



# Southwest Ranches Town Council

## REGULAR MEETING Agenda of July 24, 2025

Southwest Ranches Council Chambers  
7:00 PM Thursday

13400 Griffin Road  
Southwest Ranches, FL 33330

<u>Mayor</u>	<u>Town Council</u>	<u>Town Administrator</u>	<u>Town Attorney</u>
Steve Breitkreuz	Jim Allbritton	Russell C. Muniz, MBA, MPA	Keith M. Poliakoff, J.D.
<u>Vice Mayor</u>	David S. Kuczenski, Esq.	<u>Town Financial Administrator</u>	<u>Town Clerk</u>
Bob Hartmann	Gary Jablonski	Emil C. Lopez, CPM	Debra M. Ruesga

In accordance with the Americans with Disabilities Act of 1990, persons needing special accommodation, a sign language interpreter or hearing impaired to participate in this proceeding should contact the Town Clerk at (954) 434-0008 for assistance no later than four days prior to the meeting.

1. **Call to Order/Roll Call**
2. **Pledge of Allegiance**

### Presentations

3. **Legislative Updates - Senator Dr. Barbara Sharief, Representative Robin Bartleman, and Town Lobbyist Nelson Diaz, Southern Strategy Group.**
4. **Public Comment**
  - All Speakers are limited to 3 minutes.
  - Public Comment will last for 30 minutes.
  - All comments must be on non-agenda items.
  - All Speakers must fill out a request card prior to speaking.
  - All Speakers must state first name, last name, and mailing address.
  - Speakers will be called in the order the request cards were received.
  - Request cards will only be received until the first five minutes of public comment have concluded.

5. **Board Reports**
6. **Council Member Comments**
7. **Legal Comments**
8. **Administration Comments**

### Resolutions

9. **A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A THREE-YEAR EXTENSION TO THE AGREEMENT WITH FLORIDA TECHNICAL CONSULTANTS, LLC FOR CONTINUING GIS CONSULTING SERVICES UNDER THE ORIGINAL TERMS AND CONDITIONS AS APPROVED BY THE TOWN COUNCIL ON DECEMBER 13, 2018, PURSUANT TO RESOLUTION 2019-016; AUTHORIZING THE MAYOR,**

**TOWN ADMINISTRATOR, AND TOWN ATTORNEY TO ISSUE A PURCHASE ORDER; AND PROVIDING FOR AN EFFECTIVE DATE.**

- 10. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING THE PURCHASE OF THIRTEEN (13) UNITS OF BUNKER GEAR EQUIPMENT FOR THE SOUTHWEST RANCHES VOLUNTEER FIRE DEPARTMENT FROM FIRE-TEC 1, INC. IN THE AMOUNT OF THIRTY THOUSAND TWO HUNDRED AND TWENTY DOLLARS AND SIX CENTS (\$30,220.06); AND PROVIDING AN EFFECTIVE DATE.**
- 11. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, CONSENTING TO THE CITY OF SUNRISE PROVIDING WATER SERVICES TO 14501 LURAY ROAD, REAL PROPERTY LYING WITHIN THE TOWN OF SOUTHWEST RANCHES, FLORIDA; PROVIDING THAT NO FURTHER EXPANSION OF SERVICE SHALL BE PERMITTED WITHOUT THE EXPLICIT WRITTEN CONSENT OF THE TOWN; PROVIDING FOR A CERTIFIED COPY OF THIS RESOLUTION TO BE FURNISHED TO THE CITY OF SUNRISE; AND PROVIDING AN EFFECTIVE DATE.**
- 12. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A BUDGET AMENDMENT TO THE FISCAL YEAR 2024-2025 ADOPTED BUDGET FOR ROADWAY REPAIRS AND TRAFFIC SIGN MAINTENANCE; AND PROVIDING AN EFFECTIVE DATE.**
- 13. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, SETTING THE PROPOSED MILLAGE RATE AND CURRENT ROLL BACK RATE PURSUANT TO SECTION 200.065, FLORIDA STATUTES, AND ESTABLISHING THE DATE, TIME AND PLACE AT WHICH PUBLIC HEARINGS WILL BE HELD TO CONSIDER THE PROPOSED MILLAGE RATE AND THE TENTATIVE BUDGET FOR FISCAL YEAR 2026; DIRECTING THE TOWN CLERK TO FILE SAID RESOLUTION WITH THE PROPERTY APPRAISER OF BROWARD COUNTY PURSUANT TO THE REQUIREMENTS OF FLORIDA STATUTES AND THE RULES AND REGULATIONS OF THE DEPARTMENT OF REVENUE FOR THE STATE OF FLORIDA; DIRECTING THAT A CERTIFIED COPY OF THIS RESOLUTION BE SENT TO THE BROWARD COUNTY PROPERTY APPRAISER AND TAX COLLECTOR; AND PROVIDING AN EFFECTIVE DATE.**
- 14. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA PROVIDING FINDINGS; AMENDING IN PART SECTION 3 OF RESOLUTION 2011-084 BY PROVIDING A NEW DEFINITION; INCORPORATING THE 2025 FIRE ASSESSMENT REPORT; APPROVING PRELIMINARY NOT-TO-EXCEED FIRE PROTECTION ASSESSMENT RATES RELATING TO THE PROVISION OF FIRE PROTECTION SERVICES, FACILITIES AND PROGRAMS IN THE TOWN OF SOUTHWEST RANCHES, FLORIDA FOR FISCAL YEAR 2025-26; PROVIDING FOR THE IMPOSITION AND COMPUTATION OF FIRE PROTECTION ASSESSMENTS; PROVIDING FOR AN EXEMPTION FOR VETERAN'S WITH SERVICE-CONNECTED TOTAL AND PERMANENT DISABILITY; PROVIDING FOR**

**LEGISLATIVE DETERMINATIONS OF SPECIAL BENEFIT AND FAIR APPORTIONMENT; ESTABLISHING THE PRELIMINARY RATES OF ASSESSMENT; DIRECTING THE PREPARATION OF A PRELIMINARY ASSESSMENT ROLL; AUTHORIZING A PUBLIC HEARING AND DIRECTING THE PROVISION OF MAILED AND PUBLISHED NOTICE THEREOF; AND PROVIDING AN EFFECTIVE DATE.**

- 15. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, RELATING TO THE PROVISION OF SOLID WASTE SERVICES, FACILITIES AND PROGRAMS TO RESIDENTIAL PROPERTIES IN THE TOWN OF SOUTHWEST RANCHES, FLORIDA; PROVIDING AUTHORITY FOR SOLID WASTE SERVICES ASSESSMENTS; PROVIDING PURPOSE AND DEFINITIONS; PROVIDING FINDINGS; INCORPORATING THE SOLID WASTE SPECIAL ASSESSMENT METHODOLOGY REPORT; DIRECTING THE PREPARATION OF AN ASSESSMENT ROLL; PROVIDING FOR A 50% EXEMPTION FOR VETERAN'S SERVICE-CONNECTED TOTAL AND PERMANENT DISABILITY; AUTHORIZING A PUBLIC HEARING AND DIRECTING THE PROVISION OF NOTICE THEREOF; AND PROVIDING AN EFFECTIVE DATE.**

**16. Appointments**

- a. SWR Pioneer of the Year Award 2025 Nominees**

**17. Adjournment**

PURSUANT TO FLORIDA STATUTES 286.0105, THE TOWN HEREBY ADVISES THE PUBLIC THAT IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THIS COUNCIL WITH RESPECT TO ANY MATTER CONSIDERED AT ITS MEETING OR HEARING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND THAT FOR SUCH PURPOSE, THE AFFECTED PERSON MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDING IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. THIS NOTICE DOES NOT CONSTITUTE CONSENT BY THE TOWN FOR THE INTRODUCTION OR ADMISSION OF OTHERWISE INADMISSIBLE OR IRRELEVANT EVIDENCE, NOR DOES IT AUTHORIZE CHALLENGES OR APPEALS NOT OTHERWISE ALLOWED BY LAW.

This page  
intentionally  
left blank.





**Town of Southwest Ranches**  
**13400 Griffin Road**  
**Southwest Ranches, FL 33330-**  
**2628**

**(954) 434-0008 Town Hall**  
**(954) 434-1490 Fax**

**Town Council**  
**Steve Breitreuz, Mayor**  
**Bob Hartmann, Vice Mayor**  
**Jim Allbritton, Council Member**  
**Gary Jablonski, Council Member**  
**David S. Kuczenski, Esq., Council Member**

**Russell C. Muniz, MBA, MPA, Town Administrator**  
**Keith M. Poliakoff, JD, Town Attorney**  
**Debra M. Ruesga, Town Clerk**  
**Emil C. Lopez, CPM, Town Financial Administrator**

### **COUNCIL MEMORANDUM**

**TO:** Honorable Mayor Breitreuz and Town Council  
**VIA:** Russell Muñoz, Town Administrator  
**FROM:** Emily Aceti, Community Services Manager  
**DATE:** 7/24/2025  
**SUBJECT:** Three-Year Agreement with Florida Technical Consultants, LLC (FTC) to Provide Continuing GIS services to the Town

---

#### **Recommendation**

Town Council consideration for a motion to approve the resolution.

#### **Unanimous Vote of the Town Council Required?**

No

#### **Strategic Priorities**

- A. Sound Governance
- B. Enhanced Resource Management
- C. Reliable Public Safety
- D. Improved Infrastructure
- E. Cultivate a Vibrant Community

#### **Background**

On December 13, 2018, the Town Council approved a piggyback agreement with Florida Technical Consultants, LLC (FTC) for continuing GIS Consulting Services, pursuant to Resolution 2019-016 on December 13, 2018. The agreement was based on a piggyback agreement that was originally approved by the Town of Davie on December 7, 2016.

The Town's Procurement Code allows the Town to piggyback off of procured contractual pricing. The original piggybacked agreement with the Town of Davie expired in January 2022. Since the underlying piggybacked agreement expired, on July 14, 2022, pursuant to Resolution 2022-062, the Town approved a new agreement with Florida Technical Consultants, LLC (FTC) to provide continuing GIS services to the Town, maintaining the same terms and conditions outlined in the original piggybacked agreement.

FTC has successfully developed a robust GIS program that Town residents, visitors, and staff rely on. The Town wishes to continue its agreement with FTC to develop its GIS program with additional GIS layers requested by Town Council and staff and general oversight of the Town's GIS database.

### **Fiscal Impact/Analysis**

The estimated expense for FY 2025-2026 and each succeeding year of the three-year agreement will not exceed \$25,000 annually of which the funding is earmarked in Account # 001-3900-519-34100 (Non-Departmental - Other Contractual Services) from technology reserves accrued from the imposition of building permit fees and designated specifically for this purpose.

### **Staff Contact:**

Rod Ley, P.E., Public Works Director

Emily Aceti, Community Services Manager

Christina Semeraro, MPA, NIGP-CPP, CPPO, CPPB, Procurement Officer

### **ATTACHMENTS:**

Description	Upload Date	Type
Resolution - TA Approved	7/17/2025	Resolution
Exhibit A	7/10/2025	Exhibit

## **RESOLUTION**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A THREE-YEAR EXTENSION TO THE AGREEMENT WITH FLORIDA TECHNICAL CONSULTANTS, LLC FOR CONTINUING GIS CONSULTING SERVICES UNDER THE ORIGINAL TERMS AND CONDITIONS AS APPROVED BY THE TOWN COUNCIL ON DECEMBER 13, 2018, PURSUANT TO RESOLUTION 2019-016; AUTHORIZING THE MAYOR, TOWN ADMINISTRATOR, AND TOWN ATTORNEY TO ISSUE A PURCHASE ORDER; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, on December 13, 2018, the Town Council approved a piggyback agreement with Florida Technical Consultants, LLC (FTC) for continuing GIS Consulting Services, pursuant to Resolution 2019-016 on December 13, 2018; and

**WHEREAS**, the agreement was based on a piggyback agreement that was originally approved by the Town of Davie on December 7, 2016; and

**WHEREAS**, the Town's Procurement Code, allows the Town to piggyback off of procured contractual pricing; and

**WHEREAS**, the original piggybacked agreement with the Town of Davie expired in January 2022; and

**WHEREAS**, since the underlying piggybacked agreement had expired, on July 14, 2022, pursuant to Resolution 2022-062, the Town approved a new agreement with Florida Technical Consultants, LLC (FTC) to provide continuing GIS services to the Town, maintaining the same terms and conditions outlined in the original piggybacked agreement; and

**WHEREAS**, FTC has successfully developed a robust GIS program that Town residents, visitors, and staff rely on; and

**WHEREAS**, the Town wishes to continue its agreement with FTC to develop its GIS program with additional GIS layers requested by Town Council and staff and general oversight of the Town's GIS database; and

**WHEREAS**, the estimated expense for FY 2025-2026 and each succeeding year of the three-year agreement will not exceed \$25,000 annually of which the funding is earmarked in Account # 001-3900-519-34100 (Non Departmental - Other Contractual Services) from technology reserves accrued from the imposition of building permit fees, and designated specifically for this purpose; and

**WHEREAS,** it has been determined to be in the public's best interest to award this work to FTC under a single source agreement; and

**WHEREAS,** the Town of Southwest Ranches desires to enter into an agreement under the terms and conditions set forth hereinafter.

**NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, AS FOLLOWS:**

**Section 1.** The above-referenced recitals are true and correct and are incorporated herein by reference.

**Section 2.** The Town Council hereby approves a three-year agreement with an amount not to exceed Twenty-Five Thousand Dollars and Zero Cents (\$25,000.00) annually for Florida Technical Consultants, LLC (FTC) to provide continuing GIS services to the Town, as specifically set forth in Exhibit "A", which is incorporated herein by reference.

**Section 3.** The Town Council hereby authorizes the Mayor, Town Administrator, and Town Attorney to issue an agreement, and to make such modifications, additions, and/or deletions which they deem necessary and proper to effectuate the intent of this Resolution.

**Section 4.** That this Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** by the Town Council of the Town of Southwest Ranches, Florida, this \_\_\_\_\_ day of \_\_\_\_\_ 2025 on a motion by \_\_\_\_\_ and seconded by \_\_\_\_\_.

Breitkreuz \_\_\_\_\_  
Hartmann \_\_\_\_\_  
Allbritton \_\_\_\_\_  
Jablonski \_\_\_\_\_  
Kuczenski \_\_\_\_\_

Ayes \_\_\_\_\_  
Nays \_\_\_\_\_  
Absent \_\_\_\_\_  
Abstaining \_\_\_\_\_

\_\_\_\_\_  
Steve Breitkreuz, Mayor

Attest:

---

Debra Ruesga, Town Clerk

Approved as to Form and Correctness:

---

Keith Poliakoff, Town Attorney  
1001.054.2025

This page  
intentionally  
left blank.



**Florida Technical Consultants, LLC**  
2240 Woolbright Road, Suite 400  
Boynton Beach, FL 33426  
Tel (954) 914-8488  
[www.fltechinc.com](http://www.fltechinc.com)

Russell Muñiz, MBA, MPA, MMC

July 10, 2025

Town Administrator  
Town of Southwest Ranches  
[rmuniz@southwestranches.org](mailto:rmuniz@southwestranches.org)

**Subject:** Town GIS Management and Maintenance

Dear Mr. Muñiz,

Florida Technical Consultants (FTC) is pleased to provide this Scope for the Town of Southwest Ranches (Town) to build and manage an efficient Geographic Information System for the Town.

### Scope

#### Town Online Platform

- Maintain GIS Online platform
- Manage users and permissions
- Create groups for different departments
- Load data into system
- Build maps and support applications
- Train staff on Platform

#### Town Data and Mapping Requirements

- Meet with Town to review needs
- Build data
- Post data to platform
- Create mobile apps for staff use
- Train staff
- Create any maps as requested
- Coordinate data with outside agencies upon request of Town

### Deliverables

Online platform will contain all applications and data  
Training

### Assumptions

- Town will work with FTC to update data in the Online platform
- Staff will use GIS Applications to collect additional information from research or field visits as necessary
- The Town will provide access to staff necessary for training
- The Town will provide a training location with a strong internet connection

## Fees and Schedule

The project will be billed on an hourly basis per the following schedule.

Task	Project Manager \$155 / hr	Project GIS Analyst \$130 / hr	Fees
GIS Data Updates	48	96	\$19,920
Total Hours	48	96	\$19,920

The prices stated herein are valid for 36 months from date of approval/signature.

The program will be billed on an hourly basis not to exceed \$19,920. Invoices will be submitted monthly based on the number of hours works and tasks completed.

If you approve the proposed scope, please sign this proposal in the area provided below. Should you have any questions, please do not hesitate to contact me at my office at (954) 954-8488 or send me an electronic message at **[jbarton@fltechinc.com](mailto:jbarton@fltechinc.com)**.

Respectfully submitted,



Florida Technical Consultants  
James Barton, P.E.  
President

Approved by Town of Southwest Ranches:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)



**RESOLUTION NO. 2022- 062**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING AN EXTENSION TO THE AGREEMENT WITH FLORIDA TECHNICAL CONSULTANTS, LLC FOR CONTINUING GIS CONSULTING SERVICES UNDER THE ORIGINAL TERMS AND CONDITIONS AS APPROVED VIA RESOLUTION 2019-016; AUTHORIZING THE MAYOR, TOWN ADMINISTRATOR, AND TOWN ATTORNEY TO ISSUE A PURCHASE ORDER; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town approved a piggyback agreement with Florida Technical Consultants, LLC (FTC) for continuing GIS Consulting Services via Resolution 2019-016 on December 13, 2018; and

**WHEREAS**, the agreement was based on a piggyback agreement that was originally approved by the Town of Davie on December 7, 2016; and

**WHEREAS**, the Town's Procurement Code, allows the Town to piggyback off of its procured pricing; and

**WHEREAS**, the original piggybacked agreement with the Town of Davie expired in January 2022; and

**WHEREAS**, FTC has successfully developed a robust GIS program that Town residents, visitors, and staff rely on; and

**WHEREAS**, the Town wishes to continue its agreement with FTC to develop its GIS program with additional future GIS layers requested by Town Council and staff and, general oversight of the Town's GIS database; and

**WHEREAS**, the estimated expense for FY 2022 and each succeeding year of the three year agreement will not exceed \$20,000 of which the funding is earmarked in Account # 001-1800-512-34100 (Non Departmental - Other Contractual Services) from technology reserves accrued from the imposition of building permit fees, and designated specifically for this purpose; and

**WHEREAS**, it has been determined to be in the public's best interest to award this work to FTC under a single source agreement; and

**WHEREAS**, the Town of Southwest Ranches desires to issue a Purchase Order under the terms and conditions set forth hereinafter.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Southwest Ranches, Florida:

**Section 1.** The above-referenced recitals are true and correct and are incorporated herein by reference.

**Section 2.** The Town Council hereby approves a Purchase Order in an amount not to exceed Twenty Thousand Dollars and Zero Cents (\$20,000.00) for Florida Technical Consultants, LLC (FTC) to provide continuing GIS services to the Town, as outlined in the original piggybacked agreement approved via Resolution 2019-016 on December 13, 2018 attached hereto as Exhibit "A", which is incorporated herein by reference.

**Section 3.** The Town Council hereby authorizes the Mayor, Town Administrator, and Town Attorney to issue a Purchase Order, and to make such modifications, additions, and/or deletions which they deem necessary and proper to effectuate the intent of this Resolution.

**Section 4.** That this Resolution shall become effective immediately upon its adoption.

**[Signatures On Next Page]**

**PASSED AND ADOPTED** by the Town Council of the Town of Southwest

Ranches, Florida, this 14<sup>th</sup> day of July, 2022 on a motion by

W/m Kuczenski and seconded by W/m Jablonski.

Breitkreuz  
Jablonski  
Allbritton  
Hartmann  
Kuczenski

Yes  
Yes  
Yes  
Yes  
Yes

Ayes  
Nays  
Absent  
Abstaining

5  
0  
0  
0

  
Steve Breitkreuz, Mayor

Attest:

  
Russell Muñiz, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:

  
Keith Poliakoff, Town Attorney  
1001.1036:01

**RESOLUTION NO. 2019 - 016**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A PIGGYBACK AGREEMENT WITH FLORIDA TECHNICAL CONSULTANTS, LLC FOR CONTINUING GIS CONSULTING SERVICES; AUTHORIZING THE MAYOR, TOWN ADMINISTRATOR, AND TOWN ATTORNEY TO ISSUE A PURCHASE ORDER; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town budgeted \$20,000 for a GIS Technician in the Fiscal Year 2018-2019 Professional Services Expenditures (001-1800-512-34100); and

**WHEREAS**, on August 15, 2016 the Town of Davie issued RFP #B-16-168 for Continuing GIS Consulting Services for an annual contract for the furnishing and installation of pavement marking as needed; and

**WHEREAS**, on October 6, 2016 the Town of Davie received two (2) responses; and

**WHEREAS**, after reviewing the bids, it was determined that Florida Technical Consultants, LLC (FTC) was the lowest responsive and responsible bidder that met the requirements of the Request for Proposals (RFP); and

**WHEREAS**, on December 7, 2016 the Town of Davie entered into an agreement with FTC; and

**WHEREAS**, the bid and agreement, as well as the Town's Procurement Code, allows the Town to piggyback off of its procured pricing; and

**WHEREAS**, the project includes, but is not limited to, the furnishing of future GIS layers requested by Town Council and staff and, general oversight of the Town's GIS database; and

**WHEREAS**, the estimated expense for FY 2018-2019 is \$20,000 of which the funding is earmarked from technology reserves accrued from the imposition of building permit fees, and designated specifically for this purpose; and

**WHEREAS**, it has been determined to be in the public's best interest to award this work to FTC; and

**WHEREAS**, the Town of Southwest Ranches desires to issue a Purchase Order under the terms and conditions set forth hereinafter.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Southwest Ranches, Florida:

**Section 1.** The above-referenced recitals are true and correct and are incorporated herein by reference.

**Section 2.** The Town Council hereby approves a Purchase Order in an amount not to exceed Twenty Thousand Dollars and Zero Cents (\$20,000.00) for FTC LLC to provide continuing GIS services to the Town, as outlined in RFP #B-16-168, in accordance with the terms and conditions contained within the procurement attached hereto as Exhibit "A", which is incorporated herein by reference.

**Section 3.** The Town Council hereby authorizes the Mayor, Town Administrator, and Town Attorney to issue a Purchase Order, as outlined in RFP #B-16-168 attached hereto as Exhibit "A," and to make such modifications, additions, and/or deletions which they deem necessary and proper to effectuate the intent of this Resolution.

**Section 4.** That this Resolution shall become effective immediately upon its adoption.

**[Signatures On Next Page]**

**PASSED AND ADOPTED** by the Town Council of the Town of Southwest

Ranches, Florida, this 13<sup>th</sup> day of December, 2018 on a motion by

C/m Schroeder and seconded by V/m Jablonski.

McKay  
Jablonski  
Fisikelli  
Hartmann  
Schroeder

Yes  
Yes  
Yes  
Yes  
Yes

Ayes  
Nays  
Absent  
Abstaining

5  
0  
0  
0

Doug McKay  
Doug McKay, Mayor

Attest:

Russell Muñiz  
Russell Muñiz, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:

Keith Poliakoff  
Keith Poliakoff, Town Attorney  
115218952

GIS Services

Company Name: City of Cooper City

Date: 11/14/2018

Contact Name: Michael Bailey

Contact method: Telephone 954-434-5519

Bidder: Florida Technical Consultants

Reference Questions:

1. What type of project was performed?

GIS for Utility, Public Works and Planning Departments. First created and now maintain and improves.

2. What year did the contractor perform work for your company?

Approximately 2015 – present

3. What was the contract value?

On-going services approximately \$40,000 annually.

4. Was the work performed and completed on time?

Yes

5. Would you hire the contractor again?

Yes – Absolutely

GIS Services

Company Name: South Martin Regional Utility

Date: 11/14/2018

Contact Name: Mario Loaiza

Contact method: Telephone 772-546-6259

Bidder: Florida Technical Consultants

Reference Questions:

1. What type of project was performed?

Ad Hoc GIS Services.

2. What year did the contractor perform work for your company?

Approximately 2016 – present. Just renewed the contract for an additional 3 years.

3. What was the contract value?

On-going services approximately \$50,000 annually.

4. Was the work performed and completed on time?

Yes

5. Would you hire the contractor again?

Yes



GIS Services

Company Name: Town of Davie (formerly)

Date: 11/14/2018

Contact Name: Ron Bolton

Contact method: Telephone 954-593-3823

Bidder: Florida Technical Consultants

Reference Questions:

1. What type of project was performed?

Water and Sewer model and Infrastructure layers

2. What year did the contractor perform work for your company?

Water and Sewer model = 8 months and Infrastructure layers are ongoing.

3. What was the contract value?

Water and sewer model = \$125,000 and infrastructure layers are \$50,000 to \$60, 000 annually

4. Was the work performed and completed on time?

Yes- always. Flexible – good at switching priorities as needed.

5. Would you hire the contractor again?

Yes – Definitely

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING THE NEGOTIATED AGREEMENT WITH FLORIDA TECHNICAL CONSULTANTS, LLC, FOR CONTINUING GIS CONSULTING SERVICES (RFP# B-16-168) (R2016- 287); AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Davie selected Florida Technical Consultants, LLC as the top ranked company in accordance with RFP# B-16-168 for Continuing GIS Consulting Services; and

WHEREAS, the Town Council authorized the Town Administrator or his designee to negotiate an agreement for these services; and

WHEREAS, after review, the Town Council wishes to accept the negotiated agreement with Florida Technical Consultants, LLC.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council hereby accepts the agreement with Florida Technical Consultants, LLC for Continuing GIS Consulting Services.

SECTION 2. The contract term is for five (5) years beginning January 5, 2017 and ending on January 4, 2022. There are two (2) additional one (1) year renewal options available. Contract extensions will be handled administratively.

SECTION 3. The Town Council hereby authorizes the expenditure from various Utilities Department Professional Services Account. Expenditures will be dependent on usage and within established annual budget.

SECTION 4. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS 4<sup>th</sup> DAY OF January, 2017.

ATTEST:

  
TOWN CLERK

  
MAYOR/COUNCILMEMBER

APPROVED THIS 4<sup>th</sup> DAY OF January, 2017.

**AGREEMENT No. B-16-168  
BETWEEN THE TOWN OF DAVIE  
AND  
FLORIDA TECHNICAL CONSULTANTS, LLC  
FOR  
CONTINUING GIS CONSULTING SERVICES**

**THIS AGREEMENT** is made by and between Florida Technical Consultants, LLC a corporation organized and existing under the laws of the **State of Florida**, with offices at **401 West Atlantic Avenue, Suite 09, Delray Beach, Florida 33444** (hereinafter referred to as the "Contractor"), and the Town of Davie, a political subdivision of the State of Florida, having its principal office at 6591 Orange Drive Davie, Florida 33314 (hereinafter referred to as the "Town").

**WITNESSETH:**

**WHEREAS**, the Contractor has offered to provide the materials and/or services and to be bound by the Plans and the terms and conditions of the **Request for Proposals (RFP) No. B-16-168 Continuing GIS Consulting Services**, which includes the General Terms and Conditions of the Request for Proposals, Special Conditions, Specifications, Required Forms and associated addenda attached hereto and incorporated herein as Exhibit "A", and the terms of Contractor's Proposal attached hereto and incorporated herein as Exhibit "B"; and

**WHEREAS**, the Contractor has submitted a written proposal dated **October 6, 2016**, hereinafter referred to as the "Contractor's Proposal", the terms of which are incorporated herein by reference as if fully set forth herein; and

**WHEREAS**, the Town desires to procure from the Contractor such services for the Town, in accordance with the terms and conditions of this Agreement.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. The Contractor agrees to provide the materials and/or services pursuant to and to be bound by the terms and conditions of the Request for Proposals, which includes the General Terms and Conditions of the Request for Proposals, Special Conditions, Specifications, Required Forms and associated addenda and the terms of which are incorporated herein by reference as if fully set forth herein and attached hereto as Exhibit "A", and the Contractor's Proposal attached hereto and incorporated herein as Exhibit "B".
2. The Town agrees to abide by and to be bound by the terms of the Request for Proposals, which includes the General Terms and Conditions of the Request for Proposals, Special Conditions, Specifications, Required Forms and associated addenda attached hereto and incorporated herein as Exhibit "A", and by the terms of Contractor's Proposal attached hereto and incorporated herein as Exhibit "B".
3. Contractor shall deliver materials and/or provide services in accordance with the terms of the Request for Proposals, which includes the General Terms and Conditions of the Request for Proposals, Special Conditions,

TAO  
VENDOR



Specifications, Required Forms and addenda attached hereto and incorporated herein as Exhibit "A" and with the terms of Contractor's Proposal attached hereto and incorporated herein as Exhibit "B".

4. The Town agrees to make payment in accordance with the terms of the Request for Proposals and Contractor's Fee Schedule attached hereto and incorporated herein as Exhibit "A" and with the terms of Contractor's Proposal attached hereto and incorporated herein as Exhibit "B".

5. This Agreement and attachments hereto constitute the entire agreement between the parties hereto, and its provisions shall not be amended, except in writing, after formal approval by both parties.

6. The initial Agreement term will commence on January 5, 2017 and expire on January 4, 2022. The Town reserves the right to extend the agreement for two (2) additional one-year periods upon mutual agreement between the parties. Any extension to this Agreement shall be in writing. The Town Administrator is authorized to extend or terminate this Agreement on behalf of the Town.

7. In addition to any other contractual indemnification provisions in Exhibit "A" or Exhibit "B" in favor of the Town, Contractor hereby agrees to indemnify and hold the Town harmless from any and all claims, suits, actions, damages, causes of action, and attorney's fees, arising from any personal injury, loss of life, or damage to person or property sustained by reason of or as a result of the products or materials used or supplied in the performance of this Agreement.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on this 12 day of December, 2016

Florida Technical Consultants, LLC

By: 

(Signature)

Name: JAMES BARTON

(Print)

Title: PRESIDENT

Date: DEC 12 2016

Attest: 

Corporate Seal/Notary Public

Corporate Seal/Notary Seal

TOWN OF DAVIE, FLORIDA

By: 

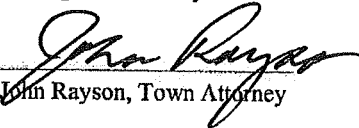
Mayor Judith Paul

Date: 11/4/17

Attest: 

Evelyn Rong, Town Clerk

Approved as to form  
and legal sufficiency

  
John Rayson, Town Attorney

Pay to the Order of  
Regions Bank  
Davie Branch, FL 33445  
68916466  
For Deposit Only  
TMS Center  
34866666



Florida Technical Consultants, LLC  
 401 West Atlantic Avenue Suite 09  
 Delray Beach, FL 33444  
 Tel (561) 265-3790 x 107  
 www.fltechinc.com

# **Continuing Professional Services Agreement For**

**TOWN OF DAVIE**  
**RFP No. B-16-168**  
**Continuing GIS Consulting Services**

November 28, 2016

## **Florida Technical Consultants Fee Schedule 2016 - 2022**

Position	Rate Aug 2016 – Sept 2018	Rate Oct 2018 – Sept 2020	Rate Oct 2020 – Sept 2022
Project Manager	\$ 125	\$ 130	\$ 135
Senior Professional Engineer	\$ 125	\$ 130	\$ 135
Project Engineer	\$ 115	\$ 120	\$ 125
Project GIS Analyst	\$ 110	\$ 115	\$ 120
Sr. CAD Manager	\$ 95	\$ 100	\$ 105
Field Inspector	\$ 95	\$ 100	\$ 105
Junior Engineer	\$ 95	\$ 100	\$ 105
GIS Specialist	\$ 95	\$ 100	\$ 105
CAD Technician	\$ 80	\$ 85	\$ 90
GIS Technician	\$ 80	\$ 85	\$ 90
Clerical	\$ 50	\$ 50	\$ 55

Should you have any questions, please do not hesitate to contact me at my office at (954) 954-8488, or send me an electronic message at [jbarton@fltechinc.com](mailto:jbarton@fltechinc.com).

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'JBarton', is written over a faint circular stamp.

James Barton, P.E.  
 President  
 Florida Technical Consultants

## EXHIBIT "A"

TOWN OF DAVIE  
TOWN COUNCIL AGENDA REPORT

Item Number: 35.

**To:** Mayor and Councilmembers**From:** Don Bayler, Utilities**Prepared By:** Heidi G. Klemm - Utilities**Subject:** Resolution**Affected District:** Town Wide**Item Request:** Schedule for Council Meeting**Title of Agenda Item:** **AGREEMENT** - A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING THE NEGOTIATED AGREEMENT WITH FLORIDA TECHNICAL CONSULTANTS, LLC, FOR CONTINUING GIS CONSULTING SERVICES (RFP# B-16-168)**Executive Summary:** We are requesting Town Council approval of the negotiated agreement for Continuing GIS Consulting Services.**Key Points:**

- The Town Council approved the selection of Florida Technical Consultants, LLC as the company best suited to provide continuing GIS consulting services.
- The Town Council authorized the Town Administrator or his designee to negotiate an agreement for these services.
- We are requesting Council approval of this negotiated agreement.
- The agreement term is for five (5) years through January 4, 2022. There are two (2) additional one (1) year renewal options available for this agreement.

**Previous Actions:** R2016-287**Concurrences:** The Utilities Department and Procurement Manager have reviewed and approved this negotiated agreement.**Fiscal Impact:**

Has request been budgeted? Yes

If yes expected cost: Dependent on usage and within established budget

Account name and number: 400.60.100.536-53107 - Professional Services

If no, amount needed:

Account name funds will be appropriated from

Additional Comments

**Recommendation:** Motion to approve**Strategic Goals This Item Supports:**

Commitment to Customer Satisfaction, Dedication to Excellence in Service Delivery, Nurturing the health, safety, and welfare of the community

**ATTACHMENTS:**

	File Name	Description
□	<u>R2017 -AGREEMENT - FLORIDA TECHNICAL CONSULTANTS (GIS).docx</u>	Resolution
□	<u>B-16-168 GIS Services Agreement-FTC JHB.pdf</u>	Agreement with Florida Technical Consultants

RESOLUTION NO. R-2016-287

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, SELECTING THE TOP RANKED FLORIDA TECHNICALS CONSULTANTS, LLC. IN ACCORDANCE WITH RFP# B-16-168 TO CONTINUING GIS CONSULTING SERVICES AND AUTHORIZING THE TOWN ADMINISTRATOR OR HIS DESIGNEE TO NEGOTIATE AN AGREEMENT FOR SUCH SERVICES.

