

**FISCAL YEAR**

# 2021



**TOWN OF  
SOUTHWEST RANCHES  
FLORIDA**



**PROPOSED  
BUDGET**



**OCTOBER 1, 2020 -  
SEPTEMBER 30, 2021**

**TOWN OF SOUTHWEST RANCHES, FLORIDA**  
**PROPOSED BUDGET**  
**Fiscal Year 2020-2021**



**TOWN COUNCIL**



Mayor  
Doug McKay



Vice Mayor  
Denise Schroeder



Councilmember  
Bob Hartmann



Councilmember  
Delsa Amundson



Councilmember  
Gary Jablonski

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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) Town's budget calendar
- 3) Millage information
- 4) Summary 5-year capital improvement plan
- 5) Summary of proposed schedule of financing
- 6) Fire Assessment information
- 7) Solid Waste Assessment information
- 8) Organizational Chart
- 9) Personnel Complement

**FY 2020-2021**



Town of Southwest Ranches  
13400 Griffin Road  
Southwest Ranches, FL 33330-2628  
[www.SouthwestRanches.org](http://www.SouthwestRanches.org)  
(954) 434-0008 Town Hall  
(954) 434-1490 Fax

***Town Council***

**Doug McKay, Mayor**  
**Denise Schroeder, Vice Mayor**  
**Delsa Winslow Amundson, Council Member**  
**Bob Hartmann, Council Member**  
**Gary Jablonski, Council Member**

***Town Administration***

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

July 29, 2020

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

The events of calendar year 2020 to date have been unprecedented. Public Health, employment and economic pressures resulting from the Covid-19 pandemic have combined with societal tensions in a manner never seen before. These issues have only added to concerns over shifts at the federal and state levels identified in previous communications compounded by issues of the past year that draw into sharp focus questions about how the values of American governments should be prioritized. This includes balancing the psychological and economic harms of quarantine with the need to protect oneself, one's loved ones, and society in general. These are all legitimate concerns for which government at all levels are expected to find the best reasonable balance. Also, these conditions are not likely to change substantially in the coming fiscal year as vaccine development takes time and the national need to better train emergency responders are not an overnight fix either.

So where do we go from here? We (the Town Council, Administration, and the Public of Southwest Ranches) will continue to rise to the challenges as well as we are able over the next several months. We will continue to work deliberately, openly, fairly, and intentionally to shape the best possible priority and value-based spending policy for the Town of Southwest Ranches and due our best to ensure equity, civility, and progress. It is our pleasure, and responsibility, to initiate that process by providing Administration's Fiscal Year 2020/2021 Proposed Budget.<sup>1</sup>

The document before you is our best effort to identify and direct sufficient resources to meet Council policy objectives while not overburdening taxpayers. This proposed budget

<sup>1</sup> References to fiscal years (such as FY 2021) are shorthand for the year ending September 30, 2021. Fiscal Year 2021, for example, may also be represented as FY 2021, FY 20/21, or FY 21. Wherever standardization is possible, it has been utilized.



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.

While conservative in financial approach, the proposals are dynamic in terms of quality of life enhancement and systems improvements. Staff has evaluated how to make improvements in program operations and quality of life improvements for our visitors, residents, and business owners. Nearly \$609,000 (\$608,557) in program modification opportunities were identified in addition to the larger capital improvement projects (such as the Drainage Improvement Projects. With the awareness that each dollar spent impacts our residents, and the Covid-19 pandemic impact to all taxpayers, Administration has reduced the program modification requests by nearly 70%. The proposed funded \$183,878 represent responses to community concerns and will be addressed in greater detail later.

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

Funding approximately 30% of the program modifications for quality of life and operational improvements recommended by the community is combined with anticipated payments on debt service obligations. Additionally, the Town has seen changes in overall grant funding from the State but are somewhat mitigated as new Mobility Advancement Program (MAP-f/k/a Transportation Surtax) funding is available, in lieu of millage, for Drainage Improvements and the Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR) program. Also, according to the Broward County Property Appraiser, a record 6.58% taxable values increase representing \$96.5 million dollars of which \$32 million (or over 33%) is due to new construction is extremely favorable. Therefore, with Administration addressing anticipated contractual and expenditure increases, revenue changes and community expectations as a result of the Covid-19 pandemic and other mentioned items, a balanced budget is proposed with no change to the regular, operating (non-TSDOR) millage.

### ***Millage:***

The combined ad valorem impact below the prior year adopted roll-back rate is \$659,676 while it is \$361,566 below the current year roll-back rate. This amount addresses all the issues above. This proposed budget addresses the above issues by decreasing next year's millage for operating purposes by 0.4439 mills (44 cents per \$1,000 in taxable value). This proposed new rate for operations (4.2125 mills) remains one of the lowest among Broward County's approximately thirty municipalities. It should be noted that the 4.2125 mill rate for operations and general quality of life improvements addresses all millage items and, for the first fiscal year since 2015, the TSDOR CIP will not be proposed as funded via millage.

In summary, this proposed budget is funded at a combined millage rate of 4.2125 mills for operating improvements and will require, per Florida Statute, a simple-majority vote by Council members (3 out of 5 voting in support). On every \$250,000 of taxable value,



this rate represents a combined \$61 dollar decrease from the current (FY 2020-2021) roll-back” rate of 4.4558 mills. The proposed rate decrease combined with increases in property valuation, result in a requirement to advertise a 5.46% tax decrease. However, it is duly noted that, property owners without a change in net taxable value will actually receive a real cash reduction of 9.53% in their Town of Southwest Ranches portion of their tax bill.

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

This rate addresses fire personnel, fire operations, planning, and capital improvements related to fire services such as: prevention, awareness, and suppression. The rates for fire assessment were the result of a newly implemented Fire Protection Assessment Methodology study combined with a contractual increase from the Town of Davie as well as operational increases, as compared to FY 19/20, from the Volunteer Fire Department (VFD) imposed by Town Council including an increased stipend of \$25 per Volunteer 24-hour shift. Increases for each residential category unit as well as for commercial, and Institutional category per square building footage are proposed and funded at \$105.63, \$0.2266, and \$0.9606, respectively. While **decreases** for acreage per acre and warehouse/industrial per square building footage categories are proposed and funded at **(\$10.45)**, **(\$1.0583)**, respectively. This proposed budget also funds program modifications related to the Volunteer Fire operations to improve planning for fire vehicles and safety equipment for personnel and residents to strategically procure. Ultimately, it is primarily the combined contractual escalators within the Town’s service contract with Davie along with the changes in Fire Methodology, rather than program modifications for the VFD, which create the need for the change in rates.

For FY 2021, eleven veterans have qualified for and claimed this exemption (no change from the prior year). The total dollar impact to the Town’s General Fund from eleven (11) Property Appraiser 100% service-connected qualified disabled veterans is \$6,921 (\$629.14 x 11 residents). Additionally, it shall also be noted that the general fund millage impact of imposed FS 170.01 (4) pertaining to a full Fire Assessment exemption for vacant agricultural property is approximately \$94,367 (#1,113 x \$84.76).

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

Waste Pro, Inc was awarded a contract after an extensive competitive procurement process. Their most responsible contract called for an initial residential increase of approximately 73% for FY 2017/2018 to come up to market values. This significant percentage increase was initially subsidized by the Town. While there have been significant increases to users over FY 17/18 and FY 18/19, they have been historically “smoothed” and conservatively estimated pending an initial year “true-up” as a matter of Town Council equity in policy. During FY 2019/2020, Town Council was able to adopt a decrease in all residential categories averaging 5.4%, depending on parcel lot size square footage. This occurred due to successful Management and Legal negotiations obtaining a permanently reduced bulk disposal maximum generation factor from 4.67 to 3.73 tons

per unit per year, which was partially offset by annual collection element contract adjustments. For FY 2020/2021, rates are proposed at no changes to any parcel lot size and will continue to maintain full cost recovery status. The annual collection element contract adjustments include: 1) an increase based on the Miami/Fort Lauderdale consumer price index (1.12%) and 2) a decrease in the year-to-year fuel adjustment indices (-3.79%) which, when converted to dollars, primarily offset each other enabling no changes to rates nor requiring the utilization of the Solid Waste Fund net position. Once again, with no changes to rates proposed, Administration is sensitive to the economic conditions resulting from the Covid-19 pandemic. Total proposed solid waste assessment expenses have slightly increased \$6,337 to \$1,820,084 from \$1,813,747 due to an increase in total service units (to #2,629 from #2,610).

As previously mentioned, for FY 2021, eleven veterans have qualified for and claimed the 100% service-connected qualified disabled exemption (no change from the prior year). The total approximate dollar impact to the Town's Solid Waste Fund from eleven (11) Property Appraiser 100% service-connected qualified disabled veterans a 50% reduction is \$3,666 (\$666.52 avg. x 50% x 11 residents).

***Summary:***

<b>Cost Name</b>	<b>FY 20/21 Proposed Budget Change</b>
Ad valorem (Property Tax) Rate: 4.2125 GF Operating rate + 0.0000 TSDOR = 4.2125 total mills	<b>Decrease</b> of .4439 mills (net) to below the roll-back rate. Represents a GF Operating of \$0 change plus a \$61 decrease in TSDOR = \$61 total decrease on every \$250,000 of taxable value.  Note: A decrease of 9.53% will occur for individual parcels whose taxable value has not changed.
Fire Assessment Rate(s)	<b>Increase</b> of \$105.63 per residential category unit (annual)
Solid Waste Assessment Rate(s)	<b>No change</b> to all residential parcels (based on parcel lot square footage)

**General Fund**

The proposed funding method not only results in a decrease in net millage but also utilizes nominal appropriations from restricted fund balances to continue the existing quality of services expected from the Town of Southwest Ranches. Accordingly, the use of restricted fire control and building technology Fund Balances (reserves), in the net amount of \$24,045 were budgeted to fund the fire modular awning program mod as well

as continuance of a Townwide GIS project and building digitalization efforts. The Capital Projects Fund and Transportation Fund are appropriated dollars as those funds are not generally expected to hold a significant balance. Use of Capital Project fund assigned Fund Balance (reserves) in the amount of \$60,000 for a capital project carryover from FY 2020 is recommended in this budget as are reserves, in the amount of \$346,040, dedicated for carryover drainage projects within the Transportation fund. Almost \$1,395,000 in transfers to the debt fund is also achieved which includes a \$397,012 provision for anticipated increased amortization payments in the future as are transfers to fund other necessary items. Even with these transfers and the use of some restricted General Fund Fund Balance, the General Fund unassigned fund balance continues to remain well above the 16.67% recommended by the Governmental Finance Officers Association (GFOA).

### **Capital Improvements Planning**

The Proposed FY 2021 Budget includes a section which serves as an important planning tool and a highlight of the way in which this budget balances Council priorities with available resources. The section is the “Five-Year Capital Improvement Plan.” This plan may also be referred to as the 5-Year CIP and should not be confused with Capital Projects Fund. The latter only includes capital projects of a governmental nature funded within a fiscal year.

The aim of the 5-Year CIP is to identify all capital asset and infrastructure projects which are recommended or scheduled to occur within the next 5 fiscal years within the Town. For each project within the plan there is a detailed page providing an explanation of the project and additional detail. This coordinated 5-Year CIP serves as a quick reference for a project timeline and identifies current and future funding requirements to bring those projects to completion. The project detail pages within the plan provide information to all concerned parties about individual projects.

Sixteen Capital Improvement Projects were submitted during inter-departmental budget discussions and have been included in the 5-Year CIP. However, nine projects are not being recommended in the Proposed FY 2021 Budget either because funding is not needed until future years or, more commonly, sufficient financial resources cannot be identified while achieving the proposed reduced millage rate below the roll-back rate.

### **Capital Improvements**

This proposed budget balances Council priorities with available resources in the area of Capital Improvement Projects (CIPs). The following seven CIPs are funded. Available resources for funding nine additional projects have not been identified nor assured. The Proposed FY 2021 Budget utilizes a combination of grant and Mobility Advancement Program (MAP) funding, General Fund Transfers, and an appropriation of fund balance (restricted, committed, and assigned) all within the General, Capital Projects and Transportation Funds.

## Proposed **Funded** FY 2020/2021 Capital Improvement Projects

Department	Project Name	Total FY 2021 Project Amount*
Public Safety - Fire Admin	Fire Wells Replacement and Installation	\$ 30,000
Public Safety - Fire Admin	Fire Safety Modular Protective Awnings	\$ 19,500
<b>General Fund Total</b>	<b>Total</b>	<b>\$ 49,500</b>
Townwide	TH Complex Safety, Drainage, Mitigation Improvements	\$ 180,000
Parks and Open Space	Frontier Trails Conservation Area	\$ 60,000
<b>Capital Projects Fund Total</b>	<b>Total</b>	<b>\$ 240,000</b>
Transportation	Drainage Improvement Projects*	\$ 882,685
Transportation	Drainage Improvement Surtax Projects	\$ 53,160
Transportation	Pavement Striping and Markers	\$ 26,735
<b>Transportation Fund Total</b>	<b>Total</b>	<b>\$ 962,580</b>
<b>All Funds</b>	<b>Total</b>	<b>\$ 1,252,080</b>

**\*Note:** Not all of the project costs for the Drainage Improvement Projects detailed within the Transportation Fund are funded exclusively by the Town of Southwest Ranches. Narrative explanation is provided on its Capital Improvement Project Page.

An additional eleven capital improvements projects are not funded in the proposed budget for FY 2021 and are identified in the following table. There are many potential reasons for a project being deferred. A few are: 1) funding may not be available, 2) managing additional projects may be too cumbersome or 3) project timing suggests that a delay is appropriate. A detailed description of each proposed project can be found elsewhere in this document.

## Proposed **Not Funded** FY 2020/2021 Capital Improvement Projects\*\*

Department	Project Name	Total FY 2021 Project Amount
Parks and Open Space	PROS Playground Surfacing Conversion	\$ 154,160
Parks and Open Space	Country Estates Park	\$ 150,000
Parks and Open Space	PROS Entranceway Signage	\$ 60,000
Parks and Open Space	Southwest Meadows Sanctuary Park	\$ 50,000
Parks and Open Space	Calusa Corners Park	\$ 50,000
Parks and Open Space	Sunshine Ranches Equestrian Park Playground Rehabilitation	\$ 32,125
Parks and Open Space	Country Estates Park Ballfield Improvement	\$ 31,726
<b>Capital Projects Fund Total</b>	<b>Total</b>	<b>\$ 528,011</b>
Transportation	Transportation Surface & Drainage Ongoing Rehabilitation (TSDOR)	\$ 869,960
Transportation	Guardrails Installation Project	\$ 390,000
<b>Transportation Fund Total</b>	<b>Total</b>	<b>\$ 1,259,960</b>
<b>All Funds</b>	<b>Total</b>	<b>\$ 1,787,971</b>

**\*\*Note:** The above Not Funded does not include an anticipated expenditure of approximately \$422k for Street Lighting in FY's 2022-2024 or \$5.4 million in FY 2025 for a Public Safety Facility. Narrative explanation for this project is provided among the Not Funded Capital Improvement Projects.

Funding of these projects as requested would result in an additional expenditure of approximately \$1,787,971 and a net millage increase of 1.2031 in FY 2021.

It shall also be noted that although the above is presented as not funded, funding for the comprehensive Transportation Surface Drainage Ongoing Rehabilitation (TSDOR) project are deemed eligible for MAP awards. 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 improvements of Town owned and maintained streets. This substantial project reaches over 21+ years and addresses improvements and maintenance to over 90% of Town roadways to ensure they are among the safest and very best in Broward County. To reach that goal a non-operating millage was established each year since 2015 through 2020 as part of the budget process. However, the anticipated costs for this project for FY 2021 is \$869,960 and will continue to be presented but aggressively will be pursued and completed as MAP awards are obtained. Specific construction element needs are detailed within the description on this project.

## **Program Modifications**

Twelve projects are currently proposed for funding in this budget of the twenty-three requests submitted. Whether funded in the FY 2021 Proposed Budget or not, each program modification request is presented in this document with an explanation of the project and its anticipated costs.

The following tables represent all requested program modifications with their associated costs and the tables are divided between funded and unfunded projects. To assist in evaluating programs, the associated costs have a corresponding net millage equivalent identified where millage would be impacted. Funding for items in both funds have been identified without exceeding the proposed millage rate while increasing the fire assessment rates while being sensitive to the current economic conditions as a result of the Covid-19 pandemic.

### **Proposed Program Modifications**

<b><i>Funded Millage</i></b>	<b>Cost</b>	<b>Millage Equivalent, if applicable</b>
Website Redesign and ADA Compliance	<u>\$20,500</u>	0.0137
Council Chamber Cameras	<u>\$20,000</u>	0.0134
Town Hall Exterior Re-painting	<u>\$18,000</u>	0.0121
Townwide Vehicle Replacement Program	<u>\$17,500</u>	0.0117
SWR – 20 <sup>th</sup> Anniversary Celebration	<u>\$15,000</u>	0.0100
Townwide Parks Maintenance & Exterior Building Painting	<u>\$14,670</u>	0.0098
Comprehensive Plan Update: Data, Inventory & Analysis	<u>\$10,000</u>	0.0067
School Zone Flashing Beacon Replacement	<u>\$9,000</u>	0.0060
<b>Sub-total</b>	<b><u>\$124,670</u></b>	
<b><i>Funded Fire Assessment</i></b>		
Volunteer Fire Apparatus Replacement	<u>\$39,000</u>	N/A
Volunteer Fire AED Replacement	<u>\$12,000</u>	N/A
Volunteer Fire Hose Replacement	<u>\$5,400</u>	N/A
Volunteer Fire Bunker Gear Replacement	<u>\$2,808</u>	N/A
<b>Sub-total</b>	<b><u>\$59,208</u></b>	
<b>Grand Total Funded</b>	<b><u>\$183,878</u></b>	

**Proposed Program Modifications  
(Continued)**

<b><i>Not Funded Millage</i></b>	<b>Cost</b>	<b>Millage Equivalent, if applicable</b>
Transportation Fund: Stormwater Master Plan	<u>\$125,000</u>	0.0841
Right of Way: Increased Level of Service	<u>\$52,339</u>	0.0352
Transportation: TSDOR Plan Update	<u>\$50,000</u>	0.0336
Records Coordinator	<u>\$45,000</u>	0.0302
Griffin Road-West Median Replanting	<u>\$43,465</u>	0.0292
Rolling Oaks Passive Open Space Park Wetland Improvement	<u>\$33,920</u>	0.0228
Townwide Parks Increased Maintenance Level	<u>\$25,699</u>	0.0172
Playground Equipment Maintenance Service	<u>\$18,000</u>	0.0121
Sign Code Overhaul	<u>\$12,000</u>	0.0080
PT Customer Service Staff Increase	<u>\$11,756</u>	0.0079
<b>Sub-total</b>	<b><u>\$417,179</u></b>	
<b><i>Not Funded Fire Assessment</i></b>		
Volunteer FD – Protective Ballistic Gear	<u>\$7,500</u>	N/A
<b>Sub-total</b>	<b><u>\$7,500</u></b>	
<b>Grand Total Funded</b>	<b><u>\$424,679</u></b>	

**Summary Comments**

As mentioned, this is Administration's best first attempt at a spending plan for FY 2021 that balances Town Council priorities under a Covid-19 pandemic, community concerns, and improved administrative function. Many of the funded items will directly improve the appearance of the Town while others focus on improved customer service. Together we look to instill even greater confidence in Town of Southwest Ranches leadership and look forward to engaging in continuing open and public discussion as we further refine the FY 2020/2021 work plan. Specific opportunities for discussion include the budget workshop, scheduled for Tuesday, August 18, 2020, two formal public hearings, and plan adoption in September (Monday, September 14<sup>th</sup> and Thursday, September 24<sup>th</sup>, respectively). In the meantime, if either of us may be of service in discussing what is proposed, please feel free to contact us directly. Finally, we would like to specifically thank all the members of the Finance & Budget Department as well as Assistant Town Administrator/Town Clerk Russell Muniz for their invaluable assistance in the publication of this budget.

Town Administrator:

***Andrew D. Berns***

Andrew D. Berns, MPA

Town Financial Administrator:

***Martin D. Sherwood***

Martin D. Sherwood, CPA, CGMA, CGFO



## TOWN OF SOUTHWEST RANCHES, FL

### Council Adopted Budget Calendar for FY 2020-2021

Monday, February 3, 2020	Town Financial Administrator meets with Town Administrator for General Direction
Thursday, February 13, 2020	Memo to Town Council- Proposed Budget Calendar for FY 2020-2021 presented at regular Council meeting
Tuesday, February 18, 2020	Budget Kick-Off with Department Heads and Staff/Advisory Bd Liaisons
March 9th to May 22nd, 2020	Town Administrator and Town Financial Administrator to meet individually with Town Council members to obtain policy direction
Monday, March 9, 2020	Department Descriptions, Accomplishments, Goals and Objectives Due from Department Heads
Monday, March 16, 2020	Departmental and Advisory Boards Capital Improvement (> \$24,999) and Program Modification Requests Due
Monday, March 23, 2020	Departmental and Advisory Boards operating and capital outlay (\$1,000 but < \$25,000) requests and justification due
Friday, April 3, 2020	Department Revenue Estimates Due from Department Heads
Wednesday, April 8, 2020	Departmental Meetings (9:30-11:00 am; 1:00-2:30PM; 3:00-4:30PM)
Thursday, April 9, 2020	Departmental Meetings (9:30-11:00 am; 1:00-2:30PM; 3:00-4:30PM)
Friday, April 10, 2020	Departmental Meetings (9:30-11:00 am; 1:00-2:30PM; 3:00-4:30PM)
Friday, May 15, 2020	Town Financial Administrator meets with Town Administrator and Town Attorney (preliminary condition assessment/recommendations/modifications) - post council direction
Monday, May 18, 2020 to ongoing	Draft Proposed FY 2020-2021 Departmental Sectional worksheets Distributed
Monday, June 1, 2020	Estimated Tax roll information available from Property Appraiser
Monday, June 1, 2020	Comments/Corrections Due on Draft-Administrators/Attorney/Departments
Wednesday, July 1, 2020	Certified Taxable Values Received from Property Appraiser
Monday, July 13, 2020	Final Proposed Budget finished, printing begins & distribution commences
Tuesday, July 28, 2020	First Budget Hearing for Broward County School Board
Thursday, July 30, 2020	Preliminary Millage Rate and Initial FY 2020-2021 Fire Protection and Solid Waste (SW) special assessment Adoption at July Regular Council Meeting (all via resolutions)
Tuesday, August 4, 2020	Deadline to send the Preliminary Millage Rate and Initial FY 2020-2021 Fire Protection and SW special assessment to the Broward County Property Appraiser Office and the Broward County Treasury Division
Tuesday, August 18, 2020	Budget Workshop on Proposed Budget (7 PM)- Mayor and Town Council (Community Invited)
On or prior to August 21, 2020	Notice for First Public Hearing through TRIM notice sent by Property Appraisers' office
On or prior to August 25, 2020	Town advertises its non-ad valorem Special Assessments. Advertisement must run at least 20 days prior to final public hearing for assessment adoption
Thursday, August 27, 2020	August regular Council Meeting
Wednesday, September 9, 2020	Second Budget Hearing for Broward County School Board
Thursday, September 10, 2020	First Budget Hearing for Broward County Government
Monday, September 14, 2020	First Public Hearing for Tentative Millage and Budget Adoption introduced for FY 2020-2021 (via ordinances). Final Fire Protection and SW special assessment Adoption (via resolutions) @ 6:00PM. September Regular Council meeting @ 7:30PM
Tuesday, September 15, 2020	Deadline to send the adopted Final Fire Protection and SW special assessment to the Broward County Property Appraiser Office and the Broward County Treasury Division
Tuesday, September 15, 2020	Deadline for Newspaper advertisement submission
Saturday, September 19, 2020	First Date: advertisement can run for second public hearing
Tuesday, September 22, 2020	Last Date: advertisement can run for second public hearing
Tuesday, September 22, 2020	Second Budget Hearing for Broward County Government
Thursday, September 24, 2020	Second Public Hearing for Final Millage and Budget Adoption (via ordinances) @ 6:00 PM. September Regular Council meeting @ 7:00PM

<b>Fiscal Year 2021 Millage Maximums and Related Information</b> <b>(Based on Certified Assessment Information)</b>					
Millage Name	Votes Required	Maximum Millage	Total Resulting Net Revenues	Net Revenue Change (from prior year adopted rate funding level)	FY 2021 levy increase (decrease) per \$250,000 of taxable value
FY 2020-2021 Proposed Rate (Town of SWR Operating 4.2125 + TSDOR .0000 Rates)	3	4.2125	\$6,260,159	(\$659,676)	(\$61) *
Current Year Roll-Back Rate (Town of SWR Operating 4.4558 + TSDOR .0000 Rates)	3	4.4558	\$6,621,724	(\$298,110)	\$0
FY 2019-2020 Adopted Rate (Town of SWR Operating 4.2125 + TSDOR .4439 Rates)	3	4.6564	\$6,919,834	\$0	\$50
Maximum Majority Vote	3	4.7552	\$7,066,660	\$146,826	\$75
Maximum Super Majority Rate	4	5.2307	\$7,773,296	\$853,462	\$194
Unanimous (Maximum)	5	10.0000	\$14,860,910	\$7,941,076	\$1,386

**Note:** \* Property owners without a change in net taxable value will receive a real cash reduction of 9.53% in their Town of Southwest Ranches portion of their tax bill due to the proposed reduction in the millage rate from 4.6564 to 4.2125.

## Proposed **Funded** FY 2020/2021 Capital Improvement Project Requests

Department	Project Name	Total FY 2021 Project Amount*
Public Safety - Fire Admin	Fire Wells Replacement and Installation	\$ 30,000
Public Safety - Fire Admin	Fire Safety Modular Protective Awnings	\$ 19,500
<b>General Fund Total</b>	Total	<b>\$ 49,500</b>
Townwide	TH Complex Safety, Drainage, Mitigation Improvements	\$ 180,000
Parks and Open Space	Frontier Trails Conservation Area	\$ 60,000
<b>Capital Projects Fund Total</b>	Total	<b>\$ 240,000</b>
Transportation	Drainage Improvement Projects*	\$ 882,685
Transportation	Drainage Improvement Surtax Projects	\$ 53,160
Transportation	Pavement Striping and Markers	\$ 26,735
<b>Transportation Fund Total</b>	Total	<b>\$ 962,580</b>
<b>All Funds</b>	Total	<b>\$ 1,252,080</b>

**\*Note:** Not all of the project costs for the Drainage Improvement Projects detailed within the Transportation Fund are funded exclusively by the Town of Southwest Ranches. Narrative explanation is provided on its Capital Improvement Project Page.

## Proposed **Not Funded** FY 2020/2021 Capital Improvement Project Requests\*\*

Department	Project Name	Total FY 2021 Project Amount
Parks and Open Space	PROS Playground Surfacing Conversion	\$ 154,160
Parks and Open Space	Country Estates Park	\$ 150,000
Parks and Open Space	PROS Entranceway Signage	\$ 60,000
Parks and Open Space	Southwest Meadows Sanctuary Park	\$ 50,000
Parks and Open Space	Calusa Corners Park	\$ 50,000
Parks and Open Space	Sunshine Ranches Equestrian Park Playground Rehabilitation	\$ 32,125
Parks and Open Space	Country Estates Park Ballfield Improvement	\$ 31,726
<b>Capital Projects Fund Total</b>	Total	<b>\$ 528,011</b>
Transportation	Transportation Surface & Drainage Ongoing Rehabilitation (TSDOR)	\$ 869,960
Transportation	Guardrails Installation Project	\$ 390,000
<b>Transportation Fund Total</b>	Total	<b>\$ 1,259,960</b>
<b>All Funds</b>	Total	<b>\$ 1,787,971</b>

**\*\*Note:** The above Not Funded does not include an anticipated expenditure of approximately \$422k for Street Lighting in FY's 2022-2024 or \$5.4 million in FY 2025 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 2021 - FY 2025**

Department Name	Project Name	FY 2021		FY 2022		FY 2023		FY 2024		FY 2025		Total
<b>Public Safety/ General Fund &amp; Capital Projects Fund</b>	Fire Wells Replacement and Installation	30,000	FA	30,000	FA	30,000	FA	30,000	FA	30,000	FA	150,000
	Fire Safety Modular Protective Awnings	19,500	GF-FB	-		-		-		-		19,500
	Emergency Operations Center	-		-		-		-		5,400,000	NF	5,400,000
<b>Townwide / Capital Projects Fund</b>	TH Complex Safety, Drainage, Mitigation Improvements	180,000	G	-		-		-		-		180,000
<b>Parks, Recreation &amp; Open Space/ Capital Projects Fund</b>	Frontier Trails Conservation Area	60,000	CIP-FB	125,000	NF	223,500	NF	689,650	NF	841,500	NF	1,939,650
	PROS Playground Surfacing Conversion	154,160	NF	120,904	NF	26,775	NF	-		-		301,839
	Country Estates Park	150,000	NF	175,000	NF	240,000	NF	229,575	NF	270,425	NF	1,065,000
	PROS Entranceway Signage	60,000	NF	40,000	NF	-		-		-		100,000
	Calusa Corners Park	50,000	NF	296,000	NF	503,225	NF	195,500	NF	211,000	NF	1,255,725
	Southwest Meadows Sanctuary Park	50,000	NF	518,406	NF	518,406	NF	518,406	NF	518,406	NF	2,123,624
	Sunshine Ranches Equestrian Park Playground Rehabilitation	32,125	NF	-		-		-		-		32,125
	Country Estates Park Ballfield Improvement	31,726	NF	-		-		-		-		31,726
<b>Public Works: Engineering/ Transportation Fund</b>	Drainage Improvement Projects	882,685	G, TFB GF Tfr	92,000	GF Tfr	138,000	GF Tfr	138,000	GF Tfr	138,000	NF	1,388,685
	Drainage Improvement Surtax Projects	53,160	STx	-		-		-		-		53,160
	Pavement Striping and Markers	26,735	GF Tfr	33,265	GAS, GF Tfr	50,000	GAS, GF Tfr	50,000	GAS, GF Tfr	50,000	GAS, GF Tfr	210,000
	Transportation Surface Drainage & Ongoing Rehabilitation (TSDOR)	869,960	NF	450,000	STx +GF-Tfr (mill=TBD)	450,000	STx +GF-Tfr (mill=TBD)	450,000	STx +GF-Tfr (mill=TBD)	450,000	STx +GF-Tfr (mill=TBD)	2,669,960
	Guardrails Installation Project	390,000	NF	390,000	NF	205,000	NF	205,000	NF	-	NF	1,190,000
	Street Lighting	-		25,000	TBF	201,000	NF	196,000	NF	-		422,000
<b>PROJECT TOTALS</b>		<b>\$3,040,051</b>		<b>\$2,295,575</b>		<b>\$2,585,906</b>		<b>\$2,702,131</b>		<b>\$7,909,331</b>		<b>\$18,532,994</b>

Funding Source Code	Funding Source Name
CIP-FB	Capital Projects Fund Fund Balance
DEBT	DEBT-General Obligation or otherwise
FA	Fire Assessment
G	Grant Funding
GAS	Local Option Gas Taxes
GF-FB	General Fund Fund Balance
GF Tfr	General Fund Transfer from Operating Revenues
NF	Not Funded
STx	Mobility Advancement Program/Transportation Surtax
TFB	Transportation Fund Fund Balance

## Five Year Capital Improvement Plan - All Funds Funding Source Summary FY 2021 - FY 2025

	Source Name	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
<b>CIP-FB</b>	Capital Projects Fund Fund Balance	60,000	-	-	-	-	60,000
<b>DEBT</b>	DEBT-General Obligation or otherwise	-	-	-	-	-	0
<b>FA</b>	Fire Assessment	30,000	30,000	30,000	30,000	30,000	150,000
<b>G</b>	Grant Funding	624,645	-	-	-	-	624,645
<b>GAS</b>	Local Option Gas Taxes		25,000	5,000	5,000	5,000	40,000
<b>GF-FB</b>	General Fund Fund Balance	19,500	-	-	-	-	19,500
<b>GF Tfr</b>	General Fund Transfer from Operating Revenues	118,735	325,265	408,000	408,000	270,000	1,530,000
<b>NF</b>	Not Funded	1,787,971	1,665,310	1,917,906	2,034,131	7,379,331	14,784,649
<b>STx</b>	Mobility Advancement Program/Transportation Surtax	53,160	225,000	225,000	225,000	225,000	953,160
<b>TFB</b>	Transportation Fund Fund Balance	346,040	25,000	-	-	-	371,040
	<b>Totals</b>	<b>3,040,051</b>	<b>2,295,575</b>	<b>2,585,906</b>	<b>2,702,131</b>	<b>7,909,331</b>	<b>18,532,994</b>

# FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Fire Wells Replacement and Installation						
Priority	Public Safety #1	Project Manager	Sandy Luongo, General Services Manager				
Department	Public Safety - Fire	Division	Fire Administration				
Project Location	Townwide						
Fiscal Year	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 206,574
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 206,574
Revenue Source	FA	FA	FA	FA	FA	FA	GF=\$80,000 FA=\$126,574
Description (Justification and Explanation)							
<p>The Town Council has determined that it is in the best interest of the health, safety and welfare of its residents to provide services for the replacement and installation, including drilling, of fire protection water wells. Annual funding is permitted and proposed as a component of the Fire Special Assessment at a cost of approximately \$3,000 - \$7,500 each (for up to 4 wells annually).</p> <p>There are a limited number of fire hydrants serviced by the City of Sunrise Utilities, but the majority of the Town is dependent on #256 fire wells pursuant to a 2019 Town of Davie Fire Marshall report. The location of such and functionality has an impact on the well-being of the residency and an impact on the insurance rating of the municipality. As a municipality, the health, safety and welfare of the citizenry is paramount.</p> <p>Historically, fire wells may be damaged, test dry or sand infiltrated in which case they must be replaced. "Whether or not your local government has adopted the Uniform Fire Code or recognizes the NFPA standards, they have an impact on your community's fire insurance rating. When your jurisdiction is inspected by the Insurance Services Office, the inspector will use current regulations and standards as a basis for your rating. Ignoring the standards when new development takes place will have a cumulative adverse impact on your community's fire insurance premiums and in some situations can contribute to some liability on the part of the local government agency." Inadequate funding may lead to impaired health safety and welfare of the community, in addition to increases in insurance for residents. Proposed funding is via an annual component of the imposed Fire Assessment.</p>							
Annual Impact on Operating Budget							
Personnel							
Operating							
Replacement Costs							
Revenue/Other							
Total							

# FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Public Safety-Fire Rescue Modular Protective Awning						
Priority	2			Project Manager	Sandy Luongo, GSM		
Department	Executive			Division	Executive		
Project Location	17220 Griffin Road						
Fiscal Year	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment/Furnishings	\$ 19,500	\$ -	\$ -	\$ -	\$ -	\$ 19,500	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 19,500	\$ -	\$ -	\$ -	\$ -	\$ 19,500	\$ -
Revenue Source	GF-FB					GF-FB	
Description (Justification and Explanation)							
<p>The Town of Southwest Ranches has one (1) centrally located fire modular station at 17220 Griffin Road. Presently, it is not equipped with approximately nine (9) feet by thirty eight (38) feet of protective awning between the modular structure and car ports that cover the fire engines. During inclement weather, Firefighters are not protected from the elements between the modular station and the fire engines when on a call. The Town desires to secure the most responsive vendor to provide and install protective awning at the modular fire station for safety purposes. Funding is available and proposed via an appropriation of restricted general fund fire control fund balance which has no FY 2021 millage (taxes) or fire assessment impact.</p> <p>The Town will purchase and install protective awning which includes fixed galvanized frames and vinal polyester fabric with UV top coat.</p> <p>Without the awning, fire fighters are subject to inclement weather which may cause delays in response times, endangers lives and increases threats to our residents and their property.</p>							
Annual Impact on Operating Budget							
Personnel			Funding for replacement over the useful lifespan of the equipment/furnishings. (\$19,500 / 10 years = \$1,950)				
Operating							
Replacement Cost		\$19,500					
Revenue/Other							
Total	\$19,500						



# FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Town Hall Complex Safety, Drainage, Mitigation Improvements						
Priority	Townwide			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	13400 Griffin Road Southwest Ranches, FL 33330						
Fiscal Year	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total	Prior Years
Plans and Surveys	\$ 12,600	\$ -	\$ -	\$ -	\$ -	\$ 12,600	\$ 1,511
Engineering/Architecture	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ 14,000	\$ -
Land Acquisition/Site Preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 153,400	\$ -	\$ -	\$ -	\$ -	\$ 153,400	\$ -
Equipment/Furnishings		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,264
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ 180,000	\$ 43,775
Revenue Source	G=\$180,000					G=\$180,000	GF TFR=\$12,000 CIP-FB \$31,775
Description (Justification and Explanation)							
<p>This request is for resurfacing, reshaping, and drainage improvements for creating a safer and stronger Town Hall Parking lot to also weather the impact of a natural disaster. The Public Works Department, Engineering Division will be responsible for the procurement, permitting, and construction of the enhanced drainage and safety improvements including generator retrofitting. The parking lot floods after minor rain events, which has created potholes and uneven pedestrian pathway surfaces. This project was originally funded in the FY 2016 budget with restricted debt service funding for public safety improvements in the amount of \$36,775, but had to be delayed after plans, scope, and bids received exceeded the budgeted amount. However, based on Town Council direction and recent Hurricane IRMA PAP-DAC execution by the Town Administrator provided \$180,000 in funding for eligible hazard mitigation expenditures. However, revised retrofit generator engineering design and construction was completed in FY 20. The project funding approval from FEMA (est. @ \$180,000) has since been further delayed due to COVID-19. Therefore parking lot/drainage design and construction and mitigation expenses was appropriately deferred to FY 2021 to allow for receipt of FEMA restricted Grant funds as well as a competitive procurement process to be completed during FY 2021.</p>							
Annual Impact on Operating Budget							
Personnel	\$ -		No anticipated material impact to the operating budget.				
Operating	\$ -						
Replacement Costs							
Revenue/Other	\$ -						
Total							

# FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Frontier Trails Conservation Area						
Priority	PROS #1			Project Manager	December Lauretano-Haines, PROS Manager		
Department	Parks, Recreation and Open Space			Division	N/A		
Project Location	30-Acre Frontier Trails Park at 19300 SW 51 Manor						
Fiscal Year	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total	Prior Years
Plans and Studies	\$ -	\$ 8,250	\$ 6,000	\$ 2,500	\$ 2,000	\$ 18,750	\$ -
Engineering, Architecture & Permitting	\$ 6,450	\$ 34,500	\$ 55,000	\$ 40,000	\$ 67,000	\$ 202,950	\$ 624,019
Land Acquisition/Site preparation	\$ -	\$ 9,375	\$ 12,000	\$ 53,600	\$ 6,400	\$ 81,375	\$ 2,396,363
Construction	\$ 53,550	\$ 48,500	\$ 144,200	\$ 500,800	\$ 709,000	\$ 1,456,050	\$ 62,256
Equipment/Furnishings	\$ -	\$ 24,375	\$ 6,300	\$ 92,750	\$ 57,100	\$ 180,525	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 60,000	\$ 125,000	\$ 223,500	\$ 689,650	\$ 841,500	\$ 1,939,650	\$ 3,082,638
Revenue Source	CIP-FB	NF	NF	NF	NF	CIP-FB=\$60,000 NF=\$1,879,650	G=\$2,372,363 GF-Tfr=\$41,845 CIP- FB=\$668,430
Description (Justification and Explanation)							
<p>Frontier Trails Conservation Area remains a high priority for development, moving to priority #1 due to minimal developments which finally opened this location to minimal use by the public in 2019. Commitments for development at Frontier Trails retain only those amenities necessary to satisfy current grant requirements, including picnic facilities, fishing pier, multi-use trail, environmental and archaeological preservation and education, wetlands, parking, and landscaping. The Town will continue to pursue grant funding, incl. FDOT, for this park to supplement the Town's budget.</p> <p>Acquisition of this site was achieved through two matching grant sources: Florida Communities Trust and Broward County Land Preservation Open Space grants. The Town's continuing obligation is to develop the recreational amenities identified in the Grant Management Plan. Development of the site fulfills objectives, policies and goals of the Town's Comprehensive Plan and Charter. The Town's parks system is designed to provide water storage and runoff filtering; environmental and recreational areas; access to water and open space; and to link multi-use trails.</p> <p>Extension of timeline for development is necessary. The previous phase (FY 2018, 2019, &amp; 2020) provided for minimal parking and a small picnic shelter (partially funded with \$30k from the Southwest Ranches Parks Foundation). Staff is working with an environmental engineer for a prospective MOU for this site to serve as offsite mitigation for developers of other sites in exchange for construction of wetlands and other park features. For this reason, in Fiscal Year 2021, clearing of invasive exotics and increased ongoing maintenance (deferred from FY 2020 with \$60,000 previously funded) is again planned to be accomplished. For years 2 through 5, the development concept envisions incremental improvements to multi-use trails, preservation of the archaeological area, addition of historical and environmental education signs. Costs were estimated based on original management plan estimates prepared by professional consultants and updated in accordance with similar development the town has completed in other locations.</p> <p>In Fiscal Year 2021, with \$60,000 previously funded, project improvements are anticipated to carry over without impact to the FY 2021 TRIM and include the following: Engineering, surveying, permitting \$6,450 Earthwork, clearing, grubbing, grading \$53,550</p> <p>The Town's parks system is designed to provide water storage and runoff filtering; environmental and recreational areas; access to water and open space; and to link multi-use trails.</p>							
Annual Impact on Operating Budget							
Personnel			If fully funded, projected operating budget costs would include mowing /landscape maintenance (\$31,200), routine facilities maintenance (\$8,832), mitigation/wetlands maintenance (\$3,000), sign maintenance (\$434), and funding for replacement over the useful life of amenities (\$193,650 / 20 years = \$9,683). Professional coordination for educational programs is planned through grants and user fees.				
Operating	\$ 43,466						
Replacement Cost	Year: 2041	\$ 9,683					
Revenue/Other	\$ -						
Total	\$ 53,149						

# FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Drainage Improvement Projects						
Priority	Transportation #2			Project Manager	Rod Ley, P.E.		
Department:	Public Works: Engineering			Division	Engineering		
Project Location	Various locations in Town limits.						
Fiscal Year	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,200
Engineering/Architecture	\$ -	\$ 20,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 110,000	\$ 110,946
Land Acquisition/ Site	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 882,685	\$ 72,000	\$ 108,000	\$ 108,000	\$ 108,000	\$ 1,278,685	\$ 1,958,177
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST	\$ 882,685	\$ 92,000	\$ 138,000	\$ 138,000	\$ 138,000	\$ 1,388,685	\$ 2,078,323
Revenue Source	G=\$444,645 GF-Tfr=\$92,000 TFB=\$346,040	GF Tfr	GF Tfr	GF Tfr	GF Tfr	G=\$444,645 GF-Tfr=\$598,000 TFB=\$346,040	G=\$1,417,478 GF Tfr=\$593,848 TFB=\$66,997
Description (Justification and Explanation)							
<p>The Town desires to provide and maintain a reasonable planning level of roadway drainage service by identifying, prioritizing and implementing an annual street drainage improvement plan. The Town's Drainage &amp; Infrastructure Advisory Board (DIAB) has approved a list of street drainage projects. A drainage project is scheduled for implementation only when rights-of-way or easements are resolved. The Town budgeted \$149,000 in FY 20 for the SW 50 Street and SW 202 Avenue Drainage improvements. SBDD has designed the project and construction will commence in 2021 requiring a carryover of \$146,040. The Town was awarded a \$500,000 grant from the Florida Department of Environmental Protection with a \$100,000 match for the Green Meadows Drainage Project during FY 2019 (\$600,000 in total). This project commenced in FY 2019 completing \$114,710 in previous years resulting in a carryover grant amount of \$385,290 and carryover of \$100,000 town match. The project will be completed during FY 2021. The Town was awarded \$200,000 from FDEP with a \$100,000 Town match in FY 20. A carryover of the full amount is required, and the project will commence in FY 21. The Town is also budgeting \$92,000 for completion of an outfall from SW 62nd Street cul-de-sac towards north to canal in FY 2021 with funding proposed via a general fund transfer impacting trim/millage. The FY 2021 – 2025 priorities are as follows:</p>							
Projects							Estimated Cost
SW 50 Street and SW 202 Avenue Drainage: (\$146,040 TFB/carryover from FY19)							\$146,040
Green Meadows Drainage: (\$385,290 Grant carryover + \$100,000 TFB/match carryover from FY20)							\$485,290
Dykes Road Slip Lining and Connection: (\$59,355 Grant carryover + \$100,000 TFB/match carryover from FY20)							\$159,355
Construct an outfall from SW 62nd Street cul-de-sac towards north to canal through 16541 SW 62nd St.							\$92,000
Sub-total FY 2021							\$882,685
FY 2022: Construct outfall from SW 59th Court towards north to canal thru 16900 Block of SW 59th Court (GF-Tfr)							\$92,000
FY 2023: SW 54th Street and 17400 block interconnect (GF-Tfr)							\$138,000
FY 2024: Future Project TBD (GF-Tfr)							\$138,000
FY 2025: Future Project TBD (GF-Tfr)							\$138,000
Sub-total FY's 2022-2025							\$506,000
Grand Total FY's 2021-2025							\$1,388,685
Annual Impact on Operating Budget							
Personnel	\$		Estimated annual maintenance cost to comply with NPDES requirements.				
Operating	\$5,000						
Replacement Costs	Year: 2041	\$					
Revenue/Other	\$						
Total	\$5,000						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Drainage Improvement Surtax Projects						
Priority	Transportation # 2			Project Manager	Rod Ley, P.E.		
Department:	Public Works: Engineering			Division	Engineering		
Project Location	Various locations in Town limits.						
Fiscal Year	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering/ Architecture	\$ 53,160	\$ -	\$ -	\$ -	\$ -	\$ 53,160	\$ -
Land Acquisition/ Site Preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 176,507
Equipment/ Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Hardware)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST	\$ 53,160	\$ -	\$ -	\$ -	\$ -	\$ 53,160	\$ 176,507
Revenue Source	STx					STx	STx \$124,000 TFB 52,507
Description (Justification and Explanation)							
<p>The Town submitted a list of potential projects in advance of and in anticipation for the adoption, by voter referendum, of a Broward County one-cent surtax for transportaion including drainage improvements . The projects were then divided into phases by County staff depending if design had been completed. The list of Town projects on Broward County Surtax Municipal Capital Project Priority List is below. However, being on the list does not guarantee funding. The Town submitted the shovel-ready SW 182nd Avenue and SW 50th Street project, which was budgeted in the amount of \$176,507 (comprising \$124,000 of surtax with a town match of \$52,507) in FY 20 and staff anticipates its approval, funding and completion in FY 2020. The Town will be able to submit new projects for future year consideration in February of 2021 (FY 2021) . The three projects listed for design potentially all have right-of-way issues therefore, funding is 100% contingent on surtax board approval with no proposed impact to trim/millage.</p>							
Projects							Estimated Cost
SWRA-021: Design of SW 61st Court Drainage							\$12,000
SWRA-022: Design of Green Meadows Drainage							\$5,160
SWRA-037: Design of Dykes Road and SW 51st Manor Drainage							\$36,000
Sub-total FY 2021							\$53,160
Sub-total FY's 2022-2025							TBD
Grand Total FY's 2021-2024							\$53,160
Annual Impact on Operating Budget							
Personnel	\$		Estimated annual maintenance cost to comply with NPDES requirements.				
Operating	\$5,000						
Replacement Costs	Year: 2041	\$					
Revenue/Other	\$						
Total	\$5,000						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Pavement Striping and Markers						
Priority	Transportation #4			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Various town streets (non-TSDOR)						
Fiscal Year	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,850
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 26,735	\$ 33,265	\$ 50,000	\$ 50,000	\$ 50,000	\$ 210,000	\$ 417,902
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 26,735	\$ 33,265	\$ 50,000	\$ 50,000	\$ 50,000	\$ 210,000	\$ 431,752
Revenue Source	GF Tfr=\$26,735	GAS=\$5,000 GF Tfr=\$28,265	GAS=\$5,000 GF Tfr=\$45,000	GAS=\$5,000 GF Tfr=\$45,000	GAS=\$5,000 GF Tfr=\$45,000	GAS=\$20,000 GF Tfr=\$190,000	GAS=\$18,897 TFB=\$135,000 GF Tfr=\$227,855 GF-FB=\$50,000
Description (Justification and Explanation)							
The Town desires to maintain Town street pavement markings and signage program, such as centerline and edge of pavement striping and good reflective pavement markers, at an acceptable level of service by identifying, prioritizing and implementing an annual streets pavement markings and signage installation plan. This program provides a safer transportation network throughout the Town. The Town's Drainage & Infrastructure Advisory Board (DIAB) has approved a list of streets for striping and markers installation for FY 2021 and FY 2022 as follows:							
* All striping on Stirling Road from Dykes Road to SW 166th Avenue (0.5 miles)					\$12,120		
* SW 166th Avenue from SW 63rd to SW 69th (2,500 LF)					4,375		
* Appaloosa Trail from Stirling to Old Sheridan (1 Mile)					10,240	26,735	
* Melaleuca Road from Stirling Road to SW 56th Street (2300 LF)					4,025		
* Melaleuca Road from Stirling Road to Old Sheridan (1 Mile)					10,240		
* SW 188th from Griffin Road to SW 63rd Street (7900 LF)					19,000	33,265	
TOTAL:					\$60,000	\$60,000	
Annual Impact on Operating Budget							
Personnel	\$ -		Estimated annual cost for re-striping and markers replacement in eight years.				
Operating	\$ -						
Replacement Cost	Year: 2029	\$ 50,000					
Revenue/Other	\$ -						
Total	\$ 50,000						

# NOT FUNDED

## Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	PROS Playground Surfacing Conversion						
Priority	PROS #7		Project Manager	December Lauretano-Haines, PROS Manager			
Department	Parks, Recreation and Open Space		Division	N/A			
Project Locations	Sunshine Ranches Equestrian Park, Country Estates Fishing Hole Park, Calusa Corners Park						
Fiscal Year	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 129,546	\$ 101,600	\$ 22,500	\$ -	\$ -	\$ 253,646	\$ -
Site Prep	\$ 24,614	\$ 19,304	\$ 4,275	\$ -	\$ -	\$ 48,193	\$ -
TOTAL COST	\$ 154,160	\$ 120,904	\$ 26,775	\$ -	\$ -	\$ 301,839	\$ -
Revenue Source	NF	NF	NF			NF	
Description (Justification and Explanation)							
<p>This request is for replacement of Engineered Wood Fiber (EWF) surface material with alternate surfacing at Sunshine Ranches Equestrian Park, Country Estates Fishing Hole Park and Calusa Corners Park playgrounds. Existing surface material has sustained well, but an update may be desired.</p> <p>Costs for conversion to unitary rubber surfacing are provided in phases through Fiscal Year 2023, in the following order</p> <p>Fiscal Year 2021: Sunshine Ranches Eq Park - \$154,160</p> <p>Fiscal Year 2022: Country Estates Fishing Hole - \$120,904</p> <p>Fiscal Year 2023: Calusa Corners - \$26,775</p> <p>Two surfacing types are compared below with existing surfacing:</p> <p><b>Unitary – Resilient Tile:</b> <i>Advantages</i> are moderate maintenance requirements, high longevity, ease of cleaning and repair, stays in place, very durable, many color and design options. <i>Disadvantages</i> include Requires certified installers, high initial investment, site preparation requirements, corners and edges may curl over time. Cost per square foot is \$15 - \$27 + 19% Site Prep</p> <p><b>Loose Fill - Rubber:</b> <i>Advantages</i> are meets accessibility and safety standards, great impact absorption qualities. <i>Disadvantages</i> include hot surface temperature, limiting accessibility, potential fire hazard, requires raking and periodic replenishment, Cost per square foot is \$12 - \$15 + 10% site prep. NOTE: Staff has been advised by industry representatives that disadvantages of loose rubber fill are compelling enough to preclude its use.</p> <p><b>Existing: Loose Fill - EWF:</b> <i>Advantages</i> are economical, easy to install, eco-friendly, cool surface temperature, natural look, meets access. &amp; safety standards, no site prep required, stays in place better than other loose-fill material, very durable. <i>Disadvantage</i> requires raking and periodic replenishment. Cost is \$1.50 - \$3 per square foot.</p>							
Annual Impact on Operating Budget							
Personnel			The proposed annual operating impact pertaining to unitary surfacing maintenance (quarterly pressure cleaning) and repair over the useful life of amenities (\$129,546 + 101,600 + 22,500 = 253,646/ 10 years = \$25,364).				
Operating	\$ 7,400						
Replacement Costs	Year: 2041	25,364					
Revenue/Other							
Total	\$ 32,764						

# NOT FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Country Estates Park						
Priority	PROS #5(a)			Project Manager	December Lauretano-Haines, PROS Manager		
Department	Parks, Recreation and Open Space			Division	N/A		
Project Location	Country Estates Park - 16 acres at 18900 Griffin Road						
Fiscal Year	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total	Prior Years
Plans and Studies	\$ 1,725	\$ -	\$ -	\$ 3,300	\$ -	\$ 5,025	\$ 47,043
Engineering, Architecture & Permitting	\$ 28,000	\$ 23,000	\$ 26,500	\$ 28,000	\$ 19,800	\$ 125,300	\$ 428,268
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,172,855
Construction	\$ 105,000	\$ 135,000	\$ 158,000	\$ 183,000	\$ 240,200	\$ 821,200	\$ 625,320
Equipment/Furnishings	\$ 15,275	\$ 17,000	\$ 21,250	\$ 15,275	\$ 10,425	\$ 79,225	\$ 106,723
Other (Wetlands)	\$ -	\$ -	\$ 34,250	\$ -	\$ -	\$ 34,250	\$ 25,000
TOTAL COST:	\$ 150,000	\$ 175,000	\$ 240,000	\$ 229,575	\$ 270,425	\$ 1,065,000	\$ 3,405,209
Revenue Source	NF	NF	NF	NF	NF	NF	G=\$2,348,685 CIP-FB & GF Tfr=\$1,056,524
Description (Justification and Explanation)							
<p>Due to completion of multiple improvements rendering the Country Estates park usable for public recreation, the focus for development remains on other projects in Fiscal Year 2021, making this location 5th in the list of priorities for development. Funding for improvement of the play fields is a key element needed at this location.</p> <p>Commitments for development of the site include a pond and fishing pier. Significant portions of this development including include a playground, restroom, picnic shelter, multi-use trail, improved wetlands, parking, landscaping, open space play fields, and environmental education were completed between 2014 and 2017. Future development of pond and fishing pier have been estimated using a phased funding approach. Outside of grant commitments, the community has also identified equestrian amenities as development priorities for this site.</p> <p>Development of the Country Estates site fulfills objectives and policies of the Town's Comprehensive Plan and promotes primary goals of the Town's Charter. The Town's parks system is designed to meet Comprehensive plan standards, including: developing increased water storage and runoff filtering; providing community parks for residents; promoting and preserving environmental and public recreational areas; providing public access to water bodies and open space areas; constructing and linking multi-use greenway recreational trails throughout the Town.</p> <p>Acquisition was supported by two matching grant sources: Florida Communities Trust and Broward County Land Preservation Bond Open Space (BCLPB-OS) grants. The Town's continuing obligation is to develop the recreational amenities identified in the Grant Management Plan. Development of the site has been supported multiple grants from Broward County and the State of Florida Grant. Development costs were based on original management plan value engineering by professional consultants and updated in accordance with reductions in commitments and changes in market conditions as projects were procured. Further development of this site is not currently supported by grants.</p>							
Annual Impact on Operating Budget							
Personnel			Operating budget costs include mowing/landscape maintenance (\$15,600), routine facilities maintenance (\$8,832), mitigation/wetlands maintenance (\$7,140), playground maintenance (\$5,400), well/water system maintenance (\$3,120), Electricity (\$600), Health Dept. annual registration (\$790), sign maintenance (\$434), and funding for replacement over the useful life of amenities (\$106,723 / 20 years = \$5,336). Future operating costs will include maintenance of other improvements not currently funded for development (fishing pond, pier, equestrian arena)				
Operating	\$ 41,916						
Replacement Cost	Year: 2041	\$ 5,336					
Revenue/Other							
Total	\$ 47,252						



# NOT FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	PROS Entranceway Signage						
Priority	PROS #6			Project Manager	December Lauretano Haines, PROS Manager and Susan Kutz, Admin Spec.		
Department	Parks, Recreation and Open Space			Division	N/A		
Project Location	Various						
Fiscal Year	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ 6,000	\$ 4,000	\$ -	\$ -	\$ -	\$ 10,000	\$ 2,500
Construction	\$ 54,000	\$ 36,000	\$ -	\$ -	\$ -	\$ 90,000	\$ 17,500
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 60,000	\$ 40,000	\$ -	\$ -	\$ -	\$ 100,000	\$ 20,000
Revenue Source	NF	NF				NF	GF Tfr
Description (Justification and Explanation)							
<p>In 2004, Southwest Ranches defined the Town's Rural Identification Program with design standards for the purpose of creating a strong sense of place and community by establishing a visual identity through decorative and wayfinding signage at Town entry points, parks, and neighborhood entrances. The Rural Public Arts and Design Advisory Board has worked to incorporate the design standards into rights-of-way and Town entrances throughout the past several fiscal years. The current phase will be to create the permanent entrance signs for Town parks in conformance with the Rural Program Identification Manual. The Gary A. Poliakoff Founders' Park was funded in 2018. It has been determined that it would be more cost effective to the Town to competitively procure and therefore construct five (5) Park Entranceway signs over two fiscal years rather than one per year over five years.</p> <p>The locations and designs for park entranceway signs to be installed, determined by joint effort of the Rural Public Arts and Design (RPAD) and the Recreation, Forestry and Natural Resources (RFNRB) Advisory Boards are planned as follows (order of priority): FY 2021: Rolling Oaks Park FY 2021: Country Estates Park FY 2021: Calusa Corners Park FY 2022: Frontier Trails FY 2022: Southwest Meadows Sanctuary Park</p> <p>Estimated costs for the procurement, permitting, construction, and installation of the signs are composed of sign costs in the amount of \$17,500 each, with \$1,000 per sign for landscaping and solar lighting; and a maximum of \$1,500 per sign location for surveying and permitting.</p>							
Annual Impact on Operating Budget							
Personnel	\$ -		No anticipated material impact to annual operating budget				
Operating	\$ -						
Replacement Cost	\$ -						
Revenue/Other	\$ -						
Total	\$ -						

# NOT FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Southwest Meadows Sanctuary Park						
Priority	PROS #2			Project Manager	December Lauretano-Haines, PROS Manager		
Department	Parks, Recreation and Open Spaces			Division	N/A		
Project Location	22-Acre Southwest Meadows Sanctuary Park at Griffin between Dykes Road and SW 163 Avenue						
Fiscal Year	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total	Prior Years
Plans and Studies	\$ 2,420	\$ 13,825	\$ 13,825	\$ 13,825	\$ 13,825	\$ 57,718	\$ 8,902
Engineering, Architecture & Permitting	\$ 4,475	\$ 23,569	\$ 23,569	\$ 23,569	\$ 23,569	\$ 98,750	\$ 853,783
Land Acquisition/Site preparation	\$ 6,850	\$ 53,663	\$ 53,663	\$ 53,663	\$ 53,663	\$ 221,500	\$ 7,941,812
Construction	\$ 32,005	\$ 411,375	\$ 411,375	\$ 411,375	\$ 411,375	\$ 1,677,506	\$ 49,999
Equipment/Furnishings	\$ 4,250	\$ 15,975	\$ 15,975	\$ 15,975	\$ 15,975	\$ 68,150	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 50,000	\$ 518,406	\$ 518,406	\$ 518,406	\$ 518,406	\$ 2,123,624	\$ 8,854,496
Revenue Source	NF	NF	NF	NF	NF	NF	G=\$7,991,811 CIP-FB=\$862,685
Description (Justification and Explanation)							
<p>Due to ongoing leased use of the 5-acre Town's portion of this site and lessee's potential contribution to site development, Southwest Meadows Sanctuary Park moved into the position for 2nd priority for Fiscal Year 2021. Development of the site fulfills objectives, policies and goals of the Town's Comprehensive Plan and Charter.</p> <p>Acquisition was supported by two matching grant sources: Florida Communities Trust and Broward County Land Preservation Open Space grants. The Town's obligation is to develop the recreational amenities identified in the Grant Management Plan. Development of this site is not currently supported by grants. If the FRDAP program is funded in 2021, Staff would anticipate applying for non-matching assistance in the amount of \$50,000 for parking and driveway improvements and some picnicking facilities. Costs were based on original management plan estimates prepared by professional consultants and updated in accordance with reductions in commitments. Changes in market conditions may be anticipated to result in some increased costs.</p> <p>Commitments for development at the Southwest Meadows Sanctuary site retain only those developments necessary to satisfy current grant requirements, including playground, restroom, open space play fields, trailhead facilities, fishing pier, multi-use trail, historical and environmental education amenities, wetlands, parking, landscaping and neighborhood park facilities. Extension of timeline for development is needed.</p> <p>The Town's parks system is designed to include: increased water storage and storm water runoff filtering; providing community parks; promoting and preserving environmental and recreational areas; providing access to water and open space; constructing and linking multi-use trails throughout the Town.</p>							
Annual Impact on Operating Budget							
Personnel			If fully funded, projected operating budget costs would include mowing / landscape maintenance (\$30,000), routine facilities maintenance (\$17,664), mitigation/wetlands maintenance (\$1,800), playground maintenance (\$5,400), well/water system maintenance (\$3,120), electricity (\$2,832), historical facilities maintenance(\$3,312), Health Dept. annual registration (\$790), sign maintenance (\$434), and funding for replacement over the useful life of amenities (\$68,150 / 20 years = \$3,408). Professional coordination for educational programs is planned through grants and user fees.				
Operating	\$ 65,352						
Replacement Cost	Year: 2041	\$ 3,408					
Revenue/Other	\$ -						
Total	\$ 68,760						

# NOT FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Calusa Corners Park						
Priority	PROS #3			Project Manager	December Lauretano-Haines, PROS Manager		
Department	Parks, Recreation and Open Spaces			Division	N/A		
Project Location	11-Acre Calusa Corners Park at 4701 Hawkes Bluff Avenue						
Fiscal Year	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total	Prior Years
Plans and Studies	\$ -	\$ 22,000	\$ -	\$ -	\$ -	\$ 22,000	\$ 26,214
Engineering, Architecture & Permitting	\$ -	\$ 10,000	\$ 49,750	\$ -	\$ -	\$ 59,750	\$ 539,399
Land Acquisition/Site preparation	\$ -	\$ 72,000	\$ -	\$ -	\$ -	\$ 72,000	\$ 6,939,341
Construction	\$ 23,795	\$ 161,000	\$ 418,475	\$ 189,000	\$ 211,000	\$ 1,003,270	\$ 55,029
Equipment/Furnishings	\$ 26,205	\$ 31,000	\$ 35,000	\$ 6,500	\$ -	\$ 98,705	\$ 50,087
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 50,000	\$ 296,000	\$ 503,225	\$ 195,500	\$ 211,000	\$ 1,255,725	\$ 7,610,070
Revenue Source	NF	NF	NF	NF	NF	NF	G=\$7,044,457 CIP-FB= \$565,613
Description (Justification and Explanation)							
<p>Development of the following elements in Calusa Corners Park are ranked as 3rd priority for Fiscal Year 2021: a second piece of playground equipment and/or a second picnic shelter.</p> <p>Commitments for development at the Calusa Corners site retain only those amenities currently necessary to satisfy grant requirements, including open space play fields, fishing pier, historic and environmental education, wetlands, and interconnection between two distinct water storage areas. Improvements completed to date include development of playground, picnic facilities, multi-use trail, parking, and landscaping, which were funded by three (3) grants from the Florida Recreation Development Assistance Program. Development of the drainage interconnect and wetland area was completed in 2018 through funding and cooperation from the South Florida Water Management District and South Broward Drainage District with matching funds from the Town.</p> <p>Acquisition of Calusa Corners as an addition to the Southwest Meadows Sanctuary park was achieved through two matching grant sources: Florida Communities Trust and Broward County Land Preservation Open Space grants. The Town's obligation is to continue to develop the recreational amenities identified in the Grant Management Plan. Development costs in the management plan were prepared by professional consultants and have been updated in accordance with reductions in commitments. Changes in market conditions may be anticipated to result in some increased costs.</p> <p>Development of the site fulfills objectives, policies and goals of the Town's Comprehensive Land Use Plan and Town Charter. The Town's parks system is designed to include: increased water storage and stormwater runoff filtering; providing community parks; promoting and preserving environmental and recreational areas; providing access to water bodies and open space; constructing and linking multi-use trails throughout the Town.</p>							
Annual Impact on Operating Budget							
Personnel	\$ -		If fully funded, projected operating budget costs would include mowing/landscape maintenance (\$14,640), routine facilities maintenance (\$7,800), mitigation/wetlands maintenance (\$1,236), playground maintenance (\$5,400), sign maintenance (\$434), and funding for replacement over the useful life of amenities (\$98,705 / 20 years = \$4,395).				
Operating	\$ 29,510						
Replacement Cost	Year: 2041	\$ 4,395					
Revenue/Other	\$ -						
Total	\$ 33,905						

# NOT FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Sunshine Ranches Equestrian Park Playground Rehabilitation						
Priority	PROS #4			Project Manager	December Lauretano-Haines, PROS Manager		
Department	Parks, Recreation and Open Spaces			Division	N/A		
Project Location	Sunshine Ranches Equestrian Park						
Fiscal Year	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment/Furnishings	\$ 32,125	\$ -	\$ -	\$ -	\$ -	\$ 32,125	\$ 176,154
TOTAL COST	\$ 32,125	\$ -	\$ -	\$ -	\$ -	\$ 32,125	\$ -
Revenue Source	NF					NF	G=\$84,000 GF Tfr=\$92,154
Description (Justification and Explanation)							
<p>The Sunshine Ranches Equestrian Park playground equipment was completed in 2006. Monthly inspections and only spot repairs have been made when required. Playground components were designed and customized for Southwest Ranches. Playground components have held up very well, but some components are in need of replacement due to weathering and age in service. A replacement of the below components will ensure the facility remains safe and attractive in accordance with the Town's strategic plan.</p> <p>The playground consists of two age-specific play structures: the “Barn” (age 5-12) and the “Tractor” (age 2-5); and two age-specific swing sets. Upgrading select components will preserve the safety of residents and users as well as maintain the unique, attractive themed quality on which the playground is based. Components priced for replacement include:</p> <p>1. Shade fabric over Barn and Tractor play structures</p> <p>2. Various swing set hardware and parts which require regular replacement for wear.</p> <p><b>Barn Structure components:</b> 3. silo roof</p> <p>4. barn panels (6)</p> <p><b>Tractor Structure components:</b> 5. sound chimes panel</p> <p>6. tic-tac-toe panel</p> <p>7. tubing kit for the talk tubes</p> <p>Cost estimates were established on Manufacturer’s rates with "piggyback" pricing for equipment, freight, and installation.</p>							
Annual Impact on Operating Budget							
Personnel			The current annual operating impact pertaining to maintenance of the irrigation system based on existing contractual rates. Funding for replacement over the useful life of amenities (\$32,125 / 20 years = \$1,606).				
Operating	\$ 8,300						
Replacement Costs	Year: 2041	1,606					
Revenue/Other							
Total	\$ 9,906						

# NOT FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Country Estates Park BallField Improvement						
Priority	PROS #5(b)			Project Manager	December Lauretano-Haines, PROS Manager		
Department	Parks, Recreation and Open Space			Division	N/A		
Project Location	Country Estates Park - 16 acres at 18900 Griffin Road						
Fiscal Year	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Construction	\$ 31,726	\$ -	\$ -	\$ -	\$ -	\$ 31,726	
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other (Wetlands)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL COST:	\$ 31,726	\$ -	\$ -	\$ -	\$ -	\$ 31,726	
Revenue Source	NF					NF	
Description (Justification and Explanation)							
<p>Due to concerns about flooding at Country Estates Park, the Drainage and Infrastructure Advisory Board decided to modify the open space play field fill material from an organic based fill to a material more suitable for drainage. This material, although effective in allowing for surface water percolation, was not ideal for establishing grass seed. As a result, the grass has spotty coverage and the areas where the seed was never established are rocky and unsuitable for a field surface. Public concern has caused staff to revisit this issue to improve conditions affordably. Over the existing surface, a 2- to 3-inch layer of organic fill is recommended, followed by re-seeding to attempt to establish a more suitable play surface. Although it would offer better coverage, sod is not considered an affordable option* because of the large size of the area (roughly 107,000 square feet).</p> <p>Based on the latest bid received (\$14.50/CY per cubic yard installed), two options regarding quantities of fill have been considered:</p> <ul style="list-style-type: none"><li>• a two-inch thick layer of organic fill (shrinkage factor 20%); 792 CY of material: <b>\$11,484.</b></li><li>• a three-inch thick layer of organic fill (shrinkage factor 20%); 1,188 CY of material: <b>\$17,226.</b></li><li>• Re-seeding the field: approximately <b>\$14,500.</b></li><li>• Anticipated cost for either 2” or 3” of fill, and seed is either \$25,984 or <b>\$31,726</b> respectively.</li></ul> <p>*By comparison to the cost of seeding, applying Argentine Bahia sod over the prepared area using contract rates would cost roughly \$86,937, for a total cost of either \$98,422 or \$104,163</p> <p>Further development required to complete the site includes playground, restroom, picnic shelter, multi-use trail, improved wetlands, parking, landscaping, environmental education and the open space play field as discussed on a separate CIP located on page __ within this proposed budget book.</p>							
Annual Impact on Operating Budget							
Personnel			Operating budget costs include mowing/landscape maintenance (\$15,600) Funding for replacement over the useful life of amenities (\$31,726 / 20 years = \$1,058).				
Operating	\$ 15,600						
Replacement Cost	Year: 2041	\$ 1,058					
Revenue/Other							
Total	\$ 16,658						

# NOT FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR) Program						
Priority	Transportation #1			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Various locations within the Town's municipal boundaries.						
Fiscal Year	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total	Prior Years
Planning / Permitting	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000	\$ -
Engineering Design and Surveying	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 700,000	\$ 498,234
Land Mitigation (Legal)	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000	\$ 9,358
Construction including Contingency & Inflation	\$ 704,960	\$ 295,000	\$ 295,000	\$ 295,000	\$ 295,000	\$ 1,884,960	\$ 2,414,725
Construction Reserve: Replenishment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Project Cost	\$ 859,960	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 2,659,960	\$ 2,922,317
Revenue Source	NF (mill= N/A)	STX + GF Tfr (mill=TBD)	STX + GF Tfr (mill=TBD)	STX + GF Tfr (mill=TBD)	STX + GF Tfr (mill=TBD)	NF = \$859,960 STX+GF Tfr = \$1,800,000	GF Tfr
Description (Justification and Explanation)							
<p>The Town implemented a Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR) program with the goal of preserving and extending the life of the Town's paved streets. Per the direction of the Drainage and Infrastructure Advisory Board (DIAB), the TSDOR program annual budget has been revised and capped at a not to exceed amount of \$495,000 that includes a 10% contingency, if necessary, that would serve to replenish the TSDOR contingency reserve set at a recommended minimum amount of \$200,000. Based on this direction, the TSDOR program schedule has been extended to a 25+ year period, and the amount available in the contingency reserve will fluctuate depending on the actual cost of construction and approved project delivery method as well as budgetary constraints. Depending on existing road conditions, construction costs include new pavement surfacing, truing and leveling, full depth reclamation and/or rehabilitation, and drainage swale improvements. Maintenance costs will be addressed within annual operating budgets and are not included in this CIP budget projection. All legal expenses (\$10,000) associated with unforeseen FY 2023 road segment right-of-way issues are included in the FY 2021 budget projection (two-year window). All consulting costs for surveying, design, permitting, and contract bid document preparation for FY 2021 road segments were included in the FY 2020 budget projection (one-year window) while only the engineering design, surveying and land mitigation (legal) for FY 2021 were completed and paid in FY 2020. A Construction Reserve amount of \$200,000 was collected in FY 2015 (initial year) to facilitate planned construction commencing the first quarter (October-December) of each successive year commencing FY 2016 until the TSDOR Program is completed and is replenished or utilized annually, pursuant to Council budget discretion. The following road segment improvements are scheduled for construction during FY 2021 and are proposed as not funded as its subject to future Transportation municipal rehabilitation and maintenance surtax priority funding. The engineering cost estimate (\$704,960) to complete all proposed construction segments in FY 2021 and the cost estimate for proposed design segments (\$140,000) and permitting (\$5,000) in FY 2022 are also itemized and shown below.</p>							
FY 2021 ROAD SEGMENTS						COST**	
SW 202 Avenue from Griffin Road to Town Limit (0.37 Miles)							
SW 48th Street from SW 202 Avenue to Cul-de-sac (0.13 Miles)							
SW 48th Place from SW 202 Avenue to Dead Ends (0.12 Miles)							
SW 48th Court from SW 202 Avenue to Dead End (0.10 Miles)							
SW 201st Terrace from SW 50th Manor to Cul-de-sacs (0.47 Miles)							
SW 199th Avenue from Griffin Road to Town Limit (0.47 Miles)							
SW 50th Manor from SW 199th Avenue to Cul-de-sac (0.38 Miles)							
SW 196th Lane from Griffin Road to Old Stirling Road (1.25 Miles)							
FY 2021 Total Construction including Contingency and Inflation						\$704,960	
FY 2022 Road Segments Engineering Design and Surveying						\$140,000	
Construction Reserve: Replenishment						\$0	
Planning / Permitting						\$5,000	
** Segment costs assume full public right of way is available						FY 2021 Segments TOTAL:	\$849,960
						FY 2023 Land Mitigation (Legal) TOTAL:	\$10,000
						FY 2021 Grand TOTAL:	\$859,960
	FY 2015 (initial year)	FY 16 & 17 & 18 & 19 (orig. Bud'ts)	FY 2020 (orig + current Budget)	Less: Total Expenditures thru 9/30/2020 (est.)	SUB-TOTAL @ 9/30/2020 (est.)	FY 2021 Reserve Replenishment/ (Utilization)-Net	TOTAL @ 9/30/2021 (est.)
Construct.\Committ. Reserve(detail):	\$ 374,200	\$ 1,881,700	\$ 870,214	\$ (2,922,317)	\$ 203,797	\$0	\$ 203,797
Annual Impact on Operating Budget							
Personnel	\$ -		ESTIMATED MAINTENANCE FOR UNFORSEEN DAMAGES TO 2021				
Operating	\$ -						
Replacement Cost	FY 2021	\$ 5,000					
Revenue/Other	\$ -						
Total	\$ 5,000						

# NOT FUNDED

Town of Southwest Ranches							
Capital Improvement Project							
Project	Guardrails Installation Project						
Priority	Transportation #3		Project Manager	Rod Ley, P.E.			
Department	Public Works		Division	Engineering			
Project Location	Various locations in Town limits.						
Fiscal Year	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design & Permitting	\$100,000	\$ 78,000	\$ 40,000	\$ 40,000	\$ -	\$ 258,000	\$ 264,630
Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$290,000	\$312,000	\$165,000	\$165,000	\$ -	\$ 932,000	\$ 860,209
Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$390,000	\$390,000	\$205,000	\$205,000	\$ -	\$ 1,190,000	\$ 1,124,839
Revenue Source	NF	NF	NF	NF	NF	NF	G=\$956,072 GF-FB=\$104,696 GAS/TFB=\$64,071
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, are below.</p> <p>Hancock Road from Stirling Road to Sheridan Street - 5,400 LF(FY 21)                      \$ 390,000</p> <p>TBD by Drainage Improvement Advisory Board (FY 22 &amp; FY 23)                      <u>\$ 595,000</u></p> <p style="text-align: right;"><b>Total</b> <u>\$ 985,000</u></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						



# NOT FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Street Lighting						
Priority	Transportation #5			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Griffin Road - West of I-75						
Fiscal Year	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ -	\$ 25,000	\$ 5,000	\$ -	\$ -	\$ 30,000	\$ -
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ 196,000	\$ 196,000	\$ -	\$ 392,000	\$ -
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ -	\$ 25,000	\$ 201,000	\$ 196,000	\$ -	\$ 422,000	\$ -
Revenue Source		TFB	NF	NF		TFB=\$25,000 NF=\$397,000	
Description (Justification and Explanation)							
<p>The Town desires to install decorative lighting along Griffin Road from Interstate 75 west to US 27 to illuminate the street blade signs. The lighting will match the existing decorative street lighting on the east side of Griffin Road. The first phase of development are the following eleven intersections: Southwest Meadows Sanctuary Park, SW 163 Avenue, SW 164 Terrace, SW 166 Avenue, SW 168 Avenue, SW 170 Avenue, SW 172 Avenue, Fire Station, SW 178 Avenue, SW 186 Lane, and SW 188th Avenue. The second phase of development will include SW 190 Avenue, SW 193 Lane, SW 195 Terrace, SW 196 Lane, SW 199 Avenue, SW 202 Avenue, SW 205 Avenue and SW 209 Avenue.</p> <p>The Public Works Department, Engineering division will be responsible for the procurement, permitting, construction, and installation of the decorative lighting. These cost estimates are based on proposals received in 2009 for electrical energy source. Staff is continuing to research potential grant opportunities which may mandate solar energy power utilization and therefore reduce electrical operating costs. Staff has held meetings with FPL and initiated initial design during FY's 2016 and 2017. FPL design does not include trenching and conduit from hand-hole to street light location. Expenditures and their respective funding sources were deferred until FY 2022.</p>							
Annual Impact on Operating Budget							
Personnel	\$ -		Includes estimated electricity costs upon completion, bulb and ballast replacement, etc				
Operating	\$ 8,400						
Replacement Cost							
Revenue/Other							
Total	\$ 8,400						

# NOT FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Public Safety Facility\Emergency Operations Center (EOC)						
Priority	Public Safety #3			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Griffin Road and SW 163 Avenue						
Fiscal Year	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 350,000	\$ -
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ 4,775,000	\$ 4,775,000	\$ -
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ -	\$ -	\$ -	\$ -	\$ 5,400,000	\$ 5,400,000	\$ -
Revenue Source					NF	NF	
Description (Justification and Explanation)							
<p>The Town of Southwest Ranches has future plans to construct a Public Safety Facility to house both the Town's contracted police and fire services and to operate as an Emergency Operations Center. The Town owns five acres of land at the intersection of SW 163 Avenue and Griffin Road. The construction of an EOC within the planned Public Safety Facility will provide additional response to more than 175,000 residents and regional disasters.</p> <p>This Public Safety Facility will improve emergency management capabilities of preparedness, response, recovery and mitigation by enhancing our capabilities to better respond to, coordinate and recover from emergency events. The current system of providing these emergency services from modular trailers that the police and fire services operate from is not sufficient to meet the needs of the Town's residents. The Town has no facilities to provide emergency police, fire and EMS services that are rated to withstand the impact and effects of a major hurricane.</p>							
Annual Impact on Operating Budget							
Personnel			Annual Impact to operating budget to be determined (TBD)				
Operating							
Replacement Cost							
Revenue/Other							
Total							

# FUNDED

Town of Southwest Ranches, Florida

## FY 2021 Program Modification

### Council Chambers Camera

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

#### Justification and Description

This request is for the installation of a new camera system in the Council Chambers that will be positioned in such a way to capture both the dais and speakers at the lectern. It will allow for a switch between camera shots to allow for those viewing meeting videos to see both Council Members as well speakers as they address the Town Council rather than only seeing them from the rear of the Chambers. An estimate was solicited which recommended a two Pan Tilt Zoon (PTZ) cameras with infared remote and 6 presets. The camera, wiring, and tie in to our existing system will cost approximately **\$15,000-20,000**. The provision of this camera system will provide a more dynamic viewing experience for those watching Town Council meeting videos. It will also eliminate the need for the ongoing cost of having a camera crew onsite to record our meetings. The break-even point for this initial investment is approximately **20-26 months**.

It is important to note that this project was partially funded in the FY 2020 Budget but due to higher than expected initial estimates, and the impact of COVID-19 causing an anticipated revenue shortfall, this project was postponed and needs to be reappropriated in FY 2021. This Program Modification as proposed will ensure an adequate funding level to complete the project. A draft Design/Build has been prepared so the issuance of the Design/Build as well as completion of the project is planned during the first quarter of FY 2021.

Staff consultation with the City of Tamarac is ongoing and a final recommendation for Town Council consideration will be forthcoming in accordance with the Town's Procurement Policy.

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

If not funded, no adverse impact will occur other than ongoing cost. We currently have a multimedia company that records our meetings with their equipment. However, the current camera setup does not capture the speakers positioned at the lectern. Therefore, nonverbal cues and gestures are not being recorded which would enhance the viewing experience for those watching the meeting videos at home or on YouTube.

#### Required Resources

Line item	Title or Description of request	Cost
001-1000-511-64100	Council Chambers cameras, wiring, and programing into existing system.	\$20,000

# FUNDED

Town of Southwest Ranches, Florida

## FY 2021 Program Modification

### Town of Southwest Ranches 20<sup>th</sup> Anniversary Celebration

Department Name	Division Name	Fund	Priority	Fiscal Impact
Executive	N/A	Executive	1	\$15,000

#### Justification and Description

The Town was officially incorporated in 2000 and traditionally the Town has celebrated this anniversary in the form of a Birthday Party annually for the first 10 years. Subsequently, these celebrations commence on milestone anniversaries such as at the 15<sup>th</sup> year and now, for FY 2020, the 20<sup>th</sup> year. This celebration will be planned with the leadership of Town staff and assistance of committee members from each of the HOA's. The event will be open to all Town residents and will include major entertainment and refreshments.

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

This event was funded in FY 2020, was postponed due to the Covid-19 pandemic crises until the Fall of 2020, and is recommended to be reappropriated in the FY 2021 budget.

#### Required Resources

Line item	Title or Description of request	Cost
001-1400-512-48110	Townwide Anniversary Celebration	\$15,000

# FUNDED

Town of Southwest Ranches, Florida

## FY 2021 Program Modification

### Website Redesign & ADA Compliance

Department Name	Division Name	Fund	Priority	Fiscal Impact
Town Clerk	Town Clerk	General	1	\$20,500

#### Justification and Description

The Town's website has remained in its current form since 2013. This request is for redesign of the Town website and was funded in FY 2020. However, due to the COVID-19 pandemic and an anticipated revenue shortfall, this project was postponed and now requires its funding to be reappropriated. While the website is serviceable, its appearance is dated. The current website works on the Wordpress architecture. While this architecture provides a stable platform, it is difficult to manage and make modifications. The Town has an indefinite agreement with Paktolus Solutions, LLC to assist with maintenance and modifications to the Town's website. When a change is needed it often requires the utilization of Paktolus Solutions, LLC to make such modification at an hourly rate. If the software platform for the website were easier to use, staff would make these changes. Furthermore, most of the content on the website have ADA compliancy concerns and could subject the Town to legal challenge. The current website is also not mobile friendly making it more difficult for users to utilize on their mobile devices. A redesign would freshen the "look and feel" of our website and would allow for a more interactive experience for users through enhanced online forms and portals to facilitate the exchange of information between website visitors and Town staff. Staff consultation with the City of Tamarac is ongoing and a final recommendation for Town Council consideration will be forthcoming in accordance with the Town's Procurement Policy.

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

If not funded, the Town could be susceptible to legal challenge on the grounds of ADA compliance as municipal websites are expected to be Web Content Accessibility Guideline (WCAG) 2.0 compliant. This challenge could lead to a lack of transparency as the Town could be forced to remove most of the content from the website. Website visitors would then be unable to access information they would ordinarily be able to view. A website redesign would ensure that the Town website would meet the latest WCAG guidelines for accessibility.

#### Required Resources

Line item	Title or Description of request	Cost
001-1800-512-34100	Website Redesign	\$20,500

# FUNDED

Town of Southwest Ranches, Florida

## FY 2021 Program Modification

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

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

#### Justification and Description

This request is to update the data, inventory and analysis ("DIA") that forms the foundation for the Comprehensive Plan. The Town did not have any census data when the first draft of the Comprehensive Plan was adopted in May 2003. The DIA has not been updated since then. The Town desires to update the plan when the results from the 2020 Census are available in 2021.

