



**PROPOSED BUDGET**  
**FISCAL YEAR 2015-2016**  
**OCTOBER 1, 2015 – SEPTEMBER 30, 2016**

**TOWN OF SOUTHWEST RANCHES**  
**PROPOSED BUDGET**  
**Fiscal Year 2015-2016**



**TOWN COUNCIL**



Mayor  
Jeff Nelson



Vice Mayor  
Freddy Fisikelli



Councilmember  
Steve Breitkreuz



Councilmember  
Gary Jablonski



Councilmember  
Doug McKay



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

### **Administrative Staff & Town Charter Officers**

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Andrew D. Berns, MPA  
Town Administrator

Keith Poliakoff, JD  
Town Attorney

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

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

Fiscal Year 2015—2016

## **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) transparency/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, 2015 and ending September 30, 2016, 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 14/15) budget to projected prior year expenditures, explains the variances in expenditures from the projected prior year (FY 14/15) to proposed current year (FY 15/16), and identifies proposed 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 Transparency/Communications Device**

As a transparency/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 and disclosure to relevant information for each of these audiences.

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

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

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## Budget Overview

This section contains summary information about the Proposed Budget.

It includes:

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

**FY 2015-2016**



## **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  
**Freddy Fisikelli**, Vice Mayor  
**Steve Breitreuz**, Council Member  
**Gary Jablonski**, Council Member  
**Doug McKay**, Council Member

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

July 10, 2015

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 2015/2016 Proposed Budget. As always, your Administration seeks to meet Council policy goals with the greatest possible equity of resources. This means ensuring sufficient resources to meet Council policy objectives while not overburdening taxpayers. This proposed budget 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.

This summary budget is presented according to best practices published by the Government Finance Officers' Association (GFOA) and promotes information sharing 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 and utilization of Fund Balance (reserve) dollars are disclosed. The objectives of each department in the promotion of Town Council policies for the coming fiscal year are also identified. Anticipated future needs and desires of our professional departmental leaders and town advisory boards are also represented.

References to fiscal years (such as FY 2016) are shorthand for the year ending September 30, 2016. Fiscal Year 2016, for example, may also be represented as FY 2016, FY 15/16, or FY 16. Wherever standardization is possible, it has been utilized.

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

The primary issue related to funding needs for FY 2015/2016 remains the ambitious Transportation Surface Drainage Ongoing Rehabilitation (TSDOR) Project.

Establishment of a restricted construction contingency reserve of \$200,000 along with a targeted revenue source over a longer period of years, has “smoothed” the effect on residents and other taxpayers. The TSDOR millage equivalent is 0.3950 for FY 2016.

### ***Millage:***

The Broward County Property Appraiser (BCPA) has certified a taxable value for real and personal property of \$1,243,896,530 for the Town of Southwest Ranches. This marks an increase in valuation of 7.52% resulting in part from efforts of your Town management as well as a modestly improved housing market. The current gross valuation for one mill (1.000) is \$1,243,897 (\$1,243,896,530/1000). A simple calculation puts the net anticipated receipts per mill at \$1,181,703 (net mill @ .95% pursuant to Florida Statutes). With this increase in valuation, the Town may apply a lower operating rate (3.7646 mills) to achieve the same revenues as the current year’s rate (3.9404 mills). The current budget is once again balanced for general operating purposes at the Town of Southwest Ranches Historic Rate of 3.9404 mills.

In addition to the 3.9404 mills for operating, an additional millage of 0.3950 mills is required to fund the FY 2016 portion of the Transportation Surface Drainage Ongoing Rehabilitation (TSDOR) street improvement project. The net millage equivalent for this projects anticipated restricted expenditure in FY 2016 (\$466,700) accounts for the additional 0.3950 mills that need to be levied to balance this proposed budget. The combined millage (general operating plus TSDOR improvements) results in a required millage of 4.3354 mills (approximately \$4.34 for each \$1,000 of taxable value).

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

The impact of Volunteer Fire operational changes, imposed by Town Council throughout FY 14/15, will affect the Proposed FY 2015/2016 Budget for a full twelve months. Accordingly, the resulting decrease in Volunteer personnel, operating and capital outlay costs allows for a proposed reduction in fire assessment rates throughout all property categories {\$35.34, \$0.06, \$0.11, \$0.02, and \$5.46}, per Residential, Commercial, Industrial/Warehouse, Institutional, and Vacant/Agricultural, respectively}.

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

Between FY 2013 through FY 2015, 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 2016, 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 of \$9,028. Additionally, due to increases in other operating expenses, general fund transfers for cost reimbursement and the provision for rate stabilization which total \$6,247 (net), staff is currently proposing a very small increase to FY 2016 solid waste assessment rates based on parcel lot square footage

<b>Cost Name</b>	<b>FY 15/16 Proposed Budget Change</b>
Ad valorem (Property Tax) Rate: 3.9404 GF Operating + 0.3950 TSDOR = 4.3354 mills	(\$19) GF Operating + \$99 for TSDOR = \$80 net increase on \$250,000 of taxable value
Solid Waste Assessment Rate(s)	Small increase (range: \$0.77 to \$9.80 per unit) depending on parcel lot square footage
Fire Assessment Rate(s)	\$35.34 decrease per residential dwelling unit

### **General Fund**

The proposed funding method is sustainable in the short-term. Specifically, the Town Council is advised that the use of unassigned and restricted fire control Fund Balance (reserves) in the amount of \$150,000 and \$106,500, respectively is proposed in FY 2016. These amounts represent \$100,000 to fund the Transportation-Guardrail CIP, \$50,000 for the 3<sup>rd</sup> and final year funding for the Town Hall Roof Replacement CIP while \$100,000 is for one-time Public Safety-Fire Rescue Modular Facilities and \$6,500 to partially fund the Volunteer Fire Pumper Vehicle debt service, respectively. Subsequently, the amount of unassigned General Fund Fund Balance (reserves) is projected to be at \$3,930,097 on 9/30/2016 (vs. an audited balance of \$3,830,892 on 9/30/2014), representing 36.88% of total General Fund expenditures and transfers. This percentage continues to be well above the minimum of 15-18% recommended by the Governmental Finance Officers Association.

### **Capital Improvements**

Another highlight of the way in which this proposed budget balances Council priorities with available resources is in the area of Capital Improvement Projects (CIPs). The following thirteen CIPs are funded. Available resources for funding seven additional projects has not been identified. The Proposed FY 2016 Budget utilizes a combination of grant funding, General Fund Transfers, and an appropriation of fund balance

(unassigned and restricted) all within the General, Capital Projects and Transportation Funds.

Funds continue to be assigned and restricted for the comprehensive Transportation Surface Drainage Ongoing Rehabilitation (TSDOR) project. This project results from a multi-year analysis suggesting total rehabilitation costs in excess of almost thirteen million nine hundred thousand dollars (\$13.9m) for major repair and improvement of all Town owned and maintained streets. The project is to be funded through a restricted, "pay-as-you-go" model.

### **Funded FY 2015/2016 Capital Improvement Project Requests**

Department	Project Name	Total FY 2016 Project Amount*
Public Safety - Vol. Fire	Volunteer Fire - Commercial Chassis Pumper Fire Vehicle	\$ 25,500
Public Safety - Fire Admin	Fire Wells Replacement and Installation	\$ 15,000
<b>General/Vol Fire Fund Total</b>	<b>Total</b>	<b>\$ 40,500</b>
Public Safety - Fire Admin	Public Safety-Fire Rescue Modular Facilities	\$ 171,530
Townwide	Town Hall Roof Replacement	\$ 150,000
Parks and Open Space	Calusa Corners*	\$ 100,000
Townwide	Town Hall Complex Drainage and Safety Improvements	\$ 36,775
<b>Capital Projects Fund Total</b>	<b>Total</b>	<b>\$ 458,305</b>
Transportation	Transportation Surface Drainage Ongoing Rehabilitation (TSDOR)	\$ 466,700
Transportation	SW 190th Avenue Extension Project*	\$ 219,310
Transportation	Pavement Striping and Markers Program	\$ 130,000
Transportation	Drainage Improvement Projects	\$ 100,000
Transportation	Guardrails Installation Project	\$ 100,000
Transportation	Street Lighting	\$ 25,000
Transportation	Townwide Entranceway Signage	\$ 15,000
<b>Transportation Fund Total</b>	<b>Total</b>	<b>\$ 1,056,010</b>
<b>All Funds</b>	<b>Total</b>	<b>\$1,554,815</b>

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

### **Not Funded FY 2015/2016 Capital Improvement Project Requests\*\***

An additional seven (7) projects are identified below. These additional projects are not funded in the proposed budget for FY 2016 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 these documents.

Department	Project Name	Total FY 2016 Project Amount
Parks and Open Space	Frontier Trails Conservation Area	\$ 390,930
Parks and Open Space	Southwest Meadows Sanctuary	\$ 211,095
Parks and Open Space	Covered Dock on C-11 Canal	\$ 100,000
Parks and Open Space	Country Estates Park	\$ 41,150
Parks and Open Space	Rolling Oaks Passive Open Space and Barn	\$ 10,250
<b>Capital Projects Fund Total</b>	<b>Total</b>	<b>\$ 753,425</b>
Transportation	SW 210th Terrace Roadway Improvement	\$ 150,000
Transportation	SW 60th Street Widening Project	\$ 15,000
<b>Transportation Fund Total</b>	<b>Total</b>	<b>\$ 165,000</b>
<b>All Funds</b>	<b>Total</b>	<b>\$ 918,425</b>

**\*\*Note:** The above Not Funded does not include an anticipated expenditure of approximately \$5.4 million in FY 19/20 for a Public Safety Facility. Narrative explanation for this project is provided among the Not Funded Capital Improvement Projects.

### **Program Modifications**

The Proposed FY 2015/2016 budget includes continuation of funding for two staged program modifications introduced in prior years. Specifically, funding is provided for the Self-Contained Breathing Apparatus Replacement Program (\$4,060) and the Bunker Gear Replacement Program (\$21,821). Both of these items are funded through the Public Safety-Volunteer Fire Services Department and are part of regular replacement programs. As replacement programs adopted by the Town Council, this may be the last year that they are highlighted as a modification.

Real property owned by the Town on its most western portion is known as Broadwing. Staff is proposing to Council to fund a program modification, in the one-time amount of \$25,000, to legally plat Broadwing for potential community facility usage. With platting the land can be developed and/or increase its marketability.

A Parks, Recreation, and Open Space (PROS), and an Executive/PROS programs are funded. The former includes the addition of a part-time Administrative Assistant (\$11,196). This funding increases the amount of time and attention that Department staff can spend on maintenance, construction, facilities, events, and community forestry

management. The latter modification to accomplish aforementioned purposes is the addition of Contractual Seasonal Town Event Staffing (\$5,820). Contractual Staff would largely be used for manual labor and event setup, clearing and cleaning. This modification also reduces the time and management demands of Departmental staff enabling them to better manage other priority projects.

In an effort to improve agenda workflow, reduce storage requirements, and assist with records and public information management, funding of \$4,800 is proposed. First year funding includes modifications and training. Future year costs are estimated at \$4,200 annually. Details for this item are found under the Town Clerk's "Council Agenda Workflow Software" program modification.

Two requests for program modifications were submitted, but are not funded in the Proposed FY 2015/2016 Budget. These are: 1) "Radio, including accessory Equipment Replacement Program" (\$6,500) and "Vehicle Replacement" at \$30,000. The first of these would phase in the Town's compatibility with Broward County technology by FY 2017/2018. The total cost for this project is estimated at \$129,416 by FY 2017/2018. Initial funding for 2015/2016 is not included. The second of the program modifications would replace one of the Town's three fleet vehicles located at Town Hall. Each of the three have over 100,000 miles and are reaching the end of their useful life.

### **Organizational Changes**

The proposed budget is funded as follows:

1. Apportionment is no longer necessary for the Records Coordinator between the Town Clerk and Code Enforcement Departments due to a change in duties and responsibilities.
2. Includes a part-time Administrative Assistant that was previously charged in FY 2015 to the Executive Department is now permanently transferred to the Town Clerk for supervisory purposes.
3. The Accounting Clerk has been reclassified to full-time to meet increased Townwide financial and regulatory demands.
4. Incorporates a part-time Administrative Assistant within PROS and Contractual Seasonal Town Event Staff, as previously mentioned.



### **Summary Comments**

In the past, the substantive changes which occurred between the Proposed FY 2014/2015 Budget and the Adopted FY 2014/2015 Budget (specifically as it relates to TSDOR Project methodology and funding) is a testament to excellent processes in place resulting in better budgeting. We look forward to continued discussions with Town Council over the next several months to further refine this Proposed FY 2015/2016 budget. Specific opportunities for discussion include the budget workshop, scheduled for Tuesday, August 25, 2015 and the two formal public hearings and plan adoption in September. In the meantime, if either of us may be of service, in discussing what is proposed, please feel free to contact us directly.

Town Administrator:

*Andrew D. Berns*

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Andrew D. Berns, MPA

Town Financial Administrator:

*Martin D. Sherwood*

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Martin D. Sherwood, CPA,CGMA,CGFO

## TOWN OF SOUTHWEST RANCHES, FL

### Council Approved Budget Calendar for FY 2015-2016

Friday, February 13, 2015	Town Financial Administrator meets with Town Administrator for General Direction
Tuesday, February 17, 2015	Budget Kick-Off with Department Heads and Staff/Advisory Bd Liaisons
Thursday, February 26, 2015	Memo to Town Council- Proposed Budget Calendar for FY 2015-2016 presented at regular Council meeting
March 2nd to May 1st, 2015	Town Administrator and Town Financial Administrator to meet individually with Town Council members to obtain policy direction
Friday, March 13, 2015	Department Descriptions, Accomplishments, Goals and Objectives Due from Department Heads
Friday, March 20, 2015	Departmental and Advisory Boards Capital Improvement (> \$24,999) and Program Modification Requests Due
Friday, March 27, 2015	Departmental and Advisory Boards operating and capital outlay (\$1,000 but < \$25,000) requests and justification due
Friday, April 03, 2015	Department Revenue Estimates Due from Department Heads
Wednesday, April 08, 2015	Departmental Meetings (9:30-11:00 am; 1:00-2:30PM; 3:00-4:30PM)
Thursday, April 09, 2015	Departmental Meetings (9:30-11:00 am; 1:00-2:30PM; 3:00-4:30PM)
Friday, April 10, 2015	Departmental Meetings (9:30-11:00 am; 1:00-2:30PM; 3:00-4:30PM)
Friday, May 08, 2015	Town Financial Administrator meets with Town Administrator and Town Attorney (preliminary condition assessment/recommendations/modifications) - post council direction
Monday, May 18, 2015 to ongoing	Draft Proposed FY 2015-2016 Departmental Sectional worksheets Distributed
Monday, June 01, 2015	Estimated Tax roll information available from Property Appraiser
Monday, June 08, 2015	Comments/Corrections Due on Draft-Administrators/Attorney/Departments
Wednesday, July 01, 2015	Certified Taxable Values Received from Property Appraiser
Friday, July 10, 2015	Final Proposed Budget finished, printing begins & distribution commences
Thursday, July 23, 2015	Preliminary Millage Rate and Initial FY 2015-2016 Fire Protection and Solid Waste (SW) special assessment Adoption at July Regular Council Meeting (all via resolutions)
Tuesday, July 28, 2015	First Budget Hearing for Broward County School Board
Tuesday, August 04, 2015	Deadline to send the Preliminary Millage Rate and Initial FY 2015-2016 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 25, 2015	Budget Workshop on Proposed Budget (7 PM)- Mayor and Town Council (Community Invited)
Thursday, August 27, 2015	August regular Council Meeting
Thursday, September 10, 2015	First Budget Hearing for Broward County Government
Tuesday, September 15, 2015	First Public Hearing for Tentative Millage and Budget Adoption introduced for FY 2015-2016 (via ordinances). Final Fire Protection and SW special assessment Adoption (via resolutions) @ 6:00PM. September Regular Council meeting @ 7:30PM
Tuesday, September 15, 2015	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
Wednesday, September 16, 2015	Second Budget Hearing for Broward County School Board
Thursday, September 17, 2015	Second Budget Hearing for Broward County Government
Tuesday, September 22, 2015	Deadline for Newspaper advertisement submission
Thursday, September 24, 2015	First Date: advertisement can run for second public hearing
Sunday, September 27, 2015	Last Date: advertisement can run for second public hearing
Tuesday, September 29, 2015	Second Public Hearing for Final Millage and Budget Adoption (via ordinances) @ 6:00 PM. September Regular Council meeting @ 7:00PM

**Fiscal Year 2016 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 2016 levy increase on \$250,000 taxable value
Town of Southwest Ranches Historic Rate	3	3.9404	\$4,656,377	(\$466,700)	(\$19)
Current Year Roll-Back Rate	3	4.0162	\$4,745,950	(\$377,199)	\$0
Adjusted Current Year Roll-Back Rate	3	4.1664	\$4,923,442	(\$199,708)	\$38
Maximum Majority Vote	3	4.2481	\$5,019,987	(\$103,163)	\$58
FY 2014-2015 Adopted Rate (Town of SWR Historic-3.9404 + TSDOR-.3315 Rates)	4	4.2719	\$5,048,112	(\$75,038)	\$64
FY 2015-2016 Proposed Rate (Town of SWR Historic-3.9404 + TSDOR-.3950 Rates)	4	4.3354	\$5,123,150	\$0	\$80
Maximum Super Majority Rate	4	4.6729	\$5,521,974	\$398,824	\$164
Unanimous	5	10.0000	\$11,817,017	\$6,693,867	\$1,496

## Funded FY 2015/2016 Capital Improvement Project Requests

Department	Project Name	Total FY 2016 Project Amount*
Public Safety - Vol. Fire	Volunteer Fire - Commercial Chassis Pumper Fire Vehicle	\$ 25,500
Public Safety - Fire Admin	Fire Wells Replacement and Installation	\$ 15,000
<b>General/Vol Fire Fund Total</b>	<b>Total</b>	<b>\$ 40,500</b>
Public Safety - Fire Admin	Public Safety-Fire Rescue Modular Facilities	\$ 171,530
Townwide	Town Hall Roof Replacement	\$ 150,000
Parks and Open Space	Calusa Corners*	\$ 100,000
Townwide	Town Hall Complex Drainage and Safety Improvements	\$ 36,775
<b>Capital Projects Fund Total</b>	<b>Total</b>	<b>\$ 458,305</b>
Transportation	Transportation Surface Drainage Ongoing Rehabilitation (TSDOR)	\$ 466,700
Transportation	SW 190th Avenue Extension Project*	\$ 219,310
Transportation	Pavement Striping and Markers Program	\$ 130,000
Transportation	Drainage Improvement Projects	\$ 100,000
Transportation	Guardrails Installation Project	\$ 100,000
Transportation	Street Lighting	\$ 25,000
Transportation	Townwide Entranceway Signage	\$ 15,000
<b>Transportation Fund Total</b>	<b>Total</b>	<b>\$ 1,056,010</b>
<b>All Funds</b>	<b>Total</b>	<b>\$1,554,815</b>

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

## Not Funded FY 2015/2016 Capital Improvement Project Requests\*\*

Department	Project Name	Total FY 2016 Project Amount
Parks and Open Space	Frontier Trails Conservation Area	\$ 390,930
Parks and Open Space	Southwest Meadows Sanctuary	\$ 211,095
Parks and Open Space	Covered Dock on C-11 Canal	\$ 100,000
Parks and Open Space	Country Estates Park	\$ 41,150
Parks and Open Space	Rolling Oaks Passive Open Space and Barn	\$ 10,250
<b>Capital Projects Fund Total</b>	<b>Total</b>	<b>\$ 753,425</b>
Transportation	SW 210th Terrace Roadway Improvement	\$ 150,000
Transportation	SW 60th Street Widening Project	\$ 15,000
<b>Transportation Fund Total</b>	<b>Total</b>	<b>\$ 165,000</b>
<b>All Funds</b>	<b>Total</b>	<b>\$ 918,425</b>

\*\*Note: The above Not Funded does not include an anticipated expenditure of approximately \$5.4 million in FY 19/20 for a Public Safety Facility. Narrative explanation for this project is provided among the Not Funded Capital Improvement Projects.

**Five Year Capital Improvement Plan  
All Funds Project Expenditure Summary FY 2016 - FY 2020**

Department Name	Project Name	FY 2016		FY 2017		FY 2018		FY 2019		FY 2020		Total
Public Safety	Fire Wells Replacement and Installation	15,000	FA	15,000	FA	15,000	FA	15,000	FA	15,000	FA	75,000
	Emergency Operations Center									5,400,000	NF	5,400,000
	Volunteer Fire Pumper Vehicle	25,500	GF-FB, VFF-FB	29,486	GF-FB	29,486	GF-FB, FA	29,486	FA	29,486	FA	143,444
	Fire Rescue Modular Facilities	171,530	GF-FB, CIP-FB									171,530
Parks, Recreation & Open Space/Capital Projects Fund	Calusa Corners	100,000	G	346,000	NF	503,225	NF	195,500	NF	211,000	NF	1,355,725
	Rolling Oaks Passive Open Space and Barn	10,250	NF	22,700	NF	38,650	NF	12,275	NF	12,125	NF	96,000
	Frontier Trails Conservation Area	390,930	NF	390,930	NF	390,930	NF	390,930	NF	390,930	NF	1,954,650
	Southwest Meadows Sanctuary Park	211,095	NF	518,406	NF	518,406	NF	518,406	NF	518,406	NF	2,284,719
	Country Estates Park	41,150	NF	28,353	NF	25,553	NF	10,178	NF	29,378	NF	134,612
	Covered Dock on C-11 Canal	100,000	NF									100,000
Townwide-Capital Projects Fund	Town Hall Roof Replacement	150,000	GF FB, CIP-FB									150,000
	Town Hall Drainage and Safety Improvements	36,775	CIP-FB									36,775
Transportation Fund/ Engineering	Guardrails Installation Project	100,000	GF-Tfr	100,000	NF	100,000	NF	100,000	NF	100,000	NF	500,000
	Drainage Improvement Projects	100,000	GF-Tfr	100,000	GF Tfr	100,000	GF Tfr	100,000	GF Tfr	100,000	GF Tfr	500,000
	Transportation Surface Drainage Ongoing Rehab (TSDOR)	466,700	GF Tfr (mill=-.3950)	593,300	GF Tfr (mill=TBD)	538,000	GF Tfr (mill=TBD)	645,600	GF Tfr (mill=TBD)	686,200	GF Tfr (mill=TBD)	2,929,800
	SW 190th Avenue Extension	219,310	G, TFB									219,310
	Pavement Striping and Markers	130,000	GF-Tfr, TFB	50,000	GAS, GF-Tfr	50,000	GAS, GF-Tfr	50,000	GAS, GF-Tfr	50,000	GAS, GF-Tfr	330,000
	Street Lighting	25,000	GF-Tfr	201,000	NF	196,000	NF					422,000
	Townwide Entranceway Signage	15,000	GF-Tfr	15,000	GF Tfr	15,000	GF Tfr	15,000	GF Tfr	15,000	GF Tfr	75,000
	SW 210 Terrace Roadway Improvement	150,000	NF	95,000	NF	704,500	NF	704,500	NF			1,654,000
	SW 60th Street Widening Project	15,000	NF	40,000	NF							55,000
PROJECT TOTALS		\$2,473,240		\$2,545,175		\$3,224,750		\$2,786,875		\$7,557,525		\$18,587,565

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)
VFF-FB	Volunteer Fire Fund Fund Balance
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 2016 - FY 2020

	Source Name	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total
<b>CIP-FB</b>	Capital Projects Fund Fund Balance	208,305					208,305
<b>TFB</b>	Transportation Fund Fund Balance	104,501					104,501
<b>G</b>	Grant Funding	299,809					299,809
<b>GAS</b>	Local Option Gas Taxes		25,000	25,000	25,000	25,000	100,000
<b>GF Tfr</b>	General Fund Transfer from Operating	751,700	733,300	678,000	785,600	826,200	3,774,800
<b>GF-FB</b>	General Fund Fund Balance (Reserves)	156,500	29,486	20,000			205,986
<b>VFF-FB</b>	Volunteer Fire Fund Fund Balance	19,000					19,000
<b>DEBT</b>	DEBT-General Obligation or otherwise						0
<b>FA</b>	Fire Assessment	15,000	15,000	24,486	44,486	44,486	143,458
<b>SA</b>	Special Assessment						0
<b>NF</b>	Not Funded	918,425	1,742,389	2,477,264	1,931,789	6,661,839	13,731,706
<b>Totals</b>		<b>2,473,240</b>	<b>2,545,175</b>	<b>3,224,750</b>	<b>2,786,875</b>	<b>7,557,525</b>	<b>18,587,565</b>

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Project	Volunteer Fire – Commercial Chassis Fire Pumper Vehicle						
Priority	Public Safety - #2			Project Manager	Volunteer Fire Chiefs		
Department	Fire Administration			Division			
Project Location	Townwide						
Fiscal Year:	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total	Prior Years
Machinery & Equipment	\$ 25,500	\$ 29,486	\$ 29,486	\$ 29,486	\$ 29,486	\$ 143,444	
Other (Specify)							
TOTAL COST	\$ 25,500	\$ 29,486	\$ 29,486	\$ 29,486	\$ 29,486	\$ 143,444	
Revenue Source	GF-FB (restricted reserves)	GF-FB	GF-FB \$20,000 FA \$9,486	FA	FA	GF-FB 74,986 FA 68,458	
Description (Justification and Explanation)							
<p>The asset (\$206,497 truck) will be purchased by the Town via a Bank financed equipment lease/purchase agreement with an eight (8) year amortization at 2.56%. 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 \$25,000.</p> <p>The request is to purchase a commercial chassis Pumper fire apparatus vehicle. 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 was completed and determined that 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.</p> <p>The Commercial Chassis Pumper Vehicle will be fully equipped with a 1250 gpm fire pump and will have the ability to carry 1,000 gallons of water along with all other standard firefighting equipment for a class 1 apparatus most of which will be salvaged from Engine 82. The Department, as well as the Townwide Fire operational study, has identified this as a crucial need to maintain the fire suppression service for the Town. A 8-year lease purchase finance option is recommended, with the utilization during FY 2016 of \$25,500 in down payment from restricted GF- Fire Control Fund Balance (reserves) previously received from the sale of two VFD vehicles during FY 2014. This new apparatus will be the front line replacement for the Department’s aging Engine 82. Engine 82 was built in 1995 and is reaching the end of its useful life as a first-line response unit and will be sold after delivery of the new apparatus to provide funding for the required annual lease payments during FY 2017 and partially for FY 2018. This new Commercial Chassis Pumper Vehicle apparatus will meet all NFPA recommended practices.</p>							
Annual Impact on Operating Budget							
Personal							
Operating							
Replacement Costs	Year: \$18,150		\$206,497-\$25,000 residual value = \$181,497 / 10 years				
Revenue/Other							
Total	\$18,150						



# FUNDED

Town of Southwest Ranches Capital Improvement Project							
<b>Project</b>	<b>Fire Wells Replacement and Installation</b>						
<b>Priority</b>	<b>Public Safety - #1</b>	<b>Project Manager</b>	<b>Volunteer Fire Chiefs</b>				
<b>Department</b>	<b>Fire Administration</b>	<b>Division</b>					
<b>Project Location</b>	<b>Townwide</b>						
<b>Fiscal Year</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>	<b>Prior Years</b>
<b>Plans and Studies</b>							
<b>Construction</b>	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000	\$130,000
<b>Other</b>							
<b>TOTAL COST</b>	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000	\$130,000
<b>Revenue Source</b>	<b>FA</b>	<b>FA</b>	<b>FA</b>	<b>FA</b>	<b>FA</b>	<b>FA</b>	<i>GF=\$80,000 FA=\$50,000</i>
<b>Description (Justification and Explanation)</b>							
<p>The Town Council has determined that it is in the best interest of the health, safety and welfare of its residents to provide services for the replacement and installation, including drilling, of fire protection water wells. Annual funding is permitted and proposed as a new component of the Fire Special Assessment at a cost of approximately \$3,125 - \$5,000 each (for up to 8 wells).</p> <p>There are a limited number of fire hydrants serviced by the City of Sunrise Utilities, but the majority of the Town is dependent on fire wells. The location of such and functionality has an impact on the well-being of the residency and an impact on the insurance rating of the municipality. As a municipality, the health, safety and welfare of the citizenry is paramount.</p> <p>Historically, fire wells may be damaged, test dry or sand infiltrated in which case they must be replaced. "Whether 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>							
<b>Annual Impact on Operating Budget</b>							
<b>Personnel</b>			<p>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</p>				
<b>Operating</b>	\$ 15,000						
<b>Replacement Costs</b>							
<b>Revenue/Other</b>							
<b>Total</b>							

