



TOWN OF  
SOUTHWEST RANCHES,  
FLORIDA



ADOPTED BUDGET  
FISCAL YEAR 2012-2013

OCTOBER 1, 2012 – SEPTEMBER 30, 2013



# TOWN OF SOUTHWEST RANCHES

## ADOPTED BUDGET

### Fiscal Year 2012-2013



#### TOWN COUNCIL:



Mayor  
Jeff Nelson



Vice Mayor  
Doug McKay



Councilmember  
Steve Breitkreuz



Councilmember  
Freddy Fisikelli



Councilmember  
Gary Jablonski





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

### **Administrative Staff**

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Andrew D. Berns  
Town Administrator

Keith Poliakoff  
Town Attorney

Erika Gonzalez-Santamaria, CMC  
Town Clerk

Martin D. Sherwood, CPA CGFO  
Town Financial Administrator

Fiscal Year 2012—2013

## **How The Budget is Organized**

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

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

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

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

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

## **A Reader's Guide**

### **The Budget as a Policy Document**

As a policy document, the Budget indicates: 1) the services the Town will provide during the twelve-month period beginning October 1, 2012 and ending September 30, 2013, 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 Finance Administrator's adopted Budget Message (immediately following this page) summarizes the challenges and opportunities for the coming year.

### **The Budget as an Operations Guide**

As an operations guide, the Budget indicates how revenues are generated and services are delivered to the community. The departmental budget sections provide a multi-year history of expenditures, explains the variances in expenditures from the prior year (FY 11/12) budget to projected prior year expenditures, explains the variances in expenditures from the projected prior year (FY 11/12) to Adopted current year (FY 12/13), and identifies funded personnel positions.

### **The Budget as a Financial Plan**

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

### **The Budget as a Communications Device**

As a communications device, the budget seeks to provide useful information to many audiences. These include: 1) residents and prospective new residents, 2) business owners and prospective investors, 3) the Town Council 4) the Town Administrator, Town Financial Administrator and operating departments, 5) granting agencies, 6) lenders, and 7) oversight agencies. The document's organization is designed to allow for easy and quick access 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 Financial Services Department (FFSD) 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 Adopted Budget.

It includes:

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

**FY 2012-2013**



## Town of Southwest Ranches

13400 Griffin Road  
Southwest Ranches, FL 33330-2628

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

*Town Council*  
Jeff Nelson, *Mayor*  
Doug McKay, *Vice Mayor*  
Steve Breittkreuz, *Council Member*  
Freddy Fisikelli, *Council Member*  
Gary Jablonski, *Council Member*

Andy Berns, *Town Administrator*  
Keith M. Poliakoff, *Town Attorney*  
Erika Gonzalez-Santamaria, CMC, *Town Clerk*  
Martin D. Sherwood, CPA CGFO, *Town Financial Administrator*

October 1, 2012

### **Adopted Budget Transmittal Letter**

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

The Town of Southwest Ranches budget process began in May 2012 and underwent revisions resulting from external projection changes (insurance, State of Florida revenues, and contractual and cost estimate changes) and from discussions / budget workshops with the Town Council.

The proposed budget was transmitted to Town Council in the beginning of July as required by Town Charter. A workshop and two required public hearings were held allowing for additional public input.

The Town of Southwest Ranches' FY 2013 Adopted Budget results from this cooperative and participatory process. This letter supplements information provided in the proposed budget transmittal letter dated July 12, 2012 located immediately following this letter on pages 2-7 and highlights the modifications resulting from the process between proposal and adoption. The balance of this book reflects the programs, projects, staffing and service levels adopted for the Town of Southwest Ranches by the Town Council for the FY 2013 budget year.

It is our pleasure to submit this document to you and to work with you in the coming fiscal year to responsibly execute this spending plan.

### **Adopted Millage and Rate Summary**

The millage rate to balance the proposed budget was the Town's prior year and historic rate of 3.9404 mills. That rate would have resulted in a tax increase equivalent of 1.38% based on aggregate Townwide assessed valuations.

While this increase was nominal on a percentage basis, the Town Council determined that no increase was appropriate in the current economic climate. Consequently, the adopted millage rate is set at the roll-back rate of 3.9042 mills. The value for particular



properties is influenced by numerous factors (improvements, exemptions, property category, etc.). Application of this rate in the aggregate, Town-wide, means that the Town will not levy (charge) any more in property taxes in the coming fiscal year than in the prior fiscal year despite a modest increase in property valuations.

In addition to no increase in property taxes, the Town Council has adopted a FY 2013 budget which represents an across the board 30% decrease to solid waste (garbage) assessment rates and primarily no increase (with one exception) to fire assessment rates. Fire rates for all property categories will remain unchanged or nominally reduced except for vacant (undeveloped)/agricultural property. The impact for the fire rate adjustment on vacant (undeveloped)/agricultural property will be \$1.73 per acre.

Identification of efficiencies and cost-reduction opportunities allow for the FY 2013 across-the-board rate stabilizations. The cost reductions have been found in all areas of Town governance, most notably in solid waste collections. The combined adopted all funds budget operating expenditures for the Town of Southwest Ranches are seventeen percent (17%) less than FY 2012 (the prior fiscal year).

#### **Capital Improvement Projects *Not Funded* in FY 2013**

Much of the reduction in total expenditures is attributable to Capital Improvement Projects. The transmittal letter for the proposed FY 2013 budget identified a number of capital improvement projects which were not funded in the proposed budget. Funding those projects would have resulted in additional expenditures of \$6,863,594 over the next five years. The FY 2013 portion would have equaled .9083 mills. These projects were not funded in the FY 2013 adopted budget.

#### **Capital Improvement Projects *Funded* in FY 2013 and Beyond**

The FY 2013 proposed budget transmittal letter highlighted eight capital improvement projects which will be initiated in the coming year. Funding for seven of those will be needed in future years (FY 2014 or beyond). Of the seven requiring future year funding, funding was identified for three in the proposed budget. The FY 2013 adopted budget recognizes that funding identification for the balance of four projects in outlying years is an outstanding concern.

Strategies exist for funding the outlying years. Use of all General Fund reserves leaving no operating or emergency capital is an alternative (funding three of the four projects) but would create cash/liquidity issues. Cancelling one or more project is not being recommended at present. Delaying one or more projects may not be prudent. Increasing the millage rate (approximately .8000 mills) would fund the projects, but significantly increase property tax payments. Finally, issuing new debt increases recurring debt payments which will need to be addressed.

### **Program Modifications**

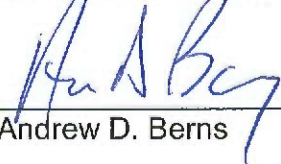
Even while looking forward to discussing financing options for quality of life infrastructure improvements, some quality of life improvements were modified and funded. The following table represents modifications which occurred between the proposed spending plan and the adopted FY 2013 budget. The net effect to the General Fund is a reduction in revenues and expenditures of \$84,783.

<b>General Fund Revenues</b>		
	<b><i>Increase</i></b>	<b><i>Decrease</i></b>
Ad Valorem Change		\$37,783
Appropriation of Unassigned Fund Balance		\$30,000
Communication Services Taxes		\$12,000
Electric Franchise Fees and Utility Taxes		\$20,000
In-House Engineering	\$15,000	
	<b>\$15,000</b>	<b>\$99,783</b>
Net Reduction in Revenues	<b>(\$84,783)</b>	
<b>General Fund Expenditures</b>		
	<b><i>Increase</i></b>	<b><i>Decrease</i></b>
Rancher Newsletter-retainage of 12 issues	\$18,000	
Emergency Notification Sys implementation	\$5,500	
Griffin Road Maintenance/Landscaping	\$13,500	
Townwide Maintenance/Landscaping	\$14,000	
Town Hall A/C Replacement	\$5,000	
In-House Engineering expenses	\$5,000	
PROS Dept. Personnel adjustment	\$5,000	
Clerk Department - P/T Staff	\$19,000	
Finance Department - P/T Staff	\$17,000	
Public Safety-Police		\$266,182
Public Safety-Fire	\$33,750	
Contributions/Grants in Aid		\$1,970
Non-Departmental -VOIP System		\$25,000
Contingency/Reserve	\$72,619	
	<b>\$208,369</b>	<b>\$293,152</b>
Net Reduction in Expenditures	<b>(\$84,783)</b>	

### Summary Comments

This summary adopted transmittal letter (particularly when read in combination with the proposed FY 2013 budget transmittal letter and the balance of this document) is testament to a successful process. It increases transparency and reinforces the importance of both Town Council policy direction and public participation while affirming the commitment of staff to be responsive and responsible stewards. We look forward to working with the Town Council on implementing this spending plan while continuing to seek ways to increase revenues, decrease expenditures, identify financing alternatives and take advantage of unique opportunities to minimize the overall tax burden on the citizens and business owners of the Town of Southwest Ranches.

Town Administrator:

  
\_\_\_\_\_  
Andrew D. Berns

Town Financial Administrator:

  
\_\_\_\_\_  
Martin D. Sherwood, CPA CGFO





## Town of Southwest Ranches

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Southwest Ranches, FL 33330-2628

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Erika Gonzalez-Santamaria, CMC, *Town Clerk*  
Martin D. Sherwood, CPA CGFO, *Town Financial Administrator*

July 12, 2012

### **Proposed Budget Transmittal Letter**

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

It is our pleasure to provide you with administration's Fiscal Year 2012/2013 Proposed Budget. It has been our collective pleasure to begin our services to the Town of Southwest Ranches within the past several months as your Town Administrator and Town Financial Administrator. During that time we have come to know and appreciate the goals and objectives of the Town Council and the Town's residents.

The proposed budget before you was prepared with the goal of keeping costs to residents down wherever possible while meeting Town Council policy direction. It is conservative in approach with revenues estimated on the low end of a probable range and expenditures estimated on the high end of a probable range. Where exact calculations were possible, they were utilized.

### **Proposed Millage and Rate Summary**

The aggregate increase to the Town's assessed valuations has increased by 1.38% placing the Town within the top third growth communities in all of Broward County. As a result of a number of factors, the maximum millage which could be set by a majority of Town Council votes is 4.5962 mills. This rate would result in an additional \$684,475 in property taxes which could be utilized to offset some capital improvement expenses.

With the goal of reducing the burden to taxpayers, the proposed budget is balanced at the Town of Southwest Ranches' historic rate of 3.9404 mills. A chart of the range of millages and their resulting revenues and budgetary impacts is presented later in this document. In short, there is no proposed change to the property tax millage rate to balance this budget.

Maintaining the rate means that an average household will experience an increase of 1.38% or less in the Town's portion of their property tax bill. The effect of applying the historic rate to each individual property may vary depending upon the exemptions they

have in place, whether they have made improvements to their property and a variety of other factors.

At least a portion of the nominal (1.38%) increase will be offset by a reduction in solid waste assessment costs. Following the direction of the Town Council service provision for solid waste (garbage) collection, the contractual provider has been changed. The result is a substantial savings of approximately 30% per residential customer for solid waste and recycling collections.

In general, no other rate changes are proposed while some service level increases, discussed later, will be improved. The following table represents in summary form the degree to which the proposed budget limits resident burdens. The table shows that the Town of Southwest Ranches will generally be requesting less of our residents in the coming fiscal year. The balance of this letter addresses proposals for “doing more” with “less”.

<b>Cost Name</b>	<b>FY 2013 Proposed Budget Change</b>
Ad valorem (Property Tax) Rate	No change
Solid Waste Assessment Rate(s)	A 30% decrease overall
Fire Assessment Rate(s)	A decrease or no change except for a 3.5% increase for Vacant/Ag designation

### **Budget Document Changes**

Coupled with a reduced demand on residents in the Fiscal Year 2012 – 2013 Proposed Budget, is a commitment to do more. Accompanying the goal of the Town Administrator and Financial Administrator to be more transparent with our financial position was an objective to make a more informative and comprehensive public budget document. This document represents those efforts. The reader will notice substantial difference when comparing this document to the line-item budgets of prior years.

This budget is a summary document. It does not show every penny of every line item (although that information is available). It presents information in summary form to better enable a focus on policy concerns. Rather than directing attention to whether we can save a dollar on a particular purchase, it encourages the Town Council and public to focus on broader issues such as whether they wish to pay for infrastructure improvements.

This new summary style document is about information and accountability. What each department is responsible for is detailed in the departmental descriptions. Prior year departmental spending over the past several years is represented through historical data. Future years financing requirements are addressed in the 5-Year Capital Improvement Plan (5-Year CIP). Proposed changes / modifications to existing ways serving residents are disclosed in “program modification” pages. The availability of

Fund Balance (reserve) dollars is disclosed. The objectives of each department in the promotion of Town Council policies for the coming fiscal year are disclosed. Anticipated future needs and desires of our professional departmental leaders are also represented. Admittedly, this new format takes some adjustment to read (and even more to produce!). Given time, however, it will come to be appreciated, expected and anticipated. On a final note about the document, references to fiscal years (such as FY 2013) are a short-hand for the year ending September 30, 2013. Fiscal Year 2013 may also be represented as FY 2013, FY 12/13, or FY 13. Wherever standardization is possible, it has been utilized.

### **Capital Improvements Planning**

The Proposed FY 2013 Budget includes a new section which serves as an important planning tool. The new section is the “Five-Year Capital Improvement Plan.” This plan may also be referred to as the 5-Year CIP and should not be confused with Capital Projects Fund. The latter only includes capital projects of a governmental nature funded within a fiscal year.

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

Fifteen Capital Improvement Projects were submitted during inter-departmental budget discussions. Eight of the projects have been included in the 5-Year CIP. The 7 projects not included are not being recommended in the Proposed FY 2013 Budget either because funding is not needed until future years or, more commonly, sufficient financial resources cannot be identified.

### **Capital Improvement Projects Not Funded in FY 2013**

Six of the capital improvements not included are provided in the following table. The project name, a brief explanation of the project, requested FY 2013 funding, and total requested project funding are provided. Detail pages on each of these projects can be found elsewhere in this document.

<b>Capital Improvement Projects Not Funded in FY 2013</b>			
<b>Project Name</b>	<b>Brief Description</b>	<b>FY 2013 Request</b>	<b>Total 5 Year Request</b>
Calusa Corners	Park Amenities Enhancement	\$31,000	\$949,225
Southwest Meadows Sanctuary	Park Amenities Enhancement	\$211,095	\$2,284,719
Frontier Trails Conservation	Park Amenities Enhancement	\$390,930	\$1,954,650
	<b>Sub-totals</b>	<b>\$633,025</b>	<b>\$5,188,594</b>
Stirling St. (SW 60th) Widening	Widens SW 60th from 1 lane to 2	\$50,000	\$50,000
Streets Paving Program	Paving Improvement Program	\$205,000	\$1,025,000
	<b>Sub-totals</b>	<b>\$255,000</b>	<b>\$1,075,000</b>
Fire Pumper / Tanker Purchase	Purchases & Equip's Replacement	\$60,000	\$600,000
	<b>Sub-totals</b>	<b>\$60,000</b>	<b>\$600,000</b>
	<b>Total Requests Un-funded in Proposed FY 2013 Budget</b>	<b>\$948,025</b>	<b>\$6,863,594</b>

As the table above shows, funding of these projects as requested would result in an additional expenditure of approximately \$6,863,594 over the next five years. The \$948,025 expenditure to fund these requests in FY 2013 represents a net millage increase of .9083 mills.

The seventh capital improvement project which was submitted, but not included in FY 2013 Proposed Budget requests funding in years beyond the 5-Year CIP. That request comes from Planning, Zoning & Engineering and requests the construction of a Public Safety Facility which can serve as an Emergency Operations Center. The cost is estimated at \$5,400,000.

### **Capital Improvement Projects Funded in FY 2013 and Beyond**

Eight capital improvement projects are fully funded for their FY 2013 needs. The *Telephone/Communication (VOIP) System Replacement* project will be completed during FY 2013. It will replace the current telephone system with a voice-over-internet protocol (VOIP) system which should reduce future costs, increase functionality, and prove more reliable. This project is funded with a one-time use of unassigned General

Fund fund balance (reserves) of \$30,000. This project requires no funding in “out-years” (years beyond FY 2013).

The seven remaining projects do require funding in out-years. Funding to complete three of those seven has been identified. The *Fire Wells Replacement and Installation project* can be supported by Fire Assessment collections with little impact to that fund or operations. The *Drainage Improvement Projects* can be funded by maintenance of a modest \$100,000 annual transfer from the General Fund. Finally, the out-years of the *Pavement Striping and Markers* project can be fully funded through restricted gas-tax collections. Additional information on all of these projects is available throughout this document.

### **Financing Alternatives for Capital Improvement Project Out-years**

A glance at the 5-Year CIP reveals four projects with a funding code of “NF” in future years. This code represents “Not Funded” which means that funding to complete the project element in the corresponding fiscal year needs to be identified. The four projects currently carrying that designation in their out-years (FY 2014 - FY 2017) are:

1. *Fishing Hole Park and Country Estates*: \$554,472 in FY 2014 has not been identified.
2. *Rolling Oaks Passive Open Space and Barn*: \$138,750 (total) in FY 2014 and FY 2015 has not been identified.
3. *Guardrails Installation Project*: \$540,000 (total) for out-years has not been identified.
4. *SW 210<sup>th</sup> Terrace Road Improvements*: \$1,654,000 of additional funding needs to be identified to complete this project.

Strategies exist for funding the out-years. Use of all General Fund reserves leaving no operating or emergency capital is an alternative (funding the first three of the four projects) but will create cash/liquidity issues. Cancelling one or more project is not being recommended at present. Delaying one or more projects may not be prudent. Increasing the millage rate (approximately .8000mills) would fund the projects, but significantly increase property tax payments. Issuing new debt increases recurring debt payments equivalent to approximately 0.1894 mills.

Each alternative has its advantages and disadvantages and none are being recommended with the FY 2013 Proposed Budget document. Use of the 5-Year CIP process has helped, however, to bring these financial planning concerns to the forefront.

### **Program Modifications**

Even while looking forward to discussing financing options for quality of life infrastructure improvements, some quality of life improvements are recommended and funded. In the current budget development cycle eight program modifications were

proposed. Whether funded in the FY 2013 Proposed Budget or not, each program modification request is presented in this document with an explanation of the project and its anticipated costs.

Of the eight proposed program modifications, five were funded. The following table represents all requested program modifications with their associated costs. To assist in evaluating programs, the associated costs have a corresponding net millage equivalent. The table shows that the funded \$20,740 in modifications represents a 0.0199 mill equivalent which is absorbed into the FY 2013 Proposed Budget without needing a millage rate increase.

### **Requested Program Modifications**

<b>Funded</b>	<b>Cost</b>	<b>Millage Equivalent</b>
Classification and Compensation Study	\$7,500	0.0072
Reduction in Town Newsletters	(\$18,000)	-0.0172
Website Resign and Maintenance	\$18,240	0.0175
Town Hall A/C Replacement	\$5,000	0.0048
Community Forestry Prog. Enhance	\$8,000	0.0077
<b>Sub-total</b>	<b>\$20,740</b>	<b>0.0199</b>
<b>Not Funded</b>	<b>Cost</b>	<b>Millage Equivalent</b>
Townwide Parks Maintenance Increase	\$13,914	0.0133
Fishing Hole Park Maint. Increase	\$18,276	0.0175
Griffin Road Increase Maintenance	\$13,275	0.0127
<b>Sub-total</b>	<b>\$45,465</b>	<b>0.0436</b>
<hr/>		
<b>Grand Total</b>	<b>\$66,205</b>	<b>0.0635</b>

### **Summary Comments**

We look forward to continued discussions with the Town Council over the next several months to further refine this budget. We will have multiple opportunities for further discussion over the next few months via a budget workshop (August 21<sup>st</sup>) before this process culminates with two formal public hearings and plan adoption in September. In the meantime, if either of us may be of service in your understanding of the new layout, clarifying any information, or otherwise addressing any of your FY 2012/2013 Proposed Budget concerns, please feel free to contact us directly.

Town Administrator:

  
Andrew D. Berns

Town Financial Administrator:

  
Martin D. Sherwood, CPA CGFO



TOWN OF SOUTHWEST RANCHES, FL Council Approved Budget Calendar for FY 2012-2013	
Tuesday, May 15, 2012	Town Financial Administrator meets with Town Administrator for General Direction
Wednesday, May 16, 2012 to ongoing	Distribution of Capital Project Worksheets to Department Heads/Staff
Friday, June 01, 2012	Budget Kick-Off with Department Heads
Friday, June 01, 2012	Estimated Tax roll information available from Property Appraiser
Monday, June 4 to Friday, June 29th, 2012	Town Administrator and Town Financial Administrator to meet individually with Town Council members to obtain policy direction
Thursday, June 14, 2012	Memo to Town Council- Proposed Budget Calendar for FY 2012-2013 presented at regular Council meeting
Friday, June 08, 2012	Departmental Capital Improvement (> \$24,999) and Program Modification Requests Due
Friday, June 15, 2012	Department Descriptions and Revenue Estimates Due from Department Heads
Wednesday, June 20, 2012	Departmental operating and capital outlay (\$1,000 but < \$25,000) requests and justification due
Thursday, June 21, 2012	Departmental Meetings (9 - 10:30 am; 10:45 - 12:15PM; 12:45 AM - 2PM)
Friday, June 22, 2012	Departmental Meetings (9 - 10:30 am; 10:45 - 12:15PM; 12:45 AM - 2PM)
Monday, June 25, 2012	Town Financial Administrator meets with Town Administrator and Town Attorney (preliminary condition assessment/recommendations/modifications) - post council direction
Tuesday, June 26, 2012 to ongoing	Draft Proposed FY 2012 Departmental Sectional worksheets Distributed
Sunday, July 01, 2012	Certified Taxable Values Received from Property Appraiser
Monday, July 09, 2012	Comments / Corrections Due on Draft - Administrators/Attorney/Departments
Friday, July 13, 2012	Final Proposed Budget finished, printing begins & distribution commences
Thursday, July 26, 2012	Preliminary Millage Rate and Initial Fire Protection and Solid Waste (SW) special assessment Adoption at Regular Council Meeting (all via resolutions)
August	Notice for First Public Hearing through TRIM notice sent by Property Appraisers' office
Tuesday, August 21, 2012	Budget Workshop on Proposed Budget (7 PM)- Mayor and Town Council (Community Invited)
Wednesday, August 1st and Tuesday, September 11th, 2012	First and Second Budget Hearings for Broward County School Board
Monday, September 10th and Thursday, September 27nd, 2012	First and Second Budget Hearings for Broward County Government
Wednesday, September 12, 2012	First Public Hearing for Tentative Millage and Budget Adoption introduced for FY 2012-2013 (via ordinances). Final Fire Protection and SW special assessment Adoption (via resolutions) @ 7:00 PM
Thursday, September 13, 2012	September Regular Council Meeting
Saturday, September 15, 2012	Deadline to send the adopted Final Fire Protection and SW special assessment to the Property Appraiser Office and the Broward County Revenue Collection Department
Sunday, September 23, 2012	Deadline for Sun Sentinel Advertisement submission
Wednesday, September 26, 2012	First Date: advertisement can run for second public hearing
Thursday, September 27, 2012	Last Date: advertisement can run for second public hearing
Thursday, September 27, 2012	September Regular Council Meeting
Monday, October 01, 2012	Second Public Hearing for Final Millage and Budget Adoption (via ordinances) @ 7:00 PM

**Fiscal Year 2013 Millage Maximums and Related Information  
(Based on Certified Assessment Information)**

<b>Millage Name</b>	<b>Votes Required</b>	<b>Maximum Millage</b>	<b>Total Resulting Net Revenues</b>	<b>Net Revenue Change (from proposed funding level)</b>	<b>FY 2013 levy increase on \$250,000 taxable value</b>
<b>Adopted Current Year (Roll- Back) Rate</b>	<b>3</b>	3.9042	\$4,074,912	(\$37,784)	\$0
<b>Town of Southwest Ranches Historic Rate (Used for FY 2012 and for FY 2013 Proposed Budget)</b>	<b>3</b>	3.9404	\$4,112,695	\$0	\$9
<b>Adjusted Current Year Roll- Back Rate</b>	<b>3</b>	4.3995	\$4,591,870	\$479,174	\$115
<b>Maximum Majority Vote</b>	<b>3</b>	4.5962	\$4,797,171	\$684,475	\$173
<b>Maximum Super Majority Rate</b>	<b>4</b>	5.0558	\$5,276,867	\$1,164,171	\$288
<b>Unanimous</b>	<b>5</b>	10.0000	\$10,437,254	\$6,324,558	\$1,524



## Funded FY 2012/2013 Capital Improvement Project Requests

Department	Project Name	Total FY 2013 Project Amount*
Public Safety - Fire Admin	Fire Wells Replacement and Installation	\$ 25,000
Non-Departmental	Telephone\Communications (VOIP) System Replacement	\$ 5,000
<b>General Fund Total</b>	<b>Total</b>	<b>\$ 30,000</b>
Parks and Open Space	Fishing Hole Park at Country Estates*	\$ 398,943
Parks and Open Space	Rolling Oaks Passive Open Space and Barn*	\$ 110,768
<b>Capital Projects Fund Total</b>	<b>Total</b>	<b>\$ 509,711</b>
Transportation	Drainage Improvement Projects	\$ 100,000
Transportation	Guardrails Installation Project	\$ 30,000
Transportation	Pavement Striping & Markers	\$ 50,000
Transportation	SW 210th Terrace Road Improvement	\$ 15,000
<b>Transportation Fund Total</b>	<b>Total</b>	<b>\$ 195,000</b>
<b>All Funds</b>	<b>Grand Total</b>	<b>\$734,711</b>

\*Note: Not all of the project costs for the Parks, Recreation and Open Space (PROS) projects are an expense to the Town of Southwest Ranches. Narrative explanation is provided on each Capital Improvement Project Page

