,291	20,000	25,000	20,000
519-42100	Postage	13,809	17,647	15,750	18,000	18,000
519-43100	Electricity	16,461	23,615	30,000	25,000	27,500
519-44020	Building Rental/Leasing	38,351	21,909	7,500	5,000	5,000
519-45100	Property and Liability Insurance	96,286	89,404	107,809	96,873	102,500
519-46010	Maintenance Service/Repair Contracts	5,608	20,222	12,500	12,500	13,000
519-46020	Building Maintenance	8,975	12,603	17,000	17,000	17,000
519-46030	Equipment Maintenance	61,551	69,746	75,000	75,000	21,600
519-46500	Software Maintenance	7,039	18,159	11,000	11,000	22,000
519-46110	Miscellaneous Maintenance & Repair	4,932	8,844	10,000	8,500	10,000
519-49100	Other Current Charges	2,590	10	9,600	9,000	1,000
519-51100	Office Supplies	21,120	27,041	25,000	25,000	25,000
519-52160	Gasoline	-	-	-	4,388	7,500
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>329,765</b>	<b>370,988</b>	<b>384,159</b>	<b>370,261</b>	<b>332,100</b>
519-63300	Infrastructure - Entranceway Signage	-	-	-	10,000	-
519-64100	Machinery and Equipment	7,240	12,152	110,469	102,000	18,000
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>7,240</b>	<b>12,152</b>	<b>110,469</b>	<b>112,000</b>	<b>18,000</b>
581-91201	Transfers to Debt Service Fund	400,000	635,000	717,816	717,816	716,487
581-91301	Transfers to Capital Projects Fund	117,576	210,000	137,497	137,497	174,934
581-91101	Transfers to Transportation Fund	181,200	-	113,500	113,500	208,472
519-99100	Contingency/Reserve-Operating	-	-	75,924	75,924	22,896
519-99100	Contingency/Reserve -IT Replenishmnt	-	-	-	-	26,413
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>698,776</b>	<b>845,000</b>	<b>1,044,737</b>	<b>1,044,737</b>	<b>1,149,202</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>1,048,439</b>	<b>1,231,735</b>	<b>1,544,365</b>	<b>1,526,998</b>	<b>1,504,302</b>

### Major Variance from Current Budget FY 2013 to Projected FY 2013

Code	Amount	Explanation
41100	\$5,000	Increase due to old phone system repairs
43100	(\$5,000)	Decrease due to lower then expected billing
52160	\$4,388	Increase due to fuel cost for new Town Hall generator

### Major Variance or Highlights of the Departmental Budget - FY 2013 Projected to FY 2014 Proposed

Code	Amount	Explanation
46030	(\$3,400)	Decrease due to change in IT provider services
46500	11,000	Increase needed for IT restructure to town software licenses
49100	(8,000)	reduction in Town Hall paver program in FY 2014
52160	3,112	Increase for fuel cost for new townwide vehicle
91201	75,816	To cover FY 2014 debt service loan amortization payments
91301	37,437	Increase in transfer to Capital Projects Fund
91101	94,972	Increase in transfer to Transportation Fund
99100	26,413	Increase to replenish GF reserve for IT investment over 3 years

# FUNDED

Town of Southwest Ranches, Florida

## FY 2014 Program Modification

### Town Hall A/C Replacement

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Executive-General Services	General	1	\$13,000

#### 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 were eleven (11) aging central air units servicing the Town Hall complex. It is anticipated that up to three (3) will be replaced in FY 12/13 leaving eight (8) units that remain to be replaced. There is a possibility that two to four of these units may fail at any time since they all vary in age. The requested funding is for replacement of up to two compressor(s) in FY 13/14 only in an event of failure or near failure.

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

#### Required Resources

Line item	Title or Description of request	
001-3900-519-64100	Town Hall A/C Replacement	\$13,000



## Capital Projects Fund

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

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

Expenditures for this fund are not generally restricted. Provided that the project adopted meets the above qualifications, and appropriations are approved 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 2014

### FY 2013 Estimated

FY 2013 Projected Revenues	1,256,526
Estimated Expenditures & Encumbrances	<u>(828,193)</u>
Estimated FY 2013 Year End Difference	<u><u>428,333</u></u>

### Projected Assigned & Committed Fund Balance

Audited Assigned&Committed Fund Balance 9/30/2012	504,621
Estimated FY 2013 Year End Difference	428,333
Appropriated Fund Balance FY 2013	<u>(366,964)</u>
Projected Assigned&Committed Fund Balance 9/30/2013	<u>565,990</u>
Appropriated Fund Balance FY 2014	<u>(465,335)</u>
Projected Assigned&Committed Fund Balance 9/30/2014	<u><u>100,655</u></u>

### FY 2014 Budget Summary

#### Projected Revenues

Interest Income	-
Grant Reimbursements	107,770
Interfund Transfers	174,934
Appropriated Fund Balance	<u>465,335</u>
<b>Total Revenue</b>	<u><u>748,039</u></u>

#### Proposed Expenditures

Operating Items	-
Capital Outlay	<u>748,039</u>
<b>Total Expenditures</b>	<u><u>748,039</u></u>

## Capital Projects Fund Revenues

Line Item		FY 2011 Actual	FY 2012 Actual	FY 2013 Current Budget	FY 2013 Projected	FY 2014 Proposed
<b>301-0000-:</b>						
361-36110	Interest Earnings	4,500	1,039	-	-	-
331-33120	U.S. Public Safety Grant (DOJ+other)	55,500	171,281	284,500	284,500	25,000
337-33770	Local Government Grant-Culture/Recreation	-	-	135,000	127,230	82,770
366-36610	Contributions-Private Sources & Donations	-	-	-	25,000	-
381-38101	Transfer from General Fund	117,576	210,000	137,497	137,497	174,934
381-38120	Transfer from Debt Service	400,000	150,000	-	-	-
384-38400	Loan Proceeds-Series 2013	-	-	-	315,335	-
399-39900	Appropriated Fund Balance	-	-	366,964	366,964	465,335
<b>TOTAL</b>	<b>Miscellaneous Revenues</b>	<b>577,576</b>	<b>532,321</b>	<b>923,961</b>	<b>1,256,526</b>	<b>748,039</b>
<b>TOTAL</b>		<b>577,576</b>	<b>532,321</b>	<b>923,961</b>	<b>1,256,526</b>	<b>748,039</b>

## Capital Projects Fund Expenditures

Line Item Prefix: 301-5300-:		FY 2011 Actual	FY 2012 Actual	FY 2013 Current Budget	FY 2013 Projected	FY 2014 Proposed
537-46100	Repair and Maintenance-Tree Preservation	-	13,000	-	-	-
537-46150	Repair and Maintenance- Urban Tree Pruning	4,305	1,000	-	-	-
539-49100	Other Current Charges				25,000	-
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>4,305</b>	<b>14,000</b>	<b>-</b>	<b>25,000</b>	<b>-</b>
572-62120	Buildings-Rolling Oaks Barn	86,025	3,130	110,768	-	356,001
539-62140	Buildings-Town Hall/Public Safety	365,090	148,915	129,750	129,750	50,000
539-6310	Infrastructure-General	10,291	-	-	-	-
539-6312	Infrastructure-Fire Wells	-	14,700	-	-	-
539-6314	Infrastructure-Southwest Meadows	-	2,000	-	-	-
539-6316	Infrastructure-Calusa Corners	-	2,000	-	-	-
572-63200	Infrastructure-Fishing Hole Park	13,556	19,041	398,943	388,943	289,363
521-64100	Machinery and Equip-Law Enforcement	58,800	158,536	159,500	159,500	25,000
525-64100	Machinery and Equip-Emergency Svcs	-	-	125,000	125,000	-
539-64100	Machinery and Equip-General	-	-	-	-	27,675
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>533,763</b>	<b>348,322</b>	<b>923,961</b>	<b>803,193</b>	<b>748,039</b>
<b>TOTAL</b>	<b>CAPITAL PROJECTS FUND</b>	<b>538,068</b>	<b>362,322</b>	<b>923,961</b>	<b>828,193</b>	<b>748,039</b>