WHEREAS, the Town solicited RFP# B-16-168 Continuing GIS Consulting Services; and

WHEREAS, the selection committee has selected Florida Technical Consultants, LLC. as the company best suited to provide the required services; and

WHEREAS, it is in the Town's best interest to negotiate a contract for such services.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

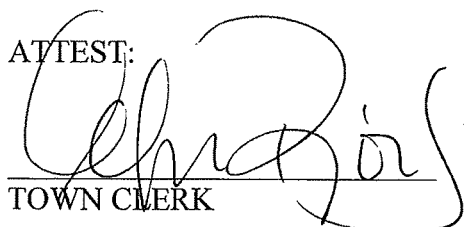
SECTION 1. The Town Council of the Town of Davie does hereby accept the selection of Florida Technical Consultants, LLC. as the company best qualified to provide the required services and authorizes the Town Administrator or his designee to negotiate an agreement for such services and present that contract for approval at a future meeting date.

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS 7<sup>th</sup> DAY OF December, 2016.

  
\_\_\_\_\_  
MAYOR/COUNCILMEMBER

ATTEST:

  
\_\_\_\_\_  
TOWN CLERK

APPROVED THIS 7<sup>th</sup> DAY OF December, 2016.



**TOWN OF DAVIE  
PROCUREMENT AUTHORIZATION FORM**

**ITEM DESCRIPTION (include what the item is used for, reason for bidding, expiration date of existing contract, etc.)**

GIS services for water and sewer line locations and fire hydrant mapping. Having accurate locations of the distribution and collection systems will reduce man hours/cost to locate said infrastructure and decrease

response time during emergencies such as water main breaks and/or force main breaks. The IT Department is in support of this project

**METHOD OF PROCUREMENT (mark the one that applies)**

- ☒ Open Competitive Bidding   ☐ Sole Source   ☐ Single Source   ☐ Co-Op Bid Number \_\_\_\_\_
- ☐ Piggyback on Contract Number (including name of entity) \_\_\_\_\_
- ☐ Request for Proposal/Qualification   ☐ Reverse Bid   ☐ Forfeiture Purchase

ACCOUNT NUMBER 400.60.100.536-53107

APPROXIMATE COST \$30,000 (FY 17) \*

Signed and Date:

[Signature]  
Department Director

Don BAYLEN  
Print Name

**TOWN ADMINISTRATOR AND BUDGET/FINANCE DEPT. USE ONLY. DO NOT WRITE BELOW THIS LINE.**

Funds pre-encumbered by requisition number: N/A

\*(FY17) Sign and Date [Signature]

Procurement Manager

Approved for Availability of Funds:

Sign and Date

[Signature] 8-24-11  
Budget/Finance Director or Designee

Sign and Date by Town Administrator

[Signature]

9/9/16

**BIDS SUBMITTED**

Vendor

Cost/Ranking

#1 Florida Technical Consultants  
#2 Calvin Giordano & Associates

Bid # / Title: \_\_\_\_\_

Resolution # \_\_\_\_\_

Signed

[Signature]  
Procurement Manager

**STAFF RECOMMENDATION/COMMENTS**

Vendor

Cost



**SUN-SENTINEL**  
**Published Daily**  
**Fort Lauderdale, Broward County, Florida**  
**Boca Raton, Palm Beach County, Florida**  
**Miami, Miami-Dade County, Florida**

**STATE OF FLORIDA**

**COUNTY OF: BROWARD/PALM BEACH/MIAMI-DADE**

Before the undersigned authority personally appeared

MARK KUZNITZ, who on oath says that he or she is a duly authorized representative of the SUN-SENTINEL, a DAILY newspaper published in BROWARD/PALM BEACH/MIAMI-DADE County, Florida; that the attached copy of advertisement, being a Legal Notice in:

The matter of 11700-Advertisement for Bids

Town of Davie  
 Continuing GIS Consulting Services

Was published in said newspaper in the issues of; Sep 21, 2016

4466568

Affiant further says that the said SUN-SENTINEL is a newspaper published in said BROWARD/PALM BEACH/MIAMI-DADE County, Florida, and that the said newspaper has heretofore been continuously published in said BROWARD/PALM BEACH/MIAMI-DADE County, Florida, each day and has been entered as second class matter at the post office in BROWARD County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised, any person, firm or corporation, any discount, rebate, commission or refund, for the purpose of securing this advertisement for publication in the said newspaper.

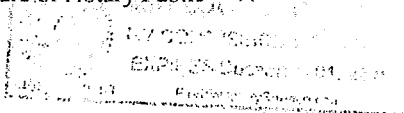
*Mark Kuznitz*

Signature of Affiant

Sworn to and subscribed before me this: September 21, 2016.

*Marcia J. Priddy Smith*

Signature of Notary Public



Name of Notary, Typed, Printed, or Stamped  
 Personally Known (X) or Produced Identification ( )

**TOWN OF DAVIE**  
**RFP NO. B-16-168**  
**Continuing GIS Consulting Services**

Dear Potential Respondent:  
 The Town of Davie, Florida invites qualified contractors to submit responses in accordance with the requirements stated herein no later than 2:00 PM EST Thursday, October 6, 2016, for RFP No. B-16-168 Continuing GIS Services. Interested firms may secure the solicitation package and all other pertinent information by visiting [http://www.davie-fl.gov/Pages/DavieFL\\_BidsAndRFPs](http://www.davie-fl.gov/Pages/DavieFL_BidsAndRFPs) or at DemandStar.com.

The Town of Davie, FL is seeking proposals from qualified proposers to perform the required services for the City in full accordance with the scope of services, terms and conditions contained herein. The selection of the successful respondent(s) shall be at the Town's discretion and shall be made in a prompt manner after the receipt and evaluation of all RFP responses.

Questions regarding this solicitation shall be submitted in writing to purchasing@davie-fl.gov no later than 5:00 PM on Monday, October 3, 2016. Responses to those questions considered material to the solicitation will be made available as formal addenda to the Town's Purchasing Website and DemandStar.com. It is the responsibility of prospective respondents to ensure they are aware of all addenda issued relative to this solicitation.

Respondents shall submit One (1) original complete proposal package, three (3) duplicate copies of said package and One (1) flash drive or CD copy to the Town of Davie Budget and Finance / Purchasing Division - Attention: Purchasing Manager, Brian K. O'Connor, 6591 Orange Drive, Davie, FL 33314, on or before the due date stipulated above. All packages shall be clearly marked "RFP No. B-16-168 Continuing GIS Services". The Town will not be responsible in the event the U.S. Postal Service or any other courier system fails to deliver any package by the above referenced deadline. Late submissions shall not be accepted.

RFP responses will be publicly opened and firm names read aloud in the Town Hall Council Chambers on the due date/time noted above. The Town of Davie reserves the right to reject any and all submissions to waive any and all irregularities in any submission, and to make awards in the best interest of the Town.

/s/ Brian K. O'Connor  
 Procurement Manager  
 Town of Davie

Pursuant to Florida Statutes 119.071, sealed bids, proposals or replies by an agency pursuant to a competitive solicitation are exempt from inspection until such time as the agency provides notice of an intended decision or until thirty (30) days after the opening of the bids, proposals or final replies, whichever is earlier.

9/21/2016

# BID OPENING REPORT

EXHIBIT "A"

BID NAME: Continuing G/S Services

TIME: 2:13 pm

BID NUMBER: B-16-168

DATE: 10.11.16

ESTIMATED COST: \_\_\_\_\_

NO.	CONTRACTOR'S NAME	BID AMOUNT	COMMERCIAL RANKING
1.	Calvin Giordano		
2.	Fl. Technical Con.		
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

REMARKS

NOTE: THE ABOVE BID AMOUNTS HAVE NOT BEEN CHECKED, AND BID TOTALS ARE SUBJECT TO CORRECTION AFTER THE BIDS HAVE BEEN COMPLETELY REVIEWED.

THIS IS ONLY A FINANCIAL RANKING OF ALL THE BIDS RECEIVED. THE USING DEPARTMENT IS RESPONSIBLE FOR REVIEWING THE BIDS FOR COMPLIANCE WITH ALL THE BID SPECIFICATIONS PRIOR TO SUBMITTAL OF LETTER OF RECOMMENDATION.

PURCHASING OFFICIAL: [Signature]

DATE: 10.11.16

WITNESS: Angela Salencia

DATE: 10.11.16

## REVIEW COMMITTEE EVALUATION SUMMARY SHEET

RFP B-16- 168 Continuing GIS Services

Reviewer Number	FTC	Calvin Giordano & Associates, Inc.		
Proposer				
Tim Scharff	1	2		
Ron Bolton	1	2		
Bill Peele	1	2		
Total	3	6		

## Proposer Final Ranking:

1<sup>st</sup> FTC

2<sup>nd</sup> CALVIN GIORDANO & ASSOCIATES, INC.

Procurement has reviewed and certified the above ranking.

Name

Brian O'Connor

Signature

[Signature]

TS RLB WBP

Tim Scharff Ron Bolton Bill Peele

## REVIEW COMMITTEE EVALUATION FORM

## RFP B-16- 168 Continuing GIS Services

Friday, October 28, 2016 Evaluation Criteria:**Evaluation Criteria**

- ☐ Scope of Services Proposed
- ☐ Firm's Qualifications
- ☐ Resources and Availability
- ☐ Experience with Governmental Entities
- ☐ Client References and Past Performance
- ☐ Prices Proposed

Rank the below proposals according to the above criteria, with one (1) being the highest and Two (2) being the lowest.

<b>Proposer</b>	<b>FTC</b>	<b>Calvin, Giordano &amp; Associates Inc.</b>	
<b>Rank</b>	<b>1</b>	<b>2</b>	

Name of Reviewer:

TIM SCHARFF

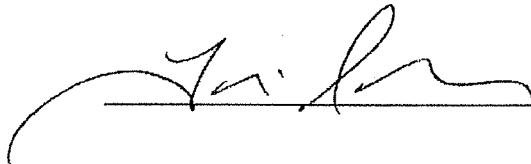
Title:

GIS MANAGER

Department:

IT - GIS

Signature:



## REVIEW COMMITTEE EVALUATION FORM

RFP B-16- 168 Continuing GIS Services

Friday, October 28, 2016 Evaluation Criteria:**Evaluation Criteria**

- ☐ Scope of Services Proposed
- ☐ Firm's Qualifications
- ☐ Resources and Availability
- ☐ Experience with Governmental Entities
- ☐ Client References and Past Performance
- ☐ Prices Proposed

Rank the below proposals according to the above criteria, with one (1) being the highest and Two (2) being the lowest.

Proposer	FTC	Calvin, Giordano & Associates Inc.	
Rank	1	2	

Name of Reviewer: Ronald BoltonTitle: Project ManagerDepartment: UtilitiesSignature: Ronald L Bolton

## REVIEW COMMITTEE EVALUATION FORM

RFP B-16- 168 Continuing GIS Services

Friday, October 28, 2016 Evaluation Criteria:**Evaluation Criteria**

- ☐ Scope of Services Proposed
- ☐ Firm's Qualifications
- ☐ Resources and Availability
- ☐ Experience with Governmental Entities
- ☐ Client References and Past Performance
- ☐ Prices Proposed

Rank the below proposals according to the above criteria, with one (1) being the highest and Two (2) being the lowest.

Proposer	FTC	Calvin, Giordano & Associates Inc.	
Rank	1	2	

Name of Reviewer:

William Peele

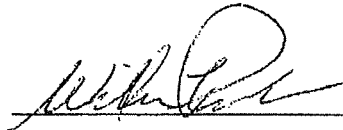
Title:

Superintendent of operations.

Department:

Utilities

Signature:



FLORIDA DEPARTMENT OF STATE  
DIVISION OF CORPORATIONS**Detail by Entity Name****Florida Limited Liability Company**

FLORIDA TECHNICAL CONSULTANTS, LLC

**Filing Information**

Document Number	L14000011037
FEI/EIN Number	47-1886339
Date Filed	01/21/2014
State	FL
Status	ACTIVE
Last Event	LC AMENDMENT
Event Date Filed	02/23/2015
Event Effective Date	NONE

**Principal Address**

401 W. Atlantic Blvd  
Suite 09  
Delray Beach, FL 33444

Changed: 01/31/2016

**Mailing Address**

401 W. Atlantic Blvd  
Suite 09  
Delray Beach, FL 33444

Changed: 01/31/2016

**Registered Agent Name & Address**

RANNEY, JONATHAN HENRY  
10327 TRIVERO TERRACE  
BOYNTON BEACH, FL 33437

Name Changed: 02/23/2015

**Authorized Person(s) Detail****Name & Address**

Title AMBR

BARTON, JAMES HERBERT

401 W. Atlantic Blvd  
Suite 09  
Delray Beach, FL 33444

**Annual Reports**

Report Year	Filed Date
2015	03/20/2015
2016	01/31/2016

**Document Images**

<a href="#">01/31/2016 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/20/2015 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/23/2015 -- LC Amendment</a>	<a href="#">View image in PDF format</a>
<a href="#">10/13/2014 -- LC Amendment</a>	<a href="#">View image in PDF format</a>
<a href="#">01/21/2014 -- Florida Limited Liability</a>	<a href="#">View image in PDF format</a>

[Copyright © and Privacy Policies](#)

State of Florida, Department of State



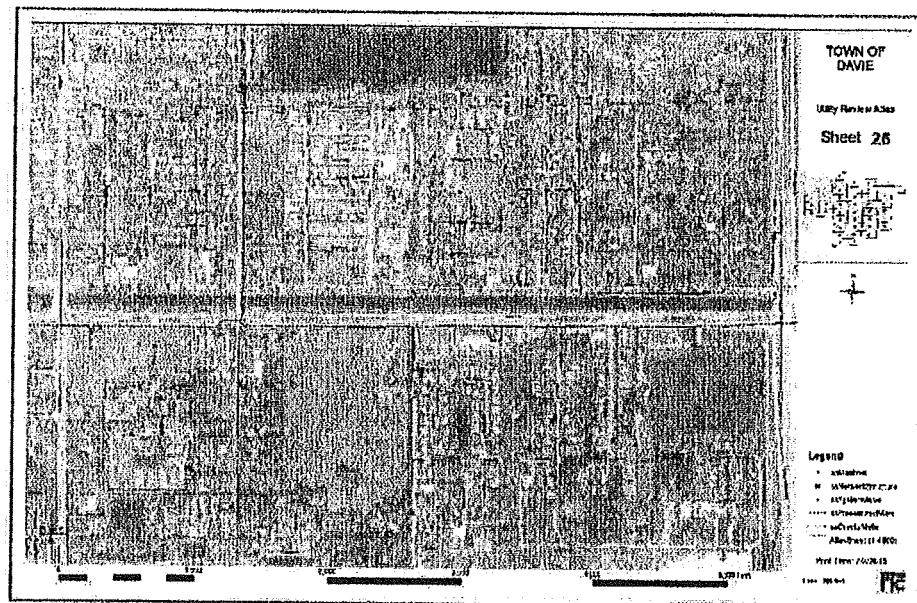


**TOWN OF DAVIE**  
**RFP No. B-16-168**  
**Continuing GIS Consulting Services**

Submitted to:  
**TOWN OF DAVIE**  
 Finance / Purchasing Division

**Attention: Purchasing Manager**

Brian K. O'Connor C.P.M.  
 6591 Orange Drive  
 Davie, FL. 33314



Submitted by:

**Florida Technical Consultants**  
 401 West Atlantic Avenue, Suite 09  
 Delray Beach, FL 33444

Contact Person:

**James Barton P.E., LEED AP**  
 954.914.8488  
 jbarton@fltechinc.com  
 www.fltechinc.com



**October 6, 2016 2:00 PM**



Florida Technical Consultants, LLC  
401 West Atlantic Avenue Suite 09  
Delray Beach, FL 33444  
Tel (561) 265-3790 x 107  
www.fltechinc.com

Dear Selection Committee:

October 6, 2016

Florida Technical Consultants (FTC) is pleased for the opportunity to submit this brief Statement of Qualifications for consideration by the Town of Davie to support the Utilities Department. FTC is an engineering firm with a specialty and focus in providing GIS services supporting municipal engineering, utilities and public works departments.

FTC possesses a unique set of GIS skills with a strong engineering base which enable us to provide applied GIS deliverables. The main goal of the data and tools will be to help the Utilities Department solve problems and better coordinate with agencies, contractors and consultants.

We have worked with the Town Utilities Department using GIS to provide coordination with Broward County, fire hydrant contractors and design consultants. We are familiar with the current GIS data and Town staff who will be using the system. This is very important as there will be no learning curve by us or staff. We will drive the program as soon as we start.

The program will consist of completion of data updates using record drawings, implementing Online applications for field verification and training staff to use the system. The more staff use the system, the more successful it will be. The needs of the Town will guide the program. Our objective will be to allow staff to perform most of the detailed office research and field visits. That way staff will possess the local knowledge and FTC will keep costs low.

As well as Town of Davie, FTC has provided high quality Applied GIS services to many surrounding municipalities including Cooper City, Coral Springs Improvement District, Town of Palm Beach Boca Raton, Boynton Beach, South Martin Regional Utilities and many others. Our best clients are those who run utilities and see the value that GIS provides. We encourage you to contact our references, including your own staff.

We are committed, available and uniquely qualified to continue making the GIS in the Town of Davie a successful and useful tool for your staff and organization. We look forward to the opportunity to provide more information and present our qualifications. If you have any questions, please call James Barton, P.E., President at 954-914-8488 or email [jbarton@fltechinc.com](mailto:jbarton@fltechinc.com)

Respectfully Submitted  
Florida Technical Consultants

A handwritten signature in black ink, appearing to read 'James Barton', is written over a faint, circular stamp.

James Barton PE.  
President



**Table of Contents:**

**Section 1: Scope of Services Proposed**

**Section 2: FTC Qualifications**

**Section 3: Resources and Availability**

**Section 4: Experience with Government Entities**

**Section 5: Client References and Past Performance**

**Section 6: Pricing and Other Forms**



**Section 1: Scope of Services Proposed**



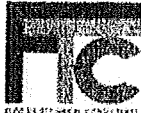
Florida Technical Consultants is the most qualified firm in the region to provide GIS support services to the Town of Davie Utilities Department. We have worked with the Town in the past during which we started a program to update the GIS data, implement Web Based GIS with the staff and train users. The following section outlines the proposed approach to the scope of service outlined in the RFQ. This approach ensures that the Town will receive the continued priority service required to complete the GIS data build and integrate the GIS into the operations of Utilities.

Our approach for the Town will include 3 main components:

1. **Data Completion:** This will be a time intensive work load at the beginning of the project to get most of the data into a working format. Data will be collected from as-builts and existing reports. The data will be posted to ArcGIS Online and mobile apps will be built for field crews to work with the data to identify deficiencies. It is estimated that most available data will be entered into the GIS within the first 6 months, particularly the sanitary system. Much of the required data is only available in the field so Town staff will need to perform site visit to collect data in the long term.
2. **Operationalization:** Making the data useful to the field crews requires interaction with teams before, during and after development. It is anticipated field apps will be built to verify and collect some of the attributes required. Each feature will be treated as a separate project. Leveraging staff during maintenance will provide better results much faster than using FTC, saving money while scaling up the use of GIS throughout the organization. The data collection will be managed through a plan, setting timeframes and ensuring quality throughout. It is important to start with 'Easy Wins' to show success in the system and gain support from the field teams. Once the inventories are completed, the apps will change in configuration to track repetitive maintenance.
3. **Training and Program Support:** One of FTC's biggest strengths is GIS training. The analytical capabilities of GIS are impressive once the data is collected. We see our long term role as integrating into the GIS program through training management in the capabilities for planning / reporting and training field staff to continually build a better atlas. GIS software continues to evolve, especially in the ArcGIS Online platform and FTC will always be bringing new capabilities to the Town.

The following table demonstrates the items from the scope of service, the source data and where they generally fall in the program. Most of the data from asbuilts will be loaded within the first 6 months. Some items such as hydrants and backflows are excellent opportunities to build field apps for inspections. Many of the items need an approved unique identifier (numbering system). All data will be built in geodatabases in ArcGIS Desktop, then posted to ArcGIS Online for field use. Field apps will not edit the geodatabases, but will add clarification points which will be used for data updates.

The current system of posting data sets to a shared environment can be continued. This allows FTC staff to perform updates which are immediately accessible to all Town staff. As ArcGIS Online becomes more developed, we are finding that more of our work is being used in the Online environment. This is a growing technology which FTC will continue to adopt.



System / Layer	Attributes	Source	Notes
Web Applications			Web applications will be built for many facilities that need verification in the field.
Lift Stations	Number Public VS Private Pump Information & design flow rate Wetwell Depth & Influent/ effluent pipe data	Field Verify	This has been implemented. The data will be reconciled with the GIS. Field verification will be done for private lift stations.
Interconnects	Staff to Specify	Field Verify	These are completed. Additional information can be collected if necessary.
ARVs	Staff to Specify	Field Verify	This app will allow staff to track all ARVs, especially critical ones at aerial crossings
Aerial Crossings	Staff to Specify	Field Verify	The location and condition of aerial crossings will be gathered by staff
Wells	Staff to Specify	Field Verify	Several components of the wells can be collected along with photos.
Manholes	Staff to Specify	Field Verify	Staff will verify location and flow direction.
Backflows	Year Installed Type/ size Certification # & Date	GeoCode – Field Verify	Map according to address or field app. Track inspections with field app.
Fire Hydrants	Number Flow rating & recent test flow data	As Bults – Field Verify	Hydrant field inventory app to collect attributes such as manufacturer and year. Hydrant inspection app to collect test flow data
Valves	Type	As Bults – Field Verify	Many of these are in. A field app will be built for valve verification and tracking valve turning.
Meters	Staff to Specify	Geocode / Field Verify	Meters can be added through geocoding but then they must be made more accurate in the field.
Cleanouts / Laterals	Rim & Invert elevations Year Constructed/ Rehabilitated		These can be mass produced in a model, then corrected over time.
Construction Management	Schedules, Budgets, Locations		An app can be made to track progress of ongoing construction projects, accessed in the field or on desktop.



System / Layer	Attributes	Source	Notes
Boundaries			
Service Areas	Cascading station information	Existing GIS	Built based on direction of gravity flow. Flow rates estimated and accumulated in model
Neighborhood/ Subdivision Boundaries		County	These must be updated annually
Municipal Boundaries		County	These must be updated annually
Pipelines	Material (Pipe & Casing) Year Constructed/ Rehabilitated Diameter (Pipe & Casing) Abandoned vs in service Flow Direction	As Builts	The general line work must be cleaned and made more spatially accurate mostly through valve mapping. Most of the attribute data will be available in as-builts. This will be entered within the first 6 months.
Main breaks	Locations & year	GeoCode – Field Verify	Map according to address or field app to track over time. These will be point locations which can then be associated with the lines.
Valves	Type	As Builts – Field Verify	Many of these are in. A field app will be built for valve verification and tracking valve turning.
Chlorine residual data		GeoCode – Field Verify	Map according to address or field app. Inspection app for monthly reports
Utility Easements	O.R. book & Page #	As Builts	This could be a significant project and will be programmed according to the priority of Town
Sanitary Sewer			
ss Gravity Mains	Diameter, Material, Direction	As Builts	Need to Add Facility ID
ss Manhole Structure	Rim & Invert elevations Year Constructed/ Rehabilitated	As Builts	Need to Add Facility ID
ss Lift Stations		As Builts – Field Verify	Field app specific to Lift Stations, including bypass, generators, etc.
ss Force Mains			The line work to be cleaned and made more spatially accurate through valve mapping. Attribute data will be available in as-builts. To be entered in 6 months.



11/02/04 THE FTCH CONSULTANTS

System / Layer	Attributes	Source	Notes
Background Data			
Streets		County	These must be updated annually
Parcels		County	These must be updated annually
Aerials		County	These must be updated annually
Surface Model		SFWMD	

Long term maintenance will include working with staff to continually update and improve the existing data and map new features as necessary. The FTC approach is to piggyback activities already being performed by staff to track information. Activities will include:

- Coordinating with outside permit agencies, contractors and consultants as directed by Town. This may include building specific data to satisfy requirements, or building specific field verification applications for additional field data collection. These must often be done on an emergency basis.
- Maintain existing GIS map (desktop & web based) with new development project as-builts, and with field corrections from Town staff. These may include proposed projects.
- Provide hyperlinks to as-built record drawings through a map interface. This is possible in desktop or TOD GIS Server.
- Provide training to the respective Town personnel
- Other work orders
- Special work orders for the development of GIS layers for various applications
- Establishing a Capitol Improvement Project tracking tool for Utilities to communicate with the residents and Town
- Evaluation of existing GIS system, and recommendations for future applications & improvements

Long Term GIS Initiatives could include Engineering Analysis supporting Meter updates, Utility Fees, System Modeling, CMOM tracking, Pretreatment and other studies.

FTC is willing and able to host the data until such a time as the TOD is ready for IT to take it over. The benefit of FTC hosting initially is to be able to learn what coordination requirements are required and establish a quick response protocol.

The only way to success is to work with staff. Most of our training is with field staff, who often have the greatest desire to have accurate information in the field. Our references will validate that FTC is committed to performing the best quality services to support the Town of Davie.

We hope we have addressed all RFQ requirements. We are always available to clarify any topics.





**Section 2: Firm Qualifications**



Florida Technical Consultants (FTC) is pleased to provide the Town of Davie Utilities Department our firm credentials and qualifications. FTC is a Professional Engineering Firm in the State of Florida and small business in Palm Beach County, based out of Delray Beach. We specialize in providing GIS services for Municipalities with Utilities, Public Works and Engineering needs. Having provided the initial GIS conversion from CAD, we know the needs of The Town, understand the scope of services, and have a strong plan to complete the data and operationalize the GIS.

Detailed project experience descriptions are provided in Section 5.

### Certificates

FTC is incorporated in Florida.

**State of Florida  
Department of State**

I certify from the records of this office that **FLORIDA TECHNICAL CONSULTANTS, LLC** is a limited liability company organized under the laws of the State of Florida, filed on January 21, 2014.

The document number of this limited liability company is **L1400011037**.

I further certify that said limited liability company has paid all fees due this office through December 31, 2016, that its most recent annual report was filed on January 31, 2016, and that its status is active.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Thirty-first day of January, 2016.

*Ken Peltzer*  
Secretary of State

**Public Notice Certification**

To all those entitled to certify to the following information, you are hereby notified that the information is true and correct.

<http://www.sos.state.fl.us/Forms/GetForm/Certification/CertificationNotice.htm>

**ARNE M. GANNON**  
REGISTERED PROFESSIONAL ENGINEER  
P.O. Box 2043, Delray Beach, FL 33426-2043  
Phone: (561) 241-1111 Fax: (561) 241-1112

**Serving you:**

TYPE OF SERVICE	DATE	EXPIRATION DATE	STATUS	LOCATION	REMARKS
FLORIDA TECHNICAL CONSULTANTS LLC FLORIDA TECHNICAL CONSULTANTS LLC 401 WEST ATLANTIC AVE SUITE 200 DELRAY BEACH, FL 33444	01-10-16	01-10-17	ACTIVE	DELRAY BEACH, FL 33444	

**STATE OF FLORIDA  
PALM BEACH COUNTY  
2016/2017 LOCAL BUSINESS TAX RECEIPT**

**LEITH HURWITZ: REGISTERED  
EXPIRES: 9 SEPTEMBER 30, 2017**

**ARNE M. GANNON**  
REGISTERED PROFESSIONAL ENGINEER  
P.O. Box 2043, Delray Beach, FL 33426-2043  
Phone: (561) 241-1111 Fax: (561) 241-1112

**Serving you:**

TYPE OF SERVICE	DATE	EXPIRATION DATE	STATUS	LOCATION	REMARKS
FLORIDA TECHNICAL CONSULTANTS LLC FLORIDA TECHNICAL CONSULTANTS LLC 401 WEST ATLANTIC AVE SUITE 200 DELRAY BEACH, FL 33444	01-10-16	01-10-17	ACTIVE	DELRAY BEACH, FL 33444	

**STATE OF FLORIDA  
PALM BEACH COUNTY  
2016/2017 LOCAL BUSINESS TAX RECEIPT**

**LEITH HURWITZ: REGISTERED  
EXPIRES: 9 SEPTEMBER 30, 2017**

**CITY OF DELRAY BEACH**

**BUSINESS TAX RECEIPT**

**RECEIPT NO 17 1625780**

**CONTRACT NO 1625780**

**DATE PAID: 7/28/16**

**RECEIPT PAID FOR: 24**

**DELRAY BEACH: 24**

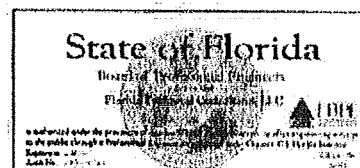
**TRANSMISSION: 24**

**TOTAL AMOUNT PAID: 791.24**

**FLORIDA TECHNICAL CONSULTANTS LLC  
401 WEST ATLANTIC AVE SUITE 200  
DELRAY BEACH, FL 33444**


**BUSINESS TAX RECEIPT MUST BE  
CONSPICUOUSLY DISPLAYED TO  
PUBLIC VIEW AT BUSINESS LOCATION**

Notes: This business tax receipt is valid for the period shown on the receipt. Payment must be made by the date shown on the receipt.





**esri** Partner Network  
Silver



**ArcGIS Online  
Specialty**

**Palm Beach County**  
**Office of Small Business Assistance**


Certifies That  
**Florida Technical Concepts, LLC**  
VENDOR # VSD00000012020


*is a Small Business Enterprise as prescribed by Ordinance 2-24-21 - 2-26-21 of the Palm Beach County Code for a three year period from June 30, 2021 to June 30, 2024*  
The following Services and/or Products are covered under this certification:


City Engineering, Geographic Information Systems (GIS),  
Highway Streeting/Airport Pay-Per-Using Lane Engineering,  
Mapping Services, Digital, Cartography, Waste Water Treatment Engineering,  
Water Supply, Treatment, and Distribution/Engineering

Palm Beach County Board of County Commissioners

Shirley Kline, Mayor  
John Lee Dwyer, 1st Deputy  
Gail A. Fisher  
Jennifer Baskin  
Debra L. Karp  
Shirley A. Ford

By:  **Allen Gray**, Mayor  
Allen Gray, Mayor  
June 30, 2023



By:  **Robert V. Smith**, Chairman  
Robert V. Smith, Chairman  
June 30, 2023

2-3



### **Section 3: Resources and Availability**



### Availability

FTC will always be available to meet with the town of Davie for progress meetings, on site training and meetings with any and all outside agencies that require coordination. The office is located in Delray. One employee lives in Broward close to Davie.

### Organization

FTC is a small firm with 2 employees, both experts in GIS, one a Professional Engineer. This is important because the project will require an in depth understanding of how utilities work, how they are managed and how to set up the GIS for operations support. This is the specialty of FTC, which is an uncommon focus for Engineering firms. Although FTC has done some engineering design projects, most of our clients are utility departments of municipalities, some with GIS departments and some without. Our approach varies between clients.

### Office Headquarters

The FTC Office Headquarters is located at 401 West Atlantic Avenue, Suite 09, Delray Beach, FL 33444. All services will be provided from the Delray Office or through face to face training at the Town. The bulk of data updates will be handled remotely. There are 2 employees based from Delray, both of which will be performing onsite training. Both have a long history working with Town staff. One lives in Broward not far from Davie.

### Key Staff

FTC has a combination of full time employees and highly skilled sub-consultants. The combined skills of the team can cover all Town GIS needs. Since the Team is small, it is very economical as additional support can be brought on without significantly increasing overhead expenses. The team can also provide additional value added services that other firms cannot provide.

*James Barton P.E. President (FTC Employee 2 Years)*

James is the primary project contact and will provide all project management functions, program development, GIS utility data builds and on-site training. James has the background experience to cover all program components.