The Comprehensive Plan Advisory Board has prioritized this project and the Town's planner has agreed to complete it in two (2) stages and over a two (2) fiscal year periods. The total estimated cost is \$20,000. The hourly cost estimate is 160 hours at \$125/hr. It includes updating the data and analysis, updating and cleaning up objectives and policies where desired, and recertifying thru Broward County.

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

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

#### **Required Resources**

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

# FUNDED

Town of Southwest Ranches, Florida

## FY 2021 Program Modification

### School Zone Flashing Beacon Replacement

Department Name	Division Name	Fund	Priority	Fiscal Impact
Public Works	Engineering	Transportation		\$9,000

#### Justification and Description

The flashing beacon school sign on SW 172<sup>nd</sup> Avenue that serves the Pembroke Pines Academic Village, which comprises of Middle and High Charter Schools, is old and in need of constant repair.

The Town terminated our traffic engineering agreement with Broward County Traffic (BCTED) in 2005. Therefore, the Town maintains signage within our limits. School zone reduction signs are governed by the Florida Speed Zone Manual. According to this manual, the preferred school zone speed limit device is the SCHOOL ZONE FLASHING BEACON (SZFB). Broward County supports the usage of SZFB's as well.

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

One possible alternative to the implementation of SZFB's is the use of conventional static signs. Static signs that show the reduced school speed limit and designated times are permitted in low volume streets in lieu of flashing beacons when justified by an engineering study. Since static signs are obviously not programmable, the biggest issue with using them as school zone speed reduction control measures is the inability to enforce the traffic laws during school's early release days.

Based on correspondence with BCTED, because there is no existing traffic agreement with the County, concurrency from BCTED on the traffic engineering study would not be required and it is ultimately up to the Town whether they want to remove it and replace it with a conventional static sign. However, BCTED has given their engineering opinion/recommendation that they strongly suggest keeping the existing flashing beacon due to its longevity, motorist familiarity, and uniformity with beacons on the other approaches. BCTED requests that they be notified if the beacon is removed so they can make the school and police aware.

The cost of the engineering traffic study to determine if the Town can replace the light with a static sign is \$10,240. It is important to note there is no guarantee that this proposal will be allowable by our independent traffic consultant once the study is concluded. Accordingly, staff proposes to replace the beacon at this time.

#### Required Resources

Line item	Title or Description of request	Cost
101-5100-541-53200	School Zone Flashing Beacon Replacement	\$9,000



# FUNDED

Town of Southwest Ranches, Florida

## FY 2021 Program Modification

### Volunteer Fire Apparatus Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General	2	\$39,000

#### Justification and Description

Both NFPA recommendations and empirical evidence show that Class A pumpers have an expected lifespan of 10 years of front-line service. In order to fund the SWR Fire Department's strategic plan to replace apparatus at the most efficient and economic level, funding should be set aside on a yearly basis. Apparatus will be purchased as needed to replace the current Engine 82 and older apparatus will be moved to reserve status or sold to further offset costs depending on their condition. Setting aside funding will also minimize interest charges when apparatus purchases are financed. Because of issues with the current Engine 82, the Department will purchase a used engine to replace it that meets its needs and specifications with a budget of \$150,000. Because the current Attack 82 no longer has a standard transmission and does not have off-road capability, the Department will purchase a replacement attack/brush vehicle that does meet its needs and specifications with a budget of \$140,000. Lastly, the Department also needs a reserve class 1 fire engine to place in service when the primary engine 82 is undergoing maintenance. Neither the current Attack 82 nor the envisioned replacement vehicle for Attack 82 will have the capabilities to act as a reserve engine. The Department will purchase a used reserved fire engine with a budget of \$100,000. Timely replacement of fire apparatus is a life safety issue. Proposed funding is via an annual component of the imposed Fire Assessment.

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

	<u>Primary Pumper (Used)</u>	<u>Attack/ Brush (New)</u>	<u>Reserve Pumper (Used)</u>	<u>TOTAL</u>	<u>STATUS</u>
FY2018-2019				\$25,000	Actual
FY2019-2020	\$15,000	\$14,000	\$10,000	\$39,000	NOT FUNDED
FY2020-2021	\$15,000	\$14,000	\$10,000	\$39,000	<b>FUNDED</b>
FY2021-2022	\$15,000	\$14,000	\$10,000	\$39,000	TBD
FY2022-2023	\$15,000	\$14,000	\$10,000	\$39,000	TBD
FY2023-2024	\$15,000	\$14,000	\$10,000	\$39,000	TBD
FY2024-2025	\$15,000	\$14,000	\$10,000	\$39,000	TBD
FY2025-2026	\$15,000	\$14,000	\$10,000	\$39,000	TBD
FY2026-2027	\$15,000	\$14,000	\$10,000	\$39,000	TBD
FY2027-2028	\$15,000	\$14,000	\$10,000	\$39,000	TBD
FY2028-2029	\$15,000	\$14,000	\$10,000	\$39,000	TBD
<b>TOTAL</b>	<b>\$150,000</b>	<b>\$140,000</b>	<b>\$100,000</b>	<b>\$415,000</b>	

#### **Required Resources**

Line Item	Title or Description of request	Cost
001-3200-522-99100	Contingency – Fire App Replacement	\$39,000

# FUNDED

Town of Southwest Ranches, Florida

## FY 2021 Program Modification

### Volunteer Fire AED Replacement

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General Fund	1	\$12,000

#### Justification and Description

Automatic External Defibrillators (AED's) are crucial Basic Life Support (BLS) tools that allow the Town of Southwest Ranches Volunteer Fire Department (VFD) to attempt to resuscitate victims who are in cardiac arrest. The current models that the VFD uses are approximately 10 years old and are basic models that were donated and therefore preowned. It has become extremely difficult to find replacement pads and batteries to continue to keep these models in-service since they are no longer being produced. Both the Medical Director and our EMS partner have recommended that, if the current models are replaced, that a model with an electrocardiogram display be procured since it will provide our Volunteers with the ability to review and track a patient's heart activity. This will aid in diagnosing and treating patients that complain of heart problems. Currently, the four (4) aged and basic models in-use do not have that capability and will be surplus or donated upon replacement. This proposed program modification will provide funding for at least four (4) high-tech AED's @ approximately \$3,000 each. Proposed funding is via an annual component of the imposed Fire Assessment.

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

Replacement of AEDs is a life safety issue.

#### Required Resources

Line item	Title or Description of request	Cost
001-3200-522-64100	Machinery & Equipment	\$12,000

# FUNDED

Town of Southwest Ranches, Florida

## FY 2021 Program Modification

### Volunteer Fire Hose Replacement

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General Fund	1	\$5,400

#### Justification and Description

NFPA recommends replacement of fire hose every ten years. All fire hose is pressure tested yearly to ensure that it can be used in service. The bulk of supply line on Engine 82 is 12 years old and should be replaced per NFPA recommendation. Also, the Department experienced a much higher failure during annual testing than normal and bulk replacement of the remaining older supply fire hose is therefore a priority. 1200 feet of 4-inch supply line is carried on Engine 82 and is necessary because fire wells are approximately 1000 feet apart inside the Town. Remaining replacement hose is #3-50' lengths and #8-100' lengths. Proposed funding is via an annual component of the imposed Fire Assessment.

Timely replacement of outdated fire hose is a life safety issue.

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

	<u>50' (3)</u>	<u>100' (8)</u>	<u>Total</u>	<u>STATUS</u>
FY 2020-2021	\$1,100	\$4,300	\$5,400	FUNDED

#### Required Resources

Line item	Title or Description of request	Cost
001-3200-522-64100	Machinery & Equipment	\$5,400

# FUNDED

Town of Southwest Ranches, Florida

## FY 2021 Program Modification

### Volunteer Fire Bunker Gear Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General Fund	1	\$2,808

#### Justification and Description

Bunker gear, consisting of pants and jackets, have a life expectancy of ten (10) years after which they can no longer be certified as safe for interior fire fighting. This request is for bunker gear replacement for the SWR Fire Department. The requested amount below is for replacement equipment only as needed per the following schedule. However, the Fire Department's costs will be reduced by amounts received (To be determined (TBD) and estimated) by a FMIT safety grant. Proposed funding is via an annual component of the imposed Fire Assessment.

Replacement of outdated bunker gear is a life safety issue.

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

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

	Pants	Jackets	Pants @\$938	Jackets @\$1,216	FMIT Grant	Total (net)	STATUS
FY 2014 – 2015	23	23	\$19,205*	\$24,817*	-\$2,910	\$41,112	Actual
FY 2015 – 2016	10	10	8,920*	11,570*	-\$1,000	19,490	Actual
FY 2016 – 2017	5	5	4,690	6,080	-\$3,000	7,770	Actual
FY 2017 – 2018	2	2	1,876	2,432	-\$3,000	1,308	Actual
FY 2018 – 2019	2	2	1,876	2,432	-\$1,500	2,808	Actual
FY 2019 – 2020	2	2	1,876	2,432	-\$3,000	TBD 2,808	Actual
FY 2020 – 2021	2	2	1,876	2,432	-\$3,000	TBD 2,808	<b>FUNDED</b>
FY 2021 – 2022	2	2	1,876	2,432	-\$3,000	TBD 2,808	
FY 2022 - 2023	2	2	1,876	2,432	-\$3,000	TBD 2,808	
<b>Total</b>	<b>50</b>	<b>50</b>	<b>\$44,071</b>	<b>\$57,059</b>		<b>\$83,720</b>	

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

#### **Required Resources**

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

# FUNDED

Town of Southwest Ranches, Florida

## FY 2021 Program Modification

### Townwide Parks Maintenance Interior and Exterior Building Painting

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Parks, Recreation and Open Space	General	2	\$14,670

#### Justification and Description

**This request is for interior and exterior painting and ancillary patch and repair work needed at the following locations:**

Sunshine Ranches Equestrian Park - picnic shelter and restroom - \$3,200

Rolling Oaks Park - Barn building - \$5,870

Country Estates Fishing Hole - picnic shelter and restroom - \$5,600

**The following locations are not included in this request and will be addressed as funding allows:**

Founders Trailside Park - Picnic Shelter tongue and groove cleaning and sealing - \$1,200

Calusa Corners Park - Picnic Shelter tongue and groove cleaning and sealing - \$700

Frontier Trails Park - Picnic Shelter tongue and groove cleaning and sealing - \$500

Exterior of Park facilities have not been painted since the buildings were completed. Interior painting was completed solely at the Rolling Oaks barn in 2017 but is needed again at this higher-use facility. Bundling the work as a larger project will yield competitive pricing as well as park consistency. Accomplishing the work will ensure the amenities remain rental attractive and useful.

Cost estimates were established on proposals received for portions of this work as well as advice from builders and other research on the market.

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

If not funded, building needs will be addressed individually as funding allows.

#### Required Resources

Line item	Title or Description of request	Cost -
001-3600-572-46110	Miscellaneous Maintenance and Repair	\$14,670

# FUNDED

Town of Southwest Ranches, Florida

## FY 2021 Program Modification

### Town Hall Exterior Re-Painting

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Executive/General Services	General		\$18,000

#### Justification and Description

In 2011, prior to Town staff occupancy, the exterior of the Town Hall building at 13400 Griffin Road, was painted in addition to other renovations. As such, the last painting of the exterior was nine (9) years ago and needs updating. The amount requested represents cost of paint and materials, as well as the labor performed professionally. This project was originally requested within the FY 2017 budget and while the project was not approved for 2017, 2018 or 2019, it was originally approved in 2020. However, the funding was cancelled due to the Town Administrator's discretion in response to an anticipated revenue shortfall of the COVID-19 pandemic. Funding is proposed for FY 2021.

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

In 2016, a new metal roof was installed resulting in the need to either patch up surfaces that have been damaged, therefore requiring a fresh coat of paint for a uniform and professional appearance throughout the entire municipal complex.

#### Required Resources

Line item	Title or Description of request	
001-3900-519-46020	Town Hall Exterior Repainting	\$18,000

# FUNDED

Town of Southwest Ranches, Florida

## FY 2021 Program Modification

### Townwide Vehicle Replacement Program

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

#### Justification and Description

This request is to fund a four (4) year vehicle replacement program for two (2) of the Town's aging vehicles at Town Hall for \$17,500 per fiscal year, totaling \$70,000 during FY's 2020-2023. A new vehicle was purchased in March 2018 which replaced a third town vehicle that reached its end-of-life cycle. Currently the mileage of the two (2) remaining vehicles both exceed 125k miles, has incurred high maintenance and repair costs and are reaching their end-of-life cycle. The Program Modification for the Vehicle Replacement Program was funded for the first of the four-year program in FY 2019-2020 and there are three (3) additional years to meet the requirements of this program. Proposed funding for FY 2021 will enable the Town to procure one vehicle.

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

During FY 2014, as per the agreement with the Town of Davie Police Department (PD), the Town of Southwest Ranches allocated eight (8) of the most mechanically efficient vehicles to the Davie PD that were purchased during the transition from BSO to Davie PD services. The Town of Southwest Ranches retained the next best three (3) for its Fleet. As mentioned above, one of these vehicles reached the end of its useful life and was replaced during FY 2018.

The remaining two (2) vehicles are reaching their end-of-life cycle in the next few years. Currently, these vehicles are used by staff to respond to Townwide business including but not limited to: meetings, inspections, events and park activities. They are also used to travel outside of the Town to attend business meetings and trainings. Additionally, these vehicles are required to be utilized for damage control and rapid impact assessments in the event of a serious storm, emergency or natural disaster. Due to inclement weather and hazardous conditions, utility trucks or suburban utility vehicles (SUV) will be required to provide appropriate services.

	<u>AMOUNT</u>	<u>STATUS</u>
FY 2019-2020	\$17,500	<b>FUNDED</b>
FY 2020-2021	\$17,500	<b>FUNDED</b>
FY 2021-2022	\$17,500	
FY 2022-2023	\$17,500	
<b>TOTAL</b>	<b>\$70,000</b>	

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

#### **Required Resources**

Line item	Title or Description of request	Cost
001-3900-519-99100	Contingency – TW Vehicle Replacement	\$17,500

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2021 Program Modification

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

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

#### Justification and Description

The responsibilities of the Executive Department have increased which requires the current Administrative Specialist to assist the General Services Manager (GSM) on a full-time basis to accomplish administrative, operational, facility and emergency management related responsibilities. Currently, the Administrative Specialist works 20 hours per week away from the front desk with 10 of these hours dedicated to the development of the monthly newsletter. The remaining 10 hours are utilized to assist the GSM in customer service (CS) responsibilities regarding solid waste, recycling and bulk waste services, facility maintenance coordination for Town Hall and the Fire Department, and continuous emergency management preparation and recovery responsibilities. The Administrative Specialist is also most proficient and skilled in graphic design and is often requested to create graphic design services for all departments.

These responsibilities have grown to require additional hours of assistance from the Administrative Specialist away from the rigors of front desk duties. During the past three years, the Town routinely secured the services from volunteers, but this practice has proved to be inefficient as volunteers work on an average on one (1) day per week, at 4 hours, requiring a significant amount of time for training and the length of service is short term.

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

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

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

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

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

#### Required Resources

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



# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2021 Program Modification

### Records Coordinator

Department Name	Division Name	Fund	Priority	Fiscal Impact
Town Clerk	Town Clerk	General	1	\$45,000

#### Justification and Description

This request is for the establishment of a Records Coordinator position under the direction of the Assistant Town Administrator/Town Clerk. This position was once funded and was reclassified to the Deputy Town Clerk position in 2015. Since 2015, the responsibilities of both the Town Clerk and the Deputy Town Clerk have expanded greatly and the Town's comprehensive records management needs are not able to be adequately addressed. The primary responsibility of this position will be to manage all of the Town's records in accordance with rules promulgated by the State of Florida Division of Library and Information Services. The Town was formulated in 2000 and thousands of cubic feet of records have been created. While efforts have been made to purge records that have met their retention as established by law, hundreds of cubic feet of records remain. The Records Coordinator will ensure that records are managed and disposed of in accordance with state law. In addition, the Records Coordinator will assist in revising the Town's records management policy and training program. Lastly, this position will process records requests which have increased in number as the Town has provided enhanced levels of municipal services. The estimated fiscal impact includes base salary plus fringe benefits.

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

If not funded, the Town will continue to stockpile records that do not need to be retained. This is problematic in that these records could create a liability to the Town if these records are subpoenaed. The revision of the records management policy and training program will ensure that records are not prematurely disposed of. Additionally, the ever-increasing number of physical records has rendered the current file room unusable. In fact, so many obsolete physical records are held that the Town currently pays for an external storage unit at a cost of \$300 per month or \$3,600 annually. The accumulation of unnecessary, additional records will require the Town to acquire a larger external storage unit at an additional cost, if not funded.

#### Required Resources

Line item	Title or Description of request	Cost
001-1800-512-12100	Records Coordinator	\$45,000

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2021 Program Modification

### Sign Code Overhaul

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

#### Justification and Description

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

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

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

#### Required Resources

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

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2021 Program Modification

### Volunteer Fire Protective Ballistic Gear

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General	4	\$7,500

#### Justification and Description

Recent events have shown that Fire-Rescue personnel can become involved in firearms incidents where ballistic gear is necessary to maximize their safety. The NFPA has issued standard #3000 regarding active shooter incidents, which will be met by this program. Best practice is to provide for a set of gear (helmet, vest & bag) for each seat on an apparatus. This VFD program will also match an existing Davie Fire-Rescue program. It is proposed that this program modification will be completed over a two-year period. The first year will equip the duty crew on both Engine 82 and Chief 82. Second year will outfit the remaining apparatus positions.

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

	<u>AMOUNT</u>	<u>STATUS</u>
FY2020-2021 5 sets	\$7,500	NOT FUNDED
FY2021-2022 5 sets	\$7,500	TBD
	-----	
TOTAL:	\$15,000	
	=====	

#### Required Resources

Line item	Title or Description of request	Cost
001-3200-522-64100	Machinery & Equipment	\$7,500

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2021 Program Modification

### Rolling Oaks Passive Open Space Park Wetland Improvement

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Parks, Recreation and Open Space	General	5	\$33,920

#### Justification and Description

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

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

At present, the ponds on site are choked with vegetation, including invasive exotics, which continue to spread and regenerate. Managing control of invasive exotic growth is achieved more efficiently with more comprehensive initial cleanup, followed by regular maintenance. Additionally, the site's water storage could be improved by clean out of debris, detritus, and sediment fines that slow drainage in the surrounding area. This proposed Program Modification allows for some sediment clearing around the wetland margins.

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

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

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

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

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

#### Required Resources

Line item	Title or Description of request	Cost
001-3600-572-46060	Lake Maintenance – Initial cleanup and planting	\$30,800
001-3600-572-46060	Lake Maintenance – Ongoing maintenance costs	\$3,120

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2021 Program Modification

### Townwide Parks Additional Maintenance Level of Service Increase

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

#### Justification and Description

This level of service increase request is for approval for annual mulching and fertilization at parks currently with planted landscape areas. If approved, the level of service increase would allow for coverage at certain parks in select locations. This program modification would seek to increase the current level of service by \$25,699 to allow for more comprehensive maintenance, to be tentatively allocated at the following locations:

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

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

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

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

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

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

#### Required Resources

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

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2021 Program Modification

### PROS Playground Equipment Maintenance Services

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Parks, Recreation and Open Spaces	General	1	\$18,000

#### Justification and Description

This request is for approval of quarterly playground inspection and minor repair and maintenance services for parks currently in use with playgrounds or user-based amenities @ approximately \$595 per visit per facility, including:

Sunshine Ranches Equestrian Park – playground equipment  
Rolling Oaks Park – fitness trail equipment  
Country Estates Fishing Hole Park – playground equipment  
Calusa Corners Park – playground equipment

The contract will cover the costs of minor equipment and hardware, labor and repairs, as needed.

Anticipated annual cost breakdown is as follows:

Inspections: \$9,520

Materials and labor: \$8,480

The Town now manages user-based amenities at four (4) locations. The Town's current facilities maintenance contract provides for general inspection and reporting, but does not provide personnel with training specific to the maintenance of user-based amenities or ability to perform minor repairs, as necessary, except on a case-by-case basis.

The Town's playground and park assets have expanded to the point where risk management dictates proactive management of the resources as a safety-related issue. Authorizing performance of specialized regular inspections and minor repair services by properly certified personnel is an appropriate measure to ensure that user-based recreational amenities remain safe and in good repair.

Cost estimates were derived from contractors who perform these services locally.

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

If not funded, efficient management of the playground asset will not be provided for in accordance with best management practices, resulting in potential losses of use and/or potential harm to users.

#### Required Resources

Line item	Title or Description of request	Cost
001-3600-572-46040	Grounds Maintenance – Parks	\$18,000

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2021 Program Modification

### Stormwater Master Plan

Department Name	Division Name	Fund	Priority	Fiscal Impact
Public Works	Engineering	Transportation	1	\$125,000

#### Justification and Description

The Stormwater Master Plan (SWMP) will be formulated to achieve the following objectives:

- (1) Identify and address flooding issues and develop solutions to improve the flood protection level of service (LOS) including transportation areas;
- (2) Be a defensible planning tool that guides the Town's long-term stormwater management activities and resources;
- (3) Develop a Capital Improvement Program (CIP) with sustained implementation strategies;
- (4) Help the Town comply with National Pollutant and Discharge Elimination System (NPDES) stormwater regulations, and
- (5) Develop policies and strategies to maximize the Town's Community Rating System (CRS) rating.

The fiscal impact amount of \$125,000 has been estimated by the Town's Engineer.

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

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

#### Required Resources

Line item	Title or Description of request	Cost
101-5100-541-31010	Stormwater Master Plan	\$125,000

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2021 Program Modification

page 1 of 2

### Transportation Surface Drainage and Ongoing Rehabilitation (TSDOR) Program Study Update

Department Name	Division Name	Fund	Priority	Fiscal Impact
Public Works	Engineering	Transportation	2	\$50,000

#### Justification and Description

The Town of Southwest Ranches completed the transportation surface and drainage ongoing rehabilitation (TSDOR) program study in November 2013 by hiring King Engineering Associates to perform a streets condition assessment and develop improvement cost estimates. The program was developed to resurface all 64 miles of public roadway within the Town. To date, the Town has resurfaced 7.73 miles.

Per the direction of the Drainage and Infrastructure Advisory Board (DIAB), the TSDOR program annual budget has been revised and capped at a not to exceed amount of \$495,000 which includes a 10% contingency (or \$45,000), if necessary, that would serve to replenish the TSDOR contingency reserve set at a target minimum amount of \$200,000. Based on this direction, the TSDOR program schedule has been extended to a 25+ year period, and the amount available in the contingency reserve fluctuates depending on the actual cost of construction and approved project delivery method.

As you can see from the table below, the actual costs of each year are much higher than the study's projected estimated costs.

Year	Roads	# of Miles	Status	Surveying / Design Cost	Construction Cost	Total Actual Cost	Original Study Estimated Cost
1	SW 205 Avenue, SW 208 Avenue, SW 209 Avenue, SW 210 Avenue	2.28	Completed FY 2016	\$80,640	\$524,442	\$605,082	\$376,700
2 & 3	Appaloosa Trail, Melaleuca Road, SW 56th Street, SW 128th Avenue	2.95	Completed FY 2018	\$129,585	\$703,760	\$833,345	\$503,300
4 & 5	SW 188 <sup>th</sup> Avenue and Side Streets	2.50	Completed FY 2020	\$135,565	\$1,069,655	\$1,205,220	\$448,000
6	SW 202 <sup>nd</sup> Avenue, SW 201 <sup>st</sup> Terrace, SW 199 <sup>th</sup> Avenue, and SW 196 <sup>th</sup> Lane	3.28	TBD	\$90,410	TBD	TBD	\$555,600



# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2021 Program Modification

page 2 of 2

### Transportation Surface Drainage and Ongoing Rehabilitation (TSDOR) Program Study Update

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

Due to the increased costs, the Town has had to defer construction projects for a year and combine the totals of two fiscal year appropriations in order to get the outlined projects in the original TSDOR study constructed. Based on the extended TSDOR program life cycle, the Town desires to update the original TSDOR study and incorporate new empirical data to outline a more accurate program schedule. It is paramount that the Town have the most accurate cost data possible to create a program life cycle that will successfully preserve and extend the life of the Town's asphalt paved streets while also providing an acceptable level of service. Without a more accurate study, it would become arduous to track the TSDOR program successfully and budgeting for future projects would become increasingly more difficult.

To meet these goals, the Town needs to hire an engineering firm to review the streets condition assessment and update the estimated improvement cost estimate. The consultant will utilize actual construction costs along with estimated future costs for all necessary disciplines and services and market considerations to create a more realistic and comprehensive program. The proposed cost is estimated by the Town Engineer.

#### Required Resources

Line item	Title or Description of request	Cost
101-5100-541-31010	TSDOR Program Study Update	\$50,000

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2021 Program Modification

### Right of Way: Increased Level of Service

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Community Services	Transportation	1	\$52,339

#### Justification and Description

This request is for Funding to provide for fertilization and mulch applications to improve the appearance of Rights-of-Way maintained by the Town based upon Council inquiries and Residents' concerns.

	<u>Griffin Road</u>	<u>Townwide/ROW</u>	<u>TOTAL</u>	<u>Status</u>
<b>FY 2021 Program Modification:</b>				
Fertilization	\$ 7,893	\$ 4,446	\$12,339	<b>NOT FUNDED</b>
Mulch	<u>\$29,000</u>	<u>\$11,000</u>	<u>\$40,000</u>	<b>NOT FUNDED</b>
<b>Total</b>	<b><u>\$36,893</u></b>	<b><u>\$15,446</u></b>	<b><u>\$52,339</u></b>	

This FY 2021 program modification requests an increase of \$36,893 for Griffin Road maintenance, other than mowing, and an increase of \$15,446 for general Right of Way maintenance, other than mowing, totaling \$52,339.

Cost estimates were established using previous contract rates.

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

Alternatives for lesser levels of service may be considered.

If not funded, overall appearance of the area will not be significantly improved.

#### Required Resources

Line Item	Title or Description of request	Cost
101-5100-541-46010	Maintenance Service / Repair Contracts	\$15,446
101-5100-541-53110	Road Materials-Griffin Road Maintenance	\$36,893

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2021 Program Modification

### Griffin Road-West Median Replanting

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

#### **Justification and Description**

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

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

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

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

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

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

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

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

#### **Required Resources**

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

**Town of Southwest Ranches**  
**Proposed FY 2020/2021**  
**Fire Assessment Worksheet**

**Sources:**

Fire Administration Department  
Volunteer Fire Service Department  
Volunteer Fire Fund

Expenditures	Total FY 2020-2021 Proposed	General Fund Portion	Fire Assessment Portion
% Allocation per Consultant Study for FR Contractual Services Only		40.00%	60.00%

**Direct Expenses:**

Fire Rescue Contractual Service	\$ 3,627,556	\$ 1,451,022	\$ 2,176,534
Operating Expenses	320,769	N/A	320,769
Non-Operating Debt	29,485	N/A	29,485
Capital Outlay	50,209	19,500	30,709
<b>Sub-Total</b>	<b>\$ 4,028,019</b>	<b>\$ 1,470,522</b>	<b>\$ 2,557,497</b>

**Other Expenses**

Publication & Notification Costs	1,407
Statutory Discount	103,839
Collections Cost	37,084
Fire Assessment Cost Allocation of Townwide Personnel\Contractual Costs	227,379
Fire Protection/Control Contingency	39,000
<b>Total Fire Assessment Expenses</b>	<b>\$ 2,966,206</b>

**Based On Consultant Study**

Property Category	Assess Unit Type	% Effort Allocation	Amount	Total Proposed Rates FY 20/21	Total Assessed Rates FY 19/20	Difference: Increase (Decrease)
<b>Commercial - 336,209 SF</b>	Per Sq.Ft. Bldg Area	12.77%	378,785	\$ 1.1266	\$ 0.9000	\$ 0.2266
<b>Institutional - 551,028 SF</b>	Per Sq.Ft. Bldg Area	22.49%	667,100	\$ 1.2106	\$ 0.2500	\$ 0.9606
<b>Acreage - 1.914 Acres</b>	Per Acre	5.47%	162,251	\$ 84.76	\$ 95.21	\$ (10.45)
<b>Residential - 2,644 Units</b>	Per Unit	56.08%	1,663,448	\$ 629.14	\$ 523.51	\$ 105.6308
<b>Warehouse/Industrial - 124,843 SF</b>	Per Sq.Ft. Bldg Area	2.28%	67,629	\$ 0.5417	\$ 1.6000	\$ (1.0583)
<b>Government - Exempt - 39,384 SF</b>	Per Sq.Ft. Bldg Area	0.91%	26,992	\$ -	\$ -	\$ -
<b>Total</b>		<b>100%</b>	<b>\$ 2,966,206</b>			

# Town of Southwest Ranches

## Proposed FY 2020/2021

### Solid Waste Assessment Worksheet

**Sources:**

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

Description	Solid Waste & Recycling	Bulk Waste	Total Proposed FY 20/21
% Allocation Direct Expenses Only	46.74%	53.26%	

**Direct Expenses:**

Solid Waste Collection	\$ 415,939	\$ -	\$ 415,939
Recycling Collection	\$ 107,565	\$ -	\$ 107,565
Bulk Waste Collection	\$ -	\$ 382,842	\$ 382,842
Solid Waste Disposal	\$ 147,960	\$ -	\$ 147,960
Bulk Waste Disposal	\$ -	\$ 382,362	\$ 382,362
<b>Sub-Total Cost of Service</b>	<b>\$ 671,464</b>	<b>\$ 765,204</b>	<b>\$ 1,436,668</b>

**Other Expenses**

Statutory Discount	\$ 90,537
Collections Cost and Other	\$ 28,962
Townwide Personnel\Contractual Costs	\$ 263,917
<b>Total Solid Waste Assessment Expenses</b>	<b>\$ 1,820,084</b>

**Based On Consultant Study**

Assessment	Lot Sq Ft. Range		Number of Units in Range	Solid Waste Cost Per Unit	Bulk Waste Cost Per Unit	Total Proposed Rates FY 20/21	Total Assessed Rates FY 19/20	Difference: Increase (Decrease)
<b>A</b>	<b>-</b>	<b>41,200</b>	406	\$ 324.33	\$ 268.68	\$ 593.01	\$ 593.01	\$ -
<b>B</b>	<b>41,201</b>	<b>46,999</b>	429	\$ 324.33	\$ 314.55	\$ 638.88	\$ 638.88	\$ -
<b>C</b>	<b>47,000</b>	<b>62,999</b>	418	\$ 324.33	\$ 379.00	\$ 703.33	\$ 703.33	\$ -
<b>D</b>	<b>63,000</b>	<b>95,999</b>	457	\$ 324.33	\$ 406.52	\$ 730.85	\$ 730.85	\$ -
<b>E</b>	<b>96,000</b>	<b>106,999</b>	473	\$ 324.33	\$ 448.84	\$ 773.17	\$ 773.17	\$ -
<b>F</b>	<b>107,000</b>	<b>&gt;107,000</b>	446	\$ 324.33	\$ 555.41	\$ 879.74	\$ 879.74	\$ -

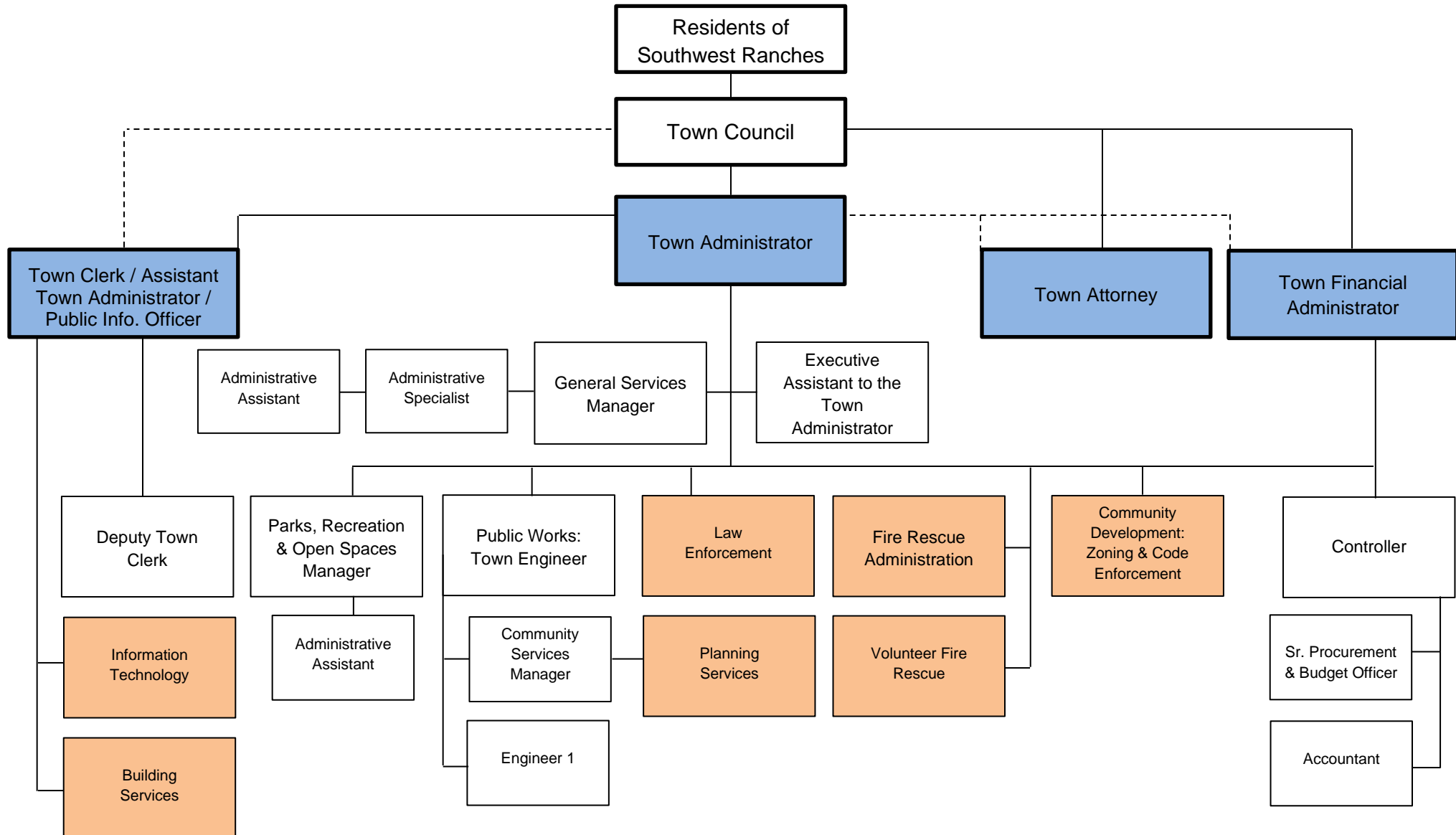
**Town of Southwest Ranches, FL**  
**Proposed Cost Allocation Plan for FY 2021 Special Assessments**

Townwide Personnel & Contractual Costs *		General Fund Allocation		Solid Waste Assessment Cost Allocation		Fire Assessment Cost Allocation	
Department	Cost	%	Allocation	%	Allocation	%	Allocation
Legislature	\$ 69,487	86%	\$ 59,759	5%	\$ 3,474	9%	\$ 6,254
Attorney	\$ 525,000	89%	\$ 469,399	4%	\$ 21,385	7%	\$ 34,216
Executive	\$ 486,307	72%	\$ 352,010	13%	\$ 60,788	15%	\$ 73,508
Finance	\$ 414,273	65%	\$ 268,793	15%	\$ 62,626	20%	\$ 82,855
Clerk	\$ 215,991	88%	\$ 189,852	5%	\$ 10,891	7%	\$ 15,248
Public Works	\$ 273,601	81%	\$ 221,595	18%	\$ 49,248	1%	\$ 2,758
Code Enforce.	\$ 222,016	69%	\$ 153,971	25%	\$ 55,504	6%	\$ 12,541
PROS	\$ 120,300	100%	\$ 120,300	0%	\$ -	0%	\$ -
Totals	\$ 2,326,975		\$ 1,835,679		\$ 263,917		\$ 227,379

\* Note: Does not include the Volunteer Fire Fund as their personnel cost is already 100% & 0% allocated to the Fire Assessment & Solid Waste Assessment, respectively.



