Town of Southwest Ranches
Comprehensive Plan Advisory Board
Meeting Agenda

January 15, 2026
7:00 pm

13400 Griffin Road
Southwest Ranches, FL 33330

Board Members
Joseph Altschul
Page Giacin
Andrew Green
Louis Gregory
Newell Hollingsworth
Robert Sirota

Council Liaison
Steve Breitkreuz

Staff Liaison
Emily Aceti

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Election of Officers
   A. Chair
   B. Vice Chair
   C. Recording Secretary
5. Public Comment: Items relating to the Comp Plan but not on the agenda
6. Old Business
   A. Approval of minutes for October 2025
7. New Business
   A. New Board Member Welcome
   B. 2026 Board Initiatives
   C. Trail Map
8. Board Member / Staff Comments and Suggestions
9. Items for Next Meeting
10. 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 BOARD OR COMMITTEE 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.

Town of Southwest Ranches
Comprehensive Plan Advisory Board
Meeting Minutes

October 16, 2025 — Town Hall
7:00 PM — 13400 Griffin Road

Call to Order

Roll Call

Joseph Altschul - Present
Renee Greene - Present
Louis Gregory - Present
Newell Hollingsworth – Present
Robert Sirota - Present

Also present: **Town Council**: Mayor Steve Breitkreuz (via phone), Vice Mayor Bob Hartmann, Council Member Jim Allbritton, Council Member Gary Jablonski, Council Member David Kuczenski, Community Services Manager Emily Aceti (via phone)

Pledge of Allegiance

Public Comment:

Motion: To approve the September 2025 Meeting Minutes.

Result	1st	2nd	JA	RG	LG	NH	RS
Passed	*NH*	*LG*	*Y*	*Y*	*Y*	*Y*	*Y*

Motion: To approve the Capital Improvement Element as amended.

Result	1st	2nd	JA	RG	LG	NH	RS
Passed	*NH*	*LG*	*Y*	*Y*	*Y*	*Y*	*Y*

. **Adjourned**



ADVISORY BOARD HANDBOOK

Debra M. Ruesga
Town Clerk

Rev. 01/26

OFFICE OF THE TOWN ADMINISTRATOR
13400 GRIFFIN ROAD • SOUTHWEST RANCHES, FLORIDA 33330
PHONE: 954.434.0008 • FAX: 954.434-1490 •
WWW.SOUTHWESTRANCHES.ORG

Congratulations on your appointment with a Town Advisory Board!

The Town Council is pleased that you are willing to serve in this important advisory capacity. We have confidence in your ability to study all sides of the issues and make recommendations based on your insight and experience as a concerned member of the community. You are about to begin a challenging and rewarding experience and I want to thank you in advance for all the time, thought and effort you undoubtedly will devote to this appointment.

The Town's staff provides a thorough analysis of problems so that decisions can be made based on the best information available. The Town Council and its Advisory Boards are concerned about the Town and want to have a hand at shaping its future.

Membership of an Advisory Board is a satisfying and challenging experience, as well as a responsibility. Advisory Board members are responsible for regularly attending all meetings, understanding their functions, and consistently working and voting in a manner that will contribute to the betterment of the community.

As a Board member, you are part of a team. It is your job to assist the Town Council and staff in carrying out their obligations to the residents of the Town of Southwest Ranches. Advisory Board members serve as a vital link in providing citizen input on decisions. Thank you for taking on this responsibility.

You are probably eager to get to work immediately. This handbook has been prepared to make your new assignment easier. It presents information about operating departments and lets you know about your role, the role of staff and the role of other Advisory Boards. Please take a moment to visit the Town's webpage at http://www.southwestranches.org and visit the Advisory Boards link on the left-hand side. Once there, please click on the link to view the "Government in the Sunshine" presentation and sign the acknowledgment form provided by our staff. I hope that your service on this Board is an enjoyable and rewarding experience.

Sincerely,

Russell C. Muñiz
Town Administrator

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I. INTRODUCTION

Welcome to public service!

While you will find that your role requires time, effort and some long meetings, it also provides an opportunity for genuine public service. You will be able to help shape the future of the Town of Southwest Ranches and to make decisions affecting every citizen's satisfaction with the Town. The Town needs your personal resources and enthusiasm to maintain the qualities of the Town which are enjoyed by its residents.

As will be seen, a large share of community effort is accomplished by volunteers like you, who serve as advisors to the Town in the formulation of policy. The performance of public service brings with it the feeling of contribution and you will most likely develop a close relationship with other volunteers, all working towards a common goal of providing for the community, its citizens and its future.

As an Advisory Board member, you are essential to the Town's commitment to developing policies and services which reflect the needs and values of the community. In carrying out your responsibilities, you will work closely with your fellow Board members, the Town Council and staff – all of whom play a critical role in the Town's organization.

The purpose of this handbook is to provide you with information on the Town and its government and to introduce you to your role as an Advisory Board member and discusses the specific role, operating procedures and the responsibilities of Advisory Board members.

We think you will enjoy your role as an Advisory Board member and that at the end of your term, you will find you have played an important part in shaping the Town of Southwest Ranches' future.

II. HISTORY

In the fall of 1996 a proposed bill was introduced to the Broward County Legislative Delegation requesting to annex all the unincorporated area between Griffin Road to the north, Sheridan Street to the South, Flamingo Road to the east and SR 27 to the west, which is now known today as Southwest Ranches.

Hundreds of citizens from the Southwest Ranches area called for the right to form their own city. As a result of this grassroots effort, the State Legislature passed a bill in the 1997 session calling for a vote of the citizens of Southwest Ranches in March of 2000.

On July 3, 1999, many of the Southwest Ranches Homeowners Associations sponsored a parade and picnic to declare the area's independence. Many local, state and federal representatives spoke at the event which was a huge success!

The Town's name came about through a local contest. The contest was to come up with a name for the newly formed city. The response was great and 122 different names were submitted. A vote was held on October 12, 1999 to select one of the top five names, and the Town of Southwest Ranches won. Many of the Southwest Ranches Homeowners Association members voted to move forward and request a local bill to allow incorporation in 2000 instead of 2001, and the bill was approved by the Legislature.

On March 14, 2000, residents voted overwhelmingly to form a new Town rather than be annexed. The next step for a new city would be the creation of its CHARTER. The CHARTER was to be drawn up and an election forming the city held in 2001. However, leaders realized that if a CHARTER could be drawn up sooner, it could possibly be approved as early as 2000. A CHARTER committee was formed to draw up a city CHARTER. The committee met almost weekly during July, 1999, August, 1999, and formulated a new CHARTER. On June 6, 2000, the CHARTER was approved by the residents and the city became one of thirty-three municipalities.

Council Members were elected on July 25, 2000, and the Town was officially in business.

Southwest Ranches was incorporated in 2000 and Mecca Fink served as its first mayor. According to the 2020 United States Census, the Town's population was 7,607, although recent estimates have the Town's population just under 8,000.

III. TOWN GOVERNMENT

The Town of Southwest Ranches operates under a Council/Administrator form of government. It provides the municipal government with both public direction from the Town Council and professional administration through the Town Administrator and their staff.

A primary reason for the existence of municipal government is to provide services to the taxpayer that the taxpayers cannot provide for themselves, such as police and fire protection and water and sewer service. The services of municipal government can be readily observed in action, but the typical citizen is generally unaware of their scope. It is to this task of providing service that the Town of Southwest Ranches addresses itself.

A. TOWN COUNCIL

As a municipality, certain powers are placed in the hands of the elected Town Council. This authority comes directly from the Florida State Statutes and the Town's Charter. Town Council can declare certain acts illegal; it can tax and set costs for services rendered; it can condemn property for essential public needs; and it can regulate and determine how property can be used.

The Town Council acts as the governing body of the town, with all the regulatory and corporate powers of a municipal corporation and consists of five (5) members who are elected for four-year terms. The four Councilmembers (4) represent four geographic districts but are elected by residents at-large. The Mayor represents the entire Town and is also at-large.

The Town Council is the policy-making body of the Town and is held ultimately responsible for implementation of all programs and services provided by the Town. Town Council approves all ordinances and resolutions and any contract over $25,000. Town Council reviews proposals for community needs, initiates actions for new programs and determines the ability to provide financing. Town Council also approves and modifies the budget as prepared by the Town Administrator.

B. ADVISORY BOARDS

Advisory Boards (hereinafter referred to as Boards) are standing bodies established and appointed by the Town Council to provide citizen input. They have no decision-making authority. The responsibilities of the members include:

1. Providing recommendations to Town Council and staff regarding special program areas.

2. Holding public hearings to solicit community input on current issues.

3. Identifying issues which the Board believes should be addressed by the Town Council or staff.

4. The Town Council benefits by using Advisory Boards in their decision-making process by relying on these bodies to:
   a. Focus attention on specific issues.

b. Encourage broad citizen participation through public hearings.
c. Weigh community values in making recommendations to Town Council.

