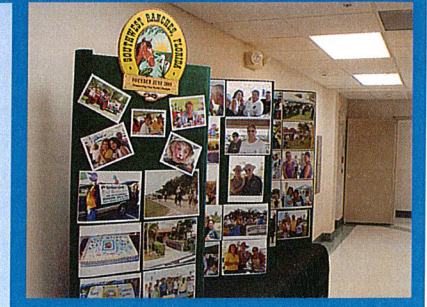
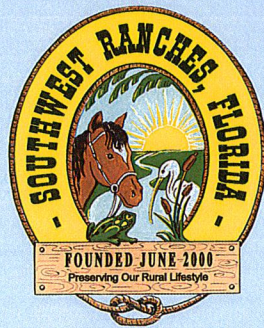
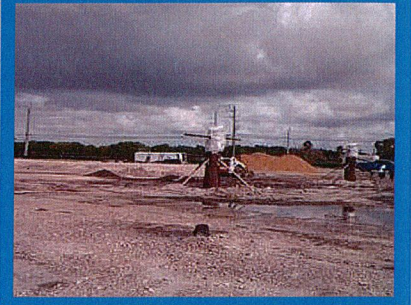
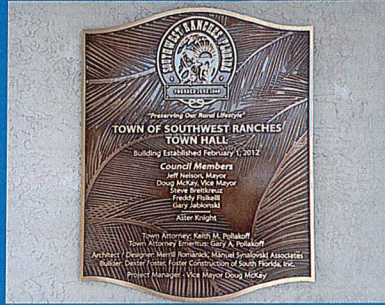
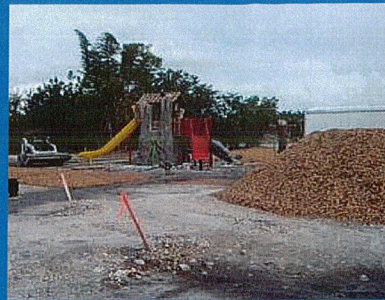
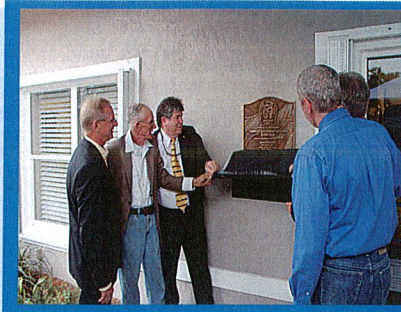
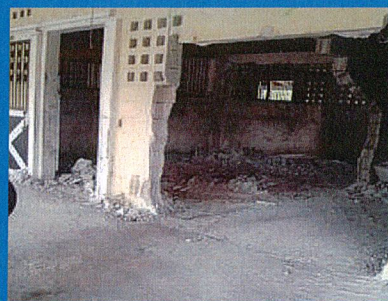
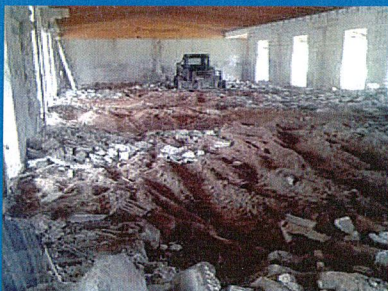


TOWN OF SOUTHWEST RANCHES, FLORIDA



PROPOSED BUDGET FISCAL YEAR 2014-2015

OCTOBER 1, 2014 – SEPTEMBER 30, 2015



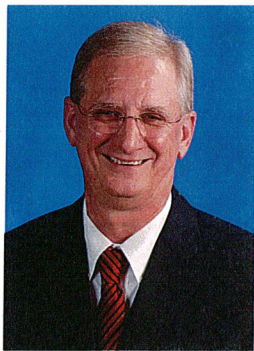
TOWN OF SOUTHWEST RANCHES
PROPOSED BUDGET
Fiscal Year 2014-2015



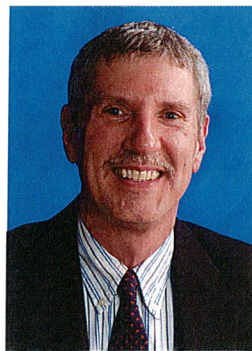
TOWN COUNCIL:



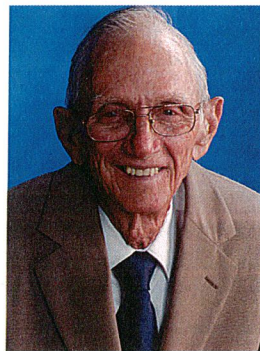
Mayor
Jeff Nelson



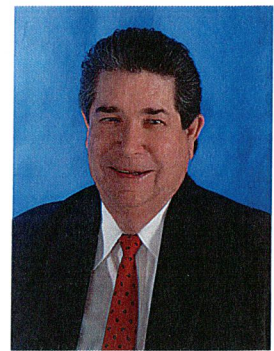
Vice Mayor
Gary Jablonski



Councilmember
Steve Breitkreuz



Councilmember
Freddy Fisikelli



Councilmember
Doug McKay



TOWN OF SOUTHWEST RANCHES, FLORIDA

Administrative Staff & Town Charter Officers

Andrew D. Berns, MPA
Town Administrator

Keith Poliakoff, JD
Town Attorney

Russell C. Muñoz, MBA, MPA, MMC
Town Clerk

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

Fiscal Year 2014—2015

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, 2014 and ending September 30, 2015, 2) the level to which those services will be provided and 3) what modifications to previous year practices and policies are recommended for collection of revenue and distribution of resources. The Town Administrator's and Town Financial Administrator's proposed budget message (located on pages 2-8) 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 13/14) budget to projected prior year expenditures, explains the variances in expenditures from the projected prior year (FY 13/14) to proposed current year (FY 14/15), 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 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 Department of Financial Services (DFS) requirements as well as Generally Accepted Accounting Principles (GAAP). Finally, this document reflects the continuing implementation of standards published by the Government Accounting Standards Board (GASB).

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

TABLE OF CONTENTS

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

Budget Overview

Budget Overview Contents Summary	1
Town Administrator & Town Financial Administrator Proposed Budget Transmittal Letter	2-8
Adopted Budget Calendar for FY 2013-2014	9
Millage Maximums	10
Capital Improvement Project Requests -Funded and Unfunded	11
Five Year Capital Improvement Plan-All Funds Project Expenditure Summary	12
Five Year Capital Improvement Plan-All Funds Funding Source Summary	13
Capital Improvement Projects (CIP)-Funded and Unfunded	14-33
Program Modifications -Funded and Unfunded	34-43
Fire Assessment Worksheet	44
Solid Waste Assessment Worksheet	45
Proposed Cost Allocation Plan for Special Assessments	46
Organizational Chart	47
Personnel Complement	48

Governmental Funds

Governmental Funds Summary	49
General Fund	
Fund Summary	50
Revenue Summary Chart (Where the Funds Come From?)	51
Operating Revenue Detail	52
Revenue Sources Description	53-54
Expenditure Summary Chart (Where the Funds Go?)	55
Expenditure Summary by Type	56-57
Expenditures Summary by Department	58
Expenditure Chart by Function	59

General Fund Departmental Budgets

<i>Legislative Description & Objectives</i>	60
Expenditures	61
SWR Educational Scholarship Support Program Modification	62
<i>Town Attorney Description & Objectives</i>	63-65
Expenditures	66
<i>Executive Description & Objectives</i>	67-69
Expenditures	70
<i>Finance Department Description and Objectives</i>	71-73
Expenditures	74
<i>Town Clerk Description and Objectives</i>	75-76
Expenditures	77
Council Agenda Workflow Software Program Modification (Not Funded)	78
<i>Building Services Description & Objectives</i>	79-80
Expenditures	81
<i>Code Enforcement Description and Objectives</i>	82-84
Expenditures	85
<i>Planning & Zoning Department Description and Objectives</i>	86-87
Expenditures	88
<i>Public Works/ Engineering & CS Department Description and Objectives</i>	89-92
Expenditures	93
<i>Public Safety Police Department Description and Objectives</i>	94-95
Expenditures	96
<i>Public Safety Fire Administration & Volunteer Fire Services Description and Objectives</i>	97-102
Expenditures Fire Administration	103
Expenditures Volunteer Fire Services	104
Bunker Gear Replacement Program Modification	105
Self-Contained Breathing Apparatus Replacement Program Modification	106
Radio, incl. accessory Equipment Replacement Program Modification	107
<i>Parks, Recreation, and Open Space (PROS) Department Description and Objectives</i>	108-109
Expenditures	110
<i>Non-Departmental Description</i>	111
Expenditures	112
Town Hall A/C Replacement Program Modification	113
Wide Format Multi-Function Printer/Scanner System Lease Program Modification	114
Vehicle Maintenance Program Modification	115
Animal Carcass Removal Program Modification	116
Neighborhood Beautification Grant Program Modification	117
<i>Capital Projects Fund</i>	118
Fund Summary	119
Fund Revenues	120
Fund Expenditures	121
Fire Wells Replacement and Installation CIP	122
Calusa Coners CIP	123
Townwide Roof Replacement CIP	124

<i>Debt Service Fund</i>	125
Fund Summary	126
Fund Revenues	127
Fund Expenditures	128
<i>Special Revenue Funds</i>	
Special Revenue Funds Description	129
Transportation Fund Description and Objectives	130-131
Transportation Fund Summary	132
Transportation Fund Revenues	133
Transportation Fund Expenditures	134
Guardrails Installation CIP	135
Drainage Improvements CIP	136
SW 190 Avenue Extension	137
Transportation Surface and Drainage Ongoing Rehabilitation CIP	138
Pavement Striping and markers CIP	139
Townwide Entranceway Signage CIP	140
Volunteer Fire Fund Description	141
Volunteer Fire Fund Summary	142
Volunteer Fire Fund Revenues	143
Volunteer Fire Fund Expenditures	144
<i>Enterprise Fund</i>	
Enterprise Funds Summary	145
<i>Solid Waste Fund</i>	146
Solid Waste Fund Description and Objectives	147
Solid Waste Fund Summary	148
Solid Waste Fund Revenues	149
Solid Waste Expenditures	150
Solid Waste Assessment Worksheet	151
Proposed Cost Allocation Plan for Special Assessments	152
<i>Appendix</i>	
Appendix Contents Summary	153
Fund Descriptions	154-156
Glossary	157-163



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 proposed schedule of financing
- 6) Fire Assessment information
- 7) Solid Waste Assessment information
- 8) Organizational Chart
- 9) Personnel Complement

FY 2014-2015



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

Gary Jablonski, Vice Mayor

Steve Breitzkreuz, Council Member

Freddy Fisikelli, Council Member

Doug McKay, Council Member

Andy D. Berns, MPA, Town Administrator

Keith M. Poliakoff, JD, Town Attorney

Russell C. Muniz, MBA, MPA, MMC, Town Clerk

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

July 11, 2014

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

It is our pleasure to provide you with administration's Fiscal Year 2014/2015 Proposed Budget. It has been our collective pleasure to continue our services 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 and the Town's residents and look forward to implementing our short and long-term strategic planning currently in development.

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 Assessment Rates Summary

One of the most important aspects of the proposed budget is the restricted, pay-as-you-go, funding of a comprehensive plan to address the long identified need to raise all Town streets to a higher, as well as uniform, level of quality. More information of this project is provided throughout this document and shows the need and advantages to implement the comprehensive and detailed roadway report which has been years in development. This specific, long-term project is mentioned here as funding the project has a direct and identifiable impact on the proposed millage (tax rate).

Millage:

The Broward County Property Appraiser (BCPA) has certified a taxable value for real and personal property of \$1,188,392,104 for the Town of Southwest Ranches. This marks an increase in valuation of 6.74% resulting in part from Town management as

well as a modestly improved housing market. A separate post from the Broward County Property Appraiser shows that “more than 90% of the parcels which increased in value were due to an agricultural exemption removal after June 1st.” This is not to say that most of the valuation increase is from the reclassification of properties as a large number of properties may be collectively valued as less than a few other select properties.

Regardless of the reason, the current gross valuation for one mill (1.000) is \$1,188,392 (\$1,188,392,104/1000). A simple calculation puts the net anticipated receipts per mill at \$1,128,972 (net mill @ .95%). With this increase in valuation, the Town may apply a lower rate (3.7203 mills) to achieve the same revenues as the current year’s rate (3.9404). The current budget is balanced for general operating purposes at the Town of Southwest Ranches Historic Rate of 3.9404 mills.

It is critically important, however, not to confuse the need for general operations with the total millage needed to meet the policy objectives captured in this proposed budget. In addition to the 3.9404 mills for operating, an additional millage of 0.7203 mills is required to fund the FY 2015 portion of the long awaited, Transportation Surface Drainage Ongoing Rehabilitation (TSDOR) street improvement project. The net millage equivalent for this FY 2015 \$813,200 anticipated restricted expenditure accounts for the additional 0.7203 mills that balance this proposed budget. The combined millage (general operating plus TSDOR improvements) results in a required millage of 4.6607 mills (approximately \$4.66 for each \$1,000 of taxable value).

Per Florida Statute, the recommended millage (4.6607 mills) can be achieved with not less than a super-majority vote by Council members (4 out of 5 Council members voting in support).

Solid Waste Assessment Rates:

Between FY 2013 and FY 2014, the Town of Southwest Ranches was able to reduce the total costs for these services by approximately thirty-seven percent (37%) to arrive at a tightly budgeted proprietary fund where service fees roughly match fund expenditures. For FY 2015, staff has been notified of anticipated expenditure increases to the Town in the form of mandated contractual consumer price and fuel indices adjustments impacting collection and disposal costs in the amount of \$45,246. However, due to reductions in other operating expenses, general fund transfers for cost reimbursement and the provision for rate stabilization, Staff is currently proposing either a no change or a very small decrease to FY 2015 solid waste assessment rates depending on parcel lot square footage

Fire Assessment Rates:

A number of research efforts have occurred since the incumbent Town Administrator and Town Financial Administrator have joined the Southwest Ranches’ team. One of the final research opportunities (fire operations) was studied as a result of approved

funding in FY 2014. The study results suggest a number of potential opportunities for improving operations. At the present time, however, prudent budgetary practice requires a recommended increase in fire assessment rates throughout all property categories {\$21.44, .05, .06, .03, and \$7.32, per Residential, Commercial, Industrial/Warehouse, Institutional, and Vacant/Agricultural, respectively}. This increase assumes the greatest potential financial liability of the options presented and maintains operational status quo for both Davie Fire and Volunteer Fire components.

Cost Name	FY 14/15 Proposed Budget Change
Ad valorem (Property Tax) Rate: 3.9404 GF Operating + 0.7203 TSDOR = 4.6607 mills	\$55 GF Operating + \$180 TSDOR = \$235 increase on \$250,000 of taxable value
Solid Waste Assessment Rate(s)	No change or small decrease depending on parcel lot square footage
Fire Assessment Rate(s)	\$21.44 increase per residential dwelling unit

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 the public to focus on broader issues such as whether they wish to pay for 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. Use of those planning tools continue within the current document and provide details about services to be achieved and financial impacts.

On a final note about the document, references to fiscal years (such as FY 2015) are shorthand for the year ending September 30, 2015. Fiscal Year 2015 may also be represented as FY 2015, FY 14/15, or FY 15. Wherever standardization is possible, it has been utilized.

General Fund

The proposed funding method is sustainable in the short-term. Specifically, the Town Council is advised that the use of unassigned General Fund Fund Balance (reserves) in the amount of \$105,000 is proposed in FY 2015. This amount represents a one-time, State of Florida grant matching required under the Guardrails Installation CIP. Subsequently, the amount of unassigned General Fund Fund Balance (reserves) is projected to be at \$3,212,170 on 9/30/2015, representing 30.6% of total General Fund expenditures and transfers. This percentage is well above the minimum of 15-18% recommended by the Governmental Finance Officers Association.

Capital Improvements

Of the nine projects which are funded, three are newly funded quality of life and infrastructure improvements. The others are continuing phases of projects which have been previously funded. The Proposed FY 2015 Budget utilizes grant funding, General Fund Transfers (FY 2015), and an appropriation of fund balance to make the improvements represented in the following table. The three new projects are: 1) Transportation Surface Draining Ongoing Rehabilitation (TSDOR), 2) Calusa Corners, and 3) SW 190th Street Extension Project.

The TSDOR project aims to repair, improve, and maintain the quality of all of the Town's streets. A multi-year analysis identifies total project costs of ten to fifteen million dollars (\$10m - \$15m) to bring all of the streets to optimum condition. The project is to be funded through a restricted, "pay-as-you-go" model at \$813,200 in FY 2015, \$1,268,700 in FY 2016 and amounts to be determined (TBD) each year thereafter until completed.

The Calusa Corners project was not funded in FY 2014 but remains the first priority of the Parks, Recreation and Open Space Advisory Board. Funding of \$60,000 is identified for FY 2015. Funding to complete the project in FY 2016 – 2018, however is not currently available. The \$60,000 for FY 2015 is supported through grant funding (\$50,000) and use of the Capital Projects Fund Balance (\$10,000). This funding will support the addition of a small picnic shelter and phase one of a playground for this location.

The SW 190th Avenue Extension project will extend SW 190th Avenue to connect with Griffin Road (Florida State Road 818). Creation of this additional roadway will create a main arterial roadway reducing traffic flowing through residential streets. This \$267,300 project is primarily funded through a State of Florida grant of \$243,000. The balance (\$24,300) comes via transfers from the General Fund.

Funded FY 2014/2015 Capital Improvement Project Requests

Department	Project Name	Total FY 2015 Project Amount*
Public Safety - Fire Admin	Fire Wells Replacement and Installation	\$ 25,000
General Fund Total	Total	\$ 25,000
Parks and Open Space	Calusa Corners*	\$ 60,000
Townwide	Town Hall Complex Roof Replacement	\$ 50,000
Capital Projects Fund Total	Total	\$ 110,000
Transportation	Transportation Surface Drainage Ongoing Rehabilitation (TSDOR)	\$ 813,200
Transportation	Drainage Improvement Projects*	\$ 450,446
Transportation	Guardrails Installation Project*	\$ 583,000
Transportation	SW 190th Street Extension Project*	\$ 267,300
Transportation	Pavement Striping & Markers	\$ 150,000
Transportation	Townwide Entranceway Signage	\$ 15,000
Transportation Fund Total	Total	\$ 2,278,946
All Funds	Total	\$2,413,946
<p>*Note: Not all of the project costs for the Parks, Recreation and Open Space (PROS) and Transportation are funded exclusively by the Town of Southwest Ranches. Narrative explanation is provided on each Capital Improvement Project Page.</p>		

Unfunded FY 2014/2015 Capital Improvement Project Requests

An additional ten (10) projects are identified below. These additional projects are not funded in the proposed budget for FY 2015 for a number of potential reasons. A few are: 1) managing additional projects may be too cumbersome, 2) funding may not be

available or 3) project timing suggests a delay is appropriate. A detailed description of each proposed project may be found within this documents.

Department	Project Name	Total FY 2015 Project Amount
Public Safety - Vol. Fire	Volunteer Fire Pumper-Tanker/Engine Vehicle & Equipment	\$ 60,000
Volunteer Fire Services	Total	\$ 60,000
Parks and Open Space	Frontier Trails Conservation Areas	\$ 390,930
Parks and Open Space	Southwest Meadows Sanctuary	\$ 211,095
Parks and Open Space	Country Estates Park	\$ 184,484
Parks and Open Space	Covered Dock on C-11 Canal	\$ 100,000
Parks and Open Space	Rolling Oaks Passive Open Space and Barn	\$ 25,000
Capital Projects Fund Total	Total	\$ 911,509
Transportation	SW 210 Terrace Road Improvement	\$ 150,000
Transportation	Sidewalk Repairs	\$ 32,000
Transportation	Street Lightning	\$ 30,000
Transportation	SW 60th Street Widening Project	\$ 15,000
Transportation Fund Total	Total	\$ 227,000
All Funds	Total	\$1,198,509

Beyond FY 2015, an unfunded project is the requested \$5.4 million in FY 2019. This project {Public Safety Facility/Emergency Operations Center (EOC)} currently has no identified funding. This request would move fire services out of mobile units (trailers) and then join with police into a stable, reinforced structure so that they could continue to operate in a substantial/regional emergency environment (assault, terrorist strike, weather event, etc.). As a reference, the additional \$5.4 million equivalent, in FY 2015 net millage, is 4.7832 mills above the proposed operating and TSDOR mills in FY 2019.

Program Modifications

While not all of the aforementioned and desirable Capital Improvement Projects are proposed for FY 2015 funding, almost half are expected to be substantively completed. In addition, nine program modifications are funded within this proposed budget.

Program Modifications provide transparency by highlighting new programs or highlighting operational changes which have a substantial service or fiscal impact.

For FY 2015, these modifications include: 1) implementing an Animal Carcass Removal program for municipal streets, 2) supporting Neighborhood Beautification efforts, 3) continuing the replacement program for central a/c units in Town Hall to replace an aging system and increase efficiency, 4) providing educational scholarship fund raising support, 5) a bunker gear replacement program for the Volunteer Fire Department (VFD), 6) a self-contained breathing apparatus replacement program for the VFD, 7) radios/other emergency operations equipment replacement for the VFD, 8) providing vehicle maintenance dollars to extend the life cycle of vehicles recently acquired under Resolution 2014-34 (agreement with BSO), and 8) improving storage, printing, retrieval and customer service related to wide format documents through an annual lease.

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. It should be noted that future policy direction regarding volunteer fire service operations may impact the emergency equipment replacement programs recommended above.

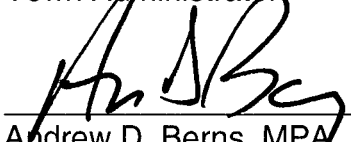
Organizational Changes

The proposed budget is funded anticipating no substantial personnel changes or position changes. The budget document does represent one improved transparency change in departmental structure from FY 2014 to FY 2015. Specifically, the Planning/Zoning, Engineering and Community Services were separated into two Departments during the current year. The current (new) departmental structures of "Planning and Zoning" and "Public Works/ Engineering, and Community Services" is reflected within the proposed budget.

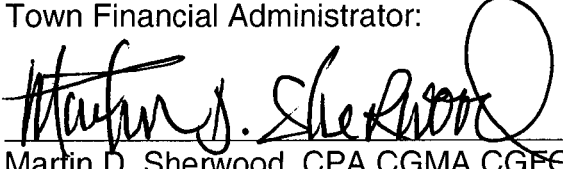
Summary Comments

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 12, 2014 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 2014 / 2015 Proposed Budget, please feel free to contact us directly.

Town Administrator:


Andrew D. Berns, MPA

Town Financial Administrator:


Martin D. Sherwood, CPA, CGMA, CGFO

TOWN OF SOUTHWEST RANCHES, FL

Council Approved Budget Calendar for FY 2014-2015

Friday, February 14, 2014	Town Financial Administrator meets with Town Administrator for General Direction
Tuesday, February 18, 2014	Budget Kick-Off with Department Heads and Staff/Advisory Bd Liaisons
Thursday, February 27, 2014	Memo to Town Council- Proposed Budget Calendar for FY 2014-2015 presented at regular Council meeting
March 3 to April 25th, 2014	Town Administrator and Town Financial Administrator to meet individually with Town Council members to obtain policy direction
Friday, March 14, 2014	Department Descriptions, Accomplishments, Goals and Objectives Due from Department Heads
Friday, March 21, 2014	Departmental and Advisory Boards Capital Improvement (> \$24,999) and Program Modification Requests Due
Friday, March 28, 2014	Departmental and Advisory Boards operating and capital outlay (\$1,000 but < \$25,000) requests and justification due
Friday, April 04, 2014	Department Revenue Estimates Due from Department Heads
Wednesday, April 09, 2014	Departmental Meetings (9:30-11:00 am; 1:00-2:30PM; 3:00-4:30PM)
Thursday, April 10, 2014	Departmental Meetings (9:30-11:00 am; 1:00-2:30PM; 3:00-4:30PM)
Friday, April 11, 2014	Departmental Meetings (9:30-11:00 am; 1:00-2:30PM; 3:00-4:30PM)
Friday, May 02, 2014	Town Financial Administrator meets with Town Administrator and Town Attorney (preliminary condition assessment/recommendations/modifications) - post council direction
Friday, May 16, 2014 to ongoing	Draft Proposed FY 2014-2015 Departmental Sectional worksheets Distributed
Friday, May 30, 2014	Estimated Tax roll information available from Property Appraiser
Monday, June 09, 2014	Comments/Corrections Due on Draft-Administrators/Attorney/Departments
Tuesday, July 01, 2014	Certified Taxable Values Received from Property Appraiser
Friday, July 11, 2014	Final Proposed Budget finished, printing begins & distribution commences
Thursday, July 24, 2014	Preliminary Millage Rate and Initial FY 2014-2015 Fire Protection and Solid Waste (SW) special assessment Adoption at July Regular Council Meeting (all via resolutions)
Tuesday, July 29, 2014	First Budget Hearing for Broward County School Board
Monday, August 04, 2014	Deadline to send the Preliminary Millage Rate and Initial FY 2014-2015 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 12, 2014	Budget Workshop on Proposed Budget (7 PM)- Mayor and Town Council (Community Invited)
Thursday, August 28, 2014	August regular Council Meeting
Tuesday, September 09, 2014	First Budget Hearing for Broward County Government
Monday, September 15, 2014	First Public Hearing for Tentative Millage and Budget Adoption introduced for FY 2014-2015 (via ordinances). Final Fire Protection and SW special assessment Adoption (via resolutions) @ 6:00PM. September Regular Council Meeting @ 7:30PM
Monday, September 15, 2014	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 16, 2014	Second Budget Hearing for Broward County School Board
Tuesday, September 23, 2014	Second Budget Hearing for Broward County Government
Tuesday, September 23, 2014	Deadline for Newspaper advertisement submission
Thursday, September 25, 2014	First Date: advertisement can run for second public hearing
Sunday, September 28, 2014	Last Date: advertisement can run for second public hearing
Tuesday, September 30, 2014	Second Public Hearing for Final Millage and Budget Adoption (via ordinances) @ 6:00 PM. September Regular Council Meeting @ 7:00PM

**Fiscal Year 2015 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 2015 levy increase on \$250,000 taxable value
Current Year Roll-Back Rate	3	3.7204	\$4,200,229	(\$1,061,573)	\$0
FY 2013-2014 Adopted (Town of SWR Historic Rate)	3	3.9404	\$4,448,603	(\$813,199)	\$55
Adjusted Current Year Roll-Back Rate	3	4.2964	\$4,850,517	(\$411,285)	\$144
Maximum Majority Vote	3	4.4317	\$5,003,267	(\$258,535)	\$178
Town of SWR Historic(3.9404)&TSDOR(.7203) Rate (Used for FY 2014-2015 Proposed Budget)	4	4.6607	\$5,261,802	\$0	\$235
Maximum Super Majority Rate	4	4.8749	\$5,503,628	\$241,826	\$289
Unanimous	5	10.0000	\$11,289,725	\$6,027,923	\$1,570