# FUNDED

Town of Southwest Ranches

## Capital Improvement Project

Project	Public Safety-Fire Rescue Modular Facilities						
Priority	Public Safety #3			Project Manager	Clete Saunier, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Griffin Road						
Fiscal Year	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total	Prior Years
Plans and Surveys	\$ 1,500					\$ 1,500	
Engineering/ Architecture	\$ 4,315					\$ 4,315	
Land Acquisition/ Site Preparation	\$ 10,500					\$ 10,500	
Construction	\$ 155,215					\$ 155,215	
Equipment/ Furnishings							
Other (Hardware)							
TOTAL COST	\$ 171,530					\$ 171,530	
Revenue Source	GF-FB \$100,000 CIP-FB \$71,530					GF-FB \$100,000 CIP-FB \$71,530	
Description (Justification and Explanation)							
The Town's modular buildings that house the Fire Department and the Volunteer Fire Department at 17220 Griffin Road have reached their life cycle and need to be replaced. The existing equipment canopies are not being replaced. A local municipal, contractor/vendor can provide a new 2010 FBC modular building classified for R2 Occupancy. The building size is 24 ft. wide by 68 ft. long and will include Hardi panel exterior siding, EPDM rubber roof, vinyl covered gypsum interior walls, prefinished gypsum ceiling, carpet and tile floor coverings throughout, steel door with steel jamb exterior doors, wall hung central A/C, and will sustain wind loads up to 175 mph. Included site options include: (1) 36' switchback aluminum handicap ramp, (1) set of aluminum steps with 5'x5' landing and delivery/installation of ramp and step, electrical hook-ups, plumbing hook- ups/manifold, sprinkler connections, and fire alarm system. Site work preparation would be provided by others but the costs are included in this CIP. The project's estimated, total cost for demolition, site work, engineering, and design is estimated to be \$171,530.							
Annual Impact on Operating Budget							
Personnel	\$ -		No material impact since Fire Rescue modulars already existed within budget.  Estimated Annual based on 20 year service life (\$171,530 / 20 years).				
Operating	\$ -						
Replacement Costs	Year 2036	\$ 8,577					
Revenue/Other	\$ -						
Total	\$ 8,577						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Town Hall Roof Replacement						
Priority	Townwide #1			Project Manager	Clete Saunier, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Town Hall: 13400 Griffin Road Southwest Ranches, FL 33330						
Fiscal Year	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000	
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Easement documentation & recording)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -
Revenue Source	GF FB \$50,000 CIP-FB \$100,000					GF Trf \$50,000 CIP-FB \$100,000	
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>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. The Town has committed funding at \$50,000 over the most two prior years. It is estimated that new roof will be installed in the first quarter of FY 2016.</p>							
Annual Impact on Operating Budget							
Personnel	\$ -		Estimated annual based on 15 year service life (\$150,000/15).				
Operating	\$ -						
Replacement Cost	Year: 2031	\$ 10,000					
Revenue/Other	\$ -						
Total	\$ 10,000						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

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 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total	Prior Years
Plans and Studies	\$ -	\$ 22,000	\$ -	\$ -	\$ -	\$ 22,000	\$ 26,214
Engineering, Architecture & Permitting	\$ -	\$ 10,000	\$ 49,750	\$ -	\$ -	\$ 59,750	\$ 539,399
Land Acquisition/Site preparation	\$ -	\$ 72,000	\$ -	\$ -	\$ -	\$ 72,000	\$ 6,939,341
Construction	\$ 100,000	\$ 211,000	\$ 418,475	\$ 189,000	\$ 211,000	\$ 1,129,475	\$ -
Equipment/Furnishings	\$ -	\$ 31,000	\$ 35,000	\$ 6,500	\$ -	\$ 72,500	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 100,000	\$ 346,000	\$ 503,225	\$ 195,500	\$ 211,000	\$ 1,355,725	\$ 7,506,954
Revenue Source	G=\$100,000	NF	NF	NF	NF	NF=\$1,255,725 G=\$100,000	G=\$6,939,341 CIP-FB= \$565,613
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 2016. Partial development is currently supported by a \$50,000 non-matching grant from the Florida Recreation Development Assistance Program (FRDAP), awarded in FY 2015, is intended for playground, picnic, and parking improvements and was matched by the Town in the amount of \$10,000 in FY 2015 for surveys and park designs. A second \$50,000 non-matching grant from FRDAP has been awarded and will further develop playground as well as support facilities including sidewalk and landscaping during FY 2016.</p> <p>Commitments for development at the Calusa Corners site retain only those amenities necessary to satisfy grant requirements, including volleyball, equestrian ring, playground, picnic facilities, open space play fields, fishing pier, multi-use trail, historic and environmental education, wetlands, parking, landscaping, and interconnection between two distinct water storage areas.</p> <p>Acquisition of this site 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 costs in the management plan were prepared by professional consultants and have been updated in accordance with reductions in commitments and changes in market conditions.</p> <p>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 bodies and open space; constructing and linking multi-use trails throughout the Town.</p>							
Annual Impact on Operating Budget							
Personnel	\$ -		If fully funded, projected operating budget costs would include Park Coordination, mitigation resource management, routine facilities maintenance, insurance, utilities, and funding for replacement over the useful life of amenities.				
Operating	\$ 31,250						
Replacement Cost	Year: 2036	\$ 2,500					
Revenue/Other	\$ -						
Total	\$ 33,750						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

<b>Project</b>	Town Hall Complex Drainage and Safety Improvements						
<b>Priority</b>	Townwide #2			<b>Project Manager</b>	Clete Saunier, P.E.		
<b>Department</b>	Public Works			<b>Division</b>	Engineering		
<b>Project Location</b>	13400 Griffin Road Southwest Ranches, FL 33330						
<b>Fiscal Year</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>	<b>Prior Years</b>
<b>Plans and Studies</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Engineering, Architecture &amp; Permitting</b>	\$ 11,100	\$ -	\$ -	\$ -	\$ -	\$ 11,100	\$ -
<b>Land Acquisition/Site preparation</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Construction</b>	\$ 25,675	\$ -	\$ -	\$ -	\$ -	\$ 25,675	\$ -
<b>Equipment/Furnishings</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Other (Specify)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL COST:</b>	\$ 36,775	\$ -	\$ -	\$ -	\$ -	\$ 36,775	\$ -
<b>Revenue Source</b>	CIP-FB					CIP-FB	
<b>Description (Justification and Explanation)</b>							
<p>This request is for resurfacing, reshaping, and drainage improvements for creating a safer Town Hall parking lot. The Public Works Department, Engineering Division will be responsible for the procurement, permitting, and construction of the enhanced drainage and safety Improvements. The parking lot floods after minor rain events, which has created potholes and uneven pedestrian pathway surfaces. Proposed funding will have no impact on the FY 2016 millage because when the Town purchased and renovated Town Hall there was debt service funding received within the Capital Projects Fund (and which still remain) in the amount of \$36,775, which is restricted and can only be utilized for public safety improvements.</p>							
<b>Annual Impact on Operating Budget</b>							
<b>Personnel</b>		No anticipated material impact to the annual operating budget					
<b>Operating</b>							
<b>Replacement Cost</b>							
<b>Revenue/Other</b>							
<b>Total</b>							

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR) Program						
Priority	Transportation #1			Project Manager	Clete J. Saunier, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Various locations within the Town's municipal boundaries.						
Fiscal Year	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total	Prior Years
Planning / Permitting Contingency & Inflation	\$ 98,000	\$ 104,000	\$ 154,700	\$ 117,900	\$ 133,500	\$ 608,100	\$ 125,700
Land Mitigation (Legal)	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000	\$ 48,500
Construction	\$ 358,700	\$ 479,300	\$ 373,300	\$ 517,700	\$ 542,700	\$ 2,271,700	\$ -
Construction Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Total Project Cost	\$ 466,700	\$ 593,300	\$ 538,000	\$ 645,600	\$ 686,200	\$ 2,929,800	\$ 374,200
Revenue Source	GF Tfr (mill=.3950)	GF Tfr (mill=TBD)	GF Tfr (mill=TBD)	GF Tfr (mill=TBD)	GF Tfr (mill=TBD)	GF Tfr (mill=TBD)	GF Tfr (mill=.3315)
Description (Justification and Explanation)							
Commencing in FY 2015 the Town implemented a Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR) program with the goal of preserving and extending the life of the Town's paved streets. The TSDOR program addresses improvements for every Town road over a 21 year period at an average annualized cost of approximately \$659,700 (\$13,852,100 in total), adjusted for inflation. Depending on existing road conditions, construction costs include new pavement surfacing, truing and leveling, full depth reclamation, and drainage swale improvements. Maintenance costs will be addressed within annual operating budgets and are not included in this CIP budget projection. All legal expenses associated with unforeseen FY 2018 road segment right-of-way issues are included in the FY 2016 budget projection (two-year window). All consulting costs for surveying, design, permitting, and contract bid document preparation for FY 2017 road segments are included in the FY 2016 budget projection (one-year window). Construction administration and related inspection services for FY 2016 road segments are included in the FY 2016 budget projection. The Prior Year Construction Reserve amount of \$200,000 was collected in FY 2015 to facilitate planned construction commencing the first quarter (October-December) of each successive year commencing FY 2016 until the TSDOR Program is completed in FY 2036. The following road segment improvements are scheduled for construction during FY 2016:							
FY 2016 ROAD SEGMENT						SEGMENT COST**	
SW 209TH AVENUE FROM GRIFFIN ROAD TO SW 50TH STREET						\$27,500	
SW 50TH STREET FROM SW 208TH LANE TO SW 210TH TERRACE						\$16,800	
SW 210TH TERRACE FROM SW 50TH STREET TO SW 54TH PLACE						\$83,500	
SW 54TH PLACE FROM SW 208TH LANE TO EAST DEAD END						\$7,700	
SW 54TH PLACE FROM SW 210TH TERRACE TO E/W DEAD ENDS						\$7,700	
SW 208TH LANE FROM SW 50TH STREET TO SOUTH DEAD END						\$83,200	
SW 205TH AVENUE FROM GRIFFIN ROAD TO TOWN LIMIT						\$61,800	
SW 48TH PLACE FROM SW 205TH AVENUE TO E/W DEAD ENDS						\$22,600	
SW 49TH COURT FROM SW 205TH AVENUE TO E/W DEAD ENDS						\$19,900	
SW 50TH PLACE FROM SW 205TH AVENUE TO E/W DEAD ENDS						\$28,000	
PLANNING / PERMITTING CONTINGENCY AND INFLATION						\$98,000	
FY 2016 Segment TOTAL:						\$456,700	
FY 2018 Land Mitigation (Legal) TOTAL:						\$10,000	
FY 2016 Grand TOTAL:						\$466,700	
** Segment costs assume full public right of way is available October 1, 2015.							
Annual Impact on Operating Budget							
Personnel	\$ -		ESTIMATED MAINTENANCE FOR UNFORSEEN DAMAGES TO 2016				
Operating	\$ -						
Replacement Cost	FY 2016	\$ 5,000					
Revenue/Other	\$ -						
Total	\$ 5,000						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

<b>Project</b>	SW 190 Avenue Extension Project						
<b>Priority</b>	Transportation #5			<b>Project Manager</b>	Clete J. Saunier, P.E.		
<b>Department</b>	Public Works			<b>Division</b>	Engineering		
<b>Project Location</b>	SW 190th Avenue, just south of Griffin Road						
<b>Fiscal Year</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>	<b>Prior Years</b>
<b>Plans and Studies</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Engineering, Architecture &amp; Permitting</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47,990
<b>Land Acquisition/Site preparation</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Construction</b>	\$ 219,310	\$ -	\$ -	\$ -	\$ -	\$ 219,310	\$ -
<b>Equipment/Furnishings</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Other (Easement documentation &amp; recording)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL COST:</b>	\$ 219,310	\$ -	\$ -	\$ -	\$ -	\$ 219,310	\$ 47,990
<b>Revenue Source</b>	<b>G=\$199,809 TFB=19,501</b>					<b>G=\$199,809 TFB=19,501</b>	<b>G=\$43,191 GF Tfr= \$4,799</b>
<b>Description (Justification and Explanation)</b>							
<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 (10%) Town match. The project was surveyed and designed in Fiscal Year 2015. The construction of the roadway will commence once the Town has resolved all right-of-way issues with FPL.</p>							
<b>Annual Impact on Operating Budget</b>							
<b>Personnel</b>	\$ -		Estimated annual rehabilitation costs over a twenty (20) years				
<b>Operating</b>	\$ 2,500						
<b>Replacement Cost</b>	<b>Year: 2036</b>	\$ -					
<b>Revenue/Other</b>	\$ -						
<b>Total</b>	\$ 2,500						



# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Pavement Striping and Markers Program						
Priority	Transportation #4			Project Manager	Clete Saunier, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Various town streets.						
Fiscal Year	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total	Prior Years
Plans and Studies						\$ -	\$ 13,850
Engineering, Architecture & Permitting						\$ -	
Land Acquisition/Site preparation						\$ -	
Construction	\$ 130,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 330,000	\$ 179,396
Equipment/Furnishings						\$ -	
Other (Specify)						\$ -	
TOTAL COST:	\$ 130,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 330,000	\$ 193,246
Revenue Source	TFB \$85,000 GF Tfr \$45,000	GAS/GF Tfr	GAS/GF Tfr	GAS/GF Tfr	GAS/GF Tfr	TFB \$85,000 GAS \$100,000 GF Tfr \$145,000	GAS \$18,246 TFB \$50,000 GF Tfr \$75,000 GF-FB \$50,000
Description (Justification and Explanation)							
<p>The Town desires to maintain Town street pavement markings and signage program, 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 pavement markings and signage installation plan. This program provides a safer transportation network throughout the Town. The FY 2015 Budget included \$200,000 for this program. However, \$85,000 of that amount was unspent and has therefore been rolled over into the FY 2016 Budget. The Town's Drainage &amp; Infrastructure Advisory Board (DIAB) has approved a list of streets for striping and markers installation. The list includes:</p> <p>* Traffic calming signage and pavement markings for Stirling Road between Volunteer Road and Flamingo Road (all a priority)</p> <p><i>As funding becomes available from the above priority project locations, the following projects will be addressed:</i></p> <p>* Add chevrons on speed humps on SW 172 Avenue (6 each)</p> <p>* Add chevrons on speed humps on SW 199th Avenue (6 each)</p> <p>* Edge lines on SW 166th Avenue from Griffin Road to SW 63rd Manor (1.5 miles)</p> <p>* Edge lines on SW 172nd Avenue from Griffin Road to Sheridan Street (2.25 miles)</p> <p>* Stop bar and lane striping: SW 166th Avenue at SW 63rd Manor</p> <p>* Edge lines on Hancock Road from Griffin Road to Old Sheridan Street (2.31 miles)</p> <p>* Repaint stripe median on Palomino Drive between Volunteer Road and Thoroughbred Lane</p> <p>* Repaint double yellow centerline striping with RPM and edge lines on SW 193rd Avenue from Griffin Road to SW 192nd Avenue (0.50 miles)</p> <p>* Repaint stop bar and north bound right turn arrow on SW 195th Terrace at Griffin Road</p> <p>* SW 196th Lane and Griffin Road: North bound right turn arrow and stop bar repainting</p> <p>* Pedestrian crossing on Stirling Road at Volunteer Road</p>							
Annual Impact on Operating Budget							
Personnel	\$ -		Estimated annual cost for re-striping and markers replacement in eight years.				
Operating	\$ -						
Replacement Cost	Year: 2024	\$ 50,000					
Revenue/Other	\$ -						
Total	\$ 50,000						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Drainage Improvement Projects						
Priority	Transportation #2			Project Manager	Clete Saunier, P.E.		
Department:	Public Works: Engineering			Division	Engineering		
Project Location	Various locations in Town limits.						
Fiscal Year	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total	Prior Years
Plans and Studies							
Engineering/Architecture	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000	\$ 96,015
Land Acquisition/ Site Preparation							
Construction	\$ 79,000	\$ 79,000	\$ 79,000	\$ 79,000	\$ 79,000	\$ 395,000	\$ 628,431
Equipment/ Furnishings							
Other (Hardware)	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 5,000	
TOTAL COST	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000	\$ 724,446
Revenue Source	GF Trf	GF Trf	GF Trf	GF Trf	GF Trf	GF Trf	G=\$525,446 GF Trf=\$199,000
Description (Justification and Explanation)							
<p>The Town desires to provide and maintain a reasonable planning level of roadway drainage service by identifying, prioritizing and implementing an annual street drainage improvement plan. The Town's Drainage &amp; Infrastructure Advisory Board (DIAB) has approved a list of streets drainage projects. A drainage project is scheduled for implementation only when rights-of-way or easements are resolved. The current list of drainage projects includes more than 14 projects available in priority order. The FY 2016 – 2019 (partial) priorities are as follows and total \$371,500:</p> <ul style="list-style-type: none"><li>- Construct outfall on SW 63rd Street from SW 185th Way east to the SBDD canal at SW 184th Avenue: \$89,000</li><li>- Construct outfall from SW 186th Avenue at SW 55th Street towards east to canal: \$55,300</li><li>- Construct catch basin on west side of Holatee Rd (SW 136th Ave) at 5501 SW 136th Ave and a headwall at canal at east side of Holatee Rd: \$18,000</li><li>- Construct outfall from Frontier Trails and Connect to existing SW 54th Place and SW 195th Terrace drainage system: \$109,200</li><li>- Restoration of Dykes Road eastside swale from Huntridge Drive to Tom Thumb: \$100,000</li></ul>							
Annual Impact on Operating Budget							
Personnel			Estimated annual maintenance cost to comply with NPDES requirements.				
Operating	\$5,000						
Replacement Costs							
Revenue/Other							
Total	\$5,000						

# FUNDED

Town of Southwest Ranches															
Capital Improvement Project															
Project	Guardrails Installation Project														
Priority	Transportation #3			Project Manager	Clete Saunier, P.E.										
Department	Public Works			Division	Engineering										
Project Location	Various locations in Town limits.														
Fiscal Year	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total	Prior Years								
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -									
Design & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,562								
Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -									
Construction	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000	\$ 622,438								
Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -									
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -									
<b>TOTAL COST:</b>	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000	\$ 643,000								
Revenue Source	GF-Trf= \$100,000	NF	NF	NF	NF	GF-Trf= \$100,000 NF=\$400,000	G=\$478,000 GF-FB=\$105,000 GAS/TFB=\$60,000								
<b>Description (Justification and Explanation)</b>															
<p>The Town desires to provide and maintain a reasonable planning level of safe roadway networks by identifying, prioritizing and installing guardrails. The Town's Drainage &amp; Infrastructure Advisory Board (DIAB) has approved a list of guardrails projects for the period. The list of guardrails installation projects, in order of priority, for the FY 2016-2020 periods are below. The listed projects are two-year initiatives.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">* Stirling Road, south side, from Volunteer Road to Hancock Road, 2400 LF</td> <td style="width: 40%; text-align: right;">\$ 200,000 (two-year initiative)</td> </tr> <tr> <td>* Stirling Road, from 12600 Block to SW 136th Avenue</td> <td style="text-align: right;">\$ 200,000 (two-year initiative)</td> </tr> <tr> <td>* Subsequent Years - TBD by Drainage Improvement Advisory Board</td> <td style="text-align: right;"><u>\$ 100,000</u></td> </tr> <tr> <td><b>FY 2016-2020 TOTAL COST:</b></td> <td style="text-align: right;"><u><u>\$ 100,000</u></u></td> </tr> </table>								* Stirling Road, south side, from Volunteer Road to Hancock Road, 2400 LF	\$ 200,000 (two-year initiative)	* Stirling Road, from 12600 Block to SW 136th Avenue	\$ 200,000 (two-year initiative)	* Subsequent Years - TBD by Drainage Improvement Advisory Board	<u>\$ 100,000</u>	<b>FY 2016-2020 TOTAL COST:</b>	<u><u>\$ 100,000</u></u>
* Stirling Road, south side, from Volunteer Road to Hancock Road, 2400 LF	\$ 200,000 (two-year initiative)														
* Stirling Road, from 12600 Block to SW 136th Avenue	\$ 200,000 (two-year initiative)														
* Subsequent Years - TBD by Drainage Improvement Advisory Board	<u>\$ 100,000</u>														
<b>FY 2016-2020 TOTAL COST:</b>	<u><u>\$ 100,000</u></u>														
<b>Annual Impact on Operating Budget</b>															
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

<b>Project</b>	<b>Street Lighting</b>						
<b>Priority</b>	Transportation #6			<b>Project Manager</b>	Clete Saunier, P.E.		
<b>Department</b>	Public Works			<b>Division</b>	Engineering		
<b>Project Location</b>	Griffin Road - West of I-75						
<b>Fiscal Year</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>	<b>Prior Years</b>
<b>Plans and Studies</b>	-	-	-	-	-	-	-
<b>Engineering, Architecture &amp; Permitting</b>	\$ 25,000	5,000	-	-	-	\$ 30,000	-
<b>Land Acquisition/Site preparation</b>	-	-	-	-	-		-
<b>Construction</b>	-	\$ 196,000	\$ 196,000	-	-	\$ 392,000	-
<b>Equipment/Furnishings</b>	-	-	-	-	-	-	-
<b>Other (Specify)</b>	-	-	-	-	-	-	-
<b>TOTAL COST:</b>	\$ 25,000	\$ 201,000	\$ 196,000	-	-	\$ 422,000	-
<b>Revenue Source</b>	GF Tfr	NF	NF			GF Tfr=\$25,000 NF=\$397,000	
<b>Description (Justification and Explanation)</b>							
<p>The Town desires to install decorative lighting along Griffin Road from Interstate 75 west to US 27 to illuminate the street blade signs. The lighting will match the existing decorative street lighting on the east side of Griffin Road. The first phase of development are the following eleven intersections: Southwest Meadows Sanctuary Park, SW 163 Avenue, SW 164 Terrace, SW 166 Avenue, SW 168 Avenue, SW 170 Avenue, SW 172 Avenue, Fire Station, SW 178 Avenue, SW 186 Lane, and SW 188th Avenue. The second phase of development will include SW 190 Avenue, SW 193 Lane, SW 195 Terrace, SW 196 Lane, SW 199 Avenue, SW 202 Avenue, SW 205 Avenue and SW 209 Avenue.</p> <p>The Public Works Department, Engineering division will be responsible for the procurement, permitting, construction, and installation of the decorative lighting. These cost estimates are based on proposals received in 2009 for electrical energy source. Staff is researching potential grant opportunities which may mandate solar energy power utilization and therefore reduce electrical operating costs .</p>							
<b>Annual Impact on Operating Budget</b>							
<b>Personnel</b>	\$ -		Includes estimated electricity costs upon completion				
<b>Operating</b>	\$ 6,000						
<b>Replacement Cost</b>							
<b>Revenue/Other</b>							
<b>Total</b>	\$ 6,000						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

<b>Project</b>	<b>Town Entranceway Signage(s)</b>						
<b>Priority</b>	<b>Transportation #7</b>			<b>Project Manager</b>	<b>Clete Saunier, P.E.</b>		
<b>Department</b>	<b>Public Works</b>			<b>Division</b>	<b>Engineering</b>		
<b>Project Location</b>	<b>Various</b>						
<b>Fiscal Year</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>	<b>Prior Years</b>
<b>Plans and Studies</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Engineering, Architecture &amp; Permitting</b>	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 12,500	\$ 7,500
<b>Land Acquisition/Site preparation</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Construction</b>	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 62,500	\$ 32,500
<b>Equipment/Furnishings</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Other (Specify)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL COST:</b>	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000	\$ 40,000
<b>Revenue Source</b>	<b>GF Tfr</b>	<b>GF Tfr</b>	<b>GF Tfr</b>	<b>GF Tfr</b>	<b>GF Tfr</b>	<b>GF Tfr</b>	<b>GF Tfr</b>
<b>Description (Justification and Explanation)</b>							
<p>The Rural Public Arts Advisory Board has requested continued 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 signage for the Town, but now is requesting continued funding to continue to implement the signage. Public Works: Transportation Engineering division is 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 signs @ \$7.5k per sign over five fiscal years. The first, second, third and fourth sign was installed in the median on Griffin Road west of Flamingo Road, facing westbound traffic, Griffin Road median, east of 148th Ave. (Volunteer Road – by Seven's Brothers Nursery), facing eastbound traffic and at Griffin Road median, just west of Dykes Road, facing westbound traffic, Griffin Road SW 202 Ave facing eastbound respectively.</p> <p>Prioritizing future town sign locations:</p> <ol style="list-style-type: none"> <li>1. (fifth sign) Sheridan Street and SW 160th Avenue</li> <li>2. (sixth sign) Sheridan Street and SW 148th Avenue</li> </ol>							
<b>Annual Impact on Operating Budget</b>							
<b>Personnel</b>	\$ -	No anticipated material impact to annual operating budget					
<b>Operating</b>	\$ -						
<b>Replacement Cost</b>	\$ -						
<b>Revenue/Other</b>	\$ -						
<b>Total</b>	\$ -						

# NOT FUNDED

## Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Frontier Trails Conservation Area						
Priority	PROS #3			Project Manager	December Lauretano-Haines		
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 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total	Prior Years
Plans and Studies	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 22,500	\$ -
Engineering, Architecture & Permitting	\$ 41,400	\$ 41,400	\$ 41,400	\$ 41,400	\$ 41,400	\$ 207,000	\$ 614,430
Land Acquisition/Site preparation	\$ 17,100	\$ 17,100	\$ 17,100	\$ 17,100	\$ 17,100	\$ 85,500	\$ 2,396,363
Construction	\$ 289,200	\$ 289,200	\$ 289,200	\$ 289,200	\$ 289,200	\$ 1,446,000	\$ -
Equipment/Furnishings	\$ 8,100	\$ 8,100	\$ 8,100	\$ 8,100	\$ 8,100	\$ 40,500	\$ -
Other (Specify)	\$ 30,630	\$ 30,630	\$ 30,630	\$ 30,630	\$ 30,630	\$ 153,150	\$ -
TOTAL COST:	\$ 390,930	\$ 390,930	\$ 390,930	\$ 390,930	\$ 390,930	\$ 1,954,650	\$ 3,010,793
Revenue Source	NF	NF	NF	NF	NF	NF	G=\$2,342,363 CIP-FB=\$668,430
Description (Justification and Explanation)							
<p>The Recreation, Forestry, and Natural Resources Advisory Board has identified Frontier Trails Park development as their third priority for Fiscal Year 2016. Development of the site fulfills objectives, policies and goals of the Town's Comprehensive Plan and Charter. The Town's parks system is designed to include: increased water storage and stormwater runoff filtering; providing community parks; promoting and preserving environmental and recreational areas; providing access to water and open space; constructing and linking multi-use trails throughout the Town.</p> <p>Acquisition was supported by two matching grant sources: Florida Communities Trust and Broward County Land Preservation Open Space grants. The Town's obligation is to develop the recreational amenities identified in the Grant Management Plan. Development of this site is not currently supported by grants. Costs were estimated based on management plan estimates prepared by professional consultants and updated in accordance with reductions in commitments and changes in market conditions.</p> <p>Commitments for development at the Frontier Trails site retain only those developments necessary to satisfy grant requirements. 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 is necessary. This site could serve as an alternative for construction of wetlands to developers of other sites for offsite mitigation purposes.</p>							
Annual Impact on Operating Budget							
Personnel	\$ 31,250		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: 2036	\$ 9,570					
Revenue/Other	\$ -						
Total	\$ 64,320						

# 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 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total	Prior Years
Plans and Studies	\$ 6,420	\$ 13,825	\$ 13,825	\$ 13,825	\$ 13,825	\$ 61,718	\$ 8,902
Engineering, Architecture & Permitting	\$ 10,475	\$ 23,569	\$ 23,569	\$ 23,569	\$ 23,569	\$ 104,750	\$ 853,783
Land Acquisition/Site preparation	\$ 23,850	\$ 53,663	\$ 53,663	\$ 53,663	\$ 53,663	\$ 238,500	\$ 7,941,812
Construction	\$ 163,250	\$ 411,375	\$ 411,375	\$ 411,375	\$ 411,375	\$ 1,808,751	\$ 49,999
Equipment/Furnishings	\$ 7,100	\$ 15,975	\$ 15,975	\$ 15,975	\$ 15,975	\$ 71,000	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 211,095	\$ 518,406	\$ 518,406	\$ 518,406	\$ 518,406	\$ 2,284,719	\$ 8,854,496
Revenue Source	NF	NF	NF	NF	NF	NF	G=\$7,991,811 CIP-FB=\$862,685
Description (Justification and Explanation)							
<p>The Recreation, Forestry, and Natural Resources Advisory Board has identified Southwest Meadows Sanctuary Park development as their second priority for Fiscal Year 2016. Development of the site fulfills objectives, policies and goals of the Town's Comprehensive Plan and Charter. The Town's parks system is designed to include: increased water storage and stormwater runoff filtering; providing community parks; promoting and preserving environmental and recreational areas; providing access to water and open space; constructing and linking multi-use trails throughout the Town.</p> <p>Acquisition was supported by two matching grant sources: Florida Communities Trust and Broward County Land Preservation Open Space grants. The Town's obligation is to develop the recreational amenities identified in the Grant Management Plan. Development of this site is not currently supported by grants. Costs were estimated based on management plan estimates prepared by professional consultants and updated in accordance with reductions in commitments and changes in market conditions.</p> <p>Commitments for development at the Southwest Meadows Sanctuary site retain only those developments necessary to satisfy grant requirement. Development will include playground, restroom, open space play fields, trailhead facilities, fishing pier, multi-use trail, historical and environmental education amenities, wetlands, parking, landscaping and neighborhood park facilities. Extension of timeline for development is needed.</p>							
Annual Impact on Operating Budget							
Personnel	\$ 31,250		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: 2036	\$ 9,570					
Revenue/Other	\$ -						
Total	\$ 104,320						