## Unfunded FY 2012-2013 Capital Improvement Project Requests

Department	Project Name	Total FY 2013 Project Amount*
Public Safety - Vol. Fire	Volunteer Fire Pumper/Tanker Vehicle and Equipment	\$ 60,000
<b>Volunteer Fire Services</b>	<b>Total</b>	<b>\$ 60,000</b>
Parks and Open Space	Calusa Corners	\$ 31,000
Parks and Open Space	Southwest Meadows Sanctuary	\$ 211,095
Parks and Open Space	Frontier Trails Conservation Areas	\$ 390,930
<b>Capital Projects Fund Total</b>	<b>Total</b>	<b>\$ 633,025</b>
Transportation	Stirling Street (SW 60th) Widening Project	\$ 50,000
Transportation	Streets Paving	\$ 205,000
<b>Transportation Fund Total</b>	<b>Total</b>	<b>\$ 255,000</b>
<b>All Funds</b>	<b>Total</b>	<b>\$948,025</b>

\*Note: Not all of the project costs for the Parks, Recreation and Open Space (PROS) projects are an expense to the Town of Southwest Ranches. Narrative explanation is provided on each Capital Improvement Project Page

**Five Year Capital Improvement Plan**  
**All Funds Project Expenditure Summary FY 2013 - FY 2017**

Department Name	Project Name	FY 2013		FY 2014		FY 2015		FY 2016		FY 2017		Total
<b>Public Safety</b>	Fire Wells Replacement and Installation	25,000	FA	25,000	FA	25,000	FA	25,000	FA	25,000	FA	125,000
<b>Executive</b>	Telephone\Communication(VOIP) System Replace	5,000	GF-FB									5,000
<b>Parks, Recreation &amp; Open Space</b>	Fishing Hole Park at Country Estates	398,943	G, CIP-FB, GF Tfr	554,472	NF							953,415
	Rolling Oaks Passive Open Space and Barn	110,768	CIP-FB	69,375	NF	69,375	NF					249,518
<b>Engineering</b>	Drainage Improvement Projects	100,000	GF Tfr	100,000	GF Tfr	100,000	GF Tfr	100,000	GF Tfr	100,000	GF Tfr	500,000
	Guardrails Installation Project	30,000	GAS, TFB	135,000	NF	135,000	NF	135,000	NF	135,000	NF	570,000
	Pavement Striping and Markers	50,000	GAS, TFB	50,000	GAS	50,000	GAS	50,000	GAS	50,000	GAS	250,000
	SW 210th Terrace Road Improvements	15,000	GAS, TFB	150,000	NF	95,000	NF	704,500	NF	704,500	NF	1,669,000
	<b>PROJECT TOTALS</b>	<b>\$734,711</b>		<b>\$1,083,847</b>		<b>\$474,375</b>		<b>\$1,014,500</b>		<b>\$1,014,500</b>		<b>\$4,321,933</b>

Funding Source Code	Funding Source Name
CIP-FB	Capital Projects Fund Fund Balance
TFB	Transportation Fund Fund Balance
G	Grant Funding
GAS	Local Option Gas Taxes
GF Tfr	General Fund Transfer from Operating Revenues or Fund Balance (Reserves)
GF-FB	General Fund Fund Balance (Reserves)
DEBT	DEBT-General Obligation or otherwise
FA	Fire Special Assessment
SA	Special Assessment
NF	Not Funded

## Five Year Capital Improvement Plan - All Funds Funding Source Summary FY 2011 - FY 2015

Source Code	Source Name	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total
<b>CIP-FB</b>	Capital Projects Fund Fund Balance	237,214					237,214
<b>TFB</b>	Transportation Fund Fund Balance	47,500					47,500
<b>G</b>	Grant Funding	135,000					135,000
<b>GAS</b>	Local Option Gas Taxes	47,500	50,000	50,000	50,000	50,000	247,500
<b>GF Tfr</b>	General Fund Transfer from Operating	237,497	100,000	100,000	100,000	100,000	637,497
<b>GF-FB</b>	General Fund Fund Balance (Reserves)	5,000					5,000
<b>DEBT</b>	DEBT-General Obligation or otherwise						0
<b>FA</b>	Fire Special Assessment	25,000	25,000	25,000	25,000	25,000	125,000
<b>SA</b>	Special Assessment						0
<b>NF</b>	Not Funded		908,847	299,375	839,500	839,500	2,887,222
<b>Totals</b>		<b>734,711</b>	<b>1,083,847</b>	<b>474,375</b>	<b>1,014,500</b>	<b>1,014,500</b>	<b>4,321,933</b>

# FUNDED

## Town of Southwest Ranches, Florida Capital Improvement Project

<b>Project:</b>	<b>Fire Wells Replacement and Installation</b>						
<b>Priority:</b>	<b>Public Safety - #1</b>			<b>Project Manager:</b>	<b>Fire Chiefs</b>		
<b>Department:</b>	<b>Fire Administration</b>			<b>Division:</b>	<b>General Services Coordinator</b>		
<b>Project Location:</b>	<b>Town-wide</b>						
<b>Fiscal Year:</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>Total</b>	<b>Prior Years</b>
<b>Plans and Studies:</b>							
<b>Construction:</b>	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000	\$80,000
<b>Other :</b>							
<b>TOTAL COST:</b>	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000	\$80,000
<b>Revenue Source:</b>	<b>FA</b>	<b>FA</b>	<b>FA</b>	<b>FA</b>	<b>FA</b>		<b>GF</b>
<b>Description (Justification and Explanation)</b>							
<p>The Town Council has determined that it is in the best interest of the health, safety and welfare of its residents to provide services for the replacement and installation including drilling of fire protection water wells. Annual funding is permitted and proposed as a new component of the Fire Special Assessment at a cost of approximately \$3,125 - \$5,000 each (for up to 8 wells)</p> <p>There are a limited number of fire hydrants serviced by the City of Sunrise Utilities, but the majority of the Town is dependent on fire wells. The location of such and functionality has an impact on the well being of the residency and an impact on the insurance rating of the municipality. As a municipality, the health safety and welfare of the citizenry is paramount.</p> <p>Historically fire wells may be damaged, test dry or sand infiltrated in which case they must be replaced. "Whether or not your local government has adopted the Uniform Fire Code or recognizes the NFPA standards, they have an impact on your community's fire insurance rating. When your jurisdiction is inspected by the Insurance Services Office, the inspector will use current regulations and standards as a basis for your rating. Ignoring the standards when new development takes place will have a cumulative adverse impact on your community's fire insurance premiums and in some situations can contribute to some liability on the part of the local government agency."</p> <p>Inadequate funding may lead to impaired health safety and welfare of the community, in addition to increases in insurance.</p>							
<b>Annual Impact on Operating Budget</b>							
<b>Personnel:</b>			The current annual operating impact pertaining to all the fire wells are estimated and are also funded as part of the Fire Special Assessment within the "other current charges" account of the Fire Admin department budget				
<b>Operating:</b>	10,000						
<b>Replacement Costs:</b>							
<b>Revenue/Other:</b>							
<b>Total:</b>							



# FUNDED

## Town of Southwest Ranches, Florida Capital Improvement Project

Project:	Telephone/Communications (VOIP) System Replacement						
Priority:	Executive - #1			Project Manager:	Executive Department		
Department:	General Fund			Division:	General Services Coordinator		
Project Location:	Town Administrative Offices						
Fiscal Year:	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total	Prior Years
Plans and Studies:							
Engineering/Architecture:							
Land Acquisition/Site Preparation:							
Construction:							
Equipment/Furnishings:	\$5,000					\$5,000	
Other (Installation):							
TOTAL COST:	\$5,000					\$5,000	
Revenue Source:	GF-FB						

### Description (Justification and Explanation)

In FY 11/12, the Town of Southwest Ranches relocated to a larger Town Hall facility at 13400 Griffin Road. The increased square footage of the Town Hall allowed for additional office space, conference rooms and Council Chambers. Unfortunately, the Town's existing phone system hardware purchased in 2005 cannot be upgraded to facilitate the additional connections needed nor accommodate voice over internet protocol (VOIP) technology that will enable the Town to recover and provide customer service during emergencies or disasters. The existing system/hardware is over 10 years old and cannot be expanded to accommodate our office space, conference rooms, or Council Chambers. During the current year phone service alternatives and delivery methods were researched prior to relocation, however, due to cost constraints of moving into the new Town Hall and unforeseen items, a new phone system was not funded.

An RFP is in development and it is anticipated that a new system be in place prior to the end of the FY 2012 Hurricane season.

### Annual Impact on Operating Budget

<b>Personnel:</b>		Currently phone, fax and T-1 service for the Town runs approximately \$1,400 per month. It is anticipated that monthly recurring costs will decrease slightly.  No additional annual impacts are anticipated to result from this replacement program. <b>NOTE:</b> Pending results of an RFP and service provider an additional T-1 line may be required to run voice over internet protocol (VOIP) technology.
<b>Operating:</b>		
<b>Replacement Costs:</b>		
<b>Revenue/Other:</b>		
<b>Total:</b>		

## FUNDED

Town of Southwest Ranches, Florida Capital Improvement Project							
Project	Fishing Hole Park at Country Estates						
Priority	PROS #1			Project Manager	December Lauretano-Haines		
Department	Parks Recreation and Open Space			Division	N/A		
Project Location	Fishing Hole Park - 16 acres at 18900 Griffin Road						
Fiscal Year	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total	Prior Years
Plans and Studies	\$ -	\$ 11,666				\$ 11,666	\$ 47,043
Engineering, Architecture & Permitting	\$ 63,000	\$ 62,364				\$ 125,364	\$ 386,968
Land Acquisition/Site preparation	\$ 125,000	\$ 100,000				\$ 225,000	\$ 2,095,915
Construction	\$ 202,943	\$ 365,442				\$ 568,385	\$ 35,615
Equipment/Furnishings	\$ 8,000	\$ 15,000				\$ 23,000	
Other (Specify)							
TOTAL COST:	\$ 398,943	\$ 554,472				\$ 953,415	\$ 2,565,541
Revenue Source	G=\$135,000 GF Tfr= \$137,497 CIP-FB=\$126,446		NF				
Description (Justification and Explanation)							
<p>Acquisition and future development of the Country Estates Fishing Hole site fulfills objectives and policies of the Town's Comprehensive Plan and effectively promotes primary goals of the Town's Charter. The Town's parks system is designed to meet adopted Comprehensive plan standards, including: developing increased water storage and urban stormwater runoff filtering capacity in a drainage basin recognized to be deficient; providing community parks for residents; promoting and preserving the environmental and public recreational benefits of unique natural areas; providing enhanced 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 3 grant sources which matched each other, FCT and Broward County Land Preservation Open Space grants. In exchange for acquisition support, the Town is obligated to develop the recreational amenities identified in Florida's Statewide Comprehensive Outdoor Recreation Plan (SCORP), which served as the basis of demand and need for recreational resources and facilities planned for the development of Fishing Hole Park. Development is currently supported by Broward County 3 grants totaling \$135,000. Two of these are 50% matching grants and one is non-matching. Costs were estimated based on management plan estimates prepared by professional consultants and updated in accordance with reductions in commitments and changes in market conditions.</p> <p>Commitments for development at the Fishing Hole site have been reduced significantly from original concept, retaining only those developments necessary to satisfy granting agency partners' scoring systems. Developments will include playground, restroom, open space play fields, picnic and environmental education pavilion, pond, fishing pier, multi-use trail, improved wetlands, parking, and landscaping. Extension of timeline for development is planned to be requested.</p>							
Annual Impact on Operating Budget							
Personnel			Projected operating budget costs include Park Coordination, mitigation resource management, routine facilities maintenance, insurance, utilities, and funding for replacement over the useful life of amenities.				
Operating	\$ 36,000						
Replacement Cost	Year: 2035	\$ 16,000					
Revenue/Other	\$ -						
Total	\$ 52,000						

## FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Rolling Oaks Passive Open Space & Barn						
Priority	PROS - #2			Project Manager	December Lauretano-Haines		
Department	Parks Recreation and Open Space			Division	N/A		
Project Location	46-Acre Rolling Oaks Park at 17630 SW 56 Street						
Fiscal Year	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total	Prior Years
Plans and Studies	\$ 6,000					\$ 6,000	\$ 68,000
Engineering, Architecture & Permitting	\$ 17,000					\$ 17,000	\$ 275,140
Land Acquisition/Site preparation		\$ 11,375	\$ 11,375			\$ 22,750	\$ 2,836,350
Construction	\$ 87,768	\$ 51,000	\$ 51,000			\$ 189,768	\$ 245,037
Equipment/Furnishings		\$ 7,000	\$ 7,000			\$ 14,000	\$ 13,000
Other (Specify)							
TOTAL COST:	\$ 110,768	\$ 69,375	\$ 69,375			\$ 249,518	\$ 3,437,527
Revenue Source	CIP-FB	NF	NF				G=\$2,200,000 CIP- FB=\$1,237,527
<b>Description (Justification and Explanation)</b>							
<p>Acquisition and development of the Rolling Oaks Passive Open Space Park fulfills objectives and policies of the Town's Comprehensive Plan and effectively promotes primary goals of the Town's Charter. The Town's parks system is designed to meet adopted Comprehensive plan standards, including: developing increased water storage and urban stormwater runoff filtering capacity in a drainage basin recognized to be deficient; providing community parks for residents; promoting and preserving the environmental and public recreational benefits of unique natural areas; providing enhanced 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 2 grant sources which matched each other in prior years: Broward County Land Preservation Open Space program and the Florida Recreation Development Assistance Program. In exchange for acquisition support, the Town is obligated to develop the recreational amenities identified in Florida's Statewide Comprehensive Outdoor Recreation Plan (SCORP), which served as the basis of demand and need for recreational resources and facilities planned for the development of Rolling Oaks. Costs were estimated based on management plan estimates prepared by professional consultants and updated in accordance with reductions in commitments and changes in market conditions.</p> <p>Commitments for development at the Rolling Oaks site have largely been satisfied. Reductions to development plan have been requested where possible. Developments include fitness trail, nature education, passive recreational open space, freshwater fishing, parking, multi-use trail, and native landscaping. Future development will include renovation/re-purposing of the site's existing barn structure for human recreational use, archaeological preservation and education, improvement of existing wetlands, and restoration of existing windmill.</p>							
<b>Annual Impact on Operating Budget</b>							
Personnel			Projected operating budget costs include Park Coordination, mitigation resource management, routine facilities maintenance, insurance, utilities, and funding for replacement over the useful life of amenities.				
Operating	\$ 26,000						
Replacement Cost	Year: 2031	\$ 35,000					
Revenue/Other	\$ -						
Total	\$ 61,000						

## FUNDED

Town of Southwest Ranches, Florida <b>Capital Improvement Project</b>											
Project	Drainage Improvement Projects										
Priority	Transportation - #1			Project Manager	Willie Nabong, Town Engineer						
Department	Transportation Fund			Division	Engineering						
Project Location	Various locations within Town limits - See the project list in order of priority below.										
Fiscal Year	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total	Prior Years				
Plans and Studies											
Engineering, Architecture & Permitting	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000					
Land Acquisition/Site preparation											
Construction	\$89,000	\$89,000	\$89,000	\$89,000	\$89,000	\$445,000					
Equipment/Furnishings											
Other (Easement documentation & recording)	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$5,000					
<b>TOTAL COST:</b>	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000					
Revenue Source	GF Trf	GF Trf	GF Trf	GF Trf	GF Trf						
<b>Description (Justification and Explanation)</b>											
<p>Note: This project extends beyond the 5-Year CIP period with total costs estimated at \$841,000. The Town desires to provide and maintain an acceptable level of roadway drainage service by identifying, prioritizing and implementing an annual street drainage plan. The Town's Drainage &amp; Infrastructure Advisory Board (DIAB) has approved a list of streets drainage projects. A drainage project is scheduled for implementation only when rights-of-way (preferred method) and/or easements are resolved. The list of drainage projects includes over a dozen projects available in priority order. The FY 2013 priorities are:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">1. Construct headwalls and extension of the drainage pipe under SW 52nd Street at SW 130 Ave. (7/7/2011)</td> <td style="width: 20%; text-align: right;">\$50,000</td> </tr> <tr> <td>2. Construct 630 LF drainage pipe outfall by connecting the catch basin at 5801 SW 195th Terrace to 5800 SW 196th Lane which has an outfall to Canal 13; (7/7/11)</td> <td style="text-align: right;">\$50,000</td> </tr> </table>								1. Construct headwalls and extension of the drainage pipe under SW 52nd Street at SW 130 Ave. (7/7/2011)	\$50,000	2. Construct 630 LF drainage pipe outfall by connecting the catch basin at 5801 SW 195th Terrace to 5800 SW 196th Lane which has an outfall to Canal 13; (7/7/11)	\$50,000
1. Construct headwalls and extension of the drainage pipe under SW 52nd Street at SW 130 Ave. (7/7/2011)	\$50,000										
2. Construct 630 LF drainage pipe outfall by connecting the catch basin at 5801 SW 195th Terrace to 5800 SW 196th Lane which has an outfall to Canal 13; (7/7/11)	\$50,000										
<b>Annual Impact on Operating Budget</b>											
Personnel			0.00								
Operating			0.00								
Replacement Cost	Year:		0.00								
Revenue/Other			0.00								
Total			0.00								

## FUNDED

Town of Southwest Ranches, Florida																					
Capital Improvement Project																					
Project	Guardrails Installation Project																				
Priority	Transportation #2			Project Manager	Willie Nabong, Town Engineer																
Department	Public Works			Division	Engineering																
Project Location	Various locations in town limits.																				
Fiscal Year	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total	Prior Years														
Plans and Studies																					
Engineering, Architecture & Permitting																					
Construction	\$30,000	\$135,000	\$135,000	\$135,000	\$135,000	\$570,000	\$50,000														
Equipment/Furnishings																					
Other (Specify)																					
<b>TOTAL COST:</b>	\$30,000	\$135,000	\$135,000	\$135,000	\$135,000	\$570,000	\$50,000														
Revenue Source	GAS / TFB	NF	NF	NF	NF																
<b>Description (Justification and Explanation)</b>																					
<p>The Town desires to provide and maintain an acceptable level of safe roadway network by identifying, prioritizing and installing guardrails. The Town's Drainage &amp; Infrastructure Advisory Board (DIAB) has approved a list of guardrails projects. The list of guardrails installation projects includes:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Contract guardrails on Stirling Road, Ph I, south side, from Hancock Road to Holatee Trail, 1320 LF(7/7/11)</td> <td style="width: 20%; text-align: right;">\$135,000</td> </tr> <tr> <td>Contract guardrails on Stirling Road, Ph II, south side, from Hancock Road to Holatee Trail, 2650 LF(7/7/11)</td> <td style="text-align: right;">\$135,000</td> </tr> <tr> <td>Install guardrail across the bridge at Melaleuca Dr at SW 56th St.</td> <td style="text-align: right;">\$30,000</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Contract guardrails on Stirling Road, Ph I, south side, from Holatee Trail to Melaleuca Dr, 1320 LF</td> <td style="text-align: right;">\$135,000</td> </tr> <tr> <td>Contract guardrails on Stirling Road, Ph II, south side, from Holatee Trail to Melaleuca Dr, 2650 LF</td> <td style="text-align: right;">\$135,000</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right; border-top: 1px solid black;"><b>\$570,000</b></td> </tr> </table>								Contract guardrails on Stirling Road, Ph I, south side, from Hancock Road to Holatee Trail, 1320 LF(7/7/11)	\$135,000	Contract guardrails on Stirling Road, Ph II, south side, from Hancock Road to Holatee Trail, 2650 LF(7/7/11)	\$135,000	Install guardrail across the bridge at Melaleuca Dr at SW 56th St.	\$30,000			Contract guardrails on Stirling Road, Ph I, south side, from Holatee Trail to Melaleuca Dr, 1320 LF	\$135,000	Contract guardrails on Stirling Road, Ph II, south side, from Holatee Trail to Melaleuca Dr, 2650 LF	\$135,000	<b>Total</b>	<b>\$570,000</b>
Contract guardrails on Stirling Road, Ph I, south side, from Hancock Road to Holatee Trail, 1320 LF(7/7/11)	\$135,000																				
Contract guardrails on Stirling Road, Ph II, south side, from Hancock Road to Holatee Trail, 2650 LF(7/7/11)	\$135,000																				
Install guardrail across the bridge at Melaleuca Dr at SW 56th St.	\$30,000																				
Contract guardrails on Stirling Road, Ph I, south side, from Holatee Trail to Melaleuca Dr, 1320 LF	\$135,000																				
Contract guardrails on Stirling Road, Ph II, south side, from Holatee Trail to Melaleuca Dr, 2650 LF	\$135,000																				
<b>Total</b>	<b>\$570,000</b>																				
<b>Annual Impact on Operating Budget</b>																					
Personnel	0.00																				
Operating	0.00																				
Replacement Cost	Year:	0.00																			
Revenue/Other	0.00																				
Total	0.00																				

## FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Pavement Striping and Markers						
Priority	Transportation #3			Project Manager	Willie Nabong, Town Engineer		
Department	Public Works			Division	Engineering		
Project Location	Various town streets.						
Fiscal Year	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total	Prior Years
Plans and Studies							
Engineering, Architecture & Permitting							
Construction	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000	
Other (Specify)							
TOTAL COST:	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000	
Revenue Source	GAS / TFB	GAS	GAS	GAS	GAS		
Description (Justification and Explanation)							
<p>The Town desires to maintain Town streets paint striping and markers such as centerline and edge of pavement stripings, and reflective pavement markers, at an acceptable level of service by identifying, prioritizing and implementing an annual streets striping and markers installation plan. This program provides a safer transportation network throughout the town. The Town's Drainage &amp; Infrastructure Advisory Board (DIAB) has approved a list of streets for striping and markers installation. The current list includes seventeen areas of identified concerns. A complete listing of all identified locations is available upon request.</p>							
Annual Impact on Operating Budget							
Personnel		\$0	Estimated annual cost for re-striping and markers replacement.				
Operating		\$0					
Replacement Cost	Year: 8	\$50,000					
Revenue/Other		\$0					
Total		\$50,000					



## FUNDED

<b>Town of Southwest Ranches</b> <b>Capital Improvement Project</b>							
Project	<b>SW 210th Terrace Road Improvements</b>						
Priority	<b>Transportation #4</b>			Project Manager	<b>G.D. "Willie" Nabong, P.E.</b>		
Department	<b>Transportation Fund</b>			Division	<b>Transportation</b>		
Project Location	<b>Stirling Road to SW 54th Place</b>						
Fiscal Year	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total	Prior Years
Plans and Studies							
Engineering, Architecture & Permitting		\$150,000	\$95,000			\$245,000	
Land Acquisition/Site Preparation						\$0	
Construction				\$704,500	\$704,500	\$1,409,000	
Equipment/Furnishings						\$0	
Other (Documentation for Rights-of-Way)	\$15,000					\$15,000	
TOTAL COST:	\$15,000	\$150,000	\$95,000	\$704,500	\$704,500	\$1,669,000	
Revenue Source	GAS / TFB	NF	NF	NF	NF		
Description (Justification and Explanation)							
<p>This project, from Stirling Road to SW 54th Place, consists of reconstruction of an existing rural street approximately half mile in length, 24 feet in width, with grassed swales, pavement paint striping and signage. The project includes some associated roadway drainage improvements consisting of pipes and inlets. The project anticipates that the required rights-of-way will be donated at no cost to the Town. However, for FY 2013 surveys and/or legal expenses will be incurred to obtain title to the ROW's</p> <p>The Town presently does not maintain the street. The Town received complaints from residents regarding the bad condition of the road. The street will provide a north - south access for the residents and businesses in the area. The paved road will help the landscape and nursery businesses along the corridor improve their business accessibility.</p>							
Annual Impact on Operating Budget							
Personnel	\$0		The anticipated repaving cost at the end of expected pavement life is \$58,000. Assuming a 25 year lifespan, the annualized replacement cost would be approximately \$2,300 per year.				
Operating	\$0						
Replacement Cost	Year: 2037	\$2,300					
Revenue/Other	\$0						
Total	\$2,300						

## NOT FUNDED

Town of Southwest Ranches, FL <b>FY 12/13 Capital Improvement Project</b>							
<b>Project:</b>	Volunteer Fire Pumper/Tanker Vehicle and Equipment						
<b>Priority:</b>	2	<b>Project Manager:</b>		Volunteer Fire Chief			
<b>Department:</b>	Public Safety-Volunteer Fire Svcs		<b>Division:</b>				
<b>Project Location:</b>	Townwide						
<b>Fiscal Year:</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>5 Year Total</b>	<b>Prior Years</b>
<b>Plans and Studies:</b>							
<b>Construction:</b>							
<b>Equipment/Furnishings:</b>	60,000	60,000	60,000	60,000	60,000	300,000	
<b>Other (Specify):</b>							
<b>TOTAL COST:</b>	60,000	60,000	60,000	60,000	60,000	300,000	
<b>Revenue Source:</b>	FA	FA	FA	FA	FA		
<b>Description (Justification and Explanation)</b>							
<p>The asset (\$500,000 truck + \$100,000 of required equipment = <b>\$600,000</b>) will be purchased via an equipment lease/purchase agreement with a 10 year lifespan. The anticipated life of this asset will be 20 years (10 years front-line and 10 years reserve) and will have an estimated residual value of \$75,000.00.</p> <p>The request is to purchase a pumper/tanker fire apparatus and equipment to replace the pumper/tanker that was assigned to this area by the Broward Sheriff's Office Fire Rescue Division. Although this purchase was approved by the Town for its FY 11/12 budget the funding was not. Additionally, staff deferred a RFP/recommendation until a change in contractual providers was negotiated. The pumper-tanker will need to be fully equipped with a 1250 gpm fire pump and carry 2500 gallons of water along with all other standard firefighting equipment for a class 1 apparatus. The Department has previously identified this as a crucial need to maintain or increase the fire suppression service for the Town. This apparatus will also be the front line replacement for the Department's current Engine. The current engine is an apparatus that was built in 1995 and has reached the end of its useful life as a first-line response unit. The current engine will become our reserve apparatus. Additional justification for the purchase is that our current engine does not meet the current recommended practices for front-line apparatus listed in National Fire Protection Association (NFPA) Code 1901. The requested new pumper-tanker will meet the NFPA recommended practices.</p>							
<b>Annual Impact on Operating Budget</b>							
<b>Personal:</b>			\$300,000-75,000 residual values = \$225,000/10 years				
<b>Operating:</b>							
<b>Replacement Costs:</b>	Year: N/A \$22,500						
<b>Revenue/Other:</b>							
<b>Total:</b>	\$22,500						