**FUNDED**

Town of Southwest Ranches Capital Improvement Project							
Project	Fishing Hole Park at Country Estates						
Priority	PROS #1			Project Manager	December Lauretano-Haines		
Department	Parks Recreation and Open Space			Division	N/A		
Project Location	Fishing Hole Park - 16 acres at 18900 Griffin Road						
Fiscal Year	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47,043
Engineering, Architecture & Permitting	\$ 3,250	\$ 4,000	\$ -	\$ -	\$ -	\$ 7,250	\$ 418,468
Land Acquisition/Site preparation	\$ 14,440	\$ 27,714	\$ -	\$ -	\$ -	\$ 42,154	\$ 2,158,415
Construction	\$ 162,950	\$ 133,770	\$ -	\$ -	\$ -	\$ 296,720	\$ 307,558
Equipment/Furnishings	\$ 83,723	\$ 19,000	\$ -	\$ -	\$ -	\$ 102,723	\$ 23,000
Other (Wetlands)	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -
TOTAL COST:	\$ 289,363	\$ 184,484	\$ -	\$ -	\$ -	\$ 473,847	\$ 2,954,484
Revenue Source	GF Tfr=\$97,259 G=\$82,770 CIP-FB=109,334	NF				GF Tfr=\$97,259 G=\$82,770 CIP-FB=109,334 NF=\$184,484	G=\$2,195,915 CIP-FB & GF Tfr =\$758,569
Description (Justification and Explanation)							
<p>The Recreation, Forestry, and Natural Resources Advisory Board has identified completion of portions of Fishing Hole Park development (including equestrian amenities planned but not funded in the management plan) as their top priority for Fiscal Year 2014.</p> <p>Acquisition and development of the Fishing Hole site fulfills objectives and policies of the Town's Comprehensive Plan and promotes primary goals of the Town's Charter. The Town's parks system is designed to meet Comprehensive plan standards, including: developing increased water storage and urban stormwater runoff filtering capacity; providing community parks for residents; promoting and preserving environmental and public recreational areas; providing public access to water bodies and open space areas; constructing and linking multi-use Greenway recreational trails throughout the Town.</p> <p>Acquisition was supported by two matching grant sources: Florida Communities Trust and Broward County Land Preservation Open Space grants. The Town's obligation is to develop the recreational amenities identified in the Grant Management Plan. Development of portions of this site is currently supported by four Broward County grants totaling \$395,000. Three 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.</p> <p>Commitments for development at the Fishing Hole include playground, restroom, open space play fields, picnic and environmental education pavilion, pond, fishing pier, multi-use trail, improved wetlands, parking, and landscaping. Significant portions of development will be completed in Fiscal Year 2013/2014. Extensions of timelines for development will be requested and approval is anticipated. Outside of grant commitments, the community has also identified equestrian amenities as development priorities for this site. Estimated costs for equestrian amenities to be constructed in FY 2015 are included but not currently funded.</p>							
Annual Impact on Operating Budget							
Personnel	\$ 7,500		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.				
Operating	\$ 36,000						
Replacement Cost	Year: 2035	\$ 16,000					
Revenue/Other	\$ -						
Total	\$ 59,500						

# FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Rolling Oaks Passive Open Space & Barn						
Priority	PROS #2			Project Manager	December Lauretano-Haines		
Department	Parks Recreation and Open Space			Division	N/A		
Project Location	46-Acre Rolling Oaks Park at 17630 SW 56 Street						
Fiscal Year	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Total	Prior Years
Plans and Studies	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ 74,000
Engineering, Architecture & Permitting	\$ 42,847	\$ -	\$ -	\$ -	\$ -	\$ 42,847	\$ 297,808
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ 8,000	\$ -	\$ 8,000	\$ 2,836,350
Construction	\$ 251,614	\$ 25,000	\$ 10,000	\$ 26,500	\$ -	\$ 313,114	\$ 332,805
Equipment/Furnishings	\$ 55,540	\$ -	\$ -	\$ 26,500	\$ -	\$ 82,040	\$ 13,000
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 356,001	\$ 25,000	\$ 10,000	\$ 61,000	\$ -	\$ 452,001	\$ 3,553,963
Revenue Source	CIB-FB=\$356,001	NF	NF	NF		CIB-FB=\$356,001 NF=\$87,000	G=\$2,625,000 CIP-FB=\$928,963
Description (Justification and Explanation)							
<p>The Recreation, Forestry, and Natural Resources Advisory Board has identified completion of portions of Rolling Oaks Park development (renovation/repurposing of the Barn planned but not committed to in the management plan) as their second priority for Fiscal Year 2014.</p> <p>Acquisition and development of the Rolling Oaks site fulfills objectives and policies of the Town's Comprehensive Plan and promotes primary goals of the Town's Charter. The Town's parks system is designed to meet Comprehensive plan standards, including: developing increased water storage and runoff filtering; providing community parks for residents; promoting and preserving A35 environmental and public recreational areas; providing public access to water bodies and open space areas; constructing and linking multi-use greenway recreational trails throughout the Town.</p> <p>Acquisition was supported by two matching grant sources: Florida Recreation Development Assistance Program (FRDAP) and Broward County Land Preservation Bond Open Space (BCLPB-OS) grants. The Town's obligation is to develop the recreational amenities identified in the Grant Management Plan. 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. Development of this site is not currently supported by grants, however, the PROS Department has been able to make progress in fulfilling grant obligations that were not related to CIP projects, including planting and establishment of native trees and landscaping on the site.</p> <p>All FRDAP and most BCLPB-OS commitments for development at the Rolling Oaks site have largely been satisfied. Developments include fitness trail, nature education, passive recreational open space, freshwater fishing, parking, multi-use trail, and native landscaping. Development in 2014 will include design/build renovation/re-purposing of the site's existing barn structure for human recreational use, which has been deferred in multiple Fiscal Year cycles. Development during Fiscal Year 15, 16, and 17 will include archaeological preservation and education, improvement of existing wetlands and restoration of existing windmill. Additionally, the community will likely seek approval for a playground to be constructed on site in the future.</p>							
Annual Impact on Operating Budget							
Personnel	\$ 4,000		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.				
Operating	\$ 26,000						
Replacement Cost	Year: 2031	\$ 35,000					
Revenue/Other	\$ -						
Total	\$ 65,000						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Project	Townwide/PROS Utility Vehicle Acquisition						
Priority	TOWNWIDE #1			Project Manager	December Lauretano-Haines		
Department	Townwide/PROS			Division	N/A		
Project Location	Town Hall						
Fiscal Year	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Total	Prior Years
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment/Furnishings	\$ 26,900	\$ -	\$ -	\$ -	\$ -	\$ 26,900	\$ -
Other (installation of amber safety light)	\$ 775	\$ -	\$ -	\$ -	\$ -	\$ 775	\$ -
TOTAL COST:	\$ 27,675	\$ -	\$ -	\$ -	\$ -	\$ 27,675	\$ -
Revenue Source	GF Tfr					GF Tfr	
<b>Description (Justification and Explanation)</b>							
<p>Currently, staff's personal pick-up truck is utilized to perform all PROS and multiple department on and off-road transportation and towing of equipment, materials, supplies, and personnel in the course of daily work and routine property inspections and maintenance. At 13 years old with over 150,000 miles, staff's personal vehicle is at the end of its life and will no longer be suitable for Town use. Additionally, Staff is unable to replace the vehicle with a comparable one that can be effectively utilized for the Town's daily parks and property operational needs.</p> <p>This vehicle will be used primarily by PROS staff, with additional use permitted by other personnel to carry out essential Town functions including engineering, solid waste, maintenance and other inspections. It is intended that this vehicle be parked overnight at Town Hall.</p> <p>Total costs include purchase price and other costs for purchase and mounting of safety lighting not available as standard equipment from factory. Purchase price is based upon a fleet-ordered vehicle with state governmental price concessions. Specifications are similar to existing Staff vehicle, including standard 3.7 liter V6 engine, automatic transmission, and vinyl interior. Additional features include tow package with trailer brake controls, limited slip differential and 4 wheel drive necessary for certain field work, power window, lock, and mirror controls, and includes a 5-year/100,000-mile, bumper-to-bumper extended warranty.</p>							
<b>Annual Impact on Operating Budget</b>							
Personnel			Routine maintenance costs are estimated at \$500. Fuel is estimated at \$96 per week x 52. Insurance per Florida League of Cities.				
Operating	\$ 5,500						
Replacement Cost							
Revenue/Other	\$ -						
Total	\$ 5,500						