*Matthew Kurry: Senior GIS Analyst (FTC Employee 8 Months)*

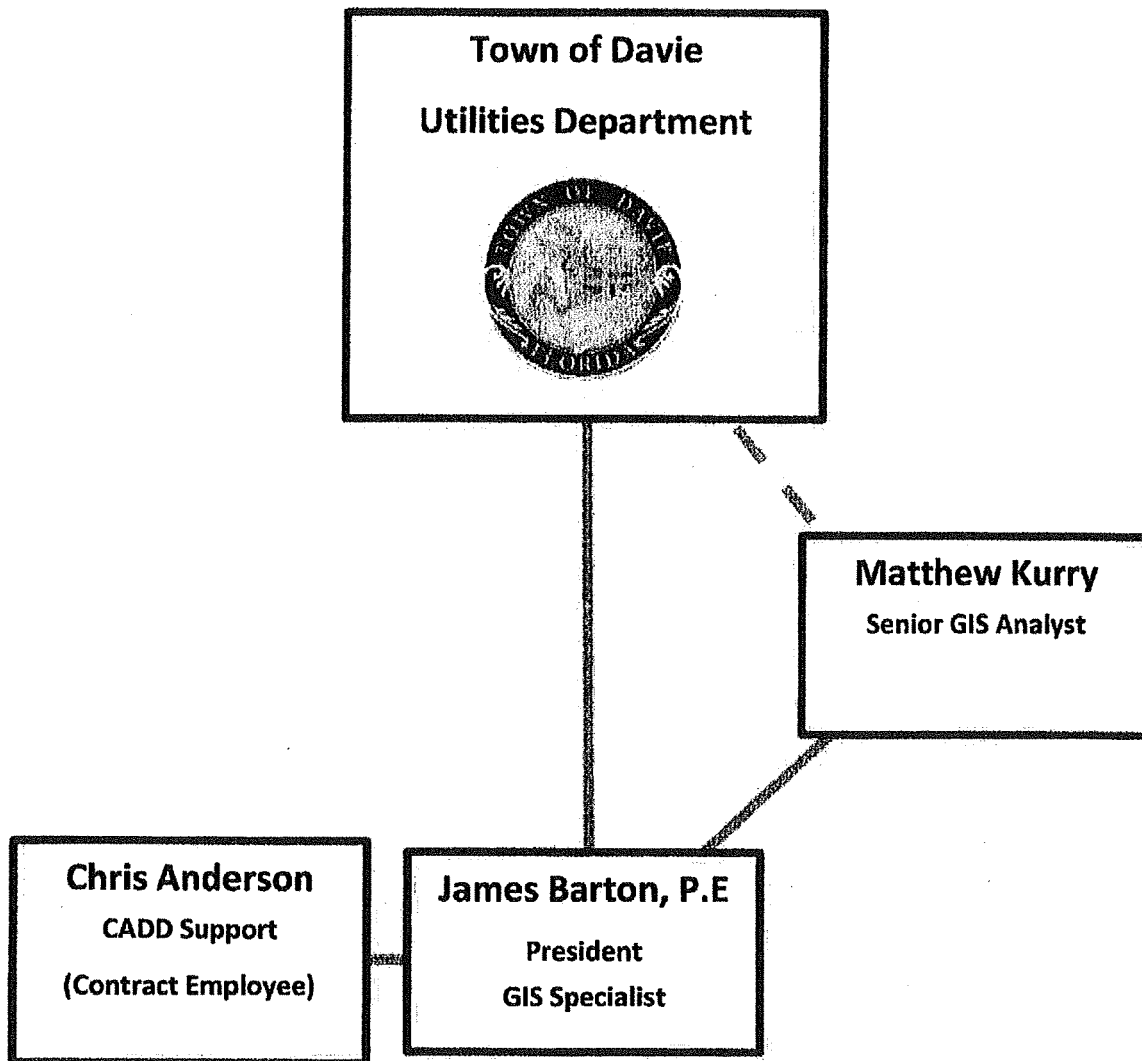
Matthew has a Master's in Geography from FAU. He has served as a GIS specialist for the Seminole Tribe of Florida, and multiple local municipalities in South Florida. He taught GIS at Broward Community College. His main experience at FTC has been using higher GIS functions to perform analysis, geocoding, building mobile applications and train field crews to work with mobile applications to map features from the field. Matt lives in Oakland Park, a short drive from Davie. He knows the field staff and is excited about continuing training.

*Chris Anderson: CAD Technician (Contract Employee)*

Chris is one of the best CAD technicians in the region. He will provide any CAD support necessary to work with CAD files from contractors.



## Organization Chart



James Barton will be the direct contact with the Town. Matthew will work directly with staff through training and program support. Chris will assist with converting Civil 3-D record drawings into a GIS consumable format.



## FTC's Current and Anticipated Work Load

Section 1 outlined a detailed methodology proposed for the Town in terms of

- Data Completion
- Operationalization
- Program Support and Training

In summary, the bulk of detailed digitizing work and hours to complete the atlas will fall within the first 6 months. Once built, the focus of work will shift to program support and training, requiring far less hours. Presently FTC has completed data builds for several clients and is in maintenance mode. This means we have as many hours available as needed to continually support the Town at any level indefinitely.

Presently FTC is actively working with 3 clients. The labor intensive data builds are completed. The program now includes training field crews to develop and work with mobile apps to continually collect and track maintenance on features. We anticipate the Town will require limited hours once the data builds are completed. We are very comfortable with the published budget.

Client	Current Program	Hours Required
Town of Palm Beach	Building field apps for Beach Access, Signs, Trees, Buildings,	8 – 12 hrs per week
Cooper City	Tracking valve turning from contractor, finding missing valves, mapping meters and blowoffs	4 hrs per week
South Martin Regional Utilities	Correcting field atlas, Lift Station Inventory, Hydrant replacement program	8 hrs per week
<b>Town of Davie</b>	<b>AVAILABLE HOURS</b>	<b>56 hrs per week available</b>

## Resumes

Detailed resumes are provided on the next pages.



## **James Barton, P.E., LEED AP**

### **Education**

Bachelor of Science, Civil Engineering, Queens University  
(Canada), 1990

### **Registration**

Professional Engineer, Florida, 59257, 2003

### **Professional Affiliations**

American Society of Civil Engineers  
American Water Works Association  
Florida Engineering Society  
Urban and Regional Information Systems Association  
(URISA)

### **Certifications**

ESRI Authorized Trainer  
LEED Accredited Professional

Mr. Barton has over 20 years of engineering experience both internationally and domestically. The main focus of his international experience includes engineering design and project management of water and sanitation programs, including water resources, infrastructure rehabilitation and GIS implementation. His domestic experience includes environmental engineering, utilities and road construction. Mr. Barton routinely integrates GIS technology with engineering.

He is working with ESRI developing software tools to assist in detail design and his experience with implementing GIS/ GPS for construction field inspection. He is currently studying towards a Certificate in Integrated Watershed Management and a Certificate in Visual Planning (GIS Technology).

He has been using GIS in engineering since 1999 and became an ESRI Authorized Trainer in 2003. Since then, he has provided training to over 75 students in various organizations and disciplines. His specialty is training for people specializing in utilities, public works and engineering, but he has also trained fire, police and administration.

He started using GIS in his day-to-day activities for simple outputs such as construction maps for contractors and public information campaigns. This led to using GIS for permit maps, analysis and project planning for proposals and finally design projects. In 2004, he started working with ESRI developing GIS tools that could be used for detailed design and transferring data out of and into the CAD environment.

These tools have been presented at numerous conferences and user group meetings. One of the latest developments is linking design tools with existing LIDAR data. This allows for conceptual design with real elevations without the survey, taking survey out of the critical path of project planning.

Mr. Barton has provided training to

- Chen and Associates, 2004, 2005
- Islamorada, Village of Islands, 2005
- City of Sunrise, 2006
- City of Marathon, 2006, 2009
- Monroe County Property Appraisers Office, 2006
- Wantman Group, 2007
- Florida Keys Aqueduct Authority, 2007
- City of Dania Beach, 2007
- City of Miami Gardens, 2009
- Coral Springs Utilities 2011
- Highland Beach 2015
- Town of Davie 2015
- Coral Springs Improvement District 2016

Mr. Barton also founded the Florida Utility User Group, which works on integrating GIS technology into engineering. The group currently has over 300 members.





## **Matthew A. Kurry**

### **Education**

Florida Atlantic University, Boca Raton, Florida,  
College of Science Department of Geography  
and Geology Graduate Program, Geographic  
Information Science emphasis, Graduation May  
2004

Awarded a Graduate Teaching assistantship in  
World Geography Spring 03-04 & Map Analysis  
Spring 04 Elected to Gamma Theta Upsilon  
International Geographical Honor Society

West Virginia University, Morgantown, West  
Virginia. College of Liberal Arts; Geographic  
Information Science/ Remote Sensing Major,  
December 2001 graduation

Elected to serve two semesters as student  
Teaching Assistant in Communication Studies.

### **Computer / Technical**

Geographical Information Systems/Remote  
Sensing: ESRI ArcGIS and components 8.3-10,  
MapInfo Professional & AnySite Package,  
Microsoft Street and Trips 2012, Tremble GPS &  
components, Erdas Imagine 3D GIS, GeoVec,  
Alteryx Engine ESRI Virtual Campus training,  
CAD to GIS conversion, Digital image  
interpretation, Photogrammetry, LIDAR,

Database Management: Business Objects,  
Oracle, MS Access, ESRI SDE 9.1

Operating Systems: Windows NT, XP, Unix,  
DOS, Linux

Miscellaneous: Adobe Photo Shop, Digitizing,  
Large Format Scanning and Printing, Web Page  
Design

Mr. Kurry has strong analytical and technical  
skills with current Geographic Information  
Systems experience. He has familiarity and real  
world practice with ESRI and MapInfo products,  
remote sensing, data validity and collection  
techniques. Mr. Kurry received both a Masters  
and Bachelors in Geography with coursework in  
GIS, remote sensing, and Urban and Regional  
planning. Proven team player and individual  
contributor with valuable leadership and  
mentoring skills.

Florida Technical Consultants.

November 2015-Current.

Employed as a Senior GIS Consultant  
responsible for utilities data migration and  
integration. Accountable for providing GIS  
support services to municipalities, engineering  
firms and contractors. Assignments include

- CAD to GIS conversion,
- ArcGIS Online application development
- GeoCode geographic data sets (meters, etc)
- Large data migrations
- Utility atlas production
- On-Site Field Training

Broward County School Board.

March 2014-November 2015.

Served as a daily substitute teacher in Broward  
County public schools. Provided classroom  
instruction at assigned institution.

Robert K Futterman. New York,

November 2012-February 2014.

Senior GIS Analyst at national retail real estate  
firm. Primary responsibilities include creation of  
competition maps, demographic analyses and  
maintenance of a proprietary database.

Toys R US Corporate. Wayne New Jersey,  
December 2011- November -2012.

Research analyst at Toys R US corporate head  
quarters. Responsible for conducting GIS Based  
analytical research and location selection.

NOVA Southeastern University. Ft. Lauderdale,  
School of Business and Entrepreneurship,

April 2010- December 2011.

Employed by NOVA University teaching GIS for  
Marketing to MBA students in the Real Estate

Broward College. Davie Campuses,

December 2009 - December 2011.

Geography professor. Classes included GIS 1&2,  
Remote Sensing, World Geography, Natural  
Resources, Human Geography and Introduction  
to Geography.

City of Oakland Park Florida.

April 2011-September 2011.

Contract GIS analyst to digitize and update  
existing utility atlas, analyzing aerial photography  
to locate and digitize utility sewer features such  
as manholes, lift stations and sewer lines. Use  
ground control points to orthorectify raster images  
to be overlaid on aerial photography.



## **Christopher A Anderson (Contract Employee)**

### **Education**

Associate of Science, Computer Aided Drafting,  
ITT Technical Institute, 2003

Mr. Anderson serves as a CAD Designer. His previous experience includes designing subdivisions in California as well as Utah. In addition, he has been utilizing Civil3D for design and plan production.

While assisting FTC, Mr. Anderson routinely receives CAD files from contractors / engineering firms, converts the digital CAD into GIS friendly layers and transposes them into correct coordinate spaces. Doing some of the CAD cleanup work before migrating into GIS often saves enormous amounts of time and money for the client.

### **The following projects reflect Mr. Anderson's previous work experience while with another firm:**

Broadview Park Bld Pack 3. The Broadview Park Neighborhood Improvement Project (BPNIP) was the last of the Neighborhood Infrastructure Improvements projects to be carried out by Broward County in the unincorporated areas. This Bid Package addressed the sanitary sewer and drainage improvements, as well as improvements to the community's sidewalks, roadway and landscape. These improvements consisted of 47,000 linear feet of gravity sewer, 6,200 linear feet of 8" force main, 20,100 linear feet of drainage pipe along with roadway restoration and new sidewalks for a total construction cost of approximately \$13.3 million. The gravity sewer system was designed using a GIS capacity analysis tool that calculated and summarized the flow rates for each parcel in the service area. GIS was utilized during the permitting phase to graphically show the flow for each pipe and during construction to track resident complaints, track the work that had been completed and estimate the Contractor's variance from the original schedule.

Riviera Beach Blue Heron Boulevard. Relocation of utilities in conjunction with the Florida Department of Transportation road widening project on Blue Heron Boulevard. The project includes coordination with the City to determine the location and condition of existing City-owned facilities including water mains, raw water mains, gravity sewer and force main. Based on the

conflicts identified between City facilities and the future

FDOT facilities, design drawings will be produced for the utility relocations and replacements. Extensive coordination with the Florida Department of Transportation is necessary to determine funding sources, location of proposed facilities, scheduling and permitting. Coordination is also required with the Palm Beach County Health Department for permitting.

Riviera Beach Dyer Rd and Haverhill Blvd. Coordinating the relocation of underground utilities which are in conflict with the proposed road widening project for Dyer Blvd. and Haverhill Road. Once the site visit was completed he did a site visit and coordinated with several agencies to estimate the scope of services required for this relocation.

The scope of service included the following:

- Coordination with Palm Beach County
- Coordination with City
- Coordinate with Palm Beach County Health
- Department
- Additional test holes for utility locates
- Prepare relocation design plans
- Permit assistance
- Bidding assistance
- Construction administration

RBUD Blue Heron Congress. Coordinated the relocation of underground utilities w proposed road widening project.



#### **Section 4: Experience with Government Entities**



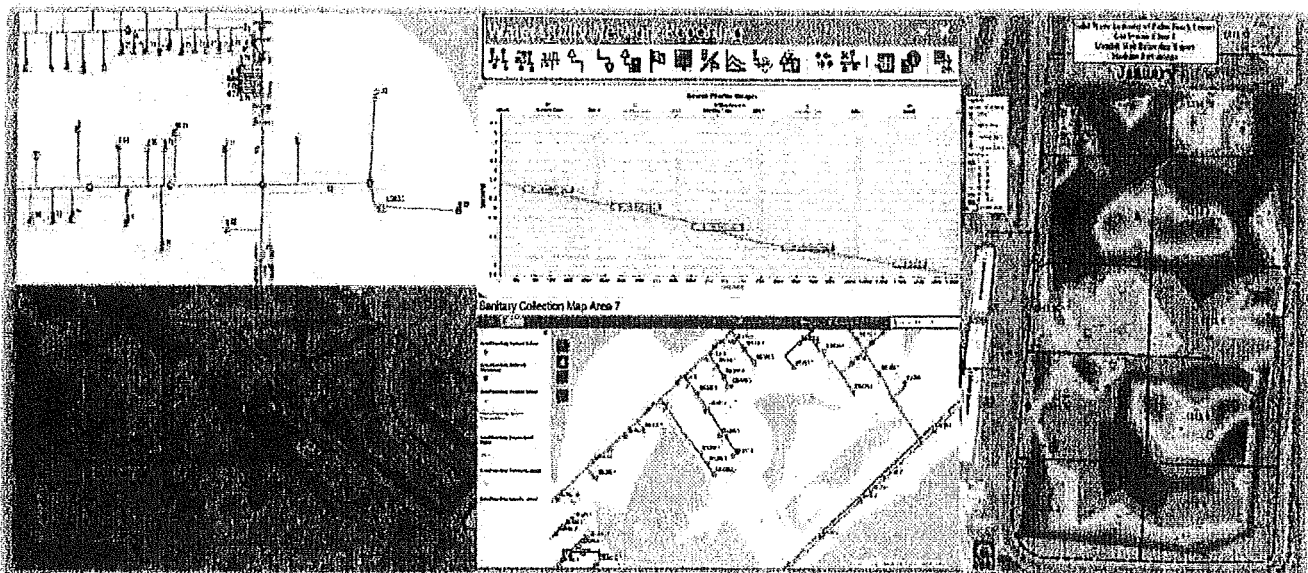
**Florida Technical Consultants (FTC)** was founded in 2014. Based on extensive experience using GIS for engineering projects, and as an ESRI Silver Business Partner with an ArcGIS Online Specialty, the Goal of FTC is to provide support services to Municipalities through:

- Data Compilation and Analysis for Projects and Studies
- GIS Data Building, Cleaning and Configuring for Utilities / Public Works Management
- Engineering Design, Permitting, Technical Specifications and Support Services
- Plans Review for GIS Compliance
- ArcGIS Online for Field Construction Administration
- Construction Information Management, GIS Record Drawing Submittals
- GIS Training and Support

The founder, James Barton P.E., LEED AP, has over 20 years of experience in engineering design and project management of water, sanitation and stormwater programs, including water resources, infrastructure rehabilitation and GIS implementation, environmental engineering, utilities and road construction. Mr. Barton has routinely integrated GIS technology with engineering, developing software tools to assist in system modeling, design and construction administration.

Since becoming an ESRI Authorized Trainer in 2003, he has provided training to over 75 students in various organizations and disciplines. His specialty is training for people specializing in utilities, public works and engineering, yet has trained fire, police and administration.

FTC can offer utility departments improved efficiency through understanding and utilizing existing data, applying analysis tools and techniques for quality control, interfacing with contractors to track construction quantities and providing GIS record drawing submittals to clients.





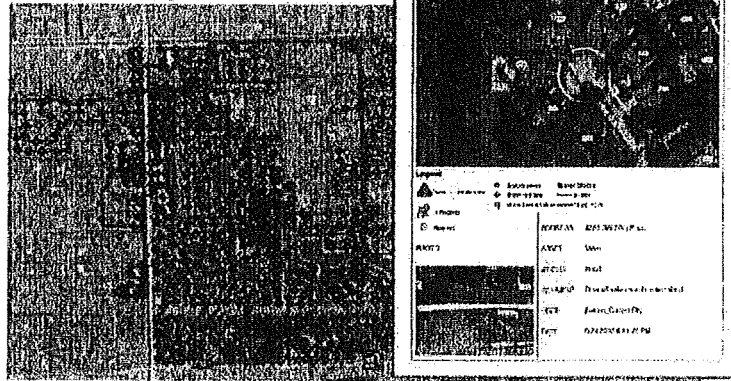
**Section 5: Client References and Past Performance**



The following pages provide descriptions of similar projects completed or in progress. Most projects are being managed as continuing program support programs.

**Cooper City**  
Mr. Michael Bailey  
11791 SW 49th Street  
Cooper City, FL 33330  
(954) 434-5519  
mbailey@coopercityfl.org

FTC converted the City CAD Atlas to GIS. Systems included water, sewer and drainage. Geometric networks were set up and run for valve isolation and capacity analysis. Coordinated label hydrants with Fire Dept. Tracked progress of valve turning contractor. ArcGIS Online Applications were developed and staff trained to inventory, verify features and track emergency repairs.  
10/10/2014 – present  
\$20,000



**South Martin Regional Utility**  
Mario E. Loaiza, P.E. -  
Utility Director  
9650 SE Water Street  
Hobe Sound, FL 33475  
(772)-546-6259  
mloaiza@tjl.martin.fl.us

FTC converted the utility atlas to GIS, including water and sewer. The process was complicated by the existing CAD parcel data being geographically incorrect in some cases necessitating field verification. Mobile apps were created in ArcGIS Online to validate data from the field.  
5/1/2015 – present  
\$20,000



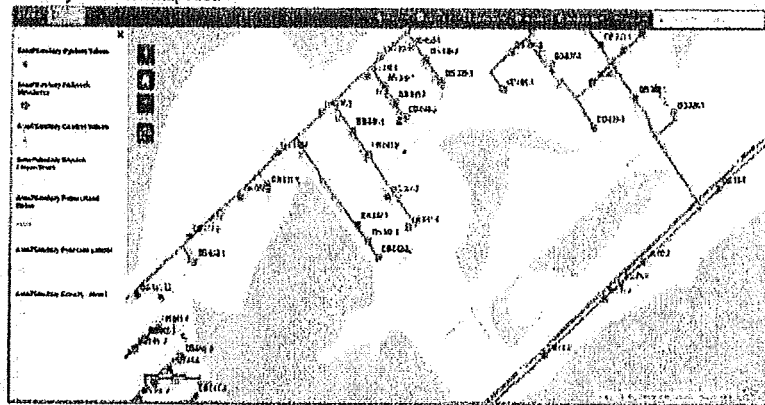


**City of Marathon**  
 George Garrett  
 9805 Overseas Highway  
 Marathon, FL 33050  
 Ph (305) 289-4111  
 garrettg@ci.marathon.fl.us

FTC converted City CAD Atlas to GIS. A systems geodatabase had to be created to handle vacuum sewer system. CAD text data was used to populate geodatabases. ArcGIS Online Applications were developed and staff were trained to inventory and field verify features.

10/7/2014 – present  
 \$10,000

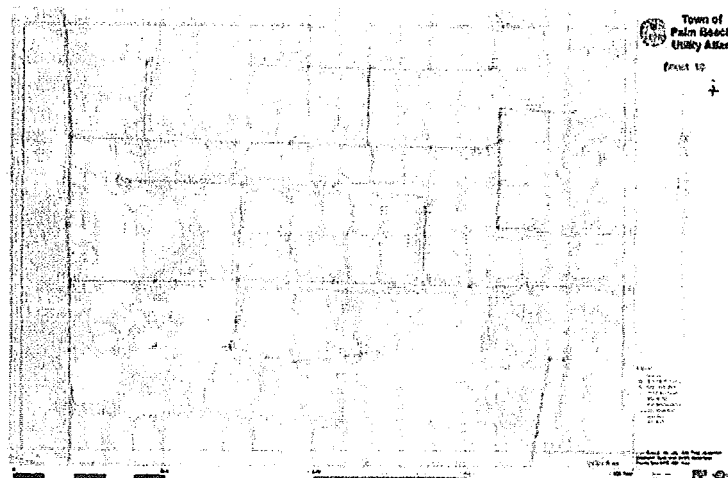
Sanitary Collection Map Area 7



**Town Palm Beach**  
 Mr. William Francis PE  
 951 Okeechobee Rd.  
 Suite A, West Palm Beach,  
 FL 33401  
 Ph (561) 838-5440  
 Fax 561 835 4683  
 WFrancis@  
 TownofPalmBeach.com

FTC converted the CAD Atlas to GIS. Systems included sewer and drainage. CAD text data was used to populate geodatabases. Geodatabases were built to create system profiles and perform sewer capacity analysis. ArcGIS Online Applications were developed and staff were trained to inventory and field verify features.

3/24/2014 present  
 \$35,000 (in progress)




**City of Boca Raton  
Utilities**

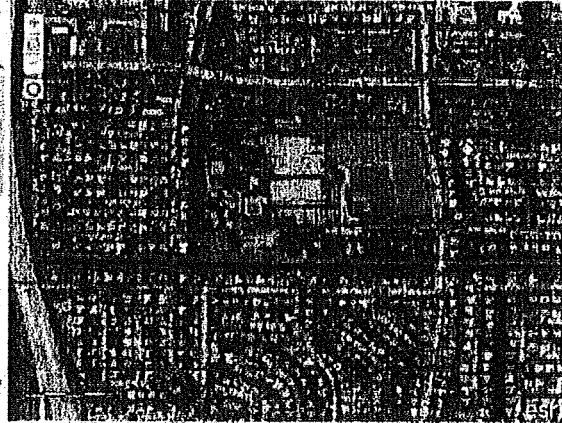
Ms. Talia Garcia  
4101 Glades Road  
Boca Raton FL 33431  
(561) 338-7307  
TGarcia@ci.boca-  
raton.fl.us

FTC provided GIS services to the City of Boca Raton Utilities converting Water, Raw Water, Reclaim Water and Sewer Data from CAD to GIS. The data was migrated into the 10.2 Local Government Model Geodatabase. Geometric networks were set up and run for valve isolation and capacity analysis. These changes will be presented to ESRI in order to update the LGIM to support these systems.

1/1/2013 – present

\$20,000

**Legend**  
Raw Water Well  
Raw Water Valves  
Raw Water Main  
Raw Water Abandoned Main  
Wells Lateral  
SIS Main  
Filtration Valves  
LRI Station

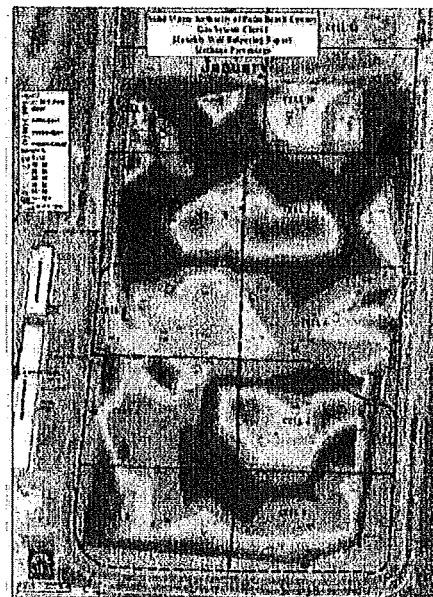

**Solid Waste Authority  
of Palm Beach County**

Ms. Josephine Rudd  
7501 N. Jog Road  
West Palm Beach, FL  
33412  
(561) 640-4000 x 4618  
jrdudd@swa.org

FTC converted the Utilities CAD Atlas to GIS as a sub to another firm. Systems included site, water, sewer, drainage, leachate, electrical, gas well monitoring, water and drainage. Several methods were used to map well monitoring values to visualize trends. FTC is now training SWA staff in converting CAD drawings to GIS and maintaining the system.

09/10/2014 – present

\$20,000

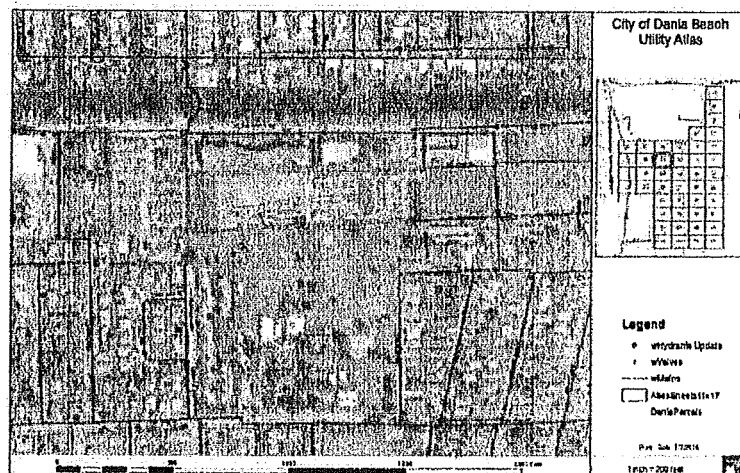






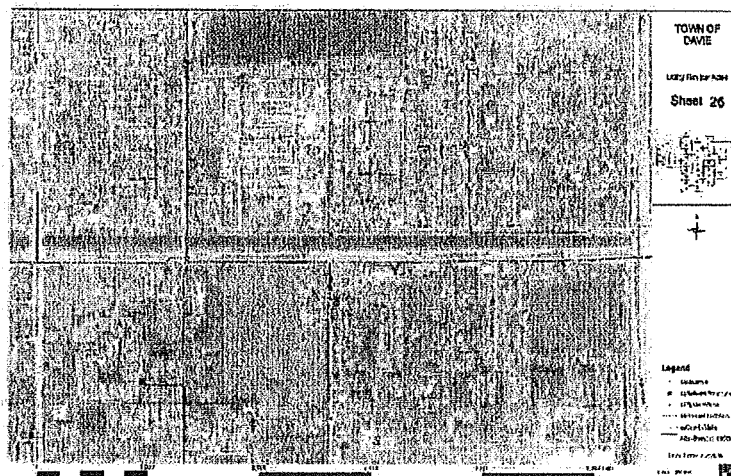
**City of Dania Beach**  
 Mr. Ronnie Navarro  
 1201 Stirling Rd  
 Dania Beach, FL 33004  
 (954) 924-3615  
 rnavarro@ci.dania-  
 beach.fl.us

FTC converted the City CAD Atlas to GIS with another firm. FTC is now field verifying the system and updating the GIS using high resolution aeriels and ArcGIS Online. Systems included water, sewer and drainage.  
 08/10/2015 – present  
 \$10,000



**Town of Davie**  
 Mr. Don Bayler  
 Utilities Director  
 7351 SW 30 Street  
 Town of Davie,  
 FL 33314  
 Ph 954-327-3741  
 Fax 954-327-3752  
 Don\_Bayler@davie-fl.gov

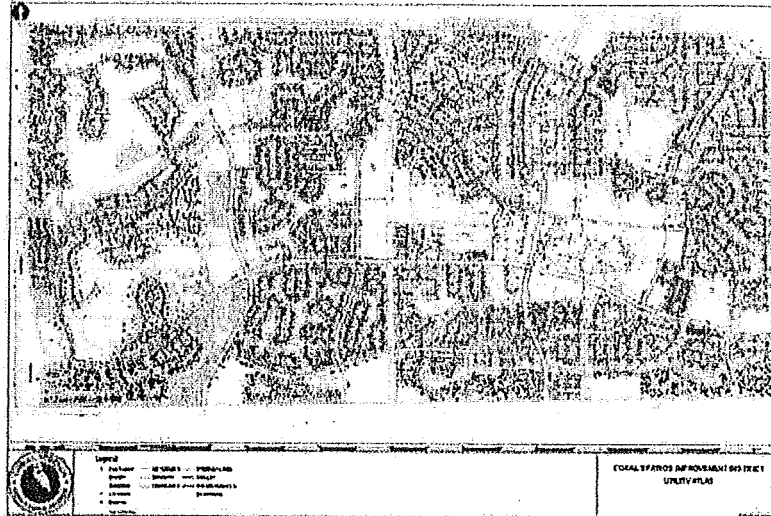
FTC converted the City CAD Atlas to GIS. ArcGIS Applications were developed and staff were trained to inventory and field verify features. Systems included water and sewer.  
 09/15/2014– present  
 \$20,000





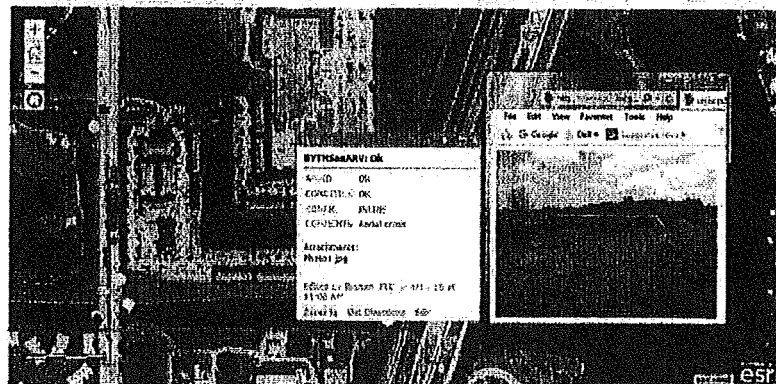
**Coral Springs  
Improvement District**  
Mr. Curt Diggins  
Supervisor, CSID  
Coral Springs FL 33071  
(954) 796 6608  
CurtD@fladistricts.com

FTC provided data setup and training for the CSID to collect and input their own data into GIS. Training was done on data collection using ArcGIS Online field apps and building data sets with desktop.  
10/01/15 – Present  
\$4,000



**Boynton Beach  
Utilities**  
Michael Low, Manager,  
Technical Services  
Boynton Beach Utilities  
City of Boynton Beach  
124 E. Woolbright Rd.  
Boynton Beach,  
Florida 33435  
(561)-742-6403  
lowm@bbfl.us

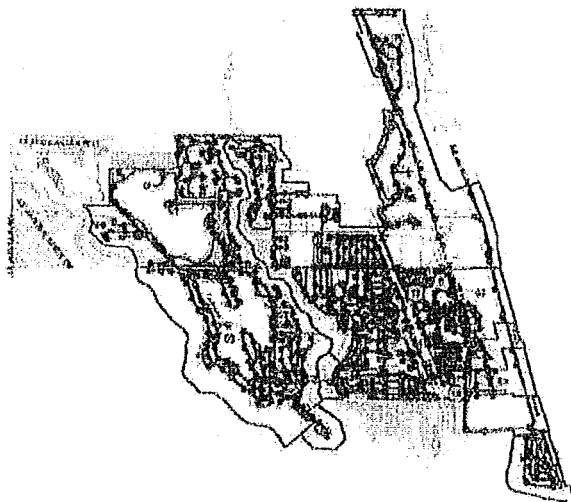
FTC created a GIS Data set to support modeling in Potable Water, Sanitary Sewer, Reclaim Water and Stormwater. Several sources of existing data were merged and topologically cleaned for snapping, node creation. Elevations were extracted and used to populate nodes. ArcGIS Applications were developed and staff were trained to inventory and field verify features.





Village of Tequesta  
Mr. Sam Heady  
345 Tequesta Dr  
Tequesta, Florida 33469  
(561) 722-1167  
shedy@tequesta.org

FTC converted the Village Utilities CAD Atlas to GIS. Systems included water and drainage. Coordination was done with Martin County and Loxahatchee River District to collect their facilities and input them into GIS. Water meters were mapped by geocoding. ArcGIS Online mobile apps were created for maintenance crews to validate information from the field. All data was loaded into an asset management system.  
09/10/2015 – present  
\$20,000





**Section 6: Pricing and Other Forms**

**Town of Davie Bid  
B-16-168 Continuing GIS Services**

**SECTION 4.0 PRICING PAGE**

JOB CLASSIFICATION	RATE
GIS CONSULTANT: Project Manager	\$125/hour
GIS CONSULTANT: GIS Specialist	\$95/hour

Executed by: James Barton, P.E., LEED AP

Title: President (Type or print name)

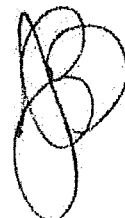
For ( Company): Florida Technical Consultants, LLC

Address: 401 West Atlantic Ave Suite 09 Delray Beach FL 33444

Telephone Number: 954.914.8488 Fax Number: 561.265.0806

Email: jbarton@fitechinc.com

The Bidder agrees to accept the Town of Davie's Visa procurement card for payment. Circle one  
YES OR **NO**



**Town of Davie Bid  
B-16-168 Continuing GIS Services**

**SECTION 5.0 TOWN REQUIRED FORMS****NON-COLLUSIVE AFFIDAVIT**

STATE OF Florida  
COUNTY OF Palm Beach

James Barton, P.E., LEED AP being first duly sworn deposes and says that:

BIDDER is the President  
(Owner, Partner, Officer, Representative or Agent)

BIDDER is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

Such Bid is genuine and is not a collusive or sham Bid;

Neither the said BIDDER nor any of its officers, partners, owners, agents, representative, employees or parties in interest, including this affidavit, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other BIDDER, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted; or to refrain from bidding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communications, or conference with any BIDDER, firm, or person to fix the price or prices in the attached Bid or any other BIDDER, or to fix any overhead, profit, or cost element of the Bid Price or the Bid Price of any other BIDDER, or to secure through any collusion conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Contract;

The price of items quoted in the attached Bid are fair and proper and are not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the BIDDER or any other of its agents, representatives, owners, employees or parties in interest, including this affidavit.