Funded FY 2014/2015 Capital Improvement Project Requests

Department	Project Name	Total FY 2015 Project Amount*
Public Safety - Fire Admin	Fire Wells Replacement and Installation	\$ 25,000
General Fund Total	Total	\$ 25,000
Parks and Open Space	Calusa Corners*	\$ 60,000
Townwide	Town Hall Roof Replacement	\$ 50,000
Capital Projects Fund Total	Total	\$ 110,000
Transportation	Transportation Surface Drainage Ongoing Rehabilitation (TSDOR)	\$ 813,200
Transportation	Guardrails Installation Project*	\$ 583,000
Transportation	Drainage Improvement Projects*	\$ 450,446
Transportation	SW 190th Street Extension Project*	\$ 267,300
Transportation	Pavement Striping & Markers	\$ 150,000
Transportation	Townwide Entranceway Signage	\$ 15,000
Transportation Fund Total	Total	\$ 2,278,946
All Funds	Total	\$2,413,946

*Note: Not all of the project costs for the Parks, Recreation and Open Space (PROS) and Transportation are funded exclusively by the Town of Southwest Ranches. Narrative explanation is provided on each Capital Improvement Project Page

Unfunded FY 2014-2015 Capital Improvement Project Requests*

Department	Project Name	Total FY 2015 Project Amount
Public Safety - Vol. Fire	Volunteer Fire Pumper-Tanker/Engine Vehicle and Equipment	\$ 60,000
Volunteer Fire Services	Total	\$ 60,000
Parks and Open Space	Frontier Trails Conservation Areas	\$ 390,930
Parks and Open Space	Southwest Meadows Sanctuary	\$ 211,095
Parks and Open Space	Country Estates Park	\$ 184,484
Parks and Open Space	Covered Dock on C-11 Canal	\$ 100,000
Parks and Open Space	Rolling Oaks Passive Open Space and Barn	\$ 25,000
Capital Projects Fund Total	Total	\$ 911,509
Transportation	SW 210 Terrace Road Improvement	\$ 150,000
Transportation	Sidewalk Repairs	\$ 32,000
Transportation	Street Lightning	\$ 30,000
Transportation	SW 60th Street Widening Project	\$ 15,000
Transportation Fund Total	Total	\$ 227,000
All Funds	Total	\$1,198,509

**Note: The above unfunded does not include an anticipated expenditure of approximately \$5.4 million in FY 18-19 for a Public Safety Facility. Narrative explanation for this project is provided among the unfunded Capital Improvement Projects

Five Year Capital Improvement Plan

All Funds Project Expenditure Summary FY 2015 - FY 2019

Department Name	Project Name	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	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	Calusa Corners	60,000	346,000	655,725	6,500		1,068,225
Townwide-Capital Projects / General Services	Town Hall Roof Replacement	50,000	50,000				100,000
Transportation/Engineering	Transportation Surface Drainage Ongoing Rehab (TSDOR)	813,200	1,268,700	TBD	TBD	TBD	2,081,900
	Drainage Improvement Projects	450,446	100,000	100,000	100,000	100,000	850,446
	Guardrails Installation Project	583,000	100,000	100,000	100,000	100,000	983,000
	SW 190th Avenue Extension	267,300					267,300
	Pavement Striping and Markers	150,000	50,000	50,000	50,000	50,000	350,000
	Townwide Entranceway Signage	15,000	15,000	15,000	15,000	15,000	75,000
PROJECT TOTALS		\$2,413,946	\$1,954,700	\$945,725	\$296,500	\$290,000	\$5,900,871

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
GF-FB	General Fund Transfer from 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 2015 - FY 2019

	Source Name	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total
CIP-FB	Capital Projects Fund Fund Balance	10,000					10,000
TFB	Transportation Fund Fund Balance	50,000	25,000	25,000	25,000	25,000	150,000
G	Grant Funding	1,221,446					1,221,446
GAS	Local Option Gas Taxes	25,000	25,000	25,000	25,000	25,000	125,000
GF Tfr	General Fund Transfer from Operating	977,500	1,433,700	115,000	115,000	115,000	2,756,200
GF-FB	General Fund Fund Balance (Reserves)	105,000					105,000
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		446,000	755,725	106,500	100,000	1,408,225
Totals		2,413,946	1,954,700	945,725	296,500	290,000	5,900,871

FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project:	Fire Wells Replacement and Installation						
Priority:	Public Safety - #1			Project Manager:	Volunteer Fire Chiefs		
Department:	Fire Administration			Division:			
Project Location:	Townwide						
Fiscal Year:	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total	Prior Years
Plans and Studies:							
Construction:	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000	\$130,000
Other :							
TOTAL COST:	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000	\$130,000
Revenue Source:	FA	FA	FA	FA	FA	FA	<i>GF=\$80,000 FA=\$50,000</i>
Description (Justification and Explanation)							
<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 or not your local government has adopted the Uniform Fire Code or recognizes the NFPA standards, they have an impact on your community's fire insurance rating. When your jurisdiction is inspected by the Insurance Services Office, the inspector will use current regulations and standards as a basis for your rating. Ignoring the standards when new development takes place will have a cumulative adverse impact on your community's fire insurance premiums and in some situations can contribute to some liability on the part of the local government agency."</p> <p>Inadequate funding may lead to impaired health safety and welfare of the community, in addition to increases in insurance.</p>							
Annual Impact on Operating Budget							
Personnel:			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				
Operating:	25,000						
Replacement Costs:							
Revenue/Other							
Total:							

FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Calusa Corners						
Priority	PROS #1			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 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total	Prior Years
Plans and Studies	\$-	\$ 22,000	\$ 42,500	\$-	\$-	\$ 64,500	\$ 26,214
Engineering, Architecture & Permitting	\$ 3,000	\$ 10,000	\$ 49,750	\$-	\$-	\$ 62,750	\$ 529,399
Land Acquisition/Site preparation	\$ 5,000	\$ 72,000	\$ 110,000	\$-	\$-	\$ 187,000	\$ 6,939,341
Construction	\$ 19,390	\$ 211,000	\$ 418,475	\$-	\$-	\$ 648,865	\$-
Equipment/Furnishings	\$ 32,610	\$ 31,000	\$ 35,000	\$ 6,500	\$-	\$ 105,110	\$-
Other (Specify)	\$-	\$-	\$-	\$-	\$-	\$-	\$-
TOTAL COST:	\$ 60,000	\$ 346,000	\$ 655,725	\$ 6,500	\$-	\$ 1,068,225	\$ 7,494,954
Revenue Source	CIP-FB=\$10,000 G=\$50,000	NF	NF	NF		CIB-FB=\$10,000 NF=\$1,008,225 G=\$50,000	G=\$6,939,341 CIP-FB=\$555,613
Description (Justification and Explanation)							
<p>The Recreation, Forestry, and Natural Resources Advisory Board has identified Calusa Corners Park development as their first priority for Fiscal Year 2015. 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. 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 entirely by grants. Proposed development during Fiscal Year 2014 will be funded mainly by a grant from the Florida Recreation Development Assistance Program and will include a small picnic shelter and phase one elements of a playground and parking facilities. 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.</p> <p>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. An extension of the timeline for development was requested in 2014.</p>							
Annual Impact on Operating Budget							
Personnel	\$-		If fully funded, projected operating budget costs including Park Coordination, mitigation resource management, routine facilities maintenance, insurance, utilities, and funding for replacement over the useful life of amenities would equal \$40,000.				
Operating	\$ 5,000						
Replacement Cost	Year: 2035	\$ 2,500					
Revenue/Other	\$-						
Total	\$ 7,500						

FUNDED

Town of Southwest Ranches Capital Improvement Project

Project	Town Hall Roof Replacement						
Priority	Townwide #1			Project Manager	Clete Saunier, P.E.		
Department	Public Works\Engineering & C.S.			Division	Engineering		
Project Location	Town Hall: 13400 Griffin Road						
Fiscal Year	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 50,000	\$ 50,000				\$ 100,000	\$ 50,000
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Easement documentation & recording)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 100,000	\$ 50,000
Revenue Source	GF Trf	GF Trf				GF Trf	GF Trf

Description (Justification and Explanation)

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).

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.

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.

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. A roof reserve began in FY 2014, at 50k per year, for the metal version to be installed on or before the June 1, 2016 hurricane season.

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	Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR) Program						
Priority	Transportation #4			Project Manager	Clete Saunier, P.E.		
Department	Public Works\Engineering & C.S.			Division	Engineering		
Project Location	Various locations within the Town's municipal boundaries.						
Fiscal Year	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total	Prior Years
Plans and Studies	\$ -	\$ -	TBD	TBD	TBD	\$ -	\$ -
Design & Permitting Contingency	\$ 36,400	\$ 58,200	TBD	TBD	TBD	\$ 94,600	\$ -
Land Mitigation (Legal)	\$ 48,500	\$ 46,500	TBD	TBD	TBD	\$ 95,000	\$ -
Construction	\$ 728,300	\$ 1,164,000	TBD	TBD	TBD	\$ 1,892,300	\$ -
Furnishings	\$ -	\$ -	TBD	TBD	TBD	\$ -	\$ -
Other Unclassified	\$ -	\$ -	TBD	TBD	TBD	\$ -	\$ -
Total Cost	\$ 813,200	\$ 1,268,700	TBD	TBD	TBD	\$ 2,081,900	\$ -
Revenue Source	GF Tfr (mill=.7203)	GF Tfr (mill=TBD)	GF Tfr	GF Tfr	GF Tfr	GF Tfr	

Description (Justification and Explanation)

The Town desires to implement 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. The TSDOR plan is anticipated to address improvements for every Town road over a 10-15 year period at an average annualized cost of approximately \$1,000,000. Construction costs include (depending upon existing road condition) pavement surfacing, leveling, full depth reclamation, and drainage swale improvements. All consulting costs for surveying, design, permitting, testing, contract bid preparation and construction management are included within each project construction cost for the applicable fiscal year. Maintenance costs, as needed over time, will be addressed within annual operating budgets and are not included in this CIP budget projection. The below FY 2015 segments, pursuant to the 11/2013 King Engineering study, do not primarily have right-of-way issues.

2015 ROAD SEGMENT*

SEGMENT COST

SW 128TH AVENUE FROM SW 56TH STREET TO NORTH DEAD END	\$57,800
SW 56TH STREET FROM MELALEUCA ROAD TO SW 128TH AVENUE	\$12,800
SW 56TH STREET FROM SW 128TH AVENUE TO SW 127TH AVENUE	\$12,800
HUNTER LANE FROM HOLATEE TRAIL TO SW 134TH AVENUE	\$35,600
SW 134TH AVENUE FROM SW 55TH STREET TO SOUTH DEAD END	\$24,300
HOLATEE TRAIL FROM STIRLING ROAD TO OLD SHERIDAN STREET	\$169,500
APPALOOSA TRAIL FROM STIRLING ROAD TO OLD SHERIDAN STREET	\$168,800
LURAY ROAD FROM MELALEUCA DRIVE TO VOLUNTEER ROAD	\$246,700
DESIGN & PERMITTING CONTINGENCY	\$36,400
FY 2015 Segment TOTAL:	\$764,700
FY 2015 Land Mitigation (legal) TOTAL:	\$48,500
FY 2015 Grand TOTAL:	\$813,200

* Assumes full public right-of-way is available.

Personnel	\$ -	ESTIMATED MAINTENANCE COSTS FOR UNFORSEEN DAMAGES TO 2015
Operating	\$ -	
Replacement Cost	FY 2016	
Revenue/Other	\$ -	
Total	\$ 5,000	

FUNDED

Town of Southwest Ranches Capital Improvement Project

Project	Drainage Improvement Projects						
Priority	Transportation #2			Project Manager	Clete Saunier, P.E.		
Department	Public Works\Engineering & C.S.			Division	Engineering		
Project Location	Various locations in Town limits.						
Fiscal Year	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ 16,045	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 96,045	\$ 25,000
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 433,401	\$ 79,000	\$ 79,000	\$ 79,000	\$ 79,000	\$ 749,401	\$ 174,000
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Easement documentation & recording)	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 5,000	\$ -
TOTAL COST:	\$ 450,446	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 850,446	\$ 199,000
Revenue Source	G	GF Trf	GF Trf	GF Trf	GF Trf	G=\$450,446 GF Tfr=\$400,000	GF Trf

Description (Justification and Explanation)

The Town desires to provide and maintain a reasonable planning level of roadway drainage service by identifying, prioritizing and implementing an annual street drainage improvement plan. The Town estimates to receive \$450,446 in grant funding for these drainage projects. The SWR matching fund requirement of \$100,000 was fully met in FY 2014. 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 easements are resolved. The list of drainage projects includes over 27 projects available in priority order. The FY 2015 priorities are :

Construct additional catch basin and outfall from Dykes Road (east side to canal)	\$28,737
630 LF Drainage Pipe connecting Catch Basin at 5801 SW 195 Terrace to 5800 SW 196 Lane to Canal 13	\$65,503
630 LF Drainage Pipe connecting Catch Basin at 5601 SW 195 Terrace to 5600 SW 196 Lane to Canal 13	\$65,503
630 LF Drainage Pipe connecting Catch Basin at 5201 SW 195 Terrace to 5200 SW 196 Lane to Canal 13	\$65,503
SW 63rd Street from SW 185 Way to Canal at SW 188th Avenue	\$63,149
SW 63rd Street from intersection of SW 185 Way / SW 63 Street to Eastern Canal	\$88,953
Hancock and Mustang	\$30,338
Catch basin and headwall Holatee Road	\$17,955
Engineering & Permitting Contingency	\$24,805
TOTAL	\$450,446

Personnel	\$ -	Estimated annual maintenance cost to comply with NPDES requirements.
Operating	\$ 5,000	
Replacement Cost	Year: 2040	
Revenue/Other	\$ -	
Total	\$ 5,000	

FUNDED

Town of Southwest Ranches Capital Improvement Project

Project	Guardrails Installation Project						
Priority	Transportation #1			Project Manager	Clete Saunier, P.E.		
Department	Public Works\Engineering & C.S.			Division	Engineering		
Project Location	Various locations in Town limits.						
Fiscal Year	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Design & Permitting	\$ 20,562	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 60,562	
Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Construction	\$ 562,438	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 922,438	\$ 60,000
Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL COST:	\$ 583,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 983,000	\$ 60,000
Revenue Source	G=\$478,000 GF-FB=\$105,000	NF	NF	NF	NF	G=\$478,000 GF-FB=\$105,000 NF=\$400,000	GAS / TFB

Description (Justification and Explanation)

The Town estimates \$478,000 in grant funds in the FY 2015 Budget. The matching fund requirement of \$135,000 was partially met in FY 2014, in the amount of \$30,000. The Town desires to provide and maintain a reasonable planning level of safe roadway networks by identifying, prioritizing and installing guardrails. The Town's Drainage & Infrastructure Advisory Board (DIAB) has approved a list of guardrails projects. The list of guardrails installation projects includes:

* Stirling Road, south side, from Volunteer Road to Hancock Road, 2400 LF	\$ 195,745
* Stirling Road, Phase I, south side, from Hancock Road to Holatee Trail & SE corner of intersection, 536 LF	\$ 43,716
* Stirling Road, Phase II, south side, from Hancock Road to Holatee Trail, 1320 LF	\$ 107,659
* Stirling Road, north side, from Holatee Trail to Melaleuca Dr, 2640 LF	\$ 215,318
* Design & Permitting Contingency	\$ 20,562
FY 2015 TOTAL COST:	<u>\$ 583,000</u>

* Subsequent Years - TBD by Drainage Improvement Advisory Board

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

FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	SW 190 Avenue Extension						
Priority	Transportation #3		Project Manager		Clete J. Saunier, P.E.		
Department	Public Works\Engineering & C.S.		Division		Engineering		
Project Location	SW 190th Avenue, just south of Griffin Road						
Fiscal Year	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ 57,548	\$ -	\$ -	\$ -	\$ -	\$ 57,548	\$ -
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 209,752	\$ -	\$ -	\$ -	\$ -	\$ 209,752	\$ -
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Easement documentation & recording)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 267,300	\$ -	\$ -	\$ -	\$ -	\$ 267,300	\$ -
Revenue Source	G=\$243,000 GF Tfr=\$24,300	NF	NF	NF	NF	G=\$243,000 GF Tfr=\$24,300	
Description (Justification and Explanation)							
<p>The Town desires to extend SW 190th Avenue to connect with Griffin Road (SR 818). This connection will relieve excessive traffic through adversely impacted residential streets by allowing access to a principal arterial roadway. The Town was awarded \$243,000 from the State of Florida for this project with a \$24,300 Town match.</p>							
Annual Impact on Operating Budget							
Personnel	\$ -		Estimated annual rehabilitation costs over a twenty (20) years				
Operating	\$ 2,500						
Replacement Cost	Year: 2035	\$ -					
Revenue/Other	\$ -						
Total	\$ 2,500						

FUNDED

Town of Southwest Ranches Capital Improvement Project

Project	Pavement Striping and Markers						
Priority	Transportation #5			Project Manager	Clete Saunier, P.E.		
Department	Public WorksEngineering & C.S.			Division	Engineering		
Project Location	Various town streets.						
Fiscal Year	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total	Prior Years
Plans and Studies						\$ -	
Engineering, Architecture & Permitting						\$ -	
Land Acquisition/Site preparation						\$ -	
Construction	\$ 150,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 350,000	\$ 90,000
Equipment/Furnishings						\$ -	
Other (Specify)						\$ -	
TOTAL COST:	\$ 150,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 350,000	\$ 90,000
Revenue Source	GAS \$25,000 TFB \$50,000 GF Tfr \$75,000	GAS/TFB	GAS/TFB	GAS/TFB	GAS/TFB	GAS=\$125,000 TFB=\$150,000 GF Tfr=\$75,000	GAS=\$45,000 TFB=\$45,000

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 installation. The list includes:

- * Stripe SW 188, SW 186, and SW 185 Avenue centerline and edgelines, speedhumps, and stopbars (all a priority)
- As funding becomes available from the above priority project locations, the following projects will be addressed:*
- * 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
- * Pedestrian Crossing on Stirling Road at Volunteer Road

Annual Impact on Operating Budget

Personnel	\$	-	Estimated annual cost for re-striping and markers replacement in eight years.
Operating	\$	-	
Replacement Cost	Year: 2023	\$ 50,000	
Revenue/Other		\$ -	
Total		\$ 50,000	

FUNDED

Town of Southwest Ranches Capital Improvement Project

Project	Town Entranceway Signage(s)						
Priority	Transportation #6			Project Manager	Clete Saunier, P.E.		
Department	Public Works\Engineering & C.S.			Division	Engineering		
Project Location	Various						
Fiscal Year	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 12,500	\$ 5,000
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 62,500	\$ 20,000
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000	\$ 25,000
Revenue Source	GF Tfr	GF Tfr	GF Tfr	GF Tfr	GF Tfr	GF Tfr=\$75,000	GF Tfr

Description (Justification and Explanation)	
<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. The first sign was installed in the median on Griffin Road west of Flamingo Road, facing westbound traffic.</p> <p>Prioritizing future town sign locations:</p> <p>1. (First sign) Griffin Road median, east of US 27, facing eastbound traffic.</p> <p>2. (Second sign) Griffin Road median, east of 148th Ave. (Volunteer Road – by Seven's Brothers Nursery), facing eastbound traffic.</p> <p>3. (Third sign) Griffin Road median, just west of Dykes Road, facing westbound traffic.</p>	

Annual Impact on Operating Budget	
Personnel	\$ -
Operating	\$ -
Replacement Cost	\$ -
Revenue/Other	\$ -
Total	\$ -

NOT FUNDED

Town of Southwest Ranches Capital Improvement Project

Project:	Volunteer Fire Pumper-Tanker/Engine Vehicle and Equipment						
Priority:	Public Safety - #2			Project Manager:	Volunteer Fire Chiefs		
Department:	Fire Administration			Division:			
Project Location:	Townwide						
Fiscal Year:	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total	Prior Years
Plans and Studies:							
Construction:							
Equipment/ Furnishings:	60,000	60,000	60,000	60,000	60,000	300,000	
Other (Specify):							
TOTAL COST:	60,000	60,000	60,000	60,000	60,000	300,000	
Revenue Source:	NF	NF	NF	NF	NF	NF	

Description (Justification and Explanation)

The asset (\$500,000 truck + \$100,000 of required equipment = **\$600,000**) will be purchased via an equipment lease/purchase agreement with a 10 year lifespan. The anticipated life of this asset will be 20 years (10 years front-line and 10 years reserve) and will have an estimated residual value of \$75,000.

The request is to purchase a pumper-tanker/engine fire apparatus and equipment. For FY 13/14, staff recommended deferment until the results of a Townwide Fire operational study was performed. For FY 14/15, the Townwide Fire operational study has been completed and it has been determined the current engine does not meet the needs of the Town or the Department and does not meet the current National Fire Protection Association (NFPA) Code 1901 recommendations for a front-line apparatus.

The pumper-tanker/engine will need to be fully equipped with a 1250 gpm fire pump and carry 1,000 to 2,500 gallons of water along with all other standard firefighting equipment for a class 1 apparatus. The Department, as well as the Townwide Fire operational study, has identified this as a crucial need to maintain or increase the fire suppression service for the Town. This apparatus will also be the front line replacement for the Department's current Engine. The current engine was built in 1995 and is approaching the end of its useful life as a first-line response unit and will become our reserve apparatus. This new pumper-tanker/engine fire apparatus will meet all NFPA recommended practices.

Annual Impact on Operating Budget

Personal:		
Operating:		
Replacement Costs:	Year: \$22,500	\$300,000-\$75,000 Residential value = \$225,000 / 10 years
Revenue/Other:		
Total:	\$22,500	

NOT FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Public Safety Facility\Emergency Operations Center (EOC)						
Priority	Public Safety - #3			Project Manager	Clete Saunier, P.E.		
Department	Public Works\Engineering & C.S.			Division	Engineering		
Project Location	Griffin Road and SW 163 Avenue						
Fiscal Year	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total	Prior Years
Plans and Studies						\$ -	
Engineering, Architecture & Permitting					\$ 350,000	\$ 350,000	
Land Acquisition/Site preparation					\$ 250,000	\$ 250,000	
Construction					\$ 4,775,000	\$ 4,775,000	
Equipment/Furnishings					\$ 25,000	\$ 25,000	
Other (Specify)						\$ -	
TOTAL COST:	\$ -	\$ -	\$ -	\$ -	\$ 5,400,000	\$ 5,400,000	
Revenue Source					NF	NF	
Description (Justification and Explanation)							
<p>The Town of Southwest Ranches has future plans to construct a Public Safety Facility to house both the Town's contracted police and fire services and to operate as an Emergency Operations Center. The Town owns five acres of land at the intersection of SW 163 Avenue and Griffin Road. The construction of an EOC within the planned Public Safety Facility will provide additional response to more than 175,000 residents and regional disasters.</p> <p>This Public Safety Facility will improve emergency management capabilities of preparedness, response, recovery and mitigation by enhancing our capabilities to better respond to, coordinate and recover from emergency events. The current system of providing these emergency services from the modular trailers that the police and fire services operate from is not sufficient to meet the needs of the Town's residents. The Town has no facilities to provide emergency police, fire and EMS services that are rated to withstand the impact and effects of a major hurricane.</p>							
Annual Impact on Operating Budget							
Personnel			0.00				
Operating			\$0.00				
Replacement Cost							
Revenue/Other							
Total			\$0.00				

NOT FUNDED

Town of Southwest Ranches Capital Improvement Project

Project	Frontier Trails Conservation Area						
Priority	PROS #3			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 2015	FY 2016	FY 2017	FY 2018	FY 2019	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

Description (Justification and Explanation)

The Recreation, Forestry, and Natural Resources Advisory Board has identified Frontier Trails Park development as their third priority for Fiscal Year 2015. 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 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 was requested in 2014. The site's wetlands are still an alternative to be constructed as offsite mitigation for projects by a developer.

Annual Impact on Operating Budget

Personnel	\$ -		If fully funded, projected operating budget costs would 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	\$ 23,500		
Replacement Cost	Year: 2035	\$ 15,000	
Revenue/Other	\$ -		
Total	\$ 38,500		

NOT FUNDED

Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Southwest Meadows Sanctuary						
Priority	PROS #2			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 2015	FY 2016	FY 2017	FY 2018	FY 2019	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)							
<p>The Recreation, Forestry, and Natural Resources Advisory Board has identified Southwest Meadows Sanctuary Park development as their second priority for Fiscal Year 2015. 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>Acquistion 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 Southwest Meadows Sanctuary site retain only those developments necessary to satisfy grantrequirement. 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 was requested in 2014.</p>							
Annual Impact on Operating Budget							
Personnel			If fully funded, projected operating budget costs would include Park Coordination, mitigation resource management, routine facilities maintenance, insurance, utilities, and funding for replacement over the useful life of amenities.				
Operating	\$ 63,500						
Replacement Cost	Year: 2035	\$ 18,000					
Revenue/Other	\$ -						
Total	\$ 81,500						

NOT FUNDED

Town of Southwest Ranches Capital Improvement Project

Project	Country Estates Park						
Priority	PROS #4			Project Manager	December Lauretano-Haines		
Department	Parks, Recreation and Open Space			Division	N/A		
Project Location	Country Estates Park - 16 acres at 18900 Griffin Road						
Fiscal Year	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47,043
Engineering, Architecture & Permitting	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ 421,718
Land Acquisition/Site preparation	\$ 27,714	\$ -	\$ -	\$ -	\$ -	\$ 27,714	\$ 2,172,855
Construction	\$ 133,770	\$ -	\$ -	\$ -	\$ -	\$ 133,770	\$ 470,508
Equipment/Furnishings	\$ 19,000	\$ -	\$ -	\$ -	\$ -	\$ 19,000	\$ 106,723
Other (Wetlands)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
TOTAL COST:	\$ 184,484	\$ -	\$ -	\$ -	\$ -	\$ 184,484	\$ 3,243,847
Revenue Source	NF					NF=\$184,484	G=\$2,278,685 CIP-FB & GF Tfr =\$965,162

Description (Justification and Explanation)

The Recreation, Forestry, and Natural Resources Advisory Board has identified completion of portions of Country Estates Park development (including equestrian amenities planned but not funded in the management plan) as their fourth priority for Fiscal Year 2015.

Acquisition and development of the Country Estates Park 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.

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 was supported by four Broward County grants totaling \$395,000. Three of these were 50% matching grants and one was non-matching. Costs were estimated based on management plan estimates prepared by professional consultants and updated in accordance with reductions in commitments and changes in market conditions.

Commitments for development at the Country Estates Park 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. 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.

Annual Impact on Operating Budget

Personnel			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		\$ 24,000	
Replacement Cost	Year: 2035	\$ 16,000	
Revenue/Other		\$ -	
Total		\$ 40,000	

NOT FUNDED

Town of Southwest Ranches Capital Improvement Project

Project	Covered Dock on C-11 Canal						
Priority	PROS #6			Project Manager	Clete Saunier, P.E.		
Department	Public Works\Engineering & C.S.			Division	Engineering		
Project Location	C-11 canal across from Town Hall (13400 Griffin Road)						
Fiscal Year	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total	Prior Years
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)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -
Revenue Source	NF					NF	
Description (Justification and Explanation)							
<p>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.</p>							
Personnel							
Operating	\$ -						
Replacement Cost							
Revenue/Other							
Total							

NOT FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Rolling Oaks Passive Open Space & Barn						
Priority	PROS #5			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 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 340,655
Land Acquisition/Site preparation	\$ -	\$ -	\$ 8,000	\$ -	\$ -	\$ 8,000	\$ 2,836,350
Construction	\$ 25,000	\$ 10,000	\$ 26,500	\$ -	\$ -	\$ 61,500	\$ 584,419
Equipment/Furnishings	\$ -	\$ -	\$ 26,500	\$ -	\$ -	\$ 26,500	\$ 68,540
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 25,000	\$ 10,000	\$ 61,000	\$ -	\$ -	\$ 96,000	\$ 3,909,964
Revenue Source	NF	NF	NF			NF	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 as their fifth priority for Fiscal Year 2015.</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 A35environmental 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 2015 would have included 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 16 and 17 would 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			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	\$ 35,000					
Revenue/Other	\$ -						
Total	\$ 61,000						

NOT FUNDED

Town of Southwest Ranches Capital Improvement Project

Project	SW 210th Terrace Roadway Improvement						
Priority	Transportation #10			Project Manager	Clete Saunier, P.E.		
Department	Public Works\Engineering & C.S.			Division	Engineering		
Project Location	SW 210th Terrace from Stirling Road to SW 54th Place.						
Fiscal Year	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	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)

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.