**FUNDED**

Town of Southwest Ranches							
Capital Improvement Project							
Project	Town Hall Roof Replacement						
Priority	Townwide #2			Project Manager	Willie Nabong, Town Engineer		
Department	Public Works			Division	Engineering		
Project Location	Town Hall Complex: 13400 Griffin Road						
Fiscal Year	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 50,000	\$ 50,000	\$ 50,000			\$ 150,000	\$ -
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Easement documentation & recording)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ 150,000	\$ -
Revenue Source	GF Trf	GF Trf	GF Trf			GF Trf	
<b>Description (Justification and Explanation)</b>							
<p>Townwide operations including public safety occupy the Town Hall Complex building located at 13400 Griffin Road since October 2011. Prior to occupancy, the Town hired IBI Group to complete a building inspection report. Inspectors determined the asphalt shingle roof was in fair to good condition but there were signs that roofing repairs had been performed to repair leaks and prior wind damage. The 2010 building inspection report stated this type of roof, originally constructed in 1998, has a typical warranty life of approximately 13-15 years. Therefore, based on life expectancy it should be replaced between 2011 to an upper limit range of 2013 (1 – 3 years of the report).</p> <p>Accordingly, during pre-occupancy renovations, the Town Council decided to defer the replacement of the roof from the scope of work. Instead, the building was hardened by strengthening the roof trusses, installing accordion hurricane shutters, and most recently installing a permanent generator.</p> <p>The Town needs to harden Town Hall to provide emergency police services that are rated to withstand the impact and effects of a major hurricane. Staff realizes that communities that cannot rely on their own critical infrastructure are extremely vulnerable to disasters. Incorporating mitigation measures in our Town Hall and Police Department is crucial for minimizing the disruption of our critical operations, enhancing our resistance to damage, and our ability to function without interruption during and in the aftermath of hazard events.</p> <p>The Town has received estimates for two types of roofing. An asphalt shingle roof replacement with dimensional or architectural shingles and a back metal canopy, similar to the existing roof, is \$75,000. A metal standing seam roof with a hurricane category 5 rating and a back metal canopy is \$150,000. Both estimates include new energy efficient insulation. Staff is proposing to establish and fund a roof reserve, over three (3) fiscal years at 50k per year, for the metal version to be installed on or before the June 1, 2016 hurricane season.</p>							
<b>Annual Impact on Operating Budget</b>							
Personnel	\$ -		Estimated annual based on 15 year service life (\$150,000/15).				
Operating	\$ -						
Replacement Cost	Year: fifteen	\$ 10,000					
Revenue/Other	\$ -						
Total	\$ 10,000						



## **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 2014

#### FY 2013 Estimated

Estimated Debt Service Revenue	770,938
Estimated Expenditures & Encumbrances	<u>(770,938)</u>
Estimated FY 2013 Year End Difference	<u><u>0</u></u>

#### FY 2014 Projected Assigned Fund Balance

Audited Assigned Fund Balance 9/30/2012	37,548
Estimated FY 2013 Year End Difference	0
Appropriated Assigned Fund Balance for FY 2013	<u>(35,000)</u>
Projected Assigned Fund Balance 9/30/2013	<u>2,548</u>
Appropriated Assigned Fund Balance for FY 2014	-
Projected Assigned Fund Balance 9/30/2014	<u><u>2,548</u></u>

#### FY 2014 Budget Summary

##### Projected Revenues

Interest Earnings	-
Transfer from General Fund	734,609
Appropriated Assigned Fund Balance	-
<b>Total Revenues</b>	<u><u>734,609</u></u>

##### Proposed Expenditures

Debt Service	734,609
Non-Operating Expenses	-
<b>Total Expenditures</b>	<u><u>734,609</u></u>

## Debt Service Fund Revenues

Line Item: 201-0000:		FY 2011 Actual	FY 2012 Actual	FY 2013 Current Budget	FY 2013 Projected	FY 2014 Proposed
	Interest Earnings	1,500	775	-	-	-
381-38101	Transfer from General Fund	400,000	653,122	735,938	735,938	734,609
399-39900	Appropriated Assigned Fund Balance	-	-	35,000	35,000	-
<b>TOTAL</b>	<b>Miscellaneous Revenues</b>	<b>401,500</b>	<b>653,897</b>	<b>770,938</b>	<b>770,938</b>	<b>734,609</b>
<b>TOTAL</b>	<b>DEBT SERVICE FUND</b>	<b>401,500</b>	<b>653,897</b>	<b>770,938</b>	<b>770,938</b>	<b>734,609</b>

## Debt Service Fund Expenditures

Line Item Prefix: 201-5200-517:		FY 2011 Actual	FY 2012 Actual	FY 2013 Current Budget	FY 2013 Projected	FY 2014 Proposed
Suffix	Object Description					
71100	Principal	110,000	332,506	428,026	428,026	498,933
72100	Interest	233,343	263,986	295,912	295,912	220,676
73100	Other Debt Service Costs	22,121	38,106	47,000	47,000	15,000
<b>TOTAL</b>	<b>DEBT SERVICE</b>	<b>365,464</b>	<b>634,598</b>	<b>770,938</b>	<b>770,938</b>	<b>734,609</b>
	Transfer to Capital Projects Fund	400,000	150,000	-	-	-
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>400,000</b>	<b>150,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL</b>	<b>DEBT SERVICE FUND</b>	<b>765,464</b>	<b>784,598</b>	<b>770,938</b>	<b>770,938</b>	<b>734,609</b>