# TOWN OF SOUTHWEST RANCHES ORGANIZATIONAL CHART Fiscal Year 2020\2021



Positions appointed by the Town Council



Contracted Services



Indirect Relationship



## TOWN OF SOUTHWEST RANCHES PERSONNEL COMPLEMENT



		ADOPTED FY 2020		PROPOSED FY 2021	
Fund	Department	Full Time	Part Time	Full Time	Part Time
General Fund	Legislative	-	5	-	5
	Executive	4	1	4	1
	Finance & Budget	4	-	4	-
	Town Clerk	2	-	2	-
	Public Works: Engineering & Community Services	2.5	-	2.5	-
	Parks, Recreation & Open Space	1	1	1	1
Transportation Fund	Public Works: Engineering & Community Services	0.5	-	0.5	-
<b>Total all Funds</b>		<b>14</b>	<b>7</b>	<b>14</b>	<b>7</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 2020-2021**

## General Fund Summary Fiscal Year 2021

### FY 2020 Estimated

Estimated Total Revenues	13,794,327
Estimated Expenditures & Encumbrances	(13,345,881)
Estimated FY 2020 Year End Difference	<u>448,446</u>

### FY 2021 Projected Unassigned Fund Balance

Audited Unassigned Fund Balance 9/30/2019	3,939,370
Estimated FY 2020 Year End Difference	448,446
Appropriated Fund Balance FY 2020	(601,411)
Restricted Fund Bal for Build. Technology FY 2020	3,636
Restricted Fund Bal for Fire Control FY 2020	42,250
Appropriated Assigned Balance FY 2020	(17,500)
Projected Unassigned Fund Balance 9/30/2020	<u>3,814,791</u>
Appropriated Fund Balance FY 2021	(39,500)
Appropriated Restricted Fund Balance FY 2021	24,045
Appropriated Assigned Balance FY 2021	(17,500)
Projected Unassigned Fund Balance 9/30/2021	<u>3,781,836</u>

### FY 2021 Budget Summary

#### Proposed Revenues

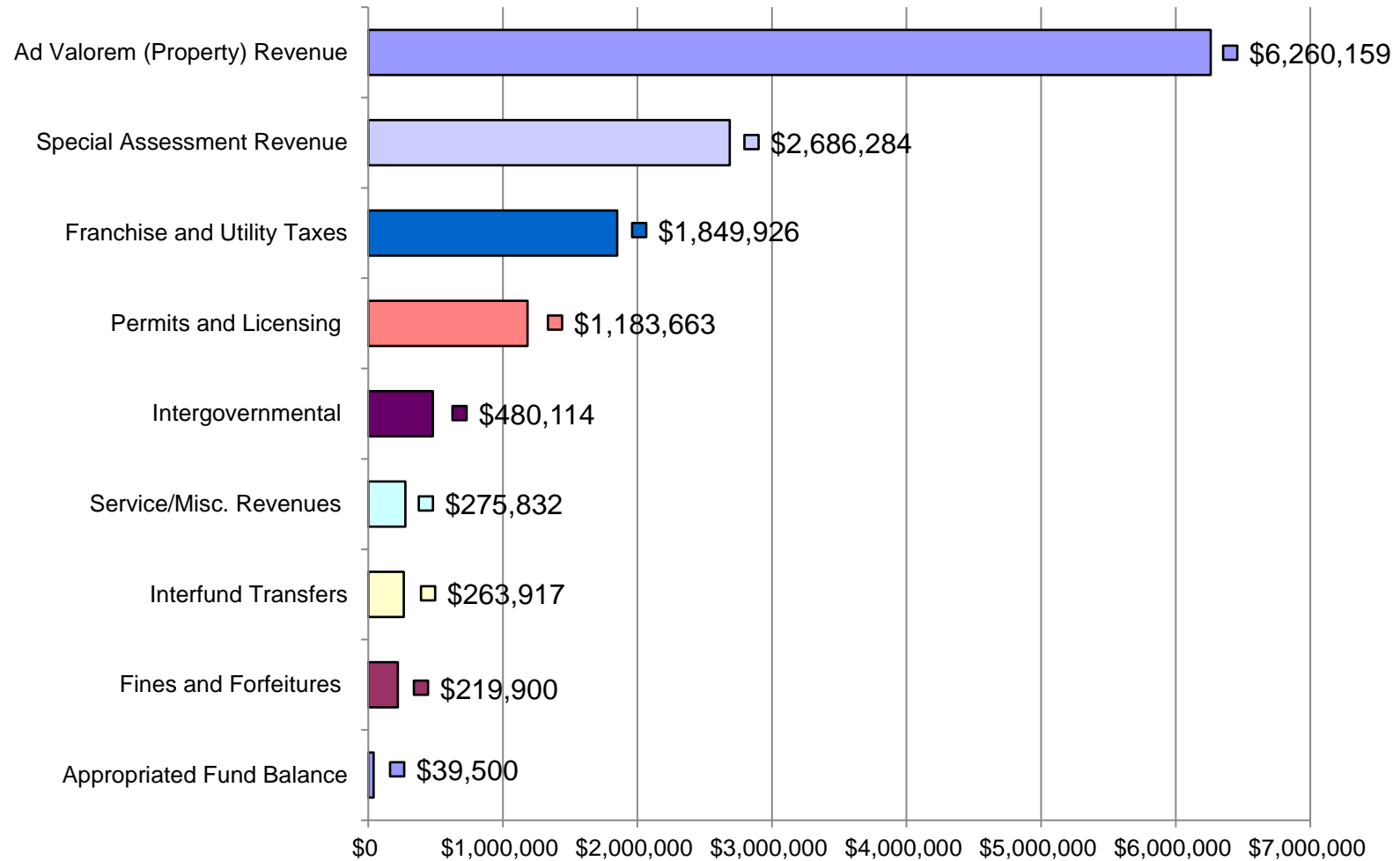
Property Tax	6,260,159
Utility and Franchise Taxes	1,849,926
Permits/Licenses/Inspections	1,183,663
Intergovernmental Revenues	480,114
Services Revenues	101,973
Fines & Forfeitures	219,900
Miscellaneous Revenues	3,124,059
Appropriated Fund Balance	39,500
<b>Total Revenue</b>	<u><b>13,259,295</b></u>

#### Proposed Expenditures

Personnel Costs	1,579,959
Operating Items	9,391,205
Capital Outlay	104,708
Non-Operating Expenses	2,183,424
<b>Total Expenditures</b>	<u><b>13,259,295</b></u>

Note: There is an additional \$960,094 in Non-spendable, Committed and Restricted Fund Balance in the General Fund as of 9/30/2019

## Total General Fund \$13,259,295 Where Do the Funds Come From?



## GENERAL FUND OPERATING REVENUE

Line Item Prefix: 001-0000:-		FY 2018 Actual	FY 2019 Actual	FY 2020 Current Budget	FY 2020 Projected	FY 2021 Proposed
311-31110	Current & Delinquent Real/Pers. Property	5,847,615	6,549,630	6,549,694	6,549,694	6,260,159
<b>TOTAL</b>	<b>Total Ad valorem Property Taxes</b>	<b>5,847,615</b>	<b>6,549,630</b>	<b>6,549,694</b>	<b>6,549,694</b>	<b>6,260,159</b>
314-31410	Electric Utility	837,217	862,869	853,353	851,461	859,976
314-31480	Gas Utility	42,603	41,511	43,272	42,199	41,777
315-31500	Communications Services Taxes	358,844	296,536	304,696	288,234	285,352
<b>TOTAL</b>	<b>Utility Fees</b>	<b>1,238,664</b>	<b>1,200,916</b>	<b>1,201,321</b>	<b>1,181,894</b>	<b>1,187,104</b>
323-32310	Electric Franchise	594,791	612,796	613,400	611,897	614,956
323-32370	Solid Waste Franchise	40,744	54,837	47,000	43,969	41,000
323-32395	Towing Franchise	6,470	8,551	7,679	5,868	6,866
<b>TOTAL</b>	<b>Franchise Fees</b>	<b>642,005</b>	<b>676,184</b>	<b>668,079</b>	<b>661,734</b>	<b>662,822</b>
316-31600	Business Tax Receipts	8,183	7,918	7,827	7,330	7,183
322-32200	Building Permits - Regulatory Fees	82,699	86,461	45,455	65,909	63,636
322-32207	Building Permits - Contractor	670,447	753,924	454,545	659,091	636,364
322-32225	Building Permits - SWR	223,462	251,299	151,515	219,697	212,121
322-32240	Building Permits - Admin Fees	35,700	47,273	24,242	26,364	25,455
322-32290	Fire Inspection Service & Fees	15,182	14,840	13,250	15,067	14,000
329-32901	Planning & Zoning Review Fees	86,714	124,720	105,000	168,000	154,000
324-32461	Impact Fee-Residential-Parks/Recreation	8,807	26,180	6,496	11,633	9,744
329-32905	In House Engineering/Fire Review Fees	66,192	72,696	54,000	67,846	60,000
329-32909	Lobbyist Fees / Registrations	300	200	150	400	200
329-32910	Certificate of Use Registration	1,360	1,360	1,000	1,000	960
<b>TOTAL</b>	<b>Permits/Licenses/Inspection</b>	<b>1,199,045</b>	<b>1,386,870</b>	<b>863,480</b>	<b>1,242,337</b>	<b>1,183,663</b>
331-33120	U.S. Public Safety Grant	-	36,340	105,750	105,750	-
331-33151	Fed Grant-Eco. Envir.-FEMA/Hurr Irma&Dorian	-	69,371	-	3,486	-
334-33451	State Grat-Eco. Envir.-FEMA/Hurr Irma&Dorian	-	5,999	-	581	-
335-33512	State Revenue Sharing (Sales Tax)	126,472	129,040	125,629	111,686	86,800
335-33515	Beverage License	1,358	2,313	1,661	1,994	1,994
335-33518	State 1/2 Cent Sales Tax	518,969	521,618	507,393	425,981	391,320
<b>TOTAL</b>	<b>Intergovernmental - Federal/State</b>	<b>646,800</b>	<b>764,680</b>	<b>740,433</b>	<b>649,478</b>	<b>480,114</b>
341-34191	Election Qualifying Fees	300	-	-	480	-
342-34260	Fire Rescue (Ambulance) Fees	109,724	116,945	117,600	99,131	96,157
347-34720	Parks/Rec & Open Spaces Serv Charge	11,317	10,210	10,500	2,908	5,816
<b>TOTAL</b>	<b>Services Revenues</b>	<b>121,341</b>	<b>127,155</b>	<b>128,100</b>	<b>102,519</b>	<b>101,973</b>
351-35150	Traffic Judgment/Fines	125,950	166,010	132,000	118,538	92,400
354-35401	Tree Preservation Fines	1,229	-	-	-	-
354-35402	False Alarm Fines	11,248	1,750	6,600	2,100	2,500
358-35820	Law Enforcement Seizures	-	974	-	-	-
359-35901	Code Enforcement/Lien Recovery	58,054	110,613	75,000	75,000	75,000
359-35902	Code Enforcement/Lien Recovery-Legal	15,750	72,266	30,000	142,171	50,000
<b>TOTAL</b>	<b>Fines &amp; Forfeitures</b>	<b>212,231</b>	<b>351,614</b>	<b>243,600</b>	<b>337,809</b>	<b>219,900</b>
325-32520	Special Assessment Fire	2,058,971	2,154,204	1,982,403	1,982,403	2,686,284
361-36110	Interest Earnings	79,172	133,978	92,784	101,001	58,522
362-36210	Cell Tower	63,950	66,028	68,189	68,189	70,437
364-36400	Disposition of Fixed Assets	(105,308)	526	-	6,000	-
366-36620	Contrib/Donation for Educa/Scholarships	18,693	34,200	20,000	30,795	20,000
369-36931	Other Misc Rev Settlements/Hurricane	39,314	-	-	-	-
369-36990	Other Misc Revenues	23,243	20,400	19,500	27,903	24,900
381-38112	Transfer From Volunteer Fund	36,049	-	-	-	-
382-38240	Reimbursement/Contrib from Solid Waste	225,765	258,313	251,160	251,160	263,917
399-39900	Appropriated Fund Balance	-	-	601,411	601,411	39,500
<b>TOTAL</b>	<b>Miscellaneous Revenues</b>	<b>2,439,849</b>	<b>2,667,649</b>	<b>3,035,447</b>	<b>3,068,862</b>	<b>3,163,559</b>
<b>GRAND TOTAL</b>		<b>12,347,550</b>	<b>13,724,698</b>	<b>13,430,154</b>	<b>13,794,327</b>	<b>13,259,295</b>

## **REVENUE SOURCES**

### **Ad Valorem Tax**

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

Under the Save our Homes provisions (Amendment 10), all homestead properties can only have an annual increase of assessed value of either 3% or the CPI, whichever is less. For FY 2013, Amendment 1 limits Towns to a millage rate of the roll-back rate, plus the adjustment for growth in per capita Florida income. For this year, that amount is 1.0322%.

For FY 2020, the Town of Southwest Ranches' Mayor and Town Council adopted a total roll back rate of 4.6564 representing the Town's operating rate of 4.2125 plus a TSDOR CIP rate of 0.4439. For FY 2021, the Town of Southwest Ranches proposes a total rate of 4.2125 representing the Town's operating rate of 4.2125 plus 0.0000 pertaining to the TSDOR CIP rate.

### **Sales and Use Taxes**

The State of Florida has a 6.0% sales tax which the Town receives a portion while Broward County has a 1% surtax of which all municipalities in Broward County are to receive .1%. In addition, the Town receives revenue sharing funds from the State for cigarette taxes, motor fuel, alcohol and beverage licenses, and mobile home licenses. Broward County assesses an additional 2 cents motor fuel tax which is shared with the local governments.

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

The Town collects three types of utility, franchise, and local business taxes: electric, gas, and pro-rata Broward County local business taxes. Utility taxes may be levied at a maximum rate of 10% for each utility. Since Fiscal Year 2002, the Town has been prohibited from collecting taxes on telephone franchises, telephone utility taxes, and cable television franchise taxes. These taxes (considered Communication Services) are now collected by the State of Florida's Department of Revenue and re-distributed to municipalities according to use records at a rate of 5.22%.

### **Permits/Licenses/and Inspections**

Licenses, permits and inspection fees are collected for services performed at specific properties for the benefit of particularly property owners. Building permit categories include: structural, electrical, plumbing, roofing and mechanical permits. To comply with the policy objective to obtain full cost recovery, effective May 1, 2012 the Town receives 25% of building permits for cost recovery. Revenue is generally stable at a base level unless there is commercial development underway. The Town projects \$1,242,337 in General Fund revenues for FY 2020 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 \$649,478 in General Fund revenues for FY 2020 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 2021 general fund fines and forfeitures are proposed at \$219,900.

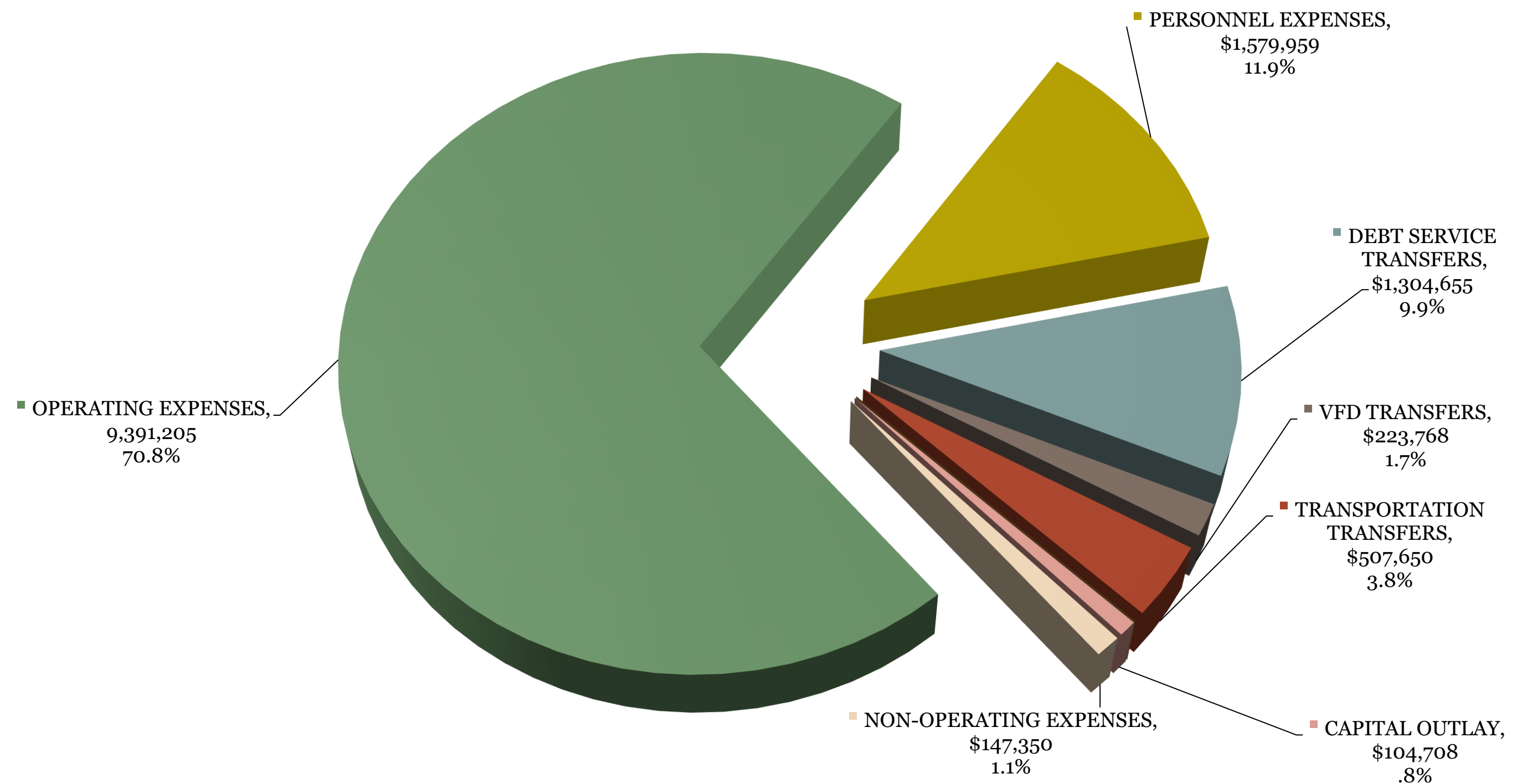
**Miscellaneous Revenues**

Any revenues that the Town receives which do not reasonably conform to any of the above identified categories are included in this category. This category includes interest earnings, receipts from the disposition of assets by sale, fire protection assessments, and similar items. Interfund Transfers between other funds may also be captured here. For FY 2020, staff anticipates \$3,068,862 in miscellaneous revenues. In FY 2021 staff projects \$3,124,059 in miscellaneous revenues.

**Appropriations:**

Technical definitions of revenue usually do not cover appropriations. Nevertheless, these are funds which are being brought out of the restricted, assigned or unassigned fund balance, if necessary. In FY 2020, staff anticipates the use of \$69,364, \$17,500 and \$486,161 in restricted, assigned and unassigned fund balance, respectively. For FY 2021 Town proposes the use of \$15,455, \$17,500 and \$0 in restricted, assigned and unassigned Fund Balance, respectively.

**Total General Fund \$13,259,295**  
**Where Do the Funds Go?**



## GENERAL FUND EXPENDITURE SUMMARY BY TYPE

Line Item		FY 2018 Actual	FY 2019 Actual	FY 2020 Current Budget	FY 2020 Projected	FY 2021 Proposed
12100	Regular Salaries & Wages	1,128,085	1,155,141	1,195,877	1,186,697	1,240,101
13100	Part-Time Salaries & Wages	21,829	25,235	29,207	29,130	30,462
14100	Overtime	2,516	2,143	4,429	-	2,409
525-14100	Overtime - Emergency	10,802	4,244	-	-	-
21100	Payroll Taxes	81,653	82,636	89,809	89,254	93,849
22100	Retirement Contribution	70,771	74,854	75,904	78,719	80,962
23100	Life & Health Insurance	98,791	102,693	102,939	97,631	116,457
24100	Workers Compensation	10,086	14,898	15,115	14,568	15,719
25100	Unemployment Compensation	-	-	5,000	-	-
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>1,424,533</b>	<b>1,461,842</b>	<b>1,518,280</b>	<b>1,496,000</b>	<b>1,579,959</b>
31010	Professional Services	228,183	128,152	211,600	253,178	178,600
31020	Lawsuits and Prosecutions	329,660	37,864	220,000	42,159	225,000
31030	Lawsuits - Code Enforcement	105,951	292,887	150,000	286,672	150,000
31040	Lawsuits - Planning and Zoning	6,722	3,133	10,000	2,115	5,000
31090	Lobbyist	48,135	48,000	48,000	48,000	48,000
32100	Accounting and Auditing	45,617	48,375	47,000	38,960	46,575
34100	Other Contractual Services	6,712,992	7,148,517	7,182,532	7,264,562	7,649,854
525-34100	Other Contractual Serv. - Emergency	365	-	-	-	-
34300	Other Contractual Svcs - P&Z Permits	41,317	48,199	45,000	80,000	80,000
34310	Other Contractual Svcs - P&Z Hearings	45,306	61,972	60,000	88,000	74,000
34320	Other Contractual Svcs - P&Z Town Req	7,621	15,221	17,250	18,600	18,500
34330	Other Contractual Svcs - P&Z Land Use	14,493	15,833	20,000	30,000	30,000
40100	Mileage Reimbursement	486	779	1,400	1,864	1,400
41100	Telecommunications	19,817	23,735	30,508	24,305	31,805
525-41100	Telecommunications - Emergency	58	-	-	700	-
42100	Postage	17,707	20,190	22,500	22,500	22,500
43100	Electricity	37,918	39,490	44,162	40,500	44,662
43110	Water & Sewer	16,318	16,185	22,456	17,591	22,500
525-43110	Water & Sewer - Emergency	680	-	-	-	-
44020	Building Rental/Leasing	3,209	3,506	3,600	3,600	3,600
44030	Equipment Leasing	19,987	19,144	20,500	18,500	16,164
45100	Property and Liability Insurance	99,269	98,159	109,855	111,000	114,000
46010	Maintenance Service/Repair Contracts	27,825	12,422	16,200	15,000	16,000
46020	Building Maintenance	19,963	19,785	38,500	34,500	37,000
46030	Equipment Maintenance	26,791	32,502	41,206	41,168	36,120
46040	Grounds Maintenance-Parks	200,571	183,665	199,189	192,063	201,220
525-46040	Ground Maintenance-Emergency	15,725	-	-	-	-
46050	Tree Maintenance/Preservation	31,025	32,375	34,650	34,650	34,650
46060	Lake Maintenance	15,780	16,655	17,880	17,880	17,880
46110	Miscellaneous Maintenance	17,964	18,695	30,000	22,399	42,670
525-46110	Miscellaneous Maint - Emergency	2,638	-	-	-	-
46120	Vehicle Maintenance	27,254	22,511	16,500	15,000	15,000
46500	Software Maintenance	36,769	40,137	43,300	44,400	54,720
48100	Promotional Activities/Newsletter	23,792	23,543	25,000	25,000	25,000
48110	Promotional Activities/Town Events	16,736	16,529	36,800	30,000	32,470
49100	Other Current Charges	27,935	129	7,500	5,150	9,000



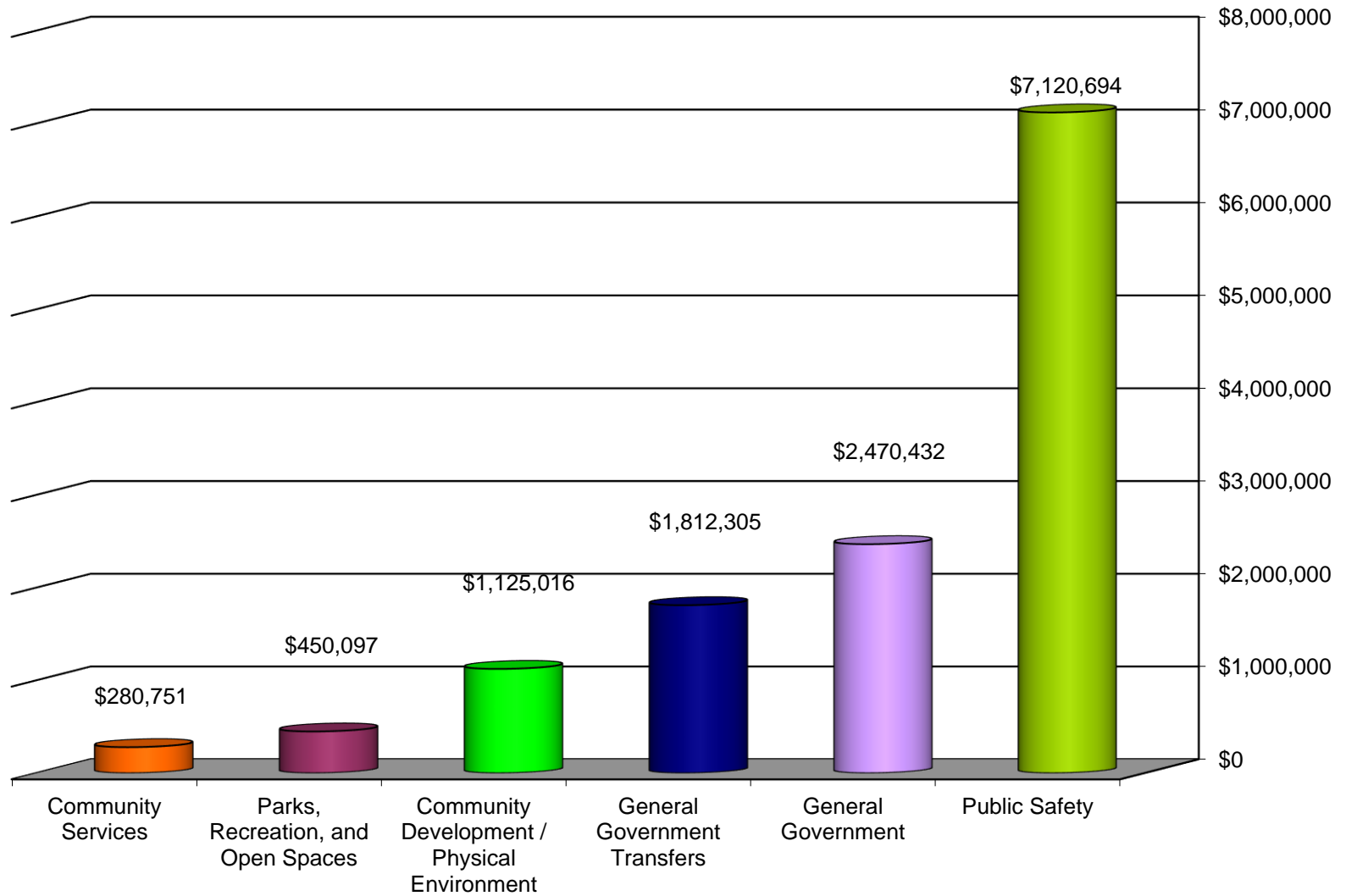
## GENERAL FUND EXPENDITURE SUMMARY BY TYPE

Line Item		FY 2018 Actual	FY 2019 Actual	FY 2020 Current Budget	FY 2020 Projected	FY 2021 Proposed
49110	Legal Advertisement	13,010	11,974	12,500	13,500	13,500
51100	Office Supplies	21,526	22,876	21,500	21,500	21,500
52140	Uniforms	590	279	1,000	1,500	2,000
52160	Gasoline	10,351	11,754	15,000	9,500	15,000
525-52160	Gasoline - Emergency	-	-	-	-	-
52900	Miscellaneous Operating Supplies	18,705	14,944	13,000	12,775	15,400
525-52900	Misc Op Supp - Emergency	-	-	-	-	-
54100	Subscriptions and Memberships	7,590	6,697	10,565	9,015	9,765
55100	Training and Education	9,135	5,801	14,050	7,750	13,800
55200	Conferences and Seminars	11,731	16,948	18,350	10,250	16,350
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>8,385,220</b>	<b>8,579,560</b>	<b>8,879,053</b>	<b>8,955,806</b>	<b>9,391,205</b>
63100	Infrastructure - General			-	-	-
63120	Infrastructure - Fire Wells	12,014	4,560	30,000	15,040	30,000
64100	Machinery and Equipment	139,822	182,235	197,308	184,808	74,708
525-64100	Machinery and Equipment - Emergency	4,509	-	-	-	-
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>156,345</b>	<b>186,795</b>	<b>227,308</b>	<b>199,848</b>	<b>104,708</b>
82100	Aid to Private Organizations	25,697	41,390	47,424	60,400	27,100
91101	Transfers to Transportation Fund	1,196,243	904,938	1,322,404	1,322,404	507,650
91102	Transfers to Volunteer Fire Fund	139,033	182,892	192,506	193,132	223,768
91201	Transfers to Debt Service Fund	970,670	1,055,972	1,028,791	1,028,791	1,304,655
91301	Transfers to Capital Projects Fund	129,586	241,095	72,000	72,000	-
99100	Contingency-Operating	-	-	124,888	-	63,751
99100	Contingency-TW Vehicle Program	-	-	17,500	17,500	17,500
99100	Contingency - Fire Apparatus Replace	-	-	-	-	39,000
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>2,461,230</b>	<b>2,426,287</b>	<b>2,805,513</b>	<b>2,694,227</b>	<b>2,183,424</b>
<b>TOTAL</b>	<b>GENERAL FUND</b>	<b>12,427,327</b>	<b>12,654,484</b>	<b>13,430,154</b>	<b>13,345,881</b>	<b>13,259,295</b>

## General Fund Expenditure Summary by Department

Department	FY 2018 Actual	FY 2019 Actual	FY 2020 Current Budget	FY 2020 Projected	FY 2021 Proposed
Legislative	147,364	173,851	191,911	190,387	176,587
Town Attorney	646,917	436,597	520,000	523,324	525,000
Executive	505,237	509,331	566,661	556,071	560,732
Finance & Budget	435,764	439,038	446,558	429,283	469,348
Town Clerk	219,092	249,731	282,508	274,426	305,796
Building Services	753,876	839,668	500,000	725,000	700,000
Code Dev : Code Enforce & Zoning	195,399	267,627	266,516	301,516	302,016
Planning Services	67,421	93,026	97,750	137,600	123,000
Public Works : Engineering & C.S.	241,575	251,129	268,712	244,636	280,751
Public Safety - Police	2,607,035	2,722,974	2,919,093	2,796,443	3,034,177
Public Safety - Fire Admin+VF Svcs	3,575,973	3,786,016	4,024,418	3,979,964	4,086,517
Parks, Recreation and Open Spaces	409,126	386,701	421,669	406,554	450,097
Non-Departmental	2,622,549	2,498,795	2,924,358	2,780,677	2,245,275
<b>Total</b>	<b>12,427,327</b>	<b>12,654,484</b>	<b>13,430,154</b>	<b>13,345,881</b>	<b>13,259,295</b>

## General Fund Expenditures by Function



# Legislative Department

## Services, Functions, and Activities:

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

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

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

## Personnel Complement

Position Title	Adopted FY 2020			Proposed FY 2021		
	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 2018 Actual	FY 2019 Actual	FY 2020 Current Budget	FY 2020 Projected	FY 2021 Proposed
Suffix	Object Description					
12100	Regular Salaries & Wages	63,000	63,000	63,000	63,000	63,000
21100	Payroll Taxes	4,820	4,820	4,820	4,820	4,820
24100	Workers Compensation	1,017	1,667	1,667	1,667	1,667
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>68,836</b>	<b>69,487</b>	<b>69,487</b>	<b>69,487</b>	<b>69,487</b>
31090	Lobbyist	48,135	48,000	48,000	48,000	48,000
34100	Other Contractual Services	-	5,550	6,000	6,000	3,000
40100	Mileage Reimbursement	-	-	1,000	-	1,000
49100	Other Current Charges	61	61	2,000	1,000	1,000
54100	Subscriptions and Memberships	1,851	2,032	2,500	2,000	2,000
55200	Conferences & Seminars	2,783	7,331	4,000	3,500	3,500
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>52,830</b>	<b>62,974</b>	<b>63,500</b>	<b>60,500</b>	<b>58,500</b>
64100	Machinery and Equipment	-	-	10,000	-	20,000
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	<b>20,000</b>
82100	Other Grants/Aid	25,697	41,390	47,424	60,400	27,100
99100	Contingency	-	-	1,500	-	1,500
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>25,697</b>	<b>41,390</b>	<b>48,924</b>	<b>60,400</b>	<b>28,600</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>147,364</b>	<b>173,851</b>	<b>191,911</b>	<b>190,387</b>	<b>176,587</b>

### Major Variance from Current Budget FY 2020 to Projected FY 2020

Code	Amount	Explanation
64100	(\$10,000)	Lower due to chamber camera prog mod postponed until FY 2021

### Major Variance or Highlights of the Departmental Budget - FY 2020 Projected to FY 2021 Proposed

Code	Amount	Explanation
34100	(\$3,000)	Lower due to contractual camera services reduced in FY 2021
64100	\$20,000	Higher due to prog mod for Council Chamber cameras

# FUNDED

Town of Southwest Ranches, Florida

## FY 2021 Program Modification

### Council Chambers Camera

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

#### Justification and Description

This request is for the installation of a new camera system in the Council Chambers that will be positioned in such a way to capture both the dais and speakers at the lectern. It will allow for a switch between camera shots to allow for those viewing meeting videos to see both Council Members as well speakers as they address the Town Council rather than only seeing them from the rear of the Chambers. An estimate was solicited which recommended a two Pan Tilt Zoon (PTZ) cameras with infared remote and 6 presets. The camera, wiring, and tie in to our existing system will cost approximately **\$15,000-20,000**. The provision of this camera system will provide a more dynamic viewing experience for those watching Town Council meeting videos. It will also eliminate the need for the ongoing cost of having a camera crew onsite to record our meetings. The break-even point for this initial investment is approximately **20-26 months**.

It is important to note that this project was partially funded in the FY 2020 Budget but due to higher than expected initial estimates, and the impact of COVID-19 causing an anticipated revenue shortfall, this project was postponed and needs to be reappropriated in FY 2021. This Program Modification as proposed will ensure an adequate funding level to complete the project. A draft Design/Build has been prepared so the issuance of the Design/Build as well as completion of the project is planned during the first quarter of FY 2021.

Staff consultation with the City of Tamarac is ongoing and a final recommendation for Town Council consideration will be forthcoming in accordance with the Town's Procurement Policy.

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

If not funded, no adverse impact will occur other than ongoing cost. We currently have a multimedia company that records our meetings with their equipment. However, the current camera setup does not capture the speakers positioned at the lectern. Therefore, nonverbal cues and gestures are not being recorded which would enhance the viewing experience for those watching the meeting videos at home or on YouTube.

#### Required Resources

Line item	Title or Description of request	Cost
001-1000-511-64100	Council Chambers cameras, wiring, and programing into existing system.	\$20,000

# **Town Attorney Department**

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

Town Attorney Departmental Services ("Town Attorney") are provided to the Town of Southwest Ranches through a contractual agreement. Additionally, the Town Attorney advises the Southwest Ranches Volunteer Fire Rescue, Inc. (a blended component unit of the Town in accordance with generally accepted governmental standards) on contractual and staffing matters. The Town Attorney and his staff work closely with the Town Administrator and Town Staff to accomplish the goals of the Mayor and Town Council. The Town Attorney is a Charter Officer who reports directly to the Town Council. He and the other attorneys within the firm provide legal counsel and representation on all legal and legislative matters affecting the Town of Southwest Ranches. The Town Attorney is the primary legal counsel for the Town, Town Council, Code Enforcement, and all Advisory Boards. The Town Attorney provides legal advice at regular and special Council meetings, and, as requested, monitors local, state and federal legislation in conjunction with the Town's lobbyist, which is under this Department. The Town Attorney supports the Town Administrator, Town Financial Administrator and all Town departments by preparing, negotiating, and reviewing contracts, preparing and approving all Ordinance and Resolution language, providing legal representation and advice on all areas of operation including personnel, police, fire, public works, parks and open spaces, building, planning & zoning, code enforcement, ethics, debt, public records and matters unique to the Town. The Town Attorney also oversees all litigation including those pertaining to liens, foreclosures, municipal prosecutions and lawsuits filed by or against the Town.

## **FY 2019/2020 Accomplishments:**

- Represent the Town in ongoing litigation of the following cases:
  - SWR v. Meyers
  - SWR v. Perez
  - SWR v. City of Pembroke Pines
  
- Successfully defended the Town of Southwest Ranches in the following cases:
  - McBride vs. SWR
  - Diamond Eye vs. SWR
  - Windmill vs. SWR
  
- Successfully prevailed in Money Judgment Cases:
  - SWR v. Wendolkowski
  - SWR v. Perdomo
  - SWR v. Padilla

- Ongoing litigation defense of the Town on the following cases:
  - Page v. SWR
  - Dania v. SWR
  - Wells Fargo v. Caprio
  - US Bank v. Monnot
  - NG Solutions v. Garcia
  - Layfield v. McKay/SWR
  - West Coast v. Hames
- Successfully obtained Money Judgments in excess of \$75,000.
- Collected, with the assistance of Code Enforcement, over \$146,635.77 in code enforcement fines.
- Drafted numerous procurements and related contracts.
- Worked on obtaining legislative appropriations nearing \$1 million dollars.
- Worked with the Florida Legislature to adopt language relating to annexation.

#### **Issues:**

- Continue to find ways to resolve and to better protect the Town relating to legal issues with surrounding Municipalities pertaining to growth and development.
- Continue to draft contracts requiring legal expertise including those relating to the provision of public services.
- Work to resolve in advance or to bring to conclusion all pending litigation in the most cost effective and timely manner.
- Obtain new non-advalorem revenue opportunities, wherever possible supporting diversification.
- Assist Council to analyze and enact other revenue sources.
- Advise on the use and future disposition of all real and personal property classifications.

#### **FY 2020/2021 Performance Objectives:**

- Continue to deliver effective, prompt sound legal advice to Town Council, Boards, Town Administrator, Town Financial Administrator and all other departments.
- Prevail in lawsuits brought against the Town and by the Town in the most cost-efficient manner.
- Continue to educate Town Council and all Town staff on issues for compliance with ethics requirements in Broward County.
- Ensure adoption of effective legislation to run a smooth, efficient, lawful government that carries out the goals and policies of the elected officials.
- Monitor local, state, and federal legislation that may affect the Town.
- Work to develop additional revenue sources & 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 2018 Actual	FY 2019 Actual	FY 2020 Current Budget	FY 2020 Projected	FY 2021 Proposed
Suffix	Account Description					
31010	Professional Services	204,584	102,713	140,000	192,378	145,000
31020	Lawsuits & Prosecutions - General	329,660	37,864	220,000	42,159	225,000
31030	Lawsuits - Code Compliance	105,951	292,887	150,000	286,672	150,000
31040	Lawsuits - Planning & Zoning	6,722	3,133	10,000	2,115	5,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>646,917</b>	<b>436,597</b>	<b>520,000</b>	<b>523,324</b>	<b>525,000</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>646,917</b>	<b>436,597</b>	<b>520,000</b>	<b>523,324</b>	<b>525,000</b>

### Major Variance from Current Budget FY 2020 to Projected FY 2020

Code	Amount	Explanation
31010	\$52,378	New regulatory compliance for CBE, Surtax & FEMA Covid requirements
31020	(\$177,841)	Less lawsuits than anticipated and litigation deferred to FY 2021
31030	\$136,672	Higher Code Compliance activity mostly offset by increased cost recovery
31040	(\$7,885)	P&Z legal assistance lower than anticipated

### Major Variance or Highlights of the Departmental Budget - FY 2020 Projected to FY 2021 Proposed

Code	Amount	Explanation
31010	(\$47,378)	Reduced procurement and regulatory compliance anticipated
31020	\$182,841	Higher lawsuit & prosecution activity projected
31030	(\$136,672)	Less code compliance legal work anticipated

## **Executive Department**

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

The Town Administrator, the head of Town Governance, provides centralized oversight and management to all Town Departments' staff, programs, services and operations. The Executive Department team includes the General Services Manager/Emergency Manager, the Executive Assistant to the Town Administrator, and the Customer Service Team consisting of the Administrative Specialist, Front Desk Administrative Assistant and Customer Service Volunteers. The Executive Department's responsibility is to provide leadership, direction, administrative oversight and support, and to establish systems in the most efficient and responsible manner. This initiative empowers the Town's employees to embrace the Town's Vision and Mission, thereby anticipating and exceeding customer expectations and directives approved by the Town Council, always with the focus on providing excellent customer service.

The Executive Department also, under the direction of the Town Administrator, provides the leadership and guidance to Town Council, staff and residents in the preparation, recovery and continuity of operations after an emergency incident such as a hurricane.

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, and advises Council on any other significant issues.

### **FY 2019/2020 Accomplishments:**

- Provided leadership and Emergency management operations during the COVID-19 pandemic.
- Diamond Eye Litigation: Reached settlement agreement with property owner.
- Developed Decorum Policy for Council Meetings.
- Successfully prepared with Finance & Budget department and presented a balanced Budget for 2020.
- Worked with our Lobbyists to secure funding during the Legislative Session.
- Solid Waste Interlocal Agreement with County and other Municipalities.
- Participates in the Broward County Solid Waste Technical Authority. Committee and Working Group to research opportunities for cooperative solid waste disposal sites.
- Formed a committee of residents through the various HOAs to plan the Towns 20<sup>th</sup> Birthday Party and parade with a budget of more than \$15,000, to be enhanced by sponsorships.
- Completed the Towns 2020 Emergency Management Continuity of Operations Plan (COOP).
- Completed the Towns 2020 Emergency Management Comprehensive Emergency Operations Plan.
- Enhanced security at Town Hall by hardening secured access to the Building Department section and Front Desk.

- Ratified the ordinance for the Rural Identification Program Manual for all new signage placed on Town right of way.
- Developed a list of canal and swale damage locations that Code is now managing for repair and monitoring for future damage.
- Attended Governor Hurricane Conference and secured courses in Debris Management.
- Completed security enhancements for emergency fire services modular building.
- Continue to work on an official Town-wide Administrative Policies, Directives and Procedures (APDP) project. (ongoing, year-round project).
- Transitioned the contract for code compliance and zoning services including successfully changing departmental leadership.
- Worked with Davie Police to transition the police service aide position from Davie Police to a new independent contractor.

### **Fiscal Year 2020/2021 Issues**

- Manage continued response to COVID-19 health and fiscal challenges and Town-wide impacts.
- Continue the management of the TSDOR capital improvement project.
- Explore opportunities for the former CCA property.
- Increase training opportunities for Staff.
- Pursue grants and other funding options to increase operational effectiveness.
- Ensure compliance with FEMA and FDERM guidelines to maximize Town reimbursement.
- Fully transition a new police services liaison.

### **Fiscal Year 2020/2021 Performance Objectives: (\* - strategic plan initiative)**

- Secure opportunities for the former CCA property. \*
- Continue Long-term development of the TSDOR-roadway repaving plan. \*
- Organize and hold a successful twentieth (20<sup>th</sup>) Town Anniversary celebration postponed due to the COVID-19 pandemic.
- Update and continue to improve Emergency Management Plans. \*
- Locate and secure a site for a permanent Public Safety Building/EOC. \*
- Continue to identify opportunities for improvement and enhanced customer service.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

**Personnel Complement:**

	Adopted FY 2020			Proposed FY 2021		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Administrator (TA)	1			1		
General Services Manager	1			1		
Executive Assistant to TA	1			1		
Administrative Specialist	1			1		
Administrative Assistant		1			1	
Total	4	1		4	1	

## Executive Department Expenditures

Line Item Prefix: 001-1400-512-:		FY 2018 Actual	FY 2019 Actual	FY 2020 Current Budget	FY 2020 Projected	FY 2021 Proposed
Code Suffix	Object Description					
12100	Regular Salaries & Wages	337,353	344,791	370,965	372,484	374,388
13100	Part-Time Salaries & Wages	11,256	13,483	17,367	16,575	17,072
14100	Overtime	-	-	1,737	-	1,739
525-14100	Overtime - Emergency	10,569	3,000	-	-	-
21100	Payroll Taxes	24,441	24,050	25,855	26,006	26,546
22100	Retirement Contribution	24,161	25,590	25,686	28,074	27,989
23100	Life & Health Insurance	34,062	37,017	35,784	35,392	37,172
24100	Workers Compensation	946	1,311	1,317	1,391	1,399
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>442,789</b>	<b>449,242</b>	<b>478,711</b>	<b>479,921</b>	<b>486,307</b>
31010	Professional Services	6,686	5,465	5,000	5,000	5,000
40100	Mileage Reimbursement	-	-	150	150	150
42100	Postage - Newsletter	9,839	10,027	12,000	12,000	12,000
48100	Promotional Activities / Newsletter	23,792	23,543	25,000	25,000	25,000
48110	Promotional Activities / Town Events	16,736	16,529	36,800	30,000	23,275
54100	Subscriptions and Memberships	2,438	1,700	2,000	2,000	2,000
55100	Training and Education	285	285	2,000	1,000	2,000
55200	Conferences and Seminars	2,672	2,541	3,500	1,000	3,500
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>62,448</b>	<b>60,089</b>	<b>86,450</b>	<b>76,150</b>	<b>72,925</b>
99100	Contingency	-	-	1,500	-	1,500
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>-</b>	<b>-</b>	<b>1,500</b>		<b>1,500</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>505,237</b>	<b>509,331</b>	<b>566,661</b>	<b>556,071</b>	<b>560,732</b>

### Major Variance from Current Budget FY 2020 to Projected FY 2020

Code	Amount	Explanation
48110	(\$6,800)	Lower than anticipated Promotional Activities due to Covid-19 Pandemic

### Major Variance or Highlights of the Departmental Budget - FY 2020 Projected to FY 2021 Proposed

Code	Amount	Explanation
48110	(\$6,725)	Lower due to change in re-allocation of expenses to the PROS Dept

# FUNDED

Town of Southwest Ranches, Florida

## FY 2021 Program Modification

### Town of Southwest Ranches 20<sup>th</sup> Anniversary Celebration

Department Name	Division Name	Fund	Priority	Fiscal Impact
Executive	N/A	Executive	1	\$15,000

#### Justification and Description

The Town was officially incorporated in 2000 and traditionally the Town has celebrated this anniversary in the form of a Birthday Party annually for the first 10 years. Subsequently, these celebrations commence on milestone anniversaries such as at the 15<sup>th</sup> year and now, for FY 2020, the 20<sup>th</sup> year. This celebration will be planned with the leadership of Town staff and assistance of committee members from each of the HOA's. The event will be open to all Town residents and will include major entertainment and refreshments.

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

This event was funded in FY 2020, was postponed due to the Covid-19 pandemic crises until the Fall of 2020, and is recommended to be reappropriated in the FY 2021 budget.

#### Required Resources

Line item	Title or Description of request	Cost
001-1400-512-48110	Townwide Anniversary Celebration	\$15,000

## Finance & Budget Department

### Services, Functions, and Activities:

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

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

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

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

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

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

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

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

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

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

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

Risk and Emergency Management responsibilities include, but it is not limited to: safety and risk management including compliance, risk related policy development and recommendations, GrantsPA and FloridaPA website initiation and maintenance including oversight of a financial/grant assistance contractor, FEMA and F-DEM coordination, documentation including requests for reimbursement.