## NOT FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	<b>Calusa Corners</b>						
Priority		Project Manager	<b>December Lauretano-Haines</b>				
Department	<b>Parks Recreation and Open Space</b>	Division	N/A				
Project Location	<b>11-Acre Calusa Corners Park at Griffin between Dykes Road and Hawkes Bluff Avenue</b>						
Fiscal Year	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total	Prior Years
Plans and Studies	\$ 10,000	\$ 22,000	\$ 42,500			\$ 74,500	\$ 26,214
Engineering, Architecture & Permitting	\$ 5,000	\$ 10,000	\$ 49,750			\$ 64,750	\$ 529,399
Land Acquisition/Site preparation	\$ 3,000	\$ 72,000	\$ 110,000			\$ 185,000	\$ 6,939,341
Construction	\$ 13,000	\$ 200,000	\$ 408,475			\$ 621,475	
Equipment/Furnishings			\$ 3,500			\$ 3,500	
Other (Specify)							
TOTAL COST:	\$ 31,000	\$ 304,000	\$ 614,225			\$ 949,225	\$ 7,494,954
Revenue Source							Grant: \$6,939,341
<b>Description (Justification and Explanation)</b>							
<p>Acquisition and future development of the Calusa Corners site fulfills objectives and policies of the Town's Comprehensive Plan and effectively promotes primary goals of the Town's Charter. The Town's parks system is designed to meet adopted Comprehensive plan standards, including: developing increased water storage and urban stormwater runoff filtering capacity in a drainage basin recognized to be deficient; providing community parks for residents; promoting and preserving the environmental and public recreational benefits of unique natural areas; providing enhanced 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 2 grant sources which matched each other, FCT and Broward County Land Preservation Open Space grants. In exchange for acquisition support, the Town is obligated to develop the recreational amenities identified in Florida's Statewide Comprehensive Outdoor Recreation Plan (SCORP), which served as the basis of demand and need for recreational resources and facilities planned for the development of Calusa Corners. Costs were estimated based on management plan estimates prepared by professional consultants and updated in accordance with reductions in commitments and changes in market conditions.</p> <p>Commitments for development at the Calusa Corners site have been reduced significantly from original concept, retaining only those developments necessary to satisfy granting agency partners' scoring systems. Developments will include volleyball, equestrian ring, picnic facilities, open space play fields, fishing pier, multi-use trail, historical and environmental education, wetlands, parking, landscaping and interconnection between two distinct water storage areas. Extension of timeline for development is planned to be requested.</p>							
<b>Annual Impact on Operating Budget</b>							
Personnel			Projected operating budget costs include Park Coordination, mitigation resource management, routine facilities maintenance, insurance, utilities, and funding for replacement over the useful life of amenities.				
Operating	\$ 26,000						
Replacement Cost	Year: 2035	\$ 10,000					
Revenue/Other	\$ -						
Total	\$ 36,000						

## NOT FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Southwest Meadows Sanctuary						
Priority		Project Manager	December Lauretano-Haines				
Department	Parks Recreation and Open Space	Division	N/A				
Project Location	26-Acre Southwest Meadows Sanctuary Park at Griffin between Dykes Road and SW 163 Avenue						
Fiscal Year	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total	Prior Years
Plans and Studies	6,420	55,298				61,718	8,902
Engineering, Architecture & Permitting	10,475	94,275				104,750	853,783
Land Acquisition/Site preparation	23,850	214,650				238,500	7,941,812
Construction	163,250	1,645,501				1,808,751	49,999
Equipment/Furnishings	7,100	63,900				71,000	
Other (Specify)							
TOTAL COST:	211,095	2,073,624				2,284,719	8,854,496
Revenue Source							G=\$7,991,811 CIP-FB=\$862,685
<b>Description (Justification and Explanation)</b>							
<p>Acquisition and future development of the Southwest Meadows Sanctuary site fulfills objectives and policies of the Town's Comprehensive Plan and effectively promotes primary goals of the Town's Charter. The Town's parks system is designed to meet adopted Comprehensive plan standards, including: developing increased water storage and urban stormwater runoff filtering capacity in a drainage basin recognized to be deficient; providing community parks for residents; promoting and preserving the environmental and public recreational benefits of unique natural areas; providing enhanced 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 2 grant sources which matched each other, FCT and Broward County Land Preservation Open Space grants. In exchange for acquisition support, the Town is obligated to develop the recreational amenities identified in Florida's Statewide Comprehensive Outdoor Recreation Plan (SCORP), which served as the basis of demand and need for recreational resources and facilities planned for the development of Southwest Meadows Sanctuary. Costs were estimated based on management plan estimates prepared by professional consultants and updated in accordance with reductions in commitments and changes in market conditions.</p> <p>Commitments for development at the Southwest Meadows Sanctuary site have been reduced significantly from original concept, retaining only those developments necessary to satisfy granting agency partners' scoring systems. Developments will include playground, restroom, open space play fields, trailhead facilities, fishing pier, multi-use trail, historical and environmental education amenities, wetlands, parking, landscaping and neighborhood park facilities. Extension of timeline for development is planned to be requested.</p>							
<b>Annual Impact on Operating Budget</b>							
Personnel	\$ 7,500		Projected operating budget costs include Park Coordination, mitigation resource management, routine facilities maintenance, insurance, utilities, and funding for replacement over the useful life of amenities.				
Operating	\$ 56,000						
Replacement Cost	Year: 2035	\$ 18,000					
Revenue/Other	\$ -						
Total	\$ 81,500						

## NOT FUNDED

Town of Southwest Ranches, Florida							
Capital Improvement Project							
Project	Frontier Trails Conservation Area						
Priority				Project Manager	December Lauretano-Haines		
Department	Parks Recreation and Open Space			Division	N/A		
Project Location	30-Acre Frontier Trails Park at SW 193 Lane and SW 51 Manor						
Fiscal Year	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total	Prior Years
Plans and Studies	4,500	18,000				22,500	
Engineering, Architecture & Permitting	41,400	165,600				207,000	614,430
Land Acquisition/Site preparation	17,100	68,400				85,500	2,396,363
Construction	289,200	1,156,800				1,446,000	
Equipment/Furnishings	8,100	32,400				40,500	
Other (Specify)	30,630	122,520				153,150	
TOTAL COST:	390,930	1,563,720				1,954,650	3,010,793
Revenue Source							G=\$2,342,363 CIP-FB=\$668,430
Description (Justification and Explanation)							
<p>Acquisition and future development of the Frontier Trails Conservation Area site fulfills objectives and policies of the Town's Comprehensive Plan and effectively promotes primary goals of the Town's Charter. The Town's parks system is designed to meet adopted Comprehensive Plan standards, including: developing increased water storage and urban stormwater runoff filtering capacity in a drainage basin recognized to be deficient; providing community parks for residents; promoting and preserving the environmental and public recreational benefits of unique natural and significant archaeological areas; providing enhanced 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 2 grant sources which matched each other, FCT and Broward County Land Preservation Open Space grants. In exchange for acquisition support, the Town is obligated to develop the recreational amenities identified in Florida's Statewide Comprehensive Outdoor Recreation Plan (SCORP), which served as the basis of demand and need for recreational resources and facilities planned for the development of Frontier Trails Conservation Area. Costs were estimated based on management plan estimates prepared by professional consultants and updated in accordance with reductions in commitments and changes in market conditions.</p> <p>Commitments for development at the Frontier Trails site have been reduced significantly from original concept, retaining only those developments necessary to satisfy granting agency partners' scoring systems. Developments will include playground, restroom, picnic facilities, fishing pier, multi-use trail, environmental and archaeological preservation and education, wetlands, parking, and landscaping. Extension of timeline for development is planned to be requested. The site's wetlands are still an alternative to be constructed as offsite mitigation for projects by a developer.</p>							
Annual Impact on Operating Budget							
Personnel			Projected operating budget costs include Park Coordination, routine facilities maintenance, insurance, utilities, funding for replacement over the useful life of amenities. Costs for mitigation resource management is planned to be by developer; professional coordination for educational programs is planned through grants and user fees.				
Operating	\$ 16,000						
Replacement Cost	Year: 2035	\$ 15,000					
Revenue/Other	\$ -						
Total	\$ 31,000						

## NOT FUNDED

Town of Southwest Ranches, Florida <b>Capital Improvement Project</b>							
Project	Stirling Street (SW 60th) Widening Project						
Priority				Project Manager	Willie Nabong, Town Engineering		
Department	Transportation Fund			Division	Engineering		
Project Location	Stirling Street west of Mather Road (SW 178th Avenue)						
Fiscal Year	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total	Prior Years
Plans and Studies							
Engineering, Architecture & Permitting	\$15,000					\$15,000	
Land Acquisition/Site preparation							
Construction	\$35,000					\$35,000	
Equipment/Furnishings							
Other (Specify)							
TOTAL COST:	\$50,000					\$50,000	
Revenue Source							
Description (Justification and Explanation)							
This project consists of street widening from a one lane to two lanes road by replacing existing culvert with a 36 LF - 54" diameter RCP culvert with headwalls; 18' wide pavement and 16 ft. wide grassed shoulders. The two lane - 18 feet wide roadway will provide a safer roadway for motorists. The added grassed shoulders will provide a separate equestrian access across the canal. The project is located at Stirling Rd west of Mather Rd (SW 178 Ave).							
Annual Impact on Operating Budget							
Personnel							
	0.00						
Operating							
	0.00						
Replacement Cost	Year:						
		0.00					
Revenue/Other							
	0.00						
Total							
	0.00						



## NOT FUNDED

Town of Southwest Ranches, Florida <b>Capital Improvement Project</b>							
Project	<b>Streets Paving</b>						
Priority				Project Manager	Willie Nabong, Town Engineer		
Department	Transportation Fund			Division	Engineering		
Project Location	Various locations within the town limits						
Fiscal Year	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total	Prior Years
Plans and Studies							
Engineering, Architecture & Permitting	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000	
Land Acquisition/Site preparation							
Construction	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000	\$1,661,677
Equipment/Furnishings							
Other							
TOTAL COST:	\$205,000	\$205,000	\$205,000	\$205,000	\$205,000	\$1,025,000	\$1,661,677
Revenue Source							Trans and TFB
Description (Justification and Explanation)							
The Town desires to maintain Town streets at an acceptable level of service by identifying, prioritizing and implementing an annual street paving/resurfacing plan. The Town's Drainage & Infrastructure Advisory Board (DIAB) has approved a list of streets for paving. The streets are scheduled for paving only when road rights-of-way and funding are resolved. Funds will not be used for purchase of rights-of-way. Paving is performed by the Town's contractor in accordance with an executed continuing contract. The list includes 24 separate projects resulting in the paving of over 49,376 linear feet of roadway and parking area. A detailed list of projects is available.							
Annual Impact on Operating Budget							
Personnel			\$0.00	Estimated reduction in annual pot holes repair costs.			
Operating			\$10,000				
Replacement Cost	Year:		\$0.00				
Revenue/Other			\$0.00				
Total			\$10,000				

## NOT FUNDED

Town of Southwest Ranches <b>Capital Improvement Project</b>							
Project	Public Safety Facility						
Priority				Project Manager	G.D. Nabong, P.E., Town Engineer		
Department	Planning, Zoning & Engineering			Division			
Project Location	Griffin Road and SW 163 Avenue						
Fiscal Year	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total	Prior Years
Plans and Studies						\$ -	
Engineering, Architecture & Permitting						\$ 350,000	
Land Acquisition/Site preparation						\$ -	
Construction						\$ 5,000,000	
Equipment/Furnishings						\$ 50,000	
Other (Specify)						\$ -	
TOTAL COST:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,400,000	
Revenue Source							
Description (Justification and Explanation)							
The Town of Southwest Ranches has future plans to construct a Public Safety Facility to house both the Town's contracted police and fire services and to operate as an Emergency Operations Center. The Town owns five acres of land at the intersection of SW 163 Avenue and Griffin Road. The construction of an EOC within the planned Public Safety Facility will provide additional response to more than 175,000 residents and regional disasters.							
Annual Impact on Operating Budget							
Personnel			0.00				
Operating			\$0.00				
Replacement Cost							
Revenue/Other							
Total			\$0.00				

# FUNDED

Town of Southwest Ranches, Florida

## FY 12/13 Program Modification

### Classification and Compensation Study

Department Name	Division Name	Funding Source	Dept. Priority	Fiscal Impact
Executive	Administration	General Fund	1	\$7,500

#### Justification and Description

A Classification and Compensation plan serves a number of purposes. It is an aid to ensuring that the Town remains competitive in the market for quality employees. It assists in identifying which positions, if any, are more or less valued in the Town relative to the market. It provides a standardized set of positions and position characteristics / requirements to aid in classification of any newly redefined positions. It establishes approved limits for certain positions and position types which guide personnel hiring practices.

The Town of Southwest Ranches does not have an adopted Classification and Compensation Plan. Since 2001 (inception) there have been a variety of changes to position responsibilities, changes in the market, and changes to the Town's organizational structure. This program modification funds a new Classification and Compensation Study with a qualified, independent professional.

The Classification and Compensation Study will provide a comprehensive analysis of all positions, update job descriptions, ensure positions are correctly classified, and compare salary ranges to comparable municipalities (with and/or without employee benefits factored) to establish recommended classification and salary ranges. The study will also support future negotiation initiatives. Once completed and reviewed, a recommended Classification and Compensation Plan would be submitted to the Town Council for policy review and adoption.

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

Absence of a Classification and Compensation Plan has resulted in ad hoc comparisons on an "as needed" basis and as time permits. This process generates information which is less reliable for internal parity (relation of one position to another within the Town) and less valid for external market conditions (relation of a Town of Southwest Ranches position to similar positions outside of the Town). Without an adopted plan, these conditions are likely to continue.

#### Required Resources

Line item	Title or Description of request	Cost
001-1400-512-49110	Classification and Compensation Study	\$7,500

## NOT FUNDED

Town of Southwest Ranches, Florida

### FY 12/13 Program Modification

#### Reduction in Frequency of Town Newsletter

Department Name	Division Name	Fund	Priority	Fiscal Impact
Executive	General Services	General	2	(\$18,000.00)

#### Justification and Description

Currently the Southwest Rancher is a monthly publication. As a cost savings measure, it is recommended that the newsletter go to a bi-monthly publication. Reducing the publication from 12 to 6 will result in contractual, printing, design and postage cost reductions.

FY 2011/2012 expenditures are estimated to total \$35,257. \$14,457 is projected for FY 2012/2013 resulting in an \$18,000 savings.

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

Alternative means of public outreach would be pursued, via internet at relatively no out-of-pocket cost. This is considered a green initiative that will result in a reduced Town carbon footprint.

#### Required Resources

Line Item	Title or Description of request	(Cost Savings)
001-1400-519-48100	Southwest Rancher Newsletter printing & fulfillment	(\$6,500)
001-1400-519-46500	Pre-Press design	(\$7,000)
001-1400-519-42100	Postage	(\$4,500)

## FUNDED

Town of Southwest Ranches, Florida

### FY 12/13 Program Modification

#### Website Redesign and Maintenance

Department Name	Division Name	Fund	Priority	Fiscal Impact
Town Clerk	Administration	General	1	\$18,240

#### Justification and Description

This project involves the migration of the current website ([www.southwestranches.org](http://www.southwestranches.org)) to a new web-based content management system developed by a professional website design firm.

The content will be managed by town staff and will allow the staff to update announcements, news, how to pages without having to know code, update calendars, public notices, documents and other programming. This is done through simple and easy to use administrative screens. It will effectively cut maintenance costs and maintain the website directly through browser based forms, redirect existing technical resources toward more important areas.

The cost estimate includes the following: the migration of the current website files and components for immediate updates, a new content system, new features such as a management notification link, RSS feeds, and many other features. Pertinent redesign will be comprehensive and includes the consulting content migration, and custom graphic design.

There are many options being offered for flexibility with how the Town pays for its website including some financing options.

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

In this project is not funded, the website will: not be updated accordingly, continue to have outdated information, and official documents will not be updated for public use.

#### Required Resources

Line Item	Title or Description of request	(Cost Savings)
001-1800-519-46500	Town Website Redesign	\$18,240

# FUNDED

Town of Southwest Ranches, Florida

## FY 12/13 Program Modification

### Town Hall A/C Replacement

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Executive-General Services	General	1	\$10,000

#### Justification and Description

This request is for a central air conditioner (s) replacement. The requested amount is for replacement equipment only if needed.

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

There are 11 aging central air units servicing the Town Hall complex. There is a possibility that one to two of these units may fail at any time since they all vary in age. The requested funding is for replacement of one to two compressor(s) only in an event of failure.

A new unit has a higher SEER rating which is more energy efficient, so there will be an energy and cost savings resulting from decreased power utilization.

#### Required Resources

Line item	Title or Description of request	
001-7900-539-6410	Town Hall A/C Replacement	\$10,000



# FUNDED

Town of Southwest Ranches, Florida

## FY 13 Program Modification

### Community Forestry Program Enhancement

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	PROS-Forestry	General	3	\$8,000

#### **Justification and Description**

Upgrades are needed to the Town's Community Forestry Management Plan and Public Space Tree Canopy Inventory, which has increased annually through proactive partnerships and successful grant administration.

Department budget affords only minimal maintenance on a rotating schedule for an ever-increasing asset. Additional funding for program enhancement has been awarded from the State Division of Forestry's National Urban and Community Forestry grant program to facilitate more comprehensive, long-term planning and asset management of the Town's Community Forestry Program, including:

1. Hardware, software and training for upgrades to the Town's Public Space Tree Inventory
2. Consultant assistance for improvements to the Town's Forestry Management Plan

Costs were estimated based on proposals from vendors, consultants, and staff records. The Program is funded through the PROS General Fund budget for \$8,000 grant funding plus \$8,000 matching funds.

The Program fulfills objectives and policies of the Council by meeting adopted Comprehensive plan standards, including: improvement of air quality, reduced erosion, protection and enhancement of critical ecological systems integral to the Town's natural environment, moderated temperatures, increased property values and enhanced economic vitality, sense of place and well-being for our residents.

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

If not funded, staff will not be able to accept the grant, for which we have received notification of partial award from original application [for total project costs of \$39,910 and will not be able to efficiently capture data needed for effective and efficient management of the Town's Forestry investment.

#### **Required Resources**

Line Item	Title or Description of request	Cost
001-3600-572-46050	Tree Maintenance/Preservation	\$16,000
001-0000-331-33139	Grant Receipts	(\$8,000)

# FUNDED

Town of Southwest Ranches, Florida

## FY 2013 Program Modification

### Griffin Road Increased Maintenance

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS		Transportation	1	\$13,500

#### Justification and Description

This request is for increased landscape and other maintenance levels on Griffin Road in order to improve the appearance based upon Council inquiries, Residents' concerns, and efficiency of operation.

The current level is 16 times per year. This is substantially lower than a minimum recommended maintenance level. At this rate, efficiency is greatly decreased so that each maintenance visit requires more contract staff and equipment resources than would be needed for more regular maintenance. The proposed level is 22 times per year.

Cost estimate was established using current contract rates. The use of current contract rates creates a potential problem: should the current contract fail to continue, all rates for maintenance can be expected to be much higher.

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

Alternatives for lesser levels of service may be considered at a cost of \$1,975 per maintenance visit.

If not funded, the cycle of inefficient maintenance will create greater problems over time as overgrowth outpaces scheduled maintenance visits.

#### Required Resources

Line item	Title or Description of request	Cost - (New positions- add 32% for benefits )
101-53110	Road Materials-Griffin Road Maintenance	\$13,500

# FUNDED

Town of Southwest Ranches, Florida

## FY 2013 Program Modification

### Townwide Parks Maintenance Increase

Department Name

Division  
Name

Fund

Priority

Fiscal Impact

PROS

Parks

General

2

\$14,000

#### Justification and Description

This request is for approval for increased maintenance levels of service for the following properties:

Town Hall (TH), Sunshine Ranches Equestrian Park (SREP), Southwest Meadows Sanctuary park landscaped areas (SWMS), Rolling Oaks Park Butterfly Garden (ROBG), and Frontier Trails Park (FT).

Frequency and type of service at each property differ. All properties are currently budgeted for lower-than-minimum recommended maintenance levels.

The 5 properties prioritized for increase by the department represent highest-profile/use areas or properties currently scheduled for lower-than-minimum recommended levels of service. AT TH and SREP, the recommendation proposes to bring these 2 higher profile properties up to the minimum level of service in order to improve the properties' appearance based upon Council inquiries and residents' concerns. Additionally, irrigation system repair is underfunded and the system's condition can be expected to require more repairs as its age increases further.

At SWMS, ROBG, and FT, current maintenance has proven inadequate for efficient maintenance, presenting recurring problems with completion of prescribed maintenance on existing scheduled visits.

Increasing levels of service at these properties will provide for a more efficient use of contract resources and improve the effectiveness of professional staff in completing inspections.

Cost estimates were established using current contracted specifications and rates for maintenance at each property. The use of current contract rates creates a potential problem: should the current contract fail to continue, all rates for maintenance can be expected to be much higher.

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

Alternatives for lesser increased levels of service may be considered and costs have been calculated for this at a lesser fiscal impact of \$13,284 annually.

If not funded, the cycle of inefficient maintenance will create greater problems over time as overgrowth outpaces scheduled maintenance visits.

#### Required Resources

Line item

Title or Description of request

Cost

34100

Other Contractual Services

\$14,000

## NOT FUNDED

Town of Southwest Ranches, Florida

### FY 2013 Program Modification

#### Fishing Hole Park Maintenance Increase

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Parks - FH	General	3	\$18,276

##### Justification and Description

This request is for the addition of maintenance at the Country Estates Fishing Hole.

The property currently does not receive maintenance. Until June 2011, the Town's Nursery Management contractor had responsibility for maintenance. However, the contractor did not perform this duty and with the expiration of the management contract in 2011, there has been no maintenance on site within Fiscal Year 2012 and none anticipated in FY 2013.

Without maintenance, the value of the remaining nursery stock will continue to decline as overgrowth outpaces the planted stock. Currently, overgrowth has created an impassable situation for tasks such as annual nursery inventory, planning and surveying for development.

A cost estimate for a minimal basic maintenance for overgrowth control and access inside the property has been established based upon current contract rates comparable to the size and needs of the property.

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

Alternatives for lesser levels of service may be considered at a cost of \$1,523 per maintenance visit.

If not funded, without maintenance on site, value of sellable material will decrease. Over time, as overgrowth continues to increase in size, greater maintenance or clearing costs will be realized.