# NOT FUNDED

## Town of Southwest Ranches Capital Improvement Project

<b>Project</b>	Covered Dock on C-11 Canal						
<b>Priority</b>	PROS #6			<b>Project Manager</b>	Clete Saunier, P.E.		
<b>Department</b>	Public Works			<b>Division</b>	Engineering		
<b>Project Location</b>	C-11 canal across from Town Hall (13400 Griffin Road)						
<b>Fiscal Year</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>	<b>Prior Years</b>
<b>Plans and Studies</b>	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -
<b>Engineering, Architecture &amp; Permitting</b>	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -
<b>Land Acquisition/Site preparation</b>	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -
<b>Construction</b>	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -
<b>Equipment/Furnishings</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Other (Specify)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL COST:</b>	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -
<b>Revenue Source</b>	NF					NF	
<b>Description (Justification and Explanation)</b>							
<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 Department, Engineering Division 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>							
<b>Annual Impact on Operating Budget</b>							
<b>Personnel</b>							
<b>Operating</b>	\$ -						
<b>Replacement Cost</b>							
<b>Revenue/Other</b>							
<b>Total</b>							

# NOT FUNDED

## Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Country Estates Park (f/k/a Fishing Hole 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 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total	Prior Years
Plans and Studies	\$ -	\$ 1,725	\$ -	\$ -	\$ -	\$ 1,725	\$ 47,043
Engineering, Architecture & Permitting	\$ 1,800	\$ 1,250	\$ 675	\$ 800	\$ -	\$ 4,525	\$ 421,718
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,172,855
Construction	\$ 36,700	\$ 25,378	\$ 24,878	\$ 9,378	\$ 29,378	\$ 125,712	\$ 470,508
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 106,723
Other (Wetlands)	\$ 2,650	\$ -	\$ -	\$ -	\$ -	\$ 2,650	\$ 25,000
TOTAL COST:	\$ 41,150	\$ 28,353	\$ 25,553	\$ 10,178	\$ 29,378	\$ 134,612	\$ 3,243,847
Revenue Source	NF	NF	NF	NF	NF	NF	G=\$2,278,685 CIP-FB & GF Tfr =\$965,162
Description (Justification and Explanation)							
<p>The Recreation, Forestry, and Natural Resources Advisory Board has identified completion of Country Estates Park Development as their fourth priority for Fiscal Year 2016.</p> <p>Acquisition and development of the Country Estates site fulfills objectives and policies of the Town's Comprehensive Plan and promotes primary goals of the Town's Charter. The Town's parks system is designed to meet Comprehensive plan standards, including: developing increased water storage and runoff filtering; providing community parks for residents; promoting and preserving environmental and public recreational areas; providing public access to water bodies and open space areas; constructing and linking multi-use greenway recreational trails throughout the Town.</p> <p>Acquisition was supported by two matching grant sources: Florida 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. Development of the site has been supported by four Broward County and one State of Florida Grant, totaling 465,000, with matching funds. Development costs were estimated based on management plan value engineering by professional consultants and updated in accordance with reductions in commitments and changes in market conditions. Further development of this site is not currently supported by grants.</p> <p>Commitments for development of the site include playground, restroom, picnic shelter, multi-use trail, improved wetlands, parking, landscaping, open space play fields, environmental education, pond, and fishing pier. Significant portions of this development were completed in 2014 and 2015. Future development of pond, fishing pier and open space play field areas have been estimated using a phased funding approach. Outside of grant commitments, the community has also identified equestrian amenities as development priorities for this site.</p>							
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	\$ 26,642						
Replacement Cost	Year: 2035	\$ 46,000					
Revenue/Other	\$ (1,600)						
Total	\$ 71,042						

# 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 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	80,000
Engineering, Architecture & Permitting	\$ -	\$ 2,450	\$ 1,800	\$ 950	\$ -	\$ 5,200	350,450
Land Acquisition/Site preparation	\$ -	\$ -		\$ -	\$ -	\$ -	2,836,350
Construction	\$ 10,250	\$ 20,250	\$ 31,550	\$ 7,675	\$ 9,475	\$ 79,200	721,553
Equipment/Furnishings	\$ -	\$ -	\$ 5,300	\$ 3,650	\$ 2,650	\$ 11,600	117,517
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
TOTAL COST:	\$ 10,250	\$ 22,700	\$ 38,650	\$ 12,275	\$ 12,125	\$ 96,000	4,105,870
Revenue Source	NF	NF	NF	NF	NF	NF	G=\$2,625,000 CIP-FB=\$1,480,870

### Description (Justification and Explanation)

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 2016.

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 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 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. Development 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. Further development of this site is not currently supported by grants.

Most FRDAP and most BCLPB-OS commitments for development at the Rolling Oaks site have been satisfied. Improvements include fitness trail, nature education, passive recreational open space, freshwater fishing, parking, multi-use trail, and native landscaping. Renovation/re-purposing of the site's existing barn structure for human recreational use is complete. Final grant-committed development in future Fiscal Years should include improvement of existing wetlands and restoration of existing windmill. Outside of grant commitments, the Rolling Oaks community will likely seek approval for a playground to be constructed on site in the future.

### 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	\$ 31,250		
Replacement Cost	Year: 2035	\$ 35,000	
Revenue/Other	\$ (9,000)		
Total	\$ 57,250		
			Projected revenue includes conservative estimates of two rental facilities on site, available to residents at 50% of the non resident cost .

# NOT FUNDED

## Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	SW 210th Terrace Roadway Improvement						
Priority	Transportation #9			Project Manager	Clete Saunier, P.E.		
Department	Public Works			Division	Engineering		
Project Location	SW 210th Terrace						
Fiscal Year	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Engineering, Architecture & Permitting	\$ 150,000	\$ 95,000				\$ 245,000	
Land Acquisition/Site Preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Construction	\$ -	\$ -	\$ 704,500	\$ 704,500	\$ -	\$ 1,409,000	
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
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

<b>Project</b>	SW 60th Street Widening Project						
<b>Priority</b>	Transportation #8			<b>Project Manager</b>	Clete Saunier, P.E.		
<b>Department</b>	Public Works			<b>Division</b>	Engineering		
<b>Project Location</b>	Stirling Road (SW 60th Street) west of Mather Blvd. (SW 178th Avenue).						
<b>Fiscal Year</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>	<b>Prior Years</b>
<b>Plans and Studies</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Engineering, Architecture &amp; Permitting</b>	\$ 15,000					\$ 15,000	\$ -
<b>Land Acquisition/Site preparation</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Construction</b>		\$ 40,000				\$ 40,000	\$ -
<b>Equipment/Furnishings</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Other (Specify)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL COST:</b>	\$ 15,000	\$ 40,000	\$ -	\$ -	\$ -	\$ 55,000	\$ -
<b>Revenue Source</b>	NF	NF	NF	NF	NF	NF	
<b>Description (Justification and Explanation)</b>							
<p>The SW 60th Street widening project consists of street widening one lane to two lanes of road by replacing the existing crossing with a 36 LF - 54" diameter reinforced concrete pipe (RCP) with headwalls. This will provide an 18' wide pavement with a 16 ft. wide grassed shoulder. The two lane 18 feet wide roadway will provide a safer roadway for motorists. The added grassed shoulders will provide a separate equestrian access across the canal. The project is located at Stirling Road west of Mather Rd (SW 178 Ave).</p>							
<b>Annual Impact on Operating Budget</b>							
<b>Personnel</b>	\$ -		Expected pothole repair.				
<b>Operating</b>	\$ -						
<b>Replacement Cost</b>	<b>Year: 15</b>	\$ 500					
<b>Revenue/Other</b>	\$ -						
<b>Total</b>	\$ 500						

# NOT FUNDED

## Town of Southwest Ranches Capital Improvement Project

<b>Project</b>	<b>Public Safety Facility\Emergency Operations Center (EOC)</b>						
<b>Priority</b>	<b>Public Safety - #4</b>			<b>Project Manager</b>	<b>Clete Saunier, P.E.</b>		
<b>Department</b>	<b>Public Works</b>			<b>Division</b>	<b>Engineering</b>		
<b>Project Location</b>	<b>Griffin Road and SW 163 Avenue</b>						
<b>Fiscal Year</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>	<b>Prior Years</b>
<b>Plans and Studies</b>						\$ -	
<b>Engineering, Architecture &amp; Permitting</b>					\$ 350,000	\$ 350,000	
<b>Land Acquisition/Site preparation</b>					\$ 250,000	\$ 250,000	
<b>Construction</b>					\$ 4,775,000	\$ 4,775,000	
<b>Equipment/Furnishings</b>					\$ 25,000	\$ 25,000	
<b>Other (Specify)</b>						\$ -	
<b>TOTAL COST:</b>	\$ -	\$ -	\$ -	\$ -	\$ 5,400,000	\$ 5,400,000	
<b>Revenue Source</b>					<b>NF</b>	<b>NF</b>	
<b>Description (Justification and Explanation)</b>							
<p>The Town of Southwest Ranches has future plans to construct a Public Safety Facility to house both the Town's contracted police and fire services and to operate as an Emergency Operations Center. The Town owns five acres of land at the intersection of SW 163 Avenue and Griffin Road. The construction of an EOC within the planned Public Safety Facility will provide additional response to more than 175,000 residents and regional disasters.</p> <p>This Public Safety Facility will improve emergency management capabilities of preparedness, response, recovery and mitigation by enhancing our capabilities to better respond to, coordinate and recover from emergency events. The current system of providing these emergency services from 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>							
<b>Annual Impact on Operating Budget</b>							
<b>Personnel</b>			Annual Impact to operating budget to be determined (TBD)				
<b>Operating</b>							
<b>Replacement Cost</b>							
<b>Revenue/Other</b>							
<b>Total</b>							

# FUNDED

Town of Southwest Ranches, Florida

## FY 2016 Program Modification

### Contractual Seasonal Town Event Staffing

Department Name	Division Name	Fund	Priority	Fiscal Impact
Executive/PROS	Executive	General	1	\$5,820

#### Justification and Description

This request is for the addition of seasonal staff to assist with preparation, setup, and break down for the parks, recreation and open space department (PROS) and for General town events managed by PROS and/or the Executive departments.

The Executive/PROS departments currently manage the Town inventory of event supplies and performs the manual labor to setup and break down for each event with only volunteer or voluntary staff assistance. Accordingly, the recent increase in Town facilities as well as events require a dedicated workforce to safely and consistently provide outstanding Town events.

Fiscal impact is calculated based upon an average of 10 events which are anticipated to require 291 hours multiplied by an anticipated contractual rate of \$20 per hour.

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

If not funded, staff resources will continue to be strained, resulting in decreased productivity. Also, positive feedback and continued success of Town events may suffer.

#### Required Resources

Line item	Title or Description of request	Cost
001-1400-512-48110	Promotional Activities / Town Events	\$5,820

# FUNDED

Town of Southwest Ranches, Florida

## FY 2016 Program Modification

### Council Agenda Workflow Software

Department Name	Division Name	Fund	Priority	Fiscal Impact
Town Clerk	Executive & Clerk Administration	General	1	\$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 renewal of \$4,200 would be required.

This software is utilized by our Information Technology services provider, the City of Tamarac, as well as other municipalities including the Town of Davie.

#### 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 could be redirected to other customer service areas.

#### Required Resources

Line item	Title or Description of request	Cost
001-1800-512-46500	Software Maintenance	\$4,800



# FUNDED

Town of Southwest Ranches, Florida

## FY 2016 Program Modification

### Broadwing Community Facility Platting

Department Name	Division Name	Fund	Priority	Fiscal Impact
Planning & Zoning	Engineering	General	1	\$25,000

#### Justification and Description

This request is for platting the Broadwing property for "Community Facility" use.

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

The Town owns the Broadwing site located at 20951 Griffin Road. If the site is not platted, then it cannot be developed &/or increase its marketability. The \$25,000 cost is estimated and the 'Community Facility' designation allows for some flexibility in the public development process. Platting will take approximately 8-10 months and requires the professional services of a surveyor, engineer and a planner.

#### Required Resources

Line item	Title or Description of request	Cost
001-2500-515-34320	Other Contractual Services – P&Z Town Requests	\$25,000

# FUNDED

Town of Southwest Ranches, Florida

## FY 2016 Program Modification

### Bunker Gear Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety	General Fund	1	\$21,821

#### 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	STATUS
FY 2014 – 2015 *	21	24	\$18,081	\$25,896	\$43,977	<b>FUNDED</b>
FY 2015 – 2016 *	9	13	7,749	14,027	21,821	<b>FUNDED</b>
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 2014 through FY 2016 obtained through FMIT matching grants; as well as 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	Cost
001-3200-522-64100	Machinery & Equipment	\$21,821

# FUNDED

Town of Southwest Ranches, Florida

## FY 2016 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*	STATUS
FY 2014 – 2015	4	\$ 4,060	<b>FUNDED</b>
FY 2015 – 2016	4	4,060	<b>FUNDED</b>
FY 2016 – 2017	--	--	
FY 2017 – 2018	8	8,120	
FY 2018 – 2019	<u>12</u>	<u>12,180</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	Cost
001-3200-522-64100	Machinery & Equipment	\$4,060

# FUNDED

Town of Southwest Ranches, Florida

## FY 2016 Program Modification

### Parks Recreation and Open Space (PROS) Part-Time Administrative Assistant

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Parks	General	2	\$11,196

#### Justification and Description

The tasks of the PROS Department have become increasingly complex, straining resources due to the multiple demands of town-wide maintenance, construction, facilities, events and community forestry management. Part-time administrative assistance and support is essential to meet the Department's clerical needs, allowing Department staff to continue performing its multiple roles.

Areas of assistance anticipated from this position include: routine office and clerical tasks such as maintaining filing and record-keeping systems, making photocopies, answering phone calls and email correspondence, data compilation and entry, assisting with preparation of reports, newsletter articles, memos and other documents, assisting with events and park facilities bookings and maintenance, upkeep of inventories, supplies, and equipment.

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

Should this position not be funded, the PROS department's resources will continue to be overextended, with increased workload added to the annual flow of events and maintenance.

Insufficient time to address the needs of clerical and record maintenance increases the potential for over expenditure and jeopardizes staff's ability to carry out the Town's mission and vision statements and provide outstanding customer service

#### Required Resources

Line item	Title or Description of request	Cost
001-3600-572-13100	Part-Time Salaries & Wages	\$10,400
001-3600-572-21100	Payroll Taxes	\$ 796

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2016 Program Modification

### Radios, 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 2015 – 2016	1	6,500
FY 2016 – 2017	7	45,500
Remaining Radios & Accessory Equipment :		
FY 2017 – 2018	<u>11</u>	<u>\$ 77,416</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	Cost
001-3200-522-64100	Machinery & Equipment	\$6,500

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2016 Program Modification

### Vehicle Replacement

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Executive-General Services	General	1	\$30,000

#### Justification and Description

This request is to fund the cost to replace one (1) of the Town's three (3) fleet vehicles at Town Hall. Currently the mileage for each vehicle is over 100k miles and they are all reaching their end-of-life cycle.

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

During FY 2014, as per the agreement with the Town of Davie Police Department (PD), the Town of Southwest Ranches allocated eight (8) of the most mechanically efficient vehicles to the Davie PD that were purchased during the transition from BSO to Davie PD services. The Town of Southwest Ranches retained the next best three (3) for its Fleet. These three (3) vehicles are reaching their end-of-life cycle in the next few years. Currently, these vehicles are used by staff to respond to Townwide business including but not limited to: meetings, inspections, events and park activities. They are also used to travel outside of the Town to attend business meetings and trainings. Additionally, these vehicles are expected to be utilized for damage control and rapid impact assessments in the event of a serious storm, emergency or natural disaster. The impact of not funding this request would greatly limit Town Staff to conduct these vital functions.

#### Required Resources

Line item	Title or Description of request	Cost
001-3900-513-64100	Machinery & Equipment	\$30,000

**Town of Southwest Ranches**  
**Proposed FY 2015/2016**  
**Fire Assessment Worksheet**

**Sources:**

Fire Administration Department  
Volunteer Fire Service Department  
Volunteer Fire Fund

Expenditures	Total FY 2015-2016 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	\$ 2,686,174	\$ 1,549,922	\$ 1,136,252
Personnel Expenses	34,695	N/A	34,695
Operating Expenses	241,561	N/A	241,561
Non-Operating Debt	25,500	N/A	25,500
Capital Outlay	45,881	N/A	45,881
<b>Sub-Total</b>	<b>\$ 3,033,811</b>	<b>\$ 1,549,922</b>	<b>\$ 1,483,889</b>

**Other Expenses**

Publication & Notification Costs	5,000
Statutory Discount	75,928
Collections Cost	29,678
Fire Assessment Cost Allocation of Townwide Personnel/Contractual Costs	171,586
<b>Total Fire Assessment Expenses</b>	<b>\$ 1,766,081</b>

**Based On Consultant Study**

Property Category	Assess Unit Type	% Effort Allocation	Amount	Total Proposed Rates FY 15/16	Total Assessed Rates FY 14/15	Difference: (Decrease)
<b>Residential - 2530 Units</b>	Per Dwelling Unit	62.8912%	1,110,709	<b>439.02</b>	474.36	(35.34)
<b>Commercial - 330,749 SF</b>	Per Sq.Ft. Bldg Area	15.0283%	265,412	<b>0.80</b>	0.86	(0.06)
<b>Indust/Warehouse - 118,168 SF</b>	Per Sq.Ft. Bldg Area	9.5818%	169,222	<b>1.43</b>	1.54	(0.11)
<b>Institutional - 476,409 SF</b>	Per Sq.Ft. Bldg Area	6.2499%	110,378	<b>0.23</b>	0.25	(0.02)
<b>Vacant/Agricultural - 1,492 Acre</b>	Per Acre	6.2488%	110,359	<b>73.97</b>	79.43	(5.46)
<b>Total</b>		<b>100%</b>	<b>\$ 1,766,081</b>			

**Town of Southwest Ranches**  
**Proposed FY 2015/2016**  
**Solid Waste Assessment Worksheet**

**Sources:**

SWS Contract  
 Broward County Property Appraiser  
 Munilytics Consultant Study

Description	Solid Waste & Recycling	Bulk Waste	Total Proposed FY 15/16
% Allocation Direct Expenses Only	66%	34%	

**Direct Expenses:**

Solid Waste Collection	\$ 291,199	\$ -	\$ 291,199
Recycling Collection	\$ 50,922	\$ -	\$ 50,922
Bulk Waste Collection	\$ -	\$ 109,466	\$ 109,466
Solid Waste Disposal	\$ 187,755	\$ -	\$ 187,755
Bulk Waste Disposal	\$ -	\$ 163,132	\$ 163,132
<b>Sub-Total</b>	<b>\$ 529,875</b>	<b>272,598</b>	<b>\$ 802,473</b>

**Other Expenses**

Statutory Discount	42,956
Collections Cost	42,649
Townwide Personnel\Contractual Costs	185,828
Net Assets Available for Rate Stabilization	26,848
<b>Total Solid Waste Assessment Expenses</b>	<b>\$ 1,100,754</b>

**Based On Consultant Study**

Assessment	Lot Sq Ft.	Range	Number of Units in Range	Solid Waste Cost Per Unit	Bulk Waste Cost Per Parcel	Total Proposed Rates FY 15/16	Total Assessed Rates FY 14/15	Difference: Increase
A	-	41,200	406	286.04	103.61	389.65	387.31	2.34
B	41,201	46,999	419	286.04	123.41	409.45	405.92	3.53
C	47,000	62,999	412	286.04	147.26	433.30	430.34	2.96
D	63,000	95,999	444	286.04	159.80	445.84	443.07	2.77
E	96,000	106,999	441	286.04	183.30	469.34	468.57	0.77
F	107,000	>107,000	419	286.04	223.97	510.01	500.21	9.80



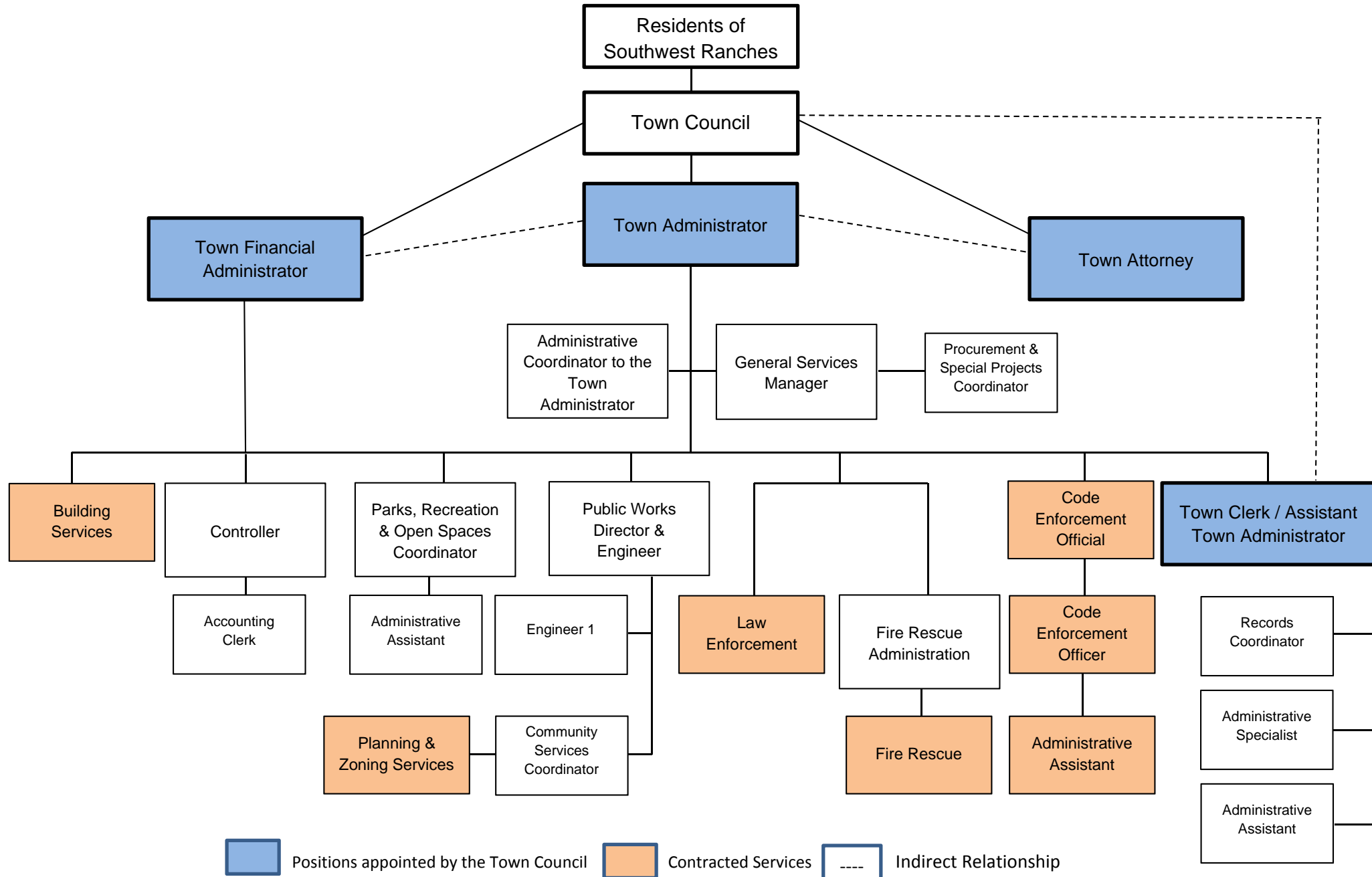
**Town of Southwest Ranches, FL**  
**Proposed Cost Allocation Plan for FY 2016 Special Assessments**

<i>Townwide Personnel &amp; Contractual Costs *</i>		<i>General Fund Allocation</i>		<i>Solid Waste Assessment Cost Allocation</i>		<i>Fire Assessment Cost Allocation</i>	
Department	Cost	%	Allocation	%	Allocation	%	Allocation
Legislature	\$ 69,000	87%	\$ 60,030	5%	\$ 3,450	8%	\$ 5,520
Attorney	\$ 500,000	87%	\$ 435,000	5%	\$ 25,000	8%	\$ 40,000
Executive	\$ 382,616	70%	\$ 267,831	15%	\$ 57,392	15%	\$ 57,392
Finance	\$ 276,298	70%	\$ 193,409	15%	\$ 41,445	15%	\$ 41,445
Clerk	\$ 207,348	90%	\$ 186,613	3%	\$ 6,220	7%	\$ 14,514
Public Works	\$ 225,072	99%	\$ 222,821	0%	\$ -	1%	\$ 2,251
Code Enforce.	\$ 130,800	52%	\$ 68,016	40%	\$ 52,320	8%	\$ 10,464
PROS	\$ 98,090	100%	\$ 98,090	0%	\$ -	0%	\$ -
<b>Totals</b>	<b>\$ 1,889,224</b>		<b>\$ 1,531,810</b>		<b>\$ 185,828</b>		<b>\$ 171,586</b>

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



# TOWN OF SOUTHWEST RANCHES ORGANIZATIONAL CHART Fiscal Year 2015\2016



## Personnel Complement

		FY 2015		FY 2016	
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	3	0
	Town Clerk	2.8	0	3	1
	Code Enforcement	0.2	0	0	0
	Public Works	2.5	0	2.5	0
	Public Safety - Fire Admin	0	2	0	2
	Parks/Rec & Open Space	1	0	1	1
Transportation Fund		0.5	0	0.5	0
<b>Total all funds</b>		<b>13</b>	<b>8</b>	<b>14</b>	<b>9</b>



## 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 2015-2016**

## General Fund Summary Fiscal Year 2016

### FY 2015 Estimated

Estimated Total Revenues	10,724,458
Estimated Expenditures & Encumbrances	(10,091,922)
Estimated FY 2015 Year End Difference	<u>632,537</u>

### FY 2016 Projected Unassigned Fund Balance

Audited Unassigned Fund Balance 9/30/2014	3,830,892
Estimated FY 2015 Year End Difference	632,537
Appropriated Fund Balance FY 2015	(383,332)
Projected Unassigned Fund Balance 9/30/2015	4,080,097
Appropriated Fund Balance FY 2016	(256,500)
Appropriated Restricted Fire Cntrl Fd Bal FY 2016	106,500
Projected Unassigned Fund Balance 9/30/2016	<u>3,930,097</u>

### FY 2016 Budget Summary

#### Proposed Revenues

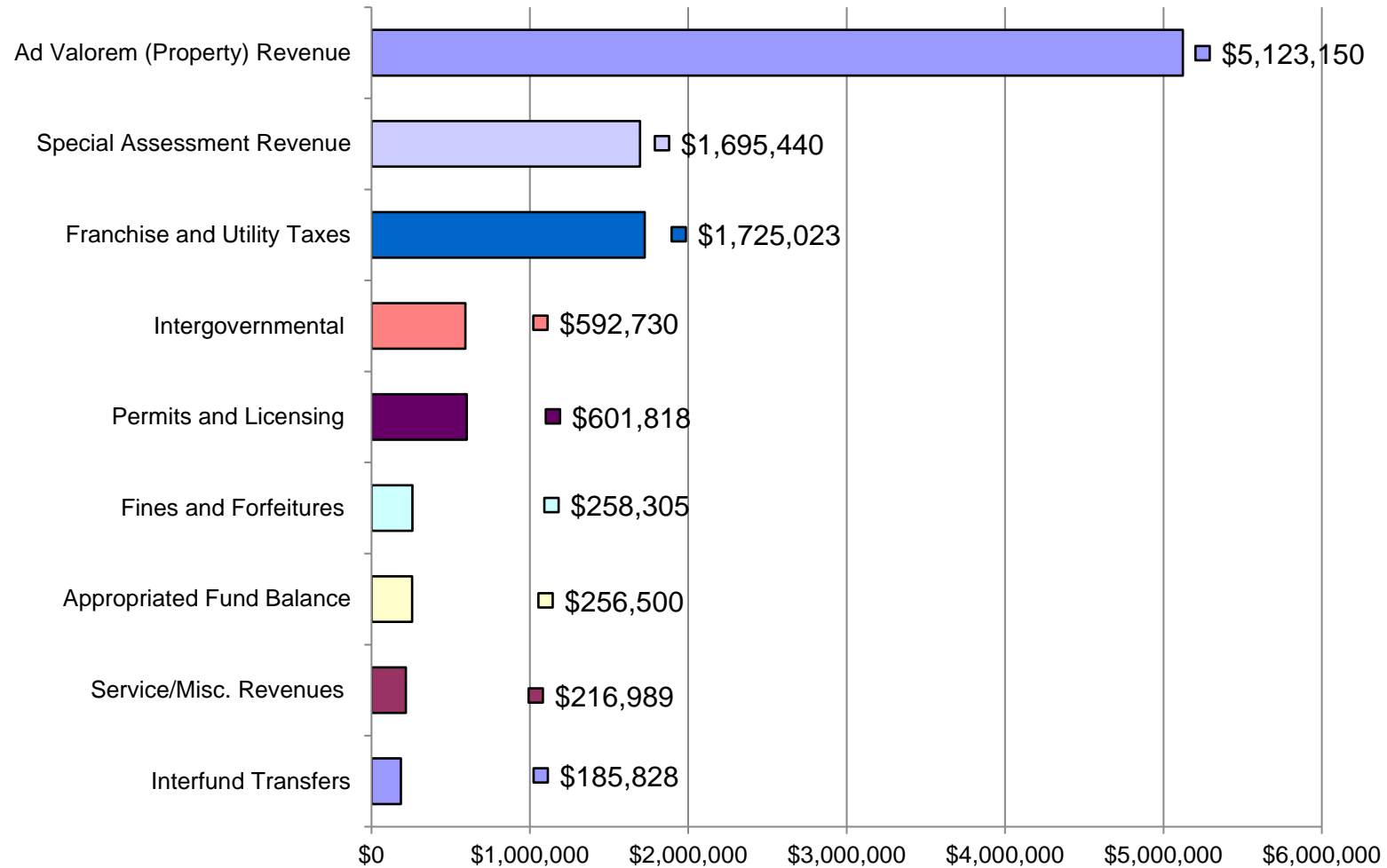
Property Tax	5,123,150
Franchise and Utility Taxes	1,725,023
Permits/Licenses/Inspections	601,818
Intergovernmental Revenues	592,730
Services Revenues	122,700
Fines	258,305
Miscellaneous Revenues	1,975,556
Appropriated Fund Balance	256,500
<b>Total Revenue</b>	<b><u>10,655,783</u></b>