C. STAFF

The Town's staff, under the direction of the Town Administrator, is responsible for carrying out the policy of the Town Council and implementing programs and services. As the Town's chief executive officer, the Town Administrator is responsible for the day-to-day administrative affairs of the Town, including assigning staff liaisons to assist the various Advisory Boards in carrying out their responsibilities. These liaisons, by virtue of their technical training and experience, are competent to provide such assistance. Advisory Boards work closely with the staff liaisons; however, they do not have the authority to supervise or direct the work of staff.

IV. ADMINISTRATIVE ORGANIZATION

A general explanation of the responsibilities of the appointed officers and departments is provided below.

A. TOWN ADMINISTRATOR

The Town Administrator is appointed by the Town Council and serves for an indefinite period. S/He serves at the pleasure of the Town Council and is a non-elected, salaried position. The Town Administrator is the administrative head of the Town government and is responsible for the efficient administration of all the affairs of the Town, which are under his/her control. The Town Administrator's responsibilities include: supervision and coordination of administrative activities, powers granted to him/her in the Town's Charter and the laws of the State of Florida concerning the appointment and removal of employees, annual submission of an operating budget and a capital improvements program, appointing and discharging authority of all officers and employees of the Town, chief advisor to the Town Council and is generally responsible for the affairs of the Town. The Town Administrator also has the responsibility of predicting future program needs and services and determining the financial and social impacts of these decisions.

B. TOWN CLERK'S DEPARTMENT

The Town Clerk is appointed by the Town Administrator subject to confirmation by the Town Council. The Town Clerk's Department is dedicated to providing an array of quality services to the public, Town Council and Town Administrator. The Town Clerk is responsible for preparing the Town Council agenda and keeping the minutes of Town Council meetings, Advisory Board meetings, ordinances, resolutions and all public hearings. The Town Clerk's Department monitors the terms of boards and Council members.

The Town Clerk is the Town's Qualifying Officer for elections and conducts all elections under the guidelines of Florida State Statutes and the Broward County Supervisor of Elections Office.

The Town Clerk is also responsible for maintaining records of Town activities and providing information to the public. The office also maintains contracts, deeds and other legal documents of the Town, places legal advertisements and posts all official notices. Additionally, the office deals with citizen issues/complaints.

C. TOWN ATTORNEY

The Town Attorney is appointed by the Town Council and serves for an indefinite period. As chief legal advisor and counselor, s/he provides day-to-day information to Town staff on legal matters and acts as the Town's representative in legal actions. The Town Attorney provides the following legal services: providing legal opinions, prosecuting violations of the Town Code, acquiring or condemning property at the Town Council's direction, and reviewing and/or drafting ordinances, resolutions, franchises and contracts. The Town Attorney is directly responsible to the Town Council but acts in concert with the Town Administrator and his/her services are available for all aspects of Town business.

D. TOWN FINANCIAL ADMINISTRATOR

The Town Financial Administrator is responsible for the Town's accounting, budgeting, and financial management. The Department's major functions and activities are:

1. Financial Reporting - Financial information is provided to requesting agencies, including financial reports for management, auditors, state and federal agencies, including preparation of the annual financial report.

2. Debt Financing - Debt financing is arranged for the Town and Town debt is paid when due in accordance with debt obligations.

3. Investment Management - Investments are managed in accordance with the Town’s investment policy with an emphasis on safeguarding principal while monitoring daily liquidity needs and then trying to maximize earnings.

4. Budget Documentation - Coordinate and direct all Town departments in order to prepare the annual budget documents for the Town Administrator and Town Council as well as preparing budget revisions, amendments and budget monitoring reports during the fiscal year.

5. Procurement - Review all Town expenditures for compliance with Town purchasing policy.

6. Accounts Payable - Pay all Town-related bills according to established Town procedures and controls.

7. Payroll - Preparation of the Town payroll for all Town employees including state and federal payroll reports as required. Process payroll related deduction and benefit payments.

8. General Accounting - Prepare internal account reconciliations and journal entries for all Town accounts as appropriate. Properly record all cash receipts into the appropriate Town accounts and manage the collection of the Town’s accounts receivables. Account for the fixed assets and other closely controlled assets of the Town.

E. BUILDING

The Town of Southwest Ranches contracts with CAP Government, Inc., for the provision of Building Department services.

F. CODE COMPLIANCE

The Town of Southwest Ranches contracts with J.A. Medina, LLC. for the provision of code compliance services. The department also verifies lien information on code violations.

G. FIRE/RESCUE

The Town of Southwest Ranches contracts with the Town of Davie for the provision of fire/rescue services. The Town of Davie provides support through five (5) fire station facilities. Each of the five (5) facilities has one advanced life support medical transport unit (Rescue) assigned to each station along with the appropriate fire suppression (Engine or Ladder) unit. To enhance the department's Emergency Medical Services, all the department's fire suppression units are staffed with cross trained Firefighter/Paramedics and provide fire protection and medical care when necessary.

The Department is presently comprised of the following divisions:

1. Fire Rescue Administration is responsible for overseeing day-to-day functions of the department, managing the budget, logistics and support services, facilities maintenance, fleet operations, employee labor relations and personnel training.

2. Fire Rescue Operations is responsible for suppressing fires, hazardous materials response, freeway incident management, dive-rescue, emergency and non-emergency medical rescue assistance via 911.

3. The Fire Prevention Bureau is responsible for conducting all fire inspection activities, including annual inspections, building inspections through the enforcement of the Florida Fire Prevention Code, applicable Nation Fire Protection Association Codes, Town of Southwest Ranches Ordinances as well as public education, fire plans review, site plan review and the investigation of suspicious fires.

4. The Department provides dive rescue services with fully qualified and certified Dive Rescue Technicians in its Fire Operations Division. It also provides Fire Rescue coverage for special events with the Orange Blossom Festival, Miami Dolphins, School Board of Broward County, Southwest Ranches Rodeo, and other community wide events.

5. The Department participates in many community service programs including free blood pressure testing at fire-stations, Fire Safety Education, CPR/AED Certification, Town of Southwest Ranches Boys and Girls Club, the Annual Muscular Dystrophy Drive, Thanksgiving Food Drive, and Child Car Seat Safety Check.

In addition, the Town of Southwest Ranches maintains its own volunteer fire department comprised of 35 members who may also be called out to the scene of an emergency.

H. PARKS, RECREATION, AND OPEN SPACE

The Parks, Recreation, and Open Space Department provides a variety of recreation amenities, programs and services through well-planned, efficient management of 192 acres of park and open space properties.

The Department is responsible for coordinating events and activities for its Southwest Ranches residents. The Department also manages an array of passive recreation facilities at all Town parks.

I. PLANNING AND ZONING

Planning and Zoning services are provided by Complete Cities Planning Group. Complete Cities Planning Group is responsible for serving the community through preparation and implementation of the Comprehensive Plan and application of the Code of Ordinances. Activities include review of site plans, rezoning, variances, special permits, and land use plan amendments, long-range plans for the physical character of the Town and current development applications. Complete Cities Planning Group also handles numerous special projects assigned by the Town Council/Town Administrator relative to development activities. In addition, they provide zoning information to developers, attorneys, customers and the public in general. Lastly, they also issue Certificates of Conformity, Zoning Letters for residential and/or commercial, Alcoholic Beverage Licenses, and Vested Rights/Letters of Determination.

Zoning permitting services are provided by J.A. Medina, LLC. J.A. Medina, LLC coordinates and supports other agencies in the zoning review associated with permits, licensing, and landscaping. J.A. Medina, LLC is also responsible for the issuance of Certificates of Use for businesses, home occupations, and seasonal sales in compliance with applicable Florida Statutes and Town ordinances.

J. POLICE

The Town of Southwest Ranches contracts with the Town of Davie for the provision of police services. The Davie Police Department is responsible for the preservation of life and property within Southwest Ranches. The agency provides a broad spectrum of law enforcement services throughout the community with a goal of improving the overall quality of life for residents, business owners, and visitors. The Davie Police Department consists of the following bureaus:

1. The Administration Bureau is comprised of Internal Affairs, Finance, Records, Dispatch, Accreditation, Quartermaster, Training, School Resource Officers, Hiring, Grant Management, and Personnel. Crime Watch and the SALT/TRIAD programs are also part of the administrative bureau.