### Major Variance from Current Budget FY 2013 to Projected FY 2013

Code	Amount	Explanation

### Major Variance or Highlights of the Departmental Budget - FY 2013 Projected to FY 2014 Proposed

Code	Amount	Explanation
71100	\$70,907	Increase due to refinance (partial) of Series 2001A bonds
72100	(\$75,236)	Reduction due to refinance (partial) of Series 2001A bonds
73100	(32,000)	Reduction due to elimination of 4.5 million line of credit renewal expense

### Debt Service Disclosure

Description/Type	Total P & I FY 2015 & Thereafter	Total P & I FY 2012 Actual	Total P & I FY 2013 Projected	Total P & I FY 2014 Proposed
FMLC Bond Series 2001A-PROS	2,881,500	323,075	322,326	82,000
TD Bk Series 2013-Refund/Improvement Rev Bds	2,846,350	N/A	N/A	235,997
TD Bk - New Town Hall Refinance	2,077,289	214,892	286,523	286,523
CBB Road Paving/Drainage Loan	728,221	40,403	96,967	96,967
Pierce Pumper Cap Lease	18,122	18,122	18,122	18,122
Other Debt Service Costs	-	38,106	47,000	15,000
<b>Total Debt Service</b>	<b>\$ 8,551,482</b>	<b>\$ 634,598</b>	<b>\$ 770,938</b>	<b>\$ 734,609</b>





## Special Revenue Funds

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

These funds are governmental in nature but have revenues which 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.

**FY 2013-2014**

# Transportation Fund

## Services, Functions, and Activities:

The Transportation Fund, 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, traffic control signage, guardrails, pavement striping, rights-of-way, and traffic calming.
- Maintains Town stormwater systems and tertiary drainage including roadside swales and ditches, drainage pipes, headwalls, and catch basins.
- Completes construction of funded capital improvement projects including drainage projects and resurfacing projects.
- Maintains records, develops construction specifications and 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.
- Staff assures optimum contractual activity in the maintenance of all Town facilities and infrastructure under Public Works.
- Coordinates all facets of the municipal separate storm sewer system (MS4) under the federal National Pollutant Discharge Elimination System (NPDES) program. Administers the Town's National Pollution Discharge Elimination System (NPDES) under the MS4 program. Fulfills the requirements and complete necessary documents for the annual report.
- Administers the Town's participation in the National Flood Insurance Program (NFIP).
- Provides staffs liaison to the Drainage and Infrastructure Advisory Board.

## Fiscal Year 2012/2013 Accomplishments:

- Resurfaced the following streets:
  - ✓ SW 166<sup>th</sup> Avenue from Stirling Road to SW 66<sup>th</sup> Street;
  - ✓ SW 59<sup>th</sup> Court from SW 166<sup>th</sup> Avenue to west dead end.
- Completed the following drainage improvements:
  - ✓ Construction of catch basins and drainage pipe outfall at SW 166<sup>th</sup> Avenue to canal.
  - ✓ Construction of catch basins and drainage pipe outfall at SW 63<sup>rd</sup> Manor and SW 172<sup>nd</sup> Avenue intersection to canal.

- ✓ Construction of catch basins and drainage pipe outfall at SW 210<sup>th</sup> Terrace and SW 54<sup>th</sup> Place to canal.
- Completed inventory and a list of Town streets.
- (Completed construction of guardrails at SW 130<sup>th</sup> Avenue and SW 56<sup>th</sup> Street intersection.)
- (Completed construction of the modification to the Drainage Culvert at SW 130<sup>th</sup> Avenue and SW 52<sup>nd</sup> Street.)
- (Completed the bidding process and execution of the continuing contract for fire protection wells and maintenance.)
- Contracted streets, drainage and traffic sign maintenance.
- Completed construction of Fishing Hole Park parking lot.
- Completed guardrails along Old Stirling Road between SW 195<sup>th</sup> Terrace and SW 196<sup>th</sup> Lane.
- Prepared and submitted to the Florida Department of Environmental Protection (FDEP) the Town's NPDES Annual Report.

#### **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.
- Roads condition and drainage facilities inventory is not available for asset management.

#### **Fiscal Year 2013/2014 Performance Objectives:**

- Prepare a phased drainage inventory.
- Solicit streets and roadside swale conditions assessment
- Prepare a signs inventory with GPS location.
- Complete construction of funded capital improvement projects.
- Continue to provide liaison assistance to the Drainage and Infrastructure Advisory Board.

**Personnel Complement:**

	Adopted FY 2013			Proposed FY 2014		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Engineer	.5			.5		
Total	.5			.5		



# Municipal Transportation Fund Summary

## Fiscal Year 2014

### FY 2013 Estimated

Estimated Transportation Revenue	606,606
Estimated Expenditures & Encumbrances	<u>(570,137)</u>
Estimated FY 2013 Year End Difference	<u><u>36,469</u></u>

### FY 2014 Projected Restricted Fund Balance

Audited Restricted Fund Balance 9/30/2012	517,455
Estimated FY 2013 Year End Difference	36,469
Appropriated Restricted Fund Balance FY 2013	<u>(323,195)</u>
Projected Restricted Fund Balance 9/30/2013	<u>230,729</u>
Appropriated Restricted Fund Balance FY 2014	<u>(177,000)</u>
Projected Restricted Fund Balance 9/30/2014	<u><u>53,729</u></u>

### FY 2013 Budget Summary

#### Projected Revenues

Intergovernmental Revenues	156,750
Interest Earnings	250
Transfer From General Fund	208,472
Appropriated Restricted Fund Balance	<u>177,000</u>
<b>Total Revenues</b>	<u><b>542,472</b></u>

#### Proposed Expenditures

Personnel Costs	56,585
Operating Items	300,887
Capital Outlay	185,000
Non-Operating Costs	<u>-</u>
<b>Total Expenditures</b>	<u><b>542,472</b></u>

## MUNICIPAL TRANSPORTATION REVENUES

Line Item Prefix: 101-5100-:		FY 2011 Actual	FY 2012 Actual	FY 2013 Current Budget	FY 2013 Projected	FY 2014 Proposed
312-31241	First Local Option Gas Tax (.06)	87,282	73,215	75,000	72,000	70,000
312-31242	Second Local Option Gas Tax (.03)	63,122	52,945	54,100	52,000	50,500
335-33512	State Revenue Share-Gas Tax (.08)	52,512	43,794	32,226	40,000	36,250
	Broward County - Griffin Road Maint	86,587	-	-	-	-
337-33740	Broward County - CBWCD	-	-	-	5,661	-
	Grants	96,606	40,508	-	-	-
<b>TOTAL</b>	<b>Intergovernmental Revenues</b>	<b>386,109</b>	<b>210,462</b>	<b>161,326</b>	<b>169,661</b>	<b>156,750</b>
	Loan Proceeds	-	360,860	-	-	-
381-38101	Transfer From General Fund	181,200	-	113,500	113,500	208,472
361-36110	Interest Earnings	14,391	1,822	2,500	250	250
399-39900	Reappropriated Restricted Fd Bal	-	359,303	323,195	323,195	177,000
<b>TOTAL</b>	<b>Miscellaneous Revenues</b>	<b>195,591</b>	<b>721,985</b>	<b>439,195</b>	<b>436,945</b>	<b>385,722</b>
<b>TOTAL</b>		<b>581,700</b>	<b>932,448</b>	<b>600,521</b>	<b>606,606</b>	<b>542,472</b>