#### Proposed Expenditures

Personnel Costs	1,298,120
Operating Items	7,177,987
Capital Outlay	66,881
Non-Operating Expenses	2,112,795
<b>Total Expenditures</b>	<b><u>10,655,783</u></b>

Note: There is an additional \$652,175 in Non-spendable, Committed and Restricted Fund Balance in the General Fund as of 9/30/2014

## Total General Fund \$10,655,783 Where Do the Funds Come From?



## GENERAL FUND OPERATING REVENUE

Line Item Prefix: 001-0000-:		FY 2013 Actual	FY 2014 Actual	FY 2015 Current Budget	FY 2015 Projected	FY 2016 Proposed
311-31110	Current & Delinquent Real/Pers. Property	4,146,677	4,245,718	4,822,858	4,700,189	5,123,150
<b>TOTAL</b>	<b>Total Ad valorem Property Taxes</b>	<b>4,146,677</b>	<b>4,245,718</b>	<b>4,822,858</b>	<b>4,700,189</b>	<b>5,123,150</b>
314-31410	Electric Utility	712,967	771,363	717,250	761,750	738,898
314-31480	Gas Utility	59,870	32,357	22,000	33,671	30,000
315-31500	Communications Services Taxes	374,779	365,464	361,255	380,533	375,670
<b>TOTAL</b>	<b>Utility Fees</b>	<b>1,147,616</b>	<b>1,169,184</b>	<b>1,100,505</b>	<b>1,175,954</b>	<b>1,144,568</b>
323-32310	Electric Franchise	544,508	585,411	525,020	577,427	548,556
323-32370	Solid Waste Franchise	26,891	25,836	23,000	26,843	25,000
323-32395	Towing Franchise	5,819	5,312	4,800	6,260	6,900
<b>TOTAL</b>	<b>Franchise Fees</b>	<b>577,218</b>	<b>616,559</b>	<b>552,820</b>	<b>610,530</b>	<b>580,456</b>
316-31600	Business Tax Receipts	7,714	7,388	6,500	7,534	7,000
322-32200	Building Permits - Regulatory Fees	35,051	28,525	25,000	36,364	27,273
322-32207	Building Permits - Contractor	4,092	259,937	225,000	363,636	272,727
322-32225	Building Permits - SWR	324,929	86,845	75,000	121,212	90,909
322-32240	Building Permits - Admin Fees	602	44,391	36,000	54,545	40,909
322-32290	Fire Inspection Service & Fees	12,425	11,738	11,400	11,470	11,400
329-32900	Planning & Zoning Review Fees	108,351	138,977	120,500	90,000	100,500
329-32905	In House Engineering Fees	34,033	35,347	25,000	60,000	50,000
329-32909	Lobbyist Fees / Registrations	400	650	200	100	100
329-32910	Certificate of Use Registration	2,525	2,875	2,250	1,000	1,000
<b>TOTAL</b>	<b>Permits/Licenses/Inspection</b>	<b>530,122</b>	<b>616,672</b>	<b>526,850</b>	<b>745,861</b>	<b>601,818</b>
331-33120	U.S. Public Safety Grant	-	12,593	33,417	33,417	-
331-33126	U.S. Public Safety Grant-FDLE	7,229	-	2,500	760	2,500
335-33512	State Revenue Sharing (Sales Tax)	116,248	119,170	122,292	121,087	119,876
335-33515	Beverage License	7,342	1,994	1,000	1,897	1,500
335-33518	State 1/2 Cent Sales Tax	429,623	454,512	460,653	468,854	468,854
<b>TOTAL</b>	<b>Intergovernmental - Federal/State</b>	<b>560,442</b>	<b>588,270</b>	<b>619,862</b>	<b>626,015</b>	<b>592,730</b>
341-34191	Election Qualifying Fees	-	200	-	-	-
342-34260	Ambulance Fees	123,168	134,102	120,000	125,235	121,200
347-34720	Parks/Rec & Open Spaces Serv Charge	515	795	500	1,000	1,500
<b>TOTAL</b>	<b>Services Revenues</b>	<b>123,683</b>	<b>135,097</b>	<b>120,500</b>	<b>126,235</b>	<b>122,700</b>
351-35150	Traffic Judgment/Fines	67,905	89,245	48,000	111,929	89,543
354-35401	Tree Preservation Fines	-	-	-	-	-
354-35402	False Alarm Fines	5,600	2,400	1,500	11,682	8,762
358-35820	Law Enforcement Seizures	4,489	87	-	-	-
359-35901	Code Enforcement/Lien Recovery	141,171	355,881	140,000	150,000	150,000
359-35902	Code Enforcement/Lien Recovery-Legal	526,401	40,811	20,000	10,000	10,000
<b>TOTAL</b>	<b>Fines &amp; Forfeitures</b>	<b>745,566</b>	<b>488,424</b>	<b>209,500</b>	<b>283,611</b>	<b>258,305</b>
325-32520	Special Assessment Fire	1,627,365	1,793,016	1,814,552	1,814,552	1,695,440
361-36110	Interest Earnings	16,767	4,882	7,266	10,270	9,000
362-36210	Cell Tower	60,699	62,407	61,000	64,184	65,789
364-36400	Disposition of Fixed Assets	(138,848)	6,725	-	100	-
366-36610	Contrib/Donations from Private Sources	500	-	-	-	-
366-36620	Contrib/Donation for Educa/Scholarships	4,000	7,200	7,500	7,500	7,500
369-36990	Other Misc Revenues	60,784	43,454	1,000	7,292	12,000
382-38240	Reimbursement/Contrib from Solid Waste	174,492	183,326	168,833	168,833	185,828
399-39900	Appropriated Fund Balance	-	-	383,332	383,332	256,500
<b>TOTAL</b>	<b>Miscellaneous Revenues</b>	<b>1,805,759</b>	<b>2,101,010</b>	<b>2,443,483</b>	<b>2,456,063</b>	<b>2,232,056</b>
<b>GRAND TOTAL</b>		<b>9,637,083</b>	<b>9,960,933</b>	<b>10,396,378</b>	<b>10,724,458</b>	<b>10,655,783</b>

## **REVENUE SOURCES**

### **Ad Valorem Tax**

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

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

For FY 2015, the Town of Southwest Ranches' Mayor and Town Council adopted a total rate of 4.2719 representing the Town's historic rate of 3.9404 plus a newly implemented TSDOR CIP rate of 0.3315. For FY 2016, it is proposed that the Town of Southwest adopt a total rate of 4.3354 representing the Town's historic rate of 3.9404 plus 0.3950 pertaining to the TSDOR CIP.

### **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.

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

The Town collects three types of franchise, utility, and 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 latter 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 \$745,861 in General Fund revenues for FY 2015 for these combined sources.

### **Intergovernmental Revenue**

The Town receives recurring revenues from revenue sharing programs with the State of Florida. The Town receives periodic intergovernmental revenues from the United States of America in the form of assistance grants for specific projects. All disbursements of State revenues are based on receipts by the State and the Town's population. The Department of Revenue updated their revenue estimates many times in preparation of the current budget cycle and continues to do so. The Town is required to use not less than 95% of these projected numbers as a base for budgeting, so revisions are required. The Town projects \$626,015 in General Fund revenues for FY 2015 for these combined sources.



**Services Revenues**

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

**Fines and Forfeitures**

Funds to promote public safety and other projects are received by the Town from fines, forfeitures, and/or seizures connected with illegal behavior in the community. Those funds are restricted to, and accounted for, in the Town's fines and forfeiture fund, lien collection fees, lien search services. Fines for the general fund derive from code enforcement and parking violations. Total FY 2016 general fund fines and forfeitures are proposed at \$258,305.

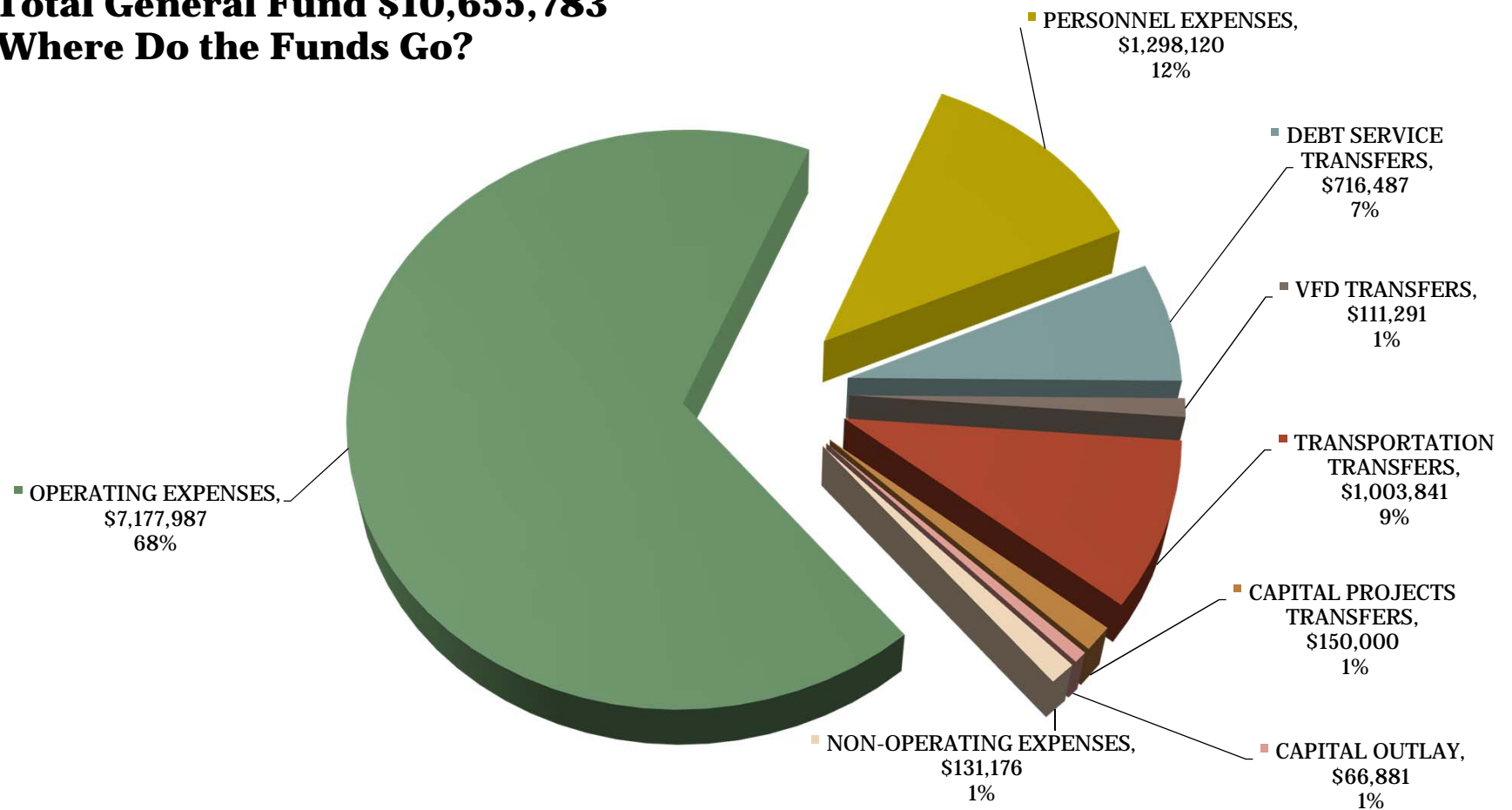
**Miscellaneous Revenues**

Any revenues that the Town receives which do not reasonably conform to any of the above identified categories are included in this category. This category includes interest earnings, receipts from the disposition of assets by sale, fire protection assessments, and similar items. Interfund Transfers between other funds may also be captured here. In FY 2015, staff anticipates \$2,072,731 in miscellaneous revenues.

**Appropriations:**

Technical definitions of revenue usually do not cover appropriations. Nevertheless, these are funds which are being brought out of the restricted, assigned or unassigned fund balance (reserves), if necessary. In FY 2015, staff anticipates the use of \$383,332 in unassigned fund balance. For FY 2016 it is proposed that Town Council adopt the use of \$256,500 totaling \$106,500 of restricted Fire control and \$150,000 in unassigned fund balance (reserves).

**Total General Fund \$10,655,783**  
**Where Do the Funds Go?**



## GENERAL FUND EXPENDITURE SUMMARY BY TYPE

Line Item		FY 2013 Actual	FY 2014 Actual	FY 2015 Current Budget	FY 2015 Projected	FY 2016 Proposed
12100	Regular Salaries & Wages	822,204	863,705	937,404	904,993	1,016,286
13100	Part-Time Salaries & Wages	84,856	70,983	79,183	67,267	40,400
21100	Payroll Taxes	64,650	66,044	77,849	74,458	78,654
22100	Retirement Contribution	-	17,072	47,103	44,101	53,637
23100	Life & Health Insurance	42,262	58,303	95,000	79,320	93,484
24100	Workers Compensation	6,963	10,219	6,664	8,777	10,659
25100	Unemployment Compensation	-	-	5,000	5,000	5,000
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>1,020,935</b>	<b>1,086,325</b>	<b>1,248,204</b>	<b>1,183,917</b>	<b>1,298,120</b>
31010	Professional Services	210,604	220,362	239,500	184,000	214,100
31020	Lawsuits and Prosecutions	227,995	335,197	250,000	320,000	250,000
31030	Lawsuits - Code Enforcement	33,467	76,377	65,000	54,000	55,000
31040	Lawsuits - Planning and Zoning	4,070	18,503	20,000	10,000	20,000
31090	Lobbyist	29,167	29,020	42,500	42,500	42,500
32100	Accounting and Auditing	42,570	50,120	55,750	43,158	56,185
34100	Other Contractual Services	4,894,420	5,587,492	5,411,253	5,455,674	5,541,443
34300	Other Contractual Svcs - P&Z Permits	70,267	93,566	75,000	60,000	60,000
34310	Other Contractual Svcs - P&Z Hearings	37,475	32,004	40,500	30,000	40,500
34320	Other Contractual Svcs - P&Z Town Req	23,832	15,538	10,000	13,000	35,000
34330	Other Contractual Svcs - P&Z Land Use	-	20,327	20,000	30,000	20,000
40100	Mileage Reimbursement	6,533	2,783	3,000	450	2,300
41100	Telecommunications	36,585	26,755	30,000	28,816	28,992
42100	Postage	17,292	23,270	28,000	21,890	26,000
43100	Electricity	34,254	31,183	38,500	38,000	42,000
43110	Water	731	8,655	14,000	14,550	15,500
44020	Building Rental/Leasing	4,164	1,528	3,500	2,000	2,500
44030	Equipment Leasing	-	-	20,000	23,000	23,100
45100	Property and Liability Insurance	74,670	84,877	100,000	92,157	108,876
46010	Maintenance Service/Repair Contracts	13,573	12,621	17,500	15,000	15,000
46020	Building Maintenance	28,326	14,298	24,500	22,500	24,500
46030	Equipment Maintenance	72,987	25,604	28,000	31,000	31,140
46040	Grounds Maintenance-Parks	19,663	12,488	184,008	186,983	194,381
46050	Tree Maintenance/Preservation	42,907	14,461	25,150	25,150	25,200
46060	Lake Maintenance	8,640	8,640	11,615	11,615	15,780
46110	Miscellaneous Maintenance	725	1,114	32,500	24,500	26,750
46120	Vehicle Maintenance	30,662	43,977	28,000	23,000	25,000
46500	Software Maintenance	24,141	23,090	27,000	28,000	34,515
46900	Miscellaneous Maintenance & Repair	462	-	-	-	-
48100	Promotional Activities/Newsletter	26,126	21,620	25,000	25,000	25,000
48110	Promotional Activities/Town Events	5,227	14,616	17,500	17,500	33,300
49100	Other Current Charges	12,433	14,009	40,000	33,235	26,500
49110	Legal Advertisement	15,203	13,955	18,000	12,500	15,000
51100	Office Supplies	24,507	16,960	24,000	20,000	23,000
52140	Uniforms	213	204	2,500	1,250	2,500
52160	Gasoline	18,052	14,189	26,500	22,500	25,000
52900	Miscellaneous Operating Supplies	14,810	15,446	17,500	10,000	10,500
54100	Subscriptions and Memberships	5,343	6,256	10,335	8,547	9,585
55100	Training and Education	13,807	23,661	46,712	45,212	15,045
55200	Conferences and Seminars	8,135	5,794	16,295	10,295	16,295
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>6,134,036</b>	<b>6,960,561</b>	<b>7,089,118</b>	<b>7,036,982</b>	<b>7,177,987</b>

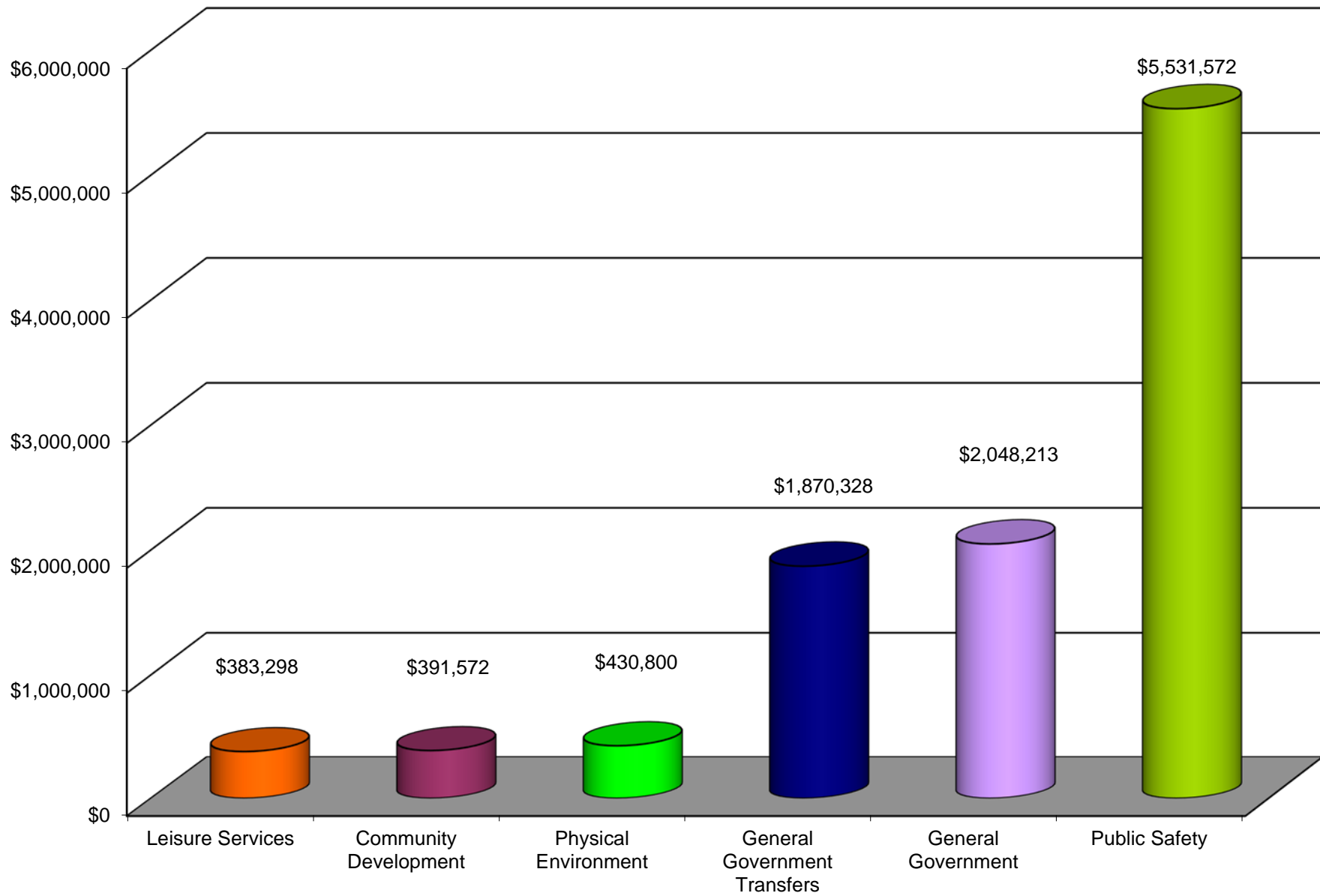
## GENERAL FUND EXPENDITURE SUMMARY BY TYPE

Line Item		FY 2013 Actual	FY 2014 Actual	FY 2015 Current Budget	FY 2015 Projected	FY 2016 Proposed
63100	Infrastructure - General	25,000	-	6,050	5,500	-
63120	Infrastructure - Fire Wells	-	-	18,950	19,500	15,000
64100	Machinery and Equipment	108,710	35,667	85,037	68,797	51,881
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>133,710</b>	<b>35,667</b>	<b>110,037</b>	<b>93,797</b>	<b>66,881</b>
82100	Aid to Private Organizations	8,000	11,200	12,600	12,600	12,600
91101	Transfers to Transportation Fund	113,500	213,472	781,382	781,382	1,003,841
91102	Transfers to Volunteer Fire Fund	249,217	251,532	215,040	141,427	111,291
91201	Transfers to Debt Service Fund	735,938	734,609	732,790	732,790	716,487
91301	Transfers to Capital Projects Fund	137,497	174,934	109,027	109,027	150,000
99100	Contingency/Reserve-Operating	-	-	71,767	-	92,163
99100-2	Contingency/Reserve - IT Replenishment (Final Year)	-	-	26,413	-	26,413
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>1,244,152</b>	<b>1,385,747</b>	<b>1,949,019</b>	<b>1,777,226</b>	<b>2,112,795</b>
<b>TOTAL</b>	<b>GENERAL FUND</b>	<b>8,532,833</b>	<b>9,468,301</b>	<b>10,396,378</b>	<b>10,091,922</b>	<b>10,655,783</b>

## General Fund Expenditure Summary by Department

Department	FY 2013 Actual	FY 2014 Actual	FY 2015 Current Budget	FY 2015 Projected	FY 2016 Proposed
Legislative	112,286	112,195	135,100	128,562	135,100
Town Attorney	438,399	594,920	535,000	534,000	500,000
Executive	301,248	364,804	453,309	429,387	470,066
Finance	247,653	283,553	315,162	286,955	342,233
Town Clerk	238,777	195,938	240,869	218,650	250,398
Building Services	264,635	288,461	250,000	400,000	300,000
Code Enforcement	155,030	135,679	152,723	137,378	130,800
Planning & Zoning	132,004	162,892	148,000	135,500	158,000
Public Works	167,818	190,270	206,807	211,019	233,572
Public Safety - Police	1,992,844	2,562,804	2,395,958	2,311,308	2,405,469
Public Safety - Fire Admin+VF Svcs	2,874,047	2,996,111	3,144,658	3,026,335	3,014,811
Parks and Open Spaces	223,462	195,826	343,560	351,095	383,298
Non-Departmental	1,384,628	1,384,848	2,075,232	1,921,734	2,332,035
<b>Total</b>	<b>8,532,833</b>	<b>9,468,301</b>	<b>10,396,378</b>	<b>10,091,922</b>	<b>10,655,783</b>

## General Fund Expenditures by Function



## Legislative Department

### Services, Functions, and Activities:

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

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

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

### Personnel Complement

Position Title	Adopted FY 2015			Proposed FY 2016		
	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Mayor		1			1	
Vice Mayor		1			1	
Town Councilors		3			3	
<b>Total</b>		<b>5</b>			<b>5</b>	

## Legislative Department Expenditures

Line Item Prefix: 001-1000-511-:		FY 2013 Actual	FY 2014 Actual	FY 2015 Current Budget	FY 2015 Projected	FY 2016 Proposed
Suffix	Object Description					
12100	Part-Time Salaries & Wages	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	1,100	1,100	1,100	1,100	1,100
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>68,920</b>	<b>68,920</b>	<b>69,000</b>	<b>69,000</b>	<b>69,000</b>
31090	Lobbyist	29,167	29,020	42,500	42,500	42,500
40100	Mileage Reimbursement	532	-	1,000	-	1,000
49100	Other Current Charges and Obligations	618	496	2,000	750	2,000
54100	Subscriptions and Memberships	1,876	2,559	2,500	2,212	2,500
55200	Conferences & Seminars	3,174	-	4,000	1,500	4,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>35,367</b>	<b>32,075</b>	<b>52,000</b>	<b>46,962</b>	<b>52,000</b>
82100	Other Grants/Aid	8,000	11,200	12,600	12,600	12,600
99100	Contingency	-	-	1,500	-	1,500
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>8,000</b>	<b>11,200</b>	<b>14,100</b>	<b>12,600</b>	<b>14,100</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>112,286</b>	<b>112,195</b>	<b>135,100</b>	<b>128,562</b>	<b>135,100</b>

### Major Variance from Current Budget FY 2015 to Projected FY 2015

Code	Amount	Explanation
55200	(\$2,500)	Lower than anticipated attendance of Broward Days Conf.

### Major Variance or Highlights of the Departmental Budget - FY 2015 Projected to FY 2016 Proposed

Code	Amount	Explanation
55200	\$3,500	Anticipated increased attendance of Broward Days Conf.



# **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 2015/2016 Accomplishments:**

- Obtained final dismissal in original Kalam matter, and resolved numerous other outstanding litigation matters.
- Helped to implement the TSDOR program.
- Extended agreements with Charter Officials.
- Collected, with the assistance of Code Enforcement, a projected \$250,000 in code enforcement fines.
- Assisted in implementing more than \$1,200,000 of Transportation Fund capital projects.
- Worked to create revised non-commercial farm policies.
- Effectuated Town Charter Amendments.
- Worked to prevent new laws that would impact our agricultural community.
- Drafted numerous procurements and contracts relating to infrastructure and capital projects.
- Protected Town's legal interests relating to the sovereignty of its roadways.
- Worked to exempt property owner's from certain requirements relating to water service throughout the Town.
- Resolved FPL right of way issue.

**Issues:**

- Continue to find ways to resolve and to better protect the Town relating to legal issues with surrounding Municipalities pertaining to growth and development.
- Continue to draft contracts requiring legal expertise including those relating to the provision of public services.
- 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.

**FY 2015/2016 Performance Objectives:**

- Continue to deliver effective, prompt sound legal advice to Town Council, Boards, Town Administrator, and all other departments.
- Prevail in all lawsuits brought against the Town and by the Town in the most cost efficient manner.
- 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.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

## Town Attorney Department Expenditures

Line Item Prefix: 001-1200-514-:		FY 2013 Actual	FY 2014 Actual	FY 2015 Current Budget	FY 2015 Projected	FY 2016 Proposed
Suffix	Account Description					
31010	Professional Services	172,868	164,842	200,000	150,000	175,000
31020	Lawsuits & Prosecutions - General	227,995	335,197	250,000	320,000	250,000
31030	Lawsuits - Code Compliance	33,467	76,377	65,000	54,000	55,000
31040	Lawsuits - Planning & Zoning	4,070	18,503	20,000	10,000	20,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>438,399</b>	<b>594,920</b>	<b>535,000</b>	<b>534,000</b>	<b>500,000</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>438,399</b>	<b>594,920</b>	<b>535,000</b>	<b>534,000</b>	<b>500,000</b>

### Major Variance from Current Budget FY 2015 to Projected FY 2015

Code	Amount	Explanation
31010	(\$50,000)	Lower Townwide legal professional services than anticipated
31020	\$70,000	Higher lawsuits/litigation than anticipated

### Major Variance or Highlights of the Departmental Budget - FY 2015 Projected to FY 2016 Proposed

Code	Amount	Explanation
31010	\$25,000	To provide for annual Townwide legal professional services at \$175k
31020	(\$70,000)	Annual provision for estimated lawsuits/litigation expenses
31040	\$10,000	Annual provision for estimated P&Z costs/expenses

# **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 2014/2015 Accomplishments:**

- Transition of permitting process to CSI allowing for more convenient and less expensive service to residents.
- Cap Government (contractor) relocated to Town Hall providing for a more convenient building permitting process for residents.
- Resolution of municipal water service requirements with Broward County and City of Sunrise.
- Implement changes with Southwest Ranches Volunteer Fire Rescue, Inc (VFD) as per Council direction. Established criteria, and purchase of a new Town/VFD Fire Pumper, purchase.
- Monitored progress for a Resource Recovery Board lawsuit resulting in a settlement of almost \$280,000.
- Completed a comprehensive contract compliance monitoring tracking sheet.
- Finalized Volunteer guidelines and application process.
- Conducted two (2) Hurricane exercises with staff, developed an Emergency Management Plan for the Town.
- Developed and implemented a "Welcome" packet for new residents.
- Standardized facility maintenance agreements for Town Hall, Parks and Fire Department for: Well Water Maintenance; Fire Alarm; Burglar Alarm systems
- Conducted Traffic Calming meetings with residents, established and implemented solutions.
- Strategic plan was accepted by Council and Staff commenced tracking Performance Measures.
- Commencement of the Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR) program.