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.

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	

NOT FUNDED

Town of Southwest Ranches Capital Improvement Project

Project	Sidewalk Repairs						
Priority	Transportation #7			Project Manager	Clete Saunier, P.E.		
Department	Public Works\Engineering & C.S.			Division	Engineering		
Project Location	Volunteer Road (SW 148th Avenue), frontage of Ivanhoe Estates						
Fiscal Year	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	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 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.

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	Street Lighting						
Priority	Transportation #9			Project Manager	Clete Saunier, P.E.		
Department	Public Works\Engineering & C.S.			Division	Engineering		
Project Location	Various Griffin Road locations - West of I-75						
Fiscal Year	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	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)							
<p>The Town desires to install decorative lighting along Griffin Road from Interstate 75 west to US 27 to illuminate the street blade signs. The lighting will match the existing decorative street lighting on the east side of Griffin Road. The first phase of development are the following eleven intersections: Southwest Meadows Sanctuary Park, SW 163 Avenue, SW 164 Terrace, SW 166 Avenue, SW 168 Avenue, SW 170 Avenue, SW 172 Avenue, Fire Station, SW 178 Avenue, SW 186 Lane, and SW 188th Avenue. The second phase of development will include SW 190 Avenue, SW 193 Lane, SW 195 Terrace, SW 196 Lane, SW 199 Avenue, SW 202 Avenue, SW 205 Avenue and SW 209 Avenue.</p> <p>The Public Works / 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 .</p>							
Personnel	\$ -		includes estimated electricity costs				
Operating	\$ 6,000						
Replacement Cost							
Revenue/Other							
Total	\$ 6,000						

NOT FUNDED

Town of Southwest Ranches Capital Improvement Project

Project	SW 60th Street Widening Project						
Priority	Transportation #8			Project Manager	Clete Saunier, P.E.		
Department	Public Works\Engineering & C.S.			Division	Engineering		
Project Location	Stirling Road (SW 60th Street) west of Mather Blvd. (SW 178th Avenue).						
Fiscal Year	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	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	

Description (Justification and Explanation)

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).

Personnel	\$ -		Expected pothole repair.
Operating	\$ -		
Replacement Cost	Year: 15	\$ 500	
Revenue/Other	\$ -		
Total	\$ 500		

FUNDED

Town of Southwest Ranches, Florida

FY 2015 Program Modification

SWR Educational Scholarship Support

Department Name	Division Name	Fund	Priority	Fiscal Impact
Legislative	Council	General	1	\$1,000

Justification and Description

During FY 2013, the Schools and Education Advisory Board (SEAB) raised just over \$4,000 and awarded eight (8) scholarship of \$500 (\$4,000 in total). For FY 2014, SEAB held two fundraisers, raised over \$8,200 and were able to award nine (9) scholarships of \$900 (\$8,100 in total). SEAB is requesting that the Town provide \$1,000 to be able to advertise their fundraisers more effectively (potentially raising substantially more money) for educational scholarships to Southwest Ranches residents. Additionally, this program modification would allow SEAB members and other volunteers to submit a claim for reimbursement of supplies, wrapping materials, baskets and other miscellaneous items.

Alternative/Adverse Impacts if not funded:

This request is to provide funding for scholarship advertising as well as not expect the SEAB volunteers to incur their own money for miscellaneous, but necessary, out-of-pocket supplies and expenses. Overall, the impact increases the amount of net dollars available to SWR scholarship recipients.

Required Resources

Line item	Title or Description of request	Amount
001-1000-511-82100	Other Grants/Aid	1,000

FUNDED

Town of Southwest Ranches, Florida

FY 2015 Program Modification

Bunker Gear Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety	General Fund	1	\$43,977

Justification and Description

Bunker gear, consisting of pants and jackets, have a life expectancy of ten (10) years after which they can no longer be certified as safe for interior fire fighting. This request is for bunker gear replacement for the SWR Volunteer Fire Department. The requested amount is for replacement equipment only, as needed per the following schedule.

Alternative/Adverse Impacts if not funded:

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

	Pants	Jackets	Pants @\$861	Jackets @\$1,079	Total
FY 2014 – 2015 *	21	24	\$18,081	\$25,896	\$43,977
FY 2015 – 2016	9	13	7,749	14,027	21,821
FY 2016 – 2017	6	6	5,166	6,474	11,640
FY 2017 – 2018	1	--	861	--	861
FY 2018 – 2019	--	1	--	1,079	1,079
FY 2019 – 2020	--	--	--	--	--
FY 2020 – 2021	--	--	--	--	--
FY 2021 – 2022	15	13	12,915	14,027	26,942
Total	52	57	\$44,772	\$61,503	\$106,275

*excludes 2 sets of bunker gear in FY 2013 - 2014 and 2 sets of bunker gear in FY 2014 – 2015 through FMIT matching grant; 3 sets of bunker gear that belong to Davie Fire Department.

Timely replacement of bunker gear is a life safety issue.

Required Resources

Line item	Title or Description of request	
001-3200-522-64100	Bunker Gear Replacement for FY 2014 - 2015	\$43,977

FUNDED

Town of Southwest Ranches, Florida

FY 2015 Program Modification

Self-Contained Breathing Apparatus Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety	General Fund	2	\$4,060

Justification and Description

Self-Contained Breathing Apparatus, (SCBA), have a life expectancy of fifteen (15) years after which they cannot be used. This request is for SCBA replacement for the SWR Volunteer Fire Department. The requested amount is for replacement equipment only, as needed per the following schedule.

Alternative/Adverse Impacts if not funded:

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

	SCBA #	SCBA @ \$1,015*
FY 2014 – 2015	4	\$ 4,060
FY 2015 – 2016	4	4,060
FY 2016 – 2017	--	--
FY 2017 – 2018	--	--
FY 2018 – 2019	<u>20</u>	<u>20,300</u>
Total	28	<u>\$ 28,420</u>

*minimum purchase of 4 SCBA bottles; SCBA bottles have a 30 year life, which are approximately \$195 more per SCBA bottle.

Timely replacement of SCBA is a life safety issue.

Required Resources

Line item	Title or Description of request	
001-3200-522-64100	SCBA Replacement for FY 2014 - 2015	\$4,060

FUNDED

Town of Southwest Ranches, Florida

FY 2015 Program Modification

Radio, incl. accessory Equipment Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety	General Fund	3	\$6,500

Justification and Description

Broward County will be switching to TDMA technology during our FY 2017 – 2018, making all of the SWR Volunteer Fire radios and accessory equipment obsolete and unusable. We will need three (3) mobile truck radios, including installation (as our current wiring will not work) and accessory equipment. We will also initially need sixteen (16) portable (hand-held) radios for our firefighters, including batteries, microphones and radio holsters. We also need ten (10) back-up batteries and ten (10) Bluetooth units for portable radios. This request is for radio replacement, including accessory equipment, as per following schedule.

Alternative/Adverse Impacts if not funded:

Radios, including accessory equipment currently owned by the Volunteer Fire Department, will be obsolete as of FY 2017 – 2018 and replacement is required pursuant to the following schedule:

	# of Radios & Accessory Equip.	Radios & Accessory Equip. @\$6,500 each*
FY 2014 – 2015	1	\$ 6,500
FY 2015 – 2016	1	6,500
FY 2016 – 2017	7	45,500
Remaining Radios & Accessory Equipment :		
FY 2017 – 2018	<u>10</u>	<u>\$ 70,916</u>
Total	19	\$129,416

*estimate

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

Required Resources

Line item	Title or Description of request	
001-3200-522-64100	Radio, including accessory equipment replacement, FY 2014 – 2015 through FY 2017 – 2018	\$6,500

FUNDED

Town of Southwest Ranches, Florida

FY 2015 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 due to expected end of useful life for Town Hall units.

Alternative/Adverse Impacts if not funded:

Upon occupancy during 2012, there were eleven (11) aging central air units servicing the Town Hall complex. In FY 12/13, three (3) have been replaced and it is anticipated that in FY 13/14 two (2) additional units will be replaced leaving six (6) 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 (2) aging and obsolete HVAC units in FY 14/15.

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 2015 Program Modification

Wide Format Multi-Function Printer/Scanner System Lease

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Multiple	General	4	\$6,000

Justification and Description

This request is for a wide format (36 inch) multi-function printer/scanner. The requested equipment will be used interdepartmentally between the Public Works Department, Town Clerk, Procurement, Code Enforcement, and Planning & Zoning in the electronic processing (printing/scanning/recording) of large format documents (e.g., construction drawings, surveys, plans, etc.). The Public Works Department / Engineering Division and Planning & Zoning will be able to utilize the new equipment in the building and site construction permit review process. Use of the equipment will result in greater efficiency in the plan review process by reducing staff review and filing times and reduced file storage space requirements. The Town Clerk's office will be able maintain public records retention requirements for large format documents by scanning and storing them electronically saving significant physical storage space. Record requests service delivery efficiency would be improved by providing record responses for building plans in-house instead of using an offsite vendor to reproduce large format documents. This approach would save residents time and money. Code Enforcement will be able to better coordinate approved permit drawings when comparing actual construction work in the field as it progresses. Procurement will be able to issue multiple IFB (full size) plan sets electronically to all interested and preferred bidders on Town construction projects. There is also the potential for the Historical Advisory Board to record and printout large format historical maps, plans and pictures for historical preservation purposes. The requested amount is equivalent to 12 monthly equipment lease payments @ \$500 including the related equipment maintenance contract.

Alternative/Adverse Impacts if not funded:

Currently, all wide format documents related to building construction permit applications are submitted in triplicate hard copy sets requiring a voluminous amount of storage space during and after the permit review process. All large format documents that have hand written comments must be retained as public records for many years. This requires extensive storage space that is becoming limited at Town Hall. Paper is wasted when plans are submitted for review in hard copy. Procurement when issuing IFB's must also print out large quantities of ledger size paper packets that are not full size documents and wastes paper when packets are printed but not used. All other interagency coordination related to site and building construction permits and projects will have to continue to use hard copies that must be physically passed/delivered from each department during the permit review and construction monitoring process. The Town Clerk's office would be limited to offsite vendors and increase costs to residents when fulfilling records requests for large format documents.

Required Resources

Line Item	Title or Description of request	
001-3900-519-44xxx	Wide Format MF Printer & Scanner System Lease	\$6,000

FUNDED

Town of Southwest Ranches, Florida

FY 2015 Program Modification

Vehicle Maintenance

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

Justification and Description

In 2014, the Town purchased eighteen (18) vehicles as part of an agreement with BSO (Resolution 2014-34). Eight (8) of these vehicles have been allocated to Davie Police Department as part of their fleet services in accordance with their service agreement with the Town (Resolution 2014-10). Ten (10) vehicles remained as Town Property of which six (6) vehicles were surplus and four (4) remained as part of the Town Fleet (one is used as a police decoy).

Alternative/Adverse Impacts if not funded:

This expenditure request is to ensure the Town has recurring funds for maintenance of these vehicles, as needed.

Required Resources

Line item	Title or Description of request	
001-3900-519-46120	Vehicle Maintenance	\$5,000

Town of Southwest Ranches, Florida

FY 2015 Program Modification

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Executive-General Services	General	2	\$2,975

This funding request is for the removal and disposal of animal carcasses on streets and roads within the Town of Southwest Ranches.

Effective December 1, 2013 the County no longer provides the service of removing and disposing of animal carcasses on municipal roads. For the Town of Southwest Ranches, this does not include Griffin Road, which is a Broward County controlled road or US 27 or Flamingo Road, which is an FDOT controlled road. Animals found on private property or private roads are the responsibility of the property owner.

In 2012, the Town had 31 animal carcasses removed and disposed by the County, most of which were found on Griffin and Flamingo Roads. Staff is proposing the following budget for the removal and disposal of animal carcasses for FY 2015 and thereafter:

Animal carcasses 35 lbs or less: \$50 x 20 = \$1,000

Animal carcasses 36 lbs – 80 lbs: \$125 x 5 = \$ 625

Animal carcasses over 80 lbs: $\$225 \times 5 = \$1,350$

Total	\$2,975
--------------	----------------

Line item	Title or Description of request	
001-3900-519-34100	Animal Carcass Removal and Disposal	\$2,975

FUNDED

Town of Southwest Ranches, Florida

FY 2015 Program Modification

Neighborhood Beautification Grant

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

Justification and Description

In 2010, Town Council approved a resolution (2010-067) for a Beautification Grant to match funds to Southwest Ranches homeowner associations (HOA's) for neighborhood improvements. Chapter 166 and 170, Florida Statutes gives the Town the authority to establish a neighborhood beautification grant program. The Town had allocated \$10,000 in FY 2010 for this grant program and the total of \$6,000 had been expended.

Alternative/Adverse Impacts if not funded:

This Beautification Grant was awarded to Rolling Oaks and Sunshine Ranches HOA's for a total of matching funds of \$3,000 in 2010 to each of these entities for community signage.

This request is to ensure that matching funds are available in FY 2015 for other community HOA's.

Required Resources

Line item	Title or Description of request	
001-3900-519-46110	Neighborhood Beautification	\$3,000

NOT FUNDED

Town of Southwest Ranches, Florida

FY 2015 Program Modification

Council Agenda Workflow Software

Department Name	Division Name	Fund	Priority	Fiscal Impact
Town Clerk	Executive & Clerk Administration	General	6	\$4,800

Justification and Description

This request is for an enterprise software solution to assist with the automated workflow, document control, and production of the Town Council agenda. The solution being offered by Novus Solutions is a proven cloud based solution that also allows for seamless integration with Laserfiche, the Town's records repository software, allowing for further synergy.

Full integration could eventually migrate to a paperless agenda package saving an additional \$4,100 per year. However, hardware for all Council Members would need to be acquired. The above \$4,800 is the estimated first year cost including all modifications and training. Thereafter, an annual license renewal of \$4,200 would be required.

Alternative/Adverse Impacts if not funded:

If not funded, the manual process of creating the Town Council agenda will continue. The current process is archaic and outdated. Utilization of automated workflow software to produce the agenda will provide better consistency, and a better utilization of staff and technology resources resulting in an estimated labor productivity improvement of \$4,000 which would be redirected to other customer service areas.

Required Resources

Line Item	Title or Description of request	
001-1800-512-34100	Agenda Workflow Software	\$4,800

Town of Southwest Ranches

Proposed FY 2014/2015

Fire Assessment Worksheet

Sources:

Fire Administration Department
 Volunteer Fire Service Department
 Volunteer Fire Fund

Expenditures	Total FY 2014-2015 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	\$ 2,582,860	\$ 1,490,310	\$ 1,092,550
Personnel Expenses	71,534	N/A	71,534
Operating Expenses	485,254	N/A	485,254
Non-Operating Debt	18,122	N/A	18,122
Capital Outlay	25,000	N/A	25,000
Sub-Total	\$ 3,182,770	\$ 1,490,310	\$ 1,692,460

Other Expenses

Publication & Notification Costs	5,000
Statutory Discount	86,565
Collections Cost	33,849
Fire Assessment Cost Allocation of Townwide Personnel/Contractual Costs	148,891
Total Fire Assessment Expenses	\$ 1,966,765

Based On Consultant Study

Property Category	Assess Unit Type	% Effort Allocation	Amount	Total Proposed Rates FY 14/15	Total Assessed Rates FY 13/14	Difference Increase
Residential - 2506 Units	Per Dwelling Unit	62.8912%	1,236,922	493.58	472.14	21.44
Commercial - 331,260 SF	Per Sq.Ft. Bldg Area	15.0283%	295,571	0.89	0.84	0.05
Indust/Warehouse - 117,957 SF	Per Sq.Ft. Bldg Area	9.5818%	188,452	1.60	1.54	0.06
Institutional - 476,249 SF	Per Sq.Ft. Bldg Area	6.2499%	122,921	0.26	0.23	0.03
Vacant/Agricultural - 1,487 Acre	Per Acre	6.2488%	122,899	82.65	75.33	7.32
Total		100%	\$ 1,966,765			

Town of Southwest Ranches
Proposed FY 2014/2015
Solid Waste Assessment Worksheet

Sources:

SWS Contract

Broward County Property Appraiser

Munilytic Consultant Study

Description	Solid Waste & Recycling	Bulk Waste	Total Proposed FY 14/15
% Allocation Direct Expenses Only	66%	34%	

Direct Expenses:

Solid Waste Collection	\$ 287,240	\$ -	\$ 287,240
Recycling Collection	\$ 50,139	-	\$ 50,139
Bulk Waste Collection	-	107,828	\$ 107,828
Solid Waste Disposal	\$ 187,251	-	\$ 187,251
Bulk Waste Disposal	-	160,987	\$ 160,987
Sub-Total	\$ 524,630	\$ 268,816	\$ 793,445

Other Expenses

Statutory Discount	33,060
Collections Cost	34,303
Townwide Personnel/Contractual Costs	168,833
Net Assets Available for Rate Stabilization	55,838
Total Solid Waste Assessment Expenses	\$ 1,085,480

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 14/15	Total Assessed Rates FY 13/14	Difference (Decrease)
A	- 41,200	405	285.15	102.15	387.31	388.08	(0.77)
B	41,201 46,999	420	285.15	120.77	405.92	406.69	(0.77)
C	47,000 62,999	410	285.15	145.19	430.34	430.34	0.00
D	63,000 95,999	439	285.15	157.92	443.07	445.12	(2.05)
E	96,000 106,999	426	285.15	183.42	468.57	470.20	(1.63)
F	107,000 >107,000	417	285.15	215.06	500.21	502.88	(2.67)

Town of Southwest Ranches, FL

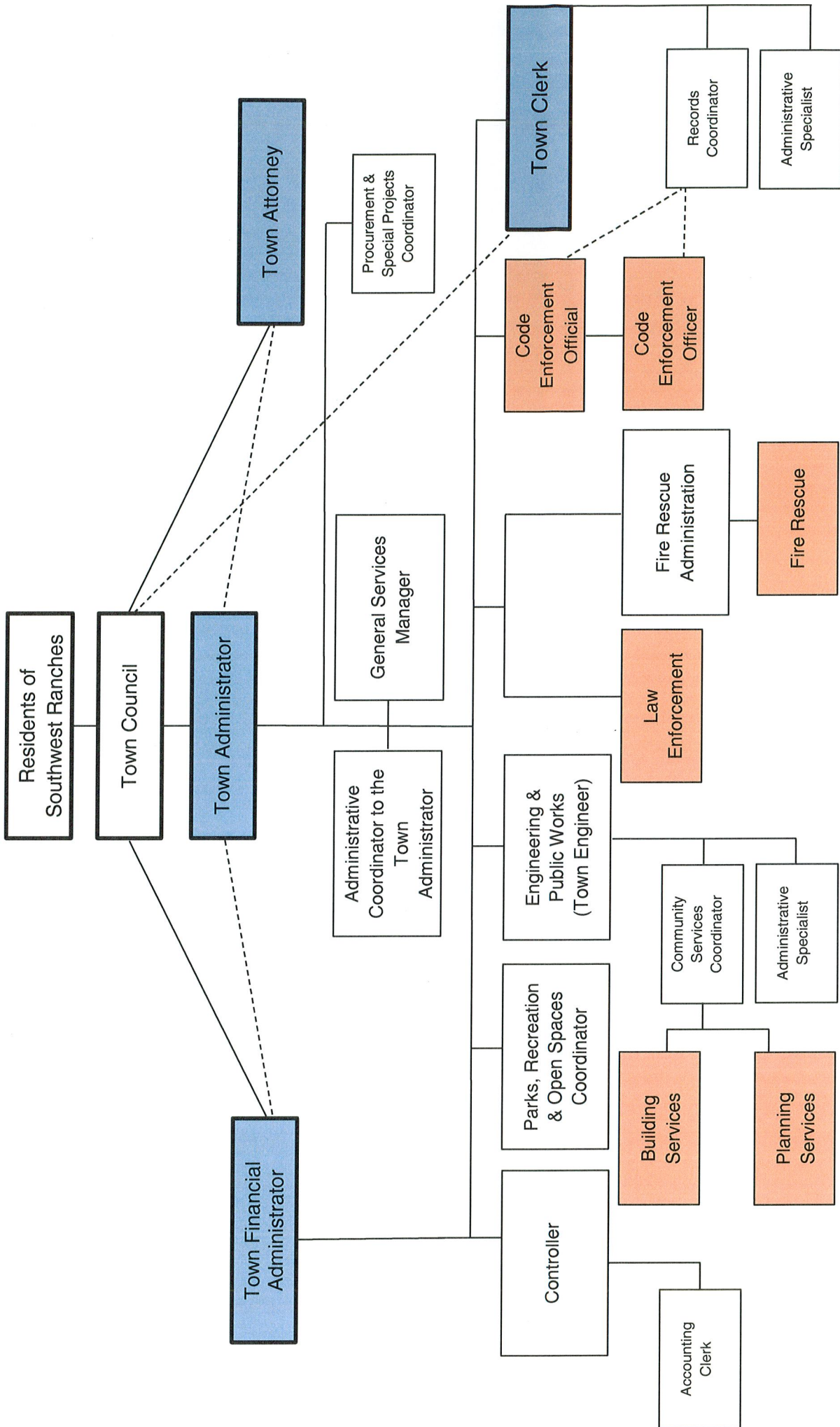
Proposed Cost Allocation Plan for 2015 Special Assessments

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	5%	\$ 3,150	8%	\$ 5,040
Attorney	\$ 535,000	87%	\$ 465,450	5%	\$ 26,750	8%	\$ 42,800
Executive	\$ 306,018	70%	\$ 214,213	15%	\$ 45,903	15%	\$ 45,903
Finance	\$ 211,233	70%	\$ 147,863	15%	\$ 31,685	15%	\$ 31,685
Clerk	\$ 149,659	90%	\$ 134,693	3%	\$ 4,490	7%	\$ 10,476
PW / CS	\$ 161,569	99%	\$ 159,953	0%	\$ -	1%	\$ 1,616
Code	\$ 142,140	52%	\$ 73,913	40%	\$ 56,856	8%	\$ 11,371
PROS	\$ 64,929	100%	\$ 64,929	0%	\$ -	0%	\$ -
Totals	\$ 1,633,548		\$ 1,315,824		\$ 168,833		\$ 148,891

* 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.



TOWN OF SOUTHWEST RANCHES ORGANIZATIONAL CHART Fiscal Year 2014\2015



Positions appointed by the Town Council [Blue Box] Contracted Services [Orange Box] Indirect Relationship [Dashed Line]

Personnel Complement

		FY 2014		FY 2015	
Fund	Department	Full Time	Part Time	Full Time	Part Time
General Fund	Legislative	0	5	0	5
	Executive	4	0	4	0
	Finance	2	1	2	1
	Town Clerk	2.8	0	2.8	0
	Code Enforcement	0.2	0	0.2	0
	Public Works \ 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
Total all funds		13	8	13	8



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 proposed Town revenues
- 3) summary information on proposed departmental
expenditures by type
- 4) departmental information
- 5) proposed departmental expenditures,
and other information related to these three funds.

FY 2014-2015

General Fund Summary Fiscal Year 2015

FY 2014 Estimated

Estimated Total Revenues	10,148,228
Estimated Expenditures & Encumbrances	<u>(9,698,357)</u>
Estimated FY 2014 Year End Difference	<u>449,871</u>

FY 2015 Projected Unassigned Fund Balance

Audited Unassigned Fund Balance 9/30/2013	3,458,623
Estimated FY 2014 Year End Difference	449,871
Appropriated Fund Balance FY 2014	<u>(591,324)</u>
Projected Unassigned Fund Balance 9/30/2014	<u>3,317,170</u>
Appropriated Fund Balance FY 2015	<u>(105,000)</u>
Projected Unassigned Fund Balance 9/30/2015	<u>3,212,170</u>

FY 2015 Budget Summary

Proposed Revenues

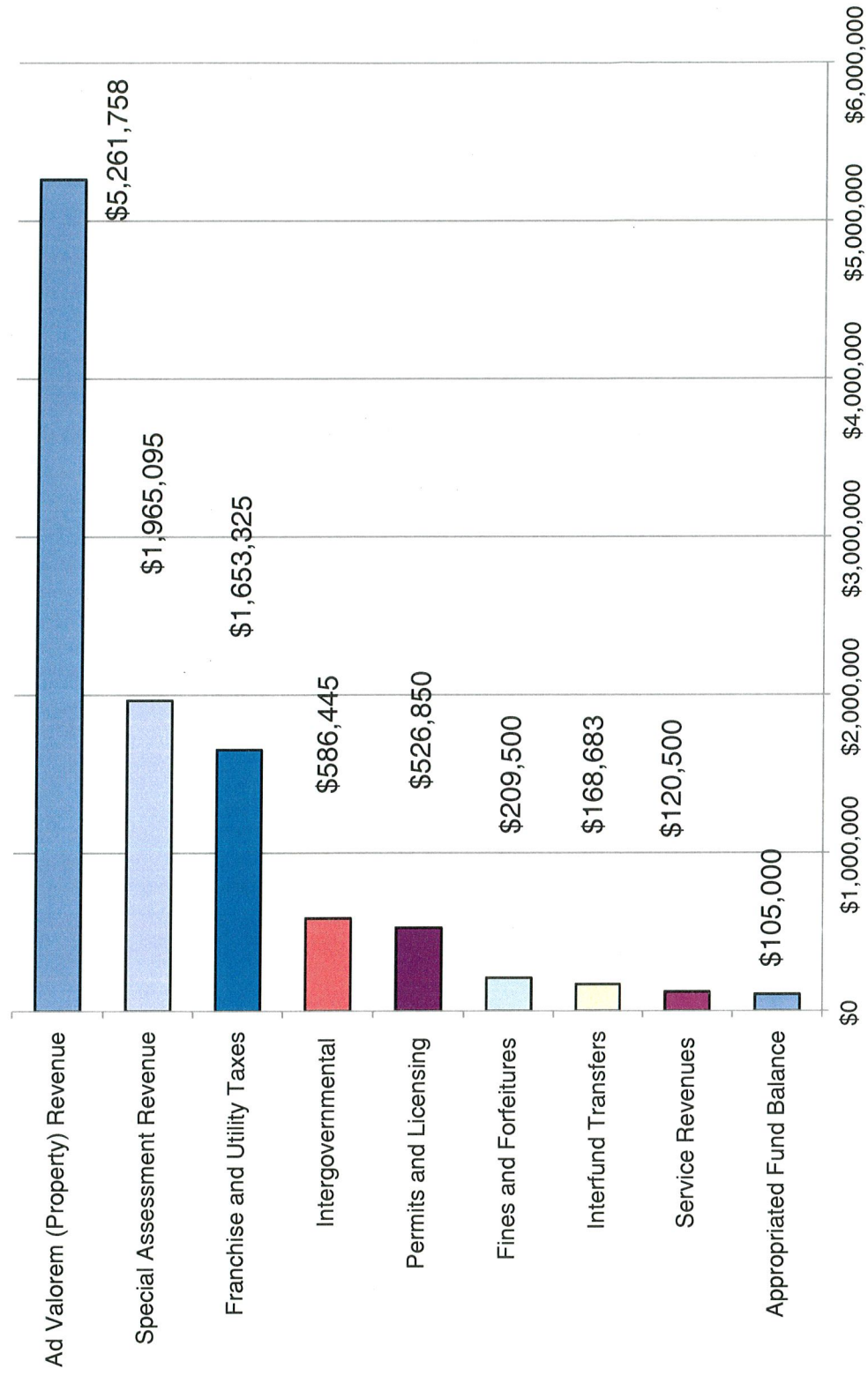
Property Tax	5,261,802
Franchise and Utility Taxes	1,653,325
Permits/Licenses/Inspections	526,850
Intergovernmental Revenues	586,445
Services Revenues	120,500
Fines	209,500
Miscellaneous Revenues	2,133,777
Appropriated Fund Balance	105,000
Total Revenue	<u>10,597,200</u>

Proposed Expenditures

Personnel Costs	1,248,204
Operating Items	7,022,635
Capital Outlay	110,037
Non-Operating Expenses	<u>2,216,324</u>
Total Expenditures	<u>10,597,200</u>

Note: There is an additional \$531,811 in Non-spendable, Committed and Restricted Fund Balance in the General Fund as of 9/30/2013

Where Do the Funds Come From?