By James Barton, P.E., LEED AP

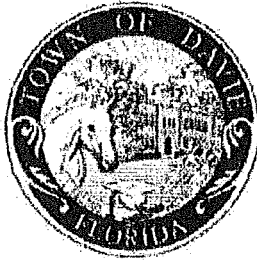
Subscribed and sworn to before me this 4 day of October, 2016.

Judith A. Clark  
Notary Public (Signature)

My Commission Expires: \_\_\_\_\_



**Town of Davie Bid  
B-16-168 Continuing GIS Services**



**TOWN OF DAVIE  
E-VERIFY FORM**

Bid No: B-16-168

Project Description: Continuing GIS Consulting Services

Vendor/Consultant acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

- (a) all persons employed by Vendor/Consultant to perform employment duties within Florida during the term of the contract; and
- (b) all persons (including SUBCONTRACTORS/SUBVENDORS) assigned by Vendor/Consultant to perform work pursuant to the contract with the Department. The Vendor/Consultant acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the Town of Davie.

Company/Firm: Florida Technical Consultants, LLC

Authorized Signature: 

Print Name James Barton, P.E., LEED AP

Title: President

Date: October 6, 2016

**Town of Davie Bid  
B-16-168 Continuing GIS Services**

**CONFIRMATION OF DRUG-FREE WORKPLACE**

In order to have a drug-free workplace program, a business shall:

Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibitions.

Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

Give each employee engaged in providing the commodities or Contractual services that are under Bid a copy of the statement specified in subsection (1).

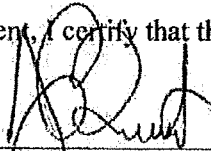
In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or Contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any State, for a violation occurring in the workplace no later than five (5) days after the conviction.

Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

A signed copy of your Drug-Free Workplace Policy must be attached to this signed copy and submitted with the Bid Documents.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.



James Barton, P.E., LEED AP

Proposers Signature



**Town of Davie Bid  
B-16-168 Continuing GIS Services**

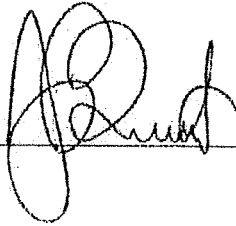
**EMPLOYEE BACKGROUND VERIFICATION AFFIDAVIT**

I, James Barton, P.E., LEED AP, Company Florida Technical Consultants, LLC

Attest that all personnel used in the performance of this work have had a criminal background check, and have no criminal offenses, a negative drug test result, and are legally documented to work in the United States.

The Town of Davie requests copies of the criminal back ground checks and drug test results.

Proposer's Signature \_\_\_\_\_

A handwritten signature in black ink, appearing to be 'JBarton', written over a horizontal line.



**Town of Davie Bid  
B-16-168 Continuing GIS Services**

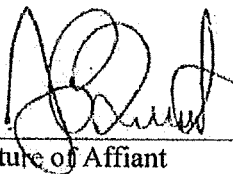
in the contract or business transaction with the Town are as follows (Post Office addresses are not acceptable):

Full Legal Name

Address

N/A

By:



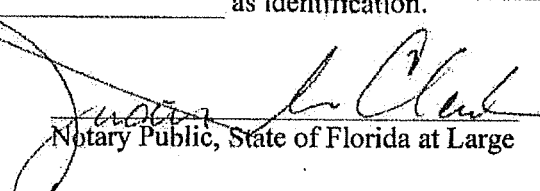
Signature of Affiant

Date: October 6, 2016

James Barton, P.E., LEED AP

Print Name

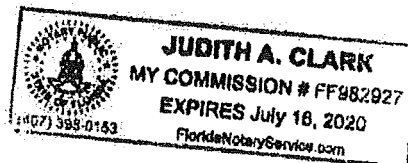
SUBSCRIBED AND SWORN TO or affirmed before me this 4 day of October 2016, by James Barton he/she is personally known to me or has presented \_\_\_\_\_ as identification.

  
 Notary Public, State of Florida at Large

Print or Stamp of Notary

Serial Number \_\_\_\_\_

My Commission Expires : \_\_\_\_\_



Town of Davie Bid  
B-16-168 Continuing GIS Services



## Town of Davie Local Vendor Preference

### Affidavit of Eligibility

*Complete all areas below. Incomplete forms may be rejected.*

\_\_\_\_\_ My business is located within the Town of Davie.

LEGAL NAME OF FIRM: \_\_\_\_\_ N/A

Physical address: \_\_\_\_\_

Phone number \_\_\_\_\_ Fax number \_\_\_\_\_

Email address \_\_\_\_\_

Has the business name changed since it was opened in Davie? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes please provide the previous business name: \_\_\_\_\_

Taxpayer Identification Number: \_\_\_\_\_

Date your business was established in Town of Davie: \_\_\_\_\_

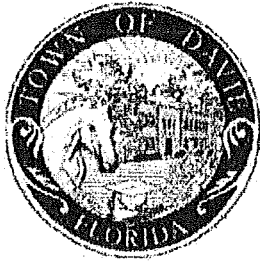
Business license: License number: \_\_\_\_\_ Date issued: \_\_\_\_\_

\_\_\_\_\_ A copy of my Business Tax Receipt is attached.

I employ \_\_\_\_\_ (insert a number) full time employees.

**If your business is a Broward County business but not located within the Town of Davie please fill out the information on the next page.**

Town of Davie Bid  
B-16-168 Continuing GIS Services



Town of Davie  
Local Vendor Preference  
Broward County Vendor

Affidavit of Eligibility

*Complete all areas below. Incomplete forms may be rejected.*

\_\_\_\_\_ My business is located within Broward County but not in the Town of Davie.

LEGAL NAME OF FIRM: \_\_\_\_\_ N/A

Physical address: \_\_\_\_\_

Phone number \_\_\_\_\_ Fax number \_\_\_\_\_

Email address \_\_\_\_\_

Has the business name changed since it was opened in Broward County? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes please provide the previous business name: \_\_\_\_\_

Taxpayer Identification Number: \_\_\_\_\_

Date your business was established in Broward County: \_\_\_\_\_

Business license: License number: \_\_\_\_\_ Date issued: \_\_\_\_\_

\_\_\_\_\_ A copy of my Business Tax Receipt is attached.

I employ \_\_\_\_\_ (insert a number) full time employees.

The undersigned states that the forgoing statements are true and correct. The undersigned also acknowledges that any person, firm, corporation or entity intentionally submitting false information to the Town in an attempt to qualify for local preference shall be prohibited from bidding on Town of Davie products and services for a period of one (1) year.

**Town of Davie Bid  
B-16-168 Continuing GIS Services**

Authorized Signature: \_\_\_\_\_ Date: October 6, 2016

Printed Name & Title: James Barton, P.E., LEED AP President

**Form W-9**  
(Rev. October 2007)  
Department of the Treasury Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type  
See Specific instructions on page 2.

Name (as shown on your income tax return)

Florida Technical Consultants, LLC

Business name, if different from above

Florida Technical Consultants, LLC

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership

☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ◆ \_\_\_\_\_

☐ Other (see instructions) ◆

☐ Exempt payee

Address (number, street, and apt. or suite no.)

401 West Atlantic Ave Suite 09

Requester's name and address (optional)

City, state, and ZIP code

Delray Beach FL 33444

List account number(s) here (optional)

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

OR

Employer identification number

47-1886339

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign  
Here

Signature of  
U.S. person ◆

Date ◆ October 6, 2016

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are

waiting for a number to be issued),

- Certify that you are not subject to backup withholding, or

- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Respondents should refer to Sec. 2-57 of the attached form for complete definition of terms.**

I, James Barton, P.E., LEED AP representing Florida Technical Consultants, LLC  
declare that I have read the attached form and that (check one):

☒ My company is not interested in lobbying either staff or elected officials on any  
subject associated with this Request for Proposal (RFP)

☐ My company is interested in lobbying either staff or elected officials on matters  
associated with this Request for Proposal (RFP). I understand that in order to lobby, I must fill  
out the attached form and submit it to the Town Clerk's Office along with a registration fee of  
\$50.00.

Title of RFP: Continuing GIS Consulting Services

Bidder Name: Florida Technical Consultants, LLC

Address: 401 West Atlantic Ave Suite 09

Delray Beach FL 33444

Phone Number: 954.914.8488

Fax Number: 561.265.0806

e-mail Address: jbarton@ftechinc.com

Signature: 

Print Name: James Barton, P.E., LEED AP

**LOBBYING INTEREST**

**Respondents should refer to Sec. 2-57 of the attached form for complete definition of terms.**

I, James Barton, P.E., LEED AP representing Florida Technical Consultants, LLC declare that I have read the attached form and that (check one):

☒ My company is not interested in lobbying either staff or elected officials on any subject associated with this Request For Proposal (RFP)

☐ My company is interested in lobbying either staff or elected officials on matters associated with this Request For Proposal (RFP). I understand that in order to lobby, I must fill out the attached form and submit it to the Town Clerk's Office along with a registration fee of \$50.00.

Title of RFP: Continuing GIS Consulting Services

Bidder Name: Florida Technical Consultants, LLC


Address: 401 West Atlantic Ave Suite 09

Delray Beach FL 33444

Phone Number: 954.914.8488

Fax Number: 561.265.0806

Email Address: jbarton@fltechnical.com

Signature: 

Print Name: James Barton, P.E., LEED AP



## TOWN OF DAVIE LOBBYIST'S REGISTRATION STATEMENT AND OATH

Registration will be annual, from October 1st to September 30th, and shall be renewed for each year during which lobbying activities are to take place. Only one annual registration form is required. If, however, any of the information required on the registration form is new or changed (for example, a new principal, as defined by Section 2-57 of Ordinance 2012-17, or a new specific subject of lobbying), the Lobbyist must then supplement or amend the registration before additional lobbying. (Ordinance 2012-17, Section 2-58(d))

## LOBBYIST INFORMATION (Ordinance 2012-17, Section 2-58(a)(1))

Name N/A

Address \_\_\_\_\_

(must be a physical address (e.g. not a Post Office Box) where the lobbyist resides or customarily does business)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Explain the nature and extent of any business, professional or familial relationship which the lobbyist, or any member of the lobbyist's immediate family, has had with any Town official, or member of the immediate family of any Town official within the period of time commencing twenty-four (24) months prior to registration.

---



---



---



---



---

Explain the nature and extent of any involvement, activity or assistance, whether paid or voluntary, by any lobbyist, or any member of the lobbyist's immediate family, with the current or the most recent campaign of any current elected Town official, or current candidate for Town Council. (2012-017, Section 2-58(a)(3))

---



---



---



---



---

**LOBBYIST'S PRINCIPAL(S) INFORMATION (Ordinance 2012-17, Section 2-58(a)(4))**Name N/AAddress \_\_\_\_\_  
(must be a physical address (e.g. not a Post Office Box) where the principal resides or customarily does business)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Explain the general and specific matters upon which the lobbyist intends to lobby, if known at the time of registration. *If not known at time of filing, the registration must be supplemented when the matter is determined.* (Ordinance 2012-017, Section 2-58(a)(5))

I hereby acknowledge that I have received a copy of Ordinance 2012-17, concerning registration of lobbyists and acknowledge that any violation of this Ordinance shall result in penalties as stated in said Ordinance. I further acknowledge that this form must be accompanied by payment in the amount of \$50 for each principal represented and by each lobbyist. (Ordinance 2012-17, Section 2-58(b))

I hereby attest and affirm under penalty of perjury, that the facts contained herein are true and correct. Further, I understand that I **am** required to notify the Town Clerk, in writing, of any changes to the information contained herein and that I **am** required to complete a lobbyist statement for each new principal or subject matter which occurs throughout the year.

Signature of Lobbyist \_\_\_\_\_

STATE OF FLORIDA ) \_\_\_\_\_

)

SS:

COUNTY OF )

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ by \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_ as identification.

My Commission expires \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

**ACKNOWLEDGEMENT OF ADDENDA****INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES****PART I:**

LIST BELOW THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION WITH THIS RFP.

Addendum #1, Dated 9/23/2016Addendum #2, Dated 10/05/2016

Addendum #3, Dated \_\_\_\_\_

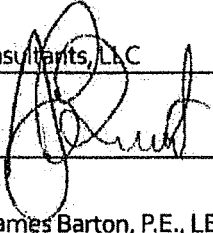
Addendum #4, Dated \_\_\_\_\_

Addendum #5, Dated \_\_\_\_\_

Addendum #6, Dated \_\_\_\_\_

Addendum #7, Dated \_\_\_\_\_

Addendum #8, Dated \_\_\_\_\_

**PART II:**☐ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS RFP.FIRM NAME: Florida Technical Consultants, LLCAUTHORIZED SIGNATURE:  DATE: October 6, 2016TITLE OF OFFICER: James Barton, P.E., LEEDAP President



### ADDENDUM TO BID DOCUMENTS

**SOLICITATION** B-16-168 Continuing GIS Services

**ADDENDUM No.** 1      **BID OPENING DATE** 10/6/16 @ 2:00pm      **TODAY'S DATE** 9/23/2016

To All Bidders:

This addendum is issued to modify the previously issued bid documents and/or given for informational purposes, and is hereby made a part of the bid documents. Please attach this addendum to the documents in your possession and acknowledge receipt of this addendum in the space provided on the bid form.

#### RFIs

Q.1: Pipelines: Will the information of the pipelines (coordinate locations, material, year etc..) be provided or will it require field collection and locating the pipelines?

A.1: This information will be provided by TOD Utilities staff via as-built data and field verification.

Q.2: Manhole/Cleanout: This will require field survey crew to collect the rim and invert elevations. Will this information be provided or is it requested that we collect this data as well?

A.2: This information will be provided by TOD Utilities staff via as-built data and field verification.

Q.3: Fire Hydrant/Lift Station/Backflow Prevention Devices: Once again will the information be provided to map or data collection is part of these items as well?

A.3: Same as above with the addition of hydrant maintenance vendor data.

Q.4: TOD utilities: Is it required to provide coordinate locations of TOD utilities in survey grade accuracy or if sub-meter (2-3 feet) accuracy is acceptable. (This question applies to all other items above)

A.4: Only water meter coordinates would require survey grade; for all other data points sub-meter will be sufficient.

Q.5: How strict are the experience qualifications you are seeking in the candidate? Our survey department had an underground utilities data collection project that we can transform into a GIS application to show as a demonstration of our skills. Would this be acceptable? Additionally, we have numerous GIS projects which show our expertise in the software performing many GIS functions however it isn't all applicable to utility work. Is this acceptable?

Town of Davie, Florida

Purchasing Division  
(954) 797-1016

- A.5: We are looking for an experienced team in the ESRI GIS online platform that can provide ongoing support to utility specific existing layers and new data layers as required.

Reviewed by:



Purchasing Manager  
Purchasing Division

**Acknowledged by:**

Florida Technical Consultants, LLC

Contractor

James Barton, P.E., LEED AP

Authorized Representative (Printed)  
President

Title

Signature

October 6, 2016

Date

**PROPOSAL SIGNATURE PAGE FOR CORPORATION**

The officers of the Corporation are as follows:

	<u>NAME</u>	<u>ADDRESS</u>
President	James Barton, P.E., LEED AP	401 West Atlantic Ave Suite 09 Delray Beach FL 33444
Vice-President	N/A	
Secretary	N/A	
Treasurer	N/A	
Registered Agent	N/A	

The full names and residences of stockbrokers, persons, or firms interested in the foregoing Proposal, as principals, are as follows:

James Barton, P.E., LEED AP      12008 North Lake Drive Boynton Beach, FL 33436

Post Office Address

PROPOSER:

Florida Technical Consultants, LLC  
(CORPORATE NAME)

jbarton@fitechinc.com

PRESIDENT'S SIGNATURE AND E-MAIL ADDRESS

Is this corporation incorporated in the State of Florida?

ATTEST: \_\_\_\_\_  
SECRETARY

YES ☒ NO ☐

If no, give address of principal place of business: \_\_\_\_\_

**PROPOSAL SIGNATURE PAGE FOR SOLE PROPRIETOR OR PARTNERSHIP**

The full names and residences of persons, partners or firms interested in the foregoing Proposal, as principals, are as follows:

N/A

PROPOSER

\_\_\_\_\_  
(FIRM NAME)

Witnesses:

(SEAL)

\_\_\_\_\_  
SIGNATURE AND E-MAIL ADDRESS

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
Title (Sole Proprietor or Partner)

Post Office Address:

\_\_\_\_\_  
TELEPHONE

CITY in which fictitious name is registered.


\_\_\_\_\_  
Attach a copy of proof of registration

**DRUG-FREE WORKPLACE PROGRAM**

**IDENTICAL TIE BIDS** - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

  
VENDOR'S SIGNATURE

James Barton, P.E., LEED AP  
PRINTED NAME

Florida Technical Consultants, LLC  
NAME OF COMPANY



**SOLICITATION, GIVING, AND ACCEPTANCE OF GIFTS POLICY**

Florida Statute 112.313 prohibits the solicitation or acceptance of Gifts. - "No Public officer, employee of an agency, or candidate for nomination or election shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the public officer, employee, or candidate would be influenced thereby." "... The term 'public officer' includes any person elected or appointed to hold office in any agency, including any person serving on an advisory body."

The Town of Davie policy prohibits all public officers, elected or appointed, all employees, and their families from accepting any gifts of any value, either directly or indirectly, from any contractor, vendor, consultant, or business with whom the Town does business. Only advertising office stationery or supplies of small value are exempt from this policy - e.g. calendars, note pads, pencils.

The State of Florida definition of "gifts" includes the following:

Real property or its use,  
Tangible or intangible personal property, or its use,  
A preferential rate of terms on a debt, loan, goods, or services,  
Forgiveness of indebtedness,  
Transportation, lodging, or parking,  
Membership dues,  
Entrance fees, admission fees, or tickets to events, performances, or facilities,  
Plants, flowers or floral arrangements

Services provided by persons pursuant to a professional license or certificate. Other personal services for which a fee is normally charged by the person providing the services. Any other similar service or thing having an attributable value not already provided for in this section. To this list, the Town of Davie has added food, meals, beverages, and candy.

Any contractor, vendor, consultant, or business found to have given a gift to a public officer or employee, or his/her family, will be subject to dismissal or revocation of contract.

As the person authorized to sign the statement, I certify that this firm will comply fully with this policy.

  
 \_\_\_\_\_  
 SIGNATURE

 \_\_\_\_\_  
 James Barton, P.E., LEED AP  
 PRINTED NAME

 \_\_\_\_\_  
 Florida Technical Consultants, LLC  
 NAME OF COMPANY

 \_\_\_\_\_  
 President  
 TITLE

Failure to sign this page shall render your bid non-responsive

**Town of Davie  
B-16-168  
Continuing GIS Services**

**SOURCE OF INFORMATION**

How did you find out about this solicitation? Check all that applies.

- |   |                                     |                             |
|---|-------------------------------------|-----------------------------|
| 1. <a href="http://www.davie-fl.gov">www.davie-fl.gov</a>     | <input type="checkbox"/>            |                             |
| 2. <a href="http://www.demandstar.com">www.demandstar.com</a> | <input checked="" type="checkbox"/> |                             |
| 3. The Sun Sentinel   | <input type="checkbox"/>            |                             |
| 5. Referral/word-of-mouth                                     | <input type="checkbox"/>            | Specify Source: _____       |
| 6. Search Engine/Internet search                              | <input type="checkbox"/>            |                             |
| 7. E-mail, newsgroup, online chat<br>_____                    | <input type="checkbox"/>            | Specify _____ Source: _____ |
| 8. Banner or Link on another website                          | <input type="checkbox"/>            |                             |
| 9. Flyer, newsletter, direct mail                             | <input type="checkbox"/>            | Specify Source: _____       |
| Other<br>_____  | <input type="checkbox"/>            | Specify _____ Source: _____ |

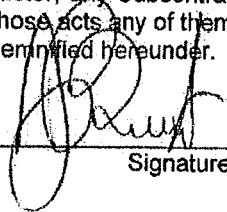
*Please note: This survey form is used for internal Procurement purposes only.*

**Town of Davie  
B-16-168  
Continuing GIS Services**

**INDEMNIFICATION CLAUSE**

The Contractor shall indemnify, defend and hold harmless the Town Council, the Town of Davie and their agents and employees from and against all claims, damages, losses and expenses (including attorney's fees) arising out of or resulting from the contractor's performance of the work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or damage on destruction of property including the loss of use resulting there from, and (2) is caused in whole or in part by any breach or default by Contractor or negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

Florida Technical Consultants, LLC  
Proposer's Name

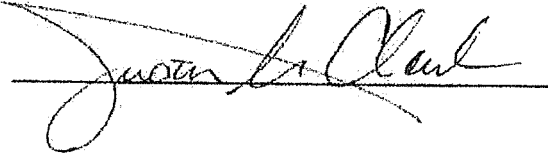
  
Signature

October 6, 2016  
Date

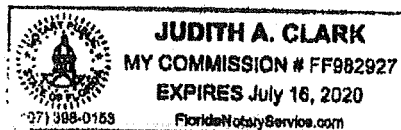
STATE OF FLORIDA  
COUNTY OF BROWARD

SWORN TO AND SUBSCRIBED before me, the under signed authority,

James Barton, P.E., LEED AP who, after first being sworn by me, affixed his/her  
[name of individual signing]  
signature in the space provided above on this 4 day of October, 2016

  
Signature

NOTARY PUBLIC



THIS FORM MUST BE SIGNED AND SWORN TO IN THE  
PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL  
AUTHORIZED TO ADMINISTER OATHS.

- and (if applicable) its Federal Employer Identification Number (FEIN) is: 47-1886339  
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_).

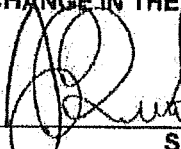
- 625

**Town of Davie  
B-16-168  
Continuing GIS Services**

management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relations to the entity submitting this sworn statement. (Indicate which statement applies).
- ☐ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
  - ☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
  - ☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the final order).

**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.**

  
\_\_\_\_\_  
Signature James Barton, P.E., LEED AP

Sworn to and subscribed before me this 4 day October, 2016

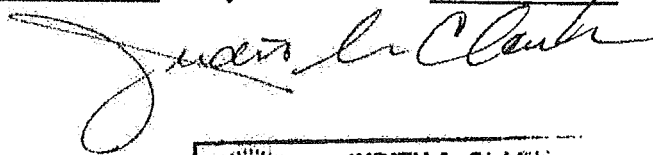
Personally known

OR

Produced identification \_\_\_\_\_

\_\_\_\_\_  
Name of Notary

Notary Public - State of FL



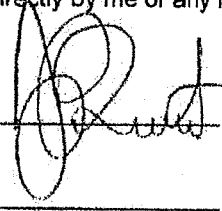


**Town of Davie  
B-16-168  
Continuing GIS Services**

**ANTI-KICKBACK AFFIDAVIT**

STATE OF FLORIDA                    }  
  }    SS:  
COUNTY OF   Palm Beach            }

I, the undersigned, hereby duly sworn, depose and say that no portion of the sum herein bid will be paid to any employees of the Town of Davie, its elected officials, and Florida Technical Consultants, LLC or its design consultants, as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

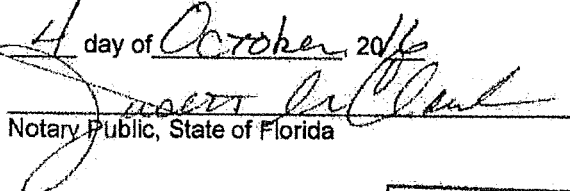
  
\_\_\_\_\_

By: James Barton, P.E., LEED AP

Title: President

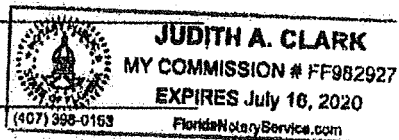
Sworn and subscribed before this

4 day of October 2016

  
\_\_\_\_\_  
Notary Public, State of Florida

(Printed Name)

My commission expires: \_\_\_\_\_



**Town of Davie  
B-16-168  
Continuing GIS Services**

**NON-COLLUSIVE AFFIDAVIT**

STATE OF FLORIDA                    }  
  }  
COUNTY OF   Palm Beach        }

SS:

James Barton, P.E., LEED AP

being first duly sworn, deposes and says that:

a)     He/she is the President, (Owner, Partner, Officer, Representative or Agent) of Florida Technical Consultants, LLC the Proposer that has submitted the attached Proposal;

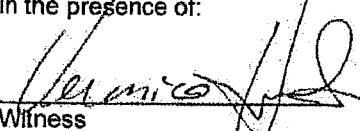
b)     He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

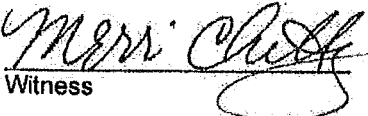
c)     Such Proposal is genuine and is not collusive or a sham Proposal;

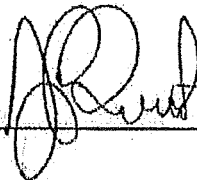
d)     Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from proposing in connection with such work; or have in any manner, directly or indirectly, sought by person to fix the price or prices in the attached Proposal or of any other Proposer, or to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed work;

e)     The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed, sealed and delivered  
in the presence of:

  
Witness

  
Witness

By: 

James Barton, P.E., LEED AP  
(Printed Name)

PRESIDENT  
(Title)

**Town of Davie  
B-16-168  
Continuing GIS Services**

**ACKNOWLEDGMENT**

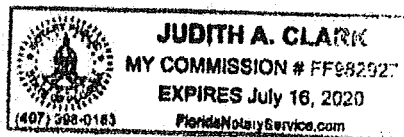
STATE OF FLORIDA                     }  
  }     SS:  
COUNTY OF   Palm Beach             }

BEFORE ME, the undersigned authority personally appeared James Barton, P.E., LEED AP to me well known and known by me to be the person described herein and who executed the foregoing Affidavit and acknowledged to and before me that James Barton executed said Affidavit for the purpose therein expressed.

WITNESS, my hand and official seal this 4 day of October, 2016.

My Commission Expires:

Judith A. Clark  
Notary Public State of Florida at Large





**Town of Davie  
B-16-168  
Continuing GIS Services**

**PROPOSER QUESTIONNAIRE**

1. Today's Date:     October 6, 2016
  
2. Name of Company Submitting Proposal: Florida Technical Consultants, LLC
  
3. How many years has your firm been in business under its present business name?: 2
3. Under what other former name(s) has your firm operated?: None
  
4. Have any similar agreements held by proposer for a similar project to the proposed project ever been canceled? Circle one: ☒ No   Yes   If yes, please explain: \_\_\_\_\_
  
5. Has the proposer or any principals of the firm failed to qualify as a responsible proposer, refused to enter into a contract after an award has been made, failed to complete a contract during the past five (5) years, or been declared to be in default in any contract in the last five (5) years? Circle one: ☒ No   Yes  
If yes, please explain: \_\_\_\_\_
  
6. Has the proposer or any principals of the firm ever been declared bankrupt or reorganized under Chapter 11 or put into receivership? Circle one: ☒ No   Yes  
If yes, please explain and give date, court jurisdiction, action taken, and any other explanation deemed necessary: \_\_\_\_\_
  
7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this BID. Please attach certificate of competency and/or State registration.  
  
Florida Corporate Charter: L14000011037  
Florida Professional Engineering License number: 30931
  
8. List the pertinent experience of the key individuals of your firm (continue on insert sheet if necessary): James Barton, P.E., LEED AP - ESRI instructor/GIS
  
9. State the name and title of the individual who will have personal management of the work: \_\_\_\_\_  
James Barton, P.E., LEED AP

**Town of Davie  
B-16-168  
Continuing GIS Services**

10. State the name and address of attorney, if any, for the firm: N/A

11. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the Proposer's business and indicate the percentage owned of each such business and/or individual:

James Barton, P.E., LEED AP 100%      401 West Atlantic Ave Suite 09  
Delray Beach FL 33444

12. State the names, addresses and the type of business of all firms that are partially or wholly owned by Proposer: Florida Technical Consultants, LLC

13. Bank references:

<u>BANK NAME</u>	<u>ADDRESS (CITY, STATE, ZIP)</u>	<u>PHONE</u>
<u>Wells Fargo</u>	<u>8768 Boynton Beach Blvd., Boynton Beach FL 33472</u>	<u>(561) 731-3806</u>

14. Surety (bonding) references – Attach a letter specifying maximum bondability from at least one (1) surety reference named below (Refer to Section 2.0, Item 10-10.1)

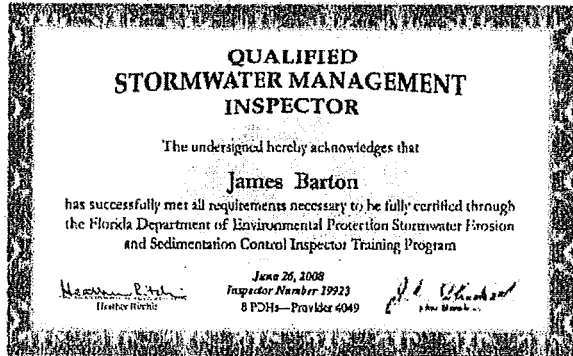
<u>SURETY</u>	<u>ADDRESS (CITY, STATE, ZIP)</u>	<u>PHONE</u>
<u>N/A</u>		

15. Firm has attached a current Certificate of Liability Insurance? ☒ Yes ☐ No

16. Litigation/Judgements/Settlements/Debarments/Suspensions – Submit information on any pending litigation and any judgements and settlements of court cases relative to providing the services requested herein that have occurred within the last three (3) years. Also indicate if your firm has been debarred or suspended from bidding or proposing on a procurement project by any government entity during the last five (5) years. N/A



## Licenses:



GREEN BUILDING CERTIFICATION INSTITUTE

LEED® ACCREDITED PROFESSIONAL

James Barton

LEED® ACCREDITED PROFESSIONAL  
 AS DEMONSTRATED THE KNOWLEDGE OF GREEN BUILDING PRACTICES  
 REQUIRED FOR SUCCESSFUL IMPLEMENTATION OF THE EQUIPMENT OF ENERGY  
 AND ENVIRONMENTAL DESIGN (LEED) GREEN BUILDING RATING SYSTEM

June 15, 2009

FTC is a Silver Tier ESRI Partner. FTC is recognized by ESRI as a firm that actively promotes GIS to the community.



FTC is an Online Specialty Partner. FTC has advanced skills in implementing ArcGIS Online for increasing field mobility.

ArcGIS Online  
Specialty

## M/WBE

Palm Beach County  
 Office of Small Business Assistance

Carl Ann Tate  
 Florida Technical Consultants, LLC  
 VENDOR # YS0000001810

is a Small Business Enterprise as prescribed by Section 218.24-2.02(3) of the Palm Beach County Code for a three year period from June 30, 2011 to June 29, 2013. The following services and/or projects are covered under this certification:

Civil Engineering, Geographic Information Systems (GIS),  
 Highways, Streets, Airport Paving, Parking Lots, Engineering,  
 Mapping Services, Highway Cartography, Water Waste Treatment Engineering,  
 Water Supply, Treatment, and Distribution Engineering

Small Business Enterprise (SBE) Certificate of Eligibility

Building to use: 1000  
 Street: 1000  
 City: 1000  
 State: 1000  
 Zip: 1000  
 County: 1000  
 Country: 1000  
 Phone: 1000  
 Fax: 1000  
 E-mail: 1000  
 Website: 1000  
 Property: 1000  
 Address: 1000

Allen Gray  
 Accounting Manager  
 June 25, 2011



# *State of Florida*

## *Department of State*

I certify from the records of this office that FLORIDA TECHNICAL CONSULTANTS, LLC is a limited liability company organized under the laws of the State of Florida, filed on January 21, 2014.

The document number of this limited liability company is L14000011037.

I further certify that said limited liability company has paid all fees due this office through December 31, 2016, that its most recent annual report was filed on January 31, 2016, and that its status is active.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Thirty-first day of January,  
2016*



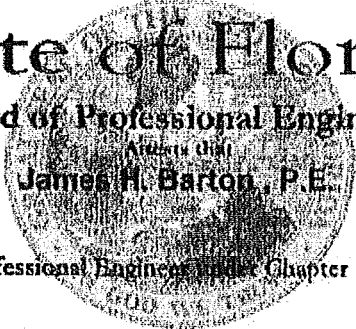
*Ken Detjen*  
**Secretary of State**

Tracking Number: CC4027601887


To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

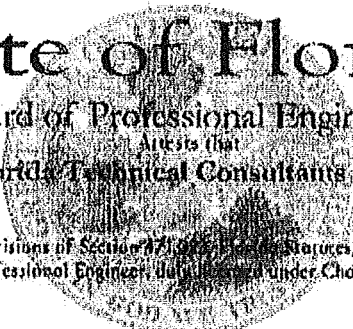
**State of Florida**  
**Board of Professional Engineers**  
 Attests that  
**James H. Barton, P.E.**




**Is licensed as a Professional Engineer under Chapter 471, Florida Statutes**  
 Expiration: 2/28/2017  
 Audit No: 228201703815

  
**FBPE**  
 Florida Board of Professional Engineers  
 PE Lic. No:  
 89257

**State of Florida**  
**Board of Professional Engineers**  
 Attests that  
**Florida Technical Consultants LLC**



**is authorized under the provisions of Section 471.02(2), Florida Statutes, to offer engineering services to the public through a Professional Engineer, duly licensed under Chapter 471, Florida Statutes.**  
 Expiration: 2/28/2017  
 Audit No: 228201704376 1

  
**FBPE**  
 Florida Board of Professional Engineers  
 CA Lic. Nos  
 80931



**Town of Davie  
B-16-168  
Continuing GIS Services**

**17. Disclosure of Conflict of Interest**

VENDOR SHALL DISCLOSE BELOW, TO THE BEST OF HIS OR HER KNOWLEDGE, ANY TOWN OF DAVIE OFFICER OR EMPLOYEE, OR ANY RELATIVE OF ANY SUCH OFFICER OR EMPLOYEE AS DEFINED IN SECTION 112.3135, FLORIDA STATUTES, WHO IS AN OFFICER, PARTNER, DIRECTOR OR PROPRIETOR OF, OR HAS A MATERIAL INTEREST IN THE VENDOR'S BUSINESS OR ITS PARENT COMPANY, ANY SUBSIDIARY, OR AFFILIATED COMPANY, WHETHER SUCH TOWN OFFICIAL OR EMPLOYEE IS IN A POSITION TO INFLUENCE THIS PROCUREMENT OR NOT.