- Conducted Grand Opening dedications to the Town's Rolling Oaks Barn and Country Estates Park.

#### **Issues:**

- Implementation and management of TSDOR.
- Develop and expand Information Management capabilities.
- Increase training opportunities for staff.
- Pursue grants and other funding options to increase operational effectiveness.

#### **Fiscal Year 2015/2016 Performance Objectives:**

- Long-term development of the TSDOR-roadway repaving plan.
- Update existing as well as implementation of new Administrative Policies and Procedures.
- Maximize the utilization of the Microsoft SharePoint application capabilities.
- Development and implementation of a formal electric filing system in SharePoint.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

#### **Personnel Complement:**

	Adopted FY 2015			Proposed FY 2016		
Position Title	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 2013 Actual	FY 2014 Actual	FY 2015 Current Budget	FY 2015 Projected	FY 2016 Proposed
Code Suffix	Object Description					
12100	Regular Salaries & Wages	226,431	276,077	306,018	291,713	309,313
13100	Other Salaries	-	80	-	5,510	-
21100	Payroll Taxes	16,495	18,758	23,410	22,738	21,399
22100	Retirement Contribution	-	4,900	16,751	16,138	18,682
23100	Life & Health Insurance	14,622	17,214	35,000	28,838	32,592
24100	Workers Compensation	660	1,320	880	460	630
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>258,208</b>	<b>318,349</b>	<b>382,059</b>	<b>365,397</b>	<b>382,616</b>
31010	Professional Services	9,775	7,445	10,000	6,500	10,000
40100	Mileage Reimbursement	134	171	250	100	150
42100	Postage - Newsletter	-	-	10,000	9,890	11,000
48100	Promotional Activities / Newsletter	26,126	21,620	25,000	25,000	25,000
48110	Promotional Activities / Town Events	5,227	14,616	17,500	17,500	33,300
54100	Subscriptions and Memberships	300	714	2,500	2,000	2,000
55100	Training and Education	223	1,403	1,500	1,500	1,500
55200	Conferences and Seminars	1,256	485	3,000	1,500	3,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>43,040</b>	<b>46,455</b>	<b>69,750</b>	<b>63,990</b>	<b>85,950</b>
99100	Contingency	-	-	1,500	-	1,500
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>-</b>	<b>-</b>	<b>1,500</b>	<b>-</b>	<b>1,500</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>301,248</b>	<b>364,804</b>	<b>453,309</b>	<b>429,387</b>	<b>470,066</b>

### Major Variance from Current Budget FY 2015 to Projected FY 2015

Code	Amount	Explanation
31010	(\$3,500)	Lower than anticipated strategic planning (consulting) needs

### Major Variance or Highlights of the Departmental Budget - FY 2015 Projected to FY 2016 Proposed

Code	Amount	Explanation
31010	\$3,500	To provide for further strategic planning development
48110	\$15,800	Includes Town 15th birthday party celebration and contractual event labor
55200	\$1,500	Anticipate increased attendance for ICMA conference

# FUNDED

Town of Southwest Ranches, Florida

## FY 2016 Program Modification

### Contractual Seasonal Town Event Staffing

Department Name	Division Name	Fund	Priority	Fiscal Impact
Executive/PROS	Executive	General	1	\$5,820

#### Justification and Description

This request is for the addition of seasonal staff to assist with preparation, setup, and break down for the parks, recreation and open space department (PROS) and for General town events managed by PROS and/or the Executive departments.

The Executive/PROS departments currently manage the Town inventory of event supplies and performs the manual labor to setup and break down for each event with only volunteer or voluntary staff assistance. Accordingly, the recent increase in Town facilities as well as events require a dedicated workforce to safely and consistently provide outstanding Town events.

Fiscal impact is calculated based upon an average of 10 events which are anticipated to require 291 hours multiplied by an anticipated contractual rate of \$20 per hour.

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

If not funded, staff resources will continue to be strained, resulting in decreased productivity. Also, positive feedback and continued success of Town events may suffer.

#### Required Resources

Line item	Title or Description of request	Cost
001-1400-512-48110	Promotional Activities / Town Events	\$5,820

# Finance Department

## Services, Functions, and Activities:

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

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

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

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

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

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

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

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

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



Internal Support functions minimally include providing necessary training and communication on finance related items, providing information for departmental research/reports, 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.

Emergency Management responsibilities include: Florida PA website initiation and maintenance, FEMA coordination, documentation including requests for reimbursement.

### **Fiscal Year 2014/2015 Accomplishments:**

- Timely filed an award eligible Comprehensive Annual Financial Report (CAFR) for FY 2014 without external audit management comments.
- Continued to provide a quarterly expense to budget analysis to Town Council and interested parties, on the Town's financial condition.
- Converted Town Health Insurance carrier to a lower cost provider.
- Successfully migrated the FY 2015 residential Fire Assessment and Solid Waste/ Recycling fees to the Property Appraiser.
- Provided a seamless transition of IT support, phones and equipment to the Town Clerk Department.
- Invoiced and collected public hearing cost recovery matters with the assistance of Code Enforcement and Engineering Departments.
- Managed the Townwide Defined Contribution retirement program.
- Continued Improving the Asset management process.
- Further instituted vendor controls to comply with federal requirements.
- Successfully managed segregating operating millage into two components: Regular and TSDOR.
- Coordinated the refinancing of the Towns existing series 2001 debt.
- Evaluated then reported to council best offer financing alternatives for the purchase of a new Volunteer fire pumper vehicle.

### **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 2015/2016 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 and comply with specified departmental performance measures of the Town's Strategic Plan.

#### **Personnel Complement:**

	Adopted FY 2015			Proposed FY 2016		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Financial Administrator	1			1		
Controller	1			1		
Accounting Clerk		1		1		
<b>Total</b>	<b>2</b>	<b>1</b>		<b>3</b>		

## Finance Department Expenditures

Line Item Prefix: 001-1600-513-:		FY 2013 Actual	FY 2014 Actual	FY 2015 Current Budget	FY 2015 Projected	FY 2016 Proposed
Code Suffix	Object Description					
12100	Regular Salaries & Wages	172,299	183,669	190,050	172,877	228,238
13100	Part-Time Salaries & Wages	12,948	18,173	21,183	29,924	-
21100	Payroll Taxes	13,071	14,221	16,159	15,514	17,460
22100	Retirement Contribution	-	4,525	9,720	10,069	13,860
23100	Life & Health Insurance	3,615	7,987	12,000	10,349	16,280
24100	Workers Compensation	440	825	550	314	460
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>202,373</b>	<b>229,399</b>	<b>249,662</b>	<b>239,047</b>	<b>276,298</b>
32100	Accounting and Auditing	42,570	50,120	55,750	43,158	56,185
40100	Mileage Reimbursement	493	56	250	-	250
49100	Other Current Charges	15	50	1,000	250	1,000
54100	Subscriptions and Memberships	1,350	1,195	2,000	1,500	2,000
55100	Training and Education	382	425	1,500	1,000	1,500
55200	Conferences and Seminars	470	2,308	3,500	2,000	3,500
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>45,280</b>	<b>54,154</b>	<b>64,000</b>	<b>47,908</b>	<b>64,435</b>
99100	Contingency	-	-	1,500	-	1,500
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>-</b>	<b>-</b>	<b>1,500</b>	<b>-</b>	<b>1,500</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>247,653</b>	<b>283,553</b>	<b>315,162</b>	<b>286,955</b>	<b>342,233</b>

### Major Variance from Current Budget FY 2015 to Projected FY 2015

Code	Amount	Explanation
12100	(\$17,173)	Reduction due to Controller transition
13100	\$8,741	Increase required during Controller transition
32100	(\$12,592)	No state or federal single audits required for 2015

### Major Variance or Highlights of the Departmental Budget - FY 2015 Projected to FY 2016 Proposed

Code	Amount	Explanation
12100	\$55,361	To accommodate Controller transition and reclass of Acct Clerk to full-time
13100	(\$29,924)	Reclass of Accounting Clerk from part-time to full-time
32100	\$13,027	Projected to have both a state and federal audits during 2016

## **Department of the Town Clerk**

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

The Town Clerk provides secretarial services for the Town Council, the Local Planning Agency, and the municipal corporation. The Town Clerk is a charter official and reports to the Town Administrator and the Town Council. The Town Clerk is responsible for giving notice of public meetings and maintaining an accurate record of all proceedings. In addition, the Town Clerk serves as the Financial Disclosure Coordinator with the Florida Commission on Ethics; serves as the Records Management Liaison with the Florida Department of State; and maintains custody of Town records including agreements, contracts, ordinances, resolutions, and proclamations. The Department provides a variety of information services to the public, the Town Council, and to Town staff. Services provided to the public include coordination of information requests and supervision of elections. Services provided to the Town Council include scheduling, minute taking, agenda preparation, advertising and other duties related to coordination of Town Council meetings, recording and retention of documents. Procurement and Contracts Management are also part of the responsibility of the Department which includes the management of all requests for proposal, requests for qualifications, invitations to bid and requests for quotes. Information Technology responsibilities comprise managing the Interlocal agreement for services with the City of Tamarac, evaluating information technology needs, and evaluating options for resolution of the needs with the Town Administrator and Town Financial Administrator.

### **Fiscal Year 2014/2015 Accomplishments:**

- Retrieved 52 boxes of Broward County permit records from the storage unit. An additional 5 boxes of architectural plans that were on site at Town Hall were also processed. These records were scanned, stored and/or destroyed consistent with state statute by our vendor.
- Received, processed and completed a total of 54 public records requests from October 1, 2014 to March 31, 2015.
- Completed one election cycle successfully.
- Candidate's information and Financial Reports were posted on the Town's website.
- Complied with State Law by posting 26 public notices and advertisements.
- Completed 9 Regular Town Council Meetings, 2 Workshop, 2 Special Town Council Meetings and 6 Special Master Hearings from October 1, 2014 to March 31, 2015.

### **Issues:**

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

### **Fiscal Year 2015/2016 Performance 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; meetings include the Town Council, Local Planning Agency, Town Workshops, Special Council meetings and Board of Directors meetings.
- Act as the records custodian for the Town and disseminate information to the public as necessary.
- Serve as Supervisor of Elections for the Town's local election.
- Advertise and post all notices of public proceedings as required by law; in addition, provide appropriate updates to the Town website for use by the public.
- Continue to maintain an organized public records management system, utilizing document imaging as appropriate, in order to provide public records in a timely and reasonable manner.
- Provide editing assistance for the Southwest Rancher Newsletter in order to insure accuracy with regard to the dissemination of appropriate information provided to the public.
- Assist with promotional/editorial support of annual Town events, as necessary.
- Represent the Town in various business association groups, including the Broward County Municipal Clerks Association.
- Continue to administer the codification of the Town Charter and Code through contract with Municipal Code Corporation.
- Provide timely information to other organizations, agencies, Town residents, and the general public.
- Continue to provide assistance to all Departments concerning Town needs.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

### **Personnel Complement:**

	Adopted FY 2015			Proposed FY 2016		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Clerk	1			1		
Records Coordinator	.8			1		
Administrative Specialist	1			1		
Administrative Assistant					1	
Total	2.8			3	1	

Note: For FY 2016 it is proposed that the Records Coordinator no longer be apportioned between the Town Clerk and Code Enforcement Departments. Also, the Administrative Assistant position that was charged in FY 2015 to the Executive Department is permanently transferred to the Town Clerk.

## Town Clerk Department Expenditures

Line Item prefix: 001-1800-512-:		FY 2013 Actual	FY 2014 Actual	FY 2015 Current Budget	FY 2015 Projected	FY 2016 Proposed
Suffix	Object Description					
12100	Regular Salaries & Wages	157,180	135,900	145,659	148,147	169,830
13100	Part-Time Salaries & Wages	9,647	730	6,000	-	-
21100	Payroll Taxes	11,317	9,421	11,602	11,333	12,992
22100	Retirement Contribution	-	2,502	9,308	7,558	8,799
23100	Life & Health Insurance	11,611	15,448	20,000	14,047	15,385
24100	Workers Compensation	660	825	550	230	342
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>190,415</b>	<b>164,825</b>	<b>193,119</b>	<b>181,315</b>	<b>207,348</b>
34100	Other Contractual Services	14,504	8,718	16,000	16,000	12,500
40100	Mileage Reimbursement	186	176	250	100	250
46500	Software Maintenance	12,060	4,685	3,000	3,000	7,800
49100	Other Current Charges	2,419	-	5,000	1,735	2,500
49110	Legal Advertisement	15,203	13,955	18,000	12,500	15,000
54100	Subscriptions and Memberships	1,137	676	1,500	1,000	1,000
55100	Training and Education	1,986	1,074	2,000	1,000	2,000
55200	Conferences and Seminars	868	1,830	2,000	2,000	2,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>48,363</b>	<b>31,113</b>	<b>47,750</b>	<b>37,335</b>	<b>43,050</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>238,777</b>	<b>195,938</b>	<b>240,869</b>	<b>218,650</b>	<b>250,398</b>

### Major Variance from Current Budget FY 2015 to Projected FY 2015

Code	Amount	Explanation
49110	(\$5,500)	Reduction due to lower TSDOR public hearing notices required

### Major Variance or Highlights of the Departmental Budget - FY 2015 Projected to FY 2016 Proposed

Code	Amount	Explanation
12100	\$21,683	Inc. due to tfr of admin asst frm exect+rec. clerk no longer alloc. to code
34100	(\$3,500)	Decrease in anticipated demand for codification services
49110	\$2,500	Provision for FY 2016 election plus anticipated TSDOR advertising

# FUNDED

Town of Southwest Ranches, Florida

## FY 2016 Program Modification

### Council Agenda Workflow Software

Department Name	Division Name	Fund	Priority	Fiscal Impact
Town Clerk	Executive & Clerk Administration	General	1	\$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 renewal of \$4,200 would be required.

This software is utilized by our Information Technology services provider, the City of Tamarac, as well as other municipalities including the Town of Davie.

#### 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 could be redirected to other customer service areas.

#### Required Resources

Line item	Title or Description of request	Cost
001-1800-512-46500	Software Maintenance	\$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 and certificates of completion

CAP Building Responsibilities:

- Requires 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.
- Performs inspections to verify work is done according to these laws which protect the health safety and welfare of the public while helping the business or home owner avoid enforcement penalties for non-compliant work.

### **FY 2014/2015 Accomplishments:**

- Reorganization of Staff to be more efficient. This includes the clarification of duties and responsibilities, providing training and shifting the professional atmosphere of the Department to the Southwest Ranches Town Hall complex.
- Implemented computerized permit system that is used Department-wide, by customers, other departments and residents.
- Through new processes and procedures shortened permit turnaround time to an average of one to no more than three days for routine permits.



- The building department is now physically located within the Town Hall of Southwest Ranches making it easier for residents to obtain permits

**Issues:**

- As most Planning and Engineering's plan review are now performed within Town Hall a need exists to improve communication insuring that all documents are completed prior to submittal to the Building Department.

**FY 2015/2016 Performance Objectives:**

- Continue to 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;
- Promote environmentally friendly programs and processes;
- Improve internal Departmental operations and customer service.
- Organize CAP Staff into proper divisional teams and provide appropriate organizational structure and leadership.
- Improve CAP internal controls for documentation, storage and notification of permits and licenses.
- Streamlining the permitting process now that we are located within Town Hall with the Engineering and Zoning departments.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

## Building Services Department Expenditures

Line Item Prefix: 001-2100-524-:		FY 2013 Actual	FY 2014 Actual	FY 2015 Current Budget	FY 2015 Projected	FY 2016 Proposed
Suffix	Object Description					
34100	Other Contractual Services	264,635	288,461	250,000	400,000	300,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>264,635</b>	<b>288,461</b>	<b>250,000</b>	<b>400,000</b>	<b>300,000</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>264,635</b>	<b>288,461</b>	<b>250,000</b>	<b>400,000</b>	<b>300,000</b>

### Major Variance from Current Budget FY 2015 to Projected FY 2015

Code	Amount	Explanation
34100	\$150,000	Increase primarily due to residential development.

### Major Variance or Highlights of the Departmental Budget - FY 2015 Projected to FY 2016 Proposed

Code	Amount	Explanation
34100	(\$100,000)	Anticipated reduction in residential development

# **Code Enforcement Services Department**

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

The Code Enforcement Services Department (as well as zoning permit plans processing and issuance of certificates of use discussed further within the Planning & Zoning Department) is managed by the contractual firm of CSI, Inc. and consists of a code enforcement official, code enforcement officer, and an administrative assistant. 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 Engineering Department and the Clerk's Office, by performing inspection services to the former and records requests to the latter. With Town Council consent, the Department performs proactive enforcement when the issues relate to bulk trash, fill and overgrown lots or 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 2014/2015 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.
- Instituted foreclosure actions of properties with outstanding violations.
- Continued collection of outstanding fire fees for the Finance Department via disclosure in the lien search process.
- Continued enforcement and assistance of the Police and Fire Department providing notices for false alarms based on the reports provided to us by their respective offices'.
- Continual sweep and cleanup of main roadways of debris and signs illegally placed.
- The department has scanned into electronic format all code cases from 2008 to 2011; we are projecting to finish 2012 by September 30, 2015.

**Issues:**

- The Code Enforcement Department continues to receive complaints about properties in foreclosure that fail to be maintained. These properties are often overgrown and present a danger to children. As such, the Department has implemented a correction process and the fees are collected via the lien process. A request for assistance and correction is sent to various contractors to remediate. In addition, a database exists to have a clear idea of locations with this issue, and to provide the police department with this information. Police monitor these locations to assure that they are not being used by transients or impacting the health and safety of the community. As the economy improves, many of these properties have new ownership, and as such they have begun a trend towards correction and closure of outstanding violations.
- Continued proactive enforcement and removal of signs placed in the right of way based on patrol and citizens' complaints. These signs, often called "snipe signs," advertise everything from painting, roofing, to screen and computer repair and are scattered along the roadway. Leaving these signs out for any period of time can cause them to increase in numbers dramatically as well as present a hazard to transportation. Legislation was approved by Town Council giving authority to residents to remove these signs as they deem appropriate.
- The Code Enforcement Department is often asked for a list of all 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.
- In addition to the previous database, we have created a database with a list of homestead properties which currently have a lien against them. The liens cannot be enforced as case law prevents the Town from doing so. Once the properties are sold we begin to pursue collections of these liens.
- We continue to work with the Police Department in an effort to take care of animal nuisances. Animal nuisances can present themselves in various forms. Among them are dogs loose around the Town, cattle that may escape from the property owners, 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 work with the owners to correct 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 bulk trash limit maximum, 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. Impacted property owners are 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 allowing for a rapid response for emergency services.
- Code Enforcement assists the Police Department by handling all non-emergency public nuisances. These are minor crimes that affect health, morals, safety, comfort, convenience, or welfare of a community. Most issues are resolved by providing the violators with a notice that their actions are having an adverse effect on their neighbors. This process helps alleviate the time spent by other resources from the Town and County. Such issues include noise complaints, hazardous materials not being properly contained, as well as malarial ponds and pools. The education provided by the department provides owners with the knowledge needed to conduct their business properly and avoid potential liability.

#### **Fiscal Year 2015/2016 Performance Objectives:**

- The Department will continue updating the foreclosure list of properties that are problematic or abandoned. Continue to work with other regulatory agencies in an effort to expedite the process. Continue to provide assistance in correcting these issues via a private contractor and assessing a lien on the property to ultimately get reimbursed.
- 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 night time hours. Continue to 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 Solid Waste Collection franchisee for efficiency and outstanding service. In addition we will continue to identify those locations where the private contractor has damaged the right of way area while performing bulk pickup, to correct this issue and maintain those areas.
- Will continue to remove snipe signs from the right of way, and identify repeat violators. Create an information log of the responsible parties and take them through the process of citation and special magistrate in an effort to permanently reduce the amount within swale areas.
- We will continue to enforce and provide information related to bulk waste as well as in the monthly newsletter to inform residents of all the regulations.
- The Department will enforce issues related with Nurseries and Landscape Company locations. These issues relate to the parking of vehicles at the various properties and using them as staging area for the companies.

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

**Personnel Complement:**

	Adopted FY 2015			Proposed FY 2016		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Records Coordinator		.2		0		
<b>Total</b>		.2		0		

NOTE: The Records Coordinator is no longer apportioned 20% to this Department due to the fact that the contractor (CSI, Inc.) is presently utilizing its own Administrative Assistant.

## Code Enforcement Department Expenditures

Line Item Prefix: 001-2300-524-:		FY 2013 Actual	FY 2014 Actual	FY 2015 Current Budget	FY 2015 Projected	FY 2016 Proposed
Suffix	Object Description					
12100	Regular Salaries & Wages	10,261	3,805	6,180	6,150	-
21100	Payroll Taxes	773	186	473	470	-
23100	Life & Health Insurance	-	-	1,500	1,314	-
24100	Workers Compensation	220	330	110	-	-
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>11,254</b>	<b>4,321</b>	<b>8,263</b>	<b>7,935</b>	<b>-</b>
31010	Professional Services	6,500	6,875	8,500	7,000	7,000
34100	Other Contractual Services	137,276	124,483	135,960	122,443	123,800
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>143,776</b>	<b>131,358</b>	<b>144,460</b>	<b>129,443</b>	<b>130,800</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>155,030</b>	<b>135,679</b>	<b>152,723</b>	<b>137,378</b>	<b>130,800</b>

### Major Variance from Current Budget FY 2015 to Projected FY 2015

Code	Amount	Explanation
34100	(\$13,517)	Approved contract amendment cost was lower than anticipated

### Major Variance or Highlights of the Departmental Budget - FY 2015 Projected to FY 2016 Proposed

Code	Amount	Explanation
12100	(\$6,150)	Records Clerk allocation no longer necessary

## **Planning & Zoning**

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

The Planning and Zoning Departments work to protect the Town's rural character through planning and review of development proposals. Planning functions are outsourced to the Mellgren Planning Group (TMPG). The Planning Department's services include assisting residents in determining how their property may be used or developed; explaining platting requirements; processing public hearing items that include land use plan amendments, re-zonings, platting, site plans and variances.

The Planning 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 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.

Zoning permit plans review and issuance of Certificates of Use are outsourced to the contractual firm of CSI, Inc. In addition, the Department provides support to the Engineering Department by performing inspection services.

Both TMPG and CSI, Inc. regularly coordinate the Town's efforts with the Town Attorney's office.

### **Fiscal Year 2014/2015 Accomplishments:**

- Reviewed and processed twelve public hearing items
- Drafted and managed two Town-initiated comprehensive plan amendments
- Facilitated CPAB in evaluating and making recommendations regarding standards for non-commercial farms
- 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.
- Streamlined the permitting process by moving zoning plan reviews to Town Hall.
- Worked closely with the Town Council to reduce permit fees.



**Issues:**

- The Comprehensive Plan has been amended a number of times since the last update of the Unified Land Development Code, such that the Code is not fully consistent with the Plan as required by Ch. 163. F.S. Funding should be allocated to update the Code to ensure compliance with Florida Statutes.

**Fiscal Year 2015/2016 Performance Objectives:**

- 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.
- The Zoning Department will gather information and send letters to the various businesses with current Certificates of Use, in an effort to provide them with the specific guidelines associated with the Certificate of Use. The use of the letters will serve as informative, but also as a mean to bring to their attention the strict guidelines related to nurseries.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

## Comprehensive Planning and Zoning

Line Item Prefix: 001-2500-515-:		FY 2013 Actual	FY 2014 Actual	FY 2015 Current Budget	FY 2015 Projected	FY 2016 Proposed
Suffix	Object Description					
34300	Other Contractual Svcs - P&Z Permits	70,267	93,566	75,000	60,000	60,000
34310	Other Contractual Svcs - P&Z Hearings	37,475	32,004	40,500	30,000	40,500
34320	Other Contractual Svcs - P&Z Town	23,832	15,538	10,000	13,000	35,000
34330	Other Contractual Svcs - P&Z Land Use	-	20,327	20,000	30,000	20,000
49100	Other Current Charges	431	1,457	2,500	2,500	2,500
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>132,004</b>	<b>162,892</b>	<b>148,000</b>	<b>135,500</b>	<b>158,000</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>132,004</b>	<b>162,892</b>	<b>148,000</b>	<b>135,500</b>	<b>158,000</b>

### Major Variance from Current Budget FY 2015 to Projected FY 2015

Code	Amount	Explanation
34300	(\$15,000)	Permitting fee(s) reduction imposed during FY 15
34310	(\$10,500)	Unanticipated reduction in P&Z hearings
34320	\$3,000	Includes Broadwing property land development costs
34330	\$10,000	Increased Farm bill and telecommunications land issues

### Major Variance or Highlights of the Departmental Budget - FY 2015 Projected to FY 2016 Proposed

Code	Amount	Explanation
34310	\$10,500	Line item represents 100% cost recovery
34320	\$22,000	To provide for proposed Broadview plating program modification
34330	(\$10,000)	Provision for CPAB reduced by farm bill

# FUNDED

Town of Southwest Ranches, Florida

## FY 2016 Program Modification

### Broadwing Community Facility Platting

Department Name	Division Name	Fund	Priority	Fiscal Impact
Planning & Zoning	Engineering	General	1	\$25,000

#### Justification and Description

This request is for platting the Broadwing property for "Community Facility" use.

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

The Town owns the Broadwing site located at 20951 Griffin Road. If the site is not platted, then it cannot be developed &/or increase its marketability. The \$25,000 cost is estimated and the 'Community Facility' designation allows for some flexibility in the public development process. Platting will take approximately 8-10 months and requires the professional services of a surveyor, engineer and a planner.

#### Required Resources

Line item	Title or Description of request	Cost
001-2500-515-34320	Other Contractual Services – P&Z Town Requests	\$25,000

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

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

Engineering Services (ES) is a division of the Public Works Department. ES conducts plan review and inspections of proposed development including filling, excavating, and re-grading of lands on primarily a cost recovery basis. Staff assists the regulated community with interpretations of the Unified Land Development Code (ULDC) of the Town's Code of Ordinances. Staff provides technical assistance to other departments including the Code Enforcement Department by providing code interpretations and inspections of code violation activities. Staff also prepares construction bid documents and processes purchasing solicitations for capital improvement projects.

Community Services (CS) is also a division of the Public Works Department and identifies grant sources and develops grant applications for Town departments including Public Works, Fire Rescue Services, the Town's Police and Parks, Recreation and Open Space Departments. Staff manages approved grants and the implementation of programs funded by multiple sources to ensure compliance with regulatory agency requirements. CS staff provide liaison functions to the Comprehensive Plan Advisory Board (CPAB). Staff also provide input to the Town Advisory Boards and Town Council concerning the development of policies and procedures concerning review and the development of the Town's Comprehensive Plan addressing various elements including Future Land Use, Housing, Transportation, Recreation and Open Space, Conservation, Utilities, Public School/Institutional Facilities, Intergovernmental Coordination, and Capital Improvements.

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

The 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. Public Works Department staff provides citizens with assistance on issues related to the National Flood Insurance Program (NFIP) and administers the implementation of the Town's NPDES program.

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

**FY 2014/2015 Accomplishments:**

- Received and processed 256 development construction permit applications.
- Secured funding agreements with the Florida Department of Environmental Protection and the Central Broward Water Control District to complete construction of bridge culvert and crossing and headwall replacement at the intersection of Thoroughbred Lane and Palomino Drive.
- Secured funding agreements with the Florida Department of Environmental Protection for Phase I and Phase II tertiary drainage improvements along SW 54th Place.
- Secured funding agreements with the Florida Department of Environmental Protection for construction of the Drainage Interconnect Improvement Project, which includes six (6) drainage improvements sub-projects.
- Completed Surveying and Design of the Drainage Interconnect Improvements within various locations throughout Southwest Ranches including:
  - Hancock Road and Mustang Trail
  - Dykes Road
  - SW 210 Terrace
  - SW 63<sup>rd</sup> Street
  - SW 195<sup>th</sup> Terrace.
- Secured funding agreements with the Florida Department of Transportation for the construction of SW 190<sup>th</sup> Avenue roadway extension.
- Prepared conceptual Design of the SW 190<sup>th</sup> Avenue to secure additional right of way from adjacent property owners.
- Secured funding agreements with the Florida Department of Transportation for the installation of 4,500 linear feet of guardrails along Stirling Road.
- Completed the surveying and design for the construction of 4,500 feet of guardrails along Stirling Road.
- Completed the Rolling Oaks Barn Design/Build Community Center.
- Oversaw compliance and construction of the Broward County Phase III Grant for development of the restroom, pavilion, fencing, landscaping, and playground in the Country Estates Park.
- Oversaw compliance of the Broward County Partners in Preservation Grant for the removal of exotic species in the Country Estates Park jurisdictional wetlands.

