



TOWN OF SOUTHWEST RANCHES

FISCAL YEAR 2024 PROPOSED BUDGET

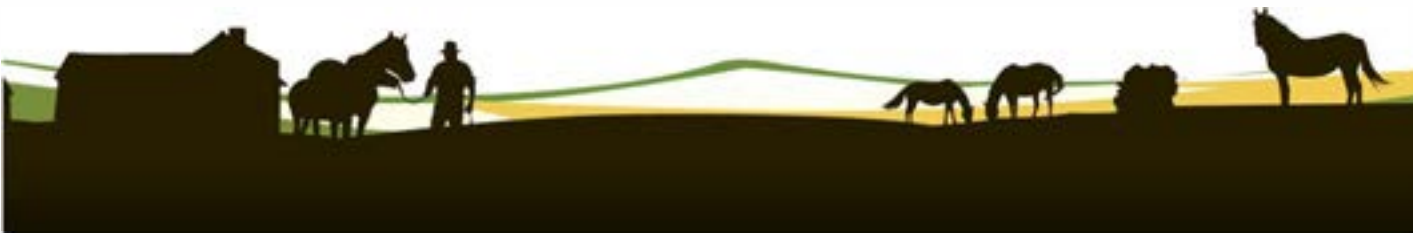
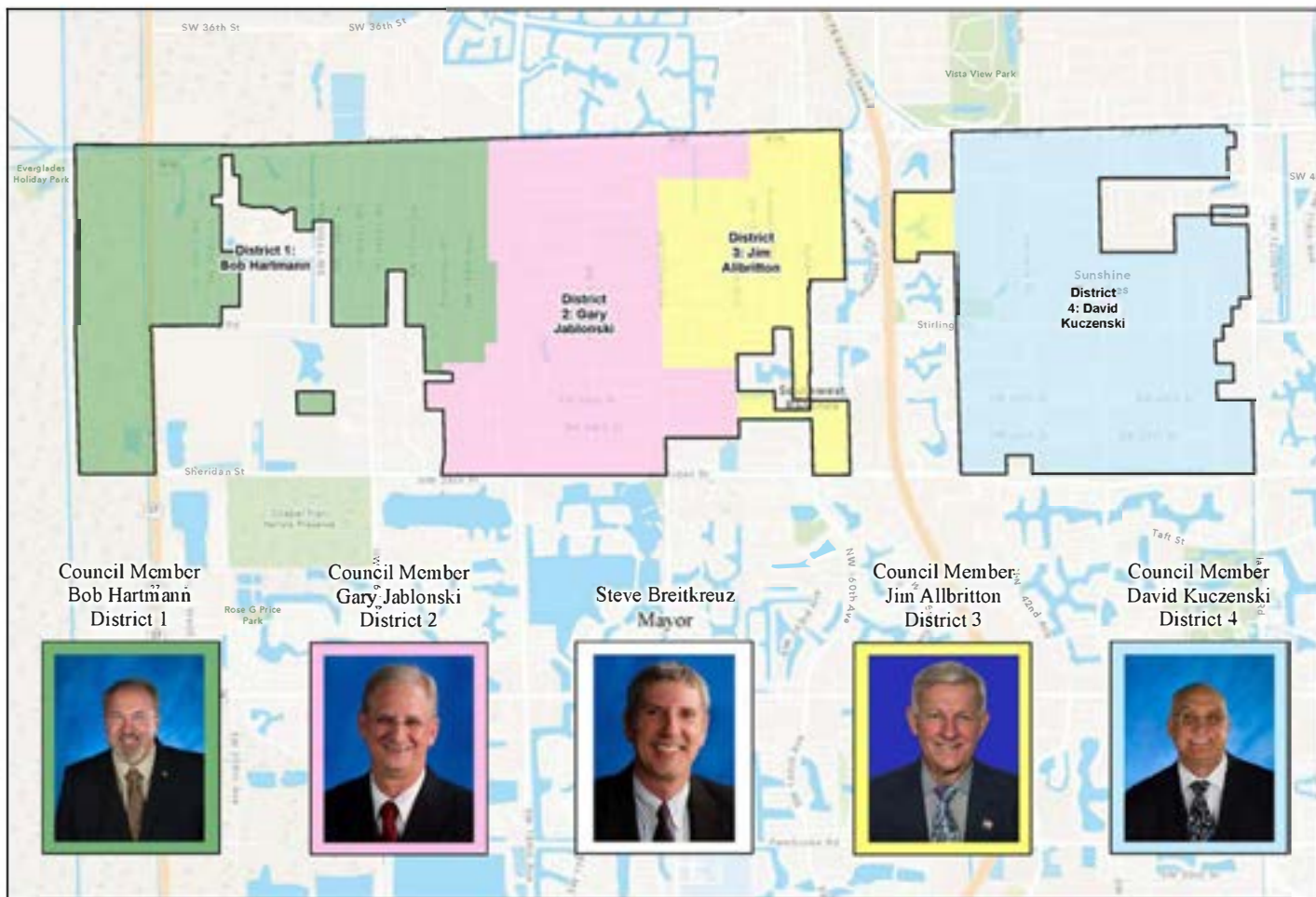


TOWN OF SOUTHWEST RANCHES, FLORIDA PROPOSED BUDGET

Fiscal Year 2023-2024



Town Council District Map





TOWN OF SOUTHWEST RANCHES, FLORIDA

Town Charter Officers

Andrew D. Berns, MPA - Town Administrator

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

Emil C. Lopez CPM, MAcc - Town Financial Administrator

Keith Poliakoff, JD - Town Attorney

Administrative & Support Staff

December Lauretano-Haines - Parks, Recreation & Open Spaces Manager

Rod Ley, PE, LEED AP - Public Works Director & Town Engineer

Emily Aceti - Community Services Manager

Thomas Holste - General Services Manager

Julio Medina - Community Development Director - contract employee

Brian Dillon - Building Official - contract employee

Jeff Katims, AICP, CNU-A - Planning Department - contract employee

Lee Bennett - Volunteer Fire Chief

William Updegraff - Assistant Volunteer Fire Chief

Debra Ruesga, CMC, - Deputy Town Clerk

Dan Stewart, FCRM - Records & Administrative Coordinator

Angelica Arosemena - Administrative Assistant

Danielle Caban - Executive Assistant to Town Administrator

Richard Strum - Controller

Venessa Redman CPPB-UPP, CPPB – Sr. Procurement & Budget Officer

Arianna Durbeej, MBA - Accountant

Joyce Marques – Engineering Inspector

Susan Kutz - Administrative Specialist

Fiscal Year 2023—2024

How the Budget is Organized?

This guide is provided to assist the reader in understanding the construction and layout of this year's budget document. It is suggested that the reader quickly scan the Table of Contents (located near the front of the document,) the Appendices (located near the back of the document,) and to take note of the sections set off with tabs.

The budget document includes all anticipated funds to be received by the Town and all anticipated funds to be expended (or encumbered) by the Town during the fiscal year. Each fiscal year for Florida municipalities runs from October 1 through September 30. The document also includes transfers, where appropriate, from one fund to another. Since the allocation to be transferred is accounted for as received funding in each of the funds, the reader is cautioned that the addition of all revenues/incomes across funds overstates the total resources available for allocation.

This budget document is generally organized by fund. Each fund includes revenues, expenditures and a description of each department and/or program budgeted for that fund. The General Fund has the largest number of departments, as it is the operating fund for many of the Town's services and activities, whereas the Capital Projects Fund and the Transportation Fund sections have the largest number of projects as it includes the annual allocations as well as the 5-year Capital Improvement Plan detailing multi-year capital improvement projects.

Expenditures and revenues for the Town are budgeted within a variety of fund types and funds within types. The funds are listed in bold in the Table of Contents and are tabbed throughout the document. The specific funds belonging to those types are in italics. For clarification of the differences, please consult the Appendices.

This document serves at least four purposes: 1) policy establishment, 2) operational guidance, 3) financial planning, and 4) communication / transparency.

A Reader's Guide

The Budget as a Policy Document

As a policy document, the Budget indicates: 1) the services the Town will provide during the twelve-month period beginning October 1, 2023 and ending September 30, 2024; 2) the level to which those services will be provided and; 3) what modifications to previous year practices and policies are recommended for collection of revenue and distribution of resources. The Town Administrator's and Town Financial Administrator's proposed budget message (located on pages 1a-1d) summarizes the challenges and opportunities for the coming year.

The Budget as an Operations Guide

As an operations guide, the Budget indicates how revenues are generated and services are delivered to the community. The departmental budget sections provide a multi-year history of expenditures, explain the variances in expenditures from the prior year current budget to projected year expenditures, explain the variances in expenditures from the projected prior year to proposed next year (FY 2023/2024) and identify proposed funded personnel positions.

The Budget as a Financial Plan

As a financial plan, the budget outlines the cost of Town services and how those services will be funded. Revenues are projected based on historical, trend, and known internal and external factors requiring alterations. Intergovernmental revenues have been confirmed to the extent possible with local, state, and federal agencies. Expenditures are projected. Debt service payments related to capital improvement projects or emergency line of credit needs are incorporated within the debt service fund. There is also a process which allows the reader to determine the level and type of fund balance (reserves) for each fund carried over from the previous fiscal year and expected to be available at the end of the budget year.

The Budget as a Communication/Transparency Device

As a communication/transparency device, the budget seeks to provide useful information to many audiences. These include: 1) residents and prospective new residents; 2) business owners and prospective investors; 3) the Town Council; 4) the Town Administrator, Town Financial Administrator, and operating departments; 5) granting agencies; 6) lenders, and 7) oversight agencies. The document's organization is designed to allow for easy and quick access and disclosure to relevant information for each of these audiences.

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

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

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Budget Overview

This section contains summary information about the Proposed Budget.

It includes:

- 1) Town Administrator and Town Financial
Administrator's proposed budget transmittal letter
- 2) Town's budget calendar
- 3) Millage information
- 4) Summary 5-year capital improvement plan
- 5) Summary of proposed schedule of financing
- 6) Fire Assessment information
- 7) Solid Waste Assessment information



Town of Southwest Ranches
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Southwest Ranches, FL 33330-2628
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Town Council
Steve Breitkreuz, Mayor
Jim Allbritton, Vice Mayor
Gary Jablonski, Council Member
Bob Hartmann, Council Member
David S. Kuczenski, Esq., Council Member

Town Administration
Andy D. Berns, MPA, Town Administrator
Russell Muñiz, MBA, MPA, MMC, Asst. Town Administrator/Town Clerk
Keith M. Poliakoff, JD, Town Attorney
Emil C. Lopez, CPM, MAcc, Town Financial Administrator

July 27, 2023

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

The Fiscal Year 2023-2024 (FY 2023-2024) budget is for the period that begins October 1, 2023, and ends September 30, 2024. The preparation of the budget is complex in nature as it consists of many different and/or interrelated parts that are needed for the request of resources and the available revenues to match. The objective of the Town's budget is to fulfill demonstrable needs rather than numerous wants and maintaining healthy financial reserves. It reflects the community's priorities and values through funding of services, programs and projects that support the quality of life for the Citizens of the Town of Southwest Ranches.

The FY 2023-2024 Proposed Budget directs sufficient resources to meet Council policy objectives while not overburdening taxpayers. Also, it continues to include American Recovery Plan Act (ARPA) funds allocated by Council to various projects that meet ARPA guidelines and restrictions. The Town received a total of \$3,985,292 in ARPA funds.

Proposed Millage and Assessment Rates Summary:

Background

On July 1st, 2023, the Broward County Property Appraiser (BCPA) certified a total taxable value for real and personal property of \$2,222,562,462 for the Town of Southwest Ranches. The aggregate increase to the Town's assessed valuations when compared to last year's is 16.39% or \$313,962,233. This increase places the Town as the 3rd highest percentage increase among Broward County's 31 municipalities. The increase is generally attributable to over \$87,197,390 of new taxable value associated to new construction and building improvements that was a result of families wanting to make the

Town of Southwest Ranches, their home as well as Town Council policy, its rural lifestyle, and services.

Truth-In-Millage (TRIM a/k/a “Millage”)

Town Administration is recommending maintaining the same millage rate of 3.9000 as that of last year. We are confident that the proposed millage will generate sufficient resources to meet Council policy objectives while maintaining the same excellent level of services.

The FY 2023-2024 Proposed Budget is funded at a millage rate of 3.9000 mills for operating improvements and will require, per Florida Statute, a simple-majority vote by Council members (3 out of 5 voting in support). On every \$500,000 of taxable value, this rate represents a combined \$206 dollar increase from “current year rollback rate” of 3.4877 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 1.3%.**

Fire Assessment Rates

This rate addresses fire personnel, fire operations, planning, and capital improvements related to fire services such as: prevention, awareness, and suppression. The rates for Fire Assessment are the result of an adopted 2021 Fire Protection Assessment Methodology providing for combining of Commercial/Institutional/Warehouse & Industrial Categories, the contractual increase from the Town of Davie as well as operational increases when compared to FY 2022-2023.

The proposed rates show an increase to the “combined non-residential” category of \$0.1179 and a decrease to the acreage category of \$36.92 as well as to the “residential” category in the amount of \$5.81. It is worth mentioning that last year’s residential rate as well as this year are being subsidized with \$502,832 from unassigned fund balance per Town Council directive.

Property Category	FY23/24 Proposed	FY22/23 Adopted	Proposed vs. Adopted Increase (Decrease)
Combined Non-Residential	\$0.9812	\$0.8633	\$0.1179
Acreage	\$89.12	\$126.04	(\$36.92)
Residential	\$758.63	\$764.44	(\$5.81)

This proposed budget also funds program modifications (PM) related to the Volunteer Fire operations to improve planning for fire vehicles and safety equipment.

For FY 2024, fourteen (14) veterans have qualified for and claimed this exemption. The total dollar impact to the Town’s General Fund for the veteran’s exemption (14 qualified

disabled veterans) is \$10,621 (\$758.63 X 14 residents). It shall also be noted that the General Fund millage impact of imposed FS 170.01 (4) pertaining to a full Fire Assessment exemption for vacant agricultural property is approximately \$94,700 (1,062 acres X \$89.12).

Solid Waste Assessment Rates

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 FY 2023-2024 total proposed solid waste assessment expenses have been estimated at \$3,113,315. This amount reflects a CPI rate adjustment increase of \$165,593 or approximately 6% in accordance with the contract compares to last year's budgeted amount of \$2,947,722 (FY2022-2023).

For FY 2024, fourteen veterans have qualified for and claimed the 100% service-connected qualified disabled exemption. The total approximate dollar impact to the Town's Solid Waste Fund from fourteen (14) Property Appraiser designated 100% service-connected qualified disabled veterans with a 50% reduction is between \$7,000 and \$9,000.

General Fund

The proposed funding method utilizes nominal appropriations from restricted fund balances to continue the existing quality of services expected from the Town of Southwest Ranches and recommends a millage rate of 3.9000. The proposed millage, funds ongoing protective services, a few program modifications such as the "Annual Surface Material Replenishment at SWR parks", and priority capital improvement projects like the "Transportation Surface and Ongoing Rehabilitation Project (TSDOR)" non surtax. Over \$825,000 in transfers to the debt fund is also achieved as are transfers to fund other necessary items. As these and other necessary transfers are identified during yearly ongoing operations, it is important to mention that the General Fund unassigned fund balance remains well above the 17% - 18% recommended by the Governmental Finance Officers Association (GFOA).

Capital Improvements Planning

The Proposed FY 2023-2024 Budget includes a section which serves as an important planning tool and a highlight of the way in which this budget balances Council priorities with available resources. The section is the "Five-Year Capital Improvement Plan." This plan may also be referred to as the 5-Year CIP and should not be confused with the Capital Projects Fund. The latter only includes capital projects of a governmental nature funded within a fiscal year.

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

Capital Improvements

This proposed budget balances Council priorities with available resources in the area of Capital Improvement Projects (CIPs). The following ten (10) CIPs are funded. More specifically, as it pertains to the Drainage Improvement Projects (\$1,300,216), funding is available and proposed mostly from grant sources thus reducing the millage otherwise necessary, and only requiring the Town's required portion (\$305,000).

Proposed Funded FY 2023/2024 Capital Improvement Project Requests

Fund	Department	Project Amount *
Project Name		
Fire Wells Replacement and Installation	Public safety-Fire Admin	\$ 20,000
Town Hall Multi-Purpose Storage Building	Townwide	\$ 50,000
Public Safety Facility/Emergency Operations Center (EOC)	ARPA	\$ 430,500
Dykes Road Piping	ARPA	\$ 514,780
SW Meadows Sanctuary Park - ARPA Roadway, Parking and Restroom Facilities	ARPA	\$ 1,058,293
General Fund Total		\$ 2,073,573
Project Name		
SW Meadows Sanctuary Park - Grant Requirements	Parks and Open Space	\$ 45,000
Capital Projects Fund Total		\$ 45,000
Project Name		
Flashing Speed Limit Signs	Transportation	\$ 66,000
Transportation Surface & Drainage Ongoing Rehabilitation (TSDOR): Non-Surtax	Transportation	\$ 295,000
Southwest Meadows Sanctuary Water Quality and Drainage Project	Transportation/Public Works	\$ 750,000
Drainage Improvement Projects: Non-Surtax	Transportation	\$ 1,300,216
Transportation Fund Total		\$ 2,411,216
All Funds		\$ 4,529,789

* NOTE: Not all of the project costs for the Drainage Improvement and TSDOR Projects detailed within the Transportation Fund are funded exclusively by the Town. A narrative explanation is provided on its respective Capital Project page.

An additional seven (7) capital improvements projects are not funded in the proposed budget for FY 2023-2024 and are identified in the following table. Some of the common potential reasons for a project being deferred are: 1) funding may not be available, 2) managing additional projects may be too cumbersome or 3) project timing and/or awards suggests that a delay is appropriate.

Funding of these projects as requested, would result in an additional expenditure of \$1,136,000 and a net millage increase of 0.5380 in FY 2024.

Proposed Not Funded FY 2023/2024 Capital Improvement Project Requests

Fund	Department	Project Amount
Project Name		
Rolling Oaks Passive Open Space Park Parking Area Lighting	Parks and Open Space	\$ 45,000
Town Wide Parks Master Plan	Parks and Open Space	\$ 50,000
Frontier Trails Conservation Area	Parks and Open Space	\$ 125,000
Country Estates Fishing Hole Park	Parks and Open Space	\$ 150,000
Calusa Corners Park	Parks and Open Space	\$ 296,000
Capital Projects Fund Total		\$ 666,000
Project Name		
Pavement Striping and Markers	Transportation	\$ 20,000
Guardrails Installation Project	Transportation	\$ 450,000
Transportation Fund Total		\$ 470,000
All Funds		\$ 1,136,000

Program Modifications

Twelve (12) projects are currently proposed in the FY 2024 Proposed Budget and whether funded or not, each program modification request is presented in this document with an explanation of the project and its anticipated costs.

The following tables represent all requested program modifications, divided between funded and not funded with their associated costs for those funded. To assist in evaluating the program modifications, the associated costs have a corresponding net millage equivalent, identified where millage would be impacted.

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Proposed Program Modifications

Proposed **Funded** FY 2023/2024 Program Modification Requests

<i>Funded Millage</i> Project Name	Project Amount	Millage Equivalent, if applicable
Parks and Recreation Program Coordinator	\$ 67,630	0.0322
Annual Surface Material Replenishment at SWR Parks	\$ 43,050	0.0205
Town Hall LED Monument Signs	\$ 30,000	0.0143
Technology Replacements – Laptop Replacements	\$ 30,000	0.0143
Technology Replacements – Large Format Scanner & Plotter	\$ 25,000	0.0119
Technology Replacements – Council Chambers Audio System Upgrade	\$ 20,000	0.0095
Townwide Vehicle Replacement Program	\$ 17,500	0.0083
Office Furniture Replacement	\$ 6,000	0.0029
Total		\$ 239,180
<i>Funded Fire Assessment</i> Project Name	Project Amount	Millage Equivalent, if applicable
Volunteer Fire (SCBA) Equipment Replacement	\$ 61,015	N/A
Volunteer Fire Apparatus Replacement	\$ 55,500	N/A
Volunteer Fire Air Conditioning Replacements	\$ 27,000	N/A
Volunteer Fire Bunker Gear Replacement Program	\$ 16,010	N/A
Total		\$ 159,525
Grand Total Funded		\$ 398,705

Organizational Changes

The proposed budget includes the following personnel items:

- Changed the vacant Engineer I position to an Engineering Inspector position. There is no financial impact to the Town.
- Transferring Administrative Specialist (front desk) positions from the Executive Department to the Town Clerk's Department. There is no financial impact to the Town.
- In response to Council and resident's desire for increased sports and other activities and the associated challenges required to keep up with maintaining existing facilities, the Parks Department is planning for staffing demands to meet the Town's needs in the upcoming year(s). As a result, we are requesting a new Parks & Recreation Program Coordinator position. See program modification.

- Human Capital Investment: last year's adopted budget included an increase of the General Employees match from 7% to 10%, and the Management (charter) Employees match from 12% to 15%. However, during the annual review of the charter officials this item was never discussed. We are including in the FY 2023-2024 budget the Management (charter) Employees match increase from 12% to 15% for Town Council consideration at the next annual review.

Summary Comments

The FY 2023-2024 Proposed Budget embraces Council's fiscal responsibility and stewardship. In doing so, Administration has responsibly managed operations and continues to make the most of limited resources. Therefore, we are recommending maintaining the same millage rate as last year of 3.9000.

Many of the funded items will directly improve the appearance of the Town while others focus on improved customer service. The proposed budget may be modified pursuant to Town Council's review and discussions over the coming weeks. Specific opportunities for discussion include the budget workshop, scheduled for Tuesday, August 15, 2024, two formal public hearings and plan adoption in September (Thursday, September 14th and Thursday, September 28th, respectively).

We want to extend our heartfelt appreciation to our Controller Rich Strum, the Senior Procurement & Budget Officer Venessa Redman, Susan Kutz, all Department Directors and their staff for the hard work and dedication in developing this proposed budget. We are grateful for the confidence, trust, and support of our Mayor, Vice Mayor, and the Council Members.

Town Administrator

Andrew D. Berns
Andrew D. Berns, MPA

Town Financial Administrator

Emil Lopez
Emil C. Lopez, CPM, MAcc

Assistant Town Administrator / Town Clerk

Russell Muñiz
Russell Muñiz, MBA, MPA, MMC

TOWN OF SOUTHWEST RANCHES
Adopted Budget Calendar for FY 2023-2024

Thursday, February 9, 2023	Memo to Town Council proposing Budget Calendar for FY 2023-2024 presented at regular Council meeting
Tuesday, February 14, 2023	Budget Kick-Off with Town staff and Advisory Board liaisons correspondence
Monday, March 6, 2023	Department's accomplishments, goals and objectives are DUE from Department Heads
Wednesday, March 22, 2023	Departmental and Advisory Boards operating, program modifications, and capital outlay requests and justification are DUE
Friday, March 31, 2023	Department revenue estimates from Department Heads are DUE
Wednesday, April 5, 2023	Departmental Meetings (10:00-11:30AM; 1:00-2:30PM; 3:00-4:30PM)
Thursday, April 6, 2023	Departmental Meetings (10:00-11:30AM; 1:00-2:30PM; 3:00-4:30PM)
Friday, April 7, 2023	Departmental Meetings (10:00-11:30AM; 1:00-2:30PM; 3:00-4:30PM)
Monday, April 10, 2023	Departmental Meetings (1:00-2:30PM; 3:00-4:30PM)
Friday, May 12, 2023	Town Financial Administrator meets with Town Administrator and Town Attorney (preliminary condition assessment/recommendations/modifications)
Wednesday, May 17, 2023	FY2023-2024 Volunteer Fire Department Budget presentation to the Fire Advisory Board
May 18th to June 9th, 2023	Town Administrator and Town Financial Administrator to meet individually with Town Council members to obtain policy direction and guidance
Thursday, June 1, 2023	Estimated Tax roll information available from Broward County Property Appraiser
Thursday, June 1, 2023	Comments and feedback from Town Administrator, Town Attorney, and Departments are DUE
Thursday, June 22, 2023	Presents FY2023-2024 Volunteer Fire Department Budget to SWR Fire Board of Directors for approval
Friday, June 30, 2023	Town's certified taxable values received from Broward County Property Appraiser
Monday, July 17, 2023	Final Proposed Budget finished. Printing & distribution commences
Thursday, July 27, 2023	Preliminary Millage Rate and Initial FY2023-2024 Fire Protection and Solid Waste (SW) special assessment adoption at July Regular Council Meeting (all via resolutions)
Tuesday, August 1, 2023	First Budget Hearing for Broward County School Board
Friday, August 4, 2023	Deadline to send the Preliminary Millage Rate and Initial FY 2023-2024 Fire Protection and SW special assessment to the Broward County Property Appraiser Office and the Broward County Treasury Division
Tuesday, August 15, 2023	Budget Workshop on Proposed Budget (7 PM)- Mayor and Town Council (Community Invited)
On or prior to August 24, 2023	Notice for First Public Hearing through TRIM notice sent by Property Appraisers' office
On or prior to August 24, 2023	Town advertises its non-ad valorem Special Assessments. Advertisement must run at least 20 days prior to final public hearing (09/14/2023) for assessment adoption.
Thursday, September 7, 2023	First Budget Hearing for Broward County Government
Tuesday, September 12, 2023	Second Budget Hearing for Broward County School Board
Thursday, September 14, 2023	First Public Hearing for Tentative Millage and Budget Adoption introduced for FY2023-2024 (via resolution and ordinance, respectively). Final Fire Protection and Solid Waste special assessment Adoption (via resolutions) at 6:00PM. Regular Council meeting begins at 7:30PM.
Friday, September 15, 2023	Deadline to send the adopted Final Fire Protection and Solid Waste special assessments to the Broward County Property Appraiser Office and the Broward County Treasury Division
Tuesday, September 19, 2023	Second Budget Hearing for Broward County Government
Saturday, September 23, 2023	First Date: advertisement can run for second public hearing
Tuesday, September 26, 2023	Last Date: advertisement can run for second public hearing
Thursday, September 28, 2023	Second Public Hearing for Final Millage and Budget Adoption (via resolution and ordinance, respectively) @ 6:00 PM. Regular Council meeting begins at 7:00PM
Sunday, October 1, 2023	Deadline to send the adopted Final Millage and Budget Adoption to the Broward County Property Appraiser Office and the Broward County Treasury Division
Friday, October 20, 2023	Deadline to send the adopted Final Millage and Budget Adoption to the Broward County Property Appraiser Office and the Broward County Treasury Division

Council Driven
Departments Driven
Executive Team Driven
Volunteer Fire Driven
Other
Finance Driven

Fiscal Year 2024 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 2023 levy increase per \$500,000 of taxable value*
Current Year Roll-Back Rate	3	3.4877	\$7,364,050	(\$870,543)	\$0
FY 2023-2024 Proposed Rate	3	3.9000	\$8,234,594	\$1,118,723	\$206 *
Adjusted Current Year Roll-Back Rate	3	4.0142	\$8,475,720	\$241,126	\$263
Maximum Majority Vote	3	4.1282	\$8,716,423	\$481,829	\$320
Maximum Super Majority Rate	4	4.5410	\$9,588,023	\$1,353,429	\$527
Unanimous (Maximum)	5	10.0000	\$21,114,343	\$12,879,749	\$3,256

Note: * Property owners without a change in net taxable value will receive a real cash reduction of 15.72% in their Town of Southwest Ranches portion of their tax bill due to the increase in taxable value. It is important to note that FY 2024 eligible "Save our Homes" exemption property owners change in net taxable value will not exceed 1.3%.

Proposed **Funded** FY 2023/2024 Program Modification Requests

Funded Millage Project Name	Project Amount	Millage Equivalent, if applicable
Parks and Recreation Program Coordinator	\$ 67,630	0.0320
Annual Surface Material Replenishment at SWR Parks	\$ 43,050	0.0204
Town Hall LED Monument Signs	\$ 30,000	0.0142
Technology Replacements – Laptop Replacements	\$ 30,000	0.0142
Technology Replacements – Large Format Scanner & Plotter	\$ 25,000	0.0118
Technology Replacements – Council Chambers Audio System Upgrade	\$ 20,000	0.0095
Townwide Vehicle Replacement Program	\$ 22,500	0.0107
Office Furniture Replacement	\$ 6,000	0.0028
Total	\$ 244,180	
Funded Fire Assessment Project Name	Project Amount	Millage Equivalent, if applicable
Volunteer Fire (SCBA) Equipment Replacement	\$ 61,015	N/A
Volunteer Fire Apparatus Replacement	\$ 55,500	N/A
Volunteer Fire Air Conditioning Replacements	\$ 27,000	N/A
Volunteer Fire Bunker Gear Replacement Program	\$ 16,010	N/A
Total	\$ 159,525	
Grand Total Funded	\$ 403,705	

Proposed **Funded** FY 2023/2024 Capital Improvement Project Requests

Fund	Department	Project Amount *
Project Name		
Fire Wells Replacement and Installation	Public safety-Fire Admin	\$ 20,000
Town Hall Multi-Purpose Storage Building	Townwide	\$ 50,000
Public Safety Facility\Emergency Operations Center (EOC)	ARPA	\$ 430,500
Dykes Road Piping	ARPA	\$ 514,780
SW Meadows Sanctuary Park - ARPA Roadway, Parking and Restroom Facilities	ARPA	\$ 1,058,293
General Fund Total		\$ 2,073,573
Project Name		
SW Meadows Sanctuary Park - Grant Requirements	Parks and Open Space	\$ 45,000
Capital Projects Fund Total		\$ 45,000
Project Name		
Flashing Speed Limit Signs	Transportation	\$ 66,000
Transportation Surface & Drainage Ongoing Rehabilitation (TSDOR): Non-Surtax	Transportation	\$ 295,000
Southwest Meadows Sanctuary Water Quality and Drainage Project	Transportation/Public Works	\$ 750,000
Drainage Improvement Projects: Non-Surtax	Transportation	\$ 1,300,216
Transportation Fund Total		\$ 2,411,216
All Funds		\$ 4,529,789

* NOTE: Not all of the project costs for the Drainage Improvement and TSDOR Projects detailed within the Transportation Fund are funded exclusively by the Town. A narrative explanation is provided on its respective Capital Project page.