GENERAL FUND OPERATING REVENUE

Line Item Prefix: 001-0000-:		FY 2012 Actual	FY 2013 Actual	FY 2014 Current Budget	FY 2014 Projected	FY 2015 Proposed
311-31110	Current & Delinquent Real/Pers. Property	4,105,338	4,146,677	4,199,686	4,204,702	5,261,802
TOTAL	Total Ad valorem Property Taxes	4,105,338	4,146,677	4,199,686	4,204,702	5,261,802
323-32310	Electric Franchise	555,873	544,508	500,000	535,735	525,020
323-32370	Solid Waste Franchise	38,015	26,891	18,484	25,300	23,000
323-32395	Towing Franchise	4,809	5,819	5,570	5,293	4,800
TOTAL	Franchise Fees	598,696	577,218	524,054	566,327	552,820
314-31410	Electric Utility	675,133	712,967	650,000	755,652	717,250
314-31480	Gas Utility	12,276	59,870	22,000	22,253	22,000
315-31500	Communications Services Taxes	405,215	374,779	346,669	357,837	361,255
TOTAL	Utility Fees	1,092,623	1,147,616	1,018,669	1,135,742	1,100,505
316-31600	Business Tax Receipts	7,873	7,714	6,500	7,270	6,500
322-32200	Building Permits - Regulatory Fees	-	35,051	25,000	27,500	25,000
322-32207	Building Permits - Contractor	263,672	4,092	175,313	247,500	225,000
322-32225	Building Permits - SWR	101,048	324,929	58,437	82,500	75,000
322-32240	Building Permits - Admin Fees	-	602	41,250	39,600	36,000
329-32905	In House Engineering Fees	26,118	34,033	25,000	29,089	25,000
329-32910	Certificate of Use Registration	2,675	2,525	2,125	2,250	2,250
322-32290	Fire Inspection Service & Fees	176,886	12,425	11,400	11,263	11,400
329-32901	Planning & Zoning Review Fees	120,444	108,351	118,000	130,000	120,500
329-32909	Lobbyist Fees / Registrations	-	400	100	450	200
TOTAL	Permits/Licenses/Inspection	698,715	530,122	463,125	577,422	526,850
331-33120	U.S. Public Safety Grant	-	-	66,833	33,416	33,417
331-33126	U.S. Public Safety Grant-FDLE	-	7,229	10,000	-	2,500
331-33139	Federal Grant-Other Physical Environment	9,734	-	-	-	-
335-33512	State Revenue Sharing (Sales Tax)	116,014	116,248	128,232	116,124	122,292
335-33515	Beverage License	-	7,342	-	1,994	1,000
335-33518	State 1/2 Cent Sales Tax	403,729	429,623	423,276	443,602	460,653
TOTAL	Intergovernmental - Federal/State	529,476	560,442	628,341	561,720	586,445
341-34191	Election Qualifying Fees	500	-	-	200	-
342-34260	Ambulance Fees	-	123,168	122,500	127,329	120,000
347-34720	Parks/Rec & Open Spaces Serv Charge	-	515	500	795	500
TOTAL	Services Revenues	500	123,683	123,000	128,324	120,500
351-35150	Traffic Judgment/Fines	85,315	67,905	55,000	57,447	48,000
358-35820	Law Enforcement Seizures	2,500	4,489	-	47	-
359-35901	Code Enforcement/Lien Recovery	113,862	141,171	130,000	215,214	140,000
359-35902	Code Enforcement/Lien Recovery-Legal	21,462	526,401	15,000	23,379	20,000
354-35401	Tree Preservation Fines	-	-	-	-	-
354-35402	False Alarm Fines	2,403	5,600	2,500	1,500	1,500
TOTAL	Fines & Forfeitures	225,542	745,566	202,500	297,587	209,500
361-36110	Interest Earnings	27,088	16,767	8,000	8,408	7,500
325-32520	Special Assessment Fire	1,671,447	1,627,365	1,778,666	1,777,069	1,888,094
364-36400	Disposition of Fixed Assets	-	(138,848)	-	6,725	-
362-36210	Cell Tower	57,414	60,699	60,000	60,907	61,000
362-36220	Office Rental	-	600	-	-	-
366-36610	Contrib/Donations from Private Sources	1,400	500	-	-	-
366-36620	Contrib/Donation for Educa/Scholarships	-	4,000	2,500	8,100	7,500
369-36990	Other Misc Revenues	8,278	60,184	1,000	40,544	1,000
359-35902	Other Misc Revenues-Legal cost recovery	20,000	-	-	-	-
382-38240	Reimbursement/Contrib from Solid Waste	128,701	174,492	183,326	183,326	168,683
399-39900	Appropriated Fund Balance	-	-	591,324	591,324	105,000
TOTAL	Miscellaneous Revenues	1,914,327	1,805,759	2,624,816	2,676,404	2,238,777
GRAND TOTAL		9,165,219	9,637,083	9,784,191	10,148,228	10,597,200

REVENUE SOURCES

Ad Valorem Tax

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

Under the Save our Homes provisions (Amendment 10), all homestead properties can only have an annual increase of assessed value of either 3% or the CPI, whichever is less. For FY 2013, Amendment 1 limits Towns to a millage rate of the roll-back rate, plus the adjustment for growth in per capita Florida income. For this year, that amount is approximately 1.02%.

For FY 2013, the Town of Southwest Ranches' Mayor and Town Council adopted the roll back rate of 3.9042 mills). For FY 2014, the adopted rate is equal to the Town's historic rate of 3.9404.

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 \$577,422 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, lien collection fees, lien search services. Fines for the general fund derive from code enforcement and parking violations. Total FY 2014 general fund fines and forfeitures are projected at \$297,587.

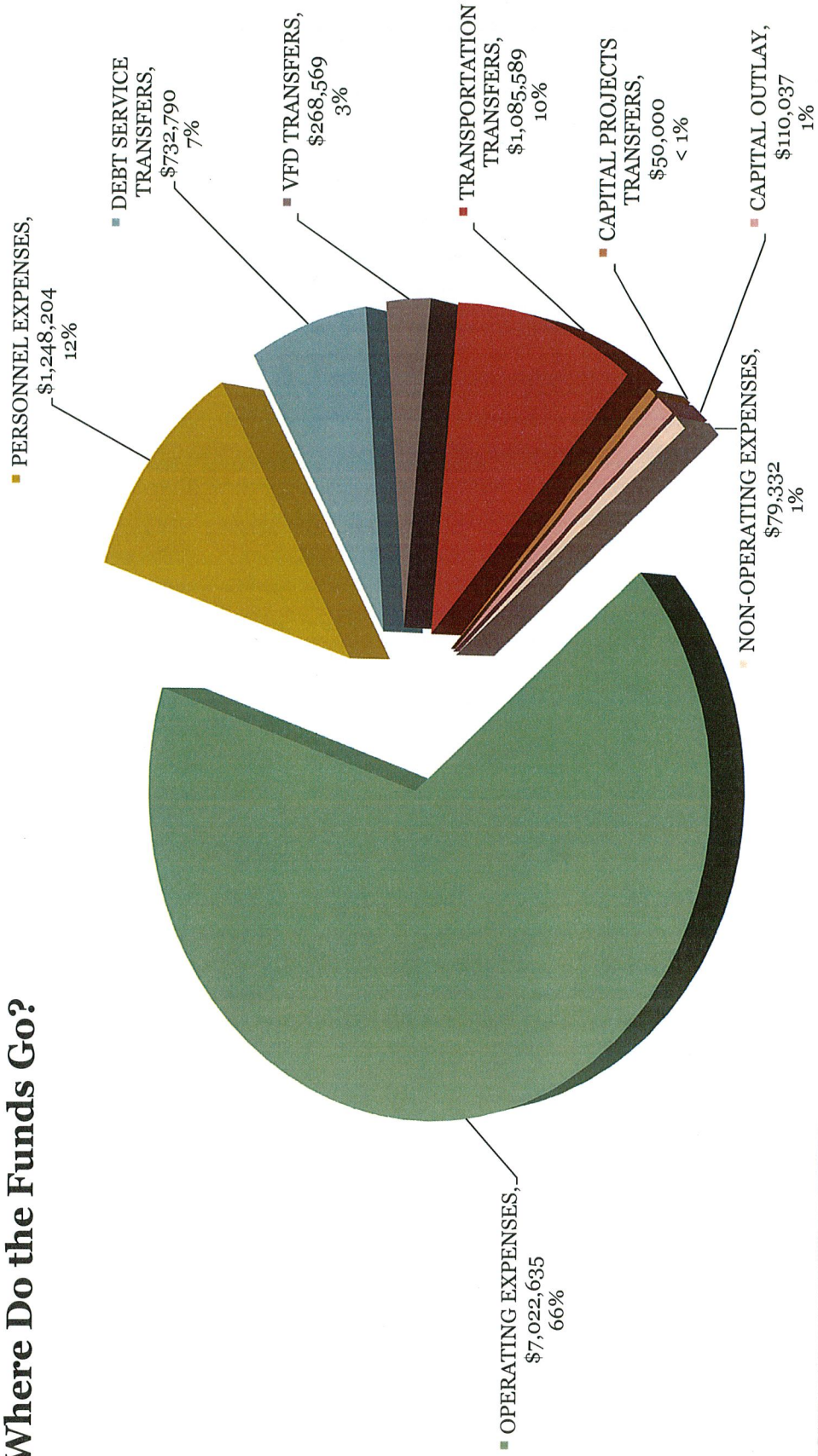
Miscellaneous Revenues

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 \$2,085,080 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 (reserves), if necessary.

Where Do the Funds Go?



GENERAL FUND EXPENDITURE SUMMARY BY TYPE

Line Item		FY 2012 Actual	FY 2013 Actual	FY 2014 Current Budget	FY 2014 Projected	FY 2015 Proposed
12100	Regular Salaries	841,732	822,204	887,240	883,740	931,224
13100	FT/PT-No Benefits	-	84,856	78,901	78,000	85,363
14100	Overtime	180	-	-	-	-
21100	Payroll Taxes	60,852	64,650	73,992	73,686	77,849
22100	Retirement Contribution	3,500	-	-	20,519	47,103
23100	Life & Health Insurance	37,985	42,262	79,700	69,700	95,000
24100	Workers Compensation	1,750	6,963	6,664	6,664	6,664
25100	Unemployment Compensation	3,594	-	5,000	-	5,000
TOTAL	PERSONNEL EXPENSES	949,593	1,020,935	1,131,497	1,132,308	1,248,204
31010	Professional Services	439,742	210,604	328,100	271,000	247,500
31020	Lawsuits and Prosecutions	157,332	227,995	175,000	300,000	250,000
31030	Lawsuits - Code Enforcement	55,598	33,467	40,000	95,000	65,000
31040	Lawsuits - Planning and Zoning	-	4,070	10,000	30,000	20,000
31090	Lobbyist	35,000	29,167	-	29,000	42,500
32100	Accounting and Auditing	58,892	42,570	55,750	42,500	55,750
34100	Other Contractual Services	5,305,743	4,894,420	5,673,064	5,622,576	5,411,253
34300	Other Contractual Svcs - P&Z Permits	124,835	70,267	75,000	87,500	75,000
34310	Other Contractual Svcs - P&Z Hearings	-	37,475	40,500	40,500	40,500
34320	Other Contractual Svcs - P&Z Town Req	24,274	23,832	25,000	25,000	10,000
34330	Other Contractual Svcs - P&Z Land Use	-	-	20,000	17,000	20,000
40100	Mileage Reimbursement	6,574	6,533	5,750	4,750	3,000
41100	Telecommunications	17,291	36,585	26,650	28,000	30,000
42100	Postage	17,647	17,292	18,000	32,000	28,000
43100	Electricity	33,899	34,254	48,500	29,500	38,500
43110	Water	-	731	9,500	10,000	11,500
44020	Building Rental/Leasing	21,909	4,164	5,000	2,000	3,500
44030	Equipment/Vehicle Leasing	-	-	-	-	20,000
45100	Property and Liability Insurance	89,404	74,670	102,500	100,000	100,000
46010	Maintenance Service/Repair Contracts	20,222	13,573	13,000	13,000	17,500
46020	Building Maintenance	12,603	28,326	24,500	19,000	24,500
46030	Equipment Maintenance	69,746	72,987	25,600	36,600	36,000
46040	Grounds Maintenance-Parks	10,021	19,663	18,095	18,095	102,500
46050	Tree Maintenance/Preservation	28,000	42,907	20,482	20,482	25,150
46060	Lake Maintenance	8,640	8,640	8,640	8,640	8,640
46110	Miscellaneous Maintenance	11,557	725	2,500	2,500	22,500
46120	Vehicle Maintenance	12,563	30,662	35,000	35,000	30,000
46500	Software Maintenance	23,522	24,141	27,000	22,000	27,000
46900	Miscellaneous Maintenance & Repair	8,844	462	10,000	500	10,000
48100	Promotional Activities/Newsletter	27,341	26,126	36,500	17,500	25,000
48110	Promotional Activities/Town Events	7,784	5,227	20,000	15,000	17,500
49100	Other Current Charges	74,089	12,433	44,500	32,100	39,000
49110	Legal Advertisement	14,851	15,203	18,000	15,000	18,000
51100	Office Supplies	27,041	24,507	24,000	22,000	24,000
52140	Uniforms	1,528	213	5,000	2,500	2,500
52160	Gasoline	6,176	18,052	25,000	20,500	30,000
52900	Miscellaneous Operating Supplies	39,539	14,810	12,500	11,000	11,500
54100	Subscriptions and Memberships	5,867	5,343	9,835	7,285	10,335
55100	Training and Education	3,406	13,807	85,428	41,261	52,712
55200	Conferences and Seminars	4,433	8,135	15,950	8,595	16,295
TOTAL	OPERATING EXPENSES	6,805,913	6,134,036	7,139,844	7,134,884	7,022,635

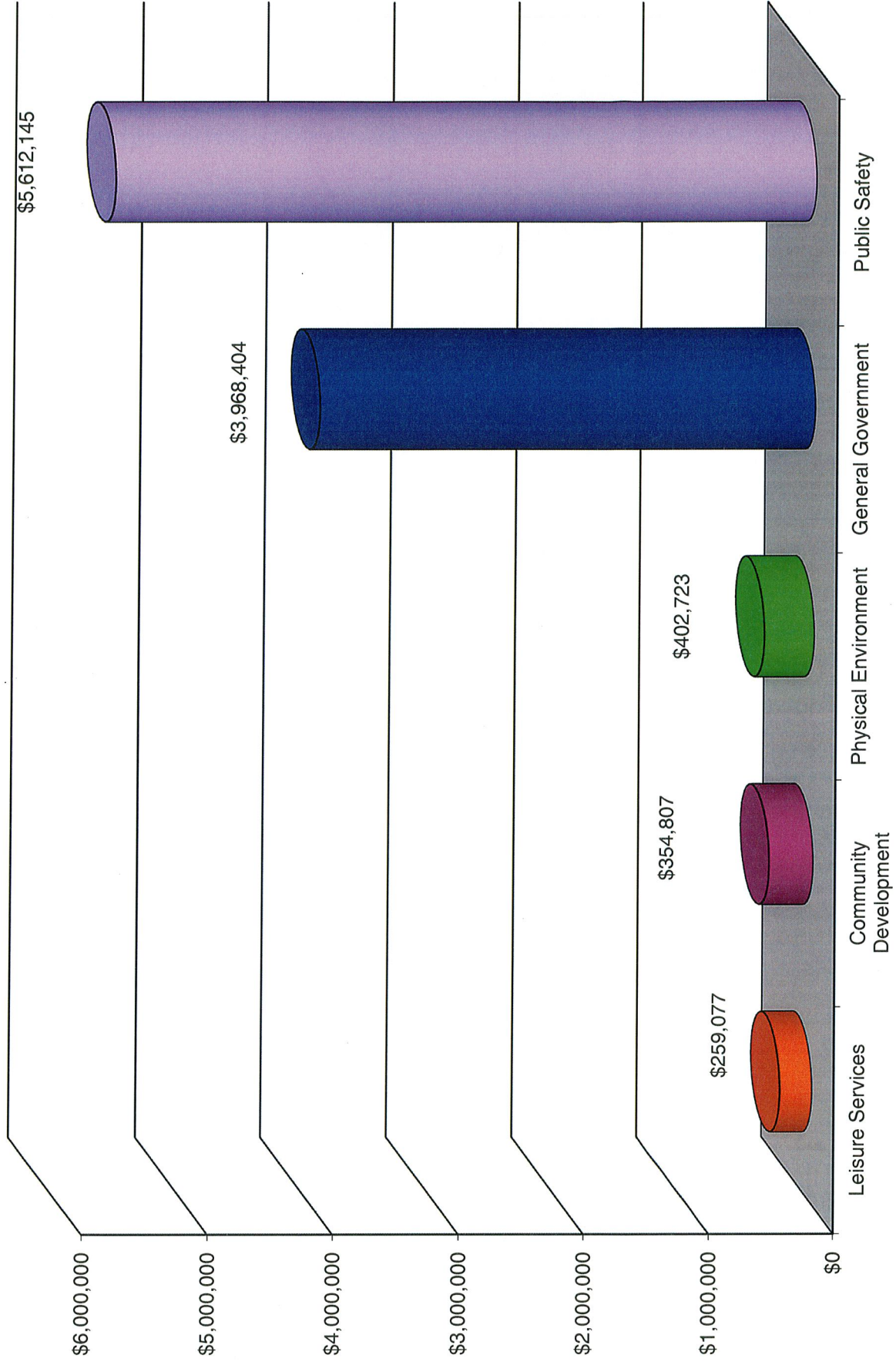
GENERAL FUND EXPENDITURE SUMMARY BY TYPE

Line Item		FY 2012 Actual	FY 2013 Actual	FY 2014 Current Budget	FY 2014 Projected	FY 2015 Proposed
63100	Improvements other than Building	-	25,000	25,000	25,000	25,000
63300	Infrastructure - Entranceway Signage	-	-	9,850	9,850	-
64100	Machinery and Equipment	12,152	108,710	37,634	6,200	85,037
TOTAL	CAPITAL OUTLAY	12,152	133,710	72,484	41,050	110,037
82100	Aid to Private Organizations	3,828	8,000	6,500	12,100	14,291
91101	Transfers to Transportation Fund	-	113,500	213,472	213,472	1,085,589
91102	Transfers to Volunteer Fire Fund	252,368	249,217	255,000	255,000	268,569
91201	Transfers to Debt Service Fund	653,122	735,938	734,609	734,609	732,790
91301	Transfers to Capital Projects Fund	210,000	137,497	174,934	174,934	50,000
99100	Contingency/Reserve-Operating	989	-	29,438	-	38,628
99100-2	Contingency/Reserve - IT Replenishment	-	-	26,413	-	26,413
TOTAL	NON-OPERATING EXPENSES	1,120,307	1,244,152	1,440,366	1,390,115	2,216,280
TOTAL	GENERAL FUND	8,887,966	8,532,833	9,784,191	9,698,357	10,597,156

General Fund Expenditure Summary by Department

Department	FY 2012 Actual	FY 2013 Actual	FY 2014 Current Budget	FY 2014 Projected	FY 2015 Proposed
Legislative	111,475	112,286	86,500	112,550	136,791
Town Attorney	590,149	438,399	455,000	625,000	535,000
Executive	331,695	301,248	421,862	408,479	453,309
Finance	236,791	247,653	289,030	275,013	315,162
Town Clerk	204,031	238,777	217,682	201,445	240,869
Building Services	337,904	264,635	200,300	275,000	250,000
Code Enforcement	228,209	155,030	143,430	138,910	152,723
Planning & Zoning	154,108	132,004	163,000	172,500	148,000
Public Works / CS	167,527	167,818	192,186	213,023	206,807
Public Safety - Police	2,109,604	1,992,844	2,718,368	2,565,980	2,395,958
Public Safety - Fire Admin+VF Svcs	3,000,336	2,874,047	3,129,907	3,055,240	3,216,187
Parks and Open Spaces	184,401	223,462	245,732	243,674	259,077
Non-Departmental	1,231,735	1,384,628	1,521,194	1,411,543	2,287,273
Total	8,887,966	8,532,833	9,784,191	9,698,357	10,597,156

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 Administrator, 2) Town Attorney, 3) Town Financial Administrator, 4) Town Clerk, 5) Town Advisory Board members 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 2014			Proposed FY 2015		
	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Mayor		1			1	
Vice Mayor		1			1	
Town Councilors		3			3	
Total		5			5	

Legislative Department Expenditures

Line Item Prefix: 001-1000-511-:		FY 2012 Actual	FY 2013 Actual	FY 2014 Current Budget	FY 2014 Projected	FY 2015 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	500	1,100	1,100	1,100	1,100
TOTAL	PERSONNEL EXPENSES	68,320	68,920	69,000	69,000	69,000
31090	Lobbyist	35,000	29,167	-	29,000	42,500
40100	Mileage Reimbursement	-	532	1,000	-	1,000
49100	Other Current Charges and Obligations	1,105	618	2,500	250	2,000
54100	Subscriptions and Memberships	657	1,876	2,000	2,200	2,500
55200	Conferences & Seminars	2,566	3,174	4,000	-	4,000
TOTAL	OPERATING EXPENSES	39,328	35,367	9,500	31,450	52,000
82100	Other Grants/Aid	3,828	8,000	6,500	12,100	14,291
99100	Contingency	-	-	1,500	-	1,500
TOTAL	NON-OPERATING EXPENSES	3,828	8,000	8,000	12,100	15,791
TOTAL	Department Total	111,475	112,286	86,500	112,550	136,791

Major Variance from Current Budget FY 2014 to Projected FY 2014

Code	Amount	Explanation
31090	\$29,000	Increase due to new lobbyist procured FY 2014 unbudgeted
82100	\$5,600	SEAB Scholarships - Paid 100% with fund raising revenues

Major Variance or Highlights of the Departmental Budget - FY 2014 Projected to FY 2015 Proposed

Code	Amount	Explanation
31090	\$13,500	Increase to lobbyist for retainer
55200	\$4,000	Increase due to expected Broward Days attendance

FUNDED

Town of Southwest Ranches, Florida

FY 2015 Program Modification

SWR Educational Scholarship Support

Department Name	Division Name	Fund	Priority	Fiscal Impact
Legislative	Council	General	1	\$1,000

Justification and Description

During FY 2013, the Schools and Education Advisory Board (SEAB) raised just over \$4,000 and awarded eight (8) scholarship of \$500 (\$4,000 in total). For FY 2014, SEAB held two fundraisers, raised over \$8,200 and were able to award nine (9) scholarships of \$900 (\$8,100 in total). SEAB is requesting that the Town provide \$1,000 to be able to advertise their fundraisers more effectively (potentially raising substantially more money) for educational scholarships to Southwest Ranches residents. Additionally, this program modification would allow SEAB members and other volunteers to submit a claim for reimbursement of supplies, wrapping materials, baskets and other miscellaneous items.

Alternative/Adverse Impacts if not funded:

This request is to provide funding for scholarship advertising as well as not expect the SEAB volunteers to incur the expense for miscellaneous, but necessary, out-of-pocket fund raising supplies and materials. Overall, the impact increases the amount of net dollars available to SWR scholarship recipients.

Required Resources

Line item	Title or Description of request	Amount
001-1000-511-82100	Other Grants/Aid	1,000

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, planning & zoning, code enforcement, ethics, debt, public records and matters unique to the Town. The Town Attorney also oversees all litigation including those pertaining to liens, foreclosures and lawsuits filed by and against the Town.

FY 2013/2014 Accomplishments:

- Received Attorney General consent to contract with the Town of Davie to provide Public Safety-Police services.
- Finalized contract with the Town of Davie for the provision of police services.
- Finalized procurement and contract for waste and recycling disposal.
- Collected, with the assistance of Code Enforcement, a projected \$240,000 in code enforcement fines.
- Worked with Town Lobbyist to secure almost \$1,200,000 (net of required matching) for Transportation Fund capital projects.
- Worked to prevent new septic tank legislation and further farm bill reforms.

- Drafted numerous procurements and contracts relating to infrastructure and capital projects. Procurements included Rolling Oaks Barn renovation, traffic calming devices, Town surveyor, and Fishing Hole park improvements.
- Prevailed in numerous litigation matters brought against the Town, including those brought by a resident, and a house of worship.
- Filed three separate actions to protect the Town's legal interests.
- Successfully got Broward County to utilize more advantageous, 2013 data for the distribution of Resource Recovery Board assets.
- Worked to resolve legal issues concerning closure of the Town's roadways.

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 an identifiable millage rate restricted for Transportation purposes, special assessments and/or general obligation bonds.

FY 2014/2015 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 and by 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.
- Facilitate the implementation of the new Town Strategic Plan including development of and then successful compliance with specified departmental performance measures.

Town Attorney Department Expenditures

Line Item Prefix: 001-1200-514-:		FY 2012 Actual	FY 2013 Actual	FY 2014 Current Budget	FY 2014 Projected	FY 2015 Proposed
Suffix	Account Description					
31010	Professional Services	377,219	172,868	230,000	200,000	200,000
31020	Lawsuits & Prosecutions - General	157,332	227,995	175,000	300,000	250,000
31030	Lawsuits - Code Compliance	55,598	33,467	40,000	95,000	65,000
31040	Lawsuits - Planning & Zoning	-	4,070	10,000	30,000	20,000
TOTAL	OPERATING EXPENSES	590,149	438,399	455,000	625,000	535,000
TOTAL	Department Total	590,149	438,399	455,000	625,000	535,000

Major Variance from Current Budget FY 2014 to Projected FY 2014

Code	Amount	Explanation
31010	(\$30,000)	Decrease due to reduction in anticipated general professional services
31020	\$125,000	Increase due to higher than expected litigation
31030	\$55,000	Increase due to higher than expected code violations

Major Variance or Highlights of the Departmental Budget - FY 2014 Projected to FY 2015 Proposed

Code	Amount	Explanation
31020	(\$50,000)	Decrease due to anticipated reduction in litigation
31030	(\$30,000)	Decrease due to anticipated reduction in code compliance lawsuits

Executive Department

Services, Functions, and Activities:

The Town Administrator as the head of Town Governance, provides centralized oversight and management to all Town Department's staff, programs, services and operations. The Executive Department team includes the General Services Manager, Procurement and Special Projects Coordinator and the Administrative Coordinator to the Town Administrator. The Executive Department's responsibility is to provide leadership, direction, administrative oversight, support, and to establish systems in the most efficient and responsible manner. This initiative empowers the Town's employee's to embrace the Town's Vision and Mission thereby anticipating and meeting customer expectations and directives approved by the Town Council, always with the focus on providing excellent customer service.