- Successfully managed and oversaw compliance and bid documents for the construction of the Office of Greenways and Trails Grant for development of the trails and trailhead amenities in Country Estates Park.
- Constructed Traffic Calming Improvements including enhanced speed humps and pavement markings in the Country Estates neighborhood along SW 185<sup>th</sup> Way, SW 186<sup>th</sup> Avenue and SW 188<sup>th</sup> Avenue.
- Completed construction and permitting of the Town's entranceway signs along Griffin Road.
- Completed design, specifications and bid documents for the Fiscal Year 2016 road segments of the Transportation and Surface Drainage On-Going Rehabilitation (TSDOR) Program (construction scheduled to commence November 2015).
- Coordinated the Town's engineering and surveying consultant continuing services contracts.
- Awarded a \$100,000 grant from the State of Florida for development of Calusa Corners Park.

**Issues:**

- Availability of funding for ongoing street maintenance and repairs.
- Availability of funds for critical capital projects, including a proposed emergency operations center.
- Monitoring changes to Federal, State and Local grant requirements.

**FY 2015/2016 Primary Objectives:**

- Complete Fiscal Year 2016 Transportation and Surface Drainage On-Going Rehabilitation (TSDOR) Program road construction.
- Complete Fiscal Year 2017 TSDOR program road design and bid document preparation.
- Complete Fiscal Year 2018 TSDOR program road improvement Right of Way acquisition.
- Prepare the NPDES Annual Report.
- Implement the Bacteriological Pollution Control Plan in compliance with the fecal coliform bacteria total maximum daily loading (TMDL) as established by the Florida Department of Environmental Protection (FDEP).
- Complete construction of funded road and drainage capital improvement projects.
- Continue to monitor and secure grant funding for capital improvement projects.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

**Personnel Complement:**

	Adopted FY 2015			Proposed FY 2016		
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 Coordinator	1					
Engineer I				1		
<b>Total</b>	<b>2.5</b>			<b>2.5</b>		

NOTE: The Administrative Coordinator position was reclassified to an Engineer I position during mid FY 2015.

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

Line Item Prefix: 001-2600:		FY 2013 Actual	FY 2014 Actual	FY 2015 Current Budget	FY 2015 Projected	FY 2016 Proposed
Suffix	Object Description					
515-12100	Regular Salaries & Wages	146,170	139,281	161,569	158,177	177,731
515-21100	Payroll Taxes	10,411	10,351	12,360	12,101	13,596
515-22100	Retirement Contribution	-	3,583	8,078	7,090	8,887
515-23100	Life & Health Insurance	7,977	10,962	17,500	16,740	20,883
515-24100	Workers Compensation	550	1,123	550	2,838	3,975
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>165,107</b>	<b>165,301</b>	<b>200,057</b>	<b>196,946</b>	<b>225,072</b>
539-34100	Other Contractual Services	-	24,269	-	8,823	-
539-40100	Mileage Reimbursement	1,403	379	750	250	500
539-49100	Other Current Charges	-	-	2,500	2,000	2,500
539-54100	Subscriptions and Memberships	-	234	1,000	1,000	1,250
539-55100	Training and Education	-	87	1,000	1,000	2,750
539-55200	Conferences and Seminars	1,308	-	1,500	1,000	1,500
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>2,711</b>	<b>24,969</b>	<b>6,750</b>	<b>14,073</b>	<b>8,500</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>167,818</b>	<b>190,270</b>	<b>206,807</b>	<b>211,019</b>	<b>233,572</b>

**Major Variance from Current Budget FY 2015 to Projected FY 2015**

Code	Amount	Explanation
34100	\$8,823	Increase due to admin contractual services required

**Major Variance or Highlights of the Departmental Budget - FY 2015 Projected to FY 2016 Proposed**

Code	Amount	Explanation
12100	\$19,554	Increase primarily due to position reclassification to Eng I
34100	(\$8,823)	Decrease due to administrative contractual svcs no longer required
55100	\$1,750	Increase necessary to accommodate training for Eng I



## **Public Safety - Police Department**

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

The Public Safety - Police Department is managed under a contractual agreement with the Town of Davie, Florida 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 2014/2015 Accomplishments:**

- Public safety personnel have been trained about specific issues and procedures unique to Southwest Ranches
- Patrol personnel assigned to the Town obtained Speed Measurement certification
- Fostered a close working relationship with Town employees as well as its resident stake holders.
- Identified public safety personnel to attend all Council and HOA meetings.
- Completed numerous enforcement requests for traffic concerns throughout the Town
- Held two Citizen's Police Academy sessions which were offered and attended by Town residents.
- Assigned Detective obtained large animal investigation certification

### **Issues:**

- Ensuring documents, citations, and records are processed timely in coordination with appropriate jurisdictions and organizations.
- Monitor and provide notice of the rotation of personnel assigned to the Town.
- Continue to improve on the geo-verification and mapping of address points and neighborhood polygons within the OSSl Records Management System so as to increase the accuracy of Crime Analysis and Hot Spot Mapping.

### **Fiscal Year 2015/2016 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 promptly 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 or exceed the requirements of the contract.
- 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 comply with specified departmental performance measures of the Town’s Strategic Plan.

## Public Safety: Police Department Expenditures

Line Item Prefix: 001-3000-521-:		FY 2013 Actual	FY 2014 Actual	FY 2015 Current Budget	FY 2015 Projected	FY 2016 Proposed
Suffix	Object Description					
34100	Other Contractual Svcs-Police	1,991,740	2,557,304	2,393,458	2,310,548	2,402,969
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>1,991,740</b>	<b>2,557,304</b>	<b>2,393,458</b>	<b>2,310,548</b>	<b>2,402,969</b>
64100	Machinery and Equipment	1,104	5,500	2,500	760	2,500
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>1,104</b>	<b>5,500</b>	<b>2,500</b>	<b>760</b>	<b>2,500</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>1,992,844</b>	<b>2,562,804</b>	<b>2,395,958</b>	<b>2,311,308</b>	<b>2,405,469</b>

### Major Variance from Current Budget FY 2015 to Projected FY 2015

Code	Amount	Explanation
34100	(\$82,910)	Lower than anticipated Public Safety Police contractual services

### Major Variance or Highlights of the Departmental Budget - FY 2015 Projected to FY 2016 Proposed

Code	Amount	Explanation
34100	\$92,421	Provision for up to 4% contractual personnel escalator
64100	\$1,740	Increase for an anticipated FDLE grant during FY 2016

## **Public Safety - Fire Administration and 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 2014/2015 Accomplishments:**

Fire Prevention 2014

- Completed 172 Annual Inspections
- Completed 1 Re-inspections
- Completed 46 Plan Reviews
- Completed 1 Site Plan Reviews
- Completed biannual Inspections of Town fire wells (293 Fire Well Inspections)

Fire Prevention 2015 YTD

- Completed 21 Annual Inspections
- Completed 4 Re-inspections
- Completed 2 Plan Reviews
- Completed Inspections of all Town of Southwest Ranches fire wells on first pass)

Fire Operations and Emergency Medical Services

- Responded to 794 incidents in 2014
- Responded to 382 incidents in 2015 YTD
- Performed daily in house training with Southwest Ranches Volunteer Firefighters
- Maintained active role in working with Southwest Ranches Volunteer Firefighters on all incidents.

## Southwest Ranches' Training for 2014

- Provided 2561 Hours of Training for SWR personnel (does not include any recruit hours)
  - SWR personnel participated in the Cities Readiness Initiative (CRI) exercise
  - SWR personnel participated in the Town of Davie Hurricane exercise
  - Advanced Cardiac Life Support (ACLS) classes
  - Medical protocols training
  - Medical Director / EMS Division Meeting
  - Hurricane preparedness and rapid impact assessment training
  - HIPAA training and biowaste training
  - Training on donning/doffing of Personal Protection Equipment (PPE) and Ebola
  - Provided EMT/Paramedic recertification information to SWR personnel and an audit of their continuing education credits obtained for renewal.
  - Fire Ground Skills
  - Annual Required Endurance Drill
  - Extrication Training
  - Mayday Drills at Ruby Tuesday Acquired Structure
  - Elevator Safety
  - Target Hazard Pre-Incident Plan

## **Davie Fire Rescue Fiscal Year 2015/2016 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.

The Training Division began researching a new computer based learning management system in January 2014. We desired a system that would provide the following:

- 1) Online CEU training for EMS Paramedic and EMT recertification
- 2) Online CEU training for Fire Instructor and Inspector
- 3) A training record management system that met the requirements to improve our training record documentation and ISO rating

With approval through the budget process, Davie Fire Rescue elected to purchase Target Solutions Software as our new training documentation and learning management system (LMS). Although the cost is significantly more than the previous LMS (CentreLearn), it vastly improves our record keeping, meets all requirements we were looking for and is more user friendly.

The program went live in December 2014 with computer based modules and documentation of Facility Training. We have been making rounds to the Station Officers and training them on Target Solutions capabilities so we can use the product to its full potential.

Davie Fire Rescue will continue to provide Southwest Ranches volunteers with training on Target Solutions. Southwest Ranches Volunteer Fire Department agrees the system will work out much better for them and their record keeping as well. They have full access to the program in order to document their training and track personnel certifications.

Periodically Southwest Ranches Volunteer Fire Department will receive updates as Davie Fire Rescue's Training Division continues to provide training to all personnel on Target Solutions.

As of March 2013, The Town's Insurance Service Office (ISO) rating went from a Class 5 rating to a single rating of Class 3/9 Town wide. Currently, Davie Fire Rescue is in the process of improving our criteria that is needed to become a Class 1 Fire Rescue Department.

### **Southwest Ranches 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 firefighters working cohesively with Davie Fire Rescue.

- 2). Respond to emergency and non-emergency incidents.
- 3) Training all firefighters, driver-engineers, officers, and probationary firefighters
- 4) Making sure all shifts and special events are sufficiently staffed by appropriate Volunteer Firefighters
- 5) Overseeing and monitoring finances including submitting check requests to the Finance Department for payment to vendor providers as budgeted.
- 6) Handling procurement to purchase and maintain all fire apparatus and equipment
- 7) Arranging for volunteer firefighters, residents and others to be trained at a Large Animal Technical Rescue Awareness class at no cost to the Town.
- 8) Acting as a liaison with neighboring fire & police departments.
- 9) Provide public relations and public information services similar to Davie, as previously mentioned.

**Southwest Ranches Volunteer Fire Rescue FY 2014/2015 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 5900 hours of practical and computer based fire and EMS training.
- Added another certified fire instructor to our roster and expect to add more this year. These are volunteer positions; none of our training staff receive monetary compensation.
- Completed training that was funded by a FEMA/federal grant. Once completed, all department officers will be state certified to Fire Officer II, Fire Inspector I and Fire Investigator I levels. Department Captains will be certified to Fire Officer III, Fire Inspector I and Fire Investigator I.
- Trained 35 of our Firefighters to become state certified Driver/Engineers.
- Acquired and received training for Epi Pens and I-gels as part of our BLS medical response. These items are now equipped on all of our apparatus.
- Completed another 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.
- Provided two (2) volunteer personnel to work with a Davie Fire Inspector for the



annual fire well testing program.

- Implemented a replacement program for a majority of our Personal Protective Equipment (PPE) that had exceeded the NFPA and Manufacturer recommended lifespan (10 Year lifespan).
- Implemented an SCBA bottle replacement program to provide SCBA bottles that will meet NFPA and Manufacturer recommendations..

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

- It is recommended that additional firefighter/EMT/Paramedics be recruited and retained to assure a strong core of fully trained personnel specifically for our Town.
- There are locations within the Town that have been identified for well replacement and/or new wells which need attention.
- We have identified that we need to replace all of our radios with new TDMA technology during FY 2017. The town and the department are finalizing a program with Broward County to resolve this issue.
- The need for permanent, hurricane resistant building(s) to house all responders in inclement weather and to keep them in service within our Town at all times.
- A longer term vision is desired from Town Council to increase the Southwest Ranches Fire Rescue Fire/EMS services to provide more cost effective and efficient services to the town.

#### **Southwest Ranches Volunteer Fire Rescue Fiscal Year 2015/2016 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 recruit and retain experienced personnel to serve the Town.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

**Personnel Complement:**

	Adopted FY 2015			Proposed FY 2016		
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 2013 Actual	FY 2014 Actual	FY 2015 Current Budget	FY 2015 Projected	FY 2016 Proposed
Suffix	Object Description					
13100	Part-Time Salaries & Wages	52,000	52,000	52,000	31,833	30,000
21100	Payroll Taxes	3,978	3,978	3,978	2,435	2,295
24100	Workers Compensation	3,113	3,596	2,704	2,704	2,400
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>59,091</b>	<b>59,574</b>	<b>58,682</b>	<b>36,972</b>	<b>34,695</b>
31010	Professional Services	-	30,562	1,500	1,000	1,500
34100	Other Contractual Services-Fire	2,388,000	2,483,520	2,582,860	2,582,860	2,686,174
49100	Other Current Charges	1,986	10,803	25,000	25,000	15,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>2,389,986</b>	<b>2,524,884</b>	<b>2,609,360</b>	<b>2,608,860</b>	<b>2,702,674</b>
63100	Infrastructure - General	-	-	6,050	5,500	-
63120	Infrastructure - Fire Wells	25,000	-	18,950	19,500	15,000
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>25,000</b>	<b>-</b>	<b>25,000</b>	<b>25,000</b>	<b>15,000</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>2,474,077</b>	<b>2,584,458</b>	<b>2,693,042</b>	<b>2,670,832</b>	<b>2,752,369</b>

### Major Variance from Current Budget FY 2015 to Projected FY 2015

Code	Amount	Explanation
13100	(\$20,167)	Reduction due to Nov 2014 Council action

### Major Variance or Highlights of the Departmental Budget - FY 2015 Projected to FY 2016 Proposed

Code	Amount	Explanation
34100	\$103,314	Increased 4% pursuant to Fire contractual commitment
63100	(\$5,500)	Replacement of septic tank performed prior FY

## Public Safety-Volunteer Fire Services Expenditures

Line Item Prefix: 001-3200-522-:		FY 2013 Actual	FY 2014 Actual	FY 2015 Current Budget	FY 2015 Projected	FY 2016 Proposed
Suffix	Object Description					
31010	Professional Services	21,462	10,638	19,500	19,500	20,600
41100	Telecommunications	7,304	8,726	10,000	8,000	7,920
43100	Electricity	7,568	8,201	10,000	8,000	9,000
43110	Water & Sewer	-	3,984	4,500	4,250	4,500
46020	Building Maintenance	11,424	5,760	10,500	10,500	10,500
46030	Equipment Maintenance	3,425	9,170	6,000	9,000	8,000
46110	Miscellaneous Maintenance	725	753	2,500	2,000	2,250
46120	Vehicle Maintenance & Repair	30,662	43,977	23,000	20,000	20,000
52140	Uniforms	213	204	2,500	1,250	2,500
52160	Gasoline	13,664	13,177	17,500	15,000	16,000
52900	Miscellaneous Operating Supplies	14,810	13,336	14,500	7,000	7,500
55100	Training & Education	10,796	18,253	38,417	38,417	5,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>122,054</b>	<b>136,179</b>	<b>158,917</b>	<b>142,917</b>	<b>113,770</b>
64100	Machinery and Equipment	10,578	5,820	59,537	53,037	30,881
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>10,578</b>	<b>5,820</b>	<b>59,537</b>	<b>53,037</b>	<b>30,881</b>
581-91201	Transfer to Debt Service Fund	18,122	18,122	18,122	18,122	6,500
581-91102	Transfer to Volunteer Fire Fund	249,217	251,532	215,040	141,427	111,291
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>267,339</b>	<b>269,654</b>	<b>233,162</b>	<b>159,549</b>	<b>117,791</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>399,970</b>	<b>411,653</b>	<b>451,616</b>	<b>355,503</b>	<b>262,442</b>

### Major Variance from Current Budget FY 2015 to Projected FY 2015

Code	Amount	Explanation
52900	(\$7,500)	Unanticipated decline in operating supplies required
91102	(\$73,613)	Reduction due to Nov 2014 Council action (effective 1/1/15)

### Major Variance or Highlights of the Departmental Budget - FY 2015 Projected to FY 2016 Proposed

Code	Amount	Explanation
55100	(\$33,417)	Decrease due to completion of FEMA/Fire grant training (100% reimburse)
64100	(\$22,156)	Reduction in number and dollars of Program Mods
91102	(\$30,136)	Reduction reflects full year implementation of Nov 14 council action
91201	(\$11,622)	Reduction due to final year payoff for Engine 82

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Project	Volunteer Fire – Commercial Chassis Fire Pumper Vehicle						
Priority	Public Safety - #2			Project Manager	Volunteer Fire Chiefs		
Department	Fire Administration			Division			
Project Location	Townwide						
Fiscal Year:	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total	Prior Years
Machinery & Equipment	\$ 25,500	\$ 29,486	\$ 29,486	\$ 29,486	\$ 29,486	\$ 143,444	
Other (Specify)							
TOTAL COST	\$ 25,500	\$ 29,486	\$ 29,486	\$ 29,486	\$ 29,486	\$ 143,444	
Revenue Source	GF-FB (restricted reserves)	GF-FB	GF-FB \$20,000 FA \$9,486	FA	FA	GF-FB 74,986 FA 68,458	
Description (Justification and Explanation)							
<p>The asset (\$206,497 truck) will be purchased by the Town via a Bank financed equipment lease/purchase agreement with an eight (8) year amortization at 2.56%. 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 \$25,000.</p> <p>The request is to purchase a commercial chassis Pumper fire apparatus vehicle. 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 was completed and determined that 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.</p> <p>The Commercial Chassis Pumper Vehicle will be fully equipped with a 1250 gpm fire pump and will have the ability to carry 1,000 gallons of water along with all other standard firefighting equipment for a class 1 apparatus most of which will be salvaged from Engine 82. The Department, as well as the Townwide Fire operational study, has identified this as a crucial need to maintain the fire suppression service for the Town. A 8-year lease purchase finance option is recommended, with the utilization during FY 2016 of \$25,500 in down payment from restricted GF- Fire Control Fund Balance (reserves) previously received from the sale of two VFD vehicles during FY 2014. This new apparatus will be the front line replacement for the Department's aging Engine 82. Engine 82 was built in 1995 and is reaching the end of its useful life as a first-line response unit and will be sold after delivery of the new apparatus to provide funding for the required annual lease payments during FY 2017 and partially for FY 2018. This new Commercial Chassis Pumper Vehicle apparatus will meet all NFPA recommended practices.</p>							
Annual Impact on Operating Budget							
Personal							
Operating							
Replacement Costs	Year: \$18,150		\$206,497-\$25,000 residual value = \$181,497 / 10 years				
Revenue/Other							
Total	\$18,150						

# FUNDED

Town of Southwest Ranches Capital Improvement Project							
<b>Project</b>	<b>Fire Wells Replacement and Installation</b>						
<b>Priority</b>	<b>Public Safety - #1</b>	<b>Project Manager</b>	<b>Volunteer Fire Chiefs</b>				
<b>Department</b>	<b>Fire Administration</b>	<b>Division</b>					
<b>Project Location</b>	<b>Townwide</b>						
<b>Fiscal Year</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>	<b>Prior Years</b>
<b>Plans and Studies</b>							
<b>Construction</b>	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000	\$130,000
<b>Other</b>							
<b>TOTAL COST</b>	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000	\$130,000
<b>Revenue Source</b>	<b>FA</b>	<b>FA</b>	<b>FA</b>	<b>FA</b>	<b>FA</b>	<b>FA</b>	<i>GF=\$80,000 FA=\$50,000</i>
<b>Description (Justification and Explanation)</b>							
<p>The Town Council has determined that it is in the best interest of the health, safety and welfare of its residents to provide services for the replacement and installation, including drilling, of fire protection water wells. Annual funding is permitted and proposed as a new component of the Fire Special Assessment at a cost of approximately \$3,125 - \$5,000 each (for up to 8 wells).</p> <p>There are a limited number of fire hydrants serviced by the City of Sunrise Utilities, but the majority of the Town is dependent on fire wells. The location of such and functionality has an impact on the well-being of the residency and an impact on the insurance rating of the municipality. As a municipality, the health, safety and welfare of the citizenry is paramount.</p> <p>Historically, fire wells may be damaged, test dry or sand infiltrated in which case they must be replaced. "Whether 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>							
<b>Annual Impact on Operating Budget</b>							
<b>Personnel</b>			<p>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</p>				
<b>Operating</b>	\$ 15,000						
<b>Replacement Costs</b>							
<b>Revenue/Other</b>							
<b>Total</b>							

# FUNDED

Town of Southwest Ranches, Florida

## FY 2016 Program Modification

### Bunker Gear Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety	General Fund	1	\$21,821

#### 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	STATUS
FY 2014 – 2015 *	21	24	\$18,081	\$25,896	\$43,977	<b>FUNDED</b>
FY 2015 – 2016 *	9	13	7,749	14,027	21,821	<b>FUNDED</b>
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 2014 through FY 2016 obtained through FMIT matching grants; as well as 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	Cost
001-3200-522-64100	Machinery & Equipment	\$21,821

# FUNDED

Town of Southwest Ranches, Florida

## FY 2016 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*	STATUS
FY 2014 – 2015	4	\$ 4,060	<b>FUNDED</b>
FY 2015 – 2016	4	4,060	<b>FUNDED</b>
FY 2016 – 2017	--	--	
FY 2017 – 2018	8	8,120	
FY 2018 – 2019	<u>12</u>	<u>12,180</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	Cost
001-3200-522-64100	Machinery & Equipment	\$4,060



# **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 divisions, Executive and Non-Departmental Departments for services affecting public property. Due to the Town's permit fee schedule, this department also administers all non-cost recoverable tree removal permits and inspections.

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

## **Fiscal Year 2014/2015 Accomplishments:**

- Completed, with Engineering and Community Services divisions, initial development of the Country Estates Park, including playground, picnic shelter, multiuse trail, and restroom facilities.
- Completed, with Engineering and Community Services divisions, renovation of the Rolling Oaks Barn for public use as an indoor Community facility.
- Completed exterior landscaping improvements for Town Hall, Rolling Oaks Barn and Country Estates Park, as well as for multiple traffic calming locations.
- Completed and implemented rental policies for park facilities.
- Completed procurement of new contracts for Town Property management and maintenance, including Parks and other properties, irrigation systems, rights of way, and facilities.
- Hosted 10 parks/forestry/natural resources-related events serving thousands of residents as well as the general public.
- Successfully completed multiple grant commitments through reimbursement realizing incoming revenue for the Town.
- Secured the Town's annual Tree City USA designation and USA Growth awards.
- Provided instruction on Green Industries Best Management Practices to hundreds of industry professionals through partnership with State of Florida and University of Florida/Broward County Extension Education Division.

- Hosted an annual meeting for the Landscape Inspectors Association of Florida.

#### **Issues:**

- Securing sufficient revenue for further development of grant acquired park properties in accordance with acquisition grant requirements.
- Maximize the department's efficiency and ability to serve multiple purposes.
- Managing increased demand and utilization for two new PROS facilities.

#### **Fiscal Year 2015/2016 Performance Objectives:**

- Implementation of funded segments of the capital program.
- 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
- Further development of the Town's Public Space Tree Inventory and Public Outreach.
- Achieve International Society of Arboriculture Municipal Specialist Certification.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

#### **Personnel Complement:**

	Adopted FY 2015			Proposed FY 2016		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Parks, Recreation and Open Space Coordinator	1			1		
Administrative Assistant					1	
<b>Total</b>	<b>1</b>			<b>1</b>	<b>1</b>	

NOTE: Please refer to the program modification attached for details pertaining to the proposed funding in FY 2016 for a new part-time PROS Administrative Assistant.

## Parks and Open Spaces Department Expenditures

Line Item Prefix: 001-3600-572-:		FY 2013 Actual	FY 2014 Actual	FY 2015 Current Budget	FY 2015 Projected	FY 2016 Proposed
Suffix	Object Description					
12100	Regular Salaries & Wages	57,125	61,973	64,929	64,929	68,174
13100	Part Time Salaries & Wages	-	-	-	-	10,400
21100	Payroll Taxes	3,785	4,310	4,967	4,967	6,011
22100	Retirement Contribution	-	1,561	3,246	3,246	3,409
23100	Life & Health Insurance	4,437	6,692	9,000	8,032	8,344
24100	Workers Compensation	220	1,100	220	1,131	1,752
<b>TOTAL</b>	<b>PERSONAL EXPENSES</b>	<b>65,567</b>	<b>75,636</b>	<b>82,362</b>	<b>82,306</b>	<b>98,090</b>
34100	Other Contractual Services	72,441	68,114	-	-	-
40100	Mileage Reimbursement	3,785	2,000	500	-	150
41100	Communication Services	-	-	-	2,816	3,072
43100	Electricity	7,569	7,291	10,500	12,000	15,000
43110	Water & Sewer	731	617	1,000	1,800	5,200
46040	Ground Maintenance-Parks	19,663	12,488	184,008	186,983	194,381
46050	Tree Maintenance/Preservation	42,907	14,461	25,150	25,150	25,200
46060	Lake Maintenance	8,640	8,640	11,615	11,615	15,780
46110	Misc Maintenance & Repair			20,000	20,000	18,000
52900	Misc Operating Supplies		2,110	3,000	3,000	3,000
54100	Subscriptions and Memberships	680	878	835	835	835
55100	Training and Education	420	2,419	2,295	2,295	2,295
55200	Conferences and Seminars	1,059	1,172	2,295	2,295	2,295
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>157,895</b>	<b>120,190</b>	<b>261,198</b>	<b>268,789</b>	<b>285,208</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>223,462</b>	<b>195,826</b>	<b>343,560</b>	<b>351,095</b>	<b>383,298</b>

### Major Variance from Current Budget FY 2015 to Projected FY 2015

Code	Amount	Explanation
41100	\$2,816	Internet service within two new facilities for 2016 not budgeted

### Major Variance or Highlights of the Departmental Budget - FY 2015 Projected to FY 2016 Proposed

Code	Amount	Explanation
13100	\$10,400	Increase due to proposed PT admin asst program mod
43100	\$3,000	Full year of electric for newly opened PROS facilities
43110	\$1,800	Full year of water/sewer for newly opened PROS facilities
46040	\$7,398	Full year of maintenance for newly opened PROS facilities

# FUNDED

Town of Southwest Ranches, Florida

## FY 2016 Program Modification

### Parks Recreation and Open Space (PROS) Part-Time Administrative Assistant

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Parks	General	2	\$11,196

#### Justification and Description

The tasks of the PROS Department have become increasingly complex, straining resources due to the multiple demands of town-wide maintenance, construction, facilities, events and community forestry management. Part-time administrative assistance and support is essential to meet the Department's clerical needs, allowing Department staff to continue performing its multiple roles.

Areas of assistance anticipated from this position include: routine office and clerical tasks such as maintaining filing and record-keeping systems, making photocopies, answering phone calls and email correspondence, data compilation and entry, assisting with preparation of reports, newsletter articles, memos and other documents, assisting with events and park facilities bookings and maintenance, upkeep of inventories, supplies, and equipment.

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

Should this position not be funded, the PROS department's resources will continue to be overextended, with increased workload added to the annual flow of events and maintenance.

Insufficient time to address the needs of clerical and record maintenance increases the potential for over expenditure and jeopardizes staff's ability to carry out the Town's mission and vision statements and provide outstanding customer service

#### Required Resources

Line item	Title or Description of request	Cost
001-3600-572-13100	Part-Time Salaries & Wages	\$10,400
001-3600-572-21100	Payroll Taxes	\$ 796

## **Non-Departmental Allocation Center**

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

The Non-Departmental allocation center is an allocation center for 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 across Departments. Examples include information technology, various Town property maintenance accounts, property and liability insurance, utilities, and office supplies.

There are no personnel associated with this allocation center.