2. The Operations Bureau is comprised of Patrol Operations, Code Enforcement, Campus Police, K-9 units, Special Response Team, Hostage Negotiators, Underwater Recovery Unit, and the Traffic Unit.

3. The Investigations Bureau conducts all major crime investigations, including Homicide, Robbery, Burglary, Narcotics, Sex Crimes, Economic Crimes, and Crime Analysis.

K. PUBLIC WORKS, ENGINEERING AND COMMUNITY SERVICES

Public Works and Engineering provides a broad based, multi-disciplinary professional and technical staff responsible for review, permitting and inspection of all public and private infrastructure improvements within the community including site development, paving, grading, drainage, water distribution, retention walls, lighting, traffic, excavation and fill. Staff assists the regulated community with interpretations of the Unified Land Development Code (ULDC) of the Town's Code of Ordinances.

Public Works and Engineering provides staff liaison to the Drainage and Infrastructure Advisory Board (DIAB) and supports other departments and boards with engineering services and interacts, integrates and coordinates applicable activities including environmental compliance with other departments. Staff also interacts and coordinates with other governmental agencies such as Broward County, Florida Department of Transportation, South Broward Drainage District, Central Broward Water Control District and South Florida Water Management District.

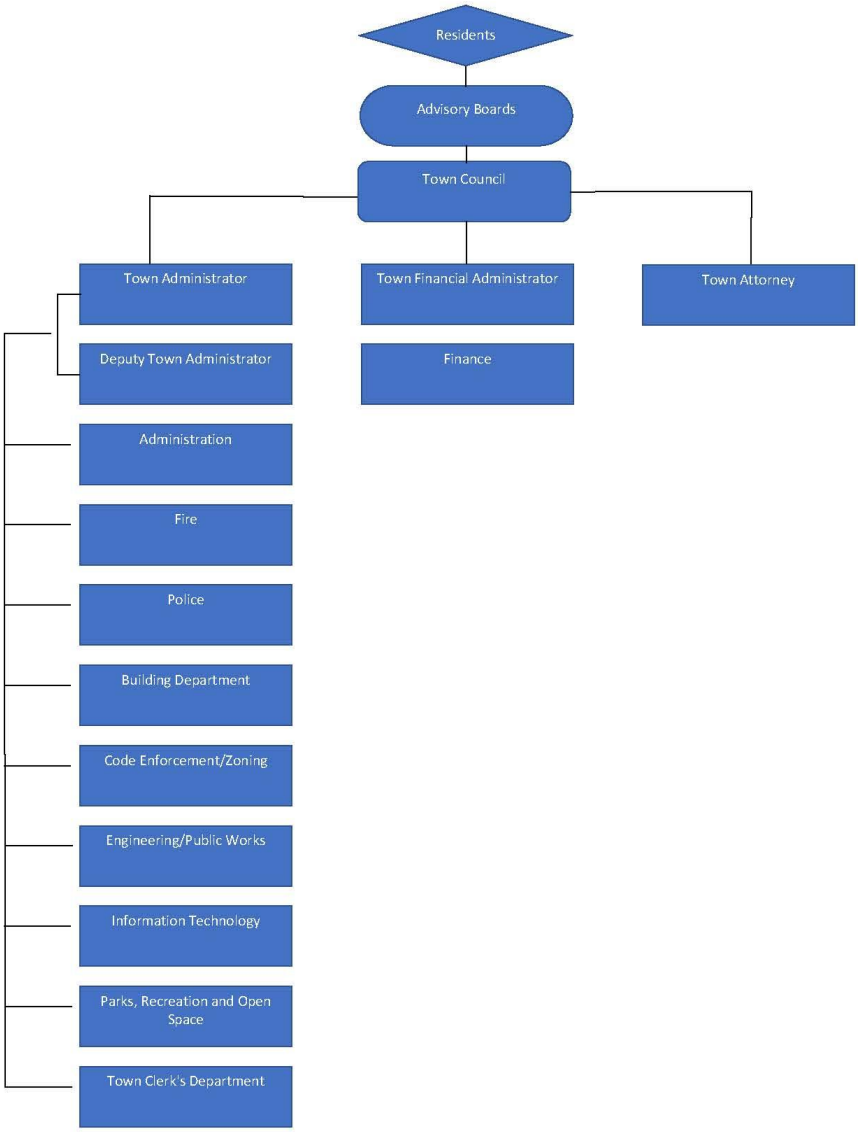
Public Works and Engineering responds to inquiries from the general public and homeowner's associations regarding civil engineering and traffic matters, street lighting, signage, and drainage and investigates complaints and offers remedies, as applicable. In addition, staff also responds to the development community regarding interpretation and implementation of engineering standards, participation in the operation and analysis of engineering studies and designs.

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

Community Services provides a staff liaison to the Comprehensive Plan Advisory Board (CPAB). Staff provides input to related boards and departments concerning the development of policies and procedures in the Town's Comprehensive Plan which addresses various elements including Future Land Use, Housing, Transportation, Recreation and Open Space, Conservation, Utilities, Public School Facilities, Intergovernmental Coordination, and Capital Improvements.

Community Services assists Public Works and Engineering in the prioritization of capital infrastructure improvements needs and maintenance of public works facilities including buildings, streets, drainage, traffic signs and guardrails. Staff monitors the operations of firms contracted to perform engineering, surveying, planning, building inspections and other capital project services.

L. DEPARTMENTAL ORGANIZATIONAL CHART (Will Need to be Updated)



M. DEPARTMENTAL TELEPHONE DIRECTORY

Administration ..... (954) 434-0008
Russell C. Muñiz, Town Administrator……..... ……(954) 434-0008
Kathryn Sims, Deputy Town Administrator……...(954) 434-0008
Danielle Caban, Executive Administrative Assistant ..... (954) 343-7474
Tom Holste, General Services Manager..... (954) 343-7476
Anjali Seupaul, Communications Coordinator……(954) 343-7475

Building (CAP Government Services)
Simo Mansur, Building Official..... (954) 343-7448
Jeremie Benniett, Assistant Building Official……(954) 343-7448
Maria Perez, Permit Technician……..(954) 343-7445
Derlin Guevera, Permit Technician…….(954) 343-7446

Code Compliance (J.A. Medina, LLC.)
Julio Medina, Director ..... (954) 343-7458
Manfred Velette, Assistant Code Director..... (954) 343-7440
Concepcion Campos, Code Officer/Administrative Coordinator..... (954) 343-7457
Yirglhis Hernandez, Code Officer ..... (954) 343-7459
Ismail Rashid, Code Officer……(954) 343-7457

Finance
Emil Lopez, Financial Administrator..... (954) 343-7473
Richard Strum, Deputy Financial Administrator ..... (954) 343-7442
Arianna Durbeej, Senior Accountant ..... (954) 343-7477
Christina Semeraro, Procurement Officer..... (954) 343-7467

Fire/Rescue (Davie)
Jorge Gonzalez, Chief..... (954) 797-1213

Southwest Ranches Volunteer Fire Rescue
Lee Bennett, Chief…….(954) 868-2057

Parks, Recreation & Open Spaces
December Lauretano-Haines, Director..... (954) 343-7452
Gilbert Ceballos, Program Facilitator (954) 343-7468
Mayuli Betancourt, Administrative Assistant ..... (954) 343-7465

Planning and Zoning (Complete Cities Planning Group)
Jeff Katims..... (954) 372-6767

Police
Stephen Kinsey, Chief ..... (954) 693-8200
P.C.C. Carlos Grave De Peralta (SWR Issues)..... (954) 693-8352
Detective Eddy Velasquez (SWR Issues) ..... (954) 693-8290

Public Works/Engineering/Community Services ..... (954) 434-0008
Rod Ley, Public Works Director……..... (954) 343-7444

Emily Aceti, Community Services Manager ..... (954) 343-7453
Joyce Marques, Engineering Inspector ..... (954) 343-7441
Susan Kutz, Administrative Specialist……..... ... (954) 343-7460

Town Clerk's Department..... (954) 434-0008
Debra M. Ruesga, Town Clerk……. ..... (954) 343-7451
Daniel Stewart, Deputy Town Clerk..... (954) 343-7443
Jenny McCarty, Records and Administrative Coordinator……..(954) 343-7469
Hector Rodriguez, Administrative Assistant, Front Desk…….……(954)434-0008

V. ORGANIZATION AND ROLES OF BOARDS/ ORGANIZATION FOR POLICY MAKING

In keeping with the Town's philosophy of citizen involvement, the Town Council appoints citizens to Advisory Boards to assist in formulating Town policy. The strength and the success of the Town is, to a large degree, reflective of the quality of service performed by these volunteers

A. COUNCIL AND BOARDS

It is likely that at one time or another, the Town Council will not take the advice of a Board and Board members may say, "If they won't take our advice, why ask for it?" Don't get discouraged or take it personally. Your input is most significant and will be weighed carefully with other information that Town Council receives. The Town Council is not rejecting the quality of your work or your basic ideas, but oftentimes, Town Council may have additional information not available to the Board or the need to balance a Board's recommendation against other Town priorities.