##### **Required Resources**

Line item	Title or Description of request	Cost - (New positions- add 32% for benefits )
34100	Other Contractual Services, with increased LOS	\$18,276

**Town of Southwest Ranches**  
**Adopted FY 2012/2013**  
**Fire Assessment Worksheet**

**Sources:**

Fire Administration Department  
Volunteer Fire Service Department  
Volunteer Fire Fund

Expenditures	Total FY 2012-2013 Adopted	General Fund Portion	Fire Assessment Portion
% Allocation per Consultant Study for FR Contractual Services Only		57.70%	42.30%

**Direct Expenses:**

Fire Rescue Contractual Service	\$ 2,388,000	\$ 1,377,876	\$ 1,010,124
Personnel Expenses	58,682	N/A	58,682
Operating Expenses	433,946	33,750	400,196
Non-Operating Debt	18,122	N/A	18,122
Capital Outlay	33,000	N/A	33,000
<b>Sub-Total</b>	<b>\$ 2,931,750</b>	<b>\$ 1,411,626</b>	<b>\$ 1,520,124</b>

**Other Expenses**

Publication & Notification Costs	5,000
Statutory Discount	86,579
Collections Cost	33,000
Fire Assessment Cost Allocation of Townwide Personnel\Contractual Costs	76,102
Fund Balance Restricted for Rate Stabilization	5,875
<b>Total Fire Assessment Expenses</b>	<b>\$ 1,726,680</b>

**Based On Consultant Study**

Property Category	Assess Unit Type	% Effort Allocation	Amount	Total Adopted Rates FY 12/13	Total Assessed Rates FY 11/12	Difference Increase (Decrease)
<b>Residential - 2454 Units</b>	Per Dwelling Unit	62.8912%	1,085,930	442.51	442.51	0.00
<b>Commercial - 331,702 SF</b>	Per Sq.Ft. Bldg Area	15.0283%	259,491	0.78	0.80	(0.02)
<b>Indust/Warehouse - 125,036 SF</b>	Per Sq.Ft. Bldg Area	9.5818%	165,447	1.32	1.32	0.00
<b>Institutional - 531,932 SF</b>	Per Sq.Ft. Bldg Area	6.2499%	107,916	0.20	0.21	(0.01)
<b>Vacant/Agricultural - 2,094 Acre</b>	Per Acre	6.2488%	107,897	51.53	49.80	1.73
<b>Total</b>		<b>100%</b>	<b>\$ 1,726,680</b>			

**Town of Southwest Ranches**  
**Adopted FY 2012/2013**  
**Solid Waste Assessment Worksheet**

**Sources:**

SWS Contract  
Broward County Property Appraiser  
Munilytic Consultant Study

Description	Solid Waste & Recycling	Bulk Waste	Total Adopted FY 12/13
% Allocation Direct Expenses Only	69.00%	31.00%	

**Direct Expenses:**

Solid Waste Collection	\$ 272,838	\$ -	\$ 272,838
Recycling Collection	\$ 47,784	-	47,784
Bulk Waste Collection	-	102,646	102,646
Solid Waste Disposal	\$ 255,541	-	255,541
Bulk Waste Disposal	-	153,084	153,084
<b>Sub-Total</b>	<b>\$ 576,163</b>	<b>\$ 255,730</b>	<b>\$ 831,893</b>

**Other Expenses**

Statutory Discount	34,662
Collections Cost	44,957
Solid Waste Assessment Cost Allocation of Townwide Personnel\Contractual Costs	174,492
Net Assets Available for Rate Stabilization	54,300
<b>Total Solid Waste Assessment Expenses</b>	<b>\$ 1,140,304</b>

**Based On Consultant Study**

Assessment	Lot Sq Ft. Range		Number of Units in Range	Solid Waste Cost Per Unit	Bulk Waste Cost Per Unit	Total Adopted Rates FY 12/13	Total Assessed Rates FY 11/12	Difference Increase (Decrease)
A	-	41,200	400	321.30	97.38	418.68	591.89	(173.21)
B	41,201	46,999	410	321.30	114.00	435.30	617.85	(182.55)
C	47,000	62,999	405	321.30	134.64	455.94	653.34	(197.40)
D	63,000	95,999	422	321.30	147.68	468.98	676.39	(207.41)
E	96,000	106,999	418	321.30	167.73	489.03	708.27	(219.24)
F	107,000	>107,000	403	321.30	193.30	514.60	758.22	(243.62)

**Town of Southwest Ranches, FL**  
**Adopted Cost Allocation Plan for 2013 Special Assessments**

<i>Townwide Personnel &amp; Contractual Costs *</i>		<i>General Fund Allocation</i>		<i>Solid Waste Assessment Cost Allocation</i>		<i>Fire Assessment Cost Allocation</i>	
Department	Cost	%	Allocation	%	Allocation	%	Allocation
Council	\$ 63,000	87%	\$ 54,810	8%	\$ 5,040	5%	\$ 3,150
Attorney	\$ 385,000	92%	\$ 354,200	5%	\$ 19,250	3%	\$ 11,550
Executive	\$ 245,000	76%	\$ 186,200	12%	\$ 29,400	12%	\$ 29,400
Finance	\$ 165,000	70%	\$ 115,500	15%	\$ 24,750	15%	\$ 24,750
Clerk	\$ 145,040	90%	\$ 130,536	5%	\$ 7,252	5%	\$ 7,252
Building	\$ 187,040	100%	\$ 187,040	0%	\$ -	0%	\$ -
Code	\$ 222,000	60%	\$ 133,200	40%	\$ 88,800	0%	\$ -
PROS	\$ 50,000	100%	\$ 50,000	0%	\$ -	0%	\$ -
<b>Totals</b>	<b>\$ 1,462,080</b>		<b>\$ 1,211,486</b>		<b>\$ 174,492</b>		<b>\$ 76,102</b>

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

**Purpose: This cost allocation chart shows the distribution of Townwide Personnel and Contractual Costs distributed between the General Fund and the Towns two special assessments**



## Personnel Complement

		FY 2012		FY 2013	
Fund	Department	Full Time	Part Time	Full Time	Part Time
General Fund	Legislative	5	0	5	0
	Executive	2	1	2	1
	Finance	2	0	2	1
	Town Clerk	3	0.5	3	1.5
	Code Enforcement	0	0.5	0	0.5
	Planning/Zoning & Engineering	2.5	0	2.5	0
	Public Safety - Fire Admin	0	2	0	2
	Parks/Rec & Open Space	1	0	1	0
Transportation Fund		0.5	0	0.5	0
<b>Total</b>		16	4	16	6



## 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 adopted Town revenues
- 3) summary information on adopted departmental expenditures by type
  - 4) departmental information
  - 5) adopted departmental expenditures, and other information related to these three funds.

## General Fund Summary Fiscal Year 2013

### FY 2012 Estimated

Estimated Total Revenues	8,868,080
Estimated Expenditures & Encumbrances	<u>(8,943,556)</u>
Estimated FY 2012 Year End Difference	<u>(75,476)</u>

### FY 2013 Projected Unassigned Fund Balance

Audited Unassigned Fund Balance 9/30/2011	2,360,778
Estimated FY 2012 Year End Difference	<u>(75,476)</u>
Projected Unassigned Fund Balance 9/30/2012	<u>2,285,302</u>
Appropriated Fund Balance FY 2013	<u>0</u>
Projected Unassigned Fund Balance 9/30/2013	<u>2,285,302</u>

### FY 2013 Budget Summary

#### Adopted Revenues

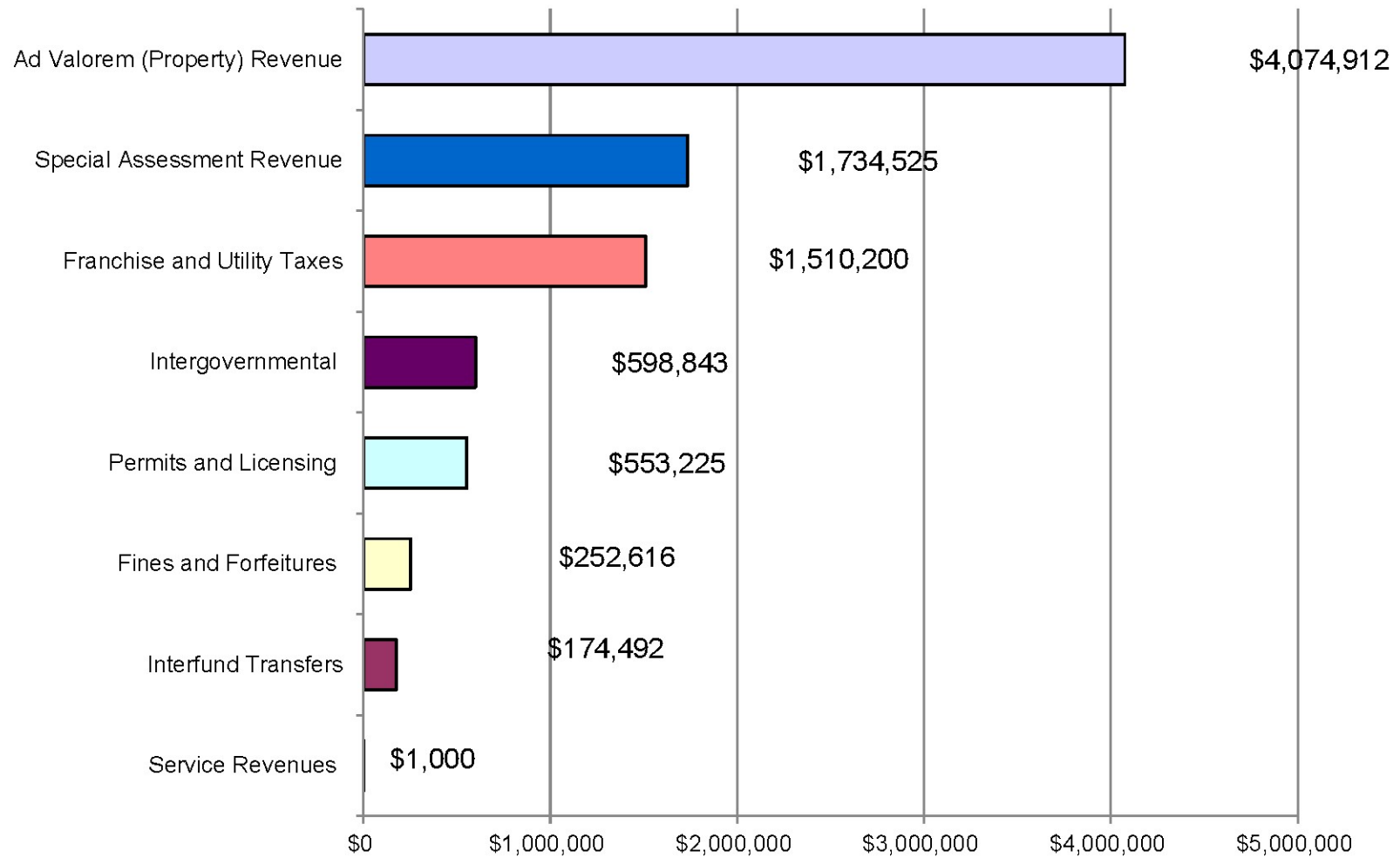
Property Tax	4,074,912
Franchise and Utility Taxes	1,510,200
Permits/Licenses/Inspections	553,225
Intergovernmental Revenues	598,843
Services Revenues	1,000
Fines	252,616
Miscellaneous Revenues	1,909,017
Appropriated Fund Balance	-
<b>Total Revenue</b>	<b><u>8,899,813</u></b>

#### Adopted Expenditures

Personnel Costs	1,051,033
Operating Items	6,412,421
Capital Outlay	115,000
Non-Operating Expenses	<u>1,321,359</u>
<b>Total Expenditures</b>	<b><u>8,899,813</u></b>

Note: There is an additional \$236,621 in Non-spendable, Committed and Restricted Fund Balance in the General Fund

## Where Do the Funds Come From?



## **REVENUE SOURCES**

### **Ad Valorem Tax**

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

Under the Save our Homes provisions (Amendment 10), all homestead properties can only have an annual increase of assessed value of either 3% or the CPI, whichever is less. For FY 2012, Amendment 1 limits Towns to a millage rate of the roll-back rate, plus the adjustment for growth in per capita Florida income. For this year, that amount is approximately 3.9%.

For FY 2012, the Town of Southwest Ranches' Mayor and Town Council adopted the same rate as FY2011 (3.9404 mills). For FY 2013, the adopted rate is equal to the roll back rate of 3.9042 mills.

### **Sales and Use Taxes**

This category of taxes includes the local option sales tax and resort taxes. These are taxes generated by local jurisdictions under authorization by the State of Florida.

### **Franchise, Utility and Occupational (Local Business) Taxes**

The Town collects three types of franchise, utility, and occupational (local business) taxes: electric, gas, and pro-rata Broward County occupational (local business) taxes. Utility taxes may be levied at a maximum rate of 10% for each utility. The latter has traditionally not been considered a franchise tax. However, the State of Florida's Department of Financial Services now requires that it be classified as a tax.

Since Fiscal Year 2002, the Town has been prohibited from collecting taxes on telephone franchises, telephone utility taxes, and cable television franchise taxes. These taxes (considered Communication Services) are now collected by the State of Florida's Department of Revenue and re-distributed to municipalities according to use records at a rate of 5.22%.

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

Licenses, permits and inspection fees are collected for services performed at specific properties for the benefit of particularly property owners. Building permit categories include: structural, electrical, plumbing, roofing and mechanical permits. To comply with the policy objective to obtain full cost recovery, effective May 1, 2012 the Town receives 25% of building permits. Revenue is generally stable at a base level unless there is commercial development underway. The Town projects \$553,225 in General Fund revenues for FY 2013 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.

**Services Revenues**

This category includes all fees generated from services provided by the Town. This includes parks, recreation and open spaces fees; Fire Protection assessment, Solid Waste assessment, lien collection fees, lien search 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. Fines for the general fund derive from code enforcement and parking violations. Total FY 2013 general fund fines and forfeitures are projected at \$252,616.

**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, and similar items. Interfund Transfers between other funds may also be captured here. In FY 2013, staff anticipates \$1,909,017 in miscellaneous revenues.

**Appropriations:**

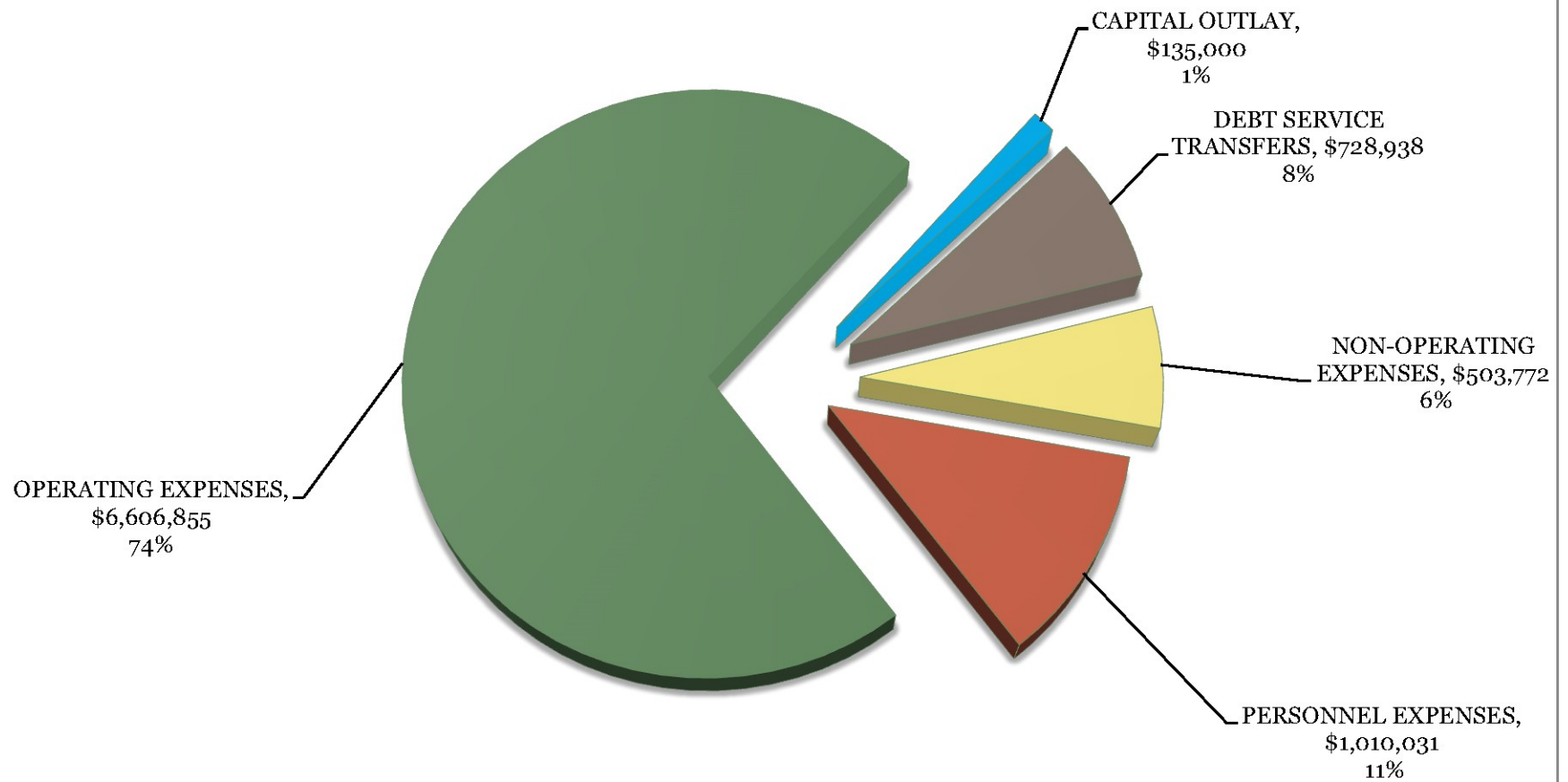
Technical definitions of revenue usually do not cover appropriations. Nevertheless, these are funds which are being brought out of the unassigned fund balance (surplus), if necessary.

## GENERAL FUND OPERATING REVENUE

Line Item Prefix: 001-0000-:		FY 2010 Actual	FY 2011 Actual	FY 2012 Projected	FY 2013 Adopted
311-31110	Current & Delinquent Real Property	4,574,566	4,303,701	4,102,334	4,074,912
<b>TOTAL</b>	<b>Total Ad valorem Property Taxes</b>	<b>4,574,566</b>	<b>4,303,701</b>	<b>4,102,334</b>	<b>4,074,912</b>
323-32310	Electric Franchise	571,442	573,740	490,000	470,000
323-32370	Solid Waste Franchise	-	46,793	35,000	17,000
323-32395	Towing Franchise	-	-	5,000	5,200
<b>TOTAL</b>	<b>Franchise Fees</b>	<b>571,442</b>	<b>620,533</b>	<b>525,000</b>	<b>492,200</b>
314-31410	Electric Utility	652,854	654,966	600,000	620,000
314-31480	Gas Utility	7,030	8,184	10,000	10,000
315-31500	Communications Services Taxes	434,186	415,943	400,000	388,000
<b>TOTAL</b>	<b>Utility Fees</b>	<b>1,094,070</b>	<b>1,079,094</b>	<b>1,010,000</b>	<b>1,018,000</b>
316-31600	Business Tax Receipts	7,602	12,863	9,000	9,000
322-32225	Building Permits	299,800	275,784	250,000	75,000
322-32200	Building Permits - Post May 1st 2012	-	-	20,000	200,000
322-109	Building Permit - Penalties	-	-	-	-
329-32905	In House Engineering Fees	-	-	18,000	15,000
329-32910	Certificate of Use Registration	-	3,668	2,125	2,125
322-32290	Fire Inspection Service & Fees	162,407	160,074	140,000	140,000
329-32901	Planning & Zoning Review Fees	191,654	190,067	110,000	112,000
329-32909	Lobbyist Fees / Registrations	-	-	100	100
<b>TOTAL</b>	<b>Permits/Licenses/Inspection</b>	<b>661,463</b>	<b>642,456</b>	<b>549,225</b>	<b>553,225</b>
331-33120	U.S. Public Safety Grant	73,499	13,000	-	50,000
331-33121	U.S. Emergency Management Grant	73,997	-	-	-
331-33139	Federal Grant-Other Physical Environment	-	-	8,000	8,000
335-33512	State Revenue Sharing (Sales Tax)	118,475	120,870	120,000	119,343
335-33518	1/2 Cent Sales Tax	428,572	445,402	405,000	421,500
337-300	Local Government Grant-Physical Envir	-	-	15,500	-
<b>TOTAL</b>	<b>Intergovernmental - Federal/State</b>	<b>694,543</b>	<b>579,272</b>	<b>548,500</b>	<b>598,843</b>
341-550	Election Qualifying Fees	-	-	500	-
347-34720	Parks/Rec & Open Spaces Serv Charge	-	3,662	-	1,000
<b>TOTAL</b>	<b>Services Revenues</b>	<b>-</b>	<b>3,662</b>	<b>500</b>	<b>1,000</b>
351-35150	Traffic Judgment/Fines	72,892	75,076	72,000	75,000
358-35820	Law Enforcement Seizures	-	1,200	-	-
359-35901	Code Enforcement/Lien Recovery	302,188	305,965	141,000	150,000
359-35902	Code Enforcement/Lien Recovery-Legal	-	-	25,000	25,000
354-35401	Tree Preservation Fines	-	-	8,000	1,116
354-35402	False Alarm Fines	-	-	500	1,500
<b>TOTAL</b>	<b>Fines &amp; Forfeitures</b>	<b>375,080</b>	<b>382,241</b>	<b>246,500</b>	<b>252,616</b>
361-36110	Interest Earnings	57,045	17,694	16,600	15,000
325-32520	Special Assessment Fire	1,257,817	1,268,043	1,566,652	1,645,025
369-905	Disposition of Fixed Assets	58	-	-	-
362-36210	Cell Tower	58,958	59,641	62,500	58,000
366-36610	Contrib/Donations from Private Sources	-	-	9,000	9,000
366-36620	Contrib/Donation for Educa/Scholarships	-	-	-	2,500
388-200	Insurance Proceeds	-	5,001	-	-
369-907	Other Misc Rev-Cty Resource Recovery	23,529	-	-	-
369-36990	Other Misc Revenues	60,094	27,172	15,000	5,000
359-35902	Other Misc Revenues-Legal cost recovery	-	-	20,000	-
382-38240	Reimbursement/Contrib from Solid Waste	-	-	128,701	174,492
342-100	Intrafund Transfer - Fire	106,960	185,000	67,568	-
399-39900	Appropriated Fund Balance	-	-	-	-
<b>TOTAL</b>	<b>Miscellaneous Revenues</b>	<b>1,564,461</b>	<b>1,562,551</b>	<b>1,886,021</b>	<b>1,909,017</b>
<b>GRAND TOTAL</b>		<b>9,535,625</b>	<b>9,173,509</b>	<b>8,868,080</b>	<b>8,899,813</b>



## Where Do the Funds Go?



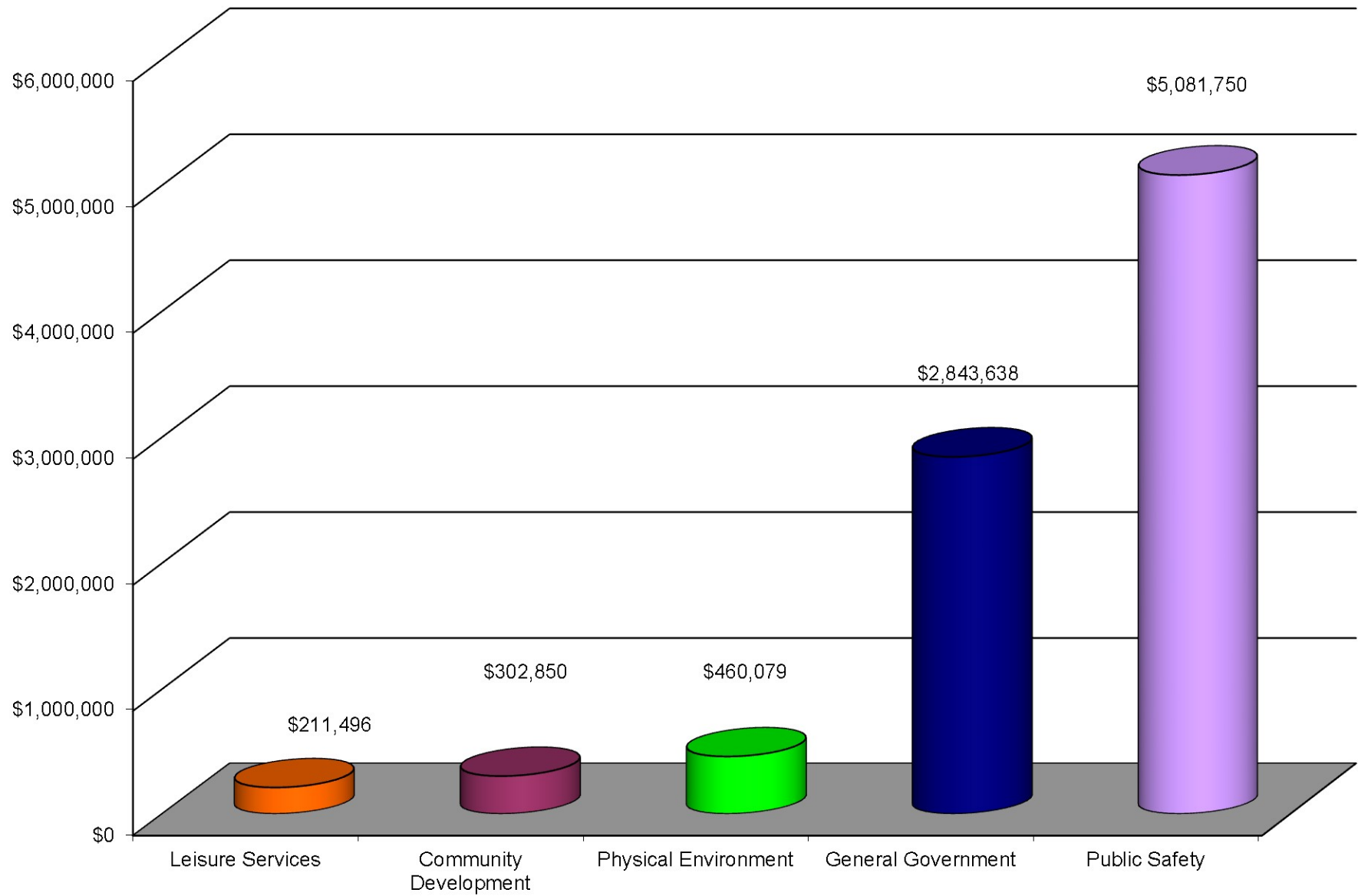
## GENERAL FUND EXPENDITURE SUMMARY BY TYPE

Line Item		FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Adopted
12100	Regular Salaries	853,511	718,093	787,800	864,100	875,300
13100	FT/PT-No Benefits	-	-	-	-	45,000
14100	Overtime	-	1,184	1,250	750	-
21100	Payroll Taxes	59,260	48,149	62,800	67,967	71,979
22100	Retirement Contribution	11,687	4,000	3,500	3,500	-
23100	Life & Health Insurance	28,413	27,123	45,450	43,450	47,200
24100	Workers Compensation	598	1,516	1,750	2,550	6,554
25100	Unemployment Compensation	-	12,659	6,000	7,000	5,000
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>953,469</b>	<b>812,724</b>	<b>908,550</b>	<b>989,317</b>	<b>1,051,033</b>
31010	Professional Services	327,539	417,112	335,250	487,988	341,250
31020	Lawsuits and Prosecutions	78,893	86,862	60,000	125,000	60,000
31030	Lawsuits - Code Enforcement	27,175	55,766	50,000	70,000	50,000
31040	Lawsuits - Planning and Zoning	-	-	-	-	12,000
31090	Lobbyist	35,000	40,017	59,000	37,000	45,000
32100	Accounting and Auditing	51,000	51,000	55,000	48,500	48,500
34100	Other Contractual Services	6,409,208	5,898,234	5,392,316	5,320,216	5,035,600
34300	Other Contractual Svcs - P&Z Permits	-	-	-	-	75,000
34310	Other Contractual Svcs - P&Z Hearings	-	-	-	-	37,000
34320	Other Contractual Svcs - P&Z Town Req	-	-	35,000	30,000	25,000
40100	Mileage Reimbursement	2,509	2,753	7,750	7,050	9,550
41100	Telecommunications	18,331	13,544	20,000	20,000	26,650
42100	Postage	11,994	13,809	20,000	20,000	15,750
43100	Electricity	15,280	24,147	39,000	32,250	54,000
43110	Water	-	-	-	-	1,000
44020	Building Rental/Leasing	33,697	38,351	20,500	22,967	7,500
45100	Property and Liability Insurance	55,381	96,286	102,677	102,677	107,809
46010	Maintenance Service/Repair Contracts	17,708	6,277	19,000	30,000	12,500
46020	Building Maintenance	7,886	8,975	17,000	17,000	22,950
46030	Equipment Maintenance	25,449	61,551	75,000	75,000	77,900
46040	Grounds Maintenance	10,292	10,385	20,000	20,000	34,000
46050	Tree Maintenance/Preservation	13,382	3,302	28,000	28,000	25,116
46060	Lake Maintenance	6,580	4,716	8,900	8,900	9,000
46110	Miscellaneous Maintenance	-	30,215	-	-	16,496
46120	Vehicle Maintenance	-	-	-	-	17,500
46500	Software Maintenance	9,521	7,159	20,000	11,750	29,240
46900	Miscellaneous Maintenance & Repair	7,758	4,932	10,000	8,000	10,000
48100	Promotional Activities/Newsletter	25,879	35,831	25,000	25,000	31,750
48110	Promotional Activities/Town Events	7,092	21,223	22,000	22,000	22,000
49100	Other Current Charges	92,664	146,968	344,500	302,200	34,400
49110	Legal Advertisement	13,386	14,425	21,500	20,000	20,000
51100	Office Supplies	25,788	21,120	25,000	25,000	25,000
52140	Uniforms	-	-	-	-	9,950
52160	Gasoline	-	-	-	5,000	17,500
52900	Miscellaneous Operating Supplies	-	-	-	10,250	5,750
54100	Subscriptions and Memberships	6,443	7,397	8,510	7,260	9,260
55100	Training and Education	2,529	4,380	5,000	4,000	19,500
55200	Conferences and Seminars	7,589	7,144	10,000	4,900	11,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>7,345,953</b>	<b>7,133,879</b>	<b>6,855,903</b>	<b>6,947,907</b>	<b>6,412,421</b>