Proposed **Not Funded** FY 2023/2024 Capital Improvement Project Requests

Fund	Department	Project Amount
Project Name		
Rolling Oaks Passive Open Space Park Parking Area Lighting	Parks and Open Space	\$ 45,000
Town Wide Parks Master Plan	Parks and Open Space	\$ 50,000
Frontier Trails Conservation Area	Parks and Open Space	\$ 125,000
Country Estates Fishing Hole Park	Parks and Open Space	\$ 150,000
Calusa Corners Park	Parks and Open Space	\$ 296,000
Capital Projects Fund Total		\$ 666,000
Project Name		
Pavement Striping and Markers	Transportation	\$ 20,000
Guardrails Installation Project	Transportation	\$ 450,000
Transportation Fund Total		\$ 470,000
All Funds		\$ 1,136,000

Five Year Capital Improvement Plan

All Funds Project Expenditure Summary FY 2024 - FY 2028

FUND	General Fund Total	FY 2024		FY 2025		FY 2026		FY 2027		FY 2028		Total
		AMT	FUNDING SOURCE	AMT	FUNDING SOURCE	AMT	FUNDING SOURCE	AMT	FUNDING SOURCE	AMT	FUNDING SOURCE	
		FY 2024	-	FY 2025	-	FY 2026	-	FY 2027	-	FY 2028	-	
	Fire Wells Replacement and Installation	20,000	FA	20,000	FA	20,000	FA	20,000	FA	20,000	FA	100,000
	Town Hall Multi-Purpose Storage Building	50,000	ARPA	-	NF	-	NF	-	NF	-	NF	50,000
	Public Safety Facility/Emergency Operations Center (EOC)	430,500	ARPA	-	NF	-	NF	-	NF	7,600,000	NF	8,030,500
	Dykes Road Piping	514,780	ARPA	-	NF	-	NF	-	NF	-	NF	514,780
	SW Meadows Sanctuary Park - ARPA Roadway, Parking & Restroom	1,058,293	ARPA	-	NF	-	NF	-	NF	-	NF	1,058,293
	Capital Projects Fund Total											
	SW Meadows Sanctuary Park - Grant Requirements	45,000	CIP-FB	308,031	NF	318,406	NF	318,406	NF	318,406	NF	1,308,249
	Rolling Oaks Passive Open Space Park Parking Area Lighting	45,000	NF	-	NF	-	NF	-	NF	-	NF	45,000
	Town Wide Parks Master Plan	50,000	NF	-	NF	-	NF	-	NF	-	NF	50,000
	Frontier Trails Conservation Area	125,000	NF	223,500	NF	689,650	NF	841,500	NF	841,500	NF	2,721,150
	Country Estates Fishing Hole Park	150,000	NF	175,000	NF	240,000	NF	229,575	NF	270,425	NF	1,065,000
	Calusa Corners Park	296,000	NF	503,225	NF	195,500	NF	211,000	NF	211,000	NF	1,416,725
	Transportation Fund Total											
	Flashing Speed Limit Signs	66,000	GF Tfr	66,000	GF Tfr	66,000	GF Tfr	-	NF	-	NF	198,000
	Surface and Drainage Ongoing Rehabilitation (TSDOR): Non-Surtax	295,000	GF Tfr	155,000	GF Tfr	155,000	GF Tfr	155,000	GF Tfr	155,000	GF Tfr	915,000
	Southwest Meadows Sanctuary Water Quality and Drainage Project	750,000	G,GF Tfr	-	NF	-	NF	-	NF	-	NF	750,000
	Drainage Improvement Projects: Non-Surtax	1,300,216	G, GF Tfr, TFB	138,000	GF Tfr	138,000	GF Tfr	138,000	GF Tfr	138,000	GF Tfr	1,852,216
	Pavement Striping and Markers	20,000	NF	20,000	NF	20,000	NF	20,000	NF	20,000	NF	100,000
	Guardrails Installation Project	450,000	NF	400,000	NF	205,000	NF	205,000	NF	-	NF	1,260,000
	PROJECT TOTALS	\$5,665,789		\$2,008,756		\$2,047,556		\$2,138,481		\$9,574,331		\$21,434,913

Funding Source Code	Funding Source Name
ARPA	American Recovery Plan Act
CIP-FB	Capital Projects Fund Fund Balance
FA	Fire Assessment
G	Grant Funding
GF Tfr	General Fund Transfer from Operating Revenues
NF	Not Funded
TFB	Transportation Fund Fund Balance

Five Year Capital Improvement Plan

All Funds Funding Source Summary FY 2024 - FY 2028

	Source Name	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
ARPA	American Recovery Plan Act	2,053,573	-	-	-	-	2,053,573
CIP-FB	Capital Projects Fund Fund Balance	45,000	-	-	-	-	45,000
FA	Fire Assessment	20,000	20,000	20,000	20,000	20,000	100,000
G	Grant Funding	1,595,216	-	-	-	-	1,595,216
GF Tfr	General Fund Transfer from Operating Revenues	616,000	359,000	359,000	293,000	293,000	1,920,000
NF	Not Funded	1,136,000	1,629,756	1,668,556	1,825,481	9,261,331	15,521,124
TFB	Transportation Fund Fund Balance	200,000	-	-	-	-	200,000
Totals		5,665,789	2,008,756	2,047,556	2,138,481	9,574,331	21,434,913

**Town of Southwest Ranches
Proposed FY 2023/2024
Fire Assessment Worksheet**

Sources:

Fire Administration Department
Volunteer Fire Service Department
Volunteer Fire Fund

Expenditures	Total FY 2023-2024 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	\$ 4,381,634	\$ 1,752,654	\$ 2,628,980
Operating Expenses	431,015	N/A	431,015
Non-Operating Debt	-	N/A	-
Capital Outlay	124,025	-	124,025
Fire Protection/Control Contingency	55,500	N/A	55,500
Sub-Total	\$ 4,992,174	\$ 1,752,654	\$ 3,239,520

Other Expenses

Publication & Notification Costs	1,439
Statutory Discount	129,391
Collections Cost	46,173
Fire Assessment Cost Allocation of Townwide Personnel/Contractual Costs	223,525
Acreage Exemptions - General Fund	94,726 *
Government Exemptions - General Fund	19,510 *
LESS: FY 2023/2024 Council Approved Subsidy	(502,832)
Total Fire Assessment Expenses	\$ 3,251,453

Based On 2024 Consultant Study

Property Category	Assess Unit Type	% Apportioned	Amount	Proposed Rates FY 23/24	Adopted Rates FY 22/23	Difference: Increase Decrease
Combined Non-Res: Commercial-321,601 SF	Per Sq.Ft. Bldg Area	9.21%	299,460	\$ 0.9812	\$ 0.7418	\$ 0.2394
Combined Non-Res: Institutional-555,613 SF	Per Sq.Ft. Bldg Area	19.79%	643,461	\$ 0.9812	\$ 0.7418	\$ 0.2394
Combined Non-Res: Warehse/Indust-123,848 SF	Per Sq.Ft. Bldg Area	1.21%	39,341	\$ 0.9812	\$ 0.7418	\$ 0.2394
Acreage - 1,817 Acres	Per Acre	4.98%	161,923	\$ 89.12	\$ 126.04	\$ (36.92)
Residential - 2,752 Units	Per Unit	64.21%	2,087,759	\$ 758.63	\$ 764.44	\$ (5.81)
Government - Exempt - 41,340 SF (General Fund)	Per Sq.Ft. Bldg Area	0.60%	19,510			
Total		100%	\$ 3,251,453			

* These amounts are funded thru the General Fund (FY2023-2024 Fire Protection Assessment Methodology Report July 18, 2023)

Town of Southwest Ranches

Proposed FY 2023/2024

Solid Waste Assessment Worksheet

Sources:

Waste Management
Broward County Property Appraiser
Munilytics Consultant Study

Description	Solid Waste & Recycling	Bulk Waste	Total Proposed FY 23/24
% Allocation Direct Expenses Only	47.07%	52.93%	

Direct Expenses:

Solid Waste Collection	\$ 730,744	\$ -	\$ 730,744
Recycling	\$ 306,122	\$ -	\$ 306,122
Bulk Waste Collection	\$ -	\$ 1,119,271	\$ 1,119,271
Solid Waste Disposal	\$ 270,269	\$ -	\$ 270,269
Bulk Waste Disposal	\$ -	\$ 350,409	\$ 350,409
Sub-Total Cost of Service	\$ 1,307,135	\$ 1,469,680	\$ 2,776,815

Other Expenses

Statutory Discount	\$ 148,876
Collections Cost and Other	\$ 29,196
Townwide Personnel\Contractual Costs	\$ 276,669
Total Solid Waste Assessment Expenses	\$ 3,231,556

Based On Consultant Study

Assessment	Lot Sq Ft. Range	Number of Units in Range	Solid Waste Cost Per Unit FY 23/24	Bulk Waste Cost Per Unit FY 23/24	Proposed Rates FY 23/24	Adopted Rates FY 22/23	Difference: Increase (Decrease)
A	- 41,200	401	\$ 554.57	\$ 473.92	\$ 1,028.49	\$ 962.48	\$ 66.01
B	41,201 46,999	465	\$ 554.57	\$ 490.43	\$ 1,045.00	\$ 1,012.72	\$ 32.28
C	47,000 62,999	405	\$ 554.57	\$ 656.93	\$ 1,211.50	\$ 1,125.43	\$ 86.07
D	63,000 95,999	450	\$ 554.57	\$ 675.70	\$ 1,230.27	\$ 1,144.83	\$ 85.44
E	96,000 106,999	440	\$ 554.57	\$ 777.44	\$ 1,332.01	\$ 1,239.07	\$ 92.94
F	107,000 >107,000	391	\$ 554.57	\$ 972.07	\$ 1,526.64	\$ 1,414.97	\$ 111.68

Town of Southwest Ranches, FL

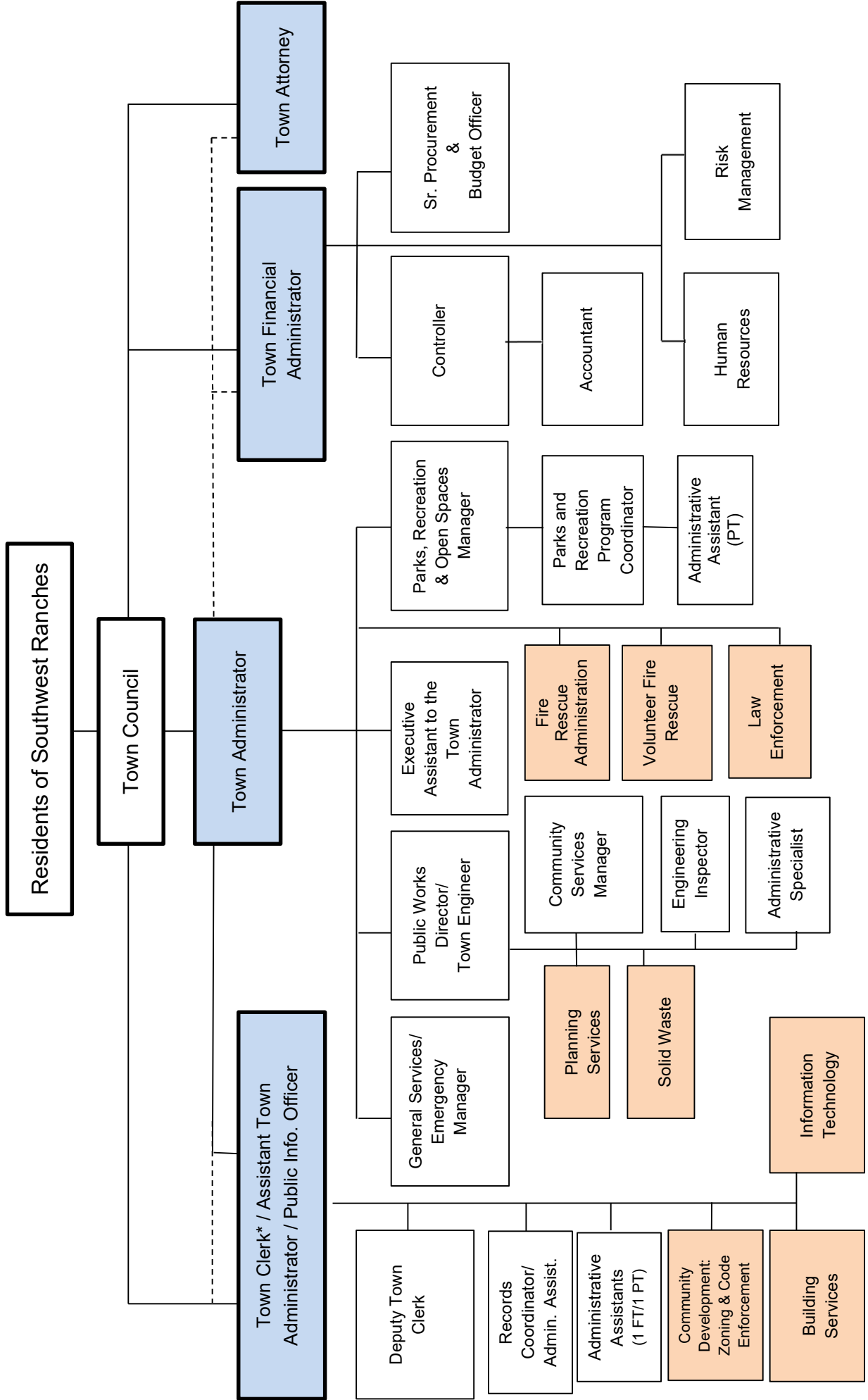
Proposed Cost Allocation Plan for FY 2024 Special Assessments

Townwide Personnel & Contractual Costs *		General Fund Allocation		Solid Waste Assessment Cost Allocation		Fire Assessment Cost Allocation	
Department	Cost	%	Allocation	%	Allocation	%	Allocation
Legislature	\$ 69,487	86%	\$ 59,759	5%	\$ 3,474	9%	\$ 6,254
Attorney	\$ 502,250	90%	\$ 454,081	4%	\$ 20,458	6%	\$ 27,711
Executive	\$ 357,878	77%	\$ 275,124	9%	\$ 32,209	14%	\$ 50,545
Finance	\$ 588,379	71%	\$ 416,866	11%	\$ 64,722	18%	\$ 106,791
Clerk	\$ 379,085	92%	\$ 348,372	4%	\$ 15,325	4%	\$ 15,389
Public Works	\$ 517,636	82%	\$ 424,420	17%	\$ 87,998	1%	\$ 5,218
Code Enforce.	\$ 249,920	74%	\$ 185,819	21%	\$ 52,483	5%	\$ 11,618
PROS	\$ 230,304	100%	\$ 230,304	0%	\$ -	0%	\$ -
Totals	\$ 2,894,939		\$ 2,394,746		\$ 276,669		\$ 223,525

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



TOWN OF SOUTHWEST RANCHES ORGANIZATIONAL CHART Fiscal Year 2023-2024





TOWN OF SOUTHWEST RANCHES PERSONNEL COMPLEMENT



		ADOPTED FY 2023		PROPOSED FY 2024	
Fund	Department	Full Time	Part Time	Full Time	Part Time
General Fund	Legislative	-	5		5
	Executive	4	2	2	
	Finance & Budget	4.5	-	4.5	
	Town Clerk	2.5	-	3.5	1
	Public Works: Engineering & Community Services	3.5	-	4.5	
	Parks, Recreation & Open Space	1	1	2	1
Transportation Fund	Public Works: Engineering & Community Services	0.5	-	.5	
Total all Funds		16	8	17	7



Governmental Funds

This section contains information about three of the Town's funds: the General Fund, the Capital Projects and the Debt Service Fund.

Included in this section is:

- 1) Summary information for the funds
- 2) Summary information about proposed Town revenues
- 3) Summary information on proposed departmental expenditures by type
- 4) Departmental information
- 5) Proposed departmental expenditures, and other information related to these three funds.

General Fund Summary

Fiscal Year 2024

FY 2023 Estimated

Estimated Total Revenues	18,171,079
Estimated Expenditures & Encumbrances	(16,717,351)
Estimated FY 2023 Year End Difference	<u>1,453,728</u>

FY 2024 Projected Unassigned Fund Balance

Audited Unassigned Fund Balance 9/30/2022	5,423,565
Estimated FY 2023 Year End Difference	1,453,728
Appropriated Fund Balance FY 2023	(748,444)
Appropriated Assigned Balance FY 2023	<u>0</u>
Projected Unassigned Fund Balance 9/30/2023	6,128,849
Appropriated Fund Balance FY 2024	(205,000)
Appropriated Restricted Fund Balance FY 2024	41,575
Appropriated Assigned Balance FY 2024	<u>22,500</u>
Projected Unassigned Fund Balance 9/30/2024	<u>5,987,924</u>

FY 2024 Budget Summary

Proposed Revenues

Property Tax	8,234,594
Utility and Franchise Taxes	2,026,088
Permits/Licenses/Inspections	1,867,018
Intergovernmental Revenues	2,697,683
Services Revenues	107,711
Fines & Forfeitures	164,120
Miscellaneous Revenues	3,489,005
Appropriated Fund Balance	<u>205,000</u>
Total Revenue	<u>18,791,217</u>

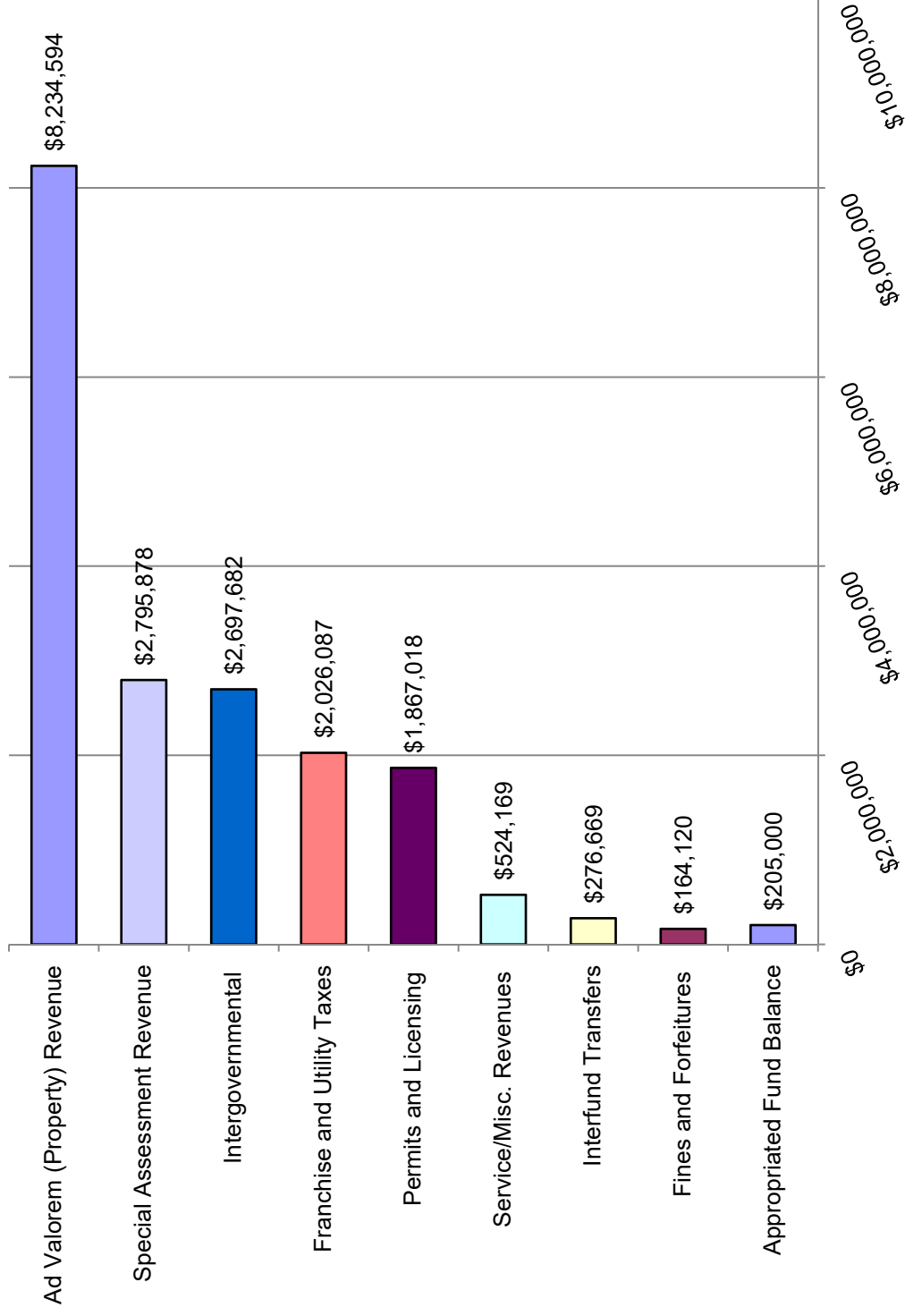
Proposed Expenditures

Personnel Costs	2,142,768
Operating Items	11,707,118
Capital Outlay	2,296,098
Non-Operating Expenses	<u>2,645,233</u>
Total Expenditures	<u>18,791,217</u>

Note: There is an additional \$808,104 in Non-spendable, Restricted, Committed, and Assigned Fund Balance in the General Fund as of 9/30/2021

Total General Fund by Function: \$18,791,217

Where Do the Funds Come From?



GENERAL FUND OPERATING REVENUE

Line Item Prefix: 001-0000:-		FY 2021 Actual	FY 2022 Actual	FY 2023 Current Budget	FY 2023 Projected	FY 2024 Proposed
311-31110	Current & Delinquent Real/Pers. Property	6,402,260	6,924,854	7,115,870	6,922,080	8,234,594
TOTAL	Total Ad valorem Property Taxes	6,402,260	6,924,854	7,115,870	6,922,080	8,234,594
314-31410	Electric Utility	915,342	975,330	896,943	987,123	905,912
314-31480	Gas Utility	43,876	50,651	44,450	36,581	47,562
315-31500	Communications Services Taxes	306,315	363,582	314,680	385,728	317,827
TOTAL	Utility Fees	1,265,533	1,389,563	1,256,073	1,409,432	1,271,301
323-32310	Electric Franchise	644,821	752,965	689,445	694,327	696,339
323-32370	Solid Waste Franchise	49,353	57,770	47,282	83,002	48,700
323-32395	Towing Franchise	8,787	8,502	9,463	12,024	9,747
TOTAL	Franchise Fees	702,961	819,237	746,190	789,353	754,787
316-31600	Business Tax Receipts	9,070	8,444	3,562	4,126	3,669
322-32200	Building Permits - Regulatory Fees	119,394	117,827	106,464	115,485	103,936
322-32207	Building Permits - Contractor	1,403,659	1,304,729	842,343	1,154,853	1,039,364
322-32225	Building Permits - SWR	467,886	434,910	366,220	384,951	346,455
322-32240	Building Permits - Admin Fees	53,361	52,284	41,676	46,194	41,575
322-32290	Fire Inspection Service & Fees	13,079	16,084	24,849	11,631	13,471
329-32901	Planning & Zoning Review Fees	270,423	228,494	230,000	202,500	204,525
324-32461	Impact Fee-Residential-Parks/Recreation	30,195	9,607	10,664	10,406	10,718
329-32905	In House Engineering/Fire Review Fees	109,046	109,584	111,367	100,883	101,892
329-32909	Lobbyist Fees / Registrations	50	50	75	300	125
329-32910	Certificate of Use Registration	1,199	1,727	866	1,251	1,289
TOTAL	Permits/Licenses/Inspection	2,477,361	2,283,740	1,738,086	2,032,580	1,867,018
331-33120	U.S. Public Safety Grant	116,388		-	-	-
332-33200	Other Financial Assistance-Federal Source	44,743	5,254	-	-	-
332-33220	Other Financial Assistance-Fed Source - ARPA	-		3,601,550	1,597,977	2,053,573
332-33201	Other Financial Assistance-County Source	62,910	-	-	-	-
334-33420	State Grant - Public Safety	1,073	46,000	-	-	-
335-33512	State Revenue Sharing (Sales Tax)	131,312	144,206	123,376	143,416	124,610
335-33515	Beverage License	2,141	2,092	-	2,212	2,155
335-33518	State 1/2 Cent Sales Tax	549,599	641,665	512,223	657,225	517,345
337-33710	Local Government Grant-General Government	-	7,500	-	-	-
TOTAL	Intergovernmental - Federal/State/Other	908,165	846,717	4,237,149	2,400,830	2,697,683
341-34191	Election Qualifying Fees	-	400	1,000	-	1,320
342-34260	Fire Rescue (Ambulance) Fees	166,689	159,484	95,108	183,312	96,167
347-34720	Parks/Rec & Open Spaces Serv Charge	1,065	9,926	7,888	13,265	10,224
TOTAL	Services Revenues	167,754	169,810	103,996	196,577	107,711
351-35150	Traffic Judgment/Fines	40,652	68,506	57,074	74,952	57,645
354-35402	False Alarm Fines	7,397	5,033	4,172	7,602	5,184
358-35820	Law Enforcement Seizures	135		-	-	-
359-35901	Code Enforcement/Lien Recovery	27,649	53,680	71,464	81,725	55,291
359-35902	Code Enforcement/Lien Recovery-Legal	605,265	429,039	91,421	40,000	46,000
TOTAL	Fines & Forfeitures	681,098	556,258	224,131	204,279	164,120
325-32520	Special Assessment Fire	2,672,885	2,594,072	2,699,667	2,690,424	2,795,878
361-36110	Interest Earnings	16,613	62,967	16,512	358,742	277,453
362-36210	Cell Tower	70,437	73,039	71,868	75,205	77,734
364-36400	Disposition of Fixed Assets	2,400		-	-	-
366-36610	Contrib/Donations from Private Sources	-	29,584	5,602	5,607	5,770
366-36620	Contrib/Donation for Educa/Scholarships	39,875	50,000	43,278	37,871	40,000
369-36990	Other Misc Revenues	17,266	15,050	9,736	16,530	15,501
382-38240	Reimbursement/Contrib from Solid Waste	263,917	243,032	283,125	283,125	276,669
399-39900	Appropriated Fund Balance			748,444	748,444	205,000
TOTAL	Miscellaneous Revenues	3,083,393	3,067,745	3,878,232	4,215,948	3,694,005
GRAND TOTAL		15,688,526	16,057,924	19,299,727	18,171,079	18,791,217

REVENUE SOURCES

Ad Valorem Tax

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

For FY 2023, the Town of Southwest Ranches' Mayor and Town Council adopted a total rate of 3.9000. For FY 2024, the Town of Southwest Ranches proposes a total rate of 3.9000. Under the Save our Homes provisions (Amendment 10), all homestead properties can only have an annual increase of assessed value of either 3% or the CPI, whichever is less.

Sales and Use Taxes

The State of Florida has a 6.0% sales tax which the Town receives a portion while Broward County has a 1% surtax of which all municipalities in Broward County are to receive 0.1%. In addition, the Town receives revenue sharing funds from the State for cigarette taxes, motor fuel, alcohol and beverage licenses, and mobile home licenses. Broward County assesses an additional 2 cents motor fuel tax which is shared with the local governments.

Utility, Franchise, and Local Business Taxes

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

Permits/Licenses/and Inspections

Licenses, permits and inspection fees are collected for services performed at specific properties for the benefit of particularly property owners. Building permit categories include structural, electrical, plumbing, roofing, and mechanical permits. To comply with the policy objective to obtain full cost recovery, effective May 1, 2012, the Town receives 25% of building permits for cost recovery. Revenue is generally stable at a base level unless there is commercial development underway. The Town projects \$2,032,580 in General Fund revenues for FY 2023 for these combined sources.

Intergovernmental Revenue

The Town receives recurring revenues from revenue sharing programs with the State of Florida. The Town receives periodic intergovernmental revenues from the United States of America in the form of assistance grants for specific projects. All disbursements of State revenues are based on receipts by the State and the Town's population. The Department of Revenue updated their revenue estimates many times in preparation of the current budget cycle and continues to do so. The Town is required to use not less than 95% of these projected numbers as a base for budgeting, so revisions are required. The Town projects \$2,400,830 in General Fund revenues for FY 2023 for these combined sources.

Services Revenues

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

Fines and Forfeitures

Funds to promote public safety and other projects are received by the Town from fines, forfeitures, and/or seizures connected with illegal behavior in the community. Those funds are restricted to, and accounted for, in the Town's fines and forfeiture fund, lien collection fees, lien search services. Fines for the general fund derive from code enforcement and parking violations. For FY 2023, staff anticipates \$204,279 in general fund fines and forfeitures.

Miscellaneous Revenues

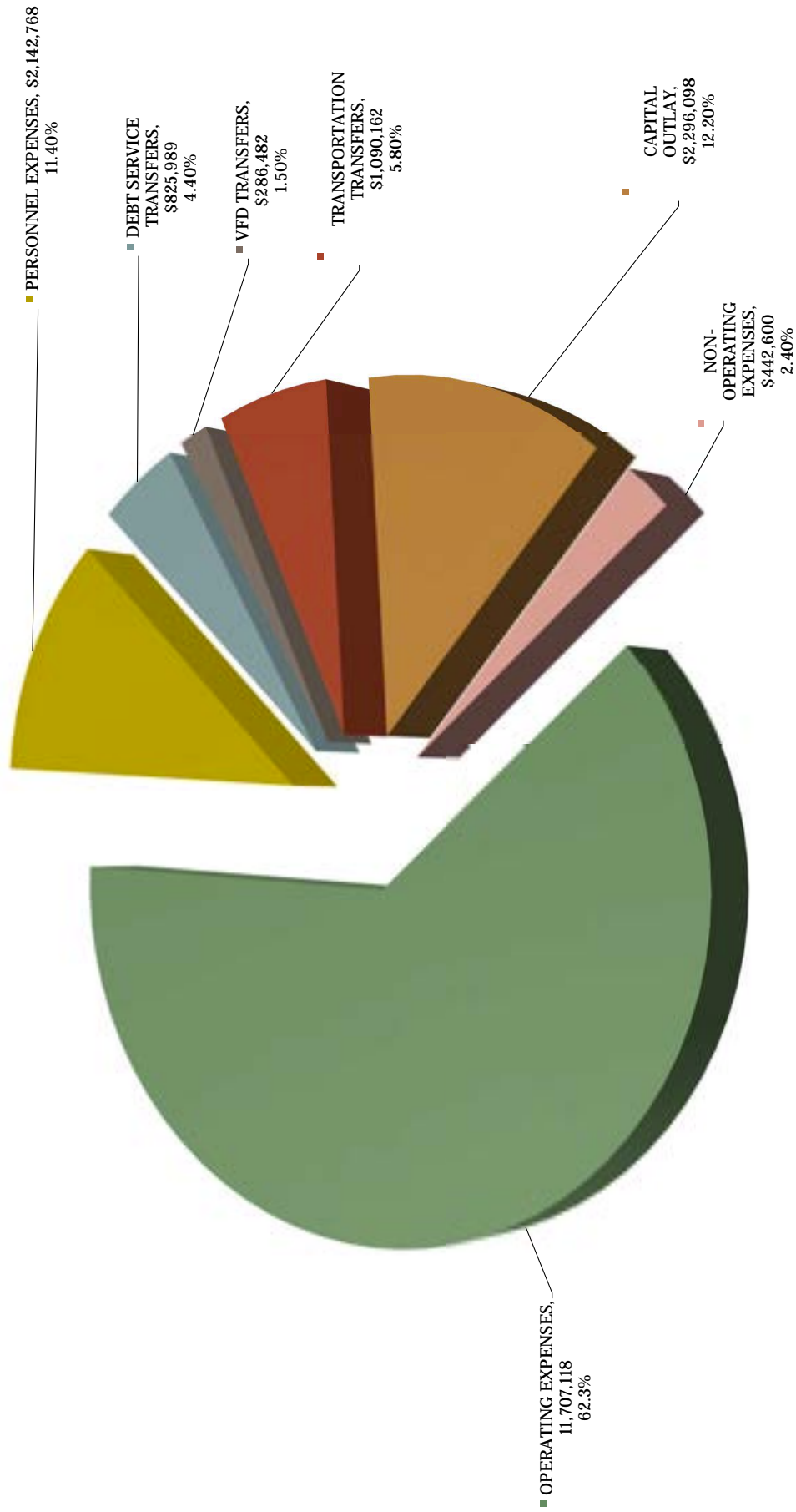
Any revenues that the Town receives which do not reasonably conform to any of the above identified categories are included in this category. This category includes interest earnings, receipts from the disposition of assets by sale, fire protection assessments, and similar items. Interfund Transfers between other funds may also be captured here. For FY 2023, staff anticipates \$4,215,948 in miscellaneous revenues.

Appropriations

An authorization to make expenditures and to incur obligations for a specific purpose. Appropriations are usually limited in amount and as to the time when it may be spent, normally a fiscal year. Technical definitions of revenue usually do not cover appropriations. Nevertheless, these are funds which are being brought out of the restricted, assigned or unassigned fund balance, if necessary. In FY 2023, staff anticipates the use of \$748,444 in appropriated fund balance.

Total General Fund Expenditures: \$18,791,217

Where Do the Funds Go?