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

Fiscal Year 2013/2014 Accomplishments:

- Orchestrated a successful transition from Broward Sheriff's Office to Davie Law Enforcement thereby increasing efficiencies while reducing costs.
- Improved efficiencies through the successful transition of IT technology including equipment hardware, networks, and communication systems using VOIP, to the City of Tamarac, resulted in improved efficiencies while reducing costs to the Town.
- Expedited the development and completion of a comprehensive Fire Study through a non-biased consulting firm focusing on determining best practices and safety while providing efficient and fiscally sound services.
- Facilitated the completion of the Town's Strategic Plan resulting in defining the Towns Vision, Mission and the development of the Towns Goals and Performance Measures. This initiative will allow Town staff to plan for future services and programs or enhance current ones that meets the needs of the Town residents.
- After a comprehensive search, the Public Works Director/Engineer and Town Clerk were successfully appointed, both with stellar qualifications that complement the Towns Mission as well as the culture of the office.
- Improved employee benefits by stringently researching comparable agency's products and services and recommended the appropriate Employee Retirement program to Council that meets the needs of employees in a fiscally responsible manner.

- Researched best practices and updated the Town's Personnel Manual that is comprehensive, concise and effectively addresses personnel related issues.
- Initiated the development and implementation of a thorough numbered Policies and Procedures program for each Department. There are 128 Policies and Procedures that have been finalized, are in the process of development or in the queue for development for the Town. The objective of these Policies and Procedures are to improve efficiencies, streamline processes and ensure that the Town in conducting activities in a transparent responsible and ethical manner.
- Development and execution of personnel performance review procedure that are in-sync with the Town's Value and Mission Statements, Goals and Objectives. This process will include capturing the employee's accomplishments and measuring past and future goals, probationary evaluations and an improvement plan process, if required.
- Facilitated the completion of phase two and three and the ultimate completion of Fishing Hole Park with staff, contractors and Council.
- Facilitated the design build project for Rolling Oaks Barn ensuring construction time lines and aesthetic amenities are met.
- Enhanced staff training and participation in Emergency Preparedness Operations in cooperation with Davie Fire Department and the Broward Emergency Management Agency. This includes employees training in Web EOC and Damage Assessment reporting and documentation.
- Retrofit Town Hall parking lot lighting to meet the Town's Dark Sky ordinance and illuminated the American Flag in accordance with Federal Statutes.
- Continued development and the research for funding opportunities for the Town's TSDOR plan to improve the Town's roadways in cooperation and input from the Comprehensive Plan Advisory Board.
- Distribution of over 2,350 thirty-five, sixty-five or ninety-five gallon recycle carts to residents resulting in improved efficiencies and increased recycling tonnage resulting in additional revenue for the town.
- Implementation of four (4) Household Hazardous Waste and E-Waste drop-off events for residents in Rolling Oaks Park. These events are not only convenient for residents, but encourages the proper disposal of these toxic waste products. The addition of a shredding vendor, allowing our residents a safe way to dispose of secured documents, is an added benefit to this event
- Improved asset management process.
- Facilitated the creation and installation of the Town Sign on Griffin Road with staff, advisory board and contractors resulting in enriched aesthetics and enhanced Town identity.

- Streamline and improve efficiencies with the procurement process through staff training and the utilization of a web-based procurement company that has delivered the capability to reach more potential vendors, thereby allowing the time the best opportunities to secure the best vendors with comparable and acceptable costs.
- Increased employee performance and morale by promoting a positive office atmosphere.

Issues:

- The continued development of a roadway repaving plan
- Continue to seek opportunities to maximize Town's purchasing capabilities
- Continue to update and implement formal Policies and Procedures
- Maximize the utilization of the Microsoft SharePoint application capabilities.
- Development and implementation of a formal electric filing system in SharePoint

Fiscal Year 2014/2015 Performance Objectives:

- To develop and implement a plan for roadway repaving
- To develop a standardized file system in SharePoint
- Streamline and improve processes by utilization of technology such as SharePoint and Access
- Increase training opportunities for Town staff
- Complete the Rolling Oaks Barn renovation
- Identify grants and other funding sources to maximize the Town's purchasing power
- Facilitate the implementation of the Town's new Strategic Plan including development of and then successful compliance with specified departmental performance measures.

Personnel Complement:

Position Title	Adopted FY 2014			Proposed FY 2015		
	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Administrator	1			1		
General Services Manager	1			1		
Administrative Coordinator	1			1		
Procurement and Special Projects Coordinator	1			1		
Total	4			4		

Executive Department Expenditures

Line Item Prefix: 001-1400-512-:		FY 2012 Actual	FY 2013 Actual	FY 2014 Current Budget	FY 2014 Projected	FY 2015 Proposed
Code Suffix	Object Description					
12100	Regular Salaries	216,382	226,431	294,688	294,688	306,018
14100	Overtime	-	-	-	-	-
21100	Payroll Taxes	16,436	16,495	22,544	22,544	23,410
22100	Retirement Contribution	3,500	-	-	7,367	16,750.88
23100	Life & Health Insurance	11,431	14,622	22,000	22,000	35,000
24100	Workers Compensation	300	660	880	880	880
TOTAL	PERSONNEL EXPENSES	248,049	258,208	340,112	347,479	382,059
31010	Professional Services	45,468	9,775	15,500	15,000	10,000
40100	Mileage Reimbursement	-	134	750	500	250
42100	Postage - Newsletter	-	-	-	10,000	10,000
48100	Promotional Activities / Newsletter	27,341	26,126	36,500	17,500	25,000
48110	Promotional Activities / Town Events	7,784	5,227	20,000	15,000	17,500
54100	Subscriptions and Memberships	2,029	300	3,500	1,000	2,500
55100	Training and Education	-	223	1,000	1,500	1,500
55200	Conferences and Seminars	35	1,256	3,000	500	3,000
TOTAL	OPERATING EXPENSES	82,657	43,040	80,250	61,000	69,750
99100	Contingency	989	-	1,500	-	1,500
TOTAL	NON-OPERATING EXPENSES	989	-	1,500	-	1,500
TOTAL	Department Total	331,695	301,248	421,862	408,479	453,309

Major Variance from Current Budget FY 2014 to Projected FY 2014

Code	Amount	Explanation
22100	\$7,367	Start of Town Retirement Contributions

Major Variance or Highlights of the Departmental Budget - FY 2014 Projected to FY 2015 Proposed

Code	Amount	Explanation
12100	\$10,330	Increase in provision for performance reviews
22100	\$7,884	Full year of Town retirement contribution
23100	\$13,000	Increase due to increased employee participation
31010	(\$5,000)	Decrease due to lower than anticipated strategic planning needs
55200	\$2,500	Increase due to expected Broward Days attendance

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, coordination with internal and external agencies, and ensuring appropriate compliance with contract and legal requirements.

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

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

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

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

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

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

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

Information Technology responsibilities 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 2013/2014 Accomplishments

- Timely filed an award eligible Comprehensive Annual Financial Report (CAFR) for FY 2013 without any negative external auditor management report comments.
- Revised and updated 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 2014 residential Fire Assessment and Solid Waste/ Recycling fees to the Property Appraiser.
- Provided a seamless transition of IT support, phones and equipment with a new IT service provider.
- Assisted the Executive and Legal office in the successful transition from the Public Safety-BSO to the Town of Davie Police.
- Invoiced and then collected 100% for newly imposed annual Fire Inspection Fees with the assistance of Code Enforcement.
- Migrated the Volunteer Fire Fund, a blended component unit, operating account to the Towns financial software.
- Researched, the implemented a new Townwide Defined Contribution retirement program.
- Instituted changed object codes to comply with State of Florida: Department of Financial Services' and Auditor General Requirements.
- Improved the Asset management process.
- Further instituted vendor controls to comply with federal requirements.
- Successfully developed a balanced, subsequent year's budget segregating operating millage into two components: Regular and TSDOR.

Issues:

- Southwest Ranches Volunteer Fire Rescue, Inc. (a blended component unit), a number of routine financial processes have become retained by the Volunteers. This retention results in delays in reporting.

- Difficulty exists in maintaining required functions as a result of, at least in part, continually increasing Government Accounting Standards Board (GASB) reporting requirements and modifications to other reporting processes, coupled with a limited availability of financial resources.
- Department would like to always be consulted with more lead time regarding purchasing and/or policy changes which effect the Town's financial condition or processes.

Fiscal Year 2014/2015 Performance Objectives:

- To assist with the timing of funding for newly implemented Transportation capital project infrastructure (TSDOR and State Appropriation Grant) needs.
- Assist departments in expanding Information Technology to meet needs.
- To expand and increase existing Abila financial software functionalities to increase performance and efficiencies.
- To manage all approved existing and/or refinanced debt issuance required to fund capital improvements.
- Facilitate the implementation of the Town's new Strategic Plan including development of and then successful compliance with specified departmental performance measures.

Personnel Complement:

	Adopted FY 2014			Proposed FY 2015		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Financial Administrator	1			1		
Controller	1			1		
Accounting Clerk		1			1	
Total	2	1		2	1	

Finance Department Expenditures

Line Item Prefix: 001-1600-513-:		FY 2012 Actual	FY 2013 Actual	FY 2014 Current Budget	FY 2014 Projected	FY 2015 Proposed
Code Suffix	Object Description					
12100	Regular Salaries	160,167	172,299	176,813	176,813	190,050
13100	FT/PT-No Benefits	-	12,948	20,566	19,000	21,183
21100	Payroll Taxes	11,598	13,071	15,101	14,980	16,159
22100	Retirement Contribution	-	-	-	4,420	9,720
23100	Life & Health Insurance	2,648	3,615	10,000	9,000	12,000
24100	Workers Compensation	200	440	550	550	550
TOTAL	PERSONNEL EXPENSES	174,612	202,373	223,030	224,763	249,662
32100	Accounting and Auditing	58,892	42,570	55,750	42,500	55,750
40100	Mileage Reimbursement	202	493	750	750	250
49100	Other Current Charges	15	15	1,000	250	1,000
54100	Subscriptions and Memberships	1,490	1,350	2,000	1,750	2,000
55100	Training and Education	1,015	382	1,500	1,500	1,500
55200	Conferences and Seminars	565	470	3,500	3,500	3,500
TOTAL	OPERATING EXPENSES	62,179	45,280	64,500	50,250	64,000
99100	Contingency	-	-	1,500	-	1,500
TOTAL	NON-OPERATING EXPENSES	-	-	1,500	-	1,500
TOTAL	Department Total	236,791	247,653	289,030	275,013	315,162

Major Variance from Current Budget FY 2014 to Projected FY 2014

Code	Amount	Explanation
32100	(\$13,250)	State and Federal Single Audits not required
22100	\$4,420	Start of Town Retirement Contributions

Major Variance or Highlights of the Departmental Budget - FY 2014 Projected to FY 2015 Adopted

Code	Amount	Explanation
12100	\$13,237	Provision for performance reviews
22100	\$5,083	Full year of Town retirement contributions
23100	\$3,000	Increase for Affordable HC Act + transition on employee coverage
32100	\$13,250	Increase needed for possible State and Federal Single Audits

Town Clerk Department

Services, Functions, and Activities:

The Town Clerk Department provides administrative support 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 Department is responsible for providing 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 serves as an information center by providing a variety of services to the public, the Town Council, and other 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.

Fiscal Year 2013/2014 Accomplishments:

- Retrieved 53 boxes of old records from the storage unit. These records were scanned, stored and/or destroyed consistent with state statute.
- On-going scanning of all Town documents for quick retrieval.
- Received, processed and completed almost 100 public records requests.
- Candidate's information and Financial Reports were posted on the Town's website.
- Complied with State Law by posting all public notices and advertisements.
- Completed all Regular Town Council Meetings, Special Town Council Meetings and Special Master Hearings.

Issues:

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

Fiscal Year 2014/2015 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.
- Continue to 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.
- Facilitate the implementation of the new Town Strategic Plan including development of and then successful compliance with specified departmental performance measures.

Personnel Complement:

	Adopted FY 2014			Proposed FY 2015		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Clerk	1			1		
Administrative Specialist	1			1		
Records Clerk	.8			.8		
Total	2.8			2.8		

Town Clerk Department Expenditures

Line Item prefix: 001-1800-512-:		FY 2012 Actual	FY 2013 Actual	FY 2014 Current Budget	FY 2014 Projected	FY 2015 Proposed
Suffix	Object Description					
12100	Regular Salaries	143,398	157,180	134,029	130,529	145,659
13100	FT/PT-No Benefits		9,647	-	3,500	6,000
21100	Payroll Taxes	9,523	11,317	10,253	10,253	11,602
22100	Retirement Contribution	-	-	-	3,263	9,307.95
23100	Life & Health Insurance	11,635	11,611	25,500	16,500	20,000
24100	Workers Compensation	300	660	550	550	550
TOTAL	PERSONNEL EXPENSES	164,857	190,415	170,332	164,595	193,119
34100	Other Contractual Services	15,350	14,504	13,600	13,500	16,000
40100	Mileage Reimbursement	768	186	750	750	250
46500	Software Maintenance	5,363	12,060	5,000	1,000	3,000
49100	Other Current Charges	-	2,419	5,000	1,600	5,000
49110	Legal Advertisement	14,851	15,203	18,000	15,000	18,000
54100	Subscriptions and Memberships	931	1,137	1,500	1,500	1,500
55100	Training and Education	1,891	1,986	2,000	2,000	2,000
55200	Conferences and Seminars	20	868	1,500	1,500	2,000
TOTAL	OPERATING EXPENSES	39,174	48,363	47,350	36,850	47,750
TOTAL	Department Total	204,031	238,777	217,682	201,445	240,869

Major Variance from Current Budget FY 2014 to Projected FY 2014

Code	Amount	Explanation
22100	\$3,351	Start of Town Retirement Contributions

Major Variance or Highlights of the Departmental Budget - FY 2014 Projected to FY 2015 Proposed

Code	Amount	Explanation
12100	\$13,130	New hire at higher salary & provision for performance reviews
22100	\$3,920	Full year of Town retirement contribution
23100	\$3,500	Increase due to greater employee participation

NOT FUNDED

Town of Southwest Ranches, Florida

FY 2015 Program Modification

Council Agenda Workflow Software

Department Name	Division Name	Fund	Priority	Fiscal Impact
Town Clerk	Executive & Clerk Administration	General	6	\$4,800

Justification and Description

This request is for an enterprise software solution to assist with the automated workflow, document control, and production of the Town Council agenda. The solution being offered by Novus Solutions is a proven cloud based solution that also allows for seamless integration with Laserfiche, the Town's records repository software, allowing for further synergy.

Full integration could eventually migrate to a paperless agenda package saving an additional \$4,100 per year. However, hardware for all Council Members would need to be acquired. The above \$4,800 is the estimated first year cost including all modifications and training. Thereafter, an annual license renewal of \$4,200 would be required.

Alternative/Adverse Impacts if not funded:

If not funded, the manual process of creating the Town Council agenda will continue. The current process is archaic and outdated. Utilization of automated workflow software to produce the agenda will provide better consistency, and a better utilization of staff and technology resources resulting in an estimated labor productivity improvement of \$4,000 which would be redirected to other customer service areas.

Required Resources

Line Item	Title or Description of request	
001-1800-512-34100	Agenda Workflow Software	\$4,800

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 homeowner avoid enforcement penalties for non-compliant work.

FY 2013/2014 Accomplishments

- The Building Department was recently graded by ISO and received a high rating for both residential and commercial in all areas. This was accomplished by having a large qualified, trained, educated and dedicated staff. We will continue striving to maintain a high staff level in all disciplines to maintain this high rating.

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

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 2014/2015 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.
- Continue to add training to maintain a high ISO rating
- Facilitate the implementation of the Town's new Strategic Plan including development of and then successful compliance with specified departmental performance measures.

Building Services Department Expenditures

Line Item Prefix: 001-2100-524-:		FY 2012 Actual	FY 2013 Actual	FY 2014 Current Budget	FY 2014 Projected	FY 2015 Proposed
Suffix	Object Description					
34100	Other Contractual Services	337,904	264,635	200,300	275,000	250,000
TOTAL	OPERATING EXPENSES	337,904	264,635	200,300	275,000	250,000
TOTAL	Department Total	337,904	264,635	200,300	275,000	250,000

Major Variance from Current Budget FY 2014 to Projected FY 2014

Code	Amount	Explanation
34100	\$74,700	Increase primarily due to higher commercial (FPL) permitting

Major Variance or Highlights of the Departmental Budget - FY 2014 Projected to FY 2015 Proposed

Code	Amount	Explanation
34100	(\$25,000)	Reduction due to completion of FPL commercial projects

Code Enforcement Services Department

Services, Functions, and Activities:

The Code Enforcement Services Department is managed by a contractual firm (known as CSI) consisting of a Code Enforcement Director and a Code Enforcement Officer. Administrative assistance is provided via the utilization of the Town's Records Coordinator. This Department is responsible for the health, safety and welfare of the residents of the Town of Southwest Ranches through the enforcement of Code and zoning regulations as established by the Town Council in a reactive basis such as work without permits, nuisance, overgrown properties and property maintenance. In addition, the Department provides support to the Public Works/Engineering Department and the Clerk's Office, by performing inspection services and record requests, respectively. The Department under the Town Council guidance does pro-active enforcement when the issues relate to bulk, fill, overgrown lots and abandoned houses. 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. The purpose of this philosophy has been labeled by our mission as "correction and compliance via education".

Fiscal Year 2013/2014 Accomplishments:

- 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
- Closure of outstanding cases where liens have not been paid and properties have been either sold or abandoned
- Continued collection of outstanding fire inspection fees
- Continued enforcement and assistance of the Police and Fire Department providing notices for false alarms based on the reports provided to us by their Offices'
- Sweep and cleanup of main roadways 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 a danger to children who utilize them as a playground. As such, the Department has implemented a correction process. A contractor provides correction and the fees are collected via the lien process. A request for assistance and correction is sent to various contractors whom reside in the Town of Southwest Ranches and outside of the Town. In addition, a new database has been established to identify problematic locations and provide police with this information. Police monitor these locations to assure that they are not being used by transients and/or vagabonds.

- Continue enforcement based on proactive action and citizens' complaints of removal of signs placed in right of ways'. These "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 numbers dramatically and present a hazard. Recently, legislation was passed by the Council giving authorization for residents to remove these signs as they are considered trash.
- The Department is often asked for a list of properties with outstanding liens. A list of these properties with outstanding code issue will assist law enforcement and other agencies, in an effort to monitor these properties and help the community that surrounds these locations.
- Animal nuisances can present themselves in various forms. Among them are dogs running unattended, cattle that escape from confined areas, noise created by animals and other forms. The Police Department tends to be the first investigative agency involved, and a report is provided to us. The reports serves to ascertain the location of the owner in an effort to ameliorate the issue prior to issuing a violation.
- Code Enforcement continues to work with the Franchised Solid Waste Company to assure that the regulations set by council are followed. We continue to have issues related to over the limit maximum (which translate into more expenses for the Town), construction debris being placed for bulk pickup when none is allowed, or bulk contractor work. A sweep of the Town is done during bulk days to assure that contractors are not taking advantage of the issue. Property owners are being notified of the requirements.
- In an effort to protect our residents and provide them with the means to receive emergency assistance, the Department is also working with the Police Department to determine those residential locations which lack a displayed address number in a conspicuous location of the residence. The number identifies the location for rapid response of emergency services when needed.
- Code Enforcement assists the Police Department by handling all non-emergency public nuisances. These are minor crimes that affect health, morals, safety, comfort, convenience, or welfare of a community. Issues are resolved by providing the violators with notice that their actions are having an adverse effect on their neighbors. This process helps alleviate the time spent by other resources from the Town and/or Broward County. Such issues include noise complaints, hazardous materials not being properly contained, as well as malarial ponds/pools. Education is provided to property owners to conduct their business properly and avoid potential disasters.

Fiscal Year 2014/2015 Performance Objectives:

- The Department will continue maintaining 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/or assess a lien on the property to pay for the undertaking.
- Constant updating of the compiled tracking list of Town wide properties which are subject to outstanding liens and/or code compliance is an ongoing effort. This list will also provide the necessary information to the Police Department in an effort to monitor the location during evening hours. Schedule properties for foreclosure action by the Town to collect outstanding fines and abate the violations.
- Monitoring of the service provided to residents by the Waste Collection Company for efficiency and outstanding service will continue to be part of our daily efforts. In addition we will continue to identify those locations where the private contractor has damaged the right of way area while performing their pickup of bulk, to correct this issue and maintain those areas.
- Will continue to remove signs from the swales/right of ways, and identify the repeat violators. Create an information log of the responsible parties and take them through the process of citation and a special magistrate in an effort to curb the amount of same.
- We will continue to enforce and provide information related to bulk on a personal basis as well as in the monthly newsletter to inform residents of the regulations.
- Facilitate the implementation of the new Town Strategic Plan including development of and then successful compliance with specified departmental performance measures.

Personnel Complement:

	Adopted FY 2014			Proposed FY 2015		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Records Coordinator	.2			.2		
Total	.2			.2		

Code Enforcement Department Expenditures

Line Item Prefix: 001-2300-524-:		FY 2012 Actual	FY 2013 Actual	FY 2014 Current Budget	FY 2014 Projected	FY 2015 Proposed
Suffix	Object Description					
12100	Regular Salaries	22,018	10,261	6,335	3,500	6,180
14100	Overtime	83	-	-	-	-
21100	Payroll Taxes	1,690	773	485	300	473
23100	Life & Health Insurance	-	-	1,500	1,500	1,500
24100	Workers Compensation	100	220	110	110	110
TOTAL	PERSONNEL EXPENSES	23,891	11,254	8,430	5,410	8,263
31010	Professional Services	5,875	6,500	10,000	8,500	8,500
34100	Other Contractual Services	198,443	137,276	125,000	125,000	135,960
TOTAL	OPERATING EXPENSES	204,318	143,776	135,000	133,500	144,460
TOTAL	Department Total	228,209	155,030	143,430	138,910	152,723

Major Variance from Current Budget FY 2014 to Projected FY 2014

Code	Amount	Explanation
12100	(\$2,835)	Reduction due to position vacancy during the fiscal year
31010	(\$1,500)	Reduction due to the decline in the number of Code cases

Major Variance or Highlights of the Departmental Budget - FY 2014 Projected to FY 2015 Proposed

Code	Amount	Explanation
12100	\$2,680	Increase to accommodate position filled for a full fiscal year
34100	\$10,960	Increase to accommodate potential contract modification

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 Public Works/Engineering & Community Services 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 Public Works/Engineering & Community Services, the Code Compliance Department and the 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/Institutional Facilities, Intergovernmental Coordination, and Capital Improvements.

Fiscal Year 2013/2014 Accomplishments

- Reviewed and processed approximately 152 development permit applications
- Reviewed and processed fourteen public hearing items
- Drafted and managed two Town-initiated comprehensive plan amendments
- Drafted one code amendment

- Facilitated CPAB in evaluating and making recommendations regarding standards for non-commercial farms, rural roads, water and sewer extensions, and potential corridor development
- Continued representing the Town on the Staff Working Group as mandated by the Interlocal agreement with the Broward County School Board and Broward County Commission
- Produced the annual development report for the School Board as required by Interlocal agreement
- 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 2014/2015 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.
- Facilitate the implementation of the Town's new Strategic Plan including development of and then successful compliance with specified departmental performance measures.

Comprehensive Planning and Zoning

Line Item Prefix: 001-2500-515-:		FY 2012 Actual	FY 2013 Actual	FY 2014 Current Budget	FY 2014 Projected	FY 2015 Proposed
Suffix	Object Description					
34300	Other Contractual Svcs - P&Z Permits	124,835	70,267	75,000	87,500	75,000
34310	Other Contractual Svcs - P&Z Hearings	-	37,475	40,500	40,500	40,500
34320	Other Contractual Svcs - P&Z Town	24,274	23,832	25,000	25,000	10,000
34330	Other Contractual Svcs - P&Z Land Use	-	-	20,000	17,000	20,000
49100	Other Current Charges	5,000	431	2,500	2,500	2,500
TOTAL	OPERATING EXPENSES	154,108	132,004	163,000	172,500	148,000
TOTAL	Department Total	154,108	132,004	163,000	172,500	148,000

Major Variance from Current Budget FY 2014 to Projected FY 2014

Code	Amount	Explanation

Major Variance or Highlights of the Departmental Budget - FY 2014 Projected to FY 2015 Proposed

Code	Amount	Explanation
34300	(\$12,500)	Decrease in anticipated P&Z Permits
34320	(\$15,000)	Decrease in anticipated Town P&Z request

Public Works/Engineering and Community Services (CS)

Services, Functions, and Activities:

The Public Works/Engineering and Community Services functions have been segregated from the FY 2014 combined Planning/Zoning, Engineering and CS Department and therefore is, commencing FY 2015, reported as a separate department for improved transparency.

The Public Works & Engineering service component is provided under the management of the Public Works Director serving also as Town Engineer on primarily 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 Code Enforcement Department by providing code interpretations and inspections of code violation activities. Staff also draft bid documents and process purchasing solicitations.

The Public Works Director serves as 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 Public Works & 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 Public Works Director reports to the Town Administrator and oversees all operations and maintenance functions for the Town's public works facilities, including streets, drainage and the new Transportation Surface Drainage and Ongoing Rehabilitation (TSDOR) capital improvement project. The Public Works Director also oversees post-disaster (e.g., tropical storm event, etc.) damage assessments and debris management operations. Personnel component is allocated herein and within the Transportation Fund.

The Community Services (CS) component identifies grant sources and develops grant applications for Town departments including Public Works & Engineering Services, 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 Community Services Coordinator 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/Institutional Facilities, Intergovernmental Coordination, and Capital Improvements.

Community Services assists the Public Works Director/Engineer in the prioritization of capital infrastructure improvements needs and maintenance of public works facilities including buildings, streets, drainage, traffic signs and guardrails. Also, manages special projects and programs including the E-911 Street Addressing program. Staff monitors the operations of firms contracted to perform engineering, surveying, planning, building inspections and other capital project services. Additionally, CS manages capital improvement projects including the preparation of construction specifications, and bid documents, contract management, and inspections.