Name Relationship

N/A

Florida Technical Consultants, LLC  
FIRM NAME

SIGNATURE OF AUTHORIZED AGENT

James Barton, P.E., LEED AP President

NAME & TITLE, TYPED OR PRINTED

STATE OF Florida )  
COUNTY OF Palm Beach ) SS

The foregoing instrument was sworn to and subscribed before me this 4 day of October 2016  
by James Barton who is personally known to me or produced  
as identification.

NOTARY PUBLIC, State of \_\_\_\_\_

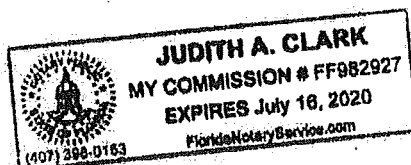
Commission No.: \_\_\_\_\_

Print Name: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

SEAL

(if Corporation)



ADDENDUM TO BID DOCUMENTSSOLICITATION B-16-168 Continuing GIS Consulting ServicesADDENDUM No. 2 BID OPENING DATE October 11, 2016 @ 2:00pm TODAY'S DATE 10/5/2016

To All Bidders:

This addendum is issued to modify the previously issued bid documents and/or given for informational purposes, and is hereby made a part of the bid documents. Please attach this addendum to the documents in your possession and acknowledge receipt of this addendum in the space provided on the bid form.

## Notification:

Due to potential weather conditions the Town has extended the due date for the RFP until October 11, 2016 @ 2:00pm.

Reviewed by:

Purchasing Manager  
Purchasing Division

Acknowledged by:
<u>FLORIDA TECHNICAL CONSULTING</u>
Contractor
<u>DAVE BAZEN</u>
Authorized Representative (Printed)
<u>PRESIDENT</u>
Title
<u>[Signature]</u>
Signature
<u>10/11/2016</u>
Date



TOWN OF DAVIE  
TOWN COUNCIL AGENDA REPORT

Item Number: 14.

**To:** Mayor and Councilmembers**From:** Brian K. O'Connor, Procurement Manager**Prepared By:** Brian K. O'Connor, Procurement Manager - Budget Finance**Subject:** Resolution**Affected District:** Town Wide**Item Request:** Schedule for Council Meeting**Title of Agenda Item:** **BID SELECTION** - A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, SELECTING THE TOP RANKED FLORIDA TECHNICALS CONSULTANTS, LLC. IN ACCORDANCE WITH RFP# B-16-168 TO CONTINUING GIS CONSULTING SERVICES AND AUTHORIZING THE TOWN ADMINISTRATOR OR HIS DESIGNEE TO NEGOTIATE AN AGREEMENT FOR SUCH SERVICES.**Executive Summary:** The Procurement Division solicited a Request for Proposal #B-16-168 for Continuing GIS Consulting Services for Town of Davie (TOD) and the TOD's water and sewer utility system and service area. The applications for which consulting services will be needed will require close and frequent liaison with the TOD Utilities Director and IT Director. Priorities and delivery schedules will be established by TOD Utilities/IT Departments and may be changed or amended frequently. Most projects will be web and web applications based, and may include but are not limited to, the following:

- Create web applications for the field collection of various utility infrastructure assets
- Update existing GIS desktop utility map and existing web based utility map to include all provided as-built information including, manhole structure, pipeline, valve, water and sanitary service line, water/ IQ meter, backflow preventer, fire hydrant, lift station, inter-connects, air relief valves, well data and any other applicable utility asset

## &gt; Attributes to be added/ verified include:

- Boundaries
- Service Area boundaries
- Neighborhood/ Subdivision Boundaries
- Municipal Boundaries

## &gt; Pipelines:

- Material (Pipe & Casing)
- Year Constructed/ Rehabilitated
- Diameter (Pipe & Casing)
- Abandoned vs in service
- Flow Directions
- Main break locations & year
- Valve locations, type
- Chlorine residual data

## &gt; Utility Easements - O.R. book &amp; Page #

## &gt; Manhole/ Cleanout

- Rim & Invert elevations
- Year Constructed/ Rehabilitated

## &gt; Fire Hydrant

- Number
- Flow rating & recent test flow data

## &gt; Lift Station

- Number
- Public VS Private
- Pump information & design flow rate
- Wet-well Depth & influent/ effluent pipe data
- Contributing areas/ cascading station information

## &gt; Backflow Prevention Devices

- Year Installed
- Type/ size
- Certification # & Date

- Provide TOD Utilities/IT Departments GIS data to third parties as directed by the TOD Utilities/IT Directors
- Host accessible GIS data during the collection and quality control portion of the process and provide final data to TOD Information Technology (IT) Department for final input.

- Update existing GIS utility map to include Town of Davie service area and facilities for use by TOD Utility Locating Contract vendor
- Provide hyperlinks to as-build's on desktop utility map
- Provide training to the respective TOD personnel
- Special work orders for the development of GIS layers for various applications and/or related Capital Improvement project
- Evaluation of existing GIS system, and recommendations for future applications & improvements

Notices were electronically sent to more than 3,165 potential local and national vendors, as well as advertised in the Sun Sentinel, and posted on DemandStar by Onvia, the Town's website and in the Clerks Notice Board.

On October 11, 2016, the Town took receipt of responses from two (2) companies:

- Florida Technical Consultants (FTC)
- Calvin Giordano & Associates Inc.

The Review Committee convened (10/28/16) to evaluate the proposals based on the criteria stated in the RFP document.

After review of the proposals, the Review Committee's final decision was to enter into negotiations with FTC and bring back a final agreement to Council at a subsequent date.

- Key Points:**
- Two companies responded to the RFP
  - Services will be used to update existing GIS Utility Maps
  - FTC was determined to be the best overall vendor for the Town

**Previous  
Actions:**

**Concurrences:** Review Committee meeting on 10/28/16, comprised of Tim Scharff, Ron Bolton and Bill Peele.

**Fiscal Impact:**

Has request been budgeted? N/A

If yes expected cost:

Account name and number:

If no, amount needed: Final costs to be negotiated

Account name funds will be appropriated from 400.60.100.536-53107

Additional Comments Final agreement to be brought back to Town Council for approval.

**Recommendation:** Motion to approve

**Strategic Goals This Item Supports:**

Commitment to Customer Satisfaction, Dedication to Excellence in Service Delivery, Creating an Environment that is Conducive to Innovation, Creativity, and Collaboration, Nurturing the health, safety, and welfare of the community

**ATTACHMENTS:**

File Name	Description
<input type="checkbox"/> <a href="#">Resolution B-16-168 Continuing GIS Consulting Services.docx</a>	Resolution
<input type="checkbox"/> <a href="#">Backup information.pdf</a>	Backup information
<input type="checkbox"/> <a href="#">Sunbiz FTC.pdf</a>	Sunbiz FTC
<input type="checkbox"/> <a href="#">FTC TOD RFQ B-16-168.pdf</a>	FTC Response



**Town of Southwest Ranches**  
**13400 Griffin Road**  
**Southwest Ranches, FL 33330-**  
**2628**

**(954) 434-0008 Town Hall**  
**(954) 434-1490 Fax**

**Town Council**  
**Steve Breitreuz, Mayor**  
**Bob Hartmann, Vice Mayor**  
**Jim Allbritton, Council Member**  
**Gary Jablonski, Council Member**  
**David S. Kuczenski, Esq., Council Member**

**Russell C. Muniz, MBA, MPA, Town Administrator**  
**Keith M. Poliakoff, JD, Town Attorney**  
**Debra M. Ruesga, Town Clerk**  
**Emil C. Lopez, CPM, Town Financial Administrator**

### **COUNCIL MEMORANDUM**

**TO:** Honorable Mayor Breitreuz and Town Council  
**VIA:** Russell C. Muñiz, Town Administrator  
**FROM:** Kathryn Sims, Deputy Town Administrator  
**DATE:** 7/24/2025  
**SUBJECT:** Purchase of Bunker Gear Equipment

---

#### **Recommendation**

Town Council consideration to approve the resolution.

#### **Unanimous Vote of the Town Council Required?**

No

#### **Strategic Priorities**

- A. Sound Governance
- B. Enhanced Resource Management
- C. Reliable Public Safety

#### **Background**

The Town Council approved the expense of self-contained breathing apparatus (SCBAs) for the Southwest Ranches Volunteer Fire Department in the Fiscal Year 25 budget at an amount of Fifty-Five Thousand and Twenty-Five Dollars (\$55,025.00).

It has been realized by the Volunteer Fire Department that SCBAs are not necessary and request that funds be reallocated towards the purchase of needed bunker gear equipment. Fire-Tec 1, Inc.'s proposal for thirteen (13) units of bunker gear equipment totals Thirty Thousand Two Hundred and Twenty Dollars and Six Cents (\$30,220.06).

The Town Council believes that the purchase is in the best interest of the health, safety, and welfare of its residents.

**Fiscal Impact/Analysis**

The Bunker Gear Equipment will be purchased using funds originally approved for SCBAs, through account number 001-3200-522-64100.

**Staff Contact:**

Kathryn Sims, Deputy Town Administrator  
Lee Bennett, Fire Chief

**ATTACHMENTS:**

Description	Upload Date	Type
Resolution approving VFD Fire Bunker Gear Equipment	7/17/2025	Resolution
Fire Tec Quote	7/17/2025	Backup Material

**RESOLUTION NO. 2025-xxx**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING THE PURCHASE OF THIRTEEN (13) UNITS OF BUNKER GEAR EQUIPMENT FOR THE SOUTHWEST RANCHES VOLUNTEER FIRE DEPARTMENT FROM FIRE-TEC 1, INC. IN THE AMOUNT OF THIRTY THOUSAND TWO HUNDRED AND TWENTY DOLLARS AND SIX CENTS (\$30,220.06); AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council approved the expense of self-contained breathing apparatus (SCBAs) for the Southwest Ranches Volunteer Fire Department in the Fiscal Year 25 budget at an amount of Fifty-Five Thousand and Twenty-Five Dollars (\$55,025.00); and

**WHEREAS**, it has been realized by the Volunteer Fire Department that SCBAs are not necessary and request that funds be reallocated towards the purchase of needed bunker gear equipment; and

**WHEREAS**, Fire-Tec 1, Inc.'s proposal for thirteen (13) units of bunker gear equipment totals Thirty Thousand Two Hundred and Twenty Dollars and Six Cents (\$30,220.06); and

**WHEREAS**, the Town Council believes that the purchase is in the best interest of the health, safety, and welfare of its residents.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA:**

**Section 1.** The recitals above are true and correct and are incorporated herein by reference.

**Section 2.** The Town Council hereby approves the reallocation of funds for SCBAs from the previously adopted expense through the Fiscal Year 25 budget to fund the purchase of bunker gear equipment using account number 001-3200-522-64100.

**Section 3.** The Town Council hereby approves the purchase of thirteen (13) units of bunker gear equipment from Fire-Tec 1, LLC. in the amount of Thirty Thousand Two Hundred and Twenty Dollars and Six Cents (\$30,220.06)

**Section 4.** The Town Council hereby authorizes the Mayor, Town Administrator and Town Attorney to sign any and all documents which are necessary and proper to effectuate the intent of this Resolution.

**Section 5.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** by the Town Council of the Town of Southwest

Ranches, Florida, this 24th day of July, 2025 on a motion by

\_\_\_\_\_ and seconded by \_\_\_\_\_.

Breitkreuz \_\_\_\_\_  
Hartmann \_\_\_\_\_  
Allbritton \_\_\_\_\_  
Jablonski \_\_\_\_\_  
Kuczenski \_\_\_\_\_

Ayes \_\_\_\_\_  
Nays \_\_\_\_\_  
Absent \_\_\_\_\_  
Abstaining \_\_\_\_\_

\_\_\_\_\_  
Steve Breitkreuz, Mayor

Attest:

\_\_\_\_\_  
Debra M. Ruesga, CMC, Town Clerk

Approved as to Form and Correctness:

\_\_\_\_\_  
Keith Poliakoff, Town Attorney  
1001.053.2025

**FIRE-TEC 1 INC**

1485 Banks Rd  
 Margate, FL 33063 US  
 +19549605068  
 billing@firetecinc.com  
 www.firetecinc.com

**Quote****ADDRESS**

Southwest Ranches Fire Rescue  
 17220 Griffin RD  
 Southwest Ranches, FL 33331

**SHIP TO**

Southwest Ranches Fire Rescue  
 17220 Griffin RD  
 Southwest Ranches, FL 33331

QUOTE #	DATE	EXPIRATION DATE
2556	07/17/2025	07/30/2025

**SALES REP**

Mickey Tofexis

DATE		DESCRIPTION	QTY	RATE	AMOUNT
	<b>Lakeland Bunker Gear B-1 Coat</b>	Lakeland B1 Coat with agility (gold) outershell, titanium thermal liner and steadair 3000, Orange Reflective Trim	13	1,222.36	15,890.68
	<b>Lakeland Bunker Gear B-1 Pants</b>	Lakeland B1 Pants with agility (gold) outershell, titanium thermal liner and steadair 3000, Orange Reflective Trim	13	1,067.26	13,874.38
	<b>Shipping and Handling</b>	Shipping estimate. Shipping Disclaimer: Fire-Tec is not responsible for any inaccuracy of this estimation of shipping cost. Due to the constant change of shipping costs provided to Fire-Tec by the manufacturer/carrier, this estimation is subject to change. We apologize for any inconvenience that this may cause. For invoices: If actual shipping cost is over this amount, a separate invoice will be sent for payment.	13	35.00	455.00
	<b>Manufacturer Tariff Surcharge</b>	Manufacturer Tariff Surcharge. **This quote may be subject to additional unforeseen tariff fees, if applicable, in compliance with current trade policies. This is determined by the manufacturer. **  There is a manufacturer price increase on August 1st. We will need an email approving us to order by July 30th to keep the pricing on this quote.	1	0.00	0.00

All Credit cards will have a 3.25% handling fee Checks MUST be payable to  
FIRE-TEC  
ACH Payment must be sent to  
TRUIST Bank RT#263191387 Ac#247345647  
Accounts PAST DUE will have a  
2.5% Fee & CREDIT HOLD.

TOTAL

**\$30,220.06**

CONTACT US IF YOU HAVE ANY QUESTIONS

Thank you,

Accepted By

Accepted Date





**Town of Southwest Ranches**  
**13400 Griffin Road**  
**Southwest Ranches, FL 33330-**  
**2628**

**(954) 434-0008 Town Hall**  
**(954) 434-1490 Fax**

**Town Council**  
**Steve Breitreuz, Mayor**  
**Bob Hartmann, Vice Mayor**  
**Jim Allbritton, Council Member**  
**Gary Jablonski, Council Member**  
**David S. Kuczenski, Esq., Council**  
**Member**

**Russell C. Muniz, MBA, MPA, Town Administrator**  
**Keith M. Poliakoff, JD, Town Attorney**  
**Debra M. Ruesga, Town Clerk**  
**Emil C. Lopez, CPM, Town Financial Administrator**

### **COUNCIL MEMORANDUM**

**TO:** Honorable Mayor Breitreuz and Town Council  
**VIA:** Russell Muñoz, Town Administrator  
**FROM:** Emily Aceti, Community Services Manager  
**DATE:** 7/24/2025  
**SUBJECT:** 14501 Luray Road Water Agreement

---

#### **Recommendation**

Town Council consideration for a motion to approve the resolution.

#### **Unanimous Vote of the Town Council Required?**

No

#### **Strategic Priorities**

- A. Sound Governance
- B. Enhanced Resource Management
- D. Improved Infrastructure

#### **Background**

Ariel Pared ("Owner") is the owner of a property lying within the Town of Southwest Ranches at 14501 Luray Road. The Owner is desirous of obtaining water services for the property; however, water services are not available from the Town of Southwest Ranches. The City of Sunrise, a neighboring municipality, has water services and is willing to provide said services to the Owner.

The proposed Resolution states no objection to the City of Sunrise providing water services to 14501 Luray Road, provided that no further expansion of service shall be permitted without the explicit written consent of the Town. As a condition, and in consideration, of this

Resolution being adopted, the Owner agrees that they shall solely be responsible for all costs of connecting to the water facilities from the City of Sunrise, including all ongoing costs of water and maintenance of the utility connections.

**Fiscal Impact/Analysis**

None.

**Staff Contact:**

Rod Ley, P.E., Public Works Director

**ATTACHMENTS:**

Description	Upload Date	Type
Resolution - TA Approved	7/9/2025	Resolution
Exhibit A - Agreement	7/7/2025	Agreement

## **RESOLUTION NO.**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, CONSENTING TO THE CITY OF SUNRISE PROVIDING WATER SERVICES TO 14501 LURAY ROAD, REAL PROPERTY LYING WITHIN THE TOWN OF SOUTHWEST RANCHES, FLORIDA; PROVIDING THAT NO FURTHER EXPANSION OF SERVICE SHALL BE PERMITTED WITHOUT THE EXPLICIT WRITTEN CONSENT OF THE TOWN; PROVIDING FOR A CERTIFIED COPY OF THIS RESOLUTION TO BE FURNISHED TO THE CITY OF SUNRISE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS,** Ariel Pared ("Owner"), has real property in the Town of Southwest Ranches, as described in Exhibit "A", attached hereto and incorporated herein by reference; and

**WHEREAS,** Owner is desirous of obtaining water services for the property, however, water services are not available from the Town of Southwest Ranches; and

**WHEREAS,** the City of Sunrise, a neighboring municipality, has capacity to provide this home with water services, and is willing to provide such services to the Owner; and

**WHEREAS,** the Owner is desirous of obtaining water services from the City of Sunrise, and has requested the Town's consent for the connection; and

**WHEREAS,** the Town of Southwest Ranches consents to the connection provided that no further expansion of service occurs without the specific written consent of the Town; and

**WHEREAS,** Owner agrees that he shall solely be responsible for all costs of connecting to the water facilities from the City of Sunrise, including all ongoing costs of water and maintenance of the utility connections.

**NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, AS FOLLOWS:**

**Section 1:** Recitals. The above recitals are true and correct and are incorporated herein by this reference.

**Section 2:** The Town of Southwest Ranches, Florida hereby consents to the City of Sunrise providing water services to 14501 Luray Road, provided that

no further expansion of service shall be permitted without the explicit written consent of the Town.

**Section 3.** A certified copy of this Resolution shall be provided to the City of Sunrise.

**Section 4.** Effective Date. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** by the Town Council of the Town of Southwest Ranches, Florida, this \_\_\_\_\_ day of \_\_\_\_\_ 2025 on a motion by \_\_\_\_\_ and seconded by \_\_\_\_\_.

Breitkreuz \_\_\_\_\_  
Hartmann \_\_\_\_\_  
Allbritton \_\_\_\_\_  
Jablonski \_\_\_\_\_  
Kuczinski \_\_\_\_\_

Ayes \_\_\_\_\_  
Nays \_\_\_\_\_  
Absent \_\_\_\_\_  
Abstaining \_\_\_\_\_

\_\_\_\_\_  
Steve Breitkreuz, Mayor

Attest:

\_\_\_\_\_  
Debra Ruesga, Town Clerk

Approved as to Form and Correctness:

\_\_\_\_\_  
Keith Poliakoff, Town Attorney  
1001.048.2025

**WATER AGREEMENT**

**FOR SINGLE-FAMILY HOMEOWNER**

FOR: Ariel Pared  
(NAME OF OWNER)

LOCATION: 14501 Luray Rd. SWR 33330

THIS AGREEMENT effective this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, made and entered into by and between:

The Town of Southwest Ranches, a municipal corporation of the State of Florida, hereinafter referred to as the "TOWN," and \_\_\_\_\_, an individual with a property address of \_\_\_\_\_, hereinafter referred to as the "OWNER." TOWN and OWNER may hereinafter be collectively referred to as the "Parties."

**WITNESSETH:**

WHEREAS, OWNER controls certain real property in Broward County, Florida, as shown and described in Exhibit "A" attached hereto and made a part of hereof; and all references made in this Agreement to PROPERTY shall refer specifically to OWNER'S PROPERTY described in Exhibit "A" attached; and

WHEREAS, the PROPERTY is located in the TOWN; and

WHEREAS, OWNER desires to procure water service from the City of Sunrise for the PROPERTY; and

WHEREAS, Section 180.19, F.S., authorizes a municipality to provide water service outside of its corporate limits and in another municipality, subject to the terms and conditions as may be agreed upon between such municipalities and the owner of the property receiving such service; and

WHEREAS, the Parties desire to enter into an agreement setting forth the mutual understandings and undertaking regarding the furnishing of said water services for the PROPERTY; and

WHEREAS, the Town Council has approved this Agreement and has authorized the proper Town officials to execute this Agreement by motion passed at a regular Council meeting on \_\_\_\_\_, 20\_\_\_\_.

NOW, THEREFORE, in consideration of the mutual covenants and undertakings of TOWN and OWNER and other good and valuable considerations, these parties covenant and agree with each other as follows:

**PART I - DEFINITIONS**

- A. The term OWNER shall refer to the Contracting Party in this Agreement who has an ownership interest in the PROPERTY.

- B. The term PROPERTY refers to the real property described in Exhibit "A" attached to and incorporated into this Agreement.

## **PART II. - MUTUAL COVENANTS**

### **A. TOWN NOT LIABLE FOR OWNER'S OR CONSUMER'S PROPERTY**

TOWN shall not be liable or responsible for maintenance or operation of any pipes, pipelines, valves, fixtures or equipment on any of the properties of the customers, consumers or users on OWNER'S PROPERTY or water service lines within granted easements to utility provider pursuant to this Agreement.

### **B. EFFECTIVE DATE**

Unless otherwise specified in this Agreement, this Agreement shall not be binding until fully executed, but once executed, it shall have a retroactive effect commencing from the date of the Town Council Meeting at which it was approved.

### **C. SYSTEM ON CONSUMER'S PROPERTY TO BE KEPT IN GOOD WORKING CONDITION**

Each consumer of water service on OWNER'S PROPERTY shall keep all water pipes, service lines, connections and necessary fixtures and equipment on the premises occupied by said consumer, and within the interior lines of the lot occupied by the consumer in good order and condition.

Service shall not commence on OWNER'S PROPERTY without the explicit written consent of the Town.

### **D. SEVERABILITY**

If and section, subsection, sentence, clause, phrase or portion of this Agreement is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining hereof.

### **E. RECORDING OF AGREEMENT**

The provisions of this Agreement shall run with the land and be binding upon and inure to the benefits of successors to title to the property. This Agreement shall be recorded by OWNER among the Public Records of Broward County, Florida, for the particular purpose of placing all owners or occupants of properties in OWNER'S PROPERTY connected to or to be connected to said water systems upon notice of each and every one of the provisions herein contained to the same extent and with the same force and effect as if said owners and occupants had joined with the parties to this Agreement in the execution thereof; and the acquisition or occupancy of real PROPERTY in OWNER'S PROPERTY connected to or to be connected to said water systems shall be deemed

conclusive evidence of the fact that the said owners or occupants have consented to and accepted the Agreement herein contained and have become bound thereby.

The parties agree that in the event that it becomes necessary for any party to this Agreement to litigate in order to enforce its rights under the terms of this Agreement, then, and in that event, the prevailing party shall be entitled to receive from the non-prevailing party reasonable Attorney's fees and the costs of such litigation, including appellate proceedings.

### **PART III - NOTICE**

Whenever either party desires to give notice to the other, it shall be given by written notice, sent by prepaid certified United States mail, with return receipt requested, addressed to the party for whom it is intended, at the place specified as the place for giving of notice, which shall remain such until it shall have been changed by written notice in compliance with the provisions of this paragraph. For the request, the parties designate the following as the respective places for the giving of notice:

FOR THE OWNER

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOR THE TOWN OF SOUTHWEST RANCHES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Notice so addressed and sent by prepaid certified mail, with return receipt requested, shall be deemed given when it shall have been so deposited in the United States mail.

### **PART IV - ADDITIONAL PROVISIONS**

#### **A. EXHIBITS**

The following exhibits are attached, as part of this Agreement and are incorporated into this Agreement:

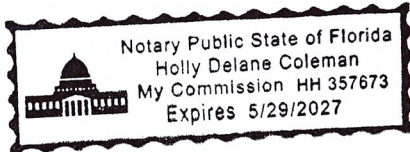
EXHIBIT "A" – Legal Description of PROPERTY

BEFORE ME personally appeared Ariel Pared to me well known and known to me to be the person (s) described in and who executed the foregoing instrument, and acknowledged to and before me that Ariel Pared executed said instrument for the purposes therein expressed.

20 25. WITNESS my hand and official seal, this 3 day of July,

Holly Delane Coleman  
NOTARY PUBLIC STATE OF FLORIDA

My commission expires:



**OWNER**

BY: [Signature]

DATE: 7/3/25

STATE OF FLORIDA       )  
COUNTY OF BROWARD    )

BEFORE ME personally appeared \_\_\_\_\_ to me well known and known to me to be the person(s) described in and who executed the foregoing instrument, and acknowledged to and before me that \_\_\_\_\_ executed said instrument for the purposes therein expressed.

\_\_\_\_\_ WITNESS my hand and official seal, this \_\_\_\_\_ day of \_\_\_\_\_,  
20 \_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC STATE OF FLORIDA

My commission expires:

Signed, sealed and delivered  
in the presence of:

THE TOWN OF SOUTHWEST RANCHES

ATTEST:

BY: \_\_\_\_\_

MAYOR \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
TOWN CLERK

Approved as to legal form:

\_\_\_\_\_  
TOWN ATTORNEY





**Town of Southwest Ranches**  
**13400 Griffin Road**  
**Southwest Ranches, FL 33330-**  
**2628**

**(954) 434-0008 Town Hall**  
**(954) 434-1490 Fax**

**Town Council**  
**Steve Breitreuz, Mayor**  
**Bob Hartmann, Vice Mayor**  
**Jim Allbritton, Council Member**  
**Gary Jablonski, Council Member**  
**David S. Kuczenski, Esq., Council**  
**Member**

**Russell C. Muniz, MBA, MPA, Town Administrator**  
**Keith M. Poliakoff, JD, Town Attorney**  
**Debra M. Ruesga, Town Clerk**  
**Emil C. Lopez, CPM, Town Financial Administrator**

### **COUNCIL MEMORANDUM**

**TO:** Honorable Mayor Breitreuz and Town Council  
**VIA:** Russell Muñoz, Town Administrator  
**FROM:** Emily Aceti, Community Services Manager  
**DATE:** 7/24/2025  
**SUBJECT:** BUDGET AMENDMENT TO THE FISCAL YEAR 2024-2025 ADOPTED  
BUDGET FOR ROADWAY REPAIRS AND TRAFFIC SIGN  
MAINTENANCE

---

#### **Recommendation**

Town Council consideration for a motion to approve the resolution.

#### **Unanimous Vote of the Town Council Required?**

No

#### **Strategic Priorities**

A. Sound Governance

D. Improved Infrastructure

#### **Background**

Pursuant to Resolution 2022-042 and IFB 22-003, the Town has a continuing contract with Huurr Homes, LLC for roadway repairs and signage. This continuing contract allows the Town to use Huurr Homes, LLC on an as-needed basis to repair roads and to maintain traffic signage as directed by formal work orders issued by the Town.

The Town budgeted \$150,000 for roadway repairs and \$30,000 Traffic Signs. Due to aging infrastructure and recently changed policies on roadway repairs, a budget amendment is required for the fiscal year.

## **Fiscal Impact/Analysis**

A budget amendment utilizing unassigned Fund balance (Reserves) to the Fiscal Year 2024-2025 Town Budget is required as follows:

### **Transportation Fund**

Expenditure Increase:

Road Materials-General &/or Emergencies Expenditures  
(101-5100-541-53100) \$75,000.00

Transportation Traffic Signs Expenditures  
(101-5100-541-53200) \$10,000.00

Revenues Increase

Transfer from General Fund (101-0000-381-38101) \$85,000.00

### **General Fund**

Revenue Increase:

Appropriated Fund Balance (001-0000-399-39900) \$85,0000.00

Expenditure Increase:

Transfer to Transportation Fund (001-3900-581-91101) \$85,0000.00

## **Staff Contact:**

Rod Ley, P.E., Public Works Director

Emily Aceti, Community Services Manager

Emil C. Lopez, Town Financial Administrator

## **ATTACHMENTS:**

Description

Upload Date

Type

Resolution - TA Approved

7/15/2025

Resolution

## RESOLUTION NO.

### **A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A BUDGET AMENDMENT TO THE FISCAL YEAR 2024-2025 ADOPTED BUDGET FOR ROADWAY REPAIRS AND TRAFFIC SIGN MAINTENANCE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, pursuant to Resolution 2022-042 and IFB 22-003, the Town has a continuing contract with Huurr Homes, LLC for roadway repairs and signage; and

**WHEREAS**, this continuing contract allows the Town to use Huurr Homes, LLC on an as-needed basis to repair roads and to maintain traffic signage as directed by formal work orders issued by the Town; and

**WHEREAS**, the Town budgeted One Hundred Fifty Thousand Dollars and Zero Cents (\$150,000.00) for roadway repairs and Thirty Thousand Dollars and Zero Cents for Traffic Signs; and

**WHEREAS**, due to aging infrastructure and recently changed policies on roadway repairs, a budget amendment is required for the fiscal year;

**WHEREAS**, the Town Council believes that this budget amendment is in the best interest of the health, safety, and welfare of its residents.

### **NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA:**

**Section 1.** The above-referenced recitals are true and correct and are incorporated herein by reference.

**Section 2.** The Town Council hereby approves a budget amendment utilizing unassigned Fund balance (Reserves) to the Fiscal Year 2024-2025 Town Budget as follows:

#### Transportation Fund

Expenditure Increase:

Road Materials-General &/or Emergencies Expenditures  
(101-5100-541-53100)

\$75,000.00

Transportation Traffic Signs Expenditures  
(101-5100-541-53200)

\$10,000.00

Revenues Increase  
Transfer from General Fund (101-0000-381-38101) \$85,000.00

General Fund

Revenue Increase:  
Appropriated Fund Balance (001-0000-399-39900) \$85,0000.00

Expenditure Increase:  
Transfer to Transportation Fund (001-3900-581-91101) \$85,0000.00

**Section 3.** That this Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** by the Town Council of the Town of Southwest

Ranches, Florida, this \_\_\_\_\_ day of \_\_\_\_\_ 2025 on a motion by

\_\_\_\_\_ and seconded by \_\_\_\_\_.

Breitkreuz \_\_\_\_\_  
Hartmann \_\_\_\_\_  
Allbritton \_\_\_\_\_  
Jablonski \_\_\_\_\_  
Kuczenski \_\_\_\_\_

Ayes \_\_\_\_\_  
Nays \_\_\_\_\_  
Absent \_\_\_\_\_  
Abstaining \_\_\_\_\_

\_\_\_\_\_  
Steve Breitkreuz, Mayor

Attest:

\_\_\_\_\_  
Debra Ruesga, Town Clerk

Approved as to Form and Correctness:

\_\_\_\_\_  
Keith Poliakoff, Town Attorney  
1001.049.2025



**Town of Southwest Ranches**  
**13400 Griffin Road**  
**Southwest Ranches, FL 33330-**  
**2628**

**(954) 434-0008 Town Hall**  
**(954) 434-1490 Fax**

**Town Council**  
**Steve Breitkreuz, Mayor**  
**Bob Hartmann, Vice Mayor**  
**Jim Allbritton, Council Member**  
**Gary Jablonski, Council Member**  
**David S. Kuczenski, Esq., Council Member**

**Russell C. Muniz, MBA, MPA, Town Administrator**  
**Keith M. Poliakoff, JD, Town Attorney**  
**Debra M. Ruesga, Town Clerk**  
**Emil C. Lopez, CPM, Town Financial Administrator**

### **COUNCIL MEMORANDUM**

**TO:** Honorable Mayor Breitkreuz and Town Council  
**VIA:** Russell Muniz, Town Administrator  
**FROM:** Emil C. Lopez, Town Financial Administrator  
**DATE:** 7/24/2025  
**SUBJECT:** FY 2025-2026 Proposed Preliminary Millage Rate

---

#### **Recommendation**

It is recommended that the Town Council ratify the attached Resolution to the proposed preliminary Millage Rate for the Fiscal Year 2025-2026 at not higher than 3.9000 mill (\$3.9000 per \$1,000 in taxable value).

#### **Unanimous Vote of the Town Council Required?**

No

#### **Strategic Priorities**

- A. Sound Governance
- B. Enhanced Resource Management
- C. Reliable Public Safety
- D. Improved Infrastructure
- E. Cultivate a Vibrant Community

#### **Background**

The Town of Southwest Ranches received the 2025 Certification of Taxable Value from the Broward County Property Appraiser by July 1, 2025. The Town must now establish a proposed (not-to-exceed) millage that can be mailed with the notice, date, time, and location of our public budget hearings to all property owners. The deadline for returning our proposed

millage for our FY2025-2026 budget to the Property Appraiser, Tax Collector and Florida Department of Revenue is Monday, August 4, 2025.

The FY2025-2026 Proposed Budget is funded at a millage rate of 3.9000 mills for operations and operating improvements and will require, per Florida Statute, two-thirds vote by Council members (4 out of 5 voting in support). On every \$500,000 of taxable value, this rate represents a combined \$185 dollar increase from “current year rollback rate” of 3.5299 mills. **It is noted that pursuant to section 193.155(1) Florida Statutes related to “Save Our Homes”, eligible property owners change in net taxable value will not exceed 3%.**

### **Fiscal Impact/Analysis**

Establishing a preliminary Budget millage rate that requires two-thirds vote (4 out of 5 Council members) with total resulting revenues of \$10,328,721 will enable the Town Council to evaluate all management’s proposed budgeted items for FY2025-2026 that include operating, capital improvement and program modification recommendations while also receiving public discussion and input during the Town’s scheduled budget workshop and hearings. It is important to note that the rates are a “not-to-exceed” rate thus being possible to be lowered with no additional “notice” costs.