Finding a comfortable relationship with Town Council should be handled on an individual basis, but the following are some suggestions to remember that may be a good guide as you begin to find your way around in the political environment:

1. Board members are appointed by the Town Council.

2. Each Board member has an obligation to "vote his/her conscience" and will have to resolve conflicts s/he may have between a personal viewpoint and what is perceived as "in the public's best interest."

3. Contact with Town Council should always be open and never used to circumvent staff.

4. A Board member should not willingly or openly embarrass Town Council or staff.

5. A Board should assist Town Council in developing public trust in the Advisory Board system.

6. Should a controversy arise within a Board, counsel and guidance are available from staff. However, it would be improper for an individual Board member to attempt to influence or persuade Town Council to assume a posture which may be in opposition to the Board's position as a whole.

7. A Board member should communicate often with the Council Member that appointed them to discuss issues coming before the board. Open communication will help lessen instances in which the Board member's position conflicts with the vision and goals of the appointing councilmember.

B. STAFFING

Each Advisory Board shall designate a Board Secretary who shall be responsible for transcribing minutes. Boards are provided with a staff liaison that researches and investigates questions or concerns raised by the Board.

More than likely, the Staff Liaison will be responsible for letting the Boards know what is happening in the organization, what issues need Board direction, and will probably suggest alternatives that the Board can consider. Staff Liaison suggestions may not be accepted all the time, but it is important that a good relationship exist between the Board and the Staff Liaison so that a reasonable solution can be derived. The following are some ways to avoid misunderstandings and to keep the channels of communication open:

1. Contact shall be with the Staff Liaison assigned to the Board rather than to another staff member. When an individual Board member wants to make contact with a higher-level supervisor (i.e. the Town Administrator), the Board member should notify the assigned Staff Liaison of this contact.

2. Contact with staff members should clearly be in the framework of the Board assignment.

3. Board members should not ask for individual reports, favors, or special considerations.

4. Citizen complaints heard by Board members should be referred directly to the Staff Liaison assigned to the Board.

5. Board members should realize that the assigned Staff Liaison reports directly to a supervisor and may not be able to carry out every recommendation that the Board may have.

6. If a Board desires information or a report which will require an excessive amount of staff time, the Board should request permission from the Town Administrator to pursue the project. Following this procedure will prevent staff from being diverted from priority projects.

At the same time, the Staff Liaison has the following responsibilities:

1. Staff's main role is to keep the Board informed. Staff does this by making sure that other employees and all Board members know the purpose and goals of the organization. The staff liaison is also responsible for suggesting methods whereby the Board can accomplish these goals.

2. Staff should initiate suggestions so that the Board has an idea how to seek information or resolution of a problem.

3. Staff is responsible for promoting team spirit so that all Board members can participate in a manner which will maximize their satisfaction in the organization. Recognizing Board member contributions and encouraging involvement are two ways to let everyone know that their ideas are welcome.

4. Staff should take initiative to inform Board members about activities, projects and work that is taking place elsewhere that may affect the work or progress of the Board.

5. Staff will attempt to present a balanced report on controversial issues, so that all aspects can be readily identified.

C. ADVISORY BOARDS

Comprehensive Plan Board
This Board provides input into the development of the Comprehensive Plan and makes recommendations to the Town Council. The Comprehensive Plan addresses Future Land Use, Housing, Transportation, Recreation and Open Space, Conservation, Utilities, Public School Facilities, Intergovernmental Coordination, and Capital Improvements.

The Comprehensive Plan Board currently consists of six (6) members. The Board generally meets the 3rd Thursday of every month at 7:00PM at Town Hall.

Drainage and Infrastructure Advisory Board
This Board provides input to the Town Council concerning the development of policies and procedures concerning filling, excavating, and clearing of lands, reviewing and prioritizing drainage and infrastructure needs, and developing a comprehensive tertiary drainage plan.

The Drainage and Infrastructure Advisory Board currently consists of six (6) members. The Board generally meets the 3rd Tuesday of every month at 7:00PM at Town Hall.

Fire Advisory Board
The purpose of the Fire Advisory Board is to advise the Town Council on matters relating to the Town's Fire and EMS services.

The Fire Advisory Board currently consists of six (6) members who serve a one-year term. The board generally meets the 3rd Wednesday of every month at 7:00 PM at Town Hall, when directed by the Town Council to meet.

Parks, Recreation, Forestry, and Natural Resources Board
Originally established as the "Friends of Parks Advisory Board," in December 2003, The Town's Parks, Recreation, Forestry and Natural Resources Advisory Board (PRFNRAB) is one of the Town's longest continuously running Advisory Boards. The PRFNRAB provides input into plans, acquisition funding, design, regulation of parks, input into multipurpose trails, matters of forestry and natural resources, including tree canopy and recreational spaces.

The Parks, Recreation, Forestry, and Natural Resources Board currently consists of four (4) members. The Board generally meets the 2nd Tuesday of every month at 7:00PM at Town Hall or at various public locations.

Public Safety and Traffic Committee
This Committee was established December 16, 2021 by Town Council's desire for community involvement and insight into increasing safety on the Town's roadways. The Committee advises Town Council of safety concerns, with an emphasis on traffic calming measures to reduce instances of speeding and cut through traffic.

The Public Safety and Traffic Committee currently consists of five (5) members. The Board generally meets the 1st Thursday of every month at 7:00PM at Town Hall and .

Rural Public Arts and Design Board
This Board is the Town's oldest Advisory Board. It was originally established to facilitate receiving Design Arts Funding through the County for Rural Identification Design. The Board oversees creating a sense of place and branding for the Town.

The Rural Public Arts and Design Board currently consists of five (5) members. The Board generally meets the 3rd Monday of every month at 7:00PM at Town Hall for a six-month period each year.

Schools and Education Advisory Board
The Schools and Education Advisory Board follow the meetings of the Broward County School Board and the happenings in the local schools to provide input to the Council concerning matters affecting the education of its residents.

The Schools and Education Advisory Board currently consist of eight (8) members. The Board generally meets the 2nd Monday of every month at 7:00 PM at Town Hall.

Zero Waste Advisory Board
The Zero Waste Advisory Board follows the meetings of the Broward County School Board and the happenings in the local schools to provide input to the Council concerning matters affecting the education of its residents.

The Zero Waste Advisory Board currently consists of five (5) members. The Board generally meets the 1st Tuesday of every month at 7:00 PM at Town Hall.

D. ROLE OF ADVISORY BOARDS

Advisory Boards find themselves peculiarly situated in the governmental organization. They are found somewhere between Town Council, staff and the public. They are appointed, not elected, and they may not represent an identifiable constituency. In some cases, they have considerable authority and their recommendations can be easily implemented by staff, while in other areas their function as advisors to Town Council must be strictly respected. Furthermore, Board members are sometimes asked to participate in a volunteer capacity for a departmental program, while at

other times they may be asked to "let staff do it." It is understandable that people are sometimes confused.

A Board's role is to advise Town Council about policies and programs. In the course of business, the Board:

1. Should define a situation.

2. Establish a plan to investigate, research and gather data.

3. Analyze the results of the investigation that staff has prepared.

4. Develop some conclusion based on the results.

5. Develop a recommendation or set of alternatives to present to Town Council.

An important role of an Advisory Board is to provide opportunities for increased citizen participation in the development of Town policies and operating procedures. The following information may answer some of your questions about proper etiquette in the Board forum.

VI. RESPONSIBILITIES OF BOARD MEMBERS

Being selected as a member of a Town Advisory Board is an honor and provides an opportunity for genuine public service. Although the duties of each Advisory Board vary, there are certain responsibilities that are common to all Board members. The following is a summary of the important responsibilities of Board members:

A. THE ROLE AND RESPONSIBILITIES OF THE BOARD

One of the first responsibilities of a new Board member is to understand the Board's scope of responsibility and operating procedures. This information may be obtained by referring to the Town resolution that established the Board and this handbook.

The Staff Liaison, responsible for the programs within each Board's scope of interest is available to assist new members in becoming familiar with their roles and duties and will provide information about Town policies and other helpful data.

B. REPRESENT THE ENTIRE BOARD

Individual members should refrain from representing their views or recommendations as those of the Board unless the Board has officially voted to approve the recommendation. Board members making recommendations or expressing views not approved by the majority of the Board should indicate that they are representing only themselves as individuals. Board members should not make statements to the press unless arranged through the Town's Public Information Officer.