Finally, the Community Services coordinator provides administrative support to the Public Works Director/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 2013/2014 Accomplishments:

- Performed 238 development permit application reviews and 92 inspections.
- Completed construction of SW 54th Place drainage improvement.
- Completed the restriping pavement on Stirling Road and installed other traffic calming measures.
- Completed the drainage improvements at SW 145th Avenue and SW 50th Place intersection with a Central Broward Water Control District Grant.
- Installed guardrails on Stirling Road.
- Oversaw the completion of the picnic pavilion, restroom, and wetland restoration at Country Estates Park.
- Completed solicitation and contract for the Rolling Oaks Barn Design/Build renovation.
- Successfully managed and oversaw compliance and construction of the Broward County Phase II and III Grants for development of the restroom, pavilion, fencing, landscaping, and playground in the Country Estates Park.
- Successfully managed and oversaw compliance of the Broward County Partners in Preservation Grant for the removal of exotic species in the Country Estates Fishing Hole Park jurisdictional wetlands.

- Oversaw construction of the trails and trailhead facilities in Country Estates Park.
- Successfully managed and oversaw compliance and construction of the Office of Greenways and Trails Grant for development of the trails and trailhead amenities in Country Estates Fishing Hole Park.
- Bid and constructed traffic calming measures in Country Estates.
- Oversaw construction and permitting of Town's entranceway signs.
- Developed criteria for Transportation and Surface Drainage On-Going Rehabilitation (TSDOR) Study.
- Received Community Rating System from FEMA.
- Adopted new Floodplain Ordinance based on the newly adopted flood insurance rate maps (FIRM) meeting federal NFIP requirements.
- Prepared and submitted the NPDES Annual Report.
- Bid and awarded contract for continuing surveying services.

Issues:

- Availability of funding for pothole 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 2014/2015 Primary Objectives:

- Continue review and inspection of development proposals.
- Implement the Transportation and Surface Drainage On-Going Rehabilitation (TSDOR).
- 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.
- 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.
- Continue to seek grant funding for capital improvements.

- Facilitate the implementation of the Town's new Strategic Plan including development of and then successful compliance with specified departmental performance measures.

Personnel Complement:

	Adopted FY 2014			Proposed FY 2015		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Public Works Director - Town Engineer	.5			.5		
Community Services Coordinator	1			1		
Administrative Specialist	1			1		
Total	2.5			2.5		

Public Works / Engineering Community Services Department Expenditures

Line Item Prefix: 001-2600:		FY 2012 Actual	FY 2013 Actual	FY 2014 Current Budget	FY 2014 Projected	FY 2015 Proposed
Suffix	Object Description					
515-12100	Regular Salaries	139,390	146,170	155,672	155,672	161,569
515-14100	Overtime	98	-	-	-	-
515-21100	Payroll Taxes	9,943	10,411	11,909	11,909	12,360
515-22100	Retirement Contribution	-	-	-	3,892	8,078
515-23100	Life & Health Insurance	7,909	7,977	13,200	13,200	17,500
515-24100	Workers Compensation	250	550	550	550	550
TOTAL	PERSONNEL EXPENSES	157,589	165,107	181,331	185,223	200,057
539-34100	Other Contractual Services	-	-	-	24,300	-
539-40100	Mileage Reimbursement	1,705	1,403	1,500	750	750
539-49100	Other Current Charges	7,485	-	7,500	2,000	2,500
539-54100	Subscriptions and Memberships	-	-	-	-	1,000
539-55100	Training and Education	-	-	500	250	1,000
539-55200	Conferences and Seminars	747	1,308	1,355	500	1,500
TOTAL	OPERATING EXPENSES	9,938	2,711	10,855	27,800	6,750
TOTAL	Department Total	167,527	167,818	192,186	213,023	206,807

Major Variance from Current Budget FY 2014 to Projected FY 2014

Code	Amount	Explanation
22100	\$3,892	Start of Town Retirement Contributions
34100	\$24,300	Increase due to engineer consultant cost during personnel transition

Major Variance or Highlights of the Departmental Budget - FY 2014 Projected to FY 2015 Adopted

Code	Amount	Explanation
22100	\$4,186	Full year of Town retirement contribution
23100	\$4,300	Increased employee participation in coverages
34100	(\$24,300)	Decrease due to new town engineer - end of transition period

Public Safety - Police Department

Services, Functions, and Activities:

The Public Safety - Police Department is managed under a contractual agreement with the Town of Davie Police Department. 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 Accomplishments:

- Provided training to patrol members and supervisors regarding needs and procedures specific to Southwest Ranches
- Conducted a smooth transition for police services from BSO to the Davie Police Department
- Deployed personnel into the Town of Southwest Ranches to meet the requirements of the contract
- Assigned personnel to attend all Council and HOA meetings
- Answered numerous requests for traffic enforcement throughout the Town
- Conducted numerous citizen outreach programs to introduce ourselves to the residents
- Created and distributed a pamphlet to residents that outlines the services provided by the Davie Police Department

Issues:

- Ensuring documents, citations, and records are processed timely in coordination with appropriate jurisdictions and organizations.
- Having officers take the time to learn the geography and "lay of the land" within the Town of Southwest Ranches.

- Continue to improve on the geo-verification and mapping of address points and neighborhood polygons within the OSSI Records Management System so as to increase the accuracy of Crime Analysis and Hot Spot Mapping.

Fiscal Year 2014/2015 Performance Goals and 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.
 - Address and respond to complaints concerning traffic issues and enforcement. Promote roadway safety through sign boards and newsletters.
 - Provide training on handling loose farm animals in a safe and humane manner.
 - Solicit and identify concerns from residents through association meetings, Town Council meetings and other events held within the Town.
 - Ensure community members that their input and concerns regarding their neighborhoods are important through timely response and feedback.
 - Evaluate the deployment schedule to ensure that the Police Department’s assets are being utilized in an efficient and effective manner and to make recommendations as needed.
- To provide the highest possible level of police services to the Town of Southwest Ranches in a fiscally efficient manner.
 - Ensure that personnel are deployed in a manner that addresses crime trends and calls for service.
 - Monitor needs and uses of overtime and expenditures to ensure fiscal responsibility of the budget.
 - Meet the requirements of the contract and have all officers assigned to Southwest Ranches trained in Speed Measurement and Commercial Motor Vehicle Enforcement.
- Provide effective analysis of crime trends and citizen complaints to identify response actions to those trends.
 - Personnel will monitor reports, calls for service, and Hot Spot Mapping to identify crime trends within the Town.
 - Provide a weekly/monthly analysis of crime trends and calls for service for the Town’s Administrator and Council.
 - Command staff will evaluate crime trends to determine effective responses.
 - Personnel will develop and monitor operational plans and/or responses to crime trends.
- Facilitate and assist in the implementation of the Towns’ new Strategic Plan.

Public Safety: Police Department Expenditures

Line Item Prefix: 001-3000-521-:		FY 2012 Actual	FY 2013 Actual	FY 2014 Current Budget	FY 2014 Projected	FY 2015 Proposed
Suffix	Object Description					
34100	Other Contractual Svcs-Police	2,109,604	1,991,740	2,708,368	2,565,980	2,393,458
TOTAL	OPERATING EXPENSES	2,109,604	1,991,740	2,708,368	2,565,980	2,393,458
64100	Machinery and Equipment	-	1,104	10,000	-	2,500
TOTAL	CAPITAL OUTLAY	-	1,104	10,000	-	2,500
TOTAL	Department Total	2,109,604	1,992,844	2,718,368	2,565,980	2,395,958

Major Variance from Current Budget FY 2014 to Projected FY 2014

Code	Amount	Explanation
34100	(\$142,388)	Decrease due to lower than expected startup expenses
64100	(\$10,000)	Decrease due to no FDLE Grant received in FY 2014

Major Variance or Highlights of the Departmental Budget - FY 2014 Projected to FY 2015 Proposed

Code	Amount	Explanation
34100	(\$242,522)	Decrease due to removal of startup cost and includes 4% contract increase
64100	\$2,500	Increase for an anticipated FDLE grant in FY 2015

Public Safety - Fire Administration and Volunteer Fire Services Departments

Davie Fire Rescue Services, Functions, and Activities:

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

Davie Fire Rescue provides the following services;

a) Fire Protection Services and Rescue – Emergency Medical Services

- Provide 2 ALS Type I Pumpers. (Sta. 91 and 112)
- Provide 2 ALS Rescue Transport Units (Sta. 91 and 112)
- Provide 2 Company Officers, 2 Driver Engineers, and 4 Firefighter Paramedics 24hrs a day, seven days a week.
Additionally, Davie Fire Rescue has added increased coverage by providing 1 ALS Type I Pumper and 1 ALS Rescue Transport Unit (Sta. 68) to improve response. These units include 1 Company Officer, 1 Driver Engineer, and 3 Firefighter Paramedics.
- Provide emergency and non-emergency response to all fire and EMS incidents within SWR.
- Provides command of all fire rescue and emergency services incidents in Southwest Ranches.
- Provide Special Operations response to include Dive Rescue and Technical Rescue Operations (includes Large Animal Rescue, Confined Space Rescue, Rope Rescue, Trench Rescue, Building Collapse Rescue, Vehicle and Machinery Rescue)
- Provides Southwest Ranches Volunteers with both EMS and Fire Training that is also provided to Davie personnel.
- Provides Davie's Medical Director as the Medical Director for Southwest Ranches.
- Provides cooperative and good faith effort regarding an active role of Southwest Ranches Volunteers in providing EMS and Fire Protection to Southwest Ranches residents.
- Provides support in requesting BSO Communications Center to provide Southwest Ranches Volunteers with dispatching services.
- Provides monthly reports addressing the status and activities of EMS, fire protection, and fire prevention services in Southwest Ranches.
- Provides back up units as necessary.
- Provides a liaison between Davie and Southwest Ranches.

b) Fire Prevention Services, Fire Investigations and Inspections

- Provides a Fire Marshal as the Chief Fire Code Official.
 - Provide annual fire safety inspections of every non-residential establishment.
 - Provide residential, community facility, agricultural, municipal structure fire plan and fire construction review.
 - Inspection and testing of fire hydrants and fire wells twice a year.
- c) Public relations services
- Provided Station and Unit Demonstration to Southwest Ranches Residents.
 - Provided Fire Prevention and Smoke Trailer Activities to Southwest Ranches Residents.
 - Provide Blood pressure Checks at Fire Station.
 - Provide “Safe Haven” program for newborns.
- d) Public Information Officer services for fire related incidents

Davie Fire Rescue Fiscal Year 2013/2014 Accomplishments.

Fire Prevention 2013

- Completed 98 Annual Inspections
- Completed 35 Reinspections
- Completed 19 Plan Reviews
- Completed 2 Site Plan Reviews
- Participated in 3 Development Review Committee Meetings
- Completed biannual Inspections of Town fire wells (571 Fire Well Inspections)
- Completed Inspections of 15 Fire Hydrants

Fire Prevention 2014 YTD

- Completed 97 Annual Inspections
- Completed 31 Reinspections
- Completed 10 Plan Reviews
- Completed 2 Site Plan Reviews
- Completed Inspections of all Town of Southwest Ranches fire wells on first pass (275 Fire Well Inspections)
- Completed Inspections of 2 Fire Hydrants

Fire Operations and Emergency Medical Services

- Responded to 718 incidents in 2013
- Responded to 248 incidents in 2014 YTD
- Performed daily in house training with Southwest Ranches Volunteers

- Maintained active role in working with Southwest Ranches Volunteers on all incidents.

Training

- Provided 3912 Hours of Training for SWR personnel (does not include any recruit hours)
 - Active Shooter Response
 - Elevator Emergency Mitigation
 - Forcible Entry Evolution
 - Grow House Incident Mitigation
 - Highway Fire Suppression System Operations
 - Incident Safety Officer
 - Marine Firefighting
 - Vehicle Extrication
 - Mass Casualty Incident Mitigation
 - Officer Development
 - Rapid Intervention Team (RIT) / Mayday Operations
 - SCBA Endurance Evolution
 - Vent, Enter, Isolate, and Search Operations (VEIS)
 - Allergic Reaction Training and Trauma Scenarios
 - CPR/AED Course
 - Pediatric Emergency Training
 - Bio Hazard Waste Training
 - Safe Haven Training
 - Medical Director / EMS Division Meetings
 - Roadway Safety Training
 - Autism Training
 - Infectious Disease Training
 - Fire Ground Communications
 - Online CEU Training Program (CentreLearn)

Davie Fire Rescue Fiscal Year 2014/2015 Issues and Performance Goals and Objectives

At a time when the fire service and government continues to be closely scrutinized, it is important that the fire and emergency services have a well-defined, recognized, measurable tool that can be used to evaluate effectiveness by elected officials, town administrators, residents, visitors, and businesses served.

Fire Service Accreditation is a process which we will be able to achieve excellence through self-assessment and accreditation in order to provide continuous quality improvement and enhancement of service delivery to our residents, businesses, and visitors. The self-assessment program provides for practical, day-to-day improvements promoting excellence within the organization, and encouraging quality improvement through continuous self-assessment. Accreditation provides assurance to employees,

administrators, politicians, and the public that the department has defined a mission and related objectives that will result in improving organizational performance. This process allows the department to identify its strengths and weaknesses, and a process for building on strong points and addressing deficiencies. Cumulatively, this allows the department to run more effectively and efficiently with pride in the Organization, from department personnel, community leaders, and citizens.

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

We have implemented two new report writing software programs to enhance statistical proficiency of our Fire Rescue documentation services. We are able to capture better data that permits our organization to improve the service delivery to our residents, businesses, and visitors. Furthermore, we are able to quantify many areas of our operation that align with nationally recommended standards and accreditation.

Effective on March of 2013, The Town's Insurance Service Office (ISO) rating went from a Class 5 (East) / Class 9 (West) rating to an improved single rating of Class 3 Town wide. This achievement of a Class 3 rating ranks Davie Fire Rescue in the top 10% State-wide (only 86 Departments State-wide) and, Nationally (only 1998 Departments Nationally), ranked in the top 4% out of 43,000 Fire Protection areas. Davie Fire Rescue will continue to strive to improve on our rating as we are only 2.59% from becoming a Class 2 Fire Rescue Department.

Southwest Ranches Volunteer Fire Rescue Services, Functions, and Activities:

The Town's Volunteer Fire Chiefs provide leadership and are responsible for:

1) Operations, including oversight of 35 to 45 volunteer firefighters working cohesively with Davie Fire Rescue; 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 Volunteers; 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.

Southwest Ranches Volunteer Fire Rescue FY 2013/2014 Accomplishments:

- Continued to train and work cohesively with Davie Fire Rescue.

- Continued to enhance all training performance objectives including formalizing the training division.
- Added entry exams for applicants and promotional exams for officer positions
- Conducted over 2400 hours of practical, hands-on evolution training, as well as many hours of online training using CentreLearn.
- Added another certified fire instructor to our roster and expect more this year. These are volunteer positions as none of our training staff receives any monetary compensation.
- Received an AFG grant, allowing us to put 4-5 officers/acting officers through classes to become Fire Officer 1, Fire Officer 2 and Fire Inspector 1, certified.
- Held classes for 19 of our Volunteers in Pump Operator Hydraulics classes.
- Acquired Epi Pens and Epi Pen Jr's for our first due response.
- Successful fundraising year for the Department.
- Continued to update and utilize our driver engineer and new recruitment training programs with training guides and written performance objectives.
- Acquired through a donation a 1989 pumper to be used for additional fundraising purposes and driver training to reduce wear and tear on our primary fire truck.
- Assisted Davie Fire Rescue with the annual fire well testing and surveying.
- Held a Large Animal Technical Rescue Awareness class open to anyone, free for firefighters, police officers and military at no cost to the Town or Fire Department.

Southwest Ranches Volunteer Fire Rescue 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).

- Personal Protective Equipment (PPE) will require replacement, per manufacturer's and NFPA's recommendations due to age, within fourteen (14) months. We must plan for this inevitable cost.
- Two (2) of our SCBA bottles will come to the end of their usable life within ten (10) months and will need to be replaced before then. Thirteen (13) bottles will come to the end of their useable life in 3-4 years and the final eight (8) bottles will come to the end of their useable life in 5 years. We must plan for this inevitable cost.
- Urgent need to plan for radios with new TDMA technology before 2017 to be able to continue to communicate with dispatchers and other units, but could be as early as 2015. We must plan for this inevitable cost.
- 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.

Southwest Ranches Volunteer Fire Rescue Fiscal Year 2014/2015 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 to include some career personnel to retain trained, experienced personnel to serve the Town.
- Facilitate the implementation of the Town's new Strategic Plan including development of and then successful compliance with specified departmental performance measures.

Personnel Complement:

	Adopted FY 2014			Proposed FY 2015		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Volunteer Fire Chief		1		1		
Assistant Volunteer Fire Chief		1		1		
Total		2		2		

Public Safety-Fire Administration Expenditures

Line Item Prefix: 001-3100-522-:		FY 2012 Actual	FY 2013 Actual	FY 2014 Current Budget	FY 2014 Projected	FY 2015 Proposed
Suffix	Object Description					
13100	FT/PT-No Benefits	46,800	52,000	52,000	52,000	52,000
21100	Payroll Taxes	3,580	3,978	3,978	3,978	3,978
24100	Workers Compensation	-	3,113	2,704	2,704	2,704
TOTAL	PERSONNEL EXPENSES	50,380	59,091	58,682	58,682	58,682
31010	Professional Services	10,000	-	41,000	30,000	1,500
34100	Other Contractual Services-Fire	2,520,000	2,388,000	2,483,520	2,483,520	2,582,860
49100	Other Current Charges	-	1,986	25,000	25,000	25,000
TOTAL	OPERATING EXPENSES	2,530,000	2,389,986	2,549,520	2,538,520	2,609,360
63120	Improvements other than Building	-	25,000	25,000	25,000	25,000
TOTAL	CAPITAL OUTLAY	-	25,000	25,000	25,000	25,000
TOTAL	Department Total	2,580,380	2,474,077	2,633,202	2,622,202	2,693,042

Major Variance from Current Budget FY 2014 to Projected FY 2014

Code	Amount	Explanation
31010	(\$11,000)	Decrease due to lower than anticipated cost for fire study

Major Variance or Highlights of the Departmental Budget - FY 2014 Projected to FY 2015 Adopted

Code	Amount	Explanation
31010	(\$28,000)	Decrease due to no fire study needed for fiscal year 2015
34100	\$99,340	Increased 4% pursuant to Davie Fire contract

Public Safety-Volunteer Fire Services Expenditures

Line Item Prefix: 001-3200-522-:		FY 2012 Actual	FY 2013 Actual	FY 2014 Current Budget	FY 2014 Projected	FY 2015 Proposed
Suffix	Object Description					
31010	Professional Services	1,180	21,462	31,600	17,500	27,500
	Other Contractual Services-VF Svcs	19,615	-	-	-	
41100	Telecommunications	-	7,304	6,650	8,000	10,000
43100	Electricity	3,314	7,568	14,000	7,500	10,000
43110	Water & Sewer			4,500	3,500	4,500
46020	Building Maintenance	-	11,424	10,500	9,000	10,500
46030	Equipment Maintenance	-	3,425	4,000	15,000	14,000
46110	Miscellaneous Maintenance	11,557	725	2,500	2,500	2,500
46120	Vehicle Maintenance & Repair	12,563	30,662	35,000	35,000	25,000
49100	Other Current Charges	60,474	-	-	-	
52140	Uniforms	1,528	213	5,000	2,500	2,500
52160	Gasoline	6,176	13,664	17,500	13,000	17,500
52900	Miscellaneous Operating Supplies	33,059	14,810	9,500	8,000	8,500
55100	Training & Education	-	10,796	77,833	33,416	44,417
TOTAL	OPERATING EXPENSES	149,466	122,054	218,583	154,916	176,917
64100	Machinery and Equipment	-	10,578	5,000	5,000	59,537
TOTAL	CAPITAL OUTLAY	-	10,578	5,000	5,000	59,537
581-91201	Transfer to Debt Service Fund	18,122	18,122	18,122	18,122	18,122
581-91102	Transfer to Volunteer Fire Fund	252,368	249,217	255,000	255,000	268,569
TOTAL	NON-OPERATING EXPENSES	270,490	267,339	273,122	273,122	286,691
TOTAL	Department Total	419,956	399,970	496,705	433,038	523,145

Major Variance from Current Budget FY 2014 to Projected FY 2014

Code	Amount	Explanation
31010	(\$14,100)	Decrease due to lower than expected medical & drug test for VFD
55100	(\$44,417)	Decrease due to lower then expected training for VFD - Grant Carryover

Major Variance or Highlights of the Departmental Budget - FY 2014 Projected to FY 2015 Proposed

Code	Amount	Explanation
31010	\$10,000	Increase due to expected medical & drug test expenses for VFD
64100	\$54,537	Increase due to equipment request noted in VFD program mods

FUNDED

Town of Southwest Ranches, Florida

FY 2015 Program Modification

Bunker Gear Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety	General Fund	1	\$43,977

Justification and Description

Bunker gear, consisting of pants and jackets, have a life expectancy of ten (10) years after which they can no longer be certified as safe for interior fire fighting. This request is for bunker gear replacement for the SWR Volunteer Fire Department. The requested amount is for replacement equipment only, as needed per the following schedule.

Alternative/Adverse Impacts if not funded:

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

	Pants	Jackets	Pants @\$861	Jackets @\$1,079	Total
FY 2014 – 2015 *	21	24	\$18,081	\$25,896	\$43,977
FY 2015 – 2016	9	13	7,749	14,027	21,821
FY 2016 – 2017	6	6	5,166	6,474	11,640
FY 2017 – 2018	1	--	861	--	861
FY 2018 – 2019	--	1	--	1,079	1,079
FY 2019 – 2020	--	--	--	--	--
FY 2020 – 2021	--	--	--	--	--
FY 2021 – 2022	15	13	12,915	14,027	26,942
Total	52	57	\$44,772	\$61,503	\$106,275

*excludes 2 sets of bunker gear in FY 2013 - 2014 and 2 sets of bunker gear in FY 2014 – 2015 through FMIT matching grant; 3 sets of bunker gear that belong to Davie Fire Department.

Timely replacement of bunker gear is a life safety issue.

Required Resources

Line item	Title or Description of request	
001-3200-522-64100	Bunker Gear Replacement for FY 2014 - 2015	\$43,977

FUNDED

Town of Southwest Ranches, Florida

FY 2015 Program Modification

Self-Contained Breathing Apparatus Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety	General Fund	2	\$4,060

Justification and Description

Self-Contained Breathing Apparatus, (SCBA), have a life expectancy of fifteen (15) years after which they cannot be used. This request is for SCBA replacement for the SWR Volunteer Fire Department. The requested amount is for replacement equipment only, as needed per the following schedule.

Alternative/Adverse Impacts if not funded:

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

	SCBA #	SCBA @ \$1,015*
FY 2014 – 2015	4	\$ 4,060
FY 2015 – 2016	4	4,060
FY 2016 – 2017	--	--
FY 2017 – 2018	--	--
FY 2018 – 2019	<u>20</u>	<u>20,300</u>
Total	<u>28</u>	<u>\$ 28,420</u>

*minimum purchase of 4 SCBA bottles; SCBA bottles have a 30 year life, which are approximately \$195 more per SCBA bottle.

Timely replacement of SCBA is a life safety issue.

Required Resources

Line item	Title or Description of request	
001-3200-522-64100	SCBA Replacement for FY 2014 - 2015	\$4,060

FUNDED

Town of Southwest Ranches, Florida

FY 2015 Program Modification

Radio, incl. accessory Equipment Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety	General Fund	3	\$6,500

Justification and Description

Broward County will be switching to TDMA technology during our FY 2017 – 2018, making all of the SWR Volunteer Fire radios and accessory equipment obsolete and unusable. We will need three (3) mobile truck radios, including installation (as our current wiring will not work) and accessory equipment. We will also initially need sixteen (16) portable (hand-held) radios for our firefighters, including batteries, microphones and radio holsters. We also need ten (10) back-up batteries and ten (10) Bluetooth units for portable radios. This request is for radio replacement, including accessory equipment, as per following schedule.

Alternative/Adverse Impacts if not funded:

Radios, including accessory equipment currently owned by the Volunteer Fire Department, will be obsolete as of FY 2017 – 2018 and replacement is required pursuant to the following schedule:

	# of Radios & Accessory Equip.	Radios & Accessory Equip. @\$6,500 each*
FY 2014 – 2015	1	\$ 6,500
FY 2015 – 2016	1	6,500
FY 2016 – 2017	7	45,500
Remaining Radios & Accessory Equipment :		
FY 2017 – 2018	<u>10</u>	<u>\$ 70,916</u>
Total	19	\$129,416

*estimate

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

Required Resources

Line item	Title or Description of request	
001-3200-522-64100	Radio, including accessory equipment replacement, FY 2014 – 2015 through FY 2017 – 2018	\$6,500

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 Public Works/Engineering & Community Services, Executive, and Non-Departmental Departments for services affecting public property. Due to changes in the Town's permit fee schedule, the department also 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 2013/2014 Accomplishments

- Completed exterior improvements and landscaping requirements in accordance with Code for Town Hall Property.
- Completed improvements supporting modification of the Griffin Road median at SW 134 Avenue (Town Hall).
- With Town Administrator and Town Attorney, accomplished reduction of maintenance costs while improving maintenance levels at Town Hall and Country Estates Park (f/k/a Fishing Hole Park).
- Implemented a grant from Florida Division of Forestry for the enhancement of the Town's Community Forestry Program.
- Developed the Country Estates Park Playground, Picnic Shelter, Multi Use Trail and, with Engineering and Community Services Department, Restroom and other amenities.
- Managed successful free removal of trees for future development on other areas of Country Estates Park.
- Implemented the Rolling Oaks Park master plan by preparing specifications for procurement of services to renovate the Barn to a Community Center facility, served on the Selection Committee for proposers, and presented contract to council for award.
- Achieved International Society of Arboriculture Tree Risk Assessment Qualification.
- Hosted 14 parks/forestry/natural resources-related events serving thousands of residents and the general public.

- Implemented completion of several grant commitments through partnerships with Eagle Scout Candidates.
- Secured the Town's 8th and 5th years Tree City USA designation and USA Growth award, respectively.

Issues:

- Securing sufficient revenue for development of grant acquired park properties in accordance with acquisition grant deadlines.
- Having existing Townwide landscape maintenance meet resident demands and best management practices in a cost-effective manner.
- Having existing tree canopy maintenance meet resident expectations 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.

Fiscal Year 2014/2015 Performance Objectives:

- Implementation of funded segments of the capital program, carried over from the prior year.
- Identify and obtain funding for existing Unfunded capital improvements at:
 - a. Country Estates Park
 - b. Calusa Corners
 - c. Southwest Meadows Sanctuary
 - d. Frontier Trails Park
- Improvement of Townwide landscaping maintenance program
- Completion of the Town's Public Space Tree Inventory and Public Outreach
- Achieve International Society of Arboriculture Municipal Specialist Certification.
- Facilitate the implementation of the Town's new Strategic Plan including development of and then successful compliance with specified departmental performance measures.