## GENERAL FUND EXPENDITURE SUMMARY BY TYPE

63100	Improvements other than Building	73,549	12,999	-	-	25,000
64100	Machinery and Equipment	7,107	7,240	170,000	62,000	90,000
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>80,656</b>	<b>20,239</b>	<b>170,000</b>	<b>62,000</b>	<b>115,000</b>
71100	Principal	12,596	-	-	-	-
72100	Interest	5,526	-	-	-	-
<b>TOTAL</b>	<b>DEBT SERVICE</b>	<b>18,122</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
82100	Aid to Private Organizations	1,000	328	2,828	2,828	6,500
91001	Transfers-Intra-Governmental to GF	-	-	76,382	76,382	-
91101	Transfers to Transportation Fund	400,000	181,200	-	-	113,500
91102	Transfers to Volunteer Fire Fund	62,233	-	-	-	256,000
91201	Transfers to Debt Service Fund	500,250	400,000	653,122	653,122	728,938
91301	Transfers to Capital Projects Fund	80,000	117,576	210,000	210,000	137,497
99100	Contingency/Reserve	2,701	3,306	2,000	2,000	78,924
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>1,046,184</b>	<b>702,410</b>	<b>944,332</b>	<b>944,332</b>	<b>1,321,359</b>
<b>TOTAL</b>	<b>GENERAL FUND</b>	<b>9,444,384</b>	<b>8,669,252</b>	<b>8,878,785</b>	<b>8,943,556</b>	<b>8,899,813</b>

## General Fund Expenditures by Function



## General Fund Expenditures Summary by Department

Department	FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Adopted
Legislative	112,930	115,535	138,828	113,928	129,000
Town Attorney	423,307	472,548	385,000	620,000	385,000
Executive	426,310	392,649	341,250	362,588	355,910
Finance	275,445	229,267	222,800	228,530	258,590
Town Clerk	135,032	183,991	213,300	204,760	265,342
Building Services/Engineering	313,885	294,674	287,000	272,750	238,000
Code Enforcement	230,731	237,256	238,300	233,550	222,079
Planning & Zoning	358,130	264,927	371,050	305,550	302,850
Public Safety - Police	2,087,873	2,125,522	2,108,716	2,108,716	2,150,000
Public Safety - Fire Admin+VF Svcs	3,517,956	3,149,411	3,117,504	3,053,626	2,931,750
Parks and Open Spaces	283,885	155,032	194,360	197,665	211,496
Non-Departmental	1,278,900	1,048,439	1,260,677	1,246,894	1,449,796
<b>Total</b>	<b>9,444,384</b>	<b>8,669,251</b>	<b>8,878,785</b>	<b>8,948,556</b>	<b>8,899,813</b>

# 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 additional Town Councilors. 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 direction of the town. The Town Council makes five critically important appointments on behalf of the Town and provides oversight to those appointments. The appointments are: 1) Town Attorney, 2) Town Board members, 3) Town Administrator, 4) Town Financial Administrator and 5) the Town's external auditor.

The powers and responsibilities of the Town Council designated in the Town Charter include, among others: 1) previously referenced appointments, 2) establishing 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 Councilors in the event of a vacancy of office, and 14) providing Town ceremonial functions.

## Personnel Complement

Position Title	Adopted FY 2012			Adopted FY 2013		
	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Mayor	1			1		
Vice Mayor	1			1		
Town Councilors	3			3		
<b>Total</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>



## Legislative Department Expenditures

Line Item Prefix: 001-1000-511-:		FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Adopted
Suffix	Object Description					
12100	Regular Salaries	63,000	63,000	63,000	63,000	63,000
21100	Payroll Taxes	4,819	4,820	5,000	4,900	4,900
24100	Workers Compensation	248	425	500	500	1,100
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>68,067</b>	<b>68,245</b>	<b>68,500</b>	<b>68,400</b>	<b>69,000</b>
31090	Lobbyist	35,000	40,017	59,000	37,000	45,000
40100	Mileage Reimbursement	-	-	-	-	1,000
49100	Other Current Charges and Obligations	3,036	1,125	3,000	1,000	3,000
54100	Subscriptions and Memberships	1,789	1,149	1,500	1,000	1,500
55200	Conferences & Seminars	3,039	2,924	3,000	2,700	2,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>42,864</b>	<b>45,215</b>	<b>66,500</b>	<b>41,700</b>	<b>52,500</b>
82100	Other Grants/Aid	1,000	328	2,828	2,828	6,500
99100	Contingency	999	1,748	1,000	1,000	1,000
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>1,999</b>	<b>2,076</b>	<b>3,828</b>	<b>3,828</b>	<b>7,500</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>112,930</b>	<b>115,535</b>	<b>138,828</b>	<b>113,928</b>	<b>129,000</b>

### Major Variance from Current Budget FY 2012 to Projected FY 2012

Code	Amount	Explanation
49100	(\$2,000)	Decrease in spending than originally budgeted

### Major Variance or Highlights of the Departmental Budget - FY 2012 Projected to FY 2013 Adopted

Code	Amount	Explanation
82100	\$3,672	Increase primarily reflects provision for SWR education/scholarships
24100	\$600	W/C adjusted rate increase
31090	\$8,000	Increase for additional Federal lobbying
40100	\$1,000	New line item funded from account # 5520 (\$3,000 - \$2,000 = \$1,000)

# **Town Attorney Department**

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

Town Attorney Departmental Services are currently provided to the Town of Southwest Ranches through a contractual agreement. The Town Attorney and his staff work closely with the Town Administrator and Town Staff to accomplish the goals of the Mayor and Town Council. The Town Attorney is a Charter Officer who reports directly to the Town Council. He and the other attorneys within the firm provide legal counsel and representation on all legal matters affecting the Town of Southwest Ranches. The Town Attorney is the primary legal counsel for the Town, Town Council, Code Enforcement and Advisory Boards. The Town Attorney provides legal advice at regular and special Council meetings, and as requested. The Town Attorney supports the Town Administrator and all town departments by preparing and reviewing contracts, preparing and approving all Ordinance and Resolution language, providing legal representation and advice on all areas of operation including personnel, police, fire, public works, parks and open spaces, building, zoning, code enforcement, ethics, debt, public records and matters unique to the Town. The Town Attorney also oversees all litigation pertaining to liens, foreclosures and lawsuits filed by and against the Town.

## **Issues:**

- Continuing legal issues with surrounding Municipalities pertaining to growth and development
- Contractual issues requiring legal expertise relating to the provision as well as potential expansion of Public Safety services
- Working to resolve or bring to conclusion pending legal matters in the most cost effective and timely manner
- Challenges exist to create other revenue sources for Townwide Infrastructure improvements including but not limited to special assessments and/or general obligation bonds.

**Fiscal Year 2013 Goals/Objectives:**

- To continue to deliver effective, prompt sound legal advice to Town Council, Boards, Town Administrator, and all other departments.
- To continue to educate Town Council and all town staff on issues for compliance with new ethics requirements in Broward County.
- To ensure adoption of effective legislation to run a smooth, efficient, lawful government that carries out the goals and policies of the elected officials.
- To monitor local, state and federal legislation that may affect the Town.
- To work to develop additional revenue sources and contractual savings for the Town.

## Town Attorney Department Expenditures

Line Item Prefix: 001-1200-514-:		FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Adopted
Suffix	Account Description					
31010	Professional Services	317,239	329,920	275,000	425,000	263,000
31020	Lawsuits & Prosecutions - General	78,893	86,862	60,000	125,000	60,000
31030	Lawsuits - Code Compliance	27,175	55,766	50,000	70,000	50,000
31040	Lawsuits - Planning & Zoning	-	-	-	-	12,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>423,307</b>	<b>472,548</b>	<b>385,000</b>	<b>620,000</b>	<b>385,000</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>423,307</b>	<b>472,548</b>	<b>385,000</b>	<b>620,000</b>	<b>385,000</b>

### Major Variance from Current Budget FY 2012 to Projected FY 2012

Code	Amount	Explanation
31010	\$150,000	Increase due to extraordinary litigation during FY 12
31020	\$65,000	Line item underfunded for FY 12
31030	\$20,000	Line item underfunded for FY 12

### Major Variance or Highlights of the Departmental Budget - FY 2012 Projected to FY 2013 Adopted

Code	Amount	Explanation
31010	(\$112,000)	Amount reduced to equal prior year original budget
31020	(\$65,000)	Amount reduced to equal prior year original budget
31040	\$12,000	New line item funded from account # 3110 (275k-263k=12k)

## Executive Department

### Services, Functions, and Activities:

The Executive Department provides for the centralized management of all Town functions. The department head is the Town Administrator who is the administrative head of the Town government. The Executive Department mission is to provide leadership and direction, administrative oversight, support, and systems which empower the Town Departments to anticipate and meet customer expectations necessary to complete the objectives and policy directives approved by the Town Council, and to also meet the Town Council's vision for the Town in the most efficient and responsible manner of the reasonable alternatives.

Additionally, the Town Administrator supports enforcing Town laws and ordinances, making recommendations to the Town Council relative to ordinances and resolutions, appointing and removing subordinate officers and employees, obtaining and administering grant funding, submitting an annual budget, and advising the Town Council on the financial condition of the Town.

### Issues:

- Negotiating a Law Enforcement contract
- Transition of Solid Waste services
- Transition of Fire services
- Review of organizational structure, staffing and compensation

### Fiscal Year 2013 Primary Objectives:

- To prepare and implement a fiscally responsible budget that reflects Town Council goals and objectives
- To conduct a personnel and classification study
- To increase communication and public awareness within the community

### Personnel Complement:

Position Title	Adopted FY 2012			Adopted FY 2013		
	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Administrator	1			1		
Assistant to Town Administrator	1			1		
Administrative Coordinator		1			1	
Total	2	1	0	2	1	0

Note: The Administrative Coordinator was originally funded in FY 2012 as a part-time position in the now defunct Administrative Services department. For FY 2013 this position is retained as part-time and transferred to the Executive Department.

## Executive Department Expenditures

Line Item Prefix: 001-1400-512-:		FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Adopted
Code Suffix	Object Description					
12100	Regular Salaries	354,320	223,409	228,000	233,000	245,000
14100	Overtime	-	1,184	-	-	-
21100	Payroll Taxes	25,165	17,714	19,700	19,700	19,000
22100	Retirement Contribution	-	-	3,500	3,500	-
23100	Life & Health Insurance	4,312	9,189	11,750	11,750	15,000
24100	Workers Compensation	350	354	300	300	660
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>384,147</b>	<b>251,850</b>	<b>263,250</b>	<b>268,250</b>	<b>279,660</b>
31010	Professional Services	2,000	75,691	22,500	43,488	13,000
40100	Mileage Reimbursement	-	-	1,000	250	1,000
48100	Promotional Activities / Newsletter	25,879	35,831	25,000	25,000	31,750
48110	Promotional Activities / Town Events	7,092	21,223	22,000	22,000	22,000
51100	Office Supplies	102	-	-	-	-
54100	Subscriptions and Memberships	2,099	3,240	3,500	2,500	3,500
54200	Training and Education	-	-	-	-	1,000
55200	Conferences and Seminars	3,289	3,256	3,000	100	3,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>40,461</b>	<b>139,241</b>	<b>77,000</b>	<b>93,338</b>	<b>75,250</b>
99100	Contingency	1,702	1,558	1,000	1,000	1,000
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>1,702</b>	<b>1,558</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>426,310</b>	<b>392,649</b>	<b>341,250</b>	<b>362,588</b>	<b>355,910</b>

### Major Variance from Current Budget FY 2012 to Projected FY 2012

Code	Amount	Explanation
31010	\$20,988	Unbudgeted expense for Interim Town Administrator

### Major Variance or Highlights of the Departmental Budget - FY 2012 Projected to FY 2013 Adopted

Code	Amount	Explanation
12100	\$12,000	Increase for full-time Town Administrator
31010	(\$35,988)	Decrease to amount for personnel/classification prog modification
48100	(\$11,250)	Decrease for newsletter program modification
55100	\$1,000	Training for Admin Services Coordinator



# FUNDED

## Town of Southwest Ranches, Florida Capital Improvement Project

Project:	Telephone/Communications (VOIP) System Replacement						
Priority:	Executive - #1			Project Manager:	Executive Department		
Department:	General Fund			Division:	General Services Coordinator		
Project Location:	Town Administrative Offices						
Fiscal Year:	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total	Prior Years
Plans and Studies:							
Engineering/Architecture:							
Land Acquisition/Site Preparation:							
Construction:							
Equipment/Furnishings:	\$5,000					\$5,000	
Other (Installation):							
TOTAL COST:	\$5,000					\$5,000	
Revenue Source:	GF-FB						

### Description (Justification and Explanation)

In FY 11/12, the Town of Southwest Ranches relocated to a larger Town Hall facility at 13400 Griffin Road. The increased square footage of the Town Hall allowed for additional office space, conference rooms and Council Chambers. Unfortunately, the Town's existing phone system hardware purchased in 2005 cannot be upgraded to facilitate the additional connections needed nor accommodate voice over internet protocol (VOIP) technology that will enable the Town to recover and provide customer service during emergencies or disasters. The existing system/hardware is over 10 years old and cannot be expanded to accommodate our office space, conference rooms, or Council Chambers. During the current year phone service alternatives and delivery methods were researched prior to relocation, however, due to cost constraints of moving into the new Town Hall and unforeseen items, a new phone system was not funded.

An RFP is in development and it is anticipated that a new system be in place prior to the end of the FY 2012 Hurricane season.

### Annual Impact on Operating Budget

<b>Personnel:</b>		Currently phone, fax and T-1 service for the Town runs approximately \$1,400 per month. It is anticipated that monthly recurring costs will decrease slightly.  No additional annual impacts are anticipated to result from this replacement program. <b>NOTE:</b> Pending results of an RFP and service provider an additional T-1 line may be required to run voice over internet protocol (VOIP) technology.
<b>Operating:</b>		
<b>Replacement Costs:</b>		
<b>Revenue/Other:</b>		
<b>Total:</b>		

## FUNDED

Town of Southwest Ranches, Florida

### FY 12/13 Program Modification

#### Classification and Compensation Study

Department Name	Division Name	Funding Source	Dept. Priority	Fiscal Impact
Executive	Administration	General Fund	1	\$7,500

#### Justification and Description

A Classification and Compensation plan serves a number of purposes. It is an aid to ensuring that the Town remains competitive in the market for quality employees. It assists in identifying which positions, if any, are more or less valued in the Town relative to the market. It provides a standardized set of positions and position characteristics / requirements to aid in classification of any newly redefined positions. It establishes approved limits for certain positions and position types which guide personnel hiring practices.

The Town of Southwest Ranches does not have an adopted Classification and Compensation Plan. Since 2001 (inception) there have been a variety of changes to position responsibilities, changes in the market, and changes to the Town's organizational structure. This program modification funds a new Classification and Compensation Study with a qualified, independent professional.

The Classification and Compensation Study will provide a comprehensive analysis of all positions, update job descriptions, ensure positions are correctly classified, and compare salary ranges to comparable municipalities (with and/or without employee benefits factored) to establish recommended classification and salary ranges. The study will also support future negotiation initiatives. Once completed and reviewed, a recommended Classification and Compensation Plan would be submitted to the Town Council for policy review and adoption.

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

Absence of a Classification and Compensation Plan has resulted in ad hoc comparisons on an "as needed" basis and as time permits. This process generates information which is less reliable for internal parity (relation of one position to another within the Town) and less valid for external market conditions (relation of a Town of Southwest Ranches position to similar positions outside of the Town). Without an adopted plan, these conditions are likely to continue.

#### Required Resources

Line item	Title or Description of request	Cost
001-1400-512-49110	Classification and Compensation Study	\$7,500

## NOT FUNDED

Town of Southwest Ranches, Florida

### FY 12/13 Program Modification

#### Reduction in Frequency of Town Newsletter

Department Name	Division Name	Fund	Priority	Fiscal Impact
Executive	General Services	General	2	(\$18,000.00)

#### Justification and Description

Currently the Southwest Rancher is a monthly publication. As a cost savings measure, it is recommended that the newsletter go to a bi-monthly publication. Reducing the publication from 12 to 6 will result in contractual, printing, design and postage cost reductions.

FY 2011/2012 expenditures are estimated to total \$35,257. \$14,457 is projected for FY 2012/2013 resulting in an \$18,000 savings.

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

Alternative means of public outreach would be pursued, via internet at relatively no out-of-pocket cost. This is considered a green initiative that will result in a reduced Town carbon footprint.

#### Required Resources

Line Item	Title or Description of request	(Cost Savings)
001-1400-519-48100	Southwest Rancher Newsletter printing & fulfillment	(\$6,500)
001-1400-519-46500	Pre-Press design	(\$7,000)
001-1400-519-42100	Postage	(\$4,500)

# Finance Department

## Services, Functions, and Activities:

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

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

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

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

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

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

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

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

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

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

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

**Issues:**

- During the period of change in external auditors and the retirement of a key staff member, a number of routine financial processes became delayed. The result has been that the department is in catch-up mode which in turn has delayed the release of the release of the fiscal year-end 2011 financial statements. This delay in turn runs the risk of creating compliance delays. Staff needs to get ahead of the curve and into a position where it can do some pro-active planning and scheduling.
- Difficulty exists in maintaining required functions as a result of, at least in part, continually increasing Government Accounting Standards Board reporting requirements and modifications to other reporting processes, coupled with a limited availability of financial and personnel resources.
- While generally well functioning, the department would like to always be consulted with more lead time regarding purchasing and/or policy changes which effect the Town's financial condition or processes

**Fiscal Year 2013 Primary Objectives:**

- To implement a finance reporting process that provides an expense to budget analysis to the Town Council and interested parties, on the Town's financial condition.
- To coordinate the Volunteer Fire Fund, a blended component unit, in changing its year end in conformity with the Town's to September 30<sup>th</sup>.
- To change object codes to comply with State of Florida: Department of Financial Services' and Auditor General requirements
- To improve the timeliness of bank account reconciliations
- To expand and increase existing SAGE financial software functionalities to increase performance and efficiencies
- To manage all approved debt issuance required to fund capital improvements
- To institute vendor controls to comply with federal requirements

**Personnel Complement:**

Position Title	Adopted FY 2012			Adopted FY 2013		
	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Financial Administrator	1			1		
Assistant Town Financial Administrator	1			1		
Accounting Clerk					1	
<b>Total</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>

## Finance Department Expenditures

Line Item Prefix: 001-1600-513-:		FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Adopted
Code Suffix	Object Description					
12100	Regular Salaries	185,440	159,376	145,000	160,000	163,700
13100	FT/PT-No Benefits	-	-	-	-	17,000
21100	Payroll Taxes	12,116	6,846	11,100	12,240	14,300
22100	Retirement Contribution	11,687	4,000	-	-	-
23100	Life & Health Insurance	12,404	4,125	5,000	3,000	5,000
24100	Workers Compensation	-	200	200	440	440
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>221,647</b>	<b>174,547</b>	<b>161,300</b>	<b>175,680</b>	<b>200,440</b>
32100	Accounting and Auditing	51,000	51,000	55,000	48,500	48,500
40100	Mileage Reimbursement	-	-	750	400	1,250
49100	Other Current Charges	-	69	500	200	900
51100	Office Supplies	169	-	-	-	-
54100	Subscriptions and Memberships	950	807	1,250	1,500	2,000
54200	Training and Education	918	2,443	2,500	1,500	1,000
55200	Conferences and Seminars	761	400	1,500	750	3,500
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>53,798</b>	<b>54,719</b>	<b>61,500</b>	<b>52,850</b>	<b>57,150</b>
99100	Contingency	-	-	-	-	1,000
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,000</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>275,445</b>	<b>229,267</b>	<b>222,800</b>	<b>228,530</b>	<b>258,590</b>

### Major Variance from Current Budget FY 2012 to Projected FY 2012

Code	Amount	Explanation
12100	\$15,000	Salary adjustment between new Town Financial Admin - PT to FT
32100	(\$9,500)	New auditor savings adjustment due to RFP

### Major Variance or Highlights of the Departmental Budget - FY 2012 Projected to FY 2013 Adopted

Code	Amount	Explanation
40100	\$850	Increase due to increased bank deposit frequency
54200	\$2,000	New Town Financial Admin licenses/Professional Certifications
99100	\$1,000	Charter officer discretionary funding proposed

## Department of the Town Clerk

### Services, Functions, and Activities:

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

### Issues:

- Concern over staff availability to categorize the existing records management room in a timely manner
- The Town's current website is not up-to-date as the existing software program is not user friendly
- Options to reduce the dependence of the outside storage facility is in process

### Fiscal Year 2013 Primary Goals and Objectives:

The following objectives were developed to provide a description of the anticipated accomplishments for this office as they relate to the Town Council's Goals and Objectives.

- Complete and distribute Town Council and Local Planning Agency meeting agenda packets timely.
- Create and maintain accurate minutes of Town Council and Local Planning Agency and Planning Board meetings.
- Administer the publication of the Town Charter and Code.
- Publish and Advertise public notices as required by law.
- Continue to make progress in implementing as well as maintaining a records management system.
- Act as the records custodian for the Town and disseminate information to the public as necessary.

### Personnel Complement:

Position Title	Adopted FY 2012			Adopted FY 2013		
	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Clerk	1			1		
Deputy Town Clerk	1			1		
Administrative Specialist	1	.5		1	1.5	
Total	3	.5		3	1.5	



## Town Clerk Department Expenditures

Line Item prefix: 001-1800-512-:		FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Adopted
Suffix	Object Description					
12100	Regular Salaries	99,295	125,929	139,700	142,500	146,000
13100	FT/PT-No Benefits	-	-	-		28,000
21100	Payroll Taxes	7,117	8,845	10,700	11,000	14,342
23100	Life & Health Insurance	5,481	6,646	15,000	15,000	13,000
24100	Workers Compensation	-	300	300	660	660
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>111,893</b>	<b>141,721</b>	<b>165,700</b>	<b>169,160</b>	<b>202,002</b>
34100	Other Contractual Services	4,988	-	14,600	10,500	14,600
40100	Mileage Reimbursement	69	-	1,000	1,000	1,000
46500	Software Maintenance	1,812	120	6,000	500	18,240
49100	Other Current Charges	360	24,409	-	-	5,000
49110	Legal Advertisement	13,386	14,425	21,500	20,000	20,000
51100	Office Supplies	153	-	-	-	-
54100	Subscriptions and Memberships	760	1,381	1,500	1,500	1,500
55100	Training and Education	1,611	1,936	2,000	2,000	2,000
55200	Conferences and Seminars	-	-	1,000	100	1,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>23,139</b>	<b>42,271</b>	<b>47,600</b>	<b>35,600</b>	<b>63,340</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>135,032</b>	<b>183,991</b>	<b>213,300</b>	<b>204,760</b>	<b>265,342</b>

### Major Variance from Current Budget FY 2012 to Projected FY 2012

Code	Amount	Explanation
46500	(\$5,500)	Savings due to website lack of funding

### Major Variance or Highlights of the Departmental Budget - FY 2012 Projected to FY 2013 Adopted

Code	Amount	Explanation
46500	\$17,740	Increase for website update program modification
12100	\$14,500	Impact-Admin Special to FT status + 50% reallocation from Code
49100	\$5,000	Increase necessary for Town elections

## FUNDED

Town of Southwest Ranches, Florida

### FY 12/13 Program Modification

#### Website Redesign and Maintenance

Department Name	Division Name	Fund	Priority	Fiscal Impact
Town Clerk	Administration	General	1	\$18,240

#### Justification and Description

This project involves the migration of the current website ([www.southwestranches.org](http://www.southwestranches.org)) to a new web-based content management system developed by a professional website design firm.

The content will be managed by town staff and will allow the staff to update announcements, news, how to pages without having to know code, update calendars, public notices, documents and other programming. This is done through simple and easy to use administrative screens. It will effectively cut maintenance costs and maintain the website directly through browser based forms, redirect existing technical resources toward more important areas.

The cost estimate includes the following: the migration of the current website files and components for immediate updates, a new content system, new features such as a management notification link, RSS feeds, and many other features. Pertinent redesign will be comprehensive and includes the consulting content migration, and custom graphic design.

There are many options being offered for flexibility with how the Town pays for its website including some financing options.