GENERAL FUND EXPENDITURE SUMMARY BY TYPE

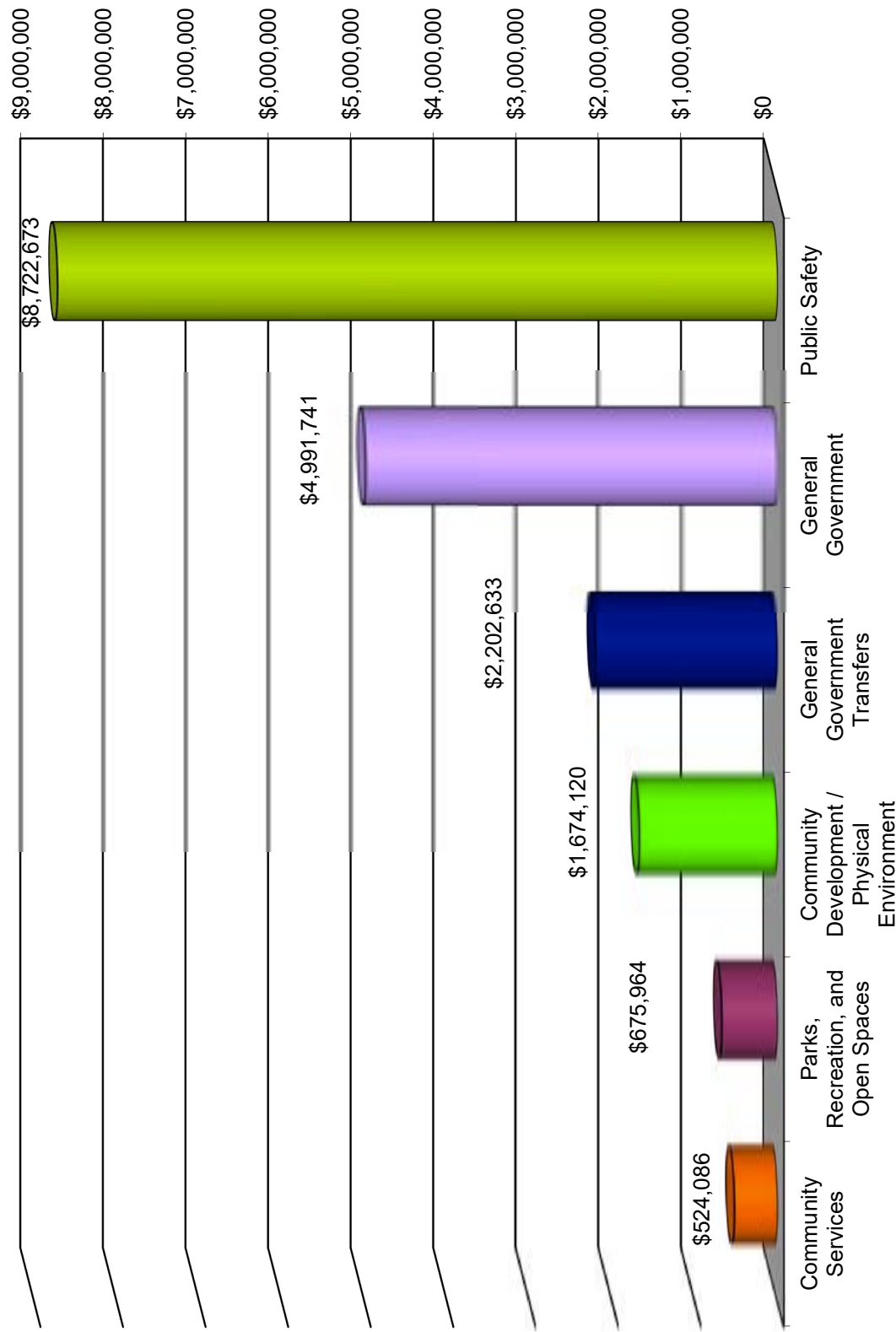
Line Item		FY 2021 Actual	FY 2022 Actual	FY 2023 Current Budget	FY 2023 Projected	FY 2024 Proposed
12100	Regular Salaries & Wages	1,246,949	1,365,707	1,566,700	1,485,607	1,623,923
13100	Part-Time Salaries & Wages	30,197	43,397	37,061	29,542	32,602
21100	Payroll Taxes	90,531	101,587	119,588	112,718	121,566
22100	Retirement Contribution	81,750	109,503	173,586	151,377	165,876
23100	Life & Health Insurance	116,109	138,375	177,511	149,311	173,422
24100	Workers Compensation	10,647	11,573	21,494	18,944	25,379
25100	Unemployment Compensation	-	143	-	-	-
TOTAL	PERSONNEL EXPENSES	1,576,182	1,770,284	2,095,940	1,947,498	2,142,768
31010	Professional Services	197,863	244,746	214,400	186,150	218,932
31020	Lawsuits and Prosecutions	148,445	362,238	300,000	130,097	175,000
31030	Lawsuits - Code Enforcement	250,788	116,120	150,000	150,000	150,000
31040	Lawsuits - Planning and Zoning	3,185	-	5,000	-	4,000
31090	Lobbyist	48,000	48,000	48,000	48,000	48,000
32100	Accounting and Auditing	40,090	38,960	50,500	46,100	61,782
34100	Other Contractual Services	8,324,795	8,626,859	8,931,485	8,973,613	9,550,954
34300	Other Contractual Svcs - P&Z Permits	165,363	175,719	140,000	140,000	152,000
34310	Other Contractual Svcs - P&Z Hearings	71,333	50,063	90,000	62,500	60,000
34320	Other Contractual Svcs - P&Z Town Req	26,045	20,588	22,000	21,000	26,400
34330	Other Contractual Svcs - P&Z Land Use	27,459	32,038	30,000	23,000	42,000
40100	Mileage Reimbursement	213	1,342	1,650	300	1,850
41100	Telecommunications	31,488	104,190	34,980	36,860	36,938
525-41100	Telecommunications - Emergency	7,015	2,940	-	-	-
42100	Postage	20,422	20,373	22,500	20,800	23,500
43100	Electricity	39,610	48,137	49,500	45,000	48,230
43110	Water & Sewer	36,964	44,761	42,063	50,708	55,725
44020	Building Rental/Leasing	3,641	4,440	5,000	5,000	5,252
44030	Equipment Leasing	12,507	12,674	12,000	12,500	10,800
45100	Property and Liability Insurance	117,404	142,494	132,830	162,311	220,838
46010	Maintenance Service/Repair Contracts	14,442	22,835	45,200	45,200	45,200
46020	Building Maintenance	40,331	25,468	60,820	66,100	27,300
525-46020	Building Maintenance - Emergency	10,965	1,036	-	-	-
46030	Equipment Maintenance	47,568	65,145	72,090	73,050	102,900
46040	Grounds Maintenance-Parks	202,930	213,598	228,481	228,481	228,325
46050	Tree Maintenance/Preservation	34,541	34,799	35,450	35,450	36,000
46060	Lake Maintenance	17,880	53,170	22,050	22,500	22,442
46110	Miscellaneous Maintenance	36,021	6,945	10,300	11,400	14,500
46120	Vehicle Maintenance	21,842	16,698	26,000	20,500	24,000
46500	Software Maintenance	53,468	43,367	64,639	69,550	116,150
48100	Promotional Activities/Newsletter	24,535	25,604	25,500	25,500	36,500
48110	Promotional Activities/Town Events	10,573	22,024	24,890	31,434	34,901
49100	Other Current Charges	4,340	18,730	8,500	5,225	2,500
525-49100	Other Current Charges - Emergency	4,800	-	-	-	-

Line Item		FY 2021 Actual	FY 2022 Actual	FY 2023 Current Budget	FY 2023 Projected	FY 2024 Proposed
49110	Legal Advertisement	17,030	3,009	15,000	13,000	15,500
51100	Office Supplies	21,950	29,553	22,500	22,500	22,500
525-51100	Office Supplies - Emergency	5,941	301	-	-	-
52140	Uniforms	-	702	2,000	1,750	2,000
52160	Gasoline	8,073	12,848	16,000	15,000	16,000
52900	Miscellaneous Operating Supplies	9,251	14,064	15,000	10,300	12,400
525-52900	Misc Op Supp - Emergency	10,345	5,134	-	-	-
54100	Subscriptions and Memberships	7,930	8,675	9,850	9,336	11,850
55100	Training and Education	4,992	6,800	12,500	8,200	14,500
55200	Conferences and Seminars	2,611	13,554	24,700	24,350	29,450
TOTAL	OPERATING EXPENSES	10,184,987	10,740,740	11,023,378	10,852,765	11,707,118
522-61100	Land	-	-	1,730,500	1,300,000	430,500
519-62140	Buildings/Town Hall	-	-	-	-	50,000
519-63100	Infrastructure - General	-	4,462	49,500	49,500	-
63120	Infrastructure - Fire Wells	15,337	14,661	30,000	10,000	20,000
572-63140	Infrastructure - Southwest Meadows	-	-	1,300,000	241,707	1,058,293
541-63260	Infrastructure - Drainage	-	-	571,050	56,270	514,780
64100	Machinery and Equipment	283,407	255,157	503,671	485,100	222,525
525-64100	Machinery and Equipment - Emergency	44,818	-	-	-	-
TOTAL	CAPITAL OUTLAY	343,561	274,280	4,184,721	2,142,577	2,296,098
82100	Aid to Private Organizations	45,213	53,065	32,100	47,100	37,100
91101	Transfers to Transportation Fund	752,310	1,021,019	881,046	826,950	1,090,162
91102	Transfers to Volunteer Fire Fund	219,435	196,295	281,634	280,824	286,482
91201	Transfers to Debt Service Fund	1,304,655	1,004,741	417,965	417,965	825,989
91301	Transfers to Capital Projects Fund	22,107	-	128,427	138,447	-
99100	Contingency-Operating	650	-	199,016	7,725	327,500
99100	Contingency-TW Vehicle Program	-	-	-	-	22,500
99100	Contingency - Fire Apparatus Replace	-	-	55,500	55,500	55,500
TOTAL	NON-OPERATING EXPENSES	2,344,370	2,275,120	1,995,688	1,774,511	2,645,233
TOTAL	GENERAL FUND	14,449,101	15,060,425	19,299,727	16,717,351	18,791,217

GENERAL FUND EXPENDITURE SUMMARY BY DEPARTMENT

Department	FY 2021 Actual	FY 2022 Actual	FY 2023 Current Budget	FY 2023 Projected	FY 2024 Proposed
Legislative	187,411	185,565	163,537	177,673	170,587
Town Attorney	557,145	684,895	620,000	415,947	502,250
Executive	541,171	567,389	628,184	588,577	431,978
Finance & Budget	465,674	573,237	624,405	618,319	682,961
Town Clerk	276,559	336,763	401,849	404,056	460,235
Building Services	1,523,090	1,422,589	1,150,000	1,270,338	1,143,300
Code Dev : Code Enforce & Zoning	383,022	394,141	395,020	381,486	401,920
Planning Services	124,837	102,689	142,500	106,500	128,900
Public Works : Engineering & C.S.	271,552	274,336	453,726	349,750	524,086
Public Safety - Police	2,962,872	3,290,380	3,649,051	3,606,597	3,730,500
Public Safety - Fire Admin+VF Svcs	4,201,632	4,202,911	4,814,469	4,746,743	4,992,173
Parks, Recreation and Open Spaces	453,679	545,892	544,424	539,666	675,965
Non-Departmental	2,500,456	2,412,646	2,054,712	1,857,422	2,892,791
ARPA	-	66,991	3,657,850	1,654,277	2,053,573
Total	14,449,101	15,060,425	19,299,727	16,717,351	18,791,217

General Fund Expenditures by Function



Legislative Department

Services, Functions, and Activities:

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

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

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

Personnel Complement

Position Title	Adopted FY 2023			Proposed FY 2024		
	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Mayor		1			1	
Vice Mayor		1			1	
Town Councilors		3			3	
Total		5			5	

Legislative Department Expenditures

Line Item Prefix: 001-1000-511-:		FY 2021 Actual	FY 2022 Actual	FY 2023 Current Budget	FY 2023 Projected	FY 2024 Proposed
Suffix	Object Description					
12100	Regular Salaries & Wages	63,000	63,000	63,000	63,000	63,000
21100	Payroll Taxes	4,820	4,820	4,820	4,820	4,820
24100	Workers Compensation	1,129	1,050	1,667	1,667	1,667
TOTAL	PERSONNEL EXPENSES	68,949	68,869	69,487	69,487	69,487
31090	Lobbyist	48,000	48,000	48,000	48,000	48,000
34100	Other Contractual Services	5,260	3,556	4,100	3,000	4,000
40100	Mileage Reimbursement	-	-	1,000	-	1,000
49100	Other Current Charges	845	61	-	-	-
54100	Subscriptions and Memberships	938	986	1,000	1,086	1,000
55200	Conferences & Seminars	1,233	8,255	7,850	9,000	10,000
TOTAL	OPERATING EXPENSES	56,276	60,858	61,950	61,086	64,000
64100	Machinery and Equipment	16,974	2,772	-	-	-
TOTAL	CAPITAL OUTLAY	16,974	2,772	-	-	-
82100	Other Grants/Aid	45,213	53,065	32,100	47,100	37,100
99100	Contingency	-	-	-	-	-
TOTAL	NON-OPERATING EXPENSES	45,213	53,065	32,100	47,100	37,100
TOTAL	Department Total	187,411	185,565	163,537	177,673	170,587

Major Variance from Current Budget FY 2023 to Projected FY 2023

Code	Amount	Explanation

Major Variance or Highlights of the Departmental Budget - FY 2023 Projected to FY 2024 Proposed

Code	Amount	Explanation

Town Attorney Department

Services, Functions, and Activities:

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

Fiscal Year 2022/2023 Accomplishments:

- Represent the Town in Municipal Prosecutions
 - SWR v. Pickett
 - SWR v. Williams
 - SWR v. Rubio
- Represent the Town in ongoing litigation of the following cases:
 - SWR v. Goodman
 - SWR v. City of Pembroke Pines (CCA Case)
 - SWR v. City of Pembroke Pines (Gate Case)
- Successfully prevailed in Money Judgment Cases:
 - SWR v. Morales
 - SWR v. Leon/Cabrera

- Ongoing litigation defense of the Town on the following cases:
 - Bank of New York Mellon v. Padilla
 - 5901 SW 162 Ave, LLC v. SWR
 - Supreme Organics v. SWR
 - Pembroke Pines v. SWR (119 Case)
 - US Bank v. Monnot
 - BZ Asset v. Rodriguez
 - West Coast v. Hames
 - Kubat v. SWR
 - Atlas Investments v. SWR
 - Sky 1 Realty v. SWR
- Successfully obtained a settlement in Morales of \$53,844.13.
- Successfully defended fines in 5901 of \$32,100.00.
- Collected, with the assistance of Code Enforcement, over \$77,985.31 in code enforcement fines.
- Reviewed Numerous Public Records Requests.
- Drafted numerous procurements and related contracts.
- Work on Bond claim Green Meadows.

Issues (23/24):

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

Fiscal Year 2023/2024 Performance Objectives:

- Continue to deliver effective, prompt sound legal advice to Town Council, Boards, Town Administrator, Town Financial Administrator, and all other departments.
- Prevail in lawsuits brought against the Town and by the Town in the most cost-efficient manner.
- Continue to educate Town Council and all Town staff on issues for compliance with ethics requirements in Broward County.
- Ensure adoption of effective legislation to run a smooth, efficient, lawful government that carries out the goals and policies of the elected officials.
- Monitor local, state, and federal legislation that may affect the Town.
- Work to develop additional revenue sources & contractual savings for the Town.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

Town Attorney Department Expenditures

Line Item Prefix: 001-1200-514-:		FY 2021 Actual	FY 2022 Actual	FY 2023 Current Budget	FY 2023 Projected	FY 2024 Proposed
Suffix	Account Description					
31010	Professional Services	154,726	206,537	165,000	135,850	173,250
31020	Lawsuits & Prosecutions - General	148,445	362,238	300,000	130,097	175,000
31030	Lawsuits - Code Compliance	250,788	116,120	150,000	150,000	150,000
31040	Lawsuits - Planning & Zoning	3,185	-	5,000	-	4,000
TOTAL	OPERATING EXPENSES	557,145	684,895	620,000	415,947	502,250
TOTAL	Department Total	557,145	684,895	620,000	415,947	502,250

Major Variance from Current Budget FY 2023 to Projected FY 2023

Code	Amount	Explanation
31010	(\$29,150)	A decrease in professional services per fewer lawsuits/prosecutions
31020	(\$169,903)	Lower due to fewer lawsuits that anticipated

Major Variance or Highlights of the Departmental Budget - FY 2023 Projected to FY 2024 Proposed

Code	Amount	Explanation
31010	\$37,400	The Town expects normalize professional services in FY 2024
31020	\$44,903	Higher lawsuits and prosecution activity projected in FY 2024

Executive Department

Services, Functions, and Activities:

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

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

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

Fiscal Year 2022/2023 Accomplishments

- Continue to develop and implement and update the Town's Operational Policies and Procedures.
- Successfully prepared with the Finance & Budget Department and presented a balanced Budget for 2023.
- Continued participated in Broward County Solid Waste Technical Authority with representation in the development of the countywide ILA for an Integrated Solid Waste system for Broward County and its municipalities.
- Oversight of Planning and Zoning, Code Compliance, Davie Fire Rescue, SWR VFD, Davie Police, Public Works, and PROS Departments.
- Conducted a successful competitive procurement process for the Town's Solid Waste, Recycling and Bulk Waste. Managed transition from Waste Pro to WM.
- Completed the Town-wide fire well painting project of approximately 292 fire wells.
- Worked with our Lobbyists to secure funding during the Legislative Session.
- Negotiated a new Public Safety Contract with Town of Davie for Police, Fire and Emergency services.
- Secured a location for future Fire Station/ Emergency Operations Center (EOC).
- Manage use of ARPA funding, subject to Council oversight.

Issues:

- Manage continued response to COVID-19 health and fiscal challenges and Town-wide impacts.
- Continue the management of the TSDOR capital improvement project, as well as other surtax funded projects.
- Oversee implementation of purchase and development of the Town-owned former CCA 25-acre property.
- Increase training opportunities for staff.
- Pursue grants and other funding options to increase operational effectiveness.
- Ensure compliance with FEMA and FDERM guidelines to maximize Town reimbursement.
- Continue to monitor and advance ARPA funded projects.
- Secure location for future Fire/EOC facility and begin design implementation.

Fiscal Year 2023/2024 Performance Objectives:

- Analyze and implement Strategic Plan findings.
- Maximize effectiveness of the purchase and development of the Town-owned former CCA 25-acre property.
- Continue Long-term development of the TSDOR-roadway repaving plan.
- Update and continue to improve Emergency Management Plans.
- Continue planning for the construction of a permanent Public Safety Building/EOC.
- Continue to identify opportunities for improvement and enhanced customer service.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

Personnel Complement:

Position Title	Adopted FY 2023			Proposed FY 2024		
	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Administrator (TA)	1			1		
General Services Manager	1					
Executive Assistant to TA	1			1		
Administrative Assistant	1	1				
Total	4	1		2		

Executive Department Expenditures

Line Item Prefix: 001-1400-512-:		FY 2021 Actual	FY 2022 Actual	FY 2023 Current Budget	FY 2023 Projected	FY 2024 Proposed
Code Suffix	Object Description					
12100	Regular Salaries & Wages	372,809	372,926	399,142	381,505	275,501
13100	Part-Time Salaries & Wages	17,621	30,106	21,743	14,400	-
21100	Payroll Taxes	25,600	27,603	29,097	27,575	17,858
22100	Retirement Contribution	28,080	35,362	50,064	42,229	31,792
23100	Life & Health Insurance	39,328	43,037	60,058	42,853	31,741
24100	Workers Compensation	948	952	1,505	1,415	985
TOTAL	PERSONNEL EXPENSES	484,386	509,985	561,609	509,977	357,878
31010	Professional Services	7,794	3,800	12,100	16,000	3,500
42100	Postage - Newsletter	10,319	9,536	11,500	12,300	12,500
48100	Promotional Activities / Newsletter	24,535	25,604	25,500	25,500	36,500
48110	Promotional Activities / Town Events	10,273	13,216	7,475	18,700	9,300
54100	Subscriptions and Memberships	2,633	3,046	3,000	2,100	4,000
55100	Training and Education	381	475	2,000	500	1,000
55200	Conferences and Seminars	200	1,727	3,500	3,500	4,800
TOTAL	OPERATING EXPENSES	56,135	57,403	65,075	78,600	71,600
99100	Contingency	650	-	1,500	-	2,500
TOTAL	NON-OPERATING EXPENSES	650	-	1,500	-	2,500
TOTAL	Department Total	541,171	567,389	628,184	588,577	431,978

Major Variance from Current Budget FY 2023 to Projected FY 2023

Code	Amount	Explanation
23100	(\$17,205)	Lower due to anticipated health coverage for new employee opting out
48110	\$11,225	Higher due to expenses incurred at year round farmers market

Major Variance or Highlights of the Departmental Budget - FY 2023 Projected to FY 2024 Proposed

Code	Amount	Explanation
12100	(\$106,004)	Lower due to reallocation of personnel to other departments
31010	(\$12,500)	Lower due to Compensation Study executed in FY 2023
48100	\$11,000	Higher due to upcoming changes to Town's Newsletter in FY 2024
48110	(\$9,400)	Lower due to re-allocation of expenses to PROS department

Financial Services Department

Services, Functions, and Activities:

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

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

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

Human Resources and Risk Management: ensuring compliance with Federal Internal Revenue Service requirements as well as Fair Labor Standards and other Federal, State, and local requirements. Management and evaluation of employees' performance records and files. Evaluate and recommend all employee benefit proposals annually as submitted by the Town agent of record. Risk Management includes but is not limited to, safety and risk management including claims submission, compliance, risk related policy development and recommendations.

Accounting among the functions are accounts payable; accounts receivable; payroll; cost control; prevention of errors and frauds; compliance with generally accepted accounting principles; compliance with Federal, State, and Town laws and ordinances; cash management; deposits; and payroll functions.

Banking Relations & Treasury Management: ensuring all transactions are completed in accordance to the contract terms, transfers are executed, and maintaining a professional working relationship with bank officials. Under Treasury Management, the department's responsibilities include identifying available balances for investment, reviewing placement options to ensure each conforms to Town fiscal policy, managing the transfer and regularly reviewing yields and other investment options to maximize Town's available fund while maintaining the safety of the principal of those funds and the Town's liquidity objectives.

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

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

Internal Support: provides necessary training and communication on finance related items, information for departmental research/reports and Town Council communications. Also included is to assist with the identification of service resources, as well as with the creation of policies and procedures.

Procurement, Vendors and Contracts Management: Reviews departmental requisitions for purchases, assisting with reviews of letters of interest and similar documents, monitoring, and managing Town-wide vendors and contracts. Assist with grant compliance and other special revenue management and seeking Townwide efficiencies in the purchasing functions by processing all procurements greater than \$25,000 by formal solicitation and assisting departments as needed with quotes required for purchases under the threshold.

Fiscal Year 2022/2023 Accomplishments:

- Timely filed an award eligible Comprehensive Annual Financial Report (CAFR) for FY 2022 without external audit management comments or weaknesses in internal controls.
- The Town received no violations or exceptions by the Florida Department of Revenue regarding its budget millage certification and therefore was in full compliance with all millage levy requirements pursuant to Florida Statutes.
- Timely met (04/30/23) the State and Local Fiscal Recovery Funds (SLFRF) requirements as it pertains to ARPA funds.
- Reviewed quarterly expense to budget analysis to Town Council and interested parties on the Town's financial condition for changes that would ease its understanding, tracking and traceability.
- Coordinated, reviewed and timely filed FY 2022 IRS form 990 for the Southwest Ranches Volunteer Fire Rescue, Inc
- Coordinated, reviewed and timely filed FY 2022 IRS form 990 for the Southwest Ranches Historical Society.
- Prepared and timely filed Annual Financial Report (AFR) with the Florida Department of Financial Services.
- Prepared and timely filed the EDR report with the Office of Economic and Demographic Research (EDR).
- Prepared the Town fire inspection bill of all Town businesses and managed the collection.
- After performing an extensive review of the Town's bank structure, we noticed that the Town was not maximizing its full interest earning potential. As a result of this analysis and the changes made, which included the opening of a Money Market account, the Town was able to increase its interest earning from a FY22-23 budgeted amount of \$25,000 to approximately \$509,000 (projected). This in no way has impacted the Town's liquidity nor safety of its assets.
- Worked with Town Administrator and Assistant Town Administrator to incorporate additional benefits to Town employees in the form of "vision insurance" at a reduced cost thus very little impact to the Town (\$1,568 annually).
- Assisted in the negotiations of the new Public Safety Contract with the Town of Davie for Police, Fire and Emergency Services.
- Continued to successfully manage an operating millage to proactively address potential issues that may impact current and next year budget as it pertains to the millage rate.

- Continued to successfully manage competitive bidding for all Town procurements resulting in increased number of bids received.
- Initiated a total of twelve (12) competitive procurement bids resulting in a Townwide expenditure savings of approximately 43% or \$214,000. Three bids are currently in progress and are anticipated to be completed before year end. The savings obtained after actively starting to use the state, federal, local, and NIGPSEFL COOP contracts is not included given the limited access to the newly created advantages. However, the department will be able to quantify and include these savings in its next update.
- Updated Town website Procurement section to allow for online Vendor Application submittal, including uploading of Vendor Certificates of Insurance.
- Completed service order agreement with ClearGov, Inc. to implement and maintain a cloud-native budget cycle management software. Expects to complete implementation in FY22-23.

Issues:

- Difficulty exists in maintaining required functions as a result of, at least in part, continually increasing Government Accounting Standards Board (GASB) reporting requirements and modifications to other reporting processes, coupled with a limited availability of financial/personnel resources.
- Management of 330 vendors, their respective W9s, insurance certificates, bonds, contract renewals, new legal regulation requirements is all processed manually resulting in challenges to stay ahead of expiration dates.
- As the Town's departments continue to increase its volume of requests as it pertains to procurement items (e.g., purchase orders, budget adjustments, policies, tasks, consulting) has resulted in the Financial Services Department having to expand availability on other financial/budget requirements.
- Prepare for concurrently initiating the new budget software.
- The department continues to manage a dated accounting software with limited reporting functionalities and that has run its capabilities cycle.
- Managing the Town's multiple projects using antiquated tools (mostly manually) making it time consuming and difficult to track upon request.

Fiscal Year 2023/2024 Performance Objectives:

- The department is contemplating changing the format and structure of the quarterly "expense to budget analysis" that is provided to the Town Council and other interested parties on the Town's financial condition.
- Continue to assist with the timing & segregation of funding for newly approved Transportation capital project infrastructure (TSDOR & Drainage Mobility Advancement Program and State Appropriation Grant).
- Research existing accounting software that possesses functionalities currently required by the Town (e.g., project module, reporting, etc.). The existing software lacks functionalities including financial reporting features, project tracking and purchase order tools that results in the department(s) to having to process and/or maintain manually.

- To improve town procurement by leveraging technology to lower costs, reduce risk, and pursue innovative methods to increase quality and value of bids.
- Continue to comply with an updated 2021 fire assessment methodology study.
- Continue to comply with financial aspects of the Solid & Bulk Waste and Recycling services contract with WM.
- Continue to facilitate and comply with specified departmental performance measures of the Town's Strategic Plan as required and needed.
- Continue to monitor ARPA reporting requirements and keep abreast of new guidance as it's been released (State and Local Fiscal Recovery Funds - SLFRF).

Personnel Complement:

Position Title	Adopted FY 2023			Proposed FY 2024		
	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Financial Administrator	1			1		
Controller	1			1		
Sr. Procurement & Budget Officer	1			1		
Accountant	1			1		
Records & Administrative Coordinator	.5			.5		
Total	4.5			4.5		

Finance and Budget Department Expenditures

Line Item Prefix: 001-1600-513-:		FY 2021 Actual	FY 2022 Actual	FY 2023 Current Budget	FY 2023 Projected	FY 2024 Proposed
Code Suffix	Object Description					
12100	Regular Salaries & Wages	334,068	420,998	425,231	425,354	442,368
21100	Payroll Taxes	24,478	30,934	32,530	32,540	33,841
22100	Retirement Contribution	23,506	31,513	49,673	45,330	47,144
23100	Life & Health Insurance	38,391	43,725	54,451	60,474	63,445
24100	Workers Compensation	789	831	1,520	1,521	1,581
TOTAL	PERSONNEL EXPENSES	421,232	528,001	563,405	565,219	588,379
31010	Professional Services	-	-	-	-	-
32100	Accounting and Auditing	40,090	38,960	50,500	46,100	61,782
46500	Software Maintenance	-	-	-	-	22,500
49100	Other Current Charges	74	-	1,000	-	-
54100	Subscriptions and Memberships	1,830	2,003	2,000	2,000	2,000
55100	Training and Education	2,422	1,152	2,000	1,000	3,000
TOTAL	NON-OPERATING EXPENSES					
99100	Contingency	-	-	-	-	-
TOTAL	Department Total	465,674	573,237	624,405	618,319	682,961

Major Variance from Current Budget FY 2023 to Projected FY 2023

Code	Amount	Explanation

Major Variance or Highlights of the Departmental Budget - FY 2023 Projected to FY 2024 Proposed

Code	Amount	Explanation
32100	\$15,682	Increase due to additional audits & GASB impact in FY 2024
46500	\$22,500	Higher due to budget software maintenance in FY 2024

Town Clerk Department

Services, Functions, and Activities:

The Town Clerk department provides administrative services for the Town Council, the Local Planning Agency, and the municipal corporation. The department staff is comprised of the Town Clerk, the Deputy Town Clerk and a Records and Administrative Coordinator currently shared with the Finance Department. The Town Clerk is a charter official and reports to the Town Administrator and the Town Council. The Town Clerk is responsible for giving notice of public meetings and maintaining an accurate record of all proceedings. In addition, the Town Clerk serves as the Financial Disclosure Coordinator with the Florida Commission on Ethics; serves as the Records Management Liaison with the Florida Department of State; and maintains custody of Town records including agreements, contracts, ordinances, resolutions, and proclamations.

The current Town Clerk also serves as the Assistant Town Administrator and acts with all the authority of the Town Administrator during periods of his absence. Assistant Town Administrator responsibilities include management of the Davie Police contract, Information Technology oversight, as well as oversight of the building permit process which requires the coordination of the Engineering, Zoning and Planning function along with the Town's contracted vendors for building department services, C.A.P. Government, Inc. and code enforcement/planning services, by JA Medina, LLC.

The current Assistant Town Administrator/Town Clerk also serves as the Public Information Officer (PIO). As such, the Department provides a variety of information services to the public, the Town Council, and to Town staff. Services provided to the public include coordination of information requests, supervision of elections, and all public information communication including all communication pieces for the website, social media, and press releases. Services provided to the Town Council include scheduling, minute taking, agenda preparation, advertising, qualifying for election and campaign report filing coordination and other duties related to coordination of Town Council meetings, recording and retention of documents.

Information Technology responsibilities comprise active management of daily computer resource reliability and efficient utilization. It also includes managing the Interlocal Agreement for IT services with the City of Tamarac. Also, within the scope of this responsibility are tasks such as evaluating, managing, planning, budgeting for information technology needs, including Town website content.

The Deputy Town Clerk can perform all responsibilities of the Town Clerk in their absence. The Deputy Town Clerk also serves as the Staff Liaison for the School and Education Advisory Board (SEAB).

The Records and Administrative Coordinator performs specialized administrative professional work in the management and preservation of Town records. Work primarily involves receipt, storage, retention, retrieval, and disposition of permanent, temporary, and vital records.

In this Fiscal Year we will formally acknowledge the transition of the front desk personnel into the Town Clerk's Office. In Fiscal Year 2023 these personnel were included in the Administration Department. The current staffing of 1 full time and 1 part time employee will remain the same for Fiscal Year 2024.

In an effort to provide consistent service to the Town, the Assistant Town Administrator/Town clerk, Deputy Town Clerk, and Records and Administrative Coordinator have all been developed to provide for sufficient succession planning should the need arise.

Fiscal Year 2022/2023 Accomplishments

- Acquisition and successful implementation of Town Wide phone system upgrade with no Ad Valorem impact (Infrastructure Bill proceeds).
- Acquisition and successful implementation of Town Hall Fiber Internet with no Ad Valorem impact (Infrastructure Bill proceeds).
- Acquisition and successful implementation of Town Hall Lobby Kiosk leveraging a grant and contribution from our building services provider, requiring only a 25% match of Town funds.
- Completion of Town-Wide LPR system.
- Acquisition and successful implementation of Town Hall security camera system.
- Upgraded the sound system in Council Chambers to allow speakers in the restrooms, lapel mics, and an amplified hearing device.
- Successful adoption of revised Park Impact Fee Schedule resulting in increased revenues to the Town with no Ad Valorem impact.
- Identification and remediation of files in Laserfiche that have not been properly indexed for Optical Character Recognition (OCR).
- Successful update and implementation of Code Supplement 12 to the Town's Code of Ordinances.
- Received, processed, and completed a total of 106 public records requests from October 2022 to March 1, 2023, representing a 47% increase while acknowledging these requests within 2 business days 97% of the time, exceeding the performance measures outlined in the Town's Strategic Plan. 208 public records requests were processed for FY 2021-2022.
- Posted 16 meeting notices from October 1, 2022, to March 1, 2023, at least 2 days prior to meeting date 100% of the time in conformance with the performance measure outlined in the Town's Strategic Plan.
- All approved Regular Town Council Meetings, Special Town Council Meetings and Advisory Board minutes have been posted online.

Issues:

- Development of a written general public records and email retention policy. (Records Coordinator responsibility).
- Need to develop a written disaster plan policy on how records will be preserved during a severe weather event (Records Coordinator responsibility).
- Streamline the digitization of closed planning contractor permit files by receiving them electronically once a Certificate of Occupancy or Completion is issued or the permit has been finalized and closed. Ideally these records should be immediately uploaded into LaserFiche (Records Management Software) for proper archival value.
- Full utilization by Town Council of an electronic agenda is needed.

Fiscal Year 2023/2024 Performance Objectives:

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

Personnel Complement:

Position Title	Adopted FY 2023			Proposed FY 2024		
	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Clerk	1			1		
Deputy Town Clerk	1			1		
Records & Administrative Coordinator	.5			.5		
Administrative Assistant				1	1	
Total	2.5			3.5	1	

Town Clerk Department Expenditures

Line Item prefix: 001-1800-512-:		FY 2021 Actual	FY 2022 Actual	FY 2023 Current Budget	FY 2023 Projected	FY 2024 Proposed
Suffix	Object Description					
12100	Regular Salaries & Wages	176,403	207,634	236,821	243,233	288,417
13100	Part-Time Salaries & Wages	-	-	-	-	16,224
21100	Payroll Taxes	12,896	15,309	18,117	18,607	22,064
22100	Retirement Contribution	15,085	21,602	29,757	27,033	31,554
23100	Life & Health Insurance	9,598	18,153	18,633	18,717	19,736
24100	Workers Compensation	428	460	800	870	1,089
TOTAL	PERSONNEL EXPENSES	214,410	263,159	304,128	308,460	379,085
34100	Other Contractual Services	31,379	28,128	39,005	39,005	44,500
40100	Mileage Reimbursement		-	100	-	100
46500	Software Maintenance	7,792	6,760	13,550	13,550	9,550
49100	Other Current Charges	3,000	17,755	5,000	4,225	-
49110	Legal Advertisement	17,030	3,009	15,000	13,000	15,500
54100	Subscriptions and Memberships	781	1,537	1,750	2,500	3,000
55100	Training and Education	1,510	3,786	1,500	1,500	3,500
55200	Conferences and Seminars	656	-	3,500	3,500	5,000
TOTAL	OPERATING EXPENSES	62,149	60,975	79,405	77,280	81,150
64100	Machinery and Equipment	-	12,630	18,316	18,316	-
TOTAL	CAPITAL OUTLAY	-	12,630	18,316	18,316	-
TOTAL	Department Total	276,559	336,763	401,849	404,056	460,235

Major Variance from Current Budget FY 2023 to Projected FY 2023

Code	Amount	Explanation

Major Variance or Highlights of the Departmental Budget - FY 2023 Projected to FY 2024 Proposed

Code	Amount	Explanation
12100	\$45,184	Higher due to restructure personnel from other departments
13100	\$16,224	Higher due to restructure personnel from other departments
34100	\$5,495	Increase in yr Supplements to two and upgrade of Laserfiche
64100	(\$18,316)	Lower due to Kiosk & Website Redesign expense in FY 2023

Building Services Department

Mission, Services and Activities:

The mission of the Building Department is to protect the health, safety, and welfare of Town residents and businesses through the enforcement of building codes and standards.

Building Services Departmental functions are outsourced to CAP Government, Inc. (CAP.) CAP enforces the Florida Building Code (FBC) and other related regulations as well as administers the building permit and inspection process. All CAP's building code professionals are all properly licensed and certified. In addition, CAP personnel are FEMA certified for flood plain regulation and NIMS certified for emergency services.

CAP ensures that all Building Code personnel:

- Maintain continuing education requirements and annual certifications for all licensed Building Code professionals.
- Administer all building permit functions and processes.
- Perform and complete all required plan reviews, permitting and inspections for structural, electrical, plumbing, and mechanical trades in the timeframes required by the FBC.
- Schedule and track plan reviews and inspections for Zoning, Engineering and Fire departments.
- Consult with residents, contractors, design professionals and City staff to facilitate proper and timely implementation of applicable regulations and processes.
- Issue permits, certificates of occupancy (C/O's), certificates of completion (CC's), temporary certificates of occupancy (TCO's) and other related documents and approvals in compliance with the FBC.

CAP Building Code Responsibilities:

- Perform plan reviews of construction projects to ensure that the project meets the requirements of the FBC prior to the issuance of the permit.
- Perform inspections of the project to verify work is done according to the FBC and the approved plans.
- Process, issue and retain all required documentation related to permitting, inspections and occupancy.
- Ensure proper documentation of approvals from all applicable agencies.
- Ensure that contractors performing permitted construction are properly qualified and licensed. Also ensure that "owner builder" applicants are properly assisted during the permit/inspection process.
- Perform building code related services for unsafe structures and code enforcement as necessary.