Personnel Complement:

	Adopted FY 2014			Proposed FY 2015		
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 2012 Actual	FY 2013 Actual	FY 2014 Current Budget	FY 2014 Projected	FY 2015 Proposed
Suffix	Object Description					
12100	Regular Salaries	50,577	57,125	63,038	63,038	64,929
21100	Payroll Taxes	3,262	3,785	4,822	4,822	4,967
22100	Retirement Contribution	-	-	-	1,576	3,246
23100	Life & Health Insurance	4,362	4,437	7,500	7,500	9,000
24100	Workers Compensation	100	220	220	220	220
TOTAL	PERSONAL EXPENSES	58,300	65,567	75,580	77,156	82,362
34100	Other Contractual Services	60,329	72,441	100,276	100,276	-
40100	Mileage Reimbursement	3,899	3,785	1,000	2,000	500
43100	Electricity	6,971	7,569	7,000	7,000	10,500
43110	Water & Sewer	-	731	1,000	1,000	1,000
46040	Ground Maintenance-Parks	10,021	19,663	18,095	18,095	102,500
46050	Tree Maintenance/Preservation	28,000	42,907	20,482	20,482	25,150
46060	Lake Maintenance	8,640	8,640	8,640	8,640	8,640
46110	Misc Maintenance & Repair	-	-	-	-	20,000
52900	Misc Operating Supplies	6,480	-	3,000	3,000	3,000
54100	Subscriptions and Memberships	760	680	835	835	835
55100	Training and Education	500	420	2,595	2,595	2,295
55200	Conferences and Seminars	500	1,059	2,595	2,595	2,295
TOTAL	OPERATING EXPENSES	126,101	157,895	165,518	166,518	176,715
64100	Machinery and Equipment	-	-	4,634	-	-
TOTAL	CAPITAL OUTLAY	-	-	4,634	-	-
TOTAL	Department Total	184,401	223,462	245,732	243,674	259,077

Major Variance from Current Budget FY 2014 to Projected FY 2014

Code	Amount	Explanation
22100	\$1,576	Start of Town retirement contributions

Major Variance or Highlights of the Departmental Budget - FY 2014 Projected to FY 2015 Proposed

Code	Amount	Explanation
22100	\$1,670	Full year of Town retirement contribution
34100	(\$100,276)	Move services to object line item 46040 & 46110
46040	\$84,405	Services moved from object line item 34100
46110	\$20,000	Services moved from object line item 34100

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 transfers to the Capital Projects, Debt Service and Transportation funds. 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 2015, for example, the portion of the Town's vehicle maintenance to cover recently acquired Townwide vehicles are 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 2012 Actual	FY 2013 Actual	FY 2014 Current Budget	FY 2014 Projected	FY 2015 Proposed
Suffix	Object description					
519-25100	Unemployment Compensation	3,594	-	5,000	-	5,000
TOTAL	PERSONNEL EXPENSES	3,594	-	5,000	-	5,000
519-34100	Other Contractual Services	44,497	25,823	42,000	35,000	32,975
519-41100	Telecommunications	17,291	29,281	20,000	20,000	20,000
519-42100	Postage-Townwide	17,647	17,292	18,000	22,000	18,000
519-43100	Electricity	23,615	19,117	27,500	15,000	18,000
519-43110	Water & Sewer			4,000	5,500	6,000
519-44020	Building Rental/Leasing	21,909	4,164	5,000	2,000	3,500
519-44030	Equipment/Vehicle Leasing	-	-	-	-	20,000
519-45100	Property and Liability Insurance	89,404	74,670	102,500	100,000	100,000
519-46010	Maintenance Service/Repair Contracts	20,222	13,573	13,000	13,000	17,500
519-46020	Building Maintenance	12,603	16,902	14,000	10,000	14,000
519-46030	Equipment Maintenance	69,746	69,562	21,600	21,600	22,000
519-46500	Software Maintenance	18,159	12,081	22,000	21,000	24,000
519-46110	Miscellaneous Maintenance & Repair	8,844	462	10,000	500	10,000
519-46120	Vehicle Maintenance	-	-	-	-	5,000
519-49100	Other Current Charges	10	6,964	1,000	500	1,000
519-51100	Office Supplies	27,041	24,507	24,000	22,000	24,000
519-52160	Gasoline	-	4,388	7,500	7,500	12,500
TOTAL	OPERATING EXPENSES	370,988	318,787	332,100	295,600	348,475
519-63300	Infrastructure - Entranceway Signage	-	-	9,850	9,850	-
519-64100	Machinery and Equipment	12,152	97,028	18,000	1,200	23,000
TOTAL	CAPITAL OUTLAY	12,152	97,028	27,850	11,050	23,000
581-91201	Transfers to Debt Service Fund	635,000	717,816	716,487	716,487	714,668
581-91301	Transfers to Capital Projects Fund	210,000	137,497	174,934	174,934	50,000
581-91101	Transfers to Transportation Fund	-	113,500	213,472	213,472	1,085,589
519-99100	Contingency/Reserve-Operating	-	-	24,938	-	34,172
519-99100	Contingency/Reserve -IT Replenishmnt	-	-	26,413	-	26,413
TOTAL	NON-OPERATING EXPENSES	845,000	968,813	1,156,244	1,104,893	1,910,842
TOTAL	Department Total	1,231,735	1,384,628	1,521,194	1,411,543	2,287,317

Major Variance from Current Budget FY 2014 to Projected FY 2014

Code	Amount	Explanation
34100	(\$7,000)	Decrease due to lower then expected service cost
42100	\$4,000	Increase due to Town survey mailing and return postage

Major Variance or Highlights of the Departmental Budget - FY 2014 Projected to FY 2015 Proposed

Code	Amount	Explanation
34100	(\$5,000)	Decrease due to reclass of expenses to 44030
44030	\$20,000	Increase due to reclass from 34100 and new program mod - printer
46120	\$5,000	Increase to accommodate new town vehicles
63300	(9,850)	Decrease due to change of account number to Cap Projects Fund

FUNDED

Town of Southwest Ranches, Florida

FY 2015 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 due to expected end of useful life for Town Hall units.

Alternative/Adverse Impacts if not funded:

Upon occupancy during 2012, there were eleven (11) aging central air units servicing the Town Hall complex. In FY 12/13, three (3) have been replaced and it is anticipated that in FY 13/14 two (2) additional units will be replaced leaving six (6) 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 (2) aging and obsolete HVAC units in FY 14/15.

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 2015 Program Modification

Wide Format Multi-Function Printer/Scanner System Lease

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Multiple	General	4	\$6,000

Justification and Description

This request is for a wide format (36 inch) multi-function printer/scanner. The requested equipment will be used interdepartmentally between the Public Works Department, Town Clerk, Procurement, Code Enforcement, and Planning & Zoning in the electronic processing (printing/scanning/recording) of large format documents (e.g., construction drawings, surveys, plans, etc.). The Public Works Department / Engineering Division and Planning & Zoning will be able to utilize the new equipment in the building and site construction permit review process. Use of the equipment will result in greater efficiency in the plan review process by reducing staff review and filing times and reduced file storage space requirements. The Town Clerk's office will be able maintain public records retention requirements for large format documents by scanning and storing them electronically saving significant physical storage space. Record requests service delivery efficiency would be improved by providing record responses for building plans in-house instead of using an offsite vendor to reproduce large format documents. This approach would save residents time and money. Code Enforcement will be able to better coordinate approved permit drawings when comparing actual construction work in the field as it progresses. Procurement will be able to issue multiple IFB (full size) plan sets electronically to all interested and preferred bidders on Town construction projects. There is also the potential for the Historical Advisory Board to record and printout large format historical maps, plans and pictures for historical preservation purposes. The requested amount is equivalent to 12 monthly equipment lease payments @ \$500 including the related equipment maintenance contract.

Alternative/Adverse Impacts if not funded:

Currently, all wide format documents related to building construction permit applications are submitted in triplicate hard copy sets requiring a voluminous amount of storage space during and after the permit review process. All large format documents that have hand written comments must be retained as public records for many years. This requires extensive storage space that is becoming limited at Town Hall. Paper is wasted when plans are submitted for review in hard copy. Procurement when issuing IFB's must also print out large quantities of ledger size paper packets that are not full size documents and wastes paper when packets are printed but not used. All other interagency coordination related to site and building construction permits and projects will have to continue to use hard copies that must be physically passed/delivered from each department during the permit review and construction monitoring process. The Town Clerk's office would be limited to offsite vendors and increase costs to residents when fulfilling records requests for large format documents.

Required Resources

Line Item	Title or Description of request	
001-3900-519-44xxx	Wide Format MF Printer & Scanner System Lease	\$6,000

FUNDED

Town of Southwest Ranches, Florida

FY 2015 Program Modification

Vehicle Maintenance

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

Justification and Description

In 2014, the Town purchased eighteen (18) vehicles as part of an agreement with BSO (Resolution 2014-34). Eight (8) of these vehicles have been allocated to Davie Police Department as part of their fleet services in accordance with their service agreement with the Town (Resolution 2014-10). Ten (10) vehicles remained as Town Property of which six (6) vehicles were surplus and four (4) remained as part of the Town Fleet (one is used as a police decoy).

Alternative/Adverse Impacts if not funded:

This expenditure request is to ensure the Town has recurring funds for maintenance of these vehicles, as needed.

Required Resources

Line item	Title or Description of request	
001-3900-519-46120	Vehicle Maintenance	\$5,000

FUNDED

Town of Southwest Ranches, Florida

FY 2015 Program Modification

Animal Carcass Removal

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Executive-General Services	General	2	\$2,975

Justification and Description

This funding request is for the removal and disposal of animal carcasses on streets and roads within the Town of Southwest Ranches.

Alternative/Adverse Impacts if not funded:

Effective December 1, 2013 the County no longer provides the service of removing and disposing of animal carcasses on municipal roads. For the Town of Southwest Ranches, this does not include Griffin Road, which is a Broward County controlled road or US 27 or Flamingo Road, which is an FDOT controlled road. Animals found on private property or private roads are the responsibility of the property owner.

In 2012, the Town had 31 animal carcasses removed and disposed by the County, most of which were found on Griffin and Flamingo Roads. Staff is proposing the following budget for the removal and disposal of animal carcasses for FY 2015 and thereafter:

Animal carcasses 35 lbs or less: \$50 x 20 = \$1,000

Animal carcasses 36 lbs – 80 lbs: \$125 x 5 = \$ 625

Animal carcasses over 80 lbs: \$225 x 5 = \$1,350

Total	\$2,975
--------------	----------------

Required Resources

Line item	Title or Description of request	
001-3900-519-34100	Animal Carcass Removal and Disposal	\$2,975

FUNDED

Town of Southwest Ranches, Florida

FY 2015 Program Modification

Neighborhood Beautification Grant

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

Justification and Description

In 2010, Town Council approved a resolution (2010-067) for a Beautification Grant to match funds to Southwest Ranches homeowner associations (HOA's) for neighborhood improvements. Chapter 166 and 170, Florida Statutes gives the Town the authority to establish a neighborhood beautification grant program. The Town had allocated \$10,000 in FY 2010 for this grant program and the total of \$6,000 had been expended.

Alternative/Adverse Impacts if not funded:

This Beautification Grant was awarded to Rolling Oaks and Sunshine Ranches HOA's for a total of matching funds of \$3,000 in 2010 to each of these entities for community signage.

This request is to ensure that matching funds are available in FY 2015 for other community HOA's.

Required Resources

Line item	Title or Description of request	
001-3900-519-46110	Neighborhood Beautification	\$3,000

Capital Projects Fund

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

Funding for capital project items generally comes from surplus revenues from other governmental funds (particularly the general governmental operating fund – also known as the “General Fund”). Additional revenue may derive from debt service proceeds, grants, 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 Council, the adopted project qualifies for funding in this fund.

The Capital Projects Fund is closely related to, but not synonymous with, the 5-Year Capital Improvement Plan. The 5-Year Capital Improvement Plan anticipates all 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 funded projects within the 5-Year Capital Improvement Plan follow the financial pages of this fund.

Capital Projects Fund Summary Fiscal Year 2015

FY 2014 Estimated

FY 2014 Projected Revenues	802,882
Estimated Expenditures & Encumbrances	<u>(730,207)</u>
Estimated FY 2014 Year End Difference	<u><u>72,675</u></u>

Projected Assigned & Committed Fund Balance

Audited Assigned&Committed Fund Balance 9/30/2013	645,062
Estimated FY 2014 Year End Difference	72,675
Appropriated Fund Balance FY 2014	<u>(498,178)</u>
Projected Assigned&Committed Fund Balance 9/30/2014	<u>219,559</u>
Appropriated Fund Balance FY 2015	<u>(10,000)</u>
Projected Assigned&Committed Fund Balance 9/30/2015	<u><u>209,559</u></u>

FY 2015 Budget Summary

Projected Revenues

Interest Income	-
Grant Reimbursements	50,000
Interfund Transfers	50,000
Appropriated Fund Balance	<u>10,000</u>
Total Revenue	<u><u>110,000</u></u>

Proposed Expenditures

Operating Items	-
Capital Outlay	<u>110,000</u>
Total Expenditures	<u><u>110,000</u></u>

Capital Projects Fund Revenues

Line Item		FY 2012 Actual	FY 2013 Actual	FY 2014 Current Budget	FY 2014 Projected	FY 2015 Proposed
301-0000-:						
331-33120	U.S. Public Safety Grant (DOJ+other)	171,281	249,397	25,000	25,000	-
337-33770	Local Government Grant-Culture/Recreation	-	100,000	82,770	82,770	50,000
361-36110	Interest Earnings	1,039	443	-	-	-
366-36610	Contributions-Private Sources & Donations	-	32,635	22,000	22,000	-
381-38101	Transfer from General Fund	210,000	137,497	174,934	174,934	50,000
381-38120	Transfer from Debt Service	150,000	-	-	-	-
384-38400	Loan Proceeds-Series 2013	-	320,700	-	-	-
399-39900	Appropriated Fund Balance	-	-	498,178	498,178	10,000
TOTAL	Miscellaneous Revenues	532,321	840,672	802,882	802,882	110,000
TOTAL		532,321	840,672	802,882	802,882	110,000

Capital Projects Fund Expenditures

Line Item Prefix: 301-5300-:		FY 2012 Actual	FY 2013 Actual	FY 2014 Current Budget	FY 2014 Projected	FY 2015 Proposed
537-46100	Repair and Maintenance-Tree Preservation	13,000	-	-	-	-
537-46150	Repair and Maintenance- Urban Tree Pruning	1,000	-	-	-	-
539-49100	Other Current Charges		25,000	-	-	-
TOTAL	OPERATING EXPENSES	14,000	25,000	-	-	-
572-62120	Buildings-Rolling Oaks Barn	3,130	-	395,906	395,906	-
539-62140	Buildings-Town Hall/Public Safety	148,915	108,047	54,765	4,765	50,000
539-6312	Infrastructure-Fire Wells	14,700	-	-	-	-
539-6314	Infrastructure-Southwest Meadows	2,000	-	-	-	-
539-6316	Infrastructure-Calusa Corners	2,000	-	-	-	60,000
572-63200	Infrastructure-Fishing Hole Park	19,041	206,120	299,536	299,536	-
521-64100	Machinery and Equip-Law Enforcement	158,536	124,397	25,000	25,000	-
525-64100	Machinery and Equip-Emergency Svcs	-	125,000	-	-	-
539-64100	Machinery and Equip-General	-	-	27,675	5,000	-
572-64100	Machinery and Equip-PROS	-	106,629	-	-	-
TOTAL	CAPITAL OUTLAY	348,322	563,564	802,882	730,207	110,000
517-73100	Other Debt Service Cost	-	5,039	-	-	-
TOTAL	DEBT SERVICE	-	5,039	-	-	-
TOTAL	CAPITAL PROJECTS FUND	362,322	593,602	802,882	730,207	110,000

FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project:	Fire Wells Replacement and Installation						
Priority:	Public Safety - #1			Project Manager:	Volunteer Fire Chiefs		
Department:	Fire Administration			Division:			
Project Location:	Townwide						
Fiscal Year:	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total	Prior Years
Plans and Studies:							
Construction:	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000	\$130,000
Other :							
TOTAL COST:	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000	\$130,000
Revenue Source:	FA	FA	FA	FA	FA	FA	<i>GF=\$80,000 FA=\$50,000</i>
Description (Justification and Explanation)							
<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 or not your local government has adopted the Uniform Fire Code or recognizes the NFPA standards, they have an impact on your community's fire insurance rating. When your jurisdiction is inspected by the Insurance Services Office, the inspector will use current regulations and standards as a basis for your rating. Ignoring the standards when new development takes place will have a cumulative adverse impact on your community's fire insurance premiums and in some situations can contribute to some liability on the part of the local government agency."</p> <p>Inadequate funding may lead to impaired health safety and welfare of the community, in addition to increases in insurance.</p>							
Annual Impact on Operating Budget							
Personnel:				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			
Operating:	25,000						
Replacement Costs:							
Revenue/Other							
Total:							

FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Calusa Corners						
Priority	PROS #1			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 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total	Prior Years
Plans and Studies	\$-	\$ 22,000	\$ 42,500	\$-	\$-	\$ 64,500	\$ 26,214
Engineering, Architecture & Permitting	\$ 3,000	\$ 10,000	\$ 49,750	\$-	\$-	\$ 62,750	\$ 529,399
Land Acquisition/Site preparation	\$ 5,000	\$ 72,000	\$ 110,000	\$-	\$-	\$ 187,000	\$ 6,939,341
Construction	\$ 19,390	\$ 211,000	\$ 418,475	\$-	\$-	\$ 648,865	\$-
Equipment/Furnishings	\$ 32,610	\$ 31,000	\$ 35,000	\$ 6,500	\$-	\$ 105,110	\$-
Other (Specify)	\$-	\$-	\$-	\$-	\$-	\$-	\$-
TOTAL COST:	\$ 60,000	\$ 346,000	\$ 655,725	\$ 6,500	\$-	\$ 1,068,225	\$ 7,494,954
Revenue Source	CIP-FB=\$10,000 G=\$50,000	NF	NF	NF		CIB-FB=\$10,000 NF=\$1,008,225 G=\$50,000	G=\$6,939,341 CIP-FB=\$555,613
Description (Justification and Explanation)							
<p>The Recreation, Forestry, and Natural Resources Advisory Board has identified Calusa Corners Park development as their first priority for Fiscal Year 2015. 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. 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 entirely by grants. Proposed development during Fiscal Year 2014 will be funded mainly by a grant from the Florida Recreation Development Assistance Program and will include a small picnic shelter and phase one elements of a playground and parking facilities. 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.</p> <p>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. An extension of the timeline for development was requested in 2014.</p>							
Annual Impact on Operating Budget							
Personnel	\$-		If fully funded, projected operating budget costs including Park Coordination, mitigation resource management, routine facilities maintenance, insurance, utilities, and funding for replacement over the useful life of amenities would equal \$40,000.				
Operating	\$ 5,000						
Replacement Cost	Year: 2035	\$ 2,500					
Revenue/Other	\$-						
Total	\$ 7,500						

FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Town Hall Roof Replacement						
Priority	Townwide #1			Project Manager	Clete Saunier, P.E.		
Department	Public Works\Engineering & C.S.			Division	Engineering		
Project Location	Town Hall: 13400 Griffin Road						
Fiscal Year	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 50,000	\$ 50,000				\$ 100,000	\$ 50,000
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Easement documentation & recording)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 100,000	\$ 50,000
Revenue Source	GF Trf	GF Trf				GF Trf	GF Trf
Description (Justification and Explanation)							
<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. A roof reserve began in FY 2014, at 50k per year, for the metal version to be installed on or before the June 1, 2016 hurricane season.</p>							
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 service payments resulting from a full faith and credit borrowing pursuant to an annual pledge to budget and appropriate funding for payment and retirement of forthcoming principal and interest. The Town has no general obligation debt which requires approval via a Townwide voter referendum. Existing Debt consists of Loans, Notes and a Capital lease payable.

Debt Service Fund Summary Fiscal Year 2015

FY 2014 Estimated

Estimated Debt Service Revenue	734,609
Estimated Expenditures & Encumbrances	<u>(723,109)</u>
Estimated FY 2014 Year End Difference	<u>11,500</u>

Projected Assigned Fund Balance

Audited Assigned Fund Balance 9/30/2013	15,069
Estimated FY 2014 Year End Difference	11,500
Appropriated Assigned Fund Balance for FY 2014	-
Projected Assigned Fund Balance 9/30/2014	<u>26,569</u>
Appropriated Assigned Fund Balance for FY 2015	-
Projected Assigned Fund Balance 9/30/2015	<u>26,569</u>

FY 2015 Budget Summary

Projected Revenues

Interest Earnings	-
Transfer from General Fund	732,790
Appropriated Assigned Fund Balance	-
Total Revenues	<u>732,790</u>

Proposed Expenditures

Debt Service	732,790
Non-Operating Expenses	-
Total Expenditures	<u>732,790</u>

Debt Service Fund Revenues

Line Item: 201-0000:		FY 2012 Actual	FY 2013 Actual	FY 2014 Current Budget	FY 2014 Projected	FY 2015 Proposed
361-36110	Interest Earnings	775	-		-	-
381-38101	Transfer from General Fund	653,122	735,938	734,609	734,609	732,790
385-38500	Refunding Bond Proceeds		2,339,100	-	-	-
TOTAL	Miscellaneous Revenues	653,897	3,075,038	734,609	734,609	732,790
TOTAL	DEBT SERVICE FUND	653,897	3,075,038	734,609	734,609	732,790

Debt Service Fund Expenditures

Line Item Prefix: 201-5200-517:		FY 2012 Actual	FY 2013 Actual	FY 2014 Current Budget	FY 2014 Projected	FY 2015 Proposed
Suffix	Object Description					
71100	Principal	332,506	2,719,864	498,933	498,933	510,903
72100	Interest	263,986	290,939	220,676	220,676	211,887
73100	Other Debt Service Costs	38,106	86,715	15,000	3,500	10,000
TOTAL	DEBT SERVICE	634,598	3,097,518	734,609	723,109	732,790
	Transfer to Capital Projects Fund	150,000	-	-	-	-
TOTAL	NON-OPERATING EXPENSES	150,000	-	-	-	-
TOTAL	DEBT SERVICE FUND	784,598	3,097,518	734,609	723,109	732,790

Major Variance from Current Budget FY 2014 to Projected FY 2014

Code	Amount	Explanation
73100	(\$11,500)	Unanticipated reduction in other debt service costs

Major Variance or Highlights of the Departmental Budget - FY 2014 Projected to FY 2015 Proposed

Code	Amount	Explanation
71100	\$11,970	Normal amortization increase to principal
72100	(\$8,789)	Normal expected amortization decrease to interest

Debt Service Disclosure

Description/Type	Total P & I FY 2012 Actual	Total P & I FY 2013 Actual	Total P & I FY 2016 & Thereafter	Total P & I FY 2014 Projected	Total P & I FY 2015 Proposed
FMLC Bond Series 2001A-PROS	323,075	2,491,163	2,799,500	82,000	82,000
TD Bk Series 2013-Refund/Improvement Rev Bds	N/A	98,163	2,607,172	235,997	239,178
TD Bk - New Town Hall Refinance	214,892	286,523	1,790,782	286,523	286,523
CBB Road Paving/Drainage Loan	40,403	88,887	634,401	96,967	96,967
Pierce Pumper Cap Lease	18,122	18,122	-	18,122	18,122
Other Debt Service Costs	38,106	114,661	-	3,500	10,000
Total Debt Service	\$ 634,598	\$ 3,097,518	\$ 7,831,855	\$ 723,109	\$ 732,790



Special Revenue Funds

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

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

The Two Special Revenue Funds are:

- 1) Transportation Fund
- 2) Volunteer Fire Fund

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

FY 2014-2015

Transportation Fund

Services, Functions, and Activities:

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

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

Fiscal Year 2013/2014 Accomplishments:

- Completed the following drainage improvements:
 - ✓ Headwall replacements at SW 145th Avenue and SW 50th Place.
 - ✓ Construction of catch basins and drainage pipe outfall at SW 196th Avenue and 54th Place intersection to canal.
- Completed construction of guardrails on Stirling Road.
- Completed the bidding process and execution of the continuing contract for surveying services.
- Completed construction of Country Estates Park drainage improvements, the playground, picnic pavilion, restroom facilities, multi-purpose trail and trailhead amenities.

- Completed the wetland improvement project at Country Estates Park.
- Solicited and completed streets and roadside swale conditions assessment.
- 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 2014/2015 Performance Objectives:

- Prepare a phased drainage inventory.
- 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.
- Facilitate the implementation of the Town's new Strategic Plan including development of and then successful compliance with specified departmental performance measures.