### **Staff Contact:**

Emil C. Lopez, Town Financial Administrator

### **ATTACHMENTS:**

Description	Upload Date	Type
Resolution - TA Approved	7/17/2025	Resolution
Exhibit A - Millage Rate maximums	7/17/2025	Exhibit

**RESOLUTION NO. 2025-XXX**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, SETTING THE PROPOSED MILLAGE RATE AND CURRENT ROLL BACK RATE PURSUANT TO SECTION 200.065, FLORIDA STATUTES, AND ESTABLISHING THE DATE, TIME AND PLACE AT WHICH PUBLIC HEARINGS WILL BE HELD TO CONSIDER THE PROPOSED MILLAGE RATE AND THE TENTATIVE BUDGET FOR FISCAL YEAR 2026; DIRECTING THE TOWN CLERK TO FILE SAID RESOLUTION WITH THE PROPERTY APPRAISER OF BROWARD COUNTY PURSUANT TO THE REQUIREMENTS OF FLORIDA STATUTES AND THE RULES AND REGULATIONS OF THE DEPARTMENT OF REVENUE FOR THE STATE OF FLORIDA; DIRECTING THAT A CERTIFIED COPY OF THIS RESOLUTION BE SENT TO THE BROWARD COUNTY PROPERTY APPRAISER AND TAX COLLECTOR; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, on July 1, 2025, the Property Appraiser of Broward County served upon the Town of Southwest Ranches (the "Town"), a "Certification of Taxable Value" certifying to the Town its 2025 taxable value; and

**WHEREAS**, the provisions of Section 200.065, Florida Statutes, require that within thirty-five (35) days of service of the Certification of Taxable Value upon a municipality, said municipality shall be required to furnish to the Property Appraiser of Broward County the proposed operating millage rate, the current year rolled-back rate, and the date, time and place at which a first public hearing will be held to consider the proposed millage and the tentative budget; and

**WHEREAS**, pursuant to Section 200.065, Florida Statutes, the taxing authority must advise the Property Appraiser of said proposed millage rate and of the date, time and place at which a public hearing will be held to consider the proposed millage rate and the tentative budget for the preparation of the Notice of Proposed Property Taxes (TRIM Notice).

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Southwest Ranches, Florida, as follows:

**Section 1. Recitals Adopted.** That each of the above stated recitals is hereby adopted and confirmed.

**Section 2.** That the proposed operating Millage Rate for the first public hearing shall be 3.9000 mills, which is \$3.9000 dollars per \$1,000 of assessed property within the Town of Southwest Ranches for the 2025-2026 fiscal year.

**Section 3.** That the current year rolled-back rate, computed pursuant to 200.065 Florida Statutes, is 3.5299 which is \$3.5299 dollars per \$1,000.

**Section 4.** That the proposed operating millage rate is higher than the rolled-back rate by 10.48%.

**Section 5.** The date, time and place of the public hearings to consider the above-referenced proposed millage rate and tentative budget shall be as follows:

Date: Monday, September 15, 2025  
Time: 6:00 PM  
Place: Southwest Ranches Council Chambers  
13400 Griffin Road  
Southwest Ranches, Florida 33330

Date: Thursday, September 25, 2025  
Time: 6:00 PM  
Place: Southwest Ranches Council Chambers  
13400 Griffin Road  
Southwest Ranches, Florida 33330

**Section 6.** The Town Clerk or designee is hereby directed to send a Certified Copy of this Resolution to the Property Appraiser and Tax Collector for Broward County.

**[Signatures on Following Page]**



**PASSED AND ADOPTED** by the Town Council of the Town of Southwest

Ranches, Florida, this 24<sup>th</sup> day of July, 2025 on a motion by

\_\_\_\_\_ and seconded by \_\_\_\_\_.

Breitkreuz \_\_\_\_\_  
Allbritton \_\_\_\_\_  
Hartmann \_\_\_\_\_  
Jablonski \_\_\_\_\_  
Kuczenski \_\_\_\_\_

Ayes \_\_\_\_\_  
Nays \_\_\_\_\_  
Absent \_\_\_\_\_  
Abstaining \_\_\_\_\_

\_\_\_\_\_  
Steve Breitkreuz, Mayor

ATTEST:

\_\_\_\_\_  
Debra Ruesga, Town Clerk

Approved as to Form and Correctness:

\_\_\_\_\_  
Keith M. Poliakoff, Esq., Town Attorney  
1001.053.2025

This page  
intentionally  
left blank.

## Fiscal Year 2026 Millage Maximums and Related Information (Based on Certified Assessment Information)

Millage Name	Votes Required	Maximum Millage	Total Resulting Net Revenues	Net Revenue Change (from prior year adopted rate funding level)	FY 2025 levy increase per \$500,000 of taxable value*
Current Year Roll-Back Rate	3	3.5299	\$9,348,551	(\$980,168)	\$0
Adjusted Current Year Roll-Back Rate	3	3.6287	\$9,610,212	(\$718,508)	\$49
Maximum Majority Vote	3	3.7924	\$10,043,754	(\$284,967)	\$131
FY 2025-2026 Proposed Rate	4	3.9000	\$10,328,721	\$1,148,892	\$185
Maximum Super Majority Rate	4	4.1716	\$11,048,023	\$719,303	\$321
Unanimous Vote of the Governing Body is required if Millage rate is over 4.4100 and UP TO 10.0000	5	10.0000	\$26,483,899	\$16,155,178	\$3,235

**Note:** \* Property owners without a change in net taxable value will receive a real cash reduction of 13.95% in their Town of Southwest Ranches portion of their tax bill due to the increase in taxable value. It is important to note that FY2025 eligibale "Save our Homes" exemption property owners change in net taxable value will not excee 3%.

\*

This page  
intentionally  
left blank.



**Town of Southwest Ranches**  
**13400 Griffin Road**  
**Southwest Ranches, FL 33330-**  
**2628**

**(954) 434-0008 Town Hall**  
**(954) 434-1490 Fax**

**Town Council**  
**Steve Breitreuz, Mayor**  
**Bob Hartmann, Vice Mayor**  
**Jim Allbritton, Council Member**  
**Gary Jablonski, Council Member**  
**David S. Kuczenski, Esq., Council Member**

**Russell C. Muniz, MBA, MPA, Town Administrator**  
**Keith M. Poliakoff, JD, Town Attorney**  
**Debra M. Ruesga, Town Clerk**  
**Emil C. Lopez, CPM, Town Financial Administrator**

### **COUNCIL MEMORANDUM**

**TO:** Honorable Mayor Breitreuz and Town Council  
**VIA:** Russell Muniz, Town Administrator  
**FROM:** Emil C. Lopez, Town Financial Administrator  
**DATE:** 7/24/2025  
**SUBJECT:** FY 2025-2026 Proposed Preliminary Fire Assessment Rate

---

#### **Recommendation**

It is recommended that the Town Council ratify the attached Resolution to set the initial Fire special assessment maximums in accordance with Exhibit A and Exhibit B which includes ratification for an annual special 100% **tax exemption** for 100% service-connected disabled veterans.

#### **Unanimous Vote of the Town Council Required?**

No

#### **Strategic Priorities**

- A. Sound Governance
- B. Enhanced Resource Management
- C. Reliable Public Safety
- D. Improved Infrastructure

#### **Background**

Chapter 193.3632, Florida Statutes, and Town Ordinance No. 2001-09, requires the annual adoption of an initial Fire Protection Assessment Resolution. Proceeds derived by the Town from the Fire Protection Assessment will be utilized for the provision of Fire Protective contractual services, planning, facilities, machinery, programs and volunteer fire activities. In the event there is any fund balance remaining at the end of the Fiscal Year, such balance shall

be carried forward and used exclusively (if unassigned) to fund the qualified expenditures stated above.

The adoption of the initial Fire Protection Assessment Resolution determines the amount of the Fire services assessed costs to be advertised. This resolution establishes the maximum rates that may be applied for next fiscal year and also sets the date, place, and time for the public hearing for this assessment. The initial Fire Assessment rates being proposed are based on a Fire Assessment Study are the result of an adopted 2021 Fire Protection Assessment Study conducted by Munilytics, Inc. ("Consultant") that included a methodology providing for combining of the non-residential categories (Commercial, Institutional and Warehouse/Industrial) into one category and to use a 5-year rolling average for fire call date. The cost apportioned to each parcel was based on the Town's proposed costs of Fire Protection Services for FY 2025-2026.

### **Fiscal Impact/Analysis**

The Proposed Fire Assessment rates address fire personnel, fire operations, planning, and capital improvements related to fire services such as prevention, awareness, and suppression. The proposed rates show an increase to the "combined non-residential" category of \$0.1989, to the "residential" category in the amount of \$65.16, and a reduction to the acreage category of \$3.38. It is worth mentioning that all last year's rate were subsidized in the amount of \$252,433 resulting in all rates remaining the same as the previous year. This year's proposed rates do not include a subsidy.

<b>Property Category</b>	<b>FY 25/26 Proposed</b>	<b>FY24/25 Adopted</b>	<b>Proposed vs. Adopted Increase (Decrease)</b>
Combined Non-Residential	\$1.1801	\$0.9812	\$0.1989
Acreage	\$85.73	\$89.11	<b>\$3.38</b>
Residential	\$823.79	\$758.63	\$65.16

This proposed budget also includes funding of program modifications related to the Volunteer Fire operations to improve planning for fire wells.

For FY2026, the total dollar impact to the Town's General Fund for the disabled veteran exemption is \$19,771 (twenty-four (24)). 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 \$94,105 (1,098 acres).

### **Staff Contact:**

Emil C. Lopez, Town Administrator

### **ATTACHMENTS:**

Description	Upload Date	Type
Resolution - TA Approved	7/17/2025	Resolution

Exhibit A - 2025 Methodology Report  
Exhibit B - Fire Assessment Worksheet

7/17/2025      Exhibit  
7/17/2025      Exhibit

This page  
intentionally  
left blank.



**RESOLUTION NO. 2025-**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA PROVIDING FINDINGS; AMENDING IN PART SECTION 3 OF RESOLUTION 2011-084 BY PROVIDING A NEW DEFINITION; INCORPORATING THE 2025 FIRE ASSESSMENT REPORT; APPROVING PRELIMINARY NOT-TO-EXCEED FIRE PROTECTION ASSESSMENT RATES RELATING TO THE PROVISION OF FIRE PROTECTION SERVICES, FACILITIES AND PROGRAMS IN THE TOWN OF SOUTHWEST RANCHES, FLORIDA FOR FISCAL YEAR 2025-26; PROVIDING FOR THE IMPOSITION AND COMPUTATION OF FIRE PROTECTION ASSESSMENTS; PROVIDING FOR AN EXEMPTION FOR VETERAN'S WITH SERVICE-CONNECTED TOTAL AND PERMANENT DISABILITY; PROVIDING FOR LEGISLATIVE DETERMINATIONS OF SPECIAL BENEFIT AND FAIR APPORTIONMENT; ESTABLISHING THE PRELIMINARY RATES OF ASSESSMENT; DIRECTING THE PREPARATION OF A PRELIMINARY ASSESSMENT ROLL; AUTHORIZING A PUBLIC HEARING AND DIRECTING THE PROVISION OF MAILED AND PUBLISHED NOTICE THEREOF; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council of the Town of Southwest Ranches, Florida, has enacted Ordinance No. 2001-09 (the "Ordinance"), which authorizes the imposition of Fire Service Assessments for fire services, facilities, and programs against Assessed Property located within the Town; and

**WHEREAS**, pursuant to Ordinance 2001-09, the imposition of a Fire Protection Assessment for fire services, facilities, and programs for Fiscal Year 2025-26 requires certain processes such as the preparation of the Preliminary Fire Protection Assessment Roll; and

**WHEREAS**, annually, a Preliminary Fire Protection Assessment Resolution describing the method of assessing fire costs against assessed property located within the Town, directing the preparation of an assessment roll, authorizing a public hearing and directing the provision of notice thereof is required by the Ordinance for imposition of Fire Assessments; and

**WHEREAS**, the Town Council imposed a Fire Assessment for the previous fiscal year (FY 2024-25), and the imposition of a Fire Assessment for fire services, facilities, and programs each fiscal year is an equitable and efficient method of allocating and apportioning Fire Assessed Costs among parcels of Assessed Property; and

**WHEREAS**, the 2025 Report, attached hereto as Exhibit "A", identifies and describes the Fire Protection Assessed Costs to be assessed and apportioned among benefitted parcels pursuant to the Cost Apportionment and the Parcel Apportionment for Fiscal Year 2025-26, and determines the Preliminary Not-To-Exceed Fire Protection Assessment Rate Schedule; and

**WHEREAS**, the Town Council, during the Fiscal Year 2013, made a policy decision and adopted Resolution 2012-034, regarding legally recognized disabled veterans who live on homesteaded properties titled in their name in the Town, and who have received a Veteran's Service-Connected Total and Permanent Disability ad valorem tax exemption providing them with a 100% exemption for Fire Protection Assessments pursuant to a June 23, 2011 unanimous vote and wish to continue to provide for such exemption for the Fiscal Year 2025-26; and

**WHEREAS**, the Town Council of the Town of Southwest Ranches, Florida, desires to reimpose a fire protection assessment program within the Town using the tax bill collection method for the Fiscal Year beginning on October 1, 2025, and deems it to be in the best interests of the citizens and residents of the Town of Southwest Ranches to adopt this Preliminary Fire Assessment Rate Resolution so that the Town may initiate the process to impose Fire Assessments for Fiscal Year 2025-26; and

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA:**

**Section 1.** That the foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution.

**Section 2. Authority.** This Resolution is adopted pursuant to the provisions of Ordinance No. 2001-9, the Initial Assessment Resolution (Resolution 2011-084), the Final Assessment Resolution (Resolution 2011-098), and all subsequently adopted Preliminary and Annual Assessment Resolutions, and sections 166.021 and 166.041, Florida Statutes, and other applicable provisions of law. This Resolution confirms, modifies, supersedes and amends, as noted herein, Resolution 2011-084 and where any conflicts occur between this Resolution and Resolution 2011-084 or other previous Fire Assessment Resolutions, the terms of this Resolution shall prevail. However, nothing in this Resolution amends or affects the validity of any Fire Protection Assessments adopted and imposed by any previously adopted resolutions.

**Section 3. Purpose and Definitions.** Section 3 of Resolution 2011-084, as previously amended, is hereby amended to add the following definition:

**"2025 Report" or "Town of Southwest Ranches 2025 Fire Protection Assessment Methodology Report"** means the technical report detailing and documenting the data and methodology used to determine the Fire Protection Assessment Rates for Fiscal Year 2025-26 prepared by Munilytics, dated July 17, 2025. The 2025 Report supersedes and amends previously approved Reports. The 2025 Report is attached hereto and incorporated within this Resolution as Exhibit A. With adoption of this Preliminary Resolution, the Town Council approves this 2025 Report.

**Section 4. Provision and funding of Fire Protection Services.** Upon the imposition of a Fire Protection Assessment for fire protection services, facilities, or programs against Assessed Property located within the Town, the Town shall provide fire protection services to such Assessed Property. Proceeds of the Fire Protection Assessments shall be used to fund all or a portion of the costs of the provision of fire protection services to assessed properties within the Town. The remaining costs of providing fire protection services, facilities, and programs shall be funded by lawfully available Town revenues other than Fire Protection Assessment proceeds. Costs related to the provision of Emergency Medical Services (EMS) have not been included in the Fire Protection Assessed Costs and shall be paid for by the Town from other lawfully available funds and shall not be paid out of Fire Assessment revenues. It is hereby ascertained, determined, and declared that each parcel of Assessed Property located within the Town will be benefited by the Town's provision of fire protection services, facilities, and programs in an amount not less than the Fire Protection Assessment imposed against such parcel, computed in the manner set forth in this Preliminary Assessment Resolution.

**Section 5. Imposition and Computation of Fire Protection Assessments.**

A. Fire Protection Assessments shall be imposed against all Assessed Parcels within the Assessment Property Categories. Fire Protection Assessments shall be computed in the manner set forth in this Preliminary Assessment Resolution, as more specifically set forth in the 2025 Report in Exhibit "A" to this Resolution. Where the use of a building or buildings on a parcel indicates a use different from the Fire Class Code assigned to the parcel, the Town has the authority to impose the appropriate rate based on the use of the building or buildings regardless of the Fire Class Code assigned to the parcel. The Town also has the authority to request that the Property Appraiser change the Fire Class Code when the Town has determined that another Fire Class Code is more appropriate based on an on-site inspection by the Town. If the Town is not allowed on-site access to inspect the property and structures, the Property Appraiser determination on Fire Class Code will be used for calculation of the Fire Protection Assessments.

B. Where a residential parcel, Fire Class Code "R" or "Residential/Other", contains one or more Dwelling Units, each Dwelling Unit shall be assessed at the Residential Rate. Other structures, such as a non-commercial barn, free-standing garage/workshop, and/or otherwise assessable agricultural building, that are not Non-residential Buildings and are located on a residential parcel containing one or more Dwelling Units are considered appurtenant to the dwelling unit(s) and are not separately assessed. Where structures, such as a non-commercial barn, free-standing garage/workshop, and/or assessable agricultural building, are not Non-residential Buildings and are located on a parcel with no Dwelling Units, the parcel and structure(s) are classified in Fire Class Code "R" ("Residential/Other") for purposes of the Fire Protection Assessment and shall be assessed collectively as one (1) Dwelling Unit.

C. Non-residential Buildings on parcels in Fire Class Codes of Commercial "C", Institutional "I", and Warehouse/Industrial "W" shall be assessed based on the Building Area of each building multiplied by the Combined Nonresidential Rate based on the use of the building. The total assessment on the parcel shall be the sum of all the assessments calculated for each building/structure. The Combined Nonresidential category is the same as the Blended (Commercial, Institutional, Warehouse/Industrial) category.

D. Where multiple buildings on a parcel have different uses, generally a parcel in Fire Class Code Special or "S", the Town shall impose the appropriate rate based on the use of each individual building. The Fire Protection Assessment imposed on such an "S" parcel shall be the total of the Fire Protection Assessments calculated for each Non-residential Building on the parcel at the Combined Non-residential Rate for each building plus the total of all Dwelling Units on the parcel at the residential per Dwelling Unit rate.

E. Parcels with a Fire Class Code of Acreage "A" shall be assessed per acre at the Acreage assessment rate. Agricultural property exempted from ad valorem taxes by the Broward County Property Appraiser shall be exempt from the Fire Assessment, unless the terms of subsection F below that allow assessment of such property apply.

F. Pursuant to FS 170.01(4), notwithstanding any other provision of law, a municipality may not levy special assessments for the provision of fire protection services on lands classified as agricultural lands under FS. 193.461 as may be amended from time to time, unless the land contains a residential dwelling or nonresidential farm building, with the exception of an agricultural pole barn, provided the nonresidential farm building exceeds a just value of \$10,000. Such special assessments must be based solely on the special benefit accruing to that portion of the land consisting of the residential dwelling and curtilage, and qualifying nonresidential farm buildings. As used in this subsection, the term "agricultural pole barn" means a nonresidential farm

building in which 70 percent or more of the perimeter walls are permanently open and allow free ingress and egress.

**Section 6. Legislative Determination of Special Benefit and Fair Apportionment.** The legislative determinations of special benefit and fair apportionment embodied in the Ordinance (codified as Sections 12-19 through 12-85 in the Town of Southwest Ranches Code of Ordinances), the Initial Assessment Resolution (Resolution 2011-084), the Final Resolution (Resolution 2011-098), and in all subsequent Preliminary and Annual Resolutions are affirmed, amended, modified, and incorporated herein by reference. Any amendments to such prior findings and determinations made by this Resolution shall not affecting the validity or effectiveness of any prior resolutions for purposes of the Fire Protection Assessments adopted and imposed by such prior resolutions. In addition, it is hereby ascertained, determined, and declared that the fire protection services to be funded by the Fire Protection Assessments provide special benefit to the Assessed Property based upon the findings and data contained in the 2021 Report, as updated and amended by the 2022 Update Report, the 2022 Update Report – Addendum, the 2023 Report, as superseded and amended by the 2024 Report, and as superseded and amended by the 2025 Report and the following legislative determinations:

A. Upon adoption of this Preliminary Assessment Resolution determining the Fire Protection Assessed Costs and identifying the Assessed Parcels to be included in the Preliminary Assessment Roll, the legislative determinations of special benefit ascertained and declared in Sections 12-20 and 12-21 of the Code are hereby ratified and confirmed.

B. In accordance with the Town of North Lauderdale v. SMM Properties, Inc., 825 So.2d 343 (Fla. 2002), no costs related to the provision of emergency medical services (EMS) are included in the Fire Assessed Costs used in determining the proposed Fire Protection Assessment Rates in this Resolution.

C. It is fair and reasonable to use the Broward County Property Appraiser's Fire Class Codes, Fire Basis element as described in the 2021 Report, as updated by the 2022 Update Report, the 2022 Update - Addendum, the 2023 Report, the 2024 Report, and the 2025 Report, and other property use and parcel information maintained by the Property Appraiser in the assessment calculation methodology and the preliminary assessment roll because the data maintained by the Property Appraiser is the most comprehensive, accurate, and reliable information available to determine property use, structures, number of Dwelling Units, and Building Area for improved property and acreage for vacant/undeveloped property. The database maintained by the Property Appraiser is used in development of the Tax Roll and is thus consistent and compatible with use of the Tax Roll for imposition and collection of the Fire Assessment under the Uniform Method of Collection.

D. Apportioning Fire Assessed Costs among classifications of property using historical demand for fire protection services is fair and reasonable and proportional to the special benefit received.

E. Fire Incident Reports are the most reliable data available to determine the potential demand for fire protection service from property use and to determine the benefit to property use resulting from the availability of fire protection services to protect and serve Assessed Parcels.

F. The level of services required to meet anticipated demand for fire protection services and the corresponding annual fire protection budget required to fund fire protection services to non-specific property uses would be required notwithstanding the occurrence of any incidents at such non-specific property uses. Therefore, it is fair and reasonable to omit those Incident Reports related to non-specific property from the Fire Assessed Costs allocation.

G. The potential demand for fire protection services to Residential property relates primarily to the presence of Dwelling Units on the parcel and the anticipated occupants of the structures, particularly Dwelling Units. To minimize administrative burdens and recognizing the relatively uniform initial fire protection response to Dwelling Units, the number of Dwelling Units on a parcel is a reasonable method of relating fire protection costs to the special benefit to such Dwelling Units and the property. Where parcels with one or more Dwelling Units also contain one or more structures that are not Non-residential Buildings or Dwelling Units, it is fair and reasonable to assess only the Dwelling Units as the primary driver of demand for fire protection services. Where parcels contain one or more structures that are not Non-residential Buildings or Dwelling Units, it is fair and reasonable to attribute demand for fire protection services equivalent to that of one Dwelling Unit to the Assessed Parcel. The demand for fire protection services by Non-residential Buildings is primarily determined by the size of the structure or structures, and the Building Area of Non-residential Buildings is a reasonable method of relating fire protection costs to the special benefits to such buildings and the property they occupy. There is a logical relationship between the presence of dwelling units on a parcel, the presence and size of Non-residential Buildings and the Fire Assessed Costs of providing the staff, equipment and fire protection services, the special benefit to Assessed Parcels from the provision of fire protection services, and the proposed Fire Protection Assessment calculated in the 2024 Report.

H. Allocating Assessed Costs per acre to parcels in Fire Class Code Acreage "A", vacant/undeveloped, is fair and reasonable based on historical call data, uses data maintained by the Broward County Property Appraiser, and minimizes administrative burdens while recognizing the special benefit from the suppression and containment of fires occurring on such parcels.

**Section 7. Determination of Fire Protection Assessment costs;**  
**Establishment of Preliminary Fire Protection Assessment Rates.**

A. The Fire Protection Assessed Costs to be assessed and apportioned among benefitted parcels pursuant to the Cost Apportionment and the Parcel Apportionment for Fiscal Year 2025-26, is the amount determined in the 2025 Report. The approval of the Preliminary Fire Protection Not-To-Exceed Assessment Rate Schedule by the adoption of this Preliminary Assessment Resolution determines the maximum amount of the Fire Protection Assessed Costs. The remainder, if any, of such Fiscal Year budget for fire protection services, facilities, and programs shall be funded from available Town revenue other than Fire Protection Assessment proceeds.

B. The estimated Fire Protection Assessments specified in the Preliminary Not-To-Exceed Fire Protection Assessment Rate Schedule, as described in Table E in the 2025 Report, are hereby established to fund, in whole or in part, the specified Fire Protection Assessed Costs determined to be assessed for Fiscal Year 2025-26 commencing on October 1, 2025.

**Fiscal Year 2025-26**  
**Preliminary Not-To-Exceed Fire Protection Assessment Rates**

<b>Rate Category</b>	<b>Assessment Unit</b>	<b>Preliminary Not-to-Exceed Assessment Rate</b>
"A" Acreage	Per Acre	\$ 85.7341
"R" Residential/Other	Per DU/Unit	\$ 823.79
Combined Non-residential	Per SF	\$ 1.1801

C. The Preliminary Not-To-Exceed Fire Protection Assessments established in this Preliminary Assessment Resolution for Fiscal Year 2025-26 shall be the proposed assessment rates applied by the Town Administrator in the preparation of the Preliminary Assessment Roll for the Fiscal Year commencing October 1, 2025, as provided in Section 8 of this Preliminary Assessment Resolution. When approved by adoption of an Annual Resolution, the Fire Assessment shall constitute a lien upon the property equal in rank and dignity with the liens of all state, county, district or municipal taxes and other non-ad valorem assessments. Except as otherwise provided by law, such lien shall be superior in dignity to all other liens, titles, and claims, until paid.

## **Section 8. Preliminary Assessment Roll.**

A. The Town Administrator is hereby directed to prepare, or cause to be prepared, a preliminary Assessment Roll for the Fiscal Year commencing October 1, 2025, in the manner provided in the Code and this Preliminary Resolution. The Assessment Roll shall include all Assessed Parcels within the Fire Class Codes and rate classes. The Town Administrator shall apportion the estimated Fire Protection Assessed Cost to be recovered through Fire Protection Assessments in the manner set forth in this Preliminary Assessment Resolution and the 2021 Report, as amended and modified by the 2022 Update Report, the 2022 Update Report – Addendum, the 2023 Report, as superseded and amended by the 2024 Report, and as superseded and amended by the 2025 Report.

B. A copy of this Preliminary Assessment Resolution, documentation related to the estimated amount of the Fire Protection Assessed Cost to be recovered through the imposition of Fire Protection Assessments, and the Preliminary Assessment Roll shall be maintained on file in the Office of the Town Clerk and open to public inspection. The foregoing shall not be construed to require that the preliminary Assessment Roll be in printed form if the amount of the Fire Protection Assessment for each parcel of property can be determined by the use of a computer terminal available to Town staff.

C. It is hereby ascertained, determined, and declared that the method of determining the Fire Protection Assessments for fire protection services as set forth in this Preliminary Assessment Resolution, the 2021 Report, the 2022 Update Report, the 2022 Update Report – Addendum, the 2023 Report, as superseded and amended by the 2024 Report, and as superseded and amended by the 2025 Report which 2025 Report is attached hereto as Exhibit "A", is a fair and reasonable method of apportioning the Fire Protection Assessed Cost among parcels of Assessed Property located within the Town.

**Section 9. Recognized Disabled Veterans Exemption.** Legally recognized Disabled Veterans, who live on homesteaded properties titled in their name within the Town, who have received a veteran's service-connected total and permanent disability ad valorem tax exemption, shall be exempt from the collection of the Fire Assessment. The Town shall buy down this 100% exemption with lawfully available, non-assessment funds.

**Section 10. Authorization of Public Hearing.** There is hereby established a public hearing to be held at 6:00 p.m. on September 15, 2025 in the Council Chambers in Southwest Ranches Town Hall, 13400 Griffin Road, Southwest Ranches, Florida , at which time the Town Council will receive and consider any comments on



the Fire Protection Assessments from the public and affected property owners and consider adopting the Annual Resolution imposing Fire Protection Assessments and collecting such assessments on the same bill as ad valorem taxes. Adoption of the Annual Resolution after the public hearing and approval of the Final Roll shall be the final adjudication of the issues presented (including, but not limited to, the determination of benefit and fair apportionment, the method of apportionment and levy, the Fire Protection Assessment Rates, the Final Roll and the levy, collection and lien of the Fire Protection Assessments), unless proper steps shall be initiated in a court of competent jurisdiction to secure relief within 20 days from the adoption of the Annual Resolution.

**Section 11. Notice by Publication.** The Town Administrator shall publish a notice of the public hearing authorized by Section 10 hereof in the manner and time provided in Section 12-53 of the Code. The notice shall be published no later twenty (20) days prior to the public hearing.

**Section 12. Notice by Mail.** The Town Administrator shall also provide notice by first class mail to the owner of each Assessed Parcel, as required by Section 12-54 of the Code. Such notices shall be mailed no later than twenty (20) days prior to the public hearing. The Town Administrator may direct that such notice be combined with the TRIM notices prepared and mailed by the Broward County Property Appraiser.

**Section 13. Conflict.** All resolutions or parts of resolutions in conflict herewith are hereby superseded to the extent of such conflict.

**Section 14. Severability.** If any clause, section, or other part of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered as eliminated and in no way affecting the validity of the other provisions of this Resolution.

**Section 15. Application of Assessment Proceeds.** Proceeds derived by the Town from the Fire Protection Assessments shall be deposited into the Fire Protection Assessment Fund and used for the provision of fire protection services, facilities, and programs. In the event there is any fund balance remaining at the end of the Fiscal Year, such balance shall be carried forward and used only to fund fire protection services, facilities, and programs.

**Section 16. Effective Date.** This Resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED** by the Town Council of the Town of Southwest Ranches,

Florida, this \_\_\_\_\_ day of July, 2025 on a motion by \_\_\_\_\_ and seconded  
by \_\_\_\_\_.

Breitkreuz \_\_\_\_\_  
Hartman \_\_\_\_\_  
Allbritton \_\_\_\_\_  
Kuczenski \_\_\_\_\_  
Jablonski \_\_\_\_\_

Ayes \_\_\_\_\_  
Nays \_\_\_\_\_  
Absent \_\_\_\_\_  
Abstaining \_\_\_\_\_

\_\_\_\_\_  
Steve Breitkreuz, Mayor

Attest:

\_\_\_\_\_  
Debra Ruesga, Town Clerk

Approved as to Form and Correctness:

\_\_\_\_\_  
Keith Poliakoff, Town Attorney  
1001.054.2025

## **EXHIBIT A**

### **Town of Southwest Ranches, Florida FY2025-26 Fire Assessment Methodology Report**

Prepared by Munilytics, dated July 17, 2025

**(Referred to in Preliminary Assessment  
Resolution as 2025 Report)**

## **EXHIBIT A**

# **Town of Southwest Ranches, Florida Fire Protection Assessment Report “2025 Methodology Report”**

**Prepared for the  
Town of Southwest Ranches**

**July 17, 2025**



## **Introduction**

The Fire Protection Special Assessment discussed and developed in this report is intended to provide funding for the provision of fire protection services in the Town of Southwest Ranches (the “Town”). The Town provides fire rescue services (along with police services) through a contractual arrangement with the Town of Davie (“Davie”). The Town also supplements this arrangement with a contractual relationship with the Southwest Ranches Volunteer Fire Rescue, Inc., (“Volunteers”). The Town fire rescue services include 2 Class A Pumpers and 2 Advance Life Support EMS transport-capable rescue vehicles. The Volunteer Fire Services component supplements both equipment and personnel. The Volunteer equipment provided are an attack truck and a fire engine pumper. Historically, the area that is now incorporated was serviced by Broward County and a volunteer fire department. Once incorporated in 2000, the Town gradually expanded services through contracts with other service providers. Of late, the Town hired Davie to provide this service. Davie currently operates 7 fire rescue stations, including Station 91, which is located within the Town of Davie, and Station 112, which is located in the Town of Southwest Ranches. Both stations have a rescue unit and a pumper. Each rescue unit normally is staffed with either a lieutenant or captain and a firefighter/paramedic. Each pumper is staffed with either a lieutenant or captain, a driver engineer and a firefighter paramedic. Volunteer firefighters either supplement or add to staffing for each shift. The volunteer operation is predominantly fire-related and includes personnel who provide Basic Life Support (BLS). The Davie pumpers are staffed primarily for fire services, but can be dispatched for advanced life support (ALS) services when rescue units are unavailable. While the Davie pumpers do carry ALS equipment and supplies, they are not capable of patient transport. Likewise, paramedics normally assigned to Davie rescue units can also be used when necessary for fire duties. In both cases, however, the rescue units and fire apparatus exist primarily for either EMS calls (in the case of rescue units) or Fire calls (in the case of fire apparatus). The availability of cross-trained personnel is considered an additive value for both rescue services and fire services. The overwhelming amount of time spent by personnel performing fire services is while they are assigned to the fire apparatus. Likewise, personnel assigned to rescue units are almost always involved in rescue services. Like most departments, the origins of its operations are rooted in firefighting. The Department protects property with an

estimated market value of approximately \$4.6 billion, and about 79% of this value is residential while only 1.6% is commercial or industrial. Much of the Town's tax base is agricultural (14%). Through various interlocal agreements, the Town and Davie provide and receive mutual aid from other departments.

## **Legal and Procedural Requirements**

Non-ad valorem special assessments for fire protection services, as repeatedly upheld by the Florida Supreme Court, "must meet two requirements: (1) the property assessed must derive a special benefit from the service provided; and (2) the assessment must be fairly and reasonably apportioned according to the benefits received." Morris v. Town of Cape Coral, 163 So.3d 1174 (Fla. 2015) (citing Sarasota County v. Sarasota Church of Christ, 667 So.2d 180, 183 (Fla. 1995)). The special benefits to assessed properties provided by fire protection services in the Town include, but are not limited to, protecting the value and integrity of improvements, structures, and land, protecting the life and safety of intended occupants in the use and enjoyment of property, lowering the cost of fire insurance by the presence of a comprehensive fire protection program within the Town and limiting potential financial liability for uninsured or underinsured property, containing and extinguishing the spread of fire incidents occurring on property, and reducing the potential of damage and danger to structures and occupants of property from the spread of fire. Fire services funded by special assessments may include traditional fire department services such as fire suppression as well as educational programs, inspections, and basic life support medical services historically provided by first responders such as fire fighters. The assessments may not include or fund costs related to ambulance transport or advanced life support services as the Florida Supreme Court determined that such services do not provide the required special benefit to property. See Town of North Lauderdale v. SMM Properties, Inc., 825 So. 2d 343 (Fla. 2002). Often, the broad term EMS is applied to both BLS and ALS responses. Because all front-line personnel are both firefighters and paramedics and are capable of providing ALS services, and, by extension, BLS services, we must segregate those costs which are exclusively attributed to ambulance transport or advance life support. The fire protection services to be provided to properties within the Town of Southwest Ranches are the type of costs and services that may be included in and funded from a fire protection assessment such as the one presented in this Report.