**Fiscal Year 2019/2020 Accomplishments (\*strategic plan initiatives):**

- Timely filed an award eligible Comprehensive Annual Financial Report (CAFR) for FY 2019 without external audit management comments or weaknesses in internal controls as opined by a newly procured audit firm.\*
- Continued to provide a quarterly expense to budget analysis to Town Council and interested parties, on the Town's financial condition\*.
- Negotiated the existing Town Dental and implemented a new ST/LT disability and Life carrier to lower insurance premiums.
- Successfully migrated the FY 2020 residential Fire Assessment and Solid Waste/ Recycling fees to the Property Appraiser.
- Increased invoicing, deposit requirements and collections of public hearing cost recovery/public hearing matters with the assistance of Code Enforcement, Engineering and Legal Departments\*.
- Coordinated, reviewed and timely filed FY 2019 IRS form 990 for the Southwest Ranches Volunteer Fire Rescue, Inc.
- Successfully managed, as well as timely funded, the Townwide Defined Contribution retirement program.
- Continued to successfully manage a segregated operating millage into two components: Regular operating and TSDOR\*.
- Successfully complied with imposed debt service covenants including an emergency Line of Credit (LOC)
- Managed Hurricane Irma cash flow and emergency management FEMA and State-DHS reimbursement procedures along with reducing the corresponding emergency line of credit to zero resulting in almost \$100,000 in interest savings.
- Successfully filed two (2) new FEMA requests for public assistance (RPA's) for Hurricane Dorian and the Covid-19 pandemic. Attained 100% obligated status for Hurricane Dorian resulting in the recording of revenue within the fiscal year.
- Added one (1) new detailed accounting policy and procedures to the existing departmental manual.
- Continued Building Dept. certificate of occupancy process to ensure pro-rata special assessments are collected on new homes.



- Distributed a “budget brief” pamphlet providing residents and users an overview of FY 2020 adopted budget.
- Maintained and updated the Town’s Master Project list to include the tracking of all projects funded during the fiscal year.
- Participated in the Broward County Solid Waste Technical Advisory Committee to research opportunities for cooperative solid waste disposal and recycling sites.
- Coordinated, instituted and implemented a new fire protection assessment consultant and methodology study.

**Issues:**

- Manage continued response to COVID-19 fiscal and their resulting budget challenges and Townwide impacts.
- Southwest Ranches Volunteer Fire Rescue, Inc. (a blended component unit), a number of human resources processes have become retained by the Volunteers. This retention results in delays in volunteer application approval.
- Difficulty exists in maintaining required functions as a result of, at least in part, continually increasing Government Accounting Standards Board (GASB) reporting requirements and modifications to other reporting processes, coupled with a limited availability of financial/personnel 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 2020/2021 Performance Objectives:**

- To assist with the timing of funding for newly approved Transportation capital project infrastructure (TSDOR Mobility Advancement Program and State Appropriation Grant) needs.
- To expand and increase existing Abila financial software functionalities and controls to increase performance and efficiencies.
- To manage all approved existing and/or refinanced debt issuance required to fund capital improvements.
- Implement & comply with a new fire assessment methodology study.
- Comply with financial aspects of the Solid & Bulk Waste and Recycling services contract.
- Adoption by Council of a revised purchasing ordinance to assist procurement policy and procedures Townwide.
- Continue to facilitate and comply with specified departmental performance measures of the Town’s Strategic Plan.

**Personnel Complement:**

Position Title	Adopted FY 2020			Proposed FY 2021		
	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Financial Administrator	1			1		
Controller	1			1		
Sr. Procurement & Budget Officer	1			1		
Accountant	1			1		
Total	4			4		

## Finance and Budget Department Expenditures

Line Item Prefix: 001-1600-513-:		FY 2018 Actual	FY 2019 Actual	FY 2020 Current Budget	FY 2020 Projected	FY 2021 Proposed
Code Suffix	Object Description					
12100	Regular Salaries & Wages	308,325	309,179	311,291	306,872	325,869
14100	Overtime	2,516	2,143	2,100	-	-
525-14100	Overtime - Emergency	233	634	-	-	-
21100	Payroll Taxes	22,157	22,200	23,710	23,476	24,929
22100	Retirement Contribution	20,906	21,817	22,188	22,064	22,885
23100	Life & Health Insurance	32,364	30,312	28,901	28,764	39,424
24100	Workers Compensation	813	1,115	1,118	1,097	1,165
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>387,314</b>	<b>387,400</b>	<b>389,308</b>	<b>382,273</b>	<b>414,273</b>
31010	Professional Services	-	-	-	3,800	-
32100	Accounting and Auditing	45,617	48,375	47,000	38,960	46,575
49100	Other Current Charges	15	-	1,000	-	1,000
54100	Subscriptions and Memberships	1,230	1,405	2,000	1,500	2,000
55100	Training and Education	40	388	2,250	1,250	1,500
55200	Conferences and Seminars	1,548	1,471	3,500	1,500	2,500
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>48,450</b>	<b>51,639</b>	<b>55,750</b>	<b>47,010</b>	<b>53,575</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>435,764</b>	<b>439,038</b>	<b>446,558</b>	<b>429,283</b>	<b>469,348</b>

### Major Variance from Current Budget FY 2020 to Projected FY 2020

Code	Amount	Explanation
31010	\$3,800	Higher due to Fire Assessment Study professional services
32100	(\$8,040)	Lower auditing expenses than anticipated

### Major Variance or Highlights of the Departmental Budget - FY 2020 Projected to FY 2021 Proposed

Code	Amount	Explanation
12100	\$18,997	Higher due to full staff anticipated in FY 2021 vs prior year
23100	\$10,660	Higher due to full staff impact of benefit participation
31010	(\$3,800)	Lower due to no Professional Services needed in FY 2021
32100	\$7,615	Increase to accomodate a State and Federal single audit

## **Town Clerk Department**

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

The Town Clerk and Deputy Town Clerk provide administrative services for the Town Council, the Local Planning Agency, and the municipal corporation. The Town Clerk is a charter official and reports to the Town Administrator 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 Town Clerk also serves as the Assistant Town Administrator and acts with all of the authority of the Town Administrator during periods of his absence. Assistant Town Administrator responsibilities include management of the Davie Police contract, Information Technology oversight, as well as oversight of the building permit process which requires the coordination of the Engineering, Zoning and Planning function along with the Town's contracted vendors for building department services, C.A.P. Government, Inc. and code enforcement/planning services, by JA Medina, LLC. 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, supervision of elections, and all public information communication. Services provided to the Town Council include scheduling, minute taking, agenda preparation, advertising and other duties related to coordination of Town Council meetings, recording and retention of documents. The Deputy Town Clerk also serves as the Staff Liaison for the School and Education Advisory Board (SEAB). Information Technology responsibilities comprise active management of daily computer resource reliability and efficient utilization. It also includes managing the Interlocal Agreement for IT services with the City of Tamarac. Also, within the scope of this responsibility are tasks such as evaluating, managing, planning, budgeting for information technology needs, including Town website content.

### **Fiscal Year 2019/2020 Accomplishments (\*strategic plan measures):**

- Oversaw the further enhancement of the Geographic Information System (GIS) with the utilization of a contracted vendor to improve service delivery.
- Successfully oversaw the utilization of technology resources by staff to allow them to maintain productivity via working from home during the COVID-19 pandemic.
- Investigated and implemented a teleconference solution so that Town Council meetings, advisory board meetings, and staff meetings could be sustained virtually during the COVID-19 pandemic.
- Increased social media presence for Town with more than 900 Facebook and 400 Twitter followers.
- Successfully migrated several hundred permit files from Town's building permit services provider Cap Government, Inc. into Town's enterprise records management system.
- Upgraded technology resources with the acquisition of new laptops thereby increasing staff productivity.
- Successfully integrated the deployment of Surface tablets to the Town Council with the goal of implementing an electronic agenda package.

- Received, processed, and completed a total of 51 public records requests from October 1, 2019 to April 30, 2020 while acknowledging these requests within 2 business days 97% of the time, exceeding the performance measures outlined in the Town's Strategic Plan\*.
- Posted 26 meeting notices from October 1, 2019 to April 30, 2020 at least 2 days prior to meeting date 100% of the time in conformance with the performance measure outlined in the Town's Strategic Plan\*.
- All approved Regular Town Council Meetings, Special Town Council Meetings and Advisory Board minutes have been posted online.

#### **Issues:**

- Significant investment in information technology to fund replacement program to include computers, and peripherals.
- Full utilization by Town Council of an electronic agenda is needed.
- Need to upgrade the Town surveillance camera system.
- Digitization of closed planning contractor permit files.
- Concern over ADA accessible content on Town website.
- Development of a written general public records and email retention policy.
- Town should also have a written disaster plan policy on how records will be preserved during a severe weather event.

#### **Fiscal Year 2020/2021 Performance Objectives:**

- Respond to 95% of records requests within 2 business days.
- Post 100% of executed resolutions, ordinances, and agreements online.
- Post 100% of meeting notices and agendas at least 2 business days prior to the scheduled meeting.
- All content on Town website should be ADA compliant.
- Maintain computer hardware with an average age of five years or less.
- Advertise and post all notices of public proceedings as required by law; in addition, provide appropriate updates to the Town website for use by the public.
- Represent the Town in various business association groups, including the Broward County Municipal Clerks Association, Broward City County Managers Association, and Florida City County Managers Association.
- Continue to administer the codification of the Town Charter and Code through contract with Municipal Code Corporation.
- Provide timely information to other organizations, agencies, Town residents, and the general public.
- Continue to provide assistance to all Departments concerning Town needs.

**Personnel Complement:**

	Adopted FY 2020			Proposed FY 2021		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Clerk	1			1		
Deputy Town Clerk	1			1		
Total	2			2		

## Town Clerk Department Expenditures

Line Item prefix: 001-1800-512-:		FY 2018 Actual	FY 2019 Actual	FY 2020 Current Budget	FY 2020 Projected	FY 2021 Proposed
Suffix	Object Description					
12100	Regular Salaries & Wages	151,967	161,187	162,111	173,544	176,650
525-14100	Overtime - Emergency	-	202	-	-	-
21100	Payroll Taxes	9,726	10,247	12,401	13,276	13,514
22100	Retirement Contribution	12,332	13,613	13,604	15,042	15,078
23100	Life & Health Insurance	8,091	8,841	9,707	7,388	10,118
24100	Workers Compensation	416	581	580	620	632
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>182,531</b>	<b>194,671</b>	<b>198,403</b>	<b>209,871</b>	<b>215,991</b>
34100	Other Contractual Services	11,328	33,610	56,605	39,105	59,605
40100	Mileage Reimbursement	96	292	100	100	100
46500	Software Maintenance	7,230	4,800	6,400	6,400	6,400
49100	Other Current Charges	-	80	2,000	2,000	4,500
49110	Legal Advertisement	13,010	11,974	12,500	13,500	13,500
54100	Subscriptions and Memberships	1,071	705	1,500	1,200	1,200
55100	Training and Education	125	904	2,000	1,000	2,000
55200	Conferences and Seminars	3,700	2,695	3,000	1,250	2,500
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>36,561</b>	<b>55,060</b>	<b>84,105</b>	<b>64,555</b>	<b>89,805</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>219,092</b>	<b>249,731</b>	<b>282,508</b>	<b>274,426</b>	<b>305,796</b>

### Major Variance from Current Budget FY 2020 to Projected FY 2020

Code	Amount	Explanation
12100	\$11,433	Higher due to greater increase in salary by Asst. TA than anticipated
34100	(\$17,500)	Program Mod for Website redesign not completed in FY 2020

### Major Variance or Highlights of the Departmental Budget - FY 2020 Projected to FY 2021 Proposed

Code	Amount	Explanation
34100	\$20,500	Higher due to Program Mod for Website redesign in 2021

# FUNDED

Town of Southwest Ranches, Florida

## FY 2021 Program Modification

### Website Redesign & ADA Compliance

Department Name	Division Name	Fund	Priority	Fiscal Impact
Town Clerk	Town Clerk	General	1	\$20,500

#### Justification and Description

The Town's website has remained in its current form since 2013. This request is for redesign of the Town website and was funded in FY 2020. However, due to the COVID-19 pandemic and an anticipated revenue shortfall, this project was postponed and now requires its funding to be reappropriated. While the website is serviceable, its appearance is dated. The current website works on the Wordpress architecture. While this architecture provides a stable platform, it is difficult to manage and make modifications. The Town has an indefinite agreement with Paktolus Solutions, LLC to assist with maintenance and modifications to the Town's website. When a change is needed it often requires the utilization of Paktolus Solutions, LLC to make such modification at an hourly rate. If the software platform for the website were easier to use, staff would make these changes. Furthermore, most of the content on the website have ADA compliancy concerns and could subject the Town to legal challenge. The current website is also not mobile friendly making it more difficult for users to utilize on their mobile devices. A redesign would freshen the "look and feel" of our website and would allow for a more interactive experience for users through enhanced online forms and portals to facilitate the exchange of information between website visitors and Town staff. Staff consultation with the City of Tamarac is ongoing and a final recommendation for Town Council consideration will be forthcoming in accordance with the Town's Procurement Policy.

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

If not funded, the Town could be susceptible to legal challenge on the grounds of ADA compliance as municipal websites are expected to be Web Content Accessibility Guideline (WCAG) 2.0 compliant. This challenge could lead to a lack of transparency as the Town could be forced to remove most of the content from the website. Website visitors would then be unable to access information they would ordinarily be able to view. A website redesign would ensure that the Town website would meet the latest WCAG guidelines for accessibility.

#### Required Resources

Line item	Title or Description of request	Cost
001-1800-512-34100	Website Redesign	\$20,500



# **Building Services Department**

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

Building Services Departmental functions are outsourced to CAP Government, Inc. (CAP.) The mission of the Building Department is to safeguard the health, safety, and welfare of Town residents and the business community through the enforcement of building codes and standards. CAP administers and enforces minimum housing/unsafe structure regulations relating to permitting that affect property, structures and the environment. CAP inspector's and plan reviewers are FEMA and NIMS certified for emergency services. CAP implements the 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 in the time required by the Florida Building Code.
- Schedule and Track inspections and plan review for the fire department.
- Issue certificates of occupancy (C/O's), certificates of completion and on occasion, temporary certificates of occupancy (TCO's).
- Maintain continuing education requirements and annual license certifications.

CAP Building Responsibilities:

- Require, per Chapter 1 of the Florida Building Code, that any work being performed by the property owner or their contractor, that requires a permit, is permitted prior to commencement of the project.
- Perform plan review to ensure that the project meets the requirements of the latest edition of the Florida Building Code prior to the issuance of the permit.
- Performs inspections to verify work is done according to the Florida Building Code and the approved plans. This will protect the health, safety and welfare of the residents of Southwest Ranches as well as the public.
- Ensure that the public understands that a NOC (Notice of Commencement) is required prior to first inspections.

## **FY 2019/2020 Accomplishments:**

- Assisted Town Clerk with successfully organizing building plans in order to be scanned into the Town's enterprise records management system.
- Continued development of Staff to be more efficient. This includes the clarification of duties and responsibilities, educational classes which provide training, and, during hurricane season, helping with the functions needed in order to make the Town safe.

- Maintained the turnaround time for a single-family residential plan review to less than a week, once the plans have been assigned to the building department.

**Issues:**

- Documents submitted by contractors and property owners occasionally do not have all required information.
- Expired, incomplete and/or unissued permits and applications.
- Citizenserve software is capable of registration of contractors on file. However, utilization and processing to promote efficiency is not being fully utilized.
- Space, we have limited room for plans for projects that are under review, waiting for corrections, waiting to be issued, and under construction.

**FY 2020/2021 Performance Objectives:**

- Ensure that all applications and forms are filled out completely and correctly.
- Move forward with e-permitting for applications and plan submittal so that the space limitation become a non-issue.
- Continue to renew and close old, expired and abandoned permit files
- Record daily any and all information on permits into Citizen serve. Continue to give the public current and accurate information on-line.
- Continue to improve internal departmental operations and customer service thru training and development of all staff.
- Improve CAP internal controls for documentation, storage and notification of permits and licenses.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

## Building Services Department Expenditures

Line Item Prefix: 001-2100-524-:		FY 2018 Actual	FY 2019 Actual	FY 2020 Current Budget	FY 2020 Projected	FY 2021 Proposed
Suffix	Object Description					
34100	Other Contractual Services	753,876	839,668	500,000	725,000	700,000
525-34100	Other Contractual Serv. - IRMA	-	-	-		
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>753,876</b>	<b>839,668</b>	<b>500,000</b>	<b>725,000</b>	<b>700,000</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>753,876</b>	<b>839,668</b>	<b>500,000</b>	<b>725,000</b>	<b>700,000</b>

### Major Variance from Current Budget FY 2020 to Projected FY 2020

Code	Amount	Explanation
34100	\$225,000	Higher due to increased residential development than anticipated

### Major Variance or Highlights of the Departmental Budget - FY 2020 Projected to FY 2021 Proposed

Code	Amount	Explanation
34100	(\$25,000)	Slight reduction anticipated in residential development

## **Community Development Department: Code Enforcement (CE) & Zoning Division**

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

Code Enforcement services and Zoning Plans processing are managed by J.A. MEDINA LLC, a contractual firm consisting of a Community Development Director, Code Enforcement Supervisor, Code Enforcement Officer, Landscape Inspector, and an Administrative Coordinator. This Department is responsible for the health, safety and welfare of the residents of the Town of Southwest Ranches through the enforcement of Code and Zoning regulations as established by the Town Council on a reactive basis, with the following issues in a proactive manner: overgrown properties, bulk trash, and fill.

The Department provides support to the Engineering Department by performing inspection services as needed. This Department also provides support to the Building Department by following up on expired permits, and work performed without permits. Support is also provided to the Clerk's Office with its record requests. The Department interacts and helps the Broward County's Property Tax Appraiser with inspection of locations which are found to have done work without a permit based on their inspection and discovery. Furthermore, the Department oversees and facilitates all Zoning Permit plan reviews for commercial locations, new single-family residences, additions, detached structures, and overall development. Performing all zoning inspections, and issuance of Certificates of Use for local businesses. They also review, inspect and monitor tree removals, property clearing, landscape and irrigation. This Department's goal is to provide as much information as possible to residents and visitors to educate them in matters related to potential code violations. Sections of the code that affect each resident of our Town, and zoning issues that may arise. This is accomplished by meeting with residents, Town newsletter articles, and in a link within the Department Town's webpage. The goal is to achieve voluntary compliance through education.

### **Fiscal Year 2019/2020 Accomplishments (\*strategic plan initiatives):**

- Collection of outstanding lien fees that were due to the Town, from violations and citations.
- Closure of outstanding cases where liens have not been paid and properties have been either sold or abandoned with the assistance of the Legal Department.
- Continued enforcement and assistance with the Police and Fire Departments providing notices for false alarms based on their reports.
- Collection of main roadways signs illegally placed, based on complaints or proactive action.\*

- Streamlined and quick turnaround of zoning inspections as well as zoning plan reviews of applications for permits in the community. \*
- Promoted Public Safety via publishing informational articles related to fill, work without a permit, and overgrown properties either developed or vacant that have failed to be maintained. \*
- Issued 731 notices of violations pertaining to failure to maintain properties or nuisances related to failure to adhere to our rural lifestyle and property values.\*
- Quick and effective turnaround on plan review and landscape inspections for new development, tree removals, and land clearing. \*
- The process for lien searches has been updated to expedite and be able to immediately update as required. \*
- Code officers to receive cross training in zoning aspects to facilitate the needs of the residents and while ensuring coverage at all times.
- Tracking of sober homes in our community via the issuance and inspection of Certificates of Use. The Department performs an inspection of the location to assure compliance with the maximum allowed residency that is permitted under our code. \*
- The Code Department acquired vehicles for Code officer to patrol the Town in marked vehicles to be identified around Town.

### **Strategic Performance Measures**

- Reduce response time from when complaints are received by improving departmental procedures which would allow Code Officers more time to patrol.
- Reducing turnaround time for Zoning plan review by providing training to various staff.
- Improve plan review process with other Departments by eliminating redundancies in previous permitting procedures.
- Improving customer service skills by providing specific training such as effective communicating, conflict resolution and time management.
- Increase productivity by creating job descriptions to all personnel which outline specific duties and expectations. This also provides benchmarks which allow individual staff members the ability to see whether they are meeting expectations.
- Improving accountability and reducing human error with plan review by introducing a secondary plan reviewer to ensure proper reviews are conducted.

### **Departmental Issues:**

- There has been a steady increase of complaints received by our Department, which is reflected on the amount of calls that we have received. We can attribute this to residents becoming more familiar with the code enforcement services that the Town provides since we are primarily reactive when it comes to code enforcement violations.

- Given that residents are accustomed to our rural lifestyle, residents have become more concerned with loud noise violations. Parties and the sort of events that create an impact on the surrounding community. As such, complaints related to loud noise during parties have increased during this fiscal year. These parties often do not have the required outdoor permits as outlined in our code of ordinances. Complaints trigger a response by the Police Department, which in turn translates into a Code Enforcement response in the form of a Notice of Hearing since it is an issue that is irreparable in nature. This Notice of Hearing is issued to account and collect for the Police Department's effort to close these parties without a permit and return the community back to its original rural and quiet lifestyle.
- Given that this fiscal year will include local elections, the number of political signs is expected to increase drastically. As such we expect to spend the better of two to three months collecting snipe signs on the rights of ways around Town.
- We continue enforcement based on proactive action and citizens' complaints action of removal of other signs placed on town wide right of way. The number of signs and actions have been diminished by the constant action taken by the department. These signs, often called "snipe signs," advertise everything from painting, roofing, garage sales, to screen enclosures and computer repair. These snipe signs are scattered along the main and interior roadways. Leaving these signs out on the right of way for any period can cause them to increase in numbers dramatically and present a hazard, not to mention a blight to our community. It is important to indicate that legislation passed by Council has given authorization for any resident to remove these signs as they are to be considered trash.
- We continue to work with the Legal Department, to collect old liens and new imposed liens on properties that are not homestead. Letters of demand for payment are being sent via the Legal Department.
- It has been brought up at various Council meetings that there has been an increase in parties, and special events which cause a disturbance in the communities with excessive loud noise. In response to these complaints the Code department has worked in conjunction with the Clerks and Legal departments to draft a noise ordinance.
- 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. Such issues include noise complaints, hazardous materials not being properly contained, as well as malarial ponds and pools. The education provided by the department provides owners with the knowledge needed to conduct their business properly and avoid potential disasters.
- Due to an influx in new construction an increase in permit submittals has created the need to reevaluate the current Zoning fee schedule to determine whether an increase in fees may be required.

- Due to new legislation passed by the State, which provides more protection and rights to farming operations, Code Enforcement will experience an increase in nuisance violations due to the lack of education available to residents as to acceptable agricultural activities.

**Fiscal Year 2020/2021 Performance Objectives:**

- The Department will continue updating the foreclosure list of properties that present problems or abandonment. Continue to work with other regulatory agencies to expedite the process. Continue to aid in correcting these issues via a private contractor and assessing a lien on the property to pay for mitigation.
- Continue constant updating of the compiled tracking list of Town wide properties which are subject to outstanding liens and/or code compliance is an ongoing effort. This list will also provide the necessary information to schedule properties for foreclosure action by the Town to collect outstanding fines and/or negotiate settlements.
- Retrieve signs from right of ways and identify the repeat violators. Create an information log of the responsible parties.
- Continue to enforce and provide information related to bulk to our service provider as well as in the monthly newsletter to inform residents of the regulations.
- As requested by the Town Council, the Department will enforce issues related to Nurseries and Landscape Companies locations and functions based on complaints from residents. These issues relate to the parking of vehicles at the various properties and improperly using them as a staging area.
- The creation of a Code Enforcement Hotline provides a great new addition to the tools that our residents have, to report violations during the night and weekends as well. A message triggers an email that is sent to the Code Enforcement Director enabling tracking and improved response time.
- Continue to facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

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

Line Item Prefix: 001-2300		FY 2018 Actual	FY 2019 Actual	FY 2020 Current Budget	FY 2020 Projected	FY 2021 Proposed
Suffix	Object Description					
515-34300	Other Contractual Services-P&Z Permits	41,317	48,199	45,000	80,000	80,000
524-31010	Professional Services	10,583	11,113	12,000	12,000	12,500
524-34100	Other Contractual Services	143,500	208,316	209,516	209,516	209,516
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>195,399</b>	<b>267,627</b>	<b>266,516</b>	<b>301,516</b>	<b>302,016</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>195,399</b>	<b>267,627</b>	<b>266,516</b>	<b>301,516</b>	<b>302,016</b>

### Major Variance from Current Budget FY 2020 to Projected FY 2020

Code	Amount	Explanation
515-34300	\$35,000	Unanticipated Increase in construction / new development

### Major Variance or Highlights of the Departmental Budget - FY 2020 Projected to FY 2021 Proposed

Code	Amount	Explanation
	NONE	



# Planning Services Department

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

The Planning Services Department protects the Town's rural character through planning, review of developmental proposals, maintaining and periodically updating the Town's Comprehensive Plan and Unified Land Development Code. Planning functions are outsourced to The Mellgren Planning Group (TMPG.) The Planning Department's services include assisting residents in determining how their property may be used or developed; explaining platting requirements; processing public hearing items that include land use plan amendments, re-zonings, plats, waivers of plat, site plans, and variances.

The Planning Department also provides liaison services to the Comprehensive Plan Advisory Board (CPAB) and provides professional input and testimony to the Town Council concerning planning and development matters. The department administers and maintains the Unified Land Development Code and Comprehensive Plan, the latter of which addresses Future Land Use, Housing, Transportation, Recreation and Open Space, Conservation, Utilities, Public School/Institutional Facilities, Intergovernmental Coordination, and Capital Improvements. TMPG regularly coordinates the Town's efforts with the Town Attorney's office and serves as the Town's representative on the Broward County School Board Staff Working Group.

## **FY 2019/2020 Accomplishments (\*strategic plan initiatives):**

- Reviewed and processed 20 public hearing items as of 3/8/20 (some are still in process.)\*
- Issued 18 zoning letters (as of 3/8/20).\*
- Maintained a database of group homes.
- Updated development review applications.
- Updated zoning and land use maps on GIS.
- Worked with Administration and Town Council to advance regulations covering plant nurseries.
- Provided support to Town Attorney regarding a matter under litigation.
- Updated the comprehensive plan regarding school concurrency, the trails master plan, the US 27 corridor, and the updated Water Supply Facilities plan.
- Amended the Future Land Use Map to change the designation of the school board property.
- Drafted an amendment to the comprehensive plan regarding the medium-density category for the CPAB.

- 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.
- Monitored county initiatives that impact the Town, coordinated with Administration, and advocated for the Town.
- Produced quarterly and annual development reports for the School Board as required by Interlocal agreement.
- Coordinated with the Town Administrator and Town Attorney with regard to other potential policy issues.

#### **Issues:**

- The Comprehensive Plan has been amended several times since the last update of the Unified Land Development Code, such that the Code is not fully consistent with the Plan as required by Ch. 163. Florida Statutes.
- The data, inventory and analysis (“DIA”) that forms the foundation for the Comprehensive Plan, and which is required by Florida law has never been updated and is completely out-of-date.
- Multiple Council members commented during a workshop that the land development regulations need to be comprehensively revisited to reflect the maturation of the Town’s policy environment.
- The Town’s sign regulations need to be revised to reflect new case law.
- Zoning regulations are required to implement the new land use category for the US 27 Corridor.

#### **FY 2020/2021 Performance Objectives**

- To draft zoning regulations for the US 27 corridor.
- To support the new code compliance director in undertaking plan review and enforce zoning regulations.
- To facilitate policy discussions about various lifestyle issues as they pertain to land development regulations, and to update the Unified Land Development Regulations to reflect such prevailing policy direction
- To communicate the Town’s values to developers, potential residents, and other governmental agencies.
- To maintain, periodically evaluate, and update sound land use policies that enhance, preserve, conserve, and improve the livability of the Town.
- To promote awareness of the vital role long-term planning has in shaping the future growth of the community.
- To continue facilitating and complying with specified departmental performance measures of the Town’s Strategic Plan.

## Planning Services Expenditures

Line Item Prefix: 001-2500-515-:		FY 2018 Actual	FY 2019 Actual	FY 2020 Current Budget	FY 2020 Projected	FY 2021 Proposed
Suffix	Object Description					
34310	Other Contractual Svcs - Public Hearings	45,306	61,972	60,000	88,000	74,000
34320	Other Contractual Svcs - Town Planning	7,621	15,221	17,250	18,600	18,500
34330	Other Contractual Svcs - Land Use Planning	14,493	15,833	20,000	30,000	30,000
49100	Other Current Charges	-	-	500	1,000	500
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>67,421</b>	<b>93,026</b>	<b>97,750</b>	<b>137,600</b>	<b>123,000</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>67,421</b>	<b>93,026</b>	<b>97,750</b>	<b>137,600</b>	<b>123,000</b>

### Major Variance from Current Budget FY 2020 to Projected FY 2020

Code	Amount	Explanation
34310	\$28,000	Several large-scale and complex development projects large # app's
34320	\$1,350	Unanticipated substantial development activity and # of towns activities
34330	\$10,000	Higher due to includes 1/2 of Comp Plan Update funded

### Major Variance or Highlights of the Departmental Budget - FY 2020 Projected to FY 2021 Proposed

Code	Amount	Explanation
34310	(\$14,000)	Fewer major development parcels but US 27 entitlement activity possible

# FUNDED

Town of Southwest Ranches, Florida

## FY 2021 Program Modification

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

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

#### Justification and Description

This request is to update the data, inventory and analysis ("DIA") that forms the foundation for the Comprehensive Plan. The Town did not have any census data when the first draft of the Comprehensive Plan was adopted in May 2003. The DIA has not been updated since then. The Town desires to update the plan when the results from the 2020 Census are available in 2021.

The Comprehensive Plan Advisory Board has prioritized this project and the Town's planner has agreed to complete it in two (2) stages and over a two (2) fiscal year periods. The total estimated cost is \$20,000. The hourly cost estimate is 160 hours at \$125/hr. It includes updating the data and analysis, updating and cleaning up objectives and policies where desired, and recertifying thru Broward County.

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

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

#### Required Resources

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

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

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

The Public Works Department prioritizes the capital infrastructure improvement 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 and telecommunications program. Staff monitors professional consultants to perform engineering, surveying, planning, building inspections and other capital project services. Staff assists with managing capital improvement projects including the preparation of construction specifications, and bid documents, contract management, and inspections.

The Town Engineer serves as primary liaison to the Infrastructure and Drainage Advisory Board (DIAB), the Community Rating System (CRS) 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 CRS and National Flood Insurance Program (NFIP). It also 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 Transportation Surface Drainage and Ongoing Rehabilitation (TSDOR) Program. The Public Works Department oversees post-disaster (e.g., tropical storm event, etc.) damage assessments and debris management operations. The Town Engineer personnel component is allocated herein (50%) and within the Transportation Fund (50%).

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

Community Services (CS) is also a division of the Public Works Department and identifies grant sources and develops grant applications for Town departments including Public Works, Fire Rescue & Volunteer Fire Services, Police, and Parks, Recreation and Open

Space Departments. Staff manages approved grants and the implementation of programs funded by multiple sources to ensure compliance with regulatory agency requirements. CS staff oversees and performs contract compliance for the Planning Services and Community Development: Zoning Division as well as provide liaison functions to the Comprehensive Plan Advisory Board (CPAB.) Staff also provides input to the Town Advisory Boards and Town Council concerning the development of policies and procedures concerning reviews and the development of the Town's Comprehensive Plan addressing various elements, including Future Land Use, Housing, Transportation, Recreation and Open Space, Conservation, Utilities, Public School/Institutional Facilities, Intergovernmental Coordination, and Capital Improvements.

**FY 2019/2020 Accomplishments:**

- Received and processed more than 243 engineering development construction permit applications.
- Awarded the following grants:
  - \$105,250 Hazard Mitigation Grant from FEMA for fire station generator
  - \$375,000 Florida Department of Transportation grant for Hancock Road Guardrails
  - \$200,000 Florida Department of Environmental Protection grant for Dykes Road Drainage
  - \$194,000 HMLP Grant for drainage in Green Meadows
  - \$11,000 Assistance to Firefighters Grant for training
- In accordance with Priority Area D "Improved Infrastructure" Goal 2(d), Objectives 2 and 3 of the Town's Strategic Plan to "improve water resource management" the department, completed the following drainage improvements:
  - Completed design and permitting of a Drainage Improvement Project at SW 182<sup>nd</sup> Avenue and SW 50<sup>th</sup> Street.
  - Completed survey, design, and bidding of Drainage Improvement Project on SW 202 Avenue.
  - Completed surveying, design, and bidding for the Green Meadows Drainage Project, which was funded by a \$500,000 from Florida Department of Environmental Protection
  - Completed surveying, design, bidding, and construction for the Green Meadows Mitigation Project, which was funded by a \$194,000 from Florida Department of Emergency Management – Hurricane Loss Mitigation Program.
  - Completed construction of the following drainage projects, which were funded by a \$340,000 Florida Department of Environmental Protection grant:
    - Construct catch basin adjacent to 5501 SW 136<sup>th</sup> Avenue (Holatee Trail) with associated piping and headwall structure connecting to

the Central Broward Water Control District (CBWCD) S-33 Canal on the east side of Holatee Trail.

- Upgrade culverts and restoration of eastside swale along Dykes Road from Huntridge Drive to Calusa Corners Park with new underdrain and headwall connections at SW 51<sup>st</sup> Manor, SW 53<sup>rd</sup> Court, SW 54<sup>th</sup> Place and SW 56<sup>th</sup> Street. New outfalls will connect to the South Broward Drainage District (SBDD) No. 10 Canal.
- Install catch basins and associated piping at the intersection of SW 54<sup>th</sup> Place and SW 188<sup>th</sup> Avenue, connecting westward to the South Broward Drainage District (SBDD) No. 12 Canal.
- Grade swales and install drainage pipe to connect an existing catch basin on SW 178<sup>th</sup> Avenue and SW 46<sup>th</sup> Street to the South Broward Drainage District (SBDD) Rolling Oaks Lateral Canal.
- Install catch basins and associated piping at the SW 201<sup>st</sup> Avenue cul-de-sac, connecting to the South Broward Drainage District (SBDD) Canal.

- Completed construction of the Frontier Trails Park Improvements.
- Completed construction of the Fire Station security improvements including fencing, gates, lighting, and cameras.
- Completed design, permitting and bidding of new generator at fire station.
- Completed design, permitting, and construction of Town Hall generator retrofit.
- In accordance with Priority Area D “Improved Infrastructure” Goal 3(d) of the Town’s Strategic Plan to improve road conditions management, the department completed the following:
  - Completed design, bidding and construction of the Fiscal Year 2020 road segments of the Transportation and Surface Drainage On-Going Rehabilitation (TSDOR) Program (SW 188<sup>th</sup> Avenue and associated side streets).
  - Completed survey and design of the Fiscal Year 2021 road segments of the Transportation and Surface Drainage On-Going Rehabilitation (TSDOR) Program (SW 196<sup>th</sup> Avenue, SW 199<sup>th</sup> Avenue, SW 201<sup>st</sup> Terrace, SW 202<sup>nd</sup> Avenue and associated side streets).
  - Completed Right of Way acquisition of the Fiscal Year 2022 road segments of the Transportation and Surface Drainage On-Going Rehabilitation (TSDOR) Program.
  -
- In accordance with Priority Area D “Improved Infrastructure” Goal 2(d,) Objective 4 of the Town’s Strategic Plan to improve water resource management the department completed the following:
  - Completed audits by FEMA and ISO, which resulted in the Town entering the CRS Program as a Class 7.

- Submitted 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).
- Developed WBID 3279 Monitoring / Action Plan based on NPDES requirements.
- Submitted the NPDES Annual Report on a timely basis.
- Developed the Town's Geographic Information System (GIS) program and provided multiple public facing maps.

**Issues:**

- Availability of funds for mapping and documentation preparation for an improved CRS rating.
- Availability of funds to expand the GIS database.
- Availability of funds for ongoing street maintenance and repairs.
- Availability of funds for the Drainage and Infrastructure Advisory Board project list.
- Availability of funds for critical capital projects, including a proposed emergency operations center.
- Monitoring changes to Federal, State and Local grant requirements.
- Inability to award contracts due to lack of funding.
- Inadequate staffing to perform necessary routine inspections.
- Lack of storage space to house all active permit files.

**FY 2020/2021 Performance Objectives:**

- Maintain CRS rating and requirements.
- Continue development of GIS database and infrastructure within imposed budgetary constraints.
- Complete Fiscal Year 2021 components of the Transportation and Surface Drainage On-Going Rehabilitation (TSDOR) Program road construction (subject to funding).
- Complete Fiscal Year 2022 TSDOR program road design and bid document preparation (subject to funding).
- Complete Fiscal Year 2023 TSDOR program road improvement Right of Way acquisition (subject to funding)..
- Prepare the NPDES Annual Report.
- Develop a Five-Year Plan for Drainage Projects.
- Complete construction of funded road and drainage capital improvement projects.
- Continue to monitor and secure grant funding for capital improvement projects as well as a planned permanent public safety – emergency management complex.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.