Fiscal Year 2022/2023 Accomplishments:

- Goal 1a, Objective 1: CAP staff acknowledges or responds to all public records and other requests within two (2) business days.
- Goal 2, Objective 2: CAP staff participates in City customer service training sessions as requested. In addition, CAP provides customer service training and coaching sessions to CAP staff.
- Goal 2b, Objective 1: 100% of CAP FBC professionals successfully complete continuing education programs and are certified and licensed.
- Goal 2b, Objective 2: The building permit process is streamlined with web-based access, electronic documents and e-processing.
- Goal 3c, Objective 4: CAP FBC professionals are NIMS certified and participate in the Town's Emergency Operations as requested.
- Assisted Town Clerk with organizing building plans for scanning into the Town's records management system.
- Maintained a one-week plan review turnaround time for completed applications of new single-family homes.
- Updated and improved "The Building Permit and Inspections" webpage on the Town's website.
- Successfully transitioned from an in-person, paper-based process to a web-based, electronic process for permit applications, plan review and inspections.

Issues:

- Permit fee payments are limited to in-person transactions or manual credit card payments thereby reducing web-based efficiencies.
- Expired permits and abandoned applications need follow-up and enforcement.
- Electronic permit files need to be transferred to a usable format for the Town's records management system.

Fiscal Year 2023/2024 Performance Objectives:

- Continue to ensure that all permit applications are processed efficiently and that applicants are properly informed and assisted.
- Continue to properly enforce the FBC with high quality customer service.
- Coordinate with the Town to provide on-line permit fee payments.
- Follow-up on expired permits and abandoned applications for code compliance.
- Continue to improve internal departmental operations and controls with SOP's, staff training and management in coordination with Town staff.
- Archive and transfer closed permit files to an electronic records management system maintained by the Town and accessible by the public.
- Continue to implement the performance measures from the Town's Strategic Plan.

Building Services Department Expenditures

Line Item Prefix: 001-2100-524-:		FY 2021 Actual	FY 2022 Actual	FY 2023 Current Budget	FY 2023 Projected	FY 2024 Proposed
Suffix	Object Description					
34100	Other Contractual Services	1,523,090	1,422,589	1,150,000	1,270,338	1,143,300
TOTAL	OPERATING EXPENSES	1,523,090	1,422,589	1,150,000	1,270,338	1,143,300
TOTAL	Department Total	1,523,090	1,422,589	1,150,000	1,270,338	1,143,300

Major Variance from Current Budget FY 2023 to Projected FY 2023

Code	Amount	Explanation
34100	\$120,338	Higher due to increased residential development

Major Variance or Highlights of the Departmental Budget - FY 2023 Projected to FY 2024 Proposed

Code	Amount	Explanation
34100	(\$127,038)	Decrease due to projected slowdown in residential development

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

Services, Functions, and Activities

As contracted firm, J.A. Medina LLC manages Code Enforcement services and Zoning Plans processing, and will be referred to as “the departments” going forward. The departments consist of a Community Development Director, an Assistant Code Enforcement Director, a Code Enforcement Officer, a Landscape Inspector, and an Administrative Coordinator, all of whom play a vital role in ensuring the health, safety, and welfare of the residents of Southwest Ranches by enforcing the Code and Zoning regulations set forth by the Town Council. This, in turn, helps to maintain property values in the area. The department primarily operates in a reactive capacity, except for proactively addressing violations such as overgrown vegetation, bulk trash, and unpermitted fill and lighting. It is crucial to address and resolve violations in a timely manner to ensure a high quality of life for our residents.

These departments provide support and assistance to various divisions in innumerable ways within Town Hall; including the Engineering, Building, Town Clerk, Town Attorney, and Public Works Departments. The engineering branch receives assistance by the departments executing and aiding with violations pertaining to fill, easements, and berms. The building department is assisted in the matters of expired permits and illegal work without permits. Also, with necessities for zoning reviews, approvals, and on-site inspections. The departments also diligently work to assist the Town’s Clerk office to guarantee all records requests relating to Code are executed in a timely manner. The departments have been crucial in assisting with requests from the town attorney’s office as well. The town’s public works receives detailed images and descriptions regarding properties with ongoing bulk or general trash issues. Not to mention the numerous miscellaneous tasks and predicaments that have abruptly transpired and have been impeccably maneuvered by the departments. Even Broward County’s Property Appraisers office relies on assistance from the departments in providing inspections for properties that have executed work without permits and do not match BCPA’s database.

The Zoning department does extensive work and is an indispensable part in the Town’s development. The department oversees and facilitates all zoning permit plan reviews for commercial locations, new single-family residences, entire subdivision build outs, additions, detached structures, and overall development. Zoning currently coordinates all planning and development review activities including ordinance amendments, rezoning, variances, issuance of certificates of use for local businesses, and zoning inspections. Also, the department reviews, inspects, and monitors all tree removals, landscaping, property clearing, special event permits, and irrigation work conducted in the Town.

The department understands the importance of easing the concerns of the residents by providing clear and accurate information when offering assistance and disseminating information. The department strives to educate and empower residents to have a good understanding of the Town’s code and zoning regulations that may affect them. When meeting with residents, the departments make the utmost effort to assure residents walk away with peace of mind that their concerns were heard and addressed. Besides the

thorough in-person education of residents, the departments dispense vast amounts of information via the town website, and articles published in the Town's newsletters. All these efforts aim to achieve the department's goal of promoting compliance, swift correction of violations, and prevention of violations altogether. By doing so, the department's aim to preserve the quintessential rural lifestyle that the Town of Southwest Ranches promotes.

Fiscal Year 2022/2023 Accomplishments

- Vigorously pursuing the retrieval of unpaid fees and penalties related to liens and citations owed to the Town.
- Closure of unsettled cases where liens have not been paid and properties have been either sold or abandoned with the assistance of the Legal Department.
- Mailing and helping collect Police/Fire Departments notices for false alarms.
- Provided aid to mitigate the pressures stemming from challenges related to bulk vendors.
- Collection of any illegally placed signs, based on complaints or proactive action.
- Optimized the plan review process in collaboration with other departments by implementing and effectively utilizing the Electronic Permit Review system.
- Facilitated a streamlined and expedited process for zoning inspections and plan reviews for permit applications within the community.
- Advanced public safety and consciousness by disseminating informative articles related to unauthorized filling, prohibited lighting, unpermitted work, and overgrown developed and vacant properties.
- Issued 478 notices of violations pertaining to failure to maintain properties or nuisances related to failure to adhere to our rural lifestyle and affect property values.
- Ensured a prompt and efficient turnaround on plan reviews and landscape inspections for various initiatives, including new developments, special event permits, tree removals, and land clearing.
- Implemented a timely and efficient process to address and resolve resident complaints promptly.
- Restructured and improved the lien search process to accelerate its completion, offering a same-day turnaround time.
- Received cross training in various zoning aspects to meet the needs of the residents while maintaining comprehensive coverage and expertise.
- Continue monitoring sober homes in our community through the issuance and inspection of Certificates of Use, conducting thorough inspections to ensure compliance with our code's maximum allowable residency limit.
- Augmented budget allowed for the hiring of a new assistant code enforcement director and provided a salary increase for existing staff members, promoting high morale and reducing staff turnover.

- Enhanced our system with the Administrative Coordinator role, ensuring the accurate and prompt processing of all Code Department documentation, as well as hearings and specialized legal requests from the Town Attorney.
- Acquired newer and more dependable vehicles for our Code Officers to conduct patrols and inspections, ensuring the availability of reliable transportation and promoting a more professional image for the Code Department through uniform vehicles.
- Participated in multiple Circuit Court proceedings which attributed to positive results for both the Town and residents who have relied on testimony by Code Officers to obtain favorable results.
- Supported the Town Attorney's office in preparing for several legal proceedings, resulting in favorable outcomes for the Town.
- Remediated several derelict properties, resulting in the collection of fines and bringing the properties up to code.
- Enhanced the appearance of the Town by effectively enforcing the Town Code, ensuring that properties and their respective rights-of-way were properly maintained.

Strategic Performance Measures

- Decrease the response time to within 24 hours of receiving complaints by implementing improved departmental procedures, allowing the Code Officers sufficient time in the field, as well as ample office time.
- Shorten turnaround time for Zoning plan review by providing training to various staff members.
- Develop exceptional customer service skills in our staff members by providing specific training in effective communication, conflict resolution, and time management.
- Enhance productivity by creating job descriptions for all personnel that clearly outline their specific responsibilities and expectations, providing standards for staff members to gauge whether they are meeting the department's established expectations.
- Conduct monthly staff meetings to discuss accomplishments, departmental issues, and brainstorm ways to enhance and improve the department.
- Establish quarterly reviews, to assure staff is aware of both individual assets and deficiencies.
- Improving accountability and reducing human error with plan review by introducing a secondary plan reviewer to ensure proper reviews are conducted.
- Re-evaluate procedures for Code Magistrate hearings by establishing and maintaining a system in place to deter human error or unpreparedness. As well as identifying and correcting multiple issues with Final Orders.
- Establish open lines of communications between colleagues to assure department fluidity and rapid issue resolution.

Issues:

- Many long-time residents have become aware of our code enforcement services and understand that we primarily react to reported violations. However, an influx of new residents has resulted in an increase in complaints due to their unfamiliarity with the town code and regulations.
- Some residents continue to express their dismay upon learning that anonymous complaints are no longer accepted and that our department does not take proactive measures on certain matters.
- The Town is still facing challenges related to the Night Sky Ordinance as there are ongoing concerns regarding new construction that are not in compliance with the Town's efforts to preserve the dark skies. Educating residents about the Night Sky Ordinance and the importance of preserving dark skies can help to reduce violations and improve compliance.
- We are actively collaborating with the Legal Department to pursue outstanding liens on non-homestead properties, both old and new. To this end, we are sending demand letters for payment through the Legal Department.
- Code Enforcement plays a vital role in supporting the Police Department by handling non-emergency public nuisance complaints. These complaints often involve minor crimes that have a negative impact on the health, safety, comfort, convenience, or welfare of the community. Code Officers typically resolve these issues by issuing notices to the violators, informing them that their actions are negatively affecting the community. Examples of such issues include noise complaints and hazardous materials that are not properly contained or disposed of, as well as neglected pools and ponds that can become breeding grounds for mosquitoes and other pests. However, addressing these issues can be dangerous for Code Officers and requires additional training to improve officer safety.
- With the recent influx in new construction and a subsequent increase in permit submittals, it has become necessary to reevaluate the current Zoning fee schedule. The purpose of this evaluation is to determine whether the fees currently in place are adequate or if an increase in fees is required to better align with the costs associated with processing these permits.

Fiscal Year 2023/2024 Performance Objectives:

- The Department will continue to maintain an updated list of properties facing foreclosure due to abandonment or other issues. We will continue to work collaboratively with other regulatory agencies to expedite the process of addressing these properties. Additionally, we will continue to engage private contractors to help mitigate the issues and assess a lien on the property to cover the cost of the work done. This approach will ensure that abandoned or problematic properties are addressed in a timely and effective manner.

- Continue constant updating of the compiled tracking list of Town wide properties which are subject to outstanding liens and/or code compliance is an ongoing effort. This list will also provide the necessary information to schedule properties for foreclosure action by the Town to collect outstanding fines and/or negotiate settlements.
- To ensure that staff and residents are well-informed on matters relating to Code and Zoning, the department organizes regular training sessions and workshops. These can cover topics such as updates to relevant laws, changes in departmental procedures, and best practices for compliance.
- Establish a process to remove signs that are placed in the right of way and identify the individuals and organizations that repeatedly violate this regulation. Also, keep a record of the responsible parties to aid in enforcement and education efforts.
- Maintain our efforts to enforce bulk waste regulations and provide information to our service provider. We will also include information about bulk waste regulations in our monthly newsletter to keep residents informed.
- As requested by the Town Council, the Department will continue to enforce regulations related to the location and functions of Nurseries and Landscape Companies. This will be done based on complaints received from residents. This primary focus will be on issues such as the parking of vehicles on various properties and the improper use of properties as a staging area. The department will continue to take appropriate measures to address such violations and ensure compliance with regulations.
- Utilization and implementation of upcoming changes to the Town Website to assure a higher quality service, supplementary, and facile resources for residents.
- The implementation of the Code Enforcement Hotline has offered a great new addition to the tools that our residents have to report violations during the night and weekends as well. A voicemail triggers an email that is sent to the Code Enforcement Director enabling tracking and enhanced response time.
- Sustain vigorous nighttime inspections to assure properties are adhering to the Night Sky Ordinance as desired by Council and the residents.
- Continue to assist any divisions within Town Hall and sister agencies to assure highest quality resident care and satisfaction.
- Continue to facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.
- Provide training and learning possibilities to improve knowledge and Officer experience. To better serve our residents, increase community involvement, and provide informative and educational materials, we plan on establishing a booth at the local farmer's market.

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

Line Item Prefix: 001-2300		FY 2021 Actual	FY 2022 Actual	FY 2023 Current Budget	FY 2023 Projected	FY 2024 Proposed
Suffix	Object Description					
515-34300	Other Contractual Services-P&Z Permits	165,363	175,719	140,000	140,000	152,000
524-31010	Professional Services	9,844	10,106	12,500	11,500	12,500
524-34100	Other Contractual Services	207,816	208,316	242,520	229,986	237,420
TOTAL	OPERATING EXPENSES	383,022	394,141	395,020	381,486	401,920
TOTAL	Department Total	383,022	394,141	395,020	381,486	401,920

Major Variance from Current Budget FY 2023 to Projected FY 2023

Code	Amount	Explanation
524-34100	(\$12,534)	Lower due to new contractual rates lower than anticipated

Major Variance or Highlights of the Departmental Budget - FY 2023 Projected to FY 2024 Proposed

Code	Amount	Explanation
515-34300	\$12,000	Higher due to anticipated increase in construction
524-34100	\$7,434	Increase due to incentive based agreement change to Medina LLC

Planning Services Department

Services, Functions, and Activities:

The Planning Services Department protects the Town's rural character through planning, review of developmental proposals, maintaining and periodically updating the Town's Comprehensive Plan and Unified Land Development Code. Planning functions are outsourced to TranSystems Corporation (f/k/a SEPI Engineering & Construction). The Planning Department's services include assisting residents in determining how their property may be used or developed; answering development inquiries, which often involves explaining the Town's unique rural lifestyle preservation to developers and real estate interests; explaining platting requirements; processing public hearing items that include land use plan amendments, re-zonings, plats, waivers of plat, site plans, and variances.

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

Fiscal Year 2022/2023 Accomplishments (Strategic Plan initiatives)

- Reviewed and processed eight public hearing items (10/1/22 – 3/6/22, including items initiated in FY 2021/2022).
- Issued eight zoning letters (10/1/22 – 3/6/23).
- Coordinated with Code Enforcement Director.
- Maintained a database of group homes and sober homes.
- Updated the data, inventory and analysis of the Transportation and Future Land Use elements of the Comprehensive Plan.
- Worked with Comprehensive Plan Advisory Board to update the policies of the Comprehensive Plan.
- Prepared one code amendment.
- Continued representing the Town on the staff working Group as mandated by the Interlocal agreement with the Broward County School Board and Broward County Commission.

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

Issues:

- The Comprehensive Plan has been amended several times since the last update of the Unified Land Development Code, such that the Code is not fully consistent with the Plan as required by Ch. 163. Florida Statutes.
- The Future Land Use Element of the Comprehensive Plan will need to be recertified by the Broward County Planning Council during FY 2023/2024.
- Multiple Council members commented during a workshop that the land development regulations need to be comprehensively revisited to reflect the maturation of the Town's policy environment.
- The Town's sign regulations need to be revised to reflect new case law.
- The state legislature enacted several new zoning preemptions that require Unified Land Development Regulations amendments. This is expected to be an ongoing pattern.
- The Town must complete its Evaluation and Appraisal of the Comprehensive Plan pursuant to F.S. 163.3191 by December 1, 2023.

Fiscal Year 2023/2024 Performance Objectives

- To continue to facilitate policy discussions about various lifestyle issues as they pertain to land development regulations, and to continue to update the Comprehensive Plan and Unified Land Development Regulations to reflect such prevailing policy direction.
- To communicate the Town's values to developers, potential residents, and other governmental agencies.
- To update the adopted goals, objectives and policies of the Comprehensive Plan,
- To maintain, periodically evaluate, and update sound land use policies that enhance, preserve, conserve, and improve the livability of the Town.
- To promote awareness of the vital role long-term planning has in shaping the future growth and character of the community.
- To continue facilitating and complying with specified departmental performance measures of the Town's Strategic Plan.
- To complete the update of the Comprehensive Plan policies
- To complete the Evaluation and Appraisal of the Comprehensive Plan

Planning Services Expenditures

Line Item Prefix: 001-2500-515-:		FY 2021 Actual	FY 2022 Actual	FY 2023 Current Budget	FY 2023 Projected	FY 2024 Proposed
Suffix	Object Description					
34310	Other Contractual Svcs - Public Hearings	71,333	50,063	90,000	62,500	60,000
34320	Other Contractual Svcs - Town Planning	26,045	20,588	22,000	21,000	26,400
34330	Other Contractual Svcs - Land Use Planning	27,459	32,038	30,000	23,000	42,000
49100	Other Current Charges	-	-	500	-	500
TOTAL	OPERATING EXPENSES	124,837	102,689	142,500	106,500	128,900
TOTAL	Department Total	124,837	102,689	142,500	106,500	128,900

Major Variance from Current Budget FY 2023 to Projected FY 2023

Code	Amount	Explanation
34310	(\$27,500)	Lower due to fewer development projects than anticipated
34330	(\$7,000)	Lower due to fewer special projects anticipated in FY 2023

Major Variance or Highlights of the Departmental Budget - FY 2023 Projected to FY 2024 Proposed

Code	Amount	Explanation
34330	\$19,000	Higher due to anticipated development projects in FY 2024 law changes

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

Services, Functions, and Activities:

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

The Town Engineer serves as primary liaison to the Infrastructure and Drainage Advisory Board (DIAB), the Community Rating System (CRS) Coordinator, the National Pollutant Discharge Elimination System (NPDES) Coordinator, and the designated contract manager for community capital improvement projects. Public Works Department staff provides citizens with assistance on issues related to the CRS and National Flood Insurance Program (NFIP). It also administers the implementation of the Town's NPDES program.

The Public Works Department oversees all operations and maintenance functions for the Town's public works facilities, including streets, drainage and the Transportation Surface Drainage and Ongoing Rehabilitation (TSDOR) Program. The Public Works Department oversees post-disaster (e.g., tropical storm event, etc.) damage assessments and debris management operations. The Town Engineer personnel component is allocated herein (50%) and within the Transportation Fund (50%).

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

Community Services (CS) is also a division of the Public Works Department and identifies all grant sources and develops grant applications for Town departments including Public Works, Fire Rescue & Volunteer Fire Services, Police, and Parks, Recreation and Open Space Departments. Staff manages approved grants and the implementation of programs funded by multiple sources to ensure compliance with regulatory agency requirements.

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

Fiscal Year 2022/2023 Accomplishments:

- Received and processed engineering development construction permit applications.
- Awarded the following grants:
 - \$479,306 for the SW 63rd Street and SW 185th Way Drainage Improvements
 - \$793,166 for Phase III of the Green Meadows Drainage Improvements (south)
 - \$409,422 for the SW 54th Place Drainage Improvements from Dykes Road to the Ivanhoe Canal
 - \$198,923 for the Town Hall parking lot drainage and resurfacing project
- In accordance with Priority Area D "Improved Infrastructure" Goal 2(d), Objectives 2 and 3 of the Town's Strategic Plan to "improve water resource management" the department, completed the following drainage improvements:
 - Completed design and construction of the Town Hall parking lot drainage and resurfacing project.
 - Completed construction of Phase II of the Dykes Road Drainage Improvements, which was funded by a \$200,000 Florida Department of Environmental Protection grant and \$43,000 Surtax grant.
 - Completed surveying and design of the Country Estates Drainage and Water Quality Improvement Project
 - Completed surveying and design of the SW 63rd Street and SW 185th Way Drainage Improvements
 - Completed surveying and design of the Green Meadows Drainage Improvements (south)
 - Completed surveying and design of the SW 54th Place Drainage Improvements from Dykes Road to the Ivanhoe Canal
 - Completed surveying and design of the Dykes Road Piping Project
 - Completed surveying and design of the Southwest Meadows Sanctuary drainage connection and wetlands.
 - Completed Town's first Stormwater Master Plan

- In accordance with Priority Area D “Improved Infrastructure” Goal 3(d) of the Town’s Strategic Plan to improve road conditions management, the department completed the following:
 - Completed surveying and design of the SW 166th Avenue and its side streets TSDOR segments so we can submit the 3 miles of roadway as a shovel-ready Surtax Rehab and Maintenance project once the County accepts applications.
 - Completed TSDOR Study.
- In accordance with Priority Area D “Improved Infrastructure” Goal 2(d,) Objective 4 of the Town’s Strategic Plan to improve water resource management the department completed the following:
 - Completed recertification of CRS Program by FEMA and ISO
 - Submitted the NPDES Annual Report on a timely basis.
 - Developed the Town’s Geographic Information System (GIS) program and provided multiple public facing maps that are now on the Town’s website.
 - Developed annual stormwater facility maintenance program.

Issues:

- Inadequate staffing to perform necessary routine inspections.
- Inadequate staffing to perform necessary clerical work.
- Inadequate staffing to manage Solid Waste contract.
- Availability of funds for mapping and documentation preparation for an improved CRS rating.
- Availability of funds to expand the GIS database.
- Availability of funds for ongoing street maintenance and repairs.
- Availability of funds for the Drainage and Infrastructure Advisory Board project list.
- Availability of funds for critical capital projects, including an adopted emergency operations center.
- Monitoring changes to Federal, State and Local grant requirements.
- Lack of storage space to house all active permit files.
- Hiring challenges due to competitive market compared to current available benefit packages.

Fiscal Year 2023/2024 Performance Objectives:

- Maintain CRS rating and requirements.
- Continue development of GIS database and infrastructure within imposed budgetary constraints.
- Prepare the NPDES Annual Report.
- Develop a Five-Year Plan for Drainage Projects.
- Complete construction of funded road and drainage capital improvement projects.
- Continue to monitor and secure grant funding for capital improvement projects as well as a planned permanent public safety – emergency management complex.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

Personnel Complement:

	Adopted FY 2023			Proposed FY 2024		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Engineer	.5			.5		
Community Services Manager	1			1		
General Service Manager	-			1		
Assistant Engineer	1			-		
Administrative Specialist	1			1		
Engineering Inspector	-			1		
Total	3.5			4.5		

Public Works Department: Engineering and Community Services Division Expenditures

Line Item Prefix: 001-2600:		FY 2021 Actual	FY 2022 Actual	FY 2023 Current Budget	FY 2023 Projected	FY 2024 Proposed
Suffix	Object Description					
515-12100	Regular Salaries & Wages	218,397	215,566	347,791	277,597	405,921
515-21100	Payroll Taxes	15,917	15,997	26,606	20,757	30,354
515-22100	Retirement Contribution	10,908	15,035	34,621	27,292	40,514
515-23100	Life & Health Insurance	19,195	19,565	25,631	8,515	26,168
515-24100	Workers Compensation	5,345	6,340	12,577	10,039	14,679
TOTAL	PERSONNEL EXPENSES	269,762	272,503	447,226	344,200	517,636
539-40100	Mileage Reimbursement	213	1,342	300	300	500
539-49100	Other Current Charges	240	-	1,000	500	1,000
539-54100	Subscriptions and Memberships	597	491	1,250	800	1,000
539-55100	Training and Education	340	-	1,200	1,200	1,200
539-55200	Conferences and Seminars	400	-	2,750	2,750	2,750
TOTAL	OPERATING EXPENSES	1,789	1,833	6,500	5,550	6,450
TOTAL	Department Total	271,552	274,336	453,726	349,750	524,086

Major Variance from Current Budget FY 2023 to Projected FY 2023

Code	Amount	Explanation
12100	(\$70,194)	Lower due to Engineering position not being filled

Major Variance or Highlights of the Departmental Budget - FY 2023 Projected to FY 2024 Proposed

Code	Amount	Explanation
12100	\$128,324	Higher due to reallocation of personnel from another department

Public Safety - Police Department

Services, Functions, and Activities:

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

Fiscal Year 2022/2023 Accomplishments:

Strategic Plan Priority Areas:

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

- Goal 1c – Protect our community
 - Posted over 950 articles/informational bulletins on all social media outlets.
 - Hosted four (3) “Drug Take Back” events during the reporting year.
 - Hosted two (2) community outreach events at the South Florida Hindu Temple.
 - Attended homeowner association (HOA) meetings at Rolling Oaks, Country Estates, and Sunshine Ranches.
 - Attended the Southwest Ranches annual SoFlo Chili Fest and Car Show community event.

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

- Goal 3d – Improve Road Conditions
 - The Davie Police Department directed resources to speed and traffic concerns during FY 2022/2023. Prioritizing these resources resulted in an increase in operational patrols and citations issued during the reporting year. The strategy for the operational patrols included an increase in visibility and enforcement which assisted in the reduction of speeding

incidents, providing safer roadways for the community. The statistical data is indicated below.

- Issued a total of 1,532 citations throughout the Town.
- Issued 1,053 speeding citations throughout the Town.
- Responded to 255 traffic crashes within the Town.

➤ **Priority Area E: Cultivate a Vibrant Community**

- Goal 2e – Enhance community outreach
 - The Police Department continues to promote education and communication through a variety of outlets. During FY 2022/2023, the Media Relations Unit disseminated vital information through all social media outlets. The Unit identified opportunities to engage the community through social media programs such as the #9pmRoutine – *Lock it or Lose it*; #SeasonofSafety – *Arrive Alive, Don't Drink and Drive*; as well as, periodic Crime Alerts and Safety Tips.
 - Operated very active social media accounts. The key focus for all social media sites included providing public information related to community outreach programs and events as well as crime activity/trends. The Department's Media Relations Unit posted over 950 articles, safety alerts, informational bulletins, and crime concerns on Facebook, Twitter, and Instagram.
 - Participated in three (3) Drug-Take Back Events during the reporting year.
 - The Davie Police Department resumed the Civilian Police Academy in September 2022. Southwest Ranches residents are encouraged to participate.

Issues:

- Continue speed-related traffic enforcement for roadways: 166th Avenue, 172nd Avenue, Hancock Road, Stirling Road, Mustang Trail, and 185th Way.
- Identify strategies and operational plans to address concerns related to auto conveyance, mail theft, and residential burglary incidents.
- Continue to identify outreach programs and opportunities to engage the Southwest Ranches community.

Fiscal Year 2023/2024 Performance Goals and Objectives:

- Provide the Town of Southwest Ranches with proactive and responsive enforcement activity that meets the Town's rural lifestyle.
- Address and respond promptly to complaints concerning traffic issues and concerns. Promote roadway safety through the deployment of signboards and newsletters. Work in partnership with local and state agencies to address roadway hazards and concerns.
- Solicit and identify concerns from residents through association meetings, civic forums, Town Council meetings, and other special events held within the Town.
- Provide reassurance to the community through timely response and deployment of resources that all received concerns and issues are a priority to the Department.
- Evaluate personnel deployment to ensure that the Police Department's assets are being utilized in an efficient and effective manner and to make recommendations as needed.

Strategic Plan Priority Areas:

- Priority Area C: Reliable Public Safety
 - Goal 1c – Protect our community
 - Provide valuable safety information via online and distributed publications to promote a safer community.
 - Provide enhanced training and educational workshops to Town schools and businesses on safety topics.
 - Continue to engage in social media posting of informational bulletins, articles, and crime concerns throughout FY 2023/2024.
 - Continue to partner with local businesses and not-for-profit entities to assist in community outreach programs.
- Priority Area D: Improved Infrastructure
 - Goal 3d – Improve Road Conditions
 - Continue to enforce traffic laws (to include maximum load restrictions) on roadways within Southwest Ranches. Specifically, to address speeding concerns along the roadways.
 - Attend community meetings regarding traffic control design and maintenance.

- Utilize community meetings, Town events, social media outlets, and traffic signboards to communicate traffic concerns (i.e., warning for future traffic enforcement, and upcoming road maintenance.)
- Priority Area E: Cultivate a Vibrant Community:
 - Goal 2e – Enhance community outreach
 - Increase communication to promote the Town’s programs and services.
 - Provide enhanced safety training to Town businesses and educational institutions.
 - Encourage and promote safety guidance for the prevention of victimization to the community using educational bulletins posted on our social media outlets and through in-person association group meetings (i.e. HOA meetings).
 - Continue to disseminate information via Facebook, Twitter, and Instagram.
 - Continue to participate in planned Town events and community outreach initiatives during FY 2023/2024. Continue to hold Civilian Police Academy classes and promote participation.

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Public Safety-Police Department Expenditures

Line Item Prefix: 001-3000-521-:		FY 2021 Actual	FY 2022 Actual	FY 2023 Current Budget	FY 2023 Projected	FY 2024 Proposed
Suffix	Object Description					
34100	Other Contractual Svcs-Police	2,915,844	3,150,391	3,388,162	3,342,024	3,722,700
43100	Electricity	299	288	-	5,172	7,800
525-49100	Other Current Charges - Emerg	4,800	-	-	-	-
TOTAL	OPERATING EXPENSES	2,920,943	3,150,679	3,388,162	3,347,196	3,730,500
64100	Machinery and Equipment	5,586	139,701	260,889	259,401	-
525-64100	Machinery and Equipment - Emerg	36,344	-	-	-	-
TOTAL	CAPITAL OUTLAY	41,930	139,701	260,889	259,401	-
TOTAL	Department Total	2,962,872	3,290,380	3,649,051	3,606,597	3,730,500

Major Variance from Current Budget FY 2023 to Projected FY 2023

Code	Amount	Explanation

Major Variance or Highlights of the Departmental Budget - FY 2023 Projected to FY 2024 Proposed

Code	Amount	Explanation
34100	\$380,676	Higher due to FY 24 Public Safety contract escalator
64100	(\$259,401)	Townwide LPR camera installed in FY23 and NONE in FY24

Public Safety - Fire Rescue Department

Davie Fire Rescue Services, Functions, and Activities:

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

Davie Fire Rescue provides the following services:

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

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

Fiscal Year 2023/2024 Accomplishments

Davie Fire Rescue Fiscal Year 2022/2023 Accomplishments:

Awards and Recognition

- **Assistant Fire Chief Daniel Moran** received the 2022 Alumni Outstanding Achievement Award from the Resuscitation Academy. Each year, the Resuscitation Academy (RA) recognizes someone who has carried the RA message home and has made a great impact in helping their own community, as well as neighboring communities, learn how to improve their Chain of Survival. The RA said “this year, we are proud to recognize Daniel Moran. Since first attending the RA in 2017, he has led the charge in helping to host more than a dozen RAs throughout Florida. He has been a steadfast supporter of the RA and has helped many Florida communities improve their survival rates. Davie Fire Rescue is an RA Lighthouse in part thanks to his leadership. We are grateful for his continued support and friendship.”
- Davie Fire Rescue Fire & Life Safety Division is proud to announce that **Fire Inspector Jackie DeFrees** has been chosen by the Fire Inspectors Association of Broward County as the recipient of the **2022 Fire Investigator of the Year Award** and **Fire Inspector Ashley Inserra** has been chosen as the recipient of the 2022 Fire Plans Examiner of the Year Award, both for their outstanding professionalism, dedication, and hard work.

- The **Davie Fire Rescue Advanced Life Support (ALS) Team** consists of 4 highly trained and dedicated firefighter paramedics that compete in competitions throughout the State of Florida. The team responds to very challenging scenarios involving multiple patients needing rapid advanced care. This year's Florida Cup, which consists of 6 competitions through the state, had 26 teams participate and Davie Fire Rescue was consistently amongst the top scoring teams. Davie's team placed first at Fire Rescue East and Randy Boaz, second at Palm Beach State College and Bernie Tillson Memorial Challenge, third at First There First Care, and fifth at Clincon. Placing in the top 5 at every competition requires constant studying, training, and dedication. We are very proud of the team and their success this year.
- **American Heart Association's Mission: Lifeline® EMS Gold Plus Award** was awarded to Davie Fire Rescue and Southwest Ranches Fire Rescue (Joint Application) for implementing quality improvement measures for the treatment of patients who experience severe heart attacks.

Fire & Life Safety Division FY 2023 data (as of 3/22/2023)

- Completed 162 annual Inspections of Commercial Occupancies
- Completed 47 Plan Reviews
- Completed 7 Site Plan Reviews
- Completed 311 Annual Inspections of SWR Fire Wells (dry hydrants)
- Completed 8 Building Permit Inspections
- Conducted 0 Inspector Investigation

Fire Operations and Emergency Medical Services for 2022

- Davie Fire Rescue responded to 917 incidents in Southwest Ranches.

Southwest Ranches Volunteer Fire Rescue Training Completed for 2022

- Southwest Ranches Fire Volunteers attended 3,603 hours of training comprising:
Fire – 2,023
EMS – 1,579

2022 Provided Target Solutions (on-line) monthly training

All Personnel

Rescue & Extrication
SCBA
Vehicle Extrication
Sexual Harassment Awareness
Ventilation
Risk Assessment Analysis
Water Supply
Hybrid Vehicle Incidents

EMS

Carbon Monoxide Poisoning
Cyanide Poisoning
Heat Illness and Emergencies
HIV/AIDS Awareness
Myths and Realities of drug seeking behavior
Prehospital pulmonary embolism
Pelvic Fractures
Response to Mass Casualty Incidents
Child Abuse: EMS Roles and Responsibilities

Driver Engineer

Intersection Safety
Legal Considerations
Safe Backing
Seat Belt and Air Bag Safety

Hazardous Material

Advanced Hazwoper #1
Advanced Hazwoper #2
Advanced Hazwoper #3
Advanced Hazwoper #4

Officer Development

Leadership as a group
Legal responsibilities
Pre-Incident Planning
Sexual Harassment Awareness
Professional Ethics
Reasonable suspicion of alcohol
Public education programs
Reasonable suspicion of drugs

Fiscal Year 2023/2024 Issues and Performance Goals and Objectives:

As all municipalities and fire rescue agencies across the world, we are working on the recovery process from dealing with the COVID-19 pandemic from the supply chain shortages and increase in prices of maintenance and building supplies and other issues such as shortages in personnel protective equipment (PPE).