C. REPRESENT THE ENTIRE TOWN

Although Board members may be selected, in part, because they represent clearly defined groups, each Board member should represent the entire public interest of the Town and not just his/her respective group or interest. **The question, "What is best for the entire community?" takes precedence over "What is best for me or my interest group?"**

D. OPEN COMMUNICATION

As an influential member of the community, a Board member is in the unique position of serving as a liaison between the Town and the public in helping to reconcile contradictory viewpoints and building a consensus around common goals and objectives. A Board member must serve as a link between the community, staff and Town, by presenting Town programs and recommendations and providing a channel for citizen expression. A primary role of the Board is to determine the attitudes of the citizens concerning Town programs.

E. MAKING RECOMMENDATIONS

Board members, in connection with their role, often spend many hours researching a problem. Board members should be familiar with portions of the Town's Code and Comprehensive Plan applicable to their areas of responsibility and should thoroughly review staff reports, plans, and material submitted in advance of meetings.

F. RELATIONSHIP BETWEEN THE TOWN COUNCIL, OTHER TOWN BOARDS, AND TOWN STAFF

Relations with the Town Council and staff are basic for the successful operation of any Board. The Board is not a substitute for regularly constituted government. The responsibility for allocating scarce public resources rests with the community's elected representatives - the Town Council - and cannot be designated to an outside group, however capable and interested it might be.

Boards should review Town policies related to programs under their scope of interest and make recommendations for changes. However, Boards must adhere to the policies approved by the Town Council and the Town's Code.

The Town's staff works for the Town Administrator - staff does not work for Board members. Therefore, it is not appropriate for Board members to direct staff or become involved in the administrative or operational concerns of Town departments. While staff can provide routine information on ongoing projects, a formal request to the Town Administrator must be made for staff involvement in major projects.

If Board members have questions or are concerned with the services provided to the Board, the appropriate department director should be contacted immediately to review the matter.

The Staff Liaison is required by the Town Administrator to make professional recommendations which may, or may not, agree with those of the Board. The Staff Liaison is also required to fairly present the Board's recommendations and explain them but will not defend them if in disagreement. When appropriate, the Board's chair or delegated representative should be present at the Town Council meeting to report on the Board's recommendations.

G. RELATIONSHIP WITH OTHER BOARD MEMBERS

On many occasions, the success or failure of a Board is largely dependent on the degree of cooperation among the individual members of the Board. To help build a consensus around common goals and objectives, Board members will often have to reconcile contradictory viewpoints. Each Board member should do his/her part to ensure that meetings proceed in an orderly and constructive manner. The chair is primarily responsible for seeing that consideration of items on the agenda move along without delay, but with reasonable time allocated to each item. Each Board member can assist the chair by adequately preparing any presentations s/he makes to the Board.

H. POLITICAL PARTICIPATION

No restriction is placed on a Board member's participation in political activities at any levels of government, whether local, state, or federal. If Board members use the title of their appointed office when participating in these activities, they must make it clear that they are not representing or speaking for the Board but rather using the title for identification. However, Board members may not use a Board meeting to further or deter the candidacy of any candidate for Town office. Board members shall refrain from engaging in campaign speech or conduct, including wearing clothing or items in support or opposition of any candidate running for Town office.

Advisory Boards operate by meeting and discussing issues. The key is to make sure that meetings are not unnecessarily scheduled and discussions not unduly long-winded. Everyone has something valuable to contribute but knowing when and how to control discussions can make the difference between a sidetracked dialogue or an insightful observation. Public meetings are the place where most Board members spend the majority of their working time and where their public reputations are made. All too often, the impressions the public gets are negative because the Boards commit one or more of the four (4) cardinal sins of running a public meeting. They are:

A. NOT CONTROLLING THE MEETING

If several people want to speak, speaking time should be limited so that all may be heard. A helpful method is requesting a show of hands of those who wish to speak on a subject, then making a time allocation and holding to it (three minutes (3) is an acceptable amount of time to be given to all speakers). It is not necessary to permit second and third opportunities to speak. However, a statement concerning this should be made at the onset.

B. APPEARING TO SEEM UNFAIR

Board members should never bring up the pros and cons of an agenda item before all testimony and evidence have been presented. The discussion should then stay on the facts presented, not on the presenters.

C. FAILURE TO BRING ISSUES TO A VOTE

Many Boards get stuck on small details, endless data searches, and procedural issues, which means problems often go unresolved. In some cases, decisions take so long that by the time they reach the next level of government, conditions have changed and the recommendations are no longer useful.

D. WASTING PEOPLE'S TIME

If possible, do not ever make people who have come at the appointed time, wait hours to be heard or, worse yet, make them come back again because there was not enough time. Stick to the schedule listed on the agenda. Since the Board usually has the time to make decisions after the public hearing, don't fear holding the Board's discussion until the end of the meeting or even the next meeting. If needed, an extra meeting can be scheduled to clear any backlog of items that need to be considered. This is far better than trying to make everyone stay up until the wee hours of the morning to watch the Board heroically fight off sleep as it tries to finish an overlong list of agenda items.

An additional word of advice - avoid the appearance of impropriety. Currently, there appears to be less trust in government than ever before. Board members who have business or financial interests, or who have relatives or close friends which would stand to profit from a decision obviously should not participate in the decision-making and need to abstain from voting. (For information on voting conflicts, see Section VIII - Conflict of Interest Laws).

VIII. CONFLICT OF INTEREST LAWS

A. DISCLOSURE/FINANCIAL STATEMENT

When a new Councilmember is elected, or a new Board member for certain Boards is appointed, the Town Clerk's Office provides a financial disclosure form (Form 1) which must be filed with the Broward County Supervisor of Elections Office within 30 days from the date of election or appointment. The determination of which Boards are required to file the disclosure statements is made by the State of Florida Commission on Ethics.

The Town Council and certain Board members are also required to file an annual financial disclosure statement. These forms are mailed each year by the State of Florida Commission on Ethics and must be filed by July 1st.

The Town Council and certain Board members are also required to file a final statement of financial interests (Form 1F) within 60 days after leaving office. These forms are provided by the Town Clerk's Office.

B. GENERAL PROHIBITIONS

Although there are several statutes and common law rules governing conflict of interest, only two are likely to apply to Board members.

1. Common law generally prohibits public officers, including Board members, from engaging in activities in which their private interests' conflict with their public duty.

2. Part III of Chapter 112 of the Florida Statutes, known as the Code of Ethics for Public Officers and Employees provides that no local official, including a Board member, shall make, participate in making, or in any way attempt to use his/her official position to influence a government decision in which s/he knows, or has reason to know s/he has a financial interest. The act requires that Board members disclose certain financial interests through the filing of disclosure statements and abstain from participating in any matter before their Board which will have a material effect on their financial interest.

Board members are not prohibited from representing public interest groups before Council or other Boards, however if they are being compensated, lobbying forms need to be completed and filed with the Town Clerk's Office. Under such circumstances, however, a Board member should state for the record that s/he is appearing before the Board or Town Council in his/her private capacity only, not as a Board member or as a representative of his/her Board. Board members are urged to take all steps possible to avoid even the appearance of impropriety in any presentation made to other Boards or to Town Council.

There may be times when Board members are legally required to participate in a decision to be made, even though they would normally be required to abstain. A tie vote is not an adequate reason for required legal participation. If the Board member's participation is legally required, s/he should state for the record why s/he must help make the decision and disclose and describe the conflict of interest. During the decision-making process, the Board member should not make any attempt to influence the other officials and should participate only to the extent legally required.

The laws and regulations regarding conflicts of interest are rapidly changing. If a Board member has any questions about the possibility of a conflict of interest, s/he is urged to contact the Board liaison who will obtain clarification from the Town Attorney.

Note: As of the Revision Date (01/26) of this handbook, no current Town Advisory Boards require members to file a Form 1 financial Disclosure form.

C. VOTING ABSTENTION POLICY

A person holding an appointive municipal office must abstain from voting on any measure which benefits their special gain. S/He is also prohibited from knowingly voting on a measure which benefits the special gain of a principal by whom s/he is retained. A person holding an appointive municipal office may otherwise participate in a matter in which s/he has a conflict of interest but must disclose the nature of the conflict before making any attempt to influence the decision by oral or written communication. Once a Board member abstains from voting, s/he will be provided with a voting conflict form which is required to be completed and returned to the Board clerk within 15 days after a vote occurs. Once completed, the form will be attached to the minutes of the meeting.