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

In this project is not funded, the website will: not be updated accordingly, continue to have outdated information, and official documents will not be updated for public use.

#### Required Resources

Line Item	Title or Description of request	(Cost Savings)
001-1800-519-46500	Town Website Redesign	\$18,240

# Building Services Department

## Services, Functions, and Activities:

The Building Services Department is managed by a contractual firm consisting of a Building Director, Building Permit Clerk, Chief Building Official, Electrical, Plumbing, and Mechanical Inspectors and includes one primary area of responsibility: Building Code compliance.

Building Code Services: The Department provides a number of services to the residents and commercial property developers of our Town with the aim of ensuring that all buildings and other regulated structures do not pose injury and/or death hazards in any reasonably predictable environment (sunshine to hurricane). Some of the specific services include:

- ☐ Plan Review/Inspections
- ☐ Permit Issuance
- ☐ Track Permit Activity
- ☐ Schedule/Perform field Inspections
- ☐ Certificates of Occupancy
- ☐ Certificates of Completion
- ☐ Information Requests
- ☐ Record Requests
- ☐ Expedited Services including After Hour Services, upon request

In addition to reducing risks to life, the department seeks to minimize risk to property. Minimizing hazards through compliance with State of Florida Building Code and appropriate Federal agencies has its complement. Contractor staff also assists, and guides homeowners/contractors through the permit process on new construction, remodeling, or adding to an existing structure.

## Fiscal Year 2012 Primary Objectives:

- To continue to maintain full level of service and ensure all personnel have completed all the continuing education credits and training to maintain their licenses
- To expand on upgrading the Building Services Department software for resident and contractor access to check the status of their project

## Building Services Department Expenditures

Line Item Prefix: 001-2100-524-:		FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Adopted
Suffix	Object Description					
34100	Other Contractual Services	306,598	292,002	269,000	265,000	225,000
40100	Mileage Reimbursement	478	-	2,000	2,000	2,000
49100	Other Current Charges	6,729	2,672	15,000	5,000	10,000
51100	Office Supplies	80	-	-	-	-
55200	Conferences and Seminars	-	-	1,000	750	1,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>313,885</b>	<b>294,674</b>	<b>287,000</b>	<b>272,750</b>	<b>238,000</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>313,885</b>	<b>294,674</b>	<b>287,000</b>	<b>272,750</b>	<b>238,000</b>

### Major Variance from Current Budget FY 2012 to Projected FY 2012

Code	Amount	Explanation
49100	(\$10,000)	Decrease - lower then expected Engineering cost recovery

### Major Variance or Highlights of the Departmental Budget - FY 2012 Projected to FY 2013 Adopted

Code	Amount	Explanation
34100	(\$45,000)	Reduction in new contract that recovers Town portion of costs
49100	(\$5,000)	Increase for anticipated Engineering cost recovery

# **Planning\Zoning and Engineering Department**

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

The Planning\Zoning and Engineering Department is new in FY 12/13 although the services are not. This department includes two primary functions: Planning & Zoning and Engineering. The Planning & Zoning functions are outsourced to The Mellgren Planning Group (TMPG) consisting of multi-lingual professionals who are responsible for updating and maintaining the comprehensive plan, land development regulations, and providing full service planning and zoning functions on primarily a cost recovery basis. The purpose of Planning and Zoning is to establish and enforce development criteria such as setbacks, building heights, landscaping and signs, to assure that Southwest Ranches rural town appearance and atmosphere is preserved. All plans for development, whether it be a new building, the modification of or addition to an existing building, the addition of items such as swimming pools, fences and signs, require a building permit application which is reviewed by Zoning. TMPG is available on a full time basis and performs the following work:

- Provides assistance and general information to the public for an array of P&Z matters
- Coordinates the building permit process
- Reviews building permits for zoning compliance
- Provides landscape inspections
- Coordinates with code compliance, town attorney, engineering, drainage districts and County environmental protection
- Researches and prepares open permit letters
- Prepares Certificates of Use
- Attends Broward County School Board Staff Working Group meetings
- Reviews and coordinates public hearing items that include land use plan amendments, rezoning's, plats, site plans and variances
- Writes ordinances and land development regulations
- Staffs Comprehensive Plan Advisory Board
- Prepares special studies and analyses as requested
- Tracks growth management legislation and Broward County initiatives
- Provides GIS and mapping services

The Engineering service component is provided under the management of an in-house, Town Engineer on a cost recovery basis. The Town Engineer conducts development plan review and inspections, including filling, re-grading, excavating, and clearing of lands. Staff provides technical assistance to other departments including the Codes Compliance Department by providing codes interpretations and inspections of code violation activities. The Town Engineer also reports to the Town Administrator whose personnel component is allocated here and within the Transportation Fund.

## **FY 2012-2013 Goals and Objectives:**

- To continue to foster strong working relationships with building, code compliance and legal departments

- To review and examine fee deposit schedules to ensure full cost recovery for all departments prior to public hearing date and/or project closeout
- To continue in-office cross training to ensure full-time service to customers year round
- To coordinate with the Building Department to close out “inactive” permits

**Personnel Complement:**

	Adopted FY 2012			Adopted FY 2013		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Engineer	.5			.5		
Community Services Liaison	1			1		
Administrative Specialist	1			1		
Total	2.5	0	0	2.5	0	0

## Comprehensive Planning, Zoning, Engineering Department Expenditures

Line Item Prefix: 001-2500-515-:		FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Adopted
Suffix	Object Description					
12100	Regular Salaries	65,250	66,880	139,600	139,600	139,600
14100	Overtime	-	-	1,000	500	-
21100	Payroll Taxes	4,750	4,431	10,700	10,700	10,700
23100	Life & Health Insurance	2,704	3,398	9,500	9,500	10,000
24100	Workers Compensation	-	79	250	250	550
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>72,704</b>	<b>74,788</b>	<b>161,050</b>	<b>160,550</b>	<b>160,850</b>
34300	Other Contractual Svcs - P&Z Permits	-	-	-	-	75,000
34310	Other Contractual Svcs - P&Z Hearings	-	-	-	-	37,000
34320	Other Contractual Svcs - P&Z Town	-	-	35,000	30,000	25,000
49100	Other Current Charges	-	-	-	5,000	5,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>285,426</b>	<b>190,139</b>	<b>210,000</b>	<b>145,000</b>	<b>142,000</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>358,130</b>	<b>264,927</b>	<b>371,050</b>	<b>305,550</b>	<b>302,850</b>

### Major Variance from Current Budget FY 2012 to Projected FY 2012

Code	Amount	Explanation
34300	(\$65,000)	Actual projected lower than budgeted

### Major Variance or Highlights of the Departmental Budget - FY 2012 Projected to FY 2013 Adopted

Code	Amount	Explanation
34300	(\$110,000)	Reduction for new account itemization between #3430 and #3435
34310	\$75,000	Increase due to new account itemization from #3410 above
34320	\$37,000	Increase due to new account itemization from #3410 above



# **Code Enforcement Services Department**

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

The Code Enforcement Services Department is managed by a contractual firm consisting of a Code Enforcement Director and an Inspector. This Department is responsible for the health, safety and welfare of the residents of the Town of Southwest Ranches through the enforcement of code and zoning regulations as established by the Town Council. This includes issuing violations for: work without permits, fill violations, bulk trash violations, and overgrown properties and property maintenance issues.

## **Issues:**

- The Code Enforcement Department has received numerous complaints about properties in foreclosure. These properties are often overgrown and present an attractive nuisance to children.
- The Code Enforcement Department has received complaints from citizens about the proliferation of signs placed in the right of way. These signs, often called “snipe signs,” advertise everything from painting, roofing, to screen and computer repair and are scattered along the roadway. Leaving these signs out for any period of time can cause them to increase in number dramatically and present a hazard.
- The Code Enforcement Department is often asked for a list of properties with outstanding liens and/or properties in foreclosure. A list of these properties with outstanding code issue will assist law enforcement and other agencies in an effort to maintain these properties and the community.

## **Fiscal Year 2013 Primary Objectives:**

- To establish a foreclosure list of properties that are problematic and in the foreclosure process. This list will be provided to other regulatory agencies as a way to provide an expeditious team approach to a problematic situation.
- To compile a tracking list of Townwide properties that is subject to outstanding liens and/or code Enforcement deficiencies.

- To assist with the transition to a new solid waste and bulk trash provider. Assistance and oversight will be provided to ensure a smooth transition from the previous waste provider to a new provider in an effort to provide the citizens with a seamless changeover.
  
- To create a program to remove snipe signs illegally placed within the Town right of way within twenty-four hours.

**Personnel Complement:**

	Adopted FY 2012			Adopted FY 2013		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Administrative Specialist		.5			.5	
Total		.5			.5	

## Code Enforcement Department Expenditures

Line Item Prefix: 001-2300-524-:		FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Adopted
Suffix	Object Description					
12100	Regular Salaries	23,516	25,299	22,500	25,000	11,000
14100	Overtime	-	-	250	250	-
21100	Payroll Taxes	1,023	1,935	1,700	1,700	859
24100	Workers Compensation	-	79	100	100	220
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>24,539</b>	<b>27,313</b>	<b>24,550</b>	<b>27,050</b>	<b>12,079</b>
31010	Professional Services	8,300	11,500	13,750	7,500	10,000
34100	Other Contractual Services	197,892	198,443	200,000	199,000	200,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>206,192</b>	<b>209,943</b>	<b>213,750</b>	<b>206,500</b>	<b>210,000</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>230,731</b>	<b>237,256</b>	<b>238,300</b>	<b>233,550</b>	<b>222,079</b>

### Major Variance from Current Budget FY 2012 to Projected FY 2012

Code	Amount	Explanation

### Major Variance or Highlights of the Departmental Budget - FY 2012 Projected to FY 2013 Adopted

Code	Amount	Explanation
12100	(\$14,000)	50% reallocation of Admin Specialist to Town Clerk office

## **Public Safety - Police Department**

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

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

## Public Safety: Police Department Expenditures

Line Item Prefix: 001-3000-521-:		FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Adopted
Suffix	Object Description					
34100	Other Contractual Svcs-Police	2,087,873	2,125,522	2,108,716	2,108,716	2,100,000
TOTAL	OPERATING EXPENSES	2,087,873	2,125,522	2,108,716	2,108,716	2,100,000
64100	Machinery and Equipment	-	-	-	-	50,000
TOTAL	CAPITAL OUTLAY	-	-	-	-	50,000
<b>TOTAL</b>	<b>Department Total</b>	<b>2,087,873</b>	<b>2,125,522</b>	<b>2,108,716</b>	<b>2,108,716</b>	<b>2,150,000</b>

### Major Variance from Current Budget FY 2012 to Projected FY 2012

Code	Amount	Explanation

### Major Variance or Highlights of the Departmental Budget - FY 2012 Projected to FY 2013 Adopted

Code	Amount	Explanation
34100	\$257,486	Annual contractual increase + provision for increase in scope of services
64100	\$50,000	Increase for public safety grant expenditures 100% offset by revenues

# **Public Safety - Fire Administration and Volunteer Fire Services Departments**

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

The Town has entered into a new contractual agreement with the Town of Davie, Florida (Davie) to provide primary fire protection and rescue services to the entire Town. Additionally, the Town has professional Volunteer Fire contractors that primarily provide fire protection support.

In addition to monitoring the current Fire-Rescue provider contract and assuring that the volunteers work seamlessly with Davie, the Town's Fire Chiefs provide leadership and are responsible for:

1) Operations, including oversight of 30 to 50 volunteer firefighters; 2). Respond to emergency and non-emergency incidents; 3) Training all firefighters and driver-engineers; 4) Making sure all shifts and special events are sufficiently staffed by appropriate personnel; 5) Overseeing and monitoring finances including submitting check requests to the Finance Department for payment to vendor providers which is budgeted in the Volunteer Fire Services Department; 6) Handling procurement to purchase and maintain all fire apparatus and equipment; 7) Arranging for volunteers, Town residents and others to be trained at a Large Animal Technical Rescue Awareness class at no cost to the Town; 8) Maintaining a K-9 search team which continues to train, attend special functions and is available to the Town and surrounding communities also at no cost to the Town; 9) Acting as a liaison with neighboring fire & police departments.

## **Issues:**

- The Department desires to hire firefighting and Emergency Medical Services (EMS) personnel so that at the end of the contract with Davie, the Town would have negotiating power with future contracting cities.
- There are locations within the Town that have been identified for well replacement and/or new wells which need attention.
- Due to aging apparatus, Engine 82 and Brush 82 have exceeded NFPA recommendations for first-out vehicles.
- A need for aging and more Protective Equipment for our Volunteers, including bunker gear, fire boots, helmets, hoods, gloves and facemasks exist.
- A long-term vision is desired from Town Council to determine the future role of the Volunteers in providing fire and/or EMS services to the Town.

## **Fiscal Year 2013 Primary Objectives:**

- To insure a smooth transition for our new primary Fire protection and rescue service provider

- To hire and staff additional firefighters and train more drivers.
- To purchase and equip a tanker, if funded.
- To carry out the wishes of the Town Council and serve the residents of Southwest Ranches.

**Personnel Complement:**

	Adopted FY 2012			Adopted FY 2013		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Volunteer Fire Chief		1			1	
Assistant Volunteer Fire Chief		1			1	
<b>Total</b>		<b>2</b>			<b>2</b>	



## Public Safety-Fire Administration Expenditures

Line Item Prefix: 001-3100-522-:		FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Adopted
Suffix	Object Description					
12100	Regular Salaries	-	3,960	-	48,000	52,000
21100	Payroll Taxes	-	303	-	3,672	3,978
24100	Workers Compensation	-	-	-	200	2,704
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>-</b>	<b>4,263</b>	<b>-</b>	<b>51,872</b>	<b>58,682</b>
31010	Professional Services	-	-	24,000	12,000	5,000
34100	Other Contractual Services-Fire	3,405,639	2,913,820	2,520,000	2,520,000	2,388,000
49100	Other Current Charges	-	-	-	-	10,000
	Fire Assessment Discounts	-	-	-	-	-
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>3,405,639</b>	<b>2,913,820</b>	<b>2,544,000</b>	<b>2,532,000</b>	<b>2,403,000</b>
	Transfer-Intra-Governmental-GF	-	-	76,382	76,382	-
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>-</b>	<b>-</b>	<b>76,382</b>	<b>76,382</b>	<b>-</b>
63120	Improvements other than Building	-	-	-	-	25,000
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,000</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>3,405,639</b>	<b>2,918,083</b>	<b>2,620,382</b>	<b>2,660,254</b>	<b>2,486,682</b>

### Major Variance from Current Budget FY 2012 to Projected FY 2012

Code	Amount	Explanation
12100	\$48,000	Salaries for Chief and Assistant Chief not originally budgeted
21100	\$3,672	Payroll Taxes for Chief and Assistant Chief not originally budgeted
31010	(\$12,000)	Wildan Study Decrease

### Major Variance or Highlights of the Departmental Budget - FY 2012 Projected to FY 2013 Adopted

Code	Amount	Explanation
24100	\$2,504	W/C Adjusted Rate Increase
34100	(\$132,000)	Decrease for new Davie Fire Contract
49100	\$10,000	Increase for maintainemnce of existing Town Fire Wells
63120	\$25,000	Increase for replacement of existing Fire Wells per Capital Outlay
	(\$76,382)	Elimination of provision for Intragov Charges

## FUNDED

### Town of Southwest Ranches, Florida Capital Improvement Project

<b>Project:</b>	<b>Fire Wells Replacement and Installation</b>						
<b>Priority:</b>	<b>Public Safety - #1</b>			<b>Project Manager:</b>	<b>Fire Chiefs</b>		
<b>Department:</b>	<b>Fire Administration</b>			<b>Division:</b>	<b>General Services Coordinator</b>		
<b>Project Location:</b>	<b>Town-wide</b>						
<b>Fiscal Year:</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>Total</b>	<b>Prior Years</b>
<b>Plans and Studies:</b>							
<b>Construction:</b>	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000	\$80,000
<b>Other :</b>							
<b>TOTAL COST:</b>	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000	\$80,000
<b>Revenue Source:</b>	<b>FA</b>	<b>FA</b>	<b>FA</b>	<b>FA</b>	<b>FA</b>		<b>GF</b>
<b>Description (Justification and Explanation)</b>							
<p>The Town Council has determined that it is in the best interest of the health, safety and welfare of its residents to provide services for the replacement and installation including drilling of fire protection water wells. Annual funding is permitted and proposed as a new component of the Fire Special Assessment at a cost of approximately \$3,125 - \$5,000 each (for up to 8 wells)</p> <p>There are a limited number of fire hydrants serviced by the City of Sunrise Utilities, but the majority of the Town is dependent on fire wells. The location of such and functionality has an impact on the well being of the residency and an impact on the insurance rating of the municipality. As a municipality, the health safety and welfare of the citizenry is paramount.</p> <p>Historically fire wells may be damaged, test dry or sand infiltrated in which case they must be replaced. "Whether or not your local government has adopted the Uniform Fire Code or recognizes the NFPA standards, they have an impact on your community's fire insurance rating. When your jurisdiction is inspected by the Insurance Services Office, the inspector will use current regulations and standards as a basis for your rating. Ignoring the standards when new development takes place will have a cumulative adverse impact on your community's fire insurance premiums and in some situations can contribute to some liability on the part of the local government agency."</p> <p>Inadequate funding may lead to impaired health safety and welfare of the community, in addition to increases in insurance.</p>							
<b>Annual Impact on Operating Budget</b>							
<b>Personnel:</b>			The current annual operating impact pertaining to all the fire wells are estimated and are also funded as part of the Fire Special Assessment within the "other current charges" account of the Fire Admin department budget				
<b>Operating:</b>	10,000						
<b>Replacement Costs:</b>							
<b>Revenue/Other:</b>							
<b>Total:</b>							

## Public Safety-Volunteer Fire Services Expenditures

Line Item Prefix: 001-3200-522-:		FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Adopted
Suffix	Object Description					
31010	Professional Services	-	-	-	-	50,250
	Other Contractual Services-VF Svcs	-	84,448	-	-	-
41100	Telecommunications	-	-	-	-	6,650
43100	Electricity	-	-	-	-	15,000
	Maintenance Service/Repair Contracts	11,700	669	4,000	15,000	-
46020	Building Maintenance	-	-	-	-	5,950
46030	Equipment Maintenance	-	-	-	-	2,900
46110	Miscellaneous Maintenance	-	30,215	-	-	16,496
46120	Vehicle Maintenance & Repair	-	-	-	-	17,500
49100	Other Current Charges	82,495	115,997	325,000	295,000	-
52140	Uniforms	-	-	-	-	9,950
52160	Gasoline	-	-	-	5,000	17,500
52900	Miscellaneous Operating Supplies	-	-	-	10,250	5,750
55100	Training & Education	-	-	-	-	15,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>94,195</b>	<b>231,328</b>	<b>329,000</b>	<b>325,250</b>	<b>162,946</b>
64100	Machinery and Equipment	-	-	150,000	50,000	8,000
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>150,000</b>	<b>50,000</b>	<b>8,000</b>
71100	Principal	12,596	-	-	-	-
72100	Interest	5,526	-	-	-	-
<b>TOTAL</b>	<b>DEBT SERVICE</b>	<b>18,122</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
581-91201	Transfer to Debt Service Fund	-	-	18,122	18,122	18,122
581-91102	Transfer to Volunteer Fire Fund	-	-	-	-	256,000
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>-</b>	<b>-</b>	<b>18,122</b>	<b>18,122</b>	<b>274,122</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>112,317</b>	<b>231,328</b>	<b>497,122</b>	<b>393,372</b>	<b>445,068</b>

**Town of Southwest Ranches**  
**Adopted FY 2012/2013**  
**Fire Assessment Worksheet**

**Sources:**

Fire Administration Department  
Volunteer Fire Service Department  
Volunteer Fire Fund

Expenditures	Total FY 2012-2013 Adopted	General Fund Portion	Fire Assessment Portion
% Allocation per Consultant Study for FR Contractual Services Only		57.70%	42.30%

**Direct Expenses:**

Fire Rescue Contractual Service	\$ 2,388,000	\$ 1,377,876	\$ 1,010,124
Personnel Expenses	58,682	N/A	58,682
Operating Expenses	433,946	33,750	400,196
Non-Operating Debt	18,122	N/A	18,122
Capital Outlay	33,000	N/A	33,000
<b>Sub-Total</b>	<b>\$ 2,931,750</b>	<b>\$ 1,411,626</b>	<b>\$ 1,520,124</b>

**Other Expenses**

Publication & Notification Costs	5,000
Statutory Discount	86,579
Collections Cost	33,000
Fire Assessment Cost Allocation of Townwide Personnel\Contractual Costs	76,102
Fund Balance Restricted for Rate Stabilization	5,875
<b>Total Fire Assessment Expenses</b>	<b>\$ 1,726,680</b>

**Based On Consultant Study**

Property Category	Assess Unit Type	% Effort Allocation	Amount	Total Adopted Rates FY 12/13	Total Assessed Rates FY 11/12	Difference Increase (Decrease)
<b>Residential - 2454 Units</b>	Per Dwelling Unit	62.8912%	1,085,930	442.51	442.51	0.00
<b>Commercial - 331,702 SF</b>	Per Sq.Ft. Bldg Area	15.0283%	259,491	0.78	0.80	(0.02)
<b>Indust/Warehouse - 125,036 SF</b>	Per Sq.Ft. Bldg Area	9.5818%	165,447	1.32	1.32	0.00
<b>Institutional - 531,932 SF</b>	Per Sq.Ft. Bldg Area	6.2499%	107,916	0.20	0.21	(0.01)
<b>Vacant/Agricultural - 2,094 Acre</b>	Per Acre	6.2488%	107,897	51.53	49.80	1.73
<b>Total</b>		<b>100%</b>	<b>\$ 1,726,680</b>			

**Town of Southwest Ranches, FL**  
**Adopted Cost Allocation Plan for 2013 Special Assessments**

<i>Townwide Personnel &amp; Contractual Costs *</i>		<i>General Fund Allocation</i>		<i>Solid Waste Assessment Cost Allocation</i>		<i>Fire Assessment Cost Allocation</i>	
Department	Cost	%	Allocation	%	Allocation	%	Allocation
Council	\$ 63,000	87%	\$ 54,810	8%	\$ 5,040	5%	\$ 3,150
Attorney	\$ 385,000	92%	\$ 354,200	5%	\$ 19,250	3%	\$ 11,550
Executive	\$ 245,000	76%	\$ 186,200	12%	\$ 29,400	12%	\$ 29,400
Finance	\$ 165,000	70%	\$ 115,500	15%	\$ 24,750	15%	\$ 24,750
Clerk	\$ 145,040	90%	\$ 130,536	5%	\$ 7,252	5%	\$ 7,252
Building	\$ 187,040	100%	\$ 187,040	0%	\$ -	0%	\$ -
Code	\$ 222,000	60%	\$ 133,200	40%	\$ 88,800	0%	\$ -
PROS	\$ 50,000	100%	\$ 50,000	0%	\$ -	0%	\$ -
<b>Totals</b>	<b><u>\$ 1,462,080</u></b>		<b><u>\$ 1,211,486</u></b>		<b><u>\$ 174,492</u></b>		<b><u>\$ 76,102</u></b>

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

**Purpose:** This cost allocation chart shows the distribution of Townwide Personnel and Contractual Costs distributed between the General Fund and the Towns two special assessments

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

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

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

Key activities include: contract management; planning, development/improvement, and maintenance of public property; management and maintenance of urban forest canopy; special event planning; grants administration; 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 Town Engineer, Executive, and Non-Departmental Departments for administering services affecting Town property.

## **Issues:**

- Providing landscape maintenance to meet resident demands in a cost effective manner.
- Providing sufficient tree canopy maintenance to meet resident expectations.
- Difficulty in securing grant programs/revenues which do not require matching commitments from the Town.
- Advisory Board review and approval process required for recurring/routine PROS maintenance.

## **Fiscal Year 2013 Primary Goals and Objectives:**

- To implement segments of the capital projects program depending on funding including improvements at:
  - a. Country Estates Fishing Hole Park
  - b. Rolling Oaks Passive Open Space Park barn structure
  - c. Southwest Meadows Sanctuary
  - d. Calusa Corners
- To improve the Townwide landscaping maintenance program, if funded
- To develop an improved Urban Forest Canopy inventory and management plan

**Personnel Complement:**

	Adopted FY 2012			Adopted FY 2013		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Parks, Recreation and Open Space Coordinator	1			1		
Total	1			1		



## Parks and Open Spaces Department Expenditures

Line Item Prefix: 001-3600-572-:		FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Adopted
Suffix	Object Description					
12100	Regular Salaries	62,690	50,240	50,000	53,000	55,000
21100	Payroll Taxes	4,270	3,255	3,900	4,055	3,900
23100	Life & Health Insurance	3,512	3,764	4,200	4,200	4,200
24100	Workers Compensation	-	79	100	100	220
<b>TOTAL</b>	<b>PERSONAL EXPENSES</b>	<b>70,472</b>	<b>57,338</b>	<b>58,200</b>	<b>61,355</b>	<b>63,320</b>
34100	Other Contractual Services	100,399	54,361	65,000	65,000	65,000
40100	Mileage Reimbursement	1,962	2,753	3,000	3,400	3,300
43100	Electricity	5,860	7,686	9,000	9,250	9,000
43110	Water	-	-	-	-	1,000
46040	Grounds Maintenance	10,292	10,385	20,000	20,000	34,000
46050	Tree Maintenance/Preservation	13,382	3,302	28,000	28,000	25,116
46060	Lake Maintenance	6,580	4,716	8,900	8,900	9,000
49110	Other Current Charges	44	107	500	-	-
54100	Subscriptions and Memberships	845	820	760	760	760
54200	Training and Education	-	-	500	500	500
55100	Conferences and Seminars	500	564	500	500	500
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>139,864</b>	<b>84,694</b>	<b>136,160</b>	<b>136,310</b>	<b>148,176</b>
	Infrastructure	73,549	12,999	-	-	-
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>73,549</b>	<b>12,999</b>		<b>-</b>	<b>-</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>283,885</b>	<b>155,032</b>	<b>194,360</b>	<b>197,665</b>	<b>211,496</b>

### Major Variance from Current Budget FY 2012 to Projected FY 2012

Code	Amount	Explanation
12100	\$3,000	Over budget due to unanticipated increase

### Major Variance or Highlights of the Departmental Budget - FY 2012 Projected to FY 2013 Adopted

Code	Amount	Explanation
43110	\$1,000	Increase due to segregation of Water from other Utilities
46050	(\$2,884)	Voluntary decrease in spending for Townwide Tree Maintenance

## FUNDED

Town of Southwest Ranches, Florida

### FY 13 Program Modification

#### Community Forestry Program Enhancement

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	PROS-Forestry	General	3	\$8,000

#### **Justification and Description**

Upgrades are needed to the Town's Community Forestry Management Plan and Public Space Tree Canopy Inventory, which has increased annually through proactive partnerships and successful grant administration.