## Municipal Transportation Fund Expenditures

Line Item Prefix: 101-5100-541:		FY 2011 Actual	FY 2012 Actual	FY 2013 Current Budget	FY 2013 Projected	FY 2014 Proposed
12100	Regular Salaries	113,742	46,486	47,500	47,500	48,925
21100	Payroll Taxes	9,753	3,621	3,700	3,700	3,800
23100	Life & Health Insurance	-	-	2,500	-	3,750
24100	Workers Compensation	150	100	110	110	110
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>123,644</b>	<b>50,207</b>	<b>53,810</b>	<b>51,310</b>	<b>56,585</b>
31010	Professional Services/Studies/Surveys	3,755	2,436	28,000	23,000	115,500
	Other Contractual Services	16,000	-	-	-	-
40100	Mileage Reimbursement	-	767	1,000	1,000	1,000
46010	Maintenance Service/Repair Contracts	65,594	55,668	65,000	65,000	65,000
49100	Other Current Charges	-	829	2,922	2,500	6,800
53100	Road Materials-Gen. &/or Emergencies	42,611	55,389	40,000	40,000	40,000
53110	Road Materials-Griffin Road Maintenance	41,347	45,400	62,587	62,587	62,587
53200	Traffic Signs	10,732	12,435	10,000	7,500	10,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>180,039</b>	<b>172,924</b>	<b>209,509</b>	<b>201,587</b>	<b>300,887</b>
63260	Infrastructure - Drainage	220,993	101,662	100,000	95,000	100,000
63280	Infrastructure - Roadway Paving	8,103	382,601	142,202	139,490	-
63300	Infrastructure - TW Entranceway Signage	-	-	-	-	15,000
63320	Infrastructure - Guard Rails	-	44,474	30,000	30,000	30,000
63340	Infrastructure - Roadway Improvements	-	-	15,000	12,750	-
63360	Infrastructure - Striping/Markers	-	-	50,000	40,000	40,000
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>229,096</b>	<b>528,737</b>	<b>337,202</b>	<b>317,240</b>	<b>185,000</b>
	Contingency/Reserve	-	-	-	-	-
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL</b>	<b>TRANSPORTATION FUND</b>	<b>532,779</b>	<b>751,868</b>	<b>600,521</b>	<b>570,137</b>	<b>542,472</b>

### Major Variance from Current Budget FY 2013 to Projected FY 2013

Code	Amount	Explanation

### Major Variance or Highlights of the Departmental Budget - FY 2013 Projected to FY 2014 Proposed

Code	Amount	Explanation
31010	84,500	Net increase due to new NPDES + TISDOR Program Mods
63280	(139,490)	Future funding pending long-term TISDOR program development
63300	15,000	Per New Rual Public Arts Board CIP
63340	(12,750)	Future funding pending long-term TISDOR program development

# FUNDED

Town of Southwest Ranches																									
Capital Improvement Project																									
Project	Guardrails Installation Project																								
Priority	Trans #1			Project Manager	Willie Nabong, Town Engineer																				
Department	Public Works			Division	Engineering																				
Project Location	Various locations in Town limits.																								
Fiscal Year	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Total	Prior Years																		
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																			
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																			
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																			
Construction	\$ 30,000	\$ 178,000	\$ 135,000	\$ 135,000	\$ -	\$ 478,000	\$ 30,000																		
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																			
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																			
TOTAL COST:	\$ 30,000	\$ 178,000	\$ 135,000	\$ 135,000	\$ -	\$ 478,000	\$ 30,000																		
Revenue Source	GAS / TFB	NF	NF	NF			GAS / TFB																		
Description (Justification and Explanation)																									
<p>The Town desires to provide and maintain an acceptable level of safe roadway networks by identifying, prioritizing and installing guardrails. The Town's Drainage &amp; Infrastructure Advisory Board (DIAB) has approved a list of guardrails projects. The list of guardrails installation projects includes:</p> <table border="0"> <tr> <td>* Stirling Road, Phase I, south side, from Hancock Road to Holatee Trail, 293 LF(7/7/11)</td> <td>\$ 30,000</td> <td>FY 2014</td> </tr> <tr> <td>* Stirling Road, Phase I, south side, from Hancock Road to Holatee Trail, 421 LF(7/7/11)</td> <td>\$ 43,000</td> <td>FY 2015</td> </tr> <tr> <td>* Stirling Road, Phase II, south side, from Hancock Road to Holatee Trail, 1320 LF(7/7/11)</td> <td>\$ 135,000</td> <td>FY 2015</td> </tr> <tr> <td>* Stirling Road, Phase I, south side, from Holatee Trail to Melaleuca Dr, 1320 LF</td> <td>\$ 135,000</td> <td>FY 2016</td> </tr> <tr> <td>* Stirling Road, Phase II, south side, from Holatee Trail to Melaleuca Dr, 1320 LF</td> <td>\$ 135,000</td> <td>FY 2017</td> </tr> <tr> <td><b>TOTAL COST:</b></td> <td><u>\$ 478,000</u></td> <td></td> </tr> </table>								* Stirling Road, Phase I, south side, from Hancock Road to Holatee Trail, 293 LF(7/7/11)	\$ 30,000	FY 2014	* Stirling Road, Phase I, south side, from Hancock Road to Holatee Trail, 421 LF(7/7/11)	\$ 43,000	FY 2015	* Stirling Road, Phase II, south side, from Hancock Road to Holatee Trail, 1320 LF(7/7/11)	\$ 135,000	FY 2015	* Stirling Road, Phase I, south side, from Holatee Trail to Melaleuca Dr, 1320 LF	\$ 135,000	FY 2016	* Stirling Road, Phase II, south side, from Holatee Trail to Melaleuca Dr, 1320 LF	\$ 135,000	FY 2017	<b>TOTAL COST:</b>	<u>\$ 478,000</u>	
* Stirling Road, Phase I, south side, from Hancock Road to Holatee Trail, 293 LF(7/7/11)	\$ 30,000	FY 2014																							
* Stirling Road, Phase I, south side, from Hancock Road to Holatee Trail, 421 LF(7/7/11)	\$ 43,000	FY 2015																							
* Stirling Road, Phase II, south side, from Hancock Road to Holatee Trail, 1320 LF(7/7/11)	\$ 135,000	FY 2015																							
* Stirling Road, Phase I, south side, from Holatee Trail to Melaleuca Dr, 1320 LF	\$ 135,000	FY 2016																							
* Stirling Road, Phase II, south side, from Holatee Trail to Melaleuca Dr, 1320 LF	\$ 135,000	FY 2017																							
<b>TOTAL COST:</b>	<u>\$ 478,000</u>																								
Annual Impact on Operating Budget																									
Personnel	\$ -		Guardrails repair periodic inspections. Replacement is required after a crush or when determined necessary during inspection, estimated cost \$5,000 for approximately 100 lineal feet; or maintenance of timber offset blocks, reflectors and other parts.																						
Operating	\$ -																								
Replacement Cost	Year:	\$ 5,000																							
Revenue/Other	\$ -																								
Total	\$ 5,000																								



**FUNDED**

Town of Southwest Ranches  
**Capital Improvement Project**

Project	Pavement Striping and Markers						
Priority	Trans #2			Project Manager	Willie Nabong, Town Engineer		
Department	Public Works			Division	Engineering		
Project Location	Various town streets.						
Fiscal Year	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Total	Prior Years
Plans and Studies						\$ -	
Engineering, Architecture & Permitting						\$ -	
Land Acquisition/Site preparation						\$ -	
Construction	\$ 40,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 240,000	\$ 50,000
Equipment/Furnishings						\$ -	
Other (Specify)						\$ -	
TOTAL COST:	\$ 40,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 240,000	\$ 50,000
Revenue Source	GAS / TFB	GAS	GAS	GAS	GAS	GAS 220,000 TFB 20,000	GAS 25,000 TFB 25,000