Davie Fire Rescue administration continues to work towards a comprehensive Health, Safety and Wellness Program, with the focus on training and education of our personnel on the issues, concerns, questions, and focused on fact-based guidelines in dealing with mental wellness, which could affect personnel and their families. In addition, we strive to stay up with the latest in equipment to protect for our personnel, medical supplies to best treat our patients, and continuous monitoring of our personnel to keep them healthy and at work.

The evolution of EMS and out-of-hospital care has included the development of a new practitioner, commonly termed Community Provider (CP), and a new practice paradigm. The CP is the provision of healthcare using patient-centered, looking at data to analyze the frequent EMS and fire calls to assist with prevention, mobile resources in the out-of-hospital environment. Davie Fire Rescue has initiated a pilot project of a CP program to best respond to the needs of employees and our residents by having a dedicated staffed position to be responsible for the management of any future pandemic or significant event. The CP would oversee testing, treatment including vaccination (or other treatment at the POD) and be the vital link between Human resources and Fire Rescue.

Davie Fire Rescue would like to continue the monthly Davie Fire Rescue and Southwest Ranches logistic meeting to discuss station conditions, security, and other items as needed. As we all know the fire station represents one of the largest capital investments. The need to protect that investment from fire, burglary and vandalism is a real concern. The fire stations should have four rings of security:

- 1) Monthly safety inspection
- 2) Security fencing on the perimeter
- 3) Security cameras
- 4) Door access control systems
- 5) Smoke and carbon monoxide detectors. Davie Fire Rescue facilities continue to be inspected monthly for compliance with NFPA 101, Life Safety Code, to identify and correct health and safety hazards. In addition, we have added a quarterly facility safety checklist for compliance with NFPA 1500. The conditions that create hazards for members are addressed and rectified.

Emergency Management Communication Project

In any event or incident, communications are key in maintaining situational awareness and control of resources. Redundancy in communications is a mitigation factor that can provide continuity in operations to accomplish situational awareness of a situation and resources.

The Town of Davie Community Emergency Response Team (CERT) was established to augment Town resources with volunteers who are trained in multiple areas including

search and rescue, emergency communications and first aid procedures. The purpose of CERT members being trained in communications procedures, receiving, and passing information, is to provide an additional method of redundancy should the Town suffer a catastrophic loss of communications such as telephones, the internet, or other means. This project would be accomplished by purchasing the HAM/Amateur radio equipment as well as having CERT members trained to be HAM/Amateur radio operators.

The Town of Davie is making improvements to the CERT radio operations in several locations in the Town that will have HAM/amateur radio equipment prepositioned to carry out communications tasks. The addition of the Ham/Amateur radio locations will benefit the Town pre and post storm or disaster and can be used throughout the Town of Davie and Southwest Ranches. Further improvements may be needed to enhance communications throughout all areas.

Occupational Safety and Health Program

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

Firefighter Mental Health – We continue to provide faith, medical, and psychological based support for our personnel by providing chaplaincy, peer to peer support, and clinicians for our personnel. We continue working with Risk Management to enhance our Employee Assistance Program (EAP) to assist members and their families with substance abuse, stress, and family or personal problems that may affect a member's work performance. We have added additional resources which include a list of vetted clinicians, new first responder friendly substance abuse and emotional support facilities for our personnel. We continue to look at ways to be proactive in reducing the effects of stress on personnel and have incorporated a therapy dog into our department. The Fire Chiefs Association of Broward County has established a Health and Safety Committee which has developed countywide policies on Behavioral Health Assistance Programs and Chaplaincy and Spiritual Care. We continue to develop our relationship with Nova Southeastern University's (NSU) Psychology program and instituted a Clinician Response Team to assist in evaluating our personnel during stressful events. In addition, we collaborated with NSU to develop a Firefighter Intervention Team program (F.I.T. program). The F.I.T. program provides education to our personnel on cardiac health, sleeping patterns, mindfulness, fitness, and nutrition.

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

Public Safety-Volunteer Fire Administration Expenditures

Line Item Prefix: 001-3100-522-:		FY 2021 Actual	FY 2022 Actual	FY 2023 Current Budget	FY 2023 Projected	FY 2024 Proposed
Suffix	Object Description					
31010	Professional Services	18,032	10,582	6,000	6,000	14,682
34100	Other Contractual Services-Fire	3,628,412	3,789,440	4,089,898	4,063,535	4,381,634
TOTAL	OPERATING EXPENSES	3,646,444	3,800,022	4,095,898	4,069,535	4,396,316
63120	Infrastructure - Fire Wells	15,337	14,661	30,000	10,000	20,000
64100	Machinery and Equipment	151,982	2,945	25,240	24,999	-
TOTAL	CAPITAL OUTLAY	167,319	17,606	55,240	34,999	20,000
TOTAL	Department Total	3,813,763	3,817,628	4,151,138	4,104,534	4,416,316

Major Variance from Current Budget FY 2023 to Projected FY 2023

Code	Amount	Explanation
63120	(\$20,000)	Decrease due to lower than anticipated fire well expenditures

Major Variance or Highlights of the Departmental Budget - FY 2023 Projected to FY 2024 Proposed

Code	Amount	Explanation
34100	\$318,099	Higher due to FY24 Public Safety contract escalator
63120	\$10,000	Higher due to anticipated fire wells expenditure
64100	(\$24,999)	Protective awning completed in FY23 and NONE in FY24

Public Safety – Volunteer Fire Rescue Services Department

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

The Volunteer Fire Rescue Services Department is comprised of the primary operational and capital elements of the SWR Volunteer Fire Rescue, Inc. (a financial blended component unit of the Town of Southwest Ranches) under a contractual agreement.

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

- 1) Operations, including oversight of approximately 40 Volunteer Firefighters working cohesively with Davie Fire Rescue, and other neighboring departments.
- 2) Respond to emergency and non-emergency incidents.
- 3) Train all Volunteer Firefighters, Driver-Engineers, Officers, and probationary members. Ensure all shifts and special events are sufficiently staffed by appropriate Firefighters, coordinating with the Town on special projects.
- 4) Overseeing and monitoring finances including submitting check requests to the Finance & Budget Department for payment to vendor providers as budgeted.
- 5) Preparing purchase orders to purchase and maintain all fire apparatus and equipment.
- 6) Keep familiar with Large Animal Technical Rescue.
- 7) Act as a liaison with neighboring fire & police departments.
- 8) Provide fire prevention and public information services.
- 9) Provide detailed monthly reports to the Town regarding emergency responses.

Fiscal Year 2022/2023 Accomplishments:

Implemented effective safety protocols to ensure that both Firefighters and the public are protected for the Covid-19 pandemic.

- Proactively ordered and maintained an inventory of personal protective equipment.
- Building Maintenance: More soil trenches and floor repair. Awning replaced for additional fire apparatus. Repairs continue.
- Continue training at the Broward Fire Academy in 2022 and 2023. Both the Training Division personnel and Firefighters provide their time on a volunteer basis when attending training.
- Implemented several community service special details – off duty – no pay to firefighters, attend with fire engine birthday parties, school classes – church events, Town events and paid carnival events.

- Implement 10 NEW Scott air packs in 2023 will be put in service.
- Participated in conducting annual fire well testing in conjunction with Davie Fire Rescue throughout the entire Town. Personnel have voluntarily contributed a total of 140 hours on this annual project.

Issues:

- The Department continued to identify performance issues with Fire Engine 82, which is the primary response vehicle used by the Volunteer Department. The Town's Fire Advisory Board has formally recommended the purchase of a replacement apparatus, which will be revisited per the Council once E82 is paid off. Engine 82 is a 2015 and needs to be replaced and the current E82 used as a back-up.
- The Department has determined that Attack Truck 82 no longer meets the operational needs of the Department and should be replaced. The Department has presented a strategic apparatus replacement program to the Fire Advisory Board regarding the replacement of this apparatus as well. Still ongoing will replace with automatic transmission. Specifications will be forward to the Fire Board and council.
- Stipend pay has been increased.
- The Department has identified a continuing issue with the moisture in the flooring of the modular fire station that has necessitated an almost continual replacement of portions of the floor. The Department is working with Town Staff to identify and remediate the cause of the moisture to minimize repair costs in the future. The Town has identified a vendor that will work on moisture issues.

Fiscal Year 2023/2024 Performance Objectives:

- Continue to formalize our apparatus maintenance procedures to maximize preventive maintenance and minimize costs.
- Continue to adjust our formal training program to maximize its effectiveness while maintaining safety. Under current protocols, the Department believes that we can meet our previous goal of holding training sessions at the Broward Fire Academy several times per year.
- Continue to provide community event support to the Town.
- Continue to research grant opportunities and assist in the application of same so that funding can be obtained for equipment and/or training at a minimal cost to the Town.
- Increase the roster to recruit and retain experienced personnel to serve the Town.
- Research for a replacement apparatus, based on the Fire Advisory Board's

recommendation and Town Council approval, which will meet the operational needs of the Department and maximize the effectiveness of its emergency response. The actual delivery of a new apparatus will be approximately 1 to 2 years once ordered.

- Follow and adjust the strategic apparatus replacement program. The current plans are to utilize the current Engine 82 (becoming Engine 282) as a reserve engine once the new Engine 82 has been delivered.
- Replace the current Attack Truck 82 with an apparatus that is more suited to the Town's unique operational needs and an automatic transmission so that the unit can be utilized by all fire personnel.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan

Public Safety-Volunteer Fire Services Expenditures

Line Item Prefix: 001-3200-522-:		FY 2021 Actual	FY 2022 Actual	FY 2023 Current Budget	FY 2023 Projected	FY 2024 Proposed
Suffix	Object Description					
31010	Professional Services	7,467	13,138	15,000	13,000	15,000
41100	Telecommunications	13,062	15,673	15,000	17,100	18,700
43100	Electricity	11,796	12,897	13,500	12,500	13,500
43110	Water & Sewer	10,478	9,052	8,000	10,100	11,400
46020	Building Maintenance	12,835	5,608	41,720	49,500	10,000
46030	Equipment Maintenance	8,617	8,899	21,550	20,550	13,350
46110	Miscellaneous Maintenance	1,828	492	1,500	1,500	1,500
46120	Vehicle Maintenance & Repair	16,521	15,660	22,000	16,500	20,000
52140	Uniforms	-	702	2,000	1,750	2,000
52160	Gasoline	6,839	10,462	11,000	11,000	11,000
52900	Miscellaneous Operating Supplies	6,429	11,508	12,000	7,300	9,400
525-52900	Miscellaneous Op Supplies - Emerg	10,345	5,134	-	-	-
55100	Training & Education	-	-	4,000	3,000	4,000
TOTAL	OPERATING EXPENSES	106,219	109,226	167,270	163,800	129,850
64100	Machinery and Equipment	32,729	50,277	129,442	112,600	104,025
TOTAL	CAPITAL OUTLAY	32,729	50,277	129,442	112,600	104,025
99100	Contingency - Fire Apparatus Rpl	-	-	55,500	55,500	55,500
581-91201	Transfer to Debt Service Fund	29,486	29,485	29,485	29,485	-
581-91102	Transfer to Volunteer Fire Fund	219,435	196,295	281,634	280,824	286,482
TOTAL	NON-OPERATING EXPENSES	248,921	225,780	366,619	365,809	341,982
TOTAL	Department Total	387,869	385,283	663,331	642,209	575,857

Major Variance from Current Budget FY 2023 to Projected FY 2023

Code	Amount	Explanation
46020	\$7,780	Higher due to flooring issues at VFR site in FY23
46120	(\$5,500)	Lower due to less maintenance on apparatus than anticipated
64100	(\$16,842)	Lower due to less cost on SCBA's than anticipated

Major Variance or Highlights of the Departmental Budget - FY 2023 Projected to FY 2024 Proposed

Code	Amount	Explanation
46020	(\$39,500)	Flooring installation completed in FY23 & NONE in FY24
46030	(\$7,200)	Lower due to less anticipated maintenance on SCBA's

FUNDED

Town of Southwest Ranches, Florida

FY 2024 Program Modification

Volunteer Fire Self-Contained Breathing Apparatus (SCBA) Equipment Replacement

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety	General		\$61,015
Background				
<p>The Volunteer Fire Department actual "Self-Contained Breathing Apparatus" (SCBA) is obsolete and/or have reached the end of their service life. Additionally, SCBA in inventory was manufactured by a company that is no longer in business (Survivair). As it currently stands, the equipment does not meet the National Fire Protection Association (NFPA) standards (NFPA 1981, 2013 edition).</p> <p>NFPA 1981 is the Standard for Open Circuit Self-Contained Breathing Apparatus for Fire and Emergency Services. The standards were last revised in 2013. The standards consider SCBA the most important and widely used tool in the fire service today. Its use has greatly expanded the capacities of firefighters when performing fire attack and searches or hazmat and technical rescue operations while successfully reducing the number of firefighter fatalities and injuries related to inadequate respiratory protection.</p>				

Justification & Description
<p>This program modification requests the replacement of the obsolete SCBA inventory.</p> <p>A full SCBA package includes:</p> <ul style="list-style-type: none">• 1 Air Pack• 1 Cylinder <p>The Department researched manufacturers and determined that SCOTT (brand) are being used by other municipalities' Fire Departments and is also a verified replacement. SCOTT X3 air packs are standard equipment with all of the neighboring Fire Departments as well thus maintaining full compatibility with those Departments. The Fire Advisory Board has recommended on other occasions that firefighters be equipped with SCOTT X3 air packs for this same reason. As such, the Volunteer Fire Department recommends that SCOTT be purchased at one time so that it may be placed into service together. It is important to note that spreading this purchase over multiple years is not an option as firefighters must train with the same air packs as the ones being used in real life. Proceeding otherwise, would increase the risk of a firefighter becoming confused and create a life-threatening situation.</p>

FUNDED

Town of Southwest Ranches, Florida

FY 2024 Program Modification

Volunteer Fire Self-Contained Breathing Apparatus (SCBA) Equipment Replacement

Recommended purchase:

- 5 SCOTT X3 air pack packages – includes a total of 5 SCOTT SCBA cylinders. These 5 cylinders can be converted for use with the SCOTT air packs with the purchase of valve assembly units. Therefore, no additional SCBA cylinders will be required to be purchased.
 - This represents 1 air pack package for each seat on active apparatus. There is a total of 10 seats.
 - This represents 5 additional air pack packages for use in training and/or as spare sets.
- 20 SCOTT Vision C5 Face pieces – Masks are individually fitted. Following NFPA Standards, extra masks are needed to be purchased so that each firefighter is issued with their own fitted mask

Item	Quantity	Unit Price	Total Cost
Scott X3 Airpack package	5	\$10,379.00	\$51,895.00
Scott Vision C5 Facepieces	20	\$ 456.00	\$ 9,120.00
Totals:		\$10,835.00	\$61,015.00

Funding Source

This will be funded via an annual component of the Fire Assessment

Alternative / Adverse Impact if not funded

The Volunteer Fire Department actual "Self-Contained Breathing Apparatus" (SCBA) is obsolete and/or have reached the end of their service life. Additionally, SCBA in inventory was manufactured by a company that is no longer in business (Survivair). As it currently stands, the equipment does not meet the National Fire Protection Association (NFPA) standards (NFPA 1981, 2013 edition).

It is important to note that spreading this purchase over multiple years is not an option as firefighters must train with the same air packs as the ones being used in real life. Proceeding otherwise would increase the risk of a firefighter becoming confused and create a life-threatening situation.

Required Resources

Line Item	Title or Description of Request	Cost
001-3200-522-64100	Machinery & Equipment	\$61,015

FUNDED

Town of Southwest Ranches, Florida

FY 2024 Program Modification

Volunteer Fire Apparatus Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General		\$55,500

Background

Both, the National Fire Protection Association (NFPA) recommendations and empirical evidence show that a Class "A" pumper has an expected lifespan of 10-15 years of front-line service. In order to fund the VFD's strategic plan to replace apparatus at the most efficient and economic level, funding should be set aside on a yearly basis. Setting aside funding will also minimize interest charges and impact to the annual Fire Assessment when apparatus purchases are financed.

Justification & Description

Apparatus will be purchased as needed to replace the current Engine 82 and older apparatus will be moved to reserve status or sold to further offset costs depending on their condition. Due to existing issues with the current Engine 82, the Department will first purchase a new engine that meets its needs and specification. Once the new engine is purchased, the current Engine 82 will become a reserve engine and renamed as "Engine 282".

Fiscal Year	Primary Pumper (New)	Ancillary Equipment (New)	Total	Status
2018-2019	\$ 25,000	\$ 0	\$ 25,000	Actual
2019-2020	\$ 29,000	\$ 10,000	\$ 39,000	Not Funded
2020-2021	\$ 29,000	\$ 10,000	\$ 39,000	Actual
2021-2022	\$ 48,000	\$ 7,500	\$ 55,500	Actual
2022-2023	\$ 48,000	\$ 7,500	\$ 55,500	Actual
2023-2024	\$ 48,000	\$ 7,500	\$ 55,500	Proposed
2024-2025	\$ 48,000	\$ 7,500	\$ 55,500	TBD *
2025-2026	\$ 48,000	\$ 7,500	\$ 55,500	TBD *
2026-2027	\$ 48,000	\$ 7,500	\$ 55,500	TBD *
2027-2028	\$ 48,000	\$ 7,500	\$ 55,500	TBD *
2028-2029	\$ 48,000	\$ 7,500	\$ 55,500	TBD *
2029-2030	\$ 48,000	\$ 7,500	\$ 55,500	TBD *
2030-2031	\$ 48,000	\$ 7,500	\$ 55,500	TBD *
2031-2032	\$ 48,000	\$ 7,500	\$ 55,500	TBD *
2032-2033	\$ 48,000	\$ 7,500	\$ 55,500	TBD *
TOTAL	\$659,000	\$110,000	\$769,000	

* To Be Determined

FUNDED

Town of Southwest Ranches, Florida

FY 2024 Program Modification

Volunteer Fire Apparatus Replacement Program

Funding Source

Proposed funding is via an annual component of the imposed Fire Assessment.

Alternative / Adverse Impact if not funded

In order to fund the VFD's strategic plan to replace apparatus at the most efficient and economic level, funding should be set aside on a yearly basis. Setting aside funding will also minimize interest charges and impact to the annual Fire Assessment when apparatus purchases are financed.

Required Resources

Line Item	Title or Description of Request	Cost
001-3200-522-99100	Contingency – VFD Fire App Replacement	\$55,500

FUNDED

Town of Southwest Ranches, Florida

FY 2024 Program Modification

Volunteer Fire Bunker Gear Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General		\$16,010

Background

Bunker gear, consisting of pants and jackets, have a life expectancy of ten (10) years after which they can no longer be certified as safe for interior firefighting by the National Fire Protection Association (NFPA).

In 2023, 12 sets were removed for service due to the 10-year expiration date. The request to fund 6 sets assures that the Departments inventory of needed gears for FY 2023-2024, is met. The remainder 6 sets will be requested for following fiscal year's budget (FY2024/2025).

Justification & Description

According to the following schedule, bunker gear currently owned by the Fire Department has reached the end of its useful lives:

Fiscal Year	Pants * Qty	Jackets * Qty	Pants Total	Jacket Total	FMIT Grant	Total (net)	Status
2014-2015	23	23	\$19,205	\$24,817	(\$2,190)	\$41,112	Actual
2015-2016	10	10	\$ 8,920	\$11,570	(\$1,000)	\$19,490	Actual
2016-2017	05	05	\$ 4,690	\$ 6,080	(\$3,000)	\$ 7,770	Actual
2017-2018	02	02	\$ 1,876	\$ 2,432	(\$3,000)	\$ 1,308	Actual
2018-2019	02	02	\$ 1,876	\$ 2,432	(\$1,500)	\$ 2,808	Actual
2019-2020	02	02	\$ 1,876	\$ 2,432	(\$ 500)	\$ 3,808	Actual
2020-2021	02	02	\$ 1,876	\$ 2,432	(\$ 500)	\$ 3,808	Actual
2021-2022	02	02	\$ 1,876	\$ 2,432	(\$ 500)	\$ 3,808	Actual
2022-2023	06	06	\$ 6,336	\$ 8,172	(\$ 500)	\$ 14,008	Actual

* Pants price: \$1,056 / Jackets Price: \$1,362 – FY 2023

Recommended Purchase:

Fiscal Year	Pants * Qty	Jackets * Qty	Pants Total	Jacket Total	FMIT Grant	Total (net)	Status
2023-2024	06	06	\$7,265	\$9,245	(\$ 500) **	\$16,010	Funded

* Pants price: \$1,211 / Jackets Price: \$1,541

** To be determine (TBD)

FUNDED

Town of Southwest Ranches, Florida

FY 2024 Program Modification

Volunteer Fire Bunker Gear Replacement Program

Funding Source

Proposed funding is via an annual component of the imposed Fire Assessment.

Alternative / Adverse Impact if not funded

Bunker gears have a life expectancy of ten (10) years after which they can no longer be certified as safe for interior firefighting by the National Fire Protection Association (NFPA). Additionally, replacement of outdated bunker gear is a life safety issue.

Required Resources

Line Item	Title or Description of Request	Cost
001-3200-522-64100	Machinery & Equipment	\$16,010

FUNDED

Town of Southwest Ranches, Florida

FY 2024 Program Modification

Air Conditioning Replacements

Department Name	Division Name	Fund	Priority	Fiscal Impact
Public Safety-Fire	Town Clerk	General Fund		\$27,000

Background

There are a total of four modular units with its air conditioning units that have been in continuous 24 hours, 7 days a week use since 2015. The last five (5) of these years (since 2018) have been with the Volunteer Fire Department of Southwest Ranches.

Justification & Description

This request is for the replacement of air conditioning units connected to the modular units at the Southwest Ranches Volunteer Fire Department. These units have been freezing up and are at the end of their useful life as determined by multiple air conditioning companies. As such, the current units are breaking down and causing significant costs in service calls and occasionally emergency after-hours calls due to the 24/7 use of the building.

Funding Source

Proposed funding is via the imposed Fire Assessment.

Alternative / Adverse Impact if not funded

Not funding this program modification would place the Town's Volunteer Fire Rescue emergency infrastructure at risk and require the Town to move or rehouse the current firefighters.

Required Resources

Line Item	Title or Description of Request	Cost
001-3200-522-64100	Air conditioning unit replacement (3 units)	\$27,000

FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Fire Wells Replacement and Installation						
Priority	Public Safety	Project Manager	Thomas Holste, General Services Manager				
Department	Public Safety - Fire	Division	Fire Administration				
Project Location	Townwide						
Fiscal Year	FY 2024	FY 2025	FY 2026	FY 2027	2028	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 254,182
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 254,182
Revenue Source	FA	FA	FA	FA	FA	FA	GF=\$80,000 FA=\$174,182
FA : Fire Assessment GF : General Fund							
Description (Justification and Explanation)							
<p>The Town Council has determined that it is in the best interest of the health, safety and welfare of its residents to provide services for the replacement and installation, including drilling, of fire protection water wells. Annual funding is permitted and adopted as a component of the Fire Special Assessment at a cost of approximately \$3,000 - \$7,500 each (for up to 4 wells annually).</p> <p>There are a limited number of fire hydrants serviced by the City of Sunrise Utilities, but the majority of the Town is dependent on #298 fire wells pursuant to a 2021 Town of Davie Fire Marshall report. The location of such and functionality has an impact on the well-being of the residency and an impact on the insurance rating of the municipality. As a municipality, the health, safety and welfare of the citizenry is paramount.</p> <p>Historically, fire wells may be damaged, test dry or sand infiltrated in which case they must be replaced. "Whether or not your local government has adopted the Uniform Fire Code or recognizes the NFPA standards, they have an impact on your community's fire insurance rating. When your jurisdiction is inspected by the Insurance Services Office, the inspector will use current regulations and standards as a basis for your rating. Ignoring the standards when new development takes place will have a cumulative adverse impact on your community's fire insurance premiums and in some situations can contribute to some liability on the part of the local government agency." Inadequate funding may lead to impaired health safety and welfare of the community, in addition to increases in insurance for residents. Adopted funding is via an annual component of the imposed Fire Assessment.</p>							
Annual Impact on Operating Budget							
Personnel							
Operating							
Replacement Costs							
Revenue/Other							
Total							

**Town of Southwest Ranches
Proposed FY 2023/2024
Fire Assessment Worksheet**

Sources:

Fire Administration Department
Volunteer Fire Service Department
Volunteer Fire Fund

Expenditures	Total FY 2023-2024 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	\$ 4,381,634	\$ 1,752,654	\$ 2,628,980
Operating Expenses	431,015	N/A	431,015
Non-Operating Debt	-	N/A	-
Capital Outlay	124,025	-	124,025
Fire Protection/Control Contingency	55,500	N/A	55,500
Sub-Total	\$ 4,992,174	\$ 1,752,654	\$ 3,239,520

Other Expenses

Publication & Notification Costs	1,439
Statutory Discount	129,391
Collections Cost	46,173
Fire Assessment Cost Allocation of Townwide Personnel/Contractual Costs	223,525
Acreage Exemptions - General Fund	94,726 *
Government Exemptions - General Fund	19,510 *
LESS: FY 2023/2024 Council Approved Subsidy	(502,832)
Total Fire Assessment Expenses	\$ 3,251,453

Based On 2024 Consultant Study

Property Category	Assess Unit Type	% Apportioned	Amount	Proposed Rates FY 23/24	Adopted Rates FY 22/23	Difference: Increase Decrease
Combined Non-Res: Commercial-321,601 SF	Per Sq.Ft. Bldg Area	9.21%	299,460	\$ 0.9812	\$ 0.7418	\$ 0.2394
Combined Non-Res: Institutional-555,613 SF	Per Sq.Ft. Bldg Area	19.79%	643,461	\$ 0.9812	\$ 0.7418	\$ 0.2394
Combined Non-Res: Warehouse/Industrial-123,848 SF	Per Sq.Ft. Bldg Area	1.21%	39,341	\$ 0.9812	\$ 0.7418	\$ 0.2394
Acreage - 1,817 Acres	Per Acre	4.98%	161,923	\$ 89.12	\$ 126.04	\$ (36.92)
Residential - 2,752 Units	Per Unit	64.21%	2,087,759	\$ 758.63	\$ 764.44	\$ (5.81)
Government - Exempt - 41,340 SF (General Fund)	Per Sq.Ft. Bldg Area	0.60%	19,510			
Total		100%	\$ 3,251,453			

* These amounts are funded thru the General Fund (FY2023-2024 Fire Protection Assessment Methodology Report July 18, 2023)

Town of Southwest Ranches, FL

Proposed Cost Allocation Plan for FY 2024 Special Assessments

Townwide Personnel & Contractual Costs *		General Fund Allocation		Solid Waste Assessment Cost Allocation		Fire Assessment Cost Allocation	
Department	Cost	%	Allocation	%	Allocation	%	Allocation
Legislature	\$ 69,487	86%	\$ 59,759	5%	\$ 3,474	9%	\$ 6,254
Attorney	\$ 502,250	90%	\$ 454,081	4%	\$ 20,458	6%	\$ 27,711
Executive	\$ 357,878	77%	\$ 275,124	9%	\$ 32,209	14%	\$ 50,545
Finance	\$ 588,379	71%	\$ 416,866	11%	\$ 64,722	18%	\$ 106,791
Clerk	\$ 379,085	92%	\$ 348,372	4%	\$ 15,325	4%	\$ 15,389
Public Works	\$ 517,636	82%	\$ 424,420	17%	\$ 87,998	1%	\$ 5,218
Code Enforce.	\$ 249,920	74%	\$ 185,819	21%	\$ 52,483	5%	\$ 11,618
PROS	\$ 230,304	100%	\$ 230,304	0%	\$ -	0%	\$ -
Totals	\$ 2,894,939		\$ 2,394,746		\$ 276,669		\$ 223,525

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

Parks, Recreation, and Open Space (PROS) Department

Services, Functions, and Activities:

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

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

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

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

Fiscal Year 2022/2023 Accomplishments (*Strategic Plan Initiatives):

Generally, all PROS accomplishments are in categories of Strategic Plan Priority D: Improved Infrastructure through improved land and water resource management and E Promoting sense of place and cultivating a vibrant community through recreational and educational events and programs.

- **Country Estates Park:** Completed improvement of perimeter fencing utilizing funding allocated by Council funds from lien recovery without affecting operating budget, to improve appearance of property along SW 190 Avenue. (*Strategic plan Priority D)
- Stockpiled/recovered fill on the play field was graded. (*Strategic plan Priority D)
- **Calusa Corners Park:** Completed planting improvements, assisting in satisfaction of grant commitments utilizing National Urban and Community Forestry grant and other funds derived from lien recovery without affecting operating budget. (*Strategic plan Priority D)
- **Rolling Oaks Park:** Completed wetlands upgrade and began ongoing maintenance at this location, representing completion of a goal set in 2009, assisting in satisfaction of grant commitments and providing a significant improvement at this location. (*Strategic plan Priority D)
- **Southwest Meadows Preserve:** Completed improvements to support Town activities at this property including fence upgrades and entry gates (*Strategic plan Priority E)

- **Founder's Trailside Park:** Facilitated completion of public art project, phase I. (*Strategic plan Priority E)
- **Equestrian Park** Managed modification of irrigation system to ensure electrical efficiency of pressurized system. (*Strategic plan Priority D)
- Fulfilled requirements to complete the renewal of Community Wildlife Habitat and Mayor's Monarch Pledge Certifications. These projects require ongoing coordination with volunteers, residents, and other agencies, providing community outreach, promoting the Town's Environmental Programs and services, and fulfilling aspects of the Town's Comprehensive Plan. (*Strategic plan Priority D)
- Partnered with outside agencies and other industry professionals on tree giveaways, wildlife species counting and reporting, mentorship for habitat creation, maintenance, and documentation, promoting the Town's programs, services, and active involvement with initiatives such as Broward County Water Matters Day, National Wildlife Federations' Certified Wildlife Habitat program and Mayors Monarch Pledge, North American Butterfly Association Broward Chapter's quarterly butterfly counts, established an ongoing relationship with the Broward Beekeepers Association in furtherance of public outreach regarding the importance of supporting pollinators. (*Strategic plan Priority D and E)
- Secured the Town's 2022 Annual Tree City USA designation and 2022 Tree City USA Growth awards providing environmental stewardship in the Town, supporting goals in the Town's Strategic Plan to improve land and water resources management (*Strategic plan Priority D). This item requires advance planning and budgeting.
- Provided instruction on Green Industries Best Management Practices to industry professionals in partnership with State of Florida, University of Florida, and County Extension Education Division to promote the Town's programs and services, with excellent feedback and testing scores. (*Strategic plan Priority E)
- Managed the creation of the Southwest Ranches Farmer's Market, completed improvements at the site to support the event and managed the vendor contract. The first full season ran from Fiscal Year 2022 and will be, experimentally, a year-round event. (*Strategic plan Priority E)
- Coordinated and facilitated events with Southwest Ranches Parks Foundation, ROCA, SEAB and Clerks Department for Sikh Youth Association for Chili Festival, Carnival/Country Fair, Bingo at the Barn, Barn Dances, Unity in Diversity 5K Walk/Run, Food Truck, and Holiday events with record participation and no issues. (*Strategic plan Priority E)

Issues:

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

Fiscal Year 2023/2024 Performance Objectives:

- Expand department staffing to provide for improved land and water resources management and enhanced events programming to boost sense of community.
- Continue implementation of funded segments of the capital program.
- Complete funded improvements at Southwest Meadows Sanctuary
- Identify and obtain funding for existing unfunded capital improvements at:
 - a. Southwest Meadows Sanctuary
 - b. Frontier Trails Park
 - c. Calusa Corners Park
 - d. Country Estates Park
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

Personnel Complement:

	Adopted FY 2023			Proposed FY 2024		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Parks, Recreation and Open Space Manager	1			1		
Maintenance and Recreation Aide				1		
Administrative Assistant		1			1	
Total	1	1		2	1	

Parks, Recreation, and Open Space (PROS) Department

Line Item Prefix: 001-3600-572-:		FY 2021 Actual	FY 2022 Actual	FY 2023 Current Budget	FY 2023 Projected	FY 2024 Proposed
Suffix	Object Description					
12100	Regular Salaries & Wages	82,271	85,581	94,715	94,918	148,715
13100	Part Time Salaries & Wages	12,576	13,291	15,318	15,142	16,378
21100	Payroll Taxes	6,821	6,924	8,418	8,420	12,630
22100	Retirement Contribution	4,170	5,991	9,471	9,492	14,871
23100	Life & Health Insurance	9,598	13,896	18,738	18,751	32,332
24100	Workers Compensation	2,008	1,941	3,425	3,432	5,378
TOTAL	PERSONAL EXPENSES	117,443	127,625	150,085	150,155	230,304
40100	Mileage Reimbursement	0	-	250	-	250
41100	Communication Services	3,524	3,526	3,780	3,560	3,738
43100	Electricity	8,725	13,370	12,000	12,500	13,230
43110	Water & Sewer	17,692	22,303	21,063	22,436	23,375
46010	Maintenance Service/Repair Con	-	-	23,700	22,500	22,500
46020	Building Maintenance	-	3,819	6,100	6,100	6,100
46030	Equipment Maintenance	3,109	23,101	15,000	15,000	55,050
46040	Ground Maintenance-Parks	202,930	213,598	228,481	228,481	228,325
46050	Tree Maintenance/Preservation	34,541	34,799	35,450	35,450	36,000
46060	Lake Maintenance	17,880	53,170	22,050	22,500	22,442
46110	Misc Maintenance & Repair	31,772	1,373	1,800	1,800	1,800
48110	Promotional Activities/PROS Ev	300	8,808	17,415	12,734	25,601
52900	Misc Operating Supplies	2,821	2,556	3,000	3,000	3,000
54100	Subscriptions and Memberships	1,152	612	850	850	850
55100	Training and Education	339	1,388	1,800	1,000	1,800
55200	Conferences and Seminars	95	450	1,600	1,600	1,600
TOTAL	OPERATING EXPENSES	324,879	382,872	394,339	389,511	445,661
64100	Machinery and Equipment	11,356	35,395	-	-	-
TOTAL	CAPITAL OUTLAY	11,356	35,395	-	-	-
TOTAL	Department Total	453,679	545,892	544,424	539,666	675,965

Major Variance from Current Budget FY 2023 to Projected FY 2023

Code	Amount	Explanation
48110	(\$4,681)	Lower than anticipated expenses for Town Events in FY 2023

Major Variance or Highlights of the Dept. Budget - FY 2023 Projected to FY 2024 Proposed

Code	Amount	Explanation
12100	\$53,797	Higher due to new position (PROS Program Coordinator)
46030	\$40,050	Higher due to PM for replenishment of playground material
48110	\$12,867	Higher due to Farmers Market year round events

FUNDED

Town of Southwest Ranches, Florida

FY 2024 Program Modification

Parks Recreation and Open Space Department Level of Service Increase Parks and Recreation Program Coordinator

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Parks, Recreation and Open Space	General	2	\$67,630

Background

In response to Council and resident desire for increased sports and activities and the associated challenges required to keep up with maintaining existing facilities, the Parks Department is planning for staffing demands to meet the Town's needs in the upcoming year(s).