A Board member may not abstain from voting on a set of minutes. A new member, or a current member who was absent from a meeting, may not abstain from voting because they were not present at the meeting and did not know what occurred. The member has several options in these cases:

- request a copy of the recording (if available); or
- visit the department to listen to the recording (if available); or
- speak to the staff liaison or Board secretary; or
- vote no

IX. FINAL WORDS OF WISDOM

If you have read this far, you may assume that you are now fully prepared to handle every situation that might come up. We wish that were true. This handbook is only meant to be a guide and to give a hint of what the Town is all about.

Feel free to ask questions. There is much to find out before you may feel confident that you are approaching an issue in the proper manner.

X. SUGGESTIONS FOR FURTHER READING

A. Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees

Advisory Board Orientation

I. Welcome and Thanks

II. Advisory Board Application

III. Advisory Board Waiver of Liability

IV. Advisory Board Policy
    a. Sunshine Law
    b. Attendance Requirements

V. Advisory Board Handbook

TOWN OF SOUTHWEST RANCHES ADVISORY BOARD APPLICATION

Please provide as much information as you wish on this form and return it to the office of the Town Clerk at 13400 Griffin Road, Southwest Ranches, FL 33330 or via facsimile to (954) 434-1490. For more information, please call the Town Clerk's office at (954) 434-0008. Applications for Advisory Board vacancies are accepted throughout the year.

Applicant Name: _____

Current Occupation: _____

Street Address: _____

Home Phone: _____ Business Phone: _____ Cell Phone: _____

Email Address: _____

Length of Residence in Southwest Ranches: Years _____ Months _____

Length of time as Business Person in Southwest Ranches: Years _____ Months _____

Days Available to Attend
Meetings Monday_____Tuesday_____Wednesday_____Thursday_____Friday_____

Hours Available to Attend
Meetings: Mornings _____ Middays _____ Afternoons_____ Nights_____

Please choose your **first, second** and **third** choices among the following Advisory Boards. If you are interested in only one, this should be indicated. (Descriptions are attached to this application.)

Standing Boards:

Recreation, Forestry & National Resources Advisory Board _____

Comprehensive Plan Advisory Board _____

Drainage & Infrastructure Advisory Board _____

Rural Public Arts & Design Advisory Board _____

Schools & Education Advisory Board _____

Fire Advisory Board _____

Zero Waste Advisory Board _____

Please tell us about yourself: (such as your education; special training or qualifications; civic experience; special interests, hobbies, or talents):

Please tell us briefly why you wish to serve on the Advisory Board (s) you have selected:

Applicant Signature _____ Date _____

Town of Southwest Ranches

Event Participant/ Volunteer Release and Waiver of Liability

Release and Waiver of Liability

In consideration of allowing me to participate in the Town's Event and or Volunteer Program, I hereby remise, release, acquit, satisfy and forever discharge the Town, including any of its officers, employees, agents, or volunteers, of and from any and all manner of action and actions, cause and causes of action arising out of any occurrence wherein I am harmed or I harm others, proximately or otherwise, from or in connection with my volunteer service.

I agree that any liability of Town for personal injury to me or personal injury that I cause to others, in any way connected with my volunteer service to the Town shall be borne by me. I also agree to indemnify and hold the Town harmless against all liability for injury or damage to the Town property or any other property when such injury or damage shall result from, arise out of, or be attributable to my negligence, gross negligence, or intentional action.

I further agree not to represent myself as an officer, agent or employee of the Town of Southwest Ranches and to acknowledge that I am participating as a volunteer for the Town, as further defined in the Town's Code, on my own time and outside the scope of my employment, and that I am not entitled to any Town stipend, or fringe benefit. I further agree that any vehicle that I drive to, from or during a volunteer activity is not property of or an instrumentality of the Town but rather my own property. I acknowledge that the Town will not be responsible or liable for any personal injury or property damage caused in whole or in part to or by my personal vehicle.

I have read this Release and Wavier of liability form and fully understand its terms. I further understand that I have signed this form freely and without any inducement or assurance of any nature, and intend it to be a release of liability to the greatest extent permitted by law and agree that if any portion of this Release and Waiver is held to be invalid, the balance shall continue in full legal force and effect.

WITNESS

By: _____
Print Name

_____
Signature

_____
Date

_____
Print Name

_____
Signature

_____
Date

IF UNDER THE AGE OF 18, A PARENT OR LEGAL GUARDIAN MUST SIGN BELOW TO AUTHORIZE THIS RELEASE:

By: _____
Print Parent/Legal Guardian Name Above)

_____
Signature

_____
Date

Town of Southwest Ranches
Administrative Policies and Procedures

Advisory Boards and Committees

NOTE: The following policies and procedures apply to all Committees & Boards, hereafter referred to as "BOARD." The name of "Committee" or Board" shall be chosen by the Council and holds no value or task to differentiate the two.

POLICY

- Advisory Boards and Committees are created by the Town Council and serve in an advisory capacity in designated areas of Council interest. They shall conduct research and discuss issues related to their Board's/Committee's scope, as set forth by Council and as may be amended from time to time.

- They are required to meet on a regular basis, prepare and follow an agenda, follow Robert's Rules of Order, maintain their own minutes, and to follow any additional policies and/or procedures listed below, or assigned by the Council.

- Advisory Boards and Committees shall, at a minimum, report annual findings and recommendations at a regular meeting of the Town Council for consideration.

- Members of the Board shall operate within the "Florida Sunshine Law", and in accordance with the State and County's Ethics Laws and the Town Charter as applicable, on all subject matters that are to be, are anticipated to be, or are within the scope of the BOARD that may be discussed in the future and voted on by the BOARD.*

- All BOARDS shall automatically sunset on December 31st of each calendar year after the date of creation or term extension unless approved otherwise by Resolution of the Town Council. The Town Council shall discuss the continuation or termination of all "ongoing" BOARDS at a Town Council meeting in December and pass a resolution on the same.

- This policy may be amended by Resolution of the Town Council at any time.

***NOTE:** The Town Attorney or designee shall provide an overview of the "Florida Sunshine Rules" at the first BOARD meeting, for any new BOARD members, or at the request of the Chair.

PROCEDURES

I. Creation of BOARDS

a) If the Town Council determines a need for a specific Advisory Board or Committee, it may create such a BOARD by Resolution and majority approval of the Town Council.

b) The Town Council shall then choose the BOARD's function/purpose, scope, name, creation & termination dates (at the Council's discretion, BOARDS may be designated as "on-going"), and, if applicable, the expected outcome of the BOARD's findings (report, recommendation, etc).

c) The Town Clerk or designee shall send the resolution creating such BOARD to the State of Florida Commission on Ethics, and if required to the Broward County OIG, which will determine if the scope of such BOARD warrants the filing of a Form 1 Financial Disclosure, as may be amended from time to time, or any other required disclosure form.

II. Appointment of BOARD Members

a) BOARD members are to be selected, at least thirty (30) days after the effective date of the BOARD'S creation. This time shall serve to give the public adequate time in which to learn about the upcoming BOARD and to express their desire to serve.

b) In order to be considered for appointment, interested residents must complete an Advisory Board Application which requires general and demographic information. In addition, a Southwest Ranches Volunteer Form must be completed. Such demographic information shall be disclosed to the State, if required.

c) Each Council Member shall appoint one (1) member to each BOARD; however, the Council may determine, at any time, the need to appoint additional members "at large" from the Town's Advisory Board Application pool. Additional members shall be appointed such that the total number of BOARD members does not exceed nine (9) and remains an odd number.

d) Council Members may choose to change their appointment(s) at any time. If making any changes, the Council Member must first provide adequate notice to the Town Clerk. A discussion item will be placed on the agenda. The new appointment must be stated at a public meeting.

e) Newly elected or appointed Council Members may elect to make their own appointments to the BOARDS upon election or appointment. In order to determine this, the official(s) shall be provided with a list of the current BOARD members and the appointments made by the prior Council Member, within two weeks of election or appointment.

f) BOARD appointments should preferably be made from the Town's Advisory Board Application pool. Should there be no interested or qualified applicants, Council may solicit appointees to fill vacancies.

g) At any given time, BOARD members may not serve on more than 2 BOARDS at the same time. Once a BOARD has been terminated or completed, members may be appointed to another BOARD.

h) BOARD members shall be Town residents.

i) BOARD members may NOT be members of the Town Council or Staff. However, the Town Council and/or Staff may attend or be appointed as non-voting members or liaisons in an advisory capacity.

j) Each BOARD shall have a Council Member appointed by the Town Council as a Council Liaison and a staff member appointed as a Staff Liaison.