Personnel Complement:

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

Municipal Transportation Fund Summary

Fiscal Year 2015

FY 2014 Estimated

Estimated Transportation Revenue	566,272
Estimated Expenditures & Encumbrances	(463,321)
Estimated FY 2014 Year End Difference	<u>102,951</u>

Projected Restricted Fund Balance

Audited Restricted Fund Balance 9/30/2013	312,740
Estimated FY 2014 Year End Difference	102,951
Appropriated Restricted Fund Balance FY 2014	(182,778)
Projected Restricted Fund Balance 9/30/2014	<u>232,913</u>
Appropriated Restricted Fund Balance FY 2015	(189,147)
Projected Restricted Fund Balance 9/30/2015	<u>43,766</u>

FY 2015 Budget Summary

Projected Revenues

Intergovernmental Revenues	1,337,152
Interest Earnings	250
Transfer From General Fund	1,085,589
Appropriated Restricted Fund Balance	189,147
Total Revenues	<u>2,612,138</u>

Proposed Expenditures

Personnel Costs	70,105
Operating Items	263,087
Capital Outlay	2,278,946
Non-Operating Costs	-
Total Expenditures	<u>2,612,138</u>

MUNICIPAL TRANSPORTATION REVENUES

Line Item Prefix: 101-5100-:		FY 2012 Actual	FY 2013 Actual	FY 2014 Current Budget	FY 2014 Projected	FY 2015 Proposed
312-31241	First Local Option Gas Tax (.06)	73,215	72,950	70,000	73,507	72,056
312-31242	Second Local Option Gas Tax (.03)	52,945	52,772	50,500	55,305	51,919
335-33512	State Revenue Share-Gas Tax (.08)	43,794	41,556	36,250	40,960	41,731
337-33740	Broward County - CBWCD	-	7,585	-	-	-
334-33449	State Grant - Transportation	40,508	-	-	-	1,171,446
TOTAL	Intergovernmental Revenues	210,462	174,863	156,750	169,772	1,337,152
	Loan Proceeds	360,860	-	-	-	-
381-38101	Transfer From General Fund	-	113,500	213,472	213,472	1,085,589
361-36110	Interest Earnings	1,822	433	250	250	250
399-39900	Appropriated Restricted Fd Balance	359,303	-	182,778	182,778	189,147
TOTAL	Miscellaneous Revenues	721,985	113,933	396,500	396,500	1,274,986
TOTAL		932,448	288,795	553,250	566,272	2,612,138

Municipal Transportation Fund Expenditures

Line Item Prefix: 101-5100-541:		FY 2012 Actual	FY 2013 Actual	FY 2014 Current Budget	FY 2014 Projected	FY 2015 Proposed
12100	Regular Salaries	46,486	47,966	48,925	36,000	58,363
21100	Payroll Taxes	3,621	3,654	3,800	2,811	4,465
22100	Retirement Contribution	-	-	-	900	2,918
23100	Life & Health Insurance	-	-	3,750	3,750	4,250
24100	Workers Compensation	100	110	110	110	110
TOTAL	PERSONNEL EXPENSES	50,207	51,730	56,585	43,571	70,105
31010	Professional Services/Studies/Surveys	2,436	20,477	126,278	50,000	61,000
34100	Other Contractual Services	-	-	-	25,000	-
40100	Mileage Reimbursement	767	1,218	1,000	750	500
46010	Maintenance Service/Repair Contracts	55,668	48,532	50,500	45,000	65,000
49100	Other Current Charges	829	3,671	6,800	4,000	4,000
53100	Road Materials-Gen. &/or Emergencies	55,389	48,283	40,000	35,000	60,000
53110	Road Materials-Griffin Road Maintenance	45,400	45,899	77,087	65,000	62,587
53200	Traffic Signs	12,435	10,000	10,000	10,000	10,000
TOTAL	OPERATING EXPENSES	172,924	178,079	311,665	234,750	263,087
63260	Infrastructure - Drainage	101,662	62,702	100,000	100,000	450,446
63280	Infrastructure - Roadway Paving/TSDOR	382,601	139,488	-	-	813,200
63300	Infrastructure - TW Entranceway Signage	-	-	15,000	15,000	15,000
63320	Infrastructure - Guardrails	44,474	18,122	30,000	30,000	583,000
63340	Infrastructure - Roadway Improvements	-	10,000	-	-	267,300
63360	Infrastructure - Striping/Markers	-	33,390	40,000	40,000	150,000
TOTAL	CAPITAL OUTLAY	528,737	263,702	185,000	185,000	2,278,946
	Contingency/Reserve	-	-	-	-	-
TOTAL	NON-OPERATING EXPENSES	-	-	-	-	-
TOTAL	TRANSPORTATION FUND	751,868	493,511	553,250	463,321	2,612,138

Major Variance from Current Budget FY 2014 to Projected FY 2014

Code	Amount	Explanation
12100	(\$12,925)	Increase due to staff Engineer position vacancy during fiscal year
31010	(\$76,278)	TSDOR consultant/methodology svcs not required and NPDES lower than anticipated
34100	\$25,000	Engineering consultant svcs utilized during staff engineer position vacancy

Major Variance or Highlights of the Departmental Budget - FY 2014 Projected to FY 2015 Proposed

Code	Amount	Explanation
34100	(\$25,000)	Engineering consultant svcs no longer necessary
63260	\$350,446	Increase due to State Transportation Grant Award recd/CIP
63280	\$813,200	Increase required for TSDOR CIP program implementation
63320	\$553,000	Increase due to State Transportation Grant Award recd/CIP
63340	\$267,300	Increase due to State Transportation Grant Award recd/CIP
63360	\$110,000	Increase due to Pavement striping and markers CIP

FUNDED

Town of Southwest Ranches Capital Improvement Project

Project	Guardrails Installation Project						
Priority	Transportation #1			Project Manager	Clete Saunier, P.E.		
Department	Public Works\Engineering & C.S.			Division	Engineering		
Project Location	Various locations in Town limits.						
Fiscal Year	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Design & Permitting	\$ 20,562	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 60,562	
Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Construction	\$ 562,438	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 922,438	\$ 60,000
Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL COST:	\$ 583,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 983,000	\$ 60,000
Revenue Source	G=\$478,000 GF-FB=\$105,000	NF	NF	NF	NF	G=\$478,000 GF-FB=\$105,000 NF=\$400,000	GAS / TFB

Description (Justification and Explanation)

The Town estimates \$478,000 in grant funds in the FY 2015 Budget. The matching fund requirement of \$135,000 was partially met in FY 2014, in the amount of \$30,000. The Town desires to provide and maintain a reasonable planning level of safe roadway networks by identifying, prioritizing and installing guardrails. The Town's Drainage & Infrastructure Advisory Board (DIAB) has approved a list of guardrails projects. The list of guardrails installation projects includes:

* Stirling Road, south side, from Volunteer Road to Hancock Road, 2400 LF	\$ 195,745
* Stirling Road, Phase I, south side, from Hancock Road to Holatee Trail & SE corner of intersection, 536 LF	\$ 43,716
* Stirling Road, Phase II, south side, from Hancock Road to Holatee Trail, 1320 LF	\$ 107,659
* Stirling Road, north side, from Holatee Trail to Melaleuca Dr, 2640 LF	\$ 215,318
* Design & Permitting Contingency	\$ 20,562
FY 2015 TOTAL COST:	<u>\$ 583,000</u>

* Subsequent Years - TBD by Drainage Improvement Advisory Board

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

FUNDED

Town of Southwest Ranches Capital Improvement Project

Project	Drainage Improvement Projects						
Priority	Transportation #2			Project Manager	Clete Saunier, P.E.		
Department	Public Works\Engineering & C.S.			Division	Engineering		
Project Location	Various locations in Town limits.						
Fiscal Year	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ 16,045	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 96,045	\$ 25,000
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 433,401	\$ 79,000	\$ 79,000	\$ 79,000	\$ 79,000	\$ 749,401	\$ 174,000
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Easement documentation & recording)	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 5,000	\$ -
TOTAL COST:	\$ 450,446	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 850,446	\$ 199,000
Revenue Source	G	GF Trf	GF Trf	GF Trf	GF Trf	G=\$450,446 GF Trf=\$400,000	GF Trf

Description (Justification and Explanation)

The Town desires to provide and maintain a reasonable planning level of roadway drainage service by identifying, prioritizing and implementing an annual street drainage improvement plan. The Town estimates to receive \$450,446 in grant funding for these drainage projects. The SWR matching fund requirement of \$100,000 was fully met in FY 2014. 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 easements are resolved. The list of drainage projects includes over 27 projects available in priority order. The FY 2015 priorities are :

Construct additional catch basin and outfall from Dykes Road (east side to canal)	\$28,737
630 LF Drainage Pipe connecting Catch Basin at 5801 SW 195 Terrace to 5800 SW 196 Lane to Canal 13	\$65,503
630 LF Drainage Pipe connecting Catch Basin at 5601 SW 195 Terrace to 5600 SW 196 Lane to Canal 13	\$65,503
630 LF Drainage Pipe connecting Catch Basin at 5201 SW 195 Terrace to 5200 SW 196 Lane to Canal 13	\$65,503
SW 63rd Street from SW 185 Way to Canal at SW 188th Avenue	\$63,149
SW 63rd Street from intersection of SW 185 Way / SW 63 Street to Eastern Canal	\$88,953
Hancock and Mustang	\$30,338
Catch basin and headwall Holatee Road	\$17,955
Engineering & Permitting Contingency	\$24,805
TOTAL	\$450,446

Personnel	\$ -	Estimated annual maintenance cost to comply with NPDES requirements.
Operating	\$ 5,000	
Replacement Cost	Year: 2040	
Revenue/Other	\$ -	
Total	\$ 5,000	

FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	SW 190 Avenue Extension						
Priority	Transportation #3	Project Manager	Clete J. Saunier, P.E.				
Department	Public Works\Engineering & C.S.	Division	Engineering				
Project Location	SW 190th Avenue, just south of Griffin Road						
Fiscal Year	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ 57,548	\$ -	\$ -	\$ -	\$ -	\$ 57,548	\$ -
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 209,752	\$ -	\$ -	\$ -	\$ -	\$ 209,752	\$ -
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Easement documentation & recording)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 267,300	\$ -	\$ -	\$ -	\$ -	\$ 267,300	\$ -
Revenue Source	G=\$243,000 GF Tfr=\$24,300	NF	NF	NF	NF	G=\$243,000 GF Tfr=\$24,300	
Description (Justification and Explanation)							
<p>The Town desires to extend SW 190th Avenue to connect with Griffin Road (SR 818). This connection will relieve excessive traffic through adversely impacted residential streets by allowing access to a principal arterial roadway. The Town was awarded \$243,000 from the State of Florida for this project with a \$24,300 Town match.</p>							
Estimated Annual Rehabilitation Budget							
Personnel	\$ -		Estimated annual rehabilitation costs over a twenty (20) years				
Operating	\$ 2,500						
Replacement Cost	Year: 2035	\$ -					
Revenue/Other	\$ -						
Total	\$ 2,500						

FUNDED

Town of Southwest Ranches Capital Improvement Project

Project	Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR) Program						
Priority	Transportation #4			Project Manager	Clete Saunier, P.E.		
Department	Public Works\Engineering & C.S.			Division	Engineering		
Project Location	Various locations within the Town's municipal boundaries.						
Fiscal Year	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total	Prior Years
Plans and Studies	\$ -	\$ -	TBD	TBD	TBD	\$ -	\$ -
Design & Permitting Contingency	\$ 36,400	\$ 58,200	TBD	TBD	TBD	\$ 94,600	\$ -
Land Mitigation (Legal)	\$ 48,500	\$ 46,500	TBD	TBD	TBD	\$ 95,000	\$ -
Construction	\$ 728,300	\$ 1,164,000	TBD	TBD	TBD	\$ 1,892,300	\$ -
Furnishings	\$ -	\$ -	TBD	TBD	TBD	\$ -	\$ -
Other Unclassified	\$ -	\$ -	TBD	TBD	TBD	\$ -	\$ -
Total Cost	\$ 813,200	\$ 1,268,700	TBD	TBD	TBD	\$ 2,081,900	\$ -
Revenue Source	GF Tfr (mill=.7203)	GF Tfr (mill=TBD)	GF Tfr	GF Tfr	GF Tfr	GF Tfr	
Description (Justification and Explanation)							
The Town desires to implement 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. The TSDOR plan is anticipated to address improvements for every Town road over a 10-15 year period at an average annualized cost of approximately \$1,000,000. Construction costs include (depending upon existing road condition) pavement surfacing, leveling, full depth reclamation, and drainage swale improvements. All consulting costs for surveying, design, permitting, testing, contract bid preparation and construction management are included within each project construction cost for the applicable fiscal year. Maintenance costs, as needed over time, will be addressed within annual operating budgets and are not included in this CIP budget projection. The below FY 2015 segments, pursuant to the 11/2013 King Engineering study, do not primarily have right-of-way issues.							
2015 ROAD SEGMENT*					***SEGMENT COST***		
SW 128TH AVENUE FROM SW 56TH STREET TO NORTH DEAD END					\$57,800		
SW 56TH STREET FROM MELALEUCA ROAD TO SW 128TH AVENUE					\$12,800		
SW 56TH STREET FROM SW 128TH AVENUE TO SW 127TH AVENUE					\$12,800		
HUNTER LANE FROM HOLATEE TRAIL TO SW 134TH AVENUE					\$35,600		
SW 134TH AVENUE FROM SW 55TH STREET TO SOUTH DEAD END					\$24,300		
HOLATEE TRAIL FROM STIRLING ROAD TO OLD SHERIDAN STREET					\$169,500		
APPALOOSA TRAIL FROM STIRLING ROAD TO OLD SHERIDAN STREET					\$168,800		
LURAY ROAD FROM MELALEUCA DRIVE TO VOLUNTEER ROAD					\$246,700		
DESIGN & PERMITTING CONTINGENCY					\$36,400		
FY 2015 Segment TOTAL:					\$764,700		
FY 2015 Land Mitigation (legal) TOTAL:					\$48,500		
FY 2015 Grand TOTAL:					\$813,200		
* Assumes full public right-of-way is available.							
Personnel	\$ -		ESTIMATED MAINTENANCE COSTS FOR UNFORSEEN DAMAGES TO 2015				
Operating	\$ -						
Replacement Cost	FY 2016	\$ 5,000					
Revenue/Other	\$ -						
Total	\$ 5,000						

FUNDED

Town of Southwest Ranches Capital Improvement Project

Project	Pavement Striping and Markers						
Priority	Transportation #5			Project Manager	Clete Saunier, P.E.		
Department	Public WorksEngineering & C.S.			Division	Engineering		
Project Location	Various town streets.						
Fiscal Year	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total	Prior Years
Plans and Studies						\$ -	
Engineering, Architecture & Permitting						\$ -	
Land Acquisition/Site preparation						\$ -	
Construction	\$ 150,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 350,000	\$ 90,000
Equipment/Furnishings						\$ -	
Other (Specify)						\$ -	
TOTAL COST:	\$ 150,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 350,000	\$ 90,000
Revenue Source	GAS \$25,000 TFB \$50,000 GF Tfr \$75,000	GAS/TFB	GAS/TFB	GAS/TFB	GAS/TFB	GAS=\$125,000 TFB=\$150,000 GF Tfr=\$75,000	GAS=\$45,000 TFB=\$45,000

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 installation. The list includes:

- * Stripe SW 188, SW 186, and SW 185 Avenue centerline and edgelines, speedhumps, and stopbars (all a priority)
- As funding becomes available from the above priority project locations, the following projects will be addressed:*
- * 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
- * Pedestrian Crossing on Stirling Road at Volunteer Road

Annual Impact on Operating Budget

Personnel	\$ -	Estimated annual cost for re-striping and markers replacement in eight years.
Operating	\$ -	
Replacement Cost	Year: 2023 \$ 50,000	
Revenue/Other	\$ -	
Total	\$ 50,000	

FUNDED

Town of Southwest Ranches Capital Improvement Project

Project	Town Entranceway Signage(s)						
Priority	Transportation #6			Project Manager	Clete Saunier, P.E.		
Department	Public Works\Engineering & C.S.			Division	Engineering		
Project Location	Various						
Fiscal Year	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 12,500	\$ 5,000
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 62,500	\$ 20,000
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000	\$ 25,000
Revenue Source	GF Tfr	GF Tfr	GF Tfr	GF Tfr	GF Tfr	GF Tfr=\$75,000	GF Tfr
Description (Justification and Explanation)							
<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. The first sign was installed in the median on Griffin Road west of Flamingo Road, facing westbound traffic.</p> <p>Prioritizing future town sign locations:</p> <p>1. (First sign) Griffin Road median, east of US 27, facing eastbound traffic.</p> <p>2. (Second sign) Griffin Road median, east of 148th Ave. (Volunteer Road – by Seven’s Brothers Nursery), facing eastbound traffic.</p> <p>3. (Third sign) Griffin Road median, just west of Dykes Road, facing westbound traffic.</p>							
Annual Impact on Operating Budget							
Personnel	\$ -						
Operating	\$ -						
Replacement Cost	\$ -						
Revenue/Other	\$ -						
Total	\$ -						

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 who 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 and to lessen the burdens of government by protecting life and property against fire, disaster, natural catastrophe or other calamity in the Town of Southwest Ranches, Florida, and when, as and if requested, offering mutual aid and assistance to any surrounding municipality or other governmental entity.

Volunteer Fire Fund Summary

Fiscal Year 2015

FY 2014 Estimated

Estimated Volunteer Fire Fund Revenue	289,000
Estimated Expenditures & Encumbrances	(260,000)
Estimated FY 2014 Excess of Revenue over Expenditures	<u>29,000</u>

FY 2015 Projected Restricted Fund Balance

Audited Restricted Fund Balance 9/30/2013	47,248
Estimated FY 2014 Excess of Revenue over Expenditures	29,000
Projected Restricted Fund Balance 9/30/2014	<u>76,248</u>
Appropriated Restricted Fund Balance in FY 2015	0
Projected Restricted Fund Balance 9/30/2015	<u>76,248</u>

FY 2015 Budget Summary

Projected Revenues

Non-Operating Revenues	278,569
Appropriated Restricted Fund Balance	-
Total Revenues	<u>278,569</u>

Proposed Expenditures

Operating Items	278,569
Total Expenditures	<u>278,569</u>

Volunteer Fire Fund Revenues

Line Item Prefix: 102-0000-:		FY 2012 Actual	FY 2013 Actual	FY 2014 Current Budget	FY 2014 Projected	FY 2015 Proposed
364-36400	Disposition of Assets	-	-	-	19,000	-
366-36610	Contributions/Donations-Private Sources	7,689	16,369	10,000	15,000	10,000
36117	Interest Earnings	65	82	-	-	-
369120	Insurance Proceeds	825	-	-	-	-
369900	Other Miscellaneous Revenues	1,058	2,951	-	-	-
381-38101	Transfer from General Fund	252,368	249,217	250,000	255,000	268,569
TOTAL	Non-Operating Revenue	262,004	268,619	260,000	289,000	278,569
TOTAL	VOLUNTEER FIRE FUND	262,004	268,619	260,000	289,000	278,569

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

Volunteer Fire Fund Expenditures

Line Item Prefix: 102-3200-522:		FY 2012 Actual	FY 2013 Actual	FY 2014 Current Budget	FY 2014 Projected	FY 2015 Proposed
Suffix Code	Object Description					
34100	Other Contractual Services	220,160	219,150	224,000	224,000	236,852
45100	Property and Liability Insurance	10,555	25,181	31,000	31,000	31,717
	Other Fire and Rescue services	22,274	-	-	-	-
48110	Promotional Activities	2,074	8,842	10,000	5,000	10,000
49100	Other Current Charges	-	5,799	-	-	-
64100	Machinery and Equipment	-	2,900	-	-	-
TOTAL	Operating Expenses	255,063	261,872	265,000	260,000	278,569
71100	Principal	3,900	-	-	-	-
72100	Interest	71	-	-	-	-
TOTAL	Debt Service	3,971	-	-	-	-
TOTAL	VOLUNTEER FIRE FUND	259,034	261,872	265,000	260,000	278,569

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

Major Variance from Current Budget FY 2014 to Projected FY 2014

Code	Amount	Explanation
48110	(\$5,000)	Lower than anticipated fund raising expenses

Major Variance or Highlights of the Departmental Budget - FY 2014 Projected to FY 2015 Proposed

Code	Amount	Explanation
34100	\$12,852	Includes FICA change commencing 1/1/2015



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 2014-2015



Solid Waste Fund

The Town of Southwest Ranches, Florida contracts its solid waste (garbage) collection. The Town offers quality services at reasonable rates. No change or a slight reduction in rates was proposed for FY 2015.

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 2014-2015

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 Enforcement Services 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 and recycling collection crews who provide services consistent with its published collections schedule. Additional contractor solid waste and recycling collection responsibilities include the environmentally responsible delivery and disposal of waste materials.

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 \$168,833 to reimburse a portion of its overall personnel costs.

The current budget proposes either a no change or a very slight decrease representing less than 1%, depending on lot square footage, to its Solid Waste special assessment fee. Solid Waste, Recycling and Bulk Waste contractual formula increases to the consumer price and fuel indices were offset by reductions in operating expenses, General Fund transfers for cost reimbursement, and the provision for rate stabilization. During FY 13/14, Town staff has facilitated, assisted and transitioned the change in the disposal contractor in the most seamless manner.

Solid Waste Fund Summary Fiscal Year 2015

FY 2014 Estimated

Estimated Solid Waste Fund Service Revenue	1,054,059
Estimated Expenditures & Encumbrances	<u>(979,025)</u>
Estimated FY 2014 Excess of Revenue over Expenditures	<u><u>75,034</u></u>

Projected Unrestricted Net Assets

Audited Unrestricted Net Assets 9/30/2013	395,110
Estimated FY 2014 Excess of Revenue over Expenditures	<u>75,034</u>
Projected Unrestricted Net Assets 9/30/2014	<u>470,144</u>
Appropriated Unrestricted Net Assets in FY 2015	<u>-</u>
Projected Unrestricted Net Assets 9/30/2015	<u><u>470,144</u></u>

FY 2015 Budget Summary

Proposed Revenues

Service Revenues	1,028,616
Interest Earnings	<u>1,000</u>
Total Revenues	<u>1,029,616</u>

Proposed Expenditures

Operating Items	803,945
Non-Operating Costs	<u>225,671</u>
Total Expenditures	<u>1,029,616</u>

Solid Waste Fund Revenues

Line Item Prefix: 401-0000-:		FY 2012 Actual	FY 2013 Actual	FY 2014 Current Budget	FY 2014 Projected	FY 2015 Proposed
325-32524	Solid Waste Assessment	1,539,737	1,070,869	965,587	1,015,587	1,010,616
337-33730	Grant	-	113,914	-	-	-
343-34340	Recycling Revenues	-	26,383	58,211	20,838	18,000
TOTAL	Service Revenues	1,539,737	1,211,165	1,023,798	1,036,425	1,028,616
369-36990	Other Miscellaneous Revenues	-	21,445	-	16,634	-
389-38910	Interest Earnings	2,121	564	2,000	1,000	1,000
TOTAL	Miscellaneous Revenues	2,121	22,009	2,000	17,634	1,000
TOTAL	SOLID WASTE	1,541,858	1,233,174	1,025,798	1,054,059	1,029,616

Solid Waste Fund Expenditures

Line Item Prefix: 401-4100-534:		FY 2012 Actual	FY 2013 Actual	FY 2014 Current Budget	FY 2014 Projected	FY 2015 Proposed
Suffix Code	Object Description					
31010	Professional Services	33,534	22,270	7,500	2,500	6,000
34100	Other Contractual Services	1,367,922	782,522	-	-	-
34200	Recycling Expense	-	47,845	49,000	49,000	50,139
34202	Solid Waste Collection Expense	-	-	278,300	278,300	287,240
34203	Solid Waste Disposal Expense	-	-	159,300	159,300	187,251
34205	Bulk Waste Collection Expense	-	-	105,299	105,299	107,828
34206	Bulk Waste Disposal Expense	-	-	156,300	156,300	160,987
49100	Other Current Charges	-	114,086	4,964	45,000	4,500
TOTAL	OPERATING EXPENSES	1,401,455	966,722	760,663	795,699	803,945
581-91001	Transfer to General Fund	128,701	174,492	183,326	183,326	168,833
99100	Contingency	-	-	81,809		56,838
TOTAL	NON-OPERATING EXPENSES	128,701	174,492	265,135	183,326	225,671
TOTAL	SOLID WASTE FUND	1,530,156	1,141,214	1,025,798	979,025	1,029,616

Major Variance from Current Budget FY 2014 to Projected FY 2014

Code	Amount	Explanation
49100	\$40,036	Increase due to FEMA settlement for Hurricane Wilma

Major Variance or Highlights of the Fund Budget - FY 2014 Projected to FY 2015 Proposed

Code	Amount	Explanation
34202	\$8,940	Increase due to contractual formula CPI & Fuel Index adjustment
34203	\$36,891	Increase due to contractual formula CPI & Fuel Index adjustment
49100	(\$40,500)	Reduction in FEMA settlement for Hurricane Wilma
91001	(\$14,493)	Reduction in departmental cost allocation to G.F.

Town of Southwest Ranches
Proposed FY 2014/2015
Solid Waste Assessment Worksheet

Sources:

SWS Contract

Broward County Property Appraiser

Munilytic Consultant Study

Description	Solid Waste & Recycling	Bulk Waste	Total Proposed FY 14/15
% Allocation Direct Expenses Only	66%	34%	

Direct Expenses:

Solid Waste Collection	\$ 287,240	\$ -	\$ 287,240
Recycling Collection	\$ 50,139	-	\$ 50,139
Bulk Waste Collection	-	107,828	\$ 107,828
Solid Waste Disposal	\$ 187,251	-	\$ 187,251
Bulk Waste Disposal	-	160,987	\$ 160,987
Sub-Total	\$ 524,630	\$ 268,816	\$ 793,445

Other Expenses

Statutory Discount	33,060
Collections Cost	34,303
Townwide Personnel\Contractual Costs	168,833
Net Assets Available for Rate Stabilization	55,838
Total Solid Waste Assessment Expenses	\$ 1,085,480

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 14/15	Total Assessed Rates FY 13/14	Difference (Decrease)
A	- 41,200	405	285.15	102.15	387.31	388.08	(0.77)
B	41,201 46,999	420	285.15	120.77	405.92	406.69	(0.77)
C	47,000 62,999	410	285.15	145.19	430.34	430.34	0.00
D	63,000 95,999	439	285.15	157.92	443.07	445.12	(2.05)
E	96,000 106,999	426	285.15	183.42	468.57	470.20	(1.63)
F	107,000 >107,000	417	285.15	215.06	500.21	502.88	(2.67)

Town of Southwest Ranches, FL

Proposed Cost Allocation Plan for 2015 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	5%	\$ 3,150	8%	\$ 5,040
Attorney	\$ 535,000	87%	\$ 465,450	5%	\$ 26,750	8%	\$ 42,800
Executive	\$ 306,018	70%	\$ 214,213	15%	\$ 45,903	15%	\$ 45,903
Finance	\$ 211,233	70%	\$ 147,863	15%	\$ 31,685	15%	\$ 31,685
Clerk	\$ 149,659	90%	\$ 134,693	3%	\$ 4,490	7%	\$ 10,476
PW / CS	\$ 161,569	99%	\$ 159,953	0%	\$ -	1%	\$ 1,616
Code	\$ 142,140	52%	\$ 73,913	40%	\$ 56,856	8%	\$ 11,371
PROS	\$ 64,929	100%	\$ 64,929	0%	\$ -	0%	\$ -
Totals	\$ 1,633,548		\$ 1,315,824		\$ 168,833		\$ 148,891

* 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 assign resources to meet current and future debt service requirements on long-term debt

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

FUND 001 - GENERAL FUND

The General Fund of a government unit serves as the primary reporting vehicle for current government operations. The General Fund, by definition, accounts for all current financial resources not required by law or administrative action to be accounted for in another fund. The major sources of revenue for the General Fund include: ad valorem taxes, franchise taxes, and intergovernmental revenues. The major departments funded here are: Legislative, Executive, Town Attorney, Finance, Town Clerk, Building Services, Code Enforcement, Planning/Zoning, Public Works/Engineering & Community Services, 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 Public Works Director/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 primarily 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 Broward County Property Appraiser as a basis for levying property taxes. *See Taxable Valuation and Market Value.*

Asset: Any resource owned or held by a government which has monetary value.

Assigned Fund Balance – These are amounts that the Town intends to use for a specific purpose; the intent shall be expressed by Town Council or by a Town official or other Board to which the Town Council delegates that authority.

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 health, and life insurance plans.

Encumbrance: The lawful commitment of funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure. Purchase orders are one way in which encumbrances are created.

Expenditure: The payment of cash on the transfer of property or services for the purpose of acquiring an asset, service or settling a loss.

Expense: Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest or other charges.

Fiscal Policy: A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding. Utilizing debt so that future generations share in the cost of capital projects is an example.

Fiscal Year: A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. For municipalities in the State of Florida, this twelve (12) month period is October 1 to September 30.

Fixed Assets: Assets of long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.

Franchise Fee: Fees assessed on public utility corporations in return for granting a privilege to operate inside the Town limits. Examples include gas operators and electric companies.

Full Faith and Credit: A pledge of a government's ad valorem taxing power to repay debt obligations. The Town of Southwest Ranches has no debt of this type.

Fund: A fiscal entity with revenues and expenses which are segregated for the purpose of carrying out a specific purpose or activity.

Fund Balance – the cumulative difference of all revenue and expenditures from the

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, gasoline, and furniture.

Objective: Something to be accomplished in specific, well-defined, and measurable terms and that is achievable within a specific time frame. All objectives should support at least one goal.

Obligations: Responsibilities, including financial, which a government may be legally required to meet with its resources.

Operating Expenses: The cost for supplies, materials and equipment required for a department to function.

Operating Revenue: Unrestricted funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day operations.

Ordinance: An enactment of a legislative body that requires a public hearing and two readings before it is in effect. Ordinances often require or limit behavior and have penalties for non-compliance.

Pay-as-you-go Basis -- A term used to describe a financial policy by which capital purchases are financed from current revenues and/or undesignated fund balance (available reserve) rather than through borrowing.

Personnel Services: Expenditures for salaries, wages, and fringe benefits of a government's employees.

Prior-year Encumbrances: Obligations from previous fiscal years in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation, and for which a part of the appropriation is reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated.

Program: A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the government is responsible.

Program Based Budget: A method of budgeting whereby the services provided to the residents are broken down in identifiable service programs or performance units. A unit can be a department, a division, or a workgroup. Each program has an identifiable service or output and objectives to effectively provide the service. The effectiveness and efficiency of providing the service by the program is measured by performance indicators.

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.