The PROS department currently manages all programs and events as well as the Town's inventory of parks, facilities, amenities, and supplies. Existing staff performs much of the manual labor required, occasionally with the help of contracted labor, and is overextended.

The result is protracted response times and fewer resources able to devote to planning and preparing for the events that support the Southwest Ranches sense of community.

Justification & Description

The addition of a full-time staff member will provide for increased levels of service, enabling the department to respond to Council's goal of expanded programming and activities while better allowing staff to keep up with a growing facilities maintenance workload.

The rising complexity and quantity of work requires an increased dedicated workforce to safely continue providing these services for the Town's events. Full-time assistance and support are essential to adequately manage the Town's needs, especially pertaining to increased community interaction and facilities oversight.

Responsibilities anticipated for this position include special event preparation, setup, and break down; regular performance of prioritized general maintenance tasks; support with assigned contract maintenance for buildings, structures, playgrounds, rights of way, recreational trails, and parks; and assisting with recreational facilities usage.

Funding Source

This will be funded via millage (Truth-In-Millage TRIM). This item will be continued annually.

FUNDED

Town of Southwest Ranches, Florida

FY 2024 Program Modification

Parks Recreation and Open Space Department Level of Service Increase Parks and Recreation Program Coordinator

Alternative / Adverse Impact if not funded

Should this position not be funded, the PROS department's resources will continue to be overextended, with no ability to expand programming and insufficient time to ensure adequate performance of needed maintenance.

Required Resources

Line Item	Title or Description of Request	Cost
001-3600-572-12100	FT Salaries	\$50,000
001-3600-572-2xxxx	Fringe Benefits	\$17,630

FUNDED

Town of Southwest Ranches, Florida

FY 2024 Program Modification

Townwide Parks Level of Service Calusa Corners, Sunshine Ranches, and Country Estates Park Playground–Annual Surface Material Replenishment

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Parks, Recreation and Open Space	General	1	\$43,050

Background

The Sunshine Ranches Equestrian Park playground was opened to the public in 2006. The Country Estates Fishing Hole Park playground was opened to the public in 2013. The Calusa Corners Park playground was opened to the public in 2018. Each playground was furnished with loose-fill playground surface material, otherwise known as Engineered Wood Fiber (EWF). This product is widely used due to its durability and relatively low cost.

To date, loose-fill surface material has been replenished at two locations in certain spots in two of the parks twice since 2006, including approximately 65% replenishment performed in 2017 at two locations.

In Fiscal Year 2017/2018, Staff researched costs for conversion to other types of playground surface material, which represented significant costs without significant maintenance costs savings over time.

Justification & Description

This request for improved levels of service at Sunshine Ranches Equestrian, Country Estates Fishing Hole, and at Calusa Corners parks is for the annual replenishment of loose-fill playground surface material, Engineered Wood Fiber (EWF).

Surface material is protective and deteriorates over time, becomes displaced and frequently needs trash and debris to be removed. Inadequate maintenance of surface material could result in injuries. Replenishment of surface material should be performed, at minimum, on an annual basis or more frequently as needed.

Cost estimates were established on area calculations and contractors' rates. This improved level of service would allow the Town to replenish surface material once per year.

Funding Source

This will be funded via millage (Truth-In-Millage TRIM). This item will be continued annually.

Alternative / Adverse Impact if not funded

If not funded, surface material levels will continue to be maintained below safe operating margins.

FUNDED

Town of Southwest Ranches, Florida

FY 2024 Program Modification

Townwide Parks Level of Service Calusa Corners, Sunshine Ranches, and Country Estates Park Playground–Annual Surface Material Replenishment

Required Resources		
Line Item	Title or Description of Request	Cost
001-3600-572-46030	Miscellaneous Maintenance – Sunshine Ranches Equestrian Park playground surface material	\$21,000
001-3600-572-46030	Miscellaneous Maintenance – Country Estates Fishing Hole Park playground surface material	\$17,850
001-3600-572-46030	Miscellaneous Maintenance – Calusa Corners Park playground surface material	\$4,200

NOT FUNDED

Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Frontier Trails Conservation Area						
Priority	PROS			Project Manager	December Lauretano-Haines, PROS Manager		
Department	Parks, Recreation and Open Space			Division	PROS		
Project Location	30-Acre Frontier Trails Park at 19300 SW 51 Manor						
Fiscal Year	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total	Prior Years
Plans and Studies	\$ 8,250	\$ 6,000	\$ 2,500	\$ 2,000	\$ 2,000	\$ 20,750	\$ -
Engineering, Architecture & Permitting	\$ 34,500	\$ 55,000	\$ 40,000	\$ 67,000	\$ 67,000	\$ 263,500	\$ 624,019
Land Acquisition/ Site preparation	\$ 9,375	\$ 12,000	\$ 53,600	\$ 6,400	\$ 6,400	\$ 87,775	\$ 2,396,363
Construction	\$ 48,500	\$ 144,200	\$ 500,800	\$ 709,000	\$ 709,000	\$ 2,111,500	\$ 62,256
Equipment/ Furnishings	\$ 24,375	\$ 6,300	\$ 92,750	\$ 57,100	\$ 57,100	\$ 237,625	\$ -
TOTAL COST:	\$ 125,000	\$ 223,500	\$ 689,650	\$ 841,500	\$ 841,500	\$ 2,721,150	\$ 3,082,638
Revenue Source	NF	NF	NF	NF	NF	NF	G=\$2,372,363 GF Tfr=\$41,845 CIP-FB=\$668,430
G: Grant Funding GF Tfr: General Fd Transfer from Operating Revenues CIP-FB: Capital Projects Fd Fund Balance NF: Not Funded ☐							
Description (Justification and Explanation)							
<p>Frontier Trails Conservation Area remains a high priority for development at #4. Public Works/Engineering's "Country Estates Drainage Project" will connect through the site, providing for drainage improvements to fulfill the goal of providing water storage and runoff filtering within the park. Commitments for development at Frontier Trails retain only those amenities necessary to satisfy current grant requirements, including picnic facilities, fishing pier, multi-use trail, environmental and archaeological preservation and education, wetlands, parking, and landscaping. The Town will continue to pursue grant funding to supplement the Town's budget.</p> <p>Previous phases provided for minimal parking and a small picnic shelter (partially funded with \$30k from the Southwest Ranches Parks Foundation). Staff continues to work on a prospective partnership for this site to serve as offsite mitigation for developers of other sites in exchange for construction of wetlands and other park features. For this reason, planning for development is deferred to make full use of the benefits the Town would gain from such a partnership. For years 2 through 5, the development concept envisions incremental improvements to multi-use trails, preservation of the archaeological area, addition of historical and environmental education signs.</p> <p>Acquisition of this site was achieved through two matching grant sources: Florida Communities Trust and Broward County Land Preservation Open Space grants. The Town's continuing obligation is to develop the recreational amenities identified in the Grant Management Plan. Development of the site fulfills objectives, policies and goals of the Town's Comprehensive Plan and Charter. The Town's parks system is designed to provide water storage and runoff filtering; environmental and recreational areas; access to water and open space; and to link multi-use trails.</p>							
Annual Impact on Operating Budget							
Personnel			If fully funded, projected operating budget costs would include mowing /landscape maintenance (\$31,200), routine facilities maintenance (\$8,832), mitigation/wetlands maintenance (\$3,000), sign maintenance (\$434), and funding for replacement over the useful life of amenities (\$193,650 / 20 years = \$9,683). Professional coordination for educational programs is planned through grants and user fees.				
Operating	\$ 43,466						
Replacement Cost	Year: 2044	\$ 9,683					
Revenue/Other	\$ -						
Total	\$ 53,149						

NOT FUNDED

Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Country Estates Park						
Priority	PROS			Project Manager	December Lauretano-Haines, PROS Manager		
Department	Parks, Recreation and Open Space			Division	PROS		
Project Location	Country Estates Park - 16 acres at 18900 Griffin Road						
Fiscal Year	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total	Prior Years
Plans and Studies	\$ 1,725	\$ -	\$ -	\$ 3,300	\$ -	\$ 5,025	\$ 47,043
Engineering, Architecture & Permitting	\$ 28,000	\$ 23,000	\$ 26,500	\$ 28,000	\$ 19,800	\$ 125,300	\$ 428,268
Land Acquisition/ Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,172,855
Construction	\$ 105,000	\$ 135,000	\$ 158,000	\$ 183,000	\$ 240,200	\$ 821,200	\$ 657,046
Equipment/ Furnishings	\$ 15,275	\$ 17,000	\$ 21,250	\$ 15,275	\$ 10,425	\$ 79,225	\$ 106,723
Other (Wetlands)	\$ -	\$ -	\$ 34,250	\$ -	\$ -	\$ 34,250	\$ 25,000
TOTAL COST:	\$ 150,000	\$ 175,000	\$ 240,000	\$ 229,575	\$ 270,425	\$ 1,065,000	\$ 3,436,935
Revenue Source	NF	NF	NF	NF	NF	NF	G=\$2,348,685 CIP-FB & GF-Tfr =\$1,056,524 GF-FB=\$31,726
G: Grant Funding GF Tfr: General Fd Transfer from Operating Revenues CIP-FB: Capital Projects Fd Fund Balance NF: Not Funded □							
Description (Justification and Explanation)							
<p>Country Estates park remains a high priority for development at priority #3 in Fiscal Year 2024. Though currently usable for certain types of public recreation, the focus for development remains on improving developed amenities to provide a higher level of service. Some improvement of the play fields was completed during FY 2022/2023. Commitments for development of the site include a pond and fishing pier. Significant portions of this development include a playground, restroom, picnic shelter, multi-use trail, improved wetlands, parking, landscaping, open space play fields, and environmental education were completed between 2014 and 2017. Future development of pond and fishing pier have been estimated using a phased funding approach. Outside of grant commitments, the community has also identified equestrian amenities as development priorities for this site.</p> <p>Development of the Country Estates site fulfills objectives and policies of the Town's Comprehensive Plan and promotes primary goals of the Town's Charter. The Town's parks system is designed to meet Comprehensive plan standards, including: developing increased water storage and runoff filtering; providing community parks for residents; promoting and preserving environmental and public recreational areas; providing public access to water bodies and open space areas; constructing and linking multi-use greenway recreational trails throughout the Town.</p> <p>Acquisition was supported by two matching grant sources: Florida Communities Trust and Broward County Land Preservation Bond Open Space (BCLPB-OS) grants. The Town's continuing obligation is to develop the recreational amenities identified in the Grant Management Plan.</p> <p>Development of the site has been supported by multiple grants from Broward County and the State of Florida Grant. Development costs were based on original management plan value engineering by professional consultants and updated in accordance with reductions in commitments and changes in market conditions as projects were procured. Further development of this site is not currently supported by grants.</p>							
Annual Impact on Operating Budget							
Personnel			Operating budget costs include mowing/landscape maintenance (\$15,600), routine facilities maintenance (\$8,832), mitigation/wetlands maintenance (\$7,140), playground maintenance (\$5,400), well/water system maintenance (\$3,120), Electricity (\$600), Health Dept. annual registration (\$790), sign maintenance (\$434), and funding for replacement over the useful life of amenities (\$106,723 / 20 years = \$5,336). Future operating costs will include maintenance of other improvements not currently funded for development (fishing pond, pier, equestrian arena)				
Operating	\$ 41,916						
Replacement Cost	Year: 2044	\$ 5,336					
Revenue/Other							
Total	\$ 47,252						

NOT FUNDED

Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Rolling Oaks Passive Open Space Park Parking Area Lighting						
Priority	PROS			Project Manager	December Lauretano-Haines, PROS Manager		
Department	Parks, Recreation and Open Space			Division	PROS		
Project Location	Rolling Oaks Park - 40 acres at 17630 SW 56 Street						
Fiscal Year	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total	Prior Years
Engineering, Architecture & Permitting	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -
Land Acquisition/ Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -
Equipment/ Furnishings	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -
Other (Wetlands)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ -
Revenue Source	NF	NF	NF	NF	NF	NF	NF
NF : Not Funded							
Description (Justification and Explanation)							
<p>This request for a level of service increase at Rolling Oaks Passive Open Space Park will provide lighting for the parking area(s). Rolling Oaks Park is used for multiple Town and Town-related outdoor events each year. At present, there is no exterior lighting. Due to its remote location, the facility does not receive significant ambient light from the surrounding community. With multiple events that take place during evening hours, residents have requested the Town provide lights in the parking areas for safety reasons.</p> <p>Preserving the Town’s dark skies while providing sufficient light for safe passage to parking areas is proposed to be accomplished by the installation of two 25 foot poles fitted with LED lights in the east stabilized parking area. These are proposed to be wired electrically directly to the barn and operated by switch(es), so that lights remain completely off during non-event times.</p> <p>An alternative to lights on poles is flood lights. Pricing for this alternative is also being researched, but is considered to be less desirable due to the fact that the lights will shine outward into the neighboring homes. Cost estimates were established on rates provided by general contractors.</p>							
Annual Impact on Operating Budget							
Personnel			Operating budget costs include electric services, bulb and other maintenance costs (\$575). Funding for replacement over the useful life of amenities (\$30,000 / 15 years = \$2,000).				
Operating	\$ 812						
Replacement Cost	Year: 2044	\$ 2,000					
Revenue/Other							
Total	\$ 2,812						

NOT FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Town Wide Parks Master Plan						
Priority	PROS			Project Manager	December Lauretano-Haines, PROS Manager		
Department	Parks, Recreation and Open Space			Division	PROS		
Project Location	All Parks						
Fiscal Year	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total	Prior Years
Plans and Studies	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition/ Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Wetlands)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue Source	NF	NF	NF	NF	NF	NF	NF
NF : Not Funded							
Description (Justification and Explanation)							
<p>This Capital Project funding request arises in response to a resident's appeal that the Town invest in consultants to create a new Parks Master Plan. During the five years following the Town's incorporation, Staff focused significant efforts on acquiring sufficient open space to meet adopted Comprehensive Plan standards. An aggressive acquisition-grant program was successfully implemented, furnishing nearly 36 million dollars in State and County funds, and the Town's 150-acre park system was established.</p> <p>The Town's existing parks master plan reflects a thorough and thoughtful strategy created and adopted in Fiscal Year 2004/2005. The Town procured the services of a team of professional consultants working closely with Staff on design for the parks. Goals were set using resident input offered at visioning sessions, meetings, and charrettes and these were prioritized by the Town Council. Management Plans for each park were prepared concurrently, providing guidance for development and management of the parks system. Every stage of the program was planned to promote and implement stated goals of the Southwest Ranches' Charter and Comprehensive Plan; effectively preserving prime developable land for eco-restoration, passive open space recreation, cultural and environmental education purposes.</p> <p>Through the years Staff has carried out the master plan to the extent possible and faithfully follows its goals in planning for development and budgeting. Implementation of the proposed parks improvements is closely tied to available funding, however. Because Council's priorities over the years have been focused on more urgent matters (maintaining low millage, contracts for solid waste, law enforcement, public safety and maintenance of roadway infrastructure), attempts to complete development of parks have yet to be achieved. Staff's efforts to obtain development funding have successfully managed to phase in minor improvements at each location. Some of the acreage is currently usable for certain types of public recreation, but none of the the park development has yet been completed in accordance with commitments set forth within the 10-year grant agreements (through FY 2014/2015).</p> <p>There is value in maintaining an up to date parks master plan. The Town's existing parks master plan is reviewed annually during department budgeting and planning, and all of its elements have been more formally reviewed by staff, advisory boards, and direct resident input via surveys during the strategic planning process and in the process of updating the Town's Comprehensive Plan. Thus, while a more formal and direct update of the existing parks master plan could be worth future consideration, it may be wiser to do so after development obligations of the existing plan have been achieved and residents existing goals have been satisfied.</p> <p>At present, there is no reason to expect less difficulty for the Council in prioritizing funding for park development if a new master plan were purchased. There are existing time-certain demands imposed by current development plans. Any funds applied to procure additional professional consulting would be in direct competition with the development that needs funding.</p>							
Annual Impact on Operating Budget							
Personnel							
Operating	\$						
Replacement Cost	Year: 2044	\$					
Revenue/Other							
Total	\$						

NOT FUNDED

Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Calusa Corners Park						
Priority	PROS			Project Manager	December Lauretano-Haines, PROS Manager		
Department	Parks, Recreation and Open Spaces			Division	PROS		
Project Location	11-Acre Calusa Corners Park at 4701 Hawkes Bluff Avenue						
Fiscal Year	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total	Prior Years
Plans and Studies	\$ 22,000	\$ -	\$ -	\$ -	\$ -	\$ 22,000	\$ 26,214
Engineering, Architecture & Permitting	\$ 10,000	\$ 49,750	\$ -	\$ -	\$ -	\$ 59,750	\$ 539,399
Land Acquisition/ Site preparation	\$ 72,000	\$ -	\$ -	\$ -	\$ -	\$ 72,000	\$ 6,939,341
Construction	\$ 161,000	\$ 418,475	\$ 189,000	\$ 211,000	\$ 211,000	\$ 1,190,475	\$ 55,029
Equipment/ Furnishings	\$ 31,000	\$ 35,000	\$ 6,500	\$ -	\$ -	\$ 72,500	\$ 50,087
TOTAL COST:	\$ 296,000	\$ 503,225	\$ 195,500	\$ 211,000	\$ 211,000	\$ 1,416,725	\$ 7,610,070
Revenue Source	NF	NF	NF	NF	NF	NF	G=\$7,044,457 CIP-FB=\$565,613
G: Grant Funding CIP-FB: Capital Projects Fd Fund Balance NF: Not Funded □							
Description (Justification and Explanation)							
<p>Commitments for development at the Calusa Corners site retain only those amenities currently necessary to satisfy grant requirements, including open space play fields, fishing pier, historic and environmental education, wetlands, and interconnection between two distinct water storage areas. Improvements completed to date include development of playground, picnic facilities, multi-use trail, parking, and landscaping, which were funded by three (3) grants from the Florida Recreation Development Assistance Program. Development of this park's drainage interconnect and associated wetland area was completed in 2019 and recorded in the Towns Transportation fund through funding and cooperation from the South Florida Water Management District and South Broward Drainage District with matching funds from the Town. Grant funded development of the Calusa Corners Park in 2022 included the addition of native and beneficial exotic species and some environmental education.</p> <p>Acquisition of Calusa Corners as an addition to the Southwest Meadows Sanctuary park was achieved through two matching grant sources: Florida Communities Trust and Broward County Land Preservation Open Space grants. The Town's obligation is to continue to develop the recreational amenities identified in the Grant Management Plan. Development costs in the management plan were prepared by professional consultants and have been updated in accordance with reductions in commitments. Changes in market conditions may be anticipated to result in some increased costs.</p> <p>Development of the site fulfills objectives, policies and goals of the Town's Comprehensive Land Use Plan and Town Charter. The Town's parks system is designed to include: increased water storage and stormwater runoff filtering; providing community parks; promoting and preserving environmental and recreational areas; providing access to water bodies and open space; constructing and linking multi-use trails throughout the Town.</p>							
Annual Impact on Operating Budget							
Personnel	\$ -						
Operating							
Replacement Cost	Year: 2044						
Revenue/Other	\$ -						
Total	\$ -						

Non-Departmental Allocation Center

Services, Functions, and Activities:

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

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

There are no personnel associated with this allocation center.

Non-Departmental Expenditures

Line Item Prefix: 001-3900-:		FY 2021 Actual	FY 2022 Actual	FY 2023 Current Budget	FY 2023 Projected	FY 2024 Proposed
Suffix	Object description					
519-25100	Unemployment Compensation	-	143	-	-	-
TOTAL	PERSONNEL EXPENSES	-	143	-	-	-
519-34100	Other Contractual Services	12,995	24,438	17,800	25,725	17,400
519-41100	Telecommunications	14,901	23,045	16,200	16,200	14,500
525-41100	Telecommunications - Emergency	7,015	2,940	-	-	-
519-42100	Postage-Townwide	10,103	10,837	11,000	8,500	11,000
519-43100	Electricity	18,789	21,582	24,000	20,000	21,500
519-43110	Water & Sewer	8,795	13,406	13,000	13,000	13,150
519-44020	Building Rental/Leasing	3,641	4,440	5,000	5,000	5,252
519-44030	Equipment Leasing	12,507	12,674	12,000	12,500	10,800
519-45100	Property and Liability Insurance	117,404	142,494	132,830	162,311	220,838
519-46010	Maintenance Service/Repair Contracts	14,442	22,835	21,500	22,700	22,700
519-46020	Building Maintenance	27,496	16,041	13,000	10,500	11,200
525-46020	Building Maintenance - Emerg	10,965	1,036	-	-	-
519-46030	Equipment Maintenance	35,842	33,145	35,540	37,500	34,500
519-46110	Miscellaneous Maintenance	2,420	5,080	7,000	8,100	11,200
519-46120	Vehicle Maintenance	5,321	1,038	4,000	4,000	4,000
519-46500	Software Maintenance	45,676	36,607	51,089	56,000	84,100
519-49100	Other Current Charges	180	914	1,000	500	1,000
519-51100	Office Supplies	21,950	29,553	22,500	22,500	22,500
525-51100	Office Supplies - Emerg	5,941	301	-	-	-
519-52160	Gasoline	1,234	2,385	5,000	4,000	5,000
TOTAL	OPERATING EXPENSES	377,616	404,792	392,459	429,036	510,640
519-64100	Machinery and Equipment	64,780	11,436	66,784	66,784	118,500
525-64100	Machinery and Equipment - Emerg	8,474	-	-	-	-
TOTAL	CAPITAL OUTLAY	73,254	11,436	66,784	66,784	118,500
519-99100	Contingency	-	-	197,516	7,725	325,000
519-99100	Contingency - TW Vehicle Replace	-	-	-	-	22,500
581-91101	Transfers to Transportation Fund	752,310	1,021,019	881,046	826,950	1,090,162
581-91201	Transfers to Debt Service Fund	1,275,169	975,256	388,480	388,480	825,989
581-91301	Transfers to Capital Projects Fund	22,107	-	128,427	138,447	-
TOTAL	NON-OPERATING EXPENSES	2,049,586	1,996,275	1,595,469	1,361,602	2,263,651
TOTAL	Department Total	2,500,456	2,412,646	2,054,712	1,857,422	2,892,791

Major Variance from Current Budget FY 2023 to Projected FY 2023

Code	Amount	Explanation
34100	\$7,925	Higher due to non anticipated Wetland Determination expense
45100	\$29,481	Higher due to property and liability rate increases

Major Variance or Highlights of the Departmental Budget - FY 2023 Projected to FY 2024 Proposed

Code	Amount	Explanation
34100	(\$8,325)	Wetland Determination expense incurred in FY23 & NONE in FY24
45100	\$58,000	Town was notified of a FY24 rate increase in Property Liab insurance
46500	\$28,100	Increase due to projected Accounting Software mainteance in FY24
64100	\$51,716	Higher due to PM for Message Board, Sound Amp Upgrade in FY24

FUNDED

Town of Southwest Ranches, Florida

FY 2024 Program Modification

Town Hall LED Monument Signs

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non Departmental	Public Works	General	1	\$30,000

Background

The Town wishes to increase our outreach efforts for Town events, services, and meetings beyond current capabilities.

Justification & Description

Town Hall fronts Griffin Road but is set back too far from the roadway to effectively reach the thousands of motorists that pass Town Hall every day with important news and alerts. To do so currently requires that any messaging be done using the portable message boards which require them to be placed in the median of Griffin Road. This request is to place a concrete monument sign with two programmable LED signs. The proposed monument sign would be designed to have two LED signs – one facing eastbound traffic and the other facing westbound traffic. The LED Signs will have the ability to use hundreds of different colors, images, and logos so that we can customize messages for the best possible impact and attract the attention of passing motorists, bicyclists, and pedestrians in a safe and efficient way. Because the signs can be programmed remotely, staff will be able to change messaging frequently, or add additional messaging as needed.

Funding Source

Funded via millage (Truth-In-Millage – TRIM).

Alternative / Adverse Impact if not funded

While somewhat effective in conveying messaging to passing motorists, the current portable message boards cannot be programmed from a desktop, only at the console attached to the message board. This requires an employee to spend considerable time changing the messaging in the elements, and potentially exposing them to vehicular traffic. Further, the current message boards can only display limited text, characters, and only offer one choice in text color. If not funded, the Town will continue to use this less than efficient method of placing portable message boards in the median of Griffin Road.

FUNDED

Town of Southwest Ranches, Florida		
FY 2024 Program Modification		
Town Hall LED Monument Signs		

Required Resources		
Line Item	Title or Description of Request	Cost
001-3900-519-64100	Town Hall LED Monument Signs (2)	\$15,000
001-3900-519-64100	Construction Costs	\$15,000

FUNDED

Town of Southwest Ranches, Florida

FY 2024 Program Modification

Technology Replacements - Laptops

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

Background

This request is for the replacement of several office laptops to replace equipment that is nearing the end of their useful life. Laptops were purchased in FY 2020 and FY 2021. New laptops will be purchased along with their necessary accessories (docking stations, carrying cases, etc.). Those computers that are still serviceable and supported will be kept as backups, while obsolete models will be surplus.

Justification & Description

Purchase of these computers will also maintain compliance with the Town's agreement with the City of Tamarac. The Town will purchase 30 laptops over two fiscal years. This request is to purchase 15 laptops in FY 2024 with the remainder to be purchased in FY 2025.

The Town has most recently purchased Lenovo ThinkPad X1 Yoga laptops and they have served the Town well. They are available on state contracts that can be piggybacked and afford better pricing than advertised retail prices. Staff consultation with the City of Tamarac is ongoing and a final recommendation for Town Council consideration will be forthcoming in accordance with the Town's Procurement Policy.

Item	Quantity	Cost	Total
Laptops	15		\$25,000
Accessories (docking station, cases)	15		\$5,000
TOTAL			\$30,000

Funding Source

This will be funded via millage (Truth-In-Millage TRIM). This item will be continued annually.

FUNDED

Town of Southwest Ranches, Florida

FY 2024 Program Modification

Technology Replacements - Laptops

Alternative / Adverse Impact if not funded

If not funded, computer replacements would occur as they break down and would create a haphazard framework of computer resources with different operating system versions, and different levels of manufacturer support. This would create a challenging support environment for our Information Technology Services provider (City of Tamarac) and would be in violation of our agreement with them. Breakdowns would also affect the productivity of staff as increased hardware failures could lead to prolonged work stoppages.

FY 2023 - 2024	\$30,000
FY 2024 - 2025	\$30,000
Total	\$60,000

Required Resources

Line Item	Title or Description of Request	Cost
001-3900-519-64100	Laptop Replacements	\$30,000

FUNDED

Town of Southwest Ranches, Florida

FY 2024 Program Modification

Technology Replacements – Large Format Scanner & Plotter

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Town Clerk	General	1	\$25,000
Background				
<p>The Slash Pine Conference Room houses printers acquired in 2014 via a lease to own agreement with Canon Solutions USA. The two current machines have specific uses. One can print and scan in black and white, while the other can only print, but has the ability to print in color.</p>				

Justification & Description
<p>This request is for the replacement of the two large format printers currently located in the Slash Pine Conference Room. The request proposes to replace these two printers with one multi-function machine that can scan and print in color and black and white.</p>

Funding Source
<p>This will be funded via millage (Truth-In-Millage TRIM).</p>

Alternative / Adverse Impact if not funded
<p>If not funded, these 10 year old machines may break down and would create a need for outsourced printing services that are significantly more expensive.</p>

Required Resources		
Line Item	Title or Description of Request	Cost
001-3900-519-64100	Large Format Scanner/Plotter Replacement	\$25,000

FUNDED

Town of Southwest Ranches, Florida

FY 2024 Program Modification

Technology Replacements – Council Chambers Audio System Upgrade

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Town Clerk	General	1	\$20,000
Background				
Town Council and Special Magistrate meetings are often interrupted by radio frequency interference that may be the result of cell phone usage or other radio frequency disturbance.				

Justification & Description
This request is to replace the audio system in the Town Council Chambers to improve meeting audio quality. The request consists of 11 new shielded microphones for the dais and replacement of the PA system that has been in place since the facilities prior use as a church. Replacement of the current microphones to ones that are designed to shield such interference as well as replacement of the current mixers and amplifiers used by the current PA system should eliminate the problem and create a better quality public meeting experience.

Funding Source
This will be funded via millage (Truth-In-Millage TRIM). This item will be continued annually.

Alternative / Adverse Impact if not funded
If not funded, these 10-year-old machines may break down and would create a need for outsourced printing services that are significantly more expensive.

FUNDED

Town of Southwest Ranches, Florida

FY 2024 Program Modification

Technology Replacements – Council Chambers Audio System Upgrade

Required Resources		
Line Item	Title or Description of Request	Cost
001-1800-512-64100	Council Chambers PA System Replacement	\$15,000
001-1800-512-64100	Radio Frequency Shielded Mics	\$ 5,000

FUNDED

Town of Southwest Ranches, Florida

FY 2024 Program Modification

Townwide Vehicle Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Executive	General	2	\$22,500

Background

New vehicles were purchased in 2018 and 2021 which replaced town vehicles that reached end-of-life cycle. Vehicles were surplus in 2020 and 2021.

Vehicle 1801 has over 20K miles and vehicle 2101 has almost 9K miles. The Program Modification for the Vehicle Replacement Program has been funded since FY 2020 at a level of \$17,500, and one new vehicle will be purchased in FY 2023 completing the Town's request of three fleet vehicles.

Justification & Description

This request is to fund a five (year) year vehicle replacement program for three vehicles at Town Hall with replacement of 1 vehicle occurring every 9 years. Funding is proposed for \$22,500 per fiscal year, totaling \$112,500 during FY's 2024-2028. The annual funding should provide enough funding every three years to purchase a vehicle with allowances for cost increases and the additional options needed to properly outfit the vehicles (eg. markings, light bars, brush guards, etc.).

Funding Source

Proposed funding is via millage (Truth-In-Millage – TRIM).

Alternative / Adverse Impact if not funded

The Town currently has two fleet vehicles for use by all Town all departments. Currently, these vehicles are used by staff to respond to Townwide business including but not limited to: meetings, inspections, events and park activities. They are also used to travel outside of the Town to attend business meetings and trainings. As such, a third vehicle will be added to the fleet in FY 2023.

Additionally, these vehicles are required to be utilized for damage control and rapid impact assessments in the event of a serious storm, emergency, or natural disaster. Due to inclement weather and hazardous conditions, utility trucks or suburban utility vehicles (SUV) will be required to provide appropriate services. The impact of not funding this request would greatly limit Town Staff to conduct these vital functions.

FUNDED

Town of Southwest Ranches, Florida

FY 2024 Program Modification

Townwide Vehicle Replacement Program

	<u>AMOUNT</u>	<u>STATUS</u>
FY 2019-2020	\$17,500	FUNDED
FY 2020-2021	\$17,500	FUNDED
FY 2021-2022	\$17,500	FUNDED
FY 2022-2023	\$17,500	FUNDED
FY 2023-2024	\$22,500	PROPOSED
<u>TOTAL</u>	<u>\$92,500</u>	

Required Resources		
Line Item	Title or Description of Request	Cost
001-3900-519-99100	Contingency – TW Vehicle Replacement	\$22,500

FUNDED

Town of Southwest Ranches, Florida

FY 2024 Program Modification

Office Furniture Replacement

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	N/A	General		\$6,000

Background

The current office furniture at Town Hall has been acquired at different stages since the inception of the Town. Some furniture was donated, and others procured.

Justification & Description

A current inventory and inspection of Town furniture, in the following categories shows what office furniture is needed:

Item	Quantity	Cost Each	Total
Staff/Guest/Conference Room Chair	19	\$200.00	\$3,800.00
Executive Chair	4	\$300.00	\$1,200.00
Staff New Desk System	4	\$1,000.00	\$4,000.00
Executive Desk System	2	\$3,000.00	\$6,000.00
File Cabinets/ Misc.	3	\$1,000.00	\$3,000.00
TOTAL			\$18,000.00

Funding Source

This will be funded via millage (Truth-In-Millage TRIM). This item will be continued annually.