**Description (Justification and Explanation)**

The Town desires to maintain Town street paint striping and markers, such as centerline and edge of pavement striping 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 installatio. The list includes:

- \* Edge lines on Stirling Road from Volunteer Rd to Appaloosa Trail: 3.5 Miles
- \* Add chevron on speed humps on SW 172 Ave (6 ea.); and SW 199th Ave (6 ea.)
- \* Edge lines on SW 166th Avenue from Griffin Rd to SW 63rd Manor (1.5 miles)
- \* Edge lines on SW 172 Avenue from Griffin Rd to Sheridan St, 2.25 miles
- \* Edge lines on SW 178 Avenue from Griffin Rd to SW 70 Place (2.2 miles)
- \* Stop bar and lane striping: SW 166 Ave at SW 63rd Manor
- \* Edge lines on Hancock Road, from Griffin to Old Sheridan Rd. (2.31 Miles)
- \* Repaint stop bar and Right turn arrow at SW 202 Avenue and Griffin Road Intersection
- \* Repaint stripe median on Palomino Drive between Volunteer Road and Thoroughbred Lane.
- \* Repaint double yellow centerline striping with RPM and edge lines on SW 193rd Ave from Griffin to SW 192 (0.50 mile)
- \* Repaint stop bar and North Bound Right turn Arrow on SW 195th Terrace at Griffin Road
- \* SW 196th Lane and Griffin Road: North Bound Right turn Arrow and stop bar-repainting
- \* Edge lines on SW 186th Avenue from Griffin Road to SW 185th Way (including SW 55th Street) (0.95 mile)
- \* Edge lines on SW 185th Way from SW 55th Street to Sheridan Street
- \* Pedestrian Crossing on Stirling Road at Volunteer Road

**Annual Impact on Operating Budget**

Personnel	\$ -	Estimated annual cost for re-striping and markers replacement.
Operating	\$ -	
Replacement Cost	Year: 8 \$ 50,000	
Revenue/Other	\$ -	
Total	\$ 50,000	

**FUNDED**

Town of Southwest Ranches							
Capital Improvement Project							
Project	Drainage Improvement Project						
Priority	Trans #3			Project Manager	Willie Nabong, Town Engineer		
Department	Public Works			Division	Engineering		
Project Location	Various locations in Town limits.						
Fiscal Year	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000	\$ 5,000
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 79,000	\$ 79,000	\$ 79,000	\$ 79,000	\$ 79,000	\$ 395,000	\$ 95,000
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Easement documentation & recording)	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 5,000	\$ -
<b>TOTAL COST:</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 500,000</b>	<b>\$ 100,000</b>
Revenue Source	GF Trf	GF Trf	GF Trf	GF Trf	GF Trf	GF Trf	GF Trf
<b>Description (Justification and Explanation)</b>							
<p>The Town desires to provide and maintain an acceptable level of roadway drainage service by identifying, prioritizing and implementing an annual street drainage plan. The Town's Drainage &amp; Infrastructure Advisory Board (DIAB) has approved a list of streets drainage projects. A drainage project is scheduled for implementation only when rights-of-way or easement are resolved. The list of drainage projects includes over 18 projects available in priority order. The FY 2014 &amp; 2015 priorities are :</p> <ul style="list-style-type: none"> <li>* Construct headwalls and extension of the drainage pipe under Thoroughbred Lane at W. Palomino Drive. (Grant funds committed by CBWCD). \$50,000</li> <li>* Construct 630 LF drainage pipe outfall by connecting the catch basin at 5801 SW 195th Terrace to 5800 SW 196th Lane which has an outfall to Canal 13. \$50,000</li> <li>* Construct additional catch basin and outfall from Dykes Rd east side to the canal. \$25,000</li> <li>* Construct catch basins and pipes under SW 54th Place and SW 196th Lane, and connect to the existing inlet. \$25,000</li> <li>* Construct 630 LF drainage pipe outfall by connecting the catch basin at 5601 SW 195th Terrace to 5600 SW 196 Lane, which has an outfall to Canal 13. \$50,000</li> </ul> <p align="right">Total for FY 2014 &amp; 2015 <u>\$200,000</u></p>							
<b>Annual Impact on Operating Budget</b>							
Personnel	\$ -		Estimated annual maintenance cost to clean the catch basin and pipes.				
Operating	\$ -						
Replacement Cost	Year: two	\$ 5,000					
Revenue/Other	\$ -						
Total	\$ 5,000						

**FUNDED**

Town of Southwest Ranches <b>Capital Improvement Project</b>							
Project	Town Entranceway Signage(s)						
Priority	Trans #4		Project Manager	G.D. Nabong, P.E., Town Engineer			
Department	Public Works		Division	Engineering			
Project Location	Various						
<b>Fiscal Year</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>Total</b>	<b>Prior Years</b>
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 12,500	\$ 2,500
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 62,500	\$ 7,500
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL COST:</b>	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000	\$ 10,000
Revenue Source	GF-Tfr	GF-Tfr	GF-Tfr	GF-Tfr	GF-Tfr	GF-Tfr	GF-Tfr
<b>Description (Justification and Explanation)</b>							
The Rural Public Arts Advisory Board has requested funding for entranceway signage to beautify the Town of Southwest Ranches and to give a sense of place to the community. The Board has created conceptual signage for the Town, but lacks the funding to implement the signage. These funds will be used to design / build a prototype that will be easy to replicate for multiple locations. The Public Works / Engineering Department will be responsible for the procurement, permitting, construction, and installation of the signage. It is estimated that 10-15 signs in total are required with a phase-in of 2-3 signs @ \$5k per sign over five fiscal years							
<b>Annual Impact on Operating Budget</b>							
Personnel	\$ -						
Operating	\$ -						
Replacement Cost							
Revenue/Other							
Total							



# FUNDED

Town of Southwest Ranches, Florida

## FY 2014 Program Modification

### National Pollutant Discharge Elimination System Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Engineering		Transportation	1	\$62,000

#### Justification and Description

The Town is a co-permittee with Broward County as the lead permittee on federal National Pollutant Discharge Elimination System (NPDES) permit No. FLS 000016-003. The federal permit requires:

- \* The new five-year NPDES permit issued last year requires compliance with the total maximum daily loading (TMDL) requirements. In year 2013/14 the Town of Southwest Ranches, Cooper City and F.D.O.T. will be performing coliform tests for stormwater discharges to North Fork Snake Creek (S-30) located west of Flamingo Road between Griffin Road and Sheridan Street; and prepare a report to the Florida Dept. of Environmental Protection (FDEP). In the west side of Town, the Memorandum of Agreement (MOA) between the Town, SFWMD and SBDD requires implementation of best management practices to reduce pollutant discharges offsite which includes water quality testing.
- \* Monitoring of NPDES related activities year round and preparation of the annual report.
- \* Submitting inventory and mapping of the drainage system including outfalls.

Funds are budgeted annually to pay for FDEP permit fees and the Town's share of cost for NPDES related services by Broward County in accordance with an agreement executed by the Town and Broward County.

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

If not funded, the Town will not be in compliance with the federal NPDES permit and potentially liable for monetary fines. Alternative annual report preparation will be pursued, e.g., preparation by in-house staff which will result in cost savings.