The Town adopted Ordinance Number 2001-9, codified as Sections 12-19 through 12-85 in the Code of Ordinances, Town of Southwest Ranches, Florida, to provide general authority, procedures, and standards for the imposition of annual fire assessments. The Florida Statutes contain a number of procedural requirements that define the process for adoption of the proposed Fire Services Special Assessments to be collected through the uniform tax collection process under Florida Statutes §197.3632 (“Uniform Assessment Collection Act”). The process established in the Ordinance incorporates the current statutory requirements, including, for example, the provision of notice of proposed assessments by mail and by publication and a public hearing prior to final adoption of the assessments. The Town currently collects the special assessments on the annual property tax bill under the Uniform Assessment Collection Act and it is expected to continue that practice. The adoption of the Final Assessment Roll and Annual Assessment Resolution shall place a lien equal to the amount of the total assessment, including any accrued interest, on each assessed property. If collected on the ad valorem tax bill under the Uniform Assessment Collection Act, such lien is equal in rank and dignity to the lien of all state, county, district, and municipal taxes and other non-ad valorem assessments.

### **Estimated Cost of Fire Services**

Davie is expected to continue providing fire services to the Town. Davie has the equipment, fire flow, and personnel to service each property within the Town of Southwest Ranches. The Town has identified the costs for that service. The detail of those costs and the separation of costs related to fire and to EMS is presented in Appendix A of “*Fire Rescue Cost Apportionment, FY2025-2026 Budget*”.

Personnel and most other costs were allocated based upon the personnel assigned to either fire apparatus or rescue trucks. The organizational chart (Appendix B) of the Southwest Ranches department were used to determine the allocation of costs between fire and rescue services. This approach is rooted in the historical operation of the department. Were the rescue/ALS components to be removed from the costs of the Town, the Fire costs would remain: The Pumper would be staffed and with the same costs as have been allocated in this study. Some costs, such as medical equipment and supplies, which are clearly related to one service delivery or the other, were allocated as noted in Table F. These costs have been allocated in proportion to the staffing of the fire and rescue vehicles. The Town has also provided to us allocated identifiable Town costs

indirectly related to the Fire Department budget. To estimate future funding requirements, the apportionment methodology has assumed that these costs would annually increase based upon a 4.5% overall inflation factor. Table A summarizes the expected annual costs for the next five fiscal years are presented below; however, the annual assessments should be based upon the Town's expected annual costs adopted during the budget process: The 2026 fiscal year in Table A reflects the estimated budget for FY2025-2026 and is the amount of Assessable Fire Services Costs used in calculating the proposed not-to-exceed rates in Table E.

**Table A**  
**Forecasted Assessable Fire Services Costs**

<b>Fiscal Year</b>	<b>Forecasted Fire Costs</b>
2026	\$ 3,675,799
2027	\$ 3,841,210
2028	\$ 4,014,064
2029	\$ 4,194,697
2030	\$ 4,383,459

The Town Council may elect to include all or some portion of the total budget and projected fire services costs in the Fire Protection Assessment.

The Fire protection assessed costs, as provided in Ordinance No. 2001-9, can include, but are not limited to all or any portion of the cost of the provision of fire protection services, facilities, or programs, referred to collectively in this Ordinance as Fire protection assessed costs, which provide a special benefit to Assessed Property, and may include, but is not limited to, the following components: (1) the cost of physical construction, reconstruction or completion of any required facility or improvement; (2) the costs incurred in any required acquisition or purchase; (3) the cost of all labor, materials, machinery, and equipment; (4) the cost of fuel, parts, supplies, maintenance, repairs, and utilities; (5) the cost of computer services, data processing, and communications; (6) the cost of all lands and interest therein, leases, property rights, easements, and franchises of any nature whatsoever; (7) the cost of any indemnity or surety bonds and premiums for insurance; (8)



the cost of salaries, volunteer pay, workers' compensation insurance, pension or other employment benefits; (9) the cost of uniforms, training, travel, and per diem; (10) the cost of construction plans and specifications, surveys and estimates of costs; (11) the cost of engineering, financial, legal, and other professional services; (12) the costs of compliance with any contracts or agreements entered into by the Town to provide Fire Protection Services; (13) all costs associated with the structure, implementation, collection, and enforcement of the Fire Protection Assessments, including any service charges of the Tax Collector and/or Property Appraiser and amounts necessary to offset discounts received for early payment of Fire Protection Assessments pursuant to the Uniform Assessment Collection Act or for early payment of Fire Protection Assessments; (14) all other costs and expenses necessary or incidental to the acquisition, provision, or construction of fire protection services, facilities, or programs, and such other expenses as may be necessary or incidental to any related financing authorized by the Town Council by subsequent resolution; (15) a reasonable amount for anticipated delinquencies and uncollectible Fire Protection Assessments; and (16) reimbursement to the Town or any other person for any moneys advanced for any costs incurred by the Town or such person in connection with any of the foregoing components of Fire Protection Assessed Cost. Fire Protection Assessed Costs may, as determined by Council, include costs incurred directly or indirectly by the Town and costs incurred by another entity for the provision of fire protection services within the Town.

The Town may choose to include all or only some of these costs in the fire protection assessments so long as the total cost assessed does not exceed the actual or budgeted cost of providing the service and the assessment imposed on a parcel does not exceed the special benefits to that parcel. The costs may be either direct or indirect cost so long as they related to the provision of fire protection services. Historically, the Town has chosen to recover all of its fire costs from this assessment.

### **Determination of Benefit & Delineation of Benefit Area**

An important step in the special assessment process is the determination of special benefit and delineating the geographic area that will benefit from the planned improvements (the “Benefit Area”). The proposed Fire Protection Services will serve all properties within the entire Town of

Southwest Ranches; thus, the boundary of the Benefit Area is the same as the boundary of the Town.

Certain properties in the Town will not be required to pay the Fire Protection Assessment – “exempt” property and “excluded” property. “Exempt” properties/structures include properties that receive special benefit from the fire services but are not charged any or the full cost of the Fire Protection Assessment. The exempt category includes all government parcels and agricultural property exempted by statute. Under Florida Statutes §170.01(4), a municipality may not levy special assessments for the provision of fire protection services on lands classified as agricultural lands under Florida Statute §193.461, as may be amended from time to time, unless the land contains a residential dwelling or nonresidential farm building, with the exception of an agricultural pole barn, provided the nonresidential farm building exceeds a just value of \$10,000. Such special assessments must be based solely on the special benefit accruing to that portion of the land consisting of the residential dwelling and curtilage, and qualifying nonresidential farm buildings. Agricultural pole barn means a nonresidential farm building in which 70 percent or more of the perimeter walls are permanently open and allow free ingress and egress.

The ability to bill and collect special assessments on governmental properties is very limited and generally requires consent of the other governmental entity. Exemptions reflect both legal difficulties with collection of assessments and policy decisions of the Town. It is fair and reasonable not to impose the Fire Protection Assessment on such properties. Costs related to exempt properties are included in the cost allocation and assessment calculations so that those costs are not shifted to the assessments imposed on non-exempt properties. The costs related to exempt properties, as measured by the fire protection costs allocated to those properties in the assessment methodology, must be funded by the Town with other lawfully available non-fire assessment revenue.

“Excluded” property includes those parcels where no special benefit is provided to the parcel, such as roads and submerged lands. This category also includes any other parcels that may receive some special benefit from fire services but, based on a policy determination of the Town Council, do not receive sufficient special benefit to require imposition of the Fire Protection Assessment. Excluded properties are not part of the cost allocation process in the assessment calculations.

## **Cost Allocation Methodology**

The cost allocation and assessment methodology presented in this Report reflects the unique circumstances of the Town of Southwest Ranches with largely residential development, and a smaller amount of non-residential development. The Town is comprised primarily of residential assessable structures and otherwise assessable barns, stables, and other farm structures that the Town has determined benefit from fire protection services to the same degree as a residential dwelling unit, or, if the structure is on the same parcel as a residential dwelling unit, is an appurtenant use that is considered to have benefited as part of the parcel. The Town also has institutional properties which include houses of worship, non-public schools (most of which are owned by religious organizations), cemeteries, and sundry other uses. The Town also has commercial and industrial/warehouse parcels. An analysis of call data over each year, over three years, and over five years has shown significant volatility of calls between the non-residential categories. Because of this, and because the response to fire calls seem to involve similar responses of manning and equipment, and because some of the apparent uses have some conflicts with actual uses (one of the institutional properties at some point also was being used in a commercial fashion), we believe combining (or blending) the categories of commercial, warehouse/industrial, and institutional together will be in the long run more equitable and rate stable from year-to-year.

Using the BCPA's tax roll data, benefited parcels were identified using the various categories of land use codes within that data set. Additionally, and to keep the proposed apportionment categories as close to the existing categories as possible, we relied upon the Fire Class codes currently maintained by the BCPA. The BCPA has previously identified and coded the improved properties by type and assigned each parcel an appropriate Fire Class Code. We are recommending that the property appraiser's office continue with the existing coding for Commercial, Warehouse/Industrial, and Institutional in case the Town finds that it needs to revert to the discreet allocation of costs to those categories. For purposes of this report, we have shown the category descriptions, but for the purposes of rate determination, we have combined the costs and allocations together for those three fire class codes. We reviewed consistency in this data and it was determined to be of high accuracy. This data has also undergone considerable review over time. The Fire Class codes thus used were as follows:

**Residential/Other (“R”)** This includes all residential dwelling units, be they single family, multifamily, and mobile homes not located in mobile home parks. This includes separate or attached guest houses or “granny flats” or anything considered a residential dwelling unit. Structures that are not Non-residential Buildings, such as non-commercial barns or free-standing garages, located on a parcel with one or more Dwelling Units shall be considered as appurtenant to or accessory to the Dwelling Unit(s) and shall not be assessed separately. This “R” coding also includes any structures, such as assessable agricultural buildings or non-commercial barns, that are not Non-residential Buildings and that are located on a parcel with no residential units. Such structure(s) on a such a parcel shall collectively be assessed as one Dwelling Unit.

**Blended Non-Residential Uses Other than Acreage.**

**Commercial (“C”)** This includes all property used for commercial activity, except where otherwise identified by its own Fire Class code, and includes office and retail uses. It also includes recreational vehicle lots converted to a commercial square footage as provided by statute. The Town currently does not have any parcels fitting this fire class code but could in the future.

**Institutional (“I”)** This includes nursing homes and substance abuse centers; healthcare facilities located in shopping centers and office buildings, funeral homes and mausoleums; houses of worship, non-public schools, and various other uses.

**Warehouse/Industrial (“W”)** This includes manufacturing and processing sites, storage units (whether for commercial or non-commercial purposes), and warehousing sites.

**Government (“X”)** This includes any developed property owned by a federal, state, or local government.

**Special (“S”, generally mixed use)** This includes property that has more than one use or improvement that contains more than one Fire Class code. An example might a commercial use that also has a residential use on the same parcel. Each use will be assigned the cost for that use and then combined on the notices and bills.

**Acreage (“A”)** This includes undeveloped property typically in use for various purposes and for which the Town assesses an acreage charge for fire services. Generally, the land is agricultural in nature. Some of this acreage, if given exemption by the property appraiser, is exempt from the assessment. It also includes other uses of property that are vacant, such as commercial and residential.

It should also be noted that properties, or portions of properties, that can sometimes be exempt from this assessment remain variously classified with Fire Class Codes but are not assessed if the Town has excluded them from the assessment. Again, these codes are used by BCPA to assist them in the administration of their rolls, and we believe them to be highly accurate at the parcel level. If they are not assessed by the Town, the costs are not re-allocated to the remaining assessable units or categories.

Each BCPA parcel for the Town of Southwest Ranches also has, in addition to a Fire Class code, a Fire Basis element, which indicates the number of applicable billing units located on the parcel. For example, a single-family residential dwelling unit would have a Fire Basis element of “1”, indicating that the fixed residential assessment rate would be multiplied by “1” to arrive at an assessment amount and a duplex residential dwelling unit would have a Fire Basis element of “2”, indicating that the fixed residential assessment rate would be multiplied by “2” to arrive at an assessment amount, and so on. Commercial, Warehouse/Industrial, and Not-for-profits are based upon the square footage of the structure(s) on the property. The Fire Class code “S”, Special, generally includes mixed-use parcels that have mixed assessment rates applied to them. The sum of each category (e.g., “Residential”, “Commercial”, etc.) are added together within this coding. The Fire Basis element code in this Fire Class code in this category indicates the amount of the assessment for that Fire Class code. The BCPA handles mixed-use parcels as exceptions and manually calculates the assessment based upon the particular mix of uses that exist on those parcels. Table B notes the various Fire Class Categories and Codes, the number of parcels benefitting from the assessment for that category, the unit of measure for the assessment, and the total number of units in that category that are being assessed. A parcel can have more than one Fire Class Category:

**Table B**  
**BCPA Fire Class Counts**

<b>Fire Class Category</b>	<b>Category Code(s)</b>	<b>Sum of Total Number of Units</b>	<b>Unit of Measure</b>	<b>Number of Parcels</b>
Commercial	C	317,425	Square Feet	24
Institutional	I	565,934	Square Feet	25
Acreage, Vacant	A,V	1,775	Acres	563
Residential	R	2,812	Dwelling Units	2,582
Warehouse/Industrial	W	123,000	Square Feet	11
Government - Exempt	X	40,876	Square Feet	238
				<u>3,443</u>

Source: BCPA 2025 Southwest Ranches Fire July Detail File. Mixed-use parcels have been disaggregated; therefore the number of parcels listed here is greater than the total number of actual parcels

Also, the BCPA combines 2 or more fire classes on the same parcel into a Special/Combination (Mixed Use) Fire Class “S”, which is not listed in the table above. The individual fire classes contained in each parcel coded “S” have been disaggregated and placed in their respective fire class code.

## **Fire/rescue Incidents**

Fire/rescue call for service data is maintained by Davie Fire Rescue. Davie provided call data related to the Town of Southwest Ranches for calendar years 2016-2024. The call data included all dispatched calls for all fire and rescue units at the Town’s stations. The call data contained fire service calls, calls for rescue services, and all other calls. Because rescue services do not benefit property, this call data was culled from further consideration, leaving only fire service call data in our analysis. We also excluded from the call data calls to property that was located outside of the Town limits (mutual aid calls).

The Town of Southwest Ranches and Davie use the National Fire Incident Reporting System (NFIRS) for the collection and categorization of all fire and rescue incident types. This system provides not only the nature of the call responded to but also includes the type of property involved in the call. This data forms the basis for determining not only which

properties benefit from fire services, but also to what degree those types of properties demand service. While evaluating the call data, we exercised discretion in reclassifying certain incidents that we determined, for the purposes of this study, needed to be reclassified to accurately tie it to the most appropriate property use. As an example, an automobile fire in a parking lot at a shopping center would be reclassified from “uncovered parking” to a commercial use as the parking lot is considered to be part of the parcel owned by the shopping center for purposes of this study.

During the eight-year period studied, the Town of Southwest Ranches had 941 fire- or property-related incidents that could be attributed to a specific property use type. Mutual aid calls were excluded because they did not benefit properties within the Town. A list of the types of calls recorded by Davie and how this study categorized them is detailed in Appendix C, *Fire Rescue Call Categorization*.

The incident data includes a “Property Use” code or specific street address from which a property use code could be reasonably determined. These codes were then aggregated into larger Property Type codes that could be used to match more closely to the BCPA Category Codes used for fire assessments. The following Table C details the 941 fire or property incidents by the categories used to study fire service delivery and their corresponding BCPA Fire Class codes:

**Table C**  
**Fire Calls by Fire Class**

<b>Fire Call Categorization</b>	<b>Corresponding BCPA Fire Class Code</b>	<b>Number of Fire Calls, 2016-2024</b>	<b>Percent of Total</b>
Commercial	C	100	10.63%
Institutional	I	195	20.72%
Acreage	A	39	4.14%
Residential	R	593	63.02%
Warehouse/Industrial	W	9	0.96%
Government- Exempt	X	5	0.53%
		<b>941</b>	<b>100.00%</b>

We then blended the Commercial, Institutional, and Warehouse/Industrial categories (also referred to as “Combined Non-residential” category):

**Table D**  
**Fire Calls by Blended Fire Class**

Blended Fire Call Categorization	Corresponding BCPA Fire Class Coding	Number of Fire Calls	Percent of Total
Blended Category (C,W,I)	C,W,I	304	32.31%
Acreage	A	39	4.14%
Residential	R	593	63.02%
Government- Exempt	X	5	0.53%
		941	100.00%

The recoded incident data to the BCPA Fire Class coding was then distributed to the expected FY2026 Assessable Fire service costs. We then assigned the maximum assessment by category and in total, based upon the fire class categories base and percentage of benefit by Class for the Town of Southwest Ranches and the maximum expected cost of fire service delivery for fiscal year 2026:

**Table E**  
**Fiscal Year 2025-2026 Maximum Assessable Fire Services Cost,  
Fire Code Apportionment and Maximum FY2025-2026 Assessment Rates**

Class	Total Number of Units	Unit Type	Percent Apportioned	Amount Allocated To Class	Proposed Not To Exceed Rate Per Unit
Blended (Commercial, Institutional, Warehouse/Industrial)	1,006,359	Per Square Feet	32.31%	\$ 1,187,651	\$ 1.1801
Acreage	1,775	Per Acre	4.14%	152,178	\$ 85.7341
Residential/Other	2,812	Per Unit	63.02%	2,316,489	\$ 823.79
Government - Exempt	40,876	Per Square Feet	0.53%	19,482	-
			100.00%	\$ 3,675,799	
				(94,105)	Less: Acreage Exemptions
				(19,482)	Less: Government Exempt
				(19,771)	Less: Residential Exempt
				\$ 3,542,441	Net Amount Realized



## **Findings of Special Benefit and Fair Apportionment**

The improved properties in the Town are found to benefit from the special assessment because fire services, facilities, and programs possess a logical relationship to the use and enjoyment of property by: (i) protecting the value and integrity of improvements, structures and land through the availability and provision of comprehensive fire services; (ii) protecting the life and safety of intended occupants in the use and enjoyment of property; (iii) lowering the cost of fire insurance by the presence of a professional and comprehensive fire program; and (iv) containing fire incidents occurring on land and within miscellaneous buildings with the potential to spread and endanger other property and property features. Further, the availability and provision of comprehensive fire services enhance and strengthen the relationship of such services to the use and enjoyment of the parcels of property, the market perception of the area and the property and rental values within the assessable area.

The Fire Assessed Costs included in the Fire Assessment do not include costs related to the provision of emergency medical services (EMS) and have been fairly and reasonably apportioned among the benefitted parcels. While there are many ways to fairly apportion the costs of the fire services to benefitted properties, we note the following:

Apportioning Fire Assessed Costs among classifications of property based upon the historical demand for fire protection services is a fair and reasonable method because it reflects the property uses' potential fire risk based upon building use and is a reasonable proxy for the amount of fire flow, firefighters training and experience, quantity and size of apparatus, and other special firefighting equipment that must be available in accordance with the Town's standards and practices. Historical demand for fire protection services provides a fair, reasonable and proportionate relationship to the special benefit received by Assessed Parcels and will ensure that no property is assessed an amount greater than the special benefit received.

Using the Fire Class Codes developed and maintained by the Broward County Property Appraiser to define the classifications of property used to develop the Fire Assessment

cost allocations and rate calculations is fair and reasonable and reduces administrative burdens for both the Town and the Property Appraiser.

Apportioning the percentage of the fire protection assessed costs relating to historical calls for service among benefitted property based on Fire Class Codes is fair and reasonable because it reflects the property uses' potential fire risk based upon use, structure characteristics, and is a reasonable proxy for the amount of fire flow, firefighters training, and experience, quantity and size of apparatus, and other special firefighting equipment that must be available in accordance with the Town's standards and practices.

The fire rescue incident reports (NFIRS) are the most reliable data available to determine the potential demand for fire services from property use and to determine the benefit to property use resulting from the demand for fire protection services to protect and serve buildings and land located within assessed property and their intended occupants. There exist sufficient fire incident reports that document the historical demand for fire protection services from assessed property within the property use categories. The relative demand that has been determined for each property use category by an examination of such fire rescue incident reports is consistent with the experience of the Town. Therefore, the use of the relative percentages that were determined by an examination of fire rescue incident reports is a fair and reasonable method to apportion the fire protection assessed costs among the property use categories.

The potential demand for fire protection services to Residential property relates primarily to the presence of Dwelling Units and the anticipated occupants of the Dwelling Units. Neither the size nor the value of the residential property determines the scope of the required fire response in the Town of Southwest Ranches. The potential demand for fire services is driven by the existence of each and every dwelling unit and the anticipated average occupant population. Other structures on a parcel with one or more Dwelling Units, such as non-commercial barns, free-standing garages and/or assessable farm structures, that are not Non-Residential Buildings are considered to be appurtenant to or accessory to the primary use of one or more Dwelling Units and are not assessed in addition to the Dwelling Unit(s). It is fair and reasonable to assess parcels with existing

Dwelling Units based on that primary use and to not assess other structures that are not Non-residential Buildings present on the same parcel.

“Residential/Other” or “R” Property, for purposes of imposition of the Fire Services Assessment, shall also include property with one or more structures that are not Non-residential Buildings, such as barns and/or accessory structures, and that are located on property without any existing Dwelling Unit(s). Non-residential Building(s) on such parcels shall be assessed at the Residential Property Rate collectively as one (1) dwelling unit. Structures that are not Non-residential Buildings that are located on parcels with no existing Dwelling Units generate demand for fire protection services similar to that demand generated by a single Dwelling Unit. Apportioning fire assessed costs to structures that are not Non-residential Buildings, such as assessable farm structures and non-commercial barns, and that are located on a separate parcel (with no Dwelling Units) in the same manner as a residential dwelling unit is a fair and reasonable method because the responses to those structures is similar to a response to a residential dwelling unit.

Apportioning the percentage of the fire protection assessed costs based on the relative demand for fire services attributable to residential property on a per dwelling unit basis, or, in the case of a structure on a separate parcel that is not a Non-residential Building as described above, is required to avoid cost inefficiency and unnecessary administration and is a fair and reasonable method of parcel apportionment based upon historical call data.

The assessment of Non-residential Buildings by actual square footage (“Building Area”) is fair and reasonable for the purpose of parcel apportionment based on relative demand because the demand for fire service to such Non-residential Buildings is primarily determined and measured by the actual square footage of structures and improvements within benefited parcels. The greater the Building Area, the greater the potential for a large fire and the greater amount of firefighting resources that must be available in the event of a fire in a structure of that building’s size. Therefore, allocating assessable fire protection services costs to Non-residential Buildings based on the structure square footage (Building Area) is fair and reasonable and has a logical relationship to the demand for and benefit from fire protection services.

We believe that the apportionment methodology prepared herein is fair and reasonable, that the assessment rates proposed have a logical relationship to the special benefits to the Assessed Parcels from the availability and provision of fire protection services, that each Assessed Parcel located within the Town will be benefited by the Town's provision of fire protection services, facilities, and programs in an amount not less than the Fire Protection Assessment imposed against such parcel, and that the methodology fits the particular properties in and nature of the Town of Southwest Ranches.



7320 Griffin Road, Ste. 102  
Davie, Florida 33314  
954-903-0712

A handwritten signature in black ink, appearing to read "CW", written over a horizontal line.

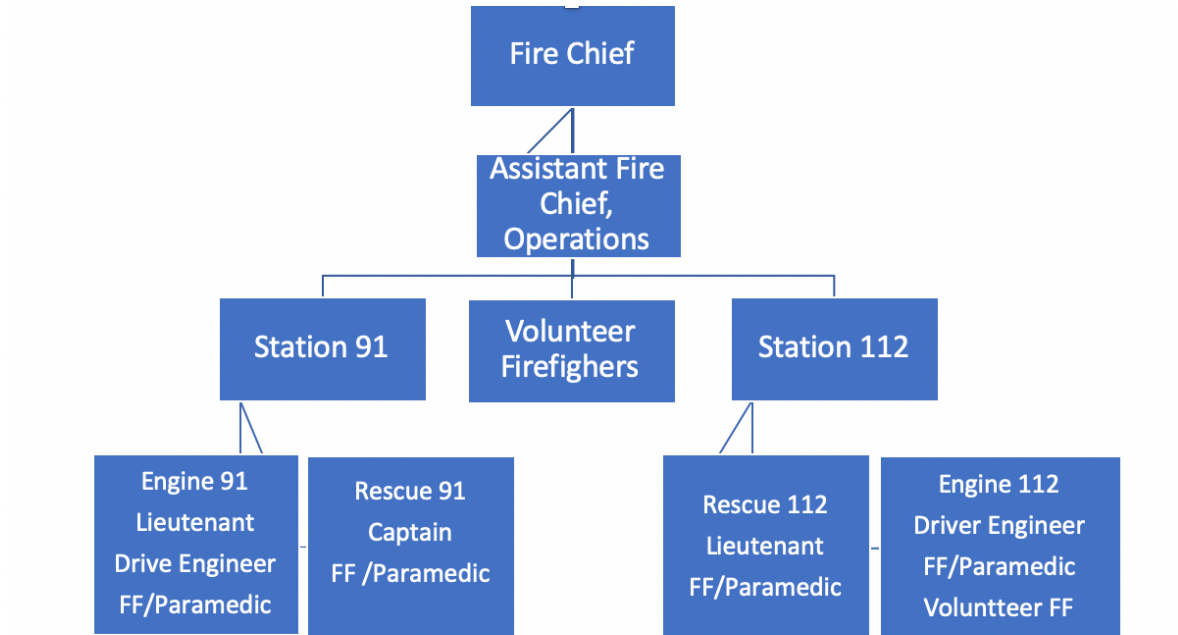
Christopher Wallace, President  
July 17, 2025

## Appendix A

### Fire Rescue Cost Apportionment, FY2024-2025 Budget

	Total Budget	Fire Allocation	Rescue/EMS Allocation	Fire Costs
<b>Personnel Costs</b>				
Total All Personnel	2,647,441	60%	40%	1,588,465
<b>Operating Expenditures</b>				
Contractual Services	232,830	0%	100%	-
Internal Services _IT	134,757	60%	40%	80,854
Communications Services	13,476	60%	40%	8,086
Repairs and Maintenance, Vehicles	74,538	60%	40%	44,723
Repairs and Maintenance, Radios	3,925	60%	40%	2,355
Repairs and Maintenance, Equipment	9,250	18%	82%	1,665
Repairs and Maintenance, Equip. Directed	13,750	60%	40%	8,250
Repairs and Maintenance, SW Ranches	2,500	100%	0%	2,500
Offices Supply Expenses	500	60%	40%	300
Uniforms	11,000	60%	40%	6,600
Protective Fire Equipment	19,784	60%	40%	11,870
First Aid Supplies and Equipment	50,625	0%	100%	-
Emergency Preparedness	500	60%	40%	300
Fuel	12,916	60%	40%	7,750
Training and Education	9,714	60%	40%	5,828
<b>Total Operating Expenditures</b>	<b>590,065</b>			<b>181,081</b>
<b>Total Expenditures, Davie</b>	<b>3,237,506</b>			<b>1,769,546</b>
<b>Davie Administrative Contract Costs</b>	<b>1,278,724</b>	60%	40%	767,234
<b>Total Davie Contract</b>	<b>4,516,230</b>			<b>2,536,780</b>
Contingence	175,000	100%	0%	175,000
Other Operating Expenses	807,740	60%	40%	484,644
Assessment Expenses	166,819	100%	0%	166,819
Allocated Townwide Cost	312,556	100%	0%	312,556
<b>Total SWR Fire Budget</b>	<b>5,978,345</b>			<b>3,675,799</b>

**Appendix B**  
**Town of Southwest Ranches Fire Rescue**  
**Organizational Table**



**Southwest Ranches Volunteer Fire Rescue**



## Appendix C

### Fire Rescue Call Categorization

NFIRS Fire Type	Fire Class Code
<b>100 - Fire, Other</b>	
1 or 2 family dwelling	R
NULL	R
Open land or field	A
Outside or special property, Other	A
Residential street, road or residential driveway	R
Street, Other	STREET
Water utility	X
<b>111 - Building fire</b>	
1 or 2 family dwelling	R
<b>112 - Fires in structure other than in a building</b>	
Outbuilding or shed	R
<b>113 - Cooking fire, confined to container</b>	
1 or 2 family dwelling	R
<b>118 - Trash or rubbish fire, contained</b>	
1 or 2 family dwelling	R
Outside or special property, Other	A
<b>122 - Fire in motor home, camper, recreational vehicle</b>	
Open land or field	A
<b>131 - Passenger vehicle fire</b>	
1 or 2 family dwelling	R
Highway or divided highway	STREET
Open land or field	A
Residential street, road or residential driveway	STREET
Street, Other	STREET
Vehicle parking area	C
<b>1311 - Passenger vehicle fire with MVC</b>	
Residential street, road or residential driveway	STREET
<b>138 - Off-road vehicle or heavy equipment fire</b>	
1 or 2 family dwelling	R
Funeral parlor	C
<b>140 - Natural vegetation fire, Other</b>	
1 or 2 family dwelling	R
Crops or orchard	C
Open land or field	A
Outside or special property, Other	A
<b>141 - Forest, woods or wildland fire</b>	
1 or 2 family dwelling	R
<b>142 - Brush or brush-and-grass mixture fire</b>	
1 or 2 family dwelling	R
Highway or divided highway	STREET
Livestock production	C
Open land or field	A
Street, Other	STREET
Vacant lot	A
<b>143 - Grass fire</b>	
Open land or field	A
<b>150 - Outside rubbish fire, Other</b>	
1 or 2 family dwelling	R
Open land or field	A
Outside or special property, Other	A
Vacant lot	A
<b>151 - Outside rubbish, trash or waste fire</b>	
1 or 2 family dwelling	R
Crops or orchard	C
Highway or divided highway	STREET
Open land or field	A
Outside or special property, Other	A
Professional supplies, services	C
Residential street, road or residential driveway	R
Street, Other	STREET
<b>153 - Construction or demolition landfill fire</b>	
1 or 2 family dwelling	R
<b>154 - Dumpster or other outside trash receptacle fire</b>	
1 or 2 family dwelling	R
Professional supplies, services	C
<b>160 - Special outside fire, Other</b>	
1 or 2 family dwelling	R
Church, mosque, synagogue, temple, chapel	I
Street or road in commercial area	C
Vehicle parking area	C
<b>162 - Outside equipment fire</b>	
Crops or orchard	C
<b>173 - Cultivated trees or nursery stock fire</b>	
1 or 2 family dwelling	R

<b>251 - Excessive heat, scorch burns with no ignition</b>	
1 or 2 family dwelling	R
24-hour care Nursing homes, 4 or more persons	I
Food and beverage sales, grocery store	C
Mercantile, business, Other	C
Vehicle storage, Other	W
<b>400 - Hazardous condition, Other</b>	
1 or 2 family dwelling	R
Mercantile, business, Other	C
Street or road in commercial area	C
Street, Other	STREET
<b>411 - Gasoline or other flammable liquid spill</b>	
Convenience store	C
Street, Other	STREET
<b>412 - Gas leak (natural gas or LPG)</b>	
1 or 2 family dwelling	R
<b>424 - Carbon monoxide incident</b>	
1 or 2 family dwelling	R
<b>440 - Electrical wiring/equipment problem, Other</b>	
1 or 2 family dwelling	R
Educational, Other	I
High school/junior high school/middle school	I
Residential street, road or residential driveway	R
Street or road in commercial area	C
Street, Other	STREET
<b>441 - Heat from short circuit (wiring), defective/worn</b>	
1 or 2 family dwelling	R
<b>442 - Overheated motor</b>	
1 or 2 family dwelling	R
Church, mosque, synagogue, temple, chapel	I
Educational, Other	I
Highway or divided highway	STREET
<b>443 - Breakdown of light ballast</b>	
1 or 2 family dwelling	R
<b>444 - Power line down</b>	
1 or 2 family dwelling	R
Church, mosque, synagogue, temple, chapel	I
Outside or special property, Other	A
Residential street, road or residential driveway	R
Street or road in commercial area	C
Street, Other	STREET
Vehicle parking area	C
<b>445 - Arcing, shorted electrical equipment</b>	
1 or 2 family dwelling	R
Electrical distribution	I
Open land or field	A
Residential street, road or residential driveway	R
Schools, non-adult, other	I
Street, Other	STREET
<b>460 - Accident, potential accident, Other</b>	
Street, Other	STREET
<b>463 - Vehicle accident, general cleanup</b>	
Highway or divided highway	STREET
Street, Other	STREET
<b>480 - Attempted burning, illegal action, Other</b>	
1 or 2 family dwelling	R
<b>481 - Attempt to burn</b>	
Open land or field	A
<b>500 - Service Call, other</b>	
1 or 2 family dwelling	R
Household goods, sales, repairs	C
Outside or special property, Other	A
Street, Other	STREET
Vehicle parking area	C
<b>522 - Water or steam leak</b>	
1 or 2 family dwelling	R
<b>531 - Smoke or odor removal</b>	
1 or 2 family dwelling	R
<b>553 - Public service</b>	
1 or 2 family dwelling	R
Adult education center, college classroom	I
Open land or field	A
Residential street, road or residential driveway	R
<b>561 - Unauthorized burning</b>	
1 or 2 family dwelling	R
Open land or field	A
<b>651 - Smoke scare, odor of smoke</b>	