## Non Departmental Expenditures

Line Item Prefix: 001-3900-:		FY 2013 Actual	FY 2014 Actual	FY 2015 Current Budget	FY 2015 Projected	FY 2016 Proposed
Suffix	Object description					
519-25100	Unemployment Compensation	-	-	5,000	5,000	5,000
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
519-34100	Other Contractual Services	25,823	32,623	32,975	15,000	16,000
519-41100	Telecommunications	29,281	18,029	20,000	18,000	18,000
519-42100	Postage-Townwide	17,292	23,270	18,000	12,000	15,000
519-43100	Electricity	19,117	15,691	18,000	18,000	18,000
519-43110	Water & Sewer		4,055	8,500	8,500	5,800
519-44020	Building Rental/Leasing	4,164	1,528	3,500	2,000	2,500
519-44030	Equipment Leasing	-	-	20,000	23,000	23,100
519-45100	Property and Liability Insurance	74,670	84,877	100,000	92,157	108,876
519-46010	Maintenance Service/Repair Contracts	13,573	12,621	17,500	15,000	15,000
519-46020	Building Maintenance	16,902	8,538	14,000	12,000	14,000
519-46030	Equipment Maintenance	69,562	16,433	22,000	22,000	23,140
519-46500	Software Maintenance	12,081	18,405	24,000	25,000	26,715
519-46110	Miscellaneous Maintenance & Repair	462	362	10,000	2,500	6,500
519-46120	Vehicle Maintenance	-	-	5,000	3,000	5,000
519-49100	Other Current Charges	6,964	1,203	2,000	1,000	1,000
519-51100	Office Supplies	24,507	16,960	24,000	20,000	23,000
519-52160	Gasoline	4,388	1,012	9,000	7,500	9,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>318,787</b>	<b>255,607</b>	<b>348,475</b>	<b>296,657</b>	<b>330,631</b>
519-64100	Machinery and Equipment	97,028	24,347	23,000	15,000	18,500
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>97,028</b>	<b>24,347</b>	<b>23,000</b>	<b>15,000</b>	<b>18,500</b>
581-91201	Transfers to Debt Service Fund	717,816	716,487	714,668	714,668	709,987
581-91301	Transfers to Capital Projects Fund	137,497	174,934	109,027	109,027	150,000
581-91101	Transfers to Transportation Fund	113,500	213,472	781,382	781,382	1,003,841
519-99100	Contingency/Reserve-Operating	-	-	67,267	-	87,663
519-99100	Contingency/Reserve -IT Replenishmnt - (Final Year)	-	-	26,413	-	26,413
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>968,813</b>	<b>1,104,893</b>	<b>1,698,757</b>	<b>1,605,077</b>	<b>1,977,904</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>1,384,628</b>	<b>1,384,848</b>	<b>2,075,232</b>	<b>1,921,734</b>	<b>2,332,035</b>

### Major Variance from Current Budget FY 2015 to Projected FY 2015

Code	Amount	Explanation
34100	(\$17,975)	Lower than anticipated contractual services
42100	(\$6,000)	Reduction due to transfer of newsletter postage to executive dept
44020	(\$1,500)	Overbudgeted in current 2015
44030	\$3,000	Excess utilization and maintenance of the copiers
46020	(\$2,000)	Roof repairs to be done in FY 2015-16
46110	(\$7,500)	Misc maint and repair exp much lower than expected
51100	(\$4,000)	Exp lower than expected
52160	(\$1,500)	Based on YTD usage. Only includes 1 generator fillup

### Major Variance or Highlights of the Departmental Budget - FY 2015 Projected to FY 2016 Proposed

Code	Amount	Explanation
45100	\$16,719	New Flood Ins for Town Hall/PROS + increase for PROS property coverage
46020	\$2,000	To accommodate ancillary repair during roof replacement
46110	\$4,000	Provision for neighborhood grant and misc maintenance
51100	\$3,000	Accounting for additional hurricane supplies

## **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 only within the 5-Year Capital Improvement Plan follow the financial pages of this fund.

## Capital Projects Fund Summary Fiscal Year 2016

### FY 2015 Estimated

FY 2015 Projected Revenues	596,900
Estimated Expenditures & Encumbrances	(546,900)
Estimated FY 2015 Year End Difference	<u>50,000</u>

### Projected Assigned & Committed Fund Balance

Audited Assigned&Committed Fund Balance 9/30/2014	478,130
Estimated FY 2015 Year End Difference	50,000
Appropriated Fund Balance FY 2015	(247,349)
Projected Assigned&Committed Fund Balance 9/30/2015	<u>280,781</u>
Appropriated Fund Balance FY 2016	(208,305)
Projected Assigned&Committed Fund Balance 9/30/2016	<u>72,476</u>

### FY 2016 Budget Summary

#### Proposed Revenues

Interest Income	-
Grant Reimbursements	100,000
Interfund Transfers	150,000
Appropriated Fund Balance	<u>208,305</u>
<b>Total Revenue</b>	<b><u>458,305</u></b>

#### Proposed Expenditures

Operating Items	-
Capital Outlay	<u>458,305</u>
<b>Total Expenditures</b>	<b><u>458,305</u></b>



## Capital Projects Fund Revenues

Line Item Prefix: 301-0000-:		FY 2013 Actual	FY 2014 Actual	FY 2015 Current Budget	FY 2015 Projected	FY 2016 Proposed
Suffix	Object description					
331-33120	U.S. Public Safety Grant (DOJ+other)	249,397	34,853	-	-	-
331-33170	Federal Grant-Culture/Recreation	-	-	34,027	34,027	-
337-33770	Local Government Grant-Culture/Recreation	100,000	104,440	50,000	-	100,000
361-36110	Interest Earnings	443	347	-	-	-
366-36610	Contributions-Private Sources & Donations	32,635	22,000	-	-	-
381-38101	Transfer from General Fund	137,497	174,934	109,027	109,027	150,000
384-38400	Loan Proceeds-Series 2013	320,700	-	-	-	-
384-384xx	Loan Proceeds-Fire Control	-	-	-	206,497	-
399-39900	Appropriated Fund Balance	-	-	247,349	247,349	208,305
<b>TOTAL</b>	Miscellaneous Revenues	<b>840,672</b>	<b>336,574</b>	<b>440,403</b>	<b>596,900</b>	<b>458,305</b>
<b>TOTAL</b>		<b>840,672</b>	<b>336,574</b>	<b>440,403</b>	<b>596,900</b>	<b>458,305</b>

## Capital Projects Fund Expenditures

Line Item Prefix: 301-5300-:		FY 2013 Actual	FY 2014 Actual	FY 2015 Current Budget	FY 2015 Projected	FY 2016 Proposed
539-49100	Other Current Charges	25,000	-	-	-	-
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
522-621xx	Buildings-Fire Control Modulares	-	-	-	-	171,530
572-62120	Buildings-Rolling Oaks Barn	-	225,554	195,906	195,906	-
539-62140	Buildings-Town Hall/Public Safety	108,047	5,179	50,000	-	186,775
539-63160	Infrastructure-Calusa Corners	-	-	60,000	10,000	100,000
572-63200	Infrastructure-Country Estates Park	206,120	233,093	128,497	128,497	-
521-64100	Machinery and Equip-Law Enforcement	124,397	39,680	-	-	-
522-64100	Machinery and Equip-Fire Control	-	-	-	206,497	-
525-64100	Machinery and Equip-Emergency Svcs	125,000	-	-	-	-
572-64100	Machinery and Equip-PROS	106,629	-	6,000	6,000	-
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>563,564</b>	<b>503,506</b>	<b>440,403</b>	<b>546,900</b>	<b>458,305</b>
517-73100	Other Debt Service Cost	5,039	-	-	-	-
<b>TOTAL</b>	<b>DEBT SERVICE</b>	<b>5,039</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL</b>	<b>CAPITAL PROJECTS FUND</b>	<b>593,602</b>	<b>503,506</b>	<b>440,403</b>	<b>546,900</b>	<b>458,305</b>

# FUNDED

Town of Southwest Ranches

## Capital Improvement Project

Project	Public Safety-Fire Rescue Modular Facilities						
Priority	Public Safety #3			Project Manager	Clete Saunier, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Griffin Road						
Fiscal Year	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total	Prior Years
Plans and Surveys	\$ 1,500					\$ 1,500	
Engineering/ Architecture	\$ 4,315					\$ 4,315	
Land Acquisition/ Site Preparation	\$ 10,500					\$ 10,500	
Construction	\$ 155,215					\$ 155,215	
Equipment/ Furnishings							
Other (Hardware)							
TOTAL COST	\$ 171,530					\$ 171,530	
Revenue Source	GF-FB \$100,000 CIP-FB \$71,530					GF-FB \$100,000 CIP-FB \$71,530	
Description (Justification and Explanation)							
The Town's modular buildings that house the Fire Department and the Volunteer Fire Department at 17220 Griffin Road have reached their life cycle and need to be replaced. The existing equipment canopies are not being replaced. A local municipal, contractor/vendor can provide a new 2010 FBC modular building classified for R2 Occupancy. The building size is 24 ft. wide by 68 ft. long and will include Hardi panel exterior siding, EPDM rubber roof, vinyl covered gypsum interior walls, prefinished gypsum ceiling, carpet and tile floor coverings throughout, steel door with steel jamb exterior doors, wall hung central A/C, and will sustain wind loads up to 175 mph. Included site options include: (1) 36' switchback aluminum handicap ramp, (1) set of aluminum steps with 5'x5' landing and delivery/installation of ramp and step, electrical hook-ups, plumbing hook- ups/manifold, sprinkler connections, and fire alarm system. Site work preparation would be provided by others but the costs are included in this CIP. The project's estimated, total cost for demolition, site work, engineering, and design is estimated to be \$171,530.							
Annual Impact on Operating Budget							
Personnel	\$ -		No material impact since Fire Rescue modulars already existed within budget.				
Operating	\$ -						
Replacement Costs	Year 2036	\$ 8,577					
Revenue/Other	\$ -						
Total	\$ 8,577		Estimated Annual based on 20 year service life (\$171,530 / 20 years).				

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Town Hall Roof Replacement						
Priority	Townwide #1			Project Manager	Clete Saunier, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Town Hall: 13400 Griffin Road Southwest Ranches, FL 33330						
Fiscal Year	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000	
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Easement documentation & recording)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -
Revenue Source	GF FB \$50,000 CIP-FB \$100,000					GF Trf \$50,000 CIP-FB \$100,000	
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>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. The Town has committed funding at \$50,000 over the most two prior years. It is estimated that new roof will be installed in the first quarter of FY 2016.</p>							
Annual Impact on Operating Budget							
Personnel	\$ -		Estimated annual based on 15 year service life (\$150,000/15).				
Operating	\$ -						
Replacement Cost	Year: 2031	\$ 10,000					
Revenue/Other	\$ -						
Total	\$ 10,000						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

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 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total	Prior Years
Plans and Studies	\$ -	\$ 22,000	\$ -	\$ -	\$ -	\$ 22,000	\$ 26,214
Engineering, Architecture & Permitting	\$ -	\$ 10,000	\$ 49,750	\$ -	\$ -	\$ 59,750	\$ 539,399
Land Acquisition/Site preparation	\$ -	\$ 72,000	\$ -	\$ -	\$ -	\$ 72,000	\$ 6,939,341
Construction	\$ 100,000	\$ 211,000	\$ 418,475	\$ 189,000	\$ 211,000	\$ 1,129,475	\$ -
Equipment/Furnishings	\$ -	\$ 31,000	\$ 35,000	\$ 6,500	\$ -	\$ 72,500	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 100,000	\$ 346,000	\$ 503,225	\$ 195,500	\$ 211,000	\$ 1,355,725	\$ 7,506,954
Revenue Source	G=\$100,000	NF	NF	NF	NF	NF=\$1,255,725 G=\$100,000	G=\$6,939,341 CIP-FB= \$565,613
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 2016. Partial development is currently supported by a \$50,000 non-matching grant from the Florida Recreation Development Assistance Program (FRDAP), awarded in FY 2015, is intended for playground, picnic, and parking improvements and was matched by the Town in the amount of \$10,000 in FY 2015 for surveys and park designs. A second \$50,000 non-matching grant from FRDAP has been awarded and will further develop playground as well as support facilities including sidewalk and landscaping during FY 2016.</p> <p>Commitments for development at the Calusa Corners site retain only those amenities necessary to satisfy grant requirements, including volleyball, equestrian ring, playground, picnic facilities, open space play fields, fishing pier, multi-use trail, historic and environmental education, wetlands, parking, landscaping, and interconnection between two distinct water storage areas.</p> <p>Acquisition of this site 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 costs in the management plan were prepared by professional consultants and have been updated in accordance with reductions in commitments and changes in market conditions.</p> <p>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 bodies and open space; constructing and linking multi-use trails throughout the Town.</p>							
Annual Impact on Operating Budget							
Personnel	\$ -		If fully funded, projected operating budget costs would include Park Coordination, mitigation resource management, routine facilities maintenance, insurance, utilities, and funding for replacement over the useful life of amenities.				
Operating	\$ 31,250						
Replacement Cost	Year: 2036	\$ 2,500					
Revenue/Other	\$ -						
Total	\$ 33,750						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

<b>Project</b>	Town Hall Complex Drainage and Safety Improvements						
<b>Priority</b>	Townwide #2			<b>Project Manager</b>	Clete Saunier, P.E.		
<b>Department</b>	Public Works			<b>Division</b>	Engineering		
<b>Project Location</b>	13400 Griffin Road Southwest Ranches, FL 33330						
<b>Fiscal Year</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>	<b>Prior Years</b>
<b>Plans and Studies</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Engineering, Architecture &amp; Permitting</b>	\$ 11,100	\$ -	\$ -	\$ -	\$ -	\$ 11,100	\$ -
<b>Land Acquisition/Site preparation</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Construction</b>	\$ 25,675	\$ -	\$ -	\$ -	\$ -	\$ 25,675	\$ -
<b>Equipment/Furnishings</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Other (Specify)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL COST:</b>	\$ 36,775	\$ -	\$ -	\$ -	\$ -	\$ 36,775	\$ -
<b>Revenue Source</b>	CIP-FB					CIP-FB	
<b>Description (Justification and Explanation)</b>							
<p>This request is for resurfacing, reshaping, and drainage improvements for creating a safer Town Hall parking lot. The Public Works Department, Engineering Division will be responsible for the procurement, permitting, and construction of the enhanced drainage and safety Improvements. The parking lot floods after minor rain events, which has created potholes and uneven pedestrian pathway surfaces. Proposed funding will have no impact on the FY 2016 millage because when the Town purchased and renovated Town Hall there was debt service funding received within the Capital Projects Fund (and which still remain) in the amount of \$36,775, which is restricted and can only be utilized for public safety improvements.</p>							
<b>Annual Impact on Operating Budget</b>							
<b>Personnel</b>		No anticipated material impact to the annual operating budget					
<b>Operating</b>							
<b>Replacement Cost</b>							
<b>Revenue/Other</b>							
<b>Total</b>							

## **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 would require approval via a Townwide voter referendum. Existing Debt consists of Loans, Notes and a Capital lease payable.

## Debt Service Fund Summary Fiscal Year 2016

### FY 2015 Estimated

Estimated Debt Service Revenue	732,790
Estimated Expenditures & Encumbrances	<u>(727,790)</u>
Estimated FY 2015 Year End Difference	<u><u>5,000</u></u>

### Projected Assigned Fund Balance

Audited Assigned Fund Balance 9/30/2014	28,448
Estimated FY 2015 Year End Difference	5,000
Appropriated Assigned Fund Balance for FY 2015	<u>-</u>
Projected Assigned Fund Balance 9/30/2015	<u>33,448</u>
Appropriated Assigned Fund Balance for FY 2016	<u>-</u>
Projected Assigned Fund Balance 9/30/2016	<u><u>33,448</u></u>

### FY 2016 Budget Summary

#### Proposed Revenues

Interest Earnings	-
Transfer from General Fund	716,487
Transfer from Volunteer Fire Fund	19,000
Appropriated Assigned Fund Balance	<u>-</u>
<b>Total Revenues</b>	<u><b>735,487</b></u>

#### Proposed Expenditures

Debt Service	735,487
Non-Operating Expenses	<u>-</u>
<b>Total Expenditures</b>	<u><b>735,487</b></u>



## Debt Service Fund Revenues

Line Item: 201-0000:		FY 2013 Actual	FY 2014 Actual	FY 2015 Current Budget	FY 2015 Projected	FY 2016 Proposed
361-36110	Interest Earnings	-	-	-	-	-
381-38101	Transfer from General Fund	735,938	734,609	732,790	732,790	716,487
381-381xx	Transfer from Volunteer Fire Fund	-	-	-	-	19,000
385-38500	Refunding Bond Proceeds	2,339,100	-	-	-	-
<b>TOTAL</b>	Miscellaneous Revenues	3,075,038	734,609	732,790	732,790	735,487
<b>TOTAL</b>	<b>DEBT SERVICE FUND</b>	<b>3,075,038</b>	<b>734,609</b>	<b>732,790</b>	<b>732,790</b>	<b>735,487</b>

## Debt Service Fund Expenditures

Line Item Prefix: 201-5200-517:		FY 2013 Actual	FY 2014 Actual	FY 2015 Current Budget	FY 2015 Projected	FY 2016 Proposed
Suffix	Object Description					
71100	Principal	2,719,864	502,068	510,903	510,903	525,792
72100	Interest	290,939	217,542	211,887	211,887	202,195
73100	Other Debt Service Costs	86,715	1,620	10,000	5,000	7,500
<b>TOTAL</b>	<b>DEBT SERVICE</b>	<b>3,097,518</b>	<b>721,230</b>	<b>732,790</b>	<b>727,790</b>	<b>735,487</b>
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL</b>	<b>DEBT SERVICE FUND</b>	<b>3,097,518</b>	<b>721,230</b>	<b>732,790</b>	<b>727,790</b>	<b>735,487</b>

### Major Variance from Current Budget FY 2015 to Projected FY 2015

Code	Amount	Explanation
73100	(\$5,000)	Unanticipated reduction in other debt service costs

### Major Variance or Highlights of the Departmental Budget - FY 2015 Projected to FY 2016 Proposed

Code	Amount	Explanation
71100	\$14,889	Normal amortization increase to principal + an increase of 3.2K for the new Rosenbauer Pumper vs the Pierce Pumper
72100	(\$9,692)	Normal expected amortization decrease to interest

### Debt Service Disclosure

Description/Type	Total P & I FY 2013 Actual	Total P & I FY 2014 Actual	Total P & I FY 2017 & Thereafter	Total P & I FY 2015 Projected	Total P & I FY 2016 Proposed
FMLC Bond Series 2001A-PROS	2,491,163	82,000	2,717,500	82,000	82,000
TD Bk Series 2013-Refund/Improvement Rev Bds	98,163	235,997	2,370,175	239,178	236,997
TD Bk - New Town Hall Refinance Series 2011	286,523	286,523	1,504,244	286,523	286,523
CBB Road Paving/Drainage Loan	88,887	96,967	538,496	96,967	96,967
Pierce Pumper Cap Lease	18,122	18,122	-	18,122	-
Rosenbauer Pumper Cap Lease			206,397	-	25,500
Other Debt Service Costs	114,661	1,621	40,000	5,000	7,500
<b>Total Debt Service</b>	<b>\$ 3,097,518</b>	<b>\$ 721,230</b>	<b>\$ 7,376,812</b>	<b>\$ 727,790</b>	<b>\$ 735,487</b>



## Special Revenue Funds

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

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

The Two Special Revenue Funds are:

- 1) Transportation Fund
- 2) Volunteer Fire Fund

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

**FY 2015-2016**

# Transportation Fund

## Services, Functions, and Activities:

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

- Maintaining all streets, traffic control devices, including pavement markings and signage, guardrails, traffic calming systems. Works closely with the PROS Coordinator regarding Townwide landscape maintenance including 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 2014/2015 Accomplishments:

- Completed the following drainage improvements:
  - ✓ Bridge culvert crossing and headwall replacements at the intersection of SW 145<sup>th</sup> Avenue and SW 50<sup>th</sup> Place with funding from the Florida Department of Environmental Protection and the Central Broward Water Control District.
  - ✓ Construction of Phase II tertiary drainage improvements at the intersection of SW 196<sup>th</sup> Avenue and 54<sup>th</sup> Place with funding from the Florida Department of Environmental Protection.

- Commenced construction of 4500 linear feet of guardrails on Stirling Road (completion scheduled during early FY 2016), which was funded by the Florida Department of Transportation.
- Commenced design of SW 190<sup>th</sup> Avenue extension between Griffin Road and SW 49<sup>th</sup> Street (construction scheduled during early FY 2016), which was partially funded by the Florida Department of Transportation.
- Completed construction of the Country Estates Park multi-purpose trail improvements and trailhead amenities. Funded by the Office of Greenways and Trails Recreation Trails Program grant.
- Completed the Wetland Improvement Project at Country Estates Park, which was funded by a Broward County Partners in Preservation grant.
- Developed Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR) Program for a 21+ Year Schedule.
- Prepared and submitted to the Florida Department of Environmental Protection (FDEP) the Town's NPDES Annual Report.
- Developed a Bacterial Pollution Control Plan as required by the Florida Department of Environmental Protection (FDEP) National Pollutant Discharge Elimination System (NPDES) Municipal Storm Sewer System (MS4) Permit Number FLS000016-003.
- Constructed Drainage Improvements along the 5800 and 5600 Block of SW 195<sup>th</sup> Terrace, which were partially funded by the Florida Department of Environmental Protection (FDEP).
- Constructed Drainage Improvements along SW 210<sup>th</sup> Terrace and SW 50<sup>th</sup> Street, which were partially funded by FDEP.
- Constructed Drainage Improvements along SW 63<sup>rd</sup> Street, which were partially funded by FDEP.
- Constructed drainage improvements along Hancock Road and Mustang Trail, which were partially funded by FDEP.
- Constructed drainage improvements along Dykes Road, which were partially funded by FDEP and South Broward Drainage District (SBDD).

#### **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 without outside funding sources.
- Roads condition and drainage facilities inventory is not available for asset management. Accurate Geographical Information Systems (GIS) technology should be reviewed and considered.

#### **Fiscal Year 2015/2016 Performance Objectives:**

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

**Personnel Complement:**

	Adopted FY 2015			Proposed FY 2016		
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 2016

### FY 2015 Estimated

Estimated Transportation Revenue	2,310,348
Estimated Expenditures & Encumbrances	(1,993,538)
Estimated FY 2015 Year End Difference	<u>316,810</u>

### Projected Restricted Fund Balance

Audited Restricted Fund Balance 9/30/2014	389,361
Estimated FY 2015 Year End Difference	316,810
Appropriated Restricted Fund Balance FY 2015	(311,897)
Projected Restricted Fund Balance 9/30/2015	<u>394,274 *</u>
Appropriated Restricted Fund Balance FY 2016	(104,501)
Projected Restricted Fund Balance 9/30/2016	<u>289,773 *</u>

### FY 2016 Budget Summary

#### Proposed Revenues

Intergovernmental Revenues	365,288
Interest Earnings	250
Transfer From General Fund	1,003,841
Appropriated Restricted Fund Balance	104,501
<b>Total Revenues</b>	<b><u>1,473,880</u></b>

#### Proposed Expenditures

Personnel Costs	76,705
Operating Items	341,165
Capital Outlay	1,056,010
<b>Total Expenditures</b>	<b><u>1,473,880</u></b>

#### NOTE:

\* Includes the Transportation Surface and Drainage Ongoing Rehabilitation Program (TSDOR) Construction Contingency Reserve of \$200,000.

## MUNICIPAL TRANSPORTATION REVENUES

Line Item Prefix: 101-0000-:		FY 2013 Actual	FY 2014 Actual	FY 2015 Current Budget	FY 2015 Projected	FY 2016 Requested
312-31241	First Local Option Gas Tax (.06)	72,950	74,289	72,056	75,563	73,296
312-31242	Second Local Option Gas Tax (.03)	52,772	54,662	51,919	54,446	52,813
335-33512	State Revenue Share-Gas Tax (.08)	41,556	40,721	41,731	40,173	39,370
337-33740	Broward County - CBWCD	7,585	-	-	-	-
334-33449	State Grant - Transportation	-	-	1,246,446	1,046,637	199,809
<b>TOTAL</b>	<b>Intergovernmental Revenues</b>	<b>174,863</b>	<b>169,672</b>	<b>1,412,152</b>	<b>1,216,819</b>	<b>365,288</b>
381-38101	Transfer From General Fund	113,500	213,472	781,382	781,382	1,003,841
361-36110	Interest Earnings	433	260	250	250	250
399-39900	Appropriated Restricted Fd Balance	-	-	311,897	311,897	104,501
<b>TOTAL</b>	<b>Miscellaneous Revenues</b>	<b>113,933</b>	<b>213,732</b>	<b>1,093,529</b>	<b>1,093,529</b>	<b>1,108,592</b>
<b>TOTAL</b>		<b>288,795</b>	<b>383,404</b>	<b>2,505,681</b>	<b>2,310,348</b>	<b>1,473,880</b>



## Municipal Transportation Fund Expenditures

Line Item Prefix: 101-5100-541:		FY 2013 Actual	FY 2014 Actual	FY 2015 Current Budget	FY 2015 Projected	FY 2016 Requested
12100	Regular Salaries & Wages	47,966	40,744	58,362	58,496	63,088
21100	Payroll Taxes	3,654	3,016	4,465	4,475	4,826
22100	Retirement Contribution	-	1,142	2,918	2,925	3,154
23100	Life & Health Insurance	-	1,845	4,250	4,047	4,255
24100	Workers Compensation	110	660	110	1,050	1,381
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>51,730</b>	<b>47,407</b>	<b>70,105</b>	<b>70,993</b>	<b>76,705</b>
31010	Professional Services/Studies/Surveys	20,477	11,221	61,000	50,000	57,000
34100	Other Contractual Services	-	24,269	-	-	-
40100	Mileage Reimbursement	1,218	534	471	250	250
46010	Maintenance Service/Repair Contracts	48,532	44,651	72,504	72,504	85,031
49100	Other Current Charges	3,671	2,345	4,000	4,000	4,000
53100	Road Materials-Gen. &/or Emergencies	48,283	40,896	60,000	65,000	65,000
53110	Road Materials-Griffin Road Maintenance	45,899	58,179	119,905	119,905	116,884
53200	Traffic Signs	10,000	9,575	10,000	12,500	13,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>178,079</b>	<b>191,670</b>	<b>327,880</b>	<b>324,159</b>	<b>341,165</b>
63260	Infrastructure - Drainage	62,702	6,800	618,646	618,646	100,000
63280	Infrastructure - Roadway Paving/TSDOR	139,488	-	374,200	174,200	466,700
63300	Infrastructure - TW Entranceway Signage	-	11,850	18,750	18,750	15,000
63320	Infrastructure - Guardrails	18,122	4,200	608,800	608,800	100,000
63340	Infrastructure - Roadway Improvements	10,000	-	267,300	47,990	219,310
63360	Infrastructure - Striping/Markers	33,390	44,856	200,000	115,000	130,000
63365	Infrastructure - Major Sidewalk Repairs	-	-	20,000	15,000	-
633xx	Infrastructure - Street Lighting	-	-	-	-	25,000
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>263,702</b>	<b>67,706</b>	<b>2,107,696</b>	<b>1,598,386</b>	<b>1,056,010</b>
<b>TOTAL</b>	<b>TRANSPORTATION FUND</b>	<b>493,511</b>	<b>306,783</b>	<b>2,505,681</b>	<b>1,993,538</b>	<b>1,473,880</b>

### Major Variance from Current Budget FY 2015 to Projected FY 2015

Code	Amount	Explanation
63280	(\$200,000)	Provision for TSDOR CIP Construction Reserve
63340	(\$219,310)	Timing of commencement of Roadway Improvements
63360	(\$85,000)	Timing of commencement of Striping/Markers

### Major Variance or Highlights of the Departmental Budget - FY 2015 Projected to FY 2016 Proposed

Code	Amount	Explanation
31010	\$7,000	Provision for professional surveys
46010	\$12,527	Increased cost due to change in transportation maintenance vendor
63260	(\$518,646)	Reduction due to anticipated completion of Transportation Grant expenditures
63280	\$292,500	Increase required for TSDOR construction commencement
63320	(\$508,800)	Reduction due to anticipated completion of Transportation Grant expenditures
63340	\$171,320	Provision for completion of Roadway Improvements
633xx	\$25,000	Increase necessary for new Street Lighting CIP implementation