**Personnel Complement:**

	Adopted FY 2020			Proposed FY 2021		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Engineer	.5			.5		
Community Services Manager	1			1		
Engineer I	1			1		
Total	2.5			2.5		

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

Line Item Prefix: 001-2600:		FY 2018 Actual	FY 2019 Actual	FY 2020 Current Budget	FY 2020 Projected	FY 2021 Proposed
Suffix	Object Description					
515-12100	Regular Salaries & Wages	192,443	199,439	208,556	191,229	218,238
525-14100	Overtime - Emergency	-	74	-	-	-
515-21100	Payroll Taxes	14,367	14,881	15,955	14,629	16,695
515-22100	Retirement Contribution	9,622	9,955	10,428	9,561	10,912
515-23100	Life & Health Insurance	16,182	17,682	19,081	16,652	19,864
515-24100	Workers Compensation	5,268	7,376	7,542	6,915	7,892
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>237,882</b>	<b>249,407</b>	<b>261,562</b>	<b>238,986</b>	<b>273,601</b>
539-40100	Mileage Reimbursement	389	195	150	1,000	150
539-49100	Other Current Charges	-	-	1,000	150	1,000
539-54100	Subscriptions and Memberships	-	-	1,750	1,500	1,750
539-55100	Training and Education	3,304	578	1,500	1,000	1,500
539-55200	Conferences and Seminars	-	949	2,750	2,000	2,750
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>3,693</b>	<b>1,722</b>	<b>7,150</b>	<b>5,650</b>	<b>7,150</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>241,575</b>	<b>251,129</b>	<b>268,712</b>	<b>244,636</b>	<b>280,751</b>

**Major Variance from Current Budget FY 2020 to Projected FY 2020**

Code	Amount	Explanation
12100	\$17,327	Lower than anticipated due to FMLA

**Major Variance or Highlights of the Departmental Budget - FY 2020 Projected to FY 2021 Proposed**

Code	Amount	Explanation
12100	\$27,009	Higher to return regular salary to 100% staffing level

# FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Drainage Improvement Projects						
Priority	Transportation #2			Project Manager	Rod Ley, P.E.		
Department:	Public Works: Engineering			Division	Engineering		
Project Location	Various locations in Town limits.						
Fiscal Year	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,200
Engineering/Architecture	\$ -	\$ 20,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 110,000	\$ 110,946
Land Acquisition/ Site	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 882,685	\$ 72,000	\$ 108,000	\$ 108,000	\$ 108,000	\$ 1,278,685	\$ 1,958,177
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST	\$ 882,685	\$ 92,000	\$ 138,000	\$ 138,000	\$ 138,000	\$ 1,388,685	\$ 2,078,323
Revenue Source	G=\$444,645 GF-Tfr=\$92,000 TFB=\$346,040	GF Tfr	GF Tfr	GF Tfr	GF Tfr	G=\$444,645 GF-Tfr=\$598,000 TFB=\$346,040	G=\$1,417,478 GF Tfr=\$593,848 TFB=\$66,997
Description (Justification and Explanation)							
<p>The Town desires to provide and maintain a reasonable planning level of roadway drainage service by identifying, prioritizing and implementing an annual street drainage improvement plan. The Town's Drainage &amp; Infrastructure Advisory Board (DIAB) has approved a list of street drainage projects. A drainage project is scheduled for implementation only when rights-of-way or easements are resolved. The Town budgeted \$149,000 in FY 20 for the SW 50 Street and SW 202 Avenue Drainage improvements. SBDD has designed the project and construction will commence in 2021 requiring a carryover of \$146,040. The Town was awarded a \$500,000 grant from the Florida Department of Environmental Protection with a \$100,000 match for the Green Meadows Drainage Project during FY 2019 (\$600,000 in total). This project commenced in FY 2019 completing \$114,710 in previous years resulting in a carryover grant amount of \$385,290 and carryover of \$100,000 town match. The project will be completed during FY 2021. The Town was awarded \$200,000 from FDEP with a \$100,000 Town match in FY 20. A carryover of the full amount is required, and the project will commence in FY 21. The Town is also budgeting \$92,000 for completion of an outfall from SW 62nd Street cul-de-sac towards north to canal in FY 2021 with funding proposed via a general fund transfer impacting trim/millage. The FY 2021 – 2025 priorities are as follows:</p>							
Projects							Estimated Cost
SW 50 Street and SW 202 Avenue Drainage: (\$146,040 TFB/carryover from FY19)							\$146,040
Green Meadows Drainage: (\$385,290 Grant carryover + \$100,000 TFB/match carryover from FY20)							\$485,290
Dykes Road Slip Lining and Connection: (\$59,355 Grant carryover + \$100,000 TFB/match carryover from FY20)							\$159,355
Construct an outfall from SW 62nd Street cul-de-sac towards north to canal through 16541 SW 62nd St.							\$92,000
Sub-total FY 2021							\$882,685
FY 2022: Construct outfall from SW 59th Court towards north to canal thru 16900 Block of SW 59th Court (GF-Tfr)							\$92,000
FY 2023: SW 54th Street and 17400 block interconnect (GF-Tfr)							\$138,000
FY 2024: Future Project TBD (GF-Tfr)							\$138,000
FY 2025: Future Project TBD (GF-Tfr)							\$138,000
Sub-total FY's 2022-2025							\$506,000
Grand Total FY's 2021-2025							\$1,388,685
Annual Impact on Operating Budget							
Personnel	\$		Estimated annual maintenance cost to comply with NPDES requirements.				
Operating	\$5,000						
Replacement Costs	Year: 2041	\$					
Revenue/Other	\$						
Total	\$5,000						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Drainage Improvement Surtax Projects						
Priority	Transportation # 2			Project Manager	Rod Ley, P.E.		
Department:	Public Works: Engineering			Division	Engineering		
Project Location	Various locations in Town limits.						
Fiscal Year	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering/ Architecture	\$ 53,160	\$ -	\$ -	\$ -	\$ -	\$ 53,160	\$ -
Land Acquisition/ Site Preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 176,507
Equipment/ Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Hardware)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST	\$ 53,160	\$ -	\$ -	\$ -	\$ -	\$ 53,160	\$ 176,507
Revenue Source	STx					STx	STx \$124,000 TFB 52,507
Description (Justification and Explanation)							
<p>The Town submitted a list of potential projects in advance of and in anticipation for the adoption, by voter referendum, of a Broward County one-cent surtax for transportaion including drainage improvements . The projects were then divided into phases by County staff depending if design had been completed. The list of Town projects on Broward County Surtax Municipal Capital Project Priority List is below. However, being on the list does not guarantee funding. The Town submitted the shovel-ready SW 182nd Avenue and SW 50th Street project, which was budgeted in the amount of \$176,507 (comprising \$124,000 of surtax with a town match of \$52,507) in FY 20 and staff anticipates its approval, funding and completion in FY 2020. The Town will be able to submit new projects for future year consideration in February of 2021 (FY 2021) . The three projects listed for design potentially all have right-of-way issues therefore, funding is 100% contingent on surtax board approval with no proposed impact to trim/millage.</p>							
Projects							Estimated Cost
SWRA-021: Design of SW 61st Court Drainage							\$12,000
SWRA-022: Design of Green Meadows Drainage							\$5,160
SWRA-037: Design of Dykes Road and SW 51st Manor Drainage							\$36,000
Sub-total FY 2021							\$53,160
Sub-total FY's 2022-2025							TBD
Grand Total FY's 2021-2024							\$53,160
Annual Impact on Operating Budget							
Personnel	\$		Estimated annual maintenance cost to comply with NPDES requirements.				
Operating	\$5,000						
Replacement Costs	Year: 2041	\$					
Revenue/Other	\$						
Total	\$5,000						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Pavement Striping and Markers						
Priority	Transportation #4			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Various town streets (non-TSDOR)						
Fiscal Year	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,850
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 26,735	\$ 33,265	\$ 50,000	\$ 50,000	\$ 50,000	\$ 210,000	\$ 417,902
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 26,735	\$ 33,265	\$ 50,000	\$ 50,000	\$ 50,000	\$ 210,000	\$ 431,752
Revenue Source	GF Tfr=\$26,735	GAS=\$5,000 GF Tfr=\$28,265	GAS=\$5,000 GF Tfr=\$45,000	GAS=\$5,000 GF Tfr=\$45,000	GAS=\$5,000 GF Tfr=\$45,000	GAS=\$20,000 GF Tfr=\$190,000	GAS=\$18,897 TFB=\$135,000 GF Tfr=\$227,855 GF-FB=\$50,000
Description (Justification and Explanation)							
The Town desires to maintain Town street pavement markings and signage program, such as centerline and edge of pavement striping and good reflective pavement markers, at an acceptable level of service by identifying, prioritizing and implementing an annual streets pavement markings and signage installation plan. This program provides a safer transportation network throughout the Town. The Town's Drainage & Infrastructure Advisory Board (DIAB) has approved a list of streets for striping and markers installation for FY 2021 and FY 2022 as follows:							
* All striping on Stirling Road from Dykes Road to SW 166th Avenue (0.5 miles)					\$12,120		
* SW 166th Avenue from SW 63rd to SW 69th (2,500 LF)					4,375		
* Appaloosa Trail from Stirling to Old Sheridan (1 Mile)					10,240	26,735	
* Melaleuca Road from Stirling Road to SW 56th Street (2300 LF)					4,025		
* Melaleuca Road from Stirling Road to Old Sheridan (1 Mile)					10,240		
* SW 188th from Griffin Road to SW 63rd Street (7900 LF)					19,000	33,265	
TOTAL:					\$60,000	\$60,000	
Annual Impact on Operating Budget							
Personnel	\$ -		Estimated annual cost for re-striping and markers replacement in eight years.				
Operating	\$ -						
Replacement Cost	Year: 2029	\$ 50,000					
Revenue/Other	\$ -						
Total	\$ 50,000						

# FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Town Hall Complex Safety, Drainage, Mitigation Improvements						
Priority	Townwide			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	13400 Griffin Road Southwest Ranches, FL 33330						
Fiscal Year	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total	Prior Years
Plans and Surveys	\$ 12,600	\$ -	\$ -	\$ -	\$ -	\$ 12,600	\$ 1,511
Engineering/Architecture	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ 14,000	\$ -
Land Acquisition/Site Preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 153,400	\$ -	\$ -	\$ -	\$ -	\$ 153,400	\$ -
Equipment/Furnishings		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,264
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ 180,000	\$ 43,775
Revenue Source	G=\$180,000					G=\$180,000	GF TFR=\$12,000 CIP-FB \$31,775
Description (Justification and Explanation)							
<p>This request is for resurfacing, reshaping, and drainage improvements for creating a safer and stronger Town Hall Parking lot to also weather the impact of a natural disaster. The Public Works Department, Engineering Division will be responsible for the procurement, permitting, and construction of the enhanced drainage and safety improvements including generator retrofitting. The parking lot floods after minor rain events, which has created potholes and uneven pedestrian pathway surfaces. This project was originally funded in the FY 2016 budget with restricted debt service funding for public safety improvements in the amount of \$36,775, but had to be delayed after plans, scope, and bids received exceeded the budgeted amount. However, based on Town Council direction and recent Hurricane IRMA PAP-DAC execution by the Town Administrator provided \$180,000 in funding for eligible hazard mitigation expenditures. However, revised retrofit generator engineering design and construction was completed in FY 20. The project funding approval from FEMA (est. @ \$180,000) has since been further delayed due to COVID-19. Therefore parking lot/drainage design and construction and mitigation expenses was appropriately deferred to FY 2021 to allow for receipt of FEMA restricted Grant funds as well as a competitive procurement process to be completed during FY 2021.</p>							
Annual Impact on Operating Budget							
Personnel	\$ -		No anticipated material impact to the operating budget.				
Operating	\$ -						
Replacement Costs							
Revenue/Other	\$ -						
Total							

# FUNDED

Town of Southwest Ranches, Florida

## FY 2021 Program Modification

### School Zone Flashing Beacon Replacement

Department Name	Division Name	Fund	Priority	Fiscal Impact
Public Works	Engineering	Transportation		\$9,000

#### **Justification and Description**

The flashing beacon school sign on SW 172<sup>nd</sup> Avenue that serves the Pembroke Pines Academic Village, which comprises of Middle and High Charter Schools, is old and in need of constant repair.

The Town terminated our traffic engineering agreement with Broward County Traffic (BCTED) in 2005. Therefore, the Town maintains signage within our limits. School zone reduction signs are governed by the Florida Speed Zone Manual. According to this manual, the preferred school zone speed limit device is the SCHOOL ZONE FLASHING BEACON (SZFB). Broward County supports the usage of SZFB's as well.

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

One possible alternative to the implementation of SZFB's is the use of conventional static signs. Static signs that show the reduced school speed limit and designated times are permitted in low volume streets in lieu of flashing beacons when justified by an engineering study. Since static signs are obviously not programmable, the biggest issue with using them as school zone speed reduction control measures is the inability to enforce the traffic laws during school's early release days.

Based on correspondence with BCTED, because there is no existing traffic agreement with the County, concurrency from BCTED on the traffic engineering study would not be required and it is ultimately up to the Town whether they want to remove it and replace it with a conventional static sign. However, BCTED has given their engineering opinion/recommendation that they strongly suggest keeping the existing flashing beacon due to its longevity, motorist familiarity, and uniformity with beacons on the other approaches. BCTED requests that they be notified if the beacon is removed so they can make the school and police aware.

The cost of the engineering traffic study to determine if the Town can replace the light with a static sign is \$10,240. It is important to note there is no guarantee that this proposal will be allowable by our independent traffic consultant once the study is concluded. Accordingly, staff proposes to replace the beacon at this time.

#### **Required Resources**

Line item	Title or Description of request	Cost
101-5100-541-53200	School Zone Flashing Beacon Replacement	\$9,000

# Public Safety - Police Department

## Services, Functions, and Activities:

The Public Safety - Police Department is managed primarily under a contractual agreement with the Town of Davie, Florida. The Public Safety - Police Department provides for police operations required to maintain peace and order within the community, to provide for the protection of life and property, and to provide the highest level of police services in a professional, courteous, ethical, and judicious manner. The department is responsible for: 1) receiving, dispatching and responding to public safety calls; 2) addressing crime problems, traffic, parking and quality of life issues; 3) preventing crimes through proactive policing and crime prevention programs and events; 4) conducting criminal investigations; 5) conducting internal investigations; 6) maintaining professional accreditation standards and 7) managing public record requests and court subpoena services, property and evidence functions, fleet and equipment upkeep, calibration and services, asset forfeiture funds, and grants. Additional responsibilities include emergency and disaster management services, when necessary.

## Fiscal Year 2019/2020 Accomplishments:

### Strategic Plan Priority Areas:

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

- Goal 1c – Protect our community
  - Published two articles on safety tips in the newsletter to educate the community on current crime trends and ways to safeguard their property and family. In addition, each month the Sunshine Ranches Waggle newsletter includes safety tips for the community.
  - Posted 486 articles/informational bulletins on Facebook; 754 on Twitter; 150 on Instagram and 35 on SaferWatch.
  - Consulted with Archbishop McCarthy High School for upcoming Active Killer training for staff and police department personnel.

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

- Goal 3d – Improve Road Conditions
  - The Davie Police Department directed resources to during FY 2019/2020. This direction resulted in an increase in operational patrols and citations issued. The strategy for the operational patrols is to increase visibility and enforcement which will in turn reduce the occurrences, making the roadways safer for the community. The statistical data is indicated below.
    - Enforced maximum load restrictions on Town roads; no citations issued.



- Issued 2,179 citations throughout the Town. Of those, 1,701 were speed related.
- The Traffic Unit participated in ten operational patrols for speed-related concerns along the Town's roadways. The Traffic Unit also deployed the traffic counters as requested.
- **Priority Area E: Cultivate a Vibrant Community:**
  - Goal 2e – Enhance community outreach
    - Launched the SaferWatch app in the community for non-emergency crime reporting. The app is a proactive, mobile approach to community policing.
    - Operated very active social media accounts. The main focus of both social media sites is to provide the public information related to community programs and events as well as crime activity/trends. Posted over 1,500 articles, safety alerts, informational bulletins, and crime concerns on Facebook, Twitter, and Instagram.
    - Participated in 38 HOA meetings.
    - The Police Department participated in several Town events including the 5K Race/Run, the annual Car Show and Chili Cookoff.
    - Participated in two Drug-Take Back Events during the fiscal year.
    - Held two Citizen's Police Academy sessions which included Town of Southwest Ranches resident participation.

#### **Issues FY 2020/2021:**

- Continue speed-related traffic enforcement for roadways: 166<sup>th</sup> Avenue, 172<sup>nd</sup> Avenue, Hancock Road, Stirling Road, Mustang Trail and 185<sup>th</sup> Way.
- Identify school safety concerns at Town educational institutions.
- Address concerns related to an increase in mail theft and residential burglaries.

#### **Fiscal Year 2020/2021 Performance Goals and Objectives:**

- Provide the Town of Southwest Ranches with their "Hometown Police Department" through proactive and responsive enforcement activity that meets the Town's Rural Lifestyle.
- Address and respond promptly to complaints concerning traffic issues and enforcement. Promote roadway safety through sign boards and newsletters. Work in partnership with local and state agencies to address roadway hazards and concerns.

- Solicit and identify concerns from residents through association meetings, Town Council meetings and other special events held within the Town.
- Ensure community members that their input and concerns regarding their neighborhoods are important through timely response and feedback.
- Evaluate personnel deployment to ensure that the Police Department's assets are being utilized in an efficient and effective manner and to make recommendations as needed.

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

- Priority Area C: Reliable Public Safety
  - Goal 1c – Protect our community
    - Provide necessary information via newsletter as another means to promote a safer community.
    - Provide enhanced training and educational workshops to Town schools and businesses on safety topics.
    - Continue to engage in social media posting of articles, crime concerns and informational bulletins throughout FY 2020/2021.
- Priority Area D: Improved Infrastructure:
  - Goal 3d – Improve Road Conditions
    - Continue to enforce traffic laws (to include maximum load restrictions) on roadways within Southwest Ranches. Specifically, to address speeding concerns along the noted roadways.
    - Attend community meetings regarding traffic control design and maintenance.
    - Utilize community meetings, Town events, social media and traffic sign boards to communicate traffic concerns (i.e. warning for future traffic enforcement, upcoming road maintenance.)
- Priority Area E: Cultivate a Vibrant Community:
  - Goal 2e – Enhance community outreach
    - Increase communication to promote the Town's programs and services.
    - Provide enhanced safety training to Town businesses and educational institutions.
    - Promote the Saferwatch App to the community for reporting non-emergency crime tips, suspicious activity or other events that may require public safety response.

- Continue to disseminate information via Facebook, Twitter, and Instagram.
- Staff and attend Town events during FY 2020/2021. Continue to hold Civilian Police Academy classes and promote Southwest Ranches participation.
- The Police Department's Community Policing Unit personnel will attend monthly HOA meetings throughout the upcoming fiscal year.

## Public Safety-Police Department Expenditures

Line Item Prefix: 001-3000-521-:		FY 2018 Actual	FY 2019 Actual	FY 2020 Current Budget	FY 2020 Projected	FY 2021 Proposed
Suffix	Object Description					
34100	Other Contractual Svcs-Police	2,606,670	2,722,974	2,919,093	2,796,443	3,034,177
525-34100	Other Cont. Svcs-Police - Emerg	365	-	-	-	-
TOTAL	OPERATING EXPENSES	2,607,035	2,722,974	2,919,093	2,796,443	3,034,177
TOTAL	Department Total	2,607,035	2,722,974	2,919,093	2,796,443	3,034,177

### Major Variance from Current Budget FY 2020 to Projected FY 2020

Code	Amount	Explanation
34100	(\$122,650)	Lower than anticipated Public Safety contractual services required

### Major Variance or Highlights of the Departmental Budget - FY 2020 Projected to FY 2021 Proposed

Code	Amount	Explanation
34100	\$237,734	Provision for up to 4.5% contractual escalator & higher PS services anticipated

# **Public Safety - Fire Administration Department**

## **Davie Fire Rescue Services, Functions, and Activities:**

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

Davie Fire Rescue provides the following services:

### **a) Fire Protection Services and Rescue – Emergency Medical Services**

- Provide 2 ALS Type I Pumpers (Stations 91 and 112).
- Provide 2 ALS Rescue Transport Units (Stations 91 and 112).
- Provide 2 Company Officers, 2 Driver Engineers, and 4 Firefighter Paramedics 24 hours a day, seven days a week (Stations 91 and 112). Additionally, Davie Fire Rescue has 1 ALS Type I Pumper and 1 ALS Rescue Transport Unit at station 68 to improve response. These units include 1 Company Officer, 1 Driver Engineer, and 3 Firefighter Paramedics.
- Provide emergency and non-emergency response and command to all fire and EMS incidents within Southwest Ranches.
- Provide response and command of all emergency disaster services incidents in Southwest Ranches.
- Provide Special Operations response to include Dive Rescue and assist with Large Animal Rescue.
- Provide Southwest Ranches Volunteer Firefighters with both EMS and fire training that is also provided to Davie Fire Rescue personnel.
- Provide Davie's Medical Director as the Medical Director for Southwest Ranches firefighters for Basic Life Support oversight.
- Provide cooperative and good faith effort regarding an active role of Southwest Ranches Volunteer Firefighters in providing EMS and Fire Protection to Southwest Ranches residents.
- Provide support with dispatching services to Southwest Ranches Volunteer Firefighters through Broward Regional Communications Center.
- Provide monthly reports addressing the status and activities of EMS, fire protection, and fire & life safety services in Southwest Ranches.
- Provide back-up units, as necessary.
- Provide a liaison between Davie and Southwest Ranches.

- b) Fire & Life Safety Services Fire Investigations and Inspections
  - Provide a Fire Marshal as the Chief Fire Code Official.
  - Provide annual fire safety inspections to all occupancies as required by the current edition of the Florida Fire Prevention Code
  - Provide non-residential, commercial and multi-family residents and group home fire plan review and fire construction review.
  - Conduct inspection and testing of fire wells (dry hydrants) once a year per the National Fire Protection Association (NFPA) #1142 Standard on water Supply for Suburban and Rural Firefighting.
- c) Public relations services
  - Conduct Community Emergency Response Team (CERT) FEMA 20-hour training for Southwest Ranches residents.
  - Provide station and unit demonstrations to Southwest Ranches residents.
  - Provide fire prevention and smoke trailer activities to Southwest Ranches residents.
  - Provide blood pressure checks at fire station 112.
  - Provide “Safe Haven” program for newborns.
  - Provide CPR/AED and Stop the Bleed training to Southwest Ranches residents.
- d) Public Information Officer (PIO) services for fire related or high-profile incidents

## **Davie Fire Rescue Fiscal Year 2020/2021 Accomplishments:**

### Fire & Life Safety Division FY 2019 data (as of 3/4/2020)

- Completed 193 Annual Inspections of Commercial Occupancies
- Completed 34 Plan Reviews
- Completed 4 Site Plan Reviews
- Completed 284 Annual Inspections of Town of Southwest Ranches Fire Wells (dry hydrants)
- Completed 21 Building Permit Inspections
- Conducted 16 Complaint Investigations

### Fire Operations and Emergency Medical Services

- In 2019, Davie Fire Rescue responded to 643 incidents in Southwest Ranches.
- In 2018, Davie Fire Rescue was awarded a Class 1 Insurance Services Office (ISO) Public Protection Classification. ISO is an independent company that serves insurance companies, communities, fire departments, insurance regulators, and others by providing information about risk. ISO's expert staff collects information about municipal fire suppression efforts in communities throughout the United States. In each of those communities, ISO analyzes the relevant data and assigns a Public Protection Classification – a number from 1 to 10. Class 1 represents an exemplary fire protection service. There are over 50,000 fire departments and only 330 are a class 1.

## Southwest Ranches Volunteer Fire Training Completed for 2019

- Southwest Ranches Fire Volunteers attended 4205 hours of training.

### Provided Target Solutions (on-line) monthly training

#### Officer Development

Leadership and Group Influence  
Legal Responsibilities and Liabilities  
Pre-Incident Planning  
Sexual Harassment  
Public Education  
Budgeting

#### Driver Engineer

Intersection Safety  
Legal considerations for emergency vehicle operator's  
Safe Backing  
Seat Belt Air Bag Safety  
Securing materials for transportation  
Inspection and maintenance

#### All Personnel

Rescue and Extrication  
SCBA  
Vehicle Extrication  
Ventilation  
Risk Assessment Analysis  
Water Supply  
First Responder for Hybrid Vehicles

#### Hazardous material

Blood borne Pathogens  
Advanced Hazwoper 1-4  
Confined space entry

#### EMS

Cyanide Poisoning  
Acute Coronary Syndromes  
Carbon Monoxide Poisoning  
Rehab for the Paramedic  
Narcotic Overdose for the Paramedic  
Patient Abuse and Assault  
NFPA 1500 Bloodborne Pathogens  
Bomb blasts Injuries Advanced

#### In-Service/Facility Training Provided by DFR

Oct – Search and Rescue / Hose Management  
Nov & Dec- EVOC and ACLS  
Jan – Hose Testing

Feb - Hose Testing  
March - Drafting  
April – Relay Pumping  
May – Trauma and Medical Assessment, rescue truck familiarization  
June – Cancelled by SWRFD,  
July – Vehicle Stabilization and Size Up  
Aug & September – Patient Assessment

Total Hours for fiscal year 2019

Fire – 3,150

EMS – 1,055

## **Davie Fire Rescue Fiscal Year 2020/2021 Issues and Performance Goals and Objectives:**

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

In addition, we have a strong position on firefighter's psychological, emotional and physical wellness and have established a peer to peer team and we have added two chaplains to provide support to firefighters. We are working to reduce chemical/carcinogen exposures to firefighters and provide procedures for decontamination, rehab and gear cleaning. For the decontamination of bunker gear we have purchased gear washer/extractors for the stations as well as gear positive pressure dryers. All of these initiatives will have a positive effect on the health and safety of firefighters. To further our goals, we have joined the Regional and State Collaborative Health and Safety Committee as well as partnered with the University of Miami for firefighter cancer research. We have established a Peer Fitness Training (PFT) program to help our personnel maintain awareness and facilitate training with exercise routines and healthy habits to provide the healthiest providers in our system.

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

Working with the Town Risk Manager we established a Crash Prevention and Review Program, a component of the Occupational Safety and Health Program, for the management of the crash prevention. This requires providing instruction in safe work practices; training and testing all fire department driver/operators; and periodically surveying operations, procedures, equipment, and facilities to ensure safe practices.



Facility Safety - A fire station represents one of the largest capital investments. The need to protect that investment from fire, burglary and vandalism is a real concern. The fire stations should have four rings of security: 1) security fencing on the perimeter; 2) security cameras; 3) door access control systems; and 4) smoke and carbon monoxide detectors. Our facilities continue to be inspected monthly for compliance with NFPA 101, Life Safety Code, to identify and correct health and safety hazards. In addition, we have added a quarterly facility safety checklist for compliance with NFPA 1500. The conditions that create hazards for members are addressed and rectified.

Firefighter Mental Health – We have the honor of having two Chaplains working with us to provide for the needs of our firefighters as well as ceremonial duties. We continue training and developing our Peer to Peer support group that will assist with immediate needs of a firefighter and make recommendations for further assistance with EAP/Wellness, CISM and Chaplaincy groups. We hosted sessions for our Peer group members training on the Firefighter Intervention and Response Support Team (F.I.R.S.T.) program, along with an Essential of Fire Chaplaincy Program. We are working with Risk Management to enhance our Employee Assistance Program (EAP) to assist members and their families with substance abuse, stress, and family or personal problems that may affect a member's work performance. We have added additional resources which include a list of vetted clinicians, new first responder friendly substance abuse and emotional support facilities for our personnel. We continue to look at ways to be proactive in reducing the effects of stress on personnel and are working on policies to incorporate therapy dogs into our system. We also work directly with the County CISM program to deal with the aftermath of a critical incidents and hopefully mitigating problems resulting from critical incident stress. We have also introduced a new internship program with Nova Southeastern University's Psychology program. Under the leadership of Dr. Vincent Van Hasselt, grad students have been incorporated into our Behavioral Health program to assist with critical incident stress debriefings and provide resources to our firefighters. The NSU team is doing ride times to learn more about our fire department culture and be an easy first contact for help.

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

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

- 1) Operations, including oversight of approximately 40 Volunteer Firefighters working cohesively with Davie Fire Rescue.
- 2) Responding to emergency and non-emergency incidents.
- 3) Training all Volunteer Firefighters, Driver-Engineers, Officers, and probationary members
- 4) Making sure all shifts, and special events are sufficiently staffed by appropriate Firefighters
- 5) Overseeing and monitoring finances including submitting check requests to the Finance & Budget Department for payment to vendor providers as budgeted.
- 6) Handling procurement to purchase and maintain all fire apparatus and equipment

- 7) Prepare and arrange Volunteer Firefighters for Large Animal Technical Rescue.
- 8) Acting as a liaison with neighboring fire & police departments.
- 9) Providing fire prevention and public information services.
- 10) Providing detailed monthly reports to the Town regarding emergency responses.

## **Southwest Ranches Volunteer Fire Rescue FY 2019/2020 Accomplishments:**

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

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

Department members have recorded a total of 3800 training hours through March 2020. This training has been digitally recorded directly with the Florida State Fire Marshal's Office and the Florida Department of Health as applicable.

Continued to maximize our access to training at the Broward Fire Academy. The Training Division personnel provide their services on a volunteer basis.

All personnel completed live vehicle fire flashover training at the Broward Fire Academy

Trained an additional six personnel as driver/engineers. Each driver/engineer receives approximately 100 hours of training before becoming departmentally certified for the position. An additional 3 personnel are expected to become certified before the end of this fiscal year. This training is completed on a voluntary basis.

Completed another successful fundraising year for the Department. Personnel have contributed approximately 225 volunteer hours for fundraising through March 2020.

Conducted five fire prevention and/or community service details within the community. Personnel have contributed approximately 120 volunteer hours toward community service details through March 2020

Completed the installation of a new digital station alerting system. This installation will allow the Department's station to be fully integrated with the Broward County Emergency Dispatch Center's new digital communication system when the County brings that system online.

Completed training for all members on new battery-operated extrication tools and placed those tools in service on Engine 82.

Completed training for all members on a new Thermal Imaging Camera (TIC) and placed that camera in service on Engine 82.

Participated in conducting annual fire well testing in conjunction with Davie Fire Rescue throughout the entire Town. Personnel have voluntarily contributed a total of 140 hours on this annual project.

Received additional training funding through a Federal Department of Homeland Security Assistance to Firefighters Grant (AFG). This funding will pay for state certified Driver/Engineer and Fire Officer courses for our members.

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

- The Department continued to identify performance issues with Engine 82, which is the primary response vehicle used by the Volunteer Department. The Department has provided a strategic apparatus replacement plan that has been approved by the Town's Fire Advisory Board to address this issue. The Department has also re-entered negotiations with the apparatus manufacturer in an effort to maximize the value received for Engine 82 when it is replaced.
- The Department's Self-Contained Breathing Apparatus (SCBA) units have exceeded the recommended lifespan. Replacement of these units has been identified as a priority. The Department is currently completing an application for funding through another AFG. A successful AFG funding award would partially offset the cost of replacing the SCBA units.

### **Southwest Ranches Volunteer Fire Rescue Fiscal Year 2020/2021 Performance Objectives:**

- Continue to formalize our apparatus maintenance procedures to maximize preventive maintenance and minimize costs.
- Continue to provide formal training for all personnel.
- Continue to maximize training at the Broward Fire Academy with a goal of holding training sessions 20 times per year at the academy.
- Continue to provide community event support to the Town.
- Continue to research grant opportunities and assist in the application of same so that funding can be obtained for equipment and/or training at a minimal cost to the Town.
- Increase the roster to recruit and retain experienced personnel to serve the Town.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

# Public Safety-Fire Administration Expenditures

Line Item Prefix: 001-3100-522-:		FY 2018 Actual	FY 2019 Actual	FY 2020 Current Budget	FY 2020 Projected	FY 2021 Proposed
Suffix	Object Description					
31010	Professional Services	1,100	1,100	41,100	25,000	1,100
34100	Other Contractual Services-Fire	3,185,000	3,326,075	3,474,318	3,473,498	3,627,556
49100	Other Current Charges	27,254	-	-	-	-
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>3,213,354</b>	<b>3,327,175</b>	<b>3,515,418</b>	<b>3,498,498</b>	<b>3,628,656</b>
63120	Infrastructure - Fire Wells	12,014	4,560	30,000	15,040	30,000
64100	Machinery and Equipment	-	83,024	148,000	148,000	19,500
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>12,014</b>	<b>87,584</b>	<b>178,000</b>	<b>163,040</b>	<b>49,500</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>3,225,368</b>	<b>3,414,759</b>	<b>3,693,418</b>	<b>3,661,538</b>	<b>3,678,156</b>

## Major Variance from Current Budget FY 2020 to Projected FY 2020

Code	Amount	Explanation
31010	(\$16,100)	Decrease due to lower fire protection methodology assessment study exps than anticipated
63120	(\$14,960)	Decrease due to lower fire well expenditures than anticipated

## Major Variance or Highlights of the Departmental Budget - FY 2020 Projected to FY 2021 Proposed

Code	Amount	Explanation
31010	(\$23,900)	Lower due to no fire protection methodology assessment study required
34100	\$154,058	Increased 4.5% pursuant to fire safety contractual commitment
63120	\$14,960	Higher due to anticipated fire well expenditures in FY 2021
64100	(\$128,500)	Lower due to Generator project completed in FY 2020

# FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Fire Wells Replacement and Installation						
Priority	Public Safety #1	Project Manager	Sandy Luongo, General Services Manager				
Department	Public Safety - Fire	Division	Fire Administration				
Project Location	Townwide						
Fiscal Year	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 206,574
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 206,574
Revenue Source	FA	FA	FA	FA	FA	FA	GF=\$80,000 FA=\$126,574
Description (Justification and Explanation)							
<p>The Town Council has determined that it is in the best interest of the health, safety and welfare of its residents to provide services for the replacement and installation, including drilling, of fire protection water wells. Annual funding is permitted and proposed as a component of the Fire Special Assessment at a cost of approximately \$3,000 - \$7,500 each (for up to 4 wells annually).</p> <p>There are a limited number of fire hydrants serviced by the City of Sunrise Utilities, but the majority of the Town is dependent on #256 fire wells pursuant to a 2019 Town of Davie Fire Marshall report. The location of such and functionality has an impact on the well-being of the residency and an impact on the insurance rating of the municipality. As a municipality, the health, safety and welfare of the citizenry is paramount.</p> <p>Historically, fire wells may be damaged, test dry or sand infiltrated in which case they must be replaced. “Whether or not your local government has adopted the Uniform Fire Code or recognizes the NFPA standards, they have an impact on your community's fire insurance rating. When your jurisdiction is inspected by the Insurance Services Office, the inspector will use current regulations and standards as a basis for your rating. Ignoring the standards when new development takes place will have a cumulative adverse impact on your community's fire insurance premiums and in some situations can contribute to some liability on the part of the local government agency.” Inadequate funding may lead to impaired health safety and welfare of the community, in addition to increases in insurance for residents. Proposed funding is via an annual component of the imposed Fire Assessment.</p>							
Annual Impact on Operating Budget							
Personnel							
Operating							
Replacement Costs							
Revenue/Other							
Total							

# FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Public Safety-Fire Rescue Modular Protective Awning						
Priority	2			Project Manager	Sandy Luongo, GSM		
Department	Executive			Division	Executive		
Project Location	17220 Griffin Road						
Fiscal Year	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment/Furnishings	\$ 19,500	\$ -	\$ -	\$ -	\$ -	\$ 19,500	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 19,500	\$ -	\$ -	\$ -	\$ -	\$ 19,500	\$ -
Revenue Source	GF-FB					GF-FB	
Description (Justification and Explanation)							
<p>The Town of Southwest Ranches has one (1) centrally located fire modular station at 17220 Griffin Road. Presently, it is not equipped with approximately nine (9) feet by thirty eight (38) feet of protective awning between the modular structure and car ports that cover the fire engines. During inclement weather, Firefighters are not protected from the elements between the modular station and the fire engines when on a call. The Town desires to secure the most responsive vendor to provide and install protective awning at the modular fire station for safety purposes. Funding is available and proposed via an appropriation of restricted general fund fire control fund balance which has no FY 2021 millage (taxes) or fire assessment impact.</p> <p>The Town will purchase and install protective awning which includes fixed galvanized frames and vinal polyester fabric with UV top coat.</p> <p>Without the awning, fire fighters are subject to inclement weather which may cause delays in response times, endangers lives and increases threats to our residents and their property.</p>							
Annual Impact on Operating Budget							
Personnel			Funding for replacement over the useful lifespan of the equipment/furnishings. (\$19,500 / 10 years = \$1,950)				
Operating							
Replacement Cost		\$19,500					
Revenue/Other							
Total	\$19,500						

## Public Safety-Volunteer Fire Services Expenditures

Line Item Prefix: 001-3200-522-:		FY 2018 Actual	FY 2019 Actual	FY 2020 Current Budget	FY 2020 Projected	FY 2021 Proposed
Suffix	Object Description					
31010	Professional Services	5,231	7,761	13,500	15,000	15,000
41100	Telecommunications	4,240	5,472	10,700	6,000	12,000
43100	Electricity	9,157	10,439	10,000	10,500	10,500
43110	Water & Sewer	1,914	2,878	3,500	2,500	3,500
46020	Building Maintenance	4,590	8,127	7,500	3,500	5,000
46030	Equipment Maintenance	3,654	8,455	9,000	8,000	9,000
46110	Miscellaneous Maintenance	1,246	755	2,000	1,500	1,500
46120	Vehicle Maintenance & Repair	23,669	18,507	10,500	10,000	10,000
52140	Uniforms	590	279	1,000	1,500	2,000
52160	Gasoline	7,695	8,150	10,000	7,500	10,000
52900	Miscellaneous Operating Supplies	16,581	12,305	10,000	10,000	12,400
55100	Training & Education	3,451	1,933	4,500	3,000	5,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>82,018</b>	<b>85,062</b>	<b>92,200</b>	<b>79,000</b>	<b>95,900</b>
64100	Machinery and Equipment	95,561	73,817	16,808	16,808	20,208
525-64100	Machinery and Equipment - Emerg	4,509	-	-	-	-
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>100,070</b>	<b>73,817</b>	<b>16,808</b>	<b>16,808</b>	<b>20,208</b>
99100	Contingency - Fire Apparatus Rpl	-	-	-	-	39,000
581-91201	Transfer to Debt Service Fund	29,485	29,486	29,486	29,486	29,485
581-91102	Transfer to Volunteer Fire Fund	139,033	182,892	192,506	193,132	223,768
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>168,518</b>	<b>212,378</b>	<b>221,992</b>	<b>222,618</b>	<b>292,253</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>350,606</b>	<b>371,257</b>	<b>331,000</b>	<b>318,426</b>	<b>408,361</b>

### Major Variance from Current Budget FY 2020 to Projected FY 2020

Code	Amount	Explanation
41100	(\$4,700)	Decrease due to lower communication expenses than anticipated

### Major Variance or Highlights of the Departmental Budget - FY 2020 Projected to FY 2021 Proposed

Code	Amount	Explanation
41100	\$6,000	Higher due to greater communication expenses anticipated in FY 2021
52900	\$2,400	Higher due to addtl purchase of medical supplies anticipated
99100	\$39,000	Higher due to the Fire Department Apparatus Replacement prog mod

# FUNDED

Town of Southwest Ranches, Florida

## FY 2021 Program Modification

### Volunteer Fire Apparatus Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General	2	\$39,000

#### Justification and Description

Both NFPA recommendations and empirical evidence show that Class A pumpers have an expected lifespan of 10 years of front-line service. In order to fund the SWR Fire Department's strategic plan to replace apparatus at the most efficient and economic level, funding should be set aside on a yearly basis. Apparatus will be purchased as needed to replace the current Engine 82 and older apparatus will be moved to reserve status or sold to further offset costs depending on their condition. Setting aside funding will also minimize interest charges when apparatus purchases are financed. Because of issues with the current Engine 82, the Department will purchase a used engine to replace it that meets its needs and specifications with a budget of \$150,000. Because the current Attack 82 no longer has a standard transmission and does not have off-road capability, the Department will purchase a replacement attack/brush vehicle that does meet its needs and specifications with a budget of \$140,000. Lastly, the Department also needs a reserve class 1 fire engine to place in service when the primary engine 82 is undergoing maintenance. Neither the current Attack 82 nor the envisioned replacement vehicle for Attack 82 will have the capabilities to act as a reserve engine. The Department will purchase a used reserved fire engine with a budget of \$100,000. Timely replacement of fire apparatus is a life safety issue. Proposed funding is via an annual component of the imposed Fire Assessment.

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

	<u>Primary Pumper (Used)</u>	<u>Attack/ Brush (New)</u>	<u>Reserve Pumper (Used)</u>	<u>TOTAL</u>	<u>STATUS</u>
FY2018-2019				\$25,000	Actual
FY2019-2020	\$15,000	\$14,000	\$10,000	\$39,000	NOT FUNDED
FY2020-2021	\$15,000	\$14,000	\$10,000	\$39,000	<b>FUNDED</b>
FY2021-2022	\$15,000	\$14,000	\$10,000	\$39,000	TBD
FY2022-2023	\$15,000	\$14,000	\$10,000	\$39,000	TBD
FY2023-2024	\$15,000	\$14,000	\$10,000	\$39,000	TBD
FY2024-2025	\$15,000	\$14,000	\$10,000	\$39,000	TBD
FY2025-2026	\$15,000	\$14,000	\$10,000	\$39,000	TBD
FY2026-2027	\$15,000	\$14,000	\$10,000	\$39,000	TBD
FY2027-2028	\$15,000	\$14,000	\$10,000	\$39,000	TBD
FY2028-2029	\$15,000	\$14,000	\$10,000	\$39,000	TBD
<b>TOTAL</b>	<b>\$150,000</b>	<b>\$140,000</b>	<b>\$100,000</b>	<b>\$415,000</b>	

#### **Required Resources**

Line item	Title or Description of request	Cost
001-3200-522-99100	Contingency – Fire App Replacement	\$39,000



# FUNDED

Town of Southwest Ranches, Florida

## FY 2021 Program Modification

### Volunteer Fire AED Replacement

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General Fund	1	\$12,000

#### Justification and Description

Automatic External Defibrillators (AED's) are crucial Basic Life Support (BLS) tools that allow the Town of Southwest Ranches Volunteer Fire Department (VFD) to attempt to resuscitate victims who are in cardiac arrest. The current models that the VFD uses are approximately 10 years old and are basic models that were donated and therefore preowned. It has become extremely difficult to find replacement pads and batteries to continue to keep these models in-service since they are no longer being produced. Both the Medical Director and our EMS partner have recommended that, if the current models are replaced, that a model with an electrocardiogram display be procured since it will provide our Volunteers with the ability to review and track a patient's heart activity. This will aid in diagnosing and treating patients that complain of heart problems. Currently, the four (4) aged and basic models in-use do not have that capability and will be surplus or donated upon replacement. This proposed program modification will provide funding for at least four (4) high-tech AED's @ approximately \$3,000 each. Proposed funding is via an annual component of the imposed Fire Assessment.

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

Replacement of AEDs is a life safety issue.

#### Required Resources

Line item	Title or Description of request	Cost
001-3200-522-64100	Machinery & Equipment	\$12,000

# FUNDED

Town of Southwest Ranches, Florida

## FY 2021 Program Modification

### Volunteer Fire Hose Replacement

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General Fund	1	\$5,400

#### Justification and Description

NFPA recommends replacement of fire hose every ten years. All fire hose is pressure tested yearly to ensure that it can be used in service. The bulk of supply line on Engine 82 is 12 years old and should be replaced per NFPA recommendation. Also, the Department experienced a much higher failure during annual testing than normal and bulk replacement of the remaining older supply fire hose is therefore a priority. 1200 feet of 4-inch supply line is carried on Engine 82 and is necessary because fire wells are approximately 1000 feet apart inside the Town. Remaining replacement hose is #3-50' lengths and #8-100' lengths. Proposed funding is via an annual component of the imposed Fire Assessment.

Timely replacement of outdated fire hose is a life safety issue.

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

	<u>50' (3)</u>	<u>100' (8)</u>	<u>Total</u>	<u>STATUS</u>
FY 2020-2021	\$1,100	\$4,300	\$5,400	FUNDED

#### Required Resources

Line item	Title or Description of request	Cost
001-3200-522-64100	Machinery & Equipment	\$5,400

# FUNDED

Town of Southwest Ranches, Florida

## FY 2021 Program Modification

### Volunteer Fire Bunker Gear Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General Fund	1	\$2,808

#### Justification and Description

Bunker gear, consisting of pants and jackets, have a life expectancy of ten (10) years after which they can no longer be certified as safe for interior fire fighting. This request is for bunker gear replacement for the SWR Fire Department. The requested amount below is for replacement equipment only as needed per the following schedule. However, the Fire Department's costs will be reduced by amounts received (To be determined (TBD) and estimated) by a FMIT safety grant. Proposed funding is via an annual component of the imposed Fire Assessment.

Replacement of outdated bunker gear is a life safety issue.