III. BOARD Member Positions and Duties

a) The election of officers shall take place at the first meeting of each new term of the BOARD.
1. A new BOARD will elect its officers at its first meeting and the Staff Liaison will preside over the meeting until the election is complete.

b) The CHAIR is responsible for:
1. Conducting the meeting (i.e.- keeping order, following the agenda, etc.)
2. Preparing the agenda and disseminating through the Staff Liaison

c) The VICE-CHAIR is responsible for:
1. Performing the duties of the Chair in the Chair's absence. If the Chair knows ahead of time that he/she will be absent, the Chair is required to inform the Staff Liaison . In the absence of the Chair, the Chair and Staff Liaison shall determine who will create the agenda and disseminate it through the Staff Liaison to BOARD members for the Meeting.

d) The SECRETARY is responsible for:
1. The recordation and distribution of all meeting minutes. He/She will have two (2) weeks from the day of the meeting in which to type and to distribute a draft copy of the minutes to the BOARD members.
2. Distributing the approved minutes to the Town Clerk and any other applicable parties within five (5) days of approval.
3. Notifying the Town Clerk of the next two (2) meeting dates within three (3) days of their approval by the BOARD.
4. Keeping all records in accordance with the "Public Records Laws."

e) The TREASURER (if necessary) is responsible for:
1. Maintenance of all funds allocated to the BOARD and keeping accurate records & receipts for all purchases and sales. *
2. Submitting a monthly report to the BOARD and to the Town Clerk within three (3) business days of the BOARD meeting.

f) Members of the BOARD can be assigned to fact-finding-sub-committees if necessary. As a member of a fact-finding sub-committee members may meet and discuss the fact-finding subject as determined by the committee. Members will follow all BOARD policies and procedures approved by the Town Council. Such meeting shall be noticed and subject to the Sunshine Law.

g) The STAFF LIAISON is responsible for:
1. Contacting all BOARD members to inform them of upcoming meetings, meeting changes, and what they will need to bring with them to the meeting.
2. Providing technical expertise and direction to BOARDS and coordinating Town responses to BOARD inquiries.
3. Providing materials necessary for the informed discussion of the items on the agenda.
4. Providing the Chair and the BOARD with any changes and administrative decisions that affect the work or progress of the BOARD.

***NOTE:** Only Cash may be used for BOARD expenditures, unless otherwise noted by Town Council action. A special BOARD account or BOARD credit card may be set up by Town Administrator if directed so by Town Council. Revenues, however, may be received by the BOARD in cash, check, or money order. The money received by the BOARD must be turned into the Town for deposit by the 15th of each month, minus a set amount of petty cash (amount noted by Town Council within Resolution).*

IV. BOARD Member Attendance Policy

a) Members of the BOARD MUST contact the assigned Staff Liaison in advance if the member is going to be absent from a meeting. The Board shall determine if the absence is excusable and shall formally vote on the status of the absence at its BOARD meeting.

b) The Staff Liaison will contact BOARD members prior to the meeting via email and or phone messages. It is the BOARD members responsibility to respond back within 24 hours to the Staff Liaison whether they will attend the meeting or not. If the BOARD member cannot attend, they must provide a reason for the absence so that the BOARD can vote on whether the absence should be excused.

c) Any member of the BOARD that has three (3) unexcused absences from meetings shall be automatically removed from the BOARD. A letter from the Chair of the BOARD, through the Staff Liaison, will be sent to the removed BOARD Member, the appointing elected official(s), and the Town Clerk within five (5) days of removal.

d) Once notified by the Chair, the appointing elected official(s) will then be responsible for appointing a BOARD replacement within two (2) Town Council meetings.

e) Members of the BOARD who choose to no longer be a member of a BOARD are required to send a letter of resignation to be dismissed from the BOARD. The letter must be sent to the Chair of the BOARD, through the Staff Liaison, and to the Town Clerk.

V. BOARD Meeting Schedules and Locations

a) Meetings may begin and end at any time the BOARD has determined by majority vote; however, meetings may not extend past 9:00PM unless unanimously approved by all BOARD members present.

b) Meetings that have been scheduled, which have not obtained quorum twenty minutes after the scheduled start time shall be cancelled. The Staff Liaison shall be excused, and the BOARD shall be dismissed. No BOARD business shall be discussed in accordance with the Sunshine Law.

c) Per Florida Statutes all BOARD meetings, and Sub Committee meetings MUST be noticed by the Town. Therefore, BOARDS must have 'Meeting Dates' as an item on their agenda each month, unless meetings will be on a regular schedule (ex. First Wednesday of each month at 7:00 PM). It is the responsibility of the SECRETARY of the BOARD, through the Staff Liaison, to inform the Town Clerk of the next two (2) meeting dates within three (3) days of their approval by the BOARD.

d) In order to prevent possible scheduling conflicts with other BOARDS' meetings, the CHAIR of the BOARD must make an effort to review the Town Calendar of Events and to avoid potential conflicts, if possible. The order of meeting priority shall be as follows:

1. Town Council
2. Town Administration
3. Town Boards

4. Town Service Groups (e.g. SWRVFD, Aster Knight Parks Foundation, etc.)
5. All Others

e) BOARDS may NOT conflict with any Town Council Meetings, Special Meetings, or Workshops that are published on the Town's website or in the local newspaper. However, Town Council MAY schedule a Town Meeting, Special Meeting, or Workshop on the same date and time as a BOARD.

f) BOARDS will meet at Town Hall unless Town Hall is unavailable or a special or temporary location is needed for a meeting.

g) If Town Hall is unavailable or a special or temporary location is needed, the BOARD shall determine an alternate meeting location. The CHAIR is responsible for adequately notifying the Town Clerk, through the Staff Liaison, at least fifteen (15) days prior to the date of the meeting to ensure proper legal notification. The meeting location must comply with the American Disabilities Act, must allow for 'loud' speaking, and be convenient for attendees to sit, listen, and discuss.

h) If a meeting is to be cancelled, the determination should be made no less than twenty-four (24) hours prior to the scheduled meeting; the Chair is required to inform the assigned Staff Liaison, who will notify all BOARD members, and the Town Clerk, who will provide proper public notice. The Town Clerk shall also inform the Town Administrator of the cancellation.

i) Meeting location changes or cancellations must be kept to a minimum due to advertising costs, public attendance, and time constraints for posting signs. If a meeting must be moved or cancelled, the CHAIR, through the Staff Liaison, must ensure that signs are posted immediately at Town Hall on the front door. This sign must include new location address, time, or any other important notes. Directions should also be provided.

j) Only the Chair, Vice-Chair (in the Chair's absence only), or Town Administrator can change the meeting location or cancel a meeting.; however, if there is no quorum, the Staff Liaison shall announce that the meeting has been cancelled due to a lack of quorum.

k) The BOARD Chair shall be responsible for working with the Staff Liaison on making any calls, providing notices, or posting signs due to location change or cancellation.

VI. BOARD Operating Procedures

I. GENERAL GUIDELINES

Regular BOARD meetings are held according to an adopted schedule. Special meetings may be called by the Chair or Staff Liaison when needed for the transaction of business. Meetings can be held at different locations throughout the Town.

a) Sunshine Law

Florida Statute 286.011 requires that all meetings of any advisory BOARD at which official acts are to be taken be declared public meetings, open to the public at all times, and no rule or formal action shall be considered binding except as taken at or made at such meeting. Advisory BOARD members are not allowed to discuss topics that will come before, or may come before, the advisory BOARD unless the topic is discussed at a scheduled and posted advisory Board meeting.

When an advisory BOARD meeting is held, the meeting must be open to the public, reasonable notice of the meeting must be given, and minutes of the meeting must be taken. The Sunshine Law applies to any gathering, whether formal or casual, of two or more members of the same advisory BOARD to discuss some matter on which foreseeable action will be taken by the advisory BOARD. The Sunshine Law does not typically apply to discussions which concern matters that are not likely to come before the BOARD for its consideration.

A violation of the Sunshine Law may result in criminal or civil penalties to the violators and the validity of the actions taken in violation of the Sunshine Law are void.

b) Agenda

An agenda for all advisory BOARD meetings is to be prepared in advance of the meeting by the BOARD Chair and is generally available at least 48 hours before the meeting. The following are the types of advisory BOARD meetings that are scheduled:

Regular Meetings - items not specifically listed on the agenda may be discussed under "New Business", or "BOARD Member Comments."

Special Meetings - only items listed on the agenda may be discussed; action may be taken.

Workshop Meetings - only items listed on the agenda may be discussed; action may not be taken.