Department budget affords only minimal maintenance on a rotating schedule for an ever-increasing asset. Additional funding for program enhancement has been awarded from the State Division of Forestry's National Urban and Community Forestry grant program to facilitate more comprehensive, long-term planning and asset management of the Town's Community Forestry Program, including:

1. Hardware, software and training for upgrades to the Town's Public Space Tree Inventory
2. Consultant assistance for improvements to the Town's Forestry Management Plan

Costs were estimated based on proposals from vendors, consultants, and staff records. The Program is funded through the PROS General Fund budget for \$8,000 grant funding plus \$8,000 matching funds.

The Program fulfills objectives and policies of the Council by meeting adopted Comprehensive plan standards, including: improvement of air quality, reduced erosion, protection and enhancement of critical ecological systems integral to the Town's natural environment, moderated temperatures, increased property values and enhanced economic vitality, sense of place and well-being for our residents.

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

If not funded, staff will not be able to accept the grant, for which we have received notification of partial award from original application [for total project costs of \$39,910 and will not be able to efficiently capture data needed for effective and efficient management of the Town's Forestry investment.

#### **Required Resources**

Line item	Title or Description of request	Cost
001-3600-572-46050	Tree Maintenance/Preservation	\$16,000
001-0000-331-33139	Grant Receipts	(\$8,000)

## **Non-Departmental Allocation Center**

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

The Non-Departmental allocation center is an allocation center for those few general fund expenditures which are not otherwise classified or identifiable. It includes any inter/intra fund transfers as expenditures from the general fund. In the current year this includes a transfer to the Capital Projects fund to fund a transportation project. General contingency and reserve dollars are allocated here as well.

This allocation center may include other centralized costs which are not easily distributed. In Fiscal Year 2013, for example, the portion of the Town's property and liability insurance to cover the Town Hall building is included in this allocation center rather than distributed across the departments within Town Hall.

There are no personnel associated with this allocation center.

## Non Departmental Expenditures

Line Item Prefix: 001-3900-:		FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Adopted
Suffix	Object description					
519-25100	Unemployment Compensation	-	12,659	6,000	7,000	5,000
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>-</b>	<b>12,659</b>	<b>6,000</b>	<b>7,000</b>	<b>5,000</b>
519-34100	Other Contractual Services	20,393	39,499	40,000	42,000	43,000
519-41100	Telecommunications	18,331	13,544	20,000	20,000	20,000
519-42100	Postage	11,994	13,809	20,000	20,000	15,750
519-43100	Electricity	9,420	16,461	30,000	23,000	30,000
519-44020	Building Rental/Leasing	33,697	38,351	20,500	22,967	7,500
519-45100	Property and Liability Insurance	55,381	96,286	102,677	102,677	107,809
519-46010	Maintenance Service/Repair Contracts	6,008	5,608	15,000	15,000	12,500
519-46020	Building Maintenance	7,886	8,975	17,000	17,000	17,000
519-46030	Equipment Maintenance	25,449	61,551	75,000	75,000	75,000
519-46500	Software Maintenance	7,709	7,039	14,000	11,250	11,000
519-46110	Miscellaneous Maintenance & Repair	7,758	4,932	10,000	8,000	10,000
519-49100	Other Current Charges	-	2,590	500	1,000	500
519-51100	Office Supplies	25,284	21,120	25,000	25,000	25,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>229,310</b>	<b>329,765</b>	<b>389,677</b>	<b>382,894</b>	<b>375,059</b>
519-64100	Machinery and Equipment	7,107	7,240	20,000	12,000	32,000
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>7,107</b>	<b>7,240</b>	<b>20,000</b>	<b>12,000</b>	<b>32,000</b>
581-91201	Transfers to Debt Service Fund	500,250	400,000	635,000	635,000	710,816
581-91301	Transfers to Capital Projects Fund	80,000	117,576	210,000	210,000	137,497
581-91101	Transfers to Transportation Fund	400,000	181,200	-	-	113,500
	Transfer to VFF*	62,233	-	-	-	-
519-99100	Contingency/Reserve	-	-	-	-	75,924
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>1,042,483</b>	<b>698,776</b>	<b>845,000</b>	<b>845,000</b>	<b>1,037,737</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>1,278,900</b>	<b>1,048,439</b>	<b>1,260,677</b>	<b>1,246,894</b>	<b>1,449,796</b>

NOTE\* The transfer to VFF is reflected in Public Safety-VF Services for FY 2013

### Major Variance from Current Budget FY 2012 to Projected FY 2012

Code	Amount	Explanation

### Major Variance or Highlights of the Departmental Budget - FY 2012 Projected to FY 2013 Adopted

Code	Amount	Explanation
91201	75,816	Increase to Debt Service Loan Repayments
91301	(72,503)	Decrease due to expected increase in grant revenue match
91101	100,000	Increase to cover Transportation expenses funded by reserves in FY 12

## FUNDED

Town of Southwest Ranches, Florida

### FY 12/13 Program Modification

#### Town Hall A/C Replacement

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Executive-General Services	General	1	\$10,000

#### Justification and Description

This request is for a central air conditioner (s) replacement. The requested amount is for replacement equipment only if needed.

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

There are 11 aging central air units servicing the Town Hall complex. There is a possibility that one to two of these units may fail at any time since they all vary in age. The requested funding is for replacement of one to two compressor(s) only in an event of failure.

A new unit has a higher SEER rating which is more energy efficient, so there will be an energy and cost savings resulting from decreased power utilization.

#### Required Resources

Line item	Title or Description of request	
001-7900-539-6410	Town Hall A/C Replacement	\$10,000

## Capital Projects Fund

The Capital Projects Fund is a type of General Governmental Fund. As such, it provides for projects which are not assignable to specific enterprise or restricted revenue functions. The fund provides a place to account for improvements which cannot be assigned (per above). To be a qualified project for this fund, the anticipated value of the asset created 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 interest earnings or other permissible fund transfers.

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

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

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

## Capital Projects Fund Summary Fiscal Year 2013

### FY 2012 Estimated

FY 2012 Projected Revenues	642,573
Estimated Expenditures & Encumbrances	(435,668)
Estimated FY 2012 Year End Difference	<u>206,906</u>

### Projected Assigned Fund Balance

Audited Assigned Fund Balance 9/30/2011	334,623
Appropriated Fund Balance FY 2012	(141,450)
Estimated FY 2012 Year End Difference	206,906
Projected Assigned Fund Balance 9/30/2012	<u>400,079</u>
Appropriated Fund Balance FY 2013	(237,214)
Projected Assigned Fund Balance 9/30/2013	<u>162,865</u>

### FY 2013 Budget Summary

#### Adopted Revenues

Interest Income	-
Grant Reimbursements	197,500
Interfund Transfers	137,497
Appropriated Fund Balance	237,214
<b>Total Revenue</b>	<u><b>572,211</b></u>

#### Adopted Expenditures

Operating Items	-
Capital Outlay	572,211
<b>Total Expenditures</b>	<u><b>572,211</b></u>



## Capital Projects Fund Revenues

Line Item		FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Adopted
<b>301-0000-:</b>						
361-36110	Interest Earnings	5,004	4,500	-	1,500	-
331-33120	FDLE Grant	25,000	55,500	-	125,000	62,500
	Federal Grant-Other Physical Enviroment	-	-	-	1,623	-
337-33770	Local Government Grant-Physical Envir	-	-	-	-	135,000
	Fines-Local Ordinance Violation-Tree Preservation	-	-	13,000	13,000	-
381-38101	Transfer from General Fund	80,000	117,576	210,000	210,000	137,497
	Transfer from Debt Service	1,903,656	400,000	-	150,000	-
399-39900	Appropriated Assigned Fund Balance	-	-	141,450	141,450	237,214
<b>TOTAL</b>	<b>Miscellaneous Revenues</b>	<b>2,013,660</b>	<b>577,576</b>	<b>364,450</b>	<b>642,573</b>	<b>572,211</b>
<b>TOTAL</b>		<b>2,013,660</b>	<b>577,576</b>	<b>364,450</b>	<b>642,573</b>	<b>572,211</b>

## Capital Projects Fund Expenditures

Line Item Prefix: 301-5300-:		FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Adopted
537-46100	Repair and Maintenance-Tree Preservation	-	-	13,000	13,000	-
537-46150	Repair and Maintenance- Urban Tree Pruning	-	4,305	1,000	1,000	-
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	-	4,305	14,000	14,000	-
572-62120	Buildings-Rolling Oaks Barn	-	86,025	113,898	6,630	110,768
539-62140	Buildings-Town Hall/Public Safety	1,961,385	365,090	-	150,000	-
539-6310	Infrastructure-General	19,363	10,291	-	-	-
539-6312	Infrastructure-Fire Wells	-	-	80,000	80,000	-
539-6314	Infrastructure-Southwest Meadows	-	-	2,000	2,000	-
539-6316	Infrastructure-Calusa Corners	-	-	2,000	2,000	-
572-63200	Infrastructure-Fishing Hole Park	-	13,556	150,552	56,038	398,943
539-6322	Infrastructure-Frontier Trails Park	-	-	2,000	-	-
539-63XX	Infrastructure-Non Vehicle Bridges	14,658	-	-	-	-
521-64100	Machinery and Equipment	-	58,800	-	125,000	62,500
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	1,995,406	533,763	350,450	421,668	572,211
<b>TOTAL</b>	<b>CAPITAL PROJECTS FUND</b>	<b>1,995,406</b>	<b>538,068</b>	<b>364,450</b>	<b>435,668</b>	<b>572,211</b>

## FUNDED

Town of Southwest Ranches, Florida Capital Improvement Project							
Project	Fishing Hole Park at Country Estates						
Priority	PROS #1			Project Manager	December Lauretano-Haines		
Department	Parks Recreation and Open Space			Division	N/A		
Project Location	Fishing Hole Park - 16 acres at 18900 Griffin Road						
Fiscal Year	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total	Prior Years
Plans and Studies	\$ -	\$ 11,666				\$ 11,666	\$ 47,043
Engineering, Architecture & Permitting	\$ 63,000	\$ 62,364				\$ 125,364	\$ 386,968
Land Acquisition/Site preparation	\$ 125,000	\$ 100,000				\$ 225,000	\$ 2,095,915
Construction	\$ 202,943	\$ 365,442				\$ 568,385	\$ 35,615
Equipment/Furnishings	\$ 8,000	\$ 15,000				\$ 23,000	
Other (Specify)							
TOTAL COST:	\$ 398,943	\$ 554,472				\$ 953,415	\$ 2,565,541
Revenue Source	G=\$135,000 GF Tfr= \$137,497 CIP-FB=\$126,446		NF				
Description (Justification and Explanation)							
<p>Acquisition and future development of the Country Estates Fishing Hole site fulfills objectives and policies of the Town's Comprehensive Plan and effectively promotes primary goals of the Town's Charter. The Town's parks system is designed to meet adopted Comprehensive plan standards, including: developing increased water storage and urban stormwater runoff filtering capacity in a drainage basin recognized to be deficient; providing community parks for residents; promoting and preserving the environmental and public recreational benefits of unique natural areas; providing enhanced 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 3 grant sources which matched each other, FCT and Broward County Land Preservation Open Space grants. In exchange for acquisition support, the Town is obligated to develop the recreational amenities identified in Florida's Statewide Comprehensive Outdoor Recreation Plan (SCORP), which served as the basis of demand and need for recreational resources and facilities planned for the development of Fishing Hole Park. Development is currently supported by Broward County 3 grants totaling \$135,000. Two of these are 50% matching grants and one is non-matching. Costs were estimated based on management plan estimates prepared by professional consultants and updated in accordance with reductions in commitments and changes in market conditions.</p> <p>Commitments for development at the Fishing Hole site have been reduced significantly from original concept, retaining only those developments necessary to satisfy granting agency partners' scoring systems. Developments will include playground, restroom, open space play fields, picnic and environmental education pavilion, pond, fishing pier, multi-use trail, improved wetlands, parking, and landscaping. Extension of timeline for development is planned to be requested.</p>							
Annual Impact on Operating Budget							
Personnel			Projected operating budget costs include Park Coordination, mitigation resource management, routine facilities maintenance, insurance, utilities, and funding for replacement over the useful life of amenities.				
Operating	\$ 36,000						
Replacement Cost	Year: 2035	\$ 16,000					
Revenue/Other	\$ -						
Total	\$ 52,000						

## FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Rolling Oaks Passive Open Space & Barn						
Priority	PROS - #2			Project Manager	December Lauretano-Haines		
Department	Parks Recreation and Open Space			Division	N/A		
Project Location	46-Acre Rolling Oaks Park at 17630 SW 56 Street						
Fiscal Year	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total	Prior Years
Plans and Studies	\$ 6,000					\$ 6,000	\$ 68,000
Engineering, Architecture & Permitting	\$ 17,000					\$ 17,000	\$ 275,140
Land Acquisition/Site preparation		\$ 11,375	\$ 11,375			\$ 22,750	\$ 2,836,350
Construction	\$ 87,768	\$ 51,000	\$ 51,000			\$ 189,768	\$ 245,037
Equipment/Furnishings		\$ 7,000	\$ 7,000			\$ 14,000	\$ 13,000
Other (Specify)							
TOTAL COST:	\$ 110,768	\$ 69,375	\$ 69,375			\$ 249,518	\$ 3,437,527
Revenue Source	CIP-FB	NF	NF				G=\$2,200,000 CIP- FB=\$1,237,527
<b>Description (Justification and Explanation)</b>							
<p>Acquisition and development of the Rolling Oaks Passive Open Space Park fulfills objectives and policies of the Town's Comprehensive Plan and effectively promotes primary goals of the Town's Charter. The Town's parks system is designed to meet adopted Comprehensive plan standards, including: developing increased water storage and urban stormwater runoff filtering capacity in a drainage basin recognized to be deficient; providing community parks for residents; promoting and preserving the environmental and public recreational benefits of unique natural areas; providing enhanced 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 2 grant sources which matched each other in prior years: Broward County Land Preservation Open Space program and the Florida Recreation Development Assistance Program. In exchange for acquisition support, the Town is obligated to develop the recreational amenities identified in Florida's Statewide Comprehensive Outdoor Recreation Plan (SCORP), which served as the basis of demand and need for recreational resources and facilities planned for the development of Rolling Oaks. Costs were estimated based on management plan estimates prepared by professional consultants and updated in accordance with reductions in commitments and changes in market conditions.</p> <p>Commitments for development at the Rolling Oaks site have largely been satisfied. Reductions to development plan have been requested where possible. Developments include fitness trail, nature education, passive recreational open space, freshwater fishing, parking, multi-use trail, and native landscaping. Future development will include renovation/re-purposing of the site's existing barn structure for human recreational use, archaeological preservation and education, improvement of existing wetlands, and restoration of existing windmill.</p>							
<b>Annual Impact on Operating Budget</b>							
Personnel			Projected operating budget costs include Park Coordination, mitigation resource management, routine facilities maintenance, insurance, utilities, and funding for replacement over the useful life of amenities.				
Operating	\$ 26,000						
Replacement Cost	Year: 2031	\$ 35,000					
Revenue/Other	\$ -						
Total	\$ 61,000						

## **DEBT SERVICE FUND**

This fund is used for the purpose of budgeting debt on projects of a general governmental nature including Capital Projects and Transportation improvements. More particularly this fund has been created to support accounting for debt 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 requires approval via a Townwide referendum.

## Debt Service Fund Summary

### Fiscal Year 2013

#### FY 2012 Estimated

Estimated Debt Service Revenue	653,622
Estimated Expenditures & Encumbrances	(772,966)
Estimated FY 2012 Year End Difference	(119,344)

#### FY 2013 Projected Assigned Fund Balance

Audited Assigned Fund Balance 9/30/2011	164,278
Estimated FY 2012 Year End Difference	(119,344)
Projected Assigned Fund Balance 9/30/2012	44,933
Appropriated Assigned Fund Balance for FY 2013	5,000
Projected Assigned Fund Balance 9/30/2013	39,933

#### FY 2013 Budget Summary

##### **Adopted Revenue**

Interest Earnings	-
Transfer from General Fund	728,938
Appropriated Assigned Fund Balance	5,000
<b>Total Revenues</b>	<b>733,938</b>

##### **Adopted Expenditures**

Debt Service	733,938
Non-Operating Costs	-
<b>Total Expenditures</b>	<b>733,938</b>

## Debt Service Fund Revenues

Line Item: 201-0000:		FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Adopted
	Interest Earnings	25,020	1,500	500	500	-
381-38101	Transfer from General Fund	500,250	400,000	653,122	653,122	728,938
399-39900	Appropriated Assigned Fund Balance	-	-	-	-	5,000
TOTAL	Miscellaneous Revenues	525,270	401,500	653,622	653,622	733,938
TOTAL	DEBT SERVICE FUND	525,270	401,500	653,622	653,622	733,938

## Debt Service Fund Expenditures

Line Item Prefix: 201-5200-517:		FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Adopted
Suffix	Object Description					
71100	Principal	105,000	110,000	247,000	322,242	428,026
72100	Interest	225,113	233,343	366,122	274,250	295,912
73100	Other Debt Service Costs	44,854	22,121	40,000	26,474	10,000
<b>TOTAL</b>	<b>DEBT SERVICE</b>	<b>374,967</b>	<b>365,464</b>	<b>653,122</b>	<b>622,966</b>	<b>733,938</b>
	Transfer to Capital Projects Fund	1,903,656	400,000	-	150,000	-
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>1,903,656</b>	<b>400,000</b>	<b>-</b>	<b>150,000</b>	<b>-</b>
<b>TOTAL</b>	<b>DEBT SERVICE FUND</b>	<b>2,278,623</b>	<b>765,464</b>	<b>653,122</b>	<b>772,966</b>	<b>733,938</b>

### Major Variance from Current Budget FY 2012 to Projected FY 2012

Code	Amount	Explanation
7110	\$75,242	increase to actual - amount originally underbudgeted
7210	(\$91,872)	decrease to actual - amount originally overbudgeted
7310	(\$13,526)	decrease to actual - amount originally overbudgeted
581-9103	\$150,000	increase to cover new Town Hall improvements\Tfr not originally budgeted

### Major Variance or Highlights of the Departmental Budget - FY 2012 Projected to FY 2013 Proposed

Code	Amount	Explanation
7110	\$105,784	increase to cover scheduled debt principal due in FY 2013
7210	\$21,662	increase to cover scheduled debt interest due in FY 2013
7310	(\$16,474)	expected decrease in refinancings / Includes Emergency LOC-CBB 5k
581-9103	(\$150,000)	New Town Hall acquisition/improvements transfers completed

### Debt Service Disclosure

Description/Type	Total P & I FY 2014 and thereafter	Total P & I FY 2012	Total P & I FY 2013
<b>FLMLC 2001 A Bond Series-PROS</b>	6,144,600	323,075	322,326
<b>TD Bank - New Town Hall Refinance</b>	2,363,812	214,892	286,523
<b>CBB Road Paving/Drainage Loan</b>	816,089	40,403	96,967
<b>Pierce Pumper Cap Lease</b>	36,244	18,122	18,122
<b>Other Debt Service Costs</b>	-	26,474	10,000
<b>Total Debt Service</b>	<b>\$ 9,360,744</b>	<b>\$ 622,966</b>	<b>\$ 733,938</b>





## Special Revenue Funds

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

These funds are governmental in nature but have revenues which must 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 associates with that fund.

# Transportation Fund

## Services, Functions, and Activities:

The Transportation Fund, primarily administrated through the Town Engineer, assists in developing, coordinating, planning, organizing, overseeing, and managing the Town's public works operation and maintenance responsibilities. This includes the following:

- Maintains all Town roads, signage, guard rails, pavement striping, rights-of-way, and traffic calming.
- Maintains Town storm-water systems and tertiary drainage including headwalls and catch basins.
- Completes construction of funded capital improvement projects including drainage projects and resurfacing projects.
- Maintains records, develops contract bids, oversees contract implementation, performance, and maintaining compliance with state and federal regulations and the Town's ordinances, rules and administrative regulations.
- Assures optimum contractual activity in the maintenance of all Town transportation facilities and infrastructure.
- Coordinates all facets of the municipal storm sewer system (MS4) under the National Pollution Discharge Elimination System (NPDES) program.
- Administers the Town's participation in the National Flood Insurance Program (NFIP) and National Pollution Discharge Elimination System (NPDES) under the MS4 program.
- Works closely with the Town Engineer to fulfill requirements and complete necessary documents for the annual report.
- Acts as staff liaison to the Drainage and Infrastructure Advisory Board.

## Issues:

- There is insufficient drainage system data to satisfy the NPDES permit requirement and for tertiary drainage master planning.
- Improvement on infrastructure maintenance level of service at a sustainable cost is needed.
- Facilities inventory is available for asset management.

**Fiscal Year 2013 Primary Objectives:**

- To prepare a phased drainage inventory.
- To solicit a new streets, drainage and traffic sign's maintenance contract.
- To prepare a signs inventory with GPS location.
- To complete construction of funded transportation capital improvement projects.

**Personnel Complement:**

	Adopted FY 2012			Adopted FY 2013		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Engineer	.5			.5		
Total	.5			.5		

# Municipal Transportation Fund Summary

## Fiscal Year 2013

### FY 2012 Estimated

Estimated Transportation Revenue	904,887
Estimated Expenditures & Encumbrances	<u>(904,887)</u>
Estimated FY 2012 Year End Difference	<u><u>0</u></u>

### FY 2013 Projected Restricted Fund Balance

Audited Restricted Fund Balance 9/30/2011	696,179
Estimated FY 2012 Year End Difference	0
Appropriated Restricted Fund Balance FY 2012	<u>(359,303)</u>
Projected Restricted Fund Balance 9/30/2012	<u>336,876</u>
Appropriated Restricted Fund Balance FY 2013	<u>(160,993)</u>
Projected Restricted Fund Balance 9/30/2013	<u><u>175,883</u></u>

### FY 2013 Budget Summary

#### Projected Revenues

Intergovernmental Revenues	161,326
Interest Earnings	2,500
Transfer From General Fund	113,500
Appropriated Restricted Fund Balance	<u>160,993</u>
<b>Total Revenues</b>	<b><u><u>438,319</u></u></b>

#### Proposed Expenditures

Personnel Costs	53,810
Operating Items	189,509
Capital Outlay	195,000
Non-Operating Costs	<u>-</u>
<b>Total Expenditures</b>	<b><u><u>438,319</u></u></b>

Note: There is an additional \$142,202 in Committed Fund Balance in the Transportation Fund as of 9/30/12

## MUNICIPAL TRANSPORTATION REVENUES

Line Item Prefix: 101-5100-:		FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Adopted
312-31241	First Local Option Gas Tax (.06)	85,639	87,282	89,000	84,000	75,000
312-31242	Second Local Option Gas Tax (.03)	61,722	63,122	64,000	61,000	54,100
335-33512	State Revenue Share-Gas Tax (.08)	48,422	52,512	38,000	34,000	32,226
	Broward County - Griffin Road Maint	-	86,587	-	-	-
	Grants	182,022	96,606	-	724	-
<b>TOTAL</b>	<b>Intergovernmental Revenues</b>	<b>377,805</b>	<b>386,109</b>	<b>191,000</b>	<b>179,724</b>	<b>161,326</b>
	Loan Proceeds	439,139	-	360,860	360,860	-
381-38101	Transfer From General Fund	400,000	181,200	-	-	113,500
361-36110	Interest Earnings	3,002	14,391	5,000	5,000	2,500
399-39900	Reappropriated Restricted Fd Bal	-	-	729,887	359,303	160,993
<b>TOTAL</b>	<b>Miscellaneous Revenues</b>	<b>842,141</b>	<b>195,591</b>	<b>1,095,747</b>	<b>725,163</b>	<b>276,993</b>
<b>TOTAL</b>		<b>1,219,946</b>	<b>581,700</b>	<b>1,286,747</b>	<b>904,887</b>	<b>438,319</b>

## Municipal Transportation Fund Expenditures

Line Item Prefix: 101-5100-541:		FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Adopted
12100	Regular Salaries	77,167	113,742	47,500	47,500	47,500
21100	Payroll Taxes	5,443	9,753	3,700	3,700	3,700
23100	Life & Health Insurance	141	-	2,500	-	2,500
24100	Workers Compensation	-	150	100	100	110
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>82,751</b>	<b>123,644</b>	<b>53,800</b>	<b>51,300</b>	<b>53,810</b>
31010	Professional Services/Studies/Surveys	-	3,755	11,000	2,500	8,000
	Other Contractual Services	-	16,000	-	-	-
40100	Mileage Reimbursement	-	-	1,000	1,000	1,000
46010	Maintenance Service/Repair Contracts	103,774	65,594	65,000	65,000	65,000
49100	Other Current Charges	-	-	5,000	1,000	2,922
53100	Road Materials-Gen. &/or Emergencies	43,887	42,611	65,000	40,000	40,000
53110	Road Materials-Griffin Road Maintenance	26,218	41,347	49,087	49,087	62,587
53200	Traffic Signs	18,591	10,732	10,000	14,000	10,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>192,470</b>	<b>180,039</b>	<b>206,087</b>	<b>172,587</b>	<b>189,509</b>
63260	Infrastructure - Drainage	182,907	220,993	200,000	110,000	100,000
	Infrastructure - Roadway Paving	412,714	8,103	720,860	520,000	-
	Infrastructure - Entranceway Enhancement	-	-	6,000	1,000	-
63320	Infrastructure - Guard Rails	-	-	100,000	50,000	30,000
63340	Infrastructure - Roadway Improvements	-	-	-	-	15,000
63360	Infrastructure - Striping/Markers	-	-	-	-	50,000
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>595,621</b>	<b>229,096</b>	<b>1,026,860</b>	<b>681,000</b>	<b>195,000</b>
	Contingency/Reserve	-	-	-	-	-
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL</b>	<b>TRANSPORTATION FUND</b>	<b>870,842</b>	<b>532,779</b>	<b>1,286,747</b>	<b>904,887</b>	<b>438,319</b>