Alternative / Adverse Impact if not funded

Failure to fund the replacement of Town Hall office furniture will result in further deterioration of furniture disallowing the town staff to conduct business with vendors, customers and residents. To assist with burden of the expense the Furniture will be expended over a three-year period as follows:

FY 2022 - 2023	\$6,000
FY 2023 - 2024	\$6,000
FY 2024 - 2025	\$6,000
Total	\$18,000

FUNDED

Town of Southwest Ranches, Florida		
FY 2024 Program Modification		
Office Furniture Replacement		

Required Resources		
Line Item	Title or Description of Request	Cost
001-3900-519-64100	Office Furniture	\$6,000

American Rescue Plan Act (ARPA)

Services, Functions, and Activities:

The American Rescue Plan Act (ARPA) was established in 2021 to provide relief funds to state, local, and tribal Governments which have been negatively impacted by the Coronavirus pandemic. There are rule provisions to how Governments can use these funds to build back a bigger and stronger economy. From the funds allocated to the TSWR from ARPA, Town Council has directed town staff to begin projects that are within the guidelines of APRA that commenced in FY 2022 with projects scheduled in both FY 2023 as well as FY 2024. Thus, beginning in FY2023 a new department (ARPA) has been formed which outlines these projects commencing.

There are no personnel associated with this allocation center.

American Recovery plan Act (ARPA) Expenditures

Line Item Prefix: 001-3920-:		FY 2021 Actual	FY 2022 Actual	FY 2023 Current Budget	FY 2023 Projected	FY 2024 Proposed
Suffix	Object description					
519-31010	Professional Services	-	583	3,800	3,800	-
519-41100	Telecommunications	-	61,946	-	-	-
TOTAL	OPERATING EXPENSES	-	62,529	3,800	3,800	-
522-61100	Land	-	-	1,730,500	1,300,000	430,500
519-62140	Buildings/Town Hall	-	-	-	-	50,000
519-63100	Infrastructure - General	-	4,462	49,500	49,500	-
572-63140	Infrastructure - Southwest Meadows	-	-	1,300,000	241,707	1,058,293
541-63260	Infrastructure - Drainage	-	-	571,050	56,270	514,780
512-64100	Machinery and Equipment	-	-	3,000	3,000	-
TOTAL	CAPITAL OUTLAY	-	4,462	3,654,050	1,650,477	2,053,573
TOTAL	Department Total	-	66,991	3,657,850	1,654,277	2,053,573

Major Variance from Current Budget FY 2023 to Projected FY 2023

Code	Amount	Explanation
61100	(\$430,500)	Lower due to EOC initial project not complete FY 2023
63140	(\$1,058,293)	Lower due to SW Meadows proj not complete in FY 2023
63260	(\$514,780)	Lower due to Dykes Rd drainage not complete in FY 23

Major Variance or Highlights of the Departmental Budget - FY 2023 Projected to FY 2024 Proposed

Code	Amount	Explanation
61100	(\$869,500)	Lower due to greater cost on EOC project incurred in FY 2023
62140	\$50,000	Higher due to Town Hall multi purpose Storage Building in FY 2024
63100	(\$49,500)	Lower due Fiber Network Infrastr for Town Hall complete in FY 2023
63140	\$816,586	Higher due to greater cost on SW Meadows proj expected in FY 2024
63260	\$458,510	Higher due to greater cost on Drainage proj expected in FY 2024

FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Public Safety Facility\Emergency Operations Center (EOC)						
Priority	Public Safety			Project Manager	Rod Ley, Public Works Director, P.E.		
Department	Public Works : Engineering			Division	Engineering		
Project Location	Griffin Road and SW 163 Avenue						
Fiscal Year	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ 430,500	\$ -	\$ -	\$ -		\$ 430,500	\$ 550,000
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 750,000
Construction	\$ -	\$ -	\$ -	\$ -	\$ 7,500,000	\$ 7,500,000	\$ -
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 430,500	\$ -	\$ -	\$ -	\$ 7,600,000	\$ 8,030,500	\$ 1,300,000
Revenue Source	ARPA	NF	NF	NF	NF	NF	ARPA
ARPA : American Recovery Plan Act NF : Not Funded							
Description (Justification and Explanation)							
<p>The Town of Southwest Ranches has plans to construct a Public Safety Facility to house both the Town's contracted police and fire services and to operate as an Emergency Operations Center (EOC). The Town desires to purchase land and obtain design plans with American Rescue Plan Act funding (ARPA).</p> <p>This Public Safety Facility will improve emergency management capabilities of preparedness, response, recovery and mitigation by enhancing the Town's response, coordination, and recover from emergency events. Currently, the police and fire services operate from modular trailers to provide these emergency services. This method of operation is not sufficient to meet the needs of the Town's residents. Additionally, the Town has no facilities to provide emergency police, fire, and EMS services that are rated to withstand the impact and effects of a major hurricane. The construction of an EOC within the planned Public Safety Facility will provide additional response to residents and regional disasters.</p>							
Annual Impact on Operating Budget							
Personnel			Annual Impact to operating budget to be determined (TBD)				
Operating							
Replacement Cost							
Revenue/Other							
Total							

FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Dykes Road Piping						
Priority	Transportation			Project Manager	Rod Ley, Public Works Director, P.E.		
Department	Public Works : Engineering			Division	Engineering		
Project Location	Dykes Road						
Fiscal Year	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 514,780	\$ -	\$ -	\$ -	\$ -	\$ 514,780	\$ 56,270
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 514,780	\$ -	\$ -	\$ -	\$ -	\$ 514,780	\$ 56,270
Revenue Source	ARPA	NF	NF	NF	NF	ARPA	ARPA
ARPA : American Recovery Plan Act NF : Not Funded							
Description (Justification and Explanation)							
<p>This project consists of constructing a piped drainage collection system and drainage inlets along Dykes Road to improve the conveyance performance of the existing swales. This project will ensure that Dykes Road is less prone to flooding. Due to the regional significance of this project, the Town Council has identified American Recovery Plan Act (ARPA) funding to be used for this project.</p> <p>The proposed improvements include the extension of twin 48" RCP culvert pipes that will connect the existing Calusa Corners drainage system with the proposed Southwest Meadows Sanctuary drainage system via underground trenching across Dykes Road. Design was completed in FY 23.</p>							
Annual Impact on Operating Budget							
Personnel	\$ -		Estimated annual maintenance cost to comply with NPDES requirements.				
Operating	\$ 5,000						
Replacement Cost							
Revenue/Other							
Total	\$ 5,000						

FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Town Hall Multi-Purpose Storage Building						
Priority	Public Works			Project Manager	Rod Ley, Public Works Director, P.E.		
Department	Public Works : Engineering			Division	Engineering		
Project Location	Town Hall						
Fiscal Year	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -
Land Acquisition / Site preparation	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -
Construction	\$ 38,000	\$ -	\$ -	\$ -	\$ -	\$ 38,000	\$ -
Equipment / Furnishings	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -
Other (Wetlands)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -
Revenue Source	ARPA	NF	NF	NF	NF	ARPA	NF
<small>ARPA : American Recovery Plan Act NF : Not Funded</small>							
Description (Justification and Explanation)							
<p>This request is to remove the current storage modular shed behind Town Hall and replace it with a CBS building. The current shed is subpar and will continue to degrade over time. The proposed CBS building will be built to hurricane standards as required by the current edition of the Florida Building Code. The building will use the same footprint of the current structure which is approximately 36' by 12' . The building will have a 12 foot wide garage door and one secure door as the two main ingress and egress points. The building will also be equipped with a small bathroom, air conditioning, and a utility sink using the current well and septic system on site. The height of the building will not exceed that of the current Town Hall building but will be tall enough to accomodate the storage of message board trailers.</p> <p>The primary use of the building will be to house equipment and supplies used by Public Works, PROS, and Administration necessary for their efficient operation.</p> <p>Total Funding is intended to be utilized from ARPA funds available for this purpose.</p>							
Annual Impact on Operating Budget							
Personnel							
Operating							
Replacement Cost	Year:						
Revenue/Other							
Total	\$ -						

FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Southwest Meadows Sanctuary Park - ARPA Roadway, Parking and Restroom Facilities						
Priority	PROS			Project Manager	December Lauretano-Haines, PROS Manager		
Department	Parks, Recreation and Open Spaces			Division	PROS		
Project Location	22-Acre Southwest Meadows Sanctuary Park at Griffin between Dykes Road and SW 163 Avenue						
Fiscal Year	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 241,707
Land Acquisition/ Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 1,053,293	\$ -	\$ -	\$ -	\$ -	\$ 1,053,293	\$ -
Equipment/ Furnishings	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 1,058,293	\$ -	\$ -	\$ -	\$ -	\$ 1,058,293	\$ 241,707
Revenue Source	ARPA	NF	NF	NF	NF	ARPA	ARPA
ARPA : American Recovery Plan Act NF : Not Funded							
Description (Justification and Explanation)							
<p>Southwest Meadows Sanctuary Park remains at 1st priority for Fiscal Year 2024. Acquisition was supported by matching grant sources from the Florida Communities Trust and Broward County Land Preservation Open Space grants. Development of the site fulfills objectives, policies and goals of the Town's Comprehensive Plan and Charter, as well as the Town's obligation to develop recreational amenities identified in the Grant Management Plan. Recent events on the adjacent Southwest Meadows Preserve and awarded ARPA funding have intersected, enabling development on the site to be prioritized.</p> <p>Funding for FY 2024 will incorporate \$1,058,293 remaining from 1,300,000 ARPA funding with funding carried over from FY 2022, adopted from Capital Project Fund assigned fund balance in the amount of \$45000 reprioritized from the Frontier Trails CIP project in 2021. This amount will be used to help meet the Town's grant-funded obligations by providing a restroom building with storage, electricity, water, septic or sewer, stabilized grass parking and driveway/ drive aisle improvements, connecting access from Griffin Road to Dykes Road. Costs were estimated based on recent comparable projects in other cities prepared by professional consultants. Changes in market conditions may result in increased costs.</p> <p>Commitments for development at the Southwest Meadows Sanctuary site retain only those improvements necessary to satisfy current grant requirements, including: playground, restroom, open space play fields, trailhead facilities, fishing pier, multi-use trail, historical and environmental education amenities, wetlands, parking, landscaping and neighborhood park facilities.</p> <p>The Town's parks system seeks to: increase water storage and storm water runoff filtering; provide community parks; promote and preserve environmental and recreational areas; provide access to water and open space; construct and link recreational facilities with multi-use trails throughout the Town.</p>							
Annual Impact on Operating Budget							
Personnel			If fully funded, projected operating budget costs would include mowing / landscape maintenance (\$30,000), routine facilities maintenance (\$17,664), mitigation/wetlands maintenance (\$1,800), playground maintenance (\$5,400), well/water system maintenance (\$3,120), electricity (\$2,832), historical facilities maintenance(\$3,312), Health Dept. annual registration (\$790), sign maintenance (\$434), and funding for replacement over the useful life of amenities (\$65,352 / 20 years = \$3,267). Professional coordination for educational programs is planned through grants and user fees.				
Operating	\$ 65,352						
Replacement Cost	Year: 2044	\$ 3,267					
Revenue/Other	\$ -						
Total	\$ 68,619						

Capital Projects Fund

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

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

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

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

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

Capital Projects Fund Summary

Fiscal Year 2024

FY 2023 Estimated

Estimated Capital Projects Revenues	341,719
Estimated Expenditures & Encumbrances	<u>(331,548)</u>
Estimated FY 2023 Year End Difference	<u><u>10,171</u></u>

FY 2024 Projected Assigned/Committed/Restricted Fund Balance

Audited Assigned/Committed/Restricted Fd Bal 9/30/2022	186,964
Estimated FY 2023 Year End Difference	10,171
Appropriated Fund Balance FY 2023	<u>(58,101)</u>
Projected Assigned/Committed/Restricted Fd Bal 9/30/2023	<u>139,035</u>
Appropriated Fund Balance FY 2023	<u>(45,000)</u>
Projected Assigned/Committed/Restricted Fd Bal 9/30/2024	<u><u>94,035</u></u>

FY 2024 Budget Summary

Proposed Revenues

Grant Reimbursements	-
Transfer from General Fund	-
Appropriated Fund Balance	<u>45,000</u>
Total Revenues	<u>45,000</u>

Proposed Expenditures

Capital Outlay	<u>45,000</u>
Total Expenditures	<u>45,000</u>

Capital Projects Fund Revenues

Line Item Prefix: 301-0000-:		FY 2021 Actual	FY 2022 Actual	FY 2023 Current Budget	FY 2023 Projected	FY 2024 Proposed
Suffix	Object description					
331-33170	Federal Grant-Culture/Recreation	-	13,000	180,000	180,000	-
361-36110	Interest Earnings	705	398	-	10,171	-
366-36610	Contributions-Private Sources & Donations	30,000	-	-	-	-
381-38101	Transfer from General Fund	22,107	-	128,427	138,447	-
399-39900	Appropriated Fund Balance	-	-	58,101	13,101	45,000
TOTAL	Miscellaneous Revenues	52,812	13,398	366,528	341,719	45,000
TOTAL		52,812	13,398	366,528	341,719	45,000

Capital Projects Fund Expenditures

Line Item Prefix: 301-5300-:		FY 2021 Actual	FY 2022 Actual	FY 2023 Current Budget	FY 2023 Projected	FY 2024 Proposed
521-64100	Machinery & Equip-Law Enforcement	28,093	-	-	-	
522-62150	Buildings-Fire Control Modulares	22,107	1,500	-	-	-
539-62140	Buildings-Town Hall/Public Safety	14,895	-	238,927	238,927	-
572-63140	Infrastructure-Southwest Meadows	-	8,786	45,000	-	45,000
572-63160	Infrastructure-Calusa Corners	-	27,216	13,101	13,101	-
572-63170	Infrastructure-Sunshine Ranches Equestrian Park	-	-	-	-	-
539-63180	Infrastructure-Rolling Oaks Park	-	-	-	-	-
572-63200	Infrastructure-Country Estates Park	-	-	69,500	79,520	-
572-63220	Infrastructure-Frontier Trails Park	-	-	-	-	-
TOTAL	CAPITAL OUTLAY	65,095	37,502	366,528	331,548	45,000
TOTAL	CAPITAL PROJECTS FUND	65,095	37,502	366,528	331,548	45,000

FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Southwest Meadows Sanctuary Park - Grant requirements						
Priority	PROS			Project Manager	December Lauretano-Haines, PROS Manager		
Department	Parks, Recreation and Open Spaces			Division	PROS		
Project Location	22-Acre Southwest Meadows Sanctuary Park at Griffin between Dykes Road and SW 163 Avenue						
Fiscal Year	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total	Prior Years
Plans and Studies	\$ -	\$ 13,825	\$ 13,825	\$ 13,825	\$ 13,825	\$ 55,298	\$ 8,902
Engineering, Architecture & Permitting	\$ -	\$ 23,569	\$ 23,569	\$ 23,569	\$ 23,569	\$ 94,275	\$ 853,783
Land Acquisition/ Site preparation	\$ -	\$ 53,663	\$ 53,663	\$ 53,663	\$ 53,663	\$ 214,650	\$ 7,941,812
Construction	\$ 45,000	\$ 201,000	\$ 211,375	\$ 211,375	\$ 211,375	\$ 880,126	\$ 49,999
Equipment/ Furnishings	\$ -	\$ 15,975	\$ 15,975	\$ 15,975	\$ 15,975	\$ 63,900	\$ -
TOTAL COST:	\$ 45,000	\$ 308,031	\$ 318,406	\$ 318,406	\$ 318,406	\$ 1,308,249	\$ 8,854,496
Revenue Source	CIP-FB	NF	NF	NF	NF	CIP-FB=\$45,000 NF=\$1,263,249	G=\$7,991,811 CIP-FB=\$862,685
CIP-FB : Capital Projects Fund Fund balance NF : Not Funded G : Grant Funding							
Description (Justification and Explanation)							
<p>Southwest Meadows Sanctuary Park ranks at 1st priority for Fiscal Year 2024. Acquisition was supported by matching grant sources from the Florida Communities Trust and Broward County Land Preservation Open Space grants. Development of the site fulfills objectives, policies and goals of the Town's Comprehensive Plan and Charter, as well as the Town's obligation to develop recreational amenities identified in the Grant Management Plan. Recent events on the adjacent Southwest Meadows Preserve and awarded ARPA funding have intersected, enabling development on the site to be prioritized.</p> <p>This funding request for FY 2024 will incorporate funding carried over from FY 2023, adopted from Capital Project Fund assigned fund balance in the amount of \$45,000, which was reprioritized from the Frontier Trails CIP project in 2021. This amount will be used to provide support funding as needed for a funded 1,300,000 ARPA project to satisfy grant commitments with development of a restroom building with storage, electricity, water, septic or sewer, stabilized grass parking and driveway/ drive aisle improvements, connecting access from Griffin Road to Dykes Road.</p> <p>Commitments for development at the Southwest Meadows Sanctuary site retain only those improvements necessary to satisfy current grant requirements, including: playground, restroom, open space play fields, trailhead facilities, fishing pier, multi-use trail, historical and environmental education amenities, wetlands, parking, landscaping and neighborhood park facilities.</p> <p>The Town's parks system seeks to: increase water storage and storm water runoff filtering; provide community parks; promote and preserve environmental and recreational areas; provide access to water and open space; construct and link recreational facilities with multi-use trails throughout the Town.</p>							
Annual Impact on Operating Budget							
Personnel			If fully funded, projected operating budget costs would include mowing / landscape maintenance (\$30,000), routine facilities maintenance (\$17,664), mitigation/wetlands maintenance (\$1,800), playground maintenance (\$5,400), well/water system maintenance (\$3,120), electricity (\$2,832), historical facilities maintenance(\$3,312), Health Dept. annual registration (\$790), sign maintenance (\$434), and funding for replacement over the useful life of amenities (\$65,352 over 20 years = \$3,267). Professional coordination for educational programs is planned through grants and user fees.				
Operating	\$ 65,352						
Replacement Cost	Year: 2044	\$ 3,267					
Revenue/Other	\$ -						
Total	\$ 68,619						

Debt Service Fund

Services, Functions, and Activities:

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

Debt Service Fund Summary Fiscal Year 2024

FY 2023 Estimated

Estimated Debt Service Revenue	890,525
Estimated Expenditures & Encumbrances	(874,113)
Estimated FY 2023 Year End Difference	<u>16,412</u>

FY 2024 Projected Assigned Fund Balance

Audited Assigned Fund Balance 9/30/2022	572,406
Estimated FY 2023 Year End Difference	16,412
Appropriated Assigned Fund Balance for FY 2023	<u>(456,146)</u>
Projected Assigned Fund Balance 9/30/2023	<u>132,672</u>
Appropriated Assigned Fund Balance for FY 2024	<u>-</u>
Projected Assigned Fund Balance 9/30/2024	<u>132,672</u>

FY 2024 Budget Summary

Proposed Revenues

Transfer from General Fund	825,989
Interest Earnings	17,427
Appropriated Assigned Fund Balance	<u>-</u>
Total Revenues	<u>843,416</u>

Proposed Expenditures

Debt Service	843,416
Non-Operating Expenses	<u>-</u>
Total Expenditures	<u>843,416</u>

Debt Service Fund Revenues

Line Item: 201-0000:		FY 2021 Actual	FY 2022 Actual	FY 2023 Current Budget	FY 2023 Projected	FY 2024 Proposed
361-36110	Interest - Equity in Pooled Cash	556	595	-	16,412	17,427
381-38101	Transfer from General Fund	1,304,655	1,004,741	417,965	417,967	825,989
399-39900	Appropriated Assigned Fund Balance	-	-	456,146	456,146	-
TOTAL	Miscellaneous Revenues	1,305,211	1,005,336	874,111	890,525	843,416
TOTAL	DEBT SERVICE FUND	1,305,211	1,005,336	874,111	890,525	843,416

Debt Service Fund Expenditures

Line Item Prefix: 201-5200-517:		FY 2021 Actual	FY 2022 Actual	FY 2023 Current Budget	FY 2023 Projected	FY 2024 Proposed
Suffix	Object Description					
71100	Principal	607,042	819,645	706,749	706,751	691,959
72100	Interest	299,733	177,924	161,362	161,362	145,457
73100	Other Debt Service Costs	47,420	4,000	6,000	6,000	6,000
TOTAL	DEBT SERVICE	954,195	1,001,569	874,111	874,113	843,416
TOTAL	DEBT SERVICE FUND	954,195	1,001,569	874,111	874,113	843,416

Major Variance from Current Budget FY 2023 to Projected FY 2023

Code	Amount	Explanation

Major Variance or Highlights of the Departmental Budget - FY 2023 Projected to FY 2024 Proposed

Code	Amount	Explanation
71100	(\$14,792)	Lower due to maturity of Rosenbauer Pumper in FY 2023
72100	(\$15,905)	Lower due to maturity of Rosenbauer Pumper in FY 2023

Debt Service Disclosure

Description/Type	Total P & I FY 2021 Actual	Total P & I FY 2022 Actual		Total P & I FY 2023 Projected	Total P & I FY 2024 Proposed	Total P & I FY 2025 & Thereafter
TD Bk Series 2013-Refund/Improvement Rev Bds	241,925	242,118		241,559	240,348	474,815
TD Bk Series 2011-New Town Hall Refinance	286,522	71,652		-	-	-
TD Bk Series 2016-Public Purpose Land Acq.	251,875			-	-	-
TD Bk Series 2021-Public Purp Land Acq.Refinance	-	596,369		597,069	597,069	7,164,823
TD Bk Series 2018 - Emergency LOC-Govt Fds				-	-	-
TD Bk Series 2018-Emergency LOC-Enterprise/SW Fd				-	-	-
Centennial Bk Road Paving/Drainage Loan	96,968	57,944		-	-	-
TD Equip. Fince-Rosenbauer Pumper Note Pay	29,485	29,486		29,485	-	-
Other Debt Service Costs incl Emergency LOC	47,420	4,000		6,000	6,000	-
Total Debt Service	\$ 954,195	\$ 1,001,569		\$ 874,113	\$ 843,416	\$ 7,639,638



Special Revenue Funds

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

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

The Two Special Revenue Funds are:

- 1) Transportation Fund
- 2) Volunteer Fire Fund

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

Transportation Fund

Services, Functions, and Activities:

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

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

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

Fiscal Year 2022/2023 Accomplishments:

- In accordance with Priority Area D "Improved Infrastructure" Goal 2d, Objectives 2 and 3 of the Town's Strategic Plan to improve water resource management the department completed the following drainage improvements:

- Completed construction of Phase II of the Dykes Road Drainage Improvements, which was funded by a \$200,000 Florida Department of Environmental Protection grant and \$43,000 Surtax grant.
 - Completed surveying and design of the Country Estates Drainage and Water Quality Improvement Project.
 - Completed surveying and design of the SW 63rd Street and SW 185th Way Drainage Improvements
 - Completed surveying and design of the Green Meadows Drainage Improvements (south)
 - Completed surveying and design of the SW 54th Place Drainage Improvements from Dykes Road to the Ivanhoe Canal
 - Completed surveying and design of the Dykes Road Piping Project
 - Completed surveying and design of the Southwest Meadows Sanctuary drainage connection and wetlands.
 - Completed Town's first Stormwater Master Plan
- Awarded the following grants to supplement the Transportation Fund:
- \$479,306 for the SW 63rd Street and SW 185th Way Drainage Improvements
 - \$793,166 for Phase III of the Green Meadows Drainage Improvements (south)
 - \$409,422 for the SW 54th Place Drainage Improvements from Dykes Road to the Ivanhoe Canal
- In accordance with Priority Area D "Improved Infrastructure" Goal 3d of the Town's Strategic Plan to improve road conditions management the department completed the following:
- Completed surveying and design of the SW 166th Avenue and its side streets TSDOR segments so we can submit the 3 miles of roadway as a shovel-ready Surtax Rehab and Maintenance project once the County accepts applications.
 - Developed the Stormwater Master Plan with a \$250,000 grant from the Department of Economic Development.
 - Completed TSDOR Study.

- In accordance with Priority Area D “Improved Infrastructure” Goal 2d, Objective 4 of the Town’s Strategic Plan to improve water resource management the department completed the following:
 - Completed Community Rating System (CRS) Program recertification.
 - Prepared and submitted to the Florida Department of Environmental Protection (FDEP) the Town’s NPDES Annual Report.
 - Developed several public interfacing GIS maps that are now available on the Town’s website.
 - Developed annual stormwater facility maintenance program.

Issues:

- Improvement of right-of-way maintenance levels of service and increased areas of maintenance at sustainable costs.
- Availability of funding to complete stormwater systems maintenance.
- Insufficient drainage system data to satisfy the NPDES permit requirement and for tertiary drainage master planning.
- Improvement on infrastructure maintenance level of service at a sustainable cost without outside funding sources.
- Availability of funding for ongoing street maintenance and repairs.
- Availability of funds for the Drainage & Infrastructure Advisory Board project list.
- Lack of storage space to house all active engineering permit files.
- Availability of funds to address aging and damaged guardrail.
- Availability of funds for mapping and documentation preparation for improved CRS rating.
- Capped TSDOR funding is extending program duration significantly.
- Changes in Broward County Surtax project eligibility requirements
- Economic and schedule impacts due to workforce and material shortages.

Fiscal Year 2023/2024 Performance Objectives:

- Evaluate the stormwater design requirements
- Review fill permit process
- Utilize monthly newsletter as an educational tool for drainage issues

- Develop Stormwater Master Plan
- Further develop and expand GIS database.
- Complete construction of all funded capital improvement projects within or under budget.
- Continue to provide liaison assistance to the Drainage and Infrastructure Advisory Board.
- Develop a Five-Year Plan for Drainage and Mobility Advancement Program - (f/k/a Transportation Surtax) Projects.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

Personnel Complement:

	Adopted FY 2023			Proposed FY 2024		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Public Works Director	.5			.5		
Total	.5			.5		

Municipal Transportation Fund Summary Fiscal Year 2024

FY 2023 Estimated

Estimated Transportation Revenue	2,444,930
Estimated Expenditures & Encumbrances	(2,786,299)
Estimated FY 2023 Year End Difference	<u>(341,369)</u>

FY 2024 Projected Restricted/Committed Fund Balance

Audited Restricted/Committed Fund Balance 9/30/2022	1,718,350 *
Estimated FY 2023 Year End Difference	(341,369)
Appropriated Restricted/Committed Fund Balance FY 2023	(590,200)
Projected Restricted/Committed Fund Balance 9/30/2023	<u>786,781 *</u>
Appropriated Restricted/Committed Fund Balance FY 2024	(100,000)
Projected Restricted/Committed Fund Balance 9/30/2024	<u><u>686,781 *</u></u>

FY 2024 Budget Summary

Proposed Revenues

Intergovernmental Revenues	1,768,274
Interest Earnings	77,016
Transfer From General Fund	1,090,162
Appropriated Restricted/Committed Fund Balance	100,000
Total Revenues	<u><u>3,035,452</u></u>

Proposed Expenditures

Personnel Costs	110,691
Operating Items	513,545
Capital Outlay	2,411,216
Total Expenditures	<u><u>3,035,452</u></u>

NOTE:

* Includes the Transportation Surface and Drainage Ongoing Rehabilitation Program (TSDOR) Construction Contingency/Committed Fund Balance of \$259,341 for FY 2022.

Municipal Transport Revenues

Line Item Prefix: 101-0000:-		FY 2021 Actual	FY 2022 Actual	FY 2023 Current Budget	FY 2023 Projected	FY 2024 Proposed
312-31241	First Local Option Gas Tax (.06)	73,040	79,297	80,777	77,009	79,319
312-31242	2nd Local Option(51.27%of.03)+ Transit(26%of.01)Gas Tax(.05 in total)	51,211	55,582	56,953	54,125	55,749
334-33449	State Grant - Transportation	148,871	387,704	2,352,654	787,231	1,595,216
335-33512	State Revenue Share-Gas Tax (.08)	36,499	37,323	35,407	36,883	37,989
338-33846	Local Shared Revs-Brwd Cty Surtax-Drainage	71,133	52,868	-	-	-
338-33848	Local Shared Revs-Brwd Cty Surtax-TSDOR	-	1,654,302	-	-	-
TOTAL	Intergovernmental Revenues	380,753	2,267,075	2,525,791	955,248	1,768,274
					-	-
361-36110	Interest Earnings	6,406	3,261	5,253	72,532	77,016
369-36990	Other Miscellaneous Revenues	-	52,573	-	-	-
381-38101	Transfer From General Fund	752,310	1,021,019	881,046	826,950	1,090,162
399-39900	Appropriated Restricted/Committed Fd Balance	-	-	590,200	590,200	100,000
TOTAL	Miscellaneous Revenues	758,716	1,076,854	1,476,499	1,489,682	1,267,178
TOTAL		1,139,470	3,343,929	4,002,290	2,444,930	3,035,452

Municipal Transport Expenditures

Line Item Prefix: 101-5100-541:		FY 2021 Actual	FY 2022 Actual	FY 2023 Current Budget	FY 2023 Projected	FY 2024 Proposed
12100	Regular Salaries & Wages	72,926	76,646	83,137	87,831	91,344
21100	Payroll Taxes	5,242	5,762	6,360	6,719	6,988
22100	Retirement Contribution	3,664	5,315	8,236	8,510	9,056
24100	Workers Compensation	1,789	1,720	3,006	3,176	3,303
TOTAL	PERSONNEL EXPENSES	83,621	89,444	100,739	106,236	110,691
31010	Professional Services/Studies/Surveys	26,660	106,430	332,052	332,000	38,000
40100	Mileage Reimbursement	300	929	500	750	750
46010	Maintenance Service/Repair Contracts	82,814	82,881	81,348	81,348	81,348
46015	Stormwater Maintenance	-	-	10,000	10,000	10,000
49100	Other Current Charges	2,324	25	5,000	3,500	5,000
53100	Road Materials-Gen. &/or Emergency	161,276	152,927	175,000	175,000	175,000
53110	Road Materials-Griffin Road Maintenance	155,197	153,047	159,752	159,752	162,947
53200	Traffic Signs/Wayfair	48,592	28,709	40,000	40,000	40,500
TOTAL	OPERATING EXPENSES	477,162	524,948	803,652	802,350	513,545
63100	Infrastructure-General	-	-	-	-	66,000
63140	Infrastructure - Southwest Meadows	-	-	-	-	750,000
63260	Infrastructure-Drainage:Non-Surtax	147,225	610,610	2,861,841	1,666,628	1,300,216
63265	Infrastructure - Drainage:Surtax	71,326	77,509	-	-	-
63280	Infrastructure-Rd Pave/TSDOR:Non-Surtax	726,338	46,258	155,000	124,910	295,000
63285	Infrastructure-Rd Pave/TSDOR:Surtax		1,683,800	38,058	38,058	-
63290	Infrastructure - Municipal Cap Surtax Proj	-	-	43,000	48,117	-
63320	Infrastructure - Guardrails	10,441	505,774	-	-	-
63330	Infrastructure - Entranceway Enhancement	-	1,980	-	-	-
63360	Infrastructure - Striping/Markers	29,459	12,750	-	-	-
64100	Machinery & Equipment	-	15,000	-	-	-
TOTAL	CAPITAL OUTLAY	984,788	2,953,680	3,097,899	1,877,713	2,411,216
TOTAL	TRANSPORTATION FUND	1,545,572	3,568,072	4,002,290	2,786,299	3,035,452

Major Variance from Current Budget FY 2023 to Projected FY 2023

Code	Amount	Explanation
63260	(\$1,195,213)	Lower due to Non-Surtax projects not completed in FY 2023
63280	(\$30,090)	Lower due to project expected to be complete in FY 2024

Major Variance or Highlights of the Departmental Budget - FY 2023 Projected to FY 2024 Proposed

Code	Amount	Explanation
31010	(\$294,000)	Lower due to Stormwater Master Project complete in FY 2023
63100	\$66,000	Higher due to project of 12 Traffic and Speed Signs in FY 2024
63140	\$750,000	Higher due for SW Meadows Water Quality and Drainage project in FY 2024
63260	(\$366,412)	Lower due to less projects anticipated completion in FY 2024
63280	\$170,090	Higher due to additional Non -Surtax TSDOR project in FY 2024
63285	(\$38,058)	Lower due to completion of project in FY 2023
63290	(\$48,117)	Lower due to completion of project in FY 2023

FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Flashing Speed Limit Signs						
Priority	Transportation			Project Manager	Rod Ley, Public Works Director, P.E.		
Department	Public Works : Engineering			Division	Engineering		
Project Location	Various Town streets						
Fiscal Year	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition/ Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 10,320	\$ 10,320	\$ 10,320	\$ -	\$ -	\$ 30,960	\$ -
Equipment/ Furnishings	\$ 55,680	\$ 55,680	\$ 55,680	\$ -	\$ -	\$ 167,040	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 66,000	\$ 66,000	\$ 66,000	\$ -	\$ -	\$ 198,000	\$ -
Revenue Source	GF Tfr	GF Tfr	GF Tfr	NF	NF	GF Tfr	NF
GF Tfr : General fund Transfer from Operating Revenues NF : Not Funded							
Description (Justification and Explanation)							
<p>The Town desires to install flashing speed signs to deter speeding in our rural residential community. The signs not only make the driver aware of their speed they also compile information on peak speeding hours and the number of speeders passing through an area. The Town can use the data from the signs to determine where and when police may need to increase patrols. The data collection includes Average Vehicle Count, Total Vehicle Count, Average Speed, Average Number of Speed Violations, Total Number of Speed Violations, Minimum and Maximum Speed, and 85% Speed. The Town desires to purchase and install twelve (12) signs annually for three (3) years.</p>							
Description				Quantity	Cost	Total	
FY 2024 Purchase and Installation of Flashing Speed Signs				12	\$ 5,500	\$ 66,000	
FY 2025 Purchase and Installation of Flashing Speed Signs				12	\$ 5,500	\$ 66,000	
FY 2026 Purchase and Installation of Flashing Speed Signs				12	\$ 5,500	\$ 66,000	
					TOTAL	\$ 198,000	
Annual Impact on Operating Budget							
Personnel	\$ -						
Operating	\$ -						
Replacement Cost							
Revenue/Other	\$ -						
Total	\$ -						

FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR): Non-Surtax						
Priority	Transportation			Project Manager	Rod Ley, Public Works Director, P.E.		
Department	Public Works : Engineering			Division	Engineering		
Project Location	Various locations within the Town's municipal boundaries.						
Fiscal Year	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total	Prior Years
Planning / Permitting	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000	\$ -
Engineering Design and Surveying	\$ 280,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 840,000	\$ 498,234
Land Mitigation (Legal)	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000	\$ 9,358
Construction including Contingency & Inflation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,298,725
Construction Reserve: Replenishment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Project Cost	\$ 295,000	\$ 155,000	\$ 155,000	\$ 155,000	\$ 155,000	\$ 915,000	\$ 2,806,317
Revenue Source	GF Tfr	GF Tfr	GF Tfr	GF Tfr	GF Tfr	TFB=\$83,790 GF Tfr=620,000	GF Tfr
GF Tfr : General fund Transfer from Operating Revenues TFB Transportation Fund Fund Balance							
Description (Justification and Explanation)							
<p>The Town implemented a Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR) program with the goal of preserving and extending the life of the Town's paved streets. Depending on existing road conditions, construction costs include new pavement surfacing, truing and leveling, full depth reclamation and/or rehabilitation, and drainage swale improvements. Maintenance costs will be addressed within annual operating budgets and are not included in this CIP budget projection. The Town Council has provided direction to pursue Surtax dollars instead of funding construction. Surtax R&M dollars will not fund surveying or design. The Town will routinely incur expenses (e.g. planning, design) to be able to submit</p> <p>the following road segments for Surtax funding consideration: Holatee Trail (Stirling Rd. to E. Palomino Dr.), Hunter Lane, SW 134th Ave, Luray Road as well as Stirling Rd (Dykes Rd. to SW 166 Ave) and SW 166 Ave Side Streets: SW 61 St., SW 62 St., SW 63 Mr, SW 64 St., SW 69 St. All legal expenses associated with road segment right-of-way issues are also included in the FY 2024 budget projection (two-year window) and will also be funded via the committed TSDOR contingency/reserve fund Balance.</p>							
						COST**	
FY 2024 NEW ROAD SEGMENTS (Survey and Design)							
Holatee Trail (Stirling Rd. to E. Palomino Dr.), Hunter Lane, SW 134th Ave, Luray Road						\$140,000	
Stirling Rd (Dykes Rd. to SW 166 Ave) and SW 166 Ave Side Streets: SW 61 St., SW 62 St., SW 63 Mr, SW 64 St., SW 69 St.						\$140,000	
FUTURE							
SW 195th Ter and its side streets (SW 54th Pl, SW 57th Ct, Old Stirling Rd), SW 193rd Lane, SW 192nd Ter and its side streets (SW 51st Mnr, SW 54th Pl, SW 57th Ct)						\$140,000	
Hancock Road, Pedigree Lane, Lake Lane, E. Palomino Drive						\$140,000	
FY 2024 Road Segments Engineering Design and Surveying						\$280,000	
Construction Reserve: Replenishment						\$0	
Planning / Permitting						\$5,000	
FY 2024 Segments TOTAL:						\$280,000	
FY 2025 Land Mitigation (Legal) TOTAL:						\$10,000	
FY 2024 Grand TOTAL:						\$295,000	
** Segment costs assume full public right of way is available							
Annual Impact on Operating Budget							
Personnel	\$ -						
Operating	\$ -						
Replacement Cost							
Revenue/Other	\$ -						
Total	\$ -						

** Segment costs assume full public right of way is available

FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Drainage Improvement Projects: Non-Surtax						
Priority	Transportation			Project Manager	Rod Ley, Public Works Director, P.E. □		
Department:	Public Works: Engineering			Division	Engineering		
Project Location	Various locations in Town limits.						
Fiscal Year	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,200
Engineering/ Architecture	\$ -					\$ -	\$ 273,446
Construction	\$ 1,300,216	\$ 200,000	\$ 290,260	\$ 443,825		\$ 2,234,301	\$ 3,253,849
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 181,190
TOTAL COST	\$ 1,300,216	\$ 200,000	\$ 290,260	\$ 443,825	\$ -	\$ 2,234,301	\$ 3,717,684
Revenue Source	G=\$995,216 GF-Tfr=\$205,000 TFB=\$100,000	GF Tfr	GF Tfr	GF Tfr	GF Tfr	G=\$995,216 GF-Tfr=\$1,039,085 TFB=\$200,000	G=\$2,315,964 GF-Tfr=\$979,723 TFB=\$171,997 GF-FB=\$250,000
G: Grant Funding GF Tfr : General Fund Transfer from Operating Revenues TFB Transportation Fund Fund Balance							
Description (Justification and Explanation)							
<p>The Town desires to provide and maintain a reasonable planning level of roadway drainage service by identifying, prioritizing and implementing an annual street drainage improvement plan. The Town's Drainage & Infrastructure Advisory Board (DIAB) has approved a list of street drainage projects. A drainage project is scheduled for implementation only when rights-of-way or easements are resolved.</p> <p>The Town is budgeting for completion of three projects. a) Country Estates Drainage Project that connects SW 51st Manor to SW 54th Place (interconnect through the Frontier Trails Park) with a \$355,000 grant from FDEP (less the surveying (-\$17,000) and design (-\$45,635) that was completed in FY 22&23) with a \$100,000 match. b) Green Meadows along SW 164th Terrace Drainage Improvements with a grant of \$793,166 (less the surveying (-\$33,900) and the design (-\$56,415) that was completed in FY 23) with \$100,000 match. c.) SW 205th and SW 49th court Drainage for \$105,000. The Town The FY 2024 – 2028 priorities are as follows:</p>							
Projects							Estimated Cost
Country Estates Drainage from SW 51st Manor to SW 54th Place (Carryover \$292,365 Grant (G) + \$100,000 (GF-Tfr) Town carryover							\$392,365
Green Meadows along SW 164th Terrace Drainage Improvements Design & Surveying (Grant of \$702,851 with \$100,000 Town match							\$802,851
SW 205th Avenue and SW 49th Court Drainage							\$105,000
Sub-total FY 2024							\$1,300,216
FY 2025: Holatee Trail and Luray Road Drainage							\$200,000
FY 2026: SW 57th Court and SW 185th Way Drainage							\$290,260
FY 2027: SW 69th Street and SW 185th Way Drainage							\$443,825
Sub-total FY's 2025-2028							\$934,085
Grand Total FY's 2024-2028							\$2,234,301
Annual Impact on Operating Budget							
Personnel	\$		Estimated annual maintenance cost to comply with NPDES requirements.				
Operating	\$5,000						
Replacement Costs	Year: 2041	\$					
Revenue/Other	\$						
Total	\$5,000						

FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Southwest Meadows Sanctuary Water Quality and Drainage Project						
Priority	Public Works			Project Manager	Rod Ley, Public Works Director, P.		
Department	Public Works : Engineering			Division	Engineering		
Project Location	Dykes Road (SW 160th Avenue)						
Fiscal Year	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue Source	G=\$600,000 GF Trf=\$150,000	NF	NF	NF	NF	NF	NF
G : EPA Grant GF Trf : General Fund Transfer from Operating Revenues NF : Not Funded							
Description (Justification and Explanation)							
<p>During storm events, Dykes Road (SW 160th Avenue) becomes flooded and is frequently impassable and the Town has been forced to close roads and reroute traffic. The purpose of this Southwest Meadows Sanctuary Drainage and Water Quality Project is multi-faceted, with one objective set to reduce stormwater staging on both Griffin Road and Dykes Road, and the other to significantly improve water quality by reducing the amount of nutrients that get introduced into our primary and secondary canals.</p> <p>This project includes installing catch basins and piping along Dykes Road to remove stormwater from Griffin Road. Water will be directed west into the 22-acre Southwest Meadows Sanctuary Park through a pipe and into a swale. The water will be treated through a newly created three-acre wetland area. The wetland will serve to reduce nutrient loading and provide flood control while acting as a wildlife habitat. Congress identified this project in the Consolidated Appropriations Act of 2023 (P.L. 117-328) (FY 2023 Appropriations Act).</p>							
Annual Impact on Operating Budget							
Personnel	\$ -		Estimated annual maintenance cost to comply with NPDES requirements.				
Operating	\$ 5,000						
Replacement Cost							
Revenue/Other							
Total	\$ 5,000						

NOT FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Pavement Striping and Markers						
Priority	Transportation			Project Manager	Rod Ley, Public Works Director, P.E.		
Department	Public Works : Engineering			Division	Engineering		
Project Location	Various town streets (non-TSDOR)						
Fiscal Year	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,850
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition/ Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000	\$ 444,637
Equipment/ Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000	\$ 458,487
Revenue Source	NF	NF	NF	NF	NF	NF=\$100,000	GAS=\$18,897 TFB=\$135,000 GF-Tfr=\$254,590 GF-FB=\$50,000
<small>GAS: Local Option Gas Taxes GF Tfr : General Fund Transfer from Operating Revenues TFB Transportation Fd Fund Balance</small>							
Description (Justification and Explanation)							
<p>The Town desires to postpone the Town street pavement markings and signage program, such as centerline and edge of pavement striping and good reflective pavement markers.</p>							
Annual Impact on Operating Budget							
Personnel	\$ -		<p>Estimated annual cost for re-striping and markers replacement in eight years.</p>				
Operating	\$ -						
Replacement Cost	Year: 2032	\$ 30,000					
Revenue/Other	\$ -						
Total	\$ 30,000						

NOT FUNDED

Town of Southwest Ranches Capital Improvement Project															
Project	Guardrails Installation Project														
Priority	Transportation		Project Manager	Rod Ley, Public Works Director, P.E.											
Department	Public Works		Division	Engineering											
Project Location	Various locations in Town limits.														
Fiscal Year	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total	Prior Years								
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								
Design & Permitting	\$ 78,000	\$ 78,000	\$ 40,000	\$ 40,000	\$ -	\$ 236,000	\$ 264,630								
Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								
Construction	\$ 372,000	\$ 322,000	\$ 165,000	\$ 165,000	\$ -	\$ 1,024,000	\$ 860,209								
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								
TOTAL COST:	\$ 450,000	\$ 400,000	\$ 205,000	\$ 205,000	\$ -	\$ 1,260,000	\$ 1,124,839								
Revenue Source	NF	NF	NF	NF	NF	NF	G=\$956,072 GF-FB=\$104,696 GAS/TFB=\$64,071								
GAS: Local Option Gas Taxes GF-FB : General Fund Fund Balance TFB : Transportation Fd Fund Balance NF: Not Funded															
Description (Justification and Explanation)															
<p>The Town desires to provide and maintain a reasonable planning level of safe roadway networks by identifying, prioritizing and installing guardrails. The Town's Drainage & Infrastructure Advisory Board (DIAB) has approved a list of guardrail projects for the period. The list of guardrail installation projects, in order of priority, are below.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Appaloosa Trail from Stirling Road to Old Sheridan Street - 5400 LF (FY 24)</td> <td style="text-align: right;">\$ 450,000</td> </tr> <tr> <td>Hancock Road from Stirling Road to Old Sheridan Street - 5,400 LF (FY 25)</td> <td style="text-align: right;">\$ 400,000</td> </tr> <tr> <td>TBD by Drainage Improvement Advisory Board (FY 26 & FY 27)</td> <td style="text-align: right;"><u>\$ 605,000</u></td> </tr> <tr> <td style="text-align: right;">Total FY 24-27</td> <td style="text-align: right;"><u><u>\$ 1,455,000</u></u></td> </tr> </table>								Appaloosa Trail from Stirling Road to Old Sheridan Street - 5400 LF (FY 24)	\$ 450,000	Hancock Road from Stirling Road to Old Sheridan Street - 5,400 LF (FY 25)	\$ 400,000	TBD by Drainage Improvement Advisory Board (FY 26 & FY 27)	<u>\$ 605,000</u>	Total FY 24-27	<u><u>\$ 1,455,000</u></u>
Appaloosa Trail from Stirling Road to Old Sheridan Street - 5400 LF (FY 24)	\$ 450,000														
Hancock Road from Stirling Road to Old Sheridan Street - 5,400 LF (FY 25)	\$ 400,000														
TBD by Drainage Improvement Advisory Board (FY 26 & FY 27)	<u>\$ 605,000</u>														
Total FY 24-27	<u><u>\$ 1,455,000</u></u>														
Annual Impact on Operating Budget															
Personnel	\$ -		Guardrails require periodic inspections. Replacement is required after a crash or when determined necessary during inspection at an estimated cost \$5,000 for approximately 100 lineal feet; or maintenance of timber offset blocks, reflectors and other parts.												
Operating	\$ 5,000														
Replacement Cost	Year:	\$ -													
Revenue/Other	\$ -														
Total	\$ 5,000														

Public Safety - Volunteer Fire Services Fund

Services, Functions, and Activities:

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

Presently, this fund is comprised of a team of approximately 35 independent, professional volunteer firefighters who primarily provide additional Fire protection support to the entire Town and to lessen the burdens of government by protecting life and property against fire, disaster, natural catastrophe or other calamity in the Town of Southwest Ranches, Florida, and when, if requested, offer mutual aid and assistance to any surrounding municipality or other governmental entity.

Volunteer Fire Fund Summary Fiscal Year 2024

FY 2023 Estimated	
Estimated Volunteer Fire Fund Revenues	291,634
Estimated Expenditures & Encumbrances	(280,824)
Estimated FY 2023 Excess of Revenue over Expenditures	<u>10,810</u>

FY 2024 Projected Restricted Fund Balance	
Audited Restricted Fund Balance 9/30/2022	11,286
Estimated FY 2023 Excess of Revenue over Expenditures	10,810
Appropriated Restricted Fund Balance in FY 2023	-
Projected Restricted Fund Balance 9/30/2023	<u>22,096</u>
Appropriated Restricted Fund Balance in FY 2024	-
Projected Restricted Fund Balance 9/30/2024	<u>22,096</u>

FY 2024 Budget Summary	
Proposed Revenues	
Contributions/Private Sources	10,000
Transfer from General Fund	286,482
Appropriated Restricted Fund Balance	-
Total Revenues	<u>296,482</u>
Proposed Expenditures	
Personnel Costs	267,285
Operating Items	29,197
Total Expenditures	<u>296,482</u>

Volunteer Fire Fund Revenues

Line Item Prefix: 102-0000-:		FY 2021 Actual	FY 2022 Actual	FY 2023 Current Budget	FY 2023 Projected	FY 2024 Proposed
364-36400	Disposition of Assets	-		-	-	-
366-36610	Contributions/Donations-Private Sources	5,377	6,360	10,000	10,000	10,000
361-36117	Interest Earnings	176	73	-	-	-
381-38101	Transfer from General Fund	219,435	196,295	281,634	281,634	286,482
399-39900	Appropriated Fund Balance	-	-	-	-	-
TOTAL	Non-Operating Revenue	224,989	202,728	291,634	291,634	296,482
TOTAL	VOLUNTEER FIRE FUND	224,989	202,728	291,634	291,634	296,482

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

Volunteer Fire Fund Expenditures

Line Item Prefix: 102-3200-522:		FY 2021 Actual	FY 2022 Actual	FY 2023 Current Budget	FY 2023 Projected	FY 2024 Proposed
Suffix Code	Object Description					
13100	Part-Time Salaries & Wages	176,099	176,073	225,825	225,825	225,825
21100	Payroll Taxes	13,472	13,470	17,276	17,276	17,276
24100	Workers Compensation	16,476	18,779	20,194	21,030	24,185
TOTAL	PERSONNEL EXPENSES	206,047	208,322	263,295	264,131	267,285
45100	Property and Liability Insurance	14,543	15,077	18,339	16,693	19,197
48110	Promotional Activities	-	639	10,000	-	10,000
49100	Other Current Charges	9,676	61	-	-	-
TOTAL	OPERATING EXPENSES	24,218	15,777	28,339	16,693	29,197
581-91001	Transfer to General Fund	-	-	-	-	-
TOTAL	NON-OPERATING EXPENSES	-	-	-	-	-
TOTAL	VOLUNTEER FIRE FUND	230,265	224,099	291,634	280,824	296,482

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

Major Variance from Current Budget FY 2023 to Projected FY 2023

Code	Amount	Explanation
48110	(\$10,000)	Lower than anticipated fund raising expense

Major Variance or Highlights of the Departmental Budget - FY 2023 Projected to FY 2024 Proposed

Code	Amount	Explanation
48110	\$10,000	Higher than anticipated fund raising expenses



Enterprise Fund

This section contains general information about the
Town's Enterprise Fund.

The enterprise fund for the Town is:

- 1) Solid Waste Collection

Information about these funds includes: a fund summary, summary revenues,
summary expenditures with expenditure history.



Solid Waste Fund

The Town of Southwest Ranches, Florida contracts its solid waste (garbage) collection, disposal, and recycling services. The Town offers quality services at competitive rates.

Information about this fund includes: a fund summary of finances, a narrative summary of the fund's operations, a summary of revenues, a summary of expenditures with expenditure history, and modifications to the programs, and a copy of any Capital Improvement Projects which are associated with this fund.

Solid Waste Fund

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

The Town's contract with Waste Management Waste began on October 1st 2022. Management employs their own solid, recycling, and bulk waste collection crews who provide services consistent with its published collections schedule. Additional contractor solid waste and recycling collection responsibilities include the environmentally responsible delivery and disposal of waste materials. The approved contract also imposes sanctions, fines and penalty provisions if service delivery falls below Town expectations.

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

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 FY 2023-2024 total proposed solid waste assessment expenses have been estimated at \$3,113,315. This amount reflects a CPI rate adjustment increase of \$165,593 or approximately 6% in accordance with the contract compares to last year's budgeted amount of \$2,947,722 (FY2022-2023).

Further, it is important to note that residential rates are not impacted from emergency disaster recovery efforts. A Series 2023, \$20 million emergency line of credit debt service is available to draw upon in the event of a future disaster, if necessary. Ultimately, Town will facilitate, assist and transition the change to the new contractor in the most ideal manner causing the least amount of impact to customers while processing their waste in the most efficient and environmentally sound manner.

Solid Waste Fund Summary Fiscal Year 2024

FY 2023 Estimated

Estimated Solid Waste Fund Service Revenue	2,790,810
Estimated Expenditures & Encumbrances	(2,958,403)
Estimated FY 2023 Excess of Revenue over Expenditures	<u>(167,593)</u>

FY 2024 Projected Unrestricted Net Position

Audited Unrestricted Net Position 9/30/2022	862,124
Estimated FY 2023 Excess of Revenue over Expenditures	(167,593)
Appropriated Unrestricted Net Position in FY 2023	-
Projected Unrestricted Net Position 9/30/2023	<u>694,531</u>
Appropriated Unrestricted Net Position in FY 2024	-
Projected Unrestricted Net Position 9/30/2024	<u>694,531</u>

FY 2024 Budget Summary

Proposed Revenues

Service Revenues	3,054,548
Interest Earnings	58,767
Appropriated Unrestricted Net Assets	-
Total Revenues	<u>3,113,315</u>

Proposed Expenditures

Operating Items	2,836,646
Non-Operating Costs	276,669
Total Expenditures	<u>3,113,315</u>

Solid Waste Fund Revenues

Line Item Prefix: 401-0000:		FY 2021 Actual	FY 2022 Actual	FY 2023 Current Budget	FY 2023 Projected	FY 2024 Proposed
325-32524	Solid Waste Assessment	810,937	795,443	1,437,260	1,342,906	1,437,776
325-32525	Solid Waste Assessment - Delinquent	785	23,238	-	-	-
325-32526	Bulk Waste Assessment	919,896	905,509	1,506,962	1,392,559	1,616,772
325-32527	Bulk Waste Assessment - Delinquent	1,215	27,099	-	-	-
TOTAL	Service Revenues	1,732,872	1,751,288	2,944,222	2,735,465	3,054,548
369-36990	Other Miscellaneous Revenues	195	-	-	-	-
389-38910	Interest Earnings	3,936	2,614	3,500	55,345	58,767
398-39800	Appropriated Unrestricted Net Assets	-	-	-	-	-
TOTAL	Miscellaneous Revenues	4,131	2,614	3,500	55,345	58,767
TOTAL	SOLID WASTE	1,737,003	1,753,902	2,947,722	2,790,810	3,113,315

Solid Waste Fund Expenditures

		FY 2021 Actual	FY 2022 Actual	FY 2023 Current Budget	FY 2023 Projected	FY 2024 Proposed
Suffix Code	Object Description					
31010	Professional Services	345	2,545	3,500	2,500	3,500
34200	Recycling Expense	107,579	108,988	292,453	288,795	306,122
34202	Solid Waste Collection Expense	415,803	414,984	691,956	689,381	730,744
34203	Solid Waste Disposal Expense	147,960	149,482	268,593	267,593	283,648
34205	Bulk Waste Collection Expense	382,993	381,818	917,019	1,055,916	1,119,271
34206	Bulk Waste Disposal Expense	382,362	386,295	491,076	346,939	367,756
49100	Other Current Charges	-	-	-	24,154	25,605
TOTAL	OPERATING EXPENSES	1,437,041	1,444,112	2,664,597	2,675,278	2,836,646
581-91001	Transfer to General Fund	263,917	243,032	283,125	283,125	276,669
99100	Contingency		-	-	-	
TOTAL	NON-OPERATING EXPENSES	263,917	243,032	283,125	283,125	276,669
TOTAL	SOLID WASTE FUND	1,700,958	1,687,144	2,947,722	2,958,403	3,113,315

Major Variance from Current Budget FY 2023 to Projected FY 2023

Code	Amount	Explanation
49100	\$24,154	Additional trash carts. Full cost recovery per residence payment

Major Variance or Highlights of the Fund Budget - FY 2023 Projected to FY 2024 Proposed

Code	Amount	Explanation
34202	\$41,363	Per contract terms, annual CPI adjustment
34205	\$63,355	Per contract terms, annual CPI adjustment

Town of Southwest Ranches

Proposed FY 2023/2024

Solid Waste Assessment Worksheet

Sources:

Waste Management
Broward County Property Appraiser
Munilytics Consultant Study

Description	Solid Waste & Recycling	Bulk Waste	Total Proposed FY 23/24
% Allocation Direct Expenses Only	47.07%	52.93%	

Direct Expenses:

Solid Waste Collection	\$ 730,744	\$ -	\$ 730,744
Recycling	\$ 306,122	\$ -	\$ 306,122
Bulk Waste Collection	\$ -	\$ 1,119,271	\$ 1,119,271
Solid Waste Disposal	\$ 270,269	\$ -	\$ 270,269
Bulk Waste Disposal	\$ -	\$ 350,409	\$ 350,409
Sub-Total Cost of Service	\$ 1,307,135	\$ 1,469,680	\$ 2,776,815

Other Expenses

Statutory Discount	\$ 148,876
Collections Cost and Other	\$ 29,196
Townwide Personnel\Contractual Costs	\$ 276,669
Total Solid Waste Assessment Expenses	\$ 3,231,556

Based On Consultant Study

Assessment	Lot Sq Ft. Range	Number of Units in Range	Solid Waste Cost Per Unit FY 23/24	Bulk Waste Cost Per Unit FY 23/24	Proposed Rates FY 23/24	Adopted Rates FY 22/23	Difference: Increase (Decrease)
A	- 41,200	401	\$ 554.57	\$ 473.92	\$ 1,028.49	\$ 962.48	\$ 66.01
B	41,201 46,999	465	\$ 554.57	\$ 490.43	\$ 1,045.00	\$ 1,012.72	\$ 32.28
C	47,000 62,999	405	\$ 554.57	\$ 656.93	\$ 1,211.50	\$ 1,125.43	\$ 86.07
D	63,000 95,999	450	\$ 554.57	\$ 675.70	\$ 1,230.27	\$ 1,144.83	\$ 85.44
E	96,000 106,999	440	\$ 554.57	\$ 777.44	\$ 1,332.01	\$ 1,239.07	\$ 92.94
F	107,000 >107,000	391	\$ 554.57	\$ 972.07	\$ 1,526.64	\$ 1,414.97	\$ 111.68

Town of Southwest Ranches, FL

Proposed Cost Allocation Plan for FY 2024 Special Assessments

Townwide Personnel & Contractual Costs *		General Fund Allocation		Solid Waste Assessment Cost Allocation		Fire Assessment Cost Allocation	
Department	Cost	%	Allocation	%	Allocation	%	Allocation
Legislature	\$ 69,487	86%	\$ 59,759	5%	\$ 3,474	9%	\$ 6,254
Attorney	\$ 502,250	90%	\$ 454,081	4%	\$ 20,458	6%	\$ 27,711
Executive	\$ 357,878	77%	\$ 275,124	9%	\$ 32,209	14%	\$ 50,545
Finance	\$ 588,379	71%	\$ 416,866	11%	\$ 64,722	18%	\$ 106,791
Clerk	\$ 379,085	92%	\$ 348,372	4%	\$ 15,325	4%	\$ 15,389
Public Works	\$ 517,636	82%	\$ 424,420	17%	\$ 87,998	1%	\$ 5,218
Code Enforce.	\$ 249,920	74%	\$ 185,819	21%	\$ 52,483	5%	\$ 11,618
PROS	\$ 230,304	100%	\$ 230,304	0%	\$ -	0%	\$ -
Totals	\$ 2,894,939		\$ 2,394,746		\$ 276,669		\$ 223,525

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



Appendices

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

The two components contained here are:

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

FUND DESCRIPTIONS

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

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

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

GOVERNMENTAL FUND TYPES

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

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

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

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

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

FUND 001 - GENERAL FUND

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

FUND 101 – TRANSPORTATION FUND

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

FUND 201 – DEBT SERVICE FUND

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

FUND 301 – CAPITAL PROJECTS FUND

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

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

PROPRIETARY FUND TYPES

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

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

Fund 401- SOLID WASTE COLLECTION FUND

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

FIDUCIARY FUND TYPES

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

GLOSSARY

Account: A financial reporting unit for budgeting, management, or accounting purposes. All budgetary transactions, whether revenue or expenditure are recorded in accounts.

Accounting Standards: The generally accepted accounting principles (GAAP) promulgated by the Government Accounting Standards Board (GASB), which guide the recording and reporting of financial information by state and local governments. The standards establish guidelines as when transactions are recognized, the types and purposes of funds, and the content and organization of the annual financial report.

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

Activity: A department effort contributing to the achievement of a specific set of program objectives; the smallest unit of the program budget.

Activity Measure: Data collected to determine how effective or efficient a program is in achieving its objective.

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

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

Advanced Life Support (ALS): The resuscitation efforts that extend beyond basic Cardiopulmonary Resuscitation.

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

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

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

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

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

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

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

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

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

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

Audit: An examination of records of financial accounts to check for accuracy.

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

Automated External Defibrillator (AED): A portable electronic device that automatically diagnoses the life-threatening cardiac arrhythmias of ventricular fibrillation and pulseless ventricular tachycardia and is able to treat them through defibrillation, the application of electricity which stops the arrhythmia, allowing the heart to reestablish an effective rhythm.

Available (Unassigned) Fund Balance: This refers to funds remaining from prior years, which are available for appropriation and expenditure in the current year.

Balanced Budget: A budget in which current revenues equal current expenditures. The legal requirements for a balanced budget may be set by the state or local government.

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

Benchmark: A point of reference from which measurements may be made. A benchmark is something that serves as a standard by which other performance indicators may be evaluated or compared.

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

Bond Ordinance: A law approving the sale of government bonds that specifies how revenues may be spent.

Bond Proceeds: Revenues generated by the sale of municipal bonds.

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

Broward Metropolitan Planning Organization (MPO): A transportation policy-making board comprised of 19 voting members including representatives from the South Florida Regional Transportation Authority/Tri-Rail (SFRTA), the Broward County School Board, three Broward County Commissioners, and local governments. The MPO is responsible for transportation planning and funding allocation in Broward County. The Broward MPO works with the public, planning organizations, government agencies, elected officials, and community groups to develop transportation plans.

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

Budget Amendment: A revision of the adopted budget that, when approved by the Council, replaces the original provision. Budget amendments occur throughout the fiscal year, as spending priorities shift.

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

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

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

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

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

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

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

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

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

called capital improvements.

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

Cash Flow: The net cash balance at any given point. The treasurer prepares a cash budget that projects the inflow, outflow, and net balance of cash reserves on a daily, weekly, and/or monthly basis.

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

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

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

Communication Services Taxes (CST): Taxes applied to telecommunications, cable, direct-to-home satellite, and related services. CST revenue is collected and distributed by the State of Florida.

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

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

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

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

Conversion: A "status change" from either part-time to full-time or full-time to part-time. There are no changes to the pay grade/step of the position.

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

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

Dedicated Tax: A tax levied in order to support a specific government program or purpose.

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

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

Depreciation: A reduction in the value of an asset over a period due to wear and tear.

Disbursement: Payment for goods or services that have been delivered and invoiced.

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

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

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

Enterprise Funds: Funds used to account for services supported primarily by service charges; for example: solid waste.

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

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

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

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

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

Franchise Fee: Fees assessed on public utility corporations in return for granting a

privilege to operate inside the Town limits. Examples include gas operators and electric companies.

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

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

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

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

General Fund: The major fund in most governmental units, the General Fund accounts for all activities not accounted for in other funds. Most tax-funded functions, such as police and fire rescue(ambulance), are accounted for in the General Fund.

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

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

Governmental Accounting Standards Board (GASB): GASB is the non-governmental body charged with establishing and maintaining generally accepted standards for state and local governments.

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

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

Hazmat Response Team: A group of trained personnel who respond to releases of hazardous materials for the purpose of control or stabilization of the incident.

Homestead Exemption: Florida law provides property tax relief of \$50,000 off the taxable value for properties that qualify. Every person who has legal or equitable title to real property in the State of Florida and who resides on the property on January 1 and in good faith makes it his or her permanent home is eligible for a homestead exemption.

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

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

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

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

Interlocal Agreement: An interlocal agreement is a written contract between local government agencies such as a City, a county, a school board, or a constitutional office. Any time a public service involves the joint operations and budgets of two or more local government agencies, an interlocal agreement must be drawn up and approved by all parties involved.

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

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

Mandate: A requirement from a higher level of government that a lower level of government perform a task in a way, or perform a task to meet a standard, often without compensation from the higher level of government.

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

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

Mission: A clear and concise statement that focuses on the purpose of the program and sets program goals to align practices with values. A mission statement is an actionable plan for a program's future, which includes the objectives, how these objectives will be reached, who is responsible for performance and why the program must meet its goals.

National Pollutant Discharge Elimination System: A permit program, which controls water pollution by regulating point sources that discharge pollutants into waters of the United States.

New Position: A position that is added to a department/division with corresponding compensation either during the fiscal year or included as part of the budget process.

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

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

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

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

Operating Budget: That portion of a budget that deals with recurring expenditures such as salaries, electric bills, postage, printing, office supplies, and gasoline. The operating budget may be a separate document from the capital budget, or a consolidated document may be prepared that has one section devoted to operating expenditures and another to capital expenditures. Taken together, the operating and the capital budgets should equal the total amount of spending for the fiscal period.

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

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

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

P-CARD: A company charge card that allows goods and services to be procured without using the traditional purchasing process.

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

Performance budget: A budget format that includes 1.) performance goals and objectives and 2.) demand, workload, efficiency, and effectiveness (outcome or impact) measures for each governmental program.

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

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

Productivity: The cost per unit of goods or services, holding quality constant.

Productivity increases when the cost per unit goes down, but quality remains constant or increases.

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

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

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

Purchase Order: An agreement to buy goods and services from a specific vendor, with a promise to pay on delivery.

Purpose: A broad statement of the goals, in terms of meeting public service needs, that a department is organized to meet. A purpose or mission is a statement of reason supported by goals which are in turn supported by specific objectives which may/may not be measurable.

Reclassification: The assignment of a new job classification and/or pay grade to an existing position as a result of permanent changes to the position's assigned duties and responsibilities.

Resolution: A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

Resources: Total amounts available for appropriation including estimated revenues, fund transfers, and fund balances.

Restricted Fund Balance: Amounts that have externally enforceable limitations on use. These amounts are constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government).

Revenue: Sources of income.

Revenue Bond: This type of bond is backed only by revenues, which come from a specific enterprise or project, such as gas taxes for a transportation infrastructure project.

Roll-back Rate: The tax rate which when applied to the current year's adjusted taxable value, generates the same ad valorem tax revenue as the prior year.

Senate Bill 115: Passed by Florida legislature restricting local ability to raise rates beyond the restraints of Amendment 1 by requiring that roll-back rates be established on what the taxable valuation would have been had Amendment 1 not passed.

Service Lease: A lease under which the lessor maintains and services the asset. Leasing vehicles for a Department would be an example.

Service Level: Services or products which comprise actual or expected output of a given program. Focus is on result, not measures of workload.

Special Revenue Fund: Funds that account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

Statute: A law enacted by a legislative body.

Taxable Valuation: This is the amount determined by the Property Appraiser after any discounts and/or exemptions have been applied to the assessed valuation. This reduced figure is the one against which governments may levy a tax.

Taxes: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against persons or property for current or permanent benefit, such as special assessments or permitting fees.

Temporary Positions: An employee who fills a temporary or short-term position. Such employees provide contingency staffing for government operations during peak workloads, or to address temporary staffing needs. Temporary employees are paid on a per-hour basis, and do not receive benefits.

TRIM: This acronym stands for Truth in Millage (Section 200.065, Florida Statute). It is often associated with the TRIM notice (or preliminary tax bill) which arrives prior to the final determination of taxation rates.

Trust Funds: A fund established to receive money that the local government holds on behalf of individuals or other governments; the government holding the money has little or no discretion over it. Examples include employee pension funds and taxes collected for other governments.

Trust and Agency Funds: Funds that account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other trust funds.

Unencumbered Balance: The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

Unassigned Fund Balance: The portion of a fund's balance which is not obligated or specifically designated as either non-spendable, restricted, committed, or assigned and is therefore available for any purpose.

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

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

Variable Cost: A cost that increases/decreases with increases/decreases in the amount of service provided such as the electric bill.

Working cash: Excess of readily available assets over current liabilities, or cash on hand equivalents, which may be used to satisfy cash flow needs.

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



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