1 or 2 family dwelling	R
Open land or field	A
Outside or special property, Other	A
Professional supplies, services	C
Residential street, road or residential driveway	R
Street, Other	STREET
<b>653 - Smoke from barbecue, tar kettle</b>	
1 or 2 family dwelling	R
<b>671 - HazMat release investigation w/no HazMat</b>	
1 or 2 family dwelling	R
<b>700 - False alarm or false call, Other</b>	
1 or 2 family dwelling	R
Adult education center, college classroom	I
Church, mosque, synagogue, temple, chapel	I
Food and beverage sales, grocery store	C
Household goods, sales, repairs	C
Mercantile, business, Other	C
Residential, Other	R
Storage, Other	W
Street, Other	STREET
Vehicle storage, Other	W
<b>710 - Malicious, mischievous false call, Other</b>	
Day care, in commercial property	C
<b>714 - Central station, malicious false alarm</b>	
1 or 2 family dwelling	R
Adult education center, college classroom	I
Business office	C
Educational, Other	I
Elementary school, including kindergarten	I
Mental retardation/development disability facility	I
Residential board and care	R
Vehicle storage, Other	W
<b>715 - Local alarm system, malicious false alarm</b>	
Educational, Other	I
High school/junior high school/middle school	I
<b>730 - System malfunction, Other</b>	
1 or 2 family dwelling	R
Adult education center, college classroom	I
Church, mosque, synagogue, temple, chapel	I
High school/junior high school/middle school	I
<b>732 - Extinguishing system activation due to malfunction</b>	
1 or 2 family dwelling	R
Church, mosque, synagogue, temple, chapel	I
<b>733 - Smoke detector activation due to malfunction</b>	
1 or 2 family dwelling	R
24-hour care Nursing homes, 4 or more persons	I
Church, mosque, synagogue, temple, chapel	I
Food and beverage sales, grocery store	C
High school/junior high school/middle school	I
Mercantile, business, Other	C
Residential board and care	R
<b>735 - Alarm system sounded due to malfunction</b>	
1 or 2 family dwelling	R
24-hour care Nursing homes, 4 or more persons	I
Adult education center, college classroom	I
Church, mosque, synagogue, temple, chapel	I
Educational, Other	I
High school/junior high school/middle school	I
Mental retardation/development disability facility	I
Mercantile, business, Other	C
<b>736 - CO detector activation due to malfunction</b>	
1 or 2 family dwelling	R
<b>740 - Unintentional transmission of alarm, Other</b>	
1 or 2 family dwelling	R
Boarding/rooming house, residential hotels	C
Church, mosque, synagogue, temple, chapel	I
Educational, Other	I
Elementary school, including kindergarten	I
Vehicle storage, Other	W
<b>743 - Smoke detector activation, no fire - unintentional</b>	
1 or 2 family dwelling	R
24-hour care Nursing homes, 4 or more persons	I
Alcohol or substance abuse recovery center	I
Boarding/rooming house, residential hotels	C
Church, mosque, synagogue, temple, chapel	I
Educational, Other	I
Fire station	I

Food and beverage sales, grocery store	C
High school/junior high school/middle school	I
Mental retardation/development disability facility	I
Mercantile, business, Other	C
Preschool	C
Public or government, Other	X
Residential, Other	R
Vehicle storage, Other	W
<b>744 - Detector activation, no fire - unintentional</b>	
1 or 2 family dwelling	R
24-hour care Nursing homes, 4 or more persons	I
Alcohol or substance abuse recovery center	I
Boarding/rooming house, residential hotels	C
Church, mosque, synagogue, temple, chapel	I
Dormitory-type residence, other	R
Eating, drinking places, other	C
Educational, Other	I
Fire station	X
High school/junior high school/middle school	I
Schools, non-adult, other	I
Vehicle storage, Other	W
<b>745 - Alarm system activation, no fire - unintentional</b>	
1 or 2 family dwelling	R
Adult education center, college classroom	I
Boarding/rooming house, residential hotels	R
Church, mosque, synagogue, temple, chapel	I
Educational, Other	I
Fire station	X
Food and beverage sales, grocery store	C
High school/junior high school/middle school	I
Household goods, sales, repairs	C
Mental retardation/development disability facility	I
Mercantile, business, Other	C
Property Use, Other	C
Residential board and care	R
Residential or self-storage units	W
Restaurant or cafeteria	C
Vehicle storage, Other	W
<b>Alarm system activation, no fire - unintentional</b>	
1 or 2 family dwelling	R
Adult education center, college classroom	I
Church, mosque, synagogue, temple, chapel	I
Elementary school, including kindergarten	I
Mercantile, business, other	C
Preschool	C
<b>Alarm system sounded due to malfunction</b>	
Church, mosque, synagogue, temple, chapel	I
Household goods, sales, repairs	C
Mental retardation/development disability facility	I
<b>Arcing, shorted electrical equipment</b>	
Open land or field	A
Pipeline, power line or other utility right-of-way	STREET
Street, other	STREET
<b>Attempted burning, illegal action, other</b>	
1 or 2 family dwelling	R
<b>Authorized controlled burning</b>	
Open land or field	A
<b>Brush or brush-and-grass mixture fire</b>	
1 or 2 family dwelling	R
Open land or field	A
Residential street, road or residential driveway	R
<b>Building fire</b>	
1 or 2 family dwelling	R
<b>Detector activation, no fire - unintentional</b>	
1 or 2 family dwelling	R
Alcohol or substance abuse recovery center	I
High school/junior high school/middle school	I
Reformatory, juvenile detention center	I
<b>Electrical wiring/equipment problem, other</b>	
1 or 2 family dwelling	R
24-hour care Nursing homes, 4 or more persons	I
Residential street, road or residential driveway	R
Street, other	STREET
<b>Excessive heat, scorch burns with no ignition</b>	
1 or 2 family dwelling	R
Alcohol or substance abuse recovery center	I
Church, mosque, synagogue, temple, chapel	I

<b>False alarm or false call, other</b>	
1 or 2 family dwelling	R
Business office	C
Elementary school, including kindergarten	I
Food and beverage sales, grocery store	C
Household goods, sales, repairs	C
Mercantile, business, other	C
Places of worship, funeral parlors, other	I
Preschool	C
<b>Fire, other</b>	
Service station, gas station	C
<b>Gasoline or other flammable liquid spill</b>	
Service station, gas station	C
Lightning strike (no fire)	
1 or 2 family dwelling	R
<b>Malicious, mischievous false call, other</b>	
Food and beverage sales, grocery store	C
High school/junior high school/middle school	I
<b>Natural vegetation fire, other</b>	
1 or 2 family dwelling	R
Ind., utility, defense, agriculture, mining, other	I
<b>Outside equipment fire</b>	
1 or 2 family dwelling	R
<b>Outside rubbish, trash or waste fire</b>	
Dump, sanitary landfill	I
Open land or field	A
Outside or special property, other	G
<b>Overheated motor</b>	
Highway or divided highway	STREET
<b>Passenger vehicle fire</b>	
Street, other	STREET
Vehicle parking area	C
<b>Power line down</b>	
1 or 2 family dwelling	R
Residential street, road or residential driveway	R
Street, other	STREET
<b>Smoke detector activation due to malfunction</b>	
1 or 2 family dwelling	R
Elementary school, including kindergarten	I
<b>Smoke detector activation, no fire - unintentional</b>	
1 or 2 family dwelling	R
Alcohol or substance abuse recovery center	I
Church, mosque, synagogue, temple, chapel	I
Public or government, other	X
<b>Smoke or odor removal</b>	
1 or 2 family dwelling	R
<b>Smoke scare, odor of smoke</b>	
1 or 2 family dwelling	R
Business office	C
<b>System malfunction, other</b>	
1 or 2 family dwelling	R
<b>Trash or rubbish fire, contained</b>	
1 or 2 family dwelling	R
<b>Unauthorized burning</b>	
1 or 2 family dwelling	R
Unintentional transmission of alarm, other	
1 or 2 family dwelling	R
24-hour care Nursing homes, 4 or more persons	I
Alcohol or substance abuse recovery center	I
Bank	C
Residential or self-storage units	W
Storage, other	W
<b>Water or steam leak</b>	
Street, other	STREET
<b>Water problem, other</b>	
1 or 2 family dwelling	R
Mercantile, business, other	C
Street, other	STREET
<b>Water vehicle fire</b>	
Open land or field	A

# Town of Southwest Ranches Proposed FY 2025/2026 Fire Assessment Worksheet

## EXHIBIT B

**Sources:**

Fire Administration Department  
Volunteer Fire Service Department  
Volunteer Fire Fund

Expenditures	Total FY 2025-2026 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	\$ 4,516,230	\$ 1,806,492	\$ 2,709,738	
Operating Expenses	807,740	\$ 350,000	457,740	
Government & Acreage Exemptions	-	133,358	-	**
Capital Outlay	-	N/A	-	
Fire Protection/Control Contingency	175,000	N/A	175,000	
<b>Sub-Total</b>	<b>\$ 5,498,970</b>	<b>\$ 2,289,850</b>	<b>\$ 3,342,478</b>	

**Other Expenses**

Publication & Notification Costs	1,445
Statutory Discount	133,699
Collections Cost	31,675
Fire Assessment Cost Allocation of Townwide Personnel\Contractual Costs	312,556

**Council Approved Subsidy**

-

**Total Fire Assessment Expenses**

**\$ 3,821,853**

### Based on 2025 Consultant Study

Property Category	Assess Unit Type	% Apportioned	Amount	Proposed Rates FY25/26	Adopted Rates FY24/25	Difference: Increase Decrease
<b>Combined Non-Res: Commercial- 321,425SF</b>	Per Sq.Ft. Bldg Area	10.19%	389,448	\$ 1.1801	\$ 0.9812	\$ 0.1989
<b>Combined Non-Res: Institutional-565,934 SF</b>	Per Sq.Ft. Bldg Area	18.17%	694,425	\$ 1.1801	\$ 0.9812	\$ 0.1989
<b>Combined Non-Res: Warehse/Indust- 123,000 SF</b>	Per Sq.Ft. Bldg Area	3.95%	150,964	\$ 1.1801	\$ 0.9812	\$ 0.1989
<b>Acreage - 1,775 Acres</b>	Per Acre	4.14%	158,226	\$ 85.73	\$ 89.11	\$ (3.38)
<b>Residential - 2,812 Units</b>	Per Unit	63.02%	2,408,533	\$ 823.79	\$ 758.63	\$ 65.16
<b>Government - Exempt - 40,876 SF (General Fund)</b>	Per Sq.Ft. Bldg Area	0.53%	20,257			
<b>Total</b>		<b>100%</b>	<b>\$ 3,821,853</b>			

\* 60% / 40% split applies in most cases

\*\* These amounts are funded thru the General Fund (Fire Protection Assessment Methodology Report)



**Town of Southwest Ranches**  
**13400 Griffin Road**  
**Southwest Ranches, FL 33330-**  
**2628**

**(954) 434-0008 Town Hall**  
**(954) 434-1490 Fax**

**Town Council**  
**Steve Breitreuz, Mayor**  
**Bob Hartmann, Vice Mayor**  
**Jim Allbritton, Council Member**  
**Gary Jablonski, Council Member**  
**David S. Kuczenski, Esq., Council Member**

**Russell C. Muniz, MBA, MPA, Town Administrator**  
**Keith M. Poliakoff, JD, Town Attorney**  
**Debra M. Ruesga, Town Clerk**  
**Emil C. Lopez, CPM, Town Financial Administrator**

### **COUNCIL MEMORANDUM**

**TO:** Honorable Mayor Breitreuz and Town Council  
**VIA:** Russell Muniz, Town Administrator  
**FROM:** Emil C. Lopez, Town Financial Administrator  
**DATE:** 7/24/2025  
**SUBJECT:** FY 2025-2026 Proposed Preliminary Solid Waste Assessment Rate

---

#### **Recommendation**

It is recommended that the Town Council ratify the attached Resolution to set the initial Solid Waste special assessment maximums in accordance with Exhibit A, and which includes ratification for an annual special 50% tax exemption for 100% service-connected disabled veterans.

#### **Unanimous Vote of the Town Council Required?**

No

#### **Strategic Priorities**

- A. Sound Governance
- B. Enhanced Resource Management
- C. Reliable Public Safety
- D. Improved Infrastructure

#### **Background**

The Town Council approved a contract with WM (formerly Waste Management) on July 28, 2022, for solid waste, recyclables, bulk waste collection and disposal franchise agreement. The FY2025-2026 total proposed solid waste assessment expenses have been estimated at \$3,664,281 \$3,494,712. This amount represents an increase of \$432,725 when compared to last year's budgeted amount of \$3,231,556. It's important to note that last year's budgeted

amount was subsidized in the amount of \$263,156 to keep the rates the same as the previous year after Town Council voted and approved of it (\$263,156). Upon taken into consideration this subsidy and normalizing last year's true amount (\$3,494,712), the net year-over-year increase of 5% reflects the annual CPI rate adjustment that is contemplated as per contract.

### **Fiscal Impact/Analysis**

Property Appraiser designated twenty-three (23) 100% The Town intends to fully fund residential solid waste services, facilities, or programs from proceeds of the Solid Waste Assessments. The Franchise Agreement provides the following financial benefits to the Town, which are consistent with the current agreement:

- Reimbursement for cost of the RFP process in the amount of \$49,680. The first \$5,000 will be credited against payment to the Contractor for the first month of service and will represent the Contractor's Franchise Permit Fee for the first year of the Franchise Agreement. The remaining forty-four thousand six hundred eighty dollars (\$44,680) will be credited against the Contractor's monthly invoices at one thousand (\$1,000) per month for forty-four (44) months, and six hundred eighty dollars (\$680) in the forty-fifth (45<sup>th</sup>) month, beginning the second month of the Agreement term.
- Franchise Permit Fee of \$5,000/year. With the exception of the first year of the agreement (paid as noted above), the Contractor shall pay this fee to the Town by October 1<sup>st</sup> of each year of the Franchise Agreement.
- The Commercial Franchise Fee equals 10% of the commercial service fees charged and collected by the Contractor, which will be remitted monthly to the Town.

For FY2026, includes ratification for an annual special 50% tax exemption for 100% service-connected disabled veterans thus making them eligible to claim a 50% reduction.

### **Staff Contact:**

Emil C. Lopez, Town Financial Administrator

### **ATTACHMENTS:**

Description	Upload Date	Type
Resolution - TA Approved	7/17/2025	Resolution
Exhibit A - FY26 Solid Waste Worksheet	7/18/2025	Exhibit

## **RESOLUTION NO. 2025-xxx**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, RELATING TO THE PROVISION OF SOLID WASTE SERVICES, FACILITIES AND PROGRAMS TO RESIDENTIAL PROPERTIES IN THE TOWN OF SOUTHWEST RANCHES, FLORIDA; PROVIDING AUTHORITY FOR SOLID WASTE SERVICES ASSESSMENTS; PROVIDING PURPOSE AND DEFINITIONS; PROVIDING FINDINGS; INCORPORATING THE SOLID WASTE SPECIAL ASSESSMENT METHODOLOGY REPORT; DIRECTING THE PREPARATION OF AN ASSESSMENT ROLL; PROVIDING FOR A 50% EXEMPTION FOR VETERAN'S SERVICE-CONNECTED TOTAL AND PERMANENT DISABILITY; AUTHORIZING A PUBLIC HEARING AND DIRECTING THE PROVISION OF NOTICE THEREOF; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council has adopted a Solid Waste Service Assessment Ordinance, Ordinance Number 2002-8 (the "Ordinance") on final reading at the Town Council meeting of June 24, 2002; and

**WHEREAS**, the adoption of solid waste assessment rates resulting from the Town Council's policy direction requires the annual adoption of a Preliminary Assessment Resolution and the annual adoption of a Final Assessment Resolution, as required under the Ordinance as well as under the Uniform Method of Collection provided under Florida Statutes Chapter 197.3632;

**WHEREAS**, the Town Council, during the Fiscal Year 2018, made an initial policy decision, regarding legally recognized disabled veterans who live on homesteaded properties titled in their name in the Town, and who have received a Disabled Veterans ad valorem tax exemption providing them with a 50% exemption for Solid Waste and Bulk Waste Assessments pursuant to R-2017-058 approved on September 13, 2017, via unanimous vote and wish to provide for such exemption for the Fiscal Year 2026.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Southwest Ranches, Florida:

**Section 1. Authority.** This resolution is adopted pursuant to the provisions of Ordinance No. 2002-8 as codified and as may have been amended, sections 166.021 and 166.041, Florida Statutes, and other applicable provisions of law.

**Section 2. Purpose and Definitions.** This resolution constitutes the Preliminary Assessment Resolution as defined in the Ordinance (codified as Sections 16-108 through 16-173 in the Town of Southwest Ranches Code of Ordinances, hereinafter "Code"). All capitalized words and terms not otherwise defined herein shall have the meanings set forth in the Ordinance. Unless the context indicates otherwise, words imparting the

singular number include the plural number, and vice versa. As used in this resolution, the following terms shall have the following meanings, unless the context hereof otherwise requires:

**"Assessed Parcel"** means those parcels with one or more Dwelling Units which are specially benefitted by the provision of solid waste collection and disposal services, and which are subject to the Solid Waste Assessments authorized by this Initial Resolution.

**"Bulk Waste"** means materials including yard trash, white goods, and clean debris, as such terms are defined in §16-108 of the Code, as may be amended, generated from residential activities and those materials generally outlined in §16-19 of the Code as acceptable for bulk trash pickup.

**"Commercial Property" or "Non-residential Property"** means collectively those Parcels with DOR Codes, Use Codes or Usage indicating more than just single-family residential uses and that may have no Dwelling Units present on the parcel. Commercial Property or Non-residential Property, for the purposes of this Resolution, includes commercial, institutional, industrial, vacant/agricultural and other all uses, except for Residential Property as defined in this Initial Resolution. As Non-residential Properties are billed directly for services by the Town's Solid Waste Provider, such parcels are not subject to the Assessments authorized by this Initial Resolution. Combination Commercial or Non-residential uses with single-family residential uses are subject to the Assessments authorized by this Initial Resolution in addition they shall be billed directly for services by the Town's Solid Waste Provider.

**"DOR Code"** means a property land use code established in Rule 12D-8.008, Florida Administrative Code, assigned by the Property Appraiser to Parcels within the Town. Additionally, the Broward County Property Appraiser assigns property Use Codes to parcels and structures. DOR Codes and associated Use Code descriptions are used in the development of the Solid Waste Assessments set forth in this Resolution and in preparation of the Assessment Roll. Where the use of a parcel indicates a use different from the DOR Code assigned to the parcel, the Town has the authority to impose a rate based on the use regardless of the DOR Code assigned to the parcel.

**"Dwelling Unit"** means (1) a building, or portion thereof, available to be used for residential purposes, consisting of one or more rooms arranged, designed, used, or intended to be used as living quarters for one family only, or (2) the use of land in which lots or spaces are offered for rent or lease for the placement of mobile homes or the like for residential purposes. A mobile home is an individual Dwelling Unit. For the purposes of this Resolution and imposition of the Solid Waste Assessment, a Dwelling Unit, as defined herein, may be located on parcels other than residential property under the Town's zoning and development regulations.



**"Estimated Solid Waste Assessment Rate Schedule"** means that rate schedule as specified in the Report set forth in Exhibit "A", attached hereto and incorporated herein by reference, specifying the Solid Waste Assessed Costs and the estimated Solid Waste Assessments.

**"Household Waste"** means and includes garbage, rubbish, and recovered materials, as those terms are defined in §16-108 of the Code, as may be amended, and recyclable materials as defined in §16-24 of the Code, as may be amended, generated from residential activities and excluding Bulk Waste.

**"Report"** or **"Town of Southwest Ranches Solid Waste Assessment Report"** means the report detailing the development of the Solid Waste Assessment Rates by New Community Strategies amended and revised per Council action dated September 12, 2011.

**"Residential Property"** means those Assessed Parcels with a DOR Code number on the following list or range: 1 - 9, 63 used as residential, 66 - 69 used as residential, 71 used as residential, or otherwise designated as residential property under the DOR Codes and Use Codes. Residential Property includes single family/duplex as well as single family developed property with multiple dwelling units. Residential Property, for the purposes of this Resolution and imposition of Solid Waste Assessments, shall include all parcels with one or more Dwelling Units present on the parcel regardless of the DOR Code number or Use Code assigned to the parcel. All Residential Property shall be assessed based on the number of Dwelling Units for Household Waste and based on parcel size for Bulk Waste according to the rate schedule in the Report, by New Community Strategies amended and revised per Council action dated September 12, 2011, as may be modified in the Final Resolution adopted after the September 12, 2013, Public Hearing. Combination Commercial or Non-residential uses with single family residential uses are subject to the Assessments authorized by this Initial Resolution in addition they shall be billed directly for services by the Town's Solid Waste Provider.

**"Vacant/Agricultural Property"** means those Assessed Parcels designated as vacant or agricultural in the Property Appraiser's Data Base and that have no dwelling units on the parcel. For the purposes of this Resolution, Vacant/Agricultural Property is treated as Commercial or Non-residential Property. As such, Commercial or Non-residential Properties shall be billed directly for services by the Town's Solid Waste Provider, such parcels are not subject to the Assessments authorized by this Initial Resolution.

### **Section 3. Provision and Funding of Solid Waste Services.**

Upon the imposition of a Solid Waste Assessment for solid waste collection and disposal services, facilities, or programs against Assessed Property located within the Town, solid waste collection and disposal services shall be provided to such Assessed Property. It is the Town's intent to fully fund residential solid waste services, facilities, or programs from proceeds of the Solid Waste Assessments. Any costs not funded by the Solid Waste Assessments or costs related to Property on which Solid Waste Assessments are not collected, for example due to the difficulties of collection from property owned by governmental entities or pursuant to a policy decision of the Town Council, shall be paid by the Town from lawfully available funds of the Town and shall not be paid out of Solid Waste Assessment revenues.

It is hereby ascertained, determined, and declared that each parcel of Assessed Property located within the Town will be benefitted by the Town's provision of solid waste services, facilities, and programs in an amount not less than the Solid Waste Assessment imposed against such parcel, computed in the manner set forth in this Initial Assessment Resolution.

### **Section 4. Imposition and Computation of Solid Waste Assessments.**

Solid Waste Assessments shall be imposed against all Assessed Parcels according to the applicable property size rate classification. Solid Waste Assessments shall be computed and imposed in the manner set forth in this Preliminary Assessment Resolution, more specifically as presented in the Report by New Community Strategies amended and revised per Council action dated September 12, 2011.

**Section 5. Legislative Determination of Special Benefit and Fair Apportionment.** It is hereby ascertained, determined, and declared that the solid waste services to be funded by the Solid Waste Assessments provide special benefit to the Assessed Property based upon the following legislative determinations.

Upon the adoption of this Initial Assessment Resolution determining the Solid Waste Assessed Costs and identifying the Assessed Property to be included in the Assessment Roll, the legislative determinations of special benefit ascertained and declared in Sections 16-109 and 16-110 of the Code are hereby ratified and confirmed.

It is fair and reasonable to use the DOR Codes, Use Codes, number of Dwelling Units, and parcel size data maintained by the Property Appraiser in the apportionment methodology because: (1) the Tax Roll database employing the use of such property use codes is the most comprehensive, accurate, and reliable information readily available to determine the property use and acreage for property within the Town, and (2) the Tax Roll database employing the use of such property use codes is maintained by the Property Appraiser and is thus consistent with parcel designations on the Tax Roll. This compatibility permits the development of an Assessment Roll in conformity with the requirements of the Uniform Method of Collection.

Where data available from the Property Appraiser was insufficient, the Town has verified and/or supplemented such data as needed for use in the determination of the Cost Apportionment and the Parcel Apportionment. It is fair and reasonable to use such additional data provided by the Town because such data provides a more accurate and complete record of property use and the structures on property.

Apportioning Solid Waste Assessed Costs among residential property based upon studies of demand for service and waste generation quantities by type of waste stream and by service areas within the Town is fair and reasonable and proportional to the special benefit received.

The value of Residential Property does not determine the scope of the required solid waste collection and disposal services. The Town has determined that the special benefit to Assessed Parcels and the demand for solid waste services varies by the type of waste stream. Household Waste has been determined to relate primarily to the number of Dwelling Units on Assessed Parcels. Bulk Waste has been determined to relate primarily to the size of the parcel. Based upon studies conducted for the Town, the relative potential demand for solid waste services to residential properties is driven by the number of dwelling units for Household Waste and the size of the assessed parcel for Bulk Waste.

A Solid Waste Services Assessment Report (SWSAR) by New Community Strategies amended and revised per Council action dated September 12, 2011, analyzed waste generation by type of waste and incorporates findings of several studies of waste generation in the Town. Based on such studies, it has been determined that nearly half of the Town's waste stream results from Bulk Waste, which primarily consists of vegetative debris. Given the high rate of Bulk Waste generation in the Town, it is fair and reasonable to separately analyze the costs of and demand for solid waste services by the following types of waste: Household Waste and Bulk Waste.

Household Waste is generated relatively consistently on a per dwelling unit basis. Therefore, it is fair and reasonable to assess for costs related to Household Waste based on the number of Dwelling Units on each Assessed Parcel. Such per dwelling unit rates for Household Waste are fair and reasonable and do not exceed the special benefit to Assessed Parcels.

Bulk Waste, including but not limited to vegetative debris and solely residential livestock waste, generation rates are generally proportionate to the size of the parcel. Waste generation studies have concluded that areas of the town with larger lots generate substantially greater tonnage of Bulk Waste per parcel than areas of the Town with smaller parcels.

It is fair and reasonable to create assessment rate classes for Bulk Waste based on lot square footage ranges identified through analysis of solid waste generation and collection studies performed for the Town. It is fair and reasonable to allocate Bulk Waste assessed costs to each rate class in a manner that increases the share of costs on the assessed parcel as the parcel size increases. Therefore, the proposed Bulk Waste services assessment rates presented in the SWSAR Report are fair and reasonable and do not exceed the special benefit to Assessed Parcels.

**Section 6. Determination of Solid Waste Assessed Costs; Establishment of Initial Solid Waste Assessment Rates.**

A. The Solid Waste Assessed Costs to be assessed and apportioned among benefitted parcels for Fiscal Year 2025-2026 commencing October 1, 2025, is the amount determined in the Solid Waste Assessment worksheet, attached as Exhibit "A" to this Resolution. The approval of the Estimated Solid Waste Assessment Rate Schedule by the adoption of this Preliminary Assessment Resolution determines the amount of the Solid Waste Assessed Costs. The remainder, if any, of such Fiscal Year budget for solid waste services, facilities, and programs shall be funded from available Town revenue other than Solid Waste Assessment proceeds.

B. The estimated Solid Waste Assessments specified in the Estimated Solid Waste Assessment Rate worksheet are hereby established to fund the specified Solid Waste Assessed Costs determined to be assessed in Fiscal Year 2025-2026 commencing on October 1, 2025.

C. The estimated Solid Waste Assessments established in this Preliminary Assessment Resolution for Fiscal Year 2025-2026 shall be the estimated assessment rates applied by the Town Administrator in the preparation of the preliminary Assessment Roll for the Fiscal Year commencing October 1, 2025, as provided in Section 7 of this Preliminary Assessment Resolution.

**Section 7. Preliminary Assessment Roll.** The Town Administrator is hereby directed to prepare, or cause to be prepared, a Preliminary Assessment Roll for the Fiscal Year commencing October 1, 2025, in the manner provided in the Code. The Assessment Roll shall include all Residential Assessed Parcels within the Assessment Rate Categories. The Town Administrator shall apportion the estimated Solid Waste Assessed Cost to be recovered through Solid Waste Assessments in the manner set forth in this Initial Assessment Resolution and the Report.

A. A copy of this Preliminary Assessment Resolution, documentation related to the estimated amount of the Solid Waste Assessed Cost to be recovered through the imposition of Solid Waste Assessments, and the Preliminary Assessment Roll shall be maintained on file in the Office of the Town Clerk and open to public inspection. The foregoing shall not be construed to require that the Preliminary Assessment Roll be

in printed form if the amount of the Solid Waste Assessment for each parcel of property can be determined by the use of a computer terminal available to Town staff.

B. It is hereby ascertained, determined, and declared that the method of determining the Solid Waste Assessments for residential solid waste services as set forth in this Preliminary Assessment Resolution and the SWSAR report is represented in Exhibit "A" and is a fair and reasonable method of apportioning the Solid Waste Assessed Cost among parcels of Assessed Property located within the Town.

**Section 8. Recognized Disabled Veterans Exemption.** Legally recognized Disabled Veterans, who live on homesteaded properties titled in their name within the Town, who have received a veteran's service-connected total and permanent disability ad valorem tax exemption, shall be partially exempt from the collection of the Solid Waste Assessments. The Town shall buy down this 50% exemption with non-assessment funds.

**Section 9. Authorization of Public Hearing.** There is hereby established a public hearing to be held at 6:00 p.m. on Monday, September 15, 2025, in the Council Chambers in Southwest Ranches Town Hall, 13400 Griffin Road, Southwest Ranches, Florida, at which time the Town Council will receive and consider any comments on the Solid Waste Assessments from the public and affected property owners and consider imposing Solid Waste Assessments and collecting such assessments on the same bill as ad valorem taxes.

**Section 10. Notice by Publication.** The Town Administrator shall publish a notice of the public hearing authorized by Section 8 hereof in the manner and time provided in Section 16-143 of the Code. The notice shall be published no later than Monday, August 25, 2025.

**Section 11. Notice by Mail.** The Town Administrator shall also provide notice by first class mail to the Owner of each parcel of Assessed Property, as required by Section 16-144 of the Code. Such notices shall be mailed no later than Tuesday, August 26, 2025. The Town Administrator may direct that such notices be combined with the TRIM notices prepared and mailed by the Property Appraiser.

**Section 12. Severability.** If any word, phrase, clause, sentence, or section of this resolution is for any reason held unconstitutional or invalid, the invalidity thereof shall not affect the validity of any remaining portions of this Resolution.

**Section 13. Application of Assessment Proceeds.** Proceeds derived by the Town from the Solid Waste Assessments shall be deposited into the Solid Waste Assessment Fund and used for the provision of solid waste services, facilities, and programs. In the event there is any fund balance remaining at the end of the Fiscal Year, such balance shall be carried forward and used only to fund Townwide solid waste services, facilities, and programs.

**Section 14: Conflicts.** All Resolutions or parts of Resolutions in conflict herewith be and the same are hereby repealed to the extent of the conflict.

**Section 15: Severability.** If any clause, section, or other part or application of this Resolution is held by any court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

**Section 16.** This Resolution shall take effect immediately upon its adoption.

**[Signatures on Following Page]**

**PASSED AND ADOPTED** by the Town Council of the Town of

Southwest Ranches, Florida, this 24th day of July 2025, on a motion by

\_\_\_\_\_ and seconded by \_\_\_\_\_.

Breitkreuz \_\_\_\_\_  
Allbritton \_\_\_\_\_  
Hartmann \_\_\_\_\_  
Jablonski \_\_\_\_\_  
Kuczenski \_\_\_\_\_

Ayes \_\_\_\_\_  
Nays \_\_\_\_\_  
Absent \_\_\_\_\_  
Abstaining \_\_\_\_\_

\_\_\_\_\_  
Steve Breitkreuz, Mayor

ATTEST:

\_\_\_\_\_  
Debra Ruesga, Town Clerk

Approved as to Form and Correctness:

\_\_\_\_\_  
Keith Poliakoff, Town Attorney  
1001.050.2025

This page  
intentionally  
left blank.



# Town of Southwest Ranches

## Proposed FY 2025/2026

### Solid Waste Assessment Worksheet

**Exhibit A**

**Sources:**

Waste Management  
Broward County Property Appraiser  
Munilytics Consultant Study

Description	Solid Waste & Recycling	Bulk Waste	Total Proposed FY25/26
% Allocation Direct Expenses Only	45.65%	54.35%	

**Direct Expenses:**

Solid Waste - Collection	\$ 840,703	\$ -	\$ 840,703
Solid Waste - Disposal	\$ 284,458	\$ -	\$ 284,458
Bulk Waste - Collection		\$ 1,114,490	\$ 1,114,490
Bulk Waste - Disposal		\$ 602,598	\$ 602,598
Recyclables - Collection	\$ 242,440		\$ 242,440
Recyclables - Processing	\$ 74,700		\$ 74,700
<b>Sub-Total Cost of Service</b>	<b>\$ 1,442,301</b>	<b>\$ 1,717,089</b>	<b>\$ 3,159,390</b>

**Other Expenses**

Statutory Discount	\$ 121,921
Collections Cost and Other	\$ 15,797
Townwide Personnel/Contractual Costs	\$ 367,174
Town Council approved subsidy	<b>\$ -</b>
<b>Total Solid Waste Assessment Expenses</b>	<b>\$ 3,664,281</b>

**Based On Consultant Study**

Assessment Range	Lot Sq Ft. Range	Number of Units in Range	Solid Waste Cost Per Unit	Number of Units in Range (Bulk)	Bulk Waste Cost Per Unit	Total Proposed Rates FY25/26	Total Adopted Rates FY24/25	Difference: (Decrease) / Increase)
Track	Sq. Ft Lot Range							
A	0 - 41,200	412	\$ 601.72	402	\$ 550.44	\$ 1,152.16	\$ 1,028.49	\$ 123.67
B	41,201 - 46,999	501	\$ 601.72	479	\$ 554.35	\$ 1,156.07	\$ 1,045.00	\$ 111.07
C	47,000 - 62,999	425	\$ 601.72	404	\$ 766.80	\$ 1,368.52	\$ 1,211.58	\$ 156.94
D	63,000 - 95,999	498	\$ 601.72	457	\$ 774.71	\$ 1,376.43	\$ 1,230.27	\$ 146.16
E	96,000 - 106,999	490	\$ 601.72	445	\$ 895.05	\$ 1,496.77	\$ 1,332.01	\$ 164.76
F	107,000 - >107,000	454	\$ 601.72	398	\$ 1,111.94	\$ 1,713.66	\$ 1,526.64	\$ 187.02

This page  
intentionally  
left blank.