### Major Variance from Current Budget FY 2012 to Projected FY 2012

Code	Amount	Explanation
3101	(\$8,500)	Traffic Studies and Surveys less then originally budgeted

### Major Variance or Highlights of the Departmental Budget - FY 2012 Projected to FY 2013 Proposed

Code	Amount	Explanation
3101	\$5,500	Increase required to meet NPDS demands

## FUNDED

Town of Southwest Ranches, Florida <b>Capital Improvement Project</b>							
Project	<b>Drainage Improvement Projects</b>						
Priority	<b>Transportation - #1</b>			<b>Project Manager</b>	<b>Willie Nabong, Town Engineer</b>		
Department	<b>Transportation Fund</b>			<b>Division</b>	<b>Engineering</b>		
Project Location	Various locations within Town limits - See the project list in order of priority below.						
<b>Fiscal Year</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>Total</b>	<b>Prior Years</b>
Plans and Studies							
Engineering, Architecture & Permitting	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000	
Land Acquisition/Site preparation							
Construction	\$89,000	\$89,000	\$89,000	\$89,000	\$89,000	\$445,000	
Equipment/Furnishings							
Other (Easement documentation & recording)	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$5,000	
<b>TOTAL COST:</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$500,000</b>	
Revenue Source	GF Trf	GF Trf	GF Trf	GF Trf	GF Trf		
<b>Description (Justification and Explanation)</b>							
<p>Note: This project extends beyond the 5-Year CIP period with total costs estimated at \$841,000. The Town desires to provide and maintain an acceptable level of roadway drainage service by identifying, prioritizing and implementing an annual street drainage plan. The Town's Drainage &amp; Infrastructure Advisory Board (DIAB) has approved a list of streets drainage projects. A drainage project is scheduled for implementation only when rights-of-way (preferred method) and/or easements are resolved. The list of drainage projects includes over a dozen projects available in priority order. The FY 2013 priorities are:</p> <p>1. Construct headwalls and extension of the drainage pipe under SW 52nd Street at SW 130 Ave. (7/7/2011) <span style="float: right;">\$50,000</span></p> <p>2. Construct 630 LF drainage pipe outfall by connecting the catch basin at 5801 SW 195th Terrace to 5800 SW 196th Lane which has an outfall to Canal 13; (7/7/11) <span style="float: right;">\$50,000</span></p>							
<b>Annual Impact on Operating Budget</b>							
Personnel							
	0.00						
Operating							
	0.00						
Replacement Cost	Year:						
		0.00					
Revenue/Other							
	0.00						
Total							
	0.00						

## FUNDED

Town of Southwest Ranches, Florida																					
Capital Improvement Project																					
Project	Guardrails Installation Project																				
Priority	Transportation #2			Project Manager	Willie Nabong, Town Engineer																
Department	Public Works			Division	Engineering																
Project Location	Various locations in town limits.																				
Fiscal Year	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total	Prior Years														
Plans and Studies																					
Engineering, Architecture & Permitting																					
Construction	\$30,000	\$135,000	\$135,000	\$135,000	\$135,000	\$570,000	\$50,000														
Equipment/Furnishings																					
Other (Specify)																					
<b>TOTAL COST:</b>	\$30,000	\$135,000	\$135,000	\$135,000	\$135,000	\$570,000	\$50,000														
Revenue Source	GAS / TFB	NF	NF	NF	NF																
<b>Description (Justification and Explanation)</b>																					
<p>The Town desires to provide and maintain an acceptable level of safe roadway network by identifying, prioritizing and installing guardrails. The Town's Drainage &amp; Infrastructure Advisory Board (DIAB) has approved a list of guardrails projects. The list of guardrails installation projects includes:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Contract guardrails on Stirling Road, Ph I, south side, from Hancock Road to Holatee Trail, 1320 LF(7/7/11)</td> <td style="width: 20%; text-align: right;">\$135,000</td> </tr> <tr> <td>Contract guardrails on Stirling Road, Ph II, south side, from Hancock Road to Holatee Trail, 2650 LF(7/7/11)</td> <td style="text-align: right;">\$135,000</td> </tr> <tr> <td>Install guardrail across the bridge at Melaleuca Dr at SW 56th St.</td> <td style="text-align: right;">\$30,000</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Contract guardrails on Stirling Road, Ph I, south side, from Holatee Trail to Melaleuca Dr, 1320 LF</td> <td style="text-align: right;">\$135,000</td> </tr> <tr> <td>Contract guardrails on Stirling Road, Ph II, south side, from Holatee Trail to Melaleuca Dr, 2650 LF</td> <td style="text-align: right;">\$135,000</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right; border-top: 1px solid black;"><b>\$570,000</b></td> </tr> </table>								Contract guardrails on Stirling Road, Ph I, south side, from Hancock Road to Holatee Trail, 1320 LF(7/7/11)	\$135,000	Contract guardrails on Stirling Road, Ph II, south side, from Hancock Road to Holatee Trail, 2650 LF(7/7/11)	\$135,000	Install guardrail across the bridge at Melaleuca Dr at SW 56th St.	\$30,000			Contract guardrails on Stirling Road, Ph I, south side, from Holatee Trail to Melaleuca Dr, 1320 LF	\$135,000	Contract guardrails on Stirling Road, Ph II, south side, from Holatee Trail to Melaleuca Dr, 2650 LF	\$135,000	<b>Total</b>	<b>\$570,000</b>
Contract guardrails on Stirling Road, Ph I, south side, from Hancock Road to Holatee Trail, 1320 LF(7/7/11)	\$135,000																				
Contract guardrails on Stirling Road, Ph II, south side, from Hancock Road to Holatee Trail, 2650 LF(7/7/11)	\$135,000																				
Install guardrail across the bridge at Melaleuca Dr at SW 56th St.	\$30,000																				
Contract guardrails on Stirling Road, Ph I, south side, from Holatee Trail to Melaleuca Dr, 1320 LF	\$135,000																				
Contract guardrails on Stirling Road, Ph II, south side, from Holatee Trail to Melaleuca Dr, 2650 LF	\$135,000																				
<b>Total</b>	<b>\$570,000</b>																				
<b>Annual Impact on Operating Budget</b>																					
Personnel	0.00																				
Operating	0.00																				
Replacement Cost	Year:	0.00																			
Revenue/Other	0.00																				
Total	0.00																				



## FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Pavement Striping and Markers						
Priority	Transportation #3			Project Manager	Willie Nabong, Town Engineer		
Department	Public Works			Division	Engineering		
Project Location	Various town streets.						
Fiscal Year	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total	Prior Years
Plans and Studies							
Engineering, Architecture & Permitting							
Construction	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000	
Other (Specify)							
TOTAL COST:	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000	
Revenue Source	GAS / TFB	GAS	GAS	GAS	GAS		
Description (Justification and Explanation)							
<p>The Town desires to maintain Town streets paint striping and markers such as centerline and edge of pavement stripings, and reflective pavement markers, at an acceptable level of service by identifying, prioritizing and implementing an annual streets striping and markers installation plan. This program provides a safer transportation network throughout the town. The Town's Drainage &amp; Infrastructure Advisory Board (DIAB) has approved a list of streets for striping and markers installation. The current list includes seventeen areas of identified concerns. A complete listing of all identified locations is available upon request.</p>							
Annual Impact on Operating Budget							
Personnel		\$0	Estimated annual cost for re-striping and markers replacement.				
Operating		\$0					
Replacement Cost	Year: 8	\$50,000					
Revenue/Other		\$0					
Total		\$50,000					

## FUNDED

<b>Town of Southwest Ranches</b> <b>Capital Improvement Project</b>							
Project	<b>SW 210th Terrace Road Improvements</b>						
Priority	<b>Transportation #4</b>			Project Manager	<b>G.D. "Willie" Nabong, P.E.</b>		
Department	<b>Transportation Fund</b>			Division	<b>Transportation</b>		
Project Location	<b>Stirling Road to SW 54th Place</b>						
Fiscal Year	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total	Prior Years
Plans and Studies							
Engineering, Architecture & Permitting		\$150,000	\$95,000			\$245,000	
Land Acquisition/Site Preparation						\$0	
Construction				\$704,500	\$704,500	\$1,409,000	
Equipment/Furnishings						\$0	
Other (Documentation for Rights-of-Way)	\$15,000					\$15,000	
TOTAL COST:	\$15,000	\$150,000	\$95,000	\$704,500	\$704,500	\$1,669,000	
Revenue Source	GAS / TFB	NF	NF	NF	NF		
Description (Justification and Explanation)							
<p>This project, from Stirling Road to SW 54th Place, consists of reconstruction of an existing rural street approximately half mile in length, 24 feet in width, with grassed swales, pavement paint striping and signage. The project includes some associated roadway drainage improvements consisting of pipes and inlets. The project anticipates that the required rights-of-way will be donated at no cost to the Town. However, for FY 2013 surveys and/or legal expenses will be incurred to obtain title to the ROW's</p> <p>The Town presently does not maintain the street. The Town received complaints from residents regarding the bad condition of the road. The street will provide a north - south access for the residents and businesses in the area. The paved road will help the landscape and nursery businesses along the corridor improve their business accessibility.</p>							
Annual Impact on Operating Budget							
Personnel	\$0		The anticipated repaving cost at the end of expected pavement life is \$58,000. Assuming a 25 year lifespan, the annualized replacement cost would be approximately \$2,300 per year.				
Operating	\$0						
Replacement Cost	Year: 2037	\$2,300					
Revenue/Other	\$0						
Total	\$2,300						

## **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 principals 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 but preside and transact business independently.

Presently, this fund is comprised of a team of 30-50 independent, professional volunteer firefighters who primarily provide additional Fire protection support to the entire Town.

## Volunteer Fire Fund Summary Fiscal Year 2013

### FY 2012 Estimated

Estimated Volunteer Fire Fund Revenue	256,000
Estimated Expenditures & Encumbrances	(256,000)
Estimated FY 2012 Excess of Revenue over Expenditures	<u>0</u>

### FY 2013 Projected Restricted Fund Balance

Audited Restricted Fund Balance 9/30/2011	37,839
Estimated FY 2012 Excess of Revenue over Expenditures	0
Projected Restricted Fund Balance 9/30/2012	<u>37,839</u>
Appropriated Restricted Fund Balance in FY 2013	0
Projected Restricted Fund Balance 9/30/2013	<u>37,839</u>

### FY 2013 Budget Summary

#### Adopted Revenues

Non-Operating Revenues	266,000
Appropriated Restricted Fund Balance	-
<b>Total Revenues</b>	<b><u>266,000</u></b>

#### Adopted Expenditures

Operating Items	266,000
<b>Total Expenditures</b>	<b><u>266,000</u></b>

## Volunteer Fire Fund Revenues

Line Item Prefix: 102-0000-:		FY 2010 Actual *	FY 2011 Actual *	FY 2012 Current Budget*	FY 2012 Projected	FY 2013 Adopted
366-36610	Contributions/Donations-Private Sources	-	-	-	10,000	10,000
	Interest Earnings	-	-	-	-	-
381-38101	Transfer from General Fund	-	-	-	246,000	256,000
<b>TOTAL</b>	<b>Non-Operating Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>256,000</b>	<b>266,000</b>
<b>TOTAL</b>	<b>VOLUNTEER FIRE FUND</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>256,000</b>	<b>266,000</b>

**Note: \*The VFF is a blended component unit of the Town and whose annual budget was/is not adopted by the Town Council. However, commencing FY 2013 it is presented in this budget book for transparency purposes.**

## Volunteer Fire Fund Expenditures

Line Item Prefix: 102-3200-522:		FY 2010 Actual *	FY 2011 Actual *	FY 2012 Current Budget *	FY 2012 Projected	FY 2013 Adopted
Suffix Code	Object Description					
34100	Other Contractual Services	-	-	-	221,000	224,000
45100	Property and Liability Insurance	-	-	-	25,000	32,000
48110	Promotional Activities	-	-	-	10,000	10,000
TOTAL	Operating Expenses	-	-	-	256,000	266,000
TOTAL	VOLUNTEER FIRE FUND	-	-	-	256,000	266,000

Note: \*The VFF is a blended component unit of the Town and whose annual budget was/is not adopted by the Town Council. However, commencing FY 2013 it is presented in this budget book for transparency purposes.

### Major Variance from Current Budget FY 2012 to Projected FY 2012

Code	Amount	Explanation

### Major Variance or Highlights of the Departmental Budget - FY 2012 Projected to FY 2013 Adopted

Code	Amount	Explanation
45100	\$7,000	Incr. for new Davie ALS Transport Ut + anticipated incr.-VFIS



## 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. The Town offers quality services at reasonable rates. A reduction in rates was adopted for FY 2013.

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 an exclusive contractual agreement for the Town under the primary oversight of the Executive and Code Compliance departments. A goal of the Town and contractor is to provide for the regular and courteous removal and disposal of solid waste, recycling and bulk trash materials consistent with balancing quality services at an affordable cost.

Currently, the contractual firm employs its own solid waste collection crews who provide services consistent with its published collections schedule. Additional contractor solid waste collection responsibilities include the environmentally responsible delivery and disposal of waste materials.

General Town administrative support services provide a number of services for this fund (such as: customer service, general management, code compliance, finance (for residential collection and accounts payable) and legal. The Solid Waste fund offsets some of these costs with a service payment/Transfer to the General Fund of \$174,492 to reimburse a portion of its overall personnel costs.

The current budget proposes a thirty percent (30%) rate decrease to its Solid Waste special assessment fee in accordance with a competitive negotiation process and the resulting change to a new contractor in FY 12/13. Town staff are expected to facilitate, assist and transition the change in contractor to all property owners in the most seamless manner.

## Solid Waste Fund Summary Fiscal Year 2013

### FY 2012 Estimated

Estimated Solid Waste Fund Service Revenue	1,546,624
Estimated Expenditures & Encumbrances	<u>(1,532,207)</u>
Estimated FY 2012 Excess of Revenue over Expenditures	<u><u>14,417</u></u>

### FY 2013 Projected Unrestricted Net Assets

Audited Unrestricted Net Assets 9/30/2011	291,448
Estimated FY 2012 Excess of Revenue over Expenditures	<u>14,417</u>
Projected Unrestricted Net Assets 9/30/2012	<u>305,865</u>
Appropriated Unrestricted Net Assets in FY 2013	<u>-</u>
Projected Unrestricted Net Assets 9/30/2013	<u><u>305,865</u></u>

### FY 2013 Budget Summary

#### Adopted Revenues

Service Revenues	1,075,685
Interest Earnings	<u>2,000</u>
<b>Total Revenues</b>	<u><b>1,077,685</b></u>

#### Adopted Expenditures

Operating Items	846,893
Non-Operating Costs	<u>230,792</u>
<b>Total Expenditures</b>	<u><b>1,077,685</b></u>

## Solid Waste Fund Revenues

Line Item Prefix: 401-0000-:		FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Adopted
	Solid Waste Franchise Fee	45,672	-	-	-	-
325-32524	Solid Waste Assessment	1,606,132	1,620,856	1,621,976	1,544,624	1,027,901
343-34340	Recycling Revenues	-	-	-	-	47,784
<b>TOTAL</b>	<b>Services Revenues</b>	<b>1,651,804</b>	<b>1,620,856</b>	<b>1,621,976</b>	<b>1,544,624</b>	<b>1,075,685</b>
		-	-	-	-	-
389-38910	Interest Earnings	10,118	8,500	-	2,000	2,000
<b>TOTAL</b>	<b>Miscellaneous Revenues</b>	<b>10,118</b>	<b>8,500</b>	<b>-</b>	<b>2,000</b>	<b>2,000</b>
<b>TOTAL</b>	<b>SOLID WASTE</b>	<b>1,661,922</b>	<b>1,629,356</b>	<b>1,621,976</b>	<b>1,546,624</b>	<b>1,077,685</b>

## Solid Waste Fund Expenditures

Line Item Prefix: 401-4100-534:		FY 2010 Actual	FY 2011 Actual	FY 2012 Current Budget	FY 2012 Projected	FY 2013 Adopted
Suffix Code	Object Description					
12100	Regular Salaries	27,331	69,808	-	-	-
21100	Overtime	-	696	-	-	-
23100	Payroll Taxes	439	4,961	-	-	-
24100	Workers Compensation	-	75	-	-	-
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>27,770</b>	<b>75,540</b>	<b>-</b>	<b>-</b>	<b>-</b>
31010	Professional Services		28,297	48,000	30,361	15,000
34100	Other Contractual Services	1,360,996	1,253,860	1,367,922	1,368,000	784,109
34200	Recycling Expense	-	-	-	-	47,784
49100	Other Current Charges	28,068	20,563	-	5,145	-
533002	Discounts Taken	-	-	77,352	-	-
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>1,389,540</b>	<b>1,302,855</b>	<b>1,493,275</b>	<b>1,403,506</b>	<b>846,893</b>
581-91001	Transfer to General Fund	-	-	128,701	128,701	174,492
99100	Contingency	-	-	-	-	56,300
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>-</b>	<b>-</b>	<b>128,701</b>	<b>128,701</b>	<b>230,792</b>
<b>TOTAL</b>	<b>SOLID WASTE FUND</b>	<b>1,417,310</b>	<b>1,378,395</b>	<b>1,621,976</b>	<b>1,532,207</b>	<b>1,077,685</b>

### Major Variance from Current Budget FY 2012 to Projected FY 2012

Code	Amount	Explanation
31010	(\$17,639)	professional services lower than budgeted
533002	(\$77,352)	statutory discount relected as a component of revenues (net)

### Major Variance or Highlights of the Fund Budget - FY 2012 Projected to FY 2013 Adopted

Code	Amount	Explanation
31010	(\$15,361)	lower anticipated professional services required
34100	(\$782,741)	reduction due to new SW contractual agreement
34200	\$47,784	increase an offset to #3410 above - provision for new account
99100	\$45,791	increase in personnel/contract svs due to contractor change

**Town of Southwest Ranches**  
**Adopted FY 2012/2013**  
**Solid Waste Assessment Worksheet**

**Sources:**

SWS Contract  
 Broward County Property Appraiser  
 Munilytic Consultant Study

Description	Solid Waste & Recycling	Bulk Waste	Total Adopted FY 12/13
% Allocation Direct Expenses Only	69.00%	31.00%	

**Direct Expenses:**

Solid Waste Collection	\$ 272,838	\$ -	\$ 272,838
Recycling Collection	\$ 47,784	-	47,784
Bulk Waste Collection	-	102,646	102,646
Solid Waste Disposal	\$ 255,541	-	255,541
Bulk Waste Disposal	-	153,084	153,084
<b>Sub-Total</b>	<b>\$ 576,163</b>	<b>\$ 255,730</b>	<b>\$ 831,893</b>

**Other Expenses**

Statutory Discount	34,662
Collections Cost	44,957
Solid Waste Assessment Cost Allocation of Townwide Personnel\Contractual Costs	174,492
Net Assets Available for Rate Stabilization	54,300
<b>Total Solid Waste Assessment Expenses</b>	<b>\$ 1,140,304</b>

**Based On Consultant Study**

Assessment	Lot Sq Ft. Range		Number of Units in Range	Solid Waste Cost Per Unit	Bulk Waste Cost Per Unit	Total Adopted Rates FY 12/13	Total Assessed Rates FY 11/12	Difference Increase (Decrease)
A	-	41,200	400	321.30	97.38	418.68	591.89	(173.21)
B	41,201	46,999	410	321.30	114.00	435.30	617.85	(182.55)
C	47,000	62,999	405	321.30	134.64	455.94	653.34	(197.40)
D	63,000	95,999	422	321.30	147.68	468.98	676.39	(207.41)
E	96,000	106,999	418	321.30	167.73	489.03	708.27	(219.24)
F	107,000	>107,000	403	321.30	193.30	514.60	758.22	(243.62)

**Town of Southwest Ranches, FL**  
**Adopted Cost Allocation Plan for 2013 Special Assessments**

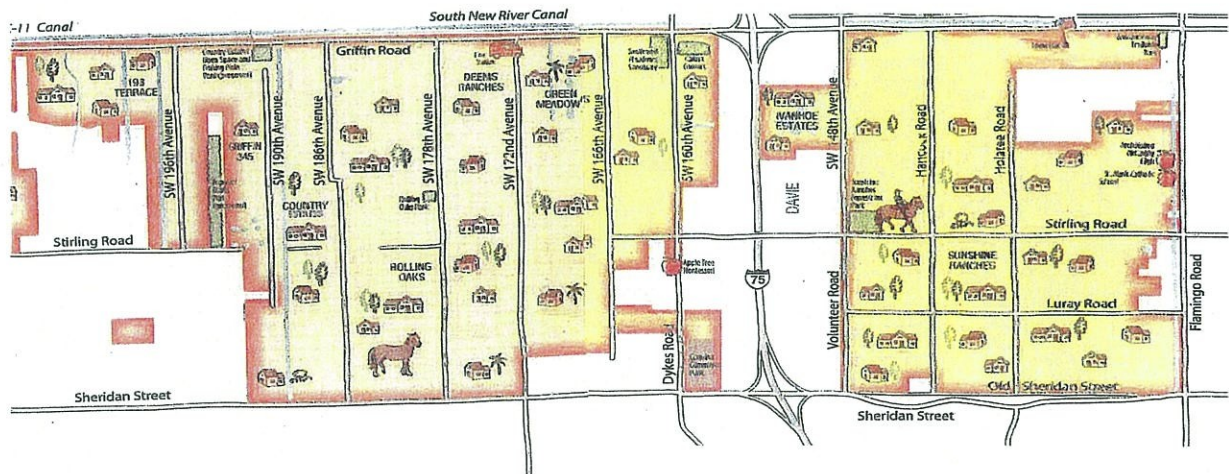
<i>Townwide Personnel &amp; Contractual Costs *</i>		<i>General Fund Allocation</i>		<i>Solid Waste Assessment Cost Allocation</i>		<i>Fire Assessment Cost Allocation</i>	
Department	Cost	%	Allocation	%	Allocation	%	Allocation
Council	\$ 63,000	87%	\$ 54,810	8%	\$ 5,040	5%	\$ 3,150
Attorney	\$ 385,000	92%	\$ 354,200	5%	\$ 19,250	3%	\$ 11,550
Executive	\$ 245,000	76%	\$ 186,200	12%	\$ 29,400	12%	\$ 29,400
Finance	\$ 165,000	70%	\$ 115,500	15%	\$ 24,750	15%	\$ 24,750
Clerk	\$ 145,040	90%	\$ 130,536	5%	\$ 7,252	5%	\$ 7,252
Building	\$ 187,040	100%	\$ 187,040	0%	\$ -	0%	\$ -
Code	\$ 222,000	60%	\$ 133,200	40%	\$ 88,800	0%	\$ -
PROS	\$ 50,000	100%	\$ 50,000	0%	\$ -	0%	\$ -
<b>Totals</b>	<b>\$ 1,462,080</b>		<b>\$ 1,211,486</b>		<b>\$ 174,492</b>		<b>\$ 76,102</b>

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

**Purpose:** This cost allocation chart shows the distribution of Townwide Personnel and Contractual Costs distributed between the General Fund and the Towns two special assessments



## Appendix

**FY 2012-2013**



## Appendix

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

The two components contained here are:

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



## FUND DESCRIPTIONS

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

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

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

### GOVERNMENTAL FUND TYPES

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

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

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

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

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

### FUND 001 - GENERAL FUND

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

# FUND DESCRIPTIONS

## **FUND 101 – TRANSPORTATION FUND**

The Transportation Fund is a type of special revenue fund. The revenues received for that fund have specific limitations on their use. This fund is used to account for the portions of gas tax and transportation revenues, which is restricted 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 Board.

## **FUND 201 – DEBT SERVICE FUND**

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

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

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

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

## **PROPRIETARY FUND TYPES**

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

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

## FUND DESCRIPTIONS

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

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

## FIDUCIARY FUND TYPES

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

## GLOSSARY

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

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

**ADA:** This acronym refers to the United State's Federal Americans with Disabilities Act.

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

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

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

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

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

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

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

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

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

# GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

**Capital Outlay:** Fixed assets which have a value of \$1,000 or more and have a useful

## GLOSSARY

economic lifetime of more than one year; or, assets of any value if the nature of the item is such that it is available to be controlled for custody purposes as a fixed asset.

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

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

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

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

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

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

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

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

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

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

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

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

## GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

**Fund Balance –** the cumulative difference of all revenue and expenditures from the

## GLOSSARY

government's creation. It can also be considered to be the difference between fund assets and fund liabilities, and can be known as fund equity.

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

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

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

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

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

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

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

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

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

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

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

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

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



## GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

# GLOSSARY

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

**Reserve:** An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

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

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

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

**Revenue:** Sources of income.

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

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

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

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

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

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

**Temporary Positions:** An employee who fills a temporary or short-term position. Such

## GLOSSARY

employees provide contingency staffing for government operations during peak workloads, or to address temporary staffing needs. Temporary employees are paid on a per-hour basis, and do not receive benefits.

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

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

**Unassigned Fund Balance:** The portion of a fund's balance which is not obligated or specifically designated and is available for any purpose.

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

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

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