The proscribed format for agendas is as follows. Boards may reconfigure the elements to suit their respective needs but each of these elements must be included:

Town of Southwest Ranches
Name of Advisory Board
Meeting Agenda

Day of Week
Month, Day, Year
7:00 pm

Town Hall
13400 Griffin Road
Southwest Ranches, FL 33330-2628

Board Members
List Names Here

Council Liaison
List Name

Staff Liaison

A. ROLL CALL
B. PLEDGE OF ALLEGIANCE
C. AGENDA AS FOLLOWS
  a. Excuse Absences
  b. Approval of Minutes
D. NEW BUSINESS
E. OLD BUSINESS
F. ITEMS FOR NEXT MEETING
G. BOARD MEMBER COMMENTS
H. STAFF COMMENTS
I. PUBLIC COMMENTS
J. 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 BOARD OR COMMITTEE 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.

c) Meeting Attendance

If an advisory BOARD member is unable to attend a meeting, s/he should notify the Staff Liaison no less than twenty-fours (24) prior to the meeting, if possible. If BOARD members are unable to continue to serve due to health, business requirements, or personal reasons, a formal letter of resignation must be submitted to the BOARD Chair and Town Clerk.

Any BOARD member may be removed for any reason by the Councilmember (or that Councilmember's successor) or group who made the appointment.

A BOARD member who has three unexcused absences, is automatically dismissed. If the Councilmember who appointed that person to the BOARD feels there were extenuating circumstances for the absences and that it is in the best interest of the Town that the person be reappointed, the Councilmember may reappoint that same person to the Board to complete the unexpired term of that BOARD/BOARD member's seat. The BOARD Staff Liaison is responsible for notifying the Town Clerk's Office for placement of the vacancy on a future Town Council agenda.

d) Quorum

Business may only take place at a meeting if a quorum of the BOARD is present. A quorum is a majority of the total number of appointed BOARD members.

e) Minutes

A record of all BOARD meetings is kept by the Board Secretary. BOARD meetings may be recorded to facilitate the preparation of minutes. Minutes of all meetings are prepared and are the official record of the proceedings after review and approval by the BOARD. The approved meeting minutes shall be forwarded to the Town Clerk through the Staff Liaison. Action minutes, as shown below, shall be the format utilized by all BOARDS.

The proscribed format for minutes is as follows:

Town of Southwest Ranches
(SAMPLE) Advisory Board
Meeting Minutes

June 19, 2018 — Town Hall
7:00 PM — 13400 Griffin Road

Call to Order 7:15 PM.

Roll Call

XX, Chair - Present
XX, Vice Chair - Present
XX, Recording Secretary – Present
XX, Member – Present
XX, Member – Absent

A Quorum was established.

Also Present: Council Member, Staff Member, etc.

Pledge of Allegiance

Motion: To adopt the May 2018 meeting minutes as presented.

Result	**1st**	**2nd**	**XX**	**XX**	**XX**	**XX**	**XX**	*Passed*

Motion: To….

Result	**1st**	**2nd**	**XX**	**XX**	**XX**	**XX**	**XX**	*Passed*

Meeting Adjourned.

f) Public Meetings vs. Public Hearings

All Board meetings are open to the public (public meetings).

A public meeting is any meeting of a governmental body at which public business is discussed, decided or policy formulated and forwarded to the Town Council through the Staff Liaison.

A BOARD public hearing provides citizens the opportunity to express their position on a specific issue as mandated by either Florida Statutes or by order of the proper authority after due notice.

g) ROLE OF THE CHAIR

The Chair is the key to the proper functioning of a BOARD meeting. The Chair has the important responsibility of ensuring that the meetings operate efficiently and for maintaining the unity of the BOARD. Consequently, the election of the Chair should be viewed as an important BOARD task.

There are some general rules for an effective Chair:

1. The Chair must ensure that the meetings move along without delay but be fair and open enough to allow individuals to speak without being unfairly restricted or cut off in an arbitrary way.

2. The Chair should see that the BOARD considers the major issues and does not become sidetracked by insignificant concerns.

3. The Chair should attempt to educate the public as to the process and policies of the Town.

4. The Chair should attempt to bridge the differences that may exist among the opinions of the BOARD members in order to reach a consensus.

5. The Chair should be the last member to give his/her opinion after all others have spoken.

6. The Chair should be capable to represent the BOARD effectively to other groups.

7. The selection of a Vice-Chair is as equally important, and this person should be an effective leader, since s/he will perform the Chair's duties in his/her absence.

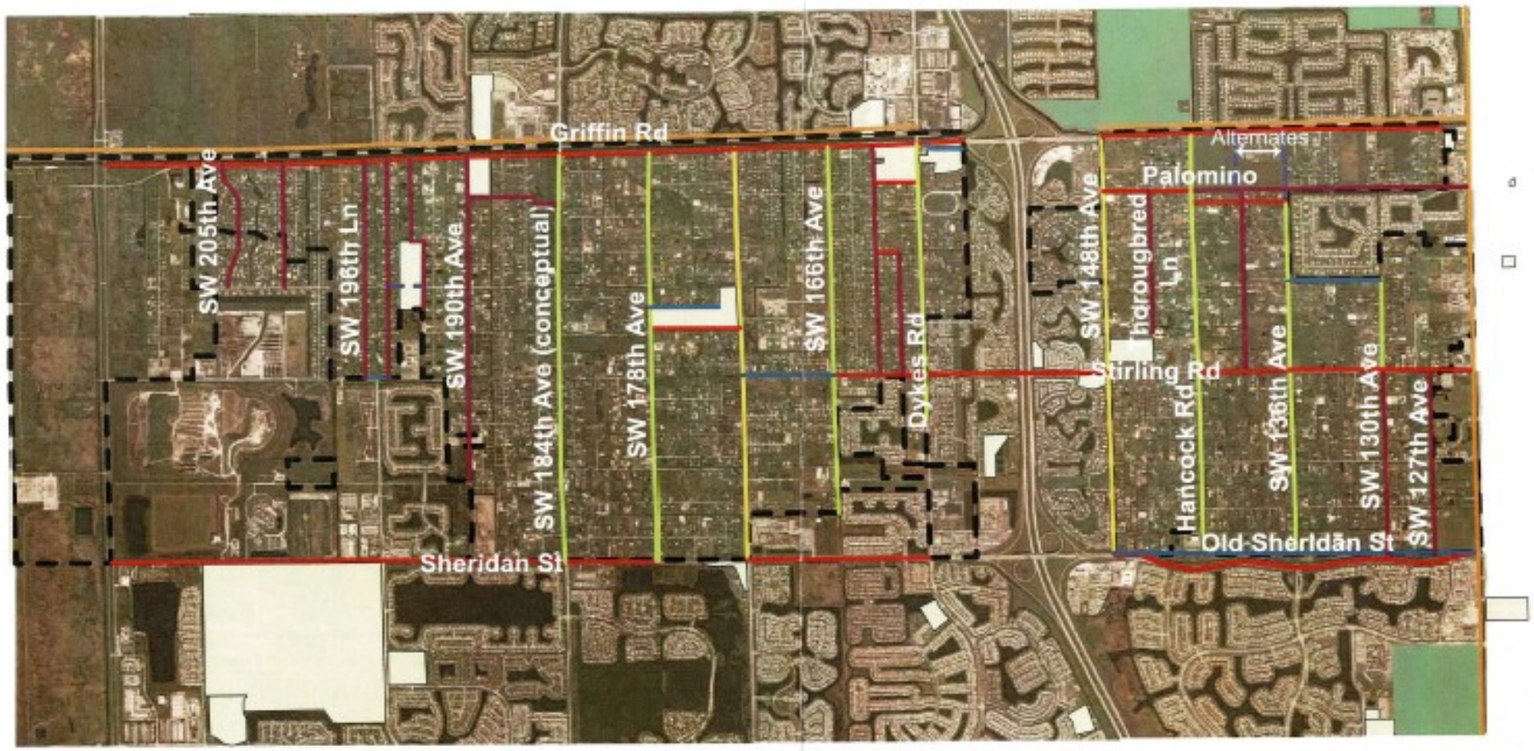
h) SUGGESTIONS FOR SPEAKERS

1. Names and Addresses. All speakers should state their names and addresses for the record and are asked to complete a "Sign In" sheet if provided.

2. Questions. Questions for BOARD members and staff should be directed through the Chair rather than directly at the person.

EXHIBIT "B"

New Town of Southwest Ranches Greenways Plan Map



Side of Street of Greenway Trail (Conceptual)
- North Side
- South Side
- East Side
- West Side
- Both Sides OR Street Itself is Trail

- Town Boundary
- Municipal Parks
- County Parks
- Existing County Trail
- Trail Connection Needed

1 0.5 0 1 Miles

N

TOWN OF SOUTHWEST RANCHES

~~CONCEPTUAL~~ GREENWAYS MAP

Note: All depicted future greenway trails are to be considered future significant bicycle and pedestrian facilities.