#### Required Resources

Line item	Title or Description of request	Cost
101-5100-541-31010 Prof. Svs/Studies/Surveys	Water quality testing	\$5,000
	Drainage System (Ph I) and Major Outfall inventory	\$30,000
	BMP Implementation per MOA	\$2,000
	Annual report consulting services	\$25,000

**Total \$62,000**



# FUNDED

Town of Southwest Ranches, Florida

## FY 2013/2014 Program Modification

### TSDOR Program Implementation and Assessment Study

Department Name	Division Name	Fund	Priority	Fiscal Impact
Engineering/Finance		Transportation	2	\$45,000

#### Justification and Description

The Town of Southwest Ranches desires to develop a transportation surface and drainage ongoing rehabilitation (TSDOR) program with the goal of preserving and extending the life of the Town's asphalt paved streets and provide an acceptable level of service on roadside drainage. To meet these goals, the Town needs to hire an engineering firm to perform streets condition assessment and develop improvement cost estimate. The consultant will utilize the estimated costs for paving all Town streets, appurtenant roadside swale restoration, and annual maintenance for pavement and pothole repairs and roadside swale re-grading and re-grassing developed and obtained by an independent engineering firm.

In order to develop the TSDOR program a fair and equitable source of funding must be clearly defined and identified. A fiscal consulting firm will be hired to identify various sources of funding, then present and discuss with Council the pros and cons of the various options including estimated cost for their development and implementation. If necessary, it is also proposed that the consultant provide legally acceptable assessment methodology services as well as implementation assistance.

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

If not funded, the Town's proposed TSDOR program will not be implemented.

#### Required Resources

Line item	Title or Description of request	Cost
101-5100-541-31010	Professional Services – engineering and fiscal services for studies, surveys, analysis and implementation.	\$45,000

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

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

The Voluntary Fire Services Fund is considered a blended component unit of the Town. In accordance with generally accepted governmental standards and accounting 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 35-45 independent, professional volunteer firefighters who primarily provide additional Fire protection support to the entire Town.

# Volunteer Fire Fund Summary

## Fiscal Year 2014

### FY 2013 Estimated

Estimated Volunteer Fire Fund Revenue	266,000
Estimated Expenditures & Encumbrances	<u>(266,000)</u>
Estimated FY 2013 Excess of Revenue over Expenditures	<u><u>0</u></u>

### FY 2014 Projected Restricted Fund Balance

Audited Restricted Fund Balance 9/30/2012	44,156
Estimated FY 2013 Excess of Revenue over Expenditures	<u>0</u>
Projected Restricted Fund Balance 9/30/2013	<u>44,156</u>
Appropriated Restricted Fund Balance in FY 2014	<u>0</u>
Projected Restricted Fund Balance 9/30/2014	<u><u>44,156</u></u>

### FY 2014 Budget Summary

#### Projected Revenues

Non-Operating Revenues	265,000
Appropriated Restricted Fund Balance	<u>-</u>
<b>Total Revenues</b>	<u><b>265,000</b></u>

#### Proposed Expenditures

Operating Items	<u>265,000</u>
<b>Total Expenditures</b>	<u><b>265,000</b></u>

## Volunteer Fire Fund Revenues

Line Item Prefix: 102-0000-:		FY 2011 Actual *	FY 2012 Actual	FY 2013 Current Budget	FY 2013 Projected	FY 2014 Proposed
366-36610	Contributions/Donations-Private Sources	-	7,689	10,000	10,000	10,000
	Interest Earnings	-	65	-	-	-
369120	Insurance Proceeds		825	-	-	-
369900	Other Miscellaneous Revenues		1,058	-	-	-
381-38101	Transfer from General Fund	-	252,368	256,000	256,000	255,000
<b>TOTAL</b>	<b>Non-Operating Revenue</b>	<b>-</b>	<b>262,004</b>	<b>266,000</b>	<b>266,000</b>	<b>265,000</b>
<b>TOTAL</b>	<b>VOLUNTEER FIRE FUND</b>	<b>-</b>	<b>262,004</b>	<b>266,000</b>	<b>266,000</b>	<b>265,000</b>

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



## Volunteer Fire Fund Expenditures

Line Item Prefix: 102-3200-522:		FY 2011 Actual *	FY 2012 Actual	FY 2013 Current Budget	FY 2013 Projected	FY 2014 Proposed
Suffix Code	Object Description					
34100	Other Contractual Services	-	220,160	224,000	224,000	224,000
45100	Property and Liability Insurance	-	10,555	32,000	32,000	31,000
	Other Fire and Rescue services	-	22,274	-	-	-
48110	Promotional Activities	-	2,074	10,000	10,000	10,000
TOTAL	Operating Expenses	-	255,063	266,000	266,000	265,000
71100	Principal	-	3,900	-	-	-
72100	Interest	-	71	-	-	-
TOTAL	Debt Service	-	3,971	-	-	-
TOTAL	VOLUNTEER FIRE FUND	-	259,034	266,000	266,000	265,000

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 2013 to Projected FY 2013

Code	Amount	Explanation

### Major Variance or Highlights of the Departmental Budget - FY 2013 Projected to FY 2014 Proposed

Code	Amount	Explanation



## 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.

**FY 2013-2014**



## 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 was proposed for FY 2014.

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

**FY 2013-2014**

## 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 \$183,326 to reimburse a portion of its overall personnel costs.

The current budget proposes an up to seven and a quarter percent (7.25%) rate decrease, depending on lot square footage, to its Solid Waste special assessment fee in accordance with a competitive negotiation process and the resulting change to a new disposal contractor in FY 2013/2014. Town staff is 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 2014

### FY 2013 Estimated

Estimated Solid Waste Fund Service Revenue	1,184,659
Estimated Expenditures & Encumbrances	<u>(1,152,715)</u>
Estimated FY 2013 Excess of Revenue over Expenditures	<u><u>31,944</u></u>

### FY 2014 Projected Unrestricted Net Assets

Audited Unrestricted Net Assets 9/30/2012	303,149
Estimated FY 2013 Excess of Revenue over Expenditures	<u>31,944</u>
Projected Unrestricted Net Assets 9/30/2013	<u>335,093</u>
Appropriated Unrestricted Net Assets in FY 2014	<u>-</u>
Projected Unrestricted Net Assets 9/30/2014	<u><u>335,093</u></u>

### FY 2014 Budget Summary

#### Proposed Revenues

Service Revenues	1,023,798
Interest Earnings	<u>2,000</u>
<b>Total Revenues</b>	<u><u>1,025,798</u></u>

#### Proposed Expenditures

Operating Items	760,663
Non-Operating Costs	<u>265,135</u>
<b>Total Expenditures</b>	<u><u>1,025,798</u></u>

## Solid Waste Fund Revenues

Line Item Prefix: 401-0000-:		FY 2011 Actual	FY 2012 Actual	FY 2013 Current Budget	FY 2013 Projected	FY 2014 Proposed
325-32524	Solid Waste Assessment	1,620,856	1,539,737	1,027,901	1,038,579	965,587
337-33730	Grant	-	-	113,914	113,914	-
343-34340	Recycling Revenues	-	-	47,784	30,166	58,211
<b>TOTAL</b>	<b>Service Revenues</b>	<b>1,620,856</b>	<b>1,539,737</b>	<b>1,189,599</b>	<b>1,182,659</b>	<b>1,023,798</b>
		-	-	-	-	-
389-38910	Interest Earnings	8,500	2,121	2,000	2,000	2,000
<b>TOTAL</b>	<b>Miscellaneous Revenues</b>	<b>8,500</b>	<b>2,121</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>TOTAL</b>	<b>SOLID WASTE</b>	<b>1,629,356</b>	<b>1,541,858</b>	<b>1,191,599</b>	<b>1,184,659</b>	<b>1,025,798</b>