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

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

	Pants	Jackets	Pants @\$938	Jackets @\$1,216	FMIT Grant	Total (net)	STATUS
FY 2014 – 2015	23	23	\$19,205*	\$24,817*	-\$2,910	\$41,112	Actual
FY 2015 – 2016	10	10	8,920*	11,570*	-\$1,000	19,490	Actual
FY 2016 – 2017	5	5	4,690	6,080	-\$3,000	7,770	Actual
FY 2017 – 2018	2	2	1,876	2,432	-\$3,000	1,308	Actual
FY 2018 – 2019	2	2	1,876	2,432	-\$1,500	2,808	Actual
FY 2019 – 2020	2	2	1,876	2,432	-\$3,000	TBD 2,808	Actual
FY 2020 – 2021	2	2	1,876	2,432	-\$3,000	TBD 2,808	<b>FUNDED</b>
FY 2021 – 2022	2	2	1,876	2,432	-\$3,000	TBD 2,808	
FY 2022 - 2023	2	2	1,876	2,432	-\$3,000	TBD 2,808	
<b>Total</b>	<b>50</b>	<b>50</b>	<b>\$44,071</b>	<b>\$57,059</b>		<b>\$83,720</b>	

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

#### **Required Resources**

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

**Town of Southwest Ranches**  
**Proposed FY 2020/2021**  
**Fire Assessment Worksheet**

**Sources:**

Fire Administration Department  
Volunteer Fire Service Department  
Volunteer Fire Fund

Expenditures	Total FY 2020-2021 Proposed	General Fund Portion	Fire Assessment Portion
% Allocation per Consultant Study for FR Contractual Services Only		40.00%	60.00%

**Direct Expenses:**

Fire Rescue Contractual Service	\$ 3,627,556	\$ 1,451,022	\$ 2,176,534
Operating Expenses	320,769	N/A	320,769
Non-Operating Debt	29,485	N/A	29,485
Capital Outlay	50,209	19,500	30,709
<b>Sub-Total</b>	<b>\$ 4,028,019</b>	<b>\$ 1,470,522</b>	<b>\$ 2,557,497</b>

**Other Expenses**

Publication & Notification Costs			1,407
Statutory Discount			103,839
Collections Cost			37,084
Fire Assessment Cost Allocation of Townwide Personnel\Contractual Costs			227,379
Fire Protection/Control Contingency			39,000
<b>Total Fire Assessment Expenses</b>			<b>\$ 2,966,206</b>

**Based On Consultant Study**

Property Category	Assess Unit Type	% Effort Allocation	Amount	Total Proposed Rates FY 20/21	Total Assessed Rates FY 19/20	Difference: Increase (Decrease)
<b>Commercial - 336,209 SF</b>	Per Sq.Ft. Bldg Area	12.77%	378,785	\$ 1.1266	\$ 0.9000	\$ 0.2266
<b>Institutional - 551,028 SF</b>	Per Sq.Ft. Bldg Area	22.49%	667,100	\$ 1.2106	\$ 0.2500	\$ 0.9606
<b>Acreage - 1.914 Acres</b>	Per Acre	5.47%	162,251	\$ 84.76	\$ 95.21	\$ (10.45)
<b>Residential - 2,644 Units</b>	Per Unit	56.08%	1,663,448	\$ 629.14	\$ 523.51	\$ 105.6308
<b>Warehouse/Industrial - 124,843 SF</b>	Per Sq.Ft. Bldg Area	2.28%	67,629	\$ 0.5417	\$ 1.6000	\$ (1.0583)
<b>Government - Exempt - 39,384 SF</b>	Per Sq.Ft. Bldg Area	0.91%	26,992	\$ -	\$ -	\$ -
<b>Total</b>		<b>100%</b>	<b>\$ 2,966,206</b>			

**Town of Southwest Ranches, FL**  
**Proposed Cost Allocation Plan for FY 2021 Special Assessments**

Townwide Personnel & Contractual Costs *		General Fund Allocation		Solid Waste Assessment Cost Allocation		Fire Assessment Cost Allocation	
Department	Cost	%	Allocation	%	Allocation	%	Allocation
Legislature	\$ 69,487	86%	\$ 59,759	5%	\$ 3,474	9%	\$ 6,254
Attorney	\$ 525,000	89%	\$ 469,399	4%	\$ 21,385	7%	\$ 34,216
Executive	\$ 486,307	72%	\$ 352,010	13%	\$ 60,788	15%	\$ 73,508
Finance	\$ 414,273	65%	\$ 268,793	15%	\$ 62,626	20%	\$ 82,855
Clerk	\$ 215,991	88%	\$ 189,852	5%	\$ 10,891	7%	\$ 15,248
Public Works	\$ 273,601	81%	\$ 221,595	18%	\$ 49,248	1%	\$ 2,758
Code Enforce.	\$ 222,016	69%	\$ 153,971	25%	\$ 55,504	6%	\$ 12,541
PROS	\$ 120,300	100%	\$ 120,300	0%	\$ -	0%	\$ -
Totals	\$ 2,326,975		\$ 1,835,679		\$ 263,917		\$ 227,379

\* Note: Does not include the Volunteer Fire Fund as their personnel cost is already 100% & 0% allocated to the Fire Assessment & Solid Waste Assessment, respectively.

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

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

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

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

The PROS department shares responsibility with the Public Works: Engineering & Community Services divisions, Executive and Non-Departmental Departments for services affecting public property. Due to the Town's permit fee schedule, this department also administers all non-cost recoverable tree removal permits and inspections.

The Department administers funding from General Operating, Transportation and Capital improvement fund accounts while also providing services to Council, Staff, residents and the general public.

## **Fiscal Year 2019/2020 Accomplishments (\*Strategic Plan Initiatives):**

- With Public Works, completed improvements at Frontier Trails Park to support goals of the Town's Strategic Plan to improve land management, improve water resources management, build a sense of community and promote the Town's sense of place. Partnership with organizations needing mitigation sites could provide mutual benefit at this site. Staff continues to investigate possibilities for this goal.
- Completed the Town's first renewal year of Certification as a National Wildlife Federation Community Wildlife Habitat. The project required coordination of volunteers, residents, and other agencies, creation or maintenance of habitat areas at private properties, schoolyards, and public properties, providing community outreach, promoting the Town's Programs and services.
- Secured the Town's annual Annual Tree City USA designation and Tree City USA Growth awards providing environmental stewardship in the Town, supporting goals in the Town's Strategic Plan to improve land and water resources management.
- Managed rentals of park facilities at Country Estates, Rolling Oaks and Sunshine Ranches Equestrian Parks, in compliance with goals and objectives and performance measures of the Town's Strategic Plan to Cultivate a Vibrant Community.
- Hosted or facilitated 32 community events serving residents and the general public to Cultivate a Vibrant Community, building a sense of community and increasing the number and participation in Town events.

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

#### **Issues:**

- Securing sufficient revenue to continue development and maintenance of park properties in accordance with acquisition grant requirements.
- Maximize the department's efficiency and ability to serve multiple purposes.
- Managing increased demand and utilization for park facilities.
- Furthering the Town's recreational and educational programs.
- Providing improved management and maintenance of public lands.

#### **Fiscal Year 2020/2021 Performance Objectives:**

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

#### **Personnel Complement:**

	Adopted FY 2020			Proposed FY 2021		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Parks, Recreation and Open Space Manager	1			1		
Administrative Assistant		1			1	
<b>Total</b>	<b>1</b>	<b>1</b>		<b>1</b>	<b>1</b>	

## Parks and Open Spaces Department Expenditures

Line Item Prefix: 001-3600-572-:		FY 2018 Actual	FY 2019 Actual	FY 2020 Current Budget	FY 2020 Projected	FY 2021 Proposed
Suffix	Object Description					
12100	Regular Salaries & Wages	74,998	77,544	79,954	79,568	81,955
13100	Part Time Salaries & Wages	10,572	11,752	11,840	12,555	13,390
14100	Overtime	-	-	592	-	670
525-14100	Overtime - Emergency	-	334	-	-	-
21100	Payroll Taxes	6,142	6,438	7,068	7,047	7,345
22100	Retirement Contribution	3,750	3,877	3,998	3,978	4,098
23100	Life & Health Insurance	8,091	8,841	9,466	9,436	9,878
24100	Workers Compensation	1,627	2,848	2,891	2,877	2,964
<b>TOTAL</b>	<b>PERSONAL EXPENSES</b>	<b>105,181</b>	<b>111,635</b>	<b>115,809</b>	<b>115,462</b>	<b>120,300</b>
40100	Mileage Reimbursement	-	292	-	614	-
41100	Communication Services	2,509	2,893	2,808	2,805	2,805
43100	Electricity	7,311	9,782	12,662	10,000	12,662
43110	Water & Sewer	9,011	8,880	11,456	9,091	10,000
525-43110	Water & Sewer - Emergency	680	-	-	-	-
46040	Ground Maintenance-Parks	200,571	183,665	199,189	192,063	201,220
525-46040	Ground Maintenance-Emergency	15,725	0	-	-	-
46050	Tree Maintenance/Preservation	31,025	32,375	34,650	34,650	34,650
46060	Lake Maintenance	15,780	16,655	17,880	17,880	17,880
46110	Misc Maintenance & Repair	13,813	13,355	20,000	18,899	34,170
525-46110	Misc Maint & Repair - Emerg	1,438	-	-	-	-
48110	Promotional Activities/PROS Events	-	-	-	-	9,195
52900	Misc Operating Supplies	2,124	2,639	3,000	2,775	3,000
54100	Subscriptions and Memberships	1,000	856	815	815	815
55100	Training and Education	1,930	1,713	1,800	500	1,800
55200	Conferences and Seminars	1,029	1,961	1,600	1,000	1,600
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>303,945</b>	<b>275,066</b>	<b>305,860</b>	<b>291,092</b>	<b>329,797</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>409,126</b>	<b>386,701</b>	<b>421,669</b>	<b>406,554</b>	<b>450,097</b>

### Major Variance from Current Budget FY 2020 to Projected FY 2020

Code	Amount	Explanation
43100	(\$2,662)	Lower electrical expenses than anticipated

### Major Variance or Highlights of the Departmental Budget - FY 2020 Projected to FY 2021 Proposed

Code	Amount	Explanation
46040	\$9,157	Higher due to new vendor's pricing in FY 2021
46110	\$15,271	Higher due to program mod for interior and exterior park painting
48110	\$9,185	Higher due to new allocation of Promotional Activities for PROS



# FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Frontier Trails Conservation Area						
Priority	PROS #1			Project Manager	December Lauretano-Haines, PROS Manager		
Department	Parks, Recreation and Open Space			Division	N/A		
Project Location	30-Acre Frontier Trails Park at 19300 SW 51 Manor						
Fiscal Year	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total	Prior Years
Plans and Studies	\$ -	\$ 8,250	\$ 6,000	\$ 2,500	\$ 2,000	\$ 18,750	\$ -
Engineering, Architecture & Permitting	\$ 6,450	\$ 34,500	\$ 55,000	\$ 40,000	\$ 67,000	\$ 202,950	\$ 624,019
Land Acquisition/Site preparation	\$ -	\$ 9,375	\$ 12,000	\$ 53,600	\$ 6,400	\$ 81,375	\$ 2,396,363
Construction	\$ 53,550	\$ 48,500	\$ 144,200	\$ 500,800	\$ 709,000	\$ 1,456,050	\$ 62,256
Equipment/Furnishings	\$ -	\$ 24,375	\$ 6,300	\$ 92,750	\$ 57,100	\$ 180,525	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 60,000	\$ 125,000	\$ 223,500	\$ 689,650	\$ 841,500	\$ 1,939,650	\$ 3,082,638
Revenue Source	CIP-FB	NF	NF	NF	NF	CIP-FB=\$60,000 NF=\$1,879,650	G=\$2,372,363 GF-Tfr=\$41,845 CIP- FB=\$668,430
Description (Justification and Explanation)							
<p>Frontier Trails Conservation Area remains a high priority for development, moving to priority #1 due to minimal developments which finally opened this location to minimal use by the public in 2019. Commitments for development at Frontier Trails retain only those amenities necessary to satisfy current grant requirements, including picnic facilities, fishing pier, multi-use trail, environmental and archaeological preservation and education, wetlands, parking, and landscaping. The Town will continue to pursue grant funding, incl. FDOT, for this park to supplement the Town's budget.</p> <p>Acquisition of this site was achieved through two matching grant sources: Florida Communities Trust and Broward County Land Preservation Open Space grants. The Town's continuing obligation is to develop the recreational amenities identified in the Grant Management Plan. Development of the site fulfills objectives, policies and goals of the Town's Comprehensive Plan and Charter. The Town's parks system is designed to provide water storage and runoff filtering; environmental and recreational areas; access to water and open space; and to link multi-use trails.</p> <p>Extension of timeline for development is necessary. The previous phase (FY 2018, 2019, &amp; 2020) provided for minimal parking and a small picnic shelter (partially funded with \$30k from the Southwest Ranches Parks Foundation). Staff is working with an environmental engineer for a prospective MOU for this site to serve as offsite mitigation for developers of other sites in exchange for construction of wetlands and other park features. For this reason, in Fiscal Year 2021, clearing of invasive exotics and increased ongoing maintenance (deferred from FY 2020 with \$60,000 previously funded) is again planned to be accomplished. For years 2 through 5, the development concept envisions incremental improvements to multi-use trails, preservation of the archaeological area, addition of historical and environmental education signs. Costs were estimated based on original management plan estimates prepared by professional consultants and updated in accordance with similar development the town has completed in other locations.</p> <p>In Fiscal Year 2021, with \$60,000 previously funded, project improvements are anticipated to carry over without impact to the FY 2021 TRIM and include the following: Engineering, surveying, permitting \$6,450 Earthwork, clearing, grubbing, grading \$53,550</p> <p>The Town's parks system is designed to provide water storage and runoff filtering; environmental and recreational areas; access to water and open space; and to link multi-use trails.</p>							
Annual Impact on Operating Budget							
Personnel			If fully funded, projected operating budget costs would include mowing /landscape maintenance (\$31,200), routine facilities maintenance (\$8,832), mitigation/wetlands maintenance (\$3,000), sign maintenance (\$434), and funding for replacement over the useful life of amenities (\$193,650 / 20 years = \$9,683). Professional coordination for educational programs is planned through grants and user fees.				
Operating	\$ 43,466						
Replacement Cost	Year: 2041	\$ 9,683					
Revenue/Other	\$ -						
Total	\$ 53,149						

# FUNDED

Town of Southwest Ranches, Florida

## FY 2021 Program Modification

### Townwide Parks Maintenance Interior and Exterior Building Painting

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Parks, Recreation and Open Space	General	2	\$14,670

#### Justification and Description

**This request is for interior and exterior painting and ancillary patch and repair work needed at the following locations:**

Sunshine Ranches Equestrian Park - picnic shelter and restroom - \$3,200

Rolling Oaks Park - Barn building - \$5,870

Country Estates Fishing Hole - picnic shelter and restroom - \$5,600

**The following locations are not included in this request and will be addressed as funding allows:**

Founders Trailside Park - Picnic Shelter tongue and groove cleaning and sealing - \$1,200

Calusa Corners Park - Picnic Shelter tongue and groove cleaning and sealing - \$700

Frontier Trails Park - Picnic Shelter tongue and groove cleaning and sealing - \$500

Exterior of Park facilities have not been painted since the buildings were completed. Interior painting was completed solely at the Rolling Oaks barn in 2017 but is needed again at this higher-use facility. Bundling the work as a larger project will yield competitive pricing as well as park consistency. Accomplishing the work will ensure the amenities remain rental attractive and useful.

Cost estimates were established on proposals received for portions of this work as well as advice from builders and other research on the market.

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

If not funded, building needs will be addressed individually as funding allows.

#### Required Resources

Line item	Title or Description of request	Cost -
001-3600-572-46110	Miscellaneous Maintenance and Repair	\$14,670

## **Non-Departmental Allocation Center**

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

The Non-Departmental allocation center is an allocation center for general fund expenditures (primarily operating, capital or other) which are not otherwise classified or identifiable. It includes any inter/intra fund transfers as expenditures from the general fund. This includes transfers to the Capital Projects, Debt Service and Transportation funds. General contingency and additions/provisions to General Fund balance dollars are allocated here as well.

This allocation center may include other centralized costs which are not easily distributed across Departments. Examples include information technology, various Town property maintenance accounts, property and liability insurance, utilities, postage and office supplies.

There are no personnel associated with this allocation center.

## Non-Departmental Expenditures

Line Item Prefix: 001-3900-:		FY 2018 Actual	FY 2019 Actual	FY 2020 Current Budget	FY 2020 Projected	FY 2021 Proposed
Suffix	Object description					
519-25100	Unemployment Compensation	-		5,000	-	-
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>			5,000	-	-
519-34100	Other Contractual Services	12,618	12,324	17,000	15,000	16,000
519-41100	Telecommunications	13,069	15,370	17,000	15,500	17,000
525-41100	Telecommunications - Emergency	58	-	-	700	-
519-42100	Postage-Townwide	7,868	10,164	10,500	10,500	10,500
519-43100	Electricity	21,450	19,269	21,500	20,000	21,500
519-43110	Water & Sewer	5,393	4,427	7,500	6,000	9,000
519-44020	Building Rental/Leasing	3,209	3,506	3,600	3,600	3,600
519-44030	Equipment Leasing	19,987	19,144	20,500	18,500	16,164
519-45100	Property and Liability Insurance	99,269	98,159	109,855	111,000	114,000
519-46010	Maintenance Service/Repair Contracts	27,825	12,422	16,200	15,000	16,000
519-46020	Building Maintenance	15,373	11,658	31,000	31,000	32,000
519-46030	Equipment Maintenance	23,137	24,046	32,206	33,168	27,120
519-46110	Miscellaneous Maintenance	2,904	4,585	8,000	2,000	7,000
525-46110	Miscellaneous Maintenance - Emerg	1,200	-	-	-	-
519-46120	Vehicle Maintenance	3,585	4,004	6,000	5,000	5,000
519-46500	Software Maintenance	29,539	35,337	36,900	38,000	48,320
519-49100	Other Current Charges	605	(12)	1,000	1,000	1,000
519-51100	Office Supplies	21,526	22,876	21,500	21,500	21,500
519-52160	Gasoline	2,656	3,604	5,000	2,000	5,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	311,273	300,882	365,261	349,468	370,704
519-64100	Machinery and Equipment	44,262	25,394	22,500	20,000	15,000
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	44,262	25,394	22,500	20,000	15,000
519-99100	Contingency	-	-	120,388	-	59,251
519-99100	Contingency - TW Vehicle Replace	-	-	17,500	17,500	17,500
581-91101	Transfers to Transportation Fund	1,196,243	904,938	1,322,404	1,322,404	507,650
581-91201	Transfers to Debt Service Fund	941,185	1,026,486	999,305	999,305	1,275,170
581-91301	Transfers to Capital Projects Fund	129,586	241,095	72,000	72,000	-
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	2,267,014	2,172,519	2,531,597	2,411,209	1,859,571
<b>TOTAL</b>	<b>Department Total</b>	<b>2,622,549</b>	<b>2,498,795</b>	<b>2,924,358</b>	<b>2,780,677</b>	<b>2,245,275</b>

### Major Variance from Current Budget FY 2020 to Projected FY 2020

Code	Amount	Explanation
519-46110	\$6,000	Lower due to no beautification grant awarded

### Major Variance or Highlights of the Departmental Budget - FY 2020 Projected to FY 2021 Proposed

Code	Amount	Explanation
519-46030	(\$6,048)	Lower due to less maintenance expenditures anticipated
519-46110	\$5,000	Higher to accomodate provision for beautification grant
519-46500	\$10,320	Higher due to additional software maintenance anticipated
581-91101	(\$814,754)	Lower due to reduction in TSDOR general funding for FY 2021
581-91201	\$395,519	Higher primarily due to provision for Debt Svcs funding

# FUNDED

Town of Southwest Ranches, Florida

## FY 2021 Program Modification

### Town Hall Exterior Re-Painting

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Executive/General Services	General		\$18,000

#### Justification and Description

In 2011, prior to Town staff occupancy, the exterior of the Town Hall building at 13400 Griffin Road, was painted in addition to other renovations. As such, the last painting of the exterior was nine (9) years ago and needs updating. The amount requested represents cost of paint and materials, as well as the labor performed professionally. This project was originally requested within the FY 2017 budget and while the project was not approved for 2017, 2018 or 2019, it was originally approved in 2020. However, the funding was cancelled due to the Town Administrator's discretion in response to an anticipated revenue shortfall of the COVID-19 pandemic. Funding is proposed for FY 2021.

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

In 2016, a new metal roof was installed resulting in the need to either patch up surfaces that have been damaged, therefore requiring a fresh coat of paint for a uniform and professional appearance throughout the entire municipal complex.

#### Required Resources

Line item	Title or Description of request	
001-3900-519-46020	Town Hall Exterior Repainting	\$18,000

# FUNDED

Town of Southwest Ranches, Florida

## FY 2021 Program Modification

### Townwide Vehicle Replacement Program

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

#### Justification and Description

This request is to fund a four (4) year vehicle replacement program for two (2) of the Town's aging vehicles at Town Hall for \$17,500 per fiscal year, totaling \$70,000 during FY's 2020-2023. A new vehicle was purchased in March 2018 which replaced a third town vehicle that reached its end-of-life cycle. Currently the mileage of the two (2) remaining vehicles both exceed 125k miles, has incurred high maintenance and repair costs and are reaching their end-of-life cycle. The Program Modification for the Vehicle Replacement Program was funded for the first of the four-year program in FY 2019-2020 and there are three (3) additional years to meet the requirements of this program. Proposed funding for FY 2021 will enable the Town to procure one vehicle.

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

During FY 2014, as per the agreement with the Town of Davie Police Department (PD), the Town of Southwest Ranches allocated eight (8) of the most mechanically efficient vehicles to the Davie PD that were purchased during the transition from BSO to Davie PD services. The Town of Southwest Ranches retained the next best three (3) for its Fleet. As mentioned above, one of these vehicles reached the end of its useful life and was replaced during FY 2018.

The remaining two (2) vehicles are reaching their end-of-life cycle in the next few years. Currently, these vehicles are used by staff to respond to Townwide business including but not limited to: meetings, inspections, events and park activities. They are also used to travel outside of the Town to attend business meetings and trainings. Additionally, these vehicles are required to be utilized for damage control and rapid impact assessments in the event of a serious storm, emergency or natural disaster. Due to inclement weather and hazardous conditions, utility trucks or suburban utility vehicles (SUV) will be required to provide appropriate services.

	<u>AMOUNT</u>	<u>STATUS</u>
FY 2019-2020	\$17,500	<b>FUNDED</b>
FY 2020-2021	\$17,500	<b>FUNDED</b>
FY 2021-2022	\$17,500	
FY 2022-2023	\$17,500	
<b>TOTAL</b>	<b>\$70,000</b>	

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

#### **Required Resources**

Line item	Title or Description of request	Cost
001-3900-519-99100	Contingency – TW Vehicle Replacement	\$17,500

## Capital Projects Fund

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

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

Expenditures for this fund are not generally restricted, just assigned. Provided that the project adopted meets the above qualifications, and appropriations are approved by the Town Council, the adopted project qualifies for funding in this fund.

The Capital Projects Fund is closely related to, but not synonymous with, the 5-Year Capital Improvement Plan. The 5-Year Capital Improvement Plan anticipates all the likely improvements to occur within the Town over the next five years. This planning document assists in identifying future resource needs and in planning the timing of projects. Wherever possible, the projects included in the 5-Year Capital Improvement Plan have identified funding sources for each year of appropriation.

There are no personnel associated with this fund within the Town of Southwest Ranches. Details on each of the funded projects only within the 5-Year Capital Improvement Plan follow the financial pages of this fund.

## Capital Projects Fund Summary Fiscal Year 2021

### FY 2020 Estimated

Estimated Capital Projects Revenues	168,265
Estimated Expenditures & Encumbrances	<u>(107,685)</u>
Estimated FY 2019 Year End Difference	<u>60,580</u>

### Projected Assigned/Committed/Restricted Fund Balance

Audited Assigned/Committed/Restricted Fd Bal 9/30/2019	221,472
Estimated FY 2020 Year End Difference	60,580
Appropriated Fund Balance FY 2020	<u>(96,265)</u>
Projected Assigned/Committed/Restricted Fd Bal 9/30/2020	<u>185,787</u>
Appropriated Fund Balance FY 2020	<u>(60,000)</u>
Projected Assigned/Committed/Restricted Fd Bal 9/30/2021	<u>125,787</u>

### FY 2020 Budget Summary

#### Proposed Revenues

Grant Reimbursements	180,039
Transfer from General Fund	-
Appropriated Fund Balance	<u>60,000</u>
<b>Total Revenues</b>	<b><u>240,039</u></b>

#### Proposed Expenditures

Capital Outlay	<u>240,039</u>
<b>Total Expenditures</b>	<b><u>240,039</u></b>



## Capital Projects Fund Revenues

Line Item Prefix: 301-0000-:		FY 2018 Actual	FY 2019 Actual	FY 2020 Current Budget	FY 2020 Projected	FY 2021 Proposed
Suffix	Object description					
331-33170	Federal Grant-Culture/Recreation	-	-	180,000	-	180,039
361-36110	Interest Earnings	3,890	5,709	-	-	-
366-36610	Contributions-Private Sources & Donations	35,599	-	-	-	-
381-38101	Transfer from General Fund	129,586	241,095	72,000	72,000	-
399-39900	Appropriated Fund Balance	-	-	96,265	96,265	60,000
TOTAL	Miscellaneous Revenues	169,075	246,804	348,265	168,265	240,039
TOTAL		169,075	246,804	348,265	168,265	240,039

## Capital Projects Fund Expenditures

Line Item Prefix: 301-5300-:		FY 2018 Actual	FY 2019 Actual	FY 2020 Current Budget	FY 2020 Projected	FY 2021 Proposed
522-62150	Buildings-Fire Control Modulares	292,486	147,666	10,819	10,818	-
539-62140	Buildings-Town Hall/Public Safety	7,490	-	215,039	35,000	180,039
572-63180	Infrastructure-Gary A. Poliakoff Founders Park	30,996	-	-	-	-
572-63200	Infrastructure-Country Estates Park	-	8,997	-	-	-
572-63220	Infrastructure-Frontier Trails Park	7,369	1,535	122,407	61,867	60,000
572-63300	Infrastructure - Parks Entranceway Signage	15,000	-	-	-	-
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>353,341</b>	<b>158,198</b>	<b>348,265</b>	<b>107,685</b>	<b>240,039</b>
<b>TOTAL</b>	<b>CAPITAL PROJECTS FUND</b>	<b>353,341</b>	<b>158,198</b>	<b>348,265</b>	<b>107,685</b>	<b>240,039</b>

# FUNDED

Town of Southwest Ranches Capital Improvement Project							
<b>Project</b>	<b>Town Hall Complex Safety, Drainage, Mitigation Improvements</b>						
<b>Priority</b>	Townwide			<b>Project Manager</b>	Rod Ley, P.E.		
<b>Department</b>	Public Works			<b>Division</b>	Engineering		
<b>Project Location</b>	13400 Griffin Road Southwest Ranches, FL 33330						
<b>Fiscal Year</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>	<b>Prior Years</b>
<b>Plans and Surveys</b>	\$ 12,600	\$ -	\$ -	\$ -	\$ -	\$ 12,600	\$ 1,511
<b>Engineering/Architecture</b>	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ 14,000	\$ -
<b>Land Acquisition/Site Preparation</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Construction</b>	\$ 153,400	\$ -	\$ -	\$ -	\$ -	\$ 153,400	\$ -
<b>Equipment/Furnishings</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,264
<b>Other</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL COST</b>	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ 180,000	\$ 43,775
<b>Revenue Source</b>	G=\$180,000					G=\$180,000	GF TFR=\$12,000 CIP-FB \$31,775
<b>Description (Justification and Explanation)</b>							
<p>This request is for resurfacing, reshaping, and drainage improvements for creating a safer and stronger Town Hall Parking lot to also weather the impact of a natural disaster. The Public Works Department, Engineering Division will be responsible for the procurement, permitting, and construction of the enhanced drainage and safety improvements including generator retrofitting. The parking lot floods after minor rain events, which has created potholes and uneven pedestrian pathway surfaces. This project was originally funded in the FY 2016 budget with restricted debt service funding for public safety improvements in the amount of \$36,775, but had to be delayed after plans, scope, and bids received exceeded the budgeted amount. However, based on Town Council direction and recent Hurricane IRMA PAP-DAC execution by the Town Administrator provided \$180,000 in funding for eligible hazard mitigation expenditures. However, revised retrofit generator engineering design and construction was completed in FY 20. The project funding approval from FEMA (est. @ \$180,000) has since been further delayed due to COVID-19. Therefore parking lot/drainage design and construction and mitigation expenses was appropriately deferred to FY 2021 to allow for receipt of FEMA restricted Grant funds as well as a competitive procurement process to be completed during FY 2021.</p>							
<b>Annual Impact on Operating Budget</b>							
<b>Personnel</b>	\$ -		No anticipated material impact to the operating budget.				
<b>Operating</b>	\$ -						
<b>Replacement Costs</b>							
<b>Revenue/Other</b>	\$ -						
<b>Total</b>							

# FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Frontier Trails Conservation Area						
Priority	PROS #1			Project Manager	December Lauretano-Haines, PROS Manager		
Department	Parks, Recreation and Open Space			Division	N/A		
Project Location	30-Acre Frontier Trails Park at 19300 SW 51 Manor						
Fiscal Year	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total	Prior Years
Plans and Studies	\$ -	\$ 8,250	\$ 6,000	\$ 2,500	\$ 2,000	\$ 18,750	\$ -
Engineering, Architecture & Permitting	\$ 6,450	\$ 34,500	\$ 55,000	\$ 40,000	\$ 67,000	\$ 202,950	\$ 624,019
Land Acquisition/Site preparation	\$ -	\$ 9,375	\$ 12,000	\$ 53,600	\$ 6,400	\$ 81,375	\$ 2,396,363
Construction	\$ 53,550	\$ 48,500	\$ 144,200	\$ 500,800	\$ 709,000	\$ 1,456,050	\$ 62,256
Equipment/Furnishings	\$ -	\$ 24,375	\$ 6,300	\$ 92,750	\$ 57,100	\$ 180,525	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 60,000	\$ 125,000	\$ 223,500	\$ 689,650	\$ 841,500	\$ 1,939,650	\$ 3,082,638
Revenue Source	CIP-FB	NF	NF	NF	NF	CIP-FB=\$60,000 NF=\$1,879,650	G=\$2,372,363 GF-Tfr=\$41,845 CIP- FB=\$668,430
Description (Justification and Explanation)							
<p>Frontier Trails Conservation Area remains a high priority for development, moving to priority #1 due to minimal developments which finally opened this location to minimal use by the public in 2019. Commitments for development at Frontier Trails retain only those amenities necessary to satisfy current grant requirements, including picnic facilities, fishing pier, multi-use trail, environmental and archaeological preservation and education, wetlands, parking, and landscaping. The Town will continue to pursue grant funding, incl. FDOT, for this park to supplement the Town's budget.</p> <p>Acquisition of this site was achieved through two matching grant sources: Florida Communities Trust and Broward County Land Preservation Open Space grants. The Town's continuing obligation is to develop the recreational amenities identified in the Grant Management Plan. Development of the site fulfills objectives, policies and goals of the Town's Comprehensive Plan and Charter. The Town's parks system is designed to provide water storage and runoff filtering; environmental and recreational areas; access to water and open space; and to link multi-use trails.</p> <p>Extension of timeline for development is necessary. The previous phase (FY 2018, 2019, &amp; 2020) provided for minimal parking and a small picnic shelter (partially funded with \$30k from the Southwest Ranches Parks Foundation). Staff is working with an environmental engineer for a prospective MOU for this site to serve as offsite mitigation for developers of other sites in exchange for construction of wetlands and other park features. For this reason, in Fiscal Year 2021, clearing of invasive exotics and increased ongoing maintenance (deferred from FY 2020 with \$60,000 previously funded) is again planned to be accomplished. For years 2 through 5, the development concept envisions incremental improvements to multi-use trails, preservation of the archaeological area, addition of historical and environmental education signs. Costs were estimated based on original management plan estimates prepared by professional consultants and updated in accordance with similar development the town has completed in other locations.</p> <p>In Fiscal Year 2021, with \$60,000 previously funded, project improvements are anticipated to carry over without impact to the FY 2021 TRIM and include the following: Engineering, surveying, permitting \$6,450 Earthwork, clearing, grubbing, grading \$53,550</p> <p>The Town's parks system is designed to provide water storage and runoff filtering; environmental and recreational areas; access to water and open space; and to link multi-use trails.</p>							
Annual Impact on Operating Budget							
Personnel			If fully funded, projected operating budget costs would include mowing /landscape maintenance (\$31,200), routine facilities maintenance (\$8,832), mitigation/wetlands maintenance (\$3,000), sign maintenance (\$434), and funding for replacement over the useful life of amenities (\$193,650 / 20 years = \$9,683). Professional coordination for educational programs is planned through grants and user fees.				
Operating	\$ 43,466						
Replacement Cost	Year: 2041	\$ 9,683					
Revenue/Other	\$ -						
Total	\$ 53,149						

## **DEBT SERVICE FUND**

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

This fund is used for the purpose of budgeting debt on projects of a general governmental nature which include Capital Projects and Transportation Fund improvements. Additionally, this fund is used to budget line of credit debt incurred due to Town declared emergencies or disasters including acting as a pass-through entity to the Solid Waste enterprise fund for allocable budgeted interest and/or principal received directly from the General Fund. More particularly, this fund has been created to support accounting for debt service payments resulting from a full faith and credit borrowing pursuant to an annual pledge to budget and appropriate funding for payment and retirement of forthcoming principal and interest. The Town has no general obligation debt which would require approval via a Townwide voter referendum. Existing Debt consists of Loans, Notes Payable and an available Emergency Line of Credit.

## Debt Service Fund Summary Fiscal Year 2021

### FY 2020 Estimated

Estimated Debt Service Revenue	1,028,791
Estimated Expenditures & Encumbrances	<u>(933,280)</u>
Estimated FY 2020 Year End Difference	<u><u>95,511</u></u>

### Projected Assigned Fund Balance

Audited Assigned Fund Balance 9/30/2019	124,143
Estimated FY 2020 Year End Difference	95,511
Appropriated Assigned Fund Balance for FY 2020	<u>-</u>
Projected Assigned Fund Balance 9/30/2020	<u>219,654</u>
Appropriated Assigned Fund Balance for FY 2021	<u>-</u>
Projected Assigned Fund Balance 9/30/2021	<u><u>219,654</u></u>

### FY 2021 Budget Summary

#### Proposed Revenues

Transfer from General Fund	1,304,655
Appropriated Assigned Fund Balance	<u>-</u>
<b>Total Revenues</b>	<u><b>1,304,655</b></u>

#### Proposed Expenditures

Debt Service	907,643
Non-Operating Expenses	<u>397,012</u>
<b>Total Expenditures</b>	<u><b>1,304,655</b></u>

## Debt Service Fund Revenues

Line Item: 201-0000:		FY 2018 Actual	FY 2019 Actual	FY 2020 Current Budget	FY 2020 Projected	FY 2021 Proposed
361-36110	Interest - Equity in Pooled Cash	421	1,003	-	-	-
381-38101	Transfer from General Fund	970,670	1,055,972	1,028,791	1,028,791	1,304,655
384-38400	Loan/Debt Proceeds	140,945	-	-	-	-
399-39900	Appropriated Assigned Fund Balance	-	-	-	-	-
TOTAL	Miscellaneous Revenues	1,112,036	1,056,975	1,028,791	1,028,791	1,304,655
TOTAL	DEBT SERVICE FUND	1,112,036	1,056,975	1,028,791	1,028,791	1,304,655

## Debt Service Fund Expenditures

Line Item Prefix: 201-5200-517:		FY 2018 Actual	FY 2019 Actual	FY 2020 Current Budget	FY 2020 Projected	FY 2021 Proposed
Suffix	Object Description					
71100	Principal	558,010	575,595	588,621	588,621	607,001
525-71100	Principal - Emergency	65,574	75,370	-	-	-
72100	Interest	343,159	330,701	310,791	310,791	294,142
525-72100	Interest - Emergency	558	2,732	-	-	-
73100	Other Debt Service Costs	-	-	9,000	4,000	6,500
525-73100	Other Debt Service Costs - Emergency	1,180	-	-	-	-
<b>TOTAL</b>	<b>DEBT SERVICE</b>	<b>968,482</b>	<b>984,397</b>	<b>908,412</b>	<b>903,412</b>	<b>907,643</b>
519-99100	Contingency - Debt Service Provision	-	-	-	-	397,012
581-91401	Transfers to Solid Waste Fund	-	117,253	120,379	29,868	-
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>			<b>120,379</b>	<b>29,868</b>	<b>397,012</b>
<b>TOTAL</b>	<b>DEBT SERVICE FUND</b>	<b>968,482</b>	<b>984,397</b>	<b>1,028,791</b>	<b>933,280</b>	<b>1,304,655</b>

### Major Variance from Current Budget FY 2020 to Projected FY 2020

Code	Amount	Explanation
73100	(\$5,000)	Lower due to less debt service costs than expected

### Major Variance or Highlights of the Departmental Budget - FY 2020 Projected to FY 2021 Proposed

Code	Amount	Explanation
71100	\$18,380	Higher due to normal amortization increase in principal
72100	(\$16,649)	Lower due to normal amortization decrease in interest
519-99100	\$397,012	To provide a provision for future debt svc
581-91401	(\$29,868)	Emergency line of credit paid in full

## Debt Service Disclosure

Description/Type	Total P & I FY 2018 Actual	Total P & I FY 2019 Actual	Total P & I FY 2020 Projected	Total P & I FY 2021 Proposed	Total P & I FY 2022 & Thereafter
TD Bk Series 2013-Refund/Improvement Rev Bds	236,320	241,445	234,561	236,291	1,188,060
TD Bk Series 2011-New Town Hall Refinance	286,524	286,523	286,523	286,524	71,642
TD Bk Series 2016-Public Purpose Land Acq.	251,875	251,875	251,875	251,875	9,702,001
TD Bk Ser 2016-Public Purp Land Acq.-Contingency	-	-	-	397,012	-
TD Bk Series 2018 - Emergency LOC-Govt Fds	66,132	78,102	-	-	-
TD Bk Series 2018-Emergency LOC-Enterprise/SW Fd			29,868	-	-
Centennial Bk Road Paving/Drainage Loan	96,967	96,968	96,967	96,968	57,547
TD Equip. Fince-Rosenbauer Pumper Note Pay	29,484	29,485	29,486	29,485	58,968
Other Debt Service Costs incl Emergency LOC	1,180		4,000	6,500	-
<b>Total Debt Service</b>	<b>\$ 968,482</b>	<b>\$ 984,397</b>	<b>\$ 933,280</b>	<b>\$ 1,304,655</b>	<b>\$ 11,078,218</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 2020-2021**

# 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 and traffic control devices, including pavement markings and signage, guardrails, traffic calming systems.
- Maintaining the tertiary stormwater drainage infrastructure system including roadside swales, interconnecting ditches, drainage pipes, stormwater structures 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 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 Community Rating System (CRS) Program.
- Overseeing community participation in the National Flood Insurance Program (NFIP).
- Providing a professional liaison to the Drainage and Infrastructure Advisory Board.

The PROS Department administers portions of the Town's Transportation Fund related to management of all right-of-way and Griffin Road landscape maintenance and improvements.

## FY 2019/2020 Accomplishments:

- In accordance with Priority Area D "Improved Infrastructure" Goal 2d, Objectives 2 and 3 of the Town's Strategic Plan to improve water resource management the department completed the following drainage improvements:
  - Completed survey and design of a Drainage Improvement Project at SW 182<sup>nd</sup> Avenue and SW 50<sup>th</sup> Street.
  - Completed survey, design, and bidding of Drainage Improvement Project on SW 202 Avenue.
  - Completed construction of the following drainage projects, which were funded by a \$340,000 Florida Department of Environmental Protection grant:

- Construct catch basin adjacent to 5501 SW 136th Avenue (Holatee Trail) with associated piping and headwall structure connecting to the Central Broward Water Control District (CBWCD) S-33 Canal on the east side of Holatee Trail.
  - Upgrade culverts and restoration of eastside swale along Dykes Road from Huntridge Drive to Calusa Corners Park with new underdrain and headwall connections at SW 51<sup>st</sup> Manor, SW 53<sup>rd</sup> Court, SW 54<sup>th</sup> Place and SW 56<sup>th</sup> Street. New outfalls will connect to the South Broward Drainage District (SBDD) No. 10 Canal.
  - Install catch basins and associated piping at the intersection of SW 54th Place and SW 188th Avenue, connecting westward to the South Broward Drainage District (SBDD) No. 12 Canal.
  - Grade swales and install drainage pipe to connect an existing catch basin on SW 178<sup>th</sup> Avenue and SW 46<sup>th</sup> Street to the South Broward Drainage District (SBDD) Rolling Oaks Lateral Canal.
  - Install catch basins and associated piping at the SW 201<sup>st</sup> Avenue cul-de-sac, connecting to the South Broward Drainage District (SBDD) Canal.
  - Completed surveying, design, and bidding of the Green Meadows Drainage Improvements, which were funded by a \$500,000 grant from Florida Department of Environmental Protection.
  - Completed surveying, design, and bidding for the Green Meadows Mitigation Project, which was funded by a \$194,000 from Florida Department of Emergency Management – Hurricane Loss Mitigation Program.
- Awarded the following grants to supplement the Transportation Fund:
- \$375,000 Florida Department of Transportation grant for Hancock Road Guardrails
  - \$200,000 Florida Department of Environmental Protection grant for Dykes Road Drainage
  - \$194,000 HMLP Grant for drainage in Green Meadows
- In accordance with Priority Area D “Improved Infrastructure” Goal 3d of the Town’s Strategic Plan to improve road conditions management the department completed the following:
- Completed design, bidding and construction of the Fiscal Year 2019/2020 road segments of the Transportation and Surface Drainage On-Going Rehabilitation (TSDOR) Program (SW 188<sup>th</sup> Avenue and associated side streets).
  - Completed survey and design of the Fiscal Year 2021 road segments of the TSDOR Program (SW 196<sup>th</sup> Avenue, SW 199<sup>th</sup> Avenue, SW 201<sup>st</sup> Terrace, SW 202<sup>nd</sup> Avenue and associated side streets).
  - Completed survey and design of the Fiscal Year 2022 road segments of the TSDOR Program (Carlyn Lane, SW 128<sup>th</sup> Avenue, SW 130<sup>th</sup> Avenue,

SW 52<sup>nd</sup> Street, SW 133<sup>rd</sup> Avenue, Lupo Lane, SW 134<sup>th</sup> Avenue and Holatee Trail - from Stirling Road to Old Sheridan Street).

- Completed Right of Way acquisition of the Fiscal Year 2022 road segments of the Transportation and Surface Drainage On-Going Rehabilitation (TSDOR) Program.
- In accordance with Priority Area D “Improved Infrastructure” Goal 2d, Objective 4 of the Town’s Strategic Plan to improve water resource management the department completed the following:
  - Completed audits by FEMA and ISO, which resulted in the Town entering the Community Rating System (CRS) Program.
  - 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.
  - Developed WBID 3279 Monitoring / Action Plan based on NPDES requirements.
  - Developed several public interfacing GIS maps.

#### **Issues:**

- Improvement of right-of-way maintenance levels of service and increased areas of maintenance at sustainable costs.
- Insufficient drainage system data to satisfy the NPDES permit requirement and for tertiary drainage master planning.
- Improvement on infrastructure maintenance level of service at a sustainable cost without outside funding sources.
- Availability of funding for ongoing street maintenance and repairs.
- Availability of funds for the Drainage & Infrastructure Advisory Board project list.
- Unable to award contracts due to lack of funding.
- Inadequate staffing to perform necessary routine inspections.
- Lack of storage space to house all active engineering permit files.
- Availability of funds to address aging and damaged guardrail.
- Availability of funds for mapping and documentation preparation for improved CRS rating.
- Capped TSDOR funding is extending program duration significantly.

#### **FY 2020/2021 Performance Objectives:**

- Complete Fiscal Year 2021 components (SW 196<sup>th</sup> Avenue, SW 199<sup>th</sup> Avenue, SW 201<sup>st</sup> Terrace, SW 202<sup>nd</sup> Avenue and associated side streets) of the TSDOR Program road construction (pending Mobility Advancement Program - f/k/a Transportation Surtax funding availability).