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Project	Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR) Program						
Priority	Transportation #1			Project Manager	Clete J. Saunier, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Various locations within the Town's municipal boundaries.						
Fiscal Year	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total	Prior Years
Planning / Permitting Contingency & Inflation	\$ 98,000	\$ 104,000	\$ 154,700	\$ 117,900	\$ 133,500	\$ 608,100	\$ 125,700
Land Mitigation (Legal)	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000	\$ 48,500
Construction	\$ 358,700	\$ 479,300	\$ 373,300	\$ 517,700	\$ 542,700	\$ 2,271,700	-
Construction Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Total Project Cost	\$ 466,700	\$ 593,300	\$ 538,000	\$ 645,600	\$ 686,200	\$ 2,929,800	\$ 374,200
Revenue Source	GF Tfr (mill=.3950)	GF Tfr (mill=TBD)	GF Tfr (mill=TBD)	GF Tfr (mill=TBD)	GF Tfr (mill=TBD)	GF Tfr (mill=TBD)	GF Tfr (mill=.3315)
Description (Justification and Explanation)							
Commencing in FY 2015 the Town implemented a Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR) program with the goal of preserving and extending the life of the Town's paved streets. The TSDOR program addresses improvements for every Town road over a 21 year period at an average annualized cost of approximately \$659,700 (\$13,852,100 in total), adjusted for inflation. Depending on existing road conditions, construction costs include new pavement surfacing, truing and leveling, full depth reclamation, and drainage swale improvements. Maintenance costs will be addressed within annual operating budgets and are not included in this CIP budget projection. All legal expenses associated with unforeseen FY 2018 road segment right-of-way issues are included in the FY 2016 budget projection (two-year window). All consulting costs for surveying, design, permitting, and contract bid document preparation for FY 2017 road segments are included in the FY 2016 budget projection (one-year window). Construction administration and related inspection services for FY 2016 road segments are included in the FY 2016 budget projection. The Prior Year Construction Reserve amount of \$200,000 was collected in FY 2015 to facilitate planned construction commencing the first quarter (October-December) of each successive year commencing FY 2016 until the TSDOR Program is completed in FY 2036. The following road segment improvements are scheduled for construction during FY 2016:							
FY 2016 ROAD SEGMENT						SEGMENT COST**	
SW 209TH AVENUE FROM GRIFFIN ROAD TO SW 50TH STREET						\$27,500	
SW 50TH STREET FROM SW 208TH LANE TO SW 210TH TERRACE						\$16,800	
SW 210TH TERRACE FROM SW 50TH STREET TO SW 54TH PLACE						\$83,500	
SW 54TH PLACE FROM SW 208TH LANE TO EAST DEAD END						\$7,700	
SW 54TH PLACE FROM SW 210TH TERRACE TO E/W DEAD ENDS						\$7,700	
SW 208TH LANE FROM SW 50TH STREET TO SOUTH DEAD END						\$83,200	
SW 205TH AVENUE FROM GRIFFIN ROAD TO TOWN LIMIT						\$61,800	
SW 48TH PLACE FROM SW 205TH AVENUE TO E/W DEAD ENDS						\$22,600	
SW 49TH COURT FROM SW 205TH AVENUE TO E/W DEAD ENDS						\$19,900	
SW 50TH PLACE FROM SW 205TH AVENUE TO E/W DEAD ENDS						\$28,000	
PLANNING / PERMITTING CONTINGENCY AND INFLATION						\$98,000	
FY 2016 Segment TOTAL:						\$456,700	
FY 2018 Land Mitigation (Legal) TOTAL:						\$10,000	
FY 2016 Grand TOTAL:						\$466,700	
** Segment costs assume full public right of way is available October 1, 2015.							
Annual Impact on Operating Budget							
Personnel	\$ -		ESTIMATED MAINTENANCE FOR UNFORSEEN DAMAGES TO 2016				
Operating	\$ -						
Replacement Cost	FY 2016	\$ 5,000					
Revenue/Other	\$ -						
Total	\$ 5,000						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

<b>Project</b>	SW 190 Avenue Extension Project						
<b>Priority</b>	Transportation #5			<b>Project Manager</b>	Clete J. Saunier, P.E.		
<b>Department</b>	Public Works			<b>Division</b>	Engineering		
<b>Project Location</b>	SW 190th Avenue, just south of Griffin Road						
<b>Fiscal Year</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>	<b>Prior Years</b>
<b>Plans and Studies</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Engineering, Architecture &amp; Permitting</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47,990
<b>Land Acquisition/Site preparation</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Construction</b>	\$ 219,310	\$ -	\$ -	\$ -	\$ -	\$ 219,310	\$ -
<b>Equipment/Furnishings</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Other (Easement documentation &amp; recording)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL COST:</b>	\$ 219,310	\$ -	\$ -	\$ -	\$ -	\$ 219,310	\$ 47,990
<b>Revenue Source</b>	<b>G=\$199,809 TFB=19,501</b>					<b>G=\$199,809 TFB=19,501</b>	<b>G=\$43,191 GF Tfr= \$4,799</b>
<b>Description (Justification and Explanation)</b>							
<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 (10%) Town match. The project was surveyed and designed in Fiscal Year 2015. The construction of the roadway will commence once the Town has resolved all right-of-way issues with FPL.</p>							
<b>Annual Impact on Operating Budget</b>							
<b>Personnel</b>	\$ -		Estimated annual rehabilitation costs over a twenty (20) years				
<b>Operating</b>	\$ 2,500						
<b>Replacement Cost</b>	<b>Year: 2036</b>	\$ -					
<b>Revenue/Other</b>	\$ -						
<b>Total</b>	\$ 2,500						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Pavement Striping and Markers Program						
Priority	Transportation #4			Project Manager	Clete Saunier, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Various town streets.						
Fiscal Year	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total	Prior Years
Plans and Studies						\$ -	\$ 13,850
Engineering, Architecture & Permitting						\$ -	
Land Acquisition/Site preparation						\$ -	
Construction	\$ 130,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 330,000	\$ 179,396
Equipment/Furnishings						\$ -	
Other (Specify)						\$ -	
TOTAL COST:	\$ 130,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 330,000	\$ 193,246
Revenue Source	TFB \$85,000 GF Tfr \$45,000	GAS/GF Tfr	GAS/GF Tfr	GAS/GF Tfr	GAS/GF Tfr	TFB \$85,000 GAS \$100,000 GF Tfr \$145,000	GAS \$18,246 TFB \$50,000 GF Tfr \$75,000 GF-FB \$50,000
Description (Justification and Explanation)							
<p>The Town desires to maintain Town street pavement markings and signage program, 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 pavement markings and signage installation plan. This program provides a safer transportation network throughout the Town. The FY 2015 Budget included \$200,000 for this program. However, \$85,000 of that amount was unspent and has therefore been rolled over into the FY 2016 Budget. The Town's Drainage &amp; Infrastructure Advisory Board (DIAB) has approved a list of streets for striping and markers installation. The list includes:</p> <p>* Traffic calming signage and pavement markings for Stirling Road between Volunteer Road and Flamingo Road (all a priority)</p> <p><i>As funding becomes available from the above priority project locations, the following projects will be addressed:</i></p> <p>* Add chevrons on speed humps on SW 172 Avenue (6 each)</p> <p>* Add chevrons on speed humps on SW 199th Avenue (6 each)</p> <p>* Edge lines on SW 166th Avenue from Griffin Road to SW 63rd Manor (1.5 miles)</p> <p>* Edge lines on SW 172nd Avenue from Griffin Road to Sheridan Street (2.25 miles)</p> <p>* Stop bar and lane striping: SW 166th Avenue at SW 63rd Manor</p> <p>* Edge lines on Hancock Road from Griffin Road to Old Sheridan Street (2.31 miles)</p> <p>* Repaint stripe median on Palomino Drive between Volunteer Road and Thoroughbred Lane</p> <p>* Repaint double yellow centerline striping with RPM and edge lines on SW 193rd Avenue from Griffin Road to SW 192nd Avenue (0.50 miles)</p> <p>* Repaint stop bar and north bound right turn arrow on SW 195th Terrace at Griffin Road</p> <p>* SW 196th Lane and Griffin Road: North bound right turn arrow and stop bar repainting</p> <p>* Pedestrian crossing on Stirling Road at Volunteer Road</p>							
Annual Impact on Operating Budget							
Personnel	\$ -		Estimated annual cost for re-striping and markers replacement in eight years.				
Operating	\$ -						
Replacement Cost	Year: 2024	\$ 50,000					
Revenue/Other	\$ -						
Total	\$ 50,000						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Drainage Improvement Projects						
Priority	Transportation #2			Project Manager	Clete Saunier, P.E.		
Department:	Public Works: Engineering			Division	Engineering		
Project Location	Various locations in Town limits.						
Fiscal Year	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total	Prior Years
Plans and Studies							
Engineering/ Architecture	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000	\$ 96,015
Land Acquisition/ Site Preparation							
Construction	\$ 79,000	\$ 79,000	\$ 79,000	\$ 79,000	\$ 79,000	\$ 395,000	\$ 628,431
Equipment/ Furnishings							
Other (Hardware)	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 5,000	
TOTAL COST	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000	\$ 724,446
Revenue Source	GF Trf	GF Trf	GF Trf	GF Trf	GF Trf	GF Trf	G=\$525,446 GF Tfr=\$199,000
Description (Justification and Explanation)							
<p>The Town desires to provide and maintain a reasonable planning level of roadway drainage service by identifying, prioritizing and implementing an annual street drainage improvement plan. The Town's Drainage &amp; Infrastructure Advisory Board (DIAB) has approved a list of streets drainage projects. A drainage project is scheduled for implementation only when rights-of-way or easements are resolved. The current list of drainage projects includes more than 14 projects available in priority order. The FY 2016 – 2019 (partial) priorities are as follows and total \$371,500:</p> <ul style="list-style-type: none"><li>- Construct outfall on SW 63rd Street from SW 185th Way east to the SBDD canal at SW 184th Avenue: \$89,000</li><li>- Construct outfall from SW 186th Avenue at SW 55th Street towards east to canal: \$55,300</li><li>- Construct catch basin on west side of Holatee Rd (SW 136th Ave) at 5501 SW 136th Ave and a headwall at canal at east side of Holatee Rd: \$18,000</li><li>- Construct outfall from Frontier Trails and Connect to existing SW 54th Place and SW 195th Terrace drainage system: \$109,200</li><li>- Restoration of Dykes Road eastside swale from Huntridge Drive to Tom Thumb: \$100,000</li></ul>							
Annual Impact on Operating Budget							
Personnel			Estimated annual maintenance cost to comply with NPDES requirements.				
Operating	\$5,000						
Replacement Costs							
Revenue/Other							
Total	\$5,000						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Project	Guardrails Installation Project						
Priority	Transportation #3			Project Manager	Clete Saunier, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Various locations in Town limits.						
Fiscal Year	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Design & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,562
Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Construction	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000	\$ 622,438
Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL COST:	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000	\$ 643,000
Revenue Source	GF-Trf= \$100,000	NF	NF	NF	NF	GF-Trf= \$100,000 NF=\$400,000	G=\$478,000 GF-FB=\$105,000 GAS/TFB=\$60,000
Description (Justification and Explanation)							
<p>The Town desires to provide and maintain a reasonable planning level of safe roadway networks by identifying, prioritizing and installing guardrails. The Town's Drainage &amp; Infrastructure Advisory Board (DIAB) has approved a list of guardrails projects for the period. The list of guardrails installation projects, in order of priority, for the FY 2016-2020 periods are below. The listed projects are two-year initiatives.</p> <p>* Stirling Road, south side, from Volunteer Road to Hancock Road, 2400 LF \$ 200,000 (two-year initiative)</p> <p>* Stirling Road, from 12600 Block to SW 136th Avenue \$ 200,000 (two-year initiative)</p> <p>* Subsequent Years - TBD by Drainage Improvement Advisory Board \$ 100,000</p> <p><b>FY 2016-2020 TOTAL COST:</b> \$ 100,000</p>							
Annual Impact on Operating Budget							
Personnel	\$ -		Guardrails require periodic inspections. Replacement is required after a crash or when determined necessary during inspection at an estimated cost \$5,000 for approximately 100 lineal feet; or maintenance of timber offset blocks, reflectors and other parts.				
Operating	\$ 5,000						
Replacement Cost	Year:	\$ -					
Revenue/Other	\$ -						
Total	\$ 5,000						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

<b>Project</b>	<b>Street Lighting</b>						
<b>Priority</b>	Transportation #6			<b>Project Manager</b>	Clete Saunier, P.E.		
<b>Department</b>	Public Works			<b>Division</b>	Engineering		
<b>Project Location</b>	Griffin Road - West of I-75						
<b>Fiscal Year</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>	<b>Prior Years</b>
<b>Plans and Studies</b>	-	-	-	-	-	-	-
<b>Engineering, Architecture &amp; Permitting</b>	\$ 25,000	5,000	-	-	-	\$ 30,000	-
<b>Land Acquisition/Site preparation</b>	-	-	-	-	-		-
<b>Construction</b>	-	\$ 196,000	\$ 196,000	-	-	\$ 392,000	-
<b>Equipment/Furnishings</b>	-	-	-	-	-	-	-
<b>Other (Specify)</b>	-	-	-	-	-	-	-
<b>TOTAL COST:</b>	\$ 25,000	\$ 201,000	\$ 196,000	-	-	\$ 422,000	-
<b>Revenue Source</b>	GF Tfr	NF	NF			GF Tfr=\$25,000 NF=\$397,000	
<b>Description (Justification and Explanation)</b>							
<p>The Town desires to install decorative lighting along Griffin Road from Interstate 75 west to US 27 to illuminate the street blade signs. The lighting will match the existing decorative street lighting on the east side of Griffin Road. The first phase of development are the following eleven intersections: Southwest Meadows Sanctuary Park, SW 163 Avenue, SW 164 Terrace, SW 166 Avenue, SW 168 Avenue, SW 170 Avenue, SW 172 Avenue, Fire Station, SW 178 Avenue, SW 186 Lane, and SW 188th Avenue. The second phase of development will include SW 190 Avenue, SW 193 Lane, SW 195 Terrace, SW 196 Lane, SW 199 Avenue, SW 202 Avenue, SW 205 Avenue and SW 209 Avenue.</p> <p>The Public Works Department, Engineering division will be responsible for the procurement, permitting, construction, and installation of the decorative lighting. These cost estimates are based on proposals received in 2009 for electrical energy source. Staff is researching potential grant opportunities which may mandate solar energy power utilization and therefore reduce electrical operating costs .</p>							
<b>Annual Impact on Operating Budget</b>							
<b>Personnel</b>	\$ -		Includes estimated electricity costs upon completion				
<b>Operating</b>	\$ 6,000						
<b>Replacement Cost</b>							
<b>Revenue/Other</b>							
<b>Total</b>	\$ 6,000						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

<b>Project</b>	<b>Town Entranceway Signage(s)</b>						
<b>Priority</b>	<b>Transportation #7</b>			<b>Project Manager</b>	<b>Clete Saunier, P.E.</b>		
<b>Department</b>	<b>Public Works</b>			<b>Division</b>	<b>Engineering</b>		
<b>Project Location</b>	<b>Various</b>						
<b>Fiscal Year</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>	<b>Prior Years</b>
<b>Plans and Studies</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Engineering, Architecture &amp; Permitting</b>	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 12,500	\$ 7,500
<b>Land Acquisition/Site preparation</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Construction</b>	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 62,500	\$ 32,500
<b>Equipment/Furnishings</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Other (Specify)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL COST:</b>	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000	\$ 40,000
<b>Revenue Source</b>	<b>GF Tfr</b>	<b>GF Tfr</b>	<b>GF Tfr</b>	<b>GF Tfr</b>	<b>GF Tfr</b>	<b>GF Tfr</b>	<b>GF Tfr</b>
<b>Description (Justification and Explanation)</b>							
<p>The Rural Public Arts Advisory Board has requested continued 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 signage for the Town, but now is requesting continued funding to continue to implement the signage. Public Works: Transportation Engineering division is 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 signs @ \$7.5k per sign over five fiscal years. The first, second, third and fourth sign was installed in the median on Griffin Road west of Flamingo Road, facing westbound traffic, Griffin Road median, east of 148th Ave. (Volunteer Road – by Seven's Brothers Nursery), facing eastbound traffic and at Griffin Road median, just west of Dykes Road, facing westbound traffic, Griffin Road SW 202 Ave facing eastbound respectively.</p> <p>Prioritizing future town sign locations:</p> <ol style="list-style-type: none"> <li>1. (fifth sign) Sheridan Street and SW 160th Avenue</li> <li>2. (sixth sign) Sheridan Street and SW 148th Avenue</li> </ol>							
<b>Annual Impact on Operating Budget</b>							
<b>Personnel</b>	\$ -	No anticipated material impact to annual operating budget					
<b>Operating</b>	\$ -						
<b>Replacement Cost</b>	\$ -						
<b>Revenue/Other</b>	\$ -						
<b>Total</b>	\$ -						



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

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

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

Presently, this fund is comprised of a team of 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 2016

### FY 2015 Estimated

Estimated Volunteer Fire Fund Revenue	151,427
Estimated Expenditures & Encumbrances	<u>(147,427)</u>
Estimated FY 2015 Excess of Revenue over Expenditures	<u><u>4,000</u></u>

### FY 2016 Projected Restricted Fund Balance

Audited Restricted Fund Balance 9/30/2014	70,977
Estimated FY 2015 Excess of Revenue over Expenditures	<u>4,000</u>
Projected Restricted Fund Balance 9/30/2015	<u>74,977</u>
Appropriated Restricted Fund Balance in FY 2016	<u>(19,000)</u>
Projected Restricted Fund Balance 9/30/2016	<u><u>55,977</u></u>

### FY 2016 Budget Summary

#### Proposed Revenues

Non-Operating Revenues	121,291
Appropriated Restricted Fund Balance	<u>19,000</u>
<b>Total Revenues</b>	<u><b>140,291</b></u>

#### Proposed Expenditures

Operating Items	<u>140,291</u>
<b>Total Expenditures</b>	<u><b>140,291</b></u>

## Volunteer Fire Fund Revenues

Line Item Prefix: 102-0000-:		FY 2013 Actual	FY 2014 Actual	FY 2015 Current Budget	FY 2015 Projected	FY 2016 Proposed
364-36400	Disposition of Assets	-	19,000	-	-	-
366-36610	Contributions/Donations-Private Sources	16,369	17,387	10,000	10,000	10,000
361-36117	Interest Earnings	82	109	-	-	-
369-36990	Other Miscellaneous Revenues	2,951	-	-	-	-
381-38101	Transfer from General Fund	249,217	251,532	215,040	141,427	111,291
399-39900	Appropriated Fund Balance	-	-	-	-	19,000
<b>TOTAL</b>	<b>Non-Operating Revenue</b>	<b>268,619</b>	<b>288,028</b>	<b>225,040</b>	<b>151,427</b>	<b>140,291</b>
<b>TOTAL</b>	<b>VOLUNTEER FIRE FUND</b>	<b>268,619</b>	<b>288,028</b>	<b>225,040</b>	<b>151,427</b>	<b>140,291</b>

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

## Volunteer Fire Fund Expenditures

Line Item Prefix: 102-3200-522:		FY 2013 Actual	FY 2014 Actual	FY 2015 Current Budget	FY 2015 Projected	FY 2016 Proposed
Suffix Code	Object Description					
13100	Part-Time Salaries & Wages	-	-	130,031	61,650	82,350
21100	Payroll Taxes	-	-	9,948	4,716	6,300
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	-	-	139,979	66,366	88,650
34100	Other Contractual Services	219,150	222,740	43,344	43,344	-
45100	Property and Liability Insurance	25,181	28,792	31,717	31,717	22,641
48110	Promotional Activities	8,842	7,335	10,000	6,000	10,000
49100	Other Current Charges	5,799	5,230	-	-	-
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	258,972	264,097	85,061	81,061	32,641
64100	Machinery and Equipment	2,900	-	-	-	-
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	2,900	-	-	-	-
581-91201	Transfer to Debt Service Fund	-	-	-	-	19,000
99100	Contingency/Reserve	-	-	-	-	-
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	-	-	-	-	19,000
<b>TOTAL</b>	<b>VOLUNTEER FIRE FUND</b>	<b>261,872</b>	<b>264,097</b>	<b>225,040</b>	<b>147,427</b>	<b>140,291</b>

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

### Major Variance from Current Budget FY 2015 to Projected FY 2015

Code	Amount	Explanation
13100	(\$68,681)	Reduction of stipends(partial yr)due to Nov 2014 Board of Directors action
21100	(\$5,232)	Reduction of payroll txs(partial yr)due to Nov 2014 Board of Directors action
48110	(\$4,000)	Lower than anticipated fund raising expenses

### Major Variance or Highlights of the Departmental Budget - FY 2015 Projected to FY 2016 Proposed

Code	Amount	Explanation
13100	\$20,700	Increase to provide for full year of stipends (2 Volunteers per shift)
21100	\$1,584	Increase to provide for full year of payroll txs (2 Volunteers per shift)
34100	(\$43,344)	Reclass of Volunteers from contractual to PT payroll (effective 1/1/2015)
581-91201	\$19,000	Transfer to provide for DS payment from VFD Fire control reserves



## 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 2015-2016**



## Solid Waste Fund

The Town of Southwest Ranches, Florida contracts its solid waste (garbage) collection. The Town offers quality services at reasonable rates. A slight increase in rates is proposed for FY 2016.

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 2015-2016**

## **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 vendor employs its own solid, recycling and bulk waste collection crews who provide services consistent with its published collections schedule. Additional contractor solid waste and recycling collection responsibilities include the environmentally responsible delivery and disposal of waste materials.

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 \$185,828 to reimburse a portion of its overall personnel costs.

The current budget proposes a small increase to its Solid Waste special assessment fee ranging from less than 1% to less than 2%, depending on lot square footage. The increase is attributable to de minimus Solid waste, recycling and bulk waste contractual formula increases to the consumer price and fuel indices as well as increases in operating expenses, and General Fund transfers for cost reimbursement. It is important to note that since FY 13/14, Town staff has facilitated, assisted and transitioned the change in the disposal and recycling contractors in the most ideal manner causing the least amount of impact to customers while attempting to increase the Town's recycling tonnage and processing waste in the most efficient and environmentally sound manner.

## Solid Waste Fund Summary Fiscal Year 2016

### FY 2015 Estimated

Estimated Solid Waste Fund Service Revenue	1,312,632
Estimated Expenditures & Encumbrances	(929,364)
Estimated FY 2015 Excess of Revenue over Expenditures	<u>383,268</u>

### Projected Unrestricted Net Position

Audited Unrestricted Net Position 9/30/2014	497,605
Estimated FY 2015 Excess of Revenue over Expenditures	383,268
Projected Unrestricted Net Position 9/30/2015	<u>880,873</u>
Appropriated Unrestricted Net Position in FY 2016	-
Projected Unrestricted Net Position 9/30/2016	<u>880,873</u>

### FY 2016 Budget Summary

#### Proposed Revenues

Service Revenues	1,040,149
Interest Earnings	750
<b>Total Revenues</b>	<b><u>1,040,899</u></b>

#### Proposed Expenditures

Operating Items	811,473
Non-Operating Costs	229,426
<b>Total Expenditures</b>	<b><u>1,040,899</u></b>



## Solid Waste Fund Revenues

Line Item Prefix: 401-0000-:		FY 2013 Actual	FY 2014 Actual	FY 2015 Current Budget	FY 2015 Projected	FY 2016 Proposed
325-32524	Solid Waste Assessment	1,070,869	1,026,880	1,010,616	1,015,816	1,024,149
337-33730	Local Government Grant	113,914	-	-	-	-
343-34340	Recycling Revenues	26,383	23,596	18,000	16,487	16,000
<b>TOTAL</b>	<b>Service Revenues</b>	<b>1,211,165</b>	<b>1,050,476</b>	<b>1,028,616</b>	<b>1,032,303</b>	<b>1,040,149</b>
369-36990	Other Miscellaneous Revenues	21,445	16,634	-	279,579	-
389-38910	Interest Earnings	564	476	1,000	750	750
<b>TOTAL</b>	<b>Miscellaneous Revenues</b>	<b>22,009</b>	<b>17,110</b>	<b>1,000</b>	<b>280,329</b>	<b>750</b>
<b>TOTAL</b>	<b>SOLID WASTE</b>	<b>1,233,174</b>	<b>1,067,586</b>	<b>1,029,616</b>	<b>1,312,632</b>	<b>1,040,899</b>

## Solid Waste Fund Expenditures

Line Item Prefix: 401-4100-534:		FY 2013 Actual	FY 2014 Actual	FY 2015 Current Budget	FY 2015 Projected	FY 2016 Proposed
Suffix Code	Object Description					
31010	Professional Services	22,270	2,007	6,000	2,500	4,000
34100	Other Contractual Services	782,522		-	-	-
34200	Recycling Expense	47,845	48,548	50,139	49,884	50,922
34202	Solid Waste Collection Expense	-	265,717	287,240	275,953	291,198
34203	Solid Waste Disposal Expense	-	159,429	187,251	162,217	187,755
34205	Bulk Waste Collection Expense	-	104,244	107,828	106,991	109,466
34206	Bulk Waste Disposal Expense	-	155,823	160,987	161,486	163,132
49100	Other Current Charges	114,086	45,997	4,500	1,500	5,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>966,722</b>	<b>781,765</b>	<b>803,945</b>	<b>760,531</b>	<b>811,473</b>
581-91001	Transfer to General Fund	174,492		168,833	168,833	185,828
99100	Contingency	-		56,838		43,598
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>174,492</b>	<b>-</b>	<b>225,671</b>	<b>168,833</b>	<b>229,426</b>
<b>TOTAL</b>	<b>SOLID WASTE FUND</b>	<b>1,141,214</b>	<b>781,765</b>	<b>1,029,616</b>	<b>929,364</b>	<b>1,040,899</b>

### Major Variance from Current Budget FY 2015 to Projected FY 2015

Code	Amount	Explanation
34202	(\$11,287)	Lower due to reduction for contractual costs incurred

### Major Variance or Highlights of the Fund Budget - FY 2015 Projected to FY 2016 Proposed

Code	Amount	Explanation
34202	\$15,245	Increase due to contractual formula CPI & Fuel Index adjustment
34203	\$25,538	Increase due to contractual formula CPI & Fuel Index adjustment
91001	\$16,995	Increase in departmental cost allocation to General Fund

**Town of Southwest Ranches**  
**Proposed FY 2015/2016**  
**Solid Waste Assessment Worksheet**

**Sources:**

SWS Contract  
 Broward County Property Appraiser  
 Munilytics Consultant Study

Description	Solid Waste & Recycling	Bulk Waste	Total Proposed FY 15/16
% Allocation Direct Expenses Only	66%	34%	

**Direct Expenses:**

Solid Waste Collection	\$ 291,199	\$ -	\$ 291,199
Recycling Collection	\$ 50,922	\$ -	\$ 50,922
Bulk Waste Collection	\$ -	\$ 109,466	\$ 109,466
Solid Waste Disposal	\$ 187,755	\$ -	\$ 187,755
Bulk Waste Disposal	\$ -	\$ 163,132	\$ 163,132
<b>Sub-Total</b>	<b>\$ 529,875</b>	<b>272,598</b>	<b>\$ 802,473</b>

**Other Expenses**

Statutory Discount	42,956
Collections Cost	42,649
Townwide Personnel\Contractual Costs	185,828
Net Assets Available for Rate Stabilization	26,848
<b>Total Solid Waste Assessment Expenses</b>	<b>\$ 1,100,754</b>

**Based On Consultant Study**

Assessment	Lot Sq Ft. Range	Number of Units in Range	Solid Waste Cost Per Unit	Bulk Waste Cost Per Parcel	Total Proposed Rates FY 15/16	Total Assessed Rates FY 14/15	Difference: Increase
A	- 41,200	406	286.04	103.61	389.65	387.31	2.34
B	41,201 46,999	419	286.04	123.41	409.45	405.92	3.53
C	47,000 62,999	412	286.04	147.26	433.30	430.34	2.96
D	63,000 95,999	444	286.04	159.80	445.84	443.07	2.77
E	96,000 106,999	441	286.04	183.30	469.34	468.57	0.77
F	107,000 >107,000	419	286.04	223.97	510.01	500.21	9.80

**Town of Southwest Ranches, FL**  
**Proposed Cost Allocation Plan for FY 2016 Special Assessments**

<i>Townwide Personnel &amp; Contractual Costs *</i>		<i>General Fund Allocation</i>		<i>Solid Waste Assessment Cost Allocation</i>		<i>Fire Assessment Cost Allocation</i>	
Department	Cost	%	Allocation	%	Allocation	%	Allocation
Legislature	\$ 69,000	87%	\$ 60,030	5%	\$ 3,450	8%	\$ 5,520
Attorney	\$ 500,000	87%	\$ 435,000	5%	\$ 25,000	8%	\$ 40,000
Executive	\$ 382,616	70%	\$ 267,831	15%	\$ 57,392	15%	\$ 57,392
Finance	\$ 276,298	70%	\$ 193,409	15%	\$ 41,445	15%	\$ 41,445
Clerk	\$ 207,348	90%	\$ 186,613	3%	\$ 6,220	7%	\$ 14,514
Public Works	\$ 225,072	99%	\$ 222,821	0%	\$ -	1%	\$ 2,251
Code Enforce.	\$ 130,800	52%	\$ 68,016	40%	\$ 52,320	8%	\$ 10,464
PROS	\$ 98,090	100%	\$ 98,090	0%	\$ -	0%	\$ -
<b>Totals</b>	<b>\$ 1,889,224</b>		<b>\$ 1,531,810</b>		<b>\$ 185,828</b>		<b>\$ 171,586</b>

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



## Appendix

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

The two components contained here are:

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

**FY 2015-2016**

## 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, and, Parks, Recreation and Open Spaces.

# FUND DESCRIPTIONS

## **FUND 101 – TRANSPORTATION FUND**

The Transportation Fund is a type of special revenue fund. The revenues received for that fund have specific limitations on their use. This fund is used to account for the portions of gas tax and transportation revenues (including a dedicated portion of the Towns Ad Valorem millage that comprises a Transportation surface and drainage ongoing rehabilitation project (known as TSDOR), 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)

## FUND DESCRIPTIONS

where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

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

The Solid Waste Collection Fund is a type of enterprise fund. The Town through an Independent Contractor provides solid waste 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 with the assistance of the Code Enforcement Department.

## FIDUCIARY FUND TYPES

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

**Committed Fund Balance –** Amounts that have self-imposed limitations, established through actions of the 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, known as net assets which serves as a measure of financial resources.

**GAAP:** This acronym stands for Generally Accepted Accounting Principles. It is a set of uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

**General 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 as either nonspendable, restricted, committed, or assigned and is therefore available for any purpose.

**User Charges:** The payment of a fee for direct receipt of a public service by the party who benefits from the service.

**Utility Taxes:** Municipal charges on consumers of various utilities such as electricity, gas, water, telecommunications.

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





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