## Solid Waste Fund Expenditures

Line Item Prefix: 401-4100-534:		FY 2011 Actual	FY 2012 Actual	FY 2013 Current Budget	FY 2013 Projected	FY 2014 Proposed
Suffix Code	Object Description					
12100	Regular Salaries	69,808	-	-	-	-
21100	Overtime	696	-	-	-	-
23100	Payroll Taxes	4,961	-	-	-	-
24100	Workers Compensation	75	-	-	-	-
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>75,540</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
31010	Professional Services	28,297	33,534	15,000	25,000	7,500
34100	Other Contractual Services	1,253,860	1,367,922	784,109	791,525	699,988
34200	Recycling Expense	-	-	47,784	47,784	48,211
49100	Other Current Charges	20,563	-	113,914	113,914	4,964
533002	Discounts Taken	-	-	-	-	-
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>1,302,855</b>	<b>1,401,455</b>	<b>960,807</b>	<b>978,223</b>	<b>760,663</b>
581-91001	Transfer to General Fund	-	128,701	174,492	174,492	183,326
99100	Contingency	-	-	56,300	-	81,809
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>-</b>	<b>128,701</b>	<b>230,792</b>	<b>174,492</b>	<b>265,135</b>
<b>TOTAL</b>	<b>SOLID WASTE FUND</b>	<b>1,378,395</b>	<b>1,530,156</b>	<b>1,191,599</b>	<b>1,152,715</b>	<b>1,025,798</b>

### Major Variance from Current Budget FY 2013 to Projected FY 2013

Code	Amount	Explanation
31010	\$10,000	Professional services increased for new contract implementation

### Major Variance or Highlights of the Fund Budget - FY 2013 Projected to FY 2014 Proposed

Code	Amount	Explanation
31010	(\$17,500)	Lower anticipated professional services
34100	(\$91,537)	Reduction due to new disposal agreement

# Town of Southwest Ranches

Proposed FY 2013/2014

## Solid Waste Assessment Worksheet

### Sources:

SWS Contract

Broward County Property Appraiser

Munilytic Consultant Study

Description	Solid Waste & Recycling	Bulk Waste	Total Proposed FY 13/14
% Allocation Direct Expenses Only	65%	35%	

### Direct Expenses:

Solid Waste Collection	\$ 275,502	\$ -	\$ 275,502
Recycling Collection	\$ 48,250	-	48,250
Bulk Waste Collection	-	103,648	103,648
Solid Waste Disposal	\$ 166,220	-	166,220
Bulk Waste Disposal	-	154,579	154,579
<b>Sub-Total</b>	<b>\$ 489,566</b>	<b>\$ 258,019</b>	<b>\$ 748,199</b>

### Other Expenses

Statutory Discount	31,175
Collections Cost	34,910
Townwide Personnel/Contractual Costs	183,326
Net Assets Available for Rate Stabilization	79,809
<b>Total Solid Waste Assessment Expenses</b>	<b>\$ 1,077,419</b>

### Based On Consultant Study

Assessment	Lot Sq Ft. Range	Number of Units in Range	Solid Waste Cost Per Unit	Bulk Waste Cost Per Unit	Total Proposed Rates FY 13/14	Total Assessed Rates FY 12/13	Difference (Decrease)
A	- 41,200	400	284.27	103.81	388.08	418.68	(30.60)
B	41,201 46,999	413	284.27	122.42	406.69	435.30	(28.61)
C	47,000 62,999	406	284.27	146.07	430.34	455.94	(25.60)
D	63,000 95,999	430	284.27	160.84	445.12	468.98	(23.86)
E	96,000 106,999	421	284.27	185.93	470.20	489.03	(18.83)
F	107,000 >107,000	412	284.27	218.61	502.88	514.60	(11.72)



# Town of Southwest Ranches, FL

## Proposed Cost Allocation Plan for 2014 Special Assessments

Townwide Personnel & Contractual Costs *		General Fund Allocation		Solid Waste Assessment Cost Allocation		Fire Assessment Cost Allocation	
Department	Cost	%	Allocation	%	Allocation	%	Allocation
Council	\$ 63,000	87%	\$ 54,810	8%	\$ 5,040	5%	\$ 3,150
Attorney	\$ 455,000	89%	\$ 404,950	8%	\$ 36,400	3%	\$ 13,650
Executive	\$ 294,688	70%	\$ 206,282	18%	\$ 53,044	12%	\$ 35,363
Finance	\$ 197,379	70%	\$ 138,165	15%	\$ 29,607	15%	\$ 29,607
Clerk	\$ 134,029	90%	\$ 120,626	5%	\$ 6,701	5%	\$ 6,701
Building	\$ 155,672	100%	\$ 155,672	0%	\$ -	0%	\$ -
Code	\$ 131,335	50%	\$ 65,668	40%	\$ 52,534	10%	\$ 13,134
PROS	\$ 63,038	100%	\$ 63,038	0%	\$ -	0%	\$ -
<b>Totals</b>	<b>\$ 1,494,141</b>		<b>\$ 1,209,211</b>		<b>\$ 183,326</b>		<b>\$ 101,604</b>

\* Note: Does not include the Public Safety-Fire Admin Department as their personnel cost is already 100% & 0% allocated to the Fire Assessment & Solid Waste Assessment, respectively.



## Appendix

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

The two components contained here are:

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

## 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 Enforcement, 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.

## GLOSSARY

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

**Adopted Budget:** The budget as approved by the Town Council prior to the beginning of the fiscal year and after two public hearings.

**ADA:** This acronym refers to the United 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 Town intends to use for a specific purpose; the intent shall be expressed by Town Council or by a Town official or other Board to which the Town Council delegates that authority.

# GLOSSARY

**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



## GLOSSARY

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, working conditions, salary, fringe benefits, and matters affecting health and safety of employees).

**Committed Fund Balance** – Amounts that have self imposed limitations, established through actions of the Town Council, the Town's highest level of decision making authority, set in place prior to the end of the period. These amounts cannot be used for any other purpose unless the Town Council takes the same action to remove or change the constraint.

**Constant or Real Dollars:** The presentation of dollar amounts adjusted for inflation to reflect the real purchasing power of money as compared to a certain point in time.

**Consumer Price Index (CPI):** A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living. Sometimes broadly called an "inflationary index."

**Contingency:** A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

**Contractual Services:** Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include utilities, rent, maintenance agreements, and professional consulting services.

**Cost-of-Living Adjustment (COLA):** An increase in salaries to offset the adverse effect of inflation on compensation. *See Annual Salary Adjustment.*

**Debt Service:** The payments of principal and / or interest on borrowed money according to a predetermined payment schedule.

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



## GLOSSARY

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

**Division:** An allocation center within a Department maintained separately to more transparently reflect costs for unique or dissimilar types of functions.

**Employee (or Fringe) Benefits:** Contributions made by a government to meet commitments or obligations for an employee's compensation package 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

## GLOSSARY

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.

## GLOSSARY

**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.



# GLOSSARY

**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



## GLOSSARY

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.