- Complete Fiscal Year 2022 TSDOR program road design and bid document preparation (Carlyn Lane, SW 128<sup>th</sup> Avenue, SW 130<sup>th</sup> Avenue, SW 52<sup>nd</sup> Street, SW 133<sup>rd</sup> Avenue, Lupo Lane, SW 134<sup>th</sup> Avenue and Holatee Trail - from Stirling Road to Old Sheridan Street) (pending Mobility Advancement Program - f/k/a Transportation Surtax funding availability).
- Complete Fiscal Year 2023 TSDOR program road improvement Right of Way acquisition (pending Mobility Advancement Program - f/k/a Transportation Surtax funding availability).
- Further develop and expand GIS database.
- Complete construction of all funded capital improvement projects within or under budget.
- Continue to provide liaison assistance to the Drainage and Infrastructure Advisory Board.
- Develop a Five-Year Plan for Drainage and Mobility Advancement Program - (f/k/a Transportation Surtax) Projects.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

**Personnel Complement:**

	Adopted FY 2020			Proposed FY 2021		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Engineer	.5			.5		
Total	.5			.5		

# Municipal Transportation Fund Summary

## Fiscal Year 2021

### FY 2020 Estimated

Estimated Transportation Revenue	3,679,883
Estimated Expenditures & Encumbrances	<u>(3,084,826)</u>
Estimated FY 2020 Year End Difference	<u><u>595,057</u></u>

### Projected Restricted/Committed Fund Balance

Audited Restricted/Committed Fund Balance 9/30/2019	1,590,211 *
Estimated FY 2020 Year End Difference	595,057
Appropriated Restricted/Committed Fund Balance FY 2020	<u>(1,104,998)</u>
Projected Restricted/Committed Fund Balance 9/30/2020	1,080,270 *
Appropriated Restricted/Committed Fund Balance FY 2021	<u>(346,040)</u>
Projected Restricted/Committed Fund Balance 9/30/2021	<u><u>734,230 *</u></u>

### FY 2021 Budget Summary

#### Proposed Revenues

Intergovernmental Revenues	640,978
Interest Earnings	5,000
Transfer From General Fund	507,650
Appropriated Restricted/Committed Fund Balance	<u>346,040</u>
<b>Total Revenues</b>	<b><u><u>1,499,668</u></u></b>

#### Proposed Expenditures

Personnel Costs	85,011
Operating Items	452,077
Capital Outlay	<u>962,580</u>
<b>Total Expenditures</b>	<b><u><u>1,499,668</u></u></b>

#### NOTE:

\* Includes the Transportation Surface and Drainage Ongoing Rehabilitation Program (TSDOR) Construction Contingency/Committed Fund Balance of \$522,639 for FY 2019 and projections of \$203,797 for both FY's 2020 and 2021.

## Municipal Transportation Revenues

Line Item Prefix: 101-0000-:		FY 2018 Actual	FY 2019 Actual	FY 2020 Current Budget	FY 2020 Projected	FY 2021 Proposed
312-31241	First Local Option Gas Tax (.06)	80,913	81,525	81,186	65,931	65,931
312-31242	2nd Local Option(51.27%of.03)+ Transit(26%of.01)Gas Tax(.05 in total)	57,480	57,979	57,562	44,658	44,658
334-33449	State Grant - Transportation	265,350	157,173	1,138,490	980,308	444,645
335-33512	State Revenue Share-Gas Tax (.08)	38,988	38,390	39,705	32,584	32,584
337-33740	Local Grant - SFWMD/CBWCD/SBDD	150,000	-	-	-	-
337-3374x	Local Grant - Municipal Surtax	-	-	-	124,000	53,160
<b>TOTAL</b>	<b>Intergovernmental Revenues</b>	<b>592,731</b>	<b>335,067</b>	<b>1,316,943</b>	<b>1,247,481</b>	<b>640,978</b>
361-36110	Interest Earnings	18,650	28,214	5,000	5,000	5,000
381-38101	Transfer From General Fund	1,196,243	904,938	1,322,404	1,322,404	507,650
399-39900	Appropriated Restricted/Committed Fd Balance	-	-	1,104,998	1,104,998	346,040
<b>TOTAL</b>	<b>Miscellaneous Revenues</b>	<b>1,214,893</b>	<b>933,152</b>	<b>2,432,402</b>	<b>2,432,402</b>	<b>858,690</b>
<b>TOTAL</b>		<b>1,807,624</b>	<b>1,268,219</b>	<b>3,749,345</b>	<b>3,679,883</b>	<b>1,499,668</b>

## Municipal Transportation Fund Expenditures

Line Item Prefix: 101-5100-541:		FY 2018 Actual	FY 2019 Actual	FY 2020 Current Budget	FY 2020 Projected	FY 2021 Proposed
12100	Regular Salaries & Wages	62,350	64,128	69,043	70,549	72,995
21100	Payroll Taxes	4,770	4,906	5,282	5,397	5,584
22100	Retirement Contribution	3,118	3,189	3,452	3,495	3,617
23100	Life & Health Insurance	-	-	175	-	175
24100	Workers Compensation	1,373	2,196	2,497	2,551	2,640
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>71,610</b>	<b>74,420</b>	<b>80,449</b>	<b>81,992</b>	<b>85,011</b>
31010	Professional Services/Studies/Surveys	8,298	22,341	38,500	35,000	35,000
40100	Mileage Reimbursement	-	302	150	500	300
46010	Maintenance Service/Repair Contracts	59,136	59,211	73,223	68,224	81,348
49100	Other Current Charges	6,256	4,370	5,000	5,000	5,000
53100	Road Materials-Gen. &/or Emergency	134,242	122,960	140,000	140,000	140,000
525-53100	Road Mat-Gen.&/or Emerg-Hurric. Irma	350	-	-	-	-
53110	Road Materials-Griffin Road Maintenance	146,401	141,159	149,102	148,163	156,429
53200	Traffic Signs	21,475	26,486	17,500	25,000	34,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>376,158</b>	<b>376,830</b>	<b>423,475</b>	<b>421,887</b>	<b>452,077</b>
63260	Infrastructure - Drainage	425,738	299,244	1,469,430	688,392	882,685
63265	Infrastructure - Drainage(Surtax)	-	-	-	176,507	53,160
63280	Infrastructure - Roadway Paving/TSDOR	675,334	167,323	1,300,991	1,241,048	-
63300	Infrastructure - TW Entranceway Signage	11,013	-	-	-	-
63320	Infrastructure - Guardrails	245,257	-	475,000	475,000	-
63360	Infrastructure - Striping/Markers	58,506	-	-	-	26,735
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>1,415,849</b>	<b>466,567</b>	<b>3,245,421</b>	<b>2,580,947</b>	<b>962,580</b>
<b>TOTAL</b>	<b>TRANSPORTATION FUND</b>	<b>1,863,617</b>	<b>917,817</b>	<b>3,749,345</b>	<b>3,084,826</b>	<b>1,499,668</b>

### Major Variance from Current Budget FY 2020 to Projected FY 2020

Code	Amount	Explanation
46010	\$4,089	Higher due to change in vendor for part of FY 2020
53200	\$7,500	Higher due to more emergency sign repairs than anticipated
63260	(\$781,038)	Lower due to Green Meadows project partially completed
63265	\$176,507	Surtax projects commenced in FY 2020

### Major Variance or Highlights of the Departmental Budget - FY 2020 Projected to FY 2021 Proposed

Code	Amount	Explanation
46010	\$13,124	Higher due to change in vendor - entire year impact
53110	\$8,266	Higher due to change in vendor - entire year
63260	\$194,293	Higher to complete Green Meadow project carryover
63265	(\$123,347)	Lower for smaller design & engineering surtax projects approved
63280	(\$1,241,048)	TSDOR awaiting MTP funding
63320	(\$475,000)	Lower as no Grant funding was appropriated
63360	\$26,735	Funding proposed for striping/markers



# FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Drainage Improvement Projects						
Priority	Transportation #2			Project Manager	Rod Ley, P.E.		
Department:	Public Works: Engineering			Division	Engineering		
Project Location	Various locations in Town limits.						
Fiscal Year	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,200
Engineering/ Architecture	\$ -	\$ 20,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 110,000	\$ 110,946
Land Acquisition/ Site	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 882,685	\$ 72,000	\$ 108,000	\$ 108,000	\$ 108,000	\$ 1,278,685	\$ 1,958,177
Equipment/ Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST	\$ 882,685	\$ 92,000	\$ 138,000	\$ 138,000	\$ 138,000	\$ 1,388,685	\$ 2,078,323
Revenue Source	G=\$444,645 GF-Tfr=\$92,000 TFB=\$346,040	GF Tfr	GF Tfr	GF Tfr	GF Tfr	G=\$444,645 GF-Tfr=\$598,000 TFB=\$346,040	G=\$1,417,478 GF Tfr=\$593,848 TFB=\$66,997
Description (Justification and Explanation)							
<p>The Town desires to provide and maintain a reasonable planning level of roadway drainage service by identifying, prioritizing and implementing an annual street drainage improvement plan. The Town's Drainage &amp; Infrastructure Advisory Board (DIAB) has approved a list of street drainage projects. A drainage project is scheduled for implementation only when rights-of-way or easements are resolved. The Town budgeted \$149,000 in FY 20 for the SW 50 Street and SW 202 Avenue Drainage improvements. SBDD has designed the project and construction will commence in 2021 requiring a carryover of \$146,040. The Town was awarded a \$500,000 grant from the Florida Department of Environmental Protection with a \$100,000 match for the Green Meadows Drainage Project during FY 2019 (\$600,000 in total). This project commenced in FY 2019 completing \$114,710 in previous years resulting in a carryover grant amount of \$385,290 and carryover of \$100,000 town match. The project will be completed during FY 2021. The Town was awarded \$200,000 from FDEP with a \$100,000 Town match in FY 20. A carryover of the full amount is required, and the project will commence in FY 21. The Town is also budgeting \$92,000 for completion of an outfall from SW 62nd Street cul-de-sac towards north to canal in FY 2021 with funding proposed via a general fund transfer impacting trim/millage. The FY 2021 – 2025 priorities are as follows:</p>							
Projects							Estimated Cost
SW 50 Street and SW 202 Avenue Drainage: (\$146,040 TFB/carryover from FY19)							\$146,040
Green Meadows Drainage: (\$385,290 Grant carryover + \$100,000 TFB/match carryover from FY20)							\$485,290
Dykes Road Slip Lining and Connection: (\$59,355 Grant carryover + \$100,000 TFB/match carryover from FY20)							\$159,355
Construct an outfall from SW 62nd Street cul-de-sac towards north to canal through 16541 SW 62nd St.							\$92,000
Sub-total FY 2021							\$882,685
FY 2022: Construct outfall from SW 59th Court towards north to canal thru 16900 Block of SW 59th Court (GF-Tfr)							\$92,000
FY 2023: SW 54th Street and 17400 block interconnect (GF-Tfr)							\$138,000
FY 2024: Future Project TBD (GF-Tfr)							\$138,000
FY 2025: Future Project TBD (GF-Tfr)							\$138,000
Sub-total FY's 2022-2025							\$506,000
Grand Total FY's 2021-2025							\$1,388,685
Annual Impact on Operating Budget							
Personnel	\$		Estimated annual maintenance cost to comply with NPDES requirements.				
Operating	\$5,000						
Replacement Costs	Year: 2041	\$					
Revenue/Other	\$						
Total	\$5,000						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Drainage Improvement Surtax Projects						
Priority	Transportation # 2			Project Manager	Rod Ley, P.E.		
Department:	Public Works: Engineering			Division	Engineering		
Project Location	Various locations in Town limits.						
Fiscal Year	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering/ Architecture	\$ 53,160	\$ -	\$ -	\$ -	\$ -	\$ 53,160	\$ -
Land Acquisition/ Site Preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 176,507
Equipment/ Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Hardware)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST	\$ 53,160	\$ -	\$ -	\$ -	\$ -	\$ 53,160	\$ 176,507
Revenue Source	STx					STx	STx \$124,000 TFB 52,507
Description (Justification and Explanation)							
<p>The Town submitted a list of potential projects in advance of and in anticipation for the adoption, by voter referendum, of a Broward County one-cent surtax for transportaion including drainage improvements . The projects were then divided into phases by County staff depending if design had been completed. The list of Town projects on Broward County Surtax Municipal Capital Project Priority List is below. However, being on the list does not guarantee funding. The Town submitted the shovel-ready SW 182nd Avenue and SW 50th Street project, which was budgeted in the amount of \$176,507 (comprising \$124,000 of surtax with a town match of \$52,507) in FY 20 and staff anticipates its approval, funding and completion in FY 2020. The Town will be able to submit new projects for future year consideration in February of 2021 (FY 2021) . The three projects listed for design potentially all have right-of-way issues therefore, funding is 100% contingent on surtax board approval with no proposed impact to trim/millage.</p>							
Projects							Estimated Cost
SWRA-021: Design of SW 61st Court Drainage							\$12,000
SWRA-022: Design of Green Meadows Drainage							\$5,160
SWRA-037: Design of Dykes Road and SW 51st Manor Drainage							\$36,000
Sub-total FY 2021							\$53,160
Sub-total FY's 2022-2025							TBD
Grand Total FY's 2021-2024							\$53,160
Annual Impact on Operating Budget							
Personnel	\$		Estimated annual maintenance cost to comply with NPDES requirements.				
Operating	\$5,000						
Replacement Costs	Year: 2041	\$					
Revenue/Other	\$						
Total	\$5,000						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Pavement Striping and Markers						
Priority	Transportation #4			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Various town streets (non-TSDOR)						
Fiscal Year	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,850
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 26,735	\$ 33,265	\$ 50,000	\$ 50,000	\$ 50,000	\$ 210,000	\$ 417,902
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 26,735	\$ 33,265	\$ 50,000	\$ 50,000	\$ 50,000	\$ 210,000	\$ 431,752
Revenue Source	GF Tfr=\$26,735	GAS=\$5,000 GF Tfr=\$28,265	GAS=\$5,000 GF Tfr=\$45,000	GAS=\$5,000 GF Tfr=\$45,000	GAS=\$5,000 GF Tfr=\$45,000	GAS=\$20,000 GF Tfr=\$190,000	GAS=\$18,897 TFB=\$135,000 GF Tfr=\$227,855 GF-FB=\$50,000
Description (Justification and Explanation)							
The Town desires to maintain Town street pavement markings and signage program, such as centerline and edge of pavement striping and good reflective pavement markers, at an acceptable level of service by identifying, prioritizing and implementing an annual streets pavement markings and signage installation plan. This program provides a safer transportation network throughout the Town. The Town's Drainage & Infrastructure Advisory Board (DIAB) has approved a list of streets for striping and markers installation for FY 2021 and FY 2022 as follows:							
* All striping on Stirling Road from Dykes Road to SW 166th Avenue (0.5 miles)					\$12,120		
* SW 166th Avenue from SW 63rd to SW 69th (2,500 LF)					4,375		
* Appaloosa Trail from Stirling to Old Sheridan (1 Mile)					10,240	26,735	
* Melaleuca Road from Stirling Road to SW 56th Street (2300 LF)					4,025		
* Melaleuca Road from Stirling Road to Old Sheridan (1 Mile)					10,240		
* SW 188th from Griffin Road to SW 63rd Street (7900 LF)					19,000	33,265	
TOTAL:					\$60,000	\$60,000	
Annual Impact on Operating Budget							
Personnel	\$ -		Estimated annual cost for re-striping and markers replacement in eight years.				
Operating	\$ -						
Replacement Cost	Year: 2029	\$ 50,000					
Revenue/Other	\$ -						
Total	\$ 50,000						

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

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

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

Presently, this fund is comprised of a team of approximately 40 independent, professional volunteer firefighters who primarily provide additional Fire protection support to the entire Town and to lessen the burdens of government by protecting life and property against fire, disaster, natural catastrophe or other calamity in the Town of Southwest Ranches, Florida, and when, if requested, offer mutual aid and assistance to any surrounding municipality or other governmental entity.

## Volunteer Fire Fund Summary Fiscal Year 2021

### FY 2020 Estimated

Estimated Volunteer Fire Fund Revenues	204,232
Estimated Expenditures & Encumbrances	(198,193)
Estimated FY 2020 Excess of Revenue over Expenditures	<u>6,039</u>

### FY 2020 Projected Restricted Fund Balance

Audited Restricted Fund Balance 9/30/2019	38,525
Estimated FY 2020 Excess of Revenue over Expenditures	6,039
Appropriated Restricted Fund Balance in FY 2020	<u>-</u>
Projected Restricted Fund Balance 9/30/2020	<u>44,564</u>
Appropriated Restricted Fund Balance in FY 2021	<u>-</u>
Projected Restricted Fund Balance 9/30/2021	<u>44,564</u>

### FY 2021 Budget Summary

#### Proposed Revenues

Contributions/Private Sources	10,000
Transfer from General Fund	223,768
Appropriated Restricted Fund Balance	<u>-</u>
<b>Total Revenues</b>	<b><u>233,768</u></b>

#### Proposed Expenditures

Personnel Costs	206,903
Operating Items	<u>26,865</u>
<b>Total Expenditures</b>	<b><u>233,768</u></b>

## Volunteer Fire Fund Revenues

Line Item Prefix: 102-0000-:		FY 2018 Actual	FY 2019 Actual	FY 2020 Current Budget	FY 2020 Projected	FY 2021 Proposed
364-36400	Disposition of Assets	1,550	-	-	-	-
366-36610	Contributions/Donations-Private Sources	9,994	13,264	10,000	10,000	10,000
361-36117	Interest Earnings	551	1,156	-	1,100	-
381-38101	Transfer from General Fund	139,033	182,892	192,506	193,132	223,768
399-39900	Appropriated Fund Balance	-	-	-	-	-
<b>TOTAL</b>	<b>Non-Operating Revenue</b>	<b>151,128</b>	<b>197,313</b>	<b>202,506</b>	<b>204,232</b>	<b>233,768</b>
<b>TOTAL</b>	<b>VOLUNTEER FIRE FUND</b>	<b>151,128</b>	<b>197,313</b>	<b>202,506</b>	<b>204,232</b>	<b>233,768</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 2018 Actual	FY 2019 Actual	FY 2020 Current Budget	FY 2020 Projected	FY 2021 Proposed
Suffix Code	Object Description					
13100	Part-Time Salaries & Wages	112,376	146,502	148,625	148,625	176,000
21100	Payroll Taxes	8,705	11,208	11,370	11,370	13,464
24100	Workers Compensation	10,983	16,453	15,140	18,472	17,439
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>132,063</b>	<b>174,163</b>	<b>175,135</b>	<b>178,467</b>	<b>206,903</b>
45100	Property and Liability Insurance	13,201	15,106	17,371	14,665	16,865
48110	Promotional Activities	1,062	2,282	10,000	5,000	10,000
49100	Other Current Charges	574	3,312	-	61	-
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>14,838</b>	<b>20,701</b>	<b>27,371</b>	<b>19,726</b>	<b>26,865</b>
581-91001	Transfer to General Fund	36,049	-	-	-	-
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>36,049</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL</b>	<b>VOLUNTEER FIRE FUND</b>	<b>182,950</b>	<b>194,863</b>	<b>202,506</b>	<b>198,193</b>	<b>233,768</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 2020 to Projected FY 2020

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

### Major Variance or Highlights of the Departmental Budget - FY 2020 Projected to FY 2021 Proposed

Code	Amount	Explanation
13100	\$27,375	Higher due to proposed increase in Volunteer stipend per shift
48110	\$5,000	Higher anticipated fund raising expenses



## 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 2020-2021**





## Solid Waste Fund

The Town of Southwest Ranches, Florida contracts its solid waste (garbage) collection, disposal and recycling services. The Town offers quality services at competitive rates. No changes in total rates are proposed for FY 2021.

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 2020-2021**

## Solid Waste Fund

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

Currently, Waste Pro of Florida, Inc is the contractual vendor effective 10/1/2018, and employs their own solid, recycling and bulk waste collection crews who provide services consistent with its published collections schedule. Additional contractor solid waste and recycling collection responsibilities include the environmentally responsible delivery and disposal of waste materials. The approved contract also imposes significant sanctions, fines and penalty provisions if service delivery falls below Town expectations.

General Town administrative support services provide a number of services for this fund (such as: customer service, general management, code compliance, finance (for residential collection and accounts payable) and legal. The Solid Waste Fund offsets some of these costs with a service payment/transfer to the General Fund of \$263,917 to reimburse (i.e. cost recovery) a portion of its overall personnel costs.

For last year's rates (FY 2019/2020), Council adopted a decrease in all residential categories averaging 5.4%, depending on parcel lot size square footage and still was able to retain full cost recovery. This was primarily due to successful Management and Legal negotiations obtaining a permanent reduced bulk disposal maximum generation factor from 4.67 to 3.73 tons per unit per year. Next years (FY 2020/2021) rates are proposed at no changes to any parcel lot size and will continue to maintain full cost recovery status. The annual collection element contract adjustments include: 1) an increase based on the Miami/Fort Lauderdale consumer price index (1.12%) and 2) a decrease in the year-to-year fuel adjustment indices (-3.79%) which, when converted to dollars, primarily offset each other enabling no changes to rates. However, total proposed solid waste assessment expenses have slightly increased \$6,337 to \$1,820,084 from \$1,813,747 due to an increase in total service units (to #2,629 from #2,610).

Subsequently, changes in the above indices will exist to primarily obtain and then remain a fully funded user-based operation. Further, it is important to note that rates are not impacted from Townwide solid and bulk waste recovery efforts due to Emergency disaster efforts. Our Series 2018 \$10 million emergency LOC debt service has been repaid and is therefore fully restored and available to draw upon in the future, when necessary.

Ultimately, Town staff continues to assist our contractor in the most ideal manner causing the least amount of impact to customers while attempting to increase the Town's recycling tonnage and continuing to process their waste in the most efficient and environmentally sound manner.

## Solid Waste Fund Summary Fiscal Year 2021

### FY 2020 Estimated

Estimated Solid Waste Fund Service Revenue	1,768,834
Estimated Expenditures & Encumbrances	<u>(1,688,733)</u>
Estimated FY 2020 Excess of Revenue over Expenditures	<u><u>80,101</u></u>

### Projected Unrestricted Net Position

Audited Unrestricted Net Position 9/30/2019	610,789
Estimated FY 2020 Excess of Revenue over Expenditures	80,101
Appropriated Unrestricted Net Position in FY 2020	<u>-</u>
Projected Unrestricted Net Position 9/30/2020	<u>690,890</u>
Appropriated Unrestricted Net Position in FY 2021	<u>-</u>
Projected Unrestricted Net Position 9/30/2021	<u><u>690,890</u></u>

### FY 2021 Budget Summary

#### Proposed Revenues

Service Revenues	1,709,585
Interest Earnings	4,000
Appropriated Unrestricted Net Assets	<u>-</u>
<b>Total Revenues</b>	<u><b>1,713,585</b></u>

#### Proposed Expenditures

Operating Items	1,448,668
Non-Operating Costs	<u>264,917</u>
<b>Total Expenditures</b>	<u><b>1,713,585</b></u>

## Solid Waste Fund Revenues

Line Item Prefix: 401-0000-:		FY 2018 Actual	FY 2019 Actual	FY 2020 Current Budget	FY 2020 Projected	FY 2021 Proposed
325-32524	Solid Waste Assessment	606,905	782,042	783,431	783,431	801,283
325-32525	Solid Waste Assessment - Delinquent	662	755	-	357	-
325-32526	Bulk Waste Assessment	698,103	1,012,165	895,229	895,229	908,302
325-32527	Bulk Waste Assessment - Delinquent	477	1,011	-	705	-
331-33151	Federal Grants - FEMA - Irma	-	3,743,838	-	-	-
334-33451	State Grants - FEMA - Irma		205,425		54,866	-
343-34340	Recycling Revenues	3,369	-	-	-	-
<b>TOTAL</b>	<b>Service Revenues</b>	<b>1,309,516</b>	<b>5,745,236</b>	<b>1,678,660</b>	<b>1,734,588</b>	<b>1,709,585</b>
369-36990	Other Miscellaneous Revenues	-	130	-	65	-
381-38120	Transfer from Debt Service Fund	-	117,253	120,379	29,868	-
389-38910	Interest Earnings	8,951	21,248	8,625	4,313	4,000
398-39800	Appropriated Unrestricted Net Assets	-	-	-	-	-
<b>TOTAL</b>	<b>Miscellaneous Revenues</b>	<b>8,951</b>	<b>138,631</b>	<b>129,004</b>	<b>34,246</b>	<b>4,000</b>
<b>TOTAL</b>	<b>SOLID WASTE</b>	<b>1,318,467</b>	<b>5,883,868</b>	<b>1,807,664</b>	<b>1,768,834</b>	<b>1,713,585</b>

## Solid Waste Fund Expenditures

Line Item Prefix: 401-4100-534:		FY 2018 Actual	FY 2019 Actual	FY 2020 Current Budget	FY 2020 Projected	FY 2021 Proposed
Suffix Code	Object Description					
31010	Professional Services	2,271	518	4,000	1,675	4,000
34200	Recycling Expense	98,078	102,947	105,767	105,862	107,565
34202	Solid Waste Collection Expense	366,285	396,465	409,369	409,352	415,939
34203	Solid Waste Disposal Expense	131,922	145,428	146,891	146,891	147,960
34205	Bulk Waste Collection Expense	355,504	366,825	376,875	376,780	382,842
34206	Bulk Waste Disposal Expense	359,751	375,817	379,598	379,598	382,362
49100	Other Current Charges	-	590	5,000	-	5,000
525-49901	Hurricane Irma - Debris Monitoring	586,529	-	-	-	-
525-49902	Hurricane Irma - Debris Removal	2,998,375	8,373	-	-	-
525-49910	Hurricane Irma-Grant/Public Assistance	12,918	1,042	3,000	1,323	3,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>4,911,633</b>	<b>1,398,004</b>	<b>1,430,500</b>	<b>1,421,481</b>	<b>1,448,668</b>
525-72100	Interest - Emergency LOC	50,855	117,253	120,379	16,092	-
525-73100	Other Debt Svc Costs-Emergency LOC	50,390	-	-	-	-
<b>TOTAL</b>	<b>DEBT SERVICE</b>	<b>101,245</b>	<b>117,253</b>	<b>120,379</b>	<b>16,092</b>	<b>-</b>
581-91001	Transfer to General Fund	225,765	258,313	251,160	251,160	263,917
99100	Contingency	-	-	5,625	-	1,000
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>225,765</b>	<b>258,313</b>	<b>256,785</b>	<b>251,160</b>	<b>264,917</b>
<b>TOTAL</b>	<b>SOLID WASTE FUND</b>	<b>5,238,643</b>	<b>1,773,570</b>	<b>1,807,664</b>	<b>1,688,733</b>	<b>1,713,585</b>

### Major Variance from Current Budget FY 2020 to Projected FY 2020

Code	Amount	Explanation
49100	(\$5,000)	Lower recycling containers than anticipated
525-72100	(\$104,287)	Lower due to LOC paid off

### Major Variance or Highlights of the Fund Budget - FY 2020 Projected to FY 2021 Proposed

Code	Amount	Explanation
49100	\$5,000	Provision for recycling containers
581-91001	\$12,757	Higher General Fund allocable costs

# Town of Southwest Ranches

## Proposed FY 2020/2021

### Solid Waste Assessment Worksheet

**Sources:**

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

Description	Solid Waste & Recycling	Bulk Waste	Total Proposed FY 20/21
% Allocation Direct Expenses Only	46.74%	53.26%	

**Direct Expenses:**

Solid Waste Collection	\$ 415,939	\$ -	\$ 415,939
Recycling Collection	\$ 107,565	\$ -	\$ 107,565
Bulk Waste Collection	\$ -	\$ 382,842	\$ 382,842
Solid Waste Disposal	\$ 147,960	\$ -	\$ 147,960
Bulk Waste Disposal	\$ -	\$ 382,362	\$ 382,362
<b>Sub-Total Cost of Service</b>	<b>\$ 671,464</b>	<b>\$ 765,204</b>	<b>\$ 1,436,668</b>

**Other Expenses**

Statutory Discount	\$ 90,537
Collections Cost and Other	\$ 28,962
Townwide Personnel\Contractual Costs	\$ 263,917
<b>Total Solid Waste Assessment Expenses</b>	<b>\$ 1,820,084</b>

**Based On Consultant Study**

Assessment	Lot Sq Ft. Range		Number of Units in Range	Solid Waste Cost Per Unit		Bulk Waste Cost Per Unit		Total Proposed Rates FY 20/21	Total Assessed Rates FY 19/20	Difference: Increase (Decrease)
<b>A</b>	-	<b>41,200</b>	406	\$	324.33	\$	268.68	\$ 593.01	\$ 593.01	\$ -
<b>B</b>	<b>41,201</b>	<b>46,999</b>	429	\$	324.33	\$	314.55	\$ 638.88	\$ 638.88	\$ -
<b>C</b>	<b>47,000</b>	<b>62,999</b>	418	\$	324.33	\$	379.00	\$ 703.33	\$ 703.33	\$ -
<b>D</b>	<b>63,000</b>	<b>95,999</b>	457	\$	324.33	\$	406.52	\$ 730.85	\$ 730.85	\$ -
<b>E</b>	<b>96,000</b>	<b>106,999</b>	473	\$	324.33	\$	448.84	\$ 773.17	\$ 773.17	\$ -
<b>F</b>	<b>107,000</b>	<b>&gt;107,000</b>	446	\$	324.33	\$	555.41	\$ 879.74	\$ 879.74	\$ -

**Town of Southwest Ranches, FL**  
**Proposed Cost Allocation Plan for FY 2021 Special Assessments**

Townwide Personnel & Contractual Costs *		General Fund Allocation		Solid Waste Assessment Cost Allocation		Fire Assessment Cost Allocation	
Department	Cost	%	Allocation	%	Allocation	%	Allocation
Legislature	\$ 69,487	86%	\$ 59,759	5%	\$ 3,474	9%	\$ 6,254
Attorney	\$ 525,000	89%	\$ 469,399	4%	\$ 21,385	7%	\$ 34,216
Executive	\$ 486,307	72%	\$ 352,010	13%	\$ 60,788	15%	\$ 73,508
Finance	\$ 414,273	65%	\$ 268,793	15%	\$ 62,626	20%	\$ 82,855
Clerk	\$ 215,991	88%	\$ 189,852	5%	\$ 10,891	7%	\$ 15,248
Public Works	\$ 273,601	81%	\$ 221,595	18%	\$ 49,248	1%	\$ 2,758
Code Enforce.	\$ 222,016	69%	\$ 153,971	25%	\$ 55,504	6%	\$ 12,541
PROS	\$ 120,300	100%	\$ 120,300	0%	\$ -	0%	\$ -
Totals	\$ 2,326,975		\$ 1,835,679		\$ 263,917		\$ 227,379

\* Note: Does not include the Volunteer Fire Fund as their personnel cost is already 100% & 0% allocated to the Fire Assessment & Solid Waste Assessment, respectively.



## Appendix

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

The two components contained here are:

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

**FY 2020-2021**



## FUND DESCRIPTIONS

Governmental accounting systems are organized and operated on a fund basis. Individual resources are allocated to, and accounted for, in separate accounting entities--identified as funds--based upon the purposes for which they are to be spent and how spending activities are controlled.

Governmental units establish and maintain funds required by law for sound financial administration. Only the minimum number of funds consistent with legal and operating requirements are established because unnecessary funds result in inflexibility, undue complexity, and inefficient financial administration.

Individual funds are classified into three broad categories: Governmental, Proprietary, and Fiduciary.

### GOVERNMENTAL FUND TYPES

Governmental Fund Types are subdivided into four sections: General Fund, Special Revenue Funds, Debt Service Funds, and Capital Project Funds.

**General Fund-** General revenue funds are used to account for and report all financial resources which are not required to be accounted for in other fund types.

**Special Revenue Funds-** Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or limited to expenditure for specified purposes other than debt service or major capital projects.

**Debt Service Funds-** Debt service funds are used to assign resources to meet current and future debt service requirements on long-term debt

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

### FUND 001 - GENERAL FUND

The General Fund of a government unit serves as the primary reporting vehicle for current government operations. The General Fund, by definition, accounts for all current financial resources not required by law or administrative action to be accounted for in another fund. The major sources of revenue for the General Fund include: ad valorem taxes, franchise taxes, and intergovernmental revenues. The major departments funded here are: Legislative, Executive, Town Attorney, Finance & Budget, Town Clerk, Building Services, Code Enforcement & Zoning, Planning Services, Public Works: Engineering & Community Services, Public Safety-Police and Fire, and, Parks, Recreation and Open Spaces.

# FUND DESCRIPTIONS

## **FUND 101 – TRANSPORTATION FUND**

The Transportation Fund is a type of special revenue fund. The revenues received for that fund have specific limitations on their use. This fund is used to account for the portions of gas tax, mobility advancement program and other transportation revenues (including a dedicated portion of the Towns Ad Valorem millage that comprises the Transportation surface and drainage ongoing rehabilitation project (known as TSDOR), which is committed to transportation and roadway improvements. The Transportation Fund is also closely associated with a five-year Capital Improvement Plan. The Town Engineer manages the Transportation Fund, with policy guidance from the Drainage and Infrastructure Advisory Board.

## **FUND 201 – DEBT SERVICE FUND**

This fund is used for the purpose to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

## **FUND 301 – CAPITAL PROJECTS FUND**

This fund is used for the purpose of budgeting general capital improvement projects with costs of \$25,000 and over and which create assets which are expected to survive for three years or more. As a governmental fund type it shares with the general fund a feature of only including those items which must not be budgeted elsewhere. Consequently, capital improvement projects that are associated with specific special revenue, proprietary, or fiduciary funds are not budgeted in the capital projects fund.

The Capital Projects Fund is closely associated with a five-year Capital Improvement Plan. The Capital Improvement Plan, however, includes all major capital improvements across all fund types. It includes the forecast of substantial capital investments and anticipated for the upcoming budget year and for an additional four years.

## **PROPRIETARY FUND TYPES**

Proprietary Fund Types are budgeted by the Town as Enterprise Funds.

***Enterprise Funds-*** Enterprise funds are used to account for operations: (a) that are financed and operated in a manner similar to private business enterprises--where the intent of the governing body is that the costs of providing goods or services to the public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

## FUND DESCRIPTIONS

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

The Solid Waste Collection Fund is a type of enterprise fund. The Town through an Independent Contractor provides solid waste, bulk waste and recycling collection and disposal services to customers within the Town. Charges for the services are made based upon the type of service (residential, commercial, and recycling) and the cost for disposal of the materials collected. This business-like enterprise also provides for contractual oversight of operations, maintenance, collections, disposal, and planning elements. The fund primarily operates under the management of the Executive & Public Works Departments with the assistance of the Code Enforcement Department.

## FIDUCIARY FUND TYPES

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

## GLOSSARY

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

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

**ADA:** This acronym refers to the United States Federal Americans with Disabilities Act.

**Ad Valorem Taxes:** Of Latin origins, this fairly literally translates “according to value.” It commonly refers to property taxes, levied on both real and personal property, according to the property’s valuation (tax roll) and tax rate (millage).

**Allocation:** Allocations represent the amount of funds designated for specific purposes. The Town appropriates funds based on an allocation plan annually and periodically throughout the year. Allocations within funds may be shifted under certain conditions without requiring a change to the appropriation. *See appropriation.*

**Amended Budget:** The current budget, resulting from changes to the Adopted Budget. An example of a common change would be a line item transfer of funds based on receiving a grant.

**Annual Salary Adjustment:** An adjustment to compensation provided on an annual basis. Like a COLA, it is an annual and recurring increase. Unlike a COLA, it is not necessarily linked to consumer priced indexing (CPI).

**Annualize:** This is the process of standardizing resources over a twelve-month figure irrespective of the timing of the resource (one-time, mid-year recurring, etc.).

**Appropriation:** A legal authorization to incur obligations and make expenditures for identified appropriation centers. Modifications within the appropriation centers are changes to allocations and generally permissible without violating the legal authorization unless they result in a change to the total appropriation.

**Assessed Valuation:** The valuation set upon real estate and certain personal property by the Broward County Property Appraiser as a basis for levying property taxes. *See Taxable Valuation and Market Value.*

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

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

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

## GLOSSARY

**Amendment 1:** An Amendment to the State constitution which has effectively frozen the ability of local governments to raise rates above the average percentage increase to wages reported to the State of Florida.

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

**Bond:** A long-term I.O.U. or promise to pay. It is a promise to repay a specified amount of money (the face amount of the bond plus interest) on particular dates (the debt service payments). Bonds are primarily used to finance large scale capital projects. *See General Obligation Bond and Revenue Bond*

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

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

**Budgetary Basis:** This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: cash, accrual, or modified accrual.

**Budget Calendar:** The schedule of key dates, which a government follows in the preparation and adoption of the budget.

**Budgetary Control:** The control or management of a government in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.

**Capital Assets:** Assets of significant value (greater than \$1,000) and having a useful life of several years. Capital assets are also called fixed assets.

**Capital Budget:** The appropriation of bonds, reserves, or operating revenue for improvements to facilities and other infrastructure of long term duration.

**Capital Improvements:** Expenditures related to the acquisition, expansion or rehabilitation of an element of the physical infrastructure of the government.

**Capital Improvement Program (CIP):** An expenditure plan incurred each year over a fixed number of years to meet capital needs arising from the long term needs of the government.

**Capital Outlay:** Fixed assets which have a value of \$1,000 or more and have a useful economic lifetime of more than one year; or, assets of any value if the nature of the item is such that it is available to be controlled for custody purposes as a fixed asset.

## GLOSSARY

**Capital Project:** Major construction, acquisition, or renovation activities which add value to the physical assets of a government, or significantly increase their useful life. Also called capital improvements.

**Cash Basis:** A basis of accounting which recognizes transactions only when cash is increased or decreased.

**Chart of Accounts:** This is a set of codes held in common throughout the State of Florida and established for use by the State of Florida Department of Financial Services for use by all governmental entities.

**Collective Bargaining Agreement:** A legal contract between the employer and a verified representative of a recognized bargaining unit (CBU – collective bargaining unit) for specific terms and conditions of employment (e.g., hours, working conditions, salary, fringe benefits, and matters affecting health and safety of employees).

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

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

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

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

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

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

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

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

## GLOSSARY

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

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

**Employee (or Fringe) Benefits:** Contributions made by a government to meet commitments or obligations for an employee's compensation package other than salary. Included are the government's share of costs for Social Security and the various health, and life insurance plans.

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

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

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

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

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

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

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

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

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

**Fund Balance –** the cumulative difference of all revenue and expenditures from the government's creation. It can also be considered to be the difference between fund assets and fund liabilities, known as net assets which serves as a measure of financial resources.

## GLOSSARY

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

**General Obligation (G.O.) Bond** -- This type of bond is backed by the full faith, credit and taxing power of the government. G.O. Bonds must be approved by the voters. The Town has no debt of this type.

**Goal:** A statement of broad direction, purpose or intent based on the needs of the community. Goals may be of short, middle, or long term duration.

**Grants:** A contribution by a government or other organization to support a particular function or project. Grants may be classified as either operational or capital, depending upon the use of funds.

**Growth Rate:** A term related to millage growth under Amendment 1. This item is defined as the "adjustment for growth in per capita Florida income."

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

**Infrastructure:** The physical assets of a government system as a whole (e.g., streets, roadways, public buildings and parks).

**Interfund Transfers:** The movement of monies between funds of the same governmental entity.

**Intergovernmental Revenue:** Funds received from federal, state and other local government sources in the form of grants, shared revenues, and other payments.

**Levy:** To impose taxes for the support of government activities.

**Long-term Debt:** Debt with a maturity of more than one year after date of issuance.

**Market Valuation:** This represents the amount that an asset may sell for on the open market. Market Valuations have a correlation to assessed valuation (as one changes, so does the other) although there may be a time lag. Assessed valuation (the lower amount established by the Property Appraiser) is reduced by exemptions (Save-our-Homes, Homestead, and others) to arrive at the Taxable Valuation.

**Millage (Mill):** The property tax rate which is based on the valuation of property. One mill is equivalent to one dollar of taxes for each \$1,000 of taxable property valuation.

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



## GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

**Purpose:** A broad statement of the goals, in terms of meeting public service needs, that a department is organized to meet. A purpose or mission is a statement of reason supported by goals which are in turn supported by specific objectives which may/may not be measurable.

## GLOSSARY

**Resolution:** A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

**Resources:** Total amounts available for appropriation including estimated revenues, fund transfers, and fund balances.

**Restricted Fund Balance** – Amounts that have externally enforceable limitations on use. These amounts are constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government).

**Revenue:** Sources of income.

**Revenue Bond:** This type of bond is backed only by revenues, which come from a specific enterprise or project, such as gas taxes for a transportation infrastructure project.

**Roll-back Rate:** The tax rate which when applied to the current year's adjusted taxable value, generates the same ad valorem tax revenue as the prior year.

**Senate Bill 115:** Passed by Florida legislature restricting local ability to raise rates beyond the restraints of Amendment 1 by requiring that roll-back rates be established on what the taxable valuation would have been had Amendment 1 not passed.

**Service Lease:** A lease under which the lessor maintains and services the asset. Leasing vehicles for a Department would be an example.

**Taxable Valuation:** This is the amount determined by the Property Appraiser after any discounts and/or exemptions have been applied to the assessed valuation. This reduced figure is the one against which governments may levy a tax.

**Taxes:** Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments or permitting fees.

**Temporary Positions:** An employee who fills a temporary or short-term position. Such employees provide contingency staffing for government operations during peak workloads, or to address temporary staffing needs. Temporary employees are paid on a per-hour basis, and do not receive benefits.

**TRIM:** This acronym stands for Truth In Millage (Section 200.065, Florida Statute). It is often associated with the TRIM notice (or preliminary tax bill) which arrives prior to the final determination of taxation rates.

**Unencumbered Balance:** The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

## GLOSSARY

**Unassigned Fund Balance:** The portion of a fund's balance which is not obligated or specifically designated as either nonspendable, restricted, committed, or assigned and is therefore available for any purpose.

